

**Minutes
Windsor Town Council Work Session
Town Hall
January 23, 2018**

The Windsor Town Council met in a Work Session on January 23, 2018 at 5:00 p.m. Mayor Richardson was present, and she called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Jernigan, Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Durwood V. Scott
N. Macon Edwards, III
Patty Flemming
Tony Ambrose
Walter Bernacki

Council member absent: Greg Willis

Mayor Richardson thanked everyone for attending the work session.

Six-Month Budget Review

Mr. Stallings presented the six-month budget review to Council. He reported that most revenues were at 50% of collection, if not more, at this point in the budget for the General Fund. He reviewed each of the revenue items with Council stating that personal property taxes are just over 90% of collection and real estate taxes are above 95% of collection. He noted that expenses are on pace to come in below or at budgeted amounts. He said he anticipates that we will meet budget again this fiscal year.

Councilman Edwards said he read an article in the newspaper stating that in the future there may be safer alternatives for those who smoke cigarettes. He said this will affect the sale of cigarette stamps if cigarettes are phased out. Mr. Stallings explained that localities would have to go to the general assembly and request language to be put in the state code to recover revenue for such alternatives.

Councilman Edwards also noted that Citizens National Bank and Old Point Financial Corporation have entered into a merger agreement, and they will not be headquartered in the Town of Windsor. He said this may result in the Town losing franchise tax from Citizens National Bank. Mr. Stallings said their franchise tax is approximately \$30,000 a year. Council agreed that this will need to be taken into consideration when the 2018-2019 budget is being prepared. Mr. Stallings said he will look into this matter and see what they will be responsible for paying after the merger takes place.

Council continued to discuss delinquent taxes and what actions are taken by the Town to collect these taxes.

Mr. Stallings stated that Water Fund revenues are on pace to meet or exceed budget. He said water sales are approximately \$4,894 ahead of where they were last year at this time. He said that expenditures for the Water Fund are on pace to come in less than budgeted. Mr. Stallings reported that by the end of the fiscal year, the Town will have collected enough revenue to cover operating, maintenance and debt service, but we

should anticipate a loss due to depreciation. He noted that for the fiscal year ending on June 30, 2016, depreciation was \$102,427, and the Town funded 50% of that. Mr. Stallings explained that in the near future, the Town will need to begin doing repair and replacement work on several water lines in the system.

Mr. Stallings reported that revenues are strong in both funds. He said he will continue to watch revenues and expenditures for the remainder of the fiscal year. He stated that the Town's overall financial condition remains sound.

Mr. Stallings reviewed the draft 2018 budget calendar with Council. He explained that in February he will discuss the 2017-2018 revenue projections, and Planning Commission will be providing input on the CIP. He said in March, he and Council will be working on the development of the draft 2018-2019 budget and CIP. Mr. Stallings said the calendar has April as the month to hold a work session for Council to continue working with him on the 2018-2019 draft budget. He concluded by saying he will have the 2018-2019 budget and CIP ready to be adopted by Council at its June 12, 2018 meeting. Mr. Stallings asked if Council had any questions at this time regarding the budget.

Council continued to discuss other possible revenue sources and other means of funding depreciation.

Closed Session

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 for personnel. Vice Mayor Scott seconded, and Council passed the motion as recorded on the attached chart as motion #1.

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 #2.

Councilman Ambrose 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 Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Vice Mayor Scott made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

The meeting adjourned at 6:15 p.m.

Carita Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 23, 2018 - Work session

Motion #	Willis	Scott	Flemming	Edwards	Ambrose	Bernacki	C. Richardson
1		Y	Y	Y	Y	Y	
2		Y	Y	Y	Y	Y	
3		Y	Y	Y	Y	Y	
4		Y	Y	Y	Y	Y	
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk