

**Minutes  
Windsor Town Council Meeting  
Town Hall  
October 8, 2019**

The Windsor Town Council met in regular session on October 8, 2019 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 asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, Ben Sullivan, Planning & Zoning Administrator, Chief Riddle, and Fred Taylor, Town Attorney, were present.

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

Mayor Willis reported that Councilman Stubbs is absent due to recuperating from knee surgery.

Councilwoman Blankenship led the Pledge of Allegiance.

**Public Hearing**

None

**Delegations, Public Comments and Citizens' Concerns**

***Windsor High School Student Liaison***

Stephen Branch, Student Liaison to Council, briefed Council on several school activities. He reported that the Windsor High School Homecoming Parade will take place Friday, October 11, 2019 at 5:00 p.m. He said the high school will be holding its annual "All A's & Academic Jacket Ceremony" on October 16, 2019 from 6:00 p.m. to 7:00 p.m. Mr. Branch also reported that Windsor High School will be hosting a blood drive from 8:00 a.m. to 2:00 p.m. on October 23, 2019, and he encouraged everyone to attend.

Council continued to discuss the high graduation rate for Windsor High School.

Mayor Willis thanked Mr. Branch for attending the meeting and for updating Council on the recent events at the high school.

**Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the September 10, 2019 Council meeting, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilwoman Blankenship asked if the Town of Windsor Planning Survey data would be summarized by the October 30, 2019 Strategic Planning session since some of the surveys were just mailed with the October water bills.

Mr. Sullivan explained that the first set of surveys were sent out the beginning of September with the cycle 1 water bills, and the second set of surveys were sent out the first of October with the cycle 2 water bills. He said the Vision Management Team is working on compiling the data from the surveys as they are received. He said the Management Team hopes to have as much information as possible to present at the October 30, 2019 planning session. Mr. Sullivan noted that any data received after October 30<sup>th</sup> will be compiled and presented at a later date.

Mr. Sullivan updated Council on the abandoned church located at 102 Maple Street as requested by Councilman Bernacki. He said the Isle of Wight County Sheriff's department used its resources to locate the owner of the church. He said the owner has agreed to send a contractor to meet with staff on October 10, 2019 to discuss needed repairs for compliance.

Councilman Carr asked Mr. Sullivan to update Council by email after the October 10<sup>th</sup> meeting with the contractor.

Councilman Greg Willis made a motion to adopt the Consent Agenda as presented. Councilwoman Blankenship 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 September is before Council for review.

Councilwoman Blankenship asked about the \$12,500 deposit in the Town Center Account.

Mr. Stallings explained that Isle of Wight County reduced their \$25,000 yearly Town Center contribution to \$12,500. He said the Town did not know this contribution was being reduced until after the Town's budget was adopted.

Councilwoman Blankenship suggested that the signing of the Windsor Town Center Memorandum of Understanding (MOU) between Isle of Wight County and the Town be escalated. She said Isle of Wight County may need to pay expenses for the center if they are not going to contribute \$25,000 per year. Councilwoman Blankenship asked for an update on the MOU.

Mr. Stallings said he has contacted the County several times regarding the signing of the MOU, and they are still in the review process. He said he would contact them again for an update.

Ms. Newsome and Mr. Stallings continued to review several larger disbursements on the Treasurer's report as requested by Council.

Ms. Newsome gave an update on the 2018-2019 audit. She said it is scheduled to be presented at the December 10, 2019 Council meeting.

After discussion, Council agreed by consensus to have Mr. Stallings request that the auditor provide specific audit milestone dates to ensure that the audit is completed by the scheduled date of December 10, 2019.

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.

### **Council's Discussion of Citizens' Concerns**

Mr. Stallings addressed citizen's concerns that were discussed at the September 10, 2019 meeting as requested by Mayor Willis. He reported that staff is directed by the Maintenance Supervisor to ride the utility vehicle down the streets within Town to pick up trash, and this is why they may have been seen driving down Butler Avenue and Johnson Avenue.

