

**Minutes
Windsor Town Council Work Session
Windsor Town Center
May 4, 2021**

The Windsor Town Council met in a work session on May 4, 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, Chief Riddle and Fred Taylor, Town Attorney, were present.

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

Councilman Carr led the Pledge of Allegiance.

Delegations and Public Comments

Diane Craddock, 4392 Cox St., Carrsville, VA 23315, said she understands that there is a possibility that J & C Pitt and Play located at 11339 E Windsor Blvd. may be closed by the Town. She said this facility gives youth in the community a place to hang out with their friends, play games, attend birthday parties and feel like they are safe from being harassed by bullies. She said she has attended several youth events at J & C Pitt and Play, and she has never witnessed anyone misbehaving or being extremely loud. Ms. Craddock asked Council to consider allowing J & C Pitt and Play to remain open for the youth in the community.

Russell Stephenson, 11339 Windsor Blvd., Windsor, VA, said he owns the building where the J & C Pitt and Play business is located. Mr. Stephenson said he was asked by Jonathan Sutton, owner of J & C Pitt and Play, to speak on his behalf because he is out of Town due to his job.

Mr. Stephenson expressed his concerns with receiving a violation letter stating that J & C Pitt and Play was in violation of zoning. He said the former Zoning Administrator, Ben Sullivan, issued a zoning permit for the business in 2018. He said the County inspector approved the business and issued a certificate of Occupancy that was signed by Maxine Brown, interim Zoning Administrator; therefore, Mr. Sutton entered into a two year lease agreement on the building and on the arcade games that are in the building.

Mr. Stephenson said now he is being told that Mr. Sullivan issued the zoning permit in error because the business is categorized as an adult facility, which is required to be 250 feet away from a residence, instead of a supervised youth facility.

Mr. Stephenson said there was a noise complaint called in on the establishment Saturday, February, 2020, which ended up being two Fed-Ex trucks unloading and sorting their route at 10:00 p.m. He said special precautions have been put into place to

prevent this from happening again and to avoid having excessive noise from the business.

Mr. Stephenson said it will cost \$1,600.00 out of pocket to apply for a rezoning, and Mr. Sutton is not able to pay that fee at this time. He asked Council to consider revising the Town ordinance to add "Youth Center" behind "Child Care Centers" under the B1 section of the zoning ordinance. Mr. Stephenson said this would resolve the zoning issues and allow Mr. Sutton to keep his business open.

Police Chief's Report

Moving Forward to Build Bridges, Improving Police Services and Community Confidence - Update 1

Chief Riddle reported that the Windsor Police Department has continued to move forward with implementing new policies, training and enforcement strategies in an effort to enhance citizen and officer safety.

Chief Riddle continued to review the following:

1. Policy and Procedure:

Currently WPD is working to revise its Traffic Enforcement and Use of Force policies to ensure that they are in compliance with current case law and legislative updates. In addition to these short term revisions, WPD is again asking that council consider funding the LEXIPOL policy manual program with either CARES ACT funding or funds from Unappropriated fund balance. This program will provide WPD with an excellent and current policy manual that will incorporate updated policy, with best practice standards, accreditation standards and legal review of policy. In addition, LEXIPOL provides policy training for all officers and also partners with Police One for additional online training in law enforcement topics and trends. Policy and training are major factors for agencies attempting to secure accreditation which is a future goal for WPD. The current proposal is attached for review.

2. Training

- A. All full time WPD employees have successfully completed the VACP Online 4 hour - Course for Implicit Bias. Training was completed on 4/26/2021. This course was created by the National Command & Staff College.
- B. On May 26th and May 27th, all fulltime WPD employees will be attending De-escalation - Strategies for Best Possible Outcomes and Dynamics of Officer/Citizen Encounters. These classes will be taught by Command Presence. Officers from other jurisdictions will also be attending the training.
- C. WPD Auxiliary Sgt. Givens has been working to produce an 8 hour block of instruction that will be held on May 28th in Windsor. The first 4 hour block of instruction will focus on a defensive tactics/handcuffing refresher as well as a review of the WPD Use of Force Policy. The second part of the day will focus on tactics and strategies on conducting safe traffic stops, both routine and high-risk, utilizing scenario based training.

3. Hiring

- A. We employ a new interview panel to conduct interviews with potential new hires. The new panel will consist of 2 WPD Personnel, 2 citizens and 1 Council member.
- B. WPD will open the application process within the next 2 weeks and begin accepting applications to fill the current vacancy.

4. Changing Traffic Enforcement Strategies

- A. WPD is working to actively gather quotes from a number of vendors regarding speed measurement and data gathering devices to utilize on Route 460. This will hopefully reduce speeding, reduce traffic stops and produce data to assist in enforcement operations
- B. WPD is looking at other options to include contacting VDOT on the possibility of adding enhanced speed change signage along westbound Route 460 coming into Windsor from Suffolk. This would include adding rumble strips and flashing yellow lights similar to those located on eastbound Route 460 at the Town limits.

Lexipol Budget Appropriation

Mr. Saunders said in an effort to improve and maintain Police Department policy in the fast-paced and ever-changing legislative environment, Lexipol, LLC provides police departments with policies and up-to-date revisions based upon changes in laws and guidance. He said Council's consideration of appropriating \$25,748.79 from the Unappropriated Fund Balance to the Police Department Computer and Technology line item for the initial purchase of the Lexipol policy service is requested.

Mr. Saunders said a budget appropriation in the amount of \$25,748.79 is required to accept and implement the Unappropriated Fund Balance. He said attached is a resolution to accept the funds and appropriate them to the General Fund Operating Budget.

These additional funds would be appropriated to the General Fund Police Department Computer and Technology Line Item for the acquisition of the Lexipol policy service.

Vice Mayor Greg Willis asked if Lexipol would qualify for CARES Act funding.

Mr. Saunders explained that Chief Riddle reached out to Lexipol, and they said other localities have qualified for CARES Act funding. He's noted that we do have funds from the Unappropriated fund balance that will cover this expense, but we would apply for reimbursement for CARES Act funding.

Councilwoman Blankenship expressed her concerns with spending \$25,748.79 up front and \$7,000 annually from the General Fund for Lexipol, and then needing additional funds in the future for the Police Department.

Chief Riddle explained why Lexipol is priority at this time.

Councilman Bernacki agreed that Lexipol is a priority and will set the Town up for future success.

After further discussion regarding accreditation, Vice Mayor Greg Willis made a motion to adopt the resolution entitled: A Resolution Accepting Unappropriated Fund Balance and Appropriating the Funds to the General Fund Police Department Computer and Technology Line Item for Fiscal Year 2020/21. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Mayor's Report

Mayor Willis reported that he and Mr. Saunders met with a Citizens' Group from the community. He said it was a productive meeting with five citizens. He said they had some excellent questions and provided good comments regarding ways to move the Town of Windsor forward. Mayor Willis said they will be planning a follow-up meeting in the next few weeks.

Mayor Willis said he would like to continue listening and engaging with the community through future meetings. He said he will keep Council informed.

Council Comments

Councilman Stubbs said he has received texts, emails, phone calls and face to face conversations with citizens who have expressed their appreciation to Town Council for supporting Chief Riddle and the Windsor Police Department.

Windsor Town Center Rood Funding Agreement

Mr. Saunders reported that a draft copy of an agreement between the Town of Windsor and Isle of Wight County for funding of the Windsor Town Center roof was presented to the Town by the County Attorney on April 22, 2021.

Mr. Saunders stated that the terms are straightforward, and what was expected; the one thing that we need to provide to complete the agreement is the date that we want to make the payments back to the County.

Mr. Saunders said since the Town will be receiving real estate taxes on June 5th each year moving forward, consideration should be given to making the payments at the end of the fiscal year, such as June 15th. He said consideration should also be given to going ahead and making the first payment this year, since we are getting six months of unappropriated real estate taxes on June 5th.

Mr. Saunders said he has received several questions from Council regarding the funding. He explained that Isle of Wight County will strictly be providing the amount of funding that we estimated this project would cost. He explained that the Board of Supervisors did not seem inclined to consider taking on cost overruns on this project if there were any, because they did not have any control over the management of this project. He said at their next meeting, they are going to have the budget appropriation on their agenda to provide the Town with the entire \$358,000. Mr. Saunders noted that there is an 8% contingency on this project as opposed to the normal 5% contingency.

After discussion, Council agreed by consensus to propose a true up with the County, at the end of the roof project, to reconcile any cost overruns or shortages.

After further discussion, Councilman Bernacki made a motion to enter into an agreement with Isle of Wight County for funding the Windsor Town Center Roof Project, and to agree to make payments back to the County on June 15th, beginning this fiscal year, for the next five years until paid in full. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Councilman Stubbs made a motion to adjourn. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

The meeting adjourned at 6:35 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date May 4, 2021

Motion #	Carr	Stubbs	Redd	Greg Willis	Bernacki	Blankenship	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Town Clerk