

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
AUGUST 8, 2019 – 7:00 P.M.

The regular meeting of the Warsaw Town Council and Public Hearing to consider amendments to the Development Management Ordinance was held Thursday, August 8, 2019, in Council Chambers at 78 Belle Ville Lane, Warsaw, Va. Council Members present were Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Ralph W. Self, Jonathan B. English & Ogle E. Forrest, Sr. Faron H. Hamblin arrived during the meeting. Council Members Rebecca C. Hubert and Auriel Walker were absent.

Town staff present was Town Manager Joseph Quesenberry, Community Development Specialist Melissa M. Coates, Chief of Police Joan N. Kent, Finance Manager/Assistant Clerk Linda S. Holsinger and Wastewater Supervisor Lee Ambrose. Larry Thorn the Town Representative to the Northern Neck Regional Jail Board was also present.

Others present were Sara Carroll, Caleb Carroll, Mary Beth Bryant, Cynthia Tindall, Tommy Tindall, Sheriff Steve Smith, Deputy Steve Davis, Diane Thorn and Michelle Smith of the Northern Neck News.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Phelps called the meeting to order at 7:03 p.m. and led in the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA, MINUTES OF JULY 2019 AND FINANCIAL REPORT OF JULY 2019
Vice-Mayor Paul Yackel moved to approve the Consent Agenda including the Minutes and Financial Report of July 2019 as presented. The motion was seconded by Councilman Ralph W. Self and carried with the following votes.

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

PUBLIC HEARING-ZONING ORDINANCE AMENDMENTS

Mayor Phelps advised we are here to consider amendments to the Development Management Ordinance, but he would like to defer a decision on the Storage Pods until the next meeting. He then read the following ad as placed in the Northern Neck News.

Notice is hereby given that the Town of Warsaw will hold a Public Hearing to amend the Town Development Management Ordinance Manual to permit Temporary Storage Containers, outlining the allowable uses and restrictions per zoning district.

In addition, Code Section 3.1.9, "Accessory Uses", will also be amended to permit fencing in the front yard area of C-1, Limited Commercial, zoned parcels with an approved Conditional Use Permit.

The Warsaw Planning Commission and Town Council will hold Public Hearings during their regularly scheduled meetings at 7:00 p.m. Thursday, August 1st, 2019 and August 8th, 2019 respectively at the Warsaw Town Council Chambers, 78 Belle Ville Lane, Warsaw, VA 22572. Following the Public Hearings, action may be taken on both aforementioned zoning amendments, A copy of the existing zoning map and proposed changes are available at Town Hall.

Questions or special accommodations to attend public hearings should be directed to Joseph Quesenberry, Town Manager, at jquesenberry@town.warsaw.va.us, 804-333-3737.

Mayor Phelps then opened the Public Hearing and asked if there were anyone here who wished to comment on either of the proposed amendments. There were no comments from the public.

Jonathan English reported the Warsaw Planning Commission recommended approval of Temporary Storage Sheds in Residential Zoning Districts for no more than thirty days. This time may be extended if there is an approved building permit for the premises. The Commission also recommended allowing fences in the front yard in C-1 zoning districts not to exceed three feet in height with the corner post no more than four feet with an approved Conditional Use Permit.

Mayor Phelps closed the Public Hearing and asked for comments or discussion from Council. Councilman English moved to amend the Development Management Ordinance to allow fencing in the front yard in C-1 zoning districts no more than three feet in height with the corner post no more than four feet with an approved Conditional Use Permit as recommended by the Warsaw Planning Commission. Councilman Forrest seconded and the motion carried with the following votes.

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

Mayor Phelps asked that no action be taken tonight on the Temporary Storage pods until further discussion and study. Council agreed with Mayor Phelps to table the amendments regarding this issue until a later time.

PUBLIC COMMENT

None

MAYOR'S REPORT

The Mayor had no report and moved to the Town Manager's report.

TOWN MANAGER'S REPORT

The Town Manager reported we have a commitment for Dairy Queen and Horn's Ace Hardware to locate in Warsaw. Dairy Queen will be located in the old KFC building after remodeling. The Horn's Ace Hardware will be locating on property at the corner of Main Street and Richmond Road. We are excited to welcome these businesses to Warsaw. (Councilman Hamblin arrived.)

He reported the Jenkins Zoning case is still ongoing and hopes there will be a resolution to report on this matter soon.

He reported the Town now has a mascot in Midnight the kitten. This kitten was adopted from the newly opened Richmond County Animal Shelter.

He advised the town has contracted with Kimberly King to photograph improvements and ongoing projects in town. This seems to be working very well.

The Billboard Campaign has been at kind of at a standstill but hopefully by September 1st we will see logos about some of the new businesses locating here.

We have recently revised all of our Land Use Permit applications.

He advised he has been in contact with Northern Neck Electric and a solar energy company regarding providing solar energy on town property near the WWTP and will have more to report on that later.

There are several upcoming events in town as follows

Richmond County Fair – August 6th thru 10th from 6:00 – 11:00 p.m.

Summer Jam for the Saddlery – Saturday, August 31 from 6:00 - 9:00 p.m. in Town Park

Summertime Stars – Saturday - September 13 from 6:00 – 9:00 p.m. in Town Park

POLICE CHIEF'S REPORT

Chief Kent reported her staff helped with the 4th of July celebration at the Richmond County Fairgrounds. Everything went well and there were no incidents reported.

The department worked with the Richmond County Sheriff's Department and EMS to help the Orchard establish their Emergency Response Plan. They visited a local pre-school/daycare facility and attended the grand openings for Bubba B's Ice Creamery and the new Animal Shelter. They participated in National Night Out held at the Town Park. She advised the Warsaw Police Department will have a booth again this year at WarsawFest.

Chief Kent had one staff member to attend the Radar/Lidar instructor's course. There were one hundred thirty-three calls for service with seven arrests. They had thirty-five traffic stops with sixteen summonses issued. These numbers are really down from the usual due to staff training and taking annual leave.

PLANNING COMMISSION REPORT

Jonathan English reported the Commission met August 1, 2019. The items discussed at that meeting were covered earlier during the Public Hearing .

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose reported the average flow from the town in July was 166,800 gallons, a decrease of 19,700 gallons from June's average flow of 186,500 gallons. The max flow from town in July was 192,000 gallons, a decrease of 66,800 gallons from June's max flow of 258,800 gallons.

The average total phosphorus for July was 0.33mmg/l, which resulted in a monthly discharge of 12.3 lbs. So far this year we have discharged 46.8 lbs which is 17.1% of our permitted 274 lbs.

The average total nitrogen for July was 2.54 mg/l. This resulted in a monthly discharge of 106 lbs. So far this year we have discharged 932 lbs which is 25.3% of our permitted 3,655 lbs.

He reported they had been very busy this month doing a major overhaul of our U.V. System replacing bulbs and ballast which have reached their maximum service hours. They rebuilt one of the poly pump systems that kept failing and have been using this for the past week and it has worked great so far. They pumped the e.q. basin down to the lowest point possible and have kept busy mowing all the grass around the plant.

NORTHERN NECK REGIONAL JAIL REPORT

J. Lawrence Thorn reported there will be a revised budget for Council approval at the next month's meeting. Everything at the jail is going well and there are no problems he is aware of. The population breakdown for the month was Federal 167/39.7%, Gloucester 122/29.0%, Westmoreland 66/15.7%, Richmond 28/6.7%, Northumberland 26/6.2% and Other 12/2.9% for a total of 421.

COMMITTEE REPORTS

The Economic Development Committee met in Council Chambers at 2:00 p.m. July 31, 2019. The Town Manager reported we received three applications for the Economic Incentive Grant Applications from Burke's Jewelers, Northern Neck Popcorn Bag and Absolute Stone Design. Each applicant requested the full amount of \$7,200.00. The Committee approved all three of the applications as presented to Council.

The Town Manager asked for Council Members willing to serve on the Farmer's Market Committee. Council Members agreeing to serve were Mayor Phelps, Ralph Self, Jonathan English, Ogle Forrest and Faron Hamblin.

OLD BUSINESS

- A. Main Street Revitalization Update: The Northern Neck Planning District Commission has been assisting us with grants in this process. The benches and trash cans to be placed along Main Street have been ordered and should be in place soon. The rest of the Acorn Lights will be installed after WarsawFest.

Councilman Self stated the Acorn lights that have been installed look great and asked if the other pole lights could be turned off. It just seems like we are paying double for lighting. The Town Manager replied he will look into it.

Mayor Phelps noted he has been asked by several people if the Town Park lights will ever go off. The Town Manager advised the new fountain is hooked up to the system now and lights have to be on to provide power to it. The park lights will go back on a timer as soon as Dominion installs a new source of power to the fountain

- B. Police Station Update: Chief Kent reported the new police department is coming along nicely and should be completed soon. The process of moving everything in will not be done quickly but it is coming together. They are looking onto buying the furniture and other items that will be needed.
- C. Sidewalk Project Update: The Town Manager reported Emge Paving has submitted a contract in the amount of \$152,000 for sidewalk installation on a portion of Main Street. The process will involve removal of existing concrete and replacing the curb & gutter and brick pavers. They will be starting next week.
- D. VDOT TAP Project Update: The Town Manager reported there are still some items to be worked out, but he has heard from Anna Kapitana of VDOT and hopefully we'll be able to move forward with moving the poles soon. The NNPDC will help us find affordable programs. He will keep Council updated as the project moves forward.
- E. The Bounds Update This project is on schedule, not ahead of schedule but not behind schedule either. Weather permitting, they should begin the next phase soon with pond construction. We will also continue to apply for grants to complete this project.

NEW BUSINESS

- A. Animal Shelter Contribution: Mayor Phelps reported Council has agreed to present a check in the amount of \$1,000.00 to the Richmond County Animal Shelter. The check has been prepared to present tonight, but he needs a motion from Council to officially approve this contribution. Councilman Hamblin move to approve the contribution to the Richmond County Animal Shelter in the amount of \$1,000.00. Councilman Forrest seconded and the motion carried with the following votes.

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

At that time Mayor Phelps presented the \$1,000.00 check payable to the Richmond County Animal Shelter to Sheriff Stephan B. Smith. Sheriff Smith thanked Council for the contribution. He noted the day they opened there were thirteen animals transferred from Westmoreland County to the shelter. Nine of those have been adopted. The first of which was your town mascot Midnight.

- B. WRC Rotary Flagpole: The Town Manager reported he has approached the Warsaw Rotary Club to see if they would be interested in assisting Council in erecting a flagpole in town. They agreed to provide

a forty-foot flagpole and flags to be installed on Town property known as the Boy Scout Lot. The Town will be responsible for the lighting to shine on it. It will be close to but won't interfere with our Christmas lighting.

Councilman Hamblin move to allow the Warsaw Rotary Club to install a forty-foot flagpole and flag on the town property known as the Boy Scout Lot. Councilman Forrest seconded and the motion carried with the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, SR.	Aye
Paul G. Yackel	Aye	Ralph W. Self	Aye
Jonathan B. English	Aye	Faron H. Hamblin	Aye

C. BZA APPOINTMENT

The Town Manager reported there is a vacancy on the Board of Zoning Appeals which Sarah Weakley Sichol has agreed to fill. Councilman English moved to appoint Sarah Weakley Sichol to serve on the Board of Zoning Appeals. The motion was seconded by Councilman Forrest and carried with the following votes.

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

D. ECONOMIC INCENTIVE GRANTS

The Town Manager advised the Economic Development Committee recommended Town Council approval for three business to receive the Economic Incentive Grants in the amount of \$7,200.00 each to be paid back \$600.00 per month over one year. The businesses recommended to receive the grants are Burke's Jewelers., Northern Neck Popcorn Bag and Absolute Stone Design. This grant is provided to help new businesses with rent and the purchase of items to begin operating. Councilman Self moved to accept the Economic Development Committee's recommendation to award the grants to the three business as presented. The motion was seconded by Councilman Forrest and carried with the following votes.

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

E. GATEWAY SIGNAGE

The Town Manager asked Council's thoughts on updating the Town of Warsaw Welcome sign. He noted we have a new logo as on the banners that are displayed throughout town and asked would Council prefer to update to the new logo or continue with the present one. Mayor Phelps noted he loved the old one but maybe it was time to replace it. Councilman Forrest replied it may be time to freshen it up. The other Council Members agreed.

F. USDA RESOLUTIONS – POLICE VEHICLES & GENERATORS

The Town Manager asked Council to adopt the attached Resolution of the Governing Body to obtain financial assistance from the United States of America, United States Department of Agriculture, Rural Development in the Purchase of Police Cars. Councilman Forrest moved to adopt the attached resolution to obtain financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of Police Cars and authorize the Town Manager to execute all documents on behalf of the Town of Warsaw. The motion was seconded by Councilman Hamblin and carried with the following votes.

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

The Town Manager asked Council to adopt the attached Resolution of the Governing Body to obtain financial assistance from the United States of America, United States Department of Agriculture, Rural Development in the Repairs of Generator. Vice-Mayor Yackel moved to adopt the attached resolution to obtain financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) and authorize the Town Manager to execute all documents on behalf of the Town of Warsaw. The motion was seconded by Councilman Forrest and carried with the following votes.

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

CLOSED SESSION – 2.2 3711 A3 (Real Property), 2.2 3711 A5 (Prospective Business)

Vice-Mayor Yackel moved to enter closed session under section 2.2-3711 A3 (Real Property) and section 2.2-3711 A5 (prospective Business) of the Virginia Freedom of Information Act. The motion was seconded by Councilman Self and carried with the following votes.

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

Mayor Phelps called for a motion to reconvene in open session. Councilman Forrest moved to reconvene in open session. The motion was seconded by Councilman Hamblin and carried with the following votes

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

Council then certified by roll call vote that they only discussed matters in the motion and so permitted to be discussed under the Virginia Freedom of Information sections cited in the motion to enter closed session. The roll call votes are as follows.

Randall L. Phelps	Aye	Ogle E. Forrest	Aye
Paul G. Yackel	Aye	Ralph W. Self	Aye
Jonathan B. English	Aye	Faron H. Hamblin	Aye

Mayor Phelps stated there was no definite action needed tonight but he would like a motion authorizing the Town Manager to continue to proceed. Councilman Forrest moved to allow the Town Manager to proceed with matters as discussed. The motion was seconded by Vice-Mayor Yackel and carried with the following votes.

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

CLOSING COMMENTS

The Town Manager brought in Midnight so Council could meet the Town's new mascot.

Councilman Self stated he is glad to see all the progress being made in town and new businesses coming. He is looking forward to seeing this continue.

Councilman Hamblin noted he is hearing good things around town. People are noticing and he is hearing a lot of good comments.


Councilman Forrest agreed with Ralph & Faron. In a short period of time there is a lot happening in Warsaw and it is all good.

Vice-Mayor Yackel said he has been involved in Warsaw for thirty-one years. It is good to see all the things that are going on in town.

Councilman English agreed with all the other comments. There are so many good things happening, and it is good to be a part of it.

Mayor Phelps agreed and said not a day goes by that he doesn't get a call or an e-mail about something people see happening in town and complimenting Town Council and staff. The town is growing, and it is a good thing to see.

There being no further business, Mayor Phelps adjourned the meeting at 8:21 p.m.


 Submitted by Linda S. Holsinger, Assistant Clerk