

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JULY 11, 2019 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held Thursday, July 11, 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. No Council Members were absent.

Town staff present were Town Manager Joseph N. Quesenberry, Police Chief Joan Kent, and Treasurer and Clerk Julia Blackley-Rice. Others present were Larry and Diann Thorn, Mary Beth Bryant, Dr. Elizabeth Crowther, and a representative from the Northern Neck News.

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

Councilman Hamblin noted a correction to the minutes from the work session. He stated that his motion was to reimburse Gregory Packett the amount he is owed, up to \$100,000.00, in repairs to the Saddlery building.

Councilman Forrest moved to correct the minutes as presented by Councilman Hamblin. 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

Councilman Forrest moved to approve the consent agenda, consisting of the agenda, minutes with the correction, and financial report. 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

PUBLIC COMMENTS

Mayor Phelps opened the floor to public comments.

There being no public comments, Mayor Phelps closed the floor to public comments.

RESOLUTION – Honoring Dr. Elizabeth “Sissy” Crowther, former RCC President

Mayor Phelps read the resolution honoring Dr. Crowther’s service to the town during her tenure as President of Rappahannock Community College. Mayor Phelps congratulated Dr. Crowther on her recent retirement.

Councilman Forrest moved to adopt the resolution honoring Mr. Rhodes 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

MAYOR’S REPORT

Mayor Phelps stated his report will be interspersed throughout the meeting. He did not have a formal report.

TOWN MANAGER’S REPORT

The Town Manager reported the Board of Zoning Appeal met and approved a variance request for a deck that would encroach setback ordinances. Mr. Quesenberry announced that Bubba B’s Ice Creamery is now open. The Request for Proposal, or RFP, has been published seeking architectural and design services for the Farmer’s Market/Amphitheater project. The RFPs are due in the office by 2pm on July 31, 2019. The Town Manager reported that Chief Kent will provide more information regarding the USDA Grant & Loan award in her report. The new equipment purchased for the Town’s Public Works department has arrived. A mini-excavator, tractor, and lawn mower were recently purchased.

POLICE REPORT – Chief Joan Kent

Chief Kent reported the Warsaw Police Department attended several meetings with The Orchard for crisis training. A practice drill situation will be scheduled soon. Staff assisted with traffic control at the High School graduation, attended a safety meeting for the upcoming WarsawFest event, attended the fireworks safety meeting, and the firework event held at the fairgrounds. Chief Kent provided a flyer to Councilmembers detailing the 2nd Annual National Night Out held on August 4 from 3pm to 7pm at Warsaw Town Park. She hopes everyone can attend. Chief Kent and the Town Manager met with Tara Delaney from the Rural Development department of USDA. The Town was awarded a \$25,000.00 grant and \$25,000 loan combo for assistance with purchasing equipment and furniture for the new police department.

There were 139 calls for service in June handled by Warsaw Police Department.

PLANNING COMMISSION REPORT

Councilman English reported that the Planning Commission did not meet in July due to the holiday.

WASTEWATER TREATMENT FACILITY REPORT

Mr. Ambrose was not present at the meeting; therefore, his report was deferred until next meeting.

NORTHERN NECK REGIONAL JAIL REPORT

The Total Population Breakdown report was included in Town Council’s packet and the breakdown is as follows: Federal 175 (41.2%), Gloucester 113 (26.6%), Northumberland 34 (8.0%), Richmond 26 (6.1%), Westmoreland 68 (16.0%) Other 9 (2.1%) for a total of 425..

Mr. Thorn presented the proposed budget for the Northern Neck Regional Jail to Town Council for approval. Vice-Mayor Yackel moved to approve the Northern Neck Regional Jail annual budget for FY19/20 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

ECONOMIC DEVELOPMENT REPORT

The Town Manager reported that a press release is forthcoming concerning first round of business openings, Bubba B’s and Willow Stitch. Hope to have additional announcements with a second group of openings following soon after.

COMMITTEE REPORTS

No other committees have met at this time.

OLD BUSINESS

Board of Zoning Appeals – New Appointees (2): Mayor Phelps spoke to Council regarding the two (2) vacancies on the Board of Zoning Appeals that needs to be filled. He appealed to Councilmembers for suggestions of Town members for these vital roles. He authorized the Town Manager to place in ad in the paper.

Main Street Revitalization Update: The Town Manager reported the monthly meeting for updates was recently held. Everything is going well, the bids for the brick paver sidewalk work will be in next week. The Town Manager anticipates two firms to place bids for the project. The landscaping around the LOVE sign has been completed. The anticipated timeline is as follows: receive bids for sidewalks and pavers, followed by completion of the sidewalks and installation

of the benches and planters, with the remaining acorn lights being installed last. It is anticipated the sidewalks will be completed prior to WarsawFest.

Vice-Mayor Yackel inquired to the status of the Median Beautification project. The Town Manager stated he received notes from VDOT with approximately 20 items that need to be addressed prior to moving forward. To address these items would be an expensive undertaking and the Town Manager recommends placing this project on the backburner for now.

Police Station Update: Chief Kent reported the police is moving along smoothly. The sheetrock and new wall have been completed and the flooring should be completed next week. The contractor is waiting for the steel doors to arrive. The contractor will be contacting Ed Brown with ODCS to wire in the security measures.

NEW BUSINESS

USDA Resolution – Loan & Grant Resolution for Police Equipment: The Town Manager reported that the Town was awarded the loan/grant combo from the USDA and to start the loan process the resolution that is included in Town Council’s packets needs to be adopted.

Councilman Forrest moved to adopt the USDA loan resolution as presented. 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

Sidewalk Project Bids – Authorization for Selection: The Town Manager reported two option to Town Council for the acceptance of the sidewalk project bids. With bids due on Wednesday, July 17th, Town staff could bring the bids back to Councilmembers at the August meeting. The second option is to authorize the Town Manager to accept the lowest bid. Discussion followed.

Councilman Self moved to authorize the Town Manager to accept the lowest bid for the sidewalk project. 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	Aye	Auriel Walker	Aye

Town Election Update: Mayor Phelps reported the Town Manager and he met with the County Administrator, Mr. Quicke, and the County Registrar, Mrs. Cullison. They discovered that due to a change in voting regulations two machines would need to be purchased for the Town to hold elections in the month of May and accommodate the absentee votes. Each machine costs

approximately \$25,000.00. The County is stating that if the Town elects to keep holding elections in May, the expense will be passed on to the Town. Mrs. Cullison proposed to Mayor Phelps if the Town moves the election to November starting in 2022. Moving the election to November would need approval from the General Assembly. Discussion followed. In a quick poll, Councilmembers were leaning to moving elections to November. No action was taken at this meeting.

Zoning Ordinance Amendments – Schedule Public Hearing – August 8th, 2019: The Town Manager requested Councilmembers schedule a public hearing for the zoning ordinance amendments concerning fencing in an area zoned C-1 and temporary storage units. Planning Commission will hold a public hearing at their regularly scheduled meeting on August 1, 2019 at 7pm. Warsaw Town Council will hold a public hearing at their regularly scheduled meeting on August 8, 2019 at 7pm.

Councilman English moved to schedule a public hearing for August 8, 2019 at 7pm for the two zoning ordinance amendments presented, allowing fencing in an area zoned C-1 and permitted use for temporary storage units. 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	Aye	Auriel Walker	Aye

Core Database Update – Julia Blackley-Rice: Mrs. Blackley-Rice updated Town Council that the conversion from Citipak to FMS would begin starting August 19. The needed server upgrade installation would begin the week of July 30. Currently, the conversion process is running smoothly. This upgrade will allow for online payments to resume. Southern Software will be onsite the week of August 26th for onsite training.

Closed Session – 2.2-3711 A3 (Real Property) & A5 (Prospective Business)

Councilman Hamblin moved to enter closed session in accordance with Section 2.2-3711A (3) Real Property and (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
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 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.

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

There was no action out of closed session.

CLOSING COMMENTS

Mayor Phelps and Vice-Mayor Yackel announced they are unfortunately unable to attend the Richmond County Fair this year due to prior engagements. Mayor Phelps hopes everyone else will be able to attend. Councilman Hamblin agreed to represent the Town during opening ceremonies on opening night.

Mayor Phelps announced there is a group that opposes offshore drilling that would like to present information to Town Council. The representative is aware of the public comment portion of the meeting.

Councilmembers English, Forrest, Hamblin, Hubert, Walker, and Self all thought that tonight was a great meeting.

There being no further business Mayor Phelps adjourned the meeting at 8:45 p.m.

Submitted by: Julia Blackley-Rice, Clerk