

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JUNE 12, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting on Thursday, June 12, 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, Jonathan English, Daphne Palmore, Ralph Self, Bobby Walters. Councilmembers absent: Mary Beth Bryant and Rebecca Hubert.

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

Also present: There was approximately one other person present in the Council Chambers.

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA:

Councilman English corrected the minutes to state that he abstained from the vote concerning the FY26 Northern Neck Regional Jail Budget approval.

Councilwoman Palmore moved to approve the consent agenda with the corrected minutes. The motion was seconded by Councilman Walters and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Jonathan English	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments. Since there were none, 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, Woodland Heights subdivision, Savvy Citizen App, upcoming events, and staffing changes. While discussing staffing changes, Mr. Quesenberry announced that Miss Ryleigh Garrison has joined the administrative team in the

position of Accounting Clerk. Miss Garrison introduced herself to the Town Council, adding that she had received many warm welcomes, support, and encouragement from her coworkers during her first weeks there.

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. In the Chief's absence, Lieutenant Radden provided the police report. Lt. Radden added that the Warsaw PD was awarded a no-match grant for officer health and wellness, which allowed them to purchase ergonomic chairs, desk risers, and other necessary equipment. The chief is currently working on a COPS grant to fund another officer for a three-year term. The Warsaw PD was proud to escort Richmond County's tennis, softball, and baseball teams out of town over the last two days. Lt. Radden stated the interaction with the community is fantastic, and the partnership with the Sheriff's Office continues to improve every day.

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. Mr. Schools reported that the total nitrogen for May was 2.42 mg/L, which is a correction to the previously provided report. The updated figure remains within the permit limits.

Mr. Schools added that a concrete grinder was rented, and a public works employee has been addressing the uneven sidewalks along Main Street. The project should be completed tomorrow.

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 reported that several items passed by the state government required changes in the NNRJ handbooks. The U.S. Marshal Service awarded a plaque to the jail to recognize 30 years of collaboration.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mrs. Coates reported that there has been a slight delay with Dominion Energy due to a neighboring property owner's refusal to grant an easement for the new power pole location required for the electrical upgrade. The electrical upgrade must be completed before the project can progress any further. Over the past few weeks, the ceiling has been painted, and the HVAC equipment has been delivered; however, the project is stalled until the electrical component is completed. **Well Replacement Project:** Mr. Quesenberry reported that the

application process for the USDA is more cumbersome now than it used to be. Mr. Quesenberry is currently seeking funding opportunities through the USDA and the Virginia Department of Health's Office of Drinking Water. **DHCD Housing Project:** Mrs. Coates reported that the project is still in the process of rehab on the three homes. One has nearly been completed, and two are currently in progress. The other homes in the project will be completed, and we are awaiting the construction of the modular homes. Once the modulars are completed, the demo can begin. Mrs. Coates anticipates movement on the complete rebuild projects in the next couple of months.

FY 2026 BUDGET ADOPTION:

Mayor Phelps reviewed the budget process and stated that, following the work session, public hearing, and discussions, the finalized proposal is now before the Town Council for adoption. Mr. Quesenberry noted that there haven't been any changes made since the public hearing.

Councilman Self moved to adopt the budget as proposed for fiscal year 2026. Councilwoman Palmore seconded the motion, and it carried with the following results.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Jonathan English	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

NEW BUSINESS:

WARSAW DEVELOPMENT MANAGEMENT ORDINANCE – WORK ORDER PROPOSAL & DISCUSSION

Mr. Quesenberry spoke about the need to update the Town's Development Management Ordinance (DMO). Updating the DMO will bring it in line with recent Town improvements, such as the updated Town Code, Comprehensive Plan, and website. The current DMO is cumbersome and outdated. Mr. Quesenberry believes that there hasn't been a substantive edit to the DMO since 2003, and changes to the State code are not reflected in our ordinance. Mr. Quesenberry has reached out to the Berkley Group, who worked with us on the Comprehensive Plan, and has received a quote for \$115,164. Mr. Quesenberry added that there are a couple of funding opportunities that could help cover the project's costs. There are funds remaining in the SLAF Grant of approximately \$100,000, as well as a pending legal settlement with Chesapeake Donuts, which will be discussed in a closed session and is anticipated to yield approximately \$20,000. Those monies could be used to cover the cost of the upgrade. Mr. Quesenberry has previously discussed this project with the Mayor, who requested that an RFP be issued for the project. Mr. Quesenberry plans to have the project request for proposals published within the next week.

BUSINESS IMPROVEMENT GRANT APPLICATION – RISE & SET PROVISIONS

Councilman English spoke as the chair of the Economic Development Committee. He stated an application had been received from Rise and Set Provisions requesting reimbursement for new signage and a new sign upgrade. The owner spent \$3,593.52 and is asking for \$1,797.00, half of the amount expended. The Economic Development Committee voted to recommend approval,

with three members in favor and one abstaining. Mrs. Coates added that \$3,200.00 remained in the budget line item for the fiscal year.

Councilman English moved to approve the Economic Incentive application from Rise and Set Provisions. Councilman Walters seconded the motion, which carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Jonathan English	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

SADDLERY FOUNDATION – COMMUNITY & VETERANS MEMORIAL DEDICATION

Mrs. Coates reported that the Saddlery Foundation will host its memorial dedication at the Saddlery on June 26 at 5:30 p.m. Everyone from the community is invited to attend. The monument has been placed, and it was donated by an individual who will be recognized at the event.

CLOSED SESSION- 2.2-3711 A-7 – LEGAL MATTERS CONCERNING CHESAPEAKE DOUGHNUTS

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 legal matters concerning Chesapeake Doughnuts. Councilman Self seconded the motion, which carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Jonathan English	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 legal matters referenced. Councilman Self seconded the motion. 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
Jonathan English	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

There was no action out of the closed session.

CLOSING COMMENTS:

- Councilman Walters had no additional comments.
- Councilman Self thought it was another good meeting and wanted to thank the people who follow along online. He is looking forward to the 4th Friday concert, and the band Soul Expressions is sure to be a great one to see.

- Councilwoman Palmore welcomed Ryleigh to the Town. It's great to have a new face, and she seems happy to be here. The new landscaping looks lovely in front of the Town Hall.
- Councilman English stated that when visiting other localities, he tries to see where we are compared to others. I've been currently participating in a Little League tournament in Tappahannock at Essex County Little League. Mrs. Blackley-Rice is the president of our local Little League, which is well-run, looks phenomenal, and represents the community well. I enjoyed the honor of coaching the first-ever Coach Pitch District 15 All-Star Championship team. The young boys had the time of their lives for two weeks, and it was an honor to be a part of that group. The team went 4-0 and scored 69 runs overall and only gave up 13.
- Vice-Mayor Yackel congratulated Councilman English on his tournament run and added that there are so many of our Town Council members who do things for our community. Many people notice this and ask us about the Town. Ryleigh was talking about how close we are here, but also with the community, and it's true.
- Mayor Phelps congratulated Mr. Quesenberry, who was recently invited to a Federal Reserve Conference in Roanoke to speak in front of the Federal Reserve Board on the topic of housing and Warsaw. This was a very prestigious ask for Mr. Quesenberry and the Town.

There being no further business, Mayor Phelps adjourned the meeting at 6:51 p.m.


 Submitted by: Julia Blackley-Rice, Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 06/12/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Mural Project

Town staff members have obtained rights to paint a mural on the side of Big City Chuckwagon, adding a beautification element to the busiest intersection in the Northern Neck. The space, at 137 feet long, will be the largest mural project in the region. We anticipate having the mural completed sometime next month.

2. Economic Development Update

We were pleased to hold two ribbon cutting projects since our last meeting! The first was at Rise & Set Provisions, which was well attended by members of Council and the public. This new addition will allow residents from Warsaw and surrounding communities to purchase healthier alternatives for daily grocery needs. We welcome them to Town and wish them all

the best!

On Saturday, a ribbon cutting was held for Play-N-Fun Indoor Playground, a spacious facility located beside of Tractor Supply. The event had a large crowd with many children present. This amenity brings a large, safe indoor play area with interactive games and several pieces of active play equipment, as well as food and ice cream options. Please go check it out if you haven't done so!

Town staff are still working with a national gas station chain and on the hotel project for our downtown corridor. We will keep you informed as these projects progress.

3. Woodland Heights

Town Staff members continue to work with residents of Woodland Heights as we address any concerns that they may have regarding the proposed eight (8) homes to be built on the road, as well as the condition of the road itself. Woodland Heights road was built with no HOA/POA in place to fund repairs, nor at a large enough width to allow for it to be placed in the VDOT system. We have recently obtained a 50' easement for the road to be included in VDOT's system, but we are missing a small portion at the road's entrance. After meeting with VDOT officials, we will be working to obtain this easement, either through donation/purchase or eminent domain. We will keep you posted as this progresses.

4. Savvy Citizen – Interactive App

We are pleased to announce the official launch of our Savvy Citizen App, a 24/7 alert system with push notification abilities to alert citizens and visitors to important events. Whether there's a water line break that has occurred, a concert at the Town Park, or an active shooter situation, we have the ability to send notifications to registered accounts to alert the public. Starting soon, this will come with the same capabilities as the National Weather Service where we'll be able to send out texts to all Town residents, regardless of whether they have the app or not. Please take time to visit savvycitizenapp.com and sign up today!

5. Upcoming Events

- a. Community Market – Saturday from 9AM to 2PM at the Warsaw Town Park.
- b. Northern Neck Arts Festival – Saturday & Sunday from 10AM to 4PM – Belle Ville Farm - 15104 History Land Hwy, Warsaw, VA.
- c. Fourth Fridays Concert Series featuring Soul Expressions – Friday, June 27th at 7PM – Warsaw Town Park

6. Staffing Changes

We are pleased to announce that Ms. Ryleigh Garrison has joined our administrative team as an Accounting Clerk. Ms. Garrison is a native of Westmoreland County and recently graduated from the University of Mary Washington with degrees in Economics and Business Administration. We want to take this time to welcome her to our team and let her say a few words.



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT May 1 - 31, 2025

Total calls for service: 351

Section I: Incidents

DATE	CASE	OFFENSE	BLK / STREET
05/02/2025	2025-000074	46.2-864 / 18.2-57: Reckless Driving / Assault	4364 Richmond Rd
05/09/2025	2025-000076	18.2-461 – Summon LEO with intent to interfere	4188 Richmond Rd
05/29/2025	2025-000089	Welfare Check/investigation	52 Campus Drive.
05/30/2025	2025-00945	Possession of Stolen Property	4522 Richmond Rd.

Section II: Arrests

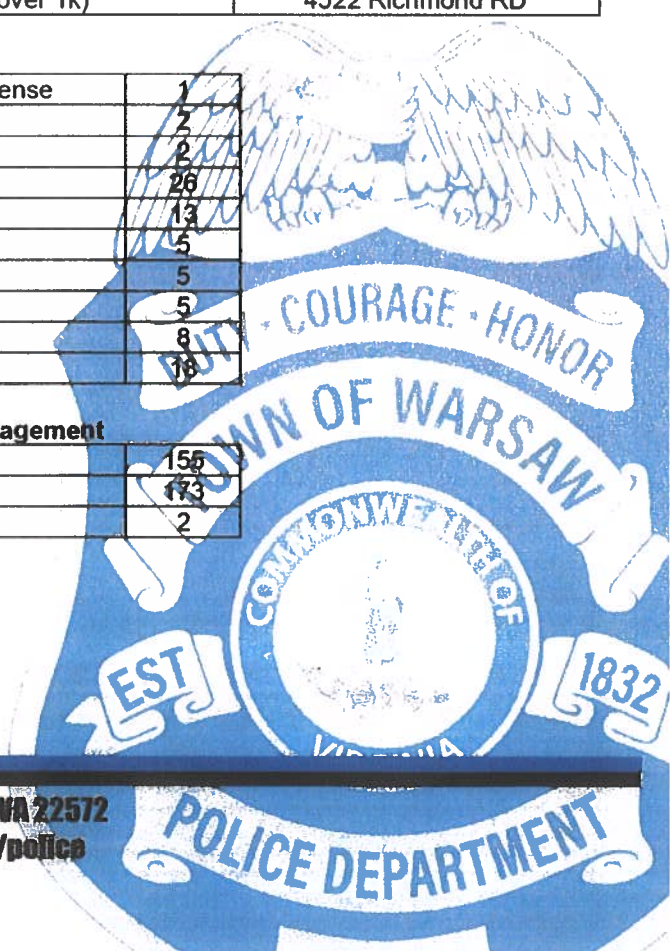
DATE	CASE	OFFENSE	BLK / STREET
05/02/2025	2025-000074	18.2-57 (Assault) / 18.2-137 (Damage/Mon) / 46.2-864	4364 Richmond RD
05/09/2025	2025-000076	18.2-461 (sum LEO w/inten) / 18.2-429 (	4188 Richmond Rd
05/21/2025	2025-000082	53.1-149 – Felony Probation Violation	471 Main Street
05/22/2025	2025-000083	19.2-306 Probation Violation	471 Main Street
05/30/2025	2025-00090	18.2-108 (Stolen Goods over 1k)	4522 Richmond RD

Section III: Traffic

Driving on Suspended/Revoked License	1
Reckless Driving	2
Distracted Driving	2
Speeding	28
Expired Inspection	13
Expired / Improper VA Tag	5
Town Citations Issued	5
All other traffic summons	5
Reportable traffic crashes	8
Traffic Warnings	18

Section IV: Community Engagement

Neighborhood Select Patrols	156
Business Checks	173
Community Events	2



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: 6/12/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for May – 191,600 gallons, an increase of 1,400 gals from the month of April average daily flow.

Maximum influent flow for May – 278,400 gallons, a decrease of 66,300 gals from the month of April max flow.

Nutrient Sampling Results

For May the average effluent Total Nitrogen (TN) concentration was 1.83 mg/l, within the limits of our permit.

For May the average effluent Total Phosphorus (TP) concentration was 0.14 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

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

Completed and submitted our monthly operations report.

Plant Staff collected samples at our six ground water monitoring wells to complete testing for our second quarter of 2025.

Operators serviced equipment as required by our preventive maintenance program.

Plant staff hosted two Treatment Plant tours for the Chesapeake Bay Governors School Students.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

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Treatment Plant Operators assisted with recording water meter readings.

Plant staff continue to work on the appearance of the buildings and grounds.

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

-Water Department

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

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

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

Nitrate-nitrite samples were collected at Well # 1,2, and 4. All came back good.

Cyanide samples were taken at Well 1 and 2, both came back good as well.

Lastly for samples, staff took VOC's at Well #4, also came back good.

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

All sewage pump stations were cleaned, greased, and alarm dialers checked.

Staff begin our yearly maintenance on all town-owned generators.

-Refuse Department

For the month of April town staff made 17 trips to the landfill totaling 133 tons or 266,000 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

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

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

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

Staff ripped out all bushes and mulch beds at the town office, all new bushes were planted along with river rocks in hopes to easily maintain it.

Monthly Water Loss Report

Water System: **Town Of Warsaw**

For the Month of: **May**

Year: **2025**

Water Produced this month:

5,742,800 gallons

Water Purchased this month:

gallons

A: Total Water Produced and Purchased =

5,742,800 gallons

Sold: Residential

5,513,725 gallons

Total Sold =

5,513,725 gallons

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

229,075 gallons

% Difference =

4 % total water loss

Gallons of Water Accounted For:

Breaks (Estimated Total)

10,000 gallons

Hydrant Flushing

2,500 gallons

Storage Tank/Clearwell overflow

0 gallons

Fire Hydrant Use

7,500 gallons

Fire Department Use

5,000 gallons

Leak adjustments

16,000 gallons

Maintenance shop

10,000 gallons

Sewer jetting

1,800 gallons

Town watering flowers

10,000 gallons

Office/Police Dept.

5,000 gallons

gallons

C: Total Gallons Accounted For =

67,800 gallons

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

161,275 gallons

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

3 % unaccounted - for loss

32 days in billing period

Gallons / Day Loss =

5,040 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!