

Town of Windsor

Memorandum

August 12, 2025

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager
SUBJECT: Cemetery Policy Revision / Waiver Request

Background

Town cemetery policy, revised February 14, 2006, and May 8, 2007, requires that all grave markers in the new section of the cemetery must be flush with the ground.

Specifics

A member of the community desires to build a small mausoleum in the new section of the cemetery and requests Council's consideration of amending the policy or waiving it for this purpose. There are still plots available in the original sections of the cemetery, where headstones and mausoleums are allowed, but no available plots are side-by-side.

Regarding the requirement for stones in the new section being flush with the ground:

Town Council minutes of the February 14, 2006, meeting discuss the requirement to have headstones level with the ground in the new section of the cemetery, due in part to the potential for the town to install a statue or monument in the center.

Town Council minutes of the May 8, 2007, meeting discuss that under town maintenance, headstones would be kept level by town staff after a one (1) year period (Headstones in the original sections are to be kept level and in good condition by the owners of the stones or plots).

The Public Works Supervisor relayed that the policy was due in part to stones flush with the ground making lawn maintenance and keeping stones level easier.

Enclosures

Letter of Request from James and Nancy Foster
Town Cemetery Policy
February 14, 2006, Town Council minutes
May 8, 2007, Town Council minutes

Recommendation

For Council's information

August 1, 2025

Mr. and Mrs. James Foster
27556 Sunset Road
Windsor, VA 23487

Dear Mayor Stubbs,

We are writing this letter in regards to the Windsor Cemetery located at 36 East Griffin Street in Windsor, VA.

Cemetery policies state under "Grave Markers in New Cemetery Section" revised 5/8/07, that all grave markers must be flush with the ground.

We would like to request a revision to this policy to allow grave markers to stand above ground, such as head stones and mausoleums.

It appears the current policy was established mainly to help with the maintenance of the property. We find this to be a determining factor in the decision-making process in purchasing a gravesite in this cemetery for our final destination. As well as others in the family, our personal preference is to be buried in a mausoleum.

A change in policy may also open doors to others in the purchasing of a site in the Windsor Cemetery.

Mayor Stubbs, please consider making a change to the current policy regarding the grave marker qualifications.

Sincerely,

James Foster
Nancy Foster

James and Nancy Foster

CEMETERY POLICIES

SALE OF LOTS BACK TO THE TOWN OF WINDSOR NEW RATES TEMPORARY GRAVE MARKERS NEW AREA – NO STONES ABOVE GROUND LEVEL

The policy which has been stated on the cemetery deed for many years is for the Town to buy lots back for the price at which they were purchased. Due to the fact that the price per lot has changed many times and there are no records available as to purchase price at a particular time, Council set the following policy on February 14, 2006.

Purchase of Cemetery Lots by the Town When Original Cost is Unknown:

The new policy states that the Town of Windsor will purchase back cemetery lots for a price of \$200 each, or the cost of the lot if it can be determined, whichever is greater, and the Town will pay legal costs associated with the purchase. As has been the policy in the past, cemetery lot owners may give away their lots or deed them back to the Town. They may not deed them to anyone else.

Moratorium Lifted on Sale of Lots to Non-residents:

The moratorium was lifted on February 14, 2006.

New Rates for Cemetery Lots:

Beginning February 14, 2006, the purchase price of a cemetery lot for a town resident is \$600. The price for a non-resident is \$1,200. This price will be noted on the cemetery deed effective immediately and any lots sold from February 14, 2006 forward will be purchased back by the town at the price stated on the deed. Lot owners wishing to sell will be responsible for any legal fees.

New Policy Regarding Rates for Existing Section of Cemetery: (Revised 3/13/07)

Any existing lots in the cemetery are to be restricted to town residents only, at the price of \$1,000 per lot.

New Policy Regarding Temporary Grave Markers

Included in this new policy, temporary grave markers that are placed by funeral homes must be removed after one year.

Grave Markers in New Cemetery Section: (Revised 5/8/07)

- All grave markers must be flush with the ground. Flower holders are permitted as long as they can be lowered back below ground level to allow for maintenance of the property.
- For a single grave site, the marker including the base can be no larger than 3 feet by 2 feet. For a double grave site, the marker including the base can be no larger than 6 feet by 2 feet. There must be at least a 6 inch base surrounding the marker for both a single or double site.

- The installer of the site marker shall be responsible for maintenance of the marker for a period of one (1) year after installation. This maintenance is to include, but not limited to, any issues dealing with the levelness and/or overall condition of the marker.

New Policy Regarding Order in Which Lots are Sold: (Revised 12/11/07)

Cemetery lots in the new section will be sold one section at a time starting with the lots next to the old cemetery.

POLICY FOR MAINTENANCE OF TOWN CEMETERY

Maintenance of the grass and weeds in and around the Town Cemetery is the responsibility of the Town of Windsor. Maintenance of flower arrangements and headstones on individual gravesites is the responsibility of the plot owner, next of kin, or other person who otherwise decorates and visits the gravesite. In the event live flower arrangements are left at a gravesite for an extended period, allowing them to deteriorate and die, Town maintenance personnel have the authority to dispose of such flower arrangements as they deem appropriate. Although care will be exercised to avoid damaging these items while maintaining the grass and weeds, the Town of Windsor will not be responsible for flower pots, artificial arrangements, flower or wreath stands, or other ornamental displays left on a grave site.

MINUTES OF THE TOWN COUNCIL – WINDSOR, VIRGINIA

The Windsor Town Council met in regular session on Tuesday, February 14, 2006 at 7:00 p.m. in the Council Chamber. Mayor Marvin A. Crocker, Jr. called the meeting to order. He welcomed those who were present. The minutes were recorded by Patricia M. Mann, Town Clerk. Kurt A. Falkenstein, Town Manager, and Joshua Pretlow, Jr., Town Attorney, were present. Mark Drumheller, Assistant Zoning Administrator, was also present. Mrs. Mann called the roll.

Council members present: Leonard B. Alphin
Wesley F. Garris
Kenneth N. Johnson
William L. Jones
James P. O'Briant, III

Council members absent: J. Clinton Bryant

Mayor Crocker welcomed those who were present. Councilman Leonard B. Alphin gave the invocation.

Mayor Crocker said the first public hearing is to consider the application of Community Electric Cooperative for a change in zoning classification from R-1, Residential, to Conditional B-1, General Business, for three parcels of land – Tax Map Numbers 54B-01-022A, 54B-01-031, & 54B-01-008A, consisting of approximately 1.7 acres of land located off of the northeast corner of West Windsor Blvd. and Courthouse Hwy., which is behind the business offices of Community Electric Cooperative. Bill Riddick replaced Mr. Pretlow for this public hearing because Mr. Pretlow represents Community Electric as well as the town which would cause a conflict of interest. Mr. Drumheller stated that a Planning Report is in the packet. He said there are three lots subject to the rezoning. He said two are already being used as a storage area. He said they are zoned R-1 and are a non-conforming use. He said they are landlocked. He said the rezoning would correct a non-conforming use. He said the Planning Commission recommended approval of the request.

Mayor Crocker opened the public hearing and asked for anyone in favor to speak. Jim Reynolds, president of Community Electric, said they serve over 10,000 consumers in the rural portion of this area. He said it is necessary to expand to provide their service. No one spoke in opposition. Mayor Crocker closed the public hearing and asked for discussion by Council. Councilman O'Briant asked if the lot lines would be vacated to make the three small lots part of the one large piece. Mr. Reynolds noted some lot lines would be vacated. Mr. Falkenstein said that would be a separate action from rezoning. Councilman Jones made a motion to approve the application. Councilman Alphin seconded

and the motion passed unanimously as recorded on the attached chart as motion #1. Mayor Crocker thanked Mr. Riddick for taking part in the meeting.

Mayor Crocker said the next public hearing is to consider an amendment to the Code of the Town of Windsor, Section 160-24, Vision Clearance, and Section 160-48, Fences, which deal with the regulation of obstructions to line of sight at street intersections. Mr. Drumheller explained that the Planning Commission forwarded this to Council with the recommendation to adopt it. He said two sections had conflicting dimensions and this ordinance cleans up the language.

Mayor Crocker opened the public hearing and asked for anyone in favor to speak. No one spoke in favor or in opposition to the amendment to the Code. Mayor Crocker closed the public hearing. Councilman O'Briant made a motion to adopt the amendment to the Code. Councilman Garris seconded and the motion passed as recorded on the attached chart as motion #2.

Mayor Crocker said the next public hearing is to provide for the implementation of the 2004-05 changes to the Personal Property Tax Relief Act of 1998 – Specific Relief. Mr. Falkenstein said this ordinance is supposed to give localities an option to implement an easier format of administering the Personal Property Tax Relief Act of 1998. He said by adopting this we will be in compliance and conform to the ordinance of Isle of Wight County.

Mayor Crocker opened the public hearing. No one spoke in favor or against the ordinance. Mayor Crocker closed the public hearing. Councilman Garris made a motion to adopt the ordinance. Councilman Johnson seconded and the option passed unanimously as recorded on the attached chart as motion #3.

Mr. Falkenstein said in regard to the next public hearing, the staff is still investigating the town's options as to erosion and sediment control. He said they are planning to go to the county for assistance in enforcement of this ordinance and the Chesapeake Bay Ordinance. Mayor Crocker said the item was withdrawn by staff.

DELEGATIONS & PUBLIC COMMENT

None

CONSENT AGENDA

Councilman Johnson made a motion to adopt the Consent Agenda. Councilman Garris seconded and the motion passed unanimously as recorded on the attached chart as motion #4.

TOWN MANAGER

Mr. Falkenstein said his Request for Action report and the Calendar of Events are in the packets. He reported that he met with Judy Winslow, the Tourism Director, to get ideas on Council's feelings towards tourism. He said Council

might need to have a work session to talk about tourism and decide on a direction to pursue.

POLICE CHIEF

Chief Porti said there were 156 calls for service in January of which 82 were answered by the Windsor Police Department. He said 156 summons were issued out of 169 traffic stops. He said Officer Owens' vehicle was transported to Starr Motors for repair on January 10th. He said when they went to pick up the vehicle it was discovered that the radar unit which was mounted to the dash, the in-car camera system which was stored in the trunk, and the rechargeable flashlight had been stolen. He said a report was taken by the Suffolk Police Department and a claim filed by Starr Motors with their insurance company. Chief Porti said the claim was rejected because of improper coverage and a claim has been filed under the Town's insurance. He said he is also working with Starr Motors over the loss.

Chief Porti said he is in the process of hiring another officer and is awaiting the results from a drug screening test.

TOWN ATTORNEY

No report

MAYOR

No report

FIRE DEPARTMENT/RESCUE SQUAD COMMITTEE

Councilman Jones said the quarterly statement from the Fire Department is in the packets. He said there were 18 calls in Windsor and 45 in Isle of Wight County during the period. He said also included in the packet is a financial statement from the Rescue Squad.

PUBLIC HEALTH & SAFETY/STREETS COMMITTEE

Councilman O'Briant said the minutes of the committee meeting is in the packets. He said they discussed the information received from three providers of requests for proposals for a stormwater management study. He said the committee's recommendation is to table the issue until more information is obtained.

Mr. Falkenstein said the Bike Conference is coming up. He said it is an informational conference about bike walks, safe school sidewalks, funding sources, etc. He said these might be applicable in order to eventually have a sidewalk from N. Court Street out past Twin Ponds. He asked if anyone had an interest in attending to call the office.

Mr. Falkenstein said the committee also discussed the issue of a policy for events and dances because of a recent incident at the dance studio. The facility is rented out in the evening for parties. He said Chief Porti has researched

ordinances from other jurisdictions to study. He said permits by the person holding the event is a possibility or the town could require the property owner to obtain a permit. Chief Porti also included noise ordinance for consideration. Council decided that the committee would meet again on February 22 at 4:00 p.m. to discuss the issues and the town attorney will review the ordinances.

Councilman O'Briant mentioned the resolution under the consent agenda that the town become a member of the Hampton Roads Academy of Criminal Justice. He said the committee recommended membership. He said it would allow town police officers to participate in training there.

PERSONNEL & FINANCE COMMITTEE

No report

UTILITIES/PROPERTY/CEMETERY/PARKS/LIBRARY COMMITTEE

Councilman Jones said the meeting minutes are in the packets. He said Well #3 is pumping sand again. He said a filter will be installed so we can continue to use the well. He said the Griffin Street overhead tank was inspected and found to be in good shape. He said they decided to get prices for an alarm system for the Municipal Building.

Councilman Jones said a policy is needed for tenant/landlord water bills where a leak is involved. The issue of responsibility was discussed. Councilman Jones made a motion to adopt a policy stating if a renter vacates a dwelling when there is a water leak, the water will not be turned on for a new tenant until the leak is repaired and any outstanding water bill is paid. Councilman Johnson seconded. After discussion, the motion passed as recorded on the attached chart as motion #5.

Councilman Garris said they would proceed to have the vacant property next to the old side of the cemetery platted for grave sites. He said the current policy for selling grave sites back to the town is for the town to purchase a plot at the same price the owner paid for it. He said no one knows the purchase price of lots that were purchased many years ago so a price needs to be set.

Councilman Garris made a motion that where a price cannot be determined, the town will purchase back a lot for \$200 or the cost of the lot whichever is greater and the town will pay the legal cost associated with the purchase. He added that a person could give away a lot but could not deed it to anyone except the town. Councilman Garris included that they would lift the moratorium on selling lots to non-residents. He said beginning today, Feb. 14, 2006, the price of a lot will be included on the cemetery deed so anyone selling a lot back to the town from now on will receive the purchase price and have to pay the legal fees involved. He said also, beginning today, the rate for a town resident will be \$600 for a lot and for non-residents, the rate will be \$1,200. Councilman Jones seconded and the motion passed unanimously as recorded on the attached chart as motion #6.

Councilman Garriss made a motion that temporary grave markers put down by funeral homes must be removed after one year. Councilman Jones seconded and the motion passed as recorded on the attached chart as motion #7.

Councilman Garriss made a motion that once the new area was platted, no stones above ground will be allowed in that area. He noted that the Town might put a statue or monument in the center. Councilman Johnson seconded and the motion passed unanimously as recorded on the attached chart as motion #8.

PLANNING COMMISSION COMMITTEE

Mr. Drumheller presented a planning/zoning report for the month of January. He noted that members of the BZA and Planning Commission will be attending training in the spring. He noted several items from his report.

Mayor Crocker said the minutes of the January Planning Commission meeting are in the packets.

SPECIAL COMMITTEES

Beautification Committee

Mr. Falkenstein said the minutes are in the packet for Council's information.

Economic Development Committee

Councilman Alphin said the committee met February 13th. He said they discussed the Farmers Market. He said they decided the following: the dates will be from May 1 to October 7, the market will include a craft section once a month, the May market will be the second or third weekend in May, the October market will be the first weekend in October, the regular market will run from June 30 through August, vendors can set up any day of the week except Sundays, the civic leagues will be promoted if they want to sell food, the predominant days will be Fridays and Saturdays, the fees will be \$30 for county residents and \$40 for non-residents.

Sewer Issues Committee

No report

Jamestown 2007 Celebration Committee

No report

Proffers Committee

No report

OLD OR UNFINISHED BUSINESS

None

NEW BUSINESS

There were no citizens concerns or other new business.

Councilman Johnson made a motion to go into Closed Session pursuant to Virginia Code Section 2.2-3711, A-1, to discuss personnel matters. Councilman Jones seconded and the motion passed unanimously as recorded on the attached chart as motion #9.

Councilman Johnson made a motion to go back into Regular Session. Councilman Garris seconded and the motion passed unanimously as recorded on the attached chart as motion #10.

Councilman Jones made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that only public business matters lawfully exempted from open meeting requirements were discussed and only such business matters as were identified in the motion at which Council went into Closed Session, were heard, discussed, or considered by the Town Council. Councilman Johnson seconded and the motion passed unanimously as recorded on the attached chart as motion #11.

Councilman Jones brought up the issue that the county might take over ownership of the Fire Department and the Rescue Squad in Windsor as well as in Smithfield. Council discussed this at length and decided to wait until the Intergovernmental Meeting on March 6th to see what the county has to say.

Councilman Johnson made a motion to adjourn. Councilman Alphin seconded and the motion passed unanimously as recorded on the attached chart as motion #12.

Marvin A. Crocker, Jr., Mayor

Patricia M. Mann, Town Clerk

MINUTES OF THE TOWN COUNCIL – WINDSOR, VIRGINIA

The Windsor Town Council met in regular session on Tuesday, May 8, 2007 at 7:02 p.m. in the Council Chamber. Mayor Marvin A. Crocker, Jr. 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. Robin Hewett, Town Clerk, recorded the minutes. Kurt A. Falkenstein, Town Manager, Police Chief Porti, Michael Stallings, Assistant Zoning Administrator, and Joshua Pretlow, Jr., Town Attorney, were present.

Council members present: Leonard B. Alphin
 J. Clinton Bryant
 Wesley F. Garris
 Kenneth N. Johnson
 Carita J. Richardson

Council member absent: William L. Jones

Mayor Crocker asked Council member Richardson to give the invocation.

PUBLIC HEARING

Mayor Crocker said the first public hearing is to consider the recommendation of amendments to the Town of Windsor's Land Development Ordinance. He said it is an ordinance amending Section 160-40 of the Land Development Ordinance of the Town of Windsor, Virginia to provide for changes for accessory buildings. He asked the Zoning Administrator to brief Council of the ordinance changes.

Mr. Falkenstein said the change was brought to them once before. Council sent the original proposal back to the Planning Commission for revision. The ordinance now includes uses in the industrial, business, and agricultural zones. He asked for Mr. Stallings to further brief Council of the ordinance changes. Mr. Stallings reviewed the proposed ordinance including changes. He said the primary change is item #5 which states that a truck chassis, bus, or trailer, regardless of the configuration, may not be used as an accessory structure. He said the ordinance states that cargo containers may be used by permit in an agricultural or business zone when being used in conjunction with an agricultural or business use, but not more than three containers may be permitted at any one time. He said the ordinance also states that portable commercial containers may be used for temporary storage by permit only in all zones. He said the reason for this change is to help clarify what is and isn't allowed to be used as an accessory structure. He said this change was recommended for approval by Planning Commission.

Mayor Crocker asked the town attorney if the public hearing had been properly advertised. The town attorney said the public hearing had been properly advertised.

Mayor Crocker opened the public hearing. He asked for anyone wishing to speak in favor of the ordinance change to come forward at this time. No one spoke.

Mayor Crocker asked for anyone wishing to speak in opposition of the ordinance change to come forward at this time.

Tom Alphin, with the Commonwealth Gin on Buckhorn Drive, said he opposed the limit of the three storage containers that an agricultural zoned business could have. He said they currently have about twelve containers on their property. He said the containers are not visible from the road. He said the containers are being used to store specialty gin parts. He said the containers are very necessary for their business. He said they strongly opposed the limit to three for agricultural business use.

Mayor Crocker asked for any others that were in opposition to speak, and hearing no further comments, he closed the public hearing. He said the issue is open for discussion among Council.

Council member Garris said he would like to look at separating agricultural zoning out from the business zoning for the limit of the number of containers that can be used in agricultural zoning. He said if the containers are not visible from the road, that maybe the limit could be a larger amount per permit. Mayor Crocker said that Council member Jones had shared a concern with him, about the use of the containers in business districts. He said he would like for the containers to be enclosed like dumpsters are throughout the town.

Council member Garris made a motion to table the decision until the limit and wording could be updated further. Mayor Crocker said to table the decision until June. Council member Bryant seconded, and the motion passed unanimously as recorded on the attached chart as motion #1. Council member Alphin said he was going to abstain from voting.

Mayor Crocker said the second public hearing is to consider the adoption of a proposed capital improvement plan for the fiscal years 2008 through 2012. He asked the chairman of the finance committee if he had any comments on this issue at this time. Council member Alphin said he would refer this to the Town Manager.

Mr. Falkenstein said the capital improvement plan was reviewed by the finance committee. He said any comments by Council and Planning Commission were acted upon and reflected in the CIP. He said some of the items were moved from the upcoming fiscal year 2008 based on recommendations made by Council. He said the paving of the cemetery driveways and parking lot, the paving of the municipal parking lots, and the expansion of the municipal building were all moved to fiscal year 2009. He said there is \$47,000 worth of improvements for the town which includes one new police car. Mr. Falkenstein said that \$100,000 of the fiscal year 2008 budget would be set aside for a civic center building project. He said this amount would be reflected in the treasurer's report as funds set aside for the project. He said the items listed under years 2009 through 2012 are for planning purposes only at this point. He said the town is looking to developers possibly proffering some of the non-cash items listed in the CIP. Mr. Falkenstein explained the water fund portion of the CIP to Council.

Mayor Crocker asked the town attorney if the public hearing had been properly advertised. The town attorney said the public hearing was properly advertised.

Mayor Crocker opened the public hearing. He asked for any persons in favor of the Capital Improvement Plan to speak at this time. No one spoke. He asked for anyone in opposition of the Capital Improvement Plan to speak at this time. No one spoke. Mayor

Crocker closed the public hearing. He said Council could now discuss the CIP. Mayor Crocker said he would like to thank the town manager and all those who had input in preparing the Capital Improvement Plan for the town.

Council member Johnson said he had a question for the town attorney as to whether the \$100,000 could be earmarked for the civic center project. The town attorney said that the \$100,000 is not earmarked in the CIP, but is earmarked in the budget so it could not be spent on anything else. He said this amount could later be changed if necessary. He said the amount could be put in a restricted fund. Council member Richardson said she had a problem with having \$100,000 earmarked for the civic center, because she thought it was too much. She said she would support the CIP if the funds for the civic center could be adjusted to use part of the prior year fund balance.

Council member Alphin made a motion to adopt the Capital Improvement Plan for the fiscal year 2008 through 2012 for the Town of Windsor. Council member Johnson seconded, and the motion passed unanimously as recorded on the attached chart as motion #2.

DELEGATIONS AND PUBLIC COMMENT

Mayor Crocker asked for anyone who had any public comments or concerns to speak at this time. No one spoke.

CONSENT AGENDA

Mayor Crocker asked for approval of the Consent Agenda, which includes the minutes of the April 10th regular meeting, the minutes of the April 24th committee meetings (for information only), the Treasurer's reports, and a resolution for Isle of Wight England. Council member Garriss made a motion to approve the consent agenda. Council member Johnson seconded, and the motion passed unanimously as recorded on the attached chart as motion #3.

TOWN MANAGER

Mr. Falkenstein said his Requests for Action report and the Calendar of Events are in the packets. He reminded Council of the mother's day social and ribbon cutting on May 13th from 2:00 p.m. to 5:00 p.m. at Robinson Park. He said the maintenance personnel had stained the fence and benches in the park. He said a P.A. system had been purchased to use at the social. He said the woman's club members would be serving the ice cream, which is free, compliments of Pet Dairy. He said there would also be a blue grass band playing. He said the birthdays are his own on May 19th and Council member Alphin's on May 25th. Mr. Falkenstein said the VML Regional Town Section meeting is May 25th at Lowery's Seafood Restaurant in Tappahannock. He said he needs input from Council if anyone would like to attend.

Mr. Falkenstein said Mr. Bartholomew has provided a map for the town of the proposed route for the Dominion Power Line Project. He said it is proposed to go through the existing right-of-way that Virginia Power is currently using. He said there would be another public hearing on this issue before October. He said the primary route is coming through Windsor. He said there is no direct impact on the town. Mr. Falkenstein suggested inviting Mr. Bartholomew to the next council committee work session to answer any questions that Council may have.

POLICE CHIEF

Chief Porti said there were 170 calls for service in the town during April. He said out of the 170 calls, town officers answered 146. He said there were 181 traffic stops, which resulted in 182 traffic summonses. He said there were two DUI arrests, three felony arrests, and six misdemeanor arrests for the month. He said they had increased security at the middle school during the Virginia Tech incident.

TOWN ATTORNEY

The town attorney said he had one item for closed session. He said he had received a notice concerning Vepco's rate increase on fuel charges. He said the town does not need to take any action. He advised Council not to spend any money to get involved.

MAYOR

Mayor Crocker said he had received a thank you note from Connie Rhodes for having a successful business breakfast. Mayor Crocker commended the town staff and town manager for putting together a nice business appreciation breakfast.

Mayor Crocker said he had attended the Route 460 public hearing, and was asking for input from the town. He asked the town manager to write a letter restating the town's support for Isle of Wight County, on their request for the second exit close to the industrial park.

FIRE DEPARTMENT/RESCUE SQUAD COMMITTEE

The committee chairman was absent; therefore, there was no report.

PUBLIC HEALTH & SAFETY/STREETS COMMITTEE

Council member Bryant said the committee has discussed the issue of purchasing a sign for recognition of the Windsor High School Cheerleaders for winning the state championship in 2004. Council member Bryant said he would like to make a motion to place a sign at each of the four main entrances of the town, at the site of the current welcome signs, to recognize the cheerleaders' state championship. He said the signs would cost approximately \$225 each for a total of \$900. Council member Alphin seconded the motion.

Council member Johnson asked about the design and size of the signs. Council member Bryant said the signs would be approximately 2 x 3 ft., to be placed underneath the welcome sign or in with the landscaping. Council member Richardson said she thought it was a good idea to recognize the youth. She said that in years to come it would be remembered. Mayor Crocker asked if the school board would be interested in doing a project like this. Council member Garris said he was not opposed to having the signs, but he was offended by the way the matter was presented. He said he was very offended by the presentation that was made at the last Council meeting, and he would oppose the motion. Mayor Crocker called for the question. The motion passed as recorded on the attached chart as motion #4.

Mr. Falkenstein said several concerns had come up at the last committee work session. He said one of the concerns is the burn ordinance. He asked Chief Porti to brief Council on the status of this concern. Chief Porti said he is working with Isle of Wight County to get a copy of their current burn ordinance. He said he hopes to have this for the next committee work session. He said at the present time no one at the County can locate their ordinance.

Mr. Falkenstein asked Chief Porti to discuss the Jake brake issue. Chief Porti said he had been in touch with the local VDOT office, and they declined to provide anything in writing to the town on this issue. He said at this point he is at a stand still. He said he did not think the town would get anything from VDOT. He said he would wait for guidance from Council as to whether or not they would like to generate a response to the resident with the concern. Council member Garriss said there was a sign on Route 17 that says "no engine retardant brake between 7:00 a.m. and 7:00 p.m." Council member Garriss said the sign was about the size of a speed limit sign. Chief Porti said he would leave it to Council's discretion as to what direction they would like to go with this concern. Mayor Crocker suggested having Mr. Stallings take a picture of the sign that Council member Garriss saw in Suffolk.

Mr. Falkenstein asked Chief Porti to brief on the senior defensive driving program. Chief Porti said he had spoken with Major General Lilley about this. He said all that Mr. Lilley would need is a location and television for the presentation. He said Mr. Lilley could have the program in about three weeks. Council member Bryant said this issue would be discussed further at the next work session. Chief Porti said the program is two days for four hours each day.

FINANCE COMMITTEE

Council member Johnson said on behalf of the finance committee he would like to make a motion to recommend to Council to approve advertising the fiscal year 2008 budget. Council member Alphin seconded. Council member Alphin said the committee met today and have had several meetings during the budget process. He said there are still questions to answer. He said it was the consensus of the committee to advertise the budget. Council member Johnson said he would like to remind Council that the advertising of the budget is not the adoption of the budget. He said it is simply to advertise for the public to review. Mr. Falkenstein said he would provide the town attorney a copy of the budget which is to be advertised. Council member Garriss said he supports advertising the budget, but he said some adjustments need to be made before adopting the budget. Council member Richardson said she agreed with Council member Garriss. Mayor Crocker called for the question. The motion passed unanimously as recorded on the attached chart as motion #5.

Mayor Crocker asked Council member Alphin if a date was set for the next meeting. Council member Alphin said the next meeting would be May 15th from 3:00 p.m. to 5:00 p.m.

Mr. Falkenstein said at the last work session there was a discussion of a truck purchase for the water department. He said the town was looking to replace the 1991 Dodge pickup that the town currently owns. He said the committee agreed on the Ford pickup that is to be purchased from Pomoco in Smithfield. He asked for the chairman to make a recommendation to Council. Council member Alphin made a motion to recommend to Council to purchase a Ford F-250 truck from Pomoco for \$17,090. Council member Johnson seconded, and the motion passed unanimously as recorded on the attached chart as motion #6.

PERSONNEL COMMITTEE

Council member Johnson said he had contacted the two members of the planning commission that are up for reappointment. Council member Johnson said he would like

to make a motion, on behalf of the personnel committee, that Mr. William Saunders and Mr. Danny Meadows be reappointed to the Planning Commission. Council member Alphin seconded, and the motion passed unanimously as recorded on the attached chart as motion #7.

UTILITIES/PROPERTY/CEMETERY COMMITTEE

Council member Garriss said the grave marker issue would be discussed later under old or unfinished business, and he said he did not have anything else at this time.

Mr. Falkenstein advised Council that the flagpole at the cemetery has been scheduled for installation within the next two weeks. He said the cost is roughly \$2,000.

PARKS & LIBRARY COMMITTEE

No report.

PLANNING COMMISSION COMMITTEE

Mr. Falkenstein said an updated report on the structural count for the town is included in the packets for Council's information. He said that approximately 35% of the homes in Windsor are mobile homes.

Mr. Falkenstein said there is a copy of the proposed zoning map in the packets for Council's information. He said the map had been recommended for public hearing by the Planning Commission. He said the map is correcting some of the zoning of property to reflect the property's current use. He said there is a summary of the changes for Council's information. Mayor Crocker asked if a current zoning map could be provided to Council so they could do a comparison of the proposed changes.

Mr. Falkenstein said there is a BZA hearing scheduled for June 6th at 7:00 p.m. He said there are two applications for variances. Mr. Stallings briefed Council on the variance applications. He said the first application is a variance from a side yard setback, to allow the enclosure of a carport into a garage with a second story. He said the other application is a variance from a front yard setback for a fence in Windsor Woods. He said it is a corner lot; therefore you have a front yard setback on both streets. Mr. Falkenstein said the individual is asking for a privacy fence. He said he could have a fence, but it would have to comply with the front yard requirements. Mr. Stallings said the applications are available in the office for Council's review.

Council member Johnson said the next Planning Commission meeting is scheduled for May 23rd.

SPECIAL COMMITTEES

Beautification Committee

Council member Richardson said there is a meeting scheduled for the first Thursday in June at 4:00 p.m. for anyone interested in attending. Council member Johnson said he would get with the chairman of this committee before the next committee work session.

Economic Development Committee

Council member Alphin said they had not had a meeting this month. He said he would like to ask the town manager if he has had any correspondences with Rachel Morris. Mr. Falkenstein said he has not heard from Ms. Morris. He said the advertising for the farmer's market had gone out in the last town newsletter. Council member Alphin said

he would get with Ms. Morris about moving the cars, and the setup of the lot for the market.

Sewer Committee

No report. Mayor Crocker asked about the status of Holland Meadows pump station. Mr. Falkenstein said he did not have any information at the present time.

Jamestown 2007 Celebration Committee

Mr. Falkenstein said he had reported on this under the town manager's report.

Proffers Committee

Mayor Crocker said this would be discussed in closed session.

Others

Mayor Crocker said the Downtown Development Committee met on April 18th. He said he had furnished the committee with a copy of the current town business directory.

OLD OR UNFINISHED BUSINESS

Council member Garris said the proposed grave marker specifications for the new section of the cemetery are in the packets for Council's review. He said the committee would recommend striking out the last sentence in item C of the policy. He said the town would maintain keeping the markers level. Council member Garris made a motion to recommend to Council for adoption of the specifications with the deletion of the last sentence in item C. Council member Bryant seconded, and the motion passed unanimously as recorded on the attached chart as motion #8.

NEW BUSINESS

Mayor Crocker said the next item for discussion is Council's discussion of citizens' concerns.

Council member Richardson said she had received a call from a resident wanting to know if the town could have an ordinance abolishing the use of plastic bags within the town limits. She asked the town attorney if the County had an ordinance, could the town piggy back off of theirs. The town attorney said it would take a separate ordinance for it to be effective in the town. Mayor Crocker said this issue could be discussed further at the next committee work session.

Mr. Falkenstein said he had received a complaint from a resident on Lover's Lane concerning ditch erosion. He said he has written a letter to VDOT on this issue.

Mr. Falkenstein said he had received several calls concerning the old structure on Bank Street that use to be a storage building. He said the assistant zoning administrator and a police officer checked the structure to see if it is being used as a shelter for homeless people. He said they could not verify this, but that it is probably being used in some manner by others. He said the issue is about the safety of the building with its current condition. He said it is the pleasure of Council as to what they would like to do to correct the problem with the structure. Council discussed the condition of the building, and suggestions of how to handle the problem. Council member Alphin recommended having himself and Mr. Stallings meet with Mr. Keeling on the site to see what kind of agreement can be made to correct the problems with the structure. He asked for Mr.

Stallings to arrange the meeting. He said he felt that a one on one meeting would be the best way to approach the situation.

Mayor Crocker said Supervisor Tom Wright had called him asking about having someone from Windsor sit on the board for the Tourism Committee for the County. He said the person would be a non-voting member of the board. Mayor Crocker said he had spoken with Council member Richardson about serving on this board. Council member Richardson said she had spoken with Mr. Tom Wright, and that she would be glad to serve on the board as long as the meetings were at a convenient time when she could attend. She said she had agreed to serve on the Tourism Committee. Mayor Crocker asked for a motion to make it official for the record. Council member Alphin made a motion to appoint Council member Richardson to the Tourism board as a non-voting member. Council member Garris seconded, and the motion passed unanimously as recorded on the attached chart as motion #9.

Council member Richardson made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711 A-7 and A-4, for the purpose of discussing matters of probable litigation and personnel matters. Council member Alphin seconded, and the motion passed unanimously as recorded on the attached chart as motion #10.

Council member Johnson made a motion to go back into regular session. Council member Garris seconded, and the motion passed unanimously as recorded on the attached chart as motion #11.

Council member Richardson made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that only public business matters lawfully exempted from open meeting requirements were discussed and only such business matters as were identified in the motion at which the Council went into closed session were heard, discussed, or considered by the town council. Council member Alphin seconded, and the motion passed unanimously as recorded on the attached chart as motion #12.

Council member Garris made a motion to adjourn. Council member Richardson seconded, and the motion passed unanimously as recorded on the attached chart as motion #13. The meeting adjourned at 10:30 p.m.

Marvin A. Crocker, Jr., Mayor

Robin Hewett, Town Clerk