



# TOWN OF MONROE

## TOWN COUNCIL

### AGENDA

Session # 2024-21

Regular Meeting - Tuesday, November 12, 2024 – 7:00 P.M.

#### **HYBRID PUBLIC MEETING**

#### **TOWN HALL COUNCIL CHAMBERS & UTILIZING ELECTRONIC EQUIPMENT**

**THIS MEETING MAY BE ACCESSED BY THE PUBLIC EITHER IN-PERSON OR ELECTRONICALLY  
IN REAL-TIME AS SET FORTH HEREIN BELOW**

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**NOTICE: THIS MEETING WILL BE CONDUCTED IN PART VIA ELECTRONIC EQUIPMENT PURSUANT TO CONNECTICUT LAW**

All participants may attend in-person or remotely as follows:

- Via computer, tablet or smartphone at this link:

<https://us06web.zoom.us/j/89585719236?pwd=YN2LaWYucbeWlqcKME8buDj2yidPb2.1>

- Via phone at: 1-929-205-6099

Meeting ID: **895 8571 9236**

Passcode: **816249**

Please note:

- This meeting will be recorded and made available on the Town's website pursuant to state law.
- If you are attending remotely, please remember to mute your microphone unless you are speaking.
- Anyone participating remotely should state their name and title, if applicable, at the outset of each occasion that such a person is speaking.
- All votes taken during which any member of this body is participating remotely shall be taken by roll call, unless the vote is unanimous.
- The chat feature will not be utilized nor considered during this meeting.

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#### **I. PLEDGE OF ALLEGIANCE**

#### **II. ROLL CALL**

#### **III. SUSTAINABLE CT DISCUSSION & GRANT UPDATES**

#### **IV. CONSENT CALENDAR**

- A. Approval of the minutes of the Town Council Regular Meeting held on October 21, 2024 (Session 2024-20).
- B. Approval of the Tax Collector's Request for Refunds, dated November 4, 2024, totaling \$22,410.08.
- C. Acceptance of the donations received for the following programs:
  - Community & Social Services: \$392.00

- Edith Wheeler Memorial Library: \$600.00 & In-kind of toys, play food, 24 books, 1 CD and 3lbs of craft beads
- Emergency Medical Services: \$607.50
- Farmers' Market: \$423.00
- Fire Department: \$1,000.00
- Food Pantry: \$4,430.66
- Police Department: \$310.00
- Project Warmth: \$92.00

- D. **Resolution #24-146: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the FY 2025 Highway Safety Project Grant Application and any associated documents by and between the Connecticut Department of Transportation, for the Comprehensive DUI Enforcement Program for Municipal Police Department.
- E. **Resolution #24-147: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Michael Vitello (R)** to the Board of Police Commissioners for a term ending May 16, 2027.
- F. **Resolution #24-148: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Kristina MacPhail (R)** to the Zoning Board of Appeals for a term ending November 20, 2028.
- G. **Resolution #24-149: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Ben Maini (R)** to the Zoning Board of Appeals for a term ending February 22, 2029.

#### V. COMMUNICATIONS

- A. Memo from the First Selectman to the Town Council Chair dated November 7, 2024 regarding various donations.
- B. Memo from the Tax Collector to the Town Council Chair dated November 4, 2024 regarding a Request for Refunds.
- C. Memo from the First Selectman to the Town Council Chair dated November 7, 2024 regarding reappointments to various boards and commissions.
- D. Memo from the First Selectman to the Town Council Chair dated November 7, 2024, regarding an appointment to the Monroe Housing Authority.
- E. Memo from the First Selectman to the Town Council Chair dated November 7, 2024, regarding an appointment to the Economic Development Commission.
- F. Memo from the First Selectman to the Town Council Chair dated November 7, 2024, regarding an appointment to the Commission on Aging.
- G. Memo from the First Selectman to the Town Council Chair dated November 7, 2024 regarding the FY 2025 Highway Safety Project Grant Application for the Comprehensive DUI Enforcement Program.
- H. Letter of Opinion from the Town Attorney to the First Selectman dated November 5, 2024 regarding the FY 2025 Highway Safety Project Grant Application for the Comprehensive DUI Enforcement Program.

#### VI. PUBLIC PARTICIPATION

#### VII. APPOINTMENTS

- A. **Resolution #24-150:** To consider and act upon the resolution regarding the appointment of **Bonnie Schneider (D)** to the Monroe Housing Authority for a term ending October 31, 2029.
- B. **Resolution #24-151:** To consider and act upon the resolution regarding the appointment of **Sundeep (Sunny) Gill (R)** to the Economic Development Commission for a term ending January 31, 2028.
- C. **Resolution #24-152:** To consider and act upon the resolution regarding the appointment of **Marion Callo (R)** to the Commission on Aging for a term ending July 2, 2026.

#### VIII. ACTION ITEMS

- A. Town Council Committee on Finance, Education, Health & Public Safety Matters
- B. Town Council Committee on Planning & Zoning, Public Works and Park & Recreation Matters
- C. Town Council Committee on Legislative & Administrative Matters
- D. Strategic Planning Committee
- E. Open Space Preservation and Acquisition Committee
- F. First Selectman's Update

**IX. UNFINISHED BUSINESS**

None

**X. NEW BUSINESS**

- A. Acceptance of the following donations that individually exceed \$1,500.00:

Community & Social Services:

- \$3,000.00 from Robert L. Giampe

Emergency Medical Services:

- \$1,500.00 from the Mellen Foundation

**XI. PUBLIC PARTICIPATION**

**XII. ADJOURNMENT**

**GUIDELINES FOR PUBLIC PARTICIPATION**

Anyone who desires to address the Council must adhere to the following rules of participation:

- At the start of Public Participation, the Chair or Moderator shall ask all persons desiring to participate to identify yourself by name, one at a time.
- The Chair or Moderator shall create a list of identified participants and shall, in their sole discretion, recognize each by name one at a time.
- Upon recognition, each participant shall state their full legal name and address for the record.
- All participants shall speak clearly in a civil, non-argumentative and respectful manner.
- Comments shall be limited to three (3) minutes.
- Comments shall be directed to the Council as a whole & not to any single member, individual or entity.
- The Chair may alter these rules from time to time, in his sole discretion.

Failure to comply with the rules or any other conduct which is disruptive to the proceedings shall result in removal from the meeting.

Second Public Participation: Anyone who desires to address the Council during Second Public Participation must adhere to the rules of Public Participation as aforesaid except that comments shall be strictly limited to unresolved matters of Unfinished Business or New Business on that day's agenda.



# TOWN OF MONROE

## TOWN COUNCIL

### MEETING MINUTES

Session # 2024-20

Regular Meeting – Monday, October 21, 2024 – 7:00 P.M.

Meeting conducted in Council Chambers of Town Hall  
& Remotely via Zoom

**PRESENT:** Chairperson Jonathan Formichella  
Vice-Chairperson Enid Lipeles  
Councilmember Vincent A. Duva  
Councilmember Cathy Kohut  
Councilmember Jason Maur  
Councilmember Sean O'Rourke  
Councilmember Janice Persico  
Councilmember Kevin Reid (remote)  
Councilmember Dona-Lyn Wales

**ABSENT:** None

**ALSO PRESENT:** First Selectman Terrence P. Rooney

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#### I. PLEDGE OF ALLEGIANCE

**Formichella** called the meeting to order at 7:07PM and led with the Pledge of Allegiance.

#### II. ROLL CALL

**Formichella** took the roll call as noted above. **Formichella** turned the floor to **First Selectman Rooney** who spoke on two memorials of individuals who had provided great service to our Town, Carol Buckholz and John Bennett.

**Rooney** noted that Carol had worked in our Finance department for 40 years and that her position was her life. He stated that she was the first one in in the morning and often the last to leave. He noted that she worked hard, was diligent and a great asset that would be sorely missed. **Rooney** stated that she was a great human being with a great sense of humor and everyone adored her. He noted that her services were last week and he asked for a moment of silence in her memory.

**Rooney** stated that John "JB" Bennett had worked for the Volunteer Fire Department for twenty years and that he was a loyal family man, husband and father of 3 children, John Jr., Jackie, and Jesse. He noted that he had passed away during a surgical procedure last week and it was tragic. **Rooney** stated that today, the Fire Department did a graceful ceremony for him followed by an event at the Fire Department. He stated that hundreds of people came to pay their respects. **Rooney** asked for a moment of silence in his memory.

#### III. CONSENT CALENDAR

A. Approval of the minutes of the Town Council Regular Meeting held on October 7, 2024 (Session 2024-19).

#### IV. COMMUNICATIONS

A. Memo from the First Selectman to the Town Council Chair dated October 17, 2024 regarding the State of Connecticut Department of Transportation Master Municipal Agreement for Rights of Way Projects.

- B. Letter of Opinion from the Town Attorney to the First Selectman dated October 17, 2024 regarding the State of Connecticut Department of Transportation Master Municipal Agreement for Rights of Way Projects.
- C. Memo from the First Selectman to the Town Council Chair dated October 17, 2024 regarding the Pitney Bowes Mail Machine Lease Agreement.
- D. Letter of Opinion from the Town Attorney to the First Selectman dated October 16, 2024 regarding the Pitney Bowes Mail Machine Lease Agreement.
- E. Memo from the First Selectman to the Town Council Chair dated October 17, 2024 regarding the Animal Control Renovation Contract.
- F. Letter of Opinion from the Town Attorney to the First Selectman dated October 17, 2024 regarding the Animal Control Renovation Contract.

**V. PUBLIC PARTICIPATION**

**Formichella** asked if anyone in chambers or online wished to participate. Hearing none, **Formichella** closed Public Participation.

**VI. APPOINTMENTS**

**None**

**VII. ACTION ITEMS**

- A. Town Council Committee on Finance, Education, Health & Public Safety Matters – **Lipeles** noted they had not met since the last Council meeting.
- B. Town Council Committee on Planning & Zoning, Public Works and Park & Recreation – **Duva** stated there was no update.
- C. Town Council Committee on Legislative & Administrative Matters – **Reid** noted they met prior to the meeting and discussed two matters. He stated they discussed matter 143 which was the State of Connecticut Master Municipal Agreement for Right of Way Projects, 144, which was the mail machine lease for Pitney Bowes, and resolution 145, for the Animal Control Renovation project. He stated that all had met consensus to come to Council.
- D. Strategic Planning Committee - **Formichella** stated they had not met since their last meeting but noted that the Board of Education was discussing the demographic portion of the facilities study at their regular meeting tonight. He noted that if any Councilmembers had questions, he would pass them along and that in the future he would be attending as an advisory role to that committee. **Formichella** stated he would keep Council informed on the meetings. **Maur** inquired about the Historical Society Project. **Formichella** noted that he would ask for dates and coordinate a meeting for the month of November.
- E. Open Space Preservation and Acquisition Committee – **O’ Rourke** noted they have not met since the last Council meeting.
- F. First Selectman’s Update –First Selectman Rooney provided an update as follows:

**Operations Update:**

Cybersecurity Training

- It is cybersecurity awareness month and all staff have been attending a training session on cybersecurity at Town Hall. This is important information to help with security breaches and to have the knowledge to recognize fraudulent emails.

Carol Buckholz

- Services for Carol were held at St. Jude this past Thursday. Carol was our payroll clerk for the Town for 40 years. She was a dedicated member of our staff and she is going to be greatly missed.

Interest Revenue Year to Date

- Our full budget for interest income is \$2,500,000 or \$625,000 quarterly. Through the first quarter our September year to date interest income is \$878,060. The current interest rate environment calls for declining interest rates throughout the year; this will be reflected in

interest income declining in future quarters. This is consistent with the revenue model we used to build the current year budget. Assuming no unforeseen dramatic interest rate declines, our full year budget outlook remains on track.

**Emergency Services Update:**

Monroe Volunteer Fire Department

- John Bennett, a 20-year volunteer member for the Fire Department, passed away last week. John was an invaluable veteran at the firehouse and his kind heart and work ethic will be greatly missed.

**Community Update:**

Center for Family Justice Vigil

- As always Monroe supports our friends at CFJ. The center offers services regularly in our community.

Big Truck Day at the Library

- Fun was had by all as families and children gathered behind the library in viewing multiple large vehicles. Thank you to all the volunteers and first responders.

Aldi Ribbon Cutting

- It was extremely well attended. The Town of Monroe is very excited to have Aldi in Town where residents can save a little money while still getting great quality product.

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

- A. Resolution #24-143:** To consider and act upon a resolution regarding the State of Connecticut Department of Transportation Master Municipal Agreement for Rights of Way Projects.

**Motion by Lipeles** to adopt **RESOLUTION #24-143: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the State of Connecticut Master Municipal Agreement for Right of Way Projects, and any associated documents by and between the State of Connecticut for the Municipal Agreement for Right of Way Projects.

**Second: Maur**

**Discussion: Rooney** stated that ten years ago, the Town and the State of Connecticut Department of Transportation, entered into a Master Agreement for Municipal Right of Way Projects (MMA ROW). He noted that the agreement expired as of September 29, 2024, and that the State had since provided a new agreement for our consideration. **Rooney** stated that the matter had been reviewed by the Town Attorney who drafted his letter of opinion.

**Motion passed 9-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: None

- B. Resolution #24-144:** To consider and act upon a resolution regarding the Pitney Bowes Mail Machine Lease Agreement.

**Motion by Lipeles** to adopt **RESOLUTION #24-144: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Pitney Bowes State and Local Term Rental Agreement and any associated documents by and between Pitney Bowes, Inc., for the Town mail machine lease.

**Second: Kohut**

**Discussion: Rooney** stated that the Town utilizes a mail metering machine leased from Pitney Bowes. He noted that we are currently within the last few months of our existing five-year lease agreement with Pitney Bowes, which will expire in March of 2025. **Rooney** stated that Pitney Bowes had provided a new, five-year lease agreement, that included the installation of an updated mail meter required by the USPS. He stated that attached for review and consideration was the new five-year Sourcewell State &

Local Lease Agreement including the most recent Terms & Conditions. **Rooney** stated that the new agreement would be effective for a five-year term and represents an increase of \$77.95 per month compared to our existing agreement. He stated that staff did confirm with Pitney Bowes that we were receiving the best possible pricing as the Sourcwell Agreement was a cooperative government contract. **Rooney** stated that Pitney Bowes remained the best solution based upon included services and the high volume of the municipality. He noted that the agreement had been reviewed by our Town Attorney, who provided his opinion letter. **O'Rourke** inquired the base amount. **Maur** confirmed it was \$411.07 billed quarterly at \$1,233.21 and prior to that was \$333.00 per month.

**Motion passed 9-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: None

- C. **Resolution #24-145:** To consider and act upon a resolution regarding the Animal Control Renovation Contract.

**Motion by Lipeles** to adopt **RESOLUTION #24-145: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Animal Control Renovation Contract and any associated documents by and between Zeiss Construction Group for the Animal Control Renovation Project.

**Second: Wales**

**Discussion: Rooney** stated that earlier this year, the Town issued a Request for Proposals ("RFP") for the Animal Control Renovation Project. He stated that three bids were received, one of which was determined to be acceptable by our Director of Public Works. **Rooney** stated that the majority of the project would be funded through a STEAP Grant which had been awarded to the Town in the amount of \$500,000. He noted that the Contract, which incorporates the RFP document and proposal was provided for review and that the matter had been reviewed by the Town Attorney who provided his letter of opinion. **Maur** noted that this was discussed in L&A with a few questions asked that he would provide to Council. He stated that this was the low bid of three and he did inquire based off the purchasing plan if there were any local bidders. **Maur** stated that there were no local bids. He stated he also inquired if this company was the best to go with based off of their references. He noted that the Engineer consultant stated the company would be strong on the project. **Maur** stated he inquired if the price point was reasonable given the current economic climate. He noted that Deputy Director of Public Works, Bill Phillips confirmed it was and that going out to rebid would likely result in a higher price.

**Maur** stated he planned on supporting this project. **Formichella** noted that the first \$500,000 were going to be used from a grant and then the remaining costs would be taken from the private duty fund of the Police Department. **Rooney** confirmed and noted that the Chief was working with the Town on this project.

**Motion passed 9-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: None

**X. PUBLIC PARTICIPATION**

None

**XI. ADJOURNMENT**

**Formichella** adjourned the meeting at 7:31PM.


*Respectfully submitted by, Kerry McAndrew, Clerk*

TO: Jonathan Formichella, Town Council , Chairman  
 FROM: Deborah Heim, Tax Collector  
 DATE: November 4, 2024  
 SUBJECT: Requests for Refunds

The following is a list of refunds submitted for Town Council's approval.

| NAME                        | FULL ADDRESS               |                        | \$ AMOUNT |
|-----------------------------|----------------------------|------------------------|-----------|
| ACAR Leasing LTD            | PO Box 1990                | Fort Worth, TX 76101   | 373.68    |
| Aleman Pedro J              | 30 Stonewall Ln            | Monroe, CT 06468       | 264.39    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 695.94    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 408.20    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 194.90    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 292.76    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 68.74     |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 220.38    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 291.56    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 502.46    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 496.46    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 286.98    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 209.92    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 431.28    |
| Ally Financial              | PO Box 71119               | Charlotte, NC 28272    | 211.64    |
| Beney Douglas H Jr          | 196 Guinea Rd              | Monroe, CT 06468       | 279.08    |
| CCAP Auto Lease LTD         | 1601 Elm St Suite 800      | Dallas, TX 75201       | 462.22    |
| CCAP Auto Lease LTD         | 1601 Elm St Suite 800      | Dallas, TX 75201       | 312.70    |
| Epstien Wayne J             | 167 South Ave #1           | New Canaan, CT 06840   | 21.75     |
| Epstien Wayne J             | 167 South Ave #1           | New Canaan, CT 06840   | 6.46      |
| Hyundai Lease Titling Trust | 3161 Michelson Dr ste 1900 | Irvine, CA 92612       | 342.10    |
| Indlvero Allison L          | 297 Teller Rd              | Monroe, CT 06468       | 133.87    |
| JP Morgan Chase Bank NA     | PO Box 901098              | Fort Worth, TX 76101   | 152.24    |
| Klutch Peter A              | 70 Blanket Meadow Rd       | Monroe, CT 06468       | 43.99     |
| Legerme Nneka J             | 100 Woodside Ct Unit 7103  | Trumbull, CT 06611     | 168.14    |
| McKinnon Robin D & Duncan S | 52 Hillside Ln             | Monroe, CT 06468       | 108.93    |
| My Pet Chicken LLC          | 94 Riding Ridge Rd         | Monroe, CT 06468       | 47.43     |
| Nicola Gildo                | 11 Maple Ter               | Monroe, CT 06468       | 32.14     |
| Nissan Infiniti LT LLC      | PO Box 650214              | Dallas, Tx 75265       | 323.98    |
| Perez Emma                  | 148 Barn Hill Rd           | Monroe, CT 06468       | 108.61    |
| Sabato Baouyen              | 14 Downs Rd                | Monroe, CT 06468       | 294.45    |
| Schiumo Frank W             | 16 Rockwood Ln             | Monroe, CT 06468       | 9.15      |
| Stuart Excavating LLC       | 64 Cambridge Dr            | Monroe, CT 06468       | 1,381.50  |
| Stuart Excavating LLC       | 64 Cambridge Dr            | Monroe, CT 06468       | 101.76    |
| Thompson Kimberly A         | 65 Irving Ave              | Livingston, NJ 07039   | 106.75    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 709.78    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 508.82    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 727.88    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 533.46    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 685.04    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 748.20    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 308.72    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 574.76    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 98.76     |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 586.52    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 246.08    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 491.57    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 926.42    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 577.30    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 342.06    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 183.64    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 172.72    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 135.74    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 255.20    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 690.84    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 386.44    |
| Toyota Lease Trust          | 525 Fellowship Rd Ste 330  | Mt Laurel, NJ 08054    | 721.14    |
| VCFS Auto Leasing Co        | 1800 Volvo Pl              | Mahwah, NJ 07430       | 516.04    |
| VCFS Auto Leasing Co        | 1800 Volvo Pl              | Mahwah, NJ 07430       | 294.76    |
| VCFS Auto Leasing Co        | 1800 Volvo Pl              | Mahwah, NJ 07430       | 590.40    |
| VCFS Auto Leasing Co        | 1800 Volvo Pl              | Mahwah, NJ 07430       | 381.88    |
| VCFS Auto Leasing Co        | 1800 Volvo Pl              | Mahwah, NJ 07430       | 128.24    |
| VW Credit Leasing LTD       | 1401 Frankline Blvd        | Libertyville, IL 60048 | 442.10    |
| Zernye Edit                 | 3 Berrylane Ct             | Fairfield, CT 06825    | 59.03     |

22,410.08



Deborah Heim  
 Tax Collector

Jonathan Formichella  
 Town Council Chair




# TOWN OF MONROE

## OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road  
Monroe, CT 06468  
Phone: 203-452-2821  
[www.monroect.gov](http://www.monroect.gov)

Date: November 7, 2024

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman 

cc: Lisa Pane, EMS Administrator  
Kim Cassia, Director of Community & Social Services  
Keith White, Police Chief  
Gina Gambino, Animal Control Officer  
Kelly Plunkett, Farmer's Market  
Nicole Cignoli, Library Director  
William Davin, Fire Marshall

**Subject: Donations**

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The attached donations were received for various Town programs. I ask that you accept these donations at your next meeting.





# TOWN OF MONROE

## OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road  
Monroe, CT 06468  
Phone: 203-452-2821  
[www.monroect.gov](http://www.monroect.gov)

Date: November 7, 2024

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman *TR*

cc: Keith White, Chief of Police

**Subject: Resolution Regarding the FY 2025 Highway Safety Project Grant Application for the Comprehensive DUI Enforcement Program**

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Once again, we have the opportunity to apply for grant funding to support DUI enforcement. Attached for your review and consideration is the application for the FY 2025 Highway Safety Project Grant Application for the Comprehensive DUI Enforcement Program. The terms of the agreement are included in the application for this grant to provide additional funding to cover the costs of special patrols under this program.

This application has been reviewed by our Town Attorney, who has provided his attached letter of opinion.

I ask that you place the following resolution on the agenda of your next Town Council meeting:

**RESOLUTION #24-146: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the FY 2025 Highway Safety Project Grant Application and any associated documents by and between the Connecticut Department of Transportation, for the Comprehensive DUI Enforcement Program for Municipal Police Department.

Thank you.



# TOWN OF MONROE

## OFFICE OF THE TOWN ATTORNEY

7 Fan Hill Road  
Monroe, CT 06468  
Mobile: 203-331-2597  
[www.monroect.org](http://www.monroect.org)

Francis Lieto  
Town Attorney  
[flieto@monroect.org](mailto:flieto@monroect.org)

November 5, 2024

### VIA ELECTRONIC DELIVERY

Hon. Terrence Rooney  
First Selectman  
Town of Monroe  
7 Fan Hill Road  
Monroe, CT 06468

RE: Letter of Opinion-Police Department  
FY2025 Highway Safety Project Application: Comprehensive DUI Enforcement  
("Grant") between the Town of Monroe ("Town") and State of Connecticut-Department of Transportation  
("DOT")

Dear First Selectman Rooney:

At your direction, I have reviewed the attached agreement between the Town and DOT regarding the Grant for the Monroe Police Department's annual comprehensive DUI enforcement program. Kindly note that this grant is in form and of substance which is materially in line with the prior annual agreements of its kind. Pursuant to Chapter V, Section 14 of the Town of Monroe Charter ("Charter"), I hereby approve the Grant in form and content and further recommend that it be forthwith submitted to the Town Council for approval and authorization of your execution thereof pursuant to Chapter II, Section 4 of the Charter.

Lastly, in addition to your execution thereof as the Authorizing Official, it further requires execution by our Finance Director, Ron Bunovsky as Financial Officer and Monroe PD Admin Sgt, Helio Ramalhete as Project Director all of which are ancillary to the Agreement and which do not require Town Council authority nor reference in the proposed resolution presented to Town Council.

Please do not hesitate to contact me with any questions or comments related to this matter at your leisure.

Respectfully,

  
Francis Lieto

# Application General Information Form

**ACCEPTANCE -- IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST.**

**Project Title: \*** *FFY 2025 Comprehensive DUI Enforcement Town of Monroe*  
**Governmental Unit/Agency: \*** *Town of Monroe*

Check here if the remittance address is different than the Applicant/Organization address.

## Governmental Unit/Agency Information

**Governmental Unit/Agency:** *Town of Monroe*

**Address \***

*7 Fan Hill Road*

**City \***

*Monroe*

**State \***

*Connecticut*

**Zip \***

*06468*

**FEIN**

**UEI Number**

## Applicant Information

**Applicant Name:** *Monroe Police Department*

**Address \***

*7 Fan Hill Road*

**City \***

*Monroe*

**State \***

*Connecticut*

**Zip \***

*06468*

**E-mail \***

*msweeney@monroectpolice.com*

**Phone \***

*(203) 452-2849*

**Fax**

*(203) 261-4769*

**FEIN \***

*06-6002038*

**UEI Number \***

*HMAGVUABJSK3*

## Project Director Information

**Designated Project Director for this grant:** *Helio Ramalhete \**

**First Name \***

*Helio*

**Last Name \***

*Ramalhete*

**Title \***

*Admin Sgt*

**Email \***

*HRamalhete@monroectpolice.gov*

**Phone \***

*(203) 261-3622*

## Financial Officer Information

**Designated Financial Officer for this grant:** *Ron Bunovsky \**

**First Name \***

*Ron*

**Last Name \***

*Bunovsky*

**Title \***

*Finance Director*

**Email \***

*rbunovsky@monroect.org*

**Phone \***

*(203) 452-2802*

## Authorizing Official Information

**Designated Authorizing Official for this grant:** *Terrence Rooney \**

**First Name \***

*Terrence*

**Last Name \***

*Rooney*

**Title \***

*First Selectman*

**Email \***

*trooney@monroect.gov*

**Phone \***

*(203) 452-2821*

# Problem ID

**Applicant:** *Monroe Police Department*

**Project Title:** *FFY 2025 Comprehensive DUI Enforcement Town of Monroe*

**Insert Local DUI crash and citation statistics and local problem ID here.**

**DATA MUST INCLUDE ALCOHOL-RELATED FATAL AND INJURY CRASH DATA, DUI ARREST DATA, TIME OF DAY AND DAY OF THE WEEK AND LOCATIONS WHERE THE PROBLEM EXISTS.**

Crash data can be obtained from the Connecticut Crash Data Repository at: <http://www.ctcrash.uconn.edu/>

If State Police investigated roadways run through your town, please contact Connecticut Crash Data Repository staff for your crash statistics.

If your data shows increased DUI at days or times outside the defined program parameters of Thursday, Friday and Saturday from 17:00 to 04:00, please contact the Highway Safety Office for guidance.

**STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION**

*The Town of Monroe is a residential community with approximately 20,000 residents. It is traversed by five state roads: Route 25, Route 111, Route 34, Route 59, and Route 110; covering a total of 14.65 miles. Additionally, the town maintains 143 miles of local roads.*

*The following statistics highlight the seriousness of DUI incidents in Monroe:*

*2021: Monroe Police made 38 DUI arrests, with 12 operators involved in crashes that injured 4 victims.*

*2022: Monroe Police made 33 DUI arrests, with 10 operators involved in crashes, resulting in one fatality and one injury.*

*2023: Monroe Police made 25 DUI arrests, with 9 of them involved in crashes that injured 2 victims.*

*These numbers demonstrate that Monroe, like the state of Connecticut, faces a significant public safety challenge related to impaired driving. Drivers under the influence have slower reaction times, impaired judgment, and reduced coordination, leading to serious and sometimes fatal accidents. DUI-related crashes are among the leading causes of fatalities and can result in devastating, life-altering injuries. This Impaired Driving Enforcement Grant will enable the Monroe Police Department to focus specifically on the detection, education, deterrence, and apprehension of impaired drivers. This targeted effort aims to reduce the number of DUI-related injuries and fatalities, enhancing public safety for all residents.*

**Additional Documentation**

|                           |      |      |                           |
|---------------------------|------|------|---------------------------|
|                           |      |      | <b>Target Goals *</b>     |
|                           |      |      | <b>Project Period</b>     |
| <b>Alcohol Crashes</b>    |      |      | <b>Alcohol Crashes</b>    |
| 2021                      | 2022 | 2023 | <b>2025</b>               |
| 12                        | 10   | 9    | 8                         |
| <b>Alcohol Fatalities</b> |      |      | <b>Alcohol Fatalities</b> |
| 2021                      | 2022 | 2023 | <b>2025</b>               |
| 0                         | 1    | 0    | 0                         |
| <b>Alcohol Injuries</b>   |      |      | <b>Alcohol Injuries</b>   |
| 2021                      | 2022 | 2023 | <b>2025</b>               |

|                    |      |      |                    |
|--------------------|------|------|--------------------|
| 4                  | 1    | 2    | 0                  |
| <b>DUI Arrests</b> |      |      | <b>DUI Arrests</b> |
| 2021               | 2022 | 2023 | <b>2025</b>        |
| 38                 | 33   | 25   | 33                 |

### Problem Identification

|   |
|---|
| <b>List locations with the highest problems</b> |
| <i>Rt. 25</i> *                                 |
| <i>Rt. 34</i> *                                 |
| <i>Elm Street</i> *                             |
| <i>Rt. 111</i>                                  |

|   |
|---|
| <b>List day(s) of the week where data shows increased problems:</b> |
| <i>Saturday</i> *   |
| <i>Sunday</i> *   |
| <i>Monday</i> *   |
| <i>Thursday</i>   |

|   |
|---|
| <b>List time(s) of the day where data shows increased problems:</b> |
| <i>5pm-1am</i> *  |
| <i>6pm-2am</i> *  |
| <i>7pm--3am</i> *   |
|   |

# Objectives

**Applicant:** *Monroe Police Department*  
**Project Title:** *FFY 2025 Comprehensive DUI Enforcement Town of Monroe*

To reduce the number of crashes, injuries and fatalities from impaired driving through increased high-visibility DUI enforcement activities. To communicate with the public, through media venues, the increased levels of DUI enforcement activities so drivers will realize the risks and consequences of operating a vehicle while under the influence and therefore deter that behavior.

**Describe the objectives to be accomplished during this project.**

**The objectives should be specific, clearly written, measurable, and time-framed.**

*To reduce the number of crashes, injuries, and fatalities caused by impaired driving through enhanced, high-visibility DUI enforcement. A key component involves communicating these enforcement efforts by raising public awareness through enforcement, ensuring drivers understand the risks and legal consequences of driving under the influence, and ultimately deterring such behavior. The goal is to decrease DUI-related crashes and reduce the number of injuries to fewer than nine compared to 2023.*

*Data indicates DUI-related crashes in Monroe mostly occur between Thursday and early Monday morning the problem areas include Routes 111, 25, 110, and Elm Street, which have been identified as high-risk zones for impaired driving incidents. The Monroe Police Department aims to reduce crashes, injuries, and fatalities through proactive DUI enforcement, focusing on visibility and saturation patrols. This grant will enable targeted efforts to detect and apprehend impaired drivers, addressing serious traffic safety concerns. The ultimate goal is to make local and state roads in Monroe safer for everyone.*

# FY2025 DUI Eligible Dates Calendar



# Municipal PD

**Instructions:**

Complete this worksheet by determining the number of roving patrols, in-town checkpoints, and out-of-town checkpoints for the grant period.

Include separate totals for holiday and non-holiday periods. Use an average rate for the overtime hourly rate.

[Click here to view the Eligible Dates Calendar](#)

**Applicant:** *Monroe Police Department*

**Project Title:** *FFY 2025 Comprehensive DUI Enforcement Town of Monroe*

| 2025 Billing Periods                         |                 |   |
|--|-----------------|---|
| Period                                       | Start           | End   |
| 1st  | October 3, 2024 | January 1, 2025                               |
| 2nd  | January 2, 2025 | March 29, 2025                                |
| 3rd  | April 3, 2025   | July 6, 2025                                  |
| 4th  | July 10, 2025   | September 6, 2025                             |
| Holidays                                     |                 |   |
| Thanksgiving / Christmas / New Year's (TCNY) |                 | 11/21 - 12/1<br>12/5 - 12/7<br>12/12 - 1/1/25 |
| Memorial Day (MD)                            |                 | 5/23 - 5/27                                   |
| July 4th (J4)                                |                 | 7/3 - 7/7                                     |
| Labor Day (Labor)                            |                 | 8/15 - 9/2                                    |

## Roving Patrols

Holiday Roving Patrols

**Indicate the actual number of Roving Patrols planned.**

See dates highlighted in **Green** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 16 hours per day

|                          | Number of Patrol Days | Number of Shifts Per Day | Hours Per Shift | OVT Hourly Rate | Subtotal    |
|--------------------------|-----------------------|--------------------------|-----------------|-----------------|-------------|
| TCNY                     | 19                    | 2                        | 8               | \$71.83         | \$21,836.32 |
| MD                       | 1                     | 1                        | 8               | \$71.83         | \$574.64    |
| J4                       | 0                     |                          |                 | \$              | \$00.00     |
| Labor                    | 0                     |                          |                 | \$              | \$00.00     |
| <b>Total Patrol Days</b> | <b>20</b>             |                          |                 |                 |             |

**Holiday Roving Patrol Total: \$22,410.96**

Non-Holiday Roving Patrols

See dates highlighted in **Blue** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 16 hours per day

**ALL ROVING PATROLS MUST BE CONDUCTED ON THE ELIGIBLE DATES SHOWN ON THE ELIGIBLE DATES CALENDAR. ROVING PATROLS CONDUCTED ON OTHER DATES ARE NOT REIMBURSABLE. ANY ROVING PATROL ACTIVITIES NOT CONDUCTED DURING THE PERIOD PLANNED MAY BE CONDUCTED ON ANY OTHER ELIGIBLE DATE NOT TO EXCEED 16 HOURS PER DAY.**

|                          | Number of Patrol Days | Number of Shifts Per Day | Hours Per Shift | OVT Hourly Rate | Subtotal |
|--------------------------|-----------------------|--------------------------|-----------------|-----------------|----------|
| Non-Holiday 1            | 0                     |                          |                 | \$              | \$00.00  |
| Non-Holiday 2            | 0                     |                          |                 | \$              | \$00.00  |
| Non-Holiday 3            | 0                     |                          |                 | \$              | \$00.00  |
| Non-Holiday 4            | 0                     |                          |                 | \$              | \$00.00  |
| <b>Total Patrol Days</b> | <b>0</b>              |                          |                 |                 |          |

**Non-Holiday Roving Patrol Total: \$00.00**

**Total Roving Patrol Days:**

**20**

## In-Town Checkpoints

Holiday In-Town Checkpoints

**Indicate the actual number of In-Town checkpoints planned.**

See dates highlighted in **Green** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 64 hours per checkpoint

**ALL IN-TOWN CHECKPOINT ACTIVITIES MUST BE CONDUCTED ON THE DATES LISTED ON THIS PAGE. ANY CHANGES TO CHECKPOINT DATES MUST BE APPROVED BY THE HIGHWAY SAFETY OFFICE PRIOR TO RESCHEDULING ANY CHECKPOINT ACTIVITY. CHECKPOINT ACTIVITY HOURS MAY NOT EXCEED 64 HOURS PER CHECKPOINT.**

|                          | Number of Checkpoints | Number of Shifts Per Checkpoint | Hours Per Checkpoint Shift | OVT Hourly Rate | Subtotal |
|--------------------------|-----------------------|---------------------------------|----------------------------|-----------------|----------|
| TCNY                     | 0                     |                                 |                            | \$              | \$00.00  |
| MD                       | 0                     |                                 |                            | \$              | \$00.00  |
| J4                       | 0                     |                                 |                            | \$              | \$00.00  |
| Labor                    | 0                     |                                 |                            | \$              | \$00.00  |
| <b>Total Checkpoints</b> | <b>0</b>              |                                 |                            |                 |          |

**Holiday In-Town Checkpoint Total:**

**\$00.00**

Non-Holiday In-Town Checkpoints

See dates highlighted in **Blue** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 64 hours per checkpoint

**ALL OUT-OF-TOWN CHECKPOINT ACTIVITIES MUST BE CONDUCTED ON THE DATES LISTED ON THE HOST TOWN'S "IN-TOWN CHKPTS" PAGE OR APPROVED BY THE HIGHWAY SAFETY OFFICE. CHECKPOINT ACTIVITY HOURS MAY NOT EXCEED 64 HOURS PER CHECKPOINT.**

|               | Number of Checkpoints | Number of Shifts Per Checkpoint | Hours Per Checkpoint Shift | OVT Hourly Rate | Subtotal |
|---------------|-----------------------|---------------------------------|----------------------------|-----------------|----------|
| Non-Holiday 1 | 0                     |                                 |                            | \$              | \$00.00  |
| Non-Holiday 2 | 0                     |                                 |                            | \$              | \$00.00  |

|                   |   |  |  |    |         |
|-------------------|---|--|--|----|---------|
| Non-Holiday 3     | 0 |  |  | \$ | \$00.00 |
| Non-Holiday 4     | 0 |  |  | \$ | \$00.00 |
| Total Checkpoints | 0 |  |  |    |         |

**Non-Holiday In-Town Checkpoint Total: \$00.00**

**Total In-Town Checkpoints:** 0

Planned In-Town Checkpoint Dates

List all planned In-Town Checkpoint dates. Include both Holiday and Non-Holiday dates.

**The Total Number of Dates value will update upon saving this page.**

Total Number of Dates: 0

### Out-of-Town Checkpoints

Holiday Out-of-Town Checkpoints

**Indicate the actual number of Out-of-Town checkpoints planned.**

See dates highlighted in **Green** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 64 hours per checkpoint

**ALL OUT-OF-TOWN CHECKPOINT ACTIVITIES MUST BE CONDUCTED ON THE DATES LISTED ON THE HOST TOWN'S "IN-TOWN CHKPTS" PAGE OR APPROVED BY THE HIGHWAY SAFETY OFFICE. CHECKPOINT ACTIVITY HOURS MAY NOT EXCEED 64 HOURS PER CHECKPOINT.**

|                   | Number of Checkpoints | Number of Shifts Per Checkpoint | Hours Per Checkpoint Shift | OVT Hourly Rate | Subtotal |
|-------------------|-----------------------|---------------------------------|----------------------------|-----------------|----------|
| TCNY              |                       |                                 |                            | \$              | \$00.00  |
| MD                |                       |                                 |                            | \$              | \$00.00  |
| J4                |                       |                                 |                            | \$              | \$00.00  |
| Labor             |                       |                                 |                            | \$              | \$00.00  |
| Total Checkpoints | 0                     |                                 |                            |                 |          |

**Holiday Out-of-Town Checkpoint Total: \$00.00**

Non-Holiday Out-of-Town Checkpoints

See dates highlighted in **Blue** on the Eligible Dates Calendar.  
 Core Enforcement Hours: 17:00 - 04:00  
 Maximum allowed: 8 hours per shift / 64 hours per checkpoint

|  | Number of Checkpoints | Number of Shifts Per Checkpoint | Hours Per Checkpoint Shift | OVT Hourly Rate | Subtotal       |
|--|-----------------------|---------------------------------|----------------------------|-----------------|----------------|
| Non-Holiday 1                                    |                       |                                 |                            | \$              | \$00.00        |
| Non-Holiday 2                                    |                       |                                 |                            | \$              | \$00.00        |
| Non-Holiday 3                                    |                       |                                 |                            | \$              | \$00.00        |
| Non-Holiday 4                                    |                       |                                 |                            | \$              | \$00.00        |
| <b>Total Checkpoints:</b>                        | <b>0</b>              |                                 |                            |                 |                |
| <b>Non-Holiday Out-of-Town Checkpoint Total:</b> |                       |                                 |                            |                 | <b>\$00.00</b> |

**Total Out-of-Town Checkpoints:** **0**

**Grand Total**

**Grand Total:** **\$22,410.96**

# Special Enforcement

**Applicant:**  
**Project Title:**

**8 OFFICERS PER EVENT MAXIMUM.**  
**8 HOUR SHIFTS MAXIMUM.**

**SPECIAL EVENT ENFORCEMENT REQUIRES ADDITIONAL WRITTEN JUSTIFICATION AND APPROVAL FROM THE PROGRAM COORDINATOR.**

\*\*\* Please describe in detail the nature of the event, past history, crash data, arrest data, or problems necessitating the additional manpower for alcohol enforcement and any other information necessary to consider for additional enforcement.

**Date:**  
**Event:**

| Enforcement Officer | Number of Hours | Hourly Rate | Subtotal |
|---------------------|-----------------|-------------|----------|
|                     |                 | \$          | \$       |

**Event Total:** \$

**Event Description:** \*

**Approved By:**  
**Disapproved By:**

**Grand Total**

\$

# Fringe

**Applicant:** *Monroe Police Department*

**Project Title:** *FFY 2025 Comprehensive DUI Enforcement Town of Monroe*

**Do you plan on submitting a Fringe Rate?**  Yes  No

## Fringe Benefits

**NOTES:**

- **If fringe rate is being charged/reimbursed, this page should be completed and signed.**
- **Fringe benefit charges should NOT be included in the hourly rate.**
- **No hourly rate should be inflated--all hourly rates should be reported as actuals.**

I hereby certify that the information below is the true and accurate and authorized by "*Monroe Police Department*" for hours worked by personnel for the following time period:

**FROM:** *11/01/2024* \*      **TO:** *06/30/2025* \*

| <b>Actual Cost Category</b>  | <b>Officer/Constable Fringe Rate OVT %</b> | <b>Trooper Fringe Rate OVT %</b> |
|------------------------------|--|----------------------------------|
| <i>FICA-Medicare</i>         | <i>7.65000</i>                             |                                  |
| <i>Pension Contribution</i>  | <i>21.72000</i>                            |                                  |
| <i>Worker's Compensation</i> | <i>4.13000</i>                             |                                  |
| <b>Other Cost Category</b>   |  |                                  |
|                              |  |                                  |
| <b>Total Fringe Rate</b>     | <b>33.50000%</b>                           | <b>00.00000%</b>                 |

**City/Town/Agency's Chief Financial Officer or Authorizing Official**

I further certify that this statement is correct in all respects and that the fringe benefit rate(s) identified above accurately represents the fringe benefit costs to the city/town/agency for the individuals employed under or working on this project.

\* **Name:**  
\* **Title:**

\* **Signature:**  
**Signature Date:**

# Budget

**Applicant:** *Monroe Police Department*

**Project Title:** *FFY 2025 Comprehensive DUI Enforcement Town of Monroe*

## Salaries

| Category                      | Regular Enforcement | Special Enforcement | Estimated Wages Subtotal |
|-------------------------------|---------------------|---------------------|--------------------------|
| Municipal PD                  | \$22,410.96         | \$00.00             | \$22,410.96              |
| Resident Trooper              | \$00.00             | \$00.00             | \$00.00                  |
| Officer/Constable             | \$00.00             | \$00.00             | \$00.00                  |
| State Police                  | \$00.00             | \$00.00             | \$00.00                  |
| <b>Total Estimated Wages:</b> |                     |                     | <b>\$22,410.96</b>       |

## Fringe Benefits

| Category                                | Fringe Benefit Rate | Fringe Benefits Cost Subtotal |
|---|---------------------|-------------------------------|
| Municipal PD                            | 33.50000%           | \$7,507.67                    |
| Resident Trooper                        | 00.00000%           | \$00.00                       |
| Officer/Constable                       | 33.50000%           | \$00.00                       |
| State Police                            | 00.00000%           | \$00.00                       |
| <b>Total Estimated Fringe Benefits:</b> |                     | <b>\$7,507.67</b>             |

## Indirect Costs

Approved Indirect Cost Rate (if applicable): \* 00.00%

**Total Indirect Costs: \$00.00**

**City/Town/Agency's Chief Financial Officer or Authorizing Official**

I further certify that this statement is correct in all respects and that the Indirect Costs Rate identified above accurately identifies what is allowable.

Click **Save** to populate the Signature Date and Title of the selected Authorizing Official.

**Name:** Ron Bunovsky\*

**Signature:** Ron Bunovsky\*

**Title:** Finance Director\*

**Signature Date:** 10/22/2024\*

## Equipment

List Each Item.

**Any items valued equal to or greater than \$10,000 require NHTSA Pre-Approval.**

Click the + icon to **add** a new row

Click the - icon to **delete** an existing row

| Item | Quantity | Cost Per Item | Total Cost | Buy America Supporting Documentation<br>(If any item's Cost Per Item >= \$10,000, Buy America Documentation is Required) |
|------|----------|---------------|------------|--|
|      |          | \$            | \$00.00    |  |

**Total Equipment Costs:**

**\$00.00**

## Copy of Equipment Quote

**Supported file types: .doc, .docx, and .pdf**

## Other Supporting Documentation

**Supported file types: .doc, .docx, and .pdf**

## Grand Total

**Grand Total Amount:** \$29,918.63

**Budget Notes:**



# Budget Summary

**Total Federal Budget**    \$29,918.63  
**Total Match Budget**    \$00.00

**Relevant FAIN numbers will initially be unavailable during the grant submission process.**

**FAIN Numbers will be automatically assigned here once the grant has been submitted, reviewed and processed by CT HSO.**

**Federal Award Identifier Number (FAIN):**

| Cost Category                         | Amount      | Budget Summary Approval (For HSO Staff Only)   |                    |     |
|---------------------------------------|-------------|--|--------------------|-----|
|                                       |             | Approved   | Conditions Apply * | N/A |
| Officers-Salaries                     | \$22,410.96 | Approved   | Conditions Apply * | N/A |
| Officers-Fringe Benefits @ 33.50%     | \$7,507.67  | Approved   | Conditions Apply * | N/A |
| Trooper-Salaries                      | \$00.00     | Approved   | Conditions Apply * | N/A |
| Trooper-Fringe Benefits @ 00.00%      | \$00.00     | Approved   | Conditions Apply * | N/A |
| State Police-Salaries                 | \$00.00     | Approved   | Conditions Apply * | N/A |
| State Police-Fringe Benefits @ 00.00% | \$00.00     | Approved   | Conditions Apply * | N/A |
| Indirect Cost                         | \$00.00     | Approved   | Conditions Apply * | N/A |
| Equipment                             | \$00.00     | Approved   | Conditions Apply * | N/A |
| <b>Total Federal Budget</b>           | \$29,918.63 | <i>* Conditionally Approved amounts will only be reimbursed upon satisfying the condition mentioned below.</i> |                    |     |
| <b>Total Grant Amount</b>             | \$29,918.63 |  |                    |     |

**Notes**

# Reimbursement Requirements

*NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.*

| Requested Project Start Date * |                                | Approved Project Start Date  |
|--------------------------------|--------------------------------|--|
| 11/21/2024                     |                                | <b>The HSO-Approved Project Start Date will populate here once the submitted grant has been reviewed by HSO staff.</b> |
| 1st Billing Period Start Date  | 1st Billing Period Ending Date | Reimbursement Deadline   |
| <b>October 3, 2024</b>         | <b>January 1, 2025</b>         | <b>February 1, 2025</b>  |
| 2nd Billing Period Start Date  | 2nd Billing Period Ending Date | Reimbursement Deadline   |
| <b>January 2, 2025</b>         | <b>March 29, 2025</b>          | <b>April 29, 2025</b>  |
| 3rd Billing Period Start Date  | 3rd Billing Period Ending Date | Reimbursement Deadline   |
| <b>April 3, 2025</b>           | <b>July 6, 2025</b>            | <b>August 6, 2025</b>  |
| 4th Billing Period Start Date  | Project Ending Date            | Reimbursement Deadline   |
| <b>July 10, 2025</b>           | <b>September 6, 2025</b>       | <b>October 6, 2025</b>   |

- All reimbursements must be signed and dated by the sub-grantee's authorizing official.
- Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.
- Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty (30) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.
- All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).
- Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30th. Failure to do so may jeopardize your reimbursement.
- All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.

- Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30th.
- Photocopies of any media coverage (if applicable) or supportive documentation can be included. Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.

**FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH MAY RESULT IN YOUR CLAIM BEING DENIED.**

# Certifications & Assurances

## NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the NonDiscrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;

- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:  
“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
  - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
  - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
  - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
  - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
  - e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

## POLITICAL ACTIVITY (HATCH ACT)

### **(applies to subrecipients as well as States)**

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## CERTIFICATION REGARDING FEDERAL LOBBYING

**(applies to subrecipients as well as States)**

## Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

**RESTRICTION ON STATE LOBBYING****(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION****(applies to subrecipients as well as States)**

## Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. *The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions*

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances
4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. The participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, department the or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**BUY AMERICA ACT**

**(applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

**PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE****(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**Signature**

**This section must be completed by an Authorizing Official or Financial Officer belonging to the applicant's organization.**

**I understand that my statements in support of the State's application for Federal grant funds are statements upon which the Federal Government will rely in determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.**

**Name:** \*

**Title:** \*

**Signature:** \*

**Signature Date:**

# Audit Requirements

This page must be completed by an Authorizing Official or Financial Officer belonging to the applicant's organization.

**NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS**

## Attachment A

### SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES EFFECTIVE OCTOBER 1, 2024

#### AUDIT REQUIREMENT STATEMENT:

The town/city/agency of *Monroe Police Department* declares that for the fiscal year ending September 30, 2025, the sum total of Federal funds awarded to local government agencies from all sources **DOES exceed \$750,000** and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name: *Ron Bunovsky*

Signature: *Ron Bunovsky*

Title: *Finance Director*

Date: *10/22/2024*

**(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)**

#### AUDIT EXEMPTION STATEMENT:

The town/city/agency of *Monroe Police Department* declares that for the fiscal year ending September 30, 2025, the sum total of Federal funds awarded to local government agencies from all sources **DOES NOT exceed \$750,000** and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name:

Signature:

Title:

Date:

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

- a. Any sub grantee receiving \$750,000 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.
- b. Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.

# Application Signatures

## Subgrantee Signatures

Authorizing Official

\* **Name:**

\* **Title:**

\* **Signature:**

**Signature Date:**

Financial Officer

\* **Name:** *Ron Bunovsky*

\* **Title:** *Finance Director*

\* **Signature:** *Ron Bunovsky*

**Signature Date:** *10/22/2024*

Project Director

\* **Name:** *Helio Ramalhete*

\* **Title:** *Admin Sgt*

\* **Signature:** *Helio Ramalhete*

**Signature Date:** *10/23/2024*

## CTHSO Signatures

Program Manager

\* **Name:**

\* **Title:**

\* **Signature:**

**Signature Date:**

Supervisor

\* **Name:**

\* **Title:**

\* **Signature:**

**Signature Date:**

Fiscal

\* **Name:**

\* **Title:**

\* **Signature:**

**Signature Date:**

Program Coordinator

\* **Name:**

\* **Title:**

\* **Signature:**

**Signature Date:**

Governor's Representative

\* **Name:**

\* **Title:**

\* **Signature:**

**Signature Date:**



# TOWN OF MONROE

## OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road  
Monroe, CT 06468  
Phone: 203-452-2821  
[www.monroect.gov](http://www.monroect.gov)

Date: November 7, 2024  
To: Jonathan Formichella, Town Council Chair  
From: Terrence P. Rooney, First Selectman *T.P.R.*  
Subject: **Reappointment of Various Boards**

Pursuant to Chapter IV, §2 of the Town Charter, I hereby make the following reappointment subject to the approval of the Town Council:

### **Board of Police Commissioners**

**Michael Vitello (R)** for a term ending May 16, 2027.

### **Zoning Board of Appeals**

**Kristina MacPhail (R)** for a term ending November 20, 2028.

**Ben Maini (R)** for term ending February 22, 2029.

I ask that you place the following resolution on the agenda of your next meeting for consideration and adoption:

**RESOLUTION #24-147: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Michael Vitello (R)** to the Board of Police Commissioners for a term ending May 16, 2027.

**RESOLUTION #24-148: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Kristina MacPhail (R)** to the Zoning Board of Appeals for a term ending November 20, 2028.

**RESOLUTION #24-149: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Ben Maini (R)** to the Zoning Board of Appeals for a term ending February 22, 2029.

Thank you.



# TOWN OF MONROE

## OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road  
Monroe, CT 06468  
Phone: 203-452-2821  
[www.monroect.gov](http://www.monroect.gov)

Date: November 7, 2024

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman *T.P.R.*

cc: Alan Vaglivello, Monroe Democratic Town Committee

**Subject: Appointment to Monroe Housing Authority**

---

Pursuant to Chapter IV, §2 of the Town Charter, I hereby make the following appointment subject to the approval of the Town Council:

**Bonnie Schneider (D) to the Monroe Housing Authority for a term ending October 31, 2029.**

Bonnie Schneider and her husband Chuck moved to Monroe, CT in December of 1991 with two small children and a third born a few months later. Bonnie obtained a degree from Indiana University in Human Development in the Family and a Master's degree from the Scripps Institute of Genealogy with a concentration of Nursing Home Administration. Bonnie's workload has been entirely with the elderly and disabled population, most recently spending 24 years as Executive Director of the Monroe Housing Authority. Bonnie is involved in the community as a member of Silver Steel Band and also contributing to the music program at Monroe Congregational Church.

This appointment fills the vacancy of Jocelyn Hudson Brown whose term ended on October 31, 2024.

I ask that you place the following resolution on the agenda of your next meeting for consideration and adoption:

**RESOLUTION #24-150: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's appointment of **Bonnie Schneider (D)** to the Monroe Housing Authority for a term ending October 31, 2029.

Thank you.



# TOWN OF MONROE

## OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road  
Monroe, CT 06468  
Phone: 203-452-2821  
[www.monroect.gov](http://www.monroect.gov)

Date: November 7, 2024

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman *TR*

cc: Nicole Lupo, Monroe Republican Town Committee  
William Holsworth, Director of Economic & Community Development

**Subject: Appointment to Economic Development Commission**

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Pursuant to Chapter IV, §2 of the Town Charter, I hereby make the following appointment subject to the approval of the Town Council:

**Sundeep (Sunny) Gill (R) to the Economic Development Commission for a term ending January 31, 2028.**

Sunny moved to Monroe in June of 2022 with her husband and two children. She obtained a degree in Economics from UCONN and worked in corporate for more than 14 years. Sunny is a volunteer for the Stepney Elementary PTO, Monroe Newcomers, Junior League, and as the bookkeeper for the Great Oak Farm HOA. The Economic Development Commission needs members and Sunny would like to volunteer her time and energy to this commission. Sunny is excited to bring her passion for responsible growth to the town and would be an asset to this commission.

This appointment fills the vacancy created by Jeff DeSanti.

I ask that you place the following resolution on the agenda of your next meeting for consideration and adoption:

**RESOLUTION #24-151: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's appointment of **Sundeep (Sunny) Gill (R)** to the Economic Development Commission for a term ending January 31, 2028.

Thank you.



# TOWN OF MONROE

## OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road  
Monroe, CT 06468  
Phone: 203-452-2821  
[www.monroect.gov](http://www.monroect.gov)

Date: November 7, 2024

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman *TR*

cc: Nicole Lupo, Monroe Republican Town Committee  
Vida Stone, Town Clerk

**Subject: Appointment to the Commission for the Aging**

---

Pursuant to Chapter IV, §2 of the Town Charter, I hereby make the following appointment subject to the approval of the Town Council:

**Marion Callo (R) to the Commission for the Aging with a term ending July 2, 2026.**

Marion has been a long-time resident for the Town of Monroe and has served a variety of boards and commissions including many years on the Zoning Board of Appeals. The Commission for the Aging needs members and Mrs. Callo would like to volunteer her time and expertise. She has a strong knowledge of how boards and commissions work and would be an asset to this commission.

This appointment fills a standing vacancy on this committee.

I ask that you place the following resolution on the agenda of your next meeting for consideration and adoption:

**RESOLUTION #24-152: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's appointment of **Marion Callo (R)** to the Commission for the Aging for a term ending July 2, 2026.

Thank you.