

## REVISED AGENDA

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

REGULAR MEETING  
Monday, March 6, 2023  
TIME: 7:00 P.M.

Public Hearing to be held at 8:15pm to receive citizen input on the appropriation of \$35,000 from the Capital Non-Recurring Fund account to the FEMA Dispatch Renovations Account to install two 911 back-up dispatch stations at the EOC

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Remarks

Women's History Month

Holi, 8<sup>th</sup>

Hartford St. Patrick's Day Parade, 11<sup>th</sup>

First day of Spring, 20<sup>th</sup>

Ramadan begins at sundown, 22<sup>nd</sup>

Councilor Gamble

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

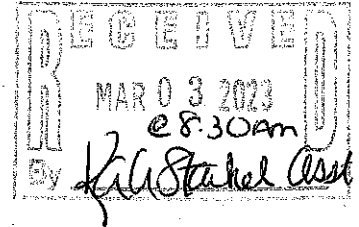
8. Adoption of Minutes of Previous Meetings

Approval of February 21, 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 February 21, 2023.

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**

**In-Person Meetings:**

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**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 matter over which the Council has jurisdiction. 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 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.

**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 Paterna**

**B. Second Reading**

**Motion to approve items 11 B 1 and 11 B 2 as a second reading on the consent agenda.**

**1) Resolution appointing Joseph Kennedy (D) as an alternate to the Water Pollution Control Authority to fill the unexpired term of David Basile**

**BE IT RESOLVED**, that the South Windsor Town Council hereby appoints Joseph Kennedy (D) as an alternate of the Water Pollution Control Authority, to fill the unexpired term of David Basile, for a term date ending November 30, 2025.

**2) Resolution reappointing Claudia Bernstein (D) as a member of the South Windsor Alliance for Families, for a term ending September 1, 2025**

**BE IT RESOLVED**, that the South Windsor Town Council hereby reappoints Claudia Bernstein (D) as a member of the South Windsor Alliance for Families for a term ending September 1, 2025.

**C. Miscellaneous**

None

**12. Unfinished Business**

None.

**13. New Business**

**Mayor Liz**

**A. Charles Margolis the Poet Laureate Citation and Proclamation**

**Councilor Paterna**

**B. Amending the Poet Laureate resolution to include a student Poet Laureate**

**BE IT RESOLVED**, that the South Windsor Town Council hereby establishes the honorary position of Poet Laureate and student Poet Laureate for the Town of South Windsor, the term of said appointment to be two (2) years--coinciding, as closely as possible, with the terms of the municipal elections; and

**BE IT FURTHER RESOLVED**, that the "charge" to said Poet Laureate and student Poet Laureate shall be to promote and sponsor events featuring area poets and authors; encourage the love of poetry among all ages; and represent the cultural aspects of the Town at public functions, when so requested by the South Windsor Town Council or the Town Manager.

**Mayor Liz**

**C. Mayoral Appointment Steve Straight as Poet Laureate to replace Charles Margolis**

**Mayor Liz**

**D. Mayoral Appointment of Ria Saxena first Student Poet Laureate**

**Councilor Lydecker**

**E. Board of Education Budget for Fiscal Year 2023/2024 Presentation to the Town Council**

**Councilor Lopez**

**F. Resolution setting a time and place for a Public Hearing to receive citizen input on the Proposed Board of Education Budget for Fiscal Year 2023/2024**

**BE IT RESOLVED**, that the South Windsor Town Council hereby sets Monday, April 3, 2023 at 8:00pm in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the proposed Board of Education Budget for the Fiscal Year 2023/2024.

**Councilor Gamble**

**G. Discussion Item: Wood Memorial Library and Museum Grant, Clay Major**

**Councilor Lopez**

**H. Resolution setting a time and place for a Public Hearing to receive citizen input on the Appropriation of \$75,000 from the Capital Non-Recurring Funds account to the Wood Memorial Library and Museum STEAP Grant account for HVAC upgrades**

(New Business 13 H cont.)

**BE IT RESOLVED**, that the South Windsor Town Council hereby sets **Monday, March 20, 2023, at 8:00 p.m.** in the Council Chambers of the South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the appropriation of \$75,000 from the Capital Non-Recurring Account to the Wood Memorial Library HVAC Upgrades STEAP Grant Account Project

**Deputy Mayor King**

**I. Resolution authorizing the appropriation of \$35,000 from the Capital Non-Recurring Funds account to the FEMA Dispatch Renovations account to install two 911 back-up dispatch workstations at the EOC**

**WHEREAS**, the Town Council wishes to use \$35,000 in Capital Non-Recurring funds to fund the 25% local matching portion of a 2022 Congressional Direct Spending EOC Award of \$112,000 to assist in paying for the installation of two 911 Back-up Dispatch workstations at the EOC; and

**WHEREAS**, on October 21, 2021, the Town of South Windsor submitted a grant application to United States Senator Christopher Murphy's Office to request a Congressional Direct Spending EOC Grant for \$112,000 to install two 911 back-up dispatching positions at the Emergency Operation Center; and

**WHEREAS**, on April 7, 2022, the Town of South Windsor was notified that the Town of South Windsor was awarded the grant with a 25% local matching funding equaling \$28,000; and

**WHEREAS**, on September 19, 2022, Marcus Communications submitted a quote for \$116,813.42 to complete the project from vendors matching FEMA procurement requirements; and

**WHEREAS**, on November 23, 2022, the State of Connecticut Department of Emergency Services and Public Protection officially awarded the grant to the Town of South Windsor; and

**WHEREAS**, the submitted Marcus Communications quote exceeds the original budget of \$112,000; and

**NOW, THEREFORE, BE IT RESOLVED**, that the South Windsor Town Council hereby authorizes the Town Manager Michael Maniscalco, Town Manager to transfer \$35,000 from the Capital Non-Recurring account to the FEMA Dispatch Renovations Account to account to the increased cost to install two 911 Back-up Dispatch workstations at the EOC.

**Councilor Evans**

**J. Amending the Open Government Initiative Resolution of December 16, 2019**

**WHEREAS**, the Town Council is committed to the "Open Government Initiative" in order to facilitate greater citizen participation in Town government; and

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

**WHEREAS**, four objectives are identified in the Open Government Initiative:

1. Participation: to encourage more involvement by South Windsor Citizens to become engaged with their government and share ideas and expertise with the Town government, Town staff, elected officials, and Commission members.
2. Collaboration: to facilitate collaboration among citizens to bring together multiple perspectives while encouraging participation, partnerships, and cooperation while solving problems and identifying community needs.
3. Accessibility: to make available and accessible all information regarding town business that may be necessary and meaningful to Town citizens;
4. Accountability: to ensure all government officials and Town commission members uphold the responsibility and obligations of their respective positions and ensure they act in the best interests of the community.

**NOW, THEREFORE, BE IT RESOLVED**, that the South Windsor Town Council hereby directs the Town Manager to make available the equipment and facilities necessary to video record Town Commission meetings and for video recordings of Commission meetings to be regularly uploaded and available for the public to access on the Town's website; and

**BE IT FURTHER RESOLVED**, that the Town Council hereby directs the Human Relations Commission, Inland Wetlands Agency/ Conservation Commission, Patriotic Commission, Mass Transit and Highway Advisory, and Social Justice and Racial Equity Commission, to video record their meetings utilizing available Town video equipment no later than April 1, 2023.

**BE IT FURTHER RESOLVED**, the Town Council additionally directs the Agricultural Commission, Economic Development Commission, Historic District Commission, and Public Building Commission, to continue to audio, record all meetings through September 30, 2023 and to begin video recording their meetings utilizing available Town video equipment no later than October 1, 2023.

**BE IT FURTHER RESOLVED**, the Town Council hereby directs the above-named Commissions to work with Town Manager or designees to coordinate the posting of video recordings on the Town's website for the public viewing in a reasonable and timely manner beginning no later than the above designated dates; and

**BE IT FURTHER RESOLVED**, that the Town Council will make necessary technical preparations in order to ensure all above-named Commissions are able to video recording and have video recordings available for the public on the town website no later than the above designated dates; and

**BE IT FURTHER RESOLVED**, that the implementation of regular video recordings of the Commissions meetings being available on the Town website for the public to access supports the objectives set out by the Open Government Initiative.

**Councilor Koboski**

**K. Resolution approving of eleven (11) refunds, the total of said refunds being \$8,193.36**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves a refund of property taxes to eleven (11) South Windsor Taxpayers, the total of said refunds being \$8,193.36 and as more fully described on attachment **exhibit A**.

**Councilor Gamble**

**L. Resolution approving of five (5) refunds, the total of said refunds being \$2,664.82**

**BE IT RESOLVED**, that the South Windsor Town Council hereby approves a refund of property taxes to five (5) South Windsor Taxpayers, the total of said refunds being \$2,664.82 and as more fully described on attachment **exhibit B**.

**Councilor Kozikowski**

**M. Resolution extending the probationary period of Clerk of the Council Amanda Poma**

**BE IT RESOLVED**, that the South Windsor Town Council hereby extends the probationary period of Clerk of the Council, Amanda Poma. Said probationary period will end on June 26, 2023 and will be followed by a review with the Personnel Committee.

**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**

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Exhibit A

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

# MEMO

**DATE:** February 22, 2023  
**FROM:** Carlene Androlat  
**TO:** Amanda Poma -Clerk of the Council  
**SUBJECT:** Refund Batch #14 for Town Council - March 6<sup>th</sup>, 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 11 refunds totaling \$8,193.36, as noted on the attached report. All refund requests received by January 5, 2023 are included.



Collector of Revenue

FY 22-23 Refund Batch 14

March 6, 2023 Town Council Meeting

Name	Bill	Prop Loc/Vehicle Info.
BIGMAN JAY E	2021-03-0052096	2017/221WPE/KNMAT2MV3HP571207
CORELOGIC	2018-01-0006126	38 SCHOO/HOUSE DRIVE
CORELOGIC CENTRALIZED REFUNDS	2021-01-0005052	10 BRAWB/LEBRAE
DEDERER MICHAEL D	2019-03-5005710	2004/8838DA/STESN92N44Z373779
DONLEN TRUST	2021-03-0056081	2012/8781CM/1GCGTTCGOC1155529
JP MORGAN CHASE BANK NA	2021-03-0061398	2019/AR62733/4S48SENCX13229219
MORTGAGE NETWORK INC	2020-01-0007721	404 TWIN CIRCLE DRIVE
PR TRANSPORT LLC	2021-03-0068165	2014/70607A/3AKIGLD66ESFL2777
RANJAN GYAN	2020-03-0075125	2016/731XWA/5FNYF6HXGB081641
WETMORE DANIEL J	2020-03-0074001	1995/685593/4K2UF0712SM027439
WETMORE DANIEL J	2021-03-0073997	1995/685593/4K2UF0712SM027439

Reason	Over Paid
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(321.35)
Sec. 12-129 Refund of Excess Payments.	(1,313.69)
Sec. 12-129 Refund of Excess Payments.	(4,371.32)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(212.13)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(27.30)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(566.98)
Sec. 12-129 Refund of Excess Payments.	(1,128.23)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(208.97)
Sec. 12-129 Refund of Excess Payments.	(19.05)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(9.08)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(15.26)
<b>Total of 11 refunds</b>	<b>(8,193.36)</b>

Drafted by:

Carlene Andrus

Carlene Andrus  
Revenue Technician

Date: 4/13/23

Approved by:

J. Hilinski-Shirley  
Jennifer R. Hilinski-Shirley  
Collector of Revenue, CCMC, CCMO

Date:

13 Jan 2023

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TOWNS

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

# MEMO

**DATE:** February 28, 2023.  
**FROM:** Carlene Androlat  
**TO:** Amanda Poma –Clerk of the Council  
**SUBJECT:** Refund Batch #17 for Town Council – March 6<sup>th</sup>, 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 5 refunds totaling \$2,664.82, as noted on the attached report. All refund requests received by February 16, 2023 are included.

Collector of Revenue

FY 22-23 Refund Batch 17

March 6, 2023 Town Council Meeting

Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
EASTERN CHINESE RESTAURANT	2019-02-0040449	73 JOHN FITCH BLVD	Sec. 12-129 Refund of Excess Payments.	(154.74) ✓
HONDA LEASE TRUST	2021-03-0060152	2019/AA69088/5J8YD7H57KL000466	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(796.05) ✓
HONDA LEASE TRUST	2021-03-0060306	2019/G1NA1/5J8YD4H50KL018225	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(933.23) ✓
NERIS VANESSA	2021-04-0082562	2006/BG23074/KM8IN72D06U347899	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(31.23) ✓
TOYOTA LEASE TRUST	2021-04-0084064	2021/BES7054/WZ1DB2C04MW044168	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	(749.57) ✓
Total of 5 refunds				(2664.82)

Date: 2/24/23

Carlene Andrusat  
Revenue Technician

Date: 27 Feb 2023

Approved by: *J. Hilinski-Shirley*  
Jennifer R. Hilinski-Shirley  
Collector of Revenue, CCMC, CCMO

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154.74 +  
796.05 +  
933.23 +  
31.23 +  
749.57 +  
2,664.82 \* +

*for*