

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

The Windsor Town Council met in a regular session on December 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
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 Jake Redd
 George Stubbs

Councilman Stubbs 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 November 9, 2021 Council meeting, the minutes of the December 2, 2021 work session, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Mayor Willis noted a minor correction to the minutes of the December 2, 2021 work session, which was corrected and presented to Council before the meeting.

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

Ms. McClanahan reviewed the November Treasurer's report. She reported that 74% of the Personal Property taxes have been collected as of December 6, 2021. She noted that business licenses will not be issued to those businesses that have delinquent taxes.

Ms. McClanahan clarified several transactions on the Treasurer's report.

Councilman Bernacki questioned if repair costs for the backhoe can be tracked in order to justify the purchase of a new one in the future.

Mr. Saunders stated that with the Town being such a small outfit, the age of the backhoe is more of an issue than the hours. He said it is a foreign manufacturer, and parts are becoming harder to find. Mr. Saunders explained that these repairs will put the backhoe in good condition, which will enable the Town to get a better selling price in order to purchase an American made backhoe.

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

Appropriation of Donated Funds

Ms. McClanahan said as you aware, each year the Police Department conducts a toy drive here in Windsor. She said the Police Department has received donations to assist in this effort. As such, we must appropriate those donations so that they can be used to purchase toys for the toy drive.

Ms. McClanahan recommended that Council adopt the enclosed resolution appropriating funds in the amount of \$2,150 to purchase toys for the toy drive.

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$2,150 In Funds Donated To The Town Of Windsor To The General Fund Of The Town Of Windsor's 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.

Council Comments

Councilman Bernacki said he has been approached by several citizens regarding vehicles, especially large trucks, running through the red light on U.S. Route 460 at the six-way intersection. He said these citizens are concerned that there may be a fatality. He said they have questioned if there can be additional patrolling at this intersection or a red light camera installed.

Chief Riddle explained that this is a poorly designed intersection with a distance traveled issue through this light. He said he feels that extending the light cycle three to five seconds would make a big difference, but unfortunately this is a VDOT issue. He said data from the past 10 years is not showing increased number of accidents for VDOT to make any changes.

Chief Riddle explained that an officer would have to see the violators run the light; otherwise, it's an assumption as to whether a violation has occurred. He also noted that red light cameras have been associated with policing for profit, and rear-end collisions may increase using red light cameras.

Councilwoman Blankenship asked if there are options through zoning to address the visual issues caused by the bushes located on Church Street and N. Court Street near the intersection.

Mr. Saunders said he will discuss this matter with the Interim Zoning Administrator, Maxie Brown.

Councilman Bernacki asked if it would be beneficial for Town Council to draft a letter to VDOT asking that they reassess the timing of the light at the six-way intersection due to safety concerns expressed by citizens.

After discussion, Council agreed by consensus to have Mayor Willis and Mr. Saunders draft a letter to VDOT, with Chief Riddle's recommendation, asking that they reassess the timing of the light at the six-way intersection, as requested by citizens, in an attempt to help avoid fatal accidents from occurring at this intersection.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said we are currently assembling the easement acquisition packets to go out to landowners. 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 said VDOT has pulled the ditch again to try and get as much moisture away from the area as possible prior to repairs. He said that he met with Jamie Oliver, IOW Project Manager, to discuss the two potential repair scenarios. He said he also reached out to Councilman Carr for his input on the choices. He explained that we will likely move forward with armoring the bank with rip rap, but if it fails again, future maintenance could be on the Town.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders reported that a Notice to Proceed was issued to Adelpia Contracting for the project to commence on Oct. 4th and conclude by Dec. 4th. He said due to rain events, which have been documented, the change order on the rotten wood, and also difficulty with finding staff to do the work, the contractor has asked to extend the completion date to January 4, 2022. He said the interior remediation began on Monday, Dec. 6th, which will take approximately two weeks to complete. Mr. Saunders said they are doing a few extras that weren't itemized in their proposal, but need to be done, at no additional cost.

Councilman Bernacki asked for an update on the installation of the ceiling fans at the new Public Works building.

Mr. Saunders explained that the maintenance department has had difficulty finding an electrician who is interested in doing such a small job, but they are continuing to pursue someone to install the ceiling fans.

Vice Mayor Greg Willis suggested that Mr. Saunders contact Keith Alston to see if he would be interested in installing the ceiling fans.

Councilman Bernacki suggested that maybe Isle of Wight County electricians may be interested in partnering with the Town to install the ceiling fans.

Christmas Bonuses

Mr. Saunders reported that it has been tradition for the Town Council to bestow upon the Town staff an annual Christmas bonus. He said in previous years, the Christmas bonus has been \$200, last year it was \$200 net, and he apologized for having misstated that it was gross in his Staff Report.

Mr. Saunders recommended approval of a \$200 net Christmas bonus for full time employees and \$100 net for part time employees.

Councilman Bernacki made a motion to approve a Christmas bonus of \$200 net for full time employees and \$100 net for part time employees. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Willis said this is recognition for work well done by staff.

2022 Town Council Meeting Schedule

Mr. Saunders said a draft 2022 Town Council meeting schedule is enclosed.

Mr. Saunders explained that in 2022, Election Day falls on the November date for the Town Council regular meeting. He said typically, the standing date for Town Council regular meetings does not conflict with holidays or other special events, so there is no standard for changing the date of the meeting. Therefore, a consensus is invited for the date to which to reschedule the November regular meeting.

After discussion, Town Council agreed by consensus to conduct the November 2022 Council meeting the first Tuesday of the month on November 1, 2022.

Mayor Willis said a public notice will need to go out regarding the date change of the November 2022 meeting.

December 2021 and January 2022 Calendar of Events

Mr. Saunders noted that he enclosed December 2021 and January 2022 calendars to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Sign at Garris Events Park

Mr. Saunders reported that at the October Town Council meeting, public comments were shared about the event park along with recommendations.

Mr. Saunders said one of the recommendations was the installation of a sign stating the hours that the park is open to the citizenry. He said Major Signs of Suffolk was directed to create and install an addition to the existing event park sign to read 'OPEN SUNRISE TO SUNSET' as shown on the enclosed sign rendering.

Mr. Saunders stated that he was told that the sign was installed today, but he has not seen it yet.

Councilwoman Blankenship suggested that staff reach out to Mr. Barnes and let him know that the sign has been installed.

Event Committee

Mr. Saunders reported that at previous Town Council meetings, the initiation of an event committee has been discussed.

Mr. Saunders said the committee would be to assemble Town officials with other stakeholders in the community to explore the potential for future Town events. He said with the July 4th celebration and the Christmas Parade not being held for the last two years, a number of citizens and groups have contacted Town staff to express interest in the Town initiating events in the future.

Mr. Saunders said whether these events could or would be reinstated as they were, or other events could or should take their place, will require study and planning to determine the community's interest and capabilities.

Mr. Saunders noted that Strategic Plan Action Item #13: Increase the number of community Events and Activities, lists as one of its key tasks/activities to 'Put together a committee that will plan and execute events, such as 4th of July party and car show, Block Parties and Fall Festival.'

Mr. Saunders said it would seem that this committee should include a mix of representatives of the Town and its numerous civic and non-profit groups that can come together to make recommendations to Town Council about Town-sponsored events and also work on a comprehensive event calendar for the Town to prevent various groups' events conflicting with one another to the extent possible.

Should Town Council wish to entertain such a group, it could:

1. Begin as an informal group that is initiated administratively by town staff?
2. Begin as a standing Town committee?
3. Begin informally and become a standing committee if it seems prudent at a later date?

Mr. Saunders recommended beginning informally and become a standing committee if it seems prudent at a later date.

Vice Mayor Greg Willis said he spoke with Mr. Saunders last week and agreed to help with these events. He said he agrees that the informal option is a better approach at this time.

Vice Mayor Greg Willis said he spoke with the Michael Stallings, Smithfield Town Manager, regarding the cost of fireworks, and it is substantially higher than it has been in the past. He noted that Isle of Wight County shared that cost with the Town in the past. Vice Mayor Greg Willis said finding a vendor that will do the fireworks show will also be a difficult task, but he is still willing to help.

After further discussion, Councilman Stubbs made a motion to move forward by beginning informally with the anticipation of interacting with civic groups and non-profit groups to see where we get support from, and then organize a standing committee

based off of that support. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Councilman Redd reported that the EDA would like to recommend the following locations to Town Council, for approval and/or further discussion, for the three frogs purchased by the EDA:

- Wesley F. Garris Event Park
- Corner of Shirley Drive and US Route 460
- The Windsor Town Center

Councilman Bernacki suggested contacting Community Electric to see if they would be interested in partnering with the EDA with locating a frog on the corner of their property. He said that would be visible to one of the major intersections in Town.

Council continued to discuss potential locations and agreed by consensus with the locations selected by the EDA.

Other Reports

Councilman Bernacki said the Fire Department would like to remind citizens, this time of year, to take caution with plugging numerous electrical outlets together and overloading electrical circuits. He reminded citizens to water live Christmas trees regularly because they can dry out, burn rapidly, and turn into deadly fires. He also reminded citizens not to leave candles unattended. Councilman Bernacki said the Fire Department wants to remind everyone to please be safe this season and have a happy holiday.

Councilwoman Blankenship suggested that the safety tips and reminders from the Fire Department be posted on the Town's website and Facebook page.

Vice Mayor Greg Willis suggested putting the links to the Fire Department and Rescue Squad on the Town's website and Facebook page.

Old or Unfinished Business

None

New Business

None

Closed Session

Councilman Stubbs made a motion to go into closed session to discuss the following matters in regard to the Windsor Police Department, pursuant to Virginia Code 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. Vice Mayor Greg Willis seconded, and Council passed the motion as recorded on the attached chart as motion #6.

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. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

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 #8.

The meeting adjourned at 9:03 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date December 14, 2021

Motion #	Stubbs	Reed	Greg Willis	Bernacki	Blankenship	Carr	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	
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Jerry Whitehead, Clerk