

AGENDA

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

RECEIVED DEC 29 2022 <sup>@375 pm</sup>  
REGULAR MEETING  
Tuesday, January 3, 2023  
TIME: 7:00 P.M.

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

**Councilor Evans**  
5. Adoption of Agenda

6. Communications and Reports from the Town Manager

7. Public Input for Items on the Agenda

Public Input shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes.

**Councilor Koboski**  
8. Adoption of Minutes of Previous Meetings

**Approval of December 19, 2022 Town Council Meeting Minutes**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of December 19, 2022.

9. Communication from Liaisons, Officers, and Boards Directly Responsible to Council

10. Reports from Committees

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves the time and invites the public to be heard during **Public Input** of each Public Meeting, as follows:

**Item #7: Public Input on Agenda Items Only**

**In-Person Meetings:**

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member violates these rules, or if, upon the advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

**Virtual Meetings:**

Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. When recognized by the Mayor, the speaker(s) shall approach the lectern, and give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any member of the Council with the consent of a majority of the Council present. Town Council members will not respond to any public comments/questions. Emails sent to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov) will only be read into the record. A Council member who brings an email forward will read the email into the record. No email shall be read if the substance of such email, at the discretion of the Mayor or any Council member, violates these rules, or if, upon the advice of the Town Attorney, would otherwise be improper. A Council member or the Mayor shall advise the rest of the Council in writing through the Clerk of the Council their objection to the email being read prior to the call of the meeting.

**Item #15: Second Public Input - on any matter over which the Council has Jurisdiction**

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**11. Consent Agenda**

[All items listed under this section are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the Agenda.]

**A. First Reading**

None.

**Councilor Gamble**

**B. Second Reading**

**1) Resolution appointing Paul Mozzicato (R) as a member of the Patriotic Commission**

**BE IT RESOLVED**, that the Town of South Windsor hereby appoints Paul Mozzicato (R) as a member of the Patriotic Commission to fill the vacancy of Leigh Lovering for a term ending December 31, 2025.

**C. Miscellaneous**

None

**12. Unfinished Business**

None.

**13. New Business**

**A. Discussion item: Amending the Social Justice & Racial Equity Commission Ordinance**

**Councilor Lydecker**

**B. Resolution acknowledging January 6, 2023 as the South Windsor United Democracy Day**

**WHEREAS**, the South Windsor Town Council voted on February 1, 2021 to recognize our community's support for democracy through South Windsor; and

**WHEREAS**, democracy is the cornerstone of our laws for all communities around the country, and it is our democracy that unites us as a nation; and

**(13 B New Business cont.)**

**WHEREAS**, the Town of South Windsor and its leaders are committed to guiding, fostering, and demonstrating peaceful and respectful communications among each other and in keeping the ideals of our country alive within our community; and

**WHEREAS**, it is this partnership with all of our citizens that keep the ideals of our country and our community alive

**THEREFORE, BE IT RESOLVED**, that the South Windsor Town Council hereby designates an annual South Windsor United Democracy Day to be held each year on January 6.

**Councilor Koboski**

**C. Resolution adopting the Budget Policy Statement for the 2023/2024 fiscal year**

**WHEREAS**, the South Windsor Town Council, in preparation for the upcoming budget, would like to establish a Budget Policy Statement; and

**WHEREAS**, the policy has been presented to the Town Council for their review; and

**WHEREAS**, the Budget Policy Statement for the Town of South Windsor will give direction to all Town departments and the Board of Education as they formulate their budgets

**THEREFORE, BE IT RESOLVED**, that the South Windsor Town Council hereby adopts the Budget Policy Statement for the Fiscal Year 2023/2024 Budget as shown in attached exhibit A

**Councilor Lopez**

**D. Resolution approving the Town Hall and Town Hall Annex Operating Hours**

**WHEREAS**, on August 12, 2020, the Non-Bargaining Management employees adjusted their working hours so that the Town Hall could be open until 7pm on Mondays to better serve the public during the pandemic; and

**WHEREAS**, the Town Manager was approached by both the UPSEU Municipal Union and the NIPSEU Professional Union to have the union members' hours be that of the Non-Bargaining Management employees; and

**WHEREAS**, in an effort to retain employees and promote a healthy work-life balance, the Town Manager is recommending that the Town Council support the UPSEU and NIPSEU unions' request to change the Town Hall and Town Hall Annex operating hours; and

**WHEREAS**, the new Town Hall and Town Hall Annex operating hours will be Monday from 8 am to 7 pm, Tuesday through Thursday from 8 am to 4:30 pm, and Friday from 8 am to 1 pm;

**(13 D New Business cont.)**

**THEREFORE, BE IT RESOLVED**, the South Windsor Town Council does hereby approve the new Town Hall and Town Hall Annex operating hours with an effective start date of February 6, 2023.

**Councilor Kozikowski**

**E. Resolution approving the refund of taxes to fifteen (15) taxpayers for a total of \$4,490.54**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves a refund of taxes to fifteen (15) South Windsor taxpayers, the total of said refund being \$4,490.54 and as more fully described on attached **exhibit B**

**Councilor Evans**

**F. Resolution reappointing William Keohane to the Redevelopment Agency**

**BE IT RESOLVED**, that the South Windsor Town Council hereby reappoints William Keohane to the Redevelopment Agency for a term ending December 31, 2026.

**14. Passage of Ordinance**

**None.**

**15. Public Input for Any Matter**

Public Input for any other matter shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item. The speaker(s) shall limit their speaking time to five (5) minutes.

**16. Communications from the Council**

**17. Executive Session**

(Please invite Town Manager, Michael Maniscalco, Assistant Town Manager, Mrs. Perry and Assistant Town Manager, Mr. Roberts and any other appropriate personnel deemed necessary).

**None.**

**18. Adjournment**



## **EXHIBIT A**

# **TOWN OF SOUTH WINDSOR FISCAL YEAR 2023-2024 Town Council Budget Policy Statement**

## **GENERAL STATEMENT**

The Town of South Windsor's annual budget is a document that creates a financial plan for the fiscal year and determines the financial impact on property owners. Per the Town Charter, Section 704, the Town Council will review and approve or amend the proposed Board of Education Budget, General Government Budget, Capital Budget, and Debt. The purpose of this budget policy statement is to provide guidance to the Town Manager concerning the creation and presentation of the proposed annual budget.

## **OBJECTIVE**

The proposed FY 2023-2024 Budget shall:

1. Be presented to the Town Council and residents as early as possible.
2. Be presented utilizing the safest method possible with consideration of public health.
3. Ensure taxpayers have input in the budget process by utilizing public hearings, the Town website, local newspaper notices, the "Citizens Guide to the Budget" (town website), and during public input at Town Council and/or the Board of Education meetings.
4. Maintain transparency through various forms of distribution of the budget documents.
5. Reflect the guidelines and goals presented here as well as projected revenue, anticipated State of CT funding, and current economic conditions.
6. Maintain or increase the current level of services.
7. Leverage Grand List growth to offset budget increases.

## **2023-2024 BUDGET GOALS**

- A. Continue to ensure public safety, health, and welfare for all residents of all ages and to meet the diverse needs of our community (ref - #5 & #6 Strategic Plan).
- B. Create a position of a full time Economic Development Coordinator.
- C. Attempt to avoid using "Fund Balance" to lower the annual mill rate or pay for the Town's operating expenses (ref - #1 Strategic Plan).

