

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JULY 8, 2021 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, July 8, 2021, at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members present were Mayor Randall Phelps, Vice Mayor Paul Yackel, Ogle Forrest, Rebecca Hubert, Mary Beth Bryant, Ralph Self and Jonathan English. Councilman Faron Hamblin was absent.

Town staff present: Town Manager Joseph Quesenberry, Police Chief Joan N. Kent, Community Development Specialist Melissa Coates, Treasurer/Clerk Julia Blackley-Rice, and Wastewater operator Eric Travis.

Others present included Kelli Stewart with Braddock Farm and Belinda Reynolds.

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

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

Vice-Mayor Yackel moved to amend the Consent Agenda to move items e. (Outdoor Gathering Permit Fee Waiver) and f. (Commendation for Linda Holsinger) from under the New Business heading to before #4 Public Comment.

Councilman Forrest moved to approve the Consent Agenda as amended. The motion was seconded by Councilman Self and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Rebecca Hubert	Aye
Jonathan B. English	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

Outdoor Gathering Permit Fee Waiver:

The Town Manager proposed a waiver of the fee for a poultry swap that is currently being held in the parking lot of Tractor Supply. Due to the nature of the event, there is no monetary exchange and is a cooperative exchange between small farmers. Pursuant to the Town Code, they do need an outdoor gathering permit, but the event is not a for profit event and would like to see the permit fee waived. Kelli Stewart with Braddock Farms spoke regarding the event. She stated the event is geared to hobbyists, producers, etc. It is a community event with small farmers that provides them an opportunity to network.

Vice-Mayor Yackel moved to waive the cost for the Outdoor Gathering Permit for the Poultry Swap event. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Rebecca Hubert	Aye
Jonathan B. English	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

Commendation for Linda Holsinger:

Mayor Phelps reported to Town Council that Linda Holsinger, a long-time employee of the Town has retired. The Town Manager added that Linda was unable to be at the Town Council meeting, but Council and staff did want to express their appreciation for her decades of hard work and present her with a token of their appreciation. Mayor Phelps read the inscription on the service award. The inscription reads: This award is presented to Linda Holsinger in recognition of your many years of dedicated service. We thank you and wish you many years of a happy retirement. From the Town of Warsaw, Warsaw Town Council, and the many employees. July 1993 – July 2021.

PUBLIC COMMENT

None.

REPORTS

Mayor's Report: Mayor Phelps spoke regarding a rock he had purchased with the phrase Carpe Diem which means Seize the Day. It's a great mantra that he feels Town Council has fully embraced with the opportunities presented for Warsaw. He would like to see it continue to guide the Council's spirit moving forward.

Mayor Phelps pointed out that fiscal year 2021 had just ended on June 30. The Council had put a lot of energy and focus into economic development by offering incentives. The effort is paying off as the meals tax revenue is up over \$160,000, sales tax is up over \$30,000, business licenses are up over almost \$30,000 for the year. There were monies spent to see this type of revenue, but this is the reason it was spent. These revenues are the result of the hard work and foresight that Council along with the Town Manager and staff started years ago. This did not happen overnight.

Mayor Phelps stated that last month Council approved an expenditure for the maintenance of timber on the property located at Wellford's Wharf Rd. With the different plantings scheduled and costs involved, Mayor Phelps would like to see Mr. Magruder of Three Rivers Forestry to come to the next Council meeting and quantify the plan for the stewardship of the property.

Mayor Phelps pointed out the loan report that was included in the loan packets to Councilmembers. There is approximately \$12,000 in repaid funds that can be re-loaned to other possible entities. Therefore, Mayor Phelps is establishing a loan committee to review and

recommend any loan requests they deem acceptable to Council for approval. The initial voting members of this committee will include:

- Mayor Randall Phelps
- Joseph Quesenberry, Town Manager
- Vice-Mayor Paul Yackel
- Councilwoman Rebecca Hubert

To close his report, Mayor Phelps stated that Larry Thorn, a longtime champion of Warsaw and currently the Town's jail board representative has indicated that he will be retiring soon. Mayor Phelps asked Council to be thinking of a suitable replacement.

Town Manager's Report:

- There will be a grand opening celebration starting Friday at Ace Hardware. There celebration will take place over the weekend, but the ribbon cutting is scheduled for Friday, July 9 at 11:00.
- The ribbon cutting for the renovated tennis courts are RCC will be held on Monday, July 12 at 10:00.
- The annual VML conference is being held in person this year. The dates are October 3-5 and the conference is being held in Leesburg.
- The Town Manager welcomed Eric Travis to Councilmembers. He is working at the Wastewater Plant. Mr. Travis addressed Council and is both thankful and excited for this opportunity.
- Councilwoman Hubert, Treasurer Blackley-Rice, and the Town Manager were in attendance for Governor Northam's announcement regarding the \$10M investment to provide broadband to rural areas of the Northern Neck.

Police Report: The Warsaw Police Department participated in traffic control for the 4th of July fireworks held at the Richmond County LL complex.

There were 203 calls for service in June handled by Warsaw Police Department.

Wastewater Treatment Plant Report:

This report was deferred.

Planning Commission:

Did not meet.

Northern Neck Regional Jail:

Report is in packet.

Council Committee Reports:

No committees met.

OLD BUSINESS

Projects report:

- The Bounds: The Town Manager hopes to have a ribbon cutting next month. The trail construction is wrapping up, Warsaw benches have been installed, and additional aerators have been ordered. During the fall season the plan is to work on planting grass.
- Main Street: Six new street signs have been ordered. New benches and planters have been ordered. There has been no movement with Earthcrafters, and the matter is still in discussion with attorneys. Signs alerting drivers to stop for pedestrians in a crosswalk have been installed.

2021 ARPA Budget Proposed Budget: Councilmember have worked through a comprehensive budget to expend the funds provided to the Town through ARPA funding. Payment #1 – \$770,875.00 which has been received. The Town will receive an identical payment next year for a total of \$1,541,750.00. The plan for budgeted expenditures of ARPA funding is attached to these minutes as Attachment 1.

Councilman Forrest moved to adopt the ARPA Budget as presented. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Abstain	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Rebecca Hubert	Aye
Jonathan B. English	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

Due to the amount of the ARPA funds, the operating budget for the Town will need to be amended. To amend the budget a public hearing is needed.

Councilman Self moved to hold a public hearing on August 12 at 7:00pm to receive public comment on amending the operating budget to include ARPA funding. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Rebecca Hubert	Aye
Jonathan B. English	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

NEW BUSINESS

DHCD Housing Grant: Town Council has done an amazing job working with commercial businesses and new housing in improving our Town, but we do not want to forget our existing residents either. The Town Manager has been working with our local Planning District Commission and housing grants just are not something the Northern Neck really applies for. Mostly due to not having an urbanized area. The first step is a planning grant and that is no cost

to the Town. The proposed project area would include the entirety of Hamilton Blvd, and parts of Rt 360, Belle Ville Lane, and St Johns Street. The planning grant will allow the Town to hire an inspector. The inspector will review property conditions in the project area of residents that wish to participate. If there are upgrades that are needed that would be quantified and an estimated given. If we receive the construction portion of the grant, then these homes at not costs to the homeowners will be given grants to fix their homes.

Chesapeake Bay Cigarette Tax Authority Agreement: Current participants in the agreement are Westmoreland County, Lancaster County, Middlesex County, Essex County, Town of Montross, Town of Colonial Beach, and the Town of Urbanna. Initially, the Town Manager had passed on the opportunity to join this tax authority as the Town of Warsaw has had a cigarette tax established since 2005. However, recently the PDC has met with the Town Manager and outlined the benefits of joining the Authority. The authority collects a 5% administrative from the taxes collected monthly. The 5% fee allow for payment of the stamps that will be affixed to the packs and hiring of a staffer to verify that the correct stamps are affixed to the packs being sold. It is projected the Town will break even or see a marginal increase.

Councilman Self moved to authorize the Town Manager to enter into the Chesapeake Bay Region Cigarette Tax Agreement. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Rebecca Hubert	Aye
Jonathan B. English	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

Resolution Authorizing Melissa Coates – VDOT Responsible Project Manager: One of the requirements now for the VDOT TAP Grant is to formally appoint a project manager. The Town Manager would like Town Council’s support to appoint Melissa Coates to the position. A copy of the resolution has been attached to these minutes as Attachment 2.

Councilman Forrest moved to adopt the VDOT Responsible Project Manager resolution as presented. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Rebecca Hubert	Aye
Jonathan B. English	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

Parallel Parking Study Proposal: The Town Manager has received a proposal from Resource International for \$15,000.00 to outline public parking areas along Main Street, St. Johns Street, and Belle Ville Lane. Discussion followed regarding whether councilmembers thought it would be worth it to even explore based on their views of the area. The main concern was the

residential homeowners in the area that may not have a place to park at their own home if it becomes a parallel parking spot.

Councilman Forrest moved to allow the Town Manager to enter into the study with Resource International as presented. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Nay
Ogle F. Forrest, Sr.	Aye	Rebecca Hubert	Aye
Jonathan B. English	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

CLOSING COMMENTS

Councilwoman Hubert: Thought Council had a great work session and meeting. Mrs. Hubert feels that a lot was accomplished tonight.

Councilman Forrest: Would like to see what the prospects of future timber cuts would be, then the Town would have an idea of future revenue.

Councilman English: Thanked the Town Manger for the hard work on the ARPA funds budget and to Missy for her willingness to take on the VDOT Tap project.

Councilwoman Bryant: Thought it was a wonderful layout for the ARPA funds.

Councilman Self: Wanted to commend everyone on the great discussion tonight.

Mayor Phelps: The Town is in good shape. Our reserves and general funds are doing well. Although we have spent some funds on our Town during this revitalization, we are starting to see the payoffs from the investment in our Town. He appreciates that our Town Council is frugal and that before something is spent, we discuss it together and determine the need.

There being no further business, Mayor Phelps adjourned the meeting at 8:03 p.m.

Submitted by: Julia Blackley-Rice, Clerk