

**Minutes  
Windsor Town Council Meeting  
Town Hall  
April 14, 2015**

The Windsor Town Council met in regular session on April 14, 2015 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, Interim Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Newsome, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:

- J. Clinton Bryant
- Greg Willis
- N. Macon Edwards, III
- Durwood V. Scott
- Patty Flemming
- Tony Ambrose

Mayor Richardson asked Councilwoman Flemming to lead the Pledge of Allegiance, and she did.

Mayor Richardson recognized Karita Suiter who serves on the Board of Zoning Appeals and several representatives from the Windsor Boy Scout Troop 41. She welcomed them and thanked them for attending the meeting.

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

Raegan Hasty, Windsor High School co-student liaison to Council, reported on several school activities. She reported that the BETA Club attended the State Convention, and several club members received first, second, and third place awards. She also reminded Council of the 1<sup>st</sup> Annual Duke Open Charity Golf Tournament to benefit the Windsor High School Booster Club. She said it will take place Friday, May 8, 2015 at 1:00 p.m. at the Nansemond River Golf Club.

Mayor Richardson thanked Ms. Hasty for updating Council on the recent events at the high school.

**Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the March 10, 2015 Council meeting, the Police Chief's report, and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilwoman Flemming 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**

Ms. Newsome said that the Treasurer's report for the month of March is before Council for review. She asked if there were any questions or comments regarding the report. Mayor

Richardson thanked Ms. Newsome for arranging to have the \$300,000 divided into three \$100,000 CD's with Farmers Bank as suggested by Council.

Councilman Willis made a motion to accept the Treasurer's report as presented. Councilwoman Flemming 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 a streetlight located at the corner of 20 and 22 Virginia Avenue that constantly stays on. Councilman Scott reported a wire hanging down at the corner of North Court Street and U.S. Route 460. Mr. Stallings said that he will have staff report the streetlight to Dominion Virginia Power, and the wire hanging down was just recently reported to Verizon.

Councilwoman Flemming reported a large hole near the sidewalk at Church Street in front of the high school ball field. She also said that the recycling bin located at the middle school is overflowing. Mr. Stallings said he would contact VDOT regarding the hole near the ball field. Mayor Richardson asked Mr. Stallings to contact Isle of Wight County again regarding adding an additional recycling bin for the Town due to the constant overflowing issues.

Councilman Scott commended the maintenance department on the protective guard that they placed on the light at the entrance sign located on the north side of Town. He said it protects the light and does not take away from the appearance of the sign. Mr. Stallings said that Phillip Bowden from the maintenance department did a nice job making and installing the guard.

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

#### ***Budget Work Session***

Mr. Stallings explained that he is currently working on the 2015-16 budget proposal and would like to hold a budget work session to present the draft budget and receive input from Council. Council agreed to schedule a budget work session on Tuesday, April 28, 2015 at 5:30 p.m. Mayor Richardson said that she will be providing food at 5:00 p.m.

#### ***Action List***

Mr. Stallings reviewed the Action List for the month of March with Council. He reported that the petition opposing the Route 460 Project is now available to be signed on the Town's website. Councilwoman Flemming suggested also having the petitions put on Facebook. Mayor Richardson said she would like to have all the petitions collected by the end of April so that they may be sent to the appropriate VDOT representatives. Councilman Ambrose suggested having the petitions available to sign at the May 2<sup>nd</sup> fundraiser and concert at the gazebo. Council agreed to have the petitions available to sign at the May 2<sup>nd</sup> fundraiser and concert and then have them collected on Monday, May 4<sup>th</sup>.

Mr. Stallings reported that the grant application for the Girl Scout's Windsor Community Mural project with the Virginia Commission for the Arts was not funded due to the project beginning prior to the grant period in July. He said that Jennifer Bak, the Girl Scout Leader for Windsor, would like to know if Council is still committed to the \$10,000 contribution which would have been an equal match of the grant.

Council continued to discuss other grant opportunities. Mayor Richardson suggested that staff contact Desiree Urquhart who worked with applying for various grants in her former job. After further discussion, Council agreed to table this issue until the April 28, 2015 work session to allow time to receive a report from Mrs. Bak regarding the project's monetary needs.

Councilman Edwards expressed his concerns with staff not being able to contact the homeowner at Lover's Lane regarding trimming the bushes that are obstructing the view when entering onto U.S. Route 460. Mr. Stallings said he has left several messages on the homeowner's cell phone, but has not received a return phone call. He said he would continue trying to reach the homeowner regarding trimming the bushes. Councilman Edwards asked for an update on the work being done to correct the drainage issues on the Saunder's property. Mr. Stallings said that the contractor has the piping laid out and was waiting for clearance from Miss Utility. He said he would contact the contractor and get an update on when the work will begin and report this information back to Council.

Councilman Scott asked for an update on the sidewalk repairs. Mr. Stallings said that the contractors have begun work on the south side of Town.

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

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He said that the Concert at the Gazebo featuring Billy Mitchell's Golden Oldies and the Town of Windsor Community Center Fundraiser will be held Saturday, May 2, 2015 from 4:00 p.m. to 7:00 p.m.

### ***Part-time Police Officer Position***

Mr. Stallings explained that Council previously authorized a part-time Police Officer position for six months, and the position has expired. He recommended that Council continue with the part-time police officer position until a new Police Chief is hired. Mr. Stallings said that the ad for the police chief position has been completed and has been reviewed by Mayor Richardson. He said it is also available for Council to review if they would like. He said it will be put in the newspapers and on the website this week, and the hiring process may take up to two months. After a brief discussion, Councilman Ambrose made a motion to continue with the part-time Police Officer position until a Police Chief is hired. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

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

None

### **Mayor's Report**

### ***Resolution – 50<sup>th</sup> Class Reunion of the Georgie D. Tyler High School Class of 1965***

Mayor Richardson explained that the Georgie D. Tyler graduating class of 1965 is celebrating its 50<sup>th</sup> anniversary this year. She said that two members of the class have asked if Council would write a letter to be placed in their class book for the reunion. Mayor Richardson said that there is a resolution enclosed celebrating and recognizing the 50<sup>th</sup> Class Reunion of the Georgie D. Tyler High School Class of 1965. Mayor Richardson read the title of the resolution as follows: "A resolution recognizing the 50<sup>th</sup> class reunion of the Georgie D. Tyler High School Class of 1965." Councilman Edwards noted that the resolution

states that the school was located "in" the Town of Windsor, and it should state that the school was located "near" the Town of Windsor.

After a brief discussion, Councilman Edwards made a motion to adopt the resolution, with the mentioned correction, entitled: *A Resolution Recognizing The 50<sup>th</sup> Class Reunion Of The Georgie D. Tyler High School Class Of 1965*. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

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

Mayor Richardson said she will be meeting with Trip Pollard, Senior Attorney with the Southern Environmental Law Center, on April 23, 2015 to tour and discuss two environmental concerns with the northern bypass. She said she also attended a meeting with local farmers and an attorney to receive advice regarding the northern bypass being chosen as the preferred alternative. She said the attorney recommended that a traffic engineer be hired to look at issues that may be used to either postpone or stop this preferred alternative. She encouraged everyone to write letters to the *Virginian Pilot* and the *Richmond Times Dispatch* to inform citizens of the many issues regarding the northern bypass being chosen as the preferred alternative. Council continued to discuss the benefits of having a professional assessment from a traffic engineer.

Mayor Richardson said that the Community Center outside renovations are progressing well. She encouraged everyone to support the Community Center by purchasing a Nixon's BBQ and fried chicken plate for \$9.00 and to enjoy the Concert at the Gazebo on May 2<sup>nd</sup> from 4:00 p.m. to 7:00 p.m. She said that plates can also be picked up at the Windsor Christian Church parking lot.

### **Economic Development Authority Report**

Councilman Scott reported that the business brochures are in the final stages of review and should be completed soon. He said the Governor has declared June as Business Appreciation month. He said that the EDA has agreed to invite all the businesses to the June 5, 2015 concert series featuring Bria Kelly and recognize each business individually.

### **Other Reports**

Councilman Willis reported that Dale Scott with the Windsor Volunteer Fire Department met with Isle of Wight County regarding the amended Facility Use Agreement. He said that the Isle of Wight County Board of Supervisors denied the amended Facility Use Agreement that was agreed upon with all seven fire departments in the County. He stated that the Windsor Volunteer Fire Department remains unfunded and is struggling to remain operational.

### **Old or Unfinished Business**

Jennifer Bak introduced Sam Welty, the renowned Muralist who will be assisting the Girl Scouts with the Windsor Community Mural Project. Mrs. Bak briefed Council on art work and supplies that have been donated towards the project. Council continued to discuss funding for the project and agreed to continue the discussion at the April 28, 2015 work session.

### **New Business**

Mayor Richardson said it was suggested by an attorney to hire a traffic engineer to do a professional assessment on VDOT's preferred northern bypass alternative. Council

discussed the costs and benefits of hiring a traffic engineer. After further discussion, it was the consensus of Council to have staff acquire cost estimates and report this information back to Council at the May 12, 2015 meeting.

### **Closed Session**

Vice Mayor Bryant made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, 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 Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Ambrose 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 #6.

Councilman Willis 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. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Scott made a motion to authorize the Town Manager to solicit proposals for the sale of the post office. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Councilwoman Flemming made a motion to adjourn. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 9:00 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 14, 2015

Motion #	Flemming	Edwards	Ambrose	Bryant	Willis	Scott	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	
7	y	y	y	y	y	y	
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Jerry Whitehead, Clerk