

City of Middletown  
Finance & Government Operations Commission Agenda  
Regular Meeting  
Wednesday, March 30, 2022 @ 6 pm via WebEx event# 2335 258 4539

Or dial in: 408-418-9388

Present: Councilman Edward McKeon, Councilman Anthony Gennaro, Councilwoman Linda Salafia, Councilman Gene Nocera, Carl Erlacher, Joseph Samolis, Kevin Elak, Roger Palmer, Bryan Skowera, Marek Kozikowski, General Counsel Brigham Smith Fire Chief Woron, and Wayne Bartolotta

Absent: Councilwoman Meghan Carta

1. Councilman McKeon called the Finance & Government meeting to order and requested a motion to approve the March 2, 2022 minutes. Councilwoman Carta motioned to approve, Councilman Gennaro second; unanimously approved.
2. Public Comments on the Agenda – none
3. Items submitted for discussion:
  - **Tax Assessor**- Request for 3,400 in Additional Funds associated with Job Reclassification

Councilman Gennaro made a motion to approve the Request for 3,400 in Additional Funds associated with Job Reclassification; Councilwoman Salafia seconded; unanimously approved.

Roger Palmer introduced the request. He explained that the department has a vacant position and this is to reclassify the position to reflect the actual responsibilities in the office. The cost is associated with job reclassification from a Grade 6 to a Grade 8.

- **ECD** – 1.) Local Grant Confirmation totaling \$6,009.94 for Farmers Market- SANP reimbursement; 2.) Resolution authorizing the Mayor to sign any and all documents necessary for the lease of the said parcel located on Williams Street from the Congregation Adath Israel for off street parking, proposed lease would be for 4 years; 3.) Resolution amending the following line items from: 3207-18500-57030-0000-03453-2021-000 **Columbus House**- Homeless Shelter to: 3207-18500-57030-0000-03453-2021-000 **Grace & Mercy Ministries- Homeless Shelter**. Change to agency name only; 4.) Resolution authorizing the Mayor to proceed with the purchase of a parcel of land at 31 Rapallo Avenue to be utilized by the City for off street parking for the surrounding area, and that the Mayor is authorized to sign any and all documents necessary for the purchase of the parcel; 5.) Resolution authorizing the Mayor to sign all documents necessary to deed the Lot to 733 Washington Middletown LLC, Property shall be added back to tax rolls and will generate property tax.

- 1.) Councilwoman Salafia made a motion to approve Local Grant Confirmation totaling \$6,009.94 for Farmers Market- SANP reimbursement; Councilman Gennaro seconded; unanimously passed.

Description of services to be provided by the Grant, Farmers Market: SANP Reimbursements, Middlesex Health System Produce Vouchers, CHC Produce Vouchers; End Hunger CT Support

- 2.) Councilwoman Salafia made a motion to approve the Resolution authorizing the Mayor to sign any and all documents necessary for the lease of the said parcel located on Williams Street from the Congregation Adath Israel for off-street parking, proposed lease would be for 4 years; Councilman Gennaro seconded; unanimously approved.

A piece of property located on William Street in the City of Middletown that has been leased for additional off street parking in on the south end of Main Street. The City of Middletown wishes to continue to lease from the Congregation Adath Israel for off-street parking. The proposed lease would be for 4 years at the following rates:

	Monthly Rate	Annual Rate
Year 1	\$925.00	\$11,100.00
Year 2	\$950.00	\$11,400.00
Year 3	\$975.00	\$11,700.00
Year 4	\$1,000.00	\$12,000.00

Parking revenues from parking permits would be utilized to cover the cost associated with the lease. Financial Impact would be neutral as parking permits cover the cost of lease.

- 3.) Councilwoman Salafia made a motion to approve Resolution amending the following line items from: 3207-18500-57030-0000-03453-2021-000 **Columbus House- Homeless Shelter** to: 3207-18500-57030-0000-03453-2021-000 **Grace & Mercy Ministries- Homeless Shelter**. Change to agency name only. Councilman Gennaro seconded; unanimously approved.
- 4.) Councilwoman Salafia made a motion to approve the Resolution authorizing the Mayor to proceed with the purchase of a parcel of land at 31 Rapallo Avenue to be utilized by the City for off street parking for the surrounding area, and that the Mayor is authorized to sign any and all documents necessary for the purchase of the parcel; Councilman Gennaro seconded; unanimously approved.

The City of Middletown is looking to increase off-street parking in the North end of Main Street. The property located at 31 Rapallo Avenue has the potential to get up to 40 spaces in this vacant lot. JD Realty Management LLC. is willing to sell the said lot for \$300,000 to recover their costs. Financial Impact of \$ 300,000 would come from the 21<sup>st</sup> Century Infrastructure Bond.

- 5.) Councilwoman Salafia made a motion to approve the Resolution authorizing the Mayor to sign all documents necessary to deed the Lot to 733 Washington Middletown LLC, Property shall be added back to tax rolls and will generate property tax; Councilman Gennaro seconded; unanimously approved.

The City of Middletown owns and is responsible for a certain property located at 733 Washington Street. Said property is empty and the lot cannot be used by the City of Middletown nor can it be developed by itself. The abutting property is owned by 733 Washington Street LLC and WSM would like to acquire the Lot for no consideration and merge the Lots with its abutting parcel. The City of Middletown will deed the lot to WSM for no consideration but with the requirement WSM give the City a 10 Foot wide easement along the eastern property line for the installation and maintenance of sidewalks and utilities on the Lot. Financial Impact: The property will be added back to tax rolls and will generate property tax.

