

**Minutes
Windsor Town Council Meeting
Town Hall
February 10, 2015**

The Windsor Town Council met in regular session on February 10, 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, Interim Chief Riddle, 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
Patty Flemming
Tony Ambrose

Council member absent: Durwood V. Scott

Mayor Richardson recognized Mrs. Dee Dee Darden, Isle of Wight County Board of Supervisors member representing the Windsor District. She also recognized Mr. Joe Lomax, Regional Residency Administrator for the Virginia Department of Transportation (VDOT). Mayor Richardson welcomed and thanked them for attending the meeting.

Mayor Richardson asked Councilman Willis to lead the Pledge of Allegiance, and he did.

Delegations, Public Comments and Citizens' Concerns

Girl Scout Community Project

Jennifer Bak, Girl Scout Leader for Windsor, asked a few of her Girl Scouts to present Council with a packet containing information regarding a community project. Mrs. Bak explained to Council that the Girl Scouts will be painting a mural on the business located at 11 East Windsor Boulevard with the owner's permission. She said the project has been approved by the Girl Scout Council of Colonial Coast. She said that Sam Welty, a well-known muralist, is willing to help direct this project. Mrs. Bak reported that Mr. Welty would normally charge \$26,000 to do a mural half this size, but he is willing to do this project for whatever the Girl Scouts can raise through donations, fundraisers and grants.

She said two businesses in Town have agreed to donate services and supplies totaling over \$6,000 to support the project.

Mrs. Bak asked Council to consider assisting the Girl Scouts with a State Project Grant. She said that the grant's purpose is to facilitate new and innovative art projects with the potential to lead to other innovations. She explained that the grant amounts will be between \$1,000 and 10,000, and the Town would be required to provide at least a one-to-one cash match of the requested grant. Mrs. Bak said she would answer any questions Council may have.

Councilman Edwards asked if the mural will be painted on both sides of the building, how large it will be, and will the mural require maintenance throughout the years. Mrs. Bak explained that the mural will be painted on both sides of the building and will cover the entire sides. She said the mural should last a minimum of 10 years, and with the cloth technique, it could last as long as 25 years.

Mayor Richardson thanked Mrs. Bak for her presentation. She thanked the Girl Scouts for all that they do for the Town. Mayor Richardson said that Council will discuss this issue later on the agenda under "Council's Discussion of Citizen's Concerns."

Mrs. Dee Dee Darden from the Isle of Wight County Board of Supervisors said there has been discussion regarding the property that the Windsor Volunteer Fire Department sits on. She said it was agreed that this piece of property was going to be conveyed to Isle of Wight County. She said if Council agrees to the terms of the draft Town of Windsor and Isle of Wight Memorandum of Understanding (MOU), then the County would like to have it signed stating that the property will be conveyed.

Mrs. Darden said that the County has met with several VDOT representatives and the Army Corps of Engineers to express their support of a southern route for the new Route 460 project. She said due to the wetlands, VDOT has chosen the northern route. She said the County is concerned with protecting the intermodal park and the Town of Windsor. She explained that the Commonwealth Transportation Board has asked the County to draft a resolution in support of the northern route. She said that the Board of Supervisors will be voting on a draft resolution at their next meeting. Mrs. Darden read the draft resolution which requested access to the intermodal park and pad ready sites. The resolution also addressed safety, mobility, evacuation issues, and the need to adequately accommodate freight traffic in order to meet the existing and future transportation needs. Mrs. Darden said if the resolution is adopted by the Board, it will be presented to the Commonwealth Transportation Board.

Mayor Richardson thanked Mrs. Darden for presenting this information to Council. She then said that Council will not be drafting a resolution in support of the northern bypass.

Mr. Joe Lomax, Regional Residency Administrator for the Virginia Department of Transportation (VDOT), reported that the Franklin residency maintains roadways in four counties in this area including Isle of Wight County. He briefed Council on several repairs that have been made within the Town of Windsor. He also reported repairs that are scheduled to take place within the Town. Mr. Lomax explained that VDOT is only responsible for drainage issues within its right-of-ways or deeded recorded easements. Mr. Lomax said he would answer any questions that Council may have.

Councilman Edwards reported several specific repairs needed within the Town noting that they are safety issues. He said there is a section of road near 52 North Court Street that has non-existent shoulders and also a deep ditch on East Griffin Street in the sharp "S" turn that needs addressing. He suggested putting warning signs out until repairs can be made. Councilwoman Flemming asked Mr. Lomax if he could furnish the Town with maps showing the location of ditches within the Town. He said he would speak with the local supervisor and try to locate this information. After further discussion, Mr. Lomax said he would address Council's concerns and report back to Mr. Stallings. Mayor Richardson thanked Mr. Lomax for attending the meeting and for addressing the Town's street repair issues.

Raegan Hasty, Windsor High School co-student liaison to Council, reported on several school activities. She said that the high school hosted a "Winter Bazaar" to raise money to fund new gym equipment. She said that Luke Denoncourt, a freshman at the high school, has been selected to serve as a Page with the Virginia House of Delegates for the 2015 General Assembly. She also announced that Lance Sexton has been selected as one of three students in Virginia to compete in the Under Armour All-American Pre-Season Baseball Tournament. Ms. Hasty continued to brief Council on several sporting events.

Mayor Richardson thanked Ms. Hasty for updating Council on the recent events at the high school. She also congratulated Isle of Wight County Schools for being ranked 16th in the State and for being ranked 4th in the entire Hampton Roads region.

Dale Scott, 9 Virginia Avenue, updated Council on the status of the Windsor Volunteer Fire Department's ongoing negotiations regarding the Facility Use Agreement with Isle of Wight County. Mr. Scott said that proposed amendments have been made to the Facility Use Agreement as discussed at a previous meeting in October with representatives from Town Council, the County, and the Windsor Volunteer Fire Department. He said that all seven fire departments have reviewed the amended agreement and are willing to sign it. He said that a copy

of the amended agreement has been presented to the Isle of Wight County Board of Supervisors for their approval.

Mr. Scott said he understands that proposed revisions are being drafted to the 2008 Memorandum of Understanding (MOU). He requested that the fire department be involved with any discussions regarding the three party MOU.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the January 13, 2015 Council meeting, the minutes of the January 27, 2015 work session, the minutes of the January 28, 2015 work session, 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. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

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

Mayor Richardson thanked Ms. Newsome for including the reports on delinquent taxes and on the gym renovation project.

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

Council's Discussion of Citizens' Concerns

Mr. Stallings briefed Council on the Project Grant that the Girl Scouts are asking the Town to consider assisting them with. He said it would be used to paint a mural on the business located at 11 East Windsor Boulevard. He explained that if Council agrees to go forward with the grant process, the Town will apply for a grant between \$1,000 and \$10,000 on behalf of the Girl Scouts. He said if the grant is approved, the Town will be responsible for providing at least a one-to-one cash match of the requested grant. Mr. Stallings said that money is available in the Contingency Fund if the Girl Scouts are approved for the grant. Council discussed the application process and agreed that this project will be a good investment for the Town.

Councilman Willis made a motion to have Staff move forward with the Project Grant application process on behalf of the Girl Scouts for the amount of \$10,000. Councilwoman Flemming seconded.

Vice Mayor Bryant expressed his concerns with donating money to the Girl Scouts to fund this project, when in the past, Council has always agreed not to donate funds to other organizations. Council agreed that this project is a re-investment back into the Town and will help to promote the Town and its history.

After further discussion, Council unanimously passed the motion as recorded on the attached chart as motion #3.

Vice Mayor Bryant asked if VDOT is going to pick up the remainder of the debris from the ditch next to the Farmer's Daughter restaurant. Mr. Stallings said he would contact VDOT to schedule another pick up.

Mayor Richardson asked Mr. Stallings if he has spoken with the homeowner on Lover's Lane regarding trimming the bushes that are obstructing the view when entering onto U.S. Route 460. Mr. Stallings said the homeowner has expressed an interest in having the bushes trimmed. He said he will contact the homeowner again to discuss having the bushes trimmed early this spring.

Town Manager's Report

Revenue Projections

Mr. Stallings reviewed the revenue projections for the current fiscal year. He noted that the Town will end the year with \$43,851 more than budgeted. He said as he prepares the revenue projections for the upcoming budget, he does not anticipate a large deviation from the current fiscal year projections. He said he does not anticipate any large change in the Town's real estate or personal property taxes. Mr. Stallings said that other sources of revenue may fluctuate slightly, but no significant changes are expected from the current conditions.

Flag Pole Installation Costs

Mr. Stallings said he met with Dick Holland, CEO at Farmers Bank, regarding the installation of the recently discussed flag pole beside the police station. Mr. Holland was in favor of the Town moving forward with the installation of the flag pole.

Mr. Stallings said that Council indicated at the last meeting a desire to have the Cardinal Sign Company install an 80 foot pole at their price of \$17,300. He said he has received estimates to install lighting for the flag. He said that one electrician is an Auxiliary Officer and is willing to do the labor at no cost to the Town. He also stated that the materials will cost approximately \$2,500.

After a discussion regarding the location of the flag pole, Council agreed to table this issue until the March 10, 2015 meeting to give them an opportunity to walk the property to decide on an exact location.

Action List

Mr. Stallings reviewed the Action List for the month of January with Council. He reported that the contractor will begin working on the drainage issues at the Saunder's property as soon as weather permits.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He noted that the Planning Commission meeting date is incorrect and should be corrected to February 25, 2015.

Mr. Stallings reported that Anne Seward, County Administrator, sent him an email asking the Town to consider working with the County on a MOU between the Town and the County regarding the Windsor Volunteer Fire Department. Mr. Stallings said he explained to Ms. Seward that the Town will work on a draft MOU but will not be signing a new MOU until the fire department and the County have reached an agreement on the Facility Use Agreement. Councilman Willis suggested that the Town keep communications open with the fire department regarding the draft MOU.

Mayor Richardson explained that when the 2008 MOU was agreed upon, it was the intent to transfer ownership of the land that the fire department is located on to the County. She said the MOU states that if the fire department and rescue squad vacates their existing buildings, then the County would give the Town the existing buildings. She said that the transfer of the land to the County never took place, and now a decision needs to be made as to how to handle this matter. Mayor Richardson explained that if Council does not honor the intent of transferring the land to the County, then the Town may forfeit ownership of the buildings if they are vacated.

Council continued to discuss fire department funding issues and the 2008 MOU with Mr. Dale Scott and Mr. Jessie Lane Gwaltney, representatives from the Windsor Volunteer Fire Department.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson reported that weather is delaying the renovations to the Windsor Middle School Gym. She said the rain is delaying pouring concrete for the driveway, working on the roof, and painting the outside of the gym. Mayor Richardson said she will request an extension from the Obici Foundation if the weather delays the scheduled completion date of the renovations.

Mayor Richardson said she would like to have a community fundraiser for the Windsor Middle School Gym. Council agreed to schedule a date of Saturday, May 2, 2015 for the fundraiser. They also agreed to have the first concert series at the same time of the fundraiser.

Councilwoman Flemming suggested a Community Event Calendar. She said that civic organizations, schools, and churches could submit dates of their events to the Town, and this information could be put on the Town's website. Mayor Richardson asked Mr. Stallings to pursue this idea.

Mayor Richardson said she will be attending a meeting Friday, February 13, 2015 in Richmond with the Farm Bureau Delegation and VDOT regarding the U.S. Route 460 Project. She said she will also be speaking at the Commonwealth Transportation Board meeting on February 18, 2015.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

Councilwoman Flemming said she received information from A.V.E.S. Moody's regarding recycling fees. She reported that it will cost an individual \$86.00 a year for recycling services. She said she would like to see Town wide recycling in the 2015-16 budget and CIP. Mayor Richardson asked Staff to put in each quarterly newsletter and on the website that individual recycling is available by contacting A.V.E.S. Moody's and by paying a monthly fee. She also asked Mr. Stallings to continue working with the County to have another recycling container located within the Town.

New Business

None

Closed Session

Councilman Edwards made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 evaluations and A-7 consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation. Vice Mayor Bryant seconded, and Council passed the motion as recorded on the attached chart as motion #4.

Councilman Willis made a motion to go back into regular session. Councilman Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #5.

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. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilwoman Flemming made a motion to adjourn. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 10:45 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date February 10, 2015

Motion #	Willis	Scott	Flemming	Edwards	Ambrose	Bryant	C. Richardson
		Absent					
1	y		y	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							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk