



## Town Council Meeting Agenda

September 11, 2025 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
  - [a.](#) Agenda
  - [b.](#) Minutes – August 2025
  - [c.](#) Financial Report – August 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. 74 Main Street
    - ii. Well Placement Project
    - iii. DHCD Housing Project
7. **New Business**
  - [a.](#) Zoning/Subdivision/DMO Ordinance Update - Proposal Selection by Ordinance Committee
  - [b.](#) Basketball Court Discussion - RCC
  - [c.](#) Schedule Public Hearing - Outdoor Storage Buildings - 4492 Richmond Road, Tax Map 16C(1)7 - Michael Campbell
  - [d.](#) Designate Halloween Trick or Treat Hours - Friday, October 31st - 5PM to 8 PM
8. **Closed Session - 2.2-3711(A)5 - Prospective Business at Intersection of Self Town Road and Route 360**
9. **Council Members - Closing Comments**
10. **Adjournment**



# Town Council Agenda

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  - b. Town Manager's Report
  - c. Police Chief's Report
  - d. Director of Public Works Report
  - e. Council Committee Reports
  - f. Planning Commission Report
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MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING & JOINT PUBLIC HEARING  
AUGUST 14, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting and a joint public hearing with the Warsaw Planning Commission on Thursday, August 14, 2025, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Mary Beth Bryant, Jonathan English, Rebecca Hubert, Daphne Palmore, Ralph Self, and Bobby Walters. Council members absent: none. Planning Commission Members Present: Chairwoman Molly Barbee, Town Council Liaison Daphne Palmore, Chris Evans, Ogle Forrest, and Belinda Reynolds. Planning Commission Members Absent: Vice-Chairwoman Regis Slaw and Carey Allen.

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

Also present: There were approximately nine 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:

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

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

JOINT PUBLIC HEARING –

In conjunction with Chairwoman Barbee of the Warsaw Planning Commission, Mayor Phelps called the joint public hearing meeting to order for the four public hearings on the agenda. Chairwoman Barbee certified that the Planning Commission had a quorum for the public hearings.

- a. Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A1(5)A. Mayor Phelps read the public notice before the body.

Mayor Phelps asked the Town Manager to speak to the purpose of the request. Mr. Quesenberry responded that the request is to reestablish a CUP that had been previously approved for a multi-

family and mixed-use commercial building for the developer. Mayor Phelps turned the floor over to members of the public wishing to speak on the CUP application request by Midtowne, LLC.

James Clifford Mullin, 8351 Historyland Highway, stated he was excited to see this part of the project move forward.

Gregory Packett, Project Developer, provided a rendering to Town Council and Planning Commission members on the anticipated finish look of the building. Mr. Packett stated he has completed the sign at the front of the property.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Forrest spoke in favor, highlighting the benefits of small businesses and professional offices.

Commissioner Evans spoke in favor of the project, stating the third building would be a great addition.

Commissioner Reynolds raised concerns about the number of three-story buildings in town, noting that the local fire department does not have a ladder truck.

Chairwoman Barbee agreed that office spaces are needed in Town and feels that a recommendation for approval is the right course of action.

Commissioner Forrest moved to recommend approval of the third phase of the project for Midtowne, LLC. The motion was seconded by Commissioner Evans and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record as recommending the granting of the conditional use permit.

- b. Conditional Use Permit Application by Packett Rentals, L.L.C. to allow for the proposed development of 2 (two) multi-family dwelling units totaling forty-eight apartments on Tax Map 16A4(A) Parcel 71. Mayor Phelps opened the public hearing for this topic by reading the public notice before the body.

Regarding the purpose of the request, Mrs. Coates stated this was a renewal of the request previously approved by the Town Council. The CUP has expired. Mayor Phelps opened the floor to the public for comments regarding this topic.

Mr. Packett spoke about the project delay, stating that the holdup was due to the DEQ. As of August 8<sup>th</sup>, Mr. Packett has received approval from DEQ.

Mr. Mullin stated that he felt the project should be reconsidered since it had been previously approved. Mr. Mullin added that the sprinkler systems installed in three-story buildings should provide adequate coverage. Mr. Mullin concluded by addressing the water/sewer connection waivers, stating that it is unfortunate DEQ held up Mr. Packett, but at some point, the Town has to ask for full payment into the system.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Reynolds spoke to the location of the project and requested that the Planning Commission and Town Council add a provision for adequate landscaping and fencing buffers.

Commissioner Forrest thinks the project should be approved again.

Commissioner Evans stated there is a need for housing and is in favor of the request.

Commissioner Evans moved to recommend approval of the CUP for this project. The motion was seconded by Commissioner Forrest and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record as recommending the granting of the conditional use permit.

Mayor Phelps opened the floor to Town Council members regarding the requirement for tree lines and/or fencing.

Vice-Mayor Yackel agreed and thought it should be added as a condition.

Councilman English inquired whether a buffer condition was included with the previous approval.

Mr. Quesenberry confirmed that a tree buffer was part of the approved CUP.

Councilwoman Palmore suggested that a fencing requirement be added as well.

- c. Consideration of a request of Warsaw L.L.C. to amend their previously approved General Development Plan and Rezoning Application, Phase 1, for the proposed Rhodes Place and Broadus Creek Subdivision lying between Wallace Street, Route 360, and Route 3 or Tax Map Parcels 16A4(A)48, 16A4(A)59, 16A4(6)10, 16A4(A)77, 16A4(A)79, 16A4(A)80. The proposed modification involves a reduction in overall density by 66 residential units, specifically by removing all planned apartment units and replacing them with additional single-family dwellings. Mayor Phelps opened the public hearing for this topic by reading the public notice before the body.

Mr. Quesenberry stated that the purpose of this request is that the developer has brought an amendment to the previously approved General Development Plan and Rezoning Application. In the amendment, the developer proposes to remove the apartments from the plan entirely and replace them with age-targeted villas. The proposed development would decrease from 321 units to 255 units.

Mr. Mullin stated that he does not know the need for the change; however, Mr. Packett would have considered the economics of the deal and has left the amenities in the plan. Therefore, he requests that the Town accept this amendment.

Mr. Packett stated that the amended plans would eliminate the hard road between the two developments, which would result in the removal of 200 feet of roadway through wetlands.

Mr. Packett stated the change removes the hard road between the two developments, along with changing the entrance to Rte. 360. It also moves the entrance onto Rte. 360, instead of coming through Rhodes Place at the Enchanted Forest. These will now be state roads instead of internal private roads. This amendment does not reduce any of the amenities.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Forrest inquired to the developer about the number of entrances to the development. Mr. Packett responded that there would be three entrances and one emergency-only entrance. One entrance would be located on Rte. 360 and two on Rte. 3. These two subdivisions would no longer connect by road.

Commissioner Forrest moved to recommend approval as presented. The motion was seconded by Commissioner Evans and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record for recommending approval of the amended General Development Plan and Rezoning Application.

- d. Conditional Use Permit Application by J.D.R. Properties to allow for a proposed Gas Station and Convenience Store on Tax Map Parcel No. 17-33G located at the corner of Community Park Drive and the Route 3 Bypass Road. Mayor Phelps opened the public hearing for this topic by reading the public notice before the body.

Mrs. Coates stated that the purpose of this request is that this type of use in a C-1 zoning district requires a conditional use permit.

Mr. Mullin stated he likes the idea and believes it should be approved at this level. Mr. Mullin would like this project to incorporate accessibility for tractor-trailers to facilitate fueling purposes.

Jeff Howeth, the developer, spoke about the project, stating that the truck fueling condition would naturally resolve itself, as fueling trucks that bring the fuel are semis. Mr. Howeth noted that they would like to operate 24 hours a day, and he doesn't anticipate any issues with lighting and/or noise due to the location.

There were no other public comments at this time; therefore, Mayor Phelps closed the floor to public comments on this topic and instructed Planning Commission members to discuss and decide whether the request should be recommended for approval.

Commissioner Forrest inquired about the location of the entrance. Mr. Howeth stated the entrance would be on Community Park Drive. Commissioner Forrest believes the project will benefit numerous local industries.

Commissioner Evans was initially nervous about the entrance location, but doesn't think it will significantly impact traffic flow on Community Park Drive.

Commissioner Forrest moved to recommend approval of and to allow for 24-hour operation. The motion was seconded by Commissioner Evans and carried with the following votes.

Molly Barbee	Aye	Daphne Palmore	Aye
Chris Evans	Aye	Ogle Forrest	Aye
Belinda Reynolds	Aye		

Chairwoman Barbee reported to Mayor Phelps that the Planning Commission is on record as recommending the granting of the conditional use permit.

Mayor Phelps closed the joint public hearing and asked Town Council members if there was any action to be taken on the four topics presented to the Council.

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

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

- b. Discussion ensued regarding the condition of fencing as part of the request. Vice-Mayor Yackel wanted to see a barrier that prevents direct access to neighboring residential properties as a condition. Councilman Self asked if there was an alternative to fencing that could deter foot traffic. Councilman Walters feels a natural barrier would be better.

Mayor Phelps asked for input from the developer. Mr. Packett stated he proposed a fence along the boundary of the apartments he constructed in front of Rappahannock Community College. In his experience, he has spent thousands of dollars repairing the fence due to damage by the neighbors, not by residents of the apartment complex. When this project was started, he proposed erecting a berm, in lieu of a fence, to raise the elevation. Mr. Packett is not opposed to the fence, but he does not believe it will be as appealing as the berm with landscaping.

Vice-Mayor Yackel moved to approve the CUP request with the condition that a fence be constructed on the property between the property and the existing single-family dwellings. Councilwoman Palmore seconded the motion, and the motion did not carry.

Randall L. Phelps	Nay	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Nay
Rebecca Hubert	Nay	Daphne Palmore	Aye
Ralph Self	Nay	Bobby Walters	Nay

Councilwoman Hubert moved to approve the CUP request with the condition that a berm with landscaping as proposed by the developer be installed. The motion was seconded by Councilman Walters and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

- c. Vice-Mayor Yackel moved to approve the modification as presented. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

- d. Councilman Self moved to approve the CUP as presented, allowing for 24-hour operation. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

The Planning Commission members were excused as the public hearing portion of the meeting had concluded.

**PUBLIC COMMENT**

Mayor Phelps opened the floor for public comments.

James Clifford Mullin, 8351 Historyland Highway, stated that his wife is fond of the planters at the Town Office and the hanging baskets located throughout the Town, particularly the green vines that hang from them. At a previous session, he mentioned the need for pavers under the Warsaw bench located at Michelle’s Sweet Treats. He thanked whoever brought and installed the pavers. Mr. Mullin also spoke to the condition of the roof at Mead on Main. To close, Mr. Mullin likes the bird mural along the side of the building where Big City Diner is located.

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

**REPORTS**

**MAYOR'S REPORT:** Mayor Phelps deferred his comments to save for later throughout the meeting.

**TOWN MANAGER'S REPORT:**

Mr. Quesenberry presented his report to the Town Council. The Town Manager’s report reviewed the mural project, economic development update, council retreat, and upcoming 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 added that a great team is now in place at the PD. Vice-Mayor Yackel informed Chief Peterson that he likes the format of the monthly report he provides.

**PUBLIC WORKS REPORT:**

Mr. Schools presented his report, which was included in the Town Council packet. A copy of the report is attached to these minutes as Attachment 3.

**COUNCIL COMMITTEE REPORT:**

No committees met during this time.

**PLANNING COMMISSION:** The Planning Commission did not meet.

**NORTHERN NECK REGIONAL JAIL REPORT:** The population report was provided in the Town Council packet. Vice-Mayor Yackel stated there were two items on the agenda for the NNRJ board meeting. First, it was approved to issue an RFP to find a company that could lead the jail in

reducing utility costs, with the savings to be allocated toward capital projects. Second was the updating of the jail's policy on prisoner escapes.

OLD BUSINESS

PROJECTS UPDATE:

**74 Main Street:** Mrs. Coates stated that she had addressed the need for Dominion to redesign the electrical upgrade in a previous meeting. Dominion needed to set a pole to bring service to the building, but a neighboring property owner would not grant us the easement, so it had to be returned to Dominion. It has been redesigned, and a work order has been released. Casone Enterprises needs to install the CT panel inside 74 Main, which is expected to be completed within the next 7-10 business days. At that point, the county will conduct an inspection and release the job to Dominion. Mayor Phelps expressed that the Town Council is getting tired of the project not moving forward. Several negotiations have taken place to try to resolve the matter. If, in 7-10 days, the project is not where it needs to be, Mayor Phelps would like to see options for exercising the Town's right to take the bond. **Well Replacement Project:** Mr. Quesenberry reported that the Town has successfully applied for an FCAP (Financial and Construction Assistance Program) Grant. This is a new grant offered by the Virginia Department of Health. Virginia's General Assembly allocated \$26 million to address water systems across the state. The application was submitted on the first day the grant opened. The application is for a 75% grant, which would be \$1,046,250.00. The remaining 25% can be financed through them, and their financing rate is 1.00% below the prevailing interest rate. **DHCD Housing Project:** Mr. Quesenberry stated the invoices provided in the packets are for the demolition and purchase of the new homes for the rebuilds. Mr. Quesenberry added that this project has been one of the most rewarding projects he has worked on. It is anticipated that the homeowners will be in their new homes by Christmas.

NEW BUSINESS:

WATER AND SEWER CONNECTION FEE WAIVER REQUEST – GREGORY PACKETT – REVERE STATION

Mayor Phelps addressed the request made by Mr. Packett to reauthorize the waiver request for water and sewer connection fees for Revere Station. It was previously granted and has since lapsed at no fault of Mr. Packett's. If the waiver is approved, approximately \$130,000 in connection fees would be waived.

Councilman Self stated that Mr. Packett has brought homes to this community and this town. The Town Council has supported him in the projects he has undertaken so far and has stood behind him. Councilman Self would like the Town Council to consider these waivers again, given that the delay was not his or the Town's fault. Councilman Walters agreed with Councilman Self. Vice-Mayor Yackel said that he wished he knew if the Town was going to be awarded the well replacement grant. If so, he would feel more comfortable about approving this waiver request again. It is not the Town's fault that it didn't move forward in the first year. If we have to pay for the new water tank, then we need every dollar we can get from it. Water and sewer have to

support themselves. If we don't collect the water and sewer fees, our citizens will have to make up for it.

Councilman Walters moved to approve a 50% waiver of the water and sewer hookup fee for Revere Station. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Nay
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

Councilman Self asked the Town Manager to add basketball courts to next month's agenda.

CLOSING COMMENTS: Mayor Phelps requested closing comments from Town Council members and Planning Commission members.

- Councilman Walters urged everyone to attend Bill Northern's Celebration of Life that will be held on Saturday at the Town Park. He also agrees with Mr. Mullin that the plants in Town are beautiful. He inquired about the Rte. 360 median landscaping project that was previously brought to the Town Council. Mr. Quesenberry responded that a meeting is scheduled for the following week with the Friends of Rappahannock organization. The Town was awarded a \$150,000 grant to beautify the medians coming into town. Mrs. Coates credited Robin France for her assistance with the hanging baskets throughout town.
- Chairwoman Barbee thought there was great discussion on the public hearing requests tonight.
- Councilman Self thought it was a very productive meeting. He doesn't ever recall having a meeting with so many public hearings at one time. A lot is happening, and there is a lot to see in the coming months. He is looking forward to seeing this Town continue to grow.
- Commissioner Evans thought it was a great meeting, and he is excited for the future. He recalled how, when he moved here in 2006, it felt like a ghost town. It is great to see everything that is happening, and he's happy to be a part of it.
- Councilwoman Palmore offered a big thank you to the refuse collection workers. It has been sweltering over this past month, and they are doing a thankless job.
- Commissioner Forrest wished to reiterate what Vice-Mayor Yackel stated earlier. There is a lot of extremely old infrastructure in Town that can and will fail. There must be money available to repair it. The water and sewer are separate entities that cannot be financed from the General Fund. The funding for water and sewer projects is provided through grants, loans, and connection fees. That's three sources of money for infrastructure.
- Commissioner Reynolds – no comments.

- Councilwoman Hubert thought it was a great, comprehensive meeting. This is how Town governance should look.
- Councilwoman Bryant shared that it was nice to see the Planning Commission tonight. She is so proud of the Town.
- Councilman English agreed with everyone's comments. Additionally, he announced that Richmond County Little League will be hosting a sandlot day at the ballpark on Saturday, August 16, starting at 4 pm.
- Vice-Mayor Yacked asked if the old Verizon building was still being used. Mrs. Coates responded that it is a CO office, and technicians were still housed there.
- Mayor Phelps thanked everyone for coming.

There being no further business, Mayor Phelps adjourned the meeting at 7:35 pm.

  
Submitted by: Julia Blackley- Rice, Clerk



## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 08/14/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Mural Project

Thank you to those that were able to join us for a small ribbon cutting ceremony and official unveiling of the mural entitled the Osprey of Fones Cliffs. We're very pleased with the final product and want to once again thank Mr. Jon Murrill for his amazing work. We look forward to our next mural sometime next Summer.

2. Economic Development Update

We are currently working with a national industrial/commercial firm to identify space for new construction in Town. I held a meeting with the County Administrator to discuss the addition of land to the Commerce Park, allowing for enough acreage in an appropriately

zoned area of Town for this potential operation. We hope this will work for all parties involved and I will keep you informed as this project progresses.

3. Council Retreat

I am pleased to have worked with VRSA (Virginia Risk Sharing Association) to offer our inaugural Council Retreat free of charge to our Town. Mr. Peter Stephenson will be hosting this for us, and he brings over 35 years of local government management experience, both as a Town Manager and as an elected representative. During a portion of the retreat, he will host Town leadership and Department Heads in a collaborative session where we work together with you on shared goals, a shared vision, and how we can continue to make Warsaw better each day in a collaborative environment. Please check your emails for future updates.

4. Upcoming Events

- a. Fourth Fridays Concert Series, featuring TRADEMARK – Friday, August 22<sup>nd</sup>, 2025
- b. Community Market – Every 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month – Warsaw Town Park
- c. Celebration of Life – Bill Northern – Warsaw Town Park – Saturday, August 16<sup>th</sup>, 2025 from 2PM to 4PM



# Warsaw Police Department



*From the desk of Chief Sean L. Peterson*

## MONTHLY ACTIVITY REPORT July 1-31, 2025 Total calls for service: 735

### Section I: Incidents 4

DATE	CASE	OFFENSE	BLK / STREET
07/03/2025	2025-000109	18.2-266: DUI 3 <sup>rd</sup> Offense Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-371.1: Child Neglect Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-388: Public Intoxication Misdemeanor	4000-Blk Richmond Road
07/13/2025	2025-000111	18.2-111: Embezzlement Felony	5000- Blk Richmond Road

### Section II: Arrest 6

DATE	CASE	OFFENSE	BLK / STREET
07/02/2025	2025-000108	19.2-306: Probation Violation Felony	400-Blk Main Street
07/03/2025	2025-000109	18.2-266: DUI 3 <sup>rd</sup> Offense Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-371.1: Child Neglect Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-388: Public Intoxication	4000-Blk Richmond Road
07/10/2025	2025-000110	19.2-306: Probation Violation Felony	400-Blk Main Street
07/13/2025	2025-000111	18.2-111: Embezzlement Felony	5000-Blk Richmond Road

### Section III: Traffic 109

Driving on Suspended/Revoked License	0
Reckless Driving	1
Distracted Driving	16
Speeding	16
Expired Inspection	12



# Warsaw Police Department



*From the desk of Chief Sean L. Peterson*

## Section III Continued

Expired / Improper VA Registration	11
Town Citations Issued	6
All Other Traffic Summons	38
Traffic Crashes	9

## Section IV: Community Engagement 730

Neighborhood Select Patrols	184
Business Checks / Directed Patrols	402 /141
Community Events	3

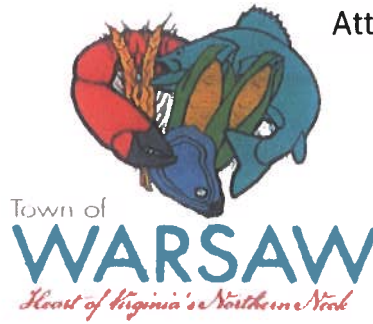
Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Julia Blackley – Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sands Anderson Law  
Town Attorney



## Attachment 3

COUNCIL MEM

Section 3, Item b.

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Town 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: 8/14/2025

RE: Public Works Report

Dear Council Members:

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

#### **-WWTP**

##### **Monthly Numbers**

Average daily Influent flow for July – 188,400 gallons, an increase of 8,700 gals from the month of June average daily flow.

Maximum influent flow for July – 272,000 gallons, an increase of 23,600 gals from the month of June max flow.

##### **Nutrient Sampling Results**

For July the average effluent Total Nitrogen (TN) concentration was 1.89 mg/l, within the limits of our permit.

For July the average effluent Total Phosphorus (TP) concentration was 0.16 mg/l, within the limits of our permit.

##### **Monthly Operations and Maintenance**

The Treatment Plant permit requires additional testing for fecal coliform for the month of July (1 per week) All test values were below the maximum allowable limit.

The Plant effluent flow meter was replaced and calibrated.

Failing D.O. meters and probes that are essential to dissolved oxygen measurements were replaced to contribute to achieving optimal treatment process.

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Julia Blackley – Rice  
Treasurer & Clerk

Sean J. Peterson  
Chief of Police

Sands Anderson Law  
Town Attorney



COUNCIL MEM

Randall L. Phelps - Mayor

Paul G. Yackel - 1<sup>st</sup> 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>

Increased rainfall kept operators busy with treatment challenges and site appearance. Road erosion, heightened grass growth etc. - proved to be very time-consuming. Staff cleaned all SBR blower filters and lubricated equipment. Operators cleaned all banks of our UV system. Orders were placed on supplier lead times and installation times to avoid delays. Treatment Plant Operators assisted with recording water meter readings. Treatment plant effluent samples for the month of July met all requirements as to our permit discharge limits.

**-Water Department**

Attached you will find the Water Loss Report, for the month of July we are at a 2<sup>nd</sup> water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town. We took an HAA and THM sample at the YMCA, results came back absent. Staff also completed state selected bacteria samples; all results came back absent. The water department also checked sewage/pump stations each day. All water and sewer right of ways were cut. We experienced a service line water leak on College Avenue, that has been repaired.

**-Refuse Department**

For the month of June town staff made 15 trips to the landfill totaling 116 tons or 232,000 pounds of trash. The town received over 80 applications for our trash truck driver job, we narrowed it down to 5, interviewed and have selected, he will start on Monday August the 18<sup>th</sup>.

**-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. Started cutting grass at all town-owned facilities along with the median strips along RT. 360. Watering of all hanging baskets and stationary planters in town. Public Works also replaced 20 American Flags throughout town. Helped with the setup and takedown for the Movie on Main.

# 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 =** **5,952,100 gallons**

**Sold: Residential**  gallons

**Total Sold =** **5,783,051 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **169,049 gallons**

**% Difference =** **3 % total water loss**

**Gallons of Water Accounted For:**

Breaks (Estimated Total)	<input type="text" value="2,500"/>	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="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="12,500"/>	gallons
Office/Police Dept.	<input type="text" value="5,000"/>	gallons
Pool	<input type="text"/>	gallons

**C: Total Gallons Accounted For =** **29,300 gallons**

**Loss: Unaccounted-for Water: (B-C) =** **139,749 gallons**

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

days in billing period

**Gallons / Day Loss =** **4,819 gallons/day**

**Gallons / Minute Loss =** **3 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 8/31/2025

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
10-300-0000 PERMITS & FEES	3,000	0.00	25.00	475.00	475.00	(2,525.00)	16%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	16,395.00	31,380.00	31,380.00	(148,620.00)	17%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,500.00	14,880.00	14,880.00	(74,120.00)	17%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	10.85	10.85	10.85	(279,989.15)	0%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	331.37	331.37	331.37	(169,668.63)	0%
10-307-0000 PPTRA	17,365	0.00	17,365.30	17,365.30	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	320.00	2,191.38	2,191.38	(137,808.62)	2%
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	0.00	15,604.66	15,604.66	(104,395.34)	13%
10-326-0000 MEALS TAX	675,000	0.00	64,410.16	133,849.76	133,849.76	(541,150.24)	20%
10-327-0000 LODGING TAX	42,000	0.00	3,895.74	9,348.19	9,348.19	(32,651.81)	22%
10-328-0000 CIGARETTE TAX	80,000	0.00	7,861.39	14,181.05	14,181.05	(65,818.95)	18%
10-330-0000 FINES	35,000	0.00	4,954.98	8,074.53	8,074.53	(26,925.47)	23%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	11.99	15.11	15.11	(24,984.89)	0%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	10,840.00	10,840.00	10,840.00	(23,660.00)	31%
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	290.56	500.53	500.53	(14,499.47)	3%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,337.55	4,877.29	4,877.29	(24,122.71)	17%
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	18,252.27	18,252.27	18,252.27	10,432.27	233%
10-382-0000 FORGIVEABLE LOAN REPAYMENTS	0	0.00	750.00	750.00	750.00	750.00	
10-390-0000 MISC/INCOME	4,000	0.00	0.00	0.00	0.00	(4,000.00)	
10-390-0975 GRANT - HOUSING/PLANNING	550,000	0.00	0.00	48,365.00	48,365.00	(501,635.00)	9%

## Budget vs Actual

Town of Warsaw  
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Period Ending 8/31/2025

### 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	580.90	580.90	580.90	580.90	
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	1,236.24	2,279.25	2,279.25	(9,720.75)	19%
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	115,000.00	115,000.00	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	740.00	1,055.00	1,055.00	(22,945.00)	4%
Revenues Totals:	3,091,435	0.00	273,109.30	450,207.44	450,207.44	(2,641,227.56)	15%
<b>Expenses</b>							
10-420-0200 SALARIES/ADM	389,000	0.00	29,646.42	74,126.58	74,126.58	314,873.42	19%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	0.00	2,362.89	2,362.89	5,637.11	30%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	2,223.16	5,763.96	5,763.96	24,236.04	19%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	255.68	255.68	1,944.32	12%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	3,504.10	6,841.91	6,841.91	36,158.09	16%
10-420-0900 MEDICAL INS/ADM	60,360	0.00	4,787.50	9,575.00	9,575.00	50,785.00	16%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	1,940.00	1,940.00	1,940.00	13,060.00	13%
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	207.35	1,102.13	1,102.13	6,897.87	14%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	318.89	676.62	676.62	4,323.38	14%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	0.00	695.00	695.00	7,305.00	9%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	180.77	425.35	425.35	19,574.65	2%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	

## Budget vs Actual

Town of Warsaw  
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Period Ending 8/31/2025

### 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	1,830.00	2,154.88	2,154.88	22,845.12	9%
10-420-2600 ADVERTISING	30,000	0.00	3,491.76	6,304.28	6,304.28	23,695.72	21%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	0.00	237.77	237.77	5,262.23	4%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	967.03	9,795.33	9,795.33	8,204.67	54%
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	863.57	1,761.77	1,761.77	18,238.23	9%
10-420-3450 COMPUTER O/M	6,500	0.00	0.00	99.95	99.95	6,400.05	2%
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	0.00	400.00	
10-420-5300 DUES	3,000	0.00	353.92	1,895.92	1,895.92	1,104.08	63%
10-420-5350 SAFETY PROGRAM	500	0.00	0.00	29.35	29.35	470.65	6%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	0.00	18,500.00	
10-420-5500 COUNCIL EXPENSE	15,000	0.00	2.63	259.77	259.77	14,740.23	2%
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	87.48	1,914.13	1,914.13	7,085.87	21%
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	600.00	2,034.00	2,034.00	24,966.00	8%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	51,132.42	130,252.27	130,252.27	687,457.73	16%

## Budget vs Actual

Town of Warsaw  
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Period Ending 8/31/2025

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	25,491.20	64,365.00	64,365.00	267,635.00	19%
10-510-0201 OT/BONUS - WPD	12,000	0.00	2,274.72	8,365.64	8,365.64	3,634.36	70%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	2,124.23	5,572.80	5,572.80	19,927.20	22%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	216.30	432.60	432.60	1,367.40	24%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	3,258.92	6,434.21	6,434.21	29,565.79	18%
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	3,018.00	6,036.00	6,036.00	30,464.00	17%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	0.00	308.16	308.16	3,691.84	8%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	250.00	580.00	580.00	9,420.00	6%
10-510-2000 Electricity - WPD	2,000	0.00	167.95	415.38	415.38	1,584.62	21%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	6,538.11	6,712.34	6,712.34	3,287.66	67%
10-510-3100 AUTO O/M-WPD	24,000	0.00	133.70	4,072.33	4,072.33	19,927.67	17%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	97.56	830.82	830.82	7,169.18	10%
10-510-3240 POLICE SUPPLIES	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-510-3220 OFFICE SUPPLIES	10,000	0.00	325.20	1,296.35	1,296.35	8,703.65	13%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	210.58	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	1,128.88	2,025.08	2,025.08	17,974.92	10%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	422.40	1,415.73	1,415.73	8,584.27	14%
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	
10-510-3712 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	421.50	421.50	1,878.50	18%
10-510-4210 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	

## Budget vs Actual

Town of Warsaw  
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Period Ending 8/31/2025

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-5300 DUES	3,000	0.00	0.00	3,295.00	3,295.00	(295.00)	110%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	101.95	101.95	148.05	41%
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	0.00	18,500.00	
10-510-6000 CIP - WPD (CARS)	65,000	0.00	55,609.78	55,609.78	55,609.78	9,390.22	86%
WARSAW POLICE DEPT Totals:	732,136	0.00	101,056.95	168,501.25	168,501.25	563,634.75	23%

## Budget vs Actual

Town of Warsaw  
9/8/2025 12:11:41 PM

Period Ending 8/31/2025

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	16,742.92	47,164.49	47,164.49	190,835.51	20%
10-550-0201 OT/BONUS - PS	13,000	0.00	1,755.80	5,899.13	5,899.13	7,100.87	45%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	1,416.76	4,064.28	4,064.28	14,435.72	22%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	60.54	121.08	121.08	978.92	11%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	1,664.41	3,284.76	3,284.76	17,215.24	16%
10-550-0900 MEDICAL INS/PS	48,288	0.00	5,030.00	10,060.00	10,060.00	38,228.00	21%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	264.13	627.22	627.22	2,886.78	18%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	261.17	536.28	536.28	2,963.72	15%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	549.13	2,506.74	2,506.74	17,493.26	13%
10-550-2000 Dog Park	2,000	0.00	0.00	8.99	8.99	1,991.01	0%
10-550-2100 Fountain - Main Street	3,500	0.00	0.00	17.09	17.09	3,482.91	0%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	7.00	4,812.20	4,812.20	24,187.80	17%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	300.02	1,585.20	1,585.20	8,414.80	16%
10-550-3200 UNIFORMS/ETC	1,500	0.00	0.00	223.00	223.00	1,277.00	15%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	311.25	1,137.81	1,137.81	1,362.19	46%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	60.74	77.64	77.64	922.36	8%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3700 BEAUTIFICATION	40,000	0.00	(8,443.10)	21,165.97	21,165.97	18,834.03	53%
10-550-3800 STREET LIGHTS	35,000	0.00	3,286.29	6,568.41	6,568.41	28,431.59	19%
10-550-3850 SIDEWALKS	30,000	0.00	0.00	0.00	0.00	30,000.00	
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 (EXPENSE)	550,000	0.00	69,506.00	82,045.60	82,045.60	467,954.40	15%

