

**Minutes
Windsor Town Council Work Session
Town Hall
February 24, 2014**

The Windsor Town Council met in a Work Session on February 24, 2014 at 5:30 p.m. at the Town Hall in Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Interim Chief Riddle, and Christina Newsome, Interim Town Treasurer were present.

Council members present: Wesley F. Garris
J. Clinton Bryant
N. Macon Edwards, III
Durwood V. Scott
Patty Flemming

Council member absent: Greg Willis

Mayor Richardson thanked Vice Mayor Garris for chairing the February 11, 2014 Council meeting in her absence. She also thanked everyone for attending the work session.

Discussion of Police Department Needs

Interim Chief Riddle reported that the Windsor Police Department currently has six Panasonic CF-19 Toughbook computers used in the day to day law enforcement operations performed by the officers. He said that the computers run a Windows XP operating system, and in April of 2014 Microsoft will no longer be supporting this operating system with security updates and other support. He said that the operating system will become vulnerable to hackers and could lead to the compromise of sensitive or restricted information. Interim Chief Riddle said in order to protect the sensitive nature of the data, the Virginia State Police is requiring that the computers be replaced or the operating system be upgraded by April 9, 2014.

Interim Chief Riddle stated that it would cost \$19,950 to replace the current computers with five Dell laptops, \$3,000 to \$4,800 to purchase six refurbished computers, and \$1,800 to upgrade the current six computers with memory and a new operating system. He said that the \$1,800 price quote was given by Mr. J.D. Turner with the Isle of Wight County IT Department.

After further discussion, it was the consensus of Council to have Mr. Turner upgrade the current six computers with memory and a new operating system for \$1,800, and use funds from the Capital Projects line item to pay for the upgrades.

Interim Chief Riddle reviewed the following additional items needed for the new police department with Council:

- police department sign
- call box with a restricted line to non-emergency dispatch
- additional parking

- prisoner bench
- box or bar windows in the prisoner processing room
- eye wash station
- two desktop computers
- generator
- refrigerator & microwave

Council discussed and prioritized the items needed for the police department. Mr. Stallings said he would work with Interim Chief Riddle to get cost estimates to bring back before Council to discuss at the next budget session.

Budget Transfers

Police Department

Mr. Stallings said that based on the current overage in the budget and outstanding invoices; \$2,696 needs to be transferred into the Equipment line item of the Police Department's budget. He also stated that approximately \$1,500 will be needed to outfit the new police officer that will be hired in the near future. Mr. Stallings said to ensure that there are sufficient funds; he recommends that Council approve a budget transfer of \$4,500 from the Police Department Salaries Expense line item, account number 4-100-31100-2000 to the Police Department Equipment Expense line item, account number 4-100-31100-6004.

After a brief discussion, Vice Mayor Garris made a motion to approve the budget transfer of \$4,500 from the Police Department Salaries Expense line item, account number 4-100-31100-2000 to the Police Department Equipment Expense line item, account number 4-100-31100-6004. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Planning & Zoning Department

Mr. Stallings said that the Ford Fusion is now being used regularly for planning, zoning, code compliance activities, and travel to meetings. He said because of this increased activity and the prior "drain" on the fuel account from the use of Mr. Carney's personal vehicle, the Vehicle Fuel line item has decreased to under \$100. Mr. Stallings recommended that Council approve a budget transfer of \$500 from the Travel and Training line item, account number 4-100-081100-5500 to the Vehicle Fuel line item, account number 4-100-81100-4200.

Councilwoman Flemming made a motion to approve the budget transfer of \$500 from the Travel and Training line item, account number 4-100-081100-5500 to the Vehicle Fuel line item, account number 4-100-81100-4200. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Discussion of 2014-2015 Budget Preparation

Funding of COPS Grant Funded Position

Mr. Stallings stated that this fiscal year is the last year that the Town will be receiving the grant funds for the COPS grant funded position. He said when the Town accepted the COPS grant, the commitment was that the Town would pay for the fourth year salary. He said when this grant was set up, Council made a decision to put \$10,000 a year aside in the Fund Balance of the budget to pay for the position in the fourth year. He said that Council also discussed increasing meals tax 1½ percent to pay for this position in the fourth year.

After a brief discussion, Council agreed to use the money already set aside to pay for the fourth year of the COPS Grant position by appropriating \$40,000 from the Fund Balance.

Councilman Bryant said he would like to see a list of items that are designated to be paid out of the Fund Balance. Mr. Stallings said he would prepare a spreadsheet to show this information and present it to Council at the next meeting.

General Fund Loan to Water Fund

Mr. Stallings said there is enough funds in the Water Fund to pay back the \$181,000 loan to the General Fund in one payment, or he can set up a payment plan to begin paying back the loan. Mr. Stallings asked Council for direction on how they would like him to handle paying back the loan.

Council was in agreement to pay back the \$181,000 loan from the Water Fund to the General fund in one payment. They discussed several uses for the \$181,000 funds once paid back to the General Fund. Council also discussed possibly adjusting the water rates a minimal amount to help fund depreciation.

CIP Items

Munis

Mr. Stallings said that the Town of Smithfield may be converting to Munis next fiscal year instead of waiting an additional year as discussed in the past. Mr. Stallings said his recommendation would be for the Town of Windsor to convert to Munis the same time that the Town of Smithfield does in order to save money on training and implementation. Mr. Stallings said that Council agreed last fiscal year to budget \$36,000 a year for Munis over a three year period, and if the project is moved up there are funds available in the Fund Balance to cover Munis.

Water Fund

Mr. Stallings said that Mr. Kenneth Simms, Town Maintenance Supervisor, developed and prioritized a list of projects that need to be completed to the water system. Mr. Stallings said that he would like to add remapping the water system to the CIP proposal if Council is in agreement. He stated that the cost estimate is \$5,000. Council was in agreement with adding remapping of the water system to the CIP proposal.

Other Budget Priorities

Council discussed repairs and cost estimates for the Town of Windsor maintenance building and the Town Hall building.

Mayor Richardson asked Mr. Stallings if he knew how much the Town's health insurance will be increasing this year. Mr. Stallings said he should be receiving those quotes soon, and he will report back to Council with that information.

Mayor Richardson said that personnel raises were 4% last year and unfortunately the Town may only be able to budget 2% this year. She said this will depend on the new budget and the health insurance increase.

Delinquent Tax Update

Mr. Stallings said he has enclosed a delinquent tax list for real estate and personal property broken down by each year. He said Staff is using every means possible allowed by State Code to collect delinquent taxes. Council was in agreement with Staff using all means possible allowed by State Code to aggressively collect delinquent taxes.

Councilman Scott suggested putting an article in the newspaper and the newsletter stating that the Town of Windsor will be aggressively collecting delinquent taxes by all means possible allowed by the State Code, such as DMV stops, liens, and having a "boot" put on vehicles. He said this may motivate citizens to pay their delinquent taxes before having to take such aggressive measures, and will let the citizens who have paid their taxes know that the Town is doing everything possible to collect from those who have not paid.

Others

Mr. Stallings said that he negotiated a 10% discount with Home Technologies regarding their invoice for the technology contract with the police department. He said that the original contract was \$14,400, and with the 10% discount and \$2,000 already paid, the balance due is \$10,960. He said the change orders for the police department totaled \$5070.54, with all totaling \$14,030.54. Mr. Stallings recommended paying the \$14,030.54 from the Space Needs Fund. He suggested transferring the \$2,000, which was already paid from the Police Department Maintenance Contract line item, account number 4-100-31100-6026, to the Space Needs Fund. He said this would allow the police department to pay for the monitoring on the security system.

After a brief discussion, it was the consensus of Council to pay the Home Technologies invoice and the change orders totaling \$14,030.54 from the Space Needs Fund, and to transfer \$2,000 from the Space Needs Fund to the Police Department Maintenance Contract line item, account number 4-100-31100-6026. Mr. Stallings said this would allow the police department to pay for the monitoring on the security system.

Mayor Richardson reported that she met with Robert Eley and Julia Perkins, members of the Isle of Wight County School Board, regarding painting and repairing instead of replacing the bricks at the Windsor Middle School gym. She said they are open to the idea, but a decision has not been made at this time. She also reported that she and Mr.

Stallings completed the last section of the Obici Grant application, and it has been submitted.

Mr. Stallings said that Moody's A.V.E.S. is available to do the Town's spring cleanup Saturday, May 17, 2014 if Council is in agreement with that date. Council agreed to schedule the spring cleanup for Saturday, May 17, 2014.

Council discussed the seized vehicles located at the water tower, and citizens complaining that the vehicles do not have current licenses on them. Interim Chief Riddle explained why they were seized, and that they are in the process of having the vehicles removed.

Mayor Richardson said that she and Councilman Edwards had discussed changes regarding the agenda. Council continued to discuss the subject and agreed to have the Police Department report and the Planning and Zoning report put under the Consent Agenda, and have the Treasurer give a summary of her report at the Council meeting.

Mr. Stallings reported that the Town will be hosting a "Concert at the Gazebo" tentatively set for a Friday evening in May from 6:00 p.m. to 9:00 p.m. He said the band will be "Island Boy," and he hopes this band will attract a large crowd. Mr. Stallings stated that funds for the band will come out of the Community Events line item.

Closed Session

Councilman Bryant made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters and 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. Councilman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #3.

Councilman Scott made a motion to go back into regular session. Councilman Bryant seconded, and Council passed the motion as recorded on the attached chart as motion #4.

Councilman Scott 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 Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 9:05 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date February 24, 2014 Work session

Motion #	Bryant	Willis	Scott	Flemming	Edwards	Garris	C. Richardson
		Absent					
1	Y		Y	Y	Y	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	
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Jerry Whitehead, Clerk