**Warsaw Town Council**

78 Belle Ville Lane – Council Chambers

March 12, 2015

7pm

 The March 12, 2015 regularly scheduled meeting of the Warsaw Town Council was called to order at 7p.m. by Mark Milstead, Mayor. He then led the Council Members, Staff, and audience in the Pledge of Allegiance. Council members present included Mark Milstead, Mayor, Paul Yackel, Vice-Mayor, William Washington, IV., Roger Lee, Randall Phelps, Ogle Forrest, and Rebecca Hubert. Councilman Ralph Self was absent.Town staff present included John M. Slusser, Town Manager, Susan M. Pemberton, Treasurer and Clerk, Christopher Spare, Chief of Police, and Kate Condrey, Administrative Assistant. Others present were Mary Beth Bryant, Roger Hutt, Kenny Swann, Sharon Taylor, Robert Knight and Lynwood Pierson.

MINUTES:

 Councilman Randall Phelps made a motion to accept the February 12, 2015 minutes without addition or correction. Councilman Lee seconded the motion. The votes were as followed:

 Mark Milstead Aye Randall Phelps Aye

 Paul Yackel Aye Roger Lee Aye

 Rebecca Hubert Aye William Washington Aye

 Ogle Forrest Aye

 Councilman Phelps made a motion to accept the February 19, 2015 minutes from the Board of Supervisors joint meeting without addition or correction. Councilman Lee seconded the motion. The votes were as followed:

Mark Milstead Aye Randall Phelps Aye

 Paul Yackel Aye Roger Lee Aye

 Rebecca Hubert Aye William Washington Aye

 Ogle Forrest Aye

FINANCIALS:

 Councilman Washington made a motion to accept the February Financial Report. The motion was seconded by Councilman Forrest. The votes were as followed:

Mark Milstead Aye Randall Phelps Aye

 Paul Yackel Aye Roger Lee Aye

 Rebecca Hubert Aye William Washington Aye

 Ogle Forrest Aye

MAYORS REPORT:

 Mayor Milstead stated the Council had a joint meeting with the Richmond County Board of Supervisors. During that meeting, they decided they should choose two people from each group to represent their parties in meetings throughout the year. He stated the two groups plan to meet quarterly and the 4 individuals chosen will meet monthly and discuss matters involving both parties. Vice-Mayor Yackel suggested William Washington for one position. Councilman Phelps recommended Roger Lee. The group unanimously decided these were two good choices. William Washington and Roger Lee will represent the Council during monthly meetings with the Board of Supervisors members.

MANAGERS REPORT:

 Town Manager’s Report- March 12, 2015

 **Baily Ridge Subdivision**-UPDATE Attorney preparing document for signature.

 **Helena Chemical**- UPDATE Plans forwarded to VDOT for comment

 **NNEC**- UPDATE Received Final Plans, will be submitted to VDOT within next few days

 **Family Dollar**- No change from last month

 **Warsaw Health Center Site**- UPDATE Meeting on 3/17/2015 at 10 AM

**Get and Zip Car Wash**- UPDATE Owner notified in writing that town stands ready to sign off on all permits

**Town Park**- UPDATE Bathrooms are ready to go online. Have to have a meeting with employees to determine additional responsibilities regarding maintenance and checking for cleanliness. Need to determine automatic locking procedures. Entire area around bathroom and disturbed area where electric was buried needs to be power raked and reseeded. Hope to open bathrooms in the upcoming week. The fence encroachment issue is ready to be turned over to the Town Attorney for Court action.

**Verizon Property**- No change from last month.

**Transportation Alternative Grant**- UPDATE Had meeting on 3/10/2015

**VDOT Highways Safety Grant**- UPDATE Had meeting on 3/10/2015

**Recodification**- No change from last month.

**Strawberry Hill Timber**- UPDATE Both contracts have been signed

 John Slusser, Town Manager, started by saying the Chief of Police, Christopher Spare would be retiring on June 30, 2015. He mentioned the Chief has done an outstanding job and is very liked in the community. He will be missed but everyone. The Town Manager stated the insurance plan for the Town was up for renewal. There are no changes to rates or coverage. Mr. Slusser asked council to give him permission to sign the needed documents because they are due April 1, 2015. Councilman Phelps made a motion to allow John, M. Slusser, Town Manager, to sign the required documents for the renewal of health insurance for the Town of Warsaw. Councilman Washington seconded the motion. The votes were as followed:

Mark Milstead Aye Randall Phelps Aye

 Paul Yackel Aye Roger Lee Aye

 Rebecca Hubert Aye William Washington Aye

 Ogle Forrest Aye

 Mr. Slusser brought to the attention of Council that Hunan Village wanted to start serving alcohol by the drink. Mr. Slusser stated there was already a Conditional Use Permit (CUP) for Hunan Village and he had no objections to the request. The Chief of Police had no objections to this matter. Councilman Washington made a motion to approve an amendment to the original CUP for Hunan Village to include the serving of alcohol on the premises at 453 Main Street. Councilman Forrest seconded the motion. The votes were as followed:

Mark Milstead Aye Randall Phelps Aye

 Paul Yackel Aye Roger Lee Aye

 Rebecca Hubert Aye William Washington Aye

 Ogle Forrest Aye

 The Town Manager stated he would be in a meeting on Tuesday with Dominion about putting Utilities underground. This would be the perfect time for this project because we are getting ready to put in new sidewalks. The extra cost from putting the utilities underground would be acquired by the Town. At the time, he does not know what this means, but is waiting on a price.

 There have been 3 significant water breaks in the last month. There was one on Menokin Road. There were two in one day. One was located in front of Clothz Patch and the second in front of Union Bank. These pipes were bursting due to the extremely cold temperatures. These pipes are made of cast iron and are aging and deteriorating fast. The utilities crew worked very hard to fix these problems. They stayed to work well past their assigned hours to get water to the residents of Warsaw. Mr. Slusser stated the town is lucky to have such dedicated personnel.

Tara, from the USDA, contacted the Warsaw Town Manager about the possibility of upcoming projects and funding. She mentioned that Warsaw is now in a different region and funds have opened. Two areas are eligible and Warsaw is one of them. With these funds, the Town could complete the Preliminary Engineering Report (PER) required for many projects in the Towns future. The PER’s on the table at the time include replacing the old cast iron water lines which have had 2 breaks in the past month. These old lines would need to be abandoned and moved to a new location within the sidewalk. This would move the lines out of the road. The Town is also in need of storage. The Police Department needs a place to store evidence. The Town also needs more storage for equipment. Mr. Slusser stated he was glad to see the dump truck fixed and that people really missed them plowing the roads during the recent snow. The orange pick-up used by the town is also reaching the end of its life. This item will need to be replaced soon. These are all ideas for PER’s and the cost of all projects would be around $7,500. Councilman Forrest made a motion to allow John. M. Slusser, Town Manager, to sign all necessary documents to obtain the funds for the PER of the Town of Warsaw. Councilman Washington seconded the motion. The votes were as followed:

Mark Milstead Aye Randall Phelps Aye

 Paul Yackel Aye Roger Lee Aye

 Rebecca Hubert Aye William Washington Aye

 Ogle Forrest Aye

 Mr. Slusser also met with two groups from the community. The Warsaw Rotary asked him to speak, and also the Chamber of Commerce. He spoke on how to start a business in Warsaw and the steps that need to be taken. Mr. Slusser also met with Joseph Quesenberry about a company that approached him about engineering services. A representative wants to come and talk to the Town, about how the Town is doing and what we could do to improve it. Mr. Slusser believes it is in the best interest of everyone. He also thinks there should be one person from the Town Council that attends the meeting. The board of Supervisors should also be included in the meeting.

 Baily Ridge & Roy Rogers have come to an agreement with the town. It is outlined in a 13 page document. The holdup was deciding who would be responsible for certain parts of the waterline. William Lewis, Town Attorney stated this was a legal document with clear expectations. He stated it protects not only the Town, but also the developer.

 The Town Park is getting closer to having bathrooms. Warsaw is currently in negotiations with Mulvena Contractors to reach a contract and satisfactory agreement between the two parties about the proposed pavilion. The critical elements of the contract are not there. There are no specifications. The projected completion time is about 8 weeks from the time the blueprints are approved. There is nothing about what will happen if the project goes over. Mr. Slusser explained the Town didn’t know for sure what they were buying and some things needed to be changed in the current contract.

TOWN ATTORNEY REPORT:

Williams Lewis, Town Attorney, reported the recodification process should really be underway by next month.

POLICE REPORT:

Chief Christopher Spare stated the monthly reports were in the Councils packets. He would answer any question about them. He stated Officer Joshua Scholes is relocating and will no longer be with the department. The position has been advertised and some applications have been received. It is open until the position is filled. The TRIAD meetings will now be held at Bay Transit. They believe they have reached most of the community by moving around and were ready to find a steady location.

NORTHERN NECK REGIONAL JAIL REPORT:

Mr. Larry Thorn took to the podium. He stated the numbers were down at the jail due to the snow and bad weather, but the numbers would be back up once the weather passed.

PLANNING COMMISSION REPORT:

Councilman William Washington, IV. stated the Planning Commission had sent William Herbert’s Conditional Use Permit to the Council with a recommendation for a Joint Public Hearing. Mr Herbert would like to have events in his empty building. Almost like a show place or exhibition hall. Councilman Forrest made a motion to send the CUP of William Herbert to a Joint Public hearing on April 9, 2015. Councilman Lee seconded the motion. The votes were as followed:

Mark Milstead Aye Randall Phelps Aye

 Paul Yackel Aye Roger Lee Aye

 Rebecca Hubert Aye William Washington Aye

 Ogle Forrest Aye

COMMITTEE REPORTS:

Councilman Randall Phelps stated the Finance Committee met and the Town was in good shape. No major things were brought up,

UNFINISHED BUSINESS:

The Long Term Capital Improvements plan is waiting for the Utilities Committee to meet. They will help to decide where to go from here.

NEW BUSINESS:

Roger Hutt- Big L Tire

John Slusser, Town Manager explained the situation Mr. Hutt is in. His business is expanding and he wants to build a structure to protect his employees and equipment. This structure would encroach on the current 25 ft. side setback of C-2 zoning. Mr. Slusser asked if this was a common problem or if this was a special situation. If this is a common occurrence, then maybe the ordinance should be changed. Mr. Hutt stated he has been a business man in Warsaw for a long time and would hate to have to move his business because of the setback. He needs more room to expand his growing business. Mr. Slusser stated this needs to be a unique situation to get a variance, and this does not qualify as unique. Being unique is more of a geographical issue when it comes to codes. William Lewis, Town Attorney, stated the owner is bringing this on themselves by expanding and would not be eligible for a variance. Mr. Hutt believes the setback should be 18 ft. or 15 ft. from the side of the property line.

Request For Proposal (RFP) Prospects

On Monday, March 16, 2015, both groups who sent in RFP’s will be doing presentations and the Council can decide who to go with. The meeting will be held at 7pm.

COMMENTS FROM PUBLIC:

Ms. Sharon Taylor took to the podium and stated she had an issue with her water. She explained her bill was high and she thought the meter was not working or something happened during the recent water breaks. She explained she had sand in the bottom of her toilet tank. Her plumber, Kenny Swann explained this is normal. She has checked for running toilets or leaking pipes and nothing has been found. She would like the Council to look over her usage for the next few months and decide if it is a faulty meter.

Councilman Forrest said it was strange the usage is now coming down. He stated the water line break would not affect her bill or water usage. He suggested changing the meter, but if nothing changed, then she should have to pay for the meter replacement.

Mr. Slusser suggested the Town set a policy on issues like this. The Town can change the meter if a client thinks it is faulty. If the meter turns out to be faulty, the client will not have to pay for the replacement, but if the meter is still reading the same, then they should have to pay a fee.

As for now, Ms. Taylor will pay the minimum bill and her usage will be watched over 2 months to see if there are changes.

COUNCIL COMMENTS:

William Washington, IV. - He would to thank Roger Lee for being such a watch dog over projects going on throughout town.

Randall Phelps- He would like to thank the Town Staff for working so diligently on the water breaks. He will also not be here for the next meeting, held on April 9, 2015.

Paul Yackel- The residents of Warsaw noticed there was no Town snow plow. He is glad to know it is fixed and ready for other winter weather.

Mark Milstead, Mayor called a recess until Monday, March 16, 2015 at 7pm.

Submitted by:

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Laura K. Condrey, Administrative Assistant