

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JANUARY 9, 2025 – 6:00 P.M.

The Warsaw Town Council held their regular meeting on Thursday, January 9, 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: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There were approximately 6 others 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.

ELECTION OF OFFICERS – MAYOR, VICE-MAYOR

Mayor Phelps stated that every two years the Town Council appoints its mayor and vice-mayor. During the election of officers, Mayor Phelps acted as the pro-tem mayor. Accordingly, Mayor Phelps opened the floor for nominations for the position of Mayor. Councilwoman Hubert nominated Randall Phelps for the position of Mayor. The nomination was seconded by Councilwoman Bryant. There being no other nominations and the floor for nominations was closed. Mayor Phelps was appointed to the position of Mayor with all votes in the affirmative. The votes were as follows:

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

Mayor Phelps opened the floor for nominations for the position of Vice-Mayor. Councilman Self nominated Paul Yackel for the position of Vice-Mayor. The nomination was seconded by Councilman English. There being no other nominations the floor for nominations was closed. Mayor Phelps called for a vote for the position of Vice-Mayor. Paul Yackel was appointed to the position of Vice-Mayor with all votes in the affirmative. The votes were as follows:

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

APPOINTMENT OF COUNCIL COMMITTEE ASSIGNMENTS & PLANNING COMMISSION LIASON

Mayor Phelps reported that he would have the updated list with council committee assignments at the next meeting. Mayor Phelps did announce for the two newest members of the Town Council that Councilwoman Palmore would be on the Finance Committee and the Liaison to the Planning Commission. Councilman Walters would be on the Utilities Committee, Economic Development Committee, and the Ordinance Committee.

APPROVAL OF CONSENT AGENDA:

Vice-Mayor Yackel amended the consent agenda to add Closed Session for matters pertaining to Real Estate after Item 10. New Business and before 11. Council Member – Closing Comments. Mayor Phelps called for a motion to approve the consent agenda as amended. Councilman Self moved to approve the consent agenda as amended. The motion was seconded by Councilwoman Bryant 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

RAPPAHANNOCK COMMUNITY COLLEGE PRESENTATION – DR. SHANNON KENNEDY

Dr. Kennedy provided an update on the status of the new Health Sciences Building project at Rappahannock Community College. The project has evolved into an almost 10,000 square feet facility. The two lots that the Foundation owned were combined into one lot and Dr. Kennedy appreciated the Town working with them to complete that task. Dr. Kennedy reviewed a presentation outlining the layout and design of the building. This project is meeting the needs of the Northern Neck and Middle Peninsula. The students are from this area. This is the most expensive program that the college offers, but the return is that the students are entering the workforce able to make \$70,000+ starting and receiving amazing signing bonuses. Dr. Kennedy stated the original project budget was estimated at over \$6.3 million. RCC received an EDA grant for \$5.088 million. RCC was required to match that grant by 20%, which was just over \$1.2 million, and they have met that match. RCC has estimated that they will need at least \$7 million for the project as they expect the project to run higher than estimated and now that they have added square footage, they want to ensure they do have enough funds to complete the project. RCC is looking at an almost \$7.1 million budget. If they do end up with extra funds at the end of a project, those will go into an endowment to help maintain the building. RCC has received or had pledged over \$6.5 million towards the project, there is about \$564,000 left to raise. Dr. Kennedy anticipates the bid openings to occur in May of 2025 and the construction being awarded in June and the project being substantially completed by August 1, 2026. There are 20 students that have been accepted into the DMS program, that is the max RCC can take. There are 230 nursing students. There are 32 full-time faculty members, 9 of which are nursing faculty members.

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

The Town Manager read a letter that was received from Ms. Betsy Norris at 142 Wallace Street. Following the letter from Ms. Norris, the Town Manager read a letter received from Mr. Mark Milstead at 159 College Ave. These letters have been attached to these minutes as Attachment 1 and 2.

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

REPORTS

MAYORS REPORT: Mayor Phelps welcomed newly elected Councilmembers Palmore and Walters to the Town Council.

TOWN MANAGERS REPORT:

Mr. Quesenberry reviewed his report with the Town Council. Mr. Quesenberry's report covered Christmas Town, Economic Development, Budget Preparation, Weather Event, New Council Member Onboarding, and Mandatory FOIA Training. A copy of the Town Manager's report has been attached to these minutes as Attachment 3.

POLICE REPORT:

A copy of the monthly police report included in the Town Council packet has been attached to these minutes as Attachment 4. In addition to his report, Chief Peterson thanked the police departments from Richmond County Sheriff's Office, New Kent County Sheriff's Office, Colonial Beach Police Department, Tappahannock Police Department, and the Virginia State Police for their assistance with Christmas Town.

PUBLIC WORKS REPORT:

The Public Works report was included in the Town Council packets and has been attached to these minutes as Attachment 5.

COUNCIL COMMITTEE REPORT:

The Economic Development committee met to discuss the Economic Incentive Grant for Beauty Bungalow. The Economic Development committee recommends offering Beauty Bungalow an economic incentive grant in the amount of \$5,000.

Mayor Phelps stated the application documentation for the Beauty Bungalow was included in the packet and the Economic Development Committee has recommended a \$5,000 grant be awarded for this endeavor. Mayor Phelps opened the floor to discussion or a motion to approve the request.

Vice-Mayor Yackel moved to approve an economic incentive grant to The Beauty Bungalow in the amount of \$5,000. The motion was seconded by Councilwoman Hubert 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

PLANNING COMMISSION: No report.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel began his report by stating the jail employees select an employee of the quarter each quarter. This quarter, Justin Self, son of Councilmember Self, was selected as the employee of the quarter. Vice-Mayor Yackel reported there is an upcoming Department of Corrections audit that is completed every three years. The audit includes 148 standards and the NNRJ received a score of 100% the last time the audit was completed. The Superintendent of the Jail, Michelle Lewis, spoke to the board about the goals and accomplishments achieved in 2024. The NNRJ is very active in the community, and everyone can keep up with their community involvement on their Facebook page.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council.

OLD BUSINESS

RHODES PLACE & BROADUS CREEK DEVELOPMENT:

Mayor Phelps began the discussion by reviewing the presentation by the developer at the public hearing that was held in December. During the presentation, the Town Council was able to see an overview of what the project is as well as the size of the project. There were members from the County present at the meeting and they spoke about the project. Town Council is at the point where they need to continue to discuss and do due diligence and/or approve the preliminary approval of the development. Mayor Phelps suggested if it is the will of the Town Council he would like to offer a work session with the Planning Commission dedicated to the discussion of the Rhodes Place and Broadus Creek Development project. There was discussion about whether the Planning Commission had reviewed this project yet and made a recommendation. Mayor Phelps stated that the Planning Commission did not meet in January, and this would be a joint work session with them as they have some questions about the project also. Planning Commission will still have to formulate a recommendation and then Town Council will either accept their recommendation or not. The purpose of the work session is to address concerns from the members of the Town Council and Planning Commission, and they would like the opportunity to ask more questions and see if there are more data points to see. A preliminary approval gives the developer an idea of where the Council's thoughts are. That the Council is ready to see more and makes the developer feel a bit better about spending more time and

money to do more in-depth planning and infrastructure details to come back for final approval. The next step is the live or die of the development. Mr. Quesenberry added that the plan is to have the attorney available during the work session to answer any questions. Vice-Mayor Yackel added that he was in favor of dedicating a time period specific to the topic. The work session is open to the public so it would still be transparent to the community. Mayor Phelps polled the Town Council to see their thoughts on whether to move forward with the work session or to proceed with preliminary approval. A joint work session for the Town Council and Planning Commission was set for January 21, 2025, at 6:00pm for the discussion of the Rhodes Place and Broadus Creek Developments. Vice-Mayor asked if the Developer could provide some plan sheet size of the proposed development for the work session.

PROJECTS UPDATE:

74 Main Street: Mrs. Coates stated the Contractor has been working with Dominion Energy on the electrical upgrades to the building and the HVAC is ready to be installed. A reimbursement has been submitted to USDA for a draw down on the grant funds. **Well Replacement Project:** Mr. Quesenberry has contacted ARM Resource Group regarding issuing an RFP and us working with them. The contractor wants to do a design build. The Town Manager wants to ensure that we are approaching this project in the most judicious manner and that the Town is being fiscally responsible with a project of this size. There will probably be an RFP for engineering, design, and management services with a request for bids for the construction piece to follow. **DHCD Housing Project:** Mrs. Coates reported the draft bid packages have been completed by Tian Construction Group. Contractor pre-bid meetings have been scheduled for January 28, 2025. The first management team meeting is scheduled for January 21, 2025, at 11:00 a.m.

NEW BUSINESS:

EIP APPLICATION – BEAUTY BUNGALOW, LLC: This item was discussed and voted on during the Economic Development Committee’s council committee report.

CLOSED SESSION- 2.2-3711 A-3 REAL PROPERTY

Vice-Mayor Yackel moved to enter closed session in accordance with Virginia State Code Sections 2.2-3711A (3) as it relates to Real Property of the Virginia Freedom of Information Act. 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

To re-enter the regular session of the meeting, Mayor Phelps called for a roll call vote to certify that the only items discussed in closed session were items involving real property. The roll call vote certifies that they only discussed matters cited in the motion to enter closed session and legally permitted them 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
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

Out of closed session, Mayor Phelps stated the Town has an opportunity to go into agreement with VEPCO dba Dominion Resources for the purpose of using some amount of acreage on the Strawberry Hill tract for the purpose of a potential solar facility. The Town Council has been presented with a preliminary contract that the Council needs to give the Town Manager approval to meet with the Town Attorney to discuss and report back to the mayor and brief him on the situation regarding the solar facility contract. If there is nothing out of the ordinary, then Mr. Quesenberry needs permission to enter into the contract.

Councilman English moved to authorize the Town Manager to meet with the Town Attorney to discuss the preliminary contract and to brief the mayor with the results of said meeting regarding the preliminary solar facility contact. If nothing is out of the ordinary, then the Town Manager has the authority to enter into the aforementioned contract. The motion was seconded by Councilwoman Bryant 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

CLOSING COMMENTS:

- Councilman Self thought the meeting was very informative. He welcomed incoming Councilmembers Walters and Palmore. He is looking forward to having them on the team and their input in the coming new year and making great decisions for the town. Councilman Self stated that we take advantages of things in our community and then we see the devastation occurring in California and our hearts go out to their communities. Even as close as the City of Richmond with their water situation. It makes him appreciate our water system even more when he can turn on his tap and get water anytime he needs it. Water is just as valuable as electricity. You don't know how much you appreciate it until you don't have it. Thank you to the staff for keeping our water system operational.
- Councilwoman Hubert thought it was a great meeting and extended a warm welcome to Councilmembers Walters and Palmore and expressed how great their input was during the meeting. Councilwoman Hubert congratulated Mayor Phelps and Vice-Mayor Yackel on being reappointed to their positions.
- Councilman Walters stated it was an honor and privilege to serve with everyone on the Town Council. He thanked the Town Manager for the Town of Warsaw swag that he was given. He wanted to give a shout-out to the Public Works employees as they were

pulling the lights down yesterday during the extremely cold weather and they did such a great job.

- Councilwoman Bryant wished everyone a happy new year and stated she really enjoyed knowing a little bit more about what Council discussed and thinks it is going to help the Town. It is good that we have new people on the Town Council.
- Councilman English welcomed Councilmembers Palmore and Walters to the Council and thanked them for not being nervous and jumping right in. Councilman English participated in the Christmas Town parade with the NNRJ and thinks that making it at nighttime was a great idea and he hopes that continues. He thanked the Town and staff for putting on such a great event.
- Councilwoman Palmore thanked everyone for the warm welcome and she is glad to be here to serve everyone.
- Vice-Mayor Yackel thought it was great how Councilmembers Palmore and Walters jumped right in tonight. He suggested that our incoming Councilmembers take the Town Manager up on the offer to tour the wastewater treatment plant and to do the ride along with the Police Chief.
- Mayor Phelps thought everyone did a great job tonight and welcomed Councilmembers Palmore and Walters. He thanked all the Town Council for serving as Warsaw's Town Mayor has been one of the top honors of his life. He appreciates the Town Council for letting him serve as mayor for two more years. He feels that the Town is going to have a super busy year, and he anticipates there to be a lot of hard votes in the upcoming year.

There being no further business, Mayor Phelps adjourned the meeting at 7:58 p.m.


Submitted by: Julia Blackley- Rice, Clerk

December 18, 2024

Members of the Town Warsaw Planning Commission

This statement is in regard to the Rhodes Place project. I would like to start by stating I do understand the need for housing, growth is inevitable and can be good for some communities. I had sent a letter for the joint hearing that was read at the Dec. 12th meeting. I have enclosed a copy for your reference.

My concerns are as follows:

1. The partial destruction of the Enchanted Forest with a 50' ingress/egress to Wallace Street.
2. The increase of vehicle traffic from Rt. 360 onto Wallace St. and Circle Street.
3. The increase of responses from our Vol. Fire Dept. for these accidents.
4. A potential increase in our water/sewer bills.
5. The potential decrease of my property value, if I wish to sell. No one wants to be backed up to Apartments. (Will you trade homes with me?)

If Mr. Packett wants to develop, **please, please**, reconsider the Rhodes Pl. project, and let him build on the Broadus Creek project. If on a smaller scale that all the villas, condos sell and the apartments rented, then he could build more, he should start out low in the number of units to be built. I have worked in Westmoreland County and have seen the start of a project and then the demise of it, which left a partially development area(unsightly). I also believe Mr. Packett's percentage of calls to the Mid Towne apts. is low. I have been told by many, the Police are called there frequently. There is property for sale near Food Lion, let him purchase this and build his apartments.

Most all of my neighbors on Woodland Heights Road, have expressed to me their concerns and the fact we would butt up to apartments.

Betsy Norris

142 Woodland Heights Road
Warsaw VA



enclosure

12-6-24

Betsy Norris
142 Woodland Heights Rd.
Warsaw, VA 22572

Members of the Town Council and Planning Commission
Belle View Lane
Warsaw, VA 22572

This letter is in response to the proposed development by Warsaw LLC of Rhodes Place. I understand the need for housing, but am opposed to the development of Rhodes Place. The plan shows a right of way through the Enchanted Forest to Wallace Street. I am concerned about the destruction of the woodland, the carvings and possible runoff into the streams. Also the fact that many families walk the trails and children run through there. Our abundance of wildlife, that will also be affected. The town has spend a lot of time and money on the Bounds and I do not want to see it and the trails destroyed.

It is difficult now, even tricky, to exit/enter Wallace Street by the Bounds due to the restricted site line down the incline from the traffic light. How many accidents will occur? How thin will you stretch our fire department members, who are volunteers?

At this time our fire department depends on Essex County and other counties for a ladder truck. With this increase in apartment buildings this will put an extra strain on the department and its members.

Can the current water and sewer system handle all of this construction? How much more will you increase our water/sewer bills, as many of us have to budget as it is, how soon would the Town do another increase?

The Planning Commission and the Town Council need to carefully reconsider his building project, from Rhodes Place to the Broadus Creek property. Please do not allow the destruction of the trails

Do we really want the Town of Warsaw to become an apartment community? It seems to be getting there fast.

Respectfully,

A handwritten signature in black ink, appearing to read 'Betsy Norris', with a stylized flourish at the end.

Betsy Norris

mmilstead@verizon.net

To: mmilstead@vverizon.net
 Subject: Proposed Development in Warsaw

I am optimistic that the proposed development by Gregory Packett will be an asset to the town and all of its citizens. I do have some questions/concerns that I hope the planning commission and town council will give some thought to:

1. At the last meeting there was some discussion of voting and approving this development then, while I appreciate the enthusiasm having a conversation with a few public officials as to the impact of the development on the community is not due diligence. We currently need more information to make an informed decision that is in the best interest of the community. A professional impact study performed by an independent third party, hired by the town and paid 100% for by the developer could provide needed information to make an informed and educated decision for the town and its citizens that you all represent.
2. What is the current usage % of the towns water and sewage facilities, correct me if I am wrong but somewhere around 65%??? The DEQ will want a plan on future expansion of water treatment facilities once consumption gets around 85%., the current facilities cost to build I believe was about 12-14 million dollars years ago and it took the council about 5 years to come up with a solution that included millions from state and federal money with the town matching a percentage of it. I would think an impact study would tell what current consumption is, and how much the development would consume. The cost is more than just discounted connection fees, there is a whole underground infrastructure that needs to be maintained, replaced as needed, and updated. The water and sewage any community provides is a valuable asset, please make sure the long term costs of the development are taken into consideration, Let's be honest it is unlikely you would have any interest in the town from a developer if it was not for the public utilities.
3. What is the impact on traffic, schools, social services, emergency services and law enforcement. This requires more than a casual conversation with local officials. What are the long term costs on the community, after the developer has built his last house or apartment and left the development for the town and county to maintain.
4. What is the current ratio of houses to apartments in the town, and what will this development do to this percentage, what has been the economic and public needs impact on other communities that have had similar development and growth? I keep hearing there is a need for apartments in the area, that may or may not be true, but it is not the town of Warsaw or its citizens responsibility to solely resolve any issue that may or may not exist?
5. Please allow the planning commission to do their due diligence on examining the development, and come up with a recommendation, prior to the council making any motions to vote on approval. Extend them the courtesy of doing the job ~~the~~ they all volunteered to do.

I appreciate your consideration, as always thank you for the work you do,

Mark Milstead
 159 College Av
 Warsaw, VA

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Jonathan English

Ralph W. Self

Mary Beth Bryant

Joseph N. Quesenberry
Town Manager

Melissa W. Coates
Assistant Town Manager

Julia Blackley - Rice
Clerk - Treasurer

Sean L. Peterson
Chief of Police

Sands Anderson Law Firm
Town Attorney



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

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 01/09/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Christmas Town

We're pleased to report that Christmas Town 2024 was a huge success! We estimated 12,000 attendees this year throughout the day, particularly near the parade time. Parking and pedestrian access ran much smoother this year, and we continue to learn lessons as go forward. I want to thank our entire staff for working 14-16 hours that day in various capacities, all of the various agencies and organizations that assisted us with safety and traffic control, and to our residents for their patience and for coming out to support the event. A HUGE thank you goes out to our many sponsors that made this financially possible.

2. Economic Development

Town staff members have been working diligently with several mixed-use developers that plan to submit proposals to the Town within 2025. At this time, we have been contacted by or held meetings with five (5) residential/commercial developers across different parcels in Town, and two (2) strictly commercial developers. We will keep you posted as these progress.

Regarding our economic development strategy for 2025, Town staff members are dedicating additional time and resources towards pursuing a hotel establishment. The lack of moderately priced overnight accommodation leaves us at a disadvantage, both directly due to a lack of transient occupancy tax revenues, and indirectly with being unable to support large-scale events, regional meetings, etc. We will continue to pursue options and opportunities and will bring them to you in the near future.

3. Budget Preparation

We are happy to report that we are at the beginning stages of our annual budget preparation process. All Department Heads have submitted their Capital Improvement Plan requests, and I will be working to update the budget accordingly and will present it to the Planning Commission and Council for their review. With our downtown revitalization phase now nearing completion, we plan to focus on infrastructure and facilities, such as the Wastewater Treatment Plant, Remote Water Meter systems, etc. We'll reach out in the coming weeks to schedule budget work sessions.

4. Weather Event

Town Police and Public Works employees successfully ensured the Town functioned properly during the recent snow and below freezing temperatures. Town Police did an excellent job of traveling through the neighborhoods, assisting disabled vehicles, and keeping the public informed of any issues along side streets. We want to also thank VDOT and NNEC crews for their prompt attention and diligence throughout Town and the community at large.

5. New Council Member Onboarding

The Mayor, Assistant Town Manager, and I met with Council Members Palmore and Walters to introduce them to the Town Council. We provided copies of the adopted budget, Virginia FOIA documents, VML information, and the Council Code of Conduct. We also discussed upcoming plans and projects to ensure a smooth transition to the Council. We look forward to working together for the betterment of our beautiful Town!

6. Mandatory FOIA Training

Per the Virginia State Code, all Council Members elected during this cycle will have to attend FOIA training. The Town's FOIA Officer, Mrs. Blackley-Rice, will be reaching out to you regarding dates and times for this to occur.



Warsaw Police Department

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT December 1-31, 2024

Total calls for service: 267

Section I: Incidents

DATE	CASE	OFFENSE	BLK / STREET
12/6/2024	2024-000083	18.2-96: Petit larceny	5300 Blk Richmond Rd
12/17/2024	2024-000084	18.2-96: Petit larceny	4600 Blk Richmond Rd
12/27/2024	2024-000087	18.2-96: Petit larceny	4900 Blk Richmond Rd

Section II: Arrests

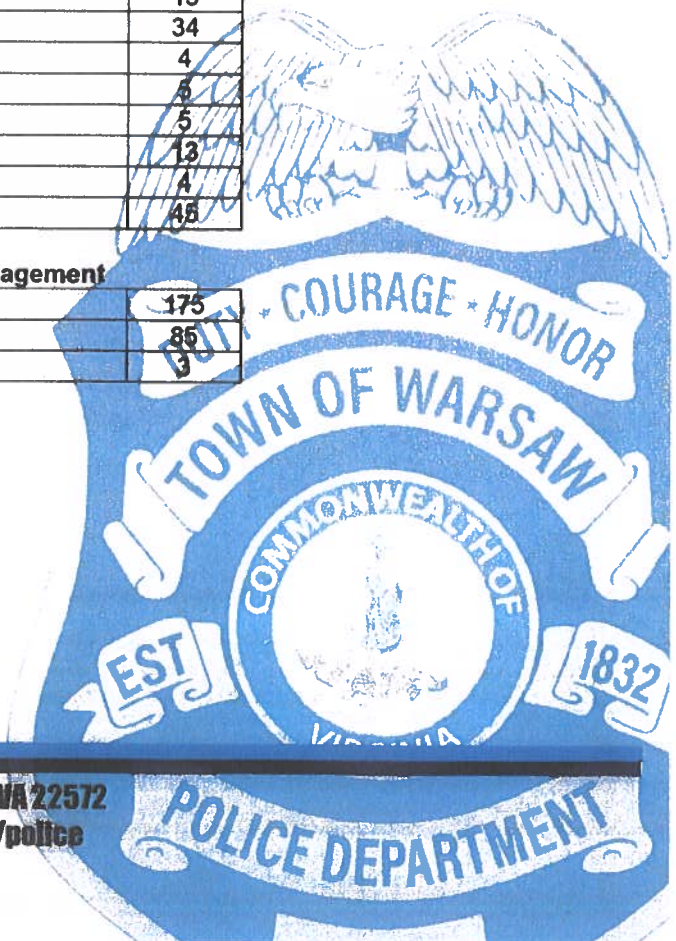
DATE	CASE	OFFENSE	BLK / STREET
12/24/2024	2024-000086	18.2-57.2: Assault & Battery – Family Member	100 Blk Walnut St
12/26/2024	2024-000085	19.2-306: Revocation of suspension of sentence/Probation	471 Main St
12/27/2024	2024-000088	46.2-301: Driving with a suspended License	Richmond Rd/Wallace

Section III: Traffic

Driving on suspended/Revoked License	4
Reckless Driving	0
Distracted Driving	15
Speeding	34
Expired Inspection	4
Expired / Improper VA Tag	5
Town Citations Issued	5
All other traffic summons	13
Reportable traffic crashes	4
Traffic Warnings	48

Section IV: Community Engagement

Neighborhood Select Patrols	175
Business Checks	86
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 5

COUNCIL MEMBERS

Randall L. Phelps – Mayor

Paul G. Yackel – Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 1/9/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for December – 167,700 gallons, a decrease of 5,900 gal from the month of November average daily flow.

Maximum Influent flow for December – 229,500 gallons, an increase of 35,300 gal from the month of November max flow.

For December, the average effluent Total Nitrogen (TN) concentration was 1.82 mg/l, within the limits of our permit.

For December, the average effluent Total Phosphorus (TP) concentration was 0.07 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

On the 18th of December the treatment plant experienced a sand filter malfunction. This is an ongoing issue. We are working with our Engineer and a Service Technician to resolve this problem. Operators serviced equipment as to our preventive maintenance program.

Plant staff served and cleaned all the lamps that serve the UV disinfectant system.

Completed and submitted our monthly operations report.

The Treatment Plant Staff assisted with recording water meter readings and installing holiday decorations.

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.

Baron H. Hamblin

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Ralph W. Self

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

-Water Department

Attached you will find the Water Loss Report, for the month of December we are at a 3rd water loss.

Department staff did daily chlorine check of all four wells, along with two random samples each day throughout town.

Water meters read on 12/10/2024.

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

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

Installed 2 water meters on East Jefferson, one for new construction, the other for the empty lot (future construction).

-Refuse Department

For the month of November town staff made 14 trips to the landfill totaling 117.57 tons or 235,140 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Cutting of leaves and gutter cleanout on all town owned facilities.

Watering of all hanging baskets and flowerpots.

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

-Christmas Town/parade

All Public Works assisted in the preparation of Christmas town along with working the entirety of the event.

Staff also was able to get the trash truck cleaned up and decorated for the Christmas Parade.

Monthly Water Loss Report

Water System: **Town Of Warsaw**

For the Month of: **December**

Year: **2024**

Water Produced this month: **5,177,800** gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,177,800** gallons

Bulk Water Sales **4,999,398** gallons

Total Sold = **4,999,398** gallons

B: Difference: (Produced+Purchased) - Sold = **178,402** gallons

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

Gallons of Water Accounted For:

Breaks (Estimated Total)	0 gallons
Hydrant Flushing	0 gallons
Storage Tank/Clearwell overflow	0 gallons
Fire Hydrant Use	10,000 gallons
Fire Department Use	20,000 gallons
Leak adjustments	0 gallons
Maintenance shop	2,500 gallons
Sewer jetting	1,800 gallons
Town watering flowers	1,500 gallons
Office/Police Dept.	1,500 gallons
Pool	0 gallons
Amount in storage tanks	0 gallons
Sed/floc/mixing basin cleaning	0 gallons
	 gallons

C: Total Gallons Accounted For = **37,300** gallons

Loss: Unaccounted-for Water: (B-C) = **141,102** gallons

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

32 days in billing period

Gallons / Day Loss = **4,409** 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!

MINUTES
WARSAW TOWN COUNCIL
PLANNING COMMISSION
JOINT WORKSESSION
JANUARY 21, 2025, 6:00PM

Mayor Phelps called the work session to order at 6:00 p.m.

Mayor Phelps gave an introduction of the process and outlined the purpose of the work session before turning the meeting over to Town Manager Mr. Quesenberry.

Mr. Quesenberry gave a project overview of Rhodes Place & Broadus Creek Development.

- 63.16 acres
- Rhodes Place apartments proposed for Wallace Street
- Single-Family dwellings, age chartered, proposed for Route 360, some near/around the vicinity of Southern States
- If approved, 321 individual housing units include apartments, housing units, and villas
- 41.96% increase from current 2023 census estimates, 765 housing units & roughly 770-800 residents
- Town population roughly 3100-3200 at full build out
- Development company, Warsaw LLC owned by Gregory Packett and engineer assistance from Resource Group

Mr. Quesenberry spoke on the positives of the proposed project

- Need affordable, single family, age-targeted housing
- Need rooftops to have commercial growth, to lure businesses you need these three key factors population, traffic count, median household income. The population is where we are low for our locality
- Grocery store, 20,000 vehicle per day traffic count dense trade area within 3-mile radius
- Increase in tax benefits from meals and sales

Mr. Quesenberry spoke about some of the potential negatives of the proposed project

- Increased traffic flow
- Increase in population threshold
- Maintenance of own roads can cause financial burden
- Taking over more services

Concerns from Richmond County

- Increase in school student count
- Call services increase for police and EMS
- County Administrator recommends stagger build to acclimate to the increase

Steve Durbin, Town's attorney, discussed highlights of Phase 1 & 2

Open discussion among Council and Commission members

The main concerns addressed:

- Conserving the trees and carvings at Enchanted Forest
- If Mr. Packett sold property in future what would happen to the infrastructure
- Mayor Phelps stated that safeguards can be placed to protect property if Mr. Packett chose to sell in future
- Water availability in case of fire
- Will Town have an impact study done
- Need affordable housing
- School system accommodating the growth of students
- Mayor Phelps stated that new businesses have the option of going next to McDonald's and across from Food Lion
- Water availability for the increase of residents
- WWTP expansion if needed

Mr. Packett stated that no structures would be built near the trees at Enchanted Forest. His biggest concern is how the carvings will be maintained. We will preserve them, best we can. Each one is survey located. There are a couple in the purple lane that will need to be removed and about 10-12 logs are in his shop that have fallen over the years. He and his wife are determining where to relocate them. Not asking for rezoning on this piece, already zoned R-12. Commercial parcels are near Jenks Hardware and the old unemployment office. Using traditional town overlay, reason for proffers and upgrades. It was not about the number of units; it was about the design.

Mr. Packett stated that he has been waiting for over 2 and half years for the Department of Environmental Quality to approve a permit to finish the project at Midtowne project. He is very optimistic about starting soon this year. He will place his own funds back into the community once again.

Midtowne apartments are full and have a waiting list. 80-90% of the tenants are the same.

Mayor Phelps instructed Planning Commission members to come to the next meeting with a plan to vote on Rhodes Place & Broadus Creek Development.

He fully supports plans and is not a fan of impact study.

Vice Mayor Yackel stated he fully supports the plan and needs an impact study.

Mayor Phelps closed the work session at 7:34PM.


Submitted by: Elizabeth Davis, Finance Manager