

MINUTES
WARSAW TOWN COUNCIL
WORK SESSION
NOVEMBER 5, 2018 – 7:00 P.M.

The work session of Warsaw Town Council was held Thursday, November 5, 2018 at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Jonathan B. English, Ralph W. Self, Ogle E. Forrest, Sr., Rebecca Hubert (by phone), Faron Hamblin, and Auriel Walker. Council Members Absent: Vice-Mayor Paul G. Yackel.

Town staff present were Town Manager Joseph N. Quesenberry, Director of Economic Development Lee H. Capps, Community Development Specialist Melissa Coates, and Treasurer and Clerk Julia Blackley-Rice. Others present were Dennis Amos and Scott Cramer from Hurt & Proffit.

CALL TO ORDER

Mayor Phelps called the work session to order at 7pm and turned the meeting over to the Town Manager. There were five items he outlined for discussion during the work session: Stormwater Project, Gannon site, General questions for engineers, Police Station update, and Budget update.

STORMWATER PROJECT:

Mr. Amos and Mr. Cramer from Hurt & Proffit presented an update on the status of the stormwater project on Main Street. Mr. Amos has been in preliminary discussions with VDOT regarding a couple of alignment alternatives. First option is to install the stormwater lines in the actual travel lane of the roadway. Doing so, allows the Town to minimize the number of easements that are required as the line would be installed in the existing VDOT right of way. Second option is to install the new stormwater line outside of the travel way which would require several easements from property owners. Mr. Amos stated that VDOT is in favor of installing lines outside of current Right-of-Way easements. Mr. Amos suggested tonight to review the two options offered and determine if Council feels that one is better than the other. Once it is known which option to pursue, Hurt & Proffit will be able to work through getting the plans approved by VDOT and DEQ.

Discussion ensued between Council and the Engineers. Mayor Phelps inquired that VDOT would naturally prefer for the stormwater line to be installed outside of their right of way. It doesn't interrupt their road now and it wouldn't interrupt their road in the future. What happens if VDOT just says no? Mr. Amos replied that he isn't certain if that is VDOT's stance on the project. VDOT has only indicated their preference but did not say it was out of the question. In other localities across the state the preferred alignment varies.

Councilman Self added he believes the less easements and paperwork that is needed seems like it would be the preferable path to follow.

The Town Manager reminded Council that another component of this project was to replace the water line. He asked Mr. Amos which placement of water lines would behoove the Town in the future. Mr. Amos responded from the Town's standpoint, if you had a break it would be to the Town's advantage to not be in the travel lanes of Main Street.

The Town Manager inquired if Council wanted to work with VDOT and keep the alignment within the road for expedited purposes. Mr. Amos suggested a conference call or face to face meeting with VDOT and discuss the layout of the project.

The next steps of the project timeline would be to schedule a meeting. The preferable option is a face to face meeting.

The Town Manager informed Councilmembers that VDOT made it clear that Main Street was paved approximately six years ago. It is not scheduled to be paved for at least four to five years and the Town would be responsible for replacing the asphalt. Mr. Amos added that if the Town does get approval to put the stormwater line in the travel lane, the repair will likely encompass the entire travel lane. They will not allow the Town to put only the trench back.

The Town Manager pointed out that easements through this project area would be needed either way due to the acorn lights that are to be installed down Main St.

The Town Manager proposed that the Town could spend \$80K-\$100K paving VDOT's pavement or the Town could spend less than that amount and have brand new sidewalks. The question was proposed to the engineers as to the cost benefit of pouring new sidewalks over repaving the asphalt. Concrete is more expensive than asphalt. But, the total project cost of repaving the entire travel lane would be more expensive than pouring new sidewalks. Mr. Amos also responded that if all easements were available or easily attainable, he recommended the Town stay out of the travel lane altogether.

At the end of this discussion for the stormwater line project on Main Street, the consensus for Town Council is to run the stormwater line out of the VDOT right of way and obtain easements from the property owners. It was determined for the portion of the project on St. John's Street, the engineers would design the alignment of the stormwater line to be in the road in the vicinity of St. John's church as to not disturb the brick wall. With this information, the engineers can begin formulating the plans. Now that the exact route is known, the engineers will be able to tally the project cost.

GANNON SITE DISCUSSIONS AND PLAN REVIEW:

Mr. Amos stated that they have completed DRAFT plans with the revisions previously suggested by Council. These plans have been sent to the review agencies. The comments from the review agencies that have been received to date have not been major. Looking for plan approval from DHDC in order to put the construction phase to bid in the spring.

Discussion continued between the engineers and Council members to revise some plan details. The Town Manager informed Council that the Town in conjunction with the PDC has applied for an additional \$500,000 in grant funding.

This project is to be completed in phases. Phase I - Pond. DEQ is funding the pond work and the engineers anticipate no problems with approvals. Mr. Amos feels confident that we will receive the approval needed for advertising in the winter. It is important to advertise in the winter, so construction can begin in the spring. Phase I encompasses the mass grading, removal of the asphalt, grading of the pond, and landscaping. Once this project is complete, anything that has been disturbed will need to be replaced. Anything that has been graded will need to be seeded and/or mulch.

The engineers have advised not to add the walking trails to the plans yet. If added now, DEQ will have to approve. If the funding for the walking trails is from a separate source, Hurt & Proffit will be able to assist the Town, but it will need to be under a separate contract. If the Town wants to proceed with the walking trails, the Town will have to procure a set of plans and funding.

Phase I will not include the 16-18 parking spaces shown on the plans. The parking spots will need to be coordinated with VDOT.

Council wishes to start Phase I of the project as scheduled and will hash out the parking aspect at a later date.

Phase II – Amphitheater:

With the equipment being on site for construction during Phase I, grading for the amphitheater will also be completed at this time. The amphitheater is shown on the plans as being on piers. It will stick out into the pond area and adds to the look of the park. If constructed this way, there won't be a lot of additional grading needed. Additionally, completing this grading during Phase I would make it easier to put in the walking trails at a later date. It would require a slightly steeper slope, but would still be a safe, accessible facility.

Discussion followed regarding maintenance to the pond, cleanup, etc. The engineers will train the Town's wastewater employees to maintain the facility.

Funding Sources for the Stormwater Project:

Currently from DEQ the Town has received \$518,550 for the pond construction. Additionally, the Town acquired a \$625,000 loan for acquisition and demolition of the Gannon property. After the approximated costs of \$400,000 for acquisition and \$125,000 for demolition, there is approximately \$100,000 left in contingency. For the conveyance and the drop inlets, the Town has received \$300,000 from DHCD. The Town Manager has an upcoming meeting scheduled with NNSWCD for funding from the Virginia Conservation Assistance Program. The Town Manager is anticipating \$100,000 in grant assistance from them. Additionally, the Town has applied for \$500,000 in additional grant funds.

Councilman English informed the Town Manager that at the recent planning commission meeting another commissioner announced that Virginia Outdoor Foundation would have additional grant money available beginning in 2019.

POLICE STATION UPDATE:

The purchase of the police station was set for closing today, November 5. Property and legal fees will cost approximately \$120,000. Which is exactly the amount of the surplus from the sale of the nursing home property. For an update, the Town was donated the nursing home property land. There were \$180,000 in demolition costs and site work. Then the property was sold for \$300,000. The remaining \$120,000 was used to purchase the police station. The timber-harvesting figures allow for a maximum of \$34,738.50 for renovation and computer upgrades to the new police station. The Town Manager recommends to Council to use \$30,000 for upgrades to the building. Mayor Phelps interjected that Council has already voted to acquire the police station and put no more than \$30,000 in renovations in the building. The Town Manager inquired if it was the will of Council to put that to the Police Station Subcommittee to divvy out the \$30,000. Council had no objections. The Town Manager announced that he would get a meeting scheduled.

CAPITAL IMPROVEMENTS:

The Town Manager provided Councilmembers with a recap of Capital Improvements within the Town. Revenues from timber-harvesting Phase I are \$114,628 and profit from sale of the former nursing home property \$120,000 for a total of \$234,638. Capital expenditures have been kept in line with the budget. The paving of the office and town park parking lots totaled to a final cost of \$79,890. The purchase of the police station was finalized with a cost of \$120,000. Upgrades are projected to cost approximately \$30,000. Total costs are roughly \$230,000. There are anticipated revenues in the future. The Transmission Shop is a possible source of revenue. The anticipated revenues from the second phase of timber-harvesting have not been provided yet. The Town Manager has conservatively projected the Town will receive approximately \$90,000. The Town Manager also stated that he didn't want it to seem like the Town is flush with funds. There are currently two major revitalization projects underway in Town that are going to need extra funds along with equipment being needed for the Public Works department. These funds will help with these expenditures.

Closed Session – 2.2-3711A(3) Real Estate and 2.2-3711A(5) Prospective Business

Councilman Forrest moved to enter closed session to discuss both Real Estate matters under the Virginia Freedom of Information Act Subsection 2.2-3711A(3) and Prospective Business matters under the Virginia Freedom of Information Act Subsection 2.2-3711A(5). Councilman Hamblin

seconded the motion and the motion to enter closed session carried with the following votes. Councilwoman Hubert disconnected the phone call prior to entering closed session.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Faron H. Hamblin	Aye
Auriel Walker	Aye	Johnathan English	Aye

Mayor Phelps called for motion to come out of closed session and reenter regular session. Councilman Forrest moved to reenter regular session. The motion was seconded by Councilman Self and carried by the following votes.

Randall L. Phelps	Aye	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Faron H. Hamblin	Aye
Auriel Walker	Aye	Johnathan English	Aye

Council then certified by roll call vote 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	Ogle E. Forrest, Sr.	Aye
Ralph W. Self	Aye	Faron H. Hamblin	Aye
Auriel Walker	Aye	Johnathan English	Aye

CLOSING COMMENTS:

The Town Manager mentioned that Council needs to pick the location of the annual Christmas Dinner. It was decided the location for this year's dinner would be China Inn. The Town Manager is tasked with deciding the date.

Councilman Forrest tasked the Town Manager with keeping up the good work.

There being no further business, Mayor Phelps closed the work session at 8:30pm.


Submitted By: Julia C. Blackley-Rice, Clerk