

**Minutes
Windsor Town Council Meeting
Town Hall
February 11, 2025**

The Windsor Town Council met in a regular session on February 11, 2025, 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 asked anyone with a cell phone to please silence it. 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 (Arrived at 6:17p.m.)
 David T. Adams
 Walter Bernacki
 Edward (Gibbie) Dowdy
 Marlin Sharp

Closed Session

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.8 for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. 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 the 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 Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

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

Approval of Agenda

Councilman Adams requested that he discuss a proposal to add an additional town committee during tonight's meeting.

Mayor Stubbs agreed, stating that there is a planned discussion regarding committees for this evening.

Councilman Adams made a motion to approve the agenda as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Public Hearings

None

Delegations and Public Comment

Public Comment

Ron Trager, a town resident of 24358 Lovers Lane, said that in reference to the Tidewater Logistics Center project, he has four areas of concern: property values, noise, smell, and traffic. He noted that according to Kimley-Horn, they expect approximately 2,349 trucks per day to travel in and out of the warehouse complex. Mr. Trager broke that down to about 223 trucks per hour during peak morning hours, and roughly 246 trucks per hour during peak travel in the evenings. He stated that currently, it is almost impossible to make a left-hand turn onto Lovers Lane from Route 460, explaining that he has seen numerous motor vehicle accidents at this location due to the high volume of traffic.

Loren Pantschyschak, a town resident of 12308 Keaton Avenue, stated that she will be talking about the warehouse project from a human aspect because she feels this perspective is missing. She explained that she is aware of the traffic issues that currently exist and how it impacts those who commute for work. Ms. Pantschyschak said that due to the traffic issues, individuals must leave home well in advance to ensure they are making it to work on time. She noted that she is in favor of change if it benefits everyone. Ms. Pantschyschak added a concern regarding military veterans who may live near the proposed warehouse, questioning how the sounds and/or smells coming from the facility would impact their mental health if suffering from post-traumatic stress disorder (PTSD). She asked the Council to help support the citizens so they may stay in their homes.

Rick Darden, a town resident of 24406 Lovers Lane, said that he has lived at this location since 2005. He explained that he does not believe that the warehouse project is suitable for the proposed location. Mr. Darden requested that the Council speak out in opposition to the warehouse project and in support of the Windsor residents. He added that the project has no benefit for the Town of Windsor, noting that real estate tax revenue will suffer as property values decline.

James Villars, a town resident of 12262 Keaton Avenue, stated that he is also against the Tidewater Logistics Center project and hopes that the Council will stand behind its citizens in opposition to the warehouses. He referenced the January 28, 2025, Isle of Wight County Planning Commission meeting where he noted his disappointment in conflicting reports from representatives of the Town of Windsor. Mr. Villars said that in following the developments of the warehouse project, he was under the impression that the Town of Windsor was also in opposition.

Glyn Willis, a town resident of 24291 Lovers Lane and former Mayor of Windsor, shared that he is still opposed to the Tidewater Logistics Center warehouse project proposed for the eastern area of town. He said that he also has some confusion regarding the town's position on the project. Mr. Willis stated that he would appreciate any clarification that the Council may share regarding the change in support of this project.

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the January 14, 2025, Town Council Meeting and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Sharp made a motion to approve the consent agenda as presented. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Treasurer's Report

Ms. McClanahan reviewed the January 2025 Treasurer's Report and gave an update on collections. She stated that \$117,228.46 has been received for Meals Tax.

Ms. McClanahan said that \$11,106.84 was received for Personal Property in the month of January. She explained that she has begun the collection process for those residents who still have not paid their Personal Property taxes.

Ms. McClanahan stated that \$80,541.98 was received from Isle of Wight County for four months of sales tax. She noted that all bank balances and accounts receivable are reconciled.

Ms. McClanahan said that there is currently \$13,435.83 in the Windsor Town Center account. She added that the rising cost of utilities and maintenance is bringing the account to near exhaustion before the end of the fiscal year.

In reference to Councilman Adams' question, Ms. McClanahan stated that the budget expenditures for Information Technology Services are on track and an overage is not expected.

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 #5.

Council Comments

Councilman Sharp stated that he was asked by a number of residents if the Council could clarify the residency requirements to serve on Town Council.

Town Attorney, Fred Taylor, explained that residency of Councilmembers is not a decision which Town Council makes. He stated that ultimately, the Election Registrar makes that determination by following the State Code of Virginia.

Councilman Sharp asked if the Council would be discussing the potential for the town to maintain the proposed community park adjacent to the Tidewater Logistics Center project.

Mayor Stubbs explained that he was asked by members of the Isle of Wight Planning Commission if the Town of Windsor would be willing to take responsibility for the proposed park's maintenance and upkeep. He stated that his answer to those Isle of Wight County Planning Commission members was that he would not be able to answer that question at this time. Mayor Stubbs stated that would be a topic for negotiation if the Tidewater Logistics Center project is approved.

Mayor Stubbs quoted a letter submitted by Mr. Wade Beale regarding the proposed community park, "As a taxpayer of the Town, I would like to ensure that my contributions are being spent in a way that not only benefits my family, but others in the community. With that being said, I am writing to respectfully request that the community park being proposed as part of the Tidewater Logistics Center development be considered as a potential site to accommodate the Windsor Wildcats Youth football team and the Windsor Legacy baseball team. As both of these groups are growing and in need of dedicated spaces, I believe this park could serve as an excellent home base for their activities and additional opportunities for future programs." He stated that Mr. Beale lives on Keaton Avenue.

Councilman Adams explained that it would be of better interest to the Town to assume responsibility for the warehouses in their entirety, rather than assuming responsibility for a park that will not generate revenue for the town.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said that due to the unresponsiveness of the contractor, town staff are exploring alternative options for the satisfactory completion of the project.

N&W Caboose Acquisition

Mr. Saunders stated that site visits were performed by four crane and rigging companies as of the week of January 6th and another has been contacted since.

Mr. Saunders noted that two potential firms to perform the exterior renovation have been interviewed and others are being sought.

Mr. Saunders said that the town received two quotes regarding moving the caboose. He stated that Crofton Crane and Rigging quoted \$20,160.00 and Barnhart Crane and Rigging quoted \$8,350.00. Mr. Saunders noted that the cost estimates were based on moving the caboose up to 35 miles.

Mr. Saunders explained that two potential firms to perform the exterior renovations to the caboose were identified: Suffolk Iron Works in downtown Suffolk and Repair Tech Industrial Contractors in Franklin. He noted that due to the logistics of moving such a tall and wide load, his recommendation would be to have Barnhart Crane and Rigging complete the move, delivering the caboose to Repair Tech in Franklin for the renovation.

Councilman Adams made a motion to have Barnhart Crane and Rigging move the caboose from its current location to Repair Tech in Franklin for renovation. Councilman Redd seconded, and Council passed the motion 5-1 as recorded on the attached chart as motion #6.

Town Committees Discussion – Late Item

Mr. Saunders presented a roster of town council, boards, commissions, and committees for discussion. He explained that the roster details the members on each, their terms, as well as any vacancies.

Councilman Adams shared a proposal with the Council regarding enacting a new committee. He requested that the Council consider establishing a special committee entitled, the “Windsor Impact Committee.”

Councilman Adams said that the purpose of this special committee is to discuss on behalf of the Town of Windsor citizens, any commercial or industrial developments for any parcel or property that abuts the Town of Windsor. He noted that these discussions may occur with, but are not limited to, the Isle of Wight County Economic Development Authority members or staff, Isle of Wight County Board of Supervisors or staff, or other Isle of Wight County staff or contractors as necessary.

Councilman Adams stated that the special committee will not have any authority to make final decisions, enter into any agreements, or enforce any regulations unless otherwise permitted by a vote of the Windsor Town Council and within the scope of the powers delegated to the Town of Windsor by the Code of Virginia.

Councilman Adams proposed that the committee be comprised of 5 members, including 3 citizens at large, and 2 Councilmembers, each serving for one calendar year.

Councilman Adams asked that Council take time to think about this proposal for discussion at the March 2025 meeting.

Mayor Stubbs stated that in discussion with Mr. Saunders, it has been decided that the Council review the Drainage Committee and the Residential Beautification Committee to see if dissolution is warranted. He said that neither committee has had any actionable items requiring the need for their members to meet.

In response to Councilman Adams’ question, Mr. Saunders said that the Drainage Committee was originally enacted to compile data regarding drainage areas of concern within the town. He stated that the committee has completed this assignment.

After further discussion, Councilman Sharp made a motion to dissolve the Drainage Committee and the Residential Beautification Committee due to inactivity. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Calendar of Events

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

Mayor’s Report

None

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

None

New Business

FY25 Six-Month Budget Review

Mr. Saunders explained that with the end of December we have completed six months of the 2024-2025 (FY25) fiscal year. He presented the Year-to Date Report, Recent Years Report, and Six-Month Fund Balances to Council for discussion.

Mr. Saunders noted that total revenues are expected to meet or exceed budgeted amounts.

Mr. Saunders outlined the following:

- Personal Property Taxes were due on December 5, 2024, and as of January 1, 2025, approximately 72% have been collected.
- Real Estate Taxes are due on June 5, 2025, and bills paid late in July and August 2025 will roll back to FY25.
- Meals Taxes (Due quarterly)
4th quarter taxes were due on January 20, 2025.
2nd quarter taxes are due on July 20, 2025; these will roll back to FY25.

Mr. Saunders stated that Utility taxes include taxes on the electrical utilities, Dominion Power and Rural Electric Cooperative. He explained that the 6-month mark for utility tax is actually five months of revenue, as there is a one-month lag on sales tax revenue. Mr. Saunders added that funds received in July 2025 will roll back to this fiscal year.

Mr. Saunders said that personal property taxes include taxes on motor vehicles, commercial equipment, boats, machinery, and tools. He noted that the low 19-20 and 20-21 numbers are due to late billing from issues related to migration to a new financial system. Mr. Saunders added that the high 22-23 numbers are due to the inflation of car values at that time.

Mr. Saunders explained that the real estate tax due date changed from December 5th to June 5th in FY20-21, which resulted in low 6-month numbers. He said that it also resulted in a higher annual amount for that fiscal year, as the changeover resulted in the acquisition of 18 months of real estate tax in a single fiscal year. Mr. Saunders noted that funds received in July and August 2025 will roll back into this fiscal year.

Mr. Saunders stated that 22-23 sales tax projections were estimated conservatively, as there was a downward trend in the first four months of revenue from 19-20 through 21-22, and the

General Assembly was expected to eliminate the sales tax on groceries in that session, which was assumed to impact the entire 22-23 fiscal year. He noted that that did not occur at that time, however, future changes by the General Assembly will have an unknown impact on future town revenue.

Mr. Saunders said that Meals tax funds are received quarterly. He explained that from 14-15 to 19-20, two quarters of meals tax are shown in the 6-month figures, as the quarter's funds received in July were not rolled back into the previous fiscal year. Mr. Saunders added that 20-21 through the current fiscal year are showing one quarter of revenue, as those funds received in July are rolled back into the previous fiscal year. He noted that the numbers for this first quarter, seem to show us on track to meet or exceed the estimate for FY25.

In reference to the Cigarette Tax, Mr. Saunders explained that the 6-month numbers are even with last year's. He noted that these are typically large tax stamp purchases by wholesalers, of either \$6,000 or \$12,000 at a time, so one purchase can make up the difference. Mr. Saunders added that the increase in the rate in 22-23 could have resulted in some consumers making their purchases in localities with lower rates.

Mr. Saunders reviewed the General Fund six-month expenditures as compared to the year-end total. He said that the higher total expenditure amounts from 20-21 through the current fiscal year are due to expenditures tied to Cares Act Funds and American Rescue Plan Act funds over the normal revenue-related expenditures.

Mr. Saunders discussed the Water Fund stating that total revenues should meet or exceed the amount budgeted. He noted that six-month water sales revenues are 54% of the budgeted amount while expenditures are 40% of the budgeted amount. Mr. Saunders added that for FY25, water system depreciation is 85%, totaling \$70,279.67.

Mr. Saunders stated that by the end of the fiscal year, we should have collected enough revenue to cover operating, maintenance and debt service, but may show a "loss" due to depreciation. He added that continuing to fund depreciation allows us to reinvest in our water system infrastructure as it continues to age and hold a strong fiscal position.

Mr. Saunders said that overall, expenditures are well below the 50% mark, which is encouraging, as we have had to contract more projects that would normally have been done in-house, due to staffing challenges.

In summary, Mr. Saunders stated that the Town's overall financial condition remains sound and that revenues and expenditures will be monitored closely throughout the fiscal year.

FY25 Revenue Projections

Mr. Saunders presented the FY25 year-end revenue projections for the General Fund to the Council for review.

Mr. Saunders stated that the numbers for January and all previous months are actual numbers. He explained that the numbers for February through June are estimates based off historical data, trends, and assumptions. Mr. Saunders noted that July and August are also included even though they are outside of FY25 to show revenues to be rolled back. He added that the town is projecting to end the year with a \$84,276 surplus.

Mr. Saunders said that town staff will continue to update these projections while moving through the fiscal year, and the data will be used to help determine revenues for the FY26 budget.

Mr. Saunders reviewed the enclosed FY25 revenue projection spreadsheet.

Mayor Stubbs asked if there had been any updates on the town's ability to place tax on vape products.

Mr. Saunders stated that there has been no definitive update on taxing businesses that sell vaping products.

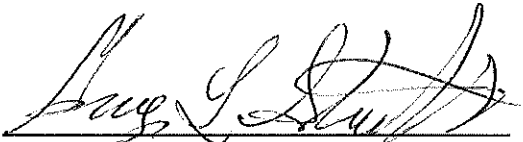
Closed Session – If needed

None

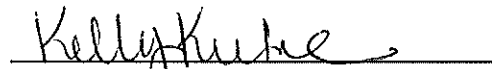
Mayor Stubbs thanked everyone in attendance for their participation and comments.

Councilman Bernacki made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

The meeting adjourned at 8:36 pm.



George Stubbs, Mayor



Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date February 11, 2025

Motion #	Bernacki ✓	Carr ✓	Adams ✓	Dowdy ✓	Sharp ✓	Redd ✓	Stubbs ✓
1	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	
6	N	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
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Kelly Kuhne, Clerk