

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
SEPTEMBER 11, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting on Thursday, September 11th, 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, Rebecca Hubert, Daphne Palmore, Ralph Self, and Bobby Walters. Council members absent: Jonathan English.

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, Police Officer Paul Carson and Treasurer/Clerk Julia Blackley-Rice.

Also present: There were approximately eleven 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 Palmore moved to approve the consent agenda as presented. 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	Rebecca Hubert	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Bobby Walters	Aye		

Mayor Phelps called for a moment of silence in memory of the lives lost on 9/11/2001.

PUBLIC COMMENT

James Clifford Mullin, 8351 Historyland Highway, began by complementing the Town on the growth that has occurred and expressed that he is looking forward to what is to come. Mr. Mullin's first comment of concern regards the vacated VDOT property and the potential this lot has in the center of Town. Mr. Mullin suggested to council to pursue this property and have the Planning Commission investigating opportunities present. Additionally, Mr. Mullin addressed concerns regarding the speed limit and a length vehicle limit adjustment. Mr. Mullin closed out his comments by encouraging the Town to dive deeper into the vehicle length limit and a speed limit reduction.

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:

Town Manager Joseph Quesenberry presented his report to the Town Council. The Town Manager's report reviewed the Virginia Town and Center Magazine feature, a letter of correspondence from the Town of Montross Mayor, an economic development update, Christmas Town updates, RCC project update, 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 of Police, Sean Peterson, announced that the Police Department received another recurring grant from the DMV for speed enforcement for \$8,000. Chief Peterson recapped all the grants that have been acquired in the last 4 months, which include an equipment grant for \$70,000, the 599 grant for \$45,000, the office wellness grant for \$11,000, and renewal of the bulletproof vest grant that reimburses 50% of bulletproof vests bought for officers. This brings a total of approximately \$160,000 in grants.

On September 19th, there will be a large police presence as there will be a live training for one of the local banks. Chief Peterson complemented his team and is looking forward to the future.

Councilman Self recalled Mr. Mullin's comments and addressed the area of concern of Menokin Road and trucks using Menokin Road and hitting the bypass. Councilman Self-addressed local farmers concern with having to travel to different locations and asked Chief Peterson to continue to support our farmers and to address this situation. Chief Peterson commented that he and his subordinates have been in contact with trucking companies and VDOT to help clear up the situation at hand. Mr. Quesenberry commented that we are waiting on VDOT to change the signage, and that we are not writing tickets for farmers taking a left on Main Street at this time.

PUBLIC WORKS REPORT:

Director of Public Works, Jesse 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.

Mayor Phelps commented on Mr. Schools report of how all the well testing in Town came back satisfactory. Mayor Phelps inquired if this includes the well that we are going to be replacing and Mr. Schools confirmed.

COUNCIL COMMITTEE REPORT:

Vice-Mayor Yackel reported that the Ordinance Committee met and deferred the conversation to be addressed under new business.

No other committee met.

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 that the Director of the Programs Department gave a presentation that addressed the different programs offered at NNRJ. These programs are only offered for local prisoners – not Federal. Vice Mayor Yackel addressed the updates on topics that may affect regional jails.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street:

The Town Manager stated that there was no substantive update at this time. The Town is working with the legal counsel to explore options and opportunities, and Mr. Quesenberry hopes to provide an updated statement at a later date.

Well Replacement Project

Mrs. Coates reported that we have completed the Financial and Construction Assistance Program Grant and we are awaiting a decision on the application. Once we are informed of the funding opportunities, the project will be put out to bid. Mayor Phelps asked if there was a timeline for the grant, and Mrs. Coates confirmed that we should know something by the end of September.

DHCD Housing Project:

Mrs. Coates stated that the two contracts on the complete rebuilds for the modular homes have been signed. Mrs. Coates is under the impression that the homes have been ordered. On Tuesday, September 16th, the management team will meet. Here, the permitting process of what needs to happen with Richmond County, and the Town of Warsaw will be reviewed with the contractor and Clayton Homes. Mrs. Coates stated that the last rehab home on Belle Ville is being worked on during this time. Two and a half of the rehabilitations have been completed and the two complete rebuilds will be occurring within the next one-to-two months, with demolition starting in a month.

NEW BUSINESS:

ZONING SUBDIVISION DMO ORDIDANCE UPDATE PROPOSAL

Major Phelps spoke on behalf of Councilman English, chairman of the ordinance committee. Mr. English fully supports the adoption of the proposal. Vice-Mayor Yackel addressed how the Berkeley Group was selected. Vice-Mayor Yackel stated this proposal was more expensive than the other proposal submitted, but the Berkeley Group was very in-depth with what they are going to provide. Mr. Yackel stated that the Berkeley Group was the recommendation that was being made to the Town Council.

The Town Manager identified funding for the project proposed to cost \$110,735. He stated the need to use reserve funds. However, the Stormwater Water Local Assistance Fund holds

approximately \$100,000 that we are supposed to get in the form of a grant. The aggregate amount that would come out of the reserve fund would be roughly \$15,000.

Mayor Phelps asked when the last time was that the ordinance was updated. Mr. Quesenberry stated that it was adopted in 1996, but there has not been any major update since its adoption. Mayor Phelps agreed that this is something that needs to be done. Vice-Mayor Yackel addressed that with the growth the Town is experiencing and will be experiencing, this is something that needs to happen.

Councilman Walters moved to authorize the Town Manager to sign and execute the proposal presented by Berkely Group. The motion was seconded by Vice-Mayor Yackel and carried the following votes.

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

BASKETBALL COURT DISCUSSION

The Town Manager provided an update from RCC, where RCC is developing a proposal akin to the tennis court project. Mr. Quesenberry hopes to partner with Richmond County on this project, with financing to come from both the Town and the County. RCC would front the financing in the beginning, but the Town would pay over time, like what was done with the tennis courts. Along with this proposal, Mr. Quesenberry will work on a grant for a police call box. Councilman Walters asked about the public engagement that is involved with the potential basketball courts, and Assistant Town Manager Melissa Coates expressed that this is something that has been a popular topic in the past. Vice-Mayor Yackel expressed that he is all for this project if Richmond County is willing to help.

SCHEDULE PUBLIC HEARING

Mayor Phelps stated that we needed to schedule a public hearing for an outdoor storage building at 4492 Richmond Road, tax map 16C17. The Assistant Town Manager stated that Mr. Campbell is looking to have The Old Hickory Buildings for sale on the lot, and he is looking to expand business into the Town. The lot is zoned C2, which will require Mr. Campbell to have a Conditional Use Permit and public hearing.

Councilman Self moved to schedule the public hearing at the next regular meeting. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

HALLOWEEN TRICK OR TREAT

A motion was made by Councilwoman Palmore to designate Friday, October 31 from 5PM-8PM as the trick-or-treating hours for the Town. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

CLOSED SESSION- 2.2-3711 A-7 – PROSPECTIVE BUSINESS AT SELFTOWN ROAD AND ROUTE 360

Vice-Mayor Yackel moved to enter into a closed session in accordance with Virginia State Code Sections 2.2-3711A (7) as it relates to the discussion of a prospective business at the intersection of Selftown Road and Route 360. Councilman Self seconded the motion, which carried with the following votes.

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

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

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

There was no action out of the closed session.

Councilman Bobby Walters asked for an update on the Warsaw sign. Mr. Quesenberry stated that the sign should be up in time for Warsaw Fest.

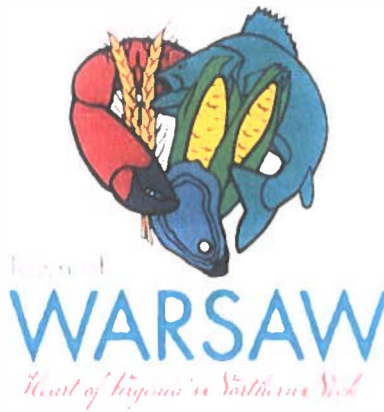
CLOSING COMMENTS:

- Councilman Walters stated that the Town looks great, the plants in town are a wonderful touch, the grass around the bounds looks better, the water in the bounds looks good, and the foundations are working.

- Councilwoman Bryant stated her remembrance of 9/11. Additionally, she shared her gratitude for the police department, and is looking forward to Warsaw Fest, Halloween, and Christmas Town.
- Councilman Self stated that as he gets older, time goes faster. He stated that we do great things in this town and there are great events that are coming up in our town and that we should always be grateful.
- Councilwoman Hubert stated that it was a great meeting, and she is looking forward to reading the article that Warsaw was featured in.
- Councilwoman Palmore commented that it was a great meeting. She also thanked Mr. Schools and all public works for all their hard work, as well as Mr. Quesenberry and Mrs. Coates for their work behind the scenes.
- Vice-Mayor Yackel stated that Councilwoman Palmore is now the alternate for the NNRJ board and knows she will do great. Additionally, Vice-Mayor Yackel suggested that when flower baskets are taken down in the Town that we should raffle off or see if any citizens that may want them.
- Mayor Phelps stated that it is a good time and challenging time for the Town, and he is glad we have a good town staff and council to support us.

There being no further business, Mayor Phelps adjourned the meeting at 6:55 pm.


Submitted by: Julia Blackley- Rice, Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 09/11/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Virginia Town and City Magazine

We are pleased to announce that the Town of Warsaw is one of three (3) featured communities in the Virginia Town and City Magazine, the bi-monthly publication of the Virginia Municipal League. The magazine goes out to every City and Town Council in the Commonwealth, with Warsaw being highlighted for our amazing transformation within the last decade. Thank you to Mayor Phelps who also joined me for a podcast that is featured on their website. Special thanks to the Montross Town Manager and Council for sending us official Council correspondence that congratulated us on our featured article.

2. Economic Development Update

We are continuing our work with a national distribution firm to identify space for new

construction in Town. We are still in hopes of being able to utilize the last of the available land in the Commerce Park for this development. We will keep you posted as things progress.

We've also had recent interest by a small commercial retailer in the new Midtowne space, a climate-controlled storage facility on an empty parcel in Town, an outdoor shed dealership (located in your packets) and we are still working on a national convenience center. Lastly, we are working with the Commonwealth and with Mr. Beale to discuss a boutique hotel on the second floor of his building. We will keep you updated as these projects progress.

3. Christmas Town 2025

We just concluded our annual Christmas Town stakeholders meeting earlier this week, where we invite all pertinent parties to meet and discuss logistics for the event. We plan to have new rides this year and to consolidate all operations to Main Street and the Town Park, alleviating the need for staffing at the Bounds. We hope this will not only be safer but will create a more condensed and inclusive feel for our vendors and attendees. We will delve into this more at a future meeting.

4. RCC Project

The RCC Health Sciences Project will hold a construction bid opening later this month! Should the bid amounts come in at budgeted levels, a groundbreaking ceremony may be held in the coming subsequent weeks. The college did recently find out that VDOT may be requiring a turn lane to be added to the complex, amounting to a \$500,000 change order request. We are working with them to hopefully mitigate this expense, as it may negatively impact the future of the project. We will update you as this progresses.

5. Upcoming Events

- a. Council / Department Head Retreat – Tuesday, October 21st at 11 AM – Town Hall
- b. Community Market – Every 2nd and 4th Saturday of each month – Warsaw Town Park
- c. Warsaw Fest – Saturday, October 11th from 10am to 4PM
- d. Trunk or Treat – Main Street Program – Friday, October 31st (more details to follow)

TOWN HALL
15869 KINGS HIGHWAY
P.O. BOX 126
MONTROSS, VA 22520
PH. (804)493-9623
FAX (804)493-9036
E-mail: townofmontross@verizon.net

Town Manager
Francine G. Taylor



Est. 1852

Town of Montross

Mayor
JOSEPH P. KING

Vice-Mayor
KATHRYN S. WITTMAN

Council
CLINTON A. WATSON, JR.
CAROLYN K. CARLSON
AARON L. HOOKS
DARRIN J. LEE
DAVID L. SMITH

September 1, 2025

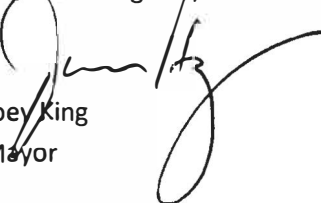
Randy Phelps
Mayor
Warsaw Town Council and Staff
Town of Warsaw
78 Belle Ville Lane
Warsaw, VA 22572

Dear Randy,

I hope this email finds you well. I am writing today to on behalf of our Town Council and Administration to provide our heart-felt congratulations to the Town of Warsaw regarding being featured in the Virginia Town and City Magazine for July and August 2025.

More importantly, your accomplishments are simply amazing. Warsaw truly makes the Northern Neck a special place.

With Kind Regards,


Joey King
Mayor

Cc: Fran Taylor, Town Manager
Kathryn Wittman, Vice-Mayor

County Seat of Historic Westmoreland County



Warsaw Police Department

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT

August 1-31, 2025

Total calls for service: 789

Section I: Incidents 8

DATE	CASE	OFFENSE	BLK / STREET
08/06/2025	2025-000114	18.2-41: Assault By Mob Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-47: Abduction Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-51: Malicious Wounding Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-415: Disorderly Conduct Misdemeanor	4000- Blk Richmond Road
08/08/2025	2025-000115	18.2-95: Auto Theft Felony	40- Blk Bluebird Lane
08/13/2025	2025-000116	18.2-51.6: Strangulation Felony	4000- Blk Richmond Road
08/13/2025	2025-000116	18.2-57.2: Domestic Assault Misdemeanor	4000- Blk Richmond Road
08/20/2025	2025-000117	Runaway Juvenile Found Safe	100- Blk Jones Lane

Section II: Arrest 6

DATE	CASE	OFFENSE	BLK / STREET
08/06/2025	2025-000114	18.2-41: Assault By Mob Felony	400-Blk Main Street
08/06/2025	2025-000114	18.2-47: Abduction Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-51: Malicious Wounding Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-415: Disorderly Conduct Misdemeanor	4000-Blk Richmond Road
08/08/2025	2025-000115	18.2-95: Auto Theft Felony	40-Blk Bluebird Lane
08/13/2025	2025-000116	18.2-51.6: Strangulation Felony	4000-Blk Richmond Road
08/13/2025	2025-000116	18.2-57.2 Domestic Assault Misdemeanor	4000-Blk Richmond Road

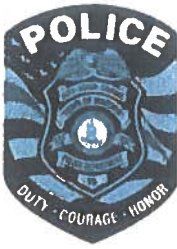
549 Main Street – Warsaw, VA 22572

www.townofwarsaw.com/police



Warsaw Police Department

From the desk of Chief Sean L. Peterson



Section III: Traffic 93

Driving on Suspended/Revoked License	0
Reckless Driving	2
Distracted Driving	9
Speeding	28
Expired Inspection	4
Seatbelt	3

Section III Continued

Expired / Improper VA Registration	3
Town Citations Issued	9
All Other Traffic Summons	30
Traffic Crashes	5

Section IV: Community Engagement 568

Neighborhood Select Patrols	114
Business Checks / Directed Patrols	395/56
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



COUNCIL MEMBERS

Randall L. Phelps – Mayor

Paul G. Yackel – 1st Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Baron 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: 9/11/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for August – 184,500 gallons, a decrease of 3,900 gals from the month of July average daily flow.

Maximum influent flow for August – 198,000 gallons, a decrease of 74,000 gals from the month of July max flow.

Nutrient Sampling Results

For August the average effluent Total Nitrogen (TN) concentration was 1.88 mg/l, within the limits of our permit.

For August the average effluent Total Phosphorus (TP) concentration was 0.15 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Plant staff collected samples (seven sample points) to complete our ground water monitoring test for the third quarter of 2025.

Operators serviced equipment as required by our preventive maintenance program.

Operators cleaned all banks of our UV system.

Treatment Plant Operators assisted with recording water meter readings.

Joseph N. Quesenberry
Town Manager

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

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

Staff also worked the Towns August 4th Friday Concert.

-Water Department

Attached you will find the Water Loss Report, for the month of August we are at a 2% water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

We took raw water samples at each well and all came back in compliance.

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

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

Woodland Heights newly added water and sewer line passed all AWWA regulations and is now active in our system.

The Town experienced a water leak on RT 360 in front of Shell Station. We decided not to fix it, but to cap off that main line and get some of it out of the road. We have plans to get the rest of the water main out of that intersection entirely soon.

-Refuse Department

For the month of July town staff made 17 trips to the landfill totaling 137 tons or 274,000 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

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

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

Watering of all hanging baskets and stationary planters in town.

Monthly Water Loss Report

Water System: **Town Of Warsaw**

For the Month of: **August**

Year: **2025**

Water Produced this month:

5,671,000 gallons

Water Purchased this month:

gallons

A: Total Water Produced and Purchased =

5,671,000 gallons

Sold: Residential

5,500,934 gallons

Total Sold =

5,500,934 gallons

B: Difference: (Produced+Purchased) - Sold =

170,066 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

0 gallons

Fire Department Use

0 gallons

Leak adjustments

0 gallons

Maintenance shop

7,500 gallons

Sewer jetting

1,800 gallons

Town watering flowers

15,000 gallons

Office/Police Dept.

5,000 gallons

Pool

gallons

C: Total Gallons Accounted For =

29,300 gallons

Loss: Unaccounted-for Water: (B-C) =

140,766 gallons

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

**2 % unaccounted
- for loss**

Gallons / Day Loss =

32 days in billing period

Gallons / Minute Loss =

4,399 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!