

**Minutes  
Windsor Town Council Meeting  
Town Hall  
August 8, 2023**

The Windsor Town Council met in a regular session on August 8, 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. Mayor Stubbs asked for anyone with cell phones to please silence them. Terry Whitehead, 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  
  David T. Adams  
  Edward (Gibbie) Dowdy  
  Jake Redd  
  Marlin Sharp

Council member absent:           Walter Bernacki

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

**Public Hearings**

None

**Delegations and Public Comments**

None

**Consent Agenda**

Mayor Stubbs said the Consent Agenda consists of the minutes of the July 11, 2023 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.

Councilman Sharp expressed his concern with the increased number from 6 last year to 19 this year in the "Suspicious Activity" category on the police report.

Mr. Saunders said he would follow up with Chief Riddle regarding this increase. Mr. Saunders did explain that "Suspicious Activity" is somewhat of a catch-all. He said anytime an officer approaches someone, even for just information, it is documented in this category.

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 the July 2023 Treasurer's report and gave an update on collections. She noted several July FY24 revenues that were posted back as FY23

revenues. She reported that 98.13% of real estate taxes have been collected. Ms. McClanahan stated that the auditors will return at the beginning of September to continue the FY23 audit.

Councilman Adams noted that he did not see the July payment for monthly legal fees on the Treasurer's report.

Ms. McClanahan said the invoice for the legal fees has not been received for the month of July.

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

### **Council Comments**

Councilman Adams said he saw where utilities have been marked with flags on Duke Street. He said hopefully that is a positive sign that work for that project will start soon.

Councilman Adams said he had a couple of residents reach out to him with concerns regarding the stormwater runoff near Redd's Storage after last week's rain event. He said the runoff was well onto Route 460.

Councilman Adams said he knows there have been ongoing conversations with VDOT regarding drainage issues. He asked if there is an update on any progress to address these drainage problem areas within the Town.

Mr. Saunders said he met with the VDOT Resident Engineer and several of his staff members approximately three weeks ago in Courtland regarding drainage issues and the speeding issue on Court Street. He said soon after that meeting, he and 5 staff members from VDOT took a field trip to look at several priority areas of concern.

Mr. Saunders said that he and the VDOT staff members discussed the drainage that runs from Community Electric to Redd's Storage and from the Scouler Company along the Norfolk Southern Railway ditches behind the Dairy Queen. He said they also discussed the end of the drainage that runs from Virginia Avenue to Alphin's pond.

Mr. Saunders added that VDOT is going to clip some ditches and do some investigative work on the lines, but there is still the question of who is responsible for addressing these issues. Mr. Saunders noted that VDOT does plan to TV the line behind Dairy Queen August 14, 2023.

Councilman Dowdy added that he, Mr. Saunders, and VDOT staff also visited the drainage problem behind Bank Street where a VDOT engineer informed them that a tree needs to come down on the VDOT right-of-way to correct the issue. Councilman Dowdy asked what we need to do to start the process of having that tree removed.

Mr. Saunders explained that it's VDOT's easement and someone else's private property.

Councilman Dowdy said he may not have articulated himself very well to the VDOT staff, because he didn't think that the backup from the excessive amount of water flowing

behind Bank Street is solely caused by the tree. He did comment that VDOT did show up, and they were interested in fixing the problem. Councilman Dowdy added that, as a citizen, he will continue to reach out to VDOT regarding this issue.

Councilman Adams asked if the cemetery fence has been repaired.

Mr. Saunders responded that three bids are being obtained for the replacement of the fence.

## **Town Manager's Report**

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

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

Mr. Saunders reported that permits are being obtained and materials procured for the Duke Street & Virginia Avenue Water Main Replacement. He said that a Notice to Proceed was issued and work commenced on July 24, 2023. Mr. Saunders added that surveyors are laying out the proposed locations of infrastructure.

Mr. Saunders explained that some materials are on backorder, but the contractor is primarily going to lay the mains first, and then come back and reconnect each individual customer's service line to the main. He said this will allow the contractor to start the project before the backordered materials arrive.

Mr. Saunders reported that the backhoe is in at the dealership in Suffolk, and they are making sure the accessories that were purchased are functioning properly.

Councilman Adams asked how the water line construction on Duke Street will affect the increased traffic when school starts in September. He suggested that we may want to contact the School Board regarding this issue.

Mr. Saunders explained that most of the buses leaving the high school go out the front entrance and go down Church Street to the light. He said most of the school traffic on Duke Street comes from the junior parking lot. He said most of those students go out on A Street onto North Court Street. Mr. Saunders added that the contractor plans to have one side trenched at a time to keep one lane always open during the construction.

### **Calendar of Events**

Mr. Saunders said the August 2023 and September 2023 calendars are enclosed to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

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

None

### **Mayor's Report**

None

## **Economic Development Authority (EDA)**

Councilman Redd reported that four Directors on the EDA have terms that have expired. He noted that DeWitt Holland, Durwood Scott, and himself are willing to serve another term. He added that Jacob Edwards is not interested in being reappointed.

Councilman Redd also reported that a closing date for the sale of the property located on the west side of Town should be scheduled in September.

## **Other Reports**

None

## **Old or Unfinished Business**

### ***Appointment – Planning Commission***

Mr. Saunders reported that a resignation has created a vacant position on the Planning Commission.

Mr. Saunders stated that an appointee is required to fill the unexpired term. This term expires December 31, 2026.

Mr. Saunders reported that at the time of this writing, no respondents had answered the call to serve; however, we did receive one resume today. He said a copy of that resume is before Council.

Councilman Adams said that he elicited this individual to submit a resume, and he feels that she would not mind if it was discussed in open or closed session.

Mayor Stubbs commented that it is a very impressive resume.

After a brief discussion, Councilman Adams made a motion to discuss the Planning Commission appointment in closed session. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Police Flock Safety Camera Resolution (Late item)***

Mr. Saunders reported that the Commonwealth of Virginia has initiated a special Law Enforcement Grant from unspent ARPA funds. He said 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 explained that as part of this grant opportunity, the WPD is purchasing a flock safety license plate reading camera for the Windsor Police Department. He said the cost of the flock camera is \$7,000.

Mr. Saunders explained that the purchase of this equipment 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 \$7,000 From The American Rescue Plan Act Unappropriated Fund Balance Of The General Fund And Approving A Budget Amendment For Fiscal Year 2024 For The Acquisition Of The Flock Safety Camera For The Windsor Police Department.

Mr. Saunders noted that he enclosed the invoice for the camera and the manufacturers information.

Councilman Dowdy asked if this camera is like the camera on Route 460 near Suffolk, and Councilman Sharp asked if there is a specific use for the camera, such as reading license plates for speeding violations.

Chief Riddle said this camera doesn't have anything to do with traffic enforcement. He explained that it is a criminal intelligence and information gathering piece of equipment.

Chief Riddle said the license plate data is retained for 30 days, as questioned by Councilman Adams.

Mr. Saunders explained that Flock maintains the database, where all the localities' cameras feed into. He said we can access the database, and this camera would be adding to the Flock database.

Chief Riddle added that once the license plate hits the camera and is in the data base, we can enter that tag, and an alert will tell us where that tag just went through anywhere in the state. He said we have used the cameras in investigations where several stolen vehicles have been recovered. Chief Riddle said it is a phenomenal piece of investigative equipment.

Councilman Dowdy made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$7,000 From The American Rescue Plan Act Unappropriated Fund Balance Of The General Fund And Approving A Budget Amendment For Fiscal Year 2024 For The Acquisition Of The Flock Safety Camera For The Windsor Police Department. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

## **New Business**

### ***Appointments – Economic Development Authority (EDA)***

Mr. Saunders said it has come to light that Directors' terms have lapsed on the Economic Development Authority.

Mr. Saunders said four Directors on the Economic Development Authority have terms that expired on 06/30/2023, which require reappointment or a new appointment. These are:

Jacob Edwards  
DeWitt Holland  
Jake Redd  
Durwood Scott

Mr. Saunders said that Jake Redd, Durwood Scott, and DeWitt Holland are willing to serve another term. He explained that Jacob Edwards appreciates the opportunity to have served on the EDA and may like to serve in the future if the opportunity arises, but for now, he will pass on reappointment.

Councilman Redd made a motion to discuss the EDA appointments in closed session. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Sharp said he asked earlier on the agenda, before Chief Riddle arrived, why there is such a large increase from 6 last year to 19 this year in the "Suspicious Activity" category on the police report.

Chief Riddle explained that 95% of these incidences are from residents reporting a suspicious vehicle or person, where usually its nothing alarming.

Chief Riddle said the Windsor Police Department is not seeing any major increase in serious criminal activity.

### **Closed Session**

Councilman Sharp made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711.A.1. Discussion or consideration of prospective candidates for employees of any public body, specifically town staff, and appointment of specific public officers or appointees, specifically for the Planning Commission and the Board of Zoning Appeals. 2.2-3711.A.7. Consultation with legal counsel pertaining to actual litigation regarding the Commonwealth of Virginia versus the Town of Windsor, where such consultation or briefing in an open meeting would adversely affect the litigating posture of the public body. 2.2-3711.A.8. Consultation with legal counsel 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 #6.

Councilman Sharp 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 #7.

Councilman Adams made a motion to approve that the Town enter into an agreement to resolve the pending litigation with the Commonwealth of Virginia in the Isle of Wight Circuit Court, and direct the Town Manager, Chief of Police, and/or Town Attorney to effectuate the terms of the same, to include the execution of any necessary orders. Councilman Sharp seconded, and Council passed the motion 5-1 as recorded on the attached chart as motion #8.

Councilman Adams made a motion to appoint LaTara Harris to the Planning Commission to fill an unexpired term. Term to expire December 31, 2026. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

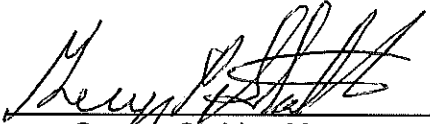
Councilman Adams made a motion to reappoint DeWitt Holland and Durwood Scott to the Economic Development Authority to terms expiring June 30, 2027. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

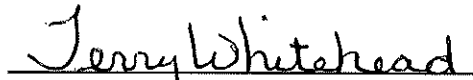
Councilman Adams made a motion to reappoint Jake Redd to the Economic Development Authority to a term expiring June 30, 2027. Councilman Dowdy seconded, and Council passed the motion 5-0, with Councilman Redd abstaining, as recorded on the attached chart as motion #11.

Councilman Adams made a motion to appoint Tony Ambrose to the Economic Development Authority to fill an unexpired term. Term to expire June 30, 2024. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Councilman Sharp made a motion to adjourn. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #13.

The meeting adjourned at 8:50 p.m.

  
George Stubbs, Mayor

  
Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date Aug, 8, 2023

Motion #	Bernacki	Carr	Adams	Dowdy	Sharp	Redd	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	Y	Y	
6		Y	Y	Y	Y	Y	
7		Y	Y	Y	Y	Y	
8		Y	Y	Y	Y	N	
9		Y	Y	Y	Y	Y	
10		Y	Y	Y	Y	Y	
11		Y	Y	Y	Y	ABSTAIN	
12		Y	Y	Y	Y	Y	
13		Y	Y	Y	Y	Y	
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*Jerry Whitehead, Clerk*