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**DRAFT**

**Minutes  
Windsor Town Council Meeting  
Town Hall  
June 14, 2022**

The Windsor Town Council met in a regular session on June 14, 2022 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. 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, James Randolph, Planning and Zoning Administrator, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

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

Councilman Stubbs led the Pledge of Allegiance.

**Continued Public Hearings**

Mayor Willis re-opened a continued public hearing from May 26, 2022. He asked for any persons wishing to speak either for or against the proposed FY2022-23 Budget, FY2022-23 Budget and CIP Adoption Ordinance, FY2022-23 Tax Ordinance, and the FY2022-23 Water Rate Ordinance to come forward at this time.

Marlin Sharp, 23408 Courthouse Highway, said he feels this is a bad economy to be raising real estate taxes. He said he realizes it has been 17 years since taxes have been increased, but his wife is having a hard time putting gas in the car to go to work, and it is getting harder and harder to buy groceries.

Mr. Sharp noted that \$0.04 per \$100 may not seem significant, but for some of us who are struggling to get by, it becomes very significant. Mr. Sharp encouraged Council to reconsider the proposal to raise real estate taxes.

David Adams, 10472 Sylvia Circle, said in addition to the \$0.04 per \$100 real estate tax increase, Council also has to factor in the fact that the price of a home, due to the increased assessed property value, has gone up substantially over the past year. He explained that in addition to the 40% increase in real estate taxes, the higher assessed value of homes will create a significant financial impact on homeowners within the Town of Windsor.

Mayor Willis closed the public hearing and opened the floor for discussion among Council.

Mayor Willis asked Mr. Saunders to give an explanation of how the proposed real estate tax increase would affect an increase in assessed real estate values, as questioned during the public hearing.

Mr. Saunders said there is a reassessment of real estate property slated for next year, which is conducted by Isle of Wight County. He said the proposed rate increase of \$0.14 per \$100 is based on the current real estate values and should not be affected by the new assessment. He explained that whenever there is a change in the tax revenue from reassessment, of more than 1% of the value of the tax, a public hearing must be held, and the rate has to be brought back to net neutral, so the public would be advised of future changes.

**FY2022-23 Budget, CIP, Tax, and Water Rate Review / Ordinance Adoption**

Mr. Saunders said a previous work session was held on May 26, 2022 where several changes to the draft FY2022-23 budget were discussed. Mr. Saunders reviewed the following changes to the draft FY2022-23 budget:

Revenue

Bank Franchise Tax	Increased from \$145,000 to \$155,600
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Expenditures

Insurance (Non-departmental)	Increased from \$62,000 to \$62,500
Police Overtime	Increased from \$22,000 to \$29,500
Police Enhanced Retirement Benefits	Increased from \$64,490 to \$72,126
Police Vehicle Fuel and Tires	Increased from \$31,250 to \$34,000
Telephone/Communications (Water Fund)	Increased from \$3,500 to \$4,000
Depreciation (Water Fund)	Decreased from \$81,881.94 to \$81,231.94
ARPA Projects (Non-departmental)	Decreased from \$1,775,878.10 to \$1,768,242.10

Mr. Saunders reported that the General Fund Budget is still balanced, with a new total of \$4,346,899.16, and the Water Fund Budget is also still balanced, with a total of \$1,451,775.00.

Mr. Saunders said the appropriate resolutions and ordinances are attached should Council be ready to adopt the budget at this time.

Mayor Willis entertained a motion to adopt the resolution entitled: "A Resolution Approving And Adopting The Fiscal Year 2022-23 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget."

Councilman Stubbs made a motion to adopt the resolution entitled: "A Resolution Approving And Adopting The Fiscal Year 2022-23 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget." Councilman Carr seconded, and Council passed the motion 5-1 as recorded on the attached chart as motion #1.

Mayor Willis said the next item is Council's consideration of adopting a resolution entitled: "A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2022-2023 Through 2026-2027."

Vice Mayor Greg Willis made a motion to adopt the resolution entitled: "A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2022-2023 Through 2026-2027." Councilman Bernacki

seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Mayor Willis said the next item is Council's consideration of adopting an ordinance entitled: "An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property, And Upon Public Service Corporation Real Property For The Fiscal Year Beginning July 1, 2022, And Ending June 30, 2023; And Upon Personal Property, Upon Public Service Corporation Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2022, And Ending December 31, 2022."

Councilman Carr made a motion to adopt the ordinance entitled: "An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property, And Upon Public Service Corporation Real Property For The Fiscal Year Beginning July 1, 2022, And Ending June 30, 2023; And Upon Personal Property, Upon Public Service Corporation Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2022, And Ending December 31, 2022." Councilman Stubbs seconded, and Council passed the motion 5-1 as recorded on the attached chart as motion #3.

Mayor Willis read the title of the last ordinance entitled: "An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia."

Councilman Carr made a motion to adopt the ordinance entitled: "An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia." Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Willis said he appreciates the public comments that were received during the public hearings. He explained that decisions regarding the budget require a great deal of discussion and are not taken lightly due to the impact it has on all citizens, including Council.

### **VRS Enhanced Hazardous Duty Benefits for Law Enforcement Resolution**

Mr. Saunders stated that Town Council has considered the initiation of Enhanced Hazardous Duty Benefits for Law Enforcement Officers from the Virginia Retirement System (VRS). He said at numerous meetings and work sessions, consideration has been given to the adoption of Enhanced Hazardous Duty Retirement Benefits for Law Enforcement Officers from VRS; the latest being the May 26, 2022 Budget Work Session, where direction was given to include these benefits in the FY23 budget proposal to include the 1.85% multiplier.

Mr. Saunders said the proposed FY23 budget, including these benefits, has been adopted; therefore, the accompanying resolution should be adopted as well. He noted that this resolution was drafted by VRS, and if passed, it will be instated July 1, 2022. Mr. Saunders said it will be strictly for law enforcement officers employed by the Town of Windsor, and it will be at the 1.85% multiplier.

Mr. Saunders recommended that Council adopt the enclosed resolution in accord with the FY2022-23 budget that was passed.

Councilman Bernacki asked Mr. Taylor if he had reviewed the ordinance, and was it acceptable since it was not drafted by Town Council.

Mr. Taylor said it is consistent with what other localities have adopted and with what VRS expects from their end. He said he has no objections with the resolution.

Councilman Bernacki made a motion to adopt the resolution entitled: "Virginia Retirement System Enhanced Hazardous Duty Benefits." Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### **Delegations and Public Comments**

None

### **Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the May 10, 2022 Council Meeting, minutes of the May 26, 2022 Council Work Session, the Planning and Zoning report, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Vice Mayor Greg Willis made a motion to adopt the Consent Agenda as presented. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

### **Treasurer's Report**

Ms. McClanahan reviewed the May 2022 Treasurer's report and gave an update on collections. She reported that the Town has the capability to accept prepayments for real estate and personal property taxes if citizens would like to do so.

Councilwoman Blankenship made a motion to approve the Treasurer's report. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

### **Council Comments**

Councilman Carr said he has been approached by several citizens who live at Hidden Acres with concerns regarding the trash in the back of Food Lion and the tall grass on the property.

Mr. Saunders said he will have staff check into this.

## **Town Manager's Report**

### ***Capital Projects Update***

#### **Duke Street & Virginia Avenue Water Main Replacement**

Mr. Saunders reported that most of the deeds of easement have been acquired, as of this writing, only 5 were outstanding; now there are only two. He said we are well on our way to moving into the next phase of this project.

#### **Shiloh Drive Sidewalk**

Mr. Saunders reported that Isle of Wight County Project Manager Jamie Oliver has been advised in writing of the Town Council's concerns regarding the sidewalk.

### ***Calendar of Events***

Mr. Saunders said the June 2022 and July 2022 calendars are enclosed to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

### ***Town Events Update***

Mr. Saunders reported that the pandemic, and other factors, have halted or limited numerous events in the Town of Windsor, to include the First Friday Concerts at the Gazebo, the Christmas parade, and July 4<sup>th</sup> festivities. He said one other factor being the Isle of Wight County Board of Supervisors' decision to continue holding July 4<sup>th</sup> fireworks displays in Heritage Park, rather than in the Towns of Smithfield and Windsor, leaving a void for Independence Day festivities in the Town of Windsor.

Mr. Saunders added that Town staff have received numerous calls inquiring about whether the Town will reinstate the concert series and/or July 4<sup>th</sup> festivities, such as the parade, live music and fireworks. He said due to the complexities and expense of fireworks shows, they may not be feasible in Town, but other aspects of the celebration could be undertaken.

Mr. Saunders said the 2022 concert series has been reinitiated with three dates: June 3<sup>rd</sup>, August 5<sup>th</sup>, and September 2<sup>nd</sup>. He said the bands will perform from 6:30-9:30 PM, with food trucks serving from 6-9pm.

Mr. Saunders said for July 4<sup>th</sup>, a small steering committee has met to discuss the possibility of holding an event at the Wesley F. Garris Event Park, although it would be on a smaller scale than previous ones, but could be built upon in future years. He said the Isle of Wight County Independence Day Events at Heritage Park will take place this year on July 3<sup>rd</sup>.

Mr. Saunders stated that at this juncture, what is planned for July 4<sup>th</sup>, 2022 is a concert at the gazebo with food trucks, vendors, and bouncy houses for the kids, which will not compete with the County events. He said the concert will take place from 6-9pm on July 4<sup>th</sup> at the Wesley Garris Event Park.

Mr. Saunders said the committee will reconvene following the July 4<sup>th</sup> celebration to begin planning on Christmas and future July 4<sup>th</sup> events.

Mr. Saunders said there is a flyer enclosed with the schedule for the 2022 Concert Series.

Councilman Stubbs noted that he has seen advertisements on social media regarding the July 4th event.

Council continued to discuss the attendance of the June 3<sup>rd</sup> concert series. Mr. Saunders reported that over 100 people were in attendance, and this was without a car show. He said the food truck almost sold out.

**Town Attorney's Report**

None

**Mayor's Report**

None

**Economic Development Authority (EDA)**

None

Councilman Bernacki asked if there is an update on the property sold across from Food Lion regarding any business prospects.

Mr. Redd said he has no information regarding this property at this time. He said he will report back to Council if he receives any information pertaining to this property.

**Other Reports**

None

**Old or Unfinished Business**

None

**New Business**

***Isle of Wight Emergency Communications Center Memorandum of Agreement***

Mr. Saunders reported that the County and the Towns of Smithfield, and Windsor established a centralized emergency communications center to serve area law enforcement, fire, rescue, and emergency services under a consolidated Emergency Communications Department in 2002.

Mr. Saunders said the County and Towns wish to update the terms of the previous agreements to include operations of a newly constructed radio system to provide service to The County and Towns.

Mr. Saunders explained that most of the revisions to the document relate to administrative technicalities and housekeeping issues since the 2018 version was executed.

Mr. Saunders said one noted revision was to remove the list of cost percentages for each locality, as these are updated annually per a set formula.

Mr. Saunders stated that the 2022 ECC Memorandum of Understanding and the 2018 ECC Memorandum of Understanding are enclosed for Council's review. He recommended approval of the updated agreement.

Randy Keaton, Isle of Wight County Administrator, said the Isle of Wight Emergency Communications Committee was involved in the updates made to the agreement. He said his involvement was to make sure the formula was correct since that calculation is made each year. He said there are no substantive changes; just trying to clean it up and make sure it follows what is actually taking place.

Councilman Bernacki expressed his concerns with the agreement not stating specifically that Mr. Saunders can appoint a successor to attend the meeting in his absence. He asked Mr. Taylor if language should be added to address this issue so that the Town will always have representation.

Mr. Taylor explained that this is the original wording of the agreement, and it is not implied that anyone would replace Mr. Saunders.

Mr. Saunders said the Police Chief also attends the meetings and represents the Town of Windsor. He noted that usually one of them are at all meetings.

Mr. Keaton said that the meetings are basically staff meetings. He explained that if enough people aren't available to attend a meeting, the meeting will be rescheduled so that all can attend.

Councilman Stubbs made a motion to approve the updated Memorandum of Understanding By and Between Isle of Wight County and the Isle of Wight County Sheriff's Office, the Town of Smithfield, and the Town of Windsor. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

## **Budget Appropriations**

### ***Public Safety / Essential Personnel Bonuses***

Ms. McClanahan said an appropriation in the amount of \$26,812.48 is needed for the first of the two bonuses for public safety and essential staff.

Ms. McClanahan recommended that Council adopt the enclosed resolution entitled: "A Resolution Appropriating the Sum of \$26,912.48 from American Rescue Plan Act Funding from the Commonwealth of Virginia to the General Fund Operating Budget for Fiscal Year 2021-2022 for Salary, FICA, and Medicare Expense Line Items."

Councilman Stubbs made a motion to adopt the resolution entitled: "A Resolution Appropriating the Sum of \$26,912.48 from American Rescue Plan Act Funding from the Commonwealth of Virginia to the General Fund Operating Budget for Fiscal Year 2021-2022 for Salary, FICA, and Medicare Expense Line Items." Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

***Police Equipment Grant Funds***

Ms. McClanahan said on April 22, 2022, the amount of \$2,866 was received from a Police Grant which was reimbursement of equipment purchased. As such, we must appropriate the Police Grant Reimbursement Funds received.

Ms. McClanahan recommended that Council adopt the enclosed resolution entitled: "A Resolution Appropriating The Sum Of \$2,866 From Police Grant to The General Fund Operating Budget For Fiscal Year 2021-2022 for Police Equipment line item."

Councilman Bernacki made a motion to adopt the resolution entitled: "A Resolution Appropriating The Sum Of \$2,866 From Police Grant to The General Fund Operating Budget For Fiscal Year 2021-2022 for Police Equipment line item." Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

***Economic Development Authority (EDA) – Professional Services***

Ms. McClanahan stated that an appropriation in the amount of \$760.00 is needed for the EDA due to a Land Survey conducted for several parcels.

Ms. McClanahan recommended that Council adopt the enclosed resolution entitled: "A Resolution Appropriating The Sum Of \$760.00 From the EDA Fund balance to The EDA Professional Service Operating Budget For Fiscal Year 2021-2022 for Professional Services."

Councilman Redd made a motion to adopt the resolution entitled: "A Resolution Appropriating The Sum Of \$760.00 From the EDA Fund balance to The EDA Professional Service Operating Budget For Fiscal Year 2021-2022 for Professional Services." Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

***Budget Transfers***

Ms. McClanahan said as we near the end of the FY2021-22 budget year, it has been determined that the following budget transfers are warranted:

***General and Travel & Training to General and Financial Postal Services Line Item***

A transfer to cover additional cost of Postal Services.

A transfer of \$2,000 from the Travel and Training line item of the General and Financial portion of our General Fund budget to the Postage line item of the General and Financial portion of our General Fund budget.

***Water and Fuel to Water and Telephone – Communication Line Item***

A transfer to cover additional cost of Telephone - Communication.

A transfer of \$1,750 from the Fuel line item of the Water Fund budget to the Telephone-Communication line item of the Water Fund budget.

***General and Part Time to General and Salaries and Wages Line Item***

A transfer to cover additional cost of Salary.

A transfer of \$2,500 from the Part Time line item of the General Fund budget to the Salaries and Wages line item of the General Fund budget.

***General and Part Time to General and VRS - Retirement Line Item***

A transfer to cover additional cost of VRS-Retirement.

A transfer of \$2,500 from the Part Time line item of the General Fund budget to the VRS- Retirement line item of the General Fund budget.

***General and Contingency to General and WPD Fuel Line Item***

A transfer to cover additional cost of Fuel.

A transfer of \$9,000 from the Contingency line item of the General Fund budget to the WPD Fuel line item of the General Fund budget.

***General and Travel & Training to General and Police Overtime Line Item***

A transfer to cover additional cost of Overtime.

A transfer of \$4,000 from the Travel & Training line item of the General Fund budget to the Police Overtime line item of the General Fund budget.

***General and Travel & Training to General and Police Equipment Line Item***

A transfer to cover additional cost of Equipment.

A transfer of \$2,000 from the Travel & Training line item of the General Fund budget to the Police Equipment line item of the General Fund budget.

Mayor Willis stated that each line item within the budget has to be balanced at the end of the fiscal year. He explained that at the end of each fiscal year, we may need additional funds in a particular line item, and we may have surplus in another line item; therefore, money is moved within the budget if needed.

After further discussion, Vice Mayor Greg Willis made a motion to approve the budget transfers. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Vice Mayor Greg Willis asked for an update on the dilapidated structure located on Maple Lane.

Mr. Saunders said the Maple Lane property was purchased at auction, and the new owner has applied for a zoning permit to demolish the blighted structure.

## **Closed Session**

Councilman Greg Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.1 personnel matters, for consideration of performance of employees of any public body, A.5 discussion concerning a prospective business or industry with the expansion of an existing business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community, A.39 discussion or consideration of information subject to the exclusion in Subdivision 3 of Section 2.2-3705.6 related to Economic Development. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #13.

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 #14.

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 #15.

The meeting adjourned at 9:38 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date June 14, 2022

Motion #	Stubbs	Redd	Greg Willis	Bernackl	Blankenship	Carr	Glyn Willis
1	Y	Y	Y	Y	N	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	N	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
11	Y	Y	Y	Y	Y	Y	
12	Y	Y	Y	Y	Y	Y	
13	Y	Y	Y	Y	Y	Y	
14	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk