

## MINUTES

### Board of Selectmen's Regular Meeting

Wednesday, December 5, 2012  
7:00 PM - Town Hall

The meeting was called to order by First Selectman George Temple at 7:03 p.m. and the Pledge of Allegiance was recited and led by Boy Scout Troop 1.

Present: First Selectman George Temple, Selectman Jeffrey Haney, Selectman Dave McKane, Joanne Pelton, Administrative Assistant and James Hliva, Finance Director.

### ACCEPTANCE OF MINUTES

#### 1. 11/7/12 Regular Meeting

##### MOTION:

Selectman Haney moved to approve the 11/7/12 Regular Meeting minutes as presented. This was seconded by First Selectman Temple. (2) Ayes (1) Abstention by Selectman McKane. Motion carries.

### AMENDMENT OF AGENDA

#### 1. FEMA Grant Blanket Resolution – Approve and Authorize the First Selectman to Sign

##### MOTION:

Selectman Haney moved to amend the agenda to add FEMA Grant Blanket Resolution – Approve and Authorize the First Selectman to Sign. This was seconded by Selectman McKane. All (3) Ayes. Motion carries

#### 2. Library Planning & Building Committee – Approve Soil Scientist Bid

##### MOTION:

Selectman Haney moved to amend the agenda to add Library Planning & Building Committee – Approve Soil Scientist Bid. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**3. Oxford Ambulance Association – Approve Additional Appropriation**

**MOTION:**

Selectman Haney moved to amend the agenda to add Oxford Ambulance Association – Approve Additional Appropriation. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**4. Oxford Ambulance Association – Approve Allocation for New Ambulance and First Responder Vehicle**

**MOTION:**

Selectman Haney moved to amend the agenda to add Oxford Ambulance Association – Approve Allocation for New Ambulance and First Responder Vehicle. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**5. 2013 Board of Selectmen’s Regular Meeting Schedule – Approve**

**MOTION:**

Selectman Haney moved to amend the agenda to add 2013 Board of Selectmen’s Regular Meeting Schedule – Approve. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**6. Conservation Commission/Inland Wetlands Commission – Re-Appoint Susan Purcella Gibbons**

**MOTION:**

Selectman Haney moved to amend the agenda to add Conservation Commission/Inland Wetlands Commission – Re-Appoint Susan Purcella Gibbons under Appointments. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**7. Stop Signs for Harpin, Upson and Wilson Roads**

**MOTION:**

Selectman Haney moved to amend the agenda to add Stop Signs for Harpin, Upson and Wilson Roads. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

## **APPOINTMENTS**

### **1. 2013 Oxford Center Volunteer Fire Company Chief – Re-Appoint Scott Pelletier**

#### **MOTION:**

Selectman McKane moved to re-appoint Scott Pelletier as the 2013 Oxford Center Volunteer Fire Company Chief as presented and recommended in their letter dated 11/12/12. This was seconded by Selectman Haney. All (3) Ayes. Motion carries.

### **2. 2013 Riverside Volunteer Fire Company Chief – Re-Appoint Ronald Prajer**

#### **MOTION:**

Selectman McKane moved to re-appoint Ronald Prajer as the 2013 Oxford Riverside Volunteer Fire Company Chief as presented and recommended in their letter dated 11/14/12. This was seconded by Selectman Haney. All (3) Ayes. Motion carries.

### **3. Web Site Committee – Appoint David Heim**

#### **MOTION:**

Selectman McKane moved to appoint David Heim, of 330 Quaker Farms, to the Web Site Committee with a term to commence on 1/1/13 and expire on 12/31/17. This was seconded by Selectman Haney. All (3) Ayes. Motion carries.

### **4. Conservation Commission/Inland Wetlands Commission – Re-Appoint Susan Purcella Gibbons**

#### **MOTION:**

Selectman McKane moved to re-appoint Susan Purcella Gibbons, of 30 Little Punkup Road, to Conservation Commission/Inland Wetlands Commission with a term to commence 1/1/13 and expire 12/31/15. This was seconded by Selectman Haney. Discussion: Selectman McKane noted that she has been a member for many years and has attended numerous conferences and meetings and is very knowledgeable. All (3) Ayes. Motion carries.

## **AUDIENCE OF CITIZENS**

None.

## **NEW BUSINESS**

### **1. Hire Temporary Zoning Enforcement Official**

No action taken.

### **2. Troop 1 Boy Scouts Ornament Presentation**

Joe Birch, Scoutmaster of Boy Scout Troop 1 and several scouts from the troop attended the meeting. Kyle Barrett, Senior Patrol Leader presented the Selectmen with the 2012 pewter ornament. First Selectman Temple thanked them for attending and noted that he appreciated receiving the ornament for the Town Hall Christmas tree.

### **3. Hurricane Sandy Certificates of Appreciation Presentation**

First Selectman Temple spoke about the outstanding job that the members of the emergency service organizations in Town did during and after Hurricane Sandy. He awarded certificates of recognition to Scott Pelletier, Emergency Manager for Oxford and Chief of Center Fire House, Andrew Coy of Quaker Farms Fire House, Ron Prajer of Riverside Fire House, Jerry Schwab of Oxford Ambulance and members of the Explorers group. He noted that the organizations and the efficient manner in which the storm was handled was not an accident. Plans and precautions were taken in advance so that the Town was ready to handle the situation. He commented that the generator at the high school needs to be upgraded to improve the shelter and this will be a focus in the future.

### **4. Municipal Endorsement of the Regional Performance Incentive Program 2012 Proposals: Regional GIS Data Development and Web GIS Enhancement and Regional Strategic Plan, for Council of Governments of the Central Naugatuck Valley – Approve and Authorize First Selectman to Sign**

#### **MOTION:**

Selectman Haney moved to endorse two Regional Performance Incentive Program 2012 proposals of the Council of Governments of the Central Naugatuck Valley: namely, a Regional GIS Data Development and Web GIS Enhancement project and a Regional Economic Strategic Plan and to authorize First Selectman to sign. This was seconded by Selectman McKane. Discussion: This is made at the request of Grant Writer, Kathleen O'Neill and will upgrade the Town. All (3) Ayes. Motion carries.

**5. Cheyenne Road Property Donation**

**MOTION:**

Selectman McKane moved to accept the donation of property located on Cheyenne Road, identified on the Assessors map as Map, 35, Block, 75, Lots 196 and 197 consisting of 0.23 acres, from Lisa A. O'Donnell of 15 Oak Ridge Drive in Newtown as requested in her undated letter. This was seconded by Selectman Haney. Discussion: First Selectman Temple asked that a memo be sent to the assessor asking her to find out if adjacent property owners are interested in purchasing this parcel. All (3) Ayes. Motion carries. *This will be forwarded to the Tax Assessor and Tax Collector.*

**6. Sikorsky Aircraft Corporation Plant Protection Supplemental First Responders Letter of Endorsement – Approve and Authorize First Selectman to Sign**

**MOTION:**

Selectman McKane moved to approve the endorsement of Sikorsky Aircraft Corporation Plant Protection's Supplemental First Responders for their facility and properties located at 300 Christian Street, Oxford Airport and to authorize the First Selectman to sign the endorsement letters. This was seconded by Selectman Haney. Discussion: Jerry Schwab commented that he suggests that joint training take place between Sikorsky Aircraft and the Town to ensure that they work well together in the event of an emergency.

Selectman McKane amended his motion to approve the endorsement of Sikorsky Aircraft Corporation Plant Protection's Supplemental First Responders for their facility and properties located at 300 Christian Street, Oxford Airport and to authorize the First Selectman to sign the endorsement letters and that a joint training exercise be conducted between all affected emergency responders. Second by Selectman Haney. Discussion: Scott Pelletier noted that all fire stations would be involved in this training as they have been before. All (3) Ayes. Motion carries.

