

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 1

June 21, 2021

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

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:02 p.m.

3. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Erica Evans
Councilor Steven King, Jr.
Councilor Philp Koboski
Councilor Cesar Lopez
Councilor Karen Lydecker (arrived at 7:07 p.m.)
Councilor Lisa Maneeley
Councilor Janice Snyder

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

After Roll Call was complete, Mayor Paterna recognized Debra Burch from the South Windsor Volunteer Fire Department for earning the Executive Fire Officer Certification.

5. Adoption of Agenda

Councilor Lydecker made a motion to adopt the agenda as presented. Councilor Koboski seconded the motion.

Deputy Mayor Pendleton made a motion to amend the agenda to move Item 13. O. (Resolution Approving an Annual Salary for Town Manager Michael Maniscalco for Fiscal Year 2021/2022) after Executive Session.

Councilor Evans made a motion to continue Items 12. A. and 12. B. to the next Town Council Meeting.

Councilor Maneeley seconded the motions, and they were approved unanimously.

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

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 2

June 21, 2021

ITEM:

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 Meeting: Regular Meeting Minutes of May 17, 2021.

Was made by Councilor Lopez

Seconded by Councilor Snyder

The motion passed on a roll vote of 8-0 with Councilor King abstaining

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Public Hearing Minutes of June 7, 2021; and Regular Meeting Minutes of June 7, 2021.

Was made by Councilor King

Seconded by Councilor Snyder

The motion was approved unanimously

11. Consent Agenda

a. First Reading

Councilor Evans made a motion to approve Agenda Item 11.a.A through 11.a.B. as a First Reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

A. Resolution Appointing Bala Ramasamy (D) to the Water Pollution Control Authority 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 Bala Ramasamy (D) to the Water Pollution Control Authority for a term ending November 30, 2023, to fill the unexpired term of Steven King, Jr., and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 3

June 21, 2021

ITEM:

11. Consent Agenda (Continued)

a. First Reading (Continued)

B. Resolution Appointing Deborah Cohen (D) an Alternate to the Historic District 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 Deborah Cohen (D) an Alternate to the Historic District Commission for a term ending November 30, 2021, to fill the unexpired term of Elizabeth Burgess and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Snyder made a motion to approve Agenda Items 11.b.A through 11.b.C as a Second Reading on the Consent Agenda. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

b. Second Reading

A. Resolution Appointing Jill McAllister to the South Windsor 175th Anniversary Committee

BE IT RESOLVED that the South Windsor Town Council hereby appoints Jill McAllister to the South Windsor 175th Anniversary Committee.

B. Resolution Appointing Vasanth Kainkaryam to the South Windsor 175th Anniversary Committee

BE IT RESOLVED that the South Windsor Town Council hereby appoints Vasanth Kainkaryam to the South Windsor 175th Anniversary Committee.

C. Resolution Appointing Stephanie Weintraub (R) to the Agricultural Land Preservation Advisory

BE IT RESOLVED that the South Windsor Town Council hereby appoints Stephanie Weintraub (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, to fill the unexpired term of Philip Koboski.

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 4

June 21, 2021

ITEM:

13. New Business

C. Resolution Creating a Strategic Planning Committee

WHEREAS, the Town of South Windsor undertook a strategic planning process in 2001 and 2016; and

WHEREAS, the Town Council has the desire to make decisions and implement strategies in a plan-full manner with the intent of doing the best for all South Windsor's residents; and

WHEREAS, the Town Council recognizes that the Town can achieve more effective and efficient service delivery to residents through planning processes; and

WHEREAS, the Town Council has the desire to develop a vision, goals, and objectives through working with a broad spectrum of residents who represent diversity in age, race, and gender

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby creates a Strategic Planning Committee with the express intent to accomplish the following:

1. Through broad outreach to the community, develop a vision statement for what the community would like to become:
 - a. The Committee will advertise and hold two (2) public hearings to gather input from the community.
 - b. Through support of the Town staff, the Committee can consider conducting a survey using multiple mediums for dissemination.
 - c. Develop and deliver a report to the Town Council by 7/1/2022 that will explain the Committees recommended vision and why it is the recommended vision.
2. Work collaboratively with the Town Council to develop goals that will accomplish the vision.
3. Work with the Town Council and Town staff to create specific, measurable objectives that will accomplish the identified goals; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 5

June 21, 2021

ITEM:

13. C. (Continued)

BE IT FURTHER RESOLVED that the Committee shall be appointed by the Town Council and shall be made up of no more than nine members. Two members must attend South Windsor Public Schools; two members must consider themselves to be senior citizens; there must be representatives from both genders, and there must be representation of both political parties. Every effort shall be made to seek both cultural and ethnic diversity. The Town Manager, Mayor, and Minority Leader (or their designee) will be considered ex officio members with full rights to speak at meetings but will have no right to vote.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Snyder

Mayor Paterna made a motion to amend the resolution to include that the Mayor and Minority Leader will review the nominations for this Commission and bring them back to the Council for final approval. Deputy Mayor Pendleton seconded the amendment, and it was approved unanimously.

Mayor Paterna explained that nominations could be accepted from Town Council members, Town residents who send nominations to the Mayor or Minority Leader, and individual residents who send in a nomination for themselves to the Mayor or Minority Leader. The Mayor and Minority Leader will present their recommendations for membership on the Committee to the Town Council. A complete list of those nominated will be presented to the Town Council for review by the Town Council, and the Council will have the final approval.

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

The amended resolution to read as follows:

WHEREAS, the Town of South Windsor undertook a strategic planning process in 2001 and 2016; and

WHEREAS, the Town Council has the desire to make decisions and implement strategies in a plan-full manner with the intent of doing the best for all South Windsor's residents; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 6

June 21, 2021

ITEM:

13. C. (Continued)

WHEREAS, the Town Council recognizes that the Town can achieve more effective and efficient service delivery to residents through planning processes; and

WHEREAS, the Town Council has the desire to develop a vision, goals, and objectives through working with a broad spectrum of residents who represent diversity in age, race, and gender

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby creates a Strategic Planning Committee with the express intent to accomplish the following:

1. Through broad outreach to the community, develop a vision statement for what the community would like to become:
 - a. The Committee will advertise and hold two (2) public hearings to gather input from the community.
 - b. Through support of the Town staff, the Committee can consider conducting a survey using multiple mediums for dissemination.
 - c. Develop and deliver a report to the Town Council by 7/1/2022 that will explain the Committees recommended vision and why it is the recommended vision.
2. Work collaboratively with the Town Council to develop goals that will accomplish the vision.
3. Work with the Town Council and Town staff to create specific, measurable objectives that will accomplish the identified goals; and

BE IT FURTHER RESOLVED that the Committee shall be appointed by the Town Council and shall be made up of no more than nine members. Two members must attend South Windsor Public Schools; two members must consider themselves to be senior citizens; there must be representatives from both genders, and there must be representation of both political parties. Every effort shall be made to seek both cultural and ethnic diversity. The Town Manager, Mayor, and Minority Leader (or their designee) will be considered ex officio members with full rights to speak at meetings but will have no right to vote; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 7

June 21, 2021

ITEM:

13. C. (Continued)

BE IT FURTHER RESOLVED that two Councilors, one being the Mayor and one being the Minority Leader, shall review nominations for this Committee and bring the full list of nominations to the Council, with their recommendation to the Town Council for approval.

D. Resolution Authorizing the Town Manager to Sign and Execute the Connecticut Department of Transportation Local Bridge Program Supplemental Application for the Main Street Bridge over the Podunk River, State Project No. 9132-4174

WHEREAS, the Town of South Windsor is eligible to receive a grant from the State of Connecticut Local Bridge Program to fund up to 50% of the eligible project costs for the reconstruction of the Main Street Bridge over the Podunk River

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes its Town Manager, Michael Maniscalco, MPA, to sign the Local Bridge Program Supplemental Application and any associated agreements between the State of Connecticut and the Town of South Windsor for the Main Street Bridge over the Podunk River, located 0.5 miles south of I-291 on Main Street, Bridge No. 04174.

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

F. Resolution Accepting the Fiscal Year 2020/2021 Suspense List

BE IT RESOLVED that the South Windsor Town Council hereby accepts the Fiscal Year 2020/2021 Suspense List as proposed and submitted to the Town Council by the Collector of Revenue.

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

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 8

June 21, 2021

ITEM:

13. New Business (Continued)

G. Resolution Approving a Transfer of \$6,000 from the Contingency Account to the Cemetery Association Account

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$6,000 from the Contingency Account to the Cemetery Association Account to cover costs associated with the Cemetery Association budget.

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

H. Resolution Authorizing Town Manager Michael Maniscalco to Sign and Execute a Lease Agreement with Key Government Finance ("Lessor") ("Escrow Agent") for the Lease/Purchase of Pierce Rescue Truck and Ford/Firematic Vehicle

WHEREAS, at the regularly scheduled meeting of January 4, 2021, the South Windsor Town Council approved the purchase of a replacement rescue truck, and a new support fire/police truck, 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 and Escrow Agreement with Key Government Finance as the Lessor and Escrow Agent, who requires Town Council approval to enter into this specific ten-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 Key Government Finance ("Lessor") ("Escrow Agent") for the lease/purchase of Pierce Rescue Truck and Ford/Firematic Vehicle.

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

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 9

June 21, 2021

ITEM:

13. New Business (Continued)

I. Resolution Approving a Refund of Taxes to Seven (7) South Windsor Taxpayers

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to seven (7) South Windsor Taxpayers, the total of said refunds being \$7,463.54 and as more fully described on attached **Exhibit A.**

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

J. Resolution Accepting the Resignation of Elizabeth McGuire (D), an Alternate from the Planning & Zoning Commission

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Elizabeth McGuire (D) from the Planning & Zoning Commission effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Elizabeth McGuire for the time she has dedicated to serving her community by her membership on the Planning & Zoning Commission.

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

K. Resolution Accepting the Resignation of Gavin Zhu (R) from the Board of Assessment Appeals

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Gavin Zhu (R) from the Board of Assessment Appeals effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Gavin Zhu for the time he has dedicated to serving his community by his membership on the Board of Assessment Appeals.

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 10

June 21, 2021

ITEM:

L. Resolution Accepting the Resignation of Ashwatha Naryana (R) from the Water Pollution Control Authority

BE IT RESOLVED that the South Windsor Town Council hereby accepts with regret the resignation of Ashwatha Naryana (R) from the Water Pollution Control Authority effective immediately; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Ashwatha Naryana for the time he has dedicated to serving his community by his membership on the Water Pollution Control Authority.

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

N. Resolution Approving an Annual Salary for Deborah W. Reid, Clerk of the Council for Fiscal Year 2021/2022

BE IT RESOLVED that the South Windsor Town Council hereby approves an annual salary increase of 2% for Fiscal Year 2021/2022 for Deborah W. Reid, Clerk of the Council.

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

14. Passage of Ordinance

A. Resolution Adopting a Proposed Ordinance Establishing a Social Justice and Racial Equity Commission

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed Ordinance establishing a Social Justice and Racial Equity Commission, as shown in **Exhibit B**.

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

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 11

June 21, 2021

ITEM:

17. Executive Session

At 8:53 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) (Brookfield Street), and to discuss a personnel matter (Town Manager Michael Maniscalco). Councilor Snyder seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Mayor Paterna, Deputy Mayor Pendleton, Councilor Evans, Councilor King, Councilor Koboski, Councilor Lopez, Councilor Lydecker, Councilor Maneeley, Councilor Snyder, Town Manager Maniscalco, Town Attorney Kari Olsen, Assistant Town Manager Vanessa Perry, and Assistant Town Manager Scott Roberts.

The Executive Session adjourned at 10:10 p.m., and the Regular Meeting reconvened.

O. Resolution Approving an Annual Salary for Town Manager Michael Maniscalco for Fiscal Year 2021/2022

BE IT RESOLVED that the South Windsor Town Council hereby approves an annual salary increase of 2% for Fiscal Year 2021/2022 for Town Manager Michael Maniscalco and authorizes the Mayor and Minority Leader to sign the amendment to the Employment Contract.

Was made by Deputy Mayor Pendleton

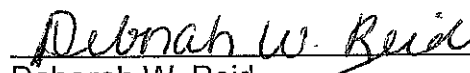
Seconded by Councilor Lopez

The motion was approved unanimously

18. Adjournment

At 10:16 p.m., Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor King seconded the motion, and it was approved unanimously.

Respectfully submitted,


Deborah W. Reid
Clerk of the Council

Name	Bill	Prop. Loc./Vehicle Info
BUTT USMAN	2019-03-5003178	2006/3VWXXJ71K56M631866
CHASE AUTO	2019-03-5011806	2016/JM3KE4BY4G0753679
FINANCIAL SER VEH TRUST	2019-03-5007900	2018/W8SJF0C51JB283615
FINANCIAL SER VEH TRUST	2019-04-8001005	2020/W8SZU7C061J7E99265
FIORI FRANCIS & PAMELA	2019-01-003191	137 MASKEL RD.
ROCHE MARION T TR	2019-01-0008423	40 WILD LIFE TRL.
WHEELS LT	2019-03-5024832	2018/1GKKXNXL5X1Z187846

Reason	Over Paid
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally, damaged, stolen etc.	(42.88)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally, damaged, stolen etc.	(825.71)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally, damaged, stolen etc.	(1,991.72)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally, damaged, stolen etc.	(259.29)
Sec. 12-129 Refund of Excess Payments	(31.94)
Sec. 12-129 Refund of Excess Payments	(3,975.51)
Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally, damaged, stolen etc.	(396.49)
Total of 7 Refunds	(7,463.54)

Carlene Andrusak

6/9/21

Drafted by:

Date:

Carlene Andrusak
Revenue Clerk

Approved by:

Date:

Jennifer K. Hillinski-Shirley
Jennifer K. Hillinski-Shirley
Collector of Revenue, CCMC, CCMO

June 2021

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.

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).

5. 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.