

**Town of Montville Town Council
Special Meeting Minutes
June 16, 2022, 7:00 p.m.
Montville Town Hall – Council Chambers**

Town of Montville has lifted the mask mandate effective Monday, February 28, 2022 throughout Town facilities in coordination with our schools. Although the mask mandate has been lifted, Uncas Health strongly recommends that all individuals, both vaccinated and unvaccinated, continue to wear masks indoors.

1. Call to Order
Chairman McNally called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance followed by a moment of silence in honor of our military.
3. Roll Call
Present were Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Absent was Councilor Rix. Also present was Mayor Ronald McDaniel.
4. Special Recognitions/Presentations – *none*
5. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of May 9, 2022
 - b. The Public Hearing Minutes of May 19, 2022 (Collection of Tax Payments)
 - c. The Public Hearing Minutes of May 19, 2022 (Volunteer Firefighter’s Relief Program)
 - d. The Special Meeting Minutes of May 19, 2022 (BOE resignation/appointment)
 - e. The Special Meeting Minutes of May 31, 2022 (FY2022/23 Budget)

Motion made by Councilor May, seconded by Councilor Mandler. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.

6. Executive Session – *none*
7. Remarks from the public relating to matters on the agenda with a three-minute limit – *none*
8. Communications
 - a. Copy of the May 2022 Financial Reports from Terry Hart, Finance Director
 - b. Copy of the legal bills from Halloran & Sage for the month of March 2022
 - c. Copy of the legal bills from Halloran & Sage for the month of April 2022
 - d. Copy of the legal bills from Suisman-Shapiro for the month of April 2022
 - e. Copy of the RFP for the proposed Animal Shelter Facility from Design Learned, Inc.
 - f. Copy of the RFP for the proposed Animal Shelter Facility from Silver/Petrucci + Associates
 - g. Copy of a letter of appreciation from Troop 93 Life Scout Tyler Lawton for the Town Council’s support for his proposed Horton Cove Trail

9. Report from the Town Attorney on Matters Referred – *none*

10. Remarks from the Mayor and/or Administrative Department Heads to include Matters Referred

Mayor McDaniel encouraged everyone to take the time to view the artwork of the Montville High School students displayed throughout the community, including Town Hall.

A meeting was held with CT DEEP’s Fisheries Division regarding a grant to be received by the Town for the fishing pier. The grant continues to grow as the Fisheries Division proposes additional improvements. Planning Director Liz Burdick continues to work with them to develop the plans.

\$60,000.00 in scholarships were awarded to graduating students through the Palmer Fund.

A very “tremendous” Farmers Market event was held.

The closing for the sale of the property located at 00 Bridge Street was held today. The property was sold for \$10,000.00.

Public Works Director position (Councilor Caron) – The position remains open and the hiring process is continuing.

Emergency Notifications (Councilor Caron) – A change in and subsequent review of dispatching systems revealed that individuals who are not First Responders and receiving the notifications were improperly utilizing the information. In addition, issues related to HIPAA (Health Insurance Portability and Accountability Act) were found. As a result, only First Responders are now receiving the notifications. Discussion ensued regarding whether the notifications, which includes fire and ambulance calls and road closures, is public information and the need for the governing body to have access to the information. A written notice of their concerns may be submitted to the Mayor for review. Councilor Mandler reported that a policy is being drafted regarding the receipt of emergency notifications.

Carnival Comp Time Requests (Councilor Mandler) – The Parks & Recreation Director and Fire Marshal will be receiving comp time for the carnival. A brief explanation of the comp time process was explained, per the contract. Councilor Mandler felt that the Fire Marshal should not be receiving any comp time and stated that he will be submitting a request for his time sheet.

Finance Director Hart reported that the overall revenues for the Town are at 98.5%. The amount excludes the Municipal Grants and Aid and Pequot Funds. As of today, it appears that the revenues should exceed the anticipated amount.

She commended the Tax Collector who received funds for properties located on Dock Road and Massachusetts Avenue. In addition, the prior year and motor vehicle supplement taxes have exceeded the anticipated amount by \$300,000.00 for the current fiscal year.

The expenditures are as anticipated. Due to inflation, line items related to truck repairs, public works, and utilities are over-budget. The line items can be absorbed through contingencies and line-item transfers.

A meeting was held with Councilor Yuchniuk, the Town Planner, the Town Engineer, and Animal Control Officer to review and discuss the two bids that were received from Design Learned, Inc. (\$128,000.00), and Silver/Petrucelli + Associates (\$91,700.00).

Silver/Petrucelli + Associates provided the lower bid and was selected to design the building.

She is currently working with Bond Counsel regarding the bonding of the upcoming school projects. The Resolutions should be on the Town Council's July Agenda in preparation for the November ballot.

Planning Director Burdick introduced and commended the Town's new Zoning & Wetlands Enforcement Officer (ZWEO) Meredith Badalucca, who recently passed the CAZEO (Connecticut Association of Zoning Enforcement Officials) exam and Inland Wetlands Training Course. Former ZWEO Tiffany Williams will be transferring to the WPCA (Water Pollution Control Authority).

She reported that applications for a 29-lot subdivision on Monahan Drive and a salt storage facility (Phase I) and placement of fill material for rail spurs (Phase II) for Gateway Shipping Facility on Depot Road were recently received. In addition, the Commission will be reviewing a §8-24 Referral for the sale and conveyance of town property located on Maple Avenue and an eight-lot subdivision for single-family residences.

A revised draft of the Affordable Housing Plan has been provided to the Town Council. A Public Hearing will be held on June 28. No comments from the public have been received to date.

Additional Fishing Pier Funding has been earmarked for the Town's Boat Launch area. The additional funds will be utilized to extend the pier and install an octagon, enlarging the fishing area. Additional grant opportunities are being sought for the project. The property behind the Boat Launch area is not available at this time. CLA Engineers is looking into the possibility of making improvements and adding additional parking. Mayor McDaniel added that the project currently consists of two (2) octagons, a fish cleaning station, and lighting. CT DEEP will be funding 80% of the cost of the project.

The current *Dollar General* store being one of the highest-grossing in sales in the area, the town will be home to a second *Dollar General* store.

Gateway Shipping Facility Access & Estimated Truck Count (Councilor May) – The Traffic Study will be provided to the Town Council. Access to the property will be located on Depot Road only and will not interfere with the Boat Launch area. The Company has also agreed to provide approximately 15 to 20 feet for the parallel parking of trailers on the westerly end of the property.

Chairman McNally added that the discontinuing of Fort Shantok Road, Sunny Hill Drive and a portion of Shantok Heights Road will soon be finalized; the signs have been posted and the notices to the abutting property owners regarding the July 19 Public Hearing will be mailed.

11. Reports from Standing Committees

- a. Town Administration/Rules of Procedure – *no meeting*
- b. Finance – *no meeting*
- c. Public Works/Solid Waste Disposal – *no meeting*

12. Reports from Special Committees and Liaison Councilors

- a. Councilor Bunnell: Library Committee, Parks & Recreation Commission, Volunteer Fire Fighters' Relief Fund

Volunteer Fire Fighters' Relief Fund – *no meeting*

Parks & Recreation Commission – The Commission reviewed and approved a proposed Eagle Scout Project by Brian So for a second kick wall at Camp Oakdale. Eagle Scout So is currently in the process of seeking funding, some of which will be raised through recycling items. Training for 22 Summer Camp Counselors has begun. The camp will run for seven weeks and range from approximately 170 to 198 children/week. A very successful Farmers Market event with a total of 31 vendors was held. The Camp Oakdale grills have arrived and an RFP (Request for Proposal) for two options for the tennis/pickleball courts has been issued. Both of these projects will utilize Phase I of the ARPA Funds.

Library Committee – New Library Director Keri Wall is in the process of planning numerous projects. Recently retired Director Michelle Westcamper will remain on the Library Committee. The Committee will be requesting ARPA Funds for the replacement of the current A/C unit, ceiling, and LED light upgrades. Projects that have been completed include the sidewalk to the garage, tree removal, lighting, and computer work. The Programming Policy and Collection Development Policy were approved. Childcare and Behavior Policies were proposed and discussed. He expressed his dismay with the funding the library receives from the Town in comparison to neighboring towns. The Library's \$1 million Endowment is depleting due to the stock market, use, and lack of income.

- b. Councilor Caron: Commission on Aging, Social Services, Non-Profit Organizations
Non-Profit Organizations – Letters are being drafted informing the organizations of the Town’s requirement to have a sitting Board Member for organizations receiving over \$1,000.00 in funding from the Town.
Social & Senior Services – A nice and fun Older Americans Dance and Luncheon event was held. He expressed his appreciation to the Mohegan Tribe for donating Skybox tickets to a recent concert for a Senior Center and Youth Center fundraiser and Brad Paisley Concert tickets to Veterans-in-Need.
 - c. Councilor Mandler: Water Pollution Control Authority, Ad-Hoc Covid-19 Impact Study Committee
Water Pollution Control Authority – Due to the absence of the Chair and Vice-Chair, a short informational meeting was held.
Ad-Hoc Covid-19 Impact Study Committee – The Committee held a meeting this evening and will be making three recommendations.
 - d. Councilor May: Conservation Commission
A very well-attended Tree ID presentation provided by a CT DEEP Representative was held. The Commission is hoping to host additional presentations in the near future. They continue to work on improving the trails.
 - e. Councilor Rix: Board of Education, Farmers Market Committee, Planning & Zoning Commission – *not present; no report*
 - f. Councilor Yuchniuk: Economic Development Commission, Public Safety Commission, Youth Services Bureau and Advisory Board
Economic Development Commission – *no report*
Public Safety Commission – The Police Department reported the receipt of 1,108 Calls for Service, 22 of which resulted in arrests, 3 of which were juveniles. The Fire Department reported 250 Calls for Services, 180 of which were ambulance calls. The Assistant Building Official position continues to remain open. An MOU (Memorandum of Understanding) has been drafted for other Building Officials to fill the position, contractually, for vacations and the like.
Youth Advisory Board – The Board expressed their concerns regarding the doors being unsecured while the dance troupe is utilizing the Community Center. They will be speaking with the Parks & Recreation Director regarding the possibility of requesting that one of the parents monitor the door during this period.
13. Appointments and Resignations
 - a. To Consider and Act on a Motion to re-appoint Deborah Schober to the Uncas Health District with a term to expire on July 12, 2025.
Motion made by Councilor Caron, seconded by Councilor May. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.
 14. Unfinished Business – *none*
 15. New Business
 - a. **Resolution #2022-66. THE TOWN OF MONTVILLE HEREBY RESOLVES** to refund taxes due to overpayments and corrections in the amount of \$2,590.60 (two thousand five hundred ninety dollars and sixty cents) as requested by the Tax Collector. (Councilor McNally)

Motion made by Councilor Caron, seconded by Councilor May. Discussion: None. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Resolution passed.

- b. **Resolution #2022-67. THE TOWN OF MONTVILLE HEREBY RESOLVES** to provide a Favorable Report to the Planning & Zoning Commission regarding the Town of Montville 2022 Affordable Housing Plan. (Councilor McNally)

Motion made by Councilor May, seconded by Councilor Caron. Discussion: Chairman McNally commended the Commission on drafting a very thorough Plan. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- c. **Resolution #2022-68. THE TOWN OF MONTVILLE HEREBY RESOLVES** to approve and adopt the Ordinance titled “An Ordinance regarding the Sale and Conveyance of Real Property located at 8, 14, and 22 Bridge Street as heard at a Public Hearing held on June 16, 2022 at 6:00 PM in the Town Council Chambers at Montville Town Hall. (Mayor McDaniel)

Motion made by Councilor May, seconded by Councilor Mandler. Discussion: None. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- d. **Resolution #2022-69. THE TOWN OF MONTVILLE HEREBY RESOLVES** to pay the Deputy Registrar of Voters \$15.00 (fifteen dollars) per hour for up to 20 (twenty) hours each fiscal year. (Councilor McNally)

Motion made by Councilor May, seconded by Councilor Mandler. Discussion: Chairman McNally stated that this and the following item has been budgeted and requires the Town Council’s formal approval. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- e. **Resolution #2022-70. THE TOWN OF MONTVILLE HEREBY RESOLVES** to increase the salary of the Registrar of Voters by 10.07% effective July 1, 2022. (Councilor McNally)

Motion made by Councilor Mandler, seconded by Councilor Caron. Discussion: Chairman McNally noted that the Registrar of Voters has not had a pay increase in approximately three-and-a-half years; the increase is minimal. The item has been budgeted and requires the Town Council’s formal approval. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- f. **THE TOWN OF MONTVILLE HEREBY RESOLVES** to authorize Mayor Ron McDaniel to consummate the sale of 245 Lynch Hill, Uncasville, CT to (Fradwin Marmol or Richard Nicholson) by virtue of a quit claim deed for (\$24,000 or \$7,500) per the purchase and sales agreement dated (May 11 or June 2, 2022). (Mayor McDaniel)

Motion made by Councilor May, seconded by Councilor Caron. Discussion: Mayor McDaniel stated that the \$24,000.00 offer is contingent upon a perc test and survey at the buyer’s expense and the \$7,500.00 offer was made by an abutting neighbor.

Motion made by Chairman McNally, seconded by Councilor Mandler, to amend the motion to read:

Resolution #2022-71. THE TOWN OF MONTVILLE HEREBY RESOLVES to authorize Mayor Ron McDaniel to consummate the sale of 245 Lynch Hill, Uncasville, CT to Fradwin Marmol by virtue of a quit claim deed for \$24,000.00 per the purchase and sales agreement dated May 11, 2022. (Mayor McDaniel)

Discussion: Should the tests and survey not be satisfactory, the property will be placed back on the market. Voice vote, 6-0, all in favor. Motion carried.

