

**Minutes
Windsor Town Council Meeting
Town Hall
August 13, 2019**

The Windsor Town Council met in regular session on August 13, 2019 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, Chief Riddle, and Fred Taylor, Town Attorney, were present.

Council members present: Durwood Scott
 Greg Willis
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 George Stubbs - absent

Councilman Greg Willis led the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Police Department - Certificate of Completion

Chief Riddle presented Cheyann Flournoy with a Certificate of Completion for completing a 125 contact hour internship with the Windsor Police Department. He thanked her for her service and wished her luck with her future endeavors.

Ms. Flournoy thanked Chief Riddle and Council for the opportunity to work and learn from the Windsor Police Department.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the July 9, 2019 Council meeting, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki asked what actions could be taken by the Town or County to address the issues regarding the structure mentioned in the Planning and Zoning report located at 102 Maple Lane.

Mr. Sullivan explained that the structure is a church owned by Macedonia Church of God. He said the property has been abandoned by the owners and has a 100 percent tax exemption status due to the Church classification.

Mr. Sullivan explained that the Isle of Wight building inspectors are aware of the situation and have deemed the structure “unsafe” as defined in Article 1, Section 105.1 of the Virginia Maintenance Code. The County has attempted to reach the landowners named above, but their contact information leads directly back to the Macedonia Church of God, with no private owner named. Mr. Sullivan stated that the building inspectors have suggested that the Town ordinance would be the best tool to handle the abandoned property.

Mr. Sullivan reported that Section 51-1 allows Town Council to determine if the property is a “hazard or menace from any standpoint” by a majority decision, and either remove or repair the troubled structure. However, Section 15.2-906 of the State Code requires that the structure “might endanger the public health or safety of other residents of such locality” for the locality to make changes to the structure without the owner’s approval. He said it is unknown at this time if the structure poses a health or safety issue to those outside of the structure.

Mr. Taylor suggested that the church tax exemption status administratively be rescinded at Isle of Wight County if the structure is not being used as an active church. He said then Isle of Wight County and the Town of Windsor could take action against the property for non-payment of taxes in due time.

After further discussion, it was the consensus of Council to have Mr. Stallings and staff pursue all options possible to address this issue including having the church tax exemption status rescinded if the structure is not being used as a church.

Councilman Bernacki made a motion to adopt the Consent Agenda with the aforementioned corrections. 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 July is before Council for review. She reported that some line item totals may change due to June invoices that haven’t been received. She said the auditor started preliminary work for the 2018/2019 audit on August 6, 2019 and is scheduled to return on August 27, 2019 to complete final fieldwork. Mrs. Jernigan said she received tax records for the Town’s 2019 tax billing from Isle of Wight County and plans to have the 2019 tax information loaded into Munis on August 14, 2019. She noted that the tax bills will be sent for mailing by the first of October.

After further discussion, Councilman Greg Willis made a motion to approve the Treasurer’s report. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Councilman Bernacki reported that the repairs made to the road on Shiloh Drive due to the recent water leak has created a "speed bump" effect due to the asphalt not being properly graded. Mr. Stallings said he will contact Belcher's Paving to have this issue addressed.

Town Manager's Report

Approval of Water Line Repair

Mr. Stallings reported that on the afternoon of July 25, 2019, the Town experienced a significant water leak on Church Street. He said the leak was located in the roadway and was fairly deep in the ground. Mr. Stallings explained that with this being an emergency repair, he authorized the Maintenance Supervisor to solicit the help of a contractor.

Mr. Stallings said attached is a copy of the invoice for the emergency repair that includes the cost of the equipment, labor, and materials totaling \$6,575.12. He said these funds are already in the Water Fund budget in the System Repairs and Maintenance line item.

Council continued to discuss the cause of the leak, competitive contractors, Town Manager's spending threshold, and water line mapping for documentation.

After discussion, Councilman Greg Willis made a motion to approve the emergency water system repair in the amount of \$6,575.12. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Police Car Purchase

Mr. Stallings stated that the adopted budget calls for the purchase of two police vehicles. He said the budgeted amount for the lease purchase of these vehicles is \$70,000 or \$35,000 for this fiscal year and for the next. He said the total cost is \$69,528, and Home Trust Bank will be securing the lease at 2.39%.

Mr. Stallings recommended that Council adopt the enclosed resolution authorizing and directing the Town Manager to move forward with the purchase of the two police cars.

Mayor Willis read the title of the resolution as follows: "A resolution authorizing the Town Manager to execute the required documents to accept the equipment lease from Home Trust Bank."

Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Authorizing The Town Manager To Execute The Required Documents To Accept The Equipment Lease From Home Trust Bank. Councilman Bernacki seconded, and

Council unanimously passed the motion as recorded on the attached chart as motion #4.

Appropriation of Byrne JAG Block Grant Funds

Mr. Stallings reported that the Town has been awarded a Byrne JAG Grant from the Department of Criminal Justice Services in the amount of \$2,469.00 with a required match of \$237.36.

Mr. Stallings said he enclosed a resolution that would accept the grant and appropriate the grant funds and the match into the Police Department's equipment line item for fiscal year 2019-2020.

Mayor Willis read the title of the resolution as follows: "A resolution accepting a grant award from the Department of Criminal Justice Services of the Commonwealth of Virginia and appropriating the grant funds along with the required local match from the Unappropriated Fund Balance of the General Fund to the Town's Operating Budget for fiscal year 2019-2020."

Councilman Bernacki made a motion to adopt the resolution entitled: *A Resolution Accepting A Grant Award From The Department Of Criminal Justice Services Of The Commonwealth Of Virginia And Appropriating The Grant Funds Along With The Required Local Match From The Unappropriated Fund Balance Of The General Fund To The Town's Operating Budget For Fiscal Year 2019-2020*. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Appropriation of Donated Funds

Mr. Stallings reported that \$455 has been donated towards the purchase of t-shirts and awards for the car show as part of the Town's annual July 4th celebration. Mr. Stallings recommended that Council adopt the enclosed resolution that will appropriate these funds to be used for next year's July 4th celebration.

Mayor Willis thanked Councilman Greg Willis and those who participated and donated to the car show for making it the success that it is. Councilman Greg Willis explained that the car show is self-sustained by donations and sponsors noting that no Town funds are used.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$455 in donations into the General Fund Operating Budget and approving a budget amendment for Fiscal Year 2019-20."

After discussion, Councilman Greg Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$455 In Donations Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2019-20*. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Appropriation of Donated Funds

Mr. Stallings reported that Duke Automotive in Suffolk has been gracious enough to sponsor the Town concerts again this year in the amount of \$750. He said these funds must be appropriated in order to be spent for this purpose. Mr. Stallings recommended that Council adopt the enclosed resolution that will appropriate these funds to be used for the concert series.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$750 in donations into the General Fund Operating Budget and approving a budget amendment for Fiscal Year 2019-20."

Councilwoman Blankenship made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$750 In Donations Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2019-20. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7

Spending Limit Policy

Mr. Stallings explained that the Town's most recent audit recommends that staff update the Town of Windsor Spending Limit Policy. He said he has updated the spending limits to reflect current staff and has added a section regarding emergency purchases as follows for Council's review and discussion:

The following shall be authorized spending limits for Town personnel. Any purchase above the employee's spending limit shall be approved by a supervisor with the appropriate authorization of Town Council.

Town Manager - \$5,000

Town Treasurer - \$3,000

Town Clerk - \$3,000

Department Heads (Police Chief, Maintenance Supervisor, Planning & Zoning Administrator) \$1,500

All other Town Employees - \$500

In the event of an emergency in which a purchase is required that exceeds the above listed spending limits, the Town Manager may authorize an expenditure after consultation with the Mayor. Said purchase shall be presented to Town Council at its next meeting for approval.

After discussion, it was the consensus of Council to have Mr. Stallings add language to the policy stating that the Town Manager will notify Town Council after consultation with the Mayor and Vice Mayor along with documentation of the emergency. Council also agreed that if the Town Manager is out of Town during an emergency, he would be required to document who would be his authorized designee over the \$5,000 spending limit in his absence.

Councilman Greg Willis made a motion to adopt the Spending Limit Policy as defined with additional language stating that the Town Manager will notify Town Council after consultation with the Mayor and Vice Mayor along with documentation of the emergency.

Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Action List

Mr. Stallings reviewed the Action List with Council. He briefed Council on the status of the Church Street/Shiloh Drive sidewalk project. He said he is waiting for the last easement to arrive through the mail, and the engineers are still waiting for comments from the Army Corps of Engineers for permitting. Mr. Stallings said he still anticipates that the project is on schedule to begin before the end of the summer.

Mr. Stallings reported that the Drainage Committee will be meeting on August 22, 2019 at 5:00 p.m.

Councilman Bernacki asked that the electric bill and the water bill be included on the Windsor Town Center monthly report. Mr. Stallings said the electric bill has been approximately \$1,200 to \$1,500 for the past several months. He said he would include this information on the report going forward.

Mayor Willis reviewed the Windsor Town Center monthly attendance report with Council.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council noting that the next planning session will be on August 28, 2019 at the Town Center beginning at 9:00 a.m.

Town Attorney's Report

None

Mayor's Report

Mayor Willis asked Mr. Stallings the status of having the "Children at Play" sign installed by VDOT at the entrance of Windsor Woods to deter vehicles from speeding. He also asked Mr. Stallings to brief Council on the progress of transitioning the Town's IT support to Isle of Wight County.

Mr. Stallings said he is in the process of filling out the form to submit to VDOT to have the "Children at Play" sign installed. He also reported that Isle of Wight County is now providing IT support for the Town as of July 1, 2019. He said the MOU with the County is still pending, but their support is working out well.

Mayor Willis said he and Mr. Stallings met with representatives from Christian Outreach which is a service organization located in Windsor. He said they were interested in starting food distribution within the Town of Windsor. He said they referred them to churches within the Town and also to the Harvest Outreach for perspective distribution locations.

Economic Development Authority (EDA) Report

Vice Mayor Scott reported that the EDA met on August 5, 2019. He said Sharon Jones, Isle of Wight County Circuit Court Clerk, was present to swear in the new members. He reported that William Nusbaum, Attorney from William-Mullen, gave an informative presentation on tax exempt bonds, which will be aggressively marketed by the EDA.

Vice Mayor Scott also reported that the EDA is moving forward with marketing the two parcels located on the west side of Town that were discussed at the last meeting. He said "For Sale" signs should be on these two parcels within the next two weeks with the goal of attracting new business interest for the Town of Windsor.

Other Reports

None

Old or Unfinished Business

Councilman Willis asked if generator maintenance has taken place in preparation for hurricane season. Mr. Stallings explained that the Town has a service contract on all of the generators; therefore, they are receiving scheduled maintenance. He said they are also automatically set to run once a week to make sure that they are operating properly.

Councilman Bernacki reported that he and several other volunteer firefighters visited Appleton, WI for the final inspection on the new rescue 40 truck for the Windsor Volunteer Fire Department. He said it should be in service by the end of September.

Councilman Bernacki asked for an update on the Residential Beautification Award that was suggested at the last meeting. Council discussed the criteria, longevity of such an award, the process of evaluating the homes with improvements, and who would be responsible for taking on such a project. After further discussion, it was the consensus of Council to have Mayor Willis speak with civic organizations to see if they would like to take this on as a community project.

Mr. Stallings updated Council on the project located across from Food Lion on Route 460. He said he met with the developers and was informed that a site plan will be submitted after the civil engineers complete their work.

Councilwoman Blankenship asked if the Town Center MOU has been presented to Isle of Wight County. Mr. Stallings said the MOU has been presented to the County, but he has not received official comments back at this time.

New Business

None

Closed Session

Councilman Greg Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #9.

Vice Mayor Scott made a motion to go back into regular session. Councilwoman Blankenship seconded, and Council passed the motion as recorded on the attached chart as motion #10.

Councilman Bernacki 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 Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

Vice Mayor Scott made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

The meeting adjourned at 8:37 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date August 13, 2019

Motion #	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Scott	Glyn Willis
1	Y	Y	Y	Y	absent	Y	
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	
8	Y	Y	Y	Y		Y	
9	Y	Y	Y	Y		Y	
10	Y	Y	Y	Y		Y	
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Jerry Whitehead, Clerk