

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
OCTOBER 11, 2018 – 7:00 P.M.

The regular meeting of Warsaw Town Council was held Thursday, October 11, 2018 at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Jonathan B. English, Ralph W. Self, Ogle E. Forrest, Sr., Rebecca Hubert, and Faron Hamblin. Council Members Absent: Auriel Walker.

Town staff present was Town Manager Joseph N. Quesenberry, Police Chief Joan N. Kent, Director of Economic Development Lee H. Capps, Director of Wastewater and Stormwater Lee Ambrose, and Treasurer and Clerk Julia Blackley-Rice. Others present were Mary Beth Bryant, Gary Palmore, Sara Carroll, Larry Thorn, Regis Slaw, Hannah Tiffany, and Aaron Dailey with River Pools and Spas.

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Phelps called the meeting to order and led in the Pledge of Allegiance at 7:00 p.m.

**APPROVAL OF CONSENT AGENDA**

Councilman Self moved to approve the consent agenda, consisting of the agenda, minutes, and financial report, as presented. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

**PUBLIC COMMENTS**

Mr. Larry Thorn thanked the Town for the paved parking lots located at the Warsaw Town Office and Town Park.

**MAYOR'S REPORT**

Mayor Phelps had no report tonight and proceeded to the Town Manager's Report.

**TOWN MANAGER'S REPORT**

The Town Manager noted the Town of Warsaw apparel was a Thank You for all the time and hard work Council puts in for the betterment of our Town. The Town Manager then welcomed the Town's newest employee, Melissa Coates. She will be the Community Development Specialist. As a follow-up to last month's meeting, when Council members noted that some website information was out of date or missing, the website is now up to date. The Town Manager, Police Chief, Director of Economic Development, and Treasurer/Clerk attended the Virginia Municipal

League Annual Conference in Hampton. We had a great time representing Warsaw with over 200 of our colleagues across the state. The Town Manager expressed his hope that next year's conference will be held in Roanoke and would like some Town Council members to attend as well. He reminded everyone that WarsawFest and OktoberFest is this Saturday, October 13. At this time the floor was turned over to Warsaw Richmond County Chamber of Commerce President, Sara Carroll. She reminded everyone that a special announcement will be made after the parade. Family Fun Night is Friday night hosted by Warsaw Richmond County Main Street Program. The parade begins at 12pm. The Town Manager added that the Town's float was designed and constructed by Police Chief Kent. Mayor Phelps thanked Ms. Carroll on behalf of the Town for her hard work and dedication.

#### POLICE REPORT – Chief Joan N. Kent

Chief Kent reported that the Warsaw Police Department participated in Dinner on Main and maintained the road closures from 12pm – 11pm. Richmond County Sheriff Steve Smith and Chief Kent attended a meeting with Mr. Bill Doyle and security team at Rappahannock Community College. They have requested an active shooter drill training for the college staff. Chief Kent attended the VML conference. Chief Kent has received notice that Warsaw Police Department has been awarded the DMV grant for 2019. These proceeds will be used to purchase new equipment and for selective enforcement. Chief Kent also noted Warsaw Police Department has been awarded a bulletproof grant for 2019. This grant will provide new bulletproof vests for officers next year. Chief Kent commended Officer Sanchez for an outstanding arrest of a fugitive that had been wanted since 2017 on 12 warrants.

There were 128 calls for service in September handled by Warsaw Police Department.

#### PLANNING COMMISSION REPORT

Councilman/Commissioner English reported the Planning Commission did not meet this month. There is still one vacancy on the Commission. Mayor Phelps has received a letter that was forwarded to the Town Manager. Mr. Capps has two official names of interested parties. Discussion followed regarding the interested parties. Councilwoman Hubert asked for clarification regarding the number of positions available. Councilman Self motioned to appoint Elizabeth Franklin to the seat vacated by Julia Blackley-Rice. The motion was seconded by Councilwoman Hubert. Councilman Forrest noted that he would abstain from this vote. Councilmembers English, Yackel, and Hamblin agreed that we should wait to receive the requested information from all interested parties, but no substitute motion was placed. The motion carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Abstain
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

## WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in September was 174,000 gallons; an increase of 1,300 gallons from August's average flow of 172,700 gallons. The max flow from town in September was 233,700 gallons, a decrease of 18,000 gallons from August's max flow of 251,700 gallons.

The average total phosphorus in September was 0.20 mg/l, which resulted in a monthly discharge of 7.1 lbs. For the year we discharged 51.00 lbs. which is 19.0% of our permitted 274 lbs.

The average total nitrogen for September was 2.92 mg/l. This resulted in a monthly discharge of 106.00 lbs. For the year we discharged 1,136 lbs. which is 31.0% of our permitted 3,655 lbs.

Mr. Ambrose reported that it has been busy at the wastewater treatment plant. Several repairs have occurred, including a faulty check valve in the service water pumps.

## NORTHERN NECK REGIONAL JAIL REPORT

Larry Thorn presented the Total Population Breakdown as follows: Federal 189 (41.81%), Gloucester 0 (0%), Northumberland 35 (7.74%), Richmond 29 (6.42%), Westmoreland 64 (14.16%) Other 108 (23.89%) for a total of 452.

## ECONOMIC DEVELOPMENT REPORT

1. Lee Capps reported that in the East, West, and Central areas of Town, change is happening. In the West, River Pools and Spas is bringing new job development. In the East, the former Levi Strauss building is under contract to be sold. In the Central, Mr. Capps referred to the Special Announcement to be made at WarsawFest.
2. Grand Opening Blitz Round 2 will occur October 18. A listing of times and businesses will be provided when available.
3. Mr. Capps informed Councilmembers that there will be a recommendation available next month. He has received one completed application and two others have expressed interest.
4. Mr. Capps reached out to Virginia Community Capital and they met with four principal business owners here. They have also followed up with these meetings.
5. Mr. Capps stated there was a Request for Proposal online for the former Transmission Shop. We are excited to see ideas for this property.

## COMMITTEE REPORTS

Mayor Phelps commented that a recap of the Economic Development Committee has been previously given.

Vice Mayor Yackel stated the Personnel Committee has met, but it was in closed session. Mayor Phelps inquired if an amendment to tonight's agenda was needed to go into closed session to recap the Committee's meeting. Vice Mayor Yackel agreed.

Councilman English apologized to the Ordinance Committee as they were to meet prior to tonight's Council meeting. He asked if the committee would be amenable to a brief meeting immediately after tonight's Councils meeting.

#### OLD BUSINESS

**Timber Harvesting:** The Town Manager has requested from Mr. Magruder with Three Rivers Forestry to provide an update regarding Phase II. He responded that they are tentatively forecasting a November/early December Phase II sale. They are finishing up Phase I currently and keeping an eye on the markets for pricing. The Town should have received all payments for Parcel B. Mr. Magruder has a total of over \$30,000.00 for this parcel, which is higher than anticipated.

**Stormwater Project Update:** The Town Manager has received the 80% plans and is in the process of reviewing them. They will then be submitted to VDOT and DEQ for their comments. Our engineers will amend the plans as needed. At this point the plans will be 100% and the Town Manager will bring them to Council for input and approval. The Town Manager tentatively expects to have the project out to bid in January and break ground Spring 2019.

**Main Street Revitalization:** The Town Manager met with the Planning District Commission and walked the project area together. The locations for the 19 acorn lamps starting at Union Bank and go down Main Street were identified. These will meet up with 15 acorn lights that were approved by council at an earlier meeting. There are approximately 10-12 benches incorporated in the revitalization plan. There will be safe crossing crosswalks added to Main Street for pedestrians. Mayor Phelps inquired as to how this project is affected by the stormwater project infrastructure. The Town Manager responded the current sidewalks in Town will kept as is. The stormwater system will link into the current sidewalks. This is the most cost-effective way to produce the results the Town wants to see. The areas which receive brand new sidewalks will need to be discussed in conjunction with the Capital Improvement Plan. Three landscaping spots have been identified along Main Street. We are working with a vendor to place a low maintenance fountain at the park entrance.

**VDOT TAP Grant Update:** The Town is working diligently on this project. There were two meetings held on September 27 at 4 and 6pm with most property owners. The importance of the property owner's easement donations was stressed as to the overall success of the project. There are some difficulties with VDOT, but we are working to remedy the issues. The Town Manager has copied the Mayor on the Town's written response and spreadsheet to a Stop Work letter issued by VDOT last week.

**Sign Ordinance Review:** Mayor Phelps reiterated this committee will be meeting after the Town Council meeting.

**Paving Project – Recap:** The Town Manager is pleased to announce the project total is exactly the amount budgeted. EMGE Paving went above and beyond for the Town. When the Town had

a water main break at Gordon Lane and Rt. 360, the company proactively went out and patched it. The Town is pleased with their work on both the Town Park and Town Office.

Police Station Update: The Town's attorneys and staff have been working diligently on the purchase of the property. There are numerous formalities that need to be worked through. The Town is hoping by the end of the month, the Town will officially own the building on Main Street that was Sisk Chiropractic.

#### NEW BUSINESS

##### River Pools – Amendment of Plans:

The Town Manager presented to Town Council an outline of changes that will be submitted formally later by Jason Hughes, owner. A video recorded by Mr. Hughes explaining the changes and why they are needed was played for Council members. Mr. Aaron Dailey, the contractor for River Pools and Spas was in attendance and available for questions after the video. Mayor Phelps inquired what action is needed from the Town to move forward with the project, being that a Public Hearing on the project was previously held. The Town Manager recommended that Town Council approve the amendment to the previously shown set of plans. A set of plans for a common plan of development was already approved and those have now changed. Following the video, discussion ensued between Council members and the contractor. There is concern among Council that the ventilation system incorporated in the original set of plans has changed drastically and will not meet the standards set by Council. Town Council is still in support of the project and is not opposed to calling a special meeting if needed.

##### Grand Opening Blitz Round 2 – Thursday, October 18<sup>th</sup>:

The Town Manager will provide the times and locations once they are set. He hopes each Council Member can attend.

##### Refuse Trucks – Assign to Committee:

The Town Manager stated there are different options regarding refuse collection. He recommended to refer the matter to the Utilities Committee. With the costs of trucks, it could possibly behoove the Town to review potential costs or savings to contract the service. The Town Manager offered to put out a RFB to collect information and bring back to the Utilities Committee.

##### CLOSED SESSION – 2.2-3711A (1) Personnel

Vice Mayor Yackel moved to enter closed session to discuss Personnel matters under the Virginia Freedom of Information Act Subsection 2.2-3711A (1). Councilman Forrest seconded, and the motion was to enter closed session was carried by the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

Mayor Phelps called for a motion to come out of closed session and reenter regular session. Vice-Mayor Yackel moved to reenter regular session. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

Council then certified by roll call vote they only discussed matters cited in the motion to enter closed session and legally permitted to be so discussed in the Virginia Freedom of Information Act subsections cited in the motion to enter closed session. The roll call votes are as follows.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

#### CLOSING COMMENTS

Councilman English thanked the Town for the updates to the website. He was appreciative of the hard work Council puts in and enjoyed the discussion during tonight's meeting.

Councilman Yackel requested to have a Personnel Committee meeting on Tuesday, 10/16 at 5pm.

Councilman Hamblin is excited about the special announcement being made at WarsawFest and can't wait to see everyone at OktoberFest this weekend. He thought tonight was a great meeting.

Councilman Forrest thanked Council members for their continued efforts to make the hard and easy decisions. He knows that the hard work Council is doing today will lead to improvements in our Town.

Councilwoman Hubert thought that tonight was a great meeting.

Councilman Self echoed the sentiments from Councilman Forrest. He thinks its good for Council members to have differences of opinions. We need these opinions for the betterment of the Town.

Mayor Phelps stated that when Levi's, Ames, and Northern Neck Regional Jail came to Town it was huge for the area. Mayor Phelps hopes the brewery coming to Town will be just as big. He believes it should be a kick starter for the Town. It is with regret that he cannot attend WarsawFest this year. But, he hopes all can attend in his absence.

There being no further business Mayor Phelps adjourned the meeting at 9:00 p.m.

*Julia Blackley-Rice*

Submitted by: Julia Blackley-Rice, Clerk