

**Minutes  
Windsor Town Council Meeting  
Town Hall  
December 9, 2014**

The Windsor Town Council met in regular session on December 9, 2014 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, Interim Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Wesley F. Garris  
J. Clinton Bryant  
Greg Willis  
N. Macon Edwards, III  
Patty Flemming

Council member absent: Durwood V. Scott

Mayor Richardson asked Councilman Edwards to lead the Pledge of Allegiance, and he did.

Mayor Richardson welcomed Tony Ambrose, the newly elected Council member, and Karita Suiter who serves on the Board of Zoning Appeals. She thanked them for attending the meeting.

***Fiscal Year 2014-2015 Audit Presentation***

Mayor Richardson asked Diane Smith, auditor for the Town, to come forward at this time to present the 2014-2015 Town of Windsor audit.

Mrs. Smith briefly explained the five sections of the audit report, which are the Introductory Section, Financial Section, Individual Statements, Statistical Section, and the Compliance Section. She reviewed the Government-wide Statement of Net Assets with Council. She reported that total net assets for the Town are \$4,664,466. Mrs. Smith then reviewed the Government-wide Revenues with Council. She said total revenues for Governmental and Water Funds are \$2,168,817. She reviewed the Government-wide expenses with Council as it was summarized by departments. She reported that the total expenses for Governmental and the Water Fund are \$1,830,328. Mrs. Smith stated that the depreciation entry that is made each year is what affects the bottom line in the Water Fund.

Mrs. Smith continued the review by briefly explaining the Water Fund Revenue and Expenses actual to budget. She also reviewed page 9 of the audit report, which is the Statement of Revenues, Expenditures and Changes in Fund Balance and Budget to Actual for Governmental Funds. Mrs. Smith concluded by reviewing the Statement of Auditing Standards with Council. She asked if anyone had any questions.

Councilman Edwards noted several minor discrepancies in the audit report including that the property located on Bank Street was omitted from the Capital Assets section of the audit report. Mrs. Smith said she would make the corrections.

Mayor Richardson thanked Mrs. Smith for being so helpful this year during the transition of training a new Treasurer. Mayor Richardson said that Ms. Newsome has done a great job and has felt very comfortable calling Mrs. Smith when information was needed.

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

Raegan Hasty and Sarah Zabinski, Windsor High School co-student liaisons to Council, reported on several school activities. Ms. Zabinski said that the Drama Team placed fourth in State competitions. She also said that several students earned their Microsoft Office Specialist certifications under the guidance of their teacher Mrs. Bryant. Ms. Hasty reported on several sporting events and said that the marching band has performed in several local parades this year. She also announced that Mr. Bostick has been chosen as Teacher of the Year.

Mayor Richardson thanked Ms. Zabinski and Ms. Hasty for attending the meeting and 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 November 12, 2014 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 Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

### **Treasurer's Report**

Ms. Newsome stated that the Treasurer's report for the month of November is before Council for review. She asked if there were any questions. Councilman Edwards asked for an update on the business that was delinquent with their

meals taxes and the business that did not have cigarette stamps. Ms. Newsome explained that the business with delinquent meals taxes is currently making monthly payments of \$100.00. She said she recently audited the other business for cigarette stamps, and they are compliant.

Mayor Richardson thanked Ms. Newsome for including the reports on delinquent taxes and on the gym renovation project.

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

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

Mayor Richardson reported that the Town received additional donations totaling \$2,100 to help support the Christmas toy drive that the Windsor Police Department conducts each year. She said there is a resolution enclosed that appropriates these funds and amends the operating budget accordingly.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$2,100 in donated funds into the General Fund Operating Budget and approving a budget amendment for fiscal year 2014-15."

Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$2,100 In Donated Funds Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2014-15*. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Mayor Richardson thanked the Windsor Police Department for all their hard work towards the toy drive.

### ***Budget Transfer***

Mayor Richardson said that Councilman Willis has indicated that he would like to have \$600 of his stipend transferred to the Police Department's Community Affairs line item to be used for the Christmas toy drive.

Councilman Bryant made a motion that Council authorize a budget transfer of \$600 from the Mayor and Council Members Compensation line item in the Legislative portion of the General Fund budget account number 4-100-11010-1100 to the Community Affairs line item in the Police Department portion of the General Fund budget account number 4-100-31100-6014. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

## **Council's Discussion of Citizens' Concerns**

Mayor Richardson said she was approached by a grandparent in Town requesting additional swings and benches be installed at the playground next to the library. Mr. Stallings said he would contact the County regarding this issue.

Councilman Edwards reported that the sidewalk at 40 North Court is collapsing due to drainage pipe issues. Mr. Stallings said that VDOT is aware of this problem, and they are working towards a plan to repair it. Councilman Edwards said that the area needed to be roped off for safety purposes until VDOT repairs it. Mr. Stallings said he would have the area roped off.

Councilwoman Flemming reported that Isle of Wight County is no longer advertising the County's public notices in the local newspapers. They will only be in the Daily Press. She said she spoke with Supervisor Darden and Supervisor Alphin regarding this issue, and Supervisor Alphin will be checking into this matter.

## **Town Manager's Report**

### ***Saunders' Property Drainage***

Mr. Stallings said he is working with two contractors to determine the best solution to the drainage problems on the vacant lot behind Town Hall. Both contractors have indicated that they do not think it will be feasible to grade the lot to have the water drain to the street.

Mr. Stallings said that one contractor recommends installing underground piping from the existing sump pump to the roadside ditch and run the electricity underground to the pump. He said this would require demolition of approximately 4 feet of sidewalk. He said the cost for this option will be \$2,650.

Mr. Stallings reported that the second contractor has suggested installing a drop inlet where the existing sump pump is located and install a 4 inch pipe from the drop inlet to the existing drop inlet beside Town Hall. He said this option is also quoted at \$2,650.

After a brief discussion, Councilman Edwards made a motion to have the contractor install a drop inlet where the existing sump pump is located and install a 4 inch pipe from the drop inlet to the existing drop inlet beside Town Hall for the cost of \$2,650. Councilman Willis seconded, and Council passed the motion four to one as recorded on the attached chart as motion #5.

### ***Flag Pole Installation Costs***

Mr. Stallings said he was asked to obtain another quote from the Eastern Shore Flag pole company for a 70' tall flag pole and a 15' by 25' flag compared to the quote of \$18,702 for the 80' tall flag pole and a 20' by 30' flag. He said the 70' flag pole and flag will cost \$15,806. He said he is still waiting for another quote from the same company that is going to install the Town's digital sign. After discussion, Council agreed to postpone their decision until the quote from the digital sign company is obtained. They also asked Mr. Stallings to contact Farmers Bank regarding information on the cost of their flag and pole and where they purchased it. Mr. Stallings said he will report this information to Council at the next Council meeting.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of November with Council. Councilman Edwards asked if the sidewalks marked on B Avenue were going to be repaired or replaced. Mr. Stallings said the sections are going to be replaced, and the work should begin first of the year if weather permits.

Mayor Richardson reported an issue at 61 Church Street with broken concrete at the entrance of a driveway. Mr. Stallings said VDOT informed him that the concrete is on private property and the homeowner is responsible. Mayor Richardson said she would contact the homeowner with this information.

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

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He noted that the Virginia Municipal League will be hosting a Legislative Day in Richmond during the General Assembly session. He said the event will take place Wednesday, January 28, 2015 from 3:00 p.m. to 7:00 p.m. He asked Council to let him know who would like to attend. He said the deadline for registration is January 8, 2015.

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

None

### ***Mayor's Report***

Mayor Richardson thanked the many residents, businesses and civic groups that participated in the Christmas parade. She also thanked Councilwoman Flemming for organizing the parade. Mayor Richardson said it was postponed until Sunday due to rain but was still a success, and everyone enjoyed it.

Mayor Richardson recognized and thanked Vice Mayor for his almost 45 years of service to the Town. She said this is his last Council meeting, and the Town will be losing a lot of years of wisdom and experience. She said he has served as Mayor, Vice Mayor, and has chaired many committees. She said the Town would not be what it is today without his many years of service and dedication. She said she is thankful that he has given her permission to call him anytime for information and advice.

Vice Mayor Garris said it has been a pleasure serving on Council with so many dedicated people throughout the years. He said he has been on Council with many members who have worked very diligently towards making Windsor a better place to live.

Mayor Richardson announced that there will be an "Appreciation Dinner" for Vice Mayor Garris in January.

### **Economic Development Authority Report**

None

### **Other Reports**

Councilwoman Flemming reported that the "Breakfast with Santa" was a huge success. She thanked the Friends of the Library, the Boy Scouts, the Women's Club, and the Ruritan Club for sponsoring this event. She also thanked Kevin Meyers for helping with the breakfast and the parade.

### **Old or Unfinished Business**

Mayor Richardson explained that revenues in the past fiscal year exceeded expenditures leading to the addition of funds to the Unappropriated Fund Balance of the General Fund. She said she would like Council to consider appropriating the sum of \$200,000 from the Unappropriated Fund Balance of the General Fund to the Town Center/Future Development & Space Needs Fund for the anticipation of future growth and expansion of the Town's operations.

After a brief discussion, Councilman Edwards made a motion to appropriate the sum of \$200,000 from the Unappropriated Fund Balance of the General Fund to the Town Center/Future Development & Space Needs Fund. Vice Mayor Garris seconded. Mr. Stallings said he will need to draft a resolution before these funds can be appropriated. He said he will draft the resolution during the recess before the closed session. Councilman Edwards withdrew his motion and Vice Mayor Garris withdrew his second.

Councilwoman Flemming expressed her concerns with the safety issue at the Southern Food Store with vehicles exiting onto U.S. Route 460. Council agreed

to have Mr. Stallings contact the owner to see if he would be willing to have entrance and exit arrows painted in the parking lot to help prevent accidents.

### **New Business**

After a brief discussion regarding a Christmas bonus for Staff, Councilman Edwards made a motion to give Staff a Christmas bonus of \$150 after taxes. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Mayor Richardson called for a recess at 8:30 p.m., and the meeting reconvened at 8:40 p.m.

### **Appropriation of Surplus Funds**

Councilman Edwards made a motion to appropriate the sum of \$200,000 from the Unappropriated Fund Balance of the General Fund to the Town Center/Future Development & Space Needs Fund. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

### **Closed Session**

Councilman 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, and A-1 for evaluation of an employee for promotion. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #8.

Councilwoman Flemming made a motion to go back into regular session. Vice Mayor Garris seconded, and Council passed the motion as recorded on the attached chart as motion #9.

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 #10.

Councilwoman Flemming made a motion to appoint Christy Newsome as Town Treasurer with a salary of \$38,000 as of January 1, 2015. Councilman Willis

seconded, and the motion passed four to one as recorded on the attached chart as motion #11.

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

The meeting adjourned at 9:23 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 December 9, 2014

Motion #	Edwards	Garris	Bryant	Willis	Scott	Flemming	C. Richardson
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	N	Y	Y		Y	
6	Y	Y	Y	Y		Y	
7	Y	Y	Y	Y		Y	
8	X	Y	Y	Y		Y	
9	Y	Y	Y	Y		Y	
10	Y	Y	Y	Y		Y	
11	N	Y	Y	Y		Y	
12	Y	Y	Y	Y		Y	
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Jerry Whitehead, Clerk