



**REGULAR COMMON COUNCIL MEETING**  
**August 5, 2013**  
**7 P.M.**

**Regular Meeting**

The regular meeting of the Common Council of the City of Middletown was held in the Council Chamber of the Municipal Building on Monday, August 5, 2013 at 7 p.m.

**Present**

Mayor Daniel T. Drew, and Council Members Thomas J. Serra, Ronald P. Klattenberg, Mary A. Bartolotta, Gerald E. Daley, Robert P. Santangelo, Grady L. Faulkner, Jr., Philip J. Pessina, Joseph E. Bibisi, Linda Salafia, and Todd G. Berch; Corporation Counsel Daniel B. Ryan; Sergeant-at-arms Officer Liseo, and Common Council Clerk Marie O. Norwood.

**Absent**

Council Members Hope Kasper and Deborah Kleckowski.

**Also Present**

Twenty members of the public, Hartford Courant Report Shawn Beals, and Middletown Press Reporter Alex Gecan.

**Meeting Called to Order**

The Chair, calls the meeting to order at 7:03 p.m. He asks Sal Emanuele to lead the public in the Pledge of Allegiance.

**Call of Meeting Read**

The Call of the meeting is read and accepted. The Chair declares this call a legal call and the meeting a legal meeting.

**Motion to Amend the Agenda**

Councilman Serra moves to amend the agenda by adding Agenda item 11M, a resolution authorizing the Mayor to sign a capital lease agreement with De Lage Landen Public Finance, LLC and a sublease and assignment agreement with the Board of Education transferring the capital lease to the Board for equipment provided by A & A Office Systems to the Board of Education; adding Mayor's Appointments; adding Agenda Item 8H, regarding FEMA from the Public Works Director; and moving agenda item 3, the presentation as next on the agenda. His motion is seconded by Councilman Klattenberg.

**Point of Order**

Councilman Pessina asks about the \$200,000 appropriation request for the Police Department; Councilman Serra responds it will have to be defeated when the matter comes before the Council.

The Chair calls for the vote on amending the agenda and it is unanimous to approve with ten aye votes. The Chair declares the motion passes with ten affirmative votes.

**Agenda Item 3**

The Chair asks Mr. and Mrs. Emanuele to come forward and recognizes Councilman Berch for the presentation.

Councilman Berch reads and moves the resolution for approval. Councilman Serra seconds the motion. The Chair states, without objection, the resolution is approved by acclamation. He offers his congratulations to Mr. Emanuele who receives a standing ovation from the members of the public.

Councilman Serra states if I may, this is an employee who has given many hours of his time to the citizens in any situation. Sal was there at night when we were sleeping. He was always there and he felt safe. Congratulations and good luck in your retirement.

The Chair thanks Sal for all his hard work and he was in until 4 or 5 o'clock at city yard on a lot of days and those were routine days and he got going at 4:45 or 5 a.m. He has a great work ethic. He is a great guy and we will miss him.

Councilman Bibisi asks that Director Russo say a few words. Mr. William Russo, Director of Public Works comes forward and states, listening to Councilman Serra and I have been here 27 years; you become friends with everyone. At 2 a.m., when you get called or when you are out to dinner and you get called in, he did everything across the board. We can take the work ethic and pride he took in the job and the day he retired, he told me he never came to work not wanting to not come to work. We will miss him and we have him on an interview panel for his replacement. I could call him tonight and he would respond. We lost a great one and will pick up the pieces and go on.

**Resolution No. 104-13**  
**File Name ccemanuele2013ret**

**Description**                      **Congratulating Salvatore Emanuele upon his retirement.**  
**(Approved)**

**Whereas**, Salvatore A. Emanuele began working for the City of Middletown in February, 1974 with the Water and Sewer Department as a Laborer and was promoted in 1976 as Utility Worker; and

**Whereas**, Sal transferred to the Public Works Department in 1982 as a Street Sweeper Operator; he was promoted to Light Equipment Operator and then Heavy Equipment Operator; and

**Whereas**, in 1991, he was promoted to Assistant Superintendent of Streets and in 1998, Superintendent of Streets; in 2002, Sal became the City's Superintendent of Streets and Sanitation; and

**Whereas**, Sal has worked diligently in the Water and Sewer Department for eight years and in the Public Works Department for thirty-one years and is retiring from service in the City of Middletown.

**Now, Therefore, Be it Resolved by the Common Council of the City of Middletown:** That, on behalf of the citizens of Middletown, we thank Salvatore A. Emanuele for his thirty-nine years of service to the City of Middletown and we offer our congratulations and our best wishes to him for a happy, healthy retirement; and

**Be It Further Resolved:** That we wish him good luck in all his future endeavors.

**Meeting Recesses**

Councilman Serra moves to recess this meeting to return to Questions to Directors meeting. The motion is seconded and the Chair declares the meeting recessed at 7:11 p.m.

**Meeting Reconvened**

The Chair calls the regular meeting to order at 7:46 p.m.

**Minutes**

The Chair asks for a motion to approve the minutes of the regular Common Council meeting of July 1, 2013 at 7 p.m. meeting; Special Meetings of July 1, 2013 at 6 p.m., July 11 2013 at 7 p.m., and July 11, 2013 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 Pessina. The Chair calls for the vote. Councilman Klattenberg abstains from the vote on all the minutes of July, 2013. The Chair calls for the vote and the matters pass unanimously with the noted abstention. The Chair states the matters pass with the noted abstentions.

**Public Hearing Opens**

The Chair opens the public hearing at 7:47 p.m.

Ken McClellan speaks to agenda item 11H the lease space for the cultivation of marijuana; he is disappointed to be seeing it on the agenda and that the City is involved in a federal crime. There is no such thing as medical marijuana. By the federal government, it is illegal and how can the City and Council become an accomplice to this crime. The City and General Counsel can say the State says it can be done, but the federal law supersedes the State law. I hope you really think about this before you make the City an accessory to a federal crime.

The Chair asks for other members of the public wishing to speak.

Jeff Kaknakel, Vice President of Local 466 asks the Council to approve agenda items 11 A, B, and D. He was part of the negotiation team for the upgrade hearings and all of them do deserve what we are asking for. They do a lot of work for the City and we save the City money by not having contractors do the work. You should consider them all and accept 11A.

The Chair asks for additional speakers.

Ryan Kennedy states his biggest concern (regarding the lease for a medical marijuana business) is we are taking a larger manufacture space out of the private sector. It is 15,000 square feet. He can't believe there isn't a private building with the space and the City needs to consider what is best for that area. He would love to see a condo association for the businesses and getting feedback from the owners and operators of the businesses.

**Public Hearing Closes**

The Chair asks if there are other members of the public who wish to speak; seeing none, he closes the public hearing at 7:51 p.m.

**Motion to Recess**

Councilman Serra moves for a recess and is seconded by Councilman Santangelo. The vote is unanimous and the Chair calls the recess at 7:51 p.m. asking the members of the Council to return in five minutes.

**Meeting Reconvenes**

The Chair calls meeting to order at 8 p.m.

Council Clerk reads the appropriation requests and the Certificate of the Director of Finance:

Appropriation Requests:

  
**CITY OF MIDDLETOWN**

MAYOR'S OFFICE  
MUNICIPAL BUILDING

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, August 5, 2013 AT 7:00 p.m.**, to consider and act upon the following appropriation requests:

Planning, Cons.	\$5,000, Account No. 1000-27000-55400, Chamber Youth Employment, General Fund.
Finance	\$26,200 Account No. 1000-35000-54140-0300, 54160, 54220, and 1000-38000-57210, Gasoline, Diesel, Electricity & 2002 Bond Issue, General Fund.
Central Communications	\$8,500, Account No. 1000-15700-51355, Replacement OT -- Dispatches, General Fund.
Special Accounts	\$3,237.38, Account No. 1000-27000-52155, Professionals Memberships, General Fund.
Police Dept.	\$201,000, Account No. 1000-10000-51340-0180, Overtime, General Fund.
Sanitation	\$70,000, Account No. 2160-43000-53275, Waste Removal Containers/Supplies, Sanitation Depreciation Fund.

Any and all persons interested may appear and be heard.

ATTEST:  
  
DANIEL T. DREW  
Mayor

Dated at Middletown, Connecticut, this 30<sup>th</sup> day of July, 2013.

The Council Chamber is wheelchair accessible. If you require special accommodations for any meeting, please call the ADA Coordinator at (860)344-3431 (voice) or (860) 344-3321 (TDD/TTY) or the Town Clerk's Office at (860) 344-3459 at least ten days prior to the scheduled meeting.

Certification from Finance

MEMORANDUM

TO: His Honor, Mayor Daniel T. Drew and Members of the Common Council

FROM: Finance Department

DATE: August 2, 2013

RE: Certification of Funds

This is to certify that funds sufficient to meet the appropriations requested at your meeting on August 5, 2013 are available as follows:

General Fund	\$241,937.38
Sanitation Depreciation Fund	\$70,000

*Respectfully submitted,*  
  
Carl Erickson  
Director of Finance



**Agenda Item 7A**

Councilman Daley reads and moves for approval the request for Planning, Conservation, and Development for \$5,000; his motion is seconded by Councilman Serra. There is no 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. Council Members Kasper and Kleckowski are absent from the meeting.

**Planning and Zoning \$5,000, Account No. 1000-27000-55400, Chamber Youth Employment, General Fund.**  
**(Approved)**

**Agenda Item 7B**

Councilman Klattenberg reads and moves for approval the request for \$26,200 for the Finance Department; his motion is seconded by Councilman Faulkner. There is no 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. Council Members Kasper and Kleckowski are absent from the meeting.

**Finance** \$26,200, Account No. 1000-0300-54140-0030, 54160, 54220, and 1000-39000-57210, Gasoline, Diesel, Electricity & 2002 Bond Issue, General Fund.

(Approved)

**Agenda Item 7C**

Councilman Santangelo reads and moves for approval the appropriation request of \$8,500 for Central Communications; his motion is seconded by Councilman Faulkner there is no 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. Council Members Kasper and Kleckowski are absent from the meeting.

**Central Communications** \$8,500, Account No. 1000-18700-51355, Replacement OT – General Fund.  
(Approved)

**Agenda Item 7D**

Councilman Klattenberg reads and moves for approval the appropriation request for Special Accounts in the amount of \$2,273.28; his motion is seconded by Councilman Faulkner. There is no 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. Council Members Kasper and Kleckowski are absent from the meeting.

**Special Accounts** \$3,273.28, Account No. 1000-27000-52165, Professional Memberships, General Fund.

(Approved)

**Agenda Item 7E**

Councilman Santangelo reads and moves for approval agenda item 7E, an appropriation request for the Police Department in the amount of \$200,000; his motion is seconded by Councilman Faulkner. Councilman Serra is recognized and he states he recommends we defeat it and refer it back to the Public Safety Commission and decide how much will be given for that endeavor and the possibility for hiring more officers designated as resource officers. We will defeat it and come back next month. Councilman Pessina agrees with this and seconds it.

