

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
AUGUST 8, 2024 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, August 8, 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, Jonathan English, Faron Hamblin and Mary Beth Bryant. Councilmember absent: None.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There were 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.

APPROVAL OF CONSENT AGENDA:

Councilman Forrest moved to approve the consent agenda with an amendment to add a Resolution for Governing Bodies from USDA under New Business, item c. The motion was seconded by Councilman Self and carried with the following votes.

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

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

James Clifford Mullin, 8351 Historyland Highway, Warsaw, VA began his public comments by thanking the body for allowing him the opportunity to speak. He wanted to thank the members of Town Council for their continued representation and participation with the Richmond County Fair. Mr. Mullin stated there is still no movement on the repair of the drop inlet behind Exxon. Mr. Mullin's request to the Town Council is if he could be given the contact information of who is responsible for the repair, he will begin to follow up with them. Continuing, Mr. Mullin stated that he anticipating hearing during the meeting tonight, but if not, he would like an update on the state of the annexation plan. Mr. Mullin thinks the sidewalk work looks great and has been a great project. It did cause a little bit of an inconvenience, but when its over you enjoy it. Mr. Mullin spoke with VDoT this morning and the road diet is not on the schedule yet, but it will begin soon.

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

## REPORTS

### MAYORS REPORT:

Mayor Phelps thanked Vice-Mayor Yackel for leading the meeting in his absence last month. Mayor Phelps then thanked the Councilmembers and staff for attending and representing the Town at the Richmond County Fair on Tuesday, August 6.

### TOWN MANAGERS REPORT:

- Mr. Quesenberry reported the title work has been completed for the parcels contained in the annexation project. The Town attorney has enough information and can draft the Ordinance of Annexation. Later on the agenda, Town Council will have the opportunity to set a public hearing with the adoption following after the public hearing, if Council chooses to move forward. The expansion would include a valuable piece of property that is currently split between the County and the Town.
- With the TAP project coming under budget, the Town is investing approximately \$50,000 to add crosswalks across all 5 streets at the Court Circle intersection. Mr. Quesenberry met with David Beale and informed him that the current state of the crosswalks is not conducive for walking. Mr. Quesenberry believes that an enhanced crosswalk will help to add connectivity to the Town. The crosswalks will match the ones on Main Street. They will be the brick stamped crosswalks.
- Mr. Quesenberry reported that there are upcoming events to put on everyone's radar. The 4<sup>th</sup> Fridays Concert Series will be held on August 23<sup>rd</sup> at 7:00pm featuring the band TRADEMARK. The Warsaw Community Market is held on the 2<sup>nd</sup> & 4<sup>th</sup> Saturday of the month. The El Padrino food truck should be at the Community Market this weekend also.
- Town staff are still working with a potential residential developer on the County's 13-acre parcel at the corner of Hamilton and Main. There is an entity that has shown some interest in the parcel adjacent to McDonald's and Town Staff are currently working on a potential rear access road for that parcel. Mr. Quesenberry reported that with the Daily's closure, the space will soon be filled by a new restaurant, and he will have more details to announce soon. There is a new coffee and tea café as well as a small shopping space that plans to open beside of Warsaw Nail in the China Inn Shopping Center. Mr. Quesenberry stated he would have more details to share soon.
- The Town Manager reported that with the retirement of Mr. Mark France as Director of Public Works some time ago, the position remained vacant. As of late, it was determined that the Town had a deep pool of talent within our ranks to promote a qualified candidate to the position. After an extensive interview process, Mr. Quesenberry is excited to announce that Mr. Jesse Schools has been promoted to the position. Mr. Schools has been with the Town for over 5 years and has exhibited a strong work ethic and a desire for greater achievement and success. Mr. Schools addressed the Town Council and

thanked them for the opportunity, and he was looking forward to working with Town Council.

**POLICE REPORT:**

Chief Peterson reported there were 568 calls for service in July. Chief Peterson furthered his report by announcing that Officer Paul Carson was hired. Officer Carson had been in the Navy for 10 years and recently came off of active duty. Officer Carson completed the bridge program that the active duty side has so an agency can bring that person on but they're not allowed to let them sign contracts or anything. Therefore, Chief Peterson was able to hire him from King & Queen County. Officer Carson has completed his 100 hours of FTO with the WPD and is now on the road in Warsaw. The Warsaw PD participated in the Richmond County Fair. On Tuesday night, the fair drew approximately 2,500 attendees.

**PUBLIC WORKS REPORT:**

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

**Monthly Numbers**

- Average influent flow for July – 194,700 gal. An increase of 9,600 gal. from the month of June average flow.
- Max influent flow July – 249,100 gal. An increase of 38,800 gal. from the month of June max flow.
- For July, the average effluent Total Nitrogen concentration was 2.02 mg/l, within the limits of our permit.
- For July, the average effluent Total Phosphorus (TP) concentration was 0.09 mg/l within the limits of our permit.

**Monthly Operations and Maintenance**

- The Treatment Plant Staff changed the oil and replaced filters on our two compressors that service effluent sand filters.
- Plant Staff refreshed and painted several of the building's protective barrier posts.
- Operators utilized the use of our new hillside mower, with some of the pond side slopes at almost 30 degrees. This mower is a much safer solution for operating on steep hillsides.
- E.Q. basin floating mixer was repaired and restored to service.
- Our permit required addition testing for fecal coliform for the month of July (1 sample a week) Those grab sample test results were incompliance with our discharge limits.
- Plant Operators conducted our daily process control testing on the SBRs.
- Operation of our screw press was utilized and produced several pounds of sludge for shipment.
- Ordered our necessary laboratory supplies.

- Completed and submitted our monthly operations report.
- We assisted with residential trash pick-up and recording water meter readings.
- Plant effluent samples taken and tested for the month of JULY met all requirements as to our permit discharge limits.

Before proceeding, Mayor Phelps inquired what venue is the drop inlet sitting with currently. Mr. Coates responded that she believes it belongs to the Tractor Supply shopping center and that they were required to put the drop inlet in for drainage purposes. Mrs. Coates has contacted VDOT and also Richmond County. Richmond County handles erosion and sediment control and would have approved that development with the storm water plan. Mrs. Coates has sent several emails and has referred to a suggestion from VDOT as they recommended a certain style of drop inlet and provided the specs for that particular style. Mrs. Coates forwarded that information over to Richmond County also.

#### COUNCIL COMMITTEE REPORT:

The Economic Development Committee met virtually and will be discussed under new business.

PLANNING COMMISSION: No meeting.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. The Jail Board has not met yet this month due to the change in their meeting schedule.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council. Mr. Quesenberry reported there are remaining funds of \$365,133.98 to be disbursed.

#### OLD BUSINESS

##### PROJECTS UPDATE:

**74 Main Street:** Mr. Quesenberry reported the contractor is finalizing quotes for asbestos remediation. The Town Manager is anticipating there will be a change order of approximately \$15,000. He should receive the finalized quotes tomorrow. **The Bounds:** The Town Manager reported that the three fountains are working properly and that he has received numerous compliments on the trails. Mr. Quesenberry did state that he had received a comment about the upper gate being locked but it does not have handicap accessible entry like the lower gate does on Wallace Street. Mr. Quesenberry stated that he would have that remediated when the paving contractor returns for a project on a future date. **VDOT Tap Project:** The Assistant Town Manager reported the project was moving along rapidly but then the contractor ran into a small glitch with a guide wire. There are four riders on a Dominion utility pole that will need to be moved. Dominion is being contacted to coordinate the move. Mrs. Coates anticipates the move will incur a \$1500 change order. Mrs. Coates added that the project is also waiting for a portion of the curb to be repaired. There is a fire hydrant and a meter valve that need be moved and it has not been completed yet. Once these remaining items are completed, the silt fence should be taken down. Overall the project has moved along nicely and all major milestones have been met. **Well**

**Replacement Project:** No update at this time. **DHCD Housing Project:** Mrs. Coates spoke with DHCD and Jerry Davis with the PDC today and the Town has a ratified contract with DHCD for the project. Mrs. Coates reported in the coming month, the participants will be completing their income certifications. Due to the length of time, the projects will have to be recertified. The Assistant Town Manager is hopeful that by October, contractors will be lined up for the project. The Town has five recipients. Three of the recipients are partial rebuilds and they will be put out to bid together. The remaining two are complete rebuilds and will also be put out to bid as one project.

NEW BUSINESS:

SCHEDULE PUBLIC HEARING – ANNEXATION PROJECT – 9/12/24

Mr. Quesenberry reported the attorney has the titlework for the proposed annexation project. The attorney is drafting the Ordinance for Annexation which needs a public hearing prior to its adoption. If the Ordinance is adopted subsequent to the public hearing, the ordinance will go into effect on December 31, 2024.

Councilman Forrest moved to set a public hearing date of 9/12/ at 6:00pm to hear the public’s comments or concerns regarding the adoption of the Ordinance of Annexation. The motion was seconded by Councilman Self and carried with the following votes.

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

BUSINES IMPROVEMENT GRANT APPLICATION – CLEMENTS TENT RENTALS

Mr. Quesenberry informed the Town Council that the Economic Development Committee met virtually and voted 4-0 in favor of recommending approval of the request to Town Council. Clements Tent Rentals plans to remove some of the trees from the area in-between Rt. 360 and Meadowbrook Rd which would provide a better visibility of their building. In addition, they plan to add a brand-new sign and other exterior improvements. Mr. Quesenberry stated that he discussed with the business owners that regular business improvements are considered maintenance items and don’t qualify for the grant. However, much of this request, i.e. the new sign and tree removal, would be considered enhancements and more than qualify for the grant. The amount being requested is \$2,500.00.

Councilman Hamblin moved to approve the Business Improvement Grant in the amount of \$2,500.00 to Clements Tent Rentals. The motion was seconded by Councilman English and carried with the following votes.

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

USDA RESOLUTION OF GOVERNING BODY – TRASH TRUCK

Moving toward closing of the USDA loan to purchase the new trash truck, it was discovered that the Town needed to adopt the Resolution of Governing Body for the loan closing. Mayor Phelps read before the body the USDA Resolution of Governing Body which outlines the purpose of the loan and authorizes the Town Manager to execute documents on behalf of the Town of Warsaw. A copy of the resolution has been added to these minutes as Attachment 1.

Vice-Mayor Yackel moved to adopt the Resolution of Governing Body as read. The motion was seconded by Councilman Forrest and carried with the following votes.

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

CLOSED SESSION- 2.2-3711 A-1 PERSONNEL

Vice-Mayor Yackel moved to enter closed session in accordance with Virginia State Code Section 2.2-3711A (1) as it relates to Personnel 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 |
| Faron Hamblin     | Aye | Jonathan English | Aye |
| Ogle Forrest      | Aye | Mary Beth Bryant | Aye |
| Rebecca Hubert    | Aye | Ralph Self       | Aye |

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

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

## OUT OF CLOSED SESSION

No action out of closed session.

Councilman Forrest brought forth to Town Council that he would like to see the Town start accumulating funds to install a generator on Well #3. Then all wells for the Town would have a generator backup for a worst case scenario situation.

## CLOSING COMMENTS:

- Councilwoman Hubert felt it was a great meeting tonight. It was run very efficiently and she enjoyed being here tonight.
- Councilman Forrest also thought it was a great meeting. Councilman Forrest added that Council conducts the Town's business with the best knowledge and information given to them. In turn, Councilmembers are able to take the information and make the proper decisions for the benefit of the Town.
- Councilman English thought it was a great meeting. He added that it is wonderful to see the sidewalks being completed and wants the Town to keep moving forward.
- Councilwoman Bryant thought it was a great meeting and she enjoyed being at the Richmond County Fair.
- Councilman Self appreciates everyone's participation in the activities going on in the community and town. He apologized for not introducing the Councilmembers and Town Staff during his announcement address at the Opening Ceremonies of the Richmond County Fair.
- Councilman Hamblin thought it was a great meeting and agreed it is great to see the sidewalks in Town. He wished all of the students a happy return to school on Monday and hopes they all have a great year.
- Vice-Mayor Yackel is looking forward to the many activities that are gearing up in Town. The 4<sup>th</sup> Friday Concert will be taking place in a couple of weeks and he hopes to see everyone there. WarsawFest, ChristmasTown, Friday night football games, there are plenty of activities to do in Warsaw!
- Mayor Phelps thought it was a good meeting and Council is doing good work. Mayor Phelps added that he appreciates everyone's efforts in serving the Town of Warsaw.

There being no further business, Vice-Mayor Yackel adjourned the meeting at 6:52 p.m.

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Submitted by: Julia Blackley- Rice, Clerk