

**Minutes  
Windsor Town Council Meeting  
Town Hall  
November 10, 2015**

The Windsor Town Council met in regular session on November 10, 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, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

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

Council member absent:                    J. Clinton Bryant

Mayor Richardson recognized Glyn Willis who serves on the Planning Commission, Karita Suiter who serves on the Board of Zoning Appeals, Joel Acree, the newly elected Isle of Wight County Board of Supervisor member representing the Windsor District, Dr. Nakorn Apakupakul and his family.

**Presentation – Dr. Nakorn Apakupakul**

Mayor Richardson presented a resolution to Dr. Nakorn thanking him for his dedication to the Town of Windsor and the Windsor community, and for the positive impacts that he has had on all of his patients over his 41 years of service.

Dr. Nakorn thanked Mayor Richardson, Council, his patients, colleagues, friends and family for allowing him the opportunity to serve the Windsor community. He said he plans to enjoy his retirement in Windsor, which he will always consider his home.

Mayor Richardson asked Councilman Edwards to lead the Pledge of Allegiance for those who would like to participate.

**Public Hearing**

None

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

***Student Liaisons***

Kelly Lewis and Christian Mayer, Windsor High School Co-Student Liaisons to Council, briefed Council on several school activities. They announced that eight veterans were honored at the school's Veterans Day assembly followed by a reception. They

continued to report on several sporting events. Councilwoman Flemming asked the student liaisons to speak with the band director to confirm that the band will be participating in the Town's Christmas parade. Mayor Richardson thanked Ms. Lewis and Ms. Mayer for attending the meeting and for updating Council on the recent events at the high school.

### **Consent Agenda**

Mayor Richardson said the Consent Agenda consists of the minutes of the October 13, 2015 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.

Councilman Edwards 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**

Mrs. Jernigan said the Treasurer's report for the month of October is before Council for review. She noted that the salary line items show a credit this month due to the reimbursement from the Water Fund to the General Fund. Councilman Willis asked for an update on the Town's audit. Mrs. Newsome explained that she will be meeting with the auditor this week to discuss a completion date for the Town's audit.

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

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

Councilwoman Flemming reported that the sidewalk located at 17 Church Street was flooded due to the heavy rain and poor drainage. Mayor Richardson said that drainage issues will be discussed later in the meeting under "Other Reports."

### **Town Manager's Report**

Chief Riddle introduced Officer Clifton (CJ) Griffin who was recently hired as a new police officer for the Town of Windsor.

### ***Appropriation of Fire Department Grant***

Mr. Stallings reported that the Town received a \$9,000 grant from the Virginia Department of Fire Programs instead of the anticipated \$8,000. He said these additional funds must be appropriated so that they may be given to the fire department. Mr. Stallings said he has enclosed a resolution that will appropriate these funds and make the needed budget amendment.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$1,000 from the Virginia Department of Fire Programs to the General Fund Operating Budget for fiscal year 2015-2016."

Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$1,000 From The Virginia Department Of Fire Programs To The General Fund Operating Budget For Fiscal Year 2015-2016*. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3

### ***Financial Software Conversion***

Mr. Stallings said that Council has been setting aside funds for several years to cover the cost of converting from the Town's existing financial software, Bright, to the same software that Isle of Wight County is currently using, which is Munis. He reported that the upfront cost to convert to Munis is \$159,250, and the annual maintenance contract will be \$37,524 for the first three years. \$108,000 is currently set aside for this conversion, and an additional \$51,250 is needed to cover the upfront costs. He said there are sufficient funds in the Unappropriated General Fund Balance to cover this. A resolution has been enclosed to appropriate the funds, as well as the \$72,000 that was set aside in the previous two fiscal years, for a total appropriation of \$123,250.

Mr. Stallings asked Councilman Ambrose, who works as a Database Administrator for the City of Suffolk, to explain the risks of keeping Bright versus the benefits of a conversion. Councilman Ambrose said that other jurisdictions that are using Bright are looking for other alternatives due to the uncertainty of how long the "family run" business will remain operating. He also said that because of Bright being such a small company, they do not have the money to spend on development. Council continued to discuss the benefits of a conversion, and they also reviewed the contract from Tyler Technologies for Windsor's conversion to Munis.

After further discussion, Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$123,250 from the Unappropriated Fund Balance of the General Fund to the 2015-16 General Fund Operating Budget."

Councilman Ambrose made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$123,250 From The Unappropriated Fund Balance Of The General Fund To The 2015-16 General Fund Operating Budget*. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Six Year Improvement Plan Funds***

Mr. Stallings reported that there is currently \$42,000 in the VDOT Six Year Improvement Plan (SYIP) for Isle of Wight County that is designated for use in the Town of Windsor for sidewalks. He said he has obtained a quote through the County's on call engineer to do engineering and design work for sidewalks along Route 460 and down Shirley Drive adjacent to the Town's property. He said it will cost \$36,465 to complete the final design drawings. It will cost \$47,925 to complete final design drawings and drainage and stormwater. He said there may be additional funds with the SYIP that can be used to complete the funding.

Mr. Stallings explained that once the engineering is completed, he will begin looking for funding for the construction of the sidewalks in phases. The first phase will be along Route 460 with the second phase being down Shirley Drive.

After discussion, Council agreed to have Mr. Stallings obtain a new quote for engineering and design work for sidewalks just along Route 460 at this time. Council agreed that with the adjusted quote, there may be some funding available for engineering plans for drainage and stormwater design for the sidewalks along Route 460. Mr. Stallings said he would obtain a new quote and report back to Council.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of October with Council. He reported that the sidewalk work on Church Street will be completed by Thanksgiving.

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

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information.

### **Town Attorney's Report**

None

### **Mayor's Report**

Mayor Richardson said she attended the 2015 ALLI awards sponsored by the Cultural Alliance of Greater Hampton Roads. She said that Sam Welty, renowned muralist, was nominated by the Town of Windsor for an ALLI award. She announced that Mr. Welty won Emerging Volunteer of the Year for graciously providing his talent by helping Girl Scout Troop 1105 paint a mural on two sides of the business located at 11 East Windsor Boulevard. She also reported that Girl Scout Troop 1105 will be holding their Silver Award Ceremony on Sunday, November 15, 2015 at 1:00 p.m. at the Windsor Christian Church.

Mayor Richardson reported that a Ribbon Cutting Ceremony will take place at RM Designs on Friday, November 13, 2015 at 4:30 p.m. She noted that this business is located at the same building that Mr. Welty and the girl scouts painted the murals.

Mayor Richardson said she will be speaking at the AARP meeting being held on Wednesday, November 18, 2015 at 10:00 a.m. at the Windsor Ruritan Building.

Mayor Richardson explained that the Windsor Community Center is ready for interior work to begin. She stated that Monday, November 16, 2015 and Saturday, November 21, 2015 from 10:00 a.m. to 4:00 p.m. have been scheduled for community volunteer days for those who would like to help clean, scrape and paint the inside of the gym. Mayor Richardson thanked the Woman's Club of Windsor for the beautiful landscaping job that they volunteered to do in front of the Windsor Community Center. Mayor Richardson reported that the Community Center may be ready for use by spring of next year.

Mayor Richardson also reported that there will be a Veterans Day Ceremony on Wednesday, November 11, 2015 at 11:00 a.m. in Smithfield.

## **Economic Development Authority Report**

None

## **Other Reports**

Mayor Richardson thanked Staff and the Drainage Committee for drafting the report showing drainage issues within the Town. She said that the Town can begin to pursue funding to help correct these issues now that there is a plan.

## **Old or Unfinished Business**

### ***Christmas Parade***

Mayor Richardson reported that the Christmas parade will be December 5, 2015 at 4:00 p.m., and the rain date will be December 6, 2015. She said lineup will begin at 3:00 p.m. at the Farmers Bank. Registration forms are online and in the Town Hall for anyone who would like to participate. The lighting of the Christmas tree will immediately follow at the library.

### ***Flag Pole Installation***

Mr. Stallings reported that he obtained a quote of \$17,300 from Cardinal Signs for an 80 foot flag pole as directed by Council. Lighting for the flag pole could cost as much as \$2,000 for materials with free labor being provided by an auxiliary police officer. The location for the flag pole has been agreed upon and is indicated on the attached rendering.

Mr. Stallings said he has enclosed a resolution appropriating \$20,000 for this project. This will cover the installation cost of \$17,300, the lighting cost of \$2,000 and will include money to help cover the cost of running electricity to the site and any permits that may be needed. Mr. Stallings said this is for Council's discussion and direction.

Councilman Ambrose expressed his concerns with the expense of maintaining such a large flagpole and the replacement of such a large flag several times a year. He said he likes the idea of Windsor having a landmark and honoring former Town Council member Wesley Garris, but he would like to consider other ideas. After discussion, it was the consensus of Council to discuss this issue further at a future work session.

Councilman Scott suggested that there be a contest for the schools, civic clubs, girl scouts, boy scouts, and the citizens in the Town to design a Town flag for the Town of Windsor.

### ***Strategic Planning Retreat***

Mayor Richardson said that the Town will be conducting a citizen survey to receive input of what citizens would like to see in the Town of Windsor in the next five to twenty years. She said this will help with the Town's planning process at the retreat. Mayor Richardson said that in order to allow time for the results of the survey to be received, the retreat will have to be scheduled for spring of 2016.

Councilman Edwards said that transportation is a real problem in the Town of Windsor, and he would like to see this topic on the agenda for discussion at the retreat.

Mayor Richardson said she will be drafting a "State of the Town" letter that will update the citizens on what this Council has accomplished in the last five years.

### **New Business**

Mayor Richardson said there is a vacancy on the Planning Commission due to a resignation received from Mike Jones who has moved out of the Town limits. She said that Councilman Willis has spoken to Edward Lynch who lives at 24379 Lovers Lane regarding the position on the Planning Commission. Councilman Willis said that Mr. Lynch has been a resident in the Town for approximately ten years, and he is a retired engineer from CDI Corporation. He said he is very interested in serving on the Planning Commission and becoming a Certified Planner.

Councilman Ambrose made a motion to appoint Edward Lynch to the Planning Commission. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### **Closed Session**

None

Councilman Edwards made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 8:35 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 November 10, 2015

Motion #	Edwards	Ambrose	Bryant	Willis	Scott	Flemming	C. Richardson
1	Y	Y	Absent	Y	Y	Y	
2	Y	Y		Y	Y	Y	
3	Y	Y		Y	Y	Y	
4	Y	Y		Y	Y	Y	
5	Y	Y		Y	Y	Y	
6	X	Y		Y	Y	Y	
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Jerry Whitehead, Clerk