

**Minutes
Windsor Town Council Meeting
Town Hall
January 14, 2014**

The Windsor Town Council met in regular session on January 14, 2014 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, Interim Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Newsome, Interim Town Treasurer, and Wallace Brittle, Town Attorney were present.

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

Council member absent: Wesley F. Garris

Mayor Richardson asked everyone to stand for the Pledge of Allegiance.

Mayor Richardson said that Vice Mayor Garris would not be attending the Council meeting due to his wife recovering from her recent surgery, and not being able to stay home alone.

Public Hearing

None

Delegations, Public Comments, and Citizens' Concerns

Mayor Richardson presented a resolution to Mrs. Constance Rhodes, President of the Isle of Wight/Smithfield/Windsor Chamber of Commerce, thanking and honoring her for her almost 30 years of service to the Chamber of Commerce. Mayor Richardson thanked Mrs. Rhodes for her outstanding contributions and accomplishments. Mayor Richardson read the resolution. Mrs. Rhodes accepted the resolution and thanked Town Council for their support throughout the years. Mrs. Rhodes briefed Council on several projects that the Chamber is currently working on, including the Route 460 project.

William Archer, Windsor High School Co-Student Liaison to Council, reported on several school activities, and said that SOL testing would be taking place the following week. He also stated that the Scholastic Team placed third at Conference. Mayor Richardson congratulated the Scholastic Team for their accomplishments. She thanked Mr. Archer 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 December 10, 2013 Council meeting, the Treasurer's reports, and a resolution to appropriate donated funds. Mayor Richardson asked if there were any questions or comments regarding the consent agenda.

Councilman Edwards made a motion to adopt the consent agenda as presented. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Police Chief's Report

Interim Chief Riddle stated that the police report is before Council for its information. He said if there are any questions, he would answer them at this time. Councilman Willis asked Interim Chief Riddle if he could include a brief summary of the month's activities at the end of the police report. Interim Chief Riddle said he would include a summary with the future police reports.

Mayor Richardson thanked Interim Chief Riddle and all of the Town of Windsor police officers for delivering Toys for Tots Christmas morning.

Council's Discussion of Citizens' Concerns

None

Town Manager's Report

Town Signs

Mr. Stallings said that the Town is in the process of replacing the Town's entrance signs. The location of the sign on Route 258 on the north end of Town is within VDOT's right of way. He said the Town must obtain a land use permit from VDOT for the construction of this sign.

Mr. Stallings said as part of the permit process, the Town is required to adopt the enclosed resolution which states that the Town agrees to carry liability insurance, require any contractors comply with VDOT's surety requirements, and authorizes the Town Manager to execute all documents pertaining to the land use permit applications. Mr. Stallings recommended that Council adopt the enclosed resolution.

Councilman Edwards noted language in the resolution that needed to be corrected from "County Administrator, City" to "Town Manager." Mr. Stallings said he would correct the language.

Councilman Scott made a motion to adopt the corrected resolution stating that the Town agrees to carry liability insurance, require any contractors comply with VDOT's surety requirements, and authorizes the Town Manager to execute all documents pertaining to the land use permit applications. Councilman Willis seconded, and

Council unanimously passed the motion as recorded on the attached chart as motion #2.

Budget Calendar

Mr. Stallings stated that he enclosed the draft calendar for the development of the 2014-2015 operating budget in the Council packets. He said he would like to propose a work session on January 28, 2014 for the presentation of the six month budget review.

It was the consensus of Council to have a work session on January 28, 2014 at 5:30 p.m. to review the draft calendar for the development of the 2014-2015 operating budget.

Mayor Richardson stated that another work session will be needed in February where Council can give Mr. Stallings guidance with the budget. It was the consensus of Council to tentatively schedule a work session on February 24, 2014 at 5:30 p.m.

Action List

Mr. Stallings said the Action List is enclosed for Council's review. Councilman Edwards asked Mr. Stallings if he had an update from VDOT regarding the gaps between the new paving and the old paving on the edge of the road on Virginia Avenue. Mr. Stallings said that Mr. Joseph Lomax, VDOT Residency Administrator, is checking with the contractors to see if they already have a plan in place to correct this problem. Mr. Stallings said he would report back to Council when he receives more information from Mr. Lomax.

Calendar of Events

Mr. Stallings said the Calendar of Events is included in the Council packet for Council's information. He noted that the VML Legislative Day is February 6, 2014. He said if anyone would like to attend, to let him know so he can register them for the event.

Budget Transfer – Water Fund

Mr. Stallings reported that the mud pump that is currently used by the Maintenance Department needs to be replaced. He said this pump is used to pump water out of holes when the maintenance staff is repairing water lines, or conducting other work. Mr. Stallings said that the pump has been damaged and is no longer functioning. He said this is a vital piece of equipment, and it is important that a replacement pump is purchased. Mr. Stallings said the cost to replace the pump and associated equipment is estimated to be \$2,000. He said to ensure that there are sufficient funds to purchase a replacement pump and the needed hoses and fittings; he is recommending that \$2,500 is transferred from the System and Maintenance line item to the Equipment line item all within the Water Fund. Mr. Stallings said that since the

damage occurred during an accident, he is going to contact the insurance company to see if the mud pump is covered for reimbursement.

After a brief discussion, Councilwoman Flemming made a motion to approve a Water Fund Budget transfer of \$2,500 from System Repairs and Maintenance (account number 4-200-42000-6007) to Equipment (account number 4-200-42000-6020). Councilman Edwards seconded, and Council passed the motion four to one as recorded on the attached chart as motion #3.

Revised Resolution in Support of the Construction of a New Route 460

Mr. Stallings stated that he has placed an article before Council announcing that the state will not be spending additional funds on the new Route 460 project until the permit is approved through the Corps of Engineers. He said that a resolution showing the Town's support of the construction of a new Route 460 was adopted at last month's Council meeting. Mr. Stallings said that he and Mayor Richardson have revised the resolution changing the language to put more emphasis on hurricane evacuation and safety.

Mayor Richardson said the language needed to be revised to stress the importance of safety, the dangers of Route 460 becoming impassible from flooding, and it being inadequate to handle a large scale evacuation of the Hampton Roads Area if the new Route 460 project is not completed. She said that she has written a letter to be sent with the resolution.

Mayor Richardson read the revised language of the resolution.

Councilman Willis made a motion to adopt the revised resolution entitled: *A Resolution In Support Of The Construction Of A New Route 460*. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Replacement Signs

Mr. Stallings presented designs of the signs for the Police Department and for Town Hall. He asked for input from Council regarding the appearance of the signs before he proceeded with quotes. Council discussed changing the color of the poles to black and adding an address to the signs. After further discussion, Council instructed Mr. Stallings to proceed with price quotes.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson reported that Joseph Lomax, VDOT Residency Administrator, called her during the storm to ask if there were any flooding issues within the Town

or on Route 460 that needed to be addressed. Interim Chief Riddle accessed the situation and reported back with no major flooding issues.

Mayor Richardson said she received an invitation to attend the 150th Anniversary that commemorates the Battle of Smithfield. She stated that it will be held at the Isle of Wight Museum on January 31, 2014 at 7:00 p.m. She asked if anyone was interested in attending to let her know.

Mayor Richardson said that due to the confusion with the trash pick-up during the holidays, she asked Mr. Moody to provide the Town office with a written notice when they set their holiday schedule. He asked Staff to contact Mr. Moody if this information is not sent in a timely manner. Mayor Richardson also noted that the trash pick-up schedule is usually located in the Daily Press and the Smithfield Times.

Mayor Richardson said she attended the Legislative Breakfast, which was very informative. She said that she and Michael are continuing to pursue grant money to save the Windsor Middle School gym. She said the Town has been accepted and has passed the first set of criteria for the Obici Grant and will begin working on the second phase. Mayor Richardson said that the Town Manager's performance evaluation will be done in February. She asked Council to complete the evaluation forms and return them to her by the end of January.

Economic Development Authority Report

Councilman Scott reported that Racheal Chieppa from Isle of Wight Economic Development and Judy Winslow from the Isle of Wight Tourism gave a presentation on agri-tourism at the EDA meeting. They discussed several farm tours that have been planned throughout the county and how agri-tourism can benefit local farmers, towns and counties by promoting economic development.

Councilman Scott said that the EDA is always interested in what they can do to help businesses. After discussing various ways of receiving input from local businesses, it was suggested that the Town Manager visit several businesses a month to discuss their needs.

Other Reports

Mayor Richardson thanked Councilwoman Flemming for organizing the Town's Christmas parade. She said that she has received many good comments from the citizens. Mayor Richardson said that next year's theme will be "The Gift(s) of Christmas." Mayor Richardson also thanked the Friends of the Library for organizing the Breakfast with Santa. She said it was also a great event.

Planning Commission

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

22, 2014. He said this meeting should be very important to complete the work on the Future Land-Use-Map and begin the process for the completion of the Comprehensive Plan.

Old or Unfinished Business

Mayor Richardson reported that the Isle of Wight Board of Supervisors meeting will be held January 16, 2014 at 5:00 p.m. She said that a VDOT representative along with 460 Mobility Partners (the company awarded the contract to build the new Route 460) will be giving a presentation on their progress towards the new Route 460 project. Mayor Richardson encouraged everyone to attend.

Councilman Scott asked the status of the auction that was held for the Town's surplus property. Mr. Stallings said that all the surplus property was sold, and he is in the process of setting up a meeting with Marshall Enterprises, the auction company, to discuss how much the property sold for. He said he would report back to Council when he receives this information.

Councilman Edwards stated that there should be surety bonds on all Town Staff who handles money. Mr. Stallings said he would review all the bonds and make sure that this information is current.

Councilman Willis asked the status of the Safe Routes to Schools Program. Mr. Stallings said that the schools elected not to participate in the Safe Routes to Schools Program. He said the County has secured grant funding to continue the construction of the sidewalks from Courthouse Highway to Windsor Woods and possibly to Heritage Park. Mr. Stallings said the construction is scheduled to begin in the spring.

Mayor Richardson asked Mr. Stallings for a progress report on the RedFlex cameras. Mr. Stallings said that he will be meeting with Interim Chief Riddle to get an update on the project. He said he would report back to Council when he receives information.

New Business

Councilman Edwards said that Town Code 130:13 states that the Town Treasurer will furnish Council with a delinquent tax list, and they have not received one. He said this would be very helpful with the new budget session approaching.

Closed Session

Councilman Bryant made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel performance, 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, and A-7 consultation with legal counsel and briefings by staff members pertaining to actual or probable

litigation. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #5.

Councilwoman Flemming made a motion to go back into regular session. Councilman Edwards seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Councilman Edwards 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 Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Edwards made a motion to increase 1st Sergeant Riddle's salary by \$100 per month retroactive to December 21, 2013. Councilman Scott seconded, and Council passed the motion as recorded on the attached chart as motion #8.

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

The meeting adjourned at 9:52 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 14, 2014 - Regular Meeting

Motion #	Garris	Bryant	Willis	Scott	Flemming	Edwards	C. Richardson
	Absent						
1		Y	Y	Y	Y	Y	
2		Y	Y	Y	Y	Y	
3		N	Y	Y	Y	Y	
4		Y	Y	Y	Y	Y	
5		Y	Y	Y	Y	Y	
6		Y	Absent	Y	Y	Y	
7		Y		Y	Y	Y	
8		Y		Y	Y	Y	
9		Y		Y	Y	Y	
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Jerry Whitehead, Town Clerk