

Warsaw Town Council
Public Hearing
April 12, 2018 – 7:00 P.M.

Mayor Randall L. Phelps called the Warsaw Town Council to order. Council members present were Paul G. Yackel, Ralph W. Self, Auriel Walker, Ogle E. Forrest, Sr., Faron H. Hamblin, Rebecca C. Hubert and Roger R. Lee.

Town staff were Joseph N. Quesenberry, Town Manager, Lee H. Capps, Planning and Economic Development, David Lee Ambrose, Wastewater Supervisor, Joan N. Kent, Chief of Police, Officer Wendy McElroy. Others present were Sara Carroll, Frannie Baylor, Gary Palmore, Jonathan B. English, Mary Beth Bryant, Larry Thorn and Sam Lantz with the Northern Neck News.

The Pledge of Allegiance was said by all in attendance.

Approval of Consent Agenda

(Approval of Agenda, March 8, 2018 Minutes and March Financial Report)

Councilman Forrest made a motion to approve the consent agenda as presented. Councilman Hamblin seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Randall L. Phelps	Aye	Ralph W. Self	Aye
Ogle E. Forrest	Aye	Auriel Walker	Aye

Public Hearing – Zoning Ordinance Amendment for Accessory Dwelling

Joseph N. Quesenberry, Town Manager read the ad that was placed in the Northern Neck News.

Town of Warsaw

Public Hearings

Notice is hereby given pursuant to Chapter 22, Sec. 15.2-2204 the Code of Virginia that the Town of Warsaw Planning Commission & Town Council at their 7pm meetings April 5 and 12, 2018 will consider the following:

An amendment to Article 3 of the DMO (Development Management Ordinance), permitted use table to allow an “accessory dwelling” attached in R-1 zoning areas with an approved CUP (Conditional Use Permit).

Documents related to the zoning amendment can be examined at the town office. Questions or concerns related to this amendment may be directed to the Planning Director or Town Manager by calling 804-333-3737 or visiting town hall, 78 Belleville Lane, during regular business hours.

The Planning Commission made a recommendation to approve.

Mayor Randall L. Phelps made a motion to close the Public Hearing.

Councilman Hamblin made a motion to for an Amendment to Article 3 of the DMO (Development Management Ordinance) permitted use table to allow an “accessory dwelling attached in R-1 zoning areas with an approval CUP(Conditional Use Permit). Councilman Forrest seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Randall L. Phelps	Aye	Ralph W. Self	Aye
Ogle E. Forrest	Aye	Auriel Walker	Aye

Town Manager’s Report

USDA Rural Development-Police Equipment and Garbage Truck

Joseph N. Quesenberry, Town Manager stated that a meeting with Tara Delany with USDA Rural Development was Tuesday and that we are making application for a \$25,000.00 Grant and Loan option for Police Equipment and a new Garbage Truck.

Gregory Packett has until July 1, 2018 to submit plans for the Warsaw Health Care Redevelopment that was purchased from the Town.

Banners have been ordered and will be installed tomorrow at 7:00 A.M. with the help of Northern Neck Electric Co-Op. The flags will go up by Memorial Day and we may need to replace a few of the damaged ones. The (18) Lights down Main Street are under VDOT review at this time.

The Saddlery contract has been signed by Gregory Packett to move and be done in a timely manner, working with Verizon and also Union Bank has contributed \$5,000.00.

We have gotten the first invoice for the Main Street DHCD Grant of a \$1,000,000.00 for \$4,000.00 for the architect.

The Warsaw Beautification Committee is working with Hurt & Proffitt.

The Gannon Project demolition is scheduled for 4:00 P.M. on April 25, 2018. Chief Joan Kent will be cooking hot dogs and hamburgers for the Love Sign Unveiling.

The upcoming events in town are:

April 25th Garden Club Tour - 10:00 A.M. – 4:00 P. M.
April 25th Demolition -Gannon - 4:00 P. M.
April 25th LOVE Sign Unveiling - 5:00 P. M.

Police Report – Chief Kent

Joan N. Kent, Chief of Police stated she had been to training and that Officer Wendy McElroy had attended Child Safety Seat School. Chief Kent had been to a meeting at RCC and met with Tara Delaney on grant and loan monies for Police Equipment. There was a personnel meeting with the Police Department on Tuesday. Sergeant Eddie Headley and Officer Wendy McElroy attended Career Day at the Elementary School. The report of calls for March for the WPD was included in your council packages and any questions I will be glad to answer.

Planning Commission Report

Councilman Hamblin stated that what was discussed at our meeting was already approved in the Public Hearing.

Wastewater Treatment Facility Report

David L. Ambrose, Jr. stated that the average flow from Town was 171,800 gallons an increase of 7,100 gallons from February's flow average of 164,700 gallons. The max flow from Town was 218,500 gallons and increase of 24,900 from February's max flow of 193,600 gallons. The average total phosphorous for the month of March was 0.11mg/l which resulted in a monthly discharge of 3.9 lbs. This puts us at 11.6 lbs for the year. We are permitted 274 lbs. The average total nitrogen for March was 3.2 mg/l. This resulted in a monthly discharge of 117.0 lbs. This puts us at 362 lbs for the year. We are permitted 3655 lbs.

We had an air compressor fail at work for our filter system, we replaced the compressor with a spare that we had on hand for unexpected events like this. We have since ordered a new compressor to keep in stock.

We also completed normal maintenance on other equipment at the plant and had a random inspection from DEQ for the February reporting data and passed the inspection with no response needed to DEQ.

Northern Neck Regional Jail Report

Larry Thorn reported on the jail report which was in Council's packets for review. The total Population was 415 inmates and 134 were Federal inmates. By the end of the meeting the population was 433 inmates and 152 were Federal inmates. There was a nice dinner on the 4th April and some council members made it and I do appreciate them being there. I would also like to get with the Town Manager before the next meeting on the NNRJ Budget.

Economic Development Report

Lee H. Capps, Planning and Economic Development stated there is a lot going on with businesses and business owners at this time I cannot go into but soon I am in hopes of being able to share with you all. There is a Façade Improvement meeting on April 17, 2018. Please make sure you are in Warsaw on April 25th there are so many events going on starting with the Garden Club Tour, Demolition of the Gannon Property and then the Love sign unveiling.

Personnel Committee Report

Paul G. Yackel, Chairman stated that there was a meeting on Tuesday with the Police Department and how much they appreciated the support and also had concerns. There was a lot covered in this time and all council members are welcome to join the meetings and the next one is Tuesday at 4:00 the week of council meeting (May 8, 2018).

Ordinance Committee Report

Rebecca C. Hubert, Chairman stated there was a meeting on the Amendment on what was passed earlier in the meeting.

Mayor Phelps stated the Town Council election on May 1, 2018 needs to be talked up and out for citizens to be reminded of since there has been low turnout in the past.

New Business

Budget Presentation and Discussion

Joseph N. Quesenberry, Town Manager gave a Power Point Budget Presentation for Fiscal Year 2019.

What does the Town fund?

- **Police**
- Wastewater
- Waste Collection
- Water
- Economic Development
- Tourism
- Parks and Recreation
- Revitalization Efforts
- Charities and Organizations

Core Objectives for Continued Strength

- Continue to pursue grant funding opportunities
- Maintenance Mode- Decrease Projects and Expenditures
- Continue Incentives for Economic Growth
- Continue our Reputation for Strong Fiscal Health

Budget Breakdown by Department

Administration	\$ 415,006
Police	\$ 320,180
Public Service	\$ 219,608
Contributions	\$ 45,850
Debt Service	\$ 81,653
Capital Outlays	\$ 1,986,757
TOTAL BUDGET	\$ 3,069,054

Enterprise Funds – Water and Wastewater

Water

Operating Budget	\$ 249,020
Capital Expense	\$ 32,000
TOTAL BUDGET	\$ 281,020

Wastewater

Operating Budget	\$388,455
Capital Expense	67,345
Debt Service	\$249,200
TOTAL BUDGET	\$705,000

Moving Forward

- Budget Presentation and Discussion
- Public Hearing and Final Discussion
- Adoption

After much discussion Council all seemed pleased with the FY2019 Budget and stated there was no need for a work session.

Mayor Phelps stated to Council there was \$100,000 put in the FY2019 Budget for new businesses showing that we are in partnership, tax breaks, grants and to show we want them in the Town of Warsaw.

Councilman Forrest made a motion to have a Public Hearing on May 10, 2018 to consider the FY2019 Budget for the Town of Warsaw. Councilman Self seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Randall L. Phelps	Aye	Ralph W. Self	Aye
Ogle E. Forrest	Aye	Auriel Walker	Aye

New Business

Contract Deliberation and Vote

Councilman Forrest made a motion for the Town Manager to sign the contract with Thrasher to provide Engineering Services to capture utility system data and develop a GIS for the Town’s utility assets. Councilman Lee seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Randall L. Phelps	Aye	Ralph W. Self	Aye
Ogle E. Forrest	Aye	Auriel Walker	Aye

New Business

The Kube

Joseph N. Quesenberry, Town Manager stated *The Kube* offers communities to interact with their parks like never before. By using *The Kube* you can access the equipment needed to engage the equipment needed to engage with the park by just using your smart phone. This will hold up to four(4) different games and up front it would cost the Town \$3650.00 and then a commission off of what was actually rented by using their smart phones. After much discussion it was recommended to be sent to the Economic Development Committee.

New Business

Police Station and General Development Plan

Councilman Hamblin moved to proceed with the construction of the police station with a budget of \$200,000.00 for building remodel and construction and \$100,000.00 for the paving of the Town Park Parking Lot, the former location of Sue’s, and the Town Office Parking Lot; therefore sending out for bid. Councilman Lee seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Randall L. Phelps	Aye	Ralph W. Self	Aye
Ogle E. Forrest	Aye	Auriel Walker	Aye

New Business

Utilities

Ogle E. Forrest, Chairman of the Utilities committee moved to approve the Town Manager to look into harvesting Parcel D that was due in 2020 to move ahead a year and bring in the extra revenues for all of the projects we are working on then would not cost any money and still will keep reserves intact. The manager will contact our consultant and have him at the next meeting for review of the timber thinning on Parcel D estimated gross income of \$55,000.00 as well as check on Parcel B2 estimated at \$15,000.00 that was due in 2017.

Closed Session – Real Property –Section 2.2-3711(A) 3

Councilman Yackel made the motion into closed session as permitted by Virginia Code Section 2.2-3711(A) 3 Real Property. Councilman Lee seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Randall L. Phelps	Aye	Ralph W. Self	Aye
Ogle E. Forrest	Aye	Auriel Walker	Aye

Mayor Phelps reconvened in regular session and Council certified, by roll call vote, That In the closed session concluded, nothing was discussed except the Matters (1) specifically identified in the motion to convene in closed session (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. The following are the roll call votes:

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Randall L. Phelps	Aye	Ralph W. Self	Aye
Ogle E. Forrest	Aye	Auriel Walker	Aye

Closing Comments

Councilman Self stated he had 2 knee replacements in February and I had been out for a couple of months. The Town is clearing out the bottom and finally something will be done and a big improvement it will be.

Councilman Hubert stated what a great group we have.

Councilman Forrest stated he is so glad that we have the right group of people and are making great things happen.

Councilman Yackel stated in your packets is the assessment reports from the water tanks and there was a note on the Green Tank (Hwy 360 East) is not located inside a fenced-in area. Maybe we should check into a cost for a fenced area at the Water Tank.

Councilman Lee stated in hopes to be able to discuss some exciting news for the Town of Warsaw soon.

Mayor Phelps stated he would like to have a *good council election*. There are 4 seats up for election.

Adjournment

There being no further business, the meeting was adjourned by Mayor Phelps.

Susan M. Pemberton, Clerk of Council