

AGENDA

TOWN COUNCIL
VIRTUAL MEETING

REGULAR MEETING
MONDAY, JUNE 15, 2020
TIME: 7:00 P.M.

To view this meeting, please tune into Channel 16 if your provider is Cox Cable, Channel 6082 if your provider is Frontier, or go to gmedia.swagit.com/live.

To make public comments over the phone at the June 15, 2020 Town Council Meeting, please call 855-925-2801 and use Code 9324.

After Roll Call is complete, Mr. Gary Pitcock will present the Town Council with Historical Documents for the 175th Anniversary.

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

5. Adoption of Agenda
(Councilor Snyder)

6. Communications and Reports from Town Manager

7. Public Input

The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov. Town Council members will not respond to any public comments/questions.

8. Adoption of Minutes of Previous Meetings
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Virtual Regular Meeting Minutes of June 1, 2020.

9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council (Communications can be emailed to TownCouncilComments@southwindsor-ct.gov)

10. Reports from Committees (Committee Reports can be emailed to TownCouncilComments@southwindsor-ct.gov)

AGENDA

Regular Meeting – Town Council

Monday, June 15, 2020

11. Consent Agenda

[All items listed under this section are considered to be 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.]

(Councilor Delnicki)

Motion to Approve Agenda Item 11.a.A. for a First Reading on the Consent Agenda

a. First Reading

A. Resolution Appointing Nick Jones (R) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby appoints Nick Jones (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, to fill an expired term of Jonathan Foster and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

b. Second Reading

None

c. Miscellaneous

None

12. Unfinished Business

A. Resolution Establishing a Policy and an Application as Provides for the Display of Commemorative or Organization Flags (Postponed from the June 1, 2020, Town Council Meeting)

(Councilor Lopez)

(Resolution Continued on Next Page)

AGENDA
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12. A. (Continued)

WHEREAS, requests to fly a commemorative or organization flag on a Town of South Windsor flag pole must be made at a regularly scheduled Town Council meeting; and

WHEREAS, an application form must be submitted for any requests to fly a commemorative or organization flag on a Town of South Windsor flag pole; and

WHEREAS, the flag request must meet the guidelines within the policy established by the Town South Windsor Town Council

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the 2020 Flag Flying Policy (**Exhibit A**) and Application Form (**Exhibit B**).

13. New Business

A. Discussion Item: Police Department Standard Operating Policies and Procedures (*requested by Mayor Paterna*) (*Chief Scott Custer to be present*)

B. Resolution Waiving the Competitive Bidding Process for DNR Laboratories (Councilor Maneeley)

WHEREAS, the Town of South Windsor Information Technology Department will be receiving the Public, Educational, and Governmental Programming and Educational Technology Investment Account Grant in the amount of \$62,096.96, in order to make additions and improvements to the recording and broadcast configuration in Town Hall; and

WHEREAS, a great deal of the current configuration, including the two main broadcast servers, was installed, programmed, and is supported by DNR Laboratories, LLC; and

WHEREAS, given the specialized nature and complexity of our AV setup, DNR's first-hand knowledge of that setup, and the fact that the new equipment will need to seamlessly integrate with our current setup that was configured by DNR; and

WHEREAS, the grant has a set timeline for procuring equipment and service that we need to adhere or risk being disqualified from the grant; and

(Resolution Continued on Next Page)

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13. B. (Continued)

WHEREAS, DNR has already quoted the project

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bidding process.

C. Resolution Accepting the Fiscal Year 2019/2020 Suspense List
(Councilor Hockenberry)

BE IT RESOLVED that the South Windsor Town Council hereby accepts the Fiscal Year 2019/2020 Suspense List as proposed and submitted to the Town Council by the Collector of Revenue.

D. Resolution Approving an Amendment to the Emergency Contingency Plan for Elections
(Deputy Mayor Pendleton)

WHEREAS, according to Connecticut State Statute 9-174a-1, an Emergency Contingency Plan for Elections must be instituted by each municipality; and

WHEREAS, on February 18, 2014, the South Windsor Town Council approved an Emergency Contingency Plan for Elections; and

WHEREAS, since that time, there are amendments proposed, which includes the addition of Section 26 to the plan that explains steps to be taken if a pandemic occurs

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves an amendment to the Emergency Contingency Plan for Elections, as shown in attached, **Exhibit C**.

E. Resolution Committing \$100,000 of Anticipated Surplus for Fiscal Year Ending June 30, 2020, for the Purpose of Funding Future Year Costs due to COVID-19
(Councilor Maneeley)

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

(Resolution Continued on Next Page)

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13. E. (Continued)

WHEREAS, the South Windsor Town Council has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council elects to commit \$100,000 of the anticipated surplus for the fiscal year ending June 30, 2020, for the purpose of funding future year costs due to COVID-19.

F. Resolution Approving Transfers to the Pension Fund and Capital Improvement Fund
(Councilor Snyder)

WHEREAS, the Town of South Windsor has managed its budget well in conjunction with a light winter and will have a surplus of funds from the fiscal year 2019-2020; and

WHEREAS, the Town of South Windsor fiscal year 2020-2021 budget was reduced using expected surplus funds from the fiscal year 2019-2020

WHEREAS, the South Windsor Town Council has the authority to appropriate budgeted funds per Section 701 of the Town Charter

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the following:

1. A transfer of \$400,000 from Town Health Account to the Capital Project Account; and
2. A transfer of \$150,000 from the Capital Lease Account, \$150,000 from the Town Health Account, and \$100,000 of unencumbered funds in the Pension Account to fund an additional contribution of \$400,000 to the Pension Fund.

G. Resolution Setting a Time and Place for a Virtual Public Hearing to Receive Citizen Input on Supporting the Use of Absentee Ballots for the General Election in November 2020
(Councilor Lopez)

(Resolution Continued on Next Page)

AGENDA
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13. G. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, July 6, 2020, at 8:00 p.m. through Thursday, July 9, 2020, at 4:30 p.m.**, as the time and place for a Virtual Public Hearing to receive citizen input on supporting the use of absentee ballots for the General Election in November 2020. The public hearing will be opened on Monday, July 6, 2020, at 8:00 p.m. during the Town Council Meeting and will remain open until Thursday, July 9, 2020, at 4:30 p.m. for the public to comment. The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov.

H. Resolution Creating a Town Council Sub-Committee to Address the Black Lives Matter Movement in South Windsor
(Councilor Evans)

WHEREAS, it is important that the South Windsor Town Council address the issue of systemic racism in our society; and

WHEREAS, the South Windsor Town Council declares Racism as a Public Health Crisis that affects many areas in our community such as housing, health care, education, job training, and employment; and

WHEREAS, the South Windsor Town Council supports the goals of Social Justice and Racial Equality in our community

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council wishes to create a five (5) member sub-committee, appointed by the Mayor, to accomplish two tasks as follows:

1. Establish a Community Conversation event to discuss Black Lives Matter in South Windsor, keeping in mind appropriate guidelines during the COVID-19 pandemic; and
2. Draft a Statement of Support regarding the Black Lives Matter Movement in South Windsor; and

BE IT FURTHER RESOLVED that the sub-committee shall submit the Statement of Support after it is complete to the South Windsor Town Council for approval.

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13. New Business (Continued)

I. Resolution Authorizing the Town Manager to Sign and Execute Employment Agreements with Both Assistant Town Managers
(Councilor Lydecker)

WHEREAS, the Town of South Windsor employs two (2) Assistant Town Managers; and

WHEREAS, the Town of South Windsor, through its Town Manager, would like to solidify and identify the benefits packages for the Assistant Town Managers through an employment agreement; and

WHEREAS, it is good Human Resources practice to have clearly outlined agreements with employees

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute employment agreements with both Assistant Town Managers.

J. Resolution Waiving Competitive Bidding for the Purchase of a 2020 Chevy Silverado 2500
(Councilor Delnicki)

WHEREAS, the truck that the Engineering Department currently uses, truck 7032, is over thirteen years old, has over 99,300 miles, has some significant mechanical problems, and needs to be replaced with a new truck; and

WHEREAS, the replacement of this truck was budgeted for in Fiscal Year 2020 and a replacement fleet truck was ordered on August 16, 2019, from the lowest bid on the State of Connecticut's bid, contract #19PSX016, for \$33,516.24; and

WHEREAS, the delivery of this truck has been delayed due to the COVID-19 pandemic, causing the Town not to have a proposed delivery date for this truck and the dealer is unable to secure a similar truck; and

WHEREAS, the Town has obtained a quote, from a different local dealer, for the purchase of a truck of the same make and model for \$34,127.00

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives competitive bidding for the purchase of a 2020 Chevy Silverado 2500 in the amount of \$34,127.00; and

(Resolution Continued on Next Page)

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13. J. (Continued)

BE IT FURTHER RESOLVED that the South Windsor Town Council authorizes Town Manager Michael Maniscalco to sign an agreement and any necessary documents on behalf of the Town of South Windsor to secure the purchase of this truck for the Engineering Department.

K. **Resolution Approving a Refund of Taxes to Four (4) South Windsor Taxpayers** (Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to four (4) South Windsor Taxpayers, the total of said refunds being \$1,058.29 and as more fully described on attached **Exhibit D**.

L. **Resolution Approving a Request to Fly the Pride Flag** (Deputy Mayor Pendleton)

WHEREAS, the South Windsor Town Council has received an application from the South Windsor High School Sexuality and Gender Alliance (SAGA) who have requested that the Pride Flag be flown during the month of June

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves this request and asks that Town Manager Michael Maniscalco put the Pride Flag up beginning Tuesday, June 16, 2020, on the flagpole at the Emergency Operations Center.

14. Passage of Ordinance

15. Public Input

The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov. Town Council members will not respond to any public comments/questions.

16. Communications from Council

17. Executive Session

A. To discuss a draft agreement that would result in disclosure of public records or information which is exempt from disclosure at this time pursuant to Connecticut General Statutes §1-210(b)(1) – Virtual Net Metering Projects.

18. Adjournment

PROPOSED GUIDELINES for Town of South Windsor Flag Flying Policy:

- *Requests to fly a commemorative or organization flag on a Town flagpole must be made, using the attached Application Form, at a regularly scheduled Town Council meeting;
- *The flag will fly in connection with a specific town or state event, town or state proclamation, or town or state recognition of an event or organization;
- *Commemorative or Organization Flags must be approved by a majority vote of the Town Council; (or the town manager).
- *Approval by the Town Council shall be limited to not more than one commemorative, or organization flag being added to the flagpole for display during any time period;
- *The flag shall be flown for a period not to exceed (two weeks), ~~or one month~~, or for the duration of the associated event;
- *The flag shall be flown no more than once per calendar year;
- *After receipt by Town Hall staff, prior to approval, the request will be sent to the Town Council
- *No flags of commercial, religious or political organizations shall be permitted;
- *No flags of an individual, group or organization shall be permitted whose actions or philosophy are contrary to Town of South Windsor policies or Charter, or enable violence, discrimination, prejudice, or racism;
- * Flags will be flown according to the U.S. Flag Code:

Application for a Flag to be Flown in South Windsor 2020

A request for a flag to be flown in South Windsor should be at minimum of seven days in advance of the date for flag to be flown. The commemorative flag is to be flown on a Town flagpole according to the U.S. Flag Code

Print Name/ Street Address/ City and State

Phone #: _____ Cell #: _____

Date of Request: _____

Name of Flag to be Flown: _____

Flag dimensions must not be larger than: 5' x 9' with grommets for securing the lanyard.

Date (s) Event Requested for: _____

Special Requests: _____

Date to be Raised: _____ Date Lowered _____

Name of person making this request: _____

Signature of person making this request: _____

This Application must remain on file in the South Windsor Town Manager's Office and cannot be submitted more than once in any calendar year.

Signature/Town Manager: _____ Request

Received by Town Manager/Date: _____

Accepted: _____ Approval process by

Town Council: approved _____ (date) denied _____ (date)

Approved by the South Windsor Town Council on: _____

Flag Location: _____

Registrars of Voters
Emergency Contingency Plan
Town of South Windsor

According to Statute 9-174a-1, an emergency contingency plan for elections must be instituted by each municipality. This is South Windsor's contingency plan:

Section 1: All tabulators are tested prior to the election as required by Statute 9-242a-1 to 942a-28. The IVS machines are tested and the voice recordings proofed for accuracy.

Section 2: The Registrar of Voters will maintain a list of poll workers by assignment. These poll workers may be called by the registrars if the moderators request a backup poll worker or the lines in the polling place are such that a new checker's line needs to be opened up.

Section 3: Moderators must call the Registrars of Voters if a poll worker fails to show up after attempts have been made to contact the poll worker. The Registrars will be responsible for getting additional poll workers to the necessary location.

Section 4: Alternate Locations:

Polling Sites	Alternate Sites
District 1 Pleasant Valley School	S. Windsor Fire House Co. 1- 1175 Ellington Road
District 2 Eli Terry School	S. Windsor Fire House Co. 3 - 232 West Road
District 3 SWHS	South Windsor Library - 1550 Sullivan Avenue *
District 4 PR Smith School	Community Center - 150 Nevers Road
District 5 TE Middle School	Orchard Hill School - 350 Foster Street *

*Alternate locations for the High School, 161 Nevers Road and Timothy Edwards Middle School, 100 Arnold Way would only be used if both schools are incapacitated. Due to the size of the schools, if only one is out, the other school could handle the voter population.

All reservations for the locations of the polling places will be in writing. If an emergency occurs, the facilities managers and the Registrars will meet in order to transition from the assigned location to the alternate location.

Section 5: All facilities in South Windsor are town owned and therefore under fire safety compliance. If an issue arises, the Registrar of Voters will notify the Fire Department, Fire Chief and Fire Marshal immediately.

Section 6: A list of contacts to be given to the Moderators. Those contacts will include but are not limited to, police, fire, utilities, facilities management.

Section 7: The Registrars of Voters will retain one package of each type of ballot. This will allow for emergency paper ballots to be delivered to the polling places.

Section 8: Each polling place will have emergency provisions including but not limited to (2) flashlights, first aid kit with manual, battery operated radio, extra batteries, hand sanitizer, bottled water, and nutrition bars. ~~Each polling place is already equipped with two land lines.~~ Moderators that do not have a cell phone will be provided with a temporary one.

Section 9: The day before the election the Registrars will inspect the polling place with the moderators. This will insure the polling place is set up correctly and any accessibility problems can be addressed prior to the opening of the polls.

Section 10: If severe weather is anticipated and the election is still scheduled to go on, the Registrar of Voters will contact the police to assist poll workers that need rides to the polling place. The Registrars will determine how many poll workers would be necessary given the severity of the weather.

Section 11: The Moderator's Duties for opening the polls will be considered as part of the plan and included as an attachment to the plan.

Section 12: Moderators must file a report with the Registrars of Voters. This is beyond the moderator's notes which include issues occurring during the day. The report must contain the problem, all contacts made and the solution to the emergency.

Section 13: Voters will be notified of any changes on polling locations due to an emergency by the Everbridge System, newspaper, and signage. If possible, a first class mailing will be done but if not, a poll worker will be stationed at the closed polling location to direct voters to the new location.

Section 14: The Moderator will log the number of ballots used. Notify the Registrar of Voters when the polling place has less than 20% left. Dependent upon the time of the day, the Registrars of Voters will determine if new ballots need to be sent to the polling locations.

Section 15: If the tabulator is malfunctioning, the Moderator must inform the Registrars of Voters so that a new tabulator can be delivered to the polling place.

Section 16: The Moderator is responsible for giving the replacement poll worker an overview of the polling location and their assignment. The oath must be given and the paperwork signed.

Section 17: If a Moderator has not arrived, one of the Assistant Registrars will assume the duty of Moderator if certified. If neither Assistant Registrars are certified, the Deputy Registrar will assume the duty of Moderator. If there are capability issues with the Moderator, the Assistant Registrars are to notify the Registrars immediately and a Deputy Registrar will be sent to the polling place to relieve the Moderator.

Section 18: The Moderator has the ability to replace poll workers that are not performing their duties. The Moderator must notify the Registrar of Voters that a situation has occurred and the actions taken to remedy the issue.

Section 19: If the lines at a polling place are long enough to create a ½ hour wait, the Moderator's must assess the situation and determine what action is to be taken. If more checker lines are needed, the Moderator will call the Registrars of Voters for more poll workers. If the privacy booths are constantly occupied, the Registrar of Voters will be notified for more privacy booths or table privacy slats.

