



**REGULAR MEETING OF THE COMMON COUNCIL  
MIDDLETOWN, CONNECTICUT  
October 1, 2012**

- Regular Meeting** A Regular Meeting of the Common Council of the City of Middletown was held in the Council Chamber of the Municipal Building, on Monday, October 1, 2012 at 7:00 p.m.
- Present** Mayor Daniel T. Drew, Deputy Mayor Robert P. Santangelo, Council Members Thomas J. Serra, Ronald P. Klattenberg, Mary A. Bartolotta, Gerald E. Daley, Hope P. Kasper, Grady L. Faulkner, Jr., Philip J. Pessina, Todd G. Berch, and Deborah A. Kleckowski; Corporation Counsel Daniel B. Ryan, Sergeant-at-Arms Officers DiFronzo and Milardo, and Council Clerk Marie O. Norwood.
- Absent** Council Members Joseph E. Bibisi and Linda Salafia.
- Also Present** Hartford Courant Reporter Shawn Beals, Middletown Press Reporter Jim Salemi, and seventeen members of the public
- Meeting Called to Order** Mayor calls the meeting to order at 7:03 p.m. and leads the public in the Pledge of Allegiance.
- Call of Meeting Read** The Call of Meeting was read and accepted. Mayor Drew declares the Call a Legal Call and the Meeting a Legal Meeting.
- Motion to Recess** Councilman Serra moves to recess this meeting and his motion is seconded by Councilman Pessina. The Chair declares the meeting recessed at 7:05 p.m.
- Meeting Reconvenes** The Chair reconvenes the regular meeting to order at 7:15 p.m.
- Point of Personal Privilege** Councilman Serra makes a point of personal privilege and wishes speedy recovery to Councilman Bibisi. The Chair states he hears he is doing well.
- Motion to Amend Agenda** Councilman Serra states there are no changes to the agenda; the agenda is approved as delivered.

**Agenda Item** 3  
**Description** **Presentation**

The Chair calls on Councilman Pessina for agenda item 3-1. Councilman Pessina states he thought it was important to start out with a quote in honor of Vinny Amato. He quotes from Dr. Martin Luther King Jr. He states regarding community service Vinny Amato was my role model when I started patrolling and he showed me the importance of community. He reads the resolution and ends with a quote on community service. Councilman Pessina moves it for approval and his motion is seconded by Councilman Serra.

Councilman Serra is recognized and states well done, Phil. I have watched and participated in government and politics in high school and college and during my career and Vinny was the perfect citizen and was an idol of mine. One of his best decisions was to coach the coach into becoming the Middlesex Chamber president. Councilman Santangelo states the other day he had the honor of standing in for the mayor and make comments; what I did mention, anyone who grew up in Middletown has been to Amato's and he mentioned the memory goes back to when he was 5. He thought about Amato's and Vinny and we all went there for political advice. Amato's is not just a business in Middletown, it is a tradition. It has touched all of us. I believe in traditions for generations. From the time I was five until now. We should all take a trip there for our inner child. It is a great tradition of Middletown.

The Chair states making an impact is not what you have amassed, but what people remember about you. He had a long term impact on this community and he has heard stories about what a different era it was then; the collegiality and what we can strive for now is part of the legacy. He hired someone for a position from half way across the country and one of the first things he said was I love Amato's. If you think about everyone who went into the store as a child and now brings in their own children and we consider on top of that the impact the store has of being an anchor, we realize his impact. He touched hundreds of thousands of people.

Diane Gervais states on behalf of the Amato family, I thank you for honoring him; he would be pleased and he loved Middletown and loved every minute of the hours he spent in Middletown. Dad believed we should leave the world a better place and make Middletown all it could be. You mentioned the era he was from; that is what we heard about. He would have a political argument here and then go to lunch with those individuals. Everyone loves Middletown and she thanks everyone very much.

Councilman Serra states he will miss his bowties.

The Chair states agenda item 3-1 has been moved and seconded and without objection approved by acclamation.

**Resolution No.  
File Name  
Description  
(Approved)**

**18-12  
ccamatofroct  
Honoring Vincent Amato, In Memoriam.**

WHEREAS, Vincent Amato, born in Middletown the son of the late Rosindo and Josephine Amato, passed away on August 10, 2012; and

WHEREAS, Vinny was the owner of Amato's Toy and Hobby store; he opened his hobby store in 1940, inside his father's plumbing supply shop; and

WHEREAS, he left MIT after a year of studying aeronautical engineering to enter the Army Air Corps Officer Training; he was discharged in 1946 as a Lieutenant Navigator for B29 Airplanes; and

WHEREAS, upon his return, he grew his toy and hobby stores with one on Main Street in Middletown as well as five other locations in Connecticut; Amato's Toy and Hobby Stores still helps anchor retailing on Main Street in New Britain and Middletown; and

WHEREAS, Vincent Amato, in addition to being a successful businessman, was community oriented and a member of numerous organizations including a founding member of the Jaycees, the Middletown Downtown Business District, and Industry for Middletown; he was active in the United Fund, Middletown and New Britain Chambers of Commerce, a Community Corporator of Middlesex Hospital, a Corporator of Liberty Bank as well as serving on its Board, as well as serving on many Middlesex County organizations; and

WHEREAS, he was a lifelong Republican and was Chairman of the Middletown Republican Town Committee, a member of the Republican State Central Committee for Connecticut, a Reagan Delegate to the 1980 and 1984 National Republican Conventions; and

WHEREAS, he served the City of Middletown as a Council Member from November 5, 1969 to November 3, 1971; he served on the Finance Committee, Insurance Committee, Municipal Development Committee and the Water Commission; and

WHEREAS, he continued his service to Middletown and served on Charter Revision, a Downtown Parking Study Committee, represented Middletown on the Connecticut Valley Tourism Commission as well as serving as the City's representative during its reorganization, and on the Downtown Manager Advisory Board; and

WHEREAS, Vinny has been the longest serving member on the Citizens Advisory Committee from the 1980's until his retirement in 2010; he was a founding member and representative to INFORM (Industry for Middletown), which helped promote businesses coming to Middletown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLEOTWN: That we recognize Vincent Amato for his efforts on behalf of the City of Middletown; his dedication to a healthy Downtown has led to a strong Downtown Business District that continues to prosper; his legacy of compassion and consideration for his fellow citizens will be remembered by everyone he has touched in his life; and

BE IT FURTHER RESOLVED: That we offer our condolences to his family; as an active, respected member of the community, he is missed by his friends and colleagues.

**Agenda Item 4  
Description Approval of Minutes**

The Chair asks for a motion to approve the minutes of the regular Common Council meeting of September 4, 2012 at 7 p.m. meeting; Special Meetings of September 4, 2012 at 6 p.m., September 13, 2012 at 7 p.m., and September 13, 2012 Immediately following the 7 p.m. meeting; the minutes of the meetings having been deposited with the Mayor and Corporation Counsel and copies of the same having been served on each and every Council Member, the reading of the same having been dispensed with, Councilman Serra moves them for approval and there is a second by Councilman Santangelo. The Chair asks if there is any further discussion; hearing none, he calls for the vote. Councilman Klattenberg abstains from the meetings of September 13; the other nine votes are ayes. The Chair states the minutes are approved with nine affirmative votes and the noted abstention.

**Public Hearing Opens** The Chair opens the public hearing on the bond ordinances at 7:29 p.m.

Jennifer Alexander speaks in favor of the parking enhancements and specifically the enhancements near KidCity museum. She gives some background. They have had their 14<sup>th</sup> birthday and she looked at some statistics. From ticket buyers, 7.3% are from Middletown; more came from

Massachusetts or Rhode Island than Portland or Cromwell. She lists other towns in Connecticut. When people park in the parking lot behind the museum, they have not been getting the best impression of Middletown. It will help people from other places; you want them to know how to get to Main Street, so particularly the Washington Street parking lot and Holy Trinity driveway are great steps for Middletown. We had 100,000 visitors the last 5 or 6 years.

Quentin Phipps speaks in support for the parking improvements. He did some research and what the project will do will in effect is to add 140 parking spaces by making it more walkable. When you think about walking from the library to Main Street to do that you have to go around and to have a way finding is great. You would avoid people driving around. He wanted to thank the Council for the way finding project. Regarding the resolution honoring Vincent Amato, there would not have been a downtown business district without him.

Larry McHugh states they are supporting the parking improvements; when he came on board in 1983 it was a problem and today it still is and it is terrific for the City to move forward with it.

#### Public Hearing Closes

The Chair, seeing no other speakers on these matters, closes the public hearing on the bond ordinances at 7:35 p.m.

#### Public Hearing Opens

The Chair opens the public hearing on all other items at 7:35 p.m.

Larry McHugh states he will speak on 3 economic development issues, 12-11 and they are in support of this to take \$200,000 for the acquisition of 40 Liberty Street. He thanks Bill Warner for taking a walk with him and John Houston did a great job taking the business over from his dad. They are moving this to the Remington building; it will take an older building down to get parking for residents in the north end. When he needed to get product in, they could tie up traffic. This small to midsize business is willing to grow. Resolution 12-12, WinWholesale, Inc. is coming here with a 198,000 sq. ft. Facility and will bring jobs and economic development to the City. They also support selling land to Dattco and the revenue will go to the general fund and land will go back to the tax rolls and 20 jobs will be created. They are in support of items 11, 12, and 13.

Earle Roberts states he wants to publicly thank Councilman Pessina for honoring Vincent Amato; he will miss him. He was one of my greatest inspirations to get into politics. He was a statesman and a great American. He tutored him on issues and looking at things. He speaks to resolution 10G the emergency purchase and what he finds is bid waiving and the tenant and the landlord and we are trying to fix it permanently with the same people. Resolution 12-1, the Mayor is applying for historic preservation of Eckersley Hall; we should wait until the vote is taken. Resolution 12-3, it was discussed earlier and if he what he heard, they should be training during the day shift and should renegotiate the contract for overtime. We give them benefits and shouldn't pay overtime. Resolution 12-5, allocating \$4,000 more and his concern is the lack of support for the rowing kids; if you are going to put the extra money in, he would like to see it going to rowing. They have to pay the Fire Department for overtime when they have a regatta. The parents have to raise money to pay that and this resolution you could spread it around to all the kids. Resolution, 12-13, he commends that initiative and putting it back on the grand list. Resolution 12-14, a bid waiver and 12-15 and 12-17, there have been a lot of bid waivers, but sends the general perception we are not doing business being fair and equal. The one for Jukonski for the truck for the dive team, who are they. The last one 12-18, the ½ million for the WPCA, another premature; it should wait until the vote is taken.

#### Public Hearing Closes

The Chair asks if other members of the public wish to speak; seeing no one, he closes the public hearing at 7:43 p.m.

The Chair asks the Council Clerk to read the appropriation request and the Certificate of the Director of Finance.

#### Notice of Hearing

Notice is hereby given that a regular meeting of the Common Council of the City of Middletown will be held in the Council Chamber of the Municipal Building on **Monday, October 1, 2012 at 7 p.m.** to consider and act upon the following:

Water Department	\$160,000, Account No. 5000-60000-79628, Bartholomew Road Booster Pump Station, Water Fund Balance.
Public Works	\$48,140, Account No. 1000-27000-57035, Induction Lighting Project, General Fund.

Any and all persons interested may appear and be heard.

ATTEST:  
MAYOR DANIEL T. DREW  
Mayor

**Meeting Recesses**

Councilman Serra moves for a five minute recess; his motion is seconded by Councilwoman Kasper. The Chair calls for the vote and it is unanimous with ten affirmative votes. The Chair declares a recess at 7:44 p.m. and states he will reconvene the meeting at 7:50 p.m.

**Meeting Reconvenes**

The Chair calls the meeting to order at 7:52 p.m.

**Certificate of Director Of Finance**

**To:** His Honor Mayor Daniel T. Drew  
and Members of the Common Council  
**From:** Finance  
**Date:** September 26, 2012  
**RE:** Certification of Funds

This is to certify that funds for the appropriations requested at your meeting of October 1, 2012 are available as follows:

General Fund	\$ 48,140
Water Fund	\$160,000

Respectfully submitted,  
Carl Erlacher  
Director of Finance

**Water Department Request:**

The Chair calls on Councilman Santangelo for the appropriation request for the Water Department. Councilman Santangelo reads it and moves it for approval. Councilman Klattenberg seconds the motion. There is no discussion and the Chair calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Water Department  
(Approved)**

**\$160,000, Account No. 5000-60000-79628, Bartholomew Road Booster Pump Station, Water Fund Balance.**

**Public Works Request:**

Councilman Berch reads and moves for approval the request for the induction lighting from Public Works. His motion is seconded by Councilman Faulkner. The Chair asks if there is any discussion; hearing none, he calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Public Works  
(Approved)**

**\$48,140, Account No. 1000-27000-57035, Induction Lighting Project, General Fund.**

**Agenda Item Description**

**10  
Department, Committee, Commission Reports and Grant Approvals**

Councilman Serra reads and moves for approval agenda items 10A 10B 10C 10D 10E 10F 10G, 10H, and 10I; his motion is seconded by Councilman Faulkner. There is no discussion and the Chair calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matters pass unanimously with ten affirmative votes.

**Agenda Item Description  
(Approved)**

**10A  
Town Clerk Certification  
September 28, 2012**

I, Sandra Russo Driska, City and Town Clerk of the City of Middletown, and custodian of the records and seal thereof, hereby certify that all ordinances and appropriations passed and adopted at the regular meeting of the Common Council on September 4 at 7:00 p.m. and specials meetings on September 4, 2012 at 6:00 p.m., September 13, 2012 at 7:00 p.m., September 13, 2012 after the 7 p.m. meeting have been advertised in the local newspaper.

Attest:

Sandra Russo Driska  
City & Town Clerk

**Agenda Item Description (Approved)**

**10B  
Monthly Reports  
Finance Department – Transfer Report to September 24, 2012  
Public Works Report with summary/Bldg Permits for August, 2012**

**Agenda Item Description (Approved)**

**10C  
Grant Confirmation and Approval – Board of Education, Various Grants**

**Name of Grant:** Various  
**Amount** \$1,223,762.29  
**Code:** 2450-33000-  
**Grant Period: From:** 7/1/2012 **To:** 6/30/201

**Type of**  
**Amount Loaned from General** \$0.00  
**Department Administering** Middletown Board of Education

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this**

769 - Middletown Teen Theater \$691; 785 - 21st Century Community Learning-Keigwin \$103,377; 813 - Adult Education Provider \$71,143; 814 - Adult Education Cooperating Eligible Entity \$422; 819 - Out of Town Magnet School Transportation \$172,900; 841 - Special Ed Medicaid \$10,891.76; 843 - Even Start Family Literacy Program \$156,667; 846 - United Way Discover-Chris Fahey \$19,631.07; 847 - School Readiness-Chris Fahey \$86,667; 852 - Universal Service Fund \$40; 858 - 21st Century Community Learning-W.W.M.S. \$85,515; 867 - Title III, Part A-English Language Acquisition \$24,388; 880 - Primary Mental Health Program \$23,250; 883 - Adult Education PIP \$190,000; 887 - Adult Education-PIP English Literacy Acquisition (EL/Civics) \$35,000; 894 - Swaim Strings Program \$8,020; 700 - Food Services Receipts \$74,984.59; 801 - Retiree/Cobra Insurance \$146,464.21; 803 - Workers' Compensation \$3,551.16; 804 - Preschool Program Fees \$5,174; 807 - Aetna Classified \$231.66; 809 - Maintenance/Rentals \$3,515.34; 888 - Farm Hill after School Parent Fees \$200; 893 - Fingerprinting Receipts \$478.50; 901 - Keigwin Parent Fees \$560 Total Special Programs Through 8/20/2012 \$4,659,034.52  
ADDITIONS \$1,223,762.29 Total Special Programs Through 9/17/12 \$5,882,796.81

**Requested by:** Patricia Charles, ED.D

**Agenda Item Description (Approved)**

**10D  
Grant Confirmation and Approval – Town Clerk, Historic Preservation**

**Name of Grant:** State Historic Document Preservation Target Grant  
**Amount** \$6,500.00  
**Code:** 3361-04000-  
**Grant Period: From:** 7/1/2012 **To:** 6/30/201

**Type of** State  
**Amount Loaned from General** \$0.00  
**Department Administering** Town Clerk's Office

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this** Cott backfile conversion project and shelving for vault.

**Requested by:** Sandra Russo-Driska

**Agenda Item Description (Approved)**

**10E  
Grant Confirmation and Approval – Emergency Management, USAR**

**Name of Grant:** USAR Reimbursement  
**Amount** \$6,000.00  
**Code:** 3032-25500-  
**Grant Period: From:** **To:**

**Type of** State  
**Amount Loaned from General** \$6,000.00  
**Department Administering** Emergency Management

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this** This is a partial grant to reimburse the City for three months for providing a representative to the Urban Search and Rescue Team.

**Requested by:** Bruce Driska

**Agenda Item Description (Approved)**

**10F  
Grant Confirmation and Approval – Public Works, Induction Lighting**

**Name of Grant:** Induction Lighting  
**Amount** \$19,256.00  
**Code:**  
**Grant Period: From:** 10/1/201 **To:**

**Type of** Local

**Amount Loaned from General** \$0.00  
**Department Administering** Public Works

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this** A grant is expected from CL&P for the Induction Lighting Project in Melilli Parking Lot and city owned lights along Main Street from Rapallo to William Street.

**Requested by:** William Russo

**Agenda Item Description**

**10G  
Emergency Purchase, Planning, cons. & Dev., Remington Rand Roof**

**Agenda Item Description (Approved)**

**10H  
Emergency Purchase, Public Works, Repair of Automated Arm, Sanitation**

**Agenda Item Description (Approved)**

**10I  
Grant Confirmation and Approval – Board of Education, Decrease Var.**

**Name of Grant:** As Listed Below  
**Amount** (\$54,896.44) - DECREASE  
**Code:** 2450-33000-  
**Grant Period:** **From:** 7/1/2011 **To:** 6/30/2011

**Type of**

**Amount Loaned from General** \$0.00  
**Department Administering** Middletown Board of Education

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this**

Amended for Fiscal Year "2011-2012" 802 - Title I-Improving Basic Programs \$12,191; 810 - Idea-Part B, Section 611-Public (\$2,084); 817 - Title II-Part A-Teachers \$1,475; 818 - Idea-Part B, Section 611-Non-Public \$2084; 897 - Macdonough After School Program \$6,000; 700 - Food Services Receipts (\$68,194.94); 809 - Maintenance/Rentals \$382.50; 837 - School Readiness-Snow School (\$3,150); 823 - Curriculum Receipts (\$3,600) Total Special Programs Through 6/25/2012 \$14,108,778.50 Deductions (\$54,896.44) Total Special Programs

**Requested by:** Patricia Charles, ED.D

**Agenda Item Description (Approved)**

**11  
Payment of City Bills when properly approved.**

Councilman Serra moves for approval the payment of all City bills when properly approved and his motion is seconded by Councilwoman Kasper. The Chair hearing no discussion, calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes

**Agenda Item Description**

**12  
Resolutions, Ordinances, etc.**

**Agenda Item**

**12-1**

Councilman Klattenberg reads and moves for approval agenda item 12-1; his motion is seconded by Councilman Santangelo. Councilman Klattenberg is recognized by the Chair and states he would like to respond to Mr. Roberts' comments and points out to the Council this authorizes the Mayor to submit a grant to the State Historic Preservation office and the grant is for repairs of soffits, repointing of brick and masonry and a new roof and the deadline is October 30 and has to be submitted at this time or we have to wait a year and it equals \$200,000 which is the maximum and if we miss it, we have to wait a year. The Chair thanks him. Hearing no further discussion, the Chair calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No. File Name Description**

**181-12  
ccmayauthforstatedepted  
Authorizing the Mayor to execute and deliver, on behalf of the City of Middletown, contracts with the State of Connecticut Department of Economic and Community Development.**

**(Approved)**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Daniel T. Drew who is the Mayor of the City of Middletown, is empowered to execute and deliver in the

name and on behalf of the City a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the City seal, if any.

Fiscal Impact: None; this allows the Mayor to sign and deliver contracts with the Department of Economic and Community Development and specifically for a Historic Preservation grant for the Eckersley-Hall Building Project.

**Agenda Item** **12-2**

Councilman Santangelo reads and moves for approval agenda item 12-2; his motion is seconded by Councilman Faulkner. The Chair asks if there is any discussion; seeing none, he calls for the vote. It is unanimous to approve with ten aye votes by the members present and voting. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.** 182-12  
**File Name** emMOUforhomelandsecurityfunds2012  
**Description** **Authorizing the Mayor to execute and deliver, on behalf of the City of Middletown, documents deemed necessary and appropriate with State of Connecticut Department of Emergency Management and Homeland Security.**

**(Approved)**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Mayor Daniel T. Drew, who has held the office of Mayor since November 15, 2011, may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED: That Mayor Daniel T. Drew is authorized and directed to execute and deliver any and all documents on behalf of the City of Middletown and to do and perform all acts which he deems to be necessary or appropriate to carry out the terms of such documents.

Fiscal Impact: There is no fiscal impact.

**Agenda Item** **12-3**

Councilwoman Kleckowski reads and moves agenda item 12-2 for approval and her motion is seconded by Councilman Pessina.

**Motion to Postpone** Councilman Serra moves to postpone to date certain, October 11. Councilwoman Kasper seconds the motion. The Chair asks if there is any discussion; seeing none, he calls for the vote. It is unanimous to approve with ten ayes. The Chair states the matter passes unanimously with ten affirmative votes. He states the matter will be taken up by the Council at that time.

**Resolution No.** 183-12  
**File Name** ccmoucityandfirefortrainingspecializedeuqipres2012  
**Description** **Authorizing the Mayor to sign a Memorandum of Understanding between the City of Middletown and Local 1073, International Association of Firefighters, AFL-CIO to provide for training on specialized equipment.**

**(POSTPONE TO OCTOBER 11, 2012)**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That the Mayor is authorized to sign a memorandum of Understanding between the City of Middletown and Local 1073, International Association of Firefighters, AFL-CIO to provide for training on new specialized apparatus which may require the use of overtime with the Fire Chief or his designee responsible for the determination of how many and who will attend the training.

Fiscal Impact: The training will be absorbed within the Fire Department budget.

