

**Minutes
Windsor Town Council Meeting
Town Hall
August 10, 2021**

The Windsor Town Council met in a regular session on August 10, 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
 George Stubbs
 Jake Redd

Vice Mayor Greg Willis led the Pledge of Allegiance.

Public Hearings

None

Delegations and Public Comments

Riverside Hospital Presentation

Mr. Bill Downey, CEO of Riverside Health System, Mr. Mark Duncan, Riverside Health System Director of Government Relations, and Jessica Macalino, Riverside Associate Vice President for Cardiovascular and Pulmonary Services, were before Council seeking support in the system's application for a Certificate of Public Need from the Commonwealth of Virginia to establish a new general acute care, 50 bed hospital in Isle of Wight County.

Mr. Downey stated that the Isle of Wight Community is a medically underserved area, which typically means there is a higher rate of diabetes and cardiology issues. He said by bringing services closer to home, it can provide additional care and support.

Mr. Downey added that having a hospital in the community with the full service emergency department will reduce some of the emergency medical services response time, and will allow them to get back into service much faster.

Mr. Downey noted that the entire hospital project will bring about \$100,000,000 of construction to Isle of Wight County. He said we would expect to open the hospital by early 2025.

Councilman Bernacki asked if the proposed new hospital would get any trauma level certification and what level it would be.

Mr. Downey said Riverside Regional Medical Center is a Level II trauma center with a full service emergency department. He explained that the proposed new hospital could possibly become a Level III trauma center, which can provide prompt assessment, resuscitation, stabilization, emergency operations and also arrange for the transfer of the patient to a facility than can provide definitive trauma care.

Vice Mayor Greg Willis asked about the possible growth of the proposed hospital and the prospect of drawing physician services to the area.

Mr. Duncan said the proposed hospital would be built on a 30 acre parcel with the potential to expand if needed.

Mr. Downey said with Riverside having a large medical group, it's expected that the Isle of Wight Community will be an easy area to recruit physicians. He said Riverside has already begun the early stages of the primary care planning.

Mr. Downey said they are looking forward to getting approval from the State, and he asked that Council consider a resolution to the State Health Department recognizing the importance of this project.

Mayor Willis thanked the Riverside representatives for attending the meeting and answering Council's questions.

Windsor Town Center Recreational Manager

Mr. Saunders introduced Shaquille Black, who will be the new Recreational Manager at the Windsor Town Center. Mr. Saunders explained that William Winstead will be moving to the north end of the County to handle services for Isle of Wight Parks and Recreation.

Mr. Black said he is from the Virginia Beach area, and has worked with the Virginia Beach Parks and Recreation Department and with the school system. Mr. Black said he is looking forward to working with the community and bringing new activities to the Town Center.

Public Comments

None

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the July 13, 2021 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. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. McClanahan reviewed the July Treasurer's report and noted several July collections that were moved back to FY21 for the accruals. She reported that the auditors will return September 2nd and 3rd to continue work on the audit.

Ms. McClanahan explained several real estate refund transactions showing on the Treasurer's report.

Councilwoman Blankenship asked which bank account is the American Recovery Plan Act (ARPA) funds in.

Ms. McClanahan said the ARPA funds are in the General Fund. She said that ARPA funds will be transferred, as needed, to fund potential projects. She explained that these funds cannot be invested in a Certificate of Deposit (CD), but the Town is allowed to keep the interest accrued through the bank account.

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

Council Comments

Councilman Bernacki said several citizens have asked for an update on the sunken sidewalk section, with the water valve, located at 51 Church Street. He also reported a wash out at the sidewalk near the end of the fence located at the Windsor High School ballfield

Mr. Saunders said the water valve near the sunken sidewalk at 51 Church Street is on the back side of the sidewalk, which will make it easier for repairs. He explained that it is cost prohibitive to hire someone to repair one section of sidewalk; therefore, the Maintenance Supervisor is in the process of looking at several other damaged areas to be repaired at the same time.

Mr. Saunders said he contacted the school's maintenance department regarding the wash out at the sidewalk located near the Windsor High School ballfield fence.

Councilman Stubbs suggested that the sidewalk located near 11332 Shiloh Drive, with erosion issues, be blocked off for safety purposes.

Mr. Saunders said he reported the erosion issues to Jamie Oliver, Isle of Wight County Project Manager. He said they are working with VDOT to determine if the issue is predominantly caused by erosion or by poor soil in order to craft an appropriate repair.

Mr. Saunders said he will have that section of the sidewalk blocked off with cones.

Councilman Stubbs also reported outlet drains clogged at 63 Shiloh Drive and 69 Shiloh Drive.

Mr. Saunders said this issue has been reported to VDOT.

Town Manager's Report

Capital Projects Update

Public Works Building

Mr. Saunders reported that he just received the final invoice for the public works building, and we should be able to give a report at the September 14, 2021 meeting on the final balance of the project.

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said the work to obtain the necessary easements is underway. He noted that deeds of easement are under review.

Shiloh Drive Sidewalk

Mr. Saunders said this update was previously discussed.

Windsor Town Center Roof Replacement and Moisture Repair

Mr. Saunders said the agreement has been signed with Adelpia Contracting and materials have been ordered. The proposed time of arrival of materials has been pushed back to September 13th.

Mr. Saunders stated that there could potentially be a cost increase when the materials arrive. He explained that the pricing that could be impacting the contractor is going to be related to what that cost is when the materials are shipped. He said they could come back with a change order. Mr. Saunders said Council would then have to make a decision whether to pay the new cost.

Council continued to discuss the terms in the binding contract.

Mr. Taylor stated that we are not sure what will happen until the materials arrive, and at that point, we can address this issue if necessary.

American Recovery Plan Act (ARPA) Fund Discussion

Mr. Saunders said the American Rescue Plan Act (ARPA), a federal act, was passed to invest in localities dealing with the pandemic and impacts of the pandemic. Of the funding, \$19.53 billion was designated to assist localities with a population under 50,000. He said the funding is similar to Cares Act funds; however, there are a broader range of uses. Primarily, the potential uses include:

- Responding to the pandemic and related negative impacts;
- Replacing lost public sector revenue;
- Providing premium pay for essential workers;
- Investing in water, sewer, storm water, and broadband infrastructure.

Mr. Saunders said the Town of Windsor is due to receive a total of \$2,067,317; half of which has been received, the other half will be received in June 2022.

Mr. Saunders explained that unlike the Cares Act funding, which passed through IOW County to the Town, these funds are distributed directly to the Town from the

Commonwealth of Virginia. He said this puts the primary administrative and financial duties related to the funding on the Town.

Mr. Saunders reviewed the following potential uses for consideration:

- Duke Street/Virginia Avenue Water System Upgrade \$620,000
- Other water system upgrades
- Revenue replacement for Windsor Town Center
- Storm water project adjacent to Café (In partnership with IOW) \$135,000
- Other storm water projects
- Sewer project (In partnership with IOW)

Mr. Saunders said he will update Council with more specific information when received.

Mr. Saunders suggested using this first tranche of ARPA funds for the Duke Street and Virginia Avenue water system upgrade and potentially some storm water projects. He said this will allow more time to plan for how we wanted to use the second tranche that will come in next year. Mr. Saunders noted that the ARPA money has to be expended by 2024.

Council continued to discuss the ARPA funds and revenue replacement justification pertaining to the Town Center.

Councilwoman Blankenship suggested again that Council review the Town's Strategic Plan to see if there are items in the plan that may be eligible for ARPA funding.

Mr. Saunders said he reviewed the Strategic Plan while preparing this report. He said item 1 in the plan addressed infrastructure, the water system, the sewer system in Town and storm water. He said these are items that are potential uses for ARPA funding as discussed previously.

Mr. Saunders encouraged Council to review the Strategic Plan for additional items that may be considered for ARPA funding.

Police Vehicle Lease /Purchase Resolution

Mr. Saunders said there is an updated proposal from VML/VACO Finance and a resolution for the Lend/Lease Purchase Agreement for the acquisition of two new police vehicles. He said the only appreciable change in the proposal from VML/VACO Finance is where they estimated 1.5 percent interest; Truist, the winning lender, came back with an interest rate of 0.88%.

Mr. Saunders said as has been recent practice, lease-purchase agreements have been utilized in order to acquire multiple police vehicles in a single year, while spreading the cost over multiple years. He said in this case, \$45,000 has been allocated in the Capital Improvement Plan for police vehicles for FY22 and an additional \$45,000 for FY23.

Mr. Saunders explained that the lease-purchase agreement will enable the immediate acquisition of two (2) vehicles, while paying up to \$45,000 for each of the next two budget years.

Mr. Saunders reported that the estimated combined cost of the two (2) improved vehicles is \$87,686.00. VML/VACO Finance fees and bank loan interest will add to this cost, but should be more than compensated by the sale of older vehicles.

Mr. Saunders added that VML/VACO Finance conducted a competitive RFP to acquire an appropriate lending institution to be a party to the acquisition. He said Truist was the winning lender with an interest rate of 0.88%.

Mr. Saunders recommended adoption of the resolution before Council.

After discussion, Mayor Willis read the title of the resolution as follows: Resolution Approving Financing Terms.

Councilman Stubbs made a motion to adopt the resolution entitled: Resolution Approving Financing Terms. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Budget Transfer – Enhanced Hazardous Duty Retirement Study

Mr. Saunders said during the recent discussions on the salary study, consideration was briefly given to Virginia Retirement System (VRS) enhanced hazardous duty retirement for law enforcement officers. As the discussion related to salary and not benefits, a deeper dive into it was postponed. He said at the time, a brief overview of the additional costs related to enhanced retirement was provided by VRS, but an actual study would need to be conducted to know the actual impact. Mr. Saunders said the cost of the study is \$1,250.

Mr. Saunders added that due to the Police Department having an open position through July, enough funds have accrued in the Police Salary line item to fund the study.

Mr. Saunders stated that Chief Riddle is requesting a budget transfer of \$1,250 from the Police Salary line item in the FY22 budget to the Police Retirement line item in the FY22 budget to fund the study.

Mr. Saunders recommended approval of this budget transfer.

Chief Riddle said he believes that adding this important retirement benefit will be a key component necessary to remain competitive in the current environment and retain our current officers long term.

Chief Riddle continued to discuss the large sign on bonuses and starting salaries being offered at other localities that also offer LEOS/Hazardous Duty retirement benefits. Chief Riddle thanked Council for adopting the pay plan, which increased the salaries for our law enforcement officers. He said he feels that the salaries are where they need to be for this area. He said in order to remain competitive and recruit good, quality officers, we are going to have to offer more. He said the price for the LEOS retirement is not cheap, but the benefits offer early retirement and \$1,200 a month in additional retirement money that an officer would be eligible to receive until social security age.

Chief Riddle asked that Council consider moving money from the Police Salary line item, to fund an official study on the cost of adding the LEOS/Hazardous Duty retirement from

VRS. He said upon completion of the study, he would like to approach the Council for a formal discussion on the addition of LEOS retirement for our Law Enforcement Officers.

After discussion, Councilman Stubbs made a motion to approve a budget transfer of \$1,250 from the Police Salary line item in the FY22 budget to the Police Retirement line item in the FY22 budget to fund the study. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mr. Saunders said he estimates that this study could be completed and presented to Council in approximately 60 days.

Council agreed by consensus to move "New Business" up on the agenda to discuss the Riverside Hospital Resolution.

New Business

Riverside Hospital Resolution

Mr. Saunders said as Council has heard the presentation tonight, Riverside Health System is seeking the support of the Town Council of the Town of Windsor in their application for a Certificate of Public Need (COPN) from the Commonwealth of Virginia to establish a new general acute care hospital in Isle of Wight County.

Mr. Saunders recommended the adoption of the resolution.

Vice Mayor Greg Willis said he is grateful that Riverside is willing to come to our community and invest. He said rural areas are tough to ride rescue, and having to ride in an ambulance to Riverside Hospital from this side of the river is an atrocious consideration. He said this new hospital would cut huge amounts of time off the ride. Vice Mayor Greg Willis said he is in support of the resolution.

Mayor Willis said this is an opportunity reflecting the growth of the area and a growing need. He added that it addresses a need as we look at the larger County, which we are a part of. He said he thinks it's appropriate that we support the efforts for the new hospital based on the need.

Mr. Duncan said the planned location of the proposed hospital is adjacent to the Benn's Grant neighborhood across the street from Benn's Church as questioned by Councilman Carr.

Councilman Carr said even though we have Sentara right down the road, it's going to benefit our community, especially with the need for primary care physicians.

After further discussion, Mayor Willis read the following statement from the resolution: BE IT FURTHER RESOLVED that the Town Council of the Town of Windsor also supports the application of Riverside Health System for a Certificate of Public Need (COPN) from the Commonwealth of Virginia to establish a new general acute care hospital in Isle of Wight County.

Councilman Stubbs made a motion to adopt the resolution entitled: Resolution Of Support For A Riverside Acute Care Hospital Facility In Isle of Wight County. Vice Mayor

Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Town Attorney's Report

None

Mayor's Report

Mayor Willis reported that he received a note from former Mayor Marvin Crocker thanking Town Staff for the picture that was taken at Mayor Richardson's Appreciation Dinner of the past five former and existing mayors. Mayor Willis reflected on the impact that Former Mayor Crocker's service had on the Town.

Economic Development Authority (EDA)

None

Other Reports

Mr. Saunders reported that the Concert and Cruise In held August 3, 2021 went well. He said there were approximately 100 in attendance.

Vice Mayor Greg Willis reported that 20 automobiles participated in the Cruise In, and money was raised for the Windsor Baptist Church parking lot fund.

Mayor Willis thanked Mr. Saunders and Vice Mayor Greg Willis for their efforts in planning this event.

Old or Unfinished Business

Councilman Bernacki said he was approached by a citizen who asked for the status of the proposed Residential Beautification Award. He said the resident understood that the pandemic postponed any decisions being made regarding this award, but he was asking if Council would bring this issue back up for consideration.

Councilman Bernacki suggested that this issue be put on next month's agenda for discussion.

Mayor Willis agreed that this issue should be discussed further.

New Business

Councilman Bernacki asked if Council would consider selling the lot owned by the Town at the end of Duke Street. He said those funds from the sale of that property could be used for capital projects pertaining to future space needs. He added that equipment and parts being stored in the garage on this property could be moved to the old Public Works building now that the new Public Works building is completed.

Mr. Saunders said he was going to make this same recommendation, but timing it with the Virginia Avenue/Duke Street Water Main project. He explained that we were not able

to obtain an easement for the new water main replacement on the agricultural property to the north of that lot. He said since the Town owns that property, we were able to re-route the water line to the interior lot lines of that parcel as opposed to going on the exterior lot line.

Mr. Saunders added that we would need to put easements on that and have the new line installed. Mr. Saunders said he thinks it would be best to get the easements done and get the new water main installed on that property before we put it on the market.

Council continued to discuss selling this property in the future after the Virginia Avenue/ Duke Street Water Line project is completed.

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 8:15 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date August 10, 2021

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