



Town of
WARSAW
Heart of Virginia's Northern Neck

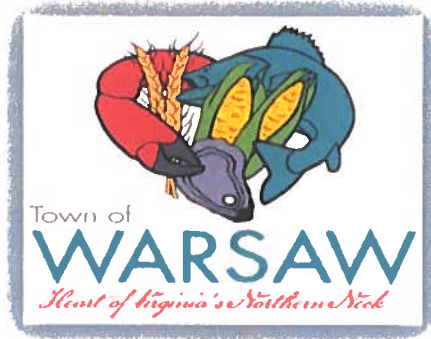
Town Council Meeting Agenda

October 10, 2024 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Consent Agenda**
 - a.** Agenda
 - b.** Minutes – September 2024
 - c.** Financial Report – September 2024
- 4. Public Comment**
- 5. Reports**
 - a.** Mayor's Report
 - b.** Town Manager's Report
 - c.** Police Report
 - d.** Public Works Report
 - e.** Council Committee Reports
 - f.** Planning Commission Report
 - g.** Northern Neck Regional Jail Report
 - h.** American Rescue Plan Act
- 6. Old Business**
 - a.** Reports
 - i. 74 Main Street
 - ii. The Bounds
 - iii. VDOT TAP Project
 - iv. Well Replacement Project
 - v. DHCD Housing Project
- 7. New Business**
 - a.** Housing Rehabilitation Board - Appointment of New Members
 - b.** EIP Application - Schedule Economic Development Committee Meeting
- 8. Closed Session**
 - a.** Closed Session - VA Code 2.2-3711 A-5: Prospective Business
- 9. Council Members - Closing Comments**
- 10. Adjournment**



Town Council Agenda

October 10th, 2024 – 6:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Approval of Consent Agenda
 - a. Agenda
 - b. Minutes – *September 2024*
 - c. Financial Report – *September 2024*
4. Public Comment
5. Reports
 - a. Mayor’s Report
 - b. Town Manager’s Report
 - c. Police Report
 - d. Public Works Report
 - e. Council Committee Reports
 - f. Planning Commission Report
 - g. Northern Neck Regional Jail Report
 - h. American Rescue Plan Act
6. Old Business
 - a. Reports
 - i. 74 Main Street
 - ii. The Bounds
 - iii. VDOT TAP Project
 - iv. Well Replacement Project
 - v. DHCD Housing Project
7. New Business
 - a. Housing Rehabilitation Board – Appointment of Members
 - b. EIP Application - Schedule Economic Development Committee Meeting
8. Closed Session - § 2.2-3711 A-5: Prospective Business
9. Council Members - Closing Comments
10. Adjournment

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
SEPTEMBER 12, 2024 – 6:00 P.M.

The Warsaw Town Council held their regular meeting and a Public Hearing on Thursday, September 12, 2024, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Ogle Forrest Sr., Ralph Self, Jonathan English, Faron Hamblin and Mary Beth Bryant. Councilmember absent: Rebecca Hubert.

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

Also present: There were 11 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.

PAYING TRIBUTE TO FORMER COUNCILMEMBER LARRY THORN:

Mayor Phelps opened the meeting by paying tribute to former Councilmember Larry Thorn who recently passed away. Mayor Phelps spoke to how Mr. Thorn welcomed him when he began attending the Council meetings and helped Mayor Phelps become acquainted with how to be more involved with the Town. All Councilmembers took turns speaking to Mr. Thorn’s commitment to his Town, being a great community leader, and how the Town and community were going to miss him.

APPROVAL OF CONSENT AGENDA:

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

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

PUBLIC HEARING – ANNEXATION PROJECT

Mayor Phelps opened the public hearing by reading the public hearing noticed for the Ordinance of Annexation that was published in the Northern Neck News in the August 28, 2024, and September 4, 2024 editions. Upon the conclusion of the reading of the notice, Mayor Phelps opened the floor to the public for comments.

J. Clifford Mullin, 8351 Historyland Highway, Warsaw, VA addressed the Town Council by stating that when he saw the original annexation proposal by the Town, he was initially worried about the plan. He felt the original proposal was too massive. Mr. Mullins appreciates the cuts the Town Council made to the proposal, and he feels the proposed annexation looks reasonable now.

There being no further comments from the public regarding the public hearing, Mayor Phelps closed the public comment portion of the hearing. Mayor Phelps opened the floor to the Town Council for discussion. Mayor Phelps went on to say the general idea for the annexation is the land in question is part of a greater parcel that is up for sale. Having the parcels in two different jurisdictions with two different zoning bodies gives any buyer concern. This Ordinance of Annexation is being considered to resolve that situation. There being no further comments from the Town Council, Mayor Phelps closed the public hearing and returned to regular session.

Mayor Phelps noted the possible adoption of the Ordinance of Annexation was currently listed under New Business item a. He would like to move that item to fall under the Public Hearing section of the meeting and take up the topic with the Town Council. Mayor Phelps opened the floor to the Town Council for discussion regarding the Ordinance of Annexation. Discussion followed. Mayor Phelps read to the body the proposed Ordinance of Annexation. A copy of the proposed Ordinance has been attached to these minutes as Attachment 1.

Councilman Hamblin moved to accept and adopt the Ordinance of Annexation as proposed. The motion was seconded by Councilman Forrest and carried with the following votes.

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

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

James Clifford Mullin, 8351 Historyland Highway, Warsaw, VA began his public comments by thanking Mrs. Coates for providing him with the information regarding the drop inlet. He has contacted VDoT and intends to keep following up. Mr. Mullin continued that this week we have seen the changes to Rte. 360 by VDoT. He admits that there are many people that aren't happy with the change and that when he first saw the project, he wasn't certain that he wanted this either. He has since changed his opinion. Now that it is here, he is liking the road lane reduction on Rte. 360. He has spoken with VDoT, and they say they are working with the stoplights to help control the flow of traffic. Mr. Mullin concluded his comments by stating that in his conversations with VDoT that if this does create a problem, VDoT has agreed that if it something that needs to be changed, change is possible.

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

REPORTS

MAYORS REPORT:

Mayor Phelps used this time to express his concerns regarding the recent lane reduction along Rte. 360 through town. Mayor Phelps continued by saying that he isn't sure if this will work as he is not a traffic engineer, however the Town Council listened to its citizens. Being that a majority of its citizens didn't want the road diet, Council tried to convince VDoT not to do it. But, ultimately, VDoT is in control of the roads, and they insist that this is the correct way forward. Repaving of Rte. 360 is scheduled for October, so they are taking this time to adjust the traffic lights and evaluate the current striping to see if there are any changes needed before permanent striping is done after repaving.

TOWN MANAGERS REPORT:

Mr. Quesenberry reviewed his report with the Town Council. A copy of the Town Manager's report has been attached to these minutes as Attachment 2.

POLICE REPORT:

Chief Peterson provided the monthly activity report for August to the Town Council at the meeting. A copy of the report has been attached to these minutes as Attachment 3. Following his report, Mayor Phelps asked Chief Peterson to keep track of the number of incidents along the Rte. 360 corridor that is part of the recent lane reduction by VDoT. Chief Peterson noted that September 12 is National Policewoman's Day and he wanted to thank Officer Boyington for her work with the Warsaw Police Department. Chief Peterson added that he is in the background check process of two candidates. Last week Chief Peterson hosted Chief's corner with local police chiefs from the surrounding area.

Councilman English commented that he likes the format of Chief Peterson's written report. He stated the arrests section with the Blk/Street address may help deter some criminal activity. Councilman English would like to see the merge signs located near the start of the lane reduction zones changed from take turns merging to either merge left or right. Councilman English stated he has almost been hit twice at these points. Councilman Forrest agreed and stated he has also seen drivers use the middle turn lane as an additional driving lane to pass drivers.

PUBLIC WORKS REPORT:

The Public Works report was included in the Town Council packets and has been attached to these minutes as Attachment 4. After Mr. Schools, Director of Public Works, completed his report to the Town Council, Councilman Hamblin inquired what will happen during the frigid months if there are waterline breaks under Rte. 360 in the section along the road diet. Mr. Schools responded that the travel lane would have to be closed in order for the Public Works team to repair any breaks along that area. Mr. Schools continued by stating that a traffic control company may need to be called in now prior to any work along the Rte. 360 lane reduction corridor being completed.

Councilman English inquired how a power outage affects the water and wastewater systems. Mr. Schools responded that each lift station and well has its own generator. The wastewater plant has a generator backup as well.

COUNCIL COMMITTEE REPORT:

The Economic Development Committee met virtually and will be discussed under new business.

PLANNING COMMISSION: No meeting.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel reported the board meeting discussed legislation that will going to the next General Assembly meeting that will affect all jails statewide. Currently, leaders for the state jails are meeting to discuss the game plan for the upcoming legislative session. Vice-Mayor Yackel reported the NNRJ is negotiating with the Marshall service to increase the rate per federal inmate housed in the facility.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council. Mr. Quesenberry reported there are remaining funds of \$161,276.08 to be disbursed.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mr. Quesenberry reported the Town has received the initial demo permit for the asbestos tile located within the building. Once the asbestos removal has been completed, the contractor can move forward with the remaining demolition work. Once the demolition work has been completed, the Town should be able to receive the construction permit. **The Bounds:** Mrs. Coates reported the Town has been working with Hurt & Proffit, the engineering firm, to close out the project with DEQ. Once we get the closeout permit signed from DEQ and it is recorded the project will be considered substantially complete. **VDoT Tap Project:** The Assistant Town Manager reported she completed the final walkthrough of the project last Friday with Public Works, the contractor, VDoT, and the engineering firm. It went very well. There were some small concerns brought to the contractor’s attention, like the hairline fractures in the concrete and a couple of the tie-ins to the road. The contractor is addressing them now. There were some instances of our meters or valves needing adjusting risers. Wade Dunaway, Director of Water identified those issues with the contractor. Mayor Phelps addressed the sentiment within the community on why the sidewalks were completed instead of the Town widening the road. Mayor Phelps continued by saying the sidewalks needed to be relocated because they were dangerous. The sidewalks were located right along the curb of Rte. 360. The sidewalks also had light poles erected in the middle of them, so they were not ADA compliant. In order to complete the sidewalk project, the property owners had to give an easement to the Town for the sidewalk location. If the road was going to be expanded, the homeowners would have to give up much more land. With the water and sewer infrastructure that runs under Rte. 360, the cost would be astronomical to relocate the lines. **Well Replacement Project:** No update at this time. **DHCD Housing Project:** Mrs. Coates reported there is movement on the project. A bid was

received for the inspections and the property owners are being contacted. In November, the substantial rebuild homes should be out to bid and the rehab projects should be underway.

NEW BUSINESS:

BUSINESS IMPROVEMENT GRANT APPLICATIONS – COLONIAL COLLECTIBLES, TERESA’S NAILS

Councilman English presented the request for Colonial Collectibles. The request is for three new signs at their location on Richmond Road. Mr. Quesenberry stated the amount listed on the application is incorrect. The amount for the request is \$1,759.86. Councilman English reported this application was recommended for approval by the Economic Development Committee.

Councilman Hamblin moved to approve the Business Improvement Grant application request for Colonial Collectibles in the amount of \$1,759.86. 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
Ogle Forrest	Aye	Faron Hamblin	Aye
Ralph Self	Aye		

Councilman English presented the request for Teresa’s Nails. The request is for exterior work to the building included replacing deck and rails on the front and side porch of the building, install vinyl siding on the exterior of the building, and more. The application was recommended for approval by the Economic Development Committee for the full award of the grant in the amount of \$2,500.

Councilman Hamblin moved to approve the Business Improvement Grant application request for Teresa’s Nails in the amount of \$2,500.00. 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
Ogle Forrest	Aye	Faron Hamblin	Aye
Ralph Self	Aye		

DESIGNATION OF TRICK OR TREAT HOURS (THURSDAY OCTOBER 31ST)

Mr. Quesenberry stated that this does not require any resident to participate in trick-or-treating on Halloween. This is to help let others know when it is okay to bring their children out and there will be extra police patrols during this time frame. In the past the times have been from 5:00 – 8:00.

Councilman Forrest moved to set the trick-or-treating hours for the Town of Warsaw to be on Halloween (October 31st) from 5:00pm through 8:00pm. The motion was seconded by Councilman Hamblin and carried with the following votes.

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

CLOSING COMMENTS:

- Vice-Mayor Yackel stated there looks to be a lot of events coming up this fall. He hopes there is good weather for all of the festivities.
- Councilman Forrest doesn't want any of our residents or citizens gets hurt passing through the Town with the lane reduction. He understands VDoT probably has some concerns, and they are going to adjust it, but we're stuck with it. He asks for everyone to be extra careful.
- Councilman English thought it was a great meeting and thanked Mr. Mullin for his public comment. He is excited for fall and the upcoming events. He hopes the public can see these Business Improvement Grants are here and the Town Council wants to help and do anything for economic development and to continue to bring businesses into the Town.
- Councilwoman Bryant thought it was a good meeting. Based on what VDoT stated at the Richmond County Board of Supervisors meeting, the stoplight is going to be 60 seconds at Rte. 360 now because of the lane reduction instead of the previous 30 seconds.
- Councilman Self stated the big talk is currently about the new traffic pattern. VDoT warned us it was coming and it's here. A lot of what the Town Council is saying is what residents are thinking and they have been traveling through this town for many years and are not prepared to merge over. Councilman Self doesn't believe there is enough warning about the lanes ending. However, he does like that they didn't do it as the same time as the paving, it gives everyone time to get used to the new traffic pattern.
- Councilman Hamblin spoke regarding the lane reduction project by VDoT. He reminded everyone that he has been against it from the beginning. Councilman Hamblin stated the safety aspect is the main concern. He doesn't want anyone getting hurt. He concluded his comments stating that he isn't sold on this project, and he feels most of our citizens aren't sold on it either.
- Mayor Phelps agreed that it was a good meeting tonight. Everyone feels pretty strongly about the lane reduction, and he believes we'll be discussing the road diet for some time.

There being no further business, Mayor Phelps adjourned the meeting at 7:10 p.m.


 Submitted by: Julia Blackley-Rice, Clerk

ORDINANCE # _____

AN ORDINANCE TO INCORPORATE ADDITIONAL AREAS INTO THE TOWN OF WARSAW BY ANNEXATION IN ACCORDANCE WITH THE AGREEMENT DEFINING ANNEXATION RIGHTS BETWEEN THE TOWN AND THE COUNTY OF RICHMOND VIRGINIA

WHEREAS, pursuant to the Agreement Defining Annexation Rights, dated November 26, 1986. (the "Agreement") by and between the Town of Warsaw (the "Town") and the County of Richmond (the "County") certain territory lying within the County was designated as the "Future Annexation Area" which would be subject to voluntary annexation by the Town upon the adoption by the Town Council of an ordinance describing the portion or portions of the Future Annexation Area to be annexed; and,

WHEREAS, pursuant to the Agreement, the Town has previously annexed portions of the County described as the "Immediate Annexation Area" and described in detail in the "Annexation Ordinance" adopted by the Town Council on December 23, 1986 and recorded in the land records of the Clerk's Office of the Richmond County Circuit Court (the "Clerk's Office") in Deed Book 132, Page 109; and,

WHEREAS, pursuant to the Agreement the Town annexed additional portions of the County, being portions of the Future Annexation Area, and described in detail in the "Annexation Ordinance" adopted November 11, 1998, and recorded in the Clerk's Office in Deed Book 188, Page 113; and,

WHEREAS, Town Council, having duly advertised and held a public hearing on the proposed annexation of an additional portion of the Future Annexation Area, and after having given written notice to the County of Richmond, as required by law, has determined that the proposed annexation and provision to the area to be annexed of the public services generally described in the Agreement would promote the general public health, safety and welfare.

NOW, THEREFORE, pursuant to Title 15.2, Subtitle III, Chapter 32, Article 2 of the Code of Virginia 1950, as amended. **BE IT ORDAINED** by the Council for the Town of Warsaw, Virginia, meeting in regular session this _____ day of _____, 2024 as follows:

- 1. That the areas described below, being contiguous with each other and lying within the County of Richmond, and further lying wholly within the Future Annexation Area as described in the Agreement shall be, and hereby are, annexed in their entirety into the Town of Warsaw:
 - a. Tax Map # 16-21A
 - b. Tax Map # 16-23
 - c. Tax Map # 16-23B
 - d. Tax Map #16-23A
 - e. Tax Map #16-24A
 - f. Tax Map #23-4

2. That a boundary survey of the outer boundary of the parcels identified herein shall be prepared, along with a metes and bounds description, and shall be attached to this Ordinance as Exhibits A and B, respectively, and this Ordinance, with exhibits, shall be recorded in the land records of the Clerk's Office, and all state and federal authorities as required by law shall be provided with a certified copy of this Ordinance.

3. In accordance with Article IV of the Agreement, this ordinance shall become effective December 31, 2024.

BY ORDER OF COUNCIL

Randall L. Phelps, Mayor

ATTEST:

Julia-Blackley Rice, Town Clerk

MOTION:

Date:

SECOND:

Regular Meeting

Ord. No. _____

Member:	Yes	No
Ralph W. Self	_____	_____
Faron H. Hamblin	_____	_____
Rebecca C. Hubert	_____	_____
Ogle E. Forrest, Sr.	_____	_____
Jonathan B. English	_____	_____
Mary Beth Bryant	_____	_____
Vice Mayor Paul G. Yackel	_____	_____
Mayor Randall L. Phelps	_____	_____

Absent from Vote:
Absent from Meeting:

CERTIFIED COPY _____
Julia Blackley-Rice, Town Clerk

Joseph N. Quesenberry
Town Manager

Melissa W. Coates
Assistant Town Manager

Julia Blackley - Rice
Clerk - Treasurer

Sean L. Peterson
Chief of Police

Sands Anderson Law Firm
Town Attorney



Attachment 2

COUNCIL MEMORANDUM Section 3, Item a.

Jill L. Phelps - Mayor

G. Yackel - City Manager

Ogle E. Forrest, Sr.

Baron H. Hamblin

Rebecca C. Hubert

Jonathan English

Ralph W. Self

Mary Beth Bryant

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: Joseph N. Quesenberry, Town Manager

DATE: 09/12/2024

RE: Town Manager's Report

Dear Council Members,

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

1. Road Diet Project – Route 360

As we can all see, traffic patterns in our Town are considerably different from just a few days ago. VDOT has progressed with their “road diet” project, decreasing Route 360 from four travel lanes to two, creating a middle turn lane. New pavement is slated to be installed by the end of the month with the new markings in place. As discussed last month, the Town will then proceed to install new brick stampcrete crosswalks at the Court Circle intersection.

2. Website Upgrades

We are pleased to announce that we plan to deploy the new Town website by the end of next month! This will ensure that Warsaw has the newest and most up to date website in the

Region, with added features such as an improved online bill pay, monthly Council agenda and video links, a County-wide events calendar, and much more.

3. DHCD Housing Project – Sidewalk Improvements

As part of our agreement with DHCD, we were required to contribute \$30,000 towards sidewalk improvements within the project area. Given that our project is a scattered site project, it encompasses the entire Town. One of the consistent complaints that we've received is at the site of the Poates building on Main Street that houses numerous Town businesses. We have been working with the building owner for years and have now come to an agreement for the building owner to match our \$30,000 with \$20,000, creating a total budget of \$50,000 to remove the dilapidated concrete and install a new brick sidewalk, new asphalt, car stops, and pavement markings. We believe this will greatly enhance the walkability of our downtown, pedestrian access to numerous Town businesses, and will continue our revitalization efforts. It is my hope and goal to continue an annual sidewalk budget line so that we can incrementally address sidewalks between the Bounds and 7-11, as well as other areas around Town.

4. Enterprise Zone Expiration

If you recall, five years ago, Town staff went before the Virginia Senate to request an extension of the Northern Neck's Enterprise Zone. For those that may not know, the Enterprise Zone is an integral part of our Economic Development efforts, bringing in hundreds of thousands of dollars within the Town over the last several years, making it the single most important tool at our disposal. Once again, the Northern Neck Zone has reached the five-year expiration date, this time without the possibility for regional renewal. After learning this, we reached out to the NNPDC and were informed that individual localities may request an extension. I will be working to put together an application for our renewal, due by the end of October. I hope that we can continue to have this valuable asset for our community.

5. Virginia Rural Leaders Institute

I had the pleasure of once again hosting the nearly 30 attendees of the Virginia Rural Leaders Institute as I gave them a walking tour of our downtown. As a major revitalization success story, Warsaw is one of their favorite stops. We concluded the evening by donating Northern Neck Popcorn to each of them, and they then went to Old Rapp Taphouse for dinner. We hope to have them back in Town next year!

6. Upcoming Events

The Warsaw Community Market will be held on the 2nd and 4th Saturday of this month, so make sure to come out and shop at our 30+ vendors and enjoy food by the El Padrino food truck!

Trunk-or-Treat will once again be held by the WRCMSP on Thursday, October 31st. More details will follow as they are given to us.

Warsaw Fest will be held on Saturday, October 12th from 9AM to 4PM at the Warsaw Park. Please visit the WRC Chamber of Commerce website for more details and for parade registration. A free concert by local favorites Blackthorn Shillelagh will follow the event, to be held at the Oyster Shoals Concert Hall. Town staff will be emailing Council members regarding the parade float times and location.



Warsaw Police Department

Attachment

Section 3, Item a.

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT August 1 – 31, 2024

Total calls for service: 233

Section I: Criminal Incidents (1)

DATE	CASE	OFFENSE	BLK / STREET
8-10-2024	WPD24-000047	18.2-96: Petit Larceny	Community Park Drive/History Land Hwy

Section II: Arrests (8)

DATE	CASE	OFFENSE	BLK / STREET
8-9-2024	WPD24-000045	18.2-456: FAILURE TO APPEAR	152 COMMUNITY PARK DRIVE
8-13-2024	WPD24-000048	53.1-149: PROBATION VIOLATION	471 MAIN STREET
8-17-2024	WPD24-000049	18.2-57.2: ASSAULT & BATTERY ON A FAMILY MEMBER	COLLEGE GREEN APARTMENTS
8-19-2024	WPD24-000052	18.2-460: FLEEING FROM LAW ENFORCEMENT OFFICER	471 MAIN STREET
8-22-2024	WPD24-000053	18.2-894: HIT AND RUN: ATTENDED PROPERTY DAMAGE	HISTORY LAND HWY/RICHMOND ROAD
8-24-2024	WPD24-000054	18.2-266: DWI: 1 ST OFFENSE	ST JOHNS RD AT RICHMOND RD
8-26-2024	WPD24-000056	53.1-149: PROBATION VIOLATION	471 MAIN STREET
8-29-2024	WPD24-000059	53.1-149: PROBATION VIOLATION, FELONY	471 MAIN STREET

Section III: Traffic (107)

Driving on suspended/Revoked License	1
Reckless Driving	2
Distracted Driving	10
Speeding	74
Expired Inspection	8
Expired / Improper VA Tag	5
Town Citations Issued	2
Reportable traffic crashes	5

Section IV: Community Engagement

Neighborhood Select Patrols	173
Business Checks	139
Community Events	2

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sandra Anderson Law
Town Attorney



WARSAW
Heart of Virginia's Southern Neck

Attachment 4

UNCIL MEM Section 3, Item a.

Idall L. Phelps - Mayor

G. Yackel - Town Manager

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: 9/12/2024

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 Influent Flow

Average influent flow for August was 197,500 gals, an increase of 2,800 gals. from the month of July.

Maximum influent flow for August was 225,400 gals, a decrease of 23,700 gals. from the month of July.

Nutrient Sampling Results

For August, the average Total Nitrogen concentration was 2.31mg/l, which is within the limits of our permit.

The average Total Phosphorus concentration was 0.11 mg/l, also within the limits of our permit.

Monthly Operations and Maintenance

Plant staff completed our groundwater well sampling for the third quarter of 2024.

Plant staff submitted our waste profile report for recertification to Republic Services for sludge disposal approval, it has since been approved.

Operators conducted monthly preventative maintenance on the plant equipment.
 Completed and submitted our monthly operations report.
 Our Team again assisted with residential trash pick-up and recording of water meter readings.
 Ordered necessary laboratory supplies.
 Plant effluent samples taken and tested for the month of August met all requirements as to our permit discharge limits.

-Water Department

Attached you will find a Water Loss Report, showing what the Town produced along with what it billed. This calculated to a 2^o water loss.
 Department staff did daily chlorine check of all four wells, along with two random samples each day throughout town.
 Staff also took a raw water sample from each well for testing, bacteria was absent in all results. We took a nitrate/nitrite sample from Well #2, it also came back in compliance with ODDW/VLDH.
 Mr. Woods with ODDW inspected all four wells, which is done every three years, each well adhered to all requirements and standards.
 The Water Department also removed the remaining abandoned Fire Hydrants owned by the Town, they were located along Route 360 near 7-11 and Rappahannock High School.

-Refuse Department

We will always be a month behind regarding the Refuse with how we receive our trash delivery report.
 Truck #9 would not go into DPF Regeneration. The Air Pressure Protection Valve (PPV) was replaced, and it is now back on the road.
 For the month of July, Town staff made 15 trips to Waste Management in Gloucester, VA totaling 124.91 tons or 249,820 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.
 They are prepping for upcoming fall plantings.
 Replacement of Warsaw banners and Flags as needed.
 Grass cutting the median strips, along with all Town owned facilities.
 Watering of all hanging baskets and flowerpots.
 Took care of the bathrooms and grounds of the Town Park.
 Also assisted with the August 23rd Fourth Friday Concert.

Monthly Water Loss Report

Section 3, Item a.

Water System:

For the Month of:

Year:

Water Produced this month: gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **6,753,200 gallons**

Sold: Total Water Sales gallons

Total Sold = **6,625,476 gallons**

B: Difference: (Produced+Purchased) - Sold = **127,724 gallons**

% Difference = **2 % 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="3,000"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="0"/>	gallons
Sewer jetting	<input type="text" value="200"/>	gallons
Town watering flowers	<input type="text" value="1,800"/>	gallons
Office/Police Dept.	<input type="text" value="6,000"/>	gallons
Pool	<input type="text" value="0"/>	gallons
Amount in storage tanks	<input type="text" value="0"/>	gallons
	<input type="text" value=""/>	

C: Total Gallons Accounted For = **11,000 gallons**

Loss: Unaccounted-for Water: (B-C) = **116,724 gallons**

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

days in billing period

Gallons / Day Loss = **3,537 gallons/day**

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

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

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Period Ending 9/30/2024

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
	Revenues							
	10-300-0000 PERMITS & FEES	2,500	0.00	285.00	1,515.00	1,515.00	(985.00)	61%
	10-301-0000 S W USER FEE - COMMERCIAL	166,500	0.00	19,725.00	50,520.00	50,520.00	(115,980.00)	30%
	10-301-5000 SW USER FEE - RESIDENTIAL	88,000	0.00	7,410.00	22,185.00	22,185.00	(65,815.00)	25%
	10-305-0000 REAL ESTATE TAXES	260,000	0.00	0.00	26.46	26.46	(259,973.54)	0%
	10-306-0000 PERSONAL PROPERTY TAXES	140,000	0.00	0.00	0.00	0.00	(140,000.00)	
	10-307-0000 PPTRA	17,365	0.00	0.00	17,365.30	17,365.30	0.30	100%
	10-310-0000 BANK FRANCHISE TAX	170,000	0.00	0.00	0.00	0.00	(170,000.00)	
	10-315-0000 BUSINESS LICENSES	130,000	0.00	2,103.41	7,212.48	7,212.48	(122,787.52)	6%
	10-320-0000 VEHICLE TAX/DECALS	35,000	0.00	0.00	0.00	0.00	(35,000.00)	
	10-325-0000 STATE SALES TAX	100,000	0.00	16,414.63	36,821.32	36,821.32	(63,178.68)	37%
	10-326-0000 MEALS TAX	635,000	0.00	57,481.82	178,636.18	178,636.18	(456,363.82)	28%
	10-327-0000 LODGING TAX	43,000	0.00	2,987.32	10,021.14	10,021.14	(32,978.86)	23%
	10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	0.00	(80,000.00)	
	10-330-0000 FINES	35,000	0.00	1,537.61	3,344.38	3,344.38	(31,655.62)	10%
	10-345-0000 INTEREST INCOME/GEN	10,000	0.00	0.00	1,531.59	1,531.59	(8,468.41)	15%
	10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	10,840.00	62,840.00	62,840.00	28,340.00	182%
	10-360-0000 UTILITY/CONSUMPTION TX	13,500	0.00	353.90	1,012.08	1,012.08	(12,487.92)	7%
	10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,646.15	7,477.12	7,477.12	(21,522.88)	26%
	10-365-0000 STATE FIRE INSURANCE	15,000	0.00	15,000.00	15,000.00	15,000.00	0.00	100%
	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)	
	10-377-0000 COMMUNITY MARKET	50	0.00	0.00	0.00	0.00	(50.00)	
	10-381-0000 REVOLVING LOAN FUND REPAYMENTS	12,000	0.00	0.00	0.00	0.00	(12,000.00)	
	10-390-0000 MISC/INCOME	4,000	0.00	0.00	35.00	35.00	(3,965.00)	
	10-390-0050 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	0.00	0.00	(1,500,000.00)	

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Period Ending 9/30/2024

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
	10-390-0900 GRANTS - IRF	0	0.00	0.00	85,767.42	85,767.42	85,767.42	
	10-390-0975 GRANT - HOUSING/PLANNING	632,534	0.00	0.00	0.00	0.00	(632,534.00)	
	10-391-0000 GRANTS/DMV	7,200	0.00	0.00	0.00	0.00	(7,200.00)	
	10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
	10-396-0000 RICHCO/ HAUL FEE	12,000	0.00	1,288.71	3,405.24	3,405.24	(8,594.76)	28%
	10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	1,360.00	1,360.00	(8,640.00)	14%
	10-399-0005 LOAN PROCEEDS	277,464	0.00	290,700.00	290,700.00	290,700.00	13,236.00	105%
	10-399-5000 SPECIAL EVENTS (REVENUE)	30,000	0.00	490.00	2,455.00	2,455.00	(27,545.00)	8%
	Revenues Totals:	4,497,363	0.00	429,263.55	799,230.71	799,230.71	(3,698,132.29)	18%
	Expenses							
	10-420-0200 SALARIES/ADM	360,000	0.00	0.00	53,719.92	53,719.92	306,280.08	15%
	10-420-0201 OT/BONUS - ADMIN	3,000	0.00	0.00	0.00	0.00	3,000.00	
	10-420-0500 PAYROLL TAXES/ADM	27,300	0.00	0.00	3,823.22	3,823.22	23,476.78	14%
	10-420-0600 SHORT&LONG TERM DISABILITY	1,965	0.00	140.29	420.87	420.87	1,544.13	21%
	10-420-0700 RETIREMENT-LI/ADM	38,955	0.00	0.00	3,238.46	3,238.46	35,716.54	8%
	10-420-0900 MEDICAL INS/ADM	53,880	0.00	4,490.00	13,470.00	13,470.00	40,410.00	25%
	10-420-1000 EDUCATION/PROF DEVELOPMT	2,000	0.00	0.00	695.00	695.00	1,305.00	35%
	10-420-1100 TELEPHONE/OFFICE	8,250	0.00	466.37	1,767.16	1,767.16	6,482.84	21%
	10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	264.51	1,009.28	1,009.28	3,990.72	20%
	10-420-1400 MTGS/CONFERENCES/ADM	9,000	0.00	33.27	534.04	534.04	8,465.96	6%
	10-420-1500 BLDGS/GROUNDS/MAINTENANCE	18,000	0.00	459.73	2,008.56	2,008.56	15,991.44	11%
	10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	
	10-420-2200 AUDIT	14,000	0.00	0.00	0.00	0.00	14,000.00	
	10-420-2300 LEGAL SERVICES	25,000	0.00	2,660.00	4,300.99	4,300.99	20,699.01	17%
	10-420-2600 ADVERTISING	30,000	0.00	3,014.63	10,193.08	10,193.08	19,806.92	34%
	10-420-3100 AUTO O/M-ADM EXPENSE	4,500	0.00	276.58	1,111.52	1,111.52	3,388.48	25%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Period Ending 9/30/2024

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
	10-420-3200 OFFICE SUPPLIES	13,000	0.00	892.27	4,602.90	4,602.90	8,397.10	35%
	10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	0.00	250.00	
	10-420-3400 COMPUTER SUPPORT FEE	17,000	0.00	2,410.50	5,512.14	5,512.14	11,487.86	32%
	10-420-3450 COMPUTER O/M	6,500	0.00	19.99	2,470.74	2,470.74	4,029.26	38%
	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	65.00	65.00	335.00	16%
	10-420-5300 DUES	2,500	0.00	98.00	990.84	990.84	1,509.16	40%
	10-420-5350 SAFETY PROGRAM	1,000	0.00	0.00	0.00	0.00	1,000.00	
	10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	4,038.83	4,038.83	4,038.83	14,461.17	22%
	10-420-5500 COUNCIL EXPENSE	10,000	0.00	0.00	1,000.00	1,000.00	9,000.00	10%
	10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
	10-420-5700 MISCELLANEOUS/ADM	8,500	0.00	346.50	1,279.91	1,279.91	7,220.09	15%
	10-420-5900 Economic Development	39,400	0.00	0.00	7,184.50	7,184.50	32,215.50	18%
	ADMINISTRATION Totals:	724,900	0.00	19,611.47	123,436.96	123,436.96	601,463.04	17%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Period Ending 9/30/2024

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10 GENERAL FUND							
10-510-0200 SALARIES/WPD	268,000	0.00	0.00	43,945.69	43,945.69	224,054.31	16%
10-510-0201 OT/BONUS - WPD	10,000	0.00	0.00	737.88	737.88	9,262.12	7%
10-510-0500 PAYROLL TAXES/WPD	20,500	0.00	0.00	3,433.32	3,433.32	17,066.68	17%
10-510-0600 SHORT&LONG TERM DISABILITY	990	0.00	77.19	231.57	231.57	758.43	23%
10-510-0700 RETIREMENT/LI/WPD	19,640	0.00	0.00	2,589.17	2,589.17	17,050.83	13%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	637.71	637.71	637.71	1,862.29	26%
10-510-0900 MEDICAL INSURANCE/WPD	32,328	0.00	1,796.00	7,184.00	7,184.00	25,144.00	22%
10-510-1000 PROFESSIONAL DEVELOP/WPD	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-510-2000 Electricity - WPD	2,300	0.00	167.97	566.83	566.83	1,733.17	25%
10-510-2100 Grounds/Maintenance - WPD	9,000	0.00	312.77	4,018.89	4,018.89	4,981.11	45%
10-510-3100 AUTO O/M-WPD	25,000	0.00	1,261.06	4,480.60	4,480.60	20,519.40	18%
10-510-3200 UNIFORMS/SUPPLIES/WPD	5,000	0.00	376.35	3,799.18	3,799.18	1,200.82	76%
10-510-3210 POLICE SUPPLIES	6,500	0.00	265.86	9,531.48	9,531.48	(3,031.48)	147%
10-510-3220 OFFICE SUPPLIES	3,000	0.00	721.58	3,667.20	3,667.20	(667.20)	122%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WPD	10,000	0.00	6,776.69	7,874.69	7,874.69	2,125.31	79%
10-510-3500 TELECOMMUNICATIONS	9,000	0.00	755.04	2,267.54	2,267.54	6,732.46	25%
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	1,500	0.00	0.00	2,353.15	2,353.15	(853.15)	157%
10-510-3710 GRANT/DMV	0	0.00	0.00	579.08	579.08	(579.08)	
10-510-3712 Police Radios/Reserves	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,000	0.00	(350.00)	2,072.35	2,072.35	(72.35)	104
10-510-4210 ADVERTISING	500	0.00	0.00	550.00	550.00	(50.00)	110
10-510-5300 DUES	3,000	0.00	0.00	0.00	0.00	3,000.00	

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 5 Of 22

Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	0.00	250.00	
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	3,826.26	3,826.26	3,826.26	14,673.74	21%
10-510-6100 RESERVE TRANSFERS	15,000	0.00	0.00	0.00	0.00	15,000.00	
WARSAW POLICE DEPT Totals:	492,794	0.00	16,624.48	104,346.59	104,346.59	388,447.41	21%

Section 3, Item a.

Budget vs Actual

Period Ending 9/30/2024

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10 GENERAL FUND							
10-550-0200 SALARIES/PS	195,000	0.00	0.00	23,440.96	23,440.96	171,559.04	12%
10-550-0201 OT/BONUS - PS	5,000	0.00	0.00	611.15	611.15	4,388.85	12%
10-550-0500 PAYROLL TAXES/PS	16,250	0.00	0.00	10,097.30	10,097.30	6,152.70	62%
10-550-0600 SHORT&LONG TERM DISABILITY	950	0.00	71.23	213.69	213.69	736.31	22%
10-550-0700 RETIREMENT/LI/PS	18,570	0.00	0.00	1,643.50	1,643.50	16,926.50	9%
10-550-0900 MEDICAL INS/PS	43,104	0.00	3,592.00	10,776.00	10,776.00	32,328.00	25%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,500	0.00	302.70	689.61	689.61	2,810.39	20%
10-550-1300 ELECTRICITY-TOWNPARK	5,000	0.00	230.48	763.04	763.04	4,236.96	15%
10-550-1700 REPAIRS/TRASH TRUCK	25,000	0.00	393.16	2,686.11	2,686.11	22,313.89	11%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-550-2100 Fountain - Main Street	500	0.00	0.00	0.00	0.00	500.00	
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	1,626.25	5,313.26	5,313.26	23,686.74	18%
10-550-3150 VEHICLE M&O/PS	11,000	0.00	924.36	2,331.68	2,331.68	8,668.32	21%
10-550-3200 UNIFORMS/ETC	2,500	0.00	249.70	374.70	374.70	2,125.30	15%
10-550-3300 EQPT/SUPPLIES/PS	2,000	0.00	187.89	685.16	685.16	1,314.84	34%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	29.99	163.73	163.73	836.27	16%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3550 TOWN APPARELL	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3600	1,500,000	0.00	0.00	8,000.00	8,000.00	1,492,000.00	1%
GRANTS-TRANSP-ALTERNATIVE-VDOT							
10-550-3700 BEAUTIFICATION	35,000	0.00	9,197.03	25,602.79	25,602.79	9,397.21	73%
10-550-3800 STREET LIGHTS	36,000	0.00	2,721.56	9,330.27	9,330.27	26,669.73	26%
10-550-3850 SIDEWALKS	30,000	0.00	0.00	0.00	0.00	30,000.00	
10-550-3900 LIGHTING/CHRISTMAS	8,000	0.00	6.59	3,015.68	3,015.68	4,984.32	38%
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	0.00	250.00	
10-550-4500 GRANTS - USDA COMMUNITY MARKET	0	0.00	2,438.00	2,438.00	2,438.00	(2,438.00)	
10-550-4600 GRANTS - IRF	0	0.00	0.00	3,642.58	3,642.58	(3,642.58)	

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Period Ending 9/30/2024

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10 GENERAL FUND							
10-550-4700 GRANTS - DMV	7,200	0.00	0.00	0.00	0.00	7,200.00	
10-550-4850 GRANT - HOUSING/PLANNING (EXPENSE)	632,534	0.00	0.00	0.00	0.00	632,534.00	
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	3,826.26	3,826.26	3,826.26	14,673.74	21%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	239.04	2,089.88	2,089.88	4,410.12	32%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	88.13	132.53	132.53	1,367.47	9%
10-550-6000 CIP - PS	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-6100 THE SADDLERY	6,500	0.00	436.42	1,364.07	1,364.07	5,135.93	21%
10-550-6200 THE BOUNDS	20,000	0.00	557.19	6,532.96	6,532.96	13,467.04	33%
10-550-6400 COMMUNITY MARKET	2,000	0.00	250.00	750.00	750.00	1,250.00	38%
10-550-6500 PROJECT CONTINGENCIES	66,600	0.00	0.00	466.40	466.40	66,133.60	1%
10-550-6600 74 MAIN STREET	0	0.00	0.00	10.79	10.79	(10.79)	
PUBLIC SERVICE Totals:	2,760,958	0.00	27,367.98	126,992.10	126,992.10	2,633,965.90	5%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 8 Of 22

Period Ending 9/30/2024

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000	CHRISTMAS PARADE	2,000	0.00	0.00	69.99	69.99	1,930.01	3%
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	
10-600-6550	RCC TENNIS COURT REHAB PROJECT	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	4,259.86	4,259.86	4,259.86	5,740.14	43%
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	
10-600-6925	Richmond Co Animal Shelter	500	0.00	0.00	0.00	0.00	500.00	
10-600-6950	RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	0.00	500.00	
10-600-7000	RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	0.00	1,000.00	
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	1,606	0.00	0.00	250.00	250.00	1,356.00	16%
CONTRIBUTIONS Totals:		63,806	0.00	4,259.86	4,579.85	4,579.85	59,226.15	7%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
 10/8/2024 4:46:59 PM

Page 9 Of 22

Period Ending 9/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	2,739.22	4,079.76	4,079.76	35,920.24	10%
Totals:	40,000	0.00	2,739.22	4,079.76	4,079.76	35,920.24	10%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 10 Of 22

Period Ending 9/30/2024

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	277,464	0.00	0.00	(11,001.00)	(11,001.00)	288,465.00	-4%
10-998-0002 CONTINGENCY/RESERVES	5,000	0.00	0.00	1,151.66	1,151.66	3,848.34	23%
10-998-0005 CONSTRUCTION - 74 MAIN STREET	0	0.00	15,500.00	15,500.00	15,500.00	(15,500.00)	
CAPITAL ITEM EXPENSE Totals:	282,464	0.00	15,500.00	5,650.66	5,650.66	276,813.34	2%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 11 Of 22

Period Ending 9/30/2024

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
	10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	0.00	3,242.00	3,242.00	16,210.00	17%
	10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	0.00	1,846.00	1,846.00	9,219.00	17%
	10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	6,359.56	6,359.56	31,797.44	17%
	10-999-0004 WPD COMMUNICATION LOAN (USDA) - 5 YEAR	2,700	0.00	0.00	900.00	900.00	1,800.00	33%
	10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	8,256	0.00	0.00	1,376.00	1,376.00	6,880.00	17%
	10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	43,823.95	393,620.76	393,620.76	(393,620.76)	
	10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	1,518.33	4,506.01	4,506.01	14,594.99	24%
	10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	0.00	0.00	0.00	33,710.00	
	DEBT SERVICE Totals:	132,441	0.00	48,522.06	411,850.33	411,850.33	(279,409.33)	311%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 12 Of 22

Period Ending 9/30/2024

Expenses Totals:	4,497,363	0.00	134,625.07	780,936.25	780,936.25	3,716,426.75	17%
10 GENERAL FUND	Revenues Over/(Under) Expenses:		294,638.48	18,294.46	18,294.46		

Section 3, Item a.

Budget vs Actual

Period Ending 9/30/2024

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 WATER FUND							
Revenues							
30-305-0000 WATER USER FEES	500,000	0.00	35,243.38	102,979.02	102,979.02	(397,020.98)	21%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	413.37	413.37	(2,086.63)	17%
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:	1,502,600	0.00	35,243.38	103,392.39	103,392.39	(1,399,207.61)	7%
Expenses							
30-810-0200 SALARIES/WATER	140,000	0.00	0.00	21,888.20	21,888.20	118,111.80	16%
30-810-0201 OT/BONUS - WATER	9,000	0.00	0.00	3,813.52	3,813.52	5,186.48	42%
30-810-0500 PAYROLL TAXES/WTR	10,450	0.00	0.00	1,966.09	1,966.09	8,483.91	19%
30-810-0600 SHORT&LONG TERM DISABILITY	680	0.00	50.64	151.92	151.92	528.08	22%
30-810-0700 RETIREMENT/LIFE INS/WTR	13,350	0.00	0.00	1,109.51	1,109.51	12,240.49	8%
30-810-0900 MEDICAL INS/WTR	39,876	0.00	3,323.00	9,969.00	9,969.00	29,907.00	25%
30-810-1100 TELEMETRY/TELEPHONE/WTR	3,000	0.00	237.12	584.88	584.88	2,415.12	19%
30-810-1300 ELECTRICITY/WELLS/WTR	32,000	0.00	2,464.39	8,005.31	8,005.31	23,994.69	25%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	13.04	362.16	362.16	5,137.84	7%
30-810-1700 MAINTENANCE TOWERS/WTR	45,000	0.00	0.00	0.00	0.00	45,000.00	
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	28.48	69.40	69.40	1,930.60	3%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	155.09	449.57	449.57	1,850.43	20%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	0.00	0.00	0.00	3,500.00	
30-810-3000 OFFICE EQUIPMENT/WTR	1,000	0.00	684.60	712.80	712.80	287.20	71%
30-810-3100 VEHICLE M/O-WTR	14,000	0.00	776.29	5,442.84	5,442.84	8,557.16	39%
30-810-3200 OFFICE SUPPLIES/WTR	2,500	0.00	248.89	640.61	640.61	1,859.39	26%
30-810-3300 SUPPLIES/WATER	5,000	0.00	69.77	2,520.18	2,520.18	2,479.82	50%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	150.00	355.85	355.85	644.15	36%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 14 Of 22

Period Ending 9/30/2024

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 WATER FUND							
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	0.00	67.80	67.80	2,432.20	3%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	17.25	51.75	51.75	448.25	10%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	3,121.18	3,641.62	3,641.62	1,358.38	73%
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	13.99	13.99	13.99	1,986.01	1%
30-810-4600 WATER TESTING	3,500	0.00	121.50	1,047.48	1,047.48	2,452.52	30%
30-810-4700 WATER PERMIT	2,500	0.00	0.00	2,193.00	2,193.00	307.00	88%
30-810-4800 FIRE HYDRANT REPAIRS	1,000	0.00	0.00	1,108.49	1,108.49	(108.49)	111%
30-810-4900 CHLORINATION	10,000	0.00	0.00	3,310.33	3,310.33	6,689.67	33%
30-810-5100 REPAIRS/WATER LINE	12,000	0.00	0.00	200.94	200.94	11,799.06	2%
30-810-5400 INSURANCE/WATER	13,000	0.00	2,763.41	2,763.41	2,763.41	10,236.59	21%
30-810-5700 MISCELLANOUS/WTR	2,000	0.00	0.00	85.55	85.55	1,914.45	4%
30-810-5900 TRAINING & LICENSING	500	0.00	400.00	400.00	400.00	100.00	80%
WATER DEPT Totals:	392,656	0.00	14,638.64	72,926.20	72,926.20	319,729.80	19%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 15 Of 22

Period Ending 9/30/2024

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 WATER FUND							
30-998-0003 WATERLINE RESERVES	23,444	0.00	0.00	0.00	0.00	23,444.00	
30-998-0050 CIP-WATER	49,500	0.00	0.00	19,476.97	19,476.97	30,023.03	39%
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:	1,072,944	0.00	0.00	19,476.97	19,476.97	1,053,467.03	2%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 16 Of 22

Period Ending 9/30/2024

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	

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 17 Of 22

Period Ending 9/30/2024

Expenses Totals:	1,502,600	0.00	14,638.64	92,403.17	92,403.17	1,410,196.83	6%
30 WATER FUND Revenues Over/(Under) Expenses:			20,604.74	10,989.22	10,989.22		

Section 3, Item a.

Budget vs Actual

Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	800,000	0.00	72,913.71	218,393.39	218,393.39	(581,606.61)	27%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-360-0000 INTEREST INCOME	0	0.00	0.00	977.19	977.19	977.19	
40-380-0000 MISCELLANEOUS INCOME	100	0.00	0.00	218.35	218.35	118.35	218%
40-390-1000 CIP - WWF	19,500	0.00	0.00	0.00	0.00	(19,500.00)	
Revenues Totals:	821,600	0.00	72,913.71	219,588.93	219,588.93	(602,011.07)	27%
Expenses							
40-820-0200 SALARIES/WWF	155,000	0.00	0.00	27,105.90	27,105.90	127,894.10	17%
40-820-0201 OT/BONUS - WASTEWATER	9,000	0.00	0.00	852.86	852.86	8,147.14	9%
40-820-0500 PAYROLL TAXES/WWF	11,000	0.00	0.00	2,135.48	2,135.48	8,864.52	19%
40-820-0600 SHORT&LONG TERM DISABILITY	815	0.00	37.21	111.63	111.63	703.37	14%
40-820-0700 RETIREMENT/LIFE INS/WWF	16,000	0.00	0.00	1,659.68	1,659.68	14,340.32	10%
40-820-0900 MEDICAL INS/WWF	32,328	0.00	2,694.00	8,082.00	8,082.00	24,246.00	25%
40-820-1100 TELEPHONE/WWF	7,000	0.00	499.17	1,494.72	1,494.72	5,505.28	21%
40-820-1200 PROPANE/SHOPS	3,750	0.00	170.19	170.19	170.19	3,579.81	5%
40-820-1250 GENERATOR FUEL-WWTP/LS	3,250	0.00	0.00	160.74	160.74	3,089.26	5%
40-820-1300 WWTP ELECTRICITY	60,000	0.00	5,046.86	14,000.04	14,000.04	45,999.96	23%
40-820-1350 WW ELECTRICITY-GENERAL	25,000	0.00	2,153.74	6,511.27	6,511.27	18,488.73	26%
40-820-1600 MAINTENANCE/LS/WWF	12,000	0.00	1,301.83	1,410.76	1,410.76	10,589.24	12%
40-820-1700 WW PLANT MAINTENANCE	16,500	0.00	12,035.60	15,924.87	15,924.87	575.13	97%
40-820-2000 SLUDGE REMOVAL/WWF	17,000	0.00	790.05	2,488.71	2,488.71	14,511.29	15%
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	38.00	38.00	962.00	4%
40-820-2400 ENGINEERING	30,000	0.00	2,090.00	8,060.00	8,060.00	21,940.00	27%
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-2700 TRACTOR MAINT/OPR/WWF	5,000	0.00	178.49	425.26	425.26	4,574.74	9%
40-820-2800	3,000	0.00	143.10	486.93	486.93	2,513.07	16%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
BUSHHOG/MOWERS/M/O/WWF							
40-820-2850 EQUIPMENT MAINTENANCE	10,000	0.00	0.00	0.00	0.00	10,000.00	
40-820-2900 EQUIPMENT/TOOLS/WWF	2,000	0.00	0.00	1,321.15	1,321.15	678.85	66%
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	16,000	0.00	1,013.13	2,472.71	2,472.71	13,527.29	15%
40-820-3200 OFFICE SUPPLIES/WWF	2,500	0.00	400.69	938.64	938.64	1,561.36	38%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	236.72	1,243.18	1,243.18	2,756.82	31%
40-820-3400 SAFETY EQUIPMENT	1,500	0.00	917.19	1,271.99	1,271.99	228.01	85%
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	3,000	0.00	87.28	87.28	87.28	2,912.72	3%
40-820-4100 MISS UTILITY/WWF	500	0.00	18.40	52.90	52.90	447.10	11%
40-820-4300	100	0.00	0.00	0.00	0.00	100.00	
CONNECTIONS/INSTALLATIONS/WWF							
40-820-4600 SUPPLIES/TESTING/WWF	3,500	0.00	153.20	3,119.06	3,119.06	380.94	89%
40-820-4900	2,500	0.00	0.00	0.00	0.00	2,500.00	
CHLORINATOR/DECHLOR/WWF							
40-820-4950 WWTP CHEMICALS	50,000	0.00	292.73	2,577.11	2,577.11	47,422.89	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	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-5300 DUES/WWF	2,000	0.00	0.00	1,485.00	1,485.00	515.00	74%
40-820-5400 INSURANCE/WWF	18,500	0.00	6,164.53	6,164.53	6,164.53	12,335.47	33%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	88.14	143.52	143.52	1,356.48	10%
40-820-7900 TRAINING/PLANT OPR	1,500	0.00	777.51	1,076.51	1,076.51	423.49	72%
40-820-8000 CONTRACTED LAB TESTING	35,000	0.00	8,144.02	17,523.02	17,523.02	17,476.98	50%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	3,408.00	3,408.00	3,408.00	342.00	91%
WASTEWATER DEPT Totals:	584,493	0.00	48,841.78	134,003.64	134,003.64	450,489.36	23%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 20 Of 22

Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0002 CIP-WASTEWATER	0	0.00	0.00	19,476.98	19,476.98	(19,476.98)	
40-998-0007 TRANSFER TO WASTEWATER RESERVES	9,607	0.00	0.00	0.00	0.00	9,607.00	
40-998-0050 CAPITAL IMPROVE PLAN RESERVES	19,500	0.00	0.00	0.00	0.00	19,500.00	
CAPITAL ITEM EXPENSE Totals:	29,107	0.00	0.00	19,476.98	19,476.98	9,630.02	67%

Section 3, Item a.

Budget vs Actual

Town of Warsaw
10/8/2024 4:46:59 PM

Page 21 Of 22

Period Ending 9/30/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	208,000	0.00	0.00	0.00	0.00	208,000.00	
DEBT SERVICE Totals:	208,000	0.00	0.00	0.00	0.00	208,000.00	

Section 3, Item a.

Budget vs Actual

Town of Warsaw
 10/8/2024 4:46:59 PM

Page 22 Of 22

Period Ending 9/30/2024

Expenses Totals:	821,600	0.00	48,841.78	153,480.62	153,480.62	668,119.38	19%
40 WASTEWATER FUND Revenues Over/(Under) Expenses:			24,071.93	66,108.31	66,108.31		

Section 3, Item a.

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **9/1/24** **9/30/24**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 2,049.22
Principal Received During Period	\$ 1,378.98
Interest Received During Period	\$ 54.09
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 1,433.07
Disbursement to Warsaw	
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	\$ 3,432.29

Balance: \$26,687.09

Available to lend:
\$16,687.09

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 5,685.09	YES
2	Pitts - #235	\$ 453.07	\$ 0.00	REPAID
3	Moore - #237	\$ 530.00	\$ 4,676.01	YES
4	Dunbrooke LLC - #242	\$ -	\$ 6,275.35	YES
5	IRF	\$ -	\$ 468,750.00	YES
6	Cleary - #251	\$ 300.00	\$ 8,077.61	YES
7				
		\$ 1,433.07	\$ 493,464.06	

Joseph N. Quesenberry
Town Manager

Melissa W. Coates
Assistant Town Manager

Julia Blackley - Rice
Clerk – Treasurer

Sean L. Peterson
Chief of Police

Sands Anderson Law Firm
Town Attorney



COUNCIL MEM Section 5, Item b.

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Vice Mayor*

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Jonathan English

Ralph W. Self

Mary Beth Bryant

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: Joseph N. Quesenberry, Town Manager

DATE: 10/10/2024

RE: Town Manager's Report

Dear Council Members,

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

1. Road Diet Update – Route 360

As you can see during your travels within Town, Route 360 repaving is currently underway. Paving should be complete within one more week, and the new markings for the road diet traffic pattern will be permanently installed at that time. If temperatures maintain consistent levels above 40 degrees at night, the Town will be able to install new crosswalks as planned. If not, the project will be delayed until Spring.

2. Website Upgrades

We are pleased to announce that the new Town website is now online! With the former website reaching 10 years old, we are proud to now have the most modern website in the

Region. Please take a moment to review the new website when you can and to pass along any comments or questions that you may have.

3. Enterprise Zone Expiration Update

Town staff recently submitted our Enterprise Zone renewal application for Warsaw. According to DHCD records, businesses within the Town and County have received nearly \$1,000,000 in state incentives within the past five (5) years alone, making it the most vital tool in our arsenal for economic development efforts, with Town businesses accounting for well over \$800,000 of that number. The application was arduous, and we learned that we were the only locality to request an extension, meaning Northumberland, Lancaster, and Westmoreland, as well as the various Towns within those Counties, will lose their Enterprise Zone programs as of January 1st. If we are approved for renewal, we will be the only locality in outside of the Eastern Shore, Southside, and Southwest Virginia to have this incentive. We hope this program will continue to be a success for our locality.

4. Town Bucks Program

Within our budget line of economic development, we have created a Town Bucks program that allocates \$25 per household for 300 households within the Town and County to be able to use at 26 businesses within our community for the holidays. With the popularity of the County program that's now expired, and with the businesses requesting that we do a program like this, we have embarked on this project to help our residents during difficult times, and to help our local businesses by driving commerce and trade. The Town Bucks event will be held Tuesday, October 22nd, 2024 at the Warsaw Town Hall from 3PM to 6PM. Please share the word and make sure your neighbors, friends, and family come by Town Hall to retrieve their \$25 Town Bucks voucher! Please see the Town Bucks attached to this report.

5. Healthy Harvest Food Bank Tour

Mrs. Coates and I had the pleasure of touring the Healthy Harvest Food Ban facilities this month and were amazed at what an asset this is to our community. Mr. Hazzard and Mrs. Cole did a great job of showing us their operations, educational facilities, etc. Their main concern stems from water and sewer fees, which were working with them on a solution to meter their effluent versus their water consumption so that we may ensure the fairest billing possible. We're also working with them on a volunteer day, where our staff members volunteer there in lieu of working. We look forward to working on that initiative in the future.

6. Factory Tour

Town, County, and PDC Officials recently toured a regional factory in hopes of having them relocate to Warsaw. We are currently working with VEDP on an incentive package and hope to provide updates in the near future.

7. Upcoming Events

- a. Trunk-or-Treat will once again be held by the WRCMSP on Thursday, October 31st from 5PM to 7PM at the Warsaw Town Park. Both our office staff and I will be handing out candy on behalf of the Town, and our Chief of Police will be handing out candy on behalf of the Police Department. We hope to see a large crowd once again!

- b. Warsaw Fest will be held this Saturday from 9AM to 4PM at the Warsaw Town Park. Please visit the WRC Chamber of Commerce website for more details and for parade registration. A free concert by local favorites Blackthorn Shillelagh will follow the event, to be held at the Oyster Shoals Concert Hall. Town staff and Council members must be at Town Hall prior to 1:25 PM to board the parade float. Parking for staff and Council members may be found at the Town Office.

- c. Christmas Town will be held on Saturday, December 14th from 1PM to 9PM. The WRCMSP will be holding a night Christmas Parade at 6PM along their normal parade route on that same day. I will be making a Christmas Town presentation at next month's meeting.

- d. Election Reminder – This is a reminder that the Town Council Election will be held during the State and National Election Day on Tuesday, November 5th, 2024. Details are as follows:

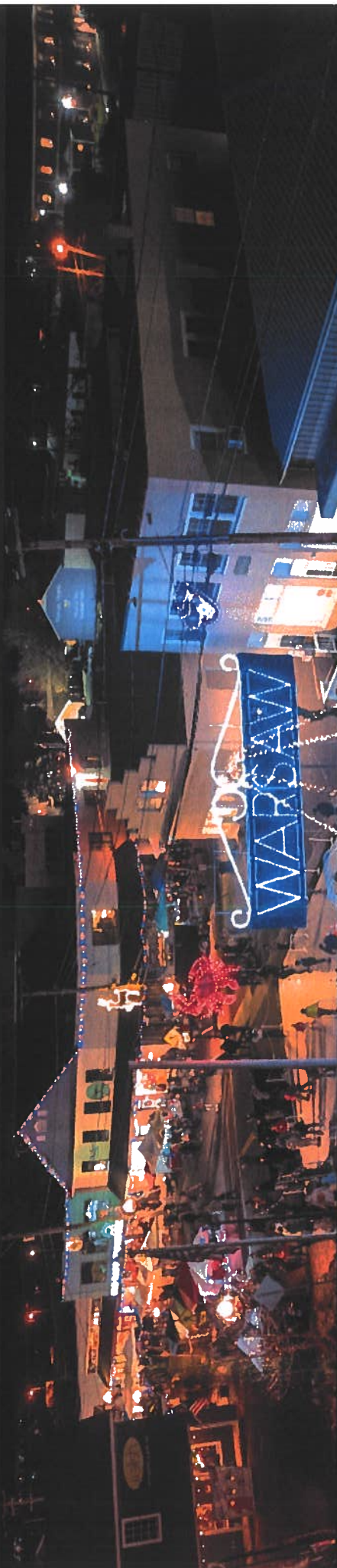
Town Resident Voting Area
Public Meeting Room
101 Court Circle
6AM to 7PM



TOWN BUCKS



VALID FROM : OCTOBER 22 - DECEMBER 14, 2024



VALUE
\$25

SPONSORED BY THE
WARSAW TOWN COUNCIL



WARSAW

SUPPORTING LOCAL BUSINESSES



804-333-3737



VALID FOR ALL TOWN OF
WARSAW & RICHMOND
COUNTY RESIDENTS

Section 5, Item b.



WARSAW

TOWN BUCKS

\$25 TOWN BUCKS GIVEAWAY!
GOOD AT MOST LOCAL SMALL
BUSINESSES!

Tuesday, October
22nd

3PM to 6PM

Pick Up Location
Warsaw Town Hall
78 Belle Ville Lane

TOWN BUCKS MAY BE SPENT
FROM OCTOBER 22ND TO
DECEMBER 14TH, 2024

FIVE \$100 WINNERS WILL BE
ANNOUNCED BY TOWN
COUNCIL!

SUPPORTING OUR RESIDENTS & BUSINESSES

Questions? Please call email Ellen Copeland at
ecopeland@town.warsaw.va.us

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 MEM Section 5, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

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

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 10/10/2024

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily influent flow for September – 186,200 gal. A decrease of 11,300 gals. from the month of August average daily flow.

Maximum influent flow for August – 204,000 gals. A decrease of 21,400 gal. from the month of August max flow.

For September, the average effluent Total Nitrogen (TN) concentration was 2.72 mg/l, within the limits of our permit.

For September, the average effluent Total Phosphorus (TP) concentration was 0.28 mg/l within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant filter compressor motor was replaced, and compressor was returned to service. Plant Staff continues to work diligently on the treatment plant site appearance.

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

Ordered our necessary laboratory supplies.

Completed and submitted our monthly operations report.

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>

The Treatment Plant Staff assisted with residential trash collection and recording water meter readings. Plant effluent samples taken and tested for the month of September met all requirements as to our permit discharge limits.

-Water Department

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

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

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

Water department also check sewage/pump stations each day.

Started gathering materials for servicing/MA on all Town owned generators.

Began work on the upcoming Warsaw Fest parade float.

-Refuse Department

For the month of August town staff made 18 trips to the landfill totaling 143.19 tons or 286,380 pounds of trash.

Truck #10 had a hydraulic leak, and the tailgate sensor had to be adjusted, staff fixed, and truck is back on the road.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Replaced all summer banners with fall.

Grass cutting the median strips, along with all Town owned facilities.

Watering of all hanging baskets and flowerpots.

Took care of the bathrooms and grounds of the Town Park.

Replaced all hanging baskets plants with winter plantings.

Preparing for fall decorations and gearing up for Warsaw Fest.

Monthly Water Loss Report

Section 5, Item d.

Water System: **Town Of Warsaw**

For the Month of: **September** Year: **2024**

Water Produced this month: **6,268,400** gallons

Water Purchased this month: **0** gallons

A: Total Water Produced and Purchased = 6,268,400 gallons

Bulk Water Sales **6,114,708** gallons

Total Sold = 6,114,708 gallons

B: Difference: (Produced+Purchased) - Sold = 153,692 gallons

% Difference = 2 % total water loss

Gallons of Water Accounted For:

Breaks (Estimated Total)	0	gallons
Hydrant Flushing	0	gallons
Storage Tank/Clearwell overflow	0	gallons
Fire Hydrant Use	0	gallons
Fire Department Use	3,000	gallons
Leak adjustments	0	gallons
Maintenance shop	0	gallons
Sewer jetting	0	gallons
Town watering flowers	2,000	gallons
Office/Police Dept.	8,000	gallons
Pool	0	gallons
Amount in storage tanks	0	gallons
		gallons

C: Total Gallons Accounted For = 13,000 gallons

Loss: Unaccounted-for Water: (B-C) = 140,692 gallons

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

30 days in billing period

Gallons / Day Loss = 4,690 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



- DOC- STATE RESPONSIBLE FELON 1
- FEDERAL 238
- GLOUCESTER 98
- HOME ELECTRONIC MONITORING 1
- KING WILLIAM 1
- LOCAL RESPONSIBLE MISDEMEANANT PENDING 1
- MID PEN RJ-Middlesex 2
- NORTHUMBERLAND 11
- PRE-TRIAL 30
- RICHMOND 18
- SPOTSYLVANIA 2
- U.S. Marshal - Alexandria 29
- U.S. Marshal - Baltimore 1
- U.S. Marshal - DC District 40
- U.S. Marshal - DC Superior 9
- U.S. Marshal - Norfolk 37
- U.S. MARSHAL - RALEIGH 8
- U.S. Marshal - Richmond 105
- U.S. MARSHAL MIDDLE DIST. N.C. 9
- WESTMORELAND-NNRJ 58

AMERICAN RECOVERY PLAN ACT (ARPA) - TOWN OF WARSAW PROPOSED BUDGET

Revenues \$770,875 (Payment #1)	Expenditures
\$770,875 (Payment #2)	
TOTAL - \$1,541,750	TOTAL - \$1,541,750

Items - Payment #1	Total Cost	Total Disbursed as of 10/09/2024	Remaining
Remote Water Meter Reading System	\$0		
Community Market Matching Funds	\$100,000	\$30,747.44	\$69,252.56
VDOT TAP Sidewalk Project - First Contribution (FY 2022)	\$200,000	\$200,000.00	\$ -
Comprehensive Plan Update	\$55,133	\$55,133.22	\$ - remaining \$4,866.78 used for website overhaul (<i>\$1000 FT / \$500 PT</i>)
COVID Bonuses	\$12,500	\$12,500.00	\$ -
ADA Outdoor Playground Equipment	\$23,550	\$23,550.00	\$ -
Town Vehicle - Parks & Rec / Admin / Conferences / Back Up Vehicle	\$36,079	\$36,079.30	\$ -
The Bounds - Parking Lot Improvements	\$34,200	\$34,200.00	\$ - remaining \$300 used for website overhaul
Christmas Town Bonuses	\$5,000	\$5,000.00	\$ - remaining \$500 used for website overhaul
Police Department Computer Upgrades	\$19,172	\$19,172.02	\$ -
Well #3 Pump Removal and Replacement	\$74,720	\$74,720.00	\$ -
Main Street Improvements	\$235,000	\$228,265.26	\$ 6,734.74
Public Works Vehicle	\$37,199	\$37,199.13	\$ -
Purchase Laptop	\$1,712	\$1,712.00	\$ -
Joint Tourism Venture (NNPDC/Richmond County)	\$0		\$ -
	\$834,265		
Items - Payment #2			
VDOT TAP Sidewalk Project - Second Contribution (FY 2023)	\$463,119	\$463,119.00	
Well Replacement	\$76,882	\$35,415.74	\$ 41,465.97
Website Overhaul	\$5,667	\$5,667.00	\$ -
Clock Reconstruction & Welcome Plaza	\$0		\$ -
The Bounds - Irrigation, Seeding, Lighting, Stormwater Controls, Creek Overlook, Walking Paths	\$161,818	\$161,818.00	\$ -
	\$707,485		
REVENUE-DISBURSEMENT=REMAINING	\$1,541,750.00	\$1,424,298.11	\$117,451.89

HOUSING REHAB PROGRAM DESIGN

Warsaw Housing Rehabilitation Project

CDBG# 23-23-14

October 2, 2024

**Funded By
The Virginia Department of Housing and
Community Development**

Table of Contents

Section 1: Program Objective and Guidelines 3-4
 Program Objective3
 Program Guidelines 3-4
 Section 2: Program Staffing.....4
 Section 3: Program Eligibility 5-8
 Eligibility for Assistance5
 Project Area Eligibility5
 Income Eligibility 5-6
 Property Eligibility..... 6-7
 Ownership Eligibility of Owner-Occupied.....8
 Ownership Eligibility of Investor-Owned8
 Section 4: Application Process 9-10
 Solicitation of Applications9
 Application Period 9-10
 Section 5: Structures Eligible for Housing Rehabilitation Assistance..... 10-12
 Property Rehabilitation Standards10
 Substantial Reconstruction..... 11-12
 Lead Based Paint (LBP).....12
 Section 6: Financial Assistance Available..... 12-13
 Owner-Occupied Assistance12
 Investor-Owned Assistance13
 Relocation Assistance13
 Section 7: Contracting Procedures 13-15
 Contractor Solicitation13
 Contractor’s Qualifications 13-14
 Pre-Bid Activities.....14
 Bidding Process14
 Contracting Process 14-15
 Section 8: Construction Process..... 15-16
 Pre-Construction Conference.....15
 Inspections15
 Progress Payments 15-16
 Section 9: Home Maintenance Education Program16
 Section 10: Security, Loan Servicing and Non-Occupancy.....17
 Security Requirements17
 Loan Servicing.....17
 Non-Occupancy17
 Section 11: Complaint and Appeals Procedure 17-18
 Section 12: Program Design Amendments18

By-Laws of the Housing Rehab Advisory Board Attachment 1
 Project Area Map Attachment 2
 Complaint and Appeals Procedure..... Attachment 3
 Income Limits Attachment 4

Section 1: Program Objective and Guidelines

PROGRAM OBJECTIVE

The objective of the **Town of Warsaw Town Council** and the Housing Rehabilitation Advisory Board is to provide safe, sanitary, and affordable housing in a suitable neighborhood living environment for the residents participating in the **Warsaw Housing Rehabilitation Project**. The housing rehabilitation program will provide financial and technical assistance to qualified residents—who are not financially able to resolve their housing deficiencies—to repair and maintain their homes and ensure lasting benefits for at least 10 years.

PROGRAM GUIDELINES

The **Warsaw Housing Rehabilitation Project** will operate in accordance with written guidelines which have been established as local policies and procedures for the implementation of the housing rehabilitation effort and adopted by both the **Warsaw Town Council** and the Housing Rehab Advisory Board. Every family and individual will be treated with fairness and consistency. The adopted program standards will apply equally to each program applicant.

The **Warsaw Town Council** will appoint five (5) members to the Housing Rehab Advisory Board to assist the Project Manager in overseeing all program activities and to assure that they are carried out fairly and in conformance with the program design. At a minimum, the Housing Rehab Advisory Board will consist of one (1) **Town Council Member**, one (1) **Town Council staff representative**, and one (1) non-benefiting neighborhood resident. The Housing Rehab Advisory Board will a) review the program design and advise the **Town Council** on necessary revisions during the course of implementation; b) serve in an advisory capacity in reviewing application and work write-ups for bidding and contract award; c) review the current list of eligible contractors for bidding on the project; and d) assist **The Town of Warsaw** in securing additional participation from potential applicants and qualified contractors (*see Attachment 1: By-Laws of the Housing Rehab Advisory Board*).

Basic guidelines of the program are outlined below:

- a. Project related non-construction cost (e.g. application intake and processing, inspections, blower door tests, etc.) will be limited to 10 percent of construction cost. Inspection and specification writing are considered non-construction cost. Loan closing and servicing costs are considered construction costs.
- b. The program will not benefit moderate-income persons to the exclusion of low-income persons.
- c. The program will not prioritize beneficiaries in such a manner as to discriminate against minority, elderly, large families and female-headed households.
- d. The program will not require first lien position.
- e. The program will not require contractors to be bonded if adequate credit is established.
- f. The program will execute a rehabilitation contract for all units, which include work specifications, dollar amount of contract, lead-based paint certification and federal contract inserts concerning Equal Opportunity.

- g. The documents securing the applicable lien on the rehabilitated property will require the occupants of the property to participate in a housing maintenance education and training program.

Section 2: Program Staffing

The Project will be implemented by the following positions:

PROJECT ADMINISTRATOR – The **Northern Neck Planning District Commission** will be designated as the CDBG Project Administrator and will be responsible for the overall implementation and the management of the housing rehabilitation program. It will oversee the initial DHCD HQS inspection and oversee the Rehabilitation Specialist, including revisions and approvals of change orders. All positions involved in the project will report directly to the Project Administrator, and the Project Administrator will receive and process complaints as well as record minutes of the monthly meetings.

HOUSING REHABILITATION SPECIALIST – **Tian Construction Group, LLC** will be designated as the Housing Rehabilitation Specialist and will be responsible for the quality and cost control of construction. Specific duties include initial property inspection, completing blower door testing, work write-ups cost estimates, preparation of master Specifications, job specifications bid packages (both rehabilitation and substantial reconstruction), assist with: pre-qualification of contractors, pre-bid and preconstruction conferences, issuing addenda, bidding, recommendations for contract award, construction inspections, change order approval, pay request approval, and closeout of individual projects. In addition, the housing Rehabilitation Specialist will be responsible for obtaining electrical certifications, certifying that housing quality standards violations have been alleviated, and providing lead-based paint certification, asbestos and radon inspection reports to the Project Administrator, and warranties of equipment installed to the homeowners. The Rehabilitation Specialist will assist in the review of the completed work write-up with the property owner and tenant, in the case of rental property, securing a signature from the property owner indicating approval of the proposed improvements.

The Rehabilitation Specialist is also expected to attend Project Management Team and Rehabilitation Advisory Board meetings. The Rehabilitation Specialist will inspect properties designated as relocation resources located in the **Town** to determine if they are decent, safe and sanitary dwellings.

NEIGHBORHOOD REPRESENTATIVES

A non-benefiting neighborhood resident will serve as the Neighborhood Representative on the Housing Rehab Advisory Board and assist in securing applications for housing rehab and serve as a liaison between the Housing Rehab Advisory Board and the management team.

Section 3: Program Eligibility

ELIGIBILITY FOR ASSISTANCE

The eligibility of an applicant shall be determined on the basis of the individual's income, as well as the property location, individual's term of residency or ownership of the property and ability of the property to be rehabilitated. The program will not benefit moderate-income persons to the exclusion of low-income persons. It will not prioritize beneficiaries as to discriminate against large families or female-headed households.

An applicant or tenant must meet the following eligibility “tests”:

PROJECT AREA ELIGIBILITY

The **Warsaw Housing Rehabilitation Project includes five “scattered sites” homes in the Town** (see Attachment 2: Project Map). The applicant must reside in a targeted property or own rental property within the project service area in order to apply for financial assistance for the rehabilitation of their unit.

INCOME ELIGIBILITY

The adjusted gross family income cannot exceed 80 percent of the latest available area median income by family size as issued annually by the U.S. Department of Housing and Urban Development at <https://www.huduser.gov/portal/datasets/il.html> (See Attachment 4)

NOTE: Maximum Income limits will be revised annually as income levels are released by HUD and the current low-moderate income limits will be used.

Adjusted gross family income is defined here as all income from any source to any person residing in the applicant property. Income from wages, salaries, tips, alimony, investment income and interest, retirement, social security, SSL veterans administration, public assistance such as unemployment compensation, welfare, food stamps, aid-to-dependent children and other sources of public assistance will be included in total annual income.

Income Exclusions include:

- a. Income of children under 18 years of age, foster care payments, medical reimbursements, live in aid;
- b. Scholarships, hostile fire pay, training payments, disabled PASS, gifts and housing assistance payments;
- c. Income of an occupant who is 18 years and under or is a full time student and is not the primary income recipient will be deducted from the gross income to determine adjusted gross income.

Non-recurring income will be deducted from gross income to determine adjusted gross income. Examples of this income are the sale of property, stock, one-time survivor benefits, etc.

Additions and deletions from household income will be determined in accordance with Section 8 guidelines.

Income Deletions include:

- a. \$480 for each dependent under the age of 18 years of age; does not include head of household or spouse.
- b. \$400 for any elderly *household* (age 62 years of age or older).
- c. Medical expenses in excess of 3 percent of annual income for handicapped or elderly households.

Both checking and savings bank accounts will be verified to determine if applicant exceeds maximum cash assets of \$25,000. Applicants whose income is between 50 to 80 percent of the median income established for Rehabilitation by HUD Section 8 Income Guidelines will be ineligible for rehabilitation assistance if they have in excess of \$25,000 in reserve, thereby permitting the structure to be rehabilitated without CDBG assistance.

Ten percent (10%) of liquid assets or actual interest earned shall be added to the income in determining eligibility. Current estimated annual book value of second or additional automobiles less than four years old will be added to the assets in determining eligibility.

Applicants will be provided a copy of *Items Needed for Housing Applications* which details the information they should bring with them when they come in to complete an application for assistance.

PROPERTY ELIGIBILITY

Property eligibility includes those structures “Suitable for Rehabilitation” that are not deteriorated beyond the point that they can be brought up to HUD Section 8 Housing Quality Standards (HQS), including VDHCD Supplemental Rehab Standards, within the allowable \$125,000 in financial assistance available under this program. Properties defined as “Unsuitable for Rehabilitation” are defined as substandard units in such poor condition that it is not structurally nor financially feasible to rehabilitate to Section 8 and Supplemental Rehab Housing Quality Standards within the \$125,000 per unit. Housing units “Unsuitable for Rehabilitation” also include units to be razed within the Project Area to remove deleterious use and blight. “Unsuitable for Rehabilitation” is further defined as a residential structure which has major structural conditions due to inadequate original construction or has failing foundation, floor, wall, ceiling, roof and exterior systems. The Housing Rehabilitation Specialist will document specific conditions and make a determination that more than 50 percent of the structure must be demolished in order to comply with the housing quality standards.

Exceptions to the \$125,000 limit may be granted by VDHCD if items are identified as bid alternates.

Qualified Exceptions include:

- a. Bathrooms;
- b. Wells, septic, water and/or sewer connections;
- c. Accessibility improvements for disabled persons;

- d. Changes to the footprint of the house as needed (including relief of overcrowded situations);
- e. Actual lab costs for evaluation of lead dust tests; and
- f. Property demolition as part of a substantial reconstruction.

The total cost of these exceptions, however, must be documented and cannot cumulatively exceed \$20,000 over the basic rehab cost (\$125,000 maximum) or basic substantial reconstruction cost (\$150,000 maximum). Demolition costs are a separate, standalone budget item, but must be reasonable in cost as determined by the Rehab Specialist.

Housing rehabilitation may be considered if the property owner is financially capable of providing the funds required to make up the deficit in the \$125,000 CDBG maximum assistance level and the amount required to accept the lowest responsible bid. The property owner would be required to provide the funds to the **Town** for escrow prior to contract execution with the construction contractor. The amount of funds in escrow would reflect additional funds (10 percent of rehabilitation contract amount) potentially required for change orders as deemed appropriate by the Rehabilitation Specialist. If there were cost savings incurred during the rehabilitation work, the program and property owner would realize these savings proportionately.

Assistance will not be available to travel trailers or properties determined by the Housing Assistance Coordinator to be squatter shacks whereby residency has been established haphazardly and posthaste in order to take advantage of this financial assistance. In order to receive assistance the dwelling must be a year-round residential unit.

Debris removal is a pre-construction requirement to participate in the housing rehabilitation program. Property owners will be required to clear the exterior and interior rehabilitation site of all identified trash, debris, inoperable vehicles and derelict structures prior to receiving rehabilitation assistance. If the owner is elderly or handicapped and cannot physically clear the property or arrange for the removal of the debris, the work will be added to the rehabilitation work write-up and included as part of the contractors' bid package and the subsequent lien on the property.

OWNERSHIP ELIGIBILITY OF OWNER-OCCUPIED

The housing rehabilitation program is available to single-family owner-occupied structures. The applicant legally owns the property and maintains it as his/her principal residence. A principle residence is defined for purposes of this program as the housing unit in which the individual lives for a minimum of nine (9) months out of the year. **Owner-occupants are required to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster.**

OWNERSHIP ELIGIBILITY OF INVESTOR-OWNED

The rehabilitation program is also available to single-family and multi-family rental structures within the target area. For multi-family structures participating in the rehab program, at least 51 percent of the units must be occupied by LMI households. CDBG expenditures will be made only in proportion to the number of units set aside for LMI persons. The applicant must legally own the property. Investor-owners of substandard properties will qualify regardless of the investor-owner's income, as long as the units are and will continue to be occupied by LMI tenants.

The rehabilitated properties must be rented to low- and moderate-income occupants, as defined by current HUD Section 8 Income Guidelines, within six (6) months of completed rehabilitation. Displacement of an existing tenant not meeting the income standards by the investor-owner will not be allowed to make his property eligible for participation in the rehab program. A landlord is prohibited from charging a tenant more than 35% of his adjusted annual income for rent and utilities for a structure assisted under this program. Investor-owners will be prohibited from unduly raising their rents. An annual percentage increase will be reviewed by the Housing Rehab Advisory Board and allowed for documented increased cost related to taxes and insurance as long as the rent plus utilities does not exceed more than 35 percent of the LMI tenant's adjusted gross annual income.

The investor-owner will be required to sign an agreement with the **Town** specifying he/she will abide by these rent controls for the term of any lease signed during the lien's term. Investor-owners are required to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster. Rental properties which become vacant during the lien's term must be rented within three months of vacancy or the loan will be due and payable. Extensions may be granted if the Housing Assistance Coordinator is furnished sufficient evidence documenting good faith efforts to rent the property were initiated immediately upon property availability and are ongoing. During the term of the loan it is the responsibility of the investor-owner to notify the Housing Assistance Coordinator immediately when the unit becomes vacant and to have the potential tenant submit an application to verify income eligibility.

The Town of Warsaw's priority is to rehabilitate owner-occupied single-family houses, followed by single-family rental properties, and lastly multi-family dwellings. Homes that are a threat to life or safety will be addressed first. Homes lacking indoor plumbing will be addressed second.

Section 4: Application Process

SOLICITATION OF APPLICATIONS

Access to submit applications will be afforded to all persons regardless of age, disability, or income. A citizen meeting will be held to provide information on the program to residents within the target area. Additionally, brochures describing the program will be distributed to property owners and residents. Households with literacy problems will be visited to explain the program. A statement regarding the Provision of the Privacy Protection Act of 1976 will be provided each applicant with the assurance that their rights under the Act will be abided by.

Each applicant will be required to provide a statement indicating the names and ages of all household occupants, who will reside in the assisted property.

APPLICATION PERIOD

Applications for LMI owner-occupied housing assistance will be accepted during the initial neighborhood meeting that will outline the housing rehabilitation program and the application procedure. Eligible applications will be scored according to the system shown below. Applications will be ranked based on the number of accumulated points.

<u>Family Characteristics</u>	<u>Points</u>
Female Headed household (1 or more children)	1
Each Dependent Child	1
Elderly (62 years)	2
Disabled (other than elderly)	2
Very low-Income (below 50 percent of median)	2
 <u>Structure Characteristics</u>	
Occupied	1
Moderate Repairs Required	1
Significant Repairs Required	2
Lack Indoor Plumbing	5
Life-Threatening Conditions	5

Following determination of income eligibility and housing Board approval, the Housing Assistance Coordinator will provide the Rehabilitation Specialist with a list of homes for inspection including blower door testing and development of a work write-up with owners' signature and a cost estimate. The Rehabilitation Specialist will also prepare the bid packages. The Housing Rehab Advisory Board will be provided with a summary of each applicant and rehabilitation job for its approval prior to notifying contractors for bidding.

The applicant must establish clear title to the property. The owner will have to provide a copy of the deed or mortgage. The owner could, however, provide proof of control of the property if he or she has made payments of property taxes and insurance for a period of three (3)

years immediately preceding application submission. Life estate rights are an acceptable form of ownership, but shall be recorded whenever feasible prior to execution of the loan documents. If title issues arise after the household has been ranked or if the beneficiary is otherwise not ready to proceed promptly, the Housing Rehab Advisory Board may proceed to the next “rehab ready” property owner on the list and return to the higher ranked beneficiary when he or she is ready.

The Housing Assistance Coordinator will determine and document whether an applicant has an emergency situation and will be given priority. Properties found to be lacking complete indoor plumbing will also receive priority ranking.

Applications will be taken on an on-going basis as long as funds are available. As a part of the intake process, applicants will be informed that if their application is denied, they will be notified in writing of this decision and that they have fifteen (15) days from receipt of the notice to make a written appeal to the Grant Manager. Applicants will be informed of the TDD number for the hearing impaired and offered assistance by staff in making written appeals at their request. The Grant Manager will review the facts of the case and respond to an appeal within fifteen (15) days. The Grant Manager may arrange another review of the application by the Housing Rehab Advisory Board.

Contractual Agreements specifying the responsibilities of all parties will be executed prior to the issuance of a Notice to Proceed. Documents, which will be executed, include the deed of trust, promissory note, or loan agreement, if applicable, and the three-party construction contract. All beneficiaries will receive the applicable documents regardless of their ability-to-pay.

Section 5: Structures Eligible for Housing Rehabilitation Assistance

PROPERTY REHABILITATION STANDARDS

All units receiving rehabilitation improvements are restricted to the correction of deficiencies as determined by the DHCD housing Quality Standards (Section 8 Inspection Checklist) and in accordance with the Virginia Department of Housing and Community Development’s Supplemental Rehab Requirements for termite control, chimney safety, debris and trash removal, electrical components function, safety and weatherization, etc.

All properties receiving assistance will be inspected by the Rehabilitation Specialist in adherence to the Property Rehabilitation Standards of this Program. The **Town’s** CDBG Project Manager, or his designee, will be responsible for an initial inspection of all properties eligible for rehabilitation assistance prior to the development of bid packages. All properties rehabilitated will be brought into compliance with DHCD Housing Quality Standards and VDHCD’s Supplemental Rehabilitation Requirements. **Cosmetic improvements will be minimized and related to correcting substandard conditions. Under no circumstances are items such as dens, garages, pools, greenhouses, decks, or extraneous landscaping to be provided with funds from this program.**

SUBSTANTIAL RECONSTRUCTION

If, during the implementation of the housing rehabilitation program, the grant-receiving locality qualifies a family in a dilapidated dwelling which is determined “Unsuitable for Rehabilitation”, the locality will seek VDHCD approval to substantially reconstruct the house on the same site at a cost not to exceed \$150,000 after all other options, including relocation have been fully explored and documented as infeasible. Substantial reconstruction will be pursued only upon written approval from VDHCD. The established policy of VDHCD for substantial reconstruction noted below will be followed:

1. The occupants of the house must be the owner of the property or have life rights to the property.
2. The \$150,000 limit of CDBG funds excluding exceptions for water, sewer, and large family bedrooms.
3. Strategies such as rehabilitation and relocation must be explored and documented as unfeasible before using this option.
4. Dwelling must meet the definition of “Unsuitable for Rehabilitation” per the Program Design.
5. In the case where a contractor has physically begun rehabilitation and discovers that conditions are worse than expected, making the property “Unsuitable for Rehabilitation” by the local definition, the locality may terminate the contract and proceed with “substantial reconstruction “after submitting and having approved a written request to VDHCD which explains the situation.
6. For properties which are determined to be “Unsuitable for Rehabilitation” following the submission of the application to DHCD or during the course of the project, but prior to actual construction, the following process **MUST** be followed:
 - a. The Rehab Specialist must prepare a written itemized cost estimate of the repairs needed to bring the house to Section 8 Housing Quality Standards and the cost must clearly exceed the limitations in the Program Design, or the Rehab Specialist must document that a structural condition exists which clearly causes the property to meet the definition of “Unsuitable for Rehabilitation” as set forth in the Program Design.
 - b. The Rehab Specialist must prepare plans and specifications for the proposed substantially reconstructed house, and either prepare an itemized cost estimate or secure bids from contractors and suppliers of the cost of the proposed house.
 - c. Information concerning newly constructed houses either in the neighborhood or in similar neighborhoods which are comparable to the proposed substantially reconstructed house must be secured. The information should include the cost, square footage, acreage, and amenities.
 - d. A statement from an appraiser or someone experienced in real estate and familiar with the local housing market must be obtained to assess the estimated value of the proposed substantially reconstructed house, including land.
 - e. The cost of the proposed substantially reconstructed house **MUST**:
 - f. Be **LESS** than the estimated cost of rehabilitating the existing house;
 - g. Be **20 percent LESS** than the price of comparable newly constructed houses; and

- h. Be LESS than the estimated market value of the property including land after reconstruction.
 - i. A worksheet MUST be submitted to DHCD which provides the cost comparisons listed above. Attached to the worksheet MUST be 1) the rehab cost estimate (or description of the structural defect making the property unsuitable for rehabilitation), 2) the comparable newly constructed house information, 3) the basis for the cost estimate of construction of the reconstructed house, and 4) a copy of the statement of the projected appraised value of the reconstructed house.
7. The substantial reconstructed home must be stick built.

LEAD-BASED PAINT (LBP), ASBESTOS AND RADON

Lead-Based paint may be found in properties constructed prior to 1978 and any owner and tenant of such properties will be appropriately notified of this potential health hazard, especially for children under the age of seven (7). Action will be taken during the rehabilitation process to comply with the federal lead-based paint regulation found in 24 CFR part 35.

As part of the overall housing rehabilitation services, **Tian Construction Group, LLC** will perform lead risk assessment services. Additionally, all rehab contractors will be required to have Lead Renovation, Repair, and Painting Certification; as well as Lead Safe Work Practices Certification. Furthermore, in the event of a temporary relocation; the Rehabilitation Specialist will complete a “LBP Clearance Report”, which shall precede the date of the household’s return to the home. In addition, the temporary relocation resource (place/address) will be documented for the rehab case file by the Rehab Specialist. The above approach will also apply to asbestos present in the home and radon, following the new guidelines being implemented by the Virginia Department of Housing and Community Development.

Section 6: Financial Assistance Available

OWNER-OCCUPIED ASSISTANCE

Assistance to income-eligible owner-occupants interested in housing rehabilitation will be provided through the Project. Income-eligible owner-occupants of the Project Area interested in housing rehabilitation assistance will be provided a forgivable loan for a **five (5) year term at 0 percent interest. A lien must be recorded and tied to a note.**

INVESTOR-OWNED ASSISTANCE

If an investor-owner wishes to participate in the CDBG assistance, the program will improve the property to DHCD Housing Rehabilitation Standards (HRS) expending no more than \$125,000. The landlord will contractually agree to rent the units to LMI tenants for a 15 - year period. The program will rehabilitate the unit to HRS standards. A lien will be placed on the property securing the 15 - year loan at 0 percent interest with 100 percent of the cost forgiven over the term of the loan. Landlords must have an eligible tenant in residence within 6 months of the property being rehabilitated; or else they will be required to repay the loan in full immediately,

minus any amount forgiven to date. Properties receiving Section 8 Rental Assistance will not be considered for this project.

RELOCATION ASSISTANCE

Temporary relocation may be required in a limited number of rehabilitations where the property will require substantial rehabilitation or major rehabilitation. Temporary relocation assistance of up to \$1,000 per household (within the project’s budget) will be provided to the occupants in finding and paying for a temporary relocation resource, such as a motel, and/or for reasonable moving expenses, or for an on-site storage trailer used to store the occupants’ personal property.

Section 7: Contracting Procedures

CONTRACTOR SOLICITATION

General contractors will be solicited by the Rehabilitation Specialist and the Grant Administrator to participate in the Housing Rehabilitation Project via newspaper advertisement and direct correspondence to contractors who are currently working in this area or have been pre-qualified for housing rehab projects. Public notices and outreach efforts will be made to solicit participation of local, female-owned and minority businesses.

CONTRACTOR’S QUALIFICATIONS

Contractors must be Commonwealth of Virginia Class A or B registered. Minimum liability insurance requirements are at least \$100,000 property damage and \$300,000 personal injury. Contractors will also be required to demonstrate creditworthiness. A list of approved contractors will be established and approved by the Housing Rehab Advisory Board. Additional pre-qualified contractors may be added to the list with Advisory Board approval during the course of the project. No contract will be awarded to a contractor until he/she has met all qualifications criteria.

Failure to perform under and comply with the terms of the construction contract will be documented by the Rehabilitation Specialist. The Housing Rehab Advisory Board can vote to bar a contractor from future bidding based on staff recommendation and/or public complaint. A correspondence to the contractor from the Rehabilitation Specialist and Project Manager will be sent by certified mail detailing the problems and the specific reasons for this action.

PRE-BID ACTIVITIES

An informational meeting will be held by the Rehabilitation Specialist for interested contractors, both prime and sub. All Federal, State, and local guidelines and requirements will be discussed. HUD Section 8 Housing Quality Standards, master specifications, bidding procedures, work process and payment schedules will be reviewed. The rehab projects will be grouped together in phases for bidding purposes in the most effective manner to ensure timely implementation of the program.

BIDDING PROCESS

All work and materials will be procured through competitive bidding. Bid packages will be provided to all contractors which will include detailed bidding procedures for contractor to follow in preparing and submitting their bids, and rehabilitation specifications with cost estimates. No prime contractor may have more than two (2) jobs under construction at any one time, although, the Housing Board may waive this limitation at its discretion based on the size of the company, the contractor's work experience and ability to complete the jobs in a timely fashion. The Rehab Specialist will conduct a mandatory walk-through of the structure under consideration for bid.

In the event no acceptable bid is received for a particular house, the **Town** may request authority from VDHCD to negotiate a noncompetitive contract with the lowest responsible bidder. The Housing Assistance Board will review and approve the bids prior to the award of the contracts.

CONTRACTING PROCESS

The Property Owner, Contractor, and the **Town** will enter into a construction contract, which includes an agreement, general conditions, and Federal contract conditions. All local and state licenses and permits will be required for each job. All work must be completed **within sixty (60) days of the contract date, or within ninety (90) days for a substantial reconstruction project**. Extensions of this time period are subject to the Rehab Specialist's approval and shall be for causes beyond the contractor's control such as inclement weather or material availability.

Change orders are deletions or additions to the specifications made through an addendum to the rehabilitation contract. Change orders will be initiated only by the Rehabilitation Specialist for work that was not foreseen prior to construction (conditions obscured by walls, floors, etc.). Change orders will not be executed without signed authorization and agreement of the specified work and cost by the Homeowner, Contractor, and Housing Rehabilitation Specialist. Any and all change orders that involve CDBG funds must be approved by VHCD prior to their execution.

During contract execution, the Contractor will be required to submit a Disclosure Statement and will be provided a Monthly Register of Assigned Employees and a Monthly Register of Contractors, Subcontractors and Suppliers which must be completed and provided to the Rehabilitation Specialist during each month he is working on the job.

Section 8: Construction Process

PRECONSTRUCTION CONFERENCE

After bids have been received and a contract has been awarded to the lowest responsible bidder, the Rehab Specialist will arrange a walk-through of the property with the owner and/or tenant and the contractor to insure that all work to be done is understood between the parties, that pertinent questions are answered, that the owner/tenant and the contractor are acceptable to each other, that the schedule of work is acceptable to all parties, and to discuss any disruption of

utilities, removal of debris by the homeowner or tenant, and clean-up responsibilities. Homeowner preference in colors and styles shall be clarified and documented. Disagreements about the work to be performed shall be resolved by the Rehab Specialist.

INSPECTIONS

The Rehabilitation Specialist will make periodic inspections, at a minimum of once a week. An inspection will be made at approximately 50 percent completion in order to authorize partial payment to the contractor for work completed and approved. At the conclusion of the rehabilitation, the Rehab Specialist shall perform a final inspection to make sure that construction activities are completed to his satisfaction and in compliance with the construction contract. Any work items not completed to the Rehab Specialist's satisfaction shall be enumerated on a punch list and delivered to the contractor. Once the contractor has completed the items on the punch list, another inspection shall be performed to ensure completion.

PROGRESS PAYMENTS

Payment will be made according to the drawdown schedule specified in the construction contract. If the homeowner refuses to sign for the release of the final payment, the Project Manager may sign for the homeowner in cases where the refusal is not related to the contract. Portions of work completed and progress payments will be based upon complete work items, not materials delivered to the project, start-up costs, or partial completions. Payments to contractors will be made within thirty (30) days of inspections for work performed.

Release of the final payment will not be made until the Rehabilitation Specialist has received all of DHCD's required contractor paperwork.

Contractor Paperwork required:

- a. Electrical inspection report by a certified electrical inspector;
- b. Exterminator Inspection/Treatment Report;
- c. Chimney Inspection Report; if applicable;
- d. Initial and Final Blower Door Test Reports;
- e. Initial and Final DHCD HQS Inspection Reports, signed and dated;
- f. Progress Inspection Reports;
- g. Payment Approval Inspection Reports;
- h. Punch List Inspection Reports;
- i. Electrical Inspection Report;
- j. Building Permit;
- k. Building Code Inspection Report per CABO;
- l. Affidavit of Release of Liens;
- m. Affidavit of Payment of Debts and Claims; and
- n. Register of Contractors, Subcontractors and Suppliers.

Section 9: Home Maintenance Education Program

It is mandatory that the occupants of each household receiving housing assistance participate in a Town-sponsored housing maintenance education and training course in order to receive instruction and direction in the day-to-day use and routine maintenance of the newly provided facilities and improvements, housekeeping matters, and household budgeting. The program will include two booklets, which provide information covering the three areas listed above. The education program will either be one-on-one training or include formal classes to disseminate information.

All beneficiaries will be required to participate in one form of the educational program following participation in the assistance program.

Home Maintenance Education guidelines:

- a. All households must have one adult present for the entire training session. Each training session shall be "hands on" in nature and take at least four hours, including one hour on budgeting.
- b. There is no exemption for elderly households or households receiving less than \$10,000 in assistance. If a homeowner is physically unable to attend the home maintenance education class, then the training shall be offered at the homeowner's residence.
- c. Sign-in sheets must be used to document attendance by beneficiaries.
- d. When submitting the associated drawdown request, the **Town** shall submit an agenda that outlines the topics covered during the training class, the names of the individual(s) who taught each topic and length of time allocated to each topic, the sign-in sheet and a list of all tools, cleaning supplies and handouts, including warranties, given to the attendees.

Section 10: Security, Loan Servicing and Non-Occupancy

SECURITY REQUIREMENTS

All properties rehabilitated with funds from the CDBG program will be secured with a lien (deed of trust) granted to the **Town of Warsaw**. Owner-occupants of the improved property must agree that if the property is sold, transferred, or otherwise conveyed any time before **the lien's 60-month term** elapses; then they are obligated to repay the full loan amount.

NON-OCCUPANCY

In the case of non-occupancy due to the death or institutionalization of the owner, the heirs have three options. The heirs may pay in full remaining indebtedness and the lien will be removed by the **Town**. Secondly, a family member who qualifies as a low to moderate income (LMI) household may assume the obligation, enter into an agreement with the **Town** and reside in the property as an owner. The third option allows the heirs to rent the property to a qualified LMI family. New lien documents would be executed with the heirs to establish their obligations.

Section 11: Complaint and Appeals Procedure

The complaint and appeals procedure (*see Attachment 3: Complaint and Appeals Procedure*) will be reviewed and adopted by the Housing Rehab Advisory Board, which will review the program and all complaints. A copy of the written procedure will be given to all applicants, beneficiaries and contractors.

Throughout the construction process (prior to final job close-out) homeowners are encouraged to discuss with the Rehabilitation Specialist or Grant Manager any concerns or problems regarding workmanship or construction activities. The Rehabilitation Specialist will facilitate problem resolution between the parties to the contract. If a solution cannot be achieved informally, the parties will be advised to submit their complaint, in writing, to the Grant Manager within fifteen (15) days.

Once a job is officially closed out and the one-year warranty period is in effect, the homeowner should address complaints, in writing, directly to the responsible contractor.

Contractor complaints, disputes and appeals about bids or awards must be submitted in writing as specified in the Invitation to Bid and be in compliance with Virginia Public Procurement Act. Complaints, disputes, or appeals related to building construction and codes may involve use of the County's Board for Building Code Review and Appeals. The Grant Manager must investigate any written complaints and appeals. They must be addressed within fifteen (15) days of receipt and resolved within thirty (30) days.

All complaints and appeals are to be responded to in writing. The response must include an explanation of the reason(s) for the decision reached, information on the next step in the appeals process and how many days from the receipt of notice the complainant has to appeal any decision. Appeals of the Grant Manager's decision should be addressed, in writing, to the

Housing Rehab Advisory Board. Appeals of the Rehab Board’s decision should be addressed to the local Chief Administrative Official. Appeals of that decision should be addressed to the local governing body.

If a complaint cannot be satisfactorily resolved, DHCD will be notified. Final Appeals should be addressed, in writing to DHCD. The appeal should include a copy of all correspondence that has taken place to date. The appeal should identify the problem and the desired solution. DHCD will investigate the complaint and respond in writing in a timely manner. All involved parties will be copied.

A record of all written complaints, appeals and decisions must be kept in the contract files at the office of the Grant Manager.

Section 12: Program Design Amendments

During the implementation of the housing assistance program, **Town** staff responsible for the project may find it necessary to make minor changes and refinements as the program proceeds. Examples of these administrative decisions would be annual updates of the Section 8 income Guidelines and the interpretation of eligible income adjustments. If a major alteration to the program design is deemed necessary to better achieve the intent of the program, the staff will provide the proposed changes to the Housing Rehab Advisory Board and the **Warsaw Town Council** for consideration and adoption. Items constituting a major change in the program would include modification of the types of assistance to be provided or the eligibility criteria for assistance. Any major change will be submitted to VDHCD for review and approval. The housing assistance program will be implemented to assure that consistent and equitable assistance is provided to all program participants.

ATTACHMENT 1: By-Laws of the Housing Rehab Advisory Board

ATTACHMENT 2: Project Area Map

ATTACHMENT 3: Complaint and Appeals Procedure

ATTACHMENT 4: Income Limits

The Warsaw Housing Rehabilitation Project Design has been reviewed and duly adopted at the regular meeting of the Warsaw Town Council on this ____ day of _____, 2024.

Josephy N. Quesenberry, Town Manager
Town of Warsaw

Date

**BYLAWS OF THE HOUSING REHAB ADVISORY BOARD
WARSAW HOUSING REHABILITATION PROJECT**

ARTICLE I – THE BOARD

SECTION 1. Name of the Board. The name of the Board shall be the “Housing Rehab Advisory Board.”

SECTION 2. Purpose of the Board. The purpose of the Board shall be to:

- 1. Recommend policies and procedures that govern the Housing Rehabilitation Program of the **Warsaw Scattered Site Housing Rehabilitation Project**.
- 2. Approve contractors to perform work related to the program.
- 3. Approve applicants seeking program assistance.
- 4. Award construction contracts to complete the work as necessary to rehabilitate and produce housing units within the project area to the Department of Housing and Community Development (DHCD) Housing Rehabilitation Standards (HRS).
- 5. Address and act on written complaints or disputes that may arise during the grant implementation. The Board will render a written response to the party filing the complaint.
- 6. Take other action, as permitted by the **Town of Warsaw Town Council**, as necessary and related to the Housing Rehab Program Design in the Project Area.

SECTION 3. Office of the Board. The office of the Housing Rehab Advisory Board shall be in the **Town of Warsaw Administration Building**, but the Board may hold its meetings at such place and times as it may designate.

SECTION 4. Board Members. The governing body of the Housing Rehab Advisory Board shall be appointed by the **Town Council** and consist of a minimum of five members including one member of the **Town Council**, the **Warsaw Town Manager**, and a representative from the community.

ARTICLE II – OFFICERS

SECTION 1. Officers. The officers of the Housing Rehab Advisory Board shall be a Chairman and Vice-Chairman.

SECTION 2. Chairman. The Chairman shall preside at all meetings of the Housing Rehab Advisory Board and have the authority to call special meetings for any purpose. The Chair shall have authority to carry into effect all directions of the Housing Rehab Board and shall have general supervision of the business of the organization. The Chair will serve as liaison with the **Town Council**.

SECTION 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Housing Rehab Advisory Board shall select a new chairman.

SECTION 4. Election or Appointment. The Chairman and Vice-Chairman shall be elected by the members of the Housing Rehab Advisory Board and shall hold office for the term of the project, or until their successors are elected and qualified.

SECTION 5. Vacancies. Should the office of Chairman and/or Vice-Chairman become vacant, the Board shall elect a successor from its membership at the next regular meeting.

ARTICLE III – MEETINGS

SECTION 1. Regular Meetings. Regular meetings of the Housing Rehab Advisory Board shall be held monthly, or as necessary to conduct project business. The Project Manager or Chairman shall call the meetings. All meetings will take place at the **Town of Warsaw** Administration Building unless members are otherwise notified.

SECTION 2. Special Meetings. The Project Manager or Chairman of the Housing Rehab Advisory Board may, when deemed expedient, call a special meeting of the Board for the purpose of transacting any business designated in the call.

SECTION 3. Quorum. The powers of the Housing Rehab Advisory Board shall be vested in the members. The presence of at least 3 of the 5 appointed members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn until a quorum is obtained. When a quorum is in attendance, action may be taken by the Housing Rehab Advisory Board upon a vote of a majority of the members present. Upon vote, each member including the Chairman shall have one vote.

SECTION 4. Attendance. Members are expected to attend all meetings and should notify the Recorder of any absence in advance.

SECTION 5. Recorder. The Recorder, a staff member of the Northern Neck Planning District Commission or his/her designee, shall have the responsibility for keeping the minutes of the meetings, recording all votes, and providing a record of the proceedings of the Housing Rehab Advisory Board to the **Town of Warsaw** and Department of Housing and Community Development in keeping with their standards.

SECTION 6. Order of Business. At the regular meetings of the Housing Rehab Advisory Board, the following shall be the order of business:

1. Roll Call
2. Reading/Approval of minutes of previous meeting
3. Bills and Communications
4. Unfinished Business
5. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Housing Rehab Advisory Board.

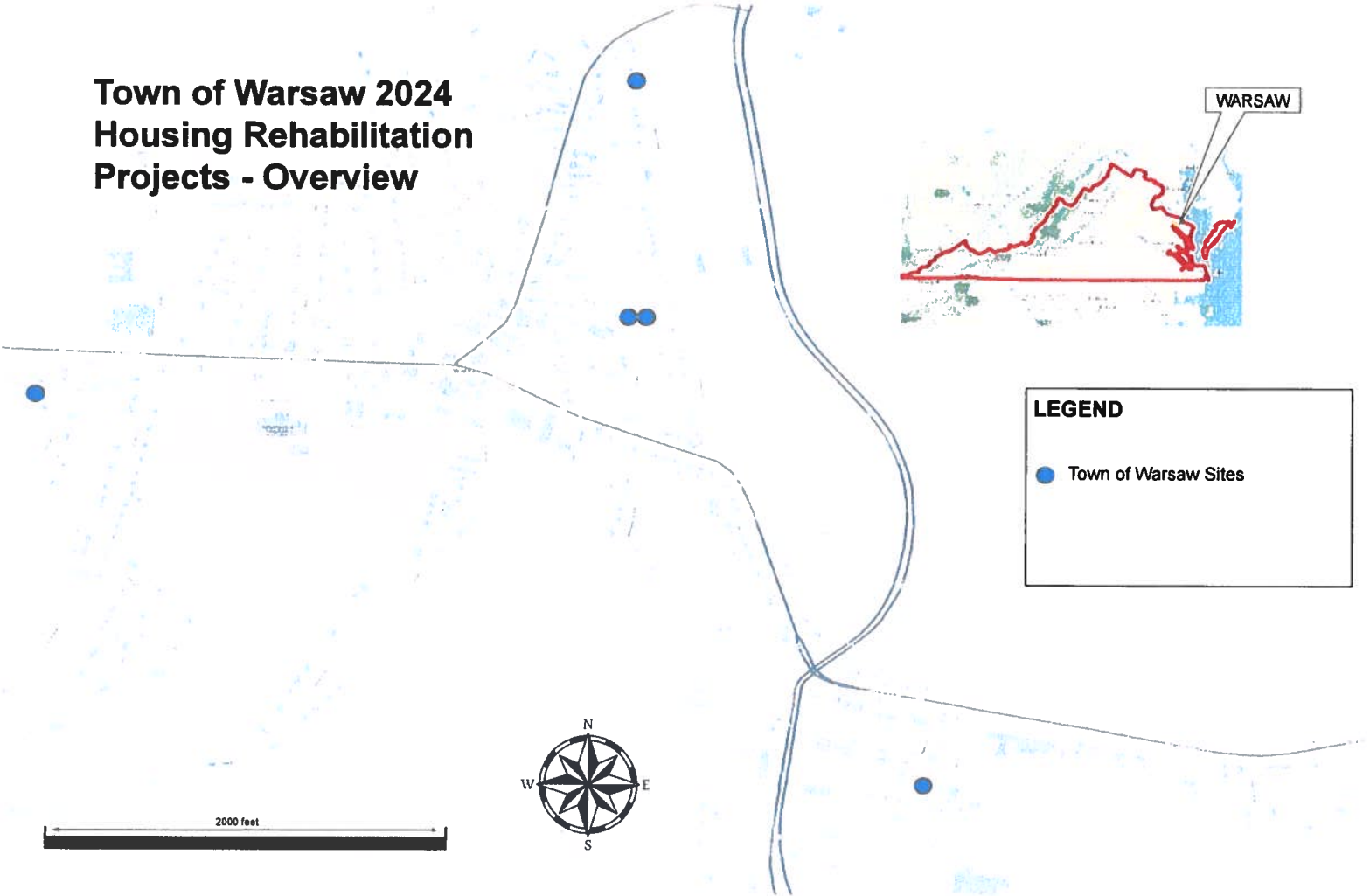
ARTICLE IV – AMENDMENTS

Amendments to the Bylaws. The Bylaws of the Housing Rehab Advisory Board shall be amended by a majority vote of the members present at a regular or special meeting of the Housing Rehab Advisory Board provided that a quorum is present, but no such amendment shall be adopted unless at least five (5) days written notice thereof has been previously given to all the members of the Board.

ARTICLE V – PARLIAMENTARY PROCEDURE

Parliamentary Procedure. *Robert's Rules of Order* shall govern the conduct and procedures at all meetings of the Housing Rehab Advisory Board.

Town of Warsaw 2024 Housing Rehabilitation Projects - Overview



COMPLAINTS AND APPEALS PROCEDURES

During the rehab program, it is probable that homeowners and/or contractors will make complaints. The Rehab Board will follow its written policy for handling disputes and complaints. This policy will be given to each applicant and contractor. The policy is as follows:

1. During the intake and application process, applicants will be informed that if their application is denied, they will be notified in writing that they have thirty (30) days from receipt of such notice to make a written appeal to the Program Administrator. The Program Administrator will review the appeal and issue a written response within fifteen (15) business days. If necessary, the appeal will be further reviewed by the Housing Rehab Board, before a final decision is made.
2. Throughout the construction process (prior to final completion), homeowners and tenants are encouraged to discuss any problems or concerns regarding the program or activities to the appropriate persons, as follows: (a) If a complaint involves construction activities or workmanship, the Rehab Specialist will facilitate problem resolution between parties to the contract; (b) If a complaint involves program design, CDBG regulations, or related policies, the Program Administrator will address these issues. After discussion of such issues, if a solution cannot be achieved, the complainants will be advised to issue a written complaint to the Program Administrator within fifteen (15) days. All written complaints and appeals will be addressed within fifteen (15) days of receipt and resolved within thirty (30) days.
3. Upon final completion, a one (1) year warranty period will go into effect, as described in the Contract Documents. Homeowners are instructed to make complaints directly to the contractor who performed work on their property (Contact information will be provided by the contractor). If the parties are unable to resolve their problems, the homeowners should issue a written complaint to the Program Administrator within fifteen (15) days. The Program Administrator will notify the locality's appropriate officials to resolve the situation.
4. Contractor complaints or disputes that cannot be resolved verbally with the Rehab Specialist must be submitted in writing to the Program Administrator. Such complaints will be reviewed by the Program Administrator and Rehab Specialist, and they may be brought before the Grantee's administrator and/or Rehab Board. Any complaints or appeals will be resolved within fifteen (15) days in a written response to the parties involved.
5. The Program Administrator will respond to all written complaints and appeals in writing and will include an explanation of the reason(s) for the decision reached, information on the next step in the appeals process, and a specified date by which the complainant must appeal the decision. Appeals of the Program Administrator's decision shall be addressed to the Rehab Board; appeals of that decision shall be addressed to the locality's appropriate official; and appeals to that decision shall be addressed to the Town Council or Board of Supervisors. Final appeals shall be addressed, in writing, to the DHCD Community Representative. The appeal will include a copy of all the correspondence that has taken place to date. The appeal will identify the problem and the desired solution. DHCD will investigate the complaint and respond, in writing, in a timely manner. All parties involved will be copied. Documentation of complaints will be kept on file in the Program Administrator's office.
6. If the complainant requires assistance in putting his or her complaint in writing, the Program Administrator will make assistance available. The same is true for appeals.

THE COMPLAINTS PROCESS

DENIED APPLICATION

Write the Grant Administrator

Jerry W. Davis, AICP
Executive Director
Northern Neck Planning District Commission
P.O. Box 1600, 457 Main Street
Warsaw VA 22572
(804) 333-1900
Email: jdavis@nnpdc17.state.va.us

DURING CONSTRUCTION

Call the following person that pertains to your complaint

Housing Rehab Specialist: Tian Construction Group, LLC, Phone: (929) 353-9244
Building Official: Clayton Woolard, Phone: (804) 333-3415
Program Administrator: Alex Eguiguren, Phone: (804) 333-1900

If the issue(s) cannot be resolved verbally, write to the Program Administrator: Alex Eguiguren, P.O. Box 1600, Warsaw VA 22572, or aeguiguren@nnpdc17.state.va.us

AFTER CONSTRUCTION

*****One (1) Year Warranty*****

1st: Call the Contractor
2nd: Call the Rehab Specialist: Tian Construction Group, LLC, Phone: (929) 353-9244
3rd: Write to the Program Administrator: Alex Eguiguren, P.O. Box 1600, Warsaw VA 22572, aeguiguren@nnpdc17.state.va.us

THE APPEALS PROCESS

If you would like to appeal a decision made by the Program Administrator:

1st: Write to the Housing Rehab Board: 78 Belle Ville Ln, Warsaw, VA 22572
2nd: Write the Town Manager: Joseph N. Quesenberry, 78 Belle Ville Ln, Warsaw, VA 22572, (804) 333-3737, jquesenberry@town.warsaw.va.us
3rd: Write the Town Council: Town of Warsaw, 78 Belle Ville Ln, Warsaw, VA 22572
4th: Write DHCD: Elizabeth Boehringer, Main Street Centre, 600 E. Main St., Suite 300, Richmond, VA 23219



FY 2024 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2024 Income Limits Summary

FY 2024 Income Limit Area	Median Family Income Click for More Detail	FY 2024 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Richmond County, VA	\$86,100	Very Low (50%) Income Limits (\$) Click for More Detail	27,550	31,500	35,450	39,350	42,500	45,650	48,800	51,950
		Extremely Low Income Limits (\$)* Click for More Detail	16,550	20,440	25,820	31,200	36,580	41,960	47,340	51,950*
		Low (80%) Income Limits (\$) Click for More Detail	44,100	50,400	56,700	62,950	68,000	73,050	78,100	83,100

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2024 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2024 [Fair Market Rent documentation system](#).

RESOLUTION

**APPOINTMENT OF HOUSING REHABILITATION
BOARD FOR THE TOWN OF WARSAW
(DHCD GRANT NUMBER 23-23-14)**

WHEREAS, certain actions are required by the Virginia Department of Housing and Community Development (DHCD) as part of Grant Number **23-23-14**; and

WHEREAS, Project management for this grant requires the establishment of a Housing Rehabilitation Board to oversee implementation of the Housing Rehabilitation Program associated with the Grant;

NOW, THEREFORE, BE IT RESOLVED by the Town of Warsaw Town Council this _____ day of _____, 2024, that, a Housing Rehabilitation Board is established for the purposes of overseeing implementation of the Housing Rehabilitation Program associated with DHCD Grant Number 23-23-14 and the following persons are appointed to such Board with such service running concurrent with the duration of the DHCD Grant:

Name	Association
1. Randall L. Phelps	Mayor, Town of Warsaw
2. Ogle E. Forrest, Sr.	Council Member, Town of Warsaw
3. Joseph N. Quesenberry	Warsaw Town Manager
4. Melissa W. Coates	Warsaw Assistant Town Manager
5. Clay Woolard	Richmond County Building Inspector

Adopted on _____, 2024.

Date Received:
10/1/24



Economic Incentive Grant Application

Applicant Information

1. Applicant Name Timika L Croxton
DR First M.I. Last
Carolyn Crockett @crox
2. Applicant Phone Number (804) 450-1806 / (804) 724-3307
3. Applicant Mailing Address P.O. Box 1676 Warsaw, VA 22572
4. Applicant Physical Address 88 Main St. Warsaw, VA 22572
5. Applicant Email Address timika.fontaine76@gmail.com
ccrockett123@yahoo.com
6. Business Name Hummingbird Learning Center LLC
7. DUNS Number _____
8. Business Tax Identification Number 99-4627346
9. Number of Full-Time Employees (Current) 2 (Proposed) _____

10. Number of Part-Time Employees (Current) 1 (Proposed)

11. How long has the business been in operation? just starting

12. Estimate your current (if existing) or proposed gross sales: \$ See proposal

Supplemental Comments and Questions

13. What is the Primary Function / Purpose of the Establishment?

The primary purpose will be to provide diverse childcare services that foster the development of an all-encompassing program that values consistency, dedication, promotes safety, the development and education of each child via play, curriculum and play.

14. In what ways do you think this will benefit the Town of Warsaw?

This learning center will benefit the town because there are only a couple of childcare facilities in the area that have waiting list. There is a rise of childcare with not enough facilities in the area

15. In what ways do you plan to initially fund your operation?

The childcare center will be funded through social services child care subsidy program and out of pocket childcare fees if parents don't qualify for program. The owners will also contribute out of pocket start up fees along with community sponsorship and other grants.

16. In what ways do you plan to fund your operation after the rent-free year?

Through grants, subsidy program (Social Services)
and out of pocket parents cost.

Acknowledgments

Do You Acknowledge the Following (Circle Yes or No):

- a) That You Will be Required to Work with Both the SBDC and Chamber per Terms of Contractual Agreement? YES / NO
- b) That You Must Sign on to a Two (2) Year Lease? YES / NO
- c) That any Breach of Contract Will Result in Financial Restitution to the Town of Warsaw? YES / NO

The applicant is reminded that this application shall be considered public record of the Town of Warsaw.

JAC I am the authorized agent (Please Initial)

9 / 11 / 24

Date

Jemika L. Croft

Signature of Applicant

Property Information

1. Property Street Address 84 Main St Warsaw, VA 22572

2. Property Tax Map Number 16A2(A)4A

3. Property Zoning Designation C-1

4. Property Description (*Acreage & Assessed Value*) _____

5. Building Square Footage 1400

6. Vacant Square Footage 1400

7. Is the Building Equipped for a Specific Purpose? (Restaurant, Paint Shop, etc.)

No

8. Other Information (Liens, Structural Issues, etc.)

NONE KNOWN