

**Minutes  
Windsor Town Council Meeting  
Town Hall  
June 10, 2014**

The Windsor Town Council met in regular session on June 10, 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 Assistant Town Clerk to call the roll. Jeannie Dunlow, Assistant 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 W. Brittle, Jr., Town Attorney were present.

Council members present: Wesley F. Garris  
J. Clinton Bryant  
Greg Willis  
Durwood V. Scott  
Patty Flemming

Council member absent: N. Macon Edwards, III

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

**Public Hearing**

None

**Delegations, Public Comments, and Citizens' Concerns**

William Archer, Windsor High School Co-Student Liaison to Council, reported that a Future Business Leader of America (FBLA) member has advanced to Nationals for Accounting I, and the Track team has advanced to State competitions. He stated that SGA elections have been completed, and everyone is looking forward to a productive new school year.

Jenny Saunders, Windsor High School Co-Student Liaison to Council, also reported on several BETA Club accomplishments, including raising \$2,500.00 for Relay for Life and attending the National Convention in July. She stated that graduation will take place June 13, 2014, and the graduates are excited about starting their new endeavors.

Mayor Richardson thanked Mr. Archer and Ms. Saunders for being liaisons between Council and the high school this year, and for keeping Council informed on the many activities and accomplishments which took place at the Windsor High School. She congratulated both students on their eminent upcoming graduation and their many achievements. Mayor Richardson presented Mr. Archer and Ms. Saunders with a token of appreciation from Town Council.

Mayor Richardson asked if there were any citizens' concerns at this time.

Frank Haltom, Isle of Wight County Director of General Services, expressed his appreciation to Council for the water leak adjustment to the County's water bill for the leak it experienced during the August through September billing period. He said the leak occurred over two billing periods, and the County was not able to obtain an adjustment for both billing periods according to the Town's Water Leak Policy. Mr. Haltom said that the County respectfully requests that the Town adjust the water bill for the billing period October through December to reflect a credit for the volume used over the average bill to lessen the burden to County customers and County taxpayers.

Councilman Scott asked Mr. Haltom for a progress report on the Sewer Study relating to the Town of Windsor. Mr. Haltom reported that the County just received the final reports last week, and they are in the process of reviewing them. He said there are some suggestions for improvements. He said as construction ends on the Windsor Middle School, there will be some capacity relieved on the system. Mr. Haltom stated that he will provide Council with an update and recommendations once the entire report has been reviewed.

Mary Lee Willis, 67 East Windsor Boulevard, said she would like to ask Council to include the Western Tidewater Free Clinic in the Town's 2014-2015 budget with a donation of \$5,000. She said she has volunteered over 750 hours during the last five years and has seen many people in this area who have been helped at the Western Tidewater Free Clinic. She stated that 40 patients being seen at the clinic live in the Town of Windsor. She said that potential patients must be qualified to receive services at the clinic. She said to meet eligibility requirements applicants must live in the Western Tidewater service area, live at or below 200% of the federal poverty level, and have no health insurance. Mrs. Willis stated that the Western Tidewater Free Clinic is a non-profit community based organization and on-going support from the community is critical to sustain high quality health care for the citizens.

Mayor Richardson said that Council appreciates all that Mrs. Willis and the volunteers do at the clinic for the community. She said it is a very important and much needed service.

Mr. Daniel Soderholm, Principal for Windsor High School, updated Council on several athletic accomplishments. He reported that the Windsor High Band will have a combined music program with the Georgie Tyler Middle School utilizing their new band room next year. Principal Soderholm noted that the band will not be prepared this year to participate in the July 4<sup>th</sup> parade due to a change in band directors and the large amount of band members graduating this year. Principal Soderholm also reported that Windsor High School received their SOL scores, and they will be fully accredited next year.

Mayor Richardson thanked Principal Soderholm for his informative report.

### **Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the May 8, 2014 Council work session, minutes of the May 13, 2014 Council meeting, minutes of the May 27, 2014 Council meeting, budget transfers for the Police Department, budget transfers for the Planning & Zoning Department, the Police Chief's report, and the Zoning Administrator's report.

Mayor Richardson stated that according to the Town's Financial Policies, departments are asked to closely estimate their expenses each budget year. She explained that budget transfers are necessary when unexpected expenses occur, and also according to the Financial Policies, budget transfers must be presented to Council for approval.

Mayor Richardson thanked Interim Chief Riddle and the Police Department for working with line items in the 2013-2014 budget where most of the money was already spent. She also thanked Interim Chief Riddle for including the monthly detailed activity reports in the packets for Council.

Mayor Richardson asked if there were any questions or comments regarding the Consent Agenda.

Councilwoman Flemming made a motion to adopt the Consent Agenda as presented. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

### **Treasurer's Report**

Ms. Newsome said that the Treasurer's report for the month of May is before Council for review. She asked if there were any questions.

Councilwoman Flemming commented that she liked the idea of Suntrust doing the Town's payroll and asked Ms. Newsome where the idea came from. Ms. Newsome explained that the Town uses Suntrust for other services such as the credit card machine and credit cards for Town employees. She noted that Suntrust offered this service for a small fee, and she and Mr. Stallings made the decision to use the payroll service to free up employee time to focus on audits and collecting delinquent taxes and water bills.

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

### **Council's Discussion of Citizens' Concerns**

Councilwoman Flemming said she has heard many positive comments from citizens and they are very enthusiastic about the Concerts at the Gazebo. She also noted that the Boy Scouts made over \$500 for their organization. Mayor Richardson said she has also heard many positive comments. She said that Council's goal for this event was to bring people into Town to support local businesses and to help civic groups, boy scouts, girl scouts, and volunteer fire and rescue departments earn money through fundraising projects. Mayor Richardson said that ideas are being considered to eventually have this event support itself without using funds from the Town.

### **Town Manager's Report**

#### ***Appropriation of Funds for Comprehensive Plan Update***

Mr. Stallings said that the Hampton Roads Planning District Commission (HRPDC) has been working on the Town's Comprehensive Plan Update for quite some time now. He

stated that the completion of this project is near and a final invoice has been received for their services.

Mr. Stallings noted that in August of 2012, Council appropriated \$15,000 for the update of the Comprehensive Plan, and at the end of 2012-2013 fiscal year, the Town only received invoices for \$3,892.43 of the \$15,000. As such, the remaining \$11,107.57 was added to the General Fund's Fund Balance at the close of the 2012-13 fiscal year.

Mr. Stallings said he recommends that Council adopt the enclosed resolution appropriating the \$11,107.57 from the unappropriated Fund Balance of the General Fund to allow the remaining balance of the Town's contract with the HRPDC to be paid.

Mayor Richardson read the title of the resolution as follows: "A Resolution Appropriating The Sum Of \$11,107.57 From The Unappropriated Portion Of The General Fund Balance Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2013-14."

Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$11,107.57 From The Unappropriated Portion Of The General Fund Balance Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2013-14.* Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

#### ***Repair Work to the Town Hall***

Mr. Stallings reported that he obtained quotes from three contractors to have the repair work done to the front office in the Town Hall. He said the work to be done includes repairing the cracked plaster, replacement of the carpet and tile, and repainting. He noted that the lowest bid was from Ronald Cobb for \$6,690, and all three bids are included in the packets for Council's review. Mr. Stallings said he recommends that Council authorize him to execute a contract for this repair work with Ronald Cobb in the amount of \$6,690.

After a brief discussion, Councilwoman Flemming made a motion to authorize the Town Manager to execute a contract for repair work to the Town Office with Ronald Cobb in the amount of \$6,690. Councilman Willis seconded.

Councilman Scott recommended adding a penalty in Mr. Cobb's contract if the repair work is not completed at the specified time frame agreed upon in the contract.

Councilwoman Flemming withdrew her motion, and Councilman Willis withdrew his second.

Councilwoman Flemming made a motion to authorize the Town Manager to execute a contract for repair work to the Town office with Ronald Cobb in the amount of \$6,690 with a penalty added to the contract if the repair work is not completed at the specified time frame agreed upon in the contract. Councilman Willis seconded, and Council passed the motion four to one as recorded on the attached chart as motion #4.

