

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

The Windsor Town Council met in regular session on March 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 Bernacki led the Pledge of Allegiance.

Public Hearing

None

Delegations and Public Comments

None

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the February 9, 2021 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

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

Treasurer's Report

Ms. McClanahan reviewed the February Treasurer's report. She reported that the C.W. Brinkley, Inc. payment was invoiced in January but the payment was processed in February for the construction of the Public Works Building for \$44,882.96. She also added that delinquent notices have been mailed for Real Estate and Personal Property tax bills. Ms. McClanahan stated that the auditor has received all final reports that were requested, and the audit may be completed within the next 7 to 14 days.

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

Council Comments

Councilman Bernacki said he had been approached by several small business owners who have concerns with receiving a penalty if they have not renewed their business license by the March due date. He explained that some business owners may not have their taxes completed by the March due date; therefore, do not have their Schedule C to submit with their application. He asked if there could be a revision to the penalty date or a note on the renewal form stating that a Schedule C is required, in a specified amount of days, after their taxes are filed.

Mr. Saunders said he would look into this matter.

Vice Mayor Greg Willis thanked Chief Riddle for the efforts that have been made by the police department to deter speeding on Lovers Lane. He asked that they continue with their efforts.

Councilman Stubbs reported two manhole covers that have sunk into the asphalt at the corner of Church Street and Duke Street. He said a bicyclist ran over one, and it is a safety hazard.

Mr. Saunders said he will report this issue to VDOT.

Town Manager's Report

Capital Projects Update

Public Works Building

Mr. Saunders reported that the interior work is largely complete with punch list items being finalized. He said on the exterior, final grading has not been completed due to the wet winter environment. He said there have been no change orders since his last report. Mr. Saunders said the project is still under budget and is expected to be completed within the next two weeks.

Council agreed that they would like a walk-through of the Public Works Building after it is completed. Mayor Willis suggested scheduling some type of celebration of the completion of the building in the future.

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said Town staff has received a change order from Bowman Consulting for the easement work that will be required, which is under review. He said once reviewed and approved, we will be moving forward again.

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. Mr. Saunders said he was not able to receive an update for this report this month.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders reported that the Invitation for Bids for the roof replacement was posted on eVA, the Virginia Business Opportunities' website, and the Town of Windsor website on February 22, 2021. A non-mandatory pre-bid meeting was held at the Town center on March 1, 2021, where four roofing contractors attended. He said bids have a deadline of noon on March 24, 2021, when a virtual, public bid opening will be held via the Zoom platform.

Councilman Bernacki asked if Mr. Saunders reported the crack in the door, the possible installation of a large circulation fan, and a 220V outlet for the welder.

Mr. Saunders said he did point out the crack in the door, and he will follow-up on the possible installation of a fan and a couple of 220V outlets.

Vice Mayor Greg Willis stated that Mr. Fred Bailey was instrumental in the Town's water system development. He said it would be a nice gesture if we could dedicate the new Public Works Building to Mr. Fred Bailey.

Mayor Willis suggested that Council discuss the dedication of the Public Works Building at the April 13, 2021 Council meeting.

Budget Transfer – Water Meters

Mr. Saunders said there is a need for a budget transfer of \$10,000 from the Other Operational Income line (31612) in the Water Fund to the Meter line (46021) in the Water Fund.

Mr. Saunders explained that the additional funding for meters is needed because we are replacing roughly 12 meters per month at \$150± each, as most of the meters in Town have reached or are nearing the end of their service life. He said we started the budget year with a good number of meters in stock, but will need to supplement those numbers to make it through the budget year at the current rate of replacement.

Mr. Saunders recommended approval of the budget transfer.

Mr. Saunders explained that meters may last as long as 15 to 20 years, and until they show some type of failure, they are not replaced. He said the meters are retrofitted to meet the digital reading techniques.

After further discussion, Councilman Stubbs made a motion to approve a budget transfer of \$10,000 from the Other Operational Income line (31612) in the Water Fund to the Meters line (46021) in the Water Fund. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Councilman Redd reported that there has been interest in the two parcels for sale located on West Windsor Boulevard that have been marketed by the EDA. He explained that the prospective buyers are doing their due diligence to see if the property is a fit for them. He said he will give an update at the April 13, 2021 meeting.

Other Reports

Councilman Bernacki reported that there has been a run on catastrophic fires in the community lately. He said the Fire Chief would like to relay to the citizens that daylight savings time is a good time of the year to remember to change or test your smoke detector battery in order to keep people safe, because smoke detectors can save lives. Councilman Bernacki asked that this message be put on the Town website.

Old or Unfinished Business

Councilwoman Blankenship said last month Council voted on the change to the collection date of the Real Estate taxes. She said she thought there were discussions regarding drafting a notification to be sent to the citizens.

Mr. Saunders said staff is in the process of drafting a document in the form of a post card to be mailed to the citizens to inform them of the date change. Mayor Willis suggested that the document be sent out the first of April, 2021.

New Business

Board, Commission, and Committee Appointments/Reappointments

Mr. Saunders said following a review of Town Board, Commission, and Committee membership, it has been determined that appointment/reappointments are required due to term expirations and vacancies. He said those up for reappointment have been contacted and are willing to be reappointed if Council chooses to do so.

Mr. Saunders explained that the EDA requires a new appointment to fill the unexpired term of Sam Askew. He said the Drainage Committee requires a new appointment of a Town resident for the unexpired term of Mercer Meding. Mr. Saunders added that the Drainage Committee also requires a new appointment of another Town Council member to fill the vacant seat of Durwood Scott since he is no longer on Town Council. Mr. Saunders reported that Mr. Scott said he is willing to be reappointed to the Drainage Committee as a citizen member.

After discussion, Councilman Stubbs made a motion to reappoint Leonard L. Marshall, Ricky Vaughan, and Larissa Williams to the Planning Commission. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Bernacki made a motion to reappoint Frances D. Butler and Marion Neighbours to the Board of Zoning Appeals (BZA). Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Stubbs made a motion to reappoint Butch Ambrose and Sue Meadows, and appoint Durwood Scott as a citizen member, to the Drainage Committee. Councilman Carr seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilwoman Blankenship made a motion to reappoint Melvin Evans and Rita Richardson to the Windsor Town Center Advisory Board. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Carr made a motion to appoint Councilman Redd to the Drainage Committee as a Council representative. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

July 4th Events

Mr. Saunders said as you are aware, the Isle of Wight (IOW) County Board of Supervisors decided to discontinue holding July 4th fireworks displays in the Towns of Smithfield and Windsor, instead holding one display in Heritage Park in 2020. He said IOW proposes to host festivities at Heritage Park to include fireworks, vendors and other small activities on July 4th 2021 (COVID-19 permitting).

Mr. Saunders said as the Town of Smithfield has typically held a fireworks display on July 3rd, along with no other related events, they are not competing with other July 4th events in regard to participants or availability of fireworks display vendors. Due to July 2nd falling on a Friday this year, Smithfield has opted to fund a fireworks display on that night themselves.

Mr. Saunders said the Town of Windsor, typically holding a July 4th event with fireworks, activities and food provided by local civic groups, did not in our smaller venue in 2020 due to the pandemic. He said based upon the current rate of vaccinations, it is questionable whether a 2021 event is reasonable in our small venue; however, with recent approvals of additional vaccines, the rates of vaccinations could increase.

Mr. Saunders stated that in determining how to move forward with this and/or other events, there are a number of considerations to evaluate. Some of these include:

Fireworks

If the town were to host its own fireworks, depending on the date, it may be competing with IOW or Smithfield. Partly due to permitting of pyrotechnic displays being more onerous in Virginia than in some other states, costs of displays and permits are high and demand a premium on July 4th. American Fireworks out of Ohio, who has provided the displays in IOW in recent years, stated that they would only quote shows in excess of \$20,000 on July 4th or the July 4th weekend for 2022.

Cost of Event (Excluding Fireworks)

In total, the Town spent \$5,316 on the 2019 July 4th event, those figures are enclosed in your packet. These included the band, garbage receptacles, dumpster, T-shirts, award plaques, porta-potties, and tent rentals (T-shirts and award plaques were funded by car show donations); \$4,170 of Town funds and \$1,146 of donated funds for plaques and t-shirts for the car show.

Participation by Civic Groups and Local Businesses

In previous July 4th events, civic groups and local businesses provided assistance with the car show and parade, donated and provided food and drink at no cost for participants, donated funds to benefit other elements of the event, and assisted with set up and clean up. It is currently unknown if, and to what degree, support by civic groups and local businesses may change for future July 4th events.

Mr. Saunders stated that the prior July 4th events really showcased how when everyone works together a wholesome, family event that cost participants nothing, can come to fruition; and to a degree they defined the Town of Windsor. He said we now find ourselves at a crossroads in regard to future July 4th events, or other events that may take their place, and it will likely take the input and participation of numerous groups to make them happen in the future.

Vice Mayor Greg Willis said he feels that we need to include civic groups in this conversation to determine if there would be enough time to plan an event of this size for this year. He said unfortunately, the Town can't compete with the fireworks at the County.

Councilman Bernacki agreed that the fireworks are what attracts the large crowds. He suggested that due to COVID-19, we hold off for a year and maybe plan some type of event next year depending on the cost.

Councilwoman Blankenship suggested a fall festival to be held later in the year.

Councilman Redd agreed that a fall festival, including a car show, would be good event for the Town of Windsor.

After further discussion, Council agreed by consensus not to plan an event for 2021 due to the timing and risk factors associated with COVID-19. They agreed to discuss at the April 13, 2021 meeting potentially forming a committee and involving civic groups in planning an event that will continue to sustain the uniqueness of Windsor.

Vice Mayor Greg Willis expressed his concerns with IOW creating a competition with the Town by moving the fireworks display to the County. He said this creates a disservice to the businesses and civic groups within the Town. Vice Mayor Greg Willis said he would like to have a conversation with the IOW Board of Supervisors to see if they would consider collaborating with the Town to have the July 4th fireworks celebration brought back to the Town.

Councilman Carr suggested that the Town consider continuing the Concerts at the Gazebo when it is safe to do so. He also suggested that we speak with IOW County to see if Town vendors can participate at the July 4th celebration being held at Heritage Park.

Council continued to discuss opportunities for the Town to sponsor its own unique event/events with the participation of civic groups.

Windsor Town Center Sound System

Mr. Saunders stated that the pandemic and associated physical distancing requirements in the Governor's Executive Orders have required the use of the Windsor Town Center gymnasium for Town public meetings; this use has revealed the limitations and challenges of using the general purpose sound system components there for a boardroom-type set up. He explained that the acquisition of microphones of the type installed in the Council Chambers, along with an automatic mixer and associated hardware, will largely improve the ability to communicate effectively in this environment.

Mr. Saunders said enclosed, you will find a proposal for the aforementioned items for the improvement of the sound system at the Windsor Town Center for use with future public meetings. He said the items include 12 microphones and bases, an auto-mixer, and associated hardware and cables. The total cost is \$7,446.82. He said the vendor who provided the proposal, Suffolk Audio Services, has been an ongoing provider of audio services to the Town and research indicates this is a very competitive price. Mr. Saunders noted that per the Isle of Wight County Finance Department, this acquisition will meet the requirements for reimbursement with Cares Act funds.

Mr. Saunders recommended approval to acquire the sound system components.

Councilman Redd asked if the sound equipment set-up fee for meetings could be reimbursed with Cares Act funds.

Mr. Saunders said he would check to see if the set-up fee is reimbursable through Cares Act Funds.

After further discussion, Councilman Bernacki made a motion to purchase microphones, an automatic mixer, and associated hardware in the amount of \$7,446.82 for the improvement of the sound system at the Windsor Town Center for use with future public meetings using funds from the Contingency line item to be reimbursed by Cares Act Funds. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

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 #10.

The meeting adjourned at 8:15 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date March 9, 2021

Motion #	Bernacki	Blankenship	Carr	Stubbs	Redd	Greg Willis	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	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	
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Jerry Whitehead, Town Clerk