

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
NOVEMBER 14, 2024 – 6:00 P.M.

The Warsaw Town Council held their regular meeting on Thursday, November 14, 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, Faron Hamblin, and Mary Beth Bryant. Councilmembers absent: Rebecca Hubert and Jonathan English.

Town staff present: Town Manager Joseph Quesenberry, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, Detective Nikki Boyington, Officer Joseph Hayes, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There were 6 others present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA:

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

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

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

J. Clifford Mullin, 8351 Historyland Highway, Warsaw, VA began his public comments by stating the beauty of the Town of Warsaw continues to grow. The sidewalk work that he witnessed on the Town's Main Street between Belle Ville Lane and St. Johns St. is very nice, along with the crosswalks that were recently installed at the stoplight located at Rt. 360 and Main St. Mr. Mullins thinks the roadwork recently completed by VDoT helps the town look nice, very prim and proper. The eastbound land through town is now smooth. Recently, Mr. Mullin met with the Town Manager and briefly discussed topics like the creamery building, sidewalk, and VDoT. Mr. Mullin is very supportive of the works that Mr. Quesenberry discussed with him. Rappahannock Church of Christ has boxed in and covered the drop inlet near their property on the animal clinic access road. It appears to be very safe. Mr. Mullin appreciates the work the Town did to get the issues with the drop inlet corrected.

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

REPORTS

MAYORS REPORT:

During his mayor's report, Mayor Phelps spoke on the recent Town election. Elections have results, they have consequences, and they tell us what we will be doing in the future. To that end, one of our long-term councilmembers, Mr. Ogle Forrest, did not win his re-election bid this cycle. Councilman Forrest has brought many years of wisdom and service to his community. Councilman Forrest has been a key part of the revitalization of Warsaw. Mayor Phelps offered congratulations to Councilwoman Bryant and Councilman Self for winning their re-election campaigns. Mayor Phelps is looking forward to welcoming councilmembers elect, Daphne Palmore and Bobby Walters when their term begins in January.

TOWN MANAGERS REPORT:

Mr. Quesenberry reviewed his report with the Town Council. Mr. Quesenberry's report covered Town Bucks program recap, crosswalk installation, DHCD sidewalk improvement project, Trunk-or-Treat recap, WarsawFest recap, Domino's update, Council dinner, election recap, a moment of personal privilege, and a Christmas Town update. A copy of the Town Manager's report has been attached to these minutes as Attachment 1.

POLICE REPORT:

A copy of the monthly police report included in the Town Council packet has been attached to these minutes as Attachment 2. In lieu of reviewing the report with the Town Council, Chief Peterson used his time to update the Town Council on recent happenings at the Police Department. First, Chief Peterson announced the hiring of the newest Town Officer, Joseph Hayes. Second, Chief Peterson announced the promotion of Nikki Boyington to the position of Police Operations Manager/Investigator. Once Chief Peterson concluded his report, Mayor Phelps announced that the Warsaw Police Department with the chief's leadership has now become even more of an independent police department and asked Chief Peterson to elaborate. Chief Peterson announced that the Warsaw Police Department has been approved by the Virginia State Police for its own VCIN terminal. The WPD will be VCIN independent by January. Once this is in place, the WPD will no longer have to rely on other agencies to complete the VCIN checks.

PUBLIC WORKS REPORT:

The Public Works report was included in the Town Council packets and has been attached to these minutes as Attachment 3.

COUNCIL COMMITTEE REPORT:

No committees met during the month.

PLANNING COMMISSION: Planning Commission met and discussed projects that were occurring in the Town.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel reported there is an organization called the Virginia Association of Regional Jails which the NNRJ is a member. The jail superintendent is active with this organization and at the last board meeting, the superintendent reviewed a number of legislative items that are going through the general assembly that were presented at the VARJ meeting. Another topic at the jail board meeting was that since COVID the programs at the jail have been restricted. It has taken a while to get programs back up and running, but they are starting to come back.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mr. Quesenberry reported that there has not been much movement on the project, but a large order was placed for HVAC units. The asbestos has been removed and he is working with USDA to start the reimbursement process. **Well Replacement Project:** Mr. Quesenberry was contacted by the well construction company this week. Mr. Quesenberry plans to sit down with the Director of Public Works to begin the process. **DHCD Housing Project:** Mr. Quesenberry reported the architect met with the project and conducted walkthroughs. Based on this, the architect created the report for DHCD that was required. Mr. Quesenberry is anticipating that there will be some movement soon for the project.

NEW BUSINESS:

TOWN BUCKS - \$100 DRAWING FOR FIVE PARTICIPANTS

Mayor Phelps reviewed the Town Bucks program and outlined that out of the Town residents that had picked up Town Bucks, their name is entered into the drawing for one of five \$100 town buck prizes. Mayor Phelps asked Vice-Mayor Yackel to select the five winners. The names drawn were: Chris Hathaway, Greg Moskoff, Cynthia Flickinger, Wanda Hayes, and Timothy Markish. After the winners were selected, Mayor Phelps stated that this program was a trial. The Town was taking \$7500 and seeing what could be done with it to help the community. Mayor Phelps doesn't know if this will be a program next year or not. There was some negativity, but there was also a lot of positive feedback. Mayor Phelps would love for Town Council to take a look at this next year and ask if this is something that the Town should continue.

EIP APPLICATION – HUMMINGBIRD LEARNING CENTER

Mr. Quesenberry outlined the premise of the program as a rent assistance program for a new or relocating business or establishment to open in Warsaw. It is \$600/month of rent assistance for 12 months. Mr. Quesenberry outlined the request by Hummingbird Learning Center, a childcare facility that plans to open in the downstairs unit of 84 Main Street. Hummingbird Learning Center has requested the full grant amount of \$7200.00. Mr. Quesenberry reported that unfortunately, there wasn't a quorum of the Economic Development Committee, so this would be an approval by Town Council. Mr. Quesenberry did receive a recommendation to approve from Mr. English and Ms. Sara Carroll. It was the consensus of Town Council to push this request back to the

Economic Development Committee for them to obtain a quorum and present Town Council with a recommendation or not to approve the request.

SUBDIVISION APPLICATION SUBMISSION – RHODES PLACE & BROADUS CREEK DEVELOPMENT

Mr. Quesenberry informed Town Council that he has requested the developer and/or the representatives to be at next month’s meeting to make a presentation in time for the public hearing. This request is for a subdivision by Mr. Gregory Packett, who owns approximately 62.08 acres that encompasses from the enchanted forest area to land near the Southern States location. The current plan calls for 321 units with condos/apartments being 166, single family dwellings being 85, and villas being 68. The information found in the packet includes elevations of what the homes would look like. There will be a pool and clubhouse included in the development. A copy of Mr. Packett’s proffer statement is in the packet also. Per the application, Mr. Packett is requesting a public hearing and will be in attendance to make the presentation. Mayor Phelps addressed Town Council to remind them that tonight is not about approving/not approving the subdivision, it is about scheduling a public hearing so they can present their plans to the public and start the process.

Councilman Forrest moved to schedule a public hearing for December 12 at 6:00pm. The motion was seconded by Councilman Hamblin and carried with the following votes.

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

There was discussion about the approval process following the vote to schedule the public hearing.

APPOINTMENTS OF PLANNING COMMISSION MEMBERS, BOARD OF ZONING APPEALS

Mayor Phelps reminded Town Council that there are three open positions on the Planning Commission. Currently, there are three people that have indicated interest in filling the vacancies and there may be additional people interested before next meeting. Mayor Phelps announced that Mr. Chris Evans, Ms. Belinda Reynolds, and Mr. Berkley Cash have all indicated they would like to serve on the Planning Commission.

CLOSED SESSION- 2.2-3711 A-5 PROSPECTIVE BUSINESS; A-8 LEGAL MATTERS

Vice-Mayor Yackel moved to enter closed session in accordance with Virginia State Code Section 2.2-3711A (5) as it relates to Prospective Business of the Virginia Freedom of Information Act. The motion was seconded by Councilman Hamblin and carried with the following votes:

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

To re-enter the regular session of the meeting, Vice-Mayor Yackel moved that the only items discussed in closed session were prospective businesses and legal matters. The members of the Town Council then certified by roll call vote that they only discussed matters cited in the motion to enter closed session and legally permitted to be so discussed in the Virginia Freedom of Information Act subsections cited in the motion to enter closed session. The roll call votes are as follows.

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

There was no action out of closed session.

CLOSING COMMENTS:

- Vice-Mayor Yackel enjoyed WarsawFest and is looking forward to Christmas Town.
- Councilman Hamblin has a conflict the day of Christmas Town but is hoping he is able to make it back that evening to attend the event. He thinks the event feels like what you would see in the Hallmark/Lifetime Christmas movies. He is looking forward to the Christmas dinner again this year. Councilman Hamblin congratulated Councilman Forrest on his many years of service on the Warsaw Town Council. Councilman Hamblin said his term on Town Council is nearing the end and he has a great time. He is looking forward to seeing the new Town Council members.
- Councilman Self thanked everyone for their support in his reelection for another four year term. He hopes that the Town Council will continue to live up to their standards and continue to do great things for this Town. Looking over just this past year and seeing the improvements that have happened like the sidewalks and crosswalks. He said it is a pleasure making decisions to do good things and hopes that we will continue to have a great Town.
- Councilwoman Bryant thanked everyone for their support on her reelection. She is looking forward to Christmas Town and would like to wish everyone a Happy Thanksgiving. Councilwoman Bryant also informed everyone the Richmond County Volunteer Fire Department would be coming around Warsaw on December 8th.
- Councilman Forrest said that for the last several months he had been walking around with the aid of a walker. After his surgery three weeks ago, the walker and the cane are gone. Councilman Forrest said he is doing great.
- Mayor Phelps said when he has the opportunity to bring individuals into Town he likes to do that. He was asked by an executive at his workplace how does Warsaw do it. This individual has been appointed to an Economic Development Board for his home county. Mayor Phelps responded that just because the Town Council hasn't done something before doesn't mean that they won't try it. The Warsaw Town Council has made a lot of great experiments, whether it be with the Economic Development piece or helping a business owner on Main Street by going in on half the payment of paving their lot. We've made some mistakes, but that is okay too. We learn from those situations too.

Mayor Phelps is proud of what is happening in Warsaw and feels that the Town is headed in the right direction.

There being no further business, Mayor Phelps adjourned the meeting at 7:45 p.m.


Submitted by: Julia Blackley- Rice, Clerk

Joseph N. Quesenberry
Town Manager

Michael W. Goate
Assistant Town Manager

Jahia Buckley - Rice
Clerk - Elections

Sean L. Peterson
Clerk - Public

Stacy Anderson Law Law
Town Attorney



Attachment 1

COUNCIL MEMBERS

Randall E. Phelps - Mayor

Paul G. Yackel - Council Member

Ogle E. Longest, Sr.

Laron H. Hamblin

Rebecca C. Haber

Jonathan English

Ralph W. Schriber

Mark Beth Boer

180 S. Belle Ville Lane, Warsaw, VA 22572 P.O. Box 730 Phone 804 333-3777 <http://www.townofwarshaw.com>

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 11/14/2024

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 in particular.

1. Christmas Town Presentation

I will be presenting an interactive map of the Christmas Town event area and will answer any questions that you may have.

2. Town Bucks Program Recap

We are pleased to report that nearly 375 total households in Warsaw and Richmond County participated in our first-ever Town Bucks program! A copy of the spreadsheet referencing all of the participants can be found in your Council emails. We have heard very positive feedback from the participating businesses thus far. We appreciate everyone's patience and kindness as we deployed the program for the first time.

3. Crosswalk Installation

We are very pleased with the final product of the brick paver crosswalks at the Court Circle intersection. We hope that this will not only improve the appearance of the intersection, but that it will also bring increased awareness to drivers regarding the pedestrian crossing. Now that our sidewalks are complete, this will work to tie in the college campus and neighborhoods to our downtown shopping district.

4. DHCD Sidewalk Improvement Project

As you may have seen, we are wrapping up our sidewalk addition and parking lot improvements at 184 Main Street. Per our DHCD agreement, we were required to spend \$30,000 in Town on sidewalk improvements. We then partnered with Mrs. Poates, owner of 184 Main, to share the costs of the project. The Town came in under budget with \$25,000 spent, with that amount nearly being matched 1:1 by Mrs. Poates, with a total investment of \$19,125 for a total project cost of \$14,125, or \$5,875 under budget. France Landscapes and Lange Paving completed the work and did a great job. This now completes the last section of downtown that needed to be revitalized. I plan to include \$30,000 in our annual budget for sidewalk improvements for your review, with the hopes of removing and replacing sidewalks between the 7-11 location and our downtown.

5. Trunk Or Treat Recap

Thank you to the Warsaw Richmond County Main Street Program for doing a wonderful job with trunk-or-treat this year! With an estimated 2,500 – 3,000 participants, it was a record breaking year.

6. Warsaw Fest Recap

Thank you to the Warsaw Richmond County Chamber of Commerce for hosting another successful Warsaw Fest! The parade was a great time, and the event was fortunate enough to have beautiful weather and good crowds. We look forward to next year!

7. Domino's Update

We are pleased to announce that Domino's is slated to hold a soft opening on December 9th, with a full opening just in time for Christmas Town on December 14th. We'll post more details as they arrive.

8. Council Dinner

You should have received an email regarding the Town Council Christmas Dinner next month, to be held in the new Old Rappahannock Brewing building. We appreciate the Town Council's tradition of foregoing any monthly pay in order for us to hold a large dinner event for all the Town Council and staff members. Please respond as soon as you can so that we may prepare accordingly.

9. Election Recap

The election of Town Council members occurred during the general election last week, with four (4) positions of the total eight (8) being up for election/re-election. We congratulate Council Members Self and Bryant for their victories, and welcome our new Council Members Palmore and Walters to the Council. We will work with them to obtain all of the necessary trainings and to become sworn in to office in January. I want to take this time to give a special thank you to Council Member Forrest for his years of steadfast dedication to this Town. We will honor him during next month's meeting.

10. Point of Personal Privilege

I am honored to share that on November 7th, 2024, I began my eighth year as Town Manager. I want to say thank you to each of you for allowing me to continue our efforts at ensuring our Town is moving in the right direction, to continue to grow and improve, and to be the absolute best that we can be. Our teamwork, our phenomenal staff, and our many residents and business owners that participate, care, and join us in our many endeavors are what makes this all possible. Thank you!



Warsaw Police Department

Attachment 2



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT October 1-31, 2024

Total calls for service: 246

Section I: Incidents (3)

DATE	CASE	OFFENSE	BLK / STREET
10/15/2024	2024-000070	18.2-96 Petit Larceny	417 Sunset Ln
10/23/2024	2024-000072	18.2-96 Petit Larceny	4188 Richmond Rd
10/31/2024	2024-000077	18.2-57.2 Assault & battery – Family member	Richmond Rd/Historyland Hwy

Section II: Arrests (6)

DATE	CASE	OFFENSE	BLK / STREET
10/2/2024	2024-000065	53.1-149 Probation violation - Felony	471 Main Street
10/8/2024	2024-000066	53.1-149 Probation violation - Felony	471 Main Street
10/11/2024	2024-000067	53.1-149 Probation violation - Felony	471 Main Street
10/11/2024	2024-000067	18.2-388 - Public Intoxication	4733 Richmond Road
10/24/2024	2024-000073	18.2-460 – Fleeing From Law Enforcement 18.2-266 DWI; 1 st Offense	4238 Richmond Road
10/29/2024	2024-000075	18.2-462 Concealing/Destroying Evidence – Felony	4238 Richmond Road

Section III: Traffic (94)

Driving on suspended/Revoked License	1
Reckless Driving	2
Distracted Driving	14
Speeding	17
Expired Inspection	0
Expired / Improper VA Tag	0
Town Citations Issued	2
All other traffic summons	16
Reportable traffic crashes	11
Traffic Warnings	33

Section IV: Community Engagement

Neighborhood Select Patrols	283
Business Checks	188
Community Events	1

549 Main Street – Warsaw, VA 22572
www.townofwarsaw.com/police



Joseph N. Quisenberry
Town Manager

Madison Coates
Assistant Town Manager

Julia Blythe – Rice
Treasurer & Clerk

Scott L. Peterson
Chief of Police

Smith Anderson Law
Town Attorney



Attachment 3

COUNCIL MEMBERS

André Phelps – Mayor

Greg York – Council Member

Mary Beth Bryant

Jonathan English

Ogden L. Forrest, Sr.

Farou El-Hamlin

Rebecca Hubert

Ralph W. Sch

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: 11/14/2024

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 = 173,900 gal. A decrease of 12,300 gals. from the month of September average daily flow.

Maximum Influent flow for August = 213,200 gals. An increase of 9,200 gal. from the month of September max flow.

For October, the average effluent Total Nitrogen (TN) concentration was 2.73 mg/l, within the limits of our permit.

For October, the average effluent Total Phosphorus (TP) concentration was 0.18 mg/l within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant staff cleaned and replaced UV lamps.

Operators serviced equipment as to our preventive maintenance program.

Plant Operators conducted our daily process control testing on the SBRs.

Ordered our necessary laboratory supplies.

Completed and submitted our monthly operations report.

The Treatment Plant Staff assisted with recording water meter readings.

Joseph N. Quesenberry
Town Manager

Melissa Courtes
Assistant Town Manager

Juli Blackley – Rick
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sandra Anderson-Low
Town Attorney



COUNCIL MEMBERS

Randall E. Phelps – Mayor

Patricia G. Nichols – Councilmember

Mark Beth Brum

Jonathan English

Ogle E. Forrest Sr.

Emory H. Hamblin

Rebecca C. Hubert

Ralph W. Sch

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Plant effluent samples taken and tested 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 3% water loss. Department staff did daily chlorine check of all four wells, along with two random samples each day throughout town.

Water meters were read on 10/9/2024.

Staff also completed state selected bacteria samples, all results came back absent.

The water department also checked sewage /pump stations each day.

Staff completely bi yearly greasing off all sewage pumps and alarm floats at each pump station.

Water line on East Jefferson St. was hot tapped for a new residential meter to be placed.

-Refuse Department

For the month of September town staff made 14 trips to the landfill totaling 116.71 tons or 233,420 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

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.

Decorated for Halloween and prepared for trunk or treat in the park.

Started checking over Christmas Decorations, wreaths, and garland.

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 = 4,850,100 gallons

Bulk Water Sales gallons

Total Sold = 4,667,143 gallons

B: Difference: (Produced+Purchased) - Sold = 182,957 gallons

% Difference = 4 % total water loss

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text"/>	gallons
Hydrant Flushing	<input type="text"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="5,000"/>	gallons
Fire Hydrant Use	<input type="text"/>	gallons
Fire Department Use	<input type="text" value="10,000"/>	gallons
Leak adjustments	<input type="text"/>	gallons
Maintenance shop	<input type="text"/>	gallons
Sewer jetting	<input type="text" value="1,000"/>	gallons
Town watering flowers	<input type="text" value="10,000"/>	gallons
Office/Police Dept.	<input type="text" value="12,000"/>	gallons
Pool	<input type="text"/>	gallons
Amount in storage tanks	<input type="text"/>	gallons

C: Total Gallons Accounted For = 38,000 gallons

Loss: Unaccounted-for Water: (B-C) = 144,957 gallons

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

Gallons / Day Loss =

Gallons / Minute Loss =

days in billing period

5,177 gallons/day

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.