

**Minutes
Windsor Town Council Meeting
Town Hall
January 11, 2022**

The Windsor Town Council met in a regular session on January 11, 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. William G. Saunders, IV, Town Manager, was present, and he recorded the minutes in the absence of the Town Clerk. Chief Riddle, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were also present.

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

Council member absent: Greg Willis

Councilman Redd led the Pledge of Allegiance.

Public Hearings
None

Delegations and Public Comments
None

Public Comments
None

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the December 14, 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. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Mayor Willis asked if Council had any questions regarding the Treasurer's Report.

Councilwoman Blankenship asked for clarification regarding the six months of salaries and indirect costs noted on the Treasurers Report. Ms. McClanahan explained that the Water Fund reimburses the General Fund for Public Utility salaries and indirect costs that are paid from the General Fund every six months.

Ms. McClanahan reviewed the specific categories for the Personal Property taxes as questioned by Councilman Bernacki.

Ms. McClanahan reported that a review of the 2018 tax rolls indicated that approximately 195 vehicles were not taxed in the Town of Windsor for 2018. She said these bills were supplemented at the end of December and are being mailed this week. Ms. McClanahan said the tax rolls for 2019 and 2020 have been supplemented monthly in the last few months.

Councilman Carr asked if staff is continuing to pursue violators with inoperable vehicles. Mr. Saunders said violation letters are sent when there is a complaint.

Councilwoman Blankenship 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 Bernacki said a couple of citizens noticed that the digital speed limit sign located on Church Street has been out. He asked if this is a battery issue.

Chief Riddle said the battery may have needed recharging. He explained that the battery will last approximately one week, depending on how many vehicles it is tracking. He said they recharge the battery and move it to different locations within the Town.

Councilman Stubbs said he was asked by several citizens to let Council know that they would like the Fourth of July fireworks returned to the Town of Windsor.

Town Manager's Report

Capital Projects Update

Mr. Saunders said he will be glad to answer any questions regarding the Capital Projects Update.

Councilman Bernacki asked for an update on the final inspection for the Windsor Town Center Roof Replacement and Moisture Repair Project.

Mr. Saunders said the final inspection was completed, and there will be a few minor check list items. He said he has not received a punch list from the Project Manager at this time.

Councilman Stubbs asked if the final building inspections have been completed by Isle of Wight County. Mr. Saunders said he will check to see if the County inspections have been completed and report back to Council.

Mayor Willis reported that he and Mr. Saunders plan to return to the Isle of Wight County Board of Supervisors and report to them the status of the project, since they partnered with the Town.

Mr. Saunders explained that there will be a one-year warranty from the contractor on the work, as questioned by Councilman Stubbs. Mr. Saunders stated that there will be a 20-year warranty on the roof.

Councilman Stubbs expressed his concerns with the ongoing wash out issues with the Shiloh Drive sidewalk since they were installed. He questioned why future failure of armoring the bank with rip rap would be outside of the warranty period and require maintenance by the Town when it has not been repaired yet.

Mr. Saunders explained that we are still within the one-year warranty; therefore, when they stabilize the bank and put in the rip rap, it will still be under warranty. He said after that's completed, it may be outside of the warranty period.

Mr. Saunders said he finally got pictures of the sidewalk during a rain event, and it did show that water was coming across the top of the sidewalk instead of underneath, as suspected. He said he emailed those pictures to the Project Manager at the County.

2022 Town Council Meeting Schedule

Mr. Saunders said a 2022 Town Council meeting schedule is enclosed for Council's review. He noted that the November meeting date was amended due to the Election Day holiday being a conflict

Draft FY2022-23 Budget Calendar

Mr. Saunders asked Council to review the draft budget calendar and let him know if there are any conflicts. He noted that a work session is tentatively scheduled for Monday, January 24, 2022 to review the 6 month budget report.

Mr. Saunders asked if Council would like to include a discussion regarding American Rescue Plan Act (ARPA) funds at the January 24th work session, or would they like to schedule a separate work session for those discussions. He also asked if Council would like this work session to be in-person or virtual due to COVID numbers rising.

After discussion, Council agreed by consensus to combine the two topics at the January 24th work session and to determine the method of the meeting in a couple of weeks.

Calendar of Events

Mr. Saunders said he enclosed the February 2022 calendar 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)

None

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

Mayor Willis reported that three young men are present tonight who are participating in the Boy Scouts. He said they are working on their Citizenship in the Community Merit Badge. Mayor Willis welcomed the young men and thanked them for attending the meeting.

Closed Session

Councilman Stubbs made a motion to go into closed session to discuss the following matters in regard to litigation involved against the Town of Windsor, 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. 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 Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #3.

Councilman Stubbs 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. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Stubbs made a motion to adjourn. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 8:20 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 11, 2022

Motion #	Redd	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Glyn Willis
		<i>absent</i>					
1	✓		✓	✓	✓	✓	
2	✓		✓	✓	✓	✓	
3	✓		✓	✓	✓	✓	
4	✓		✓	✓	✓	✓	
5	✓		✓	✓	✓	✓	
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*Jerry Whitehead, Clerk
 recorded by William Saunders, IV*