**WARSAW TOWN COUNCIL**

**78 Belle Ville Lane- Council Chambers**

**January 14, 2016**

**7PM**

Vice-Mayor Paul G. Yackel called the regularly scheduled meeting of the Warsaw Town Council to order at 7pm on January 14, 2016. He then led the group in the Pledge of Allegiance. Council members present were Randall L. Phelps, Roger R. Lee, Ogle E. Forrest, Sr., Rebecca C. Hubert, Ralph W. Self, and Dr. William L. Washington, IV. Town Staff present included Town Manager, John Slusser, Chief Christopher Spare, Treasurer and Clerk, Susan M. Pemberton, Administrative Assistant, Kate Condrey, Officer Danny Maupin, and Officer Bradley King. Town Attorney William Lewis was also in attendance.

Others in attendance were Larry Thorn, Mary Beth Bryant, Jennifer Karvetski, and Morgan White.

**APPROVAL OF MINUTES**

Councilman Lee made a motion to accept the December 10, 2015 meeting minutes without addiction or correction. Councilman Forrest seconded the motion. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

**FINANCIAL REPORT**

Councilman Phelps made a motion to accept the December 2015 financial report as presented. Councilman Lee seconded the motion. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

**MANAGER’S REPORT**

Town Manager, John Slusser, stated the Town was having trouble with its two trash trucks. He would like to thank the Town of Tappahannock for allowing the Town to use one of their trucks while ours were getting serviced. The first truck was having problems with the fuel pump and it was leaking oil. The second truck was having coolant sensor issues. The turbo in the truck melted the sensor so that was replaced. He is hoping to get three or four more years out of the trash trucks. Mr. Slusser stated the pavilion is starting to shape up. He also told Council there was a line break by the water tower, but has been fixed.

Northern Neck Electric Company wants to put in an 8 inch line going up Belle Ville Lane for fire protection. Mr. Slusser has given them the go ahead on the project because it would not cost the Town anything. When they are finished with the new 8 inch line, he believes it is best to abandon the 4 inch line currently in place. This could mean the houses along Belle Ville Lane would need new meters. The meters are around $600 per house. Mr. Slusser thinks there are about a half dozen houses on Belle Ville. There will also be fire hydrants placed every 500 feet.

Councilman Forrest made a motion to have new meters installed at the houses along Belle Ville Lane once the 8 inch water line in installed and functional. Councilman Lee seconded the motion. The vote was as follows.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

Mr. Slusser stated Cloud Technology is renovating Dr. Sisson’s old office.

Michelle’s Sweet Treats will be coming in across the street from Relish. He asked the Council to please support her and the local businesses in Town.

The Bailey Ridge Subdivision is having some issues with sediment and erosion control. Run off from the development is ending up in Marion Packett’s pond. Mr. Slusser explained the county is on top of it and has issued a stop work order. They are working on improvements to fix this issue.

Town Manager, John Slusser, is very proud of the Board of Zoning Appeals and the Warsaw Planning Commission. They had a request for variance from Herbert Family Holdings LLC. The WPC recommended the variance with conditions. The BZA took those conditions and made some modifications and approved the variance. The BZA went with moving the structure farther back off the road and allowing for 1120 square feet instead of 900 square feet. Councilman Phelps asked if the citizen was moving forward with the project. Mr. Slusser told him that he was.

Mr. Slusser received an email from Lowery Pemberton asking to use the Park as a gathering place before a clean-up in Warsaw. Mr. Slusser said he did not see a problem with it.

**POLICE REPORT**

Chief C.J. Spare informed Council they could find the monthly and annual report in their packets. Councilman Self pointed out there was a duplicate on the annual report. Chief Spare explained he overlooked the item and it will be corrected.

Chief Spare presented a memorandum with the Middle Peninsula Northern Neck Community Services Board that would allow Town officers to use their drop- off location in Tappahannock for mental illness cases. Chief explained this would cut down the time used on such cases and would allow the officers to take other calls.

Councilman Washington had a question about what agency would transport the person once they are evaluated at the drop-off location. Chief explained the employee of the CSB, who would be an off-duty officer, would make the transports. Chief explained this memorandum would take over about 75% to 80% of what the officers are currently doing. Chief explained this would mean less wear on the police vehicles.

Councilman Self made a motion to allow Chief Spare to sign the memorandum (transfer agreement) and enter into an agreement with the MPNN CSB. Councilman Forrest seconded the motion. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

Chief Spare stated the officers also have an opportunity to work off duty and do the transports from the Tappahannock drop-off location for the MPNN CSB. The CSB will provide the vehicle and liability. The department will only use the uniforms and the equipment the officers are issued. Chief would also like if they could drive their patrol car to the location. Other officers from localities are doing the same thing. The CSB requires all off-duty officers to be CIT trained.

Councilman Self made a motion to allow Chief Spare to enter into an agreement with the MPNN CSB to give officers the opportunity for off-duty employment at their drop off location in Tappahannock. Councilman Lee seconded the motion. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

Chief Spare introduced Bradley King. He will be attending the academy. He has prior jail experience and also has a bachelor’s degree.

**NNRJ REPORT**

Larry Thorn explained the jail is in good shape. On January 6, 2016, there were 158 federal prisoners. On the 5th, there were 280. He said it seems the other jails get over crowded on weekends and send their prisoners to NNRJ. He said the jail is financially in good shape. He explained the mental health laws are changing and he will have more information on that once the General Assembly meets.

**PLANNING COMMISSION**

Councilman Washington said that Mr. Slusser covered it earlier when he spoke about the recommendation to the BZA. Mr. Slusser wanted to compliment the WPC for their work. He said it allowed the BZA to do their job.

**COMMITTEE REPORTS**

There will be a year-end review Finance Committee meeting on January 26, 2016 at 5:30p.

**UNFINISHED BUSINESS**

There are two Planning Commission vacancies. Both of these vacancies will be up for reappointment on December 31, 2019. Four people have written to the Council who are interested in the positions.

Councilman Lee made a motion to appoint Barbara Jean Lefon to the Warsaw Planning Commission effective January 14, 2016 through December 31, 2019. Councilman Phelps seconded the motion. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

Councilman Washington made a motion to nominate Susan Hale to the Warsaw Planning Commission. His motion was not seconded.

Councilman Self made a motion to appoint Mary Beth Bryant to the Warsaw Planning Commission effective January 14, 2016 through December 31, 2019. The motion was seconded by Councilman Forrest. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

The Town Manager explained that Harold Donovan was also up for reappointment as his partial term expired at the end of 2015.

Councilman Forrest made a motion to reappoint Harold Donovan to his first full term on the Warsaw Planning Commission effective January 14, 2016 through December 31, 2019. Councilman Lee seconded the motion. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

**NEW BUSINESS**

*Rappahannock Church of Christ Sign Permit*

Vice Mayor Yackel asked if this sign fits in the sign ordinance or if there would need to be a variance issued. Mr. Slusser explained that Council can approve exceptions. He is recommending approval. Mr. Slusser explained that RC of C is trying to get away from a commercial sign and wants to go with an electronic message board. He said there is an ordinance on electronic message boards and they must follow that. The sign cannot be in the sight triangle according to VDOT.

Councilman Washington made a motion to approve the sign of Rappahannock Church of Christ pending compliance with the ordinance on electronic sign boards. Councilman Forrest seconded the motion. The following vote was taken.

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

Jennifer Karvetski took the podium and explained there are feral cats living in Warsaw. She explained there is a feral cat colony behind the Shell Gas Station in Town. She contacted the Animal Welfare League in Kilmarnock to see what could be done about the situation. The Animal Welfare League set her up with numerous individuals who help to Trap, Neuter, and Return (TNR) the felines. She explained with all cats spayed or neutered, the population will decrease and the colony will go away. She spoke with the local businesses in the area and they were glad someone was doing something about the issue. In total 15 cats have been trapped. Six of these cats were kittens and she has rehomed four and are working with the others. So far, only kittens have been taken from the location.

Councilman Self asked if there were other locations. She stated she only knew of this one. Councilman Lee said they have a cat problem at the Wallace Street apartments. Chief Spare said he would work with her to help the situation.

Vice-Mayor Paul Yackel wanted to remind everyone the election for Town Council will be in May. There is a March 1st deadline to enter.

**CLOSED SESSION**

Councilman Phelps made a motion to convene into closed session as permitted by Virginia Code Section 2.2-3711(A)(1) relating to personnel action. Councilman Lee seconded the motion. The following vote was taken:

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

Councilman Phelps reconvened in regular session and Council certified, by roll call vote, that, in the closed session just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. The following are the roll call votes:

Paul G. Yackel Aye Randall L. Phelps Aye

Roger R. Lee Aye Ogle E. Forrest Aye

Rebecca C. Hubert Aye Ralph W. Self Aye

William L. Washington Aye

**COUNCIL COMMENTS**

Councilman Forrest stated it was an election year. He said we have a great Council already.

With there being no further business, Vice-Mayor Yackel adjourned the meeting of the Warsaw Town Council at 8:50pm.

Submitted by:

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Laura Katherine Condrey- Administrative Assistant