

**Minutes
Windsor Town Council Meeting
Town Hall
March 12, 2019**

The Windsor Town Council met in regular session on March 12, 2019 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis 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, Chief Riddle, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Durwood Scott
Greg Willis
Walter Bernacki - arrived at 7:40 p.m.
Kelly Blankenship
J. Randy Carr
George Stubbs

Councilwoman Blankenship led the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Mr. Stallings introduced William Winstead, Facility Manager for the Windsor Town Center. Mr. Stallings explained that the Isle of Wight County Parks and Recreation Department hired Mr. Winstead to manage programs at the Town Center from 12:00 p.m. to 8:00 p.m. Mondays through Fridays.

Mr. Winstead said he was excited about the many diversified programs that are being planned for the Windsor Town Center. He encouraged everyone to visit the center and participate in the programs once they are established.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the February 12, 2019 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Stubbs made a motion to adopt the Consent Agenda. Councilman Greg 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 February is before Council for review. She asked if there were any questions.

Vice Mayor Scott asked why the Water Fund expenses were higher this month. Mrs. Jernigan explained that a payroll reimbursement was made to the General Fund in the amount of \$50,000. She said this reimbursement is made every quarter.

Councilman Greg Willis made a motion to approve the Treasurer's report. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2

Mr. Stallings said Aaron Hawkins, CPA and Town Auditor from Robinson, Farmer, Cox Associates and Roger Hamilton, CPA and Town Accountant, are present to answer questions and give an update on the 2017-2018 audit.

Mayor Willis said he understands that Mr. Hawkins has received all the necessary paper work, to our knowledge, needed for the audit. He asked Mr. Hawkins for the plan and schedule for completing the audit. Mr. Hawkins reported that he received updated reports the first of March which included balance sheets and revenue and expenditure summaries which now gives him a starting point. He said he will be reconciling the bank accounts and determining if additional documents are needed. He said he believes he has numbers that are ready to be audited at this point. He said if the numbers and reports are accurate, he estimates that the audit will be completed within the next six weeks.

Mr. Hawkins reviewed the process of preparing financial statements as requested by Vice Mayor Scott.

Councilwoman Blankenship asked Mr. Hawkins what the typical timeframe would be for completing an audit if there had been no Munis conversion setbacks.

Mr. Hawkins explained that an audit with accurate numbers and reports can be completed in approximately six weeks.

Mr. Hamilton explained some of the conversion issues that created setbacks with the audit. He said he will be working with Mrs. Jernigan to help ensure that next year's audit will be completed as scheduled.

Mayor Willis thanked both gentlemen for attending the meeting and answering questions regarding the 2017-2018 audit.

Council's Discussion of Citizens' Concerns

Vice Mayor Scott said a citizen contacted him regarding a violation letter he received for trash and debris in his backyard. He said the citizen has poor health and is not able to remove the debris himself. Vice Mayor Scott said the citizen has depended

on the special trash pickups conducted by the Town in the past to have his debris removed.

Mr. Stallings explained that the special trash pickups were twice a year, and the former Council agreed to discontinue them due to lack of participation.

Mayor Willis said he would follow-up with Mr. Stallings to discuss possible solutions concerning this issue.

Town Manager's Report

Church Street Sidewalks

Mr. Stallings reported that in May of 2016, Town Council appropriated \$63,800 for the engineering work on the Church Street/Shiloh Drive sidewalks. He said at the end of the 2017-2018 fiscal year, the unexpended portion of those funds rolled into the General Fund Fund Balance. He said the amount of these unexpended funds is \$46,805.

Mr. Stallings recommended that Council adopt the enclosed resolution that appropriates the remaining funds so that work can continue on this project.

Mayor Willis read the title of the resolution as follows: A resolution appropriating the sum of \$46,805 from the Unappropriated Fund Balance of the General Fund Operating Budget.

After discussion, Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$46,805 From The Unappropriated Fund Balance Of The General Fund To The 2018-2019 General Fund Operating Budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Mayor Willis asked for a summary of the Church Street/Shiloh Drive sidewalk project.

Mr. Stallings explained that 90% drawings will be submitted to VDOT, and at that time, the final cost estimate will be determined. He said the Town will make a contribution to the County equal to the portion that is not covered by the VDOT fund. He said the original cost estimate was \$547,000, and the Town is anticipating receiving \$304,000 from VDOT. He said the Town will make a contribution of approximately \$243,000 to the County who will then administer the project on the Town's behalf. Mr. Stallings said the project is on schedule to go to bid in the spring of 2019, and construction should begin in the summer of 2019.

Windsor Court II Rehabilitation Application

Mr. Stallings reported that Windsor Court II Apartments are applying for rehabilitation assistance from the Virginia Housing Development Authority, and they have asked for the Town's support in their application.

