

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

The regular meeting of the Warsaw Town Council was held on Thursday, March 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. Councilmembers present by phone: Rebecca Hubert and Ralph Self. Councilmember Farin Hamblin was absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, and Finance Manager Elizabeth Davis.

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 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		

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: Deferred.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) stating that the Warsaw Richmond County Main Street Program had a reorganization meeting earlier this month. Mr. Quesenberry was not able to attend but assistant Town Manager, Missy Coates, was in attendance. Mr. Quesenberry was in contact with the Virginia Main Street Program officials earlier in the week. They spoke about the direction of the Main Street Program and outlets/avenues that the Town has if it were to pursue starting a new program and they spoke

on other options the Town may have. As the Town stands right now, it can create a new Main Street program. The Council has the option to appoint people to the new program or the Town can work with the existing program. All the officer spots are currently open. Mr. Quesenberry stated that he wants to have an active Main Street program like Tappahannock and Colonial Beach. Mayor Phelps asked Assistant Town Manager Coates if there was any interest from the current officers in keeping their spots. Mrs. Coates stated no, they were looking to have a new chairperson and officers elected. The next meeting will be Monday, March 20. (2) Mr. Quesenberry stated he and the Town Council had a very productive budget session. It has been one of the more difficult budgets with the current global market and inflation. (3) The Town got new seasonal banners. (4) Sidewalk work has begun at Unitea, on the corner of Hamilton Blvd and Main Street. The Town's subcontractor, Shawn France, will be pulling up the old concrete and putting in a new concrete sidewalk. The town always obtains easements anytime work is being done, so there is now a permanent 8-foot easement across that parcel for water line repairs. (5) The Town had an Employee Appreciation Day/Women's Appreciation Day lunch at Anna's in Warsaw.

**POLICE REPORT:** Chief Blake reported that the Warsaw Police Department received 224 calls for service in February.

**COUNCIL COMMITTEE REPORTS:** No committees met.

**NORTHERN NECK REGIONAL JAIL REPORT:** The monthly jail population report was provided in the council packet. Vice-Mayor Yackel stated that there was a 5-day audit held at the NNRJ. Out of 128 standards, 125 were audited. They conducted 11 male and female interviews from a wide variety of security areas regarding services and interactions with staff.

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

**Monthly Numbers**

- Average flow from town for the month of February- 170,800 gal. An increase of 4,300 gal. from the month of January's average flow.
- Max flow from town for the month of February- 192,400 gal. A decrease of 4,500 gal. from the month of January's max flow.
- I will be able to include February's nutrient number on next month's report due to transition period at the lab. I can provide sooner if requested.

**Monthly Operations and Maintenance**

- Our annual WQIF grant report was completed and turned in to be inspected.
- We were able to remove old exterior lighting and install new LED lights in their place on all the plant buildings and the SBR basins.
- We inspected our vents and vent fans in all of our ventilated buildings.
- Our 1<sup>st</sup> quarter groundwater monitoring sampling was conducted and sent in for sampling.

- Held meetings with Verizon, Dorsett, and Code Blue regarding finalization of our well tower closed network.
- After noticing unwanted movement in our D.O. probes in the basins, we replaced and repaired all mounts and pins on both basins.
- All monthly preventative maintenance was conducted plant pumps, motors, and equipment.

AMERICAN RESCUE PLAN ACT REPORT: Mr. Quesenberry stated that the total dispersed in the community is \$571,819.52 which leaves the Town with a remaining balance of \$969,930.93 and the total allocation is \$1,541,750.45.

OLD BUSINESS

ECONOMIC DEVELOPMENT UPDATE: Mr. Quesenberry is happy to welcome A Little River Seafood into Town. It will be located at the former Faunce’s Seafood building. The Town is currently working with two national franchises and a couple of other really big projects. Mr. Quesenberry hopes to give an update on those in the near future.

