



# TOWN OF MONROE

## TOWN COUNCIL

### REGULAR MEETING MINUTES

Session # 2022-24

Regular Meeting - Monday, November 7, 2022 – 7:00 P.M.

**PRESENT:**

Chairperson Jonathan Formichella  
Vice-Chairperson Enid Lipeles  
Councilmember Jessica Katuskta (**remotely**)  
Councilmember Dee Dee Martin  
Councilmember Jason Maur  
Councilmember Sean O'Rourke  
Councilmember Kevin Reid (**remotely**)  
Councilmember Terry Rooney  
Councilmember Dona-Lyn Wales

**ABSENT:**

**ALSO PRESENT:** First Selectman Kenneth M. Kellogg

---

**I. PLEDGE OF ALLEGIANCE**

*Chairman Formichella* led the Pledge of Allegiance.

**II. ROLL CALL**

*Chairman Formichella* took the roll call as noted above.

**III. CONSENT CALENDAR**

- A.** Approval of the minutes and voting record of the Town Council Regular Meeting held on October 24, 2022 (Session 2022-23).
- B.** Acceptance of Tax Collector's Request for Refunds dated November 3, 2022 in the amount of \$11,913.75.
- C. Resolution #22-142: RESOLVED**, that the Town of Monroe may enter into with and deliver to the State of Connecticut Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate pertaining to the FFY 2022 Emergency Management Performance Grant Program; and **FURTHER RESOLVED**, that Kenneth M. Kellogg, as First Selectman of the Town of Monroe, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Monroe and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

- D. Resolution #22-143: RESOLVED**, that the Town Council hereby approves the First Selectman's reappointment of **Theresa Oleyar (D)** of 133 Old Castle Drive to the Parks & Recreation Commission with a term ending October 21, 2026

*Chairman Formichella passed the Consent Calendar as presented with a clarification from Jason Maur regarding the BOE Appointment. Councilmember Maur stated that he consulted with the Town Attorney to check which area of the Charter to review and that the Town Attorney did not provide a legal opinion on the matter.*

#### **IV. COMMUNICATIONS**

- A.** Memo from the Tax Collector to the Town Council Chair dated November 3, 2022 regarding Request for Refunds.
- B.** Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding a reappointment to the Parks & Recreation Commission.
- C.** Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the Emergency Management Performance Grant for FFY 22.
- D.** Letter of Opinion from the Town Attorney to the First Selectman dated November 3, 2022 regarding the Emergency Management Performance Grant for FFY 22.
- E.** Memo (and following attachments) from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the proposed discontinuance of a portion of Spring Hill Road.
- GIS-generated map for reference purposes.
  - Letter from Lorraine Tartaglia dated May 11, 2022.
  - Letter from Town Planner to First Selectman dated July 6, 2022.
  - Memo from Police Chief to First Selectman dated June 24, 2022.
  - Memo from Public Works Director to First Selectman dated June 10, 2022.
  - Letter of Opinion from Special Counsel Vincent Marino dated June 23, 2022.
  - Memo from Planning & Zoning Commission Chair to Town Council Chair dated August 9, 2022.
  - Letter of Opinion from Special Counsel Vincent Marino dated October 12, 2022.
  - Map submitted to First Selectman's Office on November 3, 2022 by 225 Monroe Turnpike LLC.
  - Letter dated November 1, 2022 from property owner of 373 Spring Hill Rd.
  - Letter dated November 2, 2022 from property owner of 365 Spring Hill Rd.
  - Letter dated November 2, 2022 from property owner of 255 Monroe Turnpike.
  - Letter dated November 3, 3033 from property owner of 375 Spring Hill Road.
- F.** Memo from the First Selectman to the Town Council Chair dated October 25, 2022 regarding the proposed disbursements of donations from the 2022 Sprint for Monroe.
- G.** Memo from the Sprint for Monroe volunteers to the Town Council dated October 24, 2022 regarding the proposed disbursements of donations from the 2022 Sprint for Monroe.
- H.** Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the Idemia Identity & Security USA LLC Maintenance & Support Agreement.

