

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
APRIL 9, 2026

The Warsaw Town Council held its regular meeting on Thursday, April 9, 2026, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members Present: Mayor Randall L. Phelps, Vice-Mayor Paul Yackel, Mary Beth Bryant, Jonathan English, Daphne Palmore, Bobby Walters, Patrick Stone and Ralph Self. No council members were absent.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Missy Coates, Lieutenant Barry Radden, Chief of Police Sean Peterson, and Treasurer & Clerk Julia Blackley-Rice.

There was one other person present in the Council Chambers.

The Richmond County Volunteer Fire Department gave a special presentation at the fire engine dedication.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:21 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 Councilman Stone and carried with the following votes.

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

PUBLIC HEARING

CONDITIONAL USE PERMIT – SELF-STORAGE FACILITY

Mayor Phelps opened the public hearing and confirmed that the notice had been properly advertised in accordance with the Code of Virginia. The public hearing was held to receive input regarding a Conditional Use Permit request submitted by Pro Safe Acquisitions, LLC for the development of a self-storage facility with a mixed-use commercial component on property zoned C-3 Light Industrial.

Mayor Phelps called for public comment. There being no individuals present to speak, Mr. Quesenberry read the written correspondence received from M. Lewis of Northern Neck Regional Jail and the Richmond County Administrator, H. Mothershead. The concerns expressed in the correspondence focused primarily on public safety and security considerations due to the facility's proximity to the jail. Specific concerns included the need for enhanced perimeter security, increased fencing height, sufficient lighting for visibility, comprehensive surveillance coverage, and extended retention of camera footage. Additional comments referred to the importance of protecting nearby infrastructure, including sewer system components, and ensuring that any development would not interfere with the operations of the jail. These written comments have been included as Attachment 1.

Mayor Phelps closed the public hearing and opened the floor for Council discussion. Mr. Mike Hankey, representing the applicant, addressed the Council and provided a detailed overview of the proposed project. He explained that the facility would include controlled gate access with individualized PIN codes, restricted hours of operation, and a comprehensive camera system covering both interior and exterior areas. Mr. Hankey noted that the facility would be well lit and designed to minimize impacts on surrounding properties. He further stated that the company maintains a strong track record of operating secure and professionally managed facilities and expressed a willingness to work with the Town and neighboring stakeholders to address any additional concerns. Mayor Phelps closed the public hearing,

Council engaged in discussion regarding appropriate conditions for approval of the Conditional Use Permit. Council members focused on balancing the need for enhanced security measures with compliance with Town Code and maintaining the aesthetic character of the area. Discussion included the feasibility of increased fence height along the portion of the property adjacent to the jail, the direction and intensity of lighting to ensure safety without negatively impacting neighboring properties, and the appropriate duration for security camera footage retention.

Following discussion, Councilman Stone moved to approve the Conditional Use Permit with the following conditions: an eight-foot fence around the entirety of the property, with a twelve-foot fence section along the side adjacent to the jail; increased lighting on the jail-facing side of the property; security camera coverage with a minimum thirty-day video retention period; and 7AM-10PM operating hours. Councilman Self seconded the motion, which carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye

Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye	Bobby Walters	Aye

PUBLIC COMMENTS

Mr. Mitch Paulette with Richmond County Department of Emergency Services, addressed the Council to provide an overview of Richmond County's transition from the Code Red emergency notification system to a new platform, Regroup. Mr. Paulette explained that the change was driven by both cost savings and improved functionality, noting that the new system offers enhanced communication capabilities, including the ability to send targeted emergency and non-emergency notifications. He highlighted the system's ease of use for both administrators and residents, as well as its multilingual capabilities, which allow for broader community accessibility. Mr. Paulette also explained that the Town could utilize the system to communicate directly with residents regarding matters such as road closures, utility outages, or emergency situations. Informational materials provided have been included as Attachment 2.

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

REPORTS

MAYOR'S REPORT

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

TOWN MANAGER'S REPORT

Mr. Quesenberry provided a comprehensive update on Town operations and ongoing initiatives. He reported that the FY27 budget process is progressing, noting that a recent work session with Council was productive and allowed for detailed review of proposed revenues and expenditures. Mr. Quesenberry advised that personal property tax bills are expected to be mailed by the end of April, pending receipt of final data from the County.

Mr. Quesenberry also provided updates on economic development efforts, including continued coordination on projects within the Commerce Park and ongoing discussions regarding redevelopment opportunities at 74 Main Street. He noted that the Town is actively working with potential business partners and developers to encourage investment and growth within the community. Additionally, he highlighted upcoming community events, including the opening of the Town's Community Market for the season, and encouraged public participation.

A copy of the Town Manager's report has been included with these minutes as Attachment 3.

POLICE REPORT:

A copy of the monthly police report was included in the Council packet and is attached to these minutes as Attachment 4. Chief Peterson provided additional remarks, including the introduction of a new reporting format designed to improve transparency and public engagement. He also recognized Lieutenant Radden on his one-year anniversary with the department. Lieutenant Radden provided details regarding the upcoming National Night Out event scheduled for August 4, 2026, from 6PM-9PM in Warsaw Town Park, noting that the event is intended to strengthen relationships between law enforcement and the community.

PUBLIC WORKS REPORT

Mr. Quesenberry reviewed the monthly operations report. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 5.

NORTHERN NECK REGIONAL JAIL REPORT

The population report was provided in the Town Council packet. Vice-Mayor Yackel provided an update regarding an upcoming Council dinner and encouraged attendance, noting the importance of continued collaboration and communication among Council members.

COUNCIL COMMITTEE REPORT: No committees met.

PLANNING COMMISSION: Councilwoman Palmore reported that the Planning Commission met and reviewed the Capital Improvement Plan, which was recommended for approval to Council. She also noted that the Commission engaged in preliminary discussions regarding proposed amendments to the Town's cannabis ordinance.

OLD BUSINESS

DHCD Housing Update: Ms. Coates provided an update on the Town's housing rehabilitation program. She reported that two home rebuild projects have been completed, with residents expected to return to their homes in the coming weeks. Ms. Coates noted that the program has had a meaningful impact on the community, with several residents expressing appreciation for the improvements. She also stated that a ribbon-cutting ceremony is being planned to recognize the completion of these projects.

74 Main Street Project: Mr. Quesenberry provided an update on the state of 74 Main Street. He reported that meetings with the attorney have occurred, as well as

discussions on the bond. Mr. Quesenberry is hopeful the project will be put back out to bid next month or in June at the latest.

Cannabis Ordinance: Mr. Quesenberry presented proposed amendments to the Town’s cannabis ordinance to ensure compliance with recent changes in state law. He explained that the amendments include increasing setback requirements from 500 feet to 1,000 feet from sensitive uses, establishing a local tax rate within the allowable range, and providing a framework for indoor cultivation operations, subject to Conditional Use Permit approval.

Council engaged in discussion regarding the potential impacts of the ordinance, including economic development opportunities, regulatory oversight, and community perception. It was noted that while retail operations are not currently proposed, the amendments would establish a legal structure to address future requests and avoid potential legal challenges. A copy of the proposed ordinance has been attached as Attachment 6.

Following discussion, Councilman Stone moved to set the public hearing on the proposed Cannabis Ordinance for Planning Commission on May 7, 2026, at 6:00 p.m. and for Town Council on May 14, 2026 at 6:00 p.m. Councilman Walters seconded the motion, which carried with the following votes.

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

NEW BUSINESS

FY27 BUDGET Presentation Mr. Quesenberry presented the proposed FY27 budget, providing a comprehensive overview of the Town’s overall financial position and long-term objectives for financial strength and stability. He reported that the total proposed budget is \$4,001,749 and noted that no increases are proposed for real estate taxes, personal property taxes, or business license fees, with only rate adjustments occurring in water and sewer services. The presentation outlined what the budget funds across Town operations include public safety, public works, administration, and community services.

Mr. Quesenberry highlighted planned financial contributions, including approximately \$115,000 earmarked for reserves to strengthen fiscal sustainability and roughly \$250,000 dedicated to capital improvement projects (CIP). He reviewed major Town projects funded in the budget and discussed how these align with organizational priorities and infrastructure needs. Additional components of the presentation included adjustments

for employee compensation, such as cost-of-living increases and rising health insurance costs.

He also provided a detailed budget breakdown by department, an overview of General Fund revenue trends, and a review of enterprise funds, including water and sewer operations. Comparative analyses were presented showing the FY26 budget compared to the proposed FY27 budget, as well as budget and tax rate comparisons with surrounding localities, demonstrating that the Town remains competitive. Mr. Quesenberry concluded by emphasizing that the FY27 budget reflects a balanced approach, while maintaining fiscal responsibility while continuing to invest in infrastructure, services, and community development. A copy of the budget presentation has been included as Attachment 6.

After discussion, Councilman Stone made a motion to increase the contribution to Richmond County Little League to \$1,000.00. Councilman Walters seconded the motion, which carried with the following votes.

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

Councilwoman Palmore moved to set the A motion was made by Councilwoman Palmore to set the Public Hearing for the budget in the May 2026 Council meeting. Councilman Self seconded the motion, which carried with the following votes.

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

CLOSING COMMENTS:

- Mayor Phelps stated that it is about to get busy in the Town, with Amazon gearing up and other serious conversations taking place.
- Councilman English expressed gratitude for the Council and thanked the Town Staff for the budget. Additionally, Councilman English stated that population of Warsaw went up by one, and he wouldn't dream of raising his newest addition anywhere else.
- Councilman Walters commented on the great presentations during the meeting.
- Councilwoman Bryant stated that it was wonderful to see RCVFDs fire truck.

- Councilman Self stated that it was a very productive meeting, and that he is looking forward to the Farmer's Market.
- Councilwoman Palmore congratulated Jonathan English on the arrival of his baby, congratulated Lieutenant Barry Radden on one year of service, and thanked the Town staff for the budget.
- Councilman Stone commented that a lot was accomplished this meeting.
- Vice-Mayor Yackel apologized for not being at the budget meeting.

There being no further business, the meeting was adjourned at approximately 7:52PM.



Submitted by: Julia Blackley-Rice, Clerk

Public Comment – CUP 26-01

Upon review of the application submitted by ProSafe Acquisition, LLC concerning a conditional use permit, references to gated access with unique security pin code requirements, perimeter fencing, adequate lighting and security cameras are noted.

However, it is not clear that these security measures are being imposed as conditions in the CUP. I would ask that the Town more clearly state these conditions as requirements in the CUP section.

Additionally, as there are security concerns related to the involvement of any proposed storage units in activity to include scoping out the jail property and buildings, escape attempts, or introduction of contraband to the neighboring regional jail, I would ask that these conditions be accompanied by the following specifications:

- Perimeter fencing at least 12 feet tall and with tops designed for difficult breaching
- Lighting sufficient enough to aid in potential identification of individuals, vehicle makes/models, and license plates at the gated entrance, in the least
- 24/7 security cameras that sufficiently cover access to each and any storage unit or stored vehicles to include RV's and boats with footage storage capability of at least 4 weeks

Finally, it is important to note that the jail's sewage system is located in the far back eastern corner of the facility's property. Any construction and future property work or maintenance on that side must prioritize the integrity of that system and its functionality.

Respectfully submitted,

Michelle Lewis

Michelle Lewis

Superintendent

Northern Neck Regional Jail

 Outlook

Proposed Storage Facility

From Hope D. Mothershead <hmothershead@co.richmond.va.us>

Date Wed 4/8/2026 10:19 AM

To J Quesenberry <jquesenberry@town.warsaw.va.us>; Melissa Coates <mcoates@town.warsaw.va.us>

Please share the following with the Town Council members on behalf of the Richmond County Board of Supervisors:

I have received a copy of the concerns raised by the Northern Neck Regional Jail regarding the proposed storage facility. I am writing to encourage your careful consideration of those concerns.

As you evaluate the proposal, it is important to recognize the unique role the Jail plays in maintaining public safety and security for the region. Facilities of this nature operate under strict protocols, and any adjacent development has the potential to impact daily operations, security procedures and long-term planning. I realize this is a land use question, but also one that involves the safety of staff, inmates, and the broader community. Ensuring that all matters, especially those of a key public safety institution, are fully considered will help support a balanced and responsible project.

Thank you for your time, consideration and continued commitment to the well-being of the Warsaw community.

Hope D. Mothershead

**County Administrator
Richmond County
P. O. Box 1000
101 Court Circle
Warsaw, VA 22572
Office (804) 333-5652
Cell (804) 313-1218**

Regroup



Richmond County has a new way of sending important notifications.

Sign up today!

Why sign up for Regroup?

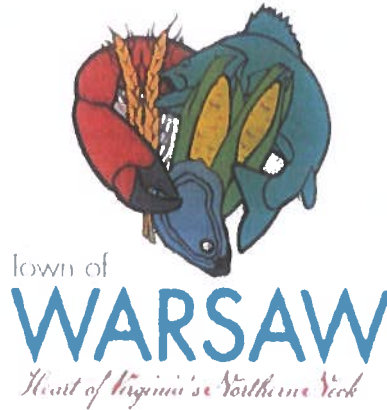
Signing up for Regroup ensures that you receive timely, reliable alerts directly from Richmond County. Whether it's an emergency, weather update, or important community announcement, Regroup keeps you informed and safe. By subscribing, you can receive notifications via text, email, voice, and mobile app, ensuring you never miss critical information. Stay connected and prepared—no matter where you are.

There are several ways to sign up:

- Scan the **QR Code**
- Access via this link:
https://embeds.regroucloud.com/orgs/richmondcountyva/channels/weather-alerts/signup_embed
- Download the **Regroup mobile application**, enter **9f8633eab9** for **registry code** and **Richmond County, VA** as **network**
- Text: **richmondcountyva_weather-alert_channel** to **58339**



Stay informed, stay safe!



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 04/09/2026

RE: Town Manager's Report

Dear Council Members,

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

1. Budget Preparation

We held a great budget work session with members of Council last month as we discussed the proposed annual operating budget. The Planning Commission also reviewed the Capital Improvement Plan and recommended to Council for approval. We will further discuss these topics under the Planning Commission report and within New Business.

2. Personal Property Tax Update

We are still anticipating an end-of-April deadline to issue Personal Property taxes to Town residents, following the County's dispersal of materials to our office. Per Council's previous action, the Town Treasurer will extend the due date to June 30th, 2026, allowing for an

additional fifteen (15) days for payment.

3. Economic Development Update

Town staff members continue to work on a large project in the Commerce Park, having held meetings with company officials, their engineers and construction team, VDOT and County officials, etc., as we work through the project. We are working with the proposed restaurant to locate within 74 Main Street, working with the storage unit facility as they seek to build within Town, a potential mixed-use development along Main Street, and are working with Mr. Packett to assist in identifying tenants for the new MidTowne building. We will keep you updated as these projects move forward.

4. RCC Health Sciences Building

Town officials attended the RCC Health Sciences Groundbreaking ceremony on March 24th. Mayor Phelps spoke before a large crowd of officials, donors, staff, and students. Council Members Patrick Stone, Ralph Self, and Mary Beth Bryant attended, along with myself, Assistant Town Manager Missy Coates, and Treasurer Blackley-Rice. This is a great project for our Town, County, and greater NNK community. We thank all of those involved!

5. Warsaw Community Market

The Warsaw Community Market opens this Saturday, April 11th, from 9AM to 1PM at the Warsaw Town Park! Come check out our many vendors, live music, and enjoy a beautiful day in our spacious park facility. Help us support our local vendors as they provide locally sourced foods and goods to our community.



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

March 1-31, 2026

Total calls for service: 695

Section I: Incidents 7

DATE	CASE	OFFENSE	BLK / STREET
03/01/2026	2026-000018	18.2 - 250: Poss Narcotics Felony	30 - Blk Sabine Hall Rd
03/01/2026	2026-000019	18.2 - 388: Public Intoxication Misdemeanor	4000 - Richmond Rd
03/03/2026	2026-000020	19.2 - 306: Probation Violation Felony	400 - Blk Main St
03/04/2026	2026-000021	18.2 - 95 Grand Larceny Felony	4000 - Blk Richmond Rd
03/08/2026	2026-000023	18.2 - 47: Abduction Felony	30 - Blk Town Center Wy
03/10/2026	2026-000024	PB - 15: Probation Parole Felony	400 - Blk Main St
03/16/2026	2026-000025	18.2 - 456 Capias Probation Parole Felony	400 - Blk Main St

Section II: Incidents 6

DATE	CASE	OFFENSE	BLK / STREET
03/01/2026	2026-000018	18.2 - 250: Poss Narcotics Felony	30 - Blk Sabine Hall Rd
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03/16/2026	2026-000025	18.2 - 456 Capias Probation Parole Felony	400 - Blk Main St



Warsaw Police Department



From the desk of Chief Sean L. Peterson

Section III: Traffic 136

Driving on Suspended/Revoked License	2
Reckless Driving	2
Distracted Driving	6
Speeding	43
Expired Inspection	15
Stop Sign	12

Section III Continued

Expired / Improper VA Registration	4
Town Citations Issued	2
All Other Traffic Summons	43
Traffic Crashes	7

Section IV: Community Engagement 554

Neighborhood Select Patrols	124
Business Checks / Directed Patrols	378/52
Community Events	0

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Vice Mayor*

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

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

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 4/09/2026

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for March – 186,800 gallons, a decrease of 1,400 gals from the month of February average daily flow.

Maximum influent flow for March – 230,300 gallons, a decrease of 12,000 gals from the month of February max flow.

Nutrient Sampling Results

For March the average effluent Total Nitrogen (TN) concentration was 2.31 mg/l, within the limits of our permit.

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

Monthly Operations and Maintenance

SBR #1 waste pump was replaced and restored to service.

Completed and submitted monthly operations report.

Plant staff assisted with residential trash pick-up.

Recycling pump station was repaired and restored to normal operation.

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

Plant staff surveyed grounds keeping equipment in preparation for grass season.

Plant Operators assisted water department with recording meter readings.

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

Joseph N. Quesenberry
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-Water Department

Attached you will find the Water Loss Report, for the month of March we are at a 2% 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.

Well Tank #4 was drained, cleaned, inspected and put back into service.

The town also had a sewer line that the ground eroded away from it and exposed the line, this was due to water runoff. The town reached out to the Jones Brothers to remedy the issue; it has since been taken care of.

-Refuse Department

For the month of February town staff made 13 trips to the landfill totaling 108 tons or 216,000 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.

Replaced the Winter banners with spring, along with replacing the older Warsaw banners with the updated ones.

Grass cutting at all Town owned facilities.

Decorated for the Easter Holiday.

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 = **5,488,100 gallons**

Sold: Residential gallons

Total Sold = **4,955,543 gallons**

B: Difference: (Produced+Purchased) - Sold = **532,557 gallons**

% Difference = **10 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="25,000"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="400,000"/>	gallons
Fire Hydrant Use	<input type="text" value="0"/>	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="5,000"/>	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 = **434,500 gallons**

Loss: Unaccounted-for Water: (B-C) = **98,057 gallons**

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

days in billing period

Gallons / Day Loss = **3,502 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!