

MINUTES  
WARSAW TOWN COUNCIL  
PUBLIC HEARING & REGULAR MEETING  
FEBRUARY 9, 2023 – 6:00 P.M.

The public hearing and regular meeting of the Warsaw Town Council was held on Thursday, February 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., Mary Beth Bryant, Jonathan English, Rebecca Hubert, and Ralph Self. Councilmembers present by phone: Faron Hamblin. No council members were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Trey Blake, Officer Thomas Morelli, Officer Marcus Hickman, Wastewater Plant Manager Garrett Withers, and Treasurer and Clerk Julia Blackley-Rice.

Also present: Approximately 6 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

Councilman Forrest moved to approve the Consent Agenda as presented. 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
Jonathan English	Aye	Faron Hamblin	Aye
Ogle E. Forrest, Sr.	Aye	Ralph Self	Aye

PUBLIC HEARING

CONDITIONAL USE PERMIT REQUEST- WOOF & WAG KENNEL BOARDING FACILITY

Mayor Phelps opened the Public Hearing by reading the Public Hearing notice that was advertised in the January 18 and 25 editions of the Northern Neck News. Assistant Town Manager Coates stated that currently Woof & Wag is a grooming facility, and they would like to offer a boarding kennel facility as well and expand their location. Woof & Wag is looking to board 20 animals including dogs and cats. The owner, Mrs. Kristena Jenkins, would like to put up fencing at the facility to accommodate the number of animals that she will have. Mayor Phelps asked if there as any comments from the public regarding the boarding facility request. There being none, Mayor Phelps turned the floor over to Town Council for discussion. Councilman Forrest inquired if the Planning Commission had any recommendations or concerns. Councilwoman Bryant stated the Planning Commission recommends there to be a no visibility fence and wanted to make sure

there was insurance. Assistant Town Manager Coates added to what Councilwoman Bryant said by adding that the Planning Commission was concerned about the traffic on Hamilton and Main. Councilwoman Hubert asked if there were any regulations they would have to follow. Assistant Town Manager Coates stated she will have to have a certain amount of space per animal. Councilman Self went on to say that a boarding facility is needed in the Town because the Animal Clinic no longer offers it. Vice- Mayor Yackel stated that he did not agree with the fence being hidden because it would be an extremely large expense to do so. Councilman Forrest stepped in and voiced his concerns about children being able to stick their hands inside the fence resulting in a child getting bit. Assistant Town Manager Coates stated the owner is willing to do whatever is needed and will submit a zoning permit for the fencing.

**RESOLUTION: TRUCK TRAFFIC RESTRICTIONS FOR SCOTT TOWN ROAD**

Mayor Phelps read the resolution provided to Councilmembers regarding possible Truck Traffic Restrictions on Scott Town Road. Assistant Town Manager Coates stated that with resident complaints and working with VDOT it came to her attention that it had been brought to VDOT's attention several years ago and it was given administrative approval. The only thing VDOT would need from the Town would be to pass a resolution stating they can put the signs up on Scott Town Road for the restriction of tractor trailer traffic. VDOT would put the signs up and the police department would need to enforce it. Mayor Phelps inquired if there were any members of the public that would like to speak for or against the proposed resolution. There being none, Mayor Phelps then opened the floor to Town Council for discussion. Councilman English asked Assistant Town Manager Coates how long the Town would advertise the change before they started to enforce it. Assistant Town Manager Coates stated that once the resolution is passed and the signs are up that the Town's police department will start with warnings since the signage would be new.

Mayor Phelps closed the public hearing portion of the meeting.

Councilman Forrest moved to approve the Conditional Use Permit request by Woof & Wag Grooming with the conditions of no immediate outside run accessible to the public and fencing include some type of site barrier. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Faron Hamblin	Aye
Ogle E. Forrest, Sr.	Aye	Ralph Self	Aye

Councilman Self moved to adopt the Resolution for Truck Traffic Restrictions on Scott Town Road/Rt. 670 within Town Limits as presented and further directed the Warsaw Police Department to provide 30 days of leniency once signs are posted. 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
Jonathan English	Aye	Faron Hamblin	Aye
Ogle E. Forrest, Sr.	Aye	Ralph Self	Aye

**PUBLIC COMMENT**

Mayor Phelps opened the floor to public comments. There being no public comments, Mayor Phelps closed the public comment portion of the meeting.

**REPORTS**

**MAYORS REPORT:** Mayor Phelps spoke about a spoof email that occurred. He stated the individual took his email and adjusted it a little bit to make it look like it was still coming from his email. The email was sent out to everyone on council asking for cash, gift cards, etc. Mayor Phelps went on to say he would never ask the council for such things and to call his personal cell if something of that nature were to happen again.

**TOWN MANAGERS REPORT:** Mr. Quesenberry began his report by (1) stating that he will be attending the VLGMA Winter Conference late next week. Being that Mr. Quesenberry is not one of the conference planners this time, he is looking forward to being able to enjoy the content being offered. (2) Mr. Quesenberry and staff have identified that an area the Town lacks with their commercial base is transient occupancy. Mr. Quesenberry went on to say that he is going to be working on a hotel market analysis and feasibility study. Mr. Quesenberry reached out to Virginia Tourism Corporation, and they have offered grant funding to potentially pay for the entire study. (3) Mr. Quesenberry has been working with the Friends of the Library and Menokin and the Saddlery building. The Town and Menokin both identify for half of the year the building is vacant. The Friends of the Library have been looking for a new location and Mr. Quesenberry had the thought to offer the Saddlery building to them and working in partnership with Menokin. (4) The Warsaw Richmond County Main Street Program have had some leadership changes and they will be having a restructuring meeting on Wednesday, March 1 at 6PM. (5) The Town office will be closed on February 20 for President’s Day.

**POLICE REPORT:** Chief Blake reported that the Warsaw Police Department received 301 calls for service in January. Chief Blake announced that Officer Hickman has been promoted to the Rank of Sergeant.

**COUNCIL COMMITTEE REPORTS:**

**PERSONNEL COMMITTEE:** Vice-Mayor Yackel reported the Personnel Committee met in January. Chief Blake was originally offered the position of Police Chief on an interim basis. The committee did an evaluation of Chief Blake and recommended appointing Chief Blake to finish the remaining term as the Police Chief and remove the interim tag.

Councilman Forrest moved to appoint Virgil Blake as Chief of Police to complete the remaining term of March 1, 2023, through June 30, 2024, that was vacated by former Police Chief Andrew Hughes. 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
Jonathan English	Aye	Faron Hamblin	Aye
Ogle E. Forrest, Sr.	Aye	Ralph Self	Aye

Per the recommendation of Town Manager Mr. Quesenberry, Melissa “Missy” Coates was promoted to permanent Assistant Town Manager.

PLANNING COMMISSION: Councilwoman Bryant reported the Planning Commission met in January and elected officers for 2023. Mrs. Elizabeth Franklin was elected Chairwoman, Mrs. Regis Slaw was elected Vice-Chairwoman, and Mrs. Morgan Rose was elected Secretary.

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

WASTEWATER TREATMENT FACILITY REPORT: During the plant’s monthly operations and maintenance, Mr. Withers noted:

**2022 Annual Report**

- Average Flow from town for 2022 was 178,300 gal. A decrease of 14,300 gal. From 2021’s average flow of 192,600 gal.
- Average Total Nitrogen was within range for the year, and we discharged under 50% of our permitted 3,655 lbs.
- Average Total Phosphorus was within range for the year, and we also discharged under 50% of our permitted 274 lbs.

The end-of-year figures showed that we are operating as we should be, and discharge percentages are in a comfortable range. Our average flow dropped from town this year due to a drop in significant rainfall events.

**Licensing Update**

Currently, we are working with Dr. Mutoti and the Virginia Rural Water Association to try and schedule exam preparation classes and to get the necessary study guides and paperwork available for the test. We are also finishing our application forms and hour logs to be sent in and approved to be able to take the test. After we are approved, we will have one calendar year from time of approval to take the Class 4 exam.

**Monthly Number**

- Average flow from town for the month of January- 166,500 gal. A decrease of 10,300 gal. from the month of December’s average flow.

- Max flow from town for the month of January- 196,900 gal. a decrease of 48,700 gal. from the month of December's max flow.
- Average Total Nitrogen for January was 2.55 mg/l., which resulted in a discharge of 109.0 lbs. We have discharged 109.0 lbs., 3% of our permitted 3,655 lbs.
- Average Total Phosphorus for January was 0.10 mg/l., which resulted in a discharge of 5 lbs. We have discharged 5 lbs., 2% of our permitted 274 lbs.

### **Monthly Operations and Maintenance**

- Repairs were made to an air hose feeding one of our basins after we noticed a leak during walkthroughs.
- After stocking back up on oil, we finished changing oil on the remaining blowers that we had left.
- We replaced airlift solenoid lighting for all the airlifts after noticing one had blown.
- Planned our 1<sup>st</sup> quarter groundwater monitoring well sampling with the lab.
- We researched LED exterior lighting for the plant and surrounding buildings to provide upgraded outdoor lighting. We have started the process of installing the LED lighting and plan to have all wall packs installed as soon as possible.
- Installation of the new 4G private network for our well towers should take place during this month.
- We conducted all monthly preventative maintenance on plant pumps, motors, and equipment.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated that there is \$972,922.94 remaining. The town has gone through half of the funds for the comprehensive plan. Mr. Quesenberry noted that the town has not started yet on the bigger ticket items so that is when those funds will be drawn.

### OLD BUSINESS

ECONOMIC DEVELOPMENT UPDATE: Deferred to closed session.

