

**Minutes
Windsor Town Council Meeting
Town Hall
November 12, 2024**

The Windsor Town Council met in a regular session on November 12, 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

Council members absent: J. Randy Carr, Vice Mayor
 Jake Redd
 David T. Adams

Councilman Sharp delivered the invocation and Councilman Dowdy 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

FY24 Audit Presentation – Aaron Hawkins of Robinson, Farmer, Cox Associates

Mr. Hawkins said that he will be presenting the annual financial report for fiscal year 2023-2024. He explained that the audit process went well and commended Treasurer, Cheryl McClanahan and staff on their ability to prepare for the audit.

Mr. Hawkins highlighted areas in the audit to include the Auditor's Report. He stated that this report outlines the auditor's unmodified opinion which means that the financial statements can be relied upon based on work conducted by the auditors.

Mr. Hawkins reviewed the General Fund balance for the year stating that the town began with approximately \$2.7 million and ended with approximately \$3.9 million, resulting in an increase of approximately \$1.2 million in the General Fund balance for FY24.

Mr. Hawkins highlighted the Control and Compliance Financial Report, stating that there were no instances of noncompliance.

Mr. Hawkins stated that the town utilized \$1,676,608.00 of federal assistance, American Rescue Plan Act (ARPA) funding, during FY24. He said that this warranted an audit for federal compliance, whereas no findings of noncompliance were discovered.

Mr. Hawkins welcomed questions from the Council.

Hearing no questions, Mayor Stubbs thanked Mr. Hawkins for his report. He took a moment to express his gratitude for the work conducted by Treasurer, Cheryl McClanahan throughout the year, and congratulated her on a successful audit.

Public Comment

Raye Lin Klepac, a town resident of 24206 Twin Circle, requested that the ordinance be changed to allow residents to own chickens within the town limits. She stated that she moved to Windsor last year under the assumption that with the town being rural, that owning chickens would be allowed. Ms. Klepac added that after some research, she was surprised that a resident must own approximately five acres to own chickens within town limits. She added that her home is backed up to wetlands and she has plenty of space for chickens.

Ms. Klepac presented an ordinance from 2017, stating that this was the last time a change to the ordinance had been presented. She said that she is requesting that the Town Council review the ordinance and consider allowing residents to own chickens within the town limits.

Justin Hensley, a town resident of 24195 Twin Circle, stated that he moved to the Town of Windsor under the assumption that he would be able to have chickens in a rural town. He noted that his parents, who live within the city limits of Newport News, are allowed to have a horse in their backyard. Mr. Hensley said that he is disappointed and hopes that the Council will reconsider the ordinance and allow residents to have chickens.

Mayor Stubbs thanked both residents for their comments, adding that their requests will be taken into consideration.

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the October 8, 2024, Town Council Meeting and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki 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 October 2024 Treasurer's Report and gave an update on collections. She stated that 22% of 2024 Personal Property tax has been received, totaling \$31,870.17. Ms. McClanahan said that \$156,617.16 in meals tax was collected.

Councilman Dowdy 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 Bernacki stated that he has been made aware of some cosmetic issues that are developing on the frog statue located at Garris Park. He noted that the statue has some paint chipping and bubbling that may need to be addressed.

Mr. Saunders explained that he would pass the information on to the Economic Development Authority (EDA).

Councilman Sharp expressed his appreciation to the residents of the Town of Windsor for his re-election.

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 November and December 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 on October 10th, 2024, he attended the "Crunch Heard 'Round the Commonwealth," held at the Windsor Elementary School Land Lab. He explained that the Farm to School Program was set up in previous years by the Isle of Wight County School Board. Mayor Stubbs added that the facility houses livestock of all kinds and is maintained by staff and students throughout the year. He encouraged those that have not visited the facility to do so.

Mayor Stubbs stated that on October 22nd, 2024, he attended a beam signing at the 460 Commerce Park and had the opportunity to sign the main beam that will be installed at the new 370,000 square foot facility.

Mayor Stubbs explained that he and Mr. Saunders have been working with the Isle of Wight County School Board to address the sinkholes affecting the sidewalk on Church Street. He

added noted that the Isle of Wight County School Board has also been working with the Virginia Department of Transportation (VDOT) to determine a resolution.

Mayor Stubbs shared the November 6th, 2024, passing of Lee Fleming, husband of former Town of Windsor Councilwoman Patty Fleming. He asked that everyone keep the Fleming family in their thoughts and prayers.

Mayor Stubbs added that there will be a Memorial Service held for Lee Fleming on November 17th, 2024, at the Windsor Christian Church.

Economic Development Authority Report

None

Other Reports

Councilman Bernacki said that the Windsor Volunteer Fire Department would like to remind everyone that as the weather changes, to have their heating systems checked. He noted that this includes heating units like HVAC and fireplaces. Councilman Bernacki added that if you smell something burning after switching over to heat, that the fire department will respond to check your home, ensuring there is no fire hazard.

Mayor Stubbs explained that we are in a dry season currently, with little to no rainfall. He noted the wildfires spreading throughout the east and west coasts. Mayor Stubbs asked everyone to be mindful of how dry it is and to take care not to trigger any unnecessary fires.

Old or Unfinished Business

None

New Business

Budget Amendment – ARPA Funds Reallocation

Mr. Saunders said that with the December 31, 2024, deadline for the obligation of American Rescue Plan Act (ARPA) funds looming, the amendment of the funding source for several line items in the FY25 budget is recommended.

Mr. Saunders explained that ARPA funds in FY25 budget that may not be obligated by December 31, 2024, include:

- \$65,000 in Duke Street / Virginia Avenue Water Main Project, and
- \$8,347.80 in Water Meter Replacement, both in the Capital section of the Water Fund.

Mr. Saunders stated that the proposed amendment is to change the funding sources for these line items from ARPA funds to current revenue.

Mr. Saunders noted that to balance this action, it is recommended to apply the \$73,347.80 of ARPA funds to Salary expended in the first half of FY25 in the General Management section of the General Fund in lieu of current revenue.

Mr. Saunders added that the benefits of this action include meeting the deadline for the obligation of the funds.

Councilman Dowdy made a motion to accept the recommendation. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Purchase over \$20,000 – Public Works Pickup Truck

Mr. Saunders said that as the Public Works Department has grown over the last two years, the need for an additional pickup truck has arisen.

Mr. Saunders shared that the town has received two (2) bids for a new 2024 one ton, 4x4, crew cab, single rear wheel pickup truck. One quote is for a Ford F-350 and the other for a Chevrolet Silverado 3500.

Mr. Saunders said that the bids are as similar as possible from an existing procurement contract with a cooperative clause. He explained that the Ford is from a procurement by York County and the Chevrolet one by the Virginia Sheriff's Association. Mr. Saunders noted that a quote for a vehicle from Stellantis (Formerly Dodge) was not obtained, as one was not available with the same configurations.

Mr. Saunders stated that he understands from Public Works staff that the Chevrolet has more standard features than the Ford, but that is not quantified in the quotes. Mr. Saunders explained that the quotes for both vehicles include optional features that are desired by the Public Works Department.

Mr. Saunders noted that the staff recommends the Ford F-350 from Hall Automotive based upon lower price; however, either vehicle will serve the needs of the Public Works Department.

Councilman Bernacki said that he has a background in automotive mechanical work and conducted research on the vehicles presented. He noted that in talking to other municipalities, that those utilizing the Ford model vehicles, have expressed issues with the F-350 models, specifically issues with electrical components and the front-end suspensions. Councilman Bernacki expressed concern with purchasing a vehicle with these reported issues as it will ultimately affect the efficiency of the Public Works Department.

Councilman Sharp questioned the value of the standard features presented in the Chevrolet Silverado 3500. He stated that if the features are valued at the almost \$4,000 price difference, then he would be in favor of purchasing the Chevrolet Silverado 3500.

Councilman Bernacki made a motion to purchase the Chevrolet Silverado 3500 for use in the Public Works Department. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Budget Amendment – Windsor Police Department Laptop Purchase / Contingency

Mr. Saunders said that it has become apparent that the Windsor Police Department needs new computers.

Mr. Saunders stated that the Police Department needs two laptop computers. Mr. Saunders explained that one is a replacement of an obsolete laptop with broken ports. He added that the second is to outfit the newly hired part-time officer with a laptop.

Mr. Saunders said that the total cost of the two Win11 Pro, I-5 laptops is \$4,515.52.

Mr. Saunders noted that one will be funded from the Police Computer and Technology line item (\$2,257.76).

Mr. Saunders stated that it is recommended that the other be funded from the Contingency line item (\$2,257.76).

Mr. Saunders added that therefore, it is recommended that \$2,257.76 be transferred from the Contingency line item to the Police Computer and Technology line item of the General Fund.

In response to Councilman Bernacki's question, Chief Riddle stated that these laptops are an upgraded version of the Mobile Data Terminals (MDT) currently used by the department.

Councilman Bernacki made a motion to approve the associated transfer of funds and purchase two new laptops for the Windsor Police Department. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

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

Mr. Saunders stated 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 Roue 460. He said that this parcel is intended for development and was the proposed site of the Tidewater Logistics Center project.

Mr. Saunders explained that Councilman Sharp has requested that a discussion regarding future development of the property take place to include:

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

Mr. Saunders stated 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."

Councilman Sharp said that the property is being marketed as "industrial," although it is not zoned that way. He stated that it should be marketed the way that it is zoned. Councilman Sharp advised that he had spoken with individuals from both the Isle of Wight County Planning Commission and The Isle of Wight County Board of Supervisors regarding the possibility of the Windsor Town Council and Isle of Wight County working together to work on a solution.

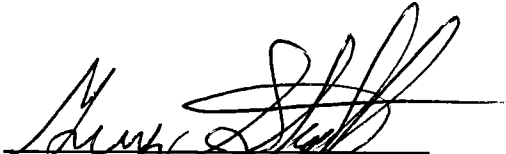
Mayor Stubbs explained that due to the amount of Councilmember absences this evening, he will be tabling this discussion until next month's meeting.

Closed Session – If Needed

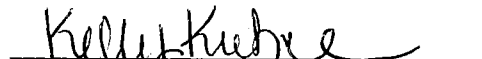
None

Councilman Bernacki made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 7:41pm.



George Stubbs, Mayor



Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date November 12, 2024

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