

**Minutes  
Windsor Town Council Meeting  
Town Hall  
April 10, 2018**

The Windsor Town Council met in regular session on April 10, 2018 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  
Tony Ambrose  
Walter Bernacki

Council member absent: Patty Flemming

Councilman Edwards led the Pledge of Allegiance.

**Public Hearing**

None

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

***Student Liaison***

Jennifer Hott, Student Liaison to Council, briefed Council on several Windsor High School activities. She reported that the school's spring talent shows will be held on April 20 and April 21, 2018, and the prom will be held on April 28, 2018. She also reported that Angali Patel, who discovered a link between Parkinson's disease and a certain type of protein, will be interviewed by WVEC Channel 13 News. Ms. Hott continued to report on several sporting events.

Mayor Richardson thanked Ms. Hott for attending the meeting and for updating Council on the recent events at the high school. She also presented Ms. Hott with a commemorative Windsor Train Station replica for the outstanding job she has done this year as Student Liaison to Council.

**Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the March 13, 2018 Council Meeting and the Police Chief's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilman Ambrose made a motion to adopt the Consent Agenda. Vice Mayor Scott 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 March is before Council for review. She said she will be glad to answer any questions.

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

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

Councilman Edwards reported that the large potholes at the railroad track on South Court Street that have been discussed at previous meetings have been poorly patched. Mr. Stallings said he believes this is a temporary repair until Norfolk Southern can schedule for permanent repairs. He said he will contact Norfolk Southern again regarding this matter.

Vice Mayor Scott reported that the road near 11364 Shiloh Drive has very little shoulder and a piece of concrete supporting a culvert pipe is leaning. He said these issues are safety hazards and could possibly cause vehicles to run off the road. Mr. Stallings said he will contact VDOT to discuss these safety issues.

### **Town Manager's Report**

#### ***Town Center Project***

Mr. Stallings said at the last meeting, Council approved the construction contract with A.R. Chesson for the Windsor Town Center project. He said a notice to proceed has been issued to A.R. Chesson, and the work will begin as soon as building permits are issued.

Mr. Stallings said he has attached a proposal from Farmers Bank for the \$500,000 loan that was discussed at last month's meeting. He said the interest rate would be 2.95%, and the payments would be \$92,152.91 for six years. He explained that this loan, along with the \$800,000 already transferred into the Town Center account, will fully fund the Town Center project budget of \$1,300,000.

Mr. Stallings recommended that Council authorize the Town Manager to do all things necessary to process this loan with Farmers Bank of Windsor.

Vice Mayor Scott asked who would be responsible for the money in the Windsor Town Center account. Mr. Stallings explained that the Windsor Town Center Advisory Board is responsible for overseeing the funds in the Town Center account.

Vice Mayor Scott also suggested not drawing the entire \$500,000 out at one time. He explained that the entire amount may not be needed to complete the project since the

Town also intends to hold fundraisers and receive donations for the Town Center. He said this will only require the Town to pay interest on what has been withdrawn.

After further discussion, Council agreed by consensus to have Mr. Stallings contact Farmers Bank to see if the loan proposal can be changed to a line of credit for the Windsor Town Center project. Mr. Stallings said he would contact Farmers Bank to discuss revising the loan proposal. He said he would report back to Council with information regarding the loan proposal at the April 24, 2018 work session.

### ***Appropriation of Funds to Purchase Replacement Police Vehicle***

Mr. Stallings reported that the Town has received donations in the amount of \$700 towards the purchase of t-shirts for the car show as part of the annual July 4<sup>th</sup> celebration and \$750 in donations towards the summer concert series.

Mr. Stallings recommended that Council adopt the enclosed resolution appropriating these funds for their respective purposes.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$1,450 in donations into the General Fund Operating Budget and approving a budget amendment for fiscal year 2017-18."

After discussion, Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$1,450 In Donations Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2017-18. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of March with Council. He said he contacted Isle of Wight County regarding the sewer study, and they are expecting a preliminary report within the next two weeks.

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

Mr. Stallings reviewed the Calendar of Events with Council. He noted that there will be a Budget work session on April 24, 2018 at 5:30 p.m. and two public hearings at 7:00 p.m.

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

None

### ***Mayor's Report***

Mayor Richardson said that she, Mr. Stallings, and several Council members attended an Intergovernmental meeting with the Town of Smithfield on March 29, 2018. She also reported that the grant writer, Desiree Urquhart, is completing the final stages of her fundraising campaign for donations for the Windsor Town Center.

Mayor Richardson also reported that three members on the Windsor Town Center Advisory Board will be resigning due to work and personal commitments. She said Brenda Stephenson, Chairman of the Advisory Board, has recommended Karen Beale, Brenda Peters, and Robert Eley to fill these positions.

Councilman Bernacki recommended that the Advisory Board consist of members who are Town residents. Vice Mayor Scott suggested that Council submit a list of prospective members to Ms. Stephenson for consideration.

### **Economic Development Authority (EDA) Report**

Vice Mayor Scott reported that an EDA meeting has been scheduled for April 19, 2018. He said that a new member will need to be appointed due to a member who is deceased.

### **Other Reports**

None

### **Old or Unfinished Business**

#### ***U.S. Route 460 Improvement Project***

Mayor Richardson said she received a letter from Trip Pollard, Senior Attorney for Southern Environmental Law Center (SELC), regarding comments on the Draft Route 460 Safety Study for Isle of Wight and Suffolk as discussed at the March 13, 2018 meeting. She said Mr. Pollard is suggesting that the Town of Windsor be included in VDOT's current safety study. She said Mr. Pollard is also recommending that any improvements to Route 460 through the Town be broken up into small, less costly projects so that they have a better chance of scoring well in Smart Scale.

Mayor Richardson recommended drafting a letter to VDOT requesting that the study be expanded to include the stretch of Route 460 located within the Town of Windsor as suggested by Mr. Pollard.

After discussion, Council agreed by consensus to have Mr. Stallings draft a letter of support to VDOT along with Mr. Pollard's suggestions and safety concerns.

### **New Business**

Councilman Bernacki suggested changing the business license due date from March 1 to April 15. He said this will give businesses an opportunity to get their tax returns back from their CPAs and avoid possible penalties.

Council agreed by consensus to have Mr. Stallings amend the Business License Ordinance with the due date change and advertise for a public hearing to be held at the May 8, 2018 meeting.

## **Closed Session**

Councilman Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711 for A-1 personnel matters and A-3 discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Bernacki made a motion to go back into regular session. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Vice Mayor Scott 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 Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Willis made a motion to adjourn. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 8:22 p.m.

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Carita J. Richardson, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
COUNCIL VOTES

Council Meeting Date April 10, 2018

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