

**Minutes  
Windsor Town Council Meeting  
Town Hall  
March 12, 2013**

The Windsor Town Council met in regular session on March 12, 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. Robin Hewett, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Reynolds, Dennis Carney, Planning and Zoning Administrator, and Wallace Brittle, Interim Town Attorney were present.

Council members present: Wesley F. Garris  
J. Clinton Bryant  
Greg Willis  
N. Macon Edwards, III  
Durwood V. Scott

Council member absent: Patty Flemming

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

### **Public Hearing**

Mayor Richardson said there is a public hearing to consider the public comment on the adoption of an ordinance amending Section 89-20 of the Town of Windsor Code, and she continued by reading that section of the Town Code. Mr. Stallings said the purpose of the ordinance amendment is to include a food vendor license and to have a cap on the farm vendors' license.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the ordinance amendment to come forward at this time, and there were none. She asked for any persons wishing to speak in opposition of the ordinance amendment to come forward at this time, and having no one come forward, she closed the public hearing. She said it is now open for discussion among Council.

There was a brief discussion among Council as to whether or not any vending business licenses were being collected, and if so, on what type of vending machines. Mr. Stallings said he would research that and get back to Council as soon as he had some answers for them. He said at this time he did not see any reason why the ordinance amendment could not be adopted. The Town Attorney agreed with continuing with the adoption of the ordinance amendment if it was the pleasure of Council.

After Council discussion, Vice Mayor Garris made a motion to adopt the ordinance amendment to Section 89-20 – Amount of Tax on Coin Operated Machines; Applicability, of the Windsor Town Code, to include a food vendor license fee and a cap on the farmer vendor license. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

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

Mr. Bill Cardin with Vanir Management Company, and Mr. Robert Eley came forward to update Council on the progress of the construction of the middle school. They also talked about the bricks on the old gym and some options the Town has with removing and replacing the bricks on the building. Mayor Richardson thanked them for coming. She said she will be scheduling a work session for Council to discuss the gym further.

Vince DeTerlizzie reported to Council on events that have taken place during the month, and also on any upcoming events for the school. Mayor Richardson thanked him for coming out and updating Council on the recent events at the high school.

Michael McCracken, Captain of the Windsor Rescue Squad, came forward to brief Council on the "state of affairs" for the rescue squad. He reported on projects they are currently working on, as well as new equipment they have purchased during the year. He said he had brought some of the new equipment for Council to see. Mayor Richardson thanked Mr. McCracken for coming and for his outstanding leadership he has shown with improving the rescue squad. She said they would be able to look at the equipment when they take a brief break before going into closed session.

## **Consent Agenda**

Mayor Richardson said the consent agenda consist of the minutes of the February 6, 2013 Called Council meeting, the minutes of the February 12, 2013 Council meeting, and the Treasurer's reports. Mayor Richardson asked what the pleasure of Council regarding the consent agenda was.

Councilman Willis made a motion to adopt the consent agenda as presented. Councilman Edwards seconded.

After further review, Council discovered a correction that needed to be made to the February 6, 2013 minutes. It was noted that Vice Mayor Garris was being shown as present, when he was actually absent for that meeting. Councilman Willis withdrew his motion, and Councilman Edwards withdrew the second to the motion.

Councilman Willis made a motion to adopt the consent agenda with the corrections to the February 6, 2013 Council minutes. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

## **Police Chief's Report**

Chief Reynolds said the report is before Council for its information. He said if there are any questions, he would answer them at this time. Council did not have any questions for Chief Reynolds.

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

None

## **Town Manager's Report**

### ***Spring Cleanup Date***

Mr. Stallings said as Council is aware the Town has two special cleanup days each year. He said the spring cleanup for last year was held on the third weekend in May. He said he has tentatively scheduled this year's spring cleanup to be on Saturday May 18<sup>th</sup>. He said if this date is good with Council, he will proceed with firming up that date with the contractor.

Council agreed with having the spring cleanup on May 18<sup>th</sup>.

### ***Revenue Projections***

Mr. Stallings said according to the budget calendar, he is to give Council his year end revenue projections at this meeting. He said he has provided Council with a copy of the year end revenue projections in its packets. He reviewed the report with Council. Mr. Stallings said he is currently projecting that the Town will bring in \$95,515 above the budget estimate. He said the numbers for February and all previous months are actual numbers. He said the numbers for March through June are estimates based off of historical data and our assumptions. He said he does not foresee any large deviation from the current fiscal year projections. Mr. Stallings said this is for Council's information.

### ***Budget Amendment – Town hall Repairs***

Mr. Stallings said as Council is aware, we have been having reoccurring maintenance issues with the HVAC system here at the Town Hall. He said we are in the process of replacing one of the units that has been inoperable. He said there are three additional units that heat and cool the Town Hall. Mr. Stallings said all of the units have had maintenance issues over the past several years, and based on an evaluation by W.L. Jones Electric, the remaining three units are in need of replacement. Mr. Stallings said he has received prices to replace the remaining three units, which total \$15,528.

Mr. Stallings said we have also had to do roofing repairs at Town Hall. He said these repairs cost \$1925. He said the total of the repair work needed to the Town Hall is \$17,453, which is not included in the current fiscal year budget.

Mr. Stallings said as Council is aware from the revenue projections earlier on the agenda, it is predicted that revenues will exceed the budgeted amounts by approximately \$95,000. He said as such, we can amend the budget amounts to provide the funds to do the needed repairs to the Town Hall. He said he has enclosed a resolution that would amend the 2012-2013 operating budget as follows: Meals Tax would increase from \$231,000 to \$246,000 and Bank Franchise Tax would increase from \$118,750 to \$122,000. He said the expense line item Building Repairs and Maintenance would increase from \$7,000 to \$25,250.

Mr. Stallings said he would recommend that Council adopt the enclosed resolution to amend the 2012-2013 operating budget.

Mayor Richardson asked the Town Clerk to read the title of the resolution. Ms. Hewett read the title as follows: "A resolution appropriating revenues to and amending the 2012-2013 operating budget for the Town of Windsor, Virginia."

Vice Mayor Garris made a motion to adopt the resolution entitled: *A Resolution Appropriating Revenues To And Amending The 2012-2013 Operating Budget For the Town Of Windsor, Virginia*. Councilman Willis seconded. After a brief discussion regarding the size of the units and the warranties for the labor and units, Mayor Richardson called for the vote, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Audit Request for Proposals (RFP)***

Mr. Stallings said the audit RFP closed on Friday February 28<sup>th</sup> at 4:00 p.m. He said he received three proposals. He said the three firms and their fee proposals are as follows:

Johnson CPA, PLLC & Consulting	2013 - \$7,500; 2014 - \$8,000; 2015 - \$8,500
Diane Y Smith, CPA, PC	2013 - \$14,000; 2014 - \$14,500; 2015 - \$15,000
Dixon Hughes Goodman, LLP	2013 - \$15,400; 2014 - \$16,200; 2015 - \$17,000

Mr. Stallings said he has evaluated the proposals, and he feels that any one of the three firms could provide the Town with a satisfactory level of service. He said he would recommend that Council select the lowest bidder to perform this work. He said this item is for Council's discussion and direction.

Council briefly discussed the information they were provided regarding the RFPs. It was the consensus of Council to have the Mayor and Town Manager to interview each of the firms. Mr. Stallings asked to have the Clerk/Treasurer in on the interviews, and Council agreed.

### ***Financial Software***

Mr. Stallings said as Council is aware, he has been looking at the conversion of the Town's financial software to the same system that the County has, which is called Munis. He said he has enclosed in Council's packet a price and breakdown for the conversion to the Munis software. He said the price includes the software, training, and all services needed to convert the data and implement the software. He said there is also an ongoing yearly maintenance fee that the Town would be responsible for.

Mr. Stallings said the upfront cost to convert to Munis is \$105,375. He said the annual maintenance contract would be \$30,120. He said the Town of Smithfield was also provided with the same information. He said he is waiting to hear from Smithfield as to their intent. He said it would make sense to work in conjunction with Smithfield during this process. He said this item is for Council's information and discussion.

Council briefly discussed some of the costs listed on the estimate. After discussion, Councilman Scott made a motion to appropriate funds in the CIP for the next two to three years for the software conversion. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Council briefly discussed the need and process of going to the Munis system and the cost estimate.

### **Action List**

Mr. Stallings said the Action List is enclosed for Council's review. He reviewed several items on the list with Council.

### **Calendar of Events**

Mr. Stallings said he has enclosed the calendar of events for Council's information. He said the County is having a Route 460 Corridor meeting on March 19<sup>th</sup> from 6:00 p.m. to 8:00 p.m. at Windsor High School.

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

None

### **Mayor's Report**

Mayor Richardson briefed Council on the meetings she attended during the month. She said she would like to schedule a work session to look at the plat of property the Town purchased and the placement of the buildings on the property, and to also discuss the gym. She suggested having the meeting Tuesday March 26<sup>th</sup> at 5:00 p.m., with food, at Town Hall. It was the consensus of Council to have the meeting at that date and time.

### **Economic Development Authority**

Councilman Scott briefed Council on the items discussed at the Authority's meeting held on March 11<sup>th</sup>. He said the main item of discussion was the Town sewer capacity in regards to getting new businesses to locate within the Town limits.

Mayor Richardson asked Mr. Stallings to contact Mr. Wrightson with the County to see if a sewer capacity study has been completed. Mr. Stallings said the County is currently working on a master sewer plan and has assured him that they will contact the Town during the process. Mr. Stallings said he will talk with the County again in regards to the sewer for the Town.

### **Other Reports**

None

### **Planning Commission**

Mr. Carney said the planning and zoning report for February 2013 is enclosed for Council's information. He said there were four zoning permits issued and five violation notices sent out during the month.

Mr. Carney briefed Council on the items that Planning Commission has been working on. He said he has scheduled a BZA training meeting for March 18<sup>th</sup> at 7:00 p.m. at Town Hall.

### **Old or Unfinished Business**

Councilman Edwards asked about the meals tax audit progress. Mr. Stallings reported that the meals tax audit preliminary work was underway and that information has been received from the business to start on the audit.

### **New Business**

Mr. Stallings briefed Council on the new well and where the process was with DEQ. Council briefly discussed the situation with Mr. Stallings and asked if there was a need for any legal action as this time. Mr. Stallings said everyone has been working diligently on this, and at this time, he did not feel that was necessary. He said he would keep Council abreast of the situation with the well.

Councilman Scott asked about the plans for the business appreciation breakfast. Mr. Stallings said this event was turned over to the EDA to handle with the help of Town staff. Councilman Scott said they have discussed having the event in the evening instead of in the morning to hopefully draw more businesses to the event. Mr. Stallings suggested having a dedicated space in the Town newsletter for any news that EDA would like to get out to the residents and businesses.

### **Closed Session**

Councilman Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters, to discuss the interim town attorney's contract, and A-3 real estate matters, regarding acquisition of property. Councilman Edwards 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 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. Councilman Bryant seconded, and Council passed the motion as recorded on the attached chart as motion #7.

Councilman Edwards made a motion to adjourn. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

The meeting adjourned at 10:05 p.m.

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Carita J. Richardson, Mayor

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Robin Hewett, CMC  
Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date March 12, 2013

Motion #	Willis	Scott	Flemming	Edwards	Garris	Bryant	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	
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 Robin Hewett, CMC  
 Clerk/Treasurer