

**Minutes  
Windsor Town Council Meeting  
Town Hall  
May 10, 2022**

The Windsor Town Council met in a regular session on May 10, 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. Mayor Willis asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Chief Riddle, James Randolph, Planning and Zoning Administrator, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

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

Council member absent: Greg Willis

Councilman Carr led the Pledge of Allegiance.

**Public Hearings**

None

**Delegations and Public Comments**

None

**Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the April 12, 2022 Council meeting, May 3, 2022 work session, Planning and Zoning report, 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 as presented. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

**Treasurer's Report**

Ms. McClanahan reviewed the Treasurer's report for the month of April, 2022. She reported that as of April, an average of 92% of the 2021 Personal Property taxes have been collected. She noted that the Town has received \$12,033.60 in Real Estate taxes, \$11,530.63 in the Local Sales & Use taxes, and \$102,173.23 in Meals Tax.

Ms. McClanahan reported that the Town has received \$57,519.99 in Business Licenses. She stated that approximately 40 businesses have not renewed their Business Licenses. She stated that they have been contacted.

Ms. McClanahan noted a correction to three bills that were coded to Utilities in error.

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

### **Council Comments**

Councilman Bernacki reported a sinkhole next to the high school baseball field located on Duke Street.

Mr. Saunders said he would look into this issue.

Mayor Willis asked if there is a mechanism where the Town can get information out to citizens informing them to report streetlight issues to Town Hall.

Mr. Saunders said there is a "Contact Us" tab on the Town's website to report concerns or issues. He said he would place this information on Facebook.

### **Town Manager's Report**

#### ***Capital Projects Update***

##### **Duke Street & Virginia Avenue Water Main Replacement**

Mr. Saunders reported that most deeds of easement have been acquired; meetings are still being scheduled with those who want more information.

##### **Shiloh Drive Sidewalk**

Mr. Saunders said he met onsite with both Councilman Randy Carr and Isle of Wight County Project Manager Jamie Oliver since the April Town Council meeting to discuss the status of the sidewalk and the end of the warranty period.

Mr. Saunders said he anticipates sending a letter to Isle of Wight County, as discussed at the April 12, 2022 Council meeting, regarding the ongoing issues with the Shiloh Drive sidewalk.

##### **Windsor Town Center Roof Replacement and Moisture Repair**

Mr. Saunders said the final invoicing has been received and the overall project came in with a minimum of unexpected costs. He said that he and the Mayor made a presentation to the Isle of Wight Board of Supervisors on the project at their May 5, 2022 Work Session. He advised them that of the approximately \$18,000 in savings; half is already in the payment plan, and the other half will be returned to the County.

Council continued to discuss why all the deeds of easement have not been acquired. Mr. Saunders explained that some requested that minor revisions be made to the language, and those changes have been made. He said reminders have been sent out and phone calls have been made. He said most have agreed to sign the deeds of easement, but just have not followed through at this time. He said staff will be following up again with these residents.

Mr. Taylor agreed that Mr. Saunders using the “soft” approach is much better than threatening legal action. He said if we moved forward with legal action, it would set the project back months if not years to resolve this issue. Mr. Taylor explained that this is just not a priority for some residents.

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

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

### ***Budget – Tax Inquiry***

Mr. Saunders said at the May 3, 2022 Work Session, Town Council inquired about the balance of potential tax increases between residential and commercial interests and directed Town staff to provide data in that regard.

Mr. Saunders reviewed data showing the difference in revenue with an increase in the Real Estate tax rate from \$0.10 per \$100 (since 2005) to the proposed rate increase of \$0.14 per \$100. He noted that 75% of the Real Estate in Town is classified as residential, 21% commercial or business, and 4% is farmers/land. He said this is not 100% clear cut. He explained that some Real Estate classified as farmland could have a residence on it, and some of these residences are most likely rental properties where someone is running it as a business, and/or people have home occupations within these residences.

Mr. Saunders continued to review tax rate breakdowns. He reviewed the current rates that could be changed by Town Council while stating the maximum rate set by the State.

Mayor Willis said he may have questions after further reviewing this information. He asked Mr. Saunders to summarize any questions he may receive and distribute them to Council in order to keep everyone updated.

### ***Budget Calendar***

Mr. Saunders reviewed the budget calendar stating that a Special Town Council meeting is scheduled for May 26, 2022 to conduct the FY23 budget and CIP public hearings. He said a Work Session may follow this meeting, if needed, to discuss the budget further.

### **Town Attorney’s Report**

None

### **Mayor’s Report**

Mayor Willis stated that Mr. Saunders mentioned earlier that they reported back to the Isle of Wight County Board of Supervisors regarding the Windsor Town Center roof project. He said the reception of them coming back to give a report and return the unspent money was positively noted by the Board. Mayor Willis said the Board commented that they often pass out money, but few report back on the results.

Mayor Willis thanked Mr. Saunders for organizing and working with Randy Keaton, County Administrator, on this project. He also thanked Mr. Saunders for being attentive to reporting back to the Board due to their partnership with this project.

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

Councilman Redd reported that the Windsor Christian Church has placed their frog out by the church. He said the EDA hopes to start the process of having their three frogs painted soon. He said other businesses have expressed interest in purchasing frogs also.

### **Other Reports**

None

### **Old or Unfinished Business**

None

### **New Business**

#### ***Budget Transfer – Police Department HVAC Repairs***

Mr. Saunders said this is a request to transfer \$4,768 from the General Fund Contingency line (45862) to the General Fund Building Repairs and Maintenance line (43315).

He said the HVAC system at the Police Department failed and required the replacement of the compressor unit. He said three bids were obtained, with Smith & Keene being the lowest responsive and responsible bid for the work at \$4,768.

Mr. Saunders recommended that Council approve the budget transfer in the amount of \$4,768.

Councilman Bernacki made a motion to approve a budget transfer of \$4,768 from the General Fund Contingency line (45862) to the General Fund Building Repairs and Maintenance line (43315). Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

#### ***Budget Transfer – Water Fund Telephone/Communications***

Mr. Saunders said this is a request to transfer \$600 from the Water Fund Fuel line (44200) to the Water Fund Telephone - Communications line (45230).

Mr. Saunders said the telephone and communications services costs for the new Public Works building were not anticipated to increase the existing costs as much as they have; therefore, a budget transfer is required to cover the costs through the fiscal year.

Mr. Saunders recommended that Council approve the budget transfer in the amount of \$600.

Councilman Stubbs made a motion to approve a budget transfer of \$600 from the Water Fund Fuel line (44200) to the Water Fund Telephone - Communications line (45230).

Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

***Amendment of Windsor Town Center Advisory Board Bylaws***

Mr. Saunders said as a standing committee of the Town of Windsor, the adoption and amendment of the Windsor Town Center Advisory Board's (WTCAB) bylaws are subject to Town Council approval.

Mr. Saunders said the bylaws of the WTCAB, last amended on April 9, 2019, call for quarterly meetings on the first month of the quarter (January, April, July, and October).

Mr. Saunders stated that at their March 13, 2021 meeting, the WTCAB voted to hold their quarterly meetings in the last month of the quarter (March, June, September, and December). He explained that this would allow for a regular March meeting, affording the Board opportunity to provide input on the Center's budget near the beginning of the Town's budget cycle, without holding a special called meeting.

Mr. Saunders recommended that Council adopt the following revised (Redlined) Town Center Advisory Board Bylaws:

**Windsor Town Center Advisory Board Bylaws**

**ARTICLE 1. Name**

The name of this board shall be the Windsor Town Center Advisory Board (WTCAB).

**ARTICLE 2. Purposes and Duties**

The WTCAB is hereby created to act as an advisory board to the Windsor Town Council. The primary responsibility of the WTCAB is to make recommendations concerning the operations, maintenance, planning and financing for the Windsor Town Center to the Windsor Town Council. The WTCAB shall provide recommendations on all user fees and shall help in preparing the annual budget for the Windsor Town Center.

**ARTICLE 3. Membership**

- 1) The WTCAB shall be made up of not more than 5 members to be made up of two (2) Councilmembers, two (2) Citizens, and the Windsor Town Center Manager.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager and Isle of Wight County Parks and Recreation Director shall serve as an ex-officio members.
- 6) Preference shall be given to Town of Windsor residents to fill the citizen positions with Isle of Wight County residency being mandatory.

**ARTICLE 4. Officers**

- 1) The WTCAB shall elect a Chair and Vice-Chair and Secretary
- 2) The Chair shall preside over all meetings and act as official spokesperson for the WTCAB.
- 3) The Vice-Chair shall assume the duties of Chair when the Chair is unable to do fulfill his/her duties.
- 4) The Secretary shall be responsible for keeping minutes of meetings and all records for the WTCAB.
- 5) Officers may serve for more than one (1) consecutive term.

**ARTICLE 5. Election of Officers**

- 1) Officers shall be elected at the first meeting after January 1 each year.
- 2) A quorum, for the purpose of electing officers, shall exist if more 60% of the members are present.

**ARTICLE 6. Meetings and attendance**

- 1) The Board shall hold regular meetings quarterly, in ~~January, April, July, and October~~ March, June, September, and December.
- 2) The Chair may call a meeting of the Board at any time he/she feels that a meeting is warranted.
- 3) A quorum, for the purposes of conducting regular business, shall exist if 50% of the members are present.
- 4) Members that miss three consecutive meetings without acceptable excuse to the Chair may be removed from the Board by vote of the membership.

**ARTICLE 7. By-laws**

- 1) The Town Council may amend the by-laws of the WTCAB any time it sees fit.
- 2) The WTCAB may recommend changes to the by-laws to the Town Council as it sees fit.

Councilman Bernacki made a motion to adopt the revised Windsor Town Center Advisory Board bylaws. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Bernacki reported that it came to his attention that the Holland Meadows fire hydrants need to be flow tested and color coded.

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

The meeting adjourned at 7:43 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 10, 2022

Motion #	Carr	Stubbs	Redd	Greg Wills	Bernacki	Blankenship	Glyn Wills
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	
6	Y	Y	Y		Y	Y	
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Jerry Whitehead, Clerk