

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 1

April 20, 2020

**TOWN COUNCIL – REGULAR MEETING
COUNCIL CHAMBERS – SOUTH WINDSOR TOWN HALL**

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:00 p.m.

3. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Audrey Delnicki
Councilor Erica Evans
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Others Present: Michael Maniscalco, Town Manager

5. Adoption of Agenda

Councilor Maneeley made a motion to adopt the agenda as presented. Councilor Snyder seconded the motion, and it was approved unanimously.

8. Adoption of Minutes of Previous Meetings

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Special Budget Work Session of March 31, 2020, April 1, 2020, and April 2, 2020; and Regular Meeting Minutes of April 6, 2020.

Was made by Councilor Evans
Seconded by Deputy Mayor Pendleton

Councilor Delnicki submitted a correction on the March 31, 2020, Special Budget Work Session Minutes, explaining that it says Monday and should say Tuesday.

Mayor Paterna called for a vote on the minutes with the correction to the March 31, 2020, Special Budget Work Session Minutes. They were approved unanimously.

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 2

April 20, 2020

ITEM:

11. Consent Agenda

Councilor Hockenberry made a motion to approve Agenda Items 11.a.A. through 11.a.E for a first reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

A. Resolution Reappointing Bernard Thomas (D) to the Public Building Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Bernard Thomas (D) to the Public Building Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

B. Resolution Reappointing James Kupchunos (D) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby reappoints James Kupchunos (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

C. Resolution Reappointing George Caye (D) to the Park & Recreation Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting

BE IT RESOLVED that the South Windsor Town Council hereby reappoints George Caye (D) to the Park & Recreation Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 3

April 20, 2020

11. **Consent Agenda** (Continued)

First Reading (Continued)

- D. Resolution Reappointing Daniel Rezende (D) an Alternate to the Park & Recreation Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Daniel Rezende (D) an Alternate to the Park & Recreation Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- E. Resolution Reappointing Art Jennings (D) to the Building Code Board of Appeals and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Art Jennings (D) to the Building Code Board of Appeals for a term ending January 1, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

Councilor Snyder made a motion to approve Agenda Item 11.b.A. for a second reading on the Consent Agenda. Councilor Delnicki seconded the motion, and it was approved unanimously.

- A. Resolution Reapproving Art Utay (U) to the Demolition Delay Committee**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Art Utay (U) to the Demolition Delay committee for a term ending December 31, 2021.

(Approved by Consent Agenda)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 4

April 20, 2020

ITEM:

12. Unfinished Business

- A. Resolution Removing from the Table Item 13. A. from the Town Council's Regular Meeting of April 6, 2020 – Resolution Authorizing the Superintendent of Schools or Designee to Execute all Necessary Agreements, Contracts, and Documents with Greenskies Clean Energy, LLC**

BE IT RESOLVED that the South Windsor Town Council hereby removes from the table, Item 13. A. from the Town Council's Regular Meeting of April 6, 2020 – Resolution Authorizing the Superintendent of Schools or Designee to Execute all Necessary Agreements, Contracts, and Documents with Greenskies Clean Energy, LLC.

Was made by Councilor Lydecker

Seconded by Councilor Snyder

The motion was approved unanimously

- B. Resolution Regarding Solar Projects for South Windsor School Buildings**

WHEREAS, the South Windsor Town Council has been provided by Greenskies Clean Energy, LLC with a proposal to install solar panels on the roofs of South Windsor Public Schools; and

WHEREAS, the projected cost savings to the Town of South Windsor based upon that proposal by installing the solar panels has been provided to the Town Council as follows:

Conservative Project Savings Amounts per Building:

Location	Conservative Yr-1 Savings	Conservative 25- Year Total
Philip R. Smith	\$7,500.00	\$187,500.00
Orchard Hill	\$20,000.00	\$500,000.00
Wapping	\$18,500.00	\$462,500.00
High School	\$50,500.00	\$1,262,500.00
Eli Terry	\$15,500.00	\$387,500.00
Total	\$112,000.00	\$2,800,000.00

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 5

April 20, 2020

ITEM:

12. B. (Continued)

WHEREAS, the Town of South Windsor Energy Committee has endorsed installing solar panels to the roofs of the South Windsor Public School buildings at its meeting on March 20, 2019; and

WHEREAS, the Board of Education also endorsed installing solar panels to the roof of the South Windsor Public School buildings at its meeting on October 22, 2019; and

WHEREAS, the Town Council finds that it is in the best interests of the Town and its residents to support the proposal based upon the projected cost savings and the overall benefits to the community in supporting green energy.

NOW, THEREFORE BE IT RESOLVED that the South Windsor Town Council hereby authorizes the Town Manager, Michael Maniscalco, to execute all necessary agreements, contracts, and documents with Greenskies Clean Energy, LLC on behalf of the Town of South Windsor, to install and operate the solar panels on the Town of South Windsor Public School buildings including Eli Terry, Philip R. Smith, Orchard Hill Elementary, South Windsor High School, and the Wapping School; and

BE IT FURTHER RESOLVED that the South Windsor Town Council recommends that the South Windsor Board of Education authorize the Superintendent of Schools, Dr. Kate Carter, or her designee, to execute all necessary agreements, contracts, and documents with Greenskies Clean Energy, LLC on behalf of the South Windsor Board of Education, to install and operate the solar panels on the Town of South Windsor Public School buildings including Eli Terry, Philip R. Smith, Orchard Hill Elementary, South Windsor High School, and the Wapping School.

Was made by Councilor Lopez
Seconded by Deputy Mayor Pendleton
The motion was approved unanimously

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 6

April 20, 2020

ITEM:

13. New Business

A. Resolution Regarding Suspension of Tax Deadlines and Collection Efforts Pursuant to Governor Lamont's Executive Order 2020-7S

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut ("Governor") declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that is currently affecting multiple countries and states; and

WHEREAS, on March 13, 2020, the President of the United States ("President") declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

WHEREAS, the effects the transmission of COVID-19 has resulted in the spread of infections in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

WHEREAS, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor he has issued a series of Executive Orders setting for the law governing the conduct of the business of state and municipal government during the period of the emergency; and

WHEREAS, on April 1, 2020, the Governor issued Executive Order No. 7S ("EO 7S"), requiring municipalities, by a vote of its legislative body, participate in a "Deferment Program" or "Low-Interest Rate Program"; and

WHEREAS, participation in a deferment program is in the best interest of the Town of South Windsor

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Action Minutes

Page 7

April 20, 2020

ITEM:

13. A. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of South Windsor adopts as follows:

- a. During the period of March 10, 2020, the date that Governor Lamont declared a public health and civil preparedness emergency, through and including July 1, 2020, the Town of South Windsor shall participate in a deferment program and shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, sewer and assessments ("Taxes") from the time such Taxes first became due and payable.
- b. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Town shall follow guidance as issued by the Secretary of the Office of Policy and Management as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the deferment program.

Councilor Snyder amended the resolution by adding language at the beginning of Item 1 which stated, "For taxes that first became due." Deputy Mayor Pendleton seconded the amendment; and it was approved unanimously.

Mayor Paterna called for a vote on the amended motion, it was approved unanimously.

The resolution to read as follows:

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut ("Governor") declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that is currently affecting multiple countries and states; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 8

April 20, 2020

ITEM:

13. A. (Continued)

WHEREAS, on March 13, 2020, the President of the United States ("President") declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

WHEREAS, the effects the transmission of COVID-19 has resulted in the spread of infections in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

WHEREAS, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor he has issued a series of Executive Orders setting for the law governing the conduct of the business of state and municipal government during the period of the emergency; and

WHEREAS, on April 1, 2020, the Governor issued Executive Order No. 7S ("EO 7S"), requiring municipalities, by a vote of its legislative body, participate in a "Deferment Program" or "Low-Interest Rate Program"; and

WHEREAS, participation in a deferment program is in the best interest of the Town of South Windsor

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of South Windsor adopts as follows:

- a. **For taxes that first became due** during the period of March 10, 2020, the date that Governor Lamont declared a public health and civil preparedness emergency, through and including July 1, 2020, the Town of South Windsor shall participate in a deferment program and shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, sewer and assessments ("Taxes") from the time such Taxes first became due and payable.

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 9

April 20, 2020

ITEM:

13. A. (Continued)

- b. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Town shall follow guidance as issued by the Secretary of the Office of Policy and Management as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the deferment program.

B. Resolution Implementing a Hazard Pay System to Town Employees

WHEREAS, the Governor for the State of Connecticut on March 10, 2020, declared an Emergency and a Public Health Emergency due to the outbreak of Coronavirus also known as COVID-19; and

WHEREAS, the Town Manager of South Windsor on March 13, 2020, declared an Emergency and a Public Health Emergency due to there being a presumptive positive case of coronavirus with the Town monitoring a second individual who traveled from an area affected by COVID-19; and

WHEREAS, the Governor of the State of Connecticut has mandated all non-essential businesses close due to the potential of COVID-19 infection and spread; and

WHEREAS, municipal business is considered essential and although Town offices are closed to the public, much of the business of the Town is still conducted in person placing employees at risk of contracting coronavirus; and

WHEREAS, many of these employees do not have the ability to self-quarantine to keep their families safe; and

WHEREAS, there have been multiple documented instances where Town employees have come in contact with people carrying or exposed to COVID-19

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 10

April 20, 2020

ITEM:

13. B. (Continued)

NOW THEREFORE BE IT RESOLVED, the Town Council of South Windsor in recognition of the potentially dangerous work done by Town employee's throughout the pandemic wishes to implement a hazard pay system, starting April 13, 2020, for the employees identified on attached **Exhibit A**, until May 20, 2020, at such time the Council will revisit the current situation to make a further determination if hazard pay shall continue. In the event the Governor allows non-essential businesses to reopen and school goes back into session sooner said hazard pay shall stop immediately. To be eligible for a \$200 weekly hazard pay stipend employees must meet the following criteria:

- Be on the work group that is required to work from a Town facility for that week; and
- Attend work for the full week; and

BE IT FURTHER RESOLVED, the funding for Hazard pay shall come from the Economic Development Professional Account 11330300-00320. Town staff should seek FEMA reimbursement for expended Hazard Pay and, if reimbursable, shall return reimbursed funds to the Economic Development Professional Account 11330300-00320.

Was made by Councilor Delnicki
Seconded by Deputy Mayor Pendleton

Deputy Mayor Pendleton made a friendly amendment to add the Town Manager to the list of employees that would get hazard pay. Councilor Delnicki did not accept the friendly amendment.

Mayor Paterna called for a vote on the resolution; it passed on a roll call vote of 8 to 1 with Councilor Delnicki voting against approval.

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Action Minutes

Page 11

April 20, 2020

ITEM:

13. New Business (Continued)

E. Resolution Approving a Refund of Taxes to Five (5) South Windsor Taxpayers

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to five (5) South Windsor Taxpayers, the total of said refunds being \$1,579.86 and as more fully described on attached **Exhibit B**.

Was made by Councilor Maneeley
Seconded by Deputy Mayor Pendleton
The motion was approved unanimously

18. Adjournment

At 9:18 p.m. Councilor Maneeley made a motion to adjourn the Regular Meeting. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Exhibit A

	EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME	GROUPING	4/17/2020	4/24/2020	5/1/2020	5/8/2020	5/15/2020	5/22/2020		
PW	Michael	Gantick	B Group	X		X					
Bldg Maint.	Clay	Major	A Group		X		X		X		
Bldg Maint.	Ron	Armes	B Group	X		X		X			
Bldg Maint.	Gary	Palmberg	A Group		X		X		X		
Bldg Maint.	Chris	Gargano	B Group	X		X		X			
Bldg Maint.	Mike	Costa	B Group	X		X		X			
Fire Marshal	Walter	Summers		X	X	X	X	X	X		
Fire Marshal	Chris	Wilcox		X	X	X	X	X	X		
Fire Marshal	David	Mauldin	PT	X	X	X	X	X	X		
Fire Marshal	Erik	Maziarz	PT	X	X	X	X	X	X		
Fire Marshal	Seth	Vinick	PT	X	X	X	X	X	X		
A&S	Liz	O'Brien	C Group		X			X			
A&S	Cindy	Malone	B Group	X			X				
A&S	Susan	Gouin	B Group	X			X				
A&S	Victoria	Hellberg	A Group			X			X		
A&S	Andrea	Cofrancesco	C Group		X			X			
A&S	Lindsey	Ravalese	B Group	X			X				
A&S	Stephen	Clapp	A Group			X			X		
A&S	Robin	Lagasse	HOME								
A&S	Liane	Lussier Smith	HOME								
A&S	Liz	Langevin	A GROUP			X			X		
A&S	Kathy	Reed	HOME								
A&S	Sarah	Soboleski	HOME								
A&S	Susan	Grundstrom	C Group		X			X			
Bus Driver	Ed	Morin	reduced hours								
Bus Driver	Don	Padegimas	reduced hours								
Bus Driver	Diana	Roy	reduced hours								
Bus Driver	Michael	Hayes	reduced hours								
Bus Driver	Tom	Hogarty	reduced hours								
Registrar	Sue	Larsen	HOME								
Registrar	Sue	Burnham	HOME								
Registrar	Christy	Shaher	In M & T								

[illegible]

Exhibit A

Streets	Chris	Kloepfer	B Group	X															
Streets	Vincent	Stetson	C Group		X										X				
Streets	Scott	Yeomans	B Group	X										X					
Streets	Marco	Mucciacciaro	A Group					X										X	
Streets	Ashlee	Pascarelli	C Group		X										X				
Parks	David	Turkington	A Group										X					X	
Parks	Rich	Olmstead	A Group									X						X	
Parks	Alec	Arnold	B Group	X										X					
Parks	Rob	Hunt	C Group		X										X				
Parks	Steve	Linton	C Group		X										X				
Parks	Mike	Driscoll	B Group	X										X					
Parks	Mike	Hanrahan	A Group									X						X	
Parks	Jake	Burnham	B Group	X										X					
Parks	Mike	Samsel	A Group									X						X	
Parks	Brian	Sullivan	A Group									X						X	
Parks	Ben	Bedard	B Group	X										X					
Parks	Robert	Link	C Group		X										X				
Parks	Matt	Silvia	C Group		X										X				
Parks	John	Caldwell	B Group	X										X					
Recreation	Ashley	Casiano	HOME																
Recreation	Cheryl	Gerber	HOME																
Recreation	Nancy	Glynn	HOME																
Recreation	Shelby	Kosa	HOME																
Recreation	Kerry	Macchi	HOME																
Recreation	Leah	Margelony	HOME																
Recreation	Keri	Montague	HOME																
Recreation	Stephanie	Parker	HOME																
Recreation	Ray	Favreau		X	X										X	X		X	
Health	Heather	Oatis		X	X										X	X		X	
Health	Melissa	Pierce		X	X										X	X		X	
Finance	Deborah	Kocher	HOME																
Finance	Patricia	Perry	B Group	X									X			X			
Finance	Katherine	Senerth	HOME																
Finance	Cheryl	Schaeffer	A Group		X									X				X	

Exhibit A

IT	Lance	Page	A Group	X						X		
IT	Drew	Guild	A Group	X						X		
IT	Scott	Roberts		X		X				X		
IT	David	Hicks	A Group	X						X		
IT	Ed	Beckwith	B Group	X		X				X		
IT	Michael	Lehmann	HOME									
Planning	Michele	Lipe	A Group	X						X		
Planning	Jeffrey	Folger	B Group	X		X				X		
Planning	Lauren	Zarambo	HOME									
Planning	Pam	Oliva	B Group	X		X				X		
TMO	Ashley	Booth	A Group	X						X		
TMO	Samara	Haddock	B Group	X		X				X		
TMO	Michael	Maniscalco										
TMO	Vanessa	Perry		X		X				X		
TMO	Donna	Thompson	HOME									
TMO	Deborah	Reid	HOME									
Assessor	Rachel	Bull	HOME									
Assessor	Jaimie	Barta	B Group	X		X				X		
Assessor	Mary	Huda	A Group			X				X		
Assessor	Kevin	Lonergan	HOME									
Tax	Tabatha	Chasse	B GROUP	X		X				X		
Tax	Donna	Hanks	A Group			X				X		
Tax	Jennifer	Hilinski Shirley	HOME									
Town Clerk	Karen	Dory	HOME									
Town Clerk	Courtney	Cannella	B Group	X		X				X		
Town Clerk	Bonnie	Armstrong	A Group			X				X		
Engineering	Jeffrey	Doolittle	A Group			X				X		
Engineering	Bernie	Drabek	B Group	X						X		
Engineering	Thad	Dymkowski	HOME									
Engineering	Cathy	Molloy	HOME									
Engineering	Joseph	Perna	B Group	X		X				X		
Engineering	Jason	Scott	A Group			X				X		
Bldg Dept	Morgan	Middleton	B Group- M&T									
Bldg Dept	Mike	Wearne		X		X				X		

Exhibit A

[illegible]

Exhibit B

Bill	Name	Address	Prop Loc/Vehicle Info	Reason	Over Paid
2018-03-5010408	HONDA LEASE TRUST	600 KELLY WAY	2016/AL58225/JHMGK3H57GX021661	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$350.35
2018-04-0081589	HONDA LEASE TRUST	600 KELLY WAY	2018/AS30994/7FARV2H91JE089427	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$458.92
2018-03-5011661	JP MORGAN CHASE BANK NA	PO BOX 901098	2016/AD28169/454BSANC2G3307444	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$301.27
2018-03-5018585	PORSCHE LEASING LTD	PO BOX 24329	2012/AG19185/NP0A82A91CS120681	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$213.21
2018-03-5023148	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	2016/AB86120/2T1BURHE1GC524646	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$256.11
TOTAL					-\$1,579.86

Drafted By: Tabatha L. Chasse
Deputy Collector of Revenue

Tabatha L. Chasse

Approved By: Jennifer Hilinski-Shirley, CCMC
Collector of Revenue

Jennifer Hilinski-Shirley

Date:

March 23, 2020

Date:

30 March 2020