

**Minutes
Windsor Town Council Meeting
Town Hall
October 10, 2017**

The Windsor Town Council met in regular session on October 10, 2017 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. She asked for anyone with cell phones to please turn them off. She asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Gary Mitchell, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Durwood Scott
N. Macon Edwards, III
Greg Willis
Patty Flemming
Tony Ambrose
Walter Bernacki

Mayor Richardson asked Councilman Edwards to lead the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments, and Citizens' Concerns

Student Liaison

Jennifer Hott, Student Liaison to Council, briefed Council on several school activities. She reported that the Homecoming Parade was a success and announced that Windsor High School has a new cosmetology lab. She noted that the Windsor High School Expo of Deeper Learning will be taking place on December 5, 2017 at 6:00 p.m., and she encouraged everyone to attend. Ms. Hott continued to report on several sporting events.

Mayor Richardson thanked Ms. Hott for attending the meeting and for updating Council on the recent events at the high school.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the September 12, 2017 Council meeting and the Police Chief's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilman Edwards made a motion to adopt the Consent Agenda. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the month of September is before Council for review. She asked if there were any questions or comments regarding the report. She reported that utility billing is live with Munis, and the first bill run has been processed and mailed. She noted that taxes will be transitioned to the new software system by April, 2018.

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

Council's Discussion of Citizens' Concerns

Councilwoman Flemming and Councilman Bernacki expressed concerns with vehicles speeding on Church Street and Shiloh Drive which are causing safety issues for pedestrians. Chief Riddle said he will schedule additional patrols in those areas.

Councilwoman Flemming also reported that rocks were in the dirt used to repair the water leaks on Virginia Avenue and may cause safety issues with mowing. Mr. Stallings said he is aware of the rocks, and the maintenance department will be addressing this issue soon.

Town Manager's Report

Mr. Stallings introduced Gary Mitchell who is the new Planning and Zoning Administrator.

Engineering Services RFP

Mr. Stallings reported that Council authorized him to issue a Request for Proposals (RFP) for an annual engineering services contract. He said three firms were interviewed on September 21, 2017, and based on those interviews, Bowman Consulting was selected.

Brian Camden with Alpha Corporation reported that he has been negotiating the terms of the contract with Bowman Consulting. He briefed Council on the results of the negotiations noting that their rates went down 25 percent. He continued to review the agreement and stated that Mr. Brittle, the Town Attorney, is reviewing Article 7, Payment Terms and Article 10, Liability.

Mr. Camden said that Alpha Corporation is recommending that Council approve the agreement based on the attorney's final approval.

After discussion, Council agreed by consensus to table this issue until the November 14, 2017 Council meeting to allow Council time to review the negotiated terms and conditions before making a decision.

Resolution for Boy Scout Troop 41

Mr. Stallings said that Boy Scout Troop 41 is celebrating its 50th anniversary this year. He recommended that Council adopt the enclosed resolution commending and thanking Troop 41 for its service to the community.

Mayor Richardson read the title of the resolution as follows: "A resolution thanking and commending Boy Scout Troop 41 of Windsor for its service to the Town of Windsor, Virginia."

Councilman Edwards noted that the Town did have a scout troop prior to this and suggested adding language stating that "Boy Scout Troop 41 has been continuously operating in the Town of Windsor for *the past* 50 years."

After discussion, Councilman Willis made a motion to adopt the resolution with the aforementioned change entitled: A Resolution Thanking And Commending Boy Scout Troop 41 Of Windsor For Its Service To The Town Of Windsor, Virginia. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Appropriation of Fire Department Grant

Mr. Stallings said that the Town of Windsor applies for a Virginia Department of Fire Programs grant for the Windsor Volunteer Fire Department each year. He said the Town received \$10,000 and anticipated receiving \$9,000.

Mr. Stallings recommended that Council adopt the enclosed resolution appropriating these additional funds and make the needed budget amendment.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$1,000 from the Virginia Department of Fire Programs to the General Fund Operating Budget for fiscal year 2017-2018."

Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum OF \$1,000 From The Virginia Department Of Fire Programs To The General Fund Operating Budget For Fiscal Year 2017-2018. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Appropriation of Insurance Funds

Mr. Stallings reported that one of the police cars was damaged last month when it struck a deer. He said a claim was submitted, and the Town has received a check from VML Insurance for \$1,351.26 to cover the repairs.

Mr. Stallings recommended that Council adopt the attached resolution appropriating these funds into the Police Department's Vehicle Maintenance line item to cover the cost of the repairs.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$1,351.26 from VML Insurance into the General Fund Operating Budget and approving a budget amendment for fiscal year 2017-2018."

After discussion, Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$1,351.26 From VML Insurance Into The General Fund Operating Budget And Approving A budget Amendment For Fiscal Year 2017-2018. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Car Tax Relief Ordinance

Mr. Stallings said, as with previous years, Council needs to establish the car tax relief for tax calendar year 2017. He said the relief has been calculated for 2017 at 24.7%. He said he has attached an ordinance that will set 24.7% as the amount of the car tax relief for the 2017 calendar year.

Mr. Stallings recommended that Council adopt the enclosed ordinance.

Mayor Richardson read the title of the ordinance as follows: "An ordinance establishing a personal property tax relief percentage of 24.7% for the calendar year 2017 personal property tax bills."

Councilman Ambrose made a motion to adopt the ordinance entitled: An Ordinance Establishing A Personal Property Tax Relief Percentage Of 24.7% For The Calendar Year 2017 Personal Property Tax Bills. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Church Street/Shiloh Drive Sidewalks

Mr. Stallings said that in May, 2016, Town Council appropriated \$63,800 for the engineering work on the Church Street/Shiloh Drive sidewalks. At the end of the 2016-2017 fiscal year, the unexpended portion of those funds rolled into the General Fund Fund Balance. He said the amount of these unexpended funds is \$58,800.

Mr. Stallings recommended that Council re-appropriate these remaining funds so that work can continue on this project.

Mr. Stallings explained that Isle of Wight County will be working with VDOT to pursue a cost-sharing agreement. He said the Town should know whether the negotiations are successful by sometime next year.

Mr. Stallings said he expects the sidewalk work to begin sometime in early 2018. He explained that Holland Meadows will be responsible for contributing \$100,000 for sidewalks through proffers contingent upon the installation of the improvements in phase 2 of their development project.

Mayor Richardson read the title of the resolution as follows: A resolution appropriating the sum of \$58,800 from the Unappropriated Fund Balance of the General Fund to the 2017-2018 General Fund Operating Budget.

After further discussion, Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$58,800 From The Unappropriated Fund Balance Of The General Fund To The 2017-2018 General Fund Operating Budget. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Action List

Mr. Stallings reviewed the Action List for the month of September with Council. Vice Mayor Scott asked for an update on the drainage issues within the Town. Mr. Stallings explained that the Drainage Committee has produced their priority report, and he is waiting to hear back from Old Dominion University (ODU) regarding a possible hydrological study being done as a school project. Mr. Stallings recommended that the Town have their engineers do a hydrological study if ODU does not take on the study as a project. He said he will reach out to ODU again.

Councilman Ambrose suggested that some drainage issues may be addressed during the waterline project. Council continued to discuss drainage issues.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. He noted that the next meeting with the architects regarding the Windsor Town Center will be Tuesday, October 31, 2017 at 10:00 a.m. at the Town Hall.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson said there is a schematic drawing of the proposed kitchen for the Windsor Town Center available at Town Hall for review. She encouraged everyone to view the drawing.

Mayor Richardson reported that the Windsor Town Center Advisory Board met on October 4, 2017. She said they may have the fees and polices for the center completed and available to present to Council for review at the November 14, 2017 Council meeting. She said there will not be an advisory board meeting in November, but several Board members will be attending the October 31, 2017 meeting with the architects.

Mayor Richardson reported that the design plans for the Windsor Town Center were presented to the Isle of Wight County School Board at their last meeting, and they voted to proceed with the project.

Mayor Richardson gave a brief summary of the sessions she attended at the VML Conference. She said that one of the sessions included information on how to receive matching funds for stormwater projects. She said she is going to present this information to the County since they have stormwater funds. She continued to brief Council on information she received from a guest speaker regarding a project that is partnered with Christopher Newport University (CNU) called "Life Long Learning Society." She said this

is a great program for seniors and could be a great use for the Windsor Town Center. Mayor Richardson continued to discuss other sessions including topics such as roundabouts, LED lighting, playgrounds, and "A Place to Be."

Economic Development Authority Report

Vice Mayor Scott said there is a development interested in locating in the Town of Windsor that may bring in retail and food establishments. He said he is planning to schedule an Economic Development meeting to discuss incentives pertaining to the potential development.

Other Reports

None

Old or Unfinished Business

New Business

Christmas Parade

Councilwoman Flemming suggested that the start time for the Christmas parade be scheduled for 4:00 p.m. instead of 5:00 p.m. She said that several participants complained last year that it was too dark and created a safety issue. Council agreed to have the Christmas parade start at 4:00 p.m. for safety reasons.

Frisbee Golf

Councilwoman Flemming suggested that the 5 acre green space owned by the Town on U.S. Route 460 be used as a place for citizens to enjoy some type of activity. She suggested frisbee golf. She quoted an estimated cost of \$2,000 for frisbee golf equipment. She said she would like input or suggestions from Council regarding this issue. After discussion, Council agreed to have Mr. Stallings put the frisbee golf idea on social media to receive input from the public before moving forward.

Councilwoman Flemming also discussed the possibility of the construction teacher and his class building picnic tables, a kiosk for bathroom facilities at the park, and an addition to the library as future projects.

Closed Session

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel and 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 Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #8.

Councilman Willis made a motion to go back into regular session. Councilman Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #9.

Councilwoman Flemming 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. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Council discussed options for the public works moving forward.

Councilman Edwards made a motion to adjourn. Councilman Bernacki seconded, and Council passed the motion unanimously as recorded on the attached chart as motion #11.

The meeting adjourned at 9:34 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date October 10, 2017

| Motion # | Edwards | Ambrose | Bernacki | Willis | Scott | Flemming | C. Richardson |
|----------|---------|---------|----------|--------|-------|----------|---------------|
| 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 | |
| 8 | Y | Y | Y | Y | Y | Y | |
| 9 | Y | Y | Y | Y | Y | Y | |
| 10 | Y | Y | Y | Y | Y | Y | |
| 11 | Y | Y | Y | Y | Y | Y | |
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Jerry Whitehead, Clerk