**WARSAW TOWN COUNCIL & WARSAW PLANNING COMMISSION**

**JOINT PUBLIC HEARING**

**COUNCIL CHAMBERS – 78 BELLE VILLE LANE**

**MAY 14, 2015 – 7:00 P.M.**

Mayor Milstead called the Warsaw Town Council to order in Council Chambers at 78 Belle Ville Lane. Council Members present were Mayor Mark E. Milstead, Vice-Mayor Paul G. Yackel, Ralph W. Self, Rebecca C. Hubert, Roger R. Lee, Randall L. Phelps, Ogle E. Forrest, Sr. and William L. Washington, IV.

Staff present was John M. Slusser, Town Manager, Chief of Police Christopher J. Spare and Susan M. Pemberton Treasurer and Clerk of Council.

Vice Chairman Washington called the Warsaw Planning Commission to order. Commissioners present were William L. Washington, IV, Harold Donovan, Anne T. Barker and Gary W. Palmore.

Others present were Gregory Packett, Roy Rogers, Neal Barber, Larry Thorn and Jeff Stodghill.

**Public Hearing – Conditional Use Permit – Packett Rentals, LLC**

Gregory Packett displayed a drawing of the property for the CUP to develop and construct 12 rental units. He owns the two houses on both sides of the property and plans to put up a privacy fence behind both houses and the new apartments.

Vice Chairman Washington reported the Planning Commission had reviewed the plans and recommended approval by the Town Council. Commissioner Barker moved to approve and recommend Council approval for Packett Rentals, LLC request to build additional 12 units on Main Street. The motion was seconded by Commissioner Donovan and passed by the following votes.

William L.Washington, IV Aye Anne Barker Aye

Harold Donovan Aye Gary Palmore Aye

Mayor Milstead noted the Planning Commission has recommended approval and asked if there were any comments from Council. Councilman Phelps moved to approve the Final Site Plan and General Development Plan dated 1/19/14 and subsequent revisions as may be required by VDOT or Town Manager. The motion was seconded by Councilman Lee and passed by the following votes.

William L. Washington, IV Aye Mark Milstead Aye

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Aye

The Public Hearing was then closed.

There being no further business before the Warsaw Planning Commission, Vice-Chairman Washington adjourned the Commission.

**Approval of Minutes – April 9, 2015**

Councilman Phelps moved that Council accept the minutes of April 9, 2015 meeting. Councilwoman Hubert seconded once the correction on her comments were changed to read as follows: Rebecca Hubert said she has been looking into

some perspective businesses. One comment she had from a perspective business was that Warsaw had the most passion. The following vote was taken:

William L. Washington, IV Aye Mark Milstead Aye

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Aye

**Financial Report- March 2015**

Councilman Phelps moved that Council accept March 2015 Financial Report without addition or correction. Councilman Forrest seconded the motion. The following vote was taken.

William L. Washington, IV Aye Mark Milstead Aye

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Aye

**Financial Report- April 2015**

Councilman Phelps moved that Council accept April 2015 Financial Report without addition or correction. Councilman Forrest seconded the motion. The following vote was taken.

William L. Washington, IV Aye Mark Milstead Aye

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Aye

**Neal Barber – Community Futures**

Mr. Barber passed out literature to council and stated that the Town of Warsaw had received grant monies from VHDA to have a study for the Town of Warsaw on the old Warsaw Health Care property. The study conclusions were:

1. Market Rate Multi-Family Rental Housing Most Feasible Use
2. Mixed-use-Commercial /Residential not practical at this Time
3. Mixed-income Rental a Possibility
4. Community Use of a Portion of the Property Desirable
5. Attractive, Quality, Multi-family Residential Development with Public Use Open Space Proposed-Less than 50 Units

**Jeff Stodghill-PMA Architecture**

Mr. Jeff Stodghill works for PMA Architecture stated he is working with Neal Barber on this project. He had 3 pages on the Warsaw Apartment designs which included an aerial view and proposed site plans for several different options.

**Mayor’s Report**

Mayor Milstead stated that Plans for the Pavilion need to be put out for bid.

After much discussion, a decision that architecture plans are needed for the design of the pavilion therefore all bidders would be bidding on the same thing. Councilman Lee and John M. Slusser, Town Manager would meet with the architect. Councilman Washington made a motion for Councilman Lee and John M. Slusser, Town Manager to acquire architecture plans for no more than $2,500.00. Councilman Forrest seconded the motion. The following vote was taken.

William L. Washington, IV Aye Mark Milstead Aye

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Aye

**Manager’s Report**

John M. Slusser, Town Manager stated there was a meeting this week with VDOT

and also he was meeting VDOT tomorrow to work on a punch list for Family Dollar. The Farmer’s Market meeting only one person showed up and it has not taken off. Northern Neck Electric Coop should be taking off soon and also the Bailey Ridge Subdivision is ready to sign as they have gotten VDOT approval and Richard English had a couple final comments. There was a letter in the council packages to property owners on relocation of the sidewalks as well as an underground easement for a new waterline adjacent to the sidewalk easement and Resource International is gathering data and information and will start next week doing survey work.

**Police Report**

Chief Spare said the monthly report was in the packet and he would be glad to answer any questions. The next monthly Triad meeting will be held Tuesday, May 26, 2015 at Bay Transit. There will be a Health and Safety Fair held June 26, 2015 at the Northern Neck Vocational Center. Chief stated that Danny Maupin, Jr. graduates from the police academy on May 20, 2015 and will start to work for the Warsaw Police Department on May 21, 2015.

**Northern Neck Regional Jail Report**

J. Lawrence Thorn reported the Northern Neck Regional Jail Board held their monthly meeting Wednesday, May 6, 2015. The population for this month was approximately 281.

**Utilities Committee**

Chairman Forrest of the Utilities Committee stated there was a meeting last night.

The WWTP is operating but with the personnel having to tweak it so it will work correctly. Discussion of relocation of 8” cast iron line in US 360 and 8” water line along Hamilton Blvd. Councilman Phelps would like to see in the future on the agenda a PER to talk to engineers and properly evaluate the problem at the WWTP.

The reduction of connection fees will expire on June 30, 2015 therefore beginning July 1, 2015 thru June 30, 2016 the committee makes a recommendation for the fees to increase ¼ from the availability fees that had been reduced by 50%. The water and sewer connection/availability schedule would be as follows:

Water Sewer

###### Meter Size Factor Cost $Cost\_\_\_\_\_\_

\*Three quarters inch 1 $ 2,250 $ 5,250

1 inch 2.5 $ 5,625 $ 13,125

2” Compound 8 $ 18,000 $ 42,000

4” Compound 25 $ 56,250 $ 131,250

6” Compound 50 $112,500 $ 262,500

*\*Three quarter inch meter =residential base unit cost*

Councilman Forrest made a motion to increase the fees to the above schedule beginning July 1, 2015 thru June 30, 2016. Councilman Self seconded the motion.

The following vote was taken.

William L. Washington, IV Nay Mark Milstead Nay

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Nay

**New Business**

Chairman of the Finance Committee, Randall L. Phelps made a motion to advertise the Budget FY2016 for a public hearing to be held on June 11, 2015. Councilman Forrest, Sr. seconded the motion. The following vote was taken.

William L. Washington, IV Aye Mark Milstead Aye

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Aye

John M. Slusser, Town Manager stated that Jerry W. Davis, Executive Director for the Northern Neck Planning District Commission recommended PMA Architecture in Association with Community Futures for the Town’s request for proposals for professional services in regards to the Downtown Revitalization Project.

Councilman Washington made a motion to approve for the RFP15-02 the recommendation that Mr. Davis gave for the Downtown Revitalization Project.

Councilwoman Hubert seconded the motion. The following vote was taken.

William L. Washington, IV Aye Mark Milstead Aye

Paul G. Yackel Aye Ralph W. Self Aye

Rebecca C. Hubert Aye Roger R. Lee Aye

Ogle E. Forrest, Sr. Aye Randall L.Phelps Aye

**Council Comments**

Councilman Washington stated he was excited about the Packett project and now the High School has an auditorium for future events.

Councilman Yackel stated that he thought the Pavilion included a lot of unnecessary items such as the clock and amp system for music. The park has homes that are at the back and have they been asked about the noise that this could bring. Bands and Dj’s usually have their own systems therefore why would we buy one and have installed at the pavilion. That money could go towards a fence instead of purchasing such items.

**Adjournment**

There being no further business, the meeting was adjourned by Mayor Milstead.

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Susan M. Pemberton, Clerk of Council