

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
SEPTEMBER 20, 2018 – 7:00 P.M.

The regular meeting of Warsaw Town Council was held Thursday, September 20, 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., and Auriel Walker. Council Members Absent: Faron Hamblin and Rebecca Hubert.

Town staff present was Town Manager Joseph N. Quesenberry, Police Chief Joan N. Kent, Director of Economic Development Lee H. Capps, Lee Ambrose, Fran Baylor, and Julia Blackley-Rice. Others present were Mary Beth Bryant, Gary Palmore, Sara Carroll, and Larry Thorn.

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 Forrest moved to approve the consent agenda, consisting of the agenda, minutes, and financial report, as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

PUBLIC COMMENTS

There were no comments from the public.

MAYOR'S REPORT

Mayor Phelps had no report tonight and skipped to Manager's Report.

TOWN MANAGER'S REPORT

The Town Manager began his report by welcoming Julia Blackley-Rice to her first meeting as the new treasurer and clerk for the Town. He provided a recap of the Grand Opening Blitz and four of the seven new business were visited by several members of Council and Planning Commission, Chamber of Commerce, and Town staff. The event concluded at the China Inn complex for a Chamber of Commerce After Hours event which was attended by approximately 30 people. The Town met with Richmond County and State officials in preparation for the forecasted hurricane weather. The Town was prepared in case of emergency, all vehicles and generators were fueled up and ready to go. No areas of deficiency were noted as areas of concern during the hurricane preparation process. The Town Manager, Chief of Police, Economic Development Director, and Treasurer will be attending the Virginia Municipal League Conference in Hampton September 30-

October 2. The Town Manager invited Council Members to attend by email and it wasn't too late to register if interested. WarsawFest and OktoberFest are Saturday, October 13 and the parade will be held again this year. The Town Manager has asked Police Chief Kent to head up the Town's float preparation again this year. Council Members were invited to ride on the float. During the Town Manager's report, Sara Carroll, Chamber of Commerce President, was invited to add comments regarding WarsawFest/OktoberFest. Warsaw Richmond County Main Street Program is hosting a movie night at the Town Park on Friday, October 12 at 7pm. Opening ceremonies for WarsawFest are at 8:45. Main Street will be closed from Belleville to Ridgeway. The parade will begin at noon and judging will be completed during the parade this year. Patrick Stone with State Farm Insurance is sponsoring the Car and Truck Show. He has partnered with Virginia State Police to have the drunk driving simulator available during WarsawFest this year. WarsawFest will end at 4pm and transition into OktoberFest starting at 5pm with HonkyTonk Heroes. Sara also informed Council about Warsaw Richmond County Main Street Program's event Dinner on Main being held Saturday, September 22 from 5pm to 9pm. Good Shot Judy is the evening's entertainment and tickets are available online or at the Warsaw Town Office. Food vendors on site for the evening are Byrd Seafood and GG's Hot Dogs.

POLICE REPORT – Chief Joan N. Kent

Chief Kent reported that the Warsaw Police Department participated in "National Night Out", Richmond County Fair, 40th Anniversary Dinner held for Rappahannock Criminal Justice Academy, Active Shooter Training for Richmond County Public Schools, an Eagle Scout Project at the elementary school regarding hurricane safety and downed power lines, and an Emergency Services Day event held at Tractor Supply. At this event, one of the Explorer Police vehicles was voted Best Looking Patrol Vehicle. Chief Kent has applied for and received a DMV grant for the end of 2018 into 2019 to purchase equipment and pay for selective enforcement.

There were 131 calls for service in August handled by Warsaw Police Department.

Mayor Phelps asked if the Warsaw Police Department, Public Schools, or local Sheriff's Department had investigated grants that may be available to fund purchase of Anti-Intruder door locks. Chief Kent is not aware of any at this time but will inquire further.

Chief Kent added that since the Active Shooter Training was held at local public schools, the Dean of Rappahannock Community College has inquired about hosting a similar event for their instructors and staff.

PLANNING COMMISSION REPORT

Councilman/Commissioner English reported the Planning Commission did not meet this month. With the appointment of the Treasurer's position, there is a vacancy on Planning Commission that needs to be filled. There has been some interest expressed by a couple of individuals. Councilman English recommended a description of duties for a Planning Commissioner be provided to the interested individuals. If letters of interest are received, an appointment could be brought to Council for vote at next month's meeting.

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in August was 172,700 gallons; a decrease of 3,100 gallons from July's average flow of 175,800 gallons. The max flow from town in August was 251,700 gallons, a decrease of 10,100 gallons from July's max flow of 261,800 gallons.

The average total phosphorus in August was 0.21 mg/l, which resulted in a monthly discharge of 13.2 lbs. For the year we discharged 43.9 lbs. which is 16.0% of our permitted 274 lbs.

The average total nitrogen for August was 2.81 mg/l. This resulted in a monthly discharge of 186.0 lbs. For the year we discharged 1,030 lbs. which is 28.0% of our permitted 3,655 lbs.

In response to the inquiry of selling nutrient credits, Mr. Ambrose reported that the Town has participated in the nutrient credit exchange since the new plant was built. In 2016, the Town received \$170 for nitrogen paid at \$0.08 per credit (which is per pound) and \$26 for phosphorous paid at \$0.13 per credit. In 2017, the Town received \$64.95 for nitrogen paid at \$0.03 per credit and \$10.15 for phosphorous paid at \$0.05 per credit. We are selling Class B credits, there is a Class A credit. The price per credit for Class A is higher. Mr. Ambrose stated Class A credits are sold privately and not back to the state. The deadline for this year has passed but is going to investigate how to sell the Class A credits.

In response to a question posed by Mr. Thorn, Mr. Ambrose stated that there will not be any impact on these numbers once the stormwater project is complete.

NORTHERN NECK REGIONAL JAIL REPORT

Larry Thorn presented the Total Population Breakdown as follows: Federal 167 (37.2%), Gloucester 130 (29.0%), Northumberland 35 (7.8%), Richmond 31 (6.9%), Westmoreland 79 (17.6%) Other 7 (1.6%) for a total of 449.

Mr. Thorn added that the jail is currently looking to hire part time workers to fill positions, the staffing at the time is a little low. Councilman English interjected that in comparison to the neighboring regional jails, Pamunkey and Rappahannock, we are thriving. When the economy is improving, law enforcement jobs decline. However, the Jail's Fed Count is higher than any other jail in Virginia. For example, Pamunkey is second to us and they only hold 60 federal inmates. Rappahannock Regional Jail is so understaffed that half of the jail is on lockdown 24/7 and they are losing their federal contract. This may cause our Federal inmate numbers to increase. This jail is outperforming all other jails in the State of Virginia.

ECONOMIC DEVELOPMENT REPORT

1. Lee Capps reported the committee met on September 6. The next scheduled meeting is Wednesday, October 3.
2. The Town Manager reported on the Ribbon Cuttings & Chamber Happy Hour. The business owners were quite pleased and excited with the event.
3. The VDOT TAP Grant project is moving at an accelerated pace.

4. Mr. Capps has received applications for the Economic Incentive Program by phone and physical application. One is forthcoming to given to the Town Manager for consideration to be brought to Council.

COMMITTEE REPORTS

Mayor Phelps commented that a recap of the Economic Development Committee has been previously given.

No other committees had met at this time.

OLD BUSINESS

Timber Harvesting: The Town Manager stated that the Town currently has received \$97,593.45 for one half of the timber being harvested. This is the net amount. He expects to receive the same amount if not more for the remaining timber available for harvest. The Town should net right around \$200,000.00.

Stormwater Project Update: The Town Manager will have plans in by the end of September that will be reviewed and sent to DEQ and VDOT for their review as well. Construction of the pond, drop inlets, and the line will begin in the Spring.

Main Street Revitalization: Management team meeting was held earlier this week. The Town has requested its first reimbursement request for \$15,000.00 from DHDC. There is a need for more façade improvement requests. The Town Manager is hoping Relish will be the catalyst for other businesses take part. This project is the Town's project. If there is something specific within the project area, please let the Town Manager know. The Town Manager is looking for something unique to our Town, different from any other in the State and particularly to this area.

VDOT TAP Grant Update: Mr. Capps reiterated that we are on an aggressive schedule. Communications must be maintained in detail for Federal Audit purposes. There is a meeting with the property owners scheduled for September 27, one at four and one at six. At this meeting, the Town is asking the property owners for their easement.

Acorn Lighting Update: The Town Manager met with Dominion Power and Planning District Commission today to scope out Phase 2 of the light plan. Phase 1 is what the Town paid for: \$50,000.00 for 15 acorn lights from Warsaw Baptist down Main Street. Phase 2 is paid for through the DHC grant. It involves up to 19 lights from the corner at the start of Main Street down to Warsaw Baptist. This phase will be on both sides of the road and down Belleville and in the Town's parking lot. The start date for construction on this project is contingent upon obtaining easements from three remaining property owners.

NEW BUSINESS

Beautification Grant Application – Knight Chiropractor:

The Town Manager presented a grant application completed by Dr. Knight. Dr. Knight has requested the full \$2,500.00 amount and has listed improvements made to his property. He is not requesting funds for these improvements. He is specifically requesting the grant for his business sign which will include landscaping and lighting. The total cost of the sign is \$5,000.00, which would require him to pay \$2,500.00 out of pocket if approved for the grant. Mayor Phelps inquired if the business owner has met all the stipulations of the grant. The Town Manager assured Council that all requirements have been met by the business owner. Councilman Forrest moved to approve the Façade Improve Committee members as presented. The motion was seconded by Councilwoman Walker and carried with the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

Police Station – Resolution:

The Town Manager informed Council the purchase of the new police station building (former Dr. Sisk building) should be completed within the next two weeks. All parties agree with the terms. The Town Manager requested Mayor Phelps read the Resolution for approval by Council.

**RESOLUTION TO APPROVE
ACQUISITION OF REAL PROPERTY**

WHEREAS, the Town council of the Town of Warsaw (the “Council”) has previously approved by motion the acquisition of real property owned by Camuke, LLC (“Camuke”) having tax map numbers 16A2A(A)27 and 37, located at 549 Main Street, Warsaw, Virginia (the “Property”) for public purposes; and

WHEREAS, pursuant to such motion the Council has entered into a written contract with Camuke for the purchase of the property for the purchase price of One Hundred Seventeen Thousand Five Hundred Dollars (\$117,500); and

WHEREAS, Camuke has agreed to sell the property to the Town of Warsaw (the “Town”) pursuant to the terms of such contract; and

WHEREAS, the Council now desires to ratify, approve and confirm its previous action by the adoption of a resolution approving such acquisition, which resolution can be recorded in the clerk’s office of the Circuit Court of Richmond, County as evidence of such approval;

NOW, THEREFORE, BE IT RESOLVED, that the Council finds it so be in the best interests of the citizens of the Town to approve the acquisition of the Property for the public purposes; and

BE IT FURTHER RESOLVED, that the Town Manager, Mayor and Vice-Mayor of the Town, and the Town Attorney are hereby authorized and directed to take such action as is necessary in their

sole discretion to carry out the purposes and intents of this resolution, including the acquisition of the Property as described herein.

ADOPTED, this 20th day of September, 2018.

a true copy Teste:

Town Clerk

Mayor Phelps opened the floor to Council members for discussion or questions. There being no questions, Councilman Forrest moved to adopt the resolution as presented. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

The Town Manager updated Council Members on the status of the former transmission building. The Economic Development Committee (EDC) did meet and listed parameters of what they would like to see from potential purchasers or lessors. A Request for Proposals (RFP) will be published on the Town's website. The RFP will have a 30-day window to solicit proposals from prospective entities that want to lease or purchase the former Transmission Shop from the Town. The Town has received the architectural rendering from the architect on the grant project and this will be included with the RFP. Once the proposals are returned, they will go before the EDC. The EDC will bring their top selections to Council vote as to what goes into the building.

The former Transmission Shop property boundaries were discussed. Mr. Capps added that it is currently two separate parcels and will not need to be split. Mayor Phelps added that he agrees with Council that the Town should keep the back section, however, he didn't want to see potential businesses discouraged due to the building having no parking access.

Paving Bid – Authorization of Additional Funds & New Contract:

The Town Manager reminded Council that the project was resubmitted for bids due to issues with the previous contractor. Mr. Quesenberry announced that EMGE Paving from Mechanicsville, VA was the lowest bid winner from a reputable company. The winning bid was \$79,980.00. This is approximately \$10,000.00 higher than the preceding winning bid and the Town Manager does not have the authority to enter into the contract. The contract includes a 45-day construction schedule, beginning Monday, September 24. The payout schedule is 30% at arrival of equipment, 30% at completion of paving at Warsaw Town Office building, and 40% at completion of Warsaw Town Park following inspection. The goal is for this to be completed prior to WarsawFest. Councilman Self moved to grant Joseph Quesenberry, Town Manager, authority

to sign contract in the amount of \$79,980.00 to EMGE Paving. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

Grand Opening Blitz Round 2 – Thursday, October 18:

The Town Manager will provide the times to Council when they have been scheduled.

VCAP Letter of Support:

The Town Manager presented to Council that this refers to Virginia Conservation Assistance Program (VCAP). The Town has utilized VCAP before and intend to use them in the future with the Gannon project. The Town applied initially for a \$300,000.00 grant, followed by an additional \$200,000.00 grant. The Town Manager reiterated the value of the VCAP program across the state. Mr. Capps added that the Town has been encouraged by Northern Neck Soil & Water Conservation District employee, Kathy Clarke, to send a letter of support for VCAP as they are underfunded by the General Assembly. Mayor Phelps clarified that this would be a letter of support from the Town Council to VCAP. Mayor Phelps opened the floor to Council members for discussion. Councilman Self commented that if it is a benefit to the town and residents, we should support if there are no long-term consequences. Being that we plan to receive support from them, we should in turn support them. Councilman English and Councilwoman Walker agreed with these comments. Councilman Self moved to allow the Town Manager to draft a letter of support for VCAP on this piece of legislation that Mayor Phelps will sign on behalf of Council. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

VML Conference – Appointment and Alternate:

In absence of the Mayor, a voting member and alternate to represent Warsaw in voting matters presented at the annual Virginia Municipal League Conference need to be appointed. Councilman Forest moved to appoint Town Manager, Joseph Quesenberry, the voting member and Police Chief Kent the alternate to represent Warsaw at the annual VML conference. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Auriel Walker	Aye
Jonathan B. English	Aye		

It was at this point in the meeting Councilman Yackel arrived.

Sign Ordinance Review – Ordinance Committee:

There was discussion regarding length of times banners or signs could be posted prior to an event. This was referred to the Ordinance Committee for review.

Work Session – Thursday, September 27th – 7:00pm

Mayor Phelps stated that this date was short notice. Since Councilmembers were missing, Mayor Phelps proposed to cancel this date and add to the agenda at the next council meeting to set a new date for the work session.

CLOSING COMMENTS

Councilman English welcomed the new Treasurer and Clerk to her position. He expressed that he would like to see the Town’s website updated with the new Planning Commission members, Town Council members, and meeting minutes.

Councilman Forrest thanked the Treasurer and Clerk for her work on the Planning Commission.

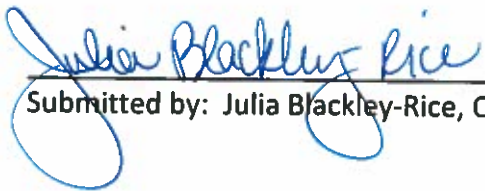
Councilwoman Walker stated she was pleased with all that the Town had going on

Councilman Self reminded everyone that summer is already over, and fall is here. We are getting back into fall routines and preparing for upcoming projects and fall activities. He doesn’t want the Town to slow down, he wants the Town to continue to prosper. He is looking forward to upcoming events.

Councilman Yackel wanted to issue a special thank you to Linda Holsinger for her valuable contributions to the Town before the new Treasurer hire.

Mayor Phelps thanked Councilmembers for coming to tonight’s rescheduled meeting and encouraged everyone to participate in WarsawFest. He welcomed the new Treasurer and Clerk and looks forward to working with her.

There being no further business Mayor Phelps adjourned the meeting at 7:55 p.m.



Submitted by: Julia Blackley-Rice, Clerk