

**Minutes
Windsor Town Council Work Session
Town Hall
December 7, 2022**

The Windsor Town Council met in a work session on December 7, 2022 at 6:00 p.m. Mayor Willis was present, and he called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. William Saunders, IV, Town Manager and Cheryl McClanahan, Treasurer, were present.

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

Council member absent: Greg Willis

Councilman Stubbs led the pledge of allegiance.

Lewis Construction Invoice in Excess of \$5,000

Mr. Saunders said due to ongoing water main issues on Roberts Avenue, and a lack of valves to isolate the issues during repair, we have had to cut off the water service to the twelve businesses at the corner of Windsor Boulevard and Roberts Avenue several times within the calendar year. He noted that carbon steel instead of stainless steel saddles were installed to connect the individual service lines to the main, and they are starting to rust and leak. Mr. Saunders said these cut offs have impacted the business activities of several greatly.

Mr. Saunders said it was decided that at the time of the next repair that an additional valve would be installed between the commercial and residential services on Roberts Avenue, so that during future repairs, the commercial water service could be maintained.

Mr. Saunders stated that Lewis Construction performed the work, which was timely and satisfactory; however, as the cost was over \$5,000, it requires Town Council approval.

Mr. Saunders confirmed that carbon steel was not used during the repairs in order to prevent future rust issues as questioned by Councilman Bernacki.

After further discussion, Councilman Bernacki made a motion to approve the Lewis Construction expense in excess of \$5,000 for an additional valve installed between the commercial and residential services on Roberts Avenue. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

VML/VACO Finance Ordinance

Mr. Saunders said he met with the Chairman of VML/VACO finance. He said Virginia Municipal League/Virginia Association of Counties (VML/VACO) Finance offers several

financial services to local governments, which include investment pool funds, lease-purchase financing, as well as other financial and accounting services.

Mr. Saunders said the details of the VML/VACO Finance investment pools have recently come to light and could be valuable to the Town of Windsor in the short and long terms.

Mr. Saunders explained that in the short term, we could park our ARPA balance, and a portion of our other fund balance, in the investment pool to garner interest at nearly double the rate of our last CDs. He said the investment pool rates follow the Federal Funds Rate, which is currently on an upward trajectory with the Federal Reserve raising rates.

Mr. Saunders said in the longer term, if we try to move back in the direction of establishing rainy day funds, there are other investment funds that should be explored.

Mr. Saunders stated that in order to join the pool, the Town Council would need to adopt an ordinance.

Mr. Saunders noted that more information, and a draft ordinance, will be forthcoming; as we hope to have a presentation and more information on this at the December 13th meeting.

Mr. Saunders continued to explain that this investment pool is somewhat like a money market fund where you can deposit money for one day and draw it out the next day with no penalties. He said the rate they pay is the net; therefore, minimal fees are taken out before interest is paid out. Mr. Saunders said interest is up to approximately 4% at this time.

Mr. Saunders said if we have to wait until later on an ARPA project, such as the Duke Street/Virginia Avenue Water Main Replacement Project, this could be beneficial to the Town if we chose to put these funds in the investment pool to earn interest.

Council continued to ask questions regarding the period that the interest is paid in order to determine compounding interest, what percentage are the fees, and could a fee chart be provided, does the Town have a written investment policy if required, does ARPA guidelines prohibit investing ARPA funds into interest bearing investment pools, and will special accounting and reporting be necessary if audited.

Mr. Saunders noted that detailed information regarding the VML/VACO investment pool that may answer these questions will be presented at the December 13, 2022 Council meeting.

Virginia Avenue / Duke Street Project Bids

Mr. Saunders said the Duke Street and Virginia Avenue Water Main Replacement Project was put out to bid on October 18, 2022. He said due to issues with the Commonwealth of Virginia's eVA Purchasing website, the deadline for bids was extended from November 17, 2022 to November 29, 2022.

Mr. Saunders reported that four (4) bids were received, all but one exceeding the engineer's estimate. He said currently the engineers are interviewing the bidders to

make a recommendation on the lowest apparent bid, which is responsible and responsive.

Mr. Saunders reported that a zoom meeting was held today with the contractor bidder and consultant, and we are working through some possible issues with the apparent winning bidder. He said the lowest bidder is quite a bit lower than the other bidders, and the contractor feels that he may have left something out. Mr. Saunders stated that the procurement laws will be researched to determine whether we will be able to work with the lowest bidder to allow him to add back what was left out.

Mr. Saunders added that if the second lowest bidder becomes the lowest bidder, Council would then need to determine whether the second lowest bidder is too high, and whether they would like to wait a few months to rebid the project in hopes of a decrease in the bid. Mr. Saunders noted that this could be a gamble.

Mr. Saunders stated that the second lowest bid is \$1,685,400.00, which is about the balance of the Town's ARPA money.

Councilwoman Blankenship said she has reservations with dealing with a contractor who misses a significant piece of work such as this with their bidding.

Councilman Carr commented that we need to move forward with a decision. He said it's not fair to the residents on Duke Street and Virginia Avenue who agreed to sign the Deed of Easements anticipating a new water line.

After further discussion, Mr. Saunders said he should have more information to present to Council regarding this issue at the December 13, 2022 Council meeting.

Windsor Strategic Plan

Mayor Willis stated that the Windsor Strategic Plan is on tonight's agenda for review to determine if Action Items and tasks need to be re-prioritized or updated. He said without knowing the cost of the Duke Street and Virginia Avenue Water Main Replacement Project, it is difficult to plan for future projects as it relates to ARPA funding. He asked for Council's prospective.

Councilman Bernacki agreed with Mayor Willis. He explained that once we have a better understanding of what the water project will cost, we will be in a better position to plan for future projects in the Strategic Plan. Councilman Bernacki did suggest that Council be pro-active instead of re-active with the purchase of a new backhoe before the price continues to steadily increase.

Councilman Stubbs agreed that we need to know what the cost of the water project is going to be in order to have a better idea of what ARPA funds are available to plan for other projects.

After further discussion, Council agreed by consensus to review the Windsor Strategic Plan after the cost of the Duke Street and Virginia Avenue water project is determined.

ARPA Plan Review

Mayor Willis suggested that the discussion regarding ARPA funds should also take place at a later date when we have a better understanding of what the Duke Street and Virginia Avenue water project will cost.

Mayor Willis added that Councilman Bernacki has asked that Council consider moving forward with the purchase of a new backhoe as soon as possible due to the rising costs of large equipment. He asked if final bids for the back hoe were available.

Mr. Saunders stated that, Kenny Sims, Maintenance Supervisor, is in the process of acquiring bids for a backhoe.

Councilman Bernacki noted that the backhoe needs to be a priority before the prices increase like the waterline project has, and we can't afford it. He said a new backhoe has become a necessity. Councilman Bernacki asked if Mr. Sims could try to have a quote available at the December 13, 2022 Council meeting.

Council continued to discuss the Western Tidewater Free Clinic request for a contribution.

Mr. Saunders said he recalls that this was on the ARPA list, along with other projects, to consider once we determine how much the water project will be. He said it was also discussed that we consider looking at this contribution, in the next budget cycle, the same way we consider contributions for the Library and TRIAD.

Councilwoman Blankenship suggested that we communicate this information to the Western Tidewater Free Clinic.

Councilman Stubbs made a motion to adjourn. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 6:55 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date December 7, 2022 Work Session

Motion #	Stubbs	Redd	Greg Willis <i>absent*</i>	Bernackl	Blankenship	Carr	Glyn Willis
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Jerry Whitehead, Town Clerk