

**Minutes
Windsor Town Council Meeting
Town Hall
May 9, 2017**

The Windsor Town Council met in regular session on May 9, 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. Mayor Richardson asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, 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 Councilman Ambrose to lead the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Student Liaison

Lauren Mckeel, Student Liaison to Council, briefed Council on several activities that had taken place at the high school. She reported that the school's Spring Expo of Deeper Learning took place on April 24, 2017. She said the Senior Awards Assembly will take place on May 30, 2017 at 8:00 a.m., and graduation will be held on June 9, 2017 at 7:00 p.m. She also reported that the school will be sponsoring a 5K run on May 12, 2017. Ms. McKeel also briefed Council on several sporting events.

Mayor Richardson thanked Ms. McKeel and presented her with a commemorative Windsor Train Station replica for the outstanding job that she has done this year as Student Liaison to Council.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the April 8, 2017 Planning Retreat Work Session, the minutes of the April 11, 2017 Council meeting, the minutes of the April 25, 2017 Budget Work Session, 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 #1.

Treasurer's Report

Mayor Richardson stated that Mrs. Jernigan is absent from tonight's meeting because she is attending a training conference.

Mr. Stallings said the Treasurer's report for the month of April is before Council for review. He updated Council on the progress of the Munis conversion.

Councilwoman Flemming made a motion to adopt the Treasurer's report. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Councilwoman Flemming noted several citizens' concerns. She said that residents at 15 and 17 Church Street have had to replace their fences due to drainage issues. She said that culverts are closed along Church Street, and the newly paved parking lot at CVS is draining towards their back yards. She said there are several dangerous sinkholes located by the sidewalk next to the Windsor High School baseball field. She said that everyone enjoyed the first concert but felt that additional lighting and public bathrooms are needed at the Garris Event Park. She reported that the library was at maximum capacity during story hour, and additional space is needed.

Councilwoman Flemming also reported that several citizens who attended the Woman's Club craft show at the Windsor Town Center felt that the design plan for the center should be revised to keep the larger gym space. She said they did not agree with the plan to split the space into two rooms. She said they also would like renovations to include a functioning kitchen.

Councilwoman Flemming explained that closing roads during events causes hardships for citizens who need to leave their homes for medical reasons. She said there is a critically ill resident on Church Street who has a doctor's appointment Friday, May 12th during the school's 5K run.

Councilman Bernacki commented that at least five volunteer emergency responders live along the route of these events and would not be able to leave their homes in the event of an emergency. He said this creates a public safety issue.

Chief Riddle explained the importance of public safety during these events and suggested several possible solutions to these issues mainly through communication.

Councilman Willis stated that the roadway on Lovers Lane by the creek bank needs another load of rock.

Councilman Ambrose said he was asked if the Town would consider having an organization or company sponsor serving beer at the Town's concert series. Council discussed the advantages and disadvantages of having beer served at the concerts.

Councilman Ambrose made a motion to have Mr. Stallings investigate to see if an organization would agree to sponsor the sale of beer at the Town's concert series with the exception of the Fourth of July event. Councilwoman Flemming seconded.

After further discussion, Councilman Ambrose withdrew his motion and Councilwoman Flemming withdrew her second. Vice Mayor Scott made a motion to allow an organization the right to sponsor selling beer at the Town's concert series with the exception of the Fourth of July event. Councilman Ambrose seconded, and Council passed the motion four to two as recorded on the attached chart as motion #3.

Vice Mayor Scott explained that the Town has drainage issues that need to be addressed immediately including the problems on Church Street reported by Councilwoman Flemming.

Mayor Richardson stated that Council will be scheduling an Intergovernmental meeting, and drainage issues and storm water fees will be on the agenda for discussion.

After further discussion, Council asked Mr. Stallings to contact Isle of Wight County representatives to see if they are available for an Intergovernmental meeting on Tuesday, May 23, 2017.

Town Manager's Report

Budget Proposal

Mr. Stallings reviewed the draft budget proposal for the upcoming 2017-18 fiscal year. He reported that the total General Fund budget is \$1,853,252 which includes \$264,080 in transfers from the Water Fund, and the Water Fund budget is \$558,500. He said there are no recommended real estate or personal property tax increases, and the budget is balanced. He said he is proposing an increase in the cigarette tax from its current \$0.25 per pack to \$0.35 per pack. He said this should generate an additional \$10,000 per year. He said the Town must also adjust the machinery and tools tax rate from its current \$0.10 per \$100 of value to \$0.25 per \$100 of value to remain revenue neutral due to the change in valuation methods used by Isle of Wight County. He said this will generate no additional revenues.

Mr. Stallings continued to review the revenues and expenditures for the General Fund and the Water Fund. He noted that the proposed budget only funds water depreciation at 30% or \$62,855.

Mr. Stallings said under Capital Projects, there is \$75,000 for the purchase of new police radios which will be compatible with the new radio system implemented by Isle of Wight County. He said there is \$50,000 for water system mapping and master planning and \$5,000 for the water main and service line replacement. Mr. Stallings continued to review the Capital Improvement Plan (CIP).

Mr. Stallings stated that currently the General Fund has no outstanding debt, and the Water Fund has debt in the amount of \$1,286,228. He said the Town is well within its legal debt limit of \$18,002,761.

Mayor Richardson said that Council agreed to pay additional funds down on the principal of the Water Fund debt last fiscal year, and she would like to do the same this fiscal year if funds are available.

Mr. Stallings said the proposed budget is located in several businesses throughout the Town and on the Town's website for the public to view. He said he will be glad to answer any questions.

Councilman Edwards and Councilman Willis voiced their concerns with the \$0.10 per pack increase in the cigarette tax when there is a surplus in the budget each year. After further discussion, Council agreed to have Mr. Stallings reassess the budget and not increase the cigarette tax at this time.

After discussion, Councilman Edwards made a motion to set a public hearing to consider public comments regarding the CIP and draft budget proposal for the upcoming 2017-18 fiscal year. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Church Street/Shiloh Drive Sidewalks

Mr. Stallings explained that in May of 2016, Council appropriated \$63,800 for the engineering work on the Church Street/Shiloh Drive sidewalks. He said at the end of the 2015-16 fiscal year, the unexpended portion of those funds rolled into the General Fund Fund Balance. The amount of these unexpended funds is \$58,800.

Mr. Stallings recommended that Council adopt the attached resolution re-appropriating these remaining funds which will allow the work on this project to continue.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$58,800 from the unappropriated Fund Balance of the General Fund to the 2016-17 General Fund Operating Budget."

Councilman Bernacki made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$58,800 From The Unappropriated Fund Balance Of The General Fund To The 2016-17 General Fund Operating Budget*. Councilman Willis seconded, and Council unanimously passed the resolution as recorded on the attached chart as motion #5.

Action List

Mr. Stallings reviewed the Action List for the month of April with Council.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council.

Appropriation of Funds from the Woman's Club of Windsor

Mr. Stallings reported that the Town of Windsor has signed on to the National Wildlife Federation's Mayors' Monarch Pledge for 2017. As part of their pledge, the Town is assisting the Master Naturalist with the installation of a butterfly garden in front of the Windsor Library. He said the Woman's Club of Windsor has donated \$1,408.16 to this project for the purchase of a bench and plaque to be placed in the garden.

Mr. Stallings recommended that Council adopt the attached resolution appropriating these funds into the Town's operating budget.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$1,408.16 from the Woman's Club of Windsor into the General Fund Operating Budget and approving a budget amendment for fiscal year 2016-17."

Councilman Bernacki made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$1,408.16 From The Woman's Club Of Windsor Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2016-17*. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson reported that Council is invited to attend the Memorial Day ceremony held on Monday, May 29, 2017 at the Smithfield Center Veterans Memorial site starting at 11:00 a.m. She also reported that the State of the County Breakfast will be June 6, 2017 at the Smithfield Center at 8:00 a.m. She asked Council to notify Mr. Stallings if they would like to attend the breakfast.

Economic Development Authority Report

Vice Mayor Scott reported that the Business Appreciation event was held during the first concert series. He said there was a good turn out, and Walter's Services, LLC won the appreciation gift which was a Big Green Egg grill.

Councilman Bernacki said that several businesses were interested in setting up tables to promote their businesses at these events. Mr. Stallings said this has been discussed, and local businesses will be allowed to set up tables to promote their work. He said there may be a small fee to reserve the space. He said this fee will be waived during the Business Appreciation event.

Other Reports

None

Old or Unfinished Business

Windsor Town Center Project

Mayor Richardson reviewed the draft floor plan for the Windsor Town Center with Council. She recommended several changes to the draft floor plan including leaving the gym its current size, opening up the front to have a large lobby and coffee area, making the kitchen one large room by removing the hallway and youth room, and putting in a door from the kitchen to the lobby.

Council continued to discuss moving forward with installing the HVAC system, the electrical work, renovating the two existing bathrooms, putting in an ADA bathroom, and installing new tile on the floors.

Councilman Edwards and Vice Mayor Scott expressed their concerns with not knowing what yearly operating expenses will be for the Windsor Town Center. They both felt that operating expenses should be determined before going forward with the project. Council continued to discuss the use and cost of the center and parking issues.

It was the consensus of Council to have Mr. Stallings contact Brian Camden with Alpha Corporation and Mosely Architects to receive an estimate for obtaining an operational cost assessment for the Windsor Town Center to determine if the project is feasible before moving forward with design plans.

After further discussion, Councilwoman Flemming made a motion to adopt the recommended changes to the Windsor Town Center draft floor plan. Councilman Willis seconded, and the motion passed four to three with Mayor Richardson breaking a tie vote as recorded on the attached chart as motion #7.

New Business

None

Closed Session

None

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

The meeting adjourned at 10:05 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date May 9, 2017

Motion #	Ambrose	Bernacki	Willis	Scott	Flemming	Edwards	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	N	Y	Y	N	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	N	Y	Y	N	Y	N	Y
8	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk