

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & JOINT PUBLIC HEARING
October 12, 2023 – 6:00 P.M.

The regular meeting of the Warsaw Town Council and a joint public hearing with the Warsaw Planning Commission was held on Thursday, October 12, 2023, 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, Ogle E. Forrest, Sr., Mary Beth Bryant, Ralph Self, and Jonathan English. Councilwoman Rebecca Hubert was present by phone. Councilman Faron Hamblin was absent. Planning Commissioners Present: Chairwoman Elizabeth Franklin, Commissioner Molly Barbee, Commissioner Carey Allen, and Commissioner Daphne Palmore. Vice-Chairwoman Regis Slaw and Commissioner Barbara Jean Lefon were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Treasurer & Clerk Julia Blackley-Rice, Wastewater Plant Manager Garrett Withers, Chief of Police Trey Blake, and Sergeant Wendy McElroy.

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

The meeting was live streamed on the Town of Warsaw Facebook page.

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 with the amendment of removing from the agenda item #9, Closed 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	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye		

JOINT PUBLIC HEARING- COMPREHENSIVE PLAN:

Mayor Phelps opened the Warsaw Town Council Public Hearing. Chairwoman Franklin opened the Warsaw Planning Commission Public Hearing. Mayor Phelps confirmed that the Public Hearing notice was properly advertised. Chairwoman Franklin read the proposed Resolution recommending the Warsaw 2042 Comprehensive Plan.

Mayor Phelps turned the meeting over to Katherine Redburn from the Berkley Group. Ms. Redburn is the principal planner who led the Comprehensive Plan process. She went on to review the planning process and basic structure of the plan:

- The Comprehensive Plan is the most important tool for localities to have at their disposal.
- The Comprehensive Plan provides the framework for future growth and development of Communities.
- Outlines transportation network and improvements to the transportation network.
- Outlines issues related to Economic Development. What kind of businesses do you want in Warsaw?
- They held a series of community meetings to obtain information from community members as well as Town Staff, Town Council, and Planning Commission.
- The Compiled Plan was presented to DEQ and VDOT for approval, which was reviewed.
- The Plan presented is the result of a combined community effort.
- Their Vision Statement of the plan is supported by Chapters 3-6.

There were no questions from the Planning Commission or Town Council for Ms. Redburn.

Mayor Phelps opened the floor to Public Comments regarding the Draft Plan.

Mr. William Clements took the podium to discuss the Town’s ordinances regarding property lines and fencing.

There being no further comments, Mayor Phelps closed the Public Comments section of the Public Hearing.

There being no comments from the Town Council or Planning Commission, Mayor Phelps closed the Public Hearing.

In Joint Regular Session

Chairwoman Franklin asked for a motion to adopt Resolution presented. Commissioner Allen made a motion to adopt the Resolution presented. The motion was seconded by Commissioner Barbee and carried with the following votes:

Elizabeth Franklin	Aye	Carey Allen	Aye
Molly Barbee	Aye	Daphne Palmore	Aye

Mayor Phelps asked for a motion to adopt the Resolution as recommended by the Planning Commission. Councilman Forrest made a motion to adopt the Resolution recommended by the Planning Commission. 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	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye		

Mayor Phelps closed the joint session of the meeting at 6:23PM.

Mayor Phelps reopened the regular session of Town Council at 6:23PM.

PUBLIC COMMENT

Mr. William Clement's comments are on record.

REPORTS

MAYOR'S REPORT: Mayor Phelps stated that Mr. Tom Barkin, President of the Richmond Federal Reserve, asked to come and visit the Town and meet with himself, Joseph, and a few others to discuss Warsaw and how the Town recruits' businesses.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) reminding everyone that Warsaw Fest will be held on Saturday, October 14th, rain, or shine. The Town Council and Staff should arrive at Town Hall at 1:15PM to board the float. Mr. Quesenberry gave a shout out to the Public Works team for doing such a wonderful job decorating the Town. (2) Mr. Quesenberry, Mrs. Coates, Mrs. Blackley- Rice and Mayor Phelps attended the VML Conference in Norfolk. (3) Mr. Quesenberry congratulated Assistant Town Manager Coates on graduating from Virginia Women's Municipal Leadership Institute. (4) Mr. Quesenberry skipped over item number 4. (5) Mr. Quesenberry stated the murals and outdoor dining area have been completed at Egg-Spresso. They will open in November. (6) Mr. Quesenberry mentioned new windows have been installed on the garage shop and a new door will be installed within the next weeks. He thanked Precision Glass for their work on this.

POLICE REPORT: Chief Blake reported there were 235 calls for service. Chief Blake mentioned the Tahoe did come in and will be picking it up soon. Chief Blake stated that Wendy McElroy was recently promoted to Sergeant. Councilman Self wanted to commend Officer Morelli for how he handled a recent situation at the Food Bank distribution and thanked him and the PD for their work in Town.

WASTEWATER TREATMENT FACILITY REPORT:

Monthly Numbers

- Average flow from town for the month of September- 178,000 gal. An increase of 11,100 gal. from the month of August's average flow.
- Max flow from town for the month of September- 282,200 gal. an increase of 84,400 gal. from the month of August's max flow. This increase was due to Tropical Storm Ophelia
- Average Total Nitrogen for September was 2.88 mg/l., which resulted in a discharge of 137 lbs. We have discharged 1187 lbs., 32.5% of our permitted 3655 pounds.

- Average Total Phosphorus for September was 0.22 mg/l., which resulted in a discharge of 10.50 lbs. We have discharged 42.8 lbs., 16% of our permitted 274 pounds.

Monthly Operations and Maintenance

- A draft for our new VPDES permit has been issued for review and comment and will be in the final stages of completion after this step.
- Our new private Scada network was completed and is now operational.
- We are in the process of preparing the plant piping, valves, and buildings for colder temperatures.
- One of our polymer pumps needed replacement parts, so we broke the pump down and replaced valves, regulators, and hose.
- We'll be doing an inspection on our perimeter fence and repairing any spots that may need attention.
- Our main plant generator was inspected, and repairs were made to some leaking oil filters.
- All monthly preventative maintenance was conducted on plant pumps, valves, and equipment.

COUNCIL COMMITTEE REPORTS: No committees met in September.

PLANNING COMMISSION: The Planning Commission did not meet.

COMPREHENSIVE PLAN REPORT: Everyone will get a copy of the report once everything is recorded.

WARSAW RICHMOND COUNTY MAIN STREET REPORT: President Coates stated the Main Street Program will be hosting a movie night in the Town Park on Friday, October 27 from 6:30 to 8:30. Also, the MSP will be hosting Trunk or Treat in the Town Park from 5 to 7 on Tuesday, October 31.

NORTHERN NECK REGIONAL JAIL REPORT: The monthly jail population report was provided in the council packet. Mr. Yackel stated they were unable to meet on the regular meeting date due to not having a quorum.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated that there is a remaining balance of \$937,058.67. We have disbursed \$604,691.78 and the total allocation is \$1,541,750.45.

OLD BUSINESS

PROJECTS UPDATE: **74 Main Street:** Mayor Phelps started the conversation by stating the first go around the Town did not receive any bids. The Town decided to extend the deadline an additional 60 days. The bids that did come in were much higher than the Town was looking to spend. Mayor

Phelps, Town Manager Quesenberry, and Assistant Town Manager Coates went over their options and decided to meet with Athens Constructions to rework the bid to cut down costs. Athens will be getting the final numbers back in the next week or two. **The Bounds:** Mr. Quesenberry mentioned there is a current RFP for the remaining work that needs to be completed at the bounds. The Town will be accepting bids until 2PM on November 1st. **VDOT TAP Project:** It is still on track to be placed out to bid in December. **Well Replacement Project:** The Town’s rates are too low to qualify for either a grant or a loan. Mr. Quesenberry stated he would like to tap into the ARPA money to get this project completed.

NEW BUSINESS

TRICK OR TREAT: Trick or Treating will be held on Tuesday, October 31st, from 5PM to 8PM in the Town of Warsaw. Trunk or Treat will be from 5PM to 7PM in the Town Park. Councilman Forrest made a motion to set the hours for trick or treating on Halloween from 5PM to 8PM. 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	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye		

RETIRED REFUSE TRUCKS:

Mr. Quesenberry stated he currently has a company interested in buying both trash trucks for \$26,000. Councilman Forrest made a motion to authorize Mr. Quesenberry to sell both trash trucks at the highest bid. 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	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye		

Mayor Phelps has asked the Town Manager and Assistant Town Manager to research outsourcing Commercial trash pickup in Town.

UPDATED BUSINESS IMPROVEMENT GRANT APPLICATION:

Mr. Quesenberry took everyone’s comments regarding the current application and revised it to be clearer. He continued to read the revised application.

SCHEDULE PUBLIC HEARING- NOVEMBER 9TH, 2023:

Councilman Forrest made a motion to schedule the Public Hearing for November 9th at 6PM. 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 Ogle E. Forrest, Sr. Aye
Jonathan English Aye

CLOSING COMMENTS

Councilwoman Hubert thanked Council for letting her call in.

Councilman Self stated that he is aware that residents in and out of Town support our businesses. The Town extends from NNRJ to the High School, and he asked to support all businesses and to shop locally. He also mentioned that November 7th is Election Day and to go out and vote.

Councilwoman Bryant had a good talk with the Chief of Police, and it was a good meeting.

Councilman Forrest stated trash pickup has been an issue in Town for a while now and that Commercial trash is hard on the trash trucks.

Vice-Mayor Yackel had no comment.

Councilman English believes adopting the Comp Plan is a key piece to success of Warsaw in the future. He thanked Public Works for working so hard and wished everyone a Happy Halloween.

Mayor Phelps wanted to give a shout out to Richmond County for matching the Town's gift of \$25,000 to RCC.

There being no further business Mayor Phelps adjourned the meeting at 7:07p.m.

Submitted by: Julia Blackley- Rice, Treasurer & Clerk