

**Minutes
Windsor Town Council Meeting
Town Hall
February 13, 2024**

The Windsor Town Council met in a regular session on February 13, 2024, at 6:30 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. 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 (Arrived remotely at 7:06pm)
 Walter Bernacki
 Edward (Gibbie) Dowdy
 Marlin Sharp

Closed Session

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711.A.7 for the purpose of discussion or consideration for proposed appointments to the Economic Development Authority (EDA). Councilman Sharp 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 7:03pm. Mayor Stubbs apologized to those present for the late opening of the meeting.

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

Mr. Saunders presented a request for Council consideration from Councilman Adams to join the meeting remotely due to his commuting from a distant work location (Quantico) making him unable to otherwise attend. Councilman Bernacki made a motion to accept remote access to the meeting by Councilman Adams, Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

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 unanimously passed the motion as recorded on the attached chart as motion #3

Public Hearings

None

Delegations and Public Comment

Public Comment

James Villars, a town resident of 12262 Keaton Avenue, said he wanted to express his concerns about the Isle of Wight County project for the Tidewater Logistics Center. He stated that the project will have a negative impact on the Town of Windsor, adding that some residents will be more affected than others. Mr. Villars said that he would like to know what the Town's position is on the project and its impact on the citizens.

Walter Freeman, a town resident of 12215 Keaton Avenue, said he would like to thank Mayor George Stubbs and Town Manager William Saunders for coming to his residence and looking at the markers laid out for the Tidewater Logistics Center, adding that the Town's support means a lot to the residents. He stated his home would be affected the most with the proposed facility being situated so close to his property. Mr. Freeman said he is looking for support from the Town Council to assist in having more of a buffer between the facility and the homes on or near Lover's Lane.

Glyn Willis, a town resident of 24291 Lovers Lane and former Mayor of Windsor, also thanked Mayor George Stubbs, Town Manager William Saunders, and Planning and Zoning Administrator Jay Randolph for taking the time to look at the location of the Tidewater Logistics Center in relation to citizen homes. He stated that the project developer placed markers on site outlining the location of the facility. Mr. Willis added that a group of residents sent a letter to the Isle of Wight County Planning Commission noting the citizen concerns. He shared that those concerns consist of the distance between residential property lines and buildings, roads, employee parking, tractor trailer parking, etc.

Mr. Willis noted that the facility's warehouse space is proposed to be approximately 1,000,000 square feet. He noted that to compensate for the space, the facility must be moved as far west as possible due to the wetlands on the east side of the area. Mr. Willis distributed developer plans that included measurements between the facility and the surrounding residential property lines for Council to review. Mr. Willis also stated that there is an additional building proposed to be approximately 167.17 feet from the historic Saunders house. He added that the house is one of the oldest in the County, built in 1796.

Mr. Willis went on to discuss a question asked to the project developer regarding noise generated at the facility. He stated that a noise study is proposed to be conducted after the start of development and the developer has assured that the County noise ordinance specifications will be met. Mr. Willis added that the County noise ordinance does not include verbiage regarding incompatible properties such as this industrial facility and the residential homes surrounding it.

Mr. Willis also referenced the impact to traffic on Route 460. He expressed his concern in the growth of traffic, particularly in the Route 460 / Lover's Lane area whereas there will be an influx of commuters due to normal Town growth as well as the increase due to the industrial facility business.

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the January 10, 2024, Town Council Meeting, the January 23, 2024, Town Council Work Session, the Planning and Zoning Report, 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 Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Treasurer's Report

Ms. McClanahan reviewed January 2024 Treasurer's Report and gave an update on collections. She stated that \$10,369.11 in property taxes and licensing fees has been collected as well as \$12,381.03 in interest for the month of January. Ms. McClanahan added that \$128,052.46 in meals tax was also collected. She noted that 79.81% of personal property taxes have been collected as of January 31, 2024.

In response to Councilman Bernacki's question, Ms. McClanahan stated that the Town is still collecting tax payments from years prior.

Councilman Bernacki 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 #5.

Council Comments

Councilman Dowdy stated that the speed limit sign on Bank St. had been vandalized. Chief Riddle advised the cost to fix the sign would be approximately \$1,000.00.

Councilman Dowdy asked town resident Glyn Willis if the developer for the Tidewater Logistic Center had provided any changes to the project to reflect the final product of the facility.

Mr. Willis asked Mayor Stubbs for permission to respond to Councilman Dowdy's question. Mayor Stubbs granted the request for Glyn Willis to approach the Council with a response.

Glyn Willis shared his opinion that the developer appears to have made some cosmetic changes.

Councilman Bernacki announced that he will not be seeking re-election to for Town Council after his term expires December 31, 2024. He added that anyone interested in serving on the Town Council should begin the process soon. Councilman Bernacki stated that it has been a pleasure serving the Town for the past 8 years. He added that he is honored to have helped move the Town forward and continue making it a great place to live.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders reported that the contractors completed the water main installation, except for minor elements that will be required when charging the line. They are currently working on flushing and testing the system.

Windsor Town Center – Gym Window Replacement

Mr. Saunders reported that the contractors from Goodwin Glass have completed the installation of the new double-pane windows in the gymnasium. This will be a great improvement over the previous single-pane jalousie windows in aesthetics and efficiency. He distributed photos of the new windows to the Council for review.

Calendar of Events

Mr. Saunders presented the February and March 2024 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

FY24 Revenue Projections

Mr. Saunders advised per the budget calendar, please find FY24 year-end revenue projections for review.

Mr. Saunders presented a copy of the year-end revenue projections for the General Fund. He said the numbers for January and all previous months are actual numbers. He added that the numbers for February through June are estimates based off historical data, trends, and assumptions (July and August are also included even though they are outside of FY24 to show revenues to be rolled back). Mr. Saunders stated we are projecting ending the year with \$137,563 more than budgeted.

Mr. Saunders stated that as we prepare the revenue projections for the upcoming budget year, a large deviation from the current fiscal year projections is not anticipated. He noted that we do not anticipate any large change in our real estate or personal property taxes. He added that our other sources of revenue may fluctuate slightly, but I do not anticipate any significant changes from current conditions.

Mr. Saunders said current projections in water sales (Not including 'other income') in the Water Fund anticipate the receipt of \$13,580 above the budgeted amount.

Mr. Saunders noted that we will continue to update our projections as we move through the fiscal year. He added that this data will be used to help determine revenues for the FY25 budget.

Mr. Saunders reviewed the enclosed FY24 revenue projection spreadsheet.

Town Attorney's Report

Mr. Taylor reported that he and Chief Riddle attended the Winter Conference for the Virginia Association of Chiefs of Police in Richmond, Virginia last week. He stated that he and Chief Riddle were invited to present their experience in working with the Attorney General's Office regarding the patterns and practice in investigations. Mr. Taylor added that he enjoyed the experience while attending the conference and getting to know other law enforcement agencies in the Commonwealth.

Mayor's Report

Mayor Stubbs read a card received from Carrie Storm expressing her gratitude to the Town Council for the replacement of the cemetery fence, and Jay Randolph, Planning and Zoning Administrator, for helping Ms. Storm write her request. Mayor Stubbs stated that Ms. Storm brought the deteriorating condition of the cemetery fence to the Council's attention in an effort to have it repaired.

Mayor Stubbs said a ribbon cutting ceremony hosted by the Senior Services of Southeastern Virginia for the "Better Together Café" senior program will be held tomorrow, February 14, 2024, at 10:00am at the Windsor Town Center.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

None

New Business

Drainage Survey Proposal

Mr. Saunders provided a follow-up on the drainage study and preliminary engineering report on drainage areas.

Mr. Saunders reported that following the Bowman Engineering drainage study, two primary drainage areas were identified as priorities: one, the drainage from Virginia Avenue to Rt. 460, and the other, the drainage from Bank Street to Rt. 258 on the north side of the railroad.

Mr. Saunders said that a further preliminary engineering report was created by ATCS and funded by Isle of Wight County focusing on these two drainages.

Mr. Saunders added that a potential alternate drainage solution for the Bank Street to Rt. 258 drainage is being explored. To assess this potential drainage solution, survey work must be conducted. ATCS has provided a proposal for that surveying work, which is broken into two phases. The second phase will only be conducted if the first phase shows promise.

Mr. Saunders noted that this work is being proposed as a storm water project in the ARPA plan.

Mr. Saunders stated I recommend that the Town Council authorize the survey work, as outlined in the attached proposal; with the second phase contingent upon a positive result from the first.

Mr. Saunders added that the Drainage Committee has had the opportunity to review this information and recommend that the Town Council authorize the survey work, as outlined in the attached proposal.

Councilman Bernacki made a motion to approve the survey as outlined in the proposal, with the second phase contingent upon the outcome of the first phase. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Appointments – Economic Development Authority

Mr. Saunders stated that the Economic Development Authority has expiring, and vacant, terms.

Mr. Saunders said, as you are aware, the Economic Development Authority nominates potential directors, and the Town Council appoints them.

Reappointments

The terms for Tony Ambrose and Dale Scott will expire on June 30, 2024:

- Tony Ambrose is willing to be reappointed to a new term that would expire on June 30, 2028.

-At the time of this writing, it is unknown if Dale Scott is willing to be reappointed. Mr. Scott is giving thoughtful consideration to a reappointment and will provide an answer in this regard closer to his June 30, 2024, term expiration.

Councilman Dowdy made a motion to reappoint Tony Ambrose to a new term on the Economic Development Authority that would expire on June 30, 2028. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Appointment

Brenda Dowdy has been nominated by the Economic Development Authority to fill a currently vacant term, which expires on June 30, 2027.

Mayor Stubbs said that hearing no motions, and due to previous discussions, the matter of appointment to the Economic Development Authority will be tabled until the next meeting on March 12, 2024.

Mayor Stubbs called for a roll call. All Councilmembers, with the exception of Councilman Dowdy, who abstained from the vote, passed Mayor Stubbs' motion to table the matter of appointment to the Economic Development Authority until the next meeting as recorded on the attached chart as motion #8.

Mayor Stubbs stated that this is the last item on the agenda and asked if there were any further questions or concerns.


Councilman Adams asked if the Town of Windsor has received a request for nomination from Isle of Wight County regarding the assembly of a Growth Task Force.

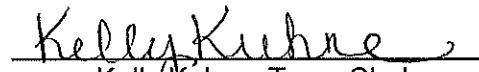
Mr. Saunders answered that Isle of Wight has not solidified the details regarding the Growth Task Force at this time. He added that Isle of Wight will be discussing the details of the Growth Task Force again on February 15, 2024.

Councilman Sharp made a comment on the newly installed gymnasium windows at the Windsor Town Center. He stated that the new windows in the gymnasium look good.

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

The Meeting adjourned at 7:47pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date February 13, 2024

Motion #	Bernacki	Carr	Adams	Dowdy	Sharp	Redd	Stubbs
1	Y	Y		Y	Y	Y	
2	Y	Y		Y	Y	Y	
3	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	A	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							