



**Minutes
Windsor Town Council Meeting
Town Hall
February 9, 2021**

The Windsor Town Council met in regular session on February 9, 2021 at 7:00 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, Cheryl McClanahan, Treasurer, Chief Riddle and Fred Taylor, Town Attorney, were present.

Council members present: Greg Willis
 Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 George Stubbs
 Jake Redd

Councilman Greg Willis led the Pledge of Allegiance.

Public Hearing

None

Delegations and Public Comments

James Pope & Volpe Boykin - Top Cop Presentation

James Pope, Chairman of the Greater Hampton Roads Regional Crime Lines, and Volpe Boykin, Chairman of the Isle of Wight/Smithfield/Windsor Crime Line, presented Officer Clifton J. Griffin with the 2020 Top Cop award. Mr. Pope reported that the annual awards dinner was cancelled due to COVID-19, but it is important to the Crime Line Board members that these officers, who were nominated and selected for this award, be recognized. He stated that Officer Griffin was nominated by his fellow officers and supervisor for his outstanding performance. Mr. Pope thanked Officer Griffin for going above and beyond to help make our community a safer place to live and work.

Mayor Willis congratulated Officer Griffin and thanked him for his service and dedication to the citizens of the Town of Windsor.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the January 12, 2021 Council meeting, the minutes of the January 28, 2021 Budget work session, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

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

Treasurer's Report

Ms. McClanahan reviewed the January Treasurer's report. She reported that the C.W. Brinkley, Inc. payment was processed for the construction of the Public Works building for \$44,882.96. She said \$200,253.07 was collected for Real Estate tax bills, which were due January 15, 2021. She also reported that \$74,927.14 was collected for the Personal Property tax bills, and \$29,539.81 was collected for License Fees, which were due January 29, 2021. Ms. McClanahan added that \$116,253.23 was collected for Meal Tax in January 2021.

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

Council Comments

None

Town Manager's Report

Capital Projects Update

Public Works Building

Mr. Saunders reported that the interior work continues, with tile work, cabinets and mechanical installations. On the exterior, Dominion Energy and our electrician are working on the electrical service. He said the new light pole was installed this morning and electrical service was connected today. He said there has been a new change order since the last meeting to have a safety barrier installed around some of the mechanical equipment in the loft. Mr. Saunders stated that the project is still under budget and is expected to be completed by the end of February, with the exception of the final grading due to the wet winter environment.

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said he will be meeting with the engineer on the project the week of February 8, 2021 to work on next steps in the project. He said Town Council will be updated accordingly.

Shiloh Drive Sidewalk

Mr. Saunders stated that the drainage and erosion issues have been reported to the IOW Project Manager; VDOT and the contractor have made site visits to determine the best resolution of the issues.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders reported that the roof design with REI Engineering Group is complete, and documents for the acquisition of revised bids are being reviewed for advertisement. He explained that it is expected that the cost of the bids will increase, as the newly designed roof is to current standards and building code; whereas the previous bids were to

replace the roof that was installed to 30+ year old standards; however, the increased energy standards should result in a cost savings on climate control in the future.

Fiscal Year 2020-21 Revenue Projections

Mr. Saunders said he has attached a copy of the year end revenue projections for the General Fund for Council's review. He said the numbers for January and all previous months are actual numbers. The numbers for February through June are estimates based off of historical data, trends, and assumptions. He stated that we are projecting ending the year with \$178,034 more than budgeted in the General Fund. He explained that of the \$178,034 surplus; \$130,000 of that is from CARES Act reimbursement thus far. Mr. Saunders noted that we are expecting an overage of approximately \$47,574 on the original budget not including the CARES Act reimbursement.

Mr. Saunders said as we prepare the revenue projections for the upcoming budget, a large deviation from the current fiscal year projections is not anticipated; with the exception of Cares Act funding being discontinued. He said we do not anticipate any large change in our real estate or personal property taxes. Mr. Saunders added that our other sources of revenue may fluctuate slightly, but he does not anticipate any significant changes from the current conditions.

Mr. Saunders reported that current projections in the Water Fund anticipate us bringing in \$86,575 above the budgeted amount. He said this projection accounts for the \$300,000 for the Duke Street & Virginia Avenue water main project and the Cares Act Utility funding grant of \$4,674.

