

**Minutes
Windsor Town Council Meeting
Town Hall
January 10, 2024**

The Windsor Town Council met in a regular session on January 10, 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 all and hoped everyone had a good holiday. Mayor George Stubbs also took a moment to introduce all Council Members and attendees to the new Town Clerk, Ms. Kelly Kuhns. 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
 Edward (Gibbie) Dowdy
 Marlin Sharp

Council member absent: Walter Bernacki

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

Town Council Reorganization

2024 Town Council Meeting Schedule

Mr. Saunders presented the 2024 Town Council meeting schedule containing the regular monthly meetings and stated there were no holiday conflicts. He noted that the Work Sessions are typically to be held as needed starting at 6pm on the fourth Tuesday of the month. Mr. Saunders also referenced the Council's previous desire to hold closed sessions, as needed, prior to the start of the regular meetings resulting in the closed session being set at the top of the agenda. If a closed session falls at the beginning, the regularly scheduled meeting will resume at 7pm regardless.

Mayor Stubbs added that if there are two items, a closed session can begin at 6pm and if there is one item, it can begin at 6:30pm.

Mr. Saunders recommended adopting this change with a motion.

Councilman Adams made a motion to adopt the 2024 Town Council meeting schedule as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Town Council Board/Committee Appointments

Mr. Saunders presented a list of all the appointments that Town Councilmembers are on for the year 2023. He stated this was for informational purposes in case there are any changes to be considered. They include standing committees like the Drainage

Committee, the Windsor Town Center Advisory Board, as well as the Economic Development Authority, Event Committee (Ad hoc), the Isle of Wight County Energy Task Force, Planning Commission, and the Residential Beautification Committee.

Mayor Stubbs asked if there was a need for an adoption of this list.

Mr. Saunders stated no, it is just for informational purposes for the Council.

Public Hearings

None

Delegations and Public Comments

None

Consent Agenda

Mayor Stubbs stated that the Consent Agenda consists of the minutes from the December 12, 2023 Town Council Meeting, Planning/Zoning Report, and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Dowdy made a motion to adopt the Consent Agenda as presented. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Treasurer's Report

Ms. McClanahan reviewed the December 2023 Treasurer's report and gave an update on tax collections and stated those bills had been mailed. She stated \$15,631.00 had been collected last month and about another \$2,000.00 would be collected this month. Personal property, including motor vehicles, equipment and license fees collected totaled \$48,781.00.

Ms. McClanahan stated that on average, at the end of December, 74% of the property tax was collected.

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

Council Comments

None

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders stated that the contractors have completed the installation with the exception of minor elements that will be required when charging the line. They are currently working on individual service connection installation. He stated that the

contractor may ask for an extension to the project due to the inclement weather for the repairing of the driveways and rights of way, and final grading of the yards.

Mayor Stubbs stated he drove through Virginia Avenue this morning and there is a lot of standing water in this area so it may take some time to complete.

In response to Councilman Carr's question, Mr. Saunders stated that January 20, 2024 is the deadline for substantial completion and believes the contractors will reach substantial completion as most underground work has been completed.

Calendar of Events

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

FY25 Budget Calendar

Mr. Saunders presented a draft FY25 budget calendar and stated that there is a work session proposed for Tuesday, January 23rd to review the 6-month budget report. He proposed a light meal at 5:30pm with presentations to begin at 6pm.

Mr. Saunders noted a last minute item regarding a proposed ribbon cutting for the Senior Services of Southeastern Virginia as they start their senior program at the Windsor Town Center. The Senior Services of Southeastern Virginia will begin their services as of February 6, 2024 and will host the program on Tuesdays, Wednesdays, and Thursdays. The ribbon cutting has been proposed by SSSEV for February 14th, 2024.

Town Attorney's Report

None

Mayor's Report

None

Economic Development Authority (EDA) Report

Councilman Redd reported that the EDA has updated the by-laws to include a change to the requirements for members and would like to bring the change to the Council for consideration. Mayor Stubbs requested a copy of the by-laws to assist in the Council's consideration of this item. Councilman Redd also reported that the EDA would like to recommend a potential appointee to the Town Council for consideration. Mayor Stubbs recommended that this request be tabled until the next meeting in February where it will be discussed in a closed session prior to the 7pm meeting time. The EDA currently has one vacancy to be filled.

Other Reports

None

Old or Unfinished Business

None

New Business

Budget Amendment – Christmas Toy Drive Donations

Ms. McClanahan presented a resolution regarding the Windsor Police Department Toy Drive that occurs each year. The Police Department received \$5,150.00 in donations to assist in this effort making it necessary to appropriate those donations so they can be used to purchase toys for the toy drive. Ms. McClanahan stated that the sum of \$5,150.00 in funds donated to the Town of Windsor Police Department, and same hereby is, appropriated to the General Fund of the Town of Windsor's Operating Budget for Fiscal Year 2023-2024, Police Community Affairs.

Councilman Carr commented that this proves the Windsor Police Department is doing a good job.

Mayor Stubbs stated that there was a considerable amount of Christmas Cheer around for the children.

Councilman Adams made a motion to adopt the Resolution entitled: A Resolution Appropriating The Sum Of \$5,150.00 In Funds Donated To The Town of Windsor To The General Fund Of The Town Of Windsor's Operating Budget For Fiscal Year 2023-2024. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Contract Renewal – Ongoing HVAC Maintenance at the Windsor Town Center

Mr. Saunders stated that in January of 2022 the Town contracted with Comfort Systems of Virginia (CSV) to provide HVAS maintenance services at the Windsor Town Center following a competitive solicitation.

Mr. Saunders added that the contract was for one year and allowed for up to four annual extensions if both parties agreed to them. The contract also allowed for the vendor to have the opportunity to request revisions to the fee schedule of their services at the time of extension. He said 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 stated due to the initial vendor in the solicitation failing to perform and CSV initiating their services following that, CSV has honored their original rate schedule for longer than a year during a time of abnormally high inflation. CSV requests that the town consider increases in the fee schedules on a few services for next year's agreement.

Mr. Saunders reported that in November, the Consumer Price Index for All Urban Consumers increased 0.1 percent, seasonally adjusted, and rose 3.1 percent over the last 12 months, not seasonally adjusted. The index for all items less food and energy increased 0.3 percent in November (SA); up 4.0 percent over the year (NSA). Therefore, Comfort Systems requests an increase of 3% to the below rates:

Technician Rate (Normal Hours) = Current Rate: \$91.00

New Rate: \$93.50

Laborer/Helper Rate (Normal Hours) = Current Rate: \$45.00 New Rate: \$46.50

Technician Rate (After Normal Hours) = Current Rate: \$136.00 New Rate: \$140.00

Laborer/Helper Rate (After Normal Hours) = Current Rate: \$68.00 New Rate: \$70.00

Technician Rate (Emergency Service) = Current Rate: \$136.00 New Rate: \$140.00

Laborer/Helper Rate (Emergency Service) = Current Rate: \$68.00 New Rate: \$70.00

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


Councilman Sharp made a motion to 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. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Closed Session (If Needed)

None

Councilman Sharp made a motion to adjourn. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 7:31pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date January 10, 2024

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	
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Kelly Kuhre Clerk