

**Minutes
Windsor Town Council Work Session
Town Hall
July 22, 2025**

The Windsor Town Council met in a work session on July 22, 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
 Jake Redd

Council members absent: Walter Bernacki (Attended meeting virtually)

Mr. Saunders presented a request for Council consideration from Councilman Bernacki to join the meeting remotely due to travelling. Councilman Adams made a motion to accept remote access to the meeting by Councilman Bernacki per Virginia Code Section 2.2-3708.3. Councilman Dowdy 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 the purpose of discussion, consideration, or interviews of prospective candidates for appointment. 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 7:00pm.

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 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.

Appointment – Consideration of Appointment to Fill Vacancy on Town Council

Mr. Saunders stated that the resignation of Vice Mayor Carr created a vacancy on the Town Council and certain actions are required following the resignation of a Councilmember. That the Town Council shall appoint a replacement within forty-five (45) days of the vacancy, per § 3.10 of the Town Charter and § 24.2-228.A. of State Code; and that the Town Council is required to hold a public meeting at least seven (7) days prior to the appointment to announce the names of those being proposed for the appointment, per § 24.2-228.A. of State Code.

Mr. Saunders further stated that a special election will be held at the general election in November 2025 to elect a candidate to fill the balance of the unexpired term, in this case one year.

Councilman Adams made a motion for the Town Council to nominate Amanda Baig and Jacob Klepac for consideration of appointment to fill the current vacancy on the Town Council. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Sharp made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 7:07pm.

George Stubbs, Mayor

William Saunders, Town Manager

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date July 22, 2025

Motion #	Redd ✓	Bernacki <i>REMOTE</i>	Vacant	Adams ✓	Dowdy ✓	Sharp ✓	Stubbs ✓
1	<i>Y</i>			<i>Y</i>	<i>Y</i>	<i>Y</i>	
2	<i>Y</i>	<i>Y</i>		<i>Y</i>	<i>Y</i>	<i>Y</i>	
3	<i>Y</i>	<i>Y</i>		<i>Y</i>	<i>Y</i>	<i>Y</i>	
4	<i>Y</i>	<i>Y</i>		<i>Y</i>	<i>Y</i>	<i>Y</i>	
5	<i>Y</i>	<i>Y</i>		<i>X</i>	<i>Y</i>	<i>Y</i>	
6	<i>Y</i>	<i>Y</i>		<i>Y</i>	<i>Y</i>	<i>Y</i>	
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