

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
July 13, 2023 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, July 13, 2023, 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, Ogle E. Forrest, Sr., Mary Beth Bryant, Ralph Self, and Rebecca Hubert. Councilman Hamblin and Councilman English were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, and Treasurer & Clerk Julia Blackley- Rice.

Also present: Approximately 11 others present in the Council Chambers.

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

APPROVAL OF CONSENT AGENDA

Vice- Mayor Yackel moved to approve the Consent Agenda and stated he would like to add A1- Personnel under closed session. The motion was seconded by Councilman Forrest and carried with the following votes:

Randall L. Phelps	Aye	Ralph Self	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

PUBLIC HEARING: DHCD Housing Grant Project

Mayor Phelps opened the Public Hearing by reading the notice as published in the Northern Neck News. Mayor Phelps opened the floor to Public Comment. Jerry Davis, Executive Director of the NNPDC, spoke to the description of what the project entails. Virginia has an allocation of funds to distribute among Rural/Urban areas. The NNPDC has been working with the Town since before the Town received a planning grant. Last year's application included housing both in and outside of Town. That application was not funded. Upon review of the application with the governing body, it showed that they would prefer the housing units all belong to one locality and not be shared among multiple localities. The housing units among the Town would fit with the scattered site application. A meeting was recently held for applicants from last year and potential new sites for this new application to see if there was interest. Housing inspections are completed by rehab specialists. They complete the inspection to determine if the house would qualify. Jerry projects the grant size would be just shy of \$1,000,000. The next hearing is scheduled for July 20. There being no other comments, Mayor Phelps closed the Public Hearing.

PUBLIC COMMENT:

Michelle Carpenter, Owner of Michelle’s Sweet Treats, spoke to the proposed housing development and how it would benefit small businesses. She went on to mention that she recently had an employee quit because they could not find housing.

There being no further comments, Mayor Phelps closed the Public Comment section.

REPORTS

MAYOR’S REPORT: Deferred.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) giving an update on the acorn lights. Mr. Quesenberry stated that Dominion only needs to obtain one more easement and Mrs. Coates is working with them to get that accomplished. (2) Mr. Quesenberry updated the Council on the new banners that will be installed in the upcoming weeks. He went on to say that there is a new billboard design right outside of Tappahannock and in Port Royal. Mr. Quesenberry also mentioned that The Town is on a digital billboard in Richmond. (3) Mr. Quesenberry stated the hotel study is not finalized but preliminary numbers show the town scoring high. (4) 4th Friday’s Concert will be on July 28th and Soul Expressions will be performing. (5) Mr. Quesenberry stated he was honored to have been elected to the executive committee of VLGMA. (6) Mr. Quesenberry recently hosted a tour of Warsaw for the Virginia Rural Leadership Institute.

POLICE REPORT: Chief Blake reported that there were 325 calls for service in the month of June.

COUNCIL COMMITTEE REPORTS: The Personnel Committee met, and it will be discussed in closed session. The Economic Development Committee had a meeting scheduled but due to absences it will now be discussed in closed session.

PLANNING COMMISSION: The Planning Commission did not meet.

NORTHERN NECK REGIONAL JAIL REPORT: The monthly jail population report was provided in the council packet.

WASTEWATER TREATMENT FACILITY REPORT:

Monthly Numbers

- Average flow from town for the month of June- 170,400 gal. A decrease of 3,900 gal. from the month of May’s average flow.
- Max flow from town for the month of June- 192,300 gal. a decrease of 12,300 gal. from the month of May’s max flow.

Monthly Operations and Maintenance

- Preparations were made to conduct our annual fecal samples and we are in the process of collecting.
- Our main plant generator was serviced and refueled.
- We finalized the application and testing needed for our VPDES permit and sent that information in. We are now in the final stages of approval.
- All corrective action items from our inspection have been addressed and approved by our inspector.
- We are in the process of making repairs to one of our waste pumps.
- We conducted our annual lab control standard testing for our pH meter.
- All preventative maintenance was conducted on plant pumps, valves, and equipment.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated that there is a remaining balance of \$952,985.47. We spent \$588,764.98 for a total allocation of \$1,541,750.45.

OLD BUSINESS

ECONOMIC DEVELOPMENT UPDATE: Mr. Quesenberry stated that he and Mrs. Coates had a meeting with Domino's this past week. They plan to close on the property on August 1st and are planning to open next March. Mr. Quesenberry went on to say that he also met with a developer for a potential Starbucks location.

PROJECTS UPDATE: **74 Main Street:** Mr. Quesenberry let everyone know that advertisement for bid was placed in Free Lance Star and Richmond Times Dispatch. He stated he held a successful pre- bid meeting earlier this week. The bid opening will be on August 1st at 11am. **The Bounds:** Assistant Town Manager Coates stated that she had a virtual meeting regarding closing the project out. She went on to say that an as-built survey needs to be made to compare the engineered plans to the actual construction. **Comprehensive Plan Update:** There is a final draft and there will be a meeting open to the public on August 21st at 5:30pm. **VDOT TAP Project:** Right of way phase is now complete. Mr. Quesenberry stated the fence in front of the Jones' property cannot be salvaged. Resource International reached out to a fence company and asked for help.

NEW BUSINESS

TRASH TRUCK PURCHASE UPDATE: Mayor Phelps explained to the Council that a new trash truck would be a necessary purchase. Councilman Forrest made a motion for Town Manager Quesenberry to purchase the trash truck and not exceed \$187,000. The motion was seconded by Councilwoman Bryant and carried with the following votes:

Randall L. Phelps	Aye	Ralph Self	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

USDA WELL REPLACEMENT: Mr. Quesenberry mentioned that he had reached out to USDA to provide grant funding for the replacement of the well. USDA let Mr. Quesenberry know that they could fund 70-100% of the replacement. USDA requires the Town to show where that fund is solvent before you can apply for grant funding. Mr. Quesenberry went on to explain how the water department always shows it is in the negative, even though that is not the case. USDA would like the Town to reevaluate their rate structure. Mr. Quesenberry stated he was not interested in doing that. Mr. Quesenberry will work with the Council over the next couple of months to adopt a new fee structure. CHARTER AGREEMENT RESOLUTION: Town Manager Quesenberry read the Resolution to Council. Vice- Mayor Yackel made a motion to adopt the Resolution. The motion was seconded by Councilman Forrest and carried with the following votes:

Randall L. Phelps	Aye	Ralph Self	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

BUSINESS IMPROVEMENT GRANT APPLICATIONS: Vice- Mayor Yackel made a motion to table this until the next meeting. The motion was seconded by Councilman Forrest and carried with the following votes:

Randall L. Phelps	Aye	Ralph Self	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

CLOSED SESSION- 2.2-3711 A-5: PROSPECTIVE BUSINESS and 2.2-3711 A-1 PERSONNEL

Vice- Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (5) Prospective Business and 2.2-3711A (1) Personnel sections of the Virginia Freedom of Information Act. The motion was seconded by Councilman Forrest and carried with the following votes:

Randall L. Phelps	Aye	Ralph Self	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

Vice- Mayor Yackel moved to come out of closed session and reenter regular session. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Ralph Self	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

Council then certified by roll call vote that they only discussed matters cited in the motion to enter closed session and legally permitted to be so discussed in the Virginia Freedom of

Information Act subsections cited in the motion to enter closed session. The roll call votes are as follows.

Randall L. Phelps	Aye	Ralph Self	Aye
Paul G. Yackel	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

Mr. Gregory Packett has a potential tenant for 149 Main Street. Councilman Self moved to offer an economic incentive grant of up to \$2,000.00 per month for up to 12 months to a potential tenant for 149 Main Street (former Chesapeake Doughnut location). The motion was seconded by Councilman Forrest and carried with the following votes:

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

CLOSING COMMENTS

Councilman Self stated that the Town has had a busy Summer and thanked the Town staff for their efforts.

Councilman Forrest said it was a great meeting and is looking forward to the future.

Councilwoman Bryant said it is interesting to see how things for the Town have gotten better and will continue to get better.

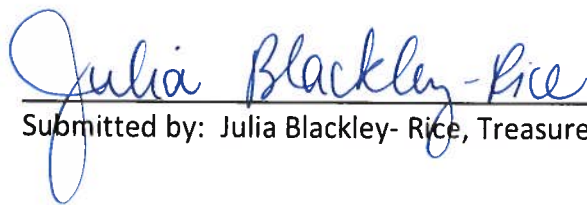
Councilwoman Hubert stated it was a great meeting and looking forward to next month.

Vice-Mayor Yackel made a comment about the sprinkler heads and if they could be turned.

Mrs. Coates stated they can be adjusted.

Mayor Phelps stated it was a good meeting and he appreciates the hard work by Town Council and staff.

There being no further business Mayor Phelps adjourned the meeting at 7:43p.m.



Submitted by: Julia Blackley- Rice, Treasurer & Clerk