

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

The Windsor Town Council met in a regular session on March 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. Mayor Stubbs asked those in attendance with cell phones to please silence them. 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  
  Walter Bernacki  
  Edward (Gibbie) Dowdy  
  Marlin Sharp

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

**Public Hearings**

None

**Delegations and Public Comment**

***Public Comment***

Walter Freeman, a town resident of 12215 Keaton Avenue, said that he would like to thank the Town Council for their continued support as it pertains to the Tidewater Logistics Center project.

James Villars, a town resident of 12262 Keaton Avenue, stated that he would like to extend his gratitude to Mayor Stubbs and all the Town Councilmembers for speaking out on behalf of the citizens of the Town of Windsor regarding the Tidewater Logistics Center project.

Glyn Willis, a town resident of 24291 Lovers Lane and former Mayor of Windsor, also thanked the members of the Windsor Town Council. He added that he appreciates the Town Council looking after the citizens and the town. Mr. Willis noted while canvassing surrounding neighborhoods that there are citizens that do not live on Lovers Lane or Keaton Avenue that are also concerned about the Tidewater Logistic Center project's impact.

**Consent Agenda**

Mayor Stubbs said the Consent Agenda consists of the minutes from the February 13, 2024, Town Council Meeting, the February 27, 2024, Town Council Work Session, the Planning and Zoning Report, and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Adams 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 #1

## **Treasurer's Report**

Ms. McClanahan reviewed February 2024 Treasurer's Report and gave an update on collections. She stated that \$9,439.85 in property taxes and licensing fees has been collected as well as \$14,190.11 in interest for the month of February. Ms. McClanahan added that \$19,492.59 in meals tax was also collected. She noted that \$56,841.23 has been collected for business license renewals that are due April 15, 2024. Ms. McClanahan stated that 83.59% of personal property taxes have been collected as of February 29, 2024.

Ms. McClanahan added that citizens may now view their real estate bills through the Town of Windsor website. She noted that citizens will need the property parcel number to view those real estate bills. Ms. McClanahan said that personal property taxes are also now available through the Town of Windsor website with the creation of a customer account. She noted that personal property information is confidential, requiring a secure login to gain access to that information.

Councilman Bernacki questioned the type of hole saws purchased from Windsor Hardware totaling \$538.74.

Ms. McClanahan explained that the two hole saws purchased were whole equipment, and not accessories.

Councilman Bernacki made a motion to approve the Treasurer's report as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

## **Council Comments**

Councilman Sharp presented a resolution to be considered by the Town Council for adoption. The resolution expresses concern regarding the Tidewater Logistics Center project and its current form. Councilman Sharp read the resolution to the Town Council and the citizens in attendance in its entirety. In part, Councilman Sharp stated, "The residents of Windsor who are most impacted by the project deserve their representation on Town Council to take their side against the Isle of Wight County's attempt to develop this adjacent property in a way that detrimentally impacts their property values and way of life."

Councilman Adams noted that he and Councilman Sharp attended the Isle of Wight County Planning Commission Meeting on February 27, 2024. He stated that there were approximately thirty citizens that spoke to the Isle of Wight Planning Commission and only two that spoke were in favor of the project.

Mayor Stubbs stated that he wrote a letter to the Isle of Wight Planning Commission and included a copy of a letter written by the Town of Windsor Planning and Zoning Administrator, James Randolph, that was composed on July 31, 2023. Mayor Stubbs said that his letter consisted of concerns pertaining to the creation of additional noise and traffic because of the Tidewater Logistics Center project.

Councilman Carr said that he is in opposition of the Tidewater Logistics Center project as it is being currently being presented. He added that he is not in total opposition to the project but believes more can be done to keep the impact minimal. Councilman Carr stated that he would be open to a collaborative effort with Isle of Wight County to accomplish this.

Councilman Redd agreed with Councilman Carr's statement, adding that it is very important to take the concern of the citizens seriously.

Councilman Adams made a motion to adopt the resolution presented by Councilman Sharp and to send a copy to the Isle of Wight County Planning Commission as well as the Isle of Wight County Board of Supervisors opposing the Tidewater Logistics Center project as it is currently being presented. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

## **Town Manager's Report**

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

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

Mr. Saunders stated that the contractors are currently working on flushing and testing the system. The contractors, town staff, and VDOT staff have met to discuss the plan for the repair of driveways within the project scope.

In response to Councilman Adams question, Mr. Saunders said that the contractors are working on chlorinating and re-testing water samples.

Councilman Bernacki asked if a resolution has been reached regarding the driveway repairs.

Mr. Saunders said a plan has been developed with the contractors to resolve the driveway repairs. He added that the Virginia Department of Transportation (VDOT) requires driveways in a project such as this to be repaired in such a way that corresponds with the original land use permit when the home was built, and the driveway would be returned to its original state once repaired.

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

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

#### ***Town of Windsor Birthday Celebration***

Mr. Saunders presented the flyer for the Town of Windsor's 122<sup>nd</sup> Birthday Celebration that is being held Saturday, March 16, 2024, at 2:00pm at the Windsor Town Center. He added that there will be information shared regarding the history of the Town of Windsor, with birthday cake being served to celebrate.

### **Town Attorney's Report**

None

### **Mayor's Report**

Mayor Stubbs reported that he and Mr. Saunders received an email from a resident on North Court Street regarding speeding in the area as well as drivers using the street as a shortcut to and from Route 460 and Route 258. He noted that the issue has been discussed with Windsor Police Chief Dan Riddle and law enforcement will be working on resolving the issue.

## **Economic Development Authority Report**

None

## **Other Reports**

Councilman Adams said he and Councilman Dowdy attended the Windsor Town Center Advisory Board meeting on March 5, 2024. He congratulated Councilman Dowdy on his re-election to the Windsor Town Center Advisory Board as Vice-Chair. Councilman Adams went on to say that Carita Richardson was re-elected as Chair, and Mr. William G. Saunders, IV as Secretary.

Councilman Adams referenced ongoing rentals at the Windsor Town Center.

Mr. Saunders stated that there were two ongoing rentals presented to the Windsor Town Center Advisory Board for consideration; one being church services held each Sunday morning between 9:30am to 12:00pm by a congregation from Hampton, Virginia that was approved by the Board. He added that the other ongoing rental proposed was a bible study program held each Thursday evening that was denied due to the impact to Isle of Wight County Parks and Recreation programming as well as other town rentals.

Councilman Dowdy provided an update on the Isle of Wight County Energy Task Force stating that a program is being developed to be presented to both the Windsor and Smithfield Town Councils to outline findings regarding energy needs.

## **Old or Unfinished Business**

### ***Architectural Services Proposal – 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 presented to the Town Council an amendment to the original agreement that was amended by Moseley Architects. He noted that the document was not received in time for the Council to review prior to the meeting and suggests that Council take time to review the amendment for discussion at the April 9, 2024, meeting.

## **New Business**

### ***Spring Clean Up Days***

Mr. Saunders said that in the spring of 2023, the Town Council voted to use the Refuse Control and Recycling Grant Funds to initiate special residential refuse pick-ups.

Mr. Saunders noted that the Town received \$3,221.00 for FY24 from the Department of Environmental Quality's Refuse Control and Recycling Grant Funds, should the Town Council want to fund Clean Up Days again this year.

Mr. Saunders stated that due to the transfer station only being open until noon on Saturdays, two dates would be required to cover the town. Bay Disposal has the first two Saturdays in June available (June 1<sup>st</sup> and 8<sup>th</sup>) and the Town would be billed \$1,800 for each pick up day; for a total of \$3,600.

Mr. Saunders advised that should the Council want to move forward with this, the routes would be separated by water billing areas; informational flyers would be included with the April and May water bills.

Mr. Saunders said those that receive a water bill in April would participate in the pick-up on Saturday, June 1<sup>st</sup> and those that receive a water bill in May would participate in the Saturday, June 8<sup>th</sup> pick-up.

Mr. Saunders added that these pick-ups would only be for residential addresses that are currently serviced by Bay Disposal; businesses, or residences that are served by dumpsters, do not qualify.

In response to Councilman Carr's question, Mr. Saunders noted that the Department of Environmental Quality's Refuse Control and Recycling Grant Funds will cover \$3,221 of the cost, while the Town will fund the cost difference totaling \$379.


Councilman Bernacki made a motion to proceed with the Spring Clean Up Days as presented. Councilman Redd seconded, and Council unanimously passed the motion as recorded on that attached chart as motion #4.

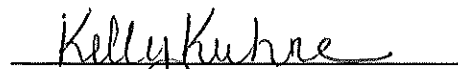
### **Closed Session (If Needed)**

None

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

The meeting adjourned at 7:40pm.

  
George Stubbs, Mayor

  
Kelly Kuhns, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date March 12, 2024

Motion #	Carr ✓	Adams ✓	Dowdy ✓	Sharp ✓	Redd ✓	Bernacki ✓	Stubbs ✓
1	Y	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	
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Kelly Kuhse, Clerk