

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
OCTOBER 8, 2020 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, October 8, 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., Rebecca Hubert, and Faron Hamblin. Council Members present by phone: Jonathan B. English and Auriel Diggs. Council Members absent: Ralph W. Self.

Town staff present: Town Manager Joseph N. Quesenberry, Police Chief Joan N. Kent, and Treasurer and Clerk Julia Blackley-Rice.

Also present: Mary Beth Bryant, James Fogarty, Kelsey Scott, and Andrew Beale. The meeting was live streamed on the Town of Warsaw’s Facebook page.

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

During review of the consent agenda, Councilman English wanted to amend the agenda to add item E during New Business to discuss COVID. Councilman Hamblin moved to amend the agenda as presented by Councilman English. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye
Rebecca Hubert	Aye		

By Phone:

Jonathan B. English	Aye	Auriel W. Diggs	Aye
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Councilman Hamblin 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	Faron Hamblin	Aye
Rebecca Hubert	Aye		

By Phone:

Jonathan B. English	Aye	Auriel W. Diggs	Aye
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PUBLIC HEARING – CARES Act Budget Amendment

Mayor Phelps opened the public hearing by reading the notice published in the September 23, 2020 and September 30, 2020 editions of the Northern Neck News. The Town Manager

confirmed to the Mayor the public notice had been advertised correctly and added that any amendment over one percent of the budget requires a public hearing. Mayor Phelps opened the floor to public comment for citizen input regarding the budget amendment. No comments were received from the public and Mayor Phelps closed the public comment portion of the public hearing. Mayor Phelps then opened the floor to Councilmembers for discussion pertaining to the budget amendment. There being none, Mayor Phelps closed the floor.

Councilman Forrest moved to amend the operating budget to reflect the addition of \$130,000.00 of CARES Act funding available to the Town. 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	Faron Hamblin	Aye
Rebecca Hubert	Aye		

By Phone:

Jonathan B. English	Aye	Auriel W. Diggs	Aye
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PUBLIC COMMENT

Mayor Phelps opened the floor to public comments.

Kelsey Scott, owner of a photography studio opening in a vacant location in the Anna's Restaurant complex. Ms. Scott is originally from Utah but has experience in the photography industry ranging from being a part of the Disney World advertising team to owning a photography studio location nearby in Burgess. Ms. Scott specializes in baby, children, and maternity photography, but can do all types.

There being no other public comments, Mayor Phelps closed the floor to public comments.

REPORTS

Mayor's Report: Mayor Phelps deferred his report.

Town Manager's Report:

The Town Manager reported that several members of Town Council, Staff, Police Department, and the Chamber of Commerce along with members of the Board of Supervisors attended the grand opening event for Dairy Queen. According to representatives of Dairy Queen, the location is off to an impressive start.

Two part time employees have been hired in the front office to assist in a myriad of administrative tasks to assist the Town. One of our public works employees, Jacob Roberts, has decided to pursue a different career path and the Town wishes him the best of success in his endeavors. The Town has hired two full time associates have been hired for outside, they will be responsible for public facilities management. With the upkeep of The Bounds beginning soon in conjunction with the Town Park, medians, hanging baskets, and the grounds of the Police Station and Main Office the hiring of two employees was deemed justifiable for the workload.

The office is entering the final stages of its Covid Office remodel. The glass is installed, and we are waiting on the doors. This remodel will prepare the office for beyond the Covid crisis.

The Planning Commission is working in conjunction with Bob Bailey to update parts of our Town Code. There is a work session planned to begin reviewing the first sections. When ready, the revisions will be brought before Councilmembers for approval.

The tennis court rehab project at Rappahannock Community College is moving along at an expeditious pace. It is great that the Town was able to partner with Richmond County and RCC to make this work. It will be a great benefit to the community.

Chief Kent recently completed an analysis of the local police department upon the departure of an officer. Officer Max Sanchez left the Warsaw Police Department to pursue an opportunity with the Richmond County Sherriff's Office. The analysis was completed to determine if the police department needed to refill the position. Chief Kent researched seven different towns of comparable size. A department like ours with one chief and four officers appears to be in line with other towns our size.

To wrap up the report, the Town Manager inquired to Councilmembers where they would like to hold the annual Christmas dinner. Several Councilmembers spoke to host the dinner this year at the newest establishment, Old Rapp Taphouse.

Police Report:

Chief Kent reported that the two new Dodge Durango police vehicles have been delivered. Next step is to have the police equipment and lettering installed. Mayor Phelps inquired that several residents had inquired to him about a strange boom around 10pm in town last Friday night. Chief Kent was not made aware of any sound or what could have caused it.

For a period of approximately two weeks, during the early morning hours a group of juveniles were burglarizing homes within the Town. They would enter residents' cars and take money, jewelry, etc. One incident included bicycles being stolen. One of the stolen bikes was parked in front of the juvenile's home, which allowed the police to obtain a search warrant and bring them in for questioning. Currently, both individuals are in a juvenile detention center.

There were 139 calls for service in September handled by the Warsaw Police Department.

Wastewater Treatment Plant Report:

Mr. Ambrose, Director of Stormwater and Wastewater reported the average flow from Town: 195,600 gal, a decrease of 15,400 gallons from August's average flow of 195,600 gallons. The max flow from Town was 247,500 gal, a decrease of 55,600 gallons from August's max flow of 303,100 gallons.

The average Total Phosphorous for September was 0.12 mg/l, which resulted in a monthly discharge of 6.5 lbs. We have discharged 39.5 lbs., 14.0% of our permitted 274 pounds. The

average Total Nitrogen for September was 2.70 mg/l. This resulted in a monthly discharge of 152 lbs. We have discharged 865 lbs., 23.6% of our permitted 3655 pounds.

We replaced faulty ballast and bulbs in our U.V system. Replaced a ventilation fan in one of our U.V cabinets. We re-ran the air-release piping due to a sag in the system from our service water pumps, as well as had Stuart weld 2 brackets to prevent the heavy piping from sagging further. We installed a new battery back-up in the PLC(main brains of the plant) to prevent down time during power loss transfer, we ordered another one to place in the main board PLC of the blower room, and will install next week. Our signal booster which gives us phone service at the plant due to us being in a dead zone went bad. We ordered a new device and installed. We now have 4 bars at the plant for communications. Our phase monitor which monitors voltage to our soft start motors in the blower room went down, we called in our electrician(being as its dealing with 3phase 460 volts) and he confirmed it was beyond repair, this model is no longer made so we ordered the updated model which requires a few adapters, when the electrician receives the items he will be back to install them. We installed a vinyl fence panel and access door beside Southern Charm to hide the propane tank.

Planning Commission:

The Planning Commission did meet and reviewed Code amendments. They needed more information therefore a work session was scheduled.

Northern Neck Regional Jail:

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 160 (38.3%), Gloucester 124 (29.7%), Northumberland 21 (5.0%), Richmond 30 (7.2%), Westmoreland 74 (17.7%) Other 9 (2.2%) for a total of 418.

Council Committee Reports:

Mr. Quesenberry would like to schedule a meeting with the Ordinance committee. He is requesting a review of the subdivision ordinance and the review probably needs to be in tandem with the Planning Commission.

Councilman Forrest would like to have a Utilities Committee meeting. He would like to speak with the Town Manager and Department Heads to plan what equipment may be needed in the future. Mr. Quesenberry will reach out to the department heads and report back to Councilman Forrest with options for a meeting time.

OLD BUSINESS

Revitalization Report – The Bounds, Main Street, Stormwater, Saddlery:

- The Bounds: The Town Manager reported at The Bounds the contractor was completing a small parking lot located at the front of the project site. For those that want to walk the trails that will be constructed, this will be a prime parking location. The Town Manager has connected the contractor with a local landscaping company, France Landscaping, to help plant trees. There is an erosion issue that needs to be corrected. A stronger grass seed will be used to help combat the erosion. The lights at the fountain have been broken.

The electrical contractors were onsite and hooked everything up, but when Earthcrafters installed the light in the pond they allowed the cable to the fountain hang down. The fountain lights spin and in doing so, caught the cable and pulled it apart. Staff has been onsite to visually layout the placement of the walking trails and future placement of the amphitheater. Initially, the renderings appeared to show more room in front of the pond at Wallace and Rt. 360. With the layout of the pond the room just is not there. When looking at the site in the back-left corner there is a beautiful flat piece of land that would work for an amphitheater, farmer's market, or a whole myriad of potential uses.

- Main Street/Stormwater: The pavement is complete at the intersection of Main Street and St. Johns. The pavement activity is to be completed by November 15. The water line is installed and active. The stormwater line is active, the test results came back within the allowable range. Beginning next week, the stamped asphalt crosswalks and the parallel parking spots will be installed. It will be an improvement that you will be able to recognize instantly. Ace Hardware wants to provide his contractor to sub in for the stormwater extension. The Town will still go through permitting or possibly still decide to use Earthcrafters. If the Town does go with Earthcrafters to install the extension, it would be a quicker permitting process as Earthcrafters is already has a VDOT permit. The Warsaw banner that hangs across Main Street was taken down today. When the sidewalk was pulled up to put the new stormwater line in, the contractor was worried about the base of the pole. They did not want any weight on the pole in case it was not sturdy enough to hold without the sidewalk to hold it. Also, with the demolition of the building on the corner, the view of Main Street has opened. Mosca Design the company that designed and constructed the Warsaw banner is going to construct their first ever two-sided skyline banner. Now Warsaw will be readable on both sides.
- The Saddlery: The improvements to The Saddlery are easily seen. There is a basement, and the pump has been installed. Yesterday, Dominion connected the power to the building and the County has assigned a 911 address. The contractor is currently obtaining quotes to remove the lead paint and install a temporary vinyl flooring. There is a newly reformed Saddlery Foundation board that has asked the Town Manager to be a member.

VDOT TAP Grant:

Mr. Quesenberry was contacted by the Northern Neck Planning District Commission. The PDC has been gracious to help the Town with this project. We are still in kind of a holding pattern with this project. The hold-up is not on the local VDOT residency, but the Fredericksburg District employees. There is a breakdown in communication regarding what the Town was originally told about the cost of moving electrical poles in the project area. Mayor Phelps stated that it may be time to see if the Town can get assistance from Senator McDougle and Delegate Ransone. Mayor Phelps implored the citizens to help Town Council and Staff be able to move forward with the sidewalk project and reach out to our Senator and Delegate and ask them to help Warsaw.

Economic Development Update:

Mr. Quesenberry stated that he would discuss this in more detail during closed session, but a national food retailer has contacted him about possibly opening in Warsaw.

NEW BUSINESS

- Trick or Treat Discussion & Guidelines – Mayor Phelps stated in the past Town Council has outlined the date and times for trick or treating within the town limits. This year is different, and Council needs to discuss what they would like to see. There was discussion to have Halloween as in the past and to not allow trick or treating.

Councilman Hamblin moved to allow Halloween in town limits on October 31, 2020 from 6pm – 8pm to follow social distancing and masking guidelines as proposed by the Centers for Disease Control and to only visit participating homes that have an outside porch light on. 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
Rebecca Hubert	No		

By Phone:

Jonathan B. English	Aye	Auriel W. Diggs	Aye
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- Christmas Parade – The Christmas Parade is currently scheduled for December 12. In the past, the Town has lined up the horse and carriage rides in downtown Warsaw for the same day. The Town Manager is seeking input from Councilmembers if they want to host this event this year due to Covid. Discussion followed. No motion was put forth by a Councilmember, therefore the carriage rides will not be hosted by the Town this year.
- Solar Farm at Treatment Plant Property – Mr. Quesenberry reported that he has met with representatives regarding the possibility of a solar farm on the Towns 600+ acre parcel. They will present a proposal to the Town.
- Town Council November Elections – The Town Manager read the public notice that will be posted in the Northern Neck News for two weeks prior to the November election. Mayor Phelps thanked Councilwoman Diggs for her tenure as a Town Councilmember.
- COVID-19 Proposal – Councilman English spoke regarding air filters that destroy bacteria, etc. for the air handlers at the Town Office and Wastewater Plant. The Northern Neck Regional Jail has invested in this technology for the air handlers at the jail. The cost is roughly \$3,500.00 per air handler. Mayor Phelps suggested that the Town Manager and Mr. Ambrose could explore the possible options.

Closed Session – 2.2-3711 A5 (Prospective Business)

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (5) Prospective Business 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	Faron Hamblin	Aye
Rebecca Hubert	Aye		
By Phone:			
Jonathan B. English	Aye	Auriel W. Diggs	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	Faron Hamblin	Aye
Rebecca Hubert	Aye		
By Phone:			
Jonathan B. English	Aye	Auriel W. Diggs	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	Faron Hamblin	Aye
Rebecca Hubert	Aye		
By Phone:			
Jonathan B. English	Aye	Auriel W. Diggs	Aye

In action out of closed session, Councilman Hamblin moved to approve a \$10,000 forgivable loan and waive utility and business license fees for one year for a prospective business to be named later. 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
Rebecca Hubert	Aye		
By Phone:			
Jonathan B. English	Aye	Auriel W. Diggs	Aye

Vice-Mayor Yackel brought attention to the 48 apartments currently under construction and the traffic concerns in that area. Mayor Phelps stated that VDOT had to review and approve traffic

plans prior to construction but fully expects the Town will have to implore VDOT to do another study for the area.

CLOSING COMMENTS

Councilwoman Diggs shared that tonight's meeting is most likely her last meeting. She has enjoyed working with everyone and thanked them for their hard work and dedication to the Town.

Councilman English has enjoyed working with Councilwoman Diggs. He hopes to continue working with the councilmembers that are running for reelection.

Councilwoman Hubert congratulated Councilwoman Diggs and is sorry to see her leaving the Council. She thought tonight was a great meeting and a lot was accomplished.

Councilman Forrest agrees with Councilman English's comments regarding the air filtration system for public places of the Town. He thinks that was a great suggestion.

Councilman Hamblin congratulated Councilwoman Diggs. He stated he hopes the citizens of Warsaw will reelect him to the Council. He feels lucky to be a part of the Town's revitalization.

Mayor Phelps wished good luck to the Councilmembers who are up for reelection. We do not always agree on every topic, but we do gain from it! God bless the teachers, parents, administrators, and students during this trying time. He hopes the schools and students can rebound post-Covid.

There being no further business Mayor Phelps adjourned the meeting at 8:55 p.m.

Submitted by: Julia Blackley-Rice, Clerk