

**Minutes
Windsor Town Council Meeting
Town Hall
May 25, 2017**

The Windsor Town Council met in regular session on May 25, 2017 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, Christy Jernigan, Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: N. Macon Edwards, III
 Greg Willis
 Patty Flemming
 Tony Ambrose
 Walter Bernacki

Council member absent: Durwood V. Scott

Mayor Richardson asked Councilman Ambrose to lead the Pledge of Allegiance.

Public Hearing

Capital Improvement Plan (CIP)

Mayor Richardson said there are two public hearings tonight. She said the first public hearing is to receive the comments and requests of interested citizens and organizations concerning the formulation and preparation of a proposed Capital Improvement Plan (CIP) for the fiscal years 2017-2018 through 2021-2022 for the Town of Windsor, Virginia. She said the Town of Windsor's Capital Improvement Plan encompasses contemplated expenditures by the Town of Windsor in excess of \$1,000 for improvements to sidewalks, public buildings, public streets, public lands, public utilities, public services and public safety. She asked Mr. Stallings if he had any further comments.

Mr. Stallings reported that the transfer from the General Fund to the Space Needs Fund was reduced by \$10,000 due to eliminating the cigarette tax increase. He said the resolution was also corrected to reflect this change. He said he moved \$4,000 from the Police Department Vehicle Fuel line item into the Maintenance Contracts line item per Chief Riddle's request to allow for annual recurring license fees. He noted minor corrections to pages 2 and 5 of the budget pages. He reported that the CIP and budget were properly advertised.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the CIP to come forward at this time. There were none. She asked for any persons wishing to speak in opposition of the CIP to come forward, and

hearing none she closed the public hearing. She said it is now open for discussion among Council. Council did not have any discussion regarding the CIP.

Proposed Budget Fiscal Year 2017-2018

Mayor Richardson said the next public hearing is to consider the proposed budget for the Town of Windsor, Virginia for the fiscal year July 1, 2017 through June 30, 2018.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the proposed budget to come forward at this time. There were none. She asked for any persons wishing to speak in opposition of the proposed budget to come forward, and hearing none she closed the public hearing. She said it is now open for discussion among Council. Council did not have any comments regarding the budget.

Mayor Richardson said Council will vote on the CIP and budget at the continued meeting scheduled for June 13, 2017.

Appropriation of Donated Funds

Mr. Stallings reported that the Town received \$800 towards the purchase of t-shirts for the car show held as part of the annual July 4th celebration. He said the Town also received \$750 in donations towards the summer concert series. Mr. Stallings recommended that Council adopt the enclosed resolution appropriating these funds for their respective purposes.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$1,550 in donations into the General Fund Operating Budget and approving a budget amendment for fiscal year 2016-17."

Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$1,550 In Donations Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2016-17*. Councilman Ambrose seconded, and Council unanimously passed the resolution as recorded on the attached chart as motion #1.

Budget Transfers

Mr. Stallings said that Councilman Willis indicated that he would like to donate \$600 of his annual stipend towards the 4th of July car show. He recommended that Council approve a budget transfer to move these funds from the Legislative—Salaries and Wages line item (100-11010-41100) into the Cultural Events – 4th of July line item (100-72000-45640).

Councilman Edwards made a motion to approve a budget transfer of \$600 from Legislative-Salaries and Wages line item (100-11010-41100) into the Cultural Events – 4th of July line item (100-72000-45640). Councilman Bernacki seconded, and

Council unanimously passed the resolution as recorded on the attached chart as motion #2.

Mr. Stallings said that Councilwoman Flemming indicated that she would like to donate \$600 of her annual stipend towards the purchase of new lights to be hung for events at the Wesley F. Garris event park. He recommended that Council approve a budget transfer to move these funds from the Legislative–Salaries and Wages line item (100-11010-41100) into the General Management – Equipment line item (100-12100-46020) for the purchase of the new lights.

Councilman Willis made a motion to approve a budget transfer of \$600 from Legislative-Salaries and Wages line item (100-11010-41100) into the General Management – Equipment line item (100-12100-46020) for the purchase of the new lights. Councilman Ambrose seconded, and Council unanimously passed the resolution as recorded on the attached chart as motion #3.

Mr. Stallings reported that the Inter-governmental meeting is scheduled for June 6, 2017 at 6:00 p.m. He also reported that the Isle of Wight Community Foundation is sponsoring the Flavors of Isle of Wight on June 15, 2017 from 6:00 p.m. to 8:00 p.m. at the Smithfield Center.

Old or Unfinished Business

Mr. Stallings said he reached out to the Lion’s Club regarding sponsoring a beer truck at the Town of Windsor Concert Series. He said they have already purchased insurance and obtained an ABC license for other events this year, and it would not be profitable for them to purchase additional insurance to sponsor this year’s concert series. He said they agreed to include funds in their budget to purchase additional insurance and an ABC license for next year’s concert series. Mr. Stallings said he would contact Virginia Municipal League (VML) insurance to see if the Town would be covered if alcohol is served at the concert series.

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 to discuss performance evaluations. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilwoman Flemming made a motion to go back into regular session. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

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 Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Willis made a motion to continue this meeting on June 13, 2017. Councilman Ambrose seconded, and Council passed the motion unanimously as recorded on the attached chart as motion #7.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date May 25, 2017

Motion #	Ambrose	Bernacki	Willis	Scott	Flemming	Edwards	C. Richardson
1	Y	Y	Y	absent	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	
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Jerry Whitehead, Clerk