

**Minutes
Windsor Town Council Meeting
Town Hall
July 9, 2019**

The Windsor Town Council met in regular session on July 9, 2019 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 Jernigan, Treasurer, Chief Riddle, and Fred Taylor, Town Attorney, were present.

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

Vice Mayor Scott led the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the June 11, 2019 Council meeting, the minutes of the June 25, 2019 Continued 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.

Mayor Willis noted a correction to the June 25, 2019 Continued Council meeting minutes on page 2, paragraph 6, changing ".0066" to ".000066." Councilman Greg Willis said the attorney's name in the heading of the Planning Commission report should be changed from Wallace Brittle to Fred Taylor. Councilwoman Blankenship noted a correction to the June 11, 2019 Council meeting minutes on page 3, paragraph 2, changing "kicked of" to "kicked off."

Councilman Greg Willis made a motion to adopt the Consent Agenda with the aforementioned corrections. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the month of June is before Council for review. She reported that this is the last Treasurer's report for the 2018/2019 fiscal year, and some line item totals may change due to June invoices that haven't been received. She said the Town Center loan interest payment was made as well as the additional \$85,528.17 principal payment from the Space Needs line item that was set aside to pay towards the loan. She noted that the balance on this loan is \$213,877.26. Mrs. Jernigan said she has reached out to Aaron Hawkins, Town Auditor, regarding scheduling for the 2018/2019 fiscal year audit. She said she plans to meet with Mr. Hawkins August 5, 2019 and August 6, 2019 to begin the audit process.

Mayor Willis reported that he met with Mrs. Jernigan earlier today before the meeting. He said she informed him that after Council's review of the various formats for the Treasurer's report, it was the consensus of Council to receive the 37 page version with the most detail.

Council continued to discuss the Town Center renovation project. Mr. Stallings explained that there is approximately \$100,000 left on the capital project. He said \$68,000 of that is owed to the contractor, which is being held until the last of the change orders and the floor negotiations have been completed.

Councilman Greg Willis made a motion to approve the Treasurer's report. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Mayor Willis reported that at the last meeting, there were concerns regarding speeding at the entrance of Windsor Woods, bicycle helmet safety, and double sided parking on Church Street during events.

Councilwoman Blankenship said after speaking with residents in the Windsor Woods neighborhood regarding speeding, they agreed to pursue having a "Children at Play" sign installed to help deter speeding. She said the residents had mixed opinions on having a speed bump installed or having extra police patrol in that area. She said it was agreed not to pursue a bicycle helmet ordinance.

Councilman Bernacki explained how important it is to keep the streets clear for emergency vehicles to access fire hydrants and reach residents during emergency situations. He said we need to be proactive to keep our citizens safe and to avoid liability issues for the Town.

Mayor Willis commented that Chief Riddle is aware of the importance of keeping the streets clear for emergency vehicles to access when needed and will be more attentive to this issue going forward.

Councilman Stubbs reported erosion issues on Community Drive since the last heavy rain storm. He also reported tall grass at Holland Meadows.

Vice Mayor Scott said cones have been placed over sinkholes located on Holland Drive and on Mathew Drive, but the repairs have not been made.

Mr. Stallings said he would report these issues to the proper authorities.

Mayor Willis thanked everyone involved, including the civic organizations, for the work and effort that went into making the 4th of July event a success this year.

Town Manager's Report

Route 460 Project

Mr. Stallings reported that the developers currently working on a project located across from the Food Lion on Route 460 has asked if the Town has interest in the remaining 14 acres of the property. In exchange for the donation of the land, they are asking the Town to play a role in managing the maintenance of the communal roadways.

Mr. Stallings reviewed an attached map showing the area that the developers intend to develop with the remaining portion that they are interested in donating to the Town. Mr. Stallings explained that there shouldn't be any financial obligations to the Town until the rear of the property has been developed. He said the financial responsibilities would be laid out in a joint agreement between all property owners that would be negotiated at the time of development.

Mr. Stallings said at this point, this is for Council's discussion and direction.

Council discussed and expressed concerns with whether the land is usable due to wetlands, road maintenance, retention pond maintenance, financial responsibilities, and whether the land would benefit the Town.

Councilman Carr explained that the road maintenance would not fall solely on the Town of Windsor. He said it would be shared with prospective tenants.

Vice Mayor Scott said he feels that it is worth having the developers submit additional information to determine if there is a need or use for this property. He said Council then needs to determine if it will generate revenue and be beneficial to the citizens after reviewing the additional information.

After further discussion, Council agreed by consensus to have Mr. Stallings proceed with obtaining additional information from the developers regarding the 14 acres of property being offered to the Town as a donation. Mr. Stallings said he would bring this information back to Council for review.

Action List

Mr. Stallings reviewed the Action List with Council. He reported that beginning July 1, 2019, we will be transitioning our IT support to Isle of Wight County. He said we are working out the contractual arrangement and will present it to Council for review and approval once finalized.

Mr. Stallings also reported that a meeting will be scheduled by the end of July with the civic groups and others involved in planning the 4th of July event to discuss what the Town can do to better help support these organizations moving forward.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council.

Town Attorney's Report

None

Mayor's Report

Mayor Willis reported that the next planning session will be held August 28, 2019 at the Town Center. He said Council will be coordinating the future planning sessions with the grant vision statement meetings, which will be held with citizens, to determine what the Town's long-term and short-term goals are, and what actions need to be taken to meet these goals.

Economic Development Authority (EDA) Report

Vice Mayor Scott reported that the EDA met on July 1, 2019. He said the Incentive Program policy was presented to the new members of the EDA. He said they are going to revamp the policy to make it more beneficial for businesses. He said Mr. Stallings did a presentation on revenue bonds, which will be aggressively promoted by the EDA.

Vice Mayor Scott said the EDA voted to market the two pieces of property that the Town conveyed to the EDA to attract business interest. He said there are 5.14 acres on the west side of the Dairy Queen and 2.84 acres on the west side of the Windsor Food and Gas convenience store on Route 460.

Councilman Bernacki questioned if there is sewer and water available at these two parcels.

Vice Mayor Scott said sewer and water lines do not extend to these two properties. He explained that private well and septic may be an option.

Vice Mayor Scott said the EDA also plans to work with the summer intern to help promote the Town. He said the goal will be to attract new businesses and encourage people to visit and shop within the Town of Windsor.

Other Reports

Mr. Stallings reviewed the following audit findings: Financial Reporting, Segregation of Duties, Processing Invoices, Balance Sheet Account Reconciliations, and Receipting Process. He noted that all of these findings should be cleared up on the next year's audit except Segregation of Duties due to not having enough staff to separate duties and responsibilities.

Mayor Willis suggested that Mr. Stallings draft a list of the actions being taken for each of the five findings to keep on record. Mr. Stallings said he would include this list in next month's Council meeting packet.

Old or Unfinished Business

Councilman Bernacki thanked Mr. Stallings on behalf of the Windsor Volunteer Fire Department for having the riser installed to the fire hydrant on Lovers Lane.

Councilman Bernacki asked for an approximate start date for the Church Street/Shiloh Sidewalk project. Mr. Stallings said he is in the process of completing the last easement, and the engineer is waiting for comments from the Army Corps of Engineers for permitting. Mr. Stallings said he estimates that the project will begin before the end of the summer as previously scheduled.

New Business

Councilman Bernacki said he was contacted by two citizens who recognized a resident in a positive light due to the major renovations and landscaping he has done to the home and property located at 11245 Shiloh Drive. He said the home was in a dilapidated state, and the improvements have made the neighborhood more pleasant and has most likely raised the property values of the surrounding homes.

Councilman Bernacki suggested that an annual residential beautification award be given to residents to show appreciation to those who go above and beyond to make improvements or keep their homes and lawns well maintained. Councilman Bernacki said this may motivate others to take more pride in the appearance of their homes and property.

After discussion, it was the consensus of Council to have Mayor Willis speak with local civic groups to see if they would like to take this on as a community project to promote community pride.

Closed Session

Councilman Stubbs made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel. Councilman Greg Willis seconded, and Council passed the motion as recorded on the attached chart as motion #3.

Councilman Greg Willis made a motion to go back into regular session. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #4.

Vice Mayor Scott 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 Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

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 #6.

The meeting adjourned at 8:30 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date July 9, 2019

Motion #	Scott	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Glyn Willis
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	y	y	y	y	y	
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Jerry Whitehead, Clerk