

**Minutes
Windsor Town Council Meeting
Town Hall
May 11, 2021**

The Windsor Town Council met in regular session on May 11, 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, Chief Riddle, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

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

Councilman Carr 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 April 13, 2021 Council meeting, minutes of the April 20, 2021 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. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. McClanahan reviewed the April Treasurer's report noting that the C.W. Brinkley, Inc. invoice was processed in April for the construction of the Public Works Building for \$25,661.31. She reported that the Real Estate June bills were drop shipped on May 4, 2021, which covered January 2021 to June 2021.

Ms. McClanahan said she received the draft audit, and after review, a presentation date will be scheduled.

After further discussion, Councilwoman Blankenship 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

None

Town Manager's Report

Capital Projects Update

Public Works Building

Mr. Saunders said we are still waiting on the sign and a few minor punch list items to be completed, but have received the permanent Certificate of Occupancy. Once all invoices come in, we can determine the final balance on the project.

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders stated that the work to obtain the necessary easements is underway.

Shiloh Drive Sidewalk

Mr. Saunders said the repairs have been undertaken; we await a final accounting on the project to determine what, if any, funds will be returned. He said a couple of change orders were completed since the project closed that diminished some of what will be returned; we just don't know how much at this time.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders reported that the agreement has been signed with Adelphia Contracting and materials have been ordered. He noted that the timeline on the receipt of materials will be mid-July, 2021, and the contractor will have 60 days to complete the repairs. Mr. Saunders explained that this project will have to be rolled into next year's budget.

Board of Zoning Appeals (BZA) Appointment

Mr. Saunders said there is a vacancy on the Board of Zoning Appeals (BZA), due to the recent passing of Mr. James O'Briant. He said Mr. O'Briant served the Town of Windsor in many capacities, including on the Town Council, the Planning Commission and the BZA. Mr. Saunders said his service is greatly appreciated, and he will be sorely missed.

Mr. Saunders said as you may be aware, members of the BZA are recommended by Town Council to the Circuit Court, and the court actually makes the appointments. Therefore, Council needs to recommend a potential board member for the courts to certify and appoint to serve the balance of Mr. O'Briant's term.

Mayor Willis asked Mr. Saunders to draft a list of duties and responsibilities of a BZA member for Council to review while considering a possible candidate to fill the vacancy.

One-Time Hazard/Bonus Pay for COVID-19 Pandemic

Mr. Saunders said as you are aware, the administrative staff of the Town of Windsor have continued to serve the public during the Covid-19 pandemic. He said this proposal of a one-time payment is a way of recognizing those employees who have served our community during this time of uncertainty.

Mr. Saunders said this expenditure would be reimbursed by remaining Cares Act Funds.

Mr. Saunders reviewed the following specifics of the proposed one-time payments:

- All Town employees: \$1,000 for full-time staff and \$500 for part-time staff.
- Payments to be made prior to June 30, 2021.

Mr. Saunders recommended that Council adopt the enclosed resolution of a one-time hazard/bonus payment for Town employees.

After discussion, Councilman Stubbs made a motion to adopt the enclosed resolution entitled: A Resolution to Approve One-Time Payments to Employees for Service to the Public during the Covid-19 Pandemic. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

599 Law Enforcement Funding and Taser Upgrade Budget Appropriation

Mr. Saunders reported that Gov. Northam's recent budget included additional funding for local police departments, the Town of Windsor's allotment being additional 599 Law Enforcement funding of \$4,707. He said this has resulted in the receipt of \$4,707 of 599 funding over that amount anticipated in the FY2020/21 budget.

Mr. Saunders said currently, the Windsor Police Department is deploying Tasers which have passed their expected service life and are no longer supported by the vendor. In order to maintain serviceable less-than-lethal options for our law enforcement officers, these Taser units require upgrading. He said a proposal has been received from Axon Enterprise, Inc. whereby this can be accomplished through three annual installments; the first being \$5,000 out of the FY 2020/21 Operating Budget. Later installments of \$3,900 each would be programmed into the CIP for FY22 and FY23.

Mr. Saunders explained that a budget appropriation in the amount of \$4,707 is required to accept and implement the additional 599 Law Enforcement funding.

Mr. Saunders recommended that Council adopt the enclosed resolution to accept the funds and appropriate them to the General Fund Operating Budget.

Mr. Saunders said these additional funds would be appropriated to the General Fund Police Department Equipment Line Item for the acquisition of upgraded Tasers and accoutrement.

Chief Riddle explained that the expected service life of Tasers is four to six years.

After further discussion, Councilman Stubbs made a motion to adopt the enclosed resolution entitled: A Resolution Accepting 599 Law Enforcement Funding from the

Commonwealth of Virginia and Appropriating the Funds to the General Fund Police Department Equipment Line Item for Fiscal Year 2020/21. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Review of FY2021-22 Draft Budget

Mr. Saunders reviewed the FY2021-22 budget proposal. He said this budget proposal comes with some uncertainty due to the unknown financial impacts of the COVID-19 pandemic, although it is hoped that we have already seen the majority of its impacts. He explained that some disruption in our normal revenue streams due to the financial hardships experienced by our citizens during these uncertain times may continue. He said Council should continue to watch this situation closely. Mr. Saunders said the budget includes a \$50,000 contingency due to these and other uncertainties in FY2021-22.

Mr. Saunders recommended that we maintain our current real estate tax rate of \$0.10 per \$100 of value. He said we will need to continue to review our tax rate with upcoming years as we serve the citizens of Windsor in the best way possible.

Mr. Saunders also recommended that we maintain our current personal property tax rate of \$0.50 per \$100 of value.

Mr. Saunders continued to review the following:

Discussion of General Fund Revenues

Real Estate and Personal Property Tax Revenues

As you know, the Isle of Wight County Commissioner of Revenue is responsible for conducting the assessment of real property values within the Town of Windsor. The County conducts this assessment approximately every two years; a new assessment is expected to take place in calendar year 2022. Based on information from the Commissioner of Revenue, we can expect our Real Estate values to increase by 2.5%. One penny on our real estate tax rate generates approximately \$21,000 in real estate tax revenue for Fiscal Year 2021-22.

The Isle of Wight County Commissioner of Revenue also determines the value of personal property and machinery and tools in the Town of Windsor. The Commissioner has estimated a 25% increase in personal property values and a 5% decrease in machinery and tools values. Mr. Saunders recommended maintaining our current rates of \$0.50 and \$0.25 per \$100 of value respectively.

Other Local Taxes

This category of revenues contains our second largest source of revenue, the meals tax. As a category, it generates more revenue for the Town than the general property tax category.

Mr. Saunders recommended that we maintain our current 6% tax rate for this revenue source.

Payments (Reimbursements) from Other Funds

We include in the 2021-22 General Fund revenue a payment from the Water Fund for indirect services that the General Fund provides this fund. This payment reimburses the General Fund for services that it provides to the Water Fund. The Water Fund also pays the General Fund to cover a portion of the salaries of the employees that spend time working for both Funds.

The Water Fund's indirect payments to the General Fund are adequate, and the General Fund does not subsidize the Water Fund.

The payments from the Water Fund for indirect costs and salaries total \$318,031 for fiscal year 2021-22.

Discussion of General Fund Expenditures

Salaries

Town staff have performed admirably through the uncertain and ever-changing environment created by the COVID-19 pandemic and other challenges faced during the 2020-21 fiscal year. The Town of Windsor keeping its doors open to the public during most of the pandemic resulted in being much more available to its citizens than many other localities accomplished during this time.

The salaries for employees that provide services to both funds are split funded between the two Funds. The total salary cost appears in the General Fund with the Water Fund making a payment to the General Fund to cover its portion of the salary cost for those employees that spend time working for both Funds. The total salary cost for the Town as a whole is \$840,453.45. The General Fund portion of the salaries is \$605,212.26, and the remaining \$235,241.19 appears in the Water Fund.

Capital Projects

Included in this year's General Fund budget is a police vehicle at \$45,000. Funds are also set aside for the initiation of the assessment of the Comprehensive Plan to determine if a five year update is warranted. There is no funding for the Space Needs Fund in FY2021-22.

Included with the budget is a description of the various line items contained within the operating budget. This list appears again in this year's budget beginning on page 10. A majority of the line items are generic, and are defined under the "Generic Line Items" heading. Any line items that are specific to a given department will be defined under that department's heading. These are to be used as general definitions of each line item, and any examples of items included in said line item are not all encompassing. This is done in an effort to better help the reader understand what is included within the various line items of our operating budget.

Discussion of the Water Fund Budget

We operate our Water Fund as an "enterprise fund" in which revenues from the operation of the Town's water system are sufficient to cover system expenditures without

funding assistance from the General Fund. This Water Fund budget proposal does not contain any financial assistance from the General Fund.

Water Fund Revenues and Expenditures

We essentially only have one source for water revenues: the sale of water to our water customers.

We must routinely evaluate our water rate, and make adjustments as necessary. This year Mr. Saunders recommended increasing the current water rate of \$7.50 per 1,000 gallons with a minimum bill of \$26.25 to \$7.75 per 1,000 gallons with a minimum bill of \$27.13. This increase was slated for last fiscal year, but was not implemented at that time.

Depreciation

Accounting principles require governmental enterprise operations, such as our Water Fund operation, to not only show depreciation as an expense, but also to fund the same. We have made great strides in recent years to fund a larger portion of depreciation. This year's budget funds depreciation at 60%.

Capital Projects

The major capital project included in the Water Fund this year is a water main upgrade/replacement for Duke Street and Virginia Avenue. This project will allow the Town to upgrade our existing water lines in the area to provide better service as well as fire protection along Virginia Avenue where there currently is none. This project is funded with fund balance.

Five-Year Capital Improvements Plan (CIP)

This document includes the proposed Capital Improvements Plan for the five-year period covered by fiscal years 2021-22 through 2025-26. The CIP should not be a "wish list" of projects; instead, it should be a realistic program of projects that the Town intends to undertake within the next five years. As such, in developing the CIP, we must take into consideration the Town's ability to finance these projects. I am recommending a CIP that fits within the Town's financial capabilities for the next five-years.

Mr. Saunders stated that this budget is balanced in both the General Fund and Water Fund, without cutting services.

After discussion, Council agreed by consensus to schedule a work session for general discussion for May 25, 2021 at 5:30 p.m. and hold a public hearing at 7:00 p.m. to receive public comments on the proposed FY2021-22 budget and FY2022-26 Capital Improvement Plans of the Town of Windsor.

Mayor Willis said if there is a need for further discussion regarding the budget after the May 26, 2021 meeting, another work session can be scheduled before the June 8, 2021 meeting.

Council agreed to schedule the audit presentation for the June 8, 2021 Council meeting.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Councilman Redd reported that the EDA is discussing placing replicas of "frogs" within the Town, while using catch phrases, as a way of promoting the Town and reflecting on its history.

Other Reports

Councilman Bernacki stated that the Windsor Volunteer Fire Department would like to remind citizens that Isle of Wight County is still under the DEQ burn ban. He said there has been an increase in brush fires due to people burning during windy, dry conditions. He said it is illegal to burn during the ban. He reported that the ban will be lifted when the DEQ determines that weather conditions have improved. Councilman Bernacki suggested that citizens contact the Isle of Wight County Department of Fire Safety for information and guidance regarding the burn ban.

Councilman Stubbs asked for an update on the zoning issue regarding J & C's Pit and Play located at 11339 Windsor Boulevard.

Mr. Saunders reported that he discussed the deadlines for the application process with Russell Stephenson, owner of the building. Mr. Stephenson will be meeting with Jonathan Sutton, owner of the business, to determine if they would like to move forward with the application.

Old or Unfinished Business

Windsor Town Library Agreement

Mr. Saunders reported that following requests for the improvement and/or enlargement of the library facility in Windsor, Isle of Wight County has programmed funding for an expansion of the library into their FY20-21 Capital Improvement Plan and is currently working on the site plan and design of the structure.

Mr. Saunders said the proposed expansion will be an addition to the north side of the existing building of approximately 1,800 sq. ft. with a storage room above. He said this project will require the approval of Council, as it is on Town-owned property.

Mr. Saunders stated that a draft copy of an agreement between the Town of Windsor and Isle of Wight County for the expansion of the Windsor Town Library has been received from the County Attorney for your review. Mr. Saunders recommended that Town Council enter into this agreement with Isle of Wight County.

Councilman Bernacki asked if this agreement has been reviewed by Mr. Taylor.

Mr. Taylor said he has reviewed the agreement, and he is satisfied with the language regarding the expansion of the Windsor Town Library.

Councilman Bernacki said there is a need for the expansion of the Windsor Town Library, and he supports this project.

Vice Mayor Greg Willis made a motion for Town Council to enter into an agreement between the Town of Windsor and Isle of Wight County for the expansion of the Windsor Town Library. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Stubbs asked if the delay in receiving materials for the Town Center Roof repairs would affect the cost of the project.

Mr. Saunders said he understands that the availability of the materials is the only issue; not the price.

New Business

None

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 8:05 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date May 11, 2021

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