

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

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October 19, 2020

**TOWN COUNCIL – REGULAR MEETING
VIRTUAL MEETING**

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:03 p.m.

3. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Audrey Delnicki
Councilor Erica Evans
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez (arrived at 7:05 p.m.)
Councilor Lisa Maneeley
Councilor Janice Snyder

Members Absent: Councilor Karen Lydecker

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

4. Mayor's Remarks

Mayor Paterna announced that the Black Lives Matter Sub-Committee would be sponsoring a Virtual Community Conversation on October 20, 2020, at 7:00 p.m. The topic is Moving Toward an Anti-Racist Culture with Dr. Joseph Cooper.

5. Adoption of Agenda

Councilor Hockenberry made a motion to adopt the agenda as presented. Councilor Evans seconded the motion, and it was approved unanimously.

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6. Communications and Reports from Town Manager

Mr. Maniscalco reported on the following items:

- There have been a total of 253 cases of COVID-19 reported in South Windsor, with 217 of those cases past quarantine. There have been 32 people that have died due to COVID-19.
- There are three members of Town staff who are currently waiting for test results due to traveling to hot spots. Four staff members who have symptoms of COVID-19 and are waiting for test results. One staff member has tested positive for COVID-19, and three members who have been exposed and are waiting for test results. There is one staff member who has been exposed to a family member who is positive for COVID-19. Mr. Maniscalco reminded the public to wear their masks, wash their hands, social distance, and avoid large crowds.
- The most current report from the Department of Labor is that there are 868 claims for unemployment in South Windsor, which equals a 6% unemployment rate. State-wide, unemployment is at 8%. The collection rates currently stand at 55.51% compared to this time last year of 55.4%.
- ICMA offered training on Implicit Bias and Diversity. The Town will provide this training to all Town staff virtually and will share this training with the Council in the future.
- Meetings have been held regarding the emergency communications radio tower and tower coverage. A lease agreement for a radio tower will come before the Council in the future.
- Hartford County has been declared a disaster area for drought by the USDA, which opens up funds for local farmers. Mr. Maniscalco explained that he is getting a list of local farmers together to make them aware of where they need to go to seek additional funding due to the drought.

Answering questions from the Council, Mr. Maniscalco stated that he believes the process for the drought disaster is through a federal application. The Town of South Windsor has done a good job at sourcing out PPE and, at this current time, is in good shape with the number of PPE. The staff has been using a lot of cloth masks, which helps. The Town has been keeping track of the use of PPE, and if the number of PPE becomes a concern, the Town will start sourcing out PPE again. The Tax Office has received all of the taxes from residents who were given a deferral until October.

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7. Public Input

Mr. Philip Koboski, 1909 Main Street, informed the Council that Mr. Billy Mitchell, the Shepard family, and the South Windsor Republican Town Committee have all donated \$1,000 each for the purchase and installation of the flag poles. These donations will be dropped off at the Town Hall. This will be a great addition to the Sullivan Avenue/Buckland Road/Oakland Road/Ellington Road intersection, and it is very exciting to see which groups will have their flags flown.

8. Adoption of Minutes

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of October 5, 2020.

Was made by Councilor Snyder

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote of 7-0 with Councilor Hockenberry abstaining.

9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council

Councilor Evans reported that the Public Building Commission continues to work on Phase II and will start Phase III of the school construction projects. They are making sure the Town of South Windsor has great schools.

Councilor Evans explained that the Park & Recreation Commission continues to work on their Master Plan, and they are hoping to present it to the Council before the end of the year.

Councilor Hockenberry informed the Council that the Human Relations Commission advocates for civil rights, diversity, and inclusion. As a service to the community, they will be providing yard signs to residents who wish to express their support of equity and opportunity and to be a voice for all people. The signs state, "In this House we believe Black Lives Matter, Women's Rights are Human Rights. No human is illegal, science is real, love is love, kindness is everything." Councilor Maneeley stated that the Human Relations Commission is out of signs. If they get more funding and get more signs made, the residents will be able to order them again. Councilor Hockenberry added that if more people order them, the Human Relations Commission will be able to purchase them in bulk.

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10. Reports from Committees

Councilor Evans informed the Council that the Naming of Public Lands and Buildings Sub-Committee met on October 8, 2020. The Sub-Committee discussed honoring three individuals by naming something in Town after them. The individuals are John J. Mitchell, Al Larson, and James Throwe. The Sub-Committee will meet again to discuss the options available for honoring James Throwe. There are resolutions on the Town Council agenda tonight for approval to honor John J. Mitchell and Al Larson.

Councilor Evans stated that the Black Lives Matter Sub-Committee has its first Virtual Community Conversation with Dr. Joseph Cooper. Any questions can be sent to BLMSCComments@southwindsor-ct.gov.

Deputy Mayor Pendleton announced that the Personnel Committee would be holding a virtual meeting on October 22, 2020, at 11:00 a.m.

11. Consent Agenda

First Reading

None

Second Reading

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

A. Resolution Appointing James MacPherson to the Energy Committee

BE IT RESOLVED that the South Windsor Town Council hereby appoints James MacPherson to the Energy Committee.

Miscellaneous

None

12. Unfinished Business

None

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13. New Business

A. Resolution Approving an Amendment to the 2019/2021 Job Classification and Fringe Benefit Description Plan for Non-Bargaining Unit Employees

BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to amend the 2019/2021 "Job Classification and Fringe Benefit Description Plan for Non-Bargaining Unit Employees of the Town of South Windsor" by increasing the hours of one of the Human Service Specialist/Youth Counselor positions from 28 hours to 37.5 hours.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Snyder

Deputy Mayor Pendleton informed the Council that she had contacted Vanessa Perry, Assistant Town Manager/Director of Human Resources, and asked her to explain this item to the Council. Mrs. Perry sent out an email to the Council, as shown in attached **Exhibit A**.

Answering questions from the Council, Mrs. Perry explained that this position is presently a vacant part-time Human Service Specialist/Youth Counselor in the Human Services Department, consisting of 28 hours per week with pro-rated benefits. It is being requested that this position has increased hours and work a 37.5 hour week with full benefits. This position requires a Master's Degree and will be a salaried position with no overtime pay. This resolution is before the Council because it will require an increase in next year's budget.

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

B. Discussion Item: Flag Pole Project Donation Form (*Town Attorney Kari Olson to be present*)

Mr. Maniscalco explained that the Council received the Flag Pole Donation Form drafted by the Town Attorney. The Council member's consensus is necessary to start accepting donations with the use of the Flag

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ITEM:

13. B. (Continued)

Pole Project Donation Form. Mr. Maniscalco then informed the Council that the flag pole bases are in, and the Town is waiting for the electrical work to begin.

Answering questions from the Council, Attorney Joseph Szerejko, who is an associate of Attorney Kari Olson, came before the Council and explained that it is his opinion that the Flag Pole Donation Form would withstand scrutiny with the caveat that it has to take into account for the fact that this would be government speech. Halloran and Sage cannot give absolute guarantees that there would not be a court challenge, but the idea is to make sure that it is the Town that is speaking with respect to putting up flags. The form is an acknowledgment on the part of the donor that they understand it is in that context that these flags are being displayed. It would suffice to acknowledge donors at a Town Council meeting, not with something that is permanently displayed because that may become problematic and subject the Town to a challenge.

Attorney Szerejko then explained to the Council that the statement on the form that says the use of the flag pole shall at all times remain within the discretion of the South Windsor Town Council does not need the Town Manager added to it because the Town Council is the legislative body of the Town and is the entity that should be controlling the use of the flag poles. However, given the Town Manager's duties pursuant to the Town Charter and the Town's policies, the Town Manager has input pursuant to the legislative body's control.

It was the consensus of the Council to move forward with the collection of donations with the use of the proposed form.

C. Resolution Setting a Virtual Public Hearing to Receive Citizen Input on an Appropriation of \$14,200 from the Capital and Non-Recurring Expenditure Account

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ITEM:

13. C. (Continued)

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, November 16, 2020, at 8:00 p.m.**, as the time for a virtual public hearing to receive citizen input on an appropriation of \$14,200 from the Capital and Non-Recurring Expenditure Account to fund engineering services, bid documents, and construction inspection services for the Emergency Standby Generator Replacement at Fire Headquarter.

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

D. Resolution Accepting the Naming of Public Lands and Buildings Sub-Committee's Recommendation to Name 75 Brookfield Street (Barton Property) in Honor of John J. Mitchell

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee met on Thursday, October 8, 2020, and discussed the naming of 75 Brookfield Street (Barton Property) in honor of John J. Mitchell; and

WHEREAS, John J. Mitchell had served the South Winsor community in many capacities for many years, which included serving on the Town Council as a member and Mayor; and

WHEREAS, the Sub-Committee voted unanimously to recommend to the Town Council that 75 Brookfield Street be named in honor of John J. Mitchell

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby accepts the Naming of Public Lands and Buildings Sub-Committee recommendation to name 75 Brookfield Street after John J. Mitchell; and

BE IT FURTHER RESOLVED that the property at 75 Brookfield Street will be called "John J. Mitchell Fairgrounds at Rye Street Park" pending agreement from the Planning & Zoning Commission and the Park & Recreation Commission.

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13. D. (Continued)

Was made by Councilor Maneeley
Seconded by Deputy Mayor Pendleton

Councilor Evans explained to the Council that the Planning & Zoning Commission and the Park & Recreation Commission have both met since the Naming of Public Lands and Buildings Sub-Committee's recommended naming 75 Brookfield Street (Barton Property), John J. Mitchell Fairgrounds at Rye Street Park in honor of John J. Mitchell. Both Commissions approved the name and feel it is appropriate. The Planning & Zoning Commission requested that a plaque be put up on the property explaining the history of the property.

Councilor Snyder requested that the plaque also include a write up about Mr. Mitchell. Councilor Snyder also felt that an unveiling ceremony should be held so that Mr. Mitchell's family and friends could attend when the property is dedicated to honor John J. Mitchell.

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

E. Resolution Accepting the Naming of Public Lands and Buildings Sub-Committee's Recommendation to Name an Interior Driveway at Veterans Memorial Park in Honor of Al Larson

WHEREAS, the Naming of Public Lands and Buildings Sub-Committee met on Thursday, October 8, 2020, and discussed the naming of an interior driveway at Veterans Memorial Park in honor of Al Larson; and

WHEREAS, Al Larson has served the South Windsor community in many capacities for many years, including serving on the Park & Recreation Commission as a member and as the Chairperson, as well as being a strong advocate of aquatics; and

WHEREAS, the Sub-Committee voted unanimously to recommend to the Town Council that an interior driveway at Veterans Memorial Park be named in honor of Al Larson

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13. E. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby accepts the Naming of Public Lands and Buildings Sub-Committee recommendation to name the interior driveway which connects the lower parking lot to the upper parking lot at Veterans Memorial Park after Al Larson; and

BE IT FURTHER RESOLVED that the interior driveway will be called "Al Larson Lane."

Was made by Councilor Lopez
Seconded by Councilor Snyder

Councilor Evans stated that she appreciated the input from the Park & Recreation Commission and Ray Favreau, who requested this honor for Al Larson.

Answering questions from the Council, Mr. Maniscalco explained that he and Mr. Favreau have discussed the placement of the sign and feel it should be placed a little further away from the actual Veterans Memorial towards the front of the park. Deputy Mayor Pendleton suggested placing signage near the gate. Councilor Evans suggested putting up a barrier along the side of the driveway, like a guardrail, and putting signage on that structure.

Councilor Lopez referred to a memo written by the Park & Recreation Commission and read a portion of the memo for the record as follows: Mr. Larson has been instrumental in the development and maintenance of the Park & Recreation Master Plan. In 1998, Al served on the VMP Task Force responsible for the planning of the renovation of the pools at VMP and successfully passed a \$3.1 million referendum. His passion has always been aquatics, and as such, he was a co-founder of the Recreation Department's summer swim team, the "Seals" (originally the "Stingrays") in 1990 and helped design and construct a portable dock system that was used to create a make-shift eight-lane 25 yards competitive "lap pool" with the old VMP footprint.

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13. E. (Continued)

Councilor Evans added that the Park & Recreation Commission used lane in the naming of the interior driveway to associate the name with the swim lanes because of Mr. Larson's strong advocacy towards aquatics.

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

F. Resolution of the South Windsor Town Council Transferring Assessor's Duties and Responsibilities Regarding Renter's Rebate Program for Elderly and Disabled Taxpayers

WHEREAS, the Town of South Windsor (the "Town") is a municipality that participates in the Renter's Rebate Program (the "Rebate Program") for rent and utility payment reimbursement designed for elderly and totally disabled renters who meet certain income requirements, as set forth within Connecticut General Statutes §12-170d et seq.; and

WHEREAS, Connecticut General Statutes §12-170f permits the Town, upon approval of its legislative body, to provide that the duties and responsibilities of the assessor (the "Assessor") as required under Connecticut General Statutes §12-170f and §12-170g, can be transferred to the officer in the Town having responsibility for the administration of social services or to the coordinator or agent for the elderly in the Town; and

WHEREAS, the office in the Town that is responsible for the administration of social services and that is the coordinator or agent for the elderly is the South Windsor Department of Human Services (the "Department"); and

WHEREAS, the Town's legislative body, the South Windsor Town Council (the "Council"), on behalf of the Town, collectively wishes to transfer the Assessor's duties with respect to the Rate Program to the Department

NOW, THEREFORE, BE IT RESOLVED that all of the Assessor's duties and responsibilities with respect to the Program, as set forth in Connecticut General Statutes §12-170f and §12-170g, are hereby officially transferred to the Department, which hereinafter shall fulfill all of said duties and responsibilities as set forth in said statutes and all related statutes regarding the Rebate Program; and

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ITEM:

13. F. (Continued)

BE IT FURTHER RESOLVED that nothing in this Resolution shall affect the validity or enforceability of any actions taken by the Assessor, the Department, and/or its duly authorized agent(s) with respect to the Rebate Program to date.

Was made by Councilor Delnicki
Seconded by Deputy Mayor Pendleton

Answering questions from the Council, Mr. Maniscalco explained that this resolution was requested because the program is already offered through the Human Services Department, but a resolution was never passed.

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

G. Discussion Item: State Bond Commission Grant Funding for the HVAC System at Wood Memorial Library & Museum (*requested by Mayor Paterna*)

Mayor Paterna informed the Council that the State Bond Commission had approved a grant to the Wood Memorial Library for \$149,000. At the next meeting, a resolution will need to be approved so the Wood Memorial Library can accept the grant.

14. Passage of Ordinance

None

15. Public Input

None

16. Communications from Council

None

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17. Executive Session

At 8:07 p.m. Deputy Mayor Pendleton made a motion to go into Executive Session to discuss pending claims and litigation (460 Miller Road); the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (1645 Ellington Road); and the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (124 Brookfield Street). Councilor Hockenberry seconded the motion; and it was approved unanimously.

The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Evans, Councilor Hockenberry; Councilor Lopez; 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 of Updike, Kelly & Spellacy.

At 9:51 p.m., the Executive Session ended.

18. Adjournment

At 9:52 p.m., Councilor Snyder made a motion to adjourn the Regular Meeting. Councilor Evans seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Reid, Deborah

From: Maniscalco, Michael
Sent: Monday, October 19, 2020 2:53 PM
To: Town Council
Subject: Fwd: 13 A. Background Information

All see the below for tonight's meeting.

Michael Maniscalco, MPA

Town Manager

Town of South Windsor

1540 Sullivan Avenue

South Windsor, CT 06074

Tel: (860) 644-2511

Fax: (860) 644-3781

michael.maniscalco@southwindsor.org

Begin forwarded message:

From: "Perry, Vanessa" <Vanessa.Perry@southwindsor-ct.gov>
Date: October 19, 2020 at 2:30:00 PM EDT
To: "Maniscalco, Michael" <Michael.Maniscalco@southwindsor-ct.gov>
Subject: 13 A. Background Information

Hi Mike,

I was told the Council had a few questions regarding Resolution 13 A. on the Agenda. Can you please forward them the below information before the meeting:

We were unsure of how to properly capture the Council's approval on moving forward with making this Human Services Specialist/Youth Counselor position a full time position. This position is currently part-time with prorated benefits based upon a 28 hour work week. That means that it isn't full time but it receives most of the full time benefits associated with the Management Group. They are eligible for Health Insurance, Vacation, Personal time, etc., but it is all prorated for 28 hours a week. The only benefits that a PT prorated benefit position are not eligible for are the 401a, Long Term Disability, and Long Term Care.

We have advertised and interviewed for this position two times and have been unsuccessful in filling it. As we get through the process and make an offer to a candidate, the applicant then declines. In working with the current budgeted hours while still meeting the needs of the youth, we require this position to work 30 hours a week during the school year and need to reduce the hours to 20 hours a week during the summer, which averages to the 28 hour position. These are not ideal hours since they need to be available to meet with the students during the school day, but also be required to have evening hours for the students that need to meet as a family or after sports, etc. The current structure is causing the applicants to have to carry an additional PT position elsewhere which then is limiting their ability to accept our position since they are all mentioning the inability to make the hours work with

their other job(s). There is also a wait list for students that need counseling because we can only offer hours that we have funds budgeted for. With this dilemma before us, we thought that it would be best for the families we serve to change this position to full time. It would allow us to hire someone that would then be able to make South Windsor their priority.

We do not need any additional funding in this year's budget because we will be able to cover the additional salary requirement with the unused funds from the position remaining vacant. All we really need is permission to make this change now, because it will then cause an increase in next year's salary line item. We would not want to hire someone full time now and then have to reduce their hours July 1 of next year.

Next year's salary line will increase about \$11,362 - \$12,844. The range is due to the salary being determined "based upon experience". The Town's first year cost for this position to participate in the 401a will be about \$5,413-\$6,119 (after 1 year of service). The cost to add the LTD and LTC would be an addition of about \$800-900 for the year.

Should you have any additional questions, please feel free to call or email me prior to the meeting. My cell phone is 860-372-1654.

Regards,
Vanessa

Exhibit A

Vanessa Perry, MPA
*Assistant Town Manager/
Human Resources Director
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074
Tel: (860) 644-2511 ext. 280
Fax: (860) 644-3781
vanessa.perry@southwindsor-ct.gov*

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