

**Minutes
Windsor Town Council Meeting
Town Hall
May 13, 2025**

The Windsor Town Council met in a regular session on May 13, 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 noted that the meeting would begin with a closed session. Kelly Kuhns, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

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| Council members present: | J. Randy Carr, Vice Mayor David T. Adams Walter Bernacki Marlin Sharp Jake Redd Edward (Gibbie) Dowdy (Arrived at 6:28 p.m.) |
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Closed Session

Councilman Adams made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.7 and 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 7:00pm.

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 Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

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

Approval of Agenda

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

Public Hearings

None

Delegations and Public Comment

Public Comment

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the April 8, 2025, Town Council Meeting, the April 22, 2025, Town Council Work Session, 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 approve the consent agenda as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Treasurer's Report

Ms. McClanahan reviewed the April 2025 Treasurer's Report and gave an update on collections. She said that at the end of April, 87.37% of Personal Property taxes had been collected. Ms. McClanahan noted that Real Estate tax bills were mailed out on April 7, 2025, and 17.45% of those Real Estate taxes have been collected. She added that all bank balances and accounts receivable are reconciled.

Ms. McClanahan stated that the Town had its first audit round on May 5, 2025, and that process went smoothly.

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

Council Comments

Councilman Bernacki asked for an update on the operability of the drinking fountain located at Garriss Park.

Mr. Saunders stated that nothing was found to be inoperable regarding the drinking fountain, and it is fully functional.

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 continues to explore alternative options for the satisfactory completion of the project.

N&W Caboose Acquisition

Mr. Saunders stated that Town representatives have met with representatives of RepairTech regarding the potential and feasibility of moving forward with the renovation of the historic train car.

Mr. Saunders shared that he and Mayor Stubbs were able to meet with Mr. Nathan Sawyer, the President of RepairTech, regarding the damage sustained to the caboose, and a pathway forward in the project. He explained that Mr. Sawyer presented a proposal to complete the following items at no charge to the Town of Windsor because the caboose was damaged under the watch of RepairTech:

1. Replace the damaged roof sections.
2. Replace the damaged floor with a subfloor and a tongue and groove unfinished pine floor.
3. Replace the interior wall sections with unfinished tongue and groove pine.
4. Replace exterior wall panels that are too damaged to repair.
5. Seal the steel exterior with epoxy primer.

Mr. Sawyer's proposal noted that the original agreement between RepairTech and the Town of Windsor for repairing the rusted spots on the caboose as well as priming and painting the caboose remains in place. He noted that Windsor will still be responsible for replacing the doors and windows and finishing the interior as part of the original scope of work.

Councilman Adams made a motion to direct the Town Manager to move forward with the agreement as proposed by RepairTech. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Calendar of Events

Mr. Saunders presented the May 2025 and June 2025 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information. He noted that there is a Special Town Council Meeting set for May 29, 2025, for a public hearing on the budget and the Capital Improvement Plan (CIP). Mr. Saunders added that the public hearing for the tax and water rate ordinances will be at the regular Town Council meeting on June 10, 2025.

Mayor's Report

Mayor Stubbs stated that on May 3, 2025, he and a past Councilman attended a memorial service for Greg Willis at CrossPointe Baptist Church in Suffolk, VA. He said that on May 10, 2025, he attended a memorial service for Bob Parsons who originally owned the Windsor Pharmacy. Mayor Stubbs noted that he also attended a visitation with Mr. Parson's family on May 9, 2025.

Mayor Stubbs stated that he attended the Planning Commission meeting held on April 23, 2025. He added that he also took part in the Windsor Event Committee meetings on April 16 and 30, 2025.

Mayor Stubbs said that on April 30, 2025, he attended the retirement ceremony for Master Police Officer Bill Owens that was hosted by the Windsor Police Department. He noted that Officer

Owens served in law enforcement for 33 years; 13 of those years were spent with the Portsmouth Sheriff's Department and the last 20 years were spent with the Windsor Police Department.

Mayor Stubbs shared that this week is National Police Week. He explained that during the week, law enforcement pays tribute to those that have sacrificed all, holding a candlelight vigil and a memorial service in Washington, DC. Mayor Stubbs asked that everyone take a moment to think about the officers and their families that make the sacrifice for the job this week. He noted that on February 1, 2023, Windsor Police Department lost their K9 Officer Odin unexpectedly.

Economic Development Authority Report

Councilman Redd said that EDA will hold a meeting with its new members on June 2, 2025, at 5:30pm at the Windsor Town Hall and invited anyone interested to attend.

Other Reports

Councilman Adams explained that at the April 23, 2025, Planning Commission meeting, the Chicken Ordinance was discussed as part of the agenda. He noted that through discussion with the Commission, there were changes discussed that were sent back for staff to make and those revisions will be brought back to the Planning Commission during its May 28, 2025, meeting.

Councilman Adams said that there was one Commissioner that agreed to attend the upcoming EDA meeting but has not yet agreed to serve as the Planning Commission liaison for the EDA.

Old or Unfinished Business

FY26 Draft Budget and FY26-30 Draft Capital Improvement Plan Review

Mr. Saunders stated that following the review of the draft FY26 Budget and Capital Improvement Plans (CIP) at the April 22, 2025, work session, further amendments have been made to the budget and CIP drafts.

Mr. Saunders reviewed the budget amendments as follows:

General Fund Budget

Expenditures – General Management Part-Time / Intern increased by \$5,000.

Revenues – Sales Tax increased by \$5,000.

- Fund Balance increased by \$2,500.
- Water Fund Indirect Cost transfer decreased by \$2,655.

Contingency – The contingency line item was increased by \$345.

Capital Improvement Plan

General – Police Department Workbook Laptops increased by \$2,500.

Water Fund Budget

Expenditures – Water Fund Indirect Cost transfer decreased \$2,655.

Revenues – Interest decreased \$2,673.

Public Hearings

A public hearing on the FY26 Budget and CIP will be held at the Special Town Council meeting on Thursday, May 29, 2025.

A public hearing on the Tax and Water Rate Ordinances for FY26 will be held at the regular Town Council meeting on Tuesday, June 10, 2025.

Mr. Saunders noted that in working with the engineer assigned to the Town Hall roof replacement project, the company is working on designing the new roof for solicitation to contractors. He explained that this project will go into the 2025-2026 fiscal year.

Mr. Saunders proposed a budget amendment to roll forward the amount in this year's budget for the roof into the FY26 budget, citing that it is unlikely funds will be used prior to July 1, 2025. He noted that this would require advertisement this week for the public hearing being held on May 29, 2025.

The consensus of the Council is to authorize the Town Manager to amend the draft budget as proposed for the Town Hall roof replacement project.

Councilman Bernacki shared that he would like the Council to consider adding funding for a new snowplow. He explained that a snowplow could be purchased for either the new UTV or the newest Public Works truck with the potential to alleviate any budgetary strain for contracting that service.

Councilman Carr asked if the Town contracts a company to plow during snow events.

Mr. Saunders said that since his tenure with the Town of Windsor, there have not been any companies contracted to plow snow for the town and that it has typically been done in-house by Public Works. He noted that the new Public Works truck is equipped with a connection for a snowplow blade.

Councilman Bernacki requested that research be conducted on the cost of purchasing a snowplow blade to add to the Town's assets for potential cost-savings for future snow events.

New Business

Through Truck Traffic in Right Lane Only

Mr. Saunders stated that Councilman Marlin Sharp proposes a discussion regarding the limiting of through trucks on Rt. 460 through Windsor to use of the right lane only.

Mr. Saunders explained that Councilman Sharp's concerns are based upon an expectation of increased truck traffic on Rt. 460 due to the development of the Port 460 warehouse complex and the Tidewater Logistics Center project. He said that Councilman Sharp contends that tractor-trailers in both lanes of Windsor Boulevard tend to cause traffic back-ups at traffic lights and that tractor-trailer drivers in the left-hand lane have a difficulty seeing smaller vehicles in the right-hand lane, thus causing traffic hazards.

Mr. Saunders stated that Councilman Sharp proposes that the Town Council discuss the potential to authorize the Town Manager to request that VDOT establish a "Trucks Right Lane Only, except to turn" regulation for Windsor Boulevard in the Town of Windsor.

Mr. Saunders noted that per the resident engineer at VDOT, a formal request from the Town Council would be enough to initiate a study of the proposal; however, based upon various factors to be considered, it would not guarantee approval of the limitation on truck traffic.

Councilman Sharp stated that some of the information provided to the Town regarding the Port 460 project and the Tidewater Logistics Center (TLC) project has been that there will be no additional trucks. He said that he finds that unbelievable. Councilman Sharp explained that to his knowledge, Port 460 will have 10 warehouses, and TLC will have 4, so logically, there is going to be a lot more truck traffic coming through the Town of Windsor.

Councilman Sharp shared that on April 9, 2025, his wife was on her way home from work, and while travelling in the right-hand lane, a tractor trailer changed lanes from the left to the right, crashing into his wife's vehicle. He noted that the tractor trailer pushed her vehicle down the road and up onto the sidewalk. Councilman Sharp added that the tractor trailer driver's excuse was that he did not see her. He stated that thankfully, his wife was not injured in the vehicle accident.

Councilman Sharp said that he has also noticed that tractor trailers driving in the left-hand lane seem to drive at a faster rate of speed than those in the right-hand lane. He explained that he would like to see something done so that accidents such as his wife's do not happen in the future.

Councilman Adams asked Windsor Police Chief Riddle if they track the number of vehicle incidents involving tractor trailers being in the left-lane.

Chief Riddle stated that the Police Department does not track incidents in that way. He noted that the Town of Windsor may have had roughly ten commercial vehicle accidents in the last calendar year, so they are not frequent.

Councilman Carr expressed his concern with tractor trailers being confined to the right-hand lane. He asked if a speed study would be more necessary to possibly lower the speed limit through town rather than stacking tractor trailers in the right-hand lane.

Chief Riddle said that he fears having VDOT conduct a speed study through town would have the opposite effect as what is desired.

Councilman Sharp stated that he spoke with Senator Jordan at the Windsor Ruritan Club Pig-Pickin' and she expressed that the best solution would be to widen Rt.460. He noted that he did not feel as though that would be ideal due to the negative impact it would have on businesses along Rt.460.

Mayor Stubbs agreed that widening Rt.460 would negatively impact several businesses that are situated alongside it.

Councilman Redd stated that he frequently crosses Rt.460 as he has a business on either side. He agreed that he would also be concerned with having tractor trailers designated only to the right-hand lane, as it would cause issues being able to see around them.

Councilman Adams said that he would like to know if any study by VDOT would pose a cost to the Town. He added that he would like to know the methodology behind the study to figure out how VDOT would analyze the impact of the trucks in the right-hand lane.

Councilman Carr questioned if the Town has any data to justify requesting VDOT to conduct a study regarding Councilman Sharp's proposal.

Councilman Adams explained that he understands Councilman Sharp's proposal but is unsure where to start. He added that he would like more information before he is able to support the item. Councilman Adams suggested reaching out to VDOT and explaining to them what the concerns are and find out based on that what studies are available to the Town before moving forward.

Councilman Carr stated that it may be best to approach VDOT and ask if they have any improvement projects coming up for Rt.460 in the Town of Windsor, rather than asking them to come out and do a study.

Mr. Saunders said that VDOT typically does traffic count studies, but the date presented is usually already a year old. He noted that VDOT does have a website for the main through-fares that shows the traffic count data.

Mr. Saunders shared his belief that the biggest concern on Rt.460 is the lack of turn lanes. He stated that even if the Town decides not to conduct a study, that eventually, due to Economic Development, the State will have to circle back to the discussion of adding turn lanes to Rt.460.

Mr. Saunders expressed his concern about the impact of having tractor trailers in the right-hand lane and how it would also negatively affect vehicles attempting to enter a business or another roadway from Rt.460. He stated that there is a risk for vehicles attempting to leave the roadway being reentered by a tractor trailer or another vehicle because there are no turn lanes available.

After further discussion, the Council came to a consensus to table the topic until further information surrounding the proposed study can be provided.

Closed Session – If Needed

None

Councilman Bernacki made a motion to adjourn. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 8:09pm.

George Stubbs, Mayor

Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date May 13, 2025

| Motion # | Dowdy | Sharp ✓ | Redd ✓ | Bernacki ✓ | Carr ✓ | Adams ✓ | Stubbs ✓ |
|----------|-------|---------|--------|------------|--------|---------|----------|
| 1 | | 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 Kube, Clerk