

**Minutes  
Windsor Town Council Meeting  
Town Hall  
December 13, 2016**

The Windsor Town Council met in regular session on December 13, 2016 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, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: J. Clinton Bryant  
N. Macon Edwards, III  
Durwood V. Scott  
Patty Flemming  
Tony Ambrose

Council member absent: Greg Willis

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

**Public Hearing**

None

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

***Student Liaison***

Lauren McKeel, Student Liaison to Council, briefed Council on several activities that have taken place at the high school. She reported that a Student Expo was held on December 7, 2016. She shared information regarding many projects that are taking place at the school. Ms. McKeel continued to brief Council on several sporting events. Mayor Richardson thanked Ms. McKeel for attending the meeting and updating Council on the recent events at the high school.

**Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the November 8, 2016 Council meeting, the minutes of the November 28, 2016 Council work session meeting, the Police Chief's report, and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda.

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

## **Treasurer's Report**

Mrs. Jernigan reported that the Treasurer's report is not available at this time due to computer issues associated with converting revenues from the Bright system to the Munis system. She said she is working with the Town's consultant and the Munis help desk to get this issue resolved. Mrs. Jernigan said she will deliver the Treasurer's report to Council as soon as it is available.

Mayor Richardson thanked Mrs. Jernigan for including the checking account balances even though the Treasurer's report was not available. She noted that the Water Fund checking account has over \$500,000 in it. She asked Council to consider investing some of these funds into a CD or paying \$100,000 towards the principle of the Water Fund loan debt with the highest interest rate.

After discussion, Councilman Scott made a motion to have Mrs. Jernigan, Treasurer, transfer \$100,000 from the Water Fund checking account and pay towards the principle of the Water Fund loan debt with the highest interest rate. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached cart as motion #2.

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

Councilwoman Flemming reported that several citizens have confronted her regarding the article in the Windsor Weekly which stated the estimates for a new municipal building. She said they were all concerned that taxes may be increased to support the funding for the new building.

Mayor Richardson assured the citizens that the new Municipal Building is not going to be built this year. She said that design plans are being done, and Council is looking at what is needed for infrastructure. She explained that this Council is very diligent at planning ahead for what the Town needs, as well as managing and saving funds so that there is very little debt and no plans to increase taxes.

Councilwoman Flemming also reported that the Breakfast with Santa at the Windsor Ruritan Building drew another large crowd this year. She said several citizens complained that a larger facility is needed because small children had to stand in long lines outside the building in the cold waiting to visit Santa. She said many citizens felt that the Windsor Town Center could have been used if it had been renovated. Councilwoman Flemming encouraged Council to consider moving forward with renovations so that the building can be utilized for such events.

Mayor Richardson said that renovation cost estimates for the Windsor Town Center should be presented in January. She said that Council can then make decisions and prioritize what should be done to make the building usable to the public.

After further discussion, Councilman Ambrose made a motion to have a Board appointed for the Windsor Town Center by the February 14, 2017 Council meeting. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

## **Town Manager's Report**

### ***Update on the New Public Works Building***

Mr. Stallings reported that documents pertaining to the new public works building were turned over to Alpha Corporation for review in preparation for putting the project out to bid.

Brian Camden, Alpha Corporation Consultant, explained that additional preparatory work is needed before putting the bid package out. Mr. Camden said this work will include soil borings in order to develop foundation specifications, as well as some minor architectural work to ensure we receive bids that allow us to do an apples to apples comparison. He estimated that this additional preparatory work will cost approximately \$5,000. Mr. Camden said that the total cost estimate for the building is \$738,000 which is \$184 per square foot. He said this includes approximately \$385,000 for site work.

After further discussion, Councilman Scott made a motion to table this project until the January 24, 2017 work session where Council can discuss and prioritize which projects, including the Windsor Town Center, sidewalks and the new municipal building, should move forward. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Town Code Update***

Mr. Stallings reported that in accordance with the Town Code update schedule, he has completed his review of Sections 130, 137, 140 and 142. He reviewed these sections with Town Council. Several additional changes were made to the draft revisions. Council was in agreement with the revisions and agreed to add these changes to the previous batch for advertisement at a future date.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of November with Council. He briefed Council on the status of the water fountain stating that it should be completed in January.

### ***Calendar of Events***

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He noted that there will be a work session scheduled for January 24, 2017 at 5:30 p.m. to present the six month budget overview to Council and to receive updates and prioritize the recent projects that have been previously discussed. Councilman Edwards said that the Planning Commission does not typically meet in December, but it is showing on the calendar. Mr. Stallings agreed that the Planning Commission will not be meeting in December.

### ***Church Street/Shiloh Drive Sidewalk Project***

Mr. Stallings said he presented Council with two options for moving forward on the Church Street/Shiloh Drive Sidewalks. He explained that Option 1 maintained the existing open ditches along the route and placed the sidewalk behind them within

VDOT's right of way. The estimated cost for this option is \$588,000. He said that Option 2 installed curb and gutter along the route with the sidewalks behind them within VDOT's right of way. The estimated cost for this option is \$1,061,000.

Mr. Stallings reported that Council directed him to ask the engineers to provide a third option that piped the ditches but did not include the curb and gutter. He said they provided an estimate of \$844,000 for this option. Mr. Stallings explained that once Council has elected a path forward, the engineers will complete their work and will prepare documents that will be ready for bidding.

Councilman Edwards stated that some type of action needs to be taken as soon as possible near 11332 Shiloh Drive due to safety issues. Council continued to discuss completing the construction in phases, pursuing state and federal grants to help with funding and evaluating other surfaces in addition to concrete.

After further discussion, Council agreed by consensus to move forward with open ditches and to have the engineers evaluate alternative surfaces and the cost of maintenance if concrete is not used.

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

None

#### **Mayor's Report**

Mayor Richardson noted that the Pre-Legislative Breakfast will be January 5, 2017. She asked anyone who would like to attend to contact Mr. Stallings for registration. She also reported that she and Mr. Stallings will be attending the Water Task force meeting that will be held in Smithfield on Wednesday, December 14, 2016.

Mayor Richardson thanked Councilwoman Flemming and everyone who helped with the Town's Christmas parade. She said she has received many wonderful comments regarding the parade. She also announced that Mr. Carney, Planning & Zoning Administrator, is leaving the Town of Windsor and will be working as Town Manager for the Town of Keysville. She said he has been working for the Town of Windsor for almost 7 years. She congratulated him and thanked him for his many years of service.

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 the part time employee who has been working for several months a \$100 bonus after taxes. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Mayor Richardson reminded Council that a new Vice Mayor will need to be elected at the January 10, 2016 Council meeting.

#### **Economic Development Authority Report**

None

**Other Reports**

None

**Old or Unfinished Business**

None

**New Business**

None

**Closed Session**

Councilman Ambrose 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.

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

Councilman Ambrose 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 Bryant expressed his thanks to Council for working with him over the past 12 years. Council thanked Councilman Bryant for his many years of service to the Town.

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

The meeting adjourned at 9:15 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 13, 2016

Motion #	Ambrose	Bryant	Willis	Scott	Flemming	Edwards	C. Richardson
1	Y	Y	absent	Y	Y	Y	
2	Y	Y		Y	Y	Y	
3	Y	Y		Y	Y	Y	
4	Y	Y		Y	Y	Y	
5	Y	Y		Y	Y	Y	
6	Y	Y		Y	Y	Y	
7	Y	Y		Y	Y	Y	
8	Y	Y		Y	Y	Y	
9	Y	Y		Y	Y	Y	
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Jerry Whitehead, Clerk