

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
JANUARY 10, 2019 – 7:00 P.M.

The regular meeting of Warsaw Town Council was held Thursday, January 10, 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., Rebecca Hubert, Faron Hamblin, and Auriel Walker.

Town staff present were Town Manager Joseph N. Quesenberry, Police Chief Joan Kent, Director of Wastewater and Stormwater Lee Ambrose, Treasurer and Clerk Julia Blackley-Rice, Rylee Dungan, and Jacob Roberts. Others present were Mary Beth Bryant, Larry and Dianne Thorn, Pete Tribble, and Sara Carroll.

**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**

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

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

**PUBLIC COMMENTS**

There were no public comments.

**MAYOR'S REPORT**

Mayor Phelps reserved his time for comments during the evening's reports.

**TOWN MANAGER'S REPORT**

The Town Manager began his report by updating Council members on the various developments in process throughout the Town. Gordon Townhomes is a project of six (6) townhomes under construction on Gordon Lane behind Anna's. Sitework has begun and the development has received a permit from the Town. Currently, the plans for Healthy Harvest Food Bank are being reviewed. The Town is working with Mr. Packett on the redevelopment of the former Amisha's building. It is time to begin the budget process for the next fiscal year. The Town Manager reported that he will be working with the Treasurer on next year's budget and Capital Improvement Plan. There has been a meeting with the Finance Committee and a revised fee

schedule is in process. The revised fee schedule will be brought to Council at next month's meeting for approval. The Ordinance Committee is working on various ordinance amendments including the definition for modular home. Mayor Phelps inquired from Council members if they preferred the budget presentation format from last year. Council member's consensus was last year's format worked well. The Town Manager concluded his report with an update on the Economic Development Authority (EDA). He reported that the by-laws are near completion and will be able to be reviewed at an upcoming work session.

#### POLICE REPORT – Chief Joan Kent

Chief Kent provided a Year in Review report for 2018 to each Council member. A copy of this report is attached to these minutes as Attachment A. Members of the Warsaw Police Department were active participants in the Christmas activities held in Town during December.

There were 138 calls for service in December handled by Warsaw Police Department.

#### PLANNING COMMISSION REPORT

Councilman/Commissioner English reported the Planning Commission did not meet in January. A Comprehensive Plan meeting has been set for January 16 at 6pm.

#### WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in December was 191,800 gallons; a decrease of 17,900 gallons from November's average flow of 209,700 gallons. The max flow from town in December was 261,300 gallons, a decrease of 54,800 gallons from November's max flow of 316,100 gallons.

The average total phosphorus in December was 0.10 mg/l, which resulted in a monthly discharge of 4.3 lbs. For the year we discharged 64.6 lbs. which is 24.0% of our permitted 274 lbs.

The average total nitrogen for December was 3.29 mg/l. This resulted in a monthly discharge of 143.00 lbs. For the year we discharged 1,529 lbs. which is 42.0% of our permitted 3,655 lbs.

Mr. Ambrose provided an annual report breakdown of nitrogen and phosphorus to Mayor Phelps. A copy of this report is attached to these minutes as Attachment B. Mr. Ambrose also reported that the Town has received its Wastewater Permit from Department of Environmental Quality (DEQ). There was one major change to the permit that dealt with the monitoring wells report. With the new permit, the Town will have one year to test quarterly. From then on, these quarterly reports will set the limits. Previously, there had been no limits. If the Town goes over the limits, DEQ will begin fining the Town. Mr. Ambrose believes their main objective is to have the Town close the lagoons. Mr. Ambrose introduced two (2) new employees for the Town, Rylee Dungan and Jacob Roberts.

Councilman Forrest inquired from Mr. Ambrose if the sludge in the lagoons is an inert material. Mr. Ambrose confirmed that it is, but the Town would still be required to treat the sludge. Mayor Phelps added that in the Town's strategic planning it is important to look at how to accomplish

the closing of the lagoons. The Town needs to look at how to close them, what are the options, what is the cost.

#### NORTHERN NECK REGIONAL JAIL REPORT

Larry Thorn presented the Total Population Breakdown as follows: Federal 125 (35.3%), Gloucester 108 (30.5%), Northumberland 32 (9.0%), Richmond 33 (9.3%), Westmoreland 52 (14.7%) Other 4 (1.1%) for a total of 354.

Mr. Thorn commented that the jail population is approximately 70 inmates short of normal population on this report.

#### ECONOMIC DEVELOPMENT REPORT

Mr. Quesenberry reported that he has worked with River Pools to get the development back on schedule. He is working with the State on grant funding for the project. A realtor has contacted the Town Manager regarding a sale of property along Rte. 360 for a potential boutique grocery store. He is working in conjunction with the State to lock in some funding for the Brewery project. The Town continues to receive applications for businesses.

#### COMMITTEE REPORTS

Councilwoman Walker reported that Finance committee met January 10, prior to the Council meeting. There will be another meeting to finalize the new fee charges. These changes should be presented at the next Council meeting for approval.

Councilman English wants to schedule an Ordinance committee meeting.

#### OLD BUSINESS

Stormwater Project Update: The Town Manager reported that the project will go out to bid next week. This project includes the pond, fountains, lighting, grading, etc. A vendor has reached out to the Town Manager regarding the amphitheater. Now that this project has gone out to bid, Mr. Quesenberry is working on Phase 2, which includes the drop inlets, tearing out the sidewalk to install the new water and stormwater lines, and replacing the sidewalks. He has requested a timeline for Phase 2.

Main Street Revitalization: Planning District Commission is advertising for the construction project on Relish Restaurant and the adjacent building. The pre-bid meeting will be at 2pm on January 22 and bids are due January 30 at 2pm. The former Amisha's building is undergoing renovation. Now, Relish is about to start, and the Brewery project should be starting soon. Everyone should start to see a lot of activity on Main Street. Mayor Phelps added that the Warsaw Rotary has applied for a grant to provide large concrete flower urns. These urns can be used in the Main Street Revitalization area. The Town is appreciative of any assistance local organizations can provide. The Town Manager added that he has placed the furniture order for the revitalization area and should arrive in April.

Main Street Lighting: All easements have been received for Phase 1 which includes from Warsaw Baptist Church towards the new Police Department location. The lights will be installed and turned on by end of February, beginning March.

Police Station Update: Chief Kent and Mr. Quesenberry have met with a furniture vendor. The vendor was in town and took measurements. The Police Station Committee will put out to bid for a local contractor to renovate the building. Local vendor, ODCS will be installing the security system. The Police Station committee will meet soon to walk the building to outline projects to include in the bid. Councilman Forrest added that the bid will also be placed in the Northern Neck News.

#### NEW BUSINESS

##### Resolution Extending Northern Neck Enterprise Zone:

Mayor Phelps introduced the resolution by providing background information to the legislation that established the Northern Neck Enterprise Zone (NNEZ). The NNEZ will expire on December 31, 2019. To extend the termination date, the Town Manager met with Delegate Ransone and Senator McDougle to seek their assistance. In conjunction with the Planning District Commission, who is getting other locality leaders involved to gain traction to have the NNEZ extended. There hasn't been any discussion regarding extending the NNEZ and this zone is vital to our town. Mr. Quesenberry has drafted a resolution for Council to discuss. If passed, he will send on to our Delegate and Senator. Mr. Quesenberry explained the terms of what the NNEZ offers. Mayor Phelps read the resolution to Council members and a copy of the resolution has been attached to these minutes as Attachment C.

Councilman Forrest moved to approve the resolution to extend the Northern Neck Enterprise Zone as presented. The motion was seconded by Councilman Self and carried with the following votes.

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

##### Comprehensive Plan Update:

Mr. Quesenberry reminded Council that across the Commonwealth localities are tasked with updating and revising their Comprehensive Plan every five (5) years. The Comprehensive Plan highlights where your locality wants to grow, what it wants to keep the same, the Town's vision for the next five – twenty years. The task begins with the Planning Commission and works up to Town Council. A work session with the Planning Commission has been schedule for January 16 at 6pm. Mr. Quesenberry requested Council members consider utilizing the services of Berkley Group. Berkley Group is a large group across the state that works with localities. Most of their work is contractual and the thought process is that their assistance could be used for a couple of hours for the first 1-2 meetings to help facilitate the process.

Councilman Forrest moved to allow the Town Manager to enter negotiations with Berkley Group for assistance with the Comprehensive Plan for up to \$1,000.00. 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
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

**Council Chamber Remodel:**

The Town Manager has received a quote of \$7,200.00 from Coggin Furniture to replace the carpet in the Council Chambers with all new commercial grade carpet.

Councilman Forrest moved to proceed with the carpet installation from Coggin Furniture as presented. The motion was seconded by Councilwoman Hubert and carried with the following votes.

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

**Budget and Capital Improvement Plan – Schedule Work Session:**

It was decided that a work session would be scheduled for January 31 at 6pm.

**Schedule Public Hearing – Feb 7 (Planning Commission), Feb 14 (Council) – Rezoning Request of Parcel 16A1(2)C from C-2 to R-1:**

The Town Manager reported that this is the parcel the townhomes are being built on. Right now, they are on the Traditional Town overlay which encourages mixed use. Anna’s would be upfront, the commercial component and the townhomes in the back, which is the residential component. The townhomes can not be on a parcel zoned C-2, so the property owner is requesting a rezoning from C-2 to R-1 on the parcel that is being broken off from the Anna’s lot. The remainder of the street is zoned R-1.

Councilman Hamblin moved to set a public hearing date of February 7 at 7pm for the Planning Commission and February 14 at 7pm for Town Council concerning the rezoning request of Parcel 16A1(2)C from C-2 to R-1. 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
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

Closed Session – 2.2-3711 A1 (Personnel), A3 (Real Property), A5 (Prospective Business)  
 Vice-Mayor Yackel moved enter closed session in accordance with Section 2.2-3711A (1) Personnel, (3) Real Property, and (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
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

Councilman Hamblin moved to come out of closed session and reenter regular session. Vice-Mayor Yackel seconded, and the motion carried with the following votes.

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

Councilman Hamblin moved to amend the \$75,000.00 forgivable loan to Old Rappahannock Development Company to a total of \$93,000.00. 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
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Nay	Auriel Walker	Aye

#### CLOSING COMMENTS

Councilman English offered for Warsaw Police Department to shoot down range at the Northern Neck Regional Jail. He is also working with the Police Department on Narcan training. He is looking forward to seeing the changes on Main Street.

Councilman Yackel commended Mr. Quesenberry on his hard work.

Councilman Hamblin shared that this was a very productive meeting and he is looking forward to things moving ahead in town.

Councilman Forrest is glad to see that we are moving ahead on projects.

Councilwoman Hurbert is looking forward to Spring and the many projects happening in Town.

Councilman Self stated the new year is here and he is looking forward to upcoming days ahead and seeing the projects start in town.

Mayor Phelps added that he knows the pace is frustrating at times, but others tell him Warsaw is doing great things.

There being no further business Mayor Phelps adjourned the meeting at 8:20 p.m.

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Submitted by: Julia Blackley-Rice, Clerk