

**Minutes
Windsor Town Council Meeting
Town Hall
September 8, 2015**

The Windsor Town Council met in regular session on September 8, 2015 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, Dennis Carney, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Durwood V. Scott
Tony Ambrose

Council member absent: Patty Flemming

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

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

None

Presentation of Resolutions Commending Girl Scout Troop 1105

Mayor Richardson and Vice Mayor Bryant presented individual resolutions to several girl scouts who are working towards earning their Silver Award and to their leaders in Troop 1105. The resolutions expressed gratitude for their dedication to Girl Scout Troop 1105, the Windsor community, and to the mural project. A resolution was also presented to the entire Girl Scout Troop 1105. Mayor Richardson continued to thank them for the positive improvements that will result from their presence in the community.

Jennifer Bak, the troop leader, thanked Town Council, Staff, and the community for their support. She presented Michael Stallings, Town Manager, Dennis Carney, Planning and Zoning Administrator, and the Town of Windsor with a Community Award from the Girl Scouts of the Colonial Coast.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the August 11, 2015 Council meeting, August 26, 2015 Council work session, August 26, 2015 joint

work session, the Police Chief's report, and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilman Scott made a motion to adopt the Consent Agenda. Councilman Edwards 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 August is before Council for review. She noted a keying error to the Water Fund Fuel and Utilities Line item which has been corrected. She asked if there were any questions.

After a brief discussion regarding meals tax, Vice Mayor Bryant made a motion to accept the Treasurer's report with the aforementioned amendment. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Councilman Edwards reported that the trash truck is leaking leachate on the streets within the Town, and this needs to be addressed. Mr. Stallings asked to be notified as soon as this occurs so that the trash company can be contacted immediately to correct this problem. Councilman Scott reported that the trash trucks need to adhere to a more consistent route. Mr. Stallings said he would discuss these two issues with A.V.E.S. Moody's.

Councilman Scott said he was approached by a citizen who had concerns with the location and the amount of money that was spent on the new police department and the land located on U.S. Route 460 that will be used for the future Town Hall complex.

Councilman Scott said he explained the cost savings for renovating the home versus building a new police department. He also explained that other facilities such as a new library may be located on this property in the future. Councilman Scott reported that the citizen appreciated the information and understood better why Council made the decisions that they did regarding the land and the police department.

Councilman Scott noted that the same citizen also had an issue with not being able to shoot high caliber rifles in Town since the annexation took place. Chief Riddle said he would speak with the citizen and explain the Town's ordinance regarding shooting rifles within the Town.

Town Manager's Report

Surplus Property

Mr. Stallings reported that two police vehicles have been taken out of service. He said typically the Town would dispose of the decommissioned vehicles through an auction or sale. He said Council has already declared the 07 Dodge Charger as surplus, and the remaining vehicle is an 08 Ford Crown Victoria.

Mr. Stallings explained that the Town has entertained, in the past, the donation of a vehicle to an agency that is in need of a vehicle. He said Windsor's Volunteer Rescue Squad has made the Town aware of their need for a vehicle such as the 08 Ford Crown Victoria.

Mr. Stallings recommended that Council adopt the enclosed resolution that declares the 08 Ford Crown Victoria as surplus and authorizes the Town Manager to dispose of this vehicle in accordance with Town policy, in this case, donation of the vehicle to the Windsor Volunteer Rescue Squad.

Councilman Edwards said he is in favor of donating the vehicle to the rescue squad but felt that the request should come from Isle of Wight County since they have become a centralized emergency system.

After further discussion, Councilman Scott made a motion to table this issue until further communication is made with Isle of Wight County regarding the request of having the 08 Ford Crown Victoria donated to the Windsor Volunteer Rescue Squad. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Rural Development Construction Account

Mr. Stallings reported that \$22,058 is currently in a Rural Development Construction Account that is left over from the most recent water system project that was completed several years ago. He said these funds do not have an intended use. He explained that Rural Development advised that the Town could transfer these funds to the Water Fund to be used for current or future operation and maintenance costs or apply them to the principal of the loan that they originated from with Rural Development.

Mr. Stallings recommended that these funds be applied back to the principal of the Rural Development loan. This is the loan listed in the Treasurer's report with an outstanding balance of \$792,649.

After discussion, Councilman Scott made a motion to authorize the Town Manager to apply the funds in the Rural Development Construction Account to the principal of the USDA Rural Development loan. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mr. Stallings explained that this project was a capital project and not part of the Town's operating budget; therefore, these funds do not need to be added to the current budget. He said the check can be written out of the construction account directly to Rural Development.

DMV Grant

Mr. Stallings reported that each year the Town applies for a Department of Motor Vehicles (DMV) grant. This grant provides funding for increased traffic safety enforcement. He said the Town of Windsor has been awarded a grant in the amount of \$11,800. He said the Town is required to provide a match of \$5,900. As with previous years, the match will be provided through in kind services such as use of our police cars and equipment.

Mr. Stallings recommended that Council adopt the enclosed resolution accepting the DMV grant and appropriating the funds into the General Fund portion of the Town's operating budget.

Mayor Richardson read the resolution title as follows: "A resolution accepting a grant award from the Department of Motor Vehicles of the Commonwealth of Virginia for traffic safety initiatives for the Windsor Police Department and appropriating the grant funds to the General Fund Expenditures of the Town's operating budget for Fiscal Year 2015-2016."

Chief Riddle explained how the in kind services are tracked.

Councilman Edwards made a motion to adopt the resolution entitled: "*A Resolution Accepting A Grant Award From The Department Of Motor Vehicles Of The Commonwealth Of Virginia For Traffic Safety Initiatives For The Windsor Police Department And Appropriating The Grant Funds To The General Fund Expenditures Of The Town's Operating Budget For Fiscal Year 2015-2016.*" Vice Mayor Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Leave Policy

Mr. Stallings said he was asked to review the Town's current leave policy as well as some other localities in the State. He said this information is enclosed in the packets for Council's review. He said there is a concern that employees are allowed to carry over too much leave from year to year. He said the Town is required to pay out any vacation on the books when an employee leaves employment with the Town.

Mr. Stallings explained that employees are allowed to carry over no more than 240 hours (30 days) per year. Each year on January 1st, any hours over the 240 cap are forfeited. He noted that the Town of Windsor allows the same or less carry over than most localities that were surveyed, and the Town of Smithfield allows employees to sell back 40 hours of leave per year.

Mr. Stallings recommended that Council consider lowering the carry over cap to 160 hours (20 days) and implement a buy back policy that allows employees to sell back 40 hours of leave per year. He explained that the leave policy, if amended, would need to be adjusted so that it accrues on a fiscal year to allow for the buy back of leave. As with Smithfield's policy, employees would have to notify the Town Manager or Treasurer by April if they intend to sell back any leave so that it could be accounted for in the upcoming operating budget. Any leave sold back would be paid out on July 1st.

After discussion, Council agreed to table this issue until the next Council meeting. They asked the Town Manager to draft a leave policy lowering the carry over cap to 160 hours and to bring back information regarding how many people would receive compensation for accumulated leave in excess of 160 hours and the cost projections.

Action List

Mr. Stallings reviewed the Action List for the month of August with Council.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He noted that Windsor High School's Homecoming Parade is scheduled for October 9, 2015 at 5:00 p.m.

Mr. Stallings reported that the part-time maintenance position deadline for applications has been extended until September 11, 2015, which is also the deadline for receiving applications for the police officer position.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson congratulated Michael Stallings, Town Manager, for completing his Masters in Public Administration.

Mayor Richardson announced that the Virginia Municipal League (VML) Annual Conference will take place October 4 - 6, 2015.

Economic Development Authority Report

None

Other Reports

Mayor Richardson asked Mr. Stallings to contact Councilwoman Flemming to discuss the theme and other details regarding the 2015 Christmas Parade.

Old or Unfinished Business

Mayor Richardson asked Mr. Stallings for a status report on the one year trial 50/50 split recycling plan offered to the Town residents. Mr. Stallings reported that two customers have signed up to participate. He said he will contact A.V.E.S. Moody's to see if any additional customers have signed up since his last report.

Councilman Edwards reported that the elevation issues with sidewalks on Church Street near the Windsor Baptist Church have not been addressed as previously discussed. Mr. Stallings reported that he and the maintenance supervisor will be marking the sidewalks to either be replaced or to be milled.

New Business

Councilman Edwards said that a citizen asked him if Town Council is planning an event to celebrate Dr. Nakorn's retirement. After discussion, Council agreed to present Dr. Nakorn with a resolution thanking him for his many years of service to the community. They also agreed to ask local civic clubs if they would be interested in sponsoring a retirement celebration for Dr. Nakorn.

Closed Session

Councilman Scott recused himself from the real estate closed session for possible conflict of interest due to his financial interest in the sale of the property.

Councilman Edwards made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 employee performance and salary and for 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 Willis seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Councilman Willis made a motion to go back into regular session. Councilman Edwards seconded, and Council passed the motion as recorded on the attached chart as motion #7.

Vice Mayor Bryant 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. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #8.

Councilman Willis made a motion to increase the Town Manager's salary by \$5,000 due to completion of his Master's Degree. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Vice Mayor Bryant made a motion to adjourn. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 9:00 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date September 8, 2015

Motion #	Scott	Flemming	Edwards	Ambrose	Bryant	Willis	C. Richardson
1	Y	Absent	Y	Y	Y	Y	
2	Y		Y	Y	Y	Y	
3	Y		Y	Y	Y	Y	
4	Y		Y	Y	Y	Y	
5	Y		Y	Y	Y	Y	
6	Abstain		Y	Y	Y	Y	
7	"		Y	Y	Y	Y	
8	"		Y	Y	Y	Y	
9	Y		Y	Y	Y	Y	
10	Y		Y	Y	Y	Y	
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Town Clerk