

**Minutes
Windsor Town Council Work Session
Town Hall
July 16, 2025**

The Windsor Town Council met in a work session on July 16, 2025, at 6:00pm in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Stubbs was present, and he called the meeting to order. He noted that the meeting would begin with a closed session. William Saunders, Town Manager, recorded the minutes.

Council members present: David T. Adams
 Marlin W. Sharp
 Edward (Gibbie) Dowdy

Council members absent: Walter Bernacki (Attended meeting virtually)
 Jake Redd

Mr. Saunders presented a request for Council consideration from Councilman Bernacki to join the meeting remotely due to travelling unexpectedly this evening. Councilman Adams made a motion to accept remote access to the meeting by Councilman Bernacki. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

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, consideration, or interviews of prospective candidates for employment. Councilman Bernacki 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 7:30pm.

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 Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #3.

Councilman Sharp delivered the invocation, and Mayor Stubbs 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.

Resolution – Petition for Writ of Election for Town Council Vacancy

Mr. Saunders noted that certain actions are required following the resignation of Vice Mayor Carr, which created a vacancy on the Town Council. The Town Council is required to appoint a replacement within 45 days of the vacancy, and a special election will be held at the general election in November 2025 to elect a candidate to fill balance of the unexpired term, in this case one year, per § 3.10 of the Town Charter and § 24.2-228.A. of State Code.

Mr. Saunders continued that since the next scheduled general election is not in the last year of the unexpired term, the Town Council shall petition the circuit court for a special election. This special election should take place on the same date as the next general election, November 4th, 2025. A resolution should be adopted to authorize the Town Attorney to petition the circuit court for a writ of election for the special election, per § 24.2-226.A. of State Code

Mr. Saunders recommended that a resolution entitled 'A Resolution to Authorize the Presentation of a Petition for Writ of Election to the Isle of Wight Circuit Court to Fill a Vacancy on the Windsor Town Council by Special Election on Nov. 4, 2025' be adopted.

Councilman Bernacki made a motion to adopt the resolution as presented. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Closed Session

Councilman Adams made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.1, for the purpose of discussion, consideration, or interviews of prospective candidates for employment. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Reconvene Open Meeting

Councilman Adams 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 passed the motion as recorded on the attached chart as motion #7.

Councilman Sharp made a motion to adjourn. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

The meeting adjourned at 8:08pm.

George Stubbs, Mayor

William Saunders, Town Manager

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date July 16, 2025

Motion #	Redd	Bernacki	Vacant	Adams ✓	Dowdy ✓	Sharp ✓	Stubbs ✓
		REMOTE					
1				Y	Y	Y	
2		Y		Y	Y	Y	
3		Y		Y	Y	Y	
4		Y		Y	Y	Y	
5		Y		Y	Y	Y	
6		Y		Y	Y	Y	
7		Y		Y	Y	Y	
8		Y		Y	Y	Y	
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