

**Minutes  
Windsor Town Council Meeting  
Town Hall  
August 11, 2020**

The Windsor Town Council met in regular session on August 11, 2020 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 thanked Council and everyone present for wearing a mask as directed by the State due to COVID-19. Mayor Willis asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Sandy Wanner, Interim Town Manager, Fred Taylor, Town Attorney, and Chief Riddle were present. Christy Newsome, Treasurer, participated via telephone.

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

Councilman Greg Willis led the Pledge of Allegiance.

**Public Hearing**

None

**Delegations, Public Comments and Citizens' Concerns**

None

**Classification and Compensation Study - Steven B. Miner, Managing Director, Baker Tilly, Inc.**

Mr. Miner reviewed the Town of Windsor Classification and Compensation Study. He explained that the study documents the review and evaluation of the Town's existing compensation system and the methodology used to develop more competitive compensation levels. He reported that thirteen peer organizations were identified to be included in the market study. He noted that the following organizations returned data which was included in the analysis: Isle of Wight County, Smithfield, Southampton County, Suffolk, West Point, and Portsmouth. He said Baker Tilly also included data from the Economic Research Institute (ERI). Mr. Miner continued to review Job Evaluation Factors, Pay Philosophy, Proposed Class Assignments, and a Proposed Pay Plan.

Mr. Miner reviewed the following implementation salary plans: Option 1- Move to minimum of the recommended pay grade. Option 2- Move to minimum or 2%. Option 3- Increase based on years of service in position.

Mr. Miner said after doing this study, it was determined that adoption of a pay schedule and placement of employees in this schedule, depending on which option the Town may

choose, will result in fair and equitable compensation to employees in a highly competitive and changing labor market. He said adoption of the plan will address the issue of making sure that the Town has internal equity and that the Town is market competitive based upon the survey results that have been obtained.

Mr. Miner said he would be glad to answer any questions.

Councilwoman Blankenship asked if the output of this study resulted in the Town now having job descriptions that meet the recommendations of the grades.

Mr. Miner said that information should be included in the study, and if not, he will have it forwarded to Council.

Councilwoman Blankenship also asked if the numbers showing for health benefits were an employee cost or a monthly cost absorbed by the Town. Mr. Minor said the numbers in the report show total cost.

After discussion, it was the consensus of Council to schedule a work session to discuss the Classification & Compensation Study further. Mr. Miner said he would attend the work session by Zoom if Council would like for him to participate.

### **Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the July 14, 2020 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilwoman Blankenship made a motion to adopt the Consent Agenda as presented. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

### **Treasurer's Report**

Ms. Newsome reviewed the July Treasurer's report. She updated Council on several financial transactions and tasks that took place during the month. She noted that she included a Comparison Revenue Report for July 2019 versus July 2020. She said she will include expenditures and show totals and percentages for month to month comparisons going forward as requested by Councilwoman Blankenship.

Ms. Newsome also reported that she is working with the auditor in preparation for the 2019/2020 audit. She asked if there were any questions.

Councilman Stubbs 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 #2.

### ***Budget Appropriation – Construction of Public Works Building***

Ms. Newsome stated that this matter was tabled at last month's meeting due to a discrepancy in the total amount spent before the end of the 2019-2020 fiscal year. She explained that invoices were paid from the Professional Services line item in the Water

Fund prior to awarding the construction loan. She noted that the correction has been made and is shown on the attached resolution.

Ms. Newsome continued to report that on June 9, 2020, Town Council appropriated the sum of \$621,075 to construct a Public Works Building on E. Griffin Street. She said only \$4,773 of these funds were spent before the end of the 2019-2020 fiscal year.

Ms. Newsome recommended that Council adopt the enclosed resolution appropriating the remaining unspent amount of \$616,302 to complete the construction of the Public Works Building.

Mayor Willis read the title of the resolution as follows: A resolution appropriating the sum of \$616,302 from the Unappropriated Fund Balance of the General Fund to the 2020-2021 General Fund Operating Budget.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$616,302 From The Unappropriated Fund Balance Of The General Fund To The 2020-2021 General Fund Operating Budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

#### ***Budget Appropriation – Replacement Meter Reading Equipment***

Ms. Newsome reported that in August of 2018, Town Council authorized the purchase of new meter reading equipment in the amount of \$21,763. She said only \$4,458 of these funds were spent before the end of the 2018-2019 fiscal year. She said no funds were spent of the appropriated \$17,305 in fiscal year 2019-2020.

Ms. Newsome said in order to finalize this equipment replacement, Council must appropriate the remaining \$17,305 that remained unspent at the end of last fiscal year. She said this will allow the payment of the final invoice associated with this upgrade. Ms. Newsome explained that the vendor is continuing its research into the software problem, and payment will not be made until equipment is completely functional.

Councilman Bernacki expressed his concerns with the remaining balance of \$17,305 increasing if not paid before the equipment is working properly.

Ms. Newsome explained that the contract states that \$17,305 is the remaining balance; therefore, it will not change.

Councilman Greg Willis asked if the Town is absorbing the cost of shipping the meter equipment back to the vendor for reprogramming.

Ms. Newsome said she believes that a prepaid label is sent to Mr. Sims, but she will confirm this and report back to Council.

Vice Mayor Scott questioned why the funds needed to be appropriated now if the equipment isn't functional at this time.

Ms. Newsome explained that once the equipment is working correctly and an invoice is received, then the funds would be readily available to pay the vendor.

Mr. Wanner stated that he is having daily conversations with Mr. Sims, and is assured that the vendor is diligently working to correct the issues with the meter reading equipment.

Mayor Willis read the title of the resolution as follows: A resolution appropriating the sum of \$17,305 from the Unappropriated Fund Balance of the Water Fund to the 2020-2021 Water Fund Operating Budget.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$17,305 From The Unappropriated Fund Balance Of The Water Fund To The 2020-2021 Water Fund Operating Budget. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### **Council's Discussion of Citizens' Concerns**

Councilman Bernacki reported that he has received several positive comments regarding the new Church Street/Shiloh Drive sidewalk. He said he has also received comments regarding the silt fence being a safety hazard due to citizens having to go onto the street to avoid it. Mr. Wanner said the sidewalk project should be completed and the silt fence should be removed by the end of August.

Vice Mayor Scott said he has received comments regarding the strip of grass between the street and the new sidewalk not being cut. Mayor Willis commented that when the project is completed and the silt fence is removed, then maybe this issue will be resolved.

Councilman Carr commented on how well the new paving on Route 460 looks. Council asked Mr. Wanner to reach out to VDOT for the slurry seal schedule for Windsor.

Councilman Greg Willis said he was approached by a citizen who requested that the sidewalks be continued down East Griffin Street. He said he encouraged the citizen to attend a Council meeting with his request.

### **Town Manager's Report**

#### ***Revision to the State Holiday Schedule***

Mr. Wanner reported that the Commonwealth of Virginia revised the holiday schedule for State employees, and the Town follows the same schedule. He noted that Lee-Jackson Day was removed which was the Friday preceding the third Monday of January, and Election Day was added which will be the first Tuesday in November.

#### ***Certification for Receipt of Second Round Coronavirus Relief Fund Payments by The Town of Windsor***

Mr. Wanner stated that the CARES Act requires Certification for Receipt of Second Round Coronavirus Relief Fund (CRF) Payments by the Town of Windsor. He said the certification requires authorization for the Mayor, Interim Town Manager, and the Treasurer to request direct payments and to follow all other requirements for such payments.

Mr. Wanner explained that the Town will be reimbursed for any expenses related to COVID-19 such as personal protective equipment (PPE), plexiglas, and cleaning supplies. He noted that any funds not used will go back to the Commonwealth of Virginia.

Mr. Wanner recommended that Town Council approve the Certification for Receipt of Second Round Coronavirus Relief Act Fund Payments by the Town of Windsor.

After discussion, Councilman Stubbs made a motion to approve the Certification for Receipt of Coronavirus Relief Fund Payments by the Town of Windsor and authorize the Mayor, Interim Town Manager, and the Treasurer to sign this Certification. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### **Town Attorney's Report**

Mr. Taylor stated that before Council is a Post-employment Agreement between the Town of Windsor and the Town's choice for Town Manager for Council's review and for action. Mr. Taylor said he will be glad to answer any questions.

After discussion, Council agreed by consensus to discuss this matter further in a Closed Session.

Councilman Stubbs asked for an update on the electronic gaming issue, specifically Games of Skill. Mr. Taylor said he would report to Council regarding this issue later on the agenda.

### **Mayor's Report**

None

### **Economic Development Authority (EDA)**

Vice Mayor Scott reported that the Farmers' Market is doing very well. He encouraged everyone to attend and show their support.

### **Other Reports**

#### **Old or Unfinished Business**

Councilwoman Blankenship suggested that a Windsor Town Center Advisory Board Meeting (WTCAB) be scheduled to discuss the financials for the Town Center. Mr. Wanner said he would schedule a meeting and contact the members.

Mr. Wanner reported that the water tank on East Griffin Street is back in operation.

Mr. Wanner also reported that the Town is waiting for a permit from the Department of Environmental Quality (DEQ) before beginning the groundbreaking of the Public Works Building. He said he anticipates that the permit will be obtained in approximately another week.

Vice Mayor Scott asked if the Town would be involved in the final inspection of the Church Street/Shiloh Drive Sidewalk project. Mr. Wanner said he would contact Jamie Oliver, Transportation Engineer, regarding this matter and report back to Council.

### **New Business**

Mr. Wanner thanked Council for the opportunity to serve the citizens of Windsor through the elected representatives. He said his employment will come to end next Monday, August 24, 2020 assuming that the contract for a new Town Manager is signed tonight.

Mayor Willis thanked Mr. Wanner for the opportunity to learn from his knowledge and experience.

Mr. Taylor briefed Council on the electronic gaming matter. He stated that both bodies of legislature had passed bills banning electronic gaming such as Games of Skill, and language was sent to the Governor. He explained that due to COVID-19, the Governor came back with a line-item veto that the General Assembly approved. He said they agreed to allow electronic gaming to continue for 12 months. He said they are taxed at \$1,200 per gaming unit. He said the majority of funds from that tax go to COVID-19 relief efforts. Mr. Taylor said the Governor has basically stated that electronic gaming will be banned next year.

Town Council recessed at 8:30 p.m.

Town Council reconvened at 8:35 p.m.

### **Closed Session**

Vice Mayor Scott made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 Personnel, to include the discussion, consideration, or interviews of prospective candidates for employment, specifically for the hiring of a Town Manager. Councilman Greg Willis seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Councilman Stubbs 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.

Councilman Stubbs 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 Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8

Councilman Stubbs made a motion to accept the Town Manager Employment Agreement between the Town of Windsor and William G. Saunders, IV and authorize the Mayor to sign the Employee Agreement. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #9

Councilman Stubbs made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 9:05 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date August 11, 2020

Motion #	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Scott	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	
9	Y	Y	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk