

**Minutes
Windsor Town Council Meeting
Town Hall
November 1, 2022**

The Windsor Town Council met in a regular session on November 1, 2022 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. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Chief Riddle, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present: Walter Bernacki
J. Randy Carr
Jake Redd
George Stubbs

Council members absent: Kelly Blankenship
Greg Willis

Councilman Carr led the Pledge of Allegiance.

Public Hearing

None

Delegations and Public Comments

FY22 Budget Audit Report – Aaron Hawkins of Robinson, Farmer, Cox Associates

Aaron Hawkins of Robinson, Farmer, Cox Associates reviewed the FY22 Budget Audit Report.

Mr. Hawkins noted a "Change in Accounting Principles" regarding GASB Statement No. 87, *Leases*. He explained that the new standard requires that the value of all leases, as of the beginning of the year, be recorded on the Town's financial statement.

Mr. Hawkins reported that the Town's General Fund has a fund balance, at the end of the year, of \$2,226,318. He stated that \$2,106,372 is the portion of the fund balance that is unassigned; meaning for use at the Town's discretion.

Mr. Hawkins reported that the Town's net position in the Water Fund is \$937,482, which increased \$47,033 from last fiscal year.

Mr. Hawkins continued to review the report on internal controls and compliance. He said he was pleased to report that there are no findings in this audit report. He commended Ms. McClanahan on how well she was prepared for the audit.

Mayor Willis said with having just received the audit, Council will need additional time to review it further. He said they will let Mr. Hawkins know if there are any questions. Mayor Willis thanked Mr. Hawkins for presenting the audit.

Public Comment

Dale Jordan, 10307 Joyner Town Lane, stated that her family has been paying taxes, for many years, on 17 acres that do not exist, according to a recent survey. She explained that their tax bill shows 79.62 acres, and the survey shows that they only own 62.5 acres. She asked if Council would help rectify this issue and would there be any compensation. She presented a copy of the survey of the property to Mr. Saunders. Ms. Jordan thanked Council for any assistance that they may be able to offer.

Mayor Willis asked Mr. Saunders to work with Ms. Jordan and Isle of Wight County to research this issue. He explained that the Commissioner of the Revenue sends a file to the Town regarding all real estate data.

Mr. Saunders asked Ms. Jordan to call Town Hall to schedule a meeting to discuss this issue further.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the October 11, 2022 Council meeting, the Planning and Zoning report, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki made a motion to adopt the Consent Agenda as presented. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. McClanahan reviewed the October 2022 Treasurer's report. She gave an update on collections for the month.

Councilman Bernacki and Mayor Willis thanked Ms. McClanahan and staff for their diligence with preparing for the audit.

After further discussion, Councilman Stubbs made a motion to approve the Treasurer's report. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council Comments

Councilman Stubbs said he had a couple of reports of an individual in Town riding a golf cart on the sidewalk.

Chief Riddle said the individual has been given two verbal warnings. He said he would follow-up regarding this issue.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that the advertisement for bids went out on October 18th, with bids due on November 17th. He said a mandatory pre-bid meeting was held on October 26th, where individuals representing six contracting firms were present.

Calendar of Events

Mr. Saunders said the November 2022 and December 2022 calendars are enclosed to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Town Council Work Session – Strategic Plan and ARPA Funds

Mr. Saunders said Town Council has recommended revisiting the Strategic Plan prior to the start of the next budget cycle. He said on September 27, 2022, the Town Council held a work session to review and update the Strategic Plan. At that time, the Mayor recommended that members of Council review the document and discuss at the October 11, 2022 Town Council meeting whether a follow-up session at the end of October, is appropriate.

Mr. Saunders said at the October 11, 2022 meeting of the Town Council, it was decided that a date for a work session in the first week of December would be decided at this meeting.

After discussion, Council agreed by consensus to schedule a work session on December 7, 2022 at 6:00 pm, with dinner provided.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Councilman Redd reported that the Boy Scouts have scheduled a Dedication Ceremony for the Boy Scout frog on Sunday, February 5, 2023. He said he will update Council with a time when it has been determined.

Other Reports

None

Old or Unfinished Business

Board Member Appointment/Reappointment

Mr. Saunders said following a review of Town Board, and Commission membership, it was determined that appointments/reappointments are required due to upcoming term expirations and vacancies. He said at the October 11, 2022 meeting, the Town Council held off on the reappointment of Mr. Jesse Taylor to the Planning Commission, due to it being unknown whether he was willing to be reappointed.

Mr. Saunders said Mr. Jesse Taylor's term on the Planning Commission is set to expire 12/31/2022. Since the October 11, 2022 meeting, it has been determined that Mr. Taylor is willing to be reappointed to another term on the Planning Commission.

Mr. Saunders added that since the October 11, 2022 meeting, another Town citizen has expressed an interest in serving on the Town Planning Commission. Please find his resume enclosed for consideration.

Councilman Stubbs asked if Mr. Taylor's work schedule will allow him to attend Planning Commission meetings more frequently.

Mr. Saunders stated that Mr. Taylor shared with him that his work schedule will be more flexible, and will allow better participation on the Planning Commission.

After further discussion, Councilman Stubbs made a motion to reappointment Jesse Taylor, if his work schedule will allow better participation, on the Planning Commission. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Councilman Bernacki commented that it is good to see that another Town citizen has expressed an interest in wanting to serve. He asked Mr. Saunders if he would reach out to this individual and let him know that there is a vacancy on the BZA, which could be a segue for other Board appointments.

Mr. Saunders said he would reach out to this individual and let him know that we will hold his resume for consideration for future appointments.

New Business

Budget Appropriation – Refund of IOWC Emergency Communications Payments

Mr. Saunders reported that following a true-up of the Isle of Wight County Emergency Communications (Dispatch) FY22 budget, a refund was sent to the Town by the County for overpayment.

Mr. Saunders said the Town received \$13,387.91 in a refund, this should be applied to the Town's FY23 budget.

Mr. Saunders said in this regard, I am enclosing a resolution for your consideration to apply \$13,387.91 to the Miscellaneous Revenue line item of the General Fund; and to add \$13,387.91 to the Payments to Other Governments expenditure line item.

Mr. Saunders recommended adoption of the attached resolution.

Mr. Saunders explained that he has recommended that this overage be put back into Payments to Other Governments Expenditure Line item because Isle of Wight Dispatch may be entering into a contract for a new CAD system mid-year. He said this refund may be used to fund any unbudgeted costs to the Town related to the new system.

After further discussion, Mayor Willis read the title of the resolution as follows: A Resolution to Amend the Town of Windsor FY23 Budget by the Addition of \$13,387.91 of funding from the Isle of Wight County Related to the Refund of Emergency Communications Payment to the Miscellaneous Revenue Line Item of the General Fund; and to Add \$13,387.91 to the Payments to Other Governments Expenditure Line Item.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution to Amend the Town of Windsor FY23 Budget by the Addition of \$13,387.91 of funding from the Isle of Wight County Related to the Refund of Emergency Communications Payment to the Miscellaneous Revenue Line Item of the General Fund; and to Add \$13,387.91 to the Payments to Other Governments Expenditure Line Item. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Closed Session

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.3. Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically in regards to real estate held by the Town of Windsor. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Bernacki 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 Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Stubbs made a motion to adjourn. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 8:08 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date November 1, 2022

Motion #	Carr	Stubbs	Redd	Greg Willis	Bernacki	Blankenship	Glyn Willis
1	Y	Y	Y	absent	Y	absent	
2	Y	Y	Y		Y		
3	Y	Y	Y		Y		
4	Y	Y	Y		Y		
5	Y	Y	Y		Y		
6	Y	Y	Y		Y		
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