

**Minutes
Windsor Town Council Meeting
Town Hall
August 12, 2025**

At approximately 6:00pm, the Windsor Town Council met in a regular session 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 stated that the meeting would begin with a closed session. Minutes were recorded by Angela Bland, Town Clerk. William G. Saunders, IV, Town Manager, Cheryl McClanahan, Treasurer, Maxie Brown, Interim Planning/Zoning Administrator, and Fred Taylor, Town Attorney, were present.

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

Council members absent: Jake Redd

Closed Session

Mr. Taylor presented a proposed motion for Council to convene in a closed meeting to discuss certain matters in more detail behind closed doors. Those items included the appointees for the vacancy on the Windsor Town Council, the Duke Street Water Project and Refuse Collection in the Town of Windsor. Councilman Bernacki made the motion to accept Mr. Taylor's proposed motion, and Councilman Sharp seconded. 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 7:02pm.

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

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

Approval of Agenda

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

Public Comments

Mayor Stubbs announced there were no Public Hearings on the Agenda for the evening; he did open the floor to public comment and further explained that each speaker would have a total of three minutes to speak; timekeeper was Attorney Taylor.

First speaker was Carolyn Bailey at 11358 Five Forks Road, who wished to speak about 25 acres which she purchased along Virginia Avenue. She expressed concern that, in order for her to build a home, she was told that she would be responsible for extending the Town water line from it's stopping point at the end of the VDOT-maintained state road, to her property as well as bringing Virginia Avenue up to VDOT standards. At that time, Attorney Taylor notified her that her three minutes were up.

Second Speaker was Edward Dowdy of 66 Church Street. He also spoke on Virginia Avenue, enlightening Council of his extensive research that Virginia Avenue was shown on older surveys as being an approved roadway, not a paper street and having been recorded in DB 250, pages 220-222 as well as DB 361, page 755. However, these documents were discovered by Mr. Dowdy and hadn't been digitized on record. He then expressed his desire for Council to recognize that portion of Virginia Avenue as a 50' right of way in its entirety and to include drainage easements pursuant to the recommended recorded plat and related deeds and to direct VDOT to update its records and conform to the drainage easement agreement.

Speaker three was Jacob Klepac of 24206 Twin Circle to state that he was for the Chicken Ordinance that was being considered by Town Council.

Speaker four was Rick Bland of 11357 Old Suffolk Road, who also spoke in favor of the Chicken Ordinance being considered by the Town Council.

Speaker five was Raye Lee Klepac, who spoke in favor of the Chicken Ordinance being considered by Town Council. She also expressed a desire for Council to consider research for a safer way for children who cross Route 460 (Windsor Boulevard).

Speaker six was Justin Hensley, who also spoke in favor of the Chicken Ordinance being considered by the Town Council.

Mayor Stubbs then opened the floor to anyone who had not had the opportunity to sign in, who wished to speak. No one came forward.

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the July 8, 2025, Town Council Meeting, the July 16, 2025, Council Work Session, July 22, 2025, Town Council Work Session, and minutes of the August 5, 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 Bernacki made a motion to adopt the Consent Agenda as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Treasurer's Report

Ms. McClanahan reviewed the July 2025 Treasurer's Report and provided an update on revenues that were being applied to FY2025-26 as well as year-end to FY2024-25. She stated that, for July only interest and cigarette tax were reflected. She said we have not received money for traffic fines, real estate taxes, mobile home titling tax, but that she should receive that revenue this month. She revealed that the Town still has not received monies from Isle of Wight County pertaining to local sales tax. Due to the fact the books have not yet been closed for FY2024-25, the Historical Report reflects figures through June, 2025. Once the FY2024-25 books have been closed, she will then be able to run the Historical Report for the current year.

She shared that 97.97% of the Real Estate taxes have been collected and 91% of Personal Property, which exceeds the recommended average of 90% established by the State Treasurer's Association.

She shared that the 2025 Personal Property taxes have been generated in the system for December 2025 and can be accessed; bills will be issued in October.

Councilman Bernacki praised Chief Riddle for staying under budget with the purchase of a new patrol car.

Vice Mayor Adams presented questions with regard to CD rates vs. VIP. Ms. McClanahan revealed the current CD rates are at 4.41%; she further commented on the uncertainty of how the merger (Town Bank and Old Point Bank) will affect those rates. Ms. McClanahan stated that she and Mr. Saunders will need to meet to discuss where the Town's money will have the most return and if CD rates go back up, we can move VIP money back to CDs.

Vice Mayor Adams made a motion to approve 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

Vice Mayor Adams commended Mr. Saunders and VDOT for their work on the Pedestrian Bridge located on N Court Street. He further reinstated the fact that this bridge is not yet fit for pedestrian traffic and requested all present to spread the word to others not to use that bridge until it has been cleared by VDOT. The Mayor added to that, urging others to tell parents to stress to their children that the bridge is currently unsafe to cross.

Councilman Sharp presented a question that he saw on NextDoor regarding local internet service. The question was directed to Town Manager Saunders. Councilman Sharp asked if the Town of Windsor had an exclusive arrangement with Spectrum as the local internet provider. Mr. Saunders responded that internet service would be at the County level.

Town Manager's Report

Mr. Saunders elaborated on the N Court Street Pedestrian Bridge, stating that he spoke with Mr. Bowman, the local Assistant Residency Administrator for VDOT. Mr. Bowman explained when the repairs were turned over to VDOT, the bridge structure did not have a bridge number listed in the VDOT Capital Inventory, nor did they have a copy of the Maintenance Agreement from the

Sidewalk Bridge Project. Mr. Bowman has been working with the County Project Manager and VDOT Headquarters in Richmond to rectify the situation. Mr. Saunders announced that work on the bridge commenced today and Mr. Bowman's goal is to have the bridge reconstructed by the start of the Isle of Wight County school year.

Mr. Saunders discussed the sidewalk connection between Windsor Station and Holland Meadows Subdivisions. He spoke with Mr. Barry Cross, a representative of the firm who is developing Windsor Station. In regard to the home located in the front and between the two subdivisions, Mr. Cross stated that his engineers determined that there was not sufficient right-of-way to construct a sidewalk. Proffer #12 only required that they build a sidewalk in that location if sufficient right-of-way was determined. Mr. Cross offered \$5,000 to the Town to go toward construction of a sidewalk if the Town were to go forward with that project. Mr. Saunders will reach out to the property owners to discuss their stance on this subject. Vice Mayor Adams requested clarification of the parcel affected by this proposed sidewalk and asked if construction would be determined by some type of right-of-way. Mr. Saunders replied that it could be a dedication of right-of-way or a granting of an easement; however, he was not clear if this would be a candidate for eminent domain. Mr. Saunders further stated that regardless, there would likely be foot traffic in the property owners' front yard and believed it would be to their benefit if they would cooperate with the Town on that sidewalk construction. Vice Mayor Adams further requested Mr. Saunders to provide an update at next month's Council meeting. Councilman Dowdy then asked if the \$5,000 being offered would be enough to cover the cost of construction of the sidewalk. Mr. Saunders replied that, although it may be enough to cover the concrete work, there are other factors to consider including a large drainage ditch that would require a culvert or bridge to be constructed. Mr. Saunders went on to say the developer was only required to construct a sidewalk if there was sufficient right-of-way, but they are offering \$5,000 toward the cost.

Mr. Saunders provided a Sewer System Repair update and announced the valve installation and pipework is complete. The construction of the underground vault to house the four legs has a few minor punch list items left to be completed. He further stated the worst-case scenario of having vac trucks to vacuum out the vaults was not necessary; additionally, the County is still reporting the system as having no excess capacity at this time.

Mr. Saunders provided an update on the Town website rebuild. The new host is working on the design and has committed to fast-tracking this project due to the lack of support provided by the current vendor. The goal is to have preliminary design work completed within the next two weeks and that we are working with Isle of Wight County IT to plan for the conversion and subsequent launch.

