

**WARSAW TOWN COUNCIL AND PLANNING COMMISSION
CAPITAL IMPROVEMENT PLAN WORK SESSION**

MARCH 22, 2018 – 6:00 P.M.

Mayor Randall L. Phelps called the Warsaw Town Council work session to order. Council members present were Paul G. Yackel, Auriel Walker, Ogle E. Forrest, Sr., and Rebecca C. Hubert.

Chairman Gary W. Palmore called the Warsaw Planning Commission into session. Members present were Mary Beth Bryant, Hannah O. Tiffany, Jonathan B. English, Julia Blackley-Rice and Barbara Jean LeFon.

Town staff were Joseph N. Quesenberry, Town Manager, Lee H. Capps, Planning and Economic Development, David Lee Ambrose, Wastewater Supervisor, Mark France, Chief Water Supervisor, Wade Dunaway, Water System Operator, Susan M. Pemberton, Treasurer and Clerk and Frannie Baylor.

Mark France, Wade Dunaway, David Lee Ambrose all introduced themselves to the Town Council and Planning Commission.

Mark France and Wade Dunaway started going over the Water Capital Improvement Plan and detailed explanations to the council and planning commission of why the items were needed. Fiscal Year 2019 includes Line Replacement from Belle Ville Lane to corner where Northern Neck State Bank on Main Street estimated at \$300,000.00. The water department needs a radar break detector and that is estimated cost of \$25,000.00. A mini excavator and trailer for excavator split between water and wastewater estimated at \$93,000.00. A used bucket truck F350 to be split between water and wastewater at \$35,000.00. Nothing at this time until 2022 which is when Well #4 needs to be replaced estimated at \$300,000.00 and FY 2023 a dump truck estimated at \$30,000.00.

Lee Ambrose went over the Wastewater/Sewer Capital Improvement Plan for the next 5 years to council and planning commission beginning with FY2019. Mark and Wade had already reviewed the items such as the used bucket truck at \$17,500.00 and mini excavator at \$45,000.00 to be split with both departments. In addition a polymer system is needed at the plant at \$8,365.00 this is what turns liquid into solids. A nitrogen analyzer at \$23,264.00 Reserves for next 3 years and is needed with all the regulations for the Chesapeake Bay Acts. A new hillside mower is needed for maintaining the mowing at the plant and that is in at \$14,722.00 Reserve over the next 3 years. The plant is also in need of a generator for pump #1 is in at \$18,000.00. I know in the past they have talked about removing the lagoons but we still need to leave 2 of them and this budget amount is \$35,632.00 Reserves over a five year period. On to FY2020 there is a need for a 4X4 Truck in the amount of \$25,000.00. At this time it was brought out that there was a need for a Boom Truck and large 4X4 and need to look to see if there are special requirements to operate.

Mark France then stated there was a need for New Trash Trucks they both stay in the shop all the time and I know the mileage is not a lot but it is in town driving with a lot of stopping and starting back up. Mayor Randall Phelps asked the treasurer what was in reserves for this line item. Susan M. Pemberton, Treasurer stated that \$80,650.00 were in CD's and \$94,680.00 was in Hi-Fi Monies totaling \$175,330.00 in Trash Truck Reserves. In the Capital Improvements were (2) truck bodies one in FY 2019 and one in 2021 in the amount of \$60,000.00 each of those years.

Joseph N. Quesenberry, Town Manager stated that Chief Kent had gone to Maryland to pick a prisoner up. He stated that FY 2019 there was \$300,000.00 on the relocation and remodel for the Police Department and \$60,000.00 for E-911 Communications Upgrade being upgraded by the County of Richmond.

Joseph N. Quesenberry stated for FY2019 Economic Development/Community Development has \$15,000.00 in for Park Lighting & Improvements. Everyone states there is not enough of lighting especially towards back so I was thinking 4 of the Acorn Lights that run around \$2,000.00 a piece. In the FY 2020 there is \$300,000.00 for a Mixed Use Amphitheatre at the Gannon property and in hopes some funding will be with grant monies.

Joseph N. Quesenberry, Town Manager then went into the Administration/Other for FY2019 and FY2020 there is \$15,000.00 new software that totals \$30,000.00. We feel this is a good match for us as Kilmarnock, Town of Tappahannock and now even County of Essex are with the same system and have been a lot of help in making this choice easier. The next item is \$5,000.00 for computer replacement and also \$15,000.00 for a council chamber remodel. Then in FY2021 we have \$10,000.00 to replace chamber chairs and furniture.

Joseph N. Quesenberry, Town Manager then handed out an Organizational and Charitable Contributions for FY2018-2019 Requests totaling \$91,650.00 with a budget last year of \$42,650.00. After much discussion all were in agreement and this will help a lot working on the budget process for FY2019.

There will be a public hearing for the planning commission and town council at their 7 pm meetings on April 5th and 12th, 2018 for an amendment to Article 3 of the DMO(Development Management Ordinance) permitted use table to allow an "accessory dwelling" attached in R-1 zoning areas with an approved CUP(Conditional Use Permit).

Chairman Gary W. Palmore concluded the Planning Commission work session and adjourned.

There being no further business, the work session was adjourned by Mayor Phelps.

Susan M. Pemberton, Clerk of Council