

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
JULY 12, 2018 – 7:00 P.M.

The regular meeting of Warsaw Town Council and Public Hearing to consider the Conditional Use Permit request of the Alma Group dba River Pools and Spas to operate an administrative and light manufacturing facility on Tax Map Parcel 16-12 on Self Town Road was held Thursday, July 12, 2018 at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present were Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Jonathan B. English, Ralph W. Self, Rebecca C. Hubert, Faron H. Hamblin and Ogle E. Forrest, Sr. Councilwoman Auriel Walker was absent.

Town staff present was Town Manager Joseph N. Quesenberry, Police Chief Joan N. Kent, Director of Economic Development Lee H. Capps, Officer Robert F. Moore and Interim Clerk Linda S. Holsinger. Others present was Frances A. Baylor, Mary Beth Bryant, Roger R. Lee, Will Norman, Jerry Sills, Jason Hughes, Gary Palmore, Sara Carroll, Jeff Howeth, John McGruder and Larry Thorn.

CALL TO ORDER & PLEDGE OF ALLGIANCE

Mayor Phelps called the meeting to order and led in the Pledge of Allegiance at 7:00 p.m.

APPROVAL OF CONSENT AGENDA

Councilman Forrest move 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
Ralph W. Self	Aye	Ogle E. Forrest, Sr.	Aye
Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

APPROVAL OF MINUTES – June 14, 2018 and June 19, 2018

Councilman Forrest moved to approve the minutes of June 14 and June 19, 2018 as presented. 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

FINANCIAL REPORT – June 2018

The Financial Report for June 2018 is incomplete at this time. We have not received the bank statements and there some deposits that are password protected that we have not been able to determine and verify. The former Treasurer did all of her banking on line and we will need to set up alternate accounts, so we can have access to the information.

PUBLIC HEARING – Conditional Use Permit: River Pools and Spas, Parcel 16-12

Mayor Phelps opened the Public Hearing and read the following ad as advertised in the Northern Neck News, June 28, 2018 and July 3, 2018.

NOTICE OF PUBLIC HEARING

The Warsaw Planning Commission and the Warsaw Town Council will hold public hearings on their regularly scheduled meetings on Thursday, July 5 and July 12 at 7:00 P.M. at the Town Office, 78 Belle Ville Lane, Warsaw, Virginia. The public hearings will be to consider the following:

- The Alma Group, LLC request for a Conditional Use Permit (CUP) for River Pools and Spas to operate an administrative and light manufacturing facility on their property at Tax Map 16 Parcel 12 on Self Town Road.

The property is Zoned C-3 (Mixed Use/Light Manufacturing). The request is to allow for an expansion of the existing light manufacturing and headquarters operation conducted on the adjacent property. Any citizen may attend to present their comments or comments may be submitted in written form to Joseph Quesenberry, Town Manager/Zoning Administrator, Town of Warsaw. P.O. Box 730, Warsaw, VA 22572. Copies of the proposal and plans are on file for review at the Town Office.

Mayor Phelps opened the floor for public comments. There were no comments from the public. Mayor Phelps then opened the floor for Council and staff discussion. The Town Manager advised we now have the architectural rendering we were waiting on last month and staff review has been completed. Councilman Forrest stated he is totally for the project but would like the Utilities Committee to meet and review the plans, so we have a clear understanding on any possible impact on our water and wastewater system. Councilman Self stated he is not so much opposed to it as he has had some concerns about the air quality and it looks like Jeff Howeth and Mr. Norman are making every effort to provide clean, breathable air. He does not want to stop progress and believes they will be a good neighbor and an asset to the town. Mayor Phelps said Council wants to see this come to pass. There being no further comments Mayor Phelps closed the Public Hearing.

Councilman Forrest move to postpone the vote until July 20, 2018, at 7:00 p.m. after a decision and recommendation from the Utilities Committee. Councilman English seconded, and the motion 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

PUBLIC COMMENTS

There were no comments from the public..

MAYOR'S REPORT

Mayor Phelps had no report tonight and skipped to Manager's Report.

TOWN MANAGER'S REPORT

The Town Manager reported there will be a "Pickin' in the Park" event July 21st at 7:00 p.m. in the Town Park. This is the kickoff of Warsaw's Summer Music Series. There will be live music featuring the band All American. There will also be food vendors, a beer garden, volleyball, cornhole and much more! Event admission is free; however, donations will be taken for Friends of the Saddlery. The event is sponsored by the Warsaw-Richmond County Chamber of Commerce, Virginia and for Lovers, Peoples Community Bank and the Town of Warsaw.

The Town Manager advised there will be a Retirement Party for Mark France at 6:00 p.m., July 31st at China Inn. This will be to commemorate Mark's 30 years of faithful service to the Town of Warsaw. This event will be limited to Mark, his family, Council and town staff. Mark will still be assisting the town on a part time basis. I hope everyone will come out and help us celebrate this momentous event.

On that same day there will be a Staff Appreciation day at Vildon Edutainment. This is Donna Jackson's studio in Tappahannock. She will be hosting a painting party for town staff. It will be a fun and relaxing day. D.J.. hopes everyone will come and have fun.

The Town Manager further advised there will be a "National Night Out" event at the Town Park, Friday, August 5th beginning at 3:00 p.m. Chief Kent will explain this in her report.

POLICE REPORT – Chief Joan N. Kent

Chief Kent reported the "National Night Out" is an event the Warsaw Police Department will be holding in conjunction with the Richmond County Sheriff's Department, Fire Department and Rescue Squad, Sunday, August 5th. There will be a lot of stuff going on. So come on out and enjoy and evening of good food and events. There will be face painting for the kids and other fun things to do. It should be lots of fun for everyone.

There were 120 calls for service handled by the Warsaw Police Department.

PLANNING COMMISSION REPORT

Councilman/Commissioner English reported the Planning Commission met and after review, recommend Town Council approval of the plans for River Pools & Spas to operate an administrative and light manufacturing facility on Tax Map Parcel 16-12 on Self Town Road with the Town Manager's approval of the landscaping and lighting guidelines in the Development Management ordinance and compliance with the Department of Environmental Quality regulations.

WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose reported the average flow from town in June was 190,500 gallons; a decrease of 4,700 gallons from May's average flow of 195,200 gallons. The max flow from town in June was 361,600 gallons, an increase of 20,100 gallons from May's max flow of 341,500 gallons.

The average total phosphorus in June was 0.08 mg/l, which resulted in a monthly discharge of 3.5 lbs. For the year we discharged 23.3 lbs which is 8.5% of our permitted 274 lbs.

The average total nitrogen for June was 2.89 mg/l. This resulted in a monthly discharge of 125.0 lbs. For the year we discharged 759 lbs which is 20.8% of our permitted 3,655 lbs.

Lee further reported they had Fidelity come and do the suggested maintenance on the generator at the plant and replaced another faulty computer. They have completed the needed repair work on the hillside mower and replaced the portable a/c that is used to keep the air-compressor room cool. It was cheaper to buy a new one that to repair the broken one.

They also worked with other utility personnel to repair a waterline on Main Street from Friday night into Saturday morning.

NORTHERN NECK REGIONAL JAIL REPORT

Larry Thorn reported things at the jail are moving along good with no major problems. He presented the Total Population Breakdown as follows: Federal 176 (41.8%), Gloucester 119 (28.3%), Northumberland 27 (6.4%), Richmond 29 (6.9%), Westmoreland 66 (15.7%) Other 4 (1%) for a total of 421.

ECONOMIC DEVELOPMENT REPORT

1. Lee Capps reported the committee met July 8th to go over interest in vacant properties and see if we can generate more interest to get these properties filled.
2. Lt. Governor Justin Fairfax joined a Workforce Panel at the Northern Neck Technical School yesterday.
3. We plan an August Ribbon Cutting ceremony to welcome new business such as Dr. Joel Knight in the old Commonwealth Florist Building as well as Commonwealth Florist and Seek and Find on Main Street.

4. There is another “Dinner on Main” planned for September 22nd. This well received and attended last year.
5. Lee Capps attended the Rotary International Convention in Toronto, Ont.
6. The Rotary sponsored Flags for Heroes went very well over the July 4th weekend. There will also be flags displayed for Veteran’s Day. We hope to continue this annually.
7. Lee Capps was inducted as the Warsaw Rotary President for FY18-19 at yesterday’s meeting.

COMMITTEE REPORTS

Personnel Committee:

Chairman Paul Yackel reported the committee met with the Police Department this month. They had a very good discussion and some good comments and suggestions. The Committee appreciates the performance of or police department.

He further advised we have received several promising applications for the Treasurer/Cllerk position . They hope to close in two weeks and someone in the position soon.

Utilities Committee:

Chairman Ogle Forrest stated the Committee needs to meet next week to discuss the River Pools and Spas and any impact on our water and wastewater system. Committee member Ralph Self stated any day is good for him but Monday. When a date is set we will advise Jeff Howeth, so he can attend and address any questions or concerns that may arise.

Economic Development Committee:

Lee Capps stated they had a very good session discussing the infrastructure of the town and specific areas that need to be addressed. There have been several items of interest tat we are not a liberty to share at this time. We need to stay on target and get things done.

OLD BUSINESS

USDA Trash Truck Funding: The Town Manager advised we have been approved for a loan of \$175,000 to purchase a trash truck. He further advised he is considering looking into contacting Waste Management regarding contracting out trash services. Acceptance of the loan resolution does not bind us financially if we decide to contract these services out but will keep it available for the Town of Warsaw if we decide to move forward with the purchase. Councilman Forrest moved to accept the Loan Resolution from USDA to purchase a trash truck if needed. Councilman Hamblin seconded, and the motion 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

Strategic Management Meeting:

Lee Capps reported the meeting was well attended . We have a busy schedule coming up. There are several topics to be discussed when we meet in August.

NEW BUSINESS

Police Station Purchase:

The Town Manager reported we are looking at other options for the Warsaw Police Department after the bids for the old NN Transportation renovation came in way over the anticipated budget. We have looked at the property at 549 Main Street which is the former office of Sisk Chiropractic Clinic. We can purchase this property for approximately \$120,00 and renovations of \$20,000 to \$30,000. This could be paid by the funds received from the sale of the Warsaw Health Care property. Councilman Hamblin moved to advertise and hold a Public Hearing to consider the purchase of 549 Main Street on Thursday, July 26, 2018. Councilman Forrest seconded, and the motion 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

Transmission Shop Repurposing;

The Town Manager noted since this property is no longer being considered for the new Police Department, we need to consider how the property may be used. We can try to sell the property or lease it out if Council desires. There has been some interest expressed in the property. We could also split the parcel if that would be something Council would consider. Vice-Mayor Yackel stated he is not in favor of selling it. It joins the Town Park and the town has invested a lot of money in the park. He feels we can find other ways to put the property to use. Councilman suggested we hold a Work Session to discuss this further. Councilman English stated he had not been in favor of selling, but if a viable business would be interested, he would consider it.

Warsaw Economic Development Incentive:

The Town Manager reported the Warsaw Council is committed to an aggressive economic development strategy that addresses many of the core issues found in the town. Through the efforts of town staff, we have successfully applied for millions in grant funds that assist in the revitalization of the Main Street corridor, downtown and other areas of concern. Council and staff both recognize an urgent need in addressing the vacancy rate of commercial establishments in town. At this time, we are plagued with empty storefronts in all areas of the town. His creates a negative perception of the town and leaves residents with fewer establishments to patronize within the town limits.

To combat this the town is partnering with the Mary Washington Small Business Center in Warsaw and the Warsaw-Richmond County Chamber of Commerce to implement one of the most aggressive and innovative economic projects in the state. The Economic Incentive Program (EIP) is a formulated strategy that combines the public sector, nonprofit and private sector tools and talents to foster an engine for growth. The formula will be competitive and will require applications from various existing and prospective property owners and businesses in town. Town Council, after an objective review process, will then award one building per year a grant that will subsidize rent for a new establishment for one year, creating a rent-free location for a new establishment within town. Council and staff feel strongly this program will lead to an innovative pattern of growth. Each year a new small business can begin, grow and develop in the town filling storefronts , providing jobs and pumping capital back into our local economy. We believe this will be a resounding success.

Councilman Self stated it sounds like a good program to encourage a new business to locate here. Mayor Phelps concurred and said this could be a real tangible way to give businesses the incentive to come here. Councilman English stated he likes the idea and these empty storefronts need to be filled. Vice-mayor Yackel agreed and stated he likes the idea of working with the Small Business Development in this endeavor. Council asked the Town Manager to write up a plan and bring it back to Council for them to consider.

Paving of Town Park Parking Lot and Town Hall Parking Lot:

The Town Manager advised we have received one bid from William H. Green Construction and Asphalt, LLC in the amount of \$68,250. We need to add this to our Capital Improvement Plan.

Schedule Public Hearing – MidTowne Development CUP – August 9th

The Town Manager advised he has met with the developer and VDOT and everything looks very favorable. We just need to hold a public hearing, so they can proceed. Councilman Forrest moved to advertise and hold a Public Hearing at the August 9th Council Meeting to review and discuss the plans of MidTowne Development. Councilman Hamblin seconded, and the motion 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

CLOSED SESSION – 2.2-3711A (3) - Real Property – Timber

Vice-Mayor Yackel moved enter closed session in accordance with Section 2.2-3711A (3),, Rael Property 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

Vice -Mayor Yackel moved to come out of closed session. Councilman Forrest seconded, and the motion 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye		

Mayor Phelps then called for a roll call vote that in the Closed Session just concluded nothing was discussed other than matters so permitted to be discussed in the motion cited in the motion to enter closed session.

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

CLOSING COMMENTS

Rebecca Hubert stated she is proud of the Town Manager and town staff. We have been short staffed, but everyone is working hard to keep things going.

Jonathan English stated the Flags for Heroes were beautiful. Kudos to everyone who was involved in this worthwhile project.

Paul Yackel said excited at where Warsaw is at this point and is looking forward to the town being full staffed again soon. We have some very promising applicants.

Ogle Forest stated he is proud of the utility staff. They have gone above and beyond their call of duty. There was recently a water break on Main Street near Warsaw Baptist Church. The guys were working very hard but did not have the proper equipment to do the job. There is a piece of equipment that will cost approximately \$5,125 that would make their job so much easier. They were trying to cut thru pipe that could not be done in one try and took about three cuts to complete the job. He would like to recommend purchasing this piece of equipment. Councilman Hamblin noted he had stopped by the job site and videoed it on YouTube.

The piece of equipment needed looks kind of like a chain saw but would make this job so much easier for our staff as well as save time in being able to complete the job. After some discussion among Council it was decided to purchase this equipment.

Faron Hamblin stated he is excited and looking forward to the “Pickin’ in the Park” event coming up. He is also impressed with Joseph and the job he is doing to make us aware of some of the problems facing the town. He thinks the program he outlined for Council tonight will be a good program.

Ralph Self stated he will be glad when the rumors settle down and we can get back to the business of the town. He is excited to see some of the plans we have discussed tonight be finalized.

Randall Phelps stated he has been approached by some town citizens who have seen town staff at 549 Main Street. One lady asked, “Is this where the new Police Department is going to be?” It is good to see our residents and neighbors getting excited about things that are happening in Warsaw.

There being no further business Mayor Phelps adjourned the meeting at 8:47 p.m.

Submitted by: Linda S. Holsinger, Interim Clerk

