

REVISED AGENDA

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
Tuesday, January 2, 2024
TIME: 7:00 P.M.

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

Councilor Carey

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 Evans

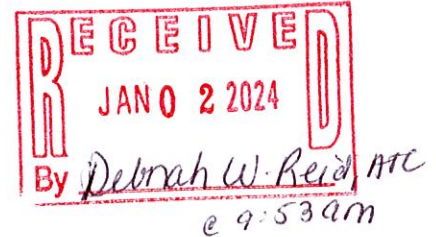
8. Adoption of Minutes of Previous Meeting

Approval of the December 18, 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 December 18, 2023.

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

In-Person Meetings:

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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.]

Councilor Balboni motion to approve **11 A 1** as a first reading on the consent agenda.

Councilor King motion to approve **11 A 2** as a first reading on the consent agenda.

A. First Reading

1. Resolution appointing Daniel Edwards (R) as an alternate on the Economic Development Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Daniel Edwards (R) as an alternate of the Economic Development Commission, to fill the expired term of Michael Buganski (D), for a term end date of November 30, 2027. Consideration of this motion is postponed until the Town Council's next regularly scheduled meeting.

2. Resolution reappointing Mindy Lewis (D) as an alternate on the Economic Development Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Mindy Lewis (D) as an alternate on the Economic Development Commission, for a term ending November 30, 2027. Consideration of this motion is postponed until the Town Council's next regularly scheduled meeting.

Councilor Lewis motion to approve **11 B 1- 11 B 16** as a second reading on the consent agenda.

Councilor Pendleton motion to approve **11 B 17- 11 B 21** as a second reading on the consent agenda.

B. Second Reading

1. Resolution appointing Michele Althoff (R) as a member of the Arts Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Michele Althoff (R) as a member of the Arts Commission, to fill a vacancy, for a term ending December 31, 2025.

2. Resolution appointing Janet Holowczak (U) as a member of Arts Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Janet Holowczak (U) as a member of the Arts Commission, to fill a vacancy, for a term ending December 31, 2025.

3. Resolution reappointing Maria Baseel (U) as a member of the Arts Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Maria Baseel (U) as a member of the Arts Commission, for a term ending December 31, 2025.

4. Resolution appointing Nicholas Jones (R) as a member of the Blighted Property Appeals Board

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Nicholas Jones (R) as a member of Blighted Property Appeals Board, to fill a vacancy, for a term ending November 30, 2024.

5. Resolution appointing Katherine Foley (R) as a member of the Board of Assessment Appeals

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Katherine Foley (R) as a member of the Board of Assessment Appeals, to fill a vacancy, for a term ending November 30, 2027.

6. Resolution reappointing Arthur Utay (U) as a member of the Demolition Delay Committee

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Arthur Utay (U) as a member of the Demolition Delay Committee, for a term ending December 31, 2025.

7. Resolution appointing Michael Lanza (R) as a member of the Historic District Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Michael Lanza (R) as a member of the Historic District Commission, to fill the expired term of Gary Pitcock (D), for a term ending November 30, 2028.

8. Resolution appointing Sean Stewart (R) as a member of the Housing & Fair Rent Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Sean Stewart (R) as a member of the Housing & Fair Rent Commission, to fill a vacancy, for a term ending November 30, 2026.

9. Resolution appointing Steven Cordeiro (R) as a member of the Inland Wetlands Agency/ Conservation Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Steven Cordeiro (R) as a member of the Inland Wetlands Agency/ Conservation Commission, to fill the expired term of Adam Reed (D), for a term ending December 1, 2027

10. Resolution reappointing Renee Powell (R) as a member of the Mass Transit & Highway Advisory Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Renee Powell (R) as a member of the Mass Transit & Highway Advisory Commission, for a term ending November 30, 2027.

11. Resolution reappointing Eugene Botteron (R) as a member of the Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Eugene Botteron (R) as a member of the Patriotic Commission, for a term ending December 31, 2026.

12. Resolution reappointing Edward Gawlinski (R) as a member of the Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Edward Gawlinski (R) as a member of the Patriotic Commission, for a term ending December 31, 2026.

13. Resolution reappointing Herbert Asplund (R) as an alternate on the Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Herbert Asplund (R) as an alternate on the Patriotic Commission, for a term ending December 31, 2026.

14. Resolution appointing William Carroll Jr. (R) as a member of the Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints William Carroll Jr. (R) as a member of the Patriotic Commission, to replace Bobbi Jo Maltz (R), for a term ending December 31, 2026.

15. Resolution appointing Doug Nation (R) as a member of the Water Pollution Control Authority

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Doug Nation (R) as a member of the Water Pollution Control Authority, to replace the expired term of Bala Ramasamy (D), for a term ending November 30, 2027.

16. Resolution appointing Steven Cordeiro (R) as a member of the Water Pollution Control Authority

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Steven Cordeiro (R) as a member of the Water Pollution Control Authority, to replace the expired term of Toby Lewis (R), for a term ending November 30, 2027.

17. Resolution reappointing Branden Migneault (D) as an alternate on the Parks and Recreation Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Branden Migneault (D) as an alternate on the Parks and Recreation Commission, for a term ending December 31, 2027.

18. Resolution reappointing Mitchell Marks (D) as a member of the Parks and Recreation Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Mitchell Marks (D) as a member of the Parks and Recreation Commission, for a term ending December 31, 2027.

19. Resolution reappointing George Caye (D) as a member of the Parks and Recreation Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints George Caye (D) as a member of the Parks and Recreation Commission, for a term ending December 31, 2027.

20. Resolution reappointing Diane Behler (D) as a member of the Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Diane Behler (D) as a member of the Patriotic Commission, for a term ending December 31, 2026.

21. Resolution reappointing Margaret Glover (D) as an alternate on the Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby reappoints Margaret Glover (D) as an alternate on the Patriotic Commission, for a term ending December 31, 2026.

C. Miscellaneous
None.

12. Unfinished Business

Councilor Balboni

A. Resolution appointing Thespina Buganski (R) as an alternate on the Planning & Zoning Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Thespina Buganski (R) as an alternate on the Planning and Zoning Commission to replace the expired term of Atif Quarishi (D), for a term end date of December 1, 2027.

Councilor Lewis

B. Resolution appointing Jackie Balboni (R) as a member of the Parks and Recreation Commission

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Jackie Balboni (R) as a member of Parks and Recreation Commission to replace the unexpired term of Toby Lewis (R), for a term end date of December 31, 2025.

Councilor Buganski

C. Resolution appointing Mark DiCiancia (R) as a member of the Building Code Board of Appeals

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Mark DiCiancia (R) as a member of the Building Code Board of Appeals, to fill a vacancy, for a term ending January 1, 2025.

13. New Business

A. Discussion Item: referendum question regarding the proposed high school campus improvements

Councilor Carey

B. Resolution adopting the Budget Policy Statement for the 2024/2025 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

(13 B cont.)

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 2024/2025 Budget as shown in attached exhibit A.

Deputy Mayor Siracusa

C. Resolution removing member from appointed office for Charter Revision Commission compliance

WHEREAS, a Charter Revision Commission of seven (7) members was formed by resolution of the Town of South Windsor's Town Council on September 18, 2023; and

WHEREAS, Connecticut General Statutes Section 7-190 states that not more than one-third of the Charter Revision Commission members may hold any other public office in the municipality; and

WHEREAS, of the seven (7) members of the Town of South Windsor Charter Revision Commission, only two (2) members may hold another public office; and

WHEREAS, to date there are three (3) members of the Charter Revision Commission that hold another public office; and

WHEREAS, the Charter Revision Commission has been unable to resolve the matter amongst themselves by either having one of the three members resign from their other public office, or by having one of the three members resign from the Charter Revision Commission; and

WHEREAS, in accordance with the Rules and Procedures of the Town Council, Article X, Section 2, for the cause of bringing the Charter Revision Commission into compliance with the provisions of Connecticut General Statutes Section 7-190, the Charter Revision Commission requests the Town Council to resolve this matter by either (i) removing an individual from their other appointed public office, or (ii) removing an individual from the Charter Revision Commission.

NOW, THEREFORE, BE IT RESOLVED, that the Town of South Windsor's Town Council removes _____ from the appointed office of _____ for the purposes of having the Charter Revision Commission be in compliance with Connecticut General Statutes Section 7-190.

Councilor Balboni

D. Resolution accepting the resignation of Veronica Nowak (R) from the Housing Authority

BE IT RESOLVED, that the South Windsor Town Council hereby accepts, with regret, the resignation of Veronica Nowak (R) from the Housing Authority effective December 26, 2023, as more fully described in attached **exhibit B**.

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks Veronica for the time she has dedicated to serving her community by her membership on the Housing Authority.

Councilor Evans

E. Resolution approving of five (5) refunds totaling \$3,921.43

BE IT RESOLVED, that the South Windsor Town Council hereby approves five (5) refunds, the total of said refunds being \$3,921.43 and as more fully described on attached **exhibit C**.

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) None.

18. Adjournment

**TOWN OF SOUTH WINDSOR
FISCAL YEAR 2024-2025
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 2024-2025 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. Target remaining flat to the current budget for 2024/2025.

2024-2025 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 – Strategic Plan pg. 11-12 Priority 1; pg. 15-16 Priority 3).
- B. Attempt to avoid using “Fund Balance” to lower the annual mill rate or pay for the Town’s operating expenses .
- C. Attempt to avoid using the “Tax Stabilization Fund” to lessen the burden of tax increases on residents unless necessary.
- D. 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 - Strategic Plan pg. 14 Priority 2).
- E. Maintain or reduce personnel service costs, where possible, attrition, and/or labor negotiations (ref - Strategic Plan pg. 14 Priority 2).

EXHIBIT A

- F. 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 - Strategic Plan pg. 11-12 Priority 1; pg. 17 Priority 4).
- G. Continue to support in investments, upgrades or improvements to the town's infrastructure (ref - Strategic Plan pg. 11-12 Priority 1).
- H. Conservatively estimate State revenues in preparation for the State's reduction in funding.
- I. 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 (ref-Strategic Plan pg. 14 Priority 2).
- J. Support the continued efforts to grow the tax stabilization fund.
- K. Work to realize efficiencies and cost savings for taxpayers (ref - Strategic Plan pg. 11-12 Priority 1).
- L. Continue to evaluate and apply for grant opportunities based on the costs and benefits they provide to the Town (ref- Strategic Plan pg. 11 Priority 1; pg.13 Priority 2) .

DRAFT

Housing Authority of South Windsor

Exhibit B

50 Elm Street
South Windsor, Connecticut 06074
Phone: (860) 644-3082
Fax: (860) 648-9486
Email: wappingmews@aol.com

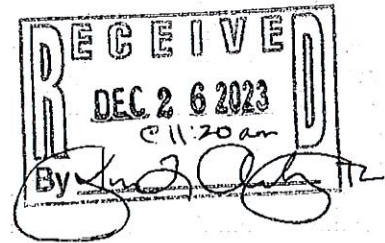
Bonnie Armstrong, Town Clerk

December 26, 2023

Town of South Windsor

1540 Sullivan Avenue

South Windsor, Ct 06074



Ms. Armstrong,

My name is Veronica Nowak, 45 Windy Hill Drive, South Windsor, CT 06074. As of this date of this letter, I am resigning from the position of a Commissioner for the Housing Authority of South Windsor.

Sincerely yours,

Veronica Z. Nowak

EXHIBIT C

MEMO

DATE: December 21, 2023
FROM: Linda Russell, Deputy Collector of Revenue
TO: Amanda Poma –Clerk of the Council
SUBJECT: Refund Batch #35 for Town Council – January 2, 2024 Agenda
Michael Maniscalco, Town Manager
CC: Patricia Perry, Director of Finance
Jennifer R. Hilinski-Shirley, Collector of Revenue
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 5 refunds totaling \$3,921.43, as noted on the attached report. All refund requests received by December 21, 2023 are included.

Collector of Revenue

FY 23-24 Refund Batch 35

January 2, 2024 Town Council Meeting

Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
HANNON THOMAS J	2022-03-0059706	2003/AR11468/1LNHM87A43Y701565	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(11.40)
JANECZKO CHARLES A 3RD	2022-03-0061144	2015/R2BILDR/1GNKVHKD3FJ220140	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(148.08)
LERETA LLC	2022-01-0003094	308 MILL POND DRIVE	Sec. 12-129 Refund of Excess Payments.	(2,939.52)
VW CREDIT LEASING LTD	2022-03-0074043	2019/109UEG/3VWVC57BU6KM122172	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(337.90)
VW CREDIT LEASING LTD	2022-03-0074055	2019/AS93192/3VV2B7AX0KM048557	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(484.53)
TOTAL OF 5 Refunds				(3,921.43)

Drafted by:

Linda Russell, CCMC - Deputy Collector of Revenue

Date:

Approved by:

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

Date: