TOWN OF SOUTH WINDSOR

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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.

3. Roll Call

Members Present: Mayor Andrew Paterna

Deputy Mayor Liz Pendleton Councilor Audrey Delnicki Councilor Erica Evans Councilor Cesar Lopez Councilor Karen Lydecker Councilor Lisa Maneeley Councilor Janice Snyder

Members Absent: Councilor Mary Justine Hockenberry

Others Present: Michael Maniscalco, Town Manager

After roll call was complete, the South Windsor St. Patrick's Day Parade Committee came forward and introduced Dr. Kate Carter, who is the Town Honoree, and Peter DeMallie, who is the Town Marshal for the St. Patrick's Day parade. The parade will be held on March 14, 2020, at 11:00 a.m., and South Windsor is fourth in line.

Mrs. Brenda Koboski, Vice-Chairperson for the 175th Anniversary Committee, came forward and explained that the Committee ran a logo contest and received 27 submittals. Mrs. Koboski announced that Mihika Joshi is the winner of the logo contest. Mihika is in the 6th Grade at Timothy Edwards Middle School and has donated the winning funds to the South Windsor Food and Fuel Bank.

4. Mayor's Remarks

None

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ITEM:

5. Adoption of Agenda

Councilor Delnicki made a motion to adopt the agenda as presented. Councilor Snyder seconded the motion.

Deputy Mayor Pendleton made a friendly amendment to add Item 13. J., a Resolution approving a Reverse 911 Notification (Everbridge) to South Windsor voters regarding polling locations for the March 10, 2020 referendum. Councilor Delnicki and Councilor Snyder both accepted the friendly amendment, and it was approved unanimously.

6. Communications and Reports from Town Manager

Mr. Maniscalco reported on the following items:

- COVID-19 (Coronavirus) Town staff has been involved in multiple communications with the State of Connecticut and the Board of Education to make sure that South Windsor is prepared and have all measures in place to make sure that South Windsor is kept safe. People should make sure they clean their hands, avoid touching their eyes, nose, and mouth. They should also avoid close contact with people who may be sick, stay home when they are sick, and cover their cough or sneeze with a tissue. All items should be disinfected and cleaned often. The Town has implemented several methods in the Town public buildings such as Purell hand wash stations and distributing a number of cleaning items throughout Town departments. There have been no cases of the Coronavirus reported in Connecticut, but surrounding States have identified cases. The Town of South Windsor will be prepared and ready to deal with it if necessary. As more information becomes available, the Town will release that information through social media and the Town website.
- Sidewalk Plan –The Town uses a 2013 version of the sidewalk plan, which
 is a part of the Town's Plan of Conservation and Development. The Town is
 paying attention to sidewalks and working on them as part of the
 \$15,000,000 referendum.
- Council members received a memo with a status update of the View Point Cloud.

(Discussion Continued on Next Page)

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ITEM:

6. Communications and Reports from Town Manager (Continued)

- Council members also received a memo regarding the different fund transfers on tonight's agenda.
- The closing for 1355 Ellington Road has taken place, and it is officially Town property. There is a dumpster onsite that will be used for the debris on the property. There has been testing onsite to identify any hazardous material, which will be removed if any are found. The house on the property will be demolished, and a parking lot will be constructed.

Answering questions from the Council, Mr. Maniscalco stated he would get back to the Council to let them know if it is possible to re-evaluate the sidewalk plan and make some adjustments before 2023. The Town will be going to the Demolition Delay Committee for the demolition of the house at 1355 Ellington Road.

7. Public Input

None

Deputy Mayor Pendleton made a motion to suspend the rules to go to Item 17. B. on the agenda. Councilor Delnicki seconded the motion, and it was approved unanimously.

17. Executive Session

At 7:15 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).

The following individuals went into Executive Session: Mayor Paterna, Deputy Mayor Pendleton, Councilor Delnicki, Councilor Evans, Councilor Lopez, Councilor Lydecker, Councilor Maneeley, Councilor Snyder, Town Manager Michael Maniscalco, Assistant Town Manager Scott Roberts, Assistant Town Manager Vanessa Perry, and Attorney Richard Carella from Updike, Kelly & Spellacy, P.C. Councilor Snyder seconded the motion, and it was approved unanimously.