**Agenda Item** **12-4**

Councilman Faulkner reads and moves for approval agenda item 12-4; his motion is seconded by Councilwoman Kasper. The Chair calls for discussion; hearing none, he calls for the vote on this matter. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.** 184-12  
**File Name** hegrantrevision12-13  
**Description** **Approving correcting the Public Health grant allocation to New Horizon Domestic Center as \$22,500 as approved in the budget for fiscal year 2012-2013.**

**(Approved)**

**Whereas**, on July 2, the Council approved various Public Health Block Grant allocations in the amount budgeted for the fiscal year; and

**Whereas**, New Horizon Domestic Center has a line item in the budget for \$22,500, but in the July 2 resolution was listed as \$25,000.

**Now, Therefore, Be It Resolved, by the Common Council of the City of Middletown:** That it correct and affirm the Public Health Block grant allocation to the New Horizon Domestic Center in the amount of \$22,500 as listed in the fiscal year budget 2012 – 2013.

**FISCAL IMPACT:** There is no fiscal impact making this change. Funding for the grants is in the 2012/2013 Budget.

**Agenda Item** 12-5

Councilman Berch reads and moves for approval agenda item 12-5; his motion is seconded by Councilman Pessina. The Chair, seeing no discussion, calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.**  
**File Name**  
**Description**

**185-12**  
**pryouthsprtalloc2012-13**  
**Approving the Park and Recreation Sports/Recreational grant allocation of \$36,000 with \$10,000 to Tiger Youth Football and cheerleading; \$9,000 to Youth Soccer; \$5,500 to Prof Gallitto Boys Basketball; \$6,000 to Ahern Whalen Baseball League; \$3,200 to Prof Gallitto Girls Basketball; and \$2,300 to Youth Lacrosse and also approving a \$4,000 increase to the Park and Recreation Sports/Recreational grant allocation to last year’s level and approving an increase to Youth Soccer by \$1,000, Ahern Whalen Baseball by \$1,000 and Youth Lacrosse by \$2,000.**

**(Approved)**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That the 2012–2013 City of Middletown budget allocated \$36,000.00 for Sports/Recreational Grants, account 1000-26500-59200-0738-00000-0000-000; and

**Be It Further resolved:** That the Parks and Recreation Commission recommended the funds be disbursed as follows:

Agencies	Amount
Middletown Tiger Youth Football & Cheerleading	\$10,000.00
Middletown Youth Soccer, Inc.	\$9,000.00
Prof. Gallitto Boys Basketball	\$5,500.00
Ahern Whalen Baseball League	\$6,000.00
Prof. Gallitto Girls Basketball	\$3,200.00
Middletown Youth Lacrosse	\$2,300.00

**Be It Further resolved:** That the Parks and Recreation Commission met on September 6, 2012 and unanimously voted to request that the Common Council restore the \$4,000 that was reduced in this line, for a total amount of \$40,000 in Sports/Recreational Grants as was allocated in the prior year. This would restore funding at the same level as the prior year for most programs, as well as promote the new Lacrosse program which ran a popular season in the Spring. If this request is approved, the Parks and Recreation Commission recommend the additional \$4,000 be distributed as follows:

Agencies	Amount
Middletown Youth Soccer, Inc.	\$1,000.00
Ahern Whalen Baseball League	\$1,000.00
Middletown Youth Lacrosse	\$2,000.00

**FINANCIAL IMPACT:** There is no impact to the budget unless the Common Council agrees to approve the entire resolution which includes restoring \$4,000 by authorizing an increase in budget line item of 1000-26500-59022-0738. This increase may require an appropriation request at the next regular Council Meeting.

**Agenda Item** 12-6

Councilman Klattenberg reads and moves for approval agenda item 12-6; his motion is seconded by Councilman Santangelo. Councilman Klattenberg states he wanted to bring up during the question and answer what we learned and at the Finance and Government Operations meeting, we looked at this software in more detail; it is a huge leap for the City and the department to be transparent the way meetings will be held and access to the information will be enormous and many communities are streaming data and if someone is interested in one of the Council meetings and they want to hear the discussion of a specific topic, they can go just to that point and a point brought up by Councilwoman Kasper was she asked how much paper they would save and they were told about \$19,000 and this is a huge opportunity for the City. The Chair states one additional point, many residents receive cable through ATT Uverse and this would make meetings available to them and some have Direct TV. Councilman Faulkner asks if this went through the Technology Committee. The Chair states he doesn’t believe it went through. Councilman Faulkner states we haven’t put that committee together and we need to do that.

Councilman Santangelo states he attended the Finance and Government Operations meeting and he supports this and when he saw it, it is impressive. It allows more people to participate in government. They can watch the

meeting from the laptop and the savings in paper and they were looking at this and group consumes more than 72,000 pieces of paper. The delivery costs of postage or officer delivering to your house, it will all be eliminated. The iPad can be used as a better tool and we can look at documents and make personal notes without carrying a lot around and we will be more effective and the City will be more effective. It will not just be Council meetings. We can make all meetings accessible. This will push us over the 21<sup>st</sup> century. Councilwoman Kleckowski states she is a proponent of meetings being live and she has a few concerns and their presentations are impressive and from other projects they can be less than optimal. There was no breakdown of the costs like Councilwoman Kasper's example of saving paper. She encourages that this is a huge project long term and we have an IT committee put in place and we should have them look at this and she is not sure and she has questions if we are receiving the best information and implementing something that is enhancing it and we are paying for it and we have an IT department. She will not support this and would like this to come back and urges the IT Committee be formed and have this go before it hand have input of knowledgeable IT people in the community.

Councilwoman Kasper states she will be supporting this and she attended the meeting and it is not just available for the Common Council but all meetings and the cost savings for the other committees have not been developed yet and it allows input for community for any committee meeting. Councilman Serra states being one of the elder statesmen the year was 1994 and we had a complaint the government was not accessible to the people. Councilman Daley was there and Councilman Santangelo and we put meetings on TV and that was 18 years ago and last year we went from analog to digital and now we are looking at streaming because a lot of people have Direct TV and ATT plus I am looking forward to utilizing an iPad and getting rid of all this paper and go to any part of the agenda to see who said what and what their position was and the citizens can do the same thing and I am ready to venture into this and will support this. Councilman Pessina states four years ago, he was part of community conversations and one of the goals was to make a true transparency for City government and when we move forward with this will be one of the few cities in the State with transparency for the public. They will get great information, time sensitive information and opens up with the iPads to government apps. We have great public servants, police officers and we have to get away from having them deliver Council packets. It is more cost effective for them to be on patrol. This is a golden opportunity and a major goal from community conversations.

The Chair asks for further discussion. Councilwoman Bartolotta is recognized and states she echoes comments made by Councilman Faulkner, explaining that we have been discussing a technology committee and Councilman Klattenberg said he couldn't explain all the technical information and that is important. The idea is exceptional and when she looked at it originally, she said no and with the discussion, she will support it but has some reservations because it doesn't have a committee and would like the committee formed as soon as possible so we can explain to the public about our IT projects and making the best decision.

Mayor Drew states in terms of forming a committee, he is still reviewing reorganization structures. As soon as he has recommendations for restructuring, at that point he will submit names for the committee. He agrees with the general points; we have been making a number of moves to digitize and will save a lot of money on paper costs and the packets are delivered on police time in cruisers and not the best use of their time.

Hearing no further discussion, the Chair calls for the vote. It is nine aye votes by Council Members Serra, Klattenberg, Bartolotta, Daley, Santangelo, Kasper, Faulkner, Pessina, and Berch and one nay vote by Councilwoman Kleckowski.

**Resolution No.**  
**File Name**  
**Description**

**186-12**  
**itgranicuswebhosting**  
**Approving the use of Granicus as webhost for digital meetings of the City and approving the purchase of equipment from the bond ordinance to meet the goal.**

**(Approved)**

Whereas, the City of Middletown works to maintain transparency for government meetings and has a goal of adding digital broadcasts to the City Website; and

Whereas, the Finance and Government Operations Committee approves moving forward with Granicus as a web host for digital meetings, and

Whereas, part of the Granicus service is to move from paper to electronic meeting delivery.

Now Therefore Be It Resolved By The Common Council Of The City Of Middletown: That the Common Council approves moving forward with the Granicus program of web hosting of digital meetings, agendas, and minutes for posting to the City's website; and

Be It Further Resolved: That moving forward with Granicus will include the purchase of equipment as well as iPads needed for electronic delivery of meeting information.

Fiscal Impact: The cost of the program and equipment for the current year will be from the bond approved by the Council; there is an impact on future budgets of \$20,300 for the Granicus service if the Council wishes to continue with the Granicus program.

Approved by: Finance and Government at its meeting of September 26, 2012

**Agenda Item** 12-7

Councilwoman Kasper reads and moves agenda item 12-7 for approval; the motion is seconded by Councilman Pessina. The Chair calls for discussion. Seeing none, he calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.**  
**File Name**

**187-12**  
**peProgrambudgetanalystBOE2012**  
**Peprubudanalystboejobdes2012**

**Description**

**Approving the addition of the Program Budget Analyst and job description at the Board of Education for inclusion to the City's Classified Plan, Local #466, Salary Grade 9, 40 hours, 12-month position, and approving the elimination of the Accounts Clerk III, Board of Education, dated December, 2000.**

**(Approved)**

Whereas, the Middletown Board of Education has requested the position of Program/Budget Analyst be included within the Classified Plan.

Be it resolved by the Common Council of the City of Middletown:

That it approves the revised job description and salary of the Program/Budget Analyst, Board of Education, Salary Grade 9, 40 hours, 12 month position and the recruitment for said position shall be in accordance with the Collective Bargaining Agreement between Local 466 and the City of Middletown.

Be it further resolved that the Common Council shall remove the former job description of Accounts Clerk III, Board of Education, dated December 2000.

**Fiscal Impact:** Funding to be established under the jurisdiction of the Middletown Board of Education

**Title:** Program/Budget Analyst  
**Department:** Board of Education **\*Proposed New\***  
**Date:** September 2012 **Grade 9** 40 hours

**Purpose of Position**

The purpose of this position is to perform varied and complex clerical accounting work in the functional areas of BOE budgeting, accounting and accounts payable. The work is performed under the direction on the Manager of Financial Operations.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Reviews purchase orders, invoices and related information for coding, accuracy, availability of funds, vendor designation, correct prices, authorized signatures and other necessary data; reviews budget financial information for accuracy.
- Reviews the expenditures of the various BOE departments, ensures compliance with approved budgets. Reviews the summary of vendor payments; ensures compliance with department policies. Supervises financial record keeping.
- Establishes new accounts and funds for all appropriations, grants and budget items approved by the Common Council. Prepares all documents for Common Council approval
- Prepares and enters information including various adjustments into automated accounting system; reconciles errors and re-enters information; verifies entries; assists in maintaining and updating computer system application including giving input on program design. Voids and re-issues checks as necessary.
- Prepares, reviews, and reconciles a variety of reports and related information in the fiscal year-end closing.
- Performs accounts payable work as needed.
- Prepares various state reports including but not limited to ED001.
- Plans and organizes the storage of Business Office public financial documentation including vouchers and printouts; disposes of old records according to State requirements.
- Balance BOE expenditure and receipt accounts with the City Finance Office.
- Handles petty cash.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Accounting with three years of responsible accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**  
**Language Ability and Interpersonal Communication**

- Requires the ability perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, BOE budget, purchase orders, invoices, transfers, audits, memos, manuals, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Manager of Financial Operations, other departments and employees, banks, committees and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and basic algebra.

**Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustments on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Agenda Item** 12-9

Councilwoman Bartolotta reads and moves agenda item 12-9 for approval and her motion is seconded by Councilman Santangelo. The Chair calls for the vote; it is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.**  
**File Name**

**188-12**  
**peaccounsclerklllelimate dated December2000**  
**peacctclkljlljobdeselimination2000**

**Description**  
**(Approved)**

**Approving eliminating the position of Accounts Clerk III dated December 2000, Board of Education from the City's Classified Plan.**

Whereas, the Middletown Board of Education has requested the position of Accounts Clerk III – Board of Education dated December 2000 be removed from the Classified Plan.

Be it resolved by the Common Council of the City of Middletown:  
That it approves the removal of the job description for the Accounts Clerk III – Board of Education, dated December 2000, Grade 7, 35 hours, 12 month position.

**Fiscal Impact:** N/A

**Title:** Accounts Clerk III  
**Department:** Board of Education  
**Date:** August 2004 **Grade 7B**

**Purpose of Position**

The purpose of this position is to perform a variety of accounting functions in support of department operations. The work is performed under the direction of the Supervisor of Account Management.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Tracks expenditures and revenue of the Board in preparation for various State reports including but not limited to EDOO1, EDOO6, ED111, ED017, ED014, ED163/162, PSIS and EE05.
- Prepares and inputs data for a variety of reports and correspondence including the Fiscal Summary and Common Council Requests.
- May assist department staff in other accounting functions such as accounts payable and payroll.
- Maintains the Rediker Program with the support of the Technology Coordinator.
- Maintains principal & interest records.
- Prepares the yearly supply bids.
- Prepares billing for Vo-Ag.
- Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Accounting or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as a variety of reports, budgets, requests, deposits, manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Program/Budget Analyst, all department personnel, State Department of Education, City Finance Department and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Agenda Item 12-8**

Councilwoman Kasper reads and moves for approval agenda item 12-8; her motion is seconded by Councilman Pessina. There is no discussion. The Chair calls for the vote and it is unanimously approved with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.  
File Name**

**189-12  
pePayrollSupervisorBOE2012  
pePayrollSupervisor-BoeJOBDES2012**

**Description**

**Approving the amending of the position of Payroll Supervisor at the Board of Education, Local 466, Salary Grade 11, 40 hours, 12-month position for inclusion in the City’s Classification Plan (Replacing the description dated December 2000) and recruitment will be in accordance with the Collective Bargaining Agreement between Local #466 and the City of Middletown.**

**(Approved)**

Whereas, the Middletown Board of Education has requested the position of Payroll Supervisor be revised within the Classified Plan.

Be it resolved by the Common Council of the City of Middletown:  
That it approves the revised job description and salary of the Payroll Supervisor – Board of Education, Local 466, Salary Grade 11, 40 hours, 12 month position and the recruitment for said position shall be in accordance with the Collective Bargaining Agreement between Local 466 and the City of Middletown.

Be it further resolved that the Common Council shall remove the former job description dated December 2000 from the Classified Plan.

**Fiscal Impact:** Funding to be established under the jurisdiction of the Middletown Board of Education

**Title:** Payroll Supervisor  
**Department:** Board of Education  
**Date:** September, 2012 \* Proposed New \*  
**Salary Grade: 466, Grade 11  
40 hours**

**Purpose of Position**

The purpose of this position is to prepare and administer payroll and retirement for all Board of Education employees, to coordinate employee benefits in accordance with collective bargaining agreements or individual employment contracts. The work is performed under the direction of the Manager of Financial Operations.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares salary projections for the annual budget; updates projections as necessary;
- Oversees the entering of payroll information in accordance with collective bargaining agreements and independent employment contracts;
- Meets with all new employees to fill out paperwork including payroll deductions for federal withholding tax, state tax, FICA, Medicare, pensions, tax shelter annuities, union dues, sick time, direct deposit and any other payroll related questions that arise;
- Enters all new personnel into the computer system;
- Maintains and updates employee database accurately with personal and payroll related information;
- Maintains and updates certified employee sick, vacation and personal time balances;
- Calculates and administers all salary adjustments, including new hire prorating, maternity leave, FMLA, workers compensation, retirements and resignations;
- Supervises payroll clerk; provides instruction and training; plans, coordinates, assigns and reviews work; supervises data entry, calculation, posting and reconciliation of deductions; supervises the distribution of various payments;
- Enters and maintains Teachers Retirement Board pension fund for all administrators and certified staff;
- Administers all special payrolls;
- Provides required information for Connecticut State Department of Education reports;
- Prepares, reviews and verifies analytical reports and information; investigates and resolves discrepancies in weekly payroll process;
- Communicate and balance with Cash Manager at City Hall;
- Prepares Quarterly Tax spreadsheet and employee count for submission to City Hall;
- Receives and administers wage attachments; calculates amounts to be withheld, notifies employees and corresponds with involved parties as necessary;
- Supervises the administration of workers compensation payroll benefits; coordinates with the Insurance/Benefits Coordinator
- Coordinates and prepares year-end tax forms for employees
- Prepares monthly overtime report for inclusion in the financial statement that is reviewed by the Manager of Financial Operations and the Board of Education;
- Prepares and responds to all employment verifications for outside agencies;
- Advises and provides interpretation regarding the application of all contracts to specific situations;
- Responds to requests for collective bargaining information from Manager of Human Resources and Manager of Financial Operations;
- Verify and sign all tax shelter annuity paperwork for distributions and deductions in accordance with the Plan;
- Prepare all Department of Labor Unemployment Division correspondence, verifications and appeals. Attends hearings as necessary. Works with the Manager of Financial Operations regarding all appeals;
- Works closely with Manager of Human Resources regarding new employees, transfers, educational degree changes, any other payroll related issues;
- Works with and prepares documents for auditors as necessary;
- Prepares yearly payroll calendar.

### Minimum Training and Experience

Bachelor's Degree with five years of payroll experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Knowledge of Teachers' Retirement Board rules and regulations preferred. Position requires possession of a valid Connecticut driver's license. Applicants must pass a background investigation as part of the conditional offer of employment.

### Physical and Mental Abilities Required to Perform Essential Job Functions

#### Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, tax forms, benefit materials, contracts, checks, memos, technical operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with supervisor and all payroll staff, other department staff, all Board of Education employees, benefit and insurance agencies and boards, and the public.

#### Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

#### Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Agenda Item 12-10**

Councilwoman Bartolotta reads and moves for approval agenda item 12-10; her motion is seconded by Councilman Santangelo. There is no discussion. The vote is called, and it is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No. 190-12**  
**File Name peAccountsClerkIIIreplace-new2012**  
**Description peAcctClerkIIIjobdesnewreplace2012**  
**(Approved) Approving a new position of Accounts Clerk III at the Board of Education, Local #466, Salary Grade 7, 35 hours, 12 month position for inclusion in the City’s Classified Plan.**

**190-12**  
**peAccountsClerkIIIreplace-new2012**  
**peAcctClerkIIIjobdesnewreplace2012**  
**Approving a new position of Accounts Clerk III at the Board of Education, Local #466, Salary Grade 7, 35 hours, 12 month position for inclusion in the City’s Classified Plan.**

Whereas, the Middletown Board of Education has requested the position of Accounts Clerk III – Board of Education be included within the Classified Plan.

Be it resolved by the Common Council of the City of Middletown: That it approves the job description and salary of the Accounts Clerk III, Grade 7, 35 hours, 12 month position.

**Fiscal Impact:** Funding to be established under the jurisdiction of the Middletown Board of Education.

**Title:** Accounts Clerk III  
**Department:** Board of Education  
**\*Proposed New\* Replaces Accounts Clerk III, Board of Education**  
**Date:** September 2012 **Grade 7** 35 Hours

**Purpose of Position**  
 The purpose of this position is to perform complex and confidential clerical and accounting functions in support of the Manager of Financial Operations and the Director of Grant Services.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Prepares and types correspondence and documents from rough notes, prepares and types a variety of reports, records, documents and correspondence.
- Assists in the preparation of the annual department budget; pays bills and monitors expenditures; prepares requisitions, purchase orders, transfer of funds and additional appropriations.
- Researches a variety of issues for the Manager and/or Director and/or other department personnel.
- Schedules and coordinates meetings and events.
- Answers phones and provides assistance; responds to inquiries; takes and relays messages. Meets with employees and the public and provides information on department procedures; may contact other municipalities and outside agencies regarding department functions.
- Develops and maintains confidential/restricted files, records, logs and databases; creates new and purges old files; oversees the destruction of department files. May maintain and update manuals, handbooks or brochures. Performs data entry functions.
- Orders office supplies and maintains and monitors inventory pertaining to grants office.
- Enter the Grant budget into the STAT per the state/federal grant award letters. Change appropriations in STAT based on budget revisions.
- Process the Request for Common Council for grants in coordination with Program/Budget Analyst by the 20<sup>th</sup> of each month.
- Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Accounting or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**  
**Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as a variety of reports, budgets, requests, deposits, manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Program/Budget Analyst, all department personnel, State Department of Education, City Finance Department and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Agenda Item 12-11**

Councilman Faulkner reads and moves for approval agenda item 12-11; his motion is seconded by Councilman Santangelo.

Councilman Santangelo comments he will support this; when they redid Ferry St., the local people lost 76 parking spaces on Ferry St. and Main. This is a good thing for the neighborhood to gain more parking. Parking is a commodity especially on Liberty and people had concerns. This is great and he will support this.

The Chair, hearing no further discussion, calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.  
File Name  
Description**

**191-12  
PCD\_CDBGReporgram\_LibertyStreetParking  
Approving the reprogramming of the Oddfellows grant of \$200,000 for the acquisition of 40 Liberty Street, demolition of the buildings to create a residential neighborhood parking facility under the Middletown Parking Department and provide an economic development grant for the creation of 1.5 full-time jobs through the relocation of a business, and authorizing the Mayor to sign and submit the necessary amendments to the consolidated Plan and 2012 Annual Action Plan to reflect these changes.**

**(Approved)**

**WHEREAS**, the City of Middletown receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD) as an entitlement community; and

**WHEREAS**, the final rule was published on January 5, 1995 in the Federal Register for the Consolidated Submission for Community Planning & Development Programs; and

**WHEREAS**, the City of Middletown allocated \$200,000 of 2012 CDBG funds to assist with the acquisition and creation of an Oddfellows Main Street Youth Theater; and,

**WHEREAS**, the Oddfellows Main Street Youth Theater will require additional time to obtain sufficient financing from other sources in order to commence with a viable project; and,

**WHEREAS**, the parking for residents has been a quality of life issue in the North End with increased demand on existing parking facilities as a result of the increased commercial and residential development in the North End ; and,

**WHEREAS**, 40 Liberty Street, a 0.17 acre property that is currently occupied by a machine shop, has outgrown that location and is interested in relocating to the Remington Rand building and indicates it will create 1.5 FTE jobs immediately upon relocation; and,

**WHEREAS**, 40 Liberty Street has the potential to be redeveloped into a residential parking lot with 20 spaces managed by the Middletown Parking Department as a part of a new resident parking permit program; and,



