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**Minutes
Windsor Town Council Meeting
Town Hall
June 11, 2013**

The Windsor Town Council met in regular session on June 11, 2013 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. Robin Hewett, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Reynolds, Dennis Carney, Planning and Zoning Administrator, and Wallace Brittle, Town Attorney were present.

Council members present: Wesley F. Garris
J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Durwood V. Scott
Patty Flemming

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

Public Hearing

CUP-13-01 Verizon Wireless/Tidewater Communications (Conditional Use Permit)

Mayor Richardson said there are two public hearings tonight. She said the first public hearing is for CUP-13-01 Verizon Wireless/Tidewater Communications application, which is a request for a conditional use permit to construct a temporary 120 foot tall mono-pole telecommunications tower on a 65.95 acre parcel. She said the parcel is located on the southeast side of U.S. Route 258, approximately 0.5 miles south of U.S. Route 460, and less than .25 miles west of Bear Trap Circle. She said the property is identified as Tax Map 053-01-092 on the Isle of Wight Tax maps, and is zoned A-1, Agricultural, on the Town of Windsor Zoning maps. She said Section 160-38 of the Town of Windsor Land Development Ordinance provides that in the A-1, Agricultural District, there is a maximum height requirement of 35 feet for structures. She said pursuant to Section 160-40 (C) (3) of the aforementioned ordinance, a conditional use permit is required for structures over the maximum 35 foot height. She said the proposed location of the temporary tower is located within 120 feet of the existing 1,009 foot tall radio tower on this parcel, and to the south of the proposed U.S. Route 460 bypass. She said the Town of Windsor's Comprehensive Plan shows the property as being Forestry/Agriculture, but is otherwise silent on telecommunications facilities.

Mayor Richardson asked Mr. Stallings if he has any comments on the application. Mr. Stallings said he will turn it over to Mr. Carney to comment further on the application.

Mr. Carney said he has not received any adverse comments on the tower. He said Planning Commission approved the application for Council's consideration and approval with three conditions. Mr. Carney reviewed the conditions, which are attached to the application, with Council. He said the applicant has already made an application for the permanent tower, which is still in the review process.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the application to come forward at this time.

Jean Mumm, attorney representing Verizon, came forward and reviewed the application with Council. She explained where the tower would be located on the property. She said the permanent tower would be located on a different parcel. Ms. Mumm said the conditions that were added to the application were acceptable with Verizon. She asked for Council's approval of the conditional use permit.

Councilman Willis asked if there were any concerns of compromise with the existing tower should the temporary tower come down in a storm. Mr. Stuart Squier, a representative with Verizon, said the distance between the two towers was sufficient and did not pose a threat to the existing tower.

Mayor Richardson asked for any persons wishing to speak in opposition of the application to come forward at this time, and hearing none she closed the public hearing. She said the item is now open for discussion among Council.

Councilman Edwards made a motion to approve application CUP-13-01, a conditional use permit for Verizon Wireless to construct a temporary mono-pole on parcel 053-01-092. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Land Development Ordinance Text Amendments

Mayor Richardson said the second public hearing is for Land Development Ordinance text amendments by deletion and addition to the Town of Windsor's Land Development Ordinance in various sections. She said the amendments are to clarify the prohibitions on outdoor storage of appliances, furniture, and construction materials; and in residential districts the following prohibitions and clarifications; clarifies and prohibits the parking of cars and vehicles in front of residences except in driveways or parking areas; and permits the parking of certain recreational vehicles and utility trailers in the side and rear setback areas.

Mayor Richardson asked Mr. Stallings if he would like to comment on the issue. He said he would defer any comments to Mr. Carney. Mr. Carney said the amendments stem from a weakness in the ordinance discovered back in November and December. He said Planning Commission has spent lengthy sessions discussing this issue. He said with the ordinance amendments it is legal to park in the driveways and legal to have recreational vehicles parked in the side and rear setback areas. He said Planning Commission is in favor of the ordinance amendments, which they recommended to Council for their approval.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the amendments to come forward, and there were none. She asked for any persons wishing to speak in opposition of the amendments to come forward at this time, and hearing none she closed the public hearing. She said it is now open for discussion among Council.

