

**Minutes  
Windsor Town Council Meeting  
Town Hall  
February 9, 2016**

The Windsor Town Council met in regular session on February 9, 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. 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 Councilman Willis to lead the Pledge of Allegiance.

Vice Mayor Bryant reported that Mayor Richardson would not be attending the Council meeting due to an illness. He also reported that Mr. Stallings, Town Manager, would not be attending the meeting due to a family function. He said that Mrs. Jernigan, Town Treasurer, will be presenting the Town Manager's report.

**Public Hearing**

None

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

Michelle Jones, 19023 Oliver Drive, Smithfield, Virginia 23430, reported that Relay for Life and Girl Scout Troop 1105 will be sponsoring an ice cream social at the Windsor Ruritan Community Building, Sunday, March 20, 2016 from 2:00 p.m. until 4:00 p.m. for cancer survivors and their caretakers. She thanked the Town for their support in helping to organize this event. She also reported that Relay for Life will be holding their all night event at the Isle of Wight Academy beginning Friday, June 10, 2016 from 6:00 p.m. until Saturday morning at 8:00 a.m. Mrs. Jones said that the Leadership Team will be scheduling a meeting with Mr. Stallings to discuss future events that may be held within the Town of Windsor.

Jennifer Bak, 11121 Old Suffolk Road, briefed Council on a program called "A Helping Hand Up" that has been established for students at the Windsor Elementary, Middle and High Schools. She explained that snacks and hygiene products are being donated to a pantry for needy students.

## **Consent Agenda**

Vice Mayor Bryant said the Consent Agenda consists of the minutes of the January 12, 2016 Council meeting, the minutes of the January 26, 2016 Council Work Session, 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 Ambrose made a motion to adopt the Consent Agenda. Councilman Scott 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 January is before Council for review. She reported that she will be taking accounting classes throughout the year with the goal of earning her Treasurer's certification.

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

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

Councilman Edwards reported that rocks and debris are on the sidewalk in front of the post office due to the roads being cleaned after the recent snow storm. He said this needs to be addressed for safety purposes. He also reported a damaged pole next to the post office at the corner of Church Street and U.S. Route 460 that has been temporarily repaired for several months. He asked staff to contact Verizon to have the damaged pole replaced. Mr. Carney said he would contact Verizon regarding the damaged pole.

Councilman Willis reported that a citizen expressed concerns with not being able to shoot his firearm at his firing range that he built on his 35 acres of land located at 23044 Courthouse Highway. Councilman Willis explained that his property was located in the County with no restrictions regarding shooting at his firing range. He was annexed into the Town where there is an ordinance prohibiting him from shooting on his property.

After discussion, Council agreed to have staff determine if part of his property is located in the County where he may be allowed to shoot his firearm. They also suggested that staff meet with the citizen and bring his concerns back to Council with a copy of the ordinance to be discussed at the March meeting.

## **Town Manager's Report**

### ***Revenue Projections***

Mrs. Jernigan updated Council on the year end revenue projections. She reported that the spreadsheet attached indicates that we will end the year with \$224,122 more than budgeted. She explained that in that number is the \$152,000 that was received from the sale of the post office, and once that amount is removed, it is anticipated that \$72,122 will be collected over budget. Mrs. Jernigan reported that as the revenue projections are

being prepared for the upcoming budget, there seems to be no large deviation from the current fiscal year projections.

Councilman Scott asked for an update on the audit. Mrs. Jernigan reported that the audit should be available for review in a few weeks. She explained that the audit has been delayed due to incorrect journal entries prepared by the previous IT person at the end of last year's audit.

***Budget Transfer – Planning & Zoning Department***

Mrs. Jernigan said there is a need for a budget transfer. She explained that Mr. Carney is requesting a budget transfer in the amount of \$2,000 from Professional Services, Budget Line Item 4-100-81100-3100 to Travel and Training, Budget Line Item 4-100-81100-5500. She said this transfer is needed to provide training for newly appointed officials as well as additional training for staff to become a certified flood plain manager.

Councilman Edwards made a motion to approve a budget transfer in the amount of \$2,000 from Professional Services, Budget Line Item 4-100-81100-3100 to Travel and Training, Budget Line Item 4-100-81100-5500. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

***Action List***

Mrs. Jernigan reviewed the Action List for the month of January with Council.

***Calendar of Events***

Mrs. Jernigan stated that the Calendar of Events is enclosed for Council's information.

**Town Attorney's Report**

None

**Mayor's Report**

None

**Economic Development Authority Report**

None

**Other Reports**

Councilwoman Flemming thanked Councilman Scott for helping the library with the new chairs.

## **Old or Unfinished Business**

### ***Updating the Town Code***

Councilman Scott said that it is very important that old Town Ordinances are updated and enforceable. Council discussed scheduling time to update each section of the Town Code.

## **New Business**

### ***Virginia Commission on the Arts Challenge Grant***

Mr. Carney reported that last year the Town applied with the Virginia Commission for the Arts (VCA) for a Challenge Grant for the Mural project from Windsor Girl Scout Troop 1105 and Mr. Sam Welty, the artist. Because the project was moving forward prior to the grant period, the Town was disallowed from funding. There were strong indications that we may have been funded if the timing had been appropriate.

Mr. Carney said that the successful mural project has led many varied groups and individuals within the Town to view the use of art as a means to beautify the Town and promote its economic and cultural development. This is a major focus in the Request for Proposal to the Rural Citizens Initiative and the "Olde Town" Windsor concept in the Draft Comprehensive Plan. Because of this, a discussion began about how and for what purposes an Arts group could be formed for the Town. Mr. Carney said that we have received indications from several groups that the interest is there and that perhaps "seed money" from the VCA with matching funds from the Town could launch a private non-profit group to further the arts in Windsor.

Mr. Carney asked Town Council to consider permitting staff to apply for the Challenge Grant for \$5,000 with a local match of \$5,000. Mr. Carney said if Town Council agrees, staff will begin the writing of the application and also set up a meeting of the interested parties to see where these groups and individuals would like such an organization to go if it is formed. Councilwoman Flemming suggested that Mr. Carney include Hannah Wise Holland and her adult art class in these discussions.

After further discussion, it was the consensus of Council to have staff apply for the Challenge Grant for \$5,000 with a local match of \$5,000.

## **Closed Session**

None

Councilman Willis made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

The meeting adjourned at 8:10 p.m.

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Clint Bryant, Vice Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date February 9, 2016

Motion #	Willis	Scott	Flemming	Edwards	Ambrose	Bryant	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	
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Jerry Whitehead, Clerk