

**Minutes
Windsor Town Council Meeting
Town Hall
April 12, 2016**

The Windsor Town Council met in regular session on April 12, 2016 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. She asked for anyone with cell phones to please turn them off. She asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Durwood V. Scott
Patty Flemming
Tony Ambrose

Mayor Richardson asked Councilwoman Flemming to lead the Pledge of Allegiance.

Mayor Richardson recognized Glyn Willis who serves on the Planning Commission, Karita Suiter who served on the Board of Zoning Appeals, and Joel Acree, Isle of Wight County Board of Supervisors member representing the Windsor District. She thanked them for attending the meeting.

Mayor Richardson said that Karita Suiter is moving to Chesapeake, Virginia and will not be able to continue to serve on the Board of Zoning Appeals (BZA). She thanked Ms. Suiter for her many years of service and dedication to the Town of Windsor.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Fiscal Year 2014-2015 Audit Presentation

Mayor Richardson asked Diane Smith, auditor for the Town, to come forward at this time to present the 2014-2015 Town of Windsor audit.

Mrs. Smith briefly explained the five sections of the audit report, which are the Introductory Section, Financial Section, Individual Statements, Statistical Section, and the Compliance Section. She reviewed the Government-wide Statement of Net Assets with Council. She reported that total net assets for the Town are \$5,261,040. Mrs. Smith then reviewed the Government-wide Revenues with Council. She said total revenues for Governmental and Water Funds are \$2,387,709. She reviewed the Government-wide expenses with Council as it was summarized by departments. She reported that the total expenses for Governmental and the Water Fund are \$1,747,863. Mrs. Smith stated that

the depreciation entry that is made each year is what affects the bottom line in the Water Fund.

Mrs. Smith continued the review by briefly explaining the General Fund and Water Fund Revenue and Expenses actual to budget. She reported that the Town's legal debt margin is \$19,355,863. Mrs. Smith concluded by reviewing the Statement of Auditing Standards with Council. She asked if anyone had any questions.

Councilman Edwards noted several minor discrepancies in the audit report including incorrect totals on pages 4 and 5. Mrs. Smith said that the incorrect totals have been corrected and she will make the other corrections.

Mayor Richardson thanked Mrs. Smith for attending the meeting and presenting the 2014-15 audit report.

Windsor District Supervisor Joel Acree thanked Mayor Richardson for her tireless efforts in addressing the concerns that citizens have regarding the U.S. Route 460 project and the proposed northern bypass. He also reported that the County has scheduled a work session for Thursday, April 14, 2016 at 10:00 a.m. to discuss the 2016-17 Proposed Operating Budget. He said that Mr. Sanford (Sandy) Wanner, Interim County Administrator, is proposing a \$.03 real estate tax increase to help fund projects such as the Public Safety Radio System. He thanked Mayor Richardson and Mr. Stallings for working with the Board regarding the County Water Deal which will ensure that citizens will have water for the next generations to come. Supervisor Acree said he is always available to answer questions that citizens may have.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the March 8, 2016 Council meeting, the minutes of the March 22, 2016 Council work session, the Police Chief's report, and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda. Councilman Scott noted a correction to the March 22, 2016 work session minutes stating that the gazebo "park" will be named after Mr. Wesley Garris not the gazebo.

Councilwoman Flemming made a motion to adopt the Consent Agenda with the aforementioned amendment to the March 22, 2016 work session minutes. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the month of March is before Council for review. She asked if there were any questions.

Councilman Edwards made a motion to accept the Treasurer's report. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Budget Transfer – Water Fund

Mayor Richardson said there is a need for a budget transfer within the Water Fund to replace the batteries in the electric cart currently used by the maintenance department. The cost of the batteries is approximately \$700. She said the request is to transfer \$1,000 from account 4-200-42000-6007 System Maintenance and Repair to account 4-200-42000-3312 Equipment Maintenance and Repair. Mr. Stallings explained that the additional \$300 will cover additional expenses that may occur during the year. Council discussed the purchase of a new gas powered utility cart in the next budget year.

Councilwoman Flemming made a motion to approve a budget transfer in the amount of \$1,000 from account 4-200-42000-6007 System Maintenance and Repair to account 4-200-42000-3312 Equipment Maintenance and Repair. Vice Mayor Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Budget Transfer – General Fund

Mayor Richardson said there is also a need for a budget transfer within the General Fund to purchase new police uniforms for the Windsor Police Department. She said the request is to transfer \$3,500 from account 4-100-31100-6008 Fuel to account 4-100-31100-6004 Equipment.

After discussion, Councilman Willis made a motion to approve a budget transfer in the amount of \$3,500 from account 4-100-31100-6008 Fuel to account 4-100-31100-6004 Equipment. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Council's Discussion of Citizens' Concerns

Councilwoman Flemming said that several citizens have expressed that they would like to see Isle of Wight County partner with the City of Suffolk to save money regarding the \$11,000,000 new Public Safety Radio System. Mr. Stallings said that the option to partner with the City of Suffolk is currently being explored. Mayor Richardson suggested that concerned citizens contact Supervisor Acree to discuss their suggestions regarding this issue.

Councilman Scott said he was approached by a resident on Watson Street with drainage issues. He said VDOT is not taking responsibility, and the Town is not taking responsibility, therefore, the resident is left with the problem. He stated that money needs to be set aside and grants need to be pursued to help residents resolve these drainage problems. Mr. Stallings said that Mr. Carney is working with the County on possible funding sources and programs that are available to help with these drainage problems. Council continued to discuss drainage issues and possible solutions.

Councilman Willis reported that VDOT put rocks in a hole on the east end of Lovers Lane near U.S. Route 460, and the rocks have washed into the road causing a safety hazard. Mr. Stallings said he would report this issue to VDOT.

Town Manager's Report

Firearms Ordinance

Mr. Stallings reported that as directed, he and Chief Riddle reviewed firearms ordinances from surrounding jurisdictions as well as from Towns across the State. He said that the ordinances vary greatly from locality to locality. Mr. Stallings and Chief Riddle recommended adding black powder rifles as an exception due to the State of Virginia allowing them to be used for hunting purposes.

Mr. Stallings said the alternative for consideration is to allow rifles chambered in .22lr rimfire to be fired within Town limits as long as the other conditions set forth in the ordinance are met. He said that adding this language would be a good compromise to allow residents the ability to shoot .22lr rimfire rifles while still restricting the larger caliber rifles from use within the Town.

After discussion regarding safety issues with shooting rifles within Town, Councilman Edwards made a motion to set a public hearing at the May 10, 2016 Council meeting to consider public comments regarding adding language to the firearms ordinance allowing black powder rifles and rifles chambered in .22lr rimfire to be fired within the Town limits as long as the other conditions set forth in the ordinance are met. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Town Code Update

Mr. Stallings reported that in accordance with the Town Code update schedule, he has completed his review of Sections 1-12 of the Town Code. He recommended in Section 9-1, first paragraph, to add "or natural or manmade disaster" after civil obedience. This will allow states of emergency to be declared for more than just civil disobedience or mobs. He also recommended removing Section 12-2 which would then allow funds to be deposited in a bank outside of the Town of Windsor if necessary.

Councilman Edwards noted that Section 3.7, second paragraph of the Charter, states that "At the first meeting of the council in January of each even-numbered year, the council shall elect from its members a vice-mayor who shall serve for a term of two years. He said this should be revised to read "odd-numbered" year. Council agreed with the revisions and suggested submitting all Charter revisions to the General Assembly in one batch after the review is complete.

Spring/Fall Cleanups

Mr. Stallings said in the past, Council has discussed moving to one cleanup a year instead of two. He said he would like Council to consider moving to one cleanup day a year as the two cleanups are not as successful as they have been in the past. He said that each cleanup costs approximately \$1,000 based on how much is collected and an additional \$300 on postage. After discussion, Council agreed to cancel both cleanups for a trial period of a year and document any feedback received from residents. Mayor Richardson asked Mr. Stallings to put this information on the website to notify the residents of the change.

Action List

Mr. Stallings reviewed the action list for the month of March with Council. Councilman Scott suggested that the Town receive bids for curb and gutter design for Church Street/Shiloh Drive sidewalks. Mr. Stallings said he will have the engineering firms include curb and gutter design in their bids.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He noted that there will be a budget work session April 26, 2016 at 5:30 p.m.

Trash Collection

Mr. Stallings explained that the AAA average fuel price for Virginia will be used as the standard. He said that a chart is enclosed showing what the fuel surcharge would be based on the price per gallon.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson thanked Vice Mayor Bryant, Council and Staff for filling in for her while she was out sick. She reported that the interior painting at the Windsor Town Center should be completed by the end of the week. She said that the Women's Club will be having their Spring Craft Fair along with an Open House at the Windsor Town Center on Saturday, April 30, 2016 from 9:00 a.m. to 3:00 p.m.

Mayor Richardson explained that elections will take place this November, and petitions need to be submitted six months in advance for anyone who is interested in running. She said the forms are available at the Isle of Wight County Registrar's office. She said she will be sending this information to the local newspapers to keep the citizens informed.

Mayor Richardson reported that she is continuing to attend meetings regarding the U.S. Route 460 project and the County's Water Agreement.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

Mayor Richardson said she mentioned that Karita Suiter is moving to Chesapeake, Virginia and will not be able to continue to serve on the BZA. After discussion, it was the consensus of Council to recommend Devon Hewitt to the Circuit Court Judge to be appointed as Ms. Suiter's replacement. Mayor Richardson said that Mr. Hewitt has been a certified Planning Commissioner for several years and served on the BZA. She said he resigned due to moving out of Town but has recently moved back to the Town of Windsor. Mayor Richardson asked staff to send the recommendation to the Circuit Court Judge to begin the proceedings of having Mr. Hewitt appointed.

Councilman Willis stated that Ms. Suiter has served the community for most of her life and should be highly commended for her civic commitment to the Town of Windsor.

New Business

None

Closed Session

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters to discuss performance evaluations and A-3 discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Willis made a motion to go back into regular session. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Scott made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Council discussed the future of the Windsor Town Center.

Councilman Willis made a motion to adjourn. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 9:20 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 12, 2016

Motion #	Flemming	Edwards	Ambrose	Bryant	Willis	Scott	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk