DRAFT MINUTES
GENERAL COUNSEL COMMISSION
SPECIAL MEETING OF APRIL 25, 2016

Present: Councilwoman and Chairwoman Mary Bartolotta, Councilman Daley, Councilman Nocera, Councilwoman Salafia, and Councilwoman Kleckowski. Staff: Deputy General Counsel Kori Wisneski and HR Director Kathleen Morey.

Members of the Public: Geen Thazampallath, Director of Parking; Faith Jackson, Director of Human Relations; and Robert Kronenberger, Fire Chief.

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Call to Order:

Meeting was called to order at 7:04 p.m.

Public Comment:

None to report.

Approval of Minutes:

Councilwoman Kleckowski made a MOTION to approve the Minutes from the February 18, 2016 Regular Meeting. The Motion was seconded by Councilwoman Salafia. The Motion passed unanimously.

New Business:

A. Executive Session pursuant to 1-200(6)(A) to discuss employee's request for 30 day sick time advancement

Councilwoman Kleckowski made a MOTION to go into executive session. The Motion was seconded by Councilman Daley. The Motion passed unanimously.

Councilman Daley made a MOTION to come out of executive session. The Motion was seconded by Councilwoman Kleckowski. The Motion passed unanimously.

Councilman Daley made a MOTION to approve the 30 day sick time advancement. The Motion was seconded by Councilwoman Kleckowski. The Motion passed unanimously.

B. Ordinance – Parking Fund (47-38)

Director Thazampallath addressed the commission and explained that the Mayor was making some proposed changes to two parking ordinances through the budget. This first one was intended to do away with the parking fund once all funds are exhausted. Any funds brought in by his department would go directly to the General Fund if this ordinance is approved. Some discussion ensued whether to keep the parking fund in existence, even if it only had $1.

Councilman Daley stated that doing so would create confusion and that similar funds have been taken off the list. If kept on, there would be reporting and auditing requirements.

Councilman Daley made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Salafia. The Motion passed unanimously.

C. Ordinance – Vehicles and Traffic (285-8 to 285-22)

Director Thazampallath also addressed the commission on these ordinance changes, which were the Mayor submitted through the budget process. The Commission went through all proposed changes and discussed whether the proposal to double fines if a ticket is not paid within 7 days makes sense or whether another system would work better to generate revenue for the City. Director Thazampallath explained that this proposal only affects those individuals who do not pay their tickets on time and was considered the best solution by local businesses. There was some discussion about how long the time frame should be for responding/paying a ticket and whether that time frame should include a weekend. Director Thazampallath explained that individuals have the ability to pay for tickets online, so he suggested keeping it as is and including weekend days for the response time.

Councilman Daley made a MOTION to approve the ordinance with changes. The Motion was seconded by Councilwoman Salafia. The Motion was passed unanimously. The additional changes to the ordinance are:

A. No person shall park any vehicle in any place where signs are erected designating a no-parking zone or where the adjacent curb is marked or painted yellow. ~~Signs need not be less than 50 feet apart to designate a no-parking zone.~~ Any "no parking" signage may designate no-parking areas for 50 feet in either direction from the base of the sign. The Traffic Authority or his or her duly authorized designee shall have the authority to limit or restrict the parking of vehicles on highways and in parking lots. The Chief of Police or his or her duly authorized designee or the Director of Parking or his or her designee shall have the power to limit or restrict parking in City parking lots.
[Amended 10-5-1998]

K. Notice to be attached to vehicle parked in violation; contents of violation ticket/notice. The enforcing officer as provided in Subsection J shall attach to such vehicle a violation ticket/notice containing the information required by Subsection J, addressed to the owner or operator thereof, that such vehicle has been parked in violation of parking rules and regulations and shall instruct such owner or operator that payment of such sum or sums as prescribed on such violation ticket/notice shall be made either by mail, ~~or~~ in person or by utilizing other available technologies ~~within 14 days~~ to the Parking Department or to such person and place as may be designated on such violation ticket/notice. Any disputes or appeals with respect to said violation ticket/notice must be made to the Parking Department within ~~five~~ seven (7) calendar days of the date on the violation ticket/notice. If an appeal or dispute is filed within seven (7) calendar days as set forth herein, any penalties or payments shall be placed on hold until a decision is issued by the Parking Department or its designee.

L. Rates.

(1) Street side parking meters: $1 per hour; $0.20 for 12 minutes; $0.10 for six minutes; maximum of three hours per day. These parking rates will vary based on use of mobile technology or payment kiosks.

C. If the penalties are not paid within ~~14~~ seven (7) calendar days of issuance of the citation, the original fine doubles. If the original fine and any associated penalty remain unpaid after twenty-one (21) calendar days after the date of original issuance, then said original fine and any associated penalities will double again.~~, said penalties shall double.~~

As exceptions to the above, all disabled parking citations, winter snow ban parking citations and emergency parking ban citations whose original fines are valued at $150.00, will double only after twenty-one (21) calendar days of issuance.

F. A dispute as to the citation(s) must be made in writing to the Parking ~~Authority~~ Department within ~~five~~ seven (7) calendar days of the date of issuance. A claim of dispute shall be deemed to be made by the date it is postmarked or received in person or by other electronic technologies by the Parking ~~Authority~~Department.

D. Ordinance – Changes in Adopted Ordinances (1-19)

Director Jackson addressed the commission and explained that since the Personnel Department had switched over to the Human Resources Division there has been much confusion about her department name. She investigated the most appropriate name and came up with the "Office of Equal Opportunity and Diversity Management." She feels that this name incorporates all of her job responsibilities and her office's duties. Some discussion ensued as to whether the title of her office should include a reference to Veteran's services. Ultimately, the Commission decided not to include a reference to Veteran's services within the job title change or office title change. Many commissioners stated that the services were already subsumed within these titles.

Councilman Daley made a MOTION to approve the ordinance. The Motion was seconded by Councilman Nocera. The Motion passed with 3 ayes, 1 nay (Councilwoman Kleckowski) and 1 abstention (Councilwoman Salafia) vote.

E. Job Description – Director of Equal Opportunity and Diversity Management

Councilman Daley made a MOTION to approve the job description with the noted changes. The Motion was seconded by Councilman Nocera. The Motion passed with a 4 ayes and I abstention vote (Councilwoman Salafia).

F. Ordinance – Federal, state or other grants (44-11)

Attorney Wisneski introduced this revised ordinance. There was some concern that a 1:1 match from non-profit organizations could be more of a burden on the organization than is intended by this ordinance. Councilman Daley offered some suggested changes, which ultimately were incorporated in the approved draft. Councilwoman Kleckowski also made some proposed changes to make sure that the dollars coming from the outside could come from more than one source.

Councilman Daley made a MOTION to approve the ordinance with the amended changes. The Motion was seconded by Councilwoman Kleckowski. The Motion passed unanimously with the following changes:

Municipal Grant Awards – Unless specifically approved by the Common Council, all grants requiring the expenditure of any City funds must have a 1:1 matching requirement so that every dollar expended by the City is matched by a dollar expended by non-City sources. No City funds may be used in meeting this dollar-for-dollar matching requirement, nor may any in-kind services be used as equivalents to meet the matching requirement. Every dollar expended by the City must be matched by an actual dollar expended by non-City sources. When applying for municipal grants, the prospective grant recipients must submit copies of the organization's budget from the prior year and the year in which the grant is sought, financial statements for the most current reporting period, and a list of funding sources for the prior year and the year in which the grant is requested.

G. Ordinance – Tax and business incentive programs (272-9)

Attorney Wisneski and Councilman Daley explained that the proposed changes were intended to bring the City in compliance with the enabling statute and to make the process simpler. The ordinance was already approved unanimously by the Economic Development Commission.

Councilwoman Salafia made a Motion to approve the ordinance. The Motion was seconded by Councilwoman Kleckowski. The Motion passed unanimously.

Old Business

A. Job Description – Deputy Fire Chief

Much discussion ensued about the minimum training and experience required for the Deputy Fire Chief. Councilwoman Bartolotta wanted to incorporate some of the requirements from the last iteration of this job description. Chief Kronenberger was ok with the proposed changes.

Councilman Daley made a MOTION to approve the proposed job description with the additional changes made at the meeting. The Motion was seconded by Councilman Nocera. The Motion passed unanimously. The following changes were made at the meeting:

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Fire Science, Technology or Administration with Master's level course work in the field, Master's degree preferred, and seven years of progressively responsible fire and administration experience in a career service department; or~~,~~ ~~any~~ combination of education and experience in a career service department that provides equivalent knowledge, skills and abilities. Must have, or must obtain Fire Officer IV certification within two (2) years of appointment, with one year extension allowed, as approved by the Fire Chief. Position requires possession of a valid ~~Class II~~ Connecticut driver's license with Q Endorsement or CDL equivalent.~~,and Interior Structural Firefighting certification,~~ This position will require certification to, and compliance with, relevant national standards such as, but not limited to, NIMS ICS 100, 200, 300, 400 and IS 700 and 800.

B. Personnel Rules

Councilwoman Bartolotta made a MOTION to table the Personnel Rules until the next General Counsel Commission meeting. The Motion was seconded by Councilman Daley. The Motion passes unanimously.

Other

A. Vacancy Report: Report dated 4/22/16 was reviewed – No action required.

B. Legal Bills: None to Report

Adjournment

MOTION to Adjourn by Councilwoman Bartolotta. The Motion was seconded by Councilwoman Kleckowski. Motion was unanimous and meeting ended at 9:06 p.m.