

**Minutes
Windsor Town Council Work Session
Town Hall
June 29, 2017**

The Windsor Town Council met in a Work Session on June 29, 2017 at 5:00 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. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Christy Jernigan, Treasurer, were present.

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

Mayor Richardson thanked everyone for attending the work session.

Job Descriptions

Council reviewed the Town Manager, Clerk, Treasurer, and Assistant Clerk/Treasurer's job descriptions. Council agreed by consensus to have Mr. Stallings contact other similar localities to compare job descriptions for each position. Council continued to discuss the job duties and tasks for each position.

Other

Reappointments

Mayor Richardson reported that George Stubbs has agreed to serve on the Planning Commission for another term, and Jim O'Briant and Carolyn Harrup have agreed to serve on the Board of Zoning Appeals (BZA) for another term. She also noted that there may be an opening for a Planning Commission member due to Commissioner Hick's lack of attendance. She asked what the pleasure of Council was regarding these matters.

Councilman Bernacki suggested that Council reach out to other members of the community to see if anyone else may be interested in these positions. After further discussion, Council agreed to reach out to the community for candidates for the possible opening for the Planning Commission position.

Councilman Willis made a motion to reappoint George Stubbs to Planning Commission for another term and to reappoint Jim O'Briant and Carolyn Harrup to BZA for another term. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

After further discussion, Council asked Mr. Stallings to draft a letter to Commissioner Hick's informing her of their decision to possibly fill her position if she is no longer interested in completing her term.

Grant Writing for the Town of Windsor

Mayor Richardson explained that a grant writer for Paul D. Camp Community College (PDCCC) is interested in helping write grants part-time for such projects as the Windsor Town Center, ditches, and parks for the Town of Windsor. Mayor Richardson said that the grant writer has brought in approximately \$3,000,000 for PDCCC. She asked if Council would be interested in having Mr. Stallings contact this individual to discuss this issue further.

After discussion, Council agreed to have Mr. Stallings or Mayor Richardson contact this individual to discuss details regarding her interest in grant writing for the Town of Windsor and what salary she would expect for her services.

Calendar of Events

Mr. Stallings reported that National Night Out will be held on August 1, 2017 at the property owned by Community Harvest Outreach located across from Windsor Court Apartments.

Mr. Stallings also reported that there will be an intergovernmental meeting on August 3, 2017 at the Smithfield Center at 6:00 p.m. He noted that the Town of Windsor, the Town of Smithfield, the Isle of Wight County School Board, and the Isle of Wight County Planning Commission have been invited to attend. He said they will be discussing the water/sewer taskforce, the update on U.S. Route 460, and other matters of common interest.

Councilwoman Flemming noted that Isle of Wight County is seeking a Town of Windsor representative for their Comprehensive Plan taskforce.

Council discussed the possibility of working with HRSD to fund a sewer system for residents in the Lover's Lane area.

Closed Session

Vice Mayor Scott made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #2.

Councilman Ambrose made a motion to go back into regular session. Vice Mayor Scott seconded, and Council passed the motion as recorded on the attached chart as motion #3.

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

Council discussed moving forward with creating job descriptions.

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

The meeting adjourned at 7:31 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date June 29, 2017 WS

Motion #	Bernacki	Willis	Scott	Flemming	Edwards	Ambrose	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y						
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk