

**Minutes  
Windsor Town Council Meeting  
Town Hall  
February 11, 2014**

The Windsor Town Council met in regular session on February 11, 2014 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Vice Mayor Wesley F. Garris was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He 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, Interim Town Treasurer, and Wallace Brittle, Town Attorney were present.

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

Member absent:                       Mayor Carita J. Richardson

Vice Mayor Garris asked Councilman Bryant to lead the Pledge of Allegiance and Councilman Bryant did.

Vice Mayor Garris said that Mayor Richardson would not be attending the Council meeting due to being out of Town.

**Public Hearing**

None

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

William Archer and Jenny Saunders, Windsor High School Co-Student Liaisons to Council, reported on several school activities, and said the State BETA Convention will be taking place in March. They also reported that the lady's basketball team is doing very well this year. Vice Mayor Garris thanked Mr. Archer and Ms. Saunders for attending the meeting and for updating Council on the recent events at the high school.

**Consent Agenda**

Vice Mayor Garris said the consent agenda consists of the minutes of the January 14, 2014 Called Council meeting, minutes of the January 14, 2014 Council meeting, minutes of the January 28, 2014 Council work session, and the

Treasurer's reports. Vice Mayor Garris asked if there were any questions or comments regarding the consent agenda.

Councilwoman Flemming made a motion to adopt the consent agenda as presented. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

### **Police Chief's Report**

Interim Chief Riddle stated that the police report is before Council for its information. He said if there are any questions, he would answer them at this time.

Interim Chief Riddle reported that he spoke with the representative for the Redflex traffic cameras, and they are waiting for a signed letter from Sheriff Marshall giving authorization for the Town of Windsor to begin the Redflex traffic camera project. He said that he is in the process of obtaining the letter from Sheriff Marshall. Interim Chief Riddle briefed Council on the process of having the Redflex traffic cameras installed after receiving the authorization letter.

Council briefly discussed the negative press associated with other localities being accused of shortening the yellow light time to increase the number of tickets issued. Interim Chief Riddle said that VDOT maintains the roads within the Town of Windsor, and they set the minimum time frame for the yellow lights. Councilman Willis asked what the minimum threshold is for a yellow light. Interim Chief Riddle said he believes that three seconds on a yellow light is the VDOT state minimum standard. Mr. Stallings stated that the yellow light at the six-way intersection is set to exceed the maximum VDOT standards, and there would be no intent of shortening the yellow light time.

Councilman Edwards asked Interim Chief Riddle if he would include in his report a list of the officer's names and which vehicles they are assigned to. Interim Chief Riddle said that he would include this information in the Police Chief's report.

Interim Chief Riddle reviewed the monthly summary report with Council.

Vice Mayor Garris commended Interim Chief Riddle for the job he is doing.

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

Councilman Edwards said that several sidewalks within the Town have rocks and dirt thrown on them from the snow cleanup. He said that VDOT is not going to clean the sidewalks, and they need to be maintained. Mr. Stallings said he would have the Maintenance Department clean the sidewalks.

Councilman Scott asked the status of the Police Department sign to be placed in front of the building. Mr. Stallings said he is still in the process of receiving multiple quotes. He said he should have price quotes to report to Council at the March 11, 2014 Council meeting.

## **Town Manager's Report**

### ***Revenue Projections***

Mr. Stallings said he has enclosed in the Council packets a copy of the year end revenue projections. He reported that he is currently projecting that the Town will bring in \$61,277 above the budget estimate. He said the numbers for January and all previous months are actual numbers, and the numbers for February through June are estimates based off of historical data and our assumptions. Mr. Stallings stated that as he prepares the revenue projections for the upcoming budget, he does not anticipate a large deviation from the current fiscal year projections.

### ***Action List***

Mr. Stallings said the Action List is enclosed for Council's review. He noted that the Town has a blanket surety bond on all employees of \$100,000 through VML Insurance. Mr. Stallings said that prior to going with VML Insurance; the Town maintained a \$50,000 bond on the Treasurer and the Town Manager. Councilman Edwards stated that this information needs to be updated with the auditor.

Councilwoman Flemming asked if VML Insurance covered the replacement of the damaged mud pump for the Maintenance Department. Mr. Stallings said that VML Insurance covered all of the cost except for \$500.

Council discussed the importance of the Town Manager visiting businesses within the Town to address any concerns they may have.

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

Mr. Stallings said he has enclosed the Calendar of Events for Council's information. He noted that a work session is scheduled for February 24, 2014 at 5:30 p.m. to discuss several items including the upcoming budget.

### ***Appropriation of Funds from the Sale of Surplus Property***

Mr. Stallings reported that the surplus items sold for a total of \$4,004.10. He said the two police vehicles sold for a total of \$3,900. Mr. Stallings said he would recommend that Council adopt the enclosed resolution to appropriate the funds from the sale of the two police vehicles into the equipment line item of the Police

Department's operation budget. He said that these funds would be enough to cover the overage in the Police Department's equipment line item in the budget.

Councilman Edwards said he felt that these funds should go back into the capital improvements line item because that is where the two police vehicles were purchased from. He said these funds would then be available to pay towards the purchase of additional police vehicles when they are needed for the Police Department. Councilman Edwards stated that this would also keep the accounting accurate by putting the funds back in the same category that they came out of.

After a brief discussion, Council agreed to take no action regarding the appropriation of funds from the sale of the surplus property.

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

None

### **Mayor's Report**

Vice Mayor Garris reported that Mayor Richardson was absent due to being out of Town on vacation. He said that he can't remember Mayor Richardson ever missing a meeting, and she certainly deserves a break to enjoy her vacation.

### **Economic Development Authority Report**

None

### **Other Reports**

None

### **Planning Commission**

Mr. Carney said the Planning and Zoning report for January 2014 is enclosed for Council's information. He said there were twelve zoning permits issued, and six violation notices sent out during the month. He said that he has been working with Mr. Brittle, Town Attorney, to collect payments through liens for four violations where the Town had to hire a grass cutting contractor to cut the grass. Mr. Carney stated that the next Planning Commission meeting will be on February 26, 2014

### **Old or Unfinished Business**

Councilman Edwards said that he had requested a delinquent tax list by individual years, and he received a report with only totals. He said it would be

helpful with the collection process to know how much is delinquent for each year. Mr. Stallings said he would have a report generated by individual years to be distributed to Council.

Councilwoman Flemming asked for the status of the water connection fee survey with other localities which was discussed at the January 28, 2014 work session. Mr. Stallings said he should have this information to report to Council at the March 11, 2014 Council meeting.

### **New Business**

None

### **Closed Session**

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, and A-7 consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #2.

Councilwoman Flemming made a motion to go back into regular session. Councilman Edwards seconded, and Council passed the motion as recorded on the attached chart as motion #3.

Councilman Scott 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 Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Bryant made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 9:40 p.m.

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Wesley F. Garris, Vice Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date February 11, 2014

Motion #	Bryant	Wills	Scott	Flemming	Edwards	Garris	C. Richardson
1	Y	Y	Y	Y	Y		Absent
2	Y	Y	Y	Y	Y		
3	Y	Y	Y	Y	Y		
4	Y	Y	Y	Y	Y		
5	Y	Y	Y	Y	Y		
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Jerry Whitehead, Clerk