



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

February 14, 2023

7:00 PM

Item

Page

- 
1. **Call to Order**
  2. **Pledge of Allegiance**
  3. **Approval of Agenda**
  4. **Presentations/Awards and Recognitions**  
Robinson, Farmer, Cox Associates FY2022 Audit Report
  5. **Public Hearings**
  6. **Discussion of Public Hearing Items**
  7. **Citizens' Forum**
  8. **Consent Agenda**  
Approval of Minutes
  9. **Unfinished Business**
  10. **New Business**

3

**11. Council Member Reports**

- Mayor
- Vice Mayor
- Ward 1
- Ward 2
- Ward 3
- Ward 4

**12. Staff Reports**

Public Works	12
Public Utilities	
Notice of Alleged Violation of HAAS Levels	15
Police Department	41
Community Development	
Departmental Update	67
Construction Update	69
Administration and Finance	82
Deputy Town Manager	
Town Manager	
American Rescue Plan Act of 2021 Update	96
Blight Abatement Update	126
Water/Sewer Bill Adjustment Request	174

**13. Committee Updates**

Budget and Finance	
Community Development	
Personnel, Appointments, and Policy	
Reappointment to Board of Zoning Appeals	184
Public Safety	
Streets and Utilities	

**14. Closed Session**

**15. Adjourn**

**Berryville Town Council Item Report Summary  
February 14, 2023**

**Item Title:**

Consent Agenda: Approval of Minutes

**Prepared By:**

Town Clerk

**Background/History General Information**

A consent agenda is a tool utilized by the Town Council for grouping routine business and reports into one agenda item. Any Council member may, as a matter of privilege, remove an item from the consent agenda and have it replaced with another agenda item.

**Findings/Current Activity**

The consent agenda comprises one item to be considered for approval:

Minutes of the 01.10.2023 Town Council regular meeting

**Financial Considerations**

None.

**Schedule/Deadlines**

Timely approval of minutes is preferable, but no deadline for such approval exists.

**Other Considerations**

None

**Attachments**

1. Consent Agenda

**Recommendation**

Approval.

**Sample Motion**

I move that the Council of the Town of Berryville approve the consent agenda.

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**January 10, 2023**  
**7:00 p.m.**

**Town Council:** Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Vice Mayor; William Steinmetz; Diane Harrison; Grant Mazzarino; Ryan Tibbens.

**Staff:** Present--Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

**Press:** Mickey Powell, *The Winchester Star*

**1. Call to Order**

Mayor Arnold called the meeting to order at 7:00 p.m. and noted Vice Mayor Gibson's new title, changed from Recorder effective January 1 following her reelection in November. He also recognized Mr. Tibbens, elected in November to the Ward 4 seat vacated by Kara Rodriguez and attending his first meeting as a member, and Ms. Petti, whose appointment as Deputy Town Manager had become effective the previous day.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

Vice Mayor Gibson moved to approve the agenda. The motion passed by unanimous voice vote.

**4. Presentations, Awards, and Recognitions**

Mayor Arnold announced the opening event of the Town's 225<sup>th</sup> anniversary celebration, scheduled for 2:00 p.m. on January 15 at Johnson-Williams Middle School.

**5. Public Hearings**

None.

**6. Discussion of Public Hearing Items**

None.

## **7. Citizens' Forum**

Berryville resident Frank Keene recommended that the Town seek alternative metering methods that would prevent residents watering their lawns from having to pay the same rates for water as they would for uses involving the sewer system. Mayor Arnold explained that the Council had considered this matter but that charges are intended to cover use of the entire system and that the Town cannot isolate particular forms of water usage.

Winchester attorney Susan French, legal counsel for the owner of the blighted property at 112 Josephine Street that had been discussed in numerous previous meetings, said Mr. Dalton had been inconsistent in statements he had made about his inspection of the property and that he had arbitrarily imposed an additional requirement just before the Council voted on the matter in July. She said the stipulations related to chinking and the rear addition to the structure did not meet the legal definition of blight and asked for their removal from the list of requirements.

## **8. Consent Agenda**

The consent agenda comprised the minutes of the December 13 Town Council regular meeting and the December 5 work session.

**Vice Mayor Gibson moved to adopt the consent agenda as presented. The motion passed by unanimous voice vote.**

## **9. Unfinished Business**

None.

## **10. New Business**

None.

## **11. Council Member Reports**

### **Mayor**

Mayor Arnold directed the Council's attention to the portion of the agenda packet outlining the 2023 calendar for committee meetings. Mr. Dalton noted difficulties in arriving at a schedule for the Public Safety Committee, and a discussion established the fourth Thursday of each month at 2:00 as the day and time.

## **Other Members**

Mr. Tibbens said Viola Lee of 300 Mosby Boulevard thanked staff for recent information and assistance they provided her. The other members had nothing to report.

## **12. Staff Reports**

Nothing was added to the written reports for Public Works, Utilities, Police, Administration and Finance, or Community Development.

### **Town Manager**

#### **American Rescue Plan Act of 2021 Update**

Mr. Dalton said the Josephine Street water-sewer project would begin next week, with North Church Street likely being the next area to receive attention.

#### **Blight Abatement Update**

Ms. Harrison read the attached statement rebutting assertions that arbitrary conduct had been directed at certain property owners and offering one final deadline extension for properties not in compliance with the directives of the Council.

**Ms. Harrison moved that the required milestones/schedule portion of the approved spot blight abatement plan for 225 Josephine Street be amended as follows:**

**All required permits issued for work on structure by 4/3/23,  
All work completed (and required inspections passed) on structure and site by 12/15/23,**

**and if the Town Council finds that plan milestones are not met, it will direct the Town Manager to begin enforcement of the approved spot blight abatement plan; and if that enforcement results in the demolition of the dwelling at 225 Josephine Street and the disposal of the materials stored on the property or in the dwelling, it will be because the owner has chosen not to meet plan requirements.**

Vice Mayor Gibson ascertained that 15 December 2023 was the original date.

**The motion passed by unanimous voice vote.**

**Ms. Harrison moved that the required milestones/schedule portion of the approved spot blight abatement plan for 112 Josephine Street be amended as follows:**

List of repairs to be completed on structure and a schedule for completion of that work provided to the Town manager by 2/6/23,

All required permits issued for work on structure by 4/3/23,

All work completed (and required inspections passed) on structure and site (including removal of debris and trash and stabilization of site) by 12/15/23,

and if the Town Council finds that plan milestones are not met, it will direct the Town Manager to begin enforcement of the approved spot blight abatement plan; and if that enforcement results in the demolition of the dwelling at 112 Josephine Street, it will be because the owner has chosen not to meet plan requirements.

Mr. Tibbens ascertained that the list mentioned is in fact merely a to-do list. Mr. Steinmetz and Ms. Harrison discussed the fact that the owner had communicated regarding the completion of some work on the rear addition, noting that some documentation would be required. Ms. Harrison reminded the Council that the requirement of an engineering report had already been waived because of the cost to the owner.

**The motion passed by unanimous voice vote.**

Mayor Arnold remarked on an email Ms. French had sent to the Council earlier in the day in which she asserted that the Town had unlawfully conducted business privately via email rather than in public and that only by requesting documents under the Freedom of Information Act had she been able to inform herself about blight matters as they stood in December. Mayor Arnold said that in fact the document she received through her FOIA request had been posted on the Town website and emailed to the news media as part of the Town Manager's staff report in the agenda packet for the December meeting, at which Mr. Dalton said he had nothing to add to that report.

#### **Water Treatment Plant Upgrade**

Mr. Dalton said the contract with Pennoni Associates to secure engineering services through commissioning of the new plant had been signed and that various sources for funding plant construction were under consideration, including the U.S. Department of Agriculture. He said he expects \$123,000 to be spent on the project in the current fiscal year.

Mr. Dalton said he expected the treasurer to receive the annual audit report next week, with the auditor probably giving a presentation at the February meeting.

### **13. Committee Updates**

#### **Budget and Finance**

Vice Mayor Gibson said the committee would have a budget work session on February 28 at 3:00 p.m., with a budget work session for full Council on March 6 at 3:00 p.m.

#### **Community Development**

Mr. Tibbens, the new committee chair, said the special committee planning the celebration of the Town's 225th anniversary might be interested in sponsoring a song contest, with the Town receiving the rights to the winning entry. The Council agreed that the matter should be placed before the 225 Committee.

#### **Personnel**

Mayor Arnold noted the need to fill two vacancies on the Tree Board and one on the Planning Commission.

#### **Public Safety**

Mr. Mazzarino had nothing to add to the prior discussion of scheduling.

#### **Streets and Utilities**

Ms. Harrison said the committee had no pressing business.

### **14. Closed Session**

Mr. Steinmetz thanked Chief White for spending time orienting him to the Town's public safety facilities and activities.

### **15. Adjourn**

The Council adjourned at 7:38 p.m. on a motion by Vice Mayor Gibson

---

Erecka L. Gibson, Vice Mayor

---

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, January 10, 2023

7:00 p.m.

Name: \_\_\_\_\_ Town of Berryville Resident? \_\_\_\_\_

Frank Keene  Yes No

Susan FRENCH Yes No

\_\_\_\_\_  
Yes No

## Statement by Council Member Diane Harrison, 10 January 2023

Over two years ago, the Town Council tasked the Town Manager to begin the process of addressing blighted properties in Town due to complaints brought to the town.

In July of 2022 the Town Council approved spot blight abatement plans for four properties.

The Town Manager has informed the Council that two of the four property owners for which the spot blight abatement plans were approved are currently in compliance with their respective plan. I want to take this opportunity to thank the owners of 114 Josephine Street and 12 First Street for their efforts to meet the requirements of the approved plans. Please continue your work and stay in communication with Town staff.

The Town Manager has informed the Council that two of the four property owners for which the spot blight abatement plans were approved are currently not in compliance with their respective plan.

- The owner of 225 Josephine Street has not met the milestone requiring them to secure necessary permits by December 1, 2022. These permits were to have included zoning and possibly building permits for an accessory building if choosing to go this route and a demolition permit for the dwelling. The Town contacted the owner on December 19, 2022 and asked that the milestone be met by January 3, 2023. The required permits were not secured.

The owner visited the office this week and said materials were being removed from the house and was in process of preparing for demolition.

- The owner of 112 Josephine Street has not met the milestone requiring them to provide the Town Manager with a list of improvements that will be made to address the requirements of the approved spot blight abatement plan and a schedule for completion of those improvements. The Town contacted the owner on December 19, 2022 and asked that the milestone be met by January 3, 2023. A comprehensive list and schedule for completion of required work has not been received. Although, work has been done in some areas, the simple requirement of this "to-do list" has not been met.

We received notice that an evaluation of the rear addition/closed in porch was done and it was shown to be stable. That documentation needs to be forwarded to the Town Manager.

I think that it is important to repeat something that I said at the beginning of my remarks and expand on the matter somewhat. In July of 2022 the Town Council approved spot blight abatement plans for four properties. The plans evolved at different points along the way prior to that vote to help with costs to the property owners but to still allow for mothballing or demolition of a property according to building code requirements. Council took into consideration the advice from the ARB and the Planning Commission in their final vote for the plans that were approved. At that point in the process, these plans, developed by the Town Manager, became the approved plans of the Town Council. Let me say that another way, the Town Council approved the spot blight abatement plans, not the Town Manager. While the Town Manager has responsibility for enforcement of the provisions of the approved plan, the Town Council is responsible for the content of the plans. Continued efforts to make this about the Town Manager and to argue with the Town Manager, instead of addressing the Council's requirements serve no one.

I believe the time when the Town Council must take action is fast approaching. The very simple steps that need to be taken to comply with these approved plans need to be completed by the property owners.

I am willing to extend the milestone deadlines for these two properties one last time.

Accordingly, I have two motions to set forth that mean that at the February 2023, April 2023, and January 2024 meetings the Council will determine whether these revised milestones have been met. If the Council determines that the milestones have not been met, then the Council will direct the Town Manager to take action in accordance with the approved plans.

**Motion 1**

**I move that the required milestones /schedule portion of the approved spot blight abatement plan for 225 Josephine Street be amended as follows:**

**Required Milestones / Schedule**

All required permits issued for work on structure by 4/3/23\*

All work completed (and required inspections passed) on structure and site by 12/15/23\*

**\* If Town Council finds that plan milestones are not met, then it will direct the Town Manager to begin enforcement of the approved spot blight abatement plan.**

If that enforcement results in the demolition of the dwelling at 225 Josephine Street, and the disposal of the materials stored on the property or in the dwelling, then it will be because the owner has **chosen** not to meet plan requirements.

**Motion 2**

**I move that the required milestones / schedule portion of the approved spot blight abatement plan for 112 Josephine Street be amended as follows:**

**Required Milestones / Schedule**

List of repairs to be completed on the structure and a schedule for completion of that work provided to the Town Manager by 2/6/23\*

All required permits issued for work on structure by 4/3/23\*

All work completed (and required inspections passed) on structure and site (including removal of debris and trash and stabilization of site) by 12/15/23\*

**\* If Town Council finds that plan milestones are not met, then it will direct the Town Manager to begin enforcement of the approved spot blight abatement plan.**

If that enforcement results in the demolition of the dwelling at 112 Josephine Street, it will be because the owner has **chosen** not to meet plan requirements.

# **Report of the Department of Public Works**

## **February 7, 2023**

### **General Information**

We experienced another minor winter weather event. All of our snow removal equipment operated in a normal manner.

### **Sewer**

We experienced one sewer blockage last month. This blockage occurred on the sewer main that serves West Main Street from Church Street to Buckmarsh Street. No damaging backups or sewer spillage resulted from the blockage. The blockage was cleared by Public Works personnel.

### **Water**

Public Works assisted a sub-contractor with cleaning the river intake vault and installing a new pump and motor.

**Berryville Town Council Item Report Summary  
February 14, 2023**

**Item Title**  
Staff Reports - Public Utilities

**Prepared By**

---

**Background/History/General Information**

**Findings/Current Activity**

**Financial Considerations**

**Schedule/Deadlines**

**Other Considerations**

**Attachments**

**Recommendation**

**Sample Motion**

# UTILITIES

**Notice of Alleged Violation HAA5 Levels**

---

**Notice of Alleged Violation**

On January 23, 2023 the Town received a Notice of Alleged Violation from the Office of Drinking Water of the Virginia Department of Health. The notice informed the Town that it may have exceeded permissible primary maximum contaminant levels (MCL) for haloacetic acid (HAA5).

The MCL for this disinfection by-product, which is based on the four-quarter locational running average (LRAA), is 0.060 mg/L. The Town's LRAA for HAA5 for one of its two testing locations exceeded the MCL (the current for that site is LRAA is 0.061 mg/L). It is important to note that trihalomethane (TTHM), which is also a disinfection by-product, levels are elevated as well, but there is no LRAA exceedance for that contaminant.

Virginia Department of Health requires that notice of this possible exceedance be provided to the Town's water customers. This notice must be provided to customers no later than February 23, 2023.

**Notice to Customers**

The Town has provided the following notice of the possible exceedance of permissible primary maximum contaminant levels for HAA5:

Website posting	1/25/23
Posting at Clarke Co. Circuit Court House	1/25/23
Posting at entrance of Berryville-Clarke County Government Center	1/25/23
Posting at Berryville Business Office Customer Service Window	1/25/23
Mailed to water/sewer customers	2/2/23
Hand-delivered to select sites (594 notices delivered to 30 locations)	2/9/23 Completed

If the LRAA for HAA5 has not fallen to 0.060 or below in three months, then the Town will be required to repeat the customer notice process. Because this possible exceedance represents an average of test results, it is possible that it may take more than one quarter to return to compliance.

**Efforts to Lower Disinfection By-products**

The Town has discussed the matter with Virginia Department of Health staff and other outside parties to determine the cause(s) of this possible exceedance and how to address this matter in the future.

Because haloacetic acid is a chlorination by-product, the Town is making adjustments to reduce the chlorine residual being maintained in the water distribution system. These adjustments are being made while still ensuring proper disinfection and necessary chlorine residual in the water distribution system.

The Town is also:

- fine-tuning and expanding its distribution system flushing program,
- amending water storage level strategies, and
- making adjustments to the water treatment process.

**Updates to Customers**

The Town will perform a Virginia Department of Health-required test for chlorination by-products in February. When the Town receives the results of that test, they will be posted at [www.berryvilleva.gov](http://www.berryvilleva.gov).

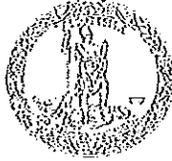
As a part of that posting, the Town will also update the public on actions that have been taken to address this matter.

**Annual Drinking Water Quality Report**

The 2021 Annual Drinking Water Quality Report is available on the Town's website ([www.berryvilleva.gov](http://www.berryvilleva.gov)). This report provides a great deal of information about the Town's drinking water. The 2022 report, which will reference this possible exceedance of primary maximum contaminant levels for haloacetic acids, will be produced in the coming months. The report must be distributed by July 1, 2023.

**Attachments**

- Virginia Department of Health Notice of Alleged Violation
- Town of Berryville Notice (posted)
- Town of Berryville Notice (mailed and hand-delivered)
- Town of Berryville Annual Drinking Water Quality Report for 2021



COMMONWEALTH of VIRGINIA

Department of Health  
OFFICE OF DRINKING WATER  
Culpeper Field Office

400 S. Main Street, 2<sup>nd</sup> Floor  
Culpeper, VA 22701  
Phone: 540-829-7340

Colin M. Greene, MD, MPH  
State Health Commissioner

NOTICE OF ALLEGED VIOLATION

SUBJECT: Clarke County  
Waterworks: Berryville, Town of  
PWSID No: 2043125

January 23, 2023

Town of Berryville  
Attn.: Mr. Keith Dalton  
101 Chalmers Court, Suite A  
Berryville, VA 22611

Re: Primary Maximum Contaminant Level for Haloacetic Acids in Community Waterworks

Dear Mr. Dalton:

We have received the results of total trihalomethane (TTHM) and haloacetic acid (HAA5) analyses that were performed on water samples recently collected from the subject waterworks. Below, you will find a summary of the results of TTHM and HAA5 sampling for the previous four quarters.

Results for TTHM (mg/L)						
Sample Location	1 <sup>st</sup> quarter 2022	2 <sup>nd</sup> quarter 2022	3 <sup>rd</sup> quarter 2022	4 <sup>th</sup> quarter 2022	Locational Running Annual Avg	Operational Evaluation Level
320 Dunlop	.032	.033	<b>.114</b>	.050	.057	.062
409 McNeil	.025	.038	<b>.121</b>	.053	.059	.066

Results for HAA5 (mg/L)						
Sample Location	1 <sup>st</sup> quarter 2022	2 <sup>nd</sup> quarter 2022	3 <sup>rd</sup> quarter 2022	4 <sup>th</sup> quarter 2022	Locational Running Annual Avg	Operational Evaluation Level
320 Dunlop	.038	.043	<b>.088</b>	.073	.061	.069
409 McNeil	.029	.045	<b>.091</b>	.065	.058	.067

Bolding indicates results that are higher than the Primary Maximum Contaminant Level for TTHM or HAA5. The TTHM maximum contaminant level is 0.080 mg/L and the HAA5 maximum contaminant level is 0.060 mg/L. Compliance with the TTHM and HAA5 maximum contaminant levels is based on the four-quarter locational running annual average (LRAA). The operational evaluation level (OEL) is calculated based on the past three quarters of results and assigns greater weight to the most recent quarter's results as an early warning when TTHM and HAA5 levels are at risk of causing an LRAA exceedance.

This notice is to advise that you may be in violation of §12 VAC 5-590-410 of the *Waterworks Regulations* for exceeding the Primary Maximum Contaminant Level (PMCL) for haloacetic acids (HAA5) during the December 2022 compliance period. The PMCL for HAA5 is 0.060 mg/L.

According to our records, the locational annual average level of HAA5s during the compliance period was 0.061 mg/L at the Dunlop Street sampling location. The *Waterworks Regulations* characterize this as a Tier 2 violation.

### Required Actions

**Public Notice:** Section 12 VAC 5-590-540 of the *Waterworks Regulations* requires you to give public notice whenever a PMCL is exceeded. The public notice must be handled as follows:

- You must distribute a notice to consumers within 30 days from the date of this letter, no later than February 23, 2023.
- Your notice to consumers must be posted in conspicuous locations throughout the area served by your waterworks or mailed or directly delivered to the persons served by your waterworks.
- If your waterworks serves consumers who would not be reached by your posted, mailed, or hand-delivered notice, you must also use other distribution methods to provide notice to these consumers as well. For example, such persons may include those who may not see a posted notice because it is not in a location they routinely pass by. Examples of other methods include (but are not limited to) publication of a notice through a company newsletter, or by E-mail to staff or students.
- Posted notices must be posted for a minimum of seven days even if the violation has been resolved and must remain in place as long as the violation persists.
- You must repeat distribution of the notice every three months, for as long as the violation persists.

**Draft Notice:** Attached is a draft notice for you to distribute to consumers. You may use this notice as is, or modify it to better meet your situation, as long as the information is accurate, and the notice contains all of the required elements and mandated language. If you decide to change the notice, we ask that you contact this Office to verify that your proposed changes meet the requirements of the *Waterworks Regulations*.

**Public Notice Confirmation:** Within ten (10) days of completing public notification, you must provide this Office with a copy of the notice you distributed, along with a signed certification that the distribution was completed in the required time and manner. Failure to distribute public notice and report to the Virginia Department of Health may be a violation of the *Waterworks Regulations*. A certification form is enclosed for your use.

**Operational Evaluation Report:** During the fourth quarter, the Operational Evaluation Level for HAA5 also exceeded the limit at both sampling locations. When the OEL is exceeded, the Stage 2 D/DBP Rule requires that you conduct an operational evaluation and submit a written report to this office for approval within 90 days or no later than April 23, 2023. The operational evaluation must include an examination of system treatment and distribution operational practices that may have contributed to the TTHM and HAA5 formation including: storage tank operations, excess storage capacity, distribution system flushing, sources of supply and source water quality, and treatment process and finished water quality.

You conducted an operational evaluation following the OEL exceedance during the 3<sup>rd</sup> quarter. As a result of your findings and operational changes you made, 4<sup>th</sup> quarter results were lower, but HAA5 levels remain elevated. Therefore, another report is warranted, and should focus on which changes were and were not effective in the ways you expected. Operational evaluation checklists are enclosed for your use. Any requests to limit the scope of the report must be approved in writing by this office prior to submission of the report.

If you have any questions or would like to meet to discuss this requirement, please do not hesitate to contact me at 804-510-3962 or [paige.johns@vdh.virginia.gov](mailto:paige.johns@vdh.virginia.gov)

Sincerely,

DocuSigned by:

*Paige Johns*

E95FF8F485E84ED...

Paige C. Johns, EIT  
District Engineer

Enclosures:

1. Public Notification Template
2. Certification of Public Notification
3. Operational Evaluation Reporting Form (*Attachment A.3*)
4. Distribution System Evaluation Checklist (*Attachment A.4*)
5. Treatment Process Evaluation Checklist (*Attachment A.5*)
6. Source Water Evaluation Checklist (*Attachment A.6*)
7. Sampling results summary

cc: Town of Berryville, attn.: Mr. Ernest Bussert, [dirutilities@berryvilleva.gov](mailto:dirutilities@berryvilleva.gov)  
Clarke County Health Department  
VDH, ODW-Central Office

**NOTICE TO CONSUMERS  
OF THE  
TOWN OF BERRYVILLE  
WATER SYSTEM**

**Levels of Haloacetic Acids Above Drinking Water Standards**

In keeping with National Primary Drinking Water Regulations, we are obliged to inform you that we may be in violation of state regulations because drinking water being served to consumers at the Town of Berryville water system did not comply with the Primary Maximum Contaminant Level for Haloacetic Acids.

We routinely monitor for the presence of drinking water contaminants. Testing results we received from the four quarterly compliance periods during the 2022 calendar year show that our system exceeded the standard, or maximum contaminant level (MCL), for Haloacetic Acids. The standard for Haloacetic Acids is 0.060 mg/L. The average level of Haloacetic Acids first quarter 2022 through fourth quarter 2022 was 0.061 mg/L.

**You do not need to use an alternative (e.g., bottled) water supply.** However, if you have specific health concerns, consult your doctor. This is not an immediate risk. If it had been, you would have been notified immediately.

Some people who drink trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.

For more information, please contact

\_\_\_\_\_

At

\_\_\_\_\_

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly. You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by \_\_\_\_\_  
Date distributed: \_\_\_\_\_

SUBJECT: Clarke County  
Waterworks: Town of Berryville  
PWSID No: 2043125

VIOLATION: HAA5 LRAA Exceedance 4Q2022

**PUBLIC NOTIFICATION CERTIFICATION REPORT FORM**  
Attached notification must be posted/transmitted to public by February 23, 2023  
This certification must be completed and returned to ODW by March 5, 2023

Posted on \_\_\_\_\_ *(date)*

At the following locations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By direct (hand) delivery on \_\_\_\_\_ *(date)*

By mail delivery on \_\_\_\_\_ *(date)*

Other approved method \_\_\_\_\_ *(Method and date)*

I hereby certify that the attached public notice was distributed as indicated above and that the notice meets all content requirements.

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

RETURN TO: Culpeper Field Office, Office of Drinking Water  
400 S. Main St., 2<sup>nd</sup> Floor  
Culpeper, Virginia 22701  
Or  
ODWFieldOffice6@vdh.virginia.gov

**Operational Evaluation Reporting Form** Page 1 of 2

**I. GENERAL INFORMATION**

A. Facility Information

Facility Name: \_\_\_\_\_ PWSID: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

B. Report Prepared by:

(Print): \_\_\_\_\_ Date prepared: \_\_\_\_\_

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

Contact Telephone Number: \_\_\_\_\_

**II. MONITORING RESULTS**

A. Provide the Compliance Monitoring Site(s) where the OEL was Exceeded.

\_\_\_\_\_

*Note: The site name or number should correspond to a site in your Stage 2 DBPR compliance monitoring plan.*

B. Monitoring Results for the Site(s) Identified in II.A (include duplicate pages if there was more than one exceedance)

1. Check TTHM or HAA5 to indicate which result caused the OEL exceedance.  TTHM  HAA5

2. Enter your results for TTHM or HAA5 (whichever you checked above).

	Quarter			Operational Evaluation Value
	Results from Two Quarters Ago	Prior Quarter's Results	Current Quarter	
	A	B	C	$D = (A+B+(2*C))/4$
Date sample was collected				
TTHM (mg/L)				
HAA5 (mg/L)				

*Note: The operational evaluation value is calculated by summing the two previous quarters of TTHM or HAA5 values plus twice the current quarter value, divided by four. If the value exceeds 0.080 mg/L for TTHM or 0.060 mg/L for HAA5, an OEL exceedance has occurred.*

C. Has an OEL exceedance occurred at this location in the past?  Yes  No

If NO, proceed to item D. If YES, when did exceedance occur? \_\_\_\_\_

Was the cause determined for the previous exceedance(s)?  Yes  No

Are the previous evaluations/determinations applicable to the current OEL exceedance?  Yes  No

Sampling Manual Chapter 5, Attachment A.4. Distribution System Evaluation Checklist

<b>Operational Evaluation Reporting Form</b>	Page 2 of 2
<b>III. OPERATIONAL EVALUATION FINDINGS</b>	
<p>A. Did the State allow you to limit the scope of the operational evaluation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>                  If NO, proceed to item B. If YES, attach written correspondence from the State.</p>	
<p>B. Did the distribution system cause or contribute to your OEL exceedance(s)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  <span style="float: right;"><input type="checkbox"/> Possibly</span>                  If NO, proceed to item C. If YES or POSSIBLY, explain (attach additional pages if necessary):                  _____                  _____                  _____</p>	
<p>C. Did the treatment system cause or contribute to your OEL exceedance(s)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  <span style="float: right;"><input type="checkbox"/> Possibly</span>                  If NO, proceed to item D. If YES or POSSIBLY, explain (attach additional pages if necessary):                  _____                  _____                  _____</p>	
<p>D. Did source water quality cause or contribute to your OEL exceedance(s)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  <span style="float: right;"><input type="checkbox"/> Possibly</span>                  If NO, proceed to item E. If YES or POSSIBLY, explain (attach additional pages if necessary):                  _____                  _____                  _____</p>	
<p>E. Attach all supporting operational or other data that support the determination of the cause(s) of your OEL exceedance(s).</p>	
<p>F. If you are unable to determine the cause(s) of the OEL exceedance(s), list the steps that you can use to better identify the cause(s) in the future (attach additional pages if necessary):                  _____                  _____                  _____</p>	
<p>G. List steps that could be considered to minimize future OEL exceedances (attach additional pages if necessary)                  _____                  _____                  _____</p>	
<p>H. Total Number of Pages Submitted, Including Attachments and Checklists: _____</p>	

Sampling Manual Chapter 5, Attachment A.4. Distribution System Evaluation Checklist

<b>Distribution System Evaluation Checklist</b>		Page 1 of 2
System Name: _____		
Checklist Completed by: _____ Date: _____		
<b>A.</b>	Do you have disinfectant residual or temperature data for the monitoring location where you experienced the OEL exceedance? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If NO, proceed to item B. If YES, answer the following questions for the period in which an OEL exceedance occurred: Yes    No <input type="checkbox"/> <input type="checkbox"/> Was the water temperature higher than normal for that time of the year at that location? <input type="checkbox"/> <input type="checkbox"/> Was the disinfectant residual lower than normal for that time of the year at that location? <input type="checkbox"/> <input type="checkbox"/> Was the disinfectant residual higher than normal for that time of the year at that location?	
<b>B.</b>	Do you have maintenance records available for the time period just prior to the OEL exceedance? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If NO, proceed to item C. If YES, answer the following questions: Yes    No <input type="checkbox"/> <input type="checkbox"/> Did any line breaks or replacements occur in the vicinity of the exceedance? <input type="checkbox"/> <input type="checkbox"/> Were any storage tanks or reservoirs taken off-line and cleaned? <input type="checkbox"/> <input type="checkbox"/> Did flushing or other hydraulic disturbances (e.g., fires) occur in the vicinity of the exceedance? <input type="checkbox"/> <input type="checkbox"/> Were any valves operated in the vicinity of the OEL exceedances?	
<b>C.</b>	If your system is metered, do you have access to historical records showing water use at individual service connections? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If NO, proceed to item D. If YES, was overall water use in your system unusually low, indicating higher than normal water age? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<b>D.</b>	Do you have high-volume customers in your system (e.g., an industrial processing plant)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If NO, proceed to item E. If YES, was there a change in water use by a high-volume customer? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<b>E.</b>	Is there a finished water storage facility hydraulically upstream from the monitoring location where you experienced the OEL exceedance? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If NO, proceed to item F. If YES, review storage facility operations and water quality data to answer the following questions for the period in which the OEL exceedance occurred: Yes    No <input type="checkbox"/> <input type="checkbox"/> Was a disinfectant residual detected in the stored water or at the tank outlet? <input type="checkbox"/> <input type="checkbox"/> Do you know of any mixing problems with the tank or reservoir? <input type="checkbox"/> <input type="checkbox"/> Does the facility operate in "last in-first out" mode? <input type="checkbox"/> <input type="checkbox"/> Was the tank or reservoir drawn down more than usual prior to OEL exceedance, indicating a possible discharge of stagnant water? <input type="checkbox"/> <input type="checkbox"/> Was there a change in water level fluctuations that would have resulted in increased water age within the tank or reservoir?	

Sampling Manual Chapter 5, Attachment A.4. Treatment Process Evaluation Checklist

<b>Distribution System Evaluation Checklist</b>		Page 2 of 2	
F.	Does your system practice booster chlorination? If NO, proceed to item G. If YES, was there an increase in booster chlorination feed rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
G.	Did you have customer complaints in the vicinity of the OEL exceedance? If NO, proceed to item H. If YES, explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<hr/> <hr/> <hr/> <hr/>			
H.	Did concern about complying with a rule other than Stage 2 DBPR, such as the Lead and Copper rule, the RTCR, or any other rule constrain your options to reduce the DBP levels at this site? For example, are you limited by the need to maintain a detectable disinfectant residual in your ability to control DBP levels in the distribution system? If NO, proceed to item I. If YES, explain below and consult EPA's <i>Simultaneous Compliance Guidance Manual</i> for alternative compliance approaches.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<hr/> <hr/> <hr/> <hr/>			
I.	<b>Conclusion</b>  Did the distribution system cause or contribute to the OEL exceedance(s)?  If NO, proceed to evaluations of treatment systems and source water. If YES or POSSIBLY, explain below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Possibly	
<hr/> <hr/> <hr/> <hr/>			

Sampling Manual Chapter 5, Attachment A.4. Treatment Process Evaluation Checklist

<b>Treatment Process Evaluation Checklist</b>		Page 1 of 4																																												
<input type="checkbox"/> <b>NO DATA AVAILABLE</b>																																														
Facility Name: _____																																														
Checklist Completed by: _____		Date: _____																																												
<p><b>A. Review finished water data for the time period prior to the OEL exceedance(s) and compare to historical finished water data using the following questions:</b></p> <p>Were DBP precursors (TOC, DOC, SUVA, bromide, etc.) higher than normal?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Was finished water pH higher or lower than normal?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Was the finished water temperature higher than normal?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Was finished water turbidity higher than normal?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Was the disinfectant concentration leaving the plant(s) higher than normal?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Were finished water TTHM/HAA5 levels higher than normal?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Were operational and water quality data available to the system operator for effective decision making?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>																																														
<p><b>B. Does the treatment process include predisinfection?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If NO, proceed to item C. If YES, answer the following questions for the period in which an OEL exceedance occurred:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 80%;"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Was disinfected raw water stored for an unusually long time?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were treatment plant flows lower than normal?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were treatment plant flows equally distributed among different trains?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were water temperatures high or warmer than usual?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were chlorine feed rates outside the normal range?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Was a disinfectant residual present in the treatment train following predisinfection?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were online instruments utilized for process control?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Did you switch to free chlorine as the oxidant?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Was there a recent change (or addition) of pre-oxidant?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Did you change the location of the predisinfection application?</td> </tr> </tbody> </table>				Yes	No		<input type="checkbox"/>	<input type="checkbox"/>		Was disinfected raw water stored for an unusually long time?	<input type="checkbox"/>	<input type="checkbox"/>		Were treatment plant flows lower than normal?	<input type="checkbox"/>	<input type="checkbox"/>		Were treatment plant flows equally distributed among different trains?	<input type="checkbox"/>	<input type="checkbox"/>		Were water temperatures high or warmer than usual?	<input type="checkbox"/>	<input type="checkbox"/>		Were chlorine feed rates outside the normal range?	<input type="checkbox"/>	<input type="checkbox"/>		Was a disinfectant residual present in the treatment train following predisinfection?	<input type="checkbox"/>	<input type="checkbox"/>		Were online instruments utilized for process control?	<input type="checkbox"/>	<input type="checkbox"/>		Did you switch to free chlorine as the oxidant?	<input type="checkbox"/>	<input type="checkbox"/>		Was there a recent change (or addition) of pre-oxidant?	<input type="checkbox"/>	<input type="checkbox"/>		Did you change the location of the predisinfection application?
	Yes	No																																												
<input type="checkbox"/>	<input type="checkbox"/>		Was disinfected raw water stored for an unusually long time?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Were treatment plant flows lower than normal?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Were treatment plant flows equally distributed among different trains?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Were water temperatures high or warmer than usual?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Were chlorine feed rates outside the normal range?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Was a disinfectant residual present in the treatment train following predisinfection?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Were online instruments utilized for process control?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Did you switch to free chlorine as the oxidant?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Was there a recent change (or addition) of pre-oxidant?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Did you change the location of the predisinfection application?																																											
<p><b>C. Does your treatment process include presedimentation?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If NO, proceed to item D. If YES, answer the following questions for the period in which an OEL exceedance occurred:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 80%;"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were flows low?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were flows high?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Were online instruments utilized for process control?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Was sludge removed from the presedimentation basin?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Was sludge allowed to accumulate for an excessively long time?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Do you add a coagulant to your presedimentation basin?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Was there a problem with the coagulant feed?</td> </tr> </tbody> </table>				Yes	No		<input type="checkbox"/>	<input type="checkbox"/>		Were flows low?	<input type="checkbox"/>	<input type="checkbox"/>		Were flows high?	<input type="checkbox"/>	<input type="checkbox"/>		Were online instruments utilized for process control?	<input type="checkbox"/>	<input type="checkbox"/>		Was sludge removed from the presedimentation basin?	<input type="checkbox"/>	<input type="checkbox"/>		Was sludge allowed to accumulate for an excessively long time?	<input type="checkbox"/>	<input type="checkbox"/>		Do you add a coagulant to your presedimentation basin?	<input type="checkbox"/>	<input type="checkbox"/>		Was there a problem with the coagulant feed?												
	Yes	No																																												
<input type="checkbox"/>	<input type="checkbox"/>		Were flows low?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Were flows high?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Were online instruments utilized for process control?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Was sludge removed from the presedimentation basin?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Was sludge allowed to accumulate for an excessively long time?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Do you add a coagulant to your presedimentation basin?																																											
<input type="checkbox"/>	<input type="checkbox"/>		Was there a problem with the coagulant feed?																																											

Sampling Manual Chapter 5, Attachment A.4. Treatment Process Evaluation Checklist

<b>Treatment Process Evaluation Checklist</b>		Page 2 of 4																											
<p><b>D. Does your treatment process include coagulation and/or flocculation?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p><b>If NO, proceed to item E. If YES, answer the following questions for the period in which an OEL exceedance occurred:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: left; padding: 2px;">Yes</th> <th style="width: 10%; text-align: left; padding: 2px;">No</th> <th style="padding: 2px;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Were there any feed pump failures or were feed pumps operating at improper feed rates?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Were chemical feed systems controlled by flow pacing?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Were there changes in coagulation practices or the feed point?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Did you change the type or manufacturer of the coagulant?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Do you suspect that the coagulant in use at the time of the OEL exceedance did not meet industry standards?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Did the pH or alkalinity change at the point of coagulant addition?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Were there broken or plugged mixers?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Were flow rates above the design rate or was there short-circuiting?</td> </tr> </tbody> </table>		Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	Were there any feed pump failures or were feed pumps operating at improper feed rates?	<input type="checkbox"/>	<input type="checkbox"/>	Were chemical feed systems controlled by flow pacing?	<input type="checkbox"/>	<input type="checkbox"/>	Were there changes in coagulation practices or the feed point?	<input type="checkbox"/>	<input type="checkbox"/>	Did you change the type or manufacturer of the coagulant?	<input type="checkbox"/>	<input type="checkbox"/>	Do you suspect that the coagulant in use at the time of the OEL exceedance did not meet industry standards?	<input type="checkbox"/>	<input type="checkbox"/>	Did the pH or alkalinity change at the point of coagulant addition?	<input type="checkbox"/>	<input type="checkbox"/>	Were there broken or plugged mixers?	<input type="checkbox"/>	<input type="checkbox"/>	Were flow rates above the design rate or was there short-circuiting?	
Yes	No																												
<input type="checkbox"/>	<input type="checkbox"/>	Were there any feed pump failures or were feed pumps operating at improper feed rates?																											
<input type="checkbox"/>	<input type="checkbox"/>	Were chemical feed systems controlled by flow pacing?																											
<input type="checkbox"/>	<input type="checkbox"/>	Were there changes in coagulation practices or the feed point?																											
<input type="checkbox"/>	<input type="checkbox"/>	Did you change the type or manufacturer of the coagulant?																											
<input type="checkbox"/>	<input type="checkbox"/>	Do you suspect that the coagulant in use at the time of the OEL exceedance did not meet industry standards?																											
<input type="checkbox"/>	<input type="checkbox"/>	Did the pH or alkalinity change at the point of coagulant addition?																											
<input type="checkbox"/>	<input type="checkbox"/>	Were there broken or plugged mixers?																											
<input type="checkbox"/>	<input type="checkbox"/>	Were flow rates above the design rate or was there short-circuiting?																											
<p><b>E. Does your treatment process include sedimentation or clarification?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p><b>If NO, proceed to Item F. If YES, answer the following questions for the period in which an OEL exceedance occurred:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: left; padding: 2px;">Yes</th> <th style="width: 10%; text-align: left; padding: 2px;">No</th> <th style="padding: 2px;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Were there changes in plant flow rate that may have resulted in a decrease in settling time or carryover of process solids?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Were settled water turbidities higher than normal?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Was there any disruption in the sludge blanket that may have resulted in carryover to the point of disinfection?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Was there any maintenance in the basin that may have stirred sludge from the bottom of the basin and caused it to carry over to the point of disinfectant addition?</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Was sludge allowed to accumulate for an excessively long time or was there a malfunction in the sludge removal equipment?</td> </tr> </tbody> </table>		Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	Were there changes in plant flow rate that may have resulted in a decrease in settling time or carryover of process solids?	<input type="checkbox"/>	<input type="checkbox"/>	Were settled water turbidities higher than normal?	<input type="checkbox"/>	<input type="checkbox"/>	Was there any disruption in the sludge blanket that may have resulted in carryover to the point of disinfection?	<input type="checkbox"/>	<input type="checkbox"/>	Was there any maintenance in the basin that may have stirred sludge from the bottom of the basin and caused it to carry over to the point of disinfectant addition?	<input type="checkbox"/>	<input type="checkbox"/>	Was sludge allowed to accumulate for an excessively long time or was there a malfunction in the sludge removal equipment?										
Yes	No																												
<input type="checkbox"/>	<input type="checkbox"/>	Were there changes in plant flow rate that may have resulted in a decrease in settling time or carryover of process solids?																											
<input type="checkbox"/>	<input type="checkbox"/>	Were settled water turbidities higher than normal?																											
<input type="checkbox"/>	<input type="checkbox"/>	Was there any disruption in the sludge blanket that may have resulted in carryover to the point of disinfection?																											
<input type="checkbox"/>	<input type="checkbox"/>	Was there any maintenance in the basin that may have stirred sludge from the bottom of the basin and caused it to carry over to the point of disinfectant addition?																											
<input type="checkbox"/>	<input type="checkbox"/>	Was sludge allowed to accumulate for an excessively long time or was there a malfunction in the sludge removal equipment?																											

Sampling Manual Chapter 5, Attachment A.4. Treatment Process Evaluation Checklist

<b>Treatment Process Evaluation Checklist</b>		Page 3 of 4
<p><b>F.</b> Does your treatment process include filtration? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item G. If YES, answer the following questions for the period in which an OEL exceedance occurred:</p> <p>Yes    No</p>	<p><input type="checkbox"/> <input type="checkbox"/> Was there an increase in individual or combined filter effluent turbidity or particle counts?</p> <p><input type="checkbox"/> <input type="checkbox"/> Was there an increase in turbidity or particle loading onto the filters?</p> <p><input type="checkbox"/> <input type="checkbox"/> Was there an increase in flow onto the filters or malfunction of the rate of flow controllers?</p> <p><input type="checkbox"/> <input type="checkbox"/> Were any filters taken off-line for an extended period of time that caused the other filters to operate near maximum design capacity and creating the conditions for possible breakthrough?</p> <p><input type="checkbox"/> <input type="checkbox"/> Were any filters operated beyond their normal filter run time?</p> <p><input type="checkbox"/> <input type="checkbox"/> Were there any unusual spikes in individual filter effluent turbidity (which may indicate particulate or colloidal TOC breakthrough) in the days leading to the excursion?</p> <p><input type="checkbox"/> <input type="checkbox"/> Were all filters run in a filter-to-waste mode during initial filter ripening?</p> <p><input type="checkbox"/> <input type="checkbox"/> If GAC filters are used, is it possible the adsorptive capacity of the GAC bed was reached before reactivation occurred (leave blank if not applicable)?</p> <p><input type="checkbox"/> <input type="checkbox"/> If biological filtration is used, were there any process upsets that may have resulted in the breakthrough of TOC (leave blank if not applicable)?</p>	
<p><b>G.</b> Does your treatment process include primary disinfection by injecting chlorine prior to a clearwell? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item H. If YES, answer the following questions for the period in which an OEL exceedance occurred:</p> <p>Yes    No</p>	<p><input type="checkbox"/> <input type="checkbox"/> Was there a sudden increase in the amount of chlorine fed or an increase in the chlorine residual?</p> <p><input type="checkbox"/> <input type="checkbox"/> Was there an increase in clearwell holding time?</p> <p><input type="checkbox"/> <input type="checkbox"/> Was the plant shut down or were plant flows low?</p> <p><input type="checkbox"/> <input type="checkbox"/> Was there an increase in clearwell water temperature?</p> <p><input type="checkbox"/> <input type="checkbox"/> Did you switch to free chlorine recently as the primary disinfectant?</p> <p><input type="checkbox"/> <input type="checkbox"/> Was the inactivation of <i>Giardia</i> and/or viruses exceptionally high?</p> <p><input type="checkbox"/> <input type="checkbox"/> Was there a change in the mixing strategy (i.e. mixers not used, adjustment of tank level)?</p>	
<p><b>H.</b> Does your plant recycle spent filter backwash or other streams? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item I. If YES, answer the following questions for the period in which an OEL exceedance occurred:</p> <p>Yes    No</p>	<p><input type="checkbox"/> <input type="checkbox"/> Did a change in the recycle stream quality contribute to increased DBP precursor loading that was not addressed by treatment plant processes?</p> <p><input type="checkbox"/> <input type="checkbox"/> Did a recycle event result in flows in excess of typical or design flows?</p>	

Sampling Manual Chapter 5, Attachment A.6. Source Water Evaluation Checklist

<b>Treatment Process Evaluation Checklist</b>		Page 4 of 4
I.	Do you inject a disinfectant after your clearwell to maintain a distribution system residual? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, proceed to item J. If YES, answer the following questions for the period in which an OEL exceedance occurred: Yes No <input type="checkbox"/> <input type="checkbox"/> Was there a sudden increase in the amount of chlorine fed? <input type="checkbox"/> <input type="checkbox"/> Was there a switch from chloramines to free chlorine for a burnout period? <input type="checkbox"/> <input type="checkbox"/> If using chloramines, was the chlorine-to-ammonia ratio in the proper range? <input type="checkbox"/> <input type="checkbox"/> Was there a problem with either chlorine or ammonia mixing?	
J.	Did concern about complying with a rule other than Stage 2 DBPR, such as the Lead and Copper rule, the LT2ESWTR, or any other rule constrain your options to reduce the DBP levels at this site? For example, are you limited by other treatment targets/requirements in your ability to control precursors in coagulation/flocculation? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, proceed to item K. If YES, explain below and consult EPA's <i>Simultaneous Compliance Guidance Manual</i> for alternative compliance approaches. _____ _____ _____	
K.	<b>Conclusion</b>  Did treatment factors and/or variations in the plant performance contribute to the OEL exceedance(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly  If YES or POSSIBLY, explain below. _____ _____ _____ _____ _____ _____ _____	

Sampling Manual Chapter 5, Attachment A.6. Source Water Evaluation Checklist

<b>Source Water Evaluation Checklist</b>		Page 1 of 2
<input type="checkbox"/> <b>NO DATA AVAILABLE</b>		
System Name: _____		
Checklist Completed by: _____ Date: _____		
<p><b>A. Do you have source water temperature data?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item B. If YES, was the source water temperature high? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item B. If YES, answer the following questions for the time period prior to the OEL exceedance.</p> <p>Yes    No</p> <p><input type="checkbox"/>    <input type="checkbox"/> Was the raw water storage time longer than usual?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did you place another water source on-line?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Were river/reservoir flow rates lower than usual? If yes, indicate the location of lower flow rates and the anticipated impact on the OEL exceedance.</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did point or non-point sources in the watershed contribute to the OEL exceedance?</p>		
<p><b>B. Do you have data that characterizes organic matter in your source water (e.g., TOC, DOC, SUVA, color, THM formation potential)?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item C. If YES, were these values higher than normal? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item C. If YES, answer the following questions for the time period prior to the OEL exceedance.</p> <p>Yes    No</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did heavy rainfall or snowmelt occur in the watershed?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did you place another water source on-line?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did lake or reservoir turnover occur?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did point or non-point sources in the watershed contribute to the OEL exceedance?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did an algal bloom occur in the source water?</p> <p><input type="checkbox"/>    <input type="checkbox"/> If algal blooms were present, were appropriate algae control measures employed (e.g. addition of copper sulfate)?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did a taste and odor incident occur?</p>		
<p><b>C. Do you have source water bromide data?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item D. If YES, were the bromide levels higher or lower than normal? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If NO, proceed to item D. If YES, answer the following questions for the time period prior to the OEL exceedance.</p> <p>Yes    No</p> <p><input type="checkbox"/>    <input type="checkbox"/> Has saltwater intrusion occurred?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Are you experiencing a long-term drought?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did heavy rainfall or snowmelt occur in the watershed?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Did you place another water source on-line?</p> <p><input type="checkbox"/>    <input type="checkbox"/> Are you aware of any industrial spills in the watershed?</p>		

Sampling Manual Chapter 5, Attachment A.6. Source Water Evaluation Checklist

<b>Source Water Evaluation Checklist</b>		Page 2 of 2	
D.	Do you have source water turbidity or particle count data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If NO, proceed to item E. If YES, were the turbidity values or particle counts higher than normal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If NO, proceed to item E. If YES, answer the following questions for the time period prior to the OEL exceedance.		
	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Did lake or reservoir turnover occur?	
<input type="checkbox"/>	<input type="checkbox"/>	Did heavy rainfall or snowmelt occur in the watershed?	
<input type="checkbox"/>	<input type="checkbox"/>	Did logging, fires, or landslides occur in the watershed?	
<input type="checkbox"/>	<input type="checkbox"/>	Were river/reservoir flow rates higher than normal?	
E.	Do you have source water pH or alkalinity data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If NO, proceed to item F. If YES, was the pH or alkalinity different from normal values?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If NO, proceed to item F. If YES, answer the following questions for the time period prior to the OEL exceedance.		
	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Was there an algal bloom in the source water?	
<input type="checkbox"/>	<input type="checkbox"/>	If algal blooms were present, were algae control measures employed?	
<input type="checkbox"/>	<input type="checkbox"/>	Did heavy rainfall or snowmelt occur in the watershed?	
<input type="checkbox"/>	<input type="checkbox"/>	Has the PWS experienced diurnal pH changes in source water?	
F.	<b>Conclusion</b>		
	Did source water quality factors contribute to your OEL exceedance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Possibly	
	If YES or POSSIBLY, explain below.		
	<hr/>		

**NOTICE TO  
CONSUMERS OF  
THE  
TOWN OF  
BERRYVILLE  
WATER SYSTEM**

**Levels of Haloacetic Acids Above Drinking Water Standards**

In keeping with National Primary Drinking Water Regulations, we are obliged to inform you that we may be in violation of state regulations because drinking water being served to consumers at the Town of Berryville water system did not comply with the Primary Maximum Contaminant Level for Haloacetic Acids.

We routinely monitor for the presence of drinking water contaminants. Testing results we received from the four quarterly compliance periods during the 2022 calendar year show that our system exceeded the standard, or maximum contaminant level (MCL), for Haloacetic Acids. **The standard for Haloacetic Acids is 0.060 mg/L. The average level of Haloacetic Acids first quarter 2022 through fourth quarter 2022 was 0.061 mg/L.**

**You do not need to use an alternative (e.g., bottled) water supply.** However, if you have specific health concerns, consult your doctor. This is not an immediate risk. If it had been, you would have been notified immediately.

People who drink water containing haloacetic acids in excess of the PMCL over many years may have an increased risk of getting cancer.

For more information, please contact:

Ernest Bussert, Chief Plant Operator, by:

- leaving a message with Business Office Staff (at 540.955.1099) or
- emailing Mr. Bussert at [tobpublicutilities@berryvilleva.gov](mailto:tobpublicutilities@berryvilleva.gov).

Written notice of this possible violation will be mailed within the next 10 days to every water customer served by the Town's water system.

Please share this information with other people who drink this water (this notice may be posted in public places, shared on-line, or distributed by hand or mail).

This notice is posted at the direction of Keith R. Dalton, Town Manager.

Date posted: January 25, 2023

Berryville – Clarke County  
Government Center  
101 Chalmers Court, Suite A  
Berryville, VA 22611



[T] 540/955-1099  
[F] 540/955-4524  
[E] [info@berryvilleva.gov](mailto:info@berryvilleva.gov)  
[www.berryvilleva.gov](http://www.berryvilleva.gov)

**TOWN OF  
BERRYVILLE**  

---

**VIRGINIA**

**Notice to the Customers of the  
Town of Berryville Water System**

**Levels of Haloacetic Acids Above Drinking Water Standards**

In keeping with National Primary Drinking Water Regulations, we are obliged to inform you that we may be in violation of state regulations because drinking water being served to consumers by the Town of Berryville water system did not comply with the Primary Maximum Contaminant Level for Haloacetic Acids.

We routinely monitor for the presence of drinking water contaminants. Testing results we received from the four quarterly compliance periods during the 2022 calendar year show that our system exceeded the standard, or maximum contaminant level (MCL), for Haloacetic Acids. **The standard for Haloacetic Acids is 0.060 mg/L. The average level of Haloacetic Acids first quarter 2022 through fourth quarter 2022 was 0.061 mg/L.**

**You do not need to use an alternative (e.g., bottled) water supply.** However, if you have specific health concerns, consult your doctor. This is not an immediate risk. If it had been, you would have been notified immediately.

People who drink water containing haloacetic acids in excess of the PMCL over many years may have an increased risk of getting cancer.

For more information, please contact:

Ernest Bussert, Chief Plant Operator, by:

- leaving a message with Business Office Staff (at 540.955.1099) or
- emailing Mr. Bussert at [tobpublicutilities@berryvilleva.gov](mailto:tobpublicutilities@berryvilleva.gov).

Please share this information with other people who drink this water (this notice may be posted in public places, shared online, or distributed by hand or mail).

On the reverse side of this notice, you will find a letter explaining this matter in more detail.

This notice was mailed on or before February 6, 2023 at the direction of Keith R. Dalton, Town Manager.

Dear Water Customer:

The notice on the opposite side of this page was developed using a template provided by the Virginia Department of Health. That template was utilized to ensure that the Town met notice requirements.

This page was developed by the Town of Berryville to provide our customers with additional information about the details of this possible exceedance of primary maximum contaminant levels for haloacetic acids (a by-product of the interaction of chlorine and organics) and the actions being taken to ensure compliance in the future.

Please find below additional information on frequency of testing, plans to lower disinfection by-products, how the Town will update its customers on this matter, and where you can find additional information about the Town's drinking water.

#### **Frequency of Testing**

The Town of Berryville is required to test for certain chlorination by-products each quarter. The Virginia Department of Health regulations are based on the average of tests because individual quarters (particularly during warm months) sometimes exceed maximum contaminant levels (MCL's). Essentially, water providers must strike a balance between ensuring disinfection, maintaining necessary chlorine residual levels, and not exceeding chlorination by-product limits over time.

#### **Plans to Lower Disinfection By-products**

The Town has discussed the matter with Virginia Department of Health staff and other outside parties to determine the cause(s) of this possible exceedance and how to address this matter in the future.

Because haloacetic acid is a chlorination by-product, the Town is making adjustments to reduce the chlorine residual being maintained in the water distribution system. These adjustments are being made while still ensuring proper disinfection and necessary chlorine residual in the water distribution system.

The Town is also:

- expanding and fine-tuning its distribution system flushing program and testing regimen,
- reviewing water storage level strategies, and
- reviewing adjustments in the water treatment process.

#### **Updates on this Matter**

The Town will perform a Virginia Department of Health-required test for chlorination by-products in February. When the Town receives the results of that test, they will be posted at [www.berryvilleva.gov](http://www.berryvilleva.gov). As a part of that posting, the Town will also update the public on actions that have been taken to address this matter. Because this possible exceedance represents an average of test results, it is possible that it may take more than one quarter to return to compliance. Additional public notices will be forthcoming if the exceedance continues.

#### **Annual Drinking Water Quality Report**

The 2021 Annual Drinking Water Quality Report is available on the Town's website ([www.berryvilleva.gov](http://www.berryvilleva.gov)). This report provides a great deal of information about the Town's drinking water. The 2022 report, which will reference this possible exceedance of primary maximum contaminant levels for haloacetic acids, will be produced in the coming months. The report must be distributed by July 1, 2023.

We take this matter very seriously and are working to return to full compliance with Virginia Department of Health requirements.

Sincerely,

Ernest Bussert, Chief Plant Operator

# Annual Drinking Water Quality Report

## Town of Berryville

### INTRODUCTION

This Annual Drinking Water Quality Report for calendar year 2021 is designed to provide you with valuable information about your drinking water quality. We are committed to providing you with a safe and dependable supply of drinking water, and we want you to understand the efforts we make to protect your water supply. The quality of your drinking water meets all state and federal requirements administered by the Virginia Department of Health (VDH), Office of Water Programs.

If you have questions about this report, want additional information about any aspect of your drinking water, or want to know how to participate in decisions that may affect the quality of your drinking water, please contact:

Mr. Ernest Bussert at (540) 955-1982

### GENERAL INFORMATION

As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and can pick up substances resulting from the presence of animals or from human activity. Substances (referred to as contaminants) in source water may come from septic systems, discharges from domestic or industrial wastewater treatment facilities, agricultural and farming activities, urban storm water runoff, residential uses, and many other types of activities. Water from surface sources is treated to make it drinkable while groundwater may or may not have any treatment.

All drinking water, including bottled drinking water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

### SOURCES AND TREATMENT OF YOUR DRINKING WATER

Your drinking water is surface water obtained from the Shenandoah River. Water is distributed throughout the town by pumps at the water treatment plant, one booster pump station, one ground storage tank and two elevated storage tanks.

Water treatment includes pre-sedimentation, the addition of liquid alum and a polymer for coagulation, the addition of carbon for absorption, the addition of potassium permanganate as a pre-oxidant, and the addition of chlorine to disinfect the finished water. Sodium fluoride is also added to help prevent dental caries. The water is mixed with the coagulant, allowed to settle, and is filtered through two mixed-media filters.

### SOURCE WATER ASSESSMENTS

A source water assessment has been completed by the Virginia Department of Health (VDH). The assessment determined that the Shenandoah River serving our community is surface water exposed to an inconsistent array of contaminants at varying concentrations due to changing hydrologic, hydraulic and atmospheric conditions with land

use activities of concern. More specific information may be obtained by contacting the water system representative referenced within this report.

## QUALITY OF YOUR DRINKING WATER

Your drinking water is routinely monitored according to Federal and State Regulations for a variety of contaminants. The table on the next page shows the results of our monitoring for the period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2021.

Most of the results in the table are from testing done in 2021. However, the state allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data, though accurate, is more than one year old.

## DEFINITIONS

In the table and elsewhere in this report you will find many terms and abbreviations you might not be familiar with. The following definitions are provided to help you better understand these terms:

*Non-detects (ND)* - lab analysis indicates that the contaminant is not present.

*Parts per million (ppm) or Milligrams per liter (mg/l)* - one part per million corresponds to one minute in two years or a single penny in \$10,000.

*Parts per billion (ppb) or Micrograms per liter* - one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

*Parts per trillion (ppt) or Nanograms per liter (nanograms/l)* - one part per trillion corresponds to one minute in 2,000,000 years, or a single penny in \$10,000,000,000.

*Picocuries per liter (pCi/L)* - Picocuries per liter is a measure of the radioactivity in water.

*Nephelometric Turbidity Unit (NTU)* - nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

*Action Level* - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

*Treatment Technique (TT)* - a required process intended to reduce the level of a contaminant in drinking water.

*Maximum Contaminant Level, or MCL* - the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

*Maximum Contaminant Level Goal, or MCLG* - the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

*Variations and exemptions* - state or EPA permission not to meet an MCL or a treatment technique under certain conditions.

*Entry Point (EP)* - place where water from the source or sources after the application of any treatment is delivered to the distribution system.

*Level 1 Assessment* - A level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

*Level 2 Assessment* - A level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an E-coli MCL violation has occurred and / or why total coliform bacteria have been found in our water system on multiple occasions.

## WATER QUALITY RESULTS

We constantly monitor for various contaminants in the water supply to meet all regulatory requirements. The tables list only those contaminants that had some level of detection. Many other contaminants have been analyzed but were not present or were below the detection limits of the lab equipment.

Maximum Contaminant Levels (MCL's) are set at very stringent levels by the U.S. Environmental Protection Agency. In developing the standards EPA assumes that the average adult drinks 2 liters of water each day throughout a 70-year life span. EPA generally sets MCL's at levels that will result in no adverse health effects for some contaminants or a one-in-ten-thousand to one-in-a-million chance of having the described health effect for other contaminants.

### Microbiological

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
<b>Total Coliform Bacteria (1)</b>	0	Presence of Coliform bacteria in > 1 sample per month	0	Presence or Absence	NO	Monthly	Naturally present in the environment

(1) Total Coliform: Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful, bacteria may be present.

### Turbidity

Contaminant	MCLG	MCL	Highest Single Level Found	Unit Measurement	Lowest Monthly % <0.3 NTU	Violation	Date of Sample	Typical Source of Contamination
<b>Turbidity (2)(3)</b>	NA	TT	2.16	NTU	99.3	NO	Monthly	Soil Runoff

(2) Turbidity is measure of the cloudiness of the water. We monitor it because it is a good indicator of our water quality and the effectiveness of filtration process.

(3) Turbidity Treatment Technique (TT) MCL: 1 NTU max;  $\leq 0.3$  NTU in at least 95% of all samples tested.

### Inorganic Contaminants

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
<b>Nitrate</b>	10	10	2.05	mg/l	NO	1/20/2021	Runoff from fertilizer use; leaching from septic tanks, sewage; Erosion of natural deposits
<b>Sodium</b>	N/A	N/A (4)	1.72	mg/l	NO	1/20/201	Erosion of natural deposits
<b>Fluoride</b>	4	4	0.62	mg/l	NO	1/20/2021	Erosion of natural deposits; Discharge from fertilizer and aluminum factories; Water additive which promotes strong teeth

(4) There is no MCL for Sodium, but individuals on a sodium-restricted diet may wish to know the level detected in their drinking water.

**Disinfection Residual Contaminants**

Contaminant	MRDLG	MRDL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
Chlorine (4)	4	4	1.38 (highest running annual avg.) Range 0.67 – 2.20	mg/l	NO	Daily	Water additive to control microbes

(4) Some people who use water containing chlorine well in excess of the MRDL could experience irritating effects to their eyes and nose. Some people who drink water in excess of the MRDL could experience stomach discomfort.

**Disinfection Byproduct Contaminants**

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
Total Trihalomethanes (TTHM) (5)	0	80	59.0 (highest running annual avg.) Range 26 - 99	ppb	NO	Quarterly 2021	By-product of drinking water chlorination
Haloacetic Acid (HAA5) (6)	0	60	54.0 (highest running annual avg.) Range 32 - 63	ppb	NO	Quarterly 2021	By-product of drinking water chlorination

(5) Some people who drink water containing Total Trihalomethanes in excess of the MCL over many years could experience problems with their liver, kidneys, or central, nervous systems, and may have increased risk of getting cancer.

(6) Some people who drink water containing Haloacetic Acids in excess of the MCL over many years may have increased risk of getting cancer.

**Total Organic Carbon**

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
Total Organic Carbon (7)	NA	TT	1.05 (avg.) Range 0.24-1.61	Ratio of Actual to Required Removals	NO	Monthly	Naturally present in the environment

(7) Total Organic Carbon (TOC) has no health effects but provides formation medium for disinfection byproducts. These byproducts include Trihalomethanes (TTHM) and Haloacetic Acids (HAA5).

### Radiological Contaminants

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
Alpha Emitters	0	15	0.7	pCi/l	NO	1/7/2020	Erosion of natural deposits
Beta Emitters	0	50	1.7	pCi/l	NO	1/7/2020	Decay of natural or manmade deposits
Combined Radium	0	5	0.7	pCi/l	NO	1/7/2020	Erosion of natural deposits

Radiological samples are analyzed every six years.

### Lead and Copper

Contaminant	MCLG	MCL	Level Found	Unit Measurement	AL Exceeded	Samples > AL	Date of Samples	Typical Source of Contamination
Lead (8)	0	AL = 15	2.68	ppb (ug/l)	NO	0	06/16/2021	Corrosion of household plumbing systems; Erosion of natural deposits
Copper	1.3	AL = 1.3	0.053	ppm (mg/l)	NO	0	06/16/2021	Corrosion of household plumbing systems; Erosion of natural deposits

(8) Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

### Lead Contaminants

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The Town of Berryville is responsible for providing high quality drinking water, but cannot control the variety of materials used in the plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on the lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>

**VIOLATION INFORMATION**

No violations of any state or federal drinking water regulations were reported during 2021.

For more information please contact Ernest Bussert at 540-955-1982 or [ebussert@berryvilleva.gov](mailto:ebussert@berryvilleva.gov).

The waterworks owners prepared this Drinking Water Quality Report with the assistance and approval of the Virginia Department of Health (VDH). Please call if you have questions.

Signature: Ernest Bussert  
Date: 4/1/2022



## BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611

(T) 540.955.3863 (F) 540.955.0207

[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

W. Neal White – Chief of Police

### MEMO

**DATE:** 02/08/2023  
**TO:** Town Council  
**FROM:** Chief W. Neal White  
**CC:**  
**RE:** Police Department Monthly Report – 02/14/2023

---

#### Monthly Activity Report

The activity report for the month of January 2023 is attached to this document.

#### Public Safety Committee

The Public Safety Committee did not meet in January. The committee is scheduled to meet on February 23, 2023 at 3:00 pm in the A/B meeting room of the Joint Government Center.

#### 2022 Annual Report

The annual report for the police department is attached to this document. The report is also available for viewing on the Town of Berryville website.

#### Employee Recognition

On February 4, 2023 Officer Matthew Andrews was promoted to the position of Sergeant for the police department. Three very qualified candidates participated in the promotion process which included a written test, oral board interview, in-basket exercise, and review of training and evaluation records.

Jaclyn Saldana has begun her law enforcement officer training at Skyline Regional Criminal Justice Academy. At the conclusion of her initial training, she will return to the department to complete her field training.

Both employees will be administered their oath of office this evening by the Clarke County Circuit Court Clerk April Wilkerson.



## BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611

(T) 540.955.3863 (F) 540.955.0207

[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

W. Neal White – Chief of Police

# Police and Security Report

Month/Year: January 2023	Year To Date 2023	January 2023	December 2022
<b><u>Complaints Answered</u></b>			
911 Hang Up:	0	0	4
Alarms:	6	6	8
Animal Complaint:	9	9	4
Assault:	4	4	0
Assist County:	7	7	9
Assist EMS and Fire:	10	10	10
Auto Larceny:	0	0	0
Burglary:	0	0	0
Civil Complaints:	5	5	3
Disturbance:	2	2	2
Domestic Disturbance:	1	1	4
Driving Under the Influence	0	0	0
Drunk In Public:	0	0	0
Fraud:	2	2	1
Larceny:	3	3	2
Harassment/Intimidation:	1	1	1
Homicide:	0	0	0
Identity Theft	0	0	0
Juvenile Related:	6	6	2
Mental Health Crisis:	13	13	3
Narcotics Related:	0	0	0
Noise:	6	6	10
Public Service:	0	0	0
Sexual Assault:	0	0	1
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	15	15	14
Trespassing:	0	0	0
Vandalism:	3	3	1
Welfare Check:	13	13	5
Miscellaneous Complaints:	55	55	60
<b>Total Complaints Answered:</b>	<b>161</b>	<b>161</b>	<b>144</b>



## BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611

(T) 540.955.3863 (F) 540.955.0207

[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

W. Neal White – Chief of Police

### Police and Security Report (Continued)

	Year To Date 2023	January 2023	December 2022
<b><u>Traffic</u></b>			
Accidents Investigated:	5	5	1
Assist Motorist:	0	0	0
Child Safety Seat Install:	1	1	4
Funeral Escort:	4	4	5
Hit & Run:	1	1	1
Parking Tickets:	16	16	0
Traffic Warnings:	8	8	11
<b><u>Traffic Summons Issued</u></b>			
Defective Equipment:	0	0	0
Driving Suspended:	0	0	0
Expired Inspection:	0	0	1
Expired Registration:	1	1	0
Fail to Obey Highway Sign:	3	3	6
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	1	1	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	0	0	0
No Seat Belt:	0	0	0
Reckless Driving:	1	1	0
Speeding:	2	2	0
Miscellaneous Summons:	2	2	0
<b>Total Traffic Summons Issued:</b>	<b>10</b>	<b>10</b>	<b>7</b>
<b><u>Found Open at Businesses in Town</u></b>			
Doors:	2	2	2
Windows:	0	0	0
Garage Doors:	0	0	0



## BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611

(T) 540.955.3863 (F) 540.955.0207

[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

W. Neal White – Chief of Police

### Police and Security Report (Continued)

	Year To Date 2023	January 2023	December 2022
<b><u>Criminal Papers Served</u></b>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	2	2	1
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	0	0	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	0	0	0
Drunk In Public:	0	0	0
Fail to Obey Police Officer:	0	0	0
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	0	0	0
Larceny:	0	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	0	0	2
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	19	19	0
Trespassing:	0	0	2
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	3	3	0
	0	0	
<b>Juvenile Detention Order Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Criminal Arrests:</b>	<b>24</b>	<b>24</b>	<b>5</b>



**BERRYVILLE POLICE DEPARTMENT**

101 Chalmers Ct., Suite A, Berryville VA 22611

(T) 540.955.3863 (F) 540.955.0207

[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

W. Neal White – Chief of Police

**Police and Security Report (Continued)**

	Year To Date 2023	January 2023
<b><u>Response to Resistance</u></b>		
Total Community Interface	209	209
Total Enforcement Contacts	42	42
Physical Custody	2	2
Reported Force Involved	0	0
Administrative Review - Justified	0	0
Administrative Review - Not Justified	0	0
Complaint of Injury - Arrestee	0	0
Medical Treatment for Injury - Arrestee	0	0
Complaint of Injury - Officer	0	0
Medical Treatment for Injury - Officer	0	0
<b><u>Type of Force Involved</u></b>		
Compliance Hold / Open Hands	0	0
Takedown	0	0
Strikes (Hands / Knees)	0	0
Chemical Sprays (O.C.)	0	0
Impact Weapon (Baton)	0	0
Mechanical Non-Lethal	0	0
Firearm	0	0
<b><u>Arrestee Demographics</u></b>		
White Male	1	1
Black Male	1	1
Other Male	0	0
White Female	0	0
Black Female	0	0
Other Female	0	0



# Berryville Police Department

---

2022 ANNUAL REPORT

The Berryville Police Department provides 24 hour law enforcement services to residents and visitors within the jurisdiction of the Town of Berryville.



