

**Minutes
Windsor Town Council Work Session
Windsor Town Center
May 25, 2021**

The Windsor Town Council met in a work session on May 25, 2021 at 5:30 p.m. at the Windsor Town Center, 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, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present: Greg Willis
 Walter Bernacki
 Kelly Blankenship
 George Stubbs
 Jake Redd

Council member absent: J. Randy Carr

Mayor Willis led the Pledge of Allegiance.

Delegations and Public Comments

None

Council Comments

Councilman Stubbs asked when public meetings will resume at Town Hall.

Mayor Willis said we are anticipating that the June meeting will be held at Town Hall. He said the Town Center may be used when holding public hearings to provide more space for those attending.

FY2021-22 Budget Review

Mr. Saunders said we will hold a public hearing on the tax rates and the new water rates at the June 8, 2021 meeting; therefore, we may need to hold the June meeting at the Town Center.

Mr. Saunders said he gave a brief overview of the proposed budget at the May 11, 2021 Council meeting. He said as a result of newer information and conversations with Mayor Willis and Councilwoman Blankenship, he is proposing the following changes to the General Fund Revenues:

- Taxes on Real Property increase from \$210,000 to \$215,000
- Penalties & Interest on Delinquent Tax increase from \$4,000 to \$5,000
- Bank Franchise Tax increase from \$130,000 to \$140,500
- Communication Tax/Cable Franchise Tax increase from \$46,000 to \$50,000

Mr. Saunders reported that these revisions change the total revenue of the budget to \$2,399,219.19.

Mr. Saunders proposed the following changes to the General Fund Expenditures:

- Police -Telephone Communications increase from \$12,000 to \$12,250
- Police - Utilities increase from \$5,000 to \$5,250
- Building Operations - Main. Contracts decrease from \$10,500 to \$10,000
- Non-departmental - Transfer to Town Ctr. add \$20,500

Mr. Saunders explained that there was a \$20,500 transfer from the General Fund to the Windsor Town Center Fund. He said he showed the funds going into the Windsor Town Center, but he did not show those funds coming out of the General Fund. He said that has been corrected, and he thanked Councilwoman Blankenship for finding this error during her review.

Mr. Saunders reported that these revisions balance to the changes that were made in the revenue line items. He said the total expenditures are \$2,399,219.19.

Mr. Saunders said he received an email this afternoon from Randy Keaton, Isle of Wight County Administrator, regarding the Communication Tax - E911. Mr. Saunders said there may be a possible increase of \$5,000 to \$10,000 in the Payments to Other Governments line item due to an increase in the Communication Tax - E911 reimbursement to the County. He said he will research this further and report back to Council.

Council continued to discuss the effects of the rising cost of fuel to the Police Department Budget, the Traffic Fines line item, the increase in the Fuel line item due to the unknown cost of using propane to heat the new Public Works building for the first year, and the increase in the Town Center Fund expenditures.

Mr. Saunders continued to review the FY2022-2026 CIP and each line item in the budget and explained the basis on how they were calculated. He said he does not recommend a rate increase in the taxes, but he does recommend an increase in the water rate from \$7.50 per 1000 gallons with a minimum bill of \$26.25 to \$7.75 per 1000 gallons with a minimum bill of \$27.13. He explained that this increase was slated for last fiscal year, but was not implemented at that time.

Mr. Taylor explained that the public hearing can be continued in order to receive public comments on the Budget and the CIP at the June 8, 2021 meeting.

After further discussion, Council recessed at 6:30 p.m.

Council reconvened at 7:00 p.m.

Public Hearing – FY2021-22 Budget and FY2022-26 CIP

Mayor Willis said there is a public hearing tonight to receive public comments on the proposed Fiscal Year 2021-22 Budget and Fiscal Year 2022-26 Capital Improvement Plans of the Town of Windsor.

Mayor Willis opened the public hearing. He asked for any persons wishing to speak in favor or in opposition of the Fiscal Year 2021-22 Budget and Fiscal Year 2022-26 Capital Improvement Plans for the Town of Windsor to come forward at this time. No one spoke in favor or in opposition of the Budget or CIP.

Councilman Stubbs made a motion to continue the public hearing until the June 8, 2021 meeting. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Councilman Stubbs made a motion to adjourn the meeting. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 7:03 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date May 25, 2021

Motion #	Carr	Stubbs	Redd	Greg Willis	Bernacki	Blankenship	Glyn Willis
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Jerry Whitehead, Clerk