Council had a lengthy discussion regarding the parking of vehicles in the front of the residences. Council had concerns as to whether the amendments addressed the problem with parking or not. Some Council members felt that it would make the situation worse instead of better. Council asked Mr. Carney how this ordinance would be enforced. Mr. Carney said this is usually addressed on complaints he receives. He said he would not be going out looking for cars parked in violation of the ordinance. Council also discussed what

defined an "established driveway". Mr. Carney said it was any area that had been used enough to have tracks from vehicles in the yard, and it did not necessarily have to be a paved or gravel area.

Council asked the Town Attorney if there would be enforcement problems with the ordinance amendment. Mr. Brittle said there are always enforcement problems with Land Development Ordinances. He said the ordinance achieves what it is set out to achieve.

After Council's discussion, Vice Mayor Garris made a motion to adopt the Land Development Ordinance amendments as presented. Councilwoman Flemming seconded, and Council passed the motion five to one as recorded on the attached chart as motion #2.

Delegations, Public Comments and Citizens' Concerns

Vince DeTerlizzi said he is officially out of high school. He said it has been a pleasure working with Council this past year as student liaison to Council. He introduced the two new student liaisons to Council, who are Jenny Saunders and Will Archer. Each student had brief comments for Council, and said they are looking forward to the upcoming year. Principal Soderholm had a brief presentation for Council, reviewing the achievements and accomplishments students have made during the school year.

Mayor Richardson congratulated them all for all their achievements, and she said she looks forward to working with the new student liaisons.

Mayor Richardson asked if there were any citizens' concerns at this time. Councilman Edwards said he had received a call about the area between Jones Electric and Joynertown Road not having a shoulder where the ditches are located. He said VDOT should look into this problem. Mr. Stallings said he and Mr. Carney will take care of contacting them on this issue. Chief Reynolds said he would also go out and inspect the area for safety purposes.

Consent Agenda

Mayor Richardson said the consent agenda consist of the minutes of the May 14, 2013 Council meeting, the minutes of the May 28, 2013 Council meeting, the Treasurer's reports, and the police station renovations change order, budget transfers for the police department, and a budget transfer for the public works department. She asked if anyone had any questions. Councilman Edwards asked to have items "d", "e", and "f" removed from the consent agenda to discuss separately under the "Town Managers" section of the agenda.

Councilman Edwards made a motion to remove items d) Police Station Renovations Change Order, e) Budget Transfer for Police Department, and f) Budget Transfer for Public Works out of the Consent Agenda and discuss under the Town Manager's Report. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Mayor Richardson said the consent agenda now consist of the minutes of the Council meetings and the Treasurer's reports. She asked if there were any other questions. Councilman Edwards asked if the bank franchise tax was from just one bank. Mr. Stallings said "yes", we have only received funds from one bank thus far.

Councilman Willis made a motion to accept the consent agenda. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Police Chief's Report

Chief Reynolds said the report is before Council for its information. He said if anyone has any questions he will answer them at this time. Councilman Edwards asked about the "Warrant Service" item on his report. Chief Reynolds explained that they have always served warrants within the Town, but this was a new reporting item. He explained to Council the procedure for how warrants are served.

Chief Reynolds introduced his newest auxiliary officer, Dawn Grover, to Council. Mayor Richardson welcomed her to the Town.

Chief Reynolds recognized Officer Turner as "Coach Turner" of Windsor High School soccer team. He said Coach Turner was awarded Tri-Rivers Coach of the Year. He said their team won district for the season and tournament. He said this is work in addition to what he is doing above working as a police officer for the Town. Coach Turner said they have had a great season this year. He spoke about the achievements the soccer team had during the year. Coach Turner also introduced Rachel Doherty, team captain, to Council, and praised her for all her accomplishments during the school year. Mayor Richardson and Council commended him and the team for all their accomplishments during the past school year.

Chief Reynolds said for public record, Richard Williams (a.k.a. Happy) has been a nuisance to the community for too long now. He said they have interdicted Mr. Williams from being able to purchase or drink alcohol in the Town. He said there will be flyers going out regarding this matter.

Chief Reynolds reported that he had spoken with the home owner on Lovers Lane in regards to the visibility problem. He said the home owner agreed to allow the Town to trim the bushes to help with the visibility problem when turning onto Route 460.

Chief Reynolds reported that the 460 Blitz Campaign, regulating seat belt violations, was a big success. He said the DMV grant paid the overtime for this event. He said all officers worked this event. Chief Reynolds also reported that the TRIAD event held in May was a great success again this year.

Chief Reynolds said he is in the final stages of the Redflex camera project. He said he would like to try to schedule a work session for Council and the Redflex representatives to explain the final steps of the process. He said enclosed in the Council packet is the required contract with them and Isle of Wight County. Council briefly discussed a few items within the contract. Mayor Richardson suggested that he get three dates from the Redflex representatives as to when they can meet and bring them back to Council for their consideration. Chief Reynolds said he would take care of getting the dates.

Council's Discussion of Citizens' Concerns

Mayor Richardson said a hole has appeared around a drainage pipe at the end of Church Street. She asked if someone could check this out. Mr. Stallings said he would have Mr. Carney check on this and contact VDOT if necessary.

Town Manager's Report

Police Station Renovations – Change Order

Mr. Stallings said as discussed at a previous meeting, the contractor is proposing a change order for the renovations at the new police station. He said the change order will credit back to the Town of Windsor \$20,493 for the security system and storm shield window covers. He said the Town would then contract directly with the security company for the installation of the security system. He said he has enclosed a copy of the change order for Council's information.

Mayor Richardson asked if the cost of the security system would be the same as the amount of the change order. Chief Reynolds said he just received the contract today for the security system, and he assures Council that the cost would not be more than what the building contractor had included in his price. Chief Reynolds briefly explained the security system to Council, and said he could not go into great details in open session due to possibly jeopardizing the security of the building.

Mr. Stallings said the approval of the change order only meant that the funds were credited back to the Town for that portion of the renovation. The Town Attorney asked why the contractor wanted out of the security portion of the renovation. Mr. Stallings said the contractor wanted Chief Reynolds to deal directly with the security company, so there would be no compromise in the security of the building.

Council tabled this item until after closed session, so they could discuss the security system in more detail.

Budget Transfers – Police Department

Mr. Stallings said Chief Reynolds has recently made him aware of a budget shortfall in the vehicle fuel line item. He said he anticipates a shortfall of approximately \$5,250 in this line item. He said the shortfall can be attributed to the ever changing cost of fuel, as well as the recent increase in patrols with his various programs. Mr. Stallings said he has enclosed a self-explanatory memorandum from Chief Reynolds requesting five budget transfers within his department in the amount of \$3,580. He said the remainder of the funds (\$1,700) is recommended to come out of the Professional Services line item in the Planning & Community Development Department. He said the funds are available to cover the transfers requested.

Chief Reynolds said a portion of the increase is due to traffic enforcement programs that they have been working on. He said the new cars should help with the cost of fuel for the upcoming fiscal year. He said the new cars will have v-6 motors verses the v-8 motors.

Council voiced their concerns regarding the budget transfers. Council was opposed to having funds transferred from other departments to cover the shortage in the police department. Council said each department has a budget, and each department head should be responsible for staying within its budget during the year. Council suggested using funds from the unappropriated fund balance instead of transferring funds from another department.

After discussion among Council, Councilwoman Flemming made a motion to approve the budget transfers within the Police Department, which are: \$1,000 from Overtime, account number 4-100-31100-2001; \$290 from Information Technology, account number 4-100-31100-6000; \$290 from Dues, Subscriptions, and Publications, account number 4-100-

31100-6003; \$500 from Travel and Training, account number 4-100-31100-6006; and \$1,500 from Telephone-Communications, account number 4-100-31100-6001 all (\$3,580) to Vehicle Fuel line item, account number 4-100-31100-6008. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Budget Transfers – Public Works

Mr. Stallings said it was brought to his attention the need for a budget transfer in the utilities line item within the Public Works Department of the General Fund Operating Budget. He said the increase in utility bills was due to having the heat run on emergency heat while the HVAC systems were being replaced. He said he would recommend that Council approve a budget transfer of \$600 from the Street Lights – Utility expense line item, account number 4-100-41000-5110 to the Utilities line item, account number 4-100-41000-5100 in the Public Works portion of the General Fund Operating Budget.

Councilman Scott made a motion to approve the budget transfer of \$600 from the Street Lights – Utility expense line item, account number 4-100-41000-5110 to the Utilities line item, account number 4-100-41000-5100 in the Public Works Department. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

4th of July Celebration – Fireworks Display Permit

Mr. Stallings said the Windsor Ruritan Club, the Town, and Isle of Wight County are finalizing the details for the Town's annual 4th of July celebration. He said as everyone is aware, we cap off the celebration with a fireworks display that the County's Department of Parks and Recreation plans and coordinates.

Mr. Stallings said Section 73-10 of the Windsor Town Code provides a process for the Town to issue a permit for fireworks displays. He said he has enclosed a copy of a May 22 letter from Darlene Keyt, the department's Events and Fair Coordinator, which is the application for this permit.

Mr. Stallings said he has reviewed the application and he has determined that it is in order. He said he would recommend that Council issue this permit. He said he has enclosed a resolution for Council's consideration, which if adopted, constitutes the Town's written issuance of the fireworks display permit.

Mayor Richardson asked the Town Clerk to read the title of the resolution. Ms. Hewett read the title of the resolution as follows: "A resolution issuing a fireworks display permit to the Isle of Wight County Department of Parks & Recreation to conduct a 4th of July fireworks display in the Town of Windsor, Virginia".

Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Issuing A Fireworks Display Permit To The Isle Of Wight County Department Of Parks & Recreation To Conduct A 4th Of July Fireworks Display In The Town Of Windsor, Virginia.* Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Fire Department Grant Fund Appropriation

Mr. Stallings said as Council is aware, each year the Town of Windsor applies for a Virginia Department of Fire Programs Grant for the Windsor Volunteer Fire Department. He said this

year he had anticipated receiving \$7,200 from the grant. He said we have received an additional \$800 this year, and we must appropriate the funds so that we may pass them on to the Fire Department. He said he has enclosed a resolution that would appropriate the funds and make the needed budget amendment.

Mayor Richardson asked the Town Clerk to read the title of the resolution. Ms. Hewett read the title of the resolution as follows: "A resolution appropriating the sum of \$800 from the Virginia Department of Fire Programs to the General Fund Operating Budget for fiscal year 2012-2013".

Vice Mayor Garris made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$800 From The Virginia Department Of Fire Programs To The General Fund Operating Budget For Fiscal Year 2012-2013*. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Resolution Commending Our Student Liaison

Mr. Stallings said as Council is aware, Vince DeTerlizzi has been serving as our student liaison for the 2012-2013 school year. He said with the end of the school year approaching, Vince will be leaving and heading on to his future endeavors. He said he has enclosed a resolution that commends and thanks Vince for his service to the Town of Windsor as student liaison for the 2012-2013 school year.

Mayor Richardson read the title of the resolution as follows: "A resolution thanking and commending Vince DeTerlizzi for his service to the Town of Windsor, Virginia as student liaison for 2012-2013". Councilman Edwards made a motion to adopt the resolution entitled: *A Resolution Thanking And Commending Vince DeTerlizzi For His Service To The Town Of Windsor, Virginia As Student Liaison For 2012-2013*. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Mayor Richardson and Council thanked Vince for all he did during the year. Mayor Richardson said the resolution will be framed and presented to Vince at the July Council meeting.

Resolution Commending Harold C. Taylor

Mr. Stallings said as some may know, Harold C. Taylor was Sheriff of Isle of Wight County for almost 10 years beginning in 1955. He said he was shot in the line of duty, and due to his injuries, was confined to a wheel chair for a good portion of his life. He said his injuries occurred 50 years ago in May of 1963. Mr. Stallings said in honor and recognition of his service to the Town of Windsor and Isle of Wight County, he has enclosed a resolution that commends and thanks him for his service. He said the Mayor will present the resolution to his widow at the July 4th celebration.

Mayor Richardson asked the Town Clerk to read the title of the resolution. Ms. Hewett read the title of the resolution as follows: "A resolution thanking and commending Harold C. Taylor for his dedication and service to Isle of Wight County and the Town of Windsor, Virginia as Sheriff of Isle of Wight County".

Vice Mayor Garris made a motion to adopt the resolution entitled: *A Resolution Thanking And Commending Harold C. Taylor For His Dedication And Service To Isle of Wight County And The Town Of Windsor, Virginia As Sheriff Of Isle Of Wight County*. Councilman Bryant

seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Water Leak Policy

Mr. Stallings said he was directed by Council to look into a policy that would provide water customers with a credit on their water bills when they experienced a high bill due to a water leak. He said he has created such a policy and it is enclosed in the Council packet for Council's consideration.

Mr. Stallings said the policy requires that the water leak result in a bill that is three times greater than the normal average bill for the previous 12-month period. He said the bill must also be greater than \$300. He said the resident must then provide proof that the leak has been fixed. He said the proof can be in a form of a receipt from a plumber, proof of materials being purchased, or inspection by Town staff. He said only one credit will be issued in any 12-month period with more than two credits being issued in a five year period. Mr. Stallings said the policy can be retroactive, but the water customer must fill out the appropriate application for the credit.

Councilwoman Flemming said Mr. Stallings did a great job on the policy. Vice Mayor Garris said he will probably vote against the policy. He said he feels Council should not change the policy to accommodate one complaint. He said he feels the policy should stay the same. Councilman Edwards said he does not agree with the policy being retroactive. He said he feels the policy should have an effective date such as July 1st. Council had an in depth discussion about the policy change and the effects it would have on water sales.

After Council's discussion, Councilman Edwards made a motion to adopt the water leak policy to be effective July 1st, with no retroactivity to the policy. Councilwoman Flemming seconded, and Council failed the motion four to three as recorded on the attached chart as motion #11.

Personnel Policy Changes

Mr. Stallings said he, Mayor Richardson, and Vice Mayor Garris met last week to discuss several changes to the personnel policy. He said he has enclosed several proposed changes to the personnel policy. He said the changes are as follows:

Page 5 – Section C – This changes the way that appointed employees are hired. Previously, the policy stated that the Council “shall” base their appointments on the Manager's recommendation. It now reads that Council will consider the Manager's recommendations.

Page 6 – Section B (2) – This change does away with the language that established the two 15 minute paid rest breaks, as this language was somewhat cumbersome. It also establishes the standard work hours and also covers how hours worked for meetings will be handled. It also requires all employees outside the Police Department and Town Manager to maintain a record of hours worked.

Page 7 – Section B (3) – This change removes the examples of flexible work schedules.

Page 8 – Section F – This change removes the specific amount of the VRS contribution as it is subject to change and set by VRS.

Page 24 – Section B (3) – This change adds more descriptive language to the dress code for women.

Mr. Stallings said the changes are for Council's discussion and direction or action. Councilman Scott asked if there was a dress code for men. Mr. Stallings said "yes there is a dress code for men, but there were no changes made to that section".

Councilwoman Flemming made a motion to approve the personnel policy changes as presented. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Action List

Mr. Stallings said the Action List is enclosed for Council's review. He asked if there were any questions, and Council did not have any questions for him.

Calendar of Events

Mr. Stallings said he has enclosed the calendar of events for Council's information. He said the schedule of events for the July 4th celebration is also included in the packets for everyone's information. It was noted that there was one correction to the calendar of events, which was the date of the Planning Commission meeting. The meeting is scheduled for June 26th, instead of June 19th.

Town Attorney's Report

No report.

Mayor's Report

Mayor Richardson thanked Councilman Scott for the nice Business Appreciation event, and asked that he convey her thank you to the EDA as well. She thanked Councilwoman Flemming, Councilman Willis, and Chief Reynolds for their work on the July 4th celebration. She reported that she attended the Chamber Business Appreciation luncheon and that Community Electric was recognized as the business of the year. Mayor Richardson said the work session that is planned for Planning Commission is very important as far as for the zoning and growth of Windsor, and said any member that can attend should be there.

Economic Development Authority

None

Other Reports

None

Planning Commission

Mr. Carney said the planning and zoning report for May 2013 is enclosed for Council's information. He said there were 10 zoning permits issued, and two violation notices were sent out during the month. He said there is another Conditional Use Permit coming in the near future for the permanent tower for Verizon. Mr. Carney reported that Planning

Commission has been very busy. He said there is a work session scheduled for Thursday night at 6:00 p.m. with Hampton Roads Planning District Commission (HRPDC) attending. He said they will be doing a simulation of a build out of different areas of the Town to help with the zoning for the Town.

Old or Unfinished Business

Mayor Richardson said Council has to consider the adoption of the Five-Year Capital Improvements Plan (CIP) and the 2013-2014 Operating Budget, which was continued from the May 28, 2013 Council meeting. She said the first item is a resolution approving and adopting the CIP. Mayor Richardson read the title of the resolution as follows: "A resolution approving and adopting the Five-Year Capital Improvements Plan (CIP) for the period covered by fiscal years 2013-2014 through 2017-2018". She asked the pleasure of Council in regards to the resolution.

Councilman Willis made a motion to adopt the resolution entitled *A Resolution Approving and Adopting the Five-Year Capital Improvements Plan (CIP) for the Period Covered by Fiscal Years 2013-2014 through 2017-2018*. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #13.

Mayor Richardson said the next item is Council's consideration of the resolution entitled: *A Resolution Approving and Adopting the Fiscal Year 2013-2014 Operating Budget for the Town of Windsor, Virginia and Appropriating the Requisite Funds for Said Budget*. She asked the pleasure of Council in regards to this resolution.

Vice Mayor Garris made a motion to adopt the resolution entitled: *A Resolution Approving and Adopting the Fiscal Year 2013-2014 Operating Budget for the Town of Windsor, Virginia and Appropriating the Requisite Funds for Said Budget*. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #14.

Mayor Richardson said the final item under Old Business is Council's consideration of an ordinance regarding the levying of taxes for the 2013 calendar year. She read the title of the ordinance as follows: "An ordinance imposing and levying taxes within the Town of Windsor, Virginia upon real property, upon Public Service Corporation, upon personal property, upon machinery and tools, and upon mobile homes for the calendar year beginning January 1, 2013, and ending December 31, 2013". She asked the pleasure of Council in regards to the ordinance.

Councilman Willis made a motion to adopt the ordinance entitled: *An Ordinance Imposing and Levying Taxes Within the Town of Windsor, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, and Upon Mobile Homes for the Calendar Year Beginning January 1, 2013, and Ending December 31, 2013*. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #15.

New Business

None

Closed Session

Councilman Bryant made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters, regarding appointed personnel; A-3 real estate,

regarding Town property; and A-19 public safety, in regards to security of a government facility. Councilman Edwards seconded, and Council passed the motion as recorded on the attached chart as motion #16.

Vice Mayor Garris made a motion to go back into regular session. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #17.

Councilman Edwards 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 Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #18.

Mayor Richardson asked Council's pleasure in regards to a resolution entitled: A Resolution Appropriating The Sum Of \$1,700 From The General Fund Unappropriated Fund Balance To The General Fund Operating Budget For Fiscal Year 2012-2013. Councilman Bryant made a motion to adopt the resolution as presented. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #19.

Councilman Scott made a motion to accept the Change Order requested by J. R. Wills & Sons, Inc. in the amount of \$20,493.00, which will reduce the amount of the building renovations contract; and to have the Town Manager proceed with the contract with the security company, not to exceed the change order amount. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #20.

Mayor Richardson said she would like to schedule a called meeting for Monday, June 17, 2013 at 4:00 p.m. to complete the Town Manager's evaluation, if it is in agreement with Mr. Stallings and Council. All were in agreement with the date and time of the called meeting.

Councilman Scott made a motion to adjourn. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #21.

The meeting adjourned at 11:14 p.m.

Carita J. Richardson, Mayor

Robin Hewett, CMC
Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date June 11, 2013

Motion #	Edwards	Garris	Bryant	Willis	Scott	Flemming	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	N	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	N	Y	N	N	Y	N
12	Y	Y	Y	Y	Y	Y	
13	Y	Y	Y	Y	Y	Y	
14	Y	Y	Y	Y	Y	Y	
15	Y	Y	Y	Y	Y	Y	
16	Y	Y	Y	Y	Y	Y	
17	Y	Y	Y	Y	Y	Y	
18	Y	Y	Y	Y	Y	Y	
19	Y	Y	Y	Y	Y	Y	
20	Y	Y	Y	Y	Y	Y	
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Windsor Town Council
 June 11, 2013
 Robin Hewett, cmc
 Clerk/Treasurer