

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
FEBRUARY 13, 2020 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, February 13, 2020 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, Ogle E. Forrest, Sr., Jonathan B. English, Ralph W. Self, Faron Hamblin, and Auriel W. Diggs. Council Members Absent: Rebecca Hubert.

Town staff present: Town Manager Joseph N. Quesenberry, Chief Joan Kent, Director of Stormwater and Wastewater Lee Ambrose, Officer Robert Moore, and Treasurer and Clerk Julia Blackley-Rice. Others present: Larry Thorn, Mary Beth Bryant, Sara Carroll, Juliana Grassia, Jerry Davis, Alex Eguiguren, Lisa Hull, and Michelle from the Northern Neck News.

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

After reviewing the consent agenda, Councilman Self moved to approve the consent agenda as presented. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Ralph W. Self	Aye	Auriel W. Diggs	Aye

SPECIAL COMMENDATION – NORTHERN NECK PLANNING DISTRICT COMMISSION

Mayor Phelps presented a special commendation to the Northern Neck Planning District Commission (NNPDC) to recognize their partnership with the Town of Warsaw. Mayor Phelps presented a key to the Town of Warsaw to Jerry Davis, Executive Director, Alex Eguiguren, Project Manager, and Lisa Hull, Economic Development Coordinator. The award was to honor the NNPDC for all their hard work and dedication in helping to make Warsaw a better place to live, work, and play. Mayor Phelps cannot stress the importance of the value the NNPDC has given to the citizens of Warsaw. The award was inscribed to say: The Town of Warsaw, VA to the Northern Neck Planning District Commission. The Warsaw Town Council is pleased to present you with this key to the Town of Warsaw in recognition of your dedication and assistance in making our town a more vibrant, healthier, and stronger community through your many tireless efforts and collaborative projects. We thank you for your service and for making Warsaw a great place to live, work, and play.

PUBLIC COMMENTS

Mayor Phelps opened the floor to public comments. There being no public comments, Mayor Phelps then closed the public comment portion of the meeting.

MAYOR'S REPORT

Mayor Phelps deferred his report.

TOWN MANAGER'S REPORT

The Town Manager reported to Town Council that budget preparation for fiscal year 2021 is underway. The Town Manger deferred to the Treasurer for an update regarding the audit for fiscal year 2019. Mrs. Blackley-Rice informed Town Council that Robinson Farmer and Cox had been on site the week of January 27 to complete the fieldwork portion of the audit. Hopefully, the finalized audit will be completed and presented to Town Council soon. As an update regarding Economic Development within the Town, Mr. Quesenberry reported that Ace Hardware has received approval from VDOT. Ace is currently waiting on approvals from DEQ and the Town. The Town Office has not received a site plan to review. Dairy Queen is moving along with their renovation efforts. The Town Office is currently working with them on the sign. Mr. Quesenberry added that the Dairy Queen will be state of the art and is expected to open within four months. The Old Rapp Tapp House is under construction and has an anticipated open date of April. At the new Mexican restaurant, the equipment should be installed starting next week. The Town Manager is pushing for a Cinco de Mayo opening. To conclude his report, the Town Manager reported that a bus will be used for the first year of the trolley route. This allows for Bay Transit to apply for a grant through the state to purchase a trolley for the Town. The state wanted to see that the Town has an investment and an active line running before they would award a grant. Mr. Quesenberry is finalizing the route and anticipates the trolley line would start in May.

POLICE REPORT – Chief Joan Kent

Officer Kent reported that there were no events held in Town during the past month.

There were 151 calls for service in December handled by Warsaw Police Department.

PLANNING COMMISSION REPORT

Councilman English was not present at the meeting therefore no Planning Commission report was given.

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in January was 179,600 gallons; an increase of 1,200 gallons from December's average flow of 178,200 gallons. The max flow from town in January was 204,500 gallons, a decrease of 5,400 gallons from December's max flow of 209,900 gallons.

The average total phosphorus for January was 0.07 mg/l, which resulted in a monthly discharge of 2.8 lbs. For the year we discharged 2.8 lbs. which is 1.02% of our permitted 274 lbs.

The average total nitrogen for December was 2.29 mg/l. This resulted in a monthly discharge of 95.00 lbs. For the year we discharged 95 lbs. which is 2.6% of our permitted 3,655 lbs.

Mr. Ambrose reported this month we received a load of ferric chloride for phosphorous removal, had 6 new LED lights installed in our sludge room, contractor also removed the 6 existing faulty sodium halide lights. We cleaned all service water screens and replaced a bad pressure gauge on our headworks machine, We installed 2 ball valves on our air-compressors discharge side, so if one ever became faulty we could bypass that said compressor while doing maintenance, and the other compressor could fill the same air tank. We grabbed our quarterly GWM samples, had a power surge from Dominion which fried one of our SBR blowers soft start timers, we investigated the faulty part and replaced with a spare that we had on hand, 2 more of these timers were ordered to keep as spares. Our crew got called out for sewer back-up at Ebony and Ivory on Washington Ave. Upon investigation the line was stopped up due to a great amount of grease and rags, Wade is investigating where the grease is coming from, we have a good idea on where the rags originated. The Town's sewer jetter was used to clear the blockage and lime was applied to where sewer ran on the ground. DEQ has been made aware of this spillage. Yesterday we purchased a small fish tank which we have filled with our Effluent "water leaving the plant after treatment" and a few native grasses, we plan to add a few fish next week. This will be used for the Field Trips we give every year for the schools to show how the final result makes for a great environment for aquatic life.

NORTHERN NECK REGIONAL JAIL REPORT

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 176 (41.1%), Gloucester 113 (26.4%), Northumberland 26 (6.1%), Richmond 25 (5.8%), Westmoreland 80 (18.7%) Other 8 (2.3%) for a total of 428.

COMMITTEE REPORTS

Personnel Committee did meet regarding two issues. The first issue was in closed session. The second issue dealt with the Health Insurance premium rates for fiscal year 2021. Last year, there was no increase in the rate. This year, there is an increase in rate for the premium, but it is the consensus of the committee to continue to cover the full premium amount for employee only coverage.

No other committees have met.

OLD BUSINESS

Main Street Revitalization & Decorative Lighting Update: The Town Manger reported the decorative light installation should start next week. This will be the second phase of acorn lights starting on Main Street at Ace Hardware/Atlantic Union Bank and crisscrossing the street down to Warsaw Baptist Church. Additionally, acorn lights will also be installed on a portion of Belle Ville Lane.

The Bounds Update: The Town Manager met with the Contractor, Planning District Commission, and Engineers and it was concluded that if the contractor is given every weather day that is allowed, the deadline for project completion would be February 21, 2020. The Contractor will not make that deadline. Due to the numerous septic and fuel tanks located in the project site that were not known to be there and an unknown outfall pipe for stormwater drainage at the Sheriff's office and County Admin building, it was decided that the Town will not charge the \$300

per day fine in exchange for the Contractors not charging for change orders. There is currently a change order in process to repair the runoff from the County property in the approximate amount of \$6,000.00.

Stormwater Inlets Project: The request for additional time was approved through the end of May. The extension was granted to cover the \$300,000.00 portion that DHCD divvied out to the Town. This portion relates to the drop inlet phase of the stormwater project. In approximately 2-4 weeks, the Contractors will begin on the stormwater project on St. John’s Street.

Mayor Phelps asked the Town Manager to reach out to the businesses located along St. John’s St to let them know about the traffic plan in place for this phase of the stormwater project.

Playground Equipment Update: Councilman Hamblin spoke that he was able to contact the foundation that recently installed an all abilities playground near Richmond. He was able to obtain the contact information for the contractor, Mr. Cox. Mr. Cox has installed numerous playgrounds for all abilities. Councilman Hamblin spoke with Mr. Cox and he is willing to come to Warsaw to meet with the Town to discuss options. Mr. Cox also works with a foundation called PlayMore, who works with many localities.

VDOT Tap Project Update & Contract Authorization: The Town Manager reported the NNPDC is working with the Town regarding the VDOP Tap Grant Project. In relation to the project it was determined the Town needs additional engineering assistance. The engineers will act in similar fashion to the engineers for the Gannon project and provide quasi project management services. Mr. Davis from the NNPDC met with Resource International and a service contract amount of \$33,000.00 was negotiated. The Town cannot sign onto the agreement until VDOT approves the terminology. Funding for the \$33,000.00 can be incorporated into a reimbursement request to the TAP Grant. The Town Manager doesn’t foresee the Town being responsible for any more than 20% of the costs at the maximum, but hopefully none of them.

Councilman Forrest moved to authorize the Town Manager to execute the agreement from Resource International for additional engineering services not to exceed \$33,000.00 subsequent to approval from VDOT. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Ralph W. Self	Aye	Auriel W. Diggs	Aye

NEW BUSINESS

Resolution in Support of Reconsideration of New Wastewater Regulations: The Town Manager asked Mr. Lee Ambrose to come before the Councilmembers to explain the purpose of the Resolution. Mr. Ambrose spoke that DEQ is trying to adopt different regulations for localities within the Chesapeake Bay Watershed and without the Chesapeake Bay Watershed. This would result in floating allocations. Currently, the Town’s limits for nitrogen is 4.0 mg/l and

phosphorous is 0.3mg/l and these limits will not change during the five-year permit cycle. Mr. Ambrose does not foresee the limits ever changing under the system in place today. The floating allocation would take any excess in limits the Town does not use and transfer them to another facility that is not performing as well. Mr. Ambrose provided an example: If Warsaw has a stellar year and uses 2.0mg/l of the 4.0mg/l permitted, DEQ would transfer the remaining 2.0mg/l to another facility that did not perform as well. The result is that going forward, Warsaw would no longer be permitted up to 4.0mg/l but would now be restricted to 2.0mg/l. The limits would vary year to year and would almost ensure localities would have to invest in plant upgrades to get the limit to zero. A copy of the resolution has been attached to these minutes as Attachment 1.

Councilman Forrest moved to approve the Resolution as presented. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Ralph W. Self	Aye	Auriel W. Diggs	Aye

Saddlery Update: The Town Manager reported that he has been working with Porch Construction on completing the Saddlery. The original construction plans were based on the stormwater line that was to be extended to Main Street. The plans included a pump and the intent was to pump the stormwater into the inlet and down to the system. Since the Town does not currently have the funding ability to extend the stormwater line down to Ridgeway as planned in the original scope, prior to the Town working with them any further, the Town Manager spoke with the stormwater project engineers to draft a proposal for the most brief engineered plans possible to mitigate the stormwater issue at the Saddlery.

Rappahannock Outdoor Adventures Update: Mr. Quesenberry stated this project was discussed at the work session. As a result of the discussion during the work session, the Town Manager recommends deferring the start until next year. He would like to write the project start-up into the FY 21 budget.

IT Annual Report: The Town Manager reported the report was provided by CodeBlue Technology who provides support to the Town. The report provides an overview on the state of the network and components here at the Town Offices. The results are varied. Server performance rates an A+, however some components only score a D. The Town Manager wants to see this report improve and mitigate any possibly problems that may occur. Mayor Phelps requested from the Town Manager to arrange for CodeBlue to come and present the report at the next Council meeting. Mayor Phelps would like to see information regarding vulnerabilities, firewalls, intrusion and penetration testing.

Planning Commission Appointment – Juliana E. Grassia: The Town Manager reported that during January, Mrs. Hannah Tiffany resigned her appointment on the Planning Commission. While looking for a replacement, a name was submitted to the Town Manager. Miss Juliana Grassia was in the galley at the meeting and was offered an opportunity to introduce herself. Miss

Grassia is the Director of Visitor Services and Community Engagement at The Menokin Foundation. She moved to Warsaw to accept that position approximately three years ago and has since fallen in love with the community here. She has become active in various organizations including serving on the board of Warsaw Richmond County Chamber of Commerce. She is excited about the opportunity to serve on the Planning Commission and understands the importance of good community and how good planning results in good community that is sustainable for the long term.

Mrs. Hannah Tiffany had been recently reappointed to a term beginning January 1, 2020 and expiring December 31, 2023. Miss Grassia's term will begin effective with the date of these minutes and expire December 31, 2023.

Councilman Hamblin moved to appoint Miss Juliana E. Grassia to complete the term remaining on the seat vacated by Mrs. Hannah Tiffany. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Ralph W. Self	Aye	Auriel W. Diggs	Aye

Budget Work Session – Schedule for March: A budget work session was scheduled for February 27, 2020 at 5:30pm.

CLOSING COMMENTS

Councilman Hamblin stated tomorrow is Valentine's Day. There are numerous places in Town to shop this year. It's a great time to shop local.

Councilman Forrest thinks the Town accomplished a lot in 2019 and expects no difference in 2020. He extended a welcome to Miss Grassia!

Councilwoman Diggs agrees with Councilman Forrest's thoughts. She thinks everything looks amazing in Town and is looking forward to seeing what this year has in store.

Councilman Self added that there was a lot of good discussion regarding the home on Gordon Lane at the public hearing last week. There was dissention between councilmembers, but everyone was able to come together.

There being no further business Mayor Phelps adjourned the meeting at 7:55 p.m.

Submitted by: Julia Blackley-Rice, Clerk