

**Minutes  
Windsor Town Council Meeting  
Town Hall  
December 12, 2017**

The Windsor Town Council met in regular session on December 12, 2017 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, Lieutenant Jernigan, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Durwood Scott  
N. Macon Edwards, III  
Greg Willis  
Patty Flemming  
Tony Ambrose  
Walter Bernacki

Mayor Richardson asked Councilman Bernacki to lead the Pledge of Allegiance.

**Public Hearing**

None

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

***Windsor High School Liaison***

Jennifer Hott, Student Liaison to Council, briefed Council on several school activities. She reported that the Marching Dukes participated in the 33<sup>rd</sup> Annual Grand Illumination Parade in Norfolk. She also said that the engineering students have assembled a weather station and will be reporting to WTKR News Channel 3. Ms. Hott said that the Construction Lab is excited about giving back to the community, and their most recent project included picnic tables for the Town's library.

Mayor Richardson thanked Ms. Hott for attending the meeting and for updating Council on the recent events at the high school.

***Boy Scout Resolution***

Mayor Richardson presented a resolution to Boy Scout Troop 41 honoring the troop and their leaders for its 50<sup>th</sup> anniversary. She thanked them for their dedication, commitment, and service to the Town of Windsor. Troop leaders Jim Burton, Jim O'Briant, R.A. Howell, and Carter Goerger accepted the resolution on behalf of Boy Scout Troop 41.

***Business Brochure***

Gary Mitchell, Planning and Zoning Administrator, presented Council with a new Town brochure that will be given to businesses that may be interested in locating within the

Town of Windsor. He said the brochure has useful information that will be helpful to new business owners.

### **Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the November 14, 2017 Council meeting and the Police Chief's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki asked if there was anything that Council could do to assist the police department with obtaining grants to help with the enforcement of drug possession and DWI arrests.

Lieutenant Jernigan explained that the Town receives DMV grant money for selective enforcement for speeding violations. He said that most of the drug possession and DWI arrests are made during selective enforcement. He said Chief Riddle will be pursuing an alcohol grant if the DWI numbers continue to increase.

Councilman Edwards made a motion to adopt the Consent Agenda. Councilman Bernacki 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 November is before Council for review. She said there are revised copies of the report before Council with corrected totals that now include interest.

Councilman Ambrose made a motion to adopt the Treasurer's report with the aforementioned corrections. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

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

Councilman Edwards said he reported at the last meeting that the sidewalk near 26 North Court Street is buckling and creating a safety hazard for pedestrians. He said it has been marked with orange paint but it is difficult to see the markings at night especially with the pine straw that has fallen onto the sidewalk. He asked Mr. Stallings to have the maintenance department put barriers around the area until it can be repaired.

Mayor Richardson reported several large potholes located on U.S. Route 460 that may create a safety issue. Councilwoman Flemming reported a dip in the road in front of the police department. Mr. Stallings said he contacted VDOT recently regarding these issues. He said he will call them again to discuss their scheduling plan for repair work to U.S. Route 460.

Mr. Stallings suggested that citizens also contact VDOT regarding road repairs at 1-800-FOR-ROAD. He said this may influence the response time.

## **Town Manager's Report**

### ***Annual Engineering Services Contract***

Mr. Stallings said the final contract for annual engineering services from Bowman Consulting is before Council for review. He said this contract will provide the Town with an "on call" engineer to help with various projects throughout the year. The first two projects planned would be the water system mapping and master planning, and engineering for the water main replacement on Duke Street and Virginia Avenue.

Mr. Stallings reported that the liability issues that were previously discussed have been addressed. He said the terms of the contract have been reviewed and approved by Wallace Brittle, Town Attorney and Brian Camden, Alpha Corporation consultant.

Mr. Stallings recommended that Town Council adopt a motion that authorizes and directs him to execute the attached contract with Bowman Consulting.

Councilman Edwards noted that in Article 15, "Isle of Wight County Circuit Court" is not specified as the court where claims would be settled as recommended by Mr. Camden at the last meeting. He also said that the 15% markup on sub-consultants, delivery service, FedEx, etc. in Schedule A has not been changed to show 10% as agreed upon previously.

Mr. Stallings said these changes have been agreed upon, and he will have them added to the contract.

After discussion, Councilman Edwards made a motion to authorize and direct the Town Manager to execute the attached contract for annual engineering services with Bowman Consulting after the aforementioned changes have been made. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Town Center Schedule***

Mr. Stallings reviewed a detailed schedule for the Town Center Project which was prepared by Brian Camden. He said the project will go out to bid on January 7, 2018 and a public input meeting will be held January 11, 2018. He said the bids are due on February 6, 2018 and will be presented to Council at its February meeting.

Mr. Stallings said he will advertise the public input meeting through all of the normal avenues to try and ensure as much public involvement as possible. Mayor Richardson asked Mr. Stallings to also advertise that the plans are at Town Hall for anyone to review before the public input meeting.

Mr. Stallings reported that the Isle of Wight County Board of Supervisors have committed to continue their contributions to the Windsor Town Center Project for two additional years in the amount of \$25,000 per year.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of November with Council.

### **Calendar of Events**

Mr. Stallings reviewed the Calendar of Events with Council. He said the Pre-Legislative breakfast will be held on Thursday, January 4, 2018 at 8:00 a.m. at the Smithfield Center. He asked for anyone interested in attending to let him know for registration purposes. Mayor Richardson said she will be attending.

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

None

### **Mayor's Report**

Mayor Richardson reported that the Lion's Club is looking for tree planting projects for the Town. She suggested asking them to plant Dwarf White Crape Myrtles at the back of the Town's lot parallel to Roberts Avenue where a future walking trail may be. Council also discussed having trees planted on the Town's property located on Bank Street and having shade trees planted at the Wesley Garris Park.

After further discussion, Council agreed to have Mr. Stallings review the site plan for the Town's property on U.S. Route 460 and determine where trees could be planted so that they would not affect future development on the property.

Mayor Richardson thanked everyone who was involved in the Christmas Parade. She said it was a great event and everyone enjoyed it.

Mayor Richardson said that she and Mr. Stallings will be attending a VDOT meeting regarding the U.S. Route 460 Improvement Project on Thursday, December 14, 2017. She said there may be discussions regarding a center turn lane at Lovers Lane for safety purposes.

Mayor Richardson also thanked the Isle of Wight County Board of Supervisors for agreeing to continue their contributions to the Windsor Town Center Project for two additional years in the amount of \$25,000 per year.

### **Economic Development Authority Report**

Mr. Stallings reported that an application for rezoning has been submitted from the developers who are interested in locating within the Town that may bring in retail and food establishments. He said there will be a public hearing at the December 13, 2017 Planning Commission meeting regarding the rezoning.

### **Other Reports**

None

## **Old or Unfinished Business**

### ***Sewer Study***

Mayor Richardson said there was a discussion regarding the sewer system within the Town of Windsor at the October 26, 2017 Intergovernmental meeting with Isle of Wight County. She said the County is considering a study that would determine what the capacity of the existing system is by service zone. She reported that the proposal is for the work to be billed on an hourly basis not to exceed \$20,000. She explained that the Isle of Wight Board of Supervisors would like to ask the Town to pay half of the fee for the sewer study as discussed at the Intergovernmental meeting.

After discussion, Vice Mayor Scott made a motion stating that the Town will contribute 50% towards the cost of the sewer study not to exceed \$10,000. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Combined Facility Information***

Mr. Stallings said at the last Council meeting, he was asked to do some research into the feasibility of a combined Town Hall/Library/Community Center. He said he worked with James Sanderson from Davenport & Company, Peggy Jordan with USDA, and Brian Camden with Alpha Corporation to come up with a rough estimate for combined facility.

Mr. Stallings explained that the proposed square footage of the combined facility is approximately 22,500 with an estimated construction cost of \$6,000,000. He noted that this estimate does not include any design services or construction administration costs. He said that USDA's current rate is 3.5% on this type of project and is subject to change on January 1, 2018. Mr. Stallings estimated that the Town's annual cost to finance the proposed combined facility would be approximately \$330,500 per year assuming that all \$6,000,000 was borrowed.

Mr. Stallings gave a rough estimate of \$620,000 to renovate the gym to be used only as a recreation center.

After further discussion, Mayor Richardson suggested that Council continue this discussion after the bids are received for the Windsor Town Center.

## **New Business**

Mayor Richardson asked Council to consider Christmas bonuses for staff. After a brief discussion, Councilman Edwards made a motion to give full time staff a Christmas bonus of \$200 after taxes and to prorate for full time staff who have not worked a full 12 months. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #5.

**Closed Session**

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 for a personnel evaluation. Vice Mayor Scott seconded, and Council passed the motion as recorded on the attached chart as motion #6.

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

Councilwoman Flemming 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 #8.

Mr. Stallings said that other staff evaluations will take place over the next three months.

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

The meeting adjourned at 8:45 p.m.

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Carita J. Richardson, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date December 12, 2017

Motion #	Bernacki	Willis	Scott	Flemming	Edwards	Ambrose	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	
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Jerry Whitehead - Clerk