There is no further discussion; the Chair states for those who agree with Councilman Serra, you can vote nay on this appropriation. He calls the vote. There are no aye votes. He asks for those opposed and it is ten nay votes. The Chair states the matter fails and it will go back to public safety with ten negative votes.

**Police Department** \$200,000, Account No. 1000-18000-51340-0180, Overtime, General Fund.  
(DEFEATED and Referred to Public Safety)

**Agenda Item 7F**

Councilman Berch reads and moves for approval agenda item 7F, \$70,000 appropriation request for the Sanitation Department. Councilman Pessina seconds the motion. There is no 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. Council Members Kasper and Kleckowski are absent from the meeting.

**Sanitation** \$70,000, Account No. 2150-40000-53275, Waste Removal Containers/Supplies, Sanitation Depreciation Fund.

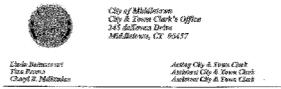
(Approved)

**Agenda Item 8**

Councilman Serra reads and moves for approval agenda items 8A, 8B, 8C, 8D, 8E, 8F, 8G, and 8H Memo from William Russo, Director of Public Works added at the beginning of the meeting). His motion is seconded by Councilman Pessina.

The Chair states to be certain that the letter is officially part of the meeting, he calls for the vote to add it to the agenda. It is unanimous with ten aye votes. The Chair states the letter is added. He then calls for the vote on all matters under agenda item 8. It is ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**8A** **Town Clerk's Certification**  
(Approved)



July 30, 2013

I, Clara Belmont, Acting City and Town Clerk of the City of Middletown, and operations of the records and seal thereof, hereby certify that the foregoing and approved minutes and adopted as the regular meeting of the Common Council on July 11, 2013 at 7:00 p.m. and the special meeting on July 11, 2013 at 8:00 a.m., July 11, 2013 at 7:00 p.m. and July 11, 2013 at 8:00 a.m. are true and correct, and have been entered in the seal of the City.

Attest:  
*Clara Belmont*  
Clara Belmont  
Acting City & Town Clerk

Printed in Middletown, Connecticut, USA on 07/30/2013.

Phone: (860) 633-6300 Fax: (860) 642-1122 TDD: (860) 633-6872

**8B Monthly Reports  
Finance Department – Transfer Report to July 30, 2013  
(Approved)**

**8C Grant Confirmation and Approval  
Board of Education, Various Grants  
(Approved)**

**Name of Grant:** As Listed Below  
**Amount** \$1,662,047.98  
**Code:** 2450-33000-  
**Grant Period: From:** 7/1/2013 **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 \$9,468.45; 790 - Liberty Bank-Pathways-College/Career \$5,000; 798 - Liberty Bank-Early Literacy-Kindergarten Kickstart Program \$30,000; 810 - Idea-Part B, Section 611-Public \$1,276,516; 812 - Idea-Part B, Section 619 \$40,020; 818 - Idea-Part B, Section 611-Non-Public \$64,315; 841 - Special Ed Medicaid \$61,147.50; 858 - United Way-Youth Services Development \$29.04; 894 - Swaim Strings Program \$660; 801 - Retirement/Cobra Insurance \$125,821.59; 803 - Workers' Compensation \$15,296.26; 804 - Preschool Program Fees \$744; 806 - Summer School Receipts \$24,575; 807 - Aetna Classified \$572.53; 809 - Maintenance/Rentals \$6,325; 823 - Central Office Receipts \$30; 824 - Family Resource Center Receipts \$530; 893 - Fingerprinting Receipts \$445.50; 895 - Special Ed-Tuition Reimbursement \$352.11; 902 - Student Activities-

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

**8D Grant Confirmation and Approval  
Board of Education, 791/900 Grant Amendment  
(Approved)**

**Name of Grant:** As Listed Below  
**Amount** (\$236.00)  
**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**

Amendment to the 791/900 Grant for the "2012-2013" Fiscal Year. 791/900 - CDBG-Hall House Grant (\$236.00) Total grant was not expended in "2012-2013" Total Grant Commitment through 6/30/2013 was \$768,793.72 REDUCTION (\$236.00) New Grant Commitment amount through 6/30/2013 is \$768,557.72

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

**8E Grant Confirmation and Approval  
Public Works, Clean Diesel Grant Plow Truck  
(Approved)**

**Name of Grant:** Clean Diesel Grant - Plow Truck  
**Amount** \$41,201.75  
**Code:** 3195-22000-  
**Grant Period:** **From:** 7/1/2013 **To:** 6/30/201  
**Type of** State

**Amount Loaned from General** \$41,201.75

**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**

The grant was awarded for the purchase of a replacement construction/snow plowing truck under DEEP's Clean Diesel Program.

**Requested by:** William Russo

**8F Grant Confirmation and Approval  
Police Department, Confiscated Drugs**

(Approved)

**Name of Grant:** CT Drug Investigation Fund - Confiscated Funds  
**Amount** \$25,898.71  
**Code:** 3490-18000-  
**Grant Period:** **From:** **To:**  
**Type of** State

**Amount Loaned from General** \$0.00

**Department Administering** Police Department

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**

Eight five percent of the grant funds will be earmarked for Street Crime activities and fifteen percent will be used for educational purposes outlined in CT General Statutes 54-36i. \$22,013.90 to line #3490-18000-57030-0180-03536-0000-000 Confiscated Funds and \$3,884.81 to line #3490-18000-57030-0180-03535-0000-000 Drug Education

**Requested by:** Chief William McKenna

**8G Grant Confirmation and Approval  
Police Department, Animal Control**

(Approved)

**Name of Grant:** Animal Control Donation  
**Amount** \$5,149.55  
**Code:** 2130-18000-  
**Grant Period:** **From:** **To:**  
**Type of** Local

**Amount Loaned from General** \$0.00

**Department Administering** Police Department

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**

The donations received will be used to defray the costs of caring for the animals impounded by the Animal Control

**Requested by:** Chief William McKenna

**8H Public Works Memo, FEMA Reimbursement**

(Approved)

**Memorandum**

To: Mayor & Common Council Members

From: William Serra, Public Works Director (4-7-13)

Date: 8/5/2013

Re: FEMA Rehabilitation

I want to recognize the efforts of City Staff with the FEMA reimbursements over the past two years.

MEMORANDUM FOR: Mayor & Council Members

Submitted: Form 1000 - August 2011  
 Form 1000 - October 2011  
 Form 1000 - December 2011  
 Form 1000 - February 2012  
 Form 1000 - April 2012  
 Form 1000 - June 2012  
 Form 1000 - August 2012  
 Form 1000 - October 2012  
 Form 1000 - December 2012  
 Form 1000 - February 2013  
 Form 1000 - April 2013  
 Form 1000 - June 2013  
 Form 1000 - August 2013

The FEMA reimbursement for the 4 months was about \$1.7 million. As you may be aware, the amount of reimbursement necessary to cover the cost of the FEMA reimbursement is approximately \$1.7 million. The amount of reimbursement necessary to cover the cost of the FEMA reimbursement is approximately \$1.7 million.

During the course of this work, I have had discussions with the members of Finance staff from the Board of Education, Chief, Communications, Public & Community, Fire, Police, and Water & Sewer, but cannot do so at this time. The City's last payment from FEMA is expected to be approximately \$1.7 million. By January, the amount to be paid to the City will be \$1.7 million of which \$1.5 million will be received to the General Fund.

Along with recognizing our staff's performance and their commitment with help during these questions, I would like to recognize the efforts of the administrative staff that always respond and accept the need for the records in order to help secure the money for the City. When funds are returned to the City, expenses are returned, and all expenses are paid.

Mayor and Common Council Members, I am sure you will like me in returning the money for a job well done to the Administrator and all employees who have assisted him with the FEMA reimbursement.

**Agenda Item 9 (Approved)**

Councilman Serra moves the payment of all City bills that have been properly approved. His motion is seconded by Councilman Pessina. Hearing no 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.

**Noted for the Record**

Councilman Berch has left the chamber at 8:12 p.m.

**Agenda Item 11A**

The Chair recognizes Councilwoman Bartolotta and states that each item can be considered individually and asks for a motion on each one.

**11A.1**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.1; her motion is seconded by Councilman Faulkner.

**Motion to Refer**

Councilman Faulkner moves to refer this to the Personnel Review Committee. The Chair asks all of them or just this number one. Councilman Faulkner states all; his motion is seconded by Councilman Santangelo.

Councilman Daley states I feel we should go forward with voting on these recommendations tonight. We heard from the Human Resources Director the process that was followed and employees and department heads verified the duties and responsibilities and the jobs were evaluated using Maximus and Archer factor system. I think that I am convinced that the process was appropriate and we have a labor management committee that was followed and we should honor that and we heard from Kathy Morey that there was some delay already. I don't feel that there is a justification to delay action further when individuals have assumed duties and responsibilities. I will vote against moving them to committee. Councilman Serra states he agrees with Councilman Daley; labor management followed the procedure and was satisfied with the answers from human resources. Councilman Pessina states with all due respect, we have an obligation and we have committees and he has heard over this three terms when the items come, they need to go through committee and he was shocked it didn't go through PRC. I really understand where you are coming from and they had labor management and you left out another stakeholder that represents this Council and I would like to see this go back and have them put their fingerprint on it; that is only my opinion and want to move it to PRC.

Councilman Klattenberg states he agrees with Councilman Daley and Serra and the process followed. He had questions on the positions and how they were derived and Human Resources and Finance gave us good answers. The labor management committee for all the reasons we don't want to be involved in cherry picking these positions. You have five members looking at each position and point out only half came before us and the other half were rejected by the committee. I think we can vote on them and move forward.

Councilman Bibisi states I also feel we should go forward with these and we have an obligation to our employees. He will support going forward with this.

Councilman Faulkner states we are skipping a piece of review and I was not satisfied with some of the answers I got and whether the jobs fit the goals of the department or were they told not to work out of their classification.

Councilman Daley wants to clarify we are not skipping a step in the Council's procedure. It did go to PRC, they just moved it forward. They were under the impression they had to take it as a package. My understanding, it was on the agenda, but they did not vote yes or no and they moved it to the Council. Councilwoman Bartolotta

states it was on PRC and they were advised not to discuss it and we do discuss it one by one and at the meeting it would have to be a yea or nay and at that point we left it undiscussed that the City Attorney and Union Representative had information that was not complete and with that information, it needs to go back to PRC to have those discussions. It should not hurt anyone and they are all retroactive. It is just to go through each step correctly.

The Chair asks if there is any further discussion. Hearing none, the Chair states this is an exhaustive process mandated by the contract and he certainly understands the concerns and points raised; the only difference would be if the committee offered a yea or nay suggestion on each of the positions. The only difference is the committee moved them forward without a specific yea or nay on each job description. These employees are deserving and because of the contractual obligations, it is important to move forward with them. Councilwoman Bartolotta responds, your Honor, we are in agreement that the individuals are deserving and you commented that the Council might not agree with that. We were given misinformation and it should go back to PRC.

Hearing no further discussion, the Chair calls for the vote on referring the matters to the Personnel Review Committee. The vote is four aye votes by Council Members Bartolotta, Santangelo, Faulkner, and Pessina; and five nay votes by Council Members Serra, Klattenberg, Daley, Bibisi, and Salafia. Councilman Berch is out of the chamber and unavailable for the vote. Council members Kasper and Kleckowski are absent from the meeting. The Chair states the motion to refer fails 4 to 5; at this time he recognizes Councilwoman Bartolotta for 11A.1

Councilwoman Bartolotta reads and moves for approval agenda item 11A.1; her motion is seconded by Councilman Serra. There is no discussion. The vote is called and it is seven aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Pessina, Bibisi, and Salafia; one nay vote by Councilman Faulkner; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with seven affirmative votes, one in opposition, and one abstention.

<b>Resolution No.</b>	<b>105-13</b>
<b>File Name</b>	<b>pelabormanagement2013local466</b>
<b>Description</b>	<b>Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:</b>

**Parking Operations Manager – new position in the classification plan to reflect the significant changes in the knowledge, skills and abilities including computerization and data utilization being required. The Meter Monitor Collections & Repair job description does not reflect the current duties and responsibilities being performed by the incumbent. Said incumbent shall be reclassified into the new position, Salary Grade 12, Local #466, 40 hours (\$24.75 - \$36.62).**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 105-13**

1. Parking Operations Manager – new position in the classification plan to reflect the significant changes in the knowledge, skills and abilities including computerization and data utilization being required. The Meter Monitor Collections & Repair job description does not reflect the current duties and responsibilities being performed by the incumbent. Said incumbent shall be reclassified into the new position, Salary Grade 12, Local #466, 40 hours (\$24.75 - \$36.62). **(APPROVED)**

**RESOLUTION NO. 106-13**

2. Reclassify current Parking Enforcement Coordinator to the Meter, Monitor, Collections & Repair position to reflect the work that is actually being performed by employee, with recommended modifications to the job description. This position is valued at a Salary Grade 6, Local #466, 40 hours. (\$15.73 - \$23.27). **(APPROVED)**

**RESOLUTION NO. 107-13**

3. Reclassify Parking Enforcement Coordinator to new position of Parking Enforcement Coordinator/Clerk to reflect changes in job requirements to assist with clerical support duties; Salary Grade 6, Local #466, 40 hours (\$15.73 - \$23.27). **(APPROVED)**

**RESOLUTION NO. 108-13**

4. Reclassify Chief Records Clerk – Parking to Administrative Secretary III, Salary Grade 8, Local #466, 35 hours (\$18.73 - \$27.73); and upon approval of Common Council remove Chief Records Clerk – Parking from the Classified Plan. **(APPROVED)**

**RESOLUTION NO. 109-13**

5. HVAC Technician (BOE)– modification to job description to reflect changes in responsibilities; upgrade salary grade 9 to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**RESOLUTION NO. 110-13**

6. Plumber (BOE) – modification to job description to reflect changes in responsibilities; upgrade from salary grade 9 to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**RESOLUTION NO. 111-13**

7. Maintenance Worker (BOE)– reclassify incumbent to new job description Maintenance Worker II, salary grade 7, Local #466, 40 hours (\$17.25 - \$25.52) to reflect crew leader responsibilities. **(APPROVED)**

**RESOLUTION NO. 112-13**

8. Insurance/Benefits Coordinator (BOE) to be reclassified to new position Insurance/Benefits Coordinator II to reflect all current duties and responsibilities being performed; including upgrade to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**RESOLUTION NO. 113-13**

9. Administrative Secretary II/Facilities (BOE) – reclassify incumbent to Administrative Secretary III, salary grade 8, Local #466, 35 hours (\$18.73 - \$27.73) to reflect current responsibilities. **(APPROVED)**

**RESOLUTION NO. 114-13**

10. Administrative Secretary II/Assistant Vital Statistics – modification to job description to reflect additions in duties; upgrade to salary grade 7, Local #466, 35 hours ((\$17.25 - \$25.52). **(APPROVED)**

**RESOLUTION NO. 115-13**

11. Heavy Equipment Operator/Landfill – reclassify incumbent to new position to reflect increased duties and responsibilities; upgrade to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**RESOLUTION NO. 116-13**

12. Senior Services Specialist – Upgrade to salary grade 9, Local #466, 35 hours (\$20.23 - \$29.94) due to modification to job description. **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

<b>Title:</b>	<b>Parking Operations Manager</b>	
<b>Department:</b>	<b>Parking</b>	
<b>Date:</b>	<b>June 2013</b>	<b>Local #466</b>
<b>Salary Grade:</b>	<b>12</b>	<b>40 hours</b>

**PURPOSE OF POSITION**

**The purpose of this position is to assist the director in the daily operations of the Department of Parking. All duties are performed under the direction of the Director of Parking.**

**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.

- **Works to create and leverage positive working relationships with all appropriate parking vendors, community members and constituencies and assists the Director with special parking related projects. May represent the Director of Parking for various enforcement or collection needs or coverage. May assume responsibilities of the Director in his/her absence.**
- **Monitors daily lot control and collection systems, performs any necessary maintenance of parking control, security or collection systems; creates necessary system reporting to support department initiatives.**
- **Performs maintenance and system repairs and trouble shooting of sensitive computerized meters, sensors and other ticketing equipment.**
- **May participate in parking lot and street layout and implementation plans; and design and layout potential for meter installations and lot configurations.**
- **Works with city departments to plan and execute parking services, special events or enforcement needs.**
- **Prepares a variety of reports and correspondence as directed from a variety of parking operating systems.**
- **Responsible for maintenance of security feeds from nearly 120 cameras City-wide and handles follow-up parking incident retrievals for Police Department needs.**
- **Maintains inventory of parts and supplies needed for meter repairs; may fix meters and systems as required.**
- **Assists with the weekly collections and deposit process; works with appropriate city departments, including Finance, to make appropriate accountings of revenues, expenses, deposits and other transactions.**

- Assists the Director with department budget preparation.
- May respond to emergencies as needed, and may have on-call responsibilities.
- Executes special parking related projects, as needed.
- Performs other related functions as assigned or requested.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

High school diploma or equivalent with five years 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 work with simple databases and positively manipulate such data for report purposes and must have the ability to integrate latest parking technologies into daily performance.
- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relations to these computational operations.
- Requires the ability to provide guidance, assistance and/or interpretation to co-workers, members of the public and others, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as parking tickets, violation notices, status reports, receipts and general operating manuals.
- Requires the ability to communicate orally and in writing with supervisor, parking patrons and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; 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.
- 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 such as temperature extremes, wetness, humidity, disease, traffic hazards or violence may cause discomfort and poses a 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.

**11A.2**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.2; her motion is seconded by Councilman Serra. There is no discussion. The Vote is called and it is seven aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Pessina, Bibisi, and Salafia; one nay vote by Councilman Faulkner; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with seven affirmative votes, one in opposition, and one abstention.

**Resolution No. 106-13**  
**File Name pelabormanagement2013local466**  
**Description Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**

**Reclassify current Parking Enforcement Coordinator to the Meter, Monitor, Collections & Repair position to reflect the work that is actually being performed by employee, with recommended modifications to the job description. This position is valued at a Salary Grade 6, Local #466, 40 hours. (\$15.73 - \$23.27).**

**(Approved)**

**Whereas,** the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job

descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 106-13**

- 2. Reclassify current Parking Enforcement Coordinator to the Meter, Monitor, Collections & Repair position to reflect the work that is actually being performed by employee, with recommended modifications to the job description. This position is valued at a Salary Grade 6, Local #466, 40 hours. (\$15.73 - \$23.27). **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** Meter Monitor, Collections & Repair

**Department:** ~~Police/Parking Authority~~ **Parking**

**Date:** July, 2004  
**June 2013**

Grade: 6  
**40 hours**

**Purpose of Position**

The purpose of this position is to perform meter collections, maintain meters and issue violation tickets. The work is performed under the direction of the ~~Parking Authority Division Supervisor~~ **Director of Parking, or designee.**

**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.**

- Install meters as required.
- Repair defective meters and reinstall.
- Maintain inventory of parts and supplies needed for meter repairs.
- Make weekly collection of meter receipts as governed by the Parking Authority Policy. Deposits receipts as directed.
- Monitors metered parking spaces to ensure compliance with parking rules and regulations. Issues tickets to violators.
- **May install immobilization device to vehicles, as required.**
- Prepares a variety of reports and correspondence as directed.
- Performs other related functions as assigned or required.

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

A high school diploma or equivalent with three years of mechanical equipment repair and maintenance experience. A valid Connecticut Motor Vehicle Driver’s license is required.

**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 wide variety of reference and descriptive data and information such as regulations, repair orders, invoices, specifications, purchase orders, warrants, service records, catalogs, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the Parking Authority Supervisor, City departments, vendors, co-workers 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 hand tools and equipment requiring making multiple, complex and rapid adjustments. Ability to repair complex mechanical equipment.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing vehicles and equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of stooping, kneeling, crouching, crawling and lifting, carrying, pushing and pulling moderately heavy objects and materials twenty to fifty pounds with the potential of carrying up to and over 100 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 moderately dangerous and uncomfortable conditions where exposure to environmental factors such as temperature or traffic hazards can cause discomfort and where there is a moderate 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.

**11A.3**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.3; her motion is seconded by Councilman Bibisi. There is no discussion; the Chair calls for the vote. It is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 107-13**  
**File Name pelabormanagement2013local466**  
**Description Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**

**Reclassify Parking Enforcement Coordinator to new position of Parking Enforcement Coordinator/Clerk to reflect changes in job requirements to assist with clerical support duties; Salary Grade 6, Local #466. 40 hours (\$15.73 - \$23.27).**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 107-13**

3. Reclassify Parking Enforcement Coordinator to new position of Parking Enforcement Coordinator/Clerk to reflect changes in job requirements to assist with clerical support duties; Salary Grade 6, Local #466. 40 hours (\$15.73 - \$23.27). **(APPROVED)**

**RESOLUTION NO. 108-13**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** Parking Enforcement Coordinator/Clerk  
**Department:** Parking

**Date:** June 2010  
**Revised:** June 2013  
**Salary Grade:** ~~5—Local 466~~ **40**  
hours  
**Grade 6** Local  
 #466

#### PURPOSE OF POSITION

The purpose of this position is to assist with meter collections, issue and record violation tickets, and perform tasks needed to ensure good public use of city parking facilities. The work is performed under the direction of the Director of Parking.

#### 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.**

- ~~Assists with the installation and repairs of parking meter and revenue collection devices.~~
- Assist with weekly collection of meter receipts and revenue collection devices.
- Monitors public use of parking facilities; and issues citations for violations.
- Monitors safety and security of public parking facilities, people and vehicles.
- Assists motorists and the public, as needed; Provides information and directions to motorists and pedestrians.
- Performs a variety of parking operation functions, such as access control gate arm & gate arm pin replacement, citation input, retrieval and processing; and may assist with billing functions. Prepares reports and correspondence as requested.
- May be requested to temporarily perform like duties of other department employees.
- **May process credit card payments; close out violation tickets; data input of monthly parking passes; and provides other data input, as needed**
- **May provide general clerical support, as needed.**
- Performs other related functions as assigned or requested.

#### MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma or equivalent with ~~six months~~ **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 process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relations to these computational operations.
- Requires the ability to provide guidance, assistance and/or interpretation to co-workers, members of the public and others, on how to apply policies, procedures and standards to specific situations.
- **Requires the ability to utilize latest parking technologies including, but not limited to, handheld computers, printing devices, boots and other parking systems.**
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as parking tickets, violation notices, status reports, receipts and general operating manuals.

- Requires the ability to communicate orally and in writing with supervisor, parking patrons and the public.

##### Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; 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.
- 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 **moderately heavy objects and materials weighing twenty to fifty pounds.** ~~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 such as temperature extremes, wetness, humidity, disease, traffic hazards or violence may cause discomfort and poses a 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.

**11A.4**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.4; her motion is seconded by Councilman Bibisi. There is no discussion; the Chair calls for the vote. It is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 108-13**  
**File Name pelabormanagement2013local466**  
**Description Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**

**Reclassify Chief Records Clerk – Parking to Administrative Secretary III, Salary Grade 8, Local #466, 35 hours (\$18.73 - \$27.73); and upon approval of Common Council remove Chief Records Clerk – Parking from the Classified Plan.**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 108-13**

4. Reclassify Chief Records Clerk – Parking to Administrative Secretary III, Salary Grade 8, Local #466, 35 hours (\$18.73 - \$27.73); and upon approval of Common Council remove Chief Records Clerk – Parking from the Classified Plan. **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** Administrative Secretary III  
**Department:** Varies  
**Date:** March 2001 Salary Grade: 8

**Purpose of Position**

The purpose of this position is to perform complex and confidential administrative and secretarial functions in support of the Department Head/Director.

**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, transcribes, types and prepares correspondence and documents from rough notes, dictation and transcription equipment; prepares and types a variety of reports, records, documents and correspondence. May compose correspondence and other materials.
- Assists in the preparation of the annual department budget; pays bills and monitors expenditures; prepares purchase orders, transfer of funds and additional appropriations. May assist in the preparation of the annual report.
- Researches a variety of issues for the Director and/or other department personnel.
- Schedules and coordinates meetings and events. Coordinates various office functions.
- Answers phones and provides assistance; responds to inquiries; takes and relays messages. Meets with employees and the public and provides information on department or City 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.
- Opens, date stamps, processes and distributes mail; prepares items for mail and prepares bulk mailings.
- Orders office supplies and maintains and monitors inventory; may take annual inventory. May coordinate maintenance and repair of office equipment.
- May process new employee forms, prepare packets; schedule physicals, notify supervisors of drug tests, etc. for personnel purposes.
- May provide secretarial services to assigned boards or commissions.
- Observes strict confidentiality in maintaining restricted records and files.
- Assigns work to clerical staff.
- 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 Secretarial Science or a related field with three years of related secretarial/administrative 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 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, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors 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.

#### **11A.5**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.5; her motion is seconded by Councilman Santangelo. Hearing no discussion, the Chair calls for the vote. The Vote is called and it is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 109-13**

**File Name** pelabormanagement2013local466  
**Description** Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:

**HVAC Technician (BOE)– modification to job description to reflect changes in responsibilities; upgrade salary grade 9 to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19).**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 109-13**

5. HVAC Technician (BOE)– modification to job description to reflect changes in responsibilities; upgrade salary grade 9 to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** HVAC Technician  
**Department:** Board of Education  
**Date:** August 2004 **Grade-9C**  
**Revised: June 2013**  
**Grade: 10**

**Purpose of Position**

The purpose of this position is to maintain, repair and service all Heating, Air Conditioning and refrigeration systems including exhaust and dust collection systems and energy maintenance systems for the Board of Education. The work is performed under the direction of the Director of Facilities.

**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.**

- Performs routine and preventive maintenance on heating and air conditioning systems; inspects and replaces air filters; lubricates bearings, motors and other moving parts; inspects or replaces worn bearings, shafts, blower wheels, fan blades and pneumatic control systems.
- Repairs and services heating and air conditioning systems. Responds to emergencies and repairs faulty systems. **Ensures HVAC and mechanical code compliance for all modifications and new air conditioning system installation.**
- **Facilitates and maintains load shedding capabilities for the ISO-New England Load Shedding Program.**
- Cleans, repairs or replaces heating, evaporator and condenser coils, drain pans and piping. Inspects and replaces drive and blower pulleys; aligns pulleys and belts. Replaces or rebuilds thermo-expansion valves; checks and adjusts super heat on valves.
- Checks and adjusts refrigerant charges and refrigerant filter dryers; searches out and repairs refrigerant leaks; inspects and replaces compressor refrigerant oil; troubleshoots compressors.
- Inspects, cleans, repairs, replaces or installs refrigerant lines, water-cooled condensers, evaporators, water pump couplings and seals, piping, heat exchangers, burners, pumps, lines, filters, storage tanks, regulators, hot water heaters, valves, vents, registers, fans, collection systems and a variety of other systems and components.
- Orders and maintains stock of air filters for all schools. Orders and maintains stock drive belts for all schools.
- Programs occupied building schedules for all schools; programs and adjusts building temperature set points for all schools. **Responsible for District-wide computerized energy management systems including all temperature settings, night set-back parameters, weekend and holiday programming and override programming for after-hour events.**
- **Attends various construction meetings and coordinates with architects and engineers in school projects to ensure district-side HVAC continuity. Reviews project plans and specifications regarding HVAC systems and makes recommendations.**
- Inspects, repairs and replaces ice machines, commercial refrigerators and freezers and temperature alarms. Programs electronic speed drive controllers and computer modems.

- Maintains energy management phone lines at all schools.
- Inspects and replaces electrical fuses.
- Logs temperatures of coolers and freezers.
- Operates energy management software through Computers
- Performs other related functions as assigned or required.

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

Completion of a Vocational technical school program in Heating, Air Conditioning and Refrigeration and the completion of an apprenticeship with five to seven years of progressively responsible commercial HVAC service, repair and installation experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires S-2 Heating, Piping and Cooling Unlimited Journeyman's license and EPA Refrigeration Usage Certification and a valid Connecticut driver's license. Ability to obtain Sheet Metal Journeyman License.

#### **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 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 work orders, proposals and quotes, purchase orders, engineering specifications and drawings, service manuals, lists, electrical schematics, blueprints, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Facilities Director, custodians, teachers, office personnel, school central administration, City Directors, principals, vendors, contractors, 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, algebra, geometry and trigonometry.

##### **Physical Requirements**

- Requires the ability to operate equipment and machinery such as HVAC equipment and components, meters, gauges, torches, pumps, boilers, and refrigeration equipment requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing and maintaining HVAC systems and components.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds; may occasionally involve objects and materials up to 100 pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

##### **Environmental Adaptability**

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as disease or pathogens, electrical currents, temperature extremes, explosives or toxic agents can cause discomfort and where there is a 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.

#### **11A.6**

Councilwoman Bartolotta reads and moves agenda item 11A.6 for approval and her motion is seconded by Councilman Santangelo. The vote is called and it is seven aye votes by Council Members Serra, Klattenberg,

Daley, Santangelo, Pessina, Bibisi, and Salafia; one nay vote by Councilman Faulkner; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with seven affirmative votes, one in opposition, and one abstention.

**Resolution No.** 110-13  
**File Name** pelabormanagement2013local466  
**Description** Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:

**Plumber (BOE) – modification to job description to reflect changes in responsibilities; upgrade from salary grade 9 to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19).**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 110-13**

6. Plumber (BOE) – modification to job description to reflect changes in responsibilities; upgrade from salary grade 9 to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** Plumber  
**Department:** Board of Education  
**Date:** March 2003 ~~Grade 9~~  
**Revised: June 2013** **Grade 10**

**Purpose of Position**

The purpose of this position is to maintain and repair plumbing components and systems for the Board of Education and Middletown buildings and facilitates. The work is performed under the direction of the Director of Facilities.

**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.**

- Performs skilled plumbing work; assembles, installs, repairs and maintains pipes, fittings, and fixtures of heating, water and drainage systems; ensures compliance with specifications, codes and safety procedures.
- Cuts openings in walls and floors to accommodate pipes and pipe fittings.
- Performs routine maintenance and repair work; replaces washers in leaky faucets; mends burst pipes; opens clogged drains, etc.
- **Performs maintenance and repairs of kitchen equipment. Responsible for ensuring compliance of fats, oils and grease (FOG) code requirements in all school kitchens.**
- Orders needed materials and supplies.
- Trains pool maintenance people and custodial staff. **Responsible for the maintenance and repairs of the pool plumbing systems.**
- Inspects equipment and facilities and recommends repair and replacement work to supervisor. **Performs monthly testing and inspection of all eyewash stations.** Assists the Director in planning minor renovations. **Performs weekly fire pump testing and record keeping in accordance with NFPA 25.**
- Coordinates plumbing work with plumbing contractors, architects and engineers during major project planning stages; coordinates work with fire protection contractors.
- Assists in coordinating operations in emergency situations.
- Performs other related functions as assigned or required.

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

Completion of a Vocational/Technical plumbing apprenticeship program with three years of journey level plumbing experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. State Plumbing and Fire Protection and driver's licenses required. Ability to obtain Commercial Driver's License (CDL-B).

**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 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 bid specifications, quotations, work orders, plumbing specifications, blueprints, building codes, schematics, maintenance manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director of Facilities and all maintenance/repair staff, custodians, principals, Fire Chief, inspectors, City Directors vendors 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 pipe threaders, torches, cutters, hand, power and hydraulic tools and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as plumbing repair and maintenance.
- Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty 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 potentially dangerous and uncomfortable conditions where exposure to environmental factors such as strong odors, toxic agents, chemicals or dusts can cause discomfort and where there is a 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.

**11A.7**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.7; her motion seconded by Councilman Santangelo. The Vote is called and it is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 111-13**  
**File Name pelabormanagement2013local466**  
**Description Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**

**Maintenance Worker (BOE)– reclassify incumbent to new job description Maintenance Worker II, salary grade 7, Local #466, 40 hours (\$17.25 - \$25.52) to reflect crew leader responsibilities.**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 111-13**

7. Maintenance Worker (BOE)– reclassify incumbent to new job description Maintenance Worker II, salary grade 7, Local #466, 40 hours (\$17.25 - \$25.52) to reflect crew leader responsibilities. **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** Maintenance Worker **II**  
**Department:** Board of Education  
**Date:** Revised December 2011 **Grade 6**  
Revised June 2013 **Grade 7**

**Purpose of Position**

The purpose of this position is to maintain school grounds and athletic fields and facilities; perform district-wide deliveries of equipment, materials and supplies; assist in the inspection, repair and maintenance of school playground equipment; and to plow and sand school parking lots and playgrounds. The work is performed under the direction of the Director of Facilities.

**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.**

- ~~Assists in maintaining and inspecting equipment;~~ **Acts as crew leader and** performs grounds maintenance functions on playgrounds and athletic fields; mows and fertilizes lawns and trims bushes and trees; and marks athletic fields.
- Delivers materials and supplies for school maintenance; makes other miscellaneous deliveries.
- Performs snow and ice removal and sanding of school lots, playgrounds and sidewalks.
- **Assists in maintaining and inspecting equipment.**
- Provides assistance and back up to other personnel; assumes the responsibilities of Building Superintendents as needed; assists skilled tradesmen; assists mechanic with heavy equipment.
- Coordinates work with the Director of Facilities and other personnel.
- Responds to emergency situations.
- Performs other related functions as assigned or required.
- **Minimum Training and Experience Required to Perform Essential Job Functions**
- High School diploma or equivalent with a minimum of ~~two~~ **three** years of experience in parks, grounds or building maintenance work; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a valid Connecticut Driver’s License.
- **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. Required discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Required the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, correspondence, work orders, contractor quotations, inspection reports, maintenance manuals, MSDS and general operating manuals.

- Requires the ability to communicate orally and in writing with the Director of Facilities, Building Superintendents, athletic Director, tradesmen, school administration, principals, contractors, vendors 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 equipment and machinery such as bucket loader, sand trucks, ditch witch, wood chipper, paint machine, tractor, chain saw, mowers, playground equipment requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as maintaining equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, material and tasks.
- **Environmental Adaptability**
- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors can cause discomfort and where there is a 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.

**11A.8**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.8; the motion seconded by Councilman Santangelo. The Vote is called and it is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 112-13**  
**File Name pelabormanagement2013local466**  
**Description Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**  
**Insurance/Benefits Coordinator (BOE) to be reclassified to new position Insurance/Benefits Coordinator II to reflect all current duties and responsibilities being performed; including upgrade to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19).**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 112-13**

- 8. Insurance/Benefits Coordinator (BOE) to be reclassified to new position Insurance/Benefits Coordinator II to reflect all current duties and responsibilities being performed; including upgrade to salary grade 10, Local

#466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

<b>Title:</b>	Insurance/Benefits Coordinator <b>II</b>	
<b>Department:</b>	Board of Education	
<b>Date:</b>	December 2000	Grade 8
	<b>Revised June 2013</b>	<b>Grade 10</b>

#### **Purpose of Position**

The purpose of this position is to coordinate benefits and insurance and act as a liaison between the Board of Education, employees and insurance/benefit companies. The work is performed under the direction of the Program/Budget Analyst. **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.**

- Coordinates annual open enrollment for insurance and benefit programs; processes and submits policy applications and changes. Assists with application/change paperwork.
- **Administers employee health and disability insurance plans, student/athlete accident insurance plan, and the Health Saving Account (HSA).**
- **Facilitates wellness programs for Teachers, Administrators and Paraprofessionals.**
- **Co-Chairs the Workers Compensation Safety Committee for the BOE.**
- Acts as a liaison between the Board of Education, employees/retirees and insurance/benefit companies or agencies; coordinates correspondence and contact with workers' compensation agency. **Coordinates efforts to return employees back to work after injury, providing light duty accommodations.**
- Assists all employees and retirees with questions regarding benefits; provides information; obtains information; contacts insurance companies to ascertain claims status. Assists in filing claims.
- Maintains all insurance/personnel records and files; maintains spreadsheets and databases. **Calculates and provides taxable life insurance amounts for W2 reporting.**
- Performs bookkeeping functions; processes and posts monthly insurance payments; collects and distributes premiums. Calculates insurance premiums for retirees, monthly billing for health and life insurance
- Prepares a variety of reports, applications, forms, documents and correspondence; composes letters to employees with rate increase information. Processes change forms for health, dental and life insurance.
- Performs data entry; enters policy changes into computer system.
- 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 and five years of progressively responsible benefit administration 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 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 checks, invoices, claims, bills, status changes, contracts, insurance manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Program/Budget Analyst and all Board of Education employees and retirees, Board members, insurance companies and agencies, and the public.

##### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division.

##### **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.

**11A.9**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.9; her motion is seconded by Councilman Santangelo. The Vote is called and it is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 113-13**  
**File Name pelabormanagement2013local466**  
**Description Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**  
**Administrative Secretary II/Facilities (BOE) – reclassify incumbent to Administrative Secretary III, salary grade 8, Local #466, 35 hours (\$18.73 - \$27.73) to reflect current responsibilities.**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 113-13**

9. Administrative Secretary II/Facilities (BOE) – reclassify incumbent to Administrative Secretary III, salary grade 8, Local #466, 35 hours (\$18.73 - \$27.73) to reflect current responsibilities. **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** Administrative Secretary III  
**Department:** Varies  
**Date:** March 2001 Salary Grade: 8

**Purpose of Position**

The purpose of this position is to perform complex and confidential administrative and secretarial functions in support of the Department Head/Director.

**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, transcribes, types and prepares correspondence and documents from rough notes, dictation and transcription equipment; prepares and types a variety of reports, records, documents and correspondence. May compose correspondence and other materials.

- Assists in the preparation of the annual department budget; pays bills and monitors expenditures; prepares purchase orders, transfer of funds and additional appropriations. May assist in the preparation of the annual report.
- Researches a variety of issues for the Director and/or other department personnel.
- Schedules and coordinates meetings and events. Coordinates various office functions.
- Answers phones and provides assistance; responds to inquiries; takes and relays messages. Meets with employees and the public and provides information on department or City 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.
- Opens, date stamps, processes and distributes mail; prepares items for mail and prepares bulk mailings.
- Orders office supplies and maintains and monitors inventory; may take annual inventory. May coordinate maintenance and repair of office equipment.
- May process new employee forms, prepare packets; schedule physicals, notify supervisors of drug tests, etc. for personnel purposes.
- May provide secretarial services to assigned boards or commissions.
- Observes strict confidentiality in maintaining restricted records and files.
- Assigns work to clerical staff.
- 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 Secretarial Science or a related field with three years of related secretarial/administrative 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 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, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors 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.

Councilwoman Bartolotta reads and moves for approval agenda item 11A.10; the motion is seconded by Councilman Santangelo The Vote is called and it is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 114-13**

**File Name** pelabormanagement2013local466  
**Description** Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:

**Administrative Secretary II/Assistant Vital Statistics – modification to job description to reflect additions in duties; upgrade to salary grade 7, Local #466, 35 hours ((\$17.25 - \$25.52).**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 114-13**

10. Administrative Secretary II/Assistant Vital Statistics – modification to job description to reflect additions in duties; upgrade to salary grade 7, Local #466, 35 hours ((\$17.25 - \$25.52). **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

<b>Title:</b>	Administrative Secretary II/Assistant Registrar of Vital Statistics	
<b>Department:</b>	Health	
<b>Date:</b>	<b>March 2012</b>	<b>Salary Grade 6</b>
	<b>Revised: June 2013</b>	<b>Salary Grade 7</b>

**Purpose of Position**

The purpose of this position is to perform a variety of clerical and accounting work in support of department operations, to assist the Director in Vital Statistics duties and to perform reception duties. The work is performed under the direction of the Director of Health/Vital Statistics.

**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.**

- Greets, screens, assists and directs the callers and visitors; answers questions; provides information; refers individuals to appropriate department/personnel; takes and relays messages.
- Acts as Assistant Registrar of Vital Statistics; prepares, records, files, indexes and attests to copies of all birth, death and marriage certificates for Middletown residents occurring locally and out of town; ensures compliance with Connecticut state statutes. Prepares and types home birth certificates for filing with the State. **Assumes responsibilities of the Registrar of Vital Statistics in their absence.**
- Maintains statistical records of births, deaths and marriages in computer databases and spreadsheets.
- Creates, compiles, composes, and maintains ledger, confidential and certificate book indexes for permanent records according to state statutes; maintains and assigns numbers to confidential files.
- Prepares, types and transcribes a variety of reports, documents and correspondence; types legal orders, news releases and orders for inspection staff; compiles, issues, receives, amends, copies, mails out and indexes all legal or restricted certificates and documents.
- Compiles information and types applications for issuing marriage licenses.
- Coordinates work with funeral home directors, sexton, clergy, nursing home personnel, hospital staff and state personnel. Receives reports from sexton and compiles and indexes burial books.
- Balances daily deposit sheets from revenues received; prepares reconciliation reports for Finance Department; compiles monthly revenue sheets from daily sheets and prepares annual report. **May prepare department weekly payroll.**
- May perform department accounting functions; post journal entries; records in revenues and processes payments or bills; prepares and provides account information; **Performs follow-up collections, as needed.**

- Bills other towns for attested copies of birth, death and marriage certificates; mails out copies and maintains lists.
- Works with citizens to obtain Apositiles from the Secretary of State.
- Provides clerical support to other department personnel. Assists genealogists, title searchers, attorneys and the public in researching family histories. Coordinates various office functions. Orders supplies and maintains inventory.
- Distributes vaccine to authorized medical personnel.
- **Records and dispenses Radon kits to Middletown residents.**
- Assists in preparations for the teen life conference; **Participates in the annual Kid's Health Fair.**
- Performs other related functions as assigned or required.

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

High school diploma or equivalent. Two years of related clerical/recordkeeping experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires ability to obtain Assistant Registrar of Vital Statistics certification. Valid Connecticut driver's license is required.

#### **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 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 bills, reports, court papers, confidential files, legal orders/notices, amendments, manuals, ledgers, burial book, immunization sheets, lists, indexes, vital records, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, investigators, state agencies, City officials, other municipalities, funeral directors, nursing home personnel, hospitals, 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.

#### **11A.11**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.11; the motion is seconded by Councilman Santangelo. The Vote is called and it is seven aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Pessina, Bibisi, and Salafia; one nay vote by Councilman Faulkner; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote.

**Resolution No.** 115-13  
**File Name** pelabormangement2013local466

**Description**                    **Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**

**Heavy Equipment Operator/Landfill – reclassify incumbent to new position to reflect increased duties and responsibilities; upgrade to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19).**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 115-13**

11. Heavy Equipment Operator/Landfill – reclassify incumbent to new position to reflect increased duties and responsibilities; upgrade to salary grade 10, Local #466, 40 hours (\$21.75 - \$32.19). **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

<b>Title:</b>	Heavy Equipment Operator/ <u>Landfill</u>	
<b>Department:</b>	Public Works <del>Highway</del> <u>Sanitation/Landfill</u>	
<b>Date:</b>	January 2004	<del>Grade 9</del>
	<u>Revised June 2013</u>	<u>Grade 10</u>

**Purpose of Position**

The purpose of this position is to operate highly complex heavy equipment in completing City construction, repair and maintenance projects, to act as foremen by oversee the work of other personnel and work crews and to ensure compliance with safety procedures and requirements. The work is performed under the direction of the Superintendent of Streets and Sanitation.

**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.**

- Operates and performs minor maintenance on a variety of heavy construction vehicles and equipment in the construction, maintenance and repair of City real property, streets and bridges. Oversees performance of equipment and reports malfunctions to supervisor.
- Oversees the work of other personnel and work crews; performs the duties of the Superintendent/Assistant Superintendent in his absence; acts as competent person on work site; ensures compliance with all applicable safety procedures and requirements. Supervises operations in laying pipe, leaf collection and roadwork.
- Plans and organizes road construction and side preparation work from job orders; estimates materials and labor costs for each project. Stakes markouts from surveyor maps and public utility charts.
- Supervises and oversees operations at landfill and recycling sites; identifies hazardous waste; removes refrigerant from refrigerators and air conditioners; separates recyclables and tires from waste; grinds and loads waste and mattresses; oversees brush chipping operations. Operates the credit card system at the landfill site.
- **Coordinates equipment repairs and maintenance. Coordinates the scheduling of special pickups such as Second Time Around for electronics recyclables, propane gas cylinders, oil and antifreeze pickups and Goodwill for clothing pickup. Coordinates deliveries for fuel and heating oil.**
- **Instructs and informs commercial companies, residents and small business on disposable rules and regulations at the recycling center.**
- **Responds to call-ins from police and fire departments and from the public regarding fires, theft, and alarms.**
- Delivers materials and equipment to job sites. Assists with snow and ice removal and control operations.
- Performs manual labor as required.
- ~~Provides training to other personnel in preparation for upgrading positions; administers driving tests.~~
- 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 and five years of progressively responsible heavy equipment operation experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A Commercial Driver’s License, State Landfill

Certification, State Recycling and Solid Waste Transfer Station Operator Certification, Confined Space Certification, ~~Ability to obtain and Public Weigher's~~ State Weights and Measures certification.

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

**Language Ability and Interpersonal Communication**

- Requires the ability to perform **mid** level of data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- 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 wide variety of reference and descriptive data and information such as regulations, blueprints, job orders, architectural drawings, diagrams, maps, logs, confined space permits, maintenance manuals, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the Superintendent and all division personnel, other City departments, engineers, surveyors, contractors 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 algebra.

**Physical Requirements**

- Requires the ability to operate equipment and machinery such as complex heavy equipment and vehicles, saws, compactors, hydraulic and pneumatic tools requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as operating complex equipment.
- Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds; and may occasionally involve objects and materials up to 100 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 potentially dangerous and uncomfortable conditions where exposure to environmental factors may cause discomfort and where there is a 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.

**11A.12**

Councilwoman Bartolotta reads and moves for approval agenda item 11A.12; Councilman Pessina seconds the motion. The Vote is called and it is eight aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Salafia; one abstention by Councilwoman Bartolotta; and Councilman Berch is absent from the chamber and vote. The Chair states the matter passes with eight affirmative votes and one abstention.

**Resolution No. 116-13**  
**File Name pelabormanagmeent2013local466**  
**Description Approving the changes to the job descriptions and salaries for the following positions in the classified plan for Local #466:**

**Senior Services Specialist – Upgrade to salary grade 9, Local #466, 35 hours (\$20.23 - \$29.94) due to modification to job description.**

**(Approved)**

**Whereas**, the City of Middletown and Local #466, AFSCME Council #4 have an agreement to implement a Labor Management Committee that shall meet once each January to discuss changes in job descriptions and salary assignments for bargaining unit members; and

**Whereas**, during this annual review the Labor Management Committee considered twenty-four (24) requests for appeal and the Committee selected twelve (12) positions that warranted an increase in salary grade and/or changes in job description; and

**Whereas**, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that effective upon passage by the Common Council the following changes in job descriptions are made to positions contained within the Classified Plan for the bargaining unit of Local #466 and any changes to salary shall be made retro-active to July 1, 2013:

**RESOLUTION NO. 116-13**

12. Senior Services Specialist – Upgrade to salary grade 9, Local #466, 35 hours (\$20.23 - \$29.94) due to modification to job description. **(APPROVED)**

**Fiscal Impact:** \$62,216 total (\$23,790 for BOE positions)

**Title:** Senior Services Specialist

**Department:** Senior Center – Parks & Recreation

**Date:** March 2012  
Revised: June 2013

**Salary:** ~~Grade 8~~, Local 466 35 hours  
Grade 9

**Purpose of Position**

The purpose of this position is to provide senior clientele with information on resources, referrals to services and general assistance. The work is performed under the direction of the Parks & Recreation Director.

**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.**

- Provide information and assistance on programs including food stamps, housing, meals-on-wheels, nutrition sites, transportation, income tax assistance, fuel assistance, social security procedures, property tax relief, Medicare, Medicaid, protective services, legal services, home/health care and other sources designed to assist an elderly population.
- Assists seniors with application forms, including those on the Internet.
- Develop relationships with agencies and organizations servicing the elderly.
- Distribute public service announcements to promote programs, services and functions regarding the services offered by the Senior Services Specialist.
- Administers and maintains records for assistance, activities coordinated, committees served on and submits a copy of the annual report to the Elderly Services Division of the Department of Social Services and the Chief elected official.
- Attends annual training session coordinated by the Elderly Services Division of the Department of Social Services.
- **Acts Serves** as ADA compliance officer. Responds to inquires; acts as the Mayor's liaison and provides assistance and information. Maintains library of information and provides such to departments. Works with state agencies on resolutions.
- Initiate and maintain contact with other Municipal Agents in his/her region.
- May assist with duties of the Program Services Coordinator within the department.
- Prepares a variety of reports, documents and correspondence.
- **May provide home visits to assist homebound senior residents with applications and other forms, as needed.**
- Performs other related functions as assigned or required.

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

Bachelor's degree in Social Work or related field with three years 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 mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- 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 wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, attendance records, contracts, receipts, program records, reports, promotions, manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the *Director of Parks & Recreation*, all department staff, other City departments, vendors, local, state and federal agencies, senior citizens, the media 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.

**Agenda Item 11B**

Councilwoman Bartolotta reads and moves for approval agenda item 11B; her motion is seconded by Councilman Daley. There is no discussion. The Chair calls for the vote and it is nine aye votes by Council Members Serra, Klattenberg, Bartolotta, Daley, Santangelo, Pessina, Bibisi, Salafia, and Berch; and one nay vote by Councilman Faulkner. The Chair states the matter is approved with nine affirmative votes and one in opposition.

**Resolution No. 117-13**  
**File Name peclassificationreview**  
**Description Approving requesting the administration to perform a new classification review of all City positions and salaries.**

**(Approved)**

**Whereas**, Ordinance 74-21, stipulates that a Classification Review shall take place to ensure that employees are being compensated according to the value of their work; and

**Whereas**, between the years 2000 – 2003 the City underwent a complete classification review and adopted the Maximus classification plan; and

**Whereas**, Since the adoption of the Maximus classification plan, both Teamsters Local #671 and AFSCME Local #466 have instituted annual labor management committees, which help to assure that individuals performing work under comparable conditions are paid on a comparable basis; and

**Whereas**, the labor management committees review and make recommendation with regard to any employees’ request to have his or her classification adjusted; and

**Whereas**, the labor management committee reviews have resulted in continued recommendations for classification and salary adjustments; and

**Whereas**, it has been thirteen years since the City of Middletown began its last classification review of all city positions in the classification plan;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that the Administration is requested to perform a new classification review of all city positions and salaries.

Fiscal Impact: **\$100,00 (estimate)**

**Agenda Item 11C**

Councilwoman Bartolotta reads and moves for approval agenda item 11C; her motion is seconded by Councilman Pessina. The Chair, seeing no discussion, calls for the vote. The matter passes with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No. 118-13**  
**File Name pepersonelrulesamend**  
**Description Approving amending the personnel rules to include the positions of Director of Human Relations, Chief Management Analyst, and Risk Manager as defined non bargaining positions and changing the job titles to reflect changes made to include City Attorney to General Counsel, Deputy City Attorney to Deputy General Counsel, and Director of Personnel to Director of Human Resources.**

**(Approved)**

**Whereas**, In November, 2011 the Common Council approved the document for Defined, Non-Bargaining Positions, including its Appendices, for inclusion into the Middletown Personnel Rules; and

**Whereas**, since that time three position titles have been renamed as a result of the recent approval of the Office of the General Counsel (General Counsel, Deputy General Counsel and Director of Human Resources); and

**Whereas**, the recent negotiations between the City of Middletown and Teamsters Local #671 resulted in three positions (Director of Human Relations, Chief Management Analyst and Risk Manager) transferring out of the Teamsters bargaining unit to be established as defined, non-bargaining exempt positions;

**Now, Therefore, Be it resolved by the Common Council of the City of Middletown:** that the Personnel Rules for Defined, Non-bargaining Exempt positions hereby are amended to include these new positions; and

**Be it Further Resolved** that Appendix B, Classification Exempt Employees be amended to include these new positions.

**Fiscal Impact:** There is no fiscal impact as cost of benefits and salaries are in the budget.

**Agenda Item 11D**

Councilman Berch reads and moves for approval agenda item 11D; his motion is seconded by Councilman Pessina. There is no discussion. The vote is called. It is ten aye votes. The Chair states the matter passes with ten affirmative votes.

**Resolution No. 119-13**  
**File Name pw2012-13CNRplan**  
**Description Approving the amendments to the Public Works Department CNR plan for fiscal year 2012-13 to purchase a Snogo Snow Blower instead of a pick-up truck; approving creating a new line item in the plan entitled Snogo Snow Blower and approving various transfers totaling \$67,642.40 into the new line item.**

**(Approved)**

**Whereas**, on July 2, 2012, the Common Council adopted Resolution #148-12 approving the CNR plan for 2012-13; and

**Whereas**, the Public Works Department would like to amend the plan to purchase a Snogo Snow Blower for the department and forego a pick-up truck; and

**Whereas**, funding is available in the existing 2012-13 CNR line items to cover the purchase.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That a new line item be created in the plan entitled:

Account #4284-22000-79621-0000-00000 - Snogo Snow blower

**AND BE IT FURTHER RESOLVED THAT:** Funds from the following account numbers be transferred to the newly created line item.

- Account #4284-22000-79618-0000-00000-2013-000 – 1990 Ford L8000 Dump - \$8,642.40
- Account #4284-22000-79619-0000-00000-2013-000 - 1997 Chevrolet 3500 - \$19,000.00
- Account #4284-22000-79620-0000-00000-2013-000 – 1990 Ford F250 Pickup – \$40,000.00

**Agenda Item 11E**

Councilman Klattenberg reads and moves for approval agenda item 11E; his motion is seconded by Councilman Pessina. There is no discussion; the Chair calls for the vote. It is ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No. 120-13**  
**File Name boeloanforfy14-15**  
**Description Approving a loan from the general fund in an amount not to exceed \$300,000 to the Board of Education for fiscal year 2013 – 14 to be repaid upon receipt of State of Connecticut, Department of Education grant funds.**

**(Approved)**

**Be it Resolved by the Common Council of the City of Middletown:** That a loan from the General Fund to the Education Department Account for Federal and State Grants and the Cafeteria Account in the amount of \$300,000.00 for the 2013-2014 school year is hereby approved, pending receipt of this sum from the State Department of Education with said loan to be paid back upon receipt of State Grant Funds for the 2013-2014 school year.

**Fiscal Impact:** There is none; any money loaned will be repaid upon receipt of grant funds.

**Agenda Item 11F**

Councilman Daley reads and moves for approval agenda item 11F; his motion is seconded by Councilman Pessina.

Councilman Faulkner states he will not support this item and we have not done enough to get the state to take care of their own property. Councilwoman Bartolotta states she is in agreement with Councilman Faulkner and

she asked questions to the director and it will cost \$100,000 to demolish on top of the City's expense to get them presentable. The Chair states we have pursued this with the State and the properties are not maintained and are falling down and it is in our best interest to acquire them and tear them down.

Councilwoman Bartolotta states that is not the conversation they had; he talked about clearing and boarding them up and asking Habitat for Humanity about them. We will be spending \$100,000 to tear them down. The Chair states they will be knocking them down; they are a major problem and the State is not taking care of them. They harbor vermin. Councilman Daley states just to clarify; this was discussed at the Economic Development meeting and it is his understanding that Habitat for Humanity is interested in these properties and the State has a deed restriction that they are only used for open space and we have to work with the legislature to have that changed for them to be resold and used and what Bill Warner is hoping is that we can make another attempt at that and he agrees with the Mayor that it is unlikely. The best use is as residences. Bill Warner is recommending that we do what we can right now to limit the further deterioration to prevent them from misuses and abuse and see if we can work with our delegation to approve the situation in the next session.

Councilman Bibisi states this is a quality of life issue; he looked at both of them and he doesn't think they can be remediated and we can take them both down with a reasonable price. The neighbors have been looking at these dilapidated houses in the 10 or 15 years. He agrees we should buy them.

**Motion to Amend**

Councilman Berch proposes an amendment; boarding them up would be appropriate. I do concur that they should be demolished and proposes an amendment to the resolution requiring the properties be demolished. Councilman Pessina seconds the amendment.

Councilman Klattenberg states I support the friendly amendment and I think Councilman Berch is exactly right; the boarding up will only ultimately bring trouble. We need to get rid of the houses. He doesn't think requiring the demolition is necessary, but the Council should be doing an appropriation request. Councilman Daley is recognized and states the resolution is silent after the purchase; there is nothing about boarding the buildings or brush cutting; it just says the acquisition. I would say we should vote to acquire the properties and then do what we have to do. I think we want to use any leverage with the State to preserve them as residential building lots. Our best chance to have legislative change is to approach the State with Habitat for Humanity and just pass this resolution. Councilman Serra states we don't need the amendment. Vote for this and they can be demolished.

Councilman Berch states the State Statute was not included on the one he saw and it is now and we will abide by it and he will rescind the amendment.

The Chair asks if there is further discussion on the underlying motion; seeing none, he calls for the vote. It is nine aye votes by Council Members Serra, Klattenberg, Bartolotta, Daley, Santangelo, Pessina, Bibisi, Salafia, and Berch; and one nay vote by Councilman Faulkner. The Chair states the matter passes with nine affirmative votes and one in opposition.

<b>Resolution No.</b>	<b>121-13</b>
<b>File Name</b>	<b>PCD131-155WadsworthStreetAcquisition</b>
<b>Description</b>	<b>Approving the purchase of 135 and 155 Wadsworth Street from the State of Connecticut for \$1 and authorizing the Mayor to sign documents for this acquisition.</b>

**(Approved)**

**WHEREAS** the State of Connecticut General Assembly has approved through Special Acts 95-25, 05-297, and 09-04 the transfer of 131 and 155 Wadsworth Street on the condition that the structures be demolished by the City of Middletown and the land be maintained as open space; and

**WHEREAS**, At the July 22, 2013 meeting of the Economic Development Committee, the committee membership voted to approve a motion to purchase 131 and 155 Wadsworth Street from the State of Connecticut for \$1.00 and administrative costs with an affirmative recommendation to the Common Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** that the Common Council approves the acquisition of 131 and 155 Wadsworth Street from the State of Connecticut; and

**AND BE IT FURTHER RESOLVED:** that the Mayor is hereby authorized to sign all documents to effectuate this acquisition.

**Fiscal Impact:** At this point approximately \$1000 for the states administrative costs to effectuate the transfer.

**Agenda Item 11G**

Councilman Daley reads and moves for approval agenda item 11G; Councilman Serra seconds the motion.

**Noted for the Record**

Councilman Bibisi leaves the chamber at 8:43 p.m.

The Chair asks for discussion; seeing none, he calls for the vote. It is nine affirmative votes. The Chair declares the matter passes unanimously with nine affirmative votes; Councilman Bibisi is out of the Chamber for this vote.

**Resolution No.** 122-13  
**File Name** PCDRemington3Leases  
**Description** Approving the leases for Robert White and Company, Nice T-Shirt Company, and the Computer Recycler at 180 Johnson Street and authorizing the Mayor to sign them.

(Approved)

**WHEREAS**, at the July 22<sup>nd</sup>, 2013 Meeting of the Economic Development Committee, the members present agreed to move forward to the Common Council a proposed lease for

- Robert C. White and Company
- Nice T-Shirt Company
- The Computer Recycler.com

at the former Remington Rand building (180 Johnson Street).

**WHEREAS**, the Planning and Zoning Commission, at their August 14<sup>th</sup>, 2013 meeting will review the request by the Economic Development Committee to grant a GS 8-24 review to allow the City of Middletown to enter into these lease agreement at the former Remington Rand property (180 Johnson Street).

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

That the Mayor is hereby authorized to sign all documents necessary to implement the lease for:

- Robert C. White and Company
- Nice T-Shirt Company
- The Computer Recycler.com

**BE IT FURTHER RESOLVED:** That the Mayor is hereby authorized to sign all documents necessary to implement the leases.

**FINANCIAL IMPACT** –It is important to secure additional revenue to run the Remington Rand building and pay back the \$225,000 operating cost loan from the general fund. No impact on the general fund other than increasing the value of a city asset.

**Agenda Item 11H**

Councilman Berch reads and moves for approval agenda item 11H. His motion is seconded by Councilman Daley. Councilman Berch states as the duty of elected officials, we are fiscally responsible to protect the assets of the City and during questions to directors, he asked about security and they have been responded to my satisfaction. The tenants have not spoken against this. A resident said we are accomplices to a federal crime. I am not going into business, only leasing to them. In the lease there will be language if they get a cease and desist order, they will have to stop production and will have to continue the lease. We are condoning economic development and job creations. The issue is we are looking to lease to a tenant who will abide by a State law. It is leasing to an entity and protected by the law.

**Noted for the Record**

Councilman Bibisi returns to his seat at 8:46 p.m.

Councilman Pessina states with all the information that Councilman Berch has given, I have been in the business of law enforcement and I am not truly convinced and nothing I have seen on the internet that marijuana does what it does and on my principle I saw a police officer dying of cancer and he fought against this illegal drug and did not take the drug to alleviate his pain and suffering. With all the drug education he has been involved with, he cannot support this resolution. Councilman Santangelo states he had a question at the Economic Development Committee meeting and had to abstain from the vote because he is an alcohol and drug counselor. I will support this on principle. He states you go to a drug store with a prescription and it is called medicine but if you go into the alley and get it, it is called drugs. This is the production, not dispensing. It is interesting the attitude we take. If you go to a dentist they give you Novocain; it is related to cocaine. It is called medicine. The approach is something that is controlled and a government entity classifies as a drug. There are two breweries in this location and I abstained from the vote because they are dispensing alcohol there. There was no objection to that. If someone is procuring something that requires a prescription, I support that. It is medicine. We will have someone producing medicine being sold to drug companies. We choose how to resolve our pain issues. It is not being done illegally.

Councilwoman Salafia states she will not support this tonight and not on the basis of drug or not a drug. I have a hard time thinking about placing plants in a building and not having a mold issue or water issues. How is that going to be dealt with. Until I get more information on those issues, I can't wrap my mind around growing plants in a building without causing damage.

Councilman Bibisi states his police culture kicks in on this and he is not an advocate of legalizing marijuana. It is nothing to do with Greenbelt and he has a tight security plan and it is a tight one. But he has a problem with the legalization of marijuana. He won't be supporting this.

Councilman Berch clarifies something said; principle versus legality. We have opinions of what they should be and they are fighting the USDA; if the USDA can't say what it is, it is a drug. We can lease the space to someone making cards and chips and gambling is illegal in CT. Regarding growing marijuana, the regulations are restrictive in the US. The issue here is protecting our asset and those questions have been properly answered and we are protected and if the nasty gram comes down the pike, they cease operation and we have protected the asset. The issue is leasing the building and the issue has been battled through both houses in the State. It is leasing the building by someone abiding by a State regulation.

The Chair, seeing no further discussion, calls for the vote. It is six aye votes by Council members Serra, Klattenberg, Daley, Santangelo, Faulkner, and Berch; three nay votes by Council members Pessina, Bibisi, and Salafia; and one abstention by Councilwoman Bartolotta. The Chair states the matter passes with six affirmative, three negative and one abstention.

**Resolution No. 123-13**  
**File Name PcdRemingtonGreenbelt(2)**  
**Description Approving the lease with Greenbelt Management for a 15,000 square foot lease at 180 Johnson Street, the former Remington Rand building for a secure production facility for medical marijuana subject to State of Connecticut regulations and subject to being awarded one of three licenses to be issued by the State of Connecticut Department of Consumer Protection; authorizing the Mayor to sign all documents necessary to implement the lease including review of plans and specifications regarding security to be approved by the Middletown Chief of Police and the receipt of a nonrefundable \$25,000 deposit to the City.**

**(Approved)**

**WHEREAS**, Greenbelt Management (company) has submitted a proposal to lease 15,000 square feet of space at the Remington Rand building at 180 Johnson Street

**WHEREAS**, the company proposes to build-out a discreet, highly secure production facility for the production of medical marijuana subject to State of Connecticut regulations. The company proposes investing substantial capital improvements to the space including installation of an enclosed loading dock and freight elevator and interior build-out.

**WHEREAS**, the company proposes to negotiate a lease contingent upon being awarded one (1) of the three (3) licenses to be issued by the State of Connecticut Department of Consumer Protection (DCP) allowing the production of medical marijuana in accordance with new regulations currently being developed by DCP; and

**WHEREAS**, the company agrees upon execution of the lease option to make a \$25,000 nonrefundable cash deposit to the City of Middletown regardless of issuance or denial of license; and

**WHEREAS**, at the June 10, 2013 meeting of the Economic Development Committee, the committee membership voted to approve a motion to lease 15,000 square feet of space at 180 Johnson Street for the purpose of production of medical marijuana in a secure setting with an affirmative recommendation for the Council's consideration.

**WHEREAS**, the Planning and Zoning Commission, at their June 26, 2013 meeting will review the request by the Economic Development Committee to grant a GS 8-24 review to allow the City of Middletown to enter into a lease agreement with Greenbelt Management at the former Remington Rand property (180 Johnson Street).

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

The Mayor is hereby authorized to sign all documents necessary to implement a lease with Greenbelt Management at 180 Johnson Street; and

**BE IT FURTHER RESOLVED:** that all plans and specifications and security measures, including but not limited to cameras, lighting, alarms, access controls etc., will be reviewed and approved by the City of Middletown Chief of Police or his designee prior to certificate of occupancy.

**BE IT FURTHER RESOLVED:** the City General Counsel, having extensive experience with this subject in the State of Michigan, shall review all lease provisions and insure that the city's interests are fully protected.

**FINANCIAL IMPACT** –It is important to secure additional revenue to run the Remington Rand building and pay back the \$225,000 operating cost loan from the general fund. No impact on the general fund other than increasing the value of a city asset.

**Agenda Item 111**

Councilwoman Bartolotta reads and moves for approval agenda item 111; her motion is seconded by Councilman Daley.

**Point of Information**

Councilman Faulkner asks about the process moving forward and two votes. The Chair replies this is the first of two votes. Councilman Faulkner states we will have a second crack at this. The Chair states yes. Councilman Faulkner asks about a workshop; the Chair states there is none planned.

The Chair calls for the vote. It is nine aye votes by Council Members Serra, Klattenberg, Bartolotta, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Berch; and one nay vote by Councilwoman Salafia. The Chair declares the matter approve with nine affirmative votes and one in opposition.

**Ordinance No.** 17-13  
**File Name** 12Recreationandseiorservices2ordinance  
**Description** Approving adding a new Article XII Recreation and Community Services. to Chapter 31 of the Middletown Code of Ordinances to include new Sections 31-43. Creation., 31-44 Composition; purpose., and 31-45. Duties and responsibilities., to merge the Recreation Division of the Parks and Recreation Department and Senior Services Department.

(First Vote: Approved)

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Article XII of Chapter 31 be added to the Middletown Code of Ordinances as follows:

**ARTICLE XII  
 RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**Section 31-43. Creation**

In accordance with Chapter V, Section 1B, and Chapter III, Section 6 of the Charter of the City of Middletown, the Middletown Recreation and Community Services Department is created and the Recreation Department and Senior Services be merged into said Department.

**Section 31-44. Composition; purpose**

The Department shall consist of a Director and such other staff as may be deemed necessary by the Mayor and Common Council.

The Recreation and Community Services Department shall have oversight of athletic, leisure and recreation programs for seniors, adults, youth, and children.

**Section 31-45. Duties and Responsibilities**

A. The Department shall be responsible for planning, organizing, and supervising various programs and activities provided by the City for a diverse population including coordinating older adult programs provided by the City or by public and private agencies and providing such service to the extent possible. The Department will supervise all personnel providing such programs.

B. The Department shall review and analyze the needs of the Community, including older adult citizens and make recommendations to the Mayor and Common Council. The Department will be responsible for the daily operations of the senior/community center.

C. The Department shall establish rules and regulations for the safety of program participants for the enjoyment of City parks, recreational areas and City beaches.

**Agenda Item 11J**

Councilman Daley reads and moves for approval agenda item 11J; his motion is seconded by Councilman Santangelo. The Chair, seeing no discussion, calls for the vote. It is nine aye votes by Council Members Serra, Klattenberg, Bartolotta, Daley, Santangelo, Faulkner, Pessina, Bibisi, and Berch; and one nay vote by Councilwoman Salafia. The Chair declares the matter approve with nine affirmative votes and one in opposition.

**Ordinance No.** 18-13  
**File Name** 12deptwandfacilitiesmergeparks  
**Description** Approving adding a new Article XI Public Works Department to Chapter 31 of the Middletown Code of Ordinances to include new Sections 31-40. Creation., 31-41. Composition; purpose., and 31-42. Duties and responsibilities to merge the Parks Division into the Public Works Division.

(Approved)

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Article XI be added to Chapter 31 of the Middletown Code of Ordinances as follows:

**ARTICLE XI  
 PUBLIC WORKS DEPARTMENT**

**Section 31-40. Creation**

In accordance with Chapter V, Section 1B, and Chapter III, Section 6 of the Charter of the City of Middletown, the Middletown Public Works Department is created and that the Parks Division of the Parks and Recreation Department is merged into said Department.

**Section 31-41. Composition; purpose**

The Department shall consist of a Director, Deputy Director and such other staff as may be deemed necessary by the Mayor and Common Council. The Public Works Department has oversight of Highways and Streets, Traffic Safety, Plant and Facilities including City School grounds, Parks and Recreation Facilities, Highways and Streets, Sidewalks, curbs, Engineering Services, Recycling, Sanitation, Building Inspections, Parking areas, and City Vehicles.

**Section 31-42. Duties and Responsibilities**

The Department shall be responsible for the various plant, facility and grounds owned by the City along with the services and equipment necessary for their continued upkeep. The Department will supervise and control the inspection of all structures in said City, the planning, surveying, constructing and reconstructing, altering, paving, repairing, maintaining, cleaning, lighting and inspecting of highways, sidewalks, curbs, and other public improvements and city buildings; the care, removal, planting and preservation of trees within highways or public places; engineering work for the City; supervision and control of the grounds used for parks and recreation purposes and of all buildings, structures, apparatus, and equipment used in connection therewith; and supervision and control of all new construction, including electrical and plumbing appurtenances as provided in the building code adopted by the City.

**Agenda Item                      11K**

Councilman Daley reads and moves for approval agenda item 11K; his motion is seconded by Councilman Serra. The Chair calls for discussion; hearing none, he calls for the vote. It is approved with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Ordinance No.**                      **18-13**  
**File Name**                              **Sec272-23ordinance**  
**Description**                        **Approving amending Chapter 272. TAXATION by adding a new Article III Miscellaneous, Section 272-23. Income and expense penalty waiver. to provide for waiving a penalty in accordance with Connecticut General Statutes Section 12-63c(d).**

**(Approved)**

**BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That Chapter 272. TAXATION. of the Middletown Code of Ordinances be and hereby is amended by adding Article III, Miscellaneous, and a new section, § 272-23, to read as follows:

**Article III: Miscellaneous**

**Section 272-23. Income and Expense Penalty Waiver.**

As provided under Conn. Gen. Stat. § 12-63c(d), which authorizes municipalities to waive the assessment penalty described in §12-63c(d), the Tax Assessor of the City of Middletown shall waive the ten percent assessment penalty described in §12-63c(d) upon receipt of such information that the owner of the real property required to submit the information is not the owner of such property on the assessment date for the grand list to which such penalty is added.

**Agenda Item                      11L**

Councilwoman Bartolotta reads and moves for approval agenda item 11L; her motion is seconded by Councilman Serra. The Chair calls for discussion; hearing none, he calls for the vote. It is approved with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Ordinance No.**                      **19-13**  
**File Name**                              **Worker'scompensationoffset**  
**Description**                        **Approving the amending of Chapter 74, Article II, Section 74-41. Effect of payments. to deduct concurrent payments provided by this article.**

**(Approved)**

**BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** that Chapter 74, Article IV, Section 74-41 of the Middletown Code of Ordinances be, and hereby is, amended to read as follows:

Article IV. Retirement System  
 Section 74-41. Effect of payments under Workers' Compensation [Amended 1-3-2000]

All ~~moneys~~ monies received by any member or dependent as an award payable by the City and/or its Workers' Compensation insurer under the State of Connecticut Workers' Compensation Act shall be deducted from any concurrent payments provided under this article.

**Agenda Item \_\_\_\_\_ 11M**

Councilman Klattenberg reads and moves agenda item 11M for approval; his motion is seconded by Councilman Serra. The Chair calls for discussion.

Councilman Daley states he will support it because it does demonstrate an important step that the Board of Education is trying to find ways to save money and improve operations; however, I am a little disappointed that we are using a private leasing company and unfortunately my discussion with the Finance Director, they didn't evaluate the different financing approaches and that is something hopefully we can do in the future. Overall he commends Dr. Charles and the Board in moving forward with this. The scanning capability will generate significant costs in paper and time. It is a good use of technology.

Councilman Berch will support this and echoes Councilman Daley's sentiments. There should be a Council liaison between the Board and Council for situations that arise regarding cheaper ways of financing and someone could possibly do that.

Councilman Pessina commends Dr. Charles and is reducing the copiers by a significant number and the technology will be there. It will be significant savings.

The Chair asks if there is further discussion; hearing none, he calls for the vote. It is approved with ten aye votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Resolution No. 124-13**  
**File Name boe Capital Lease for copier 7 30 13**  
**Description Approving authorizing the Mayor to sign a capital lease agreement with De Lage Landen Public Finance, LLC and a sublease and assignment agreement with the Board of Education transferring the capital lease to the Board for equipment provided by A & A Office Systems to the Board of Education.**

**(Approved)**

**Whereas**, the Board of Education has proposed to consolidate its copying service needs from individual contracts to a single enterprise-wide agreement; and

**Whereas**, the Board has researched the alternatives and determined that the best option is a five-year capital lease, with equipment provided by A&A Office Systems, and financing provided by De Lage Landen Public Finance LLC; and

**Whereas**, the financing requires the capital lease be entered into the City of Middletown on behalf of the Board;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That Mayor Daniel T. Drew is authorized to sign a five-year capital lease agreement with De Lage Landen Public Finance LLC and a Sublease and Assignment Agreement with the Board, transferring the capital lease agreement in its entirety, including all rights and obligations thereunder, from the City to the Board.

**Agenda Item \_\_\_\_\_ 12**

**Mayor's Appointments**

**(Approved)**

The Chair reads the appointment. Councilman Pessina moves it for approval and his motion is seconded by Councilman Berch. The Chair calls for the vote and it is approved with ten affirmative votes. The Chair states the matter passes unanimously with ten affirmative votes.

**Citizens Advisory Committee:**

Appointment of Karline Duplesis to fill a vacancy to August 31, 2017.

**Agenda Item \_\_\_\_\_ 13**

The Chair reads one Contingency Fund Transfer of \$300 into account number 1000-27000-52165, Professional Membership to pay for a membership to Region II Regional Mental Health Board

**Agenda Item \_\_\_\_\_ 14**

Councilman Klattenberg states he has a brief announcement to the Council. After four years of work, the Building Committee for Eckersley-Hall will be opening bids this Thursday at 11 a.m. and purchasing thinks it will be 6 to 9 bids and we are looking forward to hearing the numbers

**Motion to Adjourn**

The Chair asks for further comments; hearing none he asks for a motion to adjourn. Councilman Berch moves to adjourn and his motion is seconded by Councilman Pessina. The vote is unanimous and the Chair declares the meeting adjourned at 9:04 p.m.

ATTEST:

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MARIE O NORWOOD  
Common Council Clerk