



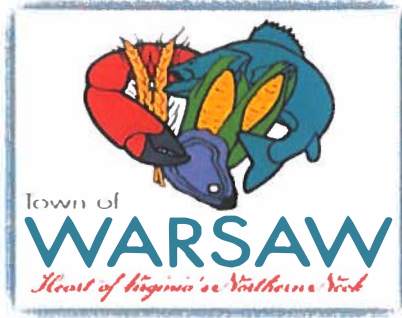
Town Council Meeting Agenda

January 09, 2025 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Election of Officers - Mayor, Vice-Mayor**
4. **Appointment of Council Committee Assignments & Planning Commission Liaison**
5. **Approval of Consent Agenda**
 - [a.](#) Agenda
 - [b.](#) Minutes – December 2024
 - [c.](#) Financial Report – December 2024
6. **Rappahannock Community College Presentation - Dr. Shannon Kennedy**
7. **Public Comment**
8. **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
9. **Old Business**
 - [a.](#) Rhodes Place & Broadus Creek Development
 - [b.](#) Reports
 - i. 74 Main Street
 - ii. Well Replacement Project
 - iii. DHCD Housing Project
10. **New Business**
 - [a.](#) EIP Application - Beauty Bungalow, LLC
11. **Council Members - Closing Comments**
12. **Adjournment**



Town Council Agenda

January 9th, 2025 – 6:00 P.M.

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

The Warsaw Town Council held their regular meeting and a joint public hearing with the Warsaw Planning Commission on Thursday, December 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, Rebecca Hubert, Jonathan English, and Mary Beth Bryant. Councilmembers absent: Faron Hamblin. Planning Commission Members Present: Chairwoman Molly Barbee, Daphne Palmore, Carey Allen, and Town Council Liaison Mary Beth Bryant. Planning Commission Members Absent: Vice-Chairwoman Regis Slaw.

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

Also present: There were approximately 23 others present in the Council Chambers.

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA:

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

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

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

Vice-Mayor Yackel moved to enter closed session in accordance with Virginia State Code Sections 2.2-3711A (5) and 2.2-3711A (8) as it relates to Prospective Business and Legal Matters of the Virginia Freedom of Information Act. The motion was seconded by Councilman Forrest and carried with the following votes:

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

To re-enter the regular session of the meeting, Mayor Phelps called for a roll call vote to certify that the only items discussed in closed session were prospective business and legal matters. The

roll call vote certifies that they only discussed matters cited in the motion to enter closed session and legally permitted to be so discussed in the Virginia Freedom of Information Act subsections cited in the motion to enter closed session. The roll call votes are as follows:

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

There was no action out of closed session.

PUBLIC HEARING – SUBDIVISION APPLICATION SUBMISSION – RHODES PLACE & BROADUS CREEK DEVELOPMENT

Mayor Phelps opened the public hearing by reading the public notice that was published in the Northern Neck News. After reading the notice, Mayor Phelps invited the developer, Mr. Gregory Packett, to make a presentation to the Town Council and the public about his proposed project.

Mr. Mike Fiore, with the engineering firm ARM Group and Mr. Gregory Packett, developer, presented information outlining the details of their proposed subdivision. Mr. Fiore began by stating this project has been in the planning stages for several years. A plan of development has been prepared and reviewed by The Berkley Group (consultants) and the Town. The proposed plan incorporates many of the ideas suggested in the sessions with The Berkley Group. The project is called Rhodes Place and Broadus Creek Developments. There are two projects contained in one area. The proposal calls for a rezone of all land holdings proposed for this development under the Town’s Traditional Town (TT) Overlay district and would adhere to the Town’s DMO and density bonus provisions. The intent of this project is to create a residential community that is diverse and would appeal to young couples and individuals essential for employers, young professionals and families, growing families looking for more room or better house, empty nesters looking to downsize, retirees looking for more relaxed living, individuals looking for a pedestrian friendly community. Mr. Fiore stated the project would be in line with the Town’s comprehensive plan goals. The details of the project were outlined as the following: property is approximately 63.16 acres less 1.08 acres of wetland and steep slopes, 85 single family residential lots, 68 villas (5 or 4 multi-unit buildings), and 168 apartments/condos. The project includes preservation of natural resources, sidewalks on one side of street with ADA access, pedestrian friendly pathways connecting parks and community spaces, trail connection to Town and Main Street, green spaces, boulevard entrance for Broadus Creek with landscaping, entrance for Rhodes Place, emergency access entrance between Broadus Creek and Rhodes Place, bus stop, cluster mailboxes per USPS, Town standard light poles and street signs at intersections in Broadus Creek, house pole lamps have automatic photovoltaic lighting systems, limited tree clearing provisions, and community clubhouse and pool complex. The GMO – Density Bonus allows 3 to 8 units per acre. Project average density is 5.22 units per acre. After Mr. Fiore completed his portion of the presentation, Mayor Phelps opened the floor to Planning Commission members and Town Council members for questions. Councilman English asked for

Mr. Fiore to explain the density provision. Mr. Fiore stated the ordinance is very specific about a variety of things that the ordinance wants to see to maintain a quality of the development. It outlines whether the developer is willing to invest in making the development the highest quality in terms of the Town's expectations. The density provision could outline smaller lots for instance so the developer could have more houses in the project. After discussion amongst Town Council regarding the presentation so far, Mayor Phelps turned the floor over to Mr. Packett to continue the presentation. Mr. Packett spoke to his reasons and history for embarking on this project. Back in 2009, the Town and Richmond County partnered to start a revitalization project. They knew that change was needed. Out of the study that was completed by Frazier Group, Mr. Packett stated the main intersection in town the heart. Until the heart started pumping, the arteries wouldn't flow and the project needed to start at the heart first. Groups like the Main Street Program were put in place to help with revitalization efforts and Mr. Packett did what he could to help. The revitalization efforts have exploded the Town and Mr. Packett thinks the Town had done a marvelous job as the energy that has been created here is substantial. As the incentives have been here it has helped the Town grow, but Mr. Packett believes one of the first big steps in the process was the Town Park. Mr. Packett wanted to help get rid of the blight when he started acquiring the first parcels of this proposed project area. Mr. Packett hears from members of our community and farther away about the need for housing in Town. Mr. Packett addressed the burden that this housing development may place on the schools. Based on the number of students currently attending Richmond County Schools that live outside of Richmond County, it seems that this development wouldn't place any extra burden. Traffic would be impacted of course with this being the gateway. This is a US highway and there is an intersection of two US highways in Town. There is also other development occurring in areas of the Northern Neck that will also bring traffic to town. Mr. Packett provided information he calculated on how this development would impact revenues for the Town such as real estate tax, personal property tax, meals tax, utility billing fees, etc. After Mr. Packett concluded his presentation, Mayor Phelps opened the floor to questions from Town Council members and Planning Commission members. Mayor Phelps asked Mr. Packett to walk the town through the timeline of Phase 1. Phase 1 is predominantly single-family homes on the Rte. 3 side of the development area. However, Mr. Packett said that it is possible to see the villa style homes to be built at the same time. Mayor Phelps said that everyone has heard that no one is going to buy these homes, where are these people going to come from to purchase, etc. Mayor Phelps asked Mr. Packett to expand on how he sees market demand. Mr. Packett responded that they have said the same thing about other projects of his, but the demand is there for housing. There are several builders looking in the area. Mr. Packett is anticipating a 4-to-5-year buildout. Mr. Packett will be partnering with another construction company to complete the project. Mr. Packett stated that he anticipates the minimum price for a single-family home within the development to be \$300,000.

Mayor Phelps then opened the floor to the public for comments regarding the proposed development.

Mr. Patrick Stone, a resident of the Town, board member of the Warsaw Richmond County Chamber of Commerce, and chairperson of the Warsaw Richmond County Main Street Program spoke in favor of the proposed development. There is a critical shortage of housing in the area

and many local businesses have lost out on talented employees because they could not relocate to the area or left the area due to affordable housing. This project has the potential to introduce 600 new workers to the local area workforce. Small businesses are what drives our local economy and without growth, small businesses will starve on the vine. It is critical that we continue to grow our customer base. This development delivers growth that every small business in the community needs. For the community members that want additional buildings and businesses to locate to the area, no business owner is going to bring a business to an area that is not growing.

Mrs. Hope Mothershead, Richmond County Administrator, stated she has worked with Mr. Packett on many of his projects in Richmond County and has been satisfied with the quality of work that he produces. Mrs. Mothershead is confident this project will be the same and she is in support of additional rooftops within the County to attract other opportunities for all of us. With this size of a development, many question County services and if they would be adequate. This is a concern of hers as well as the department heads for the School, EMS, Sheriff's Office, an Volunteer Fire Department. Mrs. Mothershead thanked Mr. Quesenberry and Mrs. Coates for facilitating a meeting to discuss County department concerns prior to this public hearing. Some of the concerns that were addressed were space issues, increased calls to EMS and the Sheriff's department, access to structures for fire events, and others that I believe Mr. Quesenberry has shared with the Town Council and Planning Commission. Mrs. Mothershead thanked the members of the Town Council for their time and consideration of this project and other projects within the Town of Warsaw. She appreciates your dedication to making this area the best that it can be.

Mr. Jerry Sills, Richmond County resident, co-owner of various rental properties in Warsaw and Richmond County, spoke to voice some concerns he has with the proposed development. Mr. Sills stated his first concern is the traffic. Based off the 321 houses and using the VDoT accepted average of 9 vehicle trips per day per unit, this project is anticipated to generate approximately 2900 additional vehicle trips per day. Also using the VDoT generally accepted peak hour trip generation rate of 11% of the total daily trips, we can anticipate approximately 325 of those trips occurring in the morning at peak travel times. Mr. Sills went on to discuss how the increased trips during peak travel times would affect the 5-way intersection in town. Mr. Sills' second concern was over water. Mr. Sills stated that it was reported earlier that the Town of Warsaw did not have the funds to provide a new drinking water well to meet the current Virginia regulations. If the Town does not have the funds to accommodate the current citizens of the Town, then how are they going to address the additional demand for 321 units. Mr. Sills' main concern is who is going to pay for the upgrades. He is not against development but is concerned with who is going to pay for it. Mr. Sills would like to get answers to at least some of these questions and feels that the Town doesn't need to rush to a decision tonight. The Town could take its time and make a decision down the road once some of these concerns are addressed.

Ms. Belinda Reynolds, resident at 6196 Richmond Rd, voiced her concerns about Mr. Packett's rezoning proposal. Mr. Packett was sold the old Warsaw Health Care Center at a reduced price and to spur economic development. The agreement at the time outlined a time frame given for Mr. Packett to complete the project so the tax revenue benefits from the property could be

enjoyed by the Town and its citizens. However, not only did Mr. Packett drag his feet on commencing construction of this project, but he also still has not completed the proposed Midtowne Development. Mr. Packett also has approval of the new apartment project immediately behind my house and has screwed that up by dumping loads of dirt, behind my house as close as possible, and its contaminated, filled with trash, and not properly seeded. Why would the Town even consider allowing him to rezone more property and try to complete another project when he doesn't complete the ones he has already started? Ms. Reynolds stated that she understands Mr. Packett is planning to dump all the traffic from the development onto Wallace Street and Court Circle. Traffic that is unbearable now and with this situation will make it even worse by adding 300 more units. Ms. Reynolds would like for Town Council to ask Mr. Packett to complete a legitimate impact study, not something he has calculated, but by a legitimate agency to do a study on the schools, fire department, LEO officers, and EMS because all of that is important too. Our Town is small, and it is growing, but we don't need to just throw 300 more homes in here and not know what it is going to cost. For example, if we must move to a paid fire department, we must have 55 firemen to run 3 stations 24 hours a day, 7 days a week. That is a lot of money for our County and our Town.

Mr. David Craven, Richmond County resident, is a commercial developer in Richmond. Mr. Craven has spoken with Mr. Packett several times on the phone and has been impressed with what he had to say. Mr. Craven owns the former Virginia Employment Commission building which is adjacent to his property and the proposed development site. Mr. Craven feels that this is a viable project. This project is going to be multi-generational, almost like retirement centers. Mr. Craven feels that Warsaw would benefit from this project. Everyone is concerned about services. Assuming the Town is running in the black now, the Town will have increased taxes and revenue that would generate and it's the Town's part to manage it properly. There will be growing pains.

J. Clifford Mullin, 8351 Historyland Highway, Warsaw, VA stated he is very interested in this project and is interested in seeing it get off the ground and going somewhere. He has lived here all his life, and the Town of Warsaw has been a part of his life, and he feels like the Town of Warsaw has got to continue growing. From what he understands that others have said tonight, is that the Town needs to make sure that the utility services are looked at deeply and covered. Mr. Mullin feels that as the Town strengthens the population through our taxes and the added people that come to the Town will have added business, which will add more. Hopefully, each of these things will just keep increasing our foundation needs. Mr. Mullin encouraged the Town Council and Planning Commission to look for a way to make this project work.

Mrs. Nancy Smith, 700 Wallace Street, Warsaw, VA addressed that currently living on Wallace Street is a little bit of a hassle to try and access the main road due to the traffic changes. Mrs. Smith can only imagine what it would be like if all the units from the project development were coming off of there with all the people trying to go to work and get home. Please consider when you look at this what we might be able to do to make the traffic and the transportation easier and safer for all who currently live here if you move forward with the subdivision.

Mr. Quesenberry read a letter from Ms. Betsy Norris, 142 Woodland Heights Rd, Warsaw, VA. A transcript of the letter is below.

Dear members of the Warsaw Town Council and Planning Commission, this letter is in response to the proposed development by Warsaw LLC of Rhodes Place. I understand the need for housing, but I'm opposed to the development of Rhodes Place. The plan shows a right of way through the Enchanted Forest to Wallace Street. I'm concerned about the destruction of the woodland, the carvings, and the possible runoff into the streams. Also, the fact that many families walk the trails and children run through there. Our abundance of wildlife will also be affected. The Town has spent a lot of time and money on The Bounds, and I do not want to see it and the trails destroyed. It is difficult now even tricky to exit/enter Wallace Street by The Bounds due to the restricted sight line down the incline from the traffic light. How many accidents will occur? How thin will you stretch our fire department members who are volunteers? At this time, our fire department depends on Essex County and other counties for a ladder truck. With this increase in apartment buildings, this will put an extra strain on the department and its members. Can the current water and sewer system handle all of this construction? How much more will you increase our water and sewer bills as many of us have to budget as it is? How soon would the Town do another increase? The Planning Commission and the Town Council need to carefully reconsider this building from Rhodes Place to the Broadus Creek property. Please do not allow the destruction of the trails. Do we really want the Town of Warsaw to become an apartment community? It seems to be getting there fast. Respectfully, Betsy Norris.

After all the comments and concerns from the public were heard, Mayor Phelps turned the meeting over to the Planning Commission to ask any questions they may still have to Mr. Packett or Mr. Fiore. There being none, Mayor Phelps instructed Town Council members to do the same thing.

Councilman Forrest spoke that with new members coming to the Planning Commission and Town Council, he would like to see if it is possible to defer this topic until January.

Vice-Mayor Yackel added that he felt the best comment from the public hearing was from Ms. Reynolds and that an impact study was necessary. He would like to see real numbers and not just what someone is estimating. He is unsure if he can make a decision unless he knows exactly what it is going to cost the Town. It is better to do it now before too much money's been invested.

Councilman English stated that he came into the meeting tonight with some questions and he feels like they were addressed. He knew that we were worried about the school system, law enforcement and traffic. Tonight, we heard from the County Administrator, and it was echoed that this isn't going to be a problem. The only problem he still sees is the traffic. But we need employees and Councilman English stated he has employees that need housing.

With no more discussion amongst Planning Commission and Town Council members, Mayor Phelps closed the joint public hearing.

Mayor Phelps asked the Planning Commission if there was any action they wanted to take tonight. Chairwoman Barbee stated the Planning Commission members would like to discuss this topic at their January meeting prior to making a recommendation to Town Council.

Mayor Phelps stated that he is in line with Councilman English’s thoughts. The Town can’t grow without growing pains. The Town has worked very hard these past 6-7 years to build up infrastructure, build up businesses, bring businesses here. There is a need for new customers, employees. Mayor Phelps feels the market demand is there and the capacity issues have been discussed a lot. Mayor Phelps stated there are two topics before the body that the Town Council needs to decide: 1) Does the Town want to move forward? 2) Incentives. Mayor Phelps added that the current incentive in place of the 50% water/sewer connection waiver expires December 31, 2024. Councilman English added that if that is not renewed, it could kill the project.

The Town Manager recommended to delay action until next month’s meeting. Mr. Quesenberry believes that there are two very large items outstanding, and he would like the Town to do its due diligence.

Mayor Phelps circled back to the topic of incentives. With discussion amongst Town Council members, all were in favor of honoring the incentive for this development project. Councilman Self moved to extend the 50% incentive for the Rhodes Place and Broadus Creek developments only when each unit taps into the system. The motion was seconded by Councilwoman Bryant. Vice-Mayor inquired what would happen if Mr. Packett starts the project and sells the development before it has been completed. Does the new developer still get the discount? Mayor Phelps answered the way the motion is stated, it is to the development not the developer so the incentive would still be valid. The motion carried with the following votes:

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

The Planning Commission and Town Council will take up this topic at its January meetings.

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments. There being none, Mayor Phelps closed the public comment portion of the meeting.

RESOLUTION HONORING COUNCIL MEMBER FORREST & COUNCIL MEMBER HAMBLIN

Mayor Phelps read a resolution recognizing Mr. Faron Hamblin for his service to the community as a Town Council member. Councilman Forrest moved to adopt the resolution as read. The motion was seconded by Councilman English and carried with the following votes:

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

Mayor Phelps then read a resolution recognizing Mr. Ogle Forrest for his service to the community as a Town Council member. Councilmember English moved to adopt the resolution as read. The motion was seconded by Councilwoman Bryant and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Abstain	Jonathan English	Aye
Ralph Self	Aye	Rebecca Hubert	Aye
Mary Beth Bryant	Aye		

The copies of the resolutions read have been added to these minutes as Attachment 1.

REPORTS

MAYORS REPORT: Mayor Phelps deferred his report to be addressed as comments throughout the meeting.

TOWN MANAGERS REPORT:

Mr. Quesenberry reviewed his report with the Town Council. Mr. Quesenberry’s report covered Christmas Town, Dominio’s update, Council Dinner, and an Economic Development update. A copy of the Town Manager’s report has been attached to these minutes as Attachment 2.

POLICE REPORT:

A copy of the monthly police report included in the Town Council packet has been attached to these minutes as Attachment 3. In addition to his report, Chief Peterson announced the Warsaw Police Department participated in Shop with a Cop and the Town Police Department is fully staffed.

PUBLIC WORKS REPORT:

The Public Works report was included in the Town Council packets and has been attached to these minutes as Attachment 4.

COUNCIL COMMITTEE REPORT:

The Economic Development committee met to discuss the Economic Incentive Grant for Hummingbird Learning Center. Committee Chairman English stated the committee voted unanimously to recommend an offer of \$3600, ½ of the grant amount for rent relief with the stipulation that they obtain all licenses prior to reimbursement.

Councilman Self moved to approve the Economic Incentive Grant for the Hummingbird Learning Center as recommended by the Economic Development committee. The motion was seconded by Councilwoman Hubert and carried with the following votes:

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

PLANNING COMMISSION: No report.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel reported the jail board was introduced to the new County Administrator for Westmoreland County. There were a couple of presentations. One by the superintendent, Mrs. Michelle Lewis, on understanding corrections, specifically the jail’s role in the system. The second presentation was presented by Council’s own Mr. Jonathan English on the US Marshall Service.

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

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mrs. Coates spoke with Mr. Casone today. Half of the HVAC equipment has been received. Within the next couple of weeks, we should see a little more movement at the building. **Well Replacement Project:** Mrs. Coates stated the Town is still working with The Sydnor Group. They are recommending a design build for the well replacement. Once we have that, we can put out an RFP. **DHCD Housing Project:** Mrs. Coates reported the sign has been installed at the Town Office since the majority of the homes will be along Belle Ville Lane. The Tian Construction Group is still working on analyzing each property and working up the bid packages. Hopefully those will be out after the first of the year.

NEW BUSINESS:

APPOINTMENT OF PLANNING COMMISSION MEMBERS, BOARD OF ZONING APPEALS MEMBERS
Mayor Phelps stated there are three vacancies on the Planning Commission and one vacancy to fill on the Board of Zoning Appeals. Mayor Phelps announced there is an additional name to add the candidate list for Planning Commission. Mr. Ogle Forrest has expressed interest in continuing his service with the Town by being appointed to the Planning Commission. The four candidates are: Berkley Cash, Belinda Reynolds, Chris Evans, and Ogle Forrest. Discussion followed regarding the candidates.

Vice-Mayor Yackel moved to appoint Belinda Reynolds, Chris Evans, and Ogle Forrest to the Planning Commission. The motion was seconded by Councilwoman Hubert and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
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Ogle Forrest	Abstain	Jonathan English	Aye
Ralph Self	Aye	Rebecca Hubert	Aye
Mary Beth Bryant	Aye		

Mayor Phelps stated Ms. Tiffany Hackett’s term is expiring and is up for reappointment. Vice-Mayor Yackel moved to recommend reappointment of Tiffany Hackett to the Board of Zoning Appeals for the Town of Warsaw. The motion was seconded by Councilman Forrest and carried with the following votes:

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

SCHEDULE ECONOMIC DEVELOPMENT MEETING – EIP APPLICATION – BEAUTY BUNGALOW, LLC
 Committee Chairman English directed the meeting to be scheduled at 5:30pm on January 9, 2025 just prior to the Town Council meeting.

CLOSING COMMENTS:

- Incoming Councilmember Palmore said it was good to see people show up and speak out and its good to have more people on the planning commission coming in.
- Councilmember Self wished everyone a Merry Christmas. He is looking forward to Christmas Town and seeing what we have going on here. He is looking forward to working with the incoming Council members, Mrs. Palmore and Mr. Walters. He appreciates all that everyone has done this past year.
- Councilwoman Hubert thought it was a good end of year meeting, very worthwhile. She is going to miss Councilman Forrest. She is so proud of the festivities happening in Town on Saturday. The Town looks great and Happy New Year Everyone.
- Councilwoman Bryant thought it was a very good meeting. She wished everyone a Merry Christmas and Happy New Year.
- Councilman English welcomed Mrs. Palmore to Town Council and welcomed the new Planning Commission members. He stated the Town looks beautiful. The Town is safe and well-run. He closed his comments by thanking Councilman Forrest for his service.
- Vice-Mayor Yackel began his closing comments by stating that he is not against growth in the Town. He feels that we need to have real numbers from people without a stake in the project. He thanked Councilman Forrest for his service and welcomed Mrs. Palmore to Town Council.
- Councilman Forrest welcomed Mrs. Palmore and Mr. Walters to Town Council and the new members to Planning Commission. He added that they are not just joining a council. It is a family. He would like to thank the citizens that have given him the opportunity to be here. Its been a great journey, but like all journeys, they must end.

One good thing that has happened, when one door closes another door opens, and he will still be with the Town serving as a Planning Commission member.

- Mayor Phelps wished everyone a very Merry Christmas.

There being no further business, Mayor Phelps adjourned the meeting at 8:19 p.m.


Submitted by: Julia Blackley- Rice, Clerk



**RESOLUTION HONORING COUNCIL MEMBER FARON H. HAMBLIN
FOR DISTINGUISHED SERVICE AND OUTSTANDING DEDICATION
TO THE TOWN OF WARSAW**

WHEREAS, Mr. Hamblin has served the Warsaw Town Council for nearly a decade, providing a voice for many residents across our community; and

WHEREAS, Mr. Hamblin’s vibrant spirit and tenacity always lifted the spirits of his fellow Council members, providing momentum for many projects and initiatives, including our award-winning downtown revitalization project and economic development endeavors; and

WHEREAS, the community is proud of his ever-improving music career, and the Council acknowledges that his attention must now focus on those activities; and

WHEREAS, Mr. Hamblin served his position faithfully and with honor, integrity, and great distinction;

NOW, THEREFORE, BE IT RESOLVED, that by official Order of the Warsaw Town Council, the body individually and collectively commends Faron H. Hamblin for his service to Town of Warsaw and its residents.

PASSED AND ADOPTED this 12th day of December 2024, by the following vote:

Ayes: _____

Nays: _____

TOWN OF WARSAW

Mayor

ATTESTED BY:

Town Clerk



RESOLUTION HONORING COUNCIL MEMBER OGLE E. FORREST, SR., FOR DISTINGUISHED SERVICE AND OUTSTANDING DEDICATION TO THE TOWN OF WARSAW

WHEREAS, Mr. Forrest has served for many years on the Warsaw Town Council and Warsaw Planning Commission, volunteering an innumerable number of hours of his time and helping to guide the future of the Town; and

WHEREAS, during Mr. Forrest’s tenure, the Town has grown and flourished, winning many awards and accolades, providing the citizens with a renewed sense of pride in their community; and

WHEREAS, Mr. Forrest is considered as one of the pillars of the Town Council, always listening to the thoughts and opinions of his colleagues, providing insight from his many years of knowledge and experience, and perennially having the best interests of the Town, the Town staff, and his fellow colleagues at heart; and

WHEREAS, Mr. Forrest served each of his various elected and appointed positions faithfully and with honor, integrity, and great distinction for many years;

NOW, THEREFORE, BE IT RESOLVED, that by official Order of the Warsaw Town Council, the body individually and collectively commends Ogle E. Forrest, Sr., for his service to Town of Warsaw and its residents.

PASSED AND ADOPTED this 12th day of December 2024, by the following vote:

Ayes: _____

Nays: _____

TOWN OF WARSAW

Mayor

ATTESTED BY:

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

JNCIL MEM

Section 5, Item b.

Randall L. Phelps - *Mayor*

Paul G. Yackel - *1st ALD*

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Jonathan English

Ralph W. Selt

Mary Beth Bryant

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

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 12/12/2024

RE: Town Manager's Report

Dear Council Members,

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

1. Christmas Town

It's almost that time! Christmas Town is right around the corner, and we're well underway with preparations for another great event. Tomorrow night features a concert at Oyster Shoals Music Hall with the Dryes from NBC's *The Voice*, starting at 7PM. It's free to the public, so make sure to get there early before they reach capacity. On Saturday, Christmas Town starts at 1PM and runs until 9PM, featuring an assortment of rides, vendors, activities, and much more. The first-ever night parade kicks off promptly at 6PM. You won't want to miss this, so please make sure to bring your friends and family.

2. Domino's Update

We are pleased to announce that Domino's is now OPEN! Ms. Palmeri and her team have been great to work with. They're still finishing last minute touches, but we're so happy to welcome them to Town. We will work with them to schedule a ribbon cutting as soon as they are ready.

3. Council Dinner

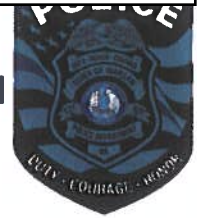
The Town staff and I wish to express our sincere gratitude for the Christmas Dinner that was hosted by the Town Council at Old Rappahannock Brewing Company! The space was beautiful, the food was delicious, and we appreciate Kay, Andy, and their staff for doing a wonderful job. The brewery will be open to the public this Saturday, so make sure to stop in and support Warsaw's first brewery!

4. Economic Development Update

We find ourselves in a busy time of year for all sorts of things, with one of those being economic development. We're actively working with numerous parties and organizations as they consider Warsaw, with both the parcels across from Food Lion and the parcel beside McDonald's having interest. We're also working with a local business as they purchase property and expand. As things progress, we will work with you throughout the process.



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT November 1-30, 2024 Total calls for service: 237

Section I: Incidents (3)

DATE	CASE	OFFENSE	BLK / STREET
11/5/2024	2024-000078	§ 19.2-77. Escape, flight and pursuit; arrest anywhere in Commonwealth	4238 Richmond Road
11/9/2024	2024-000080	46.2-894: hit and run	6914 Richmond Road
11/14/2024	2024-000081	18.2-403.3 Violation of dog on leash requirement	5357 Richmond Rd

Section II: Arrests (1)

DATE	CASE	OFFENSE	BLK / STREET
11/1/2024	2024-000073	53.1-149 Probation violation - Felony	471 Main Street

Section III: Traffic (92)

Driving on suspended/Revoked License	1
Reckless Driving	3
Distracted Driving	12
Speeding	25
Expired Inspection	3
Expired / Improper VA Tag	6
Town Citations Issued	0
All other traffic summons	16
Reportable traffic crashes	1
Traffic Warnings	24

Section IV: Community Engagement

Neighborhood Select Patrols	302
Business Checks	166
Community Events	4

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



Attachment 4

COUNCIL MEMO

Section 5, Item b.

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Mayor

May 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: 12/12/2024

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for November – 173,600 gallons, a decrease of 300 gal from the month of October average daily flow.

Maximum Influent flow for November – 194,200 gallons, a decrease of 19,000 gal from the month of October max flow.

For November, the average effluent Total Nitrogen (TN) concentration was 1.99 mg/l, within the limits of our permit.

For November, the average effluent Total Phosphorus (TP) concentration was 0.11 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

On the 9th of November the treatment plant experienced a flow diversion valve malfunction. After investigation it was found to be an underground electrical feed. This power feed cable or wire was repaired, and the diversion valve was restored to normal function.

Operators serviced equipment as to our preventive maintenance program.

Plant staff collected samples at our groundwater monitoring wells, completing testing for the fourth quarter of 2024.

Completed and submitted our monthly operations report.

The Treatment Plant Staff assisted with recording water meter readings.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Juha Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEM Section 5, Item b.

Randall L. Phelps – Mayor

Paul G. Yackel – Town Manager

Mary Beth Beyant

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>

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

Despite the wide range in daily temperatures, the treatment plant performed well for the month of November.

-Water Department

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

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

Water meters were read on 11/8/2024.

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

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

-Refuse Department

For the month of October town staff made 17 trips to the landfill totaling 127.62 tons or 255,240 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Cutting of leaves and gutter cleanout on all town owned facilities.

Watering of all hanging baskets and flowerpots.

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

Christmas Decorations and preparing for Christmas Town

All staff assisted in decorating the Town for Christmas, this year we have more lights than ever.

Also, this coming Saturday all public works are preparing for Christmas Town and will be working the event. A little insight into the lights throughout Town can be found below.

1200ft of lights on our Christmas tree located at the Boy Scout location.

50 pole mounted decorations

50 Wreaths

28 ground mounted decorations

600ft of Garland

All together approximately 10,000 C7 bulbs

Monthly Water Loss Report

Section 5, Item b.

Water System: **Town Of Warsaw**

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

Water Produced this month: 5,952,894 gallons
Water Purchased this month: _____ gallons

A: Total Water Produced and Purchased = 5,952,894 gallons

Bulk Water Sales 5,682,188 gallons

Total Sold = 5,682,188 gallons

B: Difference: (Produced+Purchased) - Sold = 270,706 gallons

% Difference = 5 % 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	7,500	gallons
Fire Department Use	0	gallons
Leak adjustments	0	gallons
Filling Ponds at the Bounds	150,000	gallons
Maintenance shop	6,000	gallons
Sewer jetting	600	gallons
Town watering flowers	8,000	gallons
Office/Police Dept.	6,000	gallons
Pool	0	gallons
Amount in storage tanks	0	gallons
		gallons

C: Total Gallons Accounted For = 178,100 gallons

Loss: Unaccounted-for Water: (B-C) = 92,606 gallons

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

31 days in billing period

Gallons / Day Loss = 2,987 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
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	2,500	0.00	110.00	850.00	2,365.00	(135.00)	95%
10-301-0000 S W USER FEE - COMMERCIAL	166,500	0.00	16,020.00	43,965.00	94,410.00	(72,090.00)	57%
10-301-5000 SW USER FEE - RESIDENTIAL	88,000	0.00	7,440.00	22,390.40	44,575.40	(43,424.60)	51%
10-305-0000 REAL ESTATE TAXES	260,000	0.00	0.00	244,638.89	244,665.35	(15,334.65)	94%
10-306-0000 PERSONAL PROPERTY TAXES	140,000	0.00	211,816.27	212,148.88	212,148.88	72,148.88	152%
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	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	196.70	6,670.87	13,883.35	(116,116.65)	11%
10-320-0000 VEHICLE TAX/DECALS	35,000	0.00	42,783.00	42,783.00	42,783.00	7,783.00	122%
10-325-0000 STATE SALES TAX	100,000	0.00	10,613.86	31,988.93	68,810.25	(31,189.75)	69%
10-326-0000 MEALS TAX	635,000	0.00	56,034.03	162,973.56	341,609.74	(293,390.26)	54%
10-327-0000 LODGING TAX	43,000	0.00	3,817.37	12,428.57	22,449.71	(20,550.29)	52%
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	5,090.88	14,662.04	18,006.42	(16,993.58)	51%
10-345-0000 INTEREST INCOME/GEN	10,000	0.00	0.00	0.00	1,531.59	(8,468.41)	15%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	42.00	12,678.00	75,518.00	41,018.00	219%
10-360-0000 UTILITY/CONSMPTION TX	13,500	0.00	589.87	910.52	1,922.60	(11,577.40)	14%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,576.40	7,703.09	15,180.21	(13,819.79)	52%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	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 MISÇ/INCOME	4,000	0.00	0.00	0.00	35.00	(3,965.00)	1%
10-390-0050 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	221,223.97	221,223.97	(1,278,776.03)	15%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0900 GRANTS - IRF	0	0.00	0.00	0.00	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	2,164.00	2,164.00	(5,036.00)	30%
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	1,058.13	2,108.52	5,513.76	(6,486.24)	46%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	3,073.58	4,433.58	(5,566.42)	44%
10-398-0005 REFUSE DUMPSTER/RESERVES	0	0.00	45.00	135.00	135.00	135.00	
10-399-0005 LOAN PROCEEDS	277,464	0.00	0.00	0.00	290,700.00	13,236.00	105%
10-399-5000 SPECIAL EVENTS (REVENUE)	30,000	0.00	4,035.00	17,145.00	19,600.00	(10,400.00)	65%
Revenues Totals:	4,497,363	0.00	362,268.51	1,062,641.82	1,861,797.53	(2,635,565.47)	41%
Expenses							
10-420-0200 SALARIES/ADM	360,000	0.00	14,216.00	42,648.00	139,015.92	220,984.08	39%
10-420-0201 OT/BONUS-- ADMIN	3,000	0.00	507.21	507.21	530.51	2,469.49	18%
10-420-0500 PAYROLL TAXES/ADM	27,300	0.00	1,094.15	3,246.83	10,267.09	17,032.91	38%
10-420-0600 SHORT&LONG TERM DISABILITY	1,965	0.00	0.00	280.58	701.45	1,263.55	36%
10-420-0700 RETIREMENT-LI/ADM	38,955	0.00	0.00	0.00	3,238.46	35,716.54	8%
10-420-0900 MEDICAL INS/ADM	53,880	0.00	4,490.00	13,470.00	26,940.00	26,940.00	50%
10-420-1000 EDUCATION/PROF DEVELOPMT	2,000	0.00	0.00	175.00	870.00	1,130.00	44%
10-420-1100 TELEPHONE/OFFICE	8,250	0.00	591.09	1,822.34	3,589.50	4,660.50	44%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	185.88	378.97	1,388.25	3,611.75	28%
10-420-1400 MTGS/CONFERENCES/ADM	9,000	0.00	817.65	1,709.92	2,243.96	6,756.04	25%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	18,000	0.00	200.54	11,424.69	13,433.25	4,566.75	75%
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	0.00	4,028.00	8,328.99	16,671.01	33%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-2600 ADVERTISING	30,000	0.00	2,594.38	12,644.45	22,837.53	7,162.47	76%
10-420-3100 AUTO O/M-ADM EXPENSE	4,500	0.00	207.54	1,531.11	2,642.63	1,857.37	59%
10-420-3200 OFFICE SUPPLIES	13,000	0.00	678.47	7,583.07	12,025.05	974.95	93%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	100.00	100.00	100.00	150.00	40%
10-420-3400 COMPUTER SUPPORT FEE	17,000	0.00	1,603.50	9,365.50	14,877.64	2,122.36	88%
10-420-3450 COMPUTER O/M	6,500	0.00	39.98	119.94	2,590.68	3,909.32	40%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	65.00	335.00	16%
10-420-5300 DUES	2,500	0.00	120.00	797.19	1,788.03	711.97	72%
10-420-5350 SAFETY PROGRAM	1,000	0.00	0.00	67.40	67.40	932.60	7%
10-420-5400 INSURANCE/RISK MANAGEMT	18,500	0.00	366.20	4,405.03	8,443.86	10,056.14	46%
10-420-5500 COUNCIL EXPENSE	10,000	0.00	5,749.54	6,262.53	7,262.53	2,737.47	73%
10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	4,000.00	4,000.00	(3,000.00)	400%
10-420-5700 MISCELLANEOUS/ADM	8,500	0.00	485.91	2,165.49	3,445.40	5,054.60	41%
10-420-5900 ECONOMIC DEVELOPMENT	39,400	0.00	4,225.00	8,225.00	15,409.50	23,990.50	39%
10-420-5950 ECONOMIC DEVLEOPMENT - BUSINESS LOANS	0	0.00	0.00	10,000.00	10,000.00	(10,000.00)	
ADMINISTRATION Totals:	724,900	0.00	38,273.04	146,958.25	316,102.63	408,797.37	44%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	268,000	0.00	12,739.65	32,390.55	109,562.96	158,437.04	41%
10-510-0201 OT/BONUS - WPD	10,000	0.00	2,314.50	3,181.92	4,498.51	5,501.49	45%
10-510-0500 PAYROLL TAXES/WPD	20,500	0.00	1,164.52	2,818.20	8,837.65	11,662.35	43%
10-510-0600 SHORT&LONG TERM DISABILITY	990	0.00	0.00	154.38	385.95	604.05	39%
10-510-0700 RETIREMENT/LI/WPD	19,640	0.00	0.00	0.00	2,589.17	17,050.83	13%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	637.71	1,275.42	1,224.58	51%
10-510-0900 MEDICAL INSURANCE/WPD	32,328	0.00	3,592.00	6,286.00	13,470.00	18,858.00	42%
10-510-1000 PROFESSIONAL DEVELOP/WPD	2,000	0.00	0.00	100.00	100.00	1,900.00	5%
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	0.00	266.78	833.61	1,466.39	36%
10-510-2100 Grounds/Maintenance - WPD	9,000	0.00	0.00	4,579.83	8,598.72	401.28	96%
10-510-3100-AUTO O/M-WPD	25,000	0.00	1,012.95	4,545.26	9,025.86	15,974.14	36%
10-510-3200 UNIFORMS/SUPPLIES/WPD	5,000	0.00	798.25	2,347.85	6,147.03	(1,147.03)	123%
10-510-3210 POLICE SUPPLIES	6,500	0.00	0.00	1,036.64	10,568.12	(4,068.12)	163%
10-510-3220 OFFICE SUPPLIES	3,000	0.00	136.55	1,403.02	5,070.22	(2,070.22)	169%
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	1,677.40	3,432.20	11,306.89	(1,306.89)	113%
10-510-3500 TELECOMMUNICATIONS	9,000	0.00	755.74	2,266.87	4,534.41	4,465.59	50%
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	506.10	2,859.25	(1,359.25)	191%
10-510-3710 GRANT/DMV	0	0.00	168.54	1,267.16	1,846.24	(1,846.24)	
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	0.00	0.00	2,072.35	(72.35)	104%
10-510-4210 ADVERTISING	500	0.00	0.00	567.65	1,117.65	(617.65)	224%
10-510-5300 DUES	3,000	0.00	0.00	0.00	0.00	3,000.00	

Budget vs Actual

Section 5, Item c.

Town of Warsaw
1/8/2025 12:27:18 PM

Page 5 Of 22

Period Ending 12/31/2024

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	366.20	4,192.46	8,018.72	10,481.28	43%
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	24,726.30	71,980.58	212,718.73	280,075.27	43%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	195,000	0.00	8,611.95	24,273.37	71,132.94	123,867.06	36%
10-550-0201 OT/BONUS - PS	5,000	0.00	1,982.54	2,542.37	3,812.13	1,187.87	76%
10-550-0500 PAYROLL TAXES/PS	16,250	0.00	810.47	2,051.39	13,990.61	2,259.39	86%
10-550-0600 SHORT&LONG TERM DISABILITY	950	0.00	0.00	142.46	356.15	593.85	37%
10-550-0700 RETIREMENT/LI/PS	18,570	0.00	0.00	0.00	1,643.50	16,926.50	9%
10-550-0900 MEDICAL INS/PS	43,104	0.00	3,592.00	10,776.00	21,552.00	21,552.00	50%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,500	0.00	289.69	720.17	1,409.78	2,090.22	40%
10-550-1300 ELECTRICITY-TOWNPARK	5,000	0.00	0.00	521.93	1,284.97	3,715.03	26%
10-550-1700 REPAIRS/TRASH TRUCK	25,000	0.00	253.06	2,864.95	5,551.06	19,448.94	22%
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	50.35	50.35	449.65	10%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	1,438.65	5,668.87	10,982.13	18,017.87	38%
10-550-3150 VEHICLE M&O/PS	11,000	0.00	341.72	1,232.35	3,564.03	7,435.97	32%
10-550-3200 UNIFORMS/ETC	2,500	0.00	0.00	0.00	374.70	2,125.30	15%
10-550-3300 EQPT/SUPPLIES/PS	2,000	0.00	19.78	542.15	1,227.31	772.69	61%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	0.00	8.63	172.36	827.64	17%
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 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	0.00	8,000.00	1,492,000.00	1%
10-550-3700 BEAUTIFICATION	35,000	0.00	0.00	24,552.87	50,155.66	(15,155.66)	143%
10-550-3800 STREET LIGHTS	36,000	0.00	2,721.00	8,422.84	17,753.11	18,246.89	49%
10-550-3850 SIDEWALKS	30,000	0.00	5,053.84	29,072.44	29,072.44	927.56	97%
10-550-3900 ILIGHTING/CHRISTMAS	8,000	0.00	1,015.50	11,534.13	14,549.81	(6,549.81)	182%
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	0.00	0.00	2,438.00	(2,438.00)	
10-550-4600 GRANTS - IRF	0	0.00	0.00	0.00	3,642.58	(3,642.58)	

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	366.20	4,192.46	8,018.72	10,481.28	43%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	65.29	726.28	2,816.16	3,683.84	43%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	0.00	356.01	488.54	1,011.46	33%
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	99.28	811.69	2,175.76	4,324.24	33%
10-550-6200 THE BOUNDS	20,000	0.00	205.00	21,584.64	28,117.60	(8,117.60)	141%
10-550-6400 COMMUNITY MARKET	2,000	0.00	0.00	250.00	1,000.00	1,000.00	50%
10-550-6500 PROJECT CONTINGENCIES	66,600	0.00	7,107.65	21,339.53	21,805.93	44,794.07	33%
10-550-6600 74 MAIN STREET	0	0.00	191.02	191.02	201.81	(201.81)	
PUBLIC SERVICE Totals:	2,760,958	0.00	34,164.64	174,428.90	327,340.14	2,433,617.86	12%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 CHRISTMAS PARADE	2,000	0.00	192.29	1,802.99	1,872.98	127.02	94%
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	10,000.00	10,000.00	0.00	100%
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%
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	0.00	0.00	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	1,000.00	1,000.00	0.00	100%
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	0.00	750.00	
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	0.00	250.00	
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-8100 VARIOUS CONTRIBUTIONS	1,606	0.00	0.00	0.00	250.00	1,356.00	16%
CONTRIBUTIONS Totals:	63,806	0.00	192.29	27,802.99	32,382.84	31,423.16	51%

Budget vs Actual

Section 5, Item c.

Town of Warsaw
1/8/2025 12:27:18 PM

Page 9 Of 22

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	13,699.50	42,247.17	46,326.93	(6,326.93)	116%
Totals:	40,000	0.00	13,699.50	42,247.17	46,326.93	(6,326.93)	116%

Budget vs Actual

Section 5, Item c.

Town of Warsaw
1/8/2025 12:27:18 PM

Page 10 Of 22

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	277,464	0.00	0.00	3,600.00	(7,401.00)	284,865.00	-3%
10-998-0002 CONTINGENCY/RESERVES	5,000	0.00	0.00	0.00	1,151.66	3,848.34	23%
10-998-0005 CONSTRUCTION - 74 MAIN STREET	0	0.00	0.00	0.00	15,500.00	(15,500.00)	
CAPITAL ITEM EXPENSE Totals:	282,464	0.00	0.00	3,600.00	9,250.66	273,213.34	3%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	1,621.00	4,863.00	9,726.00	9,726.00	50%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	2,769.00	5,538.00	5,527.00	50%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	9,539.34	15,898.90	22,258.10	42%
10-999-0004 WPD COMMUNICATION LOAN (USDA) - 5 YEAR	2,700	0.00	450.00	1,350.00	2,700.00	0.00	100%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	8,256	0.00	688.00	2,064.00	4,128.00	4,128.00	50%
10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	12,395.18	90,287.64	483,908.40	(483,908.40)	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	1,469.36	4,707.04	9,213.05	9,887.95	48%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	8,628.00	11,504.00	22,206.00	34%
DEBT SERVICE Totals:	132,441	0.00	23,602.32	124,208.02	542,616.35	(410,175.35)	410%

Budget vs Actual

Section 5, Item c.

Town of Warsaw
1/8/2025 12:27:18 PM

Page 12 Of 22

Period Ending 12/31/2024

Expenses Totals:	4,497,363	0.00	134,658.09	591,225.91	1,486,738.28	3,010,624.72	33%
10 GENERAL FUND Revenues Over/(Under) Expenses:			227,610.42	471,415.91	375,059.25		

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	500,000	0.00	30,311.55	93,475.10	196,418.12	(303,581.88)	39%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	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	30,311.55	93,475.10	196,831.49	(1,305,768.51)	13%
Expenses							
30-810-0200 SALARIES/WATER	140,000	0.00	6,089.44	18,268.33	58,150.14	81,849.86	42%
30-810-0201 OT/BONUS - WATER	9,000	0.00	2,124.94	3,234.58	7,387.86	1,612.14	82%
30-810-0500 PAYROLL TAXES/WTR	10,450	0.00	569.99	1,586.56	4,955.15	5,494.85	47%
30-810-0600 SHORT&LONG TERM DISABILITY	680	0.00	0.00	101.28	253.20	426.80	37%
30-810-0700 RETIREMENT/LIFE INS/WTR	13,350	0.00	0.00	0.00	1,109.51	12,240.49	8%
30-810-0900 MEDICAL INS/WTR	39,876	0.00	1,796.00	6,915.00	16,884.00	22,992.00	42%
30-810-1100 TELEMETRY/TELEPHONE/WTR	3,000	0.00	(33.82)	380.59	965.47	2,034.53	32%
30-810-1300 ELECTRICITY/WELLS/WTR	32,000	0.00	2,382.45	4,545.05	12,550.36	19,449.64	39%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	198.64	560.80	4,939.20	10%
30-810-1700 MAINTENANCE TOWERS/WTR	45,000	0.00	0.00	39,855.82	39,855.82	5,144.18	89%
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	6.99	6.99	76.39	1,923.61	4%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	23.06	440.69	890.26	1,409.74	39%
30-810-2900,EQUIPMENT/TOOLS/WTR	3,500	0.00	0.00	21.82	21.82	3,478.18	1%
30-810-3000 OFFICE EQUIPMENT/WTR	1,000	0.00	228.20	684.60	1,397.40	(397.40)	140%
30-810-3100 VEHICLE M/O-WTR	14,000	0.00	2,036.28	6,040.80	11,483.64	2,516.36	82%
30-810-3200 OFFICE SUPPLIES/WTR	2,500	0.00	197.40	657.92	1,298.53	1,201.47	52%
30-810-3300 SUPPLIES/WATER	5,000	0.00	108.70	241.40	2,761.58	2,238.42	55%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	101.76	101.76	898.24	10%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	355.85	644.15	36%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	221.00	221.00	288.80	2,211.20	12%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	10.35	39.10	90.85	409.15	18%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	(1,250.00)	(1,250.00)	2,391.62	2,608.38	48%
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	0.00	0.00	13.99	1,986.01	1%
30-810-4600 WATER TESTING	3,500	0.00	0.00	100.00	1,147.48	2,352.52	33%
30-810-4700 WATER PERMIT	2,500	0.00	0.00	0.00	2,193.00	307.00	88%
30-810-4800 FIRE HYDRANT REPAIRS	1,000	0.00	0.00	0.00	1,108.49	(108.49)	111%
30-810-4900 CHLORINATION	10,000	0.00	1,877.33	3,754.66	7,064.99	2,935.01	71%
30-810-5100 REPAIRS/WATER LINE	12,000	0.00	0.00	173.03	373.97	11,626.03	3%
30-810-5400 INSURANCE/WATER	13,000	0.00	366.20	3,129.61	5,893.02	7,106.98	45%
30-810-5700 MISCELLANEOUS/WTR	2,000	0.00	0.00	356.01	441.56	1,558.44	22%
30-810-5900 TRAINING & LICENSING	500	0.00	0.00	0.00	400.00	100.00	80%
WATER DEPT Totals:	392,656	0.00	16,754.51	89,805.24	182,467.31	210,188.69	46%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	0.00	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	0.00	19,476.97	1,053,467.03	2%

Budget vs Actual

Section 5, Item c.

Town of Warsaw
1/8/2025 12:27:18 PM

Page 16 Of 22

Period Ending 12/31/2024

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	

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

Expenses Totals:	1,502,600	0.00	16,754.51	89,805.24	201,944.28	1,300,655.72	13%
30 WATER FUND Revenues Over/(Under) Expenses:			13,557.04	3,669.86	(5,112.79)		

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	800,000	0.00	65,746.52	200,066.58	418,401.97	(381,598.03)	52%
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	0.00	977.19	977.19	
40-380-0000 MISCELLANEOUS INCOME	100	0.00	0.00	0.00	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	65,746.52	200,066.58	419,597.51	(402,002.49)	51%
Expenses							
40-820-0200 SALARIES/WWF	155,000	0.00	4,200.80	17,732.00	65,134.70	89,865.30	42%
40-820-0201 OT/BONUS - WASTEWATER	9,000	0.00	1,426.82	1,887.24	3,466.78	5,533.22	39%
40-820-0500 PAYROLL TAXES/WWF	11,000	0.00	430.51	1,500.86	5,244.65	5,755.35	48%
40-820-0600 SHORT&LONG TERM DISABILITY	815	0.00	0.00	74.42	186.05	628.95	23%
40-820-0700 RETIREMENT/LIFE INS/WWF	16,000	0.00	0.00	0.00	1,659.68	14,340.32	10%
40-820-0900 MEDICAL INS/WWF	32,328	0.00	2,694.00	8,082.00	16,164.00	16,164.00	50%
40-820-1100 TELEPHONE/WWF	7,000	0.00	499.75	1,498.76	2,993.48	4,006.52	43%
40-820-1200 PROPANE/SHOPS	3,750	0.00	196.27	483.22	653.41	3,096.59	17%
40-820-1250 GENERATOR FUEL-WWTP/LS	3,250	0.00	55.80	135.24	295.98	2,954.02	9%
40-820-1300 WWTP ELECTRICITY	60,000	0.00	0.00	0.00	14,000.04	45,999.96	23%
40-820-1350 WW ELECTRICITY-GENERAL	25,000	0.00	1,752.39	13,607.72	20,118.99	4,881.01	80%
40-820-1600 MAINTENANCE/LS/WWF	12,000	0.00	395.92	2,962.05	4,372.81	7,627.19	36%
40-820-1700 WW PLANT MAINTENANCE	16,500	0.00	2,640.00	6,429.49	22,354.36	(5,854.36)	135%
40-820-2000 SLUDGE REMOVAL/WWF	17,000	0.00	0.00	2,529.20	5,017.91	11,982.09	30%
40-820-2200 AUDIT EXPENSE/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-2300 LEGAL SERVICES/WWF	1,000	0.00	0.00	0.00	38.00	962.00	4%
40-820-2400 ENGINEERING	30,000	0.00	2,090.00	5,870.00	13,930.00	16,070.00	46%
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	7.00	7.00	432.26	4,567.74	9%
40-820-2800	3,000	0.00	23.07	420.91	907.84	2,092.16	30%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

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	250.00	5,990.88	5,990.88	4,009.12	60%
40-820-2900 EQUIPMENT/TOOLS/WWF	2,000	0.00	0.00	21.83	1,342.98	657.02	67%
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	2,166.28	3,680.55	6,153.26	9,846.74	38%
40-820-3200 OFFICE SUPPLIES/WWF	2,500	0.00	197.40	867.55	1,806.19	693.81	72%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	29.98	317.13	1,560.31	2,439.69	39%
40-820-3400 SAFETY EQUIPMENT	1,500	0.00	300.40	1,147.24	2,419.23	(919.23)	161%
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	153.50	578.50	665.78	2,334.22	22%
40-820-4100 MISS UTILITY/WWF	500	0.00	10.35	76.23	129.13	370.87	26%
40-820-4300 CONNECTIONS/INSTALLATIONS/WWF	100	0.00	0.00	0.00	0.00	100.00	
40-820-4600 SUPPLIES/TESTING/WWF	3,500	0.00	0.00	8,111.17	11,230.23	(7,730.23)	321%
40-820-4900 CHLORINATON/DECHLOR/WWF	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-4950 WWTP CHEMICALS	50,000	0.00	0.00	2,284.38	4,861.49	45,138.51	10%
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	0.00	1,485.00	515.00	74%
40-820-5400 INSURANCE/WWF	18,500	0.00	366.20	6,530.73	12,695.26	5,804.74	69%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	0.00	356.02	499.54	1,000.46	33%
40-820-7900 TRAINING/PLANT OPR	1,500	0.00	0.00	0.00	1,076.51	423.49	72%
40-820-8000 CONTRACTED LAB TESTING	35,000	0.00	7,722.04	12,819.61	30,342.63	4,657.37	87%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,408.00	342.00	91%
WASTEWATER DEPT Totals:	584,493	0.00	27,608.48	106,001.93	262,637.36	321,855.64	45%

Budget vs Actual

Town of Warsaw
1/8/2025 12:27:18 PM

Period Ending 12/31/2024

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0002 CIP-WASTEWATER	0	0.00	0.00	0.00	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	0.00	19,476.98	9,630.02	67%

Budget vs Actual

Section 5, Item c.

Town of Warsaw
1/8/2025 12:27:18 PM

Page 21 Of 22

Period Ending 12/31/2024

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	

Budget vs Actual

Section 5, Item c.

Town of Warsaw
1/8/2025 12:27:18 PM

Page 22 Of 22

Period Ending 12/31/2024

Expenses Totals:	821,600	0.00	27,608.48	106,001.93	282,114.34	539,485.66	34%
40 WASTEWATER FUND Revenues Over/(Under) Expenses:			38,138.04	94,064.65	137,483.17		

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **12/1/24** **12/31/24**

Description	
Number of Active Loans	7
Balance Beginning of Month	\$ 11,847.76
Principal Received During Period	\$ 665.43
Interest Received During Period	\$ 97.38
Fees Received During Period	\$ 20.00
Total Funds Received During Period	\$ 782.81
Disbursement to Warsaw	
PDC Fee During Period	\$ (40.00)
Funds Available to Loan Out	\$ 12,590.57

Balance in Revolving Loan Fund: \$16,696.69

Available to Lend: \$6,696.69

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 5,276.99	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ 260.00	\$ 4,462.91	NO
4	Dunbrooke LLC - #242	\$ 193.12	\$ 5,950.65	YES
5	IRF	\$ -	\$ 468,750.00	YES
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 9,845.31	YES
		\$ 782.81	\$ 494,285.86	

WARSAW REVOLVING-LOAN FUND

Quarterly Financial Statement

	Period (from / to):	10/1/24	12/31/24
Description			NNPDC Fees
Number of Active Loans This Quarter		5	\$ 120.00
Number of New Loans This Quarter		1	\$ 100.00
Balance Beginning of Quarter		\$ 3,432.29	
Principal Received During Quarter		\$ 9,178.20	
Interest Received During Quarter		\$ 180.08	
Fees Received During Quarter		\$ 20.00	
Total Funds Received During Quarter		\$ 9,378.28	
Loan Disbursement		\$ -	
PDC Fees Charged this Quarter		\$ (220.00)	
Balance End of Quarter		\$ 12,590.57	
Disbursement to Warsaw this quarter			
Available to Disburse to Warsaw		\$ 12,590.57	
			\$ 220.00

	Summary of Loans	Received This Quarter	Loan Balance To Date
1	Relish - #234	\$ 450.00	\$ 5,276.99
2	Pitts - #235	\$ -	\$ 0.00
3	Moore - #237	\$ 260.00	\$ 4,462.91
4	Dunbrooke LLC - #242	\$ 386.24	\$ 5,950.65
5	IRF		\$ 468,750.00
6	Cleary - #251	\$ 8,102.35	\$ -
7	Teresa's Nails - #261	\$ 179.69	\$ 9,845.31
		\$ 9,378.28	\$ 494,285.86

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 MEMO Section 8, 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

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MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 01/09/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Christmas Town

We're pleased to report that Christmas Town 2024 was a huge success! We estimated 12,000 attendees this year throughout the day, particularly near the parade time. Parking and pedestrian access ran much smoother this year, and we continue to learn lessons as we go forward. I want to thank our entire staff for working 14-16 hours that day in various capacities, all of the various agencies and organizations that assisted us with safety and traffic control, and to our residents for their patience and for coming out to support the event. A HUGE thank you goes out to our many sponsors that made this financially possible.

2. Economic Development

Town staff members have been working diligently with several mixed-use developers that plan to submit proposals to the Town within 2025. At this time, we have been contacted by or held meetings with five (5) residential/commercial developers across different parcels in Town, and two (2) strictly commercial developers. We will keep you posted as these progress.

Regarding our economic development strategy for 2025, Town staff members are dedicating additional time and resources towards pursuing a hotel establishment. The lack of moderately priced overnight accommodation leaves us at a disadvantage, both directly due to a lack of transient occupancy tax revenues, and indirectly with being unable to support large-scale events, regional meetings, etc. We will continue to pursue options and opportunities and will bring them to you in the near future.

3. Budget Preparation

We are happy to report that we are at the beginning stages of our annual budget preparation process. All Department Heads have submitted their Capital Improvement Plan requests, and I will be working to update the budget accordingly and will present it to the Planning Commission and Council for their review. With our downtown revitalization phase now nearing completion, we plan to focus on infrastructure and facilities, such as the Wastewater Treatment Plant, Remote Water Meter systems, etc. We'll reach out in the coming weeks to schedule budget work sessions.

4. Weather Event

Town Police and Public Works employees successfully ensured the Town functioned properly during the recent snow and below freezing temperatures. Town Police did an excellent job of traveling through the neighborhoods, assisting disabled vehicles, and keeping the public informed of any issues along side streets. We want to also thank VDOT and NNEC crews for their prompt attention and diligence throughout Town and the community at large.

5. New Council Member Onboarding

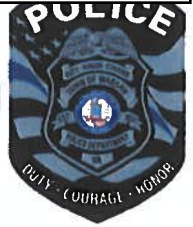
The Mayor, Assistant Town Manager, and I met with Council Members Palmore and Walters to introduce them to the Town Council. We provided copies of the adopted budget, Virginia FOIA documents, VML information, and the Council Code of Conduct. We also discussed upcoming plans and projects to ensure a smooth transition to the Council. We look forward to working together for the betterment of our beautiful Town!

6. Mandatory FOIA Training

Per the Virginia State Code, all Council Members elected during this cycle will have to attend FOIA training. The Town's FPIA Officer, Mrs. Blackley-Rice, will be reaching out to you regarding dates and times for this to occur.



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT December 1-31, 2024

Total calls for service: 267

Section I: Incidents

DATE	CASE	OFFENSE	BLK / STREET
12/6/2024	2024-000083	18.2-96: Petit larceny	5300 Blk Richmond Rd
12/17/2024	2024-000084	18.2-96: Petit larceny	4600 Blk Richmond Rd
12/27/2024	2024-000087	18.2-96: Petit larceny	4900 Blk Richmond Rd

Section II: Arrests

DATE	CASE	OFFENSE	BLK / STREET
12/24/2024	2024-000086	18.2-57.2: Assault & Battery – Family Member	100 Blk Walnut St
12/26/2024	2024-000085	19.2-306: Revocation of suspension of sentence/Probation	471 Main St
12/27/2024	2024-000088	46.2-301: Driving with a suspended License	Richmond Rd/Wallace

Section III: Traffic

Driving on suspended/Revoked License	4
Reckless Driving	0
Distracted Driving	15
Speeding	34
Expired Inspection	4
Expired / Improper VA Tag	5
Town Citations Issued	5
All other traffic summons	13
Reportable traffic crashes	4
Traffic Warnings	45

Section IV: Community Engagement

Neighborhood Select Patrols	175
Business Checks	85
Community Events	3

Joseph N. Quisenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMO Section 8, 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: 1/9/2025

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for December – 167,700 gallons, a decrease of 5,900 gal from the month of November average daily flow.

Maximum Influent flow for December – 229,500 gallons, an increase of 35,300 gal from the month of November max flow.

For December, the average effluent Total Nitrogen (TN) concentration was 1.82 mg/l, within the limits of our permit.

For December, the average effluent Total Phosphorus (TP) concentration was 0.07 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

On the 18th of December the treatment plant experienced a sand filter malfunction. This is an ongoing issue. We are working with our Engineer and a Service Technician to resolve this problem.

Operators serviced equipment as to our preventive maintenance program.

Plant staff served and cleaned all the lamps that serve the UV disinfectant system.

Completed and submitted our monthly operations report.

The Treatment Plant Staff assisted with recording water meter readings and installing holiday decorations.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



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

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

-Water Department

Attached you will find the Water Loss Report, for the month of December we are at a 3% water loss.

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

Water meters read on 12/10/2024.

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

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

Installed 2 water meters on East Jefferson, one for new construction, the other for the empty lot (future construction).

-Refuse Department

For the month of November town staff made 14 trips to the landfill totaling 117.57 tons or 235,140 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Cutting of leaves and gutter cleanout on all town owned facilities.

Watering of all hanging baskets and flowerpots.

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

-Christmas Town/parade

All Public Works assisted in the preparation of Christmas town along with working the entirety of the event.

Staff also was able to get the trash truck cleaned up and decorated for the Christmas Parade.

Monthly Water Loss Report

Section 8, Item d.

Water System:

For the Month of:

Year:

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

A: Total Water Produced and Purchased = **5,177,800 gallons**

Bulk Water Sales gallons

Total Sold = **4,999,398 gallons**

B: Difference: (Produced+Purchased) - Sold = **178,402 gallons**

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

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="0"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="10,000"/>	gallons
Fire Department Use	<input type="text" value="20,000"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="2,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="1,500"/>	gallons
Office/Police Dept.	<input type="text" value="1,500"/>	gallons
Pool	<input type="text" value="0"/>	gallons
Amount in storage tanks	<input type="text" value="0"/>	gallons
Sed/floc/mixing basin cleaning	<input type="text" value="0"/>	gallons
	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **37,300 gallons**

Loss: Unaccounted-for Water: (B-C) = **141,102 gallons**

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

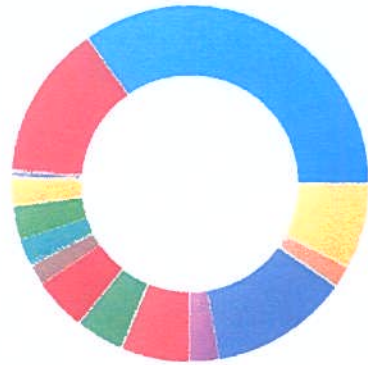
days in billing period

Gallons / Day Loss = **4,409 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



- FEDERAL 240
- GLOUCESTER 97
- HOME ELECTRONIC MONITORING 2
- KING WILLIAM 2
- MID PEN RJ-Middlesex 1
- NORTHUMBERLAND 17
- PRE-TRIAL 21
- RICHMOND 15
- SPOTSYLVANIA 2
- U.S. Marshal - Alexandria 14
- U.S. Marshal - DC District 33
- U.S. Marshal - DC Superior 30
- U.S. MARSHAL - GREENBELT 1
- U.S. Marshal - Norfolk 42
- U.S. MARSHAL - RALEIGH 19
- U.S. Marshal - Richmond 87
- U.S. MARSHAL MIDDLE DIST. N.C. 14
- WESTMORELAND-NNRJ 53

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 01/08/2025	Remaining
Remote Water Meter Reading System	\$0		
Community Market Matching Funds	\$141,466	\$84,996.65	\$56,469.61
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
COVID Bonuses	\$12,500	\$12,500.00	\$ - (\$1000 FT / \$500 PT)
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	\$235,000.00	\$ -
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	\$35,416	\$35,415.74	\$ -
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	\$1,485,282.06	\$56,467.94



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

Section 9, Item a.

Office use:
 Date _____
 Tax Map # _____
 Zoning District _____
 Application # _____

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

Part 1 – Completed by ALL applicants

Part 1A

Land Use Information:

- Application Type:
- | | | |
|--|---|---|
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Appeal | <input type="checkbox"/> Conditional Use Permit |
| <input checked="" type="checkbox"/> Rezoning | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Tower |
| <input type="checkbox"/> Tower Co-location | <input type="checkbox"/> Variance | |

Description of Request: **Rezoning 6 parcels from R-1, C-1 & C-2 in TT Overlay to R-12**

Identification of the land for the request:

Number and Street: **see attached parcel map** Proposed Acreage: **Total request 63.55 ac**

Current Zoning: **see attached parcel map** Tax Map #: **see attached parcel map**

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

Part 1B

Property History:

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

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

Date: _____ Former Application No. _____ Former Applicant Name: _____

Former Applicant Address: _____ Former Applicant Phone: _____

Part 1C

Applicant Information:

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

Name: Warsaw LLC Address: PO Box 28, Tappahannock, VA 22560

Phone Number: 804-450-7935 E-mail: packet74@gmail.com

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

Part 1D

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

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

Name: _____ Interest: _____ Phone Number: _____

Mailing Address: _____

Name: _____ Interest: _____ Phone Number: _____

Mailing Address: _____

Attach additional names as necessary.

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

Part 2A

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

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

Part 2B

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

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

Part 2C

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

- 1. Current use of property: _____
- 2. Proposed use: _____
- 3. Are development plans submitted with this application? Yes No
- 4. Estimated completion date of project or use of property: _____
- 5. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey etc.
- 6. Summarize on a separate sheet how the proposed use will positively impact the district.

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

Part 2D

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

- 1. Existing Zoning: **See Attached** _____
- 2. Proposed Zoning: _____
- 3. Existing Use: _____
- 4. Proposed Use: _____
- 5. Are development plans submitted with this application? Yes No
- 6. Estimated completion date of project: _____
- 7. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey, etc.
- 8. Summarize how the project relates to the Comprehensive Plan.

Part 2E

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

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

The applicant shall provide:

- 1. Brief description of the requested variation: _____

- 2. How does the Zoning Ordinance unreasonably restrict the use of the property: _____

- 3. What hardship would be alleviated: _____

- 4. Was the hardship created by the owner/applicant: _____

- 5. What physical features of the property make the variance necessary: _____

- 6. Describe how the condition or situation is unique to this property: _____

- 7. What effect will the variance have on adjacent properties: _____


Part 3 – To be completed by ALL applicants

Part 3A


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


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

Printed Name of applicant: Gregory N. Packett

Signature of applicant:  Date: 11/07/2024

Signed and sworn before me on this: 11-7-2024 Sep

Signature of Notary: 



Checklist:

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

For Office Use Only

Received by: _____ Date: _____ Fee Paid: Y N

Complete: Yes No Date: _____

If no, what needs to be added: _____

Date Action Taken by PG: _____ Date Action Taken by BZA: _____

Date Action Taken by Council: _____ Final Decision: Approval Denial

Permit Fees	
Appeal Administrative Decision	\$ 250
Amendment to Zoning Ordinance	\$ 300
Appeal	\$ 200
Conditional Use Permit	\$ 250
Rezoning	\$ 200
Variance	\$ 300

**PLAN OF DEVELOPMENT AND REZONING APPLICATION
PHASE I SUBMITTAL**

Rhodes Place and Broadus Creek Development

PROJECT NARRATIVE

Prepared for:

Warsaw, LLC
P.O. Box 28
Tappahannock, Virginia 23233

Prepared by:

ARM Group LLC
9560 Kings Charter Drive
Ashland, VA 23005

November 8, 2024

ARM Project 024012002.00



ARM Group LLC

Engineers and Scientists

TABLE OF CONTENTS

	<u>Page</u>
1.0 INTRODUCTION.....	1
2.0 DESCRIPTION OF THE PROPERTY.....	1
3.0 ZONING AMENDMENT CONSIDERATIONS.....	1
3.1 Current Zoning.....	1
3.2 Proposed Conditional Use Zoning.....	1
4.0 GENERAL DESCRIPTION OF THE PROJECT	2
4.1 Rhodes Place.....	2
4.2 Broadus Creek.....	2
5.0 DENSITY BONUS PROVISIONS	3

APPENDICES

Appendix A Homes at Broadus Creek	Following Text
Appendix B Villas at Broadus Creek	Following Text
Appendix C Plan of Development.....	Following Text

1.0 INTRODUCTION

This application is a request to obtain approval for a Plan of Development and the rezoning of a 63.16+/- acres of property located within the Town limits of Warsaw, VA. The property includes Tax Parcels 16A4(A)48, 16A4(A)59, 16A4(6)10, 16A4(A)76, 16A4(A)77, 16A4(A)79. The Parcels are in the Traditional Town Overlay District with existing zoning classification of R-12, R-1, C-1 and C-2. The application requests that all 6 parcels be rezoned to R-12. The Plan of Development submitted with the application demonstrates the applicant’s intention to comply with the Tradition Town Overlay Standards. The Plan has been prepared to meet certain conditions as outlined section 3-5-2 g.in the Density Bonus Provisions of the Towns Growth Management Ordinance.

2.0 DESCRIPTION OF PROPERTY

As represented by the Conceptual Development Plant (Appendix 3 – Sheets 1 thru 5), the property is located within the Town’s Traditional Town Overlay District between Wallace Street, Route 360and Route 3. The Property has direct access to each of the Public Roads.

The property is composed of forest and cleared land without active development. There is a creek that runs north and south along the western boundary and also another stream that runs east and west and bisects the property. The northwest corner of the property contains the Tom Rhodes Tree Carving Trail that is often referred to as “Faces in the Trees”. There appear to be wetlands along the stream banks and appear to be subject to a RPA buffer which is shown on the Plan of Development.

3.0 ZONING AMENDMENT CONSIDERATIONS

3.1 Current Zoning

As shown on Sheet 3 of the Plan of Development, the subject property has 4 separate zoning classifications to include R-1, R-12, C-1 and C-2. The Project is also located within the designated Traditional Town Overlay District.

3.2 Proposed Conditional Zoning Request

The proposed project, as presented, is intended to be a residential development. Because the property has four (4) separate zoning classifications including Commercial C-1 and C-2 zoning it is proposed that the entire project area be rezoned to R-12. This zoning will reflect the diverse mix of housing proposed and the densities necessary for development for each development phase. The project will also be developed utilizing the Traditional Town Overlay Standards and will include the Density Bonus Provisions in the GMP to provide a unique residential community meeting the needs of a diverse family and residential market.

The proposed zoning and development plan permits smaller lot sizes that will permit the developer to build more affordable housing options for the residential customers. These customers may include young professionals, retirees and families. The provision for open space

and protection of environmental resources provides an opportunity for a more sustainable development compatible with the Town’s overall development plan.

4.0 GENERAL DESCRIPTION OF THE PROJECT

The proposed project will offer a diverse mix of housing products to meet the market interest in new and more modern construction standards. The existing stream that runs east to west through the property provides a natural separation between two specific areas of the project, called Rhodes Place and The Broadus Creek. While the project has 2 separate development areas, the project will offer an integrated sense of community with a proffered trail system that will connect each area. An interconnection with the existing Town’s existing pathway system north of the project will offer walking access to the Town’s Main Street business areas.

The overall project will provide public water and sewer and other landscaping and amenities as part of its community development plan and to comply with the Town’s bonus density provisions.

While public road access is not offered between Rhodes Place and Broadus Creek an alternative access between the two (2) development areas will be completed. While normally closed by a gate or other methods, this will be an all-weather access road sufficient to support emergency vehicles when and if needed. This access will be built and integrated into the trail system.

4.1 Rhodes Place

This area has been designated as a multifamily development that may include Apartments and or Condos depending on market conditions and preference. This area is located in the where the Faces in the Trees carvings and trails are and will include up to 14 separate buildings containing 12 units each. The area will have its primary access from Wallace Street by a private road built by the developer crossing the existing stream. The private road network will provide integrated parking spaces directly in front of each residential building and additional spaces to accommodate visitors and overflow parking. The Rhodes Place project is proposing a clubhouse, pool, and community space, which when built will offer access to the Broadus Creek Community.

4.2 Broadus Creek Development

Located south of the stream that divides the project property, the Broadus Creek residential community will focus on owner occupied residential units feature both detached and attached single family residences. This residential community will offer public roads, sidewalks, walking trails and eventual integration with the Rhodes Place development. The Broadus Creek community will have a separate Boulevard entrance at the southeast corner of the property aligned with the existing median break on Route 3.

- A. **Broadus Creek** will be a single family detached community of 84 individual units. The community will contain a public road network with sidewalk, walking trails integrated with the Villas and Rhodes Place, open space, and a communal bus stop. Appendix A provides a conceptual illustration of the single-family homes that could be built on Broadus Creek.
- B. **The Villas at Broadus Creek** will offer multifamily housing units containing 4 or 5 villa attached residences for a total of 68 units. The individual units will have garages and driveways and a public road network that will offer on-street parking. The Villas will use the Boulevard Entrance at the southeast end of the property and the right-hand turn only exit on Route 360. Appendix B provides a conceptual illustration of the Villas.

5.0 Density Bonus Provisions

The proposed development plan, as presented, represents the intent to comply with the Town’s Growth Management Ordinance (GMO) and the status intent to encourage site and project design harmonious with the adjoining properties, preserve natural resources, and provide positive influence on the quality of life of its residences. While the Density Bonus Provisions provide a range of project densities of 3 to no more than 8 dwelling units per acre, the proposed project has a calculated density of 5.15 units per acre.

In response to the GMO the Development Plans offer the following community elements:

- 1. **Preservation of natural resources** - a representative sample of the Faces of the Trees Carving, compatible with the development plan and to preserve wetland, RPA’s and natural areas.
- 2. **Sidewalks** – Proposed on one side of each internal road, with handicap access ramps at appropriate access points.
- 3. **Integrated trail and path** – A path system between all separate development areas within the project.
- 4. **Connection with the Town trail/pathway system** - Pedestrian access to Main Street and the business community.
- 5. **Open space** – To be maintained and utilized by the residents and their Property Owners Association.
- 6. **Park** – Created in Open Space area to provide interpretative signage to describe natural and environmental features and information regarding the Rhodes Tree Carvings.
- 7. **A Boulevard Entrance** – a grassed median with landscaping for the Broadus Creek Community with a masonry entrance sign feature and decorative fence.
- 8. **Entrance feature** for the Rhodes Place community
- 9. **Cluster mailbox** locations for each community
- 10. **Sign posts and Lamp posts** - Compatible with the Town standards at each intersection in Broadus Creek Single Family Community,
- 11. **Automatic pole lights** - At each Single-Family house to provide added security lighting and require maintenance of those lights as part of the POA guidelines.
- 12. **Limit tree clearing** to the greatest extent possible.

- 13. **Community Clubhouse and Pool** – Once a community clubhouse and pool are constructed access will be provided to the entire development.
- 14. **Bus Stop** – a proposed bus stop for Bay Transit is in the Broadus Creek Development.
- 15. **Emergency Access** – A standby emergency only access connector between Rhodes Place and Broadus Creek development. This will be incorporated in the trail system and there will not be available access for vehicular traffic other than emergency vehicles.



APPENDIX A – Homes of Broadus Creek



Type text here

Conceptual illustrations









APPENDIX B – Villas at Broadus Creek



Conceptual illustration

Villas at Broadus Creek



DHCD MONTHLY PROGRESS REPORT

Warsaw Housing Rehabilitation Project #23-23-14

PROJECT: WARSAW HOUSING **CONTRACT #:** 23-23-14 **LOCALITY:** Town of Warsaw **FROM:** Alex Eguiguren **MONTH:** DECEMBER 2024

PRODUCTS - Per 08-14-24 Agreement	% COMPLETE	STATUS
Rehabilitation of three houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 6 LMI individuals	6%	Write-ups and draft bid packages have been completed and will be finalized once lead inspections are done for the homes that need them.
Substantial Reconstruction of two houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 4 LMI individuals.	5%	Write-ups and draft bid packages have been completed and will be finalized once all options for substantial reconstruction homes are considered and approved by DHCD and the Town.
Implementation of sidewalk improvements with leverage funds (\$30,000)	0%	Sidewalk improvements have been scheduled by the Town of Warsaw.

EXPENDITURES:	Grant Amount: \$ 632,534	Amt Expended: \$13,540	Amt Obligated: \$107,234
	Leverage Amt: \$ 58,250	Doc. Amt Expended: \$659	Sources: Town, PDC
Last Draw/Remittance # _____ submitted on: <u>00-00-00</u>			
Date of last PMT meeting: <u>00-00-00</u>		Date of next PMT meeting: <u>00-00-00</u>	PMT Meeting Minutes: _____
COMMENTS: Project sign has been installed. Management Team meetings will begin in January of 2026.			

Date Received:
11/12/2024
ELC



Economic Incentive Grant Application

Applicant Information

1. Applicant Name Jane A Douglas
First M.I. Last
2. Applicant Phone Number 804-761-0177
3. Applicant Mailing Address 6390 Newland Rd. Warsaw, Va. 22572
4. Applicant Physical Address 6084 Newland Rd. Warsaw, Va. 22572
5. Applicant Email Address jad2330@email.vecs.edu
6. Business Name The Beauty Bungalow LLC
7. DUNS Number _____
8. Business Tax Identification Number 11761501
9. Number of Full Time Employees (Current) 1 (Proposed) 1

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

I have a set clientele and receive referrals all the time. I intend to make my clientele grow and do whatever I can to subsidize it while I'm getting established through social media, advertising, etc.

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.

JD I am the authorized agent (Please Initial)

11 / 6 / 24
Date

Jane Douglas
Signature of Applicant

Hours of Operation:

MONDAY: 12-8pm	THURSDAY: 10-7pm
TUESDAY: 10-6pm	FRIDAY: 10-3pm
WEDNESDAY: 10-3pm	SATURDAY: 10-1pm

Property Information

1. Property Street Address 209 St. John's St. Warsaw, Va. 22572
2. Property Tax Map Number 16A4(A)BKD 8.9 (incorrect on GIS)
3. Property Zoning Designation C-1
4. Property Description (Acreage & Assessed Value) N/A
5. Building Square Footage _____
6. Vacant Square Footage _____
7. Is the Building Equipped for a Specific Purpose? (Restaurant, Paint Shop, etc.)
Business owner to provide their own equipment & upgrades to building.

8. Other Information (Liens, Structural Issues, etc.)
- N/A

