

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
August 10, 2023 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, August 10, 2023, at 6:00 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., Mary Beth Bryant, Jonathan English, and Faron Hamblin. Councilman Self and Councilwoman Hubert were absent.

Town staff present: Town Manager Joseph Quesenberry and Treasurer & Clerk Julia Blackley-Rice.

Also present: Approximately 5 others present in the Council Chambers.

*The meeting was live streamed on the Town of Warsaw Facebook page.*

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Phelps called the meeting to order and led in the Pledge of Allegiance at 6:00 p.m.

APPROVAL OF CONSENT AGENDA

Vice- Mayor Yackel noted the following corrections to the minutes under the Consent Agenda: item number 8 in closed session should be A1 instead of A4. On page 4 of the minutes, under section 2.2-3711A, Town Council also went into closed session for Personnel. Councilman Forrest moved to approve the consent agenda as corrected. The motion was seconded by Vice- Mayor Yackel and carried with the following votes:

Randall L. Phelps	Aye	Faron Hamblin	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ogle E. Forrest, Sr.	Aye

PUBLIC COMMENT:

Katherine Cassidy from the Boys & Girls Club of the Northern Neck took the podium and invited the Council to a breakfast and open house on August 24<sup>th</sup> from 8:00am to 9:30am.

There being no further comments, Mayor Phelps closed the Public Comment section of the meeting.

REPORTS

MAYOR'S REPORT: Mayor Phelps mentioned the Richmond County Fair opened this week. He was not able to attend opening night, but Councilman Self attended and opened with a great welcome message from the Town.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) reiterating that the Richmond County Fair is this week. (2) Mr. Quesenberry updated the Council on the streetlights. Miss Utility has been called in for the remainder of the acorn lights. Ribbons have been placed on the lights that will be relocated. It should be completed by the next Town Council meeting. (3) The next 4<sup>th</sup> Friday's Concert will be on August 25<sup>th</sup> and The Mullins Sisters will be performing. (4) Mr. Quesenberry stated he would like to get with the Personnel Committee to work on a more formal pay range schedule for Town employees. (5) Mr. Quesenberry thanked Officer McElroy for going out of her way to help a Town resident. (6) Mr. Quesenberry also thanked Chief Paulette with Richmond County EMS for installing an AED at the Town Park.

POLICE REPORT: Mr. Quesenberry stated the Warsaw Police Department did receive a DMV grant for selective enforcement. Mr. Quesenberry reported there were 310 calls for service.

COUNCIL COMMITTEE REPORTS: The Economic Development Committee did meet and will discuss recommendations under New Business.

PLANNING COMMISSION: The Planning Commission did not meet.

NORTHERN NECK REGIONAL JAIL REPORT: The monthly jail population report was provided in the council packet. Vice- Mayor Yackel stated that the NNRJ has been in business for 28 years and there are 3 board members that have been involved with the jail since inception. They are retiring at the end of the year. One of those retiring is the current Superintendent Ted Hull. The new Superintendent of NNRJ will be Michelle Lewis.

WASTEWATER TREATMENT FACILITY REPORT: No report. Will be included in next month's meeting.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated that there is a remaining balance of \$952,985.47. We spent \$588,764.98 for a total allocation of \$1,541,750.45.

#### OLD BUSINESS

ECONOMIC DEVELOPMENT UPDATE: Mr. Quesenberry stated he is currently working with a different potential tenant for the former Chesapeake Doughnut location. Mr. Quesenberry would like to use the previous Economic Incentive offered of up to \$2,000.00 per month for up to 12 months for this entity as well. Councilman Forrest moved to offer the same incentive to the potential entity. The motion was seconded by Councilman Hamblin and carried with the following votes:

Randall L. Phelps	Aye	Faron Hamblin	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ogle E. Forrest, Sr.	Aye

PROJECTS UPDATE: **74 Main Street:** Mr. Quesenberry stated the Town did not receive any bids on the project. It was advertised in the Freelance Star and Richmond Times Dispatch. He stated he has contacted a few of the companies that showed interest and they responded that they were stretched too thin and needed more time. The bid date has been extended to September 27 at 11am. **The Bounds:** Mr. Quesenberry has been working with DEQ and he has a list of action items that need to be corrected. Mr. Quesenberry stated the engineers are drafting a request to bid so the Town can finish everything out. Once the request to bid is finished, it will be sent to the attorneys to ensure everything looks good. The Town will then issue a request for bids in the newspaper. **Comprehensive Plan Open House:** Will be on Tuesday, August 22 from 5:30 to 7:30. Mr. Quesenberry stated there is a prelim draft of the updated plan on the Town's website. **VDOT TAP Project:** No major changes since last meeting.

#### HOTEL MARKET ANALYSIS- FINAL: INCLUDED IN PACKET

Mr. Quesenberry stated our market area is favorable for lodging. Currently, Richmond County has just one Quality Inn location. This addition would include 15 rooms and it would be located above the Taphouse. Mr. Quesenberry mentioned he has a meeting with Virginia Tourism to discuss potential financing.

#### USDA WELL REPLACEMENT:

Mr. Quesenberry stated he received the engineering report from Resource International. The final number is around 1.2 million. Mr. Quesenberry is working with USDA to get a grant/loan combo. Mr. Quesenberry has also reached out to the Virginia Department of Health for grant funding. He stated he believes it will be hard to get grant funding due to the change in the median household income.

#### NEW BUSINESS

**LEAD SERVICE LINE REMOVAL (LSLR)- EPA/VDH:** Mr. Quesenberry explained that every water meter in Town needs to be assessed and any meter that contains lead, copper, etc. will have to be replaced. This will have to be completed by October 2024. Mr. Quesenberry did mention that every town and city will also have to do this project.

#### MURAL CONTEST WINNER:

Mr. Quesenberry announced that Michelle's Sweet Treats won and read the entry she submitted. A 5-year agreement from the building owner is required. Town Council agreed for Mr. Quesenberry to move forward.

**BUSINESS IMPROVEMENT GRANT APPLICATIONS:** Councilman English stated the Economic Development Committee did meet and had three business improvement grant applications to review. The first application is for the Richmond County Public Library. They are looking to replace their sign by Fall of 2023. They are asking for the full \$2,500 to be reimbursed. The recommendation from the Committee is to grant the full \$2,500 award. Councilman Forrest moved to approve the grant award for 50% of the cost and not to exceed \$2,500. The motion was seconded by Councilman English and carried with the following votes:

Randall L. Phelps	Aye	Faron Hamblin	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ogle E. Forrest, Sr.	Aye

The second application was from A.D. Davis CPA. He spent \$6,014 to remove brush, tree limbs, and repaint the roof and building. According to the business grant application, there is no eligibility for routine maintenance. Therefore, there was no recommendation from the committee. Council declined to take action on the request.

The third application is from Dameron Family Health & Wellness. He requested grant funds for new signage and landscaping. The Committee did recommend approval for the grant in the amount of \$2,500. Councilman Forrest moved to approve the grant award for 50% of cost, not to exceed \$2,500.00. The motion was seconded by Councilman English and carried with the following votes:

Randall L. Phelps	Aye	Faron Hamblin	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ogle E. Forrest, Sr.	Aye

CLOSED SESSION- 2.2-3711 A-1: PERSONNEL MATTERS and 2.2-3711 A-5: PROSPECTIVE BUSINESS and 2.23711 A-7: LEGAL MATTERS

Vice- Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (1) Personnel Matters and 2.2-3711A (5) Prospective Business and 2.2-3711A (7) Legal Matters of the Virginia Freedom of Information Act. The motion was seconded by Councilwoman Bryant and carried with the following votes:

Randall L. Phelps	Aye	Faron Hamblin	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ogle E. Forrest, Sr.	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	Faron Hamblin	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ogle E. Forrest, Sr.	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	Faron Hamblin	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ogle E. Forrest, Sr.	Aye

There was no action taken out of closed session.

#### CLOSING COMMENTS

Councilman Hamblin stated it was a great meeting and him and the family had a great time at the RC Fair.

Councilman Forrest said it was a great meeting.

Councilwoman Bryant said it was a very productive meeting and lots to look forward to.

Councilman English stated the Major Boys All Star Tournament was here in Warsaw in July and this month there is the RC Fair.

Vice-Mayor Yackel stated Councilman Self did an excellent job welcoming everyone to the fair.

Mayor Phelps stated it was a good meeting and he appreciates the hard work of the Town Council and staff.

There being no further business Mayor Phelps adjourned the meeting at 7:14p.m.

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Submitted by: Julia Blackley- Rice, Treasurer & Clerk