

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

The Windsor Town Council met in a regular session on November 9, 2021 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 present.

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

Councilman Carr led the Pledge of Allegiance.

Public Hearings

None

Delegations and Public Comments

Audit Presentation on FY21 Budget – Aaron Hawkins of Robinson, Farmer, Cox Associates

Aaron Hawkins of Robinson, Farmer, Cox Associates reviewed the FY21 audit. He reported that the General Fund increased from \$1,627,055 to \$1,984,741 partly due to transfers and the issuance of a loan. He continued to review the revenues and expenditures. Mr. Hawkins said the Water Fund increased from \$784,231 to \$890,449.

Mr. Hawkins noted that the Town received the American Rescue Plan (ARPA) funds in the amount of \$1,033,659. He said it is noted in the *Notes to Financial Statements* that the unspent funds in the amount of \$1,033,659 from the initial allocation are reported as unearned revenue as of June 30, 2021. Mr. Hawkins explained that this money has been deferred and will be recognized as it is spent.

Mr. Hawkins reported that for the last couple of years, multiple journal entries were required to balance to the trial balance. He added that that finding has been corrected.

Mr. Hawkins commended Ms. McClanahan for her knowledge and experience in government accounting and how well she was prepared for the audit.

Mr. Hawkins did note that the finding regarding the segregation of duties is being addressed. He said this finding is difficult to avoid due to the limited staff.

Mr. Hawkins reviewed the Manager’s Letter and noted the following matters that are opportunities for strengthening internal controls and operating efficiencies:

- **Purchasing Policy** - Recommended review of policy established in 1999, and ensure that the Town is following all practices and guidelines within the policy.
- **Approval of Disbursements** - Recommended visible signature of approval of management.
- **Bank Reconciliations** - Recommended Town Manager review and sign off as reviewer.
- **VRS** - Recommended that the Town perform monthly reconciliations between the payroll system and the information in the vNAV system.

Mr. Hawkins explained that the current Purchasing Policy is being followed, but recommended that it be reviewed and updated due to the establishment date of 1999. He said he did not have the specifics of what may need updating in front of him, but he will email a list to Ms. McClanahan.

Mayor Willis thanked Mr. Hawkins for presenting the audit.

Mayor Willis added that the work Ms. McClanahan has done and the knowledge she has brought is much appreciated by Town Council and by Mr. Hawkins.

Councilman Stubbs made a motion to accept the FY20-21 audit as submitted. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Public Comments

Phillip Barnes, 10442 Albert Court, asked if there has been any progress or steps taken to help deter the bad behavior that has been taking place at the gazebo, which was discussed at the October meeting.

Mayor Willis said this is a business item that will be discussed further down on the agenda.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the October 12, 2021 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Redd made a motion to adopt the Consent Agenda as presented. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Ms. McClanahan reviewed the October Treasurer's report. She reported that the 2021 Personal Property tax bills have been mailed out, and we have collected approximately 10%. She also added that in October, we have collected \$126,739.85 in Meals Tax.

Ms. McClanahan stated that the issue with VRS not balancing to the payroll, as Mr. Hawkins mentioned, has been corrected. She said VRS balances to the payroll as of July 1, 2021, and this will not be an issue for next year's audit.

Ms. McClanahan added that all bank balances and accounts receivables are reconciled.

Councilwoman Blankenship asked if the reports prepared manually for each individual fund can be automated to eliminate minor typos. Ms. McClanahan said she will look into this matter to see if there is a report in Munis that can be printed with the same information.

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 #3.

Council Comments

Vice Mayor Greg Willis reported a large hole in the road at the end of Lovers Lane where Shiloh Drive crosses.

Mr. Saunders said he would look into this matter and report it to VDOT.

Town Manager's Report

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that The Virginia Department of Health has determined that the changes to the routing of the water main around the Duke Street property will not trigger a resubmittal of the plans for review. He said easement exhibits and deeds of easement have been created and are complete.

Shiloh Drive Sidewalk

Mr. Saunders said IOW County, VDOT, and the contractor are working on a resolution for the erosion. He said VDOT is going to pull the ditch again to try and get as much moisture away from the area prior to reinforcing the area.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders said a Notice to Proceed was issued to Adelpia Contracting for the project to commence on October 4th and conclude by December 4th. He said the project began on Tuesday, October 12th with the demolition of the gymnasium roof. He said as of this writing, demolition and replacement of the gym roof continues; and demolition has begun on portions of the lower roof. He said there was no water intrusion during the recent storm events. Mr. Saunders stated that there will likely be a change order due to rotten wood framing beneath the gutters and flashing.

Council continued to discuss moisture and rust issues. Mr. Saunders explained that treatment is being used on the steel before new materials are installed; therefore, steel decking replacement has not been necessary at this time.

Mayor Willis asked what the next step will be for the Duke Street and Virginia Avenue Water Main Replacement project.

Mr. Saunders explained that residents on Duke Street and Virginia Avenue will be approached to discuss the acquisition of construction easements and permanent easements.

Work Session

Council scheduled a work session for December 2, 2021 at 5:30 to discuss ARPA funds and the Town's Strategic Plan. A light meal will be served.

COVID Vaccination Clinic

Mr. Saunders reported that a COVID Vaccination Clinic will be held at the Town Center Friday, November 12, 2021 from 1:00 p.m. to 5:00 p.m.

Vice Mayor Greg Willis suggested that the COVID Vaccination Clinic be advertised on the local 101.7 radio station's Community Calendar.

Gazebo Issue

Mr. Saunders updated Council on the gazebo issue discussed at the October 12, 2021 Council meeting. He said that Mr. Barnes requested signage showing the hours of the park from dawn to dusk or sunrise to sunset. Mr. Saunders explained that there are two parks around the library; the Robinson Park, where the playground is that the County maintains, and Wesley F. Garris Event Park, where the gazebo is located. He said Isle of Wight County has signage at Robinson Park showing sunrise to sunset. He said the Town is looking into adding a sign to the Wesley F. Garris Event Park on the gazebo side that will also show park hours as being dawn to dusk or sunrise to sunset.

Mr. Saunders said discussions have taken place between staff and the police department since these concerns regarding that area of Duke Street were brought before Council.

Mr. Saunders explained that because of potential tactics and strategy of an ongoing investigation, we can't divulge to a public meeting what the police department and their allies are working on.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA)

Councilman Redd reported that the EDA purchased three frogs. He said the EDA put the project out on Facebook to pursue art submissions for the frogs. He also reported that the EDA would like input from Council regarding various locations for the three frogs. Councilman Redd noted several potential locations discussed by the EDA, such as the Wesley F. Garris Event Park, the corner of Shirley Drive and US Route 460, the Windsor Town Center, and the water tower on Highway 258.

Council continued to discuss locations and the possibility of moving them from one location to another.

Other Reports

None

Old or Unfinished Business

Residential Beautification Committee/Award

Mr. Saunders reported that following discussion on the proposed Residential Beautification Committee / Award at the October 12th Town Council meeting, he was directed to itemize the impacts to Town staff should the committee be created.

Mr. Saunders stated that the draft bylaws outline much of the required activity, but there are some unknowns at this time, which could change the listed impacts, such as:

1. How many awards will be granted per year?
2. What is the nomination procedure? Will the committee members seek out nominees? Will nominations come from the citizenry?
3. What is the award procedure? Does it include a sign, a resolution, a presentation, etc.?

Mr. Saunders said based upon the bylaws as written, the following activities would be required of town staff:

1. The Town Manager, or a designee, shall serve as staff to the committee.
2. Attendance/hosting of the quarterly meetings and any special meetings
3. Track members' terms and necessary appointments/reappointments
 - a. Create staff reports to Council to notify of necessary appointments
 - b. Create follow up staff reports for receipt of potential member nominations
 - c. One appointment or reappointment will be required every year
4. Budget for, and facilitate procurement of, award materials
5. Create staff reports for award presentations
6. Posting committee information on the town website and social media
7. Archive committee papers and other materials

Councilman Bernacki addressed the unknown activities, which could change the listed impacts discussed by Mr. Saunders. He explained that he originally envisioned that a committee would ultimately determine how often to present the award and how often they would like to meet. He said with the size of our Town, he feels that once or twice a year would be sufficient for presenting the award. He said the committee, when formed, could choose to be more aggressive than that or choose to adjust the frequency as the Town grows.

Councilman Bernacki suggested several options for the nomination procedure. He said he could generate a form that citizens could fill out in person at Town Hall or on the Town website. He said citizens could also send a nomination by email. He added that the committee could generate nominations.

Councilman Bernacki suggested that the award procedure consist of a sign being placed on the lawn of the winner. He said the sign could be moved to each winner's home after they are chosen. Councilman Bernacki also suggested partnering with businesses to see if they would be interested in donating a gift card to the winner.

Councilman Bernacki added that when someone is recognized for making their yard look nice, often the neighbors will put in more work on their respective lawns. He said he hopes this will become a domino effect making the community that much nicer.

Vice Mayor Greg Willis suggested that nomination forms be put in the welcome bags that are given to new residents applying for water.

Councilman Carr was in support of establishing a committee for the Residential Beautification Award for a trial period of a year to see how well it goes.

Councilman Bernacki made a motion to proceed with establishing a Residential Beautification Committee. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Council continued to discuss the process of establishing a committee. It was suggested that this information be put on the Town's website to get the word out that the Town is seeking members to serve on the Residential Beautification Committee, in order to compile a list for review.

New Business

Award of Annual HVAC Service Contract for Windsor Town Center

Mr. Saunders reported that the Invitation for Bid (IFB) #2020-01 for the Annual HVAC Maintenance Services for the Town Center was publicly advertised on February 1, 2020. Bids were received on February 25, 2020.

Mr. Saunders said seven bids were received and reviewed by Brian Camden and staff. Best Repair Company, Inc. was the lowest responsive and responsible bidder for the contract of one (1) year with options for up to four (4) additional one (1) year renewals; and Comfort Systems of Virginia, Inc. was the second lowest.

Mr. Saunders said it has come to light that the lowest bidder is nonresponsive. Due to this, Town staff opened a dialogue with the second lowest bidder, Comfort Systems of Virginia, Inc., which meets the criteria for award and will honor the pricing from their bid response for the first year of contract.

Mr. Saunders recommended that Town Council adopt the enclosed resolution authorizing and directing the Town Manager to do all things necessary to proceed forward with the contract with Comfort Systems of Virginia, Inc.

Council continued to discuss bid estimates for labor fees, possible additional fees for having to leave job site to pick up common replacement parts, and renewal options.

Mr. Saunders explained that the contract will not be automatically renewed each year. He said both parties will have an option to renew the contract.

After further discussion, Mayor Willis read the title of the resolution as follows: A Resolution Awarding the Annual HVAC Maintenance Services for the Windsor Town Center to Comfort Systems of Virginia, Inc.

Vice Mayor Greg Willis made a motion to adopt the resolution entitled: A Resolution Awarding the Annual HVAC Maintenance Services for the Windsor Town Center to Comfort Systems of Virginia, Inc. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

American Recovery Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) Municipal Utility Assistance Program Budget Appropriation

Ms. McClanahan reported that The Virginia Department of Housing and Community Development (DHCD) has initiated a program for the relief of customers of municipal utilities using ARPA SLFRF funds. She said these funds would come directly from the Commonwealth, and are not a part of those ARPA funds already earmarked for the Town of Windsor. She explained that the primary focus of these funds is the assistance of customers who have outstanding utility bills which are 60+ days in arrears due to economic hardships related to the COVID-19 pandemic.

Ms. McClanahan reported that the total amount granted to the Town of Windsor is \$8,129.51, and Town staff has identified this amount of water bills in arrears to which these funds can be applied. She noted that late fees will not be paid by the Municipal Utility Assistance Program.

Ms. McClanahan explained that a budget appropriation in the amount of \$8,129.51 is required to accept and implement the funding. Attached is a resolution to accept the funds and appropriate them to the Water Fund Operating Budget.

Council continued to discuss criteria for those receiving utility assistance funds, and how the funds will be distributed.

After discussion, Mayor Willis read the title of the resolution as follows: A Resolution Accepting a Covid-19 ARPA SLFRF from the Department of Housing and Community Development for Municipal Utility Assistance Program Award and Appropriating the Funds to the Water Fund Water Sales Line Item for Fiscal Year 2021/22.

Councilwoman Blankenship made a motion to adopt the resolution entitled: A Resolution Accepting a Covid-19 ARPA SLFRF from the Department of Housing and Community Development for Municipal Utility Assistance Program Award and Appropriating the Funds to the Water Fund Water Sales Line Item for Fiscal Year 2021/22. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

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 #7.

The meeting adjourned at 8:25 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date November 9, 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	
7	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk