

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

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July 15, 2019

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

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:00 p.m.

2. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton (arrived at 7:19 p.m.)
Councilor Audrey Delnicki
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Matthew Riley
Councilor Janice Snyder

Others Present: Michael Maniscalco, Town Manager (new)
Matthew B. Galligan, Town Manager (previous)
Morris Borea, Town Attorney

After Roll Call was complete, the Town Council recognized the U19 Boys Soccer Team for winning the State Cup Championship.

Mayor Paterna introduced Michael Maniscalco, who is the new Town Manager.

5. Communications and Reports from Town Manager

Mr. Galligan thanked the present Town Council for a smooth retirement and also thanked all of the past Town Council members. Mr. Galligan informed the public that there are between 150 to 200 people who volunteer on all of the various Boards, Commissions, and Committees in Town. He thanked all of those individuals who volunteer their time to make South Windsor the Town it is. Mr. Galligan thanked the Town staff for their dedication, and Superintendent, Kate Carter, for working closely with him on all of the budgets. Mr. Galligan also thanked his wife, Dorothy and both his sons, explaining that you cannot do this job if you do not have the support of your family. The Council did a great job of hiring an excellent new Town Manager.

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5. Communications and Reports from Town Manager (Continued)

Mr. Maniscalco stated that he appreciated his first day with Matt Galligan, Scott Roberts, and Vanessa Perry showing him around and introducing him to people. It is apparent that the staff and residents that he met truly care about the South Windsor community. Mr. Maniscalco said he looks forward to working with each and every person in Town.

Mayor Paterna informed the Town Council and the public that on Wednesday, July 17, 2019, at 3:00 p.m. there will be a press conference by the Kasheta Farm near 1523 Main Street regarding the hemp farming. There are two other farmers that will be joining the Consortium (Bruce Snow and Bernard Thomas).

Answering questions from the Council, Mr. Galligan stated that it was his understanding that the Council moved the \$50,000 into a Contingency Fund and will review those expenditures before they go out. There will be criteria set up for the use of these funds. Mr. Galligan then stated that Bruce Snow from WellFlowers Farm would be using one acre for hemp farming. If the soils are appropriate, he may have 46 more acres to use for this purpose. After a program is put together, it will be brought back to the Council for input.

Councilor Riley explained that at the last meeting, the Council added a provision into the resolution where the Council is required to approve any expenditures that are used out of the \$50,000. The Council wants to make sure those funds are being used appropriately. Mr. Galligan added that there should also be a provision that if this business goes well and there is monetary gain, the Town should be reimbursed for some of the costs. Councilor Riley explained that it was stated that the Town would receive a return that is no different than any other investors if the Council elected to put funds forth towards this endeavor.

Councilor Maneeley requested that a hard copy of the Hemp Farming presentation be sent to the Council.

Mayor Paterna told the Council that the press release was from Ron Reynolds. After the criteria are set, all farmers involved will be receiving monetary support from the Town, which will be distributed in a fair, equitable way.

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5. Communications and Reports from Town Manager (Continued)

Mr. Galligan explained further that once the criteria are set and approved by the Council, the farmers will probably send bills to the Town Manager. The Town Manager can review the bills to make sure they meet the criteria set by the Council. The Town Council will need to decide whether they would like to see the bills or if the Town Manager will make a decision if the bills should or should not be paid with these funds.

Town Attorney Borea stated that it appeared from the presentation that all of the members of the Consortium are making contributions, either cash or in-kind and that they had valued those contributions. His understanding is that if the Town contributes, an agreement would be signed, including the Town receiving its share of the profits in the future which are above and beyond what was contributed. Attorney Borea recommended that the Town have a contract/agreement for this endeavor which would be above and beyond the resolution.

6. Public Input (Items Not on the Agenda)

Mr. Roy Normen, Homestead Drive, stated he could not believe that the Town would be investing in a business. That is not appropriate for the Town and its taxpayers. It seems like something is wrong if they cannot find another entity to invest \$50,000 into this business.

Mr. Ken Young, 595 Avery Street, informed the Council that the guardrail near his home needs repair.

7. 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 July 1, 2019.

Was made by Councilor Lopez
Seconded by Councilor Snyder
The motion was approved, unanimously

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8. Public Petitions

None

9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council

Councilor Snyder reported that at the Planning & Zoning Commission meeting held on Tuesday, July 9, 2019, an application for Pete's RV Parking, 395 John Fitch Boulevard, received a two year temporary and conditions permit for storage for up to 35 campers. Also, on Scannell Properties, there was a public hearing for a Special Exception to Section 4.4.5(e) for outdoor storage. This public hearing was held open.

Mayor Paterna reported that constructions in under way for both Philip R. Smith Elementary School and Eli Terry Elementary School.

10. Reports from Standing Committees

None

11. Reports of Temporary Committees

Councilor Lydecker informed the Council that a meeting for the Before and After School Care Committee has been scheduled for Wednesday, July 17, 2019, at 5:30 p.m. at the South Windsor Town Hall. There is information coming out that the YWCA (Early Learning Center) is getting a van. When a report is issued regarding this matter, it can be sent to the Mayor. The Mayor can then share the report with the rest of the Council.

Councilor Snyder explained to the Council that Educational Playcare on Ellington Road has not come back to the Planning & Zoning Commission. There is litigation that is happening. Councilor Snyder then informed the Council that there is a daycare in Evergreen Walk that is moving forward.

Town Attorney Morris Borea stated that there are negotiations going on with Educational Playcare.

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12. Public Participation (Items on the Agenda)

Mr. Robert Dickinson, 19 Birch Road, came forward and stated that he supports the proposed Traffic Calming Policy. This policy will eventually help, but the Town needs to take care of immediate problems. Mr. Dickinson requested that the Council suggest to State Legislators to make fines smaller and use full-time photo enforcement.

Mr. Dave Macdonald, 79 Laurel Street, explained that on June 18th residents made comments on the proposed Traffic Calming Policy. On Friday, July 12th Laurel Street residents were notified by Jeff Doolittle, Town Engineer, that the proposed policy was to be brought up for a vote with only the two typos being corrected. No other recommendations from the residents had been considered or addressed. It has become clear that this issue of pedestrian safety is not being addressed. The safety of the residents will not go away. Employees of the Town are not doing what is in the best interest of South Windsor. The Assistant Town Manager informed the residents of Laurel Street that he would ask the Town Council what they wanted to do about Laurel Street, and if the Town Council wants speed humps on Laurel Street, then speed humps would be installed. Laurel Street residents want speed humps installed. The flow chart in the policy needs to be revised to take into consideration the long time lines.

13. Consent Agenda

Councilor Maneeley made a motion to approved Agenda Items 15. A. (*) through 15. B. (*) as the Consent Agenda. Councilor Snyder seconded the motion; and it was approved, unanimously.

15. New Business

***A. Resolution Reappointing William Jodice (R) 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 William Jodice (R) to the Building Code Board of Appeals for a term ending January 1, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

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ITEM:

15. New Business (Continued)

- *B. Resolution Appointing Frank Niederwerfer (R) 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 appoints Frank Niederwerfer (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, to fill the expired term of Neil Caron and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

(Approved by Consent Agenda)

- C. Discussion Item: Update Regarding Emergency Management and the Establishment of an Advisory Committee (*requested by Councilor Snyder*) (*Walter Summers, Fire Marshal, and Scott Roberts, Assistant Town Manager/CIO/Emergency Management to be present*)**

Mr. Walter Summers, Fire Marshal, came forward to give the Council an update regarding Emergency Management. Mr. Summers explained that he and Heather Oatis would be attending a meeting in Hartford with the State of Connecticut on Friday, July 19, 2019. CERT is invited to the next SWERT meeting on Tuesday, July 16, 2019, at the Emergency Operations Center. CERT conducted the sheltering drill at the Community Center. It went well with only a few minor items that need to be addressed. All fifty cots will fit in the Community Center. A new HAM radio antenna has been installed at the Community Center, was tested, and works well. CERT has received their laptop, and they have been holding planning meetings for CERT Day on October 19th at Nevers Park. The Community Center has been stocked with inventory for the shelter. Three more storage bins have been ordered for more supplies that have been stored at Wapping. Two storage bins have been ordered for Facilities to put emergency supplies in for their department. MDA31 Windsor has hired their part-time MDA31 Coordinator, and our Health Department is working with that employee. Final contracts have been signed with Tolland and Coventry for Crisis Tracker. Implementation and training will take place for that software.

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ITEM:

15. C. (Continued)

Mr. Galligan informed that Council that there are three committees that have to be established. There are three individuals interested in serving on the Advisory Committee for Emergency Management. This has been discussed with the new Town Manager, and a background check will be completed. Another committee that needs to be established is for the Hartford Foundation. The South Windsor Foundation is unable to be a part of this Committee because there are elected officials who participate with the Foundation. After discussing this with Mike Maniscalco, it was decided that something would be put in the newspaper requesting volunteers. The last committee is for the Census Track for 2020. Mrs. Lipe, the Director of Planner, will be in charge of this Committee. The committee will be up and running for December. January, February, and March the counts will be done, and a report will be issued by April. The information regarding South Windsor residents is not Foible because the Census Track wants to make sure if there are people here who are illegal, that there be no detrimental feelings towards them and at the same time should be counted so a municipality will have that information. This information cannot be shared with any type of agency.

Answering questions from the Council, Mr. Galligan explained that there are three individuals that will be on the Advisory Committee. Mr. Summers added that one of those members from the public would be the Chairperson for that committee.

Mr. Summers then went on to inform the Council that a policy has been drafted for hoarding and unsanitary conditions. This policy has been reviewed by the Town Attorney. Funds have been approved in the Capital Projects for a new radio system for the Department of Public Works. The Human Services buses are complete and are on the new system. The Department of Public Works trucks are 75% done, and there is a meeting with Marcus Communications on Tuesday, July 16, 2019, to get an update on the final schedule and to review the budget. The Fire Department is in the process of replacing two repeaters. Mr. Summers then informed the Council that Fire Inspector Dan Wasilewski has resigned and has accepted another position in another Town. A new plan for who will be in charge of the Emergency Management will be discussed.

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ITEM:

15. C. (Continued)

Answering questions from the Council, Mr. Summers explained that the establishment of the Advisory Committee would include the disaster plan. Mr. Wasilewski's position will be replaced, which was a full-time position starting in January.

At 8:00 p.m., Mayor Paterna recessed the Regular Meeting in order to hold a Public Hearing. The Regular Meeting was reconvened at 8:02 p.m.

Answering further questions, Mr. Summers informed the Council that Mr. Wasilewski's last day was today.

Councilor Snyder stated that she believes the Town needs an Emergency Management Director. Mr. Maniscalco explained that this issue was discussed today, and will be discussed further with the Fire Marshal.

Mr. Summers stated that the inventory was in good shape. After the summer, departments will be asked if they need anything from emergency management as far as inventory goes. The Community Center will be used as a shelter for family members of First Responders. The number of residents Community Center can handle is 50 or below and for First Responder families. The High School is the main shelter. At the High School, a Ham radio will need to be installed. Both shelters should be complete by next summer.

Mr. Summers informed the Council that if there were a disaster tomorrow, the Town Manager is the Emergency Management Director and would provide the necessary direction of what needs to be done. If either shelter needs to be open, they are both ready. Mr. Maniscalco explained that he has had to open shelters in the past in all types of weather and is confident that South Windsor would be able to have something in place very quickly.

Mr. Summers stated that CERT has a request to run another class in the fall, so South Windsor is reaching out to East Hartford to partner with them to run a class.

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ITEM:

15. C. (Continued)

Answering further questions from Council members, Mr. Summers explained that Wapping would not be used as a shelter, only the Community Center, which is a small shelter and the High School, which is a large shelter. In the October storm, there were approximately 140 people in the shelter which included individuals from other Towns. The generator at that time could not handle the whole school, so the Town was limited what could be run. Since that time, a new generator has been installed, and the whole school could be used if it had to be.

Councilor Riley recused himself from Item 15. D.

D. Resolution Adopting the South Windsor Municipal, Residential and Business Energy Plan

WHEREAS, in its June 2, 2014 Resolution committing to support the Energize South Windsor Initiative, the Town Council pledged “to reduce [the Town’s] municipal building energy consumption 20% by the year 2018 and voluntarily purchase 20% of its municipal building electricity from clean, renewable energy sources by the year 2018; and

WHEREAS, both goals have been met; and

WHEREAS, the Town has realized energy savings in areas such as the conversion of cobra-head streetlights to LED, and through the addition of ammonia and nitrogen removal processes to the sewer plant; and

WHEREAS, the Town reduced its overall energy consumption by 17% between the baseline year of 2010 and calendar 2018; and

WHEREAS, the Town has sponsored two Energize CT programs and two Solarize CT programs for residents, in addition to promoting programs such as C-PACE and Small Business Energy Advantage programs for businesses and non-profits; and

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ITEM:

15. D. (Continued)

WHEREAS, these programs have resulted in a decrease in electricity consumption to commercial, industrial, and residential customers; and

WHEREAS, the Town Council wishes to recognize the expertise and hard work of the Town, Water Pollution Division, and Board of Education staff, as well as the South Windsor Energy Committee in achieving these results; and

WHEREAS, the Sustainable CT program encourages the adoption of a Municipal, Residential and Business Energy Plan to be adopted in the current year and revised when the Plan of Conservation and Development is to be updated in 2023; and

WHEREAS, the South Windsor Municipal, Residential and Business Energy Plan identifies new goals, broken down by categories and, as appropriate, by the departments that manage the respective facilities; and

WHEREAS, the Plan commits the Energy Committee to identify new energy saving projects to be funded by reinvesting the savings from previous energy projects, file periodic progress reports, and continue outreach to the residential and business sectors of South Windsor

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby adopts the South Windsor Municipal, Residential and Business Energy Plan and the energy-related goals for calendar year 2023 identified in the South Windsor Municipal, Residential and Business Energy Plan.

Was made by Councilor Snyder
Seconded by Councilor Maneeley

Councilor Snyder explained that this energy plan had been worked on for a while. Mr. Wagner has been the Chairman since the Committee began. Mr. Wagner has done an exceptional amount of hard work putting this plan together, and the Committee reviewed it and suggested changes and amendments. The Town can submit this plan to Sustainable CT to receive points. Councilor Snyder stated that she would be supporting this plan.

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ITEM:

15. D. (Continued)

Councilor Maneeley stated that she is very impressed with the plan. It is easy to read and laid out nicely.

Mr. Wagner, Chairman of the Energy Committee, came before the Council and answered all of the questions that were raised at the last Town Council meeting.

Mayor Paterna thanked the Energy Committee for a great plan.

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

E. Discussion Item: Pedestrian Crossing at 989 Ellington Road (Mill on the River) *(requested by Town Manager, Matthew B. Galligan) (Jeff Doolittle, Town Engineer to be present)*

Mr. Jeff Doolittle, Town Engineer, came before the Council and explained that the Rectangular Rapid Flash Beacon Crosswalk Warning System would be hard-wired into the utility grid. The units on both sides of the road would be wired together so that they would work together. This plan was approved by the State. Mr. Doolittle stated that he had requested costs for this system from three companies, but only received costs from two of the companies. Based on the lowest estimate, the cost is \$35,000. The Town is responsible for the maintenance of this equipment which was part of an agreement with the State of Connecticut.

Answering questions from the Council, Mr. Doolittle explained that there would be a Rectangular Rapid Flash Beacon Crosswalk Warning System on both sides of the street. The systems have warning signs on them, and there will also be signs put up 300 to 400 feet from the system, letting motorists know there is a pedestrian crossing ahead. This crosswalk is on a State road and the State will not enter into an agreement for maintenance with a private business, but will only enter into an agreement with the Town to maintain this equipment. The parking lot was approved by the Planning & Zoning Commission in 2004, and at that time the Planning & Zoning Commission required warning lights there.

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15. E. (Continued)

Mr. Doolittle informed the Council that the equipment will take 8-12 weeks to get, so the Town is still a couple of months away from the equipment being installed.

At 8:30 p.m., Mayor Paterna recessed the Regular Meeting in order to hold a Public Hearing. The Regular Meeting reconvened at 8:34 p.m.

F. Resolution Regarding the Pedestrian Crossing at 989 Ellington Road (Mill on the River)

WHEREAS, the Mill on the River Restaurant at 989 Ellington Road obtained approval for and installed a pedestrian crosswalk across Ellington Road (CT Rte. 30) from their main parking lot to an overflow parking lot across the street in 2004-2005, and this installation included warning signs and flashing lights that notify motorists of pedestrians using this crosswalk, to improve pedestrian safety; and

WHEREAS, the Connecticut DOT approved this crosswalk and associated warning signs and flashing lights with the condition that the Town of South Windsor own, maintain and pay for the operation of the signs and flashing lights; and

WHEREAS, the in-pavement flashing lights stopped working, were removed and need to be replaced with new post mounted flashing lights, and the warning signs need to be updated to current standards; and

WHEREAS, the Town's Traffic Engineer has completed a plan to install a set of Rectangular Rapid Flash Beacons (RRFB) and new warning signs at this crosswalk and this plan has been reviewed and approved by the Connecticut DOT; and

WHEREAS, the Town has developed a cost estimate to purchase and install the approved RRFB and associated signs, wiring and equipment as shown on the plan of \$35,000; and

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ITEM:

15. F. (Continued)

WHEREAS, the RRFB equipment can only be obtained and installed by a few contractors; and

WHEREAS, the proposal obtained is very close to the Engineers estimate and it does not seem likely that better pricing would be obtained by competitive bidding

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby authorizes the transfer of \$35,000 from Contingency Fund to a project account to purchase and install new RRFB warning lights, warning signs and associated equipment as shown on the plan for the pedestrian crosswalk by 989 Ellington Road (CT Rte. 30), and waives competitive bidding for the purchase and installation of this equipment; and

BE IT FURTHER RESOLVED that the Town Council authorizes the Town Manager to sign any agreements necessary to hire a contractor to perform this work.

Was made by Deputy Mayor Pendleton
Seconded by Councilor Delnicki

Mr. Doolittle informed the Council that the total estimate of this project is for a maximum of \$35,000.

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

G. Resolution Approving the Traffic Calming Policy

WHEREAS, the Town of South Windsor Local Road Safety Committee including members of the South Windsor Police, Fire, Public Works, Planning Department and Board of Education has developed a Neighborhood Traffic Calming Policy as a guide to handle resident traffic concerns and complaints; and

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ITEM:

15. G. (Continued)

WHEREAS, a public hearing was held on June 18, 2019, at which time, the Town Council obtained public input on the draft Neighborhood Traffic Calming Policy; and

WHEREAS, the Town Council thinks the Neighborhood Traffic Calming Policy will help serve the best interests of the users of Town streets including drivers of all motor vehicles, pedestrians, bicyclists, and residents

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby approves the Neighborhood Traffic Calming Policy dated April 29, 2019.

Was made by Councilor Delnicki
Seconded by Deputy Mayor Pendleton

Councilor Snyder voiced her concern regarding the long time frames that are in the policy and flow chart and would like to see a reduction in the time frames. Mr. Doolittle explained that these time frames are maximums and depend on how ready the neighborhood is as well as if funding is available. This is a new process, and it may be found that changes need to be done on the policy. Also, because this is a new process, there is no funding in the budget. As far as Laurel Street goes, the Police Department did their initial 30-day review of Laurel Street. The Town did not move on doing anything because it was felt a policy should be in place and also because we were going into the winter, we did not want to make any changes at that time. The Town feels that Laurel Street, Willow Street, Oak Street, and other connecting streets should also be reviewed.

Mayor Paterna felt that the flow chart could be eliminated from the policy and that the Council should include in the resolution a six-month review of the process.

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ITEM:

15. G. (Continued)

Mr. Doolittle explained to the Council that a neighborhood is defined on where traffic goes or could go in that area. A collector road or arteria roads are designed to handle more traffic, and that is where you want most of your traffic to go, and not on your residential roads.

Mr. Doolittle stated that funds could come from the operating budget, contingency, or capital project and would be needed for the traffic study, to develop options for traffic calming, and to implement the traffic calming elements.

Deputy Mayor Pendleton reviewed the steps in the policy and stated that not all issues would go through the whole process. Deputy Mayor Pendleton felt that a review of this policy should be done in six months.

Answering further questions from the Council, Mr. Doolittle stated that the best way to streamline this process is for all parties involved to work together. If a road is denied to go through the process or there is no funding, the fallback for these cases would be enforcement and education by the Police Department. The other option, if there is no funding, is to put the project aside until there is funding. If there is a dangerous situation, that matter will be brought back to the Council and funds will be requested. At this time there are two complaints that the Town has heard about, one is on Laurel Street, and the other one is on Orchard Hill Drive. Mr. Doolittle suggested that as the Council feels fit, funds could be put into the budget each year for this process.

Mr. Maniscalco stated that the Town doesn't want to react to every single individual complaint with the whole study. I believe the Police Department has been out to Laurel Street and they have some information and data that can be referred back to. If the Police Department voiced a real concern on a certain street, the Town would do everything on that day to alleviate that safety issue. The challenge at this time is the funding to do a traffic study. The streets that have been discussed tonight regarding safety issues can be addressed through this policy at this time.

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ITEM:

15. G. (Continued)

Mr. Doolittle felt that the flow chart should not be eliminated from the policy because for certain people, it is better for them to look at a flow chart to understand the process.

Councilor Snyder made a friendly amendment to put the maximum in front of anywhere there is a time line on the flow chart. Councilor Delnicki and Deputy Mayor Pendleton both accepted the friendly amendment.

Mayor Paterna made a friendly amendment to insert language into the resolution to have the policy come before the Town Council in six months for review. Councilor Delnicki and Deputy Mayor Pendleton both accepted the friendly amendment.

Mr. Dave Macdonald, 79 Laurel Street, requested that prefabricated speed humps be installed on Laurel Street during the Traffic Calming Policy process until a permanent solution is found.

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

The Resolution the read as follows:

WHEREAS, the Town of South Windsor Local Road Safety Committee including members of the South Windsor Police, Fire, Public Works, Planning Department and Board of Education has developed a Neighborhood Traffic Calming Policy as a guide to handle resident traffic concerns and complaints; and

WHEREAS, a public hearing was held on June 18, 2019, at which time, the Town Council obtained public input on the draft Neighborhood Traffic Calming Policy; and

WHEREAS, the Town Council thinks the Neighborhood Traffic Calming Policy will help serve the best interests of the users of Town streets including drivers of all motor vehicles, pedestrians, bicyclists, and residents

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ITEM:

15. G. (Continued)

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby approves the Neighborhood Traffic Calming Policy dated April 29, 2019, **and requests that a member of the Local Road Safety Committee comes to a Town Council meeting in six months to review how the Neighborhood Traffic Calming Policy is functioning.**

H. Resolution Approving the Addressing Policy

WHEREAS, the Town of South Windsor Staff, including members of the South Windsor Police, Fire Marshal, Planning Department, Assessor, Health Inspector, Public Works Department, and Information Technology, has developed an Addressing Policy to serve as a guide to Town Staff in maintaining existing address data and establishing new addresses for the Town; and

WHEREAS, this policy establishes the formal processes of creating, preserving, and enforcing the Town address data standards to record accurate location information for use by all departments servicing the residents and businesses of South Windsor; and

WHEREAS, the Town Council believes the Addressing Policy will help serve the best interests of the residents and businesses in Town and provide valuable data that will help emergency services and other Town Departments to efficiently and accurately respond to an emergency or call for service on any property in Town

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby approves the Addressing Policy dated June 2019.

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

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ITEM:

15. New Business (Continued)

I. Discussion Item: Pending List (requested by Town Manager, Matthew B. Galligan)

Mr. Galligan reviewed the items on the pending list as follows:

- Amazon Lockboxes at Geissler's and Stop & Shop – Stop & Shop is concerned about the liability of the boxes. Geissler's is going to be in the process of renovating. At this point, the Town should not be involved. This item should be eliminated from the pending list.
- Update of open space property priority list – This item is being worked on.
- Discussion item for a future Town Council meeting regarding the Capital Projects Budget and how to move maintenance items to the operating budget – This is a budgeting item and should be done during the budget process. There could be a special reserve fund established.
- Update regarding the anaerobic digester, curbside composting, and any new programs that the Town's present trash hauler may propose – Will need to find companies that do not use the Southington facility to make sure there would be enough business to have a small facility in South Windsor. There was a company that takes composting food, and this could be done at the Town Garage.
- Establishment of an Ordinance concerning fuel cell permit fees – Fuel cells are made in a factory and should not be required to pay permit fees. The Council could resolve this issue with a permanent resolution or an ordinance.
- Presentation on the South Windsor Public Library's Strategic Plan – This item is not complete yet.

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ITEM:

15. I. (Continued)

- Vacant buildings to be put on the Town website – The Town tried to do this once before, but the local real estate agents were upset because their commissions were jeopardized. The best way to list these buildings would be to become a member of CERC (Community Economic Resource Center). The Assessor could then send a list of vacant buildings to them, and it could be part of our economic development. There could be a link on the website. This will need to be explored with Town Manager Mike Maniscalco.
- Check to see if Town's with CREC schools have a reduction in their ECS Funding – A report has not been issued to the Town yet, but the indication is yes, if you have a CREC school in your Town, the ECS Funding does go directly to the school. Will get that information from Mary Glassman.
- Schedule a Before and After School Care Sub-Committee Meeting – There is a meeting scheduled for Wednesday, July 17, 2019. There is a daycare going into Evergreen Walk which will take care of the Orchard Hill Elementary School. The YWCA is trying to expand its program. Two other locations are being looked at if the daycare on Ellington Road cannot be established there.

Mr. Galligan also reported that there are four employees that will be able to access the Buxton Group's website to look at various programs. Those individuals are the Mike Maniscalco, Town Manager; Matthew Galligan, Economic Development Coordinator; Scott Roberts, Assistant Town Manager; and Michele Lipe, Director of Planning. The Buxton Group has identified three trade areas which are Evergreen Walk, Sullivan Avenue, and John Fitch Boulevard. There are twenty companies that have been identified and will receive business packages. Discussions will be held with these companies to try to bring them to the trade areas in South Windsor.

Mr. Galligan then explained that the Buxton Group has an office in Las Vegas, which can be used during the Economic Development Conference. They also have buildings in New York and Boston. This will help with meetings for economic development. The Buxton Group also has twenty community licenses which developers can be issued to help with economic development in South Windsor.

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ITEM:

16. Passage of Ordinance

A. Resolution Adopting the Proposed Amendment to Ordinance #64 – Street Numbering Ordinance

BE IT RESOLVED that the South Windsor Town Council hereby adopts the proposed Amendment to Ordinance #64 – Street Numbering Ordinance, as shown in attached **Exhibit A**.

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

B. Resolution Adopting the Establishment of a Proposed Ordinance Titled, “Designated Wildlife Protective Areas”

BE IT RESOLVED that the South Windsor Town Council hereby adopts the establishment of a proposed Ordinance titled, “Designated Wildlife Protective Areas,” as shown in attached **Exhibit B**.

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

17. Public Input/Participation (Any Matter)

None

18. Communications and Petitions from Council

Mayor Paterna informed the Council that he is working with a student to put together information regarding veterans. Also, working with Steve Lewis, who is a Boy Scout Troop Leader who would like to put together a forum on Climate Crisis in August. There is also a student who would like to organize a “Day of Service” in South Windsor. Mayor Paterna stated that the State had passed a plastic bag ban which will go into effect in 2021. By August 1, 2019, all stores will be charging ten cents for a plastic bag at the checkout line.

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ITEM:

18. Communications and Petitions from Council (*Continued*)

Councilor Hockenberry explained that she works with students at the High School, and they will be making reusable bags out of t-shirts. These bags will be sold at the Farmers Market.


19. Executive Session

None

20. Adjournment

At 9:35 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

STREET NUMBERING ORDINANCE

(Amending Ordinance #64)

ARTICLE IV. - NUMBERING OF STRUCTURES [2]

Sec. 86-116. – Required.

It shall be the duty of the Town Manager or the designated Town staff member to enforce the Town Addressing Policy and assign a number to every residential, commercial, industrial or other structure located on premises within the town except those structures designated as inapplicable in the Town Addressing Policy. Every owner, agent, lessee, or occupant shall ascertain from the Town Manager or the designated Town staff member the address number assigned to each structure owned, possessed, or controlled by them and shall place that number upon each structure in the manner provided in section 86-117. Addresses shall not be changed unless approved by the Town Manager or the designated Town staff member in accordance with the Town Addressing Policy.

(Code 1978, § 6-800)

Sec. 86-117. - Method of numbering structures.

New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street fronting the property. Address numbers shall comply with standards as set by the current State of Connecticut Fire Prevention Code. All numbers shall be of durable metal, glass or plastic or may be painted of neat design with durable material. Numbers made of perishable materials such as wood, paper or cardboard shall not comply with this article. Address numbers for suites within a multiple tenant building or complex shall be individually identified in a manner approved by the Town Manager or the designated Town staff member in accordance with the Town Addressing Policy.

(Code 1978, § 6-801)

Sec. 86-118. - Penalty for violation.

Any person, whether owner, agent or occupant, who shall fail or refuse to file an application pursuant to the Town Addressing Policy or fails or refuses to correctly number any house or other building owned, occupied or controlled by that person or who shall willfully remove, obliterate, conceal or obscure any house number shall receive a written notice of violation from the Town Manager or a designated Town staff member. The notice of violation shall state the violation and the date said violation shall be remedied, not to exceed ten (10) days from the date of said notice. Upon failure to remedy the violation or commence corrective action to the satisfaction of the Town Manager or a designated Town staff member within the time specified in the notice, the Town Manager or a designated Town staff member shall issue a citation as provided for in Connecticut General Statutes § 7-148 and shall impose a fine of \$25.00. Repeat offenders shall be issued additional citations and fined \$50.00 without first receiving a notice of violation. Additional citations shall be issued no more frequently than seven (7) days following a prior citation.

(Code 1978, § 6-802)

ARTICLE VII – DESIGNATED WILDLIFE PROTECTIVE AREAS**Sec. 86-166 – Purpose and Intent.**

The purpose of this ordinance is to protect the safety and general welfare of ground nesting wildlife species from predation by domestic animals commonly accompanying citizens utilizing Town owned open space for passive recreation.

Sec. 86-167 – Applicability.

This ordinance shall apply to all open space properties owned by the Town that have been designated as a Wildlife Protective area by the South Windsor Town Council by Resolution, including Resolutions adopted prior to the passage of this ordinance.

Sec. 86-168 – Prohibited Conduct.

All persons are prohibited from entering a designated Wildlife Protective Area with and/or accompanied by a dog, either on or off leash, and such use is not authorized on said property and violators are subject to being ejected from the property.

Sec. 86-169 – Penalties for offenses.

The first violation of this ordinance shall be punished by a fine not to exceed \$100.00. The second violation by any person or entity of any provision of this ordinance shall be punished by a fine of \$175.00. Subsequent violations of any provision of this ordinance shall be punished by a fine of \$250.00

Sec. 86-170 – Enforcement.

- (a) Any person aggrieved by an act constituting a violation of this chapter may complain to the South Windsor Police Department which shall enforce these provisions, with or without complaint.
- (b) This chapter shall be enforced by citations issued by the designated municipal officers or employees in accordance with C.G.S. §§ 51-164m and/or 51-164p violations of municipal ordinances (penalty greater than \$90.00 but not more than \$250.00.)
- (c) The appeal of any such infraction ticket issued for violation for municipal ordinance shall be in the centralized infraction bureau and Connecticut Superior “Court system pursuant to C.G.S. §51-16n.

Sec. 86-171.- Severability.

All provisions of the Charter, ordinances and/or any applicable laws(s) which are more stringent than those set forth herein, remain valid and may be enforced in addition to the provisions of this chapter. If any section, paragraph, sentence, clause or phrase of this article or any part thereof, is for any reason held to be unconstitutional or invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portion of this article or any part thereof.