**FISCAL IMPACT:**

Applicant: WinWholesale Inc.					
Address: 641 Middle Street					
Value					
Land	849,100				
Building	8,650,900				
Total Value	9,500,000				
Assessment	6,650,000				
Tax Rate	0.0269				
<b>Annual Real Estate Taxes</b>	<b>178,885</b>	<b>Paid</b>			
	<b>Tax Bill</b>	<b>Payments from company</b>	<b>State Reimbursement</b>	<b>Total Taxes Received</b>	<b>Abated</b>
YR 1	178,885	35,777	71,554	107,331	71,554
YR 2	178,885	35,777	71,554	107,331	71,554
YR 3	178,885	35,777	71,554	107,331	71,554
YR 4	178,885	35,777	71,554	107,331	71,554
YR 5	178,885	35,777	71,554	107,331	71,554
YR 6	178,885	178,885		178,885	
YR 7	178,885	178,885		178,885	
YR 8	178,885	178,885		178,885	
YR 9	178,885	178,885		178,885	
YR 10	178,885	178,885		178,885	
Total	1,788,850	1,073,310	357,770	1,431,080	357,770

**Agenda Item 12-13**

Councilman Daley reads and moves for approval agenda item 12-13; his motion is seconded by Councilwoman Kasper. There is no discussion. The Chair calls for the vote and it is unanimous to approve with ten aye votes. The Chair declares the matter passes unanimously with ten affirmative votes.

**Resolution No.**  
**File Name**  
**Description**

**193-12**  
**pcd182TuttleRdDattco**  
**Approving the sale and conveyance of City property at 182 Tuttle Road to DATTCO, Inc. for the sum of \$336,000 subject to a title search and any and all required easements and authorizing the Mayor to sign documents for the sale and conveyance of the property.**

**(Approved)**

**WHEREAS**, at the City of Middletown published a Request for Proposals for the Sale of City Property 182 Tuttle Road of approximately 4.2 acres of land.

**WHEREAS**, DATTCO, Inc. submitted an offer to purchase the property for the sum of \$336,000.

**WHEREAS**, DATTCO, Inc. which owns the adjacent property at 131 Tuttle Road is at full capacity and needs to expand or relocate. The company proposes an expansion and renovation of their facility and creating a Commercial Driver's License (CDL) training area. The company employs 140 people in Middletown and the expansion will create 15-20 new jobs.

**WHEREAS**, at the September 10, 2012 meeting of the Economic Development Committee, the Committee membership voted unanimously to approve a motion to accept the offer to purchase 182 Tuttle Road from DATTCO, Inc. and recommend the motion for the Common Council's consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:

That the Mayor is authorized to sign all documents necessary to convey 182 Tuttle Road to DATTCO, Inc. for the sum of \$336,000 subject to a title search city attorney's office and any and all required easements.

**Fiscal Impact:** The sale of 182 Tuttle Road will add \$336,000 to the General Fund and return the property to the Grand List. The company will increase the value of the facility; create jobs and a training center.

**Agenda Item 12-14**

Councilman Serra reads and moves for approval agenda item 12-14; his motion is seconded by Councilman Pessina. The Chair calls for discussion; seeing none, he calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.**  
**File Name**  
**Description**

**194-12**  
**pkdPurchasingbidwaiverforsignageProgram**  
**Approving the waiving of the Competitive Bidding Requirement in accordance with Section 78-8 of the Middletown Code of ordinances to allow Signarama, Inc. complete implementation of the unique and functional Parking and Way-finding and Welcome signs for Middletown's downtown corridor in an amount not to exceed \$25,000.**

**(Approved)**

**Whereas**, the City of Middletown Department of Parking Services has become an instrumental part Middletown's urban beautification programs working in collaboration with the Downtown Business District, Middlesex Chamber of Commerce and the Public Works and Planning & Zoning Offices to

recapture areas within the City and to appropriately welcome and direct visitors and patrons to the City;

**Whereas**, the DBD began research and discussions to implement an Urban Way-Finding Signage Program as early as 2002, received a Urban Beautification Grant in 2006 and commissioned and received a consultant study in 2009 but has faced numerous obstacles in its attempts to launch this much anticipated program;

**Whereas**, in collaboration with Parking Services Department, this Way-Finding Program is now underway after nearly 10 years of stagnation with the City's public lots and key City destinations branded with a common color scheme, logo and informational format to make parking and destination finding easy and tourist or patron friendly;

**Whereas**, the new initial Way-Finding signs are uniquely and individually designed, cut, framed on decorative wooden posts and boards and then installed by Signarama Inc., and are receiving numerous positive comments for their positive accent to the Downtown corridor;

**Whereas**, by utilizing Signarama Inc., for the remainder of the signage designs and installations, the City stands to garner savings on any further design and customization charges, template set up fees, all labor and install charges and in addition will release the Public Works Department from any labor or time commitments associated with signage installations and the much awaited program can be completed by November 2012;

**Whereas**, the Signarama pricing includes mission critical custom design to the City's specific approval, individual sign design to site or location, custom logo re-creation to the City's standard with precise color matching, digital printing and lamination of logo artwork, lettering and color matching to specifications, fabrication and routing of custom shaped sign faces, pressure treated wood posts with decorative vinyl covering and caps, installation of signs to clients specified locations and all labor, design and installation costs with no additional fees or charges;

**Whereas**, this bid waiver request was reviewed and approved **3-0 by the Standardization Committee** and was also reviewed and forwarded by Government & Finance

**Be it Resolved by the Common Council of the City of Middletown:** that Signarama Inc. be granted a bid waiver for an amount not to exceed \$25,000 thereby permitting the City to continue to implement and ultimately conclude this 10 year process by the close of November 2012 in collaboration with the Middlesex Chamber and DBD to bring these elegant yet functional Parking and Way-Finding and Welcome signs to the downtown corridor.

**Fiscal Impact Summary:** This program is funded through parking improvements funds and is a previously planned and allocated expense. Line utilized will be 4016 18500 91200. After the total expense, the line will remain viable for other parking improvements. There will be no impact to any annual operational budget lines.

**Agenda Item 12-15**

Councilman Santangelo reads and moves for approval agenda item 12-15; his motion is seconded by Councilman Faulkner. There is no discussion. The Chair calls for the vote and it is unanimous to approve with ten aye votes. The Chair declares the matter passes unanimously with ten affirmative votes.

**Resolution No.  
File Name  
Description**

**195-12  
dfiredivetruck12-13  
Approving the waiving of the competitive bidding requirement in accordance with Section 78-8 of the Middletown Code of ordinances to allow the purchase of a dive team truck for the Middletown Fire Department from Jukonski Services, LLC in the amount of \$24,000 and authorizing the Mayor to sign any documents for the purchase.**

**(Approved)**

Whereas, Middletown Fire Department has approved funds for the purchase of a truck for the Middletown Fire Department Dive Team in CNR money for fiscal year 2012-2013; and

Whereas, Jukonski Services LLC has a suitable, cost effective, used truck available for purchase that no other vendor has available which meets the same price, needs and availability, and

Whereas, the Purchasing and Standardization Committee has approved the requested Bid Waiver with a unanimous vote on August 23, 2012

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That a bid waiver, in accordance with Section 78-8 of the Middletown Code of Ordinances, be approved to allow Middletown Fire Department to purchase the used truck from Jukonski Services LLC for the purchase price of \$24,000; and

BE IT FURTHER RESOLVED: That Mayor Daniel T. Drew is hereby authorized to sign any and all documents relating to the purchase of a used vehicle for the Middletown Fire Department Dive Team.

**Financial Impact Statement** - No impact on FY 12/13 Budget as the funds are in the current CNR for the Fire Department.

**Agenda Item 12-16**

Councilman Berch reads and moves for approval agenda item 12-16; his motion is seconded by Councilman Serra. There is no discussion. The Vote is called and the matter passes with ten affirmative votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.  
File Name**

**196-12  
cdlocipappforradioequiprogramming2**

## Description

**Authorizing Mayor Drew to apply to the State of Connecticut for a \$150,000 Local Capital Improvement Program Grant to replace all nonconforming emergency communication radio equipment for Police, Fire, Public Works, and Parks and Recreation as mandated by the FCC and approving the reprogramming of any radios that are eligible; approving creating a new Capital Improvement Line Item number 3560-18500-57030-0000-18450 entitled Radio Communications/Reprogramming in the amount of \$150,000.**

(Approved)

**Whereas**, the Federal Communications Commission (FCC) is mandating all public safety and business licensees convert existing radio systems to minimum narrowband efficiency technology by January 1, 2013; and

**Whereas**, the purpose of the narrowband mandate is to promote more efficient use of land mobile frequency bands; and

**Whereas**, the FCC requires that all licensed stations convert to and operate in at least 12.5 kHz narrowband efficiency and any equipment not capable of operating with that efficiency must be replaced; and

**Whereas**, after January 1, 2013, licensees not operating at 12.5 KHz efficiency will be in violation of the Commission's rules and could be subject to FCC enforcement action, which may include admonishment, monetary fines, or loss of license.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That Mayor Daniel T. Drew be authorized to sign an application to the State of Connecticut for \$150,000 from the Local Capital Improvement Program (LOCIP) to replace all non-conforming emergency communication radio equipment for Police, Fire, Emergency Management, Central Communications, Public Works and Parks & Recreation and reprogram any radios that are eligible; and

**BE IT FURTHER RESOLVED:** That a new Capital Improvement line item, 3560-18500-57030-0000-18450-2012-000, entitled Radio Communications/Reprogramming, in the amount of \$150,000 be created.

**FISCAL IMPACT:** Central Communications (\$36,000) and Police Department (\$48,000) have requested and received approval for funding through the CNR Plan. Using LOCIP funds will reduce the bonding expenditure for CNR purchases by \$84,000

Agenda Item12-17

Councilman Serra reads and moves for approval agenda item 12-17; his motion is seconded by Councilman Pessina. Councilman Faulkner states he is confident that the committee does give requesters a hard time on bid waivers and he is concerned with bid waiving and hopes we periodically go out and look for opportunities. It is a wakeup call to go out. The Chair, hearing no further discussion, calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

## Resolution No.

197-12

## File Name

cd-bidwaiver-radios(2)

## Description

**Approving the waiving of competitive bidding requirement in accordance with Section 78-8 of the Middletown Code of Ordinances to purchase, for Central Communications Department on behalf of all Departments, Motorola communications equipment and product accessories from Utility Communications of New Haven.**

(Approved)

**Whereas**, the Central Communications Department on behalf of all Departments using communications equipment, has properly submitted information to the City's Standardization Committee; and

**Whereas**, that Committee has reviewed the documentation at an August 28, 2012 meeting, interviewed the parties in this bid waiver request and voted 3-0 to submit its recommendation to the Council for passage; and

**Now, therefore, be it resolved by the Common Council of the City of Middletown:** That the competitive bidding requirement be waived in accordance with Section 78-8 of the Middletown Code of Ordinances; and

**Be it further resolved**, that Utility Communications of New Haven, CT be awarded the City contract for "Purchase of Communications Equipment, Accessories and Parts"; and

**Be it further resolved**, that pricing for all Motorola new communications equipment and product accessories be established by the current Motorola Professional Series or Motorola Commercial Series - U.S. Reseller version price lists plus one dollar; and

**Be it further resolved**, that the City is aware that pricing is set for U.S. Resellers Version Price lists by Motorola Solutions Inc. and may change from time to time; and

**Be it further resolved**, that all Motorola parts not included as accessories on the new products catalog shall be discounted ten percent to the City off the Motorola list price; and

**Be it further resolved**, that such pricing structures shall be available to all political sub-divisions in the City of Middletown; and

**Be it further resolved**, that Utility Communications of New Haven, CT provide the City with all necessary certificates of insurance as required by the Risk Manager's Office.

**FISCAL IMPACT STATEMENT:** No fiscal impact.

**Agenda Item** 12-18

Councilman Santangelo reads and moves agenda item 12-18 for approval and his motion is seconded by Councilman Faulkner.

Councilman Serra states he needs to take this opportunity to make everyone aware of his support; this is a timing situation and as you heard the Director will invest the minimum of \$250,000 and we have authorized \$13 million already and we have \$37 million bond referendum on November 6. For these reasons an affirmative vote is necessary; it will help our environment, it will stabilize our sewer rates, it will open the riverfront for development and it is a mandated project and we will have to do this project. We will be able to handle this project and for citizens it is imperative to say yes to this for the reasons stated.

The vote is called, and it is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No.**  
**File Name**  
**Description**

**198-12**  
**wsMattabassetRegionalizationProject2012**  
**Approving endorsing the use of \$1.5 million from the General Sewer Improvement Fund to be used for the initial design of the Mattabasset Regionalization Project with funds to be repaid upon receipt of the Clean Water Funds from the Department of Energy and Environmental protection.**

**(Approved)**

WHEREAS, The Common Council of the City of Middletown recognizes the urgency to complete initial design work for the Mattabasset Regionalization Project; and

WHEREAS, on September 27, 2012, the Middletown Water Pollution Control Authority approved the establishment of a line item in the General Sewer Improvement Fund totaling \$1.5 million dollars to be used for initial design of the Mattabasset Regionalization Project; and

WHEREAS, this \$1.5 million dollars in advance funding will be repaid to the General Sewer Improvement Fund upon receipt of the Clean Water Funds from the Department of Energy and Environmental Protection.

NOW, THEREFORE, BE IT RESOLVED THAT THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: Endorses the actions of the Middletown Water Pollution Control Authority to advance funds for this project which is of major significance to the City of Middletown.

Fiscal Impact: There is no fiscal impact at this time due to the fact that all expenses are reimbursable from Clean Water Funds.

**Agenda Item** 13

**Description**  
**(Approved)** **Mayor's Appointments**

The Mayor reads the appointments and asks for a motion to approve. Councilman Klattenberg moves the appointments for approval and his motion is seconded by Councilwoman Kleckowski. There is no discussion. The vote is called and it is unanimous to approve with ten aye votes. The Chair states the matters pass unanimously with ten affirmative votes.

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**land/Wetlands Water Course Agency, Alternate:**  
Appointment of Carl Chisem to October 31, 2014.

**Long Hill Estate Authority:**  
Reappointment of Paul Dodge to August 31, 2015.  
Reappointment of Nancy Bauer to August 31, 2015.

**Human Relations Commission:**  
Appointment of Marcia McIntosh to January 31, 2015.

**Parking Hearing Officer:**  
Appointment of Adam Fleming to February 28, 2014.

**Agenda Item** 14

**Description** **Contingency Fund Transfer**

The Chair reports one contingency fund transfer of \$1,000, Account 1000-27000-57030-0708, Community Misc. Expense for the Connecticut Trees of Honor fundraiser at the Wadsworth Mansion on September 13, 2012.

**Agenda Item** 15

**Description** **Questions to Directors, Nonagenda Items**

The Chair asks if there are any questions to directors on nonagenda items. Hearing none, he states he will entertain a motion to adjourn.

**Motion to Adjourn**

Councilman Serra moves to adjourn the meeting; Councilman Klattenberg seconds the motion. Hearing no discussion, the Chair calls for the vote. It is unanimous to approve with ten aye votes. The Chair adjourns the meeting at 8:27 p.m.

ATTEST:

MARIE O. NORWOOD  
Common Council Clerk