

Minutes
Windsor Town Council Meeting
Town Hall
December 10, 2024

The Windsor Town Council met in a regular session on December 10, 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: Marlin Sharp
 Edward (Gibbie) Dowdy
 Walter Bernacki
 J. Randy Carr, Vice Mayor
 Jake Redd
 David T. Adams

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

Approval of Agenda

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

Public Hearings

None

Delegations and Public Comment

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the November 12, 2024, Town Council Meeting and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Dowdy made a motion to approve the minutes from the November 12, 2024, Town Council Meeting. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Ms. McClanahan reviewed the November 2024 Treasurer's Report and gave an update on collections. She stated that \$36,538.52 in Personal Property tax has been collected, averaging 47.11% overall for the 2024 tax year. Ms. McClanahan noted that Personal Property taxes were due on December 5, 2024.

Ms. McClanahan added that the American Rescue Plan Act (ARPA) Investment Fund was closed, and the remaining funds were moved into the General Fund as discussed in the November 12, 2024, Town Council meeting.

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

Councilman Sharp said that he and his wife enjoyed the Christmas parade on Saturday, December 7th, 2024, adding that it was well presented.

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 December 2024 and January 2025 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information

Town Council 2025 Meeting Schedule

Mr. Saunders presented the draft 2025 Town Council meeting schedule containing the regular monthly meetings and stated there were no holiday conflicts. He noted that the closed sessions will be held prior to the regular meetings when possible.

Councilman Bernacki made a motion to adopt the 2025 Town Council meeting schedule as presented. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Update – Railroad Caboose

Mr. Saunders stated that he and Mayor Stubbs were able to do a site visit on Monday, December 9th, 2024, of the railroad caboose located off Shoulder's Hill Road in Suffolk. He added that they were accompanied by a colleague that has experience with both restoration of antique vehicles and crane work.

Mr. Saunders said that it was determined that the caboose is salvageable and able to be restored. He noted that there is extensive rust on the exterior and the interior would need a full renovation. Mr. Saunders explained that a full restoration would be costly, as the caboose would also need to be moved more than once prior to being positioned in its final display location. As the town has limited space to conduct an on-site restoration, he expressed the need for the caboose to be

moved to a restoration company's facility to avoid any impacts to the environment and town residents. Mr. Saunders added that he will be working to get estimates for the cost to move the caboose.

Councilman Adams said that as a "train town," the Town of Windsor should embrace the train history, adding that this is an opportunity for the town to restore its train legacy.

In response to Councilman Dowdy's question, Mayor Stubbs explained the importance of finding a location in which to store the caboose until the town can move forward with restoration. He noted that once restoration is complete, placing the caboose in Centennial Park is an option.

Mr. Saunders said that there is the potential to store the caboose at the Public Works building, placing it inside the fence until restoration begins, at which time, the caboose will have to be relocated.

Councilman Bernacki expressed his concern regarding the potential cost for the caboose restoration. He stated that he would like to see funding go toward a new town hall rather than acquiring and restoring the caboose. Councilman Bernacki stated that the caboose is more of a want, whereas town staff are in need of a new building.

Councilman Sharp asked if there was a possibility to acquire private funds to help with the restoration of the caboose.

Mr. Saunders said that fundraising is certainly an option.

Councilman Redd stated that there may be tourism grants available to help with the cost of restoration. He noted that he believes this is a good long-term investment opportunity for the town even if the caboose is restored over the course of a few years.

In response to Councilman Dowdy's question, Mr. Saunders said that the developer is willing to donate the caboose to the town, with the town being responsible for the cost of moving it. He explained that this provides the option to acquire the caboose and consider restoration later.

Mr. Saunders explained that the caboose will be challenging to move, and it will require a survey of cable and power lines through town to ensure the load can maneuver safely.

After further discussion, the consensus among Council was to allow the Town Manager to gather proposals for moving the caboose from its current location to a suitable place within the town.

Town Attorney's Report

None

Mayor's Report

Mayor Stubbs stated that Saturday, December 7th, 2024, the town held its annual Christmas parade. He expressed his gratitude toward Mr. Saunders, Town staff, the Events Committee, Windsor Police Department, and Isle of Wight County Sheriff's Office for their part in making the event successful. Mayor Stubbs noted that there were 42 entries in the parade and approximately 30 vendors registered for the Christmas Market.

Mayor Stubbs said that he has heard nothing but positive reviews about the parade with one citizen reaching out personally to say that 'It was the best parade that Windsor has ever had.'

Mayor Stubbs explained that earlier today he had a meeting with representatives from Isle of Wight County Schools and the Virginia Department of Transportation (VDOT) in reference to the sinkholes on Church Street. He stated that the issue had been temporarily fixed and upon further investigation, it was discovered that several sections of drainage pipe were broken or improperly sealed. Mayor Stubbs said that a company has been contracted to fix the damaged pipe by sleeving its interior to fully seal all cracks and holes. He noted that the work will begin in January of 2025, weather permitting.

Mayor Stubbs added that two additional sinkholes were located on Duke Street and that information has been communicated with the appropriate parties.

Economic Development Authority Report

Councilman Redd stated that the Economic Development Authority is still looking for members. He asked that if anyone knows of someone who may be interested, to please pass on the information.

Councilman Redd added that the owners of the property near Dairy Queen should be attending the January 14, 2025, Council meeting to provide updates to the Council on plans for the location.

Other Reports

None

Old or Unfinished Business

Discussion of Development of IOWC EDA property – Tax ID# 54-01-086J

Mr. Saunders explained that the Isle of Wight County Economic Development Authority (IOWC EDA) owns a parcel of land east of, and adjacent to, the Windsor Town Limits and north of Route 460. He said that this parcel is intended for development and was the proposed site of the Tidewater Logistics Center project.

Mr. Saunders stated that Councilman Sharp had requested that a discussion regarding future development of the property take place at the November 12, 2024, Town Council meeting, to include two specific points:

1. Potential future rezoning of the property to Industrial zoning.
2. The potential of a business or commerce park there versus industrial.

Mr. Saunders said that further, in consideration of the Port 460 warehouse project in Suffolk and the potential for increased truck traffic through the Town of Windsor that it may cause, discussion of requesting that the Virginia Department of Transportation do a study to determine the value of posting Rt. 460 through Windsor as "No through trucks in left lane."

Mr. Saunders stated that due to several Councilmembers being absent at the November 12, 2024, meeting, this item was tabled to the December 10, 2024, meeting.

Mayor Stubbs took a moment to brief Councilmembers that were absent at the November 12, 2024, Council meeting on information he previously presented regarding the Southampton County Business Park.

Mayor Stubbs said that Councilman Sharp explained that he had previously spoken with representatives from the Isle of Wight Planning Commission and the Isle of Wight County Board of Supervisors to propose that Isle of Wight County and the Town of Windsor work together to develop a solution.

Mayor Stubbs asked Mr. Saunders if any communication had been received from Isle of Wight County regarding the proposition, at which time Mr. Saunders stated that no communication has been received. Mayor Stubbs noted that he has not received any communication in reference to a joint effort between Isle of Wight County and the Town of Windsor.

Councilman Sharp explained that he is asking that the Town Council request that Isle of Wight County afford the Town of Windsor the opportunity to work with them in reference to the development of this property. He added that the idea of a business park was presented as one of the many options available for placement at the location.

Councilman Adams agreed with Councilman Sharp's proposition. He added that a traffic study is long overdue for this area, and he would like to see reconsideration for that from the Virginia Department of Transportation (VDOT).

Councilman Adams stated that he is still in agreeance that the Tidewater Logistics Center project is not the best project for the proposed location, however, the Meridian Group has made some accommodations to combat concerns of the Town and its citizens. He reiterated that he is still in opposition of the project simply due to the amount of additional traffic it will bring and the strain it will place on town roadways.

Councilman Carr said that whether a project of this nature goes on one side of the town or the other, Windsor will still feel the effects from it. He explained that the town has the option to deal with the traffic increase and benefit from potential revenue that accompanies a warehouse development, or deal with the traffic increase while a warehouse is built further away from Windsor where the likelihood of gaining revenue is far less.

Councilman Sharp reiterated his position that the Windsor Town Council should approach Isle of Wight County and propose working in tandem to develop a solution on what type of facility be placed on the property that will accommodate all parties.

After further discussion, the consensus of the Council was not to move forward with any motion on this matter.

Hearing no motion, Mayor Stubbs declared the item void and closed the discussion.

New Business

Budget Amendment – Windsor Police Department Toy Drive

Ms. McClanahan said that each year our Police Department conducts a toy drive here in Windsor. She explained that the Police Department has received donations to assist in this effort. Ms.

McClanahan added that as such, we must appropriate those donations so that they can be used to purchase toys for the toy drive.

Ms. McClanahan noted that we have received \$4,600.00 in donations.

Councilman Adams made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$4,600.00 In Funds Donated To The Town Of Windsor To The General Fund Of The Town Of Windsor's Operating Budget For Fiscal Year 2024-2025. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Special Refuse Pickup

Mr. Saunders stated that in the last two years, the Town Council voted to use the Refuse Control and Recycling Grant Funds to initiate special residential refuse pick-ups.

Mr. Saunders said that the Town received \$2,840 for FY25 from the Department of Environmental Quality's Refuse Control and Recycling Grant Funds, should the Town Council want to fund Clean Up Days again this year.

Mr. Saunders explained that due to the transfer station only being open until noon on Saturdays, two dates would be required to cover the town. He noted that Bay Disposal has the first two Saturdays in April available (April 5th and April 12th) and the Town would be billed \$1,750 for each pickup day, totaling \$3,500. Mr. Saunders added that this would leave \$660 required from the Residential Refuse Collection line item of the General Fund.

Mr. Saunders stated that should the Council want to move forward with this, the routes would be separated by water billing areas and that informational flyers would be included with the January and February water bills.

Mr. Saunders said that those that receive a water bill in January would participate in the pick-up on Saturday, April 5th and those that receive a water bill in February would participate in the Saturday, April 12th pick-up.

Mr. Saunders explained that these pick-ups would only be for residential addresses that are currently serviced by Bay Disposal and that businesses, or residences that are served by dumpsters do not qualify.

In response to Councilman Adams' question, Mr. Saunders stated that Bay Disposal has not provided data regarding the number of pickups made during the 2024 Spring Clean Up event.

Councilman Adams made a motion to proceed with the Spring Clean Up Days as presented. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on that attached chart as motion #6.

Christmas Bonuses – Late Item

Mr. Saunders said that there has typically been \$200 in the budget for Christmas bonuses awarded to Town staff. He explained that this is a late item for Council consideration.


Councilman Bernacki stated that he believes the bonus for Town staff is well-deserved. He recognized Town staff for working well together as a team while bringing fresh ideas to essential functions.

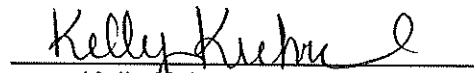
Councilman Bernacki made a motion to extend a \$200 net Christmas bonus to Town staff. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Closed Session – If Needed

None

Councilman Sharp made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date December 10, 2024

Motion #	Sharp ✓	Redd ✓	Bernacki ✓	Carr ✓	Adams ✓	Dowdy ✓	Stubbs ✓
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
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Kelley Kuhse, Clerk