

*Robert J. Baek*

EAST HARTFORD TOWN COUNCIL 2020 MAR 23 A 8:51

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

MARCH 17, 2020

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Councillors Connor Martin, Angela Parkinson and Awet Tsegai

PRESENT via Teleconferencing:

Minority Leader Esther B. Clarke, Patricia Harmon and John Morrison

### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

The Chair announced that due to the recent pandemic – the coronavirus outbreak – Town Hall is closed to the general public. The addition of a call-in phone line has been provided by the Administration for those Councillors and residents who wish to participate in the meeting, but also want to keep the social distances recommended by the CDC.

### OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc explained the process by which she came to the decision to close the schools and all town buildings to the general public due to the coronavirus outbreak. Over the past two weeks, the Unified Command – which consists of the Mayor, the Chief of Police, the Fire Chief, the Board of Education, the Health Director, and the Public Works Director – has been meeting to move forward with a plan to deal with the outbreak if it was necessary. Subsequently, it became necessary and thus the closures went into effect. Schools were closed, as well as the Senior Center, the Library, the Parks & Recreation programs and lastly, Town Hall.

The Mayor thanked all those involved in the implementation of this strategy to combat the spread of the coronavirus.

### APPROVAL OF MINUTES

#### March 2, 2020 Budget Workshop/Health-Parks-Public Works

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **approve** the minutes of the March 2, 2020 Budget Workshop/Health-Parks-Public Works.  
Motion carried 9/0.

### March 3, 2020 Executive Session

MOTION      By Sebrina Wilson  
                 seconded by Connor Martin  
                 to **approve** the minutes of the March 3, 2020 Executive Session.  
                 Motion carried 9/0.

### March 3, 2020 Regular Meeting

MOTION      By Sebrina Wilson  
                 seconded by Angie Parkinson  
                 to **approve** the minutes of the March 3, 2020 Regular Meeting.  
                 Motion carried 9/0.

### March 4, 2020 Public Hearing/Budget

MOTION      By Sebrina Wilson  
                 seconded by Awet Tsegai  
                 to **approve** the minutes of the March 4, 2020 Public Hearing/Budget.  
                 Motion carried 9/0.

### March 10, 2020 Special Meeting/Budget

MOTION      By Sebrina Wilson  
                 seconded by Don Bell  
                 to **approve** the minutes of the March 2, 2020 Budget Workshop/Health-  
                 Parks-Public Works.  
                 Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

### U. S. Census Presentation

Catherine Marx, Partnership Specialist, addressed the Council through a PowerPoint presentation on the importance of an accurate count for the upcoming census project. She quoted the U.S. Census Bureau's mission which is: "Count Everyone Once and Only Once and in The Right Place". Ms. Marx stated that invitations to respond to the census were mailed to each resident starting March 12<sup>th</sup> and will continue through March 20<sup>th</sup>. An accurate census determines the annual allocation of \$675B of federal funding. Additionally, Ms. Marx spoke to the confidentiality of the information collected by the Census Bureau. She stated that private information such as names, addresses, Social Security numbers and telephone numbers are never provided to any other person, including federal, state and local agencies.

Mayor Leclerc thanked Sarah Morgan, Library Director, and Amy Pelletier, Director of East Hartford Connects, for their efforts to acquire an accurate count of East Hartford residents during this census.

## Resignations from Boards and Commissions

The Chair announced the resignations of Marie Frederickson from the Commission on Aging and Joshua Quintana from the Historic District Commission and the Planning & Zoning Commission. He thanked Ms. Frederickson and Mr. Quintana for their dedication to the community through their service on these Boards.

## NEW BUSINESS

### Recommendation from the Personnel and Pensions Subcommittee re: Legal Administrative Assistant Job Description

**MOTION** By Awet Tsegai  
seconded by Connor Martin  
that the Town Council approve (1) the revised job description of the non-union position currently entitled "Legal Secretary"; (2) the change in salary from Grade 5 to Grade 7, (salary range: \$62,039 to \$69,785), therefore making the salary of this position more competitive; and (3) the revised title of this position to "Legal Administrative Assistant" as noted in a memo dated March 2, 2020 to Mayor Marcia A. Leclerc from Human Resources Director Santiago Malave. (see below)  
Motion carried 9/0.

**TITLE:** Legal Administrative Assistant

**GRADE:** 7

**DEPARTMENT:** Corporation Counsel

**DATE:** 03/17/20

### POSITION DEFINITION:

Works under the general supervision of the Corporation Counsel and the full-time Assistant Corporation Counsel. Provides Corporation Counsel Attorneys with direct assistance, such as helping with research for cases and gathering necessary documents for trials. Prepares documents, including legal briefs, motions, conveyance documents, contracts, spreadsheets and other office related letters. Duties also include scheduling appointments, answering calls, performing varied and responsible confidential secretarial and administrative tasks in managing the office; and organizing and maintaining all office legal files.

