

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JUNE 11, 2026

The Warsaw Town Council held its regular meeting Thursday, June 11, 2026, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members Present: Mayor Randall L. Phelps, Vice-Mayor Paul Yackel, Mary Beth Bryant, Patrick Stone, Bobby Walters, and Daphne Palmore. Council members absent: Jonathan English and Ralph Self.

Town staff present: Assistant Town Manager Melissa Coates, Director of Public Works Jesse Schools, Lieutenant Barry Radden, and Treasurer & Clerk Julia Blackley-Rice.

There is no other person present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA

Councilwoman Palmore moved to approve the consent agenda as presented. The motion was seconded by Vice-Mayor Yackel and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye

PUBLIC COMMENTS

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

REPORTS

MAYOR'S REPORT

Mayor Phelps deferred his comments throughout the meeting, saving them for later.

TOWN MANAGER'S REPORT

Assistant Town Manager Missy Coates reported that personal property tax collections had progressed well despite delays associated with Richmond County's software conversion. She stated that, after final adjustments, the Town expects to collect nearly all projected personal property tax revenue before the close of the fiscal year. She thanked Town residents for their patience and acknowledged County staff for their cooperation.

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throughout the delayed billing process.

Ms. Coates provided an economic development update, advising Council that staff continues reviewing final plans for the approved Pro Safe storage facility adjacent to McDonald's. She announced that the former Wardico building at 156 Main Street has secured a lease for an art studio and culinary business, bringing another business and destination to the downtown district. She further reported that site plans for Project Shad had been received and staff anticipated significant work moving forward. Several additional economic development projects remain active.

Council was reminded that the June Fourth Friday concert featuring Soul Expressions would be held June 26 from 7:30 p.m. until 9:30 p.m. at Warsaw Town Park with food vendors available. Ms. Coates also recognized Public Works for installing the new America 250 commemorative banners throughout Town and reminded everyone that Town offices would be closed for Juneteenth and Independence Day.

A copy of the Town Manager's report has been included with these minutes as Attachment 1.

POLICE REPORT:

A copy of the monthly police report was included in the Council packet and is attached to these minutes as Attachment 2. Lieutenant Barry Radden presented the monthly Police Department report, noting the department devoted significant time during the month to Crisis Intervention Team (CIT) training. As a result, every Warsaw police officer is now CIT certified, enhancing the department's ability to effectively respond to mental health and behavioral health emergencies. Council inquired about an incident listed as monument damage. Lt. Radden explained that the report referred to damage to a privately-owned lawn ornament rather than any Town monument.

PUBLIC WORKS REPORT

Director Jesse Schools reported that the wastewater treatment plant remained well within permit limits during May. Public Works hosted two Chesapeake Bay Governor's School tours of the wastewater treatment plant and successfully completed annual laboratory quality control testing. He reported routine drinking water sampling, including new PFAS testing, nitrate, nitrite, VOC, and cyanide sampling, with all completed results meeting regulatory standards. Water loss for May was approximately four percent. Public Works completed fifteen landfill trips totaling approximately 250,000 pounds of refuse, continued routine refuse collection and meter reading, installed the new America 250 banners, and prepared to replace two decorative fountains. Mr. Schools also announced the hiring of Ben

France as the department's newest employee. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 3.

COUNCIL COMMITTEE REPORT

No committee reports were presented. The Personnel Committee matters were deferred until Closed Session.

PLANNING COMMISSION

No new business.

NORTHERN NECK REGIONAL JAIL REPORT

Vice-Mayor Yackel reported that the Jail Board recently reviewed several policy revisions required by changes in state law, received favorable feedback following a Behavioral Health Commission site visit, and continued the process of selecting an energy efficiency consultant to evaluate opportunities for reducing utility costs and improving operational efficiency. : The population report was provided in the Town Council packet.

OLD BUSINESS

DHCD Housing Update: Ms. Coates advised that the DHCD Housing Rehabilitation Project is nearing completion. Remaining delays involve title transfers required before homeowners can take possession of the manufactured homes. Staff anticipates scheduling a ribbon-cutting ceremony after the final administrative requirements are completed.

74 Main Street Project: She also reported that final engineering plans for the 74 Main Street redevelopment project had been received. Bid documents and advertisements have been prepared, and staff expect to advertise the project shortly with contractor selection anticipated approximately thirty days after bids are opened.

FY27 Budget: Council then considered adoption of the FY2027 Budget. Mayor Phelps noted that the budget had previously been discussed during work sessions and public hearing and reflected minimal fee adjustments while maintaining existing tax rates. The motion to adopt the FY27 Budget as presented was motioned by Councilman Stone. The motion was seconded by Councilwoman Bryant and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye

NEW BUSINESS

Public Hearing: Council considered scheduling a public hearing for a Conditional Use Permit request for a smoke and vape shop at 132 Court Circle. Mayor Phelps explained that the request was procedural and that scheduling the hearing did not indicate Council support for the application. A motion to schedule a Public Hearing for the Smoke & Vape Shop on July 9, 2026, at 6 PM was motioned by Councilwoman Palmore. The motion was seconded by Councilman Stone and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye

Restaurant Week: Ms. Coates presented Warsaw Restaurant Week and the Restaurant Row initiative. Restaurant Week will be held June 22-26 and will encourage residents and visitors to support local restaurants through featured menu items and promotions culminating with the Fourth Friday concert. Council expressed enthusiasm for continuing the event annually as a tourism initiative.

CLOSED SESSION

Council entered Closed Session under VA Code §2.2-3711(A)1 to discuss personnel matters relating to an employment contract extension for the Chief of Police. Motion carried to enter closed session by Vice Mayor Yackel and seconded by Councilman Walters.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye

Mayor Phelps called for a roll-call vote to certify that the only items discussed were those cited in the motion to enter closed session and were legally permitted to be addressed under the subsections of the Virginia Freedom of Information Act mentioned in the motion. The roll call votes are as follows:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye

Council authorized Mr. Quesenberry to negotiate and execute one-year employment contract extension for the Chief of Police. The motion was made by Councilman Stone. and seconded by Councilwoman Palmore and carried the following votes.

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Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye

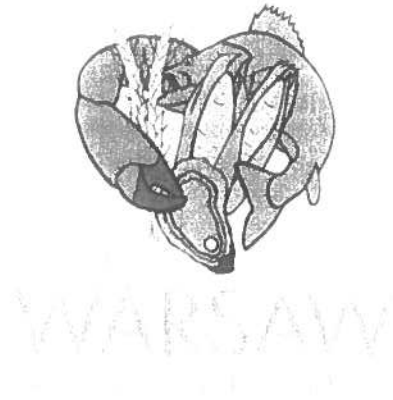
CLOSING COMMENTS:

- Councilwoman Palmore said she was excited about the arrival of T-Boyees and noted that the banners around Town looked great.
- Councilman Stone reminded everyone to drink water during the hot summer days.
- Councilwoman Bryant stated it was a good meeting.
- Councilman Walters wished good luck to Rappahannock High Schools Baseball and Soccer Teams as they head to state tournaments.
- Vice-Mayor Yackel stated that it would be a good time at the 4th Friday's event with Soul Expressions. Additionally, his wife, Ellen, sent her thanks for the retirement flowers from the Town.
- Mayor Phelps stated that it was a good meeting and shared discussions with the Commissioner of Revenue of Caroline County.

There being no further business, the meeting was adjourned at 6:57 PM.

Ryleigh Garrison

Submitted by: Ryleigh Garrison, Finance Manager



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager / Missy Coates, Assistant Town Manager

DATE: 06/11/2026

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of May and the beginning of June. As always, please let me know if you have any questions or wish to discuss any items further.

1. Personal Property Tax Update

Personal Property tax collections have gone well, particularly with the later collection times. Once adjustments are made, we will have collected nearly all our projected revenue prior to the end of the fiscal year. We thank our residents for working with us as we accommodated the County's software update. We also thank our counterparts at the County for ensuring our information was given to us as quickly as possible.

2. Economic Development Update

Town staff are reviewing final plans for the approved storage facility located adjacent to McDonald's, and hope to have approvals out within a few weeks. We are also pleased to report that the Art Guild and T-Boyees Food Truck have each signed a lease for the former

Wardco space. We welcome the addition of an open and inviting art space in our downtown, as well as another culinary option for our area. We'll release additional details as they become available. We are anticipating site plans to be submitted to us by the end of this week or beginning of next week for Project Shad and look forward to beginning that review process for the large Commerce Park project. We have several smaller projects in the works and look forward to continuing economic growth within Warsaw!

3. Fourth Fridays Concert Series

This serves as a brief reminder that our Fourth Fridays Concert will be held on Friday, June 26th from 7PM to 9:30PM in the Warsaw Town Park, featuring local favorite Soul Expressions! We look forward to welcoming large crowds to our beautiful downtown area to enjoy this free event. Food trucks will be on site, so make sure to come hungry, bring a lawn chair, and enjoy!

4. America 250 Banners

Town Public Works crews recently installed new America 250 Banners across Town, celebrating our Country's 250th anniversary. These are our first ever pole mounted banners for the decorative acorn lights, and we think they turned out great! We thank our Public Works crew for their work and dedication.

5. Office Closures

As a reminder, the Town Offices will be closed for Juneteenth and for the Fourth of July. We wish everyone a happy and safe holiday!



WARSAW

POLICE DEPARTMENT

★ MONTHLY ACTIVITY REPORT ★

MAY 2026

Attachment 2



CALLS FOR SERVICE

865



SIGNIFICANT INCIDENTS

5



TRAFFIC ACTIVITY

179



COMMUNITY ENGAGEMENT

703



SIGNIFICANT INCIDENTS / CHARGES

DATE	CASE #	OFFENSE	CLASSIFICATION
05/01/2026	2026-000049	18.2-266: DUI	Misdemeanor
05/10/2026	2026-000051	18.2-137: Monument Damage	Misdemeanor
05/10/2026	2026-000053	18.2-96: Petit Larceny	Misdemeanor
05/18/2026	2026-000054	18.2-96: Petit Larceny	Misdemeanor
05/18/2026	2026-000055	19.2-306: Probation Violation	Felony



TRAFFIC ENFORCEMENT

	Driving on Suspended/Revoked License	3
	No Insurance	6
	Distracted Driving	13
	Speeding	52
	Expired Inspection	27
	Stop Sign	1
	Expired/Improper VA Registration	5
	Town Citations Issued	8
	All Other Traffic Summons	59
	Traffic Crashes	5



COMMUNITY ENGAGEMENT

	Neighborhood Select Patrols	117
	Business Checks	524
	Directed Patrols	59
	Community Events	3

*Focused on visibility, neighborhood reassurance,
and business outreach across
the Town of Warsaw.*



PRIDE IN SERVICE, HONOR IN DUTY, PROTECTING WITH INTEGRITY



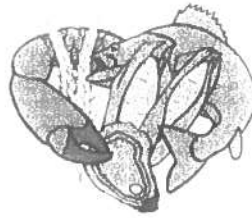
Joseph N. Quisenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley - Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorneys



COUNCIL MEMBERS

Russell L. Phelps - Mayor

Paul C. Yackel - Council Member

Mark Beth Bryant

Jonathan English

Daphne Palmora

Ralph W. Self

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 6/11/2026

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of May. Please let me know if you have any questions or concerns.

-WWTP

Monthly Numbers

Average daily Influent flow for May = 197,800 gallons, an increase of 8,200 gals from the month of April average daily flow.

Maximum influent flow for May = 244,100 gallons, an increase of 38,900 gals from the month of April max flow.

Nutrient Sampling Results

For May the average effluent Total Nitrogen (TN) concentration was 2.22 mg/l, within the limits of our permit.

For May the average effluent Total Phosphorus (TP) concentration was 0.08 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

On May 1, the plant staff hosted two treatment plant tours for the students that attend the Chesapeake Bay Governor's School.

Sand Filter No. 2 was restored to service. All three sand filters are currently in service.

Plant staff collected samples (six ground water monitoring wells) to complete pond GWM testing for the second quarter of 2026.

Public Works on-call personnel completed the treatment plant's annual laboratory control analysis. Individual personnel demonstrated their ability to calibrate laboratory equipment and test samples. IDCs = Individual demonstration of capability.

Operators lubricated and serviced equalization basin mixer.

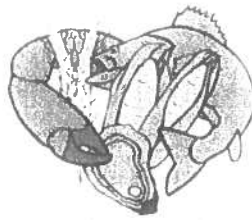
Joseph N. Quisenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley - Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sandy Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - 1st - Mayor

May Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

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Plant effluent samples collected and analyzed during May met all permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of May we are at a 4th water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Completion of state selected bacteria samples; all results came back absent.

PEAS Samples were taken at all 4 wells. (testing for plastics in the water)

Nitrate/nitrite samples were taken at well 1,2,4 (blue baby syndrome)

VOC sample taken at well #3. (organic compounds)

Lastly a cyanide sample was taken at well #4.

Cleaned and flushed out sewer lines along Main st and into Pinehurst.

Completed all Miss U's that came in for the month of May.

-Refuse Department

For the month of April town staff made 15 trips to the landfill totaling 125 tons or 250,000 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Took care of the bathrooms and grounds at the Town Park.

Cutting of all grass at Town owned facilities.

Finished up our spring flower plantings.

Also staff started hanging our 250th anniversary banners on the acorn lights.

We now have (2) fountains out and plan to have them back up and running within the month.

Monthly Water Loss Report

Water System:

For the Month of: Year:

Water Produced this month: gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **6,560,700 gallons**

Sold: Residential gallons

Total Sold = **6,163,051 gallons**

B: Difference: (Produced+Purchased) - Sold = **397,649 gallons**

% Difference = 6 % total water loss

Gallons of Water Accounted For:

Breaks (Estimated Total)	15,000	gallons
Hydrant Flushing	0	gallons
Storage Tank/Clearwell overflow	0	gallons
Fire Hydrant Use	7,500	gallons
Fire Department Use	75,000	gallons
Leak adjustments	0	gallons
Maintenance shop	5,000	gallons
Sewer jetting	4,500	gallons
Town watering flowers	20,000	gallons
Office/Police Dept.	2,500	gallons
Pool		gallons

C: Total Gallons Accounted For = **129,500 gallons**

Loss: Unaccounted-for Water: (B-C) = **268,149 gallons**

% Loss: Unaccounted-for Water: (B-C)/A % = 4 % unaccounted for loss

Gallons / Day Loss =

Gallons / Minute Loss =

days in billing period
8,650 gallons/day
6 gallons/min.

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement.