

**Minutes  
Windsor Town Council Meeting  
Town Hall  
May 28, 2013**

The Windsor Town Council met in regular session on May 28, 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  
Patty Flemming

Council member absent: Durwood V. Scott

Mayor Richardson asked Councilwoman Flemming to lead the Pledge of Allegiance, and Councilwoman Flemming did.

**Public Hearing**

***Capital Improvements Plan***

Mayor Richardson said there are two public hearings tonight. She said the first public hearing is to receive the comments and requests of interested citizens and organizations concerning the formulation and preparation of a proposed Capital Improvements Plan for the fiscal years 2013-2014 through 2017-2018 for the Town of Windsor, Virginia. She said the Town of Windsor's Capital Improvements Plan encompasses contemplated expenditures by the Town of Windsor in excess of \$1,000 for improvements to sidewalks, public buildings, public streets, public lands, public utilities, public services and public safety. She asked Mr. Stallings if he had any further comments on the Capital Improvements Plan, and he said he did not.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the Capital Improvements Plan to come forward at this time. There were none. She asked for any persons wishing to speak in opposition of the Capital Improvements Plan to come forward, and hearing none she closed the public hearing. She said it is now open for discussion among Council. Council did not have any discussion on the Capital Improvements Plan. Mayor Richardson said Council will vote on this item at the continued Council meeting scheduled for June 11, 2013.

***Proposed Budget Fiscal Year 2013-2014***

Mayor Richardson said the next public hearing is to consider the proposed budget for the Town of Windsor, Virginia for the fiscal year July 1, 2013 through June 30, 2014. She opened the public hearing. She asked for any persons wishing to speak in favor of the proposed budget to come forward at this time. There were none. She asked for any

persons wishing to speak in opposition of the proposed budget to come forward, and hearing none she closed the public hearing. She said it is now open for discussion among Council. Mayor Richardson said she had a citizen tell her that they were pleased with Council and the financial management of the Town. Councilwoman Flemming thanked Mr. Stallings for all his hard work in preparing the budget. Mayor Richardson said Council will vote on the budget at the continued meeting as well.

### **Old or Unfinished Business**

Chief Reynolds said Redflex representatives need an ordinance from the Town establishing them as the vendor. He said he will get ordinances from other localities to use to draft an ordinance for the Town. He said he will have the draft ordinance for Council's consideration at its June Council meeting. He said they will have a visual of the intersection 24/7 once the program goes live. He said the County will receive a video feed as well. He said he is checking to see if VDOT may be interested in receiving a copy of the video to use for traffic studies.

Chief Reynolds said he is working on an ordinance to band the selling of products in the Town that could possibly be used in conjunction with illegal drugs. He said he will keep Council updated on his progress.

Mr. Stallings said the contractor working on the building renovations, Mr. Wills, has asked for a change order. He said Mr. Wills wants to credit the money back to the Town for the cost of the security system, and have the Town contract directly with the security company. Mr. Stallings said the estimated cost Mr. Wills has in his contract is approximately \$15,000. He said the cost with the security company should be the same as the amount Mr. Wills has in his contract. After Council discussed the issue, it agreed with having Mr. Wills write up a change order for their consideration. Vice Mayor Garris said he would like to have a contract from the security company as well, so Council can sign off on both items at the same time. Mr. Stallings said he will take care of this.

Chief Reynolds updated Council on two Navy vehicles his department has received for free. He had one of the vehicles parked in the parking lot for Council to see. He also reported on other equipment and furniture that his department has received for free. He said he has received approximately \$700,000 in free equipment due to an auxiliary officer that works for the Navy. He said the five-ton vehicle that his department received may be gifted to the Town of Smithfield or Isle of Wight County at a later date, to be better put to use in flood events in those areas.

### **New Business**

Mr. Carney updated Council on some items that Planning Commission has been working on. He said at its last meeting, Planning Commission passed a conditional use permit for Verizon to have a temporary 120 foot cell tower. He said this item will be advertised for a public hearing for Council's consideration at its June meeting. He said Verizon will apply for a permanent permit in the future.

Mr. Carney said the rezoning of the 79 acres for the industrial park is moving slowly. He said the representatives will be presenting this item to Planning Commission at its June meeting. He said there are several issues that go along with the application that will have to be addressed. He said this is for Council's information, so they are aware of what is forthcoming.

Mayor Richardson said she, Glyn Willis, and Mr. Carney voiced their concerns regarding truck traffic in Windsor, and having the Town more involved with the industrial park growth with the County. She said the County has established a project management team and asked that someone from Windsor be on the team. She asked Mr. Willis if he would be willing to do this, and he agreed. She said she would be the alternate person when Mr. Willis could not attend the meetings.

Councilwoman Flemming said the Young Professional Organization (YPO) has agreed to take on the new park as a project for their organization. She said they will be planning another touch-a-truck event for a fundraiser for this project. She said they are also going to be helping at the July 4<sup>th</sup> event.

Councilwoman Flemming reported that she and Mr. Stallings met with the high school principal to discuss a new individual as Council liaison for the upcoming year. She said they will be having two individuals this year working as a team as Council's liaison.

Council discussed the July 4<sup>th</sup> event and the road closures for the event. The July 4<sup>th</sup> event will start at 5:00 p.m., and have a cornhole competition, inflatable items for the children to play on, and a car show with awards. Council discussed the road closures with Chief Reynolds and he assured Council that he will have everything under control for the event.

Mayor Richardson said she would like Mr. Stallings to schedule a time for her, Vice Mayor Garris and himself to meet to work on the Town's personnel policy. She said she would like it to be sometime next week. She said she would like this completed before the next Council meeting. Mr. Stallings said he will work on scheduling a good date and time.

#### **Closed Session**

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters, regarding appointed personnel. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #1.

Councilman Willis made a motion to go back into regular session. Vice Mayor Garris seconded, and Council passed the motion as recorded on the attached chart as motion #2.

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. Vice Mayor Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council briefly discussed the ICMA conference that Mr. Stallings had mentioned that he would like to attend this year. Mr. Stallings said the conference is scheduled for September 21, 2013 through September 25, 2013 in Boston. He said he has spoken with Peter Stephenson, Smithfield Town Manager, because he has attended the conferences in the past, and Mr. Stephenson highly recommended the conference. Council discussed the cost of the conference, as well as travel expenses. Mayor Richardson said she was in favor of having Mr. Stallings attend the conference.

Vice Mayor Garris made a motion to approve Mr. Stallings going to the ICMA conference in September that will be held in Boston. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Richardson asked Mr. Stallings to send the records of the comp time to her and the Town Attorney for their review. Mr. Stallings said he would get the information to both.

There was a brief discussion among Council regarding the debris that was left by the contractor during the spring cleanup event. Mr. Stallings said he is working with the contractor to get the debris removed.

The meeting will be continued on June 11, 2013.

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Carita J. Richardson, Mayor

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Robin Hewett, CMC  
Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date May 28, 2013

Motion #	Flemming	Edwards	Garris	Bryant	Willis	Scott	C. Richardson
1	Y	Y	Y	Y	Y	Absent	
2	Y	Y	Y	Y	Y	"	
3	Y	Y	Y	Y	Y	"	
4	Y	Y	Y	Y	Y	"	
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Windsor Town Council  
 May 28, 2013  
 Robin Hewitt, CMC  
 Clerk / Treasurer