## **MISSION**

The mission of the Berryville Police Department is to enhance the quality of life for the citizens of Berryville through a true partnership with the community; provide quality law enforcement service to all without prejudice or bias, and increase public safety through visibility and vigilant enforcement of law thereby reducing the fear and incidence of crime.

## **CORE VALUES**

**Commitment** – To providing the highest level of law enforcement services to the community.

**Service** – To a community that has entrusted matters of health, safety, and welfare to this department.

**Integrity** – Consistently doing the right things in the right way.

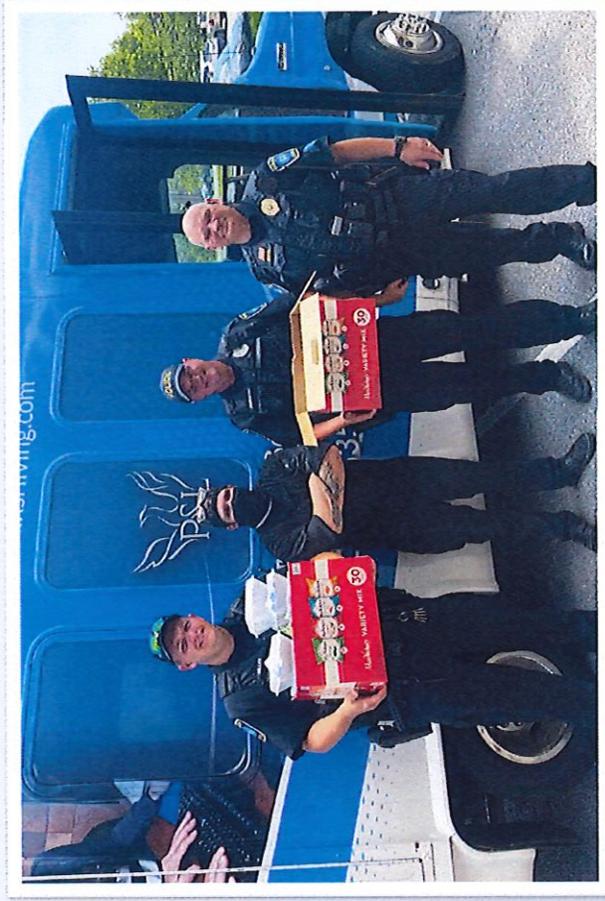
**Excellence** – Striving to be the best in all aspects of serving the citizens of Berryville.

## Department Organization

The Berryville Police Department is composed of ten full-time sworn law enforcement officers including a Sergeant and Chief. In addition, the department is supported by a civilian Administrative Assistant. The department maintains a fleet of six emergency service vehicles that are equipped with mobile data terminals, speed enforcement equipment, and in-car video cameras. All officers are issued body worn cameras which are utilized to record interactions while providing law enforcement services to the community.

All officers of the department have received and maintain their certification as a law enforcement officer through the Virginia Department of Criminal Justice Services. The department is a member agency of the Skyline Regional Criminal Justice Academy. Within the department, seven officers are certified as instructors through the Virginia Department of Criminal Justice Services.

The Chief of Police is the department head who reports to the Town Manager and provides updates to the Public Safety Committee of the Town Council. Funding for the department is derived through the town's general fund as well as a variety of grant sources.



## Calls For Service

The department responded to a total of 1,843 calls for service in calendar year 2022. The chart on the next page details the main call types that officers responded to within the community.

Calls for service are requests received from the public which initiate a response from the department. The table on the next page does not include traffic enforcement initiated by officers or any other self-initiated activities such as the enforcement of parking violations.



## 2022 Calls For Service

Call Type					
911 Hang Up	14				45
Alarm	101				18
Animal Complaint	130				2
Assault	14				0
Assist County	107				0
Assist EMS/Fire	114				164
Auto Larceny	2				13
Burglary	2				35
Civil Compliance	94				110
Disturbance	41				589
		Domestic Disturbance	30		
		DUI	9		
		Drunk In Public	8		
		Fraud	31		
		Larceny	32		
		Harassment	36		
		Homicide	0		
		Identity Theft	3		
		Juvenile Related	30		
		Mental Health Crisis	64		
		Narcotics Related	5		
		Noise			45
		Public Service			18
		Sexual Assault			2
		Robbery			0
		Shoplifting			0
		Suspicious Activity			164
		Trespassing			13
		Vandalism			35
		Welfare Check			110
		Miscellaneous			589
		<b>Total</b>			<b>1843</b>

## Reportable Incidents

---

The department responds to a wide variety of calls over the course of a year. Not all calls for service, made to the department, initiate an investigation or require the generation of a report. The department is guided by criteria established by the FBI Uniform Crime Report when determining the type of incidents that require the generation of a report.

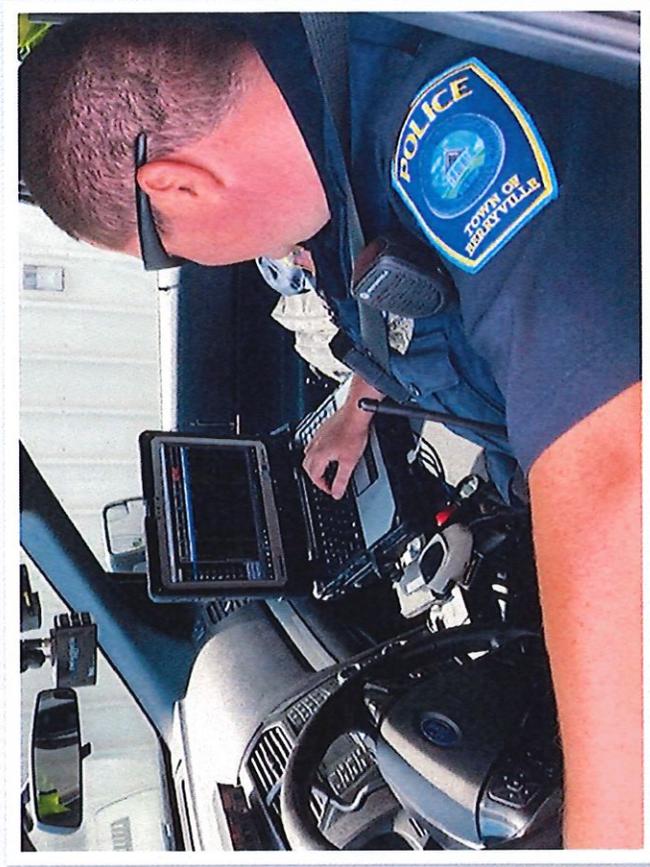


## 2022 Reportable Incidents

Offense		Motor Vehicle Theft	3	Dog Complaint	4
Fondling	2	False Pretenses	12	Behavioral Issue - Adult	1
Sexual Assault	2	Forgery	3	Behavioral Issue - Juv.	5
Simple Assault	17	Identity Theft	10	Death - Informational	6
Aggravated Assault	0	Impersonation	2	Death - Investigation	4
Intimidation	4	Destruction of Property	38	Obstruction of Justice	2
Burglary	2	Drug Violation	1	Disorderly Conduct	1
Theft From Building	5	Dangerous Dog	2	Mental Health - ECO	10
Theft From Vehicle	4	Weapon Violation	3	Mental Health - TDO	5
Theft of Vehicle Parts	3	Abandoned Vehicle	6		
All Other Larceny	16	Animal Bite	4		

## 2022 Reportable Incidents

Call Type		
Mutual Aid – County	85	
Mutual Aid – Other	4	
Mutual Aid – State	1	
Trespassing	6	
Overdose	1	
Police Information	48	
Property – Found	31	
Family Offense	2	
		Traffic - Crash 32
		Drunk In Public 7
		Hit and Run 7
		Traffic Offense 2
		DUI 8
		Warrant Service 10
		Missing Person 5
		All Others 17
		<b>Total 436</b>



## Arrest Statistics

---

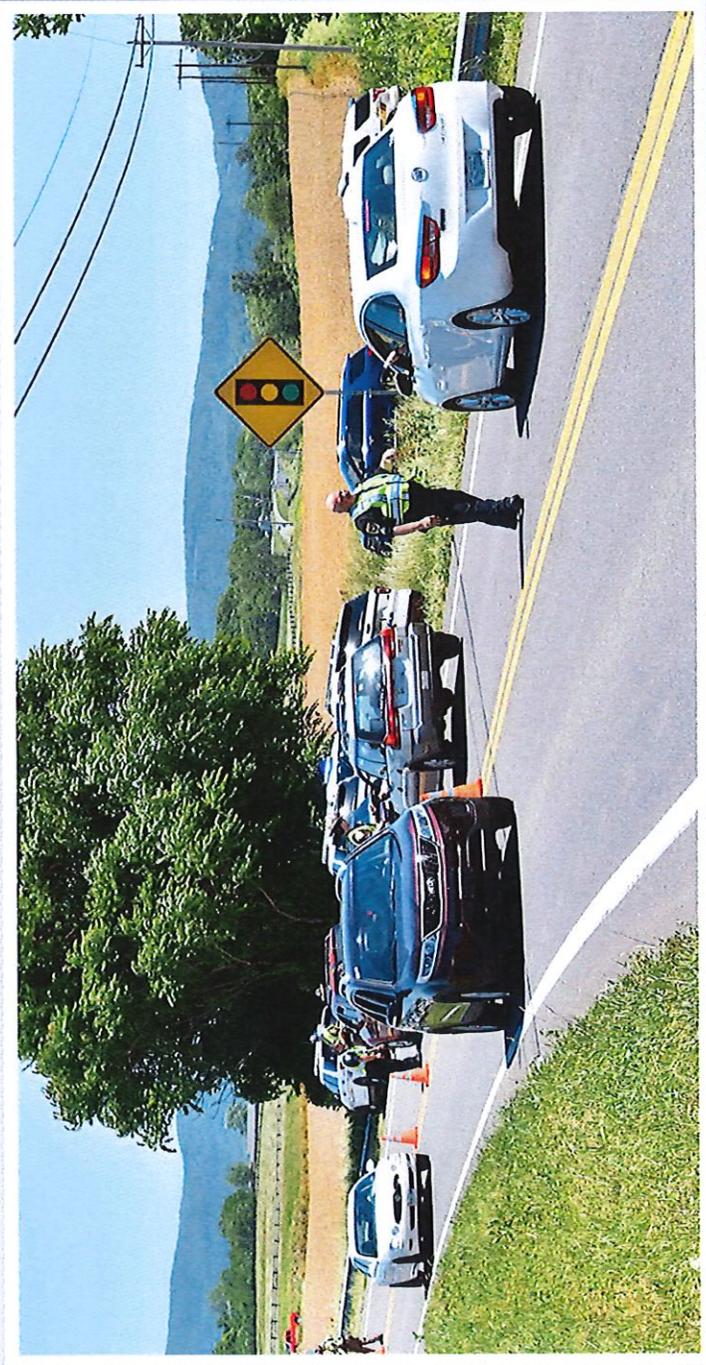
The Berryville Police Department executed 100 criminal papers on 54 individuals during calendar year 2022. The information contained on this page and the next illustrates the race and sex of those individuals arrested within the Town of Berryville.

The information includes only the primary offense for which the offender was arrested and does not account for all crimes that the individual may have been charged with as some offenders were alleged to have committed multiple offenses.



Primary Offense	White Male	Black Male	White Female	Black Female	Resident	Non-Resident
Simple Assault	4	1	1	0	6	0
Intimidation	1	0	0	0	1	0
Stolen Property	1	0	1	0	1	1
Fraud	2	0	1	0	1	2
DUI	4	1	1	0	2	4
Disorderly Conduct	1	0	0	0	1	0
Dangerous Dog	0	0	1	1	2	0
Trespass	1	2	0	0	3	0
Hit & Run	2	0	0	0	1	1
Warrant Service	1	1	1	1	4	0
All Others	10	3	11	0	14	10
Totals	27	8	17	2	36	18

# Traffic Enforcement



# 2022 Traffic Citations Issued

Offense	Count
No Insurance	1
Expired Inspection	2
No Operator License	7
Driving While Suspended	2
Expired / Improper Registration	2
Altered / Fictitious License Plate	3
Fail To Yield Right of Way	10
Fail To Obey Highway Sign	47
Fail To Obey Traffic Light	2
Improper Passing	1
Following Too Closely	4
Reckless Driving	5
Speeding In 25 MPH Zone	34
Speeding in 35 MPH Zone	12
Equipment Violation	1
<b>Totals</b>	<b>133</b>



# 2022 Traffic Warnings Issued

Offense	Count
Fail To Obey Traffic Light	1
Defective Equipment / Lights	11
Texting While Driving	1
Expired Registration	2
Expired License	1
Fail To Have Vehicle Inspected	2
Fail To Stop at Stop Sign	7
Fail to Obey Lane Markings	16
Fail To Obey Highway Sign	24
Fail To Yield Right of Way	1
Speeding In 25 MPH Zone	96
Improper Passing	1
<b>Total</b>	<b>163</b>

## Traffic Crashes

Crash Type	2022	2021	% Change
Reportable – Injury	2	10	-80%
Reportable – Property Damage	20	20	N/C
Non-Reportable	9	27	-67%
Hit and Run	6	16	-63%
<b>Totals</b>	<b>37</b>	<b>73</b>	<b>-49%</b>

The department responded to a total of 37 motor vehicle crashes in 2022.

The table shown here depicts the classification of the crashes and compares the data to 2021.

A reportable crash, as defined by the Code of Virginia, involves an injury and / or combined damage to the vehicles involved in excess of \$1,500.00

## Response to Resistance

The table on this page denotes when department members were required to utilize force in order to overcome the resistance presented by individuals during the course of their apprehension. Officers are required to report all instances where force is necessary in order to place an individual into custody. These reports are administratively reviewed to ensure that the actions taken by the officer were lawful and in accordance with department policies and procedures.

	2022	2021	2020
Physical Custody	40	36	57
Force Involved	2	3	4
Administrative Review - Justified	2	3	4
Administrative Review - Not Justified	0	0	0
Complaint of Injury - Arrestee	0	0	1
Medical Treatment - Arrestee	0	0	1
Complaint of Injury - Officer	0	0	1
Medical Treatment - Officer	0	0	1

## Response to Resistance

Demographics Involved	2022	2021	2020
White Male	2	2	2
Black Male	0	1	1
Other Male	0	0	0
White Female	0	0	1
Black Female	0	0	0
Other Female	0	0	0

Type of Force Involved	2022	2021	2020
Compliance Hold / Open Hands	0	0	3
Takedown	2	1	0
Strikes - Hands / Knees	0	0	0
Chemical Sprays	0	0	0
Impact Weapon (Baton)	0	2	1
Mechanical Non-Lethal	0	0	0
Firearm	0	0	0

## Officer Recognition

Officer First Class Matthew Andrews, pictured on the right, was recognized by the Horseshoe Curve Benevolent Association as the 2022 Law Enforcement Officer of the Year for the Berryville Police Department.

Officer Andrews was recognized for his hard work and dedication to the department and community. He is well respected by the community and his peers due to his professionalism and knowledge.





Clarke County, Virginia

December 23 · 🌐

...

Once again the Clarke community responded in a big way when the Berryville Police Department asked for donations for its seventh annual Holiday Toy Drive. Officer Joe Shoremount, Sgt. Tim Bristol, and Officer Kevin Bayliss – test driving a Batmobile pedal car – show some of the many toys residents contributed for children who otherwise might not have a joyful Christmas.

It took three truck loads to get the all toys to Clarke County Social Services, which then distributed them to families in the county. The 2022 toy drive is officially over, but be assured there will still be families in need in 2023. #Christmas #Joy #ClarkeCountyVirginia

👍❤️ 91

8 comments 6 shares

## Department Accreditation

The Berryville Police Department was awarded initial accreditation by the Virginia Law Enforcement Professional Standards Committee (VLEPSC) in November of 2021. This was a tremendous accomplishment for the department, joining only 104 other Virginia law enforcement agencies to attain this designation. Approximately 29% of all Virginia law enforcement agencies have received accreditation through VLEPSC.



## Additional Information

---

The Berryville Police Department posts a weekly incident activity report on-line so residents can stay informed about incidents taking place in their neighborhood. These reports can be accessed by visiting the Town of Berryville website at

[www.berryvilleva.gov](http://www.berryvilleva.gov)

In addition to the activity reports, you can find information about programs offered by the police department and Town on the official website. Some of the programs offered by the police department include:

- House Checks
- Child Car Seat Inspections
- Fingerprinting
- Security Assessments



**Berryville Town Council Item Report Summary  
February 14, 2023**

**Item Title**

Staff Reports - Departmental Update

Construction Update

**Prepared By**

---

**Background/History/General Information**

**Findings/Current Activity**

**Financial Considerations**

**Schedule/Deadlines**

**Other Considerations**

**Attachments**

1. ComDev
2. Set Public Hearing

**Recommendation**

**Sample Motion**

## Town Council Agenda Item Report Summary

February 14, 2023

### Item Title

Community Development Update

### Prepared By

Christy Dunkle

---

### Planning Commission

The Planning Commission held their organizational meeting on Tuesday, January 24, 2023. William Steinmetz and Kim Kemp were re-elected to the posts of chair and vice chair, respectively.

They set a public hearing for a special use permit as follows:

**Beach Carpenter Properties LLC, Scott N. Carpenter, Agent, is requesting a Special Use Permit in order to allow a contractor's establishment with outdoor storage (Section 609.3(a) of the Town of Berryville Zoning Ordinance) on the property located at 25 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-17A, zoned L-1 Industrial. SUP 01-23**

The public hearing is set for their next meeting on February 28, 2023 at 7:00 p.m.

### Berryville Area Development Authority

The BADA held their organizational meeting on Wednesday, January 25, 2023. Allen Kitselman and George Ohrstrom were reelected as chair and vice chair, respectively. They will be discussing their 2023 work plan at their next meeting which is scheduled for Wednesday, February 22, 2023 at 6:00 p.m. (Please note new time)

### Architectural Review Board

The ARB held their organizational meeting on Wednesday, February 1, 2023. Susan Godfrey and Robin McFillen were reelected as chair and vice chair, respectively. They reviewed signage for Sky Tobacco and Vape located at 20 East Main Street. The signs were approved with modifications.

### Tree Board

The Tree Board has not met since the last Council meeting.

### Board of Zoning Appeals

The BZA will be holding an organizational meeting on Thursday, January 19, 2023 at 7:00 p.m.

**Berryville Celebrates 225 Committee**

The 225<sup>th</sup> anniversary celebration was held Sunday, January 15, 2023 between 2:00 p.m. and 4:00 p.m. at Johnson-Williams Middle School.

A speakers' series and art show are planned at the Barns of Rose Hill for March and April, respectively.

T-shirts, pint glasses, and stemless wine glasses are for sale at the Barns of Rose Hill.

## Town Council Agenda Item Report Summary

February 14, 2023

### Item Title

Construction Project Update

### Prepared By

Christy Dunkle

---

#### Shenandoah Crossing Subdivision

- 82 single-family homes
- Developed by D.R. Horton, Inc.
- Zoned DR-2 Detached Residential
- Cluster layout
- HOA-maintained facilities
- Construction has been completed or currently occurring on all of the lots
- Town staff identified concrete repairs needed prior to street acceptance
- Final paving has not occurred, snow removal will be the responsibility of the developer until the streets become part of the public road system
- All homes have been completed
- Staff continues to meet with the developer to discuss sidewalk repairs

#### Fellowship Square Subdivision

- 50 single-family homes
- Zoned DR-4 Detached Residential
- Cluster layout
- HOA-maintained facilities
- All 50 lots are constructed

#### Hermitage Phase V

- 71 single-family homes
- Final phase of Hermitage subdivision (started 2000)
- Zoned R-1 and DR-1
- Phase V will have HOA oversight, other phases will not be affected
- Property purchased by D.R. Horton, Inc. in March 2021
- Staff continues to meet with the contractors to assure state and local compliance

#### Commercial Site Plan – 410 Jack Enders Boulevard

- LGV Group, LLC began site work for two warehouse buildings approved by the BADA in May.
- It is anticipated that the first structure will be completed by April of 2023
- Structural steel has been completed on the first warehouse
- Walls and exterior application are under construction

## Town Council Agenda Item Report Summary

February 14, 2023

### Item Title

Set Public Hearing – Special Use Permit – March 14, 2023 Meeting

### Prepared By

Christy Dunkle

---

Beach Carpenter Properties LLC, Scott N. Carpenter, Agent, is requesting a Special Use Permit in order to allow a contractor's establishment with outdoor storage (Section 609.3(a) of the Town of Berryville Zoning Ordinance) on the property located at 25 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-17A, zoned L-1 Industrial. SUP 01-23

### Background/History/General Information

The Planning Commission has set a public hearing for their February 28, 2023 meeting. It is anticipated that they will have recommendations by the Town Council public hearing.

Mr. Carpenter is requesting a Special Use Permit in order to allow outdoor storage with the "contractor's establishment" by-right use in the L-1 Industrial Zoning District at the location referenced above. Section 609.2(d) of the Berryville Zoning Ordinance allows for contractor establishment. Outdoor storage for this use is permitted with an approved Special Use Permit under Section 609.3(a).

The Special Use Permit process allows for the ability to set conditions on specific uses and parcels which may include hours of operation, site requirements, and items deemed appropriate as recommended by the administrative body and approved by the governing body.

### Findings/Current Activity

The parcel is 2.4 acres and is located at the end of Cattleman's Lane, a private road owned by Norfolk-Southern Railroad.

There are three existing buildings on the parcel. Public water and sewer are on-site.

Mr. Carpenter will be installing a fence along the perimeter of the property. As all of the contiguous property is zoned L-1 Industrial. He would like to be able to store lumber, trailers, trucks, and other construction equipment outdoors.

Site lighting will be added as identified on the site plan. Specifications about the proposed lighting are included in this packet.

A dumpster enclosure will be installed adjacent to one of the existing buildings as shown on the site plan.

**Schedule/Deadlines**

Set a public hearing for the March 14, 2023 meeting.

**Other Considerations**

N/A

**Recommendation**

Set a public hearing for the March 14, 2023 meeting.

**Sample Motion**

I move that the Council of the Town of Berryville set a public hearing for a Special Use Permit in order to allow outdoor storage for a contractor's supply business at 25 Cattleman's Lane.

**Attachments:**

- Vicinity map
- Site plan
- Lighting specifications
- Section 607 L-1 Industrial District Berryville Zoning Ordinance
- Section 503 Special Use Permit Berryville Zoning Ordinance







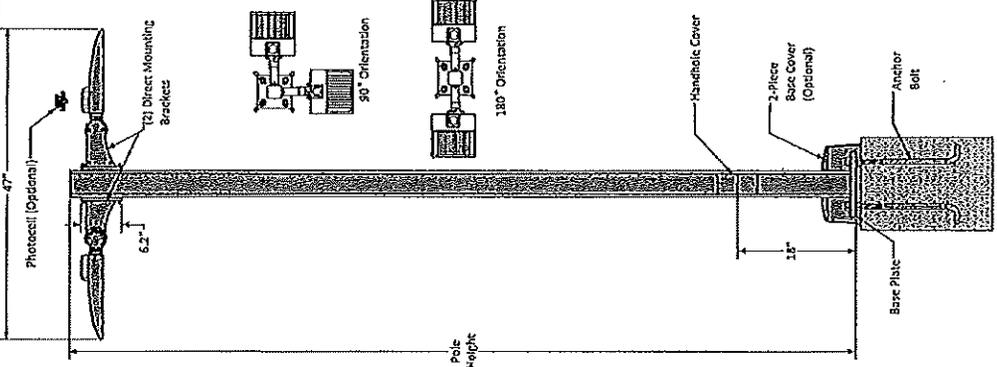
# LED Light Pole Kit with Two 80 Watt LED Lights

PK802  
 Job Site: \_\_\_\_\_ Date: \_\_\_\_\_  
 Client Name: \_\_\_\_\_  
 Approver: \_\_\_\_\_  
 Note: \_\_\_\_\_

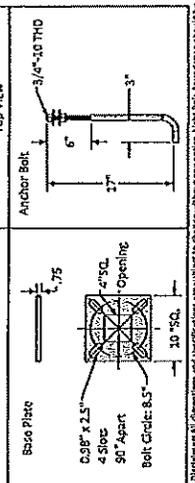
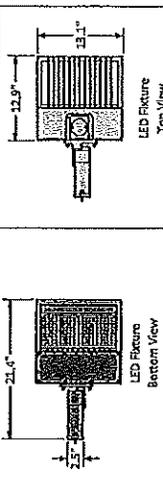
**Commercial-grade LED Light Pole Assembly Includes:**  
 Square steel light pole, 2 LED lights complete with mounting brackets and hardware, set of anchor bolts and a base cover.

**Light Pole:**  
 Pole shaft: 4 inch square 1/2 gauge commercial grade steel with minimum yield strength of 55,000 psi  
 Pole height: Standard pole height is 10 ft. Optional heights are 12ft, and 20 ft.  
 Custom heights are also available.  
**Anchor Pole:** A set of 4 galvanized steel anchor bolts is provided.  
 Each anchor bolt includes 2 nuts and 2 washers.  
 Bolt Circle: 8-1/2" (Spaced base for 8-1/2" bolt circle).  
 Handhole: Handhole is located 18" above the base plate. A 3" X 6" steel handhole cover is included.  
 Color: Dark Bronze  
 Base Cover: ABS Plastic base cover with rivets.

**LED Fixture:**  
 Material: Aluminum construction with integrated fins to maximize heat dissipation.  
 Color: Dark Bronze.  
 Power: 80 Watts  
 Lumens: 11,000  
 Lumens/Watt: 138  
 Voltage: 120-277 Volt standard. 300-480 Volt option as special order.  
 Color Temperature: 5000K standard, 4000K and 3000K options as special order.  
 Light Distribution: Type 3 standard, Type 4 option as special order.  
 Phoenix: Optional Twist/Lock photocell.  
 Dimming: 0-10V Dimming Capable. Dimming control not provided (field install).  
 UL Listed: UL Listed for Wet Locations.  
 DLC Listing: DLC Premium.  
 IP Rating: IP65  
 Life Expectancy: 100,000 hours (L70)  
 Warranty: 5 Years.  
 Weight: 13.5 lbs.



System Data			
Total Power (Watts)	Total Lumens	Color Temp	Max Wind Rating
2x80=160	2x11,000=22,000	2x6,7=13.4	2x0.3=0.6
			140 mph



This drawing is a general representation of the product and is not intended to be used for construction purposes. The manufacturer reserves the right to make changes to the product without notice. The manufacturer is not responsible for any damage or injury caused by the use of the product.

Copyright © 2020 Energy Light, Inc. All Rights Reserved | 1881 Rose Road, Lake Zurich, IL 60047

**SECTION 609 L-1 INDUSTRIAL DISTRICT**

**609.1 PURPOSE AND INTENT**

The L-1 Industrial District is established to provide locations within the Town of Berryville for a broad range of general light-industrial uses, recreational and event venues, infill development, and employment-related businesses operating under well-governed performance standards. The specific uses permitted within the L-1 District must be in harmony with the cultural and environmental character of the Town of Berryville. No use should be permitted that might be harmful to the adjoining land uses and the residential ambience of the community at large. Adaptive reuse is encouraged in the L-1 District. Outdoor storage and heavy industrial uses are discouraged but may be permitted by special use and environmental performance review. The L-1 District recognizes and is to be applied to existing conforming industry in the Town of Berryville as of the date of adoption of this District. Existing industrial uses shall be considered as satisfying the purpose and intent of the L-1 District, but expansion of existing industrial uses shall conform to the provisions herein. (08/16)

**609.2 PERMITTED USES (12/94)**

- (a) Auction establishments (indoor only) (5/95)
- (b) Business and professional offices (7/99)
- (c) Business service, supply and delivery establishments
- (d) Contractor's establishments without outdoor storage
- (e) Establishments for the production, processing, assembly, manufacturing, compounding, cleaning, servicing, testing and repair of materials, goods or products which conform to applicable Federal, State and local environmental performance standards or other standards referenced by the Town as related to (a) air pollution; (b) fire and explosion hazards; (c) radiation hazards; (d) electromagnetic radiation and interference hazards; (e) liquid and solid wastes hazards; (f) noise and odor standards; and (g) vibration standards.
- (f) Existing or expansion of existing industrial uses in operation as of the date of adoption of this Ordinance which conform to the previous industrial zoning district requirements.
- (g) Farm supply establishments
- (h) Financial institutions
- (i) Indoor mini-storage facilities
- (j) Light manufacturing, fabrication, testing or repair establishments without outdoor storage
- (k) Light warehousing establishments, without outdoor storage
- (l) Light wholesale trade establishments, without outdoor storage
- (m) Printing and publishing establishments
- (n) Private training and vocational schools
- (o) Public utilities (sub-stations, pump stations, transmission/receiving facilities and lines for telecommunications and similar uses, storage tanks, etc.)
- (p) Sheet metal shops
- (q) Small animal veterinary hospitals, exclusive of boarding kennels
- (r) Vehicle and machinery service, and parts sales ("service" including but not limited to internal and external repair, body work, paint, car washes, etc.)

Section 609 Industrial (L-1) District

- (s) Welding shops
- (t) Craft beverage manufacturing (03/18)

**609.3 SPECIAL PERMIT USES**

- (a) All above permitted uses requiring outdoor storage (10/94)
- (b) Day care centers (12/94)
- (c) Eating establishments including microbreweries, wineries, and distilleries (05/95, 08/16)
- (d) Heliports
- (e) Laundry and dry cleaning establishments
- (f) Lumber yards and building materials establishments
- (g) Motor freight terminals
- (h) Retail sales incidental to a manufacturing, production or related use, provided that:
  - a) the gross floor area used for retail purposes (excluding storage) shall not occupy more than five-thousand (5,000) square feet of gross floor area on any one lot, and shall not exceed twenty-five (25) percent of the total floor area for the site; and
  - b) the areas dedicated for retail uses must be indicated on an approved site plan.The provisions of this Section shall not apply to those permitted or special permit uses for which retail sales are a primary activity. (12/07)
- (i) Scientific research, development, and training establishments
- (j) Service stations
- (k) Vehicle and machinery sales and rentals
- (l) Recreation, commercial indoor (06/10)
- (m) Retreat and conference centers (08/16)
- (n) Residential lofts and apartments (08/16)
- (o) Wholesale/retail food hubs (08/16)
- (p) Commercial kitchens (08/16)
- (q) Hotels, motels, and accommodations (08/16)

**609.4 PROHIBITED USES**

The specific uses which follow shall not be permitted in the L-1 District:

- (a) Asphalt mixing plants
- (b) Blast furnaces
- (c) Boiler works
- (d) Bulk storage of flammable materials
- (e) Coal, wood or wood distillation
- (f) Concrete mixing and batching products
- (g) Extraction or mining of rocks and minerals
- (h) Garbage incineration
- (i) Junk yards
- (j) Landfills
- (k) Manufacture of ammonia, chlorine, fertilizer, lime, cement, fireworks, explosives, soaps, acids, pesticides, herbicides or insecticides
- (l) Metal foundries and smelting
- (m) Petroleum, asphalt or related product refining
- (n) Rendering plants
- (o) Slaughterhouses
- (p) Stockyards

Section 609 Industrial (L-1) District

- (q) Tanning and curing of skins
- (r) Any other similar use which in the opinion of the Town Council might be injurious or noxious by reason of odor, fumes, dust, smoke, vibration, noise or other cause

**609.5 MAXIMUM LOT COVERAGE**

(12/91) The maximum lot coverage—including buildings, streets, parking spaces, driveways, loading areas and all other impervious surfaces—shall not be greater than seventy-five percent (75%) of the area of an L-1 lot.

**609.6 MINIMUM DISTRICT SIZE**

The minimum district size shall be four (4) acres.

**609.7 LOT SIZE REQUIREMENTS AND BULK REGULATIONS**

- (a) Minimum lot area: 30,000 square feet
- (b) Minimum lot width: 125 feet
- (c) The maximum building height shall be forty (40) feet, except in particular instances the Town Council may, upon recommendation from the Planning Commission or its agent, modify the maximum building height.
- (d) Minimum yard requirements
  - (1) Front yard: 50 feet
  - (2) Side yard: 25 feet (except where side yard abuts a public right-of-way the side yard shall be 50 feet) (5/94)
  - (3) Rear yard: 50 feet (5/94)

**609.8 OPEN SPACE**

- (a) An open space plan and landscape design program shall be submitted with applications for any land use governed by this District.
- (b) Twenty five percent (25%) of the site shall be landscaped open space. Landscaping may be limited to setback areas and unused portions.

**609.9 PARKING, PARKING ACCESS AND DRIVEWAYS**

- (a) No parking space shall be located closer than fifteen (15) feet from any common property line.
- (b) Where lot is contiguous to property located in any district other than the L-1, I, C-1 or C-2 District, no parking space shall be closer than 40 feet from such property line. (5/94)
- (c) All parking requirements shall be met by off-street, on-site spaces and shall include designated spaces for the handicapped and elderly.
- (d) Refer to Section 305 for additional off-street parking requirements.

**609.10 SETBACK, BUFFERING AND LANDSCAPING**

- (a) Where an L-1 lot is contiguous to property located in a district other than an L-1, I, C-1 or C-2 District, all buildings shall have a minimum 60-foot setback from lot lines. In particular instances the Town Council may waive the 60-foot setback requirement, upon recommendation from the Planning Commission. (5/94)
- (b) Where an L-1 lot is contiguous to property located in a district other than an L-1, I, C-1 or C-2 District, a landscaped buffer strip of 30 feet in width shall be provided,

## Section 609 Industrial (L-1) District

with landscape materials and placement subject to final plan approval. Where contiguous to a C-1 or C-2 District property, the landscaped buffer strip shall be 15 feet. Approved fencing or additional buffering may be used in lieu of landscaping. (5/94)

### 609.11 STORAGE OF GOODS, MATERIALS, FUEL AND REFUSE

- (a) The outdoor area devoted to storage, loading and display of goods shall be limited to that area so designated on an approved site plan.
- (b) All equipment and materials shall be contained entirely within a building or screened from public rights-of-way and contiguous properties that are in land uses other than industrial in nature.
- (c) Any establishment involved with the storage of fuel for sale, or for other purposes, shall be permitted only if the fuel is stored underground, except where otherwise permitted under provisions granted and stipulations required by the Town Council.
- (d) All refuse shall be contained in completely enclosed facilities and shall be screened.

### 609.12 STREET ENTRANCES

- (a) On a corner lot, no street entrance shall be located closer than 60-feet to the curb line extended from the intersecting street. This distance may be increased with respect to the types and turning radii of vehicles using the site.
- (b) No street entrance shall be located closer than 30 feet to a side or rear lot line, unless a common street entrance serves adjacent uses, and in no instance shall the distance between separate street entrances serving adjacent uses be less than 60 feet. The maximum width of such street entrances shall not exceed thirty feet (30').
- (c) A freestanding use shall have no more than two street entrances on any single right-of-way, and such street entrances shall have a minimum distance of 90 feet between them.

### 609.13 SITE PLAN REQUIREMENTS AND PERFORMANCE STANDARDS

- (a) All uses shall be subject to final site plan approval.
- (b) Any L-1 District land use application which is not in strict compliance with the pre-existing approved master site plan and preliminary plat for the district shall require an amendment to that master site plan and preliminary plat prior to site plan approval of the specific use.
- (c) Master site plans and preliminary plats for L-1 Districts shall include provisions for:
  - (1) adequate public facilities;
  - (2) development phasing;
  - (3) stormwater management facilities to address the ultimate development coverage within the district;
  - (4) lighting and signing; and
  - (5) other special features and land use considerations deemed necessary to serve the industrial district.
- (d) Applications for all uses subject to special use permits shall be accompanied by a report indicating the compliance with and use compatibility issues related to the Town's applicable performance standards.

Section 609 Industrial (L-1) District

**609.14 ADDITIONAL REQUIREMENTS**

- (a) Public Streets within the L-1 District shall be constructed to industrial road standards as determined by the Town Council or its agent. Sidewalks may be required on one or both sides of the street.
- (b) Common property ownership agreements and covenants for L-1 District developments shall be reviewed and approved by the Town Council or its agent.
- (c) Refer to Section 306 for off-street loading requirements.
- (d) Refer to Sections 301-304 for general regulations and other provisions which may supplement those cited herein.
- (e) Refer to specific Overlay Zoning districts, where applicable.

## Section 502 – Certificate of Occupancy

- 502.2 Prior to the issuance of a Certificate of Occupancy for a new structure, the Zoning Administrator will verify that all property corners have been set with permanent markers by a land surveyor licensed under the laws of the Commonwealth of Virginia. (11/00)
- 502.3 In addition to any other requirements for the issuance of a Certificate of Occupancy, a Certificate of Occupancy for a structure will not be issued unless (1) the structure is served by public water and sewer, (2) required curb and gutter and sidewalks are in place on the lot on which the structure is located and in place between said lot and an existing publicly maintained street, (3) a functional fire hydrant is located within three hundred (300) feet of the lot on which the structure is located, and (4) the lot on which the structure is located fronts on an existing publicly maintained street or street meeting Town requirements for a publicly maintained street. (8/01)
- 502.4 In addition to any other requirements for the issuance of a Certificate of Occupancy, after issuance of certificates of occupancy for structures on eighty percent (80%) of the lots in a section of a subdivision, a Certificate of Occupancy for a structure in the section will not be issued unless all public improvements in the section have been completed to Town requirements and all streets have been accepted for maintenance by the Virginia Department of Transportation (VDOT), or a complete application for acceptance thereof has been filed with VDOT. (8/01)
- 502.5 Upon written application, delayed installation of public improvements described in 502.3 and 502.4 may be considered by the Zoning Administrator. Approval of the application shall only be granted by the Zoning Administrator after consultation with the respective departments or agencies charged with the inspection, acceptance, and maintenance of the improvements, and only upon a further finding that the delayed installation will not be detrimental to the safety and welfare of the residents in the subdivision and the public. A written request for such delayed installation shall set forth the specific improvements sought to be delayed, the justification for the delay, and a committed date for completion of the improvements. A fifty-dollar (\$50.00) fee shall be paid with the request. If the Zoning Administrator approves the application for delayed installation of public improvements, the approval shall be subject to the applicant executing an agreement to hold harmless the town for any loss or liability occasioned by the lack of the improvements delayed. (8/01)

### **SECTION 503 - SPECIAL USE PERMIT**

#### **503.1 PROVISIONS FOR SPECIAL USE PERMITS**

- (a) In consideration of an application filed with the Zoning Administrator, the Council may, after a public hearing, authorize the establishment of those uses that are expressly listed as Special Permit uses in a particular zoning district.
- (b) In addition to all applicable conditions and requirements of this Ordinance, the Council may impose any conditions deemed appropriate in the public interest to secure compliance with the provisions of this Ordinance.
- (c) Once a Special Use Permit is granted, the use shall not be enlarged, extended, increased in intensity or relocated unless authorized by the Council.

Section 503 – Special Use Permit

- (d) Whenever a Special Use Permit is granted by the Council, the authorized activities shall be established within two (2) years of the date of approval with an extension of one (1) additional year with Council approval, or such Special Use Permit shall expire without notice. (4/08)
- (e) Should the owner or operator of the use covered by the Special Permit fail to observe all requirements of law with respect to the maintenance and conduct of the use and all permit conditions, the Council may, after due notice to permit holder and a public hearing, revoke the Special Use Permit.

**503.2 APPLICATIONS**

An application for a Special Use Permit may be submitted by the property owner of record, tenant, or contractor owner.

**503.3 APPLICATION REQUIREMENTS**

Applications for Special Use Permits shall be accompanied by seven (7) copies of the following items:

- (a) Letter of request, signed by property owner and applicant, outlining complete details of special use desired.
- (b) Site development plan.
- (c) Floor plan, front, side, and rear elevations of proposed new buildings.
- (d) Certified house location plat.
- (e) Information deemed necessary by the Zoning Administrator.
- (f) Applicable filing fee.

**503.4 APPLICATION PROCEDURE**

- (a) Application submitted to Zoning Administrator, which shall be referred to the Planning Commission for recommendation, and a public hearing shall be scheduled by the Town Council.
- (b) Review by the Planning Commission (public hearing if desired) and recommendation to Town Council.
- (c) Public hearing by Town Council.
- (d) Town Council action (In acting upon the application, the Town Council shall consider the following, among other relevant factors):
  - 1. The health, safety, and welfare of the general public.
  - 2. Physical and visual impact on adjoining and abutting properties.
  - 3. Adequate utilities, drainage, parking, and other necessary facilities to serve the proposed use.
  - 4. Compliance with the adopted master plan.
  - 5. Environmental compatibility.
  - 6. Community sentiment.
- (e) Applicant to be notified by Zoning Administrator of Town Council action.

# ADMINISTRATION/FINANCE

## Cash Balance Report

Period Ending 1/31/2023

Town of Berryville  
2/7/2023 4:20 PM

Page 1/3

<b>Bank 1</b>	<b>Bank of Clarke Operating Acct#- 1138499</b>		
	Account		Balance
	100-1140000-0000 B/C OPR		-\$7,830.43
	501-1140000-0000 B/C OPR		\$3,592.48
	502-1140000-0000 B/C OPR		-\$11,507.03
		<b>Bank 1</b>	<b>Total:</b>
			<b>-\$15,744.98</b>
<b>Bank 2</b>	<b>Bank of Clarke NOW Acct#- 1138502</b>		
	Account		Balance
	100-1149000-0000 B/C NOW		\$9,154,703.74
	501-1149000-0000 B/C NOW		\$1,693,641.92
	502-1149000-0000 B/C NOW		\$6,063,148.27
		<b>Bank 2</b>	<b>Total:</b>
			<b>\$16,911,493.93</b>
<b>Bank 3</b>	<b>Bank of Clarke Payroll Acct#- 1139510</b>		
	Account		Balance
	100-1121000-0000 CASH/ BC PAYROLL		\$40,305.07
	501-1121000-0000 CASH/BC PAYROLL		-\$0.10
	502-1121000-0000 CASH/BC PAYROLL		\$0.00
		<b>Bank 3</b>	<b>Total:</b>
			<b>\$40,304.97</b>
<b>Bank 4</b>	<b>Bank of Clarke CIP Acct#- 1138405</b>		
	Account		Balance
	100-1123000-0000 BC/CIP CD		\$1,128,964.61
	501-1123000-0000 BC/CIP		\$3,206,884.80
	502-1123000-0000 BC/CIP		\$3,827,490.70
		<b>Bank 4</b>	<b>Total:</b>
			<b>\$8,163,340.11</b>
<b>Bank 5</b>	<b>Bank of Clarke SW Acct#- 1138413</b>		
	Account		Balance
	100-1128000-0000 BC/SWMGT CD		\$469,366.94
		<b>Bank 5</b>	<b>Total:</b>
			<b>\$469,366.94</b>
<b>Bank 6</b>	<b>Bank of Clarke PDAF Acct#- 1138421</b>		
	Account		Balance
	100-1131000-0000 PD ASSET FORFEITURE		\$27,280.70
		<b>Bank 6</b>	<b>Total:</b>
			<b>\$27,280.70</b>
<b>Bank 7</b>	<b>Bank of Clarke DSR Acct#- 1138456</b>		
	Account		Balance
	100-1124000-0000 BC/RDA DEBT SER RES		\$111,589.47
		<b>Bank 7</b>	<b>Total:</b>
			<b>\$111,589.47</b>
<b>Bank 8</b>	<b>Bank of Clarke PPTRA Acct#- 1138464</b>		
	Account		Balance

## Cash Balance Report

Period Ending 1/31/2023

Town of Berryville  
2/7/2023 4:20 PM

Page 2/3

	100-1125000-0000 BC/PPTRA RES	\$239,187.89
	501-1125000-0000 BC/PPTRA RESERVE	\$0.00
	502-1125000-0000 BC/PPTRA RESERVE	\$0.00
	Bank 8	Total:
		\$239,187.89
Bank 9	Bank of Clarke RAU Acct#- 1138472	
	Account	Balance
	100-1145000-0000 BCC Rau Account	\$944.87
	Bank 9	Total:
		\$944.87
Bank 10	Bank of Clarke VRA Reserve Acct#- 6041647	
	Account	Balance
	502-1155000-0000 BC/VRA Reserve Account	\$470,000.00
	Bank 10	Total:
		\$470,000.00
Bank 11	Bank of Clarke Proffer Reserve Acct#- 1897098	
	Account	Balance
	100-1126000-0000 Cash BC/Proffers Reserve	\$90,528.20
	501-1126000-0000 CASH/BC Proffers Reserve	\$0.00
	502-1126000-0000 CASH/BC Proffers Reserve	\$0.00
	Bank 11	Total:
		\$90,528.20
Bank 12	Bank of Clarke Performance Bonds Acct#- 1910841	
	Account	Balance
	100-1135000-0000 B/C PERFORMANCE BONDS	\$11,286.95
	Bank 12	Total:
		\$11,286.95
Bank 13	BB&T Acct#- 5137523525	
	Account	Balance
	100-1130000-0000 CASH/BB&T MM+	\$68,529.40
	501-1130000-0000 CASH/BB&T MM+	\$0.00
	502-1130000-0000 CASH/BB&T MM+	\$0.00
	Bank 13	Total:
		\$68,529.40
Bank 14	Bank of Clarke PD Contributions Acct#- 5759859	
	Account	Balance
	100-1133000-0000 PD Contributions	\$3,472.74
	Bank 14	Total:
		\$3,472.74
Bank 15	Bank of Clarke PSN Refund/Pmt. Acct. Acct#- 6079334	
	Account	Balance
	100-1146000-0000 BC PSN Refund Acct	\$0.00
	Bank 15	Total:
		\$0.00
Bank 16	Bank of Clarke PSN Dep. Acct. Acct#- 6079326	
	Account	Balance





BERRYVILLE TOWN OF

January 01, 2023 - January 31, 2023

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441  TTY Hearing Impaired: Dial "711"  Outside the U.S.: 1.609.353.6656 24 Hours  For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date ..... 01/31/23 Payment Due Date ..... 02/25/23 Days in Billing Cycle ..... 31 Credit Limit ..... \$500,000 Cash Limit ..... \$0 Total Payment Due ..... \$97,716.04	Previous Balance ..... \$105,141.46 Payments ..... -\$105,141.46 Credits ..... -\$701.00 Cash ..... \$0.00 Purchases ..... \$98,417.04 Other Debits ..... \$0.00 Overlimit Fee ..... \$0.00 Late Payment Fee ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Finance Charge ..... \$0.00 Current Balance ..... \$97,716.04

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 02/24/23.

Global Card Access - your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit [www.bofa.com/globalcardaccess](http://www.bofa.com/globalcardaccess) to register your card and start using Global Card Access today.

Cardholder Activity Summary

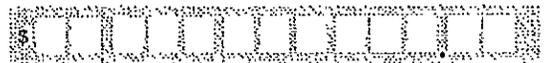
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
Credit Limit				

0514146 9771604 9771604 4715291201837237

Account Number: [REDACTED]  
 January 01, 2023 - January 31, 2023

Total Payment Due ..... \$97,716.04  
 Payment Due Date ..... 02/25/23

Enter payment amount



BANK OF AMERICA  
 PO BOX 15731  
 WILMINGTON, DE 19886-5731

BERRYVILLE TOWN OF  
 STE A  
 101 CHALMERS CT  
 BERRYVILLE, VA 22611-1387

Mail this coupon along with your check payable to:  
 BANK OF AMERICA

**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

**Service for the hearing impaired (TTY/TDD):** We accept calls made through relay services (dial 711).

**Telephone monitoring:** For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

**In case of errors or questions about your bill:** Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 660441, DALLAS, TX 75266-0441. Your letter must include the following information:

- . The company name, cardholder name and account number in question.
- . The dollar amount of the suspected error.
- . A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

<b>Customer Service:</b>	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u>	<u>Outside the U.S.</u>
	1.888.449.2273	1.509.353.6656 (collect calls accepted)

---

**Thank you for your business.**

**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

**BERRYVILLE TOWN OF**  
 [REDACTED]  
 January 01, 2023 - January 31, 2023  
 Page 3 of 6

<b>Cardholder Activity Summary</b>				
<i>Account Number</i>	<i>Credits</i>	<i>Cash</i>	<i>Purchases and Other Debits</i>	<i>Total Activity</i>
<b>ALSBERRY, CONNER D</b> [REDACTED]				
500	0.00	0.00	471.61	471.61
<b>BOOR, RICK</b> [REDACTED]				
15,000	0.00	0.00	7,495.10	7,495.10
<b>BOOTH, KEVIN</b> [REDACTED]				
1,000	0.00	0.00	314.76	314.76
<b>BUSBERT, ERNIE</b> [REDACTED]				
50,000	0.00	0.00	17,744.28	17,744.28
<b>CULP, PAUL</b> [REDACTED]				
5,000	0.00	0.00	2,938.86	2,938.86
<b>DALTON, KEITH</b> [REDACTED]				
50,000	0.00	0.00	15,787.96	15,787.96
<b>DORSEY, DANIEL</b> [REDACTED]				
500	0.00	0.00	225.00	225.00
<b>DUNKLE, CHRISTY</b> [REDACTED]				
500	0.00	0.00	100.00	100.00
<b>ELLINGSWORTH, JAMES</b> [REDACTED]				
500	0.00	0.00	75.00	75.00
<b>FERREBEE, DARRELL</b> [REDACTED]				
500	0.00	0.00	74.44	74.44
<b>GREEN, CONNOR</b> [REDACTED]				
500	0.00	0.00	175.00	175.00
<b>GRIFFITH, RICHARD A</b> [REDACTED]				
500	0.00	0.00	335.64	335.64
<b>JOHNSON, KAREN</b> [REDACTED]				
1,000	0.00	0.00	79.20	79.20
<b>KERN, JODI</b> [REDACTED]				
5,000	0.00	0.00	1,826.14	1,826.14
<b>LINK, BRIAN</b> [REDACTED]				
5,000	0.00	0.00	536.92	536.92
<b>MCCORMICK, HARRY</b> [REDACTED]				
500	0.00	0.00	450.00	450.00
<b>MILLER, TAMARA</b> [REDACTED]				
50,000	0.00	0.00	44,482.17	44,482.17
<b>POULIN, CYNTHIA</b> [REDACTED]				
1,000	0.00	0.00	59.00	59.00
<b>SHEETZ, CULLEN</b> [REDACTED]				
500	0.00	0.00	271.07	271.07
<b>STOVER, KEITH</b> [REDACTED]				
5,000	6.00	0.00	2,363.32	2,357.32
<b>WHITE, NEAL</b> [REDACTED]				
15,000	895.00	0.00	2,611.57	1,916.57

**BERRYVILLE TOWN OF**

January 01, 2023 - January 31, 2023

Page 4 of 6

<b>Transactions</b>						
Posting	Transaction					
Date	Date	Description	Reference Number	MCC	Charge	Credit
<b>BERRYVILLE TOWN OF</b>						<b>Total Activity</b>
Account Number: [REDACTED]						<b>-\$105,141.46</b>
01/24	01/24	AUTO PAYMENT DEDUCTION		0071		105,141.46
<b>ALSBERRY, CONNER D</b>						<b>Total Activity</b>
Account Number: [REDACTED]						<b>471.61</b>
01/02	12/31	FRONT ROYAL RURAL KING FRONT ROYAL VA	24055233001400638000400	5999	179.00	
01/02	12/31	WAL-MART #5105 FRONT ROYAL VA	24228383001360859675485	5411	44.18	
01/16	01/13	FISHER AUTO PARTS 009 BERRYVILLE VA	24431063014200824700063	5633	30.27	
01/23	01/20	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247603020200132784436	7538	51.00	
01/23	01/20	FISHER AUTO PARTS 009 BERRYVILLE VA	24431063021200024300097	5533	167.16	
<b>BOOR, RICK</b>						<b>Total Activity</b>
Account Number: [REDACTED]						<b>7,495.10</b>
01/09	01/06	BROY & SON PUMP SERVICE 540-9653928 VA	240731430008900011600031	1799	1,052.20	
01/11	01/10	GRIFFITH ENERGY SERVIC 800-474-3391 MD	24041683010200757102214	4900	3,026.49	
01/30	01/27	FRONT ROYAL FORD 540-6362901 VA	24701773027361400080039	5511	3,243.39	
01/30	01/28	HI-VAC CORPORATION 740-374-6608 OH	24692163028102100894477	6722	173.02	
<b>BOOTH, KEVIN</b>						<b>Total Activity</b>
Account Number: [REDACTED]						<b>314.78</b>
01/09	01/07	WAL-MART #4514 WINCHESTER VA	24228383008360893087170	5411	100.00	
01/12	01/11	GIANT MARTINS #8658 BERRYVILLE VA	24692163011100276480127	5411	18.95	
01/12	01/11	FAMILY DOLLAR #3110 BERRYVILLE VA	24231683012837000021583	5331	6.32	
01/12	01/11	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973012091400000374	5251	96.99	
01/20	01/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973020091404000048	5251	24.54	
01/23	01/20	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247603020200132777000	7538	20.00	
01/23	01/20	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247603020200132777182	7538	25.00	
01/23	01/20	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973021091406000458	5251	18.61	
01/27	01/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973027091408000070	5251	4.35	
<b>BUSSERT, ERNIE</b>						<b>Total Activity</b>
Account Number: [REDACTED]						<b>17,744.28</b>
01/06	01/05	USA BLUE BOOK 800-548-1234 IL	24940453005636000048942	5085	1,430.89	
01/09	01/06	GRAINGER 877-2022694 IL	24755423007160070477837	5085	549.60	
01/10	01/09	IN *JOINER LABS, LLC 540-3477212 VA	24692163009108991180881	8734	237.00	
01/10	01/09	IN *JOINER LABS, LLC 540-3477212 VA	24692163009108991180887	8734	22.00	
01/12	01/11	IN *JOINER LABS, LLC 540-3477212 VA	24692163011100446703310	8734	237.00	
01/12	01/11	IN *JOINER LABS, LLC 540-3477212 VA	24692163011100446703328	8734	237.00	
01/13	01/12	COYNE CHEMICAL CROYDON PA	24137463012300672275431	5169	723.80	
01/13	01/12	COYNE CHEMICAL CROYDON PA	24137463012300672275506	5169	3,859.95	
01/16	01/13	USA BLUE BOOK 800-548-1234 IL	24940453013636000046805	5085	290.85	
01/18	01/17	IN *JOINER LABS, LLC 540-3477212 VA	24692163017104797085354	8734	4,658.00	
01/19	01/18	AMAZON.COM*8260F9ZJ3 AMZNAMZN.COM/BILLWA	24431063018083730604843	5942	193.92	
01/19	01/18	ATCO INTERNATIONAL 770-424-7550 GA	24559163018017024155413	5085	352.10	
01/20	01/19	USA BLUE BOOK 800-548-1234 IL	24940453019636000047674	5085	122.03	
01/24	01/23	USA BLUE BOOK 800-548-1234 IL	24940453023636000046043	5085	493.47	
01/25	01/24	USA BLUE BOOK 800-548-1234 IL	24940453024636000047842	5085	157.90	
01/25	01/24	USA BLUE BOOK 800-548-1234 IL	24940453024636000048170	5085	374.50	
01/26	01/26	COYNE CHEMICAL CROYDON PA	24137463025300647974725	5169	3,040.35	
01/30	01/27	USA BLUE BOOK 800-548-1234 IL	24940453027636000047716	5085	668.64	
01/30	01/28	HARBOR FREIGHT TOOLS 595 WINCHESTER VA	24231683029400025411151	5251	15.28	
01/31	01/30	VA DPOR 804-3678597 VA	24755423030160304992313	9399	80.00	
<b>CULP, PAUL</b>						<b>Total Activity</b>
Account Number: [REDACTED]						<b>2,938.86</b>
01/06	01/05	STAPLS7604114213000001 877-8267755 NJ	24164073005105040337900	5111	93.51	
01/09	01/06	STAPLS7604114213000002 877-8267755 NJ	24164073006105970337903	5111	14.59	
01/12	01/11	STAPLS7604832203000001 877-8267755 NJ	24164073011105100360620	5111	75.90	
01/16	01/13	STAPLS7604794983000001 877-8267755 NJ	24164073013105110530145	5111	53.18	
01/18	01/17	GIANT MARTINS #8658 BERRYVILLE VA	24692163017104748423088	5411	33.79	
01/19	01/13	FOXES PIZZA BERRYVILLE 540-9553897 VA	24000973018322601397744	6012	147.61	
01/20	01/19	VCU WEB CENTER PUBLIC POL804-8282292 VA	24755423020120202293703	0220	560.00	
01/20	01/19	VCU WEB CENTER PUBLIC POL804-8282292 VA	24755423020120202293729	0220	500.00	
01/23	01/20	STAPLS7604907166000001 877-8267755 NJ	24164073020105190265506	5111	212.76	
01/23	01/20	USPS PO 5107560300 BERRYVILLE VA	24137463021001524504171	9402	16.66	
01/30	01/27	HOTEL*HOTELBOOKING 800-455-9577 WA	24692163027101766597110	4722	533.91	
01/30	01/27	HOTEL*HOTELBOOKING 800-455-9577 WA	24692163027101766600179	4722	533.90	
01/30	01/27	HOTELBOOKINGSERVFEE 800/279059 UT	24492153027746679302670	7011	15.99	
01/30	01/28	STAPLS7372495028000001 877-8267755 NJ	24164073029105270367264	5111	157.06	

**BERRYVILLE TOWN OF**

January 01, 2023 - January 31, 2023

Page 5 of 6

<b>Transactions</b>						
Posting	Transaction					
Date	Date	Description	Reference Number	MCC	Charge	Credit
<b>DALTON, KEITH</b>						<b>Total Activity</b>
Account Number: [REDACTED]						15,787.96
01/23	01/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663020083708435267	4900	7,989.68	
01/23	01/20	REPUBLIC SERVICES TRASH 866-576-5540 AZ	24941663020083730339588	4900	7,798.28	
<b>DORSEY, DANIEL</b>						<b>Total Activity</b>
Account Number: [REDACTED]						225.00
01/27	01/26	SUNCOASTLEARNING.COM 800-289-1181 GA	24801973028872890329147	8299	225.00	
<b>DUNKLE, CHRISTY</b>						<b>Total Activity</b>
Account Number: [REDACTED]						100.00
01/24	01/23	DEPARTMENT OF ENVIRONMENT804-8884279 VA	24765423024120242211323	9399	100.00	
<b>ELLINGSWORTH, JAMES</b>						<b>Total Activity</b>
Account Number: [REDACTED]						75.00
01/20	01/19	OWPSACSTATE 916-278-6142 CA	24492153019852623180879	8641	75.00	
<b>FERREBEE, DARRELL</b>						<b>Total Activity</b>
Account Number: [REDACTED]						74.44
01/19	01/18	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973019091402000415	5251	74.44	
<b>GREEN, CONNOR</b>						<b>Total Activity</b>
Account Number: [REDACTED]						175.00
01/23	01/22	SUNCOASTLEARNING.COM 800-289-1181 GA	24801973022072200864017	8299	175.00	
<b>GRIFFITH, RICHARD A</b>						<b>Total Activity</b>
Account Number: [REDACTED]						335.64
01/02	12/31	FRONT ROYAL RURAL KING FRONT ROYAL VA	24055233001400684000237	5999	210.55	
01/23	01/20	FISHER AUTO PARTS 009 BERRYVILLE VA	24431083021200824300113	5533	79.92	
01/26	01/25	GIANT MARTINS #8558 BERRYVILLE VA	24692163025100476304458	5411	15.70	
01/26	01/25	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973026091406000156	5251	29.39	
<b>JOHNSON, KAREN</b>						<b>Total Activity</b>
Account Number: [REDACTED]						79.20
01/02	12/30	GET SMART PRODUCTS 800-827-0673 NY	24492152364852726562993	5719	78.57	
01/03	01/02	Amazon Web services aws.amazon.coWA	24692163002103459416900	7399	0.63	
<b>KERN, JODI</b>						<b>Total Activity</b>
Account Number: [REDACTED]						1,826.14
01/04	01/03	VA DMV ONLINE BILLING PAY804-4977100 VA	24765423004130043001300	9399	825.00	
01/16	01/13	USPS PO 5107560300 BERRYVILLE VA	24137463014001568307556	9402	384.00	
01/18	01/17	BERRYVILLE AUTO PARTS 540-9551292 VA	24327433017317500307938	5533	48.40	
01/19	01/18	USPS PO 5107560300 BERRYVILLE VA	24137463019001395963658	9402	360.00	
01/23	01/22	MSFT * E0100LT49P MSBILL.INFO WA	24430993022400818007903	5045	6.00	
01/23	01/22	MSFT * E0100LT388 MSBILL.INFO WA	24430993022400818008030	5045	202.74	
<b>LINK, BRIAN</b>						<b>Total Activity</b>
Account Number: [REDACTED]						536.92
01/11	01/10	LOWES #02724 Winchester VA	24692163010109464774179	5200	253.44	
01/19	01/18	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412903018027013004411	5599	268.80	
01/31	01/30	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973031091406000332	5251	14.68	
<b>MCCORMICK, HARRY</b>						<b>Total Activity</b>
Account Number: [REDACTED]						450.00
01/23	01/22	SUNCOASTLEARNING.COM 800-289-1181 GA	24801973022072882493405	8299	450.00	
<b>MILLER, TAMARA</b>						<b>Total Activity</b>
Account Number: [REDACTED]						44,482.17
01/04	01/03	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683003747003694830	4900	6,151.18	
01/04	01/04	COMCAST 800-COMCAST MD	24692163004104759553394	4899	117.91	
01/05	01/03	VERIZON WIRELESS 22755 800-9220204 WA	24498043004668152778281	4814	199.99	
01/09	01/08	VERIZON WRLS 09198-01 800-9220204 GA	24498043007886105510747	4814	199.99	
01/11	01/10	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683010747003972882	4900	566.43	
01/16	01/15	REPUBLIC SERVICES TRASH 866-576-5548 AZ	249416630160837525411272	4900	3,286.24	
01/17	01/16	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683016747004176279	4900	10,000.00	
01/17	01/16	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683016747004176428	4900	4,822.91	
01/18	01/18	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683018747004278024	4900	7,118.99	
01/23	01/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663020083735308499	4900	125.00	
01/23	01/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663020083738198846	4900	10,000.00	
01/23	01/20	VCU WEB CENTER PUBLIC POL804-8282292 VA	24765423021120212685517	8220	500.00	
01/23	01/20	VCU WEB CENTER PUBLIC POL804-8282292 VA	24765423021120212685525	8220	500.00	
01/25	01/25	COMCAST 800-COMCAST MD	24692163025100032310547	4899	159.54	
01/26	01/25	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692163025100119678710	4014	303.16	
01/26	01/25	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692163025100119678728	4014	297.38	
01/26	01/25	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692163025100122686782	4814	1,049.08	
01/27	01/26	USPS PO 5107560300 BERRYVILLE VA	24137463027001412281655	9402	6.37	
<b>POULIN, CYNTHIA</b>						<b>Total Activity</b>
Account Number: [REDACTED]						59.00

**BERRYVILLE TOWN OF**  
 January 01, 2023 - January 31, 2023  
 Page 6 of 6

**Transactions**

Posting Transaction  
 Date Date Description Reference Number MCC Charge Credit

01/10 01/09 IN \*TRUESHRED 888-7508783 VA 24692163009108990947195 7399 59.00  
**SHEETZ, CULLEN**  
 Account Number: [REDACTED] **Total Activity 271.07**

01/12 01/11 AMAZON.COM\*JE88860Q3 AMZNAMZN.COM/BILLWA 24431063011083323196204 5942 142.11  
 01/12 01/11 BERRYVILLE TRUE VALUE BERRYVILLE VA 24801973012091408000150 5251 31.32  
 01/20 01/19 BERRYVILLE AUTO PARTS BERRYVILLE VA 24327433019326400405816 5533 12.64  
 01/20 01/19 BERRYVILLE TRUE VALUE BERRYVILLE VA 24801973020091404000030 5251 50.73  
 01/20 01/19 BERRYVILLE TRUE VALUE BERRYVILLE VA 24801973020091404000113 5251 34.27

**STOVER, KEITH**  
 Account Number: [REDACTED] **Total Activity 2,357.32**

01/06 01/05 FISHER AUTO PARTS 009 BERRYVILLE VA 24431063006200024000035 5533 57.87  
 01/11 01/10 HARBOR FREIGHT TOOLS 595 WINCHESTER VA 24231603011400025381545 5251 60.92  
 01/12 01/10 FASTENAL COMPANY 01VAWIN WINCHESTER VA 24137463011100373905893 5085 785.28  
 01/12 01/11 SHADE EQUIPMENT CO-WINCHEWINCHESTER VA 24412903011027013045601 5599 51.80  
 01/12 01/11 CONSTRUCTION MATERIALS G WINCHESTER VA 24210733012091803000055 1711 20.19  
 01/13 01/12 BERRYVILLE TRUE VALUE BERRYVILLE VA 24801973013091400000090 5251 47.02  
 01/19 01/18 CLARKE COUNTY AUTOMOTIVE BERRYVILLE VA 24247603018200146370846 7536 731.29  
 01/19 01/18 SHADE EQUIPMENT CO-WINCHEWINCHESTER VA 24412903018027013004403 5599 533.40  
 01/20 01/18 AUTOBODY SUPPLIERS INC WINCHESTER VA 24207063019163001986554 7531 32.90  
 01/20 01/19 BERRYVILLE TRUE VALUE BERRYVILLE VA 24801973020091404000287 5251 40.16  
 01/20 01/19 SHADE EQUIPMENT CO-WINCHEWINCHESTER VA 74412903018027013127201 5599 6.00  
 01/31 01/30 BERRYVILLE AUTO PARTS 640-9551292 VA 24327433030373900432539 5533 22.49

**WHITE, NEAL**  
 Account Number: [REDACTED] **Total Activity 1,916.57**

01/05 01/04 GALLS 859-266-7227 KY 24435653004762075557308 5137 1,239.26  
 01/05 01/04 AT&T PAYMENT 800-331-0500 TX 24055233005812433086747 4814 458.88  
 01/08 01/05 AMZN MKTP US\*EM3JM2UX3 AMAMZN.COM/BILLWA 24431063005083718786850 5942 103.66  
 01/06 01/05 AMZN MKTP US\*DD2L04193 AMAMZN.COM/BILLWA 24431063005083302551666 5942 31.39  
 01/09 01/08 AMZN MKTP US\*QD0124X33 AMAMZN.COM/BILLWA 24431063008083741276054 5942 70.67  
 01/12 01/11 4IMPRINT, INC 4IMPRINT.COM WI 24692163011100491260193 5969 247.54  
 01/13 01/12 BERRYVILLE AUTO PARTS 640-9551292 VA 24327433012296700402935 5533 267.77  
 01/18 01/12 FBI LEEDA INC 877-7727712 PA 74559303012900013700013 8398 695.00  
 01/20 01/18 SAFE KIDS WORLDWIDE 202-6820600 DC 24388943019630172134294 8398 55.00  
 01/23 01/20 IN \*POLICE AND SHERIFFS P912-5370780 GA 24692163020106967386863 7399 32.60  
 01/27 01/26 AMERICAN SAFETY AND HEALTH 800-4473177 OR 24717053026270263948459 8299 15.80

**Finance Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

ARPA MASTER LIST

2/14/2023

	PROJECT NAME	BUDGET	SPENT TO DATE	BALANCE	%COMPLETE	COMPLETED PROJECTS (-/+)
1	Computers:Utility Clerk,PWs	\$ 2,437.90	\$ 2,437.90	\$ -	100% AdmIn	
2	Police Radio Replacements	\$ 75,000.00	\$ 72,842.19	\$ 2,157.81	100%	\$ 2,157.81
3	PW Compressor	\$ 25,000.00	\$ 23,629.85	\$ 1,370.15	100% Infra	\$ 1,370.15
4	Water Dist Sys Flushing Equip	\$ 7,500.00	\$ 9,844.38	\$ (2,344.38)	100% Infra	\$ (2,344.38)
5	Water Meter Reading Equip	\$ 25,000.00	\$ 11,902.18	\$ 13,097.82	65% Infrastr	
6	Grants for Improper Con to Sewer Sys	\$ 20,000.00	\$ 4,500.00	\$ 15,500.00	25% grant	
7	W/s AdmIn Fees	\$ 179,100.00	\$ 175,260.82	\$ 3,839.18	100% Neg Impac	\$ 3,839.18
8	Premium Pay for Employees	\$ 172,000.00	\$ 174,323.86	\$ (2,323.86)	100% premiu p	\$ (2,323.86)
9	Grant John H Enders/Rescue Squad *	\$ 80,000.00	\$ 80,000.00	\$ -	75% grant	
10	Grant to Barns of Rose Hill *	\$ 40,000.00	\$ 40,000.00	\$ -	75% grant	
11	Grant for Façade Improvement	\$ 250,000.00	\$ 143,629.68	\$ 106,370.32	60% grant	
12	Website	\$ 8,000.00	\$ 5,845.29	\$ 2,154.71	100% AdmIn	\$ 2,154.71
13	Leak Study	\$ 9,000.00	\$ 8,662.50	\$ 337.50	100% Infra	\$ 337.50
14	SSES Study	\$ 125,000.00	\$ 62,810.94	\$ 62,189.06	20% Infra	
15	River Pumping Station Upgrade	\$ 25,000.00	\$ 28,538.55	\$ (3,538.55)	100% Infra	\$ (3,538.55)
16	Water Meter & Setter Replacements *	\$ 350,000.00	\$ 326,924.35	\$ 23,075.65	75% Infra	
17	Hermitage Pump Station	\$ 26,000.00	\$ 23,850.00	\$ 2,150.00	100% Infra	\$ 2,150.00
18	Booster Building Upgrade	\$ 20,000.00	\$ 22,985.85	\$ (2,985.85)	100% Infra	\$ (2,985.85)
19	WWTP Headworks Lighting Upgrade	\$ 5,000.00	\$ 4,764.00	\$ 236.00	100% Infra	\$ 236.00
20	Ridge Road Water Main	\$ 30,000.00	\$ 25,939.04	\$ 4,060.96	100% Infra	\$ 4,060.96
21	Water, Sewer and Drainage Projects	\$ 2,280,948.10	\$ 117,236.46	\$ 2,163,711.64	25% Infra	
22	Rockcroft Water Main Abandonment	\$ 10,000.00	\$ 10,550.96	\$ (550.96)	0% Infra	
23	Security Upgrades	\$ 125,000.00	\$ 85,820.91	\$ 39,179.09	100% Infra/admI	\$ 39,179.09
24	Drainage Dorsey, Walnut, Treadwell	\$ 310,000.00	\$ 1,500.00	\$ 308,500.00	5% Infra	
25	Bel Vol and Battletown Water Main Repl		\$ 11,612.50		Infra	
26	Wayfinding Signs	\$ 140,000.00	\$ 5,663.00	\$ 134,337.00	0%	
27	Raw Water Intake Land-Easement Acquisition	\$ 15,000.00	\$ 7,172.50	\$ 7,827.50	50% Infra	
28	Grant Housing (3 years)	\$ 120,000.00	\$ 80,000.00	\$ 40,000.00	66%	
	Administrative /Legal Fees	\$ 60,000.00	\$ 37,668.89	\$ 22,331.11	50% AdmIn	
	Total Encumbered	\$ 4,534,986.00	\$ 1,605,916.60	\$ 2,929,069.40		\$ 44,292.76
	Total ARPA	\$ 4,534,986.00				
*	Project For (2) two years					
**	Pending funds availability					
	Possible Projects					
	WWTP Harmonic Balancer **	\$	\$	\$	0%	
	SCADA Digital Upgrade 9 Pump Stations **	\$	\$	\$	0%	

## Check Listing

Date From: 1/1/2023 Date To: 1/31/2023  
Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

Town of Berryville  
02/07/2023 04:17 PM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
7808	1	ALONSO NATHAN JOHN 8940	01/04/2023	\$76.90
7809	1	Barns of Rose Hill	01/04/2023	\$20,000.00
7810	1	E. A. S. WINCHESTER, PLLC	01/04/2023	\$750.00
7811	1	JENKINS IRENE KAY 5873	01/04/2023	\$141.61
7812	1	John H. Enders Fire Company	01/04/2023	\$40,000.00
7813	1	JOSEPH LYNN	01/04/2023	\$46.86
7814	1	TOYOTA LEASE TRUST 9556	01/04/2023	\$110.51
7815	1	Treasurer of Clarke County	01/04/2023	\$28,578.98
7816	1	VRSA Virginia Risk Sharing Association	01/04/2023	\$18,140.00
7817	1	WILL ROWLAND	01/04/2023	\$201.86
7818	1	KENT PARSONS FORD INC	01/06/2023	\$52,713.94
7819	1	CLEMS GARAGE INC	01/12/2023	\$150.00
7820	1	COMBS WASTEWATER MANAGEMENT LLC	01/12/2023	\$75.00
7821	1	CORE & MAIN LP	01/12/2023	\$10,464.88
7822	1	COYNE CHEMICAL	01/12/2023	\$7,487.98
7823	1	DARLING JOSEPH H 6167	01/12/2023	\$25.71
7824	1	ECONO SIGNS, LLC	01/12/2023	\$995.00
7825	1	FAIR GLEN & CARRITE T 579	01/12/2023	\$375.60
7826	1	Keith Dalton	01/12/2023	\$50.00
7827	1	LIEVANO CARLOS ALBERTO 7906	01/12/2023	\$27.38
7828	1	LOMBARDO DONNA MELISSA 10877	01/12/2023	\$25.97
7829	1	MARTIN TYSON EDWARD 10514	01/12/2023	\$26.21
7830	1	Michelle M. Jones	01/12/2023	\$1,100.00
7831	1	PENNONI ASSOCIATES INC	01/12/2023	\$2,485.00
7832	1	Stuart M. Perry, Inc	01/12/2023	\$3,305.66
7833	1	The Hall Company	01/12/2023	\$1,460.22
7834	1	The Winchester Star	01/12/2023	\$552.00
7835	1	TIBBENS RYAN P 1848	01/12/2023	\$8.19
7836	1	Total Pest Services, Inc	01/12/2023	\$89.00
7837	1	VALLEY ICE LLC	01/12/2023	\$131.89
7838	1	VIRASEC IT Support Services, Inc.	01/12/2023	\$2,186.83
7839	1	VUPS	01/12/2023	\$72.45

## Check Listing

Date From: 1/1/2023 Date To: 1/31/2023  
Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

Town of Berryville  
02/07/2023 04:17 PM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
7840	1	Waterloo Electric Service, LLC	01/12/2023	<u>\$245.81</u>
7841	1	CLARKE COUNTY CIRCUIT COURT	01/13/2023	<u>\$1,850.00</u>
7842	1	Keith Dalton	01/13/2023	<u>\$50.00</u>
7843	1	Nationwide Retirement Solutions	01/13/2023	<u>\$475.00</u>
7844	1	POSM Software LLC	01/13/2023	<u>\$2,000.00</u>
7845	1	RADIAL TIRE DISTRIBUTORS	01/13/2023	<u>\$556.04</u>
7846	1	Ridgeway Auto Body	01/13/2023	<u>\$2,795.85</u>
7847	1	FRAZIER & FRAZIER INC	01/19/2023	<u>\$312.50</u>
7848	1	KUSHNIR DAVID W 3454	01/19/2023	<u>\$39.63</u>
7849	1	MARTENIS CHARLES ROY 7570	01/19/2023	<u>\$33.21</u>
7850	1	MATHUR SATKUNA DEVI 10895	01/19/2023	<u>\$30.32</u>
7851	1	PENNONI ASSOCIATES INC	01/19/2023	<u>\$938.00</u>
7852	1	SEARS KEVIN LEROY 9919	01/19/2023	<u>\$57.25</u>
7853	1	SKORDINSKI ELIZABETH NADINE 5690	01/19/2023	<u>\$35.00</u>
7854	1	Skyline Regional CJA	01/19/2023	<u>\$318.00</u>
7855	1	Southern Software, Inc.	01/19/2023	<u>\$1,262.00</u>
7856	1	VIRASEC IT Support Services, Inc.	01/19/2023	<u>\$445.50</u>
7857	1	Virginia Resources Authority	01/19/2023	<u>\$235,000.00</u>
7858	1	WHIRLEY CHARLES RICHARD 3575	01/19/2023	<u>\$25.00</u>
7859	1	WOLDORF JUSTIN DAVID 10458	01/19/2023	<u>\$25.00</u>
7860	1	ALI AMR HAMED TAHER 10359	01/26/2023	<u>\$301.30</u>
7861	1	BEVERLY ORLEBAR	01/26/2023	<u>\$17.04</u>
7862	1	CLEARY DEBORAH A 4951	01/26/2023	<u>\$50.00</u>
7863	1	DE LONG SANDRA KAY 8188	01/26/2023	<u>\$25.00</u>
7864	1	GRADY CALVIN M JR 3164	01/26/2023	<u>\$50.00</u>
7865	1	Hall, Monahan, Engle, Mahan & Mitchell	01/26/2023	<u>\$3,280.00</u>
7866	1	Kevin Booth	01/26/2023	<u>\$33.56</u>
7867	1	MADDOX CHRISTOPHER EUGENE 2583	01/26/2023	<u>\$99.38</u>
7868	1	MADDOX CHRISTOPHER EUGENE 7703	01/26/2023	<u>\$95.32</u>
7869	1	Minnesota Life Insurance Co.	01/26/2023	<u>\$194.13</u>
7870	1	MUELLER KALLEE CHRISTINA 10336	01/26/2023	<u>\$43.02</u>
7871	1	RHODES BRIAN PATRICK 10969	01/26/2023	<u>\$9.19</u>

## Check Listing

Date From: 1/1/2023 Date To: 1/31/2023  
Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

Town of Berryville  
02/07/2023 04:17 PM

Page: 3 of 3

Check Number	Bank	Vendor	Date	Amount
7872	1	SINE NOMINE ASSOC INC 6773	01/26/2023	\$57.25
7873	1	Southern Software, Inc.	01/26/2023	\$4,886.00
7874	1	The Hall Company	01/26/2023	\$141.25
7875	1	Treasurer of Clarke County	01/26/2023	\$3,935.18
7876	1	Treasurer of Frederick County	01/26/2023	\$6,013.04
7877	1	TROCKI GEL IRA M 10296	01/26/2023	\$189.46
7878	1	TROCKI GEL IRA M 10298	01/26/2023	\$233.42
7879	1	TROCKI GEL IRA M 10299	01/26/2023	\$241.23
7880	1	TROCKI GEL IRA M 10300	01/26/2023	\$55.00
7881	1	VICTORIA PAIGE PEARSON	01/26/2023	\$171.86
7882	1	VIZA RICKI ANNE 1936	01/26/2023	\$27.02
7883	1	WILLIAM WOODRUFF	01/26/2023	\$5,400.00
76 Checks Totaling -				\$463,898.39

### Totals By Fund

	Checks	Voids	Total
100	\$153,118.62		\$153,118.62
501	\$39,456.16		\$39,456.16
502	\$271,323.61		\$271,323.61
Totals:	\$463,898.39		\$463,898.39

February 14, 2023  
Monthly Update

American Rescue Plan Act of 2021

---

Funds expended over the past month

The January 2023 expenditure report is attached.

Attachments

- January 2023 ARPA Expenditure Report
- ARPA Master List
- Project Status Reports

**Budget Summary  
As of 12/31/2022**

	Budget	YTD	Variance	%
<b>100 GF</b>				
Revenue	\$ 6,492,015	\$ 4,974,868	\$ (1,517,147)	77%
Expense	\$ 6,492,015	\$ 1,910,074	\$ (4,581,941)	29%
<b>501 WF</b>				
Revenue	\$ 2,021,000	\$ 1,267,165	\$ (753,835)	63%
Expense	\$ 2,021,000	\$ 959,851	\$ (1,061,149)	47%
<b>502 SF</b>				
Revenue	\$ 2,585,500	\$ 1,618,202	\$ (967,298)	63%
Expense	\$ 2,585,500	\$ 926,983	\$ (1,658,517)	36%

Line item variance explanation (greater than 100% AND \$10,000):

None reported for this quarter

Fund/Or Attrib	Disp Acct	Budget	YTD	Variance	Percnt
100 General Fund	100-4011100-1111 EXPENSE COMPENSAT	\$18,900.00	\$9,200.00	\$9,700.00	48.68%
100 General Fund	100-4011100-2100 MATCHING FICA	\$1,450.00	\$703.93	\$746.07	48.55%
100 General Fund	100-4011100-5540 TRAINING	\$4,000.00	\$0.00	\$4,000.00	0.00%
100 General Fund	100-4011100-5699 LOCAL CONTRIBUTIO	\$10,000.00	\$0.00	\$10,000.00	0.00%
100 General Fund	100-4011100-5800 MISCELLANEOUS	\$5,000.00	\$4,961.71	\$38.29	99.23%
100 General Fund	100-4011100-5810 Dues	\$3,000.00	\$0.00	\$3,000.00	0.00%
100 General Fund	100-4011100-6017 TOWN CODE SUPPLIE	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 General Fund	100-4011200-1114 SALARIES/WAGES/FTN	\$48,500.00	\$24,617.86	\$23,882.14	50.76%
100 General Fund	100-4011200-2100 MATCHING FICA EXPE	\$3,700.00	\$1,897.83	\$1,802.17	51.29%
100 General Fund	100-4011200-5510 MILEAGE	\$250.00	\$0.00	\$250.00	0.00%
100 General Fund	100-4011200-5540 EDUCATION/TRAININ	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 General Fund	100-4011200-5810 DUES	\$1,000.00	\$25.00	\$75.00	25.00%
100 General Fund	100-4012110-1112 COMPENSATION	\$70,000.00	\$26,775.58	\$43,224.42	38.25%
100 General Fund	100-4012110-2100 MATCHING FICA EXPE	\$5,400.00	\$4,189.34	\$1,210.66	77.58%
100 General Fund	100-4012110-3399 Blight Abatement	\$50,000.00	\$0.00	\$50,000.00	0.00%
100 General Fund	100-4012110-5230 TELECOMMUNICATIO	\$600.00	\$200.00	\$400.00	33.33%
100 General Fund	100-4012110-5510 MILEAGE	\$150.00	\$29.38	\$120.62	19.59%
100 General Fund	100-4012110-5540 TRAINING	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 General Fund	100-4012110-5810 DUES	\$500.00	\$577.28	(\$77.28)	115.46%
100 General Fund	100-4012210-3150 PROFESSIONAL SERVI	\$50,000.00	\$24,024.56	\$25,975.44	48.05%
100 General Fund	100-4012220-2210 RETIREMENT	\$160,000.00	\$82,126.26	\$77,873.74	51.33%
100 General Fund	100-4012220-2220 VMLIP - STD	\$645.00	\$315.54	\$329.46	48.92%
100 General Fund	100-4012220-2230 VMLIP - LTD	\$6,600.00	\$3,377.73	\$3,222.27	51.18%
100 General Fund	100-4012220-2250 Line of Duty Act	\$8,500.00	\$8,108.00	\$392.00	95.39%
100 General Fund	100-4012220-2300 HEALTH INSURANCE	\$212,000.00	\$107,734.80	\$104,265.20	50.82%
100 General Fund	100-4012220-2400 LIFE INSURANCE	\$16,230.00	\$8,342.21	\$7,887.79	51.40%
100 General Fund	100-4012220-2600 UNEMPLOYMENT INSU	\$600.00	\$15.94	\$584.06	2.66%
100 General Fund	100-4012220-2700 WORKER'S COMPENSA	\$35,000.00	\$26,300.00	\$8,700.00	75.14%
100 General Fund	100-4012220-3110 RANDOM DRUG SCRE	\$750.00	\$0.00	\$750.00	0.00%
100 General Fund	100-4012220-9001 EMPLOYEE RECOGNIT	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 General Fund	100-4012240-3120 CONTRACTUAL SERV	\$20,000.00	\$0.00	\$20,000.00	0.00%
100 General Fund	100-4012410-1113 COMPENSATION	\$82,000.00	\$40,404.96	\$41,595.04	49.27%
100 General Fund	100-4012410-2100 MATCHING FICA EXPE	\$6,275.00	\$3,102.84	\$3,172.16	49.45%
100 General Fund	100-4012410-3130 PROFESSIONAL SERV T	\$2,500.00	\$1,125.00	\$1,375.00	45.00%
100 General Fund	100-4012410-5306 SURETY BONDS	\$500.00	\$434.00	\$66.00	86.80%
100 General Fund	100-4012410-5540 TRAINING	\$2,000.00	\$1,444.59	\$555.41	72.23%
100 General Fund	100-4012410-5810 DUES	\$1,000.00	\$0.00	\$1,000.00	0.00%

Fund/Obj/Attrib	Disp Acct	Budget	YTD	Variance	Prgnt
100 General Fund	100-4012430-1113 COMPENSATION	\$110,000.00	\$57,689.21	\$52,310.79	52.44%
100 General Fund	100-4012430-2100 MATCHING FICA EXPE	\$8,450.00	\$4,165.66	\$4,284.34	49.30%
100 General Fund	100-4012430-5540 TRAINING	\$3,400.00	\$923.40	\$2,476.60	27.16%
100 General Fund	100-4012530-3320 MAINTENANCE CONTR	\$51,100.00	\$30,686.87	\$20,413.13	60.05%
100 General Fund	100-4012530-3400 WEB SITE	\$1,000.00	\$3.63	\$996.37	0.36%
100 General Fund	100-4012530-3450 DIGITIZING	\$7,000.00	\$0.00	\$7,000.00	0.00%
100 General Fund	100-4012530-3501 NEWSLETTER	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 General Fund	100-4012530-3600 ADVERTISING	\$6,000.00	\$7,961.00	(\$1,961.00)	132.68%
100 General Fund	100-4012530-5210 POSTAGE	\$15,000.00	\$8,917.19	\$6,082.81	59.45%
100 General Fund	100-4012530-5230 TELECOMMUNICATIO	\$4,200.00	\$3,423.15	\$776.85	81.50%
100 General Fund	100-4012530-5250 SOCIAL MEDIA ARCHI	\$2,700.00	\$0.00	\$2,700.00	0.00%
100 General Fund	100-4012530-5415 COPIER LEASE	\$4,900.00	\$2,262.79	\$2,637.21	46.18%
100 General Fund	100-4012530-5540 TRAINING	\$1,500.00	\$0.00	\$1,500.00	0.00%
100 General Fund	100-4012530-5699 CONTRIBUTION/CC S	\$5,000.00	\$0.00	\$5,000.00	0.00%
100 General Fund	100-4012530-5810 DUES	\$500.00	\$0.00	\$500.00	0.00%
100 General Fund	100-4012530-6001 OFFICE SUPPLIES	\$11,500.00	\$5,360.82	\$6,139.18	46.52%
100 General Fund	100-4012550-5304 BLANKET EXCESS LIA	\$16,000.00	\$12,095.00	\$3,905.00	75.59%
100 General Fund	100-4012550-5305 AUTOMOBILE INSURA	\$13,000.00	\$12,077.00	\$923.00	92.90%
100 General Fund	100-4012550-5308 SEMI-MULTI PERIL IN	\$28,900.00	\$36,254.00	(\$7,354.00)	125.45%
100 General Fund	100-4012600-3140 ENGINEERING SERVIC	\$5,000.00	\$0.00	\$5,000.00	0.00%
100 General Fund	100-4013100-1125 ELECTION OFFICIALS	\$3,000.00	\$0.00	\$3,000.00	0.00%
100 General Fund	100-4013100-6001 OFFICE SUPPLIES	\$3,000.00	\$13.58	\$2,986.42	0.45%
100 General Fund	100-4021500-3150 PUBLIC DEFENDER FE	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 General Fund	100-4031100-1139 COMPENSATION	\$667,000.00	\$323,252.13	\$343,747.87	48.46%
100 General Fund	100-4031100-2100 MATCHING FICA EXPE	\$51,500.00	\$24,551.56	\$26,948.44	47.67%
100 General Fund	100-4031100-3110 MEDICAL EXAMINATI	\$500.00	\$0.00	\$500.00	0.00%
100 General Fund	100-4031100-3115 PRE EMPLOYMENT DR	\$500.00	\$750.00	(\$250.00)	150.00%
100 General Fund	100-4031100-3190 INTERPRETER	\$400.00	\$50.86	\$349.14	12.72%
100 General Fund	100-4031100-3310 REPAIR & MAINTENAN	\$12,000.00	\$6,249.42	\$5,750.58	52.08%
100 General Fund	100-4031100-3320 MAINTENANCE CONTR	\$29,000.00	\$10,575.76	\$18,424.24	36.47%
100 General Fund	100-4031100-4081 RICH RAU SAFETY FU	\$5,000.00	\$0.00	\$5,000.00	0.00%
100 General Fund	100-4031100-4082 WILDLIFE MANAGEME	\$250.00	\$0.00	\$250.00	0.00%
100 General Fund	100-4031100-5210 POSTAGE	\$500.00	\$25.35	\$474.65	5.07%
100 General Fund	100-4031100-5230 TELECOMMUNICATIO	\$3,000.00	\$1,376.64	\$1,623.36	45.89%
100 General Fund	100-4031100-5415 COPIER LEASE	\$4,400.00	\$2,262.79	\$2,137.21	51.43%
100 General Fund	100-4031100-5540 TRAINING	\$16,000.00	\$8,640.63	\$7,359.37	54.00%
100 General Fund	100-4031100-5545 OFFICE ACCREDITATIO	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 General Fund	100-4031100-5810 DUES	\$850.00	\$500.00	\$350.00	58.82%

Fund of Attrib	Disp Act	Budget	YTD	Variance	Profit
100 General Fund	100-4031100-5815 COMMUNITY RELATIO	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 General Fund	100-4031100-6001 OFFICE SUPPLIES	\$1,600.00	\$770.06	\$829.94	48.13%
100 General Fund	100-4031100-6008 GASOLINE & OIL	\$19,440.00	\$10,191.83	\$9,248.17	52.43%
100 General Fund	100-4031100-6010 POLICE SUPPLIES	\$13,500.00	\$5,360.21	\$8,139.79	39.71%
100 General Fund	100-4031100-6011 UNIFORMS	\$3,000.00	\$201.61	\$2,798.39	6.72%
100 General Fund	100-4031300-5699 COUNTY CONT/CROSS	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 General Fund	100-4031400-5699 CONTRIBUTION/CC C	\$5,000.00	\$0.00	\$5,000.00	0.00%
100 General Fund	100-4032200-5699 CONTRIBUTION/JHEV	\$30,000.00	\$0.00	\$30,000.00	0.00%
100 General Fund	100-4032200-5707 FIRE FUND PROGRAM	\$15,250.00	\$18,351.00	(\$3,101.00)	120.33%
100 General Fund	100-4032200-8411 ENDERS CAPITAL PRO	\$50,000.00	\$0.00	\$50,000.00	0.00%
100 General Fund	100-4041100-1140 Compensation	\$40,000.00	\$17,546.18	\$22,453.82	43.87%
100 General Fund	100-4041100-2100 MATCHING FICA EXPE	\$3,100.00	\$1,419.82	\$1,680.18	45.80%
100 General Fund	100-4041100-3110 MEDICAL EXAMS	\$1,000.00	\$494.00	\$506.00	49.40%
100 General Fund	100-4041100-3310 VEHICLE REP & MAIN	\$11,000.00	\$5,169.86	\$5,830.14	47.00%
100 General Fund	100-4041100-5120 FUEL OIL/HEAT	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 General Fund	100-4041100-5230 TELECOMMUNICATIO	\$8,000.00	\$3,640.44	\$4,359.56	45.51%
100 General Fund	100-4041100-5415 COPIER LEASE	\$2,700.00	\$1,835.75	\$864.25	67.95%
100 General Fund	100-4041100-5540 TRAINING	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 General Fund	100-4041100-6001 OFFICE SUPPLIES	\$500.00	\$469.02	\$30.98	93.80%
100 General Fund	100-4041200-1183 COMPENSATION	\$175,000.00	\$88,439.92	\$86,560.08	50.54%
100 General Fund	100-4041200-2100 MATCHING FICA EXPE	\$13,400.00	\$5,457.00	\$7,943.00	40.72%
100 General Fund	100-4041200-3310 EQUIPMENT MAINTEN	\$12,000.00	\$10,643.07	\$1,356.93	88.69%
100 General Fund	100-4041200-3311 STREET TREES/SIDEW	\$15,000.00	\$0.00	\$15,000.00	0.00%
100 General Fund	100-4041200-3315 SIDEWALK MAINTENA	\$16,000.00	\$0.00	\$16,000.00	0.00%
100 General Fund	100-4041200-5425 NORFOLK/SOUTHERN	\$1,200.00	\$1,237.65	(\$37.65)	103.14%
100 General Fund	100-4041200-6007 MATERIALS & SUPPLI	\$5,000.00	\$5,461.82	(\$461.82)	109.24%
100 General Fund	100-4041200-6008 GASOLINE & OIL	\$24,000.00	\$14,060.01	\$9,939.99	58.58%
100 General Fund	100-4041200-6011 UNIFORMS	\$6,000.00	\$1,893.12	\$4,306.88	28.22%
100 General Fund	100-4041250-3140 ENGINEERING	\$10,000.00	\$0.00	\$10,000.00	0.00%
100 General Fund	100-4041250-3310 EQUIPMENT MAINTEN	\$10,000.00	\$15,947.67	(\$5,947.67)	159.48%
100 General Fund	100-4041250-3311 STORM SEWER MAINT	\$15,000.00	\$0.00	\$15,000.00	0.00%
100 General Fund	100-4041250-3316 SIGNS	\$10,000.00	\$0.00	\$10,000.00	0.00%
100 General Fund	100-4041250-5800 CONTINGENCY	\$25,000.00	\$0.00	\$25,000.00	0.00%
100 General Fund	100-4041250-6007 MATERIALS & SUPPLI	\$10,000.00	\$0.00	\$10,000.00	0.00%
100 General Fund	100-4041250-6050 STREET MAINTENANC	\$121,500.00	\$6,230.64	\$115,269.36	5.13%
100 General Fund	100-4041250-6060 SIDEWALK REPLACEM	\$45,000.00	\$0.00	\$45,000.00	0.00%
100 General Fund	100-4041250-6135 MOWING/TREE REMO	\$15,000.00	\$0.00	\$15,000.00	0.00%
100 General Fund	100-4041250-6207 STREET SWEEPING	\$18,000.00	\$0.00	\$18,000.00	0.00%

Fund Or Attrib	Disp Acct	Budget	YTD	Variance	Pct%
100 General Fund	100-4041250-6307 SNOW REMOVAL	\$60,000.00	\$0.00	\$60,000.00	0.00%
100 General Fund	100-4041250-8801 EQUIPMENT PURCHAS	\$123,500.00	\$77,685.37	\$45,814.63	62.90%
100 General Fund	100-4041250-8803 PW SITE IMPROVEMEN	\$35,000.00	\$0.00	\$35,000.00	0.00%
100 General Fund	100-4041250-8804 SAFETY EQUIPMENT	\$5,000.00	\$399.41	\$4,600.59	7.99%
100 General Fund	100-4041320-5110 ELECTRICITY	\$75,000.00	\$36,357.36	\$38,642.64	48.48%
100 General Fund	100-4041330-3220 CONTRACTUAL SERVI	\$20,000.00	\$0.00	\$20,000.00	0.00%
100 General Fund	100-4041330-6007 MATERIALS & SUPPLI	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 General Fund	100-4041340-6007 MATERIALS & SUPPLI	\$1,500.00	\$175.27	\$1,324.73	11.68%
100 General Fund	100-4042300-3220 CONTRACTUAL SERVI	\$219,000.00	\$96,317.08	\$122,682.92	43.98%
100 General Fund	100-4042300-6225 RECYCLING SERVICES	\$85,000.00	\$58,462.58	\$26,537.42	68.78%
100 General Fund	100-4042400-3800 FCO LANDFILL CHARG	\$45,000.00	\$19,593.54	\$25,406.46	43.54%
100 General Fund	100-4043200-3310 REPAIR & MAINTENAN	\$17,000.00	\$14,583.70	\$2,416.30	85.79%
100 General Fund	100-4043200-3325 HERMITAGE SWPOND	\$4,100.00	\$3,300.00	\$800.00	80.49%
100 General Fund	100-4043200-6007 MATERIALS & SUPPLI	\$500.00	\$0.00	\$500.00	0.00%
100 General Fund	100-4043200-6017 CHRISTMAS WREATHS	\$500.00	\$0.00	\$500.00	0.00%
100 General Fund	100-4064200-3150 PROFESSIONAL SERVI	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 General Fund	100-4064200-3200 CONTRACTUAL SERV	\$10,000.00	\$0.00	\$10,000.00	0.00%
100 General Fund	100-4064200-5110 ELECTRICITY	\$20,100.00	\$0.00	\$20,100.00	0.00%
100 General Fund	100-4064200-5120 NATURAL GAS/HEAT	\$3,000.00	\$0.00	\$3,000.00	0.00%
100 General Fund	100-4064200-5130 WATER/SEWER	\$800.00	\$0.00	\$800.00	0.00%
100 General Fund	100-4064200-5230 TELECOMMUNICATIO	\$1,500.00	\$0.00	\$1,500.00	0.00%
100 General Fund	100-4064200-5304 LIABILITY INSURANCE	\$1,500.00	\$0.00	\$1,500.00	0.00%
100 General Fund	100-4064200-7113 IN KIND COSTS	\$13,000.00	\$0.00	\$13,000.00	0.00%
100 General Fund	100-4064200-7115 SHARED MAINTENANC	\$19,000.00	\$5,392.46	\$13,607.54	28.38%
100 General Fund	100-4064200-8411 CAPITAL ASSET RESE	\$10,000.00	\$0.00	\$10,000.00	0.00%
100 General Fund	100-4071310-3160 CONTRACTUAL SERV	\$1,000.00	\$450.00	\$550.00	45.00%
100 General Fund	100-4071310-6017 CHRISTMAS LIGHTS	\$3,500.00	\$2,147.09	\$1,352.91	61.35%
100 General Fund	100-4071310-6018 ROSE HILL PARK MAI	\$7,000.00	\$3,879.20	\$3,120.80	55.42%
100 General Fund	100-4081100-1155 COMPENSATION	\$95,975.00	\$47,756.11	\$48,218.89	49.76%
100 General Fund	100-4081100-2100 MATCHING FICA EXPE	\$7,345.00	\$3,692.19	\$3,652.81	50.27%
100 General Fund	100-4081100-3145 REIMBURSABLE CONS	\$0.00	\$15,100.75	(\$15,100.75)	0.00%
100 General Fund	100-4081100-3190 PROFESSIONAL SERVI	\$3,000.00	\$750.00	\$2,250.00	25.00%
100 General Fund	100-4081100-3500 PRINTING	\$250.00	\$173.62	\$76.38	69.45%
100 General Fund	100-4081100-5510 MILEAGE	\$100.00	\$0.00	\$100.00	0.00%
100 General Fund	100-4081100-6001 OFFICE EQUIPMENT	\$100.00	\$85.85	\$14.15	85.85%
100 General Fund	100-4081400-1110 EXPENSE COMPENSAT	\$500.00	\$0.00	\$500.00	0.00%
100 General Fund	100-4081400-5540 TRAINING	\$750.00	\$0.00	\$750.00	0.00%
100 General Fund	100-4081500-5693 ARTS FUNDING MATC	\$4,500.00	\$9,000.00	(\$4,500.00)	200.00%

Fund Or Attrib	Disp Acct	Budget	YTD	Variance	Prctg
100 General Fund	100-4081500-3695 TOWN/COUNTY ECON	\$19,500.00	\$0.00	\$19,500.00	0.00%
100 General Fund	100-4081500-5696 ECONOMIC DEVELOP	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 General Fund	100-4081500-5699 DBI/ECO DEV PROF S	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 General Fund	100-4081600-1111 EXPENSE COMPENSAT	\$5,000.00	\$520.00	\$4,480.00	10.40%
100 General Fund	100-4081600-5540 TRAINING	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 General Fund	100-4081700-1111 EXPENSE COMPENSAT	\$2,400.00	\$0.00	\$2,400.00	0.00%
100 General Fund	100-4081700-5540 TRAINING	\$500.00	\$0.00	\$500.00	0.00%
100 General Fund	100-4081800-5540 TRAINING	\$400.00	\$0.00	\$400.00	0.00%
100 General Fund	100-4081900-5800 TREE BOARD MISCELL	\$500.00	\$0.00	\$500.00	0.00%
100 General Fund	100-4094200-8225 COMPUTER REPLACEM	\$8,500.00	\$2,038.49	\$6,461.51	23.98%
100 General Fund	100-4094200-8231 PATROL VEHICLE	\$0.00	\$48,382.57	(\$48,382.57)	0.00%
100 General Fund	100-4094200-8338 SNOW PLOW(S)	\$30,000.00	\$0.00	\$30,000.00	0.00%
100 General Fund	100-4094200-8340 MOWER	\$1,500.00	\$999.66	\$500.34	66.64%
100 General Fund	100-4094200-8345 PW TON DUMP	\$32,000.00	\$0.00	\$32,000.00	0.00%
100 General Fund	100-4094200-8411 CAPITAL RESERVE	\$19,695.91	\$0.00	\$19,695.91	0.00%
100 General Fund	100-4094200-8602 3/4 TON TRUCK	\$15,000.00	\$0.00	\$15,000.00	0.00%
100 General Fund	100-4094200-8803 PUBLIC WORKS SITE I	\$35,000.00	\$0.00	\$35,000.00	0.00%
100 General Fund	100-4094200-8959 CHRISTMAS DECORAT	\$20,000.00	\$9,875.73	\$10,124.27	49.38%
100 General Fund	100-4094200-9003 BACKHOE (PW)	\$45,000.00	\$0.00	\$45,000.00	0.00%
100 General Fund	100-4094200-9004 MOSBY BOULEVARD S	\$20,000.00	\$2,565.52	\$17,434.48	12.83%
100 General Fund	100-4094200-9005 FAIRFAX ST SIDEWAL	\$60,000.00	\$0.00	\$60,000.00	0.00%
100 General Fund	100-4094200-9006 SECOND STREET REP	\$20,000.00	\$0.00	\$20,000.00	0.00%
100 General Fund	100-4094300-5700 ARPA EXPENSES	\$2,267,493.00	\$234,929.36	\$2,032,563.64	10.36%
100 General Fund	100-4094300-5800 CONTINGENCY	\$176,616.09	\$0.00	\$176,616.09	0.00%
100 General Fund	100-4095000-9110 RDA PRINCIPAL	\$44,500.00	\$22,024.32	\$22,475.68	49.49%
100 General Fund	100-4095000-9120 RDA INTEREST	\$77,000.00	\$38,713.68	\$38,286.32	50.28%
		\$5,492,015.00	\$5,910,674.57	\$4,581,940.63	29%

Fund Or Attrib		Disp Acct	Budget	YTD	Variance	Print
501 Water Fund	501-4012220-1140	COMPENSATION	\$120,000.00	\$71,154.29	\$48,845.71	59.30%
501 Water Fund	501-4012220-2100	SOCIAL SECURITY	\$9,200.00	\$3,393.39	\$5,806.61	36.88%
501 Water Fund	501-4012220-2210	RETIREMENT	\$65,000.00	\$22,869.07	\$42,130.93	35.18%
501 Water Fund	501-4012220-2220	VMLIP - STD	\$300.00	\$119.00	\$181.00	39.67%
501 Water Fund	501-4012220-2230	VMLIP - LTD	\$2,700.00	\$748.62	\$1,951.38	27.73%
501 Water Fund	501-4012220-2300	HEALTH INSURANCE	\$87,000.00	\$36,325.80	\$50,674.20	41.75%
501 Water Fund	501-4012220-2400	LIFE INSURANCE	\$6,600.00	\$2,362.15	\$4,237.85	35.79%
501 Water Fund	501-4012220-2600	UNEMPLOYMENT INSU	\$76.00	\$15.94	\$60.06	20.97%
501 Water Fund	501-4012220-2700	WORKER'S COMPENSA	\$25,200.00	\$19,439.00	\$5,761.00	77.14%
501 Water Fund	501-4012220-3170	MISS UTILITY	\$1,500.00	\$1,090.28	\$409.72	72.69%
501 Water Fund	501-4012220-3320	HANDHELD MAINT	\$4,500.00	\$345.00	\$4,155.00	7.67%
501 Water Fund	501-4012220-3450	DIGITIZING	\$7,000.00	\$0.00	\$7,000.00	0.00%
501 Water Fund	501-4012220-5210	POSTAGE	\$4,400.00	\$2,610.13	\$1,789.87	59.32%
501 Water Fund	501-4012220-5540	TRAINING	\$2,500.00	\$432.58	\$2,067.42	17.30%
501 Water Fund	501-4012220-6001	OFFICE SUPPLIES	\$500.00	\$1,929.18	(\$1,429.18)	385.84%
501 Water Fund	501-4012222-1147	COMPENSATION	\$200,000.00	\$105,338.80	\$94,661.20	52.67%
501 Water Fund	501-4012222-2100	MATCHING FICA EXPE	\$15,300.00	\$8,092.32	\$7,207.68	52.89%
501 Water Fund	501-4012222-2830	CERTIFICATION FEES	\$600.00	\$0.00	\$600.00	0.00%
501 Water Fund	501-4012222-2840	STATE CONNECTION	\$5,900.00	\$5,616.00	\$284.00	95.19%
501 Water Fund	501-4012222-2850	LAB TESTING	\$9,000.00	\$953.80	\$8,046.20	10.60%
501 Water Fund	501-4012222-3110	MEDICAL EXAMS	\$200.00	\$20.00	\$180.00	10.00%
501 Water Fund	501-4012222-3145	PROFESSIONAL SERVI	\$10,000.00	\$5,667.92	\$4,332.08	56.68%
501 Water Fund	501-4012222-3210	SLUDGE REMOVAL	\$27,000.00	\$12,426.80	\$14,573.20	46.03%
501 Water Fund	501-4012222-3220	CLEAN RIVER INTAKE	\$2,000.00	\$0.00	\$2,000.00	0.00%
501 Water Fund	501-4012222-3310	REPAIR & MAINTENAN	\$65,000.00	\$37,698.97	\$27,301.03	58.00%
501 Water Fund	501-4012222-3510	CONSUMER CONFIDE	\$1,000.00	\$0.00	\$1,000.00	0.00%
501 Water Fund	501-4012222-5110	ELECTRICITY	\$70,000.00	\$28,563.04	\$41,436.96	40.80%
501 Water Fund	501-4012222-5120	FUEL/OIL HEAT	\$4,000.00	\$0.00	\$4,000.00	0.00%
501 Water Fund	501-4012222-5230	TELECOMMUNICATIO	\$4,300.00	\$2,320.52	\$1,979.48	53.97%
501 Water Fund	501-4012222-5415	COPIER LEASE	\$900.00	\$867.05	\$32.95	96.34%
501 Water Fund	501-4012222-5540	TRAINING	\$3,500.00	\$0.00	\$3,500.00	0.00%
501 Water Fund	501-4012222-5690	DISCHARGE PERMIT R	\$3,000.00	\$0.00	\$3,000.00	0.00%
501 Water Fund	501-4012222-5810	DUES	\$1,000.00	\$400.00	\$600.00	40.00%
501 Water Fund	501-4012222-6001	OFFICE SUPPLIES	\$1,000.00	\$41.89	\$958.11	4.19%
501 Water Fund	501-4012222-6004	LAB SUPPLIES	\$5,000.00	\$3,909.67	\$1,090.33	78.19%
501 Water Fund	501-4012222-6005	JANITORIAL SUPPLIES	\$1,000.00	\$612.62	\$387.38	61.26%
501 Water Fund	501-4012222-6008	GASOLINE & OIL	\$7,250.00	\$3,205.63	\$4,044.37	44.22%

Fund Or Attrib	Disp Acct	Budget	YTD	Variance	Percent
501 Water Fund	501-4012222-6011 UNIFORMS	\$1,000.00	\$152.32	\$847.68	15.23%
501 Water Fund	501-4012222-6014 TOOLS	\$500.00	\$628.63	(\$129.63)	125.93%
501 Water Fund	501-4012222-6019 SAFETY EQUIPMENT	\$2,000.00	\$776.97	\$1,223.03	38.85%
501 Water Fund	501-4012222-6020 PERSONAL EQUIPMEN	\$600.00	\$0.00	\$600.00	0.00%
501 Water Fund	501-4012222-6025 CHEMICALS	\$43,000.00	\$25,554.57	\$17,445.43	59.43%
501 Water Fund	501-4012224-1183 COMPENSATION	\$165,000.00	\$81,640.93	\$83,359.07	49.48%
501 Water Fund	501-4012224-2100 MATCHING FICA EXPE	\$12,625.00	\$6,245.62	\$6,379.38	49.47%
501 Water Fund	501-4012224-3330 LINE REPAIR & MAINT	\$50,000.00	\$32,296.50	\$17,703.50	64.59%
501 Water Fund	501-4012224-6007 MATERIALS & SUPPLI	\$30,000.00	\$24,508.54	\$5,491.46	81.70%
501 Water Fund	501-4012224-6019 SAFETY EQUIPMENT	\$700.00	\$195.00	\$505.00	27.86%
501 Water Fund	501-4012224-6030 NEW SERVICE SUPPLI	\$2,000.00	\$330.35	\$1,669.65	16.52%
501 Water Fund	501-4012224-9008 STORAGE TANK MAIN	\$155,700.00	\$158,504.33	(\$2,804.33)	101.80%
501 Water Fund	501-4093000-3000 ARPA WF EXPENSES	\$0.00	\$207,261.89	(\$207,261.89)	0.00%
501 Water Fund	501-4094200-8211 CAPITAL RESERVES	\$316,352.47	\$0.00	\$316,352.47	0.00%
501 Water Fund	501-4094200-8225 COMPUTER UPGRADE	\$3,000.00	\$0.00	\$3,000.00	0.00%
501 Water Fund	501-4094200-8340 MOWER (1/3)	\$1,500.00	\$999.66	\$500.34	66.64%
501 Water Fund	501-4094200-8345 PW ONE TON DUMP	\$16,500.00	\$0.00	\$16,500.00	0.00%
501 Water Fund	501-4094200-8361 WATER LINE UPGRAD	\$150,000.00	\$0.00	\$150,000.00	0.00%
501 Water Fund	501-4094200-8602 3/4 TON TRUCK	\$15,000.00	\$0.00	\$15,000.00	0.00%
501 Water Fund	501-4094200-9003 BACKHOE (PW)	\$45,000.00	\$41,853.13	\$3,146.87	93.01%
501 Water Fund	501-4094200-9006 PER FOR WTP	\$200,000.00	\$0.00	\$200,000.00	0.00%
501 Water Fund	501-4094300-5800 CONTINGENCY	\$37,096.53	\$331.88	\$36,764.65	0.89%
		\$2,021,000.00	\$559,850.78	\$1,061,149.22	47%

Fund Of Attrib: 502 Sewer		Fund	Disp Acct	Budget	YTD	Variance	Prct
502 Sewer Fund	502-4012220-1114	COMPENSATION		\$100,000.00	\$53,843.65	\$46,156.35	53.84%
502 Sewer Fund	502-4012220-2100	SOCIAL SECURITY		\$7,650.00	\$1,959.11	\$5,690.89	25.61%
502 Sewer Fund	502-4012220-2210	RETIREMENT		\$56,500.00	\$16,529.90	\$39,970.10	29.26%
502 Sewer Fund	502-4012220-2220	VMLIP - STD		\$210.00	\$80.90	\$129.10	38.52%
502 Sewer Fund	502-4012220-2230	VMLIP - LTD		\$2,300.00	\$621.34	\$1,678.66	27.01%
502 Sewer Fund	502-4012220-2300	HEALTH INSURANCE		\$75,000.00	\$25,277.40	\$49,722.60	33.70%
502 Sewer Fund	502-4012220-2400	LIFE INSURANCE		\$5,700.00	\$1,717.90	\$3,982.10	30.14%
502 Sewer Fund	502-4012220-2600	UNEMPLOYMENT INSU		\$220.00	\$7.98	\$212.02	3.63%
502 Sewer Fund	502-4012220-2700	WORKER'S COMPENSA		\$15,000.00	\$11,436.00	\$3,564.00	76.24%
502 Sewer Fund	502-4012220-3320	HANDHELD MAINT		\$3,000.00	\$345.00	\$2,655.00	11.50%
502 Sewer Fund	502-4012220-3450	DIGITIZING		\$7,000.00	\$0.00	\$7,000.00	0.00%
502 Sewer Fund	502-4012220-5210	POSTAGE		\$7,500.00	\$2,610.13	\$4,889.87	34.80%
502 Sewer Fund	502-4012220-6001	OFFICE SUPPLIES		\$1,000.00	\$2,018.16	(\$1,018.16)	201.82%
502 Sewer Fund	502-4012222-1147	COMPENSATION		\$205,000.00	\$92,640.89	\$112,359.11	45.19%
502 Sewer Fund	502-4012222-2100	MATCHING FICA EXPE		\$15,700.00	\$7,212.15	\$8,487.85	45.94%
502 Sewer Fund	502-4012222-2830	CERTIFICATION FEES		\$900.00	\$0.00	\$900.00	0.00%
502 Sewer Fund	502-4012222-2850	LAB TESTING		\$36,000.00	\$15,019.00	\$20,981.00	41.72%
502 Sewer Fund	502-4012222-3145	PROFESSIONAL SERV		\$18,000.00	\$1,158.00	\$16,842.00	6.43%
502 Sewer Fund	502-4012222-3210	LANDFILL-SOLIDS DIS		\$70,000.00	\$39,423.47	\$30,576.53	56.32%
502 Sewer Fund	502-4012222-3310	REPAIR & MAINTENAN		\$130,000.00	\$73,856.72	\$56,143.28	56.81%
502 Sewer Fund	502-4012222-5110	ELECTRICITY		\$180,000.00	\$65,632.29	\$114,367.71	36.46%
502 Sewer Fund	502-4012222-5230	TELECOMMUNICATIO		\$6,500.00	\$3,037.71	\$3,462.29	46.73%
502 Sewer Fund	502-4012222-5415	COPIER LEASE		\$4,000.00	\$2,262.79	\$1,737.21	56.57%
502 Sewer Fund	502-4012222-5540	TRAINING		\$3,000.00	\$546.26	\$2,453.74	18.21%
502 Sewer Fund	502-4012222-5690	DISCHARGE PERMIT R		\$3,500.00	\$2,985.00	\$515.00	85.29%
502 Sewer Fund	502-4012222-5810	DUES		\$600.00	\$0.00	\$600.00	0.00%
502 Sewer Fund	502-4012222-6001	OFFICE SUPPLIES		\$1,300.00	\$589.48	\$710.52	45.34%
502 Sewer Fund	502-4012222-6004	LAB SUPPLIES		\$6,200.00	\$1,939.38	\$4,260.62	31.28%
502 Sewer Fund	502-4012222-6005	JANITORIAL SUPPLIES		\$1,500.00	\$2,005.04	(\$505.04)	133.67%
502 Sewer Fund	502-4012222-6008	DIESEL FUEL		\$10,800.00	\$860.30	\$9,939.70	7.97%
502 Sewer Fund	502-4012222-6011	UNIFORMS		\$1,000.00	\$65.44	\$934.56	6.54%
502 Sewer Fund	502-4012222-6014	TOOLS		\$1,500.00	\$233.79	\$1,246.21	16.92%
502 Sewer Fund	502-4012222-6019	SAFETY EQUIPMENT		\$2,500.00	\$674.19	\$1,825.81	26.97%
502 Sewer Fund	502-4012222-6020	PERSONAL EQUIPMEN		\$800.00	\$0.00	\$800.00	0.00%
502 Sewer Fund	502-4012222-6025	CHEMICALS		\$87,000.00	\$80,956.44	\$6,043.56	93.05%
502 Sewer Fund	502-4012224-1183	COMPENSATION		\$90,000.00	\$42,778.69	\$47,221.31	47.53%
502 Sewer Fund	502-4012224-2100	MATCHING FICA EXPE		\$6,900.00	\$3,272.42	\$3,627.58	47.43%

Fund/Obj/Attrib	Disp Acct	Budget	YTD	Variance	Prct
502 Sewer Fund	502-4012224-3310 EQUIPMENT MAINTEN	\$5,000.00	\$0.00	\$5,000.00	0.00%
502 Sewer Fund	502-4012224-3330 REPAIR & MAINTENAN	\$10,000.00	\$11,122.20	(\$1,122.20)	111.22%
502 Sewer Fund	502-4012224-6007 MATERIALS & SUPPLI	\$3,000.00	\$0.00	\$3,000.00	0.00%
502 Sewer Fund	502-4012224-6019 SAFETY EQUIPMENT	\$500.00	\$0.00	\$500.00	0.00%
502 Sewer Fund	502-4093000-3000 ARPA SF EXPENSES	\$0.00	\$70,535.12	(\$70,535.12)	0.00%
502 Sewer Fund	502-4094200-8134 SEWER SYSTEM UPGR	\$100,000.00	\$0.00	\$100,000.00	0.00%
502 Sewer Fund	502-4094200-8225 COMPUTER REPLACEM	\$3,000.00	\$1,266.08	\$1,733.92	42.20%
502 Sewer Fund	502-4094200-8340 MOWER (1/3)	\$1,500.00	\$999.68	\$500.32	66.65%
502 Sewer Fund	502-4094200-8345 PW ONE TON DUMP	\$16,500.00	\$0.00	\$16,500.00	0.00%
502 Sewer Fund	502-4094200-8411 CAPITAL RESRVE	\$546,751.60	\$0.00	\$546,751.60	0.00%
502 Sewer Fund	502-4094200-8545 MEMBRANE PRE-PURC	\$110,000.00	\$0.00	\$110,000.00	0.00%
502 Sewer Fund	502-4094200-8602 3/4 T P-UP (1/2 VDOT	\$15,000.00	\$0.00	\$15,000.00	0.00%
502 Sewer Fund	502-4094200-8908 WWTP COMPUTER UP	\$0.00	\$12,500.00	(\$12,500.00)	0.00%
502 Sewer Fund	502-4094200-9003 BACKHOE (PW)	\$45,000.00	\$41,853.13	\$3,146.87	93.01%
502 Sewer Fund	502-4094200-9007 WWTP PERMIEATE PU	\$0.00	\$90.00	(\$90.00)	0.00%
502 Sewer Fund	502-4094200-9008 HARMONIC BALANCER	\$60,000.00	\$0.00	\$60,000.00	0.00%
502 Sewer Fund	502-4094300-5800 CONTINGENCY	\$35,468.40	\$0.00	\$35,468.40	0.00%
502 Sewer Fund	502-4095000-9118 VRA PRINCIPAL	\$470,000.00	\$235,000.00	\$235,000.00	50.00%
		\$2,385,500.00	\$926,983.13	\$1,558,516.87	39%

Jan-23

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
<u>Water and sewer bill accounts</u>					
Estimated cost of these actions:					
- Payment of delinquent accounts	\$ 10,000.00	\$ -	\$ 4,069.34	\$ 5,930.66	41%
- Water and sewer account credits	\$ 169,100.00	\$ -	\$ 171,191.48	\$ (2,091.48)	101%
- Total			\$ 175,260.82	\$ 179,100.00	
Fund balance from first payment				\$ 3,839.18	
<u>Signage</u>					
Estimated cost of these actions					
- Signage	\$ 150,000.00	\$ -	\$ 5,663.00	\$ 144,337.00	4%
- Total			\$ 5,663.00	\$ 144,337.00	
Fund balance from first payment				\$ 64,337.00	
Fund balance from second payment				\$ 80,000.00	
<u>Improvements in Central Business District</u>					
Estimated cost of these actions					
- Facades, signs, accessibility	\$ 250,000.00	\$ 5,400.00	\$ 138,229.68	\$ 111,770.32	55%
- Total			\$ 125,000.00	\$ 250,000.00	
Fund balance from first payment			\$ 18,629.68	\$ -	
Fund balance from second payment				\$ 106,370.32	

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
<u>Non-Profits</u>					
Estimated cost of these actions					
- John H Enders FD	\$ 80,000.00	\$ 40,000.00	\$ 80,000.00	\$ -	100%
- Barns of Rose Hill	\$ 40,000.00	\$ 20,000.00	\$ 40,000.00	\$ -	100%
- Housing assistance	\$ 120,000.00	\$ 40,000.00	\$ 80,000.00	\$ 40,000.00	67%
- Total			\$ 200,000.00	\$ -	
Fund balance from first payment				\$ -	
Fund balance from second payment				\$ 40,000.00	
<u>Purchase of equipment and supplies</u>					
Estimated cost of these actions					
- Purchase of equipment, etc	\$ 25,000.00	\$ -	\$ 9,864.76	\$ 15,135.24	39%
- Total			\$ 9,864.76	\$ -	
Fund balance from first payment				\$ 15,135.24	
<u>Improve Communications</u>					
Estimated cost of these actions					
- Website	\$ 8,000.00	\$ -	\$ 5,845.29	\$ 2,154.71	73%
- Radios	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	100%
- Other imp.	\$ 60,000.00	\$ -	\$ 12,842.19	\$ 47,157.81	21%
- Total			\$ 78,687.48	\$ -	
Fund balance from first payment				\$ 49,312.52	

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
<u>Premium Pay</u>					
Estimated cost of these actions					
- Provide premium pay	\$ 172,000.00		\$ 174,323.86	(2,323.86)	101%
- Total			\$ 174,323.86		\$ 172,000.00
Fund balance from first payment				\$ (2,323.86)	

Complete necessary water and sewer infrastructure projects

Estimated cost of these actions					
- Cost of the projects	\$ 3,060,886.00	\$ 883.00	\$ 779,935.11	\$ 2,280,067.89	25.51%
- Total			\$ 780,818.11		\$ 3,060,886.00
Fund balance from first payment				\$ 547,574.89	
Fund balance from second payment				\$ 1,732,493.00	

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
<u>Pay for administrative costs</u>					
Estimated cost of these actions					
- Administrative costs per FY (5.5)	\$ 330,000.00	\$ 755.28	\$ 36,913.61	\$ 292,331.11	11%
- Total		\$	\$ 37,668.89		\$ 330,000.00
Fund balance from first payment					\$ 102,331.11
Fund balance from second payment					\$ 190,000.00

**NOTES:**

<u>Administrative Costs:</u>	\$ 755.28				
<u>Legal</u>	\$ -				
<u>INFRASTRUCTURE COSTS:</u>					
Core & Main	\$ 883.00		1st Tranche	\$ 2,267,493.00	
Frazier Assoc	\$ -		Used to date	\$ 1,587,286.92	
Broy & Sons (River Pump #1)	\$ -		Balance	\$ 680,206.08	
Enterprise Security	\$ -		2nd Tranche	\$ 2,267,493.00	
GWP(Boom Road Generator)	\$ -		Used to date	\$ 18,629.68	
Penmoni(Osborne, Church,Josephine)	\$ -		Balance	\$ 2,248,863.32	
Pennoni (I&I, SSES Study)	\$ -				
Webster Nursery(Concrete walls)	\$ -				
Total	\$ 883.00				

ARPA MASTER LIST

2/14/2023

	PROJECT NAME	BUDGET	SPENT TO DATE	BALANCE	%COMPLETE	COMPLETED PROJECTS (-/+)
1	Computers:Utility Clerk,PWs	\$ 2,437.90	\$ 2,437.90	\$ -	100% Admin	
2	Police Radio Replacements	\$ 75,000.00	\$ 72,842.19	\$ 2,157.81	100%	\$ 2,157.81
3	PW Compressor	\$ 25,000.00	\$ 23,629.85	\$ 1,370.15	100% infra	\$ 1,370.15
4	Water Dist Sys Flushing Equip	\$ 7,500.00	\$ 9,844.38	\$ (2,344.38)	100% infra	\$ (2,344.38)
5	Water Meter Reading Equip	\$ 25,000.00	\$ 11,902.18	\$ 13,097.82	65% infrastr	
6	Grants for Improper Con to Sewer Sys	\$ 20,000.00	\$ 4,500.00	\$ 15,500.00	25% grant	
7	W/s Admin Fees	\$ 179,100.00	\$ 175,260.82	\$ 3,839.18	100% Neg impac	\$ 3,839.18
8	Premium Pay for Employees	\$ 172,000.00	\$ 174,323.86	\$ (2,323.86)	100% premium p	\$ (2,323.86)
9	Grant John H Enders/Rescue Squad *	\$ 80,000.00	\$ 80,000.00	\$ -	75% grant	
10	Grant to Barns of Rose Hill *	\$ 40,000.00	\$ 40,000.00	\$ -	75% grant	
11	Grant for Façade Improvement	\$ 250,000.00	\$ 143,629.68	\$ 106,370.32	60% grant	
12	Website	\$ 8,000.00	\$ 5,845.29	\$ 2,154.71	100% Admin	\$ 2,154.71
13	Leak Study	\$ 9,000.00	\$ 8,662.50	\$ 337.50	100% Infra	\$ 337.50
14	SES Study	\$ 125,000.00	\$ 62,810.94	\$ 62,189.06	20% infra	
15	River Pumping Station Upgrade	\$ 25,000.00	\$ 28,538.55	\$ (3,538.55)	100% infra	\$ (3,538.55)
16	Water Meter & Setter Replacements *	\$ 350,000.00	\$ 326,924.35	\$ 23,075.65	75% infra	
17	Hermitage Pump Station	\$ 26,000.00	\$ 23,850.00	\$ 2,150.00	100% infra	\$ 2,150.00
18	Booster Building Upgrade	\$ 20,000.00	\$ 22,985.85	\$ (2,985.85)	100% infra	\$ (2,985.85)
19	WWTP Headworks Lighting Upgrade	\$ 5,000.00	\$ 4,764.00	\$ 236.00	100% infra	\$ 236.00
20	Ridge Road Water Main	\$ 30,000.00	\$ 25,939.04	\$ 4,060.96	100% infra	\$ 4,060.96
21	Water, Sewer and Drainage Projects	\$ 2,280,948.10	\$ 117,236.46	\$ 2,163,711.64	25% infra	
22	Rockcroft Water Main Abandonment	\$ 10,000.00	\$ 10,550.96	\$ (550.96)	0% infra	
23	Security Upgrades	\$ 125,000.00	\$ 85,820.91	\$ 39,179.09	100% infra/adml	\$ 39,179.09
24	Drainage Dorsey, Walnut, Treadwell	\$ 310,000.00	\$ 1,500.00	\$ 308,500.00	5% infra	
25	Del Voi and Battletown Water Main Repl		\$ 11,612.50		infra	
26	Wayfinding Signs	\$ 140,000.00	\$ 5,663.00	\$ 134,337.00	0%	
27	Raw Water Intake Land-Easement Acquisition	\$ 15,000.00	\$ 7,172.50	\$ 7,827.50	50% infra	
28	Grant Housing (3 years)	\$ 120,000.00	\$ 80,000.00	\$ 40,000.00	66%	
	Administrative /Legal Fees	\$ 60,000.00	\$ 37,668.89	\$ 22,331.11	50% Admin	
	Total Encumbered	\$ 4,534,986.00	\$ 1,605,916.60	\$ 2,929,069.40		\$ 44,292.76
	Total ARPA	\$ 4,534,986.00				

\* Project For (2) two years  
 \*\* Pending funds availability

Possible Projects

WWTP Harmonic Balancer **	\$	\$	\$	0%
SCADA Digital Upgrade 3 Pump Stations **	\$	\$	\$	0%

# Project Status Report

5

Date: 2/14/2023

Project Name:  
Water Meter Reading Equipment

Project Budget: \$25,000.00  
Expected Completion Date: November 2022

Executive Summary:  
To purchase new Toughbook computer and meter reading device.

- Project Goals:
1. Reduce meter reading costs.
  2. Improve customer service.

### Project Status:

Status Item	Status	Summary
Budget 25,000.00	On Track	Total Spend: \$11,902.18
Schedule/Timeline	On Track	% Complete: 65

### Project Milestones:

Description	% Complete	Status
1. Ordered tablet 9/27/2022	100%	Completed
2. Order meter reading device received 9/26/2022	100%	Completed
3. Tablet and Meter reading device has been deployed and waiting on second tablet	50%	On Track

### Project Issues or Concerns:

# Project Status Report

Date: 2/14/2023

**Project Name:**  
Grant for Improper Connections to Sewer System

**Project Budget:** \$20,000.00  
**Expected Completion Date:** December 15,2022

**Executive Summary:**  
Reimbursement grants to be made available for elimination of connections that transmit surface and ground water to the wastewater collection system.

- Project Goals:**
1. To eliminate unpermitted connections to the Town’s wastewater collection system.
  2. To reduce flow within the collection system and to the wastewater treatment plant.

**Project Status:**

Status Item	Status	Summary
Budget 20,000	On Track	Total Spend: \$4,500.00
Schedule/Timeline	On Track	% Complete: 25

**Project Milestones:**

Description	% Complete	Status
1. Provided initial information to homeowners to complete paperwork & schedule inspection	100%	Completed
2. Town Rep and owner to meet at property to examine connection to the building/sewer.	100%	Completed
3. Town will make a determination as to whether work qualifies for reimbursement	100%	Completed
4. Reimbursement requests incomplete, owner given another opportunity to submit	0%	On Track
5. Reimbursement requests complete, Town to provide reimbursement check within 30 days of the request approval	0%	On Track

**Project Issues or Concerns:**

# Project Status Report

Date: 2/14/2023

**Project Name:**  
Grant for John H. Enders Fire Dept and Rescue Squad (2022)

**Project Budget:** \$80,000.00  
**Expected Completion Date:** January 2023

**Executive Summary:**  
Provide funding to vital partner in Covid-19 response and public safety.

**Project Goals:**  
1. Support John H. Enders Department's mission.

**Project Status:**

Status Item	Status	Summary
Budget 80,000.00	Completed	Total Spend: \$80,000.00
Schedule/Timeline	On Track	% Complete: 75

**Project Milestones:**

Description	% Complete	Status
1. Grant agreement provided to John H. Enders	100%	Completed
2. Execute agreement	100%	Completed
3. Disperse funds	100%	Completed
4. Track use of funds: Report for SECOND pymt	50%	On Track

**Project Issues or Concerns:**

# Project Status Report

Date: 2/14/2023

Project Name:  
Grant to Barns of Rose Hill

Project Budget: \$40,000.00  
Expected Completion Date: January 2023

Executive Summary:  
Provide funding to Non-profit effected by Covid-19 pandemic and to support downtown businesses.

- Project Goals:
1. Support Barns of Rose Hill mission.
  2. Support downtown businesses.

Project Status:

Status Item	Status	Summary
Budget 40,000.00	Completed	Total Spend: \$40,000.00
Schedule/Timeline	On Track	% Complete: 75

Project Milestones:

Description	% Complete	Status
1. Grant agreement provided to Barns of Rose Hill	100%	Completed
2. Execute agreement	100%	Completed
3. Disperse funds	100%	Completed
4. Track use of funds -report for second pymt	50%	On Track

Project Issues or Concerns:

# Project Status Report

Date: 2/14/2023

Project Name:  
Grant for Façade, Sign, and Accessibility Improvements

Project Budget: \$250,000.00  
Expected Completion Date: June 2025

Executive Summary:  
Assist downtown business district recover from Covid-19 pandemic.

Project Goals:  
1. Improve facades, signage and accessibility at downtown businesses.

**Project Status:**

Status Item	Status	Summary
Budget 250,000.00	On Track	Total Spend: \$143,629.68
Schedule/Timeline	On Track	% Complete: 60

**Project Milestones:**

Description	% Complete	Status
1. Issue grant agreements	100%	Completed
2. Review applications	30%	On Track
3. Award grants	30%	On Track
4. Review work	30%	On Track
5. Reimburse owners for qualifying work	30%	On Track
		Choose an item.
Funds Encumbered to date IS \$250,000.00	100%	

**Project Issues or Concerns:**

# Project Status Report

Date: 2/14/2023

Project Name:  
Sanitary System Evaluation Study (SSES)

Project Budget: \$125,000.00  
Expected Completion Date: December 2022

Executive Summary:  
Evaluate Town Wastewater collection system to identify inflow and infiltration(I&I) of groundwater and stormwater.

- Project Goals:
1. Identify trouble areas in wastewater collection system.
  2. Develop strategy for addressing identified I & I.

**Project Status:**

Status Item	Status	Summary
Budget 125,000.00	On Track	Total Spend: \$62,810.94
Schedule/Timeline	On Track	% Complete: 80

**Project Milestones:**

Description	% Complete	Status
1. Request proposal from engineer	100%	Completed
2. Review proposal / authorize work	100%	Completed
3. Assist engineer during project	100%	Completed
4. Review study results	0%	On Track

**Project Issues or Concerns:**

# Project Status Report

Date: 2/14/2023

Project Name:  
Water Meter and Setter Replacements

Project Budget: \$350,000.00  
Expected Completion Date: June 2023

Executive Summary:  
Upgrade ¼ of the Town's water Meters and setters.

**Project Goals:**

1. Improve capture of water use.
2. Improve back flow protection.
3. Reduce meter reading costs.

**Project Status:**

Status Item	Status	Summary
Budget \$350,000.00	On Track	Total Spend: \$326,924.35
Schedule/Timeline	On Track	% Complete: 75

**Project Milestones:**

Description	% Complete	Status
1. Order meters, setters, valves, plus other supplies	100%	Completed
2. Install meters / setters	70%	On Track

**Project Issues or Concerns:**

1. Multiyear project

# Project Status Report

Date: 2/14/2023

**Project Name:**

Water, Sewer and Drainage Utility Projects-Osborne, Virginia, North Church, Bundy, and Josephine

**Project Budget:** \$2,280,948 (ARPA) and \$254,052 (other)

**Expected Completion Date:** December 2024

**Executive Summary:**

Osborne: Replace 2-inch water line and laterals. Install sewer pump station, main, and laterals.

Virginia: Address Virginia Avenue drainage issues by directing water in to Town Run.

North Church & Bundy: Water main improvements including extension from 12-inch main on Liberty St along N Church and Bundy to the 6-inch main on N Buckmarsh. Replace water laterals.

Josephine: Replace 4-inch water mains with 12-inch main. Replace all water laterals. Install water main under Norfolk and Southern right of way. Reroute force main to Josephine East pump station.

**Project Goals:**

1. Improve stormwater management on Virginia.
2. Improve water service on Osborne
3. Provide public sewer on Osborne
4. Improve water distribution system on N Church, Bundy, and Josephine
5. Improve fire flow on N Church, Bundy, and Josephine
6. Pave streets after utility work is complete
- 7.

**Project Status:**

Status Item	Status	Summary
Budget	On Track	Total Spend: \$117,236.46
Schedule/Timeline	On Track	% Complete: 25

**Project Milestones:**

Description	% Complete	Status
1. Construction plans	100%	Completed
2. Develop IFB	100%	Completed
3. Secure Easements	50%	On Track
4. Issue offering/ review offering	100%	Completed
5. Select Contractor	100%	Completed
6. Complete project	0%	On Track

**Project Issues or Concerns:**

# Project Status Report

Date: 2/14/2023

**Project Name:**

Rockcroft subdivision water project

**Project Budget:** \$10,000.00 \*

**Expected Completion Date:** June 2023

**Executive Summary:**

Eliminate small water main connections in back yards.

**Project Goals:**

1. Eliminate sources of potential water leaks.

**Project Status:**

Status Item	Status	Summary
Budget 10,000.00	On Track	Total Spend: \$10,550.96
Schedule/Timeline	On Track	% Complete: 50%

**Project Milestones:**

Description	% Complete	Status
1. Eliminate connections complete by April 2023 per Director of Public Works	50%	On Track
2. All materials are on site.	100%	Completed
3. Six laterals must still be disconnected.	0%	On Track
4. 4" main to abandoned	0%	On Track
5. * Director of Public Works now estimates that total project cost will approach \$20,500 (12/7/22)		

**Project Issues or Concerns:**

# Project Status Report

Date: 2/14/2023

**Project Name:**

Dorsey Street Drainage Improvement/Replacement of Drainage structures of West Main and Lincoln Walnut/Dorsey/Treadwell Streets Drainage Improvement

**Project Budget:** \$310,000.00

**Expected Completion Date:** December 2024

**Executive Summary:**

Construct improvements to convey stormwater from the intersection of Dorsey and Academy Extended to and existing stormwater conveyance.

Replace undersized stormwater piping at intersection of West Main and Lincoln (if needed).

Stormwater improvements for property owners on Walnut Street near Archer and Ashby courts. Drainage improvements along Walnut Street.

Stormwater improvements east of Dorsey and south of Treadwell streets. Allow for stormwater drainage to West Main Street.

**Project Goals:**

1. Improve stormwater drainage from Archer and Ashby courts to Walnut Street.
2. Improve stormwater drainage on Walnut Street to the east.
3. Replace storm pipe on West Main from Dorsey to the west side of Lincoln.

**Project Status:**

Status Item	Status	Summary
Budget 310,000	On Track	Total Spend: \$1,500.00
Schedule/Timeline	On Track	% Complete: 5

**Project Milestones:**

Description	% Complete	Status
1. Construction plans	0%	On Track
2. Develop IFB	0%	On Track
3. Secure Easements	0%	Not Started
4. Issue offering/ review offering	0%	Not Started
5. Select Contractor	0%	Not Started
6. Complete project	0%	Not Started

**Project Issues or Concerns:**

# Project Status Report

25

Date: 2/14/2023

**Project Name:**

Bel Voi Drive and Battletown Dr Water Main Replacement

**Project Budget: \$**

Expected Completion Date: December 2024

**Executive Summary:**

Water main replacement from an 4-inch to 8-inch. Water laterals.

**Project Goals:**

1. Improve fire flow.
2. Construct new mains in the public street whenever possible and abandon old mains.
3. Connect existing houses to the new mains.

**Project Status:**

Status Item	Status	Summary
Budget	On Track	Total Spend: \$11,612.50
Schedule/Timeline	Not Started	% Complete:

**Project Milestones:**

Description	% Complete	Status
1. Construction Plans	0%	Not Started
2. Develop IFB	0%	Not Started
3. Secure Easements	0%	Not Started
4. Issue offering/ review offering	0%	Not Started
5. Select Contractor	0%	Not Started
6. Complete project	0%	Not Started

**Project Issues or Concerns:**

# Project Status Report

26

Date: 2/14/2023

Project Name:  
Wayfinding Signs

Project Budget: \$150,000.00  
Expected Completion Date: December 2023

Executive Summary:  
Design, construct, and install entrance and wayfinding signs.

Project Goals:  
1. To improve business environment in downtown business district.

### Project Status:

Status Item	Status	Summary
Budget 150,000.00	On Track	Total Spend: \$5,663.00
Schedule/Timeline	On Track	0% Complete:

### Project Milestones:

Description	% Complete	Status
1. Design	0%	On Track
2. Determine Sign locations	0%	Not Started
3. Secure VDOT approvals	0%	Not Started
4. Develop offering for design and construction/award/have signs fabricated	0%	Not Started
5. Secure contractor to install signs	0%	Not Started
6. Have signs installed	0%	Not Started
RFP ISSUED ON 6/30/2022 & COUNCIL AUTHORIZED THE TOWN MANAGER TO AWARD BID.		

### Project Issues or Concerns:

# Project Status Report

Date: 2/14/2023

**Project Name:**

Raw Water Intake Land- Easement Acquisition

Project Budget: \$15,000.00

Expected Completion Date: Mid FY2023

**Executive Summary:**

Expand the raw water transmission line easement and intake structure parcels to prepare for WTP upgrade.

**Project Goals:**

1. Begin process of securing land and easements necessary for upgrade of intake and raw transmission line for WTP upgrade planned for FY26.

**Project Status:**

Status Item	Status	Summary
Budget 15,000.00	On Track	Total Spend: \$7,172.50
Schedule/Timeline	On Track	100% Complete: 50

**Project Milestones:**

Description	% Complete	Status
1. Survey	100%	Completed
2. Legal	75%	On Track
3. Tree Removal	100%	Completed
4. Easement Acquisition	0%	On Track
Draft deed, plat and boundary line adjustment provided to property owner for review. Draft deed of easement provided to property owner for review.		

**Project Issues or Concerns:**

# Project Status Report

28

Date: 2/14/2023

Project Name:  
Grant for Housing

Project Budget: \$120,000  
Expected Completion Date: June 2024

Executive Summary:  
Grant to a non-profit organization(s) that will deliver housing assistance to low-income homeowners.

Project Goals:  
1. To improve owner-occupied housing for low-income homeowners in the Town of Berryville

**Project Status:**

Status Item	Status	Summary
Budget: 120,000	On Track	Total Spend: \$80,000
Schedule/Timeline 3years	On Track	% Complete: 66

**Project Milestones:**

Description	% Complete	Status
1. Issue grant agreements	66%	On Track
2. Review applications	66%	On Track
3. Award grants	33%	On Track
		Choose an item.

**Project Issues or Concerns:**

## Spot Blight Abatement

---

*Report of February 14, 2023*

### Update

At its January 10, 2023 meeting, the Council amended the approved spot blight abatement plans for both 112 and 225 Josephine Street. The Council approved changes to the schedules incorporated into each plan. These changes were approved to provide the owners with more time to comply with certain milestones.

### *112 Josephine Street*

The Council extended the deadline for providing the Town Manager with a list of repairs to be completed on the structure and a schedule for completion of that work to February 6, 2023. The Council also extended the deadline for securing all required permits for work on the property to April 3, 2023.

The owner submitted a letter to the Town on February 6, 2023. The Council is asked to determine whether this submission satisfies the first milestone.

Construction activity is occurring on the property.

### *225 Josephine Street*

The Council extended the deadline for securing all required permits for work on the property to April 3, 2023.

The owner has secured a zoning permit for an accessory building that he plans to erect on the property. He has not secured a building permit for that building.

No demolition permit has been secured for the dwelling.

### *12 First Street*

The southern portion of the building has been demolished.

The December 1, 2022 milestone for having all permits issued for the work on the northern portion of the structure has been met because it was determined that no permits are necessary for the planned work.

### *114 Josephine Street*

Demolition activity was to have commenced on the site by February 1, 2023. Because no activity was evident on the site, I contacted the owner and he informed me that he has begun removing salvageable portions of the structure and that the project will be completed by the March 15, 2023 deadline.

### *229 and 203 Josephine Street*

Letters were sent to the owners of these properties on January 20, 2023. In those letters the Town Manager asked the owners to enter into an agreement to address the blight on the property. The owners were asked to return an executed plan to the Town by February 6, 2023.

The owner of 229 Josephine Street executed a plan that provides for the repair of the structure and cleanup of the site. The Town has received no response from the owner of 203 Josephine Street.

### Attachments

- Photos taken on February 6, 2023 of 112 Josephine Street, 225 Josephine Street, 12 First Street, 114 Josephine Street, 229 Josephine Street, and 203 Josephine Street.
- Letter from Susan French to Town officials dated February 6, 2023 and blight abatement plan for 112 Josephine Street (last modified by Town Council on 1/10/23).
- Letter from Town Manager to owner of 229 Josephine Street dated January 20, 2023. Letter from Town Manager to owner of 229 Josephine Street dated February 6, 2023 and executed blight abatement plan.
- Letter from Town Manager to owner of 203 Josephine Street dated January 20, 2023.

### Recommended Action(s):

Review letter submitted to the Town Manager by the owner of 112 Josephine Street on February 6, 2023 and determine whether the letter satisfies the February 6, 2023 milestone of the 112 Josephine Street Blight Abatement Plan.

### Sample Motions:

I move that the Council of the Town of Berryville find that the letter submitted to the Town Manager by the owner of 112 Josephine Street on February 6, 2023 satisfies the February 6, 2023 milestone of the 112 Josephine Street Blight Abatement Plan.

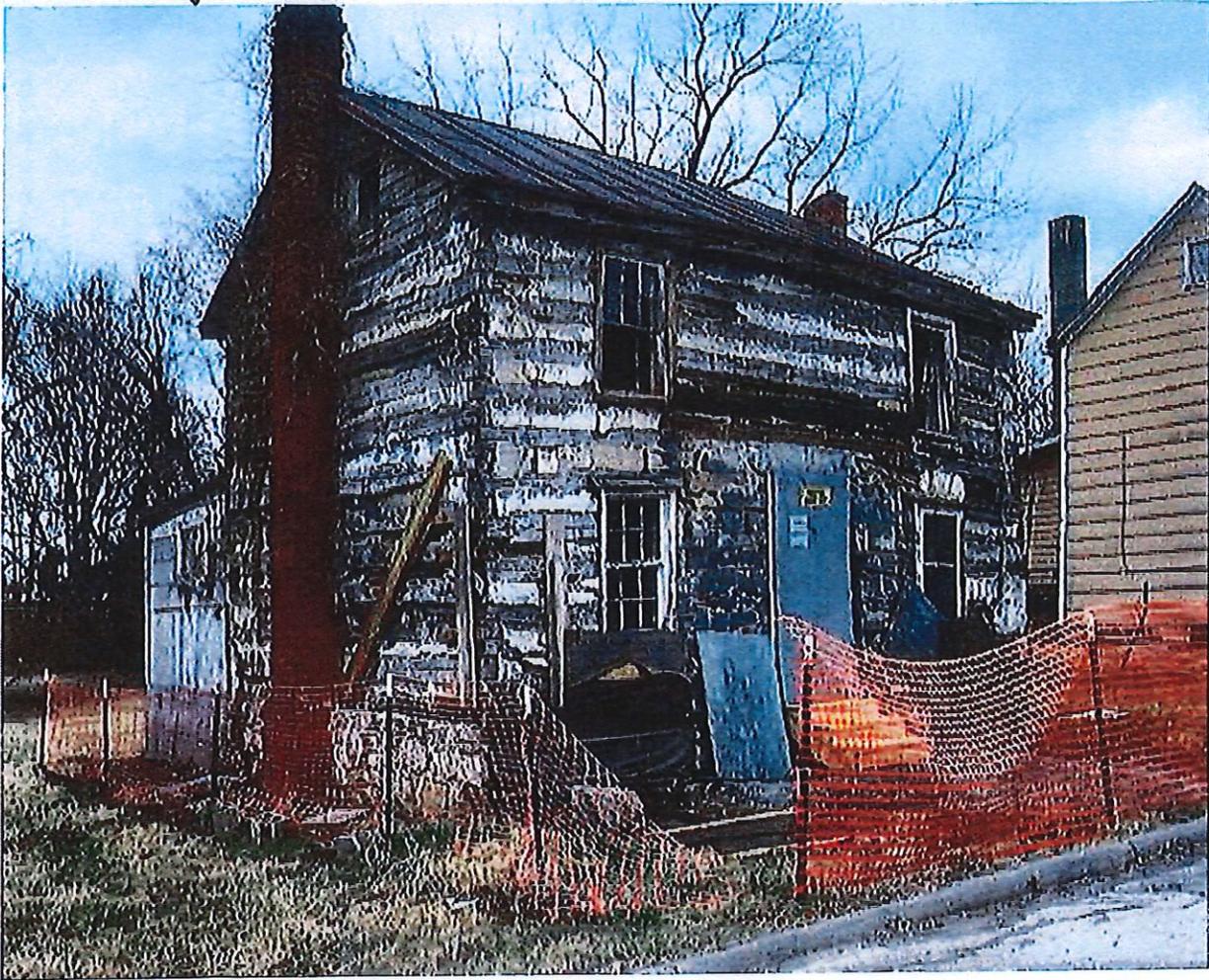
Or

I move that the Council of the Town of Berryville find that the letter submitted to the Town Manager by the owner of 112 Josephine Street on February 6, 2023 does not meet the requirements of the February 6, 2023 milestone of the 112 Josephine Street Blight Abatement Plan and that the Town Manager is hereby directed to begin enforcement action to bring the subject property into compliance with the Berryville Code.

### *Report of January 10, 2023*

### Update

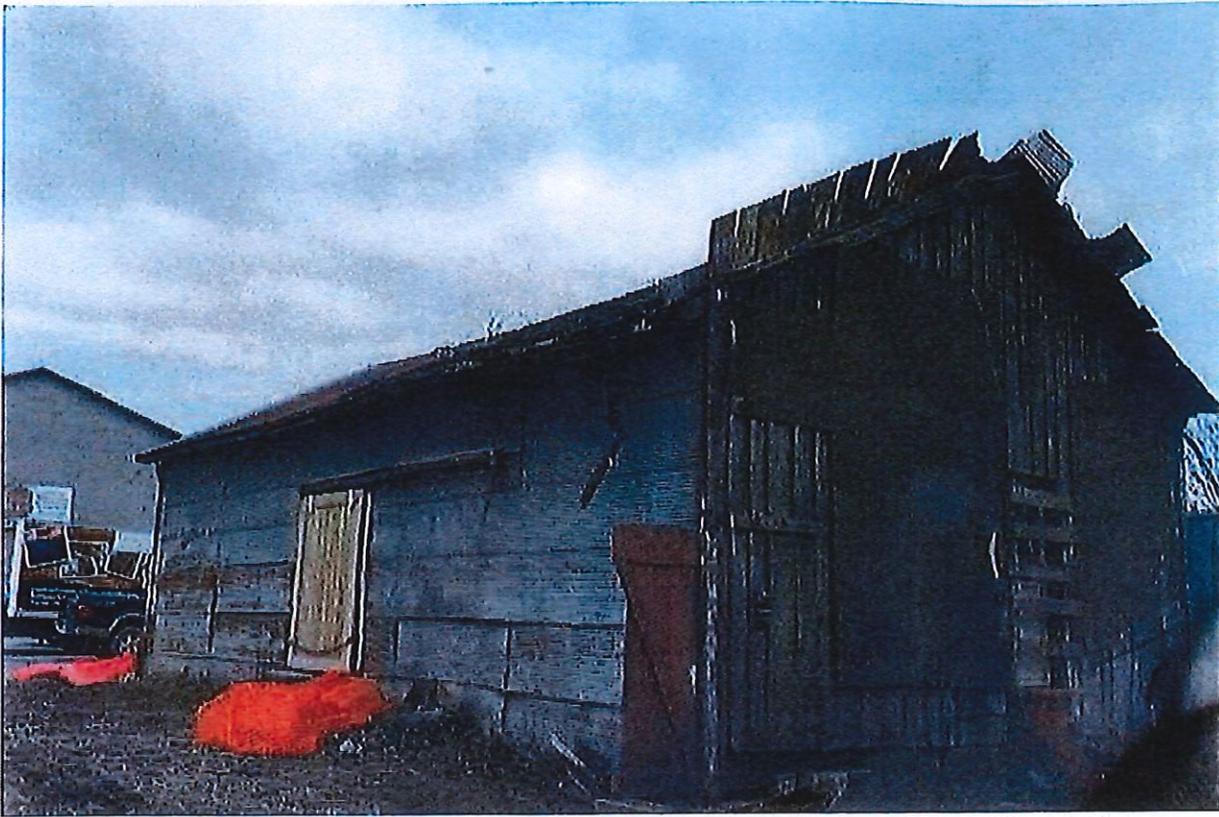
112 JOSEPHINE ST



225 JOSEPHINE ST.



12 FIRST ST.



114 JOSEPHINE ST.



229 JOSEPHINE ST.



203 JOSEPHINE ST.



**SUSAN L. FRENCH**

[REDACTED]

February 6, 2023  
Keith Dalton  
Town Manager  
Mr. Harry Arnold  
Mayor  
Ms. Erecka Gibson  
Vice-Mayor  
Council Members  
Town of Berryville  
101 Chalmers Court  
Berryville, VA 22611

Re: Ms. Donna Richardson: Jacob Nelson Estate -112 Josephine Street

Mr. Dalton, Mr. Arnold, Ms. Gibson, Council Members:

This letter and timeline are submitted after discussion with my client Donna Richardson. This is the latest revised (I believe 6th submission) abatement plan setting forth dates and work to be performed on 112 Josephine Street. To be crystal clear – every item on the July 2022 Town Manager last minute list and adopted by Council moments later at the July 2022 Council Meeting are included. This submission meets the latest request for submission of February 6, 2023.

The most significant updates are:

- On Friday February 3, 2023, LCW Construction applied for a permit to remove the back addition to 112 Josephine Street. Curiously, LCW was advised not to expect approval by Monday February 6, 2023 when removal was anticipated-this permit application action was approved by Ms. Richardson under duress by the Town's continuous threats of demolition of 112; and
- A contract has been executed between Ms. Richardson and LCW Construction to repair or replace as needed the windows at 112 Josephine Street. There is a door behind the plywood over the front door and that may temporarily remain or be replaced. Although, all the windows and doors may be completed within the next two weeks, the timeline will continue to provide a completion date of July 31, 2023 to accommodate unexpected repair issues.

We renew our objection to the chinking repair and removal of the back addition to the abatement repair list as neither fall under Section 5.5 of the Berryville Town Ordinance. In brief our continuing objections are:

- The items do not constitute "blighted property" as defined under Section 5.5;
- The Town Manager's authority under Section 5.5 is limited to a preliminary; determination of blight and he has no authority to add *sua sponte* new abatement repair items moments before a Council vote;
- Due process has been denied to my client by the Town Manager's and Council's actions as Ms. Richardson had no notice nor meaningful opportunity to object to these items added to the abatement repair list; and
- No facts or substantive discussion by Council ever occurred as to why these two items were added to the abatement repair list and how they were within the definition of "Blighted Property" under Section 5.5.

### Historical Timeline

This historical timeline provides a context for the past and continuing work by Ms. Richardson at 112 Josephine Street:

- Ms. Richardson had cleanup, stabilization, building security, and foundation work completed before the July 2022 Council action. Cleanup, including cutting back trees growing close to the foundation and boarding up windows to protect from further vandalism was completed approximately 18 months ago in September 2021. An orange security fence was placed around the structure in early 2022 and was recently replaced due to damage.
- In April 2022, Ms. Richardson signed a contract to repair the front left foundation and the work was completed in May-June 2022.
- Ms. Richardson had the front porch removed November 8-11, 2022 and wood entry steps constructed.
- Ms. Richardson has contracted to have the back addition removed and it will be removed this week if the permit is approved in time (if not the performance date will be no later than December 15, 2023).
- Ms. Richardson has contracted to repair/replace the windows and remove the plywood from the front door. This work begins today and may be completed this week. The performance date will remain July 31, 2023 to allow for unexpected repairs. No shutters will be added at this time as they were not required and were only considered to protect the windows.

## **Town Manager-Council Abatement "Repair" Requirements**

### **Permitting**

Council: Permits as necessary are to be obtained by April 3, 2023.

Ms. Richardson: A permit to remove the back addition was applied for by LCW Construction on Friday February 3, 2023 and has not yet been approved. Moreover, LCW was advised not to expect it by Monday. If the permit is not approved to enable removal this week, the performance date will remain December 15, 2023.

### **Utilities**

Council: As applicable the owner will: Request disconnection of all non-Town utilities and verify the work has been completed.

- Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.
- Disconnect water service by cutting lateral on the house side of the meter crock. Provide protection for existing water meter crock.

Ms. Richardson: Unlikely that this is applicable as there are no utilities in use (i. e. electric, water, sewage....) or connected at this time. However; I will ensure that if capping is necessary, that will occur no later than 11/30/2023.

### **Erosion and Sedimentation Control \*\*\*\*\***

Council: As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after the site is stabilized.

Ms. Richardson: There has never been an erosion or sedimentation issue with the property so no action is required.

### **Repair of a Portion of the Structure/Demolition of a Portion of the Structure/Removal of Debris \*\*\*\***

Council: Owner will cause the front porch of (on southern exposure) and the addition to (northern exposure) the structure to be repaired or demolished. All work must be completed in accordance with provisions of the demolition/building permit.

Ms. Richardson: The front porch was removed November 8-11, 2022. The back addition demolition permit application was submitted Friday February 3, 2023 by LCW Construction and is to be removed this week (February 6-10, 2023) if the permit is

approved. If the permit is not approved promptly, the performance date for removal will be December 15, 2023.

**Owner will Cause Main part of the Structure to be repaired**

Council: and rendered secure and weather-tight in accordance with applicable building code and zoning requirements. Owner will: \*\*\*cause the structure's door and window openings to be secured, utilizing windows and doors (structure's windows and doors may not be boarded up after project is completed) and repair chinking as needed.\*\*\*

Ms. Richardson: The main structure's front foundation was meticulously restored and the structure's main supports rest on a stabilized and secure foundation. Each stone was numbered upon removal (photos available) and placed back in their original location. This restoration work was performed and completed by Historic Restorations LLC, on or about June 15, 2022. The Project Scope is outlined below:

Repointing and resetting loose and or shifted and fallen stones on the west foundation wall to the right side of the brick chimney. Softened mortar will be used. Mortar will be struck deep to facilitate pointing at a later date. Stones that do not appear to have moved or shifted will remain in their current position. Any portion of the foundation wall that needs to be rebuilt by accessing the interior side of the building.

Ms. Richardson: The window repair and door replacement will begin today, February 6, 2023. Upon reflection, I do not believe either in their present condition violate Section 5.5 although I am inclined to do the following:

- Repair or replace windows and panes as needed.
- These repairs do not require permits
- My present deadline to complete the windows and door is July 2023 although the work commences this week by LCW Construction.

Chinking repair, under continuing objection, is to completed no later than December 15, 2023. I am not providing an earlier date as if I miss a deadline Mr. Dalton will threaten demolition of my house.

**Abandonment of On-Site Sewer Treatment System and/or Well Cistern**

Ms. Richardson: Not applicable

**Clearing and Removal of Plant Material\*\*\*\*\***

Council: Owner will cause the site to be cleared of brush, weeds, and trees as needed to access the site and complete work. Owner will cause any trees that the Town Manager determines to be hazardous to adjoining properties to be removed. Owner will cause all material from clearing and plant material to be removed from the site and disposed of in accordance with applicable regulations and laws

Ms. Richardson: Initial work performed in September 2021 and completed Spring of 2022. However, I will continue maintaining the property.

Other:

Council: If the Town Manager does not approve the repairs and schedule, then the owner must resubmit information to secure approval. Owner remains responsible for meeting deadlines beyond this milestone.

Ms. Richardson: I am committed to the preservation and restoration of 112 Josephine Street as an important historic structure in Berryville, Clarke County, Virginia, and this nation. I request fairness, support, and flexibility from Council and Mr. Dalton.

Regards,



Susan French  
Counsel for Donna Richardson  
(Seen and approved by DR)

## Keith Dalton

---

**From:** susan french <[REDACTED]>  
**Sent:** Monday, February 6, 2023 8:20 AM  
**To:** Jay Arnold (Mayor); Erecka Gibson; Keith Dalton; Ryan Tibbens; William Steinmetz; Grant Mazzarino; Diane Harrison; Paul Culp  
**Subject:** February 6,2023 Submission: 112 Josephine Street  
**Attachments:** february62023abatamentrevised.pdf

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

All,  
Attached is the submission for a revised timeline on repairs to 112 Josephine Street. All repair items are included with dates.  
SFrench

Town of Berryville  
Blight Abatement Plan  
112 Josephine Street  
Berryville, VA

**Overview**

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the repair or demolition of a portion of the structure, repair of a portion of the structure, and the removal of all trash and refuse from the subject property.

**Permitting**

Owner will obtain all necessary permits (including building, demolition, and erosion and sedimentation control).

**Utilities**

As applicable owner will:

Request disconnection of all non-Town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

**Erosion and Sedimentation Control**

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

**Repair of a Portion of the Structure/Demolition of a Portion of the Structure/Removal of Debris**

Owner will cause the front porch of (on southern exposure) and the addition to (northern exposure) the structure to be repaired or demolished. All work must be completed in accordance with provisions of the demolition/building permit.

Owner will cause the main part of the structure to be repaired (rendered secure and weather-tight) in accordance with applicable building code and zoning requirements. Owner will:

- cause the structure's door and window openings to be secured, utilizing windows and doors (structure's windows and doors may not be boarded up after project is completed) and repair chinking as needed.

Owner will cause all material left over from the repair of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws.

All work must be completed in a manner that does not endanger the public that is utilizing Josephine Street. Josephine Street may not be blocked at any time unless a Town of Berryville Land Use Permit has been issued for such activity.

**Abandonment of On-Site Sewer Treatment System and/or Well or Cistern**

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

**Clearing and Removal of Plant Material**

Owner will cause the site will be cleared of brush, weeds, and trees as needed to access the site and complete work. Owner will cause any trees that the Town Manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of in accordance with applicable regulations and laws.

**Stabilization**

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

**Unforeseen Hazards**

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the Town Manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

**Required Milestones / Schedule**

List of repairs to be completed on the structure and a schedule for completion of that work provided to the Town Manager by	2/6/23*
All required permits issued for work on structure by	4/3/23
All work completed (and required inspections passed) on structure and site (including removal of debris and trash and stabilization of site) by	12/15/23

\* If Town Manager does not approve the repairs and schedule, then the owner must resubmit information to secure approval. Owner remains responsible for meeting all deadlines beyond this milestone.

Plan Approved by Town Council On 7/12/22 and modified on 10/11/22 and 1/10/23

**Costs Incurred Abating Blight**

The property owner is responsible for all costs incurred during blight abatement work.

**Town Action if Owner Fails to Meet Deadlines**

Unless an extension is approved in writing by the Town Council, if the owner fails to meet all deadlines enumerated above, then the Town will proceed with demolition of the entire structure and cleaning of the site. If the Town completes work to abate blight, then it will file a lien on the subject property in accordance with the provisions of Chapter 5 of the Berryville Code.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Harry Lee Arnold, Jr. Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erecka L. Gibson, Recorder

\_\_\_\_\_  
Date

Berryville -- Clarke County  
Government Center  
101 Chalmers Court, Suite A  
Berryville, VA 22611



**TOWN OF  
BERRYVILLE  
VIRGINIA**

[T] 540/955-1099  
[R] 540/955-4524  
[E] info@berryvilleva.gov  
www.berryvilleva.gov



**Certified Mail**

January 20, 2023

Richard A. Jenkins Estate  
C/o Richard E. Jenkins, Jr.

Dear Mr. Jenkins:

This letter is written concerning the condition of the property located at 229 Josephine Street. On December 14, 2021 you agreed to the terms of a spot blight abatement plan for the property in question, but the terms of the agreement were not met.

In accordance with the terms of the spot blight agreement to which you agreed, work on the site was to have been completed by September 1, 2022. That work has not been completed. Accordingly, unless you and I are able to finalize a new plan with a relatively short performance schedule, I will initiate formal action under §5-5 of the Berryville Code to abate the blight on the property in question.

I have taken the liberty of attaching two amended agreements (one for repair of the structure and the other for demolition of the structure) with schedules for action that are acceptable to the Town. If one of these newly amended agreements is acceptable to you, then sign it and return it to me by February 6, 2023.

If you do not agree to a new spot blight abatement plan by February 6, 2023 or subsequently do not meet all deadlines contained in a new agreed upon plan, then I will take actions necessary to initiate the process by which the Town Council will review this matter. Please note that at the end of the aforementioned process, that the Town Council may adopt a spot blight abatement plan that can be enforced and the cost of that enforcement can be collected via a lien on the property.

Harry Lee Arnold, Jr.  
Mayor

Brecka L. Gibson  
Vice Mayor

*Council Members*

William Steinmetz  
Ward 1

Diane Harrison  
Ward 2

Grant Mazzarino  
Ward 3

Ryan Tibbens  
Ward 4

Keith R. Dalton  
Town Manager

Please find attached:

- draft spot blight abatement plan for repair of structure and cleaning site,
- draft spot blight abatement plan for demolition of structure and cleaning site, and
- December 14, 2021 spot blight abatement plan.

If you want to discuss this matter with me, then please contact me at either [townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov) or 540.955.1099.

Sincerely,



Keith R. Dalton  
Town Manager

CC: Town Council  
Planning Commission  
Architectural Review Board  
Christy Dunkle  
Paul Culp

Town of Berryville  
Blight Abatement Plan  
229 Josephine Street, Berryville, VA  
Tax Map Parcel 14A6-((3))-B-5

**Overview**

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the **repair** of the structure on the subject property and the removal of all trash and refuse.

**Permitting**

Owner will obtain all necessary permits (including building, zoning, and erosion and sedimentation control) in accordance with the schedule established herein.

**Utilities**

As applicable owner will:

Request disconnection of all non-town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

**Erosion and Sedimentation Control**

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

**Evaluation of Structure**

Owner will cause the structure to be evaluated to determine what must be done to render the structure safe and weatherproof.

Owner will provide the results of the evaluation to the town manager. Owner will also provide the town manager with a list of repairs required to render the structure safe and weather-proof. Owner will provide the town manager with a schedule for having all repairs completed by deadlines established herein.

The town manager will review the results of the evaluation and the list of repairs and will determine whether the proposed work meets the Town's requirements. The town manager will render a determination as to whether the evaluation and list of repairs meets the Town's requirements. This determination will be made within 10 days of receipt of the evaluation and proposed list of repairs. If the town manager denies approval of the list of repairs, then the owner must resubmit the list of repairs with changes required to gain approval. Delay in securing approval of the list of repairs will not change subsequent plan deadlines.

**Repair of Structure/Removal of Debris**

Owner will cause the structure on the subject property to be repaired in accordance with the list of repairs approved by the town manager and applicable building code and zoning requirements. Owner will cause the structure to be secured utilizing windows and doors (structure may not be boarded up after project is completed).

Owner will cause all material left over from the repair of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws. Site will be cleared of trash, refuse and building materials in accordance with the schedule established herein.

**Abandonment of on-site sewer treatment system and/or well or cistern**

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

**Clearing and removal of plant material**

Owner will cause the site to be cleared of brush, weeds and trees as needed to access the site and complete work. Owner will cause any trees that the town manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of at the Frederick County Regional Landfill in accordance with that facility's requirements.

All clearing and plant material removal will be completed in accordance with the schedule established herein.

**Stabilization**

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

Stabilization will be completed in accordance with the schedule established herein.

**Unforeseen Hazards**

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the town manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

**Schedule**

Report from evaluation of the structure provided to town manager by: February 27, 2023.

List of repairs to be completed and a schedule for that work provided to the town manager by February 27, 2023.

Copy of approved building permits required for repairs provided to the town manager by March 31, 2023.

Repair work commences on property by June 1, 2023.

All other work required by this plan will be completed and final inspections completed (and approval granted by the Clarke County Building Official) by July 31, 2023.

**Costs Incurred Abating Blight**

The property owner is responsible for all costs incurred during blight abatement work.

**Town Action if Owner Fails to Meet Deadlines**

Unless an extension is approved in writing by the town manager, if the owner fails to meet all deadlines enumerated above, then the Town will proceed with enforcement in accordance with the provisions of Chapter 5 of the Berryville Code.

**SEEN AND AGREED:**

**OWNER(S)**

Signature

Printed Name

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOWN**

Signature

Printed Name and title

Date

\_\_\_\_\_

Keith R. Dalton, Town Manager

\_\_\_\_\_

Town of Berryville  
Blight Abatement Plan  
229 Josephine Street, Berryville, VA  
Tax Map Parcel 14A6-((3))-B-5

**Overview**

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the **demolition** of the structure on the subject property and the removal of all trash and refuse.

**Permitting**

Owner will obtain all necessary permits (including demolition and erosion and sedimentation control) in accordance with the schedule established herein.

**Utilities**

As applicable owner will:

Request disconnection of all non-town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

**Erosion and Sedimentation Control**

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

**Demolition of Structure/Removal of Debris**

Owner will cause the structure on the subject property to be demolished in accordance with applicable building code and zoning requirements.

Owner will cause all material left over from the demolition of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws. Site will be cleared of trash, refuse and building materials in accordance with the schedule established herein.

**Abandonment of on-site sewer treatment system and/or well or cistern**

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Blight Abatement Plan  
Page 2 of 3

**Clearing and removal of plant material**

Owner will cause the site will be cleared of brush, weeds and trees as needed to access the site and complete work. Owner will cause any trees that the town manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of at the Frederick County Regional Landfill in accordance with that facility's requirements.

All clearing and plant material removal will be completed in accordance with the schedule established herein.

**Stabilization**

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

Stabilization will be completed in accordance with the schedule established herein.

**Unforeseen Hazards**

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the town manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

**Schedule**

Copy of approved demolition permit provided to town manager by: February 27, 2023.

Work commences on property by June 1, 2023.

All other work required by this plan will be completed and final inspections completed (and approval granted by the Clarke County Building Official) by July 31, 2023.

**Costs Incurred Abating Blight**

The property owner is responsible for all costs incurred during blight abatement work.

**Town Action if Owner Fails to Meet Deadlines**

Unless an extension is approved in writing by the town manager, if the owner fails to meet all deadlines enumerated above, then the Town will proceed with enforcement in accordance with the provisions of Chapter 5 of the Berryville Code.

**SEEN AND AGREED:**

**OWNER(S)**

Signature

Printed Name

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**TOWN**

Signature

Printed Name and title

Date

\_\_\_\_\_

Keith R. Dalton, Town Manager

\_\_\_\_\_



Town of Berryville  
Blight Abatement Plan  
229 Josephine Street, Berryville, VA  
Tax Map Parcel 14A6-((3))-B-5

Overview

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the repair of the structure on the subject property and the removal of all trash and refuse.

Permitting

Owner will obtain all necessary permits (including demolition and erosion and sedimentation control) in accordance with the schedule established herein.

Utilities

As applicable owner will:

Request disconnection of all non-town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

Erosion and Sedimentation Control

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

Evaluation of Structure

Owner will cause the structure to be evaluated by a structural engineer licensed to practice in the Commonwealth of Virginia.

The structural engineer will evaluate the structure to determine what repairs must be made to render the structure safe and weatherproof.

Owner will provide engineer's report to the Town Manager. Owner will also provide the Town Manager with a list of repairs required to render the structure safe and weather-proof. Owner will provide the Town Manager with a schedule for having all repairs completed by deadlines established herein.

Repair of Structure/Removal of Debris

Owner will cause the structure on the subject property to be repaired in accordance with the recommendations of a structural engineer licensed to practice in the Commonwealth of Virginia and applicable building code and zoning requirements. Owner will cause the structure to be secured utilizing windows and doors (structure may not be boarded up after project is completed).

Owner will cause all material left over from the repair of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws. Site will be cleared of trash, refuse and building materials in accordance with the schedule established herein.

Abandonment of on-site sewer treatment system and/or well or cistern

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Clearing and removal of plant material

Owner will cause the site will be cleared of brush, weeds and trees as needed to access the site and complete work. Owner will cause any trees that the Town Manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of at the Frederick County Regional Landfill in accordance with that facility's requirements.

All clearing and plant material removal will be completed in accordance with the schedule established herein.

Stabilization

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

Stabilization will be completed in accordance with the schedule established herein.

Unforeseen Hazards

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the Town Manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

Schedule

Report from structural engineer provided to Town Manager by: February 28, 2022.

List of repairs to be completed and a schedule for that work provided to the Town Manager by February 28, 2022.

Copy of approved building permits required for repairs provided to the Town Manager by May 31, 2022.

Repair work commences on property by July 1, 2022.

All other work required by this plan will be completed and final inspections completed (and approval granted by the Clarke County Building Official) by September 1, 2022.

Costs Incurred Abating Blight

The property owner is responsible for all costs incurred during blight abatement work.

Process

- 1) A notice that Town Manager made a preliminary determination that the property in question is blighted is mailed to the owner(s) of record on November 5, 2021.
- 2) The owner provided the Town Manager with a proposed spot blight abatement plan for the property in question.
- 3) The Town Manager provided the owner with a revised plan that he will accept.
- 4) If agreement on a plan is reached between the Town Manager and the owner(s) of record, then the owner will proceed under the approved plan. If the owner fails to meet the requirements of the approved plan, including schedule milestones, then the Town Manager will immediately initiate a formal process required under §5-5 of the Berryville Code.
- 5) If the owner(s) of record and the Town Manager are unable to reach agreement on a spot blight abatement plan by noon on December 20, 2021, then the Town Manager will immediately initiate a formal process required under §5-5 of the Berryville Code.
- 6) Formal Process beyond this point:
  - a. If no plan is submitted, the submitted plan does not address the blight within a reasonable time, or the owner(s) does not meet the requirements of an approved plan, then the Town Manager will request that the Planning Commission conduct a public hearing (special notice provisions apply) and make findings and recommendations in this matter and report same to the Town Council. The Town Manager will provide a Plan for the Planning Commission's review.
  - b. After holding a public hearing, the Planning Commission shall determine whether:
    - i. The property is blighted;
    - ii. The owner has failed to cure the blight or present a reasonable plan to do so;
    - iii. The Plan for the repair or other disposition of the property is in accordance with the Town's comprehensive plan, zoning ordinance, and any other applicable land use regulation;

- iv. The property is located within an area listed on the National Register of Historic Places. In such instances, the Commission shall consult with the Architectural Review Board regarding the proposed repair or other disposition of the property by the Town Council.
- c. Planning Commission shall report its findings and recommendations to the Town Council.
- d. The Town Council may, after a public hearing (special notice provisions apply), affirm, modify, or reject the Planning Commission's findings and recommendations.
- e. If work is approved, then the Town Council may cause such work to be completed and recover costs (tax lien authorized).

**SEEN AND AGREED:**

**OWNER(S)**

Signature

Printed Name

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOWN**

Signature

Printed Name and title

Date

_____	Keith R. Dalton, Town Manager	_____
-------	-------------------------------	-------

*SEEN  
NEXT  
PAGE*

SEEN AND AGREED:

OWNER(S)

Signature

Printed Name

Date

[Redacted Signature]

Richard E. Jenkins III 11/14/2022

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOWN

Signature

Printed Name and title

Date

[Handwritten Signature]

Keith R. Dalton, Town Manager

11/21/22

Note - I RECEIVED this signed form 4 without the rest of the BlackT Apartment Plan. I have attached photos 1-3.

Berryville – Clarke County  
Government Center  
101 Chalmers Court, Suite A  
Berryville, VA 22611



**TOWN OF  
BERRYVILLE  
VIRGINIA**

[T] 540/955-1099  
[R] 540/955-4524  
[R] info@berryvilleva.gov  
www.berryvilleva.gov

 **COPY**

February 6, 2023

Richard A. Jenkins Estate  
C/o Richard E. Jenkins, Jr.

[REDACTED]  
[REDACTED]

Dear Mr. Jenkins:

This letter is written concerning the condition of the property located at 229 Josephine Street.

I received the blight abatement plan that you signed. Thank you for your attention to this matter. I signed the agreement and have included a copy of the fully executed agreement with this letter.

Please be aware that all deadlines contained in the schedule must be met. If they are not met, then the Town will begin formal action to adopt and implement its own plan (likely for demolition of the structure).

According to the agreed upon plan, the following information must be provided to me by February 27, 2023:

- a report from evaluation of the structure,
- a list of repairs to be completed on the structure, and
- the schedule for completing the listed repairs (note this schedule must meet the deadlines contained in the agreed upon plan).

Harry Lee Arnold, Jr.  
Mayor

Brecka L. Gibson  
Vice Mayor

*Council Members*

William Steinmetz  
Ward 1

Diane Harrison  
Ward 2

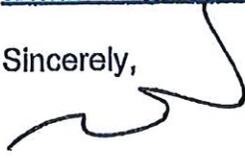
Grant Mazzarino  
Ward 3

Ryan Tibbens  
Ward 4

Keith R. Dalton  
Town Manager

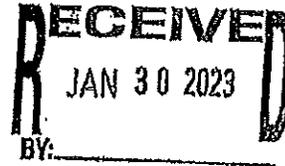
If you want to discuss this matter with me, then please contact me at either [townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov) or 540.955.1099.

Sincerely,



Keith R. Dalton  
Town Manager

CC: Town Council  
Planning Commission  
Architectural Review Board  
Christy Dunkle  
Paul Culp



Town of Berryville  
Blight Abatement Plan  
229 Josephine Street, Berryville, VA  
Tax Map Parcel 14A6-(3)-B-5

**Overview**

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the [REDACTED] of the structure on the subject property and the removal of all trash and refuse.

**Permitting**

Owner will obtain all necessary permits (including building, zoning, and erosion and sedimentation control) in accordance with the schedule established herein:

**Utilities**

As applicable owner will:

Request disconnection of all non-town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

**Erosion and Sedimentation Control**

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

**Evaluation of Structure**

Owner will cause the structure to be evaluated to determine what must be done to render the structure safe and weatherproof.

Owner will provide the results of the evaluation to the town manager. Owner will also provide the town manager with a list of repairs required to render the structure safe and weather-proof. Owner will provide the town manager with a schedule for having all repairs completed by deadlines established herein.

The town manager will review the results of the evaluation and the list of repairs and will determine whether the proposed work meets the Town's requirements. The town manager will render a determination as to whether the evaluation and list of repairs meets the Town's requirements. This determination will be made within 10 days of receipt of the evaluation and proposed list of repairs. If the town manager denies approval of the list of repairs, then the owner must resubmit the list of repairs with changes required to gain approval. Delay in securing approval of the list of repairs will not change subsequent plan deadlines.

**Repair of Structure/Removal of Debris**

Owner will cause the structure on the subject property to be repaired in accordance with the list of repairs approved by the town manager and applicable building code and zoning requirements. Owner will cause the structure to be secured utilizing windows and doors (structure may not be boarded up after project is completed).

Owner will cause all material left over from the repair of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws. Site will be cleared of trash, refuse and building materials in accordance with the schedule established herein.

**Abandonment of on-site sewer treatment system and/or well or cistern**

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

**Clearing and removal of plant material**

Owner will cause the site to be cleared of brush, weeds and trees as needed to access the site and complete work. Owner will cause any trees that the town manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of at the Frederick County Regional Landfill in accordance with that facility's requirements.

All clearing and plant material removal will be completed in accordance with the schedule established herein.

**Stabilization**

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

Stabilization will be completed in accordance with the schedule established herein.

**Unforeseen Hazards**

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the town manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

Schedule

Report from evaluation of the structure provided to town manager by: February 27, 2023.

List of repairs to be completed and a schedule for that work provided to the town manager by February 27, 2023.

Copy of approved building permits required for repairs provided to the town manager by March 31, 2023.

Repair work commences on property by June 1, 2023.

All other work required by this plan will be completed and final inspections completed (and approval granted by the Clarke County Building Official) by July 31, 2023.

Costs Incurred Abating Blight

The property owner is responsible for all costs incurred during blight abatement work.

Town Action if Owner Fails to Meet Deadlines

Unless an extension is approved in writing by the town manager, if the owner fails to meet all deadlines enumerated above, then the Town will proceed with enforcement in accordance with the provisions of Chapter 5 of the Berryville Code.

SEEN AND AGREED:

OWNER(S)

Signature

Printed Name

Date



Richard E. Jenkins III

Jan 26, 2023

TOWN

Signature

Printed Name and title

Date



Keith R. Dalton, Town Manager

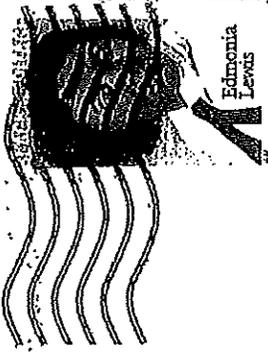
1/30/23

Richard E. Jenkins III

[Redacted]

CAPITAL DISTRICT 208

27 JAN 2023 PM 3 L



Town of Berryville  
101 Chalmers Court, Suite A  
Berryville, Virginia 22611  
Attn: Keith R. Dalton

RECEIVED  
JAN 30 2023  
BY: \_\_\_\_\_

22611-138773

Berryville -- Clarke County  
Government Center  
101 Chalmers Court, Suite A  
Berryville, VA 22611



**TOWN OF  
BERRYVILLE  
VIRGINIA**

[T] 540/955-1099  
[R] 540/955-4524  
[B] info@berryvilleva.gov  
www.berryvilleva.gov

**COPY**

**Certified Mail**

January 20, 2023

Ms. Stephanie Dawn Jones  
[REDACTED]

Dear Ms. Jones:

This letter is written concerning the condition of the property located at 203 Josephine Street. On December 20, 2021 you agreed to the terms of a spot blight abatement plan for the property in question, but the terms of the agreement were not met.

In accordance with the terms of the spot blight agreement to which you agreed, work on the site was to have been completed by September 1, 2022. That work has not been completed. Accordingly, unless you and I are able to finalize a new plan with a relatively short performance schedule, I will initiate formal action under §5-5 of the Berryville Code to abate the blight on the property in question.

I have taken the liberty of attaching two amended agreements (one for repair of the structure and the other for demolition of the structure) with schedules for action that are acceptable to the Town. If one of these newly amended agreements is acceptable to you, then sign it and return it to me by February 6, 2023.

If you do not agree to a new spot blight abatement plan by February 6, 2023 or subsequently do not meet all deadlines contained in a new agreed upon plan, then I will take actions necessary to initiate the process by which the Town Council will review this matter. Please note that at the end of the aforementioned process, that the Town Council may adopt a spot blight abatement plan that can be enforced and the cost of that enforcement can be collected via a lien on the property.

Harry Lee Arnold, Jr.  
Mayor

Brocka L. Gibson  
Vice Mayor

*Council Members*

William Steinmetz  
Ward 1

Diane Harrison  
Ward 2

Grant Mazzarino  
Ward 3

Ryan Tibbens  
Ward 4

Keith R. Dalton  
Town Manager

Please find attached:

- draft spot blight abatement plan for repair of structure and cleaning site,
- draft spot blight abatement plan for demolition of structure and cleaning site, and
- December 20, 2021 spot blight abatement plan.

If you want to discuss this matter with me, then please contact me at either [townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov) or 540.955.1099.

Sincerely,



Keith R. Dalton  
Town Manager

CC: Town Council  
Planning Commission  
Architectural Review Board  
Christy Dunkle  
Paul Culp

Town of Berryville  
Blight Abatement Plan  
203 Josephine Street, Berryville, VA  
Tax Map Parcel 14A6-((3))-B-9B

**Overview**

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the repair of the structure on the subject property and the removal of all trash and refuse.

**Permitting**

Owner will obtain all necessary permits (including building, zoning, and erosion and sedimentation control) in accordance with the schedule established herein.

**Utilities**

As applicable owner will:

Request disconnection of all non-town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

**Erosion and Sedimentation Control**

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

**Evaluation of Structure**

Owner will cause the structure to be evaluated to determine what must be done to render the structure safe and weatherproof.

Owner will provide the results of the evaluation to the town manager. Owner will also provide the town manager with a list of repairs required to render the structure safe and weather-proof. Owner will provide the town manager with a schedule for having all repairs completed by deadlines established herein.

The town manager will review the results of the evaluation and the list of repairs and will determine whether the proposed work meets the Town's requirements. The town manager will render a determination as to whether the evaluation and list of repairs meets the Town's requirements. This determination will be made within 10 days of receipt of the evaluation and proposed list of repairs. If the town manager denies approval of the list of repairs, then the owner must resubmit the list of repairs with changes required to gain approval. Delay in securing approval of the list of repairs will not change subsequent plan deadlines.

**Repair of Structure/Removal of Debris**

Owner will cause the structure on the subject property to be repaired in accordance with the list of repairs approved by the town manager and applicable building code and zoning requirements. Owner will cause the structure to be secured utilizing windows and doors (structure may not be boarded up after project is completed).

Owner will cause all material left over from the repair of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws. Site will be cleared of trash, refuse and building materials in accordance with the schedule established herein.

**Abandonment of on-site sewer treatment system and/or well or cistern**

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

**Clearing and removal of plant material**

Owner will cause the site to be cleared of brush, weeds and trees as needed to access the site and complete work. Owner will cause any trees that the town manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of at the Frederick County Regional Landfill in accordance with that facility's requirements.

All clearing and plant material removal will be completed in accordance with the schedule established herein.

**Stabilization**

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

Stabilization will be completed in accordance with the schedule established herein.

**Unforeseen Hazards**

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the town manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

Blight Abatement Plan

Page 3 of 3

Schedule

Report from evaluation of the structure provided to town manager by: February 27, 2023.

List of repairs to be completed and a schedule for that work provided to the town manager by February 27, 2023.

Copy of approved building permits required for repairs provided to the town manager by March 31, 2023.

Repair work commences on property by June 1, 2023.

All other work required by this plan will be completed and final inspections completed (and approval granted by the Clarke County Building Official) by July 31, 2023.

Costs Incurred Abating Blight

The property owner is responsible for all costs incurred during blight abatement work.

Town Action if Owner Fails to Meet Deadlines

Unless an extension is approved in writing by the town manager, if the owner fails to meet all deadlines enumerated above, then the Town will proceed with enforcement in accordance with the provisions of Chapter 5 of the Berryville Code.

**SEEN AND AGREED:**

**OWNER(S)**

Signature

Printed Name

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOWN**

Signature

Printed Name and title

Date

\_\_\_\_\_

Kelth R. Dalton, Town Manager

\_\_\_\_\_

Town of Berryville  
Blight Abatement Plan  
203 Josephine Street, Berryville, VA  
Tax Map Parcel.14A6-((3))-B-9B

**Overview**

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the **demolition** of the structure on the subject property and the removal of all trash and refuse.

**Permitting**

Owner will obtain all necessary permits (including demolition and erosion and sedimentation control) in accordance with the schedule established herein.

**Utilities**

As applicable owner will:

Request disconnection of all non-town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

**Erosion and Sedimentation Control**

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

**Demolition of Structure/Removal of Debris**

Owner will cause the structure on the subject property to be demolished in accordance with applicable building code and zoning requirements.

Owner will cause all material left over from the demolition of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws. Site will be cleared of trash, refuse and building materials in accordance with the schedule established herein.

**Abandonment of on-site sewer treatment system and/or well or cistern**

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

**Blight Abatement Plan**

Page 2 of 3

**Clearing and removal of plant material**

Owner will cause the site will be cleared of brush, weeds and trees as needed to access the site and complete work. Owner will cause any trees that the town manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of at the Frederick County Regional Landfill in accordance with that facility's requirements.

All clearing and plant material removal will be completed in accordance with the schedule established herein.

**Stabilization**

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

Stabilization will be completed in accordance with the schedule established herein.

**Unforeseen Hazards**

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the town manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

**Schedule**

Copy of approved demolition permit provided to town manager by: February 27, 2023.

Work commences on property by June 1, 2023.

All other work required by this plan will be completed and final inspections completed (and approval granted by the Clarke County Building Official) by July 31, 2023.

**Costs Incurred Abating Blight**

The property owner is responsible for all costs incurred during blight abatement work.

**Town Action if Owner Fails to Meet Deadlines**

Unless an extension is approved in writing by the town manager, if the owner fails to meet all deadlines enumerated above, then the Town will proceed with enforcement in accordance with the provisions of Chapter 5 of the Berryville Code.

**SEEN AND AGREED:**

**OWNER(S)**

Signature

Printed Name

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOWN**

Signature

Printed Name and title

Date

\_\_\_\_\_

Kelth R. Dalton, Town Manager

\_\_\_\_\_



Town of Berryville  
Blight Abatement Plan  
203 Josephine Street, Berryville, VA  
Tax Map Parcel 14A6-(9)-B-9B

**Overview**

This Blight Abatement Plan (Plan), prepared in accordance with § 5-5 of the Berryville Code, provides for the repair of the structure on the subject property and the removal of all trash and refuse.

**Permitting**

Owner will obtain all necessary permits (including demolition and erosion and sedimentation control) in accordance with the schedule established herein.

**Utilities**

As applicable owner will:

Request disconnection of all non-town utilities and verify the work has been completed.

Disconnect sewer service by cutting and capping lateral near the property line at the front of the property.

Disconnect water service by cutting lateral on house side of meter cock. Provide protection for existing water meter cock.

**Erosion and Sedimentation Control**

As applicable, owner will have all required erosion and sedimentation controls installed on the property. All such controls will be maintained during the project and removed after site is stabilized.

**Evaluation of Structure**

Owner will cause the structure to be evaluated by a structural engineer licensed to practice in the Commonwealth of Virginia.

The structural engineer will evaluate the structure to determine what repairs must be made to render the structure safe and weatherproof.

Owner will provide engineer's report to the Town Manager. Owner will also provide the Town Manager with a list of repairs required to render the structure safe and weather-proof. Owner will provide the Town Manager with a schedule for having all repairs completed by deadlines established herein.

Repair of Structure/Removal of Debris

Owner will cause the structure on the subject property to be repaired in accordance with the recommendations of a structural engineer licensed to practice in the Commonwealth of Virginia and applicable building code and zoning requirements. Owner will cause the structure to be secured utilizing windows and doors (structure may not be boarded up after project is completed).

Owner will cause all material left over from the repair of the structure, as well as other trash and refuse collected from the site, to be removed from the site and landfilled in accordance with applicable regulations and laws. Site will be cleared of trash, refuse and building materials in accordance with the schedule established herein.

Abandonment of on-site sewer treatment system and/or well or cistern

Owner will properly abandon any on-site sewer treatment system discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Owner will properly abandon any well or cistern discovered on the site. Said improvements will be abandoned in accordance with Virginia Department of Health regulations and recommended best practices.

Clearing and removal of plant material

Owner will cause the site to be cleared of brush, weeds and trees as needed to access the site and complete work. Owner will cause any trees that the Town Manager determines to be hazardous to adjoining properties to be removed.

Owner will cause all material from clearing and plant material to be removed from the site and disposed of at the Frederick County Regional Landfill in accordance with that facility's requirements.

All clearing and plant material removal will be completed in accordance with the schedule established herein.

Stabilization

Owner will cause all disturbed areas to be stabilized in accordance with the Virginia Erosion and Sediment Control Handbook.

Stabilization will be completed in accordance with the schedule established herein.

Unforeseen Hazards

If other health hazards are discovered during blight abatement work, then the owner will take action to abate those hazards. Unless an extension is granted in writing by the Town Manager, all such hazard abatement will be completed by the deadline for completion of all work on the site as provided herein.

Schedule

Report from structural engineer provided to Town Manager by: February 28, 2022.

List of repairs to be completed and a schedule for that work provided to the Town Manager by February 28, 2022.

Copy of approved building permits required for repairs provided to the Town Manager by May 31, 2022.

Repair work commences on property by July 1, 2022.

All other work required by this plan will be completed and final inspections completed (and approval granted by the Clarke County Building Official) by September 1, 2022.

Costs Incurred Abating Blight

The property owner is responsible for all costs incurred during blight abatement work.

Process

- 1) A notice that Town Manager made a preliminary determination that the property in question is blighted is mailed to the owner(s) of record on November 5, 2021.
- 2) The owner provided the Town Manager with a proposed spot blight abatement plan for the property in question.
- 3) The Town Manager provided the owner with a revised plan that he will accept.
- 4) If agreement on a plan is reached between the Town Manager and the owner(s) of record, then the owner will proceed under the approved plan. If the owner fails to meet the requirements of the approved plan, including schedule milestones, then the Town Manager will immediately initiate a formal process required under §5-5 of the Berryville Code.
- 5) If the owner(s) of record and the Town Manager are unable to reach agreement on a spot blight abatement plan by noon on December 20, 2021, then the Town Manager will immediately initiate a formal process required under §5-5 of the Berryville Code.
- 6) Formal Process beyond this point:
  - a. If no plan is submitted, the submitted plan does not address the blight within a reasonable time, or the owner(s) does not meet the requirements of an approved plan, then the Town Manager will request that the Planning Commission conduct a public hearing (special notice provisions apply) and make findings and recommendations in this matter and report same to the Town Council. The Town Manager will provide a Plan for the Planning Commission's review.
  - b. After holding a public hearing, the Planning Commission shall determine whether:
    - i. The property is blighted;
    - ii. The owner has failed to cure the blight or present a reasonable plan to do so;
    - iii. The Plan for the repair or other disposition of the property is in accordance with the Town's comprehensive plan, zoning ordinance, and any other applicable land use regulation;

\* Property Address 203 Josephine Street

Blight Abatement Plan  
Page 4



- iv. The property is located within an area listed on the National Register of Historic Places. In such instances, the Commission shall consult with the Architectural Review Board regarding the proposed repair or other disposition of the property by the Town Council.
- c. Planning Commission shall report its findings and recommendations to the Town Council.
- d. The Town Council may, after a public hearing (special notice provisions apply), affirm, modify, or reject the Planning Commission's findings and recommendations.
- e. If work is approved, then the Town Council may cause such work to be completed and recover costs (tax lien authorized).

\* In Section "Process" Please identify Dates/Date Range  
SEEN AND AGREED: for the TOWN'S ACTIONS

OWNER(S)

Signature	Printed Name	Date
	Stephanie D Jones	12/20/21
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOWN

Signature	Printed Name and title	Date
	Keith R. Dalton, Town Manager	12/21/21

Note - I RECEIVED THIS SECOND PAGE 4 without the rest of the BLIGHT ABATEMENT PLAN. I ATTACHED PAGES 1-3. Ms. JONES REQUESTED (SEE ABOVE) THAT I INCLUDE DATES for TOWN ACTION in the PROCESS SECTION. THIS CANNOT BE DONE. TOWN ACTION WILL BE COMPLETED AND WILL NOT OCCUR IF PLAN IS FOLLOWED.

**Water/Sewer Bill Adjustment Request**

---

**Overview**

The Clarke County Ruritan Club (service address 900 West Main Street) received a bill for 215,000 gallons of usage for service from 12/19/22 to 1/18/23. While the usage at this facility varies significantly throughout the year, usage at this time of year would usually not exceed a few thousand gallons.

The location of the leak has not been pinpointed, but the leak has been sufficiently isolated. In other words, the water leak is not active. The Clarke County Ruritan Club has hired a leak detection team to locate the leak so that it can be repaired, and they are working to schedule their site work. It is important to note that before the leak was isolated, it was confirmed that no water was entering the sewer system from the property.

Because the leak has not been repaired and the exact nature of the leak can't yet be provided to the Town, no formal water/sewer bill adjustment request has been filed. However, discussions with the Clarke County Ruritan Club about this matter resulted in a review of usage/billing/adjustment records, and that review revealed that the Clarke County Ruritan Club last received an adjustment for the water/sewer bill dated 2/25/22. The bill for which an adjustment may be sought (current bill) was dated 1/23/23. Accordingly, eleven months have passed since the last bill adjustment.

The Town Manager informed the Clarke County Ruritan Club president that if an adjustment request were filed for the 1/23/23 bill, it would be denied because the Town of Berryville Water and Sewer Billing Adjustment Policy permits only one bill adjustment within any given twelve-month period.

*{NOTE: After this report was completed, Town staff was informed that the leak detection contractor completed its work and the leak location has been pinpointed. The Clarke County Ruritan Club stated that they will let Town staff know when they have completed necessary repairs.}*

**Request**

The Clarke County Ruritan Club asks that the Town Council permit adjustment of their current bill if all criteria (excluding the limit of one adjustment every twelve months ) are met. If the Council will permit a second adjustment during this twelve-month period, then the Clarke County Ruritan Club will file a request for adjustment as soon as the location of the leak is identified and necessary repairs are completed.

**Attachments**

- Current water bill for 900 West Main Street
- Town of Berryville Water and Sewer Billing Adjustment Policy

**Recommended Action**

Determine whether a bill adjustment may be reviewed for this property even though fewer than twelve months have passed since the last bill adjustment was granted.

**Sample Motions**

I move that the Council of the Town of Berryville deny the Clarke County Ruritan Club's request to permit review of a water/sewer bill adjustment request for the bill dated 1/23/23.

Or

I move that the Council of the Town of Berryville permit review of a water/sewer bill adjustment request for the bill dated 1/23/23.

Or

I move that the Council of the Town of Berryville defer action on this request until the leak has been identified and repaired and a formal bill adjustment application for the 1/23/23 bill has been received.



**TOWN OF BERRYVILLE**  
101 CHALMERS CT. SUITE A  
BERRYVILLE, VA 22611-1337

[www.berryvilleva.gov](http://www.berryvilleva.gov)



CLARKE CO RURITAN GROUNDS

**IMPORTANT MESSAGE**

THIS IS YOUR MONTHLY UTILITY AND REFUSE BILL

**Due upon receipt.**

Checks payable to: Town of Berryville

See back of statement for payment options and additional bill information.

If you have questions concerning this bill, please call (540) 955-1099

**Business Hours: Monday-Friday 8:30 AM - 5:00 PM**  
A Drop Box is available for payments after hours

ACCOUNT NUMBER [REDACTED]		SERVICE ADDRESS 900 W MAIN ST			
SERVICE FROM	SERVICE TO	NO. DAYS	BILLING DATE	*DUE DATE	*CUT-OFF DATE
12/19/2022	01/18/2023	30	01/23/2023	02/15/2023	02/23/2023
METER SERIAL NUMBER	PREVIOUS READING	CURRENT READING	USAGE PER 1,000 GALLONS	SERVICE	AMOUNT
[REDACTED]	59	59	0	WATER	6.25
	2130	2345	215000	WATER	2,188.70
				SEWER	4,639.70
				WA ADMN & FCLTY	18.07
				SW ADMN & FCLTY	9.65
<b>USAGE HISTORY (PER 1,000 GALLONS)</b>					
<b>NOTE:</b>				CURRENT CHARGES:	6,862.37
				PREVIOUS BALANCE:	0.00
				<b>TOTAL DUE</b>	<b>6,862.37</b>
				TOTAL AFTER DUE DATE:	7,548.61

PLEASE RETURN THIS PORTION WITH PAYMENT

ACCOUNT NUMBER	BILLING DATE	*DUE DATE	*CUT-OFF DATE	TOTAL AFTER DUE DATE	TOTAL DUE
[REDACTED]	01/23/2023	02/15/2023	02/23/2023	7,548.61	6,862.37

TO CHANGE YOUR MAILING ADDRESS,  
PLEASE FILL IN YOUR NEW ADDRESS BELOW

**CHANGE OF ADDRESS**

ADDRESS: \_\_\_\_\_

CITY, STATE ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**AMOUNT ENCLOSED**

\$ \_\_\_\_\_

**NOTE:** \*SEE BACK OF BILL FOR EXPLANATION OF CUT-OFF DATE.  
A 10% LATE CHARGE IS APPLIED AFTER DUE DATE.

CLARKE CO RURITAN GROUNDS

TOWN OF BERRYVILLE  
101 CHALMERS CT STE A  
BERRYVILLE VA 22611-1387

**TOWN OF BERRYVILLE**  
**Water and Sewer Billing Adjustment Policy**

Purpose:

This policy applies to the adjustment of unusually high water and sewer bills resulting from water leaks or other circumstances resulting in abnormally high-water usage. This policy enumerates the authority of the Town Manager, or designee, to grant adjustment of unusually high water and sewer bills upon request of the person or entity responsible for a water account.

Background:

Where properties are connected to the Town of Berryville's water and sewer systems, the customer is responsible for: 1) the proper provision, monitoring, operation, maintenance, repair, and replacement of all water lines and components of the system from the customer's side of the water meter and 2) the proper provision, monitoring, operation, maintenance, repair, and replacement of all sewer lines and components of the system from where it intersects the Town's main.

Procedure:

All requests for bill adjustment must be made within ten days of the billing date utilizing the Town of Berryville Water and Sewer Billing Adjustment Request Form. The customer must also provide a plumber's certification and, when the abnormal usage is greater than three-times the account's average usage, a letter from the property owner's insurance company verifying that a claim has been made in this matter and providing what portion of the water/sewer bill will be paid by the insurance company.

The Town Manager, or designee, will review the request and provide written notice of his/her decision. Most decisions will be rendered within ten days of receipt of the adjustment request.

Only one bill adjustment may be made for any account in any given twelve-month period.

Review Criteria:

The Town Manager, or designee, will review adjustment requests in accordance with the following criteria:

- For leaks occurring in the service line between the water meter and the building the meter serves, the Town may approve adjustment to the sewer usage if it is found that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak. The Town may approve adjustment to the water usage if it finds that the leak was repaired in a timely fashion after discovery. Such adjustment may not exceed one-half of the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.

- For leaks or unintended usage from exterior hose connections, the Town may approve adjustment to the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- For abnormal water usage attributable to usage in or by faucets, pipes, water heaters, furnaces or other interior plumbing facilities within the building the water meter serves, the Town may adjust the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- The Town will not approve adjustments for abnormal water usage attributable to filling of pools or watering of lawns or landscaping.
- The Town will not approve adjustments for abnormal water usage which has not or cannot be sufficiently explained.

When reviewing adjustment requests the Town will take into account, among other factors, whether any of the usage resulted from another party's negligence. Where negligence is found the Town may determine that no adjustment is warranted. As a part of request reviews the Town will also consider the insurance claim determination as a part of establishing an adjustment amount.

#### Meter Testing:

Customers may at any time request that their water meter be tested for accuracy. If a customer wants to have the water meter that serves their account to be tested, then they must contact the Town Business Office and request the test. At the time of the request the customer must pay a meter testing fee as established by the Town Council. The fee in question will be refunded if it is found that the meter in question does not meet American Water Works Association standards for accuracy. Further, if it is found that the meter does not meet American Water Works Association standards for accuracy then the Town will review the account for possible adjustment.

#### Appeals:

If the customer requesting the bill adjustment believes that the Town has erred in making the adjustment decision or has not made a determination on an adjustment request in a timely manner, then he/she may appeal the matter to the Town Council. This appeal must be made in writing within ten days of the date of the decision on the adjustment or within thirty days of the original request if the appeal is based on the Town's failure to render a decision on the review request. If the appeal is based on the belief that the Town erred in making its decision on the bill adjustment request, then the appeal request must specify the finding of fact or policy application the requester believes was made in error.

Adjustment determinations made because a meter has been found to be inaccurate (after testing) may be appealed to the Town Council if the customer believes that the adjustment is not sufficient.

The Town Council will review all adjustment appeals and will provide written notice of their decision to the customer.

Customer Responsible for Payment during Review:

While an adjustment request and/or appeal is being processed, the customer is responsible for payment of the entire amount due within the normal payment period or the customer may enter into a payment agreement with the Town. If the customer neither makes full payment during the normal payment period nor enters into a payment plan with the Town, then the customer is subject to all applicable collection activities and termination of service.

Burden of Proof:

The implicit burden of proof in the adjustment request pursuant to these policies rests with the customer, not the Town of Berryville. Failure to comply with the requirements of this policy will result in the denial of the adjustment request.

Effective Date:

March 12, 2015

**TOWN OF BERRYVILLE**  
**Water and Sewer Billing Adjustment Policy**

Purpose:

This policy applies to the adjustment of unusually high water and sewer bills resulting from water leaks or other circumstances resulting in abnormally high water usage. This policy enumerates the authority of the Town Manager, or designee, to grant adjustment of unusually high water and sewer bills upon request of the person or entity responsible for a water account.

Background:

Where properties are connected to the Town of Berryville's water and sewer systems, the customer is responsible for: 1) the proper provision, monitoring, operation, maintenance, repair, and replacement of all water lines and components of the system from the customer's side of the water meter and 2) the proper provision, monitoring, operation, maintenance, repair, and replacement of all sewer lines and components of the system from where it intersects the Town's main.

Procedure:

All requests for bill adjustment must be made within ten days of the billing date utilizing the Town of Berryville Water and Sewer Billing Adjustment Request Form. The customer must also provide a plumber's certification and, when the abnormal usage is greater than three-times the account's average usage, a letter from the property owner's insurance company verifying that a claim has been made in this matter and providing what portion of the water/sewer bill will be paid by the insurance company.

The Town Manager, or designee, will review the request and provide written notice of his/her decision. Most decisions will be rendered within ten days of receipt of the adjustment request.

Only one bill adjustment may be made for any account in any given twelve month period.

Review Criteria:

The Town Manager, or designee, will review adjustment requests in accordance with the following criteria:

- For leaks occurring in the service line between the water meter and the building the meter serves, the Town may approve adjustment to the sewer usage if it is found that the leaking water did not enter the sewer system. Such adjustment

may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak. The Town may approve adjustment to the water usage if it finds that the leak was repaired in a timely fashion after discovery. Such adjustment may not exceed one-half of the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.

- For leaks or unintended usage from exterior hose connections, the Town may approve adjustment to the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- For abnormal water usage attributable to usage in or by faucets, pipes, water heaters, furnaces or other interior plumbing facilities within the building the water meter serves, the Town may adjust the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- The Town will not approve adjustments for abnormal water usage attributable to filling of pools or watering of lawns or landscaping.
- The Town will not approve adjustments for abnormal water usage which has not or cannot be sufficiently explained.

When reviewing adjustment requests the Town will take into account, among other factors, whether any of the usage resulted from another party's negligence. Where negligence is found the Town may determine that no adjustment is warranted. As a part of request reviews the Town will also consider the insurance claim determination as a part of establishing an adjustment amount.

#### Meter Testing:

Customers may at any time request that their water meter be tested for accuracy. If a customer wants to have the water meter that serves their account to be tested, then they must contact the Town Business Office and request the test. At the time of the request the customer must pay a meter testing fee as established by the Town Council. The fee in question will be refunded if it is found that the meter in question does not meet American Water Works Association standards for accuracy. Further, if it is found that

the meter does not meet American Water Works Association standards for accuracy then the Town will review the account for possible adjustment.

Appeals:

If the customer requesting the bill adjustment believes that the Town has erred in making the adjustment decision or has not made a determination on an adjustment request in a timely manner, then he/she may appeal the matter to the Town Council. This appeal must be made in writing within ten days of the date of the decision on the adjustment or within thirty days of the original request if the appeal is based on the Town's failure to render a decision on the review request. If the appeal is based on the belief that the Town erred in making its decision on the bill adjustment request, then the appeal request must specify the finding of fact or policy application the requester believes was made in error.

Adjustment determinations made because a meter has been found to be inaccurate (after testing) may be appealed to the Town Council if the customer believes that the adjustment is not sufficient.

The Town Council will review all adjustment appeals and will provide written notice of their decision to the customer.

Customer Responsible for Payment during Review:

While an adjustment request and/or appeal is being processed, the customer is responsible for payment of the entire amount due within the normal payment period or the customer may enter into a payment agreement with the Town. If the customer neither makes full payment during the normal payment period nor enters into a payment plan with the Town, then the customer is subject to all applicable collection activities and termination of service.

Burden of Proof:

The implicit burden of proof in the adjustment request pursuant to these policies rests with the customer, not the Town of Berryville. Failure to comply with the requirements of this policy will result in the denial of the adjustment request.

Effective Date:

March 12, 2015

**Town of Berryville  
Water and Sewer Billing Adjustment Request Form**

Date problem discovered: \_\_\_\_\_ Date problem repaired: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

Customer Name: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_

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

Brief description of problem and action taken to repair: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgement:**

I understand that submission of this form does not a guarantee that a bill adjustment will be made. Further, I understand that submission of this form does not relieve me of my responsibility to pay the entire amount of bill during the normal billing period; unless, I enter into a payment plan with the Town.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature Name Printed Date

**Required documentation to be submitted with request:**

- 1) Narrative signed by party making repairs explaining, in detail, the nature of the leak or usage, what repairs were made and when they were made,
- 2) Copy of repair invoice attached (if repaired professionally) or Copy of repair receipts attached (if repaired by owner/tenant or agent), and
- 3) Copy of insurance company determination regarding claim for water/sewer bill (required when usage is greater than three-times the account average)

**\*ALL THE ABOVE DOCUMENTATION MUST BE PROVIDED – IF NOT, THE ADJUSTMENT REQUEST WILL BE DENIED \***

Return this form and documentation to:



Town of Berryville  
W/S BILL ADJUSTMENT REQUEST  
101 Chalmers Court, Suite A  
Berryville, VA 22611  
Fax: (540) 955-4524

## Town Council Agenda Item Report Summary

February 14, 2023

### Item Title

Recommendation for Board of Zoning Appeals Reappointment

### Prepared By

Christy Dunkle

---

### Background/History/General Information

Town Council recommended the appointment of Dr. Dandridge Allen to the Clarke County Circuit Court for his initial term on the Berryville Board of Zoning Appeals in June in 2010. Dr. Allen has agreed to be reappointed to another five-year term on the BZA.

### Findings/Current Activity

Dr. Allen retired from his dentist practice several years ago.

### Financial Considerations

N/A

### Schedule/Deadlines

Town Council will make a recommendation to the Clarke County Circuit Court for consideration of the reappointment.

### Other Considerations

N/A

### Recommendation

Staff recommends Council request the Clarke County Circuit Court reappoint Dr. Allen to the Town of Berryville Zoning Appeals for a five-year term which ends on March 10, 2028.

## Town Council Agenda Item Report Summary

June 14, 2022

### Item Title

Berryville Architectural Review Board Reappointment

### Prepared By

Christy Dunkle

---

### Background/History/General Information

The term of Satkuna Mathur will be expiring on June 30, 2023. Ms. Mathur has agreed to serve another four-year term on the Architectural Review Board.

### Findings/Current Activity

Ms. Mathur was first appointed to the ARB by Town Council on in March of 2018 to fill the unexpired term of Rachel Worsley. Ms. Mathur was reappointed to a full term in 2019.

### Financial Considerations

N/A

### Schedule/Deadlines

The Berryville Architectural Review Board meets the first Wednesday of the month.

### Other Considerations

N/A

### Recommendation

Reappoint Ms. Mathur to a four-year term on the Architectural Review Board.

### Sample Motion

I move that the Council of the Town of Berryville reappoint Satkuna Mathur to the Berryville Architectural Review Board for a term of four years which expires on June 30, 2027.

## Town Council Agenda Item Report Summary

February 14, 2023

### Item Title

Berryville Planning Commission Reappointment

### Prepared By

Christy Dunkle

---

### Background/History/General Information

The term of Sharon Strickland will expire on March 31, 2023. Ms. Strickland has agreed to serve another four-year term on the Tree Board.

### Findings/Current Activity

Ms. Strickland was appointed in 2017 and is an original member of the Tree Board. She has promoted the Town through this Board and attended several Arbor Day celebrations representing the Tree Board.

### Financial Considerations

N/A

### Schedule/Deadlines

The Berryville Tree Board meets quarterly.

### Other Considerations

N/A

### Recommendation

Reappoint Ms. Strickland to a four-year term on the Tree Board.

### Sample Motion

I move that the Council of the Town of Berryville reappoint Sharon Strickland to the Berryville Tree Board for a term of four years which expires on March 31, 2027.