

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
JUNE 13, 2019 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held Thursday, June 13, 2019 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 were Town Manager Joseph N. Quesenberry, Director of Wastewater and Stormwater Lee Ambrose, Community Development Specialist Melissa Coates, Officer Max Sanchez, and Treasurer and Clerk Julia Blackley-Rice. Others present were Larry and Diann Thorn, Mary Beth Bryant, Sara Carroll, Michael Dunaway, Reggie Brann, George and Charlotte Jenkins, Mark Kleinschmidt, Tom Rhodes, Tom and Cynthia Tindall, and Dan Ream.

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 English moved to approve the consent agenda, consisting of the agenda, minutes, and financial report. The motion was seconded by Councilman Self 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

Mayor Phelps opened the floor to public comments.

Mr. George Jenkins spoke to Council members regarding the violation letter he received stating his building exceeded the square footage outlined on his zoning permit. Mr. Jenkins stated that his building met all the requirements and did not understand the issue. Mayor Phelps responded that according to the Town's calculations, the building is over the square footage by 80 sqft. According to Mr. Jenkins, the building is not over by 80 sqft. He went on to say where the old building was located, in the back part there is a walkthrough part which is 110 sqft. The new building itself is 2400 sqft and the old part of the building is grandfathered. Mayor Phelps responded that the Town is in possession of the documents that Mr. Jenkins submitted earlier in the week. Town staff will review the information and if there is a change the Town will be in touch.

Mayor Phelps closed the floor to public comments.

RESOLUTION – Honoring Tom Rhodes, Local Artist

Mayor Phelps read the resolution honoring Mr. Rhodes for his artistic contribution to the town with the beautiful tree carvings. A copy of the resolution is attached to these minutes as Attachment A. Mayor Phelps added that the Enchanted Forest walking trail has been thoroughly enjoyed by his children as well as many other children in the area. The trail is also known throughout the surrounding area as well.

Councilman Forrest moved to adopt the resolution honoring Mr. Rhodes as presented. The motion was seconded by Councilwoman Hubert 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		

MAYOR’S REPORT

Mayor Phelps stated his report will be interspersed throughout the meeting. He did not have a formal report.

TOWN MANAGER’S REPORT

The Town Manager deferred his report with most of his report being discussed in either old or new business agenda items.

POLICE REPORT – Chief Joan Kent

Chief Kent was not able to attend the meeting. Her report will be deferred until next Town Council meeting.

PLANNING COMMISSION REPORT

Councilman English reported that the Planning Commission did meet briefly in June. The commission members met regarding temporary storage containers. Councilman English deferred the remainder of the report to be discussed under Committee Reports.

Councilman English moved to set up a public hearing regarding temporary storage containers and allowing fencing in areas zoned C1 for July 11, 2019. 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		

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in May was 187,600 gallons; an increase of 1,000 gallons from April’s average flow of 186,800

gallons. The max flow from town in May was 211,000 gallons, a decrease of 5,300 gallons from April's max flow of 216,300 gallons.

The average total phosphorus for May was 0.16 mg/l, which resulted in a monthly discharge of 6.5 lbs. For the year we discharged 21.5 lbs. which is 7.8% of our permitted 274 lbs.

The average total nitrogen for May was 3.27 mg/l. This resulted in a monthly discharge of 128.00 lbs. For the year we discharged 666 lbs. which is 18.2% of our permitted 3,655 lbs.

Mr. Ambrose reported the Ground Water Monitoring Plan was reviewed and accepted by Department of Environmental Quality. To be in compliance with the plan a detailed report including background data and visual aids from all monitoring well samples during the year will be due on March 30. The plan requires these steps in order to file yearly instead of quarterly. All utility employees assisted in placing a new bed of wood chips at the park and installed signage around the new parking lot.

#### NORTHERN NECK REGIONAL JAIL REPORT

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 175 (42.6%), Gloucester 110 (26.8%), Northumberland 30 (7.3%), Richmond 26 (6.3%), Westmoreland 62 (15.1%) Other 8 (1.9%) for a total of 411.

Mr. Thorn did not realize the proposed budget had not been provided to Town Council for approval. He would oversee one would be provided in the July packet.

#### ECONOMIC DEVELOPMENT REPORT

The Town Manager reported that the committee did meet but he would defer reporting until committee reports which is next on the agenda.

#### COMMITTEE REPORTS

The Town Manager reported the Economic Development Committee has received an application for the Economic Incentive Grant program. This is the first application that has been submitted. Bubba B's Ice Creamery on Main Street has requested the \$600.00 per month (max amount) for a total of \$7,200 per year for rent assistance or to purchase items pertinent to the operation of the business. The committee met and voted unanimously to recommend approval of this request for the 12-month cycle.

Councilman Hamblin moved to approve the application for the Economic Incentive Grant program submitted by Bubba B's Ice Creamery for \$600.00 per month for a total of \$7,200.00 per year for a 12-month cycle. 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		

There were no other committee meetings held.

#### OLD BUSINESS

FY 2020 Budget Adoption: The Town Manager recalled the budget has remained the same as presented with the exception of two amendments. The transient occupancy tax will increase from the current rate of 2.0% to a new rate of 5.0%. Also, to assist with the sidewalk project on Main Street, \$10,000.00 that was to be set aside for street light reserves will now be used for sidewalks.

Councilman Forrest moved to adopt the proposed budget with the two amendments outlined for Fiscal Year 2020. The motion was seconded by Councilwoman Hubert 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		

Capital Improvement Plan Adoption: Mayor Phelps reaffirmed that this is the same plan that was presented during the public hearing. There have been no changes or amendments.

Councilman Hamblin moved to adopt the Capital Improvement Plan as presented. The motion was seconded by Councilwoman Hubert 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		

Healthy Harvest Food Bank – Presentation: Mark Kleinschmidt, President & CEO requested consideration for Councilmembers to waive 50 percent of the cost of hookup fees for the new facility to connect to the Town’s water and sewer system. Mayor Phelps inquired about the total cost of the project. Mr. Kleinschmidt responded that the project cost has escalated over the bid amount and is currently projected to cost \$2.5 million. It is estimated the cost to connect to the Town’s system will cost approximately \$60 thousand. Discussion ensued.

Councilwoman Hubert moved to grant the waiver of 50 percent of the cost of hookup fees to the Town’s water and sewer system for Healthy Harvest Food Bank. The motion was seconded by Vice-Mayor Yackel 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		

Board of Zoning Appeals – New Appointees (2): Mayor Phelps reminded Councilmembers that two appointees are needed. The Town Manager alerted Council that there will be matters to come before the Board. Mayor Phelps recommended to place a notice on Facebook and if needed a small ad in the local newspaper.

Stormwater Project Update – RFP for Architectural Services at the Bounds: The Town Manager reported that the project is ahead of schedule. A bi-monthly meeting was held with representatives from the County, Town, Project Engineer, and Contractor. At this time, the contractor has sold approximately 75% of the aggregate ground up concrete. In order to continue to move forward, the Town Manager would like authorization to issue a Request for Proposal for architectural services for construction of the Farmer’s Market and Amphitheater complex. The Town is seeking grant funding from USDA and other services, but a set of plans is needed to pursue these opportunities.

Councilman Forrest moved to authorize the Town Manager to issue the Request for Proposal seeking architectural services related to the Farmer’s Market and Amphitheater complex to be located at the Bounds. The motion was seconded by Councilman English 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		

Main Street Revitalization Update – Transmission Shop Update: The Town Manager reported the revitalization projects are moving smoothly. Phase 1 of the acorn lights have been installed. Phase 2 installation will begin at a soon to be announced date. The former transmission shop is moving forward with their improvements to the building. Also, the Mennonites will be opening every Saturday and will start offering vegetables, fruits, and a more expanded variety of items. The Town Manager and Community Development Director noticed a posting online that Timed Together Southern Charm would be moving to Tappahannock. After a conversation with the owner, she is going to stay in Warsaw. The current issue with her current location is the temperature reaches about 115 degrees in the building when its hot outside. She is interested in being a tenant in the garage portion behind the transmission shop, if Town Council approved.

Police Station Update: The Town Manager reported demolition on the inside is complete. There is a change order request. Upon further investigation it was determined there was need to alter the three large pane windows in the front. They are currently very thin and could be easily broken. The change order request is to block that area up with cinder blocks and have three 2 by 5 windows that are tempered glass. The contractor has confirmed the additional rock façade that will be needed due to the window change will be completed at no extra charge.

Councilman Hamblin moved to authorize the Town Manager to approve the change order request. The motion was seconded by Councilwoman Hubert 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		

## NEW BUSINESS

Warsaw Revitalization Presentation – Timelines and Funding: The Town Manager presented a PowerPoint pertaining to the schedule and funding of the Warsaw Revitalization Project. A copy of the presentation is attached to these minutes as Attachment B. For the sidewalk project the timeline is shown as: Step 1 – Demolition of Sidewalks, Step 2 – Run Electrical Conduit, Step 3 – Install Stormwater Inlets, Step 4 – Replace and Install Sidewalks. These steps will cost approximately \$600,000.00 and have a grant that will cover \$300,000.00 of the project total cost. Strategic utilization of reserve funds will assist in paying the remaining job cost. The Town Manager clarified that the \$600,000.00 cost includes new sidewalks around where the drop inlets will be placed. A work session will be held on June 27 at 5:30pm to discuss the projects located within the revitalization zone and funding sources.

Richmond County – Charging for Town Elections: Mayor Phelps informed Councilmembers that due to Town elections being held in May, which is different from the general election, the County incurs fees that the County has paid to date. The County is asking that if the Town doesn't change its election date to November then it wants the Town to pay for the elections. The Town Manager added that he is planning to meet with the County Administrator because the Town currently pays approximately \$1,700.00 for elections. He would like more details regarding what fees incurred. Mayor Phelps discussed that a change of election date has been brought before Council before and it was the will of Council to keep May elections. He inquired if Council still felt that way. Discussion followed. A change of elections would require a change in the Town Charter. Council members would like more information as to what is required to change election date. It was decided that Mayor Phelps and the Town Manager would meet with the County Administrator and County Registrar and bring information back to Council members.

VML Conference Registration – October 6<sup>th</sup>-8<sup>th</sup> in Roanoke: The Town Manager inquired about any interested Council members that would like to attend VML Annual Conference. Mayor Phelps has indicated he would like to attend. Mayor Phelps asked Councilmembers to think over it and to let Town staff know at the work session if planning to attend.

Closed Session – 2.2-3711 A3 (Real Property) & A5 (Prospective Business)

Vice-Mayor Yackel moved enter closed session in accordance with Section 2.2-3711A (3) Real Property and (5) Prospective Business of the Virginia Freedom of Information Act. The motion was seconded by Councilman Hamblin 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		

Councilman Forrest moved to come out of closed session and reenter regular session. The motion was seconded by Councilman Hamblin 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 that 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		

**ACTION OUT OF CLOSED SESSION:**

Business Prospect #1 will be offered: \$100,000.00 forgivable loan, waive water and wastewater line hookup fees, meals tax waived for 2 years, and waive business license fees for 2 years.

Councilman Self moved to offer Business Prospect #1 the offer as presented. The motion was seconded by Councilman Hamblin 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		

Business Prospect #2 will be offered: \$50,000.00 forgivable cash grant.

Councilman Hamblin moved to offer Business Prospect #2 the offer 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  
Jonathan B. English    Aye

Faron H. Hamblin    Aye

#### CLOSING COMMENTS

Councilman English is excited that we are starting to see the change on Main Street.

Councilman Hamblin noticed with his drone coverage how beautiful our Town is from above. There is a lot happening on Main Street and he is looking forward to the Town's future.

Councilman Forrest attended the high school awards ceremony for seniors. The senior class of 2019 accumulated \$2.8 million in scholarships. That is a testament to the quality of education the youth of our Town are receiving.

Councilwoman Hubert thought it was a great, productive meeting.

Councilman Self reminded Councilmembers that school is out for summer break tomorrow. Watch out for children playing and he anticipates seeing an increase in use of the Town Park.

Mayor Phelps stated he will be reviewing the documents provided by Mr. Jenkins with the Town Manager and he will keep Councilmembers informed.

There being no further business Mayor Phelps adjourned the meeting at 8:53 p.m.

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Submitted by: Julia Blackley-Rice, Clerk