

**Town of East Hampton  
Town Council Regular Meeting  
Tuesday, November 14, 2023  
Town Hall Council Chambers and Zoom**

**MINUTES**

**Present:** Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Brandon Goff, Richard Knotek, Jack Solomon and Jordan Werme and Town Manager David Cox.

**Call to Order & Pledge of Allegiance**

Chairman Markham called the meeting to order at 6:30 p.m. in the Town Hall Council Chambers and via Zoom.

**Adoption of Agenda**

A motion was made by Ms. Wanat, seconded by Mr. Solomon to amend the agenda to add Item 11C Appointment of Moderator. Voted (7-0).

A motion was made by Mr. Werme, seconded by Mr. Solomon, to adopt the agenda as amended. Voted (7-0).

**Approval of Minutes**

A motion was made by Mr. Solomon, seconded by Ms. Cunningham, to approve the minutes of the Town Council Regular Meeting of October 24, 2023 as written. Voted (7-0)

**Public Remarks**

None

**Presentations**

None

**Bids & Contracts**

None

**Resolutions/Ordinances/Policies/Proclamations**

**Discussion and Possible Action on the Resolution for the DECD Office of Brownfield Remediation and Development Grant**

The Town Council is asked to adopt a resolution to confirm that the Town will accept a grant from the State Department of Economic and Community Development Office of Brownfield Remediation and Development in the amount of \$200,000. The grant will supplement an EPA grant to perform the final environmental analyses necessary to remediate both 13 Summit Street, 1 Watrous Street, 13 Watrous Street and 3 Walnut Avenue.

A motion was made by Mr. Solomon, seconded by Mr. Goff, to adopt the resolution Authorizing State DECD – OBRD Assessment Only Grant Application to Brownfield Properties in the Village Center as presented. Voted (7-0)

## **Continued Business**

### **Sub-Committee Reports & Updates**

Mr. Cox reported that the engineering firm Environmental Partners is working on a scope of services including surveys, wetlands and geology. A meeting is being scheduled for November 30 with DPH and DEEP regarding the grants.

## **New Business**

### **Discussion and Possible Action on Revisions to the Job Description for the Public Utilities Administrator**

The Public Utilities Administrator position with the Town will be vacant at the end of the year due to retirement. The proposed changes to the job description clarify the position and corrects minor wording changes.

A motion was made by Mr. Goff, seconded by Mr. Knotek, to approve the job description for the Public Utilities Administrator as presented. Voted (7-0)

### **Discussion and Possible Action on Purchasing a Police Hybrid Vehicle**

Police Chief Dennis Woessner provided an overview of a memo outlining the request to purchase a hybrid vehicle for the Police Department instead of a standard Police SUV. There are some hybrid vehicles left from a State Police order that could be obtained soon. A standard Police SUV would not be able to be obtained until 2025.

A motion was made by Ms. Wanat, seconded by Mr. Goff, to approve the purchase of a police hybrid vehicle. Voted (7-0)

### **Discussion and Possible Action on Reauthorization for Town Manager to Continue Acquisition of 11 Skinner Street Property**

Mr. Cox reviewed a memo that outlined the status of the potential purchase of 11 Skinner Street for use as a fire station. The former Town Council authorized the Town Manager to pursue the property. The current Council is now asked whether they would like to continue the process. If so, a letter of intent will be prepared. Later in the process the matter would go to Town Meeting to approve the purchase.

A motion was made by Mr. Goff, seconded by Ms. Wanat, to direct the Town Manager to continue pursuing the purchase of the 11 Skinner Street property. Voted (7-0)

### **Discussion of Water Committee**

The original Water Committee consisted of three Town Council members, the Town Manager, the Public Utilities Administrator and the engineering firm. Former Council members have expressed interest in continuing on the committee. Chairman Markham indicated that two Council members will be named tonight and the intent is to expand the Water Committee by the beginning of January.

### **Discussion and Possible Action on Amendment to Town Council Bylaws Regarding Public Remarks**

The Council discussed a possible amendment to the bylaws regarding the methods of receiving public remarks. Suggested changes to the wording of the bylaws were reviewed which includes video messages. Staff identified one third party software program that could be used for this purpose.

A motion was made by Ms. Wanat, seconded by Mr. Solomon, to amend the Town Council bylaws with the language presented. Voted (7-0)

A motion was made by Mr. Knotek, seconded by Ms. Cunningham, to amend the motion to provide a trial period through May 31, 2024. Voted (7-0)

### **Discussion of Tri-Board Meeting and Possible Set Date**

A motion was made by Mr. Solomon, seconded by Mr. Goff, to schedule a Tri-Board Meeting on Monday, December 4, 2023 at 6:30pm at the Town Hall. Voted (7-0).

### **Discussion and Possible Action Regarding Budget Policy Statement**

This item will be discussed at the November 28, 2023 Town Council meeting.

### **Town Manager Report**

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. Mr. Cox also reported on a grant that was received through the River Valley Transit that would provide micro transit in town. This would be a service where a small van/bus would be available in the main areas of town and rides could be arranged with an approximate 15 minute waiting time. This could possibly start in 2024. Mr. Cox also reported that the Town has received an \$800,000 community connectivity grant that will provide additional funds to the Village Center project being funded by STEAP grant funds.

It was asked what the next step for the Hawks Football and additional fields are. Mr. Cox indicated the Hawks board members walked the Memorial School and Middle School adjacent properties with the Director of Public Works to see what could be done. Any options would go to the Town Council for discussion.

Mr. Knotek would like more details from the Town Manager's Report to be talked about at meetings such as the accomplishments of staff on various grants and projects.

### **Appointments**

#### **Sub-Committee Appointments**

A motion was made by Mr. Knotek, seconded by Mr. Solomon, to approve the Town Council Sub-Committee Appointments as listed below: Voted (7-0).

Appointments Sub-Committee: Richard Knotek (Chair), Karen Wanat and Brandon Goff

Personnel Committee: Karen Wanat (Chair), Dean Markham and Deborah Cunningham

Budget Policy Committee: Dean Markham (Chair), Richard Knotek and Deborah Cunningham

Bylaws Committee: Jordan Werme (Chair), Karen Wanat and Brandon Goff

Water Committee: Jack Solomon (Chair) and Brandon Goff

Capital Committee: Jack Solomon (Chair) and Jordan Werme

Firehouse Committee: Dean Markham (Chair), Karen Wanat and Deborah Cunningham

#### **Liaison Appointments**

Chairman Markham named the following Liaison Appointments:

Board of Finance – Richard Knotek

Board of Education – Jordan Werme

Economic Development Commission – Richard Knotek

Conservation Lake Commission – Jack Solomon  
Fire Commission – Deborah Cunningham  
Brownfields Redevelopment Agency – Brandon Goff  
Planning & Zoning Commission and IWWA – Karen Wanat  
Commission on Aging & Housing Authority – Jack Solomon  
Library Advisory Board – Deborah Cunningham  
Arts & Culture Commission – Jordan Werme  
Clean Energy Task Force – Jack Solomon  
Ambulance Board – Brandon Goff

### **Moderator Appointments**

A motion was made by Mr. Knotek, seconded by Ms. Cunningham, to appoint the following moderators:

Alan Hurst – Democrat  
Karen Olson – Democrat  
Steve Greco – Republican

Voted (7-0)

### **Tax Refunds**

A motion was made by Mr. Goff, seconded by Mr. Werme, to approve tax refunds in the amount of \$7,080.34. Voted (7-0)

### **Public Remarks**

Dave Johnson, 159 Bear Swamp Road and President of the Hawks Football, commented that he is working with the Director of Public Works and the Town Manager on the possibilities for a new field. He appreciates the assistance from the town on this project.

### **Communications, Correspondence & Announcements**

#### **October 2023 Board and Commission Summary**

The members received the October 2023 Board and Commission Summary. The document will be included with the minutes filed in the Town Clerk's Office. The document is also posted on the Town Council page on the town website.

### **Adjournment**

A motion was made by Mr. Goff, seconded by Ms. Cunningham, to adjourn the meeting at 7:53pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois  
Recording Clerk