### GENERAL DUTIES:

- Develops and maintains complex restricted files and records.
- Observes strict confidentiality in establishing and maintaining complex restricted litigation files.
- Observe strict confidentiality with respect to all documents and information prepared, received or reviewed by the office
- Records and transcribes correspondence and documents from rough notes, dictation notes, or transcription equipment.
- Composes and types routine correspondence and reports.
- Prepares (types) legal forms including, but not limited to instruments of conveyance, pleadings, complaints, appearances, briefs, motions, agreements, stipulations, leases, affidavits, judgment files, opinions, contracts, deeds and correspondence.
- Calendars, keeps track of and prepares necessary motions after suit has been filed to bring the matter to judgment.
- Calendars and keeps track of correspondence and responses concerning delinquent tax matters referred by the Tax Collector, before a foreclosure action is initiated.
- Maintains docket control by reviewing court calendars and maintains diary of calendar dates and appropriate deadlines.

- Exercises responsibility for getting important pleadings and/or correspondence filed with court or mailed on time.
- Maintains and refines a diary system for court calendars (pre-trials, trials, etc.) for all attorneys.
- Maintains appointment schedules for Corporation Counsel staff.
- Maintains inventory of office supplies.
- Monitors office budget and prepares necessary paperwork to facilitate payments.
- Manages office law library, including processing orders, maintaining records of all purchases, and updating books with supplemental material.
- Opens, logs in and distributes mail.
- Reports work accomplished to Corporation Counsel and/or Assistant Corporation Counsel.
- Prepares analysis and information for office budget requests.

#### **ADDITIONAL JOB FUNCTIONS:**

- Maintains contact with other legal offices, state administrative agencies, court personnel, other Town departments and elected and appointed officials and the public.
- Prepares yearly list of litigation files to be destroyed in accordance with State statutes and maintains and disposes of all files and documents in accordance with the State's Record Retention Act.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently with a minimum of supervision.
- Ability to understand State and Federal Laws, Town Ordinances, departmental policies, procedures, rules, regulations and Connecticut Practice Book.
- Ability to type with speed and accuracy.
- Ability to handle and process high volume of paperwork accurately and efficiently and establish and maintain complex file and record systems.
- Ability to operate word processing and transcription equipment.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet including excel and power point.
- Ability to take dictation, meeting minutes and to transcribe notes from rough drafts and/or correspondence with speed and accuracy.
- Must be able to access and process information contained in file records and computer databases.
- Ability to apply principles of management to solve practical problems and to deal with a variety of problems independently.
- Ability to transmit clear, concise written and oral instructions to others as directed by staff attorneys and work effectively with staff, superiors, attorneys and the general public.
- Ability to manage office through exercise of strong organizational and communications skills.
- Ability to prioritize.
- Ability to complete projects accurately and on time.
- Ability to work well under time constraints.
- Knowledge of Connecticut law and court policies and procedures as well as Connecticut Practice Book and rules of State and Federal Courts

#### **JOB QUALIFICATIONS**

An Associate Degree from an accredited college in Legal Support and Services or a closely related field with at least five (5) years of increasingly responsible legal secretarial experience with at least three (3) years of experience in a law office. Relevant work experience may be substituted for college training on a year-for-year basis. A four year degree from an accredited college or successful completion of an American Bar Association (ABO) approved Paralegal Education Program" will be preferred. Qualified for appointment as Notary Public.

#### **PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Works in office setting subject to continuous interruptions.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding court deadlines and changing priorities and conditions.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

North Central Area Agency on Aging: Grocery Delivery Grant

MOTION        By Don Bell  
                  seconded by  
                  to **adopt** the following resolution:

**WHEREAS** the North Central Area Agency on Aging, Inc. (NCAAA) has made funds available for the operation of a grocery delivery program to benefit senior citizens in the Town of East Hartford; and

**WHEREAS** this program provides East Hartford senior citizens with assistance that helps them remain independent and self-sufficient residents of their own homes.

**NOW THEREFORE LET IT BE RESOLVED** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized and directed to file an application on forms prescribed by the NCAAA for financial assistance in an amount not to exceed \$2,100 and upon approval of said request to enter into and execute a funding agreement and any amendments as may be required with the North Central Area Agency on Aging, Inc. for the purposes of administering a grocery delivery to elderly residents program.

On call of the vote, motion carried 9/0.

Historic Document Preservation Grant

MOTION.        By Angie Parkinson  
                  seconded by Don Bell  
                  to **adopt** the following resolution:

**WHEREAS** The Public Records Administration of the Connecticut State Library offers a non-competitive grant each year to the Town Clerk's Office; and

**WHEREAS** the grant for the fiscal year of 2021, is in the amount of \$7,500.00; and

**WHEREAS** said grant supports the preservation of Historic Documents in the Town Clerk's Office.

**NOW THEREFORE LET IT BE RESOLVED** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library Public Records Administrator as they pertain to this Historic Documents Preservation grant.

On call of the vote, motion carried 9/0.

Outdoor Amusement Permit Application: National Night Out

MOTION        By Sebrina Wilson  
                  seconded by Connor Martin  
                  to **approve** the outdoor amusement permit application entitled "National Night Out" submitted by Officer Theodore Branon, Community Service Officer, East Hartford Police Department, to conduct an open-house community building campaign that promotes police-community partnerships and neighborhood camaraderie, on Tuesday, August 4, 2020 from 5PM to 8PM on the front lawn and front parking lot of the Public Safety Complex, 31 School Street with a K-9 demonstration,

specialized units, music, a bounce house and dunk tank, tours of the department and food and refreshments; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

Appointment of Jon Petoskey to the Metropolitan District Commission's Board of Commissioners

MOTION By Esther Clarke  
seconded by John Morrison  
to **appoint** Jon Petoskey, 147 Jessica Drive, as a Commissioner of the Metropolitan District Commission; term to expire December 2025.  
Motion carried 9/0.

Appointments to Boards & Commissions

MOTION By Connor Martin  
seconded by Don Bell  
to **approve** the following appointments:

- Randolph Krause, Jr. as a full member to the Building Board of Appeals; whose term is set to expire December 2022
- Melissa-Sue John as an Alternate to the Planning & Zoning Commission; was term is set to expire December 2024
- Randolph Krause, Jr. as a full member to the Zoning Board of Appeals; whose term is set to expire December 2023

Motion carried 9/0.

Refund of Taxes

MOTION By Connor Martin  
seconded by Don Bell  
to **refund** taxes in the amount of \$20,280.28  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Tax Paid
2017-01-0000283	AIELLO JOSEPH P & LINDA J & IMMA &	33-37 INDIAN HILL ST	0	-28.20
2018-03-0050724	ALEJANDRO-CAPO NELSON G ASSOCIATED SECURITY	2014/4T1BF1FK4EU389842	0	-375.75
2018-03-0052032	CORPORATION	2011/1FTKR1AD5BPA48223	0	-145.80

2017-03-0053034	BEAGLE NICOLE R	2006/2G4WC582X61144622	-19.99	-148.05
2018-03-0052843	BEAGLE NICOLE R	2006/2G4WC582X61144622	0	-131.40
2017-03-0055578	CAMPBELL TONGINETTA	2012/1FMHK8F87CGA84558	-24.01	-249.71
2017-03-0055579	CAMPBELL TONGINETTA	2004/1GNDT13S842185573	-11.98	-159.75
2017-03-0057938	COOK PEGGY J	2007/5FNRL38447B096296	-23.91	-227.70
2018-03-0057799	CORTES LUIS A	1995/1GCDT14Z9SK134665	0	-22.50
2018-03-0059301	DELACRUZ-GALARZA DAVID A	2013/4T3BK3BB6DU093725	0	-18.00
2017-04-0082394	EAN HOLDINGS LLC ATTN: BILL HOKANSON	2017/KM8SMDHF3HU224876	0	-202.81
2018-03-0061462	ENTERPRISE FM TRUST	2012/1FTEX1EM1CFB36383	0	-517.50
2018-03-0061463	ENTERPRISE FM TRUST	2014/2FMDK4GC0EBB01138	0	-420.76
2018-03-0061469	ENTERPRISE FM TRUST	2011/2FMDK4JC3BBA88714	0	-344.25
2018-03-0061479	ENTERPRISE FM TRUST	2017/1FM5K8D8XHGB75739	0	-911.26
2018-03-0061481	ENTERPRISE FM TRUST	2014/1FM5K8D83EGA10885	0	-628.66
2018-03-0061483	ENTERPRISE FM TRUST	2017/5UXKR0C37H0V81561	0	-1,307.26
2018-03-0061488	ENTERPRISE FM TRUST	2016/1FTEX1E84GFB29243	0	-871.20
2018-03-0061493	ENTERPRISE FM TRUST	2016/1FM5K8D85GGC41533	0	-827.10
2018-03-0061750	FAGAN MATTIE	2005/1N6AD06W55C405343	0	-39.82
2018-03-0062460	FLEBEAU PAUL A & FLEBEAU LORENE F	2013/1N6AD0EVXDN712938	0	-268.88
2018-04-0082919	FLOWERS HAZEL E	2001/19UYA42601A024711	0	-20.70
2018-04-0082921	FLOWERS HAZEL E	2000/2G4WS52J9Y1301465	0	-66.42
2017-03-0090620	FLOYD CRYSTAL DENISE	2007/1HGCM665X7A095874	0	-52.30
2018-03-0065018	GUERRETTE RAYNOLD J	2012/JH2PF0142CK900381	0	-149.85
2018-03-0066629	HONDA LEASE TRUST	2016/5J6RM4H59GL079397	0	-434.02
2018-03-0066863	HRUSKOCY HEATHER A	2017/5J8TB4H79HL031744	0	-524.93
2018-03-0070342	HUNYADI LISE-PROGRESSIVE INSURANCE	2016/KMHD35LH4GU332352	-23.92	-469.80
2018-03-0067088	HYUNDAI LEASE TITLING TRUST	2016/5XYZT3LB9GG353807	0	-217.66
2018-03-0067108	HYUNDAI LEASE TITLING TRUST	2016/5NPE24AF3GH290144	0	-211.05
2018-03-0067437	IVEY JEFFREY S	2011/3GCPKTE32BG384214	0	-325.58
2018-03-0068403	JP MORGAN CHASE BANK NA	2016/JF2GPAKC0G8284444	0	-112.96
2017-01-0010107	LERETTA LLC ATTN: CENTRAL REFUNDS CONTRACT # 48127940	70 BROOKLINE DR	0	-2,027.46
2018-04-0085895	MUSHENO DANA L	2015/KNDJN2A26F7776215	0	-19.21

2018-01-0001691	NATIONAL TAX SEARCH	191 HIGH ST	0	-1,101.54
2017-03-0075720	NGUYEN CARL R	2005/4S3BL626357227797	0	-155.25
2018-03-0075651	NISSAN INFINITI LT	2016/JN8AT2MV6GW153815	0	-491.89
2018-04-0086111	NISSAN INFINITI LT	2019/3N1AB7AP9KL608403	0	-255.78
2018-03-0075743	NORELL RITCHARD N	1999/1G1JC1242X7176821	0	-53.23
2018-03-0077552	PEREZ JUAN R	2008/1HGCP36798A031060	0	-46.12
2018-03-0078042	PICKERING LEAL L	2005/1C4GP45R05B217407	0	-6.25
2018-04-0086990	RELIABLE TIRE DISTRIBUTORS INC.	2018/1FDWE3F60JDC08197	0	-2,162.62
2018-03-0079938	RIVERA DIANE	2006/JTKKT604360164821	0	-99.72
2018-04-0087124	RIVERA DIANE	2011/3FAHP0JG9BR343442	0	-56.34
2018-03-0082083	SANTANA NESTO D	2013/1HGCR2F82DA258596	0	-74.48
2018-03-0082829	SERRANO-OYOLA ELSA H	2013/5XYZW3LA2DG045677	0	-310.95
2017-03-0084664	SOTO JOHANNA L	2010/3N1AB6AP7AL686655	0	-181.35
2018-03-0083873	SOTO JOHANNA L	2010/3N1AB6AP7AL686655	0	-155.25
2018-03-0084725	TADEO JESUS	2007/4T1BE46K47U548947	0	-174.15
2018-03-0084726	TADEO JESUS	2010/JN8AS5MV0AW103374	0	-220.50
2018-03-0086555	USB LEASING LT	2016/1GNSKBKC8GR410600	0	-1,263.16
2018-04-0088845	VEGA ANGELA P	1999/JN8AR05Y7XW300543	0	-86.85
2018-03-0088725	WILSON JANESE E	2004/1HGCM56394A114953	-8.45	-140.85
2018-03-0089024	YANEZ DONNA M	2006/JHLRD78926C047726	0	-241.69
2018-04-0089383	YANEZ DONNA M	2001/WBABN53471JU25178	0	-115.65
2018-03-0089318	ZIMMER COLLEEN N	2011/1GNSKJE39BR187045	0	-296.10
SUBTOTAL			-112.26	-20168.02
TOTAL				<u>\$ (20,280.28)</u>

#### OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon asked if trash and/or recycling collections, as well as the hours of operation for the transfer station, have been impacted by the closing of Town Hall due to the coronavirus. *Mayor Leclerc stated that the timeline for services provided by the Public Works department remains unchanged. Employees of Public Works who work mostly outside in an open air environment are not at a high risk level. However, there is one change: there will be no direct interaction between the public and town employees. Because of this, Public Works is in the process of developing a new way to issue bulky waste and transfer station permits for residents.*



COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

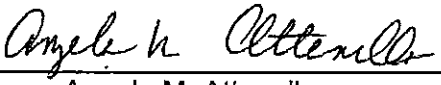
OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION      By Esther Clarke  
                  seconded by Don Bell  
                  to **adjourn** (8:26 p.m.).  
                  Motion carried 9/0.

The Chair announced that the next meeting of the Town Council is scheduled for April 7<sup>th</sup>. However, a reassessment will be made early in April to determine if it will be held.

Attest   
Angela M. Attenello  
TOWN COUNCIL CLERK