

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 1**

**June 3, 2019**

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**TOWN COUNCIL – REGULAR MEETING  
COUNCIL CHAMBERS – SOUTH WINDSOR TOWN HALL**

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:00 p.m.

**4. Roll Call**

Members Present: Mayor Andrew Paterna  
Deputy Mayor Liz Pendleton  
Councilor Audrey Delnicki  
Councilor Mary Justine Hockenberry  
Councilor Cesar Lopez  
Councilor Lisa Maneeley  
Councilor Matthew Riley  
Councilor Janice Snyder

Members Absent: Councilor Karen Lydecker

Others Present: Matthew B. Galligan, Town Manager

Deputy Mayor Pendleton made a motion to suspend the rules in order to go to Items 15. A. under New Business and Item 6. Public Input. Then after Item 12. Public Input, the Council will go to Item 15. N. Councilor Riley seconded the motion; and it was approved, unanimously.

**7. Adoption of Minutes of Previous Meetings**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Special Budget Work Session Minutes of May 1, 2019.

Was made by Councilor Snyder

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote of 5 to 0 with 3 abstentions with Mayor Paterna, Deputy Mayor Pendleton, Councilor Maneeley, Councilor Riley, and Council Snyder voting in favor of approval; and Councilor Delnicki, Councilor Hockenberry, and Councilor Lopez abstaining.

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 2**

**June 3, 2019**

**ITEM:**

**13. Consent Agenda**

Councilor Hockenberry made a motion to approve Agenda Items 14. A. (\*) through 14. B. (\*) as the Consent Agenda. Deputy Mayor Pendleton seconded the motion; and it was approved, unanimously.

**14. Unfinished Business**

**\*A. Resolution Appointing Sandra Reault (D) to the South Windsor Alliance for Families**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Sandra Reault (D) to the South Windsor Alliance for Families for a term ending September 1, 2019, to fill the expired term of Anthony Duarte.

**(Approved by Consent Agenda)**

**\*B. Resolution Appointing John Pelkey (D) an Alternate to the Park & Recreation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints John Pelkey (D) an Alternate to the Park & Recreation Commission for a term ending December 31, 2021, to fill an unexpired vacancy.

**(Approved by Consent Agenda)**

**15. New Business**

**B. Resolution Adopting the Capitol Region Natural Hazard Mitigation Plan Update, 2019-2024**

WHEREAS, the Town of South Windsor has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the Plan (e.g., flooding, high wind, thunderstorms, winter storms, earthquakes, droughts, dam failure, and wildfires), resulting in loss of property and life, economic hardship, and threats to public health and safety; and

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 3**

**June 3, 2019**

---

**ITEM:**

**15. B. (Continued)**

WHEREAS, the South Windsor Town Council approved the previous version of the Plan in 2014; and

WHEREAS, the Town of South Windsor and Capitol Region Council of Governments developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for the Natural Hazard Mitigation Plan Update, 2019-2024 under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held, and public input was sought in 2017 and 2018 regarding the development and review of the Natural Hazard Mitigation Plan Update, 2019-2024; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedures for the Town of South Windsor; and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of South Windsor, with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of South Windsor eligible for funding to alleviate the impacts of future hazards

NOW, THEREFORE, BE IT RESOLVED by the Town Council:

- 1) The Plan is hereby adopted as an official plan of the Town of South Windsor;
- 2) The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
- 3) Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and
- 4) An annual report on the progress of the implementation elements of the Plan shall be presented to the Town Council.

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 4**

**June 3, 2019**

---

**ITEM:**

**15. B. (Continued)**

Was made by Councilor Delnicki  
Seconded by Deputy Mayor Pendleton  
The motion was approved, unanimously

**D. Resolution with Respect to the Authorization, Issuance, and Sale of Not Exceeding \$11,500,000 Town of South Windsor General Obligation Refunding Bonds**

BE IT RESOLVED by the Town Council of South Windsor

Section 1. Not exceeding \$11,500,000 General Obligation Refunding Bonds (the "Refunding Bonds") of the Town of South Windsor, Connecticut (the "Town"), or so much thereof as the Town Manager and Town Treasurer shall determine to be necessary, are hereby authorized to be issued to refund all or any portion of any one or more series of the Town's outstanding general obligation bonds (the "Refunded Bonds") to achieve net present value savings and/or to restructure debt service payments of the Town. The Refunding Bonds shall be issued and sold in either a negotiated underwriting or a competitive offering as determined by the Town Manager and Town Treasurer to be most opportune for the Town. If the Refunding Bonds are sold in a negotiated underwriting, the Town Manager and Town Treasurer shall appoint the managing underwriter. The Refunding Bonds shall mature on such date or dates and in such amounts as shall be determined by the Town Manager and Town Treasurer, in accordance with the provisions of the Connecticut General Statutes, as amended, and shall bear interest payable at such rate or rates as shall be determined by the Town Manager and Town Treasurer. The Refunding Bonds shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Manager and Town Treasurer, bear the Town seal or a facsimile thereof and be approved as to their legality by Robinson & Cole LLP, Bond Counsel. The Refunding Bonds shall be general obligations of the Town, and each of the Refunding Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 5**

