

**Minutes
Windsor Town Council Meeting
Town Hall
January 14, 2020**

The Windsor Town Council met in regular session on January 14, 2020 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, Ben Sullivan, Planning & Zoning Administrator, Chief Riddle, and Fred Taylor, Town Attorney, were present.

Council members present: Greg Willis
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 George Stubbs

Council member absent: Durwood Scott

Mayor Willis led the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Student Liaison - Stephen Branch

Stephen Branch, Student Liaison to Council, briefed Council on several school activities. He reported that Standards of Learning (SOL) testing is taking place at this time. He said score comparisons with other schools will be posted on the Virginia Department of Education website. He invited Council to attend the Windsor High School Expo for Deeper Learning on January 27, 2020. He said he will email Mr. Stallings information regarding the time of the expo. He said this event is open to the public. Mr. Branch announced that Isle of Wight County Schools are in the process of developing a Leadership Institute for local high school students which should be implemented by next year.

Mr. Branch also reported that as of January 6, 2020, all schools in Isle of Wight County started using a new system for security called School Gate Guardian and Pickup Patrol. He explained that this new system will require anyone entering the schools to scan an ID. Mr. Branch said this will also be used for early dismissals and when students are tardy.

Mayor Willis thanked Mr. Branch for attending the meeting and for updating Council on the recent events at the high school.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the December 10, 2019 Council meeting, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

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

Treasurer's Report

Ms. Newsome said the Treasurer's report for the month of December is before Council for review. She gave an update on the import issues with the 2019 personal property taxes. She said there are still errors showing on the imports but not as many errors as on previous imports.

Mayor Willis stated that Ms. Newsome and the Isle of Wight County IT department are still waiting for feedback from the Tyler support team regarding the import issues. He said he called today for a status report, and he has not heard back from the support team. Mayor Willis said he will be following-up on this issue.

Ms. Newsome reported that the Town Center loan will be paid off on November 18, 2022 if the minimum \$58,000 per year is paid. She said the principal balance is \$159,203.00. She said the total payoff will be \$166,285.23. She explained that \$7,081.77 will be saved in interest if the loan is paid off in advance. Ms. Newsome said the original payoff was for 2023, but because of the additional principal payments paid to the loan as suggested by Councilman Bernacki, it has shortened the length of the loan.

Mr. Stallings stated that he anticipates that the loan will be paid off before November 18, 2022 because we have in the budget to pay more than the minimum \$58,000 per year.

Councilman Bernacki suggested that Council move forward with the Public Works building since the payoff on the Town Center will be sooner than expected. He said the Public Works building is the next priority on the list for the Town.

Council continued to discuss the \$300,000.00 Certificate of Deposit (CD) that will be maturing in July, 2020 and the funds in the budget that will not be needed for the Church Street/Shiloh Drive sidewalk project that could be used to fund a new Public Works building for the Town.

Mr. Stallings explained that the electric bill for the Town Center was higher this month because the default to 60 degrees when unoccupied was turned off by mistake during staff training. He said the HVAC system ran constantly for several days. He said this has been addressed and will be monitored in the future.

Councilman Bernacki suggested some type of alert to reset balance temperature. Mr. Stallings said he would check into some type of alert system.

After further discussion regarding operating expenses for the Town Center, Council agreed to have Mr. Stallings bring back a report showing what would need to be paid towards the Town Center loan with the intent of having it paid off next year.

Councilwoman Blankenship made a motion to approve the Treasurer's report. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Councilwoman Blankenship reported that the streetlight outage in Windsor Woods has been repaired.

Town Manager's Report

Financial Software Conversion

Mr. Stallings said at the December Council meeting, Council discussed the need to re-appropriate funds for the Munis Conversion. At that time, Council tabled the adoption of the resolution until the January meeting due to issues with the 2019 personal property tax bills.

Mr. Stallings stated that the 2019 personal property import problems have not been resolved; therefore, he would not recommend that Council move forward with adopting the enclosed resolution appropriating these funds at this time.

After discussion, it was the consensus of Council to table appropriating these funds until the 2019 personal property import problems are resolved by Tyler Technologies. Council also agreed to have this item on the February 11, 2020 meeting agenda for further discussion.