Mr. Stallings explained that as part of their application, they will receive additional points if the host locality offers a tax abatement on any improved value due to the rehab. He said this will not reduce their current real estate taxes, but only the portion associated with the improved value due to the rehab.

Mr. Stallings recommended that Council adopt the enclosed resolution because this project would enhance the quality of life for the residents of these housing units.

Mayor Willis read the title of the resolution as follows: A resolution in support of a rehabilitation application for Windsor Court II apartments and approving certain tax abatements.

After discussion, Councilwoman Blankenship made a motion to adopt the resolution entitled: A Resolution In Support Of A Rehabilitation Application For Windsor Court II Apartments And Approving Certain Tax Abatements. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Holland Meadows Proffers

Mr. Stallings said enclosed is a letter from Mr. William Riddick, attorney for Holland Meadows, Inc., as well as a copy of a fiscal impact study completed by Mr. Ted Figura regarding phase II of the Holland Meadows project. He said the developers for Holland Meadows are requesting a reduction in the amount of proffers for the 44 units in phase 2 of the development from the current \$8,913 to \$1,000 per unit, which would be submitted to the Town. He said originally \$6,113 was allocated to the schools and \$2,800 was allocated to the Town. He said the Director of Planning & Zoning with Isle of Wight County agreed with the reduction in proffers after reviewing the fiscal impact study.

Mr. Stallings recommended that Council agree to the reduction in proffers based off the fiscal impact study that has been presented. He said this will allow the project to move forward and will provide additional housing stock for the Town of Windsor.

Mr. William Riddick, attorney for Holland Meadows, Inc., explained that the burden of the cash proffers has made it financially infeasible for Holland Meadows, Inc. to proceed with the project. He said there would have to be an impact on the schools in order for the County to be able to accept those proffers. He said it would be illegal for the County to accept the proffers at this point because there is not a direct impact on the schools. He said Holland Meadows, Inc. would like to proceed with the project before their storm water permit expires in July, 2019.

After further discussion, Councilman Stubbs made a motion to accept the amended reduction in proffers from \$8,913 to \$1,000 per unit, which will be submitted to the Town of Windsor, based off the fiscal impact study that has been presented. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Town Attorney

Mr. Stallings reported that the Town's attorney, Wallace Brittle, has been appointed to sit as a judge effective July 1, 2019. He said Town Council will need to find a replacement Town Attorney.

Mr. Stallings said Mr. Brittle has recommended Fred Taylor as a replacement. Mr. Stallings said Council may elect to do select interviews of attorneys or staff can put out a request for resumes from any attorneys that may be interested in this position.

Mr. Brittle gave a brief description of Mr. Taylor's qualifications and highly recommended him for the position. Council agreed by consensus to interview Mr. Taylor. Council also asked Mr. Stallings to reach out to VML for other possible interested attorneys in the Hampton Roads area.

After discussion, Councilman Stubbs made a motion to have Mayor Willis, Vice Mayor Scott, and Mr. Stallings meet with Mr. Taylor for consideration of the Town Attorney position and have Mr. Taylor meet with Council at a later date for an interview if his qualifications meet the requirements. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Windsor Town Center Advisory Board

Mr. Stallings reported that four members of the Windsor Town Center Advisory Board (WTCAB) resigned, and Town Council needs to consider appointing new members to the Board.

He said based off conversations with several Council members at the last WTCAB meeting, there seemed to be a consensus to bring the Town Center operations into the Town's normal operating budget as a department function. As such, there may need to be some discussion around the role of the WTCAB going forward, and if Council should make any changes to the Board.

Town Council reviewed the WTCAB by-laws and the initial function of the Advisory Board. After further discussion, Council agreed by consensus to form a 2 person committee to work with Mr. Stallings to determine if an Advisory Board is needed, and if so, what would its function be. Councilman Willis and Councilwoman Blankenship volunteered to serve on this committee. They agreed to bring information back to Council for further discussion regarding this issue.

Action List

Mr. Stallings reviewed the Action List for the month of February with Council. Councilman Bernacki questioned this month's high utility bill for the Town Center. Mr. Stallings said he is working with Dominion Power to ensure that the Town Center is being billed for utilities under the Virginia Energy Purchasing Governmental Association which provides lower rate schedules for governmental agencies.

Councilwoman Blankenship recommended that the Action List be revised so that it may be managed better. She suggested that any item that is in need of action be put on the list, and when it has been resolved, close that item showing the resolution. Councilwoman Blankenship presented Council with a revised format of the Action List for Council's review. Council agreed by consensus to have Mr. Stallings revise the Action List to the new format as presented by Councilwoman Blankenship.

Vice Mayor Scott asked if the Drainage Committee had met to discuss the Drainage Study report. Mr. Stallings said he emailed a copy of the report to the committee and has requested to schedule a meeting. He noted that one member has moved out of Town and will need to be replaced. Mr. Stallings said he met with VDOT, and they will be addressing issues on the list that they are responsible for.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. He said Isle of Wight County will be hosting their Post Legislative Breakfast on March 14, 2019 at the Smithfield Center beginning at 8:00 a.m.

Mr. Stallings explained that the Isle of Wight County Board of Supervisors Meeting will be held at the Windsor Town Center on March 21, 2019 at 5:00 p.m. He said the Board meeting is being held at the Windsor Town Center because of the large crowd that is expected due to an item on the agenda regarding the Department of Juvenile Justice (DJJ) facility.

Town Attorney's Report

Mr. Brittle said he will be sworn in on July 1, 2019 and will not be able to conduct Town business after that date.

Mayor's Report

Mayor Willis reported that the Town hosted a group of Pre-K students from Carrsville. He said he and Mr. Stallings had the opportunity to have two students temporarily serve as Mayor and Vice-Mayor, and they conducted a short meeting. He said they also visited the police department and the fire department.

Mayor Willis said he has been invited, along with the Isle of Wight County Board of Supervisors, to visit and tour the Bon Air Juvenile Correctional Center located in Chesterfield County on March 14, 2019. He said in openness and fairness, he will be visiting the facility. He noted that the Isle of Wight County Board of Supervisors are making an effort to hear additional concerns regarding the facility at their March 21, 2019 meeting by conducting the meeting at the Windsor Town Center to accommodate the anticipated larger crowd.

Planning Session

Mayor Willis reported that Council met in a Planning Session on March 7, 2019. He said the objective of that meeting and future planning meetings is to develop a vision

for the Town and determine what we want the Town to look like in the future regarding growth and development. He said there will be a report generated once a vision is developed, and Town Hall meetings will be scheduled to receive comments and feedback from the community as we continue long term planning for the Town. He said this will be a process that may take most of 2019 to complete.

Mr. Sullivan presented Council with a book entitled: A Happy City, Transforming Our Lives through Urban Design. He said this book helps explain how urban design and planning affects citizens and their everyday life. He said the book also promotes "happy living." Mr. Sullivan said this book may be a useful tool as we move forward with future planning for the Town.

Economic Development Authority (EDA) Report

Vice Mayor Scott explained that Town Council needs to vote to appoint three candidates to finish out the terms for Robert (Bobby) Claude, Patty Allen (terms expire 6/30/2019), and George Stubbs (term expires 6/30/20). He said it was the consensus of the EDA to recommend Steve Copeland, Jake Redd, and Michelle Goodman to fill the vacant seats on the EDA until the aforementioned terms expire.

Councilwoman Blankenship and Councilman Bernacki expressed their concerns with the lack of transparency and not having adequate information regarding the three candidates to vote for their appointment. Vice Mayor Scott explained that the EDA is a separate entity from the Town, and it is the authority's responsibility to recommend candidates for appointment after reviewing qualifications.

Mayor Willis requested that Mr. Stallings provide Council with the State Code and by laws that governs the EDA so that Council will have a better understanding of the guidelines of the EDA and the criteria for appointment going forward.

After further discussion, Vice Mayor Scott made a motion to appoint Steve Copeland, Jake Redd, and Michelle Goodman to the EDA to serve out the remaining terms of Robert (Bobby) Claude, Patty Allen, and George Stubbs. Councilman Stubbs seconded, and Council passed the motion 5 to 1 as recorded on the attached chart as motion #7.

Other Reports

None

Old or Unfinished Business

Councilman Bernacki asked for an update on the recognition dinner for the former Mayor and Council members and on the process of having the polling location moved from the Windsor Fire Department to the Windsor Town Center. Mr. Stallings said he is in the process of selecting a date for the recognition dinner that works for all of the honorees. He also reported that the public hearing for potentially moving the polling location to the Windsor Town Center will take place at the April 9, 2019 Council Meeting.

New Business

None

Closed Session

Councilman Stubbs made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel, to discuss employee evaluations. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #8.

Councilman Bernacki made a motion to go back into regular session. Councilman Stubbs seconded, and Council passed the motion as recorded on the attached chart as motion #9.

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 Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Council agreed by consensus to complete the employee evaluations at the April 9, 2019 Council meeting.

Councilman Stubbs made a motion to adjourn. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

The meeting adjourned at 10:25 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date March 12, 2019

Motion #	Bernacki	Blankenship	Carr	Stubbs	Scott	Greg Willis	Glyn Willis
1		Y	Y	Y	Y	Y	
2		Y	Y	Y	Y	Y	
3		Y	Y	Y	Y	Y	
4		Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	N	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
11	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk