

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
NOVEMBER 14, 2019 – 7:00 P.M.

The regular and public hearing meeting of the Warsaw Town Council was held Thursday, November 14, 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., and Faron Hamblin. Council Members Rebecca C. Hubert and Auriel Walker were absent.

Town staff present: Town Manager Joseph N. Quesenberry, Chief Joan Kent, Director of Stormwater and Wastewater Lee Ambrose, Officer Max Sanchez, and Treasurer and Clerk Julia Blackley-Rice. Others present: Larry and Diann Thorn, Mary Beth Bryant, Sara Carroll, Kippen Haynes, 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

During the approval of the consent agenda, Councilman Forrest made a correction to item four (4) Public Hearing to change monthly elections from May to June. He requests to strike out the incorrect date of June and to replace with the correct month of November.

Councilman Hamblin moved to add to new business item 14e, Camera Installation on Main Street. 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
Jonathan B. English	Aye	Faron H. Hamblin	Aye

Councilman Self moved to approve the consent agenda as amended. 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
Jonathan B. English	Aye	Faron H. Hamblin	Aye

PUBLIC HEARING

Mayor Phelps opened the public hearing by reading the public hearing notice published in the November 6, 2019 and November 13, 2019 editions of the Northern Neck News. A copy of the public hearing notice has been attached to these minutes as Attachment A.

Mayor Phelps opened the floor for comment to the public. Mr. Larry Thorn inquired as to how will the Town residents will vote when their polling location is not located within Town limits. Mayor Phelps responded that the same question was posed to the Voting Registrar of Richmond County and when a resident checks in with the poll worker to vote, their voting record will show they are to receive the additional Town ballot.

Councilman Forrest stated that Town Council appointments (i.e. Mayor, Vice-Mayor, Town Manager, Chief of Police, Treasurer/Clerk, etc.) that carry a term of July 1 – June 30 will now have a term of January 1 – December 31.

There were no other public comments and Mayor Phelps then closed the public hearing.

Mayor Phelps read aloud the Ordinance Providing for November Elections for Mayor and Town Council. A copy of the Ordinance has been attached to these minutes as Amendment B.

Councilman Hamblin moved to adopt the Ordinance as presented. The motion was seconded by Councilman Forrest and carried. Council certified by roll call vote their approval. The votes were as follows.

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

PUBLIC COMMENTS

Mayor Phelps opened the floor to public comments.

Kippen Haynes spoke on behalf of herself and John Haynes to thank the Town Council members for the Business Improvement Grant. She stated she is thrilled with the revitalization and direction of the Town and would be remiss if she didn't thank Mr. Quesenberry and his team. She is looking forward to a bright future in Warsaw.

Sara Carrol thanked Town Council for their support during WarsawFest. She would love for all Town Council members to attend the Chamber of Commerce Annual Meeting on December 9 at 6pm at Clements Tent Rentals.

MAYOR'S REPORT

Mayor Phelps deferred his report for the month.

TOWN MANAGER'S REPORT

To begin his report, the Town Manager took Council Members on a virtual tour of Warsaw using Google Maps. The imagery of the Town has not been updated yet on Google Maps and the Revitalization efforts can be seen throughout Main Street.

Mr. Quesenberry inquired to Council their feelings for the annual Town Christmas Dinner. Council is leaning toward a Tuesday evening around 6pm. Council instructed Mr. Quesenberry to discuss with his team where they would like to go and plan it.

Mr. Quesenberry informed Town Council that the Town was not awarded the IRF (Industrial Revitalization Fund) grant. The Town had applied for a \$600,000.00 loan from the Commonwealth of Virginia to assist the Brewery building and their buildout. This is a highly complete program and this year was the first year that it was a revolving loan fund in perpetuity. The Town would have awarded the \$600,000.00 to the brewery project and as they pay it back, the Town would be able to loan those funds towards other businesses. The Town Manager is planning to continue to seek this type of funding in the future. Mayor Phelps noted that this does not deter the brewery project.

Mr. Quesenberry noted the Town Office has added security measures. There is a panic alarm and electronic door locks with key code access only. The front door remains unlocked for customers, but the Town Manager is looking into making that area safer as well. During the annual conference of the Virginia Municipal League a major talking point was increasing safety in office buildings in the aftermath of the Virginia Beach shooting.

Mr. Quesenberry announced that several members of Town Council are now new members of Warsaw Rotary. Mayor Phelps, Councilwoman Hubert, and Town Manager Quesenberry all joined Rotary in the past three weeks.

To wrap up his report, Mr. Quesenberry highlighted a couple of upcoming events in the Town of Warsaw. The Turkey Trot will be held on Saturday, November 23 beginning at 8am. Dickens of a Christmas will be held on Saturday December 14. Christmas will be celebrated all day with a Christmas market, parade, oyster roast, horse and carriage rides, tours of Menokin, and more!

POLICE REPORT – Chief Joan Kent

Officer Kent reported that the Warsaw Police Department attended the Grand Opening of Food Lion to Go, participated in WarsawFest, OktoberFest, Trunk or Treat, Bark for Life, visited YMCA preschool and gave a safety talk, and moved into the new police building. Its been a busy month!

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

PLANNING COMMISSION REPORT

Councilman English reported that Planning Commission did not meet.

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in October was 187,400 gallons; an increase of 10,800 gallons from September's average flow of 176,600 gallons. The max flow from town in October was 282,000 gallons, an increase of 88,700 gallons from September's max flow of 193,300 gallons.

The average total phosphorus for October was 0.09 mg/l, which resulted in a monthly discharge of 3.7 lbs. For the year we discharged 71.1 lbs. which is 25.9% of our permitted 274 lbs.

The average total nitrogen for October was 2.67 mg/l. This resulted in a monthly discharge of 110.00 lbs. For the year we discharged 1,293 lbs. which is 35.4% of our permitted 3,655 lbs.

Mr. Ambrose reported the quarterly monitoring well samples were collected this month. He is having trouble getting consistent results out of the sludge press, which is believed to be a problem with the polymer being inconsistent with each delivery. Mr. Ambrose has reached out to another polymer rep and a meeting has been scheduled for him to come in December to do in house jar testing to determine the best product for the Town, hopefully at a lower cost. All heaters have been cut on in outdoor rooms and checked their working order. There was a stopped up lateral line under Route 360 at The Orchard which was jetted. All UV bulbs were cleaned, and the first water line repair of the season was today on Hamilton Boulevard.

NORTHERN NECK REGIONAL JAIL REPORT

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 158 (35.2%), Gloucester 126 (28.1%), Northumberland 29 (6.5%), Richmond 32 (7.1%), Westmoreland 94 (20.9%) Other 10 (2.2%) for a total of 449.

COMMITTEE REPORTS

No committees have met.

OLD BUSINESS

Main Street Revitalization Update: The Town Manager reported that a reimbursement request well over \$100,000.00 to DHDC for the Main Street project. The contractors are currently finishing the sidewalk past Relish. Once we get the easements from Verizon and Ace Hardware then if funds are available, the sidewalk can be continued along Main Street.

The Bounds & Stormwater Update: The Town Manager reported that a pre-bid meeting was held today for the stormwater drop inlet project. The drop inlets will be located at Relish, Michelle's Bakery, and the Brewery complex and then piped down St. John's Street to the Bounds site. The budget for the project is approximately \$600,000.00. There was only one bidder previously for \$1,200,000.00. The scope of the project has been redesigned with the engineers and the project has been put back out to bid. At today's pre-bid meeting there were two prospective bidders.

Economic Development & Other Projects: The Town Manager reported he is continuing to procure additional business for the Town.

NEW BUSINESS

Board of Zoning Appeals Reappointments (Milsted, Lloyd, Evans): Treasurer/Clerk Blackley-Rice reported that several terms on the Board of Zoning Appeals were set to expire as of December 31 and needed reappointment. Mrs. Blackley-Rice spoke to Mr. Milsted, Mrs. Lloyd, and Mr. Evans and all were willing to continue their seat on the Board for another term.

Councilman Hamblin moved to request the Circuit Court to reappoint Mr. Edgar Milsted, Mrs. Cindy Lloyd, and Mr. Christopher Evans to serve on the Board of Zoning Appeals for a term effective 1/1/2020 – 12/31/2023. 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
Jonathan B. English	Aye	Faron H. Hamblin	Aye

Handicap Playground Equipment: Mr. Quesenberry reported to Council different options and quotes that the Town current playground equipment vendor offers. Discussion followed. Council would like for the Town Manager to contact additional vendors to see if there are any other options.

Gateway Signs: The Town Manager presented to Council Members proposed signage for the Town. Two of the four proposed signs would be funded by proceeds from the DHCD Revitalization Grant. The signs follow the theme with stone that reflects the fountain on Main Street, Ace Hardware is going to incorporate stone, the Town’s landscaped areas, and the Police Department and the colors in the Town logo. All together for design, install, and two wayfinding signs the cost is approximately \$29,000.00 which will be funded by the DHCD grant. The additional two gateway signs would cost \$10,000.00 each for an additional \$20,000.00. After discussion by Council Members the consensus is that they did not like the letter positioning. They requested to switch the lettering to read as found in an example Mr. Quesenberry showed from the Town of Herndon.

Councilman Forrest moved to allow Town Manager to purchase two (2) signs with the altered lettering as discussed for the downtown project area. 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
Jonathan B. English	Aye	Faron H. Hamblin	Aye

Saddlery Update: The Town Manager reported Friends of the Saddlery is in the process of forming obtaining their 501(c)3 status. He has informed the group that if they are to receive any funding from the Town and it is discretionary, but they will have to go through a bidding process. It has been brought to the Town Manager’s attention that plans are in process to turn the

Saddlery into a Veteran’s Memorial Park including multiple flags and stones. The Town Manager was not aware of this being decided and wanted to ask Town Council if this was the intention of the body. Council members were not aware that any plans have been determined at this time.

Security Cameras: The Town Manager inquired to Town Council members if due to recent vandalism along Main Street if they were interested in pursuing additional cameras for public safety. During discussion, Councilman Forrest believes this will be a resource to protect townspeople’s property. Councilman Hamblin believe the Council will be helping to keep our residents safe. Council members directed the Town Manager to get a proposal from the consultant and bring a quote to Council.

Closed Session – 2.2-3711 A5 (Prospective Business)

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (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
Jonathan B. English	Aye	Faron H. Hamblin	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
Jonathan B. English	Aye	Faron H. Hamblin	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
Jonathan B. English	Aye	Faron H. Hamblin	Aye

There was no action out of closed session.

CLOSING COMMENTS

Councilman English was glad to hear that WarsawFest was such a success this year.

Vice-Mayor Yackel wanted to add that he would like to see the Town Christmas party would be held in town.

Councilman Forrest added that Trunk or Treat as a big success. He also wanted to thank Mr. Quesenberry for his hard work within the Town. Councilman Forrest requested for more children playing signs in the neighborhood around Jefferson Avenue, Monroe Avenue, Memorial Drive, and Meadowbrook Lane.

Councilman Hamblin also thanked Mr. Quesenberry for his hard work.

Councilman Self added there was a great article in the recent Virginia Municipal League magazine regarding the Economic Development Innovation Award that Warsaw recently won.

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

Submitted by: Julia Blackley-Rice, Clerk