

**Minutes
Windsor Town Council Work Session
Town Hall
September 22, 2014**

The Windsor Town Council met in a Work Session on September 22, 2014 at 2:30 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. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Kenneth Sims, Maintenance Supervisor, and Dennis Carney, Planning and Zoning Administrator were present.

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

Mayor Richardson thanked everyone for attending the work session.

Noise Ordinance

Mr. Stallings said there are issues in Town with a vehicle having loud exhaust leaving early in the morning and returning late at night waking other neighbors and also with loud parties taking place until approximately 2:00 a.m. Council reviewed the Town's Noise Ordinance and other localities' Ordinances noting that the Town's Ordinance restricts loud noises between the hours of 9:00 p.m. and 6:00 a.m. Council agreed that citizens being affected by loud noises should be encouraged to call and report any noise violations to the police department.

U.S. Route 460 Project

Mayor Richardson said she received a phone call today from a reporter informing her of a news release stating that the Virginia Department of Transportation, the Federal Highway Administration, and the U.S. Army Corps of Engineers have signed the Draft Supplemental Environmental Impact Statement (SEIS) on the Route 460 Corridor Improvements Project. She said she has not seen the study, therefore she could not make any comments. Mayor Richardson said the Draft SEIS will be used by the Army Corps of Engineers to evaluate the best alternative, which should be decided by January 2015.

Mayor Richardson reported that a public hearing on the Draft SEIS will be held Monday, October 27, 2014 from 5:00 p.m. to 8:00 p.m. at the Windsor High School. She encouraged everyone to attend the public hearing to voice their concerns regarding a safer U.S. Route 460.

North Court Street Sidewalk Project

Mayor Richardson reported that after four meetings with County representatives and with Mrs. Margaret Marshall, the homeowner affected by the sidewalk project on North Court Street, a Deed of Easement has been signed. She said the value of the temporary easement is \$200.00, and the Town is also responsible for paying the advertisement fees for the public hearing, which Mr. Stallings said were approximately \$200.00.

Proposed New Maintenance Building

Mayor Richardson asked Mr. Sims, Maintenance Supervisor, what he needs in a new maintenance building. Mr. Sims said he needs an office with heat and air conditioning, two desks, a computer, phone service, a bathroom with a shower, washer and dryer, and a break room. He said he needs a shelter to store the back hoe, tractor, and lawn mowers to keep them out of the weather. Mr. Sims suggested a 40' x 40' building with a drive through bay and an attached 20' x 40' shelter. He said he would also like concrete storage bins. Council discussed repairs to the old maintenance building on Duke Street and different uses for that building.

Isle of Wight County Water Leak Credit Request

Mayor Richardson explained that Isle of Wight County experienced a large water leak in the fall of 2013, and a credit was issued in accordance with the Town's water leak credit policy. She said Council received a letter from the Chairman of the Isle of Wight County Board of Supervisors requesting an additional credit on their second water bill since the leak spanned two billing cycles and resulted in two high water bills. Mayor Richardson said Council felt that scheduling a work session to discuss the Town's meter reading and billing process would be helpful before making any decisions on a second leak adjustment. She asked Mr. Sims to brief Council on the Town's meter reading and billing process; particularly the September 2013 readings when the County leak occurred.

Mr. Sims demonstrated how a meter is read with a touch read meter wand. He explained that Mrs. Whitehead downloads the service locations into the handheld, and when the readings are completed, they are uploaded to the computer, and a report is generated with all the readings on it. The report is then audited for possible errors and given back to Mr. Sims to manually read the meter for correct readings if needed.

Mr. Sims said the readings for the September 2013 cycle were completed Thursday afternoon which was September 26th and were probably given to Mrs. Whitehead Friday morning. He said depending on the workload in the office, he may not have received the list for corrections until Monday, September 30th. Mrs. Whitehead commented that the bills were mailed either October 1st or 2nd.

Mr. Sims said he verified whether the reading was correct, and it was. He said there was no water standing at the meter located on Kellos Lane, because the leak was approximately one mile away along U. S. Route 460 due to a cracked valve on a

blow off located on a main water line. Mr. Sims said he knew the wells were pumping more than usual and after some investigation, he recalls that Mr. Stallings called the County and told them they may have a problem. He said a County Supervisor came out and had him open the vault so he could read the meter for himself. Mr. Sims commented that pumping the water may not be very costly, but it is very costly to maintain the water lines.

Councilman Edwards questioned if all the meters are read in a cycle. Mr. Sims assured Council that all the meters are read, and if a meter is not read, a bill will not be generated by the system.

After further discussion, it was the consensus of Council to have Mayor Richardson and Mr. Stallings draft a letter to the Board of Supervisors and to Anne Seward, County Administrator, explaining all the details leading up to the County's leak being repaired.

Letter in Support of the Windsor Volunteer Fire Department

Mayor Richardson explained that at the last Council meeting, Mr. Dale Scott asked for support from Council to encourage the Isle of Wight County Board of Supervisors to reconsider their vote on October 1, 2014 of withholding funds to the fire department if the Facility Use Agreement is not signed. She said Council asked Mr. Stallings to draft a letter to the Board members requesting they continue funding the fire department and to also continue negotiations to ensure that the safety of the residents of Windsor and Isle of Wight is not jeopardized. Council reviewed the letter and made minor revisions. Mr. Stallings said he would make the revisions and send the letter to each Board member and to the County Administrator.

Other Reports

Mr. Stallings said he has been working with Tyler St. Clair, who is with the Weldon Cooper Center at the University of Virginia to conduct a Strategic Planning Retreat. He said this retreat will be very valuable as we move forward with the growth and direction of the Town. He said Council previously discussed setting a date for this retreat after a decision has been made regarding the U. S. Route 460 Project which should be by January 2015. Mr. Stallings asked Council to tentatively mark their calendars for February 20 - 21, 2015.

Mr. Stallings reported that he and Mr. Sims are currently beginning the process of renewing the Town's Groundwater Withdrawal permits.

Mayor Richardson presented a sketch showing a landscaping design for the entrance signs located on U. S. Route 460. Council discussed the layout design with short shrubs and an Emerald Green Arborvitae to be placed behind the signs. Mayor Richardson said she will check pricing at McDonald's Garden Center, and she noted that they do offer discounts. Councilman Edwards commented that if approached, Civic Clubs may be willing to donate money towards the landscaping fees.

Councilman Scott suggested relocating the monument sign along with benches somewhere on the Town's lot next to the police department to create an attractive sitting area for citizens to enjoy. Council also agreed that this would be a good location for the flag and pole which has been discussed at previous meetings.

Councilwoman Flemming announced that Dominion Virginia Power is having an open house at the Franklin Paul D. Camp Regional Workforce Development Center Thursday, September 25, 2014 from 6:30 p.m. to 8:30 p.m. to discuss the proposed Natural Gas Pipeline Project. She also encouraged everyone to participate in the "Connect Hampton" survey and the Isle of Wight County "2014 Citizen Survey."

Councilwoman Flemming also suggested purchasing LED lights for the area in front of the gazebo to create lighting for the various events that take place in the park. Council was in agreement with staff purchasing the lights. Councilwoman Flemming also reported a streetlight out at 17 Church Street. Mr. Stallings said he would have the streetlight reported to Dominion Virginia Power.

Councilman Bryant reported that demolition has begun with removing the old part of the Windsor Middle School from the gym. Mayor Richardson said the first report has been submitted to the Obici Foundation, and bids have gone out for the specific work needed to the gym.

Mayor Richardson announced that she would not be able to attend the October 14, 2014 Council meeting due to being out of Town, and Vice Mayor Garris will be presiding over the meeting.

The meeting adjourned at 5:15 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Work session

Council Meeting Date September 22, 2014

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Jerry Whitehead, Clerk