Section 20: Each Moderator will be given an evacuation plan by polling location.

Section 21: If there is a power loss at a polling location, the Moderator will notify the Registrars of Voters and the Registrars of Voters will notify the power company. In the meantime, they will move to a location near natural light. The back up batteries should allow the voter to continue to vote in the normal manner. Paper ballots are still an option if the batteries fail.

Section 22: If a medical emergency arises, the Moderator will call 911 immediately, the dispatcher will assist the Moderator in what to do until the first responders arrive.. Voting should be immediately stopped in order for the Moderator to assess the situation. The moderator should request assistance from any trained medical persons or emergency personnel in the polling place. The Assistant Registrars are to assist in calming the situation by crowd control and leaving an area clear for any personnel that arrive to assist the injured or ill.

Section 23: If a smoke, fire or any other alarm goes off in the polling place, the Moderator must consider the safety of the poll workers and voters first. Call 911 immediately. The Assistant Registrars will stop any voters from entering the polling place. Those already in the polling place should follow the directions given by the Moderator. The Moderator will have an emergency evacuation plan with a designated meeting place in their Moderator's Book. Once all occupants within the voting area have been evacuated, notify the Fire Department.

Section 24: If a disorderly situation arises in or near the polling place, the Moderator should attempt to calm the situation by asking what the problem is. If the Moderator is unable to calm the situation or determines that intervention will not calm it, 911 must be alerted. The Moderator must then follow the evacuation procedures in the Moderator's handbook.

Section 25: If there is a security threat at the polling locations, call 911 immediately. The dispatcher will guide the Moderator on the local Emergency Plan of Operations developed under CGS 28-7a.

Section 26: If a pandemic occurs, the first step is to contact the local health officer to get CDC guidelines and any assistance in procuring PPE. The Registrars should develop a

polling location plan based on CDC guidelines such as 6 ft distancing. In conjunction with the Town Clerk, the Registrars should decide on the availability of using the polling locations. (See alternate polling locations). Contact poll workers to see if they would be willing to work under the pandemic. Have an alternate source of workers such as the group of people less impacted by the pandemic (seniors or young adults). Contact SOTS for legal guidance on the election/primary/referendum. Make sure the Registrars are alert to the Governor's Executive Orders that may have a critical effect on the event.

DATE APPROVED: _____

EMERGENCY CONTACT NUMBERS

EMERGENCY CALLS : 911

ROUTINE ELECTION DAY PHONE NUMBERS:

POLICE – 860-644-2551 POLICE CHIEF (c) 860-982-0537

FIRE DEPARTMENT – 860-644-2441 FIRE CHIEF (c) 860-670-8410

PHONE COMPANY – 860-246-8464 repair or 203-771-0593

POWER COMPANY - 800-286-2000

REGISTRARS OF VOTERS – 860-644-2511 ext 275 (D) 860-644-2511 ext 276 (R)

FACILITIES MANAGEMENT – 860-291-1220

WEATHER ALERT – 860-648-6256

EMERGENCY MANAGEMENT - 860-644-2511 ext 200

FIRE MARSHALL - 860 – 644- 2511 EXT 217 (c) 860-982-0389

Exhibit D

Bill No	Name	Address	Property Description	Reason	Open Paid
2018-03-5000737	AMF MANAGEMENT CORP	855 SULLIVAN AVE	2015716UKX/SALWRZVF8FA507510	Sec. 12-129 Refund of Excess Payments.	\$340.99
2018-05-5018732	NISSAN FINANCE	80 BOX 2464 R	2017AM43036NIAZ12WXR2248104	Sec. 12-129 Refund of Excess Payments.	\$507.43
2018-02-0041179	SOUTH WINDSOR ARENA INC	P O BOX 88	585 JOHN FITCH BLVD	Sec. 12-129 Refund of Excess Payments.	\$162.56
2018-04-5003342	WILKINSON	55 BENTLEY RD	201806181924178KTEB3AL1285240	Sec. 12-129 Refund of Excess Payments.	\$173.17
Total					-\$1,058.29
Digitized by Tabitha L. Collins Deputy Collector of Revenue					
Approved by Jennifer Hill (AKS) May 2020 Collector of Revenue					
Date: <i>May 28, 2020</i>					