

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JULY 9, 2026

The Warsaw Town Council held its regular meeting Thursday, July 9, 2026, 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, Patrick Stone, Bobby Walters, Daphne Palmore, Jonathan English, and Ralph Self.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Director of Public Works Jesse Schools, Public Works Employee Benjamin France, Chief of Police Sean Peterson Lieutenant Barry Radden, Police Officer Jonathan Mills, Police Officer Jason Miller, Police Officer Paul Carson, and Finance Manager Ryleigh Garrison.

Ogle Forrest and Belinda Reynolds from the Planning Commission were present.

There were approximately 15 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

Councilman Stone 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 Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye
Jonathan English	Aye	Ralph Self	Aye

APPOINTMENT OF TOWN MANAGER

Mayor Phelps advised Council that the Town Charter requires the Town Manager to be formally appointed every two years. Council considered the reappointment of Town Manager Joseph Quesenberry.

A motion was made by Vice-Mayor Yackel for the reappointment of Joseph Quesenberry for Town Manager. The motion was seconded by Councilman Stone and carried the following votes.

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

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APPOINTMENT OF TOWN TREASURER AND CLERK

Mayor Phelps advised Council that Julia Blackley-Rice was eligible for reappointment as Town Treasurer and Clerk.

A motion was made by Councilwoman Palmore for the reappointment of Julia Blackley-Rice for Town Treasurer and Clerk. The motion was seconded by Councilman Stone and carried the following votes.

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

JOINT PUBLIC HEARING WITH THE PLANNING COMMISSION – CONDITIONAL USE PERMIT REQUEST

Mayor Phelps opened a joint public hearing with the Warsaw Planning Commission concerning a Conditional Use Permit application for the operation of a tobacco and vape retail establishment at 150 Court Circle. The public notice was read into the record, and staff confirmed the hearing had been properly advertised. Commissioner Forrest opened the floor for the Planning Commission and Mayor Phelps opened the floor for the Town Council.

Public Comments

The following individuals spoke regarding the application:

- Clifford Mullin of 8351 Historyland Highway spoke in opposition, citing concerns regarding tobacco-related products and the location of the proposed business.
- Sid Davis of 547 Morgan Lane spoke in opposition, citing traffic, parking, and concerns associated with the location around government complexes.
- Roy Rogers, the property owner of 150 Court Circle, spoke in support of the permit, noting the property's longstanding retail use and potential tax revenue benefits
- Samuel Taliban, the perspective vape shop owner spoke in support of the application, citing consumer demand and convenience for residents.

Mr. Quesenberry received written comments from Sarah Carroll in support of the application and Michael Stewart in opposition. Copies of the written comments will be included with the minutes.

Following public comment, the Planning Commission, Commissioner Reynolds and Commissioner Forrest, voted to recommend denial of the Conditional Use Permit application.

Following some discussions from Council, Mayor Phelps closed the Public Hearing and Commissioner Forrest closed for the Planning Commission. A motion was made by Councilman

English to not approve the Conditional Use Permit. The motion was seconded by Vice-Mayor Yackel and carried the following votes.

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

PUBLIC COMMENTS

Daniel Brooks: Mr. Brooks appeared on behalf of the Rappahannock Storm Youth Football Association. He discussed the organization's efforts to rebuild participation and increase awareness of youth football opportunities within Richmond County and requested community support for the program,

Cynthia Edwards: Ms. Edwards, representing Art That Speaks Life, addressed Council regarding support services for survivors of homicide and gun violence. She discussed plans to purchase property in Warsaw to establish a facility focused on healing, support, and arts-based programming for affected families and communities.

There being no additional speakers, Mayor Phelps closed the public comment portion of the meeting.

REPORTS

MAYOR'S REPORT

Mayor Phelps deferred his comments throughout the meeting, saving them for later.

TOWN MANAGER'S REPORT

Town Manager Joseph Quesenberry reported that the June Fourth Friday concert featuring Soul Expressions was one of the most successful concerts held to date, attracting a large crowd of residents and visitors to Town Park. He provided an economic development update, noting continued progress on the proposed storage facility and commercial pad site adjacent to McDonald's, the opening of T-Boyees Restaurant in the former Wardico Building, and ongoing work associated with Project Shad. Mr. Quesenberry reported that construction of the Rappahannock Community College Science Building remains ahead of schedule.

Mr. Quesenberry also reported that new signage had been installed at Town Hall to assist visitors in identifying the building more easily. He provided an update regarding the Town's evaluation of a new remote water meter reading system designed to improve billing accuracy, increase operational efficiency, and better track water consumption. Staff continues to work on revisions to the Town's junk vehicle ordinance and expects to present recommendations for Council review in the future. He reminded Council of upcoming Richmond County Fair activities and thanked

Council on behalf of Town employees for the compensation adjustments approved as part of the FY2027 budget, noting that the action would contribute to employee retention and morale.

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

POLICE REPORT

A copy of the monthly police report was included in the Council packet and is attached to these minutes as Attachment 2. Chief Sean Peterson presented the June Police Department report. He thanked the Town Council, Town staff, department personnel, residents, and his family for their support during his tenure as Chief of Police. Chief Peterson stated that he was proud of the accomplishments achieved by the department during the past two and a half years and expressed confidence in the future leadership of the Warsaw Police Department.

PUBLIC WORKS REPORT

Director Jesse Schools reported that the Wastewater Treatment Plant remained in compliance with all permit requirements during June. Average daily flow and nutrient removal levels remained within acceptable ranges, and repairs were completed to electrical equipment and other plant infrastructure. The Water Department maintained a water loss rate of approximately four percent and successfully completed all utility locate requests received during the month. Public Works staff continued residential refuse collection operations, completed fifteen landfill trips, watered seasonal plantings throughout Town, installed additional Town Hall signage and commemorative banners, replaced the decorative fountains, and assisted with preparations for the Fourth Friday concert. Mr. Schools also welcomed Ben France as the department's newest employee and congratulated Tanner France on obtaining his Class IV Wastewater Operator certification. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 3.

COUNCIL COMMITTEE REPORT

No committee reports were presented. The Personnel Committee matters were deferred until Closed Session. The Economic Development Committee updated were deferred to new business.

PLANNING COMMISSION

No new business.

NORTHERN NECK REGIONAL JAIL REPORT

Vice-Mayor Yackel reported that the Jail Board had recently completed fiscal year closeout activities, approved policy updates required by changes in state law, and determined that no budget amendment would be necessary for the current fiscal year. The population report was provided in the Town Council packet.

OLD BUSINESS

DHCD Housing Rehabilitation Project: Ms. Coates reported that title transfers for the remaining homes were nearing completion. A ribbon-cutting ceremony is expected once all final documentation has been completed.

74 Main Street Project: Council was advised by Ms. Coates that the Request for Proposals had been extended and that significant contractor interest had been received. Staff expects to receive multiple bids and award a contractor by next month.

Project Shad: Ms. Coates and Mr. Quesenberry reported continued progress on Project Shad, including review of extensive engineering and site plans. The proposed project is anticipated to include significant capital investment and job creation within the Commerce Park

NEW BUSINESS

Mural Project – 74 Main Street: Staff introduced plans for a mural to be installed at 74 Main Street. The project will be completed by the same artist responsible for the mural at Big City Diner. Additional information will be presented to Council as the design progresses

Economic Incentive Grant Program: Council considered recommendations from the Economic Development Committee, presented by Councilman English/

River Arts Garage: The Economic Development Committee recommended rent assistance in the amount of \$7,200 over 12 months based on the application received from River Arts Garage. A motion was made by Councilman Self. The motion was seconded by Councilman Stone and carried the following votes.

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

Southern Roots Market: The Economic Development Committee recommended rent assistance in the amount of \$7,200 over 12 months based on the application received from Southern Roots Market. A motion was made by Councilman Stone. The motion was seconded by Councilwoman Palmore and carried the following votes.

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

Wellness Place: The committee elected to table consideration of an application from Wellness Place and instead encouraged consideration of alternative funding options through the Town's revolving loan and business improvement programs. No Council action was required.

Recognition of Chief Sean Peterson

Mayor Phelps presented a resolution commending Chief Sean Peterson for his outstanding service as Chief of Police for the Town of Warsaw. Vice-Mayor Yackel made a motion to adopt the resolution. The motion was seconded by Councilwoman Palmore and carried the following votes.

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

CLOSED SESSION

Council entered Closed Session pursuant to Virginia Code § 2.2-3711(A)(1) to discuss personnel matters relating to the appointment of Chief of Police. Motion carried to enter closed session by Vice Mayor Yackel and seconded by Councilman Stone.

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

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 Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye
Jonathan English	Aye	Ralph Self	Aye

Appointment of Chief of Police

Vice-Mayor Yackel nominated Deputy Chief Barry Radden to serve as Chief of Police. Council. The motion was seconded by Councilwoman Self and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Patrick Stone	Aye
Bobby Walters	Aye	Daphne Palmore	Aye

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Jonathan English

Aye

Ralph Self

Aye

Chief Radden accepted the position.

CLOSING COMMENTS

- Councilman Walters commented on the big turn out for the meeting and a lot happened.
- Councilman Self mentioned that 4th Fridays was a huge success and a great time. He also mentioned that the Richmond County Fair is coming up and he has hopes that the jake brake conversations will make it thru.
- Councilwoman Bryant stated that it was a good meeting, a good crowd, and welcomed the new Chief of Police, Barry Radden.
- Councilman Stone stated that he is looking forward to working with the Chief of Police.
- Councilwoman Palmore gave congratulations to Tanner France, thanked Public Works for their efforts, gave her wishes to Sean Peterson, and wished good luck to Barry Radden.
- Councilman English thanked Sean Peterson for his service and welcomed Barry Radden as the new Chief. He also stated that he is taking the youth baseball boys to championship and he is excited to represent Warsaw.
- Vice-Mayor Yackel thanked Sean Peterson and Public Works for their efforts.
- Mayor Phelps stated that good things are happening in Warsaw and that everyone should be proud to be part of it. He also thanked Sean Peterson for his service.

There being no further business, the meeting was adjourned at 7:07 PM.

Ryleigh Garrison

Submitted by: Ryleigh Garrison, Finance Manager



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 07/09/2026

RE: Town Manager's Report

Dear Council Members,

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

1. Fourth Fridays Concert Recap

The weather held off and we had one of our largest turnouts ever for our Fourth Fridays Concert on Friday, June 26th at the Town Park. Hundreds of residents and visitors came out to enjoy Soul Expressions. We thank Council Member Self for opening the concert and for our Town staff that worked at the event.

2. Economic Development Update

Town staff recently completed the initial review of the storage facility and future commercial pad site adjacent to McDonald's. We hope to see construction activity sometime in the Fall of this year. We welcome T-Boyees Restaurant to Main Street and look forward to working with them as they fully open in the former Wardico building. We continue to work on project Shad, which we will briefly discuss later within the agenda. The RCC Health Sciences Building is coming along nicely and is currently running head of schedule. The Quality Inn is under new ownership and is slated to undergo approximately \$70,000 - \$80,000 in renovations within the coming months. Other small projects are within the pipeline and we hope to be able to provide additional details soon!

3. Town Hall Signage

We have recently installed bronze letters on the front of Town Hall to assist residents and visitors in more easily identifying our building. We have also ordered smaller letters that will be placed outside of the Council Chambers and Administrative Offices to help better direct visitors when they visit. We think they turned out great and are part of our continued efforts at slowly improving our office.

4. Remote Water Meter System

Warsaw is one of the last localities in the area that still relies on antiquated methods to determine monthly water and sewer billing. Some meters are several decades old and thus are inaccurate in their readings, leading to reduced revenue and inequities in billing. This also negatively impacts our Groundwater Withdrawal permit, as we do not have a truly accurate figure to provide to VDH when requesting greater water withdrawals as we grow in population and in our commercial/industrial sectors. We have recently held discussions with Master Meter to install new digital meters that can be retrofitted into our existing hardware, helping to lower costs of the project. We are having five (5) test meters installed to determine if this will integrate well with our existing software and hardware systems. We will keep you posted as this project progresses.

5. "Jake Brake" Ordinance Update

We have submitted our request for a model ordinance to the Town attorney to be drafted for our review. Once received, we will send this to

the Ordinance committee and Chief of Police for discussions and a recommendation to full Council.

6. Richmond County Fair

As a reminder, the Richmond County Fair will operate from Tuesday, July 14th through Saturday, July 18th. Make sure to stop by and support this great local tradition!

7. Thank you!

On behalf of the Town Staff, we thank you for the cost-of-living adjustments that were approved within the new operating budget. These increases help us to maintain a happy and productive staff and show our commitment in fostering a positive work environment and culture that focuses on the employee. We have a great team at the Town of Warsaw, and this will assist us in maintaining said team and the momentum that we have.

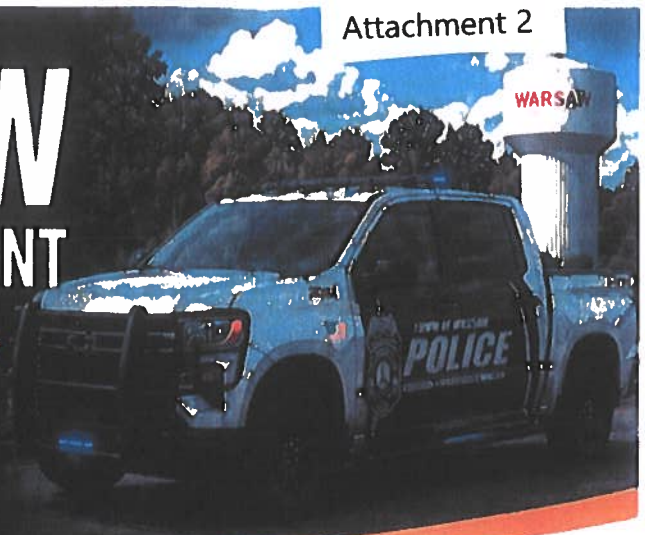


WARSAW

POLICE DEPARTMENT

★ MONTHLY ACTIVITY REPORT ★

JUNE 2026



CALLS FOR SERVICE

651



SIGNIFICANT INCIDENTS

10



TRAFFIC ACTIVITY

78



COMMUNITY ENGAGEMENT

582



SIGNIFICANT INCIDENTS / CHARGES

DATE	CASE #	OFFENSE	CLASSIFICATION
06/02/2026	2026-000058	Found Property: Cell Phone	Report
06/05/2026	2026-000059	Verbal Dispute: Non-Violent	Incident
06/13/2026	2026-000061	18.2-119: Criminal Trespass	Misdemeanor
06/15/2026	2026-000062	Found Property: Wallet	Report
06/16/2026	2026-000063	Unruly Juvenile	Incident
06/17/2026	2026-000064	19.2-306: Probation Violation	Felony
06/18/2026	2026-000065	18.2-308.2: Felon Poss Firearm	Felony
06/18/2026	2026-000066	18.2-60: Threats in Writing	Felony
06/29/2026	2026-000068	18.2-137: Destruction of Property	Misdemeanor
06/29/2026	2026-000069	19.2-306: Probation Violation	Felony



TRAFFIC ENFORCEMENT

78

	Driving on Suspended/Revoked License	4
	No Insurance	1
	Distracted Driving	8
	Speeding	30
	Expired Inspection	6
	Seatbelt	4
	Expired/Improper VA Registration	1
	Town Citations Issued	4
	All Other Traffic Summons	8
	Traffic Crashes	6



COMMUNITY ENGAGEMENT

582

	Neighborhood Select Patrols	126
	Business Checks	384
	Directed Patrols	69
	Community Events	3

*Focused on visibility, neighborhood reassurance,
and business outreach across
the Town of Warsaw.*



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps Mayor

Paul G. Yackel Vice Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

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

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 7/9/2026

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for June – 182,000 gallons, a decrease of 15,800 gals from the month of May average daily flow.

Maximum influent flow for June – 210,000 gallons, a decrease of 34,100 gals from the month of May max flow.

Nutrient Sampling Results

For June the average effluent Total Nitrogen (TN) concentration was 1.61 mg/l, within the limits of our permit.

For June the average effluent Total Phosphorus (TP) concentration was 0.08 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Repairs were made to the underground electrical service wire that controls our diversion valve and flow meter.

Operators surveyed and cleaned all UV lamps.

Plant generator fuel tank was topped off in preparation for hurricane season.

Repairs were made to our headworks grit auger.

Plant staff assisted the water department with recording water meter readings.

Operators serviced plant equipment as to our preventive maintenance program.

Staff inspected our plant fire extinguishers.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

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

Plant site was mowed and trimmed.

Plant effluent samples collected and analyzed during June met all permit discharge limits.

Lastly, I would like to congratulate Tanner France on earning his Class IV Wastewater operator's license. Mr. France worked very hard on this, and we are all so proud!

-Water Department

Attached you will find the Water Loss Report, for the month of June we are at a 4% 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.

Pump Station 4 generator radiator failed on us. The radiator has developed a hole, should be fixed this week and back going.

All town owned generator tanks were filled as we enter the stormy season of the year.

Completed all Miss U's that came in for the month of June.

Staff also installed the "Warsaw Town Hall" letters here on the council chambers.

-Refuse Department

For the month of May town staff made 15 trips to the landfill totaling 134 tons or 268,000 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.

Watering all spring plantings in town.

Cutting all grass at Town owned facilities.

Staff finished hanging our 250th anniversary banners on the acorn lights.

Replaced both fountains at the bounds.

Prepared and worked the 4th Friday concert.

Monthly Water Loss Report

Water System: **Town Of Warsaw**

For the Month of: **June** Year: **2026**

Water Produced this month: **5,694,700** gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,694,700** gallons

Sold: Residential **5,367,481** gallons

Total Sold = **5,367,481** gallons

B: Difference: (Produced+Purchased) - Sold = **327,219** gallons

% Difference = **6 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	15,000	gallons
Hydrant Flushing	0	gallons
Storage Tank/Clearwell overflow	0	gallons
Fire Hydrant Use	15,000	gallons
Fire Department Use	0	gallons
Leak adjustments	0	gallons
Maintenance shop	5,000	gallons
Sewer jetting	4,500	gallons
Town watering flowers	30,000	gallons
Office/Police Dept.	3,000	gallons
Pool		gallons

C: Total Gallons Accounted For = **72,500** gallons

Loss: Unaccounted-for Water: (B-C) = **254,719** gallons

% Loss: Unaccounted-for Water: (B-C)/A % = **4 % unaccounted - for loss**

30 days in billing period

Gallons / Day Loss = **8,491** gallons/day

Gallons / Minute Loss = **6** 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!