



TOWN OF MONROE

TOWN COUNCIL

MEETING MINUTES

Session # 2025-24

Regular Meeting – Monday, December 15, 2025 – 7:00 P.M.

Meeting conducted in Council Chambers of Town Hall
& Remotely via Zoom

PRESENT: Chairperson Jonathan Formichella
Vice-Chairperson Dona-Lyn Wales
Councilmember Vincent A. Duva
Councilmember Nina Gagnon
Councilmember Cathy Kohut
Councilmember Jason Maur
Councilmember Sean O'Rourke
Councilmember Kevin Reid (remote)

ABSENT: Councilmember Enid Lipeles

ALSO PRESENT: First Selectman Terrence P. Rooney

I. PLEDGE OF ALLEGIANCE

Formichella called the meeting to order at 7:00 PM and led with the Pledge of Allegiance.

II. ROLL CALL

Formichella took the roll call as noted above.

III. CONSENT CALENDAR

- A. Approval of the minutes of the Town Council Regular Meeting held on November 24, 2025 (Session 2025-23).
- B. Approval of the Tax Collector's Request for Refunds, dated December 9, 2025, totaling \$4,466.34.
- C. Acceptance of the donations received for the following programs:
- Community & Social Services: \$281.00
 - Edith Wheeler Memorial Library: \$528.83 & in-kind donation of 3 children's books, 2 adult department books, 2 portable DVD players, 4 games.
 - Emergency Medical Services: \$575.00
 - Food Pantry: \$6,217.60
 - Police Department: \$50.00
 - Project Warmth: \$50.00
- D. **Resolution #25-123: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Service Terms and Conditions Renewal Agreement with Timeclock Plus, LLC, for time clock services for Emergency Medical Services.

IV. COMMUNICATIONS

- A. Memo from the Tax Collector to the Town Council Chair dated December 9, 2025 regarding a Request for Refunds.

- B. Memo from the First Selectman to the Town Council Chair dated December 11, 2025 regarding various donations.
- C. Memo from the First Selectman to the Town Council Chair dated December 11, 2025 regarding the Time Clock Plus, LLC Service Terms & Conditions.
- D. Letter of Opinion from the Town Attorney to the First Selectman dated December 10, 2025 regarding the Time Clock Plus, LLC Service Terms & Conditions.
- E. Memo from the First Selectman to the Town Council Chair dated December 11, 2025 regarding the Health Department MOU with the Town of Trumbull.
- F. Letter of Opinion from the Town Attorney to the First Selectman dated December 10, 2025 regarding the Health Department MOU with the Town of Trumbull.

V. PUBLIC PARTICIPATION

Formichella asked if anyone in chambers or online wished to participate.

Formichella asked if anyone in chambers or online wished to participate. Hearing none, **Formichella** closed public participation.

VI. APPOINTMENTS

None

VII. ACTION ITEMS

- A. Town Council Committee on Finance, Education, Health & Public Safety Matters – **Formichella** noted they had not met since the last Town Council meeting.
- B. Town Council Committee on Planning & Zoning, Public Works and Park & Recreation – **Duva** stated that they met before the meeting to select assignments.
- C. Town Council Committee on Legislative & Administrative Matters – **Reid** noted they met prior to the meeting and that two items were discussed and reached consensus to come to Town Council. **Formichella** noted that he was notified on December 8th by the Clerk of the Town that the Board of Education and MEA had reached an agreement on a contract. He noted that according to State statute, the Town Council had some responsibility with regard to the review and consideration of that contract. **Formichella** noted he would be organizing a non-meeting to discuss that contract. He stated they would include the First Selectman, labor counsel, a member of the Board of Education and the Director of Finance to participate to receive information on the agreement.
- D. Strategic Planning Committee - **Formichella** stated that they had not met since the last meeting.
- E. Open Space Preservation and Acquisition Committee – **O’Rourke** noted they have not met since the last Council meeting.
- F. First Selectman’s Update –First Selectman Rooney provided an update as follows:

Operations:

CCM Conference

- Myself and many department heads attended the CCM convention. This event is conducted with informative seminars to assist municipalities with operations. Connecticut Conference of Municipalities is a valuable source of information and is used regularly for municipal data.

Emergency services update

Monroe EMS

- Monroe EMS is working on getting their new ambulance. It is currently being built and should be in operation in a few months.

Capital Projects:

Community Center Site

- The gym wall at the community center site is completed and the gym floor is being resurfaced and lined for pickleball and basketball. We are currently researching elevator installation costs; an elevator is needed to be ADA compliant for adult activities.

Community Update:

Building a Better Connecticut Presentation

- The library hosted an event with State Representative Tony Scott and Senator Jason Perillo discussing fiscal policy and good government. The event primarily addressed the recently passed housing bill HB 8002. Many people were in attendance, with a lively discourse during the questions segment.

BRBC Annual Leadership Awards Gala

- The Bridgeport Regional business council annual dinner was held once again at the Waterview in town. It is customary for this office to start off the event with some welcoming remarks. The BRBC leadership and attendances were very impressed to hear about Monroe’s recent successes in economic development with the addition of over 80 businesses in town.

Police Department Toy Drive

- The Police Department held their annual Toy Drive. This year the community was able to enjoy coffee, treats, and pictures with Santa. Gifts were donated to the Center for Family Justice, thank you to the Police Department for hosting this every year.

Tree Lightings

- The Monroe Women’s Group and Save our Stepney Task Force hosted their annual Tree Lightings on the Town Greens. I was glad to see so many in attendance to kick off the holiday season. Events like this remind us that the season is about looking out for one another and recognizing that it’s bigger than ourselves. Thank you to both groups who host this every year, you put a lot of smiles on people’s faces in our community throughout the month. Also thank you to the Monroe Fire Department, who took the time to deliver a great experience to our residents with Frosty the Snowman.

Fairfield County Commercial Broker Network

- The Economic Development Commission hosted the Fairfield County Commercial Brokers Network for a lunch at the Chris Bargas Golf Club at Whitney Farms. This event was well attended with over 100 commercial real estate professionals from all over Fairfield County interested in properties within Monroe and surrounding areas.

Grants:

Public Library Construction Grant

- I am pleased to announce the Town was approved for \$150,032 from the Public Library Construction Grant. These funds will be used to upgrade HVAC at the Edith Wheeler Memorial Library.

Longevity & Achievements

Full Time Employees

Assessor

Justin Feldman – 10 years

Economic Development

William Holsworth – 5 years

Finance

Ron Bunovsky – 10 years

Heidi Meade – 20 years

Lorraine Tesla – 15 years

Library

Sharon Kagabines – 15 years

Part Time Employees

Fire Marshal

Sue Redston – 5 years

Health

Barbara Krajewski – 10 years

Library

Christina Consla – 5 years

Stephanie Mulreed – 10 years

Danielle Gratix – 15 years

Michael Manoni – 5 years

Highway/Public Works

Joseph Agachinski – 20 years
John Delvento – 20 years
Colby Mickle – 5 years

Senior Center

John Williams – 10 years

Human Resources

Craig Hirsch – 5 years

Police

Chief Keith White - 30 years
Ofc. Timothy Larkin – 25 years
Mark Babson – 25 years
Sgt. Todd Keeping – 20 years
Lt. Kevin McKellick – 20 years
Det. Jeff Marcel – 15 years
Off. Chris Silkman – 15 years
Sgt Michael DeCarli – 10 years
Ofc. Michael Phillips – 10 years
Darwin Barton – 5 years
Steven Comeau – 5 years

VIII. UNFINISHED BUSINESS

None

IX. NEW BUSINESS

A. Motion by Wales to accept the following donations that individually exceed \$1,500.00:

Food Pantry:

- \$6,000.00 from Carolyn Giampe
- \$2,000.00 from Newtown Savings Bank

Second: Maur

Discussion: Rooney thanked everyone for their generous donations.

Motion passed 8-0:

Voting Yes: **Formichella, Wales, Duva, Gagnon, Kohut, Maur, O’ Rourke, Reid**

Voting No: None

Absent: Lipeles

B. Resolution #25-124: To consider and act upon a resolution regarding the Health Department MOU with the Town of Trumbull.

Motion by Wales to adopt **RESOLUTION #25-124: RESOLVED**, that Laurel Shaw, Director of Health for the Town of Monroe and Terrence P. Rooney, First Selectman of the Town of Monroe, are authorized to execute and deliver on behalf of the Town of Monroe, the Memorandum of Understanding, and any associated documents by and between the Town of Trumbull, for the Health Department Mutual Aid for Surge Capacity, Public Health Preparedness & Director of Health Coverage.

Second: Duva

Discussion: Rooney stated that our Health Department had a long-standing partnership with the Trumbull Health Department to provide mutual aid support services for surge capacity, public health preparedness, and Director of Health coverage. He noted that these included times of emergency, as well as for routine coverage for Director of Health services during planned or unplanned absences. Rooney stated that attached for review and consideration was an updated MOU with the Town of Trumbull. He noted that the updated MOU reflects signatory lines for the newly hired Directors of Health in each municipality. Rooney stated that this matter had been reviewed by our Town Attorney who provided the attached opinion letter.

Motion passed 8-0:

Voting Yes: **Formichella, Wales, Duva, Gagnon, Kohut, Maur, O' Rourke, Reid**

Voting No: None

Absent: Lipeles

- C. Proposed regular meeting dates for 2026.

Motion by Wales to accept the proposed Town Council Regular Meeting Dates for the 2026 with the following change, that the meeting dates were for 2026 and the beginning of 2027.

Second: Kohut

Discussion: None

Motion passed 8-0:

Voting Yes: **Formichella, Wales, Duva, Gagnon, Kohut, Maur, O' Rourke, Reid**

Voting No: None

Absent: Lipeles

X. PUBLIC PARTICIPATION

None

XI. ADJOURNMENT

Formichella adjourned the meeting at 7:14 PM.

Respectfully submitted by, Kerry McAndrew, Clerk