

**Minutes**  
**Windsor Town Council Work Session**  
**Windsor Police Department**  
**November 21, 2013**

The Windsor Town Council met in a Work Session on November 21, 2013 at 5:00 p.m. at the new police department in Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. Terry Whitehead, Interim Clerk, recorded the minutes. Michael Stallings, Town Manager, and Chief Reynolds 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.

### **Town Signs**

Mr. Stallings reported that a \$25,000 check was received from the Town's insurance for the Town sign that was destroyed during an accident. He stated that the estimate to replace the sign was \$30,000. Mr. Stallings said that anything above the \$25,000 to replace the sign will be submitted to the driver's insurance company. Mr. Stallings said that he needs guidance from Council regarding replacing the sign.

Councilman Scott suggested getting an estimate on two small signs to designate departments; such as Town Hall and the Town of Windsor Police Department, and an estimate on a large sign to be put on the property of the future Town Hall. Council discussed having all three signs having a similar appearance of the entrance signs.

After further discussion, it was the consensus of Council to have Mr. Stallings get an estimate for two small signs for the police department and Town Hall, and one large sign to be put on the property of the future Town Hall.

### **Police Department – Phase II**

Chief Reynolds reviewed the cost of the following items needed for the new police department with Council:

- \$ 7,075.90 – cubicles for patrol room
- \$ 5,386.13 – NEC phone system
- \$ 2,481.00 – network NEC phone system to Town Hall
- \$15,000.00 – mobile data terminals (computers) for five police vehicles
- \$ 7,950.00 – high resolution camera for Town Hall
- \$ 9,712.00 – privacy fence for police department
- waiting for quote - paving for additional parking

Council discussed and prioritized the items needed for the police department. They suggested searching for used cubicles and also getting a quote for custom built cubicles. Council discussed the NEC phone system and suggested getting quotes from other companies. Council also discussed replacing two or three computers this fiscal year and budgeting for the others next fiscal year. Chief Reynolds withdrew his request for computers. He said he would pursue other options and budget them for next fiscal year.

Council suggested that Chief Reynolds plan and project what the police department will need for Phase II and Phase III with price quotes and present a report to them. They said that the items should then be put in the CIP. Mayor Richardson said that this issue will be discussed further at the next Council meeting.

The meeting adjourned at 7:00 p.m.

---

Carita J. Richardson, Mayor

---

Terry Whitehead, Interim Clerk

TOWN OF WINDSOR  
RECORD OF  
COUNCIL VOTES

Work session at PD

Council Meeting Date Nov. 21, 2013

Motion #	Flemming	Edwards	Garris	Bryant	Willis	Scott	C. Richardson
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Interim Clerk