

**Minutes
Windsor Town Council Work Session
Town Hall
March 22, 2016**

The Windsor Town Council met in a Work Session on March 22, 2016 at 5:30 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. Christy Jernigan, Town Treasurer, recorded the minutes. Michael Stallings, Town Manager and Dennis Carney, Planning and Zoning Administrator, were present.

Council members present: J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Durwood Scott
Patty Flemming
Tony Ambrose

Mayor Richardson thanked everyone for attending the work session. She asked Council to turn in the employee evaluations to her as soon as possible. She said she will have them summarized to begin evaluations at the April Council meeting.

U.S. Route 460 Project

Mayor Richardson reported that she and Mr. Stallings met with several representatives from Isle of Wight County, representatives from the Hampton Roads Planning District Commission (HRPDC) and from the Hampton Roads Transportation Planning Organization (HRTPO) to discuss what needs to be done moving forward with the U.S. Route 460 project. She said everyone at the meeting was in agreement that the northern bypass is not the best alternative for this community. She stated that Rex Alphin, Chairman of the Isle of Wight County Board of Supervisors, asked her to explain the problems associated with the northern bypass compared to the benefits of improving the existing Route 460 and the six-way intersection as proposed by the Southern Environmental Law Center (SELC).

Mayor Richardson said she asked the HRTPO to consider supporting the alternative options for improving the existing Route 460 with either a vote or with a resolution. She reported that the HRTPO representatives requested that she and Chairman Alphin give a presentation at the May 19, 2016 HRTPO meeting to voice their concerns regarding this issue.

Councilwoman Flemming expressed her concerns with large trucks continuing to travel through the Town of Windsor with the alternative to improve the existing Route 460. After discussion, Council agreed that improving the existing Route 460 would have the least impact on the Town of Windsor.

Board of Zoning Appeals (BZA)

Mayor Richardson reported that Karita Suiter is moving to Chesapeake, Virginia and will not be able to continue to serve on the BZA. She said that Mr. Carney suggested asking Michelle Harper to serve as Ms. Suiter's replacement. Mayor Richardson explained that Mrs. Harper was a certified Planning Commissioner for several years and resigned due to family issues. After discussion, Council agreed to have Mr. Carney contact Mrs. Harper to ask if she will consider serving on the BZA.

Councilman Willis noted that the Planning Commission website needs to be updated.

Windsor Town Center Update

Mayor Richardson reported that she received bids for painting the inside of the gym, and Jason Yost submitted the lowest bid. She said he has been contracted to do the job and will have it completed by April 15, 2016. She said the Women's Club will be having their Spring Craft Fair along with an Open House at the Town Center on April 30, 2016. Mayor Richardson explained that this will be a good opportunity for citizens to see the progress that has taken place at the Windsor Town Center. Council continued to discuss refreshments and drinks for the event.

Mayor Richardson reported that Saturday, March 26, 2016 and Saturday, April 9, 2016 are scheduled for work days at the Windsor Town Center.

Vice Mayor Bryant requested the lowest bid amount for having the gym painted. Mayor Richardson reported that labor will be \$2,000, and the Windsor Town Center will be supplying the paint. Council continued to discuss other renovation projects that may take place during phase 2.

Elections

Mayor Richardson reported that elections will take place in November. She said that forms and petitions are located at the Town Hall and at the Registrar's office in Isle of Wight County. She stated that the petitions are due June 14, 2016. She suggested that this information be put in the local newspapers.

Annual Virginia Municipal League Conference (VML)

Mr. Stallings said that the VML Conference will be held in Virginia Beach this year. The dates are October 9-11, 2016. He said he will register anyone who would like to attend as soon as registration opens.

Capital Budgeting

Mr. Stallings said he is currently working on a draft budget for the upcoming fiscal year. He said he is also working on the Capital Improvement Plan (CIP) for the next five years. He explained that a discussion is needed regarding Council's vision for capital projects in the short and long term future. He said this will ensure that

Council's goals and a realistic timeline are met. Mr. Stallings suggested discussing the following future capital projects: new municipal building/municipal campus, community recreation center, community parks and sidewalks. He stated that he attached the Town's current 5-10-15 year plan, the current draft of the next 5 year CIP and a copy of the current sidewalk map for reference for Council's information. Mayor Richardson reviewed the current 5-10-15 year plan which was developed in January, 2011.

After discussion, Council agreed to move forward with architectural plans for a new municipal building. Council discussed setting aside \$200,000 from this year's Fund Balance and \$200,000 from next year's Fund Balance to add to the \$500,000 already in the Space Needs Fund to help fund this project. Council also agreed to complete sidewalks on Church Street to Holland Meadows within the next year or two and construct a park on Bank Street with the possibility of grant money helping to fund playground equipment. Mr. Stallings continued to review the FY2017-2021 CIP.

Wesley Garris Commemoration

Council agreed to honor Mr. Garris by naming the gazebo located at the park after him. It was suggested that a wooden plaque or sign be placed near the road with "Wesley F. Garris Event Park" on it. Mr. Stallings said he will bring back a design for Council's review. After further discussion, Council agreed to upgrade the gazebo.

Trash Collection

Mr. Stallings reported that as of April 1, 2016, Moody's All Virginia Environmental Services will be merging with Bay Disposal & Recycling. He said that Mr. Emmett Moore, president of Bay Disposal, has reviewed the current contract with the Town of Windsor and is in agreement with it. Mr. Stallings stated that Bay Disposal has ordered new trucks to service the Town of Windsor and the Town of Smithfield. He said this transaction should correct the issues that the Town has been having with faulty equipment and service issues.

Council reviewed the current contract. Councilman Edwards questioned what the fuel surcharge is based on. Mr. Stallings said he would speak with Mr. Moore regarding clarification and a cap on the fuel surcharge. Council continued to discuss revisions needed to language in the contract. Mr. Stallings said he will make the revisions and present the revised contract to Bay Disposal with a goal of having the contract signed by April 1, 2016.

Other Reports

Mr. Stallings reported that Sheriff Marshall will be attending the April Budget work session to discuss the Isle of Wight County Public Safety radio system and how it will impact the Town of Windsor.

Closed Session

Councilman Willis 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. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

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

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

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

The meeting adjourned at 8:08 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date March 22, 2016 Work Session

Motion #	Scott	Flemming	Edwards	Ambrose	Bryant	Willis	C. Richardson
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2	y	y	y	y	y	y	
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Christy Jernigan