

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & JOINT PUBLIC HEARING
AUGUST 14, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting and a joint public hearing with the Warsaw Planning Commission on Thursday, August 14, 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. Council members absent: none. Planning Commission Members Present: Chairwoman Molly Barbee, Town Council Liaison Daphne Palmore, Chris Evans, Ogle Forrest, and Belinda Reynolds. Planning Commission Members Absent: Vice-Chairwoman Regis Slaw and Carey Allen.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, Lieutenant Barry Radden, and Treasurer/Clerk Julia Blackley-Rice.

Also present: There were approximately nine 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.

APPROVAL OF CONSENT AGENDA:

Councilwoman Hubert moved to approve the consent agenda as presented. The motion was seconded by Councilwoman Palmore 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

JOINT PUBLIC HEARING –

In conjunction with Chairwoman Barbee of the Warsaw Planning Commission, Mayor Phelps called the joint public hearing meeting to order for the four public hearings on the agenda. Chairwoman Barbee certified that the Planning Commission had a quorum for the public hearings.

- a. Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A1(5)A. Mayor Phelps read the public notice before the body.

Mayor Phelps asked the Town Manager to speak to the purpose of the request. Mr. Quesenberry responded that the request is to reestablish a CUP that had been previously approved for a multi-

family and mixed-use commercial building for the developer. Mayor Phelps turned the floor over to members of the public wishing to speak on the CUP application request by Midtowne, LLC.

James Clifford Mullin, 8351 Historyland Highway, stated he was excited to see this part of the project move forward.

Gregory Packett, Project Developer, provided a rendering to Town Council and Planning Commission members on the anticipated finish look of the building. Mr. Packett stated he has completed the sign at the front of the property.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Forrest spoke in favor, highlighting the benefits of small businesses and professional offices.

Commissioner Evans spoke in favor of the project, stating the third building would be a great addition.

Commissioner Reynolds raised concerns about the number of three-story buildings in town, noting that the local fire department does not have a ladder truck.

Chairwoman Barbee agreed that office spaces are needed in Town and feels that a recommendation for approval is the right course of action.

Commissioner Forrest moved to recommend approval of the third phase of the project for Midtowne, LLC. The motion was seconded by Commissioner Evans and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record as recommending the granting of the conditional use permit.

- b. Conditional Use Permit Application by Packett Rentals, L.L.C. to allow for the proposed development of 2 (two) multi-family dwelling units totaling forty-eight apartments on Tax Map 16A4(A) Parcel 71. Mayor Phelps opened the public hearing for this topic by reading the public notice before the body.

Regarding the purpose of the request, Mrs. Coates stated this was a renewal of the request previously approved by the Town Council. The CUP has expired. Mayor Phelps opened the floor to the public for comments regarding this topic.

Mr. Packett spoke about the project delay, stating that the holdup was due to the DEQ. As of August 8th, Mr. Packett has received approval from DEQ.

Mr. Mullin stated that he felt the project should be reconsidered since it had been previously approved. Mr. Mullin added that the sprinkler systems installed in three-story buildings should provide adequate coverage. Mr. Mullin concluded by addressing the water/sewer connection waivers, stating that it is unfortunate DEQ held up Mr. Packett, but at some point, the Town has to ask for full payment into the system.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Reynolds spoke to the location of the project and requested that the Planning Commission and Town Council add a provision for adequate landscaping and fencing buffers.

Commissioner Forrest thinks the project should be approved again.

Commissioner Evans stated there is a need for housing and is in favor of the request.

Commissioner Evans moved to recommend approval of the CUP for this project. The motion was seconded by Commissioner Forrest and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record as recommending the granting of the conditional use permit.

Mayor Phelps opened the floor to Town Council members regarding the requirement for tree lines and/or fencing.

Vice-Mayor Yackel agreed and thought it should be added as a condition.

Councilman English inquired whether a buffer condition was included with the previous approval.

Mr. Quesenberry confirmed that a tree buffer was part of the approved CUP.

Councilwoman Palmore suggested that a fencing requirement be added as well.

- c. Consideration of a request of Warsaw L.L.C. to amend their previously approved General Development Plan and Rezoning Application, Phase 1, for the proposed Rhodes Place and Broadus Creek Subdivision lying between Wallace Street, Route 360, and Route 3 or Tax Map Parcels 16A4(A)48, 16A4(A)59, 16A4(6)10, 16A4(A)77, 16A4(A)79, 16A4(A)80. The proposed modification involves a reduction in overall density by 66 residential units, specifically by removing all planned apartment units and replacing them with additional single-family dwellings. Mayor Phelps opened the public hearing for this topic by reading the public notice before the body.

Mr. Quesenberry stated that the purpose of this request is that the developer has brought an amendment to the previously approved General Development Plan and Rezoning Application. In the amendment, the developer proposes to remove the apartments from the plan entirely and replace them with age-targeted villas. The proposed development would decrease from 321 units to 255 units.

Mr. Mullin stated that he does not know the need for the change; however, Mr. Packett would have considered the economics of the deal and has left the amenities in the plan. Therefore, he requests that the Town accept this amendment.

Mr. Packett stated that the amended plans would eliminate the hard road between the two developments, which would result in the removal of 200 feet of roadway through wetlands.

Mr. Packett stated the change removes the hard road between the two developments, along with changing the entrance to Rte. 360. It also moves the entrance onto Rte. 360, instead of coming through Rhodes Place at the Enchanted Forest. These will now be state roads instead of internal private roads. This amendment does not reduce any of the amenities.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Forrest inquired to the developer about the number of entrances to the development. Mr. Packett responded that there would be three entrances and one emergency-only entrance. One entrance would be located on Rte. 360 and two on Rte. 3. These two subdivisions would no longer connect by road.

Commissioner Forrest moved to recommend approval as presented. The motion was seconded by Commissioner Evans and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record for recommending approval of the amended General Development Plan and Rezoning Application.

- d. Conditional Use Permit Application by J.D.R. Properties to allow for a proposed Gas Station and Convenience Store on Tax Map Parcel No. 17-33G located at the corner of Community Park Drive and the Route 3 Bypass Road. Mayor Phelps opened the public hearing for this topic by reading the public notice before the body.

Mrs. Coates stated that the purpose of this request is that this type of use in a C-1 zoning district requires a conditional use permit.

Mr. Mullin stated he likes the idea and believes it should be approved at this level. Mr. Mullin would like this project to incorporate accessibility for tractor-trailers to facilitate fueling purposes.

Jeff Howeth, the developer, spoke about the project, stating that the truck fueling condition would naturally resolve itself, as fueling trucks that bring the fuel are semis. Mr. Howeth noted that they would like to operate 24 hours a day, and he doesn't anticipate any issues with lighting and/or noise due to the location.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Forrest inquired about the location of the entrance. Mr. Howeth stated the entrance would be on Community Park Drive. Commissioner Forrest believes the project will benefit numerous local industries.

Commissioner Evans was initially nervous about the entrance location, but doesn't think it will significantly impact traffic flow on Community Park Drive.

Commissioner Forrest moved to recommend approval of and to allow for 24-hour operation. The motion was seconded by Commissioner Evans and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record as recommending the granting of the conditional use permit.

Mayor Phelps closed the joint public hearing and asked Town Council members if there was any action to be taken on the four topics presented to the Council.

- a. Vice Mayor Yackel moved to approve the CUP request as presented. 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

- b. Discussion ensued regarding the condition of fencing as part of the request. Vice-Mayor Yackel wanted to see a barrier that prevents direct access to neighboring residential properties as a condition. Councilman Self asked if there was an alternative to fencing that could deter foot traffic. Councilman Walters feels a natural barrier would be better.

Mayor Phelps asked for input from the developer. Mr. Packett stated he proposed a fence along the boundary of the apartments he constructed in front of Rappahannock Community College. In his experience, he has spent thousands of dollars repairing the fence due to damage by the neighbors, not by residents of the apartment complex. When this project was started, he proposed erecting a berm, in lieu of a fence, to raise the elevation. Mr. Packett is not opposed to the fence, but he does not believe it will be as appealing as the berm with landscaping.

Vice-Mayor Yackel moved to approve the CUP request with the condition that a fence be constructed on the property between the property and the existing single-family dwellings. Councilwoman Palmore seconded the motion, and the motion did not carry.

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

Councilwoman Hubert moved to approve the CUP request with the condition that a berm with landscaping as proposed by the developer be installed. The motion was seconded by Councilman Walters 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

- c. Vice-Mayor Yackel moved to approve the modification as presented. The motion was seconded by Councilman English 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

- d. Councilman Self moved to approve the CUP as presented, allowing for 24-hour operation. 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

The Planning Commission members were excused as the public hearing portion of the meeting had concluded.

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

James Clifford Mullin, 8351 Historyland Highway, stated that his wife is fond of the planters at the Town Office and the hanging baskets located throughout the Town, particularly the green vines that hang from them. At a previous session, he mentioned the need for pavers under the Warsaw bench located at Michelle's Sweet Treats. He thanked whoever brought and installed the pavers. Mr. Mullin also spoke to the condition of the roof at Mead on Main. To close, Mr. Mullin likes the bird mural along the side of the building where Big City Diner is located.

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

REPORTS

MAYOR'S REPORT: Mayor Phelps deferred his comments to save for later throughout the meeting.

TOWN MANAGER'S REPORT:

Mr. Quesenberry presented his report to the Town Council. The Town Manager's report reviewed the mural project, economic development update, council retreat, and upcoming events.

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

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. Chief Peterson added that a great team is now in place at the PD. Vice-Mayor Yackel informed Chief Peterson that he likes the format of the monthly report he provides.

PUBLIC WORKS REPORT:

Mr. Schools presented his report, which was included in the Town Council packet. A copy of the report is attached to these minutes as Attachment 3.

COUNCIL COMMITTEE REPORT:

No committees met during this time.

PLANNING COMMISSION: The Planning Commission did not meet.

NORTHERN NECK REGIONAL JAIL REPORT: The population report was provided in the Town Council packet. Vice-Mayor Yackel stated there were two items on the agenda for the NNRJ board meeting. First, it was approved to issue an RFP to find a company that could lead the jail in

reducing utility costs, with the savings to be allocated toward capital projects. Second was the updating of the jail's policy on prisoner escapes.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mrs. Coates stated that she had addressed the need for Dominion to redesign the electrical upgrade in a previous meeting. Dominion needed to set a pole to bring service to the building, but a neighboring property owner would not grant us the easement, so it had to be returned to Dominion. It has been redesigned, and a work order has been released. Casone Enterprises needs to install the CT panel inside 74 Main, which is expected to be completed within the next 7-10 business days. At that point, the county will conduct an inspection and release the job to Dominion. Mayor Phelps expressed that the Town Council is getting tired of the project not moving forward. Several negotiations have taken place to try to resolve the matter. If, in 7-10 days, the project is not where it needs to be, Mayor Phelps would like to see options for exercising the Town's right to take the bond. **Well Replacement Project:** Mr. Quesenberry reported that the Town has successfully applied for an FCAP (Financial and Construction Assistance Program) Grant. This is a new grant offered by the Virginia Department of Health. Virginia's General Assembly allocated \$26 million to address water systems across the state. The application was submitted on the first day the grant opened. The application is for a 75% grant, which would be \$1,046,250.00. The remaining 25% can be financed through them, and their financing rate is 1.00% below the prevailing interest rate. **DHCD Housing Project:** Mr. Quesenberry stated the invoices provided in the packets are for the demolition and purchase of the new homes for the rebuilds. Mr. Quesenberry added that this project has been one of the most rewarding projects he has worked on. It is anticipated that the homeowners will be in their new homes by Christmas.

NEW BUSINESS:

WATER AND SEWER CONNECTION FEE WAIVER REQUEST – GREGORY PACKETT – REVERE STATION

Mayor Phelps addressed the request made by Mr. Packett to reauthorize the waiver request for water and sewer connection fees for Revere Station. It was previously granted and has since lapsed at no fault of Mr. Packett's. If the waiver is approved, approximately \$130,000 in connection fees would be waived.

Councilman Self stated that Mr. Packett has brought homes to this community and this town. The Town Council has supported him in the projects he has undertaken so far and has stood behind him. Councilman Self would like the Town Council to consider these waivers again, given that the delay was not his or the Town's fault. Councilman Walters agreed with Councilman Self. Vice-Mayor Yackel said that he wished he knew if the Town was going to be awarded the well replacement grant. If so, he would feel more comfortable about approving this waiver request again. It is not the Town's fault that it didn't move forward in the first year. If we have to pay for the new water tank, then we need every dollar we can get from it. Water and sewer have to

support themselves. If we don't collect the water and sewer fees, our citizens will have to make up for it.

Councilman Walters moved to approve a 50% waiver of the water and sewer hookup fee for Revere Station. The motion was seconded by Councilman Self and carried with the following votes.

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

Councilman Self asked the Town Manager to add basketball courts to next month's agenda.

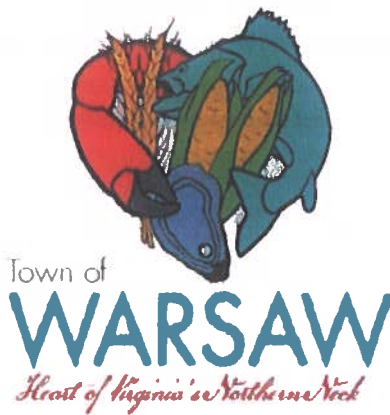
CLOSING COMMENTS: Mayor Phelps requested closing comments from Town Council members and Planning Commission members.

- Councilman Walters urged everyone to attend Bill Northern's Celebration of Life that will be held on Saturday at the Town Park. He also agrees with Mr. Mullin that the plants in Town are beautiful. He inquired about the Rte. 360 median landscaping project that was previously brought to the Town Council. Mr. Quesenberry responded that a meeting is scheduled for the following week with the Friends of Rappahannock organization. The Town was awarded a \$150,000 grant to beautify the medians coming into town. Mrs. Coates credited Robin France for her assistance with the hanging baskets throughout town.
- Chairwoman Barbee thought there was great discussion on the public hearing requests tonight.
- Councilman Self thought it was a very productive meeting. He doesn't ever recall having a meeting with so many public hearings at one time. A lot is happening, and there is a lot to see in the coming months. He is looking forward to seeing this Town continue to grow.
- Commissioner Evans thought it was a great meeting, and he is excited for the future. He recalled how, when he moved here in 2006, it felt like a ghost town. It is great to see everything that is happening, and he's happy to be a part of it.
- Councilwoman Palmore offered a big thank you to the refuse collection workers. It has been sweltering over this past month, and they are doing a thankless job.
- Commissioner Forrest wished to reiterate what Vice-Mayor Yackel stated earlier. There is a lot of extremely old infrastructure in Town that can and will fail. There must be money available to repair it. The water and sewer are separate entities that cannot be financed from the General Fund. The funding for water and sewer projects is provided through grants, loans, and connection fees. That's three sources of money for infrastructure.
- Commissioner Reynolds – no comments.

- Councilwoman Hubert thought it was a great, comprehensive meeting. This is how Town governance should look.
- Councilwoman Bryant shared that it was nice to see the Planning Commission tonight. She is so proud of the Town.
- Councilman English agreed with everyone's comments. Additionally, he announced that Richmond County Little League will be hosting a sandlot day at the ballpark on Saturday, August 16, starting at 4 pm.
- Vice-Mayor Yacked asked if the old Verizon building was still being used. Mrs. Coates responded that it is a CO office, and technicians were still housed there.
- Mayor Phelps thanked everyone for coming.

There being no further business, Mayor Phelps adjourned the meeting at 7:35 pm.


Submitted by: Julia Blackley- Rice, Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 08/14/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Mural Project

Thank you to those that were able to join us for a small ribbon cutting ceremony and official unveiling of the mural entitled the Osprey of Fones Cliffs. We're very pleased with the final product and want to once again thank Mr. Jon Murrill for his amazing work. We look forward to our next mural sometime next Summer.

2. Economic Development Update

We are currently working with a national industrial/commercial firm to identify space for new construction in Town. I held a meeting with the County Administrator to discuss the addition of land to the Commerce Park, allowing for enough acreage in an appropriately

zoned area of Town for this potential operation. We hope this will work for all parties involved and I will keep you informed as this project progresses.

3. Council Retreat

I am pleased to have worked with VRSA (Virginia Risk Sharing Association) to offer our inaugural Council Retreat free of charge to our Town. Mr. Peter Stephenson will be hosting this for us, and he brings over 35 years of local government management experience, both as a Town Manager and as an elected representative. During a portion of the retreat, he will host Town leadership and Department Heads in a collaborative session where we work together with you on shared goals, a shared vision, and how we can continue to make Warsaw better each day in a collaborative environment. Please check your emails for future updates.

4. Upcoming Events

- a. Fourth Fridays Concert Series, featuring TRADEMARK – Friday, August 22nd, 2025
- b. Community Market – Every 2nd and 4th Saturday of each month – Warsaw Town Park
- c. Celebration of Life – Bill Northern – Warsaw Town Park – Saturday, August 16th, 2025 from 2PM to 4PM

Warsaw Police Department

From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

July 1-31, 2025

Total calls for service: 735

Section I: Incidents 4

DATE	CASE	OFFENSE	BLK / STREET
07/03/2025	2025-000109	18.2-266: DUI 3 rd Offense Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-371.1: Child Neglect Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-388: Public Intoxication Misdemeanor	4000-Blk Richmond Road
07/13/2025	2025-000111	18.2-111: Embezzlement Felony	5000- Blk Richmond Road

Section II: Arrest 6

DATE	CASE	OFFENSE	BLK / STREET
07/02/2025	2025-000108	19.2-306: Probation Violation Felony	400-Blk Main Street
07/03/2025	2025-000109	18.2-266: DUI 3 rd Offense Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-371.1: Child Neglect Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-388: Public Intoxication	4000-Blk Richmond Road
07/10/2025	2025-000110	19.2-306: Probation Violation Felony	400-Blk Main Street
07/13/2025	2025-000111	18.2-111: Embezzlement Felony	5000-Blk Richmond Road

Section III: Traffic 109

Driving on Suspended/Revoked License	0
Reckless Driving	1
Distracted Driving	16
Speeding	16
Expired Inspection	12



Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III Continued

Expired / Improper VA Registration	11
Town Citations Issued	6
All Other Traffic Summons	38
Traffic Crashes	9

Section IV: Community Engagement 730

Neighborhood Select Patrols	184
Business Checks / Directed Patrols	402 /141
Community Events	3

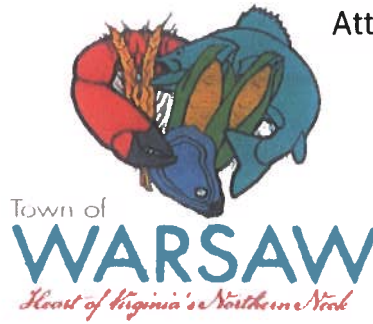
Joseph N. Quesenberry
Town Manager

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. Hamblin

Rebecca C. Hubert

Ralph W. Self

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: Jesse Schools, Director of Public Works

DATE: 8/14/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for July – 188,400 gallons, an increase of 8,700 gals from the month of June average daily flow.

Maximum influent flow for July – 272,000 gallons, an increase of 23,600 gals from the month of June max flow.

Nutrient Sampling Results

For July the average effluent Total Nitrogen (TN) concentration was 1.89 mg/l, within the limits of our permit.

For July the average effluent Total Phosphorus (TP) concentration was 0.16 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant permit requires additional testing for fecal coliform for the month of July (1 per week) All test values were below the maximum allowable limit.

The Plant effluent flow meter was replaced and calibrated.

Failing D.O. meters and probes that are essential to dissolved oxygen measurements were replaced to contribute to achieving optimal treatment process.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean J. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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Increased rainfall kept operators busy with treatment challenges and site appearance. Road erosion, heightened grass growth etc. - proved to be very time-consuming.

Staff cleaned all SBR blower filters and lubricated equipment.

Operators cleaned all banks of our UV system.

Orders were placed on supplier lead times and installation times to avoid delays.

Treatment Plant Operators assisted with recording water meter readings.

Treatment plant effluent samples for the month of July met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of July we are at a 2nd water loss.

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

We took an HAA and THM sample at the YMCA, results came back absent.

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

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

All water and sewer right of ways were cut.

We experienced a service line water leak on College Avenue, that has been repaired.

-Refuse Department

For the month of June town staff made 15 trips to the landfill totaling 116 tons or 232,000 pounds of trash.

The town received over 80 applications for our trash truck driver job, we narrowed it down to 5, interviewed and have selected, he will start on Monday August the 18th.

-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.

Started cutting grass at all town-owned facilities along with the median strips along RT. 360.

Watering of all hanging baskets and stationary planters in town.

Public Works also replaced 20 American Flags throughout town.

Helped with the setup and takedown for the Movie on Main.

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 = **5,952,100 gallons**

Sold: Residential gallons

Total Sold = **5,783,051 gallons**

B: Difference: (Produced+Purchased) - Sold = **169,049 gallons**

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

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="2,500"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="0"/>	gallons
Fire Department Use	<input type="text" value="0"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="12,500"/>	gallons
Office/Police Dept.	<input type="text" value="5,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **29,300 gallons**

Loss: Unaccounted-for Water: (B-C) = **139,749 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **2 % unaccounted - for loss**

days in billing period

Gallons / Day Loss = **4,819 gallons/day**

Gallons / Minute Loss = **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!