

**Minutes
Windsor Town Council Meeting
Town Hall
February 7, 2023**

The Windsor Town Council met in a regular session on February 7, 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: David T. Adams
Walter Bernacki
Edward (Gibbie) Dowdy
Jake Redd
Marlin Sharp

Council member absent: J. Randy Carr – Vice Mayor

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

Public Hearings

None

Delegations and Public Comments

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes of the January 10, 2023 Council meeting, minutes of the January 24, 2023 Council Work Session, the Planning and Zoning report, and the Police Chief’s report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki noted that the Planning and Zoning report shows that a permit has been issued for the construction of a new single family dwelling on the property where a condemned building was removed at 102 Maple Lane.

Mr. Saunders confirmed that staff is working with the property owner to ensure that set backs are met for the construction of a new home due to the small lot, as questioned by Councilman Bernacki.

Councilman Bernacki made a motion to adopt the Consent Agenda as presented. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. McClanahan reviewed the January 2023 Treasurer's report. She gave an update on collections for the month. She noted that at the end of January 2023, funds were invested in the Virginia Investment Plan (VIP), as directed by Town Council.

Councilman Adams asked if the interest earned from the VIP will be reported each month for Council's review.

Ms. McClanahan reviewed the interest earned to-date. She stated that a report will be included in the Treasurer's report each month showing interest earned from VIP investments.

Councilman Adams made a motion to approve the Treasurer's report. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Chief Riddle briefed Council on an insurance rebate issued to the Town due to additional damage to a police vehicle during repairs, as questioned by Councilman Bernacki.

Council Comments

Councilman Adams said he has been approached by a couple of citizens asking if a memorial service will be held for K-9 Officer Odin. He said it has been suggested that maybe a plaque could be placed in one of the parks in memory and honor of K-9 Officer Odin's service to the Town.

Mayor Stubbs said citizens have also approached him regarding this issue. Some have suggested placing a memorial plaque at the Town Cemetery.

Chief Riddle explained that first responders gathered along the route as K-9 Officer Odin was brought home by his handler, Officer C.J. Griffin, and a private service was held. He said the Windsor Police Department would be in complete agreement if a group of private citizens would like to honor K-9 Officer Odin in any way.

Mayor Stubbs suggested that he and Councilman Adams reach out to the citizens who have expressed interest in honoring K-9 Officer Odin with some type of memorial service or plaque. He noted that they would keep Chief Riddle advised during the decision making process.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said as directed by Council, the Duke Street and Virginia Avenue Water Main Replacement project was put out for rebid on January 4, 2023, with bids due by 2:00 pm on January 31, 2023. He said a voluntary pre-bid meeting was held in-person on January 17, 2023, with representatives from two firms in attendance.

Mr. Saunders stated that six (6) bids were received by the 2:00 pm deadline on January 31, 2023.

Mr. Saunders reported that the bid tabulations have not been received from Bowman Associates. He explained that depending upon when the results are received, we may present them at the March 14, 2023 meeting or potentially hold a brief work session on February 21, 2023.

HVLS Fan in Public Works Building

Mr. Saunders reported that we are currently awaiting the final local bid for labor prior to making a determination on the fan installation.

Calendar of Events

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

Purchasing Policy Review

Mr. Saunders reported that the Town of Windsor's purchasing policy is dated and in need of revision. He said a draft of the revised policy was presented to Town Council at their January 10, 2023 meeting. He stated that there are no changes to the draft policy since the January 10, 2023 review. Mr. Saunders noted that the draft purchasing policy and the current purchasing policy are enclosed for Council's review.

Mr. Saunders said Councilman Bernacki had asked a question regarding performance bonding at last month's meeting. He explained that performance bonding is typically in terms and conditions that is put in any type of contract, but it's not required to be in the policy.

Mr. Taylor confirmed that this draft purchasing policy is the standard of what other localities are using, as questioned by Councilman Bernacki. He also stated that an adoption of this policy is required by Town Council.

Council continued to discuss the probability of needing revisions to the purchasing policy when the Town reaches a population of 3,500.

Councilman Bernacki made a motion to adopt the purchasing policy as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

FY23 Revenue Projections

Mr. Saunders said per the budget calendar, I have attached a copy of the FY23 revenue projections for the General Fund to be reviewed. He stated that the numbers for January and all previous months are actual numbers. He explained that the numbers for February through June are estimates based off of historical data, trends, and assumptions (July and August are also included even though they are outside of FY23 to

show revenues to be rolled back). Mr. Saunders reported that we are projecting ending the year with \$108,676 in surplus.

Mr. Saunders added that as we prepare the revenue projections for the upcoming budget year, a large deviation from the current fiscal year projections is not anticipated. He said we do not anticipate any large change in our real estate or personal property taxes. However, this is a real estate reassessment year, and increases in assessments are expected to increase revenue over 1%, thereby requiring Council to make a decision about the real estate rate going forward. Mr. Saunders said our other sources of revenue may fluctuate slightly, but he does not anticipate any significant changes from current conditions.

Mr. Saunders reported that current projections in water sales (Not including 'other income') in the Water Fund anticipate the receipt of \$72,337.14 above the budgeted amount.

Mr. Saunders stated that we will continue to update our projections as we move through the fiscal year. He added that this data will be used to help determine revenues for the FY24 budget.

Mr. Saunders reviewed the enclosed FY23 revenue projection spreadsheet.

Council continued to discuss depreciation calculations on machinery and tools.

Town Attorney's Report

None

Mayor's Report

Mayor Stubbs reported that the Boy Scout Frog dedication was held Sunday, February 5, 2023 at the Wesley F. Garris Event Park. He said it was very well attended.

Economic Development Authority (EDA)

None

Other Reports

Councilman Bernacki said the Windsor Volunteer Fire Department is anxiously awaiting the delivery of the new tanker. He said they are hoping for delivery within the next few months. He noted that a dedication ceremony will be scheduled after the tanker arrives. Councilman Bernacki thanked the community for their support.

Councilman Adams reported that at the January 25, 2023 Planning Commission meeting, Commissioner Marshall was elected Chairman, and Commissioner Hewitt was elected Vice Chairman.

Old or Unfinished Business

None

New Business

Budget Appropriation – Windsor Police Department Vehicle Repair Reimbursement

Ms. McClanahan reported that on January 17, 2023, the amount of \$2,105 was received from Insurance which was reimbursement of Vehicle Repairs and Maintenance. As such, we must appropriate the Police Reimbursement received.

Ms. McClanahan recommended that Council adopt the enclosed resolution appropriating these funds.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution For Appropriating The Sum Of \$2,105.00 From Insurance To The General Fund Operating Budget For Fiscal Year 2022-2023 For Police Vehicle Repairs And Maintenance Line Item. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Budget Appropriation – DEQ Litter Prevention and Recycling Grant

Ms. McClanahan said each year the Town of Windsor applies for the Litter Control Grant from the State of Virginia. She said this grant provides items that can be purchased to promote recycling. She said in prior years, the Town of Windsor received \$1,200; this fiscal year, the Town of Windsor has been awarded \$2,463.

Ms. McClanahan recommended that Council adopt the enclosed resolution accepting the grant and appropriating the funds into the General Fund portion of our operating budget.

Councilman Adams asked what the \$1,200 was used for in the past, and do we have a plan for the additional funds received.

Ms. McClanahan explained that the funds were used for a special trash pick-up several years ago. She said a Council member had previously suggested that the litter funds be allocated to a special trash pick-up this year.

Ms. McClanahan reported that Bay Disposal has quoted a fee of \$1,500 per day for a special trash pick-up, and they advised that it may take two days to complete, which would cost a total of \$3,000.

Councilman Bernacki asked if funds were available in the budget to cover the additional \$537 needed to schedule the special trash pick-up for two days if needed. He said a lot of citizens participated in the special trash pick-up in the past, and several citizens have asked if the Town could bring it back.

Councilman Bernacki explained that some citizens don't have pickup trucks where they can take larger items to the transfer station, and it just piles up in their yards. He said this would be an opportunity to help citizens keep their yards picked up and promote beautification in the Town.

Councilman Sharp made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$1,263 From The Virginia Litter Grant To The General Fund

Operating Budget For Fiscal Year 2022-2023. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Bernacki made a motion to use the litter grant funds in the amount of \$2,463 for a special trash pick-up, and to allocate additional funding of \$537 towards the special trash pick-up if it requires two days. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Mr. Saunders noted that there may be enough surplus in the Refuse line item to cover the additional \$537 if needed to complete the pick-up in two days.

Contract Renewal – Ongoing HVAC Maintenance at Town Center

Mr. Saunders reported that in January of 2022, the Town contracted with Comfort Systems of Virginia (CSV) to provide HVAC maintenance services at the Windsor Town Center (WTC) following a competitive solicitation.

Mr. Saunders said that contract was for one year and allowed for up to four annual extensions if both parties agreed. He said the contract also allowed for the vendor to have the opportunity to request revisions to the fee schedule of their services at the time of extension.

Mr. Saunders added that CSV has provided timely and professional service on the WTC HVAC under this contract; and has also provided plumbing services at the WTC outside of the contract during this time.

Mr. Saunders said due to the initial vendor in the solicitation failing to perform and CSV initiating their services following that, CSV has honored their original rate schedule for longer than a year during a time of abnormally high inflation. He said CSV requests that the Town consider increases in the fee schedules on a few services for the next year's agreement.

Mr. Saunders reported that in December, the Consumer Price Index for All Urban Consumers decreased 0.1 percent, seasonally adjusted, and rose 6.5 percent over the last 12 months, not seasonally adjusted. The index for all items less food and energy increased 0.3 percent in December (SA); up 5.7 percent over the year (NSA). Mr. Saunders noted that CSV is requesting an increase of 6.5% to the below rates:

Technician Rate (Normal Hours) = Current Rate: \$85.00	New Rate: \$ 91.00
Laborer/Helper Rate (Normal Hours) = Current Rate: \$42.50	New Rate: \$ 45.00
Technician Rate (After Normal Hours) = Current Rate: \$127.50	New Rate: \$136.00
Laborer/Helper Rate (After Normal Hours) = Current Rate: \$63.75	New Rate: \$ 68.00
Technician Rate (Emergency Service) = Current Rate: \$127.50	New Rate: \$136.00
Laborer/Helper Rate (Emergency Service) = Current Rate: \$63.75	New Rate: \$ 68.00

Mr. Saunders recommended that Town Council authorize him to proceed with the extension of the contract with Comfort Systems of Virginia, Inc. for one additional year at the revised rate schedule.

After discussion regarding performance and terms of the contract associated with fees and renewal, Councilman Sharp made a motion to authorize the Town Manager to proceed with the extension of the contract with Comfort Systems of Virginia, Inc. for one additional year at the revised rate schedule. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Closed Session

Councilman Bernacki 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 the Board of Zoning Appeals (BZA); and 2.2-3711.A.7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, regarding the Windsor Police Department, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Councilman Dowdy 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 Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Councilman Bernacki made a motion to adjourn. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 8:22 p.m.

George Stubbs, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date February 17, 2023

Motion #	Bernacki	Carr	Adams	Dowdy	Sharp	Redd	Stubbs
		Absent					
1	Y		Y	Y	Y	Y	
2	X		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	X	X	
10	Y		Y	Y	X	X	
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Jerry Whitehead, Clerk