

**Minutes
Windsor Town Council Meeting
Town Hall
March 8, 2022**

The Windsor Town Council met in a regular session on March 8, 2022 at 7:00 p.m. at 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, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were also present.

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

Excused from meeting @ 8:00 p.m.

Councilman Bernacki led the Pledge of Allegiance.

Public Hearings
None

Council agreed by consensus to move item 14a "New Business - Senior Programs for Windsor Town Center Proposal" up on the agenda to be discussed after "Delegations and Public Comments," as proposed by Mayor Willis.

Delegations and Public Comments

Public Comments

Albert Burckard, representative for the Isle of Wight County Museum, announced that the Town of Windsor's 120th Birthday Celebration will be held at the Windsor Town Center on Saturday, March 12, 2022 at 2:00pm. He noted that there will be a guest speaker who has written a book pertaining to the Norfolk & Western Railroad.

Senior Programs for Windsor Town Center Proposal

Mr. Saunders reported that it is understood that from the inception of the Windsor Town Center (WTC) project, one of the initial considerations for its use was to increase the number and availability of programs for senior citizens in the Windsor area. He said in the last month, Town staff has been approached by three groups who have put forward proposals for senior programs in the center.

Mr. Saunders said Senior Services of Southeastern Virginia (SSSEVA) is a private, nonprofit organization and the Area Agency on Aging in South Hampton Roads that supports and enriches the lives of seniors and their families through advocacy, education, information, and comprehensive services. He said currently, SSSEVA provides the I-Ride transportation in the northern IOW / Smithfield area and provides

senior services in conjunction with Isle of Wight County Parks & Recreation (P&R) in the Nike Park facility in northern Isle of Wight County.

Mr. Saunders reported that at a meeting on February 9, 2022, SSSEVA, staff presented a proposal to host senior services in the in the WTC to staff members of the Town of Windsor and Isle of Wight County. He said it was also determined at that time that SSSEVA had initiated a limited I-Ride transportation route within the Town of Windsor. He said the plan proposed by SSSEVA at the meeting included the hosting of seniors 3-4 days a week (Weekdays; M, Wed., Thur.) from 10:00am – 2:00pm at the WTC, where they would be provided lunch and activities for 4-20 participants. Storage space for chairs and materials related to activities, as well as use of the kitchen was requested. He noted that clean up following events would be undertaken by SSSEVA staff. Mr. Saunders said that the groups would primarily meet in the gym, due to its proximity to the kitchen, but could meet in the Arrowhead meeting room when the gym was otherwise in use. He said the I-Ride would transport participants to and from the meetings. Mr. Saunders added that due to how impactful the proposed use would be to operations at the WTC, a Memorandum of Agreement between the Town and SSSEVA was recommended by Town staff.

Mr. Saunders reported that Christian Outreach, a private non-profit who sponsors a food pantry and other services in Smithfield, has teamed up with the Friend's Community Church of Rescue with a proposal to pick up donated food from the Food Lion in Windsor, transport the food to the WTC, then sort, package and distribute the food to the participants of that day's SSSEVA programs. While not affiliated with SSSEVA, these activities would effectively piggyback on the SSSEVA programs and would only take place in the WTC during and in conjunction with the SSSEVA programs.

Mr. Saunders stated that on February 16, 2022, Town of Windsor staff met with representatives of Christian Outreach and the Friend's Community Church of Rescue, where the proposal was presented.

Mr. Saunders said enclosed, find a draft Memorandum of Understanding (MOU) that is a culmination of ongoing discussions between Town staff, County staff and SSSEVA for your review.

Mr. Saunders reviewed the following items for consideration regarding SSSEVA:

Hours of operation: As currently in the MOU, 9:00am – 2:30pm, means that senior programs should be wrapping up by the time middle school students are able to get to the WTC, with the school day ending at 2:25pm. However, senior programs would begin several hours prior to P&R staff beginning their shifts at noon.

Days of operation: As currently in the MOU, Monday through Friday; however, the senior programs are likely to start at 3 days per week, Monday, Wednesday and Thursday. Future rental rate schemes may make Friday rates a premium over those for Monday through Thursday.

Conflicting uses: Our current MOU with the County allows for P&R youth programs and other meetings, however, they are subordinate to Town rentals. The way that the current draft MOU with SSSEVA is written, makes SSSEVA programs subordinate to both County and Town events. One point of contention with the draft MOU is that SSSEVA

thinks that stopping the older adult program for eight weeks for the P&R summer camp would be problematic.

Rental fees: As written, the senior programs offered by SSSEVA would be at no cost to the Town, but also at no cost to SSSEVA. It is unknown by Town staff whether Council thinks that fees should be paid for the time that SSSEVA uses the facilities for programs, whether there would be no fee for programs, but would be a fee for other events, or whether no fees should apply at all. Currently, a reduced fee is offered to some non-profit and civic organizations, but unless they are partnering with the Town on the event, they do not get the space for free.

Mr. Saunders reviewed the following items for consideration regarding Christian Outreach & Friend's Community Church of Rescue:

Does the usage of the WTC for these activities rise to the level of requiring a separate MOU? If so, what parameters should be considered?

Mr. Saunders reported that several emails were exchanged today, and the following changes marked in red and crossed through under "Use of Facility" were proposed by SSSEVA:

Senior Services' use of the facility shall be subordinate to ~~rentals by the Town and planned programs sponsored by Isle of Wight County Parks and Recreation, i.e. Summer Camp (typically eight weeks running mid-late June through mid-late August) and Spring Camp (typically one week in March or April during the Isle of Wight County School spring break.~~

Mr. Saunders said due to the fact that this is the Town's facility and the fact that the Town already has a MOU with Isle of Wight County, he proposed the MOU with the pecking order of the users where the Town would be at the top, Isle of Wight County P&R planned events would be in the middle, and SSSEVA would be subordinate to those two.

Mr. Saunders said this change would make the Town of Windsor and Isle of Wight County P&R subordinate to SSSEVA during the days and hours that senior services has proposed to use the facility.

Steve Zollos, Chief Executive Officer for SSSEVA, explained that they are working to bring more services and be more effective to more portions of Isle of Wight County to make the services they provide more available for older adults.

Mr. Zollos said he sent an email this afternoon suggesting that there might be a change. He said the reason for the change is not to set a pecking order to be above the Town or Isle of Wight P&R, but to focus on how we can serve the older adults of your community. He said SSSEVA is doing a year-round program that provides lunch, education, and a host of other important programs for older adults to live healthy and active lives. He said this program becomes an important social network for these adults.

Mr. Zollos said in order to utilize the Town Center, to give eight successful weeks is a big deal that we're working through. He said he appreciates Mr. Saunders, Mr. Smith, and others from P&R helping to figure out how we overcome this. He said he cannot do a

program that may be bumped due to an event paying rental fees. He said he has to have a facility and a program that the older adults know they can count on.

Mr. Zollos said SSSEVA can overcome scheduled events such as the eight week summer camp and the one week camp in the spring, but the unknowns superseding the older adult programs may create severe impacts. He said he feels that our older adults deserve more respect than that. Mr. Zollos said the email is not a "have to have this," but it is a serious concern when we are trying to serve our older adults effectively.

Herb DeGroft, Isle of Wight County Board of Supervisors appointed representative for SSSEVA since 2005, said this is a fantastic opportunity to move these services for older adults into Isle of Wight County. He said the older adults in Isle of Wight are increasing at a greater rate than the number of children in school. He said there are 5600 children in school and almost 9000 senior citizens in Isle of Wight County.

Mr. DeGroft said booklets will be distributed this evening giving you real insight into the kinds of programs that will be made available to seniors through SSSEVA. He said most seniors have no idea of the programs that are available for their benefit. He encouraged Council to favorably consider working out a MOU that is satisfactory to all the parties involved. Mr. DeGroft said, ultimately, it provides a real opportunity for our senior citizens.

David Smith, Isle of Wight County Parks & Recreation Director, said they work with Mr. Zollos at the Nike Park facility where SSSEVA provide senior services. He said that P&R welcomes senior services on the south end of the County. He said it is a great opportunity for the Town of Windsor as well.

Mr. Smith said he took exception to Isle of Wight County P&R being subordinate to SSSEVA regarding programs and events. He said P&R does not want to bump any senior programs, but would like the opportunity to look at other alternatives, well in advance, with SSSEVA, as we do now with the Town under the current MOU, or as we do occasionally at Nike Park, before having to deny an applicant the use of the facility. Mr. Smith noted that the Town may also have an applicant who would like to rent the facility for a large event and would like to have the same opportunity to discuss, in advance, other alternatives with SSSEVA for the use of the facility.

Mr. Smith said during this budget year, the Board of Supervisors is very interested in looking into providing a Therapeutic Recreational Specialist to our department. He said this would be an individual who would work with providing services for adults and children with special needs. He said this may be another situation where we may need to negotiate time and space at the Windsor Town Center with SSSEVA for a program such as this.

Tom Finderson from Carrollton, who works with the Southeastern Virginia Food Pantry, said several years ago, AARP said that 60% of seniors at retirement have less than \$25,000 in cash. He said after 10 years, they are running out of money, and seniors are living longer than they used to. He explained that a couple of food pantries can net \$2,000 towards a person's budget who cannot make ends meet. He said he knows people who are living in one room and are heating and cooling that one room. He said the advantages of having a food pantry are to help these people in need.

Mr. Finderson said this food pantry would not cause much inconvenience. He said they would be working between 10:00am - 2:00pm. He said they would need the use of the Town Center refrigerator until the clients are leaving and would need a place to sit the products. He added that he would be glad to meet and give more detail at another time. Mr. Finderson said this would be a real advantage to area citizens.

Owen Rowlands, Executive Director of the Christian Outreach, said the Christian Outreach is already very active in Windsor. He said two volunteers distribute between 30 and 40 bags of groceries every month to Windsor residents. He said approximately a quarter of their clients are taken care of through delivery. He said they also do lending libraries for those who are not able to visit libraries. Mr. Rowlands said they are interested in the use of the facility as an opportunity to become even more involved in the Windsor Community.

Lewis Edmonds, 24327 John Henry Street, said he thinks that the citizens should have faith in the Town Manager, Town staff, and the P&R Director to make the right calls regarding this issue. He said he has faith in Council to hold staff accountable to those decisions. He said he thinks it would be irresponsible for Council and staff to abdicate their decision making to another organization about who controls and has the pecking order of that building. He said with ample notice, there should be more than enough opportunity for other arrangements to be made by another organization to share the facility. Mr. Edmonds said he thinks, as a matter of principle, that it would be irresponsible to sign a MOU putting the Town secondary to another organization for a building that the Town owns.

Mr. Zollos commented that he agrees with Mr. Edmonds. He said again the intentions are not to put one organization over another, but to find a way to add consistency. He said SSSEVA works great with Isle of Wight County P&R with all of their programs at Nike Park. He said he has no doubt that they can work together to figure this out. Mr. Zollos said SSSEVA can plan a four day program if they know in advance that the facility has a Friday, Saturday, and Sunday event scheduled. Mr. Zollos asked Council to consider how we can work together to bring an older adult program to Windsor.

Councilman Redd asked, regarding space needs, if the Arrowhead room would be large enough for the senior programs.

Mr. Zollos said initially the Arrowhead room would be large enough for the first and probably for the second year. He said like with any program, they would have to "grow" the program. He said they would be willing to flex if other programs are taking place, except for the summer camp where the adult and children cannot share the facility at the same time.

Vernetta Grant, 8464 W. Blackwater Road, said she works with Mr. Finderson with the Southeastern Virginia Food Pantry and with the Christian Outreach delivering to approximately 40 seniors on Mondays and approximately 30 seniors every Wednesday, Thursday, and Friday. She said she has also been asked to deliver to others in the community on Saturdays and Sundays. She said there are families with children who do not have food to eat. She said they call for help, and we deliver food and assistance when needed. Ms. Grant stressed the need for these food pantries. She said she is more than willing to help with these programs, and she hopes that we can work with one another towards this effort to help our seniors and others in need in our community.

Council continued to discuss the possible need to revise the existing MOU with Isle of Wight County P&R, budget planning related to probable increased Town Center utility expenses, staffing and funding of senior programs, and purpose, use, and vision of the Town Center, as initially determined by the Town Center Advisory Board.

Mr. Zollos said they would like to start the senior programs September, 2022, as questioned by Councilman Carr.

Mayor Willis explained that there is a Town Center Advisory Board. He said Council has empowered the Advisory Board to take information such as this and give input and advice to Council.

After further discussion, Council agreed by consensus to have Mr. Saunders schedule a Town Center Advisory Board meeting to have them review the information received from SSSEVA regarding the use of the Windsor Town Center for senior programs; do their due diligence, and offer input and advice to Council regarding this matter to tentatively be discussed at the April 12, 2022 meeting.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the February 1, 2022 work session, February 8, 2022 Council meeting, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

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

Treasurer's Report

Ms. McClanahan reviewed the Treasurer's report for the month of February, 2022. She reported that there are two new reports in the packet for Council's review. She noted that the Cash Account Reconciliation report shows the total amount of deposits made for the month and the total amount of checks that were clear and what is outstanding during the month.

Councilwoman Blankenship asked to have the EDA Bank account balance added to the Treasurer's report with the other fund balances.

Ms. McClanahan reported that all bank balances and accounts receivable are reconciled.

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.

Appropriation of Sale of Surplus Vehicles

Ms. McClanahan reported that a budget appropriation is needed for revenue from the sale of the following used police surplus vehicles:

1.	2012 Dodge Charger Police Interceptor VIN #2855	\$4,900
2.	2014 Dodge Charger Police Interceptor VIN #7952	\$4,355
3.	2008 Ford Explorer VIN #4174	<u>\$3,910</u>
	Total	\$13,165

Ms. McClanahan said attached is a resolution accepting the miscellaneous revenue from the sale of the used police vehicles and appropriating the funds into the General Fund portion of the operating budget.

Ms. McClanahan recommended that Council adopt the enclosed resolution entitled: A Resolution Appropriating The Sum Of \$13,165 From The Sale of Surplus Property To The General Fund Operating Budget For Fiscal Year 2021-2022.

Mr. Saunders clarified how the appropriated funds were distributed among several expense line items, as questioned by Councilman Bernacki.

Councilman Bernacki made a motion to adopt the enclosed resolution entitled: A Resolution Appropriating The Sum Of \$13,165 From The Sale Of Surplus Property To The General Fund Operating Budget For Fiscal Year 2021-2022. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council Comments

Councilwoman Blankenship said she has been approached by several residents in the Windsor Woods subdivision who have expressed their concerns with the clearing of trees located in an easement on Windsor Way with a deed restriction on that property. She said the homeowner is now installing a 6 foot fence, and the residents would like to make sure this homeowner has a permit for the fence.

Mr. Saunders explained that an active homeowners association could take action against the property owner for clearing the trees on the property with the deed restriction. He said he would look into the fence issue.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that the easement acquisition packets were sent out to landowners; meetings are being scheduled with those who want more information. He said Bowman is reviewing the bid packet to ensure that it will meet DWSRF standards for potential use of ARPA funds.

Mayor Willis asked for an update on the easement acquisitions and a timeline on completion.

Mr. Saunders reported that many conversations have taken place with the property owners regarding the easement acquisitions, and several have been signed and

notarized at this time. He said he has reached out to the few that have not been signed, and he is anticipating that they will be visiting the office soon to complete that last step.

Shiloh Drive Sidewalk

Mr. Saunders said in addition to the repairs on the eroded portion of the sidewalk, which were completed on February 2, 2022, two sidewalk sections, which had somehow been cracked were replaced under warranty on February 21, 2022.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders reported that the roof replacement project, as well as the interior work, have been completed. He said the final invoice has been received, and a final tally should be available soon to be presented to the Isle of Wight County Board of Supervisors.

Calendar of Events

Mr. Saunders said he enclosed the April, 2022 calendar to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Council scheduled a work session for March 28, 2022 at 6:00pm at Town Hall to discuss the FY23 budget and CIP proposals.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

None

Other Reports

Councilman Stubbs stated that at the February 8, 2022 Council meeting, he announced that he would not be a candidate for the November, 2022 election. He said after this announcement came out in the newspaper, he received several phone calls and visits encouraging him to reconsider his decision. Councilman Stubbs said after a considerable amount of discussion and consideration, he has made the decision to run for Mayor in the November, 2022 election.

Old or Unfinished Business

Councilman Bernacki said there were discussions last year regarding VDOT anticipating replacing the bridge at the Town line on Shiloh Drive. He asked if there were any updates on this proposed project.

Mr. Saunders said he would follow-up on this proposed project and report back to Council.

Mr. Saunders reported that in 2 to 3 weeks, the railroad crossing near the Dairy Queen on Highway 258 will be closed for a 5 day detour for repairs.

Councilman Bernacki asked that Mr. Saunders notify Chief Marshall with the Windsor Volunteer Fire Department when he receives more information regarding the railroad repairs and the detour in order to keep emergency services updated.

New Business

Windsor Court II Apartment Revitalization Resolution

Mr. Saunders reported that TM Associates Development, the current owner and operator of Windsor Court II Apartments, intends to apply to Virginia Housing (formerly VHDA) for Federal Low-Income Housing Tax Credit (LIHTC) financing for a substantial rehabilitation of the apartment community. He said if awarded financing, the partnership plans to expend over \$3,900,000, translating to \$129,000+ per apartment unit, on the rehabilitation.

Mr. Saunders said this financing has been previously sought for Windsor Court II Apartments, receiving letters of support from Windsor Town Managers in 2008, 2009, 2012, 2014, 2015, 2017, and 2019.

Mr. Saunders stated that the improvements proposed can be found in the enclosed Unit by Unit Scope of Work.

Mr. Saunders said in order to achieve the highest scores possible in the competitive application process; the applicants have requested the following three deliverables from the Town:

1. Local CEO Support Letter – This has already been provided to the applicants.
2. Zoning Certification Letter - This has already been provided to the applicants.
3. Revitalization Area Certification – This is under consideration herewith.

Mr. Saunders said the Revitalization Area Certification conveys that the Town Council has passed a resolution to declare the subject area a revitalization area per Virginia Code Section §36-55.30:2.A, which supports the type of funding that the applicants seek for this project.

Mr. Saunders said the recommended action is that Council adopt the resolution entitled: Resolution In Support Of Revitalization Of Windsor Court II Apartments.

Adam Stockmaster, President of TM Associates Development, Inc., said that TM Associates Development has been trying for the past ten years to secure a tax credit financing to renovate Windsor Court II Apartments. He said there are two apartment communities at Windsor Court. He said phase I has 40 units, and they were renovated in 2006. He said phase II was built in 1992, and those 24 units have never been renovated. He said they want to improve these apartments by making them better than new. He said in the next year or two, when Windsor Court Phase I qualifies, they would like to also get that property renovated. Mr. Stockmaster said he would appreciate it if Council would support the resolution.

Mr. Stockmaster answered several questions regarding rental fees, delineation of the proposed Phase II renovation project, and relocation of tenants during renovation.

Councilwoman Blankenship asked if there would be an impact on the Town by specifying this as a revitalization area. She also asked if tax abatements were still in place for Windsor Court Apartments as they were in 2019.

Mr. Stockmaster explained that VHDA has changed their scoring and point preference and is no longer offering any kind of tax abatements.

Mr. Saunders explained that there is no impact on the Town by specifying this as a revitalization area. He said it is not to be confused with any type of Enterprise Zone or Special Overlay District. He said this code section only refers to this type of funding and rehabilitation.

After further discussion, Councilman Stubbs made a motion to adopt the resolution entitled: Resolution In Support Of Revitalization Of Windsor Court II Apartments. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Closed Session

Mr. Saunders stated that a closed session was on the agenda to discuss Legal Advice, re: Contract negotiation pertaining to the MOU between SSSEVA and the Town of Windsor regarding the use of the Town Center for senior programs. He explained that since Town Council decided to direct this matter to the Town Center Advisory Board, a closed session is no longer needed.

Mr. Tayler said he would make himself available to Council and / or the Town Center Advisory Board for any questions or comments concerning this matter.

Council agreed by consensus to delay the closed session until input is received from the Town Center Advisory Board.

Councilman Stubbs made a motion to adjourn. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 9:04 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date March 8, 2022

Motion #	Bernacki	Blankenship	Carr	Stubbs	Redd	Greg Willis	Glyn Willis
1	Y	Y	Y	Y	Y	Left @ 8:00	
2	Y	Y	Y	Y	Y		
3	Y	Y	Y	Y	Y		
4	Y	Y	Y	Y	Y		
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Jerry Whitehead, Clerk