

**Minutes
Windsor Town Council Meeting
Town Hall
November 10, 2020**

The Windsor Town Council met in regular session on November 10, 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 – arrived at 7:15
- Kelly Blankenship
- J. Randy Carr
- George Stubbs

Councilman Carr led the Pledge of Allegiance.

Public Hearings

Mayor Willis said there are two public hearings tonight. He said the first public hearing is to receive comments and consider issuance of debt/loan for repairs to the Windsor Town Center. He asked Mr. Saunders to give an overview.

Mr. Saunders reported that at the October 13, 2020 meeting, Town Council set a public hearing to consider issuance of debt/loan in an amount up to \$300,000, not currently included in the Town's 2020-2021 operating budget, for the purpose of the replacement of the roof at the Windsor Town Center and repairs related to water damage. He explained that Section §15.2-2606A of the Code of Virginia states that a locality shall hold a public hearing on the proposed issuance of debt or incurring of loan debt.

Mr. Saunders explained that this public hearing is a prerequisite to the incurring of loan debt of up to \$300,000 for repairs to the Windsor Town Center.

Mayor Willis opened the public hearing. He asked for any persons wishing to speak in favor or in opposition of the issuance of debt/loan for repairs to the Windsor Town Center to come forward at this time.

Richard Vaught, 24218 South Butler Avenue, said he was speaking in favor of the issuance of debt/loan for repairs to the Windsor Town Center. He said he rented the Town Center to use for the GOP election, and it worked very well. He said Duck's Unlimited has also rented the Town center and was very pleased with the facility. He explained how beneficial it is to have a facility that is centrally located in this area. He asked that Council look to the future, because this Town is going to grow. Mr. Vaught suggested that the Town Center be advertised more.

Allen Brown, 41 Bank Street, said he is speaking on behalf of the Lions Club. He said the Town Center has been used for district meetings due to the convenience of the location. He said it is directly in the center of the club's 30 mile operating zone. He said the Lions Club is in favor of the Town borrowing the funds, and they will continue to use the facility if it remains open.

Sam Askew, 35 Church Street, said he understands that the timing is probably not the most convenient for incurring debt, but he feels that it is a worthwhile facility to have in our community. He said he is in favor of supporting the Town Center by any means needed.

Carita Richardson, 24229 South Johnson Avenue, said she is in favor of the issuance of debt for repairs to the Windsor Town Center. She briefed Council on the many programs and activities taking place at the Town Center, including the "Lunch and Learn" program sponsored by the Isle of Wight Museum and cornhole tournaments started by William Winstead, who works with Isle of Wight County Parks and Recreation Department. She said it was also used as the new location for voting.

Mrs. Richardson reported that two newspaper articles stated that the first year operating expenses for the Town Center were over \$98,000. She explained that the last renovation payment to the contractor in the amount of approximately \$90,000 was included in the operating expenses total. She noted that the actual operating expenses were less than \$10,000.

Mrs. Richardson reviewed the Town Center's Dominion Energy bill. She noted that the Town Center is on a Non-Residential Solar Schedule 100 plan with numerous Riders with solar fees. She said Council may want to work with Mr. Winstead to see if it is necessary for the Town Center to be in this solar program with the additional fees added.

Mrs. Richardson continued to speak in favor of going forward with replacing the Town Center roof. She said this facility makes a huge difference in the lives of seniors and young adolescents in the community.

Bentley Richardson, 24229 South Johnson Avenue, said he is the past president of the Western Tidewater Hokie Club. He said they hold an annual Orange and Maroon Tour where alumni, coaches and athletes meet with approximately 300 in attendance. He said the Windsor Town Center has been suggested for future tour events. He said he is not going to say that the Windsor Town Center is going to be profitable, but as a taxpayer, we need a place to assemble for various types of meetings. He suggested that Council look into getting a loan and move forward with repairing the Town Center roof.

Mayor Willis closed the public hearing. He said it is now open for discussion among Council.

Councilman Bernacki asked questions regarding the details of the lease.

Vice Mayor Scott said that Wesley Garris, who resides at 4 Virginia Avenue, called and asked him to speak on his behalf because he was not able to attend the meeting. Vice Mayor Scott said that Mr. Garris was not in support of incurring loan debt for repairs to a building that the Town does not own. He said Mr. Garris feels that tax money should not

be spent on a building that is primarily being used by Isle of Wight County residents. He said Mr. Garris feels that the County should be providing the building for the Town, because the citizens of the Town pay County taxes as well.

Mayor Willis said there is a second public hearing to consider an amendment to the Town's 2020-2021 operating budget. He asked Mr. Saunders to give an overview.

Mr. Saunders reported that at the October 13, 2020 meeting, Town Council set a public hearing to consider an amendment to its 2020-2021 operating budget. Section §15.2-2507 of the Code of Virginia allows a local government to amend its annual budget during the course of the fiscal year. If the proposed amendment exceeds one percent of the total expenditures in the adopted budget, the local government is required to hold a public hearing. He said the current total for the General Fund expenditure portion of the 2020-2021 budget is \$1,957,580; therefore, one percent of this amount equals \$19,576.

Mr. Saunders said this proposal would amend the Town's operating budget by up to \$300,000. He noted that Council adopted its 2020-2021 operating budget last June. Subsequently, deficiencies in the roof of the Windsor Town Center and related water damage have created a need for additional funding for this budget year.

Mr. Saunders explained that this public hearing is a prerequisite to a budget amendment of up to \$300,000 for repairs to the Windsor Town Center.

Mayor Willis opened the public hearing. He asked for any persons wishing to speak in favor or in opposition of an amendment to the 2020-2021 operating budget by up to \$300,000 for repairs to the Windsor Town Center to come forward at this time. Hearing none, he closed the public hearing. He said it is now open for discussion among Council.

Delegations and Public Comments

Volpe Boykin, 28359 Walters Highway, Carrsville, said he was a member of the Isle of Wight County's Monument Task Force. He introduced Maggie Richards, who represents Windsor on the task force and Doug Freeman, who is a citizen of Windsor. Mr. Volpe said the task force is responsible for giving options for the relocation of the County's Confederate statue if they decide to move it. He said one of the options is to relocate the statue to the Windsor Town Cemetery. Mr. Volpe presented Council with a handout with maps and photographs that should answer most pertinent questions regarding cost, effect on current and potential businesses, care and responsibility of the monument, alteration of the monument, ownership of the monument and appropriate location. He explained that the Windsor Town Cemetery is an appropriate location for the Isle of Wight Monument to Confederate Dead because it is the resting place of several Confederate Veterans.

Mr. Volpe stated that all of the members of the Monument Task Force agree that they would like the Windsor Cemetery to be considered by the Isle of Wight County Board of Supervisors for a location of the monument.

Mr. Volpe reported that the Board of Supervisors will not consider this option unless the Windsor Town Council agrees that it is acceptable.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the October 13, 2020 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki requested that the Police Chief's report include any deployments of the K-9 unit, which will give Council information on the utilization of that asset.

Councilman Stubbs 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

Mrs. Parker reviewed the October Treasurer's report. She reported that the C.W. Brinkley, Inc. payments were processed for the first draw of \$105,140.21 and second draw of \$102,970.12 for the construction of the Public Works building.

Mrs. Parker reported that there are no options in place at this time to refinance the Water Fund's USDA loan as questioned by Councilman Bernacki at the last Council meeting.

Mrs. Parker stated that there are no major budget shortfalls at this time due to the effects of the pandemic.

Councilwoman Blankenship said the biggest shortfall seems to be in the Traffic Fines. After discussion, Council agreed to have Mr. Saunders reach out to Chief Riddle for input regarding the decrease in the Traffic Fines line item.

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

Budget Transfer - Cybernet Security Insurance Fees

Mrs. Parker said she is requesting a budget transfer for annual cybernet security insurance fees paid for the added secured protection of the computer network for the Town. She recommended that Council approve a transfer of \$803 from the Miscellaneous Revenue line item to the Insurance line item.

Councilwoman Blankenship expressed her concerns with why this was not budgeted previously.

Mr. Saunders explained that Isle of Wight County and Tyler Technologies have recently been hacked; therefore, as a precaution, VML cybernet security Insurance will add secured protection of the Town's computer network.

Mr. Saunders noted that two checks have been received from the State for the gaming machines located in the Town. He said these funds will help offset the budget transfers needed.

After further discussion regarding specific coverage, Council agreed to have Mr. Saunders research what the risk factors are and how this insurance will cover those risk factors.

Councilman Stubbs made a motion to approve a budget transfer of \$803 from the Miscellaneous Revenue line item 100-01899-31895 to the Insurance line item 100-91600-45300 for the cybernet security insurance fees. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Budget Transfer – VRSA Audit Fees

Mrs. Parker said she is requesting a budget transfer for VRSA FY2020 audit fees for review of the Town's claims and transactions within the year. She recommended that Council approve a transfer of \$1,062 from the Miscellaneous Revenue line item to the Insurance line item for the VRSA Audit fees for FY2020.

Councilman Greg Willis questioned if this is an annual audit conducted by VRSA, and why was it not budgeted. Mrs. Parker said she would research this and report back to Council.

After further discussion, Vice Mayor Scott made a motion to approve a budget transfer of \$1,062 from the Miscellaneous Revenue line item 100-01899-31895 to the Insurance line item 100-91600-45300 for the VRSA audit fees for FY2020. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Budget Transfer – Well Pump #6 Replacement

Mrs. Parker said she is requesting a budget transfer for replacement of Well Pump #6 due to pump failure and electrical modifications associated with the replacement of the pump for the Water Fund. She recommended that Council approve a transfer of \$50,000 in the Water Fund from the Other Operating Income Revenue line item to the Water Fund expense line item Maintenance and Repairs for the replacement of Well pump #6 and electrical modifications.

Councilman Stubbs questioned if this was the same well that had issues approximately 18 months ago. Mr. Saunders said he believes that the well with previous issues was well #5 located on E. Griffin Street. He said he would verify this information with Mr. Simms, Maintenance Supervisor, and report back to Council.

Mr. Saunders reviewed the quote submitted by Water Well Solutions, LC to replace the pump for well #6. He said if the engineers agree, he would like to suggest downsizing the new pump and motor to pump more in the range of 350-400 gallons per minute rather than the 500-570 gallons per minute. He explained that the well is designed to be a 400 gallon per minute well, and that is an efficient curve for that pump. He said by downsizing the pump into a more reasonable range, he hopes to get more life out of it.

Vice Mayor Scott suggested that quotes for repairs be included in the packet for Council's review. He also suggested that more than one quote be obtained for such a costly project.

Mayor Willis noted that consulting with those who maintain the Isle of Wight County wells could be an asset for the Town moving forward.

Mayor Willis asked Council to contact him with any specific questions regarding the issues with the well, and he will submit them to Mr. Saunders.

After further discussion regarding funding and time frame of repairs, Councilman Stubbs made a motion to approve a budget transfer of \$50,000 in the Water Fund from the Other Operating Income Revenue line item 200-16010-31612 to the Water Fund expense line item Maintenance and Repairs 200-42000-46007 for the replacement of well pump #6 and electrical modifications. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Appropriation of Fire Department Grant Funds

Mrs. Parker reported that each year the Town of Windsor applies for the Fire Department grant from the State. She said this grant provides funding for fire department safety enforcement. In prior years, the Town of Windsor received \$10,000. Mrs. Parker said this fiscal year, the Town of Windsor has been awarded \$15,000.

Mrs. Parker recommended that Council adopt the attached resolution accepting the grant and appropriating the funds into the General Fund portion of the Town's operating budget.

Mayor Willis read the title of the resolution as follows: A resolution appropriating the sum of \$5,000 from the Virginia Department of Fire Programs to the General Fund operating budget for fiscal year 2020-2021.

Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$5,000 For The Virginia Department Of Fire Programs To The General Fund Operating Budget For Fiscal Year 2020-2021. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Council Comments

Councilman Stubbs said he understands there is a water leak on Joyner Avenue next to the Windsor Hardware store that needs repair.

Mr. Saunders said there is a water leak on Joyner Avenue. He said a road closure plan has been sent to VDOT, and a Land Use permit has been issued to the Town to begin the repair work to the water line. He said the repair is scheduled for Tuesday, November 17, 2020.

Councilman Greg Willis noted that a headstone in the historical section of the cemetery is leaning. Mr. Saunders said the leaning headstone has not been addressed at this time.

Town Manager's Report

Capital Projects Update

Public Works Building

Mr. Saunders reported that since his last report, much of the electrical and plumbing have been installed, and other interior work is underway. He said two Change Orders have been authorized: Change Order #5 for additional structural support around the windows and Change Order #6 for the extension of electrical and plumbing fixtures to accommodate additional appliances. He said the project is still under budget.

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that the plans had been completed for these projects when it was determined that the entirety of the project could not be performed within the VDOT right-of-way, and 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 explained that the issue of the storm water sheet flowing across the sidewalk, diagonally across from Sarah Nell Lane, was improved by re-grading the area and the installation of a yard inlet and underdrain. The lack of shoulder and impromptu concrete headwall near Butler Avenue were improved by the extension of the culvert pipe and additional fill over the pipe in that area. The project is going to be closed out with a one year warranty period from the contractor. Mr. Saunders said the project was under budget, and the Town should receive approximately \$24,000 of it's match back.

Real Estate and Personal Property Taxes

Mr. Saunders reported that Isle of Wight County IT is making progress on helping staff manipulate the tax data. He said they are training staff on how to run the taxes. He said two members of their IT staff will be meeting on Wednesday, November 11, 2020 with Mrs. Parker and Ms. Dunlow to continue to work on trial runs for real estate and personal property taxes. He stated that a deadline for a December 5th due date will not be met. Mr. Saunders explained that when the taxes are completed and sent out, there will be a 30 day due date.

After discussion, Council agreed by consensus to have staff notify the citizens that the taxes will be sent out late by posting this information on the Town's website.

Classification and Pay Study Work Session

Council scheduled a work session for Monday, November 23, 2020 at 5:30 to discuss the Classification and Pay study.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Vice Mayor Scott reported that the EDA is planning a "Business After Hours" event for next spring to be held at the Windsor Hardware store if the COVID-19 restrictions have been lifted. He also reviewed the Cares Act Gift Card Program.

Other Reports

Councilman Bernacki reported that the Windsor Volunteer Fire Department will not be holding their annual BBQ fundraiser. He said they may be doing a raffle instead. Councilman Bernacki also reported that Isle of Wight County funded a washer and dryer for the fire department so that members can wash contaminated gear at the fire station.

Old or Unfinished Business

Windsor Town Center Repairs

Mr. Saunders reported that the need for roof replacement and repairs related to moisture damage at the Windsor Town Center was discussed at the October 10, 2020 Town Council meeting. He said the resulting guidance from Town Council was as follows:

- Set a public hearing for the incurring of debt and an amendment of the budget over 1%
- Discuss loan funding with Farmers Bank
- Research the need for further HVAC and wallboard remediation
- Reach out to Isle of Wight County to discuss the possibility of their sharing the costs

Mr. Saunders stated that Farmers Bank can provide a short term loan to fund the repairs for approximately 2% interest.

Mr. Saunders explained that most of the ductwork is hard metal with insulation on the exterior, which can only be vacuumed; the building plans are being reviewed to determine if there are sections with interior insulation. Extensive cleaning is not expected to be required. He said little, if any, wallboard replacement is envisioned; however, the repair estimate has been amended to include pricing for the replacement of wallboard and the contingency has been increased by 3% in case of unexpected wallboard costs. He said a line item has been added to the proposal for possible HVAC cleaning.

Mayor Willis reported that he and Mr. Saunders met with the Isle of Wight County Board of Supervisors in a work session to discuss the possibility of their sharing the costs of the Windsor Town Center repairs. He proposed that the Town and County share the cost of the repairs 50/50. He said the Board of Supervisors see the Town Center as an asset to the community. He said they were supportive of moving forward with the repairs and partnering with the Town. Mayor Willis said they discussed potentially funding the entire

project and having the Town's portion reimbursed to the County to save the cost of interest.

Mr. Saunders said the Isle of Wight County Supervisors were in a work session; therefore, they did not take a vote. He said they did provide a consensus to bring back to Council. He said this issue is expected to be on the Board of Supervisors December 3, 2020 meeting agenda.

Mr. Saunders reported that Isle of Wight County General Services recommended that the Town consider asbestos testing of the roof underlayment and the design and inspection of the roof by a professional engineer or architect. He reported that asbestos testing was completed, and no asbestos was found in the roof underlayment.

Mr. Saunders said two bids were obtained for having the roof designed, one from Mosely Architects, who designed the renovation, and another from REI, the engineering firm that did the roof survey and asbestos sampling. He said the revised interior remediation estimate and the proposals from Mosely Architects and REI Engineering for the design of the roof are enclosed for Council's review.

Mr. Saunders recommended that Council authorize the designing of the roof and the acquisition of the updated roof replacement estimates based upon those design standards.

Mr. Joe Gilbert, Project Manager, Alpha Corporation, reviewed the estimates with Council. He recommended that Council have the engineering work done with REI Engineers. He said REI Engineering has a lot of experience and are very well known for doing their work really well.

Mr. Saunders said questions have been asked regarding a gable style roof. Mr. Gilbert explained that an A-frame roof would involve structural, mechanical, electrical, and plumbing engineers. He did not recommend an A-frame roof due to the excessive increase in the cost of the project

Vice Mayor Scott expressed his concerns with borrowing the money for this project and not having a plan in place of how the Town will pay it back.

Councilwoman Blankenship suggested that previous expenses incurred for this project be included in the total cost to the County for cost sharing purposes.

Council continued to discuss funding and a timeframe of the project.

Councilman Bernacki made a motion to authorize REI Engineers to proceed with the engineering and inspection of the Windsor Town Center Roof. Councilman Greg Willis seconded, and the vote passed, with Vice Mayor Scott abstaining, as recorded on the attached chart as motion #7.

Mr. Gilbert said he would discuss the time frame with REI Engineers and report back to Mr. Saunders.

Mayor Willis asked Mr. Saunders to monitor the Town's partnership with the County regarding funding for the Windsor Town Center repairs and report back to Council.

New Business

Councilwoman Blankenship congratulated Jake Redd for being elected to Town Council. She also congratulated Councilman Bernacki and Councilman Greg Willis for being re-elected to Town Council.

Closed Session

Councilwoman Blankenship made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 Personnel. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Councilman Stubbs seconded, and Council passed the motion as recorded on the attached chart as motion #8.

Vice Mayor Scott made a motion to go back into regular session. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #9.

Vice Mayor Scott 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. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Councilwoman Blankenship made a motion to interview Town Treasurer candidates November 21, 2020 in closed session, and to follow up on those interviews November 23, 2020 in closed session. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

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 #12.

The meeting adjourned at 10:25 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date November 10, 2020

Motion #	Carr	Stubbs	Scott	Greg Willis	Bernacki	Blankenship	Glyn Willis
					<i>arrived 7:15</i>		
1	✓	✓	✓	✓	✓	✓	
2	✓	✓	✓	✓	✓	✓	
3	✓	✓	✓	✓	✓	✓	
4	✓	✓	✓	✓	✓	✓	
5	✓	✓	✓	✓	✓	✓	
6	✓	✓	✓	✓	✓	✓	
7	✓	✓	<i>abstain</i>	✓	✓	✓	
8	✓	✓	✓	✓	✓	✓	
9	✓	✓	✓	✓	✓	✓	
10	✓	✓	✓	✓	✓	✓	
11	✓	✓	✓	✓	✓	✓	
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Jerry Whitehead, Clerk