

**Minutes  
Windsor Town Council Work Session  
Town Hall  
November 23, 2020**

The Windsor Town Council met in a work session on November 23, 2020 at 5:30 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. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, and Chief Riddle were present.

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

**Isle of Wight Small Cares Act Gift Card Program – Round 2**

Mr. Saunders reported that the Isle of Wight County Department of Economic Development has proposed a second round of the gift card matching program as a stimulus for local businesses.

Mr. Saunders reported that the Isle of Wight Department of Economic Development approached the Board of Supervisors to initiate a second round of \$150,000, and the Board recommended \$200,000 instead, for their portion alone. He said based upon the County's portion being \$200,000, this would make the Town of Windsor's portion \$21,180 prorated by population.

Mr. Saunders recommended that Council approve funding a second round of the Cares Act Gift Card Program in the amount of \$21,180.

Judy Winslow, Director of Smithfield & Isle of Wight Tourism presented a slide show on the gift card match program. She reported that \$100,000 of Cares Act funding was expended in 1.5 hours. She said the popularity of the program crashed the shopping platform site on November 10, 2020. She said the sales period was rescheduled for November 11, 2020 with increased shared server capacity. She noted that 83 of the 98 businesses that signed up had purchases made, and checks distributed to local small businesses ranged from \$40.00 to \$17,000.00.

Ms. Winslow explained that the second round would allow businesses who didn't make the deadline in Round 1 to participate if they would like. She said purchasers who participated in Round 1 would not be eligible for Round 2.

Ms. Winslow continued to brief Council on improvements that will be made to Round 2 of the Cares Act Gift Card program.

Mr. Saunders briefed Council on the availability of Cares Act funds for the Town of Windsor as requested by Councilwoman Blankenship.

After further discussion, Councilman Bernacki made a motion to fund a second round of the Cares Act Gift Card Program in the amount of \$21,180. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

### **Classification and Pay Study Work Session**

Mr. Saunders said Baker-Tilly conducted a Classification and Pay Study for the Town of Windsor work force, which was finalized in August 2020. He said job descriptions for each position were created and updated as part of the process. He said these, along with feedback from up to seven other locality's pay data, were used to create updated pay ranges for each position currently within the Town.

Council reviewed the updated job descriptions/classifications, the proposed salary ranges, and the proposed implementation options.

Mr. Saunders stated that all of the existing staff members employed by the Town were within the newly created pay scale ranges except for three. Mr. Saunders explained the following proposed implementation options:

- Option 1 - Moves three positions now below recommended grade to the minimum of that recommended grade.
- Option 2 - Same as Option 1, and increases those whose salaries are already in-grade by 2%.
- Option 3 - Takes those below minimum to the minimum, and adds .5% per year of service in position.

Mr. Saunders explained that Option 3 is best for dealing with compression. He said mid-point is usually considered the expected base pay for a person who has sufficient experience to fully know their position.

Mr. Saunders suggested that a 4th and 5th Option could have been offered, because Option 3 does not answer all of the questions to make a fully, appropriately compensated workforce. He did agree that Option 3 is the best first step of the three options that are recommended.

Chief Riddle said he is advocating on behalf of his police officers. He explained how difficult it is to hire and retain qualified officers. He said some localities are paying as much as a \$6,000 sign on bonus and will pay off any current contract the officer may have. He said three officers within the past couple of years have resigned due to increased pay with other localities or agencies. He said he has lost the opportunity to hire and retain experienced officers because the Town does not offer hazardous duty retirement. Chief Riddle explained how important it is to hire and retain qualified, experienced police officers to protect the community and to reduce liability to the Town.

Councilman Bernacki suggested a 30 step bracket system similar to what a civil service employee would use. He also suggested that staff research how much hazardous duty retirement for law enforcement would cost the Town.

Councilwoman Blankenship suggested that Council look at each individual position and consider where that employee is within the pay range instead of a global .5% increase for everyone.

Vice Mayor Scott suggested that pay increases should be based on goals met by employees and their performance. He also stated that we need to look at how to increase revenue in order to fund future Town projects and salary increases.

Council continued to discuss other implementation options and funding issues regarding salary increases.

After further discussion, Council agreed by consensus to have Mr. Saunders submit information showing employees and their years of service with the Town including prior career experience, consider a broad personnel pay plan to be put in place including recognition for certifications, additional education, and performance evaluations, and to research the cost of hazardous duty retirement for the Town of Windsor Law Enforcement Officers.

Mr. Saunders said the Classification and Compensation study was professionally done, timely, and relevant. He recommended that in the upcoming budget year, Council make a decision to use one of the salary study options as a base. He said then define what type of personnel plan to use going forward as far as performance versus cost of living.

Council continued to discuss strategies of how to figure where employees should be within the salary ranges.

Mayor Willis asked Mr. Saunders to reach out to the consultant and ask how the Safe System works and is that something we have access to.

Council agreed by consensus to use the new grades and salary ranges to use as a guide to hire a new Treasurer.

Mr. Saunders said there will be a closed session at the December 8, 2020 Council meeting to prioritize the Treasurer candidates.

Councilwoman Blankenship made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 7:45.

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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 November 23, 2020 Work Session

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