

**Minutes
Windsor Town Council Meeting
Town Hall
August 13, 2024**

The Windsor Town Council met in a regular session on August 13, 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 that those in attendance 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
 Jake Redd

Councilman Sharp delivered the invocation and Councilman Bernacki 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 July 9, 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.

In response to Councilman Bernacki's question, Lieutenant Jernigan, attending the meeting on behalf of Chief Riddle, explained that a "direct patrol check" is when a law enforcement unit patrols a particular area or location for a particular amount of time. He noted that during the patrol check, law enforcement is observing the area to ensure that it is safe, and no criminal activity is taking place.

Councilman Bernacki 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 July 2024 Treasurer's Report and gave an update on collections. She explained that she is reviewing July expenses and revenue as some will need to be moved back into the FY24 budget. Ms. McClanahan stated that at the end of July, an average of 97.96% of Real Estate taxes were collected as well as 93.06% of Personal Property taxes.

Ms. McClanahan said that she is preparing for the annual audit that will take place in September.

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

Council Comments

Councilman Dowdy stated that a question was asked of him regarding the donated funds for the 4th of July fireworks. He asked if the funds for the fireworks display would remain in the town's designated events account since the display was cancelled this year.

Mr. Saunders answered that the donated funds will remain in the events account to be used at a later date.

Councilman Bernacki stated that he would like to announce that Ms. Cheryl McClanahan, town Treasurer, recently received accreditation from the Treasurer's Association. He noted that this is a first for the Town of Windsor and sets the standard for fiscal responsibility and transparency. Councilman Bernacki thanked Ms. McClanahan and staff for their service to the town and praised their accomplishment.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said that the Town has received a schedule from the contractor outlining the potential for the successful completion of the project. He noted that town staff and the town's engineering consultants are working through questions about the balance of the work required with the contractor. Mr. Saunders added that a meeting including all parties is scheduled for the week of August 12th, 2024.

Calendar of Events

Mr. Saunders presented the August and September 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 stated that he has been asked questions by citizens inquiring about the damaged fire hydrant on E. Griffin Street. He noted that this has been referred to Town Manager, Mr. Saunders.

Economic Development Authority Report

Councilman Redd said that the Economic Development Authority is still looking for new members. He asked that anyone interested in serving on the EDA submit a resume to the town office.

Mayor Stubbs noted that he has a few individuals interested in serving and will submit those resumes once they have been completed.

Councilman Bernacki asked if those interested in serving must reside in the incorporated Windsor township.

Councilman Redd advised that citizens must either reside within the Town of Windsor or be affiliated with a business that operates within the town limits.

Other Reports

Councilman Dowdy said that the Isle of Wight County Energy Task Force gave a report to the Isle of Wight County Board of Supervisors regarding their position on solar sites and nuclear power facilities. He added that if anyone is interested in viewing the report, he would be happy to share it.

Old or Unfinished Business

Design Review – New Town Hall

Mr. Saunders stated that Moseley Architects and Kimley-Horn Associates are developing plans for a new municipal building. He said that new floor plans were received from Moseley Architects based upon input from Town Council and staff at their work session on April 30, 2024. Mr. Saunders noted that a work session was held on June 17, 2024, to discuss the new designs and comments generate by the Town Council at that meeting were forwarded to the architects.

Mr. David Sears, project manager for Moseley Architects distributed updated schematic design documents to the Council and reviewed the updated plans, including interior design and construction costs.

New Business

Gazebo Use Application

Mr. Saunders said that current Gazebo Use Policy requires Town Council to authorize each rental of the gazebo. He stated that he recommends amending the policy to allow for administrative handling of those rentals. Mr. Saunders added that revisions will be made to the policy and brought to Town Council for consideration.

Ordinance – Personal Property Tax Relief Act

Mr. Saunders explained that each year the Town readopts an ordinance per the 2005 revisions to the Personal Property Tax Relief Act of 1998, based upon the amount of funds received from the Commonwealth of Virginia. He noted that this year, the amount received was \$19,527.44 and the property tax relief percentage is 15.07%.

Councilman Adams made a motion to adopt an ordinance entitled: An Ordinance Establishing A Personal Property Tax Relief Percentage Of 15.07% For Calendar Year 2024 Personal Property Tax Bills. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Appointment – Drainage Committee

Mr. Saunders said that due to a resignation, the Drainage Committee has a vacant position. He explained that Durwood Scott has resigned his position on the Drainage Committee and this position’s term expires on March 14, 2025.

Mr. Saunders noted that per their bylaws, the committee is to be made up of two Councilmembers, three citizens of Windsor, and the Town Manager. He added that as such, the appointee to fulfill the unexpired term should be a citizen of Windsor.

Councilman Carr suggested that the vacancy be advertised publicly through the use of social media in an attempt to reach citizens that may be interested in serving.

Appointment – Isle of Wight County Economic Development Authority

Mr. Saunders stated that due to a resignation, the Windsor position on the Isle of Wight County Economic Development Authority (IOWC EDA) is vacant. He explained that Rev. Reuben ‘Sam’ Askew has resigned his position on the IOWC EDA and this position’s term expires in June of 2027.

Mr. Saunders said that as has been tradition, the Windsor Town Council recommends an appointee for consideration by the IOWC EDA and appointment by the Isle of Wight County Board of Supervisors. He added that regarding potential appointees, while there are no specific prohibitions, candidates with board-related conflicts, conflicts having to do with projects and activities of the EDA, or candidates having the need (or desire) to repeatedly recuse themselves because of real or perceived conflict are not ideal. Mr. Saunders noted that appointees shall also be residents of Isle of Wight County.

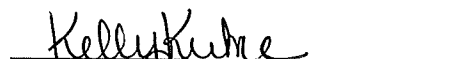
Closed Session (If needed)

None

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 8:03pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date August 13, 2024

Motion #	Bernacki ✓	Carr ✓	Adams ✓	Dowdy ✓	Sharp ✓	Redd ✓	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	
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Kelly Kubie, Clerk