

**Minutes
Windsor Town Council Meeting
Town Hall
July 14, 2015**

The Windsor Town Council met in regular session on July 14, 2015 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, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

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

Council member absent: J. Clinton Bryant

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

Mayor Richardson welcomed Glyn Willis who serves on the Planning Commission, former Mayor, Robert (Bobby) Claud, and Mr. Claud's family.

Delegations, Public Comments and Citizens' Concerns

Presentation of Resolution Commending Robert C. Claud, Sr.

Mayor Richardson presented a resolution to Mr. Robert (Bobby) Claud, Sr. thanking and commending him for serving his community in many leadership roles to include Mayor of the Town of Windsor, member of the Windsor Town Council, member of the Isle of Wight Board of Supervisors, and Chairman of the Isle of Wight Board of Supervisors. She said Mr. Claud also served his community as a member of the Purdie Masonic Lodge, as well as by serving on many committees and boards in the Town of Windsor and Isle of Wight County area to include the Obici Healthcare Foundation and Paul D. Camp Community College.

Mayor Richardson thanked Mr. Claud for selflessly giving his time and services to help make the Town of Windsor a better place for all that live in it through his dedication to public service. She introduced his family and thanked them for supporting Mr. Claud as he spent many hours serving the community. Mayor Richardson then read the resolution.

Mr. Claud thanked Town Council for their support throughout the years. He said that one of his proudest accomplishments was being a part of helping to get the central sewer system into the Town of Windsor. Mr. Claud explained that it takes an entire team, not just one person, to complete any project successfully. He said he has been

very fortunate to work with great teams through Town Council and the Isle of Wight County Board of Supervisors.

Dakota Bernacki, 24129 Johnson Avenue, thanked Town Council for their continued support of the Windsor Volunteer Fire Department regarding the funding issues that the fire department is experiencing with Isle of Wight County.

Councilman Edwards reported that a local farmer approached him regarding vehicles being parked on the streets within Town making it difficult for him to move his farm equipment down those particular streets. Interim Chief Riddle said there are provisions in the state code that prohibits parked vehicles from obstructing roadways. He asked Councilman Edwards to meet with him after the meeting with specific locations, and he will address this issue.

Councilwoman Flemming said she has heard many positive comments regarding the fireworks at the July 4th celebration. She also said that Farmers Bank was not notified this year to let them know that bottled water was needed again at the event. She suggested that the Town contact Farmers Bank each year as a reminder to them.

Dale Scott, 9 Virginia Avenue, updated Council on the status of the Windsor Volunteer Fire Department's ongoing negotiations regarding the Facility Use Agreement with Isle of Wight County. He said the fire department has not had any funding from the County since July 2014, but the fire department has continued to provide uninterrupted service to the community. He said a petition is being circulated for citizens to sign, which will be presented to the Board of Supervisors at their next meeting. Mr. Dale Scott respectfully requested that Town Council and citizens speak at the July 16, 2015 Board of Supervisors meeting to request that the County release the budgeted funds that are due to the Windsor Volunteer Fire Department.

Mayor Richardson said she attended the Isle of Wight Citizens' Association meeting in Carrollton, and they are also encouraging citizens to attend the Board of Supervisors' meeting to support the Windsor Volunteer Fire Department. Mayor Richardson thanked the volunteer firefighters for all they do for the community.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the June 9, 2015 Council meeting, minutes of the June 23, 2015 work session, the Police Chief's report, and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda. Councilman Edwards said that the public hearing date on the Draft Land Development Ordinance in the Planning Commission report shows June 22, 2015 and should be corrected to July 22, 2015.

Councilman Edwards made a motion to adopt the Consent Agenda with the date correction to the Planning Commission report. Councilwoman Flemming 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 June is before Council for review. She explained that this is the last Treasurer's Report for fiscal year 2014-2015,

and some line item totals may change because all of the June invoices may not have been received at this time.

Mayor Richardson commended Ms. Newsome on the delinquent taxes that have been collected which is reflected on the attached report.

Councilman Edwards asked how often are meals tax collected, are there any delinquent meals tax, and have the businesses been audited recently. Ms. Newsome explained that the town collects meals tax every quarter, and she has audited five businesses thus far this year. She explained that one business is delinquent, and they are paying \$100 a month until the taxes are paid in full.

Councilman Willis made a motion to accept the Treasurer's report as presented. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Councilman Ambrose reported that the recent heavy rains washed away the gravel road on Hazelwood Drive. He said that a large amount of gravel was washed into a citizen's yard, and he is very upset because this is an ongoing issue. Mr. Stallings said VDOT repaired the road the same day that this occurred, and they are planning to clean the gravel out of the resident's yard. He said that Joe Lomax, VDOT Residency Administrator, is going to inspect the road and try to determine a permanent solution to this problem.

Town Manager's Report

Post Office Lease

Mr. Stallings said he obtained a completed lease for the post office in Windsor. He explained that the lease is a five year lease with a five year renewal option. Rent for the first five years will be \$24,198 and will be \$25,056 for the renewal years. He said the terms of the lease are the same as the previous lease.

Mr. Stallings recommended that Council authorize him to execute a lease for the post office facility here in Windsor.

Councilman Scott asked if the Town Attorney has reviewed the lease. Mr. Stallings reported that the Town Attorney reviewed the previous lease, and no changes have been made to the current lease.

Councilman Willis made a motion that Town Council authorize and direct the Town Manager to execute a lease with terms as described with the US Postal Service for the post office here in Windsor, Virginia. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Charter Franchise Agreement

Mr. Stallings stated that Charter Communications supplies telephone, television, and internet services to residents of the Town of Windsor. He said he recently renegotiated the franchise agreement for these services, and it mirrors the agreement in Smithfield. He explained that the agreement provides the Town with a public, educational, and governmental (PEG) channel. He said the PEG channel will be provided at no cost to the Town. The Town will be provided a PEG channel capital fee to help offset the cost of any equipment that may have to be purchased to run the PEG channel. This fee will be no less than \$.04 per customer per month, paid quarterly. He said the Town will also be provided one location with free basic cable service.

Mr. Stallings recommended that Council authorize and direct him to execute the franchise agreement with Charter Communications.

Council continued to discuss the equipment charges for the PEG channel. Mr. Stallings explained that the PEG channel does not have to be implemented at this time, but it will be made available if Council wishes to implement it later.

After further discussion, Councilman Ambrose made a motion that Town Council authorize and direct the Town Manager to execute the franchise agreement with Charter Communications. Councilman Willis seconded, and Council passed the motion four to one as recorded on the attached chart as motion #4.

Appropriation of Byrne JAG Block Grant Funds

Mr. Stallings reported that the Town has been awarded a Byrne JAG Grant from the Department of Criminal Justice Services in the amount of \$2,131 with a required match of \$237.

Interim Chief Riddle explained that this is an annual grant, and the money will be used to buy a seventh body camera which will be a spare.

Mr. Stallings said he enclosed a resolution that would accept the grant and appropriate the grant funds and the match into the Police Department's equipment line item for fiscal year 2015-2016.

Mayor Richardson read the title of the resolution as follows: "A resolution accepting a grant award from the Department of Criminal Justice Services of the Commonwealth of Virginia and appropriating the grant funds along with the required local match from the Unappropriated Fund Balance of the General Fund to the Town's Operating Budget for fiscal year 2015-2016."

Councilman Edwards noted that the grant paperwork shows the former Police Chief, Arlis Reynolds, as the Project Director. Mr. Stallings explained that the form is a template from previous years, and it will be corrected to show the Project Director as Interim Chief Riddle.

After discussion, Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Accepting A Grant Award From The Department Of Criminal Justice Services Of The Commonwealth Of Virginia And Appropriating The Grant Funds*

Along With The Required Local Match From The Unappropriated Fund Balance Of The General Fund To The Town's Operating Budget For Fiscal Year 2015-2016. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Grievance Procedure

Mr. Stallings explained that some shortcomings were identified with the Town's existing grievance procedure over the past year. He said that he and the Town Attorney revised the Town's grievance procedure to include time restraints to help prevent a grievance from becoming a prolonged endeavor. He said some language has also been added to limit the number of people that are subject to the grievance procedure. He said that most of the new language mirrors State Code as well as grievance procedures that are in place in other localities.

Mr. Stallings reviewed the proposed changes and recommended that Council adopt the revised grievance procedure as presented.

Mayor Richardson questioned the timeframe involved in a grievance procedure. Mr. Stallings explained the process and said it could take approximately two months to complete. He said the revised language in the procedure states that time limits will be strictly enforced and may be extended only by mutual agreement of all parties.

Councilman Edwards noted several punctuation and language issues within the revised procedure. After further discussion, it was the consensus of Council to table this matter until the language issues are clarified.

Action List

Mr. Stallings reviewed the Action List for the month of June with Council. He said that Itly's Country Store is having their grand opening Saturday, July 18, 2015 at 11:00 a.m., and everyone from the community is invited.

Councilman Ambrose requested a list of the Drainage Committee members. Mayor Richardson asked Mr. Stallings if he had contacted anyone from the Town of Newsoms regarding the grant they received to help their Town with drainage issues. He said he could not reach anyone with the contact information that was given to him by VDOT, but he would pursue this issue further.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He reported that the last concert series will be held Friday, August 7, 2015. He also noted that the VML Conference will be held October 4th through October 6th in Richmond this year. He asked anyone interested in attending to let him know.

Councilman Ambrose asked for an update on the Strategic Planning Retreat. Mr. Stallings said that he and the facilitator are working on dates for late fall.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson reported that under the direction of the renowned muralist, Sam Welty, Girl Scout Troop 1105 has completed the murals project located at 13 East Windsor Boulevard. She said the girl scouts are working on a pamphlet which will explain the historical aspects shown in the murals.

Mayor Richardson said that a resolution is enclosed, with a few minor corrections in the wording, thanking and commending Mr. Welty for his dedication to the Town of Windsor and Girl Scout Troop 1105 and for the positive improvements that will result from his work. She read the title of the resolution as follows: "A resolution thanking and commending Sam Welty for his service to the Town of Windsor, Virginia."

Councilman Scott made a motion to adopt the resolution with the mentioned corrections entitled: *A Resolution Thanking And Commending Sam Welty For His Service To The Town Of Windsor, Virginia.* Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Mayor Richardson said she would like to invite Mr. Welty to the August or September meeting to present him with the resolution.

Mayor Richardson reported that she received the Economic Development report from Isle of Wight County, and it showed that Windsor has 21 new businesses as of January 2015. She thanked the Economic Development Authority and Staff for working so diligently to help bring new businesses into the Town.

Mayor Richardson also reported that she has recently attended a couple of meetings regarding the U.S. Route 460 Project. She said Council continues to diligently work on having the preferred northern bypass changed to a better alternative for the Town of Windsor and its citizens.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

None

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 personnel matters regarding prospective candidates for employment. Councilman Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #7.

Councilman Ambrose made a motion to go back into regular session. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #8.

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 Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Councilman Scott made a motion to adjourn. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 9:18 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date July 14, 2015

Motion #	Bryant	Willis	Scott	Flemming	Edwards	Ambrose	C. Richardson
	<i>absent</i>						
1		Y	Y	Y	Y	Y	
2		Y	Y	Y	Y	Y	
3		Y	Y	Y	Y	Y	
4		Y	Y	Y	N	Y	
5		Y	Y	Y	Y	Y	
6		Y	Y	Y	Y	Y	
7		Y	Y	Y	Y	Y	
8		Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk