MINUTES
GENERAL COUNSEL COMMISSION
REGULAR MEETING OF JANUARY 20, 2015

Present: Councilwoman and Chairwoman Mary Bartolotta, Councilman Daley, Councilman Giuliano (arrived at 7:35 p.m.), Councilman Chisem, and Councilwoman Kleckowski. Staff: Director Morey and Attorney Wisneski.

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Call to Order:

Meeting was called to order at 7:00 p.m.

Public Comment:

There was no one from the public in attendance to speak.

Approval of Minutes:

Councilwoman Kleckowski made a MOTION to approve the Minutes from the December 9, 2014 Regular Meeting. The Motion was seconded by Councilman Chisem. The Motion was approved unanimously.

New Business:

A. Ordinance: Hours of Operation § 214-6

Councilwoman Kleckowski made a MOTION to move the ordinance to the Public Works Commission and the Council, with questions to be answered by the Department Head regarding the financial impact of the proposed change. The financial impact and scheduling concerns of opening the parks and recreation areas earlier in the morning would also be discussed at the next Public Works Commission meeting per Councilman Chisem. Said meeting was scheduled for Wednesday, January 21, 2015. The motion was seconded by Councilman Chisem. The Motion was approved unanimously.

B. Ordinance: Recreation and Community Services Department Program and Activity Fund § 47-26 & § 47-27

Attorney Wisneski provided a brief history of the original ordinance and why the Parks and Recreation Department used to have a checking account. She also explained that the proposed changes were necessary in light of last year's merger and change of name of the Department to Recreation and Community Services. Councilman Daley made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Kleckowski. The Motion was approved unanimously.

C. Ordinance: Filling Vacancies in Funded Positions § 74-9

Councilwoman Bartolotta explained that she asked the Council Clerk to draft this ordinance based upon discussions that originated in last month's Finance and Government meeting. The Councilmembers expressed that they wanted the Department Head and Director of Finance to certify that there was funding in the budget for each position before a job requisition is signed off of and asked that the phrase "in writing" be added to the second sentence of the ordinance in an effort to avoid the situation that occurred last month with the Planning/Environmental Specialist Position. There were some questions about what the HR Director certifies on the requisition and notice of appointment forms. Director Morey explains that she certifies that the position is vacant and that it is a proper position within the classified plan.

Councilman Daley made a MOTION to approve the ordinance. The Motion was seconded by Councilman Chisem. The Motion was approved unanimously.

D. Resolution re: Review of Personnel Rules

The Commission discussed that the Personnel Rules require periodic updates and that our rules are due for such an update. Director Morey explained that she has been working on a draft. Councilman Chisem asked that draft rules be sent to the Commissioners prior to the next meeting. Councilman Daley asked that they be sent prior to the next meeting after the Office of the General Counsel has an opportunity to review what Director Morey had drafted.

Other

A. **Vacancy Report** – Some discussion ensued regarding the school health supervisor. Reviewed report dated 1/16/15.

B. **Legal Bills** – None to report.

Adjournment

MOTION to Adjourn by Councilwoman Kleckowski, seconded by Councilman Chisem. Motion was unanimous and meeting ended at 7:37 p.m.