

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
APRIL 9, 2020 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, April 9, 2020 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, Ogle E. Forrest, Sr., Jonathan B. English, Faron Hamblin, and Ralph W. Self. Council Members present by phone: Rebecca Hubert and Auriel W. Diggs.

Town staff present: Town Manager Joseph N. Quesenberry and Treasurer and Clerk Julia Blackley-Rice. Due to restrictions from COVID-19 no others were present.

The Town Council meeting was live streamed through the Town of Warsaw’s Facebook page. Public comments were accepted by email, phone, or mail until 5:00 p.m. on Wednesday, April 8, 2020.

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

After reviewing the consent agenda, Councilman Self moved to approve the consent agenda as presented. 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	Ralph W. Self	Aye
Jonathan B. English	Aye		

By Phone: Rebecca Hubert	Aye	Auriel W. Diggs	Aye
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PUBLIC COMMENTS

Mayor Phelps reported that one comment was received by email from a town resident for the public comment portion of the meeting. Mayor Phelps read the public comment from Mr. Larry Thorn of Warsaw for the record.

“The stay at home order that you were more wise than state and federal governments to help enforce by delivering meals to residents over the age of 60. This was a very smart two phase plan. It helps keeps restaurants solvent until this crisis is over.” Mr. Thorn went on to write that “he has told everyone he knows how Warsaw is trying to keep its citizens save and everyone I have talked to is amazed. Again, THANK YOU. Larry.”

## OLD BUSINESS

It was at this point of the meeting that Councilman Hamblin arrived.

COVID-19 Update: Mr. Quesenberry reported to Council that the staff is social distancing as much as able. Town staff has been instructed at first sign of illness to see a physician to determine ailment. If illness is determined to be Covid, then the Town will operate under the 14-day quarantine period. The staff member will continue to be paid but will not be allowed to report to work during that time. Tyvek suits, masks, safety goggles, and gloves have been provided to Public Works employees. Masks and gloves have been provided to the police department and administrative staff. Mr. Quesenberry went on to state that almost 1,000 meals have been delivered to elderly residents in town with one more week of delivery. Mayor Phelps added the food delivery program has made an impact. Working in conjunction with the SBA's Payroll Protection Program, the Town's relief program may be just enough to help these businesses get through this crisis. Mayor Phelps commended the town employees for how they have stepped up and executed this process. Mr. Quesenberry thanked Town Council as well for providing lunches for the employees during the delivery period. Mr. Quesenberry notified Town Council that banners were printed for local restaurants. The banners were provided by the Town and outlined the restaurants information including how food can be ordered from the establishment. A local business directory was posted to Facebook outlining hours of operation for local businesses throughout the town. The Town is trying to do all that we can for safety of residents and staff while trying to keep moving forward with economic development as well.

Mayor Phelps thanked Warsaw Richmond County Main Street Program for their outstanding effort to support local businesses with the launch of their Coronabux initiative. With this program, the WRCMSP is purchasing \$200.00 in gift certificates at local businesses to be given away through different Facebook and radio contests.

Councilman Self added how impressive it is to see the different ways the Town has stepped up to help residents and businesses. With being a pickup location for local orders from Northern Neck Popcorn Bag shows that the Town is willing to do what is needed to support local businesses.

Main Street Revitalization Update: Mr. Quesenberry reported that the project is winding down. The grant end officially in May. One more management team meeting needs to be held and it will probably be conducted through the Zoom app. Currently, the Town is still waiting to receive the hanging basket planters. They were held up for a bit. They should be installed soon.

Stormwater Inlets Project and The Bounds: The Town Manager stated the contractors at The Bounds property are starting to move quickly. An engineering team came in and surveyed the property and now they know how to correct some of the practices that had been installed incorrectly. Some of the installations were off a couple of inches in some places, but that happens with a large scale development. Once those are rectified, the liner will be installed in the pond. Once some of his crew finishes up, then the contractor will be able to focus some on the St. Johns Street portion of the project. It is anticipated the St. John's waterline project will begin by the

end of next week. The projects needs to be completed by the end of next month and the contractor is aware of the deadline. As previously stated, every day the contractor runs over it is a \$300.00 charge per day. The Town is leveraging that charge to have the contractor install a stormwater line that runs to the Ace Hardware property at no cost to the Town.

Economic Development Update: Mr. Quesenberry reported that Ace Hardware has officially purchased the property on the corner. Final site plans should be submitted to the Town for review by the end of next week. Ace Hardware is targeting a possible August 2020 opening. Dairy Queen had anticipated a May opening. Currently, the Town is working with their owners to secure them state incentive funding through the enterprise zone program.

#### NEW BUSINESS

Continuity of Government Ordinance: Under the circumstance we have currently, this ordinance allows for the locality to continue to govern but with restrictions and allowances for the safety of residents, staff, and councilmembers. The ordinance allows for telephonic and electronic forms of attendance at meetings. It also allows for it to be considered a quorum if members are present electronically and not physically onsite. Currently, there is a quorum physically onsite to consider this ordinance, but if approved for up to six months, councilmembers will be able to meet by conference call, zoom app, etc. A copy of the Ordinance Instituting Temporary Measures and Procedures to Ensure Continuity of Government in Response to COVID-19 is attached to these minutes as Attachment 1.

Councilman Hamblin moved to adopt the ordinance as written. The motion was seconded by Councilman Forrest and carried. The roll call votes are as follows.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Faron Hamblin	Aye	Jonathan B. English	Aye

By Phone: Rebecca Hubert Aye      Auriel W. Diggs Aye

Industrial Revitalization Fund (IRF): Mr. Quesenberry reported in relation to the Old Rappahannock Brewery project the Town applied for the IRF grant last fiscal year through the state DHCD office. We were a finalist for the funding after the first round but after further review by the governor's office the town was not awarded proceeds from the IRF. However, that did not dissuade us from trying one more time. The IRF provides a loan of up to \$600,000.00 to revitalize a large commercial or industrial building in the locality. The benefit of this fund is the state awards the funds to the town. The town would potentially loan \$600,000.00 to the brewery. Once the funds are paid back, the Town is able to keep the funds as a revolving loan fund to be loaned out in perpetuity across town to commercial or industrial entities. One component of the process is adopting the IRF Resolution. A copy of the resolution is attached to these minutes as Attachment 2.

Councilman Hamblin moved to adopt the 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	Ralph W. Self	Aye
Faron Hamblin	Aye	Jonathan B. English	Aye

By Phone: Rebecca Hubert Aye      Auriel W. Diggs Aye

Budget Review: Mr. Quesenberry reported that a draft budget has been prepared. The budget presentation will occur at the May 14, 2020 Town Council meeting. This is a second first draft of the budget. As the numbers were being reconciled, Covid happened. Mr. Quesenberry added that the draft budget will project conservative revenue numbers and expenses have been cut to balance the budget. For example, in anticipation of a decrease in meals tax revenue, the revenue source was discounted by 20 percent. If needed, a worksession will be scheduled after the budget presentation.

Downtown Beautification Discussion – Sidewalk Bid: Mr. Quesenberry reported he had secured the easement from Verizon to continue the sidewalk on Main Street to the Ace Hardware site. Mr. Quesenberry requested a bid from the contractor who completed the initial sidewalks in town, to extend the brick paver sidewalk through the Verizon property and along the opposite side of the street in front of 84 Main St. To complete both sides of the street with appropriate landscaping the bid price was \$42,000.00.

Councilman Hamblin moved to accept the sidewalk installation bid and allow the Town Manager to enter into contract with Emge Paving at \$42,000.00. 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	Ralph W. Self	Aye
Faron Hamblin	Aye	Jonathan B. English	Aye

By Phone: Rebecca Hubert Aye      Auriel W. Diggs Aye

#### CLOSING COMMENTS

Councilman Hamblin apologized for being late and was glad Council was able to meet under dark circumstances. He is ready to get back to growing the Town. Thank you Management and Staff for your hard work.

Councilman Forrest stated that we are in uncharted territory but he believes the Town has done the best possible for its citizens. He praised the efforts of Town management, staff, and all employees.

Councilwoman Diggs thought the Town did a great job on making adjustments in response to COVID.

Councilwoman Hubert is so proud to work alongside everyone.

Vice-Mayor Yackel inquired if the food delivery program should be extended, ways to combat exposure during trash pickup, and if businesses that were shutdown are still responsible for utility bills.

After discussion, Councilman Forrest moved to continue the food delivery program to elderly residents through the end of April, providing the Town Manager considers it viable upon input from staff. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Faron Hamblin	Aye	Jonathan B. English	Aye

By Phone: Rebecca Hubert Aye      Auriel W. Diggs Aye

Councilman Hamblin moved to waive late fees on Meals Taxes beginning with March 2020 (due April) until Governor waives stay at home order. 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	Ralph W. Self	Aye
Faron Hamblin	Aye	Jonathan B. English	Aye

By Phone: Rebecca Hubert Aye      Auriel W. Diggs Aye

Councilman English thanked Staff members and Council in regards to the response to COVID. He also thanked staff for preparing the budget.

Councilman Self thought we are very fortunate to live in an area where we are affected by Covid, but we are not infected with it. We can't become complacent because we still have a ways to go. He hopes that by next month things will be operating back to normal.

Mayor Phelps thanked Warsaw Richmond County Main Street for their Coronabux initiative. What an outstanding job to help support the local economy.

There being no further business Mayor Phelps adjourned the meeting at 8:30 p.m.

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Submitted by: Julia Blackley-Rice, Clerk