



**REGULAR MEETING OF THE COMMON COUNCIL  
MIDDLETOWN CONNECTICUT  
INCLUDING  
PUBLIC HEARING: WATER RATES FY 20-21**

**MONDAY, MAY 4, 2020**

**MINUTES**

The Regular Meeting of the Common Council of the City of Middletown, including the Public Hearing for Water Rates for FY 2020-2021, was held remotely via WebEx and livestreamed on the City of Middletown's Facebook page on Monday, May 4, 2020, at 7:00 PM.

**Present:**

Councilwoman Jeanette White Blackwell	Councilman Vincent Loffredo
Councilwoman Meghan Carta	Councilman Anthony Mangiafico
Councilman Grady Faulkner, Jr.	Councilman Edward McKeon
Councilman Darnell Ford	Councilman Eugene Nocera
Councilman Edward Ford, Jr.	Councilman Philip Pessina
Councilman Anthony Gennaro, Sr.	Councilwoman Linda Salafia

Mayor Benjamin D. Florsheim, Chair  
Linda Reed, Council Clerk  
Daniel Ryan, Esq., Corporation Counsel

**Also Present:** Bryan Skowera, Director, Technology Services  
Christopher Holden, P.E., Public Works Deputy Director  
Joseph Samolis, Planning, Conservation & Development Director  
Brig Smith, Esq., General Counsel  
Kevin Elak, R.S., Health  
Robert Kronenberger, Fire Chief  
Ramona Burkey, Director, Russell Library  
Joseph Fazzino, P.E., Director Water & Sewer

Members of the Public: WebEx (13 attendees) and Facebook livestream (unknown number of viewers)

**1. Call to Order**

Having verified that all Councilmembers have successfully logged into the system Mayor Benjamin Florsheim calls the meeting to order at 7:00 PM. He states that he discussed the protocol for reciting the Pledge of Allegiance with Corporation Counsel Ryan. Attorney Ryan has confirmed that Councilmembers may remain seated when reciting the Pledge of Allegiance so everyone is visible. He asks the Councilmembers to remain seated and to join in the Pledge of Allegiance.

The Clerk reads the Call of the Meeting and the Chair declares the call a legal call and the meeting a legal meeting.

The Chair welcomes everyone to this second remote meeting of the Common Council. He acknowledges Council Clerk Linda Reed and Information Technology Director Bryan Skowera for their efforts making this meeting possible. He states that this meeting is streaming live on the City of Middletown's Facebook page as well as on the WebEx platform. He thanks the Councilmembers for their participation. He reminds Councilmembers that they will abide by the Council rules. He asks Councilmembers to identify themselves before speaking and to address one another formally so members of the public may know who is speaking.

**2. Accept/Amend the Agenda**

The Chair asks for a motion either to approve the agenda as presented or to amend.

Councilman Eugene Nocera moves to accept the agenda as presented. Councilman Edward Ford, Jr. seconds the motion.

The Chair states that, to avoid confusions and to be efficient, he will ask the Council Clerk to call the roll for each vote.

The Chair asks if there is any discussion on this motion. There being none. The Chair calls for a roll call vote on the motion to accept the agenda, asking the Council clerk to read the roll:

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	aye
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion to accept the agenda is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

**3. Approval of Minutes: Special Meeting (Presentation By, and Discussion With, Mayor Benjamin Florsheim and Connecticut State Department of Transportation RE: Arrigoni Bridge Project to Commence Spring, 2020) of March 11, 2020 at 5:30 PM**

The Chair asks for a motion to approve the minutes of the Special Meeting of March 11, 2020 at 5:30 PM.

Councilman Eugene Nocera moves to approve the Minutes of the Special Meeting of March 11, 2020 at 5:30 PM. Councilman Philip Pessina seconds the motion. The Chair asks if there is any discussion.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo asks if the Chair can comment, based on these minutes, as to the status of any meetings that have occurred with DOT and moving this project forward, including any amendments.

The Chair states that, as a point of information, states that the meeting was convened so that the Council, his administration an, and DOT were all on the same page with this project, with the same information, the purpose of this project and the history of this project. It has begun construction on St. John's Square and the Arrigoni Bridge. The minutes were tabled at the April Common Council meeting He is happy to report that they have had a couple of meetings with DOT since then, which were relatively productive. He recounts that they had a meeting at McDonough School just prior to the March 11, 2020 Council meeting, giving residents the opportunity to weigh in on the project. This project was approved some time ago, but with very little public input or public awareness. The goal is to try to rectify that with a series of opportunities for the public to weigh in. That McDonough School meeting made it overwhelmingly clear that a great deal of opposition and skepticism exist, particularly as to the element of changes to local road: to make Rapallo Avenue change from a two-way to a one-way street as well as the impact that the new traffic patterns might have on local roads in the North End. They wanted to be sure that those concerns were heard and addressed, which is why the McDonough School meeting and the special Common Council meeting were convened. Following that McDonough School meeting, this administration met with DOT and the engineering team and the construction team to talk about some of the fallout from the feedback from that meeting. They asked them, based on this feedback, to leave Rapallo unchanged. They heard from a number of people on Rapallo that the change would be significantly detrimental to their business. They agreed that leaving Rapallo unchanged would not significantly undermine the overall intent of the project, so they agreed to revisit their plans – redraw them – to leave Rapallo a one-way street. One major part of that was that people were worried that a change to one-way on Rapallo would lay the ground work for something else to happen on Rapallo, perhaps something that has been put forward but the DOT redesign, which people did not want to see. The City was happy to have that addressed. The possibility of delaying some of this work on St. John's Square, to wait towards the end of the project when the bridge work was completed, perhaps delay it further than that. DOT said, noting that he sent to Council members a few days ago information of all of these meetings, which should have gone to their respective emails last week, a summary that DOT put together of the process of all these meetings. What they said in that meeting was that some of the terms of the contract that they had entered into with the contractor as well as this overall plans for the construction season that a delay would be difficult to do. The City asked if they could sit down with them and talk further about the impact of the project on the streetscape of downtown Middletown, of the North End section of Main Street, as well as the impact on the local residential streets. After that meeting. Over the past couple of weeks, we have had Councilmanic representation at the meeting: Majority Leader Councilman Eugene Nocera and Minority Leader Councilman Philip Pessina were there as well as Councilman Edward McKeon and Councilman Anthony Gennaro Sr. and members of the Complete Streets Committee. He believes that they were able to get some helpful guidance and out to DOT about what they we believe will be most beneficial to this project to make it more accommodating to pedestrians and cyclists. They did not cover every element of the project, noting that there are definitely concerns about the overall merits of the project, which they will continue to address with our State partners. As much as this project has been a source of controversy, confusions, and miscommunication the Chair's hope is that the work that they are putting in right now, over that past few weeks, is moving the project in a direction that works for the City, not just something happening to the City. They will continue to make our voices heard. They will continue to provide feedback in whatever way is need, noting that there has been feedback over the last couple of days about making sure that the contactor is following the rules of social distancing and wearing a mask when in town. He knows that they need to stay on that day in and day out. The Chamber of Commerce is heading up the committee overseeing that project. They just had their monthly meeting a few

days ago where this was brought up. It had to bring up yet again and they hope that now it will be used in the future. This is the back and forth that they find themselves in, hoping that they will get to a positive outcome for the project and the City. He notes that he wanted to provide this update, adding that to some good, if not concession, conversation moving in the right direction for changes and alterations to the project as originally planned to make it more beneficial to Middletown. As they continue to work with them, they will make these recommendations. He offers this as the aftermath of the original special Council meeting.

The Chair calls on Councilman Grady Faulkner, Jr.

Councilman Faulkner asks if the, from what they have seen in the documents, there has not really been any updates on this. He asks if the Chair will come with updates on a periodic basis as things happen.

The Chair replies that he is happy to provide updates at every Council meeting and as needed. The Chamber is having its central Business District meeting on Thursday (May 7, 2020). DOT has committed to attend every month. They do have the regularly scheduled bridge committee meeting on a monthly basis. He is happy for Councilmembers to attend or he can provide an update as to how these meetings go. They want to change the paradigm of these projects happening, inked under one administration and disappearing off the radar only to re-emerge a few years later ready for construction. That pattern does not work for the City nor is it something that our citizens like to see. He will keep providing these updates as much as he can to get everyone on the same page.

The Chair calls on Councilman Edward McKeon.

Councilman McKeon states, respectfully, regarding the Mayor's report, that he was at the same meetings and came away with a completely different impression of the information that DOT provided, how well they listened or didn't listen, and their sense of cooperation with the City. He still feels very strongly that the DOT's main concern is moving more traffic at a faster pace onto Main Street. His main concern is vehicular traffic, and in that that they have not demonstrated in any real way concerns for pedestrian, or merchants or residents on that street. He will continue to voice his discontent with the plan and with their way, their attitude towards Middletown and its representatives.

The Chair calls on Councilman Eugene Nocera.

Councilman Nocera states that he attended the special meeting with DOT and he appreciates that they had an opportunity to share their concerns. That is clear and appropriate. He continues to be concerned with pedestrian safety and will continue to work on that with DOT. He hopes that DOT understands that the City is very serious about that issue and the current plan is not going to make pedestrian safety worse, but he does not believe that it enhances or better that situation. He is willing to work with DOT in any way possible.

The Chair calls on Councilman Philip Pessina.

Councilman Pessina states that he concurs with Councilman Nocera and Councilman McKeon; however, his view is that the Mayor's comments are reassuring, ensuring that we have the walkable Main Street for residents and for those who will use their businesses. This is where he is focusing his energy. He will contribute to the Mayor and committee to ensure that the residents in the North End have a voice. A voice between them is to ensure that they save that flavor, the walkable flavor of Main Street. That is a mainstay for almost 200 years. It has always been a walkable Main Street. We want to encourage businesses, especially coming out of the COVID-19 situation, they cannot and should not be faced with the situation that makes it worse for their businesses as they work to come out of the economic downturn. He joins the Council and Mayor to be the voice for the North End residents.

The Chair apologizes, stating that he did not want to give the impression that they had problems and that the problems are solved. This will continue to be something they need to be vigilant about day in and out until the completion of the project and after the completion of that project for what the next phase of Downtown Middletown will look like is absolutely essential that we remain engaged to get an outcome that makes sense for Middletown, not one that favors commuter traffic over downtown traffic. That is the objective of all of these meetings and something that they stay on top of. It is not mission accomplished, but trying to work together to move in the right direction.

The Chair calls on Councilwoman Jeanette Blackwell.

Councilwoman Blackwell states that she has a point of clarification regarding the feedback loop for the residents and the business owners in the North End. It is important for their voices to be heard so, she asks what the communication, the feedback loop, will be so that they may convey their concerns on an ongoing basis as related to this DOT project.

The Chair replies that it is an excellent question. He will provide some contacts so Councilmembers and his office are available to receive calls. In addition, DOT has a public relations, public information officer, who is appointed for this project. He doesn't recall the name off the top of his head, but he will provide that information to Councilmembers and the Council Clerk to be sure it is available. In addition, the monthly meetings are taking place at the Chamber's Central Business Bureau and the Arrigoni Bridge Committee meetings. The meetings are posted on the appropriate websites, accessible places where people can find the notices and come out and make comments, get questions answered, and register feedback. He will be sure Councilmembers have the contact information for the public information officer.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo calls for the vote of the motion to approve the minutes.

There being no further discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	aye
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion to approve the minutes of the March 11, 2020 special meeting is approved unanimous with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved unanimously.

The Chair thanks the Councilmembers and reiterates that he will update the council on the project. He thanks everyone for coming together for that meeting, noting that it is the right precedent for how the City will handle State projects in the future. We got to this later, we will be sure that we are top of this and do this for future projects as well.

#### 4. **Approval of Minutes: Regular Meeting of April 6, 2020 at 7:00 PM**

The Chair asks for a motion to approve the minutes of the Regular Meeting of April 6, 2020 at 7:00 PM.

Councilman Eugene Nocera moves to approve the Minutes of the Special Meeting of March 11, 2020 at 5:30 PM. Councilman Philip Pessina seconds the motion. The Chair asks if there is any discussion.

There being no discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	aye
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion to approve the minutes of the April 6, 2020 regular meeting is approved unanimous with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved unanimously.

#### 5. **Public Hearing Opens**

The Chair opens the public hearing at 7:26 PM. The Chair explains that the public hearing will be divided into two (2) parts. Any member of the public wishing to speak on an agenda item may indicate they may raise their hand using the WebEx function. They will be called on and are asked to state their name and address for the record and that comments are limited to a five (5) minutes, limiting comments to the item open for hearing. The first hearing will be for the Water Billing Schedule, Water Use, and Meter Charges. After comment concludes, a separate hearing will be held for all other agenda items.

**A. Water Billing Schedule, Water Use, and Meter Charges**

The Chair asks if anyone wishes to speak to the Water Billing Schedule, Water Use, and Meter Charges. He asks that anyone wishing to speak state their name and address for the record and that comments are limited to a five (5) minutes,

The Council Clerk confirms that no hands are raised for public comment.

There being no public comment on this item, the Chair closes this public hearing at 7:28 PM.

**B. All Other Agenda Items**

The Chiara opens this public hearing at 7:28 PM. The Chair asks if anyone wishes to speak on any other agenda items, they should state their name and address for the record and that comments are limited to a five (5) minutes,

The Council Clerk notes that Jeff Puglise has his hand raised to comment.

