

**Minutes
Windsor Town Council Meeting
Town Hall
June 11, 2024**

The Windsor Town Council met in a regular session on June 11, 2024, at 6:15 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 thanked those in attendance for coming. Mayor Stubbs noted that the meeting would begin with a closed session. 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
 Walter Bernacki
 Edward (Gibbie) Dowdy

Council members absent: Marlin Sharp

Closed Session

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.3 for the purpose of discussion or consideration of the acquisition of real property and 2.2-3711. A.8 for the purpose of legal advice of counsel regarding the Freedom of Information Act (FOIA). Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Reconvene Open Meeting

The Council returned from closed session and Mayor Stubbs reopened the regular meeting at 7:00pm.

Councilman Bernacki made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Councilman Bernacki 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 #3.

Public Hearings

Public Hearing – FY2024-25 Tax Ordinance

Mayor Stubbs stated that there is a public hearing for the proposed FY2024-25 Tax Ordinance.

Mayor Stubbs opened the public hearing to receive public comment on the proposed Tax Ordinance of the Town of Windsor.

Hearing no comments, Mayor Stubbs closed the public hearing.

Public Hearing – FY2024-25 Water Rate Ordinance

Mayor Stubbs stated that there is a public hearing for the proposed FY2024-25 Water Rate Ordinance.

Mayor Stubbs opened the public hearing to receive public comment on the proposed Water Rate Ordinance of the Town of Windsor.

Hearing no comments, Mayor Stubbs closed the public hearing.

FY2024-25 Budget, CIP, Tax Rate, and Water Rate Review / Ordinance Adoption

Mr. Saunders reviewed the following outlined changes to the draft FY25 Budget and Capital Improvement Plans (CIP) since the May 30, 2024, Special Meeting:

General Fund Budget

Revenue -Police HB 599 Funding increased \$6,000.
 -Traffic Fines decreased \$6,000.

Unknowns

The Virginia Risk Sharing Association insurance premium amount was received and no change to the budget was required.

Mr. Saunders said that the General Fund Budget is balanced at \$3,647,664.72 and that the Water Fund Budget is balanced at \$1,171,000.00.

Mr. Saunders noted that draft FY25 Budget slip sheets are enclosed to update Council's budget books.

Councilman Adams made a motion to adopt the resolution entitled: A Resolution Approving And Adopting The Fiscal Year 2024-25 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Adams made a motion to adopt the resolution entitled: A Resolution Approving And Adopting The Five-Year Capital Improvement Plan (CIP) For The Period Covered By Fiscal Years 2024-25 Through 2028-29. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Bernacki made a motion to adopt an ordinance entitled: An Ordinance Imposing And Levying Taxes Within The Town Of Windsor, Virginia Upon Real Property, And Upon Public Service Corporation Real Property For The Fiscal Year Beginning July 1, 2024, And Ending June 30, 2025; And Upon Personal Property, Upon Public Service Corporation Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Calendar Year Beginning July 1, 2024, And Ending December 31, 2024. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Adams made a motion to adopt an ordinance entitled: An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Delegations and Public Comment

Presentation on Rt. 460 / Rt. 258 Intersection Improvement Project, by Jamie Oliver, Transportation Administrator for Isle of Wight County

Ms. Jamie Oliver, Transportation Administrator for Isle of Wight County stated that she will be presenting a brief overview of the Rt.460 / Rt.258 intersection improvement project.

Ms. Oliver provided handouts to the Council that outline the projected plan for the improvement of that intersection.

Ms. Oliver noted that all the information pertaining to the Rt.460 / Rt.258 intersection improvement project is on the Isle of Wight County website under the Transportation Division section.

Ms. Oliver stated that this project improves the intersection of US Route 460 at US 258 by modifying the turn lanes and pedestrian facilities. She said that exclusive left turn lanes will be added for the northbound and southbound approaches of US 258. Ms. Oliver added that the north leg of the intersection will include new sidewalks as part of the proposed improvements. She added that on the east side, the new sidewalks will extend from US 460 to Belmont Street and sidewalks will also be added on the northwest quadrant of the intersection. Ms. Oliver stated that a signalized and marked pedestrian crossing will be added on the southbound approach of US 258.

Ms. Oliver stated that the total cost of this project is \$3,235,000. She noted that the project is 100% fully funded in the VDOT six-year plan by grant funding through the Smart Scale Program.

Ms. Oliver added that the project schedule is currently in the Preliminary Engineering phase. She noted that construction is scheduled to begin in January 2026 with estimated construction completion in December 2026. Ms. Oliver noted that VDOT is anticipating approximately 4-6 months of traffic disruption at the intersection during the construction phase.

Ms. Oliver said that an operational analysis was done to include updated traffic counts at the intersection in 2023. She stated that one of the results of that analysis found that the US 460 westbound left turn lane at the intersection be lengthened.

Ms. Oliver concluded her presentation of the Rt.460 / Rt.258 intersection improvement project and welcomed any questions or comments from the Council.

Councilman Bernacki asked if the pedestrian crossings will conform to ADA standards to include audible pedestrian signals.

Ms. Oliver stated that all new infrastructure is required to be ADA accessible, however it has not yet been determined if audible signals will be installed.

Councilman Bernacki suggested extending the proposed left turn lane on southbound US 258 past Mathews Drive as there is an influx in traffic during school release hours.

Mayor Stubbs asked if there was a plan to install a pedestrian crosswalk from the southside to the northside, crossing US 460.

Ms. Oliver said that there has been discussion about adding a pedestrian crosswalk across US 460, however it is not being implemented due to the lack of receiving pedestrian infrastructure, like sidewalks, on the opposite side of US 460.

Public Comment

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the May 14, 2024, Town Council Meeting, the minutes from the May 30, 2024, Special 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.

In response to Councilman Bernacki's question, Mr. Saunders stated that the Planning Commission is reviewing the Comprehensive Plan for updates. He noted that once the Comprehensive Plan has been completed, it will be presented to the Council for review.

Councilman Adams made a motion to adopt the Consent Agenda as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Treasurer's Report

Ms. McClanahan reviewed the May 2024 Treasurer's Report and gave an update on collections. She stated that \$244,867.19 had been collected for Real Estate Taxes. Ms. McClanahan noted that the Bank Franchise Tax was received from both Old Point Bank and Towne Bank totaling \$132,232.00. She said that \$18,000.00 was received for Cigarette Tax. Ms. McClanahan stated that 91.11% of Personal Property Taxes have been collected and 81.01% of Real Estate Taxes have been collected.

Ms. McClanahan added that the surplus police vehicles were sold at auction. She stated that \$10,100 was received for the sale of the 2017 Chevrolet Tahoe and \$3,025 was received for the sale of the 2014 Dodge Charger.

Councilman Redd asked if the Bank Franchise Tax amount received what was expected.

Ms. McClanahan said that the amount did drop slightly due to the Farmer's Bank and Towne Bank merge.

Councilman Bernacki 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 #9.

Council Comments

Councilman Bernacki stated that citizens that walk their dogs around town have noted that there is no bag in the pet waste receptacle located at Centennial Park. He noted that citizens have been placing their waste bags on the lid of the receptacle. Councilman Bernacki asked if the town was maintaining the pet waste stations.

Councilman Bernacki asked if it is feasible to install a water faucet for pets at Robinson Park.

Mr. Saunders said that he would pass the information regarding the pet waste station at Centennial Park on to Public Works. He added that he will investigate the installation of a water faucet for pets at Robinson Park.

Councilman Dowdy stated that he would like to thank Chief Riddle and the Windsor Police Department for placing speed limit signs on Bank Street. He noted that it has helped to slow the traffic in that area.

Town Manager's Report

Capital Projects Update

Mr. Saunders advised that the Town has received a schedule from the contractor outlining the potential for the successful completion of the project. He noted that the schedule is being reviewed by town staff and the town's engineering consultants.

Calendar of Events

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

July 4th Celebration

Mr. Saunders said that the plans for the 32nd Annual Town of Windsor 4th of July Celebration have been finalized.

The event flyer was presented to the Council for their information.

Mr. Saunders advised that opening remarks will start at 3:30pm. He added that Luke Willette will perform the opening musical set from 4-5pm, the Greg Willis Cruise-In will begin at 5pm, the Janitors will perform as the main musical act from 6-9pm, and the fireworks display will begin around 9pm. Mr. Saunders noted that there will be vendors, food trucks, a kid zone, and more.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority Report

None

Other Reports

Councilman Bernacki stated on behalf of the Fire Department, that they would like to remind drivers to be vigilant and careful during this time of year. He noted that there has been a recent increase in motorcycle accidents.

Councilman Adams said that he and Councilman Dowdy attended the Windsor Town Center Advisory Board meeting on June 4, 2024, and the board reviewed various rentals rates for neighboring facilities. He noted that Windsor Town Center's rental rate remain competitive.

Old or Unfinished Business

New Municipal Building – Plan Review

Mr. Saunders said that a work session on the new municipal building was held with Moseley Architects' and Kimley-Horn Associates' representatives on April 30, 2024. He stated that new floor plans were received from Moseley Architects based upon the input from Town Council and staff.

Mr. Saunders noted that the architect provided three different floor plans to give variation. He gave a brief overview of the floor plans presented to the Council and asked for a consensus on when the Council would like to meet for a more detailed review.

The consensus of the Council was to schedule a work session for Monday, June 17th, 2024, to discuss the floor plans.

New Business

Budget Amendment – Donations for July 4th Celebration

Ms. McClanahan said that we have received funds in the amount of \$10,000 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 Adams made a motion to adopt the resolution entitled: A Resolution for Appropriating The Sum Of \$10,000 to The General Fund Operating Budget For Fiscal Year 2023-2024 for Revenue and any Expense for the 4th of July. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Budget Amendment – JAG LOLE Equipment Grant

Ms. McClanahan advised that on February 22, 2024, the amount of \$3,141.00 was received from the JAG LOLE Grant which was reimbursement for WPD equipment. She noted that as such, we must appropriate the Police Grant received to Equipment.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution for Appropriating The Sum Of \$3,141.00 From JAG LOLE Grant to The General Fund Operating Budget For Fiscal Year 2023-2024 for Police Equipment line item. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

Budget Amendment – VRSA Insurance Reimbursement

Ms. McClanahan stated that on March 18, 2024, the amount of \$1,583.00 was received from Insurance which was reimbursement of Vehicle Repairs and Maintenance. She said that as such, we must appropriate the Police Reimbursement received.

Councilman Adams made a motion to adopt the resolution entitled: A Resolution for Appropriating The Sum Of \$1,583.00 From Insurance to The General Fund Operating Budget For Fiscal Year 2023-2024 for Police Vehicle Repairs and Maintenance line item. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Budget Amendment – Surplus Vehicles / Police Vehicle Repairs and Maintenance

Ms. McClanahan said that we need to do a budget appropriation for revenue from the sale of used police surplus vehicles. She noted that the following vehicles have been sold:

2017 Tahoe	\$10,100.00
2014 Dodge	<u>\$ 3,025.00</u>
Total	\$13,125.00


Councilman Adams made a motion to accept the resolution entitled: A Resolution for Appropriating The Sum Of \$13,125.00 From the Sale Of Surplus Property To The General Fund Operating Budget For Fiscal Year 2023-2024 for Police Vehicle Repairs and Maintenance line item. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion # 13.

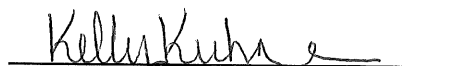
Councilman Bernacki asked if the surplus backhoe information was received to place it up for online auction.

Mr. Saunders stated that the backhoe was posted for auction and has recently been sold.

Councilman Bernacki made a motion to adjourn. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #14.

The meeting adjourned at 8:10pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date June 11, 2024

Motion #	Sharp	Redd ✓	Bernacki ✓	Carr ✓	Adams ✓	Dowdy ✓	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	
6		Y	Y	Y	Y	Y	
7		Y	Y	Y	Y	Y	
8		Y	Y	Y	Y	Y	
9		Y	Y	Y	Y	Y	
10		Y	Y	Y	Y	Y	
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13		Y	Y	Y	Y	Y	
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Kelly Kuhre, Clerk