

**Minutes
Windsor Town Council Meeting
Town Hall
December 12, 2023**

The Windsor Town Council met in a regular session on December 12, 2023 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor George Stubbs was present, and he called the meeting to order. He welcomed those who were present. Mayor Stubbs asked for anyone with cell phones to please silence them. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Chief Riddle, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present: J. Randy Carr, Vice Mayor
 David T. Adams
 Walter Bernacki
 Edward (Gibbie) Dowdy
 Jake Redd
 Marlin Sharp

Councilman Sharp delivered the invocation and led the Pledge of Allegiance.

Public Hearings
None

Delegations and Public Comments

Audit Report on the FY23 Budget; Aaron Hawkins of Robinson, Farmer, and Cox Associates

Aaron Hawkins of Robinson, Farmer, Cox Associates reviewed the Audit Report on the FY23 Budget.

Mr. Hawkins reported that the Town's General Fund has an ending fund balance of \$2,726,850. He stated that \$2,606,604 is the portion of the fund balance that is unassigned, which means it's for use at the Town's discretion. He noted that the General fund has \$1,653,381 in unearned revenue, which are ARPA funds to be utilized by the Town.

Mr. Hawkins explained how Capital Projects will affect the ARPA funds, as questioned by Councilman Bernacki.

Mr. Hawkins reviewed the tax collections stating that the total tax levy collected is at 93.84%, which is in line with the past few years.

Mr. Hawkins continued to review the report on internal controls and compliance. He said he was pleased to report that there are no findings in this audit report. He commended Ms. McClanahan on how well she was prepared for the audit.

Councilman Sharp noted that his name is spelled incorrectly in the Financial Report. He said it should be corrected from "Martin" to "Marlin."

Mr. Hawkins said he will have Councilman Sharp's name corrected in the Financial Report.

Mayor Stubbs thanked Mr. Hawkins for presenting the audit.

Public Comment

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes of the November 14, 2023 Town Council Meeting, the minutes of the December 6, 2023 Town Council Work Session, the Planning and Zoning report, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki questioned why the numbers in the "Assist Other Jurisdiction (Mutual Aid)" line item in the Police Report are almost half of what it was last year.

Chief Riddle commented that it's based on the need.

Councilman Adams made a motion to adopt the Consent Agenda as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. McClanahan reviewed the November 2023 Treasurer's report and gave an update on collections. She reported that 50% of the 2023 Personal Property taxes have been collected as of the end of November, 2023.

Councilman Bernacki said it was discussed when we received the new software program that the Town would have the ability to accept online payments for taxes. He said several citizens have asked when they will be able to pay their taxes online.

Ms. McClanahan said she is working on the setup for online tax payments. She said she will follow-up with Munis to continue the process.

Councilman Adams thanked Ms. McClanahan for the performance on the audit. He also asked why the Water Fund shows zero expenditures for the Salaries and Overtime line item.

Ms. McClanahan explained that every six months, the Water Fund will reimburse the General Fund for salaries. She said those numbers will be shown on next month's Treasurer's Report.

Councilman Sharp made a motion to approve the Treasurer's report as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council Comments

Councilman Sharp said he has a question regarding school zone cameras. He said we discussed this a couple of months ago, and Council decided not to pursue school zone cameras due to the low-rate traffic violations and accidents in the school zone.

Councilman Sharp said he has received comments, particularly regarding the high school, that the 25 MPH speed limit sign on Church Street does not deter motorists from speeding through the school zone, and the police are not writing tickets in this area. He said he has received recommendations from citizens that having a crosswalk installed may be helpful.

Chief Riddle explained that police records show no significant incidences with speeding or accidents at the school zone located at the high school. He agreed that a crosswalk would be beneficial and explained that it would be VDOT's responsibility to place a crosswalk at the high school.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that the contractors completed the water main installation, except for minor elements that will be required when charging the line. He said they are currently working on individual service connection installation.

Windsor Town Cemetery Fence

Mr. Saunders reported that the new cemetery fence, a 4 ft. tall, black vinyl-coated, chain link fence, approximately 495 ft. in length, which was approved at the October 10th Town Council meeting, has been installed satisfactorily.

Mayor Stubbs thanked Mr. Saunders for his efforts in having the fence installed. He said the fence is very impressive looking.

Calendar of Events

Mr. Saunders said the December 2023 and January 2024 calendars are enclosed to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Draft FY2024-25 Budget Calendar

Mr. Saunders stated that as we start a new calendar year, we will begin the process of developing the Town's operating budget and CIP for the 2024-25 fiscal year. As such, I have attached a draft budget calendar.

Mr. Saunders said as you can see, there is a work session proposed for Tuesday, January 23rd to review the 6-month budget report. He said we propose a light meal at 5:30 PM with presentations to begin at 6 PM.

Mr. Saunders said to please let him know if there are any issues with the draft calendar, so he can provide a final calendar with the January 9th Town Council meeting agenda packet.

Offer of Employment – Town Clerk

Mr. Saunders said in regard to the search for a Town Clerk, to fill the position being vacated by the retirement of Terry Whitehead, I recommend extending the offer of employment to Ms. Kelly Kuhns.

Mr. Saunders added that Ms. Kuhns is currently the Emergency Communications Manager in Surry County and has been with Surry County for the last 10 years.

Mr. Saunders said we believe that Ms. Kuhns has the requisite skills, education, and experience to fulfill the duties of Town Clerk and be a beneficial addition to the Town staff.

Councilman Adams made a motion to extend the offer of employment to Ms. Kelly Kuhns. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Christmas Bonuses

Mr. Saunders said it's that time of year when we typically extend a Christmas bonus to Town staff. He recommended a \$200 net bonus, as we have done in the past if that is the pleasure of Council.

After discussion, Councilman Bernacki made a motion to extend a \$200 net Christmas bonus to Town staff. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Stubbs presented Mr. Saunders with a bonus check in appreciation for all he does over and above for the Town of Windsor. Mayor Stubbs stated that his hard work and diligence has not gone unnoticed.

Town Attorney's Report

None

Mayor's Report

Mayor Stubbs reported that he visited Kelly Blankenship's parents and presented them with a Recognition Resolution for Ms. Blankenship. He said he also gave them a copy of the Windsor Weekly Newspaper with an article regarding Ms. Blankenship's passing and her loyal service and dedication to the Town of Windsor while previously serving on Town Council. He added that the family was very appreciative of what Town Council has done in memory of Ms. Blankenship. Mayor Stubbs said he expressed to her parents that not only is Ms. Blankenship's passing a loss to the family, but it is also a loss to the Town.

Economic Development Authority (EDA)

Councilman Redd reported that closing for the sale of the EDA property located on the west side of Town has been completed. He said he spoke with the new property owner, and he plans to start work on the property in January 2024. Councilman Redd added that the new property owner has already cut the grass on the property.

Other Reports

Councilman Bernacki said, on behalf of the fire department, they would like to wish everyone a healthy and safe holiday season. He reminded everyone not to overload circuits this holiday season. He said there have already been a couple of fires in the area due to overloaded circuits from Christmas lights. He also reminded everyone to keep space heaters at least 3 feet from any object.

Old or Unfinished Business

Proposal for Senior Programs at the Windsor Town Center

Charnitta Waters, Senior Director of Operations at Senior Services of Southeastern Virginia (SSSEVA), 2551 Eltham Avenue, Norfolk, Virginia, shared what Senior Services are in hopes of. She said SSSEVA would like Council to revisit the opportunity to bring senior services back to the Town of Windsor. She said an alternative plan has been developed and discussed with Town staff on how SSSEVA can come to the Town of Windsor with an alternative arrangement during the planned closures for the Windsor Town Center in hopes of being able to service older adults.

Ms. Waters continued to discuss the many benefits their senior programs offer to older adults.

Mayor Stubbs said he understands that representatives from SSSEVA met with the Town Center Advisory Board. He asked for an update on that meeting.

Councilman Dowdy reported that the Town Center Advisory Board had no issues with SSSEVA utilizing the Town Center for senior programs with the condition that seniors are off the premises by 2:00 pm so as not to be hindered by traffic and stacking related to parents picking up their children from Georgie Tyler Middle School.

Mr. Saunders explained that the day-to-day program hours are shown in the Memorandum of Understanding (MOU) as 9:00 am to 1:45 pm. He said the programs would normally be wrapping up at 2:00 pm, but because of the stacking of the parents coming to the middle school to pick up their children, traffic backs up into the Windsor Town Center parking lot by approximately 2:00 pm. He said that was previously implemented in the MOU, and the Town Center Advisory Board reiterated their desire that the seniors are off the premises by 2:00 pm.

Mr. Saunders said they are proposing to utilize the Town Center three days a week to start with approximately 20 – 22 seniors for a typical lunch, as questioned by Vice Mayor Carr. Mr. Saunders added that the current MOU approves up to four days a week, which are Monday through Thursday.

Ms. Waters answered questions regarding staffing the center for senior programs, the proposed number of seniors attending the programs, set-up and break-down of the programs, and the plan to have the seniors off the premises by 2:00 pm.

Mr. Saunders explained that the program hours are 9:00 am to 1:45 pm primarily for the seniors to be off the premises due to traffic issues in the Town Center parking lot, but staff would be able to set-up and clean-up before and after those hours.

Vice Mayor Carr said he is in support of SSSEVA utilizing the Town Center for senior programs. He explained how important it is that we support our seniors in the community.

Councilman Bernacki said he is pleased that SSSEVA has reconsidered their decision to provide senior programs at the Town Center. He asked Mr. Taylor if he had reviewed the MOU and is he comfortable with the language.

Mr. Taylor explained that he believes this is the same MOU that was proposed last year, and the language in the MOU has his approval.

Mr. Saunders confirmed that this is the same MOU approved by Council at the August 2022 meeting.

Mr. Saunders said the Town Center Advisory Board also expressed concerns regarding additional supply and utility costs, but nothing was revised in the MOU. He said there is also an element in this agreement whereby it is revisited after one year to look at the costs, actions, and interactions of the programs to determine if there are any changes that Council may recommend.

Mr. Saunders read language on page 2 of the MOU explaining how staffing and programs will be handled at the Town Center, as questioned by Mayor Stubbs.

Councilman Adams asked if the SSSEVA programs and IOW Parks and Recreation programs overlap, could this be a conflict for Town staff.

Mr. Saunders said he doesn't see where there would be an issue.

Councilman Dowdy made a motion to adopt the Memorandum of Understanding between Senior Servies of Southeastern Virginia, Inc. and the Town of Windsor. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

New Business

Budget Appropriation – IOWC Emergency Communications Refund

Mr. Saunders said following a true-up of the Isle of Wight County Emergency Communications (Dispatch) FY23 budget, a refund was sent to the Town by the County for overpayment.

Mr. Saunders stated that the Town received \$18,697.86 in a refund; this should be applied to the Town's FY24 budget.

Mr. Saunders said in this regard, I am enclosing a resolution for your consideration to apply \$18,697.86 to the Miscellaneous Revenue line item of the General Fund; and to add \$4,834.14 to the Police Maintenance Contracts expenditure line item and the balance, \$13,863.72 to a newly created Police Accreditation expense line item.

Mr. Saunders explained that this \$4,834.14 will reimburse the Police Maintenance Contracts expenditure line item for unexpected costs related to that portion of the CAD/RMS system that the Town pays directly. He said the development of the new CAD/RMS system has taken longer than expected, which required additional payment to the current provider.

Mr. Saunders said the \$13,863.72 will establish a new expenditure line item for expenses related to the Windsor Police Department's accreditation process.

Mr. Saunders recommended adoption of the resolution entitled: A Resolution To Amend The Town Of Windsor FY24 Budget By The Addition Of \$18,697.86 Of Funding From The Isle Of Wight County Related To The Refund Of Emergency Communications Payment To The Miscellaneous Revenue Line Item Of The General Fund; And To Add \$4,834.14 To The Police Maintenance Contracts Expenditure Line Item And \$13,863.72 To A New Police Accreditation Expenditure Line Item.

Councilman Bernacki questioned why the IOWC Emergency Communications refund is so large.

Mr. Saunders explained that the IOWC Emergency Communications refund is so sizeable because they added additional staffing to their Salary and Benefits, and he doesn't believe that they have gotten fully staffed during the year.

After further discussion, Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution To Amend The Town Of Windsor FY24 Budget By The Addition Of \$18,697.86 Of Funding From The Isle Of Wight County Related To The Refund Of Emergency Communications Payment To The Miscellaneous Revenue Line Item Of The General Fund; And To Add \$4,834.14 To The Police Maintenance Contracts Expenditure Line Item And \$13,863.72 To A New Police Accreditation Expenditure Line Item. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Planning Commission Appointment/Reappointment

Mr. Saunders stated that a term expiration will require an appointment or reappointment to the Planning Commission.

Mr. Saunders said that Dale Scott's term on the Planning Commission expires on December 31, 2023.

At the time of this writing, it was unknown whether Mr. Scott was willing to serve another term. He said he found out today that Mr. Scott is willing to serve another term.

Councilman Sharp made a motion to reappoint Dale Scott to the Planning Commission. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Resolution of Recognition for Terry Whitehead

Mr. Saunders said as you are aware, Terry Whitehead will conclude nineteen years of exemplary service to the Town of Windsor as Town Clerk and Deputy Town Clerk/Treasurer at the end of December.

Please find enclosed a resolution recognizing her service to the Town.

Councilman Bernacki made a motion to adopt a Resolution of Recognition of Terry Whitehead. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

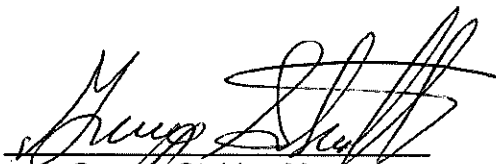
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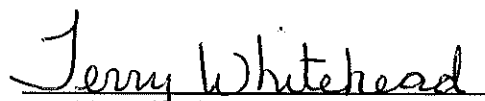
Councilman Adams made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711.A.7. Consultation with legal counsel pertaining to actual litigation regarding the Commonwealth of Virginia versus the Town of Windsor, where such consultation or briefing in an open meeting would adversely affect the litigating posture of the public body. 2.2-3711.A.1. Personnel. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

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. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Councilman Sharp made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

The meeting adjourned at 8:24 p.m.


George Stubbs, Mayor


Terry Whitehead, Town Clerk