



**Minutes
Windsor Town Council Meeting
Town Hall
October 13, 2020**

The Windsor Town Council met in regular session on October 13, 2020 at 7:00 p.m. in 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. He thanked Council and everyone present for wearing a mask as directed by the State due to COVID-19. 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, LaToya Parker, Interim Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present: Durwood Scott
 Greg Willis
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 George Stubbs

Councilwoman Blankenship led the Pledge of Allegiance.

Public Hearing

None

Delegations and Public Comments

Carita J. Richardson, 24229 S. Johnson Avenue, thanked Council for allowing her to serve on the Windsor Town Center Advisory Board (WTCAB). She updated Council on programs and activities that were taking place at the center before COVID-19. She briefed Council on the "Lunch and Learn" programs hosted by the Isle of Wight Museum. She said they are currently working on a video project featuring historical structures throughout the County which will be shown at a future "Lunch and Learn" program at the Town Center.

Mrs. Richardson said the WTCAB has met with Iris James, who works with the Senior Services of Southeastern Virginia, and she is very interested in using the Town Center for senior programs. She reported that acoustical panels have been installed at the facility to improve sound quality during events.

Mrs. Richardson said a new roof is needed at the Town Center as stated in information included in the Council packets. She said time is critical to avoid additional damage to the inside of the building. She said she understands it is a lot of money to replace the roof. She suggested several options for funding.

Mrs. Richardson explained that many businesses, civic organizations and individuals have donated time and money to help renovate the 14,000 sq. ft. facility. She said over 7,000 people used the Town Center the first year it was open. She said it has provided a space for the "Breakfast with Santa" where there were over 400 attendees.

Mrs. Richardson said Council has to make a decision to install a new roof or to give the building back to Isle of Wight County. She explained that citizens may not think giving the facility back to the County is a good use of tax money after previously spending \$1,200,000 on renovations. She said it would take millions of dollars to rebuild a facility of this size. Mrs. Richardson noted that part of the facility could be used as a Town Hall in the future with space still available for programs and activities for the community, if necessary.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the September 8, 2020 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Greg Willis 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

Mayor Willis introduced and welcomed Latoya Parker as the Town's Interim Treasurer.

Mrs. Parker reviewed the September Treasurer's report. She reported that the Old Point National Bank Certificate of Deposit (CD) was withdrawn at its maturity date of September 17, 2020. She said it was deposited into the General Fund for construction of the public works building. She asked if there were any questions.

Mayor Willis noted that questions regarding the Treasurer's report were submitted by Councilwoman Blankenship before the meeting, and the answers were emailed to Council.

Councilman Bernacki asked that the cleared check report be included in the Treasurer's report. He also suggested that Mrs. Parker research the feasibility of renegotiating the interest rate for the Rural Development loan in the Water Fund now that interest rates are lower.

Mrs. Parker said she would include the cleared check report in the Treasurer's report going forward and research the feasibility of renegotiating the interest rate for the loan.

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

Council Comments

Councilman Bernacki said he was approached by a citizen who expressed his concerns with the construction taking place at the church located at the corner of Route 460 and North Court Street with no permit posted. Mr. Saunders said he would check into this matter.

Town Manager's Report

Mr. Saunders explained that Mrs. Parker used a report format in the Treasurer's report that he had recommended. He said some Council members felt there was too much data in the report previously. He said they tried to create a report that was based on line item structure as in the budget document with the percentages in hopes of providing more information with fewer pages. He said the cleared check report will be included going forward.

Mr. Saunders explained that a comparison of revenue and expenditures for the current month versus the same month last year to determine the COVID impact on the budget will be sent to Council and provided in the Treasurer's report going forward as requested by Councilwoman Blankenship.

Cares Act Gift Card Program Proposal

Mr. Saunders reported that Isle of Wight County Department of Economic Development has proposed a gift card matching program as a stimulus for local businesses. He said a program such as this has worked well in Mecklenburg County.

Mr. Saunders explained that in this proposal, Isle of Wight County, the Town of Smithfield, and the Town of Windsor would use \$105,000 (\$5,000 for PayPal fees) of Cares Act Funds to provide a 50/50 match with gift cards purchased by customers for local businesses. This would amount to approximately 1.6% of Windsor's Cares Act funding. Mr. Saunders said the program would be administered by the Isle of Wight, Smithfield, and Windsor Chamber of Commerce.

Chris Morello, Isle of Wight Economic Development Director, and Judy Winslow, Director of Smithfield & Isle of Wight Tourism, presented a slide show on the program.

Ms. Winslow stated that the overall concept of this program is to stimulate the economy via COVID-19 Cares Act funding by offering gift certificates to the public for local businesses. She said half the gift certificate would be paid for by the purchaser and half would be paid for by Cares Act funding. She said this program will provide immediate economic stimulus to COVID-19 affected businesses, encourage local population to shop local, allows local citizens to double their investment in local businesses with far greater buying power, and enables local citizens to be a part of the COVID-19 relief efforts. Ms. Winslow said it also increases sales taxes for the localities while promoting public relations and good will.

Mr. Morello continued to explain how the program works. He stated that the target sale date is November 10, 2020, and Isle of Wight residents can purchase up to five gift certificates per household via the Chamber of Commerce's website or in-person at the Smithfield & Isle of Wight Tourism office.

Council continued to discuss the Cares Act Gift Card Program. It was determined that businesses do not have to be a member of the Chamber of Commerce to participate. It was also suggested that a Windsor location be made available for in-person purchases of the gift certificates.

After further discussion, Councilman Bernacki made a motion to give authorization to use \$7,762 of the Cares Act funds to contribute to the Cares Act Gift Card Program. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Capital Projects Updates

Public Works Building:

Mr. Saunders reported that since the last report, the footings and foundation of the public works building have been poured, the frame has been constructed, and most of the exterior sheathing has been installed on the walls. He said there has been a new change order (Change order #4) for data infrastructure that was not originally included in the plans. He said the project is still on budget.

Duke Street & Virginia Avenue Water Main Replacement:

Mr. Saunders said the plans for the Duke Street & Virginia Avenue Water Main Replacement project had been completed when it was determined that the entirety of the project could not be performed within the VDOT right-of-way and that some private easements would have to be obtained. He said Bowman Consulting is currently drawing up easement plat exhibits for these areas.

Shiloh Drive Sidewalk:

Mr. Saunders reported that a change order has just been approved by VDOT for the improvement of a couple of issues with the Shiloh Drive sidewalk that were not anticipated or called out in the original plans. One issue is the storm water sheet flowing across the sidewalk, diagonally across from Sarah Nell Lane. He said the other is the lack of shoulder and impromptu concrete headwall near Butler Avenue. Mr. Saunders said it is anticipated that the work related to the change order and a final walk through will be completed by the end of October.

Mr. Saunders reported that the Town will be refunded approximately \$24,000 when this project is completed if there are no other changes.

Appropriation of DMV Grant Funds

Mr. Saunders reported that each year, the Town applies for a Department of Motor Vehicles (DMV) grant. This grant provides funding for increased traffic safety enforcement. He said this year, the Town of Windsor has been awarded a grant in the amount of \$15,750.00.

Mr. Saunders explained that the Town is required to provide a match of \$7,875.00. He said as with previous years, we will provide this match through in kind services such as fuel for the Town police cars.

Mr. Saunders recommended that Council adopt the enclosed resolution accepting each grant and appropriating the funds into the General Fund portion of the operating budget.

Mayor Willis read the title of the resolution as follows: "A resolution accepting a grant award from the Department of Motor Vehicles of the Commonwealth of Virginia for traffic safety initiatives for the Windsor Police Department and appropriating the grant funds to the General Fund expenditures of the Town's operating budget for fiscal year 2020/21."

Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Accepting A Grant Award From The Department Of Motor Vehicles Of The Commonwealth Of Virginia For Traffic Safety Initiatives For The Windsor Police Department And Appropriating The Grant Funds To The General Fund Expenditures Of The Town's Operating Budget For Fiscal Year 2020/21. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Personal Property Tax Relief Percentage Ordinance for Calendar Year 2020

Mr. Saunders said each year the Town readopts an ordinance per the 2005 revisions to the Personal Property Tax Relief Act of 1998. He said this year, the property tax relief percentage is 22.70%.

Mr. Saunders recommended that Council adopt the enclosed ordinance establishing a personal property tax relief percentage of 22.70% for calendar year 2020.

Mayor Willis read the title of the ordinance as follows: "An ordinance establishing a personal property tax relief percentage of 22.70% for calendar year 2020 personal property tax bills."

Councilman Stubbs made a motion to adopt the ordinance entitled: An Ordinance Establishing A Personal Property Tax Relief Percentage Of 22.70% For Calendar Year 2020 Personal Property Tax Bills. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

One-Time Hazard/Bonus Pay for Covid-19 Pandemic

Mr. Saunders said the administrative staff of the Town of Windsor have continued to serve the public during the Covid-19 pandemic. He said this proposal of a one-time payment is a way of recognizing those employees who have served our community during this time of uncertainty. He stated that numerous other Hampton Roads localities have instituted similar programs; including Isle of Wight County, who adopted theirs last month. The following proposal is similar to Isle of Wight's:

- Uniformed First Responders: \$1,000 for full-time staff and \$500 for part-time staff.
- All other employees: \$750 for full-time staff and \$375 for part-time staff.

Mr. Saunders recommended that Council adopt the enclosed resolution for a one-time hazard/bonus payment for Town employees.

Mr. Saunders explained the funding for the hazard/bonus pay as requested by Councilman Greg Willis. He stated that he would not recommend the payment of the hazard/bonus pay with Cares Act funding directly; however, he would recommend that

the money that is reimbursed from Cares Act reimbursements for uniformed first responder's salaries be allocated for the hazard/bonus pay.

Councilwoman Blankenship expressed her concerns with determining whether salary expenses for first responders are eligible for reimbursement under the Cares Act.

After discussion regarding the salary reimbursement of uniformed first responders, Mr. Taylor explained that the Federal Government's interpretation is that salary expenses for uniformed first responders, whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, are reimbursable under the Cares Act.

Mr. Saunders said he has in writing from Stephanie Humphries, Isle of Wight County Director of Budget and Finance, that the uniformed first responder salaries are a legitimate reimbursable expense.

Mr. Saunders stated that the total cost for the proposed one-time hazard/bonus pay will be approximately \$10,750.

After further discussion, Mayor Willis read the title of the resolution as follows: "A resolution to approve one-time payments to employees for service to the public during the COVID-19 pandemic," with the funds being allocated from the Police Department Salary line item in the budget.

Councilman Greg Willis made a motion to adopt the resolution entitled: A Resolution To Approve One-Time Payments To Employees For Service To The Public During The COVID-19 Pandemic, with the funds being allocated from the Police Department Salary line item in the budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Windsor Town Center Repairs

Mr. Saunders reported that the Town Center has recently experienced moisture issues in a few of the rooms. He said over the last several weeks, an extensive evaluation has taken place to identify the issues, evaluate them, and make recommendations to move forward. He said this evaluation included roofing contractors, engineers, the architect, HVAC contractors, and environmental services.

Mr. Saunders said the findings were submitted to the Windsor Town Center Advisory Board (WTCAB) at their September 29, 2020 meeting for their consumption. Following a thorough and thoughtful consideration of the issues, the WTCAB offered the following recommendation to Council:

- Replace the existing roof with a new roof; contractor based on price and availability.
- Accept the proposal of First Atlantic Environmental for the interior moisture repairs.
- Reach out to Isle of Wight County to discuss the possibility of their sharing the costs.

Mr. Saunders stated that Town staff concurs with the recommendation of the WTCAB and adds that the repair activities should take place as soon as possible to limit the potential for further damage. Due to this and currently low interest rates, consideration should be given to financing this effort. He said if financing is the choice of the Town Council, a public hearing should be held at the November 10, 2020 meeting to issue the debt.

Joe Gilbert, Project Manager, Alpha Corporation, reviewed the enclosed reports and answered questions regarding the conditions of the building's systems and estimates for repairs. Mr. Gilbert stated that Deshazo Roofing submitted a quote of \$189,000, and Roof Engineering submitted a quote of \$149,283 to replace the entire roof. He said National Roofing submitted a quote of \$144,095 for retrofitting instead of replacement. He explained that retrofitting is putting a new roof over top of the existing roof, and this would not address the 2,000 sq. ft. of wet insulation.

Council continued to discuss concerns with on-going repair costs, the benefits of the Town Center to the community, funding for the repairs, and repairs that may be needed in the future.

After further discussion, it was the consensus of Council that the Town Center is a positive asset to the Town and to move forward with repairs. Council also agreed that it would be more cost effective to replace the roof than to temporarily repair it by retrofitting.

Councilman Bernacki suggested that the ductwork above the suspended ceiling be inspected for mold and addressed if needed. He also questioned what the additional costs would be from First Atlantic Environmental if sheetrock and ceiling tiles need to be replaced due to mold. He said this was not included in their quote. Mr. Gilbert said he would check into these matters and report back to Mr. Saunders.

Councilman Bernacki made a motion to authorize the Town Manager to move forward with scheduling a public hearing, obtaining interest rate quotes from lenders, and to initiate conversations with Isle of Wight County with the possibility of sharing in the cost of the roof replacement. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Council agreed to select a contractor following the public hearing once more information is received regarding the quote from First Atlantic Environmental, the possibility of cost sharing with Isle of Wight County is determined, and information is obtained regarding interest rates.

Treasurer Applicants

Mr. Saunders reported that he has received eight applications for the Treasurer's position. He said he will put together a binder and submit the applications to Council for review.

Classification and Compensation Study Work Session

Mr. Saunders said he has emailed dates to Council regarding scheduling a work session to discuss the Classification and Compensation Study. He said he has received

feedback that an organized review of the study before the work session with the consultant would be beneficial. He said the consultant is available a couple of days the first week of November. Mr. Saunders said he can schedule a work session in October for Council to review the study before meeting with the consultant.

After discussion, Council agreed to have Mr. Saunders schedule a work session with Council to discuss and review job descriptions, strategies, and to compile questions for the consultant to be discussed at a later meeting. It was agreed to host a virtual meeting for the consultant to attend. Mr. Saunders said he would email dates to Council for both work sessions.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

None

Other Reports

Councilwoman Blankenship asked if the weekly "FYI Report" emailed by Mr. Saunders was going to be included in the Town Manager's report. Mr. Saunders explained that this report was an effort to eliminate some of the small issues from being discussed at the monthly meetings. He encouraged Council to email, text, or call regarding any issues that may come up. Mr. Saunders said most issues may be resolved before the next meeting, and he will update Council each week.

Old or Unfinished Business

None

New Business

None

Closed Session

None

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 #8.

The meeting adjourned at 9:55 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date Oct. 13, 2020

Motion #	Blankenship	Carr	Stubbs	Scott	Greg Willis	Bernacki	Glyn Willis
1	✓	✓	✓	✓	✓	✓	
2	✓	✓	✓	✓	✓	✓	
3	✓	✓	✓	✓	✓	✓	
4	✓	✓	✓	✓	✓	✓	
5	✓	✓	✓	✓	✓	✓	
6	✓	✓	✓	✓	✓	✓	
7	✓	✓	✓	✓	✓	✓	
8	✓	✓	✓	✓	✓	✓	
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Jerry Whitehead, Clerk