

**Minutes
Windsor Town Council Meeting
Town Hall
April 14, 2020**

The Windsor Town Council met in regular session on March 10, 2020 at 7:00 p.m. by electronic participation in Windsor, Virginia. Mayor Glyn Willis called the meeting to order. He welcomed everyone to the electronic meeting. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Christy Newsome, Treasurer, were present in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chief Riddle and Fred Taylor, Town Attorney, also participated electronically.

Council members present via electronic participation:

- Durwood Scott
- Greg Willis
- Walter Bernacki
- Kelly Blankenship
- J. Randy Carr
- George Stubbs

Mayor Willis explained that Council is limited in what can be covered in an electronic meeting. He said Council will strictly focus on immediate business that is pertinent to maintaining operations of the Town.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the March 10, 2020 Council meeting, minutes of the April 2, 2020 Emergency Called Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

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

Treasurer's Report

Ms. Newsome said the Treasurer's report for the month of March is before Council for review. She said Councilwoman Blankenship emailed her questions before the meeting regarding several transactions in the Treasurer's report, and the responses were forwarded to Council. Ms. Newsome asked if there were any other questions.

Councilwoman Blankenship asked why a \$4,000 expenditure for Dell Services would come out of the Contingency line item instead of the appropriate IT line item.

Mr. Stallings explained that this purchase was unexpected and was not accounted for elsewhere in the budget; therefore, the funds were pulled from the Contingency line item.

Councilwoman Blankenship suggested that funds be taken out of the appropriate budget line item for a particular purchase that relates to that line item. She said if the line item is over budget, Council could then do an appropriation or transfer from the Contingency

line item. She said this will help Council determine what needs to be budgeted for particular expenditures going forward.

Mr. Stallings explained that the Contingency line item has been used in the past as a miscellaneous line item to use for unexpected purchases to avoid being over budget. He said this procedure can be changed if Council would like.

After further discussion, Council agreed by consensus to discuss this matter at a later date when Council is collectively meeting together.

Councilwoman Blankenship asked that this matter be put on the Action List for future discussion.

Councilwoman Blankenship questioned why the \$10,000 and \$12,500 budget appropriations are not showing in the month to date total on the Treasurers report.

Mr. Stallings explained that these appropriations are internal transfers; therefore, they do not show actual revenue. He said it will hit the Fund Balance at the end of the year and reduce the Town's actual assets. Mr. Stallings said it increases the budget number, but does not actually bring in revenue.

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

Town Manager's Report

Financial Software Conversion

Mr. Stallings reported that we have been working with Tyler Technologies to implement their Munis financial software for some time now. He explained that last fiscal year, Council appropriated the funds to cover the total cost of the conversion to Munis. He said the conversion was not completed last fiscal year, and the remaining funds have gone into the Unappropriated Fund Balance of the General Fund.

Mr. Stallings recommended that Council adopt the enclosed resolution appropriating the remaining funds of \$35,000 so that this project may continue.

Councilman Stubbs asked if the Tyler Technologies contract was reviewed to determine if the Town could recover any funds owed due to the excessive delay and issues encountered during the implementation of the 2019 Personal Property taxes.

Mr. Stallings explained that some funds were recovered through credits in the amount of approximately \$12,000 for fees the Town was continuing to pay to Bright. He said Tyler also added additional training and implementation days.

Councilwoman Blankenship requested a reconciliation of the compensation given by Tyler Technologies. She said these credits were given before the 2019 Personal Property tax issues. She said she doesn't feel that the Town has been compensated for the fact that the 2019 Personal Property tax bills went out six months late, and the Town had to pay a consultant to help find the import issues caused by Tyler Technologies.

Councilwoman Blankenship suggested that Mr. Stallings express to Tyler Technologies that the Town is ready to make the final payment, but we would like to negotiate due to the many issues that delayed the 2019 Personal Property taxes for six months. Councilwoman Blankenship said she would also like to understand what took place to resolve the issues.

Ms. Newsome gave a breakdown of what occurred during the process of having the import and setup issues corrected with the 2019 Personal Property taxes.

Mr. Stallings explained that the bill has already been paid. He said he received direction from Council to pay the final bill once the conversion was successfully completed and the 2019 Personal Property taxes were processed. Mr. Stallings explained that the outstanding bills for the last of the implementation contract were less than \$3,000. He said the bulk of the \$35,000 is for the software service fees.

After further discussion, Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$35,000 from the Unappropriated Fund Balance of the General Fund to the 2019-20 General Fund Operating Budget."

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$35,000 From The Unappropriated Fund Balance Of The General Fund To The 2019-20 General Fund Operating Budget. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Interim Town Manager Contract

Mr. Stallings stated that a work order is attached, for Council's review, with the scope of services from Berkley Group to employ Sanford B. Wanner as the Interim Town Manager for the Town of Windsor beginning April 21, 2020. He said the work order has been previously reviewed by Council.

Vice Mayor Scott made a motion to accept the work order and move forward with retaining Sanford B. Wanner for Interim Town Manager for the Town of Windsor beginning April 21, 2020. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Extension of Business License Due Date

Mr. Stallings reported that a couple of businesses have requested an extension on their business license due date. He explained that due to the COVID-19 pandemic and the Governor's Executive Order, they have been forced to close and are not generating any revenue.

Mr. Stallings recommended that Council adopt the enclosed Business License Tax Guidelines that would allow the Treasurer to waive penalties and interest on late business licenses for businesses that have experienced a hardship due to COVID-19, as long as they are received by June 30, 2020.

Mr. Stallings said he will have staff reach out to as many businesses as possible if the guidelines are approved as requested by Councilwoman Blankenship.

Councilman Stubbs asked how it would affect cash flow and Town operations if the proposed guidelines are passed.

Mr. Stallings said the financial effects shouldn't be significant. He explained that penalty and interest for business licenses is approximately \$2,000 for the fiscal year. He said this would be the case if everyone who is paying penalty and interest took advantage of the proposed business license guidelines.

Councilman Bernacki said he feels that if the Town can provide assistance to the businesses during this difficult time, it will help them to stay in business, and those funds will be recouped over time.

After further discussion, Councilman Stubbs made a motion to adopt the Business License Tax Guidelines giving the Treasurer the authority to waive penalty and interest on business licenses not received by the April 15, 2020 due date due to the effects of COVID-19. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Mayor Willis said he would like Ms. Newsome to keep Council updated on the impact this pandemic is causing businesses within the Town. He said Council is willing to offer any assistance available to help businesses stay open.

Cash Flow

Mr. Stallings asked Council for approval to pull \$200,000 out of a \$400,000 Certificate of Deposit (CD), currently at Old Point National Bank, and deposit into the Town's General Fund checking account. He said this will help ensure that we do not run into cash flow issues due to revenue reductions associated with COVID-19 as we near the end of this fiscal year. He said this CD matures on March 10, 2021. He noted that Old Point is waiving any penalty for early withdrawal due to the pandemic. Mr. Stallings said he anticipates that meals taxes and business licenses will be lower than normal.

Mr. Stallings recommended that Council put as much of these funds as possible back into a CD when this pandemic is over and revenue resumes as normal.

Councilwoman Blankenship expressed her concerns with withdrawing such a large sum of money until it is absolutely necessary or until we are more certain of incoming revenues and the impact of COVID-19.

Mr. Stallings said the impact of COVID-19 will show at the end of the fiscal year through budget numbers.

Mayor Willis expressed his concerns with needing funds available in the checking account if anything significant were to happen. He said Council would potentially need to call special Council meetings to do appropriations or transfers if the funds are not readily available as opposed to a one time deposit of the \$200,000 to cover expenditures through the end of June, 2020.

Councilman Bernacki suggested developing an “action point” to address the dilemma of the checking account reaching the point that there is not enough cash on hand to cover expenditures. He said, for example, if the funds reach the “action point” of \$50,000, then a pre-authorization from Council would take effect to withdraw the funds from the CD.

Councilman Carr asked if the pandemic continues 60 to 90 days and there continues to be a reduction in revenues, is there another backup to cover expenditures if needed.

Mr. Stallings said there is an additional \$200,000 in the CD we are discussing and \$151,000 in another CD.

After further discussion, Councilman Stubbs made a motion to make an early withdrawal of \$200,000 from the CD currently at Old Point National Bank, as recommended by the Town Manager, to be deposited into the General Fund checking account to increase cash flow. Councilman Carr seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Other Reports

Mr. Stallings said due to the current situation, the scheduled budget work session may not take place. He said he will distribute a draft budget to Council for review by Friday, April, 17, 2020. He said he will be available for comments or questions.

Mayor Willis said once questions and comments are compiled, a meeting can be scheduled to discuss the responses.

Vice Mayor Scott said within the next 30 to 45 days, Council should have a better feel for what revenue is coming in and how much longer this pandemic will last. He said when we have this information, we can then determine whether we need to move forward or postpone some of the larger projects, and we may need to determine if we need to adjust the budget.

Councilman Stubbs made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 7:55 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 14, 2020

Motion #	Blankenship	Carr	Stubbs	Scott	Greg Willis	Bernacki	Glyn Willis
1	X	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	
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Jerry Whitehead, Town Clerk