

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

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**April 20, 2020**

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**TOWN COUNCIL – REGULAR MEETING  
VIRTUAL MEETING**

**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

Mayor Paterna reminded residents that they can view the Town Council meetings on Channel 16 on Cox Cable, Channel 6082 on Frontier, or go to [gmedia.swagit.com/live](https://gmedia.swagit.com/live). The public could also make comments during the public input by emailing [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov).

**4. Mayor's Remarks**

Mayor Paterna sent the Town Council's sympathy to the family of Dan Jeski, who passed away suddenly on Sunday, April 19, 2020. Mayor Paterna then reminded residents that based on Governor Lamont's Executive Order, suspending the rules for Public Hearings, the Town Council can suspend the rules of the Town Charter and hold online Virtual Public Hearings due to the COVID-19 pandemic.

**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.

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**ITEM:**

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

Mr. Maniscalco reported to the following:

- Council members have received the report regarding the challenges the Town had last week related to the elevator in Town Hall. When the power went out in Town, it knocked out a portion of the elevator motor. The elevator is back up and running as of today. The total cost was approximately \$5,000. Additional procedures are going to be put into place to ensure that different items are serviced regularly.
- The Governor has created a Reopening Connecticut Advisory Group who will focus on restarting the State's economy. A new website [www.ctcovidresponse.org](http://www.ctcovidresponse.org) has been launched to connect Connecticut manufacturers and suppliers with healthcare institutions to produce medical supplies and personal protective equipment (PPE) that are needed.
- The Department of Revenue Services established a one on one customer service program to help businesses and individual taxpayers what resources are available to them if they can't meet their current collection obligations.

Mr. Maniscalco then reported the current status regarding the COVID-19 pandemic:

- Connecticut has 19,815 confirmed cases
- South Windsor has 68 confirmed cases
- South Windsor has 23 people who were infected but have now passed the time of quarantine.
- South Windsor has six residents who have passed away due to COVID-19.
- On April 16, 2020, Governor Lamont issued another Executive Order mandating all residents wear masks when in public.
- Starting April 17, 2020, the State has made special testing facilities for Fire, EMS, and Police Officers. They are only offered in our region on certain days and at certain times, but expedited testing will be extremely helpful for keeping people in the field. The State is also working on increasing testing using a new saliva-based test. They estimate they can potentially see

**(Discussion Continued on Next Page)**

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**ITEM:**

**6. Communications and Reports from the Town Manager *(Continued)***

10,000 tests conducted a day. We will need to see daily numbers of those infected decrease steadily over a few weeks before conversations of getting back to work come up. Additionally, it is expected that social gatherings will not be allowed until July at the earliest.

- The Town currently has approximately 9,500 masks and are working on getting 10,000 more because it is expected the average daily use will increase. The Town is also locating hand sanitizer and cleaning wipes from multiple locations and have had to, in many instances, make cleaning solutions, fix masks, and locate homemade hand sanitizer.
- Consistent with the Governors Executive Order on essential employees only, the Town has reduced the Town workforce to a skeleton crew with many employees working from home. The staff that is working in a Town facility are required to stay in their respective department unless it is required for them to accomplish their job.
- The Town has two employees on mandatory quarantine because of exposure to people with COVID-19.

Mr. Maniscalco answered questions from the Council as follows:

The main switch gear was tested during the power transfer but will find out when it was tested before this. The Town is currently evaluating software that would allow public participation during a meeting. The technology should be purchased at a reasonable cost and secure. During the power outage, the server room stayed on battery the entire time and did not lose any data. It was surprising during the event that the generator does not power the entire Town Hall. This is something that will have to be discussed.

At 7:15 p.m., the Regular Meeting was recessed in order to go to a Public Hearing. The Regular Meeting was reconvened at 7:27 p.m.

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**ITEM:**

7. **Public Input** (The public is welcome to email comments to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov). Town Council members will not respond to any public comments/questions)

None

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 Maneeley 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.

At 7:30 p.m., the Regular Meeting was recessed in order to go to a Public Hearing. The Regular Meeting was reconvened at 7:45 p.m.

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

Councilor Hockenberry stated that she checked in with the Chairperson of the Human Relations Commission to see if the Commission has been notified from anyone with any problems or needing help. Chairperson Goel said she checks in with Andrea Cofrancesco from Human Services every day to see if the Commission can be of assistance.

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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**

**First Reading**

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)**

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**ITEM:**

**11. Consent Agenda (Continued)**

**First Reading (Continued)**

- 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**

**(Resolution Continued on Next Page)**

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)**

- 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)**

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**ITEM:**

**11. Consent Agenda (Continued)**

**Second Reading**

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)**

**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

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**ITEM:**

**12. Unfinished Business (Continued)**

**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:

<b>Location</b>	<b>Conservative Yr-1 Savings</b>	<b>Conservative 25- Year Total</b>
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
<b>Total</b>	<b>\$112,000.00</b>	<b>\$2,800,000.00</b>

**(Resolution Continued on Next Page)**

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.

**(Resolution Continued on Next Page)**



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**ITEM:**

**12. B. (Continued)**

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

Attorney Kari Olson stated that she has been in contact with the Board of Education's Attorney, Attorney Mooney, who agrees with the amended resolution. The resolution authorizes the Town Manager as the owner of the property on which the solar panels will be installed, to execute any necessary documents for this project. The necessary amendments have also been made to the Power Purchase Agreement.

Answering questions from the Council, Attorney Olson explained that she had received an email from Attorney Mooney with his acknowledgement of the revisions to the resolution and his satisfaction and understanding that the resolution now would be authorizing the Town Manager to execute any documents necessary with Greenskies. Attorney Mooney did not specifically say that he had told the Board of Education.

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**ITEM:**

**12. B. (Continued)**

Mr. Maniscalco stated that when large capital construction or school construction projects are being done, the contracts come to my office for sign off.

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

**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

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. A. (Continued)**

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. 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.

Was made by Deputy Mayor Pendleton  
Seconded by Councilor Maneeley

At 8:00 p.m., the Regular Meeting was recessed in order to go to a Public Hearing. The Regular Meeting was reconvened at 8:04 p.m.

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**ITEM:**

**13. A. (Continued)**

Mayor Paterna explained to the Council that there would be an application that will have to be filled out to apply for the 90-day deferral.

Mr. Maniscalco informed the Council that for someone to be eligible, they would need to show that they have had some type of impact as a result of Coronavirus. OPM has provided a document to the Town that will be the actual application that is required to be filled out. When the form is filled out, the signature of the applicant is attesting under law that they have some kind of impact that qualifies them to participate in the program. The Town Manager then stated that the application will be put on the Town website so people can get it. After filling out the application and putting any necessary documents with proof of an impact, they can send it to Town Hall for processing. Mr. Maniscalco stated he would let the Council know how an applicant will be informed if they would be getting this deferral. The second motor vehicle payment would not be deferred. An Executive Order by the Governor would have to be issued because tax collection is driven by State Statute. Statewide, every municipality has to choose how they would like to handle the collection of taxes. Town staff has recommended that South Windsor do the Deferment Program. If the Town decided to do both programs, Mr. Maniscalco stated that he feels that people would get confused.

Attorney Olson explained that the deferment only applies to taxes that first become due between March 10, 2020, and July 1, 2020. Taxes that are due after July 1, 2020, are not eligible for the deferral. The resolution gives an extension of the grace period for taxpayers to pay taxes without being penalized. The wording in the resolution was crafted to mirror the Executive Order.

Deputy Mayor Pendleton voiced concern over the wording in the resolution because it has the words sewer and assessments as taxes. Those should be removed because South Windsor's sewer taxes are due in October, which is not between March 10, 2020, and July 1, 2020. Mr. Maniscalco felt it is

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**ITEM:**

**13. A. (Continued)**

important for everyone to recognize that commercial sewer payments are due on April 1, 2020. Attorney Olson suggested that it be stated in (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".

Councilor Snyder made a friendly amendment to the resolution by adding language at the beginning of Item (a), which stated, "For taxes that first became due." Deputy Mayor Pendleton and Councilor Maneeley agreed to the friendly amendment.

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

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

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**ITEM:**

**13. A. (Continued)**

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.
- 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

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**ITEM:**

**13. B. (Continued)**

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

NOW THEREFORE BE IT RESOLVED, the Town Council of South Windsor in recognition of the potentially dangerous work done by Town employees 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

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**ITEM:**

**13. B. (Continued)**

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

Councilor Delnicki stated that she feels both the Police Department and Fire Department should be included in this resolution. The Police Department is agreeable to be compensated with time off.

Deputy Mayor Pendleton recused herself from discussing hazard pay for the Police Department and Fire Department.

Mr. Maniscalco explained that hazard pay for First Responders is being discussed at the Federal level. The Town appreciates the work they do but we felt we should wait to see what happens with this legislation first. If the legislation fails, a proposal would be brought back to the Council. Councilor

Delnicki stated she feels something should happen immediately and said if the Police Department and Fire Department are not added to the resolution; she would be voting no on this resolution.

Mayor Paterna asked Councilor Delnicki if she would be agreeable to act on the resolution as it is now and work with the Town Manager to bring a resolution to the next meeting for the Police Department and Fire Department. Councilor Delnicki suggested that a separate resolution be added to this meeting. Councilor Snyder stated that, based on Councilor Delnicki's input, she would be agreeable to approve this resolution tonight as long as the Town Manager would be able to come to the next Town Council meeting with a resolution for the Police Department and the Fire Department. The resolutions need to be crafted to work for the Police Department and Fire Department.

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**ITEM:**

**13. B. (Continued)**

Mr. Maniscalco explained to the Council that there is approximately \$50,000 in the Economic Development Professional account to pay for hazard pay. Discussions will be held after the \$50,000 is gone if there is still a need to pay hazard pay. If an employee cannot come in for one of the days they are scheduled to work, they will not receive hazard pay for that week but will receive their regular pay. The hazard pay that employees receive for the week will have taxes taken out.

Councilor Lydecker stated that she is concerned if the Town gives the Police Department and Fire Department hazard pay, which is less than what the Federal Government is going to give, and then they are precluded from collecting under the Federal process because they are receiving the Town pay. The Council should understand the guidelines under the proposed legislation from the Federal Government before deciding on hazard pay through the Town. Attorney Olson felt that Councilor Lydecker's concern is valid and stated it may be appropriate to see what is happening with the Federal process.

Councilor Delnicki requested that a Special Meeting be scheduled with resolutions for the Police Department and Fire Department on Monday, April 27, 2020. Mayor Paterna asked Council members for consensus to hold a Special Meeting on April 27, 2020. There was no consensus.

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.

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**ITEM:**

**13. New Business (*Continued*)**

**C. Discussion Item: Proposed Guidelines for Town of South Windsor Flag-Flying Policy (*requested by Mayor Paterna*)**

Mayor Paterna explained that he had drafted these guidelines after reviewing the State Capitol policy. In the proposed policy, a Council member would have to sponsor a request that would be brought to the Council for a vote. There is a statement on the bottom to cover the Town in terms of groups that may have a negative impact on the community.

Deputy Mayor Pendleton requested that the United States Flag Code be included in this policy. Mayor Paterna said he would include that in the next draft.

Deputy Mayor Pendleton then requested that the Town Manager's Office be responsible for the application process.

After further discussions by the Council, it was decided that Mayor Paterna and Councilor Delnicki would meet to edit the policy for the next Town Council meeting.

Answering questions from Councilor Hockenberry, Mayor Paterna explained that there are two flag poles, one is in front of Town Hall and the other is in front of the Wapping Community Building. Discussions will be held regarding which flag pole this policy pertains to.

Town Attorney Olson suggested that the Council have her review the policy after it is complete. She also cautioned the Council that once the Council opens the door to people flying flags, you must treat all persons equally.

Deputy Mayor Pendleton stated that she is inclined to have a policy that is very specific, so there are no gray areas. She also stated that she would like the Town Attorney to review the policy.

Mayor Paterna thanked the Council members for their input and said he would meet with Councilor Delnicki to draft further revisions to the policy and bring it back to the Council.

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**ITEM:**

**13. New Business (Continued)**

**D. Discussion Item: Appraisals of Farmland (*requested by Mayor Paterna*)**

Mayor Paterna explained that the property on the corner of Ferry Lane and Main Street (Raymond/Birden farm property) had previously applied for development rights, and at that time had an appraisal done. The property is now reapplying to the State and was told that the appraisals need to be updated before the State would enter into a transaction. The funds for the appraisal would come from the referendum money for the purchase of open space if the project moves forward.

**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

**14. Passage of Ordinance**

None

**15. Public Input (The public is welcome to email comments to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov). Town Council members will not respond to any public comments/questions)**

None

**16. Communications from Council**

None

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**ITEM:**

**17. Executive Session**

None

**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	Heilberg	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								



Registrar	Mindy	Lewis	In W & Th																		
PW/WPCA	Ether	Diaz	HOME																		
PW/WPCA	Tony	Manfire	A Group				X	X													
WPCA	Robert	Butler	A Group				X	X													
WPCA	Thomas	Bjorkland	A Group				X	X													
WPCA	Timothy	Cronin	A Group				X	X													
WPCA	Jared	DeNardis	B Group	X	X		X				X					X					
WPCA	Kathryn	Foley	A Group				X	X													
WPCA	James	Fox	B Group	X	X						X					X					
WPCA	Wilfredo	Garcia	A Group				X	X													
WPCA	James	Kavanaugh	A Group				X	X													
WPCA	Jeff	LeMay	B Group	X	X		X				X					X					
WPCA	Jacob	Plona	B Group	X	X		X				X					X					
WPCA	Michael	Romejko	B Group	X	X		X				X					X					
WPCA	Michael	Wood	B Group	X	X		X				X					X					
Streets	Bill	Dzen	B Group	X	X		X				X					X					
Streets	Mike	Hurlburt	A Group				X									X					
Streets	Mike	Spielman	C Group		X						X										
Streets	Ian	MacGregor	WC																		
Streets	Jim	Butler	A Group				X														
Streets	Dan	Jacobsen	C Group		X						X										
Streets	Gary	Schacht	B Group	X									X								
Streets	Phil	Cassettari	B Group	X									X								
Streets	Jeff	Doss	B Group	X									X								
Streets	John	Muiready	A Group				X						X			X					
Streets	Jeff	Ewing	A Group										X			X					
Streets	Mark	Hilton	C Group		X						X										
Streets	Jeff	Parent	C Group		X						X										
Streets	Doug	Parent	A Group										X								
Streets	Neil	Roback	C Group		X						X										
Fleet	Chuck	Marshall	C Group		X						X										
Fleet	Colin	McQuaid	B Group	X								X									
Fleet	Saxon	Marselli	C Group		X						X										
Fleet	Robert	Doughty	A Group				X						X								X

Exhibit A

Streets	Chris	Kloepfer	B Group	X				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	Milke	Hanrahan	A Group			X				X		
Parks	Jake	Burnham	B Group	X				X				
Parks	Milke	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	X	
Health	Heather	Oatis		X		X		X	X	X	X	
Health	Melissa	Pierce		X		X		X	X	X	X	
Finance	Deborah	Kocher	HOME									
Finance	Patricia	Perry	B Group	X		X			X			
Finance	Katherine	Seneth	HOME									
Finance	Cheryl	Schaefer	A Group		X			X			X	



## Exhibit A

IT	Lance	Page	A Group		X		X			X		
IT	Drew	Guild	A Group		X		X			X		
IT	Scott	Roberts		X	X	X	X		X	X		
IT	David	Hicks	A Group		X		X			X		
IT	Ed	Beckwith	B Group	X		X			X			
IT	Michael	Lehmann	HOME									
Planning	Michelle	Lipe	A Group		X		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			X		
TMO	Samara	Haddock	B Group	X		X			X			
TMO	Michael	Maniscalco										
TMO	Vanessa	Perry		X	X	X	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			X		
Assessor	Kevin	Loneragan	HOME									
Tax	Tabatha	Chasse	B GROUP	X		X			X			
Tax	Donna	Hanks	A Group		X		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			X		
Engineering	Jeffrey	Doolittle	A Group		X		X			X		
Engineering	Bernie	Drabek	B Group	X		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			X		
Bldg Dept	Morgan	Middleton	B Group- M&T									
Bldg Dept	Mike	Wearne		X	X	X	X		X	X		



## Exhibit A

[illegible]

# Exhibit B

Bill	Name	Address	Prop Log/Vehicle Info	Reason	Over Paid
2018-03-5010408	HONDA LEASE TRUST	600 KELLY WAY	2016/AL58225/JHMGKSH57GX021661	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/AS80994/7FARW2H91JE089427	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/AD28169/4S4BSANC7G3307444	Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-\$301.27
2018-03-5018585	PORSCH LEASING LTD	PO BOX 24329	2012/AG19185/WPDAB291CS120681	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
<p>           Drafted By: Tabatha L Chasse            Deputy Collector of Revenue            Date: March 23, 2020         </p> <p>           Approved By: Jennifer Hlinski-Shirley, CCMC            Collector of Revenue            Date: 30 March 2020         </p>					