



TOWN COUNCIL MEETING Agenda

November 13, 2025 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
 - [a.](#) Agenda
 - [b.](#) Minutes – October 2025
 - [c.](#) Financial Report – October 2025
4. **Public Comment**
5. **Reports**
 - [a.](#) Mayor's Report
 - [b.](#) Town Manager's Report
 - [c.](#) Police Chief's Report
 - [d.](#) Director of Public Works Report
 - [e.](#) Council Committee Reports
 - [f.](#) Planning Commission Report
 - [g.](#) Northern Neck Regional Jail Report
6. **Old Business**
 - [a.](#) Reports
 - i. Well Replacement Project
 - ii. DHCD Housing Project
 - [b.](#) Basketball Court - RCC Meeting Update
 - [c.](#) 74 Main Street Discussion - Proposed Uses
7. **New Business**
 - [a.](#) Relish Grant & Loan Assistance Discussion
 - [b.](#) Real Estate & Personal Property Tax Due Date Extensions
 - [c.](#) Christmas Town Presentation
 - [d.](#) Personnel Policy Update - Set Personnel Committee Meeting to Discuss and Recommend Approval
8. **Council Members - Closing Comments**
9. **Adjournment**



Town Council Agenda

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 - b. Minutes – October 2025
 - c. Financial Report – October 2025
- 4. Public Comment
- 5. Reports
 - a. Mayor’s Report
 - b. Town Manager’s Report
 - c. Police Chief’s Report
 - d. Director of Public Works Report
 - e. Council Committee Reports
 - f. Planning Commission Report
 - g. Northern Neck Regional Jail Report
- 6. Old Business
 - a. Project Updates
 - i. Well Replacement Project
 - ii. DHCD Housing Project
 - b. Basketball Court – RCC Meeting Update
 - c. 74 Main Street Discussion – Proposed Uses
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 - a. Relish Grant & Loan Assistance Discussion
 - b. Real Estate & Personal Property Tax Due Date Extensions
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MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
OCTOBER 9, 2025

The Warsaw Town Council held its regular meeting on Thursday, October 9th, 2025, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members Present: Mayor Randall L. Phelps, Mary Beth Bryant, Daphne Palmore, Ralph Self, and Bobby Walters. Council members absent: Paul Yackel and Rebecca Hubert.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, Accounting Clerk Ryleigh Garrison, Lieutenant Barry Radden, Police Officer Jonathan Mills, Police Officer Jason Miller, Public Works Employee Mike Self, and Public Works Employee Curtis Loving.

Also present: There were approximately six 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

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

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

PUBLIC COMMENT

Michael Campbell, representing Old Hickory Buildings, requested a Conditional Use Permit to allow retail sales of outdoor storage buildings and sheds on tax map parcels 16C16 and 16C17 (zoned C-2 General Commercial). Proper notice was advertised and posted.

Mr. Campbell addressed Council, describing his business and commitment to maintaining the property’s appearance consistent with his Montross location. No opposition was voiced. The Planning Commission recommended approval. The Mayor closed the public hearing. Action was deferred to New Business.

REPORTS

MAYOR'S REPORT

Mayor Phelps deferred his comments to save for later throughout the meeting.

TOWN MANAGER'S REPORT

Town Manager Joseph Quesenberry provided updates on upcoming events, development projects, and departmental initiatives, including Warsaw Fest, Commerce Park development, RCC Health Sciences Project, Warsaw Banner delay, Gateway Beautification Project (grant-funded for 2026), Annual Christmas Dinner (tentative for January 13, 2026), Trunk-Or-Treat, and upcoming community events.

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 was included in the Town Council packet and is attached to these minutes as Attachment 2. Chief Peterson reported full staffing, Warsaw Fest traffic control plans, and introduced two new officers: Officer Jason Miller and Officer Jonathan Mills. Both officers expressed their commitment to community policing. Councilman English asked if the police department was fully staffed, and Chief Peterson confirmed this.

PUBLIC WORKS REPORT

The Director of Public Works Jesse Schools reported all wastewater and water samplings are within permit limits, there has been a 1% water loss, and 133 tons of refuse has been transported. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 3. Two new employees were introduced: Curtis (trash truck driver) and Mike (maintenance). Both expressed appreciation for joining the department. Mayor Phelps asked Mr. Schools about the water level contaminants and the WWTP status, which are all stated to be within satisfactory levels.

COUNCIL COMMITTEE REPORT: Planning Commission: No new business other than the Old Hickory Buildings recommendation.

No other committee met.

NORTHERN NECK REGIONAL JAIL REPORT: Councilwoman Palmore gave the update on NNRJ: Pat Wilson retired after 24 years of service, a new cloud-based IT system has been implemented, and there are no operational changes related to federal shutdown.

PROJECTS UPDATE

74 Main Street Project: Update provided on the dual-use property (farmers market and community center). The contractor defaulted, and the Town is pursuing bond recovery. Discussion was held on possible re-use options for the front portion of the property; no action taken. Councilman English asked about quotes on the community center, and Councilman Walters asked if power has been restored to the building. Additionally, Councilman Self mentioned that he would like to see more work done at 74 Main, and Councilman Bryant stated that she believes a community center is the best option.

Well Replacement Project: Awaiting feedback from Virginia Department of Health as stated by Ryleigh Garrison.

DHCD Housing Update: Mrs. Coates stated that the final rehab project on Belle Ville Lane is nearing completion and new modular home to begin construction on Meadowbrook. Additionally, Mayor Phelps stated that other localities are interested in this project and are happy with progress that has taken place within the Town.

Basketball Court Discussion: Mr. Quesenberry gave the update and stated that the partnership with RCC and the County to resurface the existing asphalt area for a basketball court matching tennis court is underway. Additionally, Mr. Quesenberry stated that there would be a police call box, lights, and potential locks on the basketball courts, but discussion is still undergoing.

NEW BUSINESS

Conditional Use Permit: 4492 Richmond Road: Motion to approve the Conditional Use Permit for Michael Campbell/Old Hickory Buildings. The motion was approved by Councilman Walters and seconded by Councilman English and carried the following votes.

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

Relish Restaurant: Mr. Quesenberry introduced the roof replacement of Relish and stated that three quotes have been received, and the Town would like to support this initiative. Currently, the Town has \$21,000 in the revolving loan fund, which could be used to support the roof replacement. Carol Smith, the owner of Relish, stated she would like metal, but it is a costly replacement. Additionally, Mrs. Smith stated that shingles are a good option, but patch and paint has been discussed as another alternative. The Planning Committee will meet on September 13, 2025, at 5:30 p.m. to review roof repair quotes and available funding.

CLOSED SESSION- 2.2-3711 A-7 – POSSIBLE LEGAL ACTION – MEALS TAX REMITTANCES – OLD RAPP TAPHOUSE AND OLD RAPPAHANNOCK BREWING COMPANY

Council entered Closed Session under VA Code §2.2-3711(A)(7) to discuss potential legal action regarding Meals Tax remittances for Old Rapp Taphouse and Old Rappahannock Brewing Company. Motion carried to enter closed session by Councilwoman Palmore and seconded by Councilman Self.

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

Mayor Phelps called for a roll-call vote to certify that the only items discussed were those cited in the motion to enter closed session and were legally permitted to be addressed under the subsections of the Virginia Freedom of Information Act mentioned in the motion. The roll call votes are as follows:

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

There was no action out of the closed session.

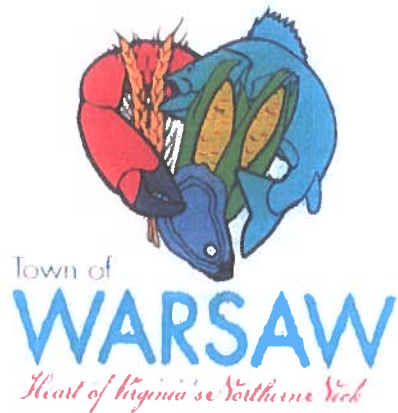
CLOSING COMMENTS:

- Councilman English stated that he and his kids walked around the bounds and the trails, and how great it was. He supported this by stating that the Town has great things all around.
- Councilwoman Bryant stated that it was a productive meeting, and she is looking forward to Warsaw Fest.
- Councilwoman Palmore stated that she is thinking of Paul and Rebecca during this time.
- Councilman Self stated that it was a good meeting and that time is flying by. He also stated that the Town has a lot of great things going on and he thanked the staff for all their hard work.
- Councilman Walters stated that he is looking forward to Warsaw Fest and hopes it doesn't rain.
- Councilwoman Palmore stated that she is thinking of Paul and Rebecca.

There being no further business, the meeting was adjourned at approximately 7:03 PM.

Ryleigh Garrison

Submitted by: Ryleigh Garrison, Accounting Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 10/09/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Warsaw Fest

Warsaw Fest is slated for this Saturday, October 11th, from 10 AM to 4 PM, rain or shine! Please arrive to Town Hall by 1:00 PM to board the Town float for the parade at 2:00 PM. For those Council Members that are available to volunteer at the Warsaw Council Member tent by the fountain, please arrive there by no later than 10:00 AM.

2. 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.

3. RCC Project

The RCC Health Sciences Project held a construction bid opening and the lowest qualified bid came in at \$7,100,000, close to the budgeted amount of funds! The college is still working to find assistance for the required \$500,000 turn lane for the project, hopefully with some allocation of funds from the General Assembly or through a VDOT grant. We will keep you updated as this progresses.

4. Warsaw Banner

The iconic Warsaw banner hit a small production delay at the manufacturing facility in Raleigh. We have confirmed that the banner will be ready to ship in the next 1-2 weeks and will subsequently be installed as soon as possible. We hope to have it before Trunk or Treat occurs, but it will certainly be installed before Thanksgiving. We apologize for the delay and look forward to having this beautiful piece of Main Street back home very soon.

5. Gateway Beautification

We held a productive meeting this week with architects from Charlottesville and the Friends of the Rappahannock to discuss plans for the gateway beautification project. This is funded through \$150,000 in grant funds that address beautification elements for the medians located from McDonalds to Food Lion. New trees will be planted, landscaped areas will be installed, and it will provide a much more inviting experience for those entering our Town. The project is slated to begin work in Fall of 2026, and we will keep you informed as this progresses.

6. Christmas Dinner

Due to Christmas Town and the myriad of other events and requirements during this time, we are now working to finalize the date of Tuesday, January 13th for the annual Warsaw Staff and Council Holiday Dinner. As soon as plans are finalized, we will work with each of you to place your orders.

7. Upcoming Events

- a. Council / Department Head Retreat – Tuesday, October 21st at 11AM – Town Hall
- b. Community Market – Every 2nd and 4th Saturday of each month – Warsaw Town Park
- c. Warsaw Fest – Saturday, October 11th from 10am to 4PM
- d. Trunk or Treat – Main Street Program – Friday, October 31st (more details to follow)



Warsaw Police Department

From the desk of Chief Sean L. Peterson



Executive Report: The Warsaw Police Department *Training, Leadership, and Milestones Achieved*

Submitted by: Chief Sean L. Peterson

Date: October 9, 2025

Introduction

Eighteen months ago, the Warsaw Police Department stood at a crossroads, a small agency with potential but in need of renewed focus, more decisive leadership, and restored public trust.

From the beginning, we faced challenges — those that test resolve, dedication, and teamwork. There were critics, distractions, and voices trying to undermine this agency's success. But through it all, we maintained our focus. We kept our eyes on what mattered: the mission, the people we serve, and the Town of Warsaw.

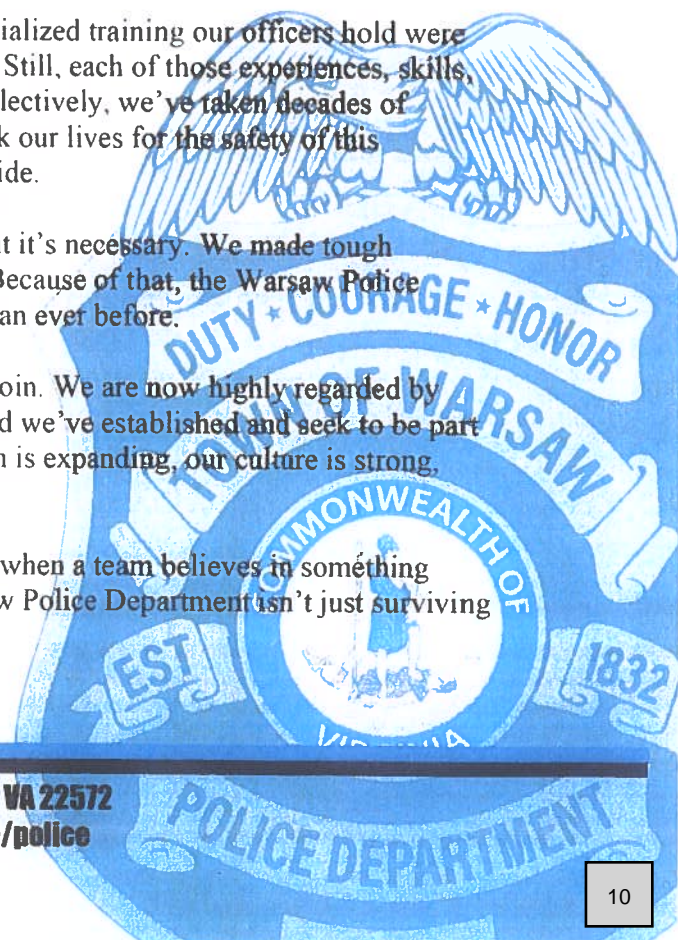
What you see today is not the work of a single person, but the result of a team that refused to give up. Together, we have rebuilt this agency with discipline, pride, and a sense of purpose. We refined our roster, raised our standards, and built a culture of professionalism that reflects our core values of Professionalism, Respect, Integrity, Duty, and Excellence (P.R.I.D.E.).

Most of the certifications, instructor credentials, and specialized training our officers hold were earned during their long careers before joining the WPD. Still, each of those experiences, skills, and lessons has been brought here to serve this town. Collectively, we've taken decades of knowledge and turned it into action, standing ready to risk our lives for the safety of this community and to serve with unwavering purpose and pride.

Getting here took time. Refinement is never effortless, but it's necessary. We made tough choices, held high standards, and kept pushing forward. Because of that, the Warsaw Police Department is now stronger, sharper, and more unified than ever before.

Today, our agency has become one that people aspire to join. We are now highly regarded by law enforcement professionals who recognize the standard we've established and seek to be part of a team that leads with integrity, not ego. Our reputation is expanding, our culture is strong, and our commitment remains unwavering.

This is what happens when purpose meets persistence — when a team believes in something bigger than themselves and serves with heart. The Warsaw Police Department isn't just surviving the noise; we're setting the standard.





Warsaw Police Department



From the desk of Chief Sean L. Peterson

And that standard is evident in everything we do. From our strong leadership and training to the experience and professionalism of our officers, the Warsaw Police Department has become a model of small-town excellence. The following pages detail that success, highlighting our team, certifications, specialized training, and the milestones that now define this agency's foundation and future.

Our Team Today

The Warsaw Police Department is composed of:

- Five (5) full-time officers, including the Chief of Police
- Two (2) part-time officers who support special events, significant incidents, and surge operations

Together, this small but dedicated team represents nearly 100 years of combined law enforcement experience.

Within our current staff:

- Six have served as Sergeants
- Three have served as Lieutenants
- One has served as a Captain

For an agency of seven, that level of command experience is exceptional. It translates into Warsaw having officers who bring leadership depth, tactical expertise, and real-world decision-making to every shift and call service.

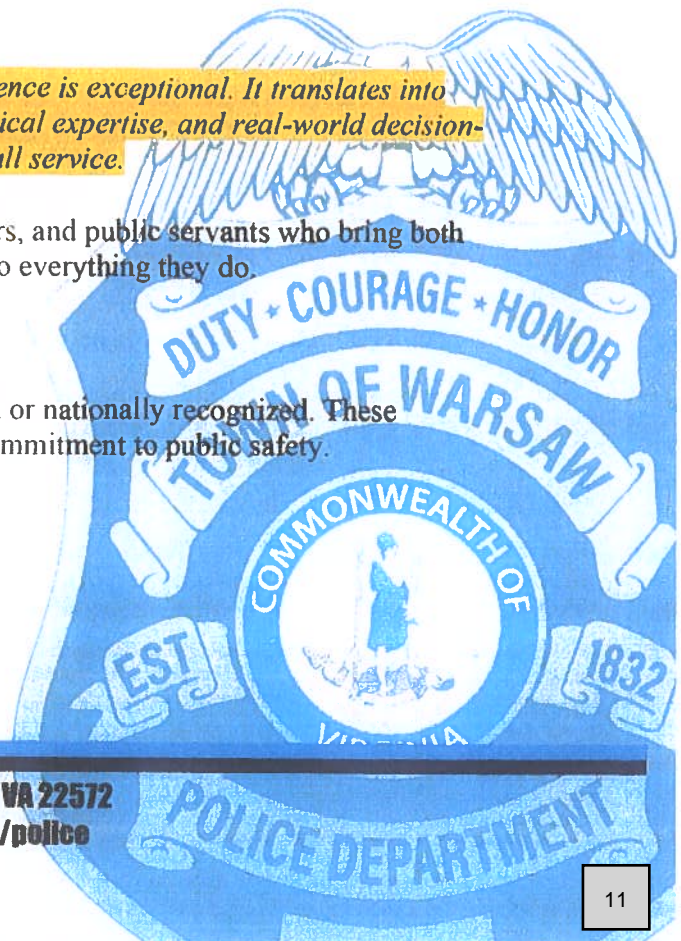
These are not just police officers; they are mentors, leaders, and public servants who bring both passion, compassion, integrity, and decades of expertise to everything they do.

Certifications and Specializations

Every certification held by our officers is DCJS-approved or nationally recognized. These credentials represent years of investment, training, and commitment to public safety.

Current Specialized Certifications and Designations

- Certified Crime Prevention Specialist (1)
- General Instructors (4)
- Field Training Officers (4)
- Firearms Instructor (1)





Warsaw Police Department



From the desk of Chief Sean L. Peterson

- Standardized Field Sobriety Test (SFST) Instructor (1)
- ALERT (Active Law Enforcement Response to Threats) Instructor (1)
- SWAT-Certified Officers (2)
- Active Shooter Instructor (1)
- Less Lethal Munitions Instructor (1)
- Defensive Tactics Instructor (1)
- Speed Measurement Instructor (1)
- Glock Armorer (1)
- D.A.R.E. Officer (1)
- Certified Emergency Medical Technician (1)
- All Officers Trained and Certified in:
 - Cardiopulmonary Resuscitation (CPR)
 - Naloxone (Narcan) Administration
 - Automated External Defibrillator (AED) Operation

Additionally, every officer has previously served as a Deputy Sheriff in the Commonwealth of Virginia, holding certifications in Civil Process and Courtroom Security.

Two of our officers have also completed the Virginia Sheriff's Institute Executive Management Training Program, an excellent program only available to Deputy Sheriffs through the VSA.

Crisis Intervention Team (CIT) Training – Building a Safer Future

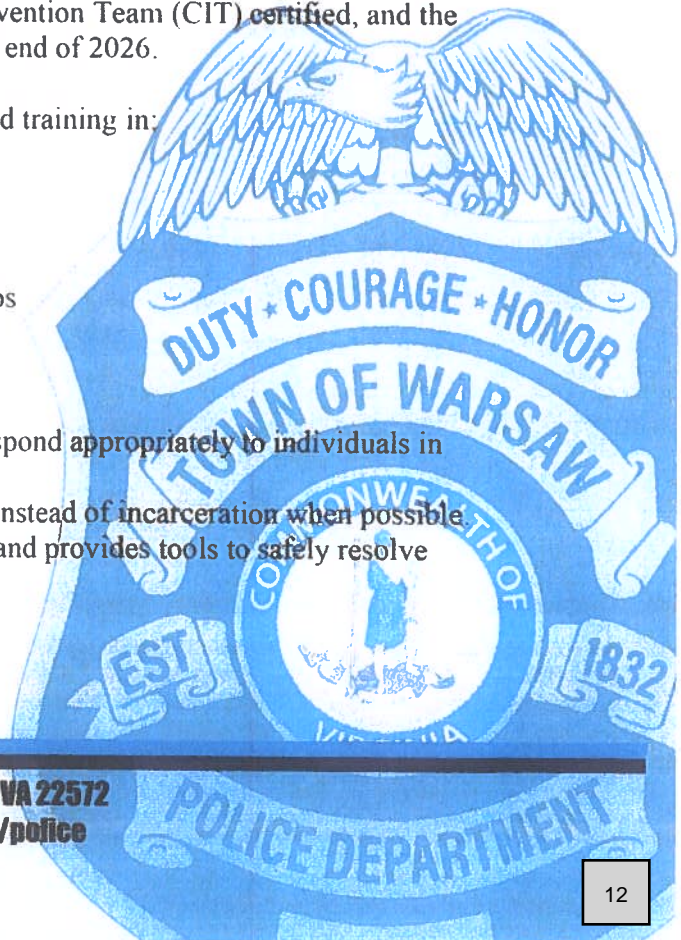
As of today, three (3) of our officers are fully Crisis Intervention Team (CIT) certified, and the remaining officers will complete their certification by the end of 2026.

The Virginia CIT Program equips officers with specialized training in:

- Mental health awareness
- Crisis de-escalation and communication
- Suicide prevention and intervention
- Resource coordination and community partnerships

Why CIT Matters

- CIT saves lives. It helps officers recognize and respond appropriately to individuals in crisis.
- CIT strengthens trust. It connects citizens to help instead of incarceration when possible.
- CIT protects officers. It reduces the risk of injury and provides tools to safely resolve volatile situations.





Warsaw Police Department



From the desk of Chief Sean L. Peterson

For a small-town police department, having a fully CIT-certified team is transformative, reinforcing our belief that public safety is about protecting lives with compassion, skill, and purpose.

Why It Took Time and Why It Matters

This level of progress didn't happen overnight — and it wasn't meant to. Transforming a police department isn't about speed; it's about purpose. It takes patience, consistency, and a clear vision of what excellence looks like. Real growth occurs when you bring together the right people, the right leadership, and the right support — and that's exactly what we've done.

When we started this journey, we weren't just rebuilding; we were redefining what it means to serve the Town of Warsaw. That involved taking the time to find the right officers, set higher standards, and create a culture where professionalism and pride come first. It meant strengthening our identity, investing in training, and earning the community's trust one call, one conversation, and one act of service at a time.

The results speak clearly. The Warsaw Police Department today is different than it was 18 months ago. It is disciplined, professional, and forward-thinking, a department where experience and integrity influence every decision. We've established a foundation that not only meets current needs but also prepares us for the future.

But none of this happened in isolation. Our success is the direct result of partnership and trust, both within our ranks and with this Town's leadership. The support of Town Manager Mr. Quesenberry has been instrumental in making progress possible. His belief in this department's mission, his guidance, and his willingness to champion our vision have allowed us to move forward with confidence and purpose.

The Warsaw Police Department has become a model of small-town excellence through teamwork, dedication, and pride. Every milestone achieved and every improvement implemented reflects the hard work of our officers and the trust placed in us by the Town Council and the citizens we serve.

We have demonstrated that a small agency, when united by shared values and supported by its community, can achieve great things. Warsaw should be proud not only of how far we've come but also of where we're headed. This is what happens when dedication meets vision, leadership builds trust, and a community backs its police department. Together, we have built more than just a team; we've created a legacy of service, integrity, and excellence that will define the Warsaw Police Department for decades to come.



Warsaw Police Department

Section 3, Item b.

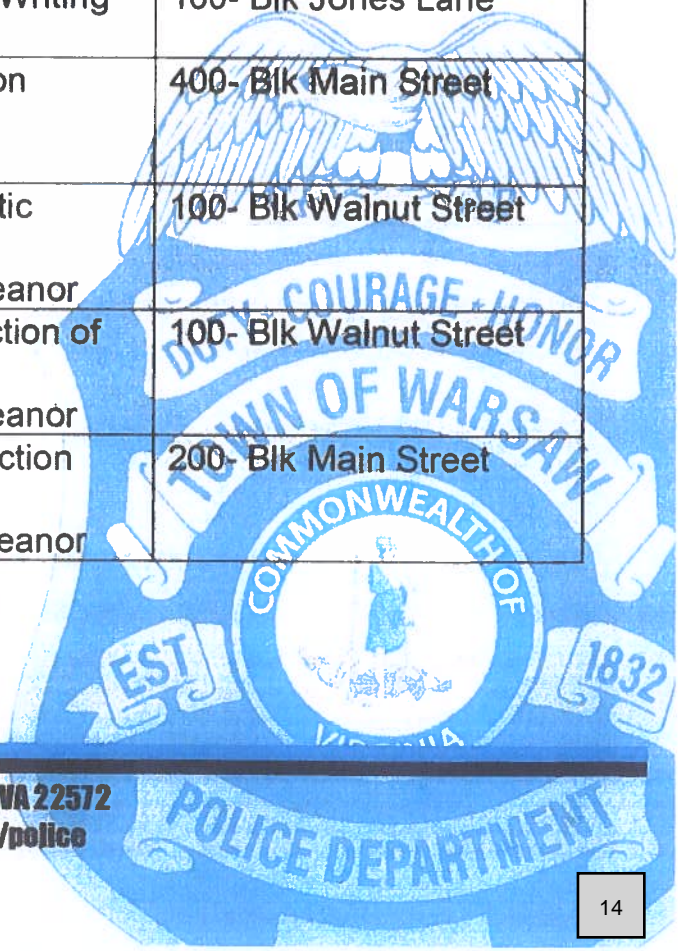


From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT September 1-30, 2025 Total calls for service: 704

Section I: Incidents 9

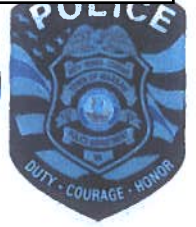
DATE	CASE	OFFENSE	BLK / STREET
09/02/2025	2025-000118	18.2-96: Petit Larceny Misdemeanor	4000-Blk Richmond Road
09/06/2025	2025-000119	18.2-456: Capias Felony	400-Blk Main Street
09/10/2025	2025-000120	18.2-388: Public Intoxication Misdemeanor	300-Blk Main Street
09/11/2025	2025-000121	53.1-149: Probation Violation Misdemeanor	400- Blk Main Street
09/15/2025	2025-000122	18.2-60: Extort In Writing Felony	100- Blk Jones Lane
09/22/2025	2025-000123	19.2-306: Probation Violation Felony	400- Blk Main Street
09/25/2025	2025-000125	18.2-57.2: Domestic Assault Misdemeanor	100- Blk Walnut Street
09/25/2025	2025-000125	18.2-137: Destruction of Property Misdemeanor	100- Blk Walnut Street
09/27/2025	2025-000126	16.1-253.2: Protection Order Violation Misdemeanor	200- Blk Main Street





Warsaw Police Department

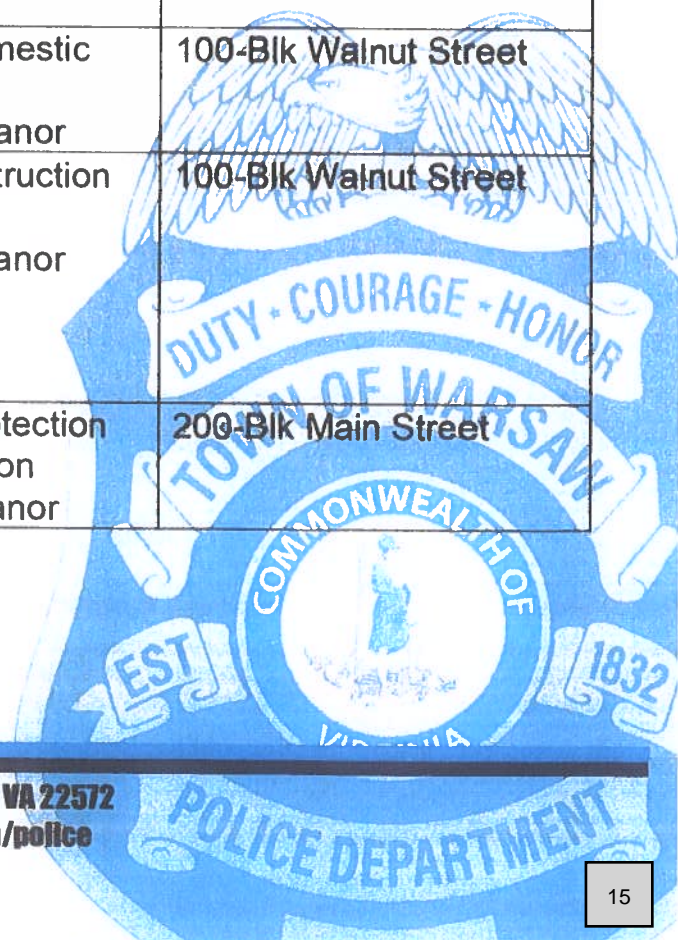
Section 3, Item b.



From the desk of Chief Sean L. Peterson

Section II: Arrest 8

DATE	CASE	OFFENSE	BLK / STREET
09/02/2025	2025-000118	18.2-96: Petit Larceny Misdemeanor	4000-Blk Richmond Road
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09/11/2025	2025-000121	53.1-149: Probation Violation Misdemeanor	400-Blk Main Street
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09/25/2025	2025-000125	18.2-137: Destruction of Property Misdemeanor	100-Blk Walnut Street
09/27/2025	2025-000126	16.2-253.2: Protection Order Violation Misdemeanor	200-Blk Main Street





Warsaw Police Department

Section 3, Item b.



From the desk of Chief Sean L. Peterson

Section III: Traffic 94

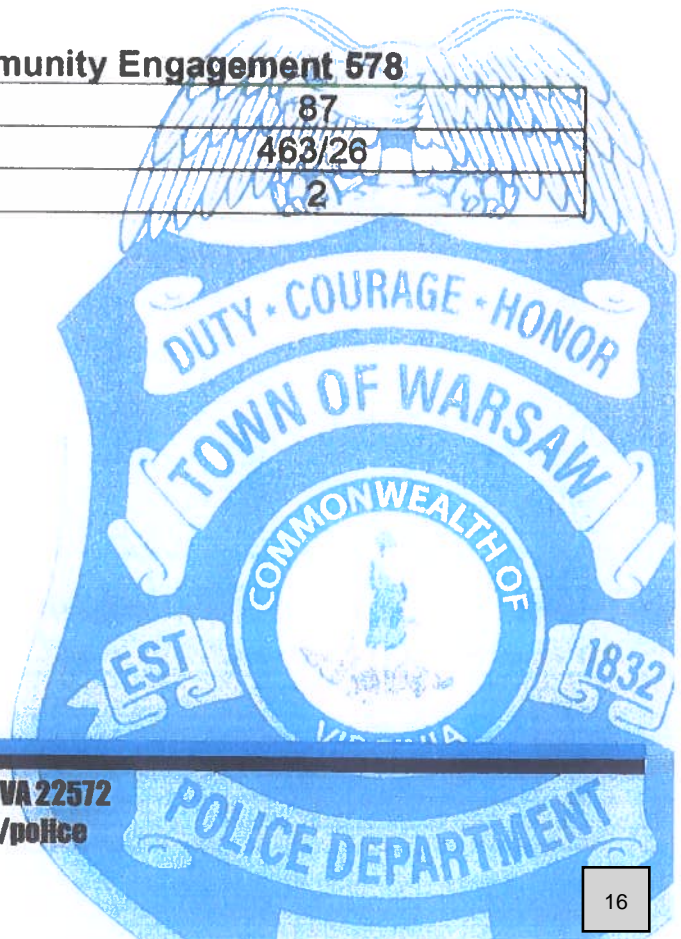
Driving on Suspended/Revoked License	0
Reckless Driving	3
Distracted Driving	4
Speeding	18
Expired Inspection	7
Drive W/Out Valid License	2

Section III Continued

Seatbelt Violation	3
Town Citations Issued	8
All Other Traffic Summons	44
Traffic Crashes	6

Section IV: Community Engagement 578

Neighborhood Select Patrols	87
Business Checks / Directed Patrols	463/26
Community Events	2



Joseph N. Quisenberry
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 MEMO

Section 3, Item b.

andall L. Phelps

Paul G. Yackel - *1773 Major*

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 10/9/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for September – 189,900 gallons, an increase of 5,400 gals from the month of August average daily flow.

Maximum influent flow for September – 266,800 gallons, an increase of 68,800 gals from the month of August max flow.

Nutrient Sampling Results

For September the average effluent Total Nitrogen (TN) concentration was 1.95 mg/l, within the limits of our permit.

For September the average effluent Total Phosphorus (TP) concentration was 0.09 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant experienced a power outage that affected process control. Full process control was successfully restored. All critical parameters returned to operating ranges.

Operators replaced UV lamp socket assemblies to restore proper function. This added additional units for increased coverage.

Several buildings were cleaned by staff as part of routine maintenance.

Joseph N. Quisenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley - Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



WARSAW
Town of Warsaw, Virginia

COUNCIL MEMO

Section 3, Item b.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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

Fidelity power systems conducted a comprehensive inspection of the automatic transfer switch (ATS) to ensure proper operation and readiness in the event of a power failure.

Treatment plant operators assisted in recording monthly water meter readings.

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

-Water Department

Attached you will find the Water Loss Report, for the month of September we are at a 1% water loss.

Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

We took raw water samples at each well and all came back in compliance.

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

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

Help build and decorate the Warsaw Fest Parade Float.

-Refuse Department

For the month of August town staff made 17 trips to the landfill totaling 133 tons or 266,000 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.

Watering of all hanging baskets and stationary planters in town.

Trimmed and weeded Ace Hardware flower beds.

Replaced Summer banners with Fall.

Decorated the Town for fall, along with preparing for Warsaw Fest

Monthly Water Loss Report

Section 3, Item b.

Water System:

For the Month of:

Year:

Water Produced this month: gallons
Water Purchased this month: gallons

A: Total Water Produced and Purchased = **6,041,250 gallons**

Sold: Residential gallons

Total Sold = **5,982,643 gallons**

B: Difference: (Produced+Purchased) - Sold = **58,607 gallons**

% Difference = **1 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="0"/>	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="0"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="2,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	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 = **13,800 gallons**

Loss: Unaccounted-for Water: (B-C) = **44,807 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **1 % unaccounted - for loss**

days in billing period

Gallons / Day Loss = **1,445 gallons/day**

Gallons / Minute Loss = **1 gallons/min.**

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

Budget vs Actual

Town of Warsaw
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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	3,000	0.00	30.00	30.00	855.00	(2,145.00)	29%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	17,220.00	17,220.00	66,375.00	(113,625.00)	37%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,515.00	7,515.00	29,730.00	(59,270.00)	33%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	0.00	0.00	42.74	(279,957.26)	0%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	0.00	0.00	662.96	(169,337.04)	0%
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	17,365.30	0.30	100%
10-310-0000 BANK FRANCHISE TAX	175,000	0.00	0.00	0.00	0.00	(175,000.00)	
10-315-0000 BUSINESS LICENSES	140,000	0.00	49.50	49.50	11,434.08	(128,565.92)	8%
10-320-0000 VEHICLE TAX/DECALS	40,000	0.00	0.00	0.00	0.00	(40,000.00)	
10-325-0000 STATE SALES TAX	120,000	0.00	15,662.54	15,662.54	68,753.64	(51,246.36)	57%
10-326-0000 MEALS TAX	675,000	0.00	63,106.22	63,106.22	263,888.60	(411,111.40)	39%
10-327-0000 LODGING TAX	42,000	0.00	3,242.71	3,242.71	16,592.89	(25,407.11)	40%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	20,571.47	(59,428.53)	26%
10-330-0000 FINES	35,000	0.00	4,950.22	4,950.22	19,636.49	(15,363.51)	56%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	0.00	15.11	(24,984.89)	0%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	0.00	0.00	10,840.00	(23,660.00)	31%
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	314.21	314.21	2,705.51	(12,294.49)	18%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,547.67	2,547.67	10,063.99	(18,936.01)	35%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	(15,000.00)	
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	0.00	(1,750.00)	
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	7,820	0.00	0.00	0.00	18,252.27	10,432.27	233%
10-382-0000 FORGIVEABLE LOAN REPAYMENTS	0	0.00	750.00	750.00	2,250.00	2,250.00	
10-390-0000 MISC/INCOME	4,000	0.00	0.00	0.00	455.00	(3,545.00)	11%
10-390-0975 GRANT - HOUSING/PLANNING	550,000	0.00	58,846.00	58,846.00	155,876.60	(394,123.40)	28%

Budget vs Actual

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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0990 GRANTS/VA DOF - MEDIANS	100,000	0.00	0.00	0.00	0.00	(100,000.00)	
10-390-0995 GRANTS/DEQ - MEDIANS	50,000	0.00	0.00	0.00	0.00	(50,000.00)	
10-391-0000 GRANTS/DMV	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-395-0000 GRANT/BP VEST	0	0.00	3,385.95	3,385.95	3,966.85	3,966.85	
10-395-5000 GRANT/USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	(65,000.00)	
10-396-0000 RICHCO/ HAUL FEE	12,000	0.00	1,184.49	1,184.49	4,656.33	(7,343.67)	39%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
10-399-0005 LOAN PROCEEDS	65,000	0.00	0.00	0.00	115,000.00	50,000.00	177%
10-399-1100 DOMINION SOLAR	5,000	0.00	0.00	0.00	0.00	(5,000.00)	
10-399-1200 TIMBER HARVESTING	23,000	0.00	0.00	0.00	0.00	(23,000.00)	
10-399-5000 SPECIAL EVENTS (REVENUE)	24,000	0.00	6,665.00	6,665.00	13,085.00	(10,915.00)	55%
Revenues Totals:	3,091,435	0.00	185,469.51	185,469.51	853,074.83	(2,238,360.17)	28%
Expenses							
10-420-0200 SALARIES/ADM	389,000	0.00	29,806.40	29,806.40	133,659.40	255,340.60	34%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	34.31	34.31	2,397.20	5,602.80	30%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	2,238.04	2,238.04	10,231.29	19,768.71	34%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	127.84	511.36	1,688.64	23%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	0.00	0.00	10,355.50	32,644.50	24%
10-420-0900 MEDICAL INS/ADM	60,360	0.00	5,030.00	5,030.00	19,635.00	40,725.00	33%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	2,160.99	2,160.99	4,100.99	10,899.01	27%
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	374.38	374.38	2,354.40	5,645.60	29%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	184.76	184.76	1,106.87	3,893.13	22%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	3,070.98	3,070.98	7,900.34	99.66	99%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	1,476.76	1,476.76	3,228.57	16,771.43	16%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	

Budget vs Actual

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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-2200 AUDIT	15,500	0.00	0.00	0.00	0.00	15,500.00	
10-420-2300 LEGAL SERVICES	25,000	0.00	2,374.20	2,374.20	9,385.10	15,614.90	38%
10-420-2600 ADVERTISING	30,000	0.00	2,234.33	2,234.33	12,617.67	17,382.33	42%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	153.72	153.72	887.67	4,612.33	16%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	1,395.17	1,395.17	11,949.80	6,050.20	66%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	0.00	250.00	
10-420-3400 COMPUTER SUPPORT FEE	20,000	0.00	7,142.00	7,142.00	9,938.57	10,061.43	50%
10-420-3450 COMPUTER O/M	6,500	0.00	19.99	19.99	179.91	6,320.09	3%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	65.00	335.00	16%
10-420-5300 DUES	3,000	0.00	0.00	0.00	1,789.84	1,210.16	60%
10-420-5350 SAFETY PROGRAM	500	0.00	0.00	0.00	29.35	470.65	6%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	4,454.60	14,045.40	24%
10-420-5500 COUNCIL EXPENSE	15,000	0.00	1,259.67	1,259.67	4,580.36	10,419.64	31%
10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5700 MISCELLANEOUS/ADM	9,000	0.00	1,673.61	1,673.61	4,230.59	4,769.41	47%
10-420-5800 CIP-ADMIN	23,000	0.00	0.00	0.00	0.00	23,000.00	
10-420-5900 ECONOMIC DEVELOPMENT	27,000	0.00	0.00	0.00	4,251.00	22,749.00	16%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	60,757.15	60,757.15	259,840.38	557,869.62	32%

Budget vs Actual

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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	25,273.80	25,273.80	110,120.96	221,879.04	33%
10-510-0201 OT/BONUS - WPD	12,000	0.00	1,251.55	1,251.55	10,519.33	1,480.67	88%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	2,133.65	2,133.65	9,342.32	16,157.68	37%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	247.01	247.01	828.14	971.86	46%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	0.00	0.00	9,693.13	26,306.87	27%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-510-0900 MEDICAL INSURANCE/WPD	36,500	0.00	4,545.00	4,545.00	12,593.00	23,907.00	35%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	(93.33)	(93.33)	548.55	3,451.45	14%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	957.60	9,042.40	10%
10-510-2000 Electricity - WPD	2,000	0.00	131.87	131.87	691.19	1,308.81	35%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	347.50	347.50	7,059.84	2,940.16	71%
10-510-3100 AUTO O/M-WPD	24,000	0.00	677.35	677.35	6,820.41	17,179.59	28%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	770.28	770.28	3,662.29	4,337.71	46%
10-510-3210 POLICE SUPPLIES	15,000	0.00	0.00	0.00	2,295.00	12,705.00	15%
10-510-3220 OFFICE SUPPLIES	10,000	0.00	216.28	216.28	1,893.12	8,106.88	19%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	210.58	1,289.42	14%
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WPD	20,000	0.00	4,683.10	4,683.10	11,611.78	8,388.22	58%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	857.89	857.89	3,402.85	6,597.15	34%
10-510-3602 GRANTS - USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	65,000.00	
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-510-3710 GRANT/DMV	0	0.00	1,831.41	1,831.41	1,831.41	(1,831.41)	
10-510-3712 Police Radios/Reserves	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,300	0.00	0.00	0.00	421.50	1,878.50	18%

Budget vs Actual

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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-4210 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-5300 DUES	3,000	0.00	(350.00)	(350.00)	3,145.00	(145.00)	105%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	(101.95)	(101.95)	110.12	139.88	44%
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	4,454.60	14,045.40	24%
10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	0.00	55,609.78	9,390.22	86%
WARSAW POLICE DEPT Totals:	732,136	0.00	42,421.41	42,421.41	257,822.50	474,313.50	35%

Budget vs Actual

Town of Warsaw
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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	17,898.37	17,898.37	83,357.73	154,642.27	35%
10-550-0201 OT/BONUS - PS	13,000	0.00	369.11	369.11	6,389.96	6,610.04	49%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	1,400.08	1,400.08	6,877.55	11,622.45	37%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	62.65	62.65	229.74	870.26	21%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	0.00	0.00	4,466.39	16,033.61	22%
10-550-0900 MEDICAL INS/PS	48,288	0.00	3,018.00	3,018.00	15,090.00	33,198.00	31%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	264.75	264.75	1,336.64	2,177.36	38%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	304.67	304.67	1,118.32	2,381.68	32%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	627.42	627.42	5,692.34	14,307.66	28%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	8.99	1,991.01	0%
10-550-2100 Fountain - Main Street	3,500	0.00	107.99	107.99	2,590.85	909.15	74%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	574.35	574.35	9,570.90	19,429.10	33%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	213.78	213.78	2,893.07	7,106.93	29%
10-550-3200 UNIFORMS/ETC	1,500	0.00	73.00	73.00	685.00	815.00	46%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	271.68	271.68	2,129.40	370.60	85%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	113.62	886.38	11%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	15,205.23	(5,205.23)	152%
10-550-3550 TOWN APPARELL	0	0.00	905.00	905.00	2,123.54	(2,123.54)	
10-550-3700 BEAUTIFICATION	40,000	0.00	7,441.70	7,441.70	31,046.55	8,953.45	78%
10-550-3800 STREET LIGHTS	35,000	0.00	3,293.62	3,293.62	13,149.75	21,850.25	38%
10-550-3850 SIDEWALKS	30,000	0.00	0.00	0.00	2,106.89	27,893.11	7%
10-550-3900 ILIGHTING/CHRISTMAS	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	0.00	250.00	
10-550-4505 GRANTS/DEQ MEDIANS	50,000	0.00	0.00	0.00	0.00	50,000.00	
10-550-4506 GRANTS/VA DOF MEDIANS	100,000	0.00	0.00	0.00	0.00	100,000.00	
10-550-4700 GRANTS - DMV	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-550-4850 GRANT - HOUSING/PLANNING	550,000	0.00	58,327.60	58,327.60	159,119.20	390,880.80	29%

Budget vs Actual

Town of Warsaw
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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
(EXPENSE)							
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	0.00	0.00	4,454.60	14,045.40	24%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	378.08	378.08	1,248.07	5,251.93	19%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	114.43	114.43	692.87	807.13	46%
10-550-6100 THE SADDLERY	5,000	0.00	286.52	286.52	1,268.23	3,731.77	25%
10-550-6200 THE BOUNDS	30,000	0.00	2,128.90	2,128.90	5,636.44	24,363.56	19%
10-550-6400 COMMUNITY MARKET	2,000	0.00	1,310.45	1,310.45	2,460.45	(460.45)	123%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	225.00	225.00	17,450.22	(17,450.22)	
10-550-6600 74 MAIN STREET	0	0.00	1,177.25	1,177.25	1,251.03	(1,251.03)	
PUBLIC SERVICE Totals:	1,301,652	0.00	100,774.40	100,774.40	399,763.57	901,888.43	31%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 PARADES	2,000	0.00	166.93	166.93	976.56	1,023.44	49%
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-600-6560 RCC BASKETBALL COURT REHAB	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-600-6600 PUBLIC LIBRARY	8,000	0.00	0.00	0.00	0.00	8,000.00	
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	0.00	500.00	
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	0.00	750.00	
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	0.00	250.00	
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-8100 VARIOUS CONTRIBUTIONS	2,000	0.00	350.00	350.00	600.00	1,400.00	30%
CONTRIBUTIONS Totals:	63,700	0.00	516.93	516.93	2,576.56	61,123.44	4%

Budget vs Actual

Section 3, Item c.

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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	406.60	406.60	12,128.94	27,871.06	30%
Totals:	40,000	0.00	406.60	406.60	12,128.94	27,871.06	30%

Budget vs Actual

Section 3, Item c.

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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	7,855.96	7,855.96	66,563.64	(66,563.64)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	7,855.96	7,855.96	66,563.64	(66,563.64)	

Budget vs Actual

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Period Ending 10/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	1,621.00	1,621.00	6,484.00	12,968.00	33%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	923.00	3,692.00	7,373.00	33%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	3,179.78	12,719.12	25,437.88	33%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	0.00	0.00	2,064.00	688.00	75%
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	3,396.89	3,396.89	9,732.48	9,368.52	51%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	2,876.00	11,504.00	22,206.00	34%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	1,307.10	1,307.10	3,921.30	8,078.70	33%
DEBT SERVICE Totals:	136,237	0.00	13,303.77	13,303.77	50,116.90	86,120.10	37%

Budget vs Actual

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Period Ending 10/31/2025

	Expenses Totals:	3,091,435	0.00	226,036.22	226,036.22	1,048,812.49	2,042,622.51	34%
10 GENERAL FUND	Revenues Over/(Under) Expenses:			(40,566.71)	(40,566.71)	(195,737.66)		

Budget vs Actual

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Period Ending 10/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	458,092	0.00	378,175.37	378,175.37	485,513.96	27,421.96	106%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
30-380-0000 MISC INCOME	100	0.00	0.00	0.00	0.00	(100.00)	
30-390-3000 WELL REPLACEMENT	1,000,000	0.00	0.00	0.00	0.00	(1,000,000.00)	
Revenues Totals:	1,460,692	0.00	378,175.37	378,175.37	485,513.96	(975,178.04)	33%
Expenses							
30-600-0000 INTEREST EXPENSE	0	0.00	6.26	6.26	38.10	(38.10)	
CONTRIBUTIONS Totals:	0	0.00	6.26	6.26	38.10	(38.10)	

Budget vs Actual

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Period Ending 10/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-0200 SALARIES/WATER	163,000	0.00	12,575.72	12,575.72	56,784.99	106,215.01	35%
30-810-0201 OT/BONUS - WATER	13,000	0.00	414.10	414.10	2,678.67	10,321.33	21%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	928.39	928.39	4,352.97	8,647.03	33%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	45.66	182.64	667.36	21%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	0.00	0.00	3,992.21	12,507.79	24%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,006.00	1,006.00	4,878.00	19,266.00	20%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	608.03	608.03	880.89	1,619.11	35%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	2,196.43	2,196.43	9,356.31	20,643.69	31%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	0.00	300.00	5,200.00	5%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	39,855.82	39,855.82	39,855.82	2,144.18	95%
30-810-2200 AUDIT EXPENSE	6,000	0.00	0.00	0.00	0.00	6,000.00	
30-810-2700 TRACTOR M/O-WTR	2,000	0.00	70.18	70.18	203.14	1,796.86	10%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	0.00	0.00	784.23	1,515.77	34%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	0.00	0.00	1,298.94	2,201.06	37%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	231.22	231.22	958.86	1,041.14	48%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	37.90	37.90	3,448.08	15,551.92	18%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	340.58	340.58	1,106.66	1,643.34	40%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	0.00	441.24	4,558.76	9%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	0.00	16.89	983.11	2%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	95.00	95.00	561.64	1,938.36	22%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	7.20	7.20	36.79	463.21	7%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	0.00	0.00	0.00	5,000.00	
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	16.19	16.19	16.19	1,983.81	1%
30-810-4600 WATER TESTING	3,000	0.00	94.75	94.75	226.75	2,773.25	8%
30-810-4700 WATER PERMIT	3,000	0.00	0.00	0.00	2,193.00	807.00	73%

Budget vs Actual

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30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4800 FIRE HYDRANT REPAIRS	1,500	0.00	0.00	0.00	0.00	1,500.00	
30-810-4900 CHLORINATION	14,000	0.00	0.00	0.00	2,866.00	11,134.00	20%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	(914.47)	(914.47)	2,564.51	7,435.49	26%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	4,454.60	8,545.40	34%
30-810-5700 MISCELLANOUS/WTR	2,000	0.00	20.99	20.99	237.72	1,762.28	12%
30-810-5900 TRAINING & LICENSING	1,000	0.00	0.00	0.00	0.00	1,000.00	
WATER DEPT Totals:	413,544	0.00	57,629.69	57,629.69	144,677.74	268,866.26	35%

Budget vs Actual

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30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-998-0003 WATERLINE RESERVES	10,148	0.00	0.00	0.00	0.00	10,148.00	
30-998-1000 WELL REPLACEMENT EXPENSE	1,000,000	0.00	0.00	0.00	0.00	1,000,000.00	
CAPITAL ITEM EXPENSE Totals:	1,010,148	0.00	0.00	0.00	0.00	1,010,148.00	

Budget vs Actual

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30 WATER FUND

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

Budget vs Actual

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	Expenses Totals:	1,460,692	0.00	57,635.95	57,635.95	144,715.84	1,315,976.16	10%
30 WATER FUND	Revenues Over/(Under) Expenses:			320,539.42	320,539.42	340,798.12		

Budget vs Actual

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40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	1,453,633.02	1,453,633.02	1,669,649.64	765,761.64	185%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	0.00	0.00	242.04	(757.96)	24%
40-397-1000 LOAN PROCEEDS	60,000	0.00	0.00	0.00	0.00	(60,000.00)	
Revenues Totals:	966,888	0.00	1,453,633.02	1,453,633.02	1,669,891.68	703,003.68	173%
Expenses							
40-820-0200 SALARIES/WWF	172,000	0.00	12,347.20	12,347.20	55,562.40	116,437.60	32%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	1,292.87	1,292.87	4,186.65	5,813.35	42%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	1,043.46	1,043.46	4,579.71	8,420.29	35%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	48.13	192.52	757.48	20%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	0.00	0.00	4,523.32	14,476.68	24%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	3,018.00	3,018.00	10,060.00	26,156.00	28%
40-820-1100 TELEPHONE/WWF	7,000	0.00	266.27	266.27	1,420.20	5,579.80	20%
40-820-1200 PROPANE/SHOPS	3,750	0.00	482.18	482.18	482.18	3,267.82	13%
40-820-1250 GENERATOR FUEL-WWTP/LS	2,200	0.00	0.00	0.00	0.00	2,200.00	
40-820-1300 WWTP ELECTRICITY	60,000	0.00	4,757.11	4,757.11	18,737.03	41,262.97	31%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,414.84	1,414.84	6,305.42	23,694.58	21%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	226.55	226.55	502.18	9,497.82	5%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	787.85	787.85	4,978.91	20,021.09	20%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	0.00	0.00	0.00	15,000.00	
40-820-2200 AUDIT EXPENSE/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-2300 LEGAL SERVICES/WWF	1,000	0.00	0.00	0.00	0.00	1,000.00	
40-820-2400 ENGINEERING	25,000	0.00	0.00	0.00	4,230.00	20,770.00	17%
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	95.00	1,405.00	6%
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	0.00	0.00	27.43	1,972.57	1%
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,000	0.00	0.00	0.00	685.05	1,314.95	34%

Budget vs Actual

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40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	309.33	309.33	3,527.65	8,472.35	29%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	(1,378.61)	(1,378.61)	5,890.21	(2,890.21)	196%
40-820-3000 COMPUTER O/M	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-3100 VEHICLE M/O-WWF	15,000	0.00	1,489.47	1,489.47	6,747.52	8,252.48	45%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	423.51	423.51	1,729.57	1,270.43	58%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	69.97	69.97	2,380.03	1,619.97	60%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	1,580.65	1,580.65	2,694.78	305.22	90%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-4000 UNIFORMS/WWF	1,500	0.00	712.00	712.00	1,412.06	87.94	94%
40-820-4100 MISS UTILITY/WWF	500	0.00	8.40	8.40	38.01	461.99	8%
40-820-4300 CONNECTIONS/INSTALLATIONS/WWF	100	0.00	0.00	0.00	0.00	100.00	
40-820-4600 SUPPLIES/TESTING/WWF	5,000	0.00	0.00	0.00	261.63	4,738.37	5%
40-820-4900 CHLORINATON/DECHLOR/WWF	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-4950 WWTP CHEMICALS	45,000	0.00	3,505.95	3,505.95	5,843.25	39,156.75	13%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	420.00	420.00	420.00	3,580.00	11%
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	413.40	413.40	614.56	2,885.44	18%
40-820-5300 DUES/WWF	2,000	0.00	0.00	0.00	875.00	1,125.00	44%
40-820-5400 INSURANCE/WWF	22,000	0.00	0.00	0.00	4,878.61	17,121.39	22%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	42.02	42.02	424.55	1,075.45	28%
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	(640.92)	(640.92)	732.54	1,767.46	29%
40-820-8000 CONTRACTED LAB TESTING	50,000	0.00	9,827.70	9,827.70	25,757.14	24,242.86	52%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,523.00	227.00	94%
WASTEWATER DEPT Totals:	627,966	0.00	42,467.33	42,467.33	184,318.11	443,647.89	29%

Budget vs Actual

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40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/WWF	230,150	0.00	0.00	0.00	5,290.38	224,859.62	2%
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	0.00	0.00	5,290.38	224,859.62	2%

Budget vs Actual

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Period Ending 10/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	95,572	0.00	0.00	0.00	0.00	95,572.00	
40-999-0007 W/W VEHICLE LOAN PAYMENT FY26 (5YRS)	13,200	0.00	840.28	840.28	2,520.84	10,679.16	19%
DEBT SERVICE Totals:	108,772	0.00	840.28	840.28	2,520.84	106,251.16	2%

Budget vs Actual

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	Expenses Totals:	966,888	0.00	43,307.61	43,307.61	192,129.33	774,758.67	20%
40 WASTEWATER FUND	Revenues Over/(Under) Expenses:			1,410,325.41	1,410,325.41	1,477,762.35		

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **10/1/25** **10/31/25**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 1,128.75
Principal Received During Period	\$ 1,154.80
Interest Received During Period	\$ 74.89
Fees Received During Period	\$ 100.00
Total Funds Received During Period	\$ 1,329.69
Disbursement to Warsaw	
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	\$ 2,408.44

Available to lend:
\$35,015.75

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 4,049.38	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ 1,000.00	\$ 2,161.66	NO
4	Dunbrooke LLC - #242	\$ -	\$ 5,208.11	YES
5	Beale/Old Rapp. - #244	\$ -	\$ 467,220.63	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 8,298.66	YES
		\$ 1,329.69	\$ 486,938.44	



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 the 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

Section 5, Item c.



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

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
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



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



COUNCIL MEMO Section 5, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 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

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



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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 2% 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

Section 5, Item d.

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**

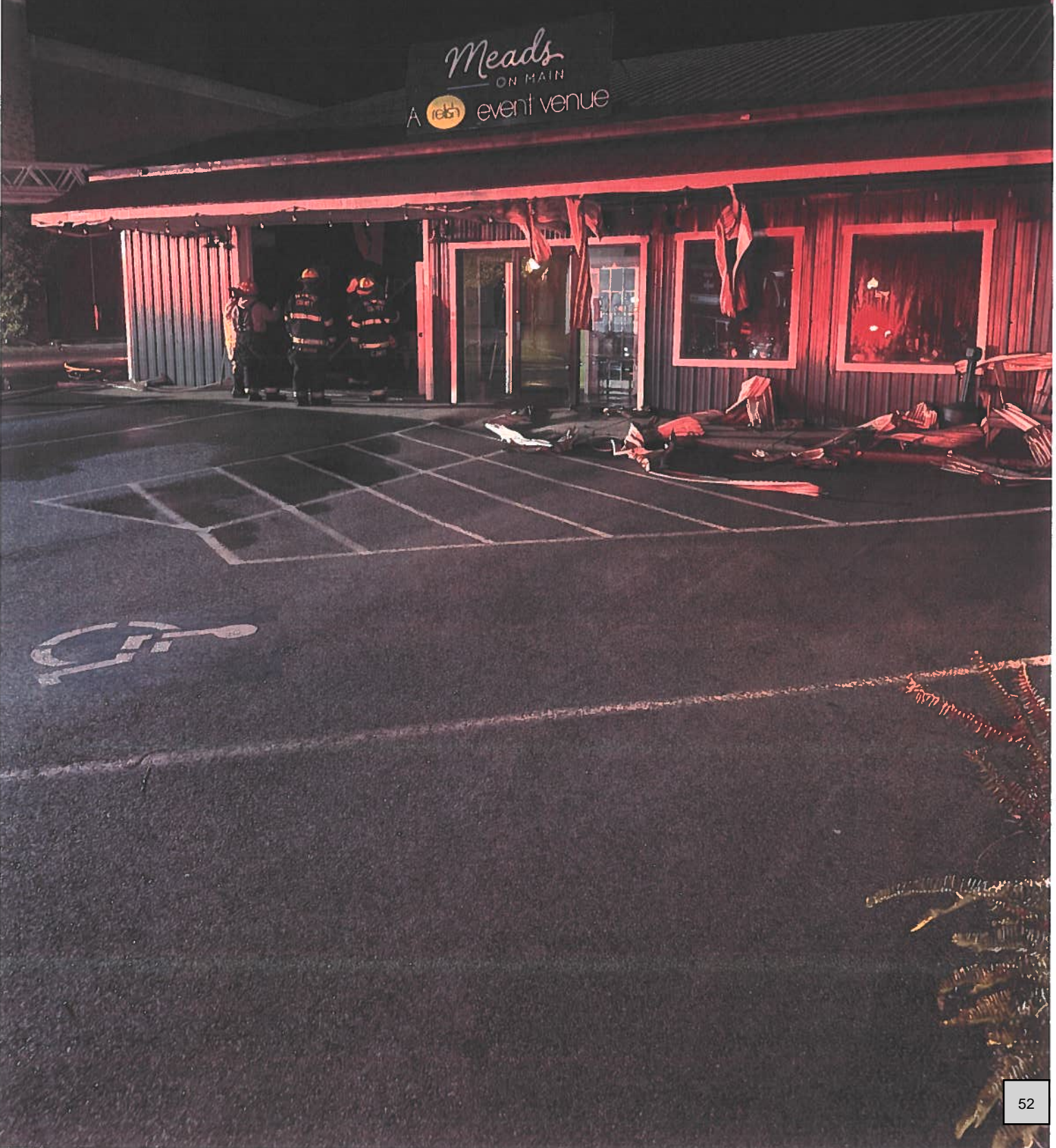
Gallons / Minute Loss = **2 gallons/min.**

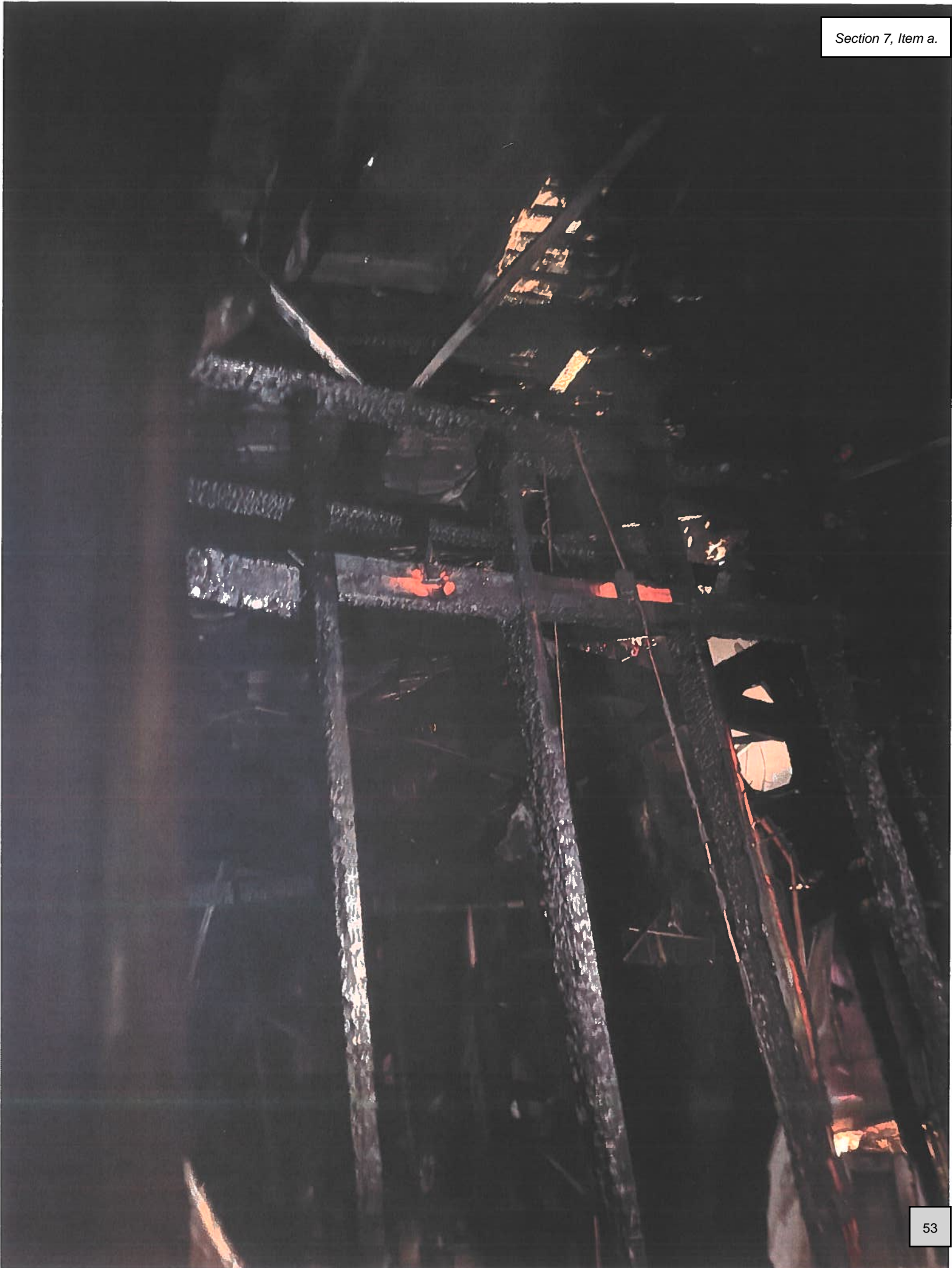
This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

Breakdown by Housing Code



- ESSEX 1
- FEDERAL 213
- GLOUCESTER 98
- KING WILLIAM 1
- LANCASTER 1
- MID PEN RJ-Middlesex 4
- NORTHUMBERLAND 17
- PRE-TRIAL 4
- RICHMOND 27
- SPOTSYLVANIA 1
- STAFFORD 1
- U.S. Marshal - Alexandria 14
- U.S. Marshal - DC District 65
- U.S. Marshal - DC Superior 21
- U.S. Marshal - Norfolk 6
- U.S. MARSHAL - RALEIGH 17
- U.S. Marshal - Richmond 83
- U.S. MARSHAL MIDDLE DIST. N.C. 7
- WESTMORELAND-NNRJ 46







Julia Blackley-Rice

From: Christopher H. Jett <cjett@co.richmond.va.us>
Sent: Friday, November 7, 2025 4:15 PM
To: Julia Blackley-Rice
Cc: Hope D. Mothershead
Subject: Re: 2025 RE Tax Book

Good afternoon Julia,

As we have worked through the issues with generating our land books this year, I made the decision to generate them through our old system in order to prevent any further delays and have gotten the data into the proper format for printing. I am just incorporating a few taxpayer / address changes that have been done since the County bills were printed last weekend. I will be generating the books on Monday and will reach out when the Town book is ready. I also plan to produce the comparison report for you as we have in the past, so that you can focus on the parcels with changes.

Have a great weekend,
Chris

From: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Sent: Friday, November 7, 2025 10:30 AM
To: Christopher H. Jett <cjett@co.richmond.va.us>
Cc: Hope D. Mothershead <hmothershead@co.richmond.va.us>
Subject: RE: 2025 RE Tax Book

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Chris,

I wanted to check in to see if we were close on the Town book? With the news of the County tax bills being mailed out, the calls to our office are increasing. Thank you for all of your help! I know it's a process.

Thanks,
Julia

Julia C. Blackley-Rice
Treasurer/Clerk
Town of Warsaw
P: 804.333.3737
F: 804.333.3104
C: 804.313.1421
E: jblackleyrice@town.warsaw.va.us
W: www.townofwarsaw.com

From: Christopher H. Jett <cjett@co.richmond.va.us>
Sent: Monday, November 3, 2025 1:32 PM
To: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Cc: Hope D. Mothershead <hmothershead@co.richmond.va.us>
Subject: Re: 2025 RE Tax Book

Hi Julia,

I wanted to let you know that we were finally able to get our County real estate bills generated and printed on Saturday and they have gone in the mail today. However, we are still working through a few issues getting the land book to generate and export properly from this new system. My goal is to have the Town land book generated and to you by the end of this week.

Chris

From: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Sent: Thursday, October 23, 2025 10:07 AM
To: Christopher H. Jett <cjett@co.richmond.va.us>
Cc: Hope D. Mothershead <hmothershead@co.richmond.va.us>
Subject: RE: 2025 RE Tax Book

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Appreciate the update, Chris — sorry to keep checking in, but glad to see we're getting close!

Many thanks,
Julia

Julia C. Blackley-Rice
Treasurer/Clerk
Town of Warsaw
P: 804.333.3737
F: 804.333.3104
C: 804.313.1421
E: jblackleyrice@town.warsaw.va.us
W: www.townofwarsaw.com

From: Christopher H. Jett <cjett@co.richmond.va.us>
Sent: Thursday, October 23, 2025 9:51 AM
To: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Cc: Hope D. Mothershead <hmothershead@co.richmond.va.us>
Subject: Re: 2025 RE Tax Book

Good morning Julia,

I believe that the real estate data will be turned over to me today to begin creating the file for import into our new system. My goal is to have that ready so that our County landbook can be generated either tomorrow or Monday. We have already been speaking with RDA about the process for also generating the Town book. Worst case, I will generate the Town book through our old system. However, I would really like for it to be done through RDA.

I will be in touch again with the plan to have the Town book to you by the middle of next week.

Thank you for your patience!
Chris

From: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Sent: Thursday, October 23, 2025 9:24 AM
To: Christopher H. Jett <cjett@co.richmond.va.us>
Cc: Hope D. Mothershead <hmothershead@co.richmond.va.us>
Subject: RE: 2025 RE Tax Book

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning Chris,
I wanted to check back to see if there's an updated ETA for the tax book?

Thank you,
Julia

Julia C. Blackley-Rice
Treasurer/Clerk
Town of Warsaw
P: 804.333.3737
F: 804.333.3104
C: 804.313.1421
E: jblackleyrice@town.warsaw.va.us
W: www.townofwarsaw.com

From: Christopher H. Jett <cjett@co.richmond.va.us>
Sent: Friday, October 3, 2025 4:22 PM
To: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Cc: Hope D. Mothershead <hmothershead@co.richmond.va.us>
Subject: Re: 2025 RE Tax Book

Good afternoon Julia,

Unfortunately, we are still working to get the real estate data ready so that we can pull it to begin the book creation process. Jennifer has received communication today from Pearson, who still owes her some new construction data. At this point, the goal is to have that data in the system by the end of next week. Once Jennifer's office lets me know that they are good, I am prepared to put all of my focus on the books. However, my best guess is that it will be the middle of the month before the books are complete.

We have all (Jennifer, Kristie, Hope, and me) been in communication here today regarding the importance of this for the County as well as the Town and have it as top priority.

Chris

From: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Sent: Thursday, October 2, 2025 9:20 AM
To: Christopher H. Jett <cjett@co.richmond.va.us>
Subject: RE: 2025 RE Tax Book

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Chris! I was hoping to get an update on the RE book status? I am set to head out to a couple of conferences beginning next week and was hoping to be able to take the RE book with me to work on while away. Do you think that will be possible?

Thanks,

Julia

Julia C. Blackley-Rice

Treasurer/Clerk

Town of Warsaw

P: 804.333.3737

F: 804.333.3104

C: 804.313.1421

E: jblackleyrice@town.warsaw.va.us

W: www.townofwarsaw.com

From: Christopher H. Jett <cjett@co.richmond.va.us>
Sent: Tuesday, September 16, 2025 10:20 AM
To: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Subject: Re: 2025 RE Tax Book

Good morning Julia!

This has definitely been an interesting year as we have been working through our conversion to RDA as our new financial system vendor. We are having to cleanup some issues with our taxpayer accounts from that conversion and I know that Jennifer's office is also finishing up the RE new construction. Unfortunately, I don't have an ETA and am sure it will push into October. However, it is our goal to still get our RE bills out within that month.

Personal Property is a different story and will be very delayed. If I am being honest with where we are with PP, I'm not expecting us to be ready with that book until January. Jennifer and Kristie are trying to hold it together over here. However, the stress with this vendor conversion has been pretty significant. We will get there though. 😞

Chris

From: Julia Blackley-Rice <jblackleyrice@town.warsaw.va.us>
Sent: Tuesday, September 16, 2025 9:02 AM
To: Christopher H. Jett <cjett@co.richmond.va.us>
Subject: 2025 RE Tax Book

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning Chris,

I wasn't certain where we were in the RE taxing process. Do you happen to have an ETA on when we can expect the RE tax book?

Thanks,

Julia

Julia C. Blackley-Rice

Treasurer/Clerk

Town of Warsaw

P.O. Box 730

78 Belleville Lane

Warsaw, VA 22572

Phone: 804.333.3737

Fax: 804.333.3104

Cell: 804.313.1421

Email: jblackleyrice@town.warsaw.va.us

Website: www.townofwarsaw.com

SATURDAY
December 13, 2025

Downtown Main Street
Warsaw, Virginia



Free Family Fun!

