

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JUNE 13, 2024 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, June 13, 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, Ogle Forrest Sr., Ralph Self, Rebecca Hubert, Faron Hamblin and Mary Beth Bryant. Councilmember absent: Jonathan English.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Wastewater Plant Manager Frankie Sanders, Assistant Wastewater Plant Manager Alison Henry, Police Officer Nikki Boyington, and Treasurer & Clerk Julia Blackley-Rice.

Also present: Approximately 3 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.

MOMENT OF SILENCE – Honoring the Memory of Barbara Jean LeFon:

Mayor Phelps led a moment of silence to honor the passing of former Planning Commissioner Barbara Jean LeFon. Mrs. LeFon was active in our community. As a member of the Planning Commission, she would often bring debate, discussions, and questions to the group. Mayor Phelps added that she was an advocate for the Town and very excited for the growth revitalization of the Town.

COMMENDATION AWARDS – Rappahannock High School Girls Tennis & Boys Baseball Teams:

Mayor Phelps honored the recent state champion winning teams of Rappahannock High School. Mayor Phelps announced that Town Council would be donating \$100 for each team to the Rappahannock Boosters Club.

APPROVAL OF CONSENT AGENDA:

Vice-Mayor Yackel moved to adopt the consent agenda as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ralph Self	Aye
Faron Hamblin	Aye		

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

James Clifford Mullin, 8351 Historyland Highway, Warsaw, VA stated that he was impressed at last month's meeting with the recognition that Council gave to Michelle's Sweet Treats. He went on to say that he wanted to point out to Council that there has been no activity for improvements at the drop inlet on the road near the Exxon station. He prefaced his next comments as presenting these questions for the Town of Warsaw to have an opportunity to ensure that it is not being accused of anything wrong. It has been reported to him that there are fire hydrants that are damaged and out of service. There are others that are abandoned. In his previous work history, he is aware of reporting that was done on fire hydrants for the insurance companies and wonders if there were any reports that would show the status of the Town hydrants. The next subject he wanted to bring to the Council's attention is that he thinks the sidewalk work is fantastic. The eastbound side is basically complete and looks great. Unfortunately, the westbound side is causing some traffic issues. As the project is progressing however, it will also add benefit to the townspeople. Mr. Mullin is sorry that the Town couldn't get Dominion to set the power poles back. Mr. Mullin presented a copy of an article from an old issue of the Northern Neck News to the Mayor. The article was about the redevelopment of The Bounds. Mr. Mullin stated the article references at one point there were plans for an amphitheater, picnic shelter, and a big lawn. Mr. Mullins is unsure of where these proposals stand in the town plans. Mr. Mullins would like any available information on the standing of these projects. Mr. Mullins concluded his time adding that he appreciates the color scheme for the Town fountains, but the operating hours are interesting. He commented that sometimes it's three, sometimes two, and sometimes one. He didn't know if that was due to conserving electricity or water level.

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

REPORTS

MAYORS REPORT:

Mayor Phelps started his report time by addressing Mr. Mullins' comments regarding The Bounds. Mayor Phelps stated that when the article referenced by Mr. Mullins was published, the Town had a lot of high ideas for the property and was chasing multiple grants for funding of the projects. As grants were awarded, the Town made the amenities happen. When grants were not awarded, the Town had to adjust the plans for the property.

TOWN MANAGERS REPORT:

- Mr. Quesenberry began his report by informing Town Council that he has not received anything submitted formally regarding a proposed subdivision. However, Mr. Quesenberry did want to provide to Town Council that there is a current purchase agreement in place for the Richmond County owned parcel located at the corner of Main Street and Hamilton Blvd. Within the due diligence period of the agreement, it is required that the potential developer obtain a conditional rezoning of the land. At this time, the proposed development will be commercial and mixed use along the Main Street portion

of the parcel and then residential is located throughout the remaining. On the proposed layout, 40 homes are slated for the area. Mr. Quesenberry reiterated that this is a very high-level overview and nothing has been formally submitted yet. The Town Manager brought this information to the attention of Town Council due to their being a purchase agreement in place, so Mr. Quesenberry believes the matter will be brought to Town Council soon.

- Mr. Quesenberry reminded everyone that anyone seeking election to Warsaw Town Council, the candidacy paperwork needs to be completed and submitted to the Voter Registrar by close of business on June 18 to be included on the November 2024 ballot. Mr. Quesenberry encouraged any and all residents to apply and appreciates your civic engagement.
- Mr. Quesenberry reported that the Town of Warsaw will be transferring to a new payroll system instead of the current manual process. Beginning July 1, the Town will be using Dominion Payroll to assist with payroll, retirement payments, and Federal/State/Unemployment Insurance withholding.
- Mr. Quesenberry stated the website upgrades were moving along. Along with Town Staff, the Town Manager has been providing photos, schematic design choices, and narrative information for the updated website. The Town Manager anticipates the updated website will be slated for a late summer or early fall release.
- Mr. Quesenberry reported that he recently attended the VLGMA annual conference. There were approximately 330 town, city, and county managers in attendance. Mr. Quesenberry is still serving the VLGMA as a member of the executive committee.
- Mr. Quesenberry informed Town Council that the new refuse truck has arrived. The Town Manager anticipates this will help the Town be more efficient in terms of repairs on our trash collection vehicles.
- To conclude his report, Mr. Quesenberry reminded everyone that the 4th Friday's concert would be on Friday, June 28 at the Town Park. The band for the event is Soul Expressions and the event begins at 7:00pm. There is no admission fee to come and enjoy the music. Food will be available for purchase from Old Rapp Taphouse, El Padrino Food Truck, and Da Hula Hut.

POLICE REPORT:

Chief Peterson reported there were 195 calls for service in May. Chief Peterson reported that a 10x20 shed was delivered to the Police Department today. The shed was very much needed to add storage space that is lacking within the building itself. The Warsaw Police Department participated in a food distribution event held at C&F Bank on June 1. There were approximately 500 people that showed up to get meals. The first Coffee with the Chief event will be held on Saturday, June 22 at Eggspresso from 9 a.m. to 11 a.m. Chief Peterson has successfully completed the background checks on three applicants and has started the onboarding process for all three. One officer has already started with the police department. The other two officers will be starting by July 1. Chief Peterson then introduced his recent hire that has started, Officer Nikki Boyington. Officer Boyington has dispatch and law enforcement experience. Chief Peterson announced that the new speed limit radar sign has been installed. To conclude her report, Chief Peterson

reported that he met with Sheriff Smith today as they have been trying to meet up every two weeks. Chief Peterson thought it was a great meeting and together they covered some hot points that each agency has noticed and ways to improve communication.

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 daily influent flow for May – 191,600 gallons per day (gpd). This was an increase of 2,900 gpd from the April average daily flow.
- Maximum daily influent flow for May – 254,100 gallons per day (gpd). This was a decrease of 5,700 gpd from the April maximum daily flow.
- For May, the average effluent Total Nitrogen (TN) concentration was 3.20 mg/L, within the limits of our VPDES permit.
- For May, the average effluent Total Phosphorus (TP) concentration was 0.22 mg/L, within the limits of our VPDES permit.

Monthly Operations and Maintenance

- Treatment plant staff collected samples from our groundwater monitoring wells. There are six wells, six samples per well. Samples were bottled and sent to the laboratory for test results. This is to complete our quarterly GWM report.
- Laboratory and instrumentation equipment was serviced. The annual calibrates were completed and recorded.
- Plant staff cleaned UV lamps and channels. Took inventory, stocked lamps and sleeves.
- Our team continues to housekeep, cleaning two much needed operational buildings.
- Plant Operators conducted our daily process control testing on the SBRs. This involves seven tests per Reactor. Typically taking two hours per Reactor.
- Completed and submitted our monthly operations report.
- Our team assisted with a call-out water line break, watering hanging baskets, town residential refuse pick- up and recording water meter readings.
- The Plant E.Q. mixer was repaired and restored to service.
- Nutrient samples for the month of May followed our discharge limits and monitoring requirements.

At the end of his report, Mr. Sanders introduced Alison Henry. Ms. Henry was recently hired as the Assistant Plant Manager for the Wastewater Treatment Plant. Ms. Henry addressed the

Town Council with her credentials in the Wastewater and Water Treatment areas and how she will be an asset to the Town.

COUNCIL COMMITTEE REPORT:

No Council Committees have met.

PLANNING COMMISSION: No meeting.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Beginning in July, the Jail Board meeting date will change. The NNRJ Board will begin to meet on the second Wednesday of the month.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mr. Quesenberry reported that he had a very good meeting yesterday and today with the Contractor. The Town has received the amended plans from Permit Zip, and they are the MEP (Mechanical, Electrical, Plumbing) engineers for the project. Town Staff met with them along with the architect and the contractor and were able to adjust the scope of the project down. However, a change order for approximately \$18,000 is anticipated to add more electrical capacity. It has been determined that the Town will have to pull the permit for the project and the contractor will pull the trade permits. Casone Enterprises is a Class A contractor but more so on the remodeling side. Tuesday, June 25 will be the clock tower installation. **The Bounds:** The Assistant Town Manager reported that we have achieved the grass coverage percentage amount needed for the monthly inspections to no longer be required. The punch list of items that were not previously completed by previous contractors is underway to be completed and there should be activity there beginning as early as next week. Once we get these items completed, the Town can close out the project and submit for the remaining grant funds. **VDoT Tap Grant:** Mrs. Coates reported that the project is moving along nicely. The contractors are currently in front of the Jones House along Rt. 360. Mrs. Coates will need to recertify as project administrator for the Town to complete the project. **Well Replacement:** Mr. Quesenberry reported there have been no changes to the status of the project. Town Staff is working to complete current projects prior to commencing this one. **DHCD Housing Project:** The Town Manager reported there have been numerous documents and paperwork to sign and certify that will be returned to DHCD.

ANNEXTION:

Mr. Quesenberry reported that a public hearing was originally scheduled to be held today to hear the public's comments regarding the ordinance of annexation. The subject parcels are a very

difficult set of parcels to abstract deeds. It is one of the most difficult the abstractor has seen. There is a long history of ownership with many different owners.

NEW BUSINESS:

FY 2025 BUDGET ADOPTION

Mayor Phelps reviewed the process that Town Council has taken to present the proposed fiscal year 2025 budget. Councilman Forrest added that while this budget does include increases, he doesn't foresee any other way around it. He recommends moving forward with the budget as presented.

Councilman Self moved to adopt the proposed budget as presented for Fiscal Year 2025. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ralph Self	Aye
Faron Hamblin	Aye		

After approval, Mayor Phelps added as a reminder that there are no monies in the budget to pay Councilmembers. Council is an elected body and Council chooses not to take a salary.

APPOINTMENT OF TOWN MANAGER, CHIEF OF POLICE, TOWN TREASURER/CLERK

Mayor Phelps stated that the positions of Town Manager, Chief of Police, and Town Treasurer/Clerk are up for appointment every 2 years. The current terms are expiring June 30, 2024.

Councilman Hamblin moved to appoint Julia Blackley-Rice as Treasurer & Clerk for a term beginning July 1, 2024, and expiring June 30, 2026. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ralph Self	Aye
Faron Hamblin	Aye		

Councilman Forrest moved to appoint Sean Peterson as Chief of Police for a term beginning July 1, 2024, and expiring June 30, 2026. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ralph Self	Aye
Faron Hamblin	Aye		

Councilman Hamblin moved to appoint Joseph Quesenberry as Town Manager for a term beginning July 1, 2024, Hand expiring June 30, 2026. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ralph Self	Aye
Faron Hamblin	Aye		

BUSINESS LOAN APPLICATION & ROOF REPAIR – RELISH RESTAURANT & WINE BAR

Mr. Quesenberry reviewed the \$10,000 request from Relish Restaurant & Wine Bar. The term of the loan would be 10 years with an interest rate of 3.0%. Ms. Smith, owner/operator of Relish Restaurant has requested the funds to aid in the cost of repairing the metal roof of the building. Due to the previous improvements were completed as part of the town’s revitalization project and are already beginning to fail and given that the original contracting company is no longer in existence, Mr. Quesenberry proposed that the Town Council approve Ms. Smith’s business loan with the proposed terms and for Town Council to match the loan with grant funds for a total of \$20,000. It would be set up as a \$10,000 loan and a \$10,000 forgivable loan. The forgivable loan would be taken from the beautification general ledger line item.

Discussion followed about depleting the Revolving Loan Fund with this request and how the Revolving Loan Fund would be replenished with the payments made from the borrowers. Mayor Phelps added that if the Town Council was to move forward with this request, he would like to see a certification obtained that guarantees the roof construction for 10 years.

Councilman Self moved to approve the business loan application request of \$10,000.00 for a total of 10 years with an interest rate of 3.0% and a forgivable loan for \$10,000.00 to Relish Restaurant and Wine Bar for a roof repair to the building with the added caveat of providing a guaranty for the roof repair to cover the 10-year period. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ralph Self	Aye
Faron Hamblin	Aye		

BUDGET REAPPROPRIATION - \$15,000 TO VEHICLE REPLACEMENT

Mr. Quesenberry presented to the Town Council a request to reappropriate \$15,000 from the Trash Truck Repair line item and move to the vehicle replacement line item. Mr. Quesenberry further went on to explain that there are several vehicles and pieces of equipment that the Town is no longer using and is planning to sell them publicly. Mr. Quesenberry would like to use the proceeds from the municipal sale to aid in the purchase of a new administrative vehicle. With the newer model trash collection trucks, there have not been a lot of repairs. There is approximately \$19,000 remaining of unused funds in the trash truck repair line item.

Councilman Forrest moved to reappropriate \$15,000.00 from the Trash Truck Repair general ledger line item to be used toward Vehicle Replacement. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Rebecca Hubert	Aye	Ralph Self	Aye
Faron Hamblin	Aye		

Councilman Self spoke to Town Council stating that he has noticed an increase of vehicles longer than 30ft traveling along Main Street, which is prohibited unless a delivery is being made. Councilman Self would like to see additional monitoring to cut down on the truck traffic along Main Street.

CLOSING COMMENTS:

Councilman Hamblin has just returned from a weeklong trip throughout the southern east coast. He traveled through numerous small towns and felt it was pretty amazing to see so many beautiful little towns. One of the things that did stand out to him was just how many of these towns were just about closed up with vacant and abandoned buildings. Warsaw would have been a shining star along that highway. Councilman Hamblin sent congratulations to the boys baseball and girls tennis teams for winning their state championships but he attended the Beta National Convention with the students this week and they did an excellent job. Taliah Graham placed second in the nation for her singing performance.

Councilman Forrest began his comment by saying that he missed a meeting a couple of months ago due to his wife having a hip replacement. He wanted to let the Council know that he would miss next months meeting due to having a hip replacement of his own. Councilman Forrest went on to say that it has been a great meeting tonight and that Council takes care of the Town's business in the best interest of the Town, not ourselves, and that is what it's all about.

Councilman Self is looking forward to our first summer concert series coming up this month. He hopes that the members of our community come out and join us. It's a great way to kick off the summer and he is looking forward to spending the summer with everyone. With the events going on in town, he appreciates everyone's hard work.

Councilwoman Bryant wished everyone a happy 4th of July and is looking forward to the concert. She thinks it is going to be wonderful. Councilwoman Bryant has been enjoying walking in the Town.

Councilwoman Hubert congratulated the Rappahannock sports teams for their accomplishments. Councilwoman Hubert reminded the Town Council that the tennis teams have nice courts to play on due to community partnerships including the Town. With the upgrades to the court, the team was able to hold matches here and have a home court advantage until they got into state match play. That's a big deal.

Vice-Mayor Yackel reminded everyone that Father's Day and Juneteenth are coming up as well.

Mayor Phelps shared that he is very proud to serve on the Town Council with everyone. He walks through the Town with his wife regularly and sees things happening. Sometimes things don't happen quite as quickly as we'd like, but things are happening. Mayor Phelps remarked that there is another business that has contacted the Town Office wanting to relocate their small distribution center here. At a work meeting, a co-worker from the middle peninsula asked Mayor Phelps about ChristmasTown. Mayor Phelps commented that its only June and already people are talking and want to know about ChristmasTown. Mayor Phelps closed his comments by saying that the Town Council isn't perfect and makes some mistakes, but we learn from them and do the best we can.

There being no further business, Mayor Phelps adjourned the meeting at 7:15 p.m.

Submitted by: Julia Blackley- Rice, Clerk