

MINUTES
WARSAW TOWN COUNCIL and WARSAW PLANNING COMMISSION
JOINT PUBLIC HEARING AND TOWN COUNCIL REGULAR MEETING
MARCH 14, 2019 – 7:00 P.M.

The joint public meeting of Warsaw Planning Commission and Warsaw Town Council in conjunction with the regular meeting of the Warsaw Town Council was held Thursday, March 14, 2019 at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Commission Members Present: Chairman Gary Palmore, Vice-Chairman Elizabeth Franklin, Mary Beth Bryant, Hannah Tiffany, and Councilman/Commissioner Jonathan English. Commission Members Absent: Regis Slaw and Barbara Jean LeFon.

Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Jonathan B. English, Ralph W. Self, Ogle E. Forrest, Sr., and Rebecca Hubert. Council Members absent: Faron Hamblin, and Auriel Walker.

Town staff present were Town Manager Joseph N. Quesenberry, Police Chief Joan Kent, Director of Wastewater and Stormwater Lee Ambrose, Officer Robert Moore, and Treasurer and Clerk Julia Blackley-Rice. Others present were Frank Johnson, Jackie Nunnery of the Northern Neck News, Larry and Diann Thorn, Jason Hughes and Jerry Sills both of River Pools and Spas, Sara and Kaleb Carroll, and Dan Ream.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman Palmore called the meeting to order and led in the Pledge of Allegiance at 7:01 p.m.

PUBLIC HEARING

Chairman Palmore opened the public hearing and read the Notice of Public Hearing as printed in the March 6, 2019 and March 13, 2019 editions of the Northern Neck News.

NOTICE OF PUBLIC HEARING

The Warsaw Town Planning Commission and Town Council will hold a joint Public Hearing during their March meeting on Thursday, March 14, 2019 at 7:00 PM in the Warsaw Town Council Chambers, located at 78 Belle Ville Lane, Warsaw, Virginia.

The Public Hearing will be to discuss, review and take action on the Conditional Use Permit request by Aaron Daley, representing River Fiberglass Pools Inc. The property located at 4492 Richmond Rd, rezoned to C-3 or Commercial and Light Industrial, permits light industrial manufacturing with an approved Conditional Use Permit.

Questions may be directed to Joseph Quesenberry, Town Manager or members of the Planning Staff between 8 a.m. and 5 p.m. Monday through Friday (804)333-3737 or email jquesenberry@town.warsaw.va.us. All interested parties will be heard at the hearing. Written statements may be sent to Town of Warsaw, P.O. Box 730, Warsaw, Virginia 22572 and will be

presented at the hearing. Furthermore, provision for compliance with ADA (Americans Disability Act) and Civil Rights Act are adhered.

Mr. Jerry Sills spoke to address any questions or concerns regarding the Conditional Use Permit request. Commissioner/Councilman English inquired as to how many new jobs will be created. Mr. Sills responded approximately 50 new jobs will be created over the next couple of years. Commissioner Tiffany inquired about the filtration system that would be installed. Mr. Sills responded that this system is the same type of system that was brought before Planning Commission/Town Council with the prior plans. This system is smaller because the footprint is smaller than the original project. There will be two (2) 50,000 CFM fans that bring fresh air in to mix with the Styrene and it will be pumped up to its half-life. Styrene reaches its half-life at 30ft in the air. At this point there is no odor and it dissipates. River Fiberglass Pools will pump it up at least 40ft. The current height of the stack at the plant now is 6ft. At this point Mr. Hughes added that at 50 parts per million (PPM) of Styrene in the air is when a respirator is needed. Inside the plant does not even reach 50ppm. The material is being diluted in the filtration and won't register at even 1ppm.

Commissioner Tiffany commented on the storage of pools. Mr. Hughes added that the property can be landscaped so the pools are not visibly seen from the road when entering town.

There being no further questions or public comment, Chairman Palmore closed the public hearing.

Commission/Councilman English moved to recommend to Council to approve the Conditional Use Permit contingent upon 1.) air filtration/ventilation system be deemed acceptable and the system must be installed to minimize any fumes or odors being emitted and 2.) landscaping to be put in place that is attractive and is appropriate for the vicinity to help minimize the appearance of pools stored on the property. The motion was seconded by Commissioner Tiffany and carried with the following votes.

Gary Palmore	Aye	Elizabeth Franklin	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Hannah Tiffany	Aye		

There being no further business, Chairman Palmore adjourned the Planning Commission meeting at 7:16pm.

CALL TO ORDER

Mayor Phelps called the meeting to order at 7:19pm.

APPROVAL OF CONSENT AGENDA

Councilman Forrest moved to approve the consent agenda, consisting of the agenda, minutes, and financial report, 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	Jonathan B. English	Aye

PUBLIC HEARING

Mayor Phelps opened the public hearing and read the Notice of Public Hearing as printed in the March 6, 2019 and March 13, 2019 editions of the Northern Neck News.

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There being no further questions or public comment, Mayor Phelps closed the public hearing.

Councilman Forrest moved to grant the Conditional Use Permit contingent upon 1.) air filtration/ventilation system be deemed acceptable and the system must be installed to minimize any fumes or odors being emitted and 2.) landscaping to be put in place that is attractive and is appropriate for the vicinity to help minimize the appearance of pools stored on the property. 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	Jonathan B. English	Aye

PUBLIC COMMENTS

Mayor Phelps opened the floor for public comments.

Frank Johnson spoke regarding economic development/entrepreneurship development ideas. The handout provided to Councilmembers is attached to the minutes as Attachment A.

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There being no further comments from the public, Mayor Phelps closed the floor for public comments.

MAYOR'S REPORT

Mayor Phelps reserved his time for comments during the evening's reports.

TOWN MANAGER'S REPORT

The Town Manager began his report by announcing the completion of the Council Chamber remodel. He was pleased to announce the use of local vendors in the update to the room. The Town hosted a great event at the brewery announcing the AFID grant.

POLICE REPORT – Chief Joan Kent

Chief Kent has applied for the 2020 DMV Grant. The department was audited by DMV and passed. During the past month, the staff of Warsaw Police Department has attended a Street Level Communications class and a refresher class for Law Enforcement Information Exchange at the Academy. There was a demonstration for new Internal Bureau of Reporting software at the Sherriff's Office. A threat assessment meeting was held at the community college. For the new police department headquarters, Ed Brown with OCDS has installed the cable for the security system, CodeBlue is ready to install the internet, Atlantic Broadband has been contacted about internet service, and Officer Moore is going to begin landscaping work tomorrow, March 15.

There were 140 calls for service in February handled by Warsaw Police Department.

PLANNING COMMISSION REPORT

Councilman/Commissioner English had no additional comments from the Planning Commission.

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in February was 202,400 gallons; an increase of 17,000 gallons from January's average flow of 185,400 gallons. The max flow from town in January was 260,800 gallons, an increase of 31,100 gallons from January's max flow of 229,700 gallons.

The average total phosphorus in February was 0.10 mg/l, which resulted in a monthly discharge of 3.5 lbs. For the year we discharged 7.2 lbs. which is 2.5% of our permitted 274 lbs.

The average total nitrogen for February was 3.50 mg/l. This resulted in a monthly discharge of 123.00 lbs. For the year we discharged 258 lbs. which is 7.1% of our permitted 3,655 lbs.

Mr. Ambrose reported that they have been able to slowly feed the eq basin into the plant last week. It had been full due to the consistent rains. The entire Public Works staff recently took a class on the Towns SCADA system that we use at the wells and the plant, this was a good learning

experience for those that did not receive the initial training on the software during its start-up, as well as a good refresher for those that have been using the system since day 1.

The public works also attended a VDOT flagger class held in Montross, this was a class that we took a lot of information back with us for future road work events. All Town public works employees are now licensed to set up temporary traffic control, something they hope doesn't get exercised much, but it is there if needed.

Mr. Quesenberry and Mr. Ambrose have been in talks with DEQ pertaining to the new GWM criteria they have set for the new permit cycle, initially we were instructed that an engineer would be suggested as the Town has done in the past, in our conversations back and forth with DEQ, they are trying to save the town a good amount of money by attempting to tackle this on their own.

NORTHERN NECK REGIONAL JAIL REPORT

Larry Thorn presented the Total Population Breakdown as follows: Federal 188 (45.1%), Gloucester 101 (24.2%), Northumberland 35 (8.4%), Richmond 28 (6.7%), Westmoreland 58 (13.9%) Other 7 (1.7%) for a total of 417.

Mr. Thorn commented that recently on Facebook an old report was circulating stating the jail was being sued in a wrongful death lawsuit. That report is about three years old and the jail is not a party in any lawsuit at this time.

ECONOMIC DEVELOPMENT REPORT

Mr. Quesenberry reported that recently the Town used Facebook to post a "Welcome to Warsaw" and that the Town will offer incentives to a business that comes here. It has received a lot of attention and the Town Manager has received several emails from different businesses generated from this post. The Town Manager is in talks with five new or prospective businesses and feels strongly that one to two will land in Warsaw.

COMMITTEE REPORTS

Vice-Mayor Yackel reported that Personnel committee had met to discuss personnel performance.

The Finance committee meeting scheduled for tonight prior to the Council meeting was cancelled.

The Town Manager updated Council regarding the budget status. A work session for Council regarding the budget was scheduled for April 11 at 6pm prior to the Council meeting.

OLD BUSINESS

Stormwater Project Acceptance of Bid: The Town Manager reported that three bids were received. The highest was \$1.2 million and the lowest was \$890,000.00. Mr. Quesenberry worked with the contractor and the scope of work was amended to bring the bid to \$800,000.00. Currently, there is a DEQ grant of \$518,550.00, a National Fish and Wildlife Foundation grant of \$200,000.00, which leaves the Town with less than \$100,000.00 left to fund out of pocket. There was a contingency of approximately \$125,000.00 set aside. The Town Manager stated the low bid was Earth Crafters Inc. and they are based out of Fredericksburg, VA. The bid will cover the removal of all materials that are currently on the property (paving, concrete, etc.), it relocates anything electrical, the digging down to the 8ft depths in the middle, it slopes the land, it provides for the fountain for aeration to prevent the algae from growing, the LED lights within the fountain, and the various landscaping elements throughout the project. Once this is completed, the Town will work with local vendors to have the trails constructed. This bid will cover everything needed to get the pond established and functional.

Councilman Forrest moved to accept Earth Crafters Inc. bid of \$800,000.00 and authorize the Town Manager, Joseph Quesenberry, to sign the contract. 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	Jonathan B. English	Aye

Main Street Revitalization: The Town Manager reported that things are moving forward with the revitalization project. An audit for the grant coming up on the 26th of month and the Town is prepared and ready. The furniture (benches, trash cans, planters) will arrive next month and will be installed by public works. Signs of the façade work at Relish are starting to show. The new HVAC system has been installed, so the Town should be receiving invoices soon.

Police Station Update: Chief Kent reported that the cabling for security has been prewired. CodeBlue has outlined points for internet access. Officer Moore is starting to do the landscaping work. Once the measurements are received from Officer Moore, a Police Station Committee meeting will be scheduled.

NEW BUSINESS

Main Street Fountain – Conceptual and Approval:

Mr. Quesenberry reported that the fountain will be covered by the Main Street grant within the landscaping budget. He met with a contractor from Virginia Water Gardens and showed Council a conceptual rendering of the fountain and stated it will be located at the current entrance to the town park. It is anticipated the contractor can start within 30 days.

USDA Resolution – Rural Development Loan/Grant: Police Station & Equipment:

Mr. Quesenberry stated that a Public Notice was posted on the Town Office door notifying everyone about tonight’s meeting. Mr. Quesenberry informed Council about the loan/grant program offered by USDA. The grant/loan combination funds would be used for the following:

- \$32,830 – Radios & installation
- \$13,000 – Mobile Notebooks
- \$10,000 – Security & installation
- \$6,000 – Furniture
- \$6,000 – External hard drive & five new body cameras
- \$5,000 – Server
- \$5,000 – IBR software
- \$2,000 – Desktop computers
- \$79,830 – Total

The breakdown of the loan/grant combination is \$20,000 loan, \$25,000 grant, and the Town will contribute \$29,830 in Town funds. Mr. Quesenberry added the initial proposal was that more Town funds would be used for this project. This loan/grant combination will bundle all the project together. And the more Town funds are injected into the deal, the higher the Town will score on the grant application.

Mayor Phelps read the Resolution authorizing the Town Manager to enter into and execute the documents needed for the USDA loan/grant combination. A copy of the resolution is attached to these minutes as Attachment B.

Councilman Self moved to adopt the resolution as read. 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	Jonathan B. English	Aye

Transmission Shop – Acceptance of Bids for Renovation:

Mayor Phelps reported that at this time there is no viable tenant for the property. The building does need updating as there is no HVAC system and the electrical system is old.

Mr. Quesenberry reported that the Town received two bids for installing a HVAC system and one bid for upgrading the electrical system. The first bid for HVAC was Comfort Consultants with a bid amount of \$10,372.00. The second bid was received from Pritchard & Fallin for \$13,379.00. Councilman English did point out their scope of work did include removing the existing boiler, furnace, ductwork, etc. and that wasn’t shown in the specific bid from Comfort Consultants.

The electrical bid was received from Pritchard & Fallin for \$750.00 to install a switch at three locations for lights, secure three receptacles, and check all electrical equipment to ensure it is working properly.

Councilman Forrest moved to grant authority to the Town Manager, Joseph Quesenberry, to compare the HVAC bids and accept the HVAC bid from the lowest bidder contingent upon the bids being comparable in the scope of work. 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	Jonathan B. English	Aye

Councilman English moved to grant authority to the Town Manager, Joseph Quesenberry, to accept the electrical bid from Pritchard & Fallin. 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	Jonathan B. English	Aye

Mayor Phelps brought to Council the idea of allowing a subsection of Councilmembers to pursue a tenant and be able to lease the former Transmission Shop building. Discussion followed. Councilman Forrest moved to grant authority to Mayor Phelps, Town Manager Quesenberry, and Councilman English to execute a lease if a tenant becomes interested in the former Transmission building. 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	Jonathan B. English	Aye

Closed Session – 2.2-3711 A3 (Real Property)

Vice-Mayor Yackel 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.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye

Vice-Mayor Yackel moved to come out of closed session and reenter regular session. Councilman Forrest seconded, and the motion 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	Jonathan B. English	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	Jonathan B. English	Aye

CLOSING COMMENTS

Councilman English thought that tonight's meeting was a very productive meeting.

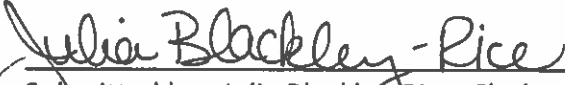
Councilman Yackel commented on what a great visit the Town had at the Public Library. It was very interesting to see all that the library offers and would like for a thank you note to be sent to Dan Reamy.

Councilman Forrest commented that he thought Council did great work tonight.

Councilwoman Hubert thought tonight's meeting went great.

Mayor Phelps thanked Vice-Mayor Yackel for being there to step when it looked as if the Mayor wasn't going to be able to attend the meeting.

There being no further business Mayor Phelps adjourned the meeting at 8:28 p.m.


Submitted by: Julia Blackley-Rice, Clerk

March 14, 2019

**Warsaw Town Council Meeting Presentation
Town Council Meeting
March 14, 2019, 7:00 PM
Presented by Frank Johnson**

Topic: Economic/Entrepreneurship Development

Consider pursuing the following ideas:

A. Strengthen the connection between business and education – We have a great school system, technical center, and community college. We have momentum with our economic development and many technical related businesses.

Specific Idea: The Town of Warsaw can spearhead a science fair or STEAM-A fair (science, technology, engineering, arts, math, agriculture)

Benefits: -Marketing the town to the technology industry
-Students and business owners directly engage
-Builds leverage to support business expansion in our town/county

B. Healthcare facility/amenity – We have an opportunity to create a regional or beyond healthcare facility. Imagine a stand-alone healthcare facility with emergency surgery rooms. In other words, a “reverse medi-vac”, where other areas now fly-in patients to our facility and we charge landing/take-off fees, etc.

C. Casino Employment Access – MGM Grand (National Harbor, MD), Rosie’s Gaming Emporium (Richmond, VA area), and Pamunkey Gaming Casino (TBA) – As a team consisting of government officials, entrepreneurs, citizens, etc., we can go meet with the key decision makers of these gaming organizations and see if they can provide an employee transportation service from the Middle Peninsula-Northern Neck to their respective gaming sites and we have a hands-on role in securing employment of our residents.

-Tappahannock would likely be the pick-up point because it has four lanes of roadway from all directions of the various gaming sites. However, after the workers get to their cars, they would likely stop for food, gas, and other shopping, resulting in increased gross sales, etc.

-The employee transportation service is paid by the gaming organization and they could make pick-ups for regular gaming enthusiasts during the times when not transporting employees.

-Warsaw can negotiate a yearly payment from the other Middle-Peninsula-Northern Neck jurisdictions and the gaming organizations for spearheading this effort and for creating economic activity in other jurisdictions and to the gaming organizations.

-Our residents have access to employment centers and become employed!

I would be interested in having a role to fulfill any of these ideas or others.

Frank Albert “Bert” Johnson – 202-734-1676; fjohnson@hfbp.org; www.hfbp.org

RESOLUTION OF GOVERNING BODY OF

TOWN OF WARSAW

The Governing Body of the TOWN OF WARSAW, consisting of _____ members, in a duly called meeting held on the _____ day of _____, 20____, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a _____ to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the _____ Town Manager of the Town of Warsaw be authorized to execute on behalf of Governing Body/ Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

[ENTITY NAME]

By: _____
[SIGNATURE AND TITLE]

Attest: _____
[SIGNATURE AND TITLE]

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the _____ in a duly assembled meeting on the _____ day of _____, 20____.

Secretary/Clerk