

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
MAY 9, 2019 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held Thursday, May 9, 2019 at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Vice-Mayor Paul G. Yackel, Jonathan B. English, Ralph W. Self, Ogle E. Forrest, Sr., Rebecca Hubert, Faron Hamblin, and Auriel Walker. Council Members absent: Mayor Randall L. Phelps.

Town staff present were Town Manager Joseph N. Quesenberry, Police Chief Joan Kent, Director of Wastewater and Stormwater Lee Ambrose, Community Development Specialist Melissa Coates, Officer Robert Moore, Auxiliary Officer Chris Ball, and Treasurer and Clerk Julia Blackley-Rice. Others present were Larry and Diann Thorn, Mary Beth Bryant, Sara Carroll, Michael Dunaway, Reggie Brann, Bill Doyle, and Cindy Balderson.

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Vice-Mayor Yackel called the meeting to order and led in the Pledge of Allegiance at 7:00 p.m.

**APPROVAL OF CONSENT AGENDA**

Councilman Forrest moved to approve the consent agenda, consisting of the agenda, minutes, and financial report, with the amendment to postpone item 15a on the agenda. The motion was seconded by Councilwoman Hubert and carried with the following votes.

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

**PUBLIC HEARING: Fiscal Year 2020 Proposed Budget and Capital Improvement Plan**

Vice-Mayor Yackel opened the floor to the Town Manager. Mr. Quesenberry stated this was a public hearing for the advertised proposed fiscal year 2020 budget and capital improvement plan. Mr. Quesenberry added there were no amendments made from Council, so the budget has been kept as proposed.

Vice-Mayor Yackel then opened the floor for public comments regarding the proposed budget and capital improvement plan. Mr. Brann spoke as a longtime resident of Warsaw. He stated that over the past three years there has been a sixty (60) percent increase in real estate taxes. It has increased from ten (10) cents to thirteen (13) cents and is now proposed to increase to sixteen (16) cents per \$100 of value. With the County in the process of reassessment more than likely the property values will increase which means the increased property taxes will likely be higher than the forecasted sixty (60) percent. He inquired as to the increases in the general estimates that have increased from \$1.4 million to 3.6 million and if that includes grant money.

Mr. Quesenberry affirmed that the increase in the general estimates section of the proposed does include grant monies awarded. In order to use the grant money, it has to be reflected in the budget. The normal operating budget of the Town has barely increased at all.

Vice-Mayor Yackel responded regarding the sixty (60) percent increase that in Council years past after reassessment when property values have increased, the tax rates have been lowered. Mr. Quesenberry added that the additional three cents increase in tax rate will generate approximately \$47,000-\$50,000. This amount is designated for the repayment of the loan needed to acquire the Gannon property. When the loan is paid in full, Council has stated before that the tax rate would be reduced.

Mr. Thorn inquired as to the total cost of the new fountain placed on Main Street. The cost was approximately \$49,000.00 but was covered 100% by the DHDC grant. The Town will not have any of its money toward the purchase.

At this point, Vice-Mayor Yackel closed the public hearing. Councilman Hamblin moved to approve the budget for fiscal year 2020 at the regular meeting scheduled for June 13, 2019. The motion was seconded by Councilman Forrest and carried with the following votes.

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

#### **PUBLIC COMMENTS**

Vice-Mayor Yackel opened the floor to public comments.

Ms. Cindy Balderson, VP and Development Director of Healthy Harvest Food Bank, spoke to request council to consider a 50% reduction in connection fees for Town water and sewer at the new Healthy Harvest Food Bank's new facility located on the by-pass. The Town Manager added that Town Council had adopted for a two-year period that began preceding his hiring and ended during his current tenure that rates would be reduced by 50% to encourage economic growth and development. That deadline has passed. Healthy Harvest is requesting that Council consider allowing them access to that reduction and discuss at the next Council meeting. Vice-Mayor Yackel requested that Healthy Harvest's request be added to the agenda for the June 13, 2019 regularly scheduled meeting.

#### **MAYOR'S REPORT**

There was no report submitted by Mayor Phelps in his absence.

#### **TOWN MANAGER'S REPORT**

The Town Manager announced that the fountain installation and the paving of the parking lot at the former transmission shop has been completed. With the paving completed there are approximately 65 municipal parking spaces for any commercial business or events held in town.

The Town is working with Dominion and their subcontractor, Team Fishel, for installation of the acorn lights in Town. Currently, Dominion is requesting the Town sign a contract stating that any damages that occur by Team Fishel during construction will be covered by the Town. Legal Counsel is reviewing the documents as it isn't customary to sign a blanket statement for a construction project.

#### POLICE REPORT – Chief Joan Kent

Chief Kent reported the Warsaw Police Department attended a General Instructors class at the academy, participated in an Internal Bureau of Reporting class at State Police Headquarters, participated in Special Olympics event held at the local school, participated in the Fraternal Order of Police Easter Egg Hunt at Stratford Hall.

Final bids were received for the construction renovation of the new police station. Riverview Construction had the lowest bid at \$64,808.40.

Chief Kent introduced Warsaw's newest auxiliary officer, Chris Ball to Council members. Chris was a graduate of Lancaster High School in 2014 and grew up in Northumberland County. He has a 17-month-old daughter and is active in his church and local rescue squads. His law enforcement career began at Haynesville Correctional Center. He has received certifications in: special conservator of peace, expanding baton, OC spray, intelligence and counterintelligence skillsets, powers of arrest, and emergency vehicle operations.

There were 136 calls for service in April handled by Warsaw Police Department.

#### PLANNING COMMISSION REPORT

Councilman English reported that there was no Planning Commission meeting in May.

#### WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in April was 186,600 gallons; a decrease of 10,200 gallons from March's average flow of 196,800 gallons. The max flow from town in April was 216,300 gallons, a decrease of 34,300 gallons from March's max flow of 250,600 gallons.

The average total phosphorus in April was 0.10 mg/l, which resulted in a monthly discharge of 4.1 lbs. For the year we discharged 15.0 lbs. which is 5.0% of our permitted 274 lbs.

The average total nitrogen for April was 3.60 mg/l. This resulted in a monthly discharge of 150.00 lbs. For the year we discharged 538 lbs. which is 14.7% of our permitted 3,655 lbs.

Mr. Ambrose reported that April has kept staff busy doing routine maintenance on all blowers and air compressors. Three manholes stopped up this month and were jetted out with the sewer Jetta. Once incident was located on Pine Street on a gravity line that fed to the old NNEC parking lot. The other two incidents were on the gravity line across Rt. 360 from the Orchard. This has become a regular occurrence therefore the personnel and maintenance supervisor has been

notified to try and cut out the flushing of disposable wipes and rags to prevent future stoppage in the line. The staff has also been busy keeping the grounds of the WWTP cut.

#### **NORTHERN NECK REGIONAL JAIL REPORT**

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 186 (44.6%), Gloucester 111 (26.6%), Northumberland 32 (7.7%), Richmond 24 (5.8%), Westmoreland 57 (13.7%) Other 7 (1.7%) for a total of 417.

Mr. Thorn alerted Council that the proposed budget for the jail would be presented to Council for approval at the June meeting.

#### **ECONOMIC DEVELOPMENT REPORT**

Mr. Quesenberry reported five (5) confirmed businesses will be opening in Town between June and September. The Town Manager met with two (2) retail/distribution facilities that are considering Warsaw. There are also five (5) prospective businesses in process with a hopeful opening in October. Revitalization efforts are taking shape and numerous projects are underway. Current projects underway in Town include: River Collision, Gordon Lane Townhomes, Bailey's Ridge Subdivision, River Pools & Spas, Healthy Harvest Food Bank, Relish, Old Rappahannock Brewing Company, and the former Amisha's property.

Currently, the Town Manager is awaiting to hear if the state has awarded Warsaw the \$600,000.00 Industrial Revitalization Fund that would be awarded as a loan to Old Rappahannock Brewing Company. If Warsaw is awarded this fund, once the loan is repaid by Old Rappahannock the monies are placed into a revolving loan fund that can be used at the Town's disposal in perpetuity.

#### **COMMITTEE REPORTS**

No committee meetings were held. Mr. Quesenberry stated that an Ordinance Committee Meeting needs to be scheduled. A citizen is requesting a zoning ordinance that needs to be discussed. It was decided by the committee members that the Ordinance Committee will meet at 6:30pm on June 13 prior to the Council meeting.

#### **OLD BUSINESS**

RCC Tennis Courts – Bill Doyle: Mr. Doyle is the Vice President of Finance and Administrative Services at Rappahannock Community College (RCC). Mr. Doyle is proposing a College and Community partnership in renovating the tennis courts located at RCC. Recently, Mr. Quesenberry, Richmond County Administrator Mr. Morgan Quicke, and Mr. Doyle met regarding the opportunity to collaborate to restore the courts to a more useable condition. Winters are particularly hard on the surfaces. Two of the four courts have been closed due to their current condition. The college keeps a close eye on the courts to ensure they are safe for use. In March of last year two estimates were prepared. The renovation estimate totaled \$187,560.00 and involves milling down the courts and replacing the surface at the current grade. The second estimate involves rebuilding the courts and at a projected to cost of \$298,258.00. The rebuilding

estimate involves demolishing the courts, regrading the area and replacing the courts. This would be required to host USTA events and/or to receive USTA-related grant funds. For the purposes of the college, the local high school, and typical community use restoring the courts at the current grade is a workable solution and the most cost effective. RCC proposes a cost sharing effort to reestablish the courts at the renovation cost of approximately \$200,000.00. Mr. Doyle outlined the proposal (a copy of which is attached to these minutes as Attachment A) with the Town of Warsaw contributing \$15,000.00. RCC will “finance” the project up front and each partner would pay its share over a three-year period in equal installments plus a modest interest/fee. Mr. Doyle is presenting this proposal to the local college board for approval on May 22. Ideally the project will be started in the fall but would need to be completed prior to winter.

**Stormwater Project Update:** The Town Manager reported he has signed a notice to proceed for construction and are waiting for the notice to proceed from Department of Environmental Quality. Once that is received, the contractor can begin the work at the former Gannon property.

**Main Street Revitalization Update:** The former Transmission Shop is currently being renovated with the tenant opening scheduled for June. Relish’s renovation is progressing nicely. The brewery renovation is on schedule.

Vice-Mayor Yackel inquired if the Town was still receiving applications for the \$2,500.00 Business Improvement Grants (BIG). The Town Manager replied that he anticipates three (3) will be ready to present to the Economic Development Committee to discuss.

**Police Station Update:** The Town Manager reported a copy of the lowest bid had been provided in the packet. The original bid provided by River View Contracting was \$78,000.00, but Chief Kent and the Town Manager worked together to narrow the scope in order to lower the cost. A copy of the contract has been included with the minutes as Attachment B. Councilman Forrest moved to authorize the Town Manager to enter into the contract as quoted from River View Contracting in the amount of \$65,048.40. The motion was seconded by Councilman Hamblin and carried with the following votes.

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

## NEW BUSINESS

**Board of Zoning Appeals – Reappointment of Brad Lowery:** Vice-Mayor Yackel reminded Town Council members that two (2) vacancies need to be filled. Mr. Lowery has agreed to stay on an additional term and needs to be reappointed to an additional term. Councilman Forrest moved to request to the Circuit Court to reappoint J. Bradford Lowery, III to serve on the Board of Zoning Appeals for a term effective 1/1/2019-12/31/2022. The motion was seconded by Councilwoman Hubert and carried with the following votes:

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

**Closed Session – 2.2-3711 A3 (Real Property)**

Councilman English moved enter closed session in accordance with Section 2.2-3711A (3) Real Property of the Virginia Freedom of Information Act. The motion was seconded by Councilman Forrest and carried with the following votes.

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

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

Paul G. Yackel	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye
Rebecca C. Hubert	Aye	Auriel Walker	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.

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

**CLOSING COMMENTS**

Councilman Self stated there was a lot on the agenda tonight and it was a good meeting. There is plenty to look forward to in the Town.

Councilwoman Hubert thought it was a very good meeting tonight.

Councilman Hamblin wants to wish his wife a very happy birthday to his wife. He would be remiss if he didn't give a special thank you to Michelle's Sweet Treats for preparing the special Crème Brûlée, his wife's favorite, as a special item for her birthday.

Councilman English shared that his son is enjoying the water fountain.

Vice-Mayor Yackel announced that the Art department at Rappahannock High School is having a popup Art in the Park on Wednesday, May 15<sup>th</sup> from 5-7pm. It looks to be a really neat event and he hopes everyone can check it out.

There being no further business Vice-Mayor Yackel adjourned the meeting at 8:33 p.m.



Submitted by: Julia Blackley-Rice, Clerk

Rappahannock Community College (RCC)  
Warsaw Campus Tennis Courts Renovation Project  
May 2019

- RCC's Warsaw Campus tennis courts are in need of a complete renovation
  - Normal wear-and-tear, coupled with weather-related damage from freezing and thawing, has resulted in large cracks and uneven surfaces on all four courts; two of the four courts are presently closed
  - Estimates were prepared for two options (March 2018)
    - Renovation - \$187,560
    - Rebuild - \$298,258
  - Renovation involves milling down the courts and replacing the surface at the current grade
  - Rebuild involves demolishing the courts, regrading the area and replacing the courts; this would be required for USTA events and/or USTA-related grant funds
  - Based upon the current and prospective usage of the courts, the most cost effective solution is Renovation
  - Propose a College/Community Partnership to renovate the courts
  - Estimated Total Costs - \$200,000 (subject to state agency bidding process)
- |                                |               |
|--------------------------------|---------------|
| ➤ RCC                          | \$ 80,000     |
| Richmond County                | 50,000        |
| Richmond County Public Schools | 25,000        |
| Town Of Warsaw                 | 15,000        |
| Sponsorships/Fundraising       | <u>30,000</u> |
| Total                          | \$200,000     |
- RCC proposes to “finance” the project upfront, with each partner paying its share over a three year period in equal installments plus modest interest/fee (based upon foregone investment opportunity costs, e.g., three year bank CD rate)
  - Local College Board approval of project and “financing” approach  
 Richmond County BOS approval  
 Richmond County Public Schools approval  
 Town of Warsaw Town Council approval  
 Memorandum of Understanding between the Partners  
 Bid and award the contract



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 170 Moran Creek Rd  
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 8044363463  
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 www.riverviewnnk.com



River View

## ESTIMATE

### ADDRESS

Warsaw Police

ESTIMATE # 1076

DATE 04/29/2019

ACTIVITY	QTY	RATE	AMOUNT
<b>12 Doors &amp; Trim</b> Commercial steel Doors as specified See spec sheet	1	5,632.00	5,632.00
<b>13 Windows &amp; Trim</b> Pass thru Window for reception area. Add \$600 for level 1 ballistic	1	1,500.00	1,500.00
<b>02.10 Demo</b> Demo Remove windows and doors as necessary to install new Remove counters Demo wall Demo kitchen Carpet removal	24	180.00	4,320.00
<b>Labor</b> Construction Labor to install pass thru window	1	600.00	600.00
<b>Labor</b> Construction Labor to frame opening and prepare for steel door in reception area	1	1,200.00	1,200.00
<b>Labor</b> Construction Labor to prepare and install 3' steel door in exterior opening and tie to block as necessary. Door will have 8" steel jambs and steel casing and threshold. Half glass	1	1,200.00	1,200.00
<b>05 Masonry</b> Remove siding and trim around door Close in double door with 8" cmu and tooth in	1	2,500.00	2,500.00
<b>11 Siding</b> install Siding over new masonry area with furring strips and foam board	4	135.00	540.00
<b>11 Siding</b> Siding materials	1	120.00	120.00
<b>07 Wall Frame</b> Wall Framing interior for chiefs office and hallway And evidence room closet	8	135.00	1,080.00
<b>materials</b> Framing materials for all walls and door opening changes	1	1,200.00	1,200.00

ACTIVITY	QTY	RATE	AMOUNT
<b>Labor</b> Construction Labor in evidence room to frame closet and install steel doors x2 And install wire shelving	8	135.00	1,080.00
<b>materials</b> shelving materials	1	120.00	120.00
<b>22 Specialty</b> Install vent fan in evidence closet	4	90.00	360.00
<b>materials</b> Vent fan and materials needed	1	350.00	350.00
<b>Labor</b> Construction Labor to remove cabinet	1	45.00	45.00
<b>16 Electrical &amp; Lighting</b> Electrical as needed for wall changes and additions	1	2,500.00	2,500.00
<b>Labor</b> Construction Labor to cut opening frame as needed and install rear steel door to deck	12	135.00	1,620.00
<b>21 Cabinets &amp; Vanities</b> New counter tops in admin office	1	2,500.00	2,500.00
<b>Allowance</b> Allowance for cabinets and counter tops in kitchen area Subject to design	1	2,500.00	2,500.00
<b>22 Specialty</b> new Electric apartment size cook stove Magic chef from Home Depot	1	800.00	800.00
<b>Labor</b> Enlarge ceiling access and trim	1	400.00	400.00
<b>Drywall</b> Patches and new walls Material and labor	1	2,500.00	2,500.00
<b>23 Floor Coverings</b> Floor Coverings Vinyl plank flooring like town office from Lowe's Material and install Approx 370 sq ft	1	2,220.00	2,220.00
<b>23 Floor Coverings</b> Floor Coverings Carpet tile glued in offices approx 231 sq ft total	1	2,500.00	2,500.00
<b>Labor</b> Construction Labor to prep for stone install Remove siding and trim from ground to 36" up	8	180.00	1,440.00
<b>05 Masonry</b> Install cultured stone 3'h and 76' L on front and side of building	1	7,980.00	7,980.00
<b>Decks</b> 15x12 rear deck with wood decking and rails	1	5,400.00	5,400.00
<b>profit and overhead</b> Profit and overhead mark up, also covers material pick up and delivery	54,207	0.20	10,841.40

TOTAL

**\$65,048.40**

Accepted By

Accepted Date