

**Minutes
Windsor Town Council Meeting
Town Hall
February 12, 2019**

The Windsor Town Council met in regular session on February 12, 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. He asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

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

Councilman Greg Willis led the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Awards Presentation

Chief Riddle presented Mike Luter, CEO of Arrowhead Environmental Services, a Certificate of Appreciation and a challenge coin for his dedicated and continued support of the Windsor Police Department. Chief Riddle reported that Mr. Luter recently purchased \$1,600 worth of ballistic helmets for the Town of Windsor police officers. Chief Riddle thanked Mr. Luter for providing essential protection to our officers in high risk situations.

Lieutenant Parker Jernigan received a Life Saving award for his response to a medical emergency on the morning of November 22, 2018. Mr. David Calhoun, who was suffering from a life threatening arterial bleed to his leg, presented the award to Lieutenant Jernigan.

Drainage Study Presentation – Jonathan Jackson

Jonathan Jackson from the Bowman Consulting Group (BCG) reported that a drainage assessment has been conducted from the prioritized list of problem drainage areas in the Town of Windsor as provided by Town staff on June 11, 2018. He said this prioritized list includes six priority problem drainage areas with specific areas within the six overall problem areas to be analyzed.

Mr. Jackson explained that BCG conducted desk top research with regards to existing topography and drainage divides throughout the Town. He said they also performed field visits to inspect existing drainage infrastructure and problems as outlined in the prioritized list of problems provided by Town staff.

Mr. Jackson continued to summarize the research and field visit findings as completed by BCG. He identified drainage issues that fall under the responsibility of VDOT and landowners.

Mr. Jackson reported that the Town may consider taking over ownership and maintenance of the following major ditches and storm sewers:

- 460 storm sewer near CVS to Holland Drive
- Alphin pond to North Court Street
- Church Street storm sewer to creek outfall south of Route 460
- South of Bank Street and south of E Griffin Street ditch
- Windsor Christian Church to North Court Street storm sewer
- Windsor Baptist Church storm sewer
- Route 460 storm sewer through electric coop to North Prince Boulevard roadside ditch
- Farm ditch to Shiloh Drive roadside ditch

After discussion, it was the consensus of Council to have Mr. Stallings work with VDOT for assistance regarding the recommended work identified in the drainage assessment report.

Mayor Willis asked Mr. Stallings to reach out to the Drainage Committee in order for them to meet and review the drainage assessment report. He said this will give them the opportunity to evaluate what may be needed and whether storm water funds and grants may be pursued for assistance with the larger drainage channels.

Public Comments

Devin Butler, 7226 Rhodes Drive, said he does not live within the Town limits, but he does live 2.3 miles from the proposed location for the juvenile correctional center. He said he has learned that the northern end of the County is in support of the facility location, but he has not spoken to anyone in the south end of the County or in the Town of Windsor who is in support of the facility. Mr. Butler said he has raised his children in this community and hopes to raise his grandchildren in this same safe community. He expressed concerns with property values decreasing if this facility is built near his home. Mr. Butler said there is a group of citizens forming a coalition who will be attaining signatures in opposition of the proposed juvenile correctional center. He asked Council to consider, on behalf of the citizens, drafting a resolution opposing the proposed juvenile correctional center. Mr. Butler encouraged everyone to attend the Isle of Wight County Board of Supervisors meeting where a public hearing will be held on February 21, 2019 to voice their opposition of the proposed facility.

Robert Hodges, 25918 Walter's Highway, said he grew up in Isle of Wight County and has lived at this address for four years. He said he and his wife are planning to start a family in the near future, and he does not want to raise his children in front of a prison.

He asked Council to support the citizens who are opposing the juvenile correctional center.

Tim Brown, 25640 Bows and Arrows Road, said he is also opposing the proposed juvenile correctional center. He said he has not seen any guarantee from the state as to what the facility will look like and how much control there will be regarding buildings that will surround it. He said he does not understand why anyone would want this facility located on the main corridor where those traveling would see it. He said there are prisons located in other localities that are not located on the main corridor. Mr. Brown said he does not think it is a good business decision to donate 20 acres out of 900 to a prison because most businesses will not want to locate near this facility.

Dale Scott, 9 Virginia Avenue, said he is also present in opposition of the proposed DJJ facility that the County is considering. He said this was presented to the citizens in July, 2018. He said he has talked to a lot of people who are in opposition of this facility. He said he sees no positives for the Town of Windsor, the County, or for this community. He said he only sees negatives. He said he can see this changing the entire character and landscape of our Town and community. He asked Council to remain in a position to be open-minded and support the citizens of this Town and community.

Mr. Scott reported that the citizens had the support of Town Council and two members of the Isle of Wight County EDA regarding the opposition of transferring this property to the County or to the State. He continued to explain that others on the EDA voted to transfer the property to the County, and now there will be a public hearing at the Isle of Wight County Board of Supervisors meeting on February 21, 2019. He asked Council to listen to the citizens and take any action possible to convey the position of the citizens to the Board prior to their next public hearing.

Christine Wingard, 26298 Spivey Town Road, said she is also in opposition of the DJJ facility. She said her husband and father were Navy, and they moved from place to place. She said when she and her husband found Windsor, this was where they wanted to settle. She said she has been in this area for 14 years, and they love the people and the community. She said this facility will be 1.4 miles from her home. She said she understands rehabilitation for offenders, but this facility will house violent offenders with security being technology. Mrs. Wingard said when the land is given to the State, the people have no control anymore, and the State can do what they please with it. She said her concern is that it will expand to an even larger facility. She encouraged Council to get out and speak to the people of Windsor and really hear their voices. She thanked Council for their service.

Louise Bennett, 26204 Spivey Town Road, said she is a grandmother who lives within a mile of the proposed juvenile correctional facility, and she will not feel safe letting her grandchildren play in the yard if this facility is built near her home. She said her husband was also in the military, and when they found this community 14 years ago, they knew this was where they wanted to live. She said she does not understand what this facility will do for the Town, County, or for this community. She said the County is going to give the land to the State, and the citizens will have no say as to what happens on that property. She said the State will not have to pay any taxes, so there will be lost revenue. She also noted that the land and the \$500,000 for water and sewer that is being given to the State by the County is taxpayer money. Mrs. Bennett asked Council to please

consider the citizens and support the opposition of this facility. She thanked Council for their service.

Mike Cobb, Colossee Road, said he lives 2.3 miles from the proposed juvenile correctional facility. He said he is in opposition of the facility. He said it was handled under the radar, and he does not appreciate that. He said he keeps hearing that it's a "done deal." He said he does not believe this because the majority of the people are not in support of the facility, and they need to be heard. He said he sees no benefit for the Town, and the prison will only bring negatives to the community. Mr. Cobb said this facility is better suited somewhere other than Isle of Wight County.

Mayor Willis thanked the citizens for their comments. He said the DJJ facility will be discussed further under "New Business" on the agenda.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the January 8, 2019 Council meeting, the January 22, 2019 work session, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Stubbs made a motion to adopt the Consent Agenda. Councilman Greg Willis 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 January is before Council for review. She asked if there were any questions.

Mayor Willis asked for an update on the 2017-2018 audit.

Mrs. Jernigan said she received an email from the auditor requesting additional information regarding postings to the general ledger and to the bank statements. She said that information has been sent, and the audit is scheduled to be presented at the March 12, 2019 meeting.

After further discussion, Councilman Stubbs made a motion to request that the auditor, accountant, and Treasurer be present at the March 12, 2019 Council meeting, regardless of whether the audit is completed or not, to determine what the issues are and what can be done to complete the 2017-2018 audit.

Councilwoman Blankenship suggested that there be clear guidelines and timelines for the future Town audits.

Councilman Bernacki suggested that Mr. Stallings review the audit contract to see if there is financial compensation for the Town if the auditors don't meet performance requirements. Mr. Stallings said he would review the contract and report back to Council.

Vice Mayor Scott seconded the motion, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Mrs. Jernigan reported that 19 citizens did not receive "land use," on their 2018 real estate tax bills due to posting issues with the Bright system. She reported that the refunds have been processed and put in the mail. She noted that taxes should be converted from Bright to Munis for the 2019 taxes.

Mayor Willis explained that "land use" is a reduction in value for qualified land used in agricultural, horticultural, or forestry management.

Councilman Bernacki made a motion to approve the Treasurer's report. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council's Discussion of Citizens' Concerns

Councilwoman Blankenship said she received a noise complaint due to logging that was taking place near Windsor Woods before 6:00 a.m. She said after contacting Chief Riddle, she found that the property was not located within the Town limits, and loggers fall under the "Right to Farm Act;" therefore, they have no restrictions. She said the Town's noise ordinance allows business to be conducted at 6:00 a.m., and the County's ordinance starts at 7:00 a.m. She suggested that Planning Commission review the noise ordinance and consider revising it to 7:00 a.m. due to other construction that may occur other than farming and logging.

Mr. Stallings said he would pass this information to Planning Commission for their consideration.

Vice Mayor Scott explained that Planning Commission may need to take into consideration that some businesses, such as roofers, may need to start work at 6:00 a.m. due to the excessive heat in the summer.

Town Manager's Report

Revenue Projections

Mr. Stallings updated Council on the year end revenue projections. He reported that current projections in the General Fund show that the Town will end the fiscal year with \$81,304 more than budgeted. He said current projections in the Water Fund anticipate the Town bringing in \$22,128 above the budgeted amount.

Mr. Stallings said as he prepares the revenue projections for the upcoming budget, he does not anticipate a large deviation from the current fiscal year projections. He said he will continue to update projections as we move through this fiscal, and this data will be used to help determine revenues for the 2019-2020 budget.

Council continued to discuss how funding water depreciation affects the Water Fund surplus.

Recognition Dinner

Mr. Stallings said he was asked to obtain the cost of previous recognition dinners for past Councilmembers. He reported that the last recognition dinner was planned for Mr.

Wesley Garris in 2015. He reported that it took place at the Hilton in Suffolk, and the total cost was \$1,220.00 for 30 attendees. He noted that current prices for audio and space rental have increased, and the food would be approximately \$30.00 per person.

Mr. Stallings said he obtained an estimate of \$24.00 per person for a buffet style dinner to be held at the Windsor Town Center, and there would be no cost for audio or space rental.

Mr. Stallings recommended that Council consider holding the event at the Windsor Town Center based on the cost and symbolism.

After discussion, Councilman Bernacki made a motion to have the recognition dinner at the Windsor Town Center with the cost not to exceed \$2,000.00. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Action List

Mr. Stallings reviewed the Action List for the month of January with Council. He reported that the Windsor Town Center will be staffed on February 19, 2019, and the center is scheduled to be open for programming on March 1, 2019.

Mayor Willis asked Mr. Stallings to report monthly on how many events have taken place in order to keep everyone informed of how much the center is being utilized.

Vice Mayor Scott asked who was responsible for reporting street lights that are out within the Town. Mr. Stallings explained that the police officers working the night shift report outages, as well as citizens. He said the outages are then reported by staff to Dominion Power for repair.

Vice Mayor Scott suggested that Mr. Stallings report any findings, such as pot holes or violations, as he patrols the Town.

Mr. Stallings reported that he has not heard from the railroad regarding the repairs needed at the crossing on Bank Street.

Calendar of Events

Mr. Stallings reported that a public hearing needs to be set in order for the polling location to be moved from the Windsor Volunteer Fire Department to the Windsor Town Center. After a discussion regarding parking issues, Town Council agreed by consensus to hold a public hearing at the March 12, 2019 Council meeting.

Mr. Stallings said employee evaluation packets are before Council. He asked that they be completed and returned to Mayor Willis by February 22, 2019 in order for the evaluations to take place at the March 12, 2019 Council meeting. Vice Mayor Scott requested that job descriptions be distributed to each Council member for review.

Mr. Stallings noted that the Council planning session has been scheduled for March 7, 2019 at the Windsor Town Center from 9:00 a.m. until business is completed.

Mr. Stallings reported that the Isle of Wight Board of Supervisors will be holding a public hearing regarding the DJJ facility on February 21, 2019, and March 21, 2019 is the date that the County plans to take action on the transfer of the land.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA) Report

Vice Mayor Scott reported that there is a vacant seat on the EDA that needs to be filled. He said there are two prospects that are interested in serving. He said if anyone else is interested in serving, please submit a resume for consideration.

Vice Mayor Scott reported that Mr. Sullivan presented a marketing analysis report at the last EDA meeting. He explained that Mr. Sullivan interviewed 47 businesses within the Town and received information regarding why businesses located in Windsor, what they need to become more successful, and what they would like Windsor to look like in the future. He said Mr. Sullivan is planning to conduct a door-to-door canvassing effort to receive more input from the community as to what they want the Town of Windsor to be like in the future. Vice Mayor Scott said this information will help us plan and move forward with bringing more businesses into the Town of Windsor.

Other Reports

None

Old or Unfinished Business

None

New Business

DJJ Facility

Mayor Willis reported that Mayor Richardson sent a letter to the Isle of Wight EDA on September 14, 2018 stating Council's opposition of the proposed correctional center.

Mayor Willis said with a new Council in place, it would be beneficial to determine this Council's position on the DJJ facility.

Council stated their opinions and agreed by consensus that the citizens need to be supported with their opposition to the proposed correctional center.

After further discussion, Councilman Bernacki made a motion to have Mr. Stallings draft a letter to the Board of Supervisors prior to the February 21, 2019 public hearing stating Town Council's opposition to the DJJ facility and have Mr. Stallings draft a resolution in

opposition of the facility to be approved by Council at the March 12, 2019 Council meeting. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Mayor Willis suggested that Council hold its own Town Hall meeting on the matter to collect questions and concerns that citizens may have regarding the facility to be presented on their behalf at the February 21, 2019 public hearing at the Board of Supervisors meeting.

Council agreed by consensus to hold a Town Hall meeting and have Mayor Willis present the citizen's questions and concerns to the Isle of Wight County Board of Supervisors at the February 21, 2019 meeting.

Mr. Stallings said he will draft the letter and resolution with Council opposing the DJJ facility, work with Mayor Willis to set a date for the Town Hall meeting, and advertise the Town Hall meeting with flyers and on social media.

Closed Session

None

Councilman Greg Willis made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 9:05 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date February 12, 2019

Motion #	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Scott	Glyn Willis
1	y	y	y	absent	y	y	
2	y	y	y		y	y	
3	y	y	y		y	y	
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Jerry Whitehead, Town Clerk