

**Minutes
Windsor Town Council Meeting
Town Hall
January 12, 2016**

The Windsor Town Council met in regular session on January 12, 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
Greg Willis
N. Macon Edwards, III
Durwood V. Scott
Patty Flemming
Tony Ambrose

Mayor Richardson recognized Glyn Willis who serves on the Planning Commission, Carolyn Harrup who serves on the Board of Zoning Appeals, Rex Alphin, Chairman of the Isle of Wight Board of Supervisors, Dick Grice, Isle of Wight County Board of Supervisors member representing the Smithfield District, and several VDOT representatives. She thanked them for attending the meeting.

Mayor Richardson asked Vice Mayor Bryant to lead the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Update - U.S. Route 460 Corridor Improvements Project

Angel Deem, VDOT Environmental Project Manager, Caleb Parks, VDOT Deputy Project Manager, and Michael Tugman, P.E., Consultant Project Manager, were present to give an update on the continued environmental work being done on the U.S. Route 460 Corridor Improvements Project. Mrs. Deem reported that in November 2015, VDOT submitted a permit application to the U.S. Army Corps of Engineers (USACE) for proposed improvements along the Route 460 corridor from approximately one mile west of Zuni to the Route 460/Route 58 interchange in Suffolk. She explained that USACE is holding a public comment period from November 30, 2015 to January 20, 2016. She said comments are being solicited in order to consider and evaluate the impacts of the proposed improvements.

Mrs. Deem continued to explain the overall purpose of the Route 460 improvements. She stated that support for such improvements is based on identified needs to address roadway deficiencies, improve safety, accommodate increasing freight traffic, reduce

travel delay, provide adequate evacuation capability, improve strategic military connectivity, and support local economic development plans.

Mr. Tugman reviewed the map showing the proposed 17 mile route running from Suffolk, bypassing Windsor on the north, crossing over Route 258 without a transfer point, and connecting to the existing Route 460 at Zuni.

Several citizens and Council expressed their concerns with the project. Some of the concerns included sacrificing safety to protect the wetlands, truck traffic continuing to go through Windsor, water quality, economics, transparency, consideration of property owners, and the plan not including an interchange at Route 258 and at the intermodal park.

Chairman Alphin said that cloverleaves were on the plan when it was first presented to the Isle of Wight County Board of Supervisors but have since been taken away. He said he finds it hard to support this plan without the exchange at Route 258 and at the intermodal park.

Councilman Edwards stated that it would be beneficial for the Town to partner with the County regarding the opposition of the northern bypass.

Mayor Richardson said she feels that adequate evacuation capability will not be provided with this plan. She stated that it is very likely that a dangerous situation will be created when traffic reaches Zuni due to possible flooding issues and having to merge back onto the existing U.S. Route 460. She also expressed her concerns with VDOT not collaborating with Town Council or the citizens of Windsor when this plan was being designed. Mayor Richardson urged everyone to contact the Army Corps of Engineers to express their concerns with the proposed northern bypass.

Chairman Alphin announced that Mr. Sanford (Sandy) Wanner has been named as the interim County Administrator. He also reported that the County is currently in the process of developing the 2016-17 operating budget. Chairman Alphin stated that he supports and is willing to partner with Town Council and the citizens of Windsor with their efforts to halt VDOT's proposed preferred northern bypass alternative.

Mayor Richardson said that the Board of Supervisors, at their last meeting, agreed to support asking for a 60 day extension for the public comment period with the Army Corps of Engineers. She asked for Chairman Alphin's assistance with obtaining a letter from Jamie Oliver, Isle of Wight County Transportation Project Manager, stating that the County supports the 60 day extension. Chairman Alphin agreed to contact Mrs. Oliver regarding the written request for a 60 day extension.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the December 8, 2015 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 Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the month of December is before Council for review. She noted that the audit will be available for review by the end of January.

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

Council's Discussion of Citizens' Concerns

Councilwoman Flemming reported that several streetlights between 31 Church Street and the library are out. Mr. Stallings said he will have staff report the outages to Dominion Virginia Power for repairs.

Town Manager's Report

Construction of a New Public Works Building

Mr. Stallings reported that the 2015-16 General Fund and Water Fund Operating Budgets included a total of \$230,000 for the construction of a new public works building. As such, staff has been working with contractors to obtain quotes for the construction of this building. He said he has attached the lowest proposal, which is from Atherton Real Estate Development, for this project.

Mr. Stallings said he met with Councilman Scott and Councilman Edwards and reviewed the construction proposals. He said they suggested completing the design work on the building and the site plan work before acquiring construction proposals to ensure that all construction bids will be for the same specifications.

Mayor Richardson said that Council would like to see all proposals in the future. Mr. Stallings said he will include all proposals going forward.

After discussion, Councilman Scott made a motion to authorize the Town Manager to move forward with the design work and the site plan work before acquiring bids for the construction of the public works building. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Budget Calendar

Mr. Stallings said he enclosed the draft budget calendar for the development of the 2016-17 operating budget. He said he is proposing a work session on January 26, 2016 for the presentation of the six month budget review. After discussion, it was the consensus of Council to schedule a budget work session on January 26, 2016 at 5:00 p.m.

Action List

Mr. Stallings reviewed the action list for the month of December with Council. Mayor Richardson noted that the action list shows sidewalks around the new Town property on Route 460, and it was discussed at a previous meeting to start with sidewalks only in

front of the property at this time. Mr. Stallings said he notified the engineer of the change and is waiting for a new cost proposal.

Councilman Scott asked for an update on the drainage problems reported by the Drainage Committee. Mayor Richardson explained that the list with drainage problems begins the process for the Town's plan to seek help from VDOT and to apply for grant money to help with these issues. She thanked staff and the Drainage Committee for drafting the report showing drainage issues within the Town.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson said that Mr. and Mrs. Robert Parsons are retiring, and a resolution thanking and commending them for their service to the Town of Windsor is enclosed. She read the title of the resolution as follows: "A Resolution Thanking And Commending Mr. & Mrs. Robert Parsons For Their Service To The Town Of Windsor, Virginia."

Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Thanking And Commending Mr. & Mrs. Robert Parsons For Their Service To The Town Of Windsor, Virginia.* Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Richardson said she has been sick for several months and could not attend the last Council meeting. She thanked Vice Mayor Bryant for doing an exceptional job in her absence. She also thanked Council and staff for their help during her illness.

Economic Development Authority Report

None

Other Reports

Councilwoman Flemming reported that there are plans to move forward with a new building and a new site for the library.

Old or Unfinished Business

Community Survey

Mr. Stallings explained that at the last Council meeting, Council briefly discussed the possibility of having Christopher Newport University (CNU) perform a community survey for the Town of Windsor. He said this survey would help guide the direction of the Town

based on what the community wants and help gauge how people feel about their quality of life here in Windsor.

Mayor Richardson excused herself from the meeting at 9:35 p.m. due to not feeling well. Vice Mayor Bryant presided over the remainder of the meeting.

Mr. Stallings said he has enclosed a sample contract for work that CNU has done for other localities as requested by Council. He stated that the estimated cost for this survey will be approximately \$12,000. The staff at CNU will handle all data analysis and will help formulate the questions that are to be asked. He said that Dr. Kidd, who is the director of the research center for CNU, is willing to meet with Council to discuss the process. He said this item is for Council's discussion and direction.

Council continued to discuss the advantages and disadvantages of using CNU to perform the community survey for the Town of Windsor. It was the consensus of Council to continue this discussion at a future meeting.

Updating the Town Code

Council discussed scheduling time to update each section of the Town Code.

Town Property Surveys

Councilman Scott suggested that all Town property have a survey to be kept on file in the Town Office.

New Business

Pre-Legislative Breakfast

Councilman Scott gave a brief update on the Pre-Legislative Breakfast stating that the guest speaker was Mr. Kenneth Sullivan, the new CEO of Smithfield foods. He said that Mr. Sullivan assured everyone that Smithfield Foods will continue to be a part of the community. He also reported that Del. Rick Morris has four bills already submitted and named. He said he would share information regarding the bills with anyone interested after the meeting.

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. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Willis made a motion to go back into regular session. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilwoman Flemming 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 Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Scott made a motion to adjourn. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

The meeting adjourned at 10:18 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

J. Clinton Bryant, Vice Mayor

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 12, 2016

Motion #	Bryant	Willis	Scott	Flemming	Edwards	Ambrose	C. Richardson
1	Y	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	
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