

**Minutes
Windsor Town Council Intergovernmental Meeting
Town Hall
October 26, 2017**

The Windsor Town Council met in an Intergovernmental meeting on October 26, 2017 at 5:30 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. Terry Whitehead, Town Clerk, recorded the minutes for the Town of Windsor, and Carey Mills Storm, Clerk of the Board, recorded the minutes for Isle of Wight County.

Present for Windsor: Mayor Carita J. Richardson
Vice Mayor Durwood V. Scott
Councilman N. Macon Edwards, III
Councilman Greg Willis
Councilwoman Flemming
Councilman Tony Ambrose
Michael Stallings; Town Manager

Absent for Windsor: Councilman Walter Bernacki

Present for Isle of Wight: Rex Alphin, Board of Supervisor, Chairman
William M. McCarty, Board of Supervisor, Vice Chairman
Joel Acree, Board of Supervisor
Richard L. Grice, Board of Supervisor
Rudolph Jefferson, Board of Supervisor
Randy Keaton, County Administrator
Don Robertson, Assistant County Administrator
Don Jennings, General Services Director
Mark Popovich, County Attorney
David Smith, Parks and Recreation Director

Mayor Richardson welcomed everyone and thanked them for attending the meeting. Chairman Alphin opened the meeting for the Isle of Wight County Board of Supervisors. Mayor Richardson opened the meeting for the Windsor Town Council.

Closed Session - Economic Development

County Attorney Popovich requested a closed meeting pursuant to Section 2.2-3711 A-5 of the Code of Virginia concerning a discussion regarding the location of a perspective business where no previous announcement has been made of the business' interest in locating its facilities in the community.

Chairman Alphin made a motion to go into closed session for the reason stated by County Attorney Popovich. The Board unanimously passed the motion as recorded on Isle of Wight's chart as motion #1.

Supervisor Acree made a motion to go back into regular session. The Board unanimously passed the motion as recorded on Isle of Wight's chart as motion #2.

Chairman Jefferson moved that the Board of Supervisors hereby certifies that, to the best of each member's knowledge, pursuant to Virginia Code Section 2.2-3712, Subsection D, that only public business matters lawfully exempted from open meeting requirements were discussed in the closed meeting, and that only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors. The Board unanimously passed the motion as recorded on Isle of Wight's chart as motion #3.

Sewer

Councilman Willis stated that residents on the East side of town were promised sewer service as part of the annexation agreement in 2001. He said he lives on Lovers Lane, and there are approximately 140 homes in that area with 50 year old failing septic systems. He said he is concerned that some residents may be forced to install nontraditional mound sewer systems, and if they are sitting in front yards, this will drive the property values of homes in that area down drastically. He expressed his concerns with these failing septic systems becoming overwhelmed causing drain lines to fail which could cause black water to encroach into the surface water.

Vice Mayor Scott reported that there are approximately 40 tax parcels in town that may not have sewer capacity. He explained that several citizens have expressed concerns with not being able to build on these lots or sell them because they do not have sewer service due to the lack of sewer capacity within the town. He also noted that these parcels are assessed at the same value as properties with sewer capacity which is also an issue with the property owners. Don Jennings, General Services Director, suggested that Vice Mayor Scott email him a copy of these parcels so that he can research and determine if these lots have sewer capacity.

Randy Keaton, County Administrator, explained that the county opted to install a vacuum sewer system in the early 1990's. He said this system was more economical but is less practical than the gravity systems used today because they cannot be expanded.

Mr. Jennings said the county is pursuing grant money to help fund some of these sewer capacity issues. He continued to review a proposal from WW Associates regarding a vacuum sewer system study for the Town of Windsor. He said the engineering services fee for this study will be \$20,000.

Supervisor McCarty suggested that a more practical use of that money might be to seek out a second opinion on what could be done to fix the issue. He said he knew an engineer who might be able to provide an alternative solution.

After further discussion, Town Council and the Board members agreed to have Mr. Jennings try to negotiate a lower engineering service fee than the \$20,000 quoted by WW Associates, to contact the engineer suggested by Supervisor McCarty to

discuss his ideas regarding an alternative solution regarding sewer capacity issues within the Town of Windsor, and to submit an application for grant money to help support a centralized sewer study for the Lovers Lane area.

Supervisor Acree said that we all have a responsibility to the citizens to initiate a plan and come up with a solution to these sewer capacity issues.

Town Council and the Board members agreed to partner with each other to help resolve sewer capacity issues within the Town of Windsor.

Library

Mayor Richardson explained that the Windsor library is used a lot, especially by families with small children, but the facility does not have enough room to get everyone inside when some programs are held.

Councilwoman Flemming said she has attended a story hour session where 50 children were packed into a 900 square foot room. She stated that the Blackwater Regional Library System did a study in 2000 which estimated that based on the town's population it should have a facility at least 7,000 square feet. She said the existing facility, including the second floor, is around 2,500 square feet. She also noted that the second floor is not handicap-accessible.

Council and the Isle of Wight representatives discussed several options including adding onto the existing structure, relocating the library to the current municipal building once Windsor's new Town Hall is built, or building a new library next to the new Town Hall on the same 5-acre plot of land that the town owns. Don Robertson, Assistant County Administrator, stated that adding onto the existing structure would most likely not meet commercial building codes.

After further discussion, Supervisor Grice suggested forming a task force to look for more options regarding a larger library for the Town of Windsor. Mayor Richardson said she will contact Isle of Wight regarding forming the task force and potential members.

Parks/Facilities

Mayor Richardson explained that Farmers Bank donated a 4-acre plot of land on Bank Street to the town. She said the town is discussing the possibility of turning this property into a passive park, but it has drainage issues. She asked if some of the county's stormwater fees can be used to address the drainage issues on this property.

Mr. Jennings said that since the property is zoned Public, the county could likely contribute stormwater funds to address the drainage issues at the 4-acre plot on Bank Street.

Mayor Richardson said she attended a session at the VML conference that included information on how to receive matching grant funds for stormwater projects that she would like to present to Mr. Jennings after the meeting.

Mayor Richardson briefed the Isle of Wight representatives on the renovations taking place at the Windsor Town Center. She thanked the county and the school board for helping to make this facility possible.

She said the town has received grant money and has received donations and held fundraisers to help with the renovations. She said the facility will seat approximately 400 people and can be used for large events including job fairs, social events, and for a meeting place for businesses when it is completed. Mayor Richardson said that the Windsor Town Center may be open by next summer, and the facility will benefit the county, as well as the town.

Supervisor Acree suggested that this facility could also be utilized as a shared work space for some of the county's public utility employees due to limited facility space at the county. He asked the Board members to consider financial assistance for the Windsor Town Center during budget time as part of the county's continuing partnership with the town.

Supervisor Grice suggested that the town present information to the Board when they have a better idea of how the facility will be utilized regarding events and programs so that it may be considered during budget discussions.

David Smith, Isle of Wight County Parks and Recreation Director, briefed Council and the Board on several youth and senior programs that could be run through the Windsor Town Center. He said this facility provides a perfect geographic location for the citizens on the south side of the county to be able to enjoy recreation and programs without having to travel to the north side. He stated that his goal is "all recreation for all people," and this facility would help meet that goal.

Others

Mayor Richardson gave a brief update on the U.S. Route 460 improvements. She said that VDOT is proposing a turn lane at Lovers Lane. She said they are not going to make any improvements to the six-way intersection at this time due to the expense.

Vice Mayor Scott said he has had several citizens approach him who were concerned about the long response time it takes for a building permit to be approved in the Building Inspection department at Isle of Wight County. He said that most of the permits are being held up in plan review.

Mr. Jennings said there is a 10 business day turn-around period for permits that are submitted without any changes or comments. He explained that if there are problems or comments that need to be addressed, this may result in more time needed to approve the permit. Mr. Keaton said he will get the names of those waiting for permits and check the status.

Councilwoman Flemming noted that the natural debris bins at the convenience centers in Isle of Wight County are too high and inconvenient to use causing residents to resort to burning.

Mayor Richardson thanked the Isle of Wight representatives for their continued support and communication. She said that working together makes both the town and the county more successful.

Vice Mayor Scott suggested that Intergovernmental meetings be held quarterly.

Isle of Wight County Business

Mr. Robertson said there is an amendment for a change order to the Kimley-Horn & Associates, Inc. contract regarding the Nike Trail project. He stated that it is amendment #5 for approximately \$443,076.46. He explained that it is for construction inspections and engineering work that Kimley-Horn & Associates, Inc. will be subbing out to Alpha Corporation. He explained that the contract is being amended but the dollar amount is not.

After discussion, Supervisor Grice made a motion to authorize amendment #5 to the Kimley-Horn & Associates, Inc. contract. The Board unanimously passed the motion as recorded on Isle of Wight's chart as motion #4.

Mr. Robertson also reported that Jamie Oliver advised him that the Church Street/Shiloh Drive sidewalk project revenue sharing application was submitted today to VDOT.

The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Terry Whitehead
Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date Intergovernmental Meeting 10-26-17

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Jerry Whitehead, Clerk