

**Minutes
Windsor Town Council Meeting
Town Hall
January 10, 2017**

The Windsor Town Council met in regular session on January 10, 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, Chief Riddle, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

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

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

Swearing in of Newly and Re-elected Council Members

Mayor Richardson announced that Sharon Jones, Clerk of the Circuit Court, is present to swear in the newly elected and re-elected Council members. Councilman Scott, Councilman Willis and Councilman Bernacki were sworn in by Mrs. Jones.

Mayor Richardson welcomed Mr. Bernacki, the new Council member, and congratulated those who were re-elected. She said she looks forward to working with this Council.

Election of a Vice Mayor

Mayor Richardson said the next order of business is to elect a Vice Mayor. Councilman Willis nominated Councilman Scott. Councilman Edwards seconded, and Council unanimously passed the motion, with Councilman Scott abstaining, as recorded on the attached chart as motion #1.

Mayor Richardson informed Council of the death of Bob Alphin. She said he was the father of Rex Alphin, Chairman of the Isle of Wight County Board of Supervisors. She said he contributed a lot to the community, and he will be greatly missed.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the December 13, 2016 Council 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 #2.

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the months of November and December are before Council for review.

Mrs. Jernigan reported that the \$100,000 payment from the Water Fund checking account is scheduled to be paid on January 9, 2017 to the principal of the USDA loan, which has the highest interest rate, as instructed by Council. She explained that there is a calculated estimate of approximately \$127,998 in savings and more than five years off the total life of the loan by making this payment.

After further discussion, Councilman Willis made a motion to accept the Treasurer's reports. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council's Discussion of Citizens' Concerns

None

Town Manager's Report

Machinery and Tools Tax

Mr. Stallings reported that Isle of Wight County has been assessing their machinery and tools at 100% of their purchase price with no depreciation. He explained that the Virginia Constitution requires localities to assess machinery and tools at a fair market value. He said that Isle of Wight has reduced their assessments to 60% of the purchase price on all machinery and tools. He explained that Isle of Wight County, as well as the Town of Windsor and the Town of Smithfield, are obligated to repay the amount of overpayment for the past three years. The amount of credits for the Town of Windsor is \$2,626.72 including interest. Mr. Stallings said he has enclosed a resolution to appropriate these funds to be reimbursed.

Mr. Stallings said the Commissioner of the Revenue for Isle of Wight County has recommended to the Isle of Wight County Board of Supervisors that they consider reimbursing both Towns for the credits that are being paid back due to the incorrect assessment. He said this decision should be made at the January 24, 2017 Isle of Wight County Board meeting.

Mr. Stallings explained that the Commissioner of the Revenue has indicated that the Town will need to increase the machinery and tools tax rate from its current \$0.10 per \$100 of value to \$0.25 per \$100 of value to remain revenue neutral. He said this will cause no increase in taxes for those currently paying machinery and tools tax to the Town. He said this adjustment will be made as part of the upcoming budget process as discussed at the September 13, 2016 meeting.

After further discussion, Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$2,626.72 from the Unappropriated Fund Balance of the General Fund to the 2016-17 General Fund Operating Budget."

Councilman Ambrose made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$2,626.72 From The Unappropriated Fund Balance Of The General Fund To The 2016-17 General Fund Operating Budget*. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Planning and Zoning Administrator

Mr. Stallings said as you know, Dennis Carney resigned his position with the Town of Windsor to take a job with the Town of Keysville as their new Town Manager. He said he has advertised for a replacement Planning and Zoning Administrator. The applications are due by January 12, 2017. He said he will keep Council informed on the progress of finding his replacement.

Resolutions for Clint Bryant and Dennis Carney

Mr. Stallings reported that as of December 31, 2016, both Dennis Carney and Clint Bryant are no longer in their respective positions with the Town of Windsor. Both men served this Town well through their dedication and service to the citizens of Windsor. He said he has attached resolutions commending both Dennis Carney and Clint Bryant for their tireless work and service to the Town of Windsor and its citizens.

Mr. Stallings said if adopted, he would like to formally present Mr. Bryant's resolution at the February Council meeting. He said he would like to formally present Mr. Carney's resolution at a Town of Keysville Council meeting.

Councilman Edwards made a motion to adopt the two resolutions honoring Dennis Carney and Clint Bryant for their contributions to the Town of Windsor. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Town Code Update

Mr. Stallings reported that in accordance with the Town Code update schedule, he has completed his review of Sections 145, 148 and 152. 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.

Mr. Stallings said this concludes the review of all sections of the Town Code. He recommended that the Town advertise the changes and set a public hearing for March to allow citizens time to review the changes and to provide comments. Council agreed by consensus to set a public hearing for March.

Mayor Richardson said that she and Councilman Bernacki have discussed being more diligent with advertising public hearings. She asked Mr. Stallings to make sure that all public hearings are advertised in all local newspapers including the Windsor Weekly, on the Town's website, Facebook and on the Town sign. Mr. Stallings said he will make sure that all public hearings are properly advertised as requested.

Vice Mayor Scott thanked Mr. Stallings for the work he has done updating the Town Code. He said good revisions have been made, and it will be beneficial to everyone.

Action List

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

Brian Camden, Alpha Corporation consultant, briefed Council on the status of the proposed new municipal building and the Windsor Town Center. He stated that the current one-story municipal building design, known as Option C, is in the schematic stage and is about 55 percent complete. He said it should meet the Town's growth needs going into 2030 and 2040.

Mr. Camden said that the facility assessment for the Windsor Town Center, being conducted by Mosely Architects, is about 70 percent complete. He said that Mosley would like to schedule a final meeting for the end of January, 2017 to discuss the facility's structural condition, plumbing, and electrical infrastructure, and to determine the final functions of all the spaces within the building.

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 is being rescheduled to January 18, 2017 due to the VML Legislative Day in Richmond on January 25, 2017.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson reported that she and Mr. Stallings attended the Pre-Legislative Breakfast on January 5, 2017. She said it was very informative. She also reported that minor revisions to the Windsor Town Center lease will be voted on at the January 12, 2017 Isle of Wight County School Board Meeting.

Mayor Richardson announced that she will be attending the Commonwealth Transportation Board meeting on Wednesday, January 18, 2017 at 8:30 a.m. in Richmond to speak about the U.S. Route 460 Project. She said that the U.S. Route 460 Project will be scored at this meeting.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

Mayor Richardson asked Council to consider the following proposed appointees to an Advisory Board for Windsor's Town Center. She said this board will help set up activities and programs at the center. The proposed appointees are Brenda and Marie Stephenson, Melvin Evans, Kim and Brooke Garrett, Tony and Jessica Slaba, David Smith, Mark and Sharon Clayton.

Councilman Ambrose said he would like Council to discuss and determine the roles and responsibilities of the Advisory Board. Councilman Edwards asked if any of the proposed appointees were Town residents. After further discussion, Council agreed to discuss these issues at the January 24, 2017 work session.

New Business

Vice Mayor Scott suggested that the Town Policy Book be revised.

Closed Session

Councilwoman Flemming 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. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

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

Vice Mayor 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 Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Council discussed moving forward with asbestos removal from the Windsor Town Center.

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

The meeting adjourned at 8:55 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date January 10, 2017

Motion #	Willis	Scott	Flemming	Edwards	Ambrose	Bernacki	C. Richardson
1	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	
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Jerry Whitehead, Clerk