

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING & PUBLIC HEARING  
DECEMBER 12, 2019 – 7:00 P.M.

The regular and public hearing meeting of the Warsaw Town Council was held Thursday, December 12, 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, Rebecca Hubert, Faron Hamblin, and Auriel Walker. Council Members Absent: Ogle E. Forrest, Sr.

Town staff present: Town Manager Joseph N. Quesenberry, Chief Joan Kent, Director of Stormwater and Wastewater Lee Ambrose, Sergeant Eddie Headley, Officer Max Sanchez, and Treasurer and Clerk Julia Blackley-Rice. Others present: Larry and Diann Thorn, Mary Beth Bryant, Sara Carroll, Hannah Tiffany, Ed Milsted, and Michelle 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

During the approval of the consent agenda, Councilman Hamblin moved to amend the agenda by adding to new business item 13f, Discussion Regarding 2A Sanctuary Town Status. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	No
Ralph W. Self	Aye	Faron H. Hamblin	Aye
Rebecca Hubert	No	Auriel Walker	Aye
Jonathan B. English	Aye		

Councilman Self moved to approve the consent agenda as amended. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

PUBLIC COMMENTS

Mayor Phelps opened the floor to public comments.

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

## MAYOR'S REPORT

Mayor Phelps reported that he has heard numerous positive comments regarding the look of the Town, especially during this holiday season.

## TOWN MANAGER'S REPORT

To begin his report, the Town Manager thanked Councilmembers for hosting a wonderful Christmas dinner. It was a wonderful night shared with Councilmembers, Town Staff, and various committee members.

Mr. Quesenberry stated there are many economic development projects underway. The new Dairy Queen remodel project is underway. A new Mexican restaurant, South of the Border on Main, is looking to open in April in the former Amisha's building. A manufacturing facility is relocating to Warsaw. Abundant Life Foods is planning to open in January 2020.

Mr. Quesenberry announced the employment of new Refuse Truck Driver, Les Clark. He began employment in early December and the Town is happy to have him on board.

Mr. Quesenberry reminded Councilmembers of the Town's Dickens of a Christmas event on Saturday, December 14. Weather permitting, from 11am-8pm with a myriad of activities throughout the day. The Christmas parade begins at 3pm and Chief Kent has done a phenomenal job on the Town float. The Oyster Roast will follow the parade at 4pm, with the Trolley/Carriage rides beginning at 4:30pm. Mr. Quesenberry reminded everyone to bring an umbrella, it's supposed to rain in the morning, but hopefully clear up by the start of the parade.

## POLICE REPORT – Chief Joan Kent

Officer Kent reported that the Warsaw Police Department assisted the community by directing traffic for the Turkey Trot and that Officer Bobby Moore is now a certified firearms instructor.

There were 177 calls for service in November handled by Warsaw Police Department.

## PLANNING COMMISSION REPORT

Councilman English reported that Planning Commission did not meet.

## WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in November was 174,600 gallons; a decrease of 12,800 gallons from October's average flow of 187,400 gallons. The max flow from town in November was 196,600 gallons, a decrease of 85,400 gallons from October's max flow of 282,000 gallons.

The average total phosphorus for November was 0.07 mg/l, which resulted in a monthly discharge of 2.3 lbs. For the year we discharged 73.4 lbs. which is 26.8% of our permitted 274 lbs.

The average total nitrogen for November was 2.62 mg/l. This resulted in a monthly discharge of 90.00 lbs. For the year we discharged 1,383 lbs. which is 37.8% of our permitted 3,655 lbs.

Mr. Ambrose reported the monthly maintenance on our service water screens, made an adjustment on Ferric Chloride addition, removed the bottom inspection plate off the sludge screw press and found a clog which was preventing the proper amount of flow going out of the chute. During a visit from VRWA, we expressed concern for not having any classes easily accessible for the eastern part of Virginia. With required CPE's coming due at the end of February 2020, the representative called around and a class is scheduled for Mid-February. This class will offer enough credits needed for a Class 2 W/W license. Cut our return pumps on and treated all water from our eq basin. Nov.29<sup>th</sup> L/S#6 lost power and was transferred to generator power, upon switching back to normal operation the transfer switch got hung and no power was going to the pumps which resulted in a small discharge of sewer. DEQ has been notified and all reports have been filed. Fidelity generator company came in and found the transfer switch was installed upside down in the wrong sized cabinet. They are in the process of building one for us and will install in proper cabinet when production is finished. The faulty one had been installed when the new generator was purchased from another company. A leak was found in our polymer system which was fixed and reinstalled. We greased all motors around the plant and cleaned all blower air filters and reinstalled. We cleaned both SBR D.O. probes and placed back in service. Due to the amount of service needed constantly to our polymer pumps and the inconsistencies when it is running we had a rep come in and see about offering us a different pump system that comes with a lot less maintenance, upon him looking at our system he believed he could offer us a hose pump but retrofit it to the motors we already have in place saving us money, he is working on a quote for us on this. We also had someone come in to look at replacing our 6 sodium halide lights in our press room none of which are working and are inaccessible for repair due to them being 25ft. in the air and in the middle of the building, with LED lights which consume way less electricity than the lights installed and he stated that 3 of these would be more light than the 6 sodium halides offered, he is also working on a quote for us on this. And I speak for all employees on thanking you all for a great Christmas dinner.

#### NORTHERN NECK REGIONAL JAIL REPORT

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 160 (35.6%), Gloucester 124 (27.6%), Northumberland 29 (6.5%), Richmond 33 (7.3%), Westmoreland 93 (20.7%) Other 10 (2.2%) for a total of 449.

#### COMMITTEE REPORTS

No committees have met.

#### OLD BUSINESS

Main Street Revitalization Update: The Town Manager reported that the DHCD revitalization grant for the project is nearing the end of its term. An extension request will be formalized and submitted to continue funding because there are a couple of items that need to be completed, mainly the stormwater lines and drop inlets. DHCD is aware and has asked that the Town submit the request in writing.

The Bounds & Stormwater Update: The Town Manager reported a copy of the minutes from the previous meeting was included in their council packet. Overall, the project is moving along well, there have been delays due to various septic and fuel tanks located at the project site. The project was stalled due to the safe removal of the tanks. After speaking with the contractor, the project looks to be complete around mid-February.

Decorative Lighting & Issue with Dominion: The Town Manager reported that the poles on the new acorn lights are leaning. In addition, the Town has incurred several problems with this project. Dominion subcontracted out the installation to Team Fishel. No poles were installed with tag numbers, therefore if there is a problem a work order can not be completed for a certain pole. The Town Manager visited surrounding localities that have similar poles and the poles there were installed correctly and labeled with pole numbers. Mr. Quesenberry is actively pursuing correcting the issue with Dominion. For the next phase of acorn lights, the Town Manager will ensure the installation is handled correctly. Currently, only one more easement from a property owner is needed before they can be installed.

Mayor Phelps inquired into the progress researching handicap playground equipment. Councilman Hamblin stated that he is aware of a foundation in honor of a young girl, Maddie. This past weekend, an all accessible playground was opened by this foundation. Councilman Hamblin is reaching out to possibly obtain contacts on where to start when looking for handicap playground equipment.

#### NEW BUSINESS

Saddlery Scope of Work & Upcoming Items – Schedule Public Hearing § 15.2-1800 Purchase, sale, use, etc., of real property: The Town Manager reported that a meeting was held between the Town and the Saddlery Foundation. The Saddlery Foundation envisions the Saddlery building becoming the Northern Neck Center for History and Education. It will offer education and research, exhibits, and meeting space. Legal Counsel for the Foundation and the Town were also present and determined a few action items to clear up. First, due to no executed lease agreement between the Saddlery Foundation and the Town of Warsaw, Town Council will need to approve the Scope of Work presented in the council packet. Phase 1 tasks pertain to getting the elements away from the building. The basement will be finished, windows installed, and keeping the elements from within the building. Second, a public hearing needs to be scheduled. A deed of gift was never drafted or signed between the Town of Warsaw and Mr. Packett. Our attorneys believe that if an issue arises and it had to go to court, the building is on our property so more than likely the Town would win. However, both legal counsels have advised the Town to pursue obtaining a deed of gift.

It was explained by the Town Manager that Phase 1 tasks consist of the following:

- Item 1: prepare and install concrete in the basement area per engineered plans;
- Item 2: prep and install concrete for new sidewalk which will be ADA compliant;
- Item 3: waterproof membrane installation around entire perimeter of building;
- Item 4: install new 200amp electrical service panel meter;
- Item 5: install handicap ramp;

- Item 6: install new treated stairs and landing with salt treated lumber;
- Item 7: install handrail system on handicap ramp and deck;
- Item 8: install new sump pump and drainage system;
- Item 9: install four new windows in basement area – insulate, seal, and trim;
- Item 10: install new basement entry door – insulate, seal, and trim; and
- Item 11: install backfill material around perimeter of the building).

There is a bid proposal out for the items listed, however, Town Council will review any bids received for acceptance prior to any bid being awarded.

Councilman Hamblin moved to schedule a public hearing to pursue obtaining a deed of gift from Mr. Packett for the Saddlery building. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

Councilman Hamblin moved to accept the scope of work 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

Planning Commission Terms to Expire – Mary Beth Bryant, Hannah Tiffany, Barbara Jean LeFon: The Town Manager reported on December 31, the terms of three Planning Commission members will expire.

Councilman Self moved to re-appoint Mary Beth Bryant to Planning Commission with a term beginning January 1, 2020 and ending December 31, 2023. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

Councilman English moved to re-appoint Hannah Tiffany to Planning Commission with a term beginning January 1, 2020 and ending December 31, 2023. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

Councilman English moved to re-appoint Barbara Jean LeFon to Planning Commission with a term beginning January 1, 2020 and ending December 31, 2023. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

Stormwater Project – Bid Results & Authorization to Proceed: The Town Manager reported that two bid amounts were received. The first bid totaled \$1.6 million. The second bid totaled \$482,370.00. When the bid was reviewed, the price for the same linear feet of pipe showed a major price discrepancy. On a \$600,000.00 proposed budget, the bid came in for \$482,370.00; \$300,000.00 of which is covered by grant funds. The Town will need to cover \$182,370.00 plus any subsequent change orders that are received. Mayor Phelps added the Town Manager also sent the proposed bid to the project engineer for review.

Councilman Hamblin moved to accept the proposed bid and authorize the Town Manager to execute the contract, if the engineers deem the bid to be acceptable. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

USDA Grant Funding – Police Equipment, Vehicles, and Pump Station Generator: The Town Manager is pleased to announce Town of Warsaw was awarded three separate grant awards from USDA. A \$25,000 grant was awarded for police equipment. Chief Kent stated these funds covered the mobile data notebooks, radios, and other needed equipment. A \$32,000 grant was awarded for the purchase of two new police vehicles. The third grant was submitted in response to Hurricane Michael. A grant of \$15,000 was awarded to replace the generator at Pump Station 1 that was destroyed during the Hurricane.

One Tree Per Person: The Town Manager stated that he is working in conjunction with Friends of the Rappahannock to plant trees within the Rappahannock River watershed. Friends of the Rappahannock received a grant for tens of thousands of trees. To start, the Town Manager is looking for creative ways for residents to get and plant a tree per household. The ultimate goal is to plant approximately 1,500 trees, which would represent 1 for each resident in Town.

Second Amendment Sanctuary Town Discussion: Mayor Phelps turned the floor over to Councilman Hamblin. Councilman Hamblin was approached by citizens in Town inquiring as to if it was necessary for the Town to become a Second Amendment Sanctuary Town. Richmond County Board of Supervisors approved the Resolution. After some discussion, it was the consensus to table the issue until the January meeting. It was decided that Councilmembers needed to research the issue and what is entailed prior to voting.

#### CLOSING COMMENTS

Mayor Phelps thanked Council for all their hard work during the year.

Councilman English stated he can't go anywhere without hearing positive comments regarding Warsaw. He hopes others are hearing the same.

Vice-Mayor Yackel walked downtown during Small Business Saturday. There were people everywhere on Main Street. It was great to see.

Councilman Hamblin wants to thank everyone for a great Christmas dinner.

Councilman Self thinks that Warsaw had a very successful year. He sees so many positive events happening and is thankful for all that has been accomplished.

Councilwoman Hubert is so excited to be able to do her Christmas shopping in town!

Councilwoman Walker thinks Warsaw had a great year!

There being no further business Mayor Phelps adjourned the meeting at 7:53 p.m.

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Submitted by: Julia Blackley-Rice, Clerk