Capital Projects Update

Mr. Saunders provided the Capital Projects Update as follows:

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

To date, RepairTech has removed sheets of metal siding that had rust damage and several of the metal floor panels that were damaged in the fire to rehabilitate that structure. Councilman Dowdy asked whether the Town had taken action to locate windows for the caboose to which Mr. Saunders replied, "We are not that far along." Councilman Dowdy added that he has spoken with a Norfolk and Western retiree who may be able to assist in locating windows for the caboose. Additionally, Mayor Stubbs knows another gentleman that has offered to donate an original stove used in a caboose and is storing it until the Town is ready to install it into the renovated caboose. Mr. Saunders added that most everything inside the caboose including the window sashes were wood and that we will likely have to acquire carpenters to recreate that woodwork.

Calendar of Events

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

Mayor's Report

Mayor Stubbs provided the Mayor's Report starting with flooding issues occurring around the Town. He started with the entrance to the Food Lion parking lot and said that he has received several calls from citizens complaining about the flooding and the overall outside appearance of the grounds which include trees growing in the retention pond. Mayor Stubbs met with the Maintenance Manager at Food Lion and the contractor working for Food Lion to discuss this in further detail. The contractor stated they had also been in communication with Ms. Brown, the Planning and Zoning Administrator and assured Mayor Stubbs that they were in the process of remedying the situation, including removing debris from clogged drainage pipes leading to the retention pond. Mayor Stubbs provided them with his card and asked them to call him if they have questions or need further assistance.

Mayor Stubbs then moved his attention to flooding on an empty lot on Bank Street owned by the Town adjacent to the railroad. He stated from the railroad toward Bank Street there is standing water approximately 18" deep. He reached out to VDOT who stated they don't have an easement and the railroad doesn't admit to having drainage. Mayor Stubbs noted that more research will be needed to determine how to remedy the situation.

Mayor Stubbs made the announcement that former Councilman Kelly Blankenship's mother passed away rather suddenly on Friday at 8am.

Economic Development Authority Report

Councilman Redd was not present to provide the EDA report.

Other Reports

Mr. Saunders welcomed Angela Bland as the new Town Clerk, announcing she started working with the Town yesterday.

Vice Mayor Adams announced that the Planning Commission met in the month of July and stated they voted against recommending adoption of the Chicken Ordinance and that was the only item of business conducted at that meeting.

Old or Unfinished Business

Ms. Brown reported that the Planning Commission reviewed the 2017 Chicken Ordinance and made changes as reflected in documents provided to Council in their packets. She then summarized what was being considered, which was a final ordinance subject to conditions that would allow chickens in the following zoning districts: R1-Mobile and manufactured home park sites and R4-Low-density residential areas, the A1-Agricultural district and the Key district. She reported that the Planning Commission held a Public Hearing at its July 23, 2025, meeting and voted to recommend denial of the proposed ordinance. The request was made to Council to provide guidance regarding whether to move forward with a Public Hearing in the September meeting.

Councilman Bernacki made a motion that Town Council put this ordinance to a Public Hearing at its September meeting based on the fact that there were citizens including himself that wished to speak at the Planning Commission's original-scheduled Public Hearing in June; however, there wasn't a quorum and that hearing was re-scheduled for July 23, 2025, at which time he and others had scheduling conflicts and were unable to appear to testify, therefore resulting in unfair representation at the latter Public Hearing. Vice Mayor Adams seconded that motion and Council unanimously passed the motion, which is recorded on the attached chart as motion #6.

Mayor Stubbs brought to the table the appointment to fill the vacancy for the Town Council and stated Council has been provided with resumes and information on the two candidates. The vacancy was created when Vice Mayor Carr resigned due to the fact he relocated to Smithfield and no longer resides in Windsor. According to State Code, a member must be appointed to fill that vacancy. Mayor Stubbs further stated that the appointee will be required to run for re-election in November.

Councilman Bernacki made a motion for appointment and moved that Mr. Jason Klepac be appointed. Councilman Dowdy seconded that motion. A vote was taken which resulted in a tie, requiring a tiebreaker vote from Mayor Stubbs. Mayor Stubbs voted not to appoint Mr. Klepac at this time. Council denied the motion with a 2-3 vote, which is recorded on the attached chart as motion #7.

Vice Mayor Adams made a motion to appoint Ms. Amanda Baig to fill the vacancy on the Town Council. Councilman Sharp seconded this motion. This also ensued a tie with Mayor Stubbs casting the final vote which determined Ms. Baig's appointment to fill the vacancy. Council passed the motion with a 3-2 vote, which is recorded on the attached chart as motion #8.

Mayor Stubbs announced that Ms. Baig has been appointed to fill the vacancy created by Vice Mayor Carr and further instructed Ms. Baig that she will be notified about orientation.

New Business

Mayor Stubbs announced that, under New Business was an item relating to Cemetery Policy and a request for revision or waiver. He then asked Mr. Saunders to provide more details. Mr. Saunders stated this item came to him as a late Agenda Item and went on to provide an overview of current Cemetery Policy in what is known as the "New Section". He stated that policy was revised on February 14, 2006, and again on May 8, 2007. This policy revision requires that all grave markers in the new section of the cemetery must be flush with the ground. He went on to say that a member of the community desires to build a small mausoleum in the new section and

provided a picture of an existing mausoleum located in the old section. A request has been made for Council to consider amending the policy or waiving the policy altogether. There are no adjoining plots available in the old sections for this purpose. As for the reasoning behind the revised policy, Mr. Saunders stated that research showed that one of the reasons for the requirement for headstones to be flush to the ground was that Council originally planned to erect a statue or monument in the middle of the new section and perhaps didn't want that overshadowed by taller headstones. Secondly, it was deemed to make it easier to maintain that area. It was further stated in the revision of May 8, 2007, that, after a one-year period, the Town would then be responsible for maintaining the levelness of the headstones, whereas in the old sections, owners of the stones and/or plots are responsible for maintaining levelness. Mayor Stubbs then identified the member of the community as Mr. James Foster to include his wife, Mrs. Foster. He then relayed several contributions and involvement of Mr. and Mrs. Foster and stated they are now further along in years and are currently making preparations for their final resting place with the desire to be buried in the cemetery where they also have family members buried. Mayor Stubbs went on to state that this is not a state or a county requirement; it is simply a policy established in 2007 by Council. It was agreed in further discussion amongst Council that Public Works does not drive lawnmower equipment over the flush headstones, therefore, maintenance would be the same as with the above-ground headstones, using a weed-eater around the edges. Council further discussed the maintenance, including levelness, in both the old and new sections as well as the need for height restrictions on the mausoleums to prevent an oversized structure from being constructed. Attorney Taylor weighed in stating that he would check to ensure this is, in fact policy and not some form of Ordinance. He went on to say that the entire policy might have to be rewritten to provide more clarity to the policy and revisions currently in place. Mayor Stubbs reiterated that this would be an Agenda Item for the next Council meeting.

Budget Amendment – Appropriation of Funds from the VCJS Grant

Ms. McClanahan said that we have received funds in the amount of \$3,200.00 for the Police Department for police equipment that was purchased last year. Ms. McClanahan further announced that these funds would be posted to the General Fund for FY2024-25 General Fund Operating Budget for Revenue and Police Department Equipment expense line item.

Councilman Bernacki made a motion to adopt a resolution entitled: A Resolution for Appropriating the Sum Of \$3,200.00 to The General Fund Operating Budget for Fiscal Year 2024-2025 for Revenue and any Expense for Police Department Equipment. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Councilman Sharp made a motion to adjourn. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 8:06pm.

George Stubbs, Mayor

Angela Bland, Town Clerk

TOWN OF WINDSOR

RECORD OF

COUNCIL VOTES

Council Meeting Date:

8.12.25

MOTION #	✓ Bernacki	Vacant	✓ Adams	✓ Dowdy	✓ Sharp	Redd	✓ Stubbs
1	M Y		Y	Y	2 Y		✓
2	2 Y		M Y	Y	Y		
3	2 Y		M Y	Y	Y		
4	M Y		Y	Y	2 Y		
5	2 Y		M Y	Y	Y		
6	M Y		2 Y	Y	Y		
7	M Y		N	2 Y	N		N
8	N		M Y	N	2 Y		Y
9	M Y		Y	2 Y	Y		
10	2 Y		Y	Y	M Y		
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