

**Minutes
Windsor Town Council Meeting
Town Hall
June 10, 2025**

The Windsor Town Council met in a regular session on June 10, 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, 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

Closed Session

Councilman Sharp made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.1 for the purpose of discussion or consideration of matters pertaining to personnel and 2.2-3711. A.8 for the purpose of legal advice of counsel regarding specific legal matters requiring the provision of legal advice by such counsel. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Reconvene Open Meeting

The Council returned from 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 Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

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

Approval of Agenda

Councilman Adams 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

Public Hearing – FY2025-26 Tax Ordinance

Mayor Stubbs stated that there is a public hearing for the proposed FY2025-26 Tax Ordinance.

Mayor Stubbs opened the public hearing to receive public comment on the proposed Tax Ordinance of the Town of Windsor.

Hearing no comments, Mayor Stubbs closed the public hearing.

Public Hearing – FY2025-26 Water Rate Ordinance

Mayor Stubbs stated that there is a public hearing for the proposed FY2025-26 Water Rate Ordinance.

Mayor Stubbs opened the public hearing to receive public comment on the proposed Water Rate Ordinance of the Town of Windsor.

Hearing no comments, Mayor Stubbs closed the public hearing.

FY2025-26 Budget, CIP, Tax Rate, and Water Rate Review / Ordinance Adoption

Mr. Saunders noted that there have been no changes to the draft FY26 Budget and Capital Improvement Plans (CIP) since the May 29, 2025, Special Meeting.

Unknowns

The Virginia Risk Sharing Association insurance premium amount was received and no change to the budget was required.

Mr. Saunders said that the General Fund Budget is balanced at \$3,748,772.89 and that the Water Fund Budget is balanced at \$1,194,077.00.

Mr. Saunders added that the Space Needs Fund budget is balanced at \$105,000.00 and that the Town Center Fund budget is balanced at \$68,000.00.

Councilman Sharp made a motion to adopt the resolution entitled: A Resolution Approving And Adopting The Fiscal Year 2025-26 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Adams made a motion to adopt the resolution entitled: A Resolution Approving And Adopting The Five-Year Capital Improvement Plan (CIP) For The Period Covered By Fiscal Years 2025-26 Through 2029-30. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Adams made a motion to adopt an ordinance entitled: An Ordinance Imposing And Levying Taxes Within The Town Of Windsor, Virginia Upon Real Property, And Upon Public Service Corporation Real Property For The Fiscal Year Beginning July 1, 2025, And Ending

June 30, 2026; And Upon Personal Property, Upon Public Service Corporation Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2025, And Ending December 31, 2025. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Dowdy made a motion to adopt an ordinance entitled: An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Delegations and Public Comment

Public Comment

Ms. Angela Bland, a town resident of 11357 Old Suffolk Road said that she found out today that there is a development being planned across the street from her home. She stated that she would like to get more information on the planned development.

Mayor Stubbs confirmed that there is a proposal for discussion regarding the property on Old Suffolk Road. He explained that the proposal will be sent to the Planning Commission at its June 25, 2025, meeting.

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the May 13, 2025, Town Council Meeting, the minutes from the May 29, 2025, Special Meeting, and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Sharp stated that he was happy to see an increase in the number of traffic stops being conducted by the Windsor Police Department.

Councilman Adams made a motion to adopt the Consent Agenda as presented. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Treasurer's Report

Ms. McClanahan reviewed the May 2025 Treasurer's Report and gave an update on collections. She stated that the month of May has been very busy with Real Estate taxes being paid. Ms. McClanahan noted that as of the end of May 83.34% of all Real Estate Taxes were collected.

Ms. McClanahan shared that currently 89.36% of all Personal Property taxes have been collected. She added that all bank balances and accounts receivable are reconciled.

Councilman Bernacki asked is 30.88% Meal Tax collection was normal for this time of year.

Ms. McClanahan answered that there is work being done to resolve a billing error for a particular business's meals tax to the town. She added that once this is resolved, the revenue percentage for meals tax should increase.

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 #9.

Council Comments

Councilman Bernacki said that in reference to the new development near Shiloh drive, two citizens have approached him asking about a portion of sidewalk that is unfinished.

Mr. Saunders explained that the developer made a proffer to complete that section of sidewalk if there was sufficient right-of-way. He said that the developer is still researching the answer to this.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said that Town staff are continuing to explore alternative options for the satisfactory completion of the project.

N&W Caboose Acquisition

Mr. Saunders stated that Town staff has accepted the offer of RepairTech regarding the additional tasks added to the original scope of work for the renovation of the historic train car.

Calendar of Events

Mr. Saunders presented the June and July 2025 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Mayor Stubbs stated that he would like to add to the calendar of events, sharing that on June 29, 2025, at Garris Event Park, the Windsor Baptist Church will be sponsoring an afternoon of gathering by the Streets of Gold Quartet from Wakefield, Virginia. He said that they will be singing from 2:00-4:00pm and from 4:00-5:00pm there will be a Christian bluegrass band performing as well.

Windsor's Summer Salute to Freedom, Independence Celebration

Mr. Saunders presented a Save the Date flyer for the June 28th, 2025, Town of Windsor Independence Celebration. He noted that there will be the Greg Willis Cruise-In, food trucks, music, kids zone, and a fireworks show at Garris Event Park. Mr. Saunders shared that the main musical act will be the Phun Doctors.

Town Attorney's Report

None

Mayor's Report

Mayor Stubbs said that a citizen contacted him about the fluoride in the town's water. He explained that this will be discussed at a later date.

Economic Development Authority Report

Councilman Redd stated that the EDA had its first meeting on June 2, 2025, with its newest members. He shared that he was elected as the new chairperson for the EDA.

Councilman Redd shared that EDA member Tony Ambrose is moving out of town and had to resign his position. He said that as result, the EDA is now lacking an additional at-large member as well as a member from the Planning Commission.

Councilman Redd explained that there was one applicant for the EDA that has not yet been appointed and wanted to revisit that individual's application for appointment with the Council.

Councilman Adams said that the Planning Commission met on May 28, 2025, and continued to discuss the chicken ordinance and agreed to hold a public hearing regarding the proposed ordinance at its June 25, 2025, meeting at 7:00pm. He stated that the Planning Commission will hold a work session at 6:00pm with the developer of the proposed parcel on Old Suffolk Road.

Other Reports

None

Old or Unfinished Business

None

New Business

Budget Amendment – Replacement of Town Website

Mr. Saunders said that the Town of Windsor requires a new website. He stated that the Town's website was built and has been hosted by Tim Bradshaw of Insercorp, LTD in Franklin, VA. Mr. Saunders explained that following several bouts of unsatisfactory response to service requests from Insercorp, it was determined that Mr. Bradshaw has decided to let the website hosting element of his business go. He noted that unfortunately, the Town was not notified of this plan and does not know how long support will be available.

Mr. Saunders stated that subsequently, Town staff has reached out to several vendors regarding the immediate replacement of the Town website.

1. The Addison Group is a local firm (Suffolk, VA) that primarily services private clients; however, they serve a number of local government entities. They would be building a custom website for the town.
2. CivicPlus is a large firm (Manhattan, KS) that primarily services local government clients and bought out MuniCode, with which the Town currently contracts for the hosting of its municipal code online. They would be using one of their standard templates for the town website.

3. Revize is a large firm (Troy, MI) that only serves government entities. They would be using a standard template for the town website.

Mr. Saunders said that The Addison Group scored very well with town staff and that they would be able to build a custom site.

Mr. Saunders shared that Revize is the current website vendor for Isle of Wight County, Franklin City, and Southampton County.

Mr. Saunders shared a website replacement cost breakdown with the Council for their consideration.

Mr. Saunders said that in this regard, I have enclosed a resolution for your consideration to authorize the expenditure of \$5,276 from the Contingency Expenditure Line Item of the General Fund to Revize for the implementation and support of a new website for the Town of Windsor.

In response to Councilman Adams' question, Mr. Saunders explained that remaining funds in the Contingency Expenditure Line Item of the General Fund would roll over into the new fiscal year as unappropriated fund balance.

Councilman Adams made a motion to adopt a resolution entitled: A Resolution to Amend the Town of Windsor FY25 Budget by the Expenditure of an additional \$5,276 from the Contingency Expense Line Item of the General Fund to Revize. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

Appointments – Economic Development Authority

Mr. Saunders noted that the Economic Development Authority (EDA) has a vacant position. He said that as you are aware, the Economic Development Authority typically nominates potential directors, and the Town Council appoints them.

Mr. Saunders explained that the Authority is made up of seven directors who meet the following criteria: *'5 members consisting of either being a resident of Town of Windsor, or representative of a business located within Town of Windsor and reside in Isle of Wight County, 1 member of Town Council, 1 member of Planning Commission.'*

Mr. Saunders said that at the June EDA meeting, Tony Ambrose resigned.

Mr. Saunders stated that there are now two open positions on the EDA; one of which should consist of either being a resident of Town of Windsor, or a representative of a business located within the Town of Windsor and reside in Isle of Wight County, and one, a member of the Planning Commission.

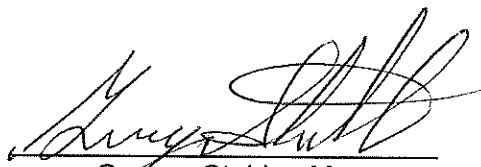
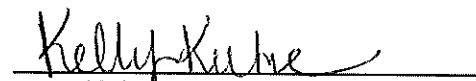
Councilman Adams explained that during the April meeting, there were 4 applicants and only 3 openings. He noted that the applicant was not appointed due to there not being enough vacancies. Councilman Adams added that if the applicant is still willing to serve on the EDA, he would recommend that Council appoint her.

Councilman Dowdy agreed with Councilman Adams' statement.

Councilman Adams made a motion to appoint Marie Barfield to serve on the Economic Development Authority. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11`

Councilman Bernacki made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

The meeting adjourned at 7:40pm.


George Stubbs, Mayor
Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date June 10, 2025

Motion #	Sharp ✓	Redd ✓	Bernacki ✓	Carr ✓	Adams ✓	Dowdy ✓	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	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
11	Y	Y	Y	Y	Y	Y	
12	Y	Y	Y	Y	Y	Y	
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Kelly Kuhse, Clerk