

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
DECEMBER 11, 2025

The Warsaw Town Council held its regular meeting on Thursday, December 11, 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 Yackel, Mary Beth Bryant, Ralph Self, Jonathan English, Daphne Palmore and Bobby Walters. Council members absent: None.

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

Also present: Approximately one other person was 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

Vice Mayor Yackel moved to approve the consent agenda as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Bobby Walters	Aye

Tribute to Council Member Rebecca C. Hubert

Council held an extended period of reflection in memory of Council Member Rebecca Coggin Hubert. Mayor Phelps and members of Council shared personal memories and spoke of her dedication to public service, her career as a community banker, and the pride she took in customer service and branch growth. Members reflected on her love for her family, her enthusiasm for sports, particularly UVA and the Washington Capitals, and her passion for the Town's revitalization efforts and Christmas Town. It was noted that despite illness, she continued to serve fully and joyfully, and that her illness did not define her. Council expressed that her seat will be difficult to fill and extended heartfelt condolences to her family.

During this time, Councilwoman Palmore arrived at the meeting.

PUBLIC COMMENTS

No individuals signed up or came forward to speak during the public comment period.

REPORTS

MAYOR'S REPORT

Mayor Phelps spoke regarding filling the vacancy of councilwoman Rebecca Hubert.

TOWN MANAGER'S REPORT

Town Manager Quesenberry reported that Christmas Town will be held on December 13, 2025, from 11:00 a.m. to 6:00 p.m., followed by the annual parade at 6:00 p.m. He stated that approximately 124 vendors are registered to participate and that free public activities will include rides, entertainment, and attractions throughout the downtown area. He noted that a large, heated tent has been installed near Relish to enable the business to participate as it continues recovering from recent fire damage. Council members who wish to ride in Town vehicles in the parade were asked to arrive by 5:00 p.m., as the Town has the first three positions in the lineup. Road closures and traffic control plans are in place and coordinated with the Police Department.

Mr. Quesenberry provided an update on economic development, noting continued interest in the Commerce Park and additional inquiry regarding storage facilities. He also reported communication with prospective restaurant operators, particularly in the area of Mexican and Latino cuisine, which is currently underserved in both the Town and County. He stated that Relish continues to receive assistance related to grant and loan programs following their fire incident.

He reported that preparation of the FY 2026 budget and Capital Improvement Plan is underway. Department heads are preparing submissions due by December 31, after which an initial draft budget will be prepared for Council review. He further reported that staff is working with Senator Kaine's office regarding the former VDOT facility as a potential location for future public works operations, noting that once the Town's population exceeds 3,500, the Town will become responsible under state law for maintenance of its streets and will require appropriate facilities.

With respect to delinquent accounts, Mr. Quesenberry reported that the Town Attorney is proceeding with collection efforts related to meals tax accounts and revolving loan fund balances and that warrants in debt will be filed as necessary. He concluded by expressing condolences to the families of Council Member Hubert and to Public Works Director Schools on the recent loss of his father.

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

POLICE REPORT

Chief Peterson reported on preparations for Christmas Town and advised that Main Street will close at 8:00 a.m. from Route 360 to the Post Office. A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 2.

PUBLIC WORKS REPORT

Director of Public Works, Jesse Schools, presented updates regarding wastewater performance, water system maintenance, and refused disposal. Mr. Schools shared his story and remembrance of Rebecca Hubert and offered his condolences. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 3.

PERSONNEL COMMITTEE REPORT

Vice-Mayor Yackel reported that the Personnel Committee met and reviewed the revised Personnel Policy. He thanked Mrs. Blackley-Rice for the extensive time and research that went into the document. He explained that revisions include changes to the paid time off accrual schedule and an increase in the maximum PTO carryover from 120 to 160 hours, with one employee grandfathered above the cap.

Vice-Mayor Yackel moved to adopt the Personnel Policy as presented. The motion was seconded by Councilwoman Bryant and carried with the following votes.

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

PLANNING COMMISSION: No new business.

NORTHERN NECK REGIONAL JAIL REPORT

The Weekender Program is available to minor offender with very strict rules. The Program has been approved by a Judge for up to 10 people, but the program has risks. The population report was provided in the packet.

OLD BUSINESS

Well Replacement Project: Mr. Quesenberry provided an update on the well project, stating that the Town is awaiting a decision from VDH and that federal budget delays have contributed to the timeline. Assistance is being sought from Senator Kaine’s office.

DHCD Housing Update: Mrs. Coates reported that substantial progress has been made on the GCB housing project, and all three rehabilitation homes are complete. It is anticipated that families will be in their homes shortly after the New Year.

Basketball Court Discussion Update: Mr. Quesenberry reported that the RCC basketball court project has been approved at an estimated cost of approximately \$80,000, with construction expected to begin in early spring. Existing lighting will be reused, benches will be provided, and the Police Department is seeking grant funding for an emergency call box near the facility. The Town’s contribution will be made over a five-year period, similar to the tennis court project.

74 Main Street Project: Council discussed the need to hold a work session to determine the future use of the building and whether to maintain the original community center plan or consider alternate uses. Council agreed that the issue should be revisited formally. Council voted to schedule a special meeting on January 15, 2026, at 6:00 p.m. for the purpose of discussing the 74 Main Street project and to consider appointment to the vacant Council seat created by the passing of Council Member Hubert.

Councilman Self moved to have a special meeting on 1/15/2026 at 6:00 pm to address the 74 Main project and the vacant council seat of former Councilwoman Rebecca Hubert. The motion was seconded by Vice Mayor Paul Yackel and carried with the following votes.

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

NEW BUSINESS

New Business – Impact Analysis: Rhodes Place Development - Council discussed the fiscal impact analysis prepared for the proposed Rhodes Place development. Mr. Quesenberry summarized that the analysis projects annual revenues of approximately \$450,600 at full build-out and annual costs of approximately \$377,800, resulting in a net positive fiscal impact of about \$72,800. Council discussed the challenges of predicting residential spending behavior and utility usage, and several members expressed the

belief that actual revenues may exceed projected amounts. The report will be retained for reference when Phase II is considered.

Council Vacancy - Council formally acknowledged the vacancy created by the passing of Council Member Hubert. Mr. Quesenberry reported that state law requires the vacancy to be filled within 45 days. The Town will accept letters of interest and résumés from interested candidates, and applicant names will be announced prior to appointment.

CLOSING COMMENTS

- Councilwoman Bryant shared that she is looking forward to Christmas Town.
- Councilman Walters mentioned the Rappahannock Raiders and expressed excitement for the upcoming State Championship.
- Councilwoman Palmore stated that the Bounds look incredible, and her thoughts are with the families of Rebecca Hubert and Jesse Schools during this time.
- Councilman Self stated that the Town is starting to look a lot like Christmas and expressed encouragement for the Rappahannock Raiders.
- Mayor Phelps shared a story of how someone in the public told him he has to admit that even though they don't always agree, the Town is looking great.
- Councilman English stated that he gets compliments about the decorations at the jail. He laughed as he shared that he has to say it's not the jail's decorations, they are the Town.
- Vice-Mayor Yackel stated that it is not supposed to rain on the day of Christmas Town and that's a good thing.
- Mayor Phelps closed by wishing everyone a Merry Christmas and stated that Warsaw has great things going on. He also stated that he will miss Rebecca.

ADJOURNMENT

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

Submitted by:


Julia Blackley-Rice, Clerk



Town of
WARSAW
Heart of Virginia's Northern Neck

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 12/11/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Christmas Town

We are very pleased to present our 5th annual Christmas Town event this Saturday, December 13th, from 11AM to 6PM, to be followed by the Warsaw Richmond County Main Street Program's annual Christmas Parade at 6PM! We have over 100 vendors and food trucks registered, several carnival rides, horse and carriage rides, train rides, live music, and much more. We are also installing a large, heated tent in front of Relish to allow for their team to still participate with food and drinks during the event. For Council Members that wish to ride in a Town vehicle, please arrive at Town Hall by no later than 5:00 PM. We are fully staffed and prepared for another wonderful event and encourage all to attend!

2. Economic Development Update

We had a very good meeting earlier today regarding a national distribution company locating in the Commerce Park. They have continued interest in Warsaw, and we are continuing to work with our colleagues at the County to ensure we provide as seamless of a process as possible. We also had further inquiries from a regional storage facility and will continue to work with them during their due diligence period. Town staff have been in contact with potential restaurant operators regarding space in 74 Main should that be the direction of Council, with a particular emphasis on Mexican / Latin American food due to the lack of an existing restaurant in both the Town and County. Lastly, we worked with Carol and her staff at Relish to release both the grant funds and loan funds as expeditiously as possible. We wish them all the best as they continue to recover from the fire damage.

3. Budget Preparations

It's once again that time of year where we are beginning our budget preparations for FY26. Department Heads are currently working on their Capital Improvement Plan requests and will have those turned in to my office by COB December 31st, 2025. Once these are returned, I will work to build a draft budget and CIP plan for your review.

4. Congressionally Directed Spending

We are currently working with Senator Kaine's office to begin the application process for Congressionally Directed Spending. These are appropriated funds that may assist us with large items outside of our ability to finance. Applications are due by no later than mid-April 2026, and we will be applying for funds to potentially purchase and rehabilitate the vacant VDOT facility on Main Street. Should the Town surpass the 3,500-population mark in the coming years, we will be required by Code to maintain all Town roads and streets and will need a facility such as this. We will continue to work on this project in the coming months and will keep you updated as things progress.

5. Council Member Hubert

Speaking as the Town Manager and representing our Town Staff, we want to send our most sincere condolences to Council Member Hubert's family during this difficult time. We have all shared many stories of her quiet kindness, wherein she would stop by our Public Works crew members and bring them drinks or food during a waterline break, or would stop by Town Hall and drop off snacks for our staff, or dog and cat treats and toys for our pets. No matter the person, we each have a story that involves Rebecca and her kind spirit. She is greatly missed and we can all agree that we are better off for having known her. Rebecca – we thank you for your service, appreciate the kind and loving person that you were, and will always remember you as a brave and selfless person that always had the best interests of her hometown at heart.



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

November 1-30, 2025

Total calls for service: 777

Section I: Incidents 9

DATE	CASE	OFFENSE	BLK / STREET
11/04/2025	2025-000146	18.2-474.1: Possession of drugs within an Institution. Felony	40 - Blk Mitchell Ave
11/04/2025	2025-000146	18.2-388: Public Intoxication Misdemeanor	40 - Blk Mitchell Ave
11/06/2025	2025-000147	18.2-119: Trespass Misdemeanor	100 - Blk Jones Ln
11/07/2025	2025-000148	19.2-306: Probation Violation Misdemeanor	400 - Blk Main Str
11/07/2025	2025-000149	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
11/10/2025	2025-000150	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
11/10/2025	2025-000152	18.2-96: Petit Larceny Misdemeanor	4000 - Richmond Rd
11/17/2025	2025-000158	18.2-103: Shop Lift / Alter Price Misdemeanor	4000 - Blk Richmond Rd
11/20/2025	2025-000160	18.2-57: Assault & Battery Misdemeanor	4000 - Blk Richmond Rd



Warsaw Police Department



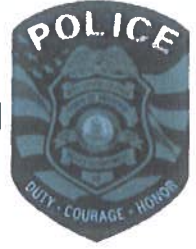
From the desk of Chief Sean L. Peterson

Section II: Arrest 7

11/04/2025	2025-000146	18.2-474.1: Possession of drugs within an Institution. Felony	40 - Blk Mitchell Ave
11/04/2025	2025-000146	18.2-388: Public Intoxication Misdemeanor	40 - Blk Mitchell Ave
11/06/2025	2025-000147	18.2-119: Trespass Misdemeanor	100 - Blk Jones Ln
11/07/2025	2025-000148	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
11/07/2025	2025-000149	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
11/10/2025	2025-000150	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
11/10/2025	2025-000152	18.2-96: Petit Larceny Misdemeanor	4000 - Richmond Rd
11/17/2025	2025-000158	18.2-103: Shop Lift / Alter Price Misdemeanor	4000 - Blk Richmond Rd



Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III: Traffic 75

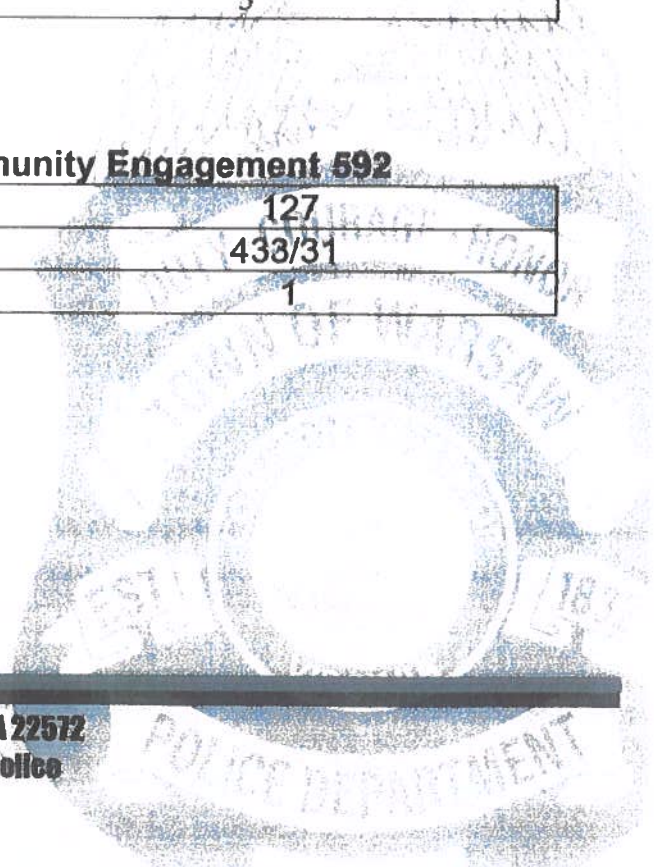
Driving on Suspended/Revoked License	3
Reckless Driving	0
Distracted Driving	2
Speeding	21
Expired Inspection	12
Stop Sign	3

Section III Continued

Expired / Improper VA Registration	3
Town Citations Issued	4
All Other Traffic Summons	24
Traffic Crashes	3

Section IV: Community Engagement 592

Neighborhood Select Patrols	127
Business Checks / Directed Patrols	433/31
Community Events	1



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Jula Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



Town of
WARSAW
Heart of Virginia's Northern Neck

Attachment 3

COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Mayor

Mary Beth Bryant

Jonathan English

Rebecca C. Hubert

Daphne Palmore

Ralph W. Self

Robert Walders

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

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 12/11/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for November – 175,500 gallons, a decrease of 100 gals from the month of October average daily flow.

Maximum influent flow for November – 192,500 gallons, an increase of 2,200 gals from the month of October max flow.

Nutrient Sampling Results

For November the average effluent Total Nitrogen (TN) concentration was 1.90 mg/l, within the limits of our permit.

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

Monthly Operations and Maintenance

Effluent station pump # 2 was repaired and returned to service.

Winterization of equipment has been completed.

Operators surveyed and cleaned all the lamps that serve the UV disinfectant system.

Ordered necessary supplies.

Completed and submitted our monthly operations report.

Treatment plant operators assisted in recording monthly water meter readings.

Effluent samples for the month of November met all requirements as to our permit discharge limits.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Jula 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 Mayor*

Mary Beth Bryant

Jonathan English

Rebecca C. Hubert

Daphne Palmore

Ralph W. Self

Robert Walters

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

-Water Department

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

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

Completion of state selected bacteria samples; all results came back absent.

Installed all pole mounted Christmas Decorations and lights on the tree.

Staff also hung the new Warsaw banner on Main St.

-Refuse Department

For the month of October town staff made 17 trips to the landfill totaling 131 tons or 262,000 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.

Decorated The Bounds, Town office, acorn lights, along with the Town Park for Christmas.

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 = **5,097,900 gallons**

Sold: Residential gallons

Total Sold = **4,928,289 gallons**

B: Difference: (Produced+Purchased) - Sold = **169,611 gallons**

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

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="7,500"/>	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="2,500"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="1,500"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **21,000 gallons**

Loss: Unaccounted-for Water: (B-C) = **148,611 gallons**

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

days in billing period

Gallons / Day Loss = **5,125 gallons/day**

Gallons / Minute Loss = **4 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!