

**Minutes  
Windsor Town Council Meeting  
Town Hall  
March 8, 2016**

The Windsor Town Council met in regular session on March 8, 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. Michael Stallings, Town Manager, 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 Scott to lead the Pledge of Allegiance.

Vice Mayor Bryant reported that Mayor Richardson would not be attending the Council meeting due to an illness.

**Public Hearing**

None

**Presentation – Mr. & Mrs. Robert (Bob) Parsons**

Vice Mayor Bryant presented a resolution to Mr. & Mrs. Robert (Bob) Parsons thanking them for their dedication to the Town of Windsor and the Windsor community, and for the positive impacts that they have had on all of the citizens over the past 42 years.

Vice Mayor Bryant said that the Parsons have dedicated their careers and their lives to helping ensure that the residents of Windsor and surrounding areas were provided with exceptional customer service and care.

Mr. Parsons thanked Vice Mayor Bryant, Council and his customers for their support and for allowing him the opportunity to serve the Windsor Community.

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

Cleve Wood, Jr., 23044 Courthouse Highway, said he purchased 35 acres of land zoned Agricultural on the north side of Town large enough for his sons to ride motorcycles, hunt, fish and enjoy the sport of shooting firearms safely with no restrictions. He said his property was annexed into the Town, and there is an ordinance preventing him from enjoying the sport of shooting a rifle at his firing range on his property.

Mr. Wood explained that his 35 acres has enough distance and a proper barrier which prevents projectiles from leaving his property.

Mr. Wood respectfully requested that Council consider amending the Firearms Ordinance to allow shooting rifles on property zoned Agricultural with enough distance or with proper barriers which would prevent the projectile from leaving the property. He thanked Council for their consideration regarding this matter.

Robert Beale, 201 Hidden Acres, expressed his concerns with the weekly trash pickup. He stated that trash is not being picked up timely or in an orderly fashion. He explained that poorly lit trucks are out after dark on Route 460, and he is afraid this is going to cause an accident. He said the trucks are very noisy coming through the neighborhoods at 9:15 p.m., and this is unacceptable. He also said that trash cans are often left in the middle of the streets after they have been picked up by the vendor. Mr. Beale stated that the Town has a serious problem with this issue, and it needs to be addressed in a timely manner.

### **Consent Agenda**

Vice Mayor Bryant said the Consent Agenda consists of the minutes of the February 9, 2016 Council meeting, 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 Edwards made a motion to adopt the Consent Agenda. Councilman Ambrose 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 February is before Council for review. Councilman Scott thanked Mrs. Jernigan for including the delinquent tax list in her report. Councilman Edwards asked several questions regarding the boot and seizure fees and the process being done by Virginia Auction Collections (VAC) for delinquent taxes. Mrs. Jernigan explained that the taxpayer pays all fees associated with booting and seizing due to delinquent taxes. She continued to explain the boot and seizure process to Council.

Councilman Willis 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.

### **Budget Transfer**

Mrs. Jernigan explained that the Town has experienced high usage of credit card payments this year which has caused the need for a budget transfer within the Water Fund. She recommended that Council approve a budget transfer in the amount of \$650 from account 4-200-42000-6007 Maintenance & Repairs System to account 4-200-42000-3160 Bank Fees.

Mr. Stallings explained that he and Mrs. Jernigan are meeting with the credit card vendor to explore other options regarding the credit card fees to help ensure that this budget transfer will not be needed in the future.

Councilwoman Flemming made a motion to approve the budget transfer of \$650 from account 4-200-42000-6007 Maintenance & Repairs System to account 4-200-42000-3160. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

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

Council discussed Mr. Beale's concerns regarding the weekly trash pickup which is contracted through Moody's All Virginia Environmental Solutions. Council members voiced their concerns with the trash trucks leaking fluids on the streets within Town, not being consistent with the route every week, and the issue with recycling not being picked up or being picked up with the regular trash. Councilman Scott said that Council has an obligation to ensure that the citizens of Windsor receive good service.

After further discussion, Council agreed to have Mr. Stallings meet with the owner of Moody's All Virginia Environmental Solutions and discuss the trash pickup concerns with him. Councilman Edwards suggested that Council review the new contract before a decision is made regarding renewal and the terms of the contract. Mr. Stallings said he would address the trash pickup concerns with Mr. Moody and have the contract available for Council's discussion at the next meeting.

Dawson Moody, owner of Moody's All Virginia Environment Solutions, said that he has been servicing the Town of Windsor since 1984 with very few issues until recently. He explained that his company is going through a tough time due to staffing and equipment issues. He said he is doing everything possible to work on these issues and improve the service. Mr. Moody said he hopes that Council will work with him through this tough period.

Vice Mayor Bryant stated that Mr. Wood's issue with firearms will be discussed under the Town Manager's report.

### **Student Liaison**

Kelly Lewis, Student Liaison to Council, reported that the BETA Club attended the state convention, and they placed 2<sup>nd</sup> in Group Talent and in Scrapbooks. She also reported that the Forensics Team recently won 2<sup>nd</sup> in regional tournaments, and five students qualified as regional champions. Ms. Lewis announced that this is the first year that Windsor High School has formed an all girls soccer team, and they have currently raised over \$4,000 through fundraisers for the team.

Vice Mayor Bryant thanked Ms. Lewis for updating Council on the recent events taking place at the high school.

## **Town Manager's Report**

### ***Firearms Ordinance***

Mr. Stallings said as requested at the January Town Council meeting, he attached a copy of the current Town Ordinance regarding shooting firearms in the Town limits. He explained that shooting is only permitted in A-1 Agricultural and R-4 Low Density Residential zonings, and rifles are prohibited in all zonings within the Town. He said that any shooting must not be within 100 yards of a structure.

Councilman Willis asked Mr. Woods questions regarding safe projective distance on his property and the type barrier he uses at his firing range. Mr. Woods said that he has a mound of dirt approximately 7 feet tall and 40 feet wide, and explained that it is 3000 feet from any structures. He stressed that safety is his main priority.

After discussion, Council agreed to have staff contact other localities and review their criteria for shooting firearms. Mr. Stallings said he will contact several localities and report back to Council at the April Council meeting.

### ***4<sup>th</sup> of July Celebration – Fireworks Display Permit***

Mr. Stallings said the Windsor Ruritan Club, the Town and Isle of Wight County are planning the details for the Town's annual 4<sup>th</sup> of July celebration. He said the Town will end the celebration with a fireworks display that the County's Department of Parks and Recreation plans and coordinates.

Mr. Stallings said Section 73-10 of the Windsor Town Code provides a process for the Town to issue a permit for fireworks displays. He said he has enclosed a copy of a February 5, 2016 letter from Lauren Wood, the department's Events and Fair Coordinator, which is the application for this permit.

Mr. Stallings said he has reviewed the application and has determined that it is in order. He recommended that Council issue this permit. He said he has enclosed a resolution for Council's consideration. The adoption of this resolution constitutes the Town's written issuance of the fireworks display permit.

Vice Mayor Bryant read the title of the resolution as follows: "A resolution issuing a fireworks display permit to the Isle of Wight County Department of Parks & Recreation to conduct a 4<sup>th</sup> of July fireworks display in the Town of Windsor, Virginia."

Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Issuing A Fireworks Display Permit To The Isle Of Wight County Department Of Parks & Recreation To Conduct A 4<sup>th</sup> Of July Fireworks Display In The Town Of Windsor, Virginia.* Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Town Code Update***

Mr. Stallings said he has enclosed a schedule for a review and update of the entire Town Code as requested by Council. Each month several sections of the code have been identified for review. He said this schedule may change based on the amount of

revisions needed for each section. He said staff will review each section as listed and will present recommended changes. Council members are encouraged to review the suggested changes and provide any input or recommendations.

Mr. Stallings said that a public hearing will need to be held on any revisions, and this can be done by section, groups of sections or the entire code.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of February with Council. He said he has located surveys for many of the properties owned by the Town. He explained that most of the remaining properties will be surveyed in the near future, and he will provide an update once this work has been completed.

### ***Calendar of Events***

Mr. Stallings stated that the Calendar of Events is enclosed for Council's information. He noted that the Chamber of Commerce will hold its post-legislative breakfast on Tuesday, April 5, 2016 at 8:00 a.m. at the Smithfield Center. He asked Council to let him know if they would like to attend. Mr. Stallings also reported that Saturday, March 26, 2016 and Saturday, April 9, 2016 are scheduled for work days at the Windsor Town Center.

Mr. Stallings recommended scheduling a work session on Tuesday, March 22, 2016 at 5:00 p.m. to discuss the Capital Improvements Plan (CIP), Wesley Garris' commemoration and possibly an audit presentation. Council was in agreement with scheduling the March 22, 2016 work session.

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

None

### **Mayor's Report**

Vice Mayor Bryant reported that Mayor Richardson would like the evaluations for the Town Manager, Attorney, Treasurer and Clerk completed and turned in to her at the March 22, 2016 work session.

Mr. Stallings explained that the Georgie D. Tyler graduating class of 1966 is celebrating its 50<sup>th</sup> anniversary this year. He recommended that Council adopt the resolution enclosed recognizing the 50<sup>th</sup> Class Reunion of the Georgie D. Tyler High School Class of 1966.

Councilman Ambrose made a motion to adopt the resolution entitled: *A Resolution Recognizing The 50<sup>th</sup> Class Reunion Of The Georgie D. Tyler High School Class Of 1966*. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### **Economic Development Authority Report**

None

## **Other Reports**

Councilman Scott reported that Stephen Cowles, Editor of the Windsor Weekly, broke his arm while reporting on the Waverly tornado. Mr. Stallings said that Tony Clark will be interim Editor of the Windsor Weekly until Mr. Cowles returns. He also reported that the Windsor Weekly will have been in effect for a year as of March 28, 2016, and it has been a success.

## **Old or Unfinished Business**

None

## **New Business**

### ***Windsor Concert Series***

Mr. Stallings reported that the bands and food vendors have been scheduled for the upcoming Windsor concert series. He said that the Michael Clark Band will be playing at the first concert on May 6, 2016. He announced that Duke Automotive has asked to sponsor the concerts this year.

### ***U.S. Route 460 Corridor Study***

Mr. Stallings said that before Council is a copy of the U.S. Route 460 Corridor Study that was completed in 2011 by the Hampton Roads Transportation Planning Organization (HRTPO) to be used as an information item moving forward with the U.S. Route 460 Project.

Mr. Stallings reported that he and Mayor Richardson met with several representatives from Isle of Wight County, representatives from the Hampton Roads Planning District Commission and from the Hampton Roads Transportation Planning Organization to discuss what needs to be done moving forward with the U.S. Route 460 project. He said everyone at the meeting was in agreement that the northern bypass is not the best alternative for this community, and that improvements are still needed to the existing U.S. Route 460. He said there will be future meetings with VDOT and the Commonwealth Transportation Board to ensure that they hear concerns regarding this matter.

## **Closed Session**

None

Councilman Scott made a motion to adjourn. Councilman Edward seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 8:30 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 March 8, 2016

Motion #	Scott	Flemming	Edwards	Ambrose	Bryant	Willis	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk