

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
MAY 14, 2020 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, May 14, 2020 at 7:00 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., and Faron Hamblin. Council Members present by phone: Rebecca Hubert, Auriel W. Diggs, and Jonathan B. English. Council Members absent: Ralph W. Self.

Town staff present: Town Manager Joseph N. Quesenberry and Treasurer and Clerk Julia Blackley-Rice. Due to restrictions from COVID-19 no others were present.

The Town Council meeting was live streamed through the Town of Warsaw’s Facebook page. Public comments were accepted by email, phone, or mail until 5:00 p.m. on Wednesday, May 13, 2020.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Phelps called the meeting to order and led in the Pledge of Allegiance at 7:00 p.m.

APPROVAL OF CONSENT AGENDA

After reviewing the consent agenda, Councilman Hamblin moved to approve the consent agenda as presented. 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	Faron Hamblin	Aye

By Phone:

Rebecca Hubert	Aye	Auriel W. Diggs	Aye
Jonathan B. English	Aye		

PUBLIC COMMENTS

The Town Manager reported that no public comments had been received for the purpose of tonight’s regular meeting.

OLD BUSINESS

COVID-19 Update: Mr. Quesenberry provided a summary of the meal delivery program to elderly residents during the COVID pandemic. It was reported the Town invested in local, non-chain restaurants a total of \$23,313.38 by purchasing approximately 2,500 meals throughout the entirety of the programs. The meal deliveries occurred from March 23 – April 29. It was a vital service to assist restaurants during an unstable time period.

Main Street Revitalization Update: Mr. Quesenberry reported an extension was received until August 2020. It allows the Town to finish the stormwater line project. There is approximately \$200,000 remaining on the grant which is approximately the cost of the remaining stormwater line. The new gateway signage has been fabricated and the Town Manager is working with the vendor for an install date. The new signage will be located at The Bounds and the entrance to the Town Park. There will also be a wayfinding sign located near the corner at Family Dollar. A new trail connecting the Town Office to the parking lot behind the Old Rapp complex. A new sign has been installed on the back of the Town shop. It will be a great photo op for the Heart of Virginia's Northern Neck visitors and residents.

Stormwater Project – The Bounds, St. John's, Ace Hardware Extension: The Town Manager reported the liner for the pond at The Bounds has been installed. Now that the liner is in the project can move forward quickly. It is projected within the next 10 days the project will be substantially completed. At that time the engineer will complete a site visit to verify the elevations and stormwater elements for accuracy. This is the same contractor completing the St. Johns water line install. Overall, the St. John's project is moving along. The Town Manager reminded Councilmembers that the contractor is over on the deadline for The Bounds project. Everyday that the contractor is over a daily fine of \$300 is assessed. In lieu of monetary payment, a deal to install a stormwater line extension to Ace Hardware was offered. This will save Ace Hardware approximately \$100,000 and the Town will not see any financial impact from it. Currently in discussion on a time frame for the extension. Ace Hardware will pull up the existing sidewalk that is left followed by Earthcrafters installing the stormwater line with both of these being no cost to the Town.

Economic Development Update: Mr. Quesenberry reported Dairy Queen has been working the Town, most of the interior work has been completed and the exterior looks fantastic. Paving, sign installation, and a couple of punch list items are remaining. A May opening was intended; however, a June/July opening seems to be more feasible. Dollar Tree has contacted the Town Office. It is still in the tentative phase, but at this time they are looking to open a retail space in the building located next to Tractor Supply. They are anticipating a late August opening date. Ace Hardware has begun their sitework. Construction for their new building has started. Old Rappahannock Taphouse is in the process of hiring staff and mid-June soft opening is anticipated. They are waiting for the Governor to announce the phase where restaurants can have interior dining. Abundant Life Foods is waiting on the installation of their fire suppression system. The tower located behind the building is not sufficient and the Town allowed for Abundant Life to tap into the Town's water lines at not cost to them. We did place a meter on the tap in case down the road it is used as a water source. There is enough water pressure now to suffice for their fire suppression system. Holtzman Propane has a good amount of sitework left. The tanks have been installed along with their lighting and ingress/egress points. Mid-Towne Development has broken ground on the two 48 unit apartment buildings located on the site of the former Warsaw Health Care Center.

