

**Minutes
Windsor Town Council Meeting
Town Hall
September 8, 2020**

The Windsor Town Council met in regular session on September 8, 2020 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 thanked Council and everyone present for wearing a mask as directed by the State due to COVID-19. Mayor Willis asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Fred Taylor, Town Attorney, and Chief Riddle were present. Christy Newsome, Treasurer, participated via telephone.

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

Council member absent: Greg Willis

Councilman Bernacki 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 August 11, 2020 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Stubbs made a motion to adopt the Consent Agenda as presented. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. Newsome reviewed the August Treasurer's report. She reported that the Old Point National Bank Certificate of Deposit (CD) is scheduled to mature September 17, 2020. She said it will be cashed out and used for the construction of the new Public Works building.

Ms. Newsome noted a correction to the Windsor Town Center Fund. She explained that an Alpha Corporation transaction of \$2,422 for HVAC services was posted in error to the Utilities line item. She said that transaction has been moved to the Professional Services line item.

Ms. Newsome continued to update Council on several financial transactions that took place during the month.

Vice Mayor Scott 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.

Mayor Willis reported that this will be Ms. Newsome's last week with the Town of Windsor. He thanked her for her service to the Town, and wished her well with her new endeavors.

Council's Discussion of Citizens' Concerns

Councilman Carr reported that the Food Lion grass is extremely tall and there is trash that has blown all over the back parking lot.

Mr. Saunders said this issue has been reported to the town, and Mrs. Brown, Interim Zoning Administrator, has notified the store manager. Mr. Saunders explained that the store manager is in the process of hiring a new lawn care service. He said he will ask Mrs. Brown to reach out to the store manager to follow-up on this issue.

Councilman Stubbs said he was approached by a citizen who questioned whether a specific home located on Courthouse Highway was zoned and licensed to sell vehicles. He said there are numerous vehicles being sold at this location. He said citizens have also expressed concerns with five vehicles located at a residence on Blackwater Road and vehicles located at a residence on West Windsor Boulevard that may not be licensed or properly inspected. Mr. Stubbs said he was also contacted regarding a camper trailer on Kello's Lane that may have individuals living in it.

Mr. Saunders said a violation letter has been sent to the home located on Courthouse Highway regarding the vehicles being sold. He said this has also been reported to a DMV agent to investigate the sale of the vehicles. He said he would report the other concerns to Mrs. Brown.

Councilman Bernacki said he was approached by a citizen concerned with a patch of road located on Buckhorn Drive that has not been completely repaired from a waterline project for a new development.

Mr. Saunders said the town also received a recent complaint regarding this issue. He said VDOT has been notified, and they did obtain a land use permit for that work. Mr. Saunders explained that VDOT is allowing time for the gravel to become compact from road traffic before repaving.

Vice Mayor Scott asked if an independent contractor extended the waterline for the landowner, or did town staff extend the waterline.

Mr. Saunders said he believes the work was done by an independent contractor and supervised by the town staff.

Mayor Willis asked if the Church Street/Shiloh Drive sidewalk project was completed. Mr. Saunders reported that the work is completed. He explained that a walk through was recently conducted on the final project, which included two Council members. He said a punch list was generated from that walk through. He said Jamie Oliver, Isle of Wight County Project Manager, and Alpha Corporation's Project Manager reviewed the items on the punch list that will be the responsibility of the contractor and the items that will require change orders.

Council continued to discuss the change orders.

Town Manager's Report

None

Capital Projects Update

Mr. Saunders reported that Gray Construction, a subcontractor for winning bidder, C.W. Brinkley, Inc., has broken ground at the Public Works building site and is working on site grading, storm water infrastructure and preparing the site for the building foundation. He said the project is still within budget. Mr. Saunders said they are working on a second change order that relates to connections of the sewer system. He explained that the sewer main was not in the condition or location that it was expected to be in.

Mr. Saunders said the plans had been completed for the Duke Street/Virginia Avenue Water Main Replacement projects when it was determined that the entirety of the project could not be performed within the VDOT right-of-way and that some private easements would have to be obtained. He said Bowman Consulting is currently drawing up easement plat exhibits for these areas.

Council continued to discuss the process of obtaining the easements.

Covid-19 Business Interruption Small Business Grant Program Update

Mr. Saunders reported that the COVID-19 Small Business Grant Program in Isle of Wight County and the towns of Windsor and Smithfield has expanded to include a second round of funding, enabled by receipt of the second tranche of Cares Act Funding. He said the program, originally launched in June, is aimed at increasing fiscal assistance to businesses impacted by COVID-19 recover and/or reopen.

Mr. Saunders explained that the second round of funding opened Wednesday, September 2, 2020 at 9:00 a.m. and will be administered by the Isle of Wight County Department of Economic Development. He said all applications are to be submitted through the Isle of Wight County Economic Development Department website electronically. Mr. Saunders stated that the attached flier has been posted on the Town of Windsor's website and Facebook page.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

None

Other Reports

None

Old or Unfinished Business

Councilman Stubbs asked Mr. Saunders if he had received any feedback from Mr. Wanner regarding his discussions with Dominion Energy to determine their policy for addressing damages caused by their sub-contractors to the water line located at 11126 Old Suffolk Road, which resulted in an extremely high water bill for the homeowner.

Mr. Saunders said he was informed by Mr. Wanner that all the actions that the town intended to take had already been taken. He explained that he did not have any details regarding this issue.

Councilman Stubbs said he was asked to have the homeowners submit their receipt to the town for any repair costs that were incurred due to the damaged waterline caused by Dominion Energy's sub-contractors. He said he understood that Mr. Wanner was going to contact Dominion Energy regarding this issue once the costs were submitted. Councilman Stubbs reported that the homeowners did submit the receipt to town staff.

After discussion, it was the consensus of Council to have Mr. Saunders follow-up with Mr. Wanner regarding this issue.

Councilwoman Blankenship commented that Council agreed at the last meeting that a work session should be scheduled to discuss the Classification and Compensation Study. She said she had not received the job descriptions from Baker Tilly, Inc. that were mentioned during the presentation.

Mr. Saunders said he would forward the job descriptions to Council and follow-up with potential dates for a work session.

Mr. Saunders updated Council on the meter reading equipment issues as requested by Councilwoman Blankenship. He stated that the Versa Probe wand has been sent back to the company for a software downgrade. He said the company feels this may resolve the issues. Mr. Saunders said a test will be conducted when the equipment is returned, and he will update Council on the results.

New Business

Chief Riddle, Officer Griffin, and Deputy Bertram with Isle of Wight County Sheriff's Department were present to update Council on Windsor's Police K-9, Odin. Chief Riddle reported that Police K-9 Odin and his handler, Officer Griffin, completed their certification as a narcotics detection team on July 16, 2020 through the Newport News Police K-9 Unit.

Chief Riddle presented Deputy Bertram, a certified K9 trainer through the Virginia Police Work Dog Association, with a Certificate of Appreciation for spending the last four weeks working with Officer Griffin and Police K-9 Odin preparing them for the certification process.

Deputy Bertram briefed Council on the many benefits Police K-9 Odin will bring to the town and to other jurisdictions. He also stated that Odin will receive a bullet proof vest donated by a non-profit organization called Spikes K-9.

Closed Session

Councilman Stubbs made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 Personnel, to discuss the resignation of the Town Treasurer. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #3.

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

Councilman Stubbs 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. Vice Mayor Scott 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 9:00 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date Sept. 8, 2020

Motion #	Bernacki	Blankenship	Carr	Stubbs	Scott	Greg Willis	Glyn Willis
1	✓	✓	✓	✓	✓	Absent	
2	✓	✓	✓	✓	✓		
3	✓	✓	✓	✓	✓		
4	✓	✓	✓	✓	✓		
5	✓	✓	✓	✓	✓		
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Jerry Whitehead, Clerk