### ***Resolution Commending Larry Willis***

Mr. Stallings explained that Town Council honors citizens that have dedicated considerable time and effort to the community, and there is no doubt that Larry Willis is one of these citizens. Mr. Willis has been the Scoutmaster of Troop 41 in Windsor for 46 years and has had the opportunity to teach, mentor, and guide many of the young men in the Town of Windsor. Mr. Willis has also given to the Town of Windsor through his service with the Windsor Volunteer Fire Department and the Windsor Ruritan Club.

Mr. Stallings said for these reasons he recommends that Council adopt the enclosed resolution and that a framed copy be presented to Mr. Willis at the Fourth of July celebration.

Mayor Richardson read the title of the resolution as follows: "A Resolution Thanking And Commending Larry Willis For His Service To The Town of Windsor, Virginia."

Councilman Scott made a motion to adopt the resolution entitled: *A Resolution Thanking And Commending Larry Willis For His Service To The Town Of Windsor, Virginia*. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### ***Action List***

Mr. Stallings noted that Staff is attempting to contact the homeowner to determine if the bushes at the corner of Lover's Lane and U. S. Route 460 can be removed. Mayor Richardson suggested calling the homeowner in the afternoon due to work schedules. Interim Chief Riddle said he would also try to contact the homeowner over the weekend.

Mr. Stallings also reported that VDOT has filled in the gaps along the recently paved streets with topsoil. Vice Mayor Garris stated that gaps on Duke Street also need to be filled. Mr. Stallings said he would contact VDOT to fill in the gaps on Duke Street. Councilman Willis reported on several manhole lids needing to be leveled on Church Street. Mr. Stallings said he would contact VDOT regarding this issue.

Mayor Richardson reported a streetlight request on Willie Roberts Road. Mr. Stallings said he would contact Dominion Virginia Power regarding the request.

### ***Calendar of Events***

Mr. Stallings reported that details for the July 4<sup>th</sup> celebration are being finalized.

Interim Chief Riddle introduced Officer Robert Swan, who was hired April 7, 2014. Mayor Richardson welcomed Officer Swan.

Interim Chief Riddle reported that Major Signs carved incorrect wording on one side of the police department sign. He said that the sign company is willing to sell the sign at a discount price of \$1,200. Interim Chief Riddle suggested mounting the correct side of the sign on the front of the police department building. He also requested to have a small entrance sign put in the driveway to direct citizens to the front door or to the call box which will cost \$150.00.

Interim Chief Riddle said that the Windsor Police Department works very closely with the Crime Line (1-888-LOCK U UP) and they struggle for publicity. He said they have asked if the Windsor Police Department will put a small 1-888-LOCK U UP sign on the police department building. He said the Crime Line Board of Directors have discussed covering the cost of the sign.

Interim Chief Riddle asked Council for direction regarding purchasing the \$1,200 sign and mounting it on the police department building, purchasing a small entrance sign for \$150, and placing a Crime Line sign, paid for by the Crime Line Board of Directors, on the police department building.

After a brief discussion, Council agreed to have Mr. Stallings purchase the entrance signs and have Councilman Scott confirm that the Crime Line Board of Directors will pay for the Crime Line sign to be placed at the police department. Council also asked Mr. Stallings to contact Major Signs to inquire if the sign that was carved with the incorrect wording could be made into a sign to be used at the new Community Recreation Center.

Mr. Stallings said that for a period of time the police department was down to Interim Chief Riddle and three officers, and they put in a lot of time and effort making sure that the Town had 24/7 coverage. He said that he and Interim Chief Riddle would like to recommend to Council that the three officers receive a \$500 bonus to show recognition and appreciation for their hard work and dedication during this trying time. Mr. Stallings said he would like to also recommend a \$500 bonus for Interim Chief Riddle. Mr. Stallings said that the \$2,000 bonuses can be taken from the Salaries line item of the Police Department budget if Council is in agreement.

Mayor Richardson said that Council appreciates all that Interim Chief Riddle and the police officers do to keep the citizens of the Town of Windsor safe.

Councilman Scott made a motion to authorize the Town Manager to proceed with giving Interim Chief Riddle and the three police officers a net \$500 bonus totaling \$2,000 to be taken from the Salaries line item of the Police Department budget. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

### **Town Attorney's Report**

Mr. Brittle stated that a Grievance hearing will be scheduled in the near future for former Chief Reynolds.

### **Mayor's Report**

Mayor Richardson said she attended the Chamber's Business Appreciation luncheon, and the Business of the Year award was presented to Hallwood Enterprises, Inc. She noted that R.A. Howell and Nancy Howell from Windsor work with Hallwood Enterprises, Inc., and they were honored for playing a huge role in the company's success. She said that Hallwood Enterprises, Inc. supplies wood pilots to Green Mountain Coffee Roasters and to Cost Plus.

Mayor Richardson said she toured the interior of the new Windsor Middle School, and it is a beautiful school that Windsor can be proud of. She said the facilities are extremely

well planned on the inside. She said it is a state of the art school and is going to give the students many advantages.

Mayor Richardson thanked Councilman Scott for all the hard work he has done in the long process of organizing and ordering the new entrance signs for the Town of Windsor.

### **Economic Development Authority Report**

Councilman Scott updated Council on the progress of the new entrance signs. He stated that two monuments are completed and are ready for the signs to be mounted. He reported that construction of the last monument on the east side of Town will begin soon.

Councilman Scott said that the Economic Development Authority (EDA) has not met this month and will be meeting in July; therefore there is no report.

### **Other Reports**

Councilman Willis asked if the street closure notification letters for the 4<sup>th</sup> of July celebration have been sent out. Mr. Stallings said that they will be going out very soon.

### **Old or Unfinished Business**

Mayor Richardson stated that Council has to consider the adoption of the Five-Year Capital Improvements Plan (CIP) and the 2014-2015 Operating Budget, which was continued from the May 27, 2014 Council meeting. Mayor Richardson said the first item is Council's consideration of the resolution entitled: A Resolution Approving And Adopting The Fiscal Year 2014-2015 Operating Budget For The Town of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget

Vice Mayor Garris made a motion to adopt the resolution entitled: *A Resolution Approving and Adopting The Fiscal Year 2014-2015 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget*. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Mayor Richardson said the next item is Council's consideration of adopting an ordinance entitled: An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2014, And Ending December 31, 2014.

Councilman Willis made a motion to adopt the ordinance entitled: *An Ordinance Imposing And Levying Taxes Within The Town Of Windsor, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2014, And Ending December 31, 2014*. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Mayor Richardson said the final item under Old Business is Council's consideration of adopting a resolution entitled: A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2014-2015 Through 2018-2019.

Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2014-2015 Through 2018-2019*. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Mayor Richardson thanked Council and Staff for being so diligent with working within the means of the budget which helps the Town from having tax increases.

### **New Business**

Council discussed placing shrubs at the police department and at the entrance signs.

Council discussed Frank Haltom's request for an additional water leak adjustment for Isle of Wight County. After further discussion, it was the consensus of Council to adhere to the Town of Windsor's Water Leak Policy and only issue one leak adjustment within a 12 month period. They also agreed to have Staff set up a payment plan for up to one year to help assist the County with paying the excessive water leak.

### **Closed Session**

Councilman Scott made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, 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 #10.

Councilman Bryant made a motion to go back into regular session. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #11.

Councilman Willis 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. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Councilman Willis made a motion to sell the post office for the price of \$135,000 with a 4% commission subject to any legal requirements for the disposition of property. Councilman Bryant seconded, and Council passed the motion three to two as recorded on the attached chart as motion #13.

Council discussed funding opportunities for the Friday night Concerts at the Gazebo.



Vice Mayor Garris made a motion to adjourn. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #14.

The meeting adjourned at 9:45 p.m.

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Carita J. Richardson, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date June 10, 2014

Motion #	Edwards	Garris	Bryant	Willis	Scott	Flemming	C. Richardson
	Absent						
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		Y	Y	Y	Y	Y	
6		Y	Y	Y	Y	Y	
7		Y	Y	Y	Y	Y	
8		Y	Y	Y	Y	Y	
9		Y	Y	Y	Y	Y	
10		Y	Y	Y	Y	Y	
11		Y	Y	Y	Y	Y	
12		Y	Y	Y	Y	Y	
13		Y	Y	Y	Y	Y	
14		Y	Y	Y	Y	Y	
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Jeannie Dunlow - Asst. Clerk