

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
April 11, 2024 – 6:00 P.M.

The regular meeting and public hearing of the Warsaw Town Council was held on Thursday, April 11, 2024, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Rebecca Hubert, Jonathan English, and Mary Beth Bryant. Councilmembers absent: Ogle Forrest Sr., Ralph Self and Faron Hamblin.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Lieutenant Chris Hathaway, Wastewater Plant Manager Frankie Sanders, Executive Assistant Ellen Copeland, and Treasurer & Clerk Julia Blackley-Rice.

Also present: Approximately 26 others present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA:

Vice-Mayor Yackel moved to approve the consent agenda as presented. The motion was seconded by Councilwoman Bryant and passed with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

INTRODUCTION AND APPOINTMENT OF MR. SEAN L. PETERSON, CHIEF OF POLICE

Mayor Phelps turned the meeting over to the Town Manager who updated Council and the audience into the background of the hiring process. Mr. Quesenberry read the press release announcing Mr. Peterson as the new Chief of Police for the Warsaw Police Department. The announcement was included in the Town Council packets for review. Mayor Phelps stated that Council has been looking for an individual who could come to Warsaw and help build and develop the department and work with other agencies like the Sheriff's Department and VA State Police, but also interact with citizens and business owners and do a good job with community policing. Mayor Phelps believes that Mr. Peterson is an outstanding candidate to meet these qualifications. Vice-Mayor Yackel reported the Personnel Committee has met and recommends appointment of Mr. Peterson to the position of Chief of Police for the Town of Warsaw to fill the current vacant term that ends June 30, 2024.

Vice-Mayor Yackel moved to appoint Sean L. Peterson to the position of Chief of Police for the current term that expires June 30, 2024. The motion was seconded by Councilman English and carries with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

PRESENTATION & PUBLIC HEARING – PROPOSED ANNEXATION

Mayor Phelps opened the Public Hearing and turned the floor over to the Town Manager for a brief presentation outlining what the Town annexation project entails as of today. Mr. Quesenberry shared a projected image showing the current Town’s boundary and outlined the parcels included in the proposed annexation. Mr. Quesenberry relayed how these parcels are included in an agreement dated back to 1986 between the Board of Supervisors and the Town Council outlining potential areas for annexation. The parcels currently included in the proposed annexation are already being served by town utilities. The Town Manager reviewed different charges, savings, and services that would be affected by the parcels being annexed. Mr. Quesenberry stated that the proposed annexation has been amended already. Originally, there were approximately 40 parcels included. The proposed annexation currently includes roughly 17 parcels. After the Town Manager concluded his presentation, Mayor Phelps opened the floor for public comment.

Mr. Kemper Selph, 266 Memorial Drive, Warsaw, VA. Mr. Selph spoke against the annexation of his parcel. He asked for Town Council to reconsider and not annex his property based on his concerns of not being able to maintain his deer hound kennel, he likes to hunt and target shoot on his property, and he is a frequent user of power tools, and the noise may not be permitted in Town limits. A copy of the letter Mr. Selph read was supplied to the Town Clerk and is included with these minutes as Attachment 1.

Mr. Richard Thomas, Richmond County Board of Supervisor attended the meeting for two reasons. Mr. Thomas’ mother-in-law, Shirley Brooks, resides at 31 Level Blvd and asked if we had her letter to be read for the record. Mr. Quesenberry acknowledged receipt of the letter and read the letter for the body. Mrs. Brooks would like her property to be removed from the proposed annexation as she is a widow on a fixed income. Her property does not about Town limits. Mrs. Brooks states that her property receives rain runoff, and it has destroyed the dam in her pond twice. The letter Mrs. Brooks provided to the Town Manager is included with these minutes as Attachment 2. After the letter from Mrs. Brooks was read, Mr. Thomas went on to state for his second purpose of speaking tonight was that he was questioned as to what contribution the Town provides to the budget for the local school system. Mr. Thomas inquired if the development was going to be more apartment homes. He went on to state that annexing into the Town to develop more apartments or homes more pressure will be put on the local school. He stated it is the tax burden of the county taxpayers to fund the schools, not the citizens of the Town of Warsaw, if the Town is not contributing to the school.

Mr. James Clifford Mullin, 8351 Historyland Highway, Farnham, VA. Mr. Mullin wanted to speak about two subjects. He presented a safety issue located at Town of Warsaw’s Station 3. There is a drop inlet near the station that isn’t adequately covered and could lead to an accident. It is a safety concern to animals and children. The pit is deep enough to raise concern. Mr. Mullin

wasn't certain it was the Town's drop inlet but would appreciate the Town assisting in having the safety issue corrected. The second point Mr. Mullin wanted to address was that there were parcels located in the middle of the proposed annexation not included in the public notice. Mr. Mullin noted that parcels 23-5E & 23-5G were excluded and wondered if they were supposed to be a part of the proposed annex. In closing, Mr. Mullin noted that parcel number 16(5)1A-1 that was listed in the public hearing notice, is already currently located within Town limits. Mr. Mullin asked that the Town check with the Richmond County Commissioner of Revenue to verify. Upon Mr. Mullin concluding his time, the Town Manager addressed the Town Council to say that he has been in conversation with the County Administrator to discuss the information that was missing from the GIS. When the County Administrator went to the Commissioner of Revenue's office, there was a second parcel located there. Mr. Quesenberry added that if the proposed annexation moves forward, it would not be effective until December 31 and the Town would run an amended advertisement to include the overlooked parcels. A copy of the pictures provided by Mr. Mullin is attached to these minutes as Attachment 3.

Mrs. Christina O'Neil, 3 Level Blvd, Warsaw, VA. Mrs. O'Neil stated that she and her husband purchased their home intentionally due to its location outside of town limits. They chose their home and 10 acres of land to raise chickens and livestock to support their family, which the Town would take away. Mrs. O'Neil went on to say that many of the homeowners that are being annexed will face hardships. It is not only a financial burden but a lifestyle change.

Ms. Lisa Andrews – on behalf of Marion & Carolyn Packett, 340 Memorial Drive, Warsaw, VA. Ms. Andrews stated the Packett's purchased their home about 50 years ago and with the proposed annexation, the use of their property would be greatly affected. Their home sits on roughly 8 acres. They own the adjoining parcels for an additional 13+ acres. Mr. Packett has developed a shooting range over his four parcels. The shooting range encompasses a high house, a low house, deer stand, etc. The property is used by more than just the Packett's. Hunt clubs, youth groups, 4H club, and Green Wings (a youth organization of Ducks Unlimited) have all used this shooting range. Mr. Packett hunts on the property. In closing, Ms. Andrews stated the annexation is inconsistent with the Town's Comprehensive Plan and the 1986 Agreement with the Richmond County Board of Supervisors.

Curtis Packett, President of Cobham Park Hunt Club. Mr. Packett stated that with Mr. Marion Packett's permission, the hunt club is allowed to hunt on his property as a club. This property is dear to Mr. Packett as he also grew up there. He has enjoyed the privileges of hunting and fishing on this property. With the annexation of this property, those activities would be taken from them.

Peter O'Hara, property owner adjacent to the proposed development site. Mr. O'Hara stated that the proposed annexation is causing angst amongst the property owners here and the reason behind the annexation is the proposed development. He inquired to Town Council members what is the degree of certainty of the development moving forward and if Town Council would tell the public more information about the proposed development.

There being no more comments from the public, Mayor Phelps closed the public comment portion of the public hearing.

Mayor Phelps asked Councilmembers if anyone would like to talk about the annexation at this time. After hearing no comments from Council, Mayor Phelps suggested to Town Council that being as numerous comments were heard, he would advise Council to not make any motions tonight and to take time to consider the information and to take this item up next month. Mayor Phelps recommends the Council take no action tonight. Councilman English and Councilwoman Hubert agreed.

Mayor Phelps closed the public hearing.

PUBLIC COMMENT

Mayor Phelps received a letter from Sara Carroll, President of the Warsaw-Richmond County Chamber of Commerce. Mayor Phelps read the letter to the body. A copy of the letter is attached to these minutes as Attachment 4.

Ms. Molly Barbee, 587 Hamilton Blvd, Warsaw, VA. Ms. Barbee spoke that her son is 3 ½ years old and they regularly visit our Town Park. Ms. Barbee is very thankful for the ADA equipment that the Town installed at our local park. This equipment allows her to participate in activities with her son and she wanted to express how thankful she was for installing the equipment.

Mr. Mullin requested that having heard the decision that was made by Town Council tonight regarding the comments made on annexation, he would like a statement from the Mayor or Town Council on how this subject matter will be handled in the time leading up to the next meeting. He further stated the public needs to know this information prior to the next meeting before a decision is made. Additionally, Mr. Mullin would like to be advised as to what is going to be done to address his concern for safety on the drop inlet.

There being no more comments from the public, Mayor Phelps closed the public comment portion of the meeting.

REPORTS

MAYORS REPORT:

Mayor Phelps used this time to address a couple of notes. Mayor Phelps stated that he will direct the Town Manager to address the safety concern of the drop inlet. Per Mr. Quesenberry, it is VDOT property and Mr. Quesenberry will contact them to correct the issue. Mayor Phelps continued that concerning how to proceed with the proposed annexation, the Town Council is going to discuss this amongst themselves and with the Town Manager on how to best move forward. Town Council may or may not have a vote next month on annexation. If Council feels they need more time to consider the proposal, they will take more time. He continued saying that annexation talks are controversial, and he understands that annexation affects people's lives and their property rights to a degree. Those concerns by property owners are valid. Towns,

cities, localities look at annexations from time to time and try to make the best decisions that they can with the information that they have. Mayor Phelps added that annexation is not a cash grab for the Town. Based on assessed values of the parcels, real estate taxes would be affected by approximately \$10,000. Finally, concerning the local schools, Town citizens pay the same rate of Richmond County taxes as a Richmond County resident. The Town citizens pay their portion to cover the school's budget. Concluding his report, Mayor Phelps stated he was pleased to have Chief Peterson working with the Town and commended Lieutenant Hathaway for stepping up and being the interim Chief when the Town needed him.

TOWN MANAGERS REPORT:

- Mr. Quesenberry began his report by stating that he was pleased to assist Chief Peterson with his onboarding process. He has worked with the Town attorney to verify mandatory DCJS information and is working with him to ensure he is acclimated to the position and the Town.
- Continuing, the Town Manager informed the Town Council that after several work sessions, department head meetings, and internal discussions, he is pleased to present a balanced budget that keeps taxes at previous year's levels. He will make a formal presentation later in the meeting.
- Mr. Quesenberry added that the recent Richmond County reassessment includes all parcels within the Town of Warsaw. Mr. Quesenberry is working with Richmond County to determine what the 2023 real estate tax rate will be. The tax rate will decrease to keep the billing figures the same as the previous year for our residents.
- The Town Manager stated the Town has experienced a recent turnover of employees across various departments, amounting to nearly 25% of our workforce. He is pleased that nearly all of these positions have been filled. Mr. Quesenberry added that the new employees will be attending the next Town Council meeting to introduce themselves. He then introduced us to a recent new hire, Ellen Copeland. Mrs. Copeland will serve the Town as an Executive Assistant.
- Mr. Quesenberry stated that he has been working to amend the recently passed fee schedule to reflect a tiered approach to trash collection. He is considering an approach that is similar to neighboring localities, yet at lower rates. He plans to present the findings at the next council meeting.
- The Town Manager is pleased to announce that the Community Market will be on the 2nd and 4th Saturday of each month. This is a change that Town Staff has been hearing from vendors and residents. This year, the Town Manager has appointed a Market Director, Paula Tutor. Mrs. Tutor serves in various other market capacities in other areas and currently serves as a regional vendor. Mrs. Tutor has hit the ground running and currently has approximately 20 vendors signed up for the market. The first date is Saturday, April 13, and will be on the lot adjacent to the Saddlery on Main Street.
- To update Town Council on Beautification projects, Mr. Quesenberry stated in conjunction with the construction of the sidewalks, the Town will utilize Mr. Shawn France to spruce up the Court Circle intersection. Our Public Works department has added new lights to the tree and Mr. France will add a small stone retaining wall to ensure our

mulched areas stay intact. Town staff have noticed issues with drivers running into the mulched areas behind the LOVE sign and at the fountain. Curb and gutter will be installed in these two areas to create a more formal and clean solution to these issues.

- The Town has installed a blue picnic table with an umbrella on the outdoor deck in front of Eggspresso.
- To conclude his report, Mr. Quesenberry reported that Town staff members have been working with the Planning District Commission, Richmond County, and with Town Council to provide an amended solution to the previous annexation proposal.

POLICE REPORT:

The police report was included in the Council Packets. Chief Peterson reported there were 385 calls for service in March. Chief Peterson informed the Town Council that he has been conducting interviews and he has issued an offer letter to one. Chief Peterson reported that the Police Department has received the new speed sign, and it is mobile. He anticipates that it be used in Town soon.

WWTP:

The Wastewater Treatment Plant report was included in the Council packets. The report was presented to the Town Council by Plant Manager Frankie Sanders.

Monthly Numbers

- Average flow from town for the month of March- 207,600 gallons. This was an increase of 28,200 gal. from the month of February's average flow.
- Max flow from town for the month of March- 288,900 gallons. This was an increase of 80,000 gal. from the month of February's max flow.
- Average Total Nitrogen for March was 3.47 mg/l., which resulted in a discharge of 186 lbs.
- Average Total Phosphorus for March was 0.325 mg/l., which resulted in a discharge of 18.6 lbs.

Monthly Operations and Maintenance

- All repairs have been completed on the sludge dumpster and it is back in service.
- Plant staff has cleaned, serviced, and replaced the bulbs on the UV disinfection lamps.
- Plant staff have lubricated motors, pulleys, valves, and have replaced air filters on all SRB blowers.
- Plant staff picked up litter at the entrance of the treatment plant and roadway and have assisted with the Town's refuge pickup.
- The monthly operations report has been completed and submitted.

- Nutrient samples for the month of March are in compliance with our discharge limits and monitoring requirements.
- Despite the heavy rain events and major fluctuations in temperature, the plant performed well during March.

COUNCIL COMMITTEE REPORT:

No Council Committees have met.

PLANNING COMMISSION: No meeting.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel thanked the members of the Town Council that attended the NNRJ Board dinner. The NNRJ is in budget talks for the upcoming year. Vice-Mayor Yackel anticipates a budget will be submitted for Town Council to approve at the June meeting. There will be a change in meeting dates. Beginning with the new fiscal year, the meetings will be held on the 2nd Wednesday of the month. To conclude his report, Vice-Mayor Yackel reviewed the results of the annual inspection conducted by the DOC. The inspection is a surprise visit and the NNRJ is not aware of when they will arrive. Councilman English added the NNRJ received a score of 100% on the inspection.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council. As of April 9, 2024, a total of \$731,393 ARPA funds have been disbursed. There is \$810,357 remaining to be expended by December 31, 2026.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mr. Quesenberry reported Harriston Contracting will be installing the footer for the former Time Square clock. The clock restoration company has been contacted and it can be installed after May 1. Continuing with the update regarding 74 Main Street, Mr. Quesenberry reported the performance bond from Casone Enterprises for the renovation of 74 Main Street has been received. It is under review by the Town attorney and USDA Rural Development. Once the performance bond is approved, the Town will release the first tranche of funding and the project will move forward. Vice-Mayor Yackel inquired about the timeline of construction for the renovation and when would the building be usable. Mr. Quesenberry responded that he believes the contract calls for a 12-month period, but it is anticipated the project will be finished by the end of the year. **The Bounds:** The Assistant Town Manager informed Town Council that the Town was accepting bids for the work that was not completed by the contractor for DEQ to approve and close the project. Unfortunately, there was a hiccup with the one local contractor that was going to place a bid today, they were not able to get some of the criteria completed. The RFP was extended until April 26, at which time we feel we will receive a valid bid. **VDoT Tap Grant:** Mayor Phelps stated this project has been in the works for a decade and commended Mrs. Coates for all of her hard work navigating the intricacies of VDoT. Mrs. Coates stated she had a meeting

with VDoT and the contractor on Monday. The contractor is confident they will finish the project by July. Per the contract, they have 210 days to finish which should give them through October. **Well Replacement:** Mr. Quesenberry there has been no movement on the project in the past 30 days. With so many projects going on, Town Staff is working to complete current projects. **DHCD Housing Project:** The Town Manager reported after the meeting with DHCD that Town Staff has signed up to complete an online workshop. There are approximately 60-90 days before we enter into the official contract.

ANNEXTION:

There was no additional comment regarding the proposed annexation.

NEW BUSINESS:

BUDGET PRESENTATION & DISCUSSION

The Town Manager presented his proposed budget presentation to the Town Council. Vice-Mayor Yackel moved to set a public hearing to receive comments regarding the proposed budget for May 9, 2024, at 6:00pm. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

CLOSING COMMENTS:

Councilwoman Hubert thought it was a very impressive meeting. She felt that it was well-run and well-handled. She complimented the Town Manager on a great budget presentation.

Councilwoman Bryant felt it was one of the most interesting meetings that she has attended. Ms. Bryant enjoyed the meeting and learned a lot.

Councilman English appreciated the members of the public that attended the meeting tonight. While listening to Ms. Barbee speak about the Town Park, he wanted to add that he would like to put it on a future agenda to see what the Town could do to add a basketball court within Town limits. His idea would be to place it in the Police Department and thinks it would be beneficial to the community and community policing. He understands that it's a VDoT issue regarding the cover for the drop inlet but would like to see the Town go ahead and find a temporary cover for it while VDoT decides on a permanent solution. Kudos to the Town Staff, he's excited about the sidewalk project and the balanced budget. He concluded his comments with how excited he was to see a Warsaw restaurant recently featured during a recent episode of My Lottery Dream Home on HGTV.

Vice-Mayor Yackel saw the email and noticed it was posted on Facebook regarding the Town Park bathrooms being vandalized. He would like for Town staff to investigate upgrading the cameras or lights to get better visibility so the police can stop them.

Mayor Phelps thought it was a good meeting. He loves to see it when the hall is full. He feels the public were thoughtful in the concerns when addressing Town Council and their concerns are valid. He thinks the Town is doing well and still experiencing growth. We are a small town, and we do face challenges, but we are moving forward and that's exciting.

There being no further business, Mayor Phelps adjourned the meeting at 7:34p.m.

Submitted by: Julia Blackley- Rice, Clerk

DRAFT