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**Minutes  
Windsor Town Council Meeting  
Town Hall  
April 9, 2024**

The Windsor Town Council met in a regular session on April 9, 2024, at 6:30 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. 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 (Arrived remotely at 6:32pm)  
Walter Bernacki  
Edward (Gibbie) Dowdy  
Marlin Sharp

Mr. Saunders presented a request for Council consideration from Councilman Adams to join the meeting remotely due to medical illness making him unable to otherwise attend. Councilman Bernacki made a motion to accept remote access to the meeting by Councilman Adams, Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

**Closed Session**

Councilman Sharp 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 regarding specific legal matters. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

**Reconvene Open Meeting**

The Council returned from closed session and Mayor Stubbs reopened the regular meeting at 7:01pm. He asked that anyone with a cell phone to please silence it.

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 #3.

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

**Public Hearings**

None

## **Delegations and Public Comment**

### ***Presentation by Wendell Waller of the Western Tidewater Free Clinic***

Ms. Ellen Saunders of the Western Tidewater Free Clinic spoke on behalf of Mr. Wendell Waller who was unable to attend due to a medial procedure.

Ms. Saunders extended gratitude to the Windsor Town Council on behalf of the Western Tidewater Board of Directors and the patients they serve for the town's continued support. She noted that the town's support helps the clinic continue to serve high risk patients in need, keeping them out of emergency departments unnecessarily.

Ms. Saunders said that 6% of the Western Tidewater Free Clinic patients are Windsor residents. She noted that in fiscal year 2022 – 2023 the clinic served 88 Windsor residents through 696 visits, and 43 dental patients through 111 visits.

Ms. Saunders added that since the clinic's opening, care has been provided to more than 7,400 unduplicated patients that have been treated through over 212,000 medical, dental, mental health, eligibility visits, and pharmacy consults. Ms. Saunders said that these patients have received more than 306,000 free medications with a retail value of over \$58.4 million dollars.

Ms. Saunders stated that the clinic continues to see a growing need in dental and mental health services. She said that to meet this need, two additional mental health nurse practitioners were added to the Western Tidewater Free Clinic staff in 2023, with an expansion of the dental clinic from two chairs to four in December of 2023. Ms. Saunders added that the expansion will allow the clinic to increase services by up to 36% in the first year, with an already visible increase of 9% since expanding.

Ms. Saunders said that providing critically ill patients with a health home at the clinic allows them to receive the care that they need to reclaim their health and improve their lives. She shared an unnamed patient's dental experience after finding the Western Tidewater Free Clinic ad in the local newspaper. Ms. Saunders stated the patient's testimony and overall experience with the clinic was described as, "Great, wonderful, and a blessing."

Ms. Saunders added that the financial support of the Windsor Town Council and the community allows the clinic to serve those who need the services provided by the clinic's 2,200 square mile service area. She ended with a hope that the Windsor Town Council will consider the Western Tidewater Free Clinic in the 2024 – 2025 budget. Ms. Saunders thanked the council for their investment in the mission of the clinic and invited them to tour the newly expanded facility.

### ***Public Comment***

None

### **Consent Agenda**

Mayor Stubbs said the Consent Agenda consists of the minutes from the March 12, 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.



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Councilman Sharp 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 #4.

### **Treasurer's Report**

Ms. McClanahan reviewed the March 2024 Treasurer's Report and gave an update on collections. She stated that \$5,895.01 in property taxes and licensing fees had been collected as well as \$15,141.39 in interest for the month of March. Ms. McClanahan added that \$40,657.07 in business license renewals have also been collected with a due date of April 15, 2024. She noted that 86.16% of personal property taxes have been collected as of March 31, 2024.

Ms. McClanahan stated that the real estate tax bills were mailed to taxpayers on April 3, 2024, and were sent to the mortgage companies. She noted that all bank balances and accounts receivable are reconciled.

In response to Councilman Redd's question, Ms. McClanahan stated that the town does not currently provide autopay as a resource for payment. She added that citizens now have the option to pay real estate and personal property taxes through the Town of Windsor website.

Mayor Stubbs asked if the town charges a fee for use of a credit card.

Ms. McClanahan answered that the town currently charges a 3% processing fee for all credit and debit card purchases.

Councilman Dowdy made a motion to approve the Treasurer's report as presented. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### **Council Comments**

None

### **Town Manager's Report**

#### ***Capital Projects Update***

#### **Duke Street & Virginia Avenue Water Main Replacement**

Mr. Saunders advised that the contractors, town staff, and Bowman consulting staff met to discuss the plan for flushing and testing the system, and completion of the project.

#### ***Calendar of Events***

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

Mr. Saunders added that the developer of the Tidewater Logistics project has booked the Windsor Town Center for a meeting to gather public input regarding the project. He noted that the meeting has been set for Monday, April 22, 2024, at 6:00pm in the Arrowhead Meeting Room of the Town Center and is open to the public.

**Town Attorney's Report**

None

**Mayor's Report**

None

**Economic Development Authority Report**

None

**Other Reports**

Councilman Bernacki stated that the fire department would like to remind residents that the annual burn ban is still in effect. He noted that residents be aware of the times in which open air burning is prohibited to help avoid unnecessary fires.

**Old or Unfinished Business**

***Agreement – Architectural Services Proposal for New Municipal Building***

Mr. Saunders said that in the 2016-17 timeframe, the Town Council solicited the services of an architectural firm, Moseley Architects, to initiate design work on a new municipal building.

Mr. Saunders added that the architects worked up several design options with cost estimates in 2016-2017. He noted that due to several capital projects being considered at the time, to include the Town Center, the new public works building, and a sidewalk project, the municipal building project was tabled.

Mr. Saunders stated that in conversations with the architect since the January 23, 2024, work session, he states that Moseley Architects would be glad to enter into an addendum to the original agreement to pick up where the previous Council left off. He added that given the tentative nature of the restart of the project, the architect recommended creating two new amendments to the agreement; the first to finish schematic design and update cost estimates, and the second for design development through construction administration. Mr. Saunders noted that it was previously determined that the suitable building would be closer to 8,000 – 10,000 square feet, rather than the 5,000 square feet that was envisioned at the beginning of the design phase.

Mr. Saunders referenced the March 12, 2024, Town Council meeting where the Town Council tabled any action on the proposed amendment to the agreement for architectural services, due to limited time that was available for the review of the document prior to the meeting.

In response to Councilman Carr's question, Mr. Saunders stated that approval of the presented amendment by the Town Council will allow for completion of schematic design, to include an updated floor plan and size, as well as final cost. He added that the cost of services for this amendment is outlined in Exhibit C of the document, totaling \$52,022.00.

Councilman Carr questioned whether the Town Council should table the discussion and vote of the amendment until the next work session to further discuss ways to fund the totality of the new municipal building project.

Councilman Bernacki explained that the current cost estimate is based on a 10,000 square foot building. He added that voting on the amendment presented will allow the town to move forward



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with solidifying the floor plan and size of the building, resulting in a more accurate representation of how much the new municipal building will cost.

Mayor Stubbs referenced potential rate increases that the town could face if the project is tabled again.

Councilman Dowdy asked if the town has a funding plan in place for the new municipal building project. He questioned if taxes would need to be increased and how that will impact the citizens.

Councilman Bernacki reiterated that the town will not be able to decide on funding until the size and floor plans are solidified, resulting in a more accurate cost estimate.

Councilman Sharp said that he would be in favor of moving forward with the amendment to get a better idea of the actual cost to build the new municipal building. He added that he would prefer to see the final cost, deciding whether to move forward thereafter.

In response to Mayor Stubbs question, Mr. Saunders stated that most of the town's capital improvement budget currently covers upgrades to the current water system.

Councilman Adams agreed with Councilman Dowdy's concerns of how the new municipal building project would be funded. He noted that he would be in favor of moving forward with the presented amendment to finalize floor plans and get a final cost estimate.

Councilman Bernacki made a motion to approve the proposed amendment as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

## **New Business**

### ***Budget Amendment – Police Department Floor Repair***

Mr. Saunders said it has become apparent that repairs to the floor structure and replacement of flooring materials are needed in areas of the Windsor Police Department.

Mr. Saunders noted two areas that require repairs. He stated one of the restroom areas has rotten subflooring and floor joists beneath the tile flooring due to an unknown leak in the plumbing. Mr. Saunders added that in this area the tile flooring and damaged structural elements will be removed and replaced with new materials, to include a new toilet and LVP vinyl flooring; the proposed cost for this is \$9,250.

Mr. Saunders stated that the other area is the holding room where existing vinyl flooring is becoming detached from the underlayment and damaged. He added that the proposal covers the removal of the old flooring and replacement with LVP vinyl; the proposed cost for this is \$2,850.

Mr. Saunders said that the total cost of these repairs / replacements is \$12,100.

Mr. Saunders noted that three quotes were attempted for this project; however, two contractors were non-responsive. He stated that going forward with the proposal from Kreative Interior Building is recommended.

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Mr. Saunders added that funding of this project is recommended to be from American Rescue Plan Act (ARPA) funds, to be transferred to the Building Repairs and Maintenance line item in the Public Works section of the General Fund.

Councilman Adams made a motion to transfer \$12,100.00 from the American Rescue Plan Act (ARPA) funds to the Building Repairs and Maintenance line item in the Public Works section of the General Fund. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

**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 #8.

The meeting adjourned at 7:50pm.

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George Stubbs, Mayor

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Kelly Kuhns, Town Clerk