

AGENDA

received 09/12/2019 @ 3:10 pm
John J. Armstrong, ATC

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
MONDAY, SEPTEMBER 16, 2019
TIME: 7:00 P.M.

- 1. Call Meeting to Order
- 2. Prayer: TBD
- 3. Pledge of Allegiance
- 4. Roll Call
- 5. Communications and Reports from Town Manager
- 6. Public Input (Items Not on the Agenda)
- 7. Adoption of Minutes of Previous Meetings
(Councilor Lopez)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of September 3, 2019.

- 8. Public Petitions
- 9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
- 10. Reports from Standing Committees
- 11. Reports of Temporary Committees
- 12. Public Participation (Items on the Agenda)
- 13. Consent Agenda
[All items listed with an asterisk (*) are considered to be routine by the Town Council and will be enacted by one Motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the General Order of Business and be considered in its normal sequence on the Agenda.]
- 14. Unfinished Business

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves time and invites the public to be heard during **Public Input, Public Petitions, Public Participation and Public Input/Participation** of each Public Meeting, as follows:

Item #5:

Communications and Reports from Town Manager – This segment of the meeting shall not exceed twenty (20) minutes, unless extended by a majority consent of the Council present.

Item #6:

Public Input – A segment of up to twenty (20) minutes (which may be extended by the Mayor with consent of the Council) is set aside to hear from the public on any matter **not on the agenda**. Speaker(s) generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning of improper motive to any person.

Item #8:

Public Petitions – A South Windsor Resident or Taxpayer may petition the Council to submit a new item on the agenda as described in Section 312 of the Town Charter.

Item #12:

Public Participation – A segment of up to twenty (20) minutes (which may be extended by the Mayor with consent of the Council) is set aside to hear from the public on any matter **on the agenda**. Speaker(s) generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning or improper motive to any person.

Item #17:

Public Input/Participation – A segment of up to ten (10) minutes (which may be extended by the Mayor with consent of the Council) is set aside to hear from the public **on any matter**. Speaker(s) generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning or improper motive to any person.

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15. New Business

- A. Possible Action on Executive Session Items**
- B. Resolution Authorizing Town Manager Michael Maniscalco or His Designee to Establish a Composting Program**
(Deputy Mayor Pendleton)

WHEREAS, the Town of South Windsor annually generates green waste from its curbside leaf pick-up program and other works for the process of composting; and

WHEREAS, the product of the composting process, hereby known as “compost”, has historically been sold via an auction approach; and

WHEREAS, it would be in the Town’s best interest to set rates for the inbound and outbound wholesale, or non-wholesale of compost and compost bi-products and feedstocks, based upon market trends and other factors

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council, pursuant to Section 82-104 Rules and Regulations of the Town Charter, hereby approves the Town Manager or his designee, the right to establish and promulgate reasonable rules and regulations as to the manner, days and times, and charges for the collection, sorting, transportation, sale and/or marketing of recyclable material, particularly compost and compost bi-products, in order to encourage the recovery of material resources while minimizing the cost of the recycling program.

- C. Resolution Authorizing an Appropriation from the Contingency Fund for a Traffic Calming Study for the Laurel Street Area**
(Councilor Lydecker)

WHEREAS, the Town has received a petition from the Laurel Street residents regarding traffic concerns; and

WHEREAS, in order to prepare a Traffic Calming Study it will be necessary to hire a consultant to collect additional field data and evaluate that data for developing recommendations; and

WHEREAS, the cost of the Traffic Calming Study is estimated to be \$13,200

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes a transfer of \$13,200 from the Contingency Account to a Capital Project Account to conduct a Traffic Calming Study of the Laurel Street Neighborhood.

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15. New Business (Continued)

D. Resolution Authorizing the Sale, Donation, or Disposal of Surplus Vehicles/Equipment
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby declares the vehicles/equipment to be “Surplus Equipment”, as shown in attached **Exhibit A**, and authorizes Town Manager, Michael Maniscalco to sell, donate, or otherwise dispose of these vehicles/equipment.

E. Resolution Waiving the Competitive Bidding Process for CivicPlus
(Councilor Hockenberry)

WHEREAS, the Town of South Windsor is currently under contract with CivicPlus, who is the Town’s current website provider, and would like to update the Town websites (Town, Police, and SWAN); and

WHEREAS, South Windsor and CivicPlus agree to modify terms set forth in our agreement; and

WHEREAS, the cost of this update is approximately \$5,750.00, which ordinarily requires the Town to go out to competitive bidding; and

WHEREAS, the effort for another vendor to build the Town’s websites from scratch would cost between \$20,000 to \$25,000

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the competitive bidding process.

F. Resolution Adjusting the Car Allowance for the Town Manager and Assistant Town Managers
(Councilor Riley)

WHEREAS, the Town of South Windsor employs a Town Manager with an employment contract, and in turn, the Town Manager employs two Assistant Town Managers with letter agreements; and

WHEREAS, all agreements were voted on and approved by the Town Council on March 26, 2019, and December 18, 2017, respectively; and

(Resolution Continued on Next Page)

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15. F. (Continued)

WHEREAS, each of the above noted agreements identifies a car allowance in the amount of \$700 for the Town Manager and \$750 for the Assistant Town Managers; and

WHEREAS, through the Fiscal Year 2019/2020 budget cycle, the allowances for the Assistant Town Managers were reduced to \$600; and

WHEREAS, the Finance Department is required to view car allowances as additional income reducing the amount taken home by the above employees; and

WHEREAS, the Town is contractually obligated to provide specific amounts in a car allowance and wishes to meet its obligations

NOW, THEREFORE, BE IT RESOLVED that the Town Council effective September 16, 2019, will increase the amount of the Town Manager's Car Allowance from \$700 to \$750 to meet the Town's contractual obligation and directs the Town Manager to increase the Assistant Town Managers Car Allowance from \$600 to the contractually agreed-upon amount of \$750.

G. Resolution Authorizing Town Manager Michael Maniscalco to Sign and Execute a Memorandum of Understanding with 360 Ellington Road, LLC ("Project Hammer")
(Councilor Lopez)

WHEREAS, 360 Ellington Road LLC ("Project Hammer"), intends to develop a commercial project at 360 Ellington Road; and

WHEREAS, after review by the Connecticut Environmental Policy Act (CEPA), the Big Sand Tiger Beetle (*Cicindela Formosa*), and Low Frostweed (*Crocyanthemum Propinquum*), State Endangered Species, were found on the property and are using a small area within the site for breeding; and

WHEREAS, the CEPA review determined that Project Hammer could not incorporate on-site mitigation within the boundaries of the Project to preserve a habitat area for the Big Sand Tiger Beetles and Low Frostweed located on the site; and

WHEREAS, the CEPA review determined that off-site mitigation measures at Barton Open Space, located at 75 Brookfield Street in the Town, would preserve the Big Sand Tiger Beetles and Low Frostweed

(Resolution Continued on Next Page)

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15. G. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager, Michael Maniscalco to sign and execute a Memorandum of Understanding and any other necessary documentation with 360 Ellington Road, LLC (“Project Hammer”).

H. Resolution Authorizing Town Manager Michael Maniscalco to Sign and Execute a Memorandum of Understanding with 475 Governors Highway, LLC (“Governors”)
(Deputy Mayor Pendleton)

WHEREAS, 475 Governors Highway, LLC (“Governors”), intends to develop a commercial project at 475 Governors Highway; and

WHEREAS, after review by the Connecticut Environmental Policy Act (CEPA), the Big Sand Tiger Beetle (*Cicindela Formosa*), State Endangered Species, was found on the property and is using a small area within the site for breeding; and

WHEREAS, the CEPA review determined that Governors could not incorporate on-site mitigation within the boundaries of the Project to preserve a habitat area for the Big Sand Tiger Beetles located on the site; and

WHEREAS, the CEPA review determined that off-site mitigation measures at Barton Open Space, located at 75 Brookfield Street in the Town, would preserve the Big Sand Tiger Beetles

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager, Michael Maniscalco to sign and execute a Memorandum of Understanding and any other necessary documentation with 475 Governors Highway, LLC (“Governors”).

I. Resolution Authorizing Town Manager, Michael Maniscalco to Execute and Deliver any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Management and Homeland Security on behalf of the Town of South Windsor
(Councilor Maneeley)

(Resolution Continued on Next Page)

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15. I. (Continued)

BE IT RESOLVED that the Town of South Windsor may enter into, with and deliver to the State of Connecticut, Department of Emergency Management and Homeland Security any and all documents which it deems necessary or appropriate for the “Memorandum of Agreement Regarding Use of Federal Fiscal Year 2019 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3”; and

BE IT FURTHER RESOLVED that Michael Maniscalco, Town Manager of the Town of South Windsor is hereby authorized and directed to execute and deliver any and all documents on behalf of the Town of South Windsor and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of the “Memorandum of Agreement Regarding Use of Federal Fiscal Year 2019 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3” including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

J. Resolution Inviting the Minority Leader or Their Designee to the Agenda Meetings
(Councilor Delnicki)

WHEREAS, an agenda meeting is held prior to each Council meeting in order to set the agenda; and

WHEREAS, at this meeting, the Mayor or their designee is present; and

WHEREAS, depending upon the will of the Mayor, the minority leader or their designee may or may not be invited to the agenda meeting; and

WHEREAS, consistency in the attendees should be established for the agenda meetings so that both majority and minority members receive the same information at the same time

NOW, THEREFORE, BE IT RESOLVED that both the Mayor or their designee, and the minority leader or their designee shall both be invited to the agenda meeting; and

BE IT FURTHER RESOLVED that those participating in the agenda meetings for Regular Meetings shall receive a print out of the date and time of each meeting.

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15. New Business (Continued)

K. Resolution Accepting the Resignation of Nadine Caron (R) Historic District Commission (Councilor Riley)

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Nadine Caron (R) from the Historic District Commission; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Nadine Caron for the time she has dedicated to serving her community by her membership on the Historic District Commission.

L. Discussion Item: Establishing a Committee for the 2020 Census (requested by Mayor Paterna)

16. Passage of Ordinance

17. Public Input/Participation (Any Matter)

18. Communications and Petitions from Council

19. Executive Session

A. To discuss a personnel issue (evaluation of the Clerk of the Council).

B. To discuss a possible tax assessment agreement which would result in disclosure of public records or information contained therein which is exempt from disclosure at this time pursuant to Connecticut General Statutes §1-210(b)(1) and §1-210(b)(5)(B).

C. To discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210(b)(4) and §1-200(6)(E).

20. Adjournment

VEHICLE SURPLUS

VEHICLE ID	YEAR	MAKE	MODEL	VIN#	REASON TO BE REMOVED FROM SERVICE	DEPARTMENT
2095	2008	FORD	F150	1FTRX14W28FB10466	REPAIR COST EXCEEDS ITEMS VALUE	STREET
NA	1973	EMPIRE	450GGW-8E	438-113	REPAIR COST EXCEEDS ITEMS VALUE	STREET
2098	1994	INTERNATIONAL	2574	1HTGGADT8SH627850	REPAIR COST EXCEEDS ITEMS VALUE	STREET
2088	1979	ERIC	TRAILER	579U81193	REPAIR COST EXCEEDS ITEMS VALUE	STREET
2085	2003	GMC	K1500	2GTEC19T621194797	REPAIR COST EXCEEDS ITEMS VALUE	STREET
2293	1998	NEW HOLLAND	155	204691	HAD EQUIPMENT REPLACEMENT	STREET
2294	2009	NEW HOLLAND	155	Y8N013451	HAD EQUIPMENT REPLACEMENT	STREET
5070	1991	INTERNATIONAL	4600	1HTSCNKMXMH374218	REPAIR COST EXCEEDS ITEMS VALUE	PARKS
5304	1997	TORO	SAND PRO	30788-70860	DISMANTLED FOR PARTS	PARKS
NA	NA	JOHN DEERE	NA	NA	REPAIR COST EXCEEDS ITEMS VALUE	STREET
6067	1968	ONAN	GENERATOR	2471	CAN NO LONGER OBTAIN PARTS	PC
NA	NA	NEW HOLLAND	520	769411	HAD EQUIPMENT REPLACEMENT	STREET
2132	NA	ODB	LCT6000	10064513	DISMANTLED FOR PARTS	STREET
NA	NA	SMALL	TRAILER	NA	REPAIR COST EXCEEDS ITEMS VALUE	STREET
NA	NA	55 GALLON	DRUM	NA	NO FURTHER USE FOR THIS ITEM	
NA	NA	SMALL	TRAILER	SCRAP ONLY	REPAIR COST EXCEEDS ITEMS VALUE	PC
NA	NA	TIRE	TRAILER	SCRAP ONLY	REPAIR COST EXCEEDS ITEMS VALUE	STREET
2133	NA	ODB	LCT6000	7074749	DISMANTLED FOR PARTS	STREET