PROJECTS UPDATE: **74 Main Street:** Mr. Quesenberry stated he has met with local contractors and had an MEP meeting to discuss some logistics in terms of HVAC, trenching, etc. USDA did respond and they needed some additional figures in an updated format and Mr. Quesenberry has provided that information. He sent out a correspondence asking for an update. Mr. Quesenberry went on to say that it is his hope to have this bid by Spring. He will be working with Council to review the final plans and once the bids come back, will review, and discuss. Mr. Quesenberry added that he will be working to put something together to ask for donations for the clock restoration. **VDOT Tap Project:** Citizens and RCC have donated \$72,900 for the easement process. That money will be rotated into construction. Mr. Quesenberry is still waiting on about \$10,000 to \$15,000 to hopefully be donated. Local cash match is \$313,853. Local in-kind match is \$72,900 for a total combined local contribution of \$386,753. Matching federal funds is 1,547,010.39 with a total of 1,860,862.99. It is estimated that the figure will increase by 25% due to the cost of goods. The local cash match will roughly increase what he budgeted in the

ARPA funds. **Well Grant/Replacement:** Mr. Quesenberry reported that ARPA funds are not going to cover the cost of the DEQ mandated well replacement on Scott Town Road. Mr. Quesenberry has contacted USDA in search of grant funds to assist with the cost. The first step is applying for a SEARCH grant to aid with the preliminary engineering report. Mayor Phelps read the Resolution of Governing Body of Town of Warsaw for the purpose of construction of a public well.

Councilman Forrest moved to adopt the resolution as presented. 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
Jonathan English	Aye	Ralph Self	Aye
Ogle E. Forrest, Sr.	Aye		

*Councilman Hamblin left the meeting during the reports section.*

**Health Care Training Facility:** Mr. Quesenberry stated he met with RCC to go over the USDA application and will meet again next month to put it together and send it off. Mr. Quesenberry found out from the realtor that another offer was received on the building, and they are in their due diligence period which ends on February 17. He stated he is going to start the grant application now.

#### NEW BUSINESS

RCVFD GUN & KNIFE SHOW- FEE WAIVER REQUEST: Assistant Town Manager Coates has been working with Richmond County Sherriff's Office and Richmond County Volunteer Fire Department to waive the gathering permit for their gun & knife show. They are asking to have the fee waived since it will benefit the fire department.

Councilman Self moved to waive the gathering permit fee for the Richmond County Volunteer Fire Department's Gun & Knife Show. 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
Jonathan English	Aye	Ralph Self	Aye
Ogle E. Forrest, Sr.	Aye		

PLANNING COMMISSION APPOINTMENT- DAPHNE PALMORE: Mrs. Coates thanked Mr. Sisson for his service on the Planning Commission and reported that unfortunately, Mr. Sisson was not able to continue his term. There is a now a vacancy that needs to be filled. Mayor Phelps stated that after the election he had reached out to Mrs. Daphne Palmore who had expressed interest in joining the Planning Commission if and opening was to become available. Councilman English moved to appoint Daphne Palmore to Planning Commission for the remaining term of February

9, 2023 – December 31, 2023. The motion was seconded by Mary Beth Bryant and carried with the following votes.

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

SCHEDULE BUDGET WORK SESSION: A draft is ready to present, and Mayor Phelps would like to schedule a work session. The work session will be on March 2 at 5:30 and there will be food/drink provided. There may also be discussions pertaining to a boundary line adjustment. Councilman Self moved to schedule the work session on March 2 at 5:30. 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
Jonathan English	Aye	Ralph Self	Aye
Ogle E. Forrest, Sr.	Aye		

#### CLOSED SESSION- 2.2-3711 A-5: 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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ralph Self	Aye
Ogle E. Forrest, Sr.	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
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye	Ralph Self	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
Jonathan English	Aye	Ralph Self	Aye
Ogle E. Forrest, Sr.	Aye		

There was no action out of closed session.

#### CLOSING COMMENTS

Councilman Forrest stated it was another great meeting and it was great to see citizens here. The Town is moving right along and there are a lot of interested parties looking at the Town.

Councilman English welcomed Daphne Palmore to Planning Commission. He stated everywhere he goes he always hears compliments about the Town, and he appreciates the Staff and Town council.

Councilwoman Bryant said it was a great meeting and welcomed Daphne Palmore.

Councilman Self said it was great to be back and that it is hard to believe he was in the hospital just 4 weeks ago. He hopes this year is the best year yet for the Town.

Councilwoman Hubert stated that Mr. Quesenberry and Ms. Coates are doing great things and was happy to see Ralph back.

Vice- Mayor Yackel stated the jail board dinner is coming up in April and hopes they can have a bigger turnout from the Town.

Mayor Phelps stated he was on the way back from a meeting and hit Town around 6:30 and went to the Taphouse for a bite. So many people came up and talked to him about Warsaw and the great things the Town is doing.

There being no further business Mayor Phelps adjourned the meeting at 7:26 p.m.

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Submitted by: Julia Blackley-Rice, Clerk