- **Water Dept.-** Request for a \$40,000 Additional Appropriation for Chemicals and Cleaning Supplies

A motion was made by Councilwoman Salafia to approve the request for a \$40,000 Additional Appropriation for Chemicals and cleaning supplies; Councilman Gennaro seconded; unanimously approved.

This appropriation to the Chemical line item in the current budget is needed to account for the increase in chemical costs for water treatment, and for the changes the department made to transition off of chlorine gas to liquid sodium hypochlorite at the John S. Roth Treatment Facility.

- **YSB-** State Grant Confirmation totaling \$334.00- YSB Enhancement Grant

A motion was made by Councilwoman Salafia to approve the State Grant Confirmation totaling \$334.00- YSB Enhancement Grant; Councilman Gennaro seconded; unanimously approved.

Youth Services was informed by DCF that they would be receiving an additional \$334.00 under this grant for the 2020/2022 fiscal year. They would like to add it to the existing grant line.

- **Fire-** Request for Additional Appropriation in the amount of \$261,000 for immediate purchase of 59 sets of personal protective turnout gear.

A motion was made by Councilman to approve the Request for Additional Appropriation in the amount of \$261,000 for immediate purchase of 59 sets of personal protective turnout gear; Councilman seconded; unanimously approved.

Fire Chief Woron states that the funds would come out of the Fire Departments Fund Balance. To be OSHA compliant the gear cannot be any more than 10 years old. 42 sets are over 10 years old.

- **Health-** Grant Confirmation totaling \$25,000 in Federal funds, NACCHO Tier 1MRC Unit.

A motion was made by Councilman to approve a Grant Confirmation totaling \$ 25,000 in Federal Funds, NACCHO Tier 1MRC Unit; Councilman seconded; unanimously approved.

Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic. Adopt technology and processes to support evolving volunteer management requirements. Maintain staffing or infrastructure needed to meet the operational and readiness requirements. Attain supplies or materials to support volunteer deployments and meet mission requirements.

- **Land Use-** Request for Additional Appropriation for \$ 3,506 to cover the August 2021 invoice for the removal of aquatic species in Middletown, funds were not encumbered in FY 20/21; 2.) Resolution authorizing the Mayor to sign any and all documents to effectuate a permanent access easement to Connecticut Light and Power Company dba Eversource Energy from the City of Middletown on property located at Catherine Street for the purpose of constructing and utilizing an access road to access CL&P's electrical transmission facilities; 3.) Resolution authorizing the Mayor to sign any and all documents to effectuate two permanent access easements to Connecticut Light and Power Company dba Eversource Energy from the City of Middletown on property located at Country Club Road for the purpose of constructing and utilizing access roads to access CL&P 's electrical transmission facilities.

- 1.) A motion was made by Councilwoman Salafia to approve the Request for Additional Appropriation for \$ 3,506 to cover the August 2021 invoice for the removal of aquatic species in Middletown, funds were not encumbered in FY 20/21; Councilman Gennaro seconded; unanimously approved.

Director Kozikowski states to the Commission that somehow the paperwork got lost in the shuffle. On 05/03/2021, the Common Council approved an appropriation of \$5,500 to assist the Connecticut River Conservancy in the removal of invasive aquatic species in Middletown. The work was performed in August 2021 and invoiced for \$3,506 in October 2021. The funds were not encumbered in FY2021 so a new appropriation in FY 2022 is required to fulfill the commitment.

- 2.) A motion was made by Councilwoman Salafia to approve a Resolution authorizing the Mayor to sign any and all documents to effectuate a permanent access easement to Connecticut Light and Power Company dba Eversource Energy from the City of Middletown on property located at Catherine Street for the purpose of constructing and utilizing an access road to access CL&P's electrical transmission facilities; Councilman Gennaro seconded; unanimously approved.

- 3.) A motion was made by Councilwoman Salafia to approve a Resolution authorizing the Mayor to sign any and all documents to effectuate two permanent access easements to Connecticut Light and Power Company dba Eversource Energy from the City of Middletown on property located at Country Club Road for the purpose of constructing and utilizing access roads to access CL&P's electrical transmission facilities.

CL-P d/b/a Eversource Energy is seeking a permanent access easement from the City of Middletown on the properties, for the purpose of constructing and utilizing an access road to access CL&P's electrical transmission facilities.

#### 4. Report

- Transfer of Funds/BOE Transfers
  - General Fund Appropriations
  - City's Investments
  - Tax Collector Report
  - Professional Services Report
  - Monthly Expenditure Summary Report
5. Other – Tabled item from the March 2<sup>nd</sup>, 2022 Meeting; Resolution authorizing the Mayor to sign and submit an application to the State of Connecticut for a grant in the amount of \$ 15,000 in Local Capital Projects Improvement funds, for the cost to install an office in the City of Middletown Mayor's office and that a new line be created in the Capital Improvement Plan entitled "HR Office Install" in the amount of \$15,000.

A motion was made by Councilwoman Salafia to approve the Resolution authorizing the Mayor to sign and submit an application to the State of Connecticut for a grant in the amount of \$ 15,000 in Local Capital Projects Improvement funds, for the cost to install an office in the City of Middletown Mayor's office and that a new line be created in the Capital Improvement Plan entitled "HR Office Install" in the amount of \$15,000. Councilman Gennaro seconded; unanimously approved.

General Counsel Smith states to the Commission that they have spent weeks figuring out where in the building they can relocate the HR Specialist that is currently stationed in the Mayor's office. The proposed solution is to install an office in the corner outside of the Chief of Staff's office. The office space would sort of give her privacy. It wouldn't be as completely private as we would like but it the best that we can do for the matter. The cost for the office is being paid for by the Local Capital Projects Improvement funds.

The next regular meeting is **Wednesday April 27, 2022** at 6:00 p.m.