

**Minutes
Windsor Town Council Meeting
Town Hall
October 8, 2024**

The Windsor Town Council met in a regular session on October 8, 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. He welcomed those in attendance and asked anyone with a cell phone to please silence it. Kelly Kuhns, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

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

Council members absent: Walter Bernacki

Councilman Sharp delivered the invocation and Councilman Adams led the Pledge of Allegiance.

Approval of Agenda

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

None

Delegations and Public Comment

Wendell Waller – Western Tidewater Free Clinic

Mr. Waller introduced himself as a Board member of the Western Tidewater Free Clinic. He extended gratitude to the Windsor Town Council on behalf of the patients and the clinic for the town's recent support and investment.

Mr. Waller said that for the 2024-2025 fiscal year, \$3,000 received from the Town of Windsor will enable the clinic to provide comprehensive care for two of its residents. He stated that for every dollar donated, the investment translates into nearly three-times that amount in services provided.

Mr. Waller explained that in the first six months of 2024, the clinic had assisted 79 residents from the Town of Windsor through 362 visits, with an average of four visits per patient. He noted that these visits represent approximately 6% of the clinic's total patient population. Mr. Waller

added that the Town of Windsor residents have benefited from free medications valued at over \$75,000 and comprehensive healthcare services worth more than \$72,000.

Mr. Waller said that since the clinic's opening, over 7,000 patients have been served, accounting for more than 19,000 medical, dental, mental health, and eligibility visits, including pharmacy consultations. He stated that in total, these patients have received over 312,000 free medications with a retail value exceeding \$59,000,000.

Mr. Waller explained that many of the clinic's patients face significant health challenges. He said that establishing a "health home" for these patients ensures that they will receive consistent care and the support they need, improving their overall health and quality of life. Mr. Waller added that this level of care would not be feasible without the support of the Town Council.

Mr. Waller shared a patient's experience after finding the Western Tidewater Free Clinic quoting, "Finding this place has been a blessing. It feels like home, and I haven't felt this good in years. I hold onto the hope that the progress I have made here will last. Thanks to the supportive team at this clinic."

Mr. Waller said that the financial backing from the Town of Windsor and the community is what enables the clinic to continue to serve those in dire need within the 2,200 square mile service area.

Mr. Waller extended thanks to the Council for their support and invited them to visit and tour the clinic when the opportunity arises, so to see firsthand where the town's investment is benefitting its citizens and the greater Hampton Roads area.

Public Comment

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the September 10, 2024, Town Council Meeting, the Planning and Zoning Report, and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Sharp stated that there was a significant drop off in the amount of traffic stops conducted in the month of September. He asked Chief Riddle what the reason was for this decrease.

Chief Riddle stated that officers have been proactively patrolling the area. He noted that criminal investigations have increased which has also affected the ability to conduct more traffic stops.

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

Treasurer's Report

Ms. McClanahan reviewed the September 2024 Treasurer's Report and gave an update on collections. She stated that cigarette tax is still strong at \$12,000. Ms. McClanahan said that

\$8,502.57 has been collected for traffic fines. She added that the monthly meals tax revenue is \$18,217.25.

Ms. McClanahan advised that the Town has received the annual Fire Grant for \$15,000 which will be dispersed to the Windsor Volunteer Fire Department this week. She also shared that all personal property tax bills have been mailed out as of today.

Councilman Adams made a motion to accept the Treasurer's Report as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council Comments

Mayor Stubbs said that VDOT has repaired the pothole located at Roberts Avenue and Church Street.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said that the Town is awaiting a revised plan for chlorination, flushing, and sampling from the contractor.

Calendar of Events

Mr. Saunders presented the October and November 2024 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Town Attorney's Report

None

Mayor's Report

Mayor Stubbs shared that the events committee has been working diligently to plan the Christmas parade being held on December 7th, 2024. He explained that flyers have been posted online and in stores throughout the town. Mayor Stubbs said that the events committee is looking for volunteers to help execute this year's event. He noted that the parade route has been extended and will now be ending at Georgie D. Tyler Middle School.

Mayor Stubbs said that he was contacted by Mr. Albert Burkard about a railroad caboos located behind the Harris Teeter store in Suffolk off Shoulder's Hill Road. He stated that there is planned development for this area and the caboos will need to be removed. Mayor Stubbs stated that Mr. Burkard thought it would be a great fit for the Town of Windsor. He noted that there has not been any discussion regarding the cost to obtain the caboos at this time.

Councilman Redd expressed his interest in Windsor obtaining the caboose, stating that it would highlight the historic value of the town and provide a sight-seeing opportunity for those passing through.

Councilman Sharp stated that it would be a great addition to the Town.

The consensus of the Council is to pursue the potential of obtaining the caboose for display in the Town of Windsor.

Economic Development Authority Report

Councilman Redd stated that the EDA is still looking to recruit new members.

Other Reports

None

Old or Unfinished Business

Gazebo Policy Review

Mr. Saunders explained that the Town has a policy regarding the use of the gazebo in the Wesley F. Garris Event Park, which was last updated in 2009. He stated that recently, it has come to the attention of Town Staff that a revision of the policy is desirable.

Mr. Saunders said that the recommended changes include:

- Expanding the use of alcohol, and use later than dusk, for certain Town-sponsored events.
- Addition of a deadline for application when VDOT permitted road closures are requested.
- Removal of deposit requirement, as only area churches and civic groups are permitted.
- Addition of language regarding users being responsible for damages.
- Removal of Town Council approval requirement.
- Addition of Town Manager approval authority.

Councilman Sharp made a motion to adopt the revised Gazebo Policy as presented. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

New Business

Isle of Wight Schools Facility Use MOU Review

Mr. Saunders stated that Isle of Wight County Schools (Schools) has recently tightened its policy regarding the use of its facilities by others.

Mr. Saunders explained that traditionally, during Town-sponsored events, such as the July 4th celebration and the Christmas Parade, portions of the Windsor High School facility and/or grounds have been utilized by the Town at no cost. He said that this year, when application was made for the use of the parking lots of the Windsor High School and Georgie Tyler Middle School for the Christmas Parade, large fees were requested of the town.

Mr. Saunders stated that following up on this, it was found that Schools had entered into a MOU with Isle of Wight County (County) to waive fees for their use of School facilities. He added that an offer was made to the Town by the Schools' administration to submit a similar MOU between Town and Schools for the consideration of the School Board.

Mr. Saunders provided the Council with a redlined draft of the MOU between Schools and the County for review and consideration.

In response to Councilman Redd's question, Mr. Saunders clarified that the draft provided is a mark-up of the current MOU between Isle of Wight County and the Isle of Wight County School Board. He noted that the MOU has been revised to reflect a similar agreement between the Schools and the Town of Windsor.

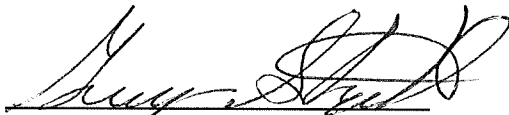
Councilman Adams made a motion to direct the Town Manager to enter into negotiations with the Isle of Wight County School Board to draft an MOU for use of facilities. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

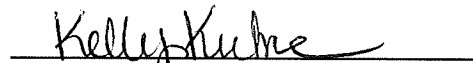
Closed Session – If Needed

None

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

The meeting adjourned at 7:36pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date October 8, 2024

Motion #	Adams ✓	Dowdy ✓	Sharp ✓	Redd ✓	Bernacki	Carr ✓	Stubbs ✓
1	Y	Y	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	
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Kelly Kuhnke, Clerk