

Minutes
Windsor Town Council Special Meeting
Windsor Town Hall
May 30, 2023

The Windsor Town Council met in a Special Meeting on May 30, 2023 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 who were present. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Chief Riddle, and Cheryl McClanahan, Treasurer, were present.

Council members present: J. Randy Carr, Vice Mayor
 David T. Adams
 Walter Bernacki
 Edward (Gibbie) Dowdy
 Marlin Sharp

Council member absent: Jake Redd

Mayor Stubbs shared that Councilman Sharp's mother passed today. He asked that everyone keep Councilman Sharp and his family in their thoughts and prayers. Mayor Stubbs said that Mr. Sharp is waiting for a call from a family member, and he may need to be excused from the meeting early.

Councilman Sharp led the invocation, and Councilman Dowdy led the Pledge of Allegiance.

Public Hearings

Mayor Stubbs said there are two public hearings scheduled for tonight. He said one is for the FY2023-24 Budget, and the other is for the FY2023-24 Budget and CIP Adoption Ordinance. He asked Mr. Taylor if the two public hearings could be combined and heard together.

Mr. Taylor said the two public hearings can be combined. He explained that a speaker can incorporate any comments made towards both public hearings. He added that this will also eliminate a speaker from replicating comments from one public hearing to the other.

Mayor Stubbs opened the public hearing to receive public comment on the proposed Fiscal Year 2023-24 Budget of the Town of Windsor, and to receive public comment on the adoption of the proposed Fiscal Year 2023-24 Budget and Fiscal Year 2024-28 Capital Improvement Plans of the Town of Windsor.

Hearing no comments, Mayor Stubbs closed the public hearing. There were no further comments from Council.

FY2023-24 Budget Review

Mr. Saunders said following the review of the draft FY24 Budget and Capital Improvement Plans at the May 9, 2023 Town Council meeting, further amendments have been made to the budget draft.

Mr. Saunders reviewed the following outlined changes since the May 9, 2023 Council meeting:

General Fund Budget

Revenue – The Real Estate revenue line was adjusted to represent a \$0.13 per \$100 rate, rather than the previous \$0.14 per \$100 rate, on the 2023 reassessment numbers. The projected amount of additional real estate revenue is \$64,134.91 over the rate projected based on the 2019 numbers. This amount should be treated as gross additional revenue, as the amount received will likely be approximately \$50,000, due to waivers of taxation for disabled veterans and elderly tax relief.

The General Fund budget is balanced at \$4,431,726.54.

Future Space Needs

Transfers from General Fund – General Fund transfer to Future Space Needs was increased from \$100,000 to \$150,000.

Mr. Saunders noted that draft FY24 Budget slip sheets are enclosed to update Council's budget books.

Ms. McClanahan explained that citizens must complete an application with Isle of Wight County to determine if they qualify for disabled veterans' relief and elderly tax relief, as questioned by Councilman Adams. She said if citizens qualify with the County, they also receive tax relief from the Town.

Budget Appropriation - Police Vehicle Acquisition Resolution - 2023 F-150 Responder

Mr. Saunders said the Commonwealth of Virginia has initiated a special Law Enforcement Grant from unspent ARPA funds. He explained that the Town of Windsor qualifies for \$153,000 for the purchase of appropriate equipment that can have the effect of suppressing violent crime in the community. Mr. Saunders said the equipment planned for purchase was approved on May 11, 2023.

Mr. Saunders said at the March 14, 2023 Council meeting, a budget appropriation was adopted to purchase and outfit a Ford Expedition that came available. He said the second vehicle, a Ford F-150, was not in stock.

Mr. Saunders reported that a 2023 Ford F-150 Responder #NT235100, is currently in stock and on hold. He said it was one of a lot purchased under state contract by the City of Chesapeake, of which they did not take delivery. He explained that this vehicle would replace the oldest vehicle in the fleet, a 2017 Dodge Charger. He said the total cost of

the vehicle purchase, including the outfitting of the vehicle, is \$58,062.80. Mr. Saunders stated that the cost estimate for this vehicle in the grant application was \$4,965.48 lower than the actual cost, so that amount will not be subject to reimbursement by the grant.

Mr. Saunders added that the purchase of these vehicles is recommended to be made from unappropriated ARPA funds until such time as they are reimbursed by the grant.

Mr. Saunders recommended that Council adopt the resolution entitled: A Resolution Appropriating The Sum Of \$58,062.80 From The American Rescue Plan Act Unappropriated Fund Balance Of The General Fund And Approving A budget Amendment For Fiscal Year 2023 For The Purchase And Outfitting Of A 2023 Ford F-150 Police Vehicle.

Councilman Bernacki asked if information was received regarding extended warranty availability on the new police vehicles obtained through the special Law Enforcement Grant.

Chief Riddle said the warranty was too expensive and exceeded the budget for the vehicles.

Chief Riddle also explained that outfitting the police vehicles will be covered by the Law Enforcement Grant, as questioned by Councilman Bernacki.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$58,062.80 From The American Rescue Plan Act Unappropriated Fund Balance Of The General Fund And Approving A Budget Amendment For Fiscal Year 2023 For The Purchase And Outfitting Of A 2023 Ford F-150 Police Vehicle. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Isle of Wight County (IOWC) Energy Task Force Appointment

Mayor Stubbs reported that the Energy Task Force kick-off meeting is tentatively planned for June 5th; at this time, the meetings are expected to be monthly and held at 4 PM. He added that the duration of the task force will be around one year.

Mayor Stubbs called on recommendations or volunteers to serve on the IOWC Energy Task Force.

Councilman Dowdy volunteered to serve on the IOWC Energy Task Force.

Councilman Adams made a motion to appoint Councilman Dowdy to the IOWC Energy Task Force as the Town of Windsor's representative. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Closed Session


Councilman Adams made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711 in regard to Commonwealth of Virginia versus the Town of Windsor pending in the Isle of Wight County Circuit Court specifically covered under 2.2-


3711.A.7. Consultation with legal counsel pertaining to actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the litigating posture of the public body. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

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 Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

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

The meeting adjourned at 7:33 p.m.


George Stubbs, Mayor


Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date May 30, 2023 Special Meeting

Motion #	Dowdy	Sharp	Redd	Bernacki	Carr	Adams	Stubbs
			<i>absent</i>				
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	X	Y	
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk