

**Minutes
Windsor Town Council Meeting
Town Hall
April 8, 2025**

The Windsor Town Council met in a regular session on April 8, 2025, at 6:15 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 asked anyone with a cell phone to please silence it. 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, and Fred Taylor, Town Attorney, were present. Cheryl McClanahan, Treasurer, was absent.

Council members present: J. Randy Carr, Vice Mayor
David T. Adams
Walter Bernacki
Marlin Sharp
Jake Redd (Arrived at 6:20 p.m.)

Council members absent: Edward (Gibbie) Dowdy

Closed Session

Councilman Bernacki 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 employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Reconvene Open Meeting

The Council returned from the closed session and Mayor Stubbs reopened the regular meeting at 7:05pm.

Councilman Adams asked if Councilman Redd should cast a vote to reconvene the open meeting if he was not present for the vote to enter closed session.

Mr. Taylor stated that Councilman Redd can make the decision as whether to vote during the motion to reconvene.

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 Adams seconded, and Council passed the motion, with Councilman Redd abstaining, as recorded on the attached chart as motion #2.

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

Approval of Agenda

Councilman Bernacki made a motion to approve the agenda as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Public Hearings

None

Delegations and Public Comment

Presentation – Gail Yemington – Arts and Theater Considerations

Ms. Yemington stated that she has met with the Town Manager, Mr. Saunders, and the Events Committee proposing an idea to set up a Windsor Arts Council. She thanked the Council for allowing her to present her proposal.

Ms. Yemington said that she moved to Windsor ten years ago, bringing with her over 40 years of experience in the performing arts as a performer, teacher, director, manager, producer, and executive director. She explained that her interest in the arts was put on hold after moving here to take care of her mother while also dealing with her own health issues. Ms. Yemington shared that her mother passed away in 2018 and late last year she was successfully treated for cancer. She said that once she received the upbeat news about her health, she was excited to once again pursue sharing her passion for the arts.

Ms. Yemington stated that she is proposing a Windsor arts council which would emphasize visual and performing arts considerations. She explained that the goal of the arts council would be to create vibrant, multi-generational, and assorted community arts events. Ms. Yemington said that additional goals would include encouraging community social interaction, promoting County and Township unity by creating an acceptable environment for self-expression, and enriching the artistic talents of the Windsor community and beyond.

Ms. Yemington explained that the arts council would work in collaboration with, inclusion of, and consideration of, other arts programs and events in this community, as well as additional outlying communities so as not to conflict with alternative scheduled events. She said that if a Windsor arts council is approved, specific details will be utilized in forming the Council:

1. Form a committee of 7-9 volunteer members
2. Determine if committee members would have to be Town of Windsor residents
3. Determine roles of the committee members
4. Establish a budget
5. Fundraising for projects
6. Establish quality and varied art series and determine a marketing plan to generate income
7. Establish arts events like workshops, competitions, festivals
8. Determine a meeting place and dates for the council
9. Report directly to the Town Manager on all discussions, decisions, etc.

Ms. Yemington stated that she would request, if the proposal is approved, a one-year trial period for the arts council to work to achieve its goals. She thanked the Council again for considering her proposal.

Public Comment

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the March 11, 2025, Town Council Meeting and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Sharp said that he is happy to see that the number of traffic stops have increased.

In response to Councilman Adams' question, Chief Riddle stated that on April 24th and 25th, 2025, the Police Department will undergo its mock assessment for accreditation. He said that once any necessary corrections are made after the mock assessment, the Police Department will be ready for their final assessment to determine if accreditation will be granted.

Councilman Adams made a motion to approve the consent agenda as presented. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Treasurer's Report

Mr. Saunders reviewed the March 2025 Treasurer's Report and gave an update on collections. He reviewed the report, noting the amount of Personal Property tax collected since December 2024. Mr. Saunders added that all bank balances and accounts receivable are reconciled.

Councilman Bernacki made a motion to accept the Treasurer's Report as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Council Comments

Councilman Bernacki said that he received notification from a town resident that the drinking fountain located at Garriss Park is not working.

Mr. Saunders stated that we will have Public Works check on the functionality of the drinking fountain.

In response to Councilman Adams' report regarding streetlights out in Windsor Woods, Mr. Saunders explained that the Windsor Police Department will typically check on those, noting any pole numbers for inoperable streetlights.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said that due to the unresponsiveness of the contractor, town staff are exploring alternative options for the satisfactory completion of the project.

N&W Caboose Acquisition

Mr. Saunders stated that the relocation of the caboose was conducted on Thursday, March 27th and Saturday, March 29th. He noted that Barnhart Crane & Rigging, Inc. transported it to RepairTech near Franklin, VA, for exterior repairs and refurbishment.

Councilman Adams' expressed his gratitude toward Mayor Stubbs and Mr. Saunders for representing the Town during the caboose relocation and capturing some great photos.

Calendar of Events

Mr. Saunders presented the April 2025 and May 2025 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information. He proposed that the Council meet for a work session on April 22nd at 6:00pm to discuss the upcoming budget.

Mr. Saunders explained that the agenda packet was not uploaded to the website because the Town is working with the vendor to resolve some issues with editing the site. He noted that the agenda packet was emailed to the local press.

Mayor's Report

Mayor Stubbs shared that on March 15th he attended the 123rd Birthday Celebration for the Town of Windsor that was held at the Windsor Town Center. He added that Mr. Saunders gave a brief update on the railroad caboose. Mayor Stubbs noted that the event was well-represented by the Isle of Wight County Museum.

Mayor Stubbs stated that on March 20 he attended the Isle of Wight County Board of Supervisors meeting where the Tidewater Logistics Center project was discussed and voted on.

Mayor Stubbs said that on March 28th he, Mr. Saunders, Town Manager, and Cheryl McClanahan, Treasurer attended the Post-Legislative Breakfast held at the Smithfield Center.

Mayor Stubbs stated on a personal note, that on April 3rd he attended the badge pinning ceremony of the Suffolk Police Department held at the Suffolk Cultural Arts Center where his grandson was promoted to Sergeant.

Mayor Stubbs said that on May 9th at 7:00pm at the Windsor Athletic Association fields, Isle of Wight Academy and the Windsor Dukes will be competing in a baseball game to help raise funds for Carson Pierce and his family to help pay for medical bills related to his accident.

Economic Development Authority Report

Councilman Redd explained that the EDA is down to three members. He noted that for a quorum, four members need to be present in a meeting. Councilman Redd has requested a copy of each applicant's Talent Bank form to provide to the Council for consideration and appointment.

Mr. Saunders shared that at least one of the EDA members will need to be a liaison to the Planning Commission as well.

Councilman Adams explained that there are four applicants and only three spots available on the EDA at this time. He asked if the Council should hold a closed session during the April 22nd work session to discuss the applicants, then voting once the meeting has reconvened.

The consensus of the Council is to address the EDA appointments during the work session scheduled for April 22, 2025.

Other Reports

Councilman Bernacki shared that the cable holding the flags located at the Windsor Fire Department failed, requiring a replacement cable. He noted that the flags will be placed back on display once the cable is replaced.

Councilman Bernacki stated that there has been a recent uptick in structure fires throughout the region. He said that on behalf of the Windsor Fire Department, the two biggest factors for fires have been unattended cooking and improper disposal of smoking material. Councilman Bernacki asked that everyone be diligent in monitoring food while cooking and fully extinguishing smoking materials.

Councilman Adams said that the Planning Commission did meet in the month of March and that Commissioner Marshall was re-elected to serve as Chairman. He noted that Commissioner Hewitt was also re-elected to serve as Vice Chairman.

Mr. Saunders added that the Windsor Station subdivision final plat was conditionally approved by the Planning Commission.

Old or Unfinished Business

Budget Amendment – Caboose Relocation

Mr. Saunders said that the Town Council authorized the relocation of N&W caboose. He stated that at their February 11, 2025, meeting, the Windsor Town Council authorized contracting with Barnhart Crane & Rigging to relocate the caboose. Mr. Saunders noted that the original bid price was \$8,350.00 to accomplish the relocation.

Mr. Saunders explained that the caboose was not loaded onto a lowboy trailer as intended, but placed on a flatbed, due to an unexpected kingpin configuration on the caboose. He stated that this necessitated an amended oversize load permit, which put the move off until the following Saturday. Mr. Saunders added that due to this, an extra day beyond the estimate was required for the crane and five employees.

Mr. Saunders said that Barnhart has billed for an additional \$4,000 for the extra man hours to accomplish the move. He added that they did however waive the overtime rates for the Saturday move, as well as the crane cost for the additional day, which would have been another \$6,290.00.

Mr. Saunders presented a resolution for Council's consideration to authorize the expenditure of an additional \$4,000.00 from the Contingency Expenditure Line Item of the General Fund for the relocation of the caboose.

Councilman Bernacki asked how much money is currently in the Contingency Expenditure Line Item.

Mr. Saunders answered that prior to the caboose project, there was approximately \$75,000 in that line item. He noted that there was one smaller project that required the use of these funds, but majority of the funds used have been for the caboose project.

Councilman Sharp made a motion to adopt the resolution entitled: A Resolution to Amend the Town of Windsor FY25 Budget by the Expenditure of an additional \$4,000 from the Contingency Expense Line Item of the General Fund to Barnhart Crane & Rigging. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

New Business

Municipal Building – Roof and Exterior Repairs

Mr. Saunders stated that the Town's Municipal Building needs a roof replacement and other exterior repairs.

Mr. Saunders explained that due to evidence of issues with the roof and exterior of the Municipal Building, Building Envelope and Roof (BEAR) Engineers were commissioned to perform a survey of the structure.

Mr. Saunders said that BEAR Engineers determined that a roof replacement is in order and that much of the damage to the exterior brick veneer was due to the roof membrane's improper installation. He noted that other causes include rusting lintels above the windows and potential settling of the ground at the right-hand rear, due to leaking storm water conveyances. Mr. Saunders added that the report also itemized other recommended repairs to the exterior.

Mr. Saunders presented an estimate that BEAR provided which includes design work for the roof replacement and repairs as well as bid documents, administration of the solicitation, construction administration, and quality assurance administration. He clarified that BEAR would develop and design the project, assist in obtaining bids for the project, and then administer the project for a cost proposed of \$20,211.00.

Councilman Bernacki made a motion to authorize the Town Manager to enter into the agreement with BEAR for the administration of the roof replacement project. Councilman Adams seconded, and the Council unanimously passed the motion as recorded on the attached chart as motion #7.

Budget Amendment - Appropriation of Windsor Station Street Lights

Mr. Saunders said that a check was received from Windsor Station Subdivision totaling in the amount of \$25,673.63, which is the cost of new streetlights for Windsor Station. He noted that as such, we must appropriate the reimbursement received.

Councilman Adams made a motion to adopt the Resolution entitled: A Resolution for Appropriating The Sum Of \$25,673.63 From Windsor Station to The General Fund Operating Budget For Fiscal Year 2024-2025 for Utilities Street Lights line item. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Chickens in Residential Districts

Mr. Saunders said that Councilman Adams proposes a discussion regarding the initiation of an ordinance amendment process regarding allowing chickens in residential districts.

Mr. Saunders explained that there are three ways that a zoning ordinance can be amended in the Town of Windsor; one of which is a resolution by the Town Council. He referred to the relevant ordinance section *Sec. 160-13. – Ordinance amendment process.*

Mr. Saunders stated that effectively, the initiation of a change needs to be instituted by a resolution of the Town Council, a motion of the Planning Commission, or petition of a property owner to make a text amendment to the ordinance. He noted that this would ultimately go to the Planning Commission for their review and recommendation, then be returned to the Town Council. Mr. Saunders explained that there would be public hearings at both the Planning Commission and Town Council meetings before being adopted.

Mr. Saunders recommended reviewing the ordinance that was drafted in 2017 to see if any changes or updates would be required.

Councilman Bernacki expressed his support in revisiting the ordinance, explaining that the Council's job is to represent the citizens.

Mayor Stubbs expressed hesitation to allowing chickens in residential districts because it could result in additional requests for various exceptions like horses, ducks, and pigs.

Councilman Sharp stated that each time he has collected signatures for his election or re-election to Town Council, he continues to be met with the topic of chickens. He explained that while he understands Mayor Stubbs' reservations, he does not see why the Council would not move forward on this consideration.

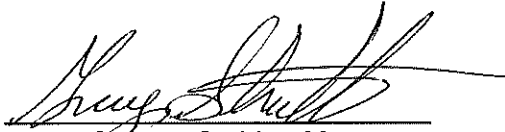
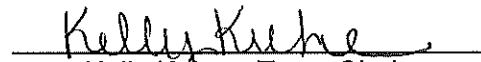
After further discussion, Councilman Adams made a motion to request the Planning Commission study the proposed zoning revision entitled: Chickens on Residential Zoned Property, and provide feedback and a recommendation to Town Council no later than July 31, 2025. Councilman Sharp seconded and Council passed the motion 3-2 as recorded on the attached chart as motion #9.

Closed Session

None

Councilman Adams made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 8:36pm


George Stubbs, Mayor
Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date April 8, 2025

Motion #	Adams ✓	Dowdy	Sharp ✓	Redd ✓	Bernacki ✓	Carr ✓	Stubbs ✓
1	Y		Y		Y	Y	
2	Y		Y	A	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	Y	
9	Y		Y	N	Y	N	
10	Y		Y	Y	Y	Y	
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							

Kelly Kuhn, Clerk