

**Minutes
Windsor Town Council Meeting
Town Hall
April 9, 2019**

The Windsor Town Council met in regular session on April 9, 2019 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Durwood Scott
 Greg Willis
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 George Stubbs

Councilwoman Blankenship led the Pledge of Allegiance.

Public Hearing

Mayor Willis said there is a public hearing tonight to consider a change in the polling location for Town elections. He asked Mr. Stallings to give a summary.

Mr. Stallings explained that the public hearing is being held to consider a change in the polling location for Town elections from its current location at the Windsor Volunteer Fire Department located at 80 East Windsor Boulevard; Windsor, Virginia to the Windsor Town Center located at 23361 Courthouse Highway; Windsor, Virginia.

Mr. Stallings recommended that after the public hearing, Town Council consider the adoption of the attached ordinance enacting Chapter 1, Article III, Section 1-6. Polling Location into the Town Code of the Town of Windsor.

Mayor Willis opened the public hearing. He asked for any persons wishing to speak in favor of the polling location change to come forward at this time. There were none. He asked for any persons wishing to speak in opposition of the polling change location to come forward, and hearing none he closed the public hearing. He said it is now open for discussion among Council.

Councilman Greg Willis asked if Mr. Stalling anticipated any cost to the Town regarding this proposed change to the polling location. Mr. Stallings said he does not anticipate any cost to the Town. He said he met with the Board of Elections, and their only concern was parking. He explained that the heaviest flow of traffic for elections is before school hours and after school hours due to most work schedules; therefore, parking should not be an issue.

Mr. Stallings added that the Isle of Wight County Parks and Recreation Department has agreed to block all meeting room rentals on election days.

Councilman Stubbs noted that several citizens have contacted him regarding the proposed change to the polling location. He said they have expressed their concerns with limited parking and the distance that senior citizens may have to walk if the parking lot is full.

Councilman Stubbs suggested some type of concession, such as a shuttle, for those who are not physically able to walk long distances. Mayor Willis suggested that most of the parking spaces at the front of the Town Center be designated for those who need assistance on election day. Mr. Stallings said he will discuss this issue with the Board of Elections and also suggest that the polling staff park further away to allow for closer parking for those who need assistance.

Councilman Greg Willis made a motion to adopt the attached ordinance enacting Chapter 1, Article III, Section 1-6. Polling Location into the Town Code of the Town of Windsor which states: The official polling location for all elections for office in the Town of Windsor shall be the Windsor Town Center located at 23361 Courthouse Highway, Windsor, Virginia. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Delegations, Public Comments and Citizens' Concerns

Albert Burckard – Petition to the Federal Aviation Administration

Albert Burckard, Vice President of the Isle of Wight Citizens' Association, presented Council with a petition from the Citizens' Association to the Federal Aviation Administration (FAA) to rename the airport in Carrsville, Virginia to "Western Tidewater Regional Airport." He said the City of Franklin is proposing to change the name of the airport from "Franklin Municipal Airport" to "Franklin Regional Airport."

Mr. Burckard stated that the airport is not located in the City of Franklin, but is entirely within the boundary of the Carrsville election district of Isle of Wight County. Mr. Burckard noted that the City of Franklin does not pay taxes or storm water fees to Isle of Wight County.

Mr. Burckard explained that the name "Western Tidewater Regional Airport" is much more inclusive and expansive than the current name proposed by the City of Franklin and will best represent the economic interests of the other larger municipalities that this airport serves.

Mr. Burckard asked Council to contact the FAA if they feel that "Western Tidewater Regional Airport" is a better suited name for the airport located in Carrsville, Virginia.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the March 7, 2019 Council Planning Meeting, the minutes of the March 12, 2019 Council meeting, the

Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Vice Mayor Scott noted a correction to the minutes of the March 12, 2019 Council meeting on page 7, paragraph 1 & 4 under Economic Development Authority Report. He said the spelling of "Michelle" should be corrected to show "Mischelle."

Councilman Stubbs made a motion to adopt the Consent Agenda with the aforementioned correction. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the month of March is before Council for review. She reported that Aaron Hawkins, Town Auditor, contacted her on Monday, April 8 to request additional accounts payable liability items. She said the draft audit is still on track to be presented at the May 14, 2019 Council meeting.

Councilwoman Blankenship suggested that Mrs. Jernigan contact Mr. Hawkins and tell him that based off the conversation at the March 12, 2019 meeting, Council's expectation is that the draft audit report will be available in time for the May 14, 2019 meeting.

Councilwoman Blankenship noted that the Treasurer's report seems to be in a different format and more difficult to read. Mrs. Jernigan explained that she included a more detailed report instead of the summary report. Mrs. Jernigan said she would like feedback from Council regarding the format they would prefer. Council agreed by consensus to have Mrs. Jernigan include the summary report instead of the detailed report going forward.

Mrs. Jernigan gave an update on the tax conversion and the bank reconciliation/cash management conversion.

Councilman Bernacki made a motion to approve the Treasurer's report. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council's Discussion of Citizens' Concerns

Councilman Bernacki said he was approached by two citizens who suggested that giving the airport a name tailored to this region would help support growth to this area.

Mr. Burckard agreed with these citizens and recommended that they contact Amanda Jarratt, the Franklin City Manager, as well as the FAA, to voice their opinions and suggestions for a name that is tailored to this region.

Vice Mayor Scott said he agrees that the name of the airport should be tailored more to this region, but the airport belongs to the City of Franklin; therefore, we can only make suggestions.

Town Manager's Report

Budget Transfer - Police Department

Mr. Stallings reported that Chief Riddle is requesting a budget transfer of \$2,000.00 from the Vehicle Maintenance line item 100-31100-46005 to his Office Operations/Supplies line item 100-31100-46001 to allow for the purchase of replacement office furniture. He said this transfer is needed to allow the police department (PD) to replace hand me down furniture that was obtained when the PD moved into their building several years ago.

Mr. Stallings said it was suggested that he contact Safeco to see if they would like to partner with the Town regarding the replacement of the office furniture. He said he would contact Safeco if Council is in agreement with the budget transfer. Mr. Stallings recommended that Council approve this budget transfer.

Councilwoman Blankenship asked if the police department is no longer anticipating vehicle maintenance before the end of the fiscal year. Mr. Stallings said most of the vehicles are under factory warranty, and he does not anticipate any major issues before the end of the fiscal year.

After further discussion, Vice Mayor Scott made a motion to approve a budget transfer of \$2,000.00 from the Vehicle Maintenance line item 100-31100-46005 to the Office Operations/Supplies line item 100-31100-46001. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Windsor Town Center Advisory Board

Mr. Stallings explained that a Windsor Town Center Advisory Board committee was formed at the March 12, 2019 Council meeting. He said the committee members are Councilwoman Blankenship, Councilman Greg Willis, and himself. He said Council asked this committee to develop a recommendation on how to move forward with the Windsor Town Center Advisory Board (WTCAB).

Mr. Stallings said the committee met on March 18, 2019 and recommended revisions to the WTCAB by-laws. He said the changes would reduce the size of the WTCAB to 5 voting members. The membership would consist of 2 members of Council, 2 citizens, and the Town Center Director. The Town Manager and Parks and Recreation Director would sit as non-voting members.

Mr. Stallings said the WTCAB would make recommendations to Town Council on the rental policies as well as the rental rates. It would also provide input to Isle of Wight County Parks and Recreation regarding their programming in the facility.

Mr. Stallings said the WTCAB committee also identified the need to continue working on a MOU between Isle of Wight County and the Town of Windsor governing the operations of the Town Center as we move forward. He said they will continue to work on the draft MOU to bring back to Council in the near future.

After discussion, Councilman Bernacki made a motion to approve the revisions to the Windsor Town Center Advisory Board by-laws pending the Town Attorney's approval. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Drainage Committee

Mr. Stallings said Bowman Consulting recently completed their drainage study of the Town of Windsor. He said he met with VDOT regarding their portion of the study, and they are currently working to address some of the issues identified in their right of way.

Mr. Stallings said he reached out to the members of the drainage committee to have them review the results and make recommendations. He reported that of the four members, one has moved out of Town and one has resigned due to health issues. As such, the committee has not met to discuss the drainage study.

Mr. Stallings recommended that Council revise the drainage committee to something similar to the Windsor Town Center Advisory Board structure. This would include two members of Council and three citizens. He said the committee's next task will be to review the drainage study and prepare recommendations on how to move forward with addressing the identified drainage issues.

Council discussed choosing members to serve on the committee who live in areas of Town who are affected by these drainage issues.

Councilman Bernacki suggested that by-laws be developed for the drainage committee so that they will be aware of the committee's expectations. Mr. Stallings said that once the committee is revamped, then they can begin to establish by-laws.

After further discussion, Vice Mayor Scott and Councilman Carr agreed to serve on the drainage committee as representation from Town Council.

Action List

Mr. Stallings said he worked with the action list to format it as Councilwoman Blankenship had suggested. He said he will work to streamline it as we move forward. He said he will also have a more detailed report for the Town Center in next month's packet. He noted that some of the revenue reported last month was for events paid for in March but scheduled in April.

Councilman Bernacki asked if the Town Center Utility bill had been corrected to be billed under the governmental rate schedule. Mr. Stallings confirmed that the Town Center utility bill is now being billed under the governmental rate schedule.

Councilwoman Blankenship discussed some revisions needed to the new action list format and suggested that Mr. Stallings add to the action list unresolved issues that are noted in the minutes.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. He noted that the Triad Conference will take place on May 6, 2019 from 9:00 a.m. to 1:00 p.m. at the Smithfield Center, and the Recognition Dinner for the former Mayor and Councilmembers is on May 7, 2019 at 6:00 p.m. at the Windsor Town Center.

Town Attorney's Report

None

Mayor's Report

Mayor Willis reported that he and Vice Mayor Scott met with Fred Taylor to discuss the Town Attorney position that will need to be filled. He said Council will have an opportunity to meet Mr. Taylor and discuss the Town Attorney position in closed session after the regular meeting tonight.

Mayor Willis said he received a letter from the Carrsville Elementary School on behalf of the Pre-K students who visited the Town several weeks ago. He said the letter stated that several students said that they "want to be a Mayor" when they grow up. Mayor Willis said he was pleased that the visit made an impression and is seeding for the future.

Mayor Willis reported that he received a letter from the Commonwealth Transportation Board. He said they are having a public hearing and meeting on Monday, April 15, 2019 at 4:00 p.m. in Suffolk. He encouraged Council to attend.

Mayor Willis said he received a phone call from Ron Pack from the Isle of Wight County Economic Development Authority (EDA). He said Mr. Pack asked Council to make recommendations for the two vacant Isle of Wight County EDA seats. He said one seat represents the Windsor District and the other represents the Town of Windsor. Mayor Willis noted that any input from Council would be appreciated by the Isle of Wight County EDA. Mayor Willis said he would submit any recommendations to Mr. Pack.

Economic Development Authority (EDA) Report

Vice Mayor Scott said the EDA met on April 1, 2019 and Mischelle Goodman was elected as Vice Chairman. He said incentives were discussed for drawing new businesses to the Town of Windsor.

Mr. Stallings reported that Anytime Fitness, along with the EDA and the Chamber of Commerce, is working on a Business After Hours event which will be held at the Windsor Town Center on April 24, 2019 beginning at 5:30 p.m. Vice Mayor Scott

said the EDA is looking for businesses who would like to co-host similar events in the future.

Other Reports

None

Old or Unfinished Business

Councilman Bernacki recommended that Town Council revisit the Town's current capital projects and priorities. He said the Public Works building was the next priority project after the completion of the Windsor Town Center and the Church Street/Shiloh Drive sidewalk projects. Councilman Bernacki suggested that Council start planning and budgeting now for the Public Works building.

Mr. Stallings said he would put this item on the agenda for the April 23, 2019 work session for Council's discussion.

Councilwoman Blankenship asked if a tentative date has been set for the next Town Council planning session.

After discussion, Council agreed to have Mr. Stallings contact Renee Rountree to see if she is available to facilitate another planning session in May, 2019. Mr. Stallings said he would contact Mrs. Rountree and report back to Council with a tentative date for the next planning session.

New Business

None

Closed Session

Councilman Stubbs made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel, to complete employee evaluations and discuss the Town Attorney position. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Councilman Greg Willis made a motion to go back into regular session. Vice Mayor Scott seconded, and Council passed the motion as recorded on the attached chart as motion #7.

Councilwoman Blankenship 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 Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

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

The meeting adjourned at 10:18 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 9, 2019

Motion #	Blankenship	Carr	Stubbs	Scott	Greg Willis	Bernacki	Glyn Willis
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	
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Jerry Whitehead, Clerk