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#### **AGENDA**

# TOWN COUNCIL COUNCIL CHAMBERS SOUTH WINDSOR TOWN HALL

REGULAR MEETING Tuesday, September 5, 2023 TIME: 7:00 P.M.

- 1. Call Meeting to Order
- 2. Pledge of Allegiance
- 3. Roll Coll
- 4. Mayor's Remarks
  - Councilor Siracusa
- 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 Elango

8. Adoption of Minutes of Previous Meeting

Approval of July 17, 2023 Town Council Meeting Minutes

**BE IT RESOLVED,** that the South Windsor Town Council hereby approves the Minutes of the Regular Town Council Meeting of July 17, 2023.

- 9. <u>Communication from Liaisons, Officers, and Boards Directly Responsible to Council</u>
  - > Human Relations Commission (Councilor Evans)
  - > Planning and Zoning Commission (Councilor Kozikowski)
  - Public Building Commission (Councilor Koboski)
- 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:

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#### 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.

### B. Second Reading

None.

# C. Miscellaneous

None.

# 12. <u>Unfinished Business</u>

- A. Discussion Item: sidewalk installation along Birch Hill Drive and Felt Road
- B. Discussion Item: Charter Revision Commission

Reference exhibit A

C. Discussion Item: Dissolving the Park & Recreation Facility Planning and Implementation Committee

#### Councilor Evans

D. Resolution: Dissolving the Park & Recreation Facility Planning and Implementation Committee

WHEREAS, the South Windsor Town Council previously approved a resolution creating a Park & Recreation Facility Planning and Implementation Committee at their December 6, 2021, Town Council Meeting, and

**WHEREAS,** the South Windsor Town Council approved a subsequent resolution at their February 7, 2022, meeting amending the original resolution forming the Park & Recreation Facility Planning and Implementation Committee, and

WHEREAS, a purpose in forming the Park & Recreation Facility Planning and Implementation Committee was, among others, to identify and vet locations for the South Windsor Park and Recreation Department offices, as a result of its prior location in Wapping

# (12 D cont.)

School being used by the Board of Education to meet the needs of the increased student population expected by July 1, 2023, and

WHEREAS, the Town Council has directed the Public Building Commission to coordinate with the Parks and Recreation Commission and Parks and Recreation Department to identify possible sites and building locations for the Park and Recreation Department offices

WHEREAS, the purposes of the Park & Recreation Facility Planning and Implementation Committee dated December 6, 2021, and further amended on February 7, 2022, are completed, and the Park & Recreation Facility Planning and Implementation Committee is hereby rescinded and that committee is hereby dissolved.

# 13. New Business

A. Discuss Item: Senior tax freeze and credit program (Mary Huda & Jennifer Hilinski-Shirley)

# **Deputy Mayor King**

B. Resolution approving the installation of sidewalks along Birch Hill Drive and connecting to existing nearby sidewalks on Felt Road

**WHEREAS**, the Town of South Windsor's residents have requested sidewalks to be installed along the entirety of Birch Hill Drive; and

**WHEREAS**, the Town Council per Sec 86-85 of the code of ordinances held a public hearing on July 17<sup>th</sup> 2023 to obtain public input on the installation of sidewalks along Birch Hill Drive; and

**WHEREAS**, the residents of South Windsor approved a bond referendum in 2022 that included funding to repair existing sidewalks and install new sidewalks in Town.

**NOW, THEREFORE, BE IT RESOVLED,** that the Town Council per Sec 86-85 of the code of ordinances finds that sidewalks along Birch Hill Road will serve the public need and authorizes the Town Manager to install sidewalks along the entirety of Birch Hill Road in accordance with the town's standards and specifications

#### Councilor Koboski

C. Resolution authorizing the Public Building Commission to select a new location for the Parks & Recreation Department offices

**WHEREAS,** the Public Building Commission was established pursuant to Section 502 of the Town Charter, and has among its powers and duties the power to study sites and building

# (13 C cont.)

locations for public buildings as may be proposed by other branches of the Town government and shall, in cooperation with the Town Planning and Zoning Commission, recommend appropriate sites to the Town Council, and that the approval by the Town government body that will administer the building after its completion shall be required in each instance; See Town Code of Ordinances §2-172(3) and §2-172(6), and

WHEREAS, the identification, study and recommendation of a location for the Park and Recreation Department offices should be assigned to the Public Building Commission, with the input from the Parks and Recreation Commission and the Parks and Recreation Department and in cooperation with the Town Planning and Zoning Commission, to recommend an appropriate location to the Town Council in accordance with the powers and duties provided to the Public Building Commission by Charter and by Ordinance §2-172.