Roll Call vote on the amended motion, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- g. **Resolution #2022-72. THE TOWN OF MONTVILLE HEREBY RESOLVES** to transfer \$5,000 to Misc Supplies (10630-53019) in the Conservation budget from Contingency. (Councilor McNally)

Motion made by Councilor May, seconded by Councilor Mandler. Discussion: None. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- h. **Resolution #2022-73. THE TOWN OF MONTVILLE HEREBY RESOLVES** to transfer \$83,000 to School Security Upgrade (10960-54139) from the General Fund. (Councilor McNally)

Motion made by Councilor May, seconded by Councilor Mandler. Discussion: Board of Education Chairman Wills Pike stated that a partial grant was received for physical security upgrades. The upgrades will include providing adequate egress for, primarily, the doors and the lower windows of the buildings, camera upgrades, and, possibly, magnetic strips for the doors. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- i. **Resolution #2022-74. THE TOWN OF MONTVILLE HEREBY RESOLVES** to transfer \$59,982 from the Capital Non-Recurring fund to the General Fund. (Councilor McNally)

Motion made by Councilor May, seconded by Councilor Bunnell. Discussion: Mayor McDaniel stated that the transfer of funds is per the Auditors. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- j. **Resolution #2022-75. THE TOWN OF MONTVILLE HEREBY RESOLVES** to transfer \$231,770 from the Capital Projects fund to the General Fund. (Councilor McNally)

Motion made by Councilor Mandler, seconded by Councilor May. Discussion: Chairman McNally explained that the transfer is due to unexpended funds for Capital Projects. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- k. **Resolution #2022-76. THE TOWN OF MONTVILLE HEREBY RESOLVES** to increase the salary for the Blight Officer to \$18.00 per hour effective July 1, 2022. (Councilor McNally)

Motion made by Councilor May, seconded by Councilor Bunnell. Discussion: Chairman McNally stated that the position was inadvertently excluded from the vote to increase the salaries for the part-time employees. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

- l. **Resolution #2022-77. THE TOWN OF MONTVILLE HEREBY RESOLVES** to waive the sealed bid requirement in Section 708(a) of the Town Charter when utilizing the HGACBuy (Houston-Galveston Area Council) contract for said purchase requirements. (Mayor McDaniel)

Motion made by Councilor May, seconded by Councilor Mandler. Discussion: Mayor McDaniel stated that the Resolution would allow the WPCA to purchase product(s) for a significantly lower price and add an additional vendor to their approved vendor list. The addition would conform to the Town's policy. In response to Chairman McNally, the Mayor stated that the item is on the Town Council agenda for approval as the WPCA is required to follow the Town's Purchasing Policy. He added that, while the WPCA would, typically, approve the item before it is presented to the Town Council, due to need and timing, the item is on their agenda for approval. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Bunnell, Caron, Mandler, May, Yuchniuk, and McNally. Voting in Opposition: None. Resolution passed.

16. Remarks from the Public with a three-minute limit – *none*

17. Remarks from the Councilors and the Mayor

Mayor McDaniel was pleased that the salaries are being raised to an acceptable level. He looks forward to a successful Carnival.

Councilor Bunnell commented on the Uvalde School shooting and expressed his hopes, encouragement and support for the Montville School District to support the movement to arm the schools and protect their schoolchildren.

Councilor Caron reported that he and the Mayor met with a company to review the Old Town Hall; he looks forward to moving forward with the project. He felt that the Town Council should begin discussing raising the Mayor's salary.

Councilor May proposed the possibility of inviting the Chairperson of the Housing Authority to provide an update and to ensure that the issues are being resolved. He agreed with Councilor Bunnell and the need to increase the funding for the Library. He also stated that he would be drafting a letter regarding the receipt of EMS Notifications which, he felt, provides the Councilors with valuable information and insight into the Town; he disagreed that the receipt of the notifications constitutes a HIPAA violation. He wished everyone a Wonderful Fourth of July.

Councilor Mandler commented on an "awesome" Farmers Market event and commended the Committee for all of their hard work and efforts. He agreed with Councilor Caron's statement regarding the need to review the Town's salaries in order to be competitive with other towns. He also questioned the absence of receiving invitations in a timely manner and the overall lack of communication. He wished everyone a Happy Fourth of July.

Councilor Yuchniuk expressed his agreement with the need to maintain competitive salaries and with Councilor Bunnell's comment regarding school security; he aims to speak with the Public Safety Commission regarding the matter.

Chairman McNally wished everyone a Happy Summer and hopes to see everyone at the upcoming Carnival.

18. Adjournment

Motion made by Councilor Caron, seconded by Councilor May, to adjourn the meeting at 7:57 p.m. Discussion: None. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Montville

AN AUDIO RECORD OF THE MEETING CAN BE FOUND ON THE TOWN'S WEBSITE LOCATED UNDER RESOURCES – MEETING RECORDINGS