

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
NOVEMBER 10, 2022 – 6:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, November 10, 2022, 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 W. Self, Rebecca Hubert, Mary Beth Bryant, and Faron Hamblin. Councilmembers Ogle F. Forrest, Sr. and Jonathan English were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Trey Blake, 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

Vice-Mayor Yackel moved to approve the Consent Agenda as presented. 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
Ralph W. Self	Aye	Faron Hamblin	Aye

PUBLIC COMMENT

Mayor Phelps opened the floor to public comments.

Ms. Sara Carroll, President of the Warsaw-Richmond County Chamber of Commerce, addressed Town Council thanking them for their continued support of Warsaw Fest. Ms. Carroll announced the Shop Local & Win promotion will begin November 21 on the Chamber Facebook page. Gift certificates from local member businesses will be awarded during the promotion.

Ms. Tiffany Hackett thanked the members of the Town Council along with the Town Manager and Assistant Town Manager for installing the School Bus Stop warning signs in Town. Ms. Hackett believes the signage along with the police presence has made a difference to the speeding traffic during the bus stops.

There were no additional public comments, therefore Mayor Phelps closed the public comment portion of the meeting.

REPORTS

MAYORS REPORT: Mayor Phelps congratulated Vice-Mayor Yackel, Councilwoman Hubert, and Councilman English on their re-election to Town Council. Mayor Phelps stated he has reached out to Mrs. Palmore, and she said that she wants to stay engaged in the Town and would like to be considered for a Planning Commission appointment should one become available. Mayor Phelps believes the citizens of Warsaw have been very supportive of this Council. He feels that as a Council, we need to stay in touch with the Town citizens. The Town is not idle, and Council will be busy with the 74 Main Street Farmers Market & Community Center, continuing the Town's revitalization efforts, and pursuing single family housing. In January, when it is time for re-appointments, he would like to seek reappointment to Mayor.

TOWN MANAGERS REPORT: Mr. Quesenberry began his report by (1) congratulating the members re-elected to the Town Council. He also commended Mrs. Palmore for running a great campaign. (2) Mr. Quesenberry met with the Upper Northern Neck Town Managers for their quarterly recap. This meeting was also a goodbye to Trish, the Town Manager of Montross. She has done an excellent job for Montross, and Mr. Quesenberry wishes her well. One of the topics of discussion was cultivating a Northern Neck Brew Trail through our region. (3) Mr. Quesenberry and Mrs. Coates will be attending the DHCD Housing Conference in Arlington next week. Mr. Quesenberry is in hopes that the Town will be awarded the \$1.5 million housing grant. (4) A successful Trunk -or-Treat event was held by the Warsaw-Richmond County Main Street Program on Halloween. The Town Park was bustling with children in their Halloween costumes. (5) The Remote Area Free Clinic (RAM) will be held November 12-13 at Richmond County Elementary/Middle School. It's a big deal for our area. If someone has a medical need but no medical insurance coverage, they can be provided health care at this clinic and its free of charge. (6) The annual Christmas parade will be held on Saturday, December 3rd at 3:00 p.m. (7) A stakeholders meeting was held this week with the local officials to discuss the general layout of Christmas Town. The map was presented for Councilmembers to see. (8) The annual Town Christmas dinner will be held on Thursday, December 1st beginning at 6:00 p.m. at Old Rapp Taphouse.

POLICE REPORT: Chief Blake reported that the Warsaw Police Department received 212 calls for service in October. Chief Blake reported a new police officer, Thomas Morelli, had been hired.

COUNCIL COMMITTEE REPORTS:

Vice-Mayor Yackel reported the Ordinance Committee met and a public hearing is needed. It is set for discussion under new business.

Mayor Phelps stated there is a note that an Economic Development Committee meeting needs to be scheduled. There are two businesses that have applied for economic incentives, one of which is time sensitive. Mayor Phelps has requested the Town Manager present that application tonight. Mrs. Coates stated that Terry Bain is requesting a \$15,000.00 forgivable loan to open a grab & go catering/buffet style hot/cold bar on Main Street. Ms. Bain plans to open in January and would like to be open 6 days a week from 6:00 a.m. to 6:00 p.m. The location would be 145 Main Street, which is the open unit beside Finn & Pearl in Mr. Packett's building. Mayor Phelps stated he is excited about this venture. Ms. Bain has a good business and he's excited to see her business grow. He would like to have a condition added that before the Town funds the proceeds, if approved, there will be a commitment that the location will operate weekend hours. Mayor Phelps believes the economic incentives are meant to help fill the needs of Warsaw.

Councilman Hamblin moved to award Terry Bain a \$15,000 forgivable loan with a condition of Saturday & Sunday operational hours required. 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
Ralph W. Self	Aye	Faron Hamblin	Aye

Mr. Quesenberry will reach out to the chairman of the Economic Development Committee to present the second business incentive application.

PLANNING COMMISSION: No meeting in October.

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

WASTEWATER TREATMENT FACILITY REPORT: Mr. Withers reported the average flow from town in October was 178,200 gallons; a decrease of 2,100 gallons from September's average flow of 180,300 gallons. The max flow from town in October was 223,500 gallons an increase of 27,700 from September's max flow of 195,800 gallons.

The average total nitrogen for October was 3.92 mg/L. This resulted in a monthly discharge of 206.0 lbs. For the year we have discharged 1,464.0 lbs., which is 40.0% of our permitted 3,655 lbs.

The average total phosphorus for October was 0.20 mg/L, which resulted in a monthly discharge of 11.8 lbs. For the year we discharged 94.8 lbs., which is 34.5% of our permitted 274 lbs.

During the plant's monthly operations and maintenance, Mr. Withers noted:

- Scheduled our annual professional fire extinguisher inspections for the 16th of November.
- Worked with Verizon to fix a damaged phone line causing service disruptions at one of our lift stations.
- We replaced faulty heat tape on some of our outdoor piping and equipment.
- After an issue was brought to our attention, we had to make repairs to our sludge cake can.
- We have been working with Dorsett Technologies to upgrade our communication systems through SCADA after finding out 3G service will no longer be offered after December 2022.
- The polymer pump appeared to have some issues. The polymer regulated has been pulled down, inspected, and cleaned. All polymer pump tubing has been replaced.
- The ferric chloride was ordered and received.
- Plant staff has begun painting and sealing all outdoor metal piping that can be damaged by rust.
- All regular monthly preventative maintenance was done on all plant equipment.

AMERICAN RESCUE PLAN ACT REPORT: The report on ARPA spending to date was provided to Councilmembers in the packet. Mr. Quesenberry reported the Northern Neck Planning District Commission contacted him and asked if the Town would reallocate \$10,000.00 of ARPA funds to start a joint tourism venture with Richmond County. Councilman Self thought it would be great idea. He is on board with doing anything we can to support our local businesses. Mr. Quesenberry reported a surplus of \$15,800.00 is remaining in the ARPA budget for parking lot improvements at The Bounds. He recommends using \$10,000.00 of that surplus to accommodate the request from the NNPDC.

Councilman Self moved to reallocate \$10,000.00 from The Bounds Parking Lot Paving ARPA budget line and support the Northern Neck Planning District Commission in a joint tourism venture with Richmond County. 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 W. Self	Aye	Faron Hamblin	Aye

Vice-Mayor Yackel inquired about the status of the handicap accessible playground equipment. Mr. Quesenberry responded that Mr. Eric White of All Recreation informed him that the freight was lost in Chicago. It has been found but was listed as damaged. There were 3 other localities included in this freight shipment. All Recreation now has to go and inventory every part to ensure that all materials are included. Due to this process, Mr. White has asked if our installation date can be pushed to the beginning of January. Mr. Quesenberry responded, if the Town could please be scheduled first, as this project has been in the works so long for the Town.

OLD BUSINESS

PROJECTS UPDATE: **The Bounds:** Mr. Quesenberry reported the Town is working with DEQ to mitigate some light areas of erosion that needs to be seeded. The Town is working with the engineers to have the final closeout of the project. Mr. Quesenberry reported there is substantial completion. There is a 10%, 90%, 100% of the checklist that the Town has to prove has been corrected and the remaining items are being completed. **74 Main Street:** Mr. Quesenberry reported that this didn't need action, but he wanted to provide a copy to Town Council. Town Council authorized up to \$32,500.00 for architectural plans for the location and Mr. Quesenberry was able to secure a contract for \$25,000.00. The contract includes a MEP (mechanical, electrical, plumbing) and the interior/exterior architectural design. Mr. Quesenberry hopes to meet with them in the next week so they can begin working on the schematics. Once they have a design to present, they will want to meet with us for review and any changes. Mayor Phelps recalled that there were several members in the gallery that stated their reason for coming was 74 Main St, but he didn't know if Mr. Quesenberry had discussed their topic of interest. Members of Friends of the Library were present and stated that if possible, they would like to have space for a bookstore within 74 Main St. It would be a modified version from what they had before. Friends of the Library operated a bookstore out of 74 Main Street prior to it being sold to its previous owner. Mr. Quesenberry stated he has been in touch with Friends of the Library and is working with them to find a location perhaps in the community market section. Mayor Phelps agrees that the service the Friends of the Library offers fits into the spirit of what the building is supposed to be. He asked the members to stay engaged with the Town as it is very early on in the process, and nothing has been finalized yet. **TAP Project:** Mrs. Coates reported that a reimbursement request has been submitted for the town to recoup some of its engineering consulting costs. VDoT is still working with property owners to collect easement donations.

NEW BUSINESS

VDOT RESOLUTION – ROUTE 360 PROJECT: Mayor Phelps shared that VDoT has made it known about their plans to decrease the lanes on Route 360 through Warsaw from four lanes down to two lanes with a designated center turn lane. At a previous meeting, David Beale, a Resident Engineer with VDoT, spoke to the Town Council regarding the process and the upcoming lane changes. Our community has a very concerned response to the news and how it could potentially affect the travel through Warsaw. Mayor Phelps read the proposed resolution for the body. Town Council asked the Town Manager to draft a resolution asking VDoT to conduct another study on the area, share the study with Town officials, and engage the community to seek input. Mayor Phelps added that if decreasing the traffic lanes is the safest way to proceed, then VDoT needs to demonstrate it, show it, and talk to us about it. While the Mayor is not a traffic engineer, he currently does not understand how this plan makes the most sense. VDoT has been accommodating in working with us and the proposed resolution was shared with them prior to bringing it to the meeting. The purpose of this resolution is not to reject VDoT's plan, but to say the citizens need a better explanation and demonstration.

Discussion followed regarding comments that Councilmembers have heard from members of the community. There is concern regarding the amount of traffic that will be backed up at the signal light at Route 360 and Main Street.

Councilman Self moved to adopt the resolution as read by Mayor Phelps. 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 W. Self	Aye	Faron Hamblin	Aye

BOARD OF ZONING APPEALS APPOINTMENTS:

Mr. James “Brad” Lowery currently serves on the Board of Zoning Appeals and his term expires December 31, 2022. Mrs. Blackley-Rice has contacted Mr. Lowery and he is willing to serve another term.

Councilman Hamblin moved to request the Circuit Court to reappoint Mr. James Lowery to serve on the Board of Zoning Appeals for a term effective 1/1/2023 – 12/31/2026. 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 W. Self	Aye	Faron Hamblin	Aye

A vacancy was left on the Board of Zoning Appeals by Sarah Sichol when she moved out of Town limits. Ms. Tiffany Hackett has expressed interest in being appointed to the position. Ms. Hackett would complete the remainder of Ms. Sichol’s term which expires 12/31/2024.

Councilman Hamblin moved to request the Circuit Court to appoint Ms. Tiffany Hackett to serve on the Board of Zoning Appeals to fill the vacancy left by Ms. Sarah Sichol, for a term effective 11/10/2022 – 12/31/2024. 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 W. Self	Aye	Faron Hamblin	Aye

MEMORANDUM OF UNDERSTANDING – BROADBAND FACILITIES: Mr. Quesenberry spoke to the work currently being done in Town for County and Region wide broadband upgrades. The memorandum of understanding allows Dominion to lease the facilities to the broadband provider in the Town limits. Dominion sent us the proposed memorandum, but our attorney added language to allow the Town to attach the hanging baskets, etc. to the acorn lights.

Councilwoman Bryant moved to approve the Memorandum of Understanding as presented by the Town Manager. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Mary Beth Bryant	Aye
Ralph W. Self	Aye	Faron Hamblin	Aye

ORDINANCE REGULATING PARKING OF CERTAIN COMMERCIAL VEHICLES: Vice-Mayor Yackel reported the Ordinance Committee met and has drafted an ordinance regulating and prohibiting the parking of certain commercial and recreational vehicles and trailers on the public streets of Warsaw. This proposed ordinance needs to go to a public hearing at the next meeting.

Vice-Mayor Yackel motioned to schedule a public hearing for December 8, 2022 at 6:00 p.m. for the public's comments regarding the proposed ordinance regulating parking of certain commercial vehicles. 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
Ralph W. Self	Aye	Faron Hamblin	Aye

CLOSED SESSION – 2.2-3711 A1 (Personnel)

Vice-Mayor Yackel moved to enter closed session in accordance with Section 2.2-3711A (1) Personnel of the Virginia Freedom of Information Act. 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
Ralph W. Self	Aye	Faron Hamblin	Aye

Councilman Hamblin moved to come out of closed session and reenter regular session. 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
Ralph W. Self	Aye	Faron Hamblin	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 W. Self	Aye	Faron Hamblin	Aye

There was no action out of closed session.

Councilman Self brought before Councilmembers his concern about tractor trailers using “jake brakes” in the Town limits. Councilman Self added that it sounds like a loud muffler. He would like the Town to explore if it is possible for the Town to have an ordinance limiting or prohibiting the use of jake brakes in the Town of Warsaw. The Town Manager and Police Chief are going to investigate the matter and see how we can proceed.

CLOSING COMMENTS

Councilman English: Mayor Phelps read the following statement provided by Councilman English. I apologize for being absent tonight however our daughter is part of a veteran's day play tonight at school, in my absence I wanted my comments to be shared. I want to sincerely thank all who voted in the town election, whether for or against I appreciate your participation, your voice. Election day was another humbling experience and I appreciate the many conversations at the poll. I appreciate the conversations with Mrs. Daphne Palmore as well and encourage her to run for Town Council in the 2024 election. It is a great feeling being a part of the positive change in our small town. Thank you to the rest of council for continuing to serve and all Town of Warsaw Staff for your commitment to excellence day in and day out.

Councilwoman Hubert stated she is so very humbled that she was elected to serve again. The Town is moving forward.

Councilman Hamblin is happy to be here with everyone and he is looking forward to the upcoming events scheduled.

Vice-Mayor Yackel expressed how great the Town looks for fall and he knows it takes a lot of work to put it all up.

Councilman Self congratulated to the Councilmembers for being re-elected to Town Council. He also expressed his thanks to Mr. Quesenberry and Mrs. Coates for staying up to date on what is happening in Town.

Councilwoman Bryant congratulated the members re-elected to Town Council. She is looking forward to Christmas Town.

Mayor Phelps is assured more than ever that the Town is heading in the right direction. While talking to residents at the polls, he heard many comments but no negative complaints. He did

have one person speak to him regarding the housing subdivision. He believes we are on the correct path with the right team and the right staff.

Before closing all Councilmembers expressed their best wishes for a speedy recovery to Councilman Forrest.

There being no further business Mayor Phelps adjourned the meeting at 7:25 p.m.

Submitted by: Julia Blackley-Rice, Clerk