

**REGULAR CITY COUNCIL MEETING MINUTES  
December 12, 2023 - 7:00 PM**

Mayor Kelly called the Regular City Council Meeting to order and led the pledge to the flag at 7:00 pm. City Clerk Moller called roll to establish a quorum. Aldermen present: Haderlein, Schulz, Lavallee, Carncross, Lancaster, Gorman, Perkins and Luna. Also present: City Administrator Leone, Treasurer/Finance Director Bejot, Deputy Chief Sacco, Community Development Director Day, Supt. Public Works Lamz, Supt. Utilities Grant, City Attorney TJ Clifton and members of the audience.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None

**CONSENT AGENDA - APPROVED**

The items under the Consent Agenda are acted upon in a single motion. There is no separate discussion of these items prior to the Council vote unless a Council Member requests that an item be removed from the Consent Agenda for separate action.

- a. Regular City Council Meeting Minutes of November 28, 2023
- b. Community Development Department Report
- c. Parks & Recreation Report
- d. Utilities Department Report

A motion was made by Alderman Schulz, seconded by Alderman Perkins to approve the Consent Agenda, Items #6a-d as presented. Roll call vote: Haderlein, aye; Schulz, aye; Lavallee, aye; Carncross, aye; Lancaster, aye; Gorman, aye; Perkins, aye and Luna, aye. Motion approved eight to zero.

**INDIVIDUAL ACTION CONSENT AGENDA ITEMS**

None

**PAYMENT OF BILLS - APPROVED**

A motion was made by Alderwoman Haderlein, seconded by Alderman Perkins to approve payment of the bills in the amount of \$223,879.24. Roll call vote: Schulz, aye; Lavallee, aye; Carncross, aye; Lancaster, aye; Gorman, aye; Perkins, aye; Luna, aye and Haderlein, aye. Motion approved eight to zero.

**2024 VENDING LICENSE APPLICATIONS – APPROVED**

Name of Establishment	Amount	Paid	License #
Samantha Roesner			
Bopp's LLC103 E. Front St.	\$ 60.00	Ck #1658	2024-01
Ward Green, Redjellyfish, Inc. d/b/a Bunk's Place, 703 E. Diggins St.	<b>BUSINESS CLOSED</b>		
John Giannasi, Cow Tippers Front St. Tap Inc. d/b/a Front St. Tap, 106 E. Front St.	\$ 240.00	Ck #5461	2024-02
Jacqueline Zach, ERA Candy Drops Service Site Location Harvard Coin Wash, 207 Randall St.	\$ 60.00	Ck #2958	2024-03
Harvard Moose Lodge #1289 22500 Route 173, PO Box 427	\$ 180.00	Credit Card	2024-04
Eric Brehm Hub Lounge, 15 N. Ayer St.	\$ 240.00	Ck #1515	2024-05
Jay Schulz J's Lanes Inc., 5507 Route 14	\$ 480.00	Ck #480	2024-06
Jacqueline Zach, ERA Candy Drops Service Site Location La Rosita, 106 W. Sumner St.	\$ 60.00	Ck #2959	2024-07
Sean McGarry McGarry's Bowl, 100 Admiral Dr., #4	\$ 120.00	Ck 2194	2024-08
Redbox Site Location Walgreens #1411, 395 S. Division St.	\$ 120.00	Ck #220053619	2024-09
Redbox Automated Retail LLC Site Location Walmart #1211, 21101 McGuire Rd.	\$ 60.00	Ck #220053619	2024-10
National Entertainment Network LLC Site Location Walmart #1211, 21101 McGuire Rd.	\$ 240.00	Ck #702934	2024-11
Vivek Moradia, Video Wonders, Inc. d/b/a Vic's Place, 10 N. Ayer St.	\$ 300.00	Ck #1002	2024-12
<b>TOTAL</b>	<b>\$ 2,160.00</b>		

A motion was made by Alderman Gorman, seconded by Alderman Perkins to approve the 2024 Vending License Applications as presented. Roll call vote: Lavallee, aye; Carncross, aye; Lancaster, aye; Gorman, aye; Perkins, aye; Luna, aye; Haderlein, aye and Schulz, abstain. Motion approved seven to zero, with one abstention.

**PARK BOARD RECOMMENDATION TO CONDUCT CONTROLLED BURN - APPROVED**

The Park Board recommends to the City Council approval of a controlled burn for vegetation control throughout the parks system this fall and winter, similar to last year, as outlined by Supt. Knop. A motion was made by Alderman Perkins, seconded by Alderwoman Luna to approve the Park Board's recommendation. At Alderwoman Haderlein's inquiry, Alderman Schulz indicated most of the burn typically occurs in Lion's Park and Parke Pointe. Aldermen voting aye: Haderlein, Schulz, Lavallee, Carncross, Lancaster, Gorman, Perkins and Luna. All ayes. Motion carried.

