

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
APRIL 11, 2019 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held Thursday, April 11, 2019 at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Jonathan B. English, Ralph W. Self, Ogle E. Forrest, Sr., Rebecca Hubert, and Faron Hamblin. Council Members absent: Auriel Walker.

Town staff present were Town Manager Joseph N. Quesenberry, Director of Wastewater and Stormwater Lee Ambrose, Community Development Specialist Melissa Coates, Officer Robert Moore, and Treasurer and Clerk Julia Blackley-Rice. Others present were Gary Palmore, Mary Beth Bryant, Sara Carroll, Liz Hansbury, and Gregory Packett.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Phelps called the meeting to order and led in the Pledge of Allegiance at 7:03 p.m.

APPROVAL OF CONSENT AGENDA

Councilman Self moved to approve the consent agenda, consisting of the agenda, minutes, and financial report, as presented. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

PUBLIC COMMENTS

There were no comments from the public.

BUDGET PRESENTATION

Town Manager, Joseph Quesenberry, presented the proposed budget for Fiscal Year 2020. He outlined the following core objectives for the Town: pursue grant opportunities, continue incentives for economic development, maintain reputation for strong fiscal health, and create a more efficient organization. An increase of one percent is proposed to meals tax revenue. The real estate tax is proposed to increase .03 cents per hundred to a total of .16 cents per hundred dollars of assessed value. A budget expenditure has been included this year for economic incentive. During the presentation, Mr. Quesenberry reviewed the expenditures on the proposed Capital Improvement Plan.

Vice-Mayor Yackel moved to schedule a Public Hearing at the next regular scheduled meeting on Thursday, May 9, 2019 at 7pm to present the budget with proposed increases to the public. The motions was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

MAYOR’S REPORT

Mayor Phelps updated Town Council on potential uses for the land on Wellford’s Wharf. He is currently educating himself on potential revenues for this land.

TOWN MANAGER’S REPORT

The Town Manager began his report by announcing the auditors from Robinson Farmer and Cox would be onsite beginning April 15 for the yearly audit exam. Tom Rhodes has completed the Warsaw town logo tree carving in the Town Park. Mr. Quesenberry is working with the Berkley Group to assist the Town with streamlining the permitting process. The Community Development Specialist is working diligently with the Town Manager to address several zoning violations in town.

POLICE REPORT – Officer Robert Moore

Officer Moore reported the Warsaw Police Department was a participant in Career Day held at Warsaw Middle School. Staff attended a board meeting at the Criminal Justice Academy and were present at the Governing Bodies Recognition Dinner held by NN Regional Jail Board. Chief Kent was witness to the proclamation signing for National Crime Victims Rights Week and attended the Sexual Assault Response Team Meeting at the Commonwealths Attorney’s Office.

There were 138 calls for service in February handled by Warsaw Police Department.

PLANNING COMMISSION REPORT

Planning Commission held a brief meeting and discussed continuing work on the Comprehensive Plan. There is a line item in the budget for the Comprehensive Plan to assist with the development of the plan. In addition, there was an update to the status of revitalization efforts in the town.

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in March was 196,800 gallons; a decrease of 5,600 gallons from February’s average flow of 202,400 gallons. The max flow from town in March was 250,600 gallons, a decrease of 10,200 gallons from February’s max flow of 260,800 gallons.

The average total phosphorus in March was 0.10 mg/l, which resulted in a monthly discharge of 3.7 lbs. For the year we discharged 10.9 lbs. which is 4.0% of our permitted 274 lbs.

The average total nitrogen for March was 3.25 mg/l. This resulted in a monthly discharge of 130.00 lbs. For the year we discharged 388 lbs. which is 10.6% of our permitted 3,655 lbs.

Mr. Ambrose reported that the EQ basin pump is down for the first time in approximately 8 months. The delay is due to the amount of rain that has been received. The new groundwater monitoring plan has been submitted to DEQ and Mr. Ambrose is waiting to receive approval. There was a force main sewer leak on Wellford's Wharf Road. This leak occurred due to the failure of a seal at the bell joining two pipes together. The leak was discovered by a homeowner who noticed a wet spot in the ditch. The repairs have been made and DEQ was notified of the incident and the steps taken to correct it.

NORTHERN NECK REGIONAL JAIL REPORT

Larry Thorn was not present to present the population breakdown report. The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 188 (43.6%), Gloucester 110 (25.5%), Northumberland 34 (7.9%), Richmond 31 (7.2%), Westmoreland 61 (14.2%) Other 7 (1.6%) for a total of 431.

ECONOMIC DEVELOPMENT REPORT

Mr. Quesenberry reported the Town is continuing efforts in conjunction with the new monies outlined in the proposed budget to be number one for economic development.

COMMITTEE REPORTS

Councilman Forrest has requested the Utilities Committee meet to review the Dominion Franchise Agreement. Mr. Quesenberry will send out an email concerning the franchise agreement.

Economic Development Committee did meet but will discuss the outcome during Closed Session.

OLD BUSINESS

Stormwater Project Update – SLAF Grant: The Town is currently working with DEQ to obtain additional grant funding from the Stormwater Local Assistance Fund.

Main Street Revitalization Update: Façade improvements to date are approximately 23 percent complete. Relish is set to begin painting and new windows have been installed. Phase 1 of the acorn light install on the lower part of Main Street from Warsaw Baptist Church down to Mr. Packett's apartments. Dominion anticipates having the acorn lights installed before May.

Police Station Update: The Request for Bids (RFB) has been posted for the Police Station Remodel. Sealed bids will be accepted until 2pm on May 1, 2019. A mandatory pre-bid meeting will be held on site on April 17, 2019 at 10am. The RFB has been posted on the Town website and in the Northern Neck News.

NEW BUSINESS

Saddlery Presentation – Gregory Packett: Prior to Mr. Packett speaking, Mayor Phelps stated that Mr. Packett has been a true advocate of Warsaw. He is a multi-property owner in Town and have been very involved in the revitalization process. The Saddlery building was moved from his property to the Town Park. The Friends of the Saddlery raised some money to assist with the moving costs, but it wasn't enough to cover all the expenses. Mr. Packett has since remitted payment to move the Saddlery and the brickwork to the state it is in now. Mr. Packett is aware that Council had stated a couple of years ago that the Saddlery building was to be moved with no Town funds.

Mr. Packett reported to Council his backstory with project to move the Saddlery. He had offered to match funds for the first \$15,000.00 raised. He had anticipated this to be an in-kind match of funds and that he would do work on the building. Currently, he is in the project now for \$30,000.00. Half being in work completed and the \$15,000.00 match of funds. It had been said that the funds that hadn't been raised would be done by fundraising efforts. Mr. Packett realized that he pulled the trigger on the brick mason, however, the moving costs would keep rising the longer the Saddlery sat on the beams. With the uniqueness of the building, Mr. Packett hired the brick mason to quote the job. The price was quoted higher than anticipated at \$64,575.00. Mr. Packett understands that Council does not want to put any Town funds into the project, but he doesn't believe Council will be out any funds once the fundraising is complete. He is requesting from the Town to pay the brick mason. He doesn't want to be reimbursed for any of his funds, he would like to be able to pay the brick mason. He is willing to complete the building on what he can do at no charge, but he isn't able to do the brick work.

There was discussion by Council members. Mr. Quesenberry stated that there are about four members involved with Friends of the Saddlery. Currently, they are waiting on the architectural rendering of the building in order to begin Phase 2 of fundraising. The committee would like to be able to show the public the plans for the building, its future look, and intended use.

Mayor Phelps suggested to end the conversation with Mr. Packett as it stands and allow Council to research and discuss potential opportunities to assist Mr. Packett.

Paving Bid – Municipal Lot Additional Parking: The Town Manager presented that a lease agreement has been sent out for a new tenant for the former Transmission Shop building. Also, at the transmission shop, on Friday April 19 and Saturday April 20, the Warsaw Richmond County Chamber of Commerce will be selling Mennonite goods as a fundraiser.

Mr. Quesenberry reported on a nice day the municipal parking lot is already approximately half full. With the completion of economic developments and new business openings in October, it looks like there will not be enough municipal parking available. The Town Manager has contacted the vendor previously used by the Town for paving work to pave the Transmission Shop parking lot. The project quote is \$34,590.00 and includes to install car stops, to line the parking lot, and to pave from the Town Park a two-lane access point all the way back to the tin garage behind the

transmission shop. It will be the entire width of the tin building and will come forward to the back door. It also repaves the entire front except for the front area where the new sidewalks will be constructed. With this project, the Town will have approximately 60 spots available for parking.

If the project is approved, funds from the sale of the timber harvesting will be used to pay the vendor.

Councilman Forrest moved to accept the quote from Richard Emge in the amount of \$34,590.00 to pave the parking lot of the former Transmission Shop building. The motion was seconded by Councilwoman Hubert and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

Business Improvement Grant:

China Inn: China Inn has removed the multiple signs from in front of their restaurant. They have been replaced with one smaller sign. They are requesting a reimbursement of \$2,500.00 towards the total bill of \$7,513.12.

Councilman Forrest moved to award the full amount of the Business Improvement Grant requested, \$2,500.00, to China Inn. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

Precision Glass: The request went before the Economic Development Committee and the committee vote to recommend to Town Council full approval was 2 ayes and 0 nays. Precision Glass is currently completing façade improvements and paving their parking lot area. The request is for the full grant amount of \$2,500.00.

Councilman English moved to award the full amount requested of the Business Improvement Grant, \$2,500.00, to Precision Glass. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

VDOT Resolution – Requesting Speed Limit and Children at Play Signage: Mayor Phelps read the proposed resolution to Council members. A copy of the resolution has been attached to these minutes as Attachment A.

Councilman Hamblin moved to adopt the resolution requesting signage from VDOT regarding speed limit and children at play signage. The motion was seconded by Councilman Forrest and carried with the following vote.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

Board of Zoning Appeals – New Appointees (2): The Town Manager reported that two members, Mac Lowery and Larry Thorn, have stepped down from their tenure as Board of Zoning and appeals members. Town Council members have two vacancies to fill.

Closed Session – 2.2-3711 A3 (Real Property), A5 (Prospective Business)
Vice-Mayor Yackel moved enter closed session in accordance with Section 2.2-3711A (3) Real Property and (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
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

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

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	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
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

On action from the Closed Session meeting, Councilman Hamblin moved to grant a five-year, \$10,000.00 forgivable loan to the new Crave Restaurant. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

The second piece of business from Closed Session was to compile an incentive package for a new restaurant on Main Street. The incentive package would include two years refundable meals tax money, a \$25,000.00 forgivable loan grant, and up to a \$30,000.00 loan to be repaid within 10 years. Councilman Forrest moved to adopt the incentive package of two years refundable meals tax money, a \$25,000.00 forgivable loan grant, and a loan in an amount up to \$30,000.00 to be repaid within 10 years for a new restaurant on Main Street. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

The third action taken from Closed Session was to revoke the previous Meals Tax reimbursement for a future restaurant that will be located in the former Amisha's building of up to \$25,000.00 to Gregory Packett. Instead, Town Council is now authorizing a forgivable loan of \$25,000.00 to Gregory Packett for the purpose of refurbishing the former Amisha's building. Town Council will continue to pursue endeavors to support and fundraise for the Saddlery relocation and renovation. Councilman Hamblin moved to revoke the Meals Tax reimbursement previously awarded to Gregory Packett and authorize a \$25,000.00 forgivable loan to Gregory Packett for the refurbishing of the former Amisha's building. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Jonathan B. English	Aye
Faron Hamblin	Aye		

CLOSING COMMENTS

Councilman English appreciates those from the Town who attended the jail board dinner. He stated he was very proud of the Town Staff for the preparation of the budget. He thought it was a great presentation.

Councilman Yackel has heard from a citizen that River Pools & Spas is no longer installing a 40ft stack and wants Town staff to investigate. Vice-Mayor Yackel also commented that he enjoyed the Jail Board dinner and would like the town to send a thank you note. He would like to commend the Wastewater Treatment Plant Manager for being proactive and fixing equipment before it breaks.

Councilman Forrest commented that Council has hard decisions to make and we discuss them thoroughly, but every one of them is intended to move Warsaw forward.

Councilwoman Hurbert thought it was a great meeting and a great budget work session tonight.

Councilman Self sees a lot of positive things happening in Warsaw. He looks forward to a great Spring and Summer.

Councilman Hamblin thought tonight was a great meeting.

Mayor Phelps stated that so many governments today struggle to balance their budget. Past Councils started a great strategy of saving.

There being no further business Mayor Phelps adjourned the meeting at 9:08 p.m.


Submitted by: Julia Blackley-Rice, Clerk



RESOLUTION REQUESTING SPEED LIMIT AND CHILDREN AT PLAY SIGNAGE ALONG MEMORIAL DRIVE AND EAST MONROE DRIVE

WHEREAS, the Town of Warsaw has experienced substantial residential growth along both Memorial Drive and East Monroe Drive; and

WHEREAS, several of these new homes contain families with school age children, and

WHEREAS, both speeding and traffic volume have become areas of concern among residents, County, and Town Officials; and

WHEREAS, residents have requested that Town officials assist in placing new signage along these roads where there is no current signage; and

WHEREAS, this signage should designate both the speed limit and that there are children at play,

NOW, THEREFORE, BE IT RESOLVED, that by official Order of the Warsaw Town Council, we are requesting the Virginia Department of Transportation place these signs along Memorial Drive and East Monroe Drive within the Town of Warsaw.

PASSED AND ADOPTED this ____ day of _____, 2019 by the following vote:

Ayes: _____

Nays: _____

TOWN OF WARSAW

BY: _____

Mayor

ATTESTED BY:

Town Clerk