

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & JOINT PUBLIC HEARING
December 14, 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, December 14, 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, Faron Hamblin, Rebeca Hubert, and Jonathan English. Planning Commission Members Present: Vice-Chairwoman Regis Slaw, Molly Barbee, Carey Allen, and Daphne Palmore. Chairwoman Elizabeth Franklin and Barbara Jean Lefon were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Treasurer & Clerk Julia Blackley-Rice, and Sergeant Wendy McElroy.

Also present: Approximately 6 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

Councilman Self moved to approve the consent agenda with the amendment of adding closed session pursuant to VA Code 2.2-3711 A7 regarding legal matters. The motion was seconded by Councilwoman Bryant 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		

TOWN CODE RESOLUTION- JOINT PUBLIC HEARING:

Mayor Phelps opened the Warsaw Town Council Public Hearing and read the published notice for the body. Mayor Phelps confirmed that the Public Hearing notice was properly advertised. Vice- Chairwoman Slaw asked if the Planning Commission had any questions or comments. Commissioner Allen made a motion to recommend approval. The motion was seconded by Commissioner Barbee and carried with the following votes:

Regis Slaw	Aye
Carey Allen	Aye
Molly Barbee	Aye
Daphne Palmore	Aye

Mayor Phelps asked if there were any public comments. There being none, Mayor Phelps then inquired if there were any questions or comments from the Council.

Mayor Phelps closed the Public Hearing.

Councilman Forrest made a motion to adopt the ordinance as presented. 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	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye		

Mayor Phelps turned the meeting over to Dr. Shannon Kennedy to present the Health and Science Building Project for RCC. She presented to Council the following updates:

- The building will be 9,000 square feet and located on two lots adjacent to the Chinn House.
- They are in the process of seeking approval to create a Real Estate Foundation.
- The architects for the project are the Grimm & Parker firm. They are based in Charlottesville and Northern Virginia.
- They are eligible to ask for 80% of the project as a grant. Total being around 6.1 million, they will be applying for 4.9 million.

Councilman Hamblin arrived during the presentation.

Discussion continued between Council and Dr. Kennedy.

Mayor Phelps opened the floor to Public Comment.

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

REPORTS

MAYOR'S REPORT

Mayor Phelps applauded the Town Staff for their admirable job with Christmas Town.

TOWN MANAGER'S REPORT

Mr. Quesenberry deferred his report to be addressed throughout the meeting and thanked Town Staff once again for their hard work on Christmas Town.

POLICE REPORT

Sergeant McElroy stated there were 316 calls for service in November. She let Council know that both of the new vehicles were up and running. She also thanked RCSO, EMS, and VASP for their assistance during Christmas Town.

WASTEWATER TREATMENT FACILITY REPORT:

Monthly Numbers

- Average flow from town for the month of November- 171,800 gal. A decrease of 1,200 gal. from the month of October's average flow.
- Max flow from town for the month of November- 243,800 gal. an increase of 53,000 gal. from the month of October's max flow.
- Average Total Nitrogen for November was 3.05 mg/l., which resulted in a discharge of 137 lbs. We have discharged 1459 lbs., 39.9% of our permitted 3655 pounds.
- Average Total Phosphorus for November was 0.07 mg/l., which resulted in a discharge of 3 lbs. We have discharged 50.9 lbs., 19% of our permitted 274 pounds.

Monthly Operations and Maintenance

- Continued work on replacing UV bulb plugs, bulbs, ballasts, and sleeves on our UV disinfection system.
- We conducted our final groundwater sampling for the year and are beginning to work on the annual monitoring well report.
- After inspection, we replaced air moisture regulators and filters on our sand filter are system.
- As of December 1st, we are operating under our newly issued permit.
- Our annual fire extinguisher inspections were conducted on all town and plant extinguishers.
- We conducted all monthly preventative maintenance on plant pumps, valves, and equipment.

COUNCIL COMMITTEE REPORTS: No committees met in November.

PLANNING COMMISSION: The Planning Commission did not meet.

COMPREHENSIVE PLAN REPORT: Hard copy is available at Town Hall and also online.

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 \$866,036.09. We have disbursed \$675,714.36 and the total allocation is \$1,541,750.45.

OLD BUSINESS

PROJECTS UPDATE: **74 Main Street:** Mr. Quesenberry spoke with the attorney; there has been a slight hold up because there is USDA language that needs to be in the documentation. **The Bounds:** Mr. Quesenberry met with a local perspective bidder that was unable to complete a bid during the request phase. Hopefully by the February meeting there will be a bidder and cost to get the project complete. **VDOT TAP Project:** Mrs. Coates stated that she has received approval to put the project out to bid and should be published on 12/20/2023 and final bids due 02/05/2024. **Well Replacement Project:** Mr. Quesenberry stated the price came back at \$938,545.35.

NEW BUSINESS

EDA RESOLUTION – SUPPORT FOR RCC HEALTH SCIENCES BUILDING:

Mayor Phelps read the proposed resolution to the body. Councilwoman Hubert moved to adopt the resolution as presented. 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	Faron Hamblin	Aye

TRADITIONAL TOWN OVERLAY APPLICATION- WARSAW LLC:

Mrs. Coates outlined Mr. Packett’s request for his company, Warsaw LLC, to build two single family homes on Pine Street. One home would be constructed on parcel #16A4(4)BKD8 and another on parcel #16A4(4)BKD9. Discussion among Council followed. Vice- Mayor Yackel moved to approve Mr. Packett’s request to allow construction of two single family homes using the Traditional Town Overlay zoning district. The motion was seconded by Councilman Forrest 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	Faron Hamblin	Aye

BUDGET DISCUSSIONS- SCHEDULE WORK SESSION:

Mr. Quesenberry presented potential changes to fees that the Town charges. Councilman Forrest moved to schedule a work session on Tuesday, January 9th at 5:30PM. The motion was seconded by Councilwoman Bryant 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	Faron Hamblin	Aye

BOARD OF ZONING APPEALS & PLANNING COMMISSION:

Councilman Hamblin moved to recommend the re-appointment of Cindy Lloyd and Ed Milstead. The terms for Mrs. Lloyd and Mr. Milstead would run from 1/1/2024 through 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	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye	Faron Hamblin	Aye

Councilman Forrest moved to reappoint Molly Barbee and Daphne Palmore to Planning Commission. The terms for Ms. Barbee and Mrs. Palmore would run from 1/1/2024 through 12/31/2027. 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	Faron Hamblin	Aye

CLOSED SESSION- 2.2-3711 A-7: LEGAL MATTERS

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (7) Legal Matters 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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye	Faron Hamblin	Aye

Councilman Forrest 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	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye	Faron 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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Ogle E. Forrest, Sr.	Aye
Jonathan English	Aye	Faron Hamblin	Aye

There was no action taken out of closed session.

CLOSING COMMENTS

Councilwoman Hubert She mentioned the RCC project is a win/win for everyone. Wished everyone a Merry Christmas and thanked the staff for a wonderful Christmas Town.

Councilman Hamblin stated Christmas Town was wonderful and there were so many different people and is looking forward to more growth.

Councilman Self stated it's been a really good year and is looking forward to what is coming.

Councilwoman Bryant said it's been a busy year, and the Christmas parade was great.

Councilman English stated it was great having Dr. Kennedy here tonight. Grateful to be supporting the Health & Sciences building project.

Councilman Forrest stated it is great what's happening in Warsaw. Wished the Town Council and Staff a Merry Christmas.

Vice- Mayor Yackel stated with the TAP project coming- VDOT may experience firsthand what the 3 lanes will do to Warsaw.

Mayor Phelps stated it was a good year and there is a lot planned for 2024. He is confident that the Town is doing good things for the residents.

There being no further business, Mayor Phelps adjourned the meeting at 7:30PM.

Submitted by: Julia Blackley- Rice, Treasurer & Clerk