

**DRAFT MINUTES  
GENERAL COUNSEL COMMISSION  
REGULAR MEETING FEBRUARY 14, 2019**

Present: Councilwoman and Chair Bartolotta, Councilman Daley, Councilman Nocera (by phone), Councilwoman Kleckowski and Councilwoman Salafia. Staff: Deputy General Counsel Kori Wisneski (left after discussion of item 4B) and Director of Human Resources Justin Richardson

Public: Karen Radziewicz

**Call to Order:**

Meeting was called to order at 6:31 p.m.

**Public Comment:**

Karen Radziewicz – She is a Middletown resident who resides at 62 Holly Lane. Karen spoke on the Field Usage Ordinance. She did he research to see what surrounding towns use for field usage and fees. She does not believe that teams such as Mercy, Xavier, Vinal, and the American Legion should have first priority use to the Middletown fields because most of the kids on their sports teams are not 67% Middletown residents. Her husband coaches the CT Generals and the participants are mostly Middletown residents. He has been requesting field and has been denied for a while. She feels that the changes proposed don't seem to be based on the Middletown residents' needs. She also stated that many towns have an appeals process regarding the fields, but Middletown does not.

**Approval of Minutes**

Councilwoman Salafia moved approval of the minutes from the January 10, 2019 regular meeting. The Motion was seconded by Councilwoman Kleckowski. The MOTION passed unanimously.

**New Business:**

**A. Ordinance – Field Usage & Fees (214-37)**

Attorney Wisneski introduced the ordinance. She explained that this draft ordinance was voted on at the last Public Works & Facilities Commission meeting. During the meeting, the Public Works Commission voted to change the percentage set forth in the Second and Third priority user definitions from 67% to 60% to reflect a more realistic percentage. More discussion ensued regarding certain changes to the ordinance. Councilman Daley suggested that any reference to the fees being set should reference that the fees are set “annually” “by resolution by the Common Council.” Councilwomen Kleckowski and Salafia proposed that the ordinance highlight explicitly that there is no charge for practices at any fields. After the discussion, these amendments were reiterated and put to a vote.

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Councilman Daley made a MOTION to approve the amendments as described herein. The Motion was seconded by Councilwoman Salafia. More discussion ensued regarding this ordinance. The MOTION passed unanimously.

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

### **B. Job Description – Residency/Truancy Officer**

Director Richardson introduced the job description. He explained that this was a position that was previously in the UPSEU union but moved to the Local 466 union through a labor negotiation. The job description was posted internally and externally but no one qualified for the position. Director Richardson then explained how the job description was changed to get more people internally or externally to be able to qualify for this position. He explained that the biggest hurdle was the language requiring a CDL or Public Service Endorsement. The language through the DMV has changed and the Public Service Endorsement is now a V endorsement, which is an endorsement to transport student passengers. He removed the need for a CDL and added that the applicant must obtain the V endorsement within 3 months of hire. Discussion ensued regarding questions the councilmembers had about the years of experience needed and the type of vehicle the Residency/Truancy Officer would drive. Director Richardson also explained that he made several attempts since December to have the union review this job description but they have not done so, so they are not in support of the changes.

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

### **C. UPSEU Labor Management**

Director Richardson introduced the job descriptions being presented through UPSEU Labor Management process. The union and the city worked together on this and both support these job descriptions.

#### **i. Manager of Fleet Services**

Director Richardson explained how the Manger of Fleet Services is being proposed to change from a grade 11 to a grade 13. He explained the certain categories that changed under the Maximus study and how it warranted a two grade upgrade. He also states that the position is held by one person and that person supervises at least ten people.

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

#### **ii. Finance & Resource Management Specialist**

Councilwoman Salafia expressed her reservations with this and some discussion ensued.

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

**Other**

- A. **Vacancy Report** – Justin introduced the recruitment report and some discussion ensued.
- B. **Legal Bills** – None to report.

**Adjournment:**

MOTION to Adjourn by Councilwoman Bartolotta. The Motion was seconded by Councilman Daley. Motion was unanimous and meeting ended around 8:30 p.m.