

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
JULY 9, 2020 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, July 9, 2020 at 7:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Ogle E. Forrest, Sr., Jonathan B. English, and Faron Hamblin. Council Members present by phone: Vice-Mayor Paul G. Yackel, Rebecca Hubert, and Auriel Diggs. Council Members absent: Ralph W. Self

Town staff present: Town Manager Joseph N. Quesenberry, Police Chief Joan Kent, Community Development Specialist Missy Coates, Director of Stormwater and Wastewater Lee Ambrose, and Treasurer and Clerk Julia Blackley-Rice.

The Town Council meeting was live streamed through the Town of Warsaw’s Facebook page. Public comments were accepted by email, phone, or mail until 5:00 p.m. on Wednesday, July 8, 2020.

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

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

**APPOINTMENT OF COUNCIL AND TOWN OFFICIALS**

Mayor Phelps informed councilmembers that with moving Town elections to November, the Mayor and Vice-Mayor roles no longer align with councilmember terms. In order to correct, councilmembers will need to elect a Mayor and Vice-Mayor tonight for a term of July 1, 2020 through December 31, 2020. At the December meeting, Town Council will need to elect the Mayor and Vice-Mayor to serve the normal two-year term cycle of January 1, 2021 through December 31, 2023.

Mayor Phelps opened the floor for nominations for Vice-Mayor for an interim term of July 1, 2020 through December 31, 2020. Councilman Hamblin nominated Paul G. Yackel for Vice-Mayor. The nomination was seconded by Councilman Forrest and there were no other nominations. Mayor Phelps then closed the floor for nominations. The nomination of Paul G. Yackel to Vice-Mayor for a term on July 1, 2020 through December 31, 2020 carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

**By Phone:**

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Mayor Phelps opened the floor for nominations for Mayor for an interim term of July 1, 2020 through December 31, 2020. Councilman Forrest nominated Randall L. Phelps for Mayor. The nomination was seconded by Councilman Hamblin and there were no other nominations. Mayor Phelps then closed the floor to nominations. The nomination of Randall L. Phelps to Mayor for a term of July 1, 2020 through December 31, 2020 carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Mayor Phelps opened the floor for nominations to appoint to the position of Treasurer and Clerk for a term of July 1, 2020 through June 30, 2022. Councilman Hamblin nominated to reappoint Julia Blackley-Rice as Treasurer and Clerk. The nomination was seconded by Councilman Forrest and no other nominations were presented. Mayor Phelps then closed the floor to nominations. The nomination of Julia Blackley-Rice to be reappointed to the position of Treasurer and Clerk for a term of July 1, 2020 through June 30, 2022 carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Mayor Phelps opened the floor for nominations to appoint to the position of Chief of Police for a term of July 1, 2020 through June 30, 2022. Councilman English nominated to reappoint Joan Kent as Chief of Police. The nomination was seconded by Councilman Hamblin and no other nominations were presented. Mayor Phelps closed the floor to nominations. The nomination of Joan Kent to be reappointed to the position of Chief of Police for a term of July 1, 2020 through June 30, 2022 carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Mayor Phelps opened the floor for nomination to appoint to the position of Town Manager for a term of July 1, 2020 through June 30, 2022. Councilman Hamblin nominated to reappoint Joseph

Quesenberry as Town Manager. The nomination was seconded by Councilman English and no other nominations were presented. Mayor Phelps closed the floor to nominations. The nomination of Joseph Quesenberry to be reappointed to the position of Town Manager for a term of July 1, 2020 through June 30, 2022 carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

#### APPROVAL OF CONSENT AGENDA

After reviewing the consent agenda, Councilman Forrest moved to approve the consent agenda as presented. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

#### PUBLIC COMMENT

The Town Manager reported that he had received two public comments and proceeded to read them to councilmembers. The first comment was received from Sara Carroll, president of the Warsaw/Richmond County Chamber of Commerce, a business owner in Town, and a resident of Richmond County. The second comment was received from Darleen Nichols, a resident of the Town of Warsaw. Both communications are attached to these minutes as Attachments 1 and 2, respectively.

There were no other comments and Mayor Phelps closed the floor to public comments.

#### REPORTS

Mayor's Report:

Mayor Phelps extended the current committee assignments through December 31, 2020. The committee assignments would be revisited at the January 2021 meeting with the newly elected councilmembers as well as the reelection of Mayor and Vice-Mayor. The committees will then coincide with the new election cycle as well.

Town Manager's Report:

The Town Manager reported that he has held successful department head meetings. During these meetings, Mr. Quesenberry outlined objectives for the new fiscal year to the department

heads. Just this afternoon, an all staff meeting was held reviewing the fiscal year 2021 budget in detail.

**Police Report:**

Chief Kent reported that Officer Moore had recently completed his certification to be a firearms instructor. Also, Sergeant Headley is a certified defensive tactics instructor. He just completed his certification to be a LiDAR/RADAR instructor. The staff was on hand on July 4<sup>th</sup> for the Black Lives Matter event held at the park.

There were 146 calls for service in June handled by Warsaw Police Department.

**Wastewater Treatment Plant Report:**

Due to Covid-19, no report had been previously presented to Council. Mr. Ambrose provided a quarterly report to cover the information of past months. Due to length, the report in its entirety has been attached to the minutes as Attachment 3.

**Council Committee Reports:**

The Personnel Committee met and will share the finding with Council during closed session. The Treasurer requested a meeting with Personnel to discuss a finding from the recent audit.

**Planning Commission Report:**

Planning Commission did not meet in July.

**Northern Neck Regional Jail Report:**

The total population report was provided to Councilmembers in their meeting packet.

**OLD BUSINESS**

Revitalization Report – The Bounds, Main Street, Stormwater, Saddlery: Mr. Quesenberry reported the Contractor on The Bounds project has received the final punch list of items that need to be corrected prior to receiving final payment and DEQ giving approval for the final permit. Some of the items on the punch list include replanting trees, repairing portions of the sidewalk and curbing, address erosion issues on site, and Dominion still needs to bore under the road to provide electricity to the site in order for the fountain to be installed and operational. Regarding Main Street, Mr. Quesenberry reported economic efforts are never ending. More details regarding economic development along Main Street will be discussed during the closed session portion of tonight’s meeting. More hanging baskets have been ordered for Main Street. The new gateway and wayfinding signs have been installed. Crosswalks need to be installed but the stormwater line needs to be completed first. The Stormwater Project is at the point where the contractors will soon be crossing onto Main Street with the new stormwater line. A traffic control company will be onsite. Main Street will never be closed, one lane will always be open during the day. At night, the whole road will be open. The Saddlery is moving along nicely. The contractor has purchased windows and Michelle Brumfield has been of great assistance. As a historian, she is helping to ensure the materials are as historically accurate as possible while still being fiscally responsible.

Economic Development Update: Mr. Quesenberry reported the Ace Hardware and Dollar Tree stores are underway. The Town did recently discover the Food Lion shopping center has been purchased and the Town is looking forward to working with the new owners in the future. Abundant Life Foods is moving into their new space at the former Levi’s plant this weekend. They are looking to hire people from Warsaw. Dairy Queen has informed the Town of an opening date of September 8. The hookups for water, sewer, and electric have been completed between Family Dollar and the apartments for a new permanent food truck. The food truck should be opening soon. They plan to start with breakfast and lunch. Mr. Quesenberry shared with Councilmembers that Richmond County has reached the Tier 4 classification for the Commerce Park with the Virginia Economic Development Partnership.

CARES Act Project & Grant Funding: Mr. Quesenberry reported that to date between eight and ten applications have been received for the Covid-19 Relief Emergency Small Business Grant Program. There are many more businesses in our Town, and we need more applications. There’s free money out there for Warsaw and Richmond County businesses. The County did allocate approximately \$67,000 of the CARES Act award to the Town of Warsaw. A quote was provided from Casone Enterprises to install glass partitions and door in the lobby of the Town Office. This is a valid expense for reimbursement from the CARES Act proceeds.

Councilman Hamblin moved to authorize the Town Manager to accept the quote of \$15,336.92 and enter in a contract with Casone Enterprises for the installation of lobby partitions and door. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

**NEW BUSINESS**

USDA Resolution – Refuse Truck: To continue moving forward with the loan to purchase the new trash truck, there are two resolutions that are needed. The Town was awarded this loan a couple of years ago and these resolutions may have been passed then they were not forwarded to our USDA loan representative. To have a clean paper trail the Town needs to review and adopt the resolution to accept the loan terms and the second resolution to authorize the Town Manager or Mayor to execute the loan documents.

Councilman Forrest moved to adopt the two resolutions as presented, accepting the loan terms from USDA for a \$175,000.00 loan to purchase a trash truck and authorizing the Town Manager or Mayor to execute the loan documents. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Beautification Grant Application – Burke’s Jewelers Signage: Burke’s Jewelers submitted an application for a Beautification Improvement Grant for their new signage. The total cost was \$1,722.00. The max award is one-half of cost or \$861.00.

Councilman Hamblin moved to award Burke’s Jewelers \$861.00 for the Business Improvement Grant request for their new signage. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Main Street Camera System Proposal: Mr. Quesenberry presented the proposal provided by ODCS Protection Systems to install three cameras at the corner of Belle Ville Lane and Main Street. In the past year, Main Street has seen acts of vandalism and Town Council wanted to explore options for cameras. Discussion followed regarding privacy concerns and protection of residents and the property of business owners. Councilman Forrest inquired if the camera system could be expanded. Mr. Quesenberry believes its possible but would have to work with provider.

Councilman Hamblin moved to accept the proposal from ODCS Protection Systems to install three cameras in the amount of \$3,780.00 and to authorize the Town Manager to enter in any contract(s) needed. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Fire Hydrant Repair & Maintenance: Mr. Quesenberry stated the fire department did relinquish the responsibility of care and maintenance of fire hydrants back to the Town. The hydrant located at the corner of St. John’s Street has been repaired. There are several others on the list.

Sign Installation – Children at Play: Mr. Quesenberry showed Town Council the new children at play signage received. Three signs were ordered and will be installed in Pinehurst and near the Bailey’s Ridge subdivision.

Closed Session – 2.2-3711 A1 (Personnel) and A3 (Real Property)

Councilman Hamblin moved to enter closed session in accordance with Section 2.2-3711A (1) Personnel and (3) Real 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	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Councilman Hamblin 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	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	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	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

In action taken out of closed session, Councilman English moved to approve the offer of a forgivable loan in the amount of \$32,200.00 to a new business to be named at a later date. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

Also, in action out of closed, Councilman Hamblin moved to approve the employment contract for the Town Manager as presented by the Personnel Committee. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Jonathan B. English	Aye
Ogle F. Forrest, Sr.	Aye	Faron Hamblin	Aye

By Phone:

Paul G. Yackel	Aye	Rebecca Hubert	Aye
Auriel Diggs	Aye		

#### CLOSING COMMENTS

Councilwoman Diggs thought that everything is looking great in town and everyone is doing a great job!

Councilwoman Hubert said when her kids were visiting, they took a drive through town and they could believe all that is new in Warsaw. Keep up the great work!

Vice-Mayor Yackel inquired on the status of sidewalks on Rt. 360. The Town Manager responded that Jerry Davis with NNPDC is overseeing the project. Mr. Quesenberry will bring an update to next month's meeting.

Councilman English is proud of the Town employees, management, and Council. He said he used to drive straight home, but now he finds himself going to The Bounds, Park, all over town. There is so much going on in Town right now. He thinks the Tap House is going to bring so many new people to town.

Councilman Forrest said the new trash truck is going to be a lifesaver. It is a purchase that is long overdue.

Councilman Hamblin thinks the growth in Town is amazing! The Ace development is going to change the view of Main Street and he cannot wait to see it.

There being no further business Mayor Phelps adjourned the meeting at 8:55 p.m.

  
Submitted by: Julia Blackley-Rice, Clerk