

**Minutes  
Windsor Town Council Meeting  
Town Hall  
May 8, 2018**

The Windsor Town Council met in regular session on May 8, 2018 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, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

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

Councilman Ambrose led the Pledge of Allegiance.

**Public Hearing**

None

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

None

***Student Liaison***

Jennifer Hott, Student Liaison to Council, briefed Council on several Windsor High School activities. She reported that the teachers are being honored this week for "Teacher Appreciation Week." She also invited everyone to attend "Shrek the Musical" which is being performed by the WHS Theater Department on May 17, 2018. She continued to brief Council on several sporting events. Ms. Hott said this will be her last meeting, and she enjoyed working with Town Council this year.

Mayor Richardson thanked Ms. Hott for the outstanding job she has done this year as Student Liaison to Council.

**Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the April 10, 2018 Council Meeting, the minutes of the April 24, 2018 Council Budget Work Session, and the Police Chief'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 Ambrose 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 April is before Council for review. She said she will be glad to answer any questions.

After discussion, Councilwoman Flemming made a motion to adopt the Treasurer's report. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

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

Councilman Willis reported that he has received several complaints regarding the poorly patched pot holes at the railroad track on South Court Street that have been discussed at previous meetings. Mr. Stallings said he spoke with a representative from the railroad, and they informed him that permanent repairs will be made the third week of June, 2018.

Councilwoman Flemming said a family at the May 4, 2018 concert suggested that temporary "Handicap" parking signs be placed in front of the library for events. Mr. Stallings said he would check into this matter for future events.

Councilman Edwards asked if the temporary fence installed at the Wesley Garris Event Park will be removed for the July 4<sup>th</sup> celebration for those who park at the church and walk to the park. Mr. Stallings said he will have a section removed.

Councilman Bernacki said he received numerous calls from citizens who were concerned because they had not received notification of the street closings in advance for the Windsor High School annual 5K which was held on May 4, 2018. He also cautioned that blocking off Church Street could prevent residents from being able to get to their medical appointments and could prevent farmers from being able to move their equipment. He said several citizens suggested that the race be relocated to the high school track field or to the Isle of Wight County Joel C. Bradshaw Fairgrounds to avoid having to shut down any streets at all. Councilman Bernacki agreed that it is a good program to promote fitness and earn money for good causes, but other options should be considered for safety purposes.

Mayor Richardson agreed that Church Street/Shiloh Drive has become much more heavily traveled, and other locations may need to be considered for the 5K in order to keep citizens and participants safe.

Council continued to discuss other possible locations for the 5K. They also offered several suggestions that the high school may use to notify citizens of the street closings in advance if other locations are not an option.

After further discussion, Town Council agreed to have Mr. Stallings and Chief Riddle meet with Laura Sullivan, Windsor High School Principal, to discuss the problems that have been brought before Council regarding the 5K and offer alternatives that have been

suggested. Council also suggested that Mr. Stallings hold any permits for these events until all agreed upon communication plans or alternatives have been executed.

## **Town Manager's Report**

### ***Budget Proposal***

Mr. Stallings reviewed the draft budget proposal for the upcoming 2018-19 fiscal year. He reported that the total General Fund Budget is \$1,784,911 which includes \$271,000 in transfers from the Water Fund. He said the Water Fund Budget is \$823,500. He said there are no recommended real estate or personal property tax increases, and the budget is balanced. He said he is proposing an increase in the cigarette tax from its current \$0.25 per pack to \$0.30 per pack and an increase in the meal's tax from its current 5% to 6%.

Mr. Stallings said he is also proposing a water rate increase from the current \$7.25 per 1,000 gallons to \$7.50. He explained that this increase will generate approximately \$25,000 in additional revenue for the Water Fund.

Mr. Stallings continued to review the revenues and expenditures for the General Fund and the Water fund. He noted that the proposed budget funds water depreciation at \$45,912 for the upcoming fiscal year. He continued to review the Capital Improvement Plan (CIP).

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.

Councilman Bernacki made a motion to set a public hearing for May 22, 2018 at 7:00 p.m. to consider public comments regarding the CIP and draft budget proposal for the upcoming 2018-19 fiscal year. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Councilman Edwards noted a correction to the ordinance regarding levying taxes in Section 2. Tax Payments. He said the exception including cigarette tax should also include meals tax in regards to being due and payable on December 5, 2018. Mr. Stallings said he will add meals tax to this section.

Councilwoman Flemming said several citizens have expressed their concerns with the need for better lighting on Church Street especially during events. It was noted that Chuckatuck and Whaleyville both have decorative lighting. Council agreed to have Mr. Stallings contact Chuckatuck and Whaleyville regarding the expense of installing decorative lighting. Councilman Willis suggested researching the cost for solar panel lighting.

### ***Windsor Town Center***

Mr. Stallings said Brian Camden with Alpha Corporation will be submitting a monthly status report on the renovation of the Windsor Town Center. Mr. Stallings reviewed the report with Council. He stated that demolition is close to being completed. He also reported that testing for asbestos in the bathrooms came back negative, and the

contractors are proceeding to tear out the tile. He noted that construction is anticipated to be done by September 14, 2018.

### ***U.S. Route 460 Improvement Project***

Mr. Stallings reviewed a draft letter to Mr. Jim Utterback, District Administrator for the Hampton Roads District of the Virginia Department of Transportation (VDOT), which requests that VDOT include the stretch of Route 460 that runs through the Town in its latest safety study of the corridor. He said the letter also asks VDOT to do a thorough evaluation of the corridor to identify improvements that can be made to increase safety and reduce congestion.

Mayor Richardson asked Council to contact Mr. Stallings this week with suggestions and input regarding the draft letter. Mayor Richardson said she hopes to meet with Delegate Emily Brewer to receive additional input before the letter is sent.

### ***Appropriation of Insurance Funds***

Mr. Stallings reported that the Town had a police vehicle that was totaled due to an accident. He explained that after purchasing the replacement vehicle, the Town had equipment removed from the old vehicle to be used in the new one. Mr. Stallings said the cost of this work was \$869.91, and these funds have been reimbursed by VML.

Mr. Stallings recommended that Council adopt the enclosed resolution appropriating the sum of \$869.91 from VML Insurance into the Vehicle Repairs and Maintenance line item in the Police Department budget.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$869.91 from VML Insurance into the General Fund Operating Budget and approving a budget amendment for Fiscal Year 2017-18."

After discussion, Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$869.91 From VML Insurance Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2017-18. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Budget Transfer - Stipend***

Mr. Stallings said Councilman Willis has indicated that he wishes to donate his annual stipend of \$1,200 towards the July 4<sup>th</sup> car show. He explained that Council must approve a budget transfer to move these funds from the Legislative - Salaries and Wages line item (100-11010-41100) into the Cultural Events - 4<sup>th</sup> of July line item (100-72000-45640).

Vice Mayor Scott made a motion to approve a budget transfer of \$1,200 from the Legislative - Salaries and Wages line item (100-11010-41100) into the Cultural Events - 4<sup>th</sup> of July line item (100-72000-45640). Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### ***Budget Transfer - Part Time Help***

Mr. Stallings explained that Mrs. Jernigan has requested a budget transfer to move the \$1,000 in General Management Overtime into the General Management Part Time line item. He said this part time help will allow staff to provide better service to the citizens when we are short staffed or when extra help is needed.

Mr. Stallings recommended that Council approve a budget transfer to move these funds from the General Management - Overtime line item (100-12100-41211) into the General Management - Part Time line item (100-12100-41117).

After discussion, Vice Mayor Scott made a motion to approve a budget transfer to move \$1,000 from the General Management – Overtime line item (100-12100-41211) into the General Management - Part Time line item (100-12100-41117). Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of April with Council. He said he contacted Isle of Wight County again this month regarding the sewer study, and they are expecting a preliminary report from the consultant within the next two weeks.

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

Mr. Stallings reviewed the Calendar of Events with Council. He noted that there will be a State of the County Breakfast on June 5, 2018 at 8:00 a.m. at the Smithfield Center. He said the Flavors of Isle of Wight event will be held on June 14, 2018 at 6:00 p.m. at the Smithfield Center.

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

None

### ***Mayor's Report***

Mayor Richardson reported that the Windsor Town Center Advisory Board will be meeting on May 14, 2018 at 5:30 at Town Hall. She said prospective members have been recommended to fill the three vacant seats on the advisory board. Mayor Richardson said Karen Beale, Valerie Massa, and Julia Perkins have been recommended and have agreed to serve with Council's approval.

After discussion, Councilman Ambrose made a motion to appoint Karen Beale, Valerie Massa, and Julia Perkins to the Windsor Town Center Advisory Board. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Mayor Richardson thanked the Windsor Town Center Board members for agreeing to serve and for helping make the Windsor Town Center a success for the community.

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

Vice Mayor Scott reported that the EDA met on April 19, 2018. He said there was not a quorum, therefore no business could be conducted. He said they did discuss revisions to the bylaws. He said the EDA will be meeting again on June 14, 2018.

Vice Mayor Scott said there are two vacant positions on the EDA. He said Sam Askew and Dale Scott have been recommended to fill these positions with Council's approval.

After discussion, Vice Mayor Scott made a motion for Sam Askew and Dale Scott to fill the two vacant positions on the Economic Development Authority. Councilman Willis seconded, and Council passed the motion, with Vice Mayor Scott abstaining, as recorded on the attached chart as motion #8.

## **Other Reports**

Councilwoman Flemming reported that the Friends of the Library will be meeting on May 14, 2018 at 5:00 p.m. She said she would like to request an Intergovernmental meeting with Isle of Wight County to discuss forming the Library Committee as discussed at the last Intergovernmental meeting. Mr. Stallings said he will contact Isle of Wight County representatives to discuss scheduling an Intergovernmental meeting.

## **Old or Unfinished Business**

Councilman Bernacki asked if any information has been received regarding a covered shelter for the backhoe. Mr. Stallings said the maintenance supervisor is in the process of obtaining quotes. He said he will report back to Council when he receives this information.

Councilman Bernacki also reported that the water fountain at the park is in need of repair. Mr. Stallings said maintenance is aware of the broken water fountain and is planning to make the repairs.

## **New Business**

Councilwoman Flemming discussed an article in the VML magazine where a community installed solar panels on a piece of property to create electricity. She suggested that the four acres on Bank Street could be used for such a project if it is not going to be used for a park.

Mayor Richardson said there is a new business interested in locating on the Town's property past the Dairy Queen on Route 460, but this property is not on the sewer system. She said there is a septic tank located on this property. Mr. Stallings said the septic tank can be utilized if it meets the criteria from the Health Department.

## **Closed Session**

Councilman Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711 for A-1, personnel matters. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Councilwoman Flemming made a motion to go back into regular session. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Councilman Ambrose 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. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

Councilman Willis made a motion to adjourn. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

The meeting adjourned at 8:57 p.m.

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Carita J. Richardson, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date May 8, 2018

Motion #	Ambrose	Bernacki	Willis	Scott	Flemming	Edwards	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	abstain	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