At 7:49 p.m., Councilor Maneeley made a motion to adjourn the Executive Session. Councilor Snyder seconded the motion, and it was approved unanimously.

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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 Meetings: Public Hearing Minutes of February 18, 2020; and Regular Meeting Minutes of February 18, 2020.

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

9. <u>Communications from Liaisons, Officers, and Boards Directly Responsible to Council</u>

Councilor Snyder informed the Council that she had asked the Clerk of the Council to reach out to Mary Etter to have a presentation of the Library's new Strategic Plan at a future Town Council Meeting.

Councilor Lydecker explained that she had attended the Board of Education's meeting on Tuesday, February 25, 2020. At that meeting, the Board of Education approved their 2020/2021 budget. They also had a wonderful presentation from the Unified Sports Program.

Councilor Lydecker also reported on the Open Space Task Force meeting. An updated priority list of properties was presented to the Council. The Open Space Task Force discussed the work that is happening at 1355 Ellington Road, and 131 Chapel Road. The Task Force will be referring the potential purchase of 131 Chapel Road to SWALPAC. Councilor Lydecker informed the Council that since the Open Space Task Force has been in existence, they have preserved over 900 acres of land in Town. This number does not include any of the open space that is preserved from subdivisions or housing divisions.

10. Reports from Committees

None

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<u>ITEM:</u>

11. Consent Agenda

Councilor Evans made a motion to approve Agenda Items 11.a.A. for a first reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

A. Resolution Appointing Jon Stengel (D) an Alternate to the Zoning Board of Appeals 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 Jon Stengel (D) an Alternate to the Zoning Board of Appeals for a term ending November 30, 2023, to fill an expired vacancy and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Lopez made a motion to approve Agenda Items 11.b.A. through 11.b.C for a second reading on the Consent Agenda. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

A. Resolution Appointing Timothy Appleton (D) to the Zoning Board of Appeals

BE IT RESOLVED that the South Windsor Town Council hereby appoints Timothy Appleton (D) to the Zoning Board of Appeals for a term ending November 30, 2023, to fill an expired vacancy.

B. Resolution Appointing Steven King, Jr. (D) to the Water Pollution Control Authority

BE IT RESOLVED that the South Windsor Town Council hereby appoints Steven King, Jr. (D) to the Water Pollution Control Authority for a term ending November 30, 2023, to fill the expired term of Richard Aries.

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<u>ITEM:</u>

11. Consent Agenda (Continued)

C. Resolution Appointing Elizabeth Burgess (D) to the Demolition Delay Committee

BE IT RESOLVED that the South Windsor Town Council hereby appoints Elizabeth Burgess (D) to the Demolition Delay Committee for a term ending December 31, 2021, to fill the expired term of Walter Fitzpatrick.

12. Unfinished Business

None

13. New Business

A. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on the Proposed Board of Education Budget for Fiscal Year 2020/2021

BE IT RESOLVED that the South Windsor Town Council hereby sets <u>Wednesday, March 18, 2020, at 8:00 p.m.</u>, at Timothy Edwards Middle School, Room Alt. #6, 100 Arnold Way, South Windsor, Connecticut as the time and place for a Public Hearing to receive citizen input on the proposed Board of Education Budget for Fiscal Year 2020/2021.

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

B. Resolution Reappointing Blum, Shapiro & Company, P.C. as the Town Auditor

BE IT RESOLVED that the South Windsor Town Council hereby reappoints the firm of Blum, Shapiro & Company, P.C., of West Hartford, Connecticut, to audit the books and accounts of the Town of South Windsor, as provided in the General Statutes of the State of Connecticut; and

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ITEM:

13. B. *(Continued)*

BE IT FURTHER RESOLVED that the fee for said auditing services by Blum, Shapiro & Company, P.C. will be \$56,000 for Fiscal Year ending June 30, 2020, \$57,000 for Fiscal Year ending June 30, 2021, and \$58,000 for Fiscal Year ending June 30, 2022, as recommended by the Audit Committee at their February 18, 2020 meeting.

Was made by Councilor Snyder Seconded by Deputy Mayor Pendleton

Mr. Maniscalco stated that he believes it has been approximately eleven years that South Windsor has been working with Blum, Shapiro & Company, P.C., and although the Town has worked for a number of years with the same firm, the Town has worked with different partners in the company. There were concerns voiced that if the Town changed at this point, the Town would lose time as well as the cost for that transition because it would be a fairly significant increase to change to a different auditor.

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

C. Resolution Supporting the Open Space Task Force Recommendation Regarding the Subdivision Open Space Located at 534 Barber Hill Road and Niederwerfer Road

WHEREAS, Horseshoe Lane Associates LLC submitted to the Planning & Zoning Commission an open space subdivision containing 19 single-family house lots including approximately 32 acres of open space; and

WHEREAS, the Open Space Task Force at their February 3, 2020 meeting unanimously agreed that the property is desirable as Town-owned subdivision open space

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby supports the Open Space Task Force recommendation that the property be Town-owned subdivision open space and forwards this recommendation to the Planning & Zoning Commission for consideration.

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ITEM:

13. C. (Continued)

Was made by Councilor Lydecker Seconded by Councilor Delnicki

Mayor Paterna informed the Council that although the family chose to sell this property to a developer rather than the Town, the Town will still be receiving and preserving 32.9 acres of open space.

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

D. Resolution Appropriating Excess FEMA Grant Proceeds

WHEREAS, the Town of South Windsor, Connecticut (the "Town") adopted a resolution entitled "Resolution Appropriating Not Exceeding \$8,000,000 For Debris Management And Removal Services And Authorizing The Issuance Of Not Exceeding \$8,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose" on January 17, 2012, in connection with Storm Alfred; and

WHEREAS, it was anticipated that the Town would incur expenses not exceeding \$8,000,000 in connection with the clean-up from Storm Alfred and be reimbursed approximately \$6,000,000 from the Federal Emergency Management Agency ("FEMA"); and

WHEREAS, the Town issued \$2,000,000 General Obligation Bonds, Issue of 2012, and \$6,000,000 of General Obligation Bond Anticipation Notes, Issue of 2012, on February 21, 2012, to finance the Storm Alfred clean-up costs; and

WHEREAS, the Town expended a total of \$8,142,691 in connection with the clean-up from Storm Alfred and was reimbursed a total of \$6,761,432 from FEMA; and

WHEREAS, the Town has an excess of \$618,741 of FEMA grant proceeds (the "Excess Grant Proceeds") and desires to transfer such Excess Grant Proceeds to other active projects and purposes of the Town

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ITEM:

13. D. (Continued)

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTH WINDSOR:

Section 1. The total \$618,741 of the Excess Grant Proceeds is hereby transferred to partially fund the projects authorized by the resolution entitled "Resolution Appropriating \$69,900,000 For Planning, Design, Acquisition, Construction, Equipping And Furnishing Of New Philip R. Smith And Eli Terry Elementary Schools And Related Costs And Authorizing The Issuance Of \$69,900,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose" adopted by the Town Council on February 6, 2017.

Section 2. The expenditure of \$142,691 of additional Storm Alfred expenditures are hereby ratified and approved.

Section 3. This Resolution shall take effect immediately upon adoption.

Was made by Deputy Mayor Pendleton Seconded by Councilor Delnicki

Mr. Maniscalco explained that in 2012 Storm Alfred hit South Windsor, and in order to clean up from that storm, the Town issued bonds with the intent of being reimbursed by FEMA. The reimbursement from FEMA was larger than expected, and costs were less than what was expected, so as a result, the Town had a surplus amount of funds that were bonded. At this time, the Town would need to re-appropriate those funds (\$618,741) to another project or pay them back. It was the decision of the Town to re-appropriate those funds to the two school projects, which means the Town will have to bond \$618,741 less for the \$69,900,000 bonds for the school project. The expenditure of \$142,691 is not a charge for the attorney but was done at the recommendation of the attorney.

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

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ITEM:

13. New Business (Continued)

E. 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 medium for dissemination.
 - c. Develop and deliver a report to the Town Council by 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.
- Work with the Town Council and Town staff to create specific, measurable objectives that will accomplish the identified goals; and

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ITEM:

13. E. (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 a senior citizen; 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 Councilor Lopez Seconded by Deputy Mayor Pendleton

Councilor Evans made a friendly amendment to eliminate "representatives from both genders, and there must be representation from both political parties. Every effort shall be made to seek both cultural and ethnic diversity," and add "diverse representation of genders, political parties, cultures, and ethnicities" in the last paragraph. Councilor Lopez and Deputy Mayor Pendleton accepted the friendly amendment.

Council members discussed the date that should be inserted into the resolution and decided upon November 30, 2020.

Councilor Maneeley made a motion to amend the resolution and add November 30, 2020, in the blank of the resolution. Deputy Mayor Pendleton seconded the amendment, and it was approved unanimously.

Mayor Paterna stated that two Democrats and two Republicans could meet to decide on who should be appointed to this Committee. After the names are decided upon, the names can be brought back to the Council as a whole for approval.

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

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ITEM:

13. E. (Continued)

Resolution to read as follows (with the amendments in bold):

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 medium for dissemination.
 - c. Develop and deliver a report to the Town Council by **November 30, 2020,** 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

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ITEM:

13. E. (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 a senior citizen; there must be **diverse representation of genders**, **political parties**, **cultures**, **and ethnicities**. 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.

F. Resolution Approving a Transfer of \$649.22 from the Environmental Health Operating Material Account to the IT Office Equipment Account

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$649.22 from the Environmental Health Operating Material Account to the IT Office Equipment Account to fund electronic inspection equipment for View Point Cloud implementation.

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

G. Resolution Approving a Transfer of \$770.70 from the Adult & Senior Utility Account to the IT Office Equipment Account

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$770.70 from the Adult & Senior Utility Account to the IT Office Equipment Account to fund Wi-Fi units at the Community Center.

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

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<u>ITEM:</u>

13. New Business (Continued)

H. Resolution Approving a Transfer of \$7,500 from the Engineering Professional Account to the IT Maintenance Contract Account

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$7,500 from the Engineering Professional Account to the IT Maintenance Contract Account to fund Laserfiche Document Management System.

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

I. Resolution Approving a Refund of Taxes to Twenty-Two (22) South Windsor Taxpayers

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to twenty-two (22) South Windsor Taxpayers, the total of said refunds being \$48,788.72 and as more fully described on attached **Exhibit A**.

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

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

WHEREAS, there have been concerns voiced from South Windsor voters not being adequately notified of changes to their referendum voting location due to the relocation of District 4 from Philip R. Smith Elementary School to the Charles Enes Community Center; and

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ITEM:

13. J. (Continued)

WHEREAS, it is being proposed to use the Reverse 911 Notification System (Everbridge) to inform all residents of their voting location for the March 10, 2020 Referendum; and

WHEREAS, a Reverse 911 Notification (Everbridge) to the entire community also is an appropriate way to test this emergency management system throughout the Town.

NOW, THEREFORE, BE IT RESOLVED, the South Windsor Town Council hereby approves that the following notification be sent via the Reverse 911 Notification System to all residents on March 9, 2020:

Message Regarding March 10, 2020, Referendum Voting Locations:

Tomorrow, March 10, 2020, the Town of South Windsor will be holding a Referendum. The polls will open at 6:00 a.m. and close at 8:00 p.m. District (insert # here) votes at (insert location here).

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

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ITEM:

14. Passage of Ordinance

None

15. Public Input

[Town Council members will not respond to any public comments/questions]

None

16. Communications from Council

None

17. Executive Session

At 8:25 p.m., Deputy Mayor Pendleton made a motion to go into Executive Session to discuss a personnel issue (Six Month Performance Evaluation of Michael Maniscalco, Town Manager), and to discuss the possible purchase of real estate (124 Brookfield Street) for the Town pursuant to Connecticut General Statutes §1-210(b)(7).

The following individuals went into Executive Session: Mayor Paterna, Deputy Mayor Pendleton, Councilor Delnicki, Councilor Evans, Councilor Lopez, Councilor Lydecker, Councilor Maneeley, Councilor Snyder, Town Manager Michael Maniscalco, Assistant Town Manager Scott Roberts (only to discuss purchase of real estate), and Assistant Town Manager Vanessa Perry (only to discuss purchase of real estate.) Councilor Snyder seconded the motion, and it was approved unanimously.

The Executive Session was adjourned at 11:00 p.m.

Respectfully submitted,

ebyah W. Bied

Deborah W. Reid Clerk of the Council

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