**7. Additional Voting Site Appropriation Request – Fire Department and Oxford Ambulance Association**

**MOTION:**

Selectman Haney moved to approve an additional voting site to be located at the sewer pumping station at 100 Oxford Road and to approve the funding, in an amount not to exceed \$50,000 to be taken from finance contingency which includes the utility work, the site work and foundation work, as requested and presented by the Fire Chief in his letter dated 11/15/12 and the Executive Director of Oxford Ambulance in his letter dated 11/15/12. This was seconded by Selectman McKane. Discussion: Scott Pelletier informed the Board that the voting site is essentially a receiver site. He explained that the

south end of town has poor service for the portable radios that the Fire Department and other emergency service organizations use. This causes delays in responding to emergencies which is unacceptable. The additional voting site is needed and will eliminate the problem with portable radios. Jerry Schwab gave an example of the delay in emergency response time due to the need for the additional voting site. All (3) Ayes. Motion carries. *This will be forwarded to the Board of Finance.*

**MOTION:**

Selectman Haney moved to approve the bid from Utility Communications, of 920 Sherman Avenue in Hamden, in the amount of \$36,000, to complete the necessary work for the voting site to be located at the sewer pumping station at 100 Oxford Road as requested and presented by the Fire Chief in his letter dated 11/15/12. This was seconded by Selectman McKane. Discussion: First Selectman Temple asked if this meets with the required bid procedure. Scott answered yes. All (3) Ayes. Motion carries. *This will be forwarded to the Board of Finance.*

**8. Resolution to Withdraw Incentive Housing Zone Regulations Application – Approve and Authorize the First Selectman to Sign**

**MOTION:**

Selectman Haney moved to approve the following Resolution to Withdraw Incentive Housing Zone Regulations Application:

**WHEREAS:**

1. On or about October 5, 2011, the Board of Selectmen adopted a Resolution by a vote of 2 to 1 which authorized the submission of the Zone Adoption Application under the Housing for Economic Growth Program referenced in General Statutes 8-13 (m-x) (the "Application"); and
2. On or about October 6, 2011, the Application was signed and submitted to the State of Connecticut Office of Policy and Management; and
3. The State of Connecticut Office of Policy Management has yet to act on the Application.

**NOW THEREFORE,** the Board of Selectmen resolves as follows:

1. Due to material change in circumstances concerning some of the property referenced in the Application, the Board of Selectmen hereby determines that the Town of Oxford should not proceed with the Application as submitted; and
2. George R. Temple, First Selectman of the Town of Oxford is hereby designated as an individual authorized to submit a letter to the State of Connecticut Office of Policy Management formally withdrawing the Application; and

3. The Town of Oxford and the Planning & Zoning Commission should continue to review appropriate locations and appropriate regulations for Incentive Housing under the Housing for Economic Growth Program, and resubmit an application if necessary.

This was seconded by First Selectman Temple. Discussion: First Selectman Temple noted that Kathleen O'Neill found that the Town will not have to repay any portion of the grant that was received and this will have no affect on grants that are applied for in the future. A public hearing was held regarding the affordable housing regulations which they will protect the Town. He noted that he is against the incentive housing zone. Selectman McKane respectfully disagreed with First Selectman Temple's opinion. His concern is that incentive housing will be likely to happen at some point in time. He suggested that while we are looking at affordable housing regulations, perhaps we should look at incentive housing regulations and combine them. Selectman Haney commented that affordable housing and incentive housing will come due to the fact that it is State mandated. He noted that he is in favor of this and the regulations need to be written so that this type of project will fit the Town. Vote: (2) Ayes (1) Nay by Selectman McKane. Motion carries. This Resolution will be certified by the Town Clerk.

**9. Establish Ad Hoc Tax Collector Action Committee**

**MOTION:**

Selectman Haney moved to establish an Ad Hoc Tax Collector Action Committee to recoup money lost from the theft of the previous Tax Collector and to seek advice from the Superior Court and to appoint the following members: Finance Director Jim Hliva, Town Counsel Kevin Condon, Board of Finance member Jack Kiley and Sharon Scinto. This was seconded by Selectman McKane. Discussion: First Selectman Temple commented that this committee is being formed to handle issues such as the \$10.2 Million suspense list. He noted that no decision has been made on this topic by the Court system. He also noted that he wants research done to find out where and how the prior tax collector spent the money that was taken from the Town. The committee will work on this matter. The meetings will be open to the public. All (3) Ayes. Motion carries.

**10. Adjust Town Hall Hours on December 31, 2012**

**MOTION:**

Selectman Haney moved to adjust the Oxford Town Hall hours on Monday, December 31, 2012 as follows: Town Hall will be opened on Monday, December 31, 2012 from 9:00 AM – 5:00 PM. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**11. Appoint Tax Collector**

*No action required on this matter as Acting Tax Collector was approved on 9/5/12.*

First Selectman Temple noted that Sharon Scinto will remain a union employee at this time. She will have the option to run for the position of Tax Collector in November 2013 and may be elected at that time.

**12. Hire Assistant Tax Collector**

**MOTION:**

Selectman Haney moved to have Ashley Rossi, of 19 Laura Lane, remain as the Temporary Tax Collector Clerk, with the same rate of pay, but to include benefits retro-active as of November 1, 2012. This was seconded by Selectman McKane. Discussion: First Selectman Temple commented that Ashley will become a union employee due to this action. The Town will post the position of Tax Collector Clerk and any union employee may apply for the position. The matter of Ashley's employment will be revisited at the next regular meeting. All (3) Ayes. Motion carries.

**MOTION:**

Selectman Haney moved to approve the job description for the Tax Collector Clerk, as presented. This was seconded by First Selectman Temple.

MOTION to waive the reading of the Tax Collector Clerk job description and make it a part of the record (attached hereto as Exhibit A) made by Selectman Haney. Second by Selectman McKane. Motion carries.

All (3) Ayes. Motion carries. *This change is to correct the Title and content of the job description from Tax Collector Clerk/Finance Clerk to Tax Collector Clerk and to change the duties so they relate to the Tax Collectors Office ONLY.*

**13. Hire Part-Time Tax Collector Clerk**

**MOTION:**

Selectman Haney moved to hire Marie Kashuba, of 313 Chestnut Tree Hill Road, as the Part-Time Tax Collector Clerk, with a pay rate of \$13.50 per hour, beginning Monday, December 10, 2012 with the following hours: Mondays 4:00 PM – 7:00 PM, Wednesdays and Fridays 9:00 AM – 5:00 PM. This was seconded by First Selectman Temple. Discussion: First Selectman Temple noted that Marie is the Oxford High



School cheerleader coach, is an MBA and graduated from UCONN. All (3) Ayes.  
Motion carries.

**14. Oxford Cultural Arts 2013 Gallery of Art Showcase Exhibit – Approve Use of Town Hall**

**MOTION:**

Selectman Haney moved to approve the use of the Town Hall Meeting Room and grounds, including parking lots and gazebo, on Friday, May 24<sup>th</sup>, Saturday, May 25<sup>th</sup> and Sunday, May 26<sup>th</sup> 2013 for the Oxford Cultural Arts 2013 Gallery of Art Showcase Exhibit; as the requested in their letter dated 11/30/12. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**15. FY 2012 – 2013 Transfer Requests**

**MOTION:**

Selectman Haney moved to approve the following FY 2012 – 2013 transfer request as presented and recommended by the Finance Director in his letter dated 12/4/12:

TO:	Planning & Zoning	Wages Overtime	5430-521-1000	\$2,000.00
FROM:	Planning & Zoning	Engineering Fees	5430-598	\$2,000.00

Second by Selectman McKane. Discussion: Jim Hliva noted that this transfer is for wages overtime for the clerk due to extra work in the department. It was noted that the line item is not over expended at the current time. Selectman McKane withdrew his second to the motion. First Selectman Temple seconded the Motion to approve. Discussion: The board commented that they need more information. All (3) Nays.  
Motion fails.

**MOTION:**

Selectman Haney moved to approve the following FY 2012 – 2013 transfer request as presented and recommended by the Finance Director in his letter dated 12/4/12:

TO:	Town Hall	Vehicle Maintenance	5545-613	\$815.65
FROM:	Finance Contingency	Finance Contingency	5320-560-5320	\$815.65

This was seconded by Selectman Haney. Discussion: The repairs are for routine maintenance. All (3) Ayes. Motion carries. *This matter will be forwarded to the Board of Finance.*

**16. Tax Refunds**

**MOTION:**

Selectman Haney moved to approve the tax refunds, totaling \$5,939.64 as presented and recommended by the Acting Tax Collector in her letter dated 12/4/12 and to authorize two signatures. This was seconded by Selectman McKane. Discussion: The report was reviewed by the Selectmen. Selectman Haney withdrew his Motion to Approve. Selectman McKane withdrew his Second to the Motion.

MOTION to table made by Selectman McKane. This was seconded by First Selectman Temple. All (3) Ayes. Motion carries.

**17. Report of First Selectman**

On behalf of the Board of Selectmen, First Selectman Temple awarded a Certificate of Appreciation to Sgt. Dan Semosky and members of the Oxford Police Department for their outstanding performance during Hurricane Sandy.

First Selectman Temple noted that it is the 150 year anniversary of the Emancipation Proclamation. He received a letter from the Armistad Committee to announce the anniversary.

The Oxford Girl Scouts will hold a Coat Drive on 12/15/12 from 9 a.m. to 12 p.m. at Town Hall.

Lake Zoar Authority had a surplus of \$16,551.09 and Oxford received a refund of \$7,755.52.

**AMENDMENTS**

**1. FEMA Grant Blanket Resolution – Approve and Authorize the First Selectman to Sign**

**MOTION:**

Selectman McKane moved to approve the following FEMA Grant Blanket Resolution and authorize the First Selectman to sign, as presented and recommended by the Grant Writer in her letter dated 12/3/12:

**RESOLVED**, that the Oxford Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Management Homeland Security any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that George R. Temple, as First Selectman of the Oxford Board of Selectmen is authorized and directed to execute and deliver any and all documents on behalf of the Oxford Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including but not limited to, executing and delivering all agreements and documents contemplated by such documents.

This was seconded by Selectman Haney. All (3) Ayes. Motion carries.

**2. Library Planning & Building Committee – Approve Soil Scientist Bid**

**MOTION:**

Selectman Haney moved to accept the bid proposal from Soil Resource Consultants, of Meriden, as presented, for the wetlands delineation services for the Oxford Library Project on Great Oak Road and as recommended by the Library Planning & Building Committee. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**3. Oxford Ambulance Association – Approve Additional Appropriation**

*Jerry Schwab attended the meeting.*

**MOTION:**

Selectman Haney moved to approve an additional appropriation, in the amount of \$10,000.00, for the Oxford Ambulance Association to be applied to their vehicle maintenance line item as they presented and requested in the Executive Director in his letter dated 11/18/12, received 12/4/12. This was seconded by Selectman McKane. Discussion: Jerry indicated that the department is out of money in this line item. The department had requested more funds for this item during the budget process but a cut was made to the request. He commented that vehicles are being used longer than their useful life which is causing higher vehicle maintenance costs. All (3) Ayes. Motion carries. *This matter will be forwarded to the Board of Finance.*

**4. Oxford Ambulance Association – Approve Allocation for New Ambulance and First Responder Vehicle**

**MOTION:**

Selectman Haney moved to approve an allocation, in the amount not to exceed \$198,000, for the purchase of a new ambulance (\$170,000) and a new first responder vehicle (\$28,000) as presented and requested by the Oxford Ambulance Association Executive

Director in his letter dated 12/18/12, received 12/4/12. This was seconded by Selectman McKane. Discussion: Jerry indicated that this request has been made for the last couple years. The Board of Selectmen approved the request in the last budget and the Board of Finance denied the request. Jerry provided a call report for the Board to review which shows an increase in call volume this year. Discussion ensued about staff for a third ambulance. Jim Hliva commented that there are other departments that have indicated that they will also need new vehicles and will make requests in their new budgets. He recommended that he and the Selectmen have a meeting next week to discuss the matter and they agreed. A special meeting will be scheduled.

Selectman Haney withdrew his Motion to approve. Selectman McKane withdrew his Second.

