

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Regular Meeting Minutes
January 22, 2024, 5:00 p.m.
Montville Town Hall – Town Council Chambers

1. Call to Order
Chairman Jaskiewicz called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Jaskiewicz, Sabilia, and Yuchniuk)
Present were Councilors Jaskiewicz and Yuchniuk. Absent was Councilor Sabilia. Also present were Mayor Leonard Bunnell, Sr., and Human Resources Director Maria D'Amelia.
4. Alterations to the Agenda – *none*
5. Remarks from the Public relating to matters on the agenda with a three-minute limit – *none*
6. Approval of:
 - a. The Regular Meeting Minutes of December 27, 2023
Motion made by Councilor Yuchniuk, seconded by Councilor Jaskiewicz. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.
7. Unfinished Business – *none*
8. New Business
 - a. Review and approve the Position Description for the Administrative Assistant
Discussion ensued regarding the proposed position description.
Motion made by Councilor Yuchniuk, seconded by Councilor Jaskiewicz, to approve the Position Description for the Administrative Assistant and send the item to the Town Council for review and approval. Discussion: None. Voice vote, 2-0, all in favor.
Motion carried.
9. Remarks from the Public with a three-minute limit – *none*
10. Remarks from the Councilors – *none*
11. Adjournment
The meeting was adjourned at 5:28 p.m.