

**Minutes
Windsor Town Council Meeting
Town Hall
April 5, 2023**

The Windsor Town Council met in a regular session on April 5, 2023 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor George Stubbs was present, and he called the meeting to order. He welcomed those who were present. 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: J. Randy Carr, Vice Mayor
 David T. Adams
 Edward (Gibbie) Dowdy
 Jake Redd
 Marlin Sharp

Council member absent: Walter Bernacki

Councilman Sharp delivered the invocation, and Councilman Adams led the Pledge of Allegiance.

Mr. Saunders stated that Councilman Bernacki would like to participate and vote at tonight's meeting remotely pursuant to Virginia Code Section 2.2-3708.3 and the Town's Electronic Participation Ordinance. He stated that Councilman Bernacki will be participating from his workplace.

Councilman Adams made a motion to allow Councilman Bernacki to participate and vote remotely at tonight's meeting. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Mr. Taylor said pursuant to the Town's Electronic Participation Ordinance, Councilman Bernacki must state the reason that he is participating remotely and his location.

Mr. Saunders called Councilman Bernacki, and Councilman Bernacki stated that he could not participate remotely due to a work-related task that he was involved with.

Public Hearings

None

Delegations and Public Comments

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes of the March 14, 2023 Council meeting, the Planning & Zoning report, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Mr. Saunders noted that the Police Chief's Report has been added as a late item due to the packets going out before the end of the month.

Councilman Dowdy made a motion to adopt the Consent Agenda as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Ms. McClanahan reviewed the March 2023 Treasurer's report. She gave an update on collections for the month.

Ms. McClanahan stated that the interest earned on the Virginia Investment Plan (VIP) did very well for the month of March, as noted in the Treasurer's Report.

Mayor Stubbs asked if records were kept of those who received Cares Act funds or funds through the Municipal Utility Relief Program for Town of Windsor water accounts in arrears during the pandemic. He said he read that those relief programs have come to an end.

Ms. McClanahan explained that records were kept for those accounts that qualified. She said we were able to help quite a few residents, but utility arrearage assistance during the pandemic has ended. Ms. McClanahan stated that Hampton Roads Utility Billing Services (HRUBS) has a program which distributes funds to help low-income households pay their water and wastewater bills if they qualify.

Councilman Adams 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 #3.

Council Comments

Mr. Saunders explained that food trucks seen throughout the Town are required to obtain a business license and pay meals tax to the Town of Windsor, as questioned by Councilman Adams.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that a meeting between Town staff and the owner of the KCH Contracting, LLC, the winning bidder, was held on March 15th and went well. The contractor is currently finishing up two projects in La Crosse, Virginia, after which he intends to start on the Windsor project around the first of May.

Mr. Saunders said since the writing of this report, the contractor has been given a Notice of Award and the agreement to be signed and returned.

HVLS Fan in Public Works Building

Mr. Saunders reported that delivery of the fan that was expected to be made on May 2, 2023 was delivered today, April 5, 2023. He said the fan is in-house, and we are waiting for the electrician to install.

Calendar of Events

Mr. Saunders stated that the April 2023 and May 2023 calendars are enclosed to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Councilman Redd reported that a 'Biz After Hours' event will be hosted by the Windsor EDA and Anytime Fitness on April 6, 2023 at 5:30 pm. He said the event will be held at the Windsor Town Center.

Councilman Redd also reported that the Isle of Wight EDA and the Isle of Wight Chamber of Commerce will be hosting a 'Business Appreciation Pop-Up' event from 10:00 am to 2:00 pm on May 24, 2023 at Redd's Storage.

Other Reports

Councilman Adams reported that he and Councilman Dowdy attended the Windsor Town Center Advisory Board (WTCAB) meeting on April 4, 2023. He noted that Carita Richardson was voted as the Chair, and he was voted as the Vice Chair. He added that Mr. Saunders was voted as the Secretary. Councilman Adams said Mr. Saunders gave a tour, and he was very impressed with the facility.

Councilman Adams said he discussed ways to use the Town Center to engage the community. He said they suggested possibly having a cookout before a Council meeting or a 'Council Meet and Greet' with food provided to try and get the community more involved.

Old or Unfinished Business

Board/Committee Appointments/Reappointments

Mr. Saunders said following a review of Town Board, Commission, and Committee membership, it has been determined that appointments/reappointments are required due to term expirations and vacancies.

Mr. Saunders reviewed the following appointments/reappointments:

Board of Zoning Appeals

Debra Hicks was appointed by the Circuit Court on March 29, 2023.

Lewis Edmonds was appointed by the Circuit Court on March 29, 2023.

Isle of Wight County Economic Development Authority

Tony Ambrose Term to expire 06/30/2023 New appointment necessary.

Drainage Committee

Butch Ambrose Term expires 05/13/2023 Willing to be reappointed.

Sue Meadows Term expires 05/13/2023 Willing to be reappointed.

Durwood Scott Term expires 03/14/2023 Willing to be reappointed.

Mr. Saunders added that the Town Board and Committee Appointment Guidelines are enclosed for Council's review.

After discussion, Councilman Redd made a motion to reappoint Butch Ambrose, Sue Meadows and Durwood Scott to the Drainage Committee. Vice Mayor Carr seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

After further discussion, Council agreed by consensus to continue discussions regarding a new appointment for the Isle of Wight Economic Development in closed session, as recommended by Councilman Redd.

New Business

Budget Transfers – General Fund, Town Center Fund, Water Fund

Mr. Saunders stated that as we are beyond the midpoint of the FY2022-23 Budget year, it has been determined that the following budget transfers are warranted:

1. General Fund Contingency to General Fund Legal Services

A transfer to cover additional cost of legal services.

Specifically, a transfer of \$10,000 from the Contingency line item of the Non-Departmental portion of our General Fund budget to the Legal Services line item of the Legal Services portion of our General Fund budget.

Mr. Saunders recommended approval.

Councilman Adams made a motion to approve a transfer of \$10,000 from the Contingency line item of the Non-Departmental portion of our General Fund budget to the Legal Services line item of the Legal Services portion of our General Fund budget. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

2. General Fund Contingency to General Fund Insurance

A transfer to cover additional cost of insurance premiums based upon the results of the Workers Compensation Survey done after the beginning of the fiscal year.

Specifically, a transfer of \$1,789 from the Contingency line item of the Non-Departmental portion of our General Fund budget to the Insurance line item of the Non-Departmental portion of our General Fund budget.

Mr. Saunders recommended approval.

Councilman Dowdy made a motion to approve a transfer of \$1,789 from the Contingency line item of the Non-Departmental portion of our General Fund budget to the Insurance line item of the Non-Departmental portion of our General Fund budget. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

3. General Fund Unappropriated ARPA Expenses to Contingency

A transfer to reimburse the cost of the HVLS fan for the Public Works building.

Specifically, a transfer of \$9,670 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Contingency line item of the Non-Departmental portion of our General Fund budget.

Mr. Saunders recommended approval.

Councilman Sharp made a motion to approve a transfer of \$9,670 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Contingency line item of the Non-Departmental portion of our General Fund budget. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

4. General Fund Unappropriated ARPA Expenses to Information Technology Upgrades

A transfer to cover the cost of migration to Microsoft Office 365.

Specifically, a transfer of \$5,859.43 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Information Technology Upgrades line item of the Capital Projects portion of our General Fund budget.

Mr. Saunders recommended approval.

Councilman Adam made a motion to approve a transfer of \$5,859.43 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Information Technology Upgrades line item of the Capital Projects portion of our General Fund budget. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

5. Town Center Fund Equipment to Town Center Fund Salaries and Wages

A transfer to cover additional costs of part-time employees to staff events.

Specifically, a transfer of \$500 from the Equipment line item of the Town Center Fund budget to the Salaries and Wages line item of the Town Center Fund budget.

Mr. Saunders recommended approval.

Councilman Dowdy made a motion to approve a transfer of \$500 from the Equipment line item of the Town Center Fund budget to the Salaries and Wages line item of the Town Center Fund budget. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

6. Water Fund Fuel to Water Fund Vehicle Repairs and Maintenance

A transfer to cover additional cost of vehicle repairs.

Specifically, a transfer of \$1,500 from the Fuel line item of the Water Fund budget to the Vehicle Repairs and Maintenance line item of the Water Fund budget.

Mr. Saunders recommended approval.

Councilman Redd made a motion to approve a transfer of \$1,500 from the Fuel line item of the Water Fund budget to the Vehicle Repairs and Maintenance line item of the Water Fund budget. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

7. General Fund Unappropriated ARPA Expenses to Water Fund Meters

A transfer to cover the cost of twenty (20) additional replacement water meters.

Specifically, a transfer of \$3,349.50 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Meters line item of our Water Fund budget.

Mr. Saunders recommended approval.

Councilman Sharp made a motion to approve a transfer of \$3,349.50 from the Unappropriated ARPA Expenses line item of the Non-Departmental portion of our General Fund budget to the Meters line item of our Water Fund budget. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

Budget Appropriation – Police Equipment

Ms. McClanahan reported that the Windsor Police Department received a Justice Assistance Grant (JAG) in the amount of \$1,870 for expenditures on body armor for the police officers. She said these funds should be posted to the Police Department Equipment line item of the FY2023 Budget.

Ms. McClanahan recommended that Council adopt the resolution entitled: A Resolution Appropriating The Sum Of \$1,870 In Funds From The DCJS JAG-LOLE Grant To The Police Department Equipment Line Item Of The General Fund Of The Town Of Windsor's Operating Budget For Fiscal Year 2023.

Councilman Dowdy made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$1,870 In Funds From The DCJS JAG-LOLE Grant To The Police Department Equipment Line Item Of The General Fund Of The Town Of Windsor's Operating Budget For Fiscal Year 2023. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Closed Session


Councilman Redd made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.1. Discussion and consideration of prospective candidates for appointment of specific public officers for Boards and Committees. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #13.

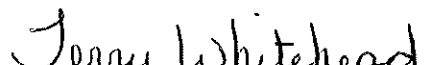
Councilman Sharp made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #14.

Vice Mayor Carr made a motion to recommend appointment of Sam Askew to fill the Isle of Wight County Economic Development Authority term to expire June 30, 2023, to ensure that Town Council has the opportunity to recommend a candidate for this appointment. Councilman Sharp seconded, and Council passed the motion 5 to 1 as recorded on the attached chart as motion #15.

Councilman Sharp made a motion to adjourn. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #16.

The meeting adjourned at 8:00 p.m.


George Stubbs, Mayor


Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 5, 2022

Motion #	Adams	Dowdy	Sharp	Redd	Bernacki	Carr	Stubbs
1	Y	Y	Y	Y	absent	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	
7	Y	Y	Y	Y		Y	
8	Y	Y	Y	Y		Y	
9	Y	Y	Y	Y		Y	
10	Y	Y	Y	Y		Y	
11	Y	Y	Y	Y		Y	
12	Y	Y	Y	Y		Y	
13	Y	Y	Y	Y		Y	
14	Y	Y	Y	Y		Y	
15	Y	Y	Y	Y		Y	
16	Y	Y	Y	Y		Y	
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Jerry Whitehead, Clerk