

**Minutes  
Windsor Town Council Meeting  
Windsor Town Center  
April 20, 2021**

The Windsor Town Council met in regular session on April 20, 2021 at 5:30 p.m. at the Windsor Town Center, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. 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, Chief Riddle and Fred Taylor, Town Attorney, were present.

Council members present:

- Greg Willis
- Walter Bernacki
- Kelly Blankenship
- J. Randy Carr
- George Stubbs – arrived at 6:00 p.m.
- Jake Redd

Councilwoman Blankenship led the Pledge of Allegiance.

**Delegations and Public Comments**

None

**Lt. Nazario Police Stop**

***Moving Forward to Build Bridges, Improving Police Services and Community Confidence***

Chief Riddle said in light of the recent event involving the Town of Windsor, Windsor Police Department and the profound impact that it has had on our department and the most importantly the community as a whole; we are working quickly to make changes to enhance officer and citizen safety.

Chief Riddle reviewed the following:

***Policy and Procedure***

Chief Riddle stated that we need to address policies as they stand currently within the department. He explained that policies change rapidly as case law unfolds in the courts, and these policies need to be reviewed regularly, especially by attorneys. He explained that in the near future, it is likely that access to state and federal funding to police departments will be tied to accreditation. Chief Riddle said Lexipol has offered us a phenomenal opportunity to come on board with their policy manual program. He said they also provide enhanced online training for our officers. Chief Riddle noted that the Lexipol proposal is enclosed for Council's review and consideration.

### *Training*

Chief Riddle said our officers rely heavily on their training as the basis for responding to the incidents they encounter while serving the community. While the COVID19 pandemic has greatly reduced training opportunities over the last year, we have again been offered the opportunity to obtain excellent training in both De-escalation and Citizen Encounters in person and at a reduced cost. He said we have also already started with some online training provided by the Virginia Association of Chiefs of Police (VACP) at no cost.

Chief Riddle stated that all Windsor Police Department Officers have been assigned to complete the VACP online course for Implicit Bias to be completed by April 30, 2021. He said in partnership with the VACP, we contacted Command Presence, a training company based out of Georgia. Command Presence has recently completed training the Georgia State Police on De-escalation: Strategies for Best Possible Outcomes and Dynamics of Officer/Citizen Encounter. Chief Riddle said this training is highly sought after, and they have agreed to come to Windsor May 26<sup>th</sup> and May 27<sup>th</sup> to provide those courses to the Windsor Police Department at no cost.

Chief Riddle also reported that Auxiliary Sgt. Givens is working on developing an in service for all employees that will address arrest control techniques for traffic stops and use of force in the arrest of traffic violators.

### *Hiring*

Chief Riddle said he will be creating a new interview panel that is comprised of two Windsor Police Department personnel, two citizens from the community and one member of Town Council. He said the new panel interview method will allow the community members and other leaders to provide their perspective on possible applicants and assist the department in identifying the best possible candidates.

### *Reduced Traffic Enforcement, Increased Community Policing Efforts*

Chief Riddle explained that the Town will be investing in speed measurement devices to place along Route 460 to help eliminate the need for police based traffic enforcement of speed violators. He said this would not eliminate police based enforcement efforts, but would assist in slowing traffic while reducing police and citizen contacts. He said devices should be fitted with data recording to record data and help direct enforcement efforts to peak violation times. Chief Riddle said the reduction in focus on traffic enforcement would allow officers to focus more on law enforcement operations and community based policing efforts.

Chief Riddle explained how using Lexipol will track daily training for an officer to determine if they have successfully completed a course as requested by Vice Mayor Greg Willis.

Chief Riddle also explained how using Lexipol will help with the accreditation process as requested by Councilman Bernacki.

Councilwoman Blankenship asked if Lexipol would reduce or increase Chief Riddle's administrative duties.

sent shockwaves through our community and beyond. He added that this has resulted in thousands of emails and phone calls, scores of requests for comment, and dozens of FOIA requests, coming into Town offices. He said given the small staff of the Town, which is stretched thin in normal times, the repercussions of this fallout have been severely detrimental to ongoing Town operations.

Mr. Saunders reviewed the following specifics regarding this issue:

- Temporary staff has been obtained in order to assist town staff in maintaining minimal levels of attention to normal duties and may be required moving forward.
- Other agencies and governments have been reached out to for various levels of support and assistance.
- Town staff have faced a withering barrage of vulgar and threatening phone calls and continue to do so in order to maintain town operations.
- Town staff are attending to the FOIA requests to the degree possible; however, with the short window to respond and so many extraordinarily large requests coming in at the same time, the town may need to petition the courts to have more time to respond.
- Current large special projects that staff are maintaining to the degree possible include: Windsor Town Center roof, FY2019-2020 Audit, FY2021-2022 Budget development, extra Real Estate billing cycle, and the Virginia Ave. and Duke St. Water Main project.

Mr. Saunders stated that Town staff have performed admirably in the face of these daunting challenges and should be lauded for their dogged persistence.

Mr. Saunders briefed Council on the FOIA process as requested by Councilman Stubbs.

### **Windsor Town Center Memorandum of Understanding (MOU)**

Mr. Saunders reported that for an extended period of time, the Windsor Town Center Memorandum of Understanding has worked its way back and forth between Isle of Wight (IOW) County and Town of Windsor staff and the Windsor Town Center Advisory Board (WTCAB) with various iterations of the agreement developing over that time.

Mr. Saunders reported that he and Mayor Willis were before the Isle of Wight Board of Supervisors at the Board's April 15, 2021 meeting where the Board expressed dissatisfaction with the version of the MOU that Council adopted on April 5, 2020. A revised, draft MOU has been received since then from the IOW County Attorney.

Mr. Saunders reviewed the following changes since the adopted version:

1. Capital Improvements The new changes raise the minimum cost of a capital repair, replacement, or improvement that would be shared from \$5,000 to \$25,000. It also takes them out of the MOU document and requires a separate negotiation and agreement for cost-sharing on them.
2. Operational Costs The new changes add the word 'routine' before cleaning, in the operational costs for which the Town is responsible. The County also agreed

to enter into the rental/use agreement so that they are bound to the requirement of cleaning up after their uses of the facility.

Mr. Saunders said it is hoped that the MOU can be adopted by Town Council prior to the Board of Supervisor's April 14<sup>th</sup> meeting, so that it can be presented to them in order to further the roof replacement conversation.

Mr. Saunders recommended that Town Council adopt the enclosed revised MOU.

Mr. Taylor said he has no legal concerns regarding the MOU.

After further discussion regarding cost sharing, Councilman Bernacki made a motion to adopt the revised MOU. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Vice Mayor Greg Willis made a motion to authorize the Town Manager to enter into a contract with Adelpia Contracting, Inc., and authorize a Notice to Proceed. Councilman Carr seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

### **Closed Session**

Councilman Bernacki made a motion to go into closed session to discuss the following matters, all in regard to the Windsor Police Department, pursuant to Virginia Code Section 2.2-3711, A-7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the litigating posture of the public body. Section 2.2-3711, A-8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such legal counsel. Vice Mayor Greg Willis seconded, and Council passed the motion as recorded on the attached chart as motion #3.

Council reconvened back into regular session at 7:10 p.m.

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. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mr. Saunders explained that due to the abundance of distractions, the Town office has been closed to the public. He said staff is working with the community through emails, phone calls and remote payment options. He said this is going on our second week, and we are hopeful that we will be able to open the office to the public next week.

Mr. Saunders said the community has questioned if the Windsor Police Department is working at this time. He explained that Chief Riddle has been working diligently to make changes to enhance officer and citizen safety, and his officers are working on administrative duties and covering calls for citizens' assistance. Mr. Saunders said other agencies are covering traffic enforcement at this time.

Councilman Bernacki suggested that we communicate with the citizens that the Police Department is serving the community as normal with the exception of traffic enforcement, which is being covered by other agencies at this time.

Council agreed by consensus to continue to work with an outside public relations representative at least until we meet for the next scheduled work session.

Council scheduled the next work session for May 5, 2021 at 5:30 p.m. to be held at the Town Center.

Mayor Willis thanked Chief Riddle and staff for their efforts towards moving the Town forward after the December 5, 2021 incident. He said it is important that we continue to evaluate and take the action needed to continue to move forward.

Councilman Stubbs made a motion to adjourn. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 7:25 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Work Session

Council Meeting Date April 20, 2021

Motion #	Blankenship	Carr	Stubbs	Redd	Greg Willis	Bernacki	Glyn Willis
			arrived @ 6:00				
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Town Clerk