**WARSAW TOWN COUNCIL MEETING**

**AND**

**WARSAW PLANNING COMMISSION SPECIAL MEETING**

**JOINT PUBLIC HEARING**

**COUNCIL CHAMBERS – 78 BELLE VILLE LANE**

**NOVEMBER 13, 2014 -7 P. M.**

Mayor Mark Milstead called the Warsaw Town Council to order. Council members present were Paul G. Yackel, Ralph W. Self, William L. Washington, IV, Wendi L. Nesbit, Roger R. Lee, Ogle E. Forrest, Sr. and Randall L. Phelps.

Chairman Rudolph M. Lowery called the Warsaw Planning Commission into session. Members present were William L. Washington, IV, Rebecca C. Hubert and Gary W. Palmore.

Town staff present were John M. Slusser, Town Manager, Chief Christopher J. Spare, L. Kate Condrey, and Susan M. Pemberton, Treasurer and Clerk of Council. Others present were Gary and Donna Sanders, Webster Sanders, Roy Rogers, Larry Thorn, Dan Ream and Karen Reynolds reporter for the Northern Neck News. The Pledge of Allegiance was said by all in attendance.

**Public Hearing**

**Gary and Donna Sanders- Request to Rezone Tax Map 16A4(A)94**

**From C-2 to R-12**

John Slusser, Town Manager read the following ad that was placed in the Northern Neck News.

In accordance with Section 15.2-2204 of the Code of Virginia, the Warsaw Planning Commission and Warsaw Town Council are giving

notice of a public hearing to be held on Thursday, November 13, 2014 at the Lowery Municipal Building., 78 Belle Ville, Warsaw at 7P.M.

The Planning Commission and Town Council will consider the request of Gary and Dona Sanders to rezone their property identified as Tax Map Parcel 16A4(A)94 from C-2 to R-12. Please contact the Town Manager John M. Slusser at (804) 333-3737 for further information.

Commissioner Hubert made a motion to recommend to council the request of Gary and Donna Sanders to rezone their property identified as Tax Map Parcel 16A4(A)94 from C-2 to R-12. Vice-Chairman Washington seconded the motion. The following vote was taken.

Rudolph M. Lowery Aye Rebecca Hubert Aye

William L. Washington Aye Gary W. Palmore Aye

Councilman Phelps made a motion to approve the request of Gary and Donna Sanders to rezone their property identified as Tax Map Parcel 16A4(A)94 from C-2 to R-12. Councilman Forrest seconded the motion. The following vote was taken.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

Chairman Rudolph M. Lowery concluded the Planning Commission hearing and adjourned.

**Approval of Minutes – October 9, 2014**

Councilman Phelps moved that Council accept the minutes of October 9, 2014 meeting without addition or correction. Councilman Forrest seconded the motion. The following vote was taken.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

**Financial Report –October 2014**

Councilman Forrest moved that Council accept October 2014 Financial Report without addition or correction. Councilman Lee seconded the motion. The following vote was taken.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

**Mayor’s Report**

Mayor Milstead read the letter that Wendi L. Nesbit had prepared to accept her resignation from serving on the Town Council as she was asked to relocate back to her home in Traverse City, Michigan by her existing employer.

Mayor Milstead then read a letter from Rebecca C. Hubert to be considered for appointment to the Warsaw Town Council.

Councilman Lee made a motion to appoint Rebecca C. Hubert to fill Wendi L. Nesbit’s term for the Town Council effective November 14, 2014 and expiring June 30, 2018. Councilman Phelps seconded the motion. The following vote was taken.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

Councilman Washington made a motion to appoint Harold Donovan to fill Roger R. Lee’s term for Planning Commission effective December 1, 2014 and expiring December 31, 2015. Councilman Forrest seconded the motion. The following vote was taken.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

Councilman Forrest made a motion to appoint Faron H. Hamblin to fill Rebecca C. Hubert’s term for Planning Commission effective December 1, 2014 and expiring December 31, 2017. Councilman Lee seconded the motion. The following vote was taken.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

**Manager’s Report**

John M. Slusser, Town Manager stated the attorney is preparing easements for the waterline construction on Bailey Ridge construction. The final stages of storm water are at approval and the draft agreement between the town and developer is prepared.

John M. Slusser stated that this month had been rough one by losing Mark France’s father that had served as a former County Board of Supervisor member, Myers France. Joe Gaines passed and former acting Chief of Police A. J. Panebianco lost his wife.

The papers for the Transportation Alternative Grant have been signed and returned along with RFP for engineering services which VDOT must approve.

The Christmas lights will be going up on November 23, 2014 and the Christmas Dinner will be at The Relish on December 16, 2014 at 6 p.m.

Town Manager stated that on December 26, 2014 the day after Christmas is on a Friday and he was wondering if council would even think it would be worthwhile to open the office or not since a lot of state agencies are closed. The Christmas parade will be held on December 7, 2014.

The Town Park bathrooms are to be delivered on November 21, 2014. Construction is to begin next week on swales and retention measures necessary to assure compliance. Richard English has given word that the plan would be approved.

The Town of Warsaw purchased 8 traffic barrels and 3 6’ barricades for traffic control with safety equipment funds. The trash truck driver position closes tomorrow at the close of business.

Family Dollar closed on the property this past Friday would expect that they will get underway soon.

Dollar General will be turned over to the owner on this upcoming Monday and they will begin stocking immediately. The store should be opened shortly thereafter.

VDOT has requested a Resolution from the Town to authorize the Town Manager, John M. Slusser to sign all forms and documents on behalf of the Town. Councilman Forrest made a motion to authorize the Town Manager to sign forms and documents associated with the Town’s Transportation Alternative-21 Grant through VDOT on behalf of the Town. Councilman Washington seconded the motion. The following vote was taken.

**RESOLUTION**

Be it resolved, that the Town Council of the Town of Warsaw, VA authorizes its’ Town Manager, John M. Slusser to sign all forms, documents and related materials associated with the Town’s Transportation Alternative-21 Grant through VDOT on behalf of the Town.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

John M. Slusser, Town of Warsaw stated Webster Sanders was here tonight and has complained about his mailbox being hit by traffic. He was in hopes that maybe if there could be a letter written to VDOT for flashing lights or a sign that says narrow roads.

**Police Report**

Chief Spare stated that the police report was in the council packet and if anyone had questions or comments he would be glad to answer. Chief Christopher Spare also thanked the Veterans of past and present and their families. The country would not be the same without them. The next Triad meeting will be December 9, 2014 at Cobham Park Baptist Church. The Christmas parade will be at 3:00 and the YMCA is having a 5K at 1:30.

**Northern Neck Regional Jail**

Larry Thorn stated that the report was in the council packet. The Northern Neck Regional Jail board meeting was held Wednesday, November 5, 2014. The population this month was approximately 396. The breakdown statistics are as follows: Richmond County 26, Westmoreland County 72, Northumberland County 41, Federal 147 and other of 110.

**Warsaw Planning Commission Report**

Councilman Washington stated that at the last Warsaw Planning Commission meeting they started working on set-backs for C-3 properties.

**Committee Reports**

**Personnel Committee**

Chairman Yackel stated the committee has reviewed and recommends to the Town Council the document known as “Chapter 8” which deals with LEAVE. This document replaces all sections in the present personnel manual that deal with LEAVE.

All personnel who are employees with the Town of Warsaw as of December 31, 2014 will be eligible for 20% payment of the value of their accrued sick leave with a cap of $2,000. This payment is to be made voluntarily by the Town to eligible employees in recognition of their faithful service and their diligence and conscientious use of sick leave in the past. The Town wishes to recognize that service and commitment to the Town as it transitions to the PAID TIME OFF (PTO) system.

On the implementation date, which is the first day of the first pay period of 2015, all sick leave will be eliminated. There will be no leave known as “Sick Leave” from that point forward. All employees will have a zero sick leave balance. It will be replaced with the PAID TIME OFF policy as explained in the Chapter 8 document.

Accrued annual leave on the books as of last pay period of 2014 will be transferred as PAID TIME OFF hours. Employees who were employed as of December 31, 2014 will be allowed to transfer up to 240 hours of former annual leave as PTO hours. That 240 hour PTO ceiling may be continued for so long as the employees remain in continuous service to the town. Employees hired on January 1, 2015 or after (including rehire of employees employed prior to that date) will be restricted to a ceiling of 120 hours of PTO. Annual leave or compensatory time above 240 hours will not be transferred and shall be considered “lost”.

All maximum hours which are allowed to be carried forward on an annual basis, must be settled in accordance with the procedure as set out in Chapter 8.

Councilman Washington made a motion to the above for the personnel manual change. Councilwoman Nesbit seconded the motion. The following vote was taken.

Mark E. Milstead Aye William Washington Aye

Wendi L. Nesbit Aye Paul G. Yackel Aye

Randall L. Phelps Aye Ralph W. Self Aye

Ogle E. Forrest Aye Roger R. Lee Aye

**New Business**

**Three Rivers Forestry**

John M. Slusser, Town Manager stated that he has not heard from John Magruder on the bids for removing timber. He think stated that he hoped to have some information by next meeting.

**Council Comments**

Councilman Lee was glad the Planning Commission vacancies and Town Council vacancy were all resolved. The Dollar General will soon be opening and Family Dollar recently closed on their property. Robert Gawen is clearing the land for Helena Chemical and seems to be progressing well.

Councilman Yackel thanked Wendi for serving on Town Council and wished her the Best of Luck.

Councilman Forrest stated that he was sorry to see Wendi leave and best of luck to her.

Councilman Washington stated that we will miss Wendi.

Councilman Self wished Wendi good luck. There is a problem with Tappahannock being so much cheaper on gas and then people going over there to eat and shop also. I wish local gas stations were more competitive with Tappahannock and then we could keep them here to eat and shop. The holidays are here and I hope all have a great holiday and Happy New Year.

Councilman Phelps stated it was a sad time and both Wendi and Joe Gaines would be greatly missed.

Councilwoman Nesbit stated she has a great opportunity and she could not turn down with her existing employer. She will be moving back 4 blocks from her parents and she was very excited. She stated she has enjoyed working on Town Council. Councilwoman Nesbit stated that she plans on coming back to visit and thank you all.

**Adjournment**

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

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Susan M. Pemberton, Clerk of Council