

AGENDA

TOWN COUNCIL
COUNCIL CHAMBERS
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
MONDAY, NOVEMBER 4, 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 Hockenberry)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Public Hearing Minutes of October 21, 2019; and Regular Meeting Minutes of October 7, 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.

AGENDA

Regular Meeting – Town Council

Monday, November 4, 2019

15. New Business

- A. Resolution Approving Amendments to the South Windsor Town Council Rules and Procedures (Article V, Section 1 – Agenda)**
(Councillor Snyder)

WHEREAS, the South Windsor Town Council hereby approves amendments to the South Windsor Town Council Rules and Procedures (Article V, Section 1 – Agenda), as shown in attached **Exhibit A**.

16. Passage of Ordinance

17. Public Input/Participation (Any Matter)

18. Communications and Petitions from Council

19. Executive Session

20. Adjournment

ARTICLE V – AGENDA

Section 1 – Preparation

- a. The Clerk of the Council shall be responsible for preparing the Agenda for all meetings of the Council and shall see that copies are distributed to the Members at least forty-eight (48) hours before the meeting.
- b. **During the preparation of the Agenda, there shall be an Agenda Meeting with the Mayor or their designee, the Minority Leader or their designee, the Town Manager or their designee, and the Clerk of the Council or their designee for the purpose of all parties receiving the agenda information at the same time. The Clerk of the Council shall be responsible for preparing and distributing a schedule of times and dates for the Agenda Meetings to the members as listed. The Agenda Meetings shall be at least ninety-six (96) hours before the meeting and at least forty-eight (48) hours before the actual distribution of the agenda to all Members of the Council.**
- c. Items for the Agenda of any meeting of the Council may be submitted at the prior meeting of the Council by the Mayor, the Members, Town Manager, and the Town Attorney.
- d. Additional items for the Agenda may be made by the above persons provided that all such additions be supplied to the Clerk of the Council at least five (5) business days prior to the meeting for which they are intended for consideration. The name of the person submitting an item for Council consideration shall appear on the Agenda after the item submitted.
- e. No item not on the Agenda for a Regular Meeting or Work Session may be taken up at said meeting except as provided in Article XIII, Section 1.
- f. A newspaper or newspapers having a general circulation in the Town shall be advised by the Clerk of the Council on the Agenda for a Council Meeting open to the Public at least forty-eight (48) hours before said meeting.
- g. The Clerk of the Council will provide a list of the New Business Agenda items, as submitted to the Clerk under these Rules, intended for consideration at the next meeting to the Town Council members by email or fax at least three (3) business days prior to the meeting. However, errors, delays, and/or unintentional omissions of the items will not prevent the Council from taking up the items at the Council Meeting, so long as the items are taken up as otherwise provided under these Rules.
- h. The Agenda shall contain the following notice: ***(Amended by Resolution on April 17, 2017)***

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ARTICLE V – AGENDA (Continued)

Section 1 – Preparation (Continued)

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- i. For the purpose of this section, the day of the Town Council meeting shall be considered a business day prior to the meeting.