

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
APRIL 14, 2022 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, April 14, 2022 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., Ralph W. Self, Rebecca Hubert, Mary Beth Bryant, Jonathan B. English, and Faron Hamblin. There were no Council Members absent.

Town staff present: Town Manager Joseph N. Quesenberry, Director of Community Development and Planning Melissa Coates, Interim Wastewater Plant Manager Garrett Withers, Sergeant Robert Moore, and Treasurer and Clerk Julia Blackley-Rice.

Also present: Approximately 5 others present in 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

After reviewing the consent agenda, Councilman Self moved to approve the consent agenda as presented. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

PUBLIC COMMENT

Mayor Phelps opened the floor to the public for public comments.

Mrs. Sally Pitts, owner of Precision Glass, spoke to Councilmembers as a thank you to Council and Staff. She has enjoyed seeing our Town return to life and understands the hard work it takes to bring prosperity to our Town. The restoration of the buildings along Main Street has been amazing, but wouldn't have been possible without the help of our Town Manager, Town Staff, Mayor, and Council members. The grants the Town applied to and were awarded proved to be invaluable. It afforded many the opportunity to update and refresh. She herself has had doubts with some of the improvements. For example, she was doubtful the Town Park would be utilized much when it was announced. However, she was fooled. The laughs and squeals of children are heard throughout the summer and it has become and prime location for children's birthday

parties. She has witnessed the Town Council and Town employees work tirelessly over the past few years to make this beautiful town what it is today. Mrs. Pitts knows that Mr. Quesenberry didn't do this alone, but he has spent many hours and even late-night hours bringing so much to our town. Mrs. Pitts continued with commending Town Council for their work on The Bounds. She acknowledged that projects are not always easy, but to see the collapsing buildings removed and the beauty that took its place is wonderful. She wants to remind others to remember to look at the whole picture and be proud of the grants our Town has obtained to make many of these changes. She hopes that property owners and business owners take time to thank our Town Council and Employees for all of their hard work. Like other residents, she does not want Warsaw to become a big city either and she doesn't think that would happen here. She has enjoyed seeing so many new things in Town for her to experience. A friend told her recently that growth will always come to towns in one fashion or another. It will be the towns that choose to grow and prosper that will benefit from that growth. In closing, she remarked how she has enjoyed the addition of the fountain on Main Street. When she arrives at her shop in the mornings she can hear the water and it gives her a peaceful feeling.

Mr. John Napier, owner of Napier Utilities Construction, spoke on his support for what the Town Council and Staff have accomplished. He has enjoyed being a part of the activities here in Warsaw. He added that if there was a need in the future, he would be glad to assist the Town if possible. He has been located in Warsaw since 1999 and its been a pleasure to see everything grow. He's enjoyed the activities the Town has done and is looking forward to more of them.

Mrs. Julie Vawter, town resident, spoke to Town Council expressing concern for families especially those residing on Hamilton Boulevard. During a previous meeting a concern regarding the speed limit of 40 miles per hour on Hamilton being too high was brought to Town Council. As a resident along Hamilton Blvd, Mrs. Vawter is aware of the speeding along that stretch of road and sees only a few options as a way to slow drivers down. She suggests to either enforce the current speed limit better, lower the speed limit to 25 miles per hour, or even the addition of speed bumps. She is fearful of a tragedy occurring because of the lack of sidewalks available on Hamilton Blvd. Mrs. Vawter aware that not everyone agrees with her about the speed limit being a problem but she believes they are worried they might get a ticket if the speed limit changes. The bigger picture is the safety of the Town's residents.

There being no one else wishing to address the Town Council, Mayor Phelps then closed the public comment portion of the meeting.

REPORTS

MAYORS REPORT: Mayor Phelps used his portion of the meeting and asked the Town Manager to respond to Mrs. Vawter's concern. Mr. Quesenberry responded that he did speak to VDoT regarding the speed limit when the concern was first brought before the body. The Town was notified today that the new speed limit signs of 35 miles per hour were installed earlier today.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report with an update on the Town's mural project. Mr. Quesenberry informed Councilmembers that one mural was moved onto the Rte. 360 corridor. The Town is waiting to for the signed permission form to be returned by the property owner. The new location is on the Warsaw Laundromat building. This project consists of three murals. Mr. Quesenberry reported that the Town has installed two fueling stations. A diesel fuel pump is located at the Wastewater Plant and there is a regular gas pump located behind the Town Office. The pumps were installed due to a change in ownership causing the Town to lose the tax exemption benefit. Mr. Quesenberry was excited to announce the return of the weekly Community Market. The first one for 2022 will be April 22 from 11AM – 7PM. The 4th Fridays Concert Series is returning this year. It will kick off on June 24th with Soul Expressions performing. To conclude his report, the Town Manager informed Town Council that he would be attending the VLGMA Summer Conference from June 6 – 10. He, along with Tappahannock's Town Manager, are co-hosts for this event.

POLICE REPORT: Sergeant Moore reported the Warsaw Police Department had 117 calls for service in the month of March. Councilman English asked Sergeant Moore to coordinate with the Richmond County Sheriff's Office to have the speed limit radar sign placed along Hamilton Boulevard.

Mayor Phelps announced to the body that Police Chief Joanie Kent has announced her retirement effective May 31, 2022. Mayor Phelps expressed his well wishes and that Chief Kent has the life of retirement she has earned after serving 47 years in law enforcement.

PLANNING COMMISSION: No meeting in April. Mr. Quesenberry stated there will be a meeting in May with a couple of public hearings on the agenda.

NORTHERN NECK REGIONAL JAIL REPORT: The report outlining the breakdown of the population as of March 2nd was included in the council packets. Vice-Mayor Yackel reported that the governing bodies held the annual banquet last week and four councilmembers were in attendance. The jail is fully funded without money coming from the local jurisdictions. The NNRJ Board is pleased to announce that they plan on keeping that trend into the next fiscal year. At the next Town Council meeting, the annual budget for the NNRJ will need to be presented and voted on since the Town of Warsaw is a member locality.

WASTEWATER TREATMENT FACILITY REPORT: Garrett Withers, the Wastewater Treatment Plant Manager, reported the average flow from town in March was 176,800 gallons; a decrease of 300 gallons from February's average flow of 177,100 gallons. The max flow from town in March was 218,600 gallons an increase of 21,200 from February's max flow of 197,400 gallons.

The average total nitrogen for March was 2.75 mg/L. This resulted in a monthly discharge of 117.0 lbs. For the year we discharged 442 lbs. which is 12.0% of our permitted 3,655 lbs.

The average total phosphorus for March was 0.10 mg/L, which resulted in a monthly discharge of 3.10 lbs. For the year we discharged 12.1 lbs. which is 4.4% of our permitted 274 lbs.

Mr. Withers informed Councilmembers that during a power outage, the plant generator continued to run after power had been restored. Dominion was called to investigate and the main transformer had dropped a leg. Dominion was able to repair the problem the same day. Mr. Withers reported the annual groundwater monitoring report for 2021 has been submitted. The first quarter 2022 groundwater sampling has been completed. A low water pressure float was replaced in the main water tank. All equipment that is used for groundskeeping has been serviced and greased. The monthly preventative maintenance and greasing was completed for all plant equipment.

AMERICAN RESCUE PLAN ACT REPORT: The report on ARPA spending to date was provided to Councilmembers in the packet.

OLD BUSINESS

PROJECTS REPORT: The Bounds: The parking lot is now paved and looks great. It is a one-way ingress and one-way egress. At the ingress point we were still experiencing water issues even with the speed bump there. It has been built up a little more and built the parking lot up as well, so it won't knock your car out of alignment when you turn in. We are hoping this will remedy the water issues. There is a deck overlooking the creek now and an irrigation system has been installed. There are plans to have the trail widened. TAP Project: A final set of plans has been accepted by VDoT. The next phase, acquisition of right-of-way should begin within the next couple of months. It appears we are beginning to make headway in that project. Main Street: Mr. Quesenberry and Mrs. Coates have a meeting scheduled with Dominion to discuss the extension of acorn lights down to the end of Main Street.

COMMUNITY MARKET: The addition of the second story balcony on the front was impeding vehicular traffic through the lot because of the low clearance. The plans are being amended to remove the balcony from the front, so the clearance is now 19 feet. The balcony will run from behind the LOVE sign and wrap around to continue down the side of the building closest to the former Affordable Used Goods location.

HAMILTON BOULEVARD SPEED LIMIT CHANGE: Mr. Quesenberry referenced that the speed limit change was discussed earlier in the meeting. Councilman Self would like an additional sign saying Strictly Enforced. He believes that might encourage drivers to not speed along that stretch of road. Mr. Quesenberry stated he would also look into adding Children at Play signage as well.

COMPREHENSIVE PLAN UPDATE: The calendar of events for the Comprehensive Plan Update was included in the council packets. The calendar provides the schedule for every meeting and event during the course of the project with The Berkley Group. The kick-off meeting is May 17. During the day, The Berkley Group will be doing a tour of Warsaw and hold the kickoff meeting with Town Staff, Town Council, and Planning Commission members.

NEW BUSINESS

FISCAL YEAR 2023 – BUDGET PRESENTATION: Mr. Quesenberry presented the summary of the budget proposal for 7/1/2022 – 6/30/2023. The proposed FY23 budget totals \$4,286,123.00. This amount reflects the total of the General Fund, Water, and Wastewater Budgets. This is a large increase from last years budget, reflecting both awarded and projected grant funds for various projects. The proposed budget freezes all capital improvement projects withing the General Fund and only allows for the purchase of a replacement vehicle within the Enterprise Fund budget. All large projects/purchases currently underway fall within ARPA funding. No tax increases have been proposed in the FY 2023 budget. A copy of Mr. Quesenberry’s presentation can be found on the Town’s website.

STREET PARKING IMPROVEMENTS – BID SELECTION: Mr. Quesenberry that two bids were received for the project. The project entails adding an aggregate of approximately 50 parallel parking spaces through Town. They would be located along Main Street, St. Johns, Belle Ville Lane, throughout the core district. Received a bid of \$17,000.00 from Shoosmith Construction and a bid of \$16,550.00 from Richard Emge. Discussion ensued regarding the two proposals. Vice-Mayor Yackel moved to approve and accept the bid from Shoosmith Construction Inc in the amount of \$17,000.00 and authorize the Town Manager to execute the contract on behalf of the Town. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

SCHEDULE PUBLIC HEARINGS: Mr. Quesenberry there are three public hearings that need to be scheduled for the next Town Council meeting. For the first request, Mrs. Coates reported that Mr. Gregory Packett is seeking a conditional use permit to construct three 16-unit luxury apartment buildings at 6326 Richmond Rd. Mr. Packett has submitted plans and the parcel is located in a R-12 zoning district. This is a permitted use with an approved conditional use permit. This public hearing would only allow him to proceed. The site plans have not been submitted although Mr. Packett does have preliminary plans available.

Councilman Forrest moved to schedule a Public Hearing on May 12, 2022 at 6:00pm, the next regular Town Council meeting date, for Packett Rentals, LLC seeking a conditional use permit for Tax Map #16-84(A)71 to construct three luxury apartment buildings. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

Mrs. Coates reported that Helena Chemical has submitted an application for a conditional use permit for their current location at 100 Commerce Parkway and is designated as Tax Map # 17-33A1 for a warehouse addition. They are amending the plans that were previously approved to add a 15,000 square foot seed storage warehouse.

Councilman Forrest moved to schedule a Public Hearing on May 12, 2022 at 6:00pm, the next regular Town Council meeting date, for Helena Chemical seeking a conditional use permit for Tax Map #17-33A1 for a warehouse space addition. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

The third public hearing that needs to be scheduled is the for the proposed FY 2023 budget. Councilman Hamblin moved to schedule a Public Hearing on May 12, 2022 at 6:00pm, the next regular Town Council meeting date for the proposed FY 2023 budget. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

CLOSED SESSION – 2.2-3711 A1 (Personnel) & A5 (Potential Business)

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (1) Real Property and Section 2.2-3711A (5) Potential Business of the Virginia Freedom of Information Act. 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

Councilman Forrest moved to come out of closed session and reenter regular session. The motion was seconded by Councilman **Hamblin** (correction) and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	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	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

There were two economic development action items out of closed session.

1. An applicant at 622 Main Street is planning to open a coffee and tea shop and has requested an economic incentive grant of \$7,200.00. Mayor Phelps opened the floor for discussion. Councilman Forrest recommended the approval of the façade assistance grant instead. Councilman English suggested that the façade assistance should apply to each building there since there are 3 buildings on the lot with 3 different addresses, so \$7,500.00 total. During discussion it was determined that there are two applications in process for the location so the total façade grant at this time should be \$5,000.00. The owner can apply for the third façade improvement grant at a later date.

Councilman Forrest moved to approve two façade improvement grant for the 2 buildings located at 622 Main with an award amount of \$2,500.00 for each building (total - \$5,000.00). 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	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

2. Mary Jenkins, owner/operator of Woof & Wag Grooming, will be operating at 723 Hamilton Boulevard. Mrs. Jenkins is requesting an economic incentive grant of \$7,200.00. The rent is \$600/month and the proceeds of this grant would cover one year of rent. After discussion, Councilman Self moved to approve \$300 per month of rent assistance for 1 year for a total economic incentive grant of \$3,600.00. The motion was seconded by Vice-Mayor Yackel and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron H. Hamblin	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Jonathan B. English	Aye

CLOSING COMMENTS

Councilwoman Hubert shared that Mr. Quesenberry did a great budget presentation. It was very well done.

Vice-Mayor Yackel shared his concerns with the parking area at The Bounds. Mr. Yackel added that he would like to see the Small Town with Big Town Vibes (slogan on a Town of Warsaw billboard) on a t-shirt or see if the local art students could design a logo.

Councilman Forrest thanked Mr. Quesenberry and staff for the balanced budget. Mr. Forrest would like to see a Your Speed Is... Sign permanently installed in Town.

Councilman English commented that Mr. Quesenberry provided a great presentation on the balanced budget and he was glad to see that raises were included for town staff.

Councilwoman Bryant reported that tonight was a great meeting and she believes everyone is doing a lot of good work.

Councilman Self thinks things are really coming along. There is great progress both inside and outside of town.

Councilman Hamblin thought tonight was a positive meeting. Mr. Hamblin is very appreciative of the public comments tonight. The staff's hard work is really showing.

Mayor Phelps worked a bank event and the majority of the comments were centered on the Town. The Director of Stratford Hall sought him out to say that they can't hire the help they need due to lack of housing and wanted more information on the potential subdivision.

There being no further business Mayor Phelps adjourned the meeting at 8:00 p.m.

Submitted by: Julia Blackley-Rice, Clerk