

Minutes
Windsor Town Council Meeting
Town Hall
January 14, 2025

The Windsor Town Council met in a regular session on January 14, 2025, 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
 David T. Adams

Council members absent: Jake Redd

Mayor Stubbs shared that Councilman Redd's grandmother recently passed away as well as Town Attorney, Fred Taylor's father-in-law. He asked that everyone keep Councilman Redd, Mr. Taylor, and their families in their prayers during this time.

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

Approval of Agenda

Councilman Adams requested to add an item to the agenda regarding the proposal of an additional committee.

Mayor Stubbs stated that due to time constraints, the topic of an additional committee cannot be added to tonight's agenda but will be included during the February meeting.

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

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the December 10, 2024, Town Council Meeting 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 about the Windsor Police Department Monthly Incident Report Summary, Chief Riddle explained that "Exceptional Case Status," means that the Commonwealth's Attorney declines to prosecute a case, a victim refuses to cooperate, or an offender passes away, resulting in an exceptional closing of a case.

Councilman Sharp made a motion to approve the consent agenda as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Ms. McClanahan reviewed the December 2024 Treasurer's Report and gave an update on collections. She stated that \$46,596.31 in Personal Property tax has been collected, averaging 72.68% overall for the 2024 tax year. Ms. McClanahan noted that Personal Property tax reminder notices were mailed to residents who had not yet paid their taxes.

Ms. McClanahan stated that \$15,033.84 has been received for Meals Tax. She noted that all bank balances and accounts receivable are reconciled.

Councilman Bernacki 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

In response to Councilman Dowdy's question, Mr. Saunders stated that the town allows Meals on Wheels to store their food coolers at the Town Hall but does not currently provide financial assistance to the program.

Councilman Adams asked about the repair status and pedestrian safety of the footbridge on North Court Street.

Mr. Saunders said that the footbridge is a county project, however, the town has helped to replace damaged boards when needed. He added that the repairs to the footbridge appear to be more than a few boards requiring replacement at this time. Mr. Saunders noted that the damaged portion of the footbridge has been coned off for pedestrian safety.

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.

N&W Caboose Acquisition

Mr. Saunders stated that site visits were scheduled for four crane and rigging companies as of the week of January 6th and that staff are awaiting their quotes. He noted that the fourth crane company did not show for their site visit.

Mr. Saunders added that one potential firm to perform the exterior renovation has been interviewed and others are being sought.

Councilman Adams asked if there is a possibility that the caboose can be stored at the water tower site just outside of town.

Mr. Saunders said that he would prefer to avoid placing the caboose in environmentally sensitive areas and hopes a restoration company will have the space to store it during renovation.

Calendar of Events

Mr. Saunders presented the January 2025 and February 2025 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Revised 2025 Town Council Meeting Schedule

Mr. Saunders presented the revised 2025 Town Council meeting schedule to include a correction to a conflict in the previous version, which was on Tuesday, November 11th, Veterans Day. He explained that the November meeting is proposed to be the next day, Wednesday, November 12th. Mr. Saunders stated there were no other holiday conflicts.

Mr. Saunders said that the closed sessions will be held prior to the regular meetings when possible.

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

FY26 Budget Calendar

Mr. Saunders presented the draft FY26 budget calendar for Council review.

Septic Tank Pump Out Program – Late Item

Mr. Saunders explained that the Septic Tank Pump Out Program is State mandated and requires septic tanks to be pumped out every five years. He said that town staff are working on notification letters that will be mailed to residents that are due for their septic tank pump out. Mr. Saunders presented a copy of the notification letter to be mailed out by the end of January 2025 for Council's information.

Town Attorney's Report

None

Mayor's Report

Mayor Stubbs shared that the 123rd Town of Windsor Birthday Celebration will be held on March 15, 2025, at 2:00pm at the Windsor Town Center.

Mayor Stubbs stated that he met with the Isle of Wight County School Board Chairman, Director of Operations, and Virginia Department of Transportation's (VDOT) District Engineer in reference to the sinkholes on Church Street. He explained that a survey of the area was conducted and VDOT determined that the affected drainage area is in their right of way. Mayor Stubbs added that VDOT will be repairing the affected area once funding can be appropriated.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

None

New Business

Appointment – Planning Commission

Mr. Saunders stated that Lee Marshall's and Ricky Vaughn's terms expired on December 31, 2024. He noted that both commissioners are willing and able to be reappointed to four-year terms expiring on December 31, 2028.

Mr. Saunders added that Larissa Williams had to resign her position on the Planning Commission due to a change in the responsibilities of her career. He said that her term expired on December 31, 2024. Mr. Saunders explained that an appointment to fill a four-year term expiring on December 31, 2028, is required.

Mr. Saunders shared a Talent Bank form for Debra Hicks, a town resident, who is a past member of the Planning Commission, and whose term on the Board of Zoning Appeals recently expired on December 31, 2024.

Councilman Bernacki made a motion to reappoint Lee Marshall and Ricky Vaughn to the Planning Commission to fulfill four-year terms expiring on December 31, 2028. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Adams made a motion to appoint Debra Hicks to the Planning Commission to fulfill a four-year term expiring on December 31, 2028. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Appointment – Isle of Wight County Economic Development Authority

Mr. Saunders explained that due to a resignation, the Windsor position on the Isle of Wight County Economic Development Authority (IOWC EDA) is vacant.

Mr. Saunders said that Rev. Reuben 'Sam' Askew resigned his position on the IOWC EDA. He noted that this position's term expires in June of 2027.

Mr. Saunders stated 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.

Mr. Saunders 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. He noted that appointees shall also be residents of Isle of Wight County.

Mr. Saunders shared a Talent Bank form submitted by Michael Maddox, a town resident, expressing interest in serving on the Economic Development Authority.

Councilman Adams made a motion to recommend appointment of Michael Maddox to the Isle of Wight County Economic Development Authority to fulfill the remaining term of Rev. Reuben "Sam" Askew. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Contract Extension – Windsor Town Center HVAC Maintenance

Mr. Saunders stated that in January of 2022, the town contracted with Comfort Systems of Virginia (CSV) to provide HVAC maintenance services at the Windsor Town Center following a competitive solicitation. He explained that the contract was for one year and allowed for up to four annual extensions if both parties agreed to them. Mr. Saunders noted that the contract also allowed the vendor to have the opportunity to request revisions to the fee schedule of their services at the time of the extension.

Mr. Saunders said that CSV has provided timely and professional service on the WTC HVAC under this contract; and has also provided plumbing services at the WTC outside of the contract during this time.

Mr. Saunders explained that in November, the Consumer Price Index for All Urban Consumers rose 0.0 percent, seasonally adjusted, and rose 2.7 percent over the last 12 months, not seasonally adjusted. He stated that the index for all items less food and energy increased 0.3 percent in November, seasonally adjusted, and up to 3.3 percent over the year, not seasonally adjusted. Mr. Saunders said that therefore, Comfort Systems requests an increase of 2.5 percent to the below rates:

Technician Rate (Normal Hours) = Current Rate: \$93.50	New Rate: \$95.83
Laborer/Helper Rate (Normal Hours) = Current Rate: \$46.50	New Rate: \$47.66
Technician Rate (After Normal Hours) = Current Rate: \$140.00	New Rate: \$143.50
Laborer/Helper Rate (After Normal Hours) = Current Rate: \$70.00	New Rate: \$71.75
Technician Rate (Emergency Service) = Current Rate: \$140.00	New Rate: \$143.50
Laborer/Helper Rate (Emergency Service) = Current Rate: \$70.00	New Rate: \$71.75

Mr. Saunders recommended that Town Council authorize the Town Manager to proceed with the extension of the contract with Comfort Systems of Virginia, Inc. for one additional year at the revised rate schedule.

In response to Councilman Bernacki's question, Mr. Saunders stated that the contract could be re-bid in 2026.

Councilman Sharp made a motion to authorize the Town Manager to proceed with the one-year extension of the contract with Comfort Systems of Virginia, Inc. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Budget Amendment – Town Events

Ms. McClanahan presented a resolution regarding the appropriation of donations for town events. She explained that funds have been received in the amount of \$25,000 for Town Events and as such, must be appropriated to the 2024-2025 General Fund Operating Budget for Revenue and Expense line items.

Councilman Bernacki made a motion to adopt the Resolution entitled: A Resolution for Appropriating The Sum Of \$25,000 to The General Fund Operating Budget For Fiscal Year 2024-2025 for Town Events Revenue and Town Events Expenses. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

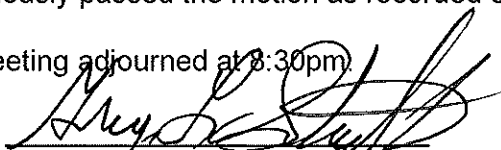
Closed Session

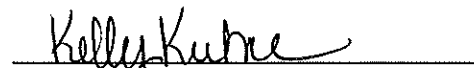
Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711.A.8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel and 2.2-3711.A.29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Councilman Sharp 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 Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

Councilman Adams made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

The meeting adjourned at 8:30pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date January 14, 2025

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	
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	
11		Y	Y	Y	Y	Y	
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Kelly Kuhn Clerk