Mr. Saunders said he will continue to update our projections as we move through the fiscal year. He said this data will be used to help determine revenues for the 2021-22 budget.

Mr. Saunders added that the proposed change and frequency of the Real Estate billing to every six months is not factored into any of the budget projection numbers.

Councilman Bernacki asked if all the COVID-19 Municipal Utility Relief funds have been disbursed for customers who are in arrears, and what is the cutoff date for this program.

Mr. Saunders said the Town of Windsor was appropriated approximately \$4,700, and we have identified \$3,900 of money in arrears from customers who have responded to the letter and application that was sent out with the delinquent notices. He said there are still customers who are in arrears, and if they qualify, we should be able to use all the funds allocated.

Mr. Saunders said these funds can be used through December 31, 2021 until they are expended as long as customers qualify.

Budget Calendar/Pay Study Work Session

Council agreed by consensus to schedule a Zoom work session for Thursday, March 4, 2021 at 5:30 to discuss the pay study.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

None

Other Reports

None

Old or Unfinished Business

Windsor Strategic Plan

Mr. Saunders said for over a year, at the direction of the Windsor Town Council, numerous stakeholders have undertaken the process of gathering information and synthesizing it into a visionary plan to guide the direction and resources of the Town of Windsor into the future. He said on December 8, 2020, a joint public meeting was held, including the Town Council, Planning Commission and management team to hear a presentation on the final draft of the plan.

Mr. Saunders said also directed by the Council on December 8, 2020, was to send the plan back to the Planning Commission for their recommendation. He said at their January 27, 2021 meeting, the Planning Commission was supportive of the plan, offered no specific comments, and recommended approval of the plan.

Mr. Saunders said as you may recall, at the December 8, 2020 Strategic Plan meeting, Councilmember Blankenship mentioned a version of the plan that included narratives, as well as her own revisions; neither the facilitator, nor our staff, were aware of this version. He said it was also recommended that Town staff strike through items that were dated in the plan for the next review. Mr. Saunders said the version of the plan that is enclosed is reformatted to include the narratives, Councilmember Blankenship's revisions, and red-lining by Town staff; however, the main elements of the plan itself have not changed in any material way since the December 8, 2020 meeting.

Mayor Willis suggested that the Strategic Plan be accepted as drafted with future plans to have annual reviews through possible Town hall meetings to give citizens an opportunity to give input.

Councilman Redd made a motion to adopt the Strategic Plan as presented with the anticipation of doing more public interaction with annual reviews going forward. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Real Estate Tax Options

Mr. Saunders said as you are aware, there have been issues with real estate and property tax billing, even after switching to the MUNIS software to be more compatible with the systems that Isle of Wight County uses. While we have similar software now, there are still other factors that differ between the Town and County in regard to this data sharing.

Mr. Saunders said the change from a calendar format to a fiscal one is pretty straightforward and is one that needs to be made, but the two following items must be considered:

The first item is how to handle the one-time change in revenue. When we switch from a calendar year to a fiscal year, there will be the potential of receiving eighteen (18) months' worth of real estate revenue in one fiscal year; the entire calendar year's revenue, plus the period from January through June of that fiscal year's revenue. This could either result in a six (6) month tax revenue windfall in that fiscal year, or Council could decide not to collect for that six months, resulting in the normal annual expected real estate tax revenue for the fiscal year. However, forgiving six months of tax revenue to the current owner of a property could be seen as an equity issue, as the previous and subsequent owners of that same property will not be afforded that relief.

Revenue Options

Option 1 - Receive the additional six (6) months' tax revenue.

Option 2 - Forgive the additional six (6) months' tax revenue.

The second item, is when the billing would take place (Due dates in December, June, or both). Currently, we bill near the end of the calendar year. We could continue to bill late in the calendar year (December due date), but we would be billing for six months into the future that way, which would result in a potential for a large number of adjustments. If we switched to billing near the end of the fiscal year (June due date), there would be fewer adjustments and many taxpayers may prefer to have a six month separation between real estate and personal property tax due dates, but we would not receive the expected revenues until near the end of the fiscal year. Alternatively, we could bill twice, evening out the revenue stream and potentially reducing adjustments, but doubling the staff time and expenses of billing.

Billing Options

Option 1 - Bill with a December due date.

Option 2 - Bill with a June due date.

Option 3 - Bill with both December and June due dates.

Option 4 - Bill with both December and June due dates only the first year if the additional six (6) months' revenue is received in order to break up the payments for that year.

[For reference, the amount of real estate tax revenue projected for FY20-21 was \$206,000.]

Mr. Saunders made a recommendation to receive the additional six (6) month's tax revenue, bill with both December and June due dates in that one year only, and bill with June due dates in future years.

Councilwoman Blankenship asked what would happen if we left the real estate billing cycle on a calendar year.

Mr. Saunders explained that the manipulation of the data set would have to continue to be done by the Isle of Wight County IT Department. He explained that he is not sure that they would be willing to continue to take on this unnecessary burden to manipulate the Town's data in a special way that would not have to be done if we made this change.

Councilwoman Blankenship expressed her concerns with creating an inconvenience to the homeowner in order to solve a problem that is no fault of their own.

After further discussion, Councilman Carr made a motion to receive the additional six month's tax revenue, bill with both December and June due dates in that one year only, and bill with June due dates in future years. Councilman Stubbs seconded, and Council passed the motion 5 to 1 as recorded on the attached chart as motion #4.

Confederate Monument

Mr. Saunders said as you are aware, Isle of Wight County has been exploring options in regard to the controversial Confederate Monument on the courthouse grounds; the first option being relocation, the second being contextualization in place. He said a task force was assembled to look into these options, whose top option was the relocation of the monument to the Windsor Town Cemetery, out of seven relocation areas that they identified. Subsequently, the Isle of Wight County Board of Supervisors has reached out to the Town of Windsor to determine if they would accommodate such a relocation.

Mr. Saunders said obviously, there are a number of issues to be considered by the Town Council in regard to a decision such as the acceptance of the monument into a publicly-owned cemetery.

Mr. Saunders added that at Town Council's January 12, 2021 meeting, consideration was given to how informed the citizenry is about the issue and how feedback on the issue could be garnered appropriately during a pandemic.

Mr. Saunders reported that a motion was made and passed to provide information to the citizens and to survey the citizens on the issue. He said the vehicle by which this information and/or survey was to go out was to be included in the water bills. He said it has since come to staff's attention that numerous subdivisions have master water meters resulting in the inhabitants not receiving individual water bills. He said if it is Council's desire to distribute hard copies of these items via the US Mail, it may be preferable to have it in the form of bulk mail processed by Town staff, rather than in the water bills.

Mr. Saunders said he also discussed the monument issue with VML Insurance and Virginia Risk Sharing Association (VRSA); who insures the Town. He reported that he received correspondence from our executive representative at VRSA, who acknowledges that it is Town Council's choice should they choose either way on the monument. Mr. Saunders explained that the representative did recommend that Town Council decline the monument due to the potential for negative public relations for the Town and potential law suits, which would be capped at \$100,000, should it be moved into the Town of Windsor Cemetery. Mr. Saunders explained that damage occurring to

any headstones or anything located on the private plots would not be covered by insurance because it would be considered private property, and the Town would have to cover the cost.

Council continued to discuss the possibility of a referendum at the November election, and the cost and efficiency of mailing surveys to the citizens.

Vice Mayor Greg Willis said he would not support spending any money on this project. He said it is not possible to come to an agreement that will satisfy the entire community. Vice Mayor Greg Willis said he would struggle, and personally will not participate, in continuing to drive a wedge in what appears to be an existing division in our community.

Vice Mayor Greg Willis made a motion to deny acceptance of the relocation of the Confederate Monument to the Windsor Town Cemetery. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

New Business

Councilman Carr asked for an update on the drainage issue near 45 W. Windsor Boulevard.

Mr. Saunders said he forwarded the exhibit of the Town's drainage system to Jerry Kee with VDOT, as he requested, but he has not heard back from him. He said he would follow up with VDOT.

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 #6.

The meeting adjourned at 8:10 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date February 9, 2021

Motion #	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Redd	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	N	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk