

**Minutes
Windsor Town Council Meeting
Town Hall
December 10, 2013**

The Windsor Town Council met in regular session on December 10, 2013 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, Chief Reynolds, Dennis Carney, Planning and Zoning Administrator, and Wallace Brittle, Town Attorney were present.

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

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

Public Hearing

None

Delegations, Public Comments, and Citizens' Concerns

Mayor Richardson presented a resolution to Mrs. Joyce Neighbours, President of the Woman's Club of Windsor, thanking and honoring the Woman's Club for its outstanding contributions and accomplishments. Mayor Richardson read the resolution. Mrs. Neighbours accepted the resolution on behalf of the Woman's Club and thanked Town Council for their support throughout the years.

Fiscal Year 2013-2014 Audit Presentation

Mayor Richardson asked Diane Smith, auditor for the Town, to come forward at this time to present the 2013-2014 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 equity (assets less liabilities) for the Town is \$4,325,977. Mrs. Smith then reviewed the Government-wide Revenues with Council, stating that the largest revenue source is "other local

taxes" making up 41% of the revenue sources. She said total revenues for Governmental and Water Funds are \$2,110,922. She reviewed the Government-wide expenses with Council as it was summarized by departments. She reported that the total expenses for Governmental and Water Fund are \$1,844,430. 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 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.

Mayor Richardson asked Mrs. Smith how depreciation is calculated in the Water Fund, and Mrs. Smith briefly explained the depreciation process regarding equipment, wells and water lines. Mayor Richardson stated that in the past money was not budgeted for depreciation, but it is being budgeted now.

Mayor Richardson asked if the purchase and renovation of the new police department increased the percentage of the Public Safety line item. Mrs. Smith explained that those expenses would be included in the Public Safety line item; therefore, creating a higher percentage for this year.

Mayor Richardson explained to Mrs. Smith that the Town is going through a transition period with the Treasurer's position. She asked Mrs. Smith if she had any suggestions to help improve the Town's accounting procedures. Mrs. Smith said that the procedure is to have certain individuals taking in the money and posting the money, and a different individual balancing and preparing the deposit. She said that maintaining this current division of duties should ensure good controls.

Councilman Edwards noted that there is an amount of \$517,850 on page 10 of the audit that seems to be added under Noncurrent Assets in error. Mrs. Smith agreed that this amount was added in error, and said she would have it corrected. Councilman Edwards said that on page 25 the Town Treasurer should be added under the Surety Bonds of Principal Officials. Mrs. Smith said she would have the Treasurer added to the Surety Bond. Councilman Edwards also suggested on page 45 showing the real estate and the personal property delinquent taxes separate instead of combining the totals. Council was in agreement with having the real estate and personal property delinquent tax totals showing separately on next year's audit report.

Mayor Richardson thanked Mrs. Smith for attending the meeting and presenting the 2013-14 Comprehensive Annual Financial Report.

William Archer and Jenny Saunders, Windsor High School Co-Student Liaisons to Council, briefed Council on several Christmas fundraiser projects that the Windsor High School has been working on. Mr. Archer reported that the Scholastic Team remains undefeated for the past three years. Ms. Saunders congratulated Council on the success of the Windsor Christmas Parade. She said that the Windsor High School band was happy to be a part of the parade. She also reported on several band and sporting activities. Mayor Richardson thanked them for attending the meeting and for updating Council on the recent events at the high school.

Mrs. Katherine Queen, 61 East Windsor Boulevard, said that she would like to thank and commend Councilwoman Flemming for organizing the Windsor Christmas Parade. She said that the parade was enjoyed by everyone in her family.

Mr. Marion Neighbours, 73 East Windsor Boulevard, said that as President of the Friends of the Windsor Library and Chairman of the Board for the Black Water Regional Library, he would like to thank the community and all of the organizations that helped make the "Breakfast with Santa" a success.

Consent Agenda

Mayor Richardson said the consent agenda consists of the minutes of the November 12, 2013 Council meeting, minutes of the November 14, 2013 work session, minutes of the November 21, 2013 work session, the Treasurer's reports and a resolution to appropriate funds from the Fire Department Grant.

Mayor Richardson noted corrections to the minutes of the November 12, 2013 Council meeting, Treasurer's report, and to the resolution to appropriate funds from the Fire Department Grant. She said that the corrections are before Council for their information. Mayor Richardson asked if there were any questions or comments regarding the consent agenda.

Mr. Stallings said the Fire Department Grant came in \$2,600 more than budgeted. He said that a resolution is included to appropriate these additional grant proceeds, which will then be distributed to the fire department. Mr. Stallings reviewed several line items on the Treasurer's report with Council.

Councilwoman Flemming made a motion to adopt the consent agenda with the mentioned corrections. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Police Chief's Report

Chief Reynolds said the November report is before Council for their information. He said if anyone has any questions, he will answer them at this time. He said that the open house went very well.

Mayor Richardson asked Mr. Stallings if he had any information from the Town's VML insurance regarding the accident in the parking lot with the concrete parking barrier being pushed out on Route 460. Mr. Stallings reported that the Town is not liable but does have no-fault coverage through VML insurance, and they are processing the three claims now.

Mayor Richardson asked the Town Attorney if it was wise to have a Release of Liability form signed after the insurance claims have been completed. Mr. Wallace said that in order to protect the Town, he would advise that a Release of Liability form be signed.

Mayor Richardson thanked Chief Reynolds for the list prioritizing the needs for the police department for Phase II. She suggested scheduling a work session to discuss this information.

Council's Discussion of Citizens' Concerns

Councilman Edwards reported that the paving contractors left gaps between the new paving and the old paving on the edge of the road on Virginia Avenue, and it needed to be maintained for safety reasons. Mr. Stallings said he would contact VDOT with this issue. Vice Mayor Garris said that the contractors need to be selective with the materials they use to correct this problem in a residential area. He said if rocks are used, they will be thrown into yards when citizens cut their grass. Mr. Stallings said he would make VDOT aware of this problem.

Mayor Richardson reported that she has received positive feedback from residents stating that the paving contractors are notifying them before they begin working on their streets.

Town Manager's Report

Budget Transfer

Mr. Stallings said that a budget transfer is needed in the insurance line item of the General Fund. The transfer is needed due to a payroll total that VML used to calculate our premium inaccurately. He said the estimated payroll amounts did not include the Planning & Zoning Administrator or the Grant Funded Police Officer. He stated that when the insurance company conducted their annual audit, they determined that those two positions were missed and have sent the Town an invoice for the increased premium.

Mr. Stallings said that the transfer is in the amount of \$2,200 from account 4-100-91600-1 Contingency to account 4-100-91600-5300 Insurance. He recommended that Council approve these budget transfers.

Councilman Scott and Councilman Edwards expressed their concerns regarding the issue that these two positions may not have been covered by insurance for the past year. Council discussed ways to ensure that this problem does not occur again in the future. Mr. Stallings ensured Council that VML has the correct numbers for premium calculations for the upcoming year, and that precautions will be taken to prevent this from happening again.

Councilman Willis made a motion to approve a budget transfer in the amount of \$2,200 from account 4-100-91600-1 Contingency to account 4-100-91600-5300 Insurance. Councilman Bryant seconded. After a brief discussion noting that the premium had already been paid to avoid cancellation of the policy, Councilman Bryant withdrew his second. Councilwoman Flemming then seconded the motion. Council failed the motion five to one as recorded on the attached chart as motion #2.

Chamber of Commerce Pre-Legislative Breakfast

Mr. Stallings noted that the Chamber of Commerce Pre-Legislative Breakfast will be held January 3, 2013 at 8:00 a.m. at the Smithfield Center. He asked Council to let him know who would like to attend.

Action List

Mr. Stallings said the Action List is enclosed for Council's review. Councilman Edwards thanked staff for having the storage shed behind the post office removed. Councilman Scott asked if an agent had been in contact with Mr. Stallings regarding the sale of the post office building. Mr. Stallings said that he is still waiting for a return call from the agent with his proposal. Councilman Scott recommended contacting another agent, if the Town Manager doesn't receive a return call back in a timely manner.

Calendar of Events

Mr. Stallings said the Calendar of Events is included in the Council packet for Council's information. Councilman Edwards asked if the State was taking a three day holiday for Christmas. Mr. Stallings said that it was originally a two day holiday, but the Governor recently sent out notification of adding an additional day to the Christmas holiday schedule. Mr. Stallings stated that a notice has been posted at Town Hall to inform the citizens.

Training

Mr. Stallings reported that Chief Reynolds will be attending chemical and environmental training at the Center for Domestic Preparedness located in Alabama. The training will be December 15th through December 19th.

Appropriation of Donated Funds

Mr. Stallings said each year our police department conducts a toy drive in Windsor. He said the police department has received \$1,375 in donations to assist in this effort. Mr. Stallings said there is a need to appropriate those donations so they can be used to purchase toys for the toy drive. He said he enclosed a memorandum from Chief Reynolds, as well as a resolution to appropriate the funds into the community affairs line item of the police department budget to be used for the Christmas toy drive. Mr. Stallings said he would recommend that Council adopt the enclosed resolution.

Councilman Scott reported that he had \$200 in donations to be given to the toy drive. It was the consensus of Council to include the \$200 in the amount on the resolution changing the total amount to \$1,575.

Mayor Richardson read the title of the corrected resolution as follows: "A resolution appropriating the sum of \$1,575 in funds donated to the Town of Windsor to the General Fund of the Town of Windsor's operating budget for fiscal year 2013-2014.

Vice Mayor Garris made a motion to adopt the corrected resolution entitled: *A Resolution Appropriating The Sum Of \$1,575 In Funds Donated To The Town Of Windsor To The General Fund Of The Town of Windsor's Operating Budget For Fiscal Year 2013-2014*". Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Resolution in Support of the Construction of a Route 460 Bypass

Mr. Stallings said he has enclosed a resolution showing the Town's support of the construction of a Route 460 bypass. He said he would also draft a letter to be sent with the resolution expressing the Town's support of the project. Mr. Stallings said he would recommend that Council adopt the enclosed resolution.

Mayor Richardson read the resolution entitled: "A Resolution in support of the construction of a Route 460 bypass".

After a brief discussion, Councilman Edwards made a motion to adopt the resolution entitled: *A Resolution In Support Of The Construction Of A Route 460 Bypass*. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Richardson said that Mr. Rusty Chase with the Isle of Wight Emergency Services has pictures of Route 460 near Zuni when it floods and becomes impassable with heavy rain. She asked Mr. Stallings to include these pictures with the letter. Mr. Stallings said he would include the pictures.

Interim Treasurer Hire Date

Mr. Stallings said that Ms. Christy Newsome has been appointed as Interim Treasurer effective January 1, 2014. He said he would like to recommend that Council reconsider her effective date to December 31, 2013. He said that anyone hired on or after January 1, 2014 will automatically be in the hybrid VRS plan, and the Town would have to provide the disability insurance. He said moving the date to December 31, 2013 would allow Ms. Newsome to stay in the current VRS plan. Mr. Stallings said that this would benefit Ms. Newsome and the Town.

After a brief discussion, Councilwoman Flemming made a motion to change Ms. Newsome's hire date for Interim Treasurer to December 31, 2013. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

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 Christmas Parade. Mayor Richardson stated that it was a success, and everyone enjoyed it.

Mayor Richardson reported that she attended a Port Authority presentation with Mr. Stallings and the Isle of Wight Chamber of Commerce. She said that the presentation was very informative. She said that she also spoke at the State of the County Breakfast. Mayor Richardson reported on several other meetings she attended during the month.

Mayor Richardson reminded everyone of the Staff Christmas party, which will be held at her home on December 12, 2013 at 5:30 p.m.

Economic Development Authority Report

None

Other Reports

Mayor Richardson stated that the Breakfast with Santa was a huge success. She gave a special thank you to Jeannie Dunlow, who works in the Town office, for helping with the breakfast, and her father Kevin Meyers for helping with the breakfast and the parade. Mayor Richardson said that Mr. Meyers did an excellent job, and the children really enjoyed him.

Councilman Scott reported that he spoke with Mr. Dave Farley, who he met at the VML Conference. He said that Mr. Farley works with Stormwater Management and with a non-profit group called "Sage". He said that they incorporate stormwater requirements, such as landscaping, to help localities with storm water issues and with beautification. Councilman Scott said that he would like to invite Mr. Farley to give a presentation at an Economic Development Authority meeting. Council agreed to have Councilman Scott invite Mr. Farley to attend an EDA meeting.

Planning Commission

Mr. Carney said the Planning and Zoning report for November 2013 is enclosed for Council's information. He said there were two zoning permits issued, and three violation notices sent out during the month. He said that the Planning Commission did not meet in November and will not meet in December. Mr. Carney stated that the next meeting will be on January 22, 2014.

Mr. Carney reported that Staff, Ms. Sarah Kidd and Ms. Jai McBride from the Hampton Roads Planning District are completing the draft maps and narrative for the "Land-Use" section of the new Comprehensive Plan. Mr. Carney said that this document should be moving forward towards adoption by late spring.

Mr. Carney said that the Transportation Committee will not be meeting until next year. He said that Staff and the Town's representatives have been "brainstorming" various strategies to alleviate the Town's traffic problems that could be examined by the overall Committee.

Old or Unfinished Business

None

New Business

After a brief discussion regarding a Christmas bonus for Staff, Councilman Scott made a motion to give Staff a Christmas bonus of \$100 after taxes. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Edwards made a motion to adjourn. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 8:45 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date Dec. 10, 2013

Motion #	Edwards	Garris	Bryant	Willis	Scott	Flemming	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	N	N	N	N	N	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead - Interim Clerk