

**Minutes
Windsor Town Council Meeting
Town Hall
July 14, 2020**

The Windsor Town Council met in regular session on July 14, 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, and Chief Riddle were present. Christy Newsome, Treasurer, and Fred Taylor, Town Attorney, participated via telephone.

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

Vice Mayor Scott led the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the June 9, 2020 Council meeting, the minutes of the June 27, 2020 Council meeting, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

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

Treasurer's Report

Ms. Newsome said the last Treasurer's report for the 2019/2020 fiscal year is before Council for review. She noted that some line item totals may change due to outstanding June invoices. She reported that budget was not met on Business License Tax with a shortfall of \$9,863, Administrative Collection Fee's with a shortfall of \$10,000, and Traffic Fines with a shortfall of \$18,001 due to the effects of COVID-19. She said she will continue to monitor expenses and revenues to determine the effects due to COVID-19. Ms. Newsome asked if there were any questions.

Councilman Greg Willis questioned when the next audit will take place for worker's compensation and salary increases. He said the audit information should help with budgeting more accordingly for the Insurance line item in next year's budget.

Ms. Newsome said she has completed an audit form for Virginia Risk Sharing Association (VRSA) which is due August 15, 2020. She explained that two claims should be dropped off of the Town's policy resulting in a lower premium for next fiscal year according to the VRSA representative. Ms. Newsome said that claims and salary increases are taken into consideration during the development of the Operating Budget.

Councilman Bernacki questioned if the funds not being used for the canceled Concert Series due to COVID-19, could be used to offset shortages in other line items in the budget.

Ms. Newsome explained that the Travel and Training line item will also have additional funds due to COVID-19, and she anticipates these funds will offset shortages in other line items.

Councilman Bernacki asked when the Bay Disposal & Recycling contract will be up for renewal. He also asked will tipping fees be increased due to the state of the economy which would affect expenditures.

Ms. Newsome said the contract is for five years, and she would need to research the renewal date and report back to Council with that information. She said she spoke with a company representative regarding the tipping fee increase, and was told that it would not affect the Town of Windsor.

Ms. Newsome continued to review and clarify specific transactions on the Treasurer's Report as requested by Council.

Councilwoman Blankenship thanked Ms. Newsome for formatting the Council packet on the website by subject as requested at the July meeting.

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

Town Center Loan/Future Space Needs

Ms. Newsome reported that in accordance with the approved Operating Budget for fiscal year 2020-2021, \$90,000 was budgeted for loan payments for the Town Center renovations. She said as of July 7, 2020, the loan payoff amount was \$78,311.68, a savings of \$3,063.20 in interest payments.

Ms. Newsome recommended paying off the loan as previously discussed by Council in prior meetings and transferring the remaining \$11,000 into the Space Needs Fund.

After discussion, Council unanimously agreed by voice vote to pay the Town Center Renovation loan off and transfer the remaining balance of \$11,000 into the Town Center Fund for operational expenses as recorded on the attached chart as vote #3.

Council agreed to have the Town Center Advisory Board determine which specific line items the \$11,000 should be transferred to within the Town Center Fund.

Budget Transfer – Insurance

Ms. Newsome reported that there is a need for a budget transfer into the Insurance line item of the General Fund. Each year the insurance company updates the worker's compensation premiums to include any salary increases and worker's compensation claims that occurred in the previous year. Ms. Newsome said the Town received an invoice for worker's compensation premiums that are owed based off the higher salaries and claims.

Ms. Newsome said the increased premium is \$55,803, and \$50,000 was budgeted in the Insurance line item. She explained that \$6,000 will need to be transferred into this line item to cover the increased premium.

Mayor Willis asked Ms. Newsome to keep Council aware of the Contingency Fund balance as those funds are being moved throughout the fiscal year.

After further discussion, Vice Mayor Scott made a motion to approve a budget transfer in the amount of \$6,000 from account 100-91600-45862 Contingency to account 100-91600-45300 Insurance. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Budget Appropriation – Construction of Public Works Building

Ms. Newsome reported 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 \$616,302 to complete the construction of the Public Works building.

It was brought to Ms. Newsome's attention that the resolution states that \$5,898.46 of these funds were spent before the end of the 2019-2020 fiscal year.

After discussion, it was the consensus of Council to table this issue until the August 11, 2020 meeting to give Ms. Newsome an opportunity to research and present the correct amount to be appropriated to complete the construction of the Public Works building.

Budget Appropriation – Replacement Meter Reading Equipment

Ms. Newsome stated 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 explained that 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 noted that there are on-going issues with the new meter reading equipment that have not been resolved. She explained that Mr. Sims, Maintenance Supervisor, has been working with the Itron representative to resolve these issues, but they are re-occurring each month.

After discussion regarding the on-going problems with the meter reading equipment, it was the consensus of Council to table this matter and have Mr. Wanner research the issues and report back to Council at the August 11, 2020 meeting.

Council's Discussion of Citizens' Concerns

Vice Mayor Scott said frisbee golf is located on the Town's lot next to the Police Department. He said it has been suggested that a sign be put up to inform citizens that the game is located on the site and available for the public to use.

After discussion, it was the consensus of Council to advertise frisbee golf on the Town's website and Facebook page.

Mayor Willis reported that Norfolk and Southern Railroad is scheduled to repair the railroad crossing located on Old Suffolk Road on July 20, 2020.

Councilman Bernacki asked Mr. Wanner to contact VDOT to confirm whether they have notified Chief Marshall, with the Volunteer Fire Department, of the road closure for the repairs to the railroad crossing on Old Suffolk Road.

Councilman Stubbs updated Council on the water leak at 11126 Old Suffolk Road caused by sub-contractors trimming trees for Dominion Energy. He said he is in the process of obtaining additional information from the homeowners. Councilman Stubbs said he will report back to Council when this information is received.

Town Manager's Report

Bid Award for Annual HVAC Maintenance Services for the Windsor Town Center

Mr. Wanner reported that the Invitation for Bid (IFB) #2020-01 for the Annual HVAC Maintenance Services for the Town Center was publicly advertised on February 1, 2020, and bids were received on February 25, 2020.

Mr. Wanner said seven bids were received and reviewed by Brian Camden with Alpha Corporation and staff. He reported that Best Repair Company, Inc. was the lowest responsive and responsible bidder for the contract of one (1) year with options for up to four (4) additional one (1) year renewals.

Mr. Wanner said funds are available in the Town Center Budget to support the first one (1) year bid of \$6,080. He noted that the Windsor Town Center Advisory Board has reviewed the bid and supports the award.

Mr. Wanner recommended that Town Council adopt the enclosed resolution authorizing and directing the Interim Town Manager to do all things necessary to proceed forward with the contract to Best Repair Company, Inc.

Mayor Willis read the title of the resolution as follows: A resolution awarding the Annual HVAC Maintenance Services for the Windsor Town Center to Best Repair Company, Inc.

Councilman Bernacki clarified that no money is paid up-front as discussed at the last meeting. He explained that this contract is for a specific rate that the Town will pay for future maintenance work to the HVAC system.

After further discussion, Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Awarding The Annual HVAC Maintenance Services For The Windsor Town Center To Best Repair Company, Inc. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Drinking Water and Wastewater Professionals Appreciation Day

Mr. Wanner reported that as designated by House Joint Resolution No. 88, June 30th was designated Drinking Water and Wastewater Professionals Appreciation Day in the Commonwealth of Virginia. He said this is the time of year that the Virginia Section American Water Works Association (AWWA) celebrates the thousands of water and wastewater industry professionals in the Commonwealth who dedicate their careers to keeping drinking water and treated wastewater clean and free of disease-carrying organisms that can harm both humans and the environment.

Mr. Wanner said the Virginia Section AWWA is honoring the Town of Windsor in admiration for the distinguished level of service that has consistently been delivered to customers throughout the connection area. Mr. Wanner stated that while June 30th is the official day of recognition, the enclosed certificate reflects the boundless dedication of the Town of Windsor team members every single day of the year.

Mayor Willis expressed his appreciation to the Maintenance Department on their diligence in keeping the Town drinking water clean and safe.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Vice Mayor Scott reported that Steve Copeland resigned from the EDA. He said Mr. DeWitt Holland has been recommended for appointment to fill the vacant seat. He noted that Mr. Holland's resume was emailed to Council for review and consideration.

After discussion, Council approved by consensus the recommendation to appoint Mr. DeWitt Holland to fill the vacant seat on the EDA.

Vice Mayor Scott updated Council on the construction of O'Reilly Auto Parts stating that the foundation has been dug and footers have been installed.

Councilman Bernacki asked for an update on the development of the property located on Route 460 across from Food Lion.

Council discussed site prep issues that have delayed the development of this property.

Councilman Carr expressed his concerns with the appearance of the property located on Route 460 on the west side of Town. He said the grass and weeds are so tall that you can't see the signs advertising for the new Farmers' Market.

Vice Mayor Scott said he would look into this matter and report back to Council.

Other Reports

Mr. Wanner reported that repairs to the inside of the water tank located at E. Griffin Street should be completed by approximately August 11, 2020.

Councilwoman Blankenship asked if any action would be taken regarding the letter received requesting that the Confederate statue be removed in Windsor. Mr. Wanner explained that the statue is located at the Courthouse in Isle of Wight County. He said Isle of Wight County will handle that matter.

Old or Unfinished Business

None

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 include the discussion, consideration, or interviews of prospective candidates for employment, specifically for the hiring of a Town Manager. Section 2.2-3711, A1 Personnel, the performance and evaluation of Town employees. Councilwoman Blankenship seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Council went back into regular session at 9:25 p.m.

Councilman Subbs 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. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

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 #8.

The meeting adjourned at 9:30 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date July 14, 2020

Motion #	Scott	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Glyn Willis
1	✓	✓	✓	✓	✓	✓	
2	✓	✓	✓	✓	✓	✓	
3	✓	✓	✓	✓	✓	✓	
4	✓	✓	✓	✓	✓	✓	
5	✓	✓	✓	✓	✓	✓	
6	✓	✓	✓	✓	✓	✓	
7	✓	✓	✓	✓	✓	✓	
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Jerry Whitehead, Town Clerk