

**Minutes
Windsor Town Council Meeting
Town Hall
June 11, 2019**

The Windsor Town Council met in regular session on June 11, 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, Wallace W. Brittle, Jr., and Fred Taylor, Town Attorneys, were present.

Council members present: Durwood Scott - arrived at 7:20 p.m.
 Greg Willis
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 George Stubbs

Councilman Stubbs 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 May 14, 2019 Council meeting, the minutes of the May 21, 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 Bernacki made a motion to adopt the Consent Agenda. 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 May is before Council for review. She reported that Aaron Hawkins, Town Auditor, informed her that a draft audit is anticipated to be available on Friday, June 14, 2019.

Mayor Willis explained that weekly conference calls have been taking place to discuss the progress of the audit. He noted that Mr. Hawkins, Mr. Stallings, Mrs. Jernigan and himself have been in attendance.

Councilwoman Blankenship discussed various formats for the Treasurer's report. Council agreed to review the formats and determine which they prefer.

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

Council's Discussion of Citizens' Concerns

Councilman Stubbs commended Mr. Stallings for having the large pothole at the entrance of Pine Lane on Community Drive repaired by VDOT, which was reported last month. He noted other issues with road erosion in that area since the last heavy rain.

Councilwoman Blankenship said she was approached by a resident in Windsor Woods who is concerned with the excessive speed that vehicles travel when entering the neighborhood. She said the resident offered the following suggestions to help deter speeders: put up a "Children at Play" sign, install a speed bump, or have the Windsor Police Department patrol that area more frequently. Councilwoman Blankenship said she would like to speak with other residents for input regarding this issue.

Mr. Stallings said he has spoken with VDOT regarding a "Children at Play" sign in that area, and after completing the appropriate paper work, a sign would most likely be allowed. He noted that speed bumps are generally installed on private property and not on state maintained roads. He said he would speak with VDOT again regarding this issue after Councilwoman Blankenship receives further input from the residents.

Councilwoman Blankenship reported that a citizen questioned if Council would consider developing a bicycle helmet ordinance for safety purposes. She noted that in the State of Virginia, many Towns and Cities do have a bicycle ordinance. After discussion regarding enforcement, parental responsibilities, and events and programs that promote bicycle helmet safety, Council agreed to have Mr. Stallings check State law to research options regarding this issue.

Councilman Carr suggested that Council consider a policy where participants in Town events would be required to wear bicycle helmets.

Councilman Bernacki reported concerns with double sided parking on Church Street during events. He said this makes it difficult for emergency vehicles to access fire hydrants and reach residents during emergency situations. He suggested that Mr. Stallings contact VDOT to see what the requirements would be to put up a sign stating "No Parking" on the side of the street with fire hydrants or to see if they have

other options. Mr. Stallings said he would contact VDOT and speak with the school regarding this issue.

Town Manager's Report

Strategic Planning Retreat

Mr. Stallings stated that Council kicked off some strategic planning work earlier this year with a daylong strategic planning work session at the Windsor Town Center. Based off previous responses from Council, Mr. Stallings noted the following dates for future planning sessions: June 21st, August 28th, October 30th, and December 18th. Mr. Stallings stated that the June 21st session will be held at the Town Hall due to the summer camp program being held at the Town Center. All other sessions, unless notified otherwise, will be at the Windsor Town Center and will begin at 9:00 a.m. Mr. Stallings said he would send the agenda out for each meeting as soon as he receives it from Mrs. Rountree (facilitator) to prepare Council for discussion.

Action List

Mr. Stallings said the tall grass and debris reported at the intersection of U.S. Route 460 and Highway 258 will be addressed within the next couple of weeks. He said the sewer issues at the Town Center have been resolved. Mr. Stallings said he is working with members on the Drainage Committee to schedule a meeting. Council discussed the acoustic issues at the Town Center. Mr. Stallings said he has reached out to Acoustical Solutions, and they have provided options to address this issue which will be presented at the next Windsor Town Center Advisory Board meeting.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. He reported that the State of the County Luncheon will take place on June 13, 2019 from 12:00 p.m. to 2:00 p.m. at the Smithfield Center. He also noted that the tax rate public hearing and budget adoption is scheduled for June 25, 2019.

Town Attorney's Report

Mr. Brittle said it has been a sincere pleasure working with Town Council and expressed his appreciation for the opportunity. Town Council thanked Mr. Brittle for his hard work and dedication to the Town of Windsor.

Mayor's Report

Mayor Willis explained that the Smithfield Times did a per capita debt analysis for Isle of Wight County and the Town of Smithfield. He said the Town of Windsor was not included because the population is below 3,500. He reported, from his own calculations, that the Town of Windsor's spending per capita for the Water Fund is \$303.00 per person based on a population of 2,716. He said the Town is spending \$228.00 per person for police protection, and \$153.00 per person for General Management (office staff). Mayor Willis reported that the Town's debt per capita is

\$510.00 per person. He said this debt consists of the Old Suffolk Road water line extension and the remaining debt on the Windsor Town Center. He stated that overall the Town's debt per capita is a small number.

Mayor Willis reported that a public hearing will be held on June 25, 2019 to receive comments from the public on whether to maintain the real estate tax rate at its current level of .10 per \$100 of value or reduce it to a revenue neutral level of .934 per \$100 of value due to the increased assessment. Mayor Willis explained that if the tax rate remains at .10 per \$100 of value, it will generate \$13,900 in additional revenue, which would calculate to a small increase per taxpayer.

Economic Development Authority (EDA) Report

Vice Mayor Scott reported that the EDA met on June 3, 2019 and discussed ways to "sell Windsor" and encourage businesses to locate in Town. He said EDA discussed using social media and other methods to showcase what Windsor has to offer such as: low taxes, good schools, safe community, numerous services provided, and thriving businesses. He said the EDA will continue to discuss incentives and revenue bonds at the next meeting scheduled for July 1, 2019.

Vice Mayor Scott reported that Jacob Edwards was recommended for the vacant seat on the EDA, and he has expressed an interest in serving as a member. He said Mr. Edwards attended the recent meeting and was interviewed by the EDA. Vice Mayor Scott reviewed his resume with Town Council. He said it was the consensus of EDA to recommend Jacob Edwards to serve on the EDA.

Councilwoman Blankenship said she would like to have more detail regarding the interview and the criteria required to serve on the EDA. Vice Mayor Scott noted specific questions that were asked during the interview and what Mr. Edwards's responses were.

Councilman Stubbs stated that he recommended Mr. Edwards to serve on the EDA. Councilman Stubbs explained that he has served on the EDA and he knew what qualifications were needed to fill the position. He said he felt that Mr. Edwards met the qualifications to serve as a member of the EDA.

After further discussion, Councilman Stubbs made a motion to appoint Jacob Edwards to serve on the EDA. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Town Council agreed by consensus to have Mr. Stallings and Mayor Willis prepare a list of qualifications needed for all candidates interested in serving on the EDA, the Town Center Advisory Board, the Planning Commission, or any other position needing Council's vote for approval.

Other Reports

None

Old or Unfinished Business

None

New Business

Councilman Bernacki questioned the possibility of purchasing a speed trailer through grant funds. Chief Riddle explained that DMV speed grant money cannot be used for speed trailers. Council continued to discuss the effectiveness of a speed trailer.

Councilman Greg Willis reported that the library is well above capacity for its summer reading programs. He said no one else can utilize the library during the reading programs due to capacity issues. He said he was asked by concerned citizens from various civic organizations if the Town would consider allowing the library to use the Town Center for the children's summer reading programs. He said they will take place on Tuesday mornings from 10:30 a.m. to 12:00 p.m.

Mr. Stallings said that all the summer reading programs have already been scheduled at the Town Center. He said moving forward, several civic organizations are actively working together to address the space capacity issues at the Windsor Library.

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 #4.

The meeting adjourned at 8:35 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date June 11, 2019

Motion #	Stubbs	Scott	Greg Willis	Bernacki	Blankenship	Carr	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
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arrived @ 7:20

Jerry Whitehead, Clerk