

City of Middletown
Finance & Government Operations Commission Agenda
Regular Meeting
Wednesday, June 1, 2022 @ 6 pm via WebEx event# 2341 636 6153

Or dial in: 408-418-9388

Present: Councilman Edward McKeon, Councilman Gene Nocera, Councilman Anthony Gennaro, Councilwoman Linda Salafia, General Counsel Brigham Smith, Acting Director Christopher Holden, Cheryl Walcott, Joseph Fazzino, Assistant Director of Finance Diana Doyle

Absent: Director Carl Erlacher, Councilwoman Meghan Carta

1. Councilman McKeon called the Finance & Government meeting to order and requested a motion to approve the April 27, 2022 minutes. Councilwoman Salafia motioned to approve, Councilman Gennaro second; unanimously approved.
2. Public Comments on the Agenda – none
3. Items submitted for discussion:

- **Recreation & Community Service** – State Grant Appropriation in the amount of \$70,000 to provide 7 weeks of free summer camp to Middletown residents based on need and referral.

Councilwoman Salafia made a motion to approve the State Grant Appropriation in the amount of \$70,000 to provide 7 weeks of free summer camp to Middletown residents based on need and referral; Councilman Gennaro seconded; unanimously approved.

Description of services to be provided by this Grant: To provide 7 weeks of free summer camp to Middletown residents based on need and referral. This is the equivalent of approximately 60 children attending 7 weeks of camp and aftercare needed.

- **BOE** – 1.) Grant Appropriation in the amount of \$434,971.15 to be transferred to the BOE to cover numerous programs and receipts; 2.) Grant Appropriation in the amount of \$276,448.08 for Cafeteria/Food Services.

Councilwoman Salafia made a motion to approve the Grant Appropriation in the amount of \$434,971.15 to be transferred to the BOE to cover numerous programs and receipts; Councilman Nocera seconded; unanimously approved.

Councilman Nocera made a motion to approve the Grant Appropriation in the amount of \$276,448.08 for Cafeteria/Food Services.

Cheryl Walcott states that this is their monthly request for their funding that they get from grants for their receipts. It is something that is done every month and it is nothing out of the ordinary.

- **OCG-** Ordinance 272-9.5 DEV- Pappas DiMauro Assessment Fixing Ordinance and the Assessment Fixing Agreement. Finance and Government will only vote on the Ordinance. EDC has unanimously recommended approval.

A motion was made by Councilman Gennaro to approve the Ordinance 272-9.5 DEV- Pappas DiMauro Assessment Fixing Ordinance and the Assessment Fixing Agreement. Finance and Government will only vote on the Ordinance. EDC has unanimously recommended approval; Councilwoman Salafia seconded; unanimously approved.

- **Water/Sewer-** 1.) Resolution requesting that a loan of \$1,000,000 from the Water Fund Balance 5000-60000-30310 to the Sewer Fund Balance 2050-00000-30310 is approved to cover the cost of the Mattabassett yearly assessment and that the Sewer Department shall repay within one year but no later than June 20, 2023.

A motion was made by Councilman Gennaro to approve the Resolution requesting that a loan of \$1,000,000 from the Water Fund Balance 5000-60000-30310 to the Sewer Fund Balance 2050-00000-30310 is approved to cover the cost of the Mattabassett yearly assessment and that the Sewer Department shall repay within one year but no later than June 20, 2023. Councilwoman Salafia seconded; unanimously approved.

The Sewer Department Fund Balance is being partially used to keep the sewer rates low and the Sewer Department is proposing to borrow money from the Water Fund Balance in order to keep a healthy fund balance.

- **Public Works-** 1.) Resolution requesting that the Mayor be authorized to sign and submit an application to the State of CT for a grant in the amount of \$17,000 in LoCIP funds for the cost to install a Mitsubishi Hyper Heat Ductless system in the Middletown Police Information Technology Department and that a new line item be created in the amount of \$17,000; 2.) Resolution Requesting the Mayor be authorized to sign and submit an application to the State of CT for a grant in the amount of \$45,000 in LoCIP funds for the cost of install, repairs and renovations of 180 Johnson Street Loading Docks and that a new line item be created in the Capital Improvement Plan entitled “180 Johnson Street Loading Dock Repair” in the amount of \$45,000; 3.) Federal Grant Appropriation in the amount of \$1,680,000 for the FBI Funding for Dingwall- Horan Joint Firing Range Improvements; 4.) Resolution approving a Memorandum of Agreement between the City of Middletown and the Federal Bureau of Investigation, regarding sharing renovation costs and use of the Dingwall-Horan Joint Firearms Training Facility and authorizing the Mayor to sign said document, subject to review and approval by the OCG as to form and content. This MOA, which consists of 10 Sections on 4 pages, not including the signature page, will enter into effect upon signatures of authorized representatives of the Parties and will remain in effect for 30 years. It may be extended by mutual written consent of the Parties’ authorized representatives.

A motion was made by Councilwoman Salafia to approve the Resolution requesting that the Mayor be authorized to sign and submit an application to the State of CT for a grant in the amount of \$17,000 in LoCIP funds for the cost to install a Mitsubishi Hyper Heat Ductless system in the Middletown Police Information Technology Department and that a new line item be created in the amount of \$17,000; Councilman Nocera seconded; unanimously approved.

The City of Middletown Police Information Technology Department, is in need of an installation of a Mitsubishi Hyper Heat Ductless (Mini-Split) Air Conditioner. The unit will be a Ductless air conditioner and heater that is an excellent way to maintain constant internal climate within the office; and a Ductless Air Conditioner gives the ability to keep temperatures cool during the summer and warm during the winter without any unpleasant extremes. As a ductless mini split, hyper-heat solutions are reversible systems, which means they can heat and cool a room depending on the desired mode of operation. They can be installed in practically any room since there is no need to install extensive distribution ductwork throughout the property.

A motion was made by Councilman Gennaro to approve the Resolution Requesting the Mayor be authorized to sign and submit an application to the State of CT for a grant in the amount of \$45,000 in LoCIP funds for the cost of install, repairs and renovations of 180 Johnson Street Loading Docks and that a new line item be created in the Capital Improvement Plan entitled "180 Johnson Street Loading Dock Repair" in the amount of \$45,000; Councilwoman Salafia seconded; unanimously approved.

The City of Middletown owns 180 Johnson Street, a commercial building that is home to various local Middletown businesses. 180 Johnson Street loading docks, due to wear and tear are in need of repairs and renovations; that will include the installation of Hydraulic Dock Levelers, the safest choice that helps prevent accidents and work place injuries. These dock levelers are push button activated and have the highest capacity available. These needs meet the guidelines for projects eligible for Local Capital Projects Improvement Program funds, costing \$45,000.00

A motion was made by Councilwoman Salafia to approve the Federal Grant Appropriation in the amount of \$1,680,000 for the FBI Funding for Dingwall- Horan Joint Firing Range Improvements; Councilman Nocera seconded; unanimously approved.

This grant will provide funding for the FBI's portion of the improvements to be made at the Dingwall Horan joint firing range. These improvements will include design and construction of noise remediation, lead mitigation and replacement of the existing turning target systems and accompanying knee wall, bullet trap, and surface area for the firing lines. In addition, this will also cover a multi-purpose building for non-ballistic scenario-based training.

A motion was made by Councilwoman Salafia to approve the Resolution approving a Memorandum of Agreement between the City of Middletown and the Federal Bureau of Investigation, regarding sharing renovation costs and use of the Dingwall-Horan Joint

Firearms Training Facility and authorizing the Mayor to sign said document, subject to review and approval by the OCG as to form and content. This MOA, which consists of 10 Sections on 4 pages, not including the signature page, will enter into effect upon signatures of authorized representatives of the Parties and will remain in effect for 30 years. It may be extended by mutual written consent of the Parties' authorized representatives; Councilman Gennaro seconded; unanimously approved.

- **Land Use-** 1.) Resolution authorizing the Mayor to execute and deliver in the name of City of Middletown, the 1.59 acre property located at Military Road, (Map11, Lot 0662) as open space and to effectuate the forgoing, following review and approval by the OCG; 2.) Resolution requested by the Land Use Department, the \$140,344 of the Agricultural Grants (FY23) be allocated for the 8 organizations listed in the Resolution and that any organization receiving an Agricultural Grant shall receive such funds in the form of a reimbursement upon verification of compliance with the scope of the project and of expense receipts provided by the organization.

A motion was made by Councilwoman Salafia to approve the Resolution authorizing the Mayor to execute and deliver in the name of City of Middletown, the 1.59 acre property located at Military Road, (Map11, Lot 0662) as open space and to effectuate the forgoing, following review and approval by the OCG; Councilman Gennaro seconded; unanimously approved.

Middletown Housing Partnership Trust Inc. is seeking to donate a 1.59 acre property located at Military Road, (Map 11, Lot 0662) to the City of Middletown for the purpose of satisfying the open space requirement for subdivisions. The parcel is located at the corner Westfield Street and Military Road. It is primarily wooded and contains wetlands. The parcel is being donated at no cost to the City.

A motion was made by Councilwoman Salafia to approve the Resolution requested by the Land Use Department, the \$140,344 of the Agricultural Grants (FY23) be allocated for the 8 organizations listed in the Resolution and that any organization receiving an Agricultural Grant shall receive such funds in the form of a reimbursement upon verification of compliance with the scope of the project and of expense receipts provided by the organization; Councilman Gennaro seconded; unanimously approved.

The Land Use department is requesting the \$140,344 of the Agricultural Grants (FY23) be allocated as follows for project support:

Five Star Performance Horses LLC, Erin Cecchini \$21,000

Higgins Farms Inc., Leonard Higgins \$22,000

Manes & Motions Therapeutic Riding, Dee Goodrich \$22,000

Phresh Farms, Mya Tilman/ Robert Sanborn \$3,344

Forest City Farms, Gabe Russo \$22,000

Hilldale Farm, Barbara Schukoske \$6,000

River Ridge Farm and Market, Dakota Rudloff Eastment \$22,000

Ox Yoke Farm II, Linda Liberia \$22,000

Total \$ 140,344

- **ECD-** Local Grant for South Fire District CNR Appropriation to City being reduced by (\$36,193.29) to reflect actual amount expended.

Councilwoman Salafia made a motion to approve the Local Grant for South Fire District CNR Appropriation to City being reduced by (\$36,193.29) to reflect actual amount expended. Councilman Gennaro seconded; unanimously approved.

- **Finance-** 1.) Resolution stating that the following funds be closed and any monies remaining be transferred to Debt Service and any cash need be transferred from Debt Service; 2.) Resolution requesting the salary grade of the General Counsel and Director of Finance & Revenue Services, Executive Non-Bargaining, Grade 23, step 6 be updated to Non-Bargaining Salary Grade 25, Step 6 on July 1, 2022.

A motion was made by Councilman Gennaro to approve the Resolution stating that the following funds be closed and any monies remaining be transferred to Debt Service and any cash need be transferred from Debt Service; Councilwoman Salafia seconded; Unanimously approved.

The City of Middletown has met all obligations concerning the following funds:

4013 BI Public Parking Improvements

4027 Military Museum

4619 BI Force Main & Pump Station W/Mattabassett

4622 BI Mattabassett Region Force Main/Pump

The funds be closed and any monies remaining be transferred to Debt Service and any cash needs to be transferred from Debt Service.

A motion was made by Councilman Gennaro to approve the Resolution requesting the salary grade of the General Counsel and Director of Finance & Revenue Services, Executive Non-Bargaining, Grade 23, step 6 be updated to Non-Bargaining Salary Grade 25, Step 6 on July 1, 2022. Councilwoman Salafia seconded; unanimously approved.

4. Report

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

5. Other – None

The next regular meeting is **Wednesday June 29, 2022** at 6:00 p.m.