

**Minutes
Windsor Town Council Budget Work Session
Town Hall
April 25, 2017**

The Windsor Town Council met in a Work Session on April 25, 2017 at 5:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Vice Mayor Durwood V. Scott was present, and he called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Christy Jernigan, Treasurer, were present.

Council members present: N. Macon Edwards, III
Greg Willis
Patty Flemming
Tony Ambrose

Vice Mayor Scott thanked everyone for attending the work session. He said that Mayor Richardson is absent due to an illness, and Councilman Bernacki is out of Town.

Fiscal Year 2015-2016 Audit

Mr. Stallings said that Roger Hamilton and Theresa Rohm, CPA's with A. Rohm, Smith & Company, were present to answer questions pertaining to the 2015-2016 Town of Windsor audit. He explained that the audit was presented at the April 11, 2017 Council meeting, but Council had not had an opportunity to review the information.

Councilman Edwards questioned why revenues show \$10,000 received from the fire grant, and the audit is only showing \$9,000 in expenditures. Mr. Stallings explained that the fire grant was distributed in two payments. He said that \$1,000 was received on June 30, 2016, therefore the payment was made to the fire department in fiscal year 2016-2017.

Councilman Edwards asked Mr. Hamilton to explain some of the difficulties encountered in performing the audit as stated in the report. Mr. Hamilton explained several issues with the Bright system that caused problems and delays. He said that some beginning balances were not carried forward correctly in the accounting software system, and some were deleted from the general ledger. He said the Treasurer spent a significant amount of time with the accounting software company trying to resolve these issues.

Council continued to discuss how to prevent these problems from occurring in the future to ensure that the audit will be completed in a timely manner. Vice Mayor Scott thanked Mr. Hamilton and Mrs. Rohm for attending the meeting and for answering questions regarding the 2015-2016 Town of Windsor Audit.

Radio System Upgrade

Terry Hall, director of the York-Poquoson-Williamsburg Regional 911 Center gave Council an update on the radio system upgrade. Pam Thrasher also attended the meeting to answer questions. Mr. Hall reviewed the tower site locations, the tower site development and permitting process, interconnecting systems, regional system upgrades, and the coverage map.

Council continued to discuss fees regarding the new radios. Mr. Stallings reported that \$75,000 has been budgeted under Capital Projects for the purchase of the new police radios. He said that we anticipate the cost of each radio to be approximately \$3,500, and we anticipate purchasing 20 radios to outfit all the cars and provide each officer with a portable radio.

Vice Mayor Scott thanked Mr. Hall and Mrs. Thrasher for briefing Council on the new radio system.

Hampton Roads Hazard Mitigation Plan

Mr. Stallings reported that in 2000, the United States Congress passed the Disaster Mitigation Act of 2000. This act requires that all state and local governments develop a hazard mitigation plan. He said the act also requires that the plan be updated every five years, and Council last adopted this plan in February of 2012.

Mr. Stallings explained that the plan determines what hazards threaten the region and then identifies mitigation measures to address the identified hazards. He said there are three mitigation actions listed in the plan for the Town of Windsor. One pertains to floodplain training for planning and zoning staff, one pertains to ensuring that our current zoning permit applications are in compliance with the National Floodplain Insurance Program, and the last is the installation of a backup generator at the police department.

Mr. Stallings recommended that Council adopt the enclosed resolution adopting the Hampton Roads Hazard Mitigation Plan.

Councilman Willis made a motion to adopt the enclosed resolution adopting the Hampton Roads Hazard Mitigation Plan. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Draft Budget Review

Mr. Stallings reviewed the draft budget proposal for the upcoming 2017-2018 fiscal year. He recommended an increase in the cigarette tax from its current \$0.25 per pack to \$0.35 per pack. He said this should generate an additional \$10,000 per year. He said the Town must also adjust the machinery and tools tax rate from its current \$0.10 per \$100 of value to \$0.25 per \$100 of value to remain revenue neutral due to the change in valuation methods used by Isle of Wight County. He said this will generate no additional revenues.

Mr. Stallings reported that this budget proposal contains a modest salary increase of 3% for all employees, except for those appointed by Town Council. He proposed increasing the Maintenance Worker's salary from his current rate of \$17.73 per hour to \$19.23 per hour and have his title changed to Maintenance Foreman. He also proposed increasing the Assistant Clerk/Treasurer's salary by \$1,500 due to her increased work load.

Mr. Stallings explained that in the past, the Water Fund has split the cost of certain employees with the General Fund. He said this will continue to be done this way, but it will be shown in a different way in the budget. In the past, the Water Fund has made payments to the General Fund that were applied to the expense line items related to salaries. He said this made it difficult to see the actual salary expenses in the budget. He said this year he has shown the total salary costs in the General Fund and have shown the payment for the Water Fund as a revenue in the General Fund Revenues. He said this should make it much easier to understand the salary costs in the budget.

Mr. Stallings said that the Town is anticipating the purchase of three new police vehicles and paying for them over the next two budget years as we have done in the past. He said this is showing under Capital Projects.

Mr. Stallings explained that as we continue with the conversion to Munis, we should anticipate having to appropriate carryover funds after the adoption of the budget. This is due to the fact that we will not know how much is remaining on the contract until after the end of the fiscal year. Mr. Stallings said he has put \$15,000 in the Financial Software Upgrade line item to cover the cost of Tyler Cashiering. He said this is an additional software package that will allow us to have a point of sale style cashiering system that allows us to take payments for multiple items from the same screen.

Mr. Stallings said under Capital Projects there is \$75,000 for the purchase of new police radios which will be compatible with the new radio system implemented by Isle of Wight County. He said under the Water Fund Capital Projects you will see \$50,000 for water system mapping and master planning.

Council discussed the increase in cigarette taxes and felt that \$0.10 per pack may be excessive. After further discussion, Mr. Stallings said that Council would receive the draft budget with narrative by May 1, 2017. He said that all numbers are flexible until the budget is adopted by Council at the June meeting.

Other Reports

Councilwoman Flemming stated that the Town of Windsor is in need of a green space area designated for a walking park and for a place for children to play. She said that the property on Bank Street would be a good location for this type of park.

Closed Session

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters. Councilman Edwards seconded, and Council passed the motion as recorded on the attached chart as motion #2.

Councilman Willis made a motion to go back into regular session. Councilman Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #3.

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 Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

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 #5.

The meeting adjourned at 8:55 p.m.

Durwood Scott, Vice Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 25, 2017 WS

Motion #	Edwards	Ambrose	Bernacki	Willis	Scott	Flemming	C. Richardson
1	Y	Y	absent	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	
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Jerry Whitehead, Clerk