

**MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
NOVEMBER 8, 2018 – 7:00 P.M.**

The regular meeting of Warsaw Town Council was held Thursday, November 8, 2018 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, and Faron Hamblin. Council Members Absent: Auriel Walker.

Town staff present was Town Manager Joseph N. Quesenberry, Officer Robert Moore, Director of Economic Development Lee H. Capps, Director of Wastewater and Stormwater Lee Ambrose, and Treasurer and Clerk Julia Blackley-Rice. Others present were Mary Beth Bryant, Gary Palmore, Larry Thorn, Mark Kleinschmidt, and.

**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 Self moved to approve the consent agenda, consisting of the agenda, minutes, and financial report, as presented. 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		

**PUBLIC COMMENTS**

There were no public comments

**MAYOR'S REPORT**

Mayor Phelps reported that he believes the state of the Town is good and he is absolutely thrilled with the hard work of the Town Manager, Joseph Quesenberry.

**TOWN MANAGER'S REPORT**

The Town Manager began his report by stating he has been asked to be a speaker to Lead Northern Neck, a local leadership development group. China Inn has been selected as the location for the Christmas Dinner. The Town Manager has a meeting with the owners on November 13. The Warsaw Richmond County Main Street Program is hosting their annual Christmas Parade on Saturday, December 8 at 3pm. The Town sponsored horse & carriage rides will be the preceding night Friday, December 7 from 6-10pm.

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Mayor Phelps brought to Council’s attention the flyer posted to the Town’s Facebook page for the horse & carriage ride and the demographics report.

**POLICE REPORT – Officer Robert Moore**

Chief Kent was not able to be at the meeting and Officer Robert Moore gave her report to Council. Officer Moore reported there have been multiple maintenance issues with several police vehicles. These maintenance calls are not a result of officer driving, but the vehicle itself. Officer Moore shared his experience with the steering wheel locking up on his Ford Interceptor.

There were 121 calls for service in October handled by Warsaw Police Department.

**PLANNING COMMISSION REPORT**

Councilman/Commissioner English reported the Planning Commission did meet this month. Time was set aside at this meeting to acclimate the newer Planning Commission members to the DMO and Comprehensive Plan. The Commission will be reviewing the Comprehensive Plan in the next few months. There is a public hearing that is needed at December’s meeting. 7-11 has applied for a conditional use permit to increase the store’s operating hours from 18 hours to 24 hours. There is 2.2 acres of land on Wallace Street that is under review for development. Councilman English motioned to have a Public Hearing at the December 13 meeting of Town Council for their 24-hour operation request. 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		

**WASTEWATER TREATMENT FACILITY REPORT**

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in October was 191,600 gallons; an increase of 17,600 gallons from September’s average flow of 174,000 gallons. The max flow from town in September was 461,000 gallons, an increase of 227,300 gallons from September’s max flow of 233,700 gallons.

The average total phosphorus in October was 0.13 mg/l, which resulted in a monthly discharge of 4.5 lbs. For the year we discharged 55.5 lbs. which is 20.0% of our permitted 274 lbs.

The average total nitrogen for October was 3.03 mg/l. This resulted in a monthly discharge of 110.00 lbs. For the year we discharged 1,246 lbs. which is 34.0% of our permitted 3,655 lbs.

Mr. Ambrose reported that water was getting into the lift stations through access of the overflow pipe. These pipes were underwater due to the extremely high amount of rain received in a short period.

There were also a few problems that arose during Tropical Storm Michael. Some lift stations were overtaken with water which resulted in an overflow due to the pumps not being able to keep up.

#### NORTHERN NECK REGIONAL JAIL REPORT

Larry Thorn presented the Total Population Breakdown as follows: Federal 167 (38.3%), Gloucester 129 (29.6%), Northumberland 37 (8.5%), Richmond 35 (8.0%), Westmoreland 61 (14.0%) Other 7 (1.6%) for a total of 436.

Mr. Thorn added that the jail is having budget issues and that jail has increased budget considerably within the past couple of months.

#### ECONOMIC DEVELOPMENT REPORT

Mr. Capps reported the RFP for former Northern Neck Transmission Building has closed and will be discussed in more detail during closed session for economic development. There are two applicants for the Economic Incentive Program. The Economic Committee felt that it may be necessary to tweak the EIP slightly for these applicants. Mr. Capps gave updates regarding several different projects within the Town.

#### COMMITTEE REPORTS

Mayor Phelps appointed Councilman English as Economic Development Committee chairman. Sara Carroll was also appointed to the Economic Development Committee by Mayor Phelps.

#### OLD BUSINESS

Healthy Harvest Food Bank – Mark Kleinschmidt: Mr. Kleinschmidt presented a request to Town Council to for a Personal Property Tax Exemption for Healthy Harvest Food Bank. Plans are in process of being submitted to the Town Manager for the new warehouse building. They are hoping to break ground in January/February. Discussion followed Mr. Kleinschmidt’s presentation.

Councilman Hamblin moved to waive the Personal Property tax for Five (5) years starting with the 2018 tax year. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Nay	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		

GIS Utility Project – Thrasher: Mr. Comer and Mr. Hefner from Thrasher provided an update on the status of the GIS database project. Thrasher was tasked with creating a GIS database and update all the sewer/water lines within the Town.

Mr. Comer reported that there are over two (2) dozen different categories on an interactive map that users will be able to access on laptops/tablets. The program will show the users position in relation to the asset in question. Discussion followed regarding the presentation.

Mayor Phelps inquired if the program was housed on the Town's servers. Mr. Comer responded that not necessarily. They program will be housed with Thrasher and updated for two (2) years. There are multiple storage options after those initial two (2) years.

During this time, the Town Manager requested for Mr. Ambrose to offer his opinion since he has worked with the system to date.

Timber Harvesting: The Town Manager reported that the harvesting for Phase was completed for an amount of \$114,000.00. The consultant has put the second parcel out to bid.

Stormwater Project Update: There is a work session planned for November 5. Construction is targeted to begin in the Spring of 2019.

Main Street Revitalization: The next meeting is Tuesday, November 13 at 1pm. There is a Façade Committee meeting following at 3pm.

VDOT TAP Grant Update: The Town met with VDOT on November 7. The Planning District Committee has joined with the Town as a consultant. The Town Manager is pleased to report it was a good meeting.

Sign Ordinance Review: Councilman English reported that the committee met after last month's Council meeting. The committee decided to keep the sign ordinance the same as it stands.

Police Station Update: The Town officially own's the property formerly known as Sisk Chiropractic.

**NEW BUSINESS**

**Appointment of Mayor to Façade Improvement Committee:**

There is a vacancy on the Façade Improvement Committee. Mayor Phelps currently serves on the loan committee. Councilman Forrest moved to appoint Mayor Phelps to the Façade Improvement Committee. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Abstain	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		

**Pickin' in the Park – Winter Series:**

The Town Manager the Horse & Carriage rides are the Town's Pickin' in the Park event for Winter. The event is 12/7/18 from 6-10pm. There are two carriages this year and will feature a 20-minute ride. There is also a competition for Christmas lights hosted by the Chamber of Commerce for this area specifically as well.

**VML Ornament – Warsaw:**

For the first time, the Town of Warsaw will have an ornament representing our Town of the Christmas Tree at the Governor's mansion. The ornament was presented to Council for viewing prior to being shipped. The ornament was created by Janice Garland. It represents 4 oyster shells and 4 pearls of architecture in Town.

**Resolution – Honoring Warsaw & Richmond County WWI Veterans:**

Mayor Phelps read the resolution saluting the two (2) community events to celebrate Armistice/Veteran's Day. These two (2) events will honor 316 local Town of Warsaw and Richmond County citizen's who served their country. The resolution in its entirety is included at the end of the recorded minutes as Attachment A. Councilman Self moved to pass the resolution as read. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Abstain	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		

**CLOSED SESSION – 2.2-3711 A3 (Real Property) and A5(Prospective Business)**  
Council decided not to enter closed session at this time.

**CLOSING COMMENTS**

Councilman English thought this was a very productive meeting and is proud to be a part of Council.

Councilman Yackel requested that the Town staff begin to send reminders of upcoming meetings for both regular Council and Committee meetings.

Councilman Forrest shared that the work sessions are a good opportunity to share ideas and he thinks we should have them regularly.

Councilman Hamblin is excited about what is coming to our Town. He thanked the Town Employees for their hard work and commitment to making our Town better.

Councilwoman Hurbert echoed the sentiment from Councilman Hamblin. She hears so many positive comments about our Town.

Councilman Self asked if anyone had a chance to go by and see the flag for the Veteran's Day display on the College Green. They are all in honor/memory of first responders, veterans, and active military.

There being no further business Mayor Phelps adjourned the meeting at 8:37 p.m.

  
Submitted by: Julia Blackley-Rice, Clerk

## ATTACHMENT A

### Resolution Honoring Warsaw & Richmond County WWI Veterans

**WHEREAS** The Town of Warsaw and Richmond County's sons and daughters have fought for the sovereignty, honor and peace of our homeland in every major conflict and war since the Revolutionary War to present global conflicts; and,

**WHEREAS** Sunday, November 11, 11 a.m., 2018 marks the one hundredth anniversary of the armistice and peace agreement ending the Great War - World War I; and

**WHEREAS** historical records note that 316 soldiers in WWI were Richmond County citizens, and the memorial tablet in the Richmond County Courthouse naming the soldiers declares 14 died in battle; and

**WHEREAS** the Warsaw / Richmond County Rotary Club's, Flags for Heroes 2018 Veteran's Day display between Friday November 10 and Monday, November 16<sup>th</sup> on the grounds of Rappahannock Community College is dedicated WWI soldiers and their families; and

**WHEREAS** at the 11 o'clock morning hour on Sunday, November 11, Naylor's Beach resident Rabbi Dr. Thomas 'Tommy' Neuman will convene a thirty minute 'Prayer Peace Vigil' featuring a recital of "In Flanders Field", and at 3 p.m., Richmond County farmer and former Board of Supervisor's member, Randall 'Randy' Packett will lead a Community Veteran's Day Service honoring Warsaw and Richmond County's contributions to the US Military Armed Forces and particularly the 316 Richmond County soldiers that fought in WWI;

**NOW, THEREFORE BE RESOLVED** that the Town Council of Warsaw salutes these Two Community Armistice / Veteran's Day Events celebrating the One Hundredth ending of WWI in which, 316 of our citizens voluntarily left their homes, families, farms and businesses of Warsaw and Richmond County in order to secure global peace for our world and to restore civility and harmony for our homeland.

Adopted by the Town of Warsaw Town Council on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**APPROVED:**

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Randall L. Phelps, Mayor