

Regional Animal Control District

Serving the Towns of
Lebanon, Franklin, Bozrah & Sprague

Mailing Address: 1 Main St., P.O. Box 677, Sprague, CT 06330

Emergency Calls: 800.236-1987

Pound Address: 34 Goshen Hill Road, Lebanon, CT 06249 Routine
Calls: 860.642-6379

Regional Animal Control District Board of Directors

Regular Meeting

Thursday November 18, 2010 - 10:30 AM

Lebanon Town Hall Conference Room

MINUTES

- 1.0 The meeting was called to order at 10:30AM by Rich Matters. Members present included Joyce Okonuk and Bill Ballinger. Cathy Osten was absent.
- 2.0 There were no visitors.
- 3.0 **Moved by Matters, seconded by Okonuk to add the following item under new business 13a.: "Discuss and act upon the addition of the Town of Lisbon to the Regional Animal Control District". Vote: Yes, unanimous**
- 4.0 The minutes of the October 21, 2010 and Nov 1, 2010 were not available. Chairman Matters discussed the fact that members had not received minutes and it was very important that they be distributed and filed in a timely manner. Okonuk offered to do the minutes should Secretary Cathy Osten wish to exchange positions with Okonuk who is Vice Chair. No action.
- 5.0 The Treasurer's Report was also unavailable as Osten wasn't in attendance. No action.
- 6.0 **Moved by Matters, seconded by Ballinger to accept the resignation of Aubrey Desjarlais as the daytime ACO effective Tuesday, November 16, 2010. Vote: Yes, unanimous**
- 7.0 Knowing of the resignation of Desjarlais, Matters and Okonuk reviewed other applicants that had been interviewed. They determined that Brice Padewski was qualified for the position as he is available for daytime employment, is a certified police officer with the Town of Lebanon, and is very familiar with the area. He was offered and accepted the position. **Moved by Matters, seconded by Ballinger to hire Brice Padewski as the daytime ACO for the Regional Animal Control District effective November 17, 2010. Vote: Yes, unanimous.** Matters has already sworn Padewski in and Okonuk's

office will provide the necessary notifications to the State DEP, Edward's Answering Service, and the State Police.

- 8.0 With the anticipation of Lisbon joining, there will be a larger district with more income. It was suggested that the travel reimbursement and wage for the daytime ACO be adjusted. Members will discuss adjustments at the next meeting.
- 9.0 **Moved by Matters, seconded by Ballinger to authorize Okonuk to bring the revised "Notice to Comply" form to the printer at her earliest convenience. Vote: Yes, unanimous**
- 10.0 Matters reported that he and Okonuk met this past Monday and reviewed the Statutes that apply to animal control. Joyce to send draft of policies and procedures to Traci in Matter's Office and Traci will continue to compile the drafts of procedures for Board.
- 11.0 Matters read the activity report from Edward's Answering Service which showed 11 day calls and 9 night/weekend calls for the entire month of October from Edward's to the ACOs, which reflect a low level of emergency calls. Regular phone calls to the pound are unknown at this time. Okonuk is to ask Brice to copy all pages in the phone log for October and November and have available for next meeting in December.
- 12.0 Matters has asked the Franklin Town Attorney to draft fee generating ordinances for the Board's review.
- 13.0 Moved by Okonuk, seconded by Ballinger to continue to meet in 2011 on the third Thursday of the month at Town Hall at 10:30 AM. Vote: Yes, unanimous
- 13a. Sprague will be joining the District effective 12/2/10 as the requisite ordinance has been passed. Ballinger, Matters and Okonuk signed the Memorandum of Understanding agreeing to the addition of Lisbon into the District. The MOU will be given to Osten for her signature as well. Matters will send email to Lisbon First Selectman Tom Sparkman indicating the per capita due from Lisbon, prorated for the rest of this fiscal year.
Moved by Ballinger, seconded by matters to accept the Town of Lisbon into the Regional Animal Control District, effective 12/2/10. Vote: Yes, unanimous
- 14.0 Moved by Okonuk, seconded by Ballinger to adjourn the meeting at 11:06AM.

Joyce R. Okonuk
Temporary Secretary