

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Action Minutes**

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**December 7, 2020**

**TOWN COUNCIL – REGULAR MEETING  
VIRTUAL MEETING**

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:07 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  
Vanessa Perry, Asst. Town Manager/Director of H.R.  
Scott Roberts, Asst. Town Manager/CIO/Emergency Mgmt.

**5. Adoption of Agenda**

Deputy Mayor Pendleton made a motion to adopt the agenda with one change - bringing Item 13. A. up on the agenda between Items 5 and 6. Councilor Snyder seconded the motion.

Councilor Delnicki requested an amendment to this motion that a discussion item regarding how to help businesses that have been impacted by the Governor's Executive Order be added to the agenda as Item 13. M. Councilor Snyder seconded the motion.

After discussing the amendment, the Councilor felt that this item could be added to the agenda with the understanding that this would be discussed further at the next meeting.

Mayor Paterna called for a vote on the amendment; it was approved unanimously.

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

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**ITEM:**

**8. Adoption of Minutes**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Public Hearing Minutes of November 16, 2020.

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

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of November 16, 2020.

Was made by Councilor Maneeley  
Seconded by Councilor Hockenberry  
The motion was approved unanimously

**11. Consent Agenda**

**a. First Reading**

Councilor Snyder made a motion to approve Agenda Item 11.a.A through 11.a.D as a First Reading on the Consent Agenda. Councilor Evans seconded the motion, and it was approved unanimously.

**A. Resolution Reappointing Erik Dabrowski (R) to the Blighted Property Appeals Board 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 Erik Dabrowski (R) to the Blighted Property Appeals Board for a term ending November 30, 2024 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**(Consent Agenda Continued on Next Page)**

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**ITEM:**

**11. Consent Agenda (Continued)**

a. First Reading

**B. Resolution Reappointing Mary Bey (R) to the Housing Authority and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the south Winsor Town Council hereby reappoints Mary Bey (R) to the Housing Authority for a term ending November 30, 2025, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**C. Resolution Reappointing James Macdonald (R) to the Inland Wetlands Agency/Conservation Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the south Winsor Town Council hereby reappoints James Macdonald (R) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**D. Resolution Reappointing Jamie Gamble (R) to the Blighted Property Appeals Board and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Winsor Town Council hereby reappoints Jamie Gamble (R) to the Blighted Property Appeals Board for a term ending November 30, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

b. Second Reading

Councilor Delnicki made a motion to approve Agenda Item 11.b.A as a Second Reading on the Consent Agenda. Councilor Maneeley seconded the motion.

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**ITEM:**

**11. Consent Agenda (Continued)**

**b. Second Reading**

Mayor Paterna made a motion to postpone this item until the December 21, 2020, Town Council meeting in order to request a report from the Inland Wetlands Agency/Conservation Commission. Councilor Snyder seconded the motion, and it passed on a roll call vote of 8 to 1 with Councilor Delnicki opposed.

**A. Resolution Appointing Dan Katzbek (R) an Alternate to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Dan Katzbek (R) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2023, to fill an expired vacancy.

**(Postponed to the December 21, 2020 Town Council Meeting)**

Councilor Evans made a motion to approve Agenda Items 11.b.B through 11.b.K. as a Second Reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

**B. Resolution Reappointing John Blondin (D) to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints John Blondin (D) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024.

**C. Resolution Reappointing Steven King, Jr. (D) an Alternate to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Steven King, Jr. (D) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024.

**(Consent Agenda Continued on Next Page)**

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**ITEM:**

**11. Consent Agenda (Continued)**

**b. Second Reading**

**D. Resolution Reappointing Paul Cote (D) to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Paul Cote (D) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2024.

**E. Resolution Reappointing Gary Pitcock (D) to the Greater Hartford Transit District**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Gary Pitcock (D) to the Greater Hartford Transit District for a term ending December 12, 2024.

**F. Resolution Reappointing Elizabeth Kuehnel (D) to the Personnel Board of Appeals**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Elizabeth Kuehnel (D) to the Personnel Board of Appeals for a term ending November 30, 2023.

**G. Resolution Reappointing Stephen Wagner (D) to the Water Pollution Control Authority**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Stephen Wagner (D) to the Water Pollution Control Authority for a term ending November 30, 2024.

**H. Resolution Reappointing Linda Jeski (D) to the Human Relations Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Linda Jeski (D) to the Human Relations Commission for a term ending November 30, 2023.

**(Consent Agenda Continued on Next Page)**

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**ITEM:**

**11. Consent Agenda (Continued)**

**b. Second Reading**

**I. Resolution Reappointing Louise Neary (D) to the Economic Development Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Louise Neary (D) to the Economic Development Commission for a term ending November 30, 2024.

**J. Resolution Reappointing Karrell Rose (D) to the Human Relations Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Karrell Rose (D) to the Human Relations Commission for a term ending November 30, 2023.

**K. Resolution Appointing David Basile (D) an Alternate to the Zoning Board of Appeals**

BE IT RESOLVED that the South Windsor Town Council hereby appoints David Basile (D) an Alternate to the Zoning Board of Appeals for a term ending November 30, 2021, to fill an unexpired vacancy.

**13. New Business**

**C. Resolution Reappointing Janice Snyder (R) to the Greater Hartford Transit District 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 Janice Snyder (R) to the Greater Hartford Transit District for a term ending December 12, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Was made by Councilor Maneeley

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote with Councilor Snyder abstaining

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**ITEM:**

**13. New Business**

**D. Resolution Approving a Transfer of \$60,000 from the Contingency Account to the Emergency Management Operating Materials Account and the Building Maintenance Contracts Account**

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$60,000 from the Contingency Account with \$20,000 to the Emergency Management Operating Materials Account and \$40,000 to the Building Maintenance Contracts Account to cover costs for PPE and ongoing COVID-19 cleansing/disinfecting of public buildings.

Was made by Councilor Lydecker  
Seconded by Councilor Snyder  
The motion was approved unanimously

**E. Resolution Authorizing the Town Manager to Enter into a Contract with TitanGen, LLC**

WHEREAS, it is proposed to enter into a contract with TitanGen, LLC of Rocky Hill, CT, a division of Titan Energy, for solar consulting services for an RFP development bid evaluation, and project management for proposed solar canopies in the South Windsor Police Station parking lot; and

WHEREAS, solar equipment prices have fallen enough that solar canopies installation behind the Police Station is likely to generate short term and long term electric bill savings; and

WHEREAS, the Police Department plans to repave and extend their parking area and add fencing in 2021 so that the cost of underground connections to solar canopies can be minimized if the two projects are coordinated; and

WHEREAS, wiring can be included to support electric vehicle charging (known as EV Ready) to benefit both employees and the possibility of future plug hybrid electric cruisers (EV chargers to be acquired later when needed); and

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**ITEM:**

**13. E. (Continued)**

WHEREAS, solar canopies would yield intangible or unmeasurable benefits by providing shade and shelter from ice and snow; and

WHEREAS, TitanGen's revenue will be built into the eventual power purchase agreement rates from a successful bidder so that the Town incurs no costs unless and until such time as the project is operational; and

WHEREAS, TitanGen has a similar contract with the South Windsor Board of Education for rooftop solar installations on several school buildings with rooftop solar installations on the new Orchard Hill and Philip R. Smith Elementary Schools nearing completion and expected to be operational in December 2020

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to enter into a contract with TitanGen, LLC of Rocky Hill, CT, for solar consulting services for an RFP development, bid evaluation, and project management for proposed solar canopies in the Police Station parking lot.

Was made by Councilor Snyder  
Seconded by Councilor Hockenberry  
The motion was approved unanimously

**F. Resolution Disbanding the Transparency Task Force**

WHEREAS, a Transparency Task Force was established on January 16, 2018; and

WHEREAS, the role of this Task Force was to make recommendations to enhance transparency in Government and to prepare a report of its findings to be presented to the Council and the public by March 19, 2018; and

WHEREAS, the Town Council received the recommendations on March 19, 2018, and gave consensus to move forward with the recommendations, as shown in attached **Exhibit A**; and

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. F. (Continued)**

WHEREAS, the Town Council recognizes that the Task Force has met its goal and has not met since January 31, 2018, and that it should be disbanded

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby disbands the Transparency Task Force.

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

**G. Resolution Re-Establishing the South Windsor 175<sup>th</sup> Anniversary Committee**

WHEREAS, on September 5, 2019, the South Windsor Town Council approved the establishment of the South Windsor 175<sup>th</sup> Anniversary Committee; and

WHEREAS, the resolution states that the Committee would cease to exist on September 30, 2020; and

WHEREAS, due to the COVID-19 Pandemic, this Committee has not been able to plan or implement any of the plans for the anniversary celebration, and all events and programs were rescheduled to 2021; and

WHEREAS, it is necessary for this Committee to continue with their responsibilities of developing a series of unique events to signify the celebration of South Windsor's 175<sup>th</sup> Anniversary

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the re-establishment of the South Windsor 175<sup>th</sup> Anniversary Committee; and

BE IT FURTHER RESOLVED that this Committee will cease to exist after all events and programs for the 175<sup>th</sup> Anniversary have been held.

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

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**ITEM:**

- L. Resolution Referring the Purchase of 1645 Ellington Road to the Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes and Authorizing Town Manager, Michael Maniscalco to Sign and Execute a Purchase and Sale Agreement**

WHEREAS, the Town is interested in purchasing a property located at 1645 Ellington Road consisting of approximately 8.35 acres and a 31,170 square foot building in the amount of \$3,925,000; and

WHEREAS, the Town is considering this property for the housing of Town Offices, vital records, and to conduct Town business; and

WHEREAS any plan to use Town funds to acquire property must be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby refers the purchase of property located at 1645 Ellington Road, consisting of approximately 8.35 acres to the Planning & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes; and

BE IT FURTHER RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute the purchase and sale agreements or documents necessary to carry out such purchase.

No action was taken on this Item, it will be on the next Town Council agenda.

**17. Executive Session**

Deputy Mayor Pendleton made a motion to go into Executive Session at 10:39 p.m. to discuss the possible purchase of real estate (development rights) for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (221 Ferry Lane), the possible purchase of real estate (development rights) for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (124, 131, 150 Chapel Road), and the possible purchase of real estate (development rights) for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (220 Scantic Road).

**(Executive Session Continued on Next Page)**

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**ITEM:**

**17. Executive Session (Continued)**

The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Evans, Councilor Hockenberry; Councilor Lopez; Councilor Lydecker, Councilor Maneeley; Councilor Snyder; Scott Roberts, Assistant Town Manager/CIO/Emergency Management; Vanessa Perry, Assistant Town Manager/Director of Human Resources; and Michael Maniscalco, Town Manager.

At 10:55 p.m., the Executive Session ended.

**18. Adjournment**

At 10:55 p.m., Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
Deborah W. Reid  
Clerk of the Council

# Recommendations For the South Windsor Town Council

## Temporary Task Force to Enhance Transparency and Communications in South Windsor Town Government

### I: The members of the committee include:

- a. Mayor Saud Anwar.
- b. Councilor Jan Snyder.
- c. Deputy Mayor Andrew Paterna.
- d. Councilor Matt Riley.
- e. Jamie Gamble.
- f. Tony Duarte.
- g. Elizabeth McGuire.
- h. Phil Koboski

### II: Process.

The committee had their first meeting on January 29<sup>th</sup>, 2018

The same day a second meeting with some of the members of SW boards and commissions was held.

Third meeting was held with SW manager as well as assistant managers on January 31<sup>st</sup>, 2018.

Finally a public forum regarding enhancing transparency was held on March 1<sup>st</sup>, 2018.

The task force has had these opportunities to discuss among themselves, town volunteers, town employees and leaders and the public to make the recommendations to the South Windsor Town Council.

### III: Following are the recommendations from the task force.

The task force, as well as the public appreciate that our town volunteers, employees and elected officials do an admirable job in out-reach, communications and transparency.

Communication with the town government can be divided into following broad categories.

A: Communications from the town and town departments to the general public

#### 1: Retrieval by choice method:

- (i) Digital audio recording of the boards and commissions should be available on the town website and towns smart phone app so that if anyone in the community who may want to listen to the conversations should be able to access it.
- (ii) Timeliness of agendas and minutes on town websites for the various boards and commissions.
- (iii) Increase information about the availability of "Connect South Windsor" app to people.
- (iv) Increase presence (with appropriate oversight) through social media.

## 2: Subscription method:

Town has a subscription via email method that citizens can receive self selected updates on the areas of their interest. The citizens need an education opportunity to learn about these options and simple ways of opting-in training.

## 3: Promotional method:

Centrally located town owned and controlled billboard with updates on the meetings of the day and important issues with updates would be helpful.

The suggested location is town hall and Library entrance point on Sullivan Ave. area.

## B: Communication and access from the general public to the town and town government.

The current website and app allows access to the town council and other elected officials. We need to have similar access mechanisms for key town staff, chairs and vice chairs of the various boards and commissions.

## C: Other areas of opportunity that were discussed.

1: Opportunities to involve unaffiliated voters is needed. Pathways and mechanisms of engaging unaffiliated voters to become part of SW boards and commissions is needed. The chairs of the respective Democratic and Republican town committees felt that they would interview individual/s who are interested to serve in commissions and make the recommendations to the town council. The final decisions for these positions would be made by SW Town Council.

2: Instructional video to be made by South Windsor town for the citizens to learn about how to become engaged members of the community and how to access various forms of communications already in existence.

3: Continue to look at opportunities to make the town website and app more user friendly and continue to monitor usage.