

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
SEPTEMBER 10, 2020 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, September 10, 2020 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, Ogle E. Forrest, Sr., Ralph W. Self, Rebecca Hubert, and Faron Hamblin. Council Members present by phone: None. Council Members absent: Jonathan B. English and Auriel Diggs.

Town staff present: Town Manager Joseph N. Quesenberry, Director of Stormwater and Wastewater Lee Ambrose, and Treasurer and Clerk Julia Blackley-Rice.

Also present: Mary Beth Bryant, Sara Carroll, Gary Palmore, Pat Pugh, and Andrew Beale. Due to a technical issue, the Town Council meeting was unable to be live streamed through the Town of Warsaw’s Facebook page.

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

After reviewing the consent agenda, Councilman Self moved to approve the consent agenda as presented. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

PUBLIC HEARING – Outdoor Gathering Permit Amendment

Mayor Phelps opened the public hearing by reading the notice published in the Northern Neck News. It was noted by the Town Manager that a Joint Public Hearing does not apply in this situation as the amendment is to Town Code and not a zoning ordinance. Mayor Phelps opened the floor for public comments regarding the outdoor gathering permit amendment. There were no comments from the public and Mayor Phelps closed the public comment portion of the public hearing. Following, Mayor Phelps then opened the floor to councilmembers for discussion. Councilman Self inquired if the amendment would apply to a family reunion being held at the home of a town resident. Mr. Quesenberry responded that it would apply. Additionally, Mr. Quesenberry stated the current threshold of 200 people exceeds most gatherings held in town. When the permit doesn’t apply, it is hard for our police department to be aware of what is happening around the town. There was no further discussion or comments and Mayor Phelps closed the public hearing.

Vice-Mayor Yackel moved to amend Section 12.08.101 Outdoor Gathering Permit – Definitions of the Warsaw Town Municipal Code to reflect fifty (50) persons in lieu of two hundred (200) persons. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

PUBLIC COMMENT

Mayor Phelps opened the floor to public comments.

Pat Pugh spoke regarding Rappahannock High School’s Red track project. This is an endeavor of the School Board members and herself as a way for the track at our local high school to stand out to students, athletes, faculty, and members of our community. The track will be made available to the community and public for use. It will not be the Raider Red as we know it, the color is more of a brick red. For the first time in many years, the school will be able to bring events and competitions back to Rappahannock. The addition of the red track was approximately \$46,000.00. Richmond County has agreed to donate one half of the cost. The rest has been contributed from private citizens, businesses, and hopefully the Town of Warsaw. There will be a plaque on site honoring the donors who helped make this track project a success. Mrs. Pugh thanked councilmembers for allowing her the opportunity to speak.

Councilwoman Hubert inquired to Mrs. Pugh what reception has the School Board received from the teachers regarding this project. Mrs. Pugh responded that everyone they have verbally spoken with has been very positive. Mayor Phelps asked what the cost of the track prior to the addition of the red coating was. Mrs. Pugh responded the project cost was \$400,000.00 without the red. Mayor Phelps spoke to councilmembers that originally, he did not feel confident about this donation being that Town citizens are members of the County and they pay property taxes and this could be a form of double dipping. However, Mayor Phelps stated that he would support a donation to the red track project. He went on to add that he believes Richmond County School system is second to none in this area and there is much to be proud of, but he would like to see the teachers and staff be looked at for better compensation. The teachers and staff should be commended for a year that has changed all aspects of teaching.

Councilman Forrest moved to donate \$5,000.00 to Rappahannock High School for the Red Track project. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

There being no additional public comments, Mayor Phelps then closed the public comment portion of the meeting.

REPORTS

Mayor's Report: Mayor Phelps deferred his report.

Town Manager's Report:

The Town Manager stated that his report is addressed under old and new business items and he will defer his report.

At this point in the meeting, Mayor Phelps checked the open conference call line to verify if any additional councilmembers had called in. There being no one on the line Mayor Phelps disconnected the call.

Police Report:

Chief Kent was unable to be at the meeting, but she did leave her report.

Town Manager Quesenberry reported that Chief Kent wanted to thank Precision Glass for the gift certificates they provided the officers to Old Rapp Taphouse.

There were 84 calls for service in August handled by the Warsaw Police Department.

Wastewater Treatment Plant Report:

Mr. Ambrose, Director of Stormwater and Wastewater reported the average flow from Town: 195,600 gal, an increase of 29,900 gallons from July's average flow of 165,700 gallons. The max flow from Town was 303,100 gal, an increase of 180,400 gallons from July's max flow of 180,400 gallons. The increase was due to 8.5 inches of rain in six days.

The average Total Phosphorous for August was 0.11 mg/l, which resulted in a monthly discharge of 4.0 lbs. We have discharged 33 lbs., 12.0% of our permitted 274 pounds. The average Total Nitrogen for August was 2.63 mg/l. This resulted in a monthly discharge of 98 lbs. We have discharged 713 lbs., 19.5% of our permitted 3655 pounds.

The diversion valve faulted and lost power, this was found to be a tripped breaker. Upon investigation a ventilation fan pulling from the same power source was locked up, we freed up the motor on the fan and reset the breaker. We have not had any problem with this since the repair. We swapped out polymer pump #1 flow meter with a spare and cleaned the existing one for another future swap. Cleaned both S.B.R D.O. probes and greased the effluent pinch valve. We set up the Godwin emergency pump and pumped down the old plants existing 3rd pond to the E.Q. pond and are in the process of pumping this water through the plant for treatment. This was needed to keep the pond level down. We pulled and cleaned the level transducer for Digester #2. And we removed the clock from the shopping center and placed at the Wastewater shop.

Planning Commission: no meeting was held.

Northern Neck Regional Jail:

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 180 (41.8%), Gloucester 121 (28.1%), Northumberland 19 (4.4%), Richmond 31 (7.2%), Westmoreland 72 (16.7%) Other 8 (1.9%) for a total of 431.

Council Committee Reports:

The Personnel Committee met twice in closed session with an employee, they believed the situation has been resolved.

The Economic Committee met and discussed new businesses which will be addressed under new business.

OLD BUSINESS

Revitalization Report – The Bounds, Main Street, Stormwater, Saddlery: Mr. Quesenberry reported that he would defer the report on The Bounds due to the topic being discussed under new business. As to the Main Street project, there was a period of 2-3 weeks where no work occurred, and the Town Manager is unsure as to why that happened. The water line has been installed and two water tests have been completed. According to the results, there is still bacteria present so it cannot be introduced into the system. Over the weekend, the water is going to be shocked with chlorine. Time is short and if we do not get the road paved with the first layer of pavement by the end of this month that is an additional \$60,000.00 change order. As it stands now, the Town was going to pay \$60,000.00 for the first layer of pavement and beginning October 1st, VDOT was going to put the second layer down at their expense. The Town is appreciative that VDOT was willing to partner with us in this project. With the project being held up so much, the Town Manager is unsure if that deadline will be met. If the Town becomes responsible for the total cost of \$120,000.00 for both paving layers, the Town Manager recommends the Town pursue all legal outlets to recoup the funds. However, at this point, Mr. Quesenberry is trying to hold the Contractor to the deadlines and move the process along. There are lots of moving pieces with this project. The Town Manager continued by informing councilmembers that the doors and windows are now installed at the Saddlery. Railings, sidewalks, porches, and decks have been constructed and installed also. Currently, the Town Manager is waiting on a quote for the remediation cost to remove the old asbestos tile and lead paint. The Saddlery Foundation is currently trying to reform, and Mr. Quesenberry deferred to Mrs. Pat Pugh if there was anything she wished to add. Mrs. Pugh stated a new Board of Directors for The Saddlery Foundation had been elected. The new board is excited to work with the Town in conjunction with the Saddlery building.

Economic Development Update: Mr. Quesenberry stated he along with the Mayor and Chief of Police had a great site visit at Dairy Queen. Dairy Queen plans to open September 16. Chesapeake Donuts is under construction with a target opening in November. A party planning store has rented the location between Northern Neck News and The Daily. The mural project on the side of the Willow Stitch building is underway.

NEW BUSINESS

First Impressions Hair Salon – Grant to Offset Construction Impacts: The owner of First Impressions Hair Salon contacted the Town Manager stating her business, like Michelle’s Sweet Treats, has also been impacted due to the construction along St. Johns Street. The owner has determined \$1,786.15 is the financial impact to her business. The owner would like for the Town to consider reimbursing some of the losses as was done for Michelle’s Sweet Treats. Mayor Phelps acknowledged there are two sides of the issue. In the instance of Michelle’s Sweet Treats her parking lot is only accessible from St. Johns Street, however First Impressions Hair Salon has two entrances. The first is on St. Johns and is more of a level entryway, the second is on Rte. 360 which has a steep incline and is hard to turn into. Another factor is they type of business, being a hair salon, could be more severely impacted with the pandemic. Discussion among councilmembers followed. The Town Manager stated he is in discussion with the engineer to potentially recoup this payment and the one made to Michelle’s Sweet Treats.

Councilman Hamblin moved to make a one-time only payment to First Impressions in the amount of \$1,786.15. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	No	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	No
Rebecca Hubert	Aye	Faron Hamblin	Aye

Economic Incentive Grant – Strength & Style Boutique

The Economic Development Committee met by email to discuss the Economic Incentive Grant Application received from Strength & Style Boutique. Councilman Hamblin reported the owner will be moving from her current location beside Willow Stitch to 126 Main Street in the Taphouse complex. The owner will be opening the boutique full time Tuesday through Saturday. The lease is for three years. Discussion followed. Mayor Phelps stated that going forward he doesn’t want to see grant requests going forward that doesn’t include seven days a week operating hours. He went through downtown on Sunday and Monday and the businesses aren’t open. We need to keep our downtown open. The Economic Development Committee did vote unanimously to recommend approval of the grant request.

Vice-Mayor Yackel moved to award the Economic Incentive Grant of \$600.00 per month to Strength and Style for a period of 12 months. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	No	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

Earth Crafters Contract Termination Notice – The Bounds: Mr. Quesenberry reported to Town Council that he had sent a letter of termination to Earth Crafters, Inc. after reviewing the work completed to date at the Gannon Stormwater Facility also known as “The Bounds”. A copy of the letter is attached to these minutes as Attachment 1. Since receipt of the letter, the contractors have been steadily working onsite. There are very few items left, which was confusing because every day they don’t finish is a \$300 fee.

CARES Act Proposals: Mayor Phelps reported that the Town will be awarded up to \$130,000.00 in CARES Act funds. The stipulation is that the funds must be used for COVID based purposes. Mayor Phelps added that the monies used to provide lunch to seniors residing in the Town of Warsaw when COVID began can be recouped using these funds. Remodeling the front office of Town Hall can also be recouped with the CARES Act funds. Mayor Phelps proposed to councilmembers offering a bill credit to residential/consumer accounts in the Town of Warsaw on the November bill. This would be a cost of \$23,500.00 to the Town. The bill credit would be the regular minimum bill of either \$51.00 for water and sewer or \$11.00 for water only.

Councilman Forrest moved to approve a bill credit of the minimum bill amount of either \$51.00 or \$11.00 for residential customers living within the town limits on the November 15, 2020 bill. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

Continuing with the CARES Act funds discussion, Mayor Phelps stated there is still a balance of funds the Town can use. The Town has until December 31, 2020 to use the funds or they will be returned. Mr. Quesenberry thanked the Town for their generosity in helping town residents with their monthly utility bill. Mr. Quesenberry presented to Council a Hazard and Gratitude Bonus for full and part time workers using the CARES Act funds. Full time employees would receive a one-time bonus of \$1,000.00 and part time employees would receive a one-time bonus of \$500.00. The total request would be \$18,500.00.

Councilman Self moved to grant a one-time only hazard and gratitude bonus of \$1,000.00 to full and \$500.00 part time employees for a total of \$18,500.00 out of CARES Act funding. The motion was seconded by Councilman Hamblin. Councilman Forrest abstained from the vote due to a family relation to an employee.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Abstain	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

Mayor Phelps instructed the Town Manager to be in discussion with department heads to find realistic and meaningful ways to use the remaining funds from the CARES Act award.

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 Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

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

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	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
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Faron Hamblin	Aye

There was no action out of closed session.

CLOSING COMMENTS

Councilwoman Hubert thought it was a great meeting and she is excited to be back at a meeting with everyone and not on the phone!

Vice-Mayor Yackel stated he would like to see an article regarding the Town election this November announcing the candidates in the newspaper.

Councilman Forrest is very proud of the work councilmembers have put in here, because of this work there is so much progress in Town.

Councilman Hamblin is proud of the Town. He tells his friends all the time that they must come here and see Warsaw. He is very excited to be a part of this evolution and hopes he will still be a part after the November election.

Mayor Phelps stated there are so many memes regarding the year 2020, but conversely this has been a big year for Warsaw. It is a big year for businesses and residences in town. The Town has

stepped up during the pandemic and showed that we think outside of the box. We do have our challenges, but we work hard and get it done. We are making a difference.

There being no further business Mayor Phelps adjourned the meeting at 8:52 p.m.

Julia Blackley-Rice

Submitted by: Julia Blackley-Rice, Clerk