

**Minutes
Windsor Town Council Meeting
Town Hall
January 13, 2015**

The Windsor Town Council met in regular session on January 13, 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, Interim Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Newsome, 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
Patty Flemming
Tony Ambrose

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

Swearing in of Newly Elected and Re-Elected Council Members

Mayor Richardson announced that Sharon Jones, Clerk of the Circuit Court, is present to swear in the newly elected and re-elected Council members. Councilman Ambrose, Councilman Edwards, Councilwoman Flemming and Mayor Richardson were sworn in by Mrs. Jones.

Mayor Richardson welcomed the new Council member and congratulated those who were re-elected. She said she looks forward to working with this Council.

Election of a Vice Mayor

Mayor Richardson said the next order of business is to elect a Vice Mayor. Councilman Willis nominated Councilman Scott. Councilwoman Flemming seconded. Councilman Scott thanked Council for the nomination but respectfully declined the position of Vice Mayor. Councilman Scott nominated Councilman Bryant for Vice Mayor. Councilman Edwards seconded, and Council unanimously passed the motion, with Councilman Bryant abstaining, as recorded on the attached chart as motion #1.

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the December 9, 2014 Council meeting, the Police Chief's report, and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilwoman Flemming made a motion to adopt the Consent Agenda. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Budget Transfer

Ms. Newsome said there is a need for a budget transfer of \$1,400 into the Insurance line item of the General Fund due to an increase in the worker's compensation premiums. Mayor Richardson explained that each year the insurance company updates the worker's compensation premiums to include any salary increases that occurred in the previous year, and this information is not always available when the budget is prepared. Ms. Newsome recommended that Council approve a budget transfer in the amount of \$1,400 from account 4-100-91600-1 Contingency to account 4-100-91600-5300 Insurance.

Councilman Scott made a motion to approve a budget transfer in the amount of \$1,400 from account 4-100-91600-1 Contingency to account 4-100-91600-5300 Insurance. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Ms. Newsome stated that the Treasurer's report for the month of December is before Council for review. She asked if there were any questions. Councilman Edwards asked if the \$716 reported on the Treasurer's report under the Election Expense line item was the total amount for the November 2014 Town election. Ms. Newsome said that \$716 was the total amount for this past election. He also asked if the employee Christmas bonuses were paid in December and which line items were they taken from. Ms. Newsome explained that employee bonuses were paid in December, and they were taken out of the Salaries and Wages line item for each department. After further discussion, Councilman Willis made a motion to accept the Treasurer's report as presented. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Council's Discussion of Citizens' Concerns

Councilman Scott said he received a complaint from a citizen regarding rain water backing up across the sidewalk at 14 North Court Street. He said this is due to a rise in the asphalt causing the rain water to bypass the drop inlet. He said he also reported a streetlight being out at 23192 North Court Street some time ago, and it has not been repaired. Councilwoman Flemming also reported that the sidewalks near the library were under water, and rye grass is growing in the ditches along Church Street causing drainage issues. After a brief discussion regarding the lights on the entrance signs being out, Mayor Richardson suggested that the police officers periodically check them and report any outages. Mr. Stallings said he would check into all of these issues.

Town Manager's Report

Budget Calendar

Mr. Stallings said he enclosed the draft budget calendar for the development of the 2015-16 operating budget. He said he is proposing a work session on January 27, 2015 for the presentation of the six month budget review. After discussion, it was the consensus of Council to schedule a budget work session on January 27, 2015 at 5:00 p.m.

Appropriation of Funds for Ground Water Withdrawal Permit

Mr. Stallings reported that he is in the process of renewing the Town's ground water withdrawal permit from the Virginia Department of Environmental Quality. He said there is a \$6,000 application fee that must be submitted with the application. He said he has enclosed a resolution that will appropriate these funds from the Fund Balance of the Water Fund into the State Fees line item of the operating budget.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$6,000 from the unappropriated Fund Balance of the Water Fund to State Fees line item of the 2014-15 Water Fund operating budget."

After a brief discussion, Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$6,000 From The Unappropriated Fund Balance Of The Water Fund To State Fees Line Item Of The 2014-15 Water Fund Operating Budget.* Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Flag Pole Installation Costs

Mr. Stallings reported that he has obtained quotes from another company for the installation of a flagpole as requested by Council. He explained that Eastern Shore Flagpoles quoted a cost of \$18,702 for an 80' tall flagpole with a 20' x 30' flag and a cost of \$15,806 for a 70' tall flagpole with a 15' x 25' flag. He said that Cardinal quoted a cost of \$17,300 for the 80' flagpole and \$14,257 for the 70' flagpole, including the flag.

After a brief discussion, it was the consensus of Council to have the 80' flagpole installed by Cardinal. They also agreed to have a plaque at the base of the flag dedicating it to Vice Mayor Garris for his many years of service to the community. Council asked Mr. Stallings to speak with Farmers Bank to make sure that the flag would be agreeable with them and to obtain a quote from an electrician for lighting before a final decision is made.

Action List

Mr. Stallings reviewed the Action List for the month of December with Council. Councilwoman Flemming asked Mr. Stallings to brief Council on the status of the Town replacement sign. Mr. Stallings reported that the contractor submitted paperwork to the County for a building permit for the sign but neglected to include paperwork for the foundation. He said he would contact the County again to check the status of the building permit.

Council discussed having entrance and exit arrows marked on the concrete at the Southern Food Store on U. S. Route 460 to help control traffic flow for safety purposes. Mr. Stallings said he understood that the property may be for sale, but he would contact the owner and discuss having the markings painted on the concrete.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. Councilwoman Flemming noted that the Planning Commission meeting for January 28, 2015 at 7:00 p.m. was omitted from the calendar. Mr. Stallings reviewed the calendar with Council. He also reminded everyone of the retirement dinner for Vice Mayor Garris which is scheduled for January 22, 2015 at 6:00 p.m. at the Hilton in Suffolk.

Councilwoman Flemming asked Mr. Stallings to brief Council on the status of the repair work being done to the vacant lot behind the Town Hall regarding the drainage issues. Mr. Stallings said that the contractor is waiting for a break in the weather and will begin work when the land is dry.

Councilwoman Flemming suggested that Town Hall be closed on Christmas eve.

After discussion, Council agreed to follow the State holiday schedule. She also suggested that the Town present Kevin Meyers with a gift card to show appreciation for his help as Santa at the "Breakfast with Santa" and at the Town's Christmas parade. Council agreed to present a gift card to Mr. Meyers for his help as Santa.

Mr. Stallings briefed Council on the 2015 Summer Concert Series which will take place every first Friday of the month at 6:00 p.m. Councilman Edwards suggested booking a Military band. Mr. Stallings said that he is looking into booking a Military band for the September concert.

Recognition Resolution

Mr. Stallings said he has enclosed a resolution honoring Vice Mayor Wesley F. Garris for his many years of service to the Town of Windsor. Councilman Willis made a motion to adopt the resolution honoring Vice Mayor Wesley F. Garris. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Town Attorney's Report

Mr. Brittle reported that the Town accepted a donation of property from Farmers Bank which is located on U. S. Route 460 west of the Dairy Queen. Mr. Stallings said that deeds for several parcels were recorded at the Isle of Wight County Courthouse at the end of the 2014 calendar year. Councilman Edwards asked what costs were incurred by the Town. Mr. Stallings explained that the Town was responsible for paying the \$200 appraisal fee, as well as the legal cost which should be approximately \$3,500. Councilman Edwards asked Mr. Stallings to report this property to the auditors to be recorded as new assets for the Town. Mr. Stallings said he would send a copy of the deeds to the auditor.

After further discussion, Councilwoman Flemming made a motion to ratify acceptance of several parcels of property located on U. S. Route 460 west of the Dairy Queen which were donated by Farmers Bank. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7. Mayor Richardson thanked Farmers Bank for the donation of the land.

Mr. Brittle stated that a grievance hearing has not been rescheduled for former Chief, Arlis Reynolds. He said that a chairman has not yet been chosen for the hearing.

Mayor's Report

Mayor Richardson said that Council is in the process of renovating the exterior of the old Windsor Middle School Gymnasium. She explained that she has been

working with a contractor and has received estimates for the renovations, but there will be revisions due to changes in the scope of work. Mayor Richardson reviewed the scope of work in detail and stated that the revised estimates will not be any more than \$81,000. She noted that there will be a little over \$81,000 in the Windsor Middle School account when the last payment of \$25,000 is received from the Obici Foundation. She said that the Obici Foundation is requesting that this work be completed by the end of April. Mayor Richardson stated that due to the April deadline, she would like to ask Council for approval for her to sign the contractor's contract of no more than \$81,000.

After further discussion, it was consensus of Council to have Mr. Stallings contact C. W. Brinkley for a possible second estimate and to have written estimates presented to Council at the January 27, 2015 work session.

Mayor Richardson said that the Virginia Department of Transportation (VDOT) just reported that they are proposing the northern route for the U.S. Route 460 bypass due to the amount of wetlands that will be disturbed by a southern bypass. She said that she and several County representatives met with Colonel Olsen of the Army Corps of Engineers. She said they discussed Windsor's unique situation and challenges that the Town will face with the U.S. Route 460 project. She said that Colonel Olsen understood that most of the land in the intermodal park was wetlands and could not be developed. Mayor Richardson said they were able to inform him of a study that had recently been done by Isle of Wight County showing that 907 acres of land were free of wetlands and still available for development at the intermodal park.

Mayor Richardson continued to discuss the repercussions that a northern bypass would have on the Town of Windsor. She said that the Commonwealth Transportation Board (CTB) will be voting on the proposed alignment in February and then a public hearing will be scheduled. Mayor Richardson said that Council will be drafting their comments and questions, and she urged individual citizens to give their views to VDOT at the public hearing.

Evaluations

Mayor Richardson said that evaluations will be done for the Town Manager and the Town Clerk at the February 10, 2015 Council meeting in closed session. She noted that the evaluation forms are in the Council packets and requested to have them completed by the January 27, 2015 work session. She requested that the self-evaluation forms be turned in by the end of the week.

Economic Development Authority Report

Councilman Scott reported that EDA is continuing to work towards putting the vacant properties on the Town's website, and it should be completed soon.

Other Reports

Councilman Willis announced that there will be an EMT class free to the public at the rescue squad. He suggested contacting the rescue squad for more information regarding the class.

Old or Unfinished Business

None

New Business

Mr. Stallings said that Christy Newsome, Treasurer, will be participating in the Isle of Wight County Leadership Class. He said she will be attending one Friday a month, and the class will be completed in October.

Closed Session

Councilman Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-7 consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #8.

Councilwoman Flemming 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 #9.

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

Vice Mayor Bryant made a motion to adjourn. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

The meeting adjourned at 9:50 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 13, 2015

Motion #	Bryant	Willis	Scott	Flemming	Edwards	Ambrose	C. Richardson
1	Abstain	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	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	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk