

**Minutes
Windsor Town Council Meeting
Town Hall
August 13, 2013**

The Windsor Town Council met in regular session on August 13, 2013 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. She asked for anyone with cell phones to please turn them off. She asked the Clerk to call the roll. Terry Whitehead, Interim Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Reynolds, Dennis Carney, Planning and Zoning Administrator, and Wallace Brittle, Town Attorney were present.

Council members present: Wesley F. Garriss
J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Patty Flemming

Council member absent: Durwood V. Scott

Mayor Richardson recognized Dee Dee Darden, member of the Isle of Wight County Board of Supervisors, Lisa Perry, Isle of Wight County Director of Economic Development, Amy Ring, Isle of Wight County Business Development Manager with the Economic Development Department, Frances Butler, who serves on the Board of Zoning Appeals, and Glyn Willis, who serves on the Planning Commission. She thanked them for attending the meeting.

Mayor Richardson asked Councilman Bryant to lead the Pledge of Allegiance, and Councilman Bryant did.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

William Archer, Windsor High School Co-Student Liaison to Council, reported that several students have been representing Windsor High School in several events this summer. He said he competed at the National Future Leaders of America Conference, held in California. He said he placed sixth at Nationals. He stated that Jenny Saunders, Co- Student Liaison to Council, is absent tonight due to attending band camp. He said she has also attended an Alcohol and Drug Conference held at Longwood University this summer. Mr. Archer briefed Council on other school activities, and said the Homecoming parade and football game will be October 11, 2013, and the Homecoming dance will be October 12, 2013. Mr. Archer stated that he and Ms. Saunders are eager to work with Town Council in the upcoming year. He said they are excited about getting the school more involved in helping the community.

Mayor Richardson congratulated Mr. Archer, and the other students on their many accomplishments. She thanked him for his update, and asked him to please give his contact information to the Town Manager. Mayor Richardson said Town Council looks forward to working with the Student Liaisons this year.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the July 9, 2013 Council meeting, the minutes of the July 23, 2013 Called Council meeting, and the Treasurer's reports. Mayor Richardson noted that a couple of corrections have been made to the Treasurer's report, and are before Council for their information. She also noted that with this being the first report for the new budget year, several of the revenues and expenses on the Treasurer's report are for fiscal year 2012-2013, and will be adjusted.

Mr. Stallings said Staff provided Council with the traditional Treasurer's report, as well as a report generated by the Bright system, which shows all checks written during the month, with more detail. He said this report is much quicker to generate than the traditional report. He also stated that if this report is acceptable, Staff will begin using Bright to generate the check report. It was the consensus of Council to use the Bright report on a trial basis.

After a brief discussion regarding the Treasurer's report, Councilwoman Flemming made a motion to adopt the Consent Agenda with the corrections made to the Treasurer's report. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Police Chief's Report

Chief Reynolds said the report is before Council for their information. He said if anyone has any questions, he will answer them at this time. Chief Reynolds stated that media outlets have requested that he provide them with a general description of who is arrested, the charge, and the date of the offense. He said he has created a form to report this information to the media. Chief Reynolds said he would also report this information to Council.

Council's Discussion of Citizens' Concerns

Mayor Richardson said she spoke with the Men's Fellowship Class at one of the local churches, and they expressed a concern with the visibility problem at Lover's Lane and U.S. Route 460 due to shrubs, and a large trailer in the yard. She asked the Town Manager and the Police Chief to check on these issues.

Councilman Edwards stated that the garbage truck continues to leak on the streets within the Town. Mr. Stallings said he would contact A.V.E.S. Moody's once again to report this matter. Councilman Edwards also reported that shrubs on North Court Street, across from the Christian Church, are growing over the walkway. Mr. Stallings said he would ask Mr. Carney to check into this matter.

Councilman Edwards reported that VDOT has put a barrel over the sink hole on North Court Street, and that is all they have done. Mr. Stallings said he sent an email to

Joseph Lomax, VDOT Resident Engineer for the Franklin Residency, informing him of the ongoing problem with sink holes in the Town of Windsor, and how they have become a safety issue. Mr. Stallings explained that putting dirt and gravel in the sink holes does not resolve the problem. Mr. Lomax said VDOT would look into this issue, and report back.

Mayor Richardson noted that VDOT is planning to re-pave most of the major streets in the Town. She said it is going out for bid in August. She asked Mr. Stallings and Mr. Carney to stress to VDOT that this would be a good opportunity to replace the drain pipes instead of just patching the sink holes. Mr. Stallings said he would speak with VDOT concerning this matter.

Vice Mayor Garris reported that he had received a citizen complaint regarding VDOT leaving rocks on the sidewalk on Duke Street. Mr. Stallings said he would speak with VDOT concerning the rocks.

Councilman Bryant reported a sink hole at 18 Taylor Avenue.

Town Manager's Report

Resolution for Department of Health Grant

Mr. Stallings said that last year the Town applied for a Planning Grant from the Virginia Department of Health, Office of Drinking Water. He said this grant is a no match grant, and will require no funds from the Town. The grant has a maximum award of \$50,000, and we did not receive any funds last year.

Mr. Stallings said he has been working with a representative from Wiley Wilson on preparing an application for this grant again this year. This grant would be used to revise, and update the Town's current water system map, conduct a hydraulic model of the Town's water system to help identify problem areas, and will also provide the Town with preliminary engineering on the replacement of water pipes that are in need of replacement.

Mr. Stallings stated that a resolution is before Council that authorizes the Town Manager to proceed with the application for this grant. Mr. Stallings said he recommends that Council adopt this resolution.

Vice Mayor Garris made a motion to adopt the resolution authorizing the Town Manager to proceed with applying for the Virginia Department of Health for a Planning Grant in the amount of \$50,000. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Surplus Property

Mr. Stallings stated that Council has authorized the purchase of three new police cars; therefore the Town will be taking three cars out of service. He said these vehicles would normally be decommissioned through an auction or sale. Historically, these vehicles have not sold for large amounts of money. He said staff has been exploring other possibilities for disposal of these vehicles.

Mr. Stallings said one option the Town has entertained is the donation of a vehicle to an agency that is in dire need of a vehicle, and such an agency has been identified.

Mr. Stallings asked Chief Reynolds to brief Council on the agency in need of a police car.

Chief Reynolds said he has been in contact with Chief Clair from the newly reformed Town of Quantico Police Department in regards to his department's expressed hardship and needs. He said Chief Clair currently has a need for a vehicle that can be used in an interim capacity until the Town of Quantico can save the funds necessary to purchase such a vehicle.

Chief Reynolds said he would like to request that this gift be made to the Town of Quantico on behalf of the Town of Windsor, and Town Council.

Mr. Stallings said he enclosed a resolution that would declare this vehicle as surplus, and authorize the Town Manager to dispose of this vehicle in accordance with Town policy, in this case, sale of the vehicle to the Town of Quantico for \$1.00. Mr. Stallings said he recommends Council adopt this resolution.

Mayor Richardson read the resolution title as follows: "A resolution declaring certain non-fixed assets surplus and approving the disposal of said assets".

Councilwoman Flemming made a motion to adopt the resolution entitled: "*A Resolution Declaring Certain Non-fixed Assets Surplus And Approving the Disposal Of Said Assets*". Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Police Department Renovations Change Order

Mr. Stallings said he has enclosed a change order request from J.R. Wills & Sons, Inc. This change order is to add carpet in the three rooms that were originally designated to have the hardwood floors refinished, and to add chair railing to the three rooms. Mr. Stallings said the amount of the change order is \$8,614.00. He also stated that the cost of the change order can be covered in the Space Needs Fund. Mr. Stallings asked Chief Reynolds to explain the change order in greater detail.

Chief Reynolds said he requested carpet instead of hardwood floors, because he was told by other professionals that someone could potentially slip and fall on the hardwood floors. He said that after further consideration, he feels the hardwood floors can be serviceable, and presentable. Councilwoman Flemming asked Chief Reynolds if the hardwood floors were going to be a safety hazard. Chief Reynolds explained that he felt the hardwood floors would be safe with the use of runners and floor mats.

Chief Reynolds said it had been discussed earlier that chair railing may be needed in the offices to protect the walls. He said the painting was scheduled to be completed before he could bring a request to Council for approval for additional funds. He said the chair railing was needed prior to painting the walls, or it would have been more expensive; therefore he instructed the contractor to complete the task.

Mr. Stallings said if the carpet is removed from the change order, the new amount will be \$1,219.00.

After a brief discussion, Councilman Willis made a motion to approve the change order for the chair railing in the amount of \$1,219.00. Councilman Bryant seconded, and Council passed the motion four to one as recorded on the attached chart as motion #4.

Action List

Mr. Stallings said the Action List is enclosed for Council's review. He asked if there were any questions.

Mr. Stallings said he received several phone calls from Council inquiring about the fuel leak behind the Windsor Volunteer Fire Department. He said the line that runs underground from the fuel tank was leaking. General Services is working with DEQ to correct the contamination of the fuel leak.

Calendar of Events

Mr. Stallings said he has enclosed the Calendar of Events for Council's information. He said Planning Commission has scheduled a work session on August 14, 2013 at 6:00 p.m. Councilwoman Flemming said Council has a Called Council Meeting scheduled for August 22, 2013 at 4:15.

Town Attorney's Report

Mr. Brittle reported that the nomination was sent to the Circuit Court Judge for Carolyn Harrup to serve on the Board of Zoning Appeals.

Mr. Brittle said he met with Mr. Carney, Mark Popovich, Isle of Wight County Attorney, Amy Ring and Lisa Perry, representatives of the Isle of Wight County Economic Development, and Beverly Walkup of Isle of Wight Planning, to discuss the Town's concerns with the 79.563 acre parcel proposed for the rezoning of the Phase III Shirley T. Holland Industrial Park.

Mayor's Report

Mayor Richardson said there will be a Called Council Meeting scheduled for August 22, 2013 at 4:15, because funds that were remaining for the building renovations for the police department in the 2012-13 fiscal year will need to be appropriated for the 2013-14 fiscal year. She said that \$25,000 was appropriated in the 2012-13 fiscal year to cover the cost of new Town signs, but was not expended; therefore \$25,000 will need to be appropriated for fiscal year 2013-14.

Mayor Richardson said that she and Michael attended VDOT'S Transportation Alternative Program (TAP) pursuing funding for sidewalks.

Mayor Richardson stated that Planning Commission has scheduled a work session on August 22, 2013 to work on the Comprehensive Plan. She welcomed everyone to attend the work session. Mayor Richardson reported that she has attended several meetings throughout the month.

Economic Development Authority

None

Other Reports

None

Planning Commission

Mr. Carney said the Planning and Zoning report for July 2013 is enclosed for Council's information. He said there were three zoning permits issued, and two violation notices were sent out during the month. He said the Planning Commission, at the July meeting, held a public hearing on the proposed telecommunications tower Conditional Use Permit on South Court Street. The applicant currently has their equipment on the tower owned by Tidewater Communications. He said the tower is not able to withstand the increased equipment necessary for Verizon's 3G needs. The applicant and Tidewater Communications are investigating whether the tower can be strengthened to rule out the need for a new tower; therefore the public hearing was continued to the August meeting.

Mr. Carney reported that the public hearing for the 79.563 acre parcel proposed for the rezoning of the Phase III Shirley T. Holland Industrial Park has also been continued until the August meeting. This would permit the applicant to consider how to deal with the concerns over transportation, sewer extension locations, and emergency vehicles that were discussed at the July meeting.

Mr. Carney stated that he and Mr. Brittle had a lengthy discussion with Amy Ring and Lisa Perry, representing the applicant, Beverly Walkup of Isle of Wight Planning, and Mark Popovich, the County Attorney, regarding the Town's concerns with the rezoning request, and proffers. He said some information was brought to light of a confidential nature; therefore on tonight's agenda is a request for a closed session on this matter with the applicant's representatives.

Mr. Carney said at the July Isle of Wight Planning Commission meeting, they recommended approval of the major portion of the industrial park project that is located in the County. They also recommended the formation of a committee to resolve the traffic problems at the U.S. Route 460/258, and the Six Way intersection. Although the formal committee that was originally discussed is being adjusted, two representatives from the Planning Commission were by consensus to be on the committee. Mr. Carney stated that the Windsor Planning Commission selected Commissioner Glyn Willis, and himself to represent the Town's Planning Commission.

Old or Unfinished Business

None

New Business

None

Closed Session

Councilman Edwards made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters, and A-5 perspective business. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #5.

Councilman Edwards made a motion to go back into regular session. Vice Mayor Garris seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Councilman Bryant 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 Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Bryant made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

The meeting adjourned at 10:03 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Interim Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date August 13, 2013

Motion #	Bryant	Willis	Scott	Flemming	Edwards	Garris	C. Richardson
1	Y	Y	Absent	Y	Y	Y	
2	Y	Y		Y	Y	Y	
3	Y	Y		Y	Y	Y	
4	Y	Y		Y	Y	Y	
5	Y	Y		Y	Y	Y	
6	Y	Y		Y	Y	Y	
7	Y	Y		Y	Y	Y	
8	Y	Y		Y	Y	Y	
9	Y	Y		Y	Y	Y	
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Jerry Whitehead
Interim Clerk