



**Minutes
Windsor Town Council Meeting
Town Hall
January 12, 2021**

The Windsor Town Council met in regular session on January 12, 2021 at 7:00 p.m. at the Windsor Town Center, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. Mayor Willis asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Cheryl McClanahan, Treasurer, Chief Riddle and Fred Taylor, Town Attorney, were present.

Council members present: Greg Willis
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 George Stubbs
 Jake Redd

Councilman Greg Willis led the Pledge of Allegiance.

Council agreed by consensus to revise the order of the agenda by moving the item entitled "Confederate Monument" under New Business. It was agreed to discuss this item after Delegations and Public Comments.

Public Hearing

None

Reorganization of Council

Resolution Adoption - Durwood V. Scott

Town Council passed a motion to adopt a Resolution of Appreciation for Durwood V. Scott as recorded on the attached chart as motion #1.

Mayor Willis presented Mr. Scott with the resolution and thanked him for his many years of service and dedication to the Town of Windsor.

Mr. Scott said he has enjoyed serving the community and working with this Town Council and past Council members.

Election of Officers

Councilman Stubbs nominated Councilman Greg Willis for Vice Mayor. Councilman Carr seconded, and Council unanimously passed the motion, with Councilman Greg Willis abstaining, as recorded on the attached chart as motion #2.

Councilman Stubbs nominated Councilman Redd to serve as the Economic Development Authority (EDA) Town Council Liaison. Councilman Carr seconded, and

Council unanimously passed the motion, with Councilman Redd abstaining, as recorded on the attached chart as motion #3.

Delegations and Public Comments

Randy Keaton, Don Robertson – Confederate Monument

Don Robertson, Assistant County Administrator, gave a brief update on the recommended relocation of the Confederate Monument located at the Isle of Wight County courthouse grounds. He explained that a task force was formed and tasked with the following:

- Investigate and locate potential sites for the possible relocation of the Confederate monument
- Investigate methods to contextualize the monument at its current location
- Report findings and recommendations back to the Board by December 1, 2020

Mr. Robertson reported that all members of the Isle of Wight County Monument Task Force unanimously agree with the Windsor Town Cemetery being listed as an option for the relocation of the Confederate Monument.

Mr. Robertson stated that approximately 100 speakers spoke at the Board meeting regarding this issue. He explained that the Board still hasn't made a final decision on whether the County's Confederate Monument will be relocated, but they did vote to authorize County staff to start a dialogue with the Town of Windsor Council members regarding the possibility of relocating the statue to the Town's cemetery.

Councilwoman Blankenship asked how many of the approximate 100 speakers were for or against the relocation of the monument.

Mr. Robertson reported that he did not have a specific count of how many of the 100 speakers were for or against the relocation of the monument at this time, but he feels that it was a 50/50 split opinion on having it relocated or leaving it at the courthouse complex. He did note that all members of the Isle of Wight County Monument Task Force agree with the Windsor Town Cemetery being listed as an option for relocation of the monument should the Board of Supervisors decide to relocate the monument.

Councilman Carr asked how the task force determined that the Town of Windsor Cemetery is the best option for relocation based on how large Isle of Wight County is.

Mr. Robertson explained that the task force considered several other locations within Isle of Wight County. They determined that the Town of Windsor Cemetery is an appropriate location for the Isle of Wight Monument because it is the only publicly owned cemetery in Isle of Wight County, and it is the resting place of several Confederate Veterans.

Councilman Carr noted that with the cemetery being publicly owned, he feels Council should give the public an opportunity to voice their opinion before a decision is made to relocate the monument to the Town of Windsor Cemetery.

Discussions continued regarding relocating the monument from one public location to another and the financial responsibility of the monument if relocated to the Town cemetery.

Public Comments

Volpe Boykin, 28359 Walters Highway, Carrsville, said he is a member of the Isle of Wight County's Monument Task Force. He said the task force was responsible for giving options for the relocation of the County's Confederate Monument if the Board decides to move it. He explained that the Windsor Town Cemetery is an appropriate location for the Isle of Wight Monument to Confederate Dead because it is the resting place of several Confederate Veterans.

Mr. Boykin stated that once plots are purchased by individuals, they are no longer considered public property, they become private; therefore, plot owners can legally install a monument on their plots if they would like. Mr. Boykin encouraged Council to vote yes to have the monument relocated to the Town cemetery if the Board agrees to have it moved, noting that some Town Council members may have Confederate ancestors in the cemetery.

Jessie Taylor, 24519 Buckhorn Drive, said that local residents, including himself, have expressed significant concerns regarding excessive speeding and reckless driving on the roadway from S. Court Street, which turns into Buckhorn Drive, to the Commonwealth Cotton Gin. He said over the last six years of living off Buckhorn Drive and farming in this area, he has personally witnessed over a dozen accidents mostly caused by speeding and/or limited shoulder relief on the roadway. He said he has witnessed multiple livestock animals hit and killed or close to being hit near the farm's entrance.

Mr. Taylor said after expressing his concerns with Mr. Saunders, Mr. Saunders recommended that he present this information to the Town Council and to the public this evening for situational awareness, while also proposing the request for the Town Council's assistance with presenting this information to the local VDOT's Superintendent and District Traffic Engineer for Isle of Wight County.

Mr. Taylor continued to review a handout regarding specific areas of concern with current roadways and how VDOT determines speed limits. Mr. Taylor proposed that Town Council initiate conversations with the VDOT POC's to express the concerns and information provided in this evening's discussion and to include the following:

- Proposal for a speed limit change to lower the stretch of roadway from S. Court Street/Buckhorn Drive to the Commonwealth Cotton Gin from 45 mph to 25 mph
- Proposal to add two additional speed limit signs - one each way parallel north and south directions
- Proposal to add two additional "SLOW" reflective signs - one each way parallel north and south directions
- Encourage Windsor Police to enforce the speed limit in this area more frequently

New Business

Confederate Monument

Mr. Saunders reported that Isle of Wight County has been exploring options in regard to the controversial Confederate Monument on the courthouse ground; the first option being relocation, the second being contextualization in place. He said a task force was assembled to look into these options, whose top option was the relocation of the monument to the Windsor Town Cemetery, out of seven relocation areas that they identified. Subsequently, the Isle of Wight County Board of Supervisors has reached out to the Town of Windsor to determine if they would accommodate such a relocation.

Mr. Saunders reviewed the following number of issues to be considered by Town Council in regard to a decision such as the acceptance of the monument into a publicly-owned cemetery: Public Sentiment, Economic Development, Location within the Cemetery, Context within the Cemetery, Cemetery Policies, Future Maintenance Costs, Future Liability, and Cost to Town Taxpayers.

Mr. Saunders noted the following enclosures for Council's review:

Isle of Wight Monument Task Force Report Slideshow
Photo of Isle of Wight Confederate Monument
Map of Potential site in Windsor Town Cemetery
Photos of potential site in Windsor Town Cemetery
Windsor Town Cemetery Policy

Mr. Saunders said this issue is for Council's consideration.

Mayor Willis recommended that Council's decision tonight be to determine if Council agrees to enter into discussions with the County regarding the relocation of the Confederate Monument to the Windsor Town Cemetery. Mayor Willis also recommended appointing two members of Council to a committee to determine the criteria for such a move, and to have the committee bring that information before Council for review and possible approval. He said if the criteria is approved by Council, that same committee of Council members will then join with the Town Manager and the Town Attorney to work directly with the County to draft an agreement that would be brought before Council for possible approval.

Councilman Greg Willis agreed that without forming a committee and entering into these conversations, Council cannot make a well-informed decision.

Councilman Stubbs asked if any member of Council or the Town Manager received any feedback from the citizens of the Town of Windsor in reference of relocating this monument to the Windsor Cemetery.

Councilman Greg Willis said he has received input, and it has been in support of the relocation.

Mayor Willis said he has received feedback from citizens. Mr. Saunders said he has not received any feedback from citizens.

Councilman Stubbs said he has not received any feedback, and he is not sure if most citizens are aware of the discussion taking place regarding the relocation of the monument to the Windsor Cemetery. He said he feels that Council needs to get the word out to the citizens and receive feedback before a decision is made.

Councilwoman Blankenship added that after seeing the results from a poll on the Smithfield Times website stating 79% against relocating the monument and 21% in favor of relocating, she would like to know why the Board is even considering moving the monument. She said she has concerns with accepting the liability of the relocation of the monument to the Windsor Cemetery because it is such a hot topic. She said it feels like we're moving a problem. Councilwoman Blankenship said her vote would be that we say "no thank you."

Councilman Bernacki said he has received a couple of emails from citizens who are not in favor of having the monument relocated to the Windsor Cemetery. He said he agrees that we need to reach out to the community to receive input. He suggested including a carefully drafted letter in the water bills with information regarding this issue, providing options for citizens to give feedback. He said if the majority of the feedback is for relocation of the monument, then Council should move forward with a committee. He said if the majority is against relocation of the monument, then a committee would not be necessary. Councilman Bernacki said he feels that Council needs more direction from the constituents before moving forward with forming a committee.