PROJECTS UPDATE: **74 Main Street:** Mr. Quesenberry provided the last official interior rendering of 74 Main Street. He discussed it with the architects and potential contractors. It was noted that the building will have to have a fire suppression system. That is a proposed \$50-\$60,000 expense that Mr. Quesenberry had not planned. Because of this, one of the restaurant spaces had to be taken out. Mr. Quesenberry went on to say that the space will now have a slightly larger area that includes a multi-purpose room. **VDOT Tap Project:** The final easement will be taken care of in May. Resource International did submit the RFP and VDOT has reviewed and amended it and sent it back to the engineers. **Well Grant/Replacement:** Mr. Quesenberry reported that the town received up to \$30,000 to cover engineering costs for the mandatory well replacement on Scott Town Road. The town would have to get the engineering grant in order to get the construction grant. Resource International came back with an amount of \$12,250 for engineering only. Mr. Quesenberry asked for authorization to enter into the contract with the knowledge that the Town will be fully reimbursed. Councilman Forrest moved to enter the contract as presented. The motion was seconded by Councilman English 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		

**Health Care Training Facility:** The building the Town was interested in purchasing, former Warsaw Medical Arts building, has been sold. Mr. Quesenberry has identified the building beside Family Dollar as a good potential alternative. Mr. Quesenberry stated he is working with Mr. Packett and the Community College board to potentially have them purchase. Mr. Quesenberry is very optimistic and is continuing to move forward.

NEW BUSINESS

FRIENDS OF THE LIBRARY- THE SADDLERY: Menokin came up with the idea of having the Friends of the Library utilize their space. This will bring life back into the building especially during the Winter months when Menokin is not offering kayaking. The Friends of the Library will be there every Friday and Saturday. Councilman English moved to have the Friends of the Library utilize the Saddlery building. 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		

HOTEL FEASIBILITY STUDY & MARKET ANALYSIS PROPOSAL: Town Staff and Council have identified that Warsaw has become a destination folks want to stay. With Tappahannock having many chain hotels, Warsaw will most likely not qualify for one, at least not right now. Mr. Quesenberry stated Warsaw has the opportunity for a boutique property. He went on to describe that a boutique property is smaller and has more character. Mr. Quesenberry has been working with Andy Beale for the second story of his property and potentially adding 20 rooms. Mr. Quesenberry and Mrs. Coates went to Virginia Tourism, and they loved the idea so much they are sponsoring \$10,000 for an HMI-Market Analysis. Mayor Phelps went on to say that there is an Air BNB right next to the Town Office, and he reached out to the owner to have a few colleagues stay and she mentioned that she was booked out for months. Mayor Phelps stated that Warsaw has a good niche and thinks it is outstanding for the Town. Vice Mayor Yackel made a motion to allow Town Manager Quesenberry to enter a contract for the \$10,500 feasibility study. 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	Ralph Self	Aye
Ogle E. Forrest, Sr.	Aye		

DOMINION ENERGY PROPOSAL- DECORATIVE ACORN LIGHTS: Mr. Quesenberry stated that Dominion did not give much guidance on where the acorn lights were to be placed and they are placed a little too close together. Mr. Quesenberry presented his proposal in the packet. The Town would remove 7 acorn lights that are currently on Main Street and move them further down to where Hamilton Blvd is located and add 4 new ones totaling 11. So, with that Main Street would be completed and would remove all of the leaning lights. Mr. Quesenberry finally got the proposal back and the total cost is \$50,162.58. Mr. Quesenberry checked the streetlights reserves and there is no money in the budget to cover that. Mr. Quesenberry went over a couple of line items in the ARPA funds and pointed out that the county is giving the town \$10,000 of their ARPA money for joint advertising. Mr. Quesenberry suggested that they take the \$10,000 and \$40,000 from the well replacement budget to finish out the streetlight phase for Main Street. Mayor

Phelps asked if the town could put that on hold until they get confirmation of the grant funding for the well replacement. Instead, Town Manager Quesenberry requested that \$10,000 to go to the clock reconstruction. Councilman Forrest made a motion to put the \$10,000 into the clock fund. The motion was seconded by Councilman English 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 SECOND BUDGET WORK SESSION: All of Council agreed that another work session was not needed at this time.

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 to keep doing what's best for the town.

Councilman English said it was a good meeting and to keep moving forward.

Councilwoman Bryant said it was a good educational meeting.

Vice- Mayor Yackel stated the jail board may not be having a dinner after all.

Mayor Phelps stated it was a good meeting and it was nice to see everyone.

There being no further business Mayor Phelps adjourned the meeting at 7:35p.m.

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Submitted by: Elizabeth Davis, Acting Clerk