

**Minutes
Windsor Town Council Meeting
Town Hall
September 14, 2021**

The Windsor Town Council met in a regular session on September 14, 2021 at 7:00 p.m. at 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, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present: Greg Willis
 J. Randy Carr
 George Stubbs
 Jake Redd

Council members absent: Walter Bernacki
 Kelly Blankenship

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 August 10, 2021 Council meeting 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. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. McClanahan reviewed the August Treasurer's report. She noted several August collections that were moved back to FY21 for the accruals. She reported that the auditors returned September 2nd to continue working on the audit.

Ms. McClanahan reported that she added the outstanding check and deposit totals to the bank statement reports for the Water and General Fund in order to give a more accurate general ledger balance for each of these accounts.

Ms. McClanahan gave a brief update on the personal property tax bills. She stated that they should be ready to be mailed to the citizens by the end of September.

Vice Mayor Greg Willis asked if Ms. McClanahan had conducted any cigarette stamp audits at the local stores within Town.

Ms. McClanahan said she would look into conducting cigarette stamp audits within Town.

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

Council Comments

Councilman Stubbs asked for an update on the two water leaks located on Church Street.

Mr. Saunders reported that the first leak has been repaired, and the Maintenance Department is in the process of scheduling repairs for the second leak.

Town Manager's Report

Capital Projects Update

Public Works Building

Mr. Saunders reported that the project has been completed and all invoices have cleared. He said the project came in \$6,430.63 under the budgeted amount of \$616,302.00; with a final cost of \$609,871.37.

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said work to obtain the necessary easements is underway, and deeds of easement are under review.

Mayor Willis asked for an update on the next steps for this project.

Mr. Saunders explained that once we have all the easements, we will get back with the engineers with all the information, which will be incorporated into the plans. He said the engineers will make sure all details are in place for the Health Department before putting the project out to bid.

Shiloh Drive Sidewalk

Mr. Saunders reported that IOW County, VDOT, and the contractor are working on a resolution for the erosion. He said VDOT is going to pull the ditch again to try and get as much moisture away from the area as possible as they design a solution.

Mr. Saunders added that he recently spoke with Jamie Oliver, Isle of Wight County Transportation Manager, and they are at a loss as to how that much water is coming underneath the sidewalk. He said they are working with VDOT on a couple of potential solutions.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders said the agreement has been signed with Adelpia Contracting and materials have been ordered. He reported that the materials did not arrive by the September 13, 2021 proposed time of arrival date. He said the materials are now expected to arrive within the next week or two. Mr. Saunders said the contractor has maintained contact with the Town, and is still interested in doing the work.

Councilman Stubbs asked if there has been any discussion on a possible increase in cost.

Mr. Saunders stated that an updated cost for the roof replacement project will be provided once the actual date of delivery for the materials has been determined.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Councilman Redd briefed Council on the EDA Landmark Frog Project. He said the EDA has allocated \$5,000 towards the project. Councilman Redd said the EDA would like to ask Town Council to consider contributing a match of \$5,000 towards the project.

Councilman Redd continued to report that the EDA has ordered three large concrete frog sculptures. He said they will be painted and placed in key points within the Town by spring 2022. He noted that the Windsor Christian Church has purchased a frog to be located on the church property.

Councilman Redd noted that each frog will sit on a pedestal and weight 250 pounds. They will be 42 inches high and 45 inches wide. He said the EDA looks forward to receiving input from Council regarding various locations for the frog sculptures.

Councilman Stubbs said he was approached by a citizen who asked if consideration had been given to placing the frog sculptures at the Town entrance signs.

Council continued to discuss potential locations for the frog sculptures.

Councilman Carr asked Councilman Redd to speak with the EDA regarding the tall grass on the property located on U.S. Route 460 on the west side of Town, which is owned by the EDA.

Councilman Redd said he would discuss the tall grass issue with the EDA.

Council continued to discuss the potential sale or use of the Town property located on Bank Street.

Other Reports

Old or Unfinished Business

Board of Zoning Appeals Appointment

Mr. Saunders reported that there is a vacancy on the Board of Zoning Appeals (BZA). He said at the July 13, 2021 meeting of the Town Council, Council members voted to extend an invitation to Ms. Sue Meadows to serve the remainder of Mr. O'Briant's term on the BZA.

Mr. Saunders said Ms. Meadows has accepted the offer to serve, so Town Council needs to recommend her to the courts for her approval and certification to serve.

Vice Mayor Greg Willis made a motion to recommend Sue Meadows to the Circuit Court for her approval and certification to serve on the BZA. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Mayor Willis thanked Ms. Meadows for accepting the offer to serve on the BZA.

New Business

Beautification Committee/Award

Mr. Saunders said Town Council discussed the creation of a Beautification Committee to judge and ward residential beautification awards in early 2020. He said with the pandemic and staff turnover, it seems that it fell off the radar.

Mr. Saunders explained that at the request of Councilmember Bernacki, we have gathered the documents from those earlier actions. He said the following documents are enclosed for Council's review and discussion:

- Potential committee information from January 14, 2020 Town Council meeting
- Excerpt from March 10, 2020 minutes
- Proposed Beautification Committee bylaws

Mayor Willis asked Council to review the information regarding the Beautification Committee/Award and contact Councilman Bernacki directly with questions, or be prepared to discuss this issue at the October 12, 2021 Council meeting.

Mayor Willis explained that it would be beneficial to have a Citizen's Committee involved in planning events, which would help bring in the Civic Organizations to help plan broader types of events for the Town.

Mr. Saunders gave a brief update on the September 3, 2021 Concert and Cruise In Car Show. He stated that there were approximately 100 attendees, and everyone enjoyed the food and the band.

Closed Session

Councilman Stubbs made a motion to go into closed session to discuss the following matters, all in regard to the Windsor Police Department, pursuant to Virginia Code Section 2.2-3711, A-1 The assignment, performance, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Section 2.2-3711, A-7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the litigating posture of the public body. Section 2.2-3711, A-8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such legal counsel. Councilman Redd seconded, and Council passed the motion as recorded on the attached chart as motion #4.

Vice Mayor Greg Willis 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 #5.

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 #6.

The meeting adjourned at 8:10 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date September 14, 2021

Motion #	Bernacki	Blankenship	Carr	Stubbs	Redd	Greg Willis	Glyn Willis
	<i>absent absent</i>						
1			Y	Y	Y	Y	
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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Terry Whitehead, Clerk