NEW BUSINESS

VML Feature Article: The Bounds project was a major focus in the most recent edition of Town & City Magazine. This magazine is published and sent out to all localities across the state. The three-page article focuses on the former Gannon building and how the Town is turning a blighted building into a green stormwater practice but also have economic development and a community park tied into the overall project.

November Council Elections: The Town Manager reminded Councilmembers that were up for re-election this year that the deadline to submit paperwork to the County Registrar is June 9, 2020.

Richmond County Potential Rezoning & Development – Hamilton Boulevard: The County Administrator, Mr. Morgan Quicke, has approached the Town concerning a possible rezoning request on land recently acquired between Northern Neck Electric and Main Street. A joint public hearing will need to be set. This would be a Richmond County project.

Water Line Replacement – St. Johns Street: Along St. Johns street the new stormwater line is being installed. The contractors must put gravel back in with the new line and it has to be compacted so the road can be repaved. Due to age of the cast iron pipes of the water lines that are already there, the vibrations of the compactor are breaking the brittle pipes. There have already been three breaks. The Town Manager has requested a quote from the contractor to install a new water line to prevent these breaks. VDOT has been contacted and they would prefer the new line to be installed over the stormwater line but with a 5 foot vertical kept between the two pipes at all times whenever possible. The Town Manager urges councilmembers to proceed with installation of the new lines if the quote shows the project to be financially feasible.

Councilman Hamblin moved to authorize the Town Manager to review and accept the quote provided by Earthcrafters to install a new water line along the project area of St. Johns Street if he deems it acceptable. If there are any concerns regarding pricing, the Town Manager is to contact Mayor Phelps and/or Vice-Mayor Yackel. 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	Faron Hamblin	Aye

By Phone:

Rebecca Hubert	Aye	Auriel W. Diggs	Aye
Jonathan B. English	Aye		

Board of Zoning Appeals – Big L Tire Variance: The Town Manager reported the Board of Zoning Appeals met on May 7 and approved the variance request submitted by Roger Hutt for Big L Tire. This approval will allow the construction of a pole storage structure on his site. There were some conditions for example, tires and equipment cannot be stored near Rte. 360, the existing

buildings and the new construction will need to be in harmony aesthetically with each other, the ingress/egress lane along the side of the building cannot be blocked at any time for fire safety concerns.

Legal Matters – Zoning Enforcement of Pete’s Towing & Storage – Junk Yard: The Town Manager updated Councilmembers regarding the 88 junk vehicles that are being stored at the old PET Dairy Building adjacent to The Bounds. The Town sent multiple notices of violations to the property owner. No action was taken by the property owner. The Town then had five vehicles towed. The property owner brought the vehicles back to the property. The Town Manager has contacted the Town Attorney’s office. Currently, the attorney is working on a court order to have the vehicles removed. The court order will remove the Town from liability if the judge decrees that the Town has the authority to remove the vehicles. In the interim, the property owner did state he is working to move his business outside of our locality’s town limits. However, the Town is proceeding with the court order in case it is needed to have the property cleared of the junk vehicles.

Schedule Public Hearings: 1.) Public Hearing – FY 2021 Proposed Budget; 2.) Conditional Use Permit Application – Pete’s Towing & Storage; 3.) Conditional Use Permit – Helena Chemical

1. The Town Manager reported the Public Hearing for budget adoption has to occur seven days prior to adoption according to the Virginia State Code. The budget has to be adopted by the end of June. The attorney has advised to have the public hearing as soon as possible. Councilman Hamblin moved to set the public hearing for the proposed FY 2021 for June 4, 2020 at 6pm. Adoption of the budget would follow at the regular meeting of the Town Council on June 11, 2020 at 7pm. 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	Faron Hamblin	Aye

By Phone:

Rebecca Hubert	Aye	Auriel W. Diggs	Aye
Jonathan B. English	Aye		

2. The Town Manager reported Pete’s Towing & Storage has requested a Conditional Use Permit to allow his operation on the parcel in town. The town attorney has advised the junkyard arm of the business is not a part of the towing and storage business. Hypothetically, if Town Council grants the Conditional Use Permit, the junkyard would still have to go.
3. The Town Manager reported the Helena Chemical request is pending. At this time the plans are still being reviewed. It is marked pending on the agenda because if it is not ready in time for the public hearing date, it won’t be brought to Council. Helena Chemical

has asked the Town to start the process as quickly as possible, therefore we are asking for a potential public hearing date.

Councilman Hamblin moved to set a public hearing for Pete’s Towing & Storage, LLC, and Helena Chemical (if needed) at the next regular meeting of Town Council on June 11, 2020 at 7pm. 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	Faron Hamblin	Aye

By Phone:

Rebecca Hubert	Aye	Auriel W. Diggs	Aye
Jonathan B. English	Aye		

FY 2021 Budget Review & Presentation:

Highlights of the Budget Presentation by the Town Manager:

- The proposed FY 2021 budget totals \$3,202,818 which reflects the General Fund, Water, and Wastewater budgets.
- This is a large decrease from FY 2020’s budget, partly from the cessation of project and construction activity, along with necessary cuts to the budget due to potential COVID-19 shortfalls.
- Originally, employee raises were to be proposed at 2%, due to potential COVID-19 shortfalls, the raises have been reduced to 1%
- Capital Improvements and Expenditures have been cut from the General Fund Budget and mostly cut from the Water and Wastewater Funds
- Tax rates for real estate and personal property are set to remain the same as the previous fiscal year.

The Treasurer has been in contact with the County Commissioner’s Office regarding the Personal Property Tax Relief Act (PPTRA) – commonly referred to as Car Tax Relief. The Town is sent a fixed amount of \$17,365 yearly from the state. The Town has been offering a 65% PPTRA credit which in past years equals to more than the funds received from the state. The Town can adjust the PPTRA credit as needed to balance the amount of credit given to the amount of funds received. To breakeven, a projected PPTRA credit rate of 50% is needed. In light of the COVID crisis that surrounds us, the Treasurer proposes that the Town reduce the PPTRA credit to 57% for FY 2021 and continually step down yearly until the Town is in line with the PPTRA relief provided by the State. Town Councilmembers were in agreement with the proposed change.

Budget discussion followed. The only change made increased the Haven Shelter contribution by \$500 to a total of \$1,000. The RCC Tennis Court Rehab Project funding was decreased by \$500 to a total of \$4500. It was stated that the tennis court project seemed to be on a delay, but if it did start within the fiscal year, the Town would be able to make up the difference and fund our portion of \$5000.

Mayor Phelps instructed the Town Manager to proceed with the budget announcement to move towards adoption.

CLOSING COMMENTS

Councilman Forrest is excited to see so much new construction starting in Town.

Councilwoman Hubert though the budget presentation was good and good job Mr. Quesenberry.

Councilwoman Diggs thanked Mr. Quesenberry for his budget presentation.

Councilman English stated that Mr. Quesenberry did a great job on the budget presentation. He echoed Councilman Forrest's thoughts regarding the construction around Town. Hopefully, after the COVID crisis passes, the Town will be poised for an economic boom.

Councilman Hamblin also thinks it was a great presentation by the Town Manager. There are a few businesses (for example the Taphouse complex) that have vacancies for new businesses. For any business that wants to expand, Warsaw has opportunities.

Vice-Mayor Yackel said the Dairy Queen has a beautiful building. He is excited to see them getting ready to open.

Mayor Phelps is excited to see the local businesses starting to open back up after the COVID shutdowns.

There being no further business Mayor Phelps adjourned the meeting at 8:08 p.m.

Submitted by: Julia Blackley-Rice, Clerk