

**Minutes  
Windsor Town Council Meeting  
Town Hall  
May 14, 2019**

The Windsor Town Council met in regular session on May 14, 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. Christy Jernigan, Town Treasurer, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Wallace W. Brittle, Jr., and Fred Taylor, Town Attorneys, were present.

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

Councilman Carr led the Pledge of Allegiance.

**Public Hearing**

None

**Delegations, Public Comments and Citizens' Concerns**

***2017-2018 Audit Update - Aaron Hawkins***

Aaron Hawkins, Town Auditor with Robinson, Farmer, Cox Associates, updated Council on the 2017-2018 Town audit. He said he does not have the draft audit ready to present. He said he underestimated the amount of time it would take to finalize the audit. He noted that considerable progress has been made, and the audit is 85% complete. He said he has submitted a final list to the Treasurer, and once this information is received, he estimates that the draft will be presented in approximately a month.

Mayor Willis recommended that weekly conference calls, including Mr. Hawkins, Mr. Stallings, Mrs. Jernigan, and himself, be scheduled to discuss the progress of the audit until it is completed.

Councilwoman Blankenship stated that she is concerned with this audit firm's ability to meet scheduled deadlines. She expressed her concerns with next year's audit and requested that clear guidelines and timelines be established to avoid similar issues with future Town audits.

Mayor Willis said he would like to schedule a meeting with staff and Mr. Hawkins after the 2017-2018 audit is complete. He said he would like to receive input from

everyone involved and discuss a plan going forward to ensure that future Town audits are completed with clear guidelines and timelines.

### ***National Police Week***

Mayor Willis acknowledged National Police Week, and reported that May 15, 2019 is National Law Enforcement Officers Memorial Day. He thanked Chief Riddle and the Town of Windsor Police Officers for their dedication and service to the Town of Windsor and its citizens.

### **Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the April 9, 2019 Council meeting, the minutes of the April 23, 2019 Council Work Session, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Mayor Willis noted a correction to the April 23, 2019 Council Work Session minutes. He stated that "received" needed to be added to sentence 4 under Draft Budget Review on page 1.

Council agreed by consensus to discuss the Planning and Zoning report separately after adopting the Consent Agenda.

Councilman Bernacki made a motion to adopt the Consent Agenda with the aforementioned correction. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

### **Planning and Zoning Report**

#### ***Planning Grant***

Mr. Sullivan reported that the Town application for the Community Development Block Grant (CDBG) has been accepted. He explained that the CDBG is prepared to offer the Town a Community Organizing Planning Grant, along with a Capacity Building Specialist, which would aid the Town in determining the highest priority needs and the capacity to address them. He said the Department of Housing and Community Development (DHCD) will make a total of up to \$10,000 available to the Town for developing solutions to the following three identified community and priority needs: a lack of recreational opportunities, a dearth of residential and commercial spaces with affordable rent, and inadequate pedestrian infrastructure and accessibility.

Mr. Sullivan said the American Planning Association (APA) and the Hampton Roads Planning District Commission (HRPDC) are willing to create a Community Planning Assistance Team (CPAT) for the Town of Windsor. Will Cockrell of the HRPDC has suggested the Planning and Zoning Department and select Town Officials attend the annual APA VA Chapter House event in July to give a presentation on Windsor. Mr. Sullivan said a work session would follow to discuss the best way to hold the

community input meetings. The APA and HRPDC will also identify members who will volunteer to help organize and facilitate the meetings.

Mr. Stallings explained that this project would provide the community input portion of Town Council's planning sessions being facilitated by Renee Rountree.

Councilman Bernacki stated that we need to be aware of the restrictions associated with the grant money to make sure it is conducive to Town needs before we commit to accepting.

Councilwoman Blankenship explained that Council and the community may identify other priority needs other than the three submitted for the CDBG planning grant. She expressed her concerns with this project moving forward at this time with little input and planning from Council. She explained that this could give the community a false sense of expectations.

Vice Mayor Scott explained that some recreational projects may not be economically feasible due to lack of rooftops or population. He gave the example of how the City of Franklin could not support a movie theatre, and they have triple the population that Windsor has.

Mr. Sullivan explained that this project would begin with a fact finding mission with community input to discuss and determine needs and priorities for the Town.

Mayor Willis suggested that a representative from Council and the Planning Commission be involved and active in this process if Council approves this project to move forward.

Council continued to discuss the importance of involving the CDGB planning grant project with the future planning sessions being facilitated by Mrs. Rountree.

Councilman Bernacki made a motion to move forward with the CDBG planning grant with the stipulation that Town Council and Planning Commission will have the ability to make decisions before committing to receiving the grant funds from the Department of Housing and Community Development. Councilman Stubbs seconded, and Council passed the motion, with Vice Mayor Scott abstaining, as recorded on the attached chart as motion #2.

Mayor Willis asked Mr. Stallings to engage Planning Commission in this process regarding the CDBG planning grant.

### **Treasurer's Report**

Mrs. Jernigan said the Treasurer's report for the month of April is before Council for review.

Mrs. Jernigan answered questions regarding utility expenses for the Town Center Fund and the purchase of tires for the police vehicles.

Councilman Stubbs said citizens have questioned him regarding the \$1.00 fee being charged for citizens to play basketball at the Town Center.

Mr. Stallings explained that the fee goes to the Isle of Wight County Parks and Recreation Department to offset their expenses. He said he plans to add in the Memorandum of Understanding (MOU) that if the \$25,000 per year contribution from the County is ever discontinued, then the Town would receive a percentage of any fees collected for County sponsored programs.

Vice Mayor Scott made a motion to approve the Treasurer's report. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Investment Recommendations***

Mrs. Jernigan researched interest rates for certificate of deposits (CD). She reported that Farmers Bank offered 12 months at 1.25% and 24 months at 1.75%. Old Point offered 7 months at 1.49%, 16 months at 2.30%, and 30 months at 2.53%.

After discussion, Councilman Bernacki made a motion to invest 230,000 in a 16 month CD at 2.30% with Old Point, and to pay \$200,000 on the principal of the Town Center loan at Farmers Bank. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### **Council's Discussion of Citizens' Concerns**

Councilman Greg Willis reported a washout located across the street from 24206 Lovers Lane and potholes near the sidewalk located on the Windsor Town Center property.

Councilman Stubbs reported a culvert pipe washing away near the driveway located at 8 Community Drive. He also reported a large pothole at the entrance of Pine Lane on Community Drive.

Councilman Bernacki reported several sinkholes on Duke Street. He also reported that the fire hydrant at 24206 Lovers Lane was set too low and needs to be addressed by installing a riser.

Vice Mayor Scott reported tall grass at the corner of Route 460 and Highway 258. He also reported a 12" culvert pipe that has come apart at 5 Hazelwood Drive which has caused sinkholes. He stated that the pump station located on Duke Street has an odor and needs to be reported to the Isle of Wight County Sewer Department.

Councilman Carr reported debris on sidewalks throughout the Town and weeds at the corner of Route 460 and Highway 258 that need to be addressed.

Mr. Stallings said he would report these issues to the proper authorities

Councilwoman Blankenship suggested that the Town have a Community Engagement Trash Pickup Day to motivate and encourage citizens to take pride in helping to keep the Town clean.

## **Town Manager's Report**

### ***Budget Presentation***

Mr. Stallings reviewed the draft budget proposal for the upcoming 2019-2020 fiscal year. Mr. Stallings reported that there are no tax or fee increases proposed in the budget, and the budget is balanced. He explained that we are anticipating an increase in real estate taxes received due to an increase in the assessed value of property in the Town. Mr. Stallings explained that a public hearing is required to consider whether the Town maintains the existing tax rate at \$0.10 per \$100 of the land value or lower it to a revenue neutral rate of \$0.934 per \$100 of the land value. He said this public hearing is scheduled for June 25, 2019 at 7:00 p.m.

Mr. Stallings reviewed General Fund revenues stating that Other Local Taxes, such as meals tax, cigarette tax, and sales tax, are the Town's largest source of revenue. He continued to review General Fund expenditures.

Mr. Stallings reported that the Water Fund budget is \$823,500. He reviewed the Water Fund revenues and expenditures. He said he is not recommending any increases to the water rates. He reported that the revenue collection is slightly above last fiscal year.

Mr. Stallings said the major capital project included in the Water Fund this year is a water main upgrade/replacement for Duke Street and Virginia Avenue. He said this project will allow the Town to upgrade our existing water lines in the area to provide better service as well as fire protection along Virginia Avenue where there currently is none.

Mr. Stallings reviewed the Five-Year Capital Improvements Plan (CIP). He reported that the biggest item in the General Fund CIP is \$547,000 for the Church Street Sidewalk Project. He noted that the Town has received \$304,000 from revenue sharing funds from VDOT for this project. He said \$680,000 was added to next year's CIP for the public works building as requested by Council.

Mr. Stallings said the budget public hearing is scheduled for May 21, 2019, and the tax rate public hearing will be scheduled for June 25, 2019. Mr. Stallings recommended that the budget be voted on at the June 25, 2019 Council meeting after the tax rate public hearing has taken place.

Mr. Stallings reported that 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.

Councilwoman Blankenship suggested that Mr. Stallings post the availability of the budget on the Town sign.

### ***Windsor Town Center Advisory Board (WTCAB)***

Mr. Stallings reported that at the April Town Council meeting, Council adopted revisions to the WTCAB by-laws. He said the changes reduced the size of the WTCAB to 5 voting members. The membership now consists of 2 members of Council (Councilwoman Blankenship and Councilman Greg Willis), two citizens, and the Town Center Director. He said the Town Manager and Parks and Recreation Director will sit as non-voting members.

Mr. Stallings said after having conversations with the two Council members serving on the WTCAB, as well as Town Council, he would like to recommend appointing Melvin Evans and Rita Richardson to serve as the citizen representatives on the WTCAB. He reviewed their background information.

Councilman Stubbs noted that Brenda Peters and Ian Manning have expressed an interest in volunteering at the Windsor Town Center.

After discussion, Councilman Stubbs made a motion to appoint Melvin Evans and Rita Richardson to serve on the Windsor Town Center Advisory Board for a term of two years. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### ***Drainage Committee***

Mr. Stallings reported that at the April Town Council meeting, Council also discussed revising the drainage committee to something similar to the WTCAB structure. He said this would include two members of Council and three citizens. The committee's next task will be to review the drainage study and prepare recommendations on how to move forward with addressing the identified drainage issues.

Mr. Stallings said he has attached revised by-laws for Council's review to reflect the above mentioned changes.

Mr. Stallings said two names have been suggested for possible nomination to the committee, and they are Mercer Meding and Sue Meadows. Vice Mayor Scott also suggested Butch Ambrose and briefed Council on his background.

Councilman Bernacki noted a typo in the by-laws. He said under Article 3. Section 1, it should be corrected to show "three (3) citizens" instead of "two (2) citizens." Mr. Stallings also noted that "Committee" should be added after "Drainage" under Article 4. Section 1.

After further discussion, Councilman Greg Willis made a motion to adopt the Drainage Committee by-laws with the aforementioned corrections and to appoint Mercer Meding, Sue Meadows, and Butch Ambrose to serve on the Drainage Committee. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

### ***Action List***

Mr. Stallings reported that he received an email from the railroad stating that they would be working on the Bank Street crossing on May 13<sup>th</sup> and May 14<sup>th</sup>, but they have not started the repairs as stated. He said he would reach out to them to see what caused the delay.

Mr. Stallings reviewed the Town Center attendance report submitted by William Winstead.

### ***Calendar of Events***

Mr. Stallings reviewed the Calendar of Events with Council. He noted that the State of the County Luncheon will take place on June 13, 2019 from 12:00 p.m. to 2:00 p.m. at the Smithfield Center.

### ***Approval for Repairs to Well #5***

Mr. Stallings explained that we have been experiencing problems with well #5 located on East Griffin Street. He said due to the desire to repair the well as quickly as possible, he authorized the contractor to begin pulling the pump to determine what repairs are needed.

He said he contacted three contractors and received two proposals. One from Sydnor Hydro in the amount of \$18,250 and one from Water Well Solutions in the amount of \$11,500. He said there are sufficient funds included in the System Repair and Maintenance line item of the Water Fund budget for this work. Mr. Stallings explained that due to the fact that the amount is over \$5,000, he will need Council to make an official vote confirming his decision to proceed with the repair work.

After discussion, Councilman Stubbs made a motion to authorize the Town Manager to proceed with repair work to well #5. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Mr. Stallings said he would update Council on the progress of the repair work to well #5.

Mayor Willis said he would be working with Mr. Stallings to define some type of process that will allow Mr. Stallings the authority to address water/well outages without waiting for a Town Council meeting for approval. He said he will bring this information before Council for review and approval when completed.

### **Town Attorney's Report**

None

Mayor Willis introduced and welcomed Fred Taylor, the new Town Attorney.

## **Mayor's Report**

Mayor Willis said he had a conversation with Ron Pack, who is the Chairman of the Isle of Wight County Economic Development Authority (EDA). He said Mr. Pack asked Council to make recommendations for the two vacant Isle of Wight County EDA seats. He said one seat represents the Windsor District and the other represents the Town of Windsor. Mayor Willis noted that any input from Council would be appreciated by the Isle of Wight County EDA.

The following names were recommended by Council: Sue Meadows, Jim Laule, Dale Scott, Dane Scott, and Tony Ambrose.

Mayor Willis said he would submit these recommendations to Mr. Pack for consideration by the Isle of Wight County EDA.

Mayor Willis reported that the recognition dinner was held for the previous Mayor and Council members on May 7, 2019. He said four previous Mayors and himself were in attendance. Mayor Willis asked staff to present a framed picture of the group of Mayors that was taken at the event to the former Mayors.

## **Economic Development Authority (EDA) Report**

Vice Mayor Scott reported that Anytime Fitness, along with the EDA and the Chamber of Commerce, hosted a Business After Hours event which was held at the Windsor Town Center on April 24, 2019. He said approximately 50 people attended. He said the EDA is looking for businesses who would like to co-host similar events in the future.

Council discussed better ways of reaching out to businesses to make them aware of Chamber of Commerce events. Mr. Stallings said he would reach out to the Chamber of Commerce to discuss better ways of informing the Town of Windsor businesses of future events.

## **Other Reports**

None

## **Old or Unfinished Business**

None

## **New Business**

None

## **Closed Session**

None



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

The meeting adjourned at 9:15 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
COUNCIL VOTES

Council Meeting Date May 14, 2019

Motion #	Carr	Stubbs	Scott	Greg Willis	Bernacki	Blankenship	Glyn Willis
1	✓	✓	✓	✓	✓	✓	
2	✓	✓	Abstain	✓	✓	✓	
3	✓	✓	✓	✓	✓	✓	
4	✓	✓	✓	✓	✓	✓	
5	✓	✓	✓	✓	✓	✓	
6	✓	✓	✓	✓	✓	✓	
7	✓	✓	✓	✓	✓	✓	
8	✓	✓	✓	✓	✓	✓	
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