



Town Council Agenda

October 10th, 2024 – 6:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Approval of Consent Agenda
 - a. Agenda
 - b. Minutes – *September 2024*
 - c. Financial Report – *September 2024*
4. Public Comment
5. Reports
 - a. Mayor's Report
 - b. Town Manager's Report
 - c. Police Report
 - d. Public Works Report
 - e. Council Committee Reports
 - f. Planning Commission Report
 - g. Northern Neck Regional Jail Report
 - h. American Rescue Plan Act
6. Old Business
 - a. Reports
 - i. 74 Main Street
 - ii. The Bounds
 - iii. VDOT TAP Project
 - iv. Well Replacement Project
 - v. DHCD Housing Project
7. New Business
 - a. Housing Rehabilitation Board – Appointment of Members
 - b. EIP Application - Schedule Economic Development Committee Meeting
8. Closed Session - § 2.2-3711 A-5: Prospective Business
9. Council Members - Closing Comments
10. Adjournment

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
SEPTEMBER 12, 2024 – 6:00 P.M.

The Warsaw Town Council held their regular meeting and a Public Hearing on Thursday, September 12, 2024, 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, Ogle Forrest Sr., Ralph Self, Jonathan English, Faron Hamblin and Mary Beth Bryant. Councilmember absent: Rebecca Hubert.

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

Also present: There were 11 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.

PAYING TRIBUTE TO FORMER COUNCILMEMBER LARRY THORN:

Mayor Phelps opened the meeting by paying tribute to former Councilmember Larry Thorn who recently passed away. Mayor Phelps spoke to how Mr. Thorn welcomed him when he began attending the Council meetings and helped Mayor Phelps become acquainted with how to be more involved with the Town. All Councilmembers took turns speaking to Mr. Thorn's commitment to his Town, being a great community leader, and how the Town and community were going to miss him.

APPROVAL OF CONSENT AGENDA:

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

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Faron Hamblin	Aye
Ralph Self	Aye		

PUBLIC HEARING – ANNEXATION PROJECT

Mayor Phelps opened the public hearing by reading the public hearing noticed for the Ordinance of Annexation that was published in the Northern Neck News in the August 28, 2024, and September 4, 2024 editions. Upon the conclusion of the reading of the notice, Mayor Phelps opened the floor to the public for comments.

J. Clifford Mullin, 8351 Historyland Highway, Warsaw, VA addressed the Town Council by stating that when he saw the original annexation proposal by the Town, he was initially worried about the plan. He felt the original proposal was too massive. Mr. Mullins appreciates the cuts the Town Council made to the proposal, and he feels the proposed annexation looks reasonable now.

There being no further comments from the public regarding the public hearing, Mayor Phelps closed the public comment portion of the hearing. Mayor Phelps opened the floor to the Town Council for discussion. Mayor Phelps went on to say the general idea for the annexation is the land in question is part of a greater parcel that is up for sale. Having the parcels in two different jurisdictions with two different zoning bodies gives any buyer concern. This Ordinance of Annexation is being considered to resolve that situation. There being no further comments from the Town Council, Mayor Phelps closed the public hearing and returned to regular session.

Mayor Phelps noted the possible adoption of the Ordinance of Annexation was currently listed under New Business item a. He would like to move that item to fall under the Public Hearing section of the meeting and take up the topic with the Town Council. Mayor Phelps opened the floor to the Town Council for discussion regarding the Ordinance of Annexation. Discussion followed. Mayor Phelps read to the body the proposed Ordinance of Annexation. A copy of the proposed Ordinance has been attached to these minutes as Attachment 1.

Councilman Hamblin moved to accept and adopt the Ordinance of Annexation as proposed. The motion was seconded by Councilman Forrest and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Faron Hamblin	Aye
Ralph Self	Aye		

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

James Clifford Mullin, 8351 Historyland Highway, Warsaw, VA began his public comments by thanking Mrs. Coates for providing him with the information regarding the drop inlet. He has contacted VDOT and intends to keep following up. Mr. Mullin continued that this week we have seen the changes to Rte. 360 by VDOT. He admits that there are many people that aren't happy with the change and that when he first saw the project, he wasn't certain that he wanted this either. He has since changed his opinion. Now that it is here, he is liking the road lane reduction on Rte. 360. He has spoken with VDOT, and they say they are working with the stoplights to help control the flow of traffic. Mr. Mullin concluded his comments by stating that in his conversations with VDOT that if this does create a problem, VDOT has agreed that if it something that needs to be changed, change is possible.

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

REPORTS

MAYORS REPORT:

Mayor Phelps used this time to express his concerns regarding the recent lane reduction along Rte. 360 through town. Mayor Phelps continued by saying that he isn't sure if this will work as he is not a traffic engineer, however the Town Council listened to its citizens. Being that a majority of its citizens didn't want the road diet, Council tried to convince VDoT not to do it. But, ultimately, VDoT is in control of the roads, and they insist that this is the correct way forward. Repaving of Rte. 360 is scheduled for October, so they are taking this time to adjust the traffic lights and evaluate the current striping to see if there are any changes needed before permanent striping is done after repaving.

TOWN MANAGERS REPORT:

Mr. Quesenberry reviewed his report with the Town Council. A copy of the Town Manager's report has been attached to these minutes as Attachment 2.

POLICE REPORT:

Chief Peterson provided the monthly activity report for August to the Town Council at the meeting. A copy of the report has been attached to these minutes as Attachment 3. Following his report, Mayor Phelps asked Chief Peterson to keep track of the number of incidents along the Rte. 360 corridor that is part of the recent lane reduction by VDoT. Chief Peterson noted that September 12 is National Policewoman's Day and he wanted to thank Officer Boyington for her work with the Warsaw Police Department. Chief Peterson added that he is in the background check process of two candidates. Last week Chief Peterson hosted Chief's corner with local police chiefs from the surrounding area.

Councilman English commented that he likes the format of Chief Peterson's written report. He stated the arrests section with the Blk/Street address may help deter some criminal activity. Councilman English would like to see the merge signs located near the start of the lane reduction zones changed from take turns merging to either merge left or right. Councilman English stated he has almost been hit twice at these points. Councilman Forrest agreed and stated he has also seen drivers use the middle turn lane as an additional driving lane to pass drivers.

PUBLIC WORKS REPORT:

The Public Works report was included in the Town Council packets and has been attached to these minutes as Attachment 4. After Mr. Schools, Director of Public Works, completed his report to the Town Council, Councilman Hamblin inquired what will happen during the frigid months if there are waterline breaks under Rte. 360 in the section along the road diet. Mr. Schools responded that the travel lane would have to be closed in order for the Public Works team to repair any breaks along that area. Mr. Schools continued by stating that a traffic control company may need to be called in now prior to any work along the Rte. 360 lane reduction corridor being completed.

Councilman English inquired how a power outage affects the water and wastewater systems. Mr. Schools responded that each lift station and well has its own generator. The wastewater plant has a generator backup as well.

COUNCIL COMMITTEE REPORT:

The Economic Development Committee met virtually and will be discussed under new business.

PLANNING COMMISSION: No meeting.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel reported the board meeting discussed legislation that will going to the next General Assembly meeting that will affect all jails statewide. Currently, leaders for the state jails are meeting to discuss the game plan for the upcoming legislative session. Vice-Mayor Yackel reported the NNRJ is negotiating with the Marshall service to increase the rate per federal inmate housed in the facility.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council. Mr. Quesenberry reported there are remaining funds of \$161,276.08 to be disbursed.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mr. Quesenberry reported the Town has received the initial demo permit for the asbestos tile located within the building. Once the asbestos removal has been completed, the contractor can move forward with the remaining demolition work. Once the demolition work has been completed, the Town should be able to receive the construction permit. **The Bounds:** Mrs. Coates reported the Town has been working with Hurt & Proffit, the engineering firm, to close out the project with DEQ. Once we get the closeout permit signed from DEQ and it is recorded the project will be considered substantially complete. **VDoT Tap Project:** The Assistant Town Manager reported she completed the final walkthrough of the project last Friday with Public Works, the contractor, VDoT, and the engineering firm. It went very well. There were some small concerns brought to the contractor's attention, like the hairline fractures in the concrete and a couple of the tie-ins to the road. The contractor is addressing them now. There were some instances of our meters or valves needing adjusting risers. Wade Dunaway, Director of Water identified those issues with the contractor. Mayor Phelps addressed the sentiment within the community on why the sidewalks were completed instead of the Town widening the road. Mayor Phelps continued by saying the sidewalks needed to be relocated because they were dangerous. The sidewalks were located right along the curb of Rte. 360. The sidewalks also had light poles erected in the middle of them, so they were not ADA compliant. In order to complete the sidewalk project, the property owners had to give an easement to the Town for the sidewalk location. If the road was going to be expanded, the homeowners would have to give up much more land. With the water and sewer infrastructure that runs under Rte. 360, the cost would be astronomical to relocate the lines. **Well Replacement Project:** No update at this time. **DHCD Housing Project:** Mrs. Coates reported there is movement on the project. A bid was

received for the inspections and the property owners are being contacted. In November, the substantial rebuild homes should be out to bid and the rehab projects should be underway.

NEW BUSINESS:

BUSINESS IMPROVEMENT GRANT APPLICATIONS – COLONIAL COLLECTIBLES, TERESA’S NAILS

Councilman English presented the request for Colonial Collectibles. The request is for three new signs at their location on Richmond Road. Mr. Quesenberry stated the amount listed on the application is incorrect. The amount for the request is \$1,759.86. Councilman English reported this application was recommended for approval by the Economic Development Committee.

Councilman Hamblin moved to approve the Business Improvement Grant application request for Colonial Collectibles in the amount of \$1,759.86. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Faron Hamblin	Aye
Ralph Self	Aye		

Councilman English presented the request for Teresa’s Nails. The request is for exterior work to the building included replacing deck and rails on the front and side porch of the building, install vinyl siding on the exterior of the building, and more. The application was recommended for approval by the Economic Development Committee for the full award of the grant in the amount of \$2,500.

Councilman Hamblin moved to approve the Business Improvement Grant application request for Teresa’s Nails in the amount of \$2,500.00. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Faron Hamblin	Aye
Ralph Self	Aye		

DESIGNATION OF TRICK OR TREAT HOURS (THURSDAY OCTOBER 31ST)

Mr. Quesenberry stated that this does not require any resident to participate in trick-or-treating on Halloween. This is to help let others know when it is okay to bring their children out and there will be extra police patrols during this time frame. In the past the times have been from 5:00 – 8:00.

Councilman Forrest moved to set the trick-or-treating hours for the Town of Warsaw to be on Halloween (October 31st) from 5:00pm through 8:00pm. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Faron Hamblin	Aye
Ralph Self	Aye		

CLOSING COMMENTS:

- Vice-Mayor Yackel stated there looks to be a lot of events coming up this fall. He hopes there is good weather for all of the festivities.
- Councilman Forrest doesn't want any of our residents or citizens gets hurt passing through the Town with the lane reduction. He understands VDoT probably has some concerns, and they are going to adjust it, but we're stuck with it. He asks for everyone to be extra careful.
- Councilman English thought it was a great meeting and thanked Mr. Mullin for his public comment. He is excited for fall and the upcoming events. He hopes the public can see these Business Improvement Grants are here and the Town Council wants to help and do anything for economic development and to continue to bring businesses into the Town.
- Councilwoman Bryant thought it was a good meeting. Based on what VDoT stated at the Richmond County Board of Supervisors meeting, the stoplight is going to be 60 seconds at Rte. 360 now because of the lane reduction instead of the previous 30 seconds.
- Councilman Self stated the big talk is currently about the new traffic pattern. VDoT warned us it was coming and it's here. A lot of what the Town Council is saying is what residents are thinking and they have been traveling through this town for many years and are not prepared to merge over. Councilman Self doesn't believe there is enough warning about the lanes ending. However, he does like that they didn't do it as the same time as the paving, it gives everyone time to get used to the new traffic pattern.
- Councilman Hamblin spoke regarding the lane reduction project by VDoT. He reminded everyone that he has been against it from the beginning. Councilman Hamblin stated the safety aspect is the main concern. He doesn't want anyone getting hurt. He concluded his comments stating that he isn't sold on this project, and he feels most of our citizens aren't sold on it either.
- Mayor Phelps agreed that it was a good meeting tonight. Everyone feels pretty strongly about the lane reduction, and he believes we'll be discussing the road diet for some time.

There being no further business, Mayor Phelps adjourned the meeting at 7:10 p.m.


Submitted by: Julia Blackley-Rice, Clerk

ORDINANCE # _____

**AN ORDINANCE TO INCORPORATE ADDITIONAL AREAS INTO THE TOWN OF
WARSAW BY ANNEXATION IN ACCORDANCE WITH THE AGREEMENT
DEFINING ANNEXATION RIGHTS BETWEEN THE TOWN AND THE COUNTY OF
RICHMOND VIRGINIA**

WHEREAS, pursuant to the Agreement Defining Annexation Rights, dated November 26, 1986, (the "Agreement") by and between the Town of Warsaw (the "Town") and the County of Richmond (the "County") certain territory lying within the County was designated as the "Future Annexation Area" which would be subject to voluntary annexation by the Town upon the adoption by the Town Council of an ordinance describing the portion or portions of the Future Annexation Area to be annexed; and,

WHEREAS, pursuant to the Agreement, the Town has previously annexed portions of the County described as the "Immediate Annexation Area" and described in detail in the "Annexation Ordinance" adopted by the Town Council on December 23, 1986 and recorded in the land records of the Clerk's Office of the Richmond County Circuit Court (the "Clerk's Office") in Deed Book 132, Page 109; and,

WHEREAS, pursuant to the Agreement the Town annexed additional portions of the County, being portions of the Future Annexation Area, and described in detail in the "Annexation Ordinance" adopted November 11, 1998, and recorded in the Clerk's Office in Deed Book 188, Page 113; and,

WHEREAS, Town Council, having duly advertised and held a public hearing on the proposed annexation of an additional portion of the Future Annexation Area, and after having given written notice to the County of Richmond, as required by law, has determined that the proposed annexation and provision to the area to be annexed of the public services generally described in the Agreement would promote the general public health, safety and welfare,

NOW, THEREFORE, pursuant to Title 15.2, Subtitle III, Chapter 32, Article 2 of the Code of Virginia 1950, as amended, **BE IT ORDAINED** by the Council for the Town of Warsaw, Virginia, meeting in regular session this _____ day of _____, 2024 as follows:

1. That the areas described below, being contiguous with each other and lying within the County of Richmond, and further lying wholly within the Future Annexation Area as described in the Agreement shall be, and hereby are, annexed in their entirety into the Town of Warsaw:
 - a. Tax Map # 16-21A
 - b. Tax Map # 16-23
 - c. Tax Map # 16-23B
 - d. Tax Map #16-23A
 - e. Tax Map #16-24A
 - f. Tax Map #23-4

2. That a boundary survey of the outer boundary of the parcels identified herein shall be prepared, along with a metes and bounds description, and shall be attached to this Ordinance as Exhibits A and B, respectively, and this Ordinance, with exhibits, shall be recorded in the land records of the Clerk's Office, and all state and federal authorities as required by law shall be provided with a certified copy of this Ordinance.

3. In accordance with Article IV of the Agreement, this ordinance shall become effective December 31, 2024.

BY ORDER OF COUNCIL

Randall L. Phelps, Mayor

ATTEST:

Julia-Blackley Rice, Town Clerk

MOTION:

Date:

SECOND:

Regular Meeting

Ord. No. _____

Member:

Yes

No

Ralph W. Self

Faron H. Hamblin

Rebecca C. Hubert

Ogle E. Forrest, Sr.

Jonathan B. English

Mary Beth Bryant

Vice Mayor Paul G. Yackel

Mayor Randall L. Phelps

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY

Julia Blackley-Rice, Town Clerk

Joseph N. Quesenberry
Town Manager

Melissa W. Coates
Assistant Town Manager

Julia Blackley - Rice
Clerk - Treasurer

Sean L. Peterson
Chief of Police

Sands Anderson Law Firm
Town Attorney



Attachment 2

COUNCIL MEMBERS

Jill L. Phelps - Mayor

G. Yackel - City Manager

Ogle E. Forrest, Sr.

Baron H. Hamblin

Rebecca C. Hubert

Jonathan English

Ralph W. Self

Mary Beth Bryant

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: Joseph N. Quesenberry, Town Manager

DATE: 09/12/2024

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 in particular.

1. Road Diet Project – Route 360

As we can all see, traffic patterns in our Town are considerably different from just a few days ago. VDOT has progressed with their "road diet" project, decreasing Route 360 from four travel lanes to two, creating a middle turn lane. New pavement is slated to be installed by the end of the month with the new markings in place. As discussed last month, the Town will then proceed to install new brick stampcrete crosswalks at the Court Circle intersection.

2. Website Upgrades

We are pleased to announce that we plan to deploy the new Town website by the end of next month! This will ensure that Warsaw has the newest and most up to date website in the

Region, with added features such as an improved online bill pay, monthly Council agendas and video links, a County-wide events calendar, and much more.

3. DHCD Housing Project – Sidewalk Improvements

As part of our agreement with DHCD, we were required to contribute \$30,000 towards sidewalk improvements within the project area. Given that our project is a scattered site project, it encompasses the entire Town. One of the consistent complaints that we've received is at the site of the Poates building on Main Street that houses numerous Town businesses. We have been working with the building owner for years and have now come to an agreement for the building owner to match our \$30,000 with \$20,000, creating a total budget of \$50,000 to remove the dilapidated concrete and install a new brick sidewalk, new asphalt, car stops, and pavement markings. We believe this will greatly enhance the walkability of our downtown, pedestrian access to numerous Town businesses, and will continue our revitalization efforts. It is my hope and goal to continue an annual sidewalk budget line so that we can incrementally address sidewalks between the Bounds and 7-11, as well as other areas around Town.

4. Enterprise Zone Expiration

If you recall, five years ago, Town staff went before the Virginia Senate to request an extension of the Northern Neck's Enterprise Zone. For those that may not know, the Enterprise Zone is an integral part of our Economic Development efforts, bringing in hundreds of thousands of dollars within the Town over the last several years, making it the single most important tool at our disposal. Once again, the Northern Neck Zone has reached the five-year expiration date, this time without the possibility for regional renewal. After learning this, we reached out to the NNPDCC and were informed that individual localities may request an extension. I will be working to put together an application for our renewal, due by the end of October. I hope that we can continue to have this valuable asset for our community.

5. Virginia Rural Leaders Institute

I had the pleasure of once again hosting the nearly 30 attendees of the Virginia Rural Leaders Institute as I gave them a walking tour of our downtown. As a major revitalization success story, Warsaw is one of their favorite stops. We concluded the evening by donating Northern Neck Popcorn to each of them, and they then went to Old Rapp Taphouse for dinner. We hope to have them back in Town next year!

6. Upcoming Events

The Warsaw Community Market will be held on the 2nd and 4th Saturday of this month, so make sure to come out and shop at our 30+ vendors and enjoy food by the El Padrino food truck!

Trunk-or-Treat will once again be held by the WRCMSP on Thursday, October 31st. More details will follow as they are given to us.

Warsaw Fest will be held on Saturday, October 12th from 9AM to 4PM at the Warsaw Town Park. Please visit the WRC Chamber of Commerce website for more details and for parade registration. A free concert by local favorites Blackthorn Shillelagh will follow the event, to be held at the Oyster Shoals Concert Hall. Town staff will be emailing Council members regarding the parade float times and location.



Warsaw Police Department

Attachment 3



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT August 1 – 31, 2024

Total calls for service: 233

Section I: Criminal Incidents (1)

DATE	CASE	OFFENSE	BLK / STREET
8-10-2024	WPD24-000047	18.2-96: Petit Larceny	Community Park Drive/History Land Hwy

Section II: Arrests (8)

DATE	CASE	OFFENSE	BLK / STREET
8-9-2024	WPD24-000045	18.2-456: FAILURE TO APPEAR	152 COMMUNITY PARK DRIVE
8-13-2024	WPD24-000048	53.1-149: PROBATION VIOLATION	471 MAIN STREET
8-17-2024	WPD24-000049	18.2-57.2: ASSAULT & BATTERY ON A FAMILY MEMBER	COLLEGE GREEN APARTMENTS
8-19-2024	WPD24-000052	18.2-460: FLEEING FROM LAW ENFORCEMENT OFFICER	471 MAIN STREET
8-22-2024	WPD24-000053	18.2-894: HIT AND RUN: ATTENDED PROPERTY DAMAGE	HISTORY LAND HWY/RICHMOND ROAD
8-24-2024	WPD24-000054	18.2-266: DWI: 1 ST OFFENSE	ST JOHNS RD AT RICHMOND RD
8-26-2024	WPD24-000056	53.1-149: PROBATION VIOLATION	471 MAIN STREET
8-29-2024	WPD24-000059	53.1-149: PROBATION VIOLATION, FELONY	471 MAIN STREET

Section III: Traffic (107)

Driving on suspended/Revoked License	1
Reckless Driving	2
Distracted Driving	10
Speeding	74
Expired Inspection	8
Expired / Improper VA Tag	5
Town Citations Issued	2
Reportable traffic crashes	5

Section IV: Community Engagement

Neighborhood Select Patrols	173
Business Checks	139
Community Events	2

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sandra Anderson Law
Town Attorney



Attachment 4

UNCIL MEMBERS

Idell L. Phelps – Mayor

Clay Yackel – Town Manager

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Earon 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: 9/12/2024

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 Influent Flow

Average influent flow for August was 197,500 gals, an increase of 2,800 gals. from the month of July.

Maximum influent flow for August was 225,400 gals, a decrease of 23,700 gals. from the month of July.

Nutrient Sampling Results

For August, the average Total Nitrogen concentration was 2.31mg/l, which is within the limits of our permit.

The average Total Phosphorus concentration was 0.11 mg/l, also within the limits of our permit.

Monthly Operations and Maintenance

Plant staff completed our groundwater well sampling for the third quarter of 2024.

Plant staff submitted our waste profile report for recertification to Republic Services for sludge disposal approval, it has since been approved.

Operators conducted monthly preventative maintenance on the plant equipment.
Completed and submitted our monthly operations report.
Our Team again assisted with residential trash pick-up and recording of water meter readings.
Ordered necessary laboratory supplies.
Plant effluent samples taken and tested for the month of August met all requirements as to our permit discharge limits.

-Water Department

Attached you will find a Water Loss Report, showing what the Town produced along with what it billed. This calculated to a 2nd % water loss.
Department staff did daily chlorine check of all four wells, along with two random samples each day throughout town.
Staff also took a raw water sample from each well for testing, bacteria was absent in all results. We took a nitrate/nitrite sample from Well #2, it also came back in compliance with ODDW/VDDH.
Mr. Woods with ODDW inspected all four wells, which is done every three years, each well adhered to all requirements and standards.
The Water Department also removed the remaining abandoned Fire Hydrants owned by the Town, they were located along Route 360 near 7-11 and Rappahannock High School.

-Refuse Department

We will always be a month behind regarding the Refuse with how we receive our trash delivery report.
Truck #9 would not go into DPF Regeneration. The Air Pressure Protection Valve (PPV) was replaced, and it is now back on the road.
For the month of July, Town staff made 15 trips to Waste Management in Gloucester, VA totaling 124.91 tons or 249,820 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.
They are prepping for upcoming fall plantings.
Replacement of Warsaw banners and Flags as needed.
Grass cutting the median strips, along with all Town owned facilities.
Watering of all hanging baskets and flowerpots.
Took care of the bathrooms and grounds of the Town Park.
Also assisted with the August 23rd Fourth Friday Concert.

Monthly Water Loss Report

Water System: **Town Of Warsaw**

For the Month of: **August**

Year: **2024**

Water Produced this month:

6,753,200 gallons

Water Purchased this month:

gallons

A: Total Water Produced and Purchased =

6,753,200 gallons

Sold: Total Water Sales

6,625,476 gallons

Total Sold =

6,625,476 gallons

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

127,724 gallons

% Difference =

**2 % 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

3,000 gallons

Leak adjustments

0 gallons

Maintenance shop

0 gallons

Sewer jetting

200 gallons

Town watering flowers

1,800 gallons

Office/Police Dept.

6,000 gallons

Pool

0 gallons

Amount in storage tanks

0 gallons

C: Total Gallons Accounted For =

11,000 gallons

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

116,724 gallons

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

**2 % unaccounted
- for loss**

Gallons / Day Loss =

33 days in billing period

Gallons / Minute Loss =

3,537 gallons/day

2 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!

Budget vs Actual

Town of Warsaw

10/8/2024 4:46:59 PM

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Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	2,500	0.00	285.00	1,515.00	1,515.00	(985.00)	61%
10-301-0000 S W USER FEE - COMMERCIAL	166,500	0.00	19,725.00	50,520.00	50,520.00	(115,980.00)	30%
10-301-5000 SW USER FEE - RESIDENTIAL	88,000	0.00	7,410.00	22,185.00	22,185.00	(65,815.00)	25%
10-305-0000 REAL ESTATE TAXES	260,000	0.00	0.00	26.46	26.46	(259,973.54)	0%
10-306-0000 PERSONAL PROPERTY TAXES	140,000	0.00	0.00	0.00	0.00	(140,000.00)	
10-307-0000 PPTRA	17,365	0.00	0.00	17,365.30	17,365.30	0.30	100%
10-310-0000 BANK FRANCHISE TAX	170,000	0.00	0.00	0.00	0.00	(170,000.00)	
10-315-0000 BUSINESS LICENSES	130,000	0.00	2,103.41	7,212.48	7,212.48	(122,787.52)	6%
10-320-0000 VEHICLE TAX/DECALS	35,000	0.00	0.00	0.00	0.00	(35,000.00)	
10-325-0000 STATE SALES TAX	100,000	0.00	16,414.63	36,821.32	36,821.32	(63,178.68)	37%
10-326-0000 MEALS TAX	635,000	0.00	57,481.82	178,636.18	178,636.18	(456,363.82)	28%
10-327-0000 LODGING TAX	43,000	0.00	2,987.32	10,021.14	10,021.14	(32,978.86)	23%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	0.00	(80,000.00)	
10-330-0000 FINES	35,000	0.00	1,537.61	3,344.38	3,344.38	(31,655.62)	10%
10-345-0000 INTEREST INCOME/GEN	10,000	0.00	0.00	1,531.59	1,531.59	(8,468.41)	15%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	10,840.00	62,840.00	62,840.00	28,340.00	182%
10-360-0000 UTILITY/CONSUMPTION TX	13,500	0.00	353.90	1,012.08	1,012.08	(12,487.92)	7%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,646.15	7,477.12	7,477.12	(21,522.88)	26%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	15,000.00	15,000.00	15,000.00	0.00	100%
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	0.00	(1,750.00)	
10-377-0000 COMMUNITY MARKET	50	0.00	0.00	0.00	0.00	(50.00)	
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	12,000	0.00	0.00	0.00	0.00	(12,000.00)	
10-390-0000 MISC/INCOME	4,000	0.00	0.00	35.00	35.00	(3,965.00)	1%
10-390-0050 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	0.00	0.00	(1,500,000.00)	

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0900 GRANTS - IRF	0	0.00	0.00	85,767.42	85,767.42	85,767.42	
10-390-0975 GRANT - HOUSING/PLANNING	632,534	0.00	0.00	0.00	0.00	(632,534.00)	
10-391-0000 GRANTS/DMV	7,200	0.00	0.00	0.00	0.00	(7,200.00)	
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-396-0000 RICHCO/HAUL FEE	12,000	0.00	1,288.71	3,405.24	3,405.24	(8,594.76)	28%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	1,360.00	1,360.00	(8,640.00)	14%
10-399-0005 LOAN PROCEEDS	277,464	0.00	290,700.00	290,700.00	290,700.00	13,236.00	105%
10-399-5000 SPECIAL EVENTS (REVENUE)	30,000	0.00	490.00	2,455.00	2,455.00	(27,545.00)	8%
Revenues Totals:	4,497,363	0.00	429,263.55	799,230.71	799,230.71	(3,698,132.29)	18%
Expenses							
10-420-0200 SALARIES/ADM	360,000	0.00	0.00	53,719.92	53,719.92	306,280.08	15%
10-420-0201 OT/BONUS - ADMIN	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-420-0500 PAYROLL TAXES/ADM	27,300	0.00	0.00	3,823.22	3,823.22	23,476.78	14%
10-420-0600 SHORT&LONG TERM DISABILITY	1,965	0.00	140.29	420.87	420.87	1,544.13	21%
10-420-0700 RETIREMENT-LI/ADM	38,955	0.00	0.00	3,238.46	3,238.46	35,716.54	8%
10-420-0900 MEDICAL INS/ADM	53,880	0.00	4,490.00	13,470.00	13,470.00	40,410.00	25%
10-420-1000 EDUCATION/PROF DEVELOPMT	2,000	0.00	0.00	695.00	695.00	1,305.00	35%
10-420-1100 TELEPHONE/OFFICE	8,250	0.00	466.37	1,767.16	1,767.16	6,482.84	21%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	264.51	1,009.28	1,009.28	3,990.72	20%
10-420-1400 MTGS/CONFERENCES/ADM	9,000	0.00	33.27	534.04	534.04	8,465.96	6%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	18,000	0.00	459.73	2,008.56	2,008.56	15,991.44	11%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-2200 AUDIT	14,000	0.00	0.00	0.00	0.00	14,000.00	
10-420-2300 LEGAL SERVICES	25,000	0.00	2,660.00	4,300.99	4,300.99	20,699.01	17%
10-420-2600 ADVERTISING	30,000	0.00	3,014.63	10,193.08	10,193.08	19,806.92	34%
10-420-3100 AUTO O/M-ADM EXPENSE	4,500	0.00	276.58	1,111.52	1,111.52	3,388.48	25%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-3200 OFFICE SUPPLIES	13,000	0.00	892.27	4,602.90	4,602.90	8,397.10	35%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	0.00	250.00	
10-420-3400 COMPUTER SUPPORT FEE	17,000	0.00	2,410.50	5,512.14	5,512.14	11,487.86	32%
10-420-3450 COMPUTER O/M	6,500	0.00	19.99	2,470.74	2,470.74	4,029.26	38%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	0.00	65.00	65.00	335.00	16%
10-420-5300 DUES	2,500	0.00	98.00	990.84	990.84	1,509.16	40%
10-420-5350 SAFETY PROGRAM	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5400 INSURANCE/RISK	18,500	0.00	4,038.83	4,038.83	4,038.83	14,461.17	22%
MANAGEMENT							
10-420-5500 COUNCIL EXPENSE	10,000	0.00	0.00	1,000.00	1,000.00	9,000.00	10%
10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5700 MISCELLANEOUS/ADM	8,500	0.00	346.50	1,279.91	1,279.91	7,220.09	15%
10-420-5900 Economic Development	39,400	0.00	0.00	7,184.50	7,184.50	32,215.50	18%
ADMINISTRATION Totals:	724,900	0.00	19,611.47	123,436.96	123,436.96	601,463.04	17%

Budget vs Actual

Town of Warsaw

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/MPD	268,000	0.00	0.00	43,945.69	43,945.69	224,054.31	16%
10-510-0201 OT/BONUS - WPD	10,000	0.00	0.00	737.88	737.88	9,262.12	7%
10-510-0500 PAYROLL TAXES/MPD	20,500	0.00	0.00	3,433.32	3,433.32	17,066.68	17%
10-510-0600 SHORT&LONG TERM DISABILITY	990	0.00	77.19	231.57	231.57	758.43	23%
10-510-0700 RETIREMENT/LI/MPD	19,640	0.00	0.00	2,589.17	2,589.17	17,050.83	13%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	637.71	637.71	637.71	1,862.29	26%
10-510-0900 MEDICAL INSURANCE/MPD	32,328	0.00	1,796.00	7,184.00	7,184.00	25,144.00	22%
10-510-1000 PROFESSIONAL DEVELOP/MPD	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-510-1100 LEGAL FEES/MPD	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-510-2000 Electricity - WPD	2,300	0.00	167.97	566.83	566.83	1,733.17	25%
10-510-2100 Grounds/Maintenance - WPD	9,000	0.00	312.77	4,018.89	4,018.89	4,981.11	45%
10-510-3100 AUTO O/M-WPD	25,000	0.00	1,261.06	4,480.60	4,480.60	20,519.40	18%
10-510-3200 UNIFORMS/SUPPLIES/MPD	5,000	0.00	376.35	3,799.18	3,799.18	1,200.82	76%
10-510-3210 POLICE SUPPLIES	6,500	0.00	265.86	9,531.48	9,531.48	(3,031.48)	147%
10-510-3220 OFFICE SUPPLIES	3,000	0.00	721.58	3,667.20	3,667.20	(667.20)	122%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/MPD	10,000	0.00	6,776.69	7,874.69	7,874.69	2,125.31	79%
10-510-3500 TELECOMMUNICATIONS	9,000	0.00	755.04	2,267.54	2,267.54	6,732.46	25%
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	1,500	0.00	0.00	2,353.15	2,353.15	(853.15)	157%
10-510-3710 GRANT/DMV	0	0.00	0.00	579.08	579.08	(579.08)	
10-510-3712 Police Radios/Reserves	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,000	0.00	(350.00)	2,072.35	2,072.35	(72.35)	104%
10-510-4210 ADVERTISING	500	0.00	0.00	550.00	550.00	(50.00)	110%
10-510-5300 DUES	3,000	0.00	0.00	0.00	0.00	3,000.00	

Budget vs Actual

Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	0.00	250.00	
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	3,826.26	3,826.26	3,826.26	14,673.74	21%
10-510-6100 RESERVE TRANSFERS	15,000	0.00	0.00	0.00	0.00	15,000.00	
WARSAW POLICE DEPT Totals:	492,794	0.00	16,624.48	104,346.59	104,346.59	388,447.41	21%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	195,000	0.00	0.00	23,440.96	23,440.96	171,559.04	12%
10-550-0201 OT/BONUS - PS	5,000	0.00	0.00	611.15	611.15	4,388.85	12%
10-550-0500 PAYROLL TAXES/PS	16,250	0.00	0.00	10,097.30	10,097.30	6,152.70	62%
10-550-0600 SHORT&LONG TERM DISABILITY	950	0.00	71.23	213.69	213.69	736.31	22%
10-550-0700 RETIREMENT/LI/PS	18,570	0.00	0.00	1,643.50	1,643.50	16,926.50	9%
10-550-0900 MEDICAL INS/PS	43,104	0.00	3,592.00	10,776.00	10,776.00	32,328.00	25%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,500	0.00	302.70	689.61	689.61	2,810.39	20%
10-550-1300 ELECTRICITY-TOWNPARK	5,000	0.00	230.48	763.04	763.04	4,236.96	15%
10-550-1700 REPAIRS/TRASH TRUCK	25,000	0.00	393.16	2,686.11	2,686.11	22,313.89	11%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-550-2100 Fountain - Main Street	500	0.00	0.00	0.00	0.00	500.00	
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	1,626.25	5,313.26	5,313.26	23,686.74	18%
10-550-3150 VEHICLE M&O/PS	11,000	0.00	924.36	2,331.68	2,331.68	8,668.32	21%
10-550-3200 UNIFORMS/ETC	2,500	0.00	249.70	374.70	374.70	2,125.30	15%
10-550-3300 EQPT/SUPPLIES/PS	2,000	0.00	187.89	685.16	685.16	1,314.84	34%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	29.99	163.73	163.73	836.27	16%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3550 TOWN APPARELL	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3600	1,500,000	0.00	0.00	8,000.00	8,000.00	1,492,000.00	1%
GRANTS-TRANSP-ALTERNATIVE-VDOT							
10-550-3700 BEAUTIFICATION	35,000	0.00	9,197.03	25,602.79	25,602.79	9,397.21	73%
10-550-3800 STREET LIGHTS	36,000	0.00	2,721.56	9,330.27	9,330.27	26,669.73	26%
10-550-3850 SIDEWALKS	30,000	0.00	0.00	0.00	0.00	30,000.00	
10-550-3900 ILIGHTING/CHRISTMAS	8,000	0.00	6.59	3,015.68	3,015.68	4,984.32	38%
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	0.00	250.00	
10-550-4500 GRANTS - USDA COMMUNITY MARKET	0	0.00	2,438.00	2,438.00	2,438.00	(2,438.00)	
10-550-4600 GRANTS - IRE	0	0.00	0.00	3,642.58	3,642.58	(3,642.58)	

Budget vs Actual

Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-4700 GRANTS - DMV	7,200	0.00	0.00	0.00	0.00	7,200.00	
10-550-4850 GRANT - HOUSING/PLANNING (EXPENSE)	632,534	0.00	0.00	0.00	0.00	632,534.00	
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	3,826.26	3,826.26	3,826.26	14,673.74	21%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	239.04	2,089.88	2,089.88	4,410.12	32%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	88.13	132.53	132.53	1,367.47	9%
10-550-6000 CIP - PS	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-6100 THE SADDLERY	6,500	0.00	436.42	1,364.07	1,364.07	5,135.93	21%
10-550-6200 THE BOUNDS	20,000	0.00	557.19	6,532.96	6,532.96	13,467.04	33%
10-550-6400 COMMUNITY MARKET	2,000	0.00	250.00	750.00	750.00	1,250.00	38%
10-550-6500 PROJECT CONTINGENCIES	66,600	0.00	0.00	466.40	466.40	66,133.60	1%
10-550-6600 74 MAIN STREET	0	0.00	0.00	10.79	10.79	(10.79)	
PUBLIC SERVICE Totals:	2,760,958	0.00	27,367.98	126,992.10	126,992.10	2,633,965.90	5%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 CHRISTMAS PARADE	2,000	0.00	0.00	69.99	69.99	1,930.01	3%
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-600-6550 RCC TENNIS COURT REHAB PROJECT	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-600-6600 PUBLIC LIBRARY	8,000	0.00	0.00	0.00	0.00	8,000.00	
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	4,259.86	4,259.86	4,259.86	5,740.14	43%
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-6925 Richmond Co Animal Shelter	500	0.00	0.00	0.00	0.00	500.00	
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	0.00	500.00	
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	0.00	750.00	
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	0.00	250.00	
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-8100 VARIOUS CONTRIBUTIONS	1,606	0.00	0.00	250.00	250.00	1,356.00	16%
CONTRIBUTIONS Totals:	63,806	0.00	4,259.86	4,579.85	4,579.85	59,226.15	7%

Budget vs Actual

Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	2,739.22	4,079.76	4,079.76	35,920.24	10%
Totals:	40,000	0.00	2,739.22	4,079.76	4,079.76	35,920.24	10%

Budget vs Actual

Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	277,464	0.00	0.00	(11,001.00)	(11,001.00)	288,465.00	-4%
10-998-0002 CONTINGENCY/RESERVES	5,000	0.00	0.00	1,151.66	1,151.66	3,848.34	23%
10-998-0005 CONSTRUCTION - 74 MAIN STREET	0	0.00	15,500.00	15,500.00	15,500.00	(15,500.00)	
CAPITAL ITEM EXPENSE Totals:	282,464	0.00	15,500.00	5,650.66	5,650.66	276,813.34	2%

Budget vs Actual

Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	0.00	3,242.00	3,242.00	16,210.00	17%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	0.00	1,846.00	1,846.00	9,219.00	17%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	6,359.56	6,359.56	31,797.44	17%
10-999-0004 WPD COMMUNICATION LOAN (USDA) - 5 YEAR	2,700	0.00	0.00	900.00	900.00	1,800.00	33%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	8,256	0.00	0.00	1,376.00	1,376.00	6,880.00	17%
10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	43,823.95	393,620.76	393,620.76	(393,620.76)	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	1,518.33	4,506.01	4,506.01	14,594.99	24%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	0.00	0.00	0.00	33,710.00	
DEBT SERVICE Totals:	132,441	0.00	48,522.06	411,850.33	411,850.33	(279,409.33)	311%

Budget vs Actual

Period Ending 9/30/2024

Expenses Totals:	4,497,363	0.00	134,625.07	780,936.25	780,936.25	3,716,426.75	17%
10 GENERAL FUND Revenues Over/(Under) Expenses:			294,638.48	18,294.46	18,294.46		

Budget vs Actual

Town of Warsaw

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Period Ending 9/30/2024

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	500,000	0.00	35,243.38	102,979.02	102,979.02	(397,020.98)	21%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	413.37	413.37	(2,086.63)	17%
30-380-0000 MISC INCOME	100	0.00	0.00	0.00	0.00	(100.00)	
30-390-3000 WELL REPLACEMENT	1,000,000	0.00	0.00	0.00	0.00	(1,000,000.00)	
Revenues Totals:	1,502,600	0.00	35,243.38	103,392.39	103,392.39	(1,399,207.61)	7%
Expenses							
30-810-0200 SALARIES/WATER	140,000	0.00	0.00	21,888.20	21,888.20	118,111.80	16%
30-810-0201 OT/BONUS - WATER	9,000	0.00	0.00	3,813.52	3,813.52	5,186.48	42%
30-810-0500 PAYROLL TAXES/WTR	10,450	0.00	0.00	1,966.09	1,966.09	8,483.91	19%
30-810-0600 SHORT&LONG TERM DISABILITY	680	0.00	50.64	151.92	151.92	528.08	22%
30-810-0700 RETIREMENT/LIFE INS/WTR	13,350	0.00	0.00	1,109.51	1,109.51	12,240.49	8%
30-810-0900 MEDICAL INS/WTR	39,876	0.00	3,323.00	9,969.00	9,969.00	29,907.00	25%
30-810-1100 TELEMETRY/TELEPHONE/WTR	3,000	0.00	237.12	584.88	584.88	2,415.12	19%
30-810-1300 ELECTRICITY/WELLS/WTR	32,000	0.00	2,464.39	8,005.31	8,005.31	23,994.69	25%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	13.04	362.16	362.16	5,137.84	7%
30-810-1700 MAINTENANCE TOWERS/WTR	45,000	0.00	0.00	0.00	0.00	45,000.00	
30-810-2200 AUDIT EXPENSE	6,000	0.00	0.00	0.00	0.00	6,000.00	
30-810-2700 TRACTOR M/O-WTR	2,000	0.00	28.48	69.40	69.40	1,930.60	3%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	155.09	449.57	449.57	1,850.43	20%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	0.00	0.00	0.00	3,500.00	
30-810-3000 OFFICE EQUIPMENT/WTR	1,000	0.00	684.60	712.80	712.80	287.20	71%
30-810-3100 VEHICLE M/O-WTR	14,000	0.00	776.29	5,442.84	5,442.84	8,557.16	39%
30-810-3200 OFFICE SUPPLIES/WTR	2,500	0.00	248.89	640.61	640.61	1,859.39	26%
30-810-3300 SUPPLIES/WATER	5,000	0.00	69.77	2,520.18	2,520.18	2,479.82	50%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	150.00	355.85	355.85	644.15	36%

Budget vs Actual

Period Ending 9/30/2024

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	0.00	67.80	67.80	2,432.20	3%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	17.25	51.75	51.75	448.25	10%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	3,121.18	3,641.62	3,641.62	1,358.38	73%
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	13.99	13.99	13.99	1,986.01	1%
30-810-4600 WATER TESTING	3,500	0.00	121.50	1,047.48	1,047.48	2,452.52	30%
30-810-4700 WATER PERMIT	2,500	0.00	0.00	2,193.00	2,193.00	307.00	88%
30-810-4800 FIRE HYDRANT REPAIRS	1,000	0.00	0.00	1,108.49	1,108.49	(108.49)	111%
30-810-4900 CHLORINATION	10,000	0.00	0.00	3,310.33	3,310.33	6,689.67	33%
30-810-5100 REPAIRS/WATER LINE	12,000	0.00	0.00	200.94	200.94	11,799.06	2%
30-810-5400 INSURANCE/WATER	13,000	0.00	2,763.41	2,763.41	2,763.41	10,236.59	21%
30-810-5700 MISCELLANEOUS/WTR	2,000	0.00	0.00	85.55	85.55	1,914.45	4%
30-810-5900 TRAINING & LICENSING	500	0.00	400.00	400.00	400.00	100.00	80%
WATER DEPT Totals:	392,656	0.00	14,638.64	72,926.20	72,926.20	319,729.80	19%

Budget vs Actual

Period Ending 9/30/2024

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-998-0003 WATERLINE RESERVES	23,444	0.00	0.00	0.00	0.00	23,444.00	
30-998-0050 CIP-WATER	49,500	0.00	0.00	19,476.97	19,476.97	30,023.03	39%
30-998-1000 WELL REPLACEMENT EXPENSE	1,000,000	0.00	0.00	0.00	0.00	1,000,000.00	
CAPITAL ITEM EXPENSE Totals:	1,072,944	0.00	0.00	19,476.97	19,476.97	1,053,467.03	2%

Budget vs Actual

Period Ending 9/30/2024

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-999-0007 VRA WATER TOWER - BOND PAYMENT	37,000	0.00	0.00	0.00	0.00	37,000.00	
DEBT SERVICE Totals:	37,000	0.00	0.00	0.00	0.00	37,000.00	

Budget vs Actual

Period Ending 9/30/2024

Expenses Totals:	1,502,600	0.00	14,638.64	92,403.17	92,403.17	1,410,196.83	6%
30 WATER FUND	Revenues Over/(Under) Expenses:		20,604.74	10,989.22	10,989.22		

Budget vs Actual

Town of Warsaw

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Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	800,000	0.00	72,913.71	218,393.39	218,393.39	(581,606.61)	27%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-360-0000 INTEREST INCOME	0	0.00	0.00	977.19	977.19	977.19	
40-380-0000 MISCELLANEOUS INCOME	100	0.00	0.00	218.35	218.35	118.35	218%
40-390-1000 CIP - WWF	19,500	0.00	0.00	0.00	0.00	(19,500.00)	
Revenues Totals:	821,600	0.00	72,913.71	219,588.93	219,588.93	(602,011.07)	27%
Expenses							
40-820-0200 SALARIES/WWF	155,000	0.00	0.00	27,105.90	27,105.90	127,894.10	17%
40-820-0201 OT/BONUS - WASTEWATER	9,000	0.00	0.00	852.86	852.86	8,147.14	9%
40-820-0500 PAYROLL TAXES/WWF	11,000	0.00	0.00	2,135.48	2,135.48	8,864.52	19%
40-820-0600 SHORT&LONG TERM DISABILITY	815	0.00	37.21	111.63	111.63	703.37	14%
40-820-0700 RETIREMENT/LIFE INS/WWF	16,000	0.00	0.00	1,659.68	1,659.68	14,340.32	10%
40-820-0900 MEDICAL INS/WWF	32,328	0.00	2,694.00	8,082.00	8,082.00	24,246.00	25%
40-820-1100 TELEPHONE/WWF	7,000	0.00	499.17	1,494.72	1,494.72	5,505.28	21%
40-820-1200 PROPANE/SHOPS	3,750	0.00	170.19	170.19	170.19	3,579.81	5%
40-820-1250 GENERATOR FUEL-WWTP/LS	3,250	0.00	0.00	160.74	160.74	3,089.26	5%
40-820-1300 WWTP ELECTRICITY	60,000	0.00	5,046.86	14,000.04	14,000.04	45,999.96	23%
40-820-1350 WW ELECTRICITY-GENERAL	25,000	0.00	2,153.74	6,511.27	6,511.27	18,488.73	26%
40-820-1600 MAINTENANCE/LS/WWF	12,000	0.00	1,301.83	1,410.76	1,410.76	10,589.24	12%
40-820-1700 WW PLANT MAINTENANCE	16,500	0.00	12,035.60	15,924.87	15,924.87	575.13	97%
40-820-2000 SLUDGE REMOVAL/WWF	17,000	0.00	790.05	2,488.71	2,488.71	14,511.29	15%
40-820-2200 AUDIT EXPENSE/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-2300 LEGAL SERVICES/WWF	1,000	0.00	0.00	38.00	38.00	962.00	4%
40-820-2400 ENGINEERING	30,000	0.00	2,090.00	8,060.00	8,060.00	21,940.00	27%
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-2700 TRACTOR MAINT/OPR/WWF	5,000	0.00	178.49	425.26	425.26	4,574.74	9%
40-820-2800	3,000	0.00	143.10	486.93	486.93	2,513.07	16%

Budget vs Actual

Town of Warsaw

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Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
BUSHHOG/MOWERS/M/O/WWF							
40-820-2850 EQUIPMENT MAINTENANCE	10,000	0.00	0.00	0.00	0.00	10,000.00	
40-820-2900 EQUIPMENT/TOOLS/WWF	2,000	0.00	0.00	1,321.15	1,321.15	678.85	66%
40-820-3000 COMPUTER O/M	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-3100 VEHICLE M/O-WWF	16,000	0.00	1,013.13	2,472.71	2,472.71	13,527.29	15%
40-820-3200 OFFICE SUPPLIES/WWF	2,500	0.00	400.69	938.64	938.64	1,561.36	38%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	236.72	1,243.18	1,243.18	2,756.82	31%
40-820-3400 SAFETY EQUIPMENT	1,500	0.00	917.19	1,271.99	1,271.99	228.01	85%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-4000 UNIFORMS/WWF	3,000	0.00	87.28	87.28	87.28	2,912.72	3%
40-820-4100 MISS UTILITY/WWF	500	0.00	18.40	52.90	52.90	447.10	11%
40-820-4300	100	0.00	0.00	0.00	0.00	100.00	
CONNECTIONS/INSTALLATIONS/WWF							
40-820-4600 SUPPLIES/TESTING/WWF	3,500	0.00	153.20	3,119.06	3,119.06	380.94	89%
40-820-4900	2,500	0.00	0.00	0.00	0.00	2,500.00	
CHLORINATON/DECHLOR/WWF							
40-820-4950 WWTP CHEMICALS	50,000	0.00	292.73	2,577.11	2,577.11	47,422.89	5%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	0.00	4,000.00	
40-820-5100 REPAIR WW LINE/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-5300 DUES/WWF	2,000	0.00	0.00	1,485.00	1,485.00	515.00	74%
40-820-5400 INSURANCE/WWF	18,500	0.00	6,164.53	6,164.53	6,164.53	12,335.47	33%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	88.14	143.52	143.52	1,356.48	10%
40-820-7900 TRAINING/PLANT OPR	1,500	0.00	777.51	1,076.51	1,076.51	423.49	72%
40-820-8000 CONTRACTED LAB TESTING	35,000	0.00	8,144.02	17,523.02	17,523.02	17,476.98	50%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	3,408.00	3,408.00	3,408.00	342.00	91%
WASTEWATER DEPT Totals:	584,493	0.00	48,841.78	134,003.64	134,003.64	450,489.36	23%

Budget vs Actual

Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0002 CIP-WASTEWATER	0	0.00	0.00	19,476.98	19,476.98	(19,476.98)	
40-998-0007 TRANSFER TO WASTEWATER RESERVES	9,607	0.00	0.00	0.00	0.00	9,607.00	
40-998-0050 CAPITAL IMPROVE PLAN RESERVES	19,500	0.00	0.00	0.00	0.00	19,500.00	
CAPITAL ITEM EXPENSE Totals:	29,107	0.00	0.00	19,476.98	19,476.98	9,630.02	67%

Budget vs Actual

Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	208,000	0.00	0.00	0.00	0.00	208,000.00	
DEBT SERVICE Totals:	208,000	0.00	0.00	0.00	0.00	208,000.00	

Budget vs Actual

Town of Warsaw
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Period Ending 9/30/2024					
Expenses	Totals:	821,600	0.00	48,841.78	153,480.62
40 WASTEWATER FUND	Revenues Over/(Under) Expenses:			24,071.93	66,108.31
				66,108.31	66,108.31
				668,119.38	19%

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to):

9/1/24

9/30/24

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 2,049.22
Principal Received During Period	\$ 1,378.98
Interest Received During Period	\$ 54.09
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 1,433.07
Disbursement to Warsaw	
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	\$ 3,432.29

Balance: \$26,687.09

Available to lend:
\$16,687.09

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 5,685.09	YES
2	Pitts - #235	\$ 453.07	\$ 0.00	REPAID
3	Moore - #237	\$ 530.00	\$ 4,676.01	YES
4	Dunbrooke LLC - #242	\$ -	\$ 6,275.35	YES
5	IRF	\$ -	\$ 468,750.00	YES
6	Cleary - #251	\$ 300.00	\$ 8,077.61	YES
7				
		\$ 1,433.07	\$ 493,464.06	