

Minutes
Windsor Town Council Work Session
Town Hall
March 28, 2023

The Windsor Town Council met in a work session on March 28, 2023 at 5:30 p.m. Mayor Stubbs 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:

- J. Randy Carr - Vice Mayor
- David T. Adams – Participated remotely
- Walter Bernacki
- Edward (Gibbie) Dowdy
- Jake Redd
- Marlin W. Sharp

Vice Mayor Carr led the pledge of allegiance, and Councilman Sharp delivered the invocation.

Mr. Saunders stated that Councilman Adams 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 said that Councilman Adams has a family medical condition, and he will be participating from his home.

Councilman Bernacki made a motion to allow Councilman Adams to participate and vote remotely at tonight's meeting due to the medical condition of his family member. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Strategic Plan Review

Mr. Saunders reported that for over a year, at the direction of the Windsor Town Council, numerous stakeholders gathered information and synthesized it into a visionary plan to guide the direction and resources of the Town of Windsor into the future.

Mr. Saunders said the plan was subsequently adopted by the Town Council at their February 9, 2021 meeting.

Mr. Saunders stated that since the plan's adoption, consideration has been given to reviewing the plan annually, prior to the beginning of the budget cycle. Therefore, review of the plan, particularly in light of the balance of the ARPA funds, is timely.

Mr. Saunders added that in late 2022, a couple of work sessions were scheduled to discuss the Strategic Plan and American Rescue Plan Act (ARPA) funds. He said Town Council made the decision to push those discussions back until bids from the Virginia Avenue/Duke Street Water Project were received in order to determine how much of the ARPA funds would be available for other projects. He said we are now beginning to revisit those topics.

Councilman Bernacki gave a brief review of how and why the Strategic Plan was developed, noting that the Town's Comprehensive Plan was used as a guide during the process.

Mr. Saunders added that the Comprehensive Plan is a 20 year plan that is mandated by State Code for any locality that has its own Zoning Ordinance. He said the Strategic Plan is not a mandate; it is a plan that Council voluntarily wanted to put together in addition to the Comprehensive Plan.

After further discussion, Council agreed by consensus to discuss the Strategic Plan at a future work session in order to focus on the ARPA review due to the time constrictions associated with ARPA funds.

Mr. Saunders asked Council to save their copy of the Strategic Plan for future meetings.

ARPA Plan Review

Mr. Saunders reported that the Town of Windsor received a total of \$2,067,317; the first tranche was received on June 30, 2021, and the second on July 22, 2022.

Mr. Saunders explained that changes in the Final Rule allow for localities to classify up to \$10M as 'revenue replacement', which provides more flexibility in what can be funded.

Mr. Saunders noted that ARPA funds can't be used for any type of debt service approved prior to receiving ARPA money, and it can't be put into any type of pool or 'rainy day' fund.

Mr. Saunders stated that ARPA funds must be obligated by December 31, 2024 and expended by December 31, 2026.

Mr. Saunders said enclosed you will find a draft ARPA plan, which has been revised. He said some items within it are pending and others have been ruled out. Therefore, alternative projects should be explored.

Potential projects for consideration include:

- Replacement of windows in Windsor Town Center gym
- Pickup truck for Public Works
- Traffic calming measures for N. Court Street
- Donation to Western Tidewater Free Clinic (Capital expansion / operations)
- SCADA system upgrade / replacement for water system
- Town Hall improvements (Roof, resurface / pave parking lot, ventilation)
- Sewer study for Lover's Lane
- Water tank mixers
- SCADA system for generators

Mr. Saunders noted that enclosures include an ARPA spreadsheet and the Capital Improvement Plan.

Councilman Adams noted that \$750,000 was earmarked for the Virginia Avenue/Duke Street Water Project, and the bid came in at \$565,774. He asked if the remaining \$184,226 would be put aside as a reserve if the scope of work were to change for that project.

Mr. Saunders explained that after engineering costs and payments to the contractor, an estimated \$50,000 has been placed in contingency.

Mr. Saunders noted that this \$50,000 being put in contingency for the water project will be in addition to the \$100,000 already in contingency from Tranche 1 and Tranche 2, as questioned by Councilman Adams.

Mr. Saunders continued to review the ARPA spreadsheets in detail noting projects in process, likely, tentative, and those projects that have been cancelled per Council's request.

Councilman Bernacki asked why the Virginia Avenue/Duke Street Project is being replaced with a 6" main and the proposed Watson Street Water Project shows an 8" main replacement.

After agreeing that water flow for hydrants would be sufficient with a 6" main, Mr. Saunders said he would recommend the 6" main for Watson Street.

Council continued to discuss other potential projects, and questioned if the \$250,000 earmarked for stormwater projects could be increased due to the drainage issues within Town.

Mr. Saunders explained that the Town had an overall drainage study conducted by Bowman and Associates. He said two main drainage issues have been identified within the Town; a blockage behind the Dairy Queen and issues on Virginia Avenue. He explained that VDOT has agreed to camera the pipe behind Dairy Queen to help find the location of the blockage, but scheduling has been difficult for several reasons.

Mr. Saunders reported that the County funded a PER study to focus on those two main drainage problems within the Town, and the study should be completed this spring.

Mr. Saunders added that the Alphin pond will eventually need to be dredged due to the sediment buildup.

Councilman Bernacki stated that Route 460 being closed due to flooding from drainage problems within Town is a VDOT issue. He explained that Route 460 is a major evacuation route and a major commerce transportation route. He suggested reaching out to Delegate Brewer and other politicians who represent this area to address these drainage issues with VDOT.

Vice Mayor Carr explained that with the Alphin pond being on private property; VDOT isn't responsible for dredging the pond.

Council continued to discuss possible fixes for the two main drainage problems located behind Dairy Queen and on Virginia Avenue, utilizing stormwater fees to address

drainage issues, and pursuing a Community Development Block Grant (CDBG) to help with drainage issues.

After further discussion, Council agreed to allocate additional ARPA funds to address drainage issues within the Town.

Mr. Saunders continued to discuss the sewer improvements in Windsor Woods. He explained how a \$100,000 grant match with Isle of Wight County would help with failing septic systems in Windsor Woods and expand capacity of the sewer for growth within the Town.

Mr. Saunders reviewed the remainder of the ARPA spreadsheet.

Councilman Bernacki asked if Mr. Saunders could give rough cost estimates for the list of potential projects that are listed for consideration. He noted that some are shown on the ARPA spreadsheet with estimates, but others are not shown on the spreadsheet.

Councilman Bernacki stated that the Town Hall Project is listed as priority #4 on the CIP. He asked if Council should start putting aside surplus money, and start moving forward with that project.

Councilman Bernacki said he was on the committee approximately four years ago when drawings were prepared for the Town Hall Project. He explained that he had a vision and suggested building a Town Center onto the new Town Hall. He added that he also suggested possibly partnering with the County to include a library. He said Bowman Associates estimated a cost of \$5,200,000 for the Town Hall Project, including square footage of the Town Center.

Councilman Bernacki questioned if the Police Department is sustainable now, and if so, for how long. He stated that it would be cheaper to add an addition for the Police Department during construction.

Mr. Saunders said \$100,000 was added to Future Space Needs last year and we're programmed to put another \$100,000 in this year. He said he would like to see money put into a 'Rainy Day' fund as well. He noted that money has been earmarked for design work for the Town Hall Project if Council would like to move forward with the design work.

Mr. Saunders added that if the Town takes out a loan for a multimillion dollar project such as a new Town Hall, there will be a substantial amount of debt service for a long period of time. Mr. Saunders said putting money aside as we plan will be beneficial.

Councilman Bernacki explained how price increases, supply chain issues that continue to drive prices up, and possible additional requirements by State Code may cause the project to be a lot more costly in the long run. He suggested moving forward with design work, and getting a contractor to see where we are with an estimate. Councilman Bernacki said we can then explore our options, and maybe consider pursuing a municipal bond, depending on bond rates.

Vice Mayor Carr agreed that he would like to see funds set aside for the Town Hall Project. He added that we need to think about what the Town needs. He explained that

we have essentially outgrown this building. He said he would like to start the plan and design process so that an estimate can be received. Vice Mayor Carr added that the post office is outgrowing their space as well, and the existing Town Hall could be an option.

After further discussion regarding the construction of a new Town Hall, Council agreed by consensus to have Mr. Saunders continue to add at least \$100,000 to Future Space Needs each budget year, and to use ARPA funds to begin the plan work for a new Town Hall. Council also agreed to have Mr. Saunders research former planning on the Town Hall project, and schedule a work session for further discussion after this year's budget is adopted.


Vice Mayor Carr questioned how long it has been since Town Council received a stipend increase. He said on behalf of Town Council, he feels that a lot of time is invested in attending meetings, work sessions, checking emails, and making decisions on important projects to ensure that the Town continues to grow.

Mr. Saunders said Council would need to vote on what the stipend should be. He said he would contact other localities to do a comparison and report back, if Council would like him to do so.

After discussion, Council agreed to have Mr. Saunders research to determine if the stipend for the Windsor Town Council is within range with other localities or if an increase is needed.

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

The meeting adjourned at 7:18 p.m.


George Stubbs, Mayor


Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date March 28, 2023 Work Session

Motion #	Carr	Adams	Dowdy	Sharp	Redd	Bernacki	Stubbs
1	Y	<i>Abstain</i>	Y	Y	<i>left @ 6:50</i> Y	Y	
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Jerry Whitehead, Clerk