

**Minutes  
Windsor Town Council Meeting  
Town Hall  
March 14, 2017**

The Windsor Town Council met in regular session on March 14, 2017 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, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:

- Durwood V. Scott
- N. Macon Edwards, III
- Greg Willis
- Patty Flemming
- Tony Ambrose
- Walter Bernacki

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

**Public Hearing**

Mayor Richardson said there is a public hearing tonight to consider revisions to the Town Code.

Mr. Stallings explained that for the past year, Staff and Council have reviewed and made revisions to the Town Code. He said the process has been completed, and the revisions have been placed on the Town's website and in the Town Hall for citizens to review. He also stated that the public hearing has been properly advertised.

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

Councilman Edwards said that in several sections throughout the Town Code, penalties are not specified for certain violations. He also noted a couple of other minor corrections.

After further discussion, Councilman Edwards made a motion to table the decision to adopt the revisions to the Town Code until the April 11, 2017 Council meeting where the Town Manager will present an updated copy with the aforementioned corrections. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

## **Delegations, Public Comments and Citizens' Concerns**

### ***Student Liaison***

Lauren McKeel, Student Liaison to Council, briefed Council on several activities that have taken place at the high school. She reported that several pharmacists from CVS gave a presentation regarding the dangers of improper prescription drug use. She said that the forensics team will be competing for the state championship on March 25, 2017. Ms. McKeel also briefed Council on several sporting events.

Mayor Richardson thanked Ms. McKeel for attending the meeting and updating Council on the recent events that have been taking place at the high school.

### **Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the February 14, 2017 Council meeting and the Police Chief'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**

Mrs. Jernigan said the Treasurer's report for the month of February is before Council for review. She briefed Council on the progress of the Munis software conversion and methods being used to collect delinquent taxes. She reported that the auditor is tentatively scheduled to attend the April 11, 2017 Council meeting to present the 2015-2016 audit. Mrs. Jernigan also noted that the Town should receive reimbursement from the Isle of Wight County Board of Supervisors for its repayment of machinery and tools taxes within the next two weeks.

### **Council's Discussion of Citizens' Concerns**

Mayor Richardson reported that a citizen informed her that several streetlights were out on U.S. Route 460 from the Dairy Queen to the six-way intersection in Town. Mr. Stallings said he will have the streetlight outages reported to Dominion Power.

Vice Mayor Scott reported that a citizen informed him that the two railroad crossings in Town are very rough to cross over. Mr. Stallings said he will contact Norfolk and Southern railroad regarding this issue.

Mayor Richardson reported that the Town's dedication ceremony for the new butterfly garden at the Windsor library was well attended.

## **Town Manager's Report**

### ***Budget Appropriation – Water Fund***

Mr. Stallings reported that Council voted to pay \$100,000 on the Water Fund debt from the Water Fund Fund Balance at the December 13, 2016 Council meeting. He recommended that Council adopt the enclosed resolution appropriating the sum of \$100,000 from the Water Fund Fund Balance into the Water Fund Operating Budget for 2016-17.

Mayor Richardson read the title of the resolution as follows: A resolution appropriating the sum of \$100,000 from the Unappropriated Fund Balance of the Water Fund to the 2016-17 Water Fund Operating Budget.

Vice Mayor Scott made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$100,000 From The Unappropriated Fund Balance Of The Water Fund To The 2016-17 Water Fund Operating Budget*. Councilman Bernacki seconded, and Council unanimously passed the resolution as recorded on the attached chart as motion #3.

### ***Town Center Advisory Board***

Mr. Stallings explained that Council reviewed draft bylaws for the Windsor Town Center Advisory Board at the February 14, 2017 Council meeting. He said that revisions were recommended and are attached for Council's review. He noted a minor change to the language in Article 3-5 that replaces "may" with "shall."

After further discussion, Councilman Bernacki made a motion to adopt the bylaws for the Windsor Town Center Advisory Board with the aforementioned change to the language. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of February with Council. He said he met with representatives from Isle of Wight to discuss the finance plan, as requested by VDOT, for the Church Street/Shiloh Drive sidewalks. He said that a finance plan should be available to present to Council at the April 11, 2017 Council meeting. Mayor Richardson suggested that Mr. Stallings inform Holland Meadows that their contribution towards sidewalks may need to be shown on the finance plan for VDOT.

### ***Calendar of Events***

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He noted that Council will be meeting with Moseley Architects on March 15, 2017 at 2:00 p.m. to discuss the new Town Hall design plan.

## **Town Attorney's Report**

None

## **Mayor's Report**

Mayor Richardson suggested that an updated picture be taken of the new Council for the Town's website at the April 11, 2017 Council meeting. She also congratulated Terry Whitehead, Town Clerk, for completing the requirements prescribed by the International Institute of Municipal Clerks for Certification.

Council scheduled a Planning Retreat for Saturday, April 8, 2017 at 8:00 a.m. at the Town Hall.

## **Economic Development Authority Report**

Vice Mayor Scott announced that as part of Business Appreciation Month, businesses will be recognized at the May 5, 2017 Concert at the Gazebo Series. He said they will be given a meal voucher, and one of the businesses attending will have an opportunity to win an appreciation gift.

## **Other Reports**

Councilman Bernacki, on behalf of the Windsor Volunteer Fire Department, thanked Vice Mayor Scott for sponsoring a training session for the fire department.

Mayor Richardson thanked the Windsor Volunteer Fire Department for all the time and effort they spend towards helping the community.

## **Old or Unfinished Business**

Councilman Ambrose stated that the Town Center Advisory Board has not been appointed. After discussion, Council agreed by consensus to appoint the Town Center Advisory Board at the April 11, 2017 Council meeting.

Councilman Willis said that preparations for the Fourth of July celebration event will begin soon.

## **New Business**

Mr. Stallings reported that VML is conducting Regional Suppers in several localities this spring. He noted that Williamsburg is hosting a supper on May 11, 2017. He asked Council to notify him for registration if they would like to attend.

## **Closed Session**

Councilman Edwards made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, 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. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Willis made a motion to go back into regular session. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

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 #7.

Councilman Willis made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

The meeting adjourned at 8:00 p.m.

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Carita J. Richardson, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date March 14, 2017

Motion #	Flemming	Edwards	Ambrose	Bernacki	Willis	Scott	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	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk