

Action Minutes

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
Monday, April 1, 2024
TIME: 7:00 P.M.

1. **Call Meeting to Order**

Mayor Delnicki called the meeting to order at 7:01pm.

2. **Pledge of Allegiance**

3. **Roll Call**

Members present:

Mayor Audrey Delnicki
Deputy Mayor Matthew Siracusa
Councilor Richard Balboni
Councilor Michael Buganski
Councilor Carolyn Carey
Councilor Steven King Jr.
Councilor Toby Lewis
Councilor Elizabeth Pendleton

Others present:

Michael Maniscalco, Town Manager
Richard Carella, Town Attorney
Scott Roberts, Assistant Town Manager
Bonnie Armstrong, Town Clerk
Patricia Perry, Director of Finance
Vincent Stetson, Director of Public Works
Marco Mucciacciaro, Superintendent of Streets
Tony Manfre, Superintendent of Pollution Control
Clay Major, Facilities Director
Jeff Doolittle, Asst. Dir. of Public Works/Town Engineer
Walter Summers, Fire Marshal
Chuck Marshall, Fleet Manager

4. **Mayor's Remarks**

5. **Adoption of Agenda**

Councilor Lewis made a **Motion to adopt the agenda** as presented. Councilor Carey **seconded the Motion**.

Councilor Pendleton made a **Motion to move Item 13.D.** Resolution accepting the Resignation of Margaret Glover from the Patriotic Commission to after Item 7. Public Input. Councilor

Pendleton also made a **Motion to add Item 11.A.1 as a First Reading** appointing Peter Bortolan as an Alternate member of the Patriotic Commission. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

Councilor King made a **Motion to amend the agenda to move Item 13.C.** (Resolution appointing Michael Pare as a member of the South Windsor Town Council) to after Item 7. Public Input and move Item 13.D. (Resolution accepting the Resignation of Margaret Glover from the Patriotic Commission) to after Item 13.C. Councilor Balboni **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

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

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

Public Input shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item on the agenda. The speaker(s) shall limit their speaking time to five (5) minutes.

Item 13. C

Resolution Appointing Michael Pare (D) as a Member of the South Windsor Town Council

BE IT RESOLVED, that the South Windsor Town Council hereby Appoints Michael Pare (D), as a Member of the South Windsor Town Council for a term ending November 10, 2025, to fill the unexpired term of Erica Evans.

Councilor King made a **motion appointing Michael Pare (D)**, as a Member of the South Windsor Town Council for a term ending November 10, 2025, to fill the unexpired term of Erica Evans. Councilor Pendleton **seconded the Motion**

Mayor Delnicki recessed the Regular Meeting at 8pm to hold a Public Hearing on the Proposed Board of Education Budget for Fiscal Year 2024/2025. The Public Hearing closed at 8:34pm.

Mayor Delnicki called for a **roll call vote** for those in favor and those opposed of Michael Pare's appointment to the Town Council, the results of which are as follows; **4 ayes** (King, Pendleton, Delnicki, Buganski), and **4 nays** (Balboni, Lewis, Carey, Siracusa). **MOTION FAILS.**

Item 13. D.

Resolution Accepting the Resignation of Margaret Glover from Patriotic Commission

BE IT RESOLVED, that the South Windsor Town Council hereby accepts with regret the resignation of Margaret Glover from the Patriotic Commission effective March 20, 2024; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks to Margaret Glover for the time dedicated to serving her community by her membership on the Patriotic Commission

Councilor Pendleton made a **motion accepting the resignation** of Margaret Glover as an Alternate Member of the Patriotic Commission. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES.**

8. Adoption of Minutes of Previous Meeting

Approval of the March 18, 2024 Town Council Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the minutes of the Regular Town Council meeting of March 18, 2024.

Councilor Buganski made a **Motion to approve the minutes of March 18, 2024 Regular Town Council meeting**, as presented. Councilor Lewis **seconded the Motion**, which was approved by unanimous voice vote. **MOTION CARRIES.**

Approval of the March 18, 2024 Small Cities Grant Public Hearing Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the minutes of the Small Cities Grant Public Hearing held on March 18, 2024.

Councilor Buganski made a **Motion to approve the minutes of March 18, 2024 Small Cities Grant Public Hearing**, as presented. Councilor Lewis **seconded the Motion**, which was approved by unanimous voice vote. **MOTION CARRIES.**

Approval of the March 20, 2024 Town Council / Board of Education Special Work Session Meeting Minutes

BE IT RESOLVED, that the South Windsor Town Council hereby approves the minutes of the Town Council / Board of Education Special Budget Work Session of March 20, 2024.

Councilor Buganski made a **Motion to approve the minutes of March 20, 2024 Town Council / Board of Education Special Work Session Meeting**, as presented. Councilor Lewis **seconded the Motion**, which was approved by unanimous voice vote. **MOTION CARRIES.**

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

10. **Reports from Committees**

11. **Consent Agenda**

[All items listed under this section are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the agenda.]

A. **First Reading**

Motion to approve 11 A 1 as a First Reading on the Consent Agenda.

1. **Resolution Appointing Peter Bortolan (D) as an Alternate Member of the Patriotic Commission and Postpones Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Peter Bortolan (D) as an Alternate Member of the Patriotic Commission for a term ending December 31, 2026 to replace the unexpired term of Margaret Glover and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Pendleton made a **Motion to approve 11 A 1 as a First Reading** on the Consent Agenda. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

B. **Second Reading**

Motion to approve 11 B 1 as a Second Reading on the Consent Agenda.

1. **Resolution Appointing Jeffrey Trachtenberg (R) as an Alternate Member of the Housing and Fair Rent Commission**

BE IT RESOLVED, that the South Windsor Town Council hereby Appoints Jeffrey Trachtenberg (R), as an Alternate Member of the Housing and Fair Rent Commission for a term ending November 30, 2026 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Balboni made a **Motion to approve 11 A 2 as a Second Reading** on the Consent Agenda. Councilor Carey **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

Miscellaneous

None.

12. Unfinished Business

None.

13. New Business

A. Budget Presentations:

Public Works

Fire Marshal

Emergency Management

Information Technology

Capital Projects

B. Discussion Item: Siting Council Application for a Solar Farm at 186 Foster Street (Town Manager, Michael Maniscalco)

E. Resolution Accepting the Resignation of Paul Cote from the Inland Wetlands Agency/Conservation Commission

BE IT RESOLVED, that the South Windsor Town Council hereby accepts with regret the resignation of Paul Cote from the Inland Wetlands Agency/Conservation Commission effective March 8, 2024; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks to Paul Cote for the time dedicated to serving his community by his membership on the Inland Wetlands Agency/Conservation Commission.

Councilor King made a **motion accepting the resignation** of Paul Cote from the Inland Wetlands Agency/Conservation Commission effective March 8, 2024. Councilor Lewis **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

F. Resolution Accepting the Resignation of Corrine Bordua from the Public Building Commission

BE IT RESOLVED, that the South Windsor Town Council hereby accepts with regret the resignation of Corrine Bordua from the Public Building Commission effective March 20, 2024; and

BE IT FURTHER RESOLVED, that the South Windsor Town Council extends its thanks to Corrine Bordua for the time she has dedicated to serving her community by her membership on the Public Building Commission.

Councilor Carey made a **motion accepting the resignation of Corrine Bordua from the Public Building Commission** effective March 20, 2024 Councilor Lewis **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

G. Resolution Authorizing Town Manager, Michael Maniscalco to Execute and Deliver any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Management and Homeland Security on behalf of the Town of South Windsor

BE IT RESOLVED, that the Town of South Windsor may enter into, with and deliver to the State of Connecticut, Department of Emergency Management and Homeland Security any and all documents which it deems necessary or appropriate for the “Memorandum of Agreement Regarding use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3”; and

BE IT FURTHER RESOLVED, that Michael Maniscalco, Town Manager of the Town of South Windsor is authorized and directed to execute and deliver any and all documents on behalf of the Town of South Windsor and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of the “Memorandum of Agreement Regarding Use of Federal Fiscal Year 2023 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3” including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Councilor Balboni made a **motion Authorizing Town Manager, Michael Maniscalco to Execute and Deliver** any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Management and Homeland Security on behalf of the Town of South Windsor. Deputy Mayor Siracusa **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

H. Resolution Granting the CT Water Company watermain easement rights as shown of schedule A (the Easement) and Authorizing Michael Maniscalco to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement

BE IT RESOLVED, that the Town of South Windsor grant to The Connecticut Water Company, a Connecticut corporation (the "Company"), permanent rights for the installation, maintenance and repair of water pipes and mains over, under and across land of the Town of South Windsor situated in the Town of South Windsor, County of Hartford and State of Connecticut on substantially the same terms and conditions as set forth in the form of easement attached hereto and made a part hereof as Schedule A (the "Easement"), and containing such other terms and conditions as may be required by the Company and deemed advisable by the Authorized Officer of the Town of South Windsor; and

BE IT RESOLVED, that Michael Maniscalco, Town Manager of the Town of South Windsor (the "Authorized Officer") be and hereby is authorized and empowered to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement; and

BE IT RESOLVED, that any and all actions heretofore taken by the Authorized Officer of the Town of South Windsor in connection with the Easement and the transactions contemplated therein are hereby ratified, confirmed and approved in all respects; and

NOW THEREFORE, BE IT RESOLVED, that no other consent or approval of the Town of South Windsor is required by the Town Charter of the Town of South Windsor for the execution and delivery by the Town of South Windsor of any instrument or document authorized by the foregoing resolutions.

Councilor Buganski made a **motion to approve** the resolution granting the CT Water **Company** watermain easement rights as shown of schedule A (the Easement) and Authorizing Michael Maniscalco to execute and deliver to the Company the Easement and such other instruments as may be required in connection with the Easement. Councilor Carey **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

I. Resolution Approving Refund Batch 39 for 10 Tax Refunds totaling \$7,637.33

BE IT RESOLVED, that the South Windsor Town Council hereby approves ten (10) refunds, the total of said refunds being \$7,637.33 and as more fully described in **Exhibit A**.

Councilor Lewis made a **motion to approve ten (10) tax refunds** totaling \$7,637.33.

Deputy Mayor Siracusa made a **friendly amendment** to the correct the dollar amount in the resolution to correspond with the total amount of the ten refunds. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

J. Resolution Approving Refund Batch 41 for five (5) Tax Refunds totaling \$1,218.22

BE IT RESOLVED, that the South Windsor Town Council hereby approves five (5) refunds, the total of said refunds being \$1,218.22 and as more fully described in **Exhibit B**.

Councilor Lewis made a **motion to approve five (5) tax refunds** totaling \$1,218.22. Councilor Buganski **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

K. Resolution Appointing Katherine Senerth as Executive Assistant/Clerk of the Council

WHEREAS, the Personnel Committee has recommended that the Town Manager's Executive Assistant take on the duties of Clerk of the Council position; and

WHEREAS, the Town Council approves the Executive Assistant/Clerk of the Council position to be added as a Grade 3 of the Non-Bargaining Job Classification listing; and

WHEREAS, the Town Council approves the combined Job Description for Executive Assistant/Clerk of the Council and as more fully described in **Exhibit C**); and

BE IT RESOLVED, that the South Windsor Town Council hereby appoints Katherine Senerth as Executive Assistant/Clerk of the Council;

BE IT FURTHER RESOLVED, that the South Windsor Town Council approves a salary increase of \$15,000 retroactive to February 20, 2024, which was the start of Ms. Senerth handling these duties. Benefits will continue to be associated with the Non-Bargaining Unit Members Fringe Benefit Description for Fiscal Year 2021/2022 - 2023/2024;

BE IT FURTHER RESOLVED, that the Town Council hereby directs the Town Manager to execute an appointment letter to Katherine Senerth.

Deputy Mayor Siracusa made a **motion appointing Katherine Senerth** as Executive Assistant/Clerk of the Council. Councilor King **seconded the motion** which was approved by unanimous voice vote. **MOTION CARRIES**

14. **Passage of Ordinance**

None.

15. **Public Input for Any Matter**

Public Input for any other matter shall not exceed thirty (30) minutes. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address. Speakers shall avoid personal attacks or impugning or alleging an improper motive to any person. The speaker(s) may address the Council on any item. The speaker(s) shall limit their speaking time to five (5) minutes.

16. **Communications from the Council**

Councilor Carey made a **motion to submit a communication from the Town Council to the Democratic Town Committee** to ask them to submit a new nomination for consideration by the Town Council. Councilor Lewis **seconded the motion** which passed by a unanimous voice vote. **MOTION CARRIES.**

17. **Executive Session**

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

Executive Session began at 10:50 pm

Those in attendance include Councilor Buganski, Councilor Lewis, Councilor Balboni, Councilor Carey, Mayor Delnicki, Deputy Mayor Siracusa, and Councilor King, Michael Maniscalco, Town Manager and Scott Roberts, Assistant Town Manager/Director of Information Technology

A. To discuss the possible sale of Town owned land pursuant to Connecticut General Statutes §1-210 (b)(7) (785 Sullivan Avenue)

B. To Discuss a Tax Abatement for Project Fin located at 30 Talbot Lane

Executive Session concluded at 11:20 pm.

18. **Adjournment**

Councilor Lewis made a **Motion to Adjourn** the meeting at 11:20 pm.

Councilor King **seconded the Motion** which was approved by unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted,

Katherine J. Senerth

Katherine J. Senerth
Executive Assistant

**** The full recording of this meeting can be found by visiting: <https://gmedia.swagit.com/council-meetings/>**