Jeff Puglise: He is Vice-President of the Middlesex County Chamber of Commerce, located at 393 Main Street, Middletown. He is speaking as administrator of the Middlesex County Revitalization Commission (MCRC), which is the Community Economic Development Fund., serving all of Middlesex County, but based in Middletown. He is speaking to the agenda item regarding the Middletown Bridge Loan Program, partnering with the Middlesex County Revitalization Commission (MCRC) relative to administration of this fund. On behalf of the Commission, he expresses their support for this initiative. The Commission had a special meeting earlier today and they voted unanimously to approve this concept. Mayor Florsheim participated in that meeting, which they greatly appreciate. This would essentially be the City using the legal infrastructure of MCRC to administer these loans, taking advantage of their existing banking relationships. The City would be the final determiner as to who is the recipient or borrower with respect to this loan program. He wants the Council to know that the Commission voted unanimously to be involved in this procedure and program, being a good community partner with the Council as they work through the mechanics and legalities of the program. He thanks the Council and looks forward to working with the Council on this economic recovery program and others as we look to rebound from this COVID situation.

The Council Clerk confirms that there are no other hands raised for public comment.

The Chair calls on Councilman Grady Faulkner, Jr.

Councilman Faulkner asks if there will be people present when this items comes up for questions.

The Chair replies that Planning Director Joseph Samolis is on the remote meeting for later discussion.

**6. Public Hearing Closes**

There being no further public comment on this item, the Chair closes the public hearing at 7:31 PM.

**7. Mayor requests Council Clerk to read appropriation requests and the Certificate of Director of Finance**

Notice is hereby given that the Common Council of the City of Middletown will hold a public hearing via WebEx at *Join a Meeting, Event # 716699809*, ON **MONDAY, THE 4<sup>TH</sup> DAY OF MAY 2020, at 7:00 PM** to consider and act upon the following:

Health Department: \$12,800 -- Acct. No. 1000-31000-63100-x-x-x-x; specialized equipment - appropriation for 16,000 surgical masks for COVID 19 pandemic

Any and all persons interested may appear and be heard.

ATTEST:

\_\_\_\_\_  
HON. BENJAMIN D. FLORSHEIM, MAYOR

Dated at Middletown, Connecticut, 24<sup>th</sup> day of April, 2020.

**MEMORANDUM**

**TO:** His Honor, Mayor Benjamin D. Florsheim and  
Members of the Common Council

**FROM:** Finance Department

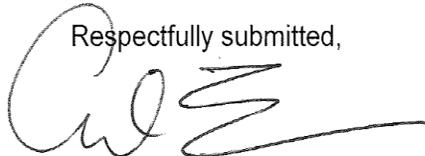
**DATE:** April 27, 2020

**RE:** Certification of Funds

This is to certify that funds sufficient to meet the appropriations requested at your meeting on May 4, 2020 are available as follows:

General Fund	\$12,800
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Respectfully submitted,



Carl Erlacher  
Director of Finance &  
Revenue Services

A. Health Department: \$12,800 -- Acct. No. 1000-31000-63100-x-x-x-x; specialized equipment - appropriation for 16,000 surgical masks for COVID 19 pandemic  
APPROVED

**CITY OF MIDDLETOWN**  
MUNICIPAL BUILDING  
MIDDLETOWN, CONNECTICUT 06457  
**REQUEST FOR ADDITIONAL APPROPRIATION**

Appropriation Number:  Date of Request:

Amount Requested:

Fund:

Code:

Budget Item:

Department:

Date Advertised before Meeting:  Date Advertised after Meeting:

Reason for Request:

Signature: \_\_\_\_\_

Requested by:

Status:

Status Date:

Councilman Philip Pessina moves to approve the proposed appropriation. Councilman Vincent Loffredo seconds the motion.

There being no discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

- Councilwoman Blackwell      aye
- Councilwoman Carta          aye
- Councilman Faulkner          aye
- Councilman Darnell Ford      aye
- Councilman Edward Ford      aye
- Councilman Gennaro          aye
- Councilman Loffredo          aye
- Councilman Mangiafico        aye
- Councilman McKeon           aye
- Councilman Nocera            aye
- Councilman Pessina           aye
- Councilwoman Salafia         aye

The Chair states that the motion to approve the proposed appropriation is approved unanimous with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved unanimously.

#### **8. Department, Committee, Commission Reports and Grant Confirmation Approval APPROVED**

Councilwoman Jeanette Blackwell reads and moves for approval of the Department, Committee, and Commission Reports and Grant Confirmation Approval, agenda items 8A, 8B, 8C, 8D, and 8E. Councilman Edward Ford, Jr. seconds the motion.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo asks where the money for Item 8C – Fire Department, emergency purchase – is coming from; specifically, is it City money or a Federal grant.

The Chair states that he believes that these are City funds. He asks Fire Chief Robert Kronenberger to speak to this question.

Chief Kronenberger replies that is correct, adding that there is one clarification: it should not say Fire Department; rather, they are Emergency Management funds. It was in the budget and should be reimbursable under the Public Assistance ACT with FEMA at a rate of 75%.

The Chair calls on Councilman Eugene Nocera.

Councilman Nocera asks about Item 8E, the Board of Education miscellaneous grants. Given that the schools are involved in online, remote learning, will this grant confirmation of nearly \$1M going to be carried over to the next budget, if unexpended. He asks the Chair if he can find that answer for the Council

The Chair states that he will do so. He adds that a request was made that Councilmembers have a hardcopy of the Board of Education proposed budget. He will get that information to everyone following this meeting. The Chair states that he will also entertain motion to amend Item 8C, changing the language from the Fire Department to emergency management

Councilman Loffredo moves to revise Item 8C to attribute the emergency purchase to Emergency Management in lieu of the Fire Department. Councilman Philip Pessina seconds the motion to amend.

There being no further discussion on the proposed amendment, the Chair calls for a roll call vote as to the proposed amendment, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	aye
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion to approve the proposed amendment to Item 8C is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia).

There being no further discussion on Item 8A, 8B, 8C, as amended, 8D, and 8E, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	aye
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion to approve Item 8A, 8B, 8C, as amended, 8D, and 8E is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia).

**A. City Clerk's Certificate**  
**APPROVED**



**City & Town Clerk's Office**  
**245 deKoven Drive**  
**Middletown, CT 06457**

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**Certification**

I, Ashley Flynn-Natale, City and Town Clerk of the City of Middletown and custodian of the records and seal thereof, hereby certify that all ordinances and appropriations passed and adopted at the regular meeting of the Common Council on April 6, 2020 at 7:00 p.m. have been advertised in the local newspaper.

Dated at Middletown, Connecticut, this 21<sup>st</sup> day of April, 2020.



Attest:

*Ashley Flynn-Natale*  
Ashley Flynn-Natale  
City & Town Clerk

**B. Monthly Reports -- Finance Department: Transfer Report to April 17, 2020  
APPROVED**

Transfers of Funds - Operating Budget Accounts					
		From3/24/20		To4/17/20	
FY 2019-2020					
Date	Department	Budget Item	From Account No.	To Account No.	Amount
04/01/20	Parks	Winter/Snow Overtime	1000-22000-51360-0320		(14,329.00)
		Miscellaneous Overtime		1000-22000-51340-0320	14,329.00
04/02/20	Parks	Contractual Services	1000-22000-55185-0320		(30,000.00)
		General Specialized Equipment		1000-22000-53100-0320	20,000.00
		Vehicle Services		1000-22000-53510-0320	10,000.00
04/13/20	Fire	Fuel Oil	2010-50000-54150-0500		(786.42)
		Bond Issue Interest		2010-50000-57220-0500	249.42
		Bond Issue Principal		2010-50000-57310-0500	537.00
04/13/20	Emer Mgmt	Uniform Allowance	1000-25500-51950		(2,000.00)
		Repairs/Maintenance to Buildings	1000-25500-53380		(4,000.00)
		Contractual Services	1000-25500-55185		(6,000.00)
		Genl Agency Supplies & Equipment		1000-25500-53005	12,000.00
04/17/20	Water	Stipend Overtime	5000-60000-51370		(2,000.00)
		Overtime	5000-60000-51340		(2,000.00)
		Contingency Fund	5000-60000-57020		(1,500.00)
		Natural Gas		5000-60000-54130	5,500.00
04/17/20	Landfill	Site Improvements	2380-22000-55417		(25,000.00)
		Waste Removal		2380-22000-55410	17,000.00
		Repairs/Maintenance to Vehicles		2380-22000-53520	8,000.00
04/17/20	Recreation	Salaries & Wages, PT Seasonal	1000-32000-51230-0321		(6,000.00)
		Salaries & Wages, PT Temp		1000-32000-51220-0321	6,000.00
04/17/20	Clerk	Elections	1000-04000-52195		(710.00)
		Salaries & Wages, PT Temp		1000-04000-51220	710.00
04/17/20	Sanitation	Truck Rent/Lease	2020-40000-56220		(5,000.00)
		Contractual Services	2020-40000-55185		(1,500.00)
		General Vehicle Services		2020-40000-53510	4,500.00
		Tires		2020-40000-53530	2,000.00
04/17/20	Police	Contractual Services	1000-18000-55185-0180		(20,000.00)
		Misc Supplies		1000-18000-53115-0180	10,000.00
		Spec Agency Supplies & Equipment		1000-18000-53102-0180	10,000.00
04/17/20	Library	Overtime	1000-07000-51340		(2,556.49)
		Sunday Opening OT		1000-07000-51345	2,556.49
		Adult	1000-07000-53405		(7,151.58)

		Young Adult	1000-07000-53415		(2,681.77)
		Reference Materials/Updates	1000-07000-53150		(180.00)
		Subscriptions		1000-07000-53425	12,063.35
		General Administrative	1000-07000-52110		(2,050.00)
04/17/20	Health	Salaries & Wages, PT Perm	1000-31000-51215		(4,000.00)
		Overtime		1000-31000-51340	4,000.00
04/17/20	Communications	Contractual Services	1000-18700-55185		(300.00)
		Repairs/Maintenance to Vehicles		1000-18700-53520	300.00
					0.00

**C. Emergency Management -- emergency purchase of two (2) pallets of N95 masks: \$11,996  
APPROVED, AS AMENDED**

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INTEROFFICE MEMORANDUM

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**TO:** MAYOR BEN FLORSHEIM & MEMBERS OF THE COMMON COUNCIL  
**FROM:** CHIEF ROBERT KRONENBERGER  
**SUBJECT:** EMERGENCY PURCHASE - N95 RESPIRATOR MASKS  
**DATE:** APRIL 6, 2020

Due to the COVID-19 virus and the need to be prepared under all conditions, it was necessary to purchase two pallets of N95 Masks from Shipman's Fire Equipment. Shipman was able to provide the quantity needed in the timeliest manner, therefore, the purchase was authorized as an emergency.



REQUISITION

Page 1

Req#: 39054

Department: EMERGENCY  
Entered: 06-Apr-2020  
Printed: 07-Apr-2020

Vendor: 000565-02 SHIPMAN'S FIRE EQUIPMENT, INC.  
P.O. BOX 257  
172 CROSS ROAD  
WATERFORD, CT 06385-0000

Phone1: (000) 000-0000 0000  
Phone2: (800) 775-7332 0000 Business

Ship to: OFFICE OF EMERGENCY MANAGEMENT  
RANDOLPH ROAD  
MIDDLETOWN, CT 06457-0000  
Attn: Chief Robert Kronenberger

Line Item	Quantity	Contract/Bid Item Description/Manufacturer Model#	Freight	Other	Unit Price	Extension
1	80.0000	3M Particulate Respirator N95 160 per case			149.9500	
		1000-25500-53005-0000-00000-0000-000				11,996.00

DELIVERY NOTES

EMERGENCY PURCHASE:

Ben Florsheim, Mayor

TOTAL: \$11,996.00

Dept. Head Signature

4/7/2020  
Date

Classification Approved

Purchasing Agent Approval

**D. Grant Confirmation & Approval – Board of Education – miscellaneous grants: \$976,946.54  
APPROVED**

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**CITY OF MIDDLETOWN**  
MUNICIPAL BUILDING  
MIDDLETOWN, CONNECTICUT 06457

**REQUEST FOR COMMON COUNCIL CONFIRMATION AND APPROVAL  
OF THE FOLLOWING GRANT**

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Grant Number: <input type="text" value="469"/>	Date of Request: <input type="text" value="4/15/2020"/>
Name of Grant: <input type="text" value="as listed below"/>	
Amount Requested: <input type="text" value="\$976,946.54"/>	Code: <input type="text" value="2450-33000-59405-X-03025"/>
Grant Period: From: <input type="text" value="7/1/2019"/> To: <input type="text" value="6/30/2020"/>	Rev Code <input type="text" value="2450-33000-43480-X-X"/>
Type of Grant: <input type="text"/>	Amount Loaned from General Fund: <input type="text" value="\$0.00"/>
Department Administering Grant: <input type="text" value="Middletown Board of Education"/>	

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this Grant:**

2010-Perkins Supplemental \$49,970.00; 2064-Title IV Stu Support \$41,734.00; 2065-Title IV Stu Support NP \$12,255.00; 2360-Fam Resource FH \$1,530.00 Add'l Grant award; 2392-School Readiness (\$3,150.00) Grant Reduction; 2621-Parent Trust Fund \$20,793.00; 2716-PLTI/CLTI (\$20,793.00); 2721-SPED Medicaid \$17,636.75; 2799-Food Services \$404,199.62; 8001-Retirees/COBRA \$273,485.47; 8003-Workers Comp \$1,813.32; 8004-Preschool Prgm (\$272.00) NSF; 8005-Summer School Receipts (\$850.00) Checks returned b/c of COVID-19, we may not have summer school; 8009-Maintenance/Rentals \$420.00; 8012-Sale of Electricity \$1,963.23; 8023-Central Office Receipts \$8,656.41; 8035-GED/Pearson Receipts \$236.25; 8036-ADED Even Start Lrn Pgm \$754.00; 8095-SPED Tuition Reimbursement \$166,564.49. Total Special Programs through 3/16/20 \$17,101,082.73 ADDITIONS \$976,946.54 Total Special Programs through 4/15/20 \$18,078,029.27.

Signature: \_\_\_\_\_

Requested by:

Status:

Status Date:

**E. Grant Confirmation & Approval –Board of Education – Strings Program Grant: \$8,000  
APPROVED**

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**CITY OF MIDDLETOWN**  
MUNICIPAL BUILDING  
MIDDLETOWN, CONNECTICUT 06457

**REQUEST FOR COMMON COUNCIL CONFIRMATION AND APPROVAL  
OF THE FOLLOWING GRANT**

---

Grant Number:  Date of Request:

Name of Grant:

Amount Requested:  Code:

Grant Period: From:  To:  Rev Code

Type of Grant:  Amount Loaned from General Fund:

Department Administering Grant:

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this Grant:**

Signature: \_\_\_\_\_  
 Requested by:   
 Status:   
 Status Date:

**9. Payment of all City bills when properly approved  
APPROVED**

Councilman Darnell Ford moves for approval of the payment of all City bills when properly approved.  
 Councilman Eugene Nocera seconds the motion.

There being no discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

- Councilwoman Blackwell      aye
- Councilwoman Carta            aye
- Councilman Faulkner           aye
- Councilman Darnell Ford       aye
- Councilman Edward Ford       aye
- Councilman Gennaro           aye
- Councilman Loffredo           aye
- Councilman Mangiafico        aye
- Councilman McKeon            aye
- Councilman Nocera             aye
- Councilman Pessina            aye
- Councilwoman Salafia          aye

The Chair states that the motion is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

**10. Resolutions, Ordinances, etc.**

**A. Approving the water billing schedule, water use and meter charges for FY 2020-2021, which will have no increase over the FY 2019-2020 rates.**

**APPROVED**

**RESOLUTION No. 26-20; K: review/ resolution/ WS water rates FY20-21 RES 26-20 – 04 May 2020**

**WHEREAS**, on May 4, 2020, the Common Council held a public hearing on the adoption of FY 2020-2021 water rate charges;

**WHEREAS**, the Water Billing Schedule and Water Use and Meter Charges will not increase from the rates set for FY 2019-2020 and are as follows:

**A. Water Billing Schedule:**

1. Quarterly: Billing dates of February 1, May 1, August 1, and November 1, shall apply to Residential, Commercial, or industrial units having a meter size 5/8" to and including 1" meters.
2. Monthly Period: Billing dates shall be the 1<sup>st</sup> day of the following month for Residential, Commercial, or Industrial units having a meter size 1-1/2" and above.

**B. Water Use and Meter Charges:**

1. Water Use Charge: \$3.31 per hundred cubic feet plus meter charge (Minimum chargeable use \$16.55 per billing period)

2. Meter Charges:

	5/8"	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"
Quarterly	\$10.86	\$13.69	\$29.99						
Monthly	\$ 3.62	\$ 4.56	\$ 9.99	\$16.52	\$22.76	\$36.02	\$63.55	\$116.36	\$185.63

**C. Effective Date:**

1. Effective for all water use beginning July 1, 2020

**D. Repeal of Prior Charges:**

All previous water use charges and meter charges established by the Common Council of the City of Middletown are hereby repealed effective as of the effective date of the new charges.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That the water billing schedule, water use and meter charges are hereby approved.

Councilman Anthony Mangiafico reads and moves to approve the proposed resolution for FY20-21 water billing schedule, water use and meter charges. Councilman Grady Faulkner, Jr. seconds the motion.

The Chair states that, as a point of information, citywide, these bills are subject to the 90-day deferment as are property taxes. He believes that he bills will have the updated due dates, showing the 90-day deferment.

There being no discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

- Councilwoman Blackwell aye
- Councilwoman Carta aye
- Councilman Faulkner aye
- Councilman Darnell Ford aye
- Councilman Edward Ford aye
- Councilman Gennaro aye
- Councilman Loffredo aye
- Councilman Mangiafico aye
- Councilman McKeon aye
- Councilman Nocera aye
- Councilman Pessina aye
- Councilwoman Salafia aye

The Chair states that the motion is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

- B. Approving that, to prevent, prepare, and respond to COVID-19, the Common Council authorizes the adoption of the amended Citizen's Participation Plan (CPP) to allow for an expedited public comment period for substantial amendments to Consolidated Plans; and that the Common Council approve the amended CPP, to allow for a reduced public notice and public comment period, as provided by the waiver granted by the U.S. Department of Housing and Urban Development to address the COVID-19 epidemic within the community.**

**APPROVED**

**RESOLUTION No: 27-20; K: review / resolution/ PCD Citizens Participation Plan COVID 19 RES 27-20 – 4 May 2020**

**WHEREAS**, the City of Middletown receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD) as an entitlement community; and

**WHEREAS**, the final rule was published on January 5, 1995 in the Federal Register for the Consolidated Submission for Community Planning & Development Programs; and

**WHEREAS**, the City of Middletown an annual entitlement to benefit low and moderate income residents and reduce slum and blight; and,

**WHEREAS**, pursuant to the HUD final rule, the City of Middletown has a Citizens' Advisory Committee which advises the Common Council on the use of its annual CDBG entitlement and the Citizen Participation Plan (CPP) provides the framework with which these recommendations are formulated and vetted by the Committee, Common Council and the public; and,

**WHEREAS**, during the COVID-19 Epidemic, the U.S. Department of Housing and Urban Development has issued waivers of certain regulatory requirements associated with several CPD grant programs to prevent the spread of COVID-19 and to facilitate assistance to eligible communities and households economically impacted by COVID-19, and,

**WHEREAS**, In order to expedite the City's expenditure of CDBG-CV funding, the Citizens' Advisory Committee recommends modifying the Citizen's Participation Plan to allow for the adoption of substantial amendments to the City's consolidated plan utilizing the waivers set forth by HUD; and,

**WHEREAS**, HUD also has allowed for the City to amend the Citizen's Participation Plan in terms of Citizen Participation Reasonable Notice and Opportunity to Comment to curve the spread of COVID-19.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** in order to Prevent, Prepare and Respond to COVID-19, the Common Council authorized the adoption of the amended Citizen's Participation Plan to allow for an expedited public comment period for substantial amendments to Consolidated Plans, and

**IT BE FURTHER RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** that the Common Council approve the amended CPP, to allow for a reduced public notice and public comment period as provided by the waiver granted by the U.S. Department of Housing and Urban Development to address the COVID-19 Epidemic within the community.

**Financial Impact:** None

Citizen's Advisory Committee- Citizen's Participation Plan

**PREAMBLE**

The City of Middletown is a participating entitlement jurisdiction with the U.S. Department of Housing and Urban Development in receiving Community Development Block Grants (CDBG). As such, citizens, public agencies and other interested parties are guaranteed a role in the development and review of plans and performance reports and, further, shall have access to certain records and technical assistance. The Citizen Participation Plan sets forth those procedures.

In light of the COVID-19 pandemic, the City of Middletown is revising its approved Citizens Participation Plan to respond expediently to the public health and economic crisis. As permitted by HUD, the CPP is amended as follows:

1. During emergency situations in accordance with 24 CFR 5.110, HUD may upon determination of good cause and subject to statutory limitations, waive regulatory provisions. During these events, the Chief Elected Official shall notify HUD of the use of these waivers per HUD guidelines.

• In or to Prevent, Prepare and Respond during the COVID-19 epidemic, HUD has allowed for the following:

- Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning
- This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans

following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.

- The waiver also allows for amendments to be heard by virtual or electronic meetings.
- In addition, HUD has allowed for:
  - As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the Citizen Participation Plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its Citizen Participation Plan to provide citizens with reasonable notice and opportunity to comment.

The Citizen Participation Plan must state how reasonable notice and opportunity to comment will be given.

- During these periods the City shall advertise in the Hartford Courant, Public Access Channel-19 and on the City’s website and social media accounts.
- Individuals will be able to submit comments to the Department of Planning, Conservation and Development via mail, email or by phone.
- Reasonable notice shall consist of no less than 5 calendar days.

**ENCOURAGEMENT OF CITIZEN PARTICIPATION**

The Plan will encourage:

- citizens, public agencies and other interested parties to participate in the development and review of the Consolidated Plan and its amendments, Annual Plan, Environmental Review Record and Consolidated Annual Performance and Evaluation Report.
- participation by low and moderate income persons living in slum and blighted areas and in areas where CDBG funds are proposed to be used and residents of predominantly low and moderate income neighborhoods.
- participation of all citizens of the City, including minorities and non-English speaking persons, as well as persons with disabilities.
- in conjunction with the Middletown Housing Authority (Authority), participation of residents in public and assisted housing developments in the process of developing and implementing the consolidated plan, along with other low income residents of targeted revitalization areas in which the developments are located. The City will provide information to the Authority about its Consolidated Plan activities related to its developments so that the Authority can make this information available at the annual public hearing required under the Comprehensive Gant Program.
- the Mayor and Common Council to designate target areas within the City which have 50% or more low to moderate income individuals.

**CITIZEN ADVISORY COMMITTEE**

The objective and purpose of the Citizen Advisory Committee of the City of Middletown, Connecticut shall primarily be to administer the citizen participation requirements of the Housing and Community Development of 1974, as amended, and Public Act No. 75-443, as amended. Further, it shall: prepare and recommend grant applications for CDBG funding to the Mayor and Common Council; monitor the progress of all funded programs; and; make recommendations to the Mayor and Common Council regarding the implementation of CDBG funded programs.

A. Structure of Citizens Advisory Committee (CAC)

1. A community-wide CAC shall be appointed by the Mayor with the approval of the Common Council. The membership shall consist of fifteen (15) citizens of the City of Middletown.
2. Membership to the CAC should represent the following interest groups in order to advise in affairs of the Community Development Block Grant Program (CDBG) as authorized by the Housing and Community Development Act of 1974, as amended:

<i>Common Council (one from each political party)</i>		2
<i>At-Large</i>	2	
<i>Middletown Housing Authority</i>		1
<i>Planning and Zoning Commission</i>	1	
<i>Low/Moderate Income</i>		1
<i>Elderly</i>		1
<i>Disabled</i>	1	
<i>Census Tracts 5412, 5413, 5414</i>	2	
<i>Census Tracts 5411, 5415, 5416, 5417</i>		2
<i>Census Tracts 5418, 5419, 5420, 5421, 5422</i>		2

3. Terms - the term of the Common Council members shall run concurrently with the term of their office. The term of the remaining thirteen (13) members shall be as follows: four (4) shall serve for one (1) year; three (3) shall serve for two years; three (3) shall serve for three (3) years; and, three (3) shall serve for four (4) years. Thereafter, members shall be appointed annually to serve for four (4) years. Each member shall serve until his successor is appointed and has qualified and any vacancy shall be filled for the unexpired term.

4. In the event that any CAC member misses three (3) consecutive meetings and upon the recommendation of the Citizen Advisory Committee Chair person, the Mayor may remove that member and fill the vacancy. Generally, if any such member represents a specific interest group, he/she shall be replaced by a person representing the same group. Voluntary resignations shall be handled in a similar manner.

B. Organization of the CAC

1. The Committee shall select a Chair person, a Vice-Chair person and a Secretary. An annual organizational meeting for the purpose of electing officers shall be conducted each January.
2. Regular meetings of the CAC shall be held on the third (3rd) Wednesday of each month at 5:00 p.m. at a place specified with the City and Town Clerk.
3. The office of the CAC shall be with the Community Development Division of the Department of Planning, Conservation, and Development.

C. Role of the CAC

1. The CAC shall be responsible for encouraging of citizen participation, as required by the Plan, all citizens, public agencies and other interested parties including minorities, low/moderate income persons and non-English speaking persons, as well as persons with disabilities at its meetings.
2. The CAC shall be responsible for citizen participation prior to making recommendations to the Mayor and Common Council on the following items, including but not limited to:
  - a. The Five-year Consolidated Plan, including the identification of community development and housing needs and the setting of priorities.
  - b. Annual Action Plan of projects that are consistent with the Consolidated Plan.
  - c. The annual CDBG Program and CDBG budget.
  - d. Subsequent minor amendments and other significant changes/amendments to previously approved programs in the Consolidated Plan.
3. The CAC shall be responsible for recommending to the Mayor and Common Council, policy and methods of implementing CDBG projects.
4. The CAC shall participate in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) by soliciting views concerning the effectiveness of various CDBG projects.
5. All meetings of the CAC shall be conducted in an open manner, with freedom of access to all interested persons. Dates, times and locations of all meetings shall be posted with the City and Town Clerk in a manner consistent with the Connecticut Freedom of Information Act, as amended.

#### DEVELOPMENT OF THE FIVE YEAR CONSOLIDATED PLAN

Prior to adoption of a Five Year Consolidated Plan, the City will make available to interested citizens, agencies, groups and other interested parties the following:

- Information that includes the amount of grant funds and program income it expects to receive.
- The range of activities that may be undertaken.
- The estimated amount that will benefit persons of low and moderate income.
- Set forth plans to minimize displacement of persons and to assist any person displaced, specifying the types and levels of assistance that will be made to persons displaced and by whom the assistance will come from.
- Publication of the proposed Consolidated Plan in a manner that affords all citizens a reasonable opportunity to examine its contents and submit comments.
- Publish the proposed Consolidated Plan or its Summary in the Hartford Courant. The Summary will describe the contents and purpose of the proposed Consolidated Plan and include a list of locations where copies of the entire proposed Consolidated Plan may be examined.
- The City will provide free copies of the proposed Consolidated Plan to citizens and groups that request it.
- Make copies of the proposed Consolidated Plan and Summary available at the Department of Planning, Conservation and Development, Russell Library, Town Clerks Office, Middletown Housing Authority, Middlesex Chamber of Commerce, Midstate Regional Agency, Community Action for Greater Middlesex County and Community Health Center.
- Provide a thirty (30) period for review and to receive comments from interested citizens, agencies and/or groups on the proposed Consolidated Plan.
- The City shall consider any comments or views of interested citizens, agencies and/or groups received in writing and/or orally at the public hearing, in preparation of the final Consolidated Plan. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan. *Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents will be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, where practical.*
- Provide a copy of the proposed Consolidate Plan and summary at [www.middletownplanning.com](http://www.middletownplanning.com).

The CAC shall conduct public meetings with interested citizens, agencies and/or groups and at least one public hearing prior to the development of the Five Year Consolidated Plan.

1. Meetings shall be held to encourage the submission of views and recommendations prior to the formulation of the Consolidated Plan.
2. There shall be a thirty (30) day review period from date of notice in the paper for interested citizens, agencies and/or groups to submit their comments.
3. Public meetings may be held at selected sites convenient to the residents of the City of Middletown, including the handicapped, with particular emphasis on participation by low and moderate income residents.
4. Following the conduct of the public hearing on the development of the Consolidated Plan, the City of Middletown must certify that the following assurances have been met:
  - a. The City has prepared and followed a written Citizen Participation Plan that meets the requirements of the Federal Regulations.
  - b. The City of Middletown has provided adequate notices of public hearing as required by the Citizen Participation Plan.
  - c. The City of Middletown has held a hearing on the proposed Consolidated Plan before adoption of a resolution by the Common Council for submission to HUD.
5. The Consolidated Plan must be submitted to the HUD office for review and approval at least forty-five (45) days before the start of the City's program year which date is July 18. The City's program year is from September 1 to August 31.

#### ANNUAL ENTITLEMENT PROGRAM

1. The CAC shall solicit views of all citizens, agencies and other interested parties, particularly low and moderate income persons, so as to enable them to be meaningfully involved in important discussions at various stages of the Entitlement Program and Annual Plan process.
2. *The CAC shall determine, based on the Consolidated Plan, what portion of the Entitlement Funding will be:*
  - a. *Discretionary,*
  - b. *what funds will be set-aside for an request for proposals project, as described under number 4 of this section, and*
  - c. *what funds are were earmarked for previous commitments, such as Section 108 Loan repayments or multi-year projects.*

3. *Discretionary CDBG Funding-* Upon ~~notice from consultation~~ with HUD on the amount of Entitlement funds that the City will receive, the CAC will schedule a public hearing to solicit proposals, through the application process, for the funds.
- a. At least fifty (50) days prior to a public hearing, the City shall publish a notice in easily readable type in the legal section of the Middletown Press and Hartford Courant. The notice shall include the following information:
- 1) The total amount of CDBG funds available to the City for all eligible activities.
  - 2) The range of activities that may be undertaken and the kind of activities previously funded in Middletown.
  - 3) The application process to be followed.
  - 4) The role of citizens in the program and process.
  - 5) A summary of other important program requirements.
  - 6) Date, time and place of hearing.
  - 7) Place to obtain additional information and assistance.
  - 8) Consideration of any amendments to the Five Year Consolidated Plan which is dated September 1 - August 31 and any amendments to the Citizen Participation Plan.
- b. Technical assistance in developing proposals will be available to a group representative of low and moderate income persons.
- c. The application shall be due to the City's Community Development Division of the Department of Planning, Conservation and Development at least thirty (30) days prior to the public hearing date. The purpose of this time frame is to give the CAC and staff sufficient time to review and justify approval of the applications. In evaluating each application, the following criteria should be used:
- eligibility of the activity under CDBG
  - compliance with the CDBG national objective
  - consistency with priorities and specific objectives established in the Consolidated Plan
  - prior experience with CDBG
  - Prior experience in the community
  - prior experience in the type of project/activity being proposed
  - organization administrative and financial capacity to carry out the proposed activity.
- d. Prior to the public hearing, from date of advertisement in the paper to date that proposals are due, news media coverage shall be sought prior to a public hearing in order that additional program information may be publicized. Public service announcements/press releases on the availability of the Entitlement funds shall be placed in the Middletown Press, Hartford Courant and on the local radio station(s).
- e. Whenever there is a significant number of low/moderate income persons and residents who may be affected by the CDBG program and who read a primary language other than English, all notices of public hearings and summaries of the basic information shall be produced in such language or languages and bilingual opportunities shall be offered at the public hearing. Such non-English announcements and notices shall be provided in cooperation with other community organizations.
- f. Notices of public hearings shall be posted in the City of Middletown Town Clerk's Office.
- g. Notice of public hearings shall be made available to organizations such as Middletown Housing Authority, Community Health Center and The Connection, Inc. for distribution into low/moderate income areas.
- h. *Public hearings will be held in venues accessible for those with disabilities.*
- i. *Upon request non-English speaking residents will be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, where practical.*
4. *Request for Proposals*
- a. *Request for Proposal can be either incorporated as part of the solicitation of proposed project as described in part 3 of this section.*
- b. *The CAC can at any time of the year issue a request for proposals based on the following procedure:*
- i. *At least thirty (30) days prior to a public hearing, the City shall publish a notice in easily readable type in the legal section of the Middletown Press and Hartford Courant. The notice shall include the following information:*
    1. *The total amount of CDBG funds available through the request for proposal.*
    2. *The range of activities that may be undertaken.*
    3. *The application process to be followed.*
    4. *The role of citizens in the program and process.*
    5. *A summary of other important program requirements.*
    6. *Date, time and place of hearing.*
    7. *Place to obtain additional information and assistance.*
  - ii. *The application shall be due to the City's Community Development Division of the Department of Planning, Conservation and Development at least twenty-one (21) days prior to the public hearing date. The purpose of this time frame is to give the CAC and staff sufficient time to review and justify approval of the applications. In evaluating each application, the following criteria should be used:*
    - i. *Capacity to meet the special requirements of the Request for proposal*
    - ii. *Capacity to carry out the project and*
    - iii. *eligibility of the activity under CDBG*
    - iv. *compliance with the CDBG national objective*
    - v. *consistency with priorities and specific objectives established in the Consolidated Plan*
    - vi. *prior experience with CDBG*
    - vii. *organization administrative and financial capacity to carry out the proposed activity.*
    - viii. *Prior experience in the community*
    - ix. *prior experience in the type of project/activity being proposed*
- b. *Prior to the public hearing, from date of advertisement in the paper to date that proposals are due, news media coverage shall be sought prior to a public hearing in order that additional program information may be publicized. Public service announcements/press releases on the availability of the Entitlement funds shall be placed in the Middletown Press, Hartford Courant and on the local radio station(s).*
- c. *Whenever there is a significant number of low/moderate income persons and residents who may be affected by the CDBG program and who read a primary language other than English, all notices of public hearings and summaries of the basic information shall be produced in such language or languages and bilingual opportunities shall be offered at the public hearing. Such non-English announcements and notices shall be provided in cooperation with other community organizations.*
- d. *Notices of public hearings shall be posted in the City of Middletown Town Clerk's Office.*

DEVELOPMENT OF THE ANNUAL PLAN

Upon review of the proposals submitted at the public hearing for the Entitlement Program, the CAC may, at its discretion hold special meetings in order to discuss the proposals that were submitted. The CAC will then, at its next regular meeting, make recommendations to the Common Council of funding allocations for the Entitlement Program. Upon approval of the Common Council, staff in the Community Development Division of the Department of Planning, Conservation, and Development will prepare the Annual Plan for the current year. Amendments to the Consolidated Plan will also be included in the submission of the Annual Plan to HUD.

The Annual Plan shall include:

- Form Application - Standard Form 424
- Federal and Other Resources Available
- Activities to Be Undertaken
- Geographic Distribution
- Homeless and Other Special Needs Activities
- Other Actions:
  - c. Address obstacles in meeting underserved needs, such as foster and maintain affordable housing, remove barriers to affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty level families, develop institutional structure and enhance coordination between public and private housing and social service agencies and foster public housing improvements and resident initiatives.
  - d. Reference to the annual revisions of the action plan prepared for the CDBG funds expected to be available during the program year including any program income that will have been received before the start of the next program year and that has not yet been programmed.
  - e. Amendments to the Consolidated Plan.

The Annual Plan is due at HUD no less than forty-five (45) days before the start of the City's program year which date is July 18 each year. An advertisement shall be published in the Hartford Courant no later than the 17th day of June stating that a draft of the Annual Plan is available for review. This will provide a thirty (30) day period for review and to receive comments from interested citizens, groups and/or agencies on the proposed Annual Plan Consolidated amendments. The City shall consider any comments or views of citizens, agencies and/or groups received in writing and/or orally at the public hearing, in preparation of the final Annual Plan. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall be attached to the final Annual Plan. *Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents will be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, where practical.*

Prior to submitting the combined notice of Release of Funds and Finding of No Significant Impact to HUD, an Environmental Review Record (ERR) must be completed on each activity that is identified in the Annual Plan. CDBG funds cannot be spent prior to approval from HUD on a Release of Funds.

Upon completion of the ERR, a legal notice will be placed in the Hartford Courant stating that the ERR is available for review and that comments are encouraged from interested citizens, agencies and/or organizations for a period of fifteen (15) days.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

1. The Consolidated Annual Performance and Evaluation Report (CAPER), which is a requirement of HUD pursuant to 24 CFR Part 91, is due for submission at HUD within ninety (90) days of the close of the City's program year which is the 29th day of November each year. The purpose of the CAPER is to provide HUD with necessary information to assess the City's ability to carry out its programs in compliance with applicable regulations and requirements; provide information necessary for HUD to report to Congress; and, provide the City with an opportunity to describe its program achievements its interested citizens, agencies and/or groups.
2. An advertisement shall be published in the Hartford Courant no later than the 14th day of November stating that a draft of the CAPER is available for review. This will provide a fifteen (15) day period for review and to receive comments from interested citizens, agencies and groups on proposed CAPER. The City shall consider any comments or views of citizens, agencies and/or groups received in writing and/or orally in preparation of the final CAPER. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall also be attached to the final CAPER.
3. *The City shall consider any comments or views of citizens, agencies and/or groups received in writing and/or orally at the public hearing, in preparation of the CAPER. The public hearing time and location will be included in the advertisement mentioned in part 2 of this section regarding the CAPER. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall be attached to the final Annual Plan.*

PROGRAM AMENDMENTS

Prior to making any additions, deletions, or changes to the Community Development Block Grant Program Consolidated Plan, the following determination will be made on the amendment:

1. If the proposed change is a minor amendment defined as an amendment to the program that costs less than 10% of the total current year grant and only affects an activity previously described in the Consolidated Plan and Annual Plans.

OR

*If the proposed change is a substantial amendment when*

- a) *the amendment makes changes in its allocation priorities or a change in the method of distribution of funds;*
- b) *the amendment carries out an activity, using funds from any program covered by the consolidated Plan (including program income), not previously described in the action plan; or*
- c) *the amendment changes the purpose, scope, location or beneficiaries of an activity.*

Once a determination has been made, based on the above criteria, one of the two following procedures will be undertaken:

1. Minor Amendment

The staff of the Community Development Division of the Department of Planning, Conservation and Development will seek an approval from the CAC; and, subsequent to the CAC's decision, a final approval

shall be sought from the Common Council for any minor amendment to the City's Entitlement Program and will be noted in the Annual Plan.

2. Substantial Amendment

The staff of the Community Development Division of the Department of Planning, Conservation and Development will, pursuant to the Community Development Block Grant Regulations (24 CFR 91.105 and 24 CFR Part 570), undertake the following amendment process for any proposed substantial amendment to the Consolidated Plan:

a. Provide a reasonable notice of public hearing on the proposed amendment to the Consolidated Plan by publishing a legal notice in the Hartford Courant.

1) The notice shall provide a description of the amendment.

2) Be published at least *thirty (30) days* prior to the public hearing.

b. Allow citizens, agencies and/or groups the opportunity to comment on the proposed amendment in writing and/or verbally at a public hearing which will be held by the CAC. - *Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents will be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, where practical.*

c. Consider interested citizens, agencies and/or groups' comments when finalizing the proposed amendment.

d. Seek approval from the Citizen Advisory Committee on the proposed activity(ies) which comprise the proposed amendment; and, seek subsequent approval from the Common Council.

e. Forward a descriptive amendment to the Consolidated Plan on the adopted amendment with a signed transmittal letter signed by the Mayor to the HUD.

3. Changes that do not require Common Council approval and may be approved only by the CAC are minor amendments such as:

- minor additions or changes of the scope of services in a contract which is not a substantial amount of allocated funds and which would require a contract amendment and not a line item change;
- extensions to the time of performance of approved activities;
- change of language in an executed contract for an approved activity.

RESPONDING TO CITIZEN COMMENTS, VIEWS AND OBJECTIONS

A. Program Recommendations, Requests and Objections

1. Recommendations, requests and/or objections maybe submitted to the CAC for consideration from interested citizens, agencies and/or organizations at any time during the program year.

2. Written responses shall be made to these written recommendations, requests and/or objections within fifteen (15) working days of after a determination by the CAC at its special meeting or regular meeting date.

3. Additionally, written comments, requests, and/or inquiries which require a response to general information and/or clarification of the CDBG program can be handled by staff in the Community Development Division of the Department of Planning, Conservation and Development. The response time shall be within fifteen (15) working days of the receipt of the written comment, request and/or inquiry, *where practicable*.

4. All written responses to written recommendations, requests and/or objections shall state reasons for action taken or, in the case of staff response, shall make specific reference to pertinent sections of CDBG legislation.

5. Whenever practical, responses should be made prior to the end of the comment period as stated in the legal notice on the development of the Consolidated Plan, Annual Plan, Environmental Review Record and/or Consolidated Annual Performance and Evaluation Report for which the written recommendation, request and/or objection was offered.

6. Written recommendations, requests and/or objections not offered at officially called meetings of the CAC shall be addressed to the Community Development Division of the Department of Planning, Conservation and Development, Municipal Building, P.O. Box 1300, 245 deKoven Drive, Middletown, CT 06457, or sent electronically to the email of the staff of the CAC, for placement on the agenda for the next appropriate meeting.

B. Objections may also be made, in writing, to HUD. HUD will consider objections only on the following grounds:

a. The applicant's description of needs and objectives is plainly inconsistent with available facts and data; or

b. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; or

c. The applicant does not comply with the requirements of HUD or other applicable laws; or

d. The application proposes activities which are ineligible.

Objections shall include identification and documentation of requirements not met and where data is objected to, new data shall be offered.

Objections to a particular application should be submitted within thirty (30) days of the publication of the combined Notice of Release of Funds and Finding of No Significant Impact.

C. Citizen Comment to Federal and State Agencies

1. HUD will consider citizen objections to the CDBG Program at any time.

2. Citizens may comment to HUD at any time concerning Middletown's failure to comply with any of the Citizen Participation Requirements of this Citizen Participation Plan.

D. Should the Community Development Division of the Department of Planning, Conservation, and Development, for whatever reason, not be handicapped accessible, a copy of the Citizen Participation Plan, the proposed and approved Consolidated Plan and Annual Plans and the most recent Consolidated Annual Performance and Evaluation Report shall be on file with the City and Town Clerk's Office.

E. Technical Assistance Shall be Offered to Facilitate Citizen Participation

1. Assistance shall be provided to citizen organizations, groups of low/moderate income persons, groups of residents in existing neighborhood target areas and nonprofit agencies who provide a service to low and moderate income individuals.

2. Assistance may be provided to citizens in organizing and operating neighborhood and project area organizations to carry out CDBG activities.
3. Requests for assistance shall be made, in writing, to the CAC, or Community Development Division of the Department of Planning, Conservation, and Development, specifying the type of assistance required and the reasons for assistance.
4. The extent of assistance offered shall be determined by the Mayor and Common Council. Such determination may be made at the recommendation of the CAC.
5. The Mayor and Common Council shall consider all the resources of the City and shall generally not overextend staff or budgets when offering assistance.
6. The specialist(s) selected to provide technical assistance shall be jointly selected by the City and the organizations and groups to be assisted.
7. Technical assistance may be either provided directly by the City or through arrangements with public, private or non-profit entities.

AVAILABILITY OF RECORDS

A. *The City will provide the Consolidated Plans, as adopted, substantial amendments, and the performance reports will be available to the public, including the availability of materials in a form accessible to persons with disabilities, non-English speaking residents, upon request where practical.*

1. The City shall maintain records pertaining to the CDBG Program in the Municipal Building for a period of five years.
2. Documents on file with the Municipal Development Office shall include:
  - a. All mailings and promotional information.
  - b. Records of hearings and meetings of the CAC and Common Council.
  - c. All key documents, including prior Final Statements, letters of approval, grant agreements, the citizen participation file, performance reports, evaluation reports, Letters of Credit, other reports as required and the proposed and approved Final Statements for the current year.
  - d. CDBG regulations and issuances governing the program.
  - e. Other important program requirements such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements and relocation provisions.
3. Documents on file with the Department of Finance shall include:
  - a. Copies of all construction contracts.
  - b. All financial data indicating expenditures of CDBG funds.
4. All records shall be available for inspection between the hours of 8:30 a.m. and 4:30 p.m. during normal working days.
5. Requests for copies of any available records shall be made, in writing, pursuant to established City policy. The current fee schedule for copying records shall be applicable.

EFFECTIVITY

- i. The Citizen Participation Plan shall become effective upon approval by the Common Council.
- ii. The Citizen Participation Plan may be amended from time to time by the Common Council. Citizens may offer suggestions to the Plan by writing to the Municipal Development Office. All such suggestions shall be considered by the Citizens Advisory Committee at its next regularly scheduled meeting. Citizens shall have the opportunity to comment on any and all suggested amendments either before the Citizens Advisory Committee or before the Common Council at such time as amendments are being considered by either body.
- iii. The Citizen Participation Plan was formally adopted by the Common Council through Resolution #72 on May 11, 1978. The Plan became effective on May 18, 1978.
- iv. Amendments to the Plan are as follows:

<u>DATE</u>	<u>RESOLUTION NO.</u>	<u>EFFECTIVE DATE</u>
3/2/1981	No. 31	3/9/1981
7/6/1982	No. 87	7/6/1982
7/5/1988	No. 142	7/5/1988
7/3/1995	No. 156	7/3/1995
6/3/1996	No. 101	6/3/1996
7/6/1999	No. 232-99	7/6/1999
mm/dd/2011	No.	mm/dd/2011

(June 2010)

Councilman Vincent Loffredo reads and moves for approval of the proposed resolution. Councilman Edward McKeon seconds the motion.

The Chair calls on Councilman Grady Faulkner, Jr.

Councilman Faulkner states that Citizens' Participation is huge and sometime we do not get a lot of information on this program. In this change, we are allowed to have less notice for the public. He urges them to try to give the public as much lead time as possible

There being no further discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

- |                         |     |
|-------------------------|-----|
| Councilwoman Blackwell  | aye |
| Councilwoman Carta      | aye |
| Councilman Faulkner     | aye |
| Councilman Darnell Ford | aye |
| Councilman Edward Ford  | aye |
| Councilman Gennaro      | aye |
| Councilman Loffredo     | aye |
| Councilman Mangiafico   | aye |
| Councilman McKeon       | aye |

Councilman Nocera aye  
 Councilman Pessina aye  
 Councilwoman Salafia aye

The Chair states that the motion is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

**C. Approving that the 2016, 2017, and 2018 Community Development Block Grant (CDBG) Entitlement appropriations be reallocated, that the FY2019 be reprogrammed, and that the CARES ACT CDBG Allocation be reallocated as follows:**

**APPROVED**

**RESOLUTION No: 28-20; K:review/resolution/CDBG COVID-19 reallocation RES 28-20 – 4 May 2020**

**WHEREAS**, the City of Middletown receives Community Development Block Grant (CDBG) funds from the US Department of Housing & Urban Development as an entitlement community, and

**WHEREAS**, the ongoing receipt of CDBG funds is conditioned upon the drafting and adoption of a Five Year Consolidated Plan of Housing and Community Development under federal regulations [24 CFR 91.1(a)(2)], and the drafting and adoption of an Annual Action Plan; and,

**WHEREAS**, such a Consolidated Plan amendment and 2019 Annual Action Plan have been properly drafted and have been subject to due review by the public and by the Citizens’ Advisory Committee pursuant to the HUD final rule; and,

**WHEREAS**, the Citizens’ Advisory Committee and the Economic Development Committee has seen fit to recommend the reallocation of prior year funds (reprogrammed in FY2019) in the amount of \$108,134.84 in order to spend down HUD Funding, and,

**WHEREAS**, the Citizens’ Advisory Committee and the Economic Development Committee has analyzed FY2019 activities, and has identified \$47,849.45 in current year funding to be reprogrammed.

**WHEREAS**, the Citizens’ Advisory Committee and the Economic Development Committee have determined that a total of \$155,984.29 be re-allocated to a Job Retention and Creation program to be administered by the City, and,

**WHEREAS**, the COVID-19 Epidemic has devastated the small business community and low/moderate income individuals in the City, and,

**WHEREAS**, the City of Middletown received an additional \$283,911 to assist the City in dealing with the economic hardships incurred by COVID-19; and,

**WHEREAS**, the City will utilize the funding prevent, prepare for or respond to coronavirus by allocating money to organizations impacted by COVID-19; and,

**WHEREAS**, the Citizen’s Advisory Committee and the Economic Development Committee, have determined to allocated this additional allocation for costs associated with housing of the City’s homeless, feeding of the City’s low/moderate income and stabilizing the small business community by assisting with job retention and creation, and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That the following 2016, 2017 and 2018 Entitlement appropriations be approved and reallocated and the FY2019 be approved and reprogrammed by the following:

**BE IT FURTHER RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That the CARES ACT CDBG Allocation be approved for the following:

**2016 Entitlement**

**DECREASE**

New Horizons Shelter Repairs 3213-14000-57030-0000-03739-2016-000 \$20,000.00

**INCREASE**

City of Middletown Job Creation/Job Retention 3212-14000-57030-0000-XXXXX-2106-000 \$20,000.00

**2017 Entitlement**

**DECREASE**

Northern Middlesex YMCA Residence Floor & Room Rehab 3212-14000-57030-0000-03693-2017-000 \$19,863.68

Gilead Community Services /Window Replacement 3212-14000-57030-0000-03724-2017-000 \$ 2,250.05

Gilead Community Services/Roof Replacement 3212-14000-57030-0000-03734-2017-000 \$13,572.71

**INCREASE**

City of Middletown Job Creation/Job Retention 3212-14000-57030-0000-XXXXX-2017-000 \$35,686.44

**2018 Entitlement**

**DECREASE**

Middlesex Community College Magic Food Bus

	3211-14000-57030-0000-03449-2018-000	\$ 366.92
Northern Middlesex YMCA-Boiler Replacement		
	3211-14000-57030-0000-03697-2018-000	\$46,371.14
Gilead Community Services-Renovations		
	3211-14000-57030-0000-03725-2018-000	\$ 2,760.43
Futures Energy Efficiency Project		
	3211-14000-57030-0000-03744-2018-000	\$ 2,949.91

**INCREASE**

City of Middletown Job Creation/Job Retention	3211-14000-57030-0000-XXXXX-2018-000	\$52,448.40
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**2019 Entitlement****DECREASE**

Shiloh Manor-Swing Door Operators	3209-14000-57030-000-03632-2019-000	\$ 6,000.00
St Vincent-Green Street Renovations	3209-14000-57030-000-30217-2019-000	\$41,849.45

**INCREASE**

City of Middletown Job Creation/Job Retention	3209-14000-57030-000-XXXXX-2019-000	47,849.45
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**2019-CARES ACT COVID Funding**

St. Vincent DePaul – COVID Related Costs		\$16,844
Columbus House –Warming Center Homeless Relocation Costs		\$67,067
City of Middletown Quarantine Center for Low to Moderate Clientele		\$50,000
City of Middletown Job Creation/Job Retention		\$150,000

**BE IT FURTHER RESOLVED:** That the Mayor, as Chief Executive Officer of the City of Middletown, is hereby authorized to submit the amendments to the *2019 Annual Action Plan* to access the \$439,895.29 in CDBG entitlement funding to prevent, prepare for or respond to coronavirus impact on the community

**FINANCIAL IMPACT:** Funding from HUD, do direct costs to the general fund.

Councilman Grady Faulkner, Jr. reads and moves for approval of the proposed resolution. Councilman Philip Pessina seconds the motion.

The Chair calls on Councilman Grady Faulkner, Jr.

Councilman Faulkner states that it is good for CDBG applicants to realize that sometimes some projects don't go forward so it pays to check in with the department to see if there are any CDBG monies being reprogrammed. Otherwise they will go through private channels. This is not something that everyone knows about, noting that they try to tell people. In this case, with the pandemic, it is unusual to use a lot of the funds for the City and residents experiencing the pandemic.

The Chair thanks Planning, Conservation & Development (PCD) Director Joseph Samolis and Councilmember's, particularly the Economic Development Committee, for this work. It is an unprecedented community-wide approach to try to use these funds for the City to try to mitigate the impact of the pandemic on small businesses. He thanks everyone.

The Chair calls on Councilman Edward McKeon.

Councilman McKeon states that he has some questions and calls on (PCD) Director Joseph Samolis. He states that he wants to ensure the public that all of this money being taken away from these designated organizations is money that was not used rather than money that was pulled out and that the organizations understand the impact of this.

Director Samolis replies that the program has a contract with the City and is obligated to do work within a certain amount of time. If they do not, then those entities are contacted and asked if the programs are actually going to move forward. In this resolution, the entities have either completed their projects or have decided to move in a different direction. For instance, the boiler replacement at the Northern Middlesex YMCA is not being replaced; rather, they are doing a new HVAC system so they will come back for a new allocation for that project. He assures the Council that these projects have either been completed or are not moving forward so the funds can be reprogrammed. They try to reprogram funds in the same entitlement year. In this case, with COVID-29, they are trying to get this money into the community faster; this, this resolution to expedite public notification to try to get this money out quickly.

Councilman McKeon asks, beyond these dollars, are there other CBDG funds that have not been expended that were looked at for this.

Director Samolis replies that at this point in time, the only other dollars they we know are coming to us are for year 2020, which CAC (Citizens Advisory Committee) is activity looking at application received for that program year. They do know that the Federal government has given HUD (Department of Housing and Urban Development) additional resources, but they have not been told whether or not the City of Middletown will receive an additional allocation of CARES Act money.

Councilman McKeon replies that he didn't ask his question clearly. He asks if there are any current projects from 2017, 2018, and 2019, where the money has not been expended, which have been considered for this

Director Samolis replies that they looked at all existing programs and this is the money that they know is available at this point. There may be additional resources after the program year ends depending on if the project has a surplus. They will know that at the end of the program year, which is usually the end of August.

Councilman McKeon replies that would be program year 2020.

Director Samolis replies that by the end of August they will have a better idea if there are additional resources available, depending on how current projects close out in terms of spending their allocation.

The Chair calls on Councilman Grady Faulkner, Jr.

Councilman Faulkner states that, while Director Samolis is still there, the unusual thing about this allocation is that usually we cannot change the bucket and, in some cases, we are going from doing upgrades to doing job programs. That is unusual isn't it?

Director Samolis replies that, as most Councilmembers know, there are certain caps in which Federal dollars can be spent in the CDBG program. For example, services can only typically have in any entitlement year 50% of the funds allocated to the municipality spent on public programming or public services. In this case, with the CARES Act money, the Federal government has waived that cap, which is good. This is why there are additional resources to give to St. Vincent de Paul and Columbus House for the warming center. All other funds from CDBG – for construction, for economic development – the rest of these funds can be used for any of these items. As long as they don't exceed the 15% cap for public service and the 20% cap for administration and planning costs. He reiterates that the remainder of the allocation can be used for construction or economic development.

The Chair calls on Councilman Philip Pessina.

