

**Minutes
Windsor Town Council Meeting
Town Hall
November 12, 2013**

The Windsor Town Council met in regular session on November 12, 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, Interim 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 Councilwoman Flemming to lead the Pledge of Allegiance, and Councilwoman Flemming did.

Public Hearing

None

Mayor Richardson asked Mr. Larry Willis to come forward. She thanked and commended him for his 45 years of service to the Windsor area Boy Scouts. She said that Mr. Willis has been a mentor and has taught great leadership skills to many young men. Mayor Richardson presented Mr. Willis with a Town pin and a replica of the old train station.

Mr. Willis thanked Council for honoring him and for their support throughout the years. He stated that his troop had just presented their 49th Eagle Scout.

Delegations, Public Comments, and Citizens' Concerns

Jenny Saunders, Windsor High School Co-Student Liaison to Council, briefed Council on several "giving back to the community" projects that the Windsor High School has been working on. Mayor Richardson thanked her 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 October 8, 2013 Council meeting and the Treasurer's reports.

Councilman Edwards made a motion to adopt the Consent Agenda as presented. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Police Chief's Report

Chief Reynolds said the October report is before Council for their information. He said if anyone has any questions, he will answer them at this time. Chief Reynolds reviewed criminal trends and precautions that should be taken especially during the holiday season.

Chief Reynolds briefed Council on the devastation to the Philippines caused by the typhoon. He stated that Officer Harris has family in the Philippines. Chief Reynolds said that the police department is going to organize a fundraiser, and the money will be sent to the Red Cross to help the families in need. He said he will brief Council and the Town Manager before any decisions are made regarding the fundraiser.

Chief Reynolds reported that Halloween was a success with no incidents reported. He stated that the Auxiliary Police were a tremendous help. He said that four young ladies have signed up for the Youth Auxiliary program, and he will try to have them introduced at the next Council meeting.

Chief Reynolds stated that the police department will be having an open house December 7, 2013 from 11:00 a.m. to 2:00 p.m. He also stated that a resident has offered to match dollar for dollar any money donated by Council members for the Town of Windsor Toy Drive.

Councilwoman Flemming said that a citizen confronted her regarding a noise complaint. Chief Reynolds briefed Council on a recent noise complaint, and explained that citizens should report all noise complaints while in progress to the police department.

Councilwoman Flemming asked for an update on the wildlife situation in Town, which was discussed at the last Council meeting. Mr. Stallings said that he and Mayor Richardson met with Larry Wilson, head of Animal Control, and Chief Deputy Clarke from Isle of Wight Sheriff's Department. He reported that Animal Control is mainly responsible for domesticated animals; however, they will respond to rabid animals or animals that are acting in a suspicious manner. He stated that citizens should report any suspicious acting animals to the Isle of Wight County dispatch.

Mr. Stallings said that the Department of Game and Inland Fisheries has established a wildlife conflict helpline. He said that this is another option if Animal Control cannot respond.

Mayor Richardson said that citizens should be aware that when calling dispatch, they should make it clear that the animal could have rabies and could be a danger to the community. She suggested putting information in the newsletter to educate citizens on what to do and what to say to dispatch when reporting a suspicious animal. Mr. Stallings said he would put this information and the Game and Inland Fisheries conflict helpline phone number in the newsletter and on the Town of Windsor website.

Chief Reynolds requested a work session to discuss Phase II operations of the police department building.

Council's Discussion of Citizens' Concerns

Councilman Edwards reported a streetlight at 20 Virginia Avenue that continuously stays on. He also said that the building at the post office is still in need of repair or demolition. Mr. Stallings said he would take care of both issues.

Councilman Scott reported a leaning pole at Lovers Lane and Route 460. He said that a Dominion representative explained to him that the pole has Verizon lines on it, and it can't be taken down until the Verizon lines are removed. Mr. Stallings said he would contact Verizon.

Town Manager's Report

Resolution Thanking and Commending the Woman's Club of Windsor

Mr. Stallings said that the Town of Windsor is served by several outstanding civic organizations, and the Woman's Club of Windsor is one of them. Over the past 83 years, the club has served the residents of the Town of Windsor and surrounding areas faithfully. Mr. Stallings said he has enclosed a resolution thanking and commending the Woman's Club of Windsor for its years of service and dedication to the Town of Windsor.

Mayor Richardson read the title of the resolution as follows: "A resolution thanking and commending the Woman's Club of Windsor for its service to the Town of Windsor, Virginia and Isle of Wight County."

Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Thanking And Commending The Woman's Club Of Windsor For Its Service To The Town Of Windsor, Virginia And Isle Of Wight County.*

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

Surplus Property

Mr. Stallings said that in accordance with the Town's surplus property policy the following items have been determined no longer needed or used by the Town.

- Homelite trash pump model HTP2 Serial Number MR0400012
- Myers utility pump Serial Number 460 282
- 2004 Dodge Intrepid VIN 1B3MD46VXM701391
- 2003 Dodge Intrepid VIN 2B3HD46V13H556059
- 2005 Ford Crown Victoria VIN 2FAHP71W05X161182

Mr. Stallings said that these items will be consigned by Marshall Enterprises in Carrollton, VA. These items, along with others, will be auctioned off Saturday, December 7, 2013 beginning at 8:30 a.m. The auction will be held at 21207 Boundary Road in Carrollton.

Mr. Stallings said he would recommend that Council adopt the enclosed resolution declaring the mentioned items surplus.

Mayor Richardson read the title of the resolution as follows: "A resolution declaring certain non-fixed assets surplus and approving the disposal of said assets."

Vice Mayor Garris made a motion to adopt the resolution entitled: *A Resolution Declaring Certain Non-fixed Assets Surplus And Approving The Disposal Of Said Assets*. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Mission Statement

Mr. Stallings said that he and Mayor Richardson have been working on a grant application for the Obici Foundation. He said this grant requires that Council identify a mission statement. Mr. Stallings said the mission statement must be included on the Obici Foundation concept paper that is due on Tuesday, November 12, 2013.

Mr. Stallings stated that Mayor Richardson has developed a mission statement for the Town of Windsor, which was included in the packets for Council's review. Mayor Richardson read the mission statement.

After a brief discussion, Councilwoman Flemming made a motion to adopt the Town of Windsor Mission Statement. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Action List

Mr. Stallings said the Action List is enclosed for Council's review. He reported that he has contacted an agent regarding the sale of the post office. He said he is waiting on a return call with a proposal on how to proceed with the sale of the building. Mr. Stallings said he would report back to Council when he receives more information.

Calendar of Events

Mr. Stallings said he has enclosed the Calendar of Events for Council's information. He noted that the Breakfast with Santa, the Town of Windsor Christmas parade, and the Police Department open house will be on December 7, 2013.

Other

Mr. Stallings said that a work session is also needed to discuss the replacement of the Town sign.

It was the consensus of Council to have a work session November 21, 2013 at 5:00 p.m. to be held at the police department to discuss Phase II operations of the police department and the purchase of a new Town sign.

Mr. Stallings reviewed price quotes on having a second Christmas tree put at the police department on Route 460 for the citizens to enjoy. He said that a new Christmas tree would cost approximately \$4,000. After a brief discussion, it was the consensus of Council to move the old Christmas tree to the police department on Route 460.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson reported that the Windsor Knight little league football team and cheerleaders collecting food for a Thanksgiving food drive, and they have a collection box set up in the Town Hall lobby for non-perishable items.

Mayor Richardson said she attended and spoke at the Veteran's Day ceremony held in Smithfield. She said that the State of the County breakfast will be held on November 14 2013 at the Trinity Methodist Church in Smithfield at 8:00 a.m. Mayor Richardson encouraged those who attended the VML Conference to share their ideas and materials with the Council members who could not attend.

Mayor Richardson reported that she is continuing to pursue grant money and donations to save the Windsor Middle School gym to be used as a Community Recreational Center. She briefed Council on the Obici Foundation grant and the Elms Foundation grant that she recently applied for. Mayor Richardson said she would update Council on the status of these grants as soon as she receives information.

Economic Development Authority

Councilman Scott reported that the EDA is working on promotional brochures for the Town of Windsor, and are working on ideas of how to attract new businesses to the Town. He said they are also working towards accomplishing a couple of goals that were previously set for the EDA.

Other Reports

Mayor Richardson said the Christmas parade will be held December 7, 2013. She said participants will gather at 3:00 p.m., and the parade will begin at 4:00 p.m.; ending at the library for the lighting of the Christmas tree. Councilwoman Flemming said that the registration forms to enter floats into the parade are on the Town's website and are also in the Town Hall.

Planning Commission

Mr. Carney said the Planning and Zoning report for October 2013 is enclosed for Council's information. He said there were four zoning permits issued, and ten violation notices sent out during the month.

Mr. Carney reported that the Planning Commission held a work session on October 15, 2013 regarding the Future Land-Use Map for the 2013 Comprehensive Plan with the Isle of Wight Planning Department. The purpose of the work session was to coordinate the Town's map with the County's plans.

Mayor Richardson said that a Transportation Committee is being formed with representatives from Isle of Wight County and the Town of Windsor to discuss transportation issues that may stem from the development of the Intermodal Park. She said the Committee may be meeting in the near future. She asked Council to contact her or Mr. Stallings with any suggestions they may have on improving the traffic issues within the Town, particularly the six-way intersection and the Route 460 and Route 258 intersections.

Councilwoman Flemming said that the Drainage Committee has given several citizens a questionnaire regarding drainage issues within the Town, and those questionnaires have been completed and sent back to the Town. She said the questionnaire is also on the Town's website. Mayor Richardson asked Mr.

Stallings to put in the newsletter that the questionnaire is available on the Town's website. Mr. Stallings said he would put this information in the newsletter.

Old or Unfinished Business

Mayor Richardson said that the Town has received another request from a water customer requesting a leak adjustment on their water bill. She said that the Town does not have a written policy regarding water leaks. Mayor Richardson said that Mr. Stallings has enclosed the policy he wrote previously for the June 11, 2013 Council meeting.

Mayor Richardson said the policy requires that the water leak result in a bill that is three times greater than the normal average bill for the previous 12-month period. She said the bill must also be greater than \$300; the resident must then provide proof that the leak has been fixed. She said the proof can be in a form of a receipt from a plumber, proof of materials being purchased, or inspection by Town staff. She said only one credit will be issued in any 12-month period, with more than two credits being issued in a five year period. The policy can be retroactive, but the water customer must fill out the appropriate application for the credit.

Mayor Richardson said the policy will also state that when all the conditions are met, the customer will be eligible for a credit of 50% of the usage above the normal average usage for the previous 12-month period. This credit shall not exceed \$500. This policy shall be retroactive for a period of 5 years from the date of its adoption.

Vice Mayor Garris said he feels the policy should stay the same. Councilman Edwards said he does not agree with the policy being retroactive.

Mayor Richardson made a motion to adopt the Water Leak Credit Policy changing the language to read: This credit shall not exceed \$500 "for residential customers." This policy shall be retroactive "to October 2005." Councilman Bryant seconded.

Vice Mayor Garris said he thinks the policy should be the same for all water customers. He said that it is not fair to single out residential customers.

Council had an in depth discussion regarding the policy change and the effects it would have on water sales.

After discussion, Council passed the motion four to two as recorded on the attached chart as motion #5.

New Business

Mr. Stallings reviewed the VDOT milling and paving schedule for the roads with in the Town with Council.

Chief Reynolds briefed Council on recent police activity regarding narcotics manufacturing.

Closed Session

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters and A-5 perspective business. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Willis made a motion to go back into regular session. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

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 #8.

Council scheduled a work session for 3:00 p.m. on November 14, 2013.

Councilman Edward made a motion to adjourn. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 10:10 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Interim Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date Nov. 12, 2013

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