

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
APRIL 10, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting and a public hearing on Thursday, April 10, 2025, 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 G. Yackel, Mary Beth Bryant, Jonathan English, Rebecca Hubert, Daphne Palmore, Ralph Self, and Bobby Walters. Councilmembers absent: None.

Town staff present: Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There was one 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:

The Vice-Mayor amended the agenda by removing the budget presentation from item 8A under new business. The budget presentation was rescheduled for a special meeting on April 17, 2025, at 6:00 p.m.

Councilwoman Hubert moved to approve the amended consent agenda. The motion was seconded by Councilman Self and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

PUBLIC HEARING – Rappahannock Community College Health Sciences Building Conditional Use Permit (Training Facility in a R-12 Zone)

Mayor Phelps opened the public hearing by stating that parcel #16A3(A)24 is located in a R-12 zoning district and needs to have its conditional use permit request approved before Rappahannock Community College can begin construction of its new Health Sciences Building on the site. Mayor Phelps opened the floor for comments from the public. There being none, Mayor Phelps closed the floor to the public. Mayor Phelps opened the floor to Town Council members for questions. Vice-Mayor Yackel asked where the building site is located. It is located on the lot adjacent to the Chinn House along Rte. 360. Mrs. Coates reported that the Planning Commission did meet regarding the conditional use request and voted unanimously to recommend approval with no conditions. There being no further discussion, Mayor Phelps closed the public hearing.

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments. There being none, Mayor Phelps closed the public comment portion of the meeting.

REPORTS

MAYOR'S REPORT: Mayor Phelps generally defers his comments. However, he did have two unrelated, yet related issues that he felt were cool. Two members of the public contacted him last week, asking about the faces in the trees at the Enchanted Forest. They were asking questions so they could bring their grandchildren. These two individuals were from different families and different towns.

TOWN MANAGER'S REPORT:

Mrs. Coates presented the Town Manager's report in Mr. Quesenberry's absence. The Town Manager's report reviewed the budget creation process, an update on the mural project, plans for a Town Council retreat, an update on the Woodland Heights Subdivision, the purchase contract for the property held by Richmond County, kitchen renovations, and the community market. A copy of the Town Manager's report has been attached to these minutes as Attachment 1. Mayor Phelps added that he asked Mrs. Coates to look into a retreat for Council members as an educational piece, and that we can craft it how we want it to look. We can discuss the topics that our members want to learn more about.

POLICE REPORT:

A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 2. In addition to his report, Chief Peterson said he has launched the Warsaw PD 411 informational update and Friday Fast Facts with Chief Peterson on the police department's Facebook page. Chief Peterson has applied for two grants for the Warsaw Police Department. One is a 100% funded wellness grant. The other is a justice grant that covers up to 75% of equipment and software needs for agencies. Chief Peterson announced that he recently celebrated his first anniversary. Chief Peterson is working on a year-in-review report to present to the Town Council at the next meeting.

Councilman Self inquired about the numerous calls to 471 Main Street in the report. Chief Peterson replied that the Probation and Parole office is located in town. Probation and Parole can call numerous times per day.

Councilman Walters inquired if Chief Peterson had received any complaints or incidents when exiting Rappahannock Community College, with the library sign placed so close to the road. Chief Peterson has not, but would look into it.

PUBLIC WORKS REPORT:

Mr. Jesse Schools, the Town's Public Works Director, was not present at the meeting, but his report was included in the Town Council packet. A copy of the report is attached to these minutes as Attachment 3.

Mrs. Coates added that the Planning Commission and Town Council were offered a wastewater treatment plant tour on Wednesday. Councilman Self and Planning Commission member Molly Barbee, along with some members of our staff, could attend. It was a very informative look at the plant's workings. Another tour will be offered soon, but that fits better into everyone's schedule.

Councilman Self added that our plant staff know the processes necessary to run our wastewater plant successfully. Councilman Self commended the plant staff for their work to keep the plant operational.

COUNCIL COMMITTEE REPORT:

Vice-Mayor Yackel reported that the Personnel Committee met in closed session to complete the police chief's annual review.

PLANNING COMMISSION: The Planning Commission met and discussed the conditional use permit request for Rappahannock Community College. Councilwoman Palmore added that Mrs. Coates has registered several Planning Commissioners for a training session in August.

NORTHERN NECK REGIONAL JAIL REPORT: Vice-Mayor Yackel reported that the jail board did not meet. The meeting has been postponed one week and will be held at the annual dinner. He hopes everyone has received their invitation and if they have not responded please do so soon, as they need to plan for the number of people coming.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mrs. Coates reported that there is no substantial update to the project. There has been some activity, but we are still waiting for the electrical upgrades by Dominion

Well Replacement Project: Mrs. Coates reported that a quote was received today from a different company that did come in for less. However, the project will go out for formal bids but we hope to have a better idea on what the project will cost now. **DHCD Housing Project:** The project management and the board members meet on the third Tuesday of the month. The rehab project, which consists of three homes, are in process now. The projects that are complete rebuilds will be going out to bid shortly.

PROJECTS UPDATE:

Rappahannock Community College Health Sciences Building Conditional Use Permit (Training Facility in a R-12 Zone)

Mayor Phelps reviewed that proper procedure had been followed and that it was time for the Town Council to decide if they wanted to approve the request from Rappahannock Community College.

Councilman Self moved to approve the request by Rappahannock Community College for a conditional use permit to operate a training facility in a R-12 zone. Councilman Walters seconded the motion, which carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

NEW BUSINESS:

FY 2025-2026 BUDGET PRESENTATION: Mayor Phelps restated that the budget presentation would not be able to be presented tonight. Mayor Phelps then called for a Special Meeting to be held on April 17, 2025, at 6:00 p.m. in the Town Council Chambers for the purpose of the FY 2025-2026 budget presentation.

SCHEDULE PUBLIC HEARING – TOWN OF WARSAW FY26 BUDGET – THURSDAY, MAY 8TH, 2025: Mayor Phelps stated a public hearing was needed at the next regular meeting to allow the public a chance to speak their opinions concerning the proposed budget.

Councilwoman Bryant moved to schedule the budget public hearing for Thursday, May 8th, 2025, at 6:00 p.m. Councilwoman Palmore seconded the motion, which carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

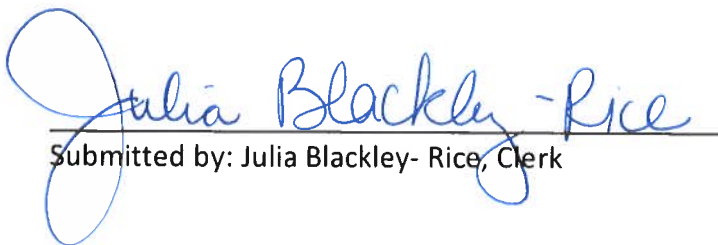
Councilman English inquired about the sand filters at the Wastewater Plant. He noted the report said two of the three filters were replaced. Mrs. Coates responded that they haven't been replaced but repaired. Public Works was able to find someone that is extremely knowledgeable of our filter system and he has been able to bring two of the filters back online. We anticipate being able to get the third one back up and running soon.

CLOSING COMMENTS:

- Councilman Self is looking forward to the upcoming Community Market being held on Saturday. He encourages everyone invited to attend the jail board dinner, it is a nice event.
- Councilwoman Hubert is looking forward to RCC breaking ground on their new building. She is sorry that she missed the tour of the plant.
- Councilman Walters said it was good to see everyone again and thank you for answering his questions. He hoped he hadn't asked too many.

- Councilwoman Palmore was sorry that she missed the tour. She also congratulated Chief Peterson on his one-year anniversary.
- Councilman English stated he was sorry he missed the tour but was at the Virginia Regional Jail Conference. He went on to thank each Town Council member for the work they do for their community, with no pay. Anyone can get on Facebook or stand at the podium and say things they think or have heard, without any facts, but the Town Council continues to make decisions based on facts. To close his comments, he shared a quote by Teddy Roosevelt, "It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat."
- Councilwoman Bryant stated it was a good meeting and she reported that she would like to attend the Jail Board meeting dinner.
- Vice-Mayor Yackel stated that it had been some time since the Personnel Committee had been able to complete an annual review of the Police Chief, so it was good to be able to do it again. In closings, he inquired what happened to the Children at Play sign that was at the road in front of his home. It was determined that maybe during the snow, one of the snow plows may have taken it down. Mrs. Coates would see that another one was installed.

There being no further business, Mayor Phelps adjourned the meeting at 6:36 p.m.


Submitted by: Julia Blackley- Rice, Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 04/10/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Budget Creation

Thank you to our Department Heads and Council Members for another successful budget process. Although this is the most difficult budget I have worked on during my tenure, we still showcase that our Town is fair in terms of rates and taxes, all expenses are covered, and reserves remain strong. I look forward to working with you during the budget adoption process for FY26.

2. Mural Project Update

Please see the first draft of the proposed mural attached to this correspondence. Our muralist is renowned across the Commonwealth for his beautiful works, and I look forward to working with him here in Warsaw. This is the fourth year of our "one mural per year"

project, and it's the largest mural we've ever worked on, measuring in at nearly 140 feet in length. I look forward to working with you next month to secure an approval for the rendering, with the project to start sometime in June.

3. Town Council Retreat

Many Councils and Boards across the Commonwealth and beyond participate in annual retreats, wherein they work on team building, strategic planning, review laws and regulations, and build comradery amongst their members. I have reached out to the Virginia Institute of Government at UVA, of which the Town of Warsaw is apart of, and have asked them to work us in their schedule for a retreat. I will be in touch soon regarding this and getting it scheduled.

4. Woodland Heights Subdivision

We have been working with our attorney regarding a subdivision by applicants Gregory Packett and Vertical Builders along Woodland Heights. The subdivision will be no more than nine (9) homes, located along the former Bill Northern property. The subdivision did not follow proper application methods, so we are currently working to ensure it falls within the parameters of what can be approved in Town – i.e., paved driveways, landscaping, acceptable elevations/renderings, setbacks, lighting, stormwater, etc. We hope to have a resolution regarding this soon, and I will keep you up to date should this become a legal matter

5. Purchase Contract – County Property

We have been made aware of a proposed purchase contract by a residential developer on the land owned by the County within the Town limits, located along Hamilton Boulevard. We are not aware of any official plans, nor have any been submitted to our office, but it seems to be a large subdivision with a small commercial component. As soon as we receive formal documentation, we will reach out to the Planning Commission and Council to begin the review process.

6. Kitchen Renovations

As you may have seen, we are currently undergoing renovations to make our office hallway ADA compliant and to add a refrigerator to our kitchen area. We are also having spray insulation added within the walls due to the noise levels of day-to-day operations. We apologize for any inconvenience and hope to have this work completed by the end of June.

7. Community Market

It's almost that time of year again! The Warsaw Community Market will kick off the 2025 season on Saturday, April 12th from 9AM to 2PM at the Warsaw Town Park, across from EggSpresso. Please come out and support our local vendors!



Warsaw Police Department

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT March 1-31, 2025

Total calls for service:

Section I: Arrests (9)

DATE	CASE	OFFENSE	BLK / STREET
3/4/2025	2025-000027	19.2-306 – Revocation of suspension of sentence and probation	471 Main Street
3/6/2025	2025-000029	19.2-306 - Revocation of suspension of sentence and probation	471 Main Street
3/17/2025	2025-000033	53.1-149 – Misdemeanor Probation Violation	471 Main Street
3/21/2025	2025-000040	53.1-149 – Felony Probation Violation	471 Main Street
3/25/2025	2025-000036	53.1-149 – Felony Probation Violation	471 Main Street
3/27/2025	2025-000041	53.1-149 – Misdemeanor Probation Violation	471 Main Street
3/30/2025	2025-000035	53.1-149 – Felony Probation Violation	471 Main Street
3/30/2025	2025-000037	53.1-149 – Felony Probation Violation	471 Main Street
3/30/2025	2025-000034	53.1-149 – Felony Probation Violation	471 Main Street

Section III: Traffic

Driving on suspended/Revoked License	0
Reckless Driving	0
Distracted Driving	0
Speeding	0
Expired Inspection	0
Expired / Improper VA Tag	0
Town Citations Issued	2
All other traffic summons	11
Reportable traffic crashes	2
Traffic Warnings	4

Section IV: Community Engagement

Neighborhood Select Patrols	145
Business Checks	211
Community Events	6

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



Attachment 3 COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Humblin

Rebecca C. Hubert

Ralph W. Self

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

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 4/10/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for March – 185,200 gallons, a decrease of 7,100 gals from the month of February average daily flow.

Maximum Influent flow for March – 328,600 gallons, an increase of 72,000 gals from the month of February max flow. (Due to heavy rainfall)

Nutrient Sampling Results

For March, the average effluent Total Nitrogen (TN) concentration was 3.97 mg/l, within the limits of our permit.

For February, the average effluent Total Phosphorus (TP) concentration was 0.20 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant experienced an increase in ammonia early in the month of March. After evaluation, necessary changes were quickly implemented that restored optimum treatment.

Operators serviced equipment as to our preventive maintenance program.

Plant staff surveyed and cleaned all the lamps that service the UV disinfectant system.

Completed and submitted our monthly operations report.

Ordered necessary supplies.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Laron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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

Staff working with Power and Flow field tech have restored two of our sand filters to normal service. Currently, we are working on sand filter three.

Plant effluent samples taken and tested for the month of March met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of March we are at a 3rd water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Staff also completed state selected bacteria samples; all results came back absent.

The water department also checked sewage/pump stations each day.

Staff also experienced a water leak at our Well #3 lot, due to the unforeseen issue and the extensive infrastructure in this area, we hired a contractor to remedy the problem. An 8-inch (1) between 3 separate water valves was the problem. Contractors worked quickly, replacing about 10' of line, along with (2) 22 degree fittings and gaskets at the T.

-Refuse Department

For the month of February town staff made 15 trips to the landfill totaling 121 tons or 242,000 pounds of trash.

Truck #5 quote for repair has been approved and progress is being made, found that the wear shoe for the body had broken, which was causing a bind on the driver side body pin.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Helped at our WWTP when needed, along with the Water Dept.

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

Staff have also started weeding flower beds and spreading mulch throughout town.

Replaced Winter banners with Spring banners.

Monthly Water Loss Report

Water System: **Town Of Warsaw**

For the Month of: **March** Year: **2025**

Water Produced this month: **5,203,200** gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,203,200** gallons

Sold: Residential **5,030,821** gallons

Total Sold = **5,030,821** gallons

B: Difference: (Produced+Purchased) - Sold = **172,379** gallons

% Difference = **3 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	5,000	gallons
Hydrant Flushing	1,500	gallons
Storage Tank/Clearwell overflow	0	gallons
Fire Hydrant Use	5,000	gallons
Fire Department Use	0	gallons
Leak adjustments	0	gallons
Maintenance shop	7,500	gallons
Sewer jetting	1,200	gallons
Town watering flowers	0	gallons
Office/Police Dept.	2,500	gallons
Pool	0	gallons
Amount in storage tanks	0	gallons

C: Total Gallons Accounted For = **22,700** gallons

Loss: Unaccounted-for Water: (B-C) = **149,679** gallons

% Loss: Unaccounted-for Water: (B-C)/A % = **3 % unaccounted - for loss**

Gallons / Day Loss =

Gallons / Minute Loss =

30 days in billing period

4,989 gallons/day

3 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!