Councilman Pessina states that he wants to clarify that the 2019 CARES Act COVID funding, the 3<sup>rd</sup> item - City of Middletown Quarantine Center for Low to Moderate Clientele – in collaboration between the City, Wesleyan, and various behavioral health agencies in Middletown, it is an emergency quarantine site for COVID-19. It is a mitigation strategy which addresses the issue of the homeless and those in congregate care, if they exhibit issues that may lead to being COVID positive. It provides housing. From behavioral agencies. This is a unique program that the City is putting forward. There is only one other City in Connecticut doing this. He brought this up to the Economic Commission, including Councilmembers Loffredo, McKeon, Edward Ford, and Blackwell. He emphasizes that this could have been a public safety issue, but we have a route to help the most vulnerable. He thanks the Mayor for his support.

The Chair echoes those comments as the unprecedented partnership, adding that they are working to be sure that they have all the right *(inaudible)*. Obviously, this vote is essential.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo states, as a follow-up, one clarification, Councilman Anthony Gennaro also serves on Economic Development Committee (EDC) and Councilman Edward Ford is not an EDC member. Discussion that they had of the \$50,000 is Middletown's continuation to the budget that will provide these necessary services for the quarantine center. Having listened to this and this outstanding issue, he asks the Chair if a budget has been set and how the \$50,000 will be used for establishing and operating this center.

The Chair replies that they have been working with these partners -- Wesleyan, Gilead, Columbus House, St. Vincent DePaul, Middlesex Health, and others – as partners to try to put together a 24/7 full staffed quarantine/isolation center for homeless and/or congregate care centers other than nursing homes, which address mental health issues, developmental issues, and things of that nature. If and when they are contagious with COVID-19, this will allow them to live in a setting to receive treatment and not spread it to their fellow residents and staff. There are a number of challenges -- including budget, finding an appropriate site, identifying a lead agency to assume insurance risk -- coordination of all of these things. The greatest challenge is staffing, having appropriate staff to run a facility. They are still working towards this. They have made request to the State Department of Public Health and the State Department of Mental Health & Addiction Services as have these various agencies. They have asked for any additional staffing these agencies can provide. They have also reached out to the medical reserve Corps, volunteers – medical professional and others – who can help however they can in times of crisis. It is a very specialized job to anyone who has worked in the field. Staffing requirements is 24/7 with people having very specialized needs rather than asking for a nurse to take temperatures. He is offering this information as background. As for the \$50,000, they discussed this reallocation at the EDC meeting. The Executive Director at St. Vincent DePaul, who has been an integral partner in this crisis, suggested that, if we can reprogram some CDBG funds, either to help hire staff or purchase equipment, defraying the cost of opening a facility, it may help get partnership from the State and other agencies. It may help move the project forward. This idea was brought at the EDC meeting. Planning Conservation & Development Director Samolis and others opined that it might be better to reallocate CDBG funds, which are flexible for a variety of uses, to something else, using the \$50,000 from the CARES Act funding for this project. What it will be used for has to be determined, adding that the money would basically be earmarked for staffing or equipment. If the project does not go forward, the money would be reallocated for something else. It gives the Chair, as Mayor, and the working group members the flexibility to use this money towards staffing and equipment. The indication he has heard is that Gilead has stepped up to be the lead agency for this moving forward. Depending on

what they come up with, we will decide how best to spend this money. Preliminary budgets show that \$50,000 is not enough to run the center, but it could be significant to make sure that it gets off the ground. The \$50,000 funding would be earmarked either for staffing or equipment. Should the project not move forward, the money comes back to the City to be reallocated.

The Chair calls on Councilman Eugene Nocera.

Councilman Nocera states that he had the pleasure of participating in most of the weekly meetings. He has listened to the discussions the isolation center and he commend the cooperation between the City and the operating agencies. Problem solving and collaboration are there it is critical that we understand that COVID patients don't recover quickly when hospitalized. They need step down facilities with care. The city is stepping up to do what it can in a reasonable way. While we cannot – and should not – foot the whole bill, we are being cooperative as much as we can. This problem will not be resolved in a few months, as we all know. This situation will be with us for some time and we need to provide for our resident in whatever ways we can he thanks everyone, who has been involved. This situation is not easy. It is a difficult discussion and it has produced tremendous collaboration and cooperation.

The Chair calls on Councilman Philip Pessina.

Councilman Pessina states that he inadvertently omitted Councilman Genaro's name. He adds that another partner is Fire Chief Kronenberger, as Emergency Management Director. He is the conduit to get information and supplies to EOC (Emergency Operations Center). They were impressed with his enthusiasm, his help is greatly appreciated. He thanks the Chief. He is confident that the City is prepared for the future.

The Chair echoes these comments and salutes Chief Kronenberger for good intentions and good outcomes. It is complex and the Chief's leadership helps keep the City on track.

There being no further discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	aye
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

- D. **Approving the abandonment by the City of Middletown to the adjacent property owners, known as Crele Construction Corp, the segment of Saybrook Road that runs to the west side of 1675 Saybrook Road as shown on the map entitled *Map Showing Zoning Line over portion of Lot's #10 and #11, Tax Map #49, Prepared for Crele Construction Corp., 1675 Saybrook Road, prepared by Kevin T. Ewald, LLC Land Surveyor, and dated June 18, 2018; and authorizing the Mayor of Middletown to sign and execute any paperwork needed to facilitate the transfer of said property to Crele Construction Corp.***

**TABLED**

**RESOLUTION NO: 29-20; K: submit/resolution/Saybrook Rd Crete Const transfer RES 29-20 –4 May 2020**

**WHEREAS**, in 1932 a section of Saybrook Road was abandon by the State of Connecticut; and,

**WHEREAS**, on May 9, 1960, Saybrook Road was reverted to the City of Middletown per Section 1509 of Chapter 80 of the General Statues Revision of 1930; and,

**WHEREAS** the City of Middletown was notified by the property owners of 1675 Saybrook Road that the road has never been formally abandoned by the City to the adjacent property owners; and,

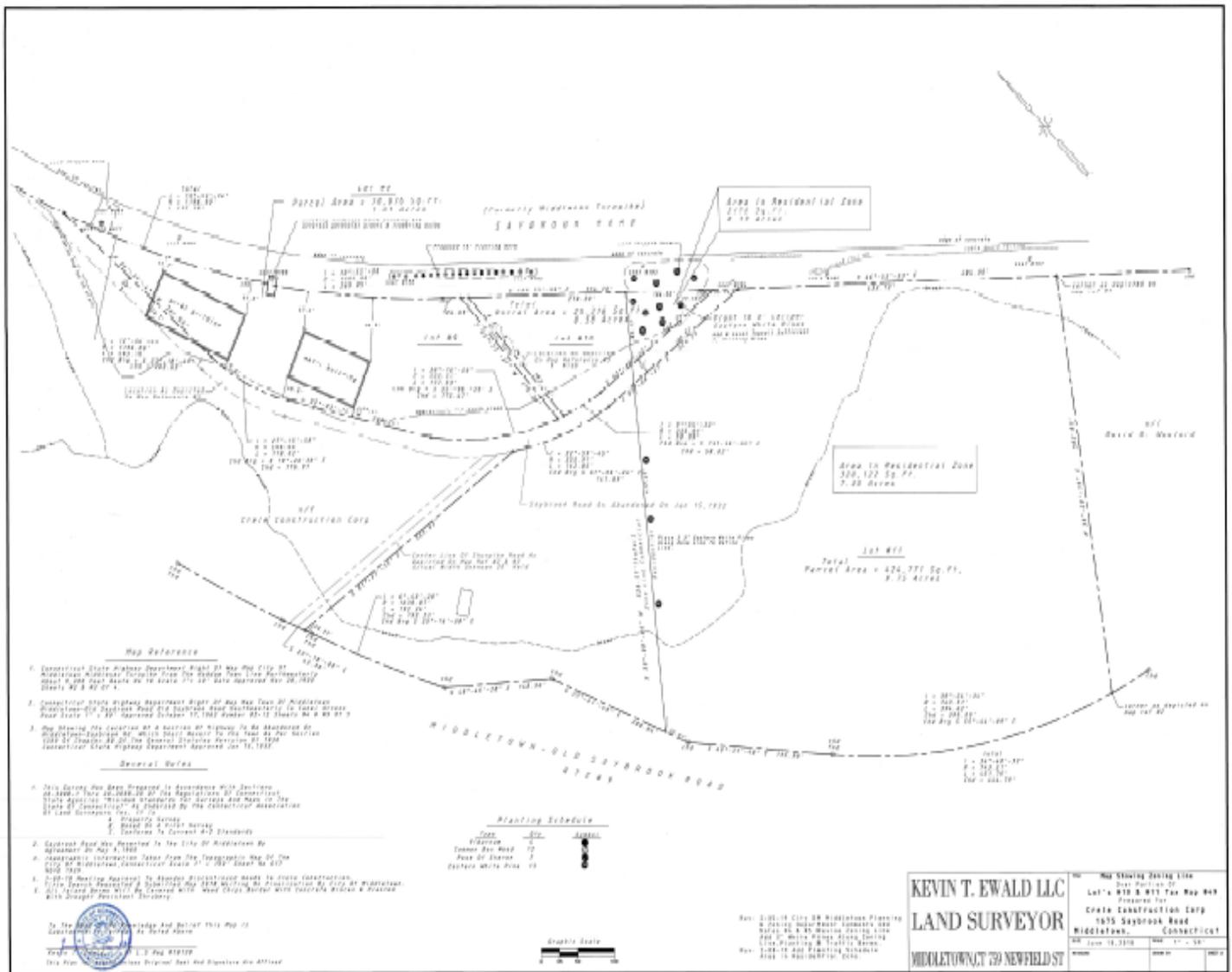
**WHEREAS**, at the January 9, 2018 meeting of the Economic Development Committee, the Committee voted unanimously to recommend the abandonment of the segment of road that was formally abandoned by the State of Connecticut in 1932 to the adjacent property owners; and,

**WHEREAS**, this is depicted on *Map Showing Zoning Line over portion of Lot's #10 and #11, Tax Map #49, Prepared for Crele Construction Corp., 1675 Saybrook Road, by Kevin T. Ewald, LLC Land Surveyor and dated June 18, 2008; and,*

WHEREAS, at the March 13, 2019 meeting of the Public Works and Facilities Commission, the Committee voted unanimously to recommend the abandonment of the segment of road that was formally abandoned by the State of Connecticut in 1932 to the adjacent property owners; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: Approving the abandonment from the City of Middletown to the adjacent property owners, known as Crele Construction Corp, the segment of Saybrook Road that runs to the west side of 1675 Saybrook Road as shown on the map entitled *Map Showing Zoning Line over portion of Lot's #10 and #11, Tax Map #49, Prepared for Crele Construction Corp., 1675 Saybrook Road*, prepared by Kevin T. Ewald, LLC Land Surveyor and dated June 18, 2018; and authorize the Mayor of Middletown to sign and execute any paperwork needed to facilitate the transfer of said property to Crele Construction Corp.

FISCAL IMPACT: None, filing of deeds and final Site Plan to be paid for by Crele Construction Corp.



Councilman Eugene Nocera reads and moves for approval of the proposed resolution. Councilman Vincent Loffredo seconds the motion.

The Chair calls on Councilman Eugene Nocera.

Councilman Nocera calls on Planning, Conservation & Development Director Joseph Samolis to give the background leading up to this resolution.

Director Samolis states that this resolution is the result of a longstanding zoning issue to the property. When the property was being surveyed, they found that there was an old segment of Saybrook Road separated a portion of the owner's property from itself. The road at one point in time was slightly curved and was realigned in the 1960s. The land – that abandoned road -- was deeded to the City of Middletown. At that point, the City held it and did nothing with it. It has come to pass that the property has been used for some time by the current property owner. There is really . . . it passed through the Engineering Division and was brought forward to Public Works & Facilities Commission to see if there was any need for it or if could be abandoned. Typically, for abandonment of roadways, it goes through Public Works & Facilities Commission. This will allow us to clean up an abandoned roadway that is no longer a roadway, but is incorporated into the lot, the industrial site, and we are trying to resolve outstanding zoning issues.

Councilman Nocera explains that this item came up at the Public Works & Facilities Commission meeting and was unanimously approved to move forward. He wanted to be sure that the Councilmembers had an explanation of this resolution.

The Chair calls on Councilman Edward McKeon.

Councilman McKeon notes that Director Samolis mentioned an ongoing zoning issue on or about the property. He asks Mr. Samolis to explain what it is.

Director Samolis replies that there was dispute – noting that the Council Clerk (who, at that time, was the City's Zoning & Wetlands Enforcement Officer) was involved helping to identify and find resolution. There is a longstanding issue with the use of the property, a portion of the property which was zoned residential. The property owner was using the land for an industrial use, contrary to the residential zoning regulations. For the past year and a half, they have worked with the property owner to resolve the issue on the residential property so it is how they were made aware of the land not having been abandoned by the City.

Councilman McKeon asks Director Samolis if those issues have all been resolved to the satisfaction of the residential land owners.

Director Samolis replies, "For the most part," adding that they are waiting of a couple of small things to be cleaned up at the site. Otherwise, the industrial uses are no longer on the residential side.

Councilman McKeon asks if the owner of the property applied for and received a demolition permit recently.

Director Samolis replies that Councilman McKeon would have to talk to the Building Department where the demolition permits are pulled. He notes that the Planning Office was not notified of one.

Councilman McKeon states that this item should be tabled from his perspective because there are questions that arose, received from residents in that neighborhood, who feel that the zoning issues have not been resolved and there was demolition of a building and, now, we essentially don't know whether or not it was demolished legally. He notes that, as some Councilmembers may not know, before a building is demolished, the owner needs a demolition permit. Until we find out whether or not a legal demolition permit was received and issued, he does not see "rewarding" a property owner, giving them a piece of City property until we are sure. If the property owner is not following the regulations, they should not receive this as this would be rewarding bad behavior.

Councilman McKeon moves to table this resolution until such time as we have appropriate information. Councilman Philip Pessina seconds the motion.

Councilman Nocera, who had made the original motion to approve, states that he has no problem with tabling this item.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo states that as a point of order, he would like to know if it is appropriate to add concerns at this time or will we deal with the motion to table at this time. He has other concerns, but would like Corporation Counsel to weigh in. He is not opposed to the tabling of this motion, but he believes that there are other reasons to table that he would like to put on the record, reiterating that he would like to know if he can state those issues and reasons now.

The Chair calls on Corporation Counsel Daniel Ryan.

Corporation Counsel Ryan states that the procedure to follow here is to have the motion to table made and, during that time, address the other issues before coming back to the vote.

The Chair concurs, stating that he also believes that it would be appropriate to have discussion about this motion to table. He invites Councilman Loffredo to make his comments at that time. The Chair calls on Councilman Loffredo for comments.

Councilman Loffredo states that the other issue for him, some time ago, the redesign of Saybrook Road created surplus property, which the City never used as City property based on what was offered this evening. He would like to have this clarified, including how much property are we talking about. In addition, if there is a parcel of land that the City no longer wishes to use, how is it advertised, noting that perhaps this piece is not large enough for someone else to use. If the land is between two, or perhaps several, property owners, then how would the land be disposed of, advertised and so forth. It may be a legal question, but it is something that he would howled like to have answered before this matter is brought back to the Council.

The Chair asks Director Samolis if he knows the answers to these questions. He adds that, if Director Samolis has these answer, he can speak to it, or, conversely, we can wait until this matter is revisited at a future meeting. He ask Director Somalis if he wishes to speak to this.

Director Samolis replies, "Yes," adding that, while he does not know the exact square footage, he is happy to calculate. In terms of general procedure, he defers to his colleagues in the Public Works Department as to aspects of road abandonment. When there is roadwork, the property is given to the abutting owner. In this case, the segment of road that is under discussion is within, it is sandwiched between properties on

both sides. He does not know who else would have any legal right to it. He reiterates that he defers these questions to the Public Works Department as they address abandonment of roads. Director Samolis states that Public Works Deputy Director Christopher Holden is available to answer questions.

Public Works Deputy Director Holden states that, with any abandonment of roads, the property is generally given to the abutting property owners.

The Chair thanks both Director Samolis and Deputy Director Holden for their comments, adding that he hopes this information is helpful. The Chair asks if there is any further discussion, reminding everyone that here is a motion to table on the floor.

There being no further discussion, the Chair calls for a roll call vote on the motion to table the resolution, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	nay
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion to table is approved with 11 aye votes (Councilmembers Blackwell, Carta, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico, McKeon, Nocera, Pessina, and Salafia) and one (1) nay vote (Councilman Faulkner). The Chair states the motion to table is approved by a vote of 11 ayes and one (1) nay.

The Chair states that the Council will revisit this item next month and work together to get all of the information.

- E. Approving that the City of Middletown contract with the Middlesex County Revitalization Commission to administer the Middletown Small Business Economic Development Bridge Loan program with final approval of the loan agreements by the Common Council; and, that the Common Council will identify a funding source in the amount of \$262,500 to cover the costs associated with the program**

**APPROVED**

**RESOLUTION NO: 30-20; K: review/ resolution/PCD small business bridge loan RES 30-20 - 4 May 2020**

**WHEREAS**, COVID-19 or otherwise known as the Coronavirus Epidemic has had a crippling effect on the City of Middletown and its residents; and,

**WHEREAS**, in order to limit the spread of COVID-19, the State of Connecticut has seen fit to close all non-essential businesses within the State; and,

**WHEREAS**, the closing of many of our small business has led to one of the highest levels of unemployment and threatened the stability of the Small Business sector within the City of Middletown; and,

**WHEREAS**, the City Administration, Economic Development Commission and Department of Planning, Conservation and Development have been developing strategies to combat the effects of the COVID-19; and,

**WHEREAS**, the City of Middletown is a partner in the economic recovery of its Small Business community; and,

**WHEREAS**, the City of Middletown will develop a Small Business Economic Development Bridge Loan to assist in this recovery; and,

**WHEREAS**, the loan program will be administered by the Middlesex County Revitalization Commission (MCRC), with final approval of loans by the Common Council; and,

**WHEREAS**, loans of up to \$10,000 will be available to Small Businesses with the City of Middletown; and,

**WHEREAS**, MCRC will be required to review, underwrite each loan applicant to ensure that the City allocation is being spent appropriately; and,

**WHEREAS**, the loan program would stay in existence until such time the Council and Mayor wish to discontinue the program; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** the City of Middletown contract with the Middlesex County Revitalization Commission to administer the Middletown Small Business Economic Development Bridge Loan program with final approval of the loan agreements by the Common Council; and,

**BE IT FURTHER RESOLVED:** that the Common Council will identify a funding source in the amount of \$262,500 to cover the costs associated with the program

**FINANCIAL IMPACT:** \$262,500.00

#### **Middletown Economic Development Bridge Loans**

**Summary:** The bridge loan program is for Middletown businesses with 20 or fewer employees which are impacted by the COVID virus. It is designed to help businesses which need financial assistance to carry them for a time until they can restart, get back to full business, or receive their SBA and/or DECD assistance.

The City is investing \$250,000 from the General Fund in these businesses to help them get back on their feet, keep them viable until the economy comes back and/or transition to a different business model. Repayment terms are designed to allow businesses to invest the funds without immediate repayment. The businesses can complete payment up December 2021. They prepay without penalty and those who complete repayment by December 31, 2020, will not have to pay interest.

The City may partner with the Middlesex County Revitalization Commission (MCRC), a not-for-profit lender based at the Chamber and created by an act of the legislature. MCRC's role would be to receive the funds, close and administer the loans until repayment is complete and remit the funds back to the City. It would receive a 5% fee for its services.

The City's staff would market the program and, in partnership with MCRC, underwrite and vet the loans. City staff would continually monitor the businesses which received the loans until they complete repayment.

**Funding:** To be determine: possible appropriation.

<b>Budget:</b> Administration costs:	\$ 12,500
Loan Program Funding:	\$250,000
<b>TOTAL REQUIRED:</b>	\$262,500

**Administration:**

- MCRC receives a 5% administration fee
- MCRC receives the funds and issues the loans
- MCRC and Planning staff will vet and underwrite the loans

**Middletown Small Business Loans: Up to \$10,000**

- Small Business defined as 20 employees or less
- Business must be Middletown based; or have an operation in the City

**Term – Interest Rate:**

- 1 year loan at 3.5% interest
- Payments start January 2021, end 12/31/21
- If paid back by 12/31/20, no interest is owed
- No prepayment penalties

**Uses of Funds:**

- COVID related expenses
- Payroll
- Inventory
- Employee training
- "Re-Start" expenses
- Utilities
- Working capital
- Working capital until its SBA and/or DECD funding comes through
- Must be used for the business and/or its operation in Middletown
- Other: only if approved by City staff

**Other Requirements:**

Complete application required before it is accepted  
 Personal guarantee and/or collateral required for the full amount  
 Current on all Middletown, Connecticut and Federal taxes and fees

**City Staff:** Joe Samolis, Tom Marano

**MCRC Staff:** Jeff Pugliese

Councilman Edward McKeon reads and moves for approval of the proposed resolution. Councilman Eugene Nocera seconds the motion.

The Chair calls on Councilman Edward McKeon.

Councilman McKeon states that this is a unique situation where the City is putting up its own money in a loan program to help our small businesses in a time of dire need. We all know the issues for small business owners on Main Street and of Main Street. , who are trying to do simple things like pay rent and make payroll. He believes that the Council needs to consider that we are moving into a period of economic disarray and a time of great stress. These are very small loans, considering in its \$262,000, the entire City budget notwithstanding. It is a relatively small amount of money. As a City, we are facing the same economic factors. It is a serious consideration to do this. He believes that, in the end supporting our small

business owners, who are taxpayers who make up the Grand List, is the right thing to do. He is supporting this resolution.

The Chair calls on Councilman Eugene Nocera.

Councilman Nocera states that he supports this resolution and Councilman McKeon's assessment it is incredibly important that the City do its part. He reminds Councilmembers and the public, who may be listening, that these are loans that small businesses applicants will repay. At most the City will lose two (2) to three (3) percent of the funds. It is symbolically a very important thing. While we do not have the billions of dollars that the federal government can offer, this is important that we do our part to support our small business employers in any way we can.

The Chair calls on Councilwoman Linda Salafia.

Councilwoman Salafia states that she is a bit confused. There is no appropriation and it is her understanding that the money is to come from the General Fund. We are anticipating doing this as quickly as possible, so she asks why there is no appropriation.

The Chair calls on Councilman Vincent Loffredo to respond.

Councilman Loffredo states that the reason is twofold. First, it is a unique request. To require an appropriation at this point it is more important for the Council to discuss this as a whole. The resolution states that "the Common Council will identify a funding source in the amount of \$262,500." This takes into account the other concern raised. First, everyone on the Economic Development Commission expressed support to move this unique decision: taking taxpayer dollars. The major concern was that they did not have the Mayor's FY 20-21 budget, which has just been received. At the end of the day, this matter will be taken up as we address funding all other responsible aspects of the City budget. This program will be one of the additional items to be addressed as we determine the final budget and act upon it in concert with the budget decision. He imagines that this matter will be addressed in June. He believes that it be addressed as they finalize and adopt the FY 20-21 budget. This would be part of the ongoing decision of the public and the Council as they put together the final budget.

The Chair calls on Councilwoman Linda Salafia to respond.

Councilwoman Salafia states that it was her understanding that part of the motivation of doing this loan program was to do it as quickly as possible, to help people now. If we wait until it is done thru the budget, it will not go into effect until July, the middle of July. She is confused and dismayed that the item that went thru Finance & Government is not the item now before the Council, which happens a lot. The Committees make decisions based on the information that they have in front of them and then when it comes to the full Common Council, it is somewhat changed. She believes that by not having done this – noting that it's too late now – by not having done an appropriation, it negates the argument that we are in a rush.

The Chair calls on Councilman Anthony Mangiafico.

Councilman Mangiafico states that he did not mean to have his hand up for this item.

The Chair calls on Councilman Edward McKeon.

Councilman McKeon states that he did not mean to have his hand up.

The Chair calls on Councilman Grady Faulkner, Jr.

Councilman Faulkner states, as Councilwoman Salafia noted, that the Council will identify a source for the funding. He was under the impression that someone had a lead on funding. From the information that the Council does have, he is curious about the administrative fee. He asks if it is a fixed number or will it be given to the administrator as money is loaned out. In other words, he asks what the mechanics of this fee payment is.

Councilman Loffredo notes that Planning, Conservation & Development Director Joseph Samolis can address this question.

The Chair replies that he will speak to this as well. The Chair calls on Director Samolis.

Director Samolis states that it is a five (5) percent administrator fee for the total allotment of \$250,000 in loans. The five percent is the difference of \$12,500. That money would be paid to MCRC (Middlesex County Revitalization Commission) for administration of this program for its duration. It is a one-time expense for the \$250,000 to be loaned.

Councilman Faulkner replies that this means that the company gets \$12,500 regardless of how much money is loaned out.

Director Samolis replies that he believes that the full \$250,000 will likely be loaned and probably spoken for within 24 to 48 hours. The need for the small business community has outgrown the funding sources currently available at the Federal and State levels. He reiterates that the need in the small business community is there. To offer an example, then the State ECDC (Economic and Community Development

Commission) opened up its \$75,000 loan program, they received \$400M in request and they had only budgeted \$25M. ECDC increased their loan pool to \$50M. They received that \$400M in loan requests in 24 hours. He fully expects, noting that Councilmembers have likely also received calls from community members, asking about possible loans. He notes that he has received at least 50 calls. He fully expects, once the application period is opened, to receive \$250,000 worth of applications within 48 hours, if not 24 hours.

Councilman Faulkner asks Director Samolis if there have been inquiries from the minority community.

Director Samolis replies that he does not ask callers about their race or ethnicity. He assures Councilman Faulkner that the announcement will be posted far and wide, including the timeframe when loans open so that they can be fair and equitable. They have already drafted an online application so potential applicants can quickly fill out the form and submit. There will be paper copies, but the need is larger than what is available at this point.

Councilman Faulkner adds that there are structural and systemic disparities, which are a problem. He hopes that they will get into this territory with affirmative action.

The Chair calls on Councilman Edward Ford, Jr.

Councilman Edward Ford commends the Economic Development Commission and everyone who worked on this program. He fully supports this program, noting that a lot of businesses are suffering. It is disheartening, including what is going on for individuals in our community. This is heartening to see what we can do. One question is if the Council will be approving each and every loan that goes forward before the money is allocated.

Director Samolis replies that EDC will review the loan applications and make recommendations to the Council for final approval.

Councilman Ford, speaking to Councilwoman Salafia's point, asking if it is possible tonight in this resolution, to clearly identify the source of this funding or should that not go forward tonight.

The Chair replies that that is the pleasure of the Council if they want to amend the agenda and make an appropriation. The Chair corrects that statement, adding that the request would first have to go through Finance. If there is discussion that the Council would like to have on that subject, this is welcome. His thought is that, because this is now being done against the backdrop of the budget process, we worked with EDC and the Economic Development Office to put this together at the same time as the budget process. The hope is that we can work together in the budget process and either identify funding in the budget or the appropriation process for the next meeting. If folks want to have a conversation now, it is appropriate.

Councilman Eugene Nocera interjects. He states that he believes it would be inappropriate to discuss a funding source tonight, but he would not be opposed to having the Planning Department, in collaboration with the Finance Department, make recommendations to the Council at the June 4<sup>th</sup> regular meeting to review. He has heard some suggestions as to where funds might come from, which would not impact next year's budget. It is worth discussing. He reiterates that the Planning Department and Finance Department can come forward with these recommendations.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo offers a point of order. To his knowledge, the Council would have to advertise that it was looking to make an appropriation, including where the money is proposed to come from. They have to give some sort of advertisement as to how City money will be expended, including proper notice. There are certain procedures as we move forward.

The Chair concurs.

The Chair calls on Councilman Edward Ford, Jr.

Councilman Ford thanks the Chair and Councilman Loffredo for the explanation. He agrees with Councilman Nocera: that they need to go through proper channels and to how this can be done, efficiently and properly to assist businesses.

The Chair calls on Councilwoman Linda Salafia.

Councilwoman Salafia suggests that the matter be postponed until a funding source is identified, adding that, if we don't have a funding source, it cannot be drawn from the General Fund now, until June. Perhaps the Council should not vote in this resolution tonight and instead wait until the June meeting when we can put an appropriation forward with proper advertisement. Basically, this is saying we will do it, but having no way to do it.

Councilwoman Linda Salafia moves to postpone this resolution to the Common Council's regular meeting in June when a funding source is identified. Councilman Grady Faulkner, Jr. seconds the motion.

The Chair calls on Councilman Philp Pessina.

Councilman Pessina states that he agrees with Councilman' Nocera's suggestion. When they have missions about the funding source, Councilman Loffredo should call a special meeting of the Economic Development Commission to receive that recommendation. That would get the item to a special meeting of Finance & Government Operations. He receives that it's incumbent upon the Council, as government, to remove the red tape and get the informs ton needed and have a special meeting so they do not need to wait until the end of June,"

The Chair calls on Director Samolis.

Director Samolis suggests to the Council that they consider the following course of action, First, if everyone is on board with this bridge loan program, rather than postpone a vote on this resolution, to vote on it, giving him, staff, and MCRC the green light to start finalizing paperwork so when it is time to advertise the loan, they need not delay. If the Council authorizes, it gives green lights to everything in advance, once he identifies a funding source with Finance, it would come for approval. It would be time to advertise and to fulfill loans. Even with this resolution, they could potentially adverse this loan program with the caveat that he loans will be dispersed once the Council has identified a funding source. He is not sure the Council will be comfortable with this. That is a course of action so they do not need to delay too much in terms of getting money out to small businesses. These are points of clarification for consideration.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo replies that Director Samolis has answered his questions.

The Chair calls on Councilwoman Linda Salafia

Councilwoman Salafia states that if she was assured that there would be a funding source in this fiscal year, not wait until July 1<sup>st</sup> and the new budget, she would withdraw her motion to postpone, allowing them to get the applications processed and get it started as quickly as possible. Councilwoman Salafia states that, working under the assumption that, yes, it will happen in this fiscal year, she withdraws the motion to postpone.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo responds to Councilwoman Salafia's comments, explaining that he endorses this as the wish of the Economic Development Commission: identify a source that we can use during this fiscal year.

Councilwoman Salafia states that the proposal would also need to go to Finance & Government Operations Commission.

Councilman Loffredo replies that all of that would be done and they would be able to act on this at the June Common Council meeting, the 1<sup>st</sup> Monday in June,

The Chair replies, saying for what it is worth, it was a question that came up in the MCRC meeting – Middlesex County Revitalization Commission – that the vehicle administering the loans, should this program move forward. He shares that this Committee is composed of the chief executives of all of the towns in Middlesex County, was very appreciative and impressed with the attention of this program and one of the things discussed was the time frame.

The Chair calls on Councilman Eugene Nocera.

Councilman Nocera notes that it seems that we have a consensus that allow the Planning Director and Finance to move forward, in particular, the Planning Department, to get the loans started. By collaboration of Finance and Planning, a special meeting can be set up to expedite where the funds will come from this year. Everyone here understands the urgency and the Councilmembers support it.

The Chair states that there is a motion on the floor to table.

Councilwoman Linda Salafia withdraws the motion to table.

The Chair states that the underlying motion remains on the floor. He asks if there is any further discussion.

The Chair calls on Councilman Edward McKeon.

Councilman McKeon states that he does agree with Councilman Faulkner that the history of the small business loans in the United States has been abominable in terms of getting money to businesses owned by people of color. This needs to be a strong consideration. It cannot simply be first come, first served. In reviewing these applications, he hopes that we will see equity in terms of fund distribution.

There being no further discussion, the Chair calls for a roll call vote on the motion to approve, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye

Councilman Faulkner	nay
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

The Chair states that he is looking forward to working with the Council on this important matter, adding that it is unprecedented and these are unprecedented times. Working together, they will be able to find a solution that works for the City's small businesses.

- F. **Approving that the City of Middletown shall enter into, and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and that Mayor Benjamin Florsheim, who has held the office of Mayor of the City of Middletown since November 12, 2019, is hereby authorized and directed to execute and deliver any and all documents on behalf of the City of Middletown; and that the Mayor shall do and perform all acts and things, which are deemed necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.**

**APPROVED**

**RESOLUTION NO: 31-20; K: review/ resolution/ EM homeland security RES 31-20 – 4 May 2020**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** that the City of Middletown shall enter into, and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

**BE IT FURTHER RESOLVED:** that Mayor Benjamin Florsheim, who has held the office of Mayor of the City of Middletown since November 12, 2019, is hereby authorized and directed to execute and deliver any and all documents on behalf of the City of Middletown; and

**BE IT FURTHER RESOLVED:** that the Mayor shall do and perform all acts and things, which are deemed necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

**Financial Impact:** None

Councilwoman Meghan Carta reads and moves for approval of the proposed resolution. Councilman Philip Pessina seconds the motion.

The Chair calls on Councilman Grady Faulkner, Jr.

Councilman Faulkner asks what is meant by "all appropriate," asking if this is something new. He does not understand.

The Council Clerk explains that this resolution was submitted on Friday by Emergency Management as an agenda addition.

The Chair calls on Fire Chief Robert Kronenberger.

Chief Kronenberger explains that it was signed, and in effect, under Mayor Drew. With a change in administration, the documents need to go through under Mayor Florsheim's signature for the Homeland Security grant program, which provides funds from the State of Connecticut.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo asks Chief Kronenberger if the monies here are all from an outside source, that they are not contributions of City of Middletown finds.

Chief Kronenberger replies, "That is correct."

There being no further discussion, the Chair calls for a roll call vote on the motion to approve, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye

Councilman Faulkner	nay
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

The Chair states that the motion is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico, McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

## 11. Mayor's Appointments

### APPROVED

The Mayor reads the proposed list of appointments

#### Recreation & Senior Services Commission:

- Matthew Fraulino (R): reappoint as regular member, filling the balance of a 3-year term to December 31, 2022

#### Youth Services Bureau Advisory Board:

- Michael Awdziejewicz (D): appoint as a regular member, filling a seat as a Middletown resident, to balance of 3-year term to September 30, 2023

Councilman Philip Pessina moves to approve the proposed appointments. Councilman Anthony Gennaro, Sr. seconds the motion.

There being no discussion, the Chair calls for a roll call vote, asking that the Council Clerk read the roll.

Councilwoman Blackwell	aye
Councilwoman Carta	aye
Councilman Faulkner	aye
Councilman Darnell Ford	aye
Councilman Edward Ford	aye
Councilman Gennaro	aye
Councilman Loffredo	aye
Councilman Mangiafico	aye
Councilman McKeon	aye
Councilman Nocera	aye
Councilman Pessina	aye
Councilwoman Salafia	aye

There being no discussion, the Chair calls for the vote. It is approved unanimously with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico, McKeon, Nocera, Pessina, and Salafia). The Chair states the matter is approved.

## 12. Mayor's Proposed FY 2020-2021 Budget

The Chair states that he will give a short summary of the budget and will answer any questions.

Everyone should have received a copy of the budget proposal. He is glad to have worked with the Council on this as well as the staff in Finance, including Finance staff including Director Carl Erlacher, Deputy Director Diana Doyle, Deputy Director Tayna Oliver-Perry, and Rohan Manning. He acknowledges the efforts of Emergency Management: Fire Chief Robber Kronenberger and Tina Gomes. The City is fortunate in a number of ways this year. They have a budget with a zero tax increase. When we take away the things like revaluation in past budget years, it is the first true zero budget increase in quite some time. as he has been told by Finance. He says it's a credit to the current Common Council and the former Common Council for their hard work in maintain a strong fund balance and a number of other factors, which keep the City on a strong footing. It has a lot to do with the City's AAA bon rating, which we continue to maintain for the 5<sup>th</sup> consecutive year especially in the midst of a tumultuous market. It is seen as (*inaudible*) they had a hugely successful municipal bond sale, adding a substantial amount of cash to the City's line, which allow us to keep the rate where it is as well as significant investment in infrastructure in the budget. He is thrilled to have put this together with the cooperation of others. He knows that here will be budget workshops in weeks to come to over this over the finish line as we navigate this current crisis. It will require a great of deal of flexibility on this as well as everything else. He is happy to answer any questions. He will also share some basic information. Like the Board of Education (BOE), he will get a hard copy to everyone. The BOE operational increase this year is about \$2,55M, which in keeping with their promise after last year's increase, is not an increase creating more programs, but is sustaining the work that they are doing. A lot of credit and recognition is owed to Superintendent of Schools, Dr. Conner, and the Board of Education for putting together a program and putting our schools on the map. It is getting the City a lot of positive attention, a lot of interesting the work that we are doing this comes with financial benefits, coming with grants that are

coming in at an extraordinary clip on the BOE side. This attention we hope will increase interest among residents and citizens as to where Middletown is heading the educational side. We also are able to provide an increase in the Capital Budget for the BOE. We are trying to plan long term for the next building project, what it might look like after the Middle School is completed. We are trying to adopt capital budget planning principals on the City side increasing out one-time capital budget reserve fund to be sure we are not just planning for day in/day out, but what the future will look like. As significant portion of this budget is making sure that we are not asking too much more from our water and sewer. We has a substantial increase in these fees. All of us on the call associated with the abandonment of the old water treatment plan with the Mattabasset, it is important that we did that. It is important that we open that portion of the riverfront for development. We are excited to share more good news about that in weeks to come. If we saw an opportunity after a successful budget year to try to defray some of these costs, which benefits will be shared by the whole community, and be sure that our water and sewer rates do not increase significantly. We are pleased to have been able to that, keeping the rate where it is. They have made some key investments, which he will not re-litigate here as it can be seen in his budget address online. There is some critical information. Technology infrastructure, City environmental projects, and riverfront projects. He thanks everyone in advance for the work that we will all put into this over the next month or so. He is happy to answer any questions that Councilmembers may now have.

Councilman Eugene Nocera thanks, as the Mayor did, all other people involved in preparing the proposed budget. We will all look at it and appreciate the hard work. We understand the paradigm behind this budget. Speaking for himself, he supports what he Mayor is doing and what he Finance department is attempting to do. He looks forward to the budget process.

The Chair asks if there are any other questions.

Councilman Grady Faulkner, Jr. asks if the Mayor is saying that he Council will not have a budget hearing (workshop) with him.

The Chair calls on Councilman Vincent Loffredo.

Councilman Loffredo states that, according to the schedule, the Mayor will come before the Common Council for his regular presentation to address Council questions in the normal budget deliberation procees. He asks if this is correct.

Councilman Eugene Nocera replies, "Yes," adding that the mayor will speak on May 18<sup>th</sup>.

The hair replies that is his understanding that a budget hearing schedule was released recently, shifting the BOE around to a different date. He believes that the calendar has been issue so they will provide with the normal process in a slightly differ way, different platform.

Councilman Philip Pessina states that that the Council would be remiss if it did not express its appreciation to all of the department heads, who met the mandates, working with the Mayor, to bring the zero increase budget. He notes that the department heads understand the plight of both the City and State. He commends them for understanding then needs of the community and how difficult it was to put this budget together, while being sensitive to the needs of the public and businesses. He thanks the department heads and other staff, who came forward. He supports this thinking, as they go forward with future budgets. He believes that the mayor is on the right track. He will support this path in the future. Saying "no increase" made it very clear that there is no increase. This has set the benchmark for future budgets.

The Chair states that he cannot emphasize enough that this is a joint effort of all City leadership. Department heads met one-on-one, being asked what their flat budget would be, what their increase would look like, and what a cut budget would look like. They tried to look at it from all sides. He notes that some departments made out better than others in this budget. They are keeping this budget, operationally maintaining City services. Some departments get more than others this year while others have budgets for next year identical to this year's budget. He appreciates that everyone recognizes that this is a team effort. He emphasizes that we can think of our wish lists some two, three, or four years down the line as well as where there are areas of efficiency that we can look at two, three, or four years down the line. This is the decision that makes sense now and also as we plan for budgetary cycles ahead. Everyone came through. As he made his way thru the budget process for the first time, their support and expertise as to what they really needed was very helpful, noting that the Finance Department was as well for all departments. He looks forward to the budget hearing.

The Chair notes that this meeting moved along with better time than last month. He thanks the Council for its hard work. He also thanks Technology Services Director Bryan Skowera and Council Clerk Linda Reed for their continued hard work.

### **13. Meeting Adjournment**

There being no further business, Councilman Eugene Nocera moves to adjourn. Councilman Vincent Loffredo seconds the motion.

There being no discussion, the Chair calls for a vote. The motion is unanimously approved by voice vote with 12 aye votes (Councilmembers Blackwell, Carta, Faulkner, D. Ford, E. Ford, Gennaro, Loffredo, Mangiafico, McKeon, Nocera, Pessina, and Salafia). The motion to adjourn is approved.

The Chair declares that the meeting is adjourned at 9:11 PM.

ATTEST:

LINDA S.K. REED,  
COMMON COUNCIL CLERK

*K: review/ minutes 20 May 04 – regular meeting & water rates minutes – 04 May 2020*