## EXHIBIT A

- D. Attempt to avoid using the “Tax Stabilization Fund” to lessen the burden of tax increases on residents unless necessary.
- E. Realize efficiencies and cost savings through review and analysis of the current operational practices that may be redundant, no longer necessary, or can be delivered in a cost-efficient manner (ref - #4 Strategic Plan).
- F. Maintain or reduce personnel service costs, where possible, attrition, and/or labor negotiations (ref - #4 Strategic Plan).
- G. Appropriate sufficient funding for the Capital Improvement Plan after the Town Council evaluates and approves the proposed budget and projects for maintenance, service, or repairs (ref - #3, #4, #6 Strategic Plan).
- H. Continue to support in investments, upgrades or improvements to the town’s infrastructure.
- I. Conservatively estimate State revenues in preparation for the State’s reduction in funding (ref - #1 Strategic Plan).
- J. Seek cost-savings by pursuing regional sharing of services when practical without negatively impacting the level of services delivered to the residents of South Windsor.
- K. Support the continued efforts to grow the tax stabilization fund (ref - #1 Strategic Plan).
- L. Work to realize efficiencies and cost savings for taxpayers.
- M. Continue to evaluate and apply for grant opportunities based on the costs and benefits they provide to the Town.





JENNIFER R. HILINSKI SHIRLEY, CCMC, CCMO  
COLLECTOR OF REVENUE

EXHIBIT B

# MEMO

**DATE:** December 20, 2022  
**FROM:** Linda Russell  
**TO:** Amanda Poma –Clerk of the Council  
**SUBJECT:** Refund Batch #11 for Town Council – January 3, 2023 Agenda  
**CC:** Michael Maniscalco, Town Manager  
Patricia Perry, Director of Finance  
**# OF PAGES:** 2

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

I respectfully request the Town Council's consideration and approval of 15 refunds totaling \$4,490.54, as noted on the attached report. All refund requests received by December 15, 2022 are included.



Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
BROWN MICHAEL P	2021-03-0052727	2019/974WCU/NM0LS7F25K1387101	Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.	(521.63)
HARRISON ELIZABETH S	2021-03-0059574	2003/633YRM/2D46P44L43R208076	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(28.44)
HAYES JONATHAN J	2021-03-0059690	2006/AY80556/1ZVFT80N56523056	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(61.35)
HONDA LEASE TRUST	2020-03-0060174	2017/AJ91684/3CZRU6H51HM712499	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(272.27)
HONDA LEASE TRUST	2021-03-0060166	2019/AF80247/2HGF2F87KH538947	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(272.17)
HONDA LEASE TRUST	2021-03-0060173	2017/AJ91684/3CZRU6H51HM712499	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(467.10)
HONDA LEASE TRUST	2021-03-0060201	2019/AS63470/SFNYP6H52KB045675	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(488.23)
JOHN FITCH LLC	2021-01-0004734	1315 JOHN FITCH BLVD	Sec. 12-129 Refund of Excess Payments.	(1550.12)
LEGASSIE DANA W JR	2021-03-0063279	2014/168CCU/1GTV2TEH9EZ261503	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(83.68)
SAEED DASTGIR	2021-03-0069804	2001/6AEFF6/JN1CA31D91T841346	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(14.83)
SAEED DASTGIR	2021-03-0069805	2004/AS99929/1HGCM66594A076681	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(120.43)
TAYLOR REMY E	2021-03-0072147	2018/133SHY/5N1AT2MV5IC709435	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(367.61)
TOYOTA LEASE TRUST	2021-03-0072684	2020/AK27617/2T3G1RFVXLC082940	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(60.09)
TOYOTA LEASE TRUST	2021-03-0072776	2020/AZ10604/5TDFZRBH5LS045756	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(93.16)
VCFS AUTO LEASING CO	2021-03-0073332	2019/AU54442/YV4A22PK1K1J503600	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(90.43)
<b>Total of 15 refunds</b>				<b>(4490.54)</b>

Drafted by:

*Linda Russell*

Linda Russell, CCMC  
Deputy Collector of Revenue

Date:

12/16/2022

Approved by:

*J. Hillinski-Shirley*

Jennifer R. Hillinski-Shirley, CCMC, CCMO  
Collector of Revenue

Date:

19 Dec 2020