**DEPT. HEADS REPORT**

Written reports as submitted.

Deputy Chief Carmen Sacco

Shop with a Cop was held on December 3<sup>rd</sup> and was very successful with a good turnout.

Public Works Supt. Rob Lamz

- The patch cart has been out; Public Works is also cleaning and televising sanitary lines.
- Ayer St. is complete to the point to where Rob doesn't anticipate any more street closures; waiting on lighting and striping by the contractor, striping may have to wait until spring. The contractor is also going to address a couple issues with lingering pavement conditions.

Community & Economic Development Director Donovan Day

- The interior drawings have been received for Dunkin Donut and are under review.
- There are a total of 17 new homes this year.
- Donovan and Anne will have a kick off training for Community Core this Thursday.

**COMMITTEE REPORTS**

The aldermen wished everyone a Merry Christmas, Feliz Navidad, Happy Holidays, etc.

**ALDERWOMAN LUNA**

Alderwoman Luna thanked everybody and felt that the City has grown a lot this year as a community and as a whole with the growth in homes and businesses. The City has done very well with the new department heads and City Council.

**ALDERWOMAN HADERLEIN**

Alderwoman Haderlein said she really enjoys working with everybody and felt that the City has a wonderful team with the staff and City Council.

**ALDERMAN SCHULZ**

Alderman Schulz mentioned the Park Board Meeting which was held last night to discuss the parks budget and thanked the Park Board members and City staff for their input.

**ALDERMAN LAVALLEE**

Alderman Lavallee commented that as he was driving around town, he noticed a lot more holiday lights were put up this year. He also remarked that he hasn't seen any issues with the donation boxes at the township; they are always nice and well taken care of. Mayor Kelly concurred and said he has never seen any of the issues that the City Council was concerned about.

**ALDERMAN CARNCROSS**

Alderman Carncross said it has been an interesting year with all the transitions in the positions and bringing on new department heads and bringing Lou in. He commended the Mayor, City Council, and all

those involved for the time and effort it took to do that. He further commented on the amazing job done by the department heads and their staff during the transition period to make it as seamless as possible.

**TREASURER’S REPORT**

Report as submitted.

Finance Director Bejot noted looking ahead, there is an Administration Committee Meeting on January 10<sup>th</sup>, at which time the committee will discuss some important things for the water department to get a head start on budgeting for next year. Tentative dates for the all-day budget workshop are February 17<sup>th</sup> or 24<sup>th</sup>; staff would prefer February 24<sup>th</sup>.

**NO REPORT**

Aldermen Perkins, Gorman and Lancaster, City Administrator Leone and City Attorney Clifton had no additional report.

**CLERK’S REPORT – UPCOMING MEETING DATES**

January 2	Planning & Zoning Commission Meeting – POST TO CANCEL
January 10	Administration Committee Meeting, 6:30 pm
January 15	Park Board Meeting, 6 pm
January 16	Transportation Committee Meeting, 6:30 pm
January 23	City Council Meeting, 7 pm

**MAYOR’S REPORT**

Mayor Kelly stated that looking back on the year, it’s been a rather stressful year in terms of a lot of changing staff; there have been a few growing pains as everybody is getting used to each other. He greatly appreciates the support of the City Council and staff and further noted that a lot has been accomplished this year. There is still a big list of things yet to accomplish; there is a very full January slate with a lot of items to discuss.

At 7:20 pm, a motion was made by Alderman Schulz, seconded by Alderwoman Haderlein to go into closed session to discuss Section 2(c)(5), Purchase or Lease of Real Estate. Aldermen voting aye: Haderlein, Schulz, Lavalley, Carncross, Gorman, Lancaster, Perkins and Luna. All ayes. Motion carried.

At 7:48 pm, a motion was made by Alderman Schulz, seconded by Alderman Carncross to go back into open session. Roll call vote: Haderlein, aye; Schulz, aye; Lavalley, aye; Carncross, aye; Lancaster, aye; Gorman, aye; Perkins, aye and Luna, aye. Motion approved eight to zero.

A motion was made by Alderman Schulz, seconded by Alderman Carncross to authorize City staff to place a bid on the proposed property up to the amount discussed in closed session with the offer contingent on ratification by the City Council at the January City Council Meeting. Roll call vote: Schulz, aye; Lavalley, aye; Carncross, aye; Lancaster, aye; Gorman, aye; Perkins, no; Luna, aye and Haderlein, aye. Motion approved seven to one.

A motion was made by Alderman Perkins, seconded by Alderman Carncross to adjourn the meeting. Aldermen voting aye: Haderlein, Schulz, Lavalley, Carncross, Gorman, Lancaster, Perkins and Luna. All ayes. Motion carried.

Meeting adjourned at 7:52 pm.

Respectfully submitted:  
Lori Moller, City Clerk

January 3, 2024