Mr. Stallings said he also spoke with a representative of Franklin Management Company by phone regarding Ms. Desiree Urquhart's request to have someone meet with residents in Windsor Manor Mobile Home Park to discuss concerns. He said they gave their office hours and said they would be glad to meet with residents at their office or speak with residents on the phone to discuss their concerns. Mr. Stallings said he relayed this information to Ms. Urquhart.

Councilman Greg Willis reported a large pothole located across the street from 24346 Lovers Lane. Mr. Stallings said he would report this pothole to VDOT.

Councilwoman Blankenship reported a citizen's concern regarding the tree line buffer on the right as you enter Windsor Woods that was possibly disturbed by the installation of a fence.

Mr. Stallings said this issue has been researched, and it was determined that the resident installed a fence in such a way that the trees were not disturbed; therefore, there is no violation. He said he would continue to check this area to make sure that no trees are disturbed in the future.

### **Town Manager's Report**

#### ***Information Technology MOU***

Mr. Stallings reported that the Town has been working on an agreement with Isle of Wight County that would have them providing IT services to the Town. He said attached you will find a copy of the MOU that the Board of Supervisors adopted at their September meeting that has the Isle of Wight County IT staff providing services to the Town of Windsor.

Mr. Stallings said the annual cost for these services is \$11,000. He said this includes service to all Town facilities to include the Town Hall, PD and the Town Center. He said this is \$308.33 more than what we were paying for our previous contract that did not

include ongoing service at the Town Center. Mr. Stallings said the Town may also realize cost savings as we share licenses and other services already utilized by Isle of Wight County.

Mr. Stallings recommended that Council adopt the enclosed shared services MOU with Isle of Wight County for IT services.

Councilwoman Blankenship expressed concerns with MOU item #4. TECHNOLOGY SUPPORT PRIORITIES which states: "The first priority of the County IT will be the maintenance and successful operation of the technology systems in use by the County. There will be times when resources and personnel are assigned to critical duties and will be limited in availability for Town IT issues." Councilwoman Blankenship said this seems to be one sided if both localities have critical issues at the same time. She explained that the MOU should protect the Town.

After further discussion, it was the consensus of Council to table the MOU and have Mr. Stallings speak with Isle of Wight County to request Standard Operating Procedures (SOP) regarding priority guidelines for Council's review.

### ***Water system Master Plan***

Mr. Stallings reported that the Town has been working with Bowman Consulting to complete the engineering work for a water line project on Duke Street and Virginia Avenue. He said the design work has been completed, and they are working with respective agencies to have the plans approved. He said attached is a proposal that lays out the remaining work to be done as part of our master planning process which includes hydraulic modeling. He stated that the total cost for the hydraulic modeling and development of a master plan for the Town's water system is \$40,000. Mr. Stallings explained that \$50,000 was previously budgeted for this work.

Mr. Stallings recommended that Council adopt the enclosed resolution that appropriates these funds in order for Bowman Consulting to proceed with the master planning work, beginning with the development of a hydraulic model of the Town's system.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$40,000 from the Unappropriated Fund Balance of the Water Fund to the 2019-2020 Water Fund Operating Budget."

Vice Mayor Scott made a motion to approve the resolution entitled: A Resolution Appropriating The Sum Of \$40,000 From The Unappropriated Fund Balance Of The Water Fund To The 2019-20 Water Fund Operating Budget. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Church Street Sidewalks***

Mr. Stallings reported that he received the final construction estimate for the Church Street/Shiloh Drive sidewalk project that triggers our contribution to Isle of Wight County as outlined in the Town's MOU.

Mr. Stallings said the total estimated cost for the project is \$462,909.49 with the Town's contribution totaling \$231,454.75. He said \$575,000 was originally set aside in the Space Needs Fund for this project. Mr. Stallings explained that Council must appropriate \$231,454.75 from the Space Needs Fund so that the contribution can be made to Isle of Wight County for this project. He said once the financial contribution has been made, Isle of Wight County and VDOT will oversee and manage the project through completion.

Mr. Stallings reviewed the project schedule noting that the anticipated completion date shows no later than April of 2020.

Mr. Stallings recommended that Council adopt the enclosed resolution that appropriates these funds from the Unappropriated Fund Balance of the Space Needs Fund so the Town's contribution may be made to Isle of Wight County for this project.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$231,454.75 from the Unappropriated Fund Balance of the Space Needs Fund to the 2019-20 Space Needs Fund Operating Budget."

After discussion, Councilwoman Blankenship made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$231,454.75 From The Unappropriated Fund Balance Of The Space Needs Fund To The 2019-20 Space Needs Fund Operating Budget. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Action List***

Mr. Stallings reviewed the Action List with Council. He also reviewed the utility costs and the total rentals associated with the Windsor Town Center.

Vice Mayor Scott suggested that the police department report streetlight outages since officers are patrolling at night.

Mayor Willis suggested that a notice be printed on the water bills to encourage citizens to report streetlight outages.

### ***Calendar of Events***

Mr. Stallings reviewed the Calendar of Events with Council. He confirmed that the next Strategic Planning Session is scheduled for October 30, 2019 from 2:00 p.m. to 5:00 p.m. at the Windsor Town Center, and the Drainage Committee will be meeting on October 24, 2019 at 5:00 p.m. at the Town Hall.

### **Town Attorney's Report**

None

### **Mayor's Report**

Mayor Willis reported that with the help of Patty Flemming, additional help has been solicited for Civic support for the annual Christmas parade. He said Thomas Gilmet has

also volunteered to take over the responsibilities of organizing the Christmas parade with the help of Mrs. Flemming and also with the support of Town staff.

### **Economic Development Authority (EDA) Report**

Vice Mayor Scott reported the he was absent from the October 7, 2019 EDA meeting due to attending the VML Conference. He said Vice Chairman Mischelle Goodman conducted the meeting, and he has not received a report at this time.

Councilman Carr asked for an update on the two parcels located on the west side of Town and on the old Redd's Supermarket. Vice Mayor Scott said he has only received inquiries on the properties.

Vice Mayor Scott briefed Council on the VML Conference stating that it was a very informative conference.

### **Other Reports**

Councilman Bernacki reported that the Windsor Volunteer Fire Department held a dedication ceremony on Sunday, October 6, 2019 for the new Heavy Rescue 40 truck. He thanked the community for their support and stated that this truck will be an asset to the community. He also thanked the Windsor Police Department, on behalf of the fire department, for their help with the dedication ceremony.

### **Old or Unfinished Business**

Councilwoman Blankenship asked for an update on the Residential Beautification Award, the suggestion of solar panels being installed at the Town Center, and the possibility of using the old concrete plant located on Buckhorn Drive as a maintenance building.

Mayor Willis said that he and Councilman Bernacki have exchanged emails prior to the meeting regarding the Residential Beautification Award, and it is still being worked on.

Mr. Stallings said the Isle of Wight County School Board emailed him last week asking for square footage information for the Town Center so that it can be included when they go out to bid for solar panels. He said he would keep Council updated when he receives information.

Mr. Stallings reported that the old concrete plant located on Buckhorn Drive does not have adequate buildings that can be utilized by the Maintenance Department.

Councilman Carr asked for an update on the panels being considered to improve the acoustics at the Town Center.

Mr. Stallings said the Town Center Advisory Board has authorized \$14,000 to be spent on improving the acoustics at the Town Center. He said they were quoted a price of \$14,000 for panels and found out later that this did not include the installation. He said the installation would be an additional \$8,000. He said the Advisory Board is evaluating options at this time. He said he would report back to Council when a decision has been made.

**New Business**

Mr. Stallings reported that VDOT is in the process of replacing the signal light at the six-way intersection. He said they will be removing the overhead wires and replacing them with a pole.

**Closed Session**

None

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

The meeting adjourned at 8:30 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date Oct. 8, 2019

Motion #	Blankenship	Carr	Stubbs	Scott	Greg Willis	Bernacki	Glyn Willis
1	✓	✓	absent	✓	✓	✓	
2	✓	✓		✓	✓	✓	
3	✓	✓		✓	✓	✓	
4	✓	✓		✓	✓	✓	
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Jerry Whitehead, Clerk