

**Minutes
Windsor Town Council Meeting
Town Hall
November 14, 2017**

The Windsor Town Council met in regular session on November 14, 2017 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. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:

- Durwood Scott
- N. Macon Edwards, III
- Greg Willis
- Patty Flemming
- Tony Ambrose
- Walter Bernacki

Mayor Richardson asked Councilman Ambrose to lead the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments, and Citizens' Concerns

None

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the October 10, 2017 Council meeting, the minutes of the October 26, 2017 Intergovernmental meeting, and the Police Chief's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki asked why the numbers were down in all the categories on the police department's monthly activity report for October, 2017. Chief Riddle commented that he had two officers out during most of the month for training and vacation which resulted in the lower numbers.

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 October is before Council for review. She reported that the audit should be ready for presentation at the January 9,

2018 Council meeting. Mr. Stallings said it is time to put the audit out for bid, and a request for proposals (RFP) will be sent out by the first of December, 2017.

Councilman Edwards noted two large Sun Trust credit card transactions for the amounts of \$1,743.00 and \$457.00 on the Treasurer's report. He asked if there is a way to show more detail regarding large credit card purchases for clarification.

After discussion regarding the credit card policy for Town employees, Council agreed to have Mrs. Jernigan prepare a spreadsheet to break down each purchase of \$500 or more. Mrs. Jernigan said she will include the spreadsheet with the Treasurer's report.

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

Council's Discussion of Citizens' Concerns

Councilwoman Flemming said that several parents expressed their concerns with sink holes throughout the town while trick or treating with their children. Mr. Stallings said he is aware of the sinkholes and has reported them to VDOT.

Councilman Edwards reported that the sidewalk located near 26 North Court Street is buckling and is creating a safety hazard for pedestrians. He said it has been marked with orange paint. He explained that it is difficult to see the markings at night especially with the pine straw that has fallen onto the sidewalk. Mr. Stallings said he believes that tree roots are causing this issue, and he is working to see if the trees are on VDOT right-of-way or on private property. He said he is going to try to get permission to take the trees down when the sidewalk is repaired to prevent this from happening in the future. He said he will also have barriers put around the area until it can be repaired.

Councilman Edwards also reported that debris needs to be removed from the sidewalk at 1 North Court Street along the fence at the curve. Mr. Stallings said he will have the maintenance department address this issue.

Councilman Ambrose said he was asked if the Town would consider a dog park for walking dogs. He explained that some neighborhoods, such as Lovers Lane, do not have sidewalks, and it is dangerous walking dogs on the street due to heavy traffic.

After discussion, it was suggested that dogs can be walked on the Town's property located next to the police department as a temporary solution.

Town Manager's Report

Appropriation of Insurance Funds

Mr. Stallings explained that in June, well #6 suffered a phase loss in its power supply causing damage to the pump motor. He said the motor was repaired, and the claim was submitted to VML Insurance for the repair work in the amount of \$18,680.14.

Mr. Stallings said that a check has been received from the insurance company for \$17,680.14 which is the cost of the repairs minus the \$1,000 deductible. He

recommended that Council adopt the enclosed resolution appropriating the funds from VML Insurance into the Water Fund Operating Budget to cover the repairs.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$17,680.14 from VML Insurance into the Water Fund Operating Budget and approving a budget amendment for fiscal year 2017-2018."

After discussion, Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$17,680.14 From VML Insurance Into The Water Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2017-2018. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Sewer Study

Mr. Stallings said there was a discussion regarding the sewer system within the Town of Windsor at the October 26, 2017 Intergovernmental meeting with Isle of Wight County. He said the County is considering a study that would determine what the capacity of the existing system is by service zone. He said the discussion at the Intergovernmental meeting was that the Town and County would work together to solve the sewer issues within the Town. He reported that the proposal is for the work to be billed on an hourly basis not to exceed \$20,000.

Mr. Stallings said Isle of Wight County is looking for the Town to determine its level of participation in this study moving forward.

After discussion, Vice Mayor Scott made a motion stating that the Town will contribute 25% towards the cost of the study not to exceed \$5,000. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Vice Mayor Scott read the section in the 1996 Sewer Agreement between the Town and the County stating that sewer would be available to existing lots within the Town and would allow capacity for future development. Council continued to discuss sewer capacity within the Town.

Action List

Mr. Stallings reviewed the Action List for the month of October with Council. He stated that he has not heard back from Old Dominion University (ODU) regarding a possible hydrological study being done as a school project. He said once the contract is approved for annual engineering services for the Town, this project can be discussed with the engineers for recommendations moving forward.

Councilman Willis suggested that Mr. Stallings reach out to Christopher Newport University (CNU) and other colleges in the surrounding area for possible hydrological studies to be done as school projects.

Vice Mayor Scott requested a list of the streetlights that have been reported to Dominion Power for repair. Mr. Stallings said he will have the list available for Council to review.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. He noted that on December 2, 2017 the Breakfast with Santa will be at 8:00 a.m. at the Windsor Ruritan Building, the High School Craft Show will take place from 9:00 a.m. to 2:00 p.m., and the Christmas Parade will begin at 4:00 p.m. ending at the gazebo for the Tree Lighting Ceremony.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson congratulated Christy Jernigan, Treasurer, for earning her Virginia Government Accounting Certification. She said that Mrs. Jernigan was awarded the certification through the Treasurers' Association of Virginia and the Radford University Governmental and Nonprofit Assistance Center.

Mayor Richardson announced that she will be hosting a Christmas party for Council and staff on Thursday, December 21, 2017 at 5:30 p.m.

Mayor Richardson said that the need for a larger library was also discussed at the October 26, 2017 Intergovernmental meeting with Isle of Wight County. She said that it was suggested that a task force be formed with the Isle of Wight County Board and Town Council to discuss ideas regarding a larger library.

After further discussion, Council nominated Councilwoman Flemming and Town Manager Michael Stallings to serve on the task force.

Proposed Windsor Town Center Rental Policies

Mayor Richardson reviewed the Windsor Town Center Advisory Board's recommended rental rates and policies for the Town Center. Council recommended small increases to the rates and also suggested a small discount for Town residents. Council agreed to take no action on the rental rates and policies pending the Advisory Board's review of their suggestions.

Mr. Stallings reviewed the cost estimate submitted by Alpha Corporation for the Windsor Town Center renovations. He said the current cost estimate is \$998,157 which is based on design drawings that are at 50 percent completion. He said the design drawings should be at 90 percent completion by the end of November, and a revised cost estimate will be presented at the December 12, 2017 Council meeting for Council's review.

Councilman Edwards said he would like to see a minimum cost estimate of how much it would cost to renovate the facility to a point where it would be ready to utilize. He said then Council can plan and determine what can be done in phases based on the funds available.

Economic Development Authority Report

Vice Mayor Scott reported that an application for rezoning has been submitted from the developers who are interested in locating in the Town of Windsor that may bring in retail and food establishments. He said the application will be presented to the Planning Commission at their December 13, 2017 meeting for their consideration, and then it will be presented to Council for final approval.

Other Reports

None

Old or Unfinished Business

Councilman Bernacki asked for the status of the Virginia Avenue water line engineering work. Mr. Stallings said that the contract is still under review with the town attorney. He said it should be on the agenda for the December 12, 2017 Council meeting for Council's review.

Mr. Stallings reported that the next Windsor Town Center Advisory Board meeting will be December 5, 2017 at 7:00 p.m.

Councilman Edwards asked if there was any feedback from the public regarding frisbee golf being set up at the five-acre lot owned by the Town. Mr. Stallings reported that he posted the idea on the Town's facebook and received 32 comments. He said some were interested in frisbee golf and some were interested in a dog park. After discussion, Council agreed by consensus to purchase the frisbee golf equipment for the community to enjoy on the five-acre lot owned by the Town. Councilwoman Flemming agreed to donate her stipend to purchase the equipment which will cost approximately \$600.00.

New Business

Councilman Bernacki said he recently went out into the community and spoke with the citizens and received several comments regarding the need for a new Town Hall. He said he researched how other localities are utilizing their community centers and found that most are using them as fitness facilities. He said he also received an estimated cost of \$2,700,000 from an architect to build a new 15,000 square foot community center.

Councilman Bernacki said he would like to ask Council to consider and investigate the possibility of building an all-inclusive town center on the five-acre lot owned by the Town. He suggested combining a new Town Hall and library with an adjoining community center. He said this can be the "community hub" that Council has envisioned. He said he has a rough estimate of \$8,500,000 to build an all-inclusive Town Center, and he noted that municipal bond rates are low at this time.

Councilman Bernacki explained that the old gym can still be utilized as a recreation center without investing approximately \$1,000,000 into renovations.

Mayor Richardson stated that the old gym can be renovated into a town center for approximately \$1,000,000 which is already in the Space Needs Fund due to responsible planning. She said that the citizens who are in favor of building a new all-inclusive Town

Center at this time need to be aware that money will need to be borrowed, and that cannot be done on a \$0.10 tax rate. She said there would need to be a substantial tax increase.

Mayor Richardson explained that Council plans in advance for the Town's needs and saves funds to prevent from having to borrow a lot of money to ensure that tax rates will not have to be increased.

After further discussion, Council agreed to have Mr. Stallings request an estimate to have the gym renovated to be used as a recreational facility verses a multi-functional Town Center. Mayor Richardson also requested an estimate of how much money will need to be borrowed to build an all-inclusive Town Center based on the cost per square foot quoted by Alpha Corporation.

Closed Session

Councilman Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel. Councilman Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #5.

Councilman Bernacki made a motion to go back into regular session. Vice Mayor Scott seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Councilman Edwards 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 Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

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

The meeting adjourned at 9:26 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date November 14, 2017

Motion #	Ambrose	Bernacki	Willis	Scott	Flemming	Edwards	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	Y Y	Y Y	Y Y	
7	Y	Y	Y	Y	Y	Y	
8	Y Y	Y	Y	Y	Y	Y Y	Y
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Jerry Whitehead, Clerk