

**Minutes
Windsor Town Council Meeting
Town Hall
May 10, 2016**

The Windsor Town Council met in regular session on May 10, 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, 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 asked Councilman Edwards to lead the Pledge of Allegiance.

Mayor Richardson recognized Frances Butler who serves on the Board of Zoning Appeals (BZA). She thanked her for attending the meeting.

Public Hearing

Mayor Richardson said there is a public hearing tonight to consider public comments on proposed changes to the Firearms Ordinance. She asked Mr. Stallings to summarize the proposed changes to the ordinance.

Mr. Stallings reported that a citizen expressed his concerns with the current ordinance restricting him from shooting rifles at his shooting range on his property zoned Agricultural. He said Council has discussed this topic at length and reached a consensus to make some changes to the ordinance to provide some relief to the citizens as well as to come into line with State law. He said the alternative for consideration is to allow rifles chambered in rimfire .22lr to be fired within Town limits as well as black powder rifles as long as the other conditions set forth in the ordinance are met.

Mayor Richardson asked if the proposed changes to the Firearms Ordinance were properly advertised. Mr. Brittle said they were properly advertised.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the proposed changes to the Firearms Ordinance to come forward at this time.

Felton Beale, 24221 Twin Circle, expressed concerns with the existing Firearms Ordinance. He explained that squirrels have become a nuisance in his garden, and he is not allowed to shoot them because his property is zoned Residential.

Mayor Richardson asked for any persons wishing to speak in opposition of the proposed changes to the Firearms Ordinance to come forward at this time, and hearing none she closed the public hearing. She said it is now open for discussion among Town Council.

Councilman Willis made a motion to adopt the amended Firearms Ordinance allowing rifles chambered in rimfire .22lr to be fired within Town limits as well as black powder rifles as long as the other conditions set forth in the ordinance are met. Councilman Ambrose seconded, and Council passed the motion five to one as recorded on the attached chart as motion #1.

Council continued to discuss Mr. Beale's issue. Mayor Richardson asked Mr. Brittle, Town Attorney, to research nuisance laws to determine if there are any exceptions that may help Mr. Beale with his issue regarding squirrels destroying his garden. Mr. Brittle said he will check into this matter.

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the April 12, 2016 Council meeting and the April 26, 2016 Council Work Session 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.

Councilwoman Flemming made a motion to adopt the Consent Agenda. Councilman Edwards 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 month of April is before Council for review. She asked if there were any questions.

Councilwoman Flemming made a motion to accept the Treasurer's report. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council's Discussion of Citizens' Concerns

Mr. Beale said he is having a problem with washouts on his rental property located at 5 Watson Street. He said he thinks the concrete pipe is decaying which is causing the asphalt in his driveway to cave in. He explained that VDOT is willing to

repair the pipe but not his asphalt driveway which is in VDOT's right-of-way. Mr. Stallings said he will contact VDOT regarding this issue.

Town Manager's Report

Budget Proposal

Mr. Stallings reviewed the draft budget proposal for the upcoming 2016-17 fiscal year. He reported that the total General Fund budget is \$1,780,729 and the Water Fund budget is \$683,500. He said there are no proposed tax increases. He said he is proposing a water rate increase from the current \$7.00 per 1,000 gallons to \$7.25 per 1,000 gallons. He explained that this increase will help fund depreciation.

Mr. Stallings noted that the entire cost of a new maintenance building appears in the General Fund. He said he set up a payment from the Water Fund to the General Fund to cover the Water Fund's portion of the building. He said this will help make tracking expenses easier.

Mr. Stallings said he would like Council to consider authorizing the creation of a second year round, part time public works position. He said if approved, the new position would add \$8,060.33 to both the Water Fund and the General Fund budgets.

Mr. Stallings noted a correction to the Capital Improvement Plan (CIP). He said the \$500,000 showing under New Sidewalks—Church Street to East Side of Holland Meadows has been increased to \$800,000 and distributed several years out.

Mr. Stallings said the proposed budget is located in several businesses throughout the Town and on the Town's website for the public to view. He said he will be glad to answer any questions.

After further discussion, it was the consensus of Council to set a public hearing for May 26, 2016 at 7:00 p.m. to consider public comments regarding the CIP and draft budget proposal for the upcoming 2016-17 fiscal year.

Town Code Update

Mr. Stallings reported that in accordance with the Town Code update schedule, he has completed his review of Sections 14, 21, 25 and 33. He reviewed each section with Town Council, and they were in agreement with the revisions.

Action List

Mr. Stallings reviewed the Action List for the month of April with Council. He reported that nine proposals for architectural and engineering services for the new municipal building were received on April 29, 2016. He said the proposals are at Town Hall for Council's review.

Mr. Stallings said he received the final site plan for the public works building. He said it will be submitted to Isle of Wight County for erosion and sediment control review after staff has completed its review.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He said the next Concert at the Gazebo will be held June 3, 2016 featuring the Rhondels from 6:00 p.m. to 9:00 p.m. He said the State of the County Breakfast will be held June 7, 2016 at 8:00 a.m. at the Smithfield Center. He asked Council to let him know if they would like to attend the breakfast.

Church Street Sidewalks

Mr. Stallings said he was asked to obtain proposals including curb and gutter to complete the engineering work for the sidewalks down Church Street to the Holland Meadows property. He said Bowman Consulting has the low bid of \$57,700 as compared to Kimley-Horn's bid of \$63,710.

Mr. Stallings recommended that Council authorize him to engage Bowman Consulting for these services and that Council adopt the enclosed resolution appropriating the funds from the General Fund Fund Balance.

Councilman Edwards noted that Kimley-Horn's bid includes Construction Phase Support Services and Bowman Consulting has excluded these services on their proposal. He also suggested that Phase I include completing the sidewalks at the edge of Holland Meadows at the open ditch first due to safety issues. Councilwoman Flemming noted that Kimley Horn quoted a Wetland Permitting fee under Additional Services and Bowman Consulting Services did not quote a fee for Wetland Permitting.

After further discussion, Council agreed to have Mr. Stallings discuss these issues with the two engineering firms to receive clarification regarding the proposals

Town Drainage

Mr. Stallings said Town Council established a drainage committee who developed a priority list of drainage concerns in the Town. He asked Council what action would they like to take regarding addressing the drainage issues on the list. He explained that Council can decide to go as far as securing easements to be able to go onto private property to address these issues or can elect to serve a facilitator role through funding or other assistance.

Mr. Stallings said that staff is currently looking into some State programs that may offer financial assistance to homeowners that elect to take corrective actions for some of the drainage issues that face Windsor. Mr. Carney briefed Council on several projects through the Virginia Conservation Assistance Program (VCAP) that may help private landowners with drainage issues.

After discussion, it was the consensus of Council to have Mr. Stallings research how much it will cost to have an engineer evaluate the priority areas in Town with drainage issues. It was agreed that after this information is received, Council will continue to discuss possible solutions to the drainage problems within the Town.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson asked Mr. Stallings to contact VDOT or Isle of Wight County regarding the tall grass needing to be cut at the sidewalks located on North Court Street and Route 258. Mr. Stallings said he will take care of this matter.

Mayor Richardson said that Karita Suiter has resigned from the Board of Zoning Appeals due to moving out of Town, and a resolution thanking and commending her for her service to the Town of Windsor is enclosed. Councilman Scott made a motion to adopt the resolution commending and thanking Karita Suiter for her loyal and valuable service to the Town of Windsor as a member of the Board of Zoning Appeals. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Richardson reported that representatives from the Commonwealth Transportation Board will be holding a public comment session on the Six-Year Improvement Plan for the region. She said it will be held at the Conference Center in Chesapeake on May 12, 2016 at 5:30 p.m. She said she will be speaking against the northern bypass at this meeting.

Mayor Richardson said the Woman's Club held their Annual Craft Fair at the Windsor Town Center on April 30, 2016. She said many positive comments were received from citizens and crafters regarding the facility. She said the Woman's Club is sponsoring a 5K Run on Saturday, June 4, 2016, and the proceeds will be donated to the Windsor Town Center. Mayor Richardson also reported that because of a generous donation, there is enough money to have a HVAC system installed in the Town Center. She thanked everyone for helping to make the Windsor Town Center an asset to the citizens and to the businesses in the community.

Economic Development Authority Report

Councilman Scott reported that the Economic Development Authority (EDA) met on May 9, 2016. He said the Governor declared May as Business Appreciation month. He explained that the EDA agreed to send a letter to all the businesses in Town thanking them for everything they do for the Town of Windsor. Councilman Scott stated that EDA also reviewed the budget and discussed future plans for the Town. He noted that the EDA bylaws regarding election of officers will be revised to coincide with the Town elections taking place in November instead of May.

Councilman Scott reported that the EDA recommended himself and George Stubbs for reappointment for another term.

Mayor Richardson made a motion to reappoint Durwood Scott and George Stubbs to the Economic Development Authority for another term. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Other Reports

None

Old or Unfinished Business

Councilman Edwards reported several updates that need to be made to the Town's website. He said the names of all the principals at the Windsor Schools are incorrect, and the Windsor Middle School shows a picture of the old school instead of the new school. He said the spring and fall clean-ups need to be taken off the website after the budget is approved because Council agreed to cancel them for a year on a trial basis.

New Business

None

Closed Session

None

Councilman Willis made a motion to adjourn. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 8:30 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date May 10, 2016

Motion #	Edwards	Ambrose	Bryant	Willis	Scott	Flemming	C. Richardson
1	Y	Y	Y	Y	Y	N	
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							
8							
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