

**Minutes
Windsor Town Council Meeting
Town Hall
September 10, 2013**

The Windsor Town Council met in regular session on September 10, 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. Terry Whitehead, Interim 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 recognized Glyn Willis, who serves on the Planning Commission, and William Archer and Jenny Saunders, the Co-Student Liaisons to Council. She thanked them for attending the meeting.

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

Public Hearing

None

Delegations, Public Comments, and Citizens' Concerns

William Archer and Jenny Saunders, Windsor High School Co-Student Liaisons to Council, briefed Council on the Ipad program, their new website, band activities, and several other programs underway at the Windsor High School. Mayor Richardson thanked them for attending the meeting, and updating Council on the recent events at the high school.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the August 13, 2013 Council meeting, the minutes of the August 22, 2013 Called Council meeting, and the Treasurer's Reports. Mayor Richardson noted that a couple of corrections have been made to the Treasurer's Report, and are before Council for their information. Mr. Stallings reviewed the corrections with Council.

Councilwoman Flemming made a motion to adopt the Consent Agenda with the corrections made to the Treasurer's report. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Police Chief's Report

Chief Reynolds said the report is before Council for their information. He said if anyone has any questions, he will answer them at this time. Chief Reynolds stated that he has received the Certificate of Occupancy for the new Police Department, and they are in the process of moving in. He requested a work session with Council, to be located at the new Police Department, to tour the building, and to discuss a few issues regarding the new building. It was the consensus of Town Council to have a work session at the new Police Department on September 19, 2013 at 4:30 p.m.

Councilman Bryant asked Chief Reynolds if he would include in his report a list of the officer's names, and an inventory of vehicles. Chief Reynolds said he would include this information in the Police Chief's report.

Councilman Scott asked if there would be an open house for the public to tour the new Police Department. Chief Reynolds explained that there would be an open house for the public, but certain parts of the Police Department would not be toured for security reasons.

Council's Discussion of Citizens' Concerns

Councilman Scott reported drainage issues on Holland Drive, and Councilwoman Flemming reported drainage issues on Bank Street and B Avenue. Mr. Stallings said he would report these drainage issues to VDOT. Councilwoman Flemming reported that Bonnie Lauver, Windsor librarian, was concerned with holly bushes being put out in place of the fence at the library. She felt that it could be dangerous if small children ran into them while playing. Mr. Stallings said he would check to see if another type of bush could be used instead of a holly bush.

Councilman Edwards asked if construction trucks were allowed to use North Court Street when working on the new Middle School. Chief Reynolds stated that it is legal for them to use North Court, but he has requested that they use Route 258, due to damages to the street, and to signs; however they continue to use North Court Street. Chief Reynolds said he has been in contact with the State Police to bring out a weights and measures unit to see if the construction trucks are overweight to use on this particular street. Mayor Richardson said she would also contact someone at the School Board to ask for assistance with this problem.

Town Manager's Report

Action List

Mr. Stallings said the Action List is enclosed for Council's review.

Mr. Stallings said that he has a meeting scheduled with Joseph Lomax, VDOT Resident Engineer for the Franklin Residency on August 14, 2013 to check out the sinkholes throughout Town. He said that Mr. Lomax indicated that VDOT may consider replacing the drain pipe down North Court Street. Mr. Stallings said he would report back to Council on this issue. Councilman Scott said that VDOT should correct the sinkhole problems before they start the re-paving project.

Councilman Scott said that item 9 on the Action List states that the Town is working with VDOT to determine the right of way for the Church Street/Shiloh Drive sidewalks. He noted that VDOT should already know the right of way, or should be able to determine the right of way in a short period of time. Mr. Stallings said that the project is on hold due to lack of funds, and he would change the language on the Action List to state this.

Vice Mayor Garris reported a sinkhole off of Duke Street on private property. Mr. Stallings said he would have Mr. Lomax inspect this sinkhole also.

Councilman Scott reported a sinkhole on Shiloh Drive next to his neighbor's driveway; it appears that the pipe has collapsed. Mr. Stallings said he would add this sinkhole to his list.

Mr. Stallings stated that there was an accident in front of the Town Hall, and the Town sign was destroyed. He said he is working with the insurance company to have the sign replaced.

Calendar of Events

Mr. Stallings said he has enclosed the Calendar of Events for Council's information.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson reminded Council to have information for the newsletter to Staff by September 23, 2013. She noted that the newsletter will be going out the first of October. Councilman Edwards stated that information regarding the Police Department's open house should be put in the newsletter. It was agreed that if a date was set for the open house at the September 19, 2013 work session, then the date would be put in the newsletter.

Mayor Richardson said that three members of Council will be attending the VML Conference, and she asked if they would gather information from the sessions to be shared with the Council members that cannot attend. They agreed to do this. She stated that Vice Mayor Garris and Councilman Bryant will be attending, and voting in her absence.

Economic Development Authority

Councilman Scott said that the water grant was discussed, and the EDA is in support of donating \$100.00 towards the grant. He said the rezoning of the 79.563 acre parcel was discussed, and also the effects it would have on the Town. He said they also discussed the Windsor Middle School Gym, and the sidewalk project coming from the Isle of Wight County Fairgrounds to connect with sidewalks on North Court Street. He stated that a budget was established and approved. Councilman Scott also announced that the Country Boy's Barbeque, located in the Town of Windsor, placed second in Hampton Roads for their barbeque.

Councilman Scott reported that Council appointed Adam Bryant as a new member of the EDA in July, subject to him attending a meeting, and agreeing to serve. Mr. Bryant has agreed to serve as a new member.

Councilman Scott made a motion to appoint Kevin Goerger as a new member to the EDA. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion # 2.

Councilwoman Flemming noted that Adam Bryant and Kevin Goerger are also members of the Young Professionals Organization (YPO). Mayor Richardson encouraged the involvement of young people taking leadership roles to assure continued success for the future of the Town of Windsor.

Mayor Richardson said that she spoke with Ms. Jamie Oliver, member of the Isle of Wight County Planning Department, regarding the sidewalk project. Ms. Oliver said they are in the final stages of awarding the contract. The sidewalks will be continuing down North Court Street to Windsor Woods, and ending at the Isle of Wight County Fairgrounds. Mayor Richardson stated that this will be a huge asset for the Town of Windsor.

Other Reports

Councilwoman Flemming said that the Christmas parade will be held December 7, 2013. She said participants will gather at 3:00 p.m., and the parade will begin at 4:00 p.m., ending at the library for the lighting of the Christmas tree. The theme this year will be "The Music of Christmas". Councilwoman Flemming stated that details will be in the newsletter.

Planning Commission

Mr. Carney said the Planning and Zoning report for August 2013 is enclosed for Council's information. He said there were two zoning permits issued, and twelve violation notices were sent out during the month.

Mr. Carney said that the Planning Commission, at their August meeting, held a continued public hearing on the proposed telecommunications tower Conditional Use Permit on South Court Street. The applicant currently has their equipment on the tower owned by Tidewater Communications. He said that the tower is not able to withstand the increased equipment necessary for Verizon's "4G" needs. He said that the applicant and Tidewater Communications are investigating whether the tower can be strengthened to eliminate the need for a new tower. Mr. Carney stated that because engineering cost studies had not been received, the applicant, with the agreement of Tidewater Communications, agreed to table a decision on this request until the October meeting.

Mr. Carney stated that there also was the continued public hearing for the 79.563 acre parcel proposed for the rezoning of Phase III of the Shirley T. Holland Industrial Park. After the hearing, the Commission met with the applicant in executive session regarding confidential business information. Mr. Carney said that after the executive session, the Commission tabled a decision on the request, because the pending proffered conditions

that had been reviewed with revisions had not been completed and sent to Mr. Mark Popovich, the County Attorney, for his review.

Mr. Carney reported that in August, the Planning Commission held a work session to review the updated scenario for the Comprehensive Plan's Future Land-Use Map from the Hampton Roads Planning District Commission. It was agreed that with some minor changes, the draft Future Land-Use Map would be brought to the Commission in September. Mr. Carney said if everyone is in agreement, a public hearing on that element of the plan could be held in October, and then sent to Town Council.

Mayor Richardson asked Mr. Carney if the County had been in contact with him regarding the Special Committee, which was discussed at the joint work session held at Isle of Wight County on July 10, 2013. This Committee is being formed to discuss and come up with solutions to correct problems at the troubled intersections within the Town. Mr. Carney said he has not heard from the County regarding the Special Committee. Mayor Richardson said she would contact Mrs. Dee Dee Darden or Mr. Rex Alphin regarding the Committee.

Old or Unfinished Business

Councilwoman Flemming reported that a citizen commented that the Fourth of July celebration would have been better if the band had better exposure, and had not been crowded into such a small area. The citizen suggested having a stage for the band to set up on, which would enable everyone to see, and enjoy them better. After a brief discussion, it was the consensus of Council to have Mr. Stallings check into pricing for a stage, and to have the bushes around the gazebo trimmed for next year.

New Business

None

Closed Session

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-29 contract negotiation, and the terms of the contract. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Councilman Scott made a motion to go back into regular session. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman 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. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Council discussed grant opportunities for the gym. Councilwoman Flemming made a motion to proceed with acquiring grants and other funding to cover capital cost

associated with the renovation of the Windsor Middle School gym. Councilman Bryant seconded, and Council passed the motion four to two as recorded on the attached chart as motion #6.

Councilman Bryant made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 9:27 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Interim Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date September 10, 2013

Motion #	Willis	Scott	Flemming	Edwards	Garris	Bryant	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	N	Y	N	
7	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Interim Clerk