Appropriation of Donated Funds

Mr. Stallings reported that each year the Town of Windsor Police Department conducts a toy drive in Windsor. He said the police department has received donations to assist in this effort. He said enclosed is a resolution appropriating \$700 so these funds can be used to purchase toys for the toy drive.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$700 in funds donated to the Town of Windsor to the General Fund of the Town of Windsor's Operating Budget for fiscal year 2019-2020."

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum of \$700 In Funds Donated To The Town Of Windsor To The General Fund Of The Town Of Windsor's Operating Budget For Fiscal Year 2019-2020. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Budget Calendar

Mr. Stallings reviewed the draft budget calendar for 2020. He said there will be a work session on Tuesday, January 28, 2020 to brief Council on the year-to-date revenues and expenses. He said there will be a light meal at 5:00 p.m., and the presentation will begin at 5:30 p.m.

Salary and Compensation Study RFP

Mr. Stallings reported that Council has discussed the need to have an update done to the salary study that was conducted back in 2008. Attached you will find a draft request for proposal (RFP) to have a salary and compensation study done for the Town.

Mr. Stallings explained that it is important for the Town to ensure that our job descriptions, position classifications, and pay scales are kept up to date as our market changes. He said keeping our salary and compensation package current and competitive is vital to the success of our employee retention and recruitment efforts.

Mr. Stallings said as the Town's current pay and classification plan was last updated in 2008, it is vital for us to seek the help of a professional firm to do the required market research and analysis to ensure that our plan has kept up with the job market. He said we have also restructured and added some positions since the 2008 study.

Mr. Stallings reviewed the attached draft RFP with Council. He said he requested under Section 5.3 of the RFP that a profile survey must be provided of a minimum of ten (10) government organizations, including name, geographic location, type of organization, and number of employees. Mr. Stallings said he suggested the Town of Smithfield, Town of West Point, and Isle of Wight County.

Council continued to discuss similar localities that may need to be included. Mayor Willis suggested that we be more specific regarding the criteria. He said they need to consist of Towns with a population of 2,000 to 5,000 with some portion of those being in a similar proximity to such areas as DC, Richmond or Roanoke. He said it will be useful knowing how they compare to our situation.

Councilman Stubbs suggested that Crew be added to the profile survey.

Mr. Stallings noted that he anticipates the cost of the study being approximately \$8,000 to \$10,000. He said Council will have the right to refuse any proposals that are not justifiable.

After further discussion, Councilman Bernacki made a motion to have Mr. Stallings move forward with the Salary and Compensation RFP adding language to Section 5.3 stating that "localities must be comparable to the Town of Windsor, and whatever localities are chosen, they must be approved by Town Council before moving forward with the profile survey." Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mr. Stallings said he will request a RFP due date of February 7, 2020. He said this will give Council the opportunity to review the RFP's before the February 11, 2020 Council meeting.

Mayor Willis asked that the Salary and Compensation Study RFP be put on the February 11, 2020 meeting agenda to give Council the opportunity to discuss the structure of how we would like to move forward with evaluating the RFP's.

Action List

Mr. Stallings reviewed the Action List with Council. He stated that the next planning session will be on January 22, 2020 at the Town Center beginning at 9:00 a.m. He said staff is currently reworking the draft plan to put items in the order of priority established at the last session. He said the January 22, 2020 session will be focused on finalizing the plan and planning for the public information session.

Mr. Stallings reported that the Town has received a conditional use application for a "games of skill" establishment. He said the Planning Commission will hold a public hearing on this application at its January 22, 2020 meeting. He explained that depending on the outcome of that meeting, the application could be before Town Council as early as its March 10, 2020 meeting.

Mr. Taylor stated that we will know by the March 10, 2020 Council meeting if the General Assembly has passed legislation making "games of skill illegal." He explained that the Governor may not have legislation passed at that time, but Council will have knowledge of what the General Assembly has passed regarding this issue.

Councilwoman Blankenship asked how the business would be set up if the conditional use permit application is passed. She said this would be useful information to know if her constituents have any questions before the public hearing.

Mr. Stallings explained that there will be pay to play electronic games with cash payouts for those who win.

Councilman Stubbs stated that if these machines generate any type of payout, it should be considered illegal gambling.

Mr. Stallings explained that because there is some element of skill to these games that satisfies current State regulations, the machines are considered legal at this time.

Mr. Taylor added that the machines that are allowed and considered "games of skill" will come with a certification stating that they meet the "games of skill" criteria.

Mr. Stallings said he will keep Council updated on this issue.

Mr. Stallings updated Council on the Church Street/Shiloh Drive sidewalk project as requested by Councilman Bernacki. Mr. Stallings said he spoke with the traffic engineer with Isle of Wight County last week. Mr. Stallings said she was hoping to get authorization to go out to bid by the first of this week, but there were delays with VDOT due to their turnover in staff. He said she is hoping to get the authorization in the near future.

Mayor Willis reviewed the Windsor Town Center monthly attendance report. He commended and thanked the previous and some current Town Council members for the

vision they had for this facility. Mayor Willis said the Town Center is a great asset to the Town and community.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. He noted that the Virginia Municipal League Legislative Day in Richmond will be held on February 6, 2020.

Town Attorney's Report

None

Mayor's Report

Mayor Willis reported that he and Mr. Stallings attended an Isle of Wight County Economic Development Strategic Planning meeting on January 6, 2020. He said the Isle of Wight County Board of Supervisors and representatives from Smithfield were also in attendance. He said this was a strategy discussion regarding changes that have taken place since their economic development plan was developed in 2013.

Mayor Willis said he questioned what could be done with the land located in the intermodal park since it can't be used for its original intent due to the wetlands, and how will it affect the Windsor Developmental Service District. He said there were discussions regarding these parcels at an Isle of Wight Board meeting last month. He said a consultant had determined how much of the land was usable and what were some alternative uses. Mayor Willis said one concept for the usable land was to sell it for wetlands mitigation. Mayor Willis said there is a dramatic change to the future plans for the Windsor Developmental Service District due to the wetlands on this property.

Economic Development Authority (EDA) Report

None

Other Reports

None

Old or Unfinished Business

Appointment of Planning Commissioner

Mr. Stallings said Council needs to appoint one new member to the Planning Commission to replace Mr. Lynch who resigned at the end of 2019. He said attached Council will find resumes from candidates that were interested earlier this year but were not appointed.

Commissioner Stubbs stated that Leonard Marshall, Chairman of the Planning Commission, conveyed to him that his recommendation to Council would be to appoint Ricky Vaughan.

After further discussion, Commissioner Stubbs made a motion to appoint Ricky Vaughan to the Planning Commission to fulfill the remaining term of Edward Lynch. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Beautification Award

Mayor Willis reported that Vice Mayor Scott had agreed to share information regarding the Beautification Award that was presented to businesses when he served on the Beautification Committee in the past. He explained that due to his absence, that information is not available. After further discussion, Council agreed by consensus to table this matter until the February 11, 2020 meeting when Vice Mayor Scott will be available to present this information to Council.

Audit Findings

Mr. Stallings explained that Councilwoman Blankenship had emailed him a list of questions regarding the audit, and those questions were addressed. He asked if Council had other questions regarding the audit.

Councilwoman Blankenship expressed her concerns with the five findings in the audit report being the same five on the previous year's report with the responses being the same.

Mr. Stallings explained that those findings were received more than half way through last fiscal year. He said we were still operating six months as we had before because we did not have that information.

Mr. Stallings reviewed the following findings and his responses:

Finding 2019-001: Financial Reporting

The Town has engaged the services of a CPA, Roger Hamilton, to assist us in preparing our financial reports. This will ensure that all of our financial statements are prepared and ready for the auditor's review. The accountant and staff are meeting regularly to ensure that our financials are reviewed each month.

Finding 2019-002: Segregation of Duties

With the Town's small staff, it is difficult for all duties to be completely segregated. Staff segregates duties as much as is practical to ensure oversight of Town functions. This finding will probably exist in future audits until our staff reaches a size that allows for full segregation of duties as recommended by the auditor.

Finding 2019-003: Processing Invoices

Council has adopted an update to the Town's spending limit policy to better reflect current staffing and responsibilities. All invoices are approved for payment by an appropriate staff member prior to being submitted for payment. The Town Manager also reviews all invoices and signs off on every check run which provides a second review of all invoices prior to them being paid.

Finding 2019-004: Balance Sheet Account Reconciliations

We have implemented the bank reconciliation module within munis. This will make it much easier to keep our financial software reconciled with our bank accounts. The Treasurer uses this module to reconcile the general ledger to the bank statements each month. This reconciliation is also reviewed by the Town Manager each month to provide a second review of the reconciliation.

Finding 2019-005: Receipting Process

This finding was the result of importing revenues from the bright software into munis. As we have now fully implemented munis, this will not be an issue moving forward. The 2018-19 fiscal year was the first year that we had 100% of our financials in munis. This should eliminate this finding.

Councilwoman Blankenship explained that the responses to these findings need to be actionable and measurable. She said she would like these responses to be presented to the auditor for his feedback and recommendations in writing to ensure that the findings will be addressed before next year's audit.

Mr. Stallings said he will send these responses to the auditor and request feedback and recommendations in writing. He said staff will continue to work with our accountant and the auditor to resolve any issues that arise during the year. Mr. Stallings added that our goal is to correct any issues as they arise to ensure that we eliminate as many findings as we can in our 2019-20 audit.

Town Center - Sound Quality Panels

Councilman Carr asked for an update on the purchase of panels to improve the sound quality of the Town Center. Mr. Stallings reported that the Town Center Advisory Board is waiting for a proposal from a third vendor. He said he will report back to Council after the information has been received and reviewed by the Advisory Board.

Public Works Building

Councilman Bernacki recommended that Council direct Mr. Stallings to move forward with the new Public Works building noting that it is the next priority project for the Town.

After discussion, it was the consensus of Council to have Mr. Stallings gather information regarding how to proceed with moving forward with the new Public Works building and report back to Council at the February 11, 2020 Council meeting.

Mr. Stallings said he will be meeting with Brian Camden on January 15, 2020. He said Mr. Camden has suggested that Council consider a design-build project for the public works building. He said he will review the previously prepared plans and drawings with Mr. Camden and report back to Council with his recommendation of whether the project is ready to go out for bid or if we need to proceed with additional design work.

New Business

Drainage Committee

Mr. Stallings reported that the Drainage Committee has been working to identify ways to improve the drainage and storm water throughout the Town. He said Bowman Consulting did a preliminary review of where they saw drainage issues in Town. He said the area they identified as being a priority area was the ditch that runs from Holland Drive to the ditch located on Route 460 by the old Farmer's Daughter Café. He said it is all open ditches and is one of the largest downstream points in the Town's network.

Mr. Stallings said he was directed by the Drainage Committee to have Bowman Consulting develop a scope of work. He said the scope of work would consist of putting together the engineering and survey work, as well as bid documents where the Town can move forward having these ditches cleaned and graded where they will flow like they are supposed to.

Mr. Stallings said there is a work order before Council with a total cost of \$9,300 to complete all work required to put the project out for bids. He explained that \$5,000 is in the current budget for piping and storm drainage, and \$5,000 was in the budget the previous two years. He said the unspent drainage funds from previous years have rolled over into the General Fund Fund Balance at the end of each of the previous three fiscal years and must be appropriated to complete this project.

Mr. Stallings recommended that Council adopt the attached resolution appropriating \$5,000 to move forward with the engineering work and construction estimate.

Councilman Carr, Chairman of the Drainage Committee, explained that initially Bowman Consulting conducted a drainage assessment from a prioritized list of problem areas in Town that were identified by the Drainage Committee. He said drainage issues were identified that fall under the responsibility of VDOT and landowners. He said this study cost approximately \$11,000.

Councilman Carr said 70% of these drainage problems are minor housecleaning issues. He said Isle of Wight County and VDOT have assisted with cleaning some of the drainage inlet.

Councilman Carr said the Town has already invested approximately \$11,000 towards the planning process of solving some of the drainage issues within the Town. He recommended approving the \$9,300 for engineering work and a construction estimate to begin the process of addressing the drainage issues at this main outlet located on Route 460 by the old Farmer's Daughter Café.

After further discussion, Mayor Willis requested that the Drainage Committee be tasked with defining specific objective criteria for what drainage projects will be funded by the Town.

Mayor Willis read the title of the resolution as follows: A resolution appropriating the sum of \$5,000 from the Unappropriated Fund Balance of the General Fund to the 2019-20 General Fund Operating Budget.

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$5,000 From The Unappropriated Fund Balance Of The General Fund To The 2019-20 General Fund Operating Budget. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached charts as motion #6.

Mr. Stallings said the next Drainage Committee meeting is scheduled for February 19, 2020. He said "criteria for what drainage projects will be funded by the Town" will be placed on the agenda for discussion.

Closed Session

None

Councilman Stubbs made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 8:40 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 14, 2020

Motion #	Scott	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Glyn Willis
	<i>absent</i>						
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2		y	y	y	y	y	
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Jerry Whitehead, Clerk