

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
March 14th, 2024 – 6:00 P.M.

The regular meeting and public hearing of the Warsaw Town Council was held on Thursday, March 14th, 2024, 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, Ralph Self, Rebecca Hubert, Ogle Forrest Sr., and Mary Beth Bryant. Councilmembers absent: Jonathan English and Faron Hamblin.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Treasurer & Clerk Julia Blackley- Rice, and Plant Manager Frankie Sanders.

Also present: Approximately 4 others present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA:

Councilman Forrest moved to approve the consent agenda as presented. The motion was seconded by Councilman Self and passed with the following votes.
Councilman Self seconded the motion.

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

PUBLIC HEARING – REVISED FEE SCHEDULE:

Mayor Phelps opened the public hearing by reading the public hearing notice as published in the Northern Neck News. Being no comments from the public, Mayor Phelps closed the public hearing.

REPORTS

MAYORS REPORT:

The Mayor's report was deferred.

TOWN MANAGERS REPORT:

- Warsaw Richmond County Main Street Program will host a St. Patrick's Day event at Relish on March 16th from 3 to 6PM. Prizes will be given for the best dressed and there will be face painting for children.
- Old Rappahannock Taphouse will also be hosting a St. Patrick's Day event starting at 8PM.

POLICE REPORT:

The police report was included in the Council Packets. The Town Manager reported there were 345 calls for service in February.

WWTP:

The Wastewater Treatment Plant report was included in the Council packets. The report was presented to Town Council by Plant Manager Frankie Sanders.

COUNCIL COMMITTEE REPORT:

Vice Mayor Yackel reported that the Personnel Committee met a couple of times in closed session during the interview process to finalize the search for a Police Chief.

PLANNING COMMISSION: No meeting.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel reported at the most recent board meeting most of the meeting was discussing the potential legislation at the General Assembly that could affect the jail. Vice-Mayor Yackel reminded Councilmembers of the upcoming Jail Board Dinner and asked if everyone received their invitation and not to forget to RSVP.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry presented the report to Town Council and stated there were no changes.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mr. Quesenberry reported that a kick-off meeting was held with our attorney, architects, and contractors. It is anticipated the Contractor's bond should be in place next week. The architects are tasked with scaling the plans back to what we can afford. Once we receive the amended plans, we will forward them to the Richmond County Building Inspector's Office to obtain the necessary permits so we can begin. The Warsaw Time Square Clock is ready to be installed. A local contractor has been contacted for the 6FT base. **The Bounds:** Mrs. Coates stated that she is still consulting with engineers. The bid documents are ready for the final work that needs to be completed to satisfy DEQ and close out the project. **VDOT TAP Project:** Mrs. Coates reported that she has issued the notice to proceed. The project will begin on March 25th. The contractor, M&F Concrete, has 210 days to complete the project. **Well Replacement Project:** Mr. Quesenberry reported that he is working to clear other projects before beginning. **DHCD Housing Project:** Mr. Quesenberry reported that a contract negotiation meeting was held last week. It was a review of what was needed to be completed before the project can be executed. The contract outlines the Town's commitment to \$30,000 worth of sidewalk improvements and a neighborhood cleanup. Our project contains two substantial rebuilds and four renovations. Councilmembers should see construction begin over the next few months.

ANNEXATION AGREEMENT:

Mr. Quesenberry reported to Town Council that a list of affected parcels was included in the Council packet alongside a copy of the proposed annexation area. The Town Manager reviewed the parcels and indicated why or why not he included them in the proposed annexation project. Mr. Quesenberry read a communication he received from Mr. Peter O’Hara wishing for his parcels to be removed from the annexation area. Mr. Quesenberry noted that a public hearing is needed.

Councilman Forest moved to set the public hearing for annexation for April 11th, 2024, at 6:00 PM. 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
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

NEW BUSINESS:

REVISED FEE SCHEDULE:

Mr. Quesenberry reported that working on information gathered through the work sessions he would like to present to Town Council a proposed updated fee schedule which will now also include business license information in one document. The business licenses are now more detailed to aid Town Staff with categorizing businesses.

Councilman Self moved to adopt the proposed revised fee schedule 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
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

REVISED POLICE POLICY & ADOPTION:

The Town Manager, Mr. Quesenberry, reviewed the need for the adoption of a revised Police Policy. Due to size, the proposed policy was provided electronically to Town Council members for review prior to the meeting. At this time, the Town is unaware where a police policy had been officially adopted.

Vice-Mayor Yackel moved to adopt the Police Policy 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
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

BUDGET REVIEW:

Town Manager, Mr. Quesenberry will make the budget presentation to the public at the April meeting. There may be a need for an additional public hearing, with a June adoption.

CLOSED SESSION - 2.2-3711 A5 & A1

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (5) Prospective Business and Section 2.2-3711A (1) Personnel 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
Ralph Self	Aye	Ogle 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
Ralph Self	Aye	Ogle 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
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

ACTION OUT OF CLOSED:

In action out of closed session, Vice-Mayor Yackel moved to authorize the Mayor to enter into contract negotiations with the Police Chief Candidate and execute an employment contract. 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
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

In further action out of closed session Councilman Forrest moved to extend the deadline for the economic incentives offered to Domino's until December 31, 2024. All other terms of the agreement would remain the same. 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
Ralph Self	Aye	Ogle Forrest, Sr.	Aye

CLOSING COMMENTS:

Councilman Self thought that it was a good meeting tonight. He felt it was nice to still see daylight outside when the meeting was wrapping up. He is enjoying the nice spring weather and is looking forward to moving into spring and summer with this group. He thanked those that attended the meeting.

Councilwoman Bryant thought it was a very productive meeting.

Councilman Forrest thought it was a good meeting and is glad to see that spring is coming.

Councilwoman Hubert thought it was a great meeting and stated it has been a long week for the Personnel Committee.

Mayor Phelps thought the meeting was a good one and was glad the search for Police Chief is nearing the end.

There being no further business, Mayor Phelps adjourned the meeting at 7:19p.m.

Submitted by: Julia Blackley- Rice, Clerk