TOWN OF SOUTH WINDSOR

Action Minutes

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October 21, 2019

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.

2. Roll Call

Members Present:

Mayor Andrew Paterna

Deputy Mayor Liz Pendleton Councilor Audrey Delnicki

Councilor Mary Justine Hockenberry

Councilor Cesar Lopez Councilor Karen Lydecker Councilor Lisa Maneeley Councilor Janice Snyder

Members Absent:

Councilor Matthew Riley

Others Present:

Vanessa Perry, Assistant Town Manager

Deputy Mayor Pendleton made a motion to suspend the rules in order to go to Item 19. Executive Session on the agenda. Councilor Maneeley seconded the motion; and it was approved, unanimously.

19. Executive Session

At 7:13 p.m., Deputy Mayor Pendleton made a motion to go into Executive Session to discuss a personnel issue (Agreement between the Town of South Windsor and UPSEU Local 424, Unit 65 – Municipal Employees) and to discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210(b)(4) and §1-200(6)(E). Councilor Maneeley seconded the motion; and it was approved, unanimously.

The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Hockenberry; Councilor Lopez; Councilor Lydecker; Councilor Maneeley; Councilor Snyder, Attorney Richard Carella from Updike, Kelly & Spellacy, P.C.; and Vanessa Perry, Assistant Town Manager/Director of Human Resources.

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ITEM:

19. Executive Session (Continued)

At 8:00 p.m., the Town Council came out of Executive Session in order to hold a Public Hearing. At 8:02 p.m., the Town Council reconvened with the Executive Session. The Regular Meeting reconvened at 8:15 p.m.

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: Regular Meeting Minutes of October 7, 2019.

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

13. Consent Agenda

Councilor Maneeley made a motion to approved Agenda Items 14. A. (*) through 14. D. (*) as the Consent Agenda. Councilor Snyder seconded the motion; and it was approved, unanimously.

14. New Business

*A. Resolution Appointing Shailesh Verma (R) an Alternate to the Economic Development Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Shailesh Verma (R) an Alternate to the Economic Development Commission for a term ending November 30, 2020, to fill the unexpired term of John Mitchell.

(Approved by Consent Agenda)

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ITEM:

14. Unfinished Business (Continued)

*B. Resolution Appointing Scott Kelley (R) to the Economic Development Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Scott Kelley (R) to the Economic Development Commission for a term ending November 30, 2019, to fill the unexpired term of Shailesh Verma.

(Approved by Consent Agenda)

*C. Resolution Appointing Janet Wade-Utay (U) to the Historic District Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Janet Wade-Utay (U) to the Historic District Commission for a term ending November 30, 2021, to fill the unexpired term of Nadine Hassan-Caron.

(Approved by Consent Agenda)

D. Resolution Appointing Michael Giannamore (U) an Alternate to the Historic District Commission

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

(Approved by Consent Agenda)

15. New Business

B. Resolution Approving the Nondiscrimination Certification Agreements and Warranties under Connecticut General Statutes §4a-60 and §4a-60a, as Amended

BE IT RESOLVED that the Town of South Windsor hereby complies with nondiscrimination agreements and warranties under Connecticut General Statutes §4a-60 and §4a-60a, as amended.

(Continued on Next Page)

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<u>ITEM:</u>

15. B. (Continued)

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

C. Resolution Approving a Reverse 911 Notification (Everbridge) to South Windsor Voters

WHEREAS, there have been concerns voiced regarding South Windsor voters not knowing where their voting location will be held due to the relocation of District 4 from Philip R. Smith Elementary School to the Charles Enes Community Center; and

WHEREAS, it is being proposed to use the Reverse 911 Notification System (Everbridge) to inform all residents where their voting location will be for the November 5, 2019, Municipal Election; and

WHEREAS, a Reverse 911 Notification (Everbridge) to the entire community is a good way to test the emergency management system

NOW, THEREFORE, BE IT RESOLVED, the South Windsor Town Council hereby approves the following notification to be sent out on November 4, 2019:

Message for Municipal Elections:

Tomorrow, November 5th, the Town of South Windsor will be holding Municipal Elections. The polls will open at 6 AM and close at 8 PM. District (insert # here) votes at (insert location here). There will be same-day voter registration held in the Town Hall at 1540 Sullivan Avenue. For additional information, you may visit https://www.southwindsor-ct.gov/registrar

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ITEM:

15. C. (Continued)

District 1, Pleasant Valley School Gym, 591 Ellington Road

District 2, Eli Terry School Gym, 569 Griffin Road

District 3, South Windsor High School Auxiliary Gym, 161 Nevers Road

District 4, Charles Enes Community Center, 150 Nevers Road (formerly Philip R. Smith)

District 5, Timothy Edwards Middle School, Stairwell B, 100 Arnold Way; and

BE IT FURTHER RESOLVED that this message has been reviewed and approved by the Town Attorney.

Was made by Councilor Maneeley Seconded by Deputy Mayor Pendleton

Councilor Snyder made a friendly amendment to specify in the message the location where same day voter registration will be held in the Town Hall. Councilor Maneeley and Deputy Mayor Pendleton accepted the friendly amendment.

Mayor Paterna called for a vote on the amended motion; it was approved, unanimously.

The amended Resolution to read as follows:

WHEREAS, there have been concerns voiced regarding South Windsor voters not knowing where their voting location will be held due to the relocation of District 4 from Philip R. Smith Elementary School to the Charles Enes Community Center; and

WHEREAS, it is being proposed to use the Reverse 911 Notification System (Everbridge) to inform all residents where their voting location will be for the November 5, 2019, Municipal Election; and

WHEREAS, a Reverse 911 Notification (Everbridge) to the entire community is a good way to test the emergency management system

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Page 6

October 21, 2019

ITEM:

15. C. (Continued)

NOW, THEREFORE, BE IT RESOLVED, the South Windsor Town Council hereby approves the following notification to be sent out on November 4, 2019:

Message for Municipal Elections:

Tomorrow, November 5th, the Town of South Windsor will be holding Municipal Elections. The polls will open at 6 AM and close at 8 PM. District (insert # here) votes at (insert location here). There will be same-day voter registration held in the Town Hall at 1540 Sullivan Avenue on the ground floor in the Madden Room. For additional information, you may visit https://www.southwindsor-ct.gov/registrar

District 1, Pleasant Valley School Gym, 591 Ellington Road

District 2, Eli Terry School Gym, 569 Griffin Road

District 3, South Windsor High School Auxiliary Gym, 161 Nevers Road

District 4, Charles Enes Community Center, 150 Nevers Road (formerly Philip R. Smith)

District 5, Timothy Edwards Middle School, Stairwell B, 100 Arnold Way; and

BE IT FURTHER RESOLVED that this message has been reviewed and approved by the Town Attorney.

D. Resolution Approving an Agreement Between the Town of South Windsor and UPSEU Local 424, Unit 65 – Municipal Employees

BE IT RESOLVED that the South Windsor Town Council hereby approves the proposed "Agreement Between the Town of South Windsor and UPSEU Local 424, Unit 65 – Municipal Employees for the period July 1, 2019, through June 30, 2022.

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

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ITEM:

15. New Business (Continued)

E. Resolution Approving an Annual Salary for Deborah W. Reid, Clerk of the Council for Fiscal Year 2019/2020

WHEREAS, an evaluation was completed by the Personnel Committee, and a report was submitted to the Town Council for their input

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves a base salary adjustment of \$2,000 and an annual salary increase of 2% for Fiscal Year 2019/2020 for Deborah W. Reid, Clerk of the Council, said annual salary rate to be retroactive from July 1, 2019.

Was made by Deputy Mayor Pendleton Seconded by Councilor Snyder The motion as approved, unanimously

> F. Resolution Approving a Refund of Taxes to One Hundred and Thirty-Seven (137) South Windsor Taxpayers

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to one hundred and thirty-seven (137) South Windsor Taxpayers, the total of said refunds being \$24,043.55 and as more fully described on attached **Exhibit A**.

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

G. Resolution Amending the South Windsor Town Council Rules and Procedures (Article V – Agenda)

WHEREAS, the South Windsor Town Council hereby approves an amendment to the South Windsor Town Council Rules and Procedures (Article V – Agenda).

No action was taken on this item.

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ITEM:

15. New Business (Continued)

H. Resolution Appointing Members to South Windsor's 175th Anniversary Committee

WHEREAS, at the September 3, 2019, Town Council meeting, the Town Council approved to establish a 175th Anniversary Committee to develop, plan, host new programs, and endorse community events that will recognize, commemorate, and celebrate the founding of South Windsor; and

WHEREAS, it was the decision of the Town Council to have Mayor Paterna and Councilor Snyder meet to appoint the Chair (Brianna Dillman) and two Honorary Chairs (Edward Havens, Sr. (D) and Elizabeth Warren (R)); and

WHEREAS, Mayor Paterna and Councilor Snyder were also requested to recommend to the Council the make-up of the members of the Committee and the Council would ratify those recommendations

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby appoints the following members to the 175th Anniversary Committee:

- Brenda Koboski (U)
- Natalie O'Brien (U)
- Joshua Johnson (D)
- Gavin Zhu (D)
- Anne King (R)
- Madu Reddy (R)

Mayor Paterna explained that Anne King had contacted him today and said she would not be able to participate in the 175th Anniversary Committee. Mayor Paterna made a friendly amendment to eliminate Anne King (R) from the list of members, and he and Councilor Snyder would meet to place another member on the Committee, and bring that name back to the Council for their approval. Councilor Snyder and Councilor Hockenberry accepted the friendly amendment.

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ITEM:

15. H. (Continued)

Mayor Paterna called for a vote on the amended motion; it was approved, unanimously.

The amended resolution to read as follows:

WHEREAS, at the September 3, 2019, Town Council meeting, the Town Council approved to establish a 175th Anniversary Committee to develop, plan, host new programs, and endorse community events that will recognize, commemorate, and celebrate the founding of South Windsor; and

WHEREAS, it was the decision of the Town Council to have Mayor Paterna and Councilor Snyder meet to appoint the Chair (Brianna Dillman) and two Honorary Chairs (Edward Havens, Sr. (D) and Elizabeth Warren (R)); and

WHEREAS, Mayor Paterna and Councilor Snyder were also requested to recommend to the Council the make-up of the members of the Committee and the Council would ratify those recommendations

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby appoints the following members to the 175th Anniversary Committee:

- Brenda Koboski (U)
- Natalie O'Brien (U)
- Joshua Johnson (D)
- Gavin Zhu (D)
- Madu Reddv (R)
- I. Resolution Approving the Creation of an Advisory Committee (Temporary) Regarding Services for Persons with Disabilities

WHEREAS, the South Windsor Town Council cares for all of its citizens and would like to make sure everyone's needs are met

TOWN OF SOUTH WINDSOR

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ITEM:

15. I. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the creation of a Temporary Advisory Committee Regarding Services for Persons with Disabilities, whose charge will be to advise the Town Manager (or designee), who will act as the Chair of the Committee, and Town departments with information regarding compliance with ADA requirements and to further their understanding of the concerns of persons with disabilities using Town facilities; and

BE IT FURTHER RESOLVED that the Committee members will also serve as a resource to the South Windsor community and address accessibility, equal rights, removing barriers, and promoting opportunities for individuals with disabilities; and

BE IT FURTHER RESOLVED the Committee will meet quarterly and be made up of nine (9) South Windsor residents who volunteer to be part of this Committee, as well as the Town Manager (or designee). These individuals who volunteer their time will have knowledge, skills, and/or experience with ADA related issues.

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

16. Passage of Ordinance

A. Resolution Adopting the Proposed Amendment to Ordinance #225 – South Windsor Volunteer Fire Tax Abatement Ordinance

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed Amendment to Ordinance #225 – South Windsor Volunteer Fire Tax Abatement Ordinance, as shown in attached **Exhibit B**.

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

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ITEM:

20. Adjournment

At 8:57 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 Deborah W. Reid

Clerk of the Council



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074 TELEPHONE (860) 644-2511

TO:

MICHAEL MANISCALCO, TOWN MANAGER

MEMBERS OF THE TOWN COUNCIL

FROM:

JENNIFER R. HILINSKI-SHIRLEY, CCMC COLLECTOR OF REVENUE

SUBJECT:

REFUND BATCH #2 OCTOBER 21, 2019 AGENDA

DATE:

October 15, 2019

CC:

PATRICIA PERRY, DIRECTOR OF FINANCE

I respectfully request approval of 137 refunds totaling \$-24,043.55 as noted on the attached report. All refund requests received by 9:00am, October 15, 2019 are included in subject batch.

Exhibit A

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Exhibit A

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Drafted By: Tabatha I Chasse
Deputy Collector of Revenue

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Dates:

10/15/2019

Approved By. Jennifer Hillipski-Shirley, CCMC
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AMENDMENTS TO ORDINANCE #225

South Windsor Volunteer Fire Tax Abatement Ordinance

- Sec. 1 <u>Purpose</u>: In recognition of the benefits provided to the Town of South Windsor by the dedicated service of the Town's Volunteer Fire personnel, the South Windsor Town Council herby establishes a tax abatement program pursuant to the authority granted by Connecticut General Statutes 12-81w for Volunteer Fire personnel on the conditions outlined below.
- Sec. 2 <u>Eligibility</u>: Members of the South Windsor Volunteer Fire Department and who reside and pay property tax in the Town of South Windsor shall be eligible when meeting the following criteria:
 - 1) Member must have achieved two years of service by July 1 of the current year to be eligible for a tax abatement on July 1 of the following year; and
 - 2) Member must have achieved a "good year" as defined by the Service Award Program. Any amendment to this definition must be approved by the Town Council in the same manner as an amendment to an ordinance.
- Sec. 3 <u>Certification</u>: Annually, on or before May 15th of each year, the Chief of the South Windsor Volunteer Fire Department shall certify and submit to the Town Manager and Finance Director, a list of the members of their organization who are eligible as defined in Section 2. This list shall contain addresses and the amount of which each member is eligible. For the year 2018 only, the list shall be submitted on or before June 1st in order to timely apply tax benefit to current bills.
- Sec. 4 <u>Abatement Schedule</u>: Abatement of property taxes shall be granted the following July 1st to eligible members as follows:
 - 1) If a member has completed two years of service as of the July 1st preceding the date of abatement, the member shall be entitled to 25% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes
 - 2) If a member has completed five years of service as of July 1st preceding the date of abatement, the member shall be entitled to 50% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes
 - 3) If a member has completed seven years of service as of the July 1st preceding the date of abatement, the member shall be entitled to 75% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes

- 4) If a member has completed ten years of service or more as of the July 1st preceding the date of abatement, the member shall be entitled to 100% of the maximum amount allowed by Connecticut General Statutes, as amended from time to time, as an annual abatement of property taxes.
- Sec. 5 Retirement Benefit: Members who have served a minimum of twenty years and who have reached the mandatory retirement age of their organization shall continue to receive an abatement of \$1,000 annually for as long as they continue to reside and own property in South Windsor. Members who retire prior to the mandatory age and have over 25 years of credited "Good Years" in the Department's Service Award program shall continue to receive an abatement of \$1,000 annually for as long as they continue to reside and own property in South Windsor.
- Sec. 6 <u>Disability Benefit</u>: If for any reason, a member should become disabled due to an injury sustained in the performance of their duties within the Department, they shall be entitled to receive an abatement of \$1,000 annually for as long as they continue to reside and own property in South Windsor and continue to be so disabled.
- Sec. 7 <u>Construction of Ordinance</u>: Taxes to be abated must be those taxes imposed on real property or personal property assessed in the name of the eligible individual, either as a sole owner or a joint owner, but not by a corporation, LLC or partnership. In the case of abating taxes on real property, the real property must serve as the eligible individual's primary residence.
 - 1) The abatement amount shall be applied first to the taxes for real property, then to personal property which shall include motor vehicles leased to an eligible individual as of October 1 of any given year. In the event that the tax to which the abatement is applied is paid in installments, then the exemption shall be applied 50% to each installment.
 - 2) This ordinance shall not be construed to imply that if an eligible member has less tax liability than their permitted amount of tax abatement that they are entitled to receive any additional funds from the Town of South Windsor under this ordinance. In no event will this ordinance authorize a tax refund for taxes that have already been paid.
 - 3) No individual shall be eligible for participation in this property tax relief program if the individual has any tax delinquency, including taxes, interest, fees and any other charges, to the Town of South Windsor on the date of certification set forth above.