AGENDA

TOWN COUNCIL VIRTUAL MEETING

REGULAR MEETING MONDAY, MAY 17, 2021 TIME: 7:00 P.M.

To view this meeting, please go to the Town of South Windsor Facebook Page, tune into Channel 16 if your provider is Cox Cable, or go to gmedia.swagit.com/live.

To make public comments on the phone at the May 17, 2021, Town Council Regular Meeting, please call 855-925-2801 and use Code 9515, or send an email to TownCouncilComments@southwindsor-ct.gov to have comments read during the Public Input at the meeting.

After Roll Call is complete, the Mayor will read a proclamation for Public Works Week; and Public Works will recognize individuals with awards ("Business Partners, Citizens, and Employees") as part of National Public Works Week.

- 1. Call Meeting to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. Mayor's Remarks
- 5. <u>Adoption of Agenda</u> (Councilor Evans)
- 6. Communications and Reports from Town Manager
- 7. Public Input

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

8. Adoption of Minutes of Previous Meetings

(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Special Meeting Minutes of <u>April 22, 2021</u>.

(Councilor Lopez)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Public Hearing Minutes of <u>April 26, 2021</u>; and Special Meeting Minutes of <u>April 26, 2021</u>.

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

Item #7 and 15:

Public Input

When recognized by the Mayor, the speakers (s) shall approach the lectern, give their name and address, and avoid personalities or impugning of improper motive to any person.

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.

- 9. <u>Communications from Liaisons, Officers, and Boards Directly Responsible to Council</u> (Communications can be emailed to TownCouncilComments@southwindsor-ct.gov)
- 10. <u>Reports from Committees</u> (Committee Reports can be emailed to <u>TownCouncilComments@southwindsor-ct.gov</u>)

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

(Councilor Koboski)

Motion to Approve Agenda Items 11.a.A. as a First Reading on the Consent Agenda

A. Resolution Appointing Councilor Janice Snyder (R) to the Pension Committee 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 Councilor Janice Snyder (R) to the Pension Committee for a term ending November 8, 2021, to fill the unexpired term of Audrey Delnicki and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Councilor Snyder)

Motion to Approve Agenda Items 11.b.A. through 11.b.B. as a Second Reading on the Consent Agenda

b. Second Reading

A. Resolution Appointing Megan Powell (R) an Alternate to the Historic District Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Megan Powell (R) an Alternate to the Historic District Commission for a term ending November 30, 2022, to fill the unexpired term of Michael Giannamore.

11. Consent Agenda (Continued)

b. Second Reading (Continued)

B. Resolution Reappointing James Ainsworth (R) to the Blighted Property Appeals Board

BE IT RESOLVED that the South Windsor Town Council hereby reappoints James Ainsworth (R) to the Blighted Property Appeals Board for a term ending November 30, 2024, to fill the unexpired term of Erik Dabrowski.

c. Miscellaneous

None

12. Unfinished Business

- A. Discussion Item: The Creation of a Memorial to Honor Residents Who Have Been Impacted by COVID-19 (requested by Councilor Evans) (Previously discussed at the Town Council Regular Meeting on May 3, 2021)
- B. Resolution Appointing a Rate Maker for Fiscal Year 2021/2022 (Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael Maniscalco, Town Manager, Rate Maker for Fiscal Year 2021/2022.

13. New Business

A. Resolution Authorizing Town Manager Michael Maniscalco to Sign and Execute an Agreement with The J.E. Shepard Company (Councilor Maneeley)

WHEREAS, the Town of South Windsor asserts that the property located at 2019 John Fitch Boulevard within the Town of South Windsor currently is in a blighted condition, defined in Chapter 50 of the Town Code, and has been maintained in that blighted condition for more than a year; and

WHEREAS, The J.E. Shepard Company is the owner of the property and wishes to reach a compromise on resolving the outstanding blight liens claimed by the Town

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute an agreement with The J.E. Shepard Company.

13. New Business (Continued)

B. Resolution Authorizing Town Manager Michael Maniscalco to Sign and Execute a Lease Agreement with First Capital Equipment Corporation (Councilor Lopez)

WHEREAS, at the regularly scheduled meeting of May 18, 2020, the South Windsor Town Council approved the Fiscal Year 2021 General Government Budget, which included, as a Capital Project, the purchase and installation of a Generator and transfer switch for Firehouse 1 on Ellington Road; and

WHEREAS, at the regularly scheduled meeting of January 4, 2021, the South Windsor Town Council approved the purchase of SCOTT/3M Air Packs and authorized Town Manager Michael Maniscalco to sign and execute agreements related to this purchase; and

WHEREAS, the Town wishes to enter into a Lease Agreement with First Capital Equipment Corporation as the Lessor, who requires Town Council approval to enter into this specific five-year agreement where the Town will own all equipment outright

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute a Lease Agreement with First Capital Equipment Corporation ("Lessor") for the lease/purchase of SCOTT/3M Air Packs and Generator for Firehouse 1.

- C. Discussion Item: Park & Recreation Master Plan (Molly Keays, Director of Park & Recreation; Toby Lewis, Chairperson of Park & Recreation Commission; and Michael Kelly, Vice Chairperson of Park & Recreation Commission to be present)
- D. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on a Proposed Ordinance Establishing a Social Justice and Racial Equity Commission (Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby sets <u>Monday</u>, <u>June 7</u>, <u>2021</u>, <u>at 8:00 p.m.</u>, 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 a <u>proposed Ordinance establishing a Social Justice and Racial Equity Commission</u>, a copy of which is attached as **Exhibit A**, and on file in the Office of the Town Clerk.

13. New Business (Continued)

E. Discussion Item: A Request to Fly the Pride Flag from June 1, 2021 through June 30, 2021 (requested by Deputy Mayor Pendleton)

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

WHEREAS, Town Manager Michael Maniscalco received, reviewed, and signed an application requesting that the Pride Flag be flown from June 1, 2021 through June 30, 2021

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves this request and asks that Town Manager Michael Maniscalco have the flag raised on the flagpole at the Wapping Community House on Tuesday, June 1, 2021, and lowered on Wednesday, June 30, 2021.

G. Resolution Accepting the Resignation of Mary Justine Hockenberry (D) from the South Windsor Town Council

(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Mary Justine Hockenberry (D) from the South Windsor Town Council effective May 3, 2021, at 11:59 p.m.; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Mary Justine Hockenberry for the time she has dedicated to serving her community by her membership on the South Windsor Town Council.

H. Resolution Accepting the Resignation of Matthew Beaulieu (R) from the Public Building Commission

(Councilor Koboski)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Matthew Beaulieu (R) from the Public Building Commission effective April 26, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Matthew Beaulieu for the time he has dedicated to serving his community by his membership on the Public Building Commission.

13. New Business (Continued)

 Resolution Accepting the Resignation of Kevin Greer (R) from the Planning & Zoning Commission

(Councilor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Kevin Greer (R) from the Planning & Zoning Commission effective May 4, 2021, at 2:20 p.m.; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Kevin Greer for the time he has dedicated to serving his community by his membership on the Planning & Zoning Commission.

J. Resolution Appointing Steven King, Jr. (D) to the South Winsor Town Council and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

(Councilor Lopez)

BE IT RESOLVED that the South Winsor Town Council hereby appoints Steven King, Jr. (D) to the South Windsor Town Council for a term ending November 8, 2021, to fill the unexpired term of Mary Justine Hockenberry and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

K. Resolution Appointing Adam Wood (R) to the Public Building Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Adam Wood (R) to the Public Building Commission for a term ending November 30, 2021, to fill the unexpired term of Matthew Beaulieu and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

L. Resolution Appointing Michael LeBlanc (R) a Full Member to the Planning and Zoning Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting (Councilor Koboski)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael LeBlanc (R) a Full Member to the Planning and Zoning Commission for a term ending November 8, 2021, to fill the unexpired term of Kevin Greer and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

13. New Business (Continued)

M. Resolution Appointing Megan Powell (R) an Alternate to the Planning and Zoning Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting (Councilor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Megan Powell (R) an Alternate to the Planning and Zoning Commission for a term ending December 1, 2021, to fill the unexpired term of Michael LeBlanc and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

N. Resolution Approving a Refund of Taxes to Eleven (11) South Windsor Taxpayers

(Councilor Lydecker)

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 \$29,725.07 and as more fully described on attached **Exhibit B**.

O. Resolution Approving a Refund of Taxes to Three (3) South Windsor Taxpayers

(Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to three (3) South Windsor Taxpayers, the total of said refunds being \$373.62 and as more fully described on attached **Exhibit C**.

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/guestions.

16. Communications from Council

17. Executive Session

- A. To discuss matters that would result in the disclosure of exempt public records relating to collective bargaining.
- B. To discuss the possible purchase of two parcels of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b)(7) (Clark Street and Pleasant Valley Road).
- C. To discuss a personnel matter (Evaluations for Michael Maniscalco, Town Manager; and Debbie Reid, Clerk of the Council).

18. Adjournment

Revised 5/3/21 Exhibit A

Ordinance

Social Justice & Racial Equity Commission

1. Establishment & Composition

A Social Justice and Racial Equity Commission is hereby established consisting of an eight (8) member panel of non-elected community members with education, training, or work experience in racial or social equity work and/or demonstrated practice or other relevant qualifications as equity leaders, all of whom shall be residents of the Town of South Windsor. All members shall be appointed to the Commission by the Town Council and shall include, to the extent possible, appointees with racial, ethnic, economic, and gender ("REEG") diversity. The Commission will consist of two (2) members who shall be Republicans, two (2) members who shall be Democrats, two (2) members who are not affiliated with the Republican Party but appointed by the Republican Party, and two (2) members who are not affiliated with the Democratic Party but appointed by the Democratic Party. At its establishment, commissioners will hold variant term lengths with four commissioners' terms (one Republican, one Democrat, one member who is not affiliated with the Republican Party but appointed by the Republican Party, and one member who is not affiliated with the Democratic Party but appointed by the Democratic Party) to expire at two years, and four commissioners' terms (one Republican, one Democrat, one member who is not affiliated with the Republican Party but appointed by the Republican Party, and one member who is not affiliated with the Democratic Party but appointed by the Democratic Party) to expire at one year. Thereafter, each commissioner's term will be for a set term of two years.

2. Liaisons

There shall be a panel of non-voting liaisons to the Commission as follows: the Town Manager (or designee), a Town Councilor, a Board of Education Member, the Police Chief (or designee), and an individual from the South Windsor business community recommended by the South Windsor Chamber of Commerce and appointed by the Town Council for a three-year term. Liaisons shall be invited to each regular and special meeting of the commission but shall not be counted in terms of establishing a quorum of, or minority representation on the Commission.

3. Organization

At the first meeting on or after December 1 of each year, the Commission shall elect from its members a chairperson, vice-chairperson, and secretary, and other officers as deemed appropriate by the Commission.

The Commission will meet on a monthly basis according to the schedule as determined by appointed members annually and may hold special meetings as determined by the membership.

The Commission shall establish its own rules and procedures for the conduct of its business. Otherwise, it shall follow Robert's Rules of Order, where applicable and not in conflict with its rules and procedures.

If a vacancy occurs outside the regular allotted terms as set out above, an individual will be appointed by the Town Council for the unexpired portion of the term.

Revised 5/3/21 Exhibit A

4. Purpose

The purpose of the Commission is to foster the development of a more diverse community, to address specific issues at the root of REEG bias, and to suggest and implement proactive opportunities to combat REEG disparities as a public health crisis. The Commission will also collaborate with appropriate town groups and affiliates to carry forward the mission set forth in the Statement of Support created by the Black Lives Matter Sub-Committee and as approved by the South Windsor Town Council on March 1, 2021. The Commission will recognize and support the goals of social justice and racial equality in our community, passionately stand against REEG discrimination, and condemn violence against black, indigenous, and people of color (BIPOC).

Duties

- a. Work with Town Staff to ensure effective anti-racist and anti-bias training is offered for every town employee and elected official on an annual basis of at least two (2) hours, with a goal of twelve (12) hours minimum.
- b. Take action to investigate and promote policy changes that address REEG bias and disparity to create a more inclusive community.
- c. Collaborate with Town Staff to search and utilize specific avenues focused on the recruitment of BIPOC candidates for government opportunities.
- d. Drive occurrence of training sessions, community conversations, reading lists, and forums through a variety of media for all South Windsor residents, specifically targeted to bring about awareness of the following:
 - i. Critical self-reflection on racism
 - ii. Existing and historic inequities faced by those of REEG diversity
 - iii. Action and advocacy to fight REEG injustice
- e. Ensure the Town Government and Police Department continually improves upon policies and procedures that eliminate racism, bias, and profiling interactions in the hiring process. Increase diversity of employment through recruitment and hiring. Develop a system of open and transparent communication between town employees and citizens to create dialogue regarding REEG disparity within our community.
- f. Report annually to the Town Council and community the results and outcomes of the Commission's work.

Over Paid	(25,475.24)	(2,100.00)	(51.63)	(64.28)	(83.92)	(21.21)	(12.61)	(12.05)	(108.80)	(443.42)	(351.91)	(29,725.07)							,	1000/100	3		
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May 17, 2021 Meeting	
Exhibit C	
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Collector of Revenue	

Name

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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 [UI News Road
Print Name/Street Address/ City and State
Advance of the date for flag to be flown. The commemorative flag is to be flown on a flown flag pole according to the U.S. Flag Code Print Name/Street Address/City and State South Window, CT Musors: Kafie Kinapi Phone #: 860-474-1839 Cell #: 917-587-8323
Phone #: <u>\$60 · 474 - 1839</u> Cell #: <u>917 - 587 - 83</u> 23
Date of Request: 3/22/2
Name of Flag to be Flown: Price Flag (request to fly the "new" version with transgeretor, representation)
Flag dimensions must not be larger than: 5' x 9' with grommets for securing the lanyard.
Flag dimensions must not be larger than: 5' x 9' with grommets for securing the lanyard. Date (s) Event Requested for: June 1 - June 30, 2021 (Pride Hunth) we have one if you need to borrow! Special Requests:
Special Requests:
Date to be Raised: Tune Date Lowered Tune 30
Name of person making this request: Katje Slodd Krapp
Signature of person making this request: Lotie Sto Knys
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: 4/27/2/
Accepted: Approval process by
Town Council: approved (date) denied (date)
Approved by the South Windsor Town Council on:
Flag Location:

Eackup material for Item 13.9.

Mary Justine Hockenberry

16 Foxglove Lane

South Windsor, CT 06074

Mjhock319@gmail.com

(860)218-0087

RE: Town Council Elected Seat (D)

May 3, 2021



Dear Tony Duarte,

I am respectfully submitting my resignation as a Town Councilor on the South Windsor Town Council Effective May 3, 2021, 11:59pm my term expires November 08, 2021,

I am very honored to have worked with the Town Council in my second term, making positive changes to make South Windsor a better place to live for our residents.

Peace,

Mary Justine Hockenberry

Cc: Tony Dyarte – Chairman SWDTC

210 Brook St,

South Windsor, CT 06074

Backup material for Item 13.H.

April 26, 2021

Mrs. Bonnie Armstrong South Windsor Town Clerk 1540 Sullivan Avenue South Windsor, CT 06074 130 pm

Dear Mrs. Armstrong,

I have moved out of South Windsor and, as a result, need to resign from the South Windsor Public Building Commission effective immediately.

I have enjoyed my time with this commission over the last five years and wish them all the best in the future, particularly as they complete the final phase of the Elementary School Plan.

Sincerely,

Matthew Beaulieu Formerly of 19 Cody Circle South Windsor, CT 06074

cc: Chairman Matthew Montana, South Windsor Public Building Commission Chairman Kathleen Daugherty, South Windsor Republican Town Committee

Backup material for Hem B.I.

May 1, 2021

Kathy Daugherty - Chair SWRTC 12 Roy Rd South Windsor, CT 06074 k.daugherty@cox.net (860) 306-4117

Re: Resignation Notice

Dear Kathy,

I am respectfully submitting my resignation as a regular member of the Planning and Zoning Commission effective May 1, 2021. My term expires in November 2021.

Regards,

Kevin Greer 86 Windshire Dr South Windsor, CT 06074 Kevingreer2@gmail.com (860) 798-3170

Cc: Stephanie Dexter

Backup Information for Hem 13. J.

Reid, Deborah

From:

Tony Duarte <tonygolfs@att.net>

Sent:

Friday, May 7, 2021 7:49 PM

To:

Armstrong, Bonnie; Reid, Deborah; Andy Paterna

Subject:

[External]Bonnie Armstrong

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Bonnie Armstrong

Town Clerk

Town of South Windsor

On May 7, 2021, at a special meeting

the South Windsor Democratic Town Committee approved to submit the name of Steven King Jr. to fill unexpired term of Mary Justine Hockenberry as Town Councilor for South Windsor

Tony Duarte Chairman SWDTC

Cc: Debbie Reid Clerk for Council

Sent from my iPhone

Backup Information for Item 13. K., 13. L., and

BOARD AND COMMISSION APPOINTMENTS OR REAPPOINTMENTS

(3) R

(This form is to be filled out for each appointment or reappointment that is being requested)

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PARTY	AFFILIATION	ж.	<u>«</u>	œ		
NAME OF THE	PERSON WHO IS BEING REPLACED OR VACANCY	Kevin Greer	Michael LeBlanc	Ashwatha Naryana		
APPTMT	OR REAPPTMT	APPTMT	APPTMT	АРРТМТ		
	PHONE NUMBER	860 212-1626	860 372-8517	203 233-8447		
	ADDRESS	282 Dart Rd	23 Woodland Dr	9 Rustic Lane		
	NAME	Michael LeBlanc	Megan Powell	Adam Wood		
BOARD	OR COMMISSION	Planning & Zoning	Alt Planning & Zoning	Public Building Commission		

All appointments or reappointments are to be submitted to the Town Council Office on the Monday prior to the Council meeting. If they are not received on the Monday prior to the Town Council Meeting, appointments or reappointments WILL NOT be put on that agenda and would need to wait until the following Town Council Meeting. Also, all information should be filled in or WILL NOT be accepted.

Date:
Party Affiliation:
submitted by:

œ

STEPHANIE DEXTER

May 10, 2021