

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

The Windsor Town Council met in a regular session on July 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 welcomed those in attendance and asked that anyone with a cell phone 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:	David T. Adams Marlin Sharp Jake Redd (Arrived at 6:30pm) Edward (Gibbie) Dowdy Walter Bernacki (Attended remotely)
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Mr. Saunders presented a request for Council consideration from Councilman Bernacki to join the meeting remotely due to working out of town making him unable to otherwise attend. Councilman Adams made a motion to accept remote access to the meeting by Councilman Bernacki, Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

#### **Closed Session**

Councilman Adams made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.1 for discussion and consideration of prospective candidates for employment regarding the position of Town Clerk 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 Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

#### **Reconvene Open Meeting**

The Council returned from the closed session and Mayor Stubbs reopened the regular meeting at 7:02pm.

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 #3.

Councilman Sharp delivered the invocation, and Councilman Redd 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 #4.

**Election of Vice Mayor**

Mayor Stubbs explained that due to the resignation of Vice Mayor Carr, the Council must appoint a Council member to fill that vacancy. He opened the floor for nominations from the Council to fill the Vice Mayor position.

Councilman Adams nominated Councilman Sharp as a candidate for Vice Mayor.

Councilman Dowdy nominated Councilman Adams as a candidate for Vice Mayor.

Councilman Redd made a motion to appoint Councilman Adams as Vice Mayor. Councilman Dowdy seconded, and Council passed the motion 4-0 with Councilman Adams abstaining, as recorded on the attached chart as motion #5.

**Public Hearings**

None

**Delegations and Public Comment*****Public Comment***

None

**Consent Agenda**

Mayor Stubbs said the Consent Agenda consists of the minutes from the June 10, 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 made a motion to adopt the Consent Agenda as presented. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

**Treasurer's Report**

Ms. McClanahan reviewed the June 2025 Treasurer's Report and gave an update on collections. She shared that the 2025 Personal Property taxes have been generated in the system for December 2025.

Ms. McClanahan stated that 90.75% of the 2024 Personal Property taxes were collected as of June 2025. She added that as of June 30, 2025, 97.43% of the Real Estate taxes have been collected. Ms. McClanahan noted that all bank balances and accounts receivable are reconciled.

In reference to Councilman Bernacki's question, Mr. Saunders explained that the water pump was purchased by the Town and sent to the vendor for installation only to help offset the high cost by only purchasing installation labor.

Councilman Adams made a motion to approve the Treasurer's report as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

### **Council Comments**

Councilman Bernacki said that a resident of Shiloh Drive approached him about the drainpipes being clogged. He noted that the resident asked if the Town could check these and clear them when necessary.

Mr. Saunders confirmed that he would have this done more often.

Councilman Adams stated that the pedestrian footbridge on North Court Street now has a sign reading "Sidewalk Closed." He asked what the status is for completing the footbridge repair.

Mr. Saunders explained that VDOT maintains the footbridge and has decided to get their Roads and Bridges Department involved in the repair. He added that he would follow-up with VDOT to obtain a timeline for the repair of the footbridge.

### **Town Manager's Report**

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

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

Mr. Saunders said that Town staff continue 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. He noted that he spoke with Mr. Sawyer, the President of RepairTech, who explained that they expect to begin interior restoration from the fire soon.

#### ***Calendar of Events***

Mr. Saunders presented the July and August 2025 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information. He said that there will be a work session with a closed session on Wednesday, July 16, 2025, at 6:00pm for the purpose of personnel discussions.

Mr. Saunders stated that there will also be a work session with a closed session held on Tuesday, June 22, 2025, at 6:00pm, at which the Council will be reviewing applications for the appointment to the vacant Council seat. He added that the appointment to the vacant Council seat will be made at the August 12, 2025, regular Town Council meeting.

**Mayor's Report**

Mayor Stubbs shared that this will be the last Council meeting for Town Clerk, Kelly Kuhns. He said that she has accepted another position with another locality, departing on July 10<sup>th</sup>.

Mayor Stubbs stated that he would like to thank Ms. Kuhns for everything that she has done for the Town. He said that she has served the Town Council, the Windsor Town Center, and the Town Event Committee. Mayor Stubbs added that she will be missed and wished her well in her new venture.

Mayor Stubbs noted that the Summer Salute to Freedom event was held on Saturday, June 28, 2025, where the weather was hot and humid. He stated that all the feedback received has been positive. Mayor Stubbs said that there were approximately 250 people in attendance all day. He recognized all that took part in preparing and executing the event to include Town staff, Public Works, Windsor Police Department, Isle of Wight County Sheriff's Office, and many more, stating that we couldn't do it without them.

Mayor Stubbs stated that he received an email about the fireworks display on June 28, 2025, quoting, 'We have been watching fireworks in the Town of Windsor for 30 years and that was the best fireworks show that I have ever seen.'

Mayor Stubbs said that Sunday, June 29, 2025, he attended an event organized by the Windsor Baptist Church featuring the Streets of Gold Gospel Quartet. He noted that the event was to be held at Garriss Event Park but was moved indoors due to the extreme heat.

Mayor Stubbs explained that he received a letter regarding the fluoride levels in the town water supply and has passed it on to Mr. Saunders. He shared that Mr. Saunders is working on providing a report of this information.

**Economic Development Authority Report**

Councilman Redd said that the EDA has a new incentive program for businesses opening in brick-and-mortar locations. He stated that the EDA is offering up to \$1,000.00 as part of a simple grant program for new businesses. Councilman Redd explained that if a new business owner applies for business license to open in a brick-and-mortar location, they will be provided with the grant application.

**Other Reports**

None

**Old or Unfinished Business**

None

**New Business*****Budget Amendment – Appropriation of 4<sup>th</sup> of July Sponsor Donations***

Ms. McClanahan said that we have received funds in the amount of \$500.00 for sponsor donations for the 4<sup>th</sup> of July. She stated that as such, we must appropriate to the 2024-2025 General Fund Operating Budget for Revenue and 4<sup>th</sup> of July expense line item.

Councilman Sharp made a motion to adopt a resolution entitled: A Resolution for Appropriating The Sum Of \$500.00 to The General Fund Operating Budget For Fiscal Year 2024-2025 for Revenue and any Expense for the 4<sup>th</sup> of July. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Councilman Adams made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 7:27pm.

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George Stubbs, Mayor

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Kelly Kuhns, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
COUNCIL VOTES

Council Meeting Date July 8, 2025

Motion #	Redd	Bernacki	Vacant	Adams	Dowdy	Sharp	Stubbs
1				Y	Y	Y	
2				Y	Y	Y	
3	Y	Y		Y	Y	Y	
4	Y	Y		Y	Y	Y	
5	Y	Y		A	Y	Y	
6	Y	Y		Y	Y	Y	
7	Y	Y		Y	Y	Y	
8	Y	Y		Y	Y	Y	
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Kelly Kukke, Clerk