

**Minutes
Windsor Town Council Meeting
Town Hall
July 9, 2013**

The Windsor Town Council met in regular session on July 9, 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. Robin Hewett, 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 welcomed the Lindberg family. She introduced their three sons, Nathan, Ryan, and Alex, who recently were formally sworn in as Cop-4-A-Day for the Windsor Police Department. She asked them to stand and be recognized. Mayor Richardson thanked them, and said it was a wonderful experience meeting them.

Mayor Richardson also welcomed Karita Suiter and Frances Butler, who both serve on the Board of Zoning Appeals, and Glyn Willis, who serves on the Planning Commission. She thanked them for attending the meeting.

Mayor Richardson thanked everyone who worked so diligently to make the Fourth of July celebration a success. She formally thanked the Fourth of July Committee, which consists of Michael Stallings, Town Manager, Chief Reynolds, Councilwoman Flemming, Councilman Willis, Councilman Edwards, and Mary Lee Willis, citizen of Windsor, and a member of the Woman's Club. She asked for any suggestions or comments to help make next year's event even more successful. Mayor Richardson stated that thank you letters will be sent out to all individuals and organizations that helped with the Fourth of July celebration.

Mayor Richardson asked Vice Mayor Garris to lead the Pledge of Allegiance, and Vice Mayor Garris did.

Public Hearing

None

Mayor Richardson asked Vince DeTerlizzi, Council Liaison from Windsor High School, to come forward. She thanked him for his year of service as student liaison to Town Council. She presented Mr. DeTerlizzi with a resolution thanking and commending him for his dedication and service to the Town of Windsor. Mayor Richardson read the resolution entitled: "A resolution thanking and commending Vince De Terlizzi for his service to the Town of Windsor, Virginia as student liaison for 2012-13".

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Mayor Richardson said the consent agenda consists of the minutes of the June 11, 2013 Council meeting, the minutes of the June 17, 2013 Called Council meeting, and the Treasurer's reports. Mayor Richardson stated that there was a correction to page 8 of the June 11, 2013 Council minutes. She noted that under Section B (2) of the Personnel Policy Changes, the last sentence is corrected to read "It also requires all employees outside the Police Department and Town Manager to maintain a record of hours worked by clocking in and out each day." Mayor Richardson asked if there were any questions regarding the correction to the minutes.

Councilwoman Flemming made a motion to adopt the consent agenda with the corrections to the June 11, 2013 Council minutes. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Police Chief's Report

Chief Reynolds said the report is before Council for its information. He said if anyone has any questions, he will answer them at this time. He stated that the Police Department renovations are progressing very well. He said the Police vehicles should be completed within the next 45 days. Chief Reynolds reported that the Fourth of July celebration went fairly well, and he will be able to give a more accurate report when he receives more input from the community.

Chief Reynolds reported that he followed up with the home owner on Lovers Lane in regards to the visibility problem at Lovers Lane and Route 460. He stated that the home owner is very responsive to Council's suggestions, and a satisfactory resolution should take place soon.

Chief Reynolds stated that it was an honor having Nathan, Ryan, and Alex Lindberg as the Town of Windsor's first Cop-4-A-Day participants. He said he enjoyed working with them, and they are extraordinary young men.

Councilwoman Flemming said she was impressed and moved by the Media Release article written by Chief Reynolds regarding the Cop-4-A-Day participants; Nathan, Ryan, and Alex.

Mayor Richardson commended Chief Reynolds and the officers on the amazing job they did on planning the Cop-4-A-Day program. She stated that this type of positive influence on the youth will certainly make the community a better place in the future.

Councilwoman Flemming thanked Chief Reynolds and the department for all their help during the Fourth of July celebration.

Council's Discussion of Citizens' Concerns

Councilman Edwards said there is a problem with garbage truck leakage being spilled on several streets in Town, during the weekly garbage pickup. Mr. Stallings said he would report this to A.V.E.S. Moody's to have this problem resolved.

Councilman Edwards reported that the storage building at the post office has a hole in the roof, and shingles falling off the building. He stated that it is an eye sore directly in the middle of Town. Mr. Stallings said that this is the responsibility of the post office to maintain, and he will report these issues to the Postmaster.

Councilman Edwards also reported that there are two sink holes close to drains at 28 Duke Street, a sink hole around a drain at the Windsor Baptist Church parking lot, and a large sink hole at 24 North Court Street. He stated that this is a safety hazard. Councilwoman Flemming reported that there are also sink holes on Church Street. Mr. Stallings said he would report these sink holes to VDOT.

Councilman Edwards stated that drains on North Court Street are covered with debris, and dirt is piled up around light poles. He said this is not very attractive for the Town of Windsor.

Councilman Edwards said that several citizens have expressed their concerns due to there being a food vendor at the Fourth of July celebration selling food. He said the Lion's Club, Woman's Club, and the Ruritan Club feel this has been, and should be a free event for the community. He said that several people from these civic groups have threatened to not participate, if this continues. He said he also had a complaint that individuals were selling raffle tickets at the Fourth of July event. He stated that the committee needs to address these issues, and they need to be resolved.

Mayor Richardson said that a snow cone vendor had committed to being at the Fourth of July celebration to only supply snow cones for the children, but unfortunately that didn't happen. She said to please assure the civic organizations that this incident will not happen again.

Mayor Richardson reported that there is a drain pipe under Church Street close to where it runs into Shiloh Drive with a sink hole. She said Dennis reported it to VDOT, they added asphalt, and now it has sunk again. She said there is now a sink hole on the other side of the street, due to this same drain pipe. She said if these pipes are deteriorating, this could possibly cause a serious accident. Mayor Richardson stated that she would like staff to report these sink holes to VDOT as serious safety issues.

After further discussion, Mr. Stallings said staff will continue to call VDOT regarding the sink holes, and express that they are serious safety issues.

Vice Mayor Garris said that he noticed several dogs at the Fourth of July celebration. After a brief discussion, it was the consensus of Council to have staff print on the schedule of events flyer, and put in the newsletter next year that no pets are allowed.

Councilman Willis said he had received several complaints regarding the blue lights flashing on the police vehicle located on Duke Street, making it difficult to see the fireworks. Town Council discussed several options to prevent this problem from happening again next year.

Town Manager's Report

Resolution in Support of Signalization of Route 460 & Route 607 Intersection

Mr. Stallings said the Isle of Wight County Board of Supervisors recently adopted the enclosed resolution asking the Virginia Department of Transportation (VDOT) to install a traffic signal at the Route 460 (Windsor Boulevard) and Route 607 (Old Mill Road)

intersection. He said the Isle of Wight County Board of Supervisors asked if Town Council would adopt a resolution in support of their request.

Mr. Stallings said he has drafted such a resolution and enclosed it, along with the Isle of Wight staff report and resolution. He said he would recommend that Council adopt the enclosed resolution in support of the signalization of the Route 460 and Route 607 intersection.

Mayor Richardson asked the Town Clerk to read the title of the resolution. Ms. Hewett read the title of the resolution as follows: "A resolution in support of the signalization of the intersection of Route 460 (Windsor Boulevard) and Route 607 (Old Mill Road) in Isle of Wight County".

Councilman Edwards stated that he would like to see The Isle of Wight County Board of Supervisors support a traffic signal at the intersection of Route 460 (Windsor Boulevard) and Roberts Avenue.

Vice Mayor Garris made a motion to adopt the resolution entitled: *A Resolution In Support Of The Signalization Of The Intersection Of Route 460 (Windsor Boulevard) And Route 607 (Old Mill Road) In Isle of Wight County.* Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Budget Amendments

Mr. Stallings reported two errors in the expense line items in the budget where excel did not calculate the columns correctly.

Mr. Stallings said the first error is in the Planning & Zoning Department. The bottom line total of \$74,400 that is shown for the department is inaccurate. The correct total is \$77,340. He said this is a difference of \$2,940.

Mr. Stallings said the second error is in the Police Department. The bottom line total shown in this department did not pick up the "Building Operations" expenses at the bottom of the budget. He said the total showing \$496,695 should be \$508,395, with a difference of \$11,700.

Mr. Stallings said the existing budget total amount is off \$14,640.

Mr. Stallings explained there are two options to resolve this problem. The first is to move funds on the expense side to cover this discrepancy. He said he has reviewed the budget, and does not feel that there are sufficient funds in other line items to cover the total amount. The second is to revise some of the revenue projections to provide additional funds to cover the amount. He said he has reviewed the revenue projections that are contained within the approved budget. Mr. Stallings said he is recommending that adjustments be made in three of the revenue line items.

Mr. Stallings said the first revenue line item is Local Sales Tax. The adopted budget projects this source of revenue to bring in \$81,000. As of June 25, 2013, the Town received \$82,589. It is projected that by the end of the fiscal year close out, the Town will have received \$88,000. Mr. Stallings said he felt confident in changing the projection for the 2013-14 year to \$82,640.

Mr. Stallings said the second revenue line item is Merchants & Other Licenses. The adopted budget projects this source of revenue to bring in \$110,000. As of June 25, 2013, the Town received \$141,412. He said he felt confident in changing the projection for the 2013-14 year to \$120,000.

Mr. Stallings said the third revenue line item is Traffic Fines. The adopted budget projects this source of revenue to bring in \$134,000. As of June 25, 2013, the Town received \$156,025. He said he feels confident in changing the projection for the 2013-14 year to \$137,000.

Mr. Stallings stated that the three revenue changes will provide the additional \$14,640 that is needed to cover the computing error that has been discovered. He said the new bottom line for the 2013-14 budget will be \$1,571,573.

Mr. Stallings said he is enclosing a resolution that appropriates these additional revenues, and amends the budget to correct the errors that have been identified.

Mayor Richardson asked what precautions will be taken in the future to make sure this error does not happen again. Mr. Stallings said staff will manually check and re-check the excel calculations in the future. He said he will also be checking with other localities to see what type of programs they are using to develop their budgets, and then make a determination as to what programs are cost effective and accurate.

Councilman Edwards asked if the amended budget needed to be advertised. Mr. Stallings said it does not need to be advertised. Councilman Edwards asked how the citizens would know about the amendments. Mr. Stallings said the amended budget will be on the website, and will also be displayed in the Town Office for the public to view.

After further discussion regarding the amended budget, Mayor Richardson read the title of the resolution as follows: "A resolution appropriating revenues to and amending the 2013-14 operating budget for the Town of Windsor Virginia".

Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Appropriating Revenues To And Amending The 2013-14 Operating Budget For The Town Of Windsor Virginia*". Councilman Edwards seconded, and Council passed the motion five to one as recorded on the attached chart as motion #3.

Personnel Policy Changes

Mr. Stallings said at a recent work session, Council discussed the recent changes to the Personnel Policy. He said he was directed to revise the hours of work for salaried employees. The change provides the salaried employees with the option of having a one hour lunch, if they still maintain an eight hour day. Mr. Stallings said the changes have been made to the policy, and they are enclosed in the packets.

Mr. Stallings recommended that Council adopt the enclosed Personnel Policy change.

Vice Mayor Garris asked why salaried and hourly employees didn't work the same eight hour work schedule. Mayor Richardson explained that if the hourly employees worked over to do meetings, they would have to be paid overtime after 40 hours.

Councilman Willis made a motion to adopt the Personnel Policy change. Councilwoman Flemming seconded, and Council passed the motion five to one as recorded on the attached chart as motion #4.

Action List

Mr. Stallings said the Action List is enclosed for Council's review.

Mr. Stallings said the bushes causing visibility problems at Lover's Lane and Route 460 will be trimmed significantly by the maintenance crew.

Mr. Stallings stated that the Department of Environmental Quality (DEQ) has reviewed all the technical data pertaining to the permit for well #6. He said they are working on a draft permit, and the process is moving forward.

Mr. Stallings asked if there were any questions, and hearing none, he moved to the next item.

Calendar of Events

Mr. Stallings said he has enclosed the calendar of events for Council's information. He said the Windsor Police Department and Young Professionals Organization will be organizing a "Touch a Truck" event on July 27, 2013 from 3:00 p.m. to 6:00 p.m. at the Town lot beside Farmers Bank.

Others

Mr. Stallings said that funds were appropriated last fiscal year to do the renovations to the new Police Department. He said as the fiscal year has ended, that appropriation has lapsed. He said there is a resolution before Council to appropriate the remaining funds to continue with the renovation work. He stated that the remaining balance is \$79,648, which takes into account the one payment made to the contractor, and the payment made to the security company.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$79,648 from the General Fund Unappropriated Fund Balance into the Building Renovations line item of the General Fund Operating Budget for fiscal year 2013-2014.

After a brief discussion, Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$79,648 From The General Fund Unappropriated Fund Balance Into The Building Renovations Line Item Of The General Fund Operating Budget For Fiscal Year 2013-2014.* Councilman Edwards seconded, and Council passed the motion four to two as recorded on the attached chart as motion #5.

Mr. Stallings asked Council to let him know if they would like to attend the VML Conference being held at Arlington in October. Mayor Richardson said she will not be able to attend the conference, but has asked Vice Mayor Garris to attend the Mayor's Institute in her absence. She asked Councilman Bryant to be an alternate for the Mayor's Institute, if Vice Mayor Garris could not attend. She stated that Vice Mayor Garris will be the voting member for the Town of Windsor, and Councilman Bryant will be the voting member if Vice Mayor Garris cannot attend.

Town Attorney's Report

No report.

Mayor's Report

Mayor Richardson thanked all the businesses, civic organizations, and individuals who worked so hard to make the Fourth of July celebration such a success. She said she attended a meeting in Richmond with Mr. Carney to receive information on qualifying for a Housing Community Development Block Grant to be used to save the Windsor Middle School gym, and stated that she will be pursuing the grant. She briefed Council on other meetings she attended during the month. She said there will be a joint work session with the Town of Windsor and Isle of Wight County Planning Commissions July 10, 2013 at 6:00 p.m. at the Isle of Wight County Board Room. This work session is scheduled to discuss concerns and issues regarding the request to rezone a 79.563 acre parcel owned by Isle of Wight County located in the Town of Windsor near the Intermodal Park. She asked everyone to attend, if possible.

Mayor Richardson said she has been asked to do an interview on July 22, 2013 with Prime Media, Charter cable, channel 8. She said they are going to spotlight the Town of Windsor.

Economic Development Authority

Councilman Scott reported that the Economic Development Authority (EDA) met on July 8, 2013. He said Mayor Richardson attended the meeting, and updated EDA on work she has been doing with the County in reference to the sewer capacity issues within the Town. He said two members of EDA have asked to be replaced, due to their heavy work schedules. He stated that two new members will have to be appointed, and asked for recommendations from Council. Councilman Scott said EDA has compiled a list of short and long term goals that they will be working on to improve the appearance and future growth of the Town of Windsor.

Councilman Scott made a motion to reappoint Everette Scott and Bobby Claud to the Economic Development Authority for a four year term. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Mayor Richardson said that Councilman Scott has been working diligently on getting everything needed to put up new entrance signs in the Town of Windsor, and she thanked him for all of his hard work. Councilman Scott presented a new masonry design to Council, which will be more cost effective than the previous design. Council discussed durability and location of the signs. It was the consensus of Council to have Councilman Scott move forward with cost estimates for the new design.

Other Reports

None

Planning Commission

Mr. Carney said the planning and zoning report for fiscal year end 2012-2013 is enclosed for Council's information. He said there were 70 zoning permits issued, and 78 violation notices sent out during the year. He said overall, the citizens of the Town are complying with the

Town's laws, and when they learn they are in violation, they correct the matter in a promptly manner.

Mr. Carney reported that the Board of Zoning Appeals had no cases for 2012-2013, but met twice for training purposes.

Mr. Carney stated that the major rewrite of the Land Development Ordinance is coming to a close with completion and adoption for early this fiscal year. He said the Planning Commission is working on the Comprehensive Plan, and is also considering the major rezoning in conjunction with the Isle of Wight Planning Commission for the Shirley T. Holland, Phase III. Mr. Carney said the Planning Commission is also considering a permanent telecommunications tower on South Court Street/Buckhorn Road area to replace the temporary tower, which was approved last month off of Route 258.

Old or Unfinished Business

Mayor Richardson stated that George Stubbs' term on the Planning Commission has expired. She said he has graciously agreed to serve another term. Mayor Richardson made a motion to reappoint George Stubbs to the Planning Commission. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Mayor Richardson said Carolyn Harrup's term on the Board of Zoning Appeals has expired, and she has also agreed to serve another term. Mayor Richardson made a motion that Council nominate Carolyn Harrup for another term on the Board of Zoning Appeals. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Mayor Richardson asked that Mr. Carney and Mr. Brittle process the needed paperwork to be presented to the Circuit Court Judge for Ms. Harrup's reappointment.

Councilman Edwards said the old vehicles sitting in the Town Hall parking lot need to be addressed. Mr. Stallings said once the three new police vehicles come in, Council will be able to declare the old vehicles as surplus, and then they can be sold. Councilman Edwards asked if they could be moved to another location, until they become surplus. Mr. Stallings said he would have them moved.

Councilman Scott said that several residents have expressed their concerns with him regarding the three postal vehicles sitting in the post office parking lot. Mr. Stallings said he understands that the three vehicles were given to the post office to be used by the mail carriers. Councilman Edwards said he was told that the carriers will have to be trained before they can use the vehicles.

Mr. Wallace, Town Attorney, stated that according to the state code, the \$14,640 amendment to the budget does not need to be advertised, because it does not exceed one percent of the total expenditures, but the \$79,648 funds being appropriated from the General Fund Unappropriated Fund Balance into the Building Renovations line item of the General Fund Operating Budget will need to be advertised, because it does exceed one percent of the total expenditures. Mayor Richardson asked Mr. Stallings to have the \$79,648 appropriated funds advertised for the August 13, 2013 Council meeting.

New Business

None

Closed Session

Councilman Edwards made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 for personnel matters. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Councilman Scott made a motion to go back into regular session. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Councilwoman Flemming 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 #11.

Councilwoman Flemming made a motion to reconsider the resolution entitled: *A Resolution Appropriating The Sum Of \$79,648 From The General Fund Unappropriated Fund Balance Into The Building Renovations Line Item Of The General Fund Operating Budget For Fiscal Year 2013-2014*. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Councilman Willis made a motion to table the resolution entitled: *A Resolution Appropriating The Sum Of \$79,648 From The General Fund Unappropriated Fund Balance Into The Building Renovations Line Item Of The General Fund Operating Budget For Fiscal Year 2013-2014*. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #13.

Council reviewed the master plan completed by Wiley & Wilson.

Vice Mayor Garris made a motion to adjourn. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #14.

The meeting adjourned at 10:07 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Interim Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date July 9, 2013

Motion #	Garris	Bryant	Willis	Scott	Flemming	Edwards	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	N	Y	Y	Y	Y	
4	N	Y	Y	Y	Y	Y	
5	Y	N	Y	N	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
11	Y	Y	Y	Y	Y	Y	
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Windsor Town Council
 July 9, 2013
 Robin Hewett, CMC
 Clerk / Treasurer