

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

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**February 22, 2022**

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**TOWN COUNCIL – REGULAR MEETING  
VIRTUAL MEETING**

**1. Call Meeting to Order**

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

**3. Roll Call**

Members Present: Mayor Liz Pendleton  
Deputy Mayor Steven King Jr.  
Councilor Erica Evans  
Councilor Jamie Gamble  
Councilor Phillip Koboski  
Councilor Marek Kozikowski  
Councilor Cesar Lopez  
Councilor Karen Lydecker  
Councilor Andrew Paterna

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 Pendleton explained the Saint Patrick's Day Parade will be coming up in March. There will be a Pub Night to help sponsor the Four Seas that sponsor the Saint Patrick's Day Parade in Hartford.

**5. Adoption of Agenda**

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

Councilor Evans made a motion to amend the agenda as follows: Adding a Resolution Amending a Previously Approved Resolution from the February 7, 2022, Town Council Meeting Regarding the Creation of a Park and Recreation Facility Planning and Implementation Committee after Item 13.C (Resolution Appointing William Flagg (D) as a Resident Member to the Town Council Subcommittee Open Space Task Force).

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**5. Adoption of Agenda (Continued)**

Deputy Mayor King made a motion to amend the agenda to move Item 17.A (Executive Session – Review of Request for Proposal Responses for Town Attorney Search) after Item 7 (Public Input).

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

**6. Communications and Reports from Town Manager**

Town Manager Michael Maniscalco explained that the mask mandate has been lifted for private businesses, however mask mandates in all Town buildings will be lifted on March 1, 2022. Beginning March 1, in-person meetings will resume.

Town Manager Maniscalco continued to explain that the budget will be affected on how the Legislature handles the state revenues. The Town has been providing mutual aid to the towns of Windsor and East Windsor building departments. Through providing mutual aid, the Town is being reimbursed for the hours that are being provided to the communities at the same rate as the Town pays the individuals.

**7. Public Input for Items on Agenda**

1. Dan Turkington, wrote a letter regarding the mega freight terminal proposed for 25 Talbot Lane and Governor's Highway. Mr. Turkington feels as though this terminal is counterproductive and will add 1,548 passenger vehicles and 207 tractor trailer trips per day.

**17. Executive Session**

Deputy Mayor King Jr. made a motion to go into Executive Session to discuss Item 17.A Review of Request for Proposal Responses for Town Attorney Search. Councilor Kozikowski seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Mayor Pendleton, Deputy Mayor King Jr., Councilor Evans, Councilor Gamble, Councilor Koboski, Councilor Kozikowski, Councilor Lopez, Councilor Lydecker, Councilor Paterna, Town Manager Michael Maniscalco, Assistant Town Manager Vanessa Perry, and Assistant Town Manager Scott Roberts.

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**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 February 7, 2022.

Was made by Councilor Lydecker  
Seconded by Deputy Mayor King Jr.  
The motion was approved unanimously

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

Councilor Evans explained that the South Windsor Art Commission has two approved members however there are still five spaces open. The Commission needs one non-Democrat appointed by the Democrats, three Republicans, and one non-Republican appointed by the Republicans. This Commission needs one member to have a quorum to begin meetings.

The Social Justice and Racial Equity Commission currently has four seated members and has four spaces open. The Commission needs one seat to be filled by the Democrats and three seats to be filled by the Republicans. This Commission needs one member to have a quorum to begin meetings.

Councilor Evans answered questions from the Council explaining that the Commissions have posted on social media however reaching out through postcards would be a great idea to reach individuals who may want to join the Commissions.

Councilor Kozikowski explained that on February 15, 2022, the Planning and Zoning Commission closed the Public Hearing to rezone property at 542 King Street from a residential to commercial zone and approved the rezoning. On February 15, 2022, the Commission also approved an associated site plan to go along with the rezoning of 542 King Street. The Commission also opened up a Public Hearing regarding the revised Talbot Lane project. The Public Hearing regarding the proposed moratorium on a residential construction in South Windsor has been closed but has not been decided yet. The Planning and Zoning Commission also discussed the modifications of the parking requirement to accommodate a new Subway restaurant.

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**10. Reports from Committees**

Councilor Evans reported that the Park and Recreation Facility Planning Implementation Committee has enough people seated and they can begin meeting. The Strategic Planning Committee has nine open seats, currently with no spots filled. Two South Windsor Public School students, two individuals that identify as senior citizens, also need to include diverse, gender identity, representatives of active political parties, and efforts shall be made seek cultural and ethnic diversity and representation. This Committee will create a vision, goals and objectives to work with a broad spectrum of residents who represent diversity in age, race and gender. A vision statement will be created as to what the Committee would like to become. The Committee will hold a public hearing to gather input from the community. With the support from town staff, the Committee will conduct a survey, develop and deliver a report by July 1, and collaborate with the Town Council to develop goals that will accomplish the vision and create specific measureable objectives. For anyone that is interested in becoming part of this Committee, they can reach out to the Mayor, Town Manager, Minority Leader, or Councilor Evans.

Councilor Paterna reports on the Town Council Energy Committee in which he and Councilor Kozikowski were recently selected to be Chair and Vice Chair of the committee. Steve Wagner will stay on as an energy consultant. This new program, is not just for solar energy but non-residential energy solutions, promoting large battery storage installations to help store solar energy during the winter months. In school buildings for instance, they are pushing electric vehicle charging stations. These are the types of things that will be discussed in the Energy Committee in the next few months to determine eligibility for grants or tax credits.

**11. Consent Agenda**

a. First Reading

None

b. Second Reading

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

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**11. b Consent Agenda (Continued)**

**A. Resolution Reappointing James Hennessey (D) to the Park and Recreation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints James Hennessey (D) to the Parks and Recreation Commission for a term ending November 30, 2025.

**B. Resolution Reappointing Genevieve Coursey (D) to the Park and Recreation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Genevieve Coursey (D) to the Parks and Recreation Commission for a term ending November 30, 2025.

**C. Resolution Appointing Elizabeth McGuire (D) to the Personnel Board of Appeals**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Elizabeth McGuire (D) to the Personnel Board of Appeals for a term ending November 30, 2022.

Councilor Koboski made a motion to approve Agenda Items 11.b.D through 11.b.F. as a Second Reading on the Consent Agenda. Councilor Gamble seconded the motion, and it was approved unanimously.

**D. Resolution Appointing Carolyn Carey (R) an Alternate to the Planning and Zoning Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Carolyn Carey (R) an Alternate to the Planning and Zoning Commission for a term ending December 1, 2025.

**E. Resolution Appointing Tad Bistor (R) to the Historic District Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Tad Bistor (R) to the Historic District Commission for a term ending November 30, 2022.

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**11.b Consent Agenda (Continued)**

**F. Resolution Appointing Michael Buganski (R) an Alternate to the Economic Development Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Michael Buganski (R) an Alternate to the Economic Development Commission for a term ending November 30, 2024.

**c. Miscellaneous**

None

**12. Unfinished Business**

**A. Resolution to Approve the Registrar's Updated Polling District Map**

NOW, THEREFORE, BE IT RESOLVED, that the South Windsor Town Council hereby approves the recommendations of the Registrars of Voters to realign the borders of Districts 2, 3, 4 and 5 as shown on the attached map. District 1 realignment was approved by the Connecticut General Assembly under CGS 169(a) and published by the Secretary of the State on November 11, 2021.

Was made by Councilor Kozikowski  
Seconded by Councilor Paterna

Registrar Sue Larsen and Registrar Sue Burnham were present at the meeting to answer questions from the Council on the Proposed Polling District Map.

Councilor Gamble asked if the Resolution was for approving all five re-alignments.

Sue Larsen informed the Council that they were only voting on Districts 2, 3, 4, and 5. District 1 was approved by the Connecticut General Assembly.

Councilor Kozikowski asked why Districts 2, 3, 4, and 5 are going to be re-aligned and to explain the red lines and colors on the map.

Sue Burnham informed the Council that the reason being, is to clean up or make sense of the District lines. For example in District 5 the pink area from District 3 carries over into District 5. The proposed updated Polling District Map will keep the areas within the alignments. There are very few households that will be affected by the change.

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**12. Unfinished Business (Continued)**

Sue Larsen explained in more detail what cleaning up the lines means. Changing the lines will make it so where the people live, they will be voting in that district. Instead of the way the lines are now, you have small areas where for the residents it will be more convenient to move to the next District.

The change is proposed to make it easier for the voters to get to their polling locations.

Councilor Kozikowski raises another question, how does it make it more convenient for voters. For example, for Districts 4 and 5, the red line follows Beelzebub Road. As it is today, the first 20 houses on either side of the road all go to Philip R. Smith for voting. Under the new proposed conditions, it looks like the North side of the road would continue to go to Philip R. Smith but their neighbors directly across the street now would have to go to Timothy Edwards.

Sue Larsen responded by informing Councilor Kozikowski and the Council that the Registrars are following the direction of the Secretary of State, which indicates that if you're going to change your lines, do it through a street and make the street split. You will see that in the new District 1 Pleasant Valley, one side is District 3 and the other side of the street is District 1. They are just consistent with the direction from the State.

Council Kozikowski states that he knows that the State is not looking at our communities and neighborhoods individually but they have a larger context and go by census tracking boundaries but we in South Windsor are not required to do that. Would it be fine to just leave the district lines well enough alone? That way neighborhoods and streets are not being split. Under the new proposal properties on either side of Sullivan Avenue, Clark Street, Ellington Road, Miller Road, Hayes Road, Nevers Road, Graham Road, Beelzebub Road and Woodland Drive would be redistricted when their neighbor across the street will not be.

Sue Larsen explained that some of the streets are individual lots and homes that are changing not an entire street. The properties on Sullivan Avenue are mostly commercial and industrial. There are few homes in that area that will be affected. The only area that she sees as an argument in her opinion is the Beelzebub and Woodland Area.

The motion was passed on a Roll Call vote of 6 ayes (Councilors Evans, Lydecker, Lopez, Paterna, Deputy Mayor King Jr. and Mayor Pendleton) to 3 nays (Councilors Gamble, Koboski, and Kozikowski).

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**12. Unfinished Business (Continued)**

**B. Resolution Authorizing Town Manager, Michael Maniscalco to Sign and Execute the Solid Waste Disposal Area Closure Documentation**

WHEREAS, the Town of South Windsor is the owner of the closed landfill on Burgess Road; and

WHEREAS, the Town of South Windsor is responsible for the care and control of the solid waste disposal area as defined in Connecticut General Statutes (CGS) Section 22a-207; and

WHEREAS, the Town of South Windsor shall adopt the Closure Documentation in accordance with Section 22a-209-13 of the Regulations of Connecticut State Agencies (RCSA) which will bring the Town into compliance;

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes its Town Manager, Michael Maniscalco to sign and execute the Solid Waste Disposal Area Closure Documentation in Accordance with Section 22a-209-13 of RCSA to the CT DEEP.

Was made by Councilor Lydecker  
Seconded by Deputy Mayor King Jr.  
The motion was approved unanimously

**C. Resolution Approving the Appropriation of \$143,361 from the Capital and Non-Recurring Expenditures Account**

NOW, THEREFORE, BE IT RESOLVED, that the South Windsor Town Council having conducted the required Public Hearing at 8:00 p.m. on February 7, 2022, hereby approves the appropriation of \$143,361 from the Capital and Non-Recurring Expenditure Account to add funding for the Police Department Women's Locker Room Project.

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

**13. New Business**

**A. Discussion Item: Procedure for Rental/Lease proposals for VMP Tower**  
*(Requested by Michael Maniscalco; Town Manager) (Walter Summers, Fire Marshal to present)*



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**13. New Business (Continued)**

Town Manager Maniscalco spoke on meeting with Marcus Communications and Fire Marshal Summers. Marcus Communications are helping the Town in terms of developing and marketing some of the cell tower sites that the town currently has. Marcus Communications was approached by a company interested in putting equipment on the tower at VMP. The space would be leased to that company for about five years with a cost of living adjustment.

Fire Marshal Summers indicated he would like to come up with an overall resolution to authorize the Town Manager to negotiate this deal and any additional deals on the tower in the future and bring the negotiations back to the Council for approval.

Councilor Kozikowski asked if any additional antennas or service interfere with the town emergency services and is 5G technology going to be addressed. Fire Marshal Summers stated that the contract indicates the company can not interfere with emergency services and the company proposal is 5G.

**B. Resolution Approving a Refund of Taxes to Thirty-Six (36) South Windsor Taxpayers**

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to thirty-six (36) South Windsor Taxpayers, the total of said refunds being \$38,664.52 and as more fully described on attached **Exhibit A**

Was made by Councilor Paterna  
Seconded by Councilor Gamble  
The motion was approved unanimously

**C. Resolution Appointing William Flagg (D) as a Resident Member to the Town Council Subcommittee Open Space Task Force**

BE IT RESOLVED that the South Windsor Town Council hereby appoints William Flagg (D) as a Resident Member to the Town Council Subcommittee Open Space Task Force.

Was made by Deputy Mayor King Jr.  
Seconded by Councilor Paterna  
The motion was approved unanimously

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**13. New Business (Continued)**

**D. Resolution Amending a Previously Approved Resolution from the February 7, 2022, Town Council Meeting Regarding the Creation of a Park and Recreation Facility Planning and Implementation Committee**

WHEREAS, the South Windsor Town Council previously approved a resolution creating a Park and Recreation Facility Planning and Implementation Committee at their February 7, 2022, Town Council Meeting; and

WHEREAS, since the creation of the Committee, the Town Council had held discussions regarding the membership of this Committee and have made prudent changes to the make-up of the membership which should be reflected in the resolution

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council amends the resolution to read as follows:

WHEREAS, the Town of South Windsor operates a robust Parks and Recreation program that includes children, teens, adults, and seniors; and

WHEREAS, since July 2017, the South Windsor Parks and Recreation Department has been housed at Wapping School; and

WHEREAS, the Town of South Windsor invested \$1,341,277.90 into the upgrade, maintenance, and operation of Wapping School in order to operate its programs; and

WHEREAS, Wapping School is still under the control of the South Windsor Board of Education; and

WHEREAS, the Town of South Windsor has seen a significant increase in the student population; and

WHEREAS, the Board of Education has notified the Town that they will need Wapping School for educational purposes to meet the needs of the increased student population by July 1, 2023; and

WHEREAS, the Town of South Windsor needs a permanent home for the Parks and Recreation Department

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**13. New Business (Continued)**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby creates a Park and Recreation Facility Planning and Implementation Committee

1. Identify the needs of the South Windsor Parks and Recreation Department and the recreational needs of the South Windsor community.
2. Identify and vet locations for the South Windsor Parks and Recreation Department based on the following criteria:
  - a. Meeting Department programming needs.
  - b. Space for growth and meeting the needs of the community today and tomorrow.
  - c. Accessibility to all residents.
  - d. Cost effectiveness.
3. To make a recommendation to the Town Council that offers a plan for the relocation of the South Windsor Parks and Recreation Department.
4. Educate and advocate for the proposed Facilities solution and for resources to implement the plan.
5. Effectively transition and collaborate with the Public Building Commission to implement the transition of the new Parks and Recreation Facility.
6. The Committee shall be dissolved at the completion of a proposed project or the failure of a referendum to allocate resources for a proposed project; and

BE IT FURTHER RESOLVED that the Committee shall consist of 9 voting members with no more than 3 members of the Democratic Party and 3 members of the Republican Party. One member shall also be a member on the Public Building Commission and bring experience in design and building of public facilities; one member shall be from the Parks and Recreation Commission who will bring an understanding and knowledge of the community's recreational needs; one member shall be a high school student who is a registered voter with experience with the Recreation Department; and all 6 remaining members shall be voting members of the community and must have experience in planning, building, architecture, design, and/or recreation; and

BE IT FURTHER RESOLVED that a member of the Town Council from the majority party and minority party shall be ex officio members with the right to speak at meetings but not vote. The Town Manager and/or his designee shall also be ex officio members with the right to speak at meetings but not vote.

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**13. New Business (Continued)**

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

Councilor Evans reported that they have two new names come forward of people who are interested. Through discussion came up with the idea to include more people of the community.

Councilor Kozikowski by expanding the membership from 7 to 9 provides equal bi-partisan representation for the community to solve a problem that crosses all political boundaries. Every groups has a fair share of input and planning on the relocation of the Parks and Recreation department.

**E. Resolution Appointing Paul Macchi (U) to the Park and Recreation Facility Planning and Implementation Committee**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Paul Macchi (U) to the Park and Recreation Facility Planning and Implementation Committee.

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

**F. Resolution Appointing Stephanie Dexter (R) to the Park and Recreation Facility Planning and Implementation Committee**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Stephanie Dexter (R) to the Park and Recreation Facility Planning and Implementation Committee.

Was made by Councilor Gamble  
Seconded by Councilor Paterna  
The motion was approved unanimously

**G. Resolution Appointing the Town Attorney**

BE IT RESOLVED that the South Windsor Town Council appoints Updike, Kelly & Spellacy, PC to the position of Town Attorney for the Town of South Windsor; and

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**13. New Business (Continued)**

BE IT FURTHER RESOLVED that this appointment is in accordance with Chapter 5, Section 501 of the Town Charter, and in accordance with the terms agreed to by the Town Council.

Deputy Mayor King made a motion to postpone this resolution to a later date. Councilor Paterna seconded the motion and it was approved unanimously.

**H. Resolution Authorizing Vanessa Perry, Assistant Town Manager/Director of Human Resources to Temporarily Fill and Post the Position of the Clerk of the Council**

WHEREAS, the Clerk of the Council has given the Town Council her resignation on February 10, 2022; and

WHEREAS, the personnel committee met on February 15, 2022 with Human Resources to find the best solution to fill the position as soon as possible; and

WHEREAS; it was determined that it is imperative to have a fully dedicated individual, even on a temporary basis to fill this position while going through the process of hiring a permanent hire,

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Vanessa Perry, Assistant Town Manager/Director of Human Resources to coordinate with a Temp Agency to temporarily fill the position and post this position on employment sites.

Was made by Councilor Koboski

Seconded by Deputy Mayor King Jr.

The motion was approved unanimously

**I. Discussion Item: Clerk of the Council Job Description**

Mayor Pendleton reported that the old job description was reviewed by the Personnel Committee due to the job description needing some revision. The old job description along with the new job description was forwarded to the Town Council for review. The three paragraphs in the job description were changed by Mayor Pendleton and the Town Attorney. The position will be posted for three weeks and a temp employee can be placed as early as Friday. The Council authorized the Personnel Committee to go ahead and revise the job description for the position of Clerk of the Council.

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**14. Passage of Ordinance**

None

**15. Public Input for Any Matter**

None

**16. Communications from Council**

Mayor Pendleton read a thank you letter from Cathy Kerrigan, Secretary of the Board, Wood Memorial Library Association with regards to the approval of the Wood Memorial Library trust request for \$5,000 mini grant.

**17. Executive Session**

(Please invite Town Manager, Michael Maniscalco, Assistant Town Manager, Mrs. Perry and Assistant Town Manager, Mr. Roberts and any other appropriate personnel deemed necessary.)

**B. Personnel Dominica Zdonek, Clerk of the Town Council**

At 9:15 p.m., Deputy Mayor King Jr. made a motion to go into Executive Session to discuss personnel matters (Clerk of the Council Dominica Zdonek).

The following individuals went into Executive Session: Mayor Pendleton, Deputy Mayor King Jr., Councilor Evans, Councilor Gamble, Councilor Koboski, Councilor Kozikowski, Councilor Lopez, Councilor Lydecker, Councilor Paterna, and Clerk of the Council Dominica Zdonek.

**18. Adjournment**

At 9:29 p.m. Councilor Kozikowski made a motion to adjourn The Executive Session and Regular Meeting. Councilor Gamble seconded the motion, and it was approved unanimously.

Respectfully submitted,

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Sandra Barone  
Recording Secretary