

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
June 8, 2023 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, June 8, 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, Rebecca Hubert, Jonathan English, and Faron Hamblin.

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

Due to technical difficulties, this meeting was unable to be livestreamed. Treasurer & Clerk Blackley-Rice stated that she believed it had to do with a Facebook update and would contact CodeBlue to help correct the issue before the next meeting.

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

Mr. Quesenberry stated there was a need to amend the consent agenda to add a Closed Session after the conclusion of new business. The Closed Session would pertain to VA State Code Section 2.2-3711A (7) and (29) for a discussion of probable litigation and award of a contract or contract terms as it relates to the forgivable loan program. Councilman Forrest moved to approve the Consent Agenda as amended. 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
Jonathan English	Aye	Faron Hamblin	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

PUBLIC COMMENT: Mr. Quesenberry read a letter written by Kip Haynes at 54 Belle Ville Lane. A copy of the communication has been attached to these minutes as Attachment 1.

REPORTS

MAYORS REPORT: Mayor Phelps thanked everyone who carried on in his absence last month and for the thoughts and prayers for his family.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) going over the new Main Street Program reconstructing progress. He announced that Mrs. Coates is now the President for the Warsaw Richmond County Main Street Program. (2) Mr. Quesenberry updated the Council on the streetlight improvements. He stated Dominion is obtaining Right of Way to expand lights

towards Hamilton. (3) Mr. Quesenberry stated that there will be a new Billboard design going up in the next month. The Town will also be putting up their summer banners within the next couple of weeks. (4) Mr. Quesenberry met with the Hotel Proforma Feasibility Study employee. He interviewed Joseph and Andy. Mr. Quesenberry plans to have a report done in the next two months that will show the Town is viable for a 15 to 20 room boutique hotel on the second floor of the Taphouse. (5) Movies on Main will be tomorrow, June 9<sup>th</sup> starting at 9pm. The movie playing will be The Land Before Time.

**POLICE REPORT:** Mr. Quesenberry reported that the Warsaw Police Department received 137 calls for service and 42 traffic stops in May.

**COUNCIL COMMITTEE REPORTS:** Economic Development did not have a quorum, but those present spoke about a business improving grant for Dameron Family Health & Wellness. They put up a new sign and spent a total of \$5,653.66. The recommendation is to reimburse half of that. Vice-Mayor Yackel spoke up and stated he is hesitant to reimburse them as a new sign is part of doing business. Assistant Town Manager Coates confirmed that there was also landscaping done. This has been deferred to next month's meeting when the full committee can meet.

**PLANNING COMMISSION:** The Planning Commission did not meet.

**NORTHERN NECK REGIONAL JAIL REPORT:** The monthly jail population report was provided in the council packet. Vice-Mayor Yackel presented a budget amendment for the NNRJ for the cost of increase in supplies to include laundry, linens, inmate clothing, repair and maintenance supplies, computer and software supplies, and food service supplies. Vice-Mayor Yackel moved to approve the NNRJ amended budget as presented.

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

**WASTEWATER TREATMENT FACILITY REPORT:**

**Monthly Number**

- Average flow from town for the month of May- 175,300 gal. A decrease of 6,600 gal. from the month of April's average flow.
- Max flow from town for the month of May- 204,600 gal. A decrease of 66,900 gal. from the month of April's average flow.
- Results for the month's nutrients will be included with next month's report.

## Monthly Operations and Maintenance

Our annual calibrations on all plant equipment from outside support was scheduled and conducted.

- Renewal paperwork was documented and sent in for our new VPDES permit.
- We made repairs to one of our polymer pumps after we noticed flow had stopped. We replaced the pump primer, and the pump is back in operation.
- Our 2<sup>nd</sup> quarter monitoring well sampling was conducted and sent off to the lab.
- Assessment and repairs were made to our digester pump after we noticed flowrate was down.
- All preventative maintenance was conducted on plant pumps, valves, and equipment.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated that there have been no substantive changes to the ARPA budget. There is a remaining balance of \$959,270.93. The Town is beginning to draw on the Well Project which is a major share of remaining funds. Mr. Quesenberry stated he met with Resource International, and they should have their plans finalized by the end of the month. Mayor Phelps asked if there was any update on the grant for the Well Project and Mr. Quesenberry stated no, there is no update.

### OLD BUSINESS

ECONOMIC DEVELOPMENT UPDATE: Mr. Quesenberry stated that unfortunately Chesapeake Doughnut did close. Mr. Quesenberry and Mrs. Coates have met with the property owner and have also met with a possible new tenant. Mr. Quesenberry went on to say that the property has been subdivided and the plat has been recorded for Domino's.

PROJECTS UPDATE: **74 Main Street:** Mr. Quesenberry let everyone know that the final architectural plans were included in the packet. He is currently waiting on the MEP and that should be in by the end of the week. The bid schedule has been set. Then 3 weeks after that, there will be a pre-bid meeting where all the prospecting contractors will look over the plans and by the August meeting, a contractor will be chosen, and construction can start. **Comprehensive Plan Update:** Mrs. Coates stated the next meeting will be a public open house and is set for August 22<sup>nd</sup>. **DHCD Housing Grant:** Mr. Quesenberry stated beginning July 1 the Town will begin their application for its scattered site project- which includes 9 to 10 homes. **VDOT TAP Project:** Assistant Town Manager Coates stated she is in the process of working with Resource International to provide documentation for the daily inspections that will occur once the project has been put to bid. **Health Care Training Facility:** There have been no major changes since the last meeting. It is still moving forward, and it is 4 to 6 million dollars' worth of grant funds on the application.

NEW BUSINESS

FISCAL YEAR 2023-2024 BUDGET ADOPTION: Public Hearing was held in May. Councilman Forrest made a motion to adopt 2023-2024 budget as presented. The motion was seconded by Councilman Hamblin and carried with the following votes:

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

CLOSED SESSION- 2.2-3711 A7 & A29: PROSPECTIVE BUSINESS & LITIGATION

Vice- Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (7) & (29) as it relates to probable litigation and award of a contract or contract terms relating to the Town's forgivable loan program. 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
Jonathan English	Aye	Faron Hamblin	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

Councilman Hamblin 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
Jonathan English	Aye	Faron Hamblin	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
Jonathan English	Aye	Faron Hamblin	Aye
Rebecca Hubert	Aye	Ogle E. Forrest, Sr.	Aye

There was no action out of closed session.

CLOSING COMMENTS

Councilman Self stated it was a good meeting and able to get a lot of important things completed. Looking forward to a fun summer in Warsaw.

Councilman Forrest thanks the members of the public joining tonight. He went on to thank Mr. Quesenberry and staff for the work on the budget.

Councilman Hamblin said it is an exciting time with his music and is excited for the summer concert series.

Councilwoman Bryant said it was a good meeting and there is a lot to look forward to.

Councilwoman Hubert thanked the Town for the new apparel and stated it was a good meeting.

Vice-Mayor Yackel met with some employees of Public Works last Friday and it was discovered there was a water leak, and he is very appreciative of their hard work. He also congratulated the RHS tennis team for winning their state championship.

Councilman English is excited to see the events going on around Town and appreciates the Town employees for their hard work.

Mayor Phelps thanked the council for taking care of the meeting last month.

There being no further business Mayor Phelps adjourned the meeting at 6:54p.m.

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Submitted by: Julia Blackley- Rice, Treasurer & Clerk