

**TOWN COUNCIL**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

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**April 6, 2020**

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

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:09 p.m.

Mayor Paterna reminded the public that if they would like to view this meeting, it is being broadcast on Cox Cable on Channel 16 and Frontier on Channel 6082. The public can also go to the Town of South Windsor website, select G-Media, and see the live stream.

**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

**4. Mayor's Remarks**

Mayor Paterna stated that on behalf of the Town Council, he would like to thank all of the Town and Board of Education employees for the great work they are doing during this health emergency. He also wanted to thank all of the healthcare workers at the hospitals.

**5. Adoption of Agenda**

Councilor Lydecker made a motion to adopt the agenda as proposed. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

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**ITEM:**

**6. Communications and Reports from Town Manager**

Mr. Maniscalco updated the Town Council regarding the Town's COVID-19 response, as shown in attached **Exhibit A**.

Mr. Scott Roberts, Assistant Town Manager, reviewed the COVID-19 Dashboard on the Town website with the Council.

Mr. Maniscalco then informed the Council that the Town has a local number, (860) 337-6195, where residents can call for non-emergency needs such as questions or assistance. The resident will be asked to leave a detailed message, and Town staff will get back to that resident. Posters will be put up to inform residents about this alternative, which will also be put on social media.

Answering questions from the Council, Mr. Roberts explained that information regarding the Town's helpline had been shared on Facebook, and he would share this information again first thing tomorrow morning. Mr. Maniscalco told the Council that the tax forbearance is a 90-day deferral of taxes. There would be no interest added to the deferral. Residents that call the helpline at (860) 337-6195 can call that number for information, requests, or non-emergency needs. They would leave a message, and someone from the Town staff will make sure they get back to that resident.

**7. Public Input**

Mr. Roberts read an email into the record that was received on Thursday, April 2, 2020, at 7:43 p.m. from Mr. Scott O'Brien of 426 Barber Hill Road. Mr. O'Brien asked if the employees of Greenskies Clear Energy will have a background check done while doing the solar projects at the schools because they will be on school grounds and possibly in the buildings during school hours.

**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 Meeting: Regular Meeting Minutes of March 16, 2020.

**(Resolution Continued on Next Page)**

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**ITEM:**

**8. Adoption of Minutes of Previous Meetings (Continued)**

Was made by Deputy Mayor Pendleton

Seconded by Councilor Maneeley

The motion was passed on a roll call vote of 6 to 0 with Councilor Hockenberry, Councilor Lydecker, and Councilor Maneeley abstaining.

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Special Meeting Minutes of March 23, 2020.

Was made by Deputy Mayor Pendleton

Seconded by Councilor Snyder

Councilor Delnicki stated that on the minutes, it says the meetings took place in the Council Chambers and should state that the meetings were held virtually.

Mayor Paterna called for a vote on the minutes with the suggested amendment; they were approved unanimously.

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Special Budget Work Session Minutes of March 30, 2020.

Was made by Deputy Mayor Pendleton

Seconded by Councilor Delnicki

Councilor Delnicki stated that on the minutes, it says the meetings took place in the Council Chambers and should state that the meetings were held virtually.

Mayor Paterna called for a vote on the minutes with the suggested amendment; they were approved unanimously.

**9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council      (Communications      can      be      emailed      to      TownCouncilComments@southwindsor-ct.gov)**

None

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**ITEM:**

**10. Reports from Committees (Committee Reports can be emailed to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov)**

None

**11. Consent Agenda**

Councilor Hockenberry made a motion to approve Agenda Item 11.a.A. for a first reading on the Consent Agenda. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

**A. Resolution Reappointing Art Utay (U) to the Demolition Delay Committee 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 Utay (U) to the Demolition Delay Committee for a term ending December 31, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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

**A. Resolution Reappointing Frank Niederwerfer (R) to the Agricultural Land Preservation Advisory Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Frank Niederwerfer (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022.

**12. Unfinished Business**

None

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**ITEM:**

**13. New Business**

**A. Resolution Authorizing the Superintendent of Schools or Designee to Execute all Necessary Agreements, Contracts, and Documents with Greenskies Clear Energy, LLC**

WHEREAS, the Town of South Windsor Energy Committee endorsed adding 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 endorsed adding solar panels to the roofs of the South Windsor Public School buildings at its meeting on October 22, 2019

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Superintendent of Schools, Dr. Kate Carter, or her designee, to execute all necessary agreements, contracts, and documents on behalf of the South Windsor Board of Education with Greenskies Clear Energy, LLC to add solar panels to Eli Terry, Philip R. Smith, and Orchard Hill Elementary School buildings as well as to South Windsor High School and the Wapping school building.

Was made by Councilor Snyder  
Seconded by Councilor Delnicki

Answering questions from the Council, Mr. Adam Teff with Titan Energy explained that Timothy Edwards Middle School was not considered for solar because the roof is already ten years old and it was felt that it would not make sense to put panels on the roof to simply have them taken off in another ten years. Mr. Teff stated that the possibility of putting covered parking at the school was also evaluated, but the savings did not justify the effort at this time. In the future, this can be revisited.

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**ITEM:**

**13. A. (Continued)**

Mrs. Chemerka informed the Council that the Board of Education's attorney, Shipman and Goodwin, have helped the Board administrators with the negotiations with Greenskies and have also reviewed the contracts.

Mr. Maniscalco stated that the school buildings are deeded in the Town's name, so they are Town-owned buildings. Mr. Maniscalco recommended that the Town Attorney review the contracts.

Councilor Snyder said that although she does not have a problem with the Town Attorney reviewing the contracts, under State Statute, the Board of Education has jurisdiction over those buildings because they are occupied by the schools and administering education out of those buildings.

Councilor Lydecker asked Councilor Snyder for the Statute.

Mayor Paterna stated he would be more comfortable having the Town Attorney review the contracts.

Deputy Mayor Pendleton explained that she understands the jurisdiction within the school structure but is not sure the State Statute includes the outside of the building. The Energy Committee is a Sub-Committee of the Council, and she stated she would also be more comfortable having the Town Attorney review the contracts.

Mrs. Chemerka explained to the Council how the ZREC program works. She then explained that Pleasant Valley Elementary School is not part of this program because at the time when the schools were being reviewed, Pleasant Valley Elementary School had not gone through the referendum and the ZREC program had not been expanded, so it was thought there was not enough time to put it into the program. Mr. Teff added that since that time, the ZREC program had been extended for an additional two years. Based on the construction schedule for Pleasant Valley Elementary School, he would recommend that the Town wait one year to try to secure ZREC.

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**ITEM:**

**13. A. (Continued)**

Mrs. Chemerka explained further that the school administrators had won ZREC opportunities for the Wapping building, Orchard Hill, and Philip R. Smith but have not won ZREC for Eli Terry or the High School. The next ZREC auction will be held at the end of May, and hopefully, the bids will be won at that time for Eli Terry and the High School.

Mr. Teff told the Council that Greenskies is getting ready for construction over the summer for Orchard Hill, Philip R. Smith, and Eli Terry. They would like to be installing the solar by June. Mr. Teff stated he does not feel waiting two weeks for the Town Attorney to review the contracts will interfere with the schedule but suggested that the Town Attorney work with the attorney's from Shipman and Goodwin.

Answering further questions from the Council, Mrs. Chemerka explained that the Board of Education has a process of doing background checks on contractors, and added that the solar project is being planned for the summer months.

Deputy Mayor Pendleton voiced concern over the Board not having won ZREC for Eli Terry and the High School buildings and questioned if a separate resolution could be brought forward for these schools after the ZREC has been secured. Mr. Teff informed the Council that the way the contracts are written, either side can back out of the project if, for some reason, the ZREC is not secured. Mrs. Chemerka added that they could come back with separate resolutions for Eli Terry and the High School if that is what the Council wishes, but there are individual PPA agreements for each building. She intended not to sign the contracts for those two buildings until ZREC was won.

Councilor Lydecker made a motion to table this resolution until the April 20, 2020, Town Council meeting so that the Town Attorney could review the contracts. Councilor Maneeley seconded the motion, and it was approved unanimously.

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**ITEM:**

**13. New Business**

**B. Resolution Setting a Time for a Virtual Public Hearing to Receive Citizen Input on the Proposed Board of Education Budget for Fiscal Year 2020/2021**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, April 20, 2020, at 7:15 p.m.**, as the time for a Virtual Public Hearing to receive citizen input on the proposed Board of Education Budget for Fiscal Year 2020/2021. Public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov.

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

**C. Resolution Setting a Time for a Virtual Public Hearing to Receive Citizen Input on the Proposed General Government Budget for Fiscal Year 2020/2021**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, April 20, 2020, at 7:30 p.m.**, as the time for a Virtual Public Hearing to receive citizen input on the proposed General Government Budget for Fiscal Year 2020/2021. Public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov.

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

**D. Resolution Setting a Time for a Second Public Hearing, which will be held Virtually, to Receive Citizen Input on an Application for the Fiscal Year 2018 Community Development Block Grant Program for Public Housing Modernization at Wapping Mews**

(Resolution Continued on Next Page)



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**ITEM:**

**13. D. (Continued)**

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, April 20, 2020, at 8:00 p.m.**, as the time and place for a Second Public Hearing, which will be held virtually, to receive citizen input on an Application for the Fiscal Year 2018 Community Development Block Grant Program for Public Housing Modernization at Wapping Mews. Public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov.

Was made by Councilor Lopez  
Seconded by Deputy Mayor Pendleton

Mrs. Lisa Low, who is the Small Cities Grant Administrator, explained that the Town won a Small Cities Grant for Wapping Mews in 2018, and it is required to hold a second public hearing during the course of the grant.

Answering questions from the Council, Mrs. Low explained that the original grant was for \$800,000, but we went back and asked for another \$110,000. All of the funding comes from the Department of Housing, and the Town does not have to contribute any funds.

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

**14. Passage of Ordinance**

None

**15. Public Input**

[Town Council members will not respond to any public comments/questions]

None

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**ITEM:**

**16. Communications from Council**

Mayor Paterna informed the Council that Geissler's Supermarket is hiring additional employees because their curbside service deliveries have expanded.

Mr. Maniscalco stated that the Town had received several donations for personal protective equipment.

**17. Executive Session**

**18. Adjournment**

At 8:08 p.m., Councilor Maneeley made a motion to adjourn the Town Council Regular Meeting. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

Respectfully submitted,

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



## *Town of South Windsor*

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074  
TELEPHONE (860) 644-2511

April 6, 2020

### COVID-19 RESPONSE Report for the Town Council

#### **CURRENT STATUS:** REGIONWIDE-

- CT 6906 confirmed cases
- NY 130000 confirmed cases
- MA 12500 confirmed cases
- RI 922 confirmed cases

#### LOCAL-

- 23 Confirmed cases in South Windsor

#### **RESPONSE:**

STATEWIDE- As of March 10, 2020 Governor Lamont has issued a Public Health Emergency and a Declaration of Emergency for the entire state. Since then, through executive order, he has limited public meetings to no more than 10 people per CDC, closed restaurants and bars to dine in services, closed all schools till April 20. The State has identified and made available 5 drive through testing locations but you will need a doctors not before you will be directed to get a test.

On March 22, 2020 the State released a list of all non-essential in person business functions that must remain closed until further notice.

April 2, 2020 the Governor signed a new executive order that said all municipalities must choose to issue a tax forbearance or reduced interest rates for individuals and businesses that can proved they have been impacted by COVID-19. Given the information that is available staff are currently recommending the Council approve a forbearance for 90 days. That said, we are still waiting on guidance from OPM as to who would be eligible for the forbearance. We must have an answer to OPM by April 25<sup>th</sup>. At this point my thought is the Council will have this as an item to vote on for your meeting April 20<sup>th</sup>. If the recommendation changes after the release from OPM I will let you know.

LOCAL- On March 13, 2020 after having a visitor come in the Town hall and tell staff that they have been caring for a family member on self-quarantine I issued a Declaration of Emergency and Public Health Emergency. The Emergency Operations Center is open in a monitor status. All Town Departments have reviewed and are ready to implement their Continuity of Operation Plans (COOPS) to ensure that we can still deliver services to the residents within the community.





## *Town of South Windsor*

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All personal protective equipment has been reviewed and inventoried. Currently, we have approximately 2900 masks for first responders and Town staff. On a daily basis we are averaging 20 masks used. We are working on sourcing additional masks as we are expecting the daily average used to increase as we creep closer to the peak. We are also sourcing hand sanitizer and cleaning wipes from multiple locations. We have also had to in many instances make our own cleaning solutions, fix masks and source homemade hand sanitizer. Housing measures are in place in the event that staff are not allowed to leave work. We have divided the workforce into two groups and have directed one group to stay home and self-quarantine while the other group works. The groups will switch on a weekly basis. The Chief of Police and I issued Travel Authorization letters to all staff in the event public travel is shut down.

We are currently evaluating the further reduction of staff beyond the A/B schedule. Over the last week we have seen a number of employees who have had to quarantine due to symptoms of COVID-19 or exposure to someone else who has COVID-19. By reducing further more employees should be capable of staying home and staying healthy while the skeleton crew should be capable of maintaining services.

All out of state Staff travel has been canceled. All on sight meetings with more than 20 attendees have been canceled. All other meetings with less than 20 attendees that may occur with outside attendees are being reviewed by the Town Manager and Assistant

Town Managers before they are approved. All staff attempting to return to work after a vacation must receive approval from the Assistant Town Manager/ HR Director and Town Manager based on where they went and the activities they participated in. To date, we have 6 employees showing symptoms of COVID-19 and in some stage of testing. We also have 2 employees on mandatory quarantine due to interactions they may have had.

Staff have reached out to our low income senior population to determine their status related to food and other basic supplies. Staff have modified the way they will interact with the public moving forward. Every public interaction will start with questions asking them if they have symptoms or have been around anyone with symptoms.

The Current Status of each department is as follows:

- Town Hall- Closed to Public still operational for virtual business and by appointment
- Community Center- Closed to the public
- Food Bank- Order by appointment
- Police Department- Lobby open to the public/ Precautions to limit exposure are being taken
- Park& Rec- Closed to the public including playgrounds and skate park/ Field & Park maintenance ongoing
- Public Works- Closed to the public/ Field work ongoing
- Fire Departments- Closed to the public



## *Town of South Windsor*

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TELEPHONE (860) 644-2511

In terms of Committee, Board and Commission meetings, I have canceled all of the meetings that will not serve a required purpose for the current operation of the Town. Public meetings that do serve an immediate purpose will be closed to the public, broadcast via TV and internet. Participants will need to have their temperature taken when they arrive and public comment can be made through an email.

### **WHAT YOU CAN DO TO HELP:**

- Model healthy habits by:
  - Wash your hands
  - Practice social distancing
  - Sanitize commonly touched surfaces
  - Self-quarantine in the event you don't feel well
  - Avoid public gatherings over 50 people
  - Sign up for Everbridge-The Town Everbridge Mass Notification system is updated annually using white page data from the phone carriers. This provides us with both residential and business contacts. We cannot guarantee that your information is included in this listing. To ensure you receive our notifications, please create an account. You may create an account or update your information by going to [www.southwindsor-ct.gov/everbridge](http://www.southwindsor-ct.gov/everbridge) . All information you provide will be kept strictly confidential.