

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
January 11, 2024 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, January 11, 2024, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Ralph Self, Jonathan English, Rebecca Hubert, and Mary Beth Bryant. Councilmembers Faron Hamblin and Ogle Forrester, Sr. were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Treasurer Julia Blackley- Rice, and Chief of Police Trey Blake.

Also present: Approximately 5 others present in the Council Chambers.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Phelps called the meeting to order and led in the Pledge of Allegiance at 6:00 p.m.

APPROVAL OF CONSENT AGENDA

Vice-Mayor Yackel moved to approve the consent agenda as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Jonathan English	Aye

PUBLIC COMMENT

There being none, Mayor Phelps closed the public comments portion of the meeting.

REPORTS

MAYOR'S REPORT: Deferred.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) announcing the DHCD awarded \$632,534 for the housing rehabilitation project that will affect approximately 5 to 6 homes. There will be two rebuilds and the rest will be used for modifications. (2) Local Government Day is Thursday, February 1<sup>st</sup>. 3) Mr. Quesenberry stated they are going to start implementing weekly department head meetings to discuss goals, initiatives, productivity, and items for discussion. (4) Mr. Quesenberry went over the department adjustments. There was no budgeting impact, but there was an employee split between Public Works and Wastewater and has been entirely moved to the Wastewater Department. (5) Mr. Quesenberry mentioned the Town is ahead of schedule for budget prep. Staff has completed a proposed budget with CIP incorporated. The budget work session will be rescheduled. (6) Mr. Quesenberry went over the new mandatory lead service line inventory. It is required by the Virginia Department of Health.

The Town is contracting with a firm that has been awarded a grant by the state and it will be of no cost to the Town. Our water department doesn't believe we have many lead lines. Due in October 2024. (7) Mr. Quesenberry stated many localities are starting to incorporate long term goal planning. Many are 5 years goals of a Town Council. It is a guiding document- not binding.

POLICE REPORT: Chief Blake reported there were 258 calls for service. Chief Blake stated we still need letting for the Tahoe. He also updated the Council on the digital speed sign- it has been ordered and shipped.

WASTEWATER TREATMENT FACILITY REPORT:

COUNCIL COMMITTEE REPORTS: No committees met in December.

PLANNING COMMISSION: The Planning Commission did not meet.

NORTHERN NECK REGIONAL JAIL REPORT: The monthly jail population report was provided in the council packet. Mr. Vice- Mayor Yackel mentioned the first board meeting with the new Superintendent went well.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated he is working on revising the budget to focus on the 1 to 2 projects the Town has left.

OLD BUSINESS

PROJECTS UPDATE: **74 Main Street:** Casone Enterprises was the lowest bid and Mr. Quesenberry is working with the attorney to finalize the contracts. **The Bounds:** Mr. Quesenberry mentioned he is working with a local contractor for a tentative projected amount. He went over the work that needed to be done- raise the berm, few minor problems, the trail has to be pulled up and looking into paving it instead of putting down pea gravel. **VDOT TAP Project:** Mrs. Coates stated the pre-bid meeting has been completed and 3 contractors attended. Mrs. Coates also mentioned she has attended several training sessions. The final bid is due February 5<sup>th</sup>. **Well Replacement Project:** Mr. Quesenberry followed up with the NNPDC and they discussed the project. The NNPDC recommended moving forward with the VA Resource Authority. **DHCD Housing Project:** Discussed in the Town Manager's report. **Board of Zoning Appeals and Planning Commission:** Gary Palmore contacted the Town Office and expressed a willingness to serve on the Board of Zoning Appeals. The vacant term would be from 01/01/2024 to 12/31/2027. After discussion, Vice- Mayor Yackel moved to recommend Gary Palmore for appointment to the Board of Zoning Appeals and for the recommendation to be forwarded to the Circuit Court Judge. The motion was seconded by Councilman English and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Jonathan English	Aye

Planning Commission Appointment- Councilman English moved to recommend Jimmy Harris with a term from 01/01/2024 to 12/31/2027. The motion was seconded by Councilman Self and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Jonathan English	Aye

**Budget Work Session:** Reschedule the budget work session to January 30, 2024, at 5:30PM.

#### NEW BUSINESS

Planning Commission Commendation- Barbara Jean Lefon: Mayor Phelps spoke to Barbara Jean Lefon’s commitment to the Town having served on the Planning Commission since 2016. Town Council presented a Certificate of Appreciation for her tenure and service to the Town of Warsaw.

NNRJ- Proxy Board Member: An alternative in case The Town’s representative is unable to attend. Councilwoman Bryant moved to nominate Councilman Self. The motion was seconded by Councilwoman Hubert and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Jonathan English	Aye

#### CLOSED SESSION- 2.2-3711 A-5: 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 Self and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Jonathan English	Aye

Councilman English moved to come out of closed session and reenter regular session. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Jonathan 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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Jonathan English	Aye

#### OUT OF CLOSED SESSION

No action out of closed session.

Councilman English inquired about Revolving Loan Funds payments.

#### CLOSING COMMENTS

Councilman Self stated it was a quick meeting and is looking forward to the New Year.

Councilwoman Bryant stated it was a really good meeting.

Councilman English said it was a good meeting and is looking forward to the budget work session.

Councilwoman Hubert said it was a great meeting.

Mayor Phelps stated it is going to be a good year and that budget will be difficult but will get through it.

There being no further business Mayor Phelps adjourned the meeting at 6:58p.m.

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Submitted by: Julia Blackley- Rice, Treasurer