Selectman Haney moved to Table this item. Second by First Selectman Temple. All (3) Ayes. Motion carries.

**5. 2013 Board of Selectmen's Regular Meeting Schedule – Approve**

**MOTION:**

Selectman Haney moved to approve the 2013 Board of Selectmen's Regular Meeting Schedule, as follows:

January 2, 2013 *	July 3, 2013
January 16, 2013	July 17, 2013
February 6, 2013	August 7, 2013
February 20, 2013	August 21, 2013
March 6, 2013	September 4, 2013
March 20, 2013	September 18, 2013
April 3, 2013	October 2, 2013
April 17, 2013	October 16, 2013
May 1, 2013	November 6, 2013
May 15, 2013	November 20, 2013
June 5, 2013	December 4, 2013
June 19, 2013	December 18, 2013

\* Special Meeting per Town Charter  
Meetings to be held at 7:30 PM.

This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

6. **Stop Signs for Harpin, Upson and Wilson Roads**

**MOTION:**

Selectman Haney moved to approve the installation of three (3) stop signs at the three-way intersection of Harpin, Upson and Wilson Roads as recommended by the Resident State Trooper in his letter dated 12/5/12. Second by Selectman McKane. All (3) Ayes. Motion carries.

**AUDIENCE OF CITIZENS**

David Stockard of 144 Punkup Road thanked the Board for reviewing the incentive housing plan. He felt it was a bad decision for the Town to begin with and now feels that the Town is on the right track with the regulations set by the Zoning board.

John Pearson of Towantic Hill Road spoke about the Ad Hoc Tax Collector Committee. He asked if expenditures incurred by the committee will be paid by the prior tax collector. First Selectman Temple noted that the Town will work toward recovering any costs she has caused.

**ADJOURNMENT**

**MOTION:**

Selectman Haney moved to adjourn the meeting at 9:10 PM. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

Respectfully submitted, subject to approval

*Marni Soss*

Marni Soss, Board of Selectmen Clerk

12 DEC -7 PM 4:37  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK

**TAX COLLECTOR CLERK****TITLE: TAX COLLECTOR CLERK****GENERAL DESCRIPTION:**

This is a very responsible technical and clerical position involving the collection, documentation and reporting of Municipal taxes, WPCA Sewer bills, and Aircraft billing. This position assists throughout the day within the tax office. This position is in place to perform work related to the Tax Office, including but not limited to taxpayers, the Tax Collector, heavy phone volume, attorneys, title searchers, etc. The Tax Collector Clerk ultimately reports to the Tax Collector in a professional demeanor with the utmost of respect for the taxpayers he/she serves.

**Essential Job Functions:**

- Communicate effectively both orally and in writing
- Operate computer terminal, validators, fax machine, remote bank deposit, and other office equipment as needed to complete the tasks of the job.
- Receive and respond to public inquiries relative to taxes both current and delinquent, on the telephone, in writing and in person...
- Read, interpret, apply and explain all rules, regulations, policies and procedures as needed relative to the Tax Office and as directed by the Tax Collector or designee
- Maintain cooperative and effective working relationships with elected and appointed officials, town employees and members of the public
- Ability to balance daily activity at the end of the day, week, month and year

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Helps in sending out bills for July and January; collection of all taxes pertaining to Grand List, Sewer Assessments, User Fees and Aircraft – keeps delinquencies in order and applies appropriate interest; liens and releases property at direction of Tax Collector. Must have an excellent rapport with the public, both on the telephone and in-person contact.

**DESIRABLE MINIMUM QUALIFICATIONS:****Training and Experience:**

Graduation from high school, preferably with courses in Microsoft, Excel and bookkeeping and two (2) years experience in clerical work involving banking or allied fields; or an equivalent combination of employment and training which will provide the knowledge, skills and abilities required.

**KNOWLEDGE, SKILL, AND ABILITIES:**

- Considerable skills in business mathematics
- Good ability to enforce regulations with firmness and tact

**SPECIAL REQUIREMENTS:**

None

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work performed in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quiet.

### GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.