NOW THEREFORE, BE IT RESOLVED that, the Public Building Commission is hereby directed to coordinate the receipt of recommendations from the Parks and Recreation Commission, the Town Manager, and the Director of Parks and Recreation Department, to identify a site and building location for the Parks and Recreation Department offices pursuant to the powers and duties of the Public Building Commission, and shall in cooperation with the Town Planning & Zoning Commission, recommend an appropriate site for the Parks and Recreation Department offices to the Town Council; and

**BE IT FURTHER RESOLVED** that, the Park and Recreation Commission is hereby directed to coordinate with, and provide its recommendation and approval to, the Public Building Commission as to the identification of possible sites and building locations for the Park and Recreation Department offices; and

**BE IT FURTHER RESOLVED** that, the Town Manager and Director of the Park and Recreation Department are hereby directed to coordinate with, and each provide their recommendation to, the Public Building Commission as to the identification of a proposed sites and building locations for the Park and Recreation Department offices; and

**BE IT FURTHER RESOLVED** that, the Public Building Commission shall provide its report identifying a site and building location for the Parks and Recreation Department offices to the Town Council not later than a date set forth by the Town Council at the adoption of this resolution, such date being subject to future amendment by the Town Council.

# Councilor Lydecker

# D. Resolution appointing Mitchell Marks (D) to the South Windsor Board of Education

**BE IT RESOLVED,** that the South Windsor Town Council hereby appoints Mitchell Marks (D) to the Board of Education for a term ending November 13, 2023, to fill the unexpired term of Anitha Elango. Consideration of this motion is postponed until the Town Council's next regularly scheduled meeting.

# (New Business cont.)

# Councilor Koboski

E. Resolution appointing Madhu Reddy (D) as a member on the Public Building Commission

**BE IT RESOLVED,** that the South Windsor Town Council hereby appoints Madhu Reddy (D) to the Public Building Commission for a term ending November 30, 2023, to fill the unexpired term of Anitha Elango. Consideration of this motion is postponed until the Town Council's next regularly scheduled meeting.

# **Councilor Lopez**

F. Resolution approving sixty-two (62) refunds for the total of \$19,495.82

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves a refund of taxes to sixty-two (62) South Windsor Taxpayers, the total of said refunds being \$19,495.82 and as more fully described on attachment **exhibit B** 

# 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 and Assistant Town Manager, Mr. Roberts and any other appropriate personnel deemed necessary).

- a) Personnel issue (performance evaluation, Town Manager, Michael Maniscalco)
- b) Pending tax fixing agreement

# 18. Adjournment

#### RESOLUTION

Defining the Charge of the Charter Revision Commission and Appointment of Members to said Commission

WHEREAS, pursuant to Section 7-190(a) of the Connecticut General Statutes, the Town Council of the Town of South Windsor desires to appoint a nine (9) member Charter Revision Commission consisting of nine (9) electors of the Town of South Windsor; and

the results of the re
WHEREAS the names of those members who are appointed and have agreed to serve on the Charter Revision Commission are:
; and
WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Town Council desires to make recommendations to the Charter Revision Commission; and
WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Town Council must establish when said Commission shall submit its draft report to the Town Council.
NOW, THEREFORE, be it resolved by the Town Council of the Town of South Windsor that the following nine (9) electors of the Town of South Windsor shall constitute a Charter Revision Commission:
; and

BE IT FURTHER RESOLVED that the Charter Revision Commission shall from their members elect a chairperson and secretary and shall conduct their actions in accordance with the laws and requirements of Chapter 99 of the Connecticut General Statutes; and

BE IT FURTHER RESOLVED, by the Town Council of the Town of South Windsor that the following recommendations be directed to the Charter Revision Commission forthwith:

- 1. Review of all substantive or administrative amendments identified by the Town of South Windsor Town Council's review of the Town Charter.
- 2. Review the positions of Elected Officials in Article Four of the Town Charter for possible amendments to such positions, including addition or elimination of such positions.
- 3. Review of the manner of filling vacancies in elected office or appointed office, in particular the provisions of alternate seating and compliance with minority representation rules, in Article Four of the Town Charter for possible amendment.

#### exhibit A

Res.No.:

- 4. Review the provisions of the Town Charter regarding the preparation, submission and adoption of the annual budget for possible modifications to the timing requirements and mandated meetings, including public hearings.
- 5. Review the powers, duties and jurisdiction of all Town Charter mandated boards, commissions and agencies as well as those created outside the Town Charter, with the consideration of possible amendment, consolidation or elimination.
- 6. Review the requirements for competitive bidding of the Town Charter to consider increasing the current bid requirement for expenditures in excess of \$2,500.00.
- 7. Review of the elected office of Treasurer with the consideration of the possible elimination of such position.

The review by the Charter Revision Commission is not restricted to the areas identified above.

BE IT FURTHER RES	OLVED by the Town Counc	il of the Town of	South Windsor that the
Charter Revision Comn	nission submit to the Clerk o	f the Town of Sou	th Windsor its draft report
no later than			•
Adopted:			



# Exhibit B MEMO

DATE:

August 21, 2023

FROM:

Linda Russell

TO:

Amanda Poma -Clerk of the Council

SUBJECT:

Refund Batch #25 for Town Council – September 5, 2023

Agenda

Michael Maniscalco, Town Manager

CC:

Patricia Perry, Director of Finance

Jennifer R. Hilinski-Shirley - Collector of Revenue

# OF PAGES: 3

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 62 refunds totaling \$19,495.82, as noted on the attached report. All refund requests received by August 17, 2023 are included.

0ver Paid (1,363.78) (2,889.81) (26.45) (200.47) (1,640.45) (60.93) (2,541.38) (2,541.38) (25.65) (199.27) (136.66) (575.00) (575.00) (139.90) (15.16) (1,149.67) (1,149.67) (1,149.67) (1,149.67) (1,149.67) (1,149.67) (1,149.67) (26.91) (26.91) (1,149.67) (26.91) (1,149.67) (	(236.05) // (320.68) // (760.54) // (752.49) // (77.77) // (55.76) // (55.76)
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Bill  2021-03-0051904  2021/5VJXCDEZXMF320862 2022-01-0000830  10 SHADBUSH LANE 2022-03-0052906  2002/JZTZHA31U84C005845 2022-03-0052907  2007/1G1YYZ6U175131977 2022-01-0001676  81 CLARK STREET 2021-03-0054507  2012/JGCRKSE79CZ269357  S 2021-01-0007638  64 DAVEWELL ROAD 2022-03-0054557  2022-03-0054557  2022-03-0054650  2011/ZT3BF4DV9BW171154 2021-03-0055469  2012/JHMGKSH54GX034738 2022-03-0055721  2012/JHMGKSH54GX034738 2022-03-0055728  2022-03-0055739  2022-03-0057387  2022-03-0057387  2022-03-0057387  2022-03-0057387  2022-03-0058043  2022-03-0058074  2022-03-0058077  2012-03-0058071  2012-03-0058071  2012-03-0058071  2012-03-0058071  2012-03-0058071  2012-03-0058071  2012-03-0058071  2012-03-0058071  2012-03-0058071  2015/JNBAZIMW3CW213612 2022-03-0058072  2016/SHID1BXB13ÈV087415 2022-03-0058396  2015/ANDBMAILTORMOGC793340	
Name         Bill           BENOIT THOMAS A JR         2021-03-0051904           BERIZKINA VERA         2022-01-0000830           BUI THERESA P         2022-03-0052907           CHAPONIS HELEN A         2022-01-0001676           CHREIHA NAURA         2022-03-0054007           CONNEY TIMOTHY F         2022-03-005450           CORELOGIC CENTRALIZED REFUNDS         2022-03-005455           COTTON ESTHER A         2022-03-005455           COTTON ESTHER A         2022-03-005455           DACL TERRY         2022-03-0055455           DACL TERRY         2022-03-0055455           DESIMONE BEVERLY A         2022-03-0055455           DASIMONE BEVERLY A         2022-03-0055309           EPSTEIN IRA         2022-03-0055309           EARIS JAMES         2022-03-0057387           FARIS JAMES         2022-03-0057387           FRECHETTE RONALD J         2022-03-0058074           FRECHETTE RONALD J         2022-03-0058077           FREITAS JAIME M         2022-03-0058095           GANDHI DUSHYANT N         2022-03-0058095           HEALY DONNA L         2022-03-0058095           HELMKE JOHN E         2022-03-0059059935	HONDA LEASE TRUST HYUNDAI LEASE TITLING TRUST HYUNDAI LEASE TITLING TRUST JAD LLC JASINSKI KRISTIN

September 5, 2023 Town Council Meeting

JENKINS LAWRENCE R	2022-03-0061248 2004/1HD1GDV164K327357	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(31.87)
JURGELAS JOHN F JR	2022-03-0061683 2003/1GNEK13Z63J268136	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(35.57)
KHURANA SANJEEV	2022-03-0062319 2005/5TDZA23C25S358291	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(11.20)
LEVASSEUR WAYNE M	2022-03-0063591 2018/JF2SJGECXJH409712	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(99.96)
LIPSON GARY R	2022-03-0063764 2014/JN1BV7AR7EM692552	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(63.50)
MEDINA DANIEL A	2022-03-0065184 2014/WDDHF8JBXEA859698	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(65.48)
MEGANATHAN MANJUNATHAN	2022-03-0065207 2014/5FRYD4H43EB046385	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(76.86)
NADEAU JEFFREY P	2022-03-0066150 2002/2G1WF52EX29179731	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(9.70)
NOWAK WILLIAM K		Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(14.15)
PICHAY JOCELYN R	2022-03-0068109 2010/JM3TB3MV7A0226897	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(110.62)
PICKRAL CLYDE T	2022-03-0068117 2003/2HGES26723H547854	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(16.32)
PRENDEGAST ORVILLE R	2021-03-0068200 2008/JF1GE61678H512606	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(121.08)
RACKLIFFE TIMOTHY A	2022-03-0068754 2017/1N4AL3AP6HC178973	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(42.87)
ROBERTS GREGORY W	2022-03-0069415 2013/JHMGE8G36DC056204	Sec. 12-129 Refund of Excess Payments.	(45.00)
SHAHEEN LOUISE	2022-03-0070888 2020/58ADZ1B17LU068753	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(150.55)
SKEHAN MATTHEW E	2022-03-0071351 1997/4T1BG22K1VU783663	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(51.09)
STAMAND KEVIN P	2022-03-0071841 2021/2HKRW2H84MH679842	Sec. 12-129 Refund of Excess Payments.	(151.43)
STEPHEN A SOLOMON DMD	2022-03-0057685 2020/WBAHF3C08LWW84776	Sec. 12-129 Refund of Excess Payments.	(833.83)
SULLIVAN TIRE OF CONNECTICUT IN 2022-03-0072261	IN 2022-03-0072261 2015/1GD072CG8F1281818	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(382.86)
SWAN MARLENE A	2021-03-0071890 2019/518TC2H53KL002280	Sec. 12-129 Refund of Excess Payments.	(855.97)
SYED SAADAT A	2019-03-5022702 2002/4S3BE686127216312	Sec. 12-129 Refund of Excess Payments.	(16.05)
THOMAS DANIEL W	2022-03-0072815 2004/4T1BE32K84U929907	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(27.42)
TOYOTA LEASE TRUST	2021-03-0072636 2018/2T1BURHE8JC075649	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(284.28)
URBANSKI CHRISTY L	2021-03-0073098 2006/JTMBD33V865025052	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(79.20)
VW CREDIT LEASING LTD		Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(105.69)
VW CREDIT LEASING LTD	2022-03-0074052 2021/3VV2B7AX7MM121099	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(355.93)
VW CREDIT LEASING LTD	2022-03-0074093 2021/WA1BAAFY5M2041074	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(887.04)
WAGNER KAREN E	2022-03-0074148 2013/4S3BMBP60D3039713	Sec. 12-129 Refund of Excess Payments.	(237.93)
WAGNER STEPHEN G	2022-03-0074153 2010/1N4AL2APXAN454088	Sec. 12-129 Refund of Excess Payments.	(132.44)
		Total of 62 refunds	(19,495.85)
		Drafted by: And Dussell Date: St.	Date: 8/ス/タのころ

Date: 21 Oy 2023

Linda Russell, CCMC- Deputy Collector of Revenue
Jennifer R. Hilinski-Shirley, CCMC, CCMO - Collector of Revenue

Approved by: