

**Minutes  
Windsor Town Council Meeting  
Town Hall  
December 10, 2019**

The Windsor Town Council met in regular session on December 10, 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, Ben Sullivan, Planning & Zoning Administrator, 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

Councilman Stubbs led the Pledge of Allegiance.

**Public Hearing**

None

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

***Audit Presentation - Aaron Hawkins***

Aaron Hawkins, CPA with Robinson, Farmer, Cox Associates, reviewed the 2018-2019 audit with Council. He explained that the Government-Wide Financial Statement captures the Town's capital assets and long term debt. He reviewed the Governmental Fund Statements noting that the Fund Balance of the General Fund was decreased from \$1,345,789 to an ending balance of \$1,215,971. He said this reflects additional debt payments made in an effort to retire debt ahead of schedule.

Mr. Hawkins reviewed the Water Fund stating that the total net position of the Water Fund is \$653,913.

Mr. Hawkins noted that past audit reports included the following statement: "The Town has chosen not to present a Management Discussion and Analysis (MD&A)." He explained that this statement is not included in this year's audit because a MD&A has been included.

Councilwoman Blankenship stated that the MD&A statement is included on page 19. Mr. Hawkins said that a corrected page will be sent with the MD&A statement removed.

Mr. Hawkins continued to review the Schedule of Findings and Responses detailed on pages 85-89 which included: Financial Reporting, Segregation of Duties, Processing Invoices, Balance Sheet Account Reconciliations, and the Receipting Process. He said

Town staff has indicated that most or all of these findings will be eliminated in the FY2020 audit. Mr. Hawkins said he would be glad to answer any questions.

Mr. Hawkins explained the audit process and causes for adjustments as requested by Councilwoman Blankenship.

Mr. Hawkins addressed the Segregation of Duties finding as requested by Councilman Greg Willis. Mr. Hawkins explained that additional staff would be needed to address the Segregation of Duties finding.

Vice Mayor Scott suggested that updated Financial Policies are in place for the Town.

Mayor Willis explained that Council recently received the audit and has not had an opportunity to review it in detail.

After discussion, Council agreed by consensus to provide Mr. Stallings with any questions and concerns regarding the audit to present to the Mr. Hawkins, and have Mr. Hawkins attend the January 14, 2020 Council meeting to answer questions if needed.

### **Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the November 12, 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.

Mr. Sullivan gave an update on the Planning Grant/Management Team's long term goals as requested by Councilwoman Blankenship. He stated that the team will work to host community block parties in different neighborhoods, establish an annual business coming out event, and work towards recruiting new members.

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

### **Treasurer's Report**

Ms. Newsome said the Treasurer's report for the month of November is before Council for review. She gave an update on the import issues with the 2019 personal property taxes.

Mayor Willis reported that Mr. Stallings, Ms. Newsome, Cindy Wellman, with the Isle of Wight IT department, Steve Simmons, the Tyler/Munis account representative, and himself, met via conference call on Monday, December 9, 2019 to discuss a plan going forward to correct the import issues with the personal property taxes. He said he explained to Mr. Simmons that the Town's purpose and objective is to solve the import problem and not have it temporarily fixed which would potentially result in having the same import problems again next tax season.

Mayor Willis said they discussed a timeline of when the problem will be resolved. He said Mr. Simmons agreed to report back the following week on what their resolution time will be to resolve the problem.

Mayor Willis asked Ms. Newsome to keep Council updated on any progress that may occur regarding this issue.

After further discussion, Ms. Newsome continued to review larger disbursements on the Treasurer's report as requested by Council.

Councilman Bernacki suggested using money from the Town Center Fund, after renovation expenses are paid, to pay towards the principal of the loan to impact interest savings.

Councilwoman Blankenship 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**

Councilwoman Blankenship noted that the streetlight outage reported last month, located in Windsor Woods, has not been repaired. Mr. Stallings said he would contact Dominion Power regarding this issue.

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

#### ***Financial Software Conversion***

Mr. Stallings said the Town has been working with Tyler Technologies to implement their Munis financial software for some time now.

Mr. Stallings reported that last fiscal year, Council appropriated the funds to cover the total cost of the conversion to Munis. He said the remaining funds, in the amount of approximately \$27,979, have gone into the Unappropriated Fund Balance of the General Fund since the conversion was not completed last fiscal year.

Mr. Stallings said he enclosed a resolution that appropriates these funds so that the project can continue.

After discussion, it was the consensus of Council to table appropriating these funds until the 2019 personal property import problems are resolved by Tyler Technologies. Council also agreed to have this item on the January 14, 2020 meeting agenda for further discussion.

#### ***Surplus Property***

Mr. Stallings said this fiscal year, the Town purchased two new police cars. He explained that with the addition of a new police officer this year, we will only be disposing of one police car so that we can maintain a reserve of two vehicles. He said once this vehicle is declared surplus, we will dispose of the vehicle in accordance with Town policy; therefore, this vehicle will be put up for auction.

Mr. Stallings said a resolution is enclosed that would declare this vehicle as surplus and authorize the Town Manager to dispose of this vehicle in accordance with Town policy which will be put up for auction.

Mayor Willis read the title of the resolution as follows: "A resolution declaring certain non-fixed assets surplus and approving the disposal of said assets."

After discussion, Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Declaring Certain Non-fixed Assets Surplus And Approving The Disposal Of Said Assets. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Action List***

Mr. Stallings reviewed the Action List with Council. He also reviewed the Windsor Town Center rental income and costs report for this fiscal year.

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

Mr. Stallings reviewed the Calendar of Events with Council. He reported that the next Strategic Planning Session is scheduled for December 18, 2019 at the Town Center from 9:00 a.m. to 11:00 a.m. He also reported that the next VML Newly Elected Officials training will take place on January 10, 2020 in Charlottesville. He said to let him know if anyone is interested in attending.

Councilwoman Blankenship noted that the Isle of Wight County Board of Supervisors will be holding a special meeting at the Town Center on December 12, 2019 at 7:30 p.m. Mr. Stallings said this meeting will be held to specifically discuss the Second Amendment Sanctuary City request.

### ***Appropriation of Donated Funds***

Mr. Stallings reported that each year the Town of Windsor Police Department conducts a toy drive in Windsor. He said the police department has received donations to assist in this effort. He said enclosed is a resolution appropriating \$3,525 so these funds can be used to purchase toys for the toy drive.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$3,525 in funds donated to the Town of Windsor to the General Fund of the Town of Windsor's Operating Budget for fiscal year 2019-2020."

Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum of \$3,525 In Funds Donated To The Town Of Windsor To The General Fund Of The Town Of Windsor's Operating Budget For Fiscal Year 2019-2020. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Appointment of Planning Commissioner***

Mr. Stallings stated that Edward Lynch is resigning from the Planning Commission as of the end of December, 2019; therefore, Town Council must appoint a new Planning Commission member to fulfill the rest of his term. Mr. Stallings said he has enclosed a list of potential candidates and their bios from the last appointment for Council to review.

He said he would have this item on the January 14, 2020 meeting agenda for discussion and for action to be taken.

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

None

### **Mayor's Report**

Mayor Willis said he sent an update/thank you letter to the Isle of Wight County Board of Supervisors to inform them of the events/activities that have taken place at the Windsor Town Center since it opened in March, 2019 as discussed at the last Council meeting.

Mayor Willis said he would email a copy of the letter to all Council members as requested by Councilwoman Blankenship.

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

Vice Mayor Scott reported that the EDA met on December 2, 2019. He said Isle of Wight County Economic Development was scheduled to attend the meeting but had to reschedule until the February 3, 2020 meeting. He said they were going to discuss how the Town and County could work together to promote economic development in both localities. He said they discussed marketing strategies for the land for sale located on the west side of Town, and they also worked on goal setting.

### **Other Reports**

Councilman Bernacki said, on behalf of the fire department, he was asked to make everyone aware of the importance of maintaining your furnaces, wood burning stoves, and fireplaces this winter to avoid safety hazards. He suggested checking your furnace each year to make sure filters are clean, check flumes on wood burning stoves and fireplaces, keep the area around your furnace clear, and check carbon monoxide detectors and smoke alarms. He said the fire department wants the community to be safe.

### **Old or Unfinished Business**

#### ***Beautification Award Research Information***

Councilman Bernacki reviewed information he received from five municipalities regarding their Beautification Awards. He recommended the following if Council decides to move forward with a community improvement award:

- Establish a committee or commission (group) for the purpose of recognizing noticeable property improvements that residents and businesses make to their homes/businesses in our community.
- Find and appoint either 3 or 5 members of the community (Town of Windsor) preferably, to make up that group.
- The council or group would establish a judging criteria to assist in deciding the award recipient.

- Create a nomination form so members of the community can be a part of the process.
- Establish a frequency of the award.
- Decide on the type of award, ie. sign for the yard or certificate awarded at a Town Council meeting.

After further discussion, Council agreed by consensus to review the research presented by Councilman Bernacki regarding a Beautification Award for the Town of Windsor, and have this item on the January 14, 2020 meeting agenda for further discussion.

Vice Mayor Scott agreed to share information, at the January meeting, that he has regarding the Beautification Award that was presented to businesses when he served on the Beautification Committee in the past.

### **New Business**

Councilman Greg Willis asked Mr. Stallings to update Council on the "Skilled Gaming" business that would like to locate in the Town. Mr. Stallings reported that they seem to be compliant with the current law. He said our Zoning Ordinance will require the business owner to go through the conditional use permit process. He said this process would include the Planning Commission and Town Council holding a public hearing for the public to weigh in on, and then both would have an opportunity to vote.

Mr. Taylor explained that these businesses are using the terminology "skilled" gaming to get around the legal ramifications of gaming for "chance." He said he anticipates that the General Assembly may step in and possibly make some changes as they did with the "Internet Cafes" in the past.

Mayor Willis explained that Council is anxious to understand what the State is going to do regarding this type of business in order for the Town to remain compliant.

Mr. Stallings said he would keep Council informed regarding this issue.

Councilman Greg Willis asked Council to consider Christmas bonuses for staff. After a brief discussion, Councilman Greg Willis made a motion to give full time staff a Christmas bonus of \$200 after taxes. Councilman Stubbs seconded, and Council passed the motion as recorded on the attached chart as motion #5.

Mayor Willis thanked the citizens, businesses, civic organizations, staff, Patty Flemming, and Tom Gilmet for organizing and making the annual Christmas parade a success.

### **Closed Session**

Councilman Stubbs made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Greg Willis made a motion to go back into regular session. Councilman Stubbs seconded, and Council passed the motion as recorded on the attached chart as motion #7.

Councilwoman Blankenship 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 Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Councilman Greg Willis a motion to pay the Treasurer a \$1,000 bonus. Councilman Stubbs seconded, and Council passed the motion as recorded on the attached chart as motion #9.

Councilman Stubbs made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 8:54 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date December 10, 2019

| Motion # | Stubbs | Scott | Greg Willis | Bernacki | Blankenship | Carr | Glyn Willis |
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|          |        |       |             | 7:05     |             |      |             |
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| 2        | Y      | Y     | Y           | Y        | Y           | Y    |             |
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Jerry Whitehead, Clerk