

**Minutes  
Windsor Town Council Work Session  
Town Hall  
May 8, 2014**

The Windsor Town Council met in a work session on May 8, 2014 at 4:30 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. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Wallace W. Brittle, Jr., Town Attorney were present.

Council members present: Wesley F. Garris  
J. Clinton Bryant  
Greg Willis  
N. Macon Edwards, III  
Durwood Scott  
Patty Flemming

Mayor Richardson thanked everyone for attending the work session.

**Budget Issues**

Mr. Stallings reported that Anne Seward, Isle of Wight County Administrator, found several discrepancies in the calculations made by the former Emergency Communications Manager regarding the Isle of Wight County Emergency Communications Center budget. Mrs. Seward found that the Town's contribution of \$30,000 was incorrect and the correct contribution should be \$45,000. After discussion, Council agreed to move funds from the Contingency line item to the Payments to Other Governments line item in the budget to make up for the additional \$15,000 needed for contributions to the Emergency Communications Center.

Councilman Bryant asked if the Windsor Middle School gym project is approved, would the Town need to add an additional line item to the budget to show contributions, grant money, and expenditures for this project. After a brief discussion, Council suggested that Staff consult with Diane Smith, Town Auditor, to discuss internal controls regarding the funds.

Council discussed the concerts at the gazebo and agreed to only allow local vendors and civic groups to sell food. They also agreed not to sell alcoholic beverages at this time.

Mr. Stallings reported that a public hearing on the budget will be advertised for May 27, 2014 at 7:00 p.m.

## **Hazardous Duty Coverage**

Mr. Stallings reported that any employees hired after January 1, 2014 will be in the Hybrid Insurance Plan with VRS except for law enforcement officers covered under Hazardous Duty coverage. He said the Town has never set up Hazardous Duty coverage for law enforcement officers. He stated that the new police officer will be in the Hybrid Plan because of his hire date. He explained that once the Hazardous Duty coverage is offered, the law enforcement officers, including the new officer, will not be in the Hybrid Plan. Mr. Stallings said VRS will have to do an actuarial study before the cost can be determined for the Hazardous Duty coverage. Mr. Stallings said he would review the cost with Council when he receives this information.

## **Mayor's Report**

Mayor Richardson said that Council has been invited to an interior tour of the new Windsor Middle School on May 9, 2014 at 11:00 a.m.

Mayor Richardson said that Philip Rinehart, head engineer for the new Route U.S. 460 project, has given the Town a larger map that shows the different alternatives. She said the map is available in the Town office if anyone would like to review it.

Mayor Richardson also noted that soil samples are being taken on the north side of U.S. Route 460. She explained that, as part of the supplemental environmental impact statement, VDOT is required to do evaluations on all of the alternatives, and some of the alternatives were north of the existing U.S. Route 460. She said that Mr. Rinehart and Delegate Rick Morris have both told her that they are cautiously optimistic that there will be something done to U.S. Route 460. Mayor Richardson said that the Army Corps of Engineers should have a ruling on the wetlands by the end of the year.

Mayor Richardson said that Mr. Albert Burkhardt has asked to speak at the May 13, 2014 Council meeting regarding funding for the Isle of Wight County Museum and Department of Historic Resources. She explained that Isle of Wight County will not be funding the museum this upcoming fiscal year, and he will be attending the Council meeting to ask for a donation from the Town. Mayor Richardson said that the Smithfield Town Council and other community groups are considering funding the museum.

Mayor Richardson reported that Congressman Randy Forbes and his assistant, Curtis Byrd, will be meeting at Town Hall on May 14, 2014 at 3:00 p.m., before they attend the Ruritan Pig Picking, to discuss issues concerning the Town. She encouraged Council to attend with any concerns they may have.

## **Windsor Middle School Gym Lease**

Mayor Richardson reviewed the Obici Foundation Grant agreement. She said the project goal is to renovate the exterior of the previous Windsor Middle School gym to become the Windsor Community Recreation Center. She continued to discuss the Project Evaluation explaining that if some of the grant money is used towards the

project, and the project is not completed, then only the money not used would have to be returned. She explained that no money already used for the project would have to be paid back to the foundation.

Mayor Richardson also reviewed the Windsor Middle School gym lease. Council discussed several needed revisions to the language. Councilman Edwards expressed concerns with who will be responsible for water and electrical hookups to the gym, and how operations of the building will be funded.

After further discussion, Council agreed that a Community Recreation Center is needed for the Town and thanked Mayor Richardson for her hard work and dedication towards saving the gym. Mayor Richardson said she would check into who would be responsible for water and electrical hookups and discuss language revisions to the lease with the Isle of Wight School Board.

### **Other Reports**

Mayor Richardson said that the new entrance signs will not have room on them for the 2004 Windsor Cheerleading State Championship signs. She suggested presenting the signs to Principal Soderholm at the Windsor High School to be displayed at the high school. Council was in agreement with presenting the signs to Principal Soderholm at the May 13, 2014 Council meeting.

Council discussed several sizes of flags and poles to be located in the Town of Windsor. Council asked Mr. Stallings to call Casey Chevrolet in Newport News to research the size of their flag, and present cost estimates at the next meeting.

Councilman Scott reported that he has acquired permits needed for the entrance signs and will be meeting with the brick mason and the electrician on May 9, 2014. He said construction of the signs will begin soon.

Councilman Scott made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

The meeting adjourned at 6:04 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 May 8, 2014 Work Session

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Jerry Whitehead, Town Clerk