

**Minutes  
Windsor Town Council Meeting  
Town Hall  
February 8, 2022**

The Windsor Town Council met in a regular session on February 8, 2022 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 also present.

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

Vice Mayor Greg Willis led the Pledge of Allegiance.

**Public Hearings**

None

**Delegations and Public Comments**

Mary Lee Willis, Co-Chairman of the Civic Engagement Committee of the Woman’s Club of Windsor, Inc., said the committee has adopted the Town of Windsor as their focus for this club year. She said their theme is “Painting the Town and Preserving and Making History.” She briefed Council on several projects they have completed, which included cleaning the monument in the Centennial Park located behind Town Hall, hiring muralist, Sam Welty, to repaint the sign on the back of the Windsor Hardware building, retyping the history of the Town and having it printed into a book. Ms. Willis said these books will be available in the Town office for any interested citizen at no cost.

Ms. Willis said letters will be mailed this month to the residents of the Town of Windsor offering to paint the front door of their home at no cost to the resident or to the Town. She said the resident will choose one of six colors chosen by the committee. She said this will be their effort to brighten the Town as part of their “Painting the Town” project. She said in March, the art students at all five grade schools will participate in an art contest sponsored by the Woman’s Club Arts and Culture Committee. She said the contestants will be asked to draw or paint one of the oldest homes or businesses in Town.

Ms. Willis said the Town of Windsor is 120 years old, and the Woman’s Club wants all area children and adults to know what a wonderful place the Town is for preserving history. She said the Woman’s Club already has an idea for a new mural, and they hope to make this happen in the near future. Ms. Willis thanked Council and staff for helping with their projects.

Ms. Willis said she will supply the Town with a digital copy of the book to place on the Town's website as suggested by Vice Mayor Greg Willis.

Mayor Willis thanked the Woman's Club for all the work they continue to do for the Town of Windsor.

***Public Comments***

None

**Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the January 11, 2022 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. Councilwoman Blankenship 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 January, 2022. She briefed Council on collections for the month. She noted that Business License renewals were mailed out, which are due April 15, 2022.

Ms. McClanahan reported that all bank balances and accounts receivable are reconciled.

Councilwoman Blankenship 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.

***Appropriation of Litter Control Grant***

Ms. McClanahan reported that each year the Town of Windsor applies for the Litter Control Grant from the State of Virginia. She said this grant provides items that can be purchased to promote recycling. She said in prior years, the Town of Windsor received \$1,200. This fiscal year, the Town of Windsor has been awarded \$2,054.

Ms. McClanahan said attached is a resolution accepting the grant and appropriating the funds into the General Fund portion of our operating budget. Ms. McClanahan recommended that Council adopt the enclosed resolution.

Ms. McClanahan read the title of the resolution as follows: A Resolution Appropriating The Sum Of \$854 From The Virginia Litter Control Grant To The General Fund Operating Budget For Fiscal Year 2021-2022.

Council discussed how litter grant funds are spent and suggested looking into how much the fee would be for a special trash pickup, like what was done in the past, since grant funds have increased.

Vice Mayor Greg Willis made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$854 From The Virginia Litter Control Grant To The General Fund Operating Budget For Fiscal Year 2021-2022. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Budget Transfer – Town Center Professional Services***

Ms. McClanahan said the Town Center Professional Service has been classified under Capital Projects for the Town Center since the Town Center opened. She noted that the monthly expense for Professional Service is now an expense line item and not a Capital expense.

Ms. McClanahan said specifically, a transfer of \$5,000 from the Town Center Capital Projects line item in the Capital project of our General Fund budget to the Town Center Professional Service line item of our General Fund for monthly expenses is needed.

After discussion, Councilwoman Blankenship made a motion to approve a budget transfer of \$5,000 from the Town Center Capital Projects line item in the Capital project of our General Fund budget to the Town Center Professional Service line item of our General Fund for monthly expenses. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### **Council Comments**

None

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

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

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

Mr. Saunders reported that easement acquisition packets were sent out to landowners; meetings are being scheduled with those who want more information. He said Bowman is reviewing the bid packet to ensure that it will meet DWSRF standards for potential use of ARPA funds.

#### **Shiloh Drive Sidewalk**

Mr. Saunders stated that the repairs on the eroded portion of the sidewalk were completed on February 2, 2022. He said the repairs included the replacement of saturated soil from the embankment with compacted clay, which was then armored with matting and rip rap stone. He said a berm was also installed along a portion of the sidewalk to help to funnel storm water into the yard drain that was installed during the previous change order repairs.

Mr. Saunders mentioned that the most recent work on the saturated soil area and eroded portion was done as part of the change order work, which was completed in May, 2021; therefore, the warranty on that will run through May 5, 2022.

Vice Mayor Greg Willis questioned why the warranty period would end May 5, 2022 if issues occur again after this date; stating that the issues with this sidewalk have been ongoing since the sidewalk was laid. He said it has not been legitimately repaired.

Mr. Saunders said he is hoping that the sidewalk was repaired as of February 2, 2022, but he understands his concerns. He explained that the contractor was only bound to follow the engineered plans that he bid on. He said abnormal conditions in the soil or issues with the design itself aren't issues that you can hold a contractor liable for.

Vice Mayor Greg Willis said he doesn't think that the Town should have to pay for additional repairs to the sidewalk after May 5, 2022 if there were mistakes made initially and the cause of these issues have not been determined.

Mr. Saunders said if there is some unknown issue that is channeling water to that area, then that determination was beyond the scope of this project. He added that this is a County project where VDOT was partnered with the County, and the Town put in cost share funds; therefore, technically this is not the Town's project even though we will be taking the sidewalk into our system.

Mr. Saunders said if Council feels that the warranty date of May 5, 2022 is not acceptable, Council could take a vote to send a letter to the County asking for additional warranty or outlining any other concerns.

Mr. Taylor explained liability issues pertaining to the contractor's contract and warranty with Isle of Wight County regarding this project.

Councilman Carr said, along with the repairs made on February 2, 2022, he would suggest that Council give the seeded vegetation an opportunity to grow on the slopes to create stability, and this may resolve most of the erosion issues.

After further discussion, it was the consensus of Council to assess how the repairs have held up at the March 8, 2022 meeting to determine if further action is needed.

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

Mr. Saunders reported that the roof replacement project, as well as the interior work, have been completed. He said we are awaiting final invoicing to determine where the project came in budget wise.

Mayor Willis said that he and Mr. Saunders plan to visit the Isle of Wight County Board of Supervisors to give them a report once the final invoice arrives, since the Town did partner with the County on the roof replacement and moisture repair project.

Councilman Carr suggested that the Town advertise and market that renovations to the Town Center have been completed, and the facility is now available for rental. He also suggested that staff reach out to the Duck's Unlimited Committee to let them know that the facility is available for their upcoming Duck's Unlimited Supper, which is a large event.

Mr. Saunders said he would take care of this matter.

***FY23 Budget Calendar***

Mr. Saunders said as we start a new calendar year, we will begin the process of developing the Town's operating budget and CIP for the 2022-23 fiscal year. As such, I have attached a final budget calendar for your review.

***Calendar of Events***

Mr. Saunders said he enclosed the March, 2022 calendar to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Council discussed scheduling a date for the April, 2022 work session on the FY23 budget and CIP proposals. Council agreed to submit April date limitations to Mr. Saunders so that a date can be determined at the March 8, 2022 meeting.

***FY22 Revenue Projections***

Mr. Saunders said per the budget calendar, please find FY22 year-end revenue projections enclosed.

Mr. Saunders said he attached a copy of the year end revenue projections for the General Fund. He said the numbers for January and all previous months are actual numbers. He noted that the numbers for February through June are estimates based off of historical data, trends, and assumptions. Mr. Saunders reported that we are projecting ending the year with \$20,903 more than budgeted.

Mr. Saunders stated that as we prepare the revenue projections for the upcoming budget, a large deviation from the current fiscal year projections is not anticipated. He said we do not anticipate any large change in our real estate or personal property taxes. Mr. Saunders said our other sources of revenue may fluctuate slightly, but he does not anticipate any significant changes from the current conditions.

Mr. Saunders reported that current projections in the Water Fund anticipate us bringing in \$4,206 above the budgeted amount.

Mr. Saunders said we will continue to update our projections as we move through the fiscal year. This data will be used to help determine revenues for the FY23 budget.

Mr. Saunders continued to review the primary individual FY21-22 year-end revenue line item projections with Council.

**Town Attorney's Report**

None

**Mayor's Report**

None

**Economic Development Authority (EDA)**

Councilman Redd briefed Council on the Frog Project. He said three frogs have been delivered. He reported that one applicant has applied to paint a frog. He stated that the

application has not been reviewed at this time. Councilman Redd noted that the EDA will be seeking more applicants who may be interested in painting the frogs.

### **Other Reports**

Councilman Bernacki reported on behalf of the Windsor Volunteer Fire Department stating that it was a quiet, safe, and happy holiday season for the community.

### **Old or Unfinished Business**

None

### **New Business**

#### **BZA Appointment / Reappointment**

Mr. Saunders explained that Devon Hewitt's term on the Board of Zoning Appeals lapsed on January 1, 2022.

Mr. Saunders reported that Mr. Hewitt has been notified and has stated that he is willing to serve another term on the Board should it be the desire of the Windsor Town Council to reappoint him.

Vice Mayor Greg Willis made a motion to reappoint Devon Hewitt to serve another term on the BZA. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

#### **digiTICKET Electronic Ticketing System Update**

Mr. Saunders stated that Town Council has been briefed on the digiTICKET system at work sessions and has requested an update.

Mr. Saunders explained that the Windsor Police Department is considering an electronic ticketing system, digiTICKET, to modernize and streamline the issuance of citations and the corresponding data collection related thereto.

Mr. Saunders added that this is a program that can potentially be done in concert with the Isle of Wight County Sherriff's Department for an overall cost savings due to an economy of scale. He said the Isle of Wight County Sherriff's Department has the implementation of the system in their FY23 budget.

Mr. Saunders explained that an ordinance provision is required to authorize the collection of a five dollar fee per citation in order to fund the ongoing maintenance of the system. He said a draft ordinance will be going before the Isle of Wight County Board of Supervisors within the next two months for their review and approval in order to begin the building of the maintenance fund. Mr. Saunders noted that we intend to have an ordinance provision before Town Council within the next two months for review, as well.

Mr. Saunders stated that this initiation of this program could be funded by American Rescue Plan Act Funds (ARPA), due to the minimization of person to person interaction and corresponding prevention of the spread of the COVID pandemic on traffic stops.

Mr. Saunders said included in the Council packet is the ARPA memo from Chief Riddle, which explains the digiTICKET system.

After discussion, Councilman Stubbs made a motion to authorize the Town Manager to move forward, at the pace needed, with having the Town Attorney draft an ordinance provision to be reviewed by Town Council, and then be presented to the Isle of Wight County Board of Supervisors for their review and approval in order to begin the process of building the maintenance fund to the digiTICKET system. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Chief Riddle discussed the pros and cons of having patrol car cameras, in addition to body cameras, as questioned by Councilman Bernacki. Chief Riddle noted that the price of retention is astronomical.

### **American Rescue Plan Act (ARPA) Funds**

Councilwoman Blankenship said she feels that Council needs to give Mr. Saunders feedback on moving forward with the ARPA funds.

Mr. Saunders noted that he provided the spreadsheet with the proposed ARPA plan as well as the CIP for the Water Projects.

Mr. Saunders said he spoke with Mayor Willis last week, and he pointed out that the projects are already broken up by tranche with the money we have currently versus what is separated on the spreadsheet with the money that we won't receive until next year.

Mr. Saunders said if Council could give him direction on what to move forward with on some of the tranche 1 projects, which are more time sensitive, then that would give staff more time to plan and consider some of the tranche 2 projects.

Mr. Saunders reviewed the following tranche 1 projects with Council:

- Virginia Avenue / Duke Street Water Project \$ 750,000
- Other Water Projects \$ 25,000
- Stormwater Projects \$ 50,000
- PPE, Covid-19 Related Improvements \$ 25,000
- E-Ticket \$ 35,000
- Public Safety Premium Pay Bonuses \$ 45,000
- Essential Worker Premium Pay Bonuses \$ 25,000
- Contingency \$ 50,000

After further discussion, it was the consensus of Council to move forward with the tranche 1 projects.

Mayor Willis and Councilman Stubbs announced that they will not be seeking reelection in November.

Vice Mayor Greg Willis noted that the Student Liaison to Council stopped due to Covid-19, and he suggested that it be reinstated next school year if possible.

## **Closed Session**

Councilman Bernacki made a motion to go into closed session to discuss the following matters in regard to litigation involving the Town of Windsor and the Windsor Police Department, pursuant to Virginia Code 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. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

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. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

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 #9.

The meeting adjourned at 9:04 p.m.

---

Glyn Willis, Mayor

---

Terry Whitehead, Town Clerk



TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date February 8, 2022

Motion #	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Redd	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk