

**Minutes
Windsor Town Council Special Meeting
Town Hall
May 30, 2024**

The Windsor Town Council met in a special session on May 30, 2024, at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor George Stubbs was present, and he called the meeting to order. Mayor Stubbs asked those in attendance with cell phones to please silence them. Kelly Kuhns, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, and Cheryl McClanahan, Treasurer, were present.

Council members present: J. Randy Carr, Vice Mayor
 Jake Redd
 David T. Adams
 Edward (Gibbie) Dowdy
 Marlin Sharp

Council member absent: Walter Bernacki

Councilman Sharp delivered the invocation, and Councilman Dowdy led the Pledge of Allegiance.

Approval of Agenda

Mayor Stubbs stated that there is a new item on the agenda this evening and that is the "Approval of Agenda." He turned the floor over to the Town Manager, William Saunders to elaborate.

Mr. Saunders explained that adding the "Approval of Agenda" item to the agenda allows the Council to approve the items presented for discussion. He said that if there is an addition, deletion, or change to the order in which items on the agenda are placed, then the Council will have the opportunity to vote on changes to the agenda during this time. Mr. Saunders added that it is an opportunity for the majority of the Council to agree on the agenda prior to the meeting.

Councilman Adams made a motion to approve the agenda as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Public Hearings

Public Hearing – FY2024-25 Budget

Mayor Stubbs stated that there is a public hearing for the FY2024-25 Budget.

Mayor Stubbs opened the public hearing to receive public comment on the proposed Fiscal Year 2024-25 Budget of the Town of Windsor.

Hearing no comments, Mayor Stubbs closed the public hearing.

Public Hearing – FY2024-25 Budget and CIP Adoption Ordinance

Mayor Stubbs stated that there is also a public hearing for the FY2024-25 Budget and CIP Adoption Ordinance.

Mayor Stubbs opened the public hearing to receive public comment on the proposed Fiscal Year 2024-25 Budget and Fiscal Year 2025-29 Capital Improvement Plans of the Town of Windsor.

Hearing no comments, Mayor Stubbs closed the public hearing.

There were no further comments from Council.

FY2024-25 Budget and CIP Review

Mr. Saunders said that following the review of the draft FY25 Budget and Capital Improvement Plans (CIP) at the May 14, 2024, Town Council meeting, further amendments have been made to the budget and CIP drafts.

Mr. Saunders reviewed the following outlined changes since the May 14, 2024, Council meeting:

General Fund Budget

- Revenues
- The Personal Property revenue increased by \$3,000.
 - The Water Fund reimbursement for salaries was adjusted.
- Expenditures
- The Legislative Travel and Training decreased by \$5,000.
 - General Management Travel and Training decreased by \$7,000.
 - Planning and Zoning Advertising decreased by \$1,000.
 - Planning and Zoning Travel and Training decreased by \$1,000.
 - Police Capital Technology and Police Maintenance Contracts were merged.
 - Police Capital Technology decreased to \$0.
 - Office365 (\$2,000) transferred from Police Operations Tech to Police Maintenance Contracts.
 - Police Operations Technology decreased by \$1,000.
 - July 4th Celebration/Christmas Parade/Other Town Events increased by \$15,000.
 - General Management Salaries adjusted per Council's direction.
 - Contingency decreased by \$119.14.

Water Fund Budget

- Expenses
- Water Salaries adjusted per Council's direction.
 - Water Fund reimbursement for salaries adjusted.
 - Depreciation decreased by \$3,305.41.

Capital Improvement Plan

General -Police Capital Technology decreased to \$0.

Unknowns

Police 599 Grant funding amount was received since the May 15th draft was created; this results in an additional \$6,000 of revenue over FY24. Mr. Saunders noted that the amendment for this will be applied to the draft budget for the June 11, 2024, meeting.

The Virginia Risk Sharing Association insurance premium amount has still not been received.

Public Hearings

Public hearings on the tax and water rates for FY25 will be held at the regular Town Council meeting on Tuesday, June 11, 2024.

Mr. Saunders noted that draft FY24 Budget slip sheets are enclosed to update Council's budget books.

Mayor Stubbs asked if the fee paid yearly to Isle of Wight County Emergency Communications had increased for the FY2024-25 budget.

Mr. Saunders stated that he held the budget flat for the Isle of Wight County Emergency Communications fee for FY2024-25 because during the true-up over the past two years, the Town of Windsor received funds back.

There were no further comments or questions from Council.

Adjournment

Councilman Adams made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 7:15pm.

George Stubbs, Mayor

Kelly Kuhns, Town Clerk