

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
MARCH 12, 2026

The Warsaw Town Council held its regular meeting on Thursday, March 12, 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, Jonathan English, Patrick Stone, and Ralph Self. Council members absent: Bobby Walters and Daphne Palmore.

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

Also present: Approximately two others were 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

Mayor Phelps presented the agenda and requested the addition of an Art Center discussion under New Business. A motion was made by Councilman English, seconded by Ralph Self, and carried with the following votes.

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

PUBLIC HEARING

Mayor Phelps opened the public hearing to receive public comments on proposed amendments to the Town's Charges, Rates, and Fee Schedule. Proper notice of the hearing was confirmed in accordance with the Code of Virginia by Mr. Quesenberry. No members of the public came forward to speak, and the public hearing was closed by Mayor Phelps.

The Town Manager provided a detailed overview of the proposed amendments, noting that the most significant changes involved connection fees for new development and modest increases to monthly water and sewer rates. He explained that the increases were necessary due to declining usage and reduced revenues and emphasized that the proposed FY2027 budget does not include any tax increases or increases to trash

collection fees. Council discussed the importance of implementing gradual increases to avoid significant future adjustments and maintaining financial stability within the utility funds.

Councilman Stone moved to approve the proposed amendments to the fee schedule 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	Nay
Ralph Self	Aye	Patrick Stone	Aye

REPORTS

MAYOR'S REPORT

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

TOWN MANAGER'S REPORT

Mr. Quesenberry reported that the Town will host a fire engine dedication ceremony at the April 9, 2026, meeting. He provided an overview of the FY2027 budget preparation process, noting that the budget is balanced and includes contributions to reserves without increasing taxes. He addressed delays in personal property tax billing due to the County's software transition and stated that bills are expected to be issued later in the spring. Additional updates included ongoing economic development initiatives, meetings with prospective developers, and preparation for the Rappahannock Community College groundbreaking ceremony scheduled for March 24, 2026. He also reported progress on the basketball court improvement project. A copy of the Town Manager's report has been attached to these minutes as Attachment 1.

PUBLIC COMMENT

Mr. Quesenberry read a letter from Mr. Bob Warren of Lee Avenue regarding the tractor-trailers and the use of jake brakes in Town. A copy of the letter has been attached to these minutes as attachment 2.

POLICE REPORT

A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 3. Lieutenant Barry Radden reported that operations remain steady with no unusual incidents. Staff morale remains strong and the department continues to operate efficiently.

PUBLIC WORKS REPORT

The Director of Public Works, Jesse Schools, reported that wastewater and water systems continue to operate within permitted limits. Water loss for the month was approximately 3%, and two main water breaks were repaired. Staff completed routine maintenance, landfill operations, and equipment preparation for the upcoming season. All regulatory reporting requirements were met.

A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 4.

COUNCIL COMMITTEE REPORT: The Economic Development Committee met to discuss the Business Improvement Grant application from the Northern Neck Planning District Commission proposing chain link fencing. However, vinyl fencing incurs an increased cost of \$2,046.00, and the NNPDC is requesting the cost difference. The committee is in favor of the request and recommends approval.

Councilman Stone moved to approve the Business Improvement Grant application from the Northern Neck Planning District Commission in the amount of \$2,046.00. 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
Ralph Self	Aye	Patrick Stone	Aye

PLANNING COMMISSION: No new business.

NORTHERN NECK REGIONAL JAIL REPORT: The population report was provided in the Town Council packet. The pharmacy audit at the jail concluded that no issues were found. Additionally, Town Council members should have received their invitations to the annual jail board dinner. Due to conflicts, the date has been changed to 4/14/2026.

Vice-Mayor Yackel reviewed the proposed NNRJ FY27 budget and noted that the facility remains self-sustaining and does not require local funding contributions. Vice Mayor Yackel made a motion to approve the proposed FY27 budget for NNRJ. The motion was seconded by Councilman Stone and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Abstain
Ralph Self	Aye	Patrick Stone	Aye

OLD BUSINESS

DHCD Housing Update: Mrs. Coates reported that the housing projects are nearing completion with the utility to be hooked up by Dominion Energy. The Belle Ville construction is scheduled for 3/18/2026 completion date.

74 Main Street Project: Mr. Quesenberry reported that Architects of Record were on site at 74 Main and reviewed what has been completed. Additionally, Mr. Quesenberry met with the Bond Agency.

Cannabis Ordinance: Mr. Quesenberry reported that he is tracking legislation in the General Assembly, regarding Cannabis Ordinances. Mr. Quesenberry reviewed the ordinance stating that the Conditional Use Permit has been approved in the C2-C3 zone, with no Sunday hours permitted.

A motion to schedule the public hearing for April 9th at 6:00PM regarding the Cannabis Ordinance was motioned by Councilman Stone. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

NEW BUSINESS

Art Center: Mayor Phelps reviewed the Arts Center previous proposals before inviting Mrs. Brenda Pemberton to speak on behalf of the Arts Center. Mrs. Pemberton stated that efforts have been put forth to explore options for a cultural center in Downtown Warsaw. Discussions included achieving 501 statuses, a developed budget-forecasting of \$35,000, and the grant must be submitted by 4/1/2026. Mrs. Pemberton requested that the Town reallocate \$4,500 out of the budget to the Arts Center Group.

Mr. Quesenberry recommended that Council move forward with the proposal, with Mayor Phelps stating he wants oversight over the project. A motion to earmark \$4,500 for the Arts Center release of funds in FY27 contingent upon the Art Center being located within Town limits was motioned by Councilman Stone. The motion was seconded by Councilman Self and carried the following votes.

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

Legal and Tax Collections: Council considered an ordinance to allow recovery of legal and collection costs associated with delinquent accounts. Councilman Self moved to adopt the ordinance to allow for recovery of legal fees for collection costs as presented. The motion was seconded by Councilman Stone and carried the following votes.

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

Main Street Program: Councilman Stone presented a resolution of support to reestablish the Main Street Program and enable grant eligibility. Councilman Self moved to authorize Mr. Quesenberry to sign the resolution. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

Public Hearing for Conditional Use Permit: Mr. Quesenberry reviewed the application and purpose of the conditional use permit for the proposed storage facility. Concerns were raised regarding proximity to the Regional Jail and potential security implications. Staff noted that conditions could be imposed through the permit process. Councilman Stone moved to set the Public Hearing for 4/9/2026 at 6:00 PM by Councilman Stone. The motion was seconded by Councilman Self and carried the following votes.

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

Budget Work Session: Councilman Stone moved to schedule a budget work session for 3/24/2026 at 12:00 PM. The motion was seconded by Councilman English and carried the following votes.

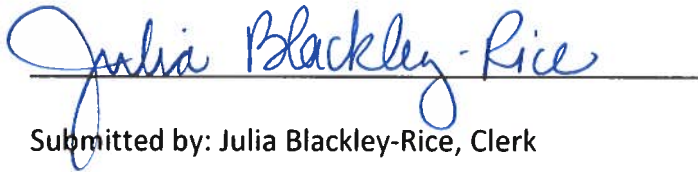
Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Ralph Self	Aye	Patrick Stone	Aye

CLOSING COMMENTS:

- Mayor Phelps stated that it was a busy year ahead with Amazon and Housing developments.

- Councilman English stated that it was a great meeting and expressed gratitude to the Town staff.
- Councilwoman Bryant expressed that it was an interesting meeting.
- Councilman Self thanked Mrs. Pemberton for her presentation behind the Arts Center project for his grandchildren. Additionally, Councilman Self is looking forward to the Jail Board dinner.
- Councilman Stone stated that he is glad the weather is improving.
- Vice-Mayor Yackel expressed concern for the speed limit in residential areas, as people are flying on residential streets in Town.

There being no further business, the meeting was adjourned at approximately 7:22 PM.


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: 03/10/2026

RE: Town Manager's Report

Dear Council Members,

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

1. Budget Preparation

It's once again that time of year where we focus a large amount of attention on ensuring the Town has a strong budget for the upcoming fiscal year. This year's budget, if approved by Council, incorporates no tax increases, small increases in water and sewer, no increases in trash collection fees, and is balanced with a dedicated ~ \$75,000 dedicated towards Reserves. We will discuss this more within the meeting and during our proposed CIP / Budget Work Session.

2. Personal Property Tax Update

Our office continues to field several calls from residents that are concerned about having not received their personal property tax bills. As you know, Warsaw is joined by the other 189

Towns across the Commonwealth in relying on their respective County to provide personal property tax information for billing purposes. This year, the County upgraded to a new software system that has unfortunately put them behind in providing materials. Julia and I have been in constant communication with County officials, and we feel confident that we will have taxes billed and due within this current fiscal year that ends on June 30th. In speaking with the Mayor, the Town does have the ability to temporarily or permanently change the due dates for personal property taxes, meaning that we can offer to push collections back to a later date next year to ensure we are not billing several taxes at once. We will keep you posted as this situation progresses.

3. Economic Development Update

Town staff members continue to work on a large project in the Commerce Park, having held meetings with company officials and their construction team. We are also working on the storage facility proposal with a commercial pad site, which we will discuss more in depth soon. We have been in very early talks regarding a potential medial facility, helping to propose various suitable locations and to discuss potential grant funds. We continue to work with a prospective short-term rental provider for the Bounds project, mapping out potential locations and trail expansions. Lastly, we continue to discuss various residential projects that are being proposed across Town, all of which will come before you for various votes.

4. RCC Health Sciences Building

As a reminder, the official groundbreaking ceremony of the RCC Health Sciences Building will be held on Tuesday, March 24th at 2:00 PM. Please RSVP to the email that was sent to each of you from representatives of the college.

5. Basketball Court Update

Equipment orders have been placed for the basketball courts, and construction should start within the next couple of months. The current asphalt will be milled and placed as a solid base for the new material. We will keep you informed as this project progresses.

From: Rob Warren <bobwar01@gmail.com>
Sent: Wednesday, March 11, 2026 2:24 PM
To: Melissa Coates
Subject: Tractor Trailer Engine (jake) Brakes in Warsaw City Limits

Sir: I would like you to address and set fines for use of Engine brakes within the Warsaw town limits. The noise is not only a nuisance but a health hazard for not only people living within blocks, not to mention right on 360, but also the folks driving on 360. I live on Lee Ave 1 house from 369 in a well built brick home and the vibration rattles my windows. I have to straighten pictures on the walls on a daily basis. I have never lived or traveled through a town or city where there was not an ordinance prohibiting the use of these Engine (jake) brakes along with straight exhaust . Please address this serious issue.

Sincerely ,
Bob Warren
60 Lee Ave
Warsaw 22572

Warsaw Police Department

From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

February 1-28, 2026

Total calls for service: 676

Section I: Incidents 5

DATE	CASE	OFFENSE	BLK / STREET
02/05/2026	2026-000007	PB – 15: Circuit Court Felony	400 - Blk Main St
02/12/2026	2026-000010	19.2 - 306: Probation Violation Misdemeanor	400 - Blk Main St
02/13/2026	2026-000013	19.2 - 306: Probation Violation Misdemeanor	100 - Blk Jones Ln
02/18/2026	2026-000014	Rivermont – Unruly Juv. Matter Resolved	400 - Blk Main St
02/27/2026	2025-000017	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St

Section II: Arrest 4

DATE	CASE	OFFENSE	BLK / STREET
02/05/2026	2026-000007	PB – 15: Circuit Court Felony	400 - Blk Main St
02/12/2026	2026-000010	19.2 - 306: Probation Violation Misdemeanor	400 - Blk Main St
02/13/2026	2026-000013	19.2 - 306: Probation Violation Misdemeanor	100 - Blk Jones Ln
02/27/2026	2025-000017	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St



Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III: Traffic 74

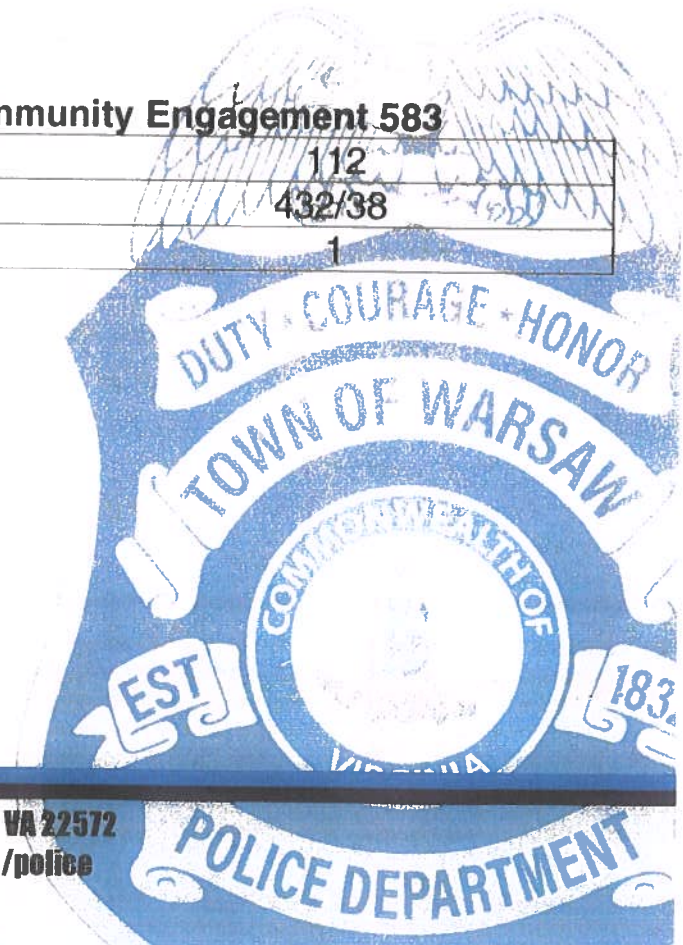
Driving on Suspended/Revoked License	1
Reckless Driving	0
Distracted Driving	5
Speeding	31
Expired Inspection	8
Seatbelt	4

Section III Continued

Expired / Improper VA Registration	4
Town Citations Issued	5
All Other Traffic Summons	9
Traffic Crashes	7

Section IV: Community Engagement 583

Neighborhood Select Patrols	112
Business Checks / Directed Patrols	432/38
Community Events	1



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley - Rice
Treasurer & Clerk

Sean E. Peterson
Chief of Police

Sarah Anderson Law
Town Attorney



Attachment 4

COUNCIL MEMBERS

Randall E. Phelps - Mayor

Paul G. Yackel - 1st Mayor

Mary Beth Bryant

Jonathan English

Daphne Edmore

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: 3/12/2026

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for February – 188,200 gallons, an increase of 6,100 gals from the month of January average daily flow.

Maximum influent flow for February – 242,300 gallons, an increase of 23,500 gals from the month of January max flow.

Nutrient Sampling Results

For February the average effluent Total Nitrogen (TN) concentration was 3.6 mg/l, within the limits of our permit.

For February the average effluent Total Phosphorus (TP) concentration was 0.05 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Plant staff collected samples (six ground water monitoring wells) to complete pond GWM testing for the first quarter of 2026.

Completed and submitted monthly operations report.

The plant screw press is now operating consistently with minimal down time.

The Plant Staff is in process of implementing plans (spring cleaning) to restore cleanliness after winter season and improve overall site appearance.

Operators serviced plant equipment as required by our preventive maintenance program.

Plant staff are exploring cost effective ways to save in electric energy.

Plant Operators assisted water department with recording meter readings.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Buckley - Rice
Treasurer & Clerk

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Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps - Mayor

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Robert Walters

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

Plant effluent samples taken and tested for the month of February met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of February 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.

The town experienced 2 more water breaks this past month. One in Main St. and another on Menokin Rd.

-Refuse Department

For the month of January town staff made 18 trips to the landfill totaling 107 tons or 214,000 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.

Cleaned up the grounds at our Maintenance shop.

Did routine M/A on all grassing cutting equipment.

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 = **5,768,100 gallons**

Sold: Residential gallons

Total Sold = **5,362,720 gallons**

B: Difference: (Produced+Purchased) - Sold = **405,380 gallons**

% Difference = **7 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="200,000"/>	gallons
Hydrant Flushing	<input type="text" value="1,500"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="2,000"/>	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="8,000"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="0"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **216,000 gallons**

Loss: Unaccounted-for Water: (B-C) = **189,380 gallons**

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

days in billing period

Gallons / Day Loss = **6,313 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!