- I. Letter of Opinion from the Town Attorney to the First Selectman dated November 3, 2022 regarding the Idemia Identity & Security USA LLC Maintenance & Support Agreement.
- J. Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the Arcadis Proposal and Professional Services Agreement for third-party review for the Inland Wetlands Commission.
- K. Letter of Opinion from the Town Attorney to the First Selectman dated November 3, 2022 regarding the Arcadis Proposal and Professional Services Agreement for third-party review for the Inland Wetlands Commission.
- L. Letter from the owner of Quarry Ridge Associates LLC regarding the Arcadis professional services fees for third-party review for the Inland Wetlands Commission.
- M. Letter of Opinion from the Town Attorney to the First Selectman dated November 3, 2022 regarding the Arcadis professional services fees for third-party review for the Inland Wetlands Commission.
- N. Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding Plowing & Sanding Contracts with The Natures Edge, C&E Landscaping LLC, and The Grasso Companies LLC.
- O. Memo from the Town Attorney to the First Selectman dated November 3, 2022 regarding Plowing & Sanding Contracts with The Natures Edge, C&E Landscaping LLC, and The Grasso Companies LLC.
- P. Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the Personal Service Agreement & Grant Contract with the Connecticut Department of Energy & Environmental Protection.
- Q. Memo from the Town Attorney to the First Selectman dated November 3, 2022 regarding the Personal Service Agreement & Grant Contract with the Connecticut Department of Energy & Environmental Protection.
- R. Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the U.S. Department of Education Grant Award for STEM Computer Lab and Technology Upgrades in Monroe Public Schools.
- S. Memo from the Town Attorney to the First Selectman dated November 3, 2022 regarding the U.S. Department of Education Grant Award for STEM Computer Lab and Technology Upgrades in Monroe Public Schools.
- T. Memo from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the Cleaning Services Group, Inc. Contract for Cleaning Services.
- U. Memo from the Town Attorney to the First Selectman dated November 3, 2022 regarding the Cleaning Services Group, Inc. Contract for Cleaning Services.
- V. Memo (and following attachments) from the First Selectman to the Town Council Chair dated November 3, 2022 regarding the proposed discontinuance of Timothy Hill Road.
  - GIS-generated map for reference purposes.
  - Letter from Attorney Joel Z. Green dated February 11, 2022.
  - Memo from Town Planner to First Selectman dated July 6, 2022.
  - Memo from Police Chief to First Selectman dated June 24, 2022.
  - Memo from Public Works Director to First Selectman dated June 10, 2022.
  - Letter of Opinion and Exhibits A through C from Special Counsel Vincent Marino dated July 6, 2022.

Memo from Planning & Zoning Commission Chair to Town Council Chair dated August 9, 2022.

**V. PUBLIC PARTICIPATION**

None – **J. Formichella** closed Public Participation.

**VII. ACTION ITEMS**

- A.** Town Council Committee on Finance, Education, Health & Public Safety Matters – **E. Lipeles** reported that the committee has not met since the last meeting.
- B.** Town Council Committee on Planning & Zoning, Public Works and Park & Recreation – **T. Rooney** stated that there was nothing to report. **D. Martin** stated that the Parks & Recreation Commission was meeting on 11/7/22 as well.
- C.** Town Council Committee on Legislative & Administrative Matters – **K. Reid** reported that they met this evening and that all matters were referred to the full Council.
- D.** Strategic Planning Committee – **J. Formichella** reported that there will be a meeting in November meeting to discuss Capital Projects.
- E.** EMS Building Committee – **T. Rooney** stated that the project is in good shape and that the building has received power thanks to the help of Director of Public Works Chris Nowacki. Siders and paving schedule are next. The interior is looking great and that all are welcome to go by the site and take a look at the progress.
- F.** Open Space Preservation and Acquisition Committee – **S. O'Rourke** reported that the committee has not met since the last meeting.
- G.** First Selectman's Update – **First Selectman Kellogg** reported as follows:

**UPDATE ON PEPPER ST RECONSTRUCTION PROJECT**

As I reported three months ago, due to concerns regarding the timely completion of the Pepper Street project, my office and the general contractor engaged in a series of meetings. As a result, and to my satisfaction, the general contractor committed significant resources to this project with the intention of substantial completion before the end of this calendar year. I am pleased to report significant progress has been achieved.

The general contractor indeed devoted substantial resources and completed all sections of the project within their control. This includes roughly 90% of the road reconfiguration, 100% installation of new drainage in the roadway, and the completion of the first course of pavement. The installation of the new box culvert at the Jockey Hollow intersection is scheduled to be completed this week and, upon completion, that intersection will then be returned to full width and paved. Additionally, the multiuse off-road trail has been cleared and graded.

While we anticipated some final work to be completed in the spring, two recent factors have contributed to this being more significant than planned:

- Eversource Gas is actively working to relocate a final section of a gas line, which impacts a section of Pepper Street near Commerce Drive. This work must be completed

before our general contractor may finish the final grading in this one small, 500-foot section of the roadway. As many are aware, asphalt plants typically close in late fall. Furthermore, the final course of pavement must set within a very narrow temperature range. Rather than risk a compromised final course of pavement, the Town has decided to defer this work to the spring.

- The new traffic signal at Main Street cannot be installed until the span pole / traffic sensor has been received. CT-DOT recently changed their specifications for this equipment which, coupled with supply chain challenges, has impacted delivery.

The entire project area will be paved, full-width, and line-striped this fall. We are working to secure approval from CT-DOT for work to continue over the winter for various off-road activities, such as installation of the parapet walls on the culvert and some final off-road drainage work.

The project will be completed in the spring, including the final “punch list” of anticipated deferred items such as sidewalk ramps, installation of guiderail and fencing, curbs, driveway aprons, plantings, and completion of the trail.

### **2023-2050 METROPOLITAN TRANSPORTATION PLAN**

The Connecticut Metropolitan Council of Governments (MetroCOG) is developing the 2023-2050 Metropolitan Transportation Plan (MTP) for the Greater Bridgeport and Valley region. The MTP is a federally required document that identifies opportunities to improve mobility for people in Monroe and throughout the region, from 2023 to 2050. A critical component of the planning process is to provide opportunities for community members to inform the plan. A brief survey is available at <https://bit.ly/travel-2050> until November 30, 2022. Public input is important to help guide decisions regarding where and how to invest in the regional transportation system in the future.

### **DIRECTOR OF HEALTH**

Nancy Brault has decided to retire and pursue new interests and educational opportunities, and will be leaving Town service at the end of November. As most of you are aware, Nancy has been with us for several years, and is our first Director of Health since the Monroe Health Department was restored following the dissolution of our former health district. Nancy was integral in building the structure of our new department. Nancy and her team also provided public health leadership during an historic pandemic, and I am grateful for the many, many hours she contributed during an extremely long and challenging response. Please join me in wishing her the best of luck in her future endeavors.

### **NEW BUSINESS UPDATES**

- Casa Nostra celebrated their grand opening at 179 Main Street.
- Mariola Bakery & Deli has received approval and will be opening at 464 Main St. The business will operate in two units at that location, with a target opening by the end of this year.

- Chipotle Mexican Grill and Jersey Mike’s Subs have received approval for their plans to open at 143 Purdy Hill Road (corner of Monroe Turnpike). The approval includes plans for a third tenant which has not yet been identified.
- Panera Café reports that they are on target for their grand opening this month at 205 Monroe Turnpike.

**VIII. UNFINISHED BUSINESS**

**A. Resolution #22-94:** To consider and act upon a resolution regarding the Proposed Discontinuance of a Portion of Spring Hill Road.

**Motion by J. Formichella to adopt the Resolution #22-94:**

**RESOLUTION #22-94: RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, in accordance with Conn. Gen. Stat. §13a-49 (2), is authorized to provide the owner of each property that bounds that portion of Spring Hill Road commencing at the intersection between lots 365 Spring Hill Road and 255 Monroe Turnpike, and continuing along the frontage of lots 373 and 375 Spring Hill Road and 255 Monroe Turnpike and terminating at Route 111 ("the Road"), with notice of the date, time, and place of the meeting when it is anticipated that the Town Council shall vote to take final action on the discontinuance of the Road, by mailing a notice to each such owner's address, as shown on the last-completed grand list of the town, by first class mail postmarked not less than thirty days prior to the date of such meeting; and

**BE IT FURTHER RESOLVED**, that the First Selectman is authorized to procure and cause signage to be posted at least thirty days prior to the scheduled meeting date and in accordance with Conn. Gen. Stat. §13a-49 (2) stating the date, time, and place of the meeting when it is anticipated that the Town Council shall vote to take final action on the discontinuance of the Road and specifically stating "NOTICE OF ROAD DISCONTINUANCE".

**Second: J. Maur**

**Discussion: J. Maur** stated that in the L&A meeting they discussed and voted to recommend Option A to Town Council. **First Selectman Kellogg** stated that the property owner wanted to refine redevelopment plans and the supporting map shows the roadway in question and points out where the two property owners will retain access. Both property owners are in support of the road discontinuance. In July 2022, the Planning & Zoning Commission had a favorable recommendation at well. **J. Formichella** stated that voting yes to the resolution allows the First Selectman to start the process of the road discontinuance.

**Motion passed 9-0**

**Voting Yes: Formichella, Lipeles, Katuska, Martin, Maur, O’Rourke, Reid, Rooney, Wales**

**Voting No: None**

**Absent: None**

***Chairman Formichella utilized the discretion of the Chair to take certain items out of order***

**IX. NEW BUSINESS**

- A. Resolution #22-153:** To consider and act upon a resolution regarding the Proposed Discontinuance of Timothy Hill Road.

**Motion by J. Formichella to adopt Resolution #22-153:**

**RESOLVED**, that the Town Council hereby denies the proposal to discontinue Timothy Hill Road.

**Second: J. Maur**

**Discussion:** J. Formichella stated that L&A decided to recommend Option B to Town Council and that the Planning & Zoning Commission voted unfavorably 4-2-1 regarding the road discontinuance. Director of Public Works, Chief of Police and Town Planner all supported not discontinuing the road. **First Selectman Kellogg** stated that J. Formichella noted all relevant information and had nothing further to add.

**Motion passed 9-0**

**Voting Yes:** Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales

**Voting No:** None

**Absent:** None

- B. Resolution #22-144:** To consider and act upon a resolution regarding the disbursement of Sprint for Monroe 2022 donations.

**Motion by E. Lipeles to adopt the Resolution #22-144:**

**RESOLVED**, that the Town Council hereby approves the disbursement of funds raised by the 2022 Sprint for Monroe as proposed in its correspondence dated October 24, 2022.

**Second: D. Wales**

**Discussion:** **First Selectman Kellogg** stated that is he thankful for the wonderful volunteers that raised a significant amount of money and that the proposed distribution of funds is included.

**Motion on the amended resolution passed 8-0**

**Voting Yes:** Formichella, Lipeles, Katuska, Martin, O'Rourke, Reid, Rooney, Wales

**Voting No:** None

**Absent:** Maur (abstained due to being a beneficiary and possible conflict of interest)

- C. Resolution #22-145:** To consider and act upon a resolution regarding the Idemia Identity & Security USA LLC Maintenance & Support Agreement.

**Motion by E. Lipeles to adopt the Resolution #22-145:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Maintenance and Support Agreement and any associated documents by and between Idemia Identity & Security USA LCC for the LiveScan fingerprinting systems.

**Second: J. D. Wales**

**Discussion:** First Selectman Kellogg stated that Idemia is the company that currently provides the finger printing system for the Police Department and that they now have provided one agreement for the essential piece of equipment.

**Motion passed 9-0**

**Voting Yes:** Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales

**Voting No:** None

**Absent:** None

- D. **Resolution #22-146:** To consider and act upon a resolution regarding certain Arcadis U.S. Inc. Proposal and Professional Services Agreement.

**Motion by E. Lipeles to adopt the Resolution #22-146:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Proposal and Professional Services Agreement by and between Arcadis U.S. Inc., for the third-party review of Inland Wetlands Commission application #2022-13.

**Second: J. Maur**

**Discussion:** First Selectman Kellogg stated that there is an application in front of the Inland Wetlands Commission for 141 and 201 Turkey Roost Road for a 90 single family detached dwellings. The 3<sup>rd</sup> party assessment would be through Arcadis and the property owner would be responsible for the fees.

**Motion passed 9-0**

**Voting Yes:** Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales

**Voting No:** None

**Absent:** None

- E. **Resolution #22-147:** To consider and act upon a resolution regarding a Contract with the Natures Edge for snow plowing and sanding.

**Motion by E. Lipeles to adopt the Resolution #22-147:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Contract and any associated documents by and between The Natures Edge for snow plowing and sanding.

**Second: J. Maur**

**Discussion:** First Selectman Kellogg stated that three bids were received for plowing and sanding and that all were acceptable with Director of Public Works Chris Nowacki. Each company used the standard template in the RFP package and all were reviewed by the Town Attorney.

**Motion passed 9-0**

**Voting Yes: Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales**

**Voting No: None**

**Absent: None**

- F. Resolution #22-148:** To consider and act upon a resolution regarding a Contract with C & E Landscaping LLC for snow plowing and sanding.

**Motion by E. Lipeles to adopt the Resolution #22-148:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Contract and any associated documents by and between C & E Landscaping LLC for snow plowing and sanding.

**Second: D. Wales**

**Discussion:** Please see discussion of Resolution #22-147.

**Motion passed 9-0**

**Voting Yes: Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales**

**Voting No: None**

**Absent: None**

- G. Resolution #22-149:** To consider and act upon a resolution regarding a Contract with Grasso Companies LLC for snow plowing and sanding.

**Motion by E. Lipeles to adopt the Resolution #22-149:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Contract and any associated documents by and between The Grasso Companies LLC for snow plowing and sanding.

**Second: J. Maur**

**Discussion:** Please see discussion of Resolution #22-147

**Motion passed 9-0**

**Voting Yes: Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales**

**Voting No: None**

**Absent: None**

- H. Resolution #22-150:** To consider and act upon a resolution regarding the Personal Service Agreement & Grant Contract with the Connecticut Department of Energy & Environmental Protection.

**Motion by E. Lipeles to adopt the Resolution #22-150:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Personal Services Agreement and Grant Contract, and any associated documents by and

between the Department of Energy & Environmental Protection of the State of Connecticut, for the \$150,000 grant for the Wolfe Park Basketball Courts project.

**Second: D. Wales**

**Discussion:** **First Selectman Kellogg** stated that earlier in the summer the Town was successful in securing bonding for the project and thanks to Bill Holsworth, Missy Orosz and Bill Phillips who helped secure the state funding, it reduces the need for bonding. Standard boilerplate State Agreement.

**Motion passed 9-0**

**Voting Yes: Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales**

**Voting No: None**

**Absent: None**

- I. **Resolution #22-151:** To consider and act upon a resolution regarding the U.S. Department of Education Grant Award for STEM Computer Lab and Technology Updates in Monroe Public Schools.

**Motion by E. Lipeles to adopt the Resolution #22-151:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to accept, on behalf of the Town of Monroe, U.S. Department of Education Grant Award # S215K220157 for STEM Computer Lab and Technology Upgrades in Monroe Public Schools, and to acknowledge and agree with the terms and conditions as referenced in the Grant Award Notification by accepting and utilizing awarded funds and to execute and deliver any associated documents.

**Second: J. Maur**

**Discussion:** **First Selectman Kellogg** stated that there was a grant reported back in May 2021 and now that the federal government is resuming grant discussion, Jim Himes pursued this particular one and it was approved by Congress. Due to the grant being federal, there is a large volume of information and several documents. **J. Maur** thanked Jim Himes, Congress, First Selectman Kellogg and Bill Holsworth for their efforts.

**Motion passed 9-0**

**Voting Yes: Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales**

**Voting No: None**

**Absent: None**

- J. **Resolution #22-152:** To consider and act upon a resolution regarding the Cleaning Services Group, Inc. Contract for Cleaning Services.

**Motion by E. Lipeles to adopt the Resolution #22-152:**

**RESOLVED**, that Kenneth M. Kellogg, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Cleaning Services Contract and any associated documents by and between Cleaning Services Group, Inc., for cleaning services at certain Town facilities.

**Second: D. Wales**

**Discussion:** **First Selectman Kellogg** stated that they sent out an RFP for cleaning for certain Town facilities and this one was the lowest bid and acceptable by Director of Public Works Chris Nowacki. \$10,000 over budget due to wages and material costs but transferring monies from the HR Insurance line due to the savings recieved with the switch to UnitedHealthcare.

**Motion passed 9-0**

**Voting Yes: Formichella, Lipeles, Katuska, Martin, Maur, O'Rourke, Reid, Rooney, Wales**

**Voting No: None**

**Absent: None**

**X. PUBLIC PARTICIPATION**

None – **J. Formichella** closed second Public Participation.

**XI. ADJOURNMENT**

**J. Formichella** adjourned the meeting at 7:50p.m.

Respectfully submitted,

Cat Senenko  
Recording Secretary