

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

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March 15, 2021

**TOWN COUNCIL – REGULAR MEETING
VIRTUAL MEETING**

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:04 p.m.

3. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Erica Evans
Councilor Mary Justine Hockenberry
Councilor Philp Koboski
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Others Present: Michael Maniscalco, Town Manager
Vanessa Perry, Asst. Town Manager/Director of H.R.
Scott Roberts, Asst. Town Manager/CIO/Emergency Mgmt.

After roll call was complete, a Moment of Silence was taken in honor of the lives lost in the past year due to COVID-19 and for Linc Street, who had passed away.

5. Adoption of Agenda

Councilor Evans made a motion to adopt the agenda. Councilor Hockenberry seconded the motion.

Deputy Mayor Pendleton made a motion to amend the agenda to move Item 17. A. (Executive Session) after Item 6 (Communications and Reports from Town Manager). Councilor Hockenberry seconded the amendment, and it was approved unanimously.

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

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ITEM:

17. Executive Session

At 7:21 p.m., Deputy Mayor Pendleton made a motion to go into Executive Session 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 Evans; Councilor Hockenberry; Councilor Koboski, Councilor Lopez; Councilor Lydecker, Councilor Maneeley; Councilor Snyder; Scott Roberts, Assistant Town Manager/CIO/Emergency Management; Vanessa Perry, Assistant Town Manager/Director of Human Resources; Michael Maniscalco, Town Manager, and Attorney Richard Carella from Updike, Kelly & Spellacy.

At 7:52 p.m., the Executive Session adjourned.

8. Adoption of Minutes of Previous Meetings

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of March 1, 2021.

Was made by Councilor Lopez
Seconded by Councilor Snyder
The motion was approved unanimously

11. Consent Agenda

Councilor Snyder made a motion to approve Agenda Item 11.b.A. as a Second Reading on the Consent Agenda. Councilor Maneeley seconded the motion, and it was approved unanimously.

b. Second Reading

A. Resolution Appointing Robert Burns (R) an Alternate to the Economic Development Commission

BE IT RESOLVED that the South Windsor Town Council hereby appoints Robert Burns (R) an Alternate to the Economic Development Commission for a term ending November 30, 2024, to fill the expired term of Shailesh Verma.

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ITEM:

12. Unfinished Business

A. Resolution Adopting a Budget Policy Statement for Fiscal Year 2021/2022 Budget (*Postponed from the March 1, 2021, Town Council Regular Meeting*)

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

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

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Budget Policy Statement for the Fiscal Year 2021/2022 Budget as shown in attached **Exhibit A**.

Was made by Councilor Lydecker
Seconded by Councilor Maneeley

Councilor Maneeley made a motion to amend Exhibit A, letter H to eliminate "The Town will realistically." Councilor Snyder seconded the motion, and it was approved unanimously.

Deputy Mayor Pendleton made a motion to amend Exhibit A as follows:

- In number 1, change earliest to early.
- In letter E, add "where possible" after costs.
- In letter H, after consider add "the state's" and then eliminate "state" before funding.

Councilor Snyder seconded the amendments, and they were approved unanimously.

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

(Resolution Continued on Next Page)

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ITEM:

12. A. (Continued)

The following items in Exhibit A were changed and will read as follows:

Objective

1. The budget will be presented to the Town Council and residents as **early** as possible.

2021-2022 Budget Goals

- E. Maintain or reduce personnel service costs, **where possible**, through the possibilities of reorganization, attrition, and/or labor negotiations (ref - #4 Strategic Plan).
- H. Estimate state revenues and consider **the state's** possible reductions in funding (ref - #1 Strategic Plan).

13. New Business

- C. **Resolution Setting a Time for a Virtual Public Hearing to Receive Citizen Input on the Proposed Board of Education Budget for Fiscal Year 2021/2022**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Thursday, March 25, 2021, at 8:00 p.m.**, as the time for a Virtual Public Hearing to receive citizen input on the proposed Board of Education Budget for Fiscal Year 2021/2022. The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov.

Was made by Councilor Hockenberry
Seconded by Councilor Snyder
The motion was approved unanimously

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ITEM:

13. New Business (Continued)

D. Resolution Authorizing the Sale, Donation, or Disposal of Surplus Vehicles

BE IT RESOLVED that the South Windsor Town Council hereby declares the following vehicles to be "Surplus Equipment," as shown in attached **Exhibit B**, and authorizes Town Manager Michael Maniscalco to sell, donate, or otherwise dispose of these vehicles.

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

F. Resolution Accepting the Resignation of Philip Koboski (R) from the Public Building Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Philip Koboski (R) from the Public Building Commission effective March 1, 2021; and

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

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

G. Resolution Accepting the Resignation of Philip Koboski (R) from the Agricultural Land Preservation Advisory Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Philip Koboski (R) from the Agricultural Land Preservation Advisory Commission effective March 1, 2021; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Philip Koboski for the time he has dedicated to serving his community by his membership on the Agricultural Land Preservation Advisory Commission.

(Resolution Continued on Next Page)

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ITEM:

13. G. (Continued)

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

H. Resolution Appointing Miguel Proano (R) to the Public Building Commission 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 Miguel Proano (R) to the Public Building Commission for a term ending November 30, 2023, to fill the unexpired term of Philip Koboski and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Was made by Councilor Koboski
Seconded by Councilor Snyder
The motion was approved unanimously

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

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 \$668.41 and as more fully described on attached **Exhibit C**.

Was made by Councilor Lopez
Seconded by Councilor Snyder
The motion was approved unanimously

17. Executive Session

At 10:57 p.m., Deputy Mayor Pendleton made a motion to go into Executive Session to discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210(b)(7) (200 Nevers Road). Councilor Maneeley seconded the motion, and it was approved unanimously.

(Executive Session Continued on Next Page)

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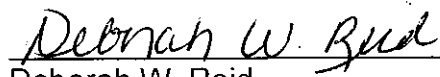
ITEM:

17. Executive Session (Continued)

The following individuals went into Executive Session: Mayor Paterna, Deputy Mayor Pendleton; Councilor Evans; Councilor Hockenberry; Councilor Koboski, Councilor Lopez; Councilor Lydecker, Councilor Maneeley; Councilor Snyder; Scott Roberts, Assistant Town Manager/CIO/Emergency Management; Vanessa Perry, Assistant Town Manager/Director of Human Resources; and Michael Maniscalco, Town Manager.

At 11:04 p.m., the Executive Session and Regular Meeting adjourned.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

**TOWN OF SOUTH WINDSOR
FISCAL YEAR 2021-2022
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

1. The budget will be presented to the Town Council and residents as early as possible.
2. The proposed budgets shall be presented utilizing the safest method possible during the COVID-19 Pandemic consistent with guidance from DPH and the CDC.
3. Ensure taxpayers have input in the budget process by utilizing public hearings (WebEx Virtual), Town website, local newspaper notices, Citizens Guide to the Budget (website), and Town Council and Board of Education meetings/public input.
4. Maintain transparency through various forms of distribution of the budget documents in a safe manner.
5. Budgets presented should reflect the guidelines and goals presented here as well as projected revenue, anticipated State of CT funding, and current economic conditions, including COVID-19 related expenses.
6. Propose a budget that maintains or increases the current level of services.
7. Utilize additional revenue realized from the Grand List to offset tax increases to taxpayers.

2021-2022 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 - #5 & #6 Strategic Plan).
- B. Sustain the financial stability of the Town with a continued effort to strive for a AAA credit rating (ref - #1 Strategic Plan).
- C. Preclude using the "Fund Balance" to lower the annual mill rate or pay for the Town's operating expenses (ref - #1 Strategic Plan).

- 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 - #4 Strategic Plan).
- E. Maintain or reduce personnel service costs, where possible, through the possibilities of reorganization, attrition, and/or labor negotiations (ref - #4 Strategic Plan).
- 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 - #3, #4, #6 Strategic Plan).
- G. Continue to support investments and updates in Information Technology for efficiencies and enhancements of services to the staff and public.
- H. Estimate state revenues and consider the state's possible reductions in funding (ref - #1 Strategic Plan).
- I. Seek cost-savings by pursuing regional sharing of services.
- J. Support the continued efforts to grow the tax stabilization fund (ref - #1 Strategic Plan).
- K. Work to realize efficiencies and cost savings for taxpayers.

Date Approved by Town Council: March 15, 2021

VEHICLE SURPLUS

[illegible]

Name	Bill#	Prop. Loc./Vehicle Info.	Reason	Over Paid
HYUNDAI LEASE TITLING TRUST	2019-03-5011081	2017/US1200/KMHG54HJ8HU024655	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc.	(593.61)
MARSALISI BARBARA & MICHAEL	2019-03-5014953	2005/673TXU/2HKYF1848GH59465	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc.	(12.23)
SULTAN HAIDER	2019-04-8002923	2013/AK92441/JN1CV6AR4DM769509	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc.	(82.57)
Total of 3 Refunds				<u>(688.41)</u>

Carlene Andrusak 3/13/21

Drafted by:

Carlene Andrusak
Revenue Clerk

Date:

Approved by:

Jennifer R. Hillinski-Shirley 3/14/21
Jennifer R. Hillinski-Shirley
Collector of Revenue, CCMC, CCMO