

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
NOVEMBER 13, 2025

The Warsaw Town Council held its regular meeting on Thursday, November 13, 2025, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members present: Mayor Randall L. Phelps, Vice-Mayor Paul Yackel, Mary Beth Bryant, Ralph Self, Daphne Palmore, and Bobby Walters. Council members absent: Jonathan English and Rebecca Hubert.

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

Also present: Approximately seven 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

Councilwoman Palmore moved to approve the consent agenda as presented. The motion was seconded by Councilwoman Bryant and carried with the following votes.

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

PUBLIC COMMENTS

Ms. Brenda Pemberton, a resident of Sharps, VA and representative of the Art Gallery initiative, addressed the Council regarding a proposal to establish an art gallery and gift shop in the Old Leftridge Building. She noted that Warsaw currently lacks such a venue and highlighted potential benefits including increased tourism, collaboration with local school systems, and expanded cultural opportunities for youth. Ms. Pemberton shared that the working name for the project is River Art Gallery and Studio and concluded by commending the Town Council for its professionalism and accomplishments. The Council thanked Ms. Pemberton for her comments and agreed to continue discussions at a future work session. No additional comments were brought forward.

REPORTS

MAYOR'S REPORT

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

TOWN MANAGER'S REPORT

Town Manager, Joseph Quesenberry, presented updates and recaps on Warsaw Fest, Trunk or Treat, economic development projects, the Relish Restaurant incident, the council/department head retreat, ICMA Conference participation, and Christmas Town preparations. Mr. Quesenberry also noted his nine-year anniversary with the Town. A copy of the Town Manager's report has been attached to these minutes as Attachment 1.

POLICE REPORT

Chief Peterson reported on community engagement successes, Christmas Town planning, and congratulated Lieutenant Radden on graduating from the Chesterfield Command Excellence School. Councilwoman Palmore commented on the level of professional displayed by the police department. A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 2.

PUBLIC WORKS REPORT

Director of Public Works, Jesse Schools, presented updates regarding wastewater performance, water system maintenance, seasonal decorations, and refuse disposal. 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 committees met.

PLANNING COMMISSION: No new business.

NORTHERN NECK REGIONAL JAIL REPORT

The jail is changing the guns they will be using, and the handbook had to be changed to reflect this.

OLD BUSINESS

Well Replacement Project: Awaiting feedback from the Virginia Department of Health.

DHCD Housing Update: Mrs. Coates stated that the demolition of the house on Meadowbrook has started and will result in a complete rebuild. The demolition of the house on Belle Ville should start soon, and the Meadowbrook home should be delivered by tomorrow, November 14, 2025.

Basketball Court Discussion Update: Mr. Quesenberry provided the update that they have met with Richmond County and Rappahannock Community College to begin moving the process forward. RCC will be meeting with the board on November 19, 2025.

74 Main Street Project: Mayor Phelps gave an update stating The Town is having difficulties with the Contractor and getting the project done. Initially, the project was a dual use farmers market in the back and event space in the front. Mayor Phelps stated that he would like to put on the agenda at the beginning of the year or have a work session to determine how we should move forward with the project. Vice Mayor Yackel suggested we need to put it out to our citizens on what they would like for 74 Main.

NEW BUSINESS

Relish Grant and Loan Assistance: Council discussed financial assistance for Relish Restaurant following the recent fire. The proposal included \$20,000 from the revolving loan fund with favorable terms and a six-month payment delay, \$10,000 from the business improvement fund, and \$10,000 from the emergency assistance fund, totaling \$40,000. The grant funds would help maintain staff and operations while awaiting insurance. Vice Mayor Yackel expressed support for the revolving loan and business improvement contributions, noting these amounts were previously discussed for roof repairs prior to the fire, but voiced concern about using emergency assistance funds as it could set a precedent. Councilman Self inquired about insurance, and Ms. Smith explained the process is lengthy, with reopening expected around March; she hopes to partially reopen the salvaged section and confirmed the need for payroll and lost wages coverage. Mayor Phelps addressed the precedent concern, and Councilman Walters stated he favored providing as much help as possible. Mayor Phelps concluded by expressing full support for assisting Relish, calling it a good investment and the right thing for the Town.

Motion to agree to the \$20,000 out of the revolving loan fund, \$10,000 out of the business improvement grant, and a \$10,000 loan from the Town of Warsaw was motioned by Vice Mayor Paul Yackel and seconded by Ralph Self and carried the following votes:

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

The motion was defeated. Councilwoman Walters then moved to approve a \$20,000 loan from the revolving loan fund with a 6-month delay of payment, a \$10,000 loan from the business improvement grant, and a \$10,000 grant from the emergency assistance grant

from the Town of Warsaw. This motion was seconded by Councilwoman Palmore and carried the following votes:

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

Mayor Phelps turned the floor to Ms. Smith who thanked the community for their support.

Real Estate and Personal Property – Tax Due Date Extension

Councilwoman Palmore moved to have real estate taxes due 45 days after they are posted. The motion was seconded by Councilwoman Bryant and carried the following votes:

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

Councilwoman Palmore moved to have personal property taxes due 45 days after they are posted. The motion was seconded by Councilman Walters and carried the following votes:

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

Christmas Town Presentation

Town Manager Quesenberry reviewed a map of activity location, logistics, and overall layout with updates on parking, rides, vendors, and safety planning.

Personnel Policy Update

The draft Personnel Policy update, revised with attorney guidance, was presented and referred to the Personnel Committee for review.

CLOSING COMMENTS

- Councilman Walters stated that it was a good meeting and expressed his hope that Carol and Relish Restaurant would be able to reopen swiftly, noting that the entire community is eager to have the business back up and running.
- Councilman Self wished everyone happy holidays with Thanksgiving approaching and mentioned that hunting season begins on Saturday. He reflected on the many upcoming Town events, particularly Christmas Town, which continues to grow each year. He thanked the community for its continued support and expressed gratitude to Joseph and Town staff for their work.
- Councilwoman Palmore commented that the Town's decorations look great. She congratulated Lieutenant Radden on his recent accomplishment and congratulated Joseph on his nine years of service. She also stated that she is keeping Carol in her prayers.
- Councilor Mary Beth Bryant shared that she is looking forward to Christmas Town and expressed her hope that the art gallery proposal moves forward. She also reiterated her support for the basketball court project.
- Vice Mayor Paul Yackel stated it was a good meeting and noted that he missed the previous month, making tonight's meeting feel long overdue. He mentioned watching the October meeting on YouTube and reflected on all the progress the Town has made since he first became involved in 1988. He emphasized how meaningful it is that the Town is now able to assist residents in ways that were not possible decades ago and expressed his appreciation for being part of this continued growth.
- Mayor Randall Phelps closed by stating it was a good meeting and noting how quickly Thanksgiving is approaching. He thanked the Council and Town staff for their hard work and extended prayers and encouragement to Carol and her team as they recover from the fire. He also mentioned keeping a stone engraved with 'Carpe Diem' and remarked that the Council truly embodies the spirit of seizing the day.

ADJOURNMENT

There being no further business, Mayor Phelps adjourned the meeting at 7:13 p.m.

Submitted by:



Julia Blackley-Rice, Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 11/13/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Warsaw Fest Recap

On behalf of the Warsaw Town Council and Staff, I'd like to extend a **THANK YOU** to the Warsaw Richmond County Chamber of Commerce for their efforts in hosting another successful Warsaw Fest in downtown Warsaw. Special thanks to Chamber President Sara Carroll and her team for continuing this local tradition in great fashion. Another thank you to our Town employees for assisting during the day of the event, decorating across Town and building the parade float, and to our Council and staff that joined us for the parade. We're already looking forward to next year!

2. Trunk or Treat Recap

Thank you to the Warsaw Richmond County Main Street Program for another great year!

The crowds were as large as always and the Town was filled with happy families as their children celebrated Halloween in a safe and welcoming environment. Thank you to all those that handed out candy, with a special thanks to our Warsaw Police Department as they handled traffic and crowd control and brought their families to assist with handing out candy.

3. Economic Development Update

We are continuing our work with a national distribution firm to identify space for new construction in Town. We are still in hopes of being able to utilize the last of the available land in the Commerce Park for this development. We will keep you posted as things progress. We also have interest by a national climate-controlled storage facility group in Town on a large parcel that may house indoor and outdoor storage, potentially including boats, campers, and other large items. We hope to have more information as this progresses.

4. Relish Restaurant Incident

On behalf of the Town Council and Staff, I want to extend our deepest sympathies to the Relish Restaurant Family as they recover from the fire damage. As always, we are here to help in any way that we can during this difficult time.

5. Council / Department Head Retreat Recap

I want to thank our Council members that attended the recent Retreat that was held here at Town Hall in October. It was highly beneficial, and we learned and had refreshers on many things regarding operations of local government in Virginia, Council – Manager relations and functions, as well as the teambuilding exercises between group members. For those that could not attend, I hope that the materials given to you will be of assistance and interest. As always, I'm here to answer any questions that you may have.

6. International City-County Manager's Association Conference (ICMA)

I had the pleasure of traveling to Tampa and to speak on the topic of "Get the Right Project with the Right Impacts: How to Attract and Evaluate Economic Development Projects for Small Localities." My colleagues, India Adams-Jacobs, Town Manager of Bowling Green, and Dr. Sheryl Bailey, Professor at Virginia Tech, joined me for this conversation. The conference had a record breaking 5,500 attendees and our session had 250 participants. I was excited and honored to represent Warsaw during such a prestigious event in our field.

7. Christmas Town, to be discussed later in the agenda, will be held on Saturday, December 13th from 11AM to 6PM in beautiful downtown Warsaw. Parade details will be sent to you in the coming weeks.



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

Attachment 2

October 1-31, 2025

Total calls for service: 880

Section I: Incidents 9

DATE	CASE	OFFENSE	BLK / STREET
10/01/2025	2025-000133	18.2-137: Destruction of Property Misdemeanor	300 - Blk Community Park Dr
10/05/2025	2025-000134	18.2-96: Petit Larceny Unfounded Misdemeanor	4000 - Blk Richmond Rd
10/05/2025	2025-000135	18.2-57.2: Domestic Assault Misdemeanor	100 - Blk Washington Ave
10/15/2025	2025-000136	19.2-306: Probation Violation Misdemeanor	400 - Blk Main Str
10/15/2025	2025-000137	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
10/15/2025	2025-000138	18.2-250: Narcotics Violation Felony	400 - Blk Wallace St
10/21/2025	2025-000139	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
10/30/2025	2025-000143	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
10/31/2025	2025-000144	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St

Section II: Arrest 7

10/05/2025	2025-000135	18.2-57.2: Domestic Assault Misdemeanor	100 - Blk Wallace St
10/15/2025	2025-000136	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
10/15/2025	2025-000137	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
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10/21/2025	2025-000139	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
10/30/2025	2025-000143	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St
10/31/2025	2025-000144	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St





Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III: Traffic 114

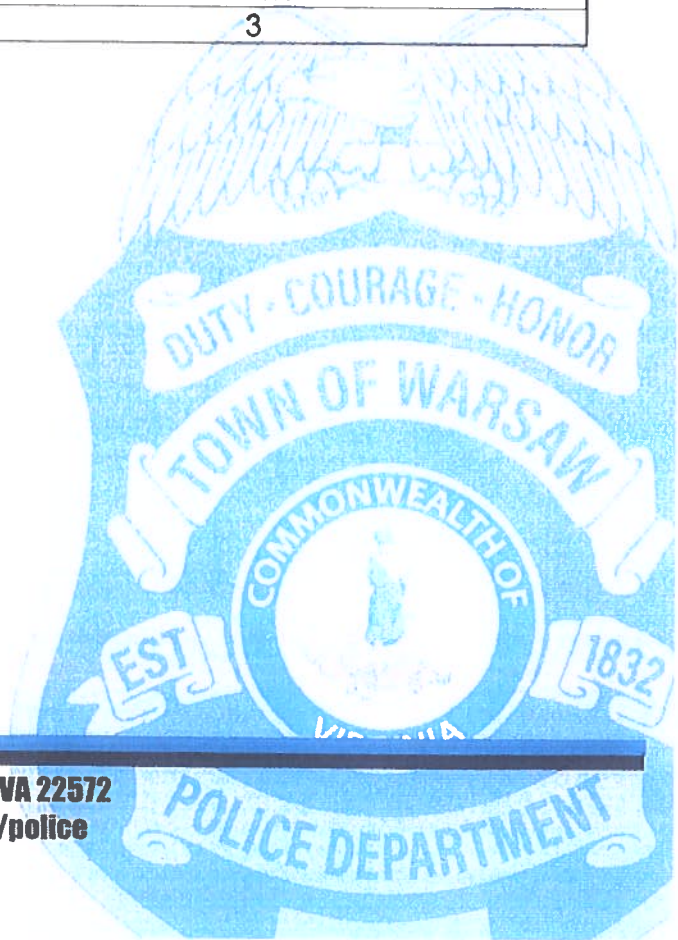
Driving on Suspended/Revoked License	2
Reckless Driving	2
Distracted Driving	8
Speeding	49
Expired Inspection	14
Seatbelt	3

Section III Continued

Expired / Improper VA Registration	6
Town Citations Issued	4
All Other Traffic Summons	19
Traffic Crashes	7

Section IV: Community Engagement 624

Neighborhood Select Patrols	122
Business Checks / Directed Patrols	476/23
Community Events	3



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



Attachment 3 COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Laron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

18 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: 11/13/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for October – 175,600 gallons, a decrease of 14,300 gals from the month of September average daily flow.

Maximum influent flow for October – 190,300 gallons, a decrease of 76,500 gals from the month of September max flow.

Nutrient Sampling Results

For October the average effluent Total Nitrogen (TN) concentration was 1.73 mg/l, within the limits of our permit.

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

Monthly Operations and Maintenance

Plant staff collected our quarterly ground water monitoring samples to complete testing for the calendar year of 2025.

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

The sand filter compressor has been successfully repaired and returned to service.

The annual WQIF Exhibit E report was completed and submitted to DEQ.

Joseph N. Quesenberry
Town Manager

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Assistant Town Manager

Julia Blackley – Rice
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COUNCIL MEMBERS

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Operations staff are preparing to winterize the treatment plant to ensure protection against freezing temperatures.

Treatment plant operators assisted in recording monthly water meter readings.

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

-Water Department

Attached you will find the Water Loss Report, for the month of October we are at a 2nd water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Replaced (2) 4-inch check valves at sewage pump station #6.

Staff performed our annual greasing, serving and cleaning on all the town's sewage pump stations.

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

Staff went through all Christmas pole mounted decorations along with our Christmas tree lights.

-Refuse Department

For the month of September town staff made 19 trips to the landfill totaling 132 tons or 264,000 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.

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

Replaced our summer flowers with fall/winter pansies in the hanging baskets, Verizon wall, along with stationary planters.

Public works went through all ground mounted Christmas decorations, and acorn light garland/wreaths.

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 = **5,804,400 gallons**

Sold: Residential gallons

Total Sold = **5,686,400 gallons**

B: Difference: (Produced+Purchased) - Sold = **118,000 gallons**

% Difference = **2 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="2,000"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="0"/>	gallons
Fire Department Use	<input type="text" value="10,000"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="2,500"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="7,500"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **24,000 gallons**

Loss: Unaccounted-for Water: (B-C) = **94,000 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **2 % unaccounted - for loss**

days in billing period

Gallons / Day Loss = **2,848 gallons/day**

Gallons / Minute Loss = **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!