

**Minutes
Windsor Town Council Meeting
Town Hall
August 11, 2015**

The Windsor Town Council met in regular session on August 11, 2015 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, Dennis Carney, Planning and Zoning Administrator, Christy Newsome, 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 Councilman Willis to lead the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Councilman Edwards reported that a citizen called him regarding elevation issues with sidewalks on Church Street near the Windsor Baptist Church. He said that the sidewalks were marked for repairs last budget year, but repairs have not been made. Councilman Edwards said the citizen is concerned that it is not safe for walking especially at night. Mr. Stallings explained that the contractor is planning to grind the sidewalks to make them level and replace any broken sections. Mr. Stallings said he will contact the contractor and schedule the repairs to take place soon due to the safety issues.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the July 14, 2015 Council meeting, the Police Chief's report, and the Zoning Administrator's report. She noted a name correction on page three in the minutes. Mayor Richardson asked if there were any questions or comments regarding the Consent Agenda.

Councilman Edwards made a motion to adopt the Consent Agenda with the aforementioned amendment to the minutes. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. Newsome said the Treasurer's report for the month of July is before Council for review. She asked if there were any questions.

Mayor Richardson noted that the FY 2014-2015 audit will begin in September.

Vice Mayor Bryant made a motion to accept the Treasurer's report as presented. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

None

Town Manager's Report

Grievance Procedure

Mr. Stallings explained that at the last Council meeting, he presented proposed changes to the Town's existing Grievance Procedure. He said Council voted to table the procedure until several recommended changes were made. He reviewed the revisions with Council and recommended that Council adopt the revised Grievance Procedure as presented.

Councilman Edwards noted a redundant statement on page 5, number 9 and on page 6, letter L under *Third Step: Panel Hearing* which states: "It does not have the prerogative to formulate or to change policies or procedures."

After discussion, Councilman Scott made a motion to adopt the revised Grievance Procedure with the deletion of the last sentence of number 9 under *Third Step: Panel Hearing*. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Action List

Mr. Stallings reviewed the Action List for the month of July with Council. He said he spoke with Mr. Claud about facilitating the Strategic Planning Retreat. Mr. Claud said he felt that he would better serve as a participant rather than a moderator. Council continued to discuss the itinerary, infrastructure issues, and other possible facilitators for the retreat. Councilwoman Flemming suggested asking Mr. Peter Stephenson, Town Manager for Smithfield, to facilitate the retreat. Councilman Willis suggested reviewing the Town's Vision from the previous retreat which took place several years ago. Mr. Stallings said he will contact Mr. Stephenson and distribute the Town's Vision to Council from the previous retreat.

Councilman Scott expressed his concerns with the drainage issues in Town and asked if the Drainage Committee has met to address any of these issues.

Mayor Richardson and Councilman Scott explained that the committee should identify the locations with drainage issues, determine the source of the problem, and then have Staff present a prioritized list of their findings to VDOT.

Mr. Stallings explained that there have been participation issues with the committee. He said Staff will contact the current members to see if they are still interested in being on the committee, and if they are not, Staff will contact new members to begin compiling a list of the drainage issues.

Councilman Ambrose reported that VDOT did some minor repairs to the erosion damage on Hazelwood Lane, but more work is needed to completely repair the damage. Mr. Stallings said he will contact VDOT regarding this issue.

Councilman Scott reported that boring is being done on Shiloh Drive near Indika Farms. Mayor Richardson said the boring is being done because of the U.S. Route 460 project.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He reported that the last concert series will be held Friday, September 4, 2015. After discussion, Council agreed to cancel the last concert due to the Labor Day holiday and the Friday night home football game at the high school.

Mr. Stallings presented Council with a draft sketch of the future Town of Windsor Municipal Park. Council scheduled a work session for August 26, 2015 at 5:00 p.m. to discuss the placement of the new municipal building, flagpole, BMP pond, and the Heritage Stone from the Centennial Park. Mr. Stallings said that Russell Parrish, the architect, will be present at the work session to make any suggested revisions to the sketch.

Councilman Edwards asked if there are any cost projections for the park, and how will it be funded. Mayor Richardson explained that the Municipal Park will be done in phases starting with deciding on the location of the flagpole and Heritage Stone. She said that a Space Needs Account has been set up to fund future development.

Mayor Richardson suggested having a joint work session with the Planning Commission to discuss the Draft Land Development Ordinance. She said the draft ordinance is in the packets for Council's review. She thanked Planning Commission and Staff for their many hours of hard work and dedication towards revising the ordinance. After discussion, Council agreed to schedule a joint work session with Planning Commission on August 26, 2015 at 6:00 p.m. to review the Draft Land Development Ordinance.

Mayor Richardson reported that the regular Board of Supervisors' meeting has been rescheduled from August 20th to August 27th.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson said that several resolutions are enclosed thanking and commending Girl Scout Troop 1105, the five girl scouts working towards their silver medals, and the two leaders for their dedication to the Town of Windsor and for the positive improvements that will result from their presence in our community.

Councilwoman Flemming made a motion to adopt the girl scout resolutions. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Richardson said she is planning to present the resolutions to the girl scouts at the September meeting.

Mayor Richardson announced that the "Business Person of the Year Award" will be presented at the Annual Chamber Meeting on September 10th at 6:00 p.m.

Mayor Richardson reported that the Woman's Club of Windsor has volunteered to landscape the front of the Windsor Community Center this fall. She said she is going to speak with contractors to begin receiving proposals for heating and air conditioning costs. Mayor Richardson also reported that she will be applying for an Elms Foundation Grant to help renovate the interior of the community center.

Mayor Richardson and Councilman Scott updated Council on the status of the Windsor Volunteer Fire Department's ongoing negotiations regarding the Facility Use Agreement with Isle of Wight County. They reported that the Isle of Wight County Board of Supervisors tabled the vote at their last meeting, and they are working towards an agreement with the fire department. They are continuing to work on grass cutting and policy and procedure issues. The Windsor Volunteer Fire Department has also requested to receive a copy of the budgets of the other fire departments in the county to verify that all the fire departments are being treated the same. Council continued to discuss these issues in more detail.

Economic Development Authority Report

Councilman Scott reported that the agreement to protect the mural for at least five years has been signed by Mr. Ferdinand Nunez, the property owner, and will soon be recorded by Mr. Brittle, the Town Attorney.

Other Reports

None

Old or Unfinished Business

Councilwoman Flemming suggested forming a committee to help with the concert series. Mayor Richardson suggested that Council help promote the concerts among residents and neighbors. Mr. Stallings commented that this year's concert series seemed to be a success.

New Business

Amendment of Town Code – Flood Plain District, Article III

Mr. Carney stated that on June 2, 2015, the Federal Emergency Management Agency (FEMA) notified the Town that a new Flood Insurance Study had been conducted. The new Flood Information Rate Map (FIRM) that is dated December 2, 2015, and presumably will come into effect on that date, showed no changes to the flood prone areas within the Town. However, because three of the panels on those FIRM maps for Isle of Wight County had the Town on them, the Town's ordinance needs to be amended to reflect the new date. Mr. Carney said this would keep the Town in accord with FEMA regulations and protect those with flood insurance if claims would ever need to be made.

Mr. Carney suggested amending the section in a way that future such changes could be made without revisiting the issue each time and amending the ordinance. Mr. Carney read the current ordinance and the proposed revised ordinance as follows:

§75-5 Areas included in District

... "The source of this delineation shall be the Flood Insurance Rate Map for the Town of Windsor, as prepared by the Federal Emergency Management Agency effective September 4, 2002."

The proposed revision would read:

... "The source of this delineation shall be the Flood Insurance Rate Map for the Town of Windsor, as prepared by the Federal Emergency Management Agency effective December 2, 2015 and any other such revised Flood Insurance Rate Maps or its successors that may be validly created by Federal Emergency Management Agency or relevant agencies in the future."

Mr. Carney explained that the new maps indicate no changes to the previous maps and there are no residences or structures on the maps. The new maps should have no adverse effects on the citizens of Windsor. He said the revisions, if approved, would permit any future mapping to not require future amendments.

After discussion, Councilman Ambrose made a motion to approve the revisions to the Flood Plain Ordinance regarding the December 2, 2015 date change on the Flood Insurance Rate Maps. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Mr. Stallings said that Principal Soderholm from the Windsor High School is in the process of selecting two new student liaisons to Council.

Council discussed the existing lease and new lease for the post office.

Closed Session

Councilman Scott recused himself from the real estate closed session for possible conflict of interest due to his financial interest in the sale of the property.

Councilman Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, 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. Councilwoman Flemming 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. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Willis 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. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Councilman Willis made a motion to accept an offer of \$160,000 to purchase the post office and authorize the Town Manager to sign the contract. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

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

The meeting adjourned at 9:25 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date August 11, 2015

Motion #	Willis	Scott	Flemming	Edwards	Ambrose	Bryant	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	Abstain	Y	Y	Y	Y	
7	Y	"	Y	Y	Y	Y	
8	Y	"	Y	Y	Y	Y	
9	Y	"	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk