

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
November 9, 2023 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, November 9, 2023, 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., and Mary Beth Bryant. Councilwoman Rebecca Hubert was present by phone. Councilmembers Faron Hamblin, Ralph Self, and Jonathan English were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Finance Manager Elizabeth Davis, Wastewater Plant Manager Garrett Withers, and Chief of Police Trey Blake.

Also present: Approximately 1 other present in the Council Chambers.

Due to technical difficulties, the meeting was unable to be livestreamed.

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 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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ogle E. Forrest, Sr.	Aye		

PUBLIC COMMENT

No comments

There being no further comments, Mayor Phelps closed the Public Comments section.

REPORTS

MAYOR'S REPORT: Deferred.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) recapping Warsaw Fest. He thanked the Chamber for putting on the event and stated it was a shame that it rained. Mr. Quesenberry gave a shout out to the Public Works department for their hard work on the parade float. He mentioned they put it over in the Town Park for everyone to enjoy during trunk or treat.

(2) Mr. Quesenberry gave an update on the shop. He stated Precision Glass put in new windows and new doors. 3) Town Christmas dinner will be on November 28th at 5:30 at Relish. (4) Assistant Town Manager Coates stated that October was a busy month for the Main Street Program. The Main Street Program had a movie night on October 27 and played Hocus Pocus. The weather was great and there was a nice turnout. Mrs. Coates thanked the chairpeople for that event, Ellen Copeland and Morgan Rose. Trunk or Treat was on October 31st in the Town Park, and it was a huge hit and Mrs. Coates thanked Mrs. Pugh for chairing the event.

POLICE REPORT: Chief Blake reported there were 272 calls for service. Chief Blake gave an update on the speeding sign. He was able to find a contact for VDOT and he stated that it would be a lengthy process. He went on to let the Council know the truck was here and it had been lettered.

WASTEWATER TREATMENT FACILITY REPORT:

Mr. Withers reported the monthly numbers for the Wastewater Treatment Plant.

- Average flow from town for the month of October- 173,000 gal. A decrease of 5,000 gal. from the month of September's average flow.
- Max flow from town for the month of October- 190,800 gal. A decrease of 91,400 gal. from the month of September's max flow.
- Average Total Nitrogen for October was 3.15 mg/l., which resulted in a discharge of 133 lbs. We have discharged 1320 lbs., 36.1% of our permitted 3655 pounds.
- Average Total Phosphorus for October was 0.10 mg/l., which resulted in a discharge of 5 lb. We have discharged 47.8 lbs., 0.17% of our permitted 274 pounds.

Monthly Operations and Maintenance

- We made preparations with the lab and are planning to conduct our final quarter monitoring well sampling for 2023.
- Replacement UV bulbs came in and we are in the process of replacing bulbs and ballasts on our UV system.
- We are also in the process of conducting oil and fluid changes on all blowers, air compressor pumps and motors.
- Our 2nd batch of ferric chloride was ordered and delivered via Univar Solutions.
- Repairs and end of year maintenance were done on our hillside mower.
- All monthly preventative maintenance was conducted on plant pumps valves and equipment.

COUNCIL COMMITTEE REPORTS: No committees met in October.

PLANNING COMMISSION: The Planning Commission did not meet.

COMPREHENSIVE PLAN REPORT: The report has been finalized and you can find it on the Town's website.

NORTHERN NECK REGIONAL JAIL REPORT: The monthly jail population report was provided in the council packet.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated that there is a remaining balance of \$880,591.32 We have disbursed \$661,159.13 and the total allocation is \$1,541,750.45.

OLD BUSINESS

PROJECTS UPDATE: **74 Main Street:** Mayor Phelps stated the budget for this project is about \$600,000. He would like to table this topic at the moment and revisit it soon. **The Bounds:** Mr. Quesenberry mentioned there are no bids currently. Will also table this topic for the next month or two. **VDOT TAP Project:** Mrs. Coates stated that when the project first started, the Town was working with Resource International, and they were going to do the testing and inspections for the project. With changes made to the VDOT requirements, it turns out Resource International was not qualified to do that type of testing. They had to reach out to another contractor and the contract with Resource had to be amended. With that, the cost has gone up from \$175,000 to \$254,799.03. Councilman Forrest made a motion to enter into this contract and to not exceed \$300,000. The motion was seconded by Councilwoman Hubert and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ogle E. Forrest, Sr.	Aye		

Well Replacement Project: In order to satisfy all of DEQ's new regulations, the highest cost would be \$930,000. Mr. Quesenberry stated that he is going to try to piggyback off of Montross' data and will knock the cost down to about \$800,000. Mr. Quesenberry would like to schedule a work session for the near future. There is roughly \$255,000 that the Town does not have. Right now, USDA is quoting 3% on loan interest rates. In order for the Town to qualify for a USDA loan, the Town is looking at a \$20 increase to the monthly water/sewer bills. Mayor Phelps listed 3 options: see USDA requirements, local option with fees, or reserve purchase.

RETIRED REFUSE TRUCKS- SELL/AUCTION:

Mr. Quesenberry reported that the two older refuse trucks were sold for \$26,000 total. The proceeds were placed in reserves.

TOWN CODE RESOLUTION

The Resolution states any of the changes that were made to the original code, you hereby adopt those changes. It will have to go to a Public Hearing next month on December 14th.

NEW BUSINESS

Councilman Forrest made a motion to schedule the Public Hearing on December 14th with the Regular Scheduled Meeting. The motion was seconded by Vice- Mayor Yackel and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ogle E. Forrest, Sr.	Aye		

CHRISTMAS TOWN OVERVIEW

Mr. Quesenberry gave a presentation of the map of Christmas Town to Council.

CLOSED SESSION- 2.2-3711 A-3: REAL PROPERTY

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (3) Real Property 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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ogle E. Forrest, Sr.	Aye		

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

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ogle E. Forrest, Sr.	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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ogle E. Forrest, Sr.	Aye		

OUT OF CLOSED SESSION

Mayor Phelps asked for a motion to allow the Town Manager to enter into a consultation with Phil Casone at Casone Enterprises to advise the Town on a rebuild project based on the plans received for 74 Main Street, not to exceed \$25,000. Councilman Forrest made the motion presented by Mayor Phelps. The motion was seconded by Vice- Mayor Yackel and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ogle E. Forrest, Sr.	Aye		

Mayor Phelps mentioned the refurbished Town Clock is finished.

CLOSING COMMENTS

Councilwoman Hubert thanked Council for letting her call in.

Councilwoman Bryant stated she really enjoys walking through town and wished everyone a Happy Thanksgiving.

Councilman Forrest stated every time the Council meets, we make decisions on improving the Town.

Vice- Mayor Yackel mentioned he received an email from Red Dirt Energy Group.

There being no further business Mayor Phelps adjourned the meeting at 7:22p.m.

Submitted by: Elizabeth Davis, Interim Clerk