

**Minutes
Windsor Town Council Meeting
Town Hall
October 11, 2016**

The Windsor Town Council met in regular session on October 11, 2016 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Vice Mayor Clint Bryant was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Greg Willis
N. Macon Edwards, III
Durwood V. Scott
Patty Flemming
Tony Ambrose

Member absent: Mayor Carita J. Richardson

Vice Mayor Bryant asked Councilwoman Flemming to lead the Pledge of Allegiance.

Vice Mayor Bryant reported that Mayor Richardson would not be attending the Council meeting due to an illness.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Vice Mayor Bryant said the Consent Agenda consists of the minutes of the September 13, 2016 Council meeting, the Police Chief's report and the Zoning Administrator's report. He asked if there were any questions or comments regarding the Consent Agenda.

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

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the month of September is before Council for review. She asked if there were any questions.

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

Council's Discussion of Citizens' Concerns

Councilwoman Flemming asked Council to reconsider the proposal to permit poultry in the R-1 Residential District as discussed at the August 9, 2016 Council meeting. She said she has discussed this matter with several citizens on Church Street and North Court Street, and they are acceptable of allowing poultry in residential districts. She asked Council to poll their neighbors to receive input regarding this matter and to consider asking the Planning Commission to revisit this issue.

Mr. Stallings explained that the Planning Commission declined to review the issue of allowing chickens in the R-1, HDR and LDR residential districts at its August 24, 2016 meeting. Council continued to discuss the topic of permitting these uses, their potential effects upon small lot neighborhoods, the problem of potentially opening the doors to other questionable exotic pets, the difficulty of proper enforcement of sanitary issues, and who will enforce the ordinance.

Town Manager's Report

Police Department Generator

Mr. Stallings reported that this year's operating budget and CIP included funds for the purchase and installation of a backup generator at the Police Department. He said bids were obtained for this work during the budget development. He said the lowest quote from Southern States for \$8,959.00 is attached. He explained that the installation should take approximately two weeks and will be a turnkey project.

Mr. Stallings recommended that Council authorize him to proceed with the installation of a propane generator as outlined on the attached proposal.

After discussion, Councilwoman Flemming made a motion to authorize and direct the Town Manager to proceed with the installation of a propane generator for the Police Department. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

VML Regional Suppers

Mr. Stallings said that the Virginia Municipal League will be holding regional suppers again this fall. He said the closest supper will be in Hampton on Wednesday, November 30, 2016. He asked Council to contact him if they are interested in attending, and he will register them.

Town Code Update

Mr. Stallings reported that in accordance with the Town Code update schedule, he has completed his review of sections 110, 112, 119 and 123. He reviewed each section with Town Council. Several additional changes were made to the draft revisions. Council

was in agreement with the revisions and agreed to add these changes to the previous batch for advertisement at a future date.

Action List

Mr. Stallings reviewed the Action List for the month of September with Council. Councilman Edwards asked for an update on the Church Street/Shiloh Drive sidewalks and the public works building. Mr. Stallings explained that Isle of Wight County, who is managing the engineering work on the sidewalks, just recently informed him that VDOT is requesting a letter stating that the Town intends to move forward with the project once the preliminary plans are completed before they will release the funds. He said he will be drafting a letter and sending it to VDOT this week.

Mr. Stallings explained that the site plan for the public works building has been approved by Isle of Wight County, and the building plans are being developed now. He said he will present the building plans to Council as soon as they are complete.

Calendar of Events

Mr. Stallings stated that the Calendar of Events is enclosed for Council's information. He noted that November 8, 2016 is Election Day and the day of the Council meeting.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority Report

None

Other Reports

Community Planning Month

Mr. Carney reported that Governor McAuliffe has designated October as National Community Planning Month for the Commonwealth of Virginia. He recommended that Council adopt the attached resolution to designate October as National Community Planning Month.

Vice Mayor Bryant read the title of the resolution as follows: "A resolution declaring October as Community Planning Month in the Town of Windsor, Virginia."

Councilman Ambrose made a motion to adopt the resolution entitled: *A Resolution Declaring October As Community Planning Month In The Town Of Windsor, Virginia.* Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Old or Unfinished Business

None

New Business

2016 Town of Windsor Christmas Parade

Councilwoman Flemming announced that the 2016 Christmas parade will take place December 3, 2016 at 4:00 p.m. with a visit from Santa and the Tree Lighting Ceremony to follow at the library. She said that registration forms are on the Town's website and at the Town Office. Councilman Willis suggested that the Windsor High School and Middle School chorus sing during the Tree Lighting Ceremony and the visit from Santa. After discussion, Council agreed to change the parade time to 5:00 p.m. noting that the line-up will begin at 4:00 p.m.

Closed Session

None

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

The meeting adjourned at 7:50 p.m.

Clint Bryant, Vice Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date October 11, 2016

Motion #	Flemming	Edwards	Ambrose	Bryant	Willis	Scott	C. Richardson
1	y	y	y	y	y	y	absent
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							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk