

**Minutes  
Windsor Town Council Meeting  
Town Hall  
November 12, 2019**

The Windsor Town Council met in regular session on November 12, 2019 at 7:00 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. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, Ben Sullivan, Planning & Zoning Administrator, Chief Riddle, and Fred Taylor, Town Attorney, were present.

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

Councilman Carr led the Pledge of Allegiance.

**Public Hearing**

***Fox Run Farm, Inc. Rezoning***

Mayor Willis said there is a public hearing tonight to consider a rezoning for a portion of the Fox Run Farm property located on Buckhorn Drive. He asked Mr. Stallings to give a summary.

Mr. Stallings reported that there is a request for a rezoning to take a portion of the Fox Run Farm property and rezone it from Agriculture (A-1) to Residential (R-1). He stated that the 35,310 sq. ft. being considered for rezoning is shown on the attached plat for Council's review. He noted that the remaining property will remain A-1. He said this will allow for the two housing lots on the property to be retained while the rest of the farm is sold. Mr. Stallings explained that rezoning this property to R-1 allows the two lots to be 15,000 sq. ft. each as opposed to the 5 acres required if they remain A-1.

Councilman Carr asked if the Planning Commission reviewed the rezoning request and if all their questions and concerns have been addressed. Mr. Stallings said the Planning Commission reviewed the request and voted unanimously to recommend that Town Council approve the rezoning.

Mayor Willis opened the public hearing. He asked for any persons wishing to speak in favor of the rezoning request to come forward at this time.

Thomas Keeling, owner of Fox Run Farms, Inc., said he is in the process of selling the crop land on the farm. He said he is going to keep the two houses and the rights to the tower. He said is going to leave the two housing lots to his son. Mr. Keeling

explained that having the property rezoned now would make things easier in the future for his son and would allow more land to be sold and used as crop land.

Thomas J. Moore, listing agent, said he is in favor of the rezoning and would be glad to answer any questions that Council may have.

Mayor Willis asked for any persons wishing to speak in opposition of the rezoning request to come forward, and hearing none, he closed the public hearing. He said it is now open for discussion among Council.

Vice Mayor Scott asked if it had been confirmed with the health department that there is a private septic system and well within the boundary of the property being considered for rezoning.

Mr. Keeling confirmed that there is a well located at the back of the farm. He said the proposed purchaser of the farm has stated in the pending contract that the seller will have access to the well until a new well is installed. He explained that if the rezoning is approved, he will have Creason Well Co. install a new well. Mr. Keeling also confirmed the location of the septic drain field.

Councilman Stubbs made a motion to rezone parcels designated by addresses 25097 (15,000 sq. ft.) and 25109 (20,310 sq. ft.) Buckhorn Drive as designated in the map included in the Council package dated November 12, 2019 to Residential (R-1). The remaining land of parcel 54-01-067 continuing to be zoned Agricultural (A-1).

Vice Mayor Scott asked if it is allowed to subdivide and rezone property that does not have a septic tank on the specific lot being rezoned. Mr. Stallings confirmed that it is allowed.

Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

**Delegations, Public Comments and Citizens' Concerns**

***Windsor High School Student Liaison***

Stephen Branch, Student Liaison to Council, briefed Council on several school activities. He reported that the 2019 graduation rate for Windsor High School is 96%. He said he provided Mr. Stallings with the link to the Virginia Department of Education who does an annual report card. He said he also sent Mr. Stallings a calendar of events for Windsor High School. He reported that Windsor High School has four students in the Isle of Wight Student Leadership Institute with the Isle of Wight Chamber of Commerce. He said as part of the program, they visit local businesses and learn about essential leadership skills. Mr. Branch continued to discuss school events for the upcoming months.

Councilman Greg Willis noted from the annual report card issued by the Virginia Department of Education the 16% absentee rate versus the 96% graduation rate.

Mr. Branch discussed the absentee policy and insured that the school is working to improve the absentee rate.

Mayor Willis thanked Mr. Branch for attending the meeting and for updating Council on the recent events at the high school.

### **Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the October 8, 2019 Council meeting, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki asked for an update on the meeting with the contractor who will be repairing the abandoned church located at 102 Maple Lane.

Mr. Sullivan reported that the contractor inspected the building and reported the same issues as presented by Isle of Wight County Building Inspections. Mr. Sullivan said he spoke with Bishop Willis, the owner, and the repairs should begin this week.

Vice Mayor Scott asked for an update on the Town Center Memorandum of Understanding (MOU) between the Town and Isle of Wight County. He also asked why Isle of Wight County cut the funding of the Town Center from \$25,000 a year to \$12,500 a year.

Mr. Stallings explained that when Isle of Wight County started tightening their budget, they cut the funding over two years instead of one. He said there will be an Advisory Board meeting on November 21, 2019 to continue to work on the MOU. He said they have received comments regarding the MOU from the County, and the comments will be reviewed at this meeting.

Mayor Willis commented that the number of arrests on the Police Chief's report from September to October increased from 3 to 21.

Chief Riddle explained that several of these arrests were from long term investigations where the cases were just closed out, and each case resulted in numerous arrests.

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

### **Treasurer's Report**

Ms. Newsome said the Treasurer's report for the month of October is before Council for review. She reported that the Fiscal Year 2018/2019 draft audit has been received and will be presented to Council at the December 10, 2019 Council meeting.

Ms. Newsome reported that the posting of personal property tax bills will be delayed due to issues with the import program in Munis. She said there is an email from Cyndi Wellman with the Isle of Wight County IT department outlining some of the issues she was experiencing while assisting the Town with the personal property data import. She said that Ms. Wellman is currently working with Muni to determine what is causing the

import issues. Ms. Newsome said in an effort to ensure that the bills are accurate, we have made the decision to delay the mailing of the personal property tax bills.

Ms. Newsome said she would keep Council informed of the progress and make all attempts to inform the citizens of the delay. Ms. Newsome noted that the due date for personal property will be extended to 30 days after the bills have been mailed.

Council continued to discuss the import file testing process and program issues.

Mayor Willis said it is important to inform the citizens that the bills will be delayed and make them aware that the due date will be extended once the bills are mailed out.

Ms. Newsome reviewed larger disbursements on the Treasurer's report as requested by Council.

Councilman Stubbs made a motion to approve the Treasurer's report. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### **Council's Discussion of Citizens' Concerns**

Vice Mayor Scott reported that the railroad crossing on Highway 258 is in need of repair. Mr. Stallings said he would report it to the railroad.

Councilwoman Blankenship said a citizen reported a streetlight outage on the Town's website, and she never received a response. Mr. Stallings said he never received the message. He said the process has been tested internally, and he did receive the test message. Mr. Stallings said the streetlight outage has been reported to Dominion Power.

### **Town Manager's Report**

#### ***Resolution Commending Farmers Bank***

Mr. Stallings reported that Farmers Bank is celebrating its 100<sup>th</sup> anniversary this year. He said Farmers Bank has been an integral part of the Windsor Community, and he thought it would be appropriate to recognize this significant event with a resolution.

Mayor Willis read the title of the resolution as follows: "A resolution recognizing and congratulating Farmers Bank on its 100<sup>th</sup> anniversary and on providing quality banking to the citizens of the Town of Windsor since 1919."

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Recognizing And Congratulating Farmers Bank On Its 100<sup>th</sup> Anniversary And On Providing Quality Banking To The Citizens Of The Town Of Windsor Since 1919. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Information Technology MOU***

Mr. Stallings reported that he presented a MOU for IT services with Isle of Wight County to Council at the last meeting. He said there was a question regarding how Isle of Wight will prioritize issues as they arose in the Town and in the County.

Mr. Stallings reviewed an email from Jason Gray, IT Director for Isle of Wight County, regarding this issue. Mr. Gray explained in the email that once the Town signs the MOU, the Town will have a help desk application installed. Once tickets are submitted, they will be assigned to an employee, and the criticality of the issue will be determined on a case by case basis.

Mr. Stallings said the Town will be treated just as any other "department" that they serve in the County. He said he feels confident that the Town will receive a high level of service from the County IT staff as we move forward.

Mr. Stallings recommended that Council adopt the enclosed shared services MOU with Isle of Wight County for IT services.

After discussion, Councilman Greg Willis made a motion to adopt the MOU with Isle of Wight County entitled: Shared Technology Use Agreement Between the Town of Windsor and Isle of Wight County. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### ***Action List***

Mr. Stallings reviewed the Action List with Council. He also reviewed the Windsor Town Center rental income and costs. He discussed a new format to report rentals based on when the rental occurs. He also noted that going forward, he will only include this fiscal year's amounts. He said this will make the reporting more accurate.

Mr. Stallings reported that VDOT has assigned a new project manager to the Church Street sidewalk project. He said Isle of Wight staff will be meeting with VDOT this week to review the project. He said they will then be ready to advertise for bids if the new project manager doesn't have any comments that would cause any delays.

### ***Calendar of Events***

Mr. Stallings reviewed the Calendar of Events with Council. He noted that the Planning Commission meeting scheduled for November 20, 2019 has been cancelled due to no business to discuss. He said the next Planning Session is scheduled for December 18, 2019 at the Town Center. He said Council will be informed of the time when it is determined.

### ***Town Attorney's Report***

None

## **Mayor's Report**

Mayor Willis said he will be sending a friendly update/thank you letter to the Isle of Wight County Board of Supervisors to inform them of the events/activities that have taken place at the Windsor Town Center since it opened in March, 2019. He said this will give him an opportunity to thank the Board for their continued support and let them know the potential for southern Isle of Wight County that the facility provides. Mayor Willis said he plans to send another letter at the 12 month mark and continue to keep the Board members informed with semi-annual update/thank you letters.

Mayor Willis reported that he and Councilman Bernacki are still working on information to present to Council regarding the Residential Beautification Award.

## **Economic Development Authority (EDA) Report**

Vice Mayor Scott reported that the Governor of Virginia has declared November as "Shop Local" month. He said the EDA has declared November 30, 2019 as "Shop Local" day for the Town of Windsor. He said flyers have been sent to the local businesses encouraging them to participate by offering promotions and incentives that will inspire shoppers to shop Windsor.

## **Other Reports**

Councilman Bernacki asked if there is a notification process through VDOT permits when heavy repair work is done resulting in road closures. Mr. Stallings said VDOT has sent notifications in the past, and he forwards them to Chief Marshall. Mr. Stallings said he would verify with VDOT that the Town of Windsor is still on the notification list for road closures resulting from heavy repair work.

## **Old or Unfinished Business**

None

## **New Business**

None

## **Closed Session**

Councilman Greg Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-3 discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Stubbs made a motion to go back into regular session. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Stubbs made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Councilman Stubbs made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 8:48 p.m.

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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 12, 2019

Motion #	Carr	Stubbs	Scott	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