**June 3, 2019**

**ITEM:**

**15. D. (Continued)**

pledged to the payment of the principal thereof and the interest thereon. The aggregate denominations, form, details, and other particulars thereof, including the certifying, paying, registrar and transfer agent, shall be subject to the approval of the Town Manager and Town Treasurer. The net proceeds of the sale of the Refunding Bonds, after payment of underwriters' discount and other costs of issuance, shall be deposited in an irrevocable escrow account in an amount sufficient to pay the principal of, interest and redemption premium, if any, due on the Refunded Bonds to maturity or earlier redemption pursuant to the plan of refunding. The Town Manager and Town Treasurer are authorized to appoint an escrow agent and other professionals and to execute and deliver any and all escrow, investment and related agreements necessary to provide for such payments on the Refunded Bonds and to provide for the transactions contemplated hereby. The Town Manager and Town Treasurer are authorized to prepare and distribute preliminary and final Official Statements of the Town for use in connection with the offering and sale of the Refunding Bonds, and to execute and deliver on behalf of the Town a Bond Purchase Agreement, a Continuing Disclosure Agreement, Tax Regulatory Agreement, and such other documents necessary or desirable for the issuance of the Refunding Bonds and the payment of the Refunded Bonds.

Section 2. This resolution shall be effective until June 30, 2020.

Was made by Deputy Mayor Pendleton  
Seconded by Councilor Maneeley

Councilor Riley recused himself from this item.

The motion was approved, unanimously.

**E. Resolution Accepting the Fiscal Year 2018/2019 Suspense List**

BE IT RESOLVED that the South Windsor Town Council hereby accepts the Fiscal Year 2018/2019 Suspense List as proposed and submitted to the Town Council by the Collector of Revenue.

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 6**

**June 3, 2019**

---

**ITEM:**

**15. E. (Continued)**

Was made by Councilor Maneeley  
Seconded by Deputy Mayor Pendleton  
The motion was approved, unanimously

**F. Resolution Authorizing the Board of Education to Apply to the Commissioner of Administrative Services and Designating the South Windsor Board of Education as the Building Committee for the Underground Oil Tank "B" Removal at the South Windsor High School**

BE IT RESOLVED that the South Windsor Town Council authorizes the South Windsor Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Underground Oil Tank "B" Removal at the South Windsor High School; and

BE IT FURTHER RESOLVED that the South Windsor Board of Education is hereby established as the building committee with regard to the Underground Oil Tank "B" Removal at the South Windsor High School; and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Underground Oil Tank "B" Removal at the South Windsor High School.

Was made by Councilor Lopez  
Seconded by Deputy Mayor Pendleton  
The motion was approved, unanimously

**G. Resolution Authorizing the Board of Education to Apply to the Commissioner of Administrative Services and Designating the South Windsor Board of Education as the Building Committee for the Underground Oil Tank Replacement at the Philip R. Smith School, 350 Foster Street (Former Orchard Hill School)**

BE IT RESOLVED that the South Windsor Town Council authorizes the South Windsor Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Underground Oil Tank Replacement at the Philip R. Smith School, 350 Foster Street; and

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 7**

**June 3, 2019**

**ITEM:**

**15. G. (Continued)**

BE IT FURTHER RESOLVED that the South Windsor Board of Education is hereby established as the building committee with regard to the Underground Oil Tank Replacement at the Philip R. Smith School, 350 Foster Street; and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Underground Oil Tank Replacement at the Philip R. Smith School, 350 Foster Street.

Was made by Deputy Mayor Pendleton

Seconded by Councilor Snyder

The motion was approved, unanimously

**H. Resolution Authorizing the Board of Education to Apply to the Commissioner of Administrative Services and Designating the South Windsor Board of Education as the Building Committee for the Partial Roof Replacement at the South Windsor High School**

BE IT RESOLVED that the South Windsor Town Council authorizes the South Windsor Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Partial Roof Replacement at the South Windsor High School; and

BE IT FURTHER RESOLVED that the South Windsor Board of Education is hereby established as the building committee with regard to the Partial Roof Replacement at the South Windsor High School; and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Partial Roof Replacement at the South Windsor High School.

Was made by Councilor Riley

Seconded by Councilor Snyder

The motion was approved, unanimously

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 8**

**June 3, 2019**

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**ITEM:**

**15. New Business (Continued)**

- I. Resolution Authorizing the Board of Education to Apply to the Commissioner of Administrative Services and Designating the South Windsor Board of Education as the Building Committee for the Partial Roof Replacement at the Wapping School (South Windsor High School Annex)**

BE IT RESOLVED that the South Windsor Town Council authorizes the South Windsor Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Partial Roof Replacement at the Wapping School (South Windsor High School Annex); and

BE IT FURTHER RESOLVED that the South Windsor Board of Education is hereby established as the building committee with regard to the Partial Roof Replacement at the Wapping School (South Windsor High School Annex); and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Partial Roof Replacement at the Wapping School (South Windsor High School Annex).

Was made by Councilor Hockenberry  
Seconded by Deputy Mayor Pendleton  
The motion was approved, unanimously

- J. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed Traffic Calming Policy**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Tuesday, June 18, 2019, 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 proposed Traffic Calming Policy.

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 9**

**June 3, 2019**

---

**ITEM:**

**15. J. (Continued)**

Was made by Councilor Snyder  
Seconded by Councilor Maneeley  
The motion was approved, unanimously

**K. Resolution Approving the Job Classification and Fringe Benefit Description for Non-Bargaining Unit Members for Fiscal Year 2019/2020 through 2021/2022**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Job Classification and Fringe Benefit Description for Non-Bargaining Unit Members for Fiscal Year 2019/2020 through 2021/2022.

Was made by Deputy Mayor Pendleton  
Seconded by Councilor Hockenberry

Councilor Delnicki made an amendment to the Non-Bargaining Unit Members Fringe Benefit Description, (Attachment A), under Item F. to eliminate 1-4 Years of Service - \$250. Councilor Snyder seconded the amendment, and the amendment failed on a roll call vote of 4 to 4 with Councilor Delnicki, Councilor Maneeley, Councilor Riley, and Councilor Snyder voting in favor of the amendment; and Mayor Paterna, Deputy Mayor Pendleton, Councilor Hockenberry, and Councilor Lopez voting in opposition of the amendment.

Deputy Mayor Pendleton made a motion to call the question. Councilor Maneeley seconded the motion; and it was approved on a roll call vote of 5 to 3 with Mayor Paterna, Deputy Mayor Pendleton, Councilor Hockenberry, Councilor Lopez, and Councilor Maneeley voting in favor of calling the question; and Councilor Delnicki, Councilor Riley, and Councilor Snyder voting in opposition of calling the question.

Mayor Paterna called for a vote on the original motion; it failed on a roll call vote of 4 to 4 with Mayor Paterna, Deputy Mayor Pendleton, Councilor Hockenberry, and Councilor Lopez voting in favor of approval of the original motion; and Councilor Delnicki, Councilor Maneeley, Councilor Riley, and Councilor Snyder voting in opposition of the original motion.

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 10**

**June 3, 2019**

**ITEM:**

**15. New Business (Continued)**

**L. Resolution Accepting the Favorable Review by the Planning & Zoning Commission for the Planning, Design, Acquisition, Construction, Equipping, and Furnishing of a New Eli Terry Elementary School**

WHEREAS, the South Windsor Town Council referred the planning, design, acquisition, construction, equipping, and furnishing of a new Eli Terry Elementary School to the Planning & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes at their January 7, 2019 meeting; and

WHEREAS, the Planning & Zoning Commission, at their May 14, 2019 meeting, forwarded a favorable review of the project

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby accepts the favorable review by the Planning & Zoning Commission for this project.

Was made by Councilor Maneeley  
Seconded by Councilor Snyder  
The motion was approved, unanimously

**M. Resolution Accepting the Favorable Review by the Planning & Zoning Commission for the Planning, Design, Acquisition, Construction, Equipping, and Furnishing of a New Philip R. Smith Elementary School**

WHEREAS, the South Windsor Town Council referred the planning, design, acquisition, construction, equipping, and furnishing of a new Philip R. Smith Elementary School to the Planning & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes at their January 7, 2019 meeting; and

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 11**

**June 3, 2019**

---

**ITEM:**

**15. M. (Continued)**

WHEREAS, the Planning & Zoning Commission, at their May 14, 2019 meeting, forwarded a favorable review of the project

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby accepts the favorable review by the Planning & Zoning Commission for this project.

Was made by Councilor Lopez

Seconded by Deputy Mayor Pendleton

The motion was approved, unanimously

**N. Resolution Accepting the Resignation of Neil Caron (R) from the Greater Hartford Transit**

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Neil Caron (R) from the Greater Hartford Transit District; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Neil Caron for the time he has dedicated to serving his community by his membership on the Greater Hartford Transit District.

Was made by Councilor Riley

Seconded by Councilor Snyder

The motion was approved, unanimously

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

**Page 12**

**June 3, 2019**


---

**ITEM:**

**20. Adjournment**

At 10:11 p.m. Councilor Maneeley made a motion to adjourn the Regular Meeting. Deputy Mayor Pendleton seconded the motion; and it was approved, unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
Deborah W. Reid  
Clerk of the Council

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## NON-BARGAINING UNIT MEMBERS

Exhibit A

### FRINGE BENEFIT DESCRIPTION

**Fiscal Year 2019/2020 through Fiscal Year 2021/2022**

**A. The Town will provide the following insurance, or their equivalent.**

1. Health and Dental Insurance (See Human Resources for specifics)  
Premium Cost: 85% Town                      15% Employee
2. Life Insurance - Twice the Annual Rate of Basic Earnings--the resulting amount to be taken to the nearest whole multiple of \$1,000, up to a maximum of \$250,000. *(portability options)*
3. Continued Health Coverage, at group rates, for retirees with 10 or more years of service-at the employee's expense.
4. Short Term Disability – maximum benefit of \$500 per week
5. Long Term Disability Insurance Program - 90% Town, 10% Employee *(must be full time)*
6. Long Term Care Insurance *(must be full time) (portable)*

**B. Vacation Time**

<u>Completed Years of Service</u>	<u>Days per Year</u>
1	10
4	15
8	18
12	19

At 13 years, 1 additional day per year--to a maximum of 25 days per year

Vacation accrual maximum - 35 days

Vacation days may be taken in 1/2-day increments

**C. Holidays**

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Independence Day
Christmas Day	

**D. Sick Leave** 18 days annually; cumulative to a maximum of 210 days. Upon retirement a payout of 75% of accrued sick leave, up to a maximum of 100 days, will be paid into the employees 457 account to the IRS maximum allowed. If the employee does not have a 457 account, one must be opened. Any remaining funds due the employee will be paid in a separate check. *(must be full time)*

# Town of South Windsor

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**Non-Bargaining Unit Members**  
**Fringe Benefit Description**  
**Fiscal Year 2019/2020 - 2021/2022**  
**Page 2**

Exhibit A

**E. Pension** The Town currently has two plans for non-bargaining unit members they are the Defined Contribution Plan and the Defined Benefit Plan. For all employees, regardless of which plan they elect, the employee's contribution is 4 1/2% of eligible pay. For purposes of the Defined Contribution and the Defined Benefit Plan, the earnings to be considered in determining benefits and contributions will be the employee's total base earning, exclusive of overtime payments, or other additional compensation. See the Human Resources Department for details on both plans. For employees hired on or after July 1, 2006 the Town will offer only the Defined Contribution pension plan.

**F. 457 Contribution** The Town will make an annual 457 contribution during the first week of each July into each non-bargaining unit member's account based upon the below Years of Service Schedule.

1-4 Years of Service - \$250  
5-9 Years of Service - \$500  
10-14 Years of Service - \$750  
15-19 Years of Service - \$1,000  
20+ Years of Service - \$1,500

**G. Educational Benefits** Contingent upon budgetary allocations and compliance with the eligibility and other criteria outlined in the Education Reimbursement Policy of the Town of South Windsor's Management Personnel, an amount not to exceed 60% of approved course work and book costs associated with same shall be reimbursed to the employee following proof of payment and successful completion of said course. Maximum available reimbursement per employee is \$2,000 per fiscal year.

**H. Other Benefits** Five (5) Personal Days per year on employee's anniversary date. They are also eligible to participate in the Flex and Four-day Workweek (Policy in Human Resource Department). The standard workweek for management personnel shall be 37½ hours per week, except for those currently scheduled at 40 hours. Other benefits as indicated in the Town's Personnel Rules and Regulations.

**I. Effective Dates**

The Job Classification and Fringe Benefit Description will be in effect for Fiscal Year 2019/2020, Fiscal Year 2020/2021, and Fiscal Year 2021/2022.