Councilman Bernacki made a motion to provide the citizens with an information document, to be included in the water bills over the next two cycles, to receive input regarding the relocation of the Confederate Monument to the Windsor Cemetery, contingent upon the County indicating to Council within the next couple of weeks whether or not the Board is going to proceed with other options, and if the citizens are surveyed and the majority is in favor of the relocation, then move forward with forming a committee.

Councilman Greg Willis seconded, with the condition that Council will have an opportunity to review the proposed information document before it is sent to the citizens with the water bills, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Council continued to discuss the cost of including a document in the water bills and other alternatives to reaching out to the citizens, such as using the Town's website and Facebook page.

Mayor Willis explained that it may take 60 to 90 days to reach all citizens due to having two water billing cycles. He asked Mr. Keaton if that would be acceptable with the Isle of Wight County Board of Supervisors.

Mr. Keaton said the Board has not set a timeline on this issue. He said he will take this information back to the Board, and if they feel they need to make a decision before the timeline allows, then that would be their decision. Mr. Keaton said he will report back to Council after the Board's meeting next week regarding their decision on a timeline before Council invests funds into reaching out to the citizens for feedback.

Mayor Willis stated that he has ancestors who served in the Confederate military. He said there are no other monuments in the cemetery or discussions of monuments in the cemetery to honor those who actually died in other conflicts serving our country. He said he knows for a fact that there are individuals of other U.S. wars buried in the cemetery, because his Uncle Marvin died in France in World War II, and he was moved to the Windsor Cemetery after the war.

Mayor Willis said the Windsor Cemetery is not the Mall in Washington where there are memorials and monuments for those that died serving their country. Mayor Willis added that the cemetery is, as per the current deed for a plot, a place for burial or internment for the human dead.

Mayor Willis said in his research on the matter, he could find no black people known to be buried in the Town's cemetery, nor black-owned plots. He said the history of the cemetery is we were segregated in life, and we should still be segregated in death. Mayor Willis said he doesn't think "that" history is right. He added that his personal opinion is that it would be inappropriate for a Confederate monument to be placed in a cemetery that should equally serve "all" Town citizens. He said some citizens of the Town might see that as a bias towards a majority, since the majority of the Town citizens are white. Mayor Willis said in some respects, he sees the question before us that Council will have to deal with is "is it appropriate to continue that history of segregation in death."

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the December 8, 2020 Joint Strategic Planning meeting, the minutes of the December 8, 2020 Council meeting and the Police Chief's report. Mayor Willis noted a correction to the December 8, 2020 Council minutes changing a date on page 6 from January 5, 2021 to January 12, 2021. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki made a motion to adopt the Consent Agenda with the aforementioned correction to the December 8 Council minutes. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Treasurer's Report

Mayor Willis welcomed Cheryl McClanahan, the Town's newly appointed Treasurer.

Ms. McClanahan reviewed the December Treasurer's report. She reported that the C.W. Brinkley, Inc. payment was processed for the construction of the Public Works building for \$89,690.78. She said real estate and personal property tax bills have been mailed with a due date of January 15, 2021 for real estate and January 29, 2021 for personal property taxes. Ms. McClanahan also reported that the Town received CARES Act reimbursement of \$127,472.08 for the Windsor Police Department salaries and \$2,987.39 for PPE equipment and supplies.

After discussion, Councilman Stubbs made a motion to approve the Treasurer's report. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Council Comments

Mayor Willis asked Mr. Saunders to contact VDOT regarding Mr. Taylor's request to have the speed limit reduced on Buckhorn Road. Mayor Willis suggested that the proposal to reduce the speed limit be changed from 45 mph to 35 mph from the Town line, which is beyond the Commonwealth Cotton Gin, to the rest of the way into Town.

Mayor Willis asked Mr. Saunders to contact Mr. Taylor to inform him that Town Council will be happy to represent his interest regarding this matter with VDOT.

Mayor Willis said he has had discussions with Chief Riddle and will be having discussions with Mr. Saunders regarding starting the process of having the speed limit reduced on Lovers Lane.

Town Manager's Report

Budget Calendar

Mr. Saunders reported that as we start a new calendar year, we will begin the process of developing the Town's operating budgets for the 2021-22 fiscal year. Council reviewed the attached draft copy of the budget calendar.

Mr. Saunders said there is a work session proposed for Thursday, January 28, 2021 to be held at the Windsor Town Center to review the 6 month budget report. He said we would like to start this work session at 5:00 pm with a light meal and will start the presentations at 5:30 pm.

Council agreed by consensus to hold the work session Thursday, January 28, 2021.

Council agreed by consensus to have Mr. Saunders schedule a separate work session to discuss the Compensation and Pay Study.

Capital Projects Update

Public Works Building

Mr. Saunders reported that interior work continues with painting, plumbing and mechanical installations. He reported that he received a change order to install safety railings around the HVC system located in the loft, which will cost approximately \$750.00. He noted that Councilman Bernacki pointed out that this railing was left out of the plan and would be required. Mr. Saunders said the project is still under budget.

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that Town staff met with the engineer on the project January 11, 2021 to sort out some apparent miscommunications about changes in the project. He explained that there were easements that were not identified at the time of the 100 percent plan. He said it almost went to bid when Town staff recognized that some of the water lines were not going to be within easements. Mr. Saunders said he is working with the engineer to resolve this issue.

Shiloh Drive Sidewalk

Mr. Saunders reported that the erosion and sediment control devices were removed on Tuesday, January 5, 2021, so the new yard drain should start to keep the water off of the sidewalk's surface moving forward. Several areas of erosion were identified along the edge of the sidewalk that were reported to the project manager at the County. He said they had a site visit January 11, 2021 to determine the best method of repair.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders reported that the roof design is underway with REI Engineering Group and, documents for the acquisition of revised bids are being reviewed for advertisement. It is expected that the cost of the bids will increase, as the newly designed roof is to current standards and building code; whereas the previous bids were to replace the roof that was installed to 30+ year old standards. He noted that increased energy standards should result in a cost savings on climate control in the future.

Isle Shop Small Gift Card Program Update

Mr. Saunders reported that the Isle Shop Small Gift Card Program, for which the Town of Windsor provided \$28,942 in funding between the first and second rounds, has been deemed a success. Checks were distributed to participating local businesses on January 6, 2021. Mr. Saunders noted that information regarding the results of the program are enclosed for Council's review.

Windsor Strategic Plan – Public Outreach Discussion

Mr. Saunders reported that for over a year, at the direction of the Windsor Town Council, numerous stakeholders have undertaken the process of gathering information and synthesizing it into a visionary plan to guide the direction and resources of the Town of Windsor into the future. He said the latest action taken was to hold a joint public meeting including the Town Council, Planning Commission and the Management Team to hear a presentation on the final draft of the plan.

Mr. Saunders said at the joint meeting on the Strategic Plan held on December 8, 2020, it was the desire of the Town Council to discuss means and methods of garnering appropriate public input on the plan within the confines of the Covid-19 pandemic at their January 12, 2021 meeting. He said while a public meeting, which was advertised in a local paper, was held, some other potential methods to consider are:

- Other public meetings (Respective of Covid-19 guidance)
- Publishing the plan and/or survey on the town's website
- Distribution of the plan and/or survey to Town residents
- An online poll/survey to garner feedback

Mayor Willis said COVID-19 has hampered and continues to hamper the efforts of being pro-active in trying to get information out to the citizens on what the Strategic Plan is. He said he would like to schedule events where the citizens can attend and have an opportunity to have a dialog with Council regarding the plan before it is executed. He

said that will not happen within the next 90 days due to the guidelines for what we should be doing during the pandemic.

Councilman Bernacki said even though we have a good solid draft plan, he still thinks it is important and appropriate that the citizens have a chance to review it and give feedback because these are the people that we work for. He said citizen feedback will help Council steer this document in a more precise direction.

Councilwoman Blankenship expressed her concerns with this data getting older as time goes on. She said Council has done a lot to get feedback from the citizens. She said she feels that the plan should be adopted and presented to the community. She agreed that feedback can still be considered after the plan has been adopted.

Council continued to discuss ways of reaching out to the citizens, including putting this information on the Town's website and including information on water bills. Council agreed to receive input from the Planning Commission before making any revisions to the plan or reaching out to the citizens for feedback.

Mr. Saunders gave an update on the audit. He said he was under the assumption that the auditor had all documents needed to complete the audit. He said the auditor has requested additional data and reports that Ms. McClanahan will be working on.

Mr. Saunders also updated Council on the CARES Act Utility Relief Program for water customers who are in arrears due to the impact of the pandemic. He reported that the Town has been awarded approximately \$4,500.00 for that program. He said \$3,566.00 of delinquent water bills have been identified for customers who qualify for the relief funds. Mr. Saunders explained that with the CARES Act deadline being extended to December 31, 2021, he is hopeful that we can identify others that will qualify and use the entire amount that was provided.

Mr. Saunders updated Council on the CDBG Pre-planning Grant as requested by Councilwoman Blankenship. He said Maxie Brown, Interim Planning and Zoning Administrator, has been working on this grant. He said the grant budget has been revised several times. He said the most recent revision that was sent in December should be approved. Mr. Saunders said it should pay for some of the planning work done by Mr. Sullivan, some of the facilitation by Renee Rountree, and some work done by Mrs. Brown.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

None

Other Reports

Councilman Bernacki said the Windsor Volunteer Fire Department would like to remind citizens that there have been a rash of fires lately; therefore, please be careful while using heating systems. He said if you are using auxiliary heating systems, be safe and do not use close to flammables.

Old or Unfinished Business

None

New Business

Real Estate Tax Options

Mr. Saunders said as Council is aware, there have been issues with real estate and personal property tax billing, even after switching to the MUNIS software to be more compatible with the systems that Isle of Wight County uses. He said while we have similar software now, there are still other factors that differ between the Town and County in regard to this data sharing.

Mr. Saunders said elements have been changed in recent weeks/months in order to make data sharing, bill generation and the accompanying staff duties more consistent between the Town and County, and this should pay dividends in future years; however, only those changes that could be approved administratively have been made thus far.

Mr. Saunders said a large factor that requires the Town Council's attention is the changing of the real estate tax billing period from a calendar year (As it currently is in the Town) to a fiscal year (As it currently is in the County). We are fortunate that this year was not a real estate re-assessment year; if it were, the first six months and the last six months of the calendar year would have been under two different tax rates, which would have required running them separately, effectively doubling the required staff time. He said other considerations for this change are that the number of adjustments that would potentially have to be made is greatly increased, as well as the County having to split the data set for two half-years of their data.

Mr. Saunders stated that the change from a calendar format to a fiscal one is pretty straight-forward and is one that needs to be made, but two items must be considered.

Mr. Saunders said the first item is how to handle the one-time change in revenue. When we switch from a calendar year to a fiscal year, there will be the potential of receiving eighteen (18) months' worth of real estate revenue in one fiscal year; the entire calendar year's revenue, plus the period from January through June of that fiscal year's revenue. This could either result in a six (6) month tax revenue windfall in that fiscal year, or Council could decide not to collect for that six months, resulting in the normal annual expected real estate tax revenue for the fiscal year.

Revenue Options

Option 1 - Receive the additional six (6) months' tax revenue.

Option 2 - Forgive the additional six (6) months' tax revenue.

Mr. Saunders reported that the second item, is when the billing would take place (Due dates in December, June, or both). Currently, we bill near the end of the calendar year. We could continue to bill late in the calendar year (December due date), but we would be billing for six months into the future that way, which would result in a potential for a large number of adjustments. If we switched to billing near the end of the fiscal year (June due date), there would be fewer adjustments and many taxpayers may prefer to have a six month separation between real estate and personal property tax due dates, but we would not receive the expected revenues until near the end of the fiscal year. Alternatively, we could bill twice, evening out the revenue stream and potentially reducing adjustments, but doubling the staff time and expenses of billing.

Billing Options

Option 1 - Bill with a December due date.

Option 2 - Bill with a June due date.

Option 3 - Bill with both December and June due dates.

Option 4 - Bill with both December and June due dates only the first year if the additional six (6) months' revenue is received in order to break up the payments for that year.

[For reference, the amount of real estate tax revenue projected for FY20-21 was \$206,000.]

Mr. Saunders recommended to receive the additional six (6) month's tax revenue, bill with both December and June due dates in that one year only, and bill with June due dates in future years.

Councilwoman Blankenship said she likes this proposal, but Council would need to communicate to the residents about why we are doing this and the impact it may cause. She explained that residents just paid their entire year's taxes, and now we are proposing to bill the residents a half year's taxes in just six months. Councilwoman Blankenship said we may need to send a special mailing to the citizens to communicate this and the other items discussed tonight to let them know what these changes may mean to them.

Council continued to discuss the revenue flow with the proposed billing cycle change, how this may impact the budget with delinquents that may carry over to the next fiscal year, how this may affect escrow accounts, and how to communicate this proposed billing cycle change to the community.

Mayor Willis said we need to understand if there may be problems associated with continuing to bill in December, even though we are actually billing for the period July through June.

After further discussion, it was the consensus of Council to table this issue until the February meeting.

Mayor Willis said he and Mr. Saunders will continue to evaluate and make determinations about what is correct for us from a meeting standpoint. He said they are watching what other localities are doing, and will be making decisions on how and where to conduct future meetings based on State guidelines.

Councilman Stubbs made a motion to adjourn. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 9:55 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 12, 2021

Motion #	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Redd	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2	abstain	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	abstain	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk