

City of Middletown  
Finance & Government Operations Commission Agenda  
Regular Meeting  
Wednesday, February 1, 2023 @ 6 pm via WebEx event#  
Or dial in: 408-418-9388

Present: Councilman Edward McKeon, Councilman Gene Nocera, Councilwoman Linda Salafia, Councilwoman Meghan Carta, Councilman Anthony Gennaro, Finance Director Carl Erlacher, Deputy General Counsel Kori Termine Wisneski, Public Works Director Christopher Holden, Director of Central Communications Wayne Bartolotta, Director Health Kevin Elak, Rohan Manning, Captain John Lozefski, Director of Recreation Catherine Lechowicz, Director of Facilities Kevin Dion, Cassie Steinhilber

Absent:

1. Councilman McKeon called the Finance & Government meeting to order and requested a motion to approve the December 29, 2022 minutes. Councilwoman Salafia motioned to approve, Councilman Gennaro second; unanimously approved.
2. Public Comments on the Agenda – none
3. Items submitted for discussion:
  - **ECD– 1.)** Resolution reducing the grant-in-aid bond authorization from the State of CT, in the amount of \$1,000,000 for renovation and expansion of the South Fire District Building, located at 445 Randolph Road, through Resolution #25-17 at its March 6, 207 Common Council meeting, be reduced by \$3,246.38, from the \$1,000,000 to \$996,753.62; **2.)** State Grant Confirmation reduction of (\$17,208.38) requested to reflect actual expenditure.

A motion was made by Councilwoman Salafia to approve the Resolution reducing the grant-in-aid bond authorization from the State of CT, in the amount of \$1,000,000 for renovation and expansion of the South Fire District Building, located at 445 Randolph Road, through Resolution #25-17 at its March 6, 207 Common Council meeting, be reduced by \$3,246.38, from the \$1,000,000 to \$996,753.62; Councilman Gennaro seconded; unanimously approved.

The work on this building has been completed and the project has been closed and the total expenditures charged and reimbursed from this grant were \$996,753.62. State of CT Bond. No impact to the City.

A motion was made by Councilwoman Salafia to approve the State Grant Confirmation reduction of (\$17,208.38) requested to reflect actual expenditure, Councilman Gennaro seconded; unanimously approved.

- **Central Communication** – Request for an Additional Appropriation for \$190,000 to cover budget shortfall on Replacement OT for FY 22-23 due staffing shortage.
- Councilman Gennaro made a motion to approve the Request for an Additional Appropriation for \$190,000 to cover budget shortfall on Replacement OT for FY 22-23 due staffing shortage. Councilwoman Salafia seconded; unanimously approved.

Director Wayne Bartolotta states that the department should have a total of 21 employees, but at the current time it only has 16 employees. He states that the department has had a hard time hiring new employee. The shortage in funds comes from the employees having to take on additional hours to cover the shifts.

- **Health Department** – Federal Grant Confirmation totaling \$10,000 for the continuation of Digital Health Inspection Project; 2.) State Grant Confirmation totaling \$7,500 for records indexing and conversion project to improve access to a collection of records; 3.) State Grant Confirmation totaling (\$7,500) Medical Reserve Corps Volunteer Management being returned, Grant was not administered.

A motion was made by Councilman Gennaro to approve the Federal Grant Confirmation totaling \$10,000 for the continuation of Digital Health Inspection Project Councilwoman Salafia seconded; unanimously approved.

Per Director Elak this is a continuation of the Digital Health Inspection Project. Health inspections are going to be done digitally on I-Pads that were previously purchased.

A motion was made by Councilman Gennaro to approve the State Grant Confirmation totaling \$7,500 for records indexing and conversion project to improve access to a collection of records. Councilwoman Salafia Seconded; unanimously approved.

Records indexing and conversion project to improve access to a collection of records.

A motion was made by Councilman Gennaro to approve the State Grant Confirmation totaling (\$7,500) Medical Reserve Corps Volunteer Management being returned, Grant was not administered. Councilwoman Salafia seconded; unanimously approved.

Returning complete grand amount loaned from General Fund. Medical Reserve Corps Volunteer Management Grant was not administered.

- **Recreation & Community Services**– 1.) State Grant Confirmation totaling \$15,000, Youth Anti Violence Grant received from Middlesex United Way; 2.) Local Grant Confirmation totaling \$ 1, 136.40, M. Jones Family Funds Summer 2023 Camp to support summer camp programs. 3.) Request for Additional Appropriation of \$30,000 to support wages for two new positions for the Recreation Division for the remainder of the FY23 budget.

