

**Minutes
Windsor Town Council Meeting
Town Hall
July 9, 2024**

The Windsor Town Council met in a regular session on July 9, 2024, at 7 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 asked those in attendance to please silence their cell phones. 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
 David T. Adams
 Walter Bernacki
 Edward (Gibbie) Dowdy
 Marlin Sharp

Council members absent: Jake Redd

Mayor Stubbs asked that everyone keep Ms. Cheryl McClanahan and her family in their prayers as her father recently passed away.

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

Approval of Agenda

Councilman Adams 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

Julia Paul, a town resident of 21 Church Street, stated that she has had the pleasure of working with the Town Manager, Mr. Saunders, Town Clerk, Ms. Kuhns, and Mayor Stubbs, as well as other individuals on the Town of Windsor Event Committee. She noted that the Event Committee puts their heart and soul into planning town events. Ms. Paul added that she would like to extend thanks to the Women's Club of Windsor, the Boy Scouts, the volunteers, and the Town Council.

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the June 11, 2024, Town Council Meeting, the minutes from the June 17, 2024, Work Session, 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 Dowdy made a motion to adopt the Consent Agenda as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Ms. McClanahan reviewed the June 2024 Treasurer's Report and gave an update on collections. She stated that the water fund reimbursement was received in the General Fund in the amount of \$196,439.82. Ms. McClanahan noted that \$51,585.95 was collected for real estate taxes. She added that \$24,541.33 in meals tax was collected. Ms. McClanahan stated that at the end of June, an average of 95.1% of real estate taxes were collected and 92.45% of personal property taxes were collected. She noted that reminder notices for unpaid real estate taxes will be mailed this week.

Ms. McClanahan said that \$16,200 was received for the sale of the surplus backhoe.

Councilman Carr asked if personal property taxes acquire late fees with increasing monthly fees for nonpayment.

Ms. McClanahan explained that personal property, as well as real estate taxes, accrue late fees after thirty days.

In response to Councilman Bernacki's question, Ms. McClanahan explained that to assist in the collection of unpaid taxes, liens, DMV stops, and state setoffs can be placed on a customer's account.

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

Council Comments

Councilman Dowdy stated that since the speeding sign was removed from Bank Street, drivers have been travelling at a higher rate of speed through the area. He asked Chief Riddle for increased patrols on Bank Street to deter drivers from exceeding the speed limit.

Councilman Sharp said that it was brought to his attention that the sidewalks on the west side of Court Street are in need of repairs.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders stated that the Town has received a schedule from the contractor outlining the potential for the successful completion of the project; town staff and the town's engineering consultants are working through questions about the balance of work required with the contractor.

Mr. Saunders added that town staff plans to set an on-site meeting with all parties to discuss getting the project back on track.

Councilman Bernacki stated that he has received phone calls from citizens residing on Duke Street and Virginia Avenue asking for updates on the project.

Mr. Saunders explained that correspondence was delivered to residents that the town was waiting for an updated project schedule and that further notification would be communicated to residents once that schedule was received.

Calendar of Events

Mr. Saunders presented the July and August 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 said that there were issues brought to his attention on E. Griffin Street regarding a fire hydrant and drainage in the area. He noted that he obtained photos of the issues and forwarded them on to Mr. Saunders.

Economic Development Authority Report

None

Other Reports

Councilman Bernacki stated that the fire department would like to remind citizens to be safe and stay hydrated during the hot summer months. He added that the lack of rain has contributed to very dry weather and would like to remind everyone that there is still a burn ban in effect. Councilman Bernacki noted that if you must burn anything, to be mindful that the fire is contained and away from any structures.

Old or Unfinished Business

In response to Councilman Bernacki's question, Mr. Saunders advised that there was no new information regarding installation of a pet faucet at Robinson Park at this time.

Councilman Adams asked if there were any updates from the architect regarding revised floor plans after receiving feedback from the June 17, 2024, work session.

Mr. Saunders said that comments gathered from the June 17, 2024, work session were forwarded to the architect. He noted that the architect was working through the feedback provided by the Council and town staff to provide revisions of the floor plan and updated cost estimates. Mr. Saunders added that once this has been completed, the architect will reach out to set a date for another work session.

New Business


Budget Amendment – Donations for July 4th Celebration

Ms. McClanahan said that we have received funds in the amount of \$2,800 for sponsor donations for the 4th of July. She added that as such, we must appropriate to the 2023-2024 General Fund Operating Budget for Revenue and 4th of July expense line item.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution for Appropriating The Sum Of \$2,800 to The General Fund Operating Budget For Fiscal Year 2023-2024 for Revenue and any Expense for the 4th of July. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Bernacki made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 7:24pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date July 9, 2024

Motion #	Redd	Bernacki ✓	Carr ✓	Adams ✓	Dowdy ✓	Sharp ✓	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 Kuhse, Clerk