

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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November 4, 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
Councilor Audrey Delnicki
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Members Absent: Councilor Matthew Riley

Others Present: Michael Maniscalco, Town Manager

5. Communications and Reports from Town Manager

Mr. Michael Maniscalco, Town Manager, wished the Town Council the best of luck in the tomorrow's election.

6. Public Input (Items Not on the Agenda)

None

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: Public Hearing Minutes of October 21, 2019.

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

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ITEM:

8. Public Petitions

None

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

None

10. Reports from Standing Committees

None

11. Reports of Temporary Committees

None

12. Public Participation (Items on the Agenda)

None

13. Consent Agenda

None

14. New Business

None

15. New Business

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

(Resolution Continued on Next Page)

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ITEM:

15. A. (Continued)

BE IT RESOLVED that 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**.

Was made by Councilor Snyder
Seconded by Deputy Mayor Pendleton
The motion as approved, unanimously

16. Passage of Ordinance

None

17. Public Input/Participation (Any Matter)

None

18. Communications and Petitions from Council

Councilor Hockenberry, Councilor Lydecker, Councilor Lopez, and Deputy Mayor Pendleton thanked all of the members of the Town Council for working together and wished all Council Members good luck in the Municipal Election on November 5, 2019.

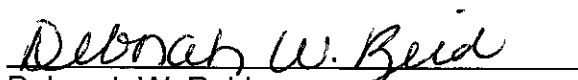
19. Executive Session

None

20. Adjournment

At 7:12 p.m., Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,


Deborah W. Reid
Clerk of the Council

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)***

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:

ARTICLE V – AGENDA (Continued)

Section 1 – Preparation (Continued)

Item #5:

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

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