

MINUTES
WARSAW PLANNING COMMISSION
REGULAR MEETING
APRIL 4, 2019 – 7:00 P.M.

The regular meeting of Warsaw Planning Commission was held Thursday, April 4, 2018 at 7:00 p.m. after the preceding Board of Zoning and Appeals meeting in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Commission Members Present: Chairman Gary Palmore, Councilman Jonathan English, Hannah Tiffany, Regis Slaw, and Mary Beth Bryant. Commission Members Absent: Vice-Chairman Elizabeth Franklin and Barbara Jean LeFon.

Town staff present were Town Manager Joseph N. Quesenberry, Community Development Specialist Melissa Coates, and Treasurer and Clerk Julia Blackley-Rice. Others present were Sara Carroll.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman Palmore called the meeting to order and led in the Pledge of Allegiance at 7:13 p.m.

APPROVAL OF CONSENT AGENDA

While Commission members were reviewing the consent agenda, Chairman Palmore brought before the Commission his thought that the election for vice-chairman of the Commission was not handled properly. He apologized for his lack of experience and knowledge of Robert's Rules of Order. He inquired as to what can be done to correct the handling of the election. Mr. Quesenberry is going to research the issue and bring back to the Commission any valid solutions.

Chairman Palmore moved to approve the consent agenda, as presented. The motion was seconded by Commissioner Bryant and carried with the following votes.

Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Regis Slaw	Aye
Hannah Tiffany	Aye		

OLD BUSINESS

Comprehensive Plan Update:

Mr. Quesenberry reported to the Commission his intention to included \$10,000.00 to be allocated in the fiscal year 2020 budget to the firm that is chosen to assist with the Comprehensive Plan.

Commissioner Tiffany moved to recommend to Town Council to include in the fiscal year 2020 budget the \$10,000.00 allocation for Comprehensive Plan assistance. The motion was seconded by Commissioner Bryant and carried with the following votes.

Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Regis Slaw	Aye
Hannah Tiffany	Aye		

NEW BUSINESS

Capital Improvement Plan:

Mr. Quesenberry outlined the proposed Capital Improvement Plan (CIP) to the Commission members. The five-year plan lists the objectives the Town is trying to obtain. The CIP is a guiding document for how to reserve for future spending. The CIP expenditures have been included in the proposed budget for FY2020. Discussion ensued regarding the recommended allocations in the CIP.

Commissioner Slaw suggested to increase the trash truck reserve amount to \$60,000.00 in FY23. Fiscal Years 2022, 2024, and 2025 would remain at the \$40,000.00 amount.

Commissioner Tiffany motioned to approve the proposed Capital Improvement Plan as amended. The motion was seconded by Commissioner Slaw and carried with the following votes.

Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Regis Slaw	Aye
Hannah Tiffany	Aye		

Commissioner Tiffany added that Essex Public Library received a grant from Rappahannock Electric Cooperative (REC) and didn't know if Northern Neck Electric Cooperative (NNEC) would also offer one. REC has developed a community type grant that the Essex Library used to help upgrade their digital processes.

CLOSING COMMENTS

Commissioner Slaw inquired about an update on construction projects happening on Main Street. The Town Manager provided an in-depth response providing information for the multiple projects in process.

There being no further comments, Chairman Palmore adjourned the meeting at 8:10pm.

Submitted by: Julia Blackley-Rice, Acting Clerk