## Budget vs Actual

Town of Warsaw  
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Period Ending 8/31/2025

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	0.00	0.00	0.00	18,500.00	
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	143.56	274.11	274.11	6,225.89	4%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	155.72	539.26	539.26	960.74	36%
10-550-6100 THE SADDLERY	5,000	0.00	301.32	630.34	630.34	4,369.66	13%
10-550-6200 THE BOUNDS	30,000	0.00	873.40	2,395.72	2,395.72	27,604.28	8%
10-550-6400 COMMUNITY MARKET	2,000	0.00	250.00	900.00	900.00	1,100.00	45%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	0.00	17,000.22	17,000.22	(17,000.22)	
PUBLIC SERVICE Totals:	1,301,652	0.00	94,497.06	213,645.54	213,645.54	1,088,006.46	16%

## Budget vs Actual

Town of Warsaw  
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Period Ending 8/31/2025

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 CHRISTMAS PARADE	2,000	0.00	0.00	0.00	0.00	2,000.00	
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	1,000.00	1,000.00	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	0.00	250.00	250.00	1,750.00	13%
CONTRIBUTIONS Totals:	63,700	0.00	1,000.00	1,250.00	1,250.00	62,450.00	2%

# Budget vs Actual

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Period Ending 8/31/2025

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	4,206.66	8,669.37	8,669.37	31,330.63	22%	
Totals:	40,000	0.00	4,206.66	8,669.37	8,669.37	31,330.63	22%	

# Budget vs Actual

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## 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	44,317.70	44,317.70	44,317.70	(44,317.70)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	44,317.70	44,317.70	44,317.70	(44,317.70)	

## Budget vs Actual

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### 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	3,242.00	3,242.00	16,210.00	17%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	1,846.00	1,846.00	9,219.00	17%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	0.00	6,359.56	6,359.56	31,797.44	17%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	688.00	1,376.00	1,376.00	1,376.00	50%
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	0.00	2,938.70	2,938.70	16,162.30	15%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	5,752.00	5,752.00	27,958.00	17%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	1,307.10	1,307.10	1,307.10	10,692.90	11%
DEBT SERVICE Totals:	136,237	0.00	7,415.10	22,821.36	22,821.36	113,415.64	17%

## Budget vs Actual

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	Expenses Totals:	3,091,435	0.00	303,625.89	589,457.49	589,457.49	2,501,977.51	19%
10 GENERAL FUND	Revenues Over/(Under) Expenses:			(30,516.59)	(139,250.05)	(139,250.05)		

## Budget vs Actual

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Period Ending 8/31/2025

### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
30-305-0000 WATER USER FEES	458,092	0.00	34,298.75	70,461.20	70,461.20	(387,630.80)	15%
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	34,298.75	70,461.20	70,461.20	(1,390,230.80)	5%
<b>Expenses</b>							
30-810-0200 SALARIES/WATER	163,000	0.00	12,646.16	31,615.86	31,615.86	131,384.14	19%
30-810-0201 OT/BONUS - WATER	13,000	0.00	0.00	2,110.41	2,110.41	10,889.59	16%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	902.09	2,514.73	2,514.73	10,485.27	19%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	91.32	91.32	758.68	11%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	1,339.52	2,652.69	2,652.69	13,847.31	16%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,860.00	2,866.00	2,866.00	21,278.00	12%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	90.94	181.88	181.88	2,318.12	7%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	1,973.16	4,560.38	4,560.38	25,439.62	15%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	300.00	300.00	5,200.00	5%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	0.00	0.00	42,000.00	
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	0.00	0.00	0.00	2,000.00	
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	29.97	172.17	172.17	2,127.83	7%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	31.90	474.28	474.28	3,025.72	14%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	231.00	479.32	479.32	1,520.68	24%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	373.48	2,297.15	2,297.15	16,702.85	12%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	208.30	506.10	506.10	2,243.90	18%
30-810-3300 SUPPLIES/WATER	5,000	0.00	335.32	391.99	391.99	4,608.01	8%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	16.89	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	

## Budget vs Actual

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### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	0.00	0.00	0.00	2,500.00	
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	6.00	17.37	17.37	482.63	3%
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	0.00	0.00	0.00	2,000.00	
30-810-4600 WATER TESTING	3,000	0.00	0.00	10.50	10.50	2,989.50	0%
30-810-4700 WATER PERMIT	3,000	0.00	0.00	2,193.00	2,193.00	807.00	73%
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	1,433.00	1,433.00	12,567.00	10%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	18.88	18.88	18.88	9,981.12	0%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	0.00	13,000.00	
30-810-5700 MISCELLANEOUS/WTR	2,000	0.00	5.73	5.73	5.73	1,994.27	0%
30-810-5900 TRAINING & LICENSING	1,000	0.00	0.00	0.00	0.00	1,000.00	
<b>WATER DEPT Totals:</b>	<b>413,544</b>	<b>0.00</b>	<b>20,098.11</b>	<b>54,909.65</b>	<b>54,909.65</b>	<b>358,634.35</b>	<b>13%</b>

# 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	20,098.11	54,909.65	54,909.65	1,405,782.35	4%
30 WATER FUND Revenues Over/(Under) Expenses:			14,200.64	15,551.55	15,551.55		

## Budget vs Actual

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Period Ending 8/31/2025

### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	71,095.75	142,822.19	142,822.19	(761,065.81)	16%
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	242.04	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	71,095.75	143,064.23	143,064.23	(823,823.77)	15%
<b>Expenses</b>							
40-820-0200 SALARIES/WWF	172,000	0.00	12,347.20	30,868.00	30,868.00	141,132.00	18%
40-820-0201-OT/BONUS - WASTEWATER	10,000	0.00	1,008.15	2,760.51	2,760.51	7,239.49	28%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	1,021.67	2,572.57	2,572.57	10,427.43	20%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	96.26	96.26	853.74	10%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	1,520.47	3,002.85	3,002.85	15,997.15	16%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	2,012.00	4,024.00	4,024.00	32,192.00	11%
40-820-1100 TELEPHONE/WWF	7,000	0.00	121.41	598.31	598.31	6,401.69	9%
40-820-1200 PROPANE/SHOPS	3,750	0.00	0.00	0.00	0.00	3,750.00	
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	4,709.31	9,391.38	9,391.38	50,608.62	16%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,830.29	3,329.32	3,329.32	26,670.68	11%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	0.00	94.07	94.07	9,905.93	1%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	17.18	479.73	479.73	24,520.27	2%
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	2,340.00	2,340.00	2,340.00	22,660.00	9%
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	0.00	27.43	27.43	1,972.57	1%
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,000	0.00	0.00	409.99	409.99	1,590.01	20%

## 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	129.42	129.42	129.42	11,870.58	1%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	1,803.90	2,659.41	2,659.41	340.59	89%
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	2,290.82	3,167.49	3,167.49	11,832.51	21%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	263.14	975.77	975.77	2,024.23	33%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	1,069.88	1,548.59	1,548.59	2,451.41	39%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	354.20	742.61	742.61	2,257.39	25%
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	0.00	0.00	0.00	1,500.00	
40-820-4100 MISS UTILITY/WWF	500	0.00	6.00	17.38	17.38	482.62	3%
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	0.00	5,000.00	
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	0.00	2,337.30	2,337.30	42,662.70	5%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	0.00	4,000.00	
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	0.00	201.16	201.16	3,298.84	6%
40-820-5300 DUES/WWF	2,000	0.00	0.00	675.00	675.00	1,325.00	34%
40-820-5400 INSURANCE/WWF	22,000	0.00	0.00	0.00	0.00	22,000.00	
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	298.75	326.18	326.18	1,173.82	22%
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	91.62	1,373.46	1,373.46	1,126.54	55%
40-820-8000 CONTRACTED LAB TESTING	50,000	0.00	8,141.32	11,500.96	11,500.96	38,499.04	23%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	0.00	3,750.00	
<b>WASTEWATER DEPT Totals:</b>	<b>627,966</b>	<b>0.00</b>	<b>41,424.86</b>	<b>85,649.15</b>	<b>85,649.15</b>	<b>542,316.85</b>	<b>14%</b>

**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	4,230.00	4,230.00	225,920.00	2%
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	0.00	4,230.00	4,230.00	225,920.00	2%

## Budget vs Actual

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**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	840.28	12,359.72	6%
DEBT SERVICE Totals:	108,772	0.00	840.28	840.28	840.28	107,931.72	1%

## Budget vs Actual

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	Expenses Totals:	966,888	0.00	42,265.14	90,719.43	90,719.43	876,168.57	9%
40 WASTEWATER FUND	Revenues Over/(Under) Expenses:			28,830.61	52,344.80	52,344.80		

# WARSAW REVOLVING-LOAN FUNDS

## Monthly Financial Statement

Period (from / to): **8/1/25** **8/31/25**

Description	
Number of Active Loans	<b>5</b>
Balance Beginning of Month	\$ 376.25
Principal Received During Period	\$ 380.50
Interest Received During Period	\$ 45.75
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 426.25
Disbursement to Warsaw	
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	\$ 752.50

Available to lend:  
\$21,277.59

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 4,327.02	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ 3,019.96	NO
4	Dunbrooke LLC - #242	\$ 96.56	\$ 5,291.44	YES
5	Beale/Old Rapp. - #244	\$ -	\$ 467,220.63	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 8,615.36	YES
		<b>\$ 426.25</b>	<b>\$ 488,474.41</b>	

*Moore last payment 5/13 \$1330; Beale last payment 6/24 \$2000*



## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 09/11/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Virginia Town and City Magazine

We are pleased to announce that the Town of Warsaw is one of three (3) featured communities in the Virginia Town and City Magazine, the bi-monthly publication of the Virginia Municipal League. The magazine goes out to every City and Town Council in the Commonwealth, with Warsaw being highlighted for our amazing transformation within the last decade. Thank you to Mayor Phelps who also joined me for a podcast that is featured on their website. Special thanks to the Montross Town Manager and Council for sending us official Council correspondence that congratulated us on our featured article.

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.

We've also had recent interest by a small commercial retailer in the new Midtowne space, a climate-controlled storage facility on an empty parcel in Town, an outdoor shed dealership (located in your packets) and we are still working on a national convenience center. Lastly, we are working with the Commonwealth and with Mr. Beale to discuss a boutique hotel on the second floor of his building. We will keep you updated as these projects progress.

### 3. Christmas Town 2025

We just concluded our annual Christmas Town stakeholders meeting earlier this week, where we invite all pertinent parties to meet and discuss logistics for the event. We plan to have new rides this year and to consolidate all operations to Main Street and the Town Park, alleviating the need for staffing at the Bounds. We hope this will not only be safer but will create a more condensed and inclusive feel for our vendors and attendees. We will delve into this more at a future meeting.

### 4. RCC Project

The RCC Health Sciences Project will hold a construction bid opening later this month! Should the bid amounts come in at budgeted levels, a groundbreaking ceremony may be held in the coming subsequent weeks. The college did recently find out that VDOT may be requiring a turn lane to be added to the complex, amounting to a \$500,000 change order request. We are working with them to hopefully mitigate this expense, as it may negatively impact the future of the project. We will update you as this progresses.

### 5. Upcoming Events

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



# Warsaw Police Department



*From the desk of Chief Sean L. Peterson*

## MONTHLY ACTIVITY REPORT

August 1-31, 2025

Total calls for service: 789

### Section I: Incidents 8

DATE	CASE	OFFENSE	BLK / STREET
08/06/2025	2025-000114	18.2-41: Assault By Mob Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-47: Abduction Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-51: Malicious Wounding Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-415: Disorderly Conduct Misdemeanor	4000- Blk Richmond Road
08/08/2025	2025-000115	18.2-95: Auto Theft Felony	40- Blk Bluebird Lane
08/13/2025	2025-000116	18.2-51.6: Strangulation Felony	4000- Blk Richmond Road
08/13/2025	2025-000116	18.2-57.2: Domestic Assault Misdemeanor	4000- Blk Richmond Road
08/20/2025	2025-000117	Runaway Juvenile Found Safe	100- Blk Jones Lane

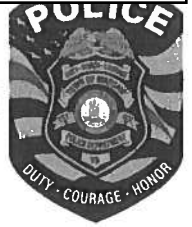
### Section II: Arrest 6

DATE	CASE	OFFENSE	BLK / STREET
08/06/2025	2025-000114	18.2-41: Assault By Mob Felony	400-Blk Main Street
08/06/2025	2025-000114	18.2-47: Abduction Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-51: Malicious Wounding Felony	4000-Blk Richmond Road
08/06/2025	2025-000114	18.2-415: Disorderly Conduct Misdemeanor	4000-Blk Richmond Road
08/08/2025	2025-000115	18.2-95: Auto Theft Felony	40-Blk Bluebird Lane
08/13/2025	2025-000116	18.2-51.6: Strangulation Felony	4000-Blk Richmond Road
08/13/2025	2025-000116	18.2-57.2 Domestic Assault Misdemeanor	4000-Blk Richmond Road



# Warsaw Police Department

*From the desk of Chief Sean L. Peterson*



### Section III: Traffic 93

Driving on Suspended/Revoked License	0
Reckless Driving	2
Distracted Driving	9
Speeding	28
Expired Inspection	4
Seatbelt	3

### Section III Continued

Expired / Improper VA Registration	3
Town Citations Issued	9
All Other Traffic Summons	30
Traffic Crashes	5

### Section IV: Community Engagement 568

Neighborhood Select Patrols	114
Business Checks / Directed Patrols	395/56
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>

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## MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 9/11/2025

RE: Public Works Report

Dear Council Members:

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

**-WWTP**

### **Monthly Numbers**

Average daily Influent flow for August – 184,500 gallons, a decrease of 3,900 gals from the month of July average daily flow.

Maximum influent flow for August – 198,000 gallons, a decrease of 74,000 gals from the month of July max flow.

### **Nutrient Sampling Results**

For August the average effluent Total Nitrogen (TN) concentration was 1.88 mg/l, within the limits of our permit.

For August the average effluent Total Phosphorus (TP) concentration was 0.15 mg/l, within the limits of our permit.

### **Monthly Operations and Maintenance**

Plant staff collected samples (seven sample points) to complete our ground water monitoring test for the third quarter of 2025.

Operators serviced equipment as required by our preventive maintenance program.

Operators cleaned all banks of our UV system.

Treatment Plant Operators assisted with recording water meter readings.

Joseph N. Quesenberry  
Town Manager

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Assistant Town Manager

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COUNCIL MEMO

Section 5, Item d.

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Treatment plant effluent samples for the month of August met all requirements as to our permit discharge limits.

Staff also worked the Towns August 4<sup>th</sup> Friday Concert.

### **-Water Department**

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

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.

Woodland Heights newly added water and sewer line passed all AWWA regulations and is now active in our system.

The Town experienced a water leak on RT 360 in front of Shell Station. We decided not to fix it, but to cap off that main line and get some of it out of the road. We have plans to get the rest of the water main out of that intersection entirely soon.

### **-Refuse Department**

For the month of July town staff made 17 trips to the landfill totaling 137 tons or 274,000 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.

# 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 =** **5,671,000 gallons**

**Sold: Residential**  gallons

**Total Sold =** **5,500,934 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **170,066 gallons**

**% Difference =** **3 % 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="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="15,000"/>	gallons
Office/Police Dept.	<input type="text" value="5,000"/>	gallons
Pool	<input type="text"/>	gallons

**C: Total Gallons Accounted For =** **29,300 gallons**

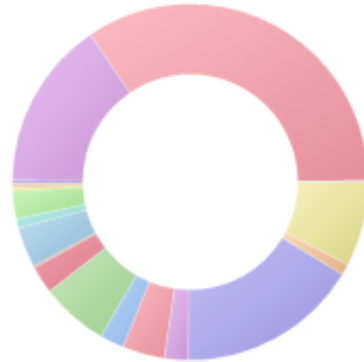
**Loss: Unaccounted-for Water: (B-C) =** **140,766 gallons**

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

**Gallons / Day Loss =**  days in billing period  
**4,399 gallons/day**  
**Gallons / Minute Loss =** **3 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



FAIRFAX 1	SPOTSYLVANIA 1
FEDERAL 206	U.S. Marshal - Alexandria 15
GLOUCESTER 92	U.S. Marshal - DC District 37
KING WILLIAM 2	U.S. Marshal - DC Superior 13
MATHEWS 2	U.S. Marshal - Norfolk 23
MID PEN RJ-Middlesex 2	U.S. MARSHAL - RALEIGH 13
NORTHUMBERLAND 15	U.S. Marshal - Richmond 99
PRE-TRIAL 5	U.S. MARSHAL MIDDLE DIST. N.C. 6
RICHMOND 22	WESTMORELAND-NNRJ 46

## CLOSING AGENT INFORMATION

A 3rd party witness must be present at each closing.  
Please complete the following information for the 3rd party witness.

Name: Julia Blackley-Rice

Phone Number: (804) 333-3737

Email: jblackleyrice@town.warsaw.va.us

This document must be completed and sent in with the closing package.  
Home Center use only.

1625806

# POWER OF ATTORNEY (SALE)

Sold to: Town of Warsaw

Serial #: LEW120078PAABAC ("Manufactured Home")

I hereby warrant and represent to Retailer that I am of legal age to enter into an agreement to purchase the Manufactured Home and that no promises were made or inducements given to convince me to do so.

I hereby grant the following power of attorney: I appoint **CMH Homes Inc.**

located at 5000 Clayton Road Maryville, TN 37804 ("Retailer") as my true and lawful attorney in fact and grant said attorney in fact the power and authority to sign all papers and do all things necessary on a continuing basis to transfer ownership, sign title documents, apply for duplicate titles, secure insurance, note and record liens, create and perfect security interests, make application for licensing and registration, complete or correct identification or description, and perform any and all other acts related to any of the foregoing with respect to the Manufactured Home.

Address: 150 MEADOWBROOK ROAD WARSAW VA 22572

Phone #: () \_\_\_\_\_

*[Handwritten Signature]*  
Signature of: Town of Warsaw

Signature of: \_\_\_\_\_

Sworn to and subscribed before me Julia Carole Blackley-Rice, a Notary Public for the

County/Parish of Richmond Name of County/Parish in the State of VA, appeared State

Town of Warsaw, Joseph Quesenberry, Town Manager  
Printed Name(s)

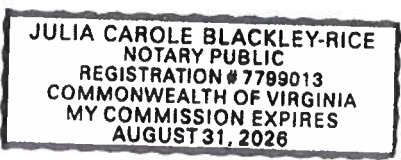
on this 4 day of September, 20 25.

*[Handwritten Signature]*  
Signature of Notary Public

Julia Carole Blackley-Rice  
Print name of Notary Public

78 Belle Ville Lane, Warsaw, VA 22572  
Print address of Notary Public

My Commission expires on: 8/31/2026



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Address: 150 MEADOWBROOK ROAD WARSAW VA 22572

Phone #: ( ) \_\_\_\_\_

[Signature] Signature of: Tony Mager Signature of: \_\_\_\_\_  
Signature of: Town of Warsaw

Sworn to and subscribed before me Julia Carole Blackley-Rice, a Notary Public for the  
Name of Notary Public

County/Parish of Richmond in the State of VA, appeared  
Name of County/Parish State

Town of Warsaw, Joseph Quesenberry, Town Manager  
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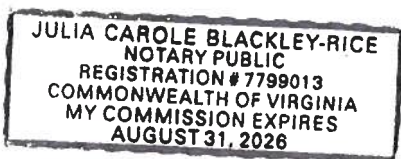
on this 4 day of September, 2025.

Julia C. Blackley-Rice  
Signature of Notary Public

Julia Carole Blackley-Rice  
Print name of Notary Public

78 Belle Ville Lane, Warsaw, VA 22572  
Print address of Notary Public

My Commission expires on: 8/31/2026



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Address: 150 MEADOWBROOK ROAD WARSAW VA 22572

Phone #: ( ) \_\_\_\_\_

[Signature]  
Signature of: Town of Warsaw

Signature of: \_\_\_\_\_

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Town of Warsaw, Joseph Quesenberry, Town Manager  
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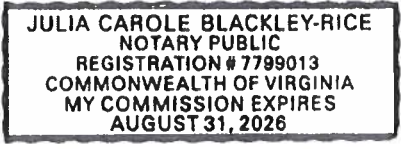
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Signature of Notary Public

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Address: 150 MEADOWBROOK ROAD WARSAW VA 22572

Phone #: ( ) \_\_\_\_\_

[Signature]  
Signature of: Town of Warsaw

Signature of.

Sworn to and subscribed before me Julia Carole Blackley-Rice, a Notary Public for the

County/Parish of Richmond in the State of VA, appeared

Town of Warsaw, Joseph Quesenberry, Town Manager

on this 4 day of September, 2025.

[Signature]  
Signature of Notary Public

Julia C. Blackley-Rice  
Print name of Notary Public

78 Belle Ville Lane, Warsaw VA 22572  
Print address of Notary Public

My Commission expires on: 8/31/2026

JULIA CAROLE BLACKLEY-RICE  
NOTARY PUBLIC  
REGISTRATION # 7799013  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES  
AUGUST 31, 2026



1625806

# BILL OF SALE

Date: 9/4/25

Sold to: Town of Warsaw

Address: 150 MEADOWBROOK ROAD  
WARSAW VA 22572

Make: \_\_\_\_\_

Year: \_\_\_\_\_

Serial #: \_\_\_\_\_

Seller(s) hereby warrants and represents to the Dealer that they have already attained legal age, that said vehicle is free of all liens and encumbrances, that they will defend and pay all cost involved in defending their title, and that there are no representations or inducements made to them by anyone regarding the vehicle or its sale except as evidenced by separate writing.

Sale Price: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Dealer #: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Dimensions:           x          

Seller(s): *[Signature]*

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me on the date stated above:

*Julia C. Blackley-Rice*  
Notary Public:

My Commission Expires: 8/31/2026

SEAL

JULIA CAROLE BLACKLEY-RICE  
NOTARY PUBLIC  
REGISTRATION # 7799013  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES  
AUGUST 31, 2026



1625806

### AFFIDAVIT CONFIRMING MAILING ADDRESS FOR MANUFACTURED HOME TITLE

STATE OF VA  
COUNTY OF Richmond

*This Affidavit is made for the purpose of confirming a valid address for mailing the Affiant's manufactured home title.*

I, TOWN OF WARSAW ("Affiant"), in the presence of the undersigned notary officer, and being duly sworn, make the following statements:

- 1. The below address should be used for mailing my manufactured home title:  
Street Address: **(MUST be in-state address):**

\_\_\_\_\_  
 \_\_\_\_\_  
PO Box 730  
 City: Warsaw VA State: VA Zip Code: 22572

- 2. If my manufactured home title is undeliverable to the address provided in paragraph 1, I will be responsible for contacting the local Department of Motor Vehicles/County Clerk's office directly in order to make any necessary revisions or corrections to the title and to pay any required duplicate title fees.

[Signature]  
 (Signature of Affiant)

Sworn to and subscribed before me this 4 day of September, 2025.

[Signature]  
 (Signature of Person Administering Oath)

My Commission expires: 8/31/2026  
 (Seal)

JULIA CAROLE BLACKLEY-RICE  
 NOTARY PUBLIC  
 REGISTRATION # 7799013  
 COMMONWEALTH OF VIRGINIA  
 MY COMMISSION EXPIRES  
 AUGUST 31, 2026





# APPLICATION FOR CERTIFICATE OF TITLE - MANUFACTURED HOME

VSA 17B (01/01/2018)

**Purpose:** Use this form to title a manufactured home. Do not use for self-propelled vehicles or travel trailers.

**Instructions:** Complete this form and return to any DMV customer service center. DMV may request proof of any information provided.

OWNER INFORMATION			
Electronic Title Option - I want DMV to maintain an electronic certificate of title on file for this vehicle. (No paper title will be issued) <input type="checkbox"/> YES <input type="checkbox"/> NO			
Check one <input type="checkbox"/> Vehicle is owned by individual(s). <input type="checkbox"/> Vehicle is business owned.	If this application is for joint ownership, do you wish clear rights of ownership to be transferred to the surviving owner in the event of the death of either the owner or co-owner? <input type="checkbox"/> YES <input type="checkbox"/> NO		
OWNER'S FULL LEGAL NAME (last, first, mi, suffix) OR BUSINESS NAME (if business owned) Warsaw Town of	TELEPHONE NUMBER	DMV CUSTOMER NUMBER / FEIN / SSN 111-11-1111	
CO-OWNER'S FULL LEGAL NAME (last, first, mi, suffix)	TELEPHONE NUMBER	DMV CUSTOMER NUMBER / FEIN / SSN 000-00-0000	
NOTE: Owners (and Lessees if applicable) MUST provide their residence/home/business where requested, this address can not be a P.O. Box. You must complete form ISD-01 if you would like your address(es) updated.			RESIDENCE/BUSINESS JURISDICTION
OWNER'S STREET ADDRESS (Apt # if applicable) 150 MEADOWBROOK ROAD	CITY WARSAW	STATE VA	ZIP CODE 22572
OWNER'S MAILING ADDRESS (if different from above) 78 BELLE VILLE LANE	CITY WARSAW	STATE VA	ZIP CODE 22572
CO-OWNER'S STREET ADDRESS (Apt # if applicable)	CITY	STATE	ZIP CODE
CO-OWNER'S MAILING ADDRESS (if different from above)	CITY	STATE	ZIP CODE
LOCATION WHERE VEHICLE IS PRINCIPALLY GARAGED <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> TOWN OF RICHMOND		Are any of the owners/lessees on active military duty or service? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YOU WOULD LIKE YOUR REGISTRATION RENEWALS SENT TO AN ADDRESS OTHER THAN YOUR RESIDENCE/BUSINESS ADDRESS, ENTER IT BELOW.			
REGISTRATION MAILING ADDRESS - OPTIONAL	CITY	STATE	ZIP CODE

LOG NUMBER:

LIEN INFORMATION			
Is there a lien on this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must complete this section.			
FIRST LIEN DATE (mm/dd/yyyy)	LIENHOLDER NAME	LIENHOLDER CODE	
LIENHOLDER MAILING ADDRESS		CITY/TOWN	STATE ZIP CODE
SECOND LIEN DATE (mm/dd/yyyy)	LIENHOLDER NAME	LIENHOLDER CODE	
LIENHOLDER MAILING ADDRESS		CITY/TOWN	STATE ZIP CODE

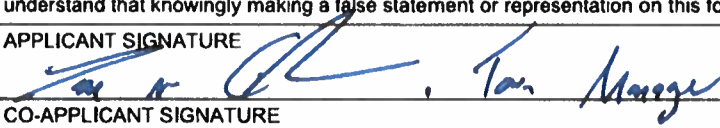
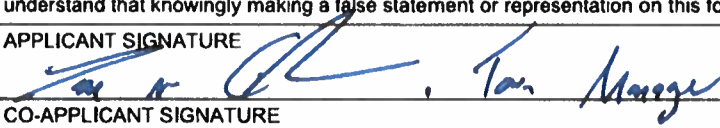
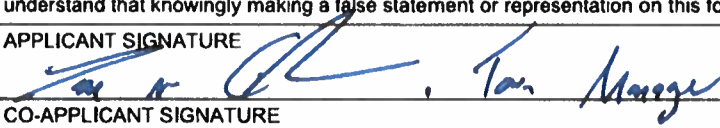
TITLE NUMBER:

SOURCE OF OWNERSHIP INFORMATION					
HOW WAS THIS VEHICLE SOLD TO YOU? (check one) <input type="checkbox"/> USED <input type="checkbox"/> NEW	RENTOR NUMBER	PURCHASE DATE (mm/dd/yyyy)		VA DEALER LICENSE NUMBER	
SALES PRICE	PROCESSING FEE	SALES AND USE TAX	VEHICLE PURCHASED FROM CLAYTON HOMES TAPPAHANNOCK, VA	DEALERS ONLY	MANUFACTURER REBATE/INCENTIVE
STREET ADDRESS 1782 TAPPAHANNOCK BLVD			CITY TAPPAHANNOCK	STATE VA	ZIP CODE 22560



MANUFACTURED HOME INFORMATION							
MANUFACTURER				TYPE	MODEL	YEAR	
PREVIOUS TITLE NUMBER			STATE	SERIAL NUMBER		HOME DIMENSIONS LENGTH _____ FT. x WIDTH _____ FT.	
HOME ADDRESS				CITY		STATE	ZIP CODE
IS VEHICLE STATE OR LOCALITY-OWNED? <input type="checkbox"/> YES - enter agency code <input type="checkbox"/> NO				AGENCY CODE		DIVISION CODE	

NOTICE
<p><b>PRIVACY NOTICE:</b> The information, including Social Security Number, is requested in accordance with Virginia Code §§46.2-623 and 46.2-629. Any person who refuses to supply the required information will be denied a certificate of title and/or registration. By signing this form, you authorize DMV's exchange of title and registration records with business, law enforcement, or government entities and you authorize DMV's exchange of title and registration records in accordance with Va. Code §§46.2-208 through 46.2-214 and 18 U.S.C. 2721.</p> <p><b>POWER OF ATTORNEY FOR NON-RESIDENT(S) AND CORPORATION(S) NOT DOMICILED IN VIRGINIA:</b> Pursuant to the provisions of Virginia Code §46.2-601, I/we appoint the Commissioner of the Department of Motor Vehicles of the Commonwealth of Virginia, to be my/our true and legal agent upon whom all legal processes against me/us may be served in any legal proceeding arising from the operation and/or use of any motor vehicle registered in my/our name(s) in the Commonwealth of Virginia. I/we agree that any lawful process or notice to me/us which is served on the Commissioner shall have the same legal effect as if served on me/us within the Commonwealth of Virginia.</p>

CERTIFICATION				
<p>I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.</p>				
<table style="width:100%;"> <tr> <td style="width:70%;">                 APPLICANT SIGNATURE   </td> <td style="width:30%;">DATE (mm/dd/yyyy)</td> </tr> <tr> <td>                 CO-APPLICANT SIGNATURE             </td> <td>DATE (mm/dd/yyyy)</td> </tr> </table>	APPLICANT SIGNATURE 	DATE (mm/dd/yyyy)	CO-APPLICANT SIGNATURE	DATE (mm/dd/yyyy)
APPLICANT SIGNATURE 	DATE (mm/dd/yyyy)			
CO-APPLICANT SIGNATURE	DATE (mm/dd/yyyy)			

DMV USE ONLY							
WITH LIEN? <input type="checkbox"/> Yes <input type="checkbox"/> No		PROOF OF ADDRESS (specify)					
IF HELD, REASON						CLERK STAMP	
SALE PRICE	\$	TITLE FEE	\$	DEALER SURCHARGE	\$		
PROCESSING FEE	\$	UMV FEE	\$	DHCD* (30.00)	\$		
TAX	\$	TRANSFER FEE	\$				
SUBTOTAL	\$	SUBTOTAL	\$	SUBTOTAL	\$		
*Department of Housing and Community Development fee collected from Manufactured Home Dealer when manufactured home is titled.							

1625806

### SIGNATURE AND "ALSO KNOWN AS" AFFIDAVIT

I, \_\_\_\_\_, state and affirm that my legal name and my true and correct signature associated therewith are as follows:

\_\_\_\_\_  
(Legal Name)

\_\_\_\_\_  
(Signature)

I furthermore state and affirm that I am also known or also identified as:

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

State of: \_\_\_\_\_

County/Parish of: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Notary Public Printed Name)

My Commission Expires: \_\_\_\_\_



1625806

**SIGNATURE AND "ALSO KNOWN AS" AFFIDAVIT**

I, \_\_\_\_\_, state and affirm that my legal name and my true and correct signature associated therewith are as follows:

\_\_\_\_\_  
(Legal Name)

\_\_\_\_\_  
(Signature)

I furthermore state and affirm that I am also known or also identified as:

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

State of: \_\_\_\_\_

County/Parish of: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Notary Public Printed Name)

My Commission Expires: \_\_\_\_\_



## CLOSING AGENT INFORMATION

A 3rd party witness must be present at each closing.  
Please complete the following information for the 3rd party witness.

Name: Julia Blackley-Rice

Phone Number: (804) 333-3737

Email: jblackleyrice@town.warsaw.va.us

This document must be completed and sent in with the closing package.  
Home Center use only.

1616326

# BILL OF SALE

Date: 9/4/2025

Sold to: Town of Warsaw

Address: 171 BELLE VILLE LANE  
WARSAW VA 22572

Make: \_\_\_\_\_

Year: \_\_\_\_\_

Serial #: \_\_\_\_\_

Seller(s) hereby warrants and represents to the Dealer that they have already attained legal age, that said vehicle is free of all liens and encumbrances, that they will defend and pay all cost involved in defending their title, and that there are no representations or inducements made to them by anyone regarding the vehicle or its sale except as evidenced by separate writing.

Sale Price: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Dealer #: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_

Seller(s): [Signature]

Address: \_\_\_\_\_

Sworn to and subscribed before me on the date stated above:

[Signature]  
Notary Public:

My Commission Expires: 8/31/2026

SEAL

JULIA CAROLE BLACKLEY-RICE  
NOTARY PUBLIC  
REGISTRATION # 7799013  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES  
AUGUST 31, 2026



1616326

**AFFIDAVIT CONFIRMING MAILING ADDRESS  
FOR MANUFACTURED HOME TITLE**

STATE OF VA  
COUNTY OF Richmond

*This Affidavit is made for the purpose of confirming a valid address for mailing the Affiant's manufactured home title.*

I, TOWN OF WARSAW ("Affiant"), in the presence of the undersigned notary officer, and being duly sworn, make the following statements:

- 1. The below address should be used for mailing my manufactured home title:  
Street Address: **(MUST be in-state address):**

\_\_\_\_\_  
 \_\_\_\_\_  
PO Box 730  
 \_\_\_\_\_  
 City: Warsaw State: VA Zip Code: 22572

- 2. If my manufactured home title is undeliverable to the address provided in paragraph 1, I will be responsible for contacting the local Department of Motor Vehicles/County Clerk's office directly in order to make any necessary revisions or corrections to the title and to pay any required duplicate title fees.

\_\_\_\_\_  
(Signature of Affiant)

Sworn to and subscribed before me this 4 day of September, 20 25.

Julia C. Blackley-Rice  
(Signature of Person Administering Oath)

My Commission expires: 8/31/2026  
(Seal)

**JULIA CAROLE BLACKLEY-RICE  
 NOTARY PUBLIC  
 REGISTRATION # 7799013  
 COMMONWEALTH OF VIRGINIA  
 MY COMMISSION EXPIRES  
 AUGUST 31, 2026**



1616326

# POWER OF ATTORNEY (SALE)

Sold to: Town of Warsaw

Serial #: LEW120079PAABAC ("Manufactured Home")

I hereby warrant and represent to Retailer that I am of legal age to enter into an agreement to purchase the Manufactured Home and that no promises were made or inducements given to convince me to do so.

I hereby grant the following power of attorney: I appoint **CMH Homes Inc.** located at 5000 Clayton Road Maryville, TN 37804 ("Retailer") as my true and lawful attorney in fact and grant said attorney in fact the power and authority to sign all papers and do all things necessary on a continuing basis to transfer ownership, sign title documents, apply for duplicate titles, secure insurance, note and record liens, create and perfect security interests, make application for licensing and registration, complete or correct identification or description, and perform any and all other acts related to any of the foregoing with respect to the Manufactured Home.

Address: 171 BELLE VILLE LANE WARSAW VA 22572

Phone #: () \_\_\_\_\_

[Signature]  
Signature of: Town of Warsaw

Signature of: \_\_\_\_\_

Sworn to and subscribed before me Julia Carole Blackley-Rice, a Notary Public for the

County/Parish of Richmond in the State of VA, appeared

Town of Warsaw, Joseph Quesenberry, Town Manager

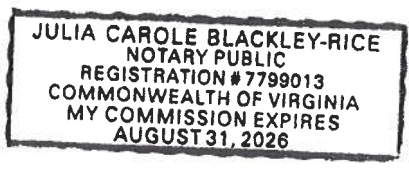
on this 4 day of September, 2025

Julia C. Blackley-Rice  
Signature of Notary Public

Julia Carole Blackley-Rice  
Print name of Notary Public

78 Belle Ville Lane, Warsaw, VA 22572  
Print address of Notary Public

My Commission expires on: 8/31/2026



1616326

# POWER OF ATTORNEY (SALE)

Sold to: Town of Warsaw

Serial #: LEW120079PAABAC ("Manufactured Home")

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Address: 171 BELLE VILLE LANE WARSAW VA 22572

Phone #: () \_\_\_\_\_

[Signature]  
Signature of: Town of Warsaw

Signature of: \_\_\_\_\_

Sworn to and subscribed before me Julia Carole Blackley-Rice, a Notary Public for the

County/Parish of Richmond in the State of VA, appeared

Town of Warsaw, Joseph Quesenberry, Town Manager

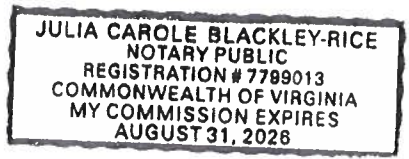
on this 4 day of September, 2025.

Julia C. Blackley-Rice  
Signature of Notary Public

Julia Carole Blackley-Rice  
Print name of Notary Public

78 Belle Ville Lane, Warsaw, VA 22572  
Print address of Notary Public

My Commission expires on: 8/31/2026



1616326

# POWER OF ATTORNEY (SALE)

Sold to: Town of Warsaw

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Address: 171 BELLE VILLE LANE WARSAW VA 22572

Phone #: ()

[Signature]  
Signature of: Town of Warsaw

Signature of: \_\_\_\_\_

Sworn to and subscribed before me Julia Carole Blackley-Rice, a Notary Public for the

County/Parish of Richmond in the State of VA, appeared

Town of Warsaw, Joseph Quesenberry Town Manager

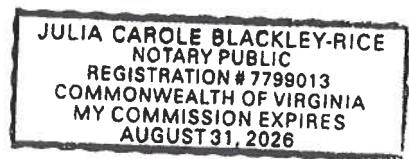
on this 4 day of September, 2025.

Julia C. Blackley-Rice  
Signature of Notary Public

Julia Carole Blackley-Rice  
Print name of Notary Public

78 Belle Ville Lane, Warsaw, VA 22572  
Print address of Notary Public

My Commission expires on: 8/31/2026



1616326

# POWER OF ATTORNEY (SALE)

Sold to: Town of Warsaw

Serial #: LEW120079PAABAC ("Manufactured Home")

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Address: 171 BELLE VILLE LANE WARSAW VA 22572

Phone #: ( ) \_\_\_\_\_

[Signature] Signature of: Town of Warsaw      Signature of: \_\_\_\_\_

Sworn to and subscribed before me Julia Carole Blackley-Rice, a Notary Public for the

County/Parish of Richmond in the State of VA, appeared

Town of Warsaw, Joseph Quesenberry, Town Manager

on this 4 day of September, 2025.

Julia C. Blackley-Rice  
Signature of Notary Public

Julia C. Blackley-Rice  
Print name of Notary Public

78 Belle Ville Lane, Warsaw, VA 22572  
Print address of Notary Public

My Commission expires on: 8/31/2026

JULIA CAROLE BLACKLEY-RICE  
NOTARY PUBLIC  
REGISTRATION # 7799013  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES  
AUGUST 31, 2026



1616326

### SIGNATURE AND "ALSO KNOWN AS" AFFIDAVIT

I, \_\_\_\_\_, state and affirm that my legal name and my true and correct signature associated therewith are as follows:

\_\_\_\_\_  
(Legal Name)

\_\_\_\_\_  
(Signature)

I furthermore state and affirm that I am also known or also identified as:

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

State of: \_\_\_\_\_

County/Parish of: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Notary Public Printed Name)

My Commission Expires: \_\_\_\_\_



1616326

### SIGNATURE AND "ALSO KNOWN AS" AFFIDAVIT

I, \_\_\_\_\_, state and affirm that my legal name and my true and correct signature associated therewith are as follows:

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(Legal Name)

\_\_\_\_\_  
(Signature)

I furthermore state and affirm that I am also known or also identified as:

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

\_\_\_\_\_  
(Other Name-Printed)

State of: \_\_\_\_\_

County/Parish of: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

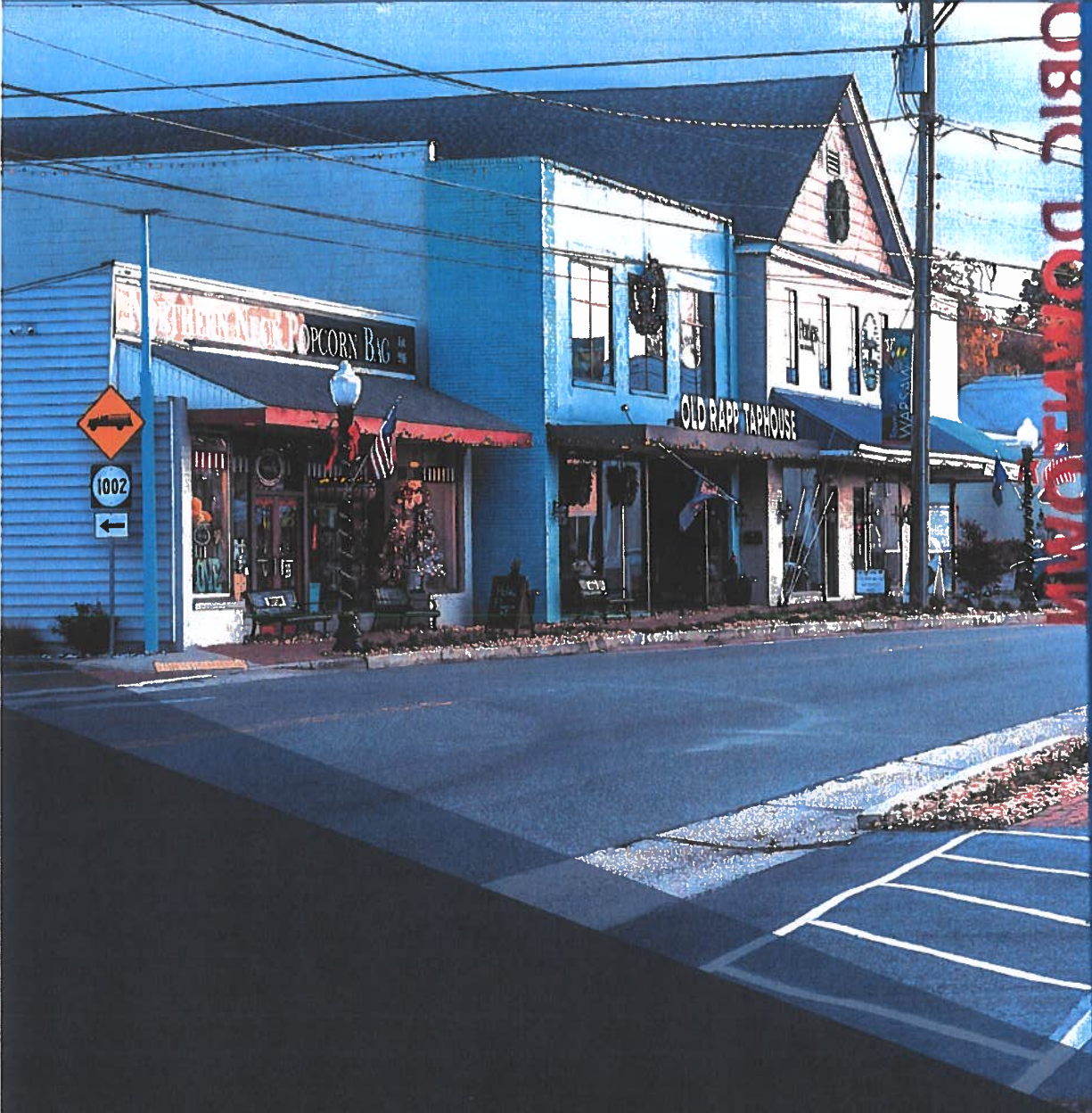
\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Notary Public Printed Name)

My Commission Expires: \_\_\_\_\_



# ZONING, SUBDIVISION, AND DEVELOPMENT MANAGEMENT ORDINANCE UPDATE



WARSAW

SUBMITTED BY BERKLEY GROUP, LLC  
on July 30, 2025



# TABLE OF CONTENTS

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July 30, 2025

Town of Warsaw  
Julia Blackley-Rice  
Clerk & Treasurer  
78 Belle Ville Lane  
Warsaw, VA 22572

Re: Proposal for Zoning, Subdivision, and Development Management Ordinance Update

Dear Selection Committee:

Berkley Group is pleased to submit a proposal to assist the Town of Warsaw in updating its Zoning, Subdivision, and Development Management Ordinance. We value our longstanding relationship with the Town, having collaborated on the Comprehensive Plan and supported ordinance administration through the review of development proposals. These experiences have given us meaningful insight into Warsaw’s planning context and priorities, as well as challenges with current regulations. As trusted partners to local governments across Virginia, we bring not only deep technical knowledge but also a strong understanding of the practical challenges and opportunities facing communities like Warsaw. Our approach is grounded in real-world experience, collaboration, and a commitment to delivering results that are visionary, actionable, and legally sound.

With a proven track record of developing customized zoning and subdivision ordinances for Virginia localities, we understand that no two communities are alike. We don’t offer cookie-cutter solutions. Instead, we focus on aligning the zoning, subdivision, and land use regulations with the Town’s comprehensive plan, fostering thoughtful growth, preserving community character, and enhancing quality of life.

Berkley Group, LLC (EIN 27-3021021; SCC ID# S1606971) is a SWaM-certified business (704335) dedicated to serving local governments across the Commonwealth. Our principals—Darren Coffey and I—are authorized to negotiate and execute agreements on behalf of the firm. We are ready to begin work immediately upon receiving a notice to proceed and are fully committed to the success of this project.

We would be honored to continue to partner with the Town of Warsaw on this important initiative and stand ready to deliver a high-quality, community-driven update to your Zoning, Subdivision, and Development Management Ordinance. Please feel free to contact me directly with any questions or for additional information.

Best Regards,

Andrew D. Williams  
Chief Executive Officer

## 2 | QUALIFICATIONS & EXPERIENCE

Berkley Group, LLC is a Virginia-based consulting firm dedicated exclusively to serving the public sector. Founded in 2010 by Andrew Williams and Darren Coffey, our firm consists of over 70 professionals—many of whom are former local government leaders, with deep expertise in land use planning, ordinance development, capital project management, and community engagement.

What truly sets us apart is our firsthand experience in local government. Our team includes former planners, managers, and administrators who bring a practitioner’s insight to every engagement. We don’t just understand local government—we’ve lived it. This real-world perspective enables us to deliver practical, effective, and legally sound solutions that help communities grow intentionally, plan strategically, and operate efficiently.

We are dedicated to serving the public sector and take pride in helping local governments meet today’s demands while planning for the future.

### KEY PLANNING SERVICES

- Compliance Review of Local/State/Federal Regulations
- Comprehensive/Master Planning
- Environmental Planning
- Geographical Information Systems
- Historic Preservation Planning
- Interim & Ongoing Professional Staffing
- Public Engagement & Meeting Facilitation
- Zoning and Other Ordinance Updates and Amendments

### EXPERIENCE

Berkley Group has extensive experience providing services to communities in the Commonwealth of Virginia. Please find a list of our ordinance update clients below:

- City of Emporia
- City of Hopewell
- City of Lexington
- City of Manassas
- City of Petersburg
- Albemarle County
- Essex County
- Franklin County
- King George County
- King William County
- Nelson County
- Page County
- Pittsylvania County
- Rappahannock County
- Spotsylvania County
- Town of Abingdon
- Town of Farmville
- Town of Haymarket
- Town of Keysville
- Town of Middleburg
- Town of Mount Jackson
- Town of Rocky Mount
- Town of Strasburg

# PROJECT TEAM

Berkley Group brings a highly qualified and multidisciplinary team of professionals to lead this important initiative. Ms. Tori Haynes will be the project manager. Tori is a skilled project manager known for her collaborative approach and ability to drive projects forward with clarity and purpose. Tori will provide day-to-day leadership and serve as the primary point of contact throughout the project.

Tori will be supported by a team of seasoned planners. Together, our team combines strategic thinking with hands-on experience, allowing us to anticipate challenges, adapt quickly, and keep the project on track.

With a strong commitment to quality, responsiveness, and partnership, Berkley Group will deliver a smooth, efficient process that meets all project milestones—and exceeds expectations.



**DARREN COFFEY | PRINCIPAL-IN-CHARGE**, has nearly 30 years of experience serving Virginia’s local governments, with a strong foundation in planning and community development. His public sector career began in Charlotte, NC, and notably includes serving as Town Planner and Community Development Manager for the Town of Warsaw. He later held Planning Director roles in Louisa and Fluvanna Counties. Darren brings broad expertise in administration, land use planning, transportation, budgeting, economic development, and parks and recreation. He is a recognized leader in rural and solar planning across Virginia and the nation. As Principal-in-Charge, Darren will provide strategic oversight and draw on his direct experience in Warsaw to ensure a thoughtful, tailored approach that supports the Town’s goals. He holds a Master’s in Geography from Rutgers University.



**REBECCA COBB, CZA | DEPUTY DIRECTOR OF PLANNING, QA/QC,** has over 17 years of planning experience, having served as the Planning/Zoning Administrator for Buckingham County. She has collaborated on comprehensive plans, utilized GIS for data collection and mapping, and led zoning and subdivision ordinance updates for the counties of King George, King William, and Essex and the Towns of Abingdon, Farmville, and Mount Jackson, and the City of Emporia. Her grass-roots experience allows her to understand all views at the table and bring them together cohesively for the betterment of the community. She has a biology degree with a minor in environmental science from Longwood University.



**TORI HAYNES | PROJECT MANAGER,** has over 10 years of planning and community development experience in Virginia. Prior to joining the Berkley Group, she was a Senior Planner for James City County, where she coordinated both short-range and long-range land use analyses, from site plan and subdivision plat review to legislative rezonings, proffer amendments, and ordinance research/writing. She also contributed substantially to James City County’s comprehensive plan, with particular emphasis on land use, natural and cultural resources, and community character. With the Berkley Group, Tori has led and supported comprehensive plan updates for Prince Edward County, Rockingham County, Nelson County, City of Petersburg, and the Town of Warsaw and zoning and subdivision updates for King George, Spotsylvania, the City of Emporia, and the City of Petersburg. She has a B.A. in Historic Presentation from the University of Washington.



**STEPHANIE MATHENA, AICP, CZA | TECHNICAL LEAD,** is a skilled planner with over six years of experience in design, community engagement, and policy planning. Her public sector background includes roles with the City of Charleston, SC, and Franklin County, VA, where she gained valuable insight into both urban and rural planning challenges. With Berkley Group, Steph has led and supported zoning and subdivision ordinance updates for a range of Virginia localities, including the City of Emporia, King George County, Franklin County, and the City of Petersburg. She brings a practical, detail-oriented approach to project management, ensuring milestones are met efficiently and collaboratively. Steph is also proficient in design software, which she leverages to create clear, engaging graphics that support effective public engagement and help communicate complex planning concepts to a broad audience. She is a certified planner with a Master’s degree in Urban and Regional Planning from Virginia Tech.



# DARREN K. COFFEY

PRINCIPAL | DARREN@BGLLC.NET

Comprehensive experience in local government including administration, planning, budgeting, economic development, grant administration, transportation, parks and recreation, among others. This in-depth experience allows him to see issues from different viewpoints to achieve and craft the best solutions. Darren is a leading community planning expert skilled at crafting practical solutions for each client's most pressing issues.

## EXPERIENCE

25+ Years

## EDUCATION

Master of Arts in Geography  
Rutgers University  
New Brunswick, NJ

B.S. in Economics and Geography  
James Madison University  
Harrisonburg, VA

## CERTIFICATIONS

American Institute of Certified  
Planners  
(2000-2023)

## AFFILIATIONS

American Planning Association  
(2000-2023)

## PUBLICATIONS

APA Planning Advisory Service  
Memo on Utility-Scale Solar  
(2019)

## PROFESSIONAL WORK EXPERIENCE

Principal & Co-Owner (2010-Present)  
Berkley Group, LLC

Planning & Community Development Director (2008-2012)  
Fluvanna County, VA

Community Development Director (2005-2008)  
Louisa County, VA

Community Development Manager (2004-2005)  
Town Planner (1999-2004)  
Town of Blacksburg, VA

Park Planner (1995-1999)  
Mecklenburg County, NC

## COMPREHENSIVE PLANS

Fluvanna County  
Louisa County  
Town of Blacksburg  
Town of Dumfries  
Town of Payson, AZ [with TischlerBise]

## ZONING ORDINANCE UPDATES & AMENDMENTS

City of Manassas  
Fluvanna County  
Highland County  
Louisa County  
Town of Haymarket  
Town of Middleburg

## ORGANIZATIONAL STRATEGIC ASSESSMENTS

City of Galax  
Rockbridge County  
Town of Abingdon  
Town of Amherst  
Town of Purcellville





# REBECCA COBB, CZA

DEPUTY DIRECTOR | REBECCA.COBB@BGLLC.NET

Rebecca is a leading solar expert in Virginia and enjoys crafting appropriate regulations based on fiscal analysis and community expectation. Her grassroots experience allows her to understand all views at the table and brings them together cohesively for the betterment of the community.

## EXPERIENCE

17+ Years

## EDUCATION

B.S. in Biology  
Minor: Environmental Science  
Longwood University  
Longwood, VA

## CERTIFICATIONS

Certified Zoning Administrator  
(2019)

## PROFESSIONAL WORK EXPERIENCE

Deputy Director of Planning (2023-Present)  
Principal Planner (2021-2023)  
Senior Planner (2019-2021)  
Berkley Group, LLC

Planner/Zoning Administrator (2007-2019)  
Buckingham County, VA

Air Compliance and Enforcement Specialist (2005-2007)  
Virginia Department of Environmental Quality

## COMPREHENSIVE PLANS

Northampton County  
Town of Crewe  
Town of Farmville

## ZONING ORDINANCE UPDATES, AMENDMENTS & DIAGNOSTICS

City of Emporia  
Albemarle County  
Essex County  
King George County  
King William County  
Pittsylvania County  
Town of Abingdon  
Town of Farmville  
Town of Keysville  
Town of Mount Jackson  
Town of Strasburg

## HOUSING STUDIES

Lunenburg County  
Northampton County





# TORI HAYNES

**SENIOR PLANNER | TORI.HAYNES@BGLLC.NET**

A resourceful planning professional proficient in comprehensive planning, plan review, legislative case law, technical research, ordinance research and writing, and public outreach.

## EXPERIENCE

10+ Years

## EDUCATION

B.A. Historic Preservation  
University of Mary Washington  
Fredericksburg, VA

## SKILLS

- Plan Review
- Legislative Land Use Analysis
- Comprehensive Planning
- Technical Writing
- Historic Preservation
- Public Speaking
- Facilitation
- GIS

## PROFESSIONAL WORK EXPERIENCE

Senior Planner (2023-Present)  
Planner II (2022-2023)  
Berkley Group, LLC

Assistant Market Manager (2022)  
Williamsburg Farmers Market

Senior Planner (2020-2022)  
Planner (2018-2020)  
James City County, VA

Community Development Assistant (2016-2018)  
James City County, VA

Planning Manager (2016)  
Planning Assistant (2015-2016)  
Town of Colonial Beach, VA

## RELEVANT WORK EXPERIENCE

- Comprehensive Plan, City of Petersburg, VA
- Comprehensive Plan, Nelson County, VA
- Comprehensive Plan, Prince Edward County, VA
- Comprehensive Plan, Rockingham County, VA
- Comprehensive Plan, Town of Warsaw, VA





# STEPHANIE MATHENA, AICP, CZA

SENIOR PLANNER | [STEPHANIE.MATHENA@BGLLC.NET](mailto:STEPHANIE.MATHENA@BGLLC.NET)

A skilled planner with experience in design, community engagement, and policy planning. She brings a practical, detail-oriented approach to project management, ensuring milestones are met efficiently and collaboratively. Steph is also proficient in design software, which she leverages to create clear, engaging graphics that support effective public engagement and help communicate complex planning concepts to a broad audience.

## EXPERIENCE

6+ Years

## EDUCATION

Master in Urban and Regional Planning  
Virginia Tech  
Blacksburg, VA

B.A. in Historic Preservation and Community Planning  
College of Charleston  
Charleston, SC

## CERTIFICATIONS

American Institute of Certified Planners  
Certified Zoning Administrator

## PROFESSIONAL WORK EXPERIENCE

Senior Planner (2025-Present)  
Berkley Group, LLC

Principal Planner (2023-2025)  
Franklin County, VA

Planner (2021-2023)  
Berkley Group, LLC

## RELEVANT PROJECT EXPERIENCE

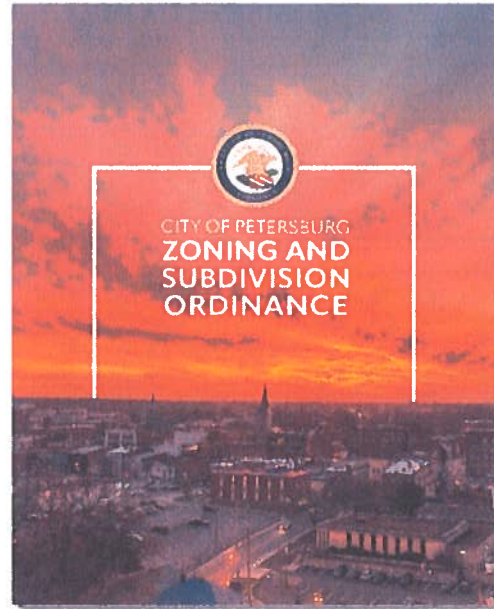
- Historic District Guidelines, City of Manassas, VA
- Comprehensive Plan, Greensville County, VA
- Comprehensive Plan, Northampton County, VA
- Comprehensive Plan, Richmond County, VA
- Zoning Ordinance Update, City of Emporia, VA
- Zoning Ordinance Update, King George County, VA
- Zoning Ordinance Update, King William County, VA
- UDO Update, Town of Strasburg, VA
- Mixed-Use Development Report, Town of Warrenton, VA



CITY OF PETERSBURG ZONING AND SUBDIVISION ORDINANCE UPDATE (ONGOING)  
PETERSBURG, VIRGINIA

Berkley Group is completing a thorough update to the City of Petersburg’s Zoning and Subdivision Ordinances, which have not been comprehensively updated since 1982. The Ordinance will be form-based, reorganized, and streamlined for ease of administration and enforcement, as well as to create a more user-friendly process for the development community. The outcome will be a single, cohesive Zoning and Subdivision Ordinance to effectively:

- Implement the City’s Comprehensive Plan;
- Address emerging land use issues currently impacting the City, including accessory dwelling units, data centers, short-term rentals, and a new casino; and
- Comply with applicable state code requirements, including new subdivision regulations that went into effect July 1, 2025.



The project began with a diagnostic of the City’s existing Zoning and Subdivision Ordinances. This assessment included an analysis of the relationship between the Ordinances and Comprehensive Plan, recommendations for corrective actions to achieve full compliance with the Code of Virginia and Chesapeake Bay Preservation Act (CBPA), and recommendations for organizing and modernizing the document.

Berkley Group also conducted several public engagement events to better understand the issues most important to the community, including focus groups with local industry experts and popup events with the general public. Findings from the diagnostic report and public engagement were presented to the Planning Commission and City Council at a joint kick-off meeting.

Berkley Group is meeting with staff monthly throughout the drafting process; monthly work sessions are also being held with th e Planning Commission to receive feedback on draft language. The full draft Ordinance is anticipated to be completed in September 2025, followed by a public open house in October 2025, and a final joint work session with the Planning Commission and City Council in December 2025.

Adoption is anticipated for early 2026.

**PROJECT MANAGER**

Tori Haynes

**REFERENCE**

Jared Crews

Interim Director of Planning and Community Development

135 N. Union Street, Petersburg, VA 23803

(804) 733-2308

The project includes:

- Diagnostic Analysis
- Public Engagement
- Meeting Facilitation
- Zoning and Subdivision Text Amendments
- Graphics Development



# CITY OF EMPORIA ZONING AND SUBDIVISION ORDINANCE UPDATE EMPORIA, VIRGINIA

Berkley Group completed an extensive update to City of Emporia’s Zoning and Subdivision Ordinances. The project resulted in a single, streamlined ordinance that is easy to interpret and administer, addresses housing needs expressed by the community, and is compliant with the Code of Virginia.

The project began with a diagnostic of the City’s Zoning Ordinance and Subdivision Ordinance. The diagnostic consisted of locality-specific assessments – which included an analysis of the Comprehensive Plan’s strategies and goals directly related to Zoning and Subdivision measures, and recommendations for corrective actions for Code compliance and inclusion of planning best practices. The project included robust public engagement throughout, including stakeholder meetings, a public workshop, and a public survey during the investigation phase; work sessions open to the public during the drafting phase; and a pop-up event and public survey to begin the adoption phase. Final project tasks included joint work sessions with the Planning Commission and City Council to edit the drafted ordinance based on public feedback and then public hearings.

This was adopted in May 2024.



**PROJECT MANAGER**  
Rebecca Cobb, CZA  
Steph Mathena, AICP, CZA

**REFERENCE**  
William Johnson, City Manger  
Planning and Development  
201 South Main Street  
Emporia, VA 23847  
(434) 634-3332



# TOWN OF ROCKY MOUNT ZONING AND SUBDIVISION ORDINANCE UPDATE ROCKY MOUNT, VIRGINIA

Berkley Group recently facilitated a full update of the Town of Rocky Mount, Virginia's Zoning and Subdivision Ordinances. The project resulted in a contemporary, streamlined Ordinance that encourages mixed-use, housing, and commercial development. The Ordinance also incorporates community-identified priorities such as enhancing downtown vitality, addressing housing needs, walkability, preservation of historic character, and inclusion of landscaping and screening provisions.

The project began with a diagnostic of the Town's Zoning Ordinance and Subdivision Ordinance. The diagnostic consisted of locality-specific assessments – which included an analysis of the Comprehensive Plan's strategies and goals directly related to Zoning and Subdivision measures, and recommendations for corrective actions for Code compliance and inclusion of planning best practices. The project has included robust public engagement throughout, including stakeholder meetings, a public workshop, and a community survey during the investigation phase; worksessions open to the public during the drafting phase; and a public open house meeting to begin the adoption phase. Final project tasks included joint worksessions with the Planning Commission and Town Council to edit the drafted ordinance based on public feedback; Berkley Group also assisted with public hearings.

The updated Zoning and Subdivision Ordinance was adopted in the fall of 2024.

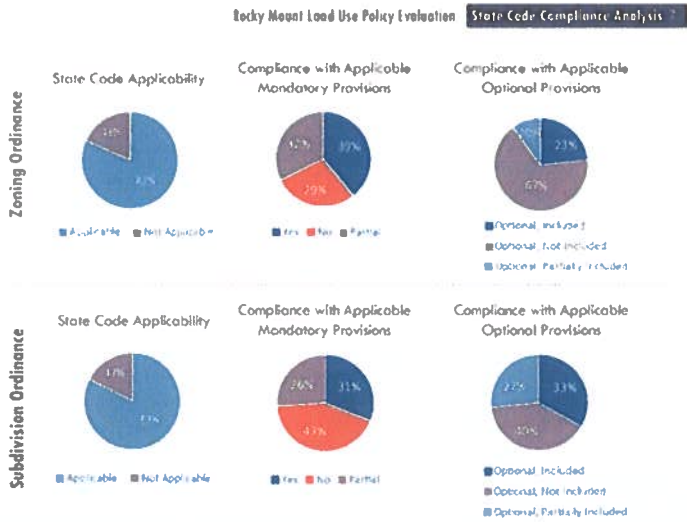


**PROJECT MANAGER**

Cecile Gaines, AICP

**REFERENCE**

Jessica Angle, CZA,  
Planning & Zoning Administrator  
345 Donald Avenue  
Rocky Mount, VA 24151

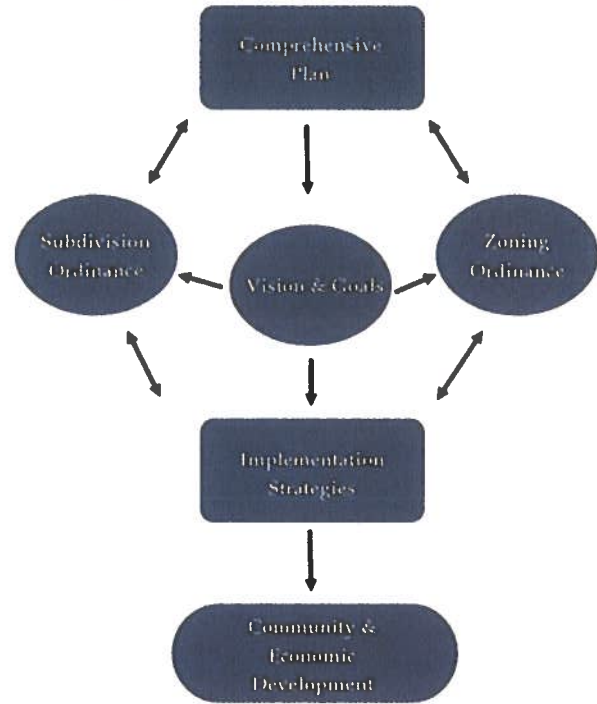


# 3.1 APPROACH/METHODOLOGY

Berkley Group offers a team-based approach grounded in best practices and real-world planning experience. Our process is designed to support the Town of Warsaw in developing **clear, consistent, and modernized zoning, subdivision, and development management ordinance that align with its Comprehensive Plan and community vision.**

We combine our deep expertise in Virginia land use planning with the critical local knowledge of Town staff, community leaders, stakeholders, and residents. Our team provides an independent, forward-thinking perspective while recognizing that the best solutions are built collaboratively with the people who know the community best. The final ordinance will reflect the values and aspirations of Warsaw—not those of the consultant or any single interest group—and will be tailor-crafted to support long-term quality of life, economic vitality, and sustainability.

We focus on enhancing what’s already working, thoughtfully updating what isn’t, and ensuring that the end product is streamlined, user-friendly, and legally defensible. Our tested and inclusive approach supports a smooth transition for staff and fosters strong community support.



## Project Initiation and Orientation

### Kick-off Meeting

Our team will conduct a project kick-off meeting with Town staff within 30 days of contract execution. This meeting will clarify roles, expectations, and deliverables, and include key departments such as Planning, Legal, and others as needed. We will also present a project schedule, including milestones tied to a proposed table of contents, to guide progress and transparency.

### Review of Existing Land Use Tools and Related Documents

Berkley Group will conduct a detailed diagnostic of the Town’s existing zoning and subdivision ordinances. This review will evaluate organization, consistency with Virginia Code, and alignment with best practices. Input from Town staff, prior assessments, and relevant sections of the Comprehensive Plan will form the foundation for our recommendations and ordinance framework.



## Public Engagement Strategy

We place a strong emphasis on inclusive, meaningful engagement and tailor our efforts to client needs.

### Communications & Branding

To support transparency and promote participation, we will collaborate with the Town to create flyers and information that can be shared on the Town's website and printed for public dissemination. This will include educational materials, draft documents, timelines, and engagement opportunities.

### Community Survey

Berkley Group will design, administer, and analyze a **comprehensive community survey to gather diverse perspectives from residents, landowners, business owners, and other stakeholders in Warsaw.** The survey will introduce the purpose of the ordinance update and be designed to collect input on land use priorities, community values, and regulatory challenges.

The survey will be distributed through two methods:

1. An open-link online survey (mobile-friendly for broad accessibility).
2. A hard-copy version (PDF format), which the Town may print and distribute at libraries, community centers, and Town Hall.

The survey will remain open for 21 days to analyze responses to determine key themes. An Excel export of all data will be provided for Town records.

### Community Experts

Berkley Group will facilitate a joint work session with the Planning Commission, Town Council, and Board of Zoning Appeals as experts with a broad knowledge of Town needs and vision. The session will focus on review of the diagnostic report, public survey results, and discussion of drafting preferences and needs. Additional engagement such as workshops, pop-ups, and stakeholder listening sessions can be added as needed throughout the process to gather feedback on specific draft components such as districts, uses, or design standards.

3) **General** Are you generally satisfied with the quality of development in the following areas throughout the Town? Please explain any specific concerns in the comment section. (Check one for each)

Area	Satisfied	Dissatisfied	No Opinion
Residential neighborhoods			
Commercial areas			
Industrial areas			
Central Business District - Downtown area			
Central Business District - Uptown area			
Gateway areas into the Town			

Comments

4) **Land Use** Would you encourage or discourage the following residential land uses in the Town of Rocky Mount? Please explain any specific concerns in the comment section. (Check one for each)

Land Use / Types of Development	Encourage	Allow with Restrictions	Discourage	No Opinion
Single family dwellings				
Townhouses				
Apartment/multi family dwellings				
Mixed Use development with different housing types and units				
Mixed Use buildings with both apartments and office/commercial				
Attached multifamily dwelling units (i.e. basement apartment, in-law suite)				
Detached accessory dwelling units (located in separate outbuilding or garage)				
Manufactured homes				
Non traditional homes (i.e. tiny homes, container homes, etc.)				
Short term rentals (i.e. Airbnb, VRBO) in homes/units or specific homes				
Short term rentals (i.e. Airbnb, VRBO) in homes not occupied by the owner				

Comments

5) **Overlay** Overlay zoning is a regulatory tool that creates a special zoning district placed over an existing primary zoning district which establishes special provisions in addition to those in the underlying primary zoning district. Regulations or incentives are attached to the overlay district to guide development within a specific area. A Mixed Use Overlay District would allow a mix of residential, office, and commercial uses on the same property, such as retail stores on the bottom floor of a building with residential units on the floors above. Would you support the establishment of a Mixed-Use Overlay District(s) in Rocky Mount?

Yes, I would support a Mixed Use Overlay District around the Corned Property

Yes, I would support a Mixed Use Overlay District around the School Board Road property

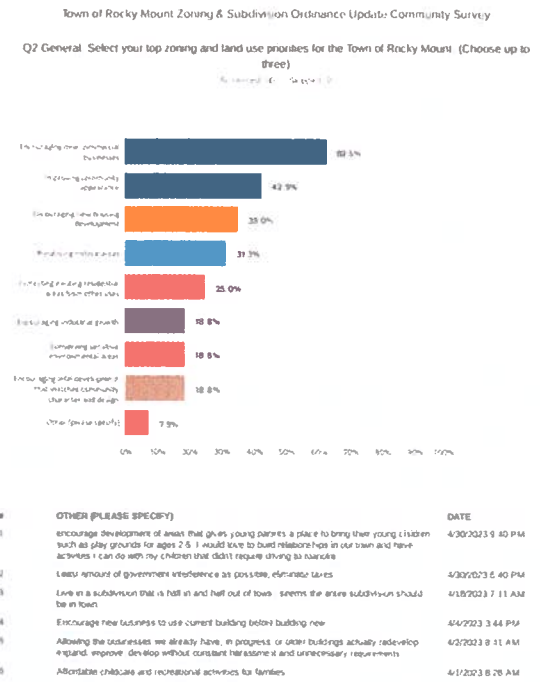
Yes, and I would also support a Mixed Use Overlay District in the additional area(s)

No, I would not support a Mixed Use Overlay District

Prefer not to answer

Page 2 of 4

Example of an ordinance survey



Example of survey results

## Ordinance Drafting & Modernization

### Drafting

Berkley Group will lead a comprehensive update of the Town of Warsaw’s zoning and subdivision ordinances, informed by a detailed diagnostic review, public engagement, and the adopted Comprehensive Plan. The updated ordinance will be logically organized, clearly written, and visually supported with illustrations where helpful to promote understanding and ease of use.

Rather than creating a generic or overly complex code, our focus will be on **clarifying, simplifying, and streamlining the ordinance** to better serve both users and administrators. The updated regulations will reflect Warsaw’s values, support its evolving needs, and respond to the diversity of its neighborhoods and development patterns.

Ordinance drafting will occur in structured phases, with each section reviewed in detail by Town staff during bi-weekly virtual coordination meetings. After incorporating staff feedback, content will be refined through joint work sessions with the Planning Commission and Town Council to ensure alignment with policy direction and community input.

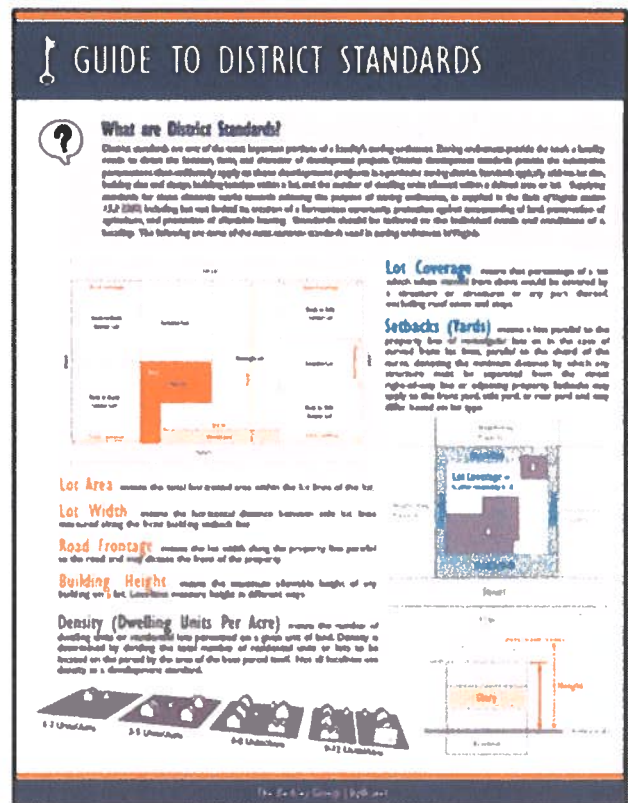
Drawing on our extensive experience with the Code of Virginia, **Berkley Group will ensure that all ordinance provisions are legally sound and compliant with applicable state statutes, particularly the requirements of §15.2-2283.** Each section will be anchored by clear purpose statements reflecting both state code and the Town’s adopted planning goals.

To promote clarity, predictability, and ease of implementation:

- Definitions will be refined for consistency and simplicity.
- Permitting processes will be clearly outlined to aid public understanding.
- Permitted use tables will be streamlined into a matrix format to reduce interpretation and administrative burden.
- District standards will be summarized in concise tables, supported by illustrative graphics to explain commonly misunderstood terms (e.g., lot coverage, setbacks, building height).

The draft ordinance will also incorporate modern land use and design standards to address key issues such as:

- Expanding housing options and supply in appropriate areas
- Supporting context-sensitive infill and redevelopment
- Promoting quality site design through updated standards for building placement, landscaping, signage, and parking



Example of Educational Guidance document for Public Planning Commission and Counsel

Berkley Group will develop a regulatory framework that balances flexibility and predictability, enabling responsible growth, protecting community character, and supporting long-term implementation of Warsaw’s vision.

**Staff Review & Joint Work Sessions**

Berkley Group will draft sections of the ordinance and submit them for staff review. Bi-monthly virtual sessions will occur with staff to discuss edits and refine the drafted material. After drafting and refinement, joint work sessions with the Town of Warsaw’s Planning Commission and Town Council will occur. These sessions will serve as vital checkpoints for discussing proposed policy approaches, and reviewing draft ordinance content.

To promote transparency, alignment, and project efficiency, joint sessions allow all decision-makers to participate in shaping the ordinance together, reducing the need for repeated presentations and minimizing divergence later in the process. We will adjust the frequency and format of these sessions based on the Town’s preferences and meeting schedules to ensure a seamless process.

**Review and Refinement**

Upon completion of the draft zoning and subdivision ordinance, Berkley Group will deliver a full draft to the Town of Warsaw for internal and public review. The draft package will include:

- A clean copy of the draft ordinance
- A summary memo highlighting key changes and updates

These materials will be provided in Microsoft Word, Adobe PDF, and web-compatible formats, making them accessible for both staff review and public outreach. If desired, Berkley Group can facilitate a public review workshop, providing an opportunity for residents, stakeholders, and other interested parties to engage with the draft document, ask questions, and offer feedback. This event would be designed as an open house, with staff and consultants available to explain key changes and collect public input.

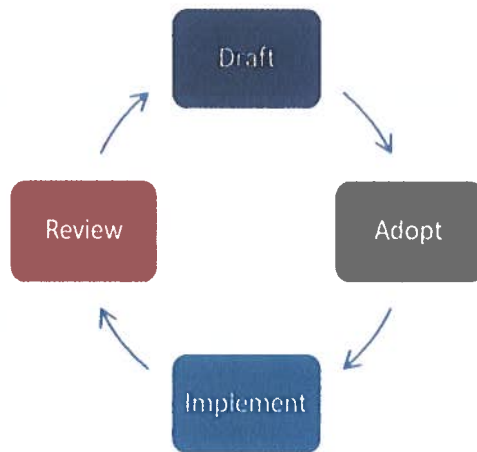
**Public Hearing and Adoption**

Following the incorporation of final revisions, Berkley Group will support the Town of Warsaw through the public hearing and adoption phase of the ordinance update. Berkley Group will coordinate closely with Town planning staff and the Town Attorney to ensure that all legal requirements for public notice and advertising are met. We will prepare an executive summary of key ordinance changes and deliver a formal presentation during the public hearing to clearly communicate the purpose and intent of the updated ordinance to decision-makers and the public.

**Post-Adoption Ordinance Deliverables**

Upon adoption, Berkley Group will deliver final digital files of the ordinance in multiple formats to support ongoing use, distribution, and publication. These will include:

- Microsoft Word (editable format)
- Adobe PDF (print-ready format)
- Municode-compatible HTML or internet-ready files



*Recommended Ordinance Lifecycle*

All supporting materials—such as charts, tables, maps, illustrations, and the final table of contents—will be included. Each document will clearly indicate the adoption date and be formatted for professional presentation and ease of reference.

If desired, Berkley Group can also provide a final briefing or staff training session to support implementation and ensure a smooth transition to the new ordinance framework.

**Optional Services**

We recognize that every community has different needs and priorities. We will work with the Town to modify the proposed scope to fit the community’s needs and budget constraints. The following supplemental services are available and may be negotiated for an additional fee based to fit the community’s needs:

- Additional public outreach meetings (virtual or in person)
- Additional work sessions with Planning Commission and/or Council
- Additional staff review sessions
- External Legal Review
- Administrative forms, checklists, brochures

**Proposed Timeline**

Berkley Group proposes the following project timeline based on the the identified project scope and the Town’s availability. **Berkley Group Team is available immediately and through the project’s successful completion.** We are committed to delivering this project on time and on budget.

PROJECT TIMELINE																				
Phase	#	Task Description	2025				2026												2027	
			September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February
Investigation	A1	Project Management																		
	A2	Project Kickoff (Virtual)	V																	
	A3	Document Review / Diagnostic																		
	A4	Public Outreach Survey (Online & Paper)																		
	A5	Joint Work Sessions (up to 1)				X														
Development	B1	Staff Review Sessions						V	V	V				V	V					
	B2	Joint Work Sessions (up to 3)											X	X	X					
	B3-11	Drafting																		
	B12	Graphics/Formatting																		
	B13	Changes Summary																		
Adoption	C1	Public Draft Review																		
	C2	Incorporate Final Revisions																		
	C3	Public Adoption																X		
	C4	Post-Adoption Materials																		

X = Anticipated In-person Attendance; V = Virtual Attendance

# 4 | COST

Berkley Group is committed to delivering **high-quality work efficiently, on schedule, and within budget**. We take a collaborative approach to project scoping and budgeting, working closely with Town staff to ensure that the scope of work is aligned with available resources and community priorities.

We are prepared to refine the proposed scope and deliverables to meet the Town of Warsaw's budget expectations without compromising the quality or integrity of the final product. Our goal is to provide maximum value while maintaining transparency and accountability throughout the process.

A preliminary itemized budget, inclusive of all travel, materials, and incidental costs, is provided below. A final fee will be confirmed in coordination with Town staff as the project scope and schedule are finalized.

Phase	Task	Task Description	Total Cost	Est. Hours
Investigation	A1	Project Management / Staff Input	\$ 4,175.00	56
	A2	Project Kickoff (Virtual)	\$ 910.00	12
	A3	Research / Diagnostic	\$ 9,520.00	136
	A4	Public Outreach Survey (Online & Paper)	\$ 3,405.00	49
	A5	Joint Work Session (up to 1)	\$ 3,650.00	52
Development	B1	Staff Review Sessions (up to 5)	\$ 3,300.00	45
	B2	Joint Work Sessions (up to 3)	\$ 10,950.00	156
	B3	Table of Contents	\$ 3,480.00	50
	B4	Definitions	\$ 4,800.00	68
	B5	General, Admin, Nonconformity	\$ 4,530.00	64
	B6	Permits & Application Provisions	\$ 6,350.00	90
	B7	Districts Standards	\$ 8,600.00	124
	B8	Overlay & Special Districts	\$ 4,600.00	64
	B9	Use Matrix	\$ 4,800.00	68
	B10	Use Performance Standards	\$ 4,800.00	68
	B11	Community Design Standards	\$ 8,700.00	124
	B12	Subdivision Article	\$ 7,300.00	104
	B13	Graphics/Formatting	\$ 2,360.00	34
	B14	Changes Summary	\$ 2,150.00	31
Adoption	C1	Public Draft Review	\$ 2,560.00	37
	C2	Incorporate Final Revisions	\$ 3,780.00	53
	C3	Joint Public Hearing/Adoption	\$ 4,025.00	57
	C4	Final Deliverable	\$ 1,990.00	28
Subtotal			\$ 110,735.00	1,570
Non-direct expenses including, but not limited to, travel, printing, supplies, etc. (4% of project cost)			\$ 4,429.40	
<b>TOTAL</b>			<b>\$ 115,164.40</b>	



**Town of Warsaw**  
 78 Belle Ville Lane  
 Warsaw, Virginia 22572  
 Phone: (804) 333-3737 Fax: (804) 333-3104  
 www.townofwarsaw.com

Section 7, Item c.

Office use: 9-8-25  
 Date 9-8-25  
 Tax Map # 16C(1)617  
 Zoning District C-2  
 Application # \_\_\_\_\_

COPY 25-05  
Paid-Visa

**LAND USE AMENDMENT APPLICATION**  
*Information must be typed or printed and completed in full.*  
*Attach additional pages where necessary.*

**Part 1 – Completed by ALL applicants**

**Part 1A**

**Land Use Information:**

- Application Type:  Amendment  Appeal  Conditional Use Permit  
 Rezoning  Telecommunications  Tower  
 Tower Co-location  Variance

Description of Request: TO HAVE A OLD HICKORY BUILDING SHED LOT IN WARSAW  
C-2 - BUILDING SUPPLY OUTSIDE STORAGE

*Identification of the land for the request:*

Number and Street: 4492 RICHMOND ROAD Proposed Acreage: 1-2 ACRES

Current Zoning: COMMERCIAL Tax Map #: 16C(1)617

Legal Description of Property (omit for zoning text amendment) – Attach if necessary: \_\_\_\_\_

THE OLD TWIN RIVERS DISTRIBUTING PROPERTY

**Part 1B**

**Property History:**

List any deed restrictions, covenants, trust indentures, etc. (or copy attached); if NONE, state none: NONE

Has this property or any part thereof ever been considered for Variances, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?  Yes  No (if no, skip to Part 1C)

Date: \_\_\_\_\_ Former Application No. \_\_\_\_\_ Former Applicant Name: \_\_\_\_\_

Former Applicant Address: \_\_\_\_\_ Former Applicant Phone: \_\_\_\_\_

Part 1C

Applicant Information:

Is the applicant:  Property Owner (if owner skip to Part 1D)  Contract Purchaser  Other: \_\_\_\_\_

Name: MICHAEL CAMPBELL Address: 24 SUNSET LAWE WARSAW VA 22572

Phone Number: 804-76-2646 E-mail: campbellcruiser@yahoo.com

If you are the agent for the property owner, do you have consent of the owner(s) attached?  Yes  No

Part 1D

Owner(s) Information (omit for zoning text amendment):

If the property is owned or controlled by a Land Trust or Partnership, List name and interest of ALL beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Name: GREGORY PACKETT PACKET PROPERTIES Interest: \_\_\_\_\_ Phone Number: 804-450-7935

Mailing Address: 4492 RICHMOND ROAD WARSAW VA 22572

Name: \_\_\_\_\_ Interest: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Attach additional names as necessary.

Part 2 – Complete ONLY the portion(s) pertaining to your case (as checked in Part 1A)

Part 2A

Amendment, Zoning Text – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text.

1. What section(s) of the Town code is proposed to be amended? \_\_\_\_\_
2. Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
3. Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

**Part 2B**

**Appeal of Administrative Decision** – Administrative decisions are reviewed by the Board of Zoning Appeals (BZA). Such administrative decisions may be reversed or sustained.

1. Date of administrative decision leading to the appeal: \_\_\_\_\_
2. Attach a description of the decision the administrative official made and their reasons for the decision.
3. Attach what you are specifically appealing.
4. Attach detailed reasons for this request, and why the BZA in your opinion should overrule the administrative decision.

**Part 2C**

**Conditional Use Permit** – Conditional use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a conditional use.

**Tower/Tower Co-Location** – No Public Hearing, plans and specifications required.

1. Current use of property: PACKETT PROPERTIES OFFICE
2. Proposed use: OLD HICKORY BUILDING SHED LOT IN FRONT OF OFFICE
3. Are development plans submitted with this application? Yes  No
4. Estimated completion date of project or use of property: 10-2025
5. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey etc.
6. Summarize on a separate sheet how the proposed use will positively impact the district.

*Please Note: The Town of Warsaw may grant a permit with suitable regulations and safeguards, known as conditions, as it deems appropriate. Conditional use permits are for an indefinite period unless a condition is imposed specifying a shorter duration. Such permits shall run with the land unless the Town imposes a more restrictive condition regarding succession to rights in the permit.*

**Part 2D**

**Rezoning** – (Amendment to the zoning district map) – These are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny amendments to the Zoning Map.

1. Existing Zoning: \_\_\_\_\_
2. Proposed Zoning: \_\_\_\_\_
3. Existing Use: \_\_\_\_\_
4. Proposed Use: TO PUT A OLD HICKORY BUILDING SHED LOT ON SITE
5. Are development plans submitted with this application? Yes  No
6. Estimated completion date of project: \_\_\_\_\_
7. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey, etc.
8. Summarize how the project relates to the Comprehensive Plan.

Part 2E

**Variance** – Variances are granted or denied by the Board of Zoning Appeals (BZA), which may only make decisions based on the criteria set forth in the Code of Virginia § 15.2-2309. A variance will not be granted unless the BZA finds:

- a. That the strict application of the zoning ordinance would produce undue hardship.
- b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
- c. That the authorization of the variance will not be of substantial detriment to adjacent property.
- d. That the character of the district will not be changed by the granting of the variance.
- e. That a remedy is not available through some other permitting.

The applicant shall provide:

1. Brief description of the requested variation: \_\_\_\_\_  
\_\_\_\_\_
2. How does the Zoning Ordinance unreasonably restrict the use of the property: \_\_\_\_\_  
\_\_\_\_\_
3. What hardship would be alleviated: \_\_\_\_\_  
\_\_\_\_\_
4. Was the hardship created by the owner/applicant: \_\_\_\_\_  
\_\_\_\_\_
5. What physical features of the property make the variance necessary: \_\_\_\_\_  
\_\_\_\_\_
6. Describe how the condition or situation is unique to this property: \_\_\_\_\_  
\_\_\_\_\_
7. What effect will the variance have on adjacent properties: \_\_\_\_\_  
\_\_\_\_\_

Part 3 – To be completed by ALL applicants

Part 3A

**Affidavit** – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

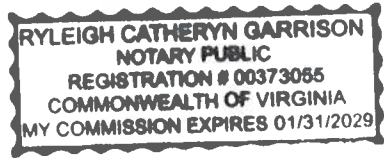
To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

Printed Name of applicant: MICHAEL L CAMPBELL

Signature of applicant: [Handwritten Signature] Date: 9/8/2025

Signed and sworn before me on this: 9/8/2025

Signature of Notary: Ryleigh Garrison



Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Town of Warsaw Treasurer".
- ✓ Enclosed with the application a copy of the appropriate tax map with the property marked and, if available, a survey plat of the entire parcel.
- ✓ Enclose any required plans or plats
- ✓ Enclose with this application any additional information to assist with review and determination
- ✓ All pertinent sections of this form have been filled out

For Office Use Only

Received by: [Handwritten Signature] Date: 9-8-25 Fee Paid:  Y  N

Complete:  Yes  No Date: \_\_\_\_\_

If no, what needs to be added: \_\_\_\_\_

Date Action Taken by PC: 10/2/25 Date Action Taken by BZA: N/A

Date Action Taken by Council: 10/9/25 Final Decision:  Approval  Denial

TBD  
Set Hearing

Permit Fees	
Appeal Administrative Decision	\$ 250
Amendment to Zoning Ordinance	\$ 300
Appeal	\$ 200
Conditional Use Permit	\$ 300
Rezoning	\$ 200
Variance	\$ 300
Tower or Tower Co-Location	\$1,000

*(Handwritten circle around the \$ 300 fee for Conditional Use Permit)*

*(Handwritten signature)*

Town of Warsaw, VA

16 Belle View Lane  
P.O. Box 730  
Warsaw, VA  
22572  
(804) 333-3737  
www.townofwarrior.com

Permit Fee  
Permit Fee  
Permit Fee

Permit Fee  
Permit Fee

Custom Amount \$300.00

Permit Fee \$100.00  
Permit Fee \$100.00  
Permit Fee \$100.00

Total \$310.00

TOWN OF WARSAW  
P.O. Box 730  
Warsaw, VA 22572-  
(804)333-3737

P A Y M E N T

Date: 9/10/2025  
Time: 11:15 AM

CONDITIONAL USE PERMIT OLD HICKORY SHEDS M  
CAMPBELL  
4492 RICHMOND RD  
16C(1)5,7 CUP25-05

Cash:	\$0.00
Check:	\$0.00
Charge:	\$300.00
MoneyOrder:	\$0.00
Total Fee:	\$300.00
TOTAL PAID:	\$300.00
Change Due:	\$0.00

1 300 PERMITS & FEES \$300.00

Operator: 3  
Receipt#: 51752

T H A N K Y O U !