A motion was made by Councilman Gennaro to approve the State Grant Confirmation totaling \$15,000, Youth Anti Violence Grant received from Middlesex United Way. Councilwoman Salafia seconded; unanimously approved.

Youth Anti Violence Grant received from Middlesex United Way.

A motion was made by Councilman Gennaro to approve the Local Grant Confirmation totaling \$ 1,136.40, M. Jones Family Funds Summer 2023 Camp to support summer camp programs. Councilwoman Salafia seconded; unanimously approved.

A motion was made by Councilman Gennaro to approve the Request for Additional Appropriation of \$30,000 to support wages for two new positions for the Recreation Division for the remainder of the FY23 budget. Councilwoman Salafia seconded; unanimously approved.

The renovations at the Recreation Center are nearing completion and the building opened to the public on Tuesday January 3, 2023. The 40,000 square foot building has significant custodial demands and the current staffing only includes one day time building superintendent. The renovated facility requires upkeep and maintenance to ensure the investments are properly maintained. The addition of a Program Aide/Custodian and Custodian II will allow the building to be maintained and remain safe and clean for the public. Fiscal Impact \$30,000

- **Library- 1.)** Resolution modifying Russell Library's Salary Grade Structure to be reflected in the FY24 City of Middletown Expenditure Budget; 2.) Request for Additional Appropriation totaling \$96,177 to cover union wage increases retroactive to July 1, 2022 in the new Russell Library Employees Union contract.

A motion was made by Councilman Gennaro to approve the Resolution modifying Russell Library's Salary Grade Structure to be reflected in the FY24 City of Middletown Expenditure Budget. Councilwoman Salafia seconded; unanimously approved.

The Russell Library negotiated Articles of Agreement between Russell Library Company Inc. and Russell Library Employees Union, Local 1303-85 of Council 4 AFSCME, AFL-CIO effective July 1, 2022 to June 30, 2025 and said Articles of Agreement were ratified and executed on December 22, 2022 and the 2022-2025 Articles of Agreement modified the Salary Grade Structures previously in effect and said modifications consolidate some titles in order to allow for automation of Russell Library's payroll, thereby affecting the numbering associated with certain titles. Fiscal Year impact: None wage increases covered by FY2023 Salary Adjustments.

A motion was made by Councilman Gennaro to approve the Request for Additional Appropriation totaling \$96,177 to cover union wage increases retroactive to July 1, 2022 in the new Russell Library Employees Union contract. Councilwoman Salafia seconded; unanimously approved.

To cover union wage increases retroactive to July1, 2022 in the new Russell Library Employees Union Contract.

- **BOE – 1.)** Grant Confirmation totaling \$10,731.31 Cafeteria/Food Service; **2.)** Grant Confirmation totaling \$1,092,021.73 to cover a multitude of services and items; **3.)** Resolution stating that the Board of Education must replace underground heating oil tanks that are over 30 years old at Moody Elementary School and at Macdonough Elementary School fiscal impact: Funding for the BOE’s match will be drawn from the Oil Tank line in the BOE’s Capital Non-Recurring Fund at the City of Middletown \$180,000, and from the Oil Tank Line in the BOE’S SY2022-23 Capital Budget \$55,095.

A motion was made by Councilman Gennaro to approve the Grant Confirmation totaling \$10,731.31 Cafeteria/Food Service. Councilwoman Salafia seconded; unanimously approved.

2799-Food Services \$10,731.31. Total Cafeteria/Food Services BOE through 12/08/2022: \$911,037.04 Additions: \$10,731.31. Total Cafeteria/Food Service BOE through 01/16/2023: \$921768.35.

A motion was made by Councilman Gennaro to approve Grant Confirmation totaling \$1,092,021.73 to cover a multitude of services and items. Councilwoman Salafia seconded; unanimously approved.

2149-FAFSA Challenge \$9,720.00; 2614-Greater Hartford B2B \$25,000.00; 2632-CFMC Janvrin Wiggins \$14,626.64; 2721- Special Education Medicaid \$29,317.50; 8001-Retirees/COBRA Insurance \$947,872.99; 803 Workers Compensation Claims \$15,604.72; 8004-Preschool Program fees \$15,731.00; 8012-Sale of Electricity \$673.60; 8027 Central Office Reimbursement \$2,549.65; 8028-MTC Receipts \$3,944.00; 8034-Adult Educ-enrichment \$7,000.00; 8035- ADED-GED Receipts \$13.00; 80136- Even Start Family Learning Program \$95.26; 8039-ADED Pearson Receipts\$103.75; Facilities Refunds \$220.75; 8095-Spec Educ-Revenue \$19,548.87. Total Special Programs through 12/08/2022; \$17,883,322.36. Additions; \$1,092,021.73. Total Special Programs through 1/16/2023; \$18,975,344.09

A motion was made by Councilman Gennaro to approve the Resolution stating that the Board of Education must replace underground heating oil tanks that are over 30 years old at Moody Elementary School and at Macdonough Elementary School fiscal impact: Funding for the BOE’s match will be drawn from the Oil Tank line in the BOE’s Capital Non-Recurring Fund at the City of Middletown \$180,000, and from the Oil Tank Line in the BOE’S SY2022-23 Capital Budget \$55,095; Councilwoman Salafia seconded; unanimously approved.

The total cost of the work is \$557,415 including contingency of 25% of construction costs with 65% (\$362,320) funded by the State, and 35% (\$195,095) by the Board of Education and the education specifications and written approval of such education specifications will be made by Middletown Board of Education.

Fiscal Impact: Funding for the Board of Education's match will be drawn from the Oil Tank line in the Board of Education's Capital Non-Recurring Fund at the City of Middletown (\$180,000), and from the Oil Tank line in the Board of Education's SY2022-23 Capital Budget (\$55,095)

- **Police- 1.)** Resolution authorizing the Mayor to sign Resource Lighting & energy Inc., Project Proposal for Energy Services at Middletown Police; **2.)** Resolution authorizing a new line to be created in the Capital Improvement Plan entitled, "MPD Community Rooms Renovation" in the amount of \$80,000.00

A motion was made by Councilman Gennaro to approve the Resolution authorizing the Mayor to sign Resource Lighting & energy Inc., Project Proposal for Energy Services at Middletown Police; Councilwoman Salafia seconded; unanimously approved.

The City of Middletown Police Department is in need of Energy Conservation Measures improvements to include LED lighting, Lighting Controls, Boiler, Chiller, and aerator upgrades at the Police Headquarters facility.

A motion was made by Councilwoman Salafia to approve the Resolution authorizing a new line to be created in the Capital Improvement Plan entitled, "MPD Community Rooms Renovation" in the amount of \$80,000.00; Councilman Gennaro seconded; unanimously approved.

The City of Middletown is in need of necessary improvements to its Community Rooms. The Community Rooms are designed to accommodate activities such as discussion groups, panels, lectures, and meetings. The rooms will be primarily used for Police Department training programs and for the use of not-for-profit, educational, civic and cultural organizations. The intent of this project is to upgrade the audio-visual equipment, while also increasing the functionality of the space to meet the department and City's growing needs. The needs meet the guidelines for projects eligible for Local Capital Projects Improvement Program funds, costing \$80,000.00

- **Public Works-** State Grant Confirmation totaling \$33,696.53, Waste Reduction & Litter Control Small Beverage Containers.

A motion was made by Councilman Gennaro to approve the State Grant Confirmation totaling \$33,696.53, Waste Reduction & Litter Control Small Beverage Containers; Councilwoman Salafia seconded; unanimously approved.

Grant for the receipt of payments relating to the Waste Reduction of Small Beverage Containers. All payments received by any municipality pursuant to the provisions of subsection (C) of this section shall be expended by such municipality on environmental measures intended to reduce the generation of solid waste in such municipality or reduce the impact of litter caused by such waste, including, but not limited to, the hiring of a recycling coordinator, the installation of storm drain filters designed to solid waste and

beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf areas.

- **OGC/HR-** Appropriation Request totaling \$25,000 for testing and advertising

A motion was made by Councilman Gennaro to approve the Appropriation Request totaling \$25,000 for testing and advertising; Councilwoman Salafia seconded; unanimously approved.

Appropriation needed for Police Accountability Act \$22,000 and public posting advertising \$3,000.00.

#### 4. Report

- Transfer of Funds/BOE Transfers
- General Fund Appropriations
- City's Investments
- Tax Collector Report
- Professional Services Report
- Monthly Expenditure Summary Report

A motion was made by Council to adjourn the meeting. Council seconded; unanimously approved.

**The next regular meeting is Wednesday March 1, 2023 at 6:00 p.m.**