

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
MARCH 12, 2020 – 7:00 P.M.

The regular meeting of the Warsaw Town Council was held on Thursday, March 12, 2020 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, Ogle E. Forrest, Sr., Jonathan B. English, Rebecca Hubert, and Ralph W. Self. Council Members Absent: Faron Hamblin and Auriel W. Diggs.

Town staff present: Town Manager Joseph N. Quesenberry, Chief Joan Kent, Director of Stormwater and Wastewater Lee Ambrose, and Treasurer and Clerk Julia Blackley-Rice. Others present: Larry and Diann Thorn, Mary Beth Bryant, Michael Bergamo, Juliana Grassia, and Michelle from the Northern Neck News.

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.

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 Self and carried with the following votes.

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

RAFT Presentation – Dr. Angela King, Virginia Coastal Policy Center

Due to COVID-19 precautions, this presentation has been deferred until a later meeting. It is hopeful this presentation will be presented at next month’s Town Council meeting.

PUBLIC COMMENTS

Mayor Phelps opened the floor to public comments.

Sherman Brown, a resident of Richmond County, addressed Councilmembers requesting construction of basketball courts. Many residents of the Town and County participate in several local AU basketball teams and there is no where for them to play. Mayor Phelps asked for this issue to be added to April’s meeting agenda as a discussion topic for further consideration.

There being no more public comments, Mayor Phelps then closed the public comment portion of the meeting.

MAYOR’S REPORT

Mayor Phelps spoke regarding how the COVID-19 virus is affecting almost every piece of society, from financial sector, stock market, schools and colleges. He reminds us all to keep practicing

our good habits. Keep washing your hands. If you are feeling sick or under the weather, please stay home. Together we can get through this.

#### TOWN MANAGER'S REPORT

The Town Manager deferred his report. His report will be covered under the Old and New business topics.

#### POLICE REPORT – Chief Joan Kent

Officer Kent reported the officers were doing well and all are enjoying the new Police Department building on Main Street.

There were 129 calls for service in February handled by Warsaw Police Department.

#### PLANNING COMMISSION REPORT

Councilman English reported there was no Planning Commission held this month.

#### WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in February was 182,200 gallons; an increase of 2,600 gallons from January's average flow of 179,600 gallons. The max flow from town in February was 273,200 gallons, an increase of 68,700 gallons from January's max flow of 204,500 gallons.

The average total phosphorus for February was 0.09 mg/l, which resulted in a monthly discharge of 3.1 lbs. For the year we discharged 5.9 lbs. which is 2.20% of our permitted 274 lbs.

The average total nitrogen for February was 2.42 mg/l. This resulted in a monthly discharge of 84.00 lbs. For the year we discharged 179 lbs. which is 4.9% of our permitted 3,655 lbs.

We did our regular maintenance including Cleaning both SBR D.O. probes, cleaning all service water screens, greasing the EFF. pinch valve, and cleaning all blower filters. We replaced SandFilter#3 air regulator due to a leak at the condensate drain, found our high level float on the sludge Floc Tank to be faulty, we took apart and fixed an internal wiring short, we looked this part up online to order and have as a spare only to find this part is now obsolete, found a used(working) one on E-bay and ordered to keep on hand. Found a fault on our PWPS pumping operation, found this to be a float issue, pulled all floats and cleaned and checked operation, both pumps are operating correctly after repair. We also replaced faulty ballast, bulbs, as well as a bulb connector when cleaning our U.V system.

#### NORTHERN NECK REGIONAL JAIL REPORT

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 182 (42.1%), Gloucester 107 (24.8%), Northumberland 23 (5.3%), Richmond 25 (5.8%), Westmoreland 84 (19.4%) Other 11 (2.5%) for a total of 428.

## COMMITTEE REPORTS

Economic Development met to consider two requests. First, Jerry Sills is requesting the full B.I.G. amount of \$2,500.00 for paving around 84 Main Street. The Economic Development Committee recommends approval. Councilman English moved to grant the full grant amount of \$2,500.00 for paving at 84 Main Street to Jerry Sills. The motion was seconded by Councilman Forrest and carried with the following votes.

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

The second request was from Tara Moskoff owner of Tara Lindsey Photography. She is requesting approval for the rent assistance grant. Her monthly rent is \$400.00. The Economic committee recommends to approval of funding one-half of her monthly rent (\$200.00) for the 12 month term. Vice-Mayor Yackel moved to award grant funds to Tara Moskoff of Tara Lindsey Photography \$200.00 per month for a period of 12 months. The motion was seconded by Councilwoman Hubert and carried with the following votes.

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

No other committees have met.

## OLD BUSINESS

Main Street Revitalization & Decorative Lighting Update: The Town Manger reported the project is starting to wind down. The second phase of acorn lights have been installed and should be turned on next week. The Town Manager is expecting banners and planters to be hung shortly thereafter. Crosswalks are projected to be installed in October. The stormwater inlets and line installation need to be completed prior to the crosswalks being installed. Vice-Mayor Yackel suggested the Town get with Northern Neck Technical Center horticulture teacher to see if there is interest to assist with the planters.

The Bounds Update: The Town Manager reported the contractor has informed the Town the project is five weeks out from completion.

Stormwater Inlets Project: The Town Manager stated the project was slated to begin today. VDOT wants to have a pre-construction conference prior to issuing a permit.

At this point in the meeting, Mayor Phelps interjected a question that was received during the meeting's livestream on Facebook. An update on Ace Hardware was requested. The Town Manager responded that plans have been approved by VDOT and County and the project still needs DEQ approval. At this time, the Town needs site plans to be submitted.

Playground Equipment Update: The Town Manager reported that Councilman Hamblin sent in an update. Councilman Hamblin has made contact with Mr. Cox and Mr. Cox has agreed to meet with the Town.

#### NEW BUSINESS

I.T. Annual Report Presentation – Michael Bergamo, CodeBlue Technology:

Mr. Bergamo addressed Town Council members on the status of the Town's information technology systems. The engagement between the Town and CodeBlue began a little over a year ago. CodeBlue provides general maintenance and support of the systems the Town currently has in place. Mr. Bergamo explained some of the services that CodeBlue provides to the Town under the current maintenance agreement. Mayor Phelps inquired to Mr. Bergamo how does CodeBlue handle updating patches if they are not compatible with the Town's system? Mr. Bergamo explained all patches in the realm of systems that are being used to maintain the Town's computers do not grade them based on high, medium, or low. CodeBlue researches numerous resources to ensure the patches installed are for the betterment of the computer and not the detriment. When Microsoft releases a patch for the Windows operating system, it is installed. Microsoft is responsible for their operating system and if they say you need it, you need it. Mayor Phelps requested a meeting with CodeBlue, any interested Town Council members, and the Town Manager to delve into further I.T. questions.

COVID 19 – Updates & Measures: The Town Manager reported he has been keeping up with the Virginia Department of Emergency Management (VDEM) and Virginia Rural Water Association (VRWA) regarding the Town's infrastructure regarding the Town's water supply. The methods the Town's wastewater plant uses to clean water and provide clean water to Town citizens is capable of stopping the COVID-19 virus. Information received regarding the virus is passed along to department heads and posted in our offices. The Town Manager stated there is a long-standing disaster recovery plan in place for power outages and natural disasters.

Saddlery Update: The Town Manager reported there is a solution to the stormwater runoff on the property. The engineered plans did add \$3,500.00 to the overall project cost. However, there wasn't another option. This is a horizontal solution. At the base of the basement door will be a grate where water will go in, when it reaches the pump it will be pumped out and ultimately it will be pumped to a large tank. Once this is installed, it will alleviate the stormwater issue. The Town Manager spoke with the engineer regarding power outages and a small generator will be utilized on this property in case of an outage. The plans have been provided to the contractor and once they respond with a final price including this amendment, if it is within the parameters Town Council previously authorized the Town Manager to be able to execute on behalf of the Town, then Mr. Quesenberry will sign and the contractors can begin.

Mayor Phelps inquired about the kayaking and canoeing project with Menokin, though noting it was not on the agenda. The Town Manager responded he has met with Menokin and it is in the process of being presented to their Board. The staff members seem to be very excited, along with the Town, to partner together in this joint venture. Ultimately, we didn't feel the Town was

the right entity at this time to operate this type of operation but Menokin already has an operation similar to this in place. Menokin would operate out of a portion of this building and offer the canoe and kayak service. This would provide a space for Menokin on Main Street and allow them to gain more visibility than they currently have.

Downtown Beautification Discussion – Sidewalks: The Town Manager reported that we have received the signed easement from Verizon. As always, Verizon is a great partner with the Town and they returned the easement with no charge. Regarding Ace Hardware the practice that is going to be required will cost between \$50,000 - \$100,000.00. The owner has requested to run a line from the very corner of his property at the Ace Hardware site to the Town’s drop inlet. This would take the water from the Ace Hardware and help mitigate some of the costs associated with his parcel. The Town Manager would like to extend the brick paver sidewalk down to the Ace Hardware property. The Town Manager is going to obtain quotes from the vendor and will present option to Council at next month’s meeting.

Capital Improvement Plan Work Session – Schedule for March: The department heads will present to Council their requests. A work session meeting was scheduled for March 26, 2020 at 6:00 p.m.

Closed Session – 2.2-3711 A5 (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
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Jonathan B. English	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
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Jonathan B. English	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
Ogle F. Forrest, Sr.	Aye	Ralph W. Self	Aye
Rebecca Hubert	Aye	Jonathan B. English	Aye

#### CLOSING COMMENTS

Councilman English stated the Town staff are doing a great job. He enjoys working with Town Council members.

Vice-Mayor Yackel inquired if anyone is planning to go to the Jail Board Dinner. It is a nice event and he encourages Councilmembers to attend if able.

Councilman Forrest stated he is tickled to death with the Town's progress.

Councilman Self added being a retiree and looking at economy over the past few weeks is kind of scary. He's hoping things will calm down soon.

There being no further business Mayor Phelps adjourned the meeting at 8:10 p.m.

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Submitted by: Julia Blackley-Rice, Clerk