

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING & PUBLIC HEARING  
OCTOBER 10, 2019 – 7:00 P.M.

The regular and public hearing meeting of the Warsaw Town Council was held Thursday, October 10, 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, Faron Hamblin, and Auriel Walker. No Council Members were absent.

Town staff present were Town Manager Joseph N. Quesenberry, Community Development Specialist Melissa Coates, Director of Stormwater and Wastewater Lee Ambrose, Wastewater Trainee Mark Hall, Officer Robert Moore, and Treasurer and Clerk Julia Blackley-Rice. Others present were Larry and Diann Thorn, Mary Beth Bryant, Shelly Pierson, Rachel Berger, Hallie Berger Sara Carroll, Grayland & Krystal Horn, Tom Tindall, Amanda Cridlin, and a representative 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

Councilman Hamblin moved to amend the agenda by moving item 14b to be addressed after the public hearing. This 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	Auriel Walker	Aye

Councilman Forrest moved to approve the consent agenda as amended by Councilman Hamblin. 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

PUBLIC HEARING

Mayor Phelps opened the public hearing by reading the public hearing notice published in the September 25, 2019 and October 2, 2019 editions of the Northern Neck News. A copy of the public hearing notice has been attached to these minutes as Attachment A.

Mayor Phelps opened the floor for comment to the public. There were no comments from the public. During discussion among Council members, Councilman English reported the Planning Commission’s recommendation to Town Council was to approve the request for fencing around the subject property subject to the following five conditions:

1. Front yard fence height be no greater than 3ft with the support columns being no greater than 4ft.
2. Front yard setbacks shall be 1ft from the edge of the sidewalk.
3. Front yard fence should be a black iron aesthetic in a transparent nature.
4. The front yard fence in black iron aesthetic should continue along all property lines that front Main Street regardless of parcel.
5. Fence shall maintain a 4ft setback from utility pole located on the corner of Belle Ville Lane and Main Street.

Mayor Phelps closed the public hearing.

Councilman Forrest moved to grant the Conditional Use Permit including the recommendations/stipulations as presented by Planning Commission. 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

#### PUBLIC COMMENTS

Mayor Phelps opened the floor to public comments.

Amanda Cridlin, Town Resident – lives on Wallace Street, requested information from Council regarding status adding ADA compliant equipment for the park. Mayor Phelps responded that Town Staff is in the process of gathering information and cost estimates on adding additional equipment to the park. There will be discussion in tonight’s meeting during the new business agenda item 14a. regarding handicap accessible playground equipment. At this point Town Council is actively looking but there isn’t enough information yet to decide to purchase.

Sara Carroll spoke as president of Warsaw Richmond County Chamber of Commerce regarding the upcoming WarsawFest event. She thanked Town Staff and Council members for their support of this event. Friday night is Family Fun Night and that begins at 6pm with food and rides. The movie of the night is Monsters Inc and that begins at 7pm. WarsawFest starts on Saturday morning with Opening Ceremonies at 8:45am and the parade will begin at noon. OktoberFest as presented by Warsaw Rotary will begin at 5pm.

#### TOWN MURALS

Mayor Phelps reminded Town Council that he has been inquiring about the possibility of a town mural located on the side of the Willow Stitch building closest to the Saddlery building facing the

park. Shelley Pierson added that her nephew an art student graduate from UVA is working on a rough draft of a potential mural. The theme of the mural would reflect many areas of the community. Each letter has a theme, for example the “W” is the gateway and is showing the bridge. Mrs. Pierson is looking for assistance with funding with this being a Town of Warsaw mural. She did not have an exact figure but was given an estimate between \$4,000.00-\$5,000.00. Mayor Phelps responded that he would be in full support of this idea with the caveat that the Town would have approval of the final draft, but wanted to turn it over to Town Council for discussion. Discussion followed and council members agreed with pursuing the town mural project.

Councilman English moved to fund the Town Mural project at no more than \$5,000.00 with Town Council approving the final draft layout. 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

#### MAYOR’S REPORT

Mayor Phelps reported that recently attended the Virginia Municipal League Annual Conference in Roanoke. It was a very informative session and he highly recommends other councilmembers to attend next year if possible. The Town of Warsaw did win an Innovation Award for Economic Development and was the only town to do so. Mayor Phelps stated “this award is a testament to everyone. To the citizens who rallied around the cause, to Council for the vision they put in place, to the Town Manager and employees for making the vision happen. This is a big deal.”

#### TOWN MANAGER’S REPORT

The Town Manager began his report by echoing the sentiments of Mayor Phelps regarding the Innovation Award. He additionally reported that he did have a Board of Zoning Appeal candidate to fill the last remaining available spot, Christopher Evans. Councilman English added that he supported the recommendation.

Councilman Forrest moved to recommend the court approve Christopher Evans for appointment to the Board of Zoning Appeal to fill the vacant seat. 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

Mr. Quesenberry reported with the addition of the landscaping throughout the Town, the Town Manager reported he has realigned staff and created a new Public Facilities Manager position. Jacob Roberts has filled this position and was formerly on staff with the Water Department. The Town Manager announces with regret that he has received two resignations within the past two months. Berkley Cash resigned from the Wastewater Department and his position has been recently filled. Chris Packett recently resigned as the Trash Truck Driver and the Town Manager would like for the Personnel Committee to meet to place a job posting.

During the Town Manager's report he asked for the Treasurer to provide an update regarding the software conversion. Mrs. Blackley-Rice reported that the conversion to Southern Software's FMS program is complete and went smooth. There is a learning curve to the new system. The Treasurer also informed Councilmembers that the Town is once again able to accept online payments for Utility Bills and Tax Payments.

The Town Manager requested for Councilmembers to arrive at the Town Office to ride on the WarsawFest parade float by 11:30am.

Mrs. Coates, Community Development Specialist, reported that several local businesses are having ribbon cuttings on Friday, October 11 and Saturday, October 12. The businesses are:

1. Commonwealth Florist – under new management – Friday, 10/11/19 at 3:30pm
2. Willow Stitch – Friday, 10/11/19 at 4pm
3. Angie Sanders, Strength and Style Boutique – Friday, 10/11/19 at 4:15pm
4. Timed Together – Saturday, 10/12/19 at 11am

The Town Manager concluded his report by providing a current standing of the projects in Town.

#### POLICE REPORT – Officer Robert Moore

Chief Kent was unable to attend the meeting and Officer Moore provided her report. Officer Moore reported that Chief Kent received two grants from DMV this year. These grants allow for police personnel to work on DUI enforcement and speed prevention.

There were 164 calls for service in June handled by Warsaw Police Department.

#### PLANNING COMMISSION REPORT

Councilman English reported that he had no additional report from the Planning Commission.

#### WASTEWATER TREATMENT FACILITY REPORT

Lee Ambrose, the Wastewater Treatment Plant Supervisor reported the average flow from town in August was 180,300 gallons; an increase of 13,500 gallons from July's average flow of 166,800 gallons. The max flow from town in August was 220,900 gallons, an increase of 28,900 gallons from July's max flow of 192,000 gallons.

The average total phosphorus for August was 0.20 mg/l, which resulted in a monthly discharge of 8.4 lbs. For the year we discharged 55.2 lbs. which is 20.1% of our permitted 274 lbs.

The average total nitrogen for August was 3.20 mg/l. This resulted in a monthly discharge of 134.00 lbs. For the year we discharged 1,057 lbs. which is 28.9% of our permitted 3,655 lbs.

Due to no meeting being held last month, Mr. Ambrose also reported the most recent numbers. It was reported the average flow from town in September was 176,600 gallons; a decrease of 3,700 gallons from August's average flow of 180,300 gallons. The max flow from town in September was 193,300 gallons, a decrease of 27,600 gallons from August's max flow of 220,900 gallons.

The average total phosphorus for September was 0.25 mg/l, which resulted in a monthly discharge of 12.2 lbs. For the year we discharged 67.4 lbs. which is 24.6% of our permitted 274 lbs.

The average total nitrogen for September was 2.66 mg/l. This resulted in a monthly discharge of 126.00 lbs. For the year we discharged 1,183 lbs. which is 32.4% of our permitted 3,655 lbs.

Mr. Ambrose reported that the Town recently discontinued using the vendor for uniforms. New uniforms were purchased from T-Town Tack in Tappahannock with the embroidery of the Town Logo and Employee's name being completed by Willow Stitch. A few items completed this month were: Removed and cleaned polymer pump system as well as purchased and installed new chemical hose on polymer pump. We received the replacement Dew-Eze deck and are in the process of swapping the old components off the old deck and assembling /installing the new deck on the mower. We had our spare digester blower go down and replaced the soft starter, this did not fix the problem after exhausting all of our knowledge and options we contacted a local 3-phase electrician and controls guy to come in and fix the electrical problem on the blower. We cleaned and replaced needed filters on all our blowers and air compressors, cleaned all our service water trash screens. We replaced 2 faulty hour meters at the plant and started cleaning out all the summer bugs/cobwebs out of our exterior buildings. We had a faulty ventilation fan and upon investigation found a shorted wire on the switch, we fixed the short and placed the fan back in service, also replaced a faulty fan on our air compressor dryer system this unit is back to its normal operation as well. We cleaned and inspected our SBR do membranes and returned to service, cleaned our effluent pumps and replaced broken an O-ring on one of the pumps primer glasses. To conclude his report, Mr. Ambrose introduced new hire, Mark Hall.

#### NORTHERN NECK REGIONAL JAIL REPORT

The Total Population Breakdown report was included in Town Council's packet and the breakdown is as follows: Federal 157 (35.8%), Gloucester 130 (29.7%), Northumberland 29 (6.6%), Richmond 28 (6.4%), Westmoreland 81 (18.5%) Other 13 (3.0%) for a total of 438.

## COMMITTEE REPORTS

Vice-Mayor Yackel reported that the Personnel Committee has met but will discuss further in closed session. It was decided that the Personnel Committee would meet following the Town Council meeting in order to proceed with the job posting for the Refuse Truck Driver position.

No other committees have met.

## OLD BUSINESS

**Main Street Revitalization Update:** The Town Manager reported the crosswalks would hopefully be installed by the end of the month. There will be three crosswalks installed along Main Street and are fully covered by the DHCD grant. The sidewalks have been constructed and look great. Shawn France, a local landscaper, has done a phenomenal job on the landscaping projects completed around Town. The Warsaw banner sign has been installed over Main Street. This banner is also reimbursable by the DHCD grant.

**Police Station Update:** The Town Manager will coordinate with the Police Department to schedule a ribbon cutting and open house event. He is looking to coordinate this event with the Chamber of Commerce.

**The Bounds & Stormwater Update:** The Town Manager reported that the contractor is digging out the pond area now. The original contract was set to end at the end of October to reduce the total price by \$80,000.00 the contract was extended to January 1, 2020. The Town Manager spoke with the contractor that the Town was not going to pay the recent invoice until there was activity shown at the site. The Town has since witnessed an uptick in activity at the Bounds.

**Economic Development & Other Projects:** The Town Manager reported the Economic Development Committee met prior to tonight's meeting and have two recommendations for grant approvals.

Councilman English stated the committee received an application for the Business Improvement Grant from Kip Haynes Appraisals. They have completed several projects, including a new roof, for over \$5,000.00. They are requesting the full amount of the grant at \$2,500.00 and the Economic Development Committee recommends approval. Vice-Mayor Yackel moved to approve the Business Improvement Grant request for Kip Haynes Appraisals in the amount of \$2,500.00. 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

Councilman English presented the second application which was an Economic Incentive Grant request of rent assistance up to \$10,000.00 for one year. The request was from Farmer’s Hall Antiques owned by David and Julie Christopher. The business will refurbish antique furniture and offer homewares. Mayor Phelps inquired if all requirements of the program have been met. The Town Manager responded that the only outstanding item is the signed lease agreement, but any action decided tonight would be held until the executed lease had been provided. Councilman Hamblin moved to approve the Economic Incentive Grant request of \$10,000.00 for one year to Farmer’s Hall Antiques contingent upon a signed lease agreement. 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	Auriel Walker	Aye

In additional Economic Development news, the Town Manager reported that Abundant Life Foods has signed a lease agreement to occupy a portion of the old Levi’s plant. They are currently located in Lancaster County but will be moving to Warsaw and bringing 30 full time jobs here.

#### NEW BUSINESS

Handicap Playground Equipment: Some options for handicap accessible playground equipment were provided in the Council packets. The Town Manager addressed that there was a specific request for a swing, however after meeting with our vendor, there are virtually no manufacturers for a wheelchair accessible swing in the United States mainly because it is a large steel plate that is swinging back and forth. It can cause serious injury if a child happens to run in front. He highly cautions the Town not to proceed with the swing. Our vendor is working on quotes regarding other options including a spinner, aero-glider, and EZ Digger. Many of the options allow for kids of all abilities to play together.

Presentation by Graylend and Krystal Horn, Warsaw Ace Hardware: Mr. Horn presented a sketch showing the design work of the proposed Warsaw Ace Hardware store. He stated that the project has interesting design features such a silo for the entrance. This design will open up the ability to see down Main Street. There is green space available to the Town to landscape how the Town wishes. The Ace Hardware sign will be open to nonprofits to advertise different community events. The goal is for Ace Hardware to become a part of the community. Mr. Horn informed Council that the building will be just over 12,000 sqft. The store is looking at options to offer equipment rentals and propane refill stations.

Police Software Conversion – Authorization to Proceed: The Town Manager reported at the Board of Supervisor meeting the County authorized the County Administrator to enter into contract negotiations with ID Networks. ID Networks was one of the four providers that were solicited to provide the software in the new system upgrades in the police communications network. The Town Manager met with the County Administrator and IT Director for Richmond

County and they were gracious and worked through concerns of the Town Manager. The Town had hoped to pursue grant monies for funding, but there are no applicable grants available to the Town.

Councilman Forrest moved to authorize the Town Manager to enter into contract negotiations with ID Networks. 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	Auriel Walker	Aye

Schedule Public Hearing – Converting Town Elections: Mayor Phelps informed Town Council that we are in need of a public hearing to begin the process of changing the Town Charter to move elections from the month of May to Election Day in November.

Councilman Forrest moved to schedule a Public Hearing to convert the Town’s Elections from May to November. 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

Closed Session – 2.2-3711 A3 (Real Property) & A5 (Prospective Business)

Vice-Mayor Yackel moved to 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	Faron H. Hamblin	Aye
Jonathan B. English	Aye	Auriel Walker	Aye

Councilman English left the meeting at this time.

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	Faron H. Hamblin	Aye
		Auriel Walker	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	Faron H. Hamblin	Aye
		Auriel Walker	Aye

There was no action out of closed session.

Mayor Phelps spoke to Council that Shelley Pierson, Willow Stitch, has expressed interest in buying her building. It is anticipated to be a six month time frame.

Mayor Phelps expressed the Town has been working with Andy Beale to find a restaurant for his building. Time after time the Town is continuing to hit roadblocks due to a lack of capital even with the generous incentive packages the Town has offered. Mr. Beale has several business contacts and recently has been working with Brian Connelly, a tenured restaurant management professional. Mr. Connelly is willing to assist Mr. Beale with restaurant operations for a new venture "Old Rapp Tapp House" serving classic American Faire M-F, Saturday, and Sunday. In pursuing funding for this venture, Mr. Beale is asking if the Town is interested in providing a \$100,000.00 forgivable loan. During discussion of this request, Mayor Phelps stated he would like to see a business plan before agreeing to the proposal.

Councilman Hamblin moved to grant the \$100,000.00 forgivable loan if a business plan is provided to the Mayor and Town Manager and the additional funding needed is obtained. 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
		Auriel Walker	Aye

#### CLOSING COMMENTS

Councilman Self said Main Street is going to start a snowball effect. He keeps looking back/forward and believes a good new business will keep bringing more new businesses to Town.

Councilwoman Hubert thanked the Horn's for coming to tonight's meeting.

Councilwoman Walker announced she was excited for Ace Hardware to come to town.

Councilman Forrest is excited the Horn's chose Warsaw to open their next store.

Councilman Hamblin added that he is happy to see the progress and he can't wait for Ace to open. There's lots of excitement in town!

Vice-Mayor Yackel stated the new Ace Hardware opening is as much an asset to the Town as the other openings.

There being no further business Mayor Phelps adjourned the meeting at 9:00 p.m.

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Submitted by: Julia Blackley-Rice, Clerk