

DRAFT - MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JULY 14, 2022 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, July 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, and Jonathan English. Councilmember Faron Hamblin was absent.

Town staff present: Town Manager Joseph Quesenberry, Director of Community Development and Planning Melissa Coates, Chief of Police Andrew Hughes, Officer Trey Blake, Officer Michael Andrews, Wastewater Plant Manager Garrett Withers, and Treasurer and Clerk Julia Blackley-Rice.

Also present: Approximately 3 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

Vice-Mayor Yackel moved to amend the consent agenda to add a section for Closed Hearing as referenced by the VA State Code section 2.2-3711 A1 for Personnel after the New Business portion of the meeting has concluded. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

There being no other changes, Vice-Mayor Yackel moved to approve the consent agenda as amended. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

GARDEN CLUB OF THE NORTHERN NECK – BEAUTIFICATION AWARD PRESENTATION

Mayor Phelps opened the floor to the members of the Garden Club of the Northern Neck. Members of the Garden Club present were Sandy Garrison, a Richmond County representative, Lori McCord the outgoing president, and Ann Thornton the incoming president. Ms. Garrison went on to state that every other year, the Garden Club of the Northern Neck offers a beautification award in each of the four counties of the Northern Neck. The award recognizes landscaping projects that have enhanced our environment and commercial, educational, civic organizations, and private individuals are eligible. The nominee must have made a significant effort to improve the appearance of their surroundings and it must be visible to the public. This year, the Richmond County members unanimously nominated the Town of Warsaw for the transformation of an abandoned shopping center and parking lot. Now known as The Bounds, a blighted area has been transformed into an attractive haven as one drives through town. Ms. McCord presented Mayor Phelps with the award. Mayor Phelps remarked that it is neat that we have organizations like the Garden Club who are active members of the community. Mayor Phelps commended the Garden Club members for all that they do to improve Warsaw, Richmond County, and surrounding areas. The Town is very appreciative of the recognition and feels this means a lot to the citizens of Warsaw.

PUBLIC COMMENT

There were no public comments, therefore Mayor Phelps closed the public comment portion of the meeting.

REPORTS

MAYORS REPORT: Mayor Phelps began his report by announcing the Richmond County Fair is back for 2022. The fair will run from August 9-13. While Covid has prevented the fair from being held for the past couple of years, its great to see it return this year. Councilmembers have received an invitation from the Fair Association to attend Opening Ceremonies on August 9 at 7:00pm.

TOWN MANAGERS REPORT: Mr. Quesenberry reported (1) that the ADA playground equipment and addition is scheduled to be installed in October/November. (2) Recently it was announced that the Town of Warsaw will be hosting a Movies on Main night on Friday, August 12 at 8:00pm. The Lion King is the scheduled movie. Main Street will be shut down and attendees can place a blanket or chair right on the street and enjoy the show. (3) Mr. Quesenberry wanted to remind everyone about the weekly community market. Its every Friday beginning at 11:00am. (4) The Town of Warsaw will be hosting the Virginia Rural Leadership Institute tomorrow, July 15 and Mr. Quesenberry will be leading them on a tour. Warsaw was included as one of their stops this year as they travel across rural Virginia. There are approximately 30-40 attendees that include Senator McDougal and Congressman Wittman. If any Councilmembers would like to join us the plan is to meet at the Warsaw Town Park at 5:00pm. (5) The next Fourth Friday's concert will be held on July 22nd with The Taters featured as the musical act. Ms. Coates added that The Front Desk and River Bliss Events have teamed up to begin hosting Picnic in the Park from July 29

through September 30. It's a gourmet picnic venue that you can get purchase tickets for to attend. Mayor Phelps added that he lost count somewhere around 450ish people at the Town Park for the last concert. He is excited to see the event being so well attended. (6) Virginia Tourism Corporation has forwarded a lead to the Town Manager with the name of a hotel developer that is interested in the area. Mr. Quesenberry has met with the developer and has provided him an in-house market study/analysis of our area. It is anticipated to be a boutique hotel with approximately 30-35 rooms. (7) Miss Keyser has submitted her resignation to the Town Manager and a job posting has been posted for a tourism and small business employee.

POLICE REPORT: Chief Hughes reported that the Warsaw Police Department received 276 calls for service from June 10 through July 10. Chief Hughes introduced the newest hire, Officer Michael Andrews to councilmembers. Chief Hughes as met with Essex County and Richmond County Sheriff's Offices as well as personnel at the Northern Neck Regional Jail. He was also provided a tour of the NNRJ. Chief Hughes is appreciated of the assistance received from Henrico and Richmond Counties to bring the equipment that is in the Town patrol cars in line with police standards. Chief Hughes updated councilmembers on the purchase of new uniforms that are more cost and work effective. Chief Hughes stated that there is a fully staffed police department now and the officers will provide more coverage for more hours to the Town. Councilmembers and residents should start seeing Town Police Officers more frequently. Chief Hughes added that Mr. Quesenberry had inquired about the Town's preparedness in case of a mass casualty and/or natural disaster in the Town. Chief Hughes noted that the response to such an event is in the Town Police policy and he has been working on updating the policies. Also, Chief Hughes has been in contact with other local Sheriff's Offices and Police Departments to determine if there are resources that we can share as well as if they have any resources, they could provide in case of such an incident.

Upon conclusion of his report, Chief Hughes remarked that since he began as the Chief one of his officers has been a valuable resource. Chief Hughes wanted to present to Council new Lieutenant Trey Blake and proceeded to pin Blake with the Lieutenant stars and bars. The Town Manager and Council offered their congratulations to Lt. Blake for all of his hard work.

Councilman Forrest remarked to Chief Hughes that he thoroughly enjoyed the Meet & Greet event that was held at Chesapeake Doughnut Company. He felt that it was much needed for our residents to be able to speak with our officers in such a relaxed setting. He hopes to see more of those events being held.

COUNCIL COMMITTEE REPORTS: Vice-Mayor Yackel reported the Personnel Committee met prior to tonight's Council meeting and that is why there is need for the closed session. No other council committees have met.

PLANNING COMMISSION: No meeting in July.

NORTHERN NECK REGIONAL JAIL REPORT: The monthly jail population report was provided in the council packet. Vice-Mayor Yackel added that the current federal population as of is 232

federal inmates. The NNRJ board upped the minimum number of federal inmates to make the budget to 171. Any number above that amount is a surplus for the NNRJ budget which keeps the localities from having to pay in.

WASTEWATER TREATMENT FACILITY REPORT: Mr. Withers reported the average flow from town in June was 180,500 gallons; a decrease of 11,500 gallons from May's average flow of 181,500 gallons. The max flow from town in June was 221,400 gallons a decrease of 11,400 from May's max flow of 232,800 gallons.

The average total nitrogen for June was 2.71 mg/L. This resulted in a monthly discharge of 118.5 lbs. For the year we discharged 781 lbs. which is 21.4% of our permitted 3,655 lbs.

The average total phosphorus for June was 0.15 mg/L, which resulted in a monthly discharge of 6.9 lbs. For the year we discharged 28.3 lbs. which is 10.3% of our permitted 274 lbs.

During the plant's monthly operations and maintenance, Mr. Withers noted:

- The plant HVAC unit was removed and replaced by Comfort Consultants
- The quarterly groundwater monitoring well sampling testing had been conducted and the samples have been sent in for testing.
- The well access roads behind the plant have been cut and cleared.
- The main plant generator has been topped off with fuel.
- After recording equipment run times, it was noticed that some hour meters were not functioning properly. Staff members are in the process of replacing them.
- The main plant driveway has been power raked and repaired.
- The annual fecal testing sampling is underway and will run through July.
- All regular monthly maintenance on plant motors and equipment was completed.

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

OLD BUSINESS

PROJECTS UPDATE: **Community Market:** Mr. Quesenberry informed councilmembers that the project was initially put out to bid as a design build project. This was done in hopes to include some of the local Amish community in the process. However, no bids were received during the allotted time. Mr. Quesenberry noted the site plan is complete as well as architectural plans. Now we need to have the structural engineering plans completed. Mr. Quesenberry is working to obtain a quote for this set of plans. Mr. Quesenberry hopes to have a proposal by next Council meeting for Council approval. Once the structural engineering plans are completed the project can be placed out to bid as a normal construction item which would allow construction companies to be able to place bids. Mayor Phelps inquired about now that the timeline will be extended if there was any danger of losing the grant. Mr. Quesenberry responded that Compliance is aware of the situation and has signed off on an extended timeline. **Billboard**

Design: Mr. Quesenberry reported that a new billboard design was included in the council packet. This design will showcase the Town being awarded the Best Downtown Revitalization Award. The design will be on the 2 billboards located in Port Royal and Essex County. **Parking Project:** Mr. Quesenberry stated that approximately 54 parallel parking spaces have been added around Town and the project is not quite complete. There are still a few more that need to be outlined. Currently working on signage alerting residents and visitors that its okay to park here. The crosswalk is also being installed near Hunan Village. **VDoT Tap Grant:** Mr. Quesenberry reported the process is moving along pretty well now. There will be a VDoT representative going door to door to begin collecting right of way easements starting next week.

Councilman Self inquired as to the status of the leaning streetlight posts along Main Street. Mr. Quesenberry noted that there has been discussion with Dominion. Dominion has asked for the Town to remove the hanging plant baskets and the Town has done so, temporarily. Since that has been completed, Dominion is working with us to straighten the poles. Mr. Quesenberry is working on extending the streetlights to the end of Main Street. Some of the lights that are too close together will be relocated to space out the lights and the Town would only need to purchase about four lights. Mr. Quesenberry doesn't want to direct our Public Works to straighten the poles for fear that if something was damaged, the Town would be liable for repair costs.

NEW BUSINESS

APPOINTED OFFICIALS NEW TERM REAPPOINTMENTS: Mayor Phelps stated that it is time for the bi-annual appointments of Joseph Quesenberry – Town Manager, Andrew Hughes – Chief of Police, and Julia Blackley-Rice – Town Treasurer & Clerk. The terms for the appointments are two years beginning on July 1, 2022 and run through June 30, 2024. Mayor Phelps opened the floor to councilmembers for discussion regarding any of the reappointments. There being none, Mayor Phelps closed the floor for discussion.

Councilman Forrest moved to appoint Joseph Quesenberry to the position of Town Manager for a term beginning July 1, 2022 through June 30, 2024. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

Vice-Mayor Yackel moved to appoint Andrew Hughes to the position of Police Chief for a term beginning July 1, 2022 through June 30, 2024. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

Councilwoman Bryant moved to appoint Julia Blackley-Rice to the position of Town Treasurer & Clerk for a term beginning July 1, 2022 through June 30, 2024. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

VDOT TAP PROJECT RESOLUTION: Mr. Quesenberry presented a resolution to councilmembers that is needed for the VDoT TAP Grant project. Mr. Quesenberry informed Council that it has been confirmed with the Town Attorney that we can use ARPA funds for the local match portion. Local match is \$409,259.00. There is a local funds amount of \$117,693.00. These funds are in addition to the local match and are held for contingency situations like inflation. Mayor Phelps read the resolution to the body, a copy of which is included with these minutes as attachment 1.

Councilman Forrest moved to adopt the resolution as read. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

BUSINESS IMPROVEMENT GRANT APPLICATIONS: Mr. Quesenberry reported that several applications for the business improvement grant have been received. The applications typically go to committee first, however with Mr. Quesenberry being out of town recently he didn't want to delay these any longer.

1. Northern Neck Popcorn Bag – has requested reimbursement through the grant for signage that placed throughout the store/business. After the request was described, Mayor Phelps shared his thoughts on the intentions for the grant. Mayor Phelps stated he felt the purpose of the grant was to further economic development for the town and reduce blight. He would like to see empty buildings, new businesses coming to town, or expansion of current businesses as the focus of the grant awards. Vice-Mayor stated his agreement and shared the same thoughts as he was reading over the package previously. After discussion, there was no motion for approval made.

- Rice Packett Real Estate – has requested reimbursement through the grant for landscaping that was completed. Mayor Phelps felt this falls into the same category as the previous request. Councilman English stated this improved the look on Main Street and would still qualify. Councilman English moved to approve the business improvement grant for Rice Packett Real Estate in the amount of \$677.50. The motion was seconded by Councilwoman Hubert and carried with the following votes.

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

- St. John’s Episcopal Church – has requested reimbursement through the grant for widening the brick wall entrance to their parking lot which would allow for better traffic flow. Mrs. Hubert stated as a member of the church, she would abstain from this request. Councilman Self moved to approve the request as presented, however Vice-Mayor Yackel stated that he didn’t feel a church would qualify as a business which is the intended purpose of the grant. As a result, Councilman Self withdrew his motion. Mayor Phelps stated it’s a great question on whether a church is a business. He feels that it qualifies as a non-profit and non-profits do have a role within the local community and economy. He doesn’t have a problem with it being called a church and not a business, but he doesn’t feel that this is the purpose of the grant. There was no motion for approval made.

BUSINESS LOAN APPLICATION: Serendipity Café is requesting a business loan in the amount of \$7,000.00. Mayor Phelps stated that the Town has previously loaned Serendipity Café a forgivable loan in the amount of \$15,000.00, so the Town does have interest in the project. One of the major expenses in opening a restaurant is the kitchen hood. Initially, the kitchen hood was not installed and inspected correctly. It now has to be removed, inspected, and reinstalled. The owner is requesting assistance to get this completed. The Town is able to set the term and rate for the note as long as the rate is between 3.0% and six points below the prime rate and the amortization can not exceed ten years. Mayor Phelps proposed a 10 year term note at a 4.0% interest rate. Vice-Mayor Yackel felt that only offered a \$700/year return and would like to see a shorter loan term. Vice-Mayor Yackel moved to approve the business loan application for Serendipity Café with a loan amount of \$7,000.00 for five (5) years at an interest rate of 4.0%. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

SCHEDULE PUBLIC HEARING: PACKETT BUILDERS REZONE REQUEST, PARCEL 16A4(4) 8&9:
Mr. Gregory Packett has purchased the referenced parcels and would like to build some single-family residences on the property. This parcel is currently zoned C-1 but it touches parcels zoned

R-12. Councilman Forrest inquired if the rezone would cause a spot zoning issue and Mrs. Coates responded that it would not. Councilman Forrest moved to scheduled the public hearing for the next Town Council meeting on August 11, 2022 at 6:00pm. 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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

SCHEDULE ORDINANCE COMMITTEE MEETING: OVERNIGHT COMMERCIAL VEHICLE PARKING: Mayor Phelps spoke to councilmembers a concern that VDOT has brought to the Town regarding tractor trailers parking where they shouldn't be for long periods of time throughout the region. Mayor Phelps added that he has noticed this happening in the Food Lion shopping center. With the new owners of the shopping center working to upgrade the retail spaces and trying to fill the vacant storefronts, it makes sense that the Town puts some sort of controls in place. Councilmembers agreed and Mr. Quesenberry would be contacting members of the Ordinance Committee with a meeting date and time to start the process.

CLOSED SESSION – 2.2-3711 A1 (Personnel)

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (1) 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
Ogle F. Forrest, Sr.	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	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	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Jonathan English	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	Jonathan English	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye		

There was no action out of closed session.

CLOSING COMMENTS

Councilman Self thought the Town had another great meeting. He noted that summer is flying by fast but he has been enjoying the summer events. He especially enjoyed the Fourth Friday Concert and loves that the Town is able to host an event like that.

Councilwoman Bryant thought it was a good meeting and pointed out that she has noticed more of a police presence around town.

Councilwoman Hubert thought it was a great meeting. She noted that she went out to eat one weekend night and Relish was packed, the concert was happening, and downtown was busy. Its great to see so much activity in town.

Vice-Mayor Yackel inquired if it was possible to bring in a non-profit to come in each month at the concert series as a possible fundraiser.

Councilman English congratulated the RHS teams that either won or participated in state level play.

Councilman Forrest sent his congratulations to tonight's appointees for all of their hard work and thought tonight was a great meeting. He added that councilmembers have to make tough decisions but that we follow our ordinances and that's all we can do. With all of these concerts, its great to see the public has been so supportive and has attended them well. Now its time to start planning the Oyster Drop on New Year's Eve.

Mayor Phelps noted that four current councilmembers are up for reelection along with one new candidate. He wished all candidate good luck on their campaign endeavors.

There being no further business Mayor Phelps adjourned the meeting at 7:33 p.m.

Submitted by: Julia Blackley-Rice, Clerk