



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

July 11, 2023

7:00 PM

Item

Page

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

4. Presentations/Awards and Recognitions

Tom Frederick, Pennoni Engineering: Water Quality and Water Treatment Plant Upgrade Update

5. Public Hearings

6. Discussion of Public Hearing Items

7. Citizens' Forum

8. Consent Agenda

Approval of Minutes

9. Unfinished Business

10. New Business

Proposed Closure of Three Bank Accounts and Opening of One Account, and Proposed Amendment of

the Town Council's Bank Accounts Policy

11. Council Member Reports

Mayor

Vice Mayor

Ward 1

Ward 2

Ward 3

Ward 4

12. Staff Reports

Public Works

Public Utilities

Police Department

Community Development

Departmental Report

Construction Report

Set Public Hearing: Zion Baptist Church (Alethia Burks, Agent) is requesting a Special Use Permit in order to operate a daycare center under Section 604.3(e) of the Berryville Zoning Ordinance at the property located at 13 Josephine Street, identified as Tax Map Parcel number 14A5-B-((8))-15, zoned DR-4 Detached Residential. SUP 02-23

Administration and Finance

Deputy Town Manager

Update: Short-Term Rentals

Town Manager

Town Manager's Report

Update: American Rescue Plan Act of 2021

Update: Blight Abatement

13. Committee Updates

Budget and Finance

Community Development

Personnel, Appointments, and Policy

Public Safety

Streets and Utilities

14. Closed Session

15. Adjourn

Berryville Town Council Item Report Summary July 11, 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 two items to be considered for approval:

Minutes of the 06.13.2023 Town Council regular meeting

Minutes of the 06.26.2023 meeting of the Budget and Finance Committee

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
June 13, 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; Cynthia Poulin, Treasurer; Paul Culp, Town Clerk; Christy Dunkle, Community Development Director; 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.

2. Pledge of Allegiance

3. Approval of Agenda

Ms. Harrison moved to approve the agenda. The motion passed by unanimous voice vote.

4. Presentations, Awards, and Recognitions

None.

5. Public Hearings

Proposed establishment of truck length restrictions on the following streets: Byrd Ave., Hermitage Blvd. east of South Buckmarsh St., Josephine St., South Church St. between Crow St. and South Buckmarsh St., Swan Ave. east of South Buckmarsh St., and Taylor St. east of South Buckmarsh St.

Ms. Dunkle displayed via projector a map of the area in question, and Mr. Dalton explained that the proposed ordinance would prohibit use by trucks more than fifty feet long, with exceptions for emergencies, unplanned events, and planned events and projects within the purview of the town manager. He said the penalty for violation would be a \$25 fine, plus court costs, for failure to obey a highway sign.

Ms. Harrison said she would like to see a resolution of the problem, which she described as worsening.

Mr. Mazzarino expressed concerns about the efficacy of the proposed change, saying that it would be unfortunate for the Town to be stuck with the signage for a prohibition not readily enforceable.

Mr. Dalton said many drivers follow the directions given by a GPS, which is not helpful, but that the signs might provide a hint. He said he believed further consultation with the Virginia Department of Transportation would be advisable. Ms. Harrison said this should be the next step after the hearing.

Mssrs. Dalton, Mazzarino, and Tibbens discussed costs and the installation process. Mssrs. Tibbens and Dalton also discussed the possibility of the problem being relieved by the eventual opening of the southeast collector.

Mayor Arnold opened the public hearing at 7:09 p.m.

Janice Badal said she resides on South Church Street and that the truck problem is worsening. She recommended making South Church a cul-de-sac and doing more to enforce the speed limit.

Kenneth Liggins, a former resident of Josephine Street, said the sign on Church Street directing trucks away from Josephine Street was positioned too low to attract the notice of truckers.

Deborah Liggins of Josephine Street said the truck problem has been occurring for several years and that signs on both ends of Josephine Street are needed.

Steve Dawson of Josephine Street complained of yard damage and of nocturnal truck noise.

No one else expressing a desire to address the meeting, Mayor Arnold closed the public hearing at 7:14 p.m.

6. Discussion of Public Hearing Items

Mr. Tibbens asked Chief White whether a larger fine for violations would be possible. Chief White said he believed it would not be, that the figure had been set by the Virginia General Assembly as a legislative act.

Mayor Arnold recommended further consultation with VDOT.

Mr. Steinmetz moved that the Council of the Town of Berryville direct Town staff to review the proposed truck length restriction with officials from VDOT and report their findings to the Council. The motion passed by voice vote, Mayor Arnold being the only member opposed.

7. Citizens' Forum

Craig Mattice asked that the recently announced removal of barricades on Tyson and Dunlap Drives be delayed until the end of the school year or calendar year. He said the Town had not explained its decision and that his discussions with Mayor Arnold, Mr. Dalton, and Ms. Petti had not satisfied him that any specific criteria had informed the decision, which he described as arbitrary.

Kenneth Liggins displayed a photograph of the blighted property at 229 Josephine Street, which had been involved in blight abatement proceedings discussed in numerous previous meetings, and asserted that 205 Josephine Street had been spared similar attention from the Town because its owner is white.

Daniel Nelson identified himself as a member of the Josephine Street Improvement Organization and asked the Town to be circumspect about destruction of historic properties on that street and to refrain from cherry-picking regarding worthiness for preservation. He asked that Josephine Street properties be treated as equal to Barns of Rose Hill as objects of community support and attention.

Janice Badal said she lives near Rose Hill Park and that the Park has been made persistently unpleasant by vandalism, drug deals, profanity, menacing remarks from young males frequenting the park, and loud and profane rap music.

Gail Gallagher concurred with Ms. Badal and complained of packs of middle-schoolers behaving badly in the park.

8. Consent Agenda

The consent agenda comprised the minutes of the May 9 Town Council regular meeting.

Ms. Harrison 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 Arnold said he had attended the GRIPs event at Johnson-Williams Middle School and had found it impressive. He noted the presence of a report from Berryville Main Street in the agenda

packet and commended President Christina Kraybill for BMS's downtown beautification efforts and support of the recent parade celebrating the Town's 225th anniversary, which he said had been successful and well-publicized and well-described by Mr. Powell's coverage for *The Winchester Star*. The mayor noted the upcoming Juneteenth program to occur on the 17th at the fairgrounds. He may also commended beautification efforts by local resident Bradly Berry.

Mayor Arnold also commended Ms. Dunkle and Mr. Dalton for the street improvements that had been in progress since 2018 and would include extensive sidewalk work on East Main Street, made possible by \$6.8 million in state funding that Ms. Dunkle had secured via a highly competitive process.

Mr. Steinmetz of Ward 1 said he was excited about the new sidewalks there.

Mr. Mazzarino of Ward 3, revisiting the matter of the barriers discussed in Citizens' Forum, said opinion within Hermitage V was varied and that pleasing everyone would not be possible. He said he would recommend extra police attention in the area during the transition, and Mr. Dalton said this had been planned.

Mr. Tibbens of Ward 4 thanked everyone involved in making the sidewalk project possible, from his perspective as a former planning commissioner. He also commended the mayor and everyone else involved in making the 225 parade a success.

The other members had nothing to add.

12. Staff Reports

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

Community Development

Ms. Dunkle said work was proceeding on the wayfinding signage project, that she and Ms. Harrison had met with the sign consultant and that VDOT had approved the designs. Ms. Harrison said decisions about sign location were pending.

Deputy Town Manager

Reserved Delivery Parking Downtown

Ms. Petti said a citizen inquiry had prompted staff to draft a proposed ordinance and penalty as guidance for potential requests for reserved parking spaces for delivery vehicles, and then read that document aloud for the Council.

Ms. Harrison moved that the Council of the Town of Berryville adopt the **attached** ordinance amending Berryville Code Sec. 10-57 *Reserved Delivery Vehicle Parking* and Sec. 10-62. *General penalty for parking violations; certification of contest of parking citation*, as presented. The motion passed by unanimous voice vote.

Ms. Harrison moved that the Council of the Town of Berryville set the annual cost for a delivery vehicle parking space reserved in accordance with Berryville Code Sec. 10-57 *Reserved Delivery Vehicle Parking*, at \$250, with such fee becoming effective on January 1, 2024. The motion passed by unanimous voice vote.

Update: Short-Term Rentals

Ms. Petti said the matter of short-term rentals, discussed in previous meetings of the Council and by the Public Safety and Community Development Committees, would be the subject of a public hearing in the June 27 meeting of the Planning Commission and that no action by the Council was necessary at present.

Update: Hogan's Alley

Ms. Petti said the preliminary steps for refurbishment of Hogan's Alley were proceeding, including the acquisition earlier that day of ironwork from the railroad depot to be used for decorative accent.

Town Manager

Mr. Dalton began his report by discussing a matter not on the agenda, namely the Virginia Department of Health's finding earlier in the year that the Town's drinking water had registered a higher-than-acceptable level of a chlorine byproduct created by the process of disinfecting the water. He said the levels had temporarily returned to normal but had recently crossed the threshold again, which would necessitate another notice being sent to residents in upcoming bill mailings.

Mr. Dalton clarified that public health was the Town's top priority in water treatment, with disinfection always occurring, and that the aberrant substance was a result of the difficulty involved in balancing the amount of disinfectant needed, which can vary significantly throughout the year because of temperature changes. He said the Town has discussed the matter extensively with an engineer and with the VDH and that operators will be making treatment and system adjustments as needed. He said it would be possible for an engineer to address the July meeting of the Council.

Mr. Dalton said the VDH is working closely with the Town and that the Town had begun taking the steps the VDH would recommend. He and Mr. Tibbens briefly discussed quarterly readings.

Boundary Line Adjustments Between Town of Berryville, Clarke County Public Schools, and Paul Howell

Mr. Dalton explained that construction of the final section of Mosby Boulevard eleven years ago had caused a portion of CCPS property to be stranded along the west side of a street easement and separated from the rest, and that the Town and Mr. Howell propose boundary line adjustments to resolve this problem, create conditions for orderly development, and provide for sound maintenance of properties. He displayed relevant maps and directed the Council's attention to the timetable for consideration of the matter by the various parties and governmental entities involved. He said the principal participants appeared to be in accord and that he would be addressing the school board next week.

Proposed Revision of Town Code to Regulate Conduct in Rose Hill Park

Mr. Dalton said Ms. Harrison had raised concerns about noise and vandalism in the park and that Section 13-35 of the Town Code needed refinement in order to address the problem. He said he and Chief White proposed to rewrite it and would consult the Town attorney regarding the Code revisions and the rules for park use that may be placed in force under the town manager's administrative authority.

Ms. Harrison moved that the Council of the Town of Berryville direct the town manager to review this matter with the Town's legal counsel and report their findings to the Council. The motion passed by unanimous voice vote.

American Rescue Plan Act of 2021 Update

Mr. Dalton added nothing to his written report other than noting that projects on Josephine Street had been delayed by scheduling of the process for boring under the railroad. He said he expected that task to proceed on June 28.

Ms. Harrison asked about the status of the \$250,000 allotted for building and façade grants for downtown businesses. Mr. Culp explained that the entire amount had been committed but that one applicant had decided not to proceed with an agreed-upon project, while other projects had been completed at less than the expected cost, which would release a total of approximately \$17,000 for grants to other qualified applicants.

Blight Abatement Update

Mr. Dalton briefly summarized the progress of abatement work at 114, 203, and 225 Josephine Street, noting that 203 was possibly the property Mr. Liggins had had in mind when addressing the meeting. Mr. Dalton said the status of 229 Josephine Street was described in detail in the agenda packet and that he believed it might necessitate corrective measures under Section 5-3

of the Town Code, which deals with health and safety risks, rather than under Section 5-5, which deals with blight *per se*. He said there are holes in the foundation of the structure, with the potential for problems with birds and vermin, and an open cistern.

Ms. Harrison said the cistern was the matter of greatest concern. There was a discussion of the need for an inspection of it, and the process. Mr. Dalton said this was something he could do but that the property owner and the owner's legal counsel had denied him access to the property. Mr. Tibbens expressed interest in minimizing the property owner's expenses. Mr. Mazzarino cited the danger posed by leaving the problem unaddressed and recommended invoking Section 5-3 if an inspection did not occur. Ms. Harrison noted the potential hazard to law enforcement and fire and safety personnel.

The consensus of the Council was that Mr. Dalton should again seek permission to access the property.

13. Committee Updates

Budget and Finance

Ms. Poulin briefly described corrections in the budget necessitated by a formatting problem.

Vice Mayor Gibson moved that the Council of the Town of Berryville adopt the attached budget for fiscal year 2023-2024, an approved copy of which shall be incorporated into and become part of the official minutes of this meeting, and further as set forth in this approved budget shall hereby be appropriated for fiscal year 2023-2024. The motion passed by unanimous voice vote.

Vice Mayor Gibson said the committee would meet on June 26 at 3:00 p.m.

Streets and Utilities

Ms. Harrison said the committee would meet in September.

The other committee chairs had nothing to add.

14. Other

No other business was discussed.

15. Closed Session

Vice Mayor Gibson moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss the performance of an employee of the Town Council. The motion passed by unanimous voice vote.

The Council entered closed session at 8:36 p.m.

Vice Mayor Gibson moved that the Council adopt the **attached** resolution certifying the closed session. The motion passed by unanimous roll-call vote.

The Council returned to open session at 9:43 p.m.

16. Adjourn

The Council adjourned at 9:46 p.m. on a motion by Mr. Mazzarino.

Erecka L. Gibson, Vice Mayor

Paul Culp, Town Clerk

TOWN COUNCIL SIGN-UP SHEET

Public Hearing

Tuesday, June 13, 2023

7:00 p.m.

Proposed establishment of truck length restrictions on the following streets: Byrd Ave., Hermitage Blvd. east of South Buckmarsh St., Josephine St., South Church St. between Crow St. and South Buckmarsh St., Swan Ave. east of South Buckmarsh St., and Taylor St. east of South Buckmarsh St.

Name: _____ **Town of Berryville Resident?**

Janice Badal Yes No

~~Matthew Detmer~~ Yes No

~~Billy Brown~~ Yes No

Tennor Lyson Yes No

~~Patricia~~ Yes No

~~Patricia~~ Yes No

Du-Dee Liggins Yes No

Gene Samson Yes No

_____ Yes No

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, June 13, 2023

7:00 p.m.

Name:	Town of Berryville Resident?
Craig Mattice	<input checked="" type="radio"/> Yes No
Phyllis Digger	Yes No
Daniel Nelson	Yes No
Janice Badal	Yes No
Carl Gallagher	Yes No
	Yes No

**BERRYVILLE TOWN COUNCIL: Motion to approve and adopt text amendments to
Town of Berryville Code Chapter 10- Motor vehicles and traffic.**

Date: 13 June 2023

Motion By: Harrison

I move that the Council of the Town of Berryville Motion adopt the attached ordinance amending Berryville Code: *Sec. 10-57 Reserved Delivery Vehicle Parking* and *Sec. 10-62. General penalty for parking violations; certification of contest of parking citation* as presented.

VOTE:

Aye: Unanimous voice vote

Nay:

Absent:

ATTEST:

Erecka L. Gibson, Vice Mayor

AN ORDINANCE ADOPTING
CHANGES TO AN ORDINANCE SECTION OF THE BERRYVILLE
CODE – MOTOR VEHICLES AND TRAFFIC

BE IT ORDAINED, by the Council of Town of Berryville, that the Code of the Town of Berryville, is amended by modifying Chapter 10, Sections 10-57 and 10-62 as follows:

Sec. 10-57 Reserved Delivery Vehicle Parking

Where a Reserved Delivery Vehicle Parking space has been set apart by the Town Manager in accordance with applicable provisions of this section, the following regulations shall apply with respect to the use of such areas:

- (a) Monthly Reserved Delivery Vehicle Parking permits may be issued to businesses licensed to operate in town-regulated parking areas and for which delivery services have been determined by Town Manager to be requisite for operation.
- (b) No space may be reserved for delivery vehicles on Main Street or Buckmarsh Street.
- (c) Rental fees for reserved spaces will be set by Town Council.
- (d) The Town will design, purchase, and install signage to designate the reserved space and the expenses incurred shall be payable by the reserving business.
- (e) No person shall stop, stand, or park a vehicle for any purpose or length of time, except a delivery vehicle registered to the business reserving the space and identified by the owner's or company's name in letters at least three (3) inches high on both sides of the vehicle.
- (f) No more than one space may be reserved per business.
- (g) Permits issued pursuant to this section shall not be transferable, and may be revoked for nonpayment, failure to use the space as intended, or in the event the Town Manager determines the scope of business no longer requires delivery services.

Sec. 10-62. - General penalty for parking violations; certification of contest of parking citation.

- (a) Unless otherwise provided, any person violating the provision of section 10-70 relating to parking in metered spaces shall be guilty of a traffic infraction and punished as prescribed in section 10-1; provided, however, that any such violation may be satisfied, in full, by payment to the town treasurer of five dollars (\$5.00) within twenty-four (24) hours of such violation, or seven dollars (\$7.00) within fifteen (15) days of such violation. If payment for such violation is not received within fifteen (15) days, the fine shall be assessed at thirty dollars (\$30.00).
- (b) Unless otherwise provided, any person violating the provision of section 10-48(a)(1)–(17) shall be guilty of a traffic infraction and punished as prescribed in section 10-1; provided however, that any such violation may be satisfied, in full, by payment to the town treasurer of ten dollars (\$10.00) within five (5) days of such violation.
- (c) Unless otherwise provided, any person violating the provisions of section 10-18(a) shall be guilty of a traffic infraction and punished as prescribed in section 10-1; provided, however, that any such violation may be satisfied, in full, by payment to the town treasurer of twenty-five (\$25.00) within five (5) days of such violation.
- (d) Unless otherwise provided, any person violating the provisions of section 10- 57 shall be guilty of a traffic infraction and punished as prescribed in section 10-1; provided,

however, that any such violation may be satisfied, in full, by payment to the town treasurer of twenty-five (\$25.00) within five (5) days of such violation.

(e) All uncontested parking citations paid under this section shall be accounted for by the town treasurer.

VOTE:

Aye – *Unanimous voice vote*

Nay –

Absent –

ATTEST: _____
Erecka L. Gibson, Vice Mayor

DATE: _____

**Motion for Approval
2023-2024 Fiscal Year Budget
of the Town of Berryville**

Date: June 13, 2023

Motion By: *Gibson*

I hereby move that the Council of the Town of Berryville adopt the attached budget for fiscal year 2023-2024, an approved copy of which shall be incorporated into the and become a part of the official minutes of this meeting, and further as set forth in this approved budget shall hereby be appropriated for fiscal year 2023-2024.

VOTE

Aye: *Unanimous voice vote*

Nay:

Absent:

Abstain:

ATTEST

Erecka Gibson, Vice Mayor

FY 23-24 BUDGET REVENUES

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ 40,000.00	\$ -
	TOTAL FUND BALANCE	\$ 40,000.00	\$ -
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,154,000.00	\$ 1,355,575.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ -	\$ -
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 400,000.00	\$ 410,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ -	\$ -
100-3110303-0000	REFUSE COLLECTION(EXTRA TOTERS)	\$ 7,000.00	\$ 13,000.00
100-3110401-0000	MACHINERY & TOOLS	\$ 175,000.00	\$ 175,000.00
100-3110601-0000	TAX PENALTIES	\$ 8,000.00	\$ 8,000.00
100-3110602-0000	TAX INTEREST	\$ 2,000.00	\$ 2,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,757,200.00	\$ 1,974,775.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 260,000.00	\$ 280,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 100,000.00	\$ 100,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 240,000.00	\$ 240,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 35,000.00	\$ 35,000.00
100-3120501-0000	AUTO LICENSE	\$ 95,000.00	\$ 102,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 140,000.00	\$ 150,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 13,000.00	\$ 13,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 8,500.00	\$ 10,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 350,000.00	\$ 400,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,241,500.00	\$ 1,330,000.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 1,000.00	\$ 1,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 11,000.00	\$ 11,000.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 12,000.00	\$ 12,000.00
100-3140102-0000	PARKING METER FINES	\$ 3,000.00	\$ 2,000.00
100-3140103-0000	ESUMMONS	\$ 1,000.00	\$ 1,000.00
	TOTAL FINES & FORFEITURES	\$ 16,000.00	\$ 15,000.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
REVENUE FROM MONEY OR PROP					
100-3150101-0000	INTEREST ON DEPOSITS	\$	85,000.00	\$	95,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$	12,500.00	\$	12,500.00
100-3150205-0000	WATER TANK SITE LEASE	\$	85,000.00	\$	86,000.00
100-3150206-0000	CHARGE CARD REBATE	\$	15,000.00	\$	17,000.00
	TOTAL FROM MONEY OR PROP	\$	197,500.00	\$	210,500.00
CHARGES FOR SERVICES					
100-3160703-0000	PARKING METERS	\$	10,000.00	\$	8,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$	-
	TOTAL CHARGES FOR SERVICES	\$	10,000.00	\$	8,000.00
MISCELLANEOUS REVENUES					
100-3189905-0000	SALE OF SURPLUS	\$	5,000.00	\$	5,000.00
	TOTAL MISC REVENUES	\$	5,000.00	\$	5,000.00
	TOTAL LOCAL REVENUES	\$	3,278,200.00	\$	3,554,275.00
REVENUE FROM THE COMMONWEALTH					
NON-CATEGORICAL AID					
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,850.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	70,000.00	\$	65,000.00
100-3220106-0000	ARPA FUNDS (2ND TRANCHE)	\$	2,267,493.00	\$	-
	TOTAL NON-CATEGORICAL AID	\$	2,549,260.00	\$	276,767.00
CATEGORICAL AID					
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	82,350.00	\$	90,600.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	503,000.00	\$	503,000.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	55,555.00	\$	55,555.00
100-3240302-0000	LITTER CONTROL GRANT	\$	1,900.00	\$	2,500.00
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	4,500.00	\$	4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	663,555.00	\$	672,405.00
	TOTAL FROM THE COMMONWEALTH	\$	3,212,815.00	\$	949,172.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
REVENUE FROM THE FEDERAL GOVERNMENT			
CATEGORICAL AID			
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$ -	\$ -
100-3340311-0000	FEDERAL EMERGENCY R&R	\$ -	\$ -
	TOTAL CATEGORICAL AID	\$ -	\$ -
	TOTAL FROM FEDERAL GOVERNMENT	\$ -	\$ -
REVENUE FROM OTHER SOURCES			
NON-REVENUE RECEIPTS			
100-3410201-0000	MISCELLANEOUS REVENUES	\$ 1,000.00	\$ 1,000.00
	TOTAL FROM OTHER SOURCES	\$ 1,000.00	\$ 1,000.00
	TOTAL FROM OTHER SOURCES	\$ 1,000.00	\$ 1,000.00
	TOTAL GENERAL FUND REVENUES	\$ 6,492,015.00	\$ 4,504,447.00
WATER FUND			
FUND BALANCE			
501-3000000-0000	FUND BALANCE	\$ 200,000.00	\$ 615,000.00
	TOTAL FUND BALANCE	\$ 200,000.00	\$ 615,000.00
REVENUE FROM MONEY OR PROP			
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 30,000.00	\$ 65,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$ 30,000.00	\$ 65,000.00
CHARGES FOR SERVICES			
501-3160110-0000	TREATMENT FEES	\$ 1,000,000.00	\$ 1,200,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 30,000.00	\$ 40,000.00
501-3160113-0000	AVAILABILITY CHARGES	\$ 745,000.00	\$ 30,500.00
501-3160114-0000	CONNECTION CHARGES	\$ -	\$ -
501-3160115-0000	METER FEES	\$ 16,000.00	\$ 1,000.00
501-3160116-0000	LOAN PROCEEDS	\$ -	\$ 1,200,000.00
	TOTAL CHARGES FOR SERVICES	\$ 1,791,000.00	\$ 2,471,500.00
	TOTAL WATER FUND	\$ 2,021,000.00	\$ 3,151,500.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
SEWER FUND					
FUND BALANCE					
502-3000000-0000	FUND BALANCE	\$	-	\$	1,095,000.00
	TOTAL FUND BALANCE	\$	-	\$	1,095,000.00
REVENUE FROM MONEY OR PROP					
502-3150101-0000	INTEREST INCOME	\$	35,000.00	\$	35,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$	35,000.00	\$	35,000.00
CHARGES FOR SERVICES					
502-3160110-0000	TREATMENT FEES	\$	1,700,000.00	\$	1,800,000.00
502-3160112-0000	SECURITY DEPOSITS	\$	-	\$	-
502-3160113-0000	AVAILABILITY CHARGES	\$	850,000.00	\$	32,750.00
	TOTAL CHARGES FOR SERVICES	\$	2,550,000.00	\$	1,832,750.00
REVENUE FROM OTHER SOURCES					
NON-REVENUE RECEIPTS					
502-3410401-0000	VRA LOAN	\$	-	\$	-
502-3410402-0000	WQJF Grant	\$	-	\$	-
502-3410404-0000	NUTRIENT CREDIT REBATE	\$	500.00	\$	500.00
	TOTAL NON-REVENUE RECEIPTS	\$	500.00	\$	500.00
	TOTAL FROM OTHER SOURCES	\$	500.00	\$	500.00
	TOTAL SEWER FUND	\$	2,585,500.00	\$	2,963,250.00
	TOTAL REVENUES ALL FUNDS	\$	11,098,515.00	\$	10,619,197.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
FY 22-23 BUDGET EXPENSES			
Account Number	Account Description	FY22-23 APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
GENERAL FUND			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ 10,000.00	\$ 5,000.00
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	DUES	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 44,350.00	\$ 39,350.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 48,500.00	\$ 52,100.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,700.00	\$ 4,100.00
100-4011200-5510	MILEAGE	\$ 250.00	\$ 250.00
100-4011200-5540	EDUCATION/TRAINING	\$ 1,000.00	\$ 1,000.00
100-4011200-5810	DUES	\$ 100.00	\$ 100.00
	TOTAL TOWN CLERK	\$ 53,550.00	\$ 57,550.00
OFFICE OF TOWN MANAGER			
100-4012110-1112	COMPENSATION	\$ 70,000.00	\$ 83,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 5,400.00	\$ 6,500.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 50,000.00	\$ 50,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4012110-5810	DUES	\$ 500.00	\$ 750.00
	TOTAL TOWN MANAGER	\$ 127,650.00	\$ 142,000.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 50,000.00	\$ 50,000.00
	TOTAL LEGAL SERVICES	\$ 50,000.00	\$ 50,000.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
PERSONNEL			
100-4012220-2100	SOCIAL SECURITY	\$ -	\$ -
100-4012220-2210	VRS	\$ 160,000.00	\$ 169,000.00
100-4012220-2220	VMLIP - STD	\$ 645.00	\$ 650.00
100-4012220-2230	VMLIP - LTD	\$ 6,600.00	\$ 6,900.00
100-4012220-2250	Line of Duty Act	\$ 8,500.00	\$ 8,500.00
100-4012220-2300	HEALTH INSURANCE	\$ 212,000.00	\$ 227,000.00
100-4012220-2400	LIFE INSURANCE	\$ 16,230.00	\$ 17,400.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 600.00	\$ 230.00
100-4012220-2700	WORKER'S COMPENSATION	\$ 35,000.00	\$ 35,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$ 750.00	\$ 750.00
100-4012220-9001	EMPLOYEE RECOGNITION	\$ 2,000.00	\$ 2,000.00
	TOTAL PERSONNEL	\$ 442,325.00	\$ 467,430.00
INDEPENDENT AUDITOR			
100-4012240-3120	CONTRACTUAL SERVICES	\$ 20,000.00	\$ 20,000.00
	TOTAL INDEPENDENT AUDITOR	\$ 20,000.00	\$ 20,000.00
TOWN TREASURER			
100-4012410-1113	COMPENSATION	\$ 82,000.00	\$ 85,500.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 6,275.00	\$ 6,700.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$ 2,500.00	\$ 2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$ -	\$ -
100-4012410-5306	SURETY BONDS	\$ 500.00	\$ 500.00
100-4012410-5540	TRAINING	\$ 2,000.00	\$ 2,000.00
100-4012410-5810	DUES	\$ 1,000.00	\$ 1,000.00
100-4012410-6015	AUTO DECALS	\$ -	\$ -
100-4012410-6020	CIGARETTE TAX STAMPS	\$ -	\$ -
	TOTAL TOWN TREASURER	\$ 94,275.00	\$ 98,200.00
FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$ 110,000.00	\$ 130,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 8,450.00	\$ 9,700.00
100-4012430-5540	TRAINING	\$ 3,400.00	\$ 3,400.00
	TOTAL FINANCE/ACCOUNTING	\$ 121,850.00	\$ 143,100.00
CENTRAL ADM/PURCHASING			
100-4012530-3320	MAINTENANCE CONTRACTS	\$ 51,100.00	\$ 52,250.00
100-4012530-3400	WEB SITE	\$ 1,000.00	\$ 1,000.00
100-4012530-3450	DIGITIZING	\$ 7,000.00	\$ 7,000.00
100-4012530-3501	NEWSLETTER	\$ 1,000.00	\$ 1,000.00
100-4012530-3600	ADVERTISING	\$ 6,000.00	\$ 8,000.00
100-4012530-5210	POSTAGE	\$ 15,000.00	\$ 16,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$ 4,200.00	\$ 4,300.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$ 2,700.00	\$ 3,300.00
100-4012530-5415	COPIER LEASE	\$ 4,900.00	\$ 5,100.00
100-4012530-5540	TRAINING	\$ 1,500.00	\$ 2,500.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$	5,000.00
100-4012530-5810	DUES	\$	500.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	11,500.00	\$	15,000.00
	TOTAL CENTRAL ADM/PURCHASING	\$	111,400.00	\$	120,950.00
	RISK MANAGEMENT				
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	16,000.00	\$	16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	13,000.00	\$	13,000.00
100-4012550-5308	SÉMI-MULTI PERIL INS	\$	28,900.00	\$	36,500.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	-	\$	-
	TOTAL RISK MANAGEMENT	\$	57,900.00	\$	65,500.00
	ENGINEERING SERVICES				
100-4012600-3140	ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00
	TOTAL ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00
	ELECTIONS				
100-4013100-1125	ELECTION OFFICIALS	\$	3,000.00	\$	2,500.00
100-4013100-6001	OFFICE SUPPLIES	\$	3,000.00	\$	1,500.00
	TOTAL ELECTIONS	\$	6,000.00	\$	4,000.00
	PUBLIC DEFENDER FEES				
100-4021500-3150	PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
	POLICE DEPARTMENT				
100-4031100-1139	COMPENSATION	\$	667,000.00	\$	700,500.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	51,500.00	\$	54,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	500.00	\$	900.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$	500.00	\$	250.00
100-4031100-3190	INTERPRETER	\$	400.00	\$	400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	29,000.00	\$	40,100.00
100-4031100-4081	RICH RAU SAFETY FUND	\$	5,000.00	\$	5,000.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	250.00	\$	250.00
100-4031100-5210	POSTAGE	\$	500.00	\$	500.00
100-4031100-5230	TELECOMMUNICATIONS	\$	3,000.00	\$	3,000.00
100-4031100-5415	COPIER LEASE	\$	4,400.00	\$	4,400.00
100-4031100-5540	TRAINING	\$	16,000.00	\$	19,000.00
100-4031100-5545	OFFICE ACCREDIATION	\$	1,000.00	\$	500.00
100-4031100-5810	DUES	\$	850.00	\$	850.00
100-4031100-5815	COMMUNITY RELATIONS	\$	2,000.00	\$	2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$	1,600.00	\$	1,600.00
100-4031100-6008	GASOLINE & OIL	\$	19,440.00	\$	20,000.00
100-4031100-6010	POLICE SUPPLIES	\$	13,500.00	\$	13,500.00
100-4031100-6011	UNIFORMS	\$	3,000.00	\$	3,000.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
	TOTAL POLICE DEPARTMENT	\$ 831,440.00	\$ 881,750.00
	TRAFFIC CONTROL		
100-4031300-5699	COUNTY CONT/CROSSING GD	\$ 2,500.00	\$ 2,500.00
	TOTAL TRAFFIC CONTROL	\$ 2,500.00	\$ 2,500.00
	EMERGENCY SERVICES		
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$ 5,000.00	\$ 5,000.00
	TOTAL EMERGENCY SERVICES	\$ 5,000.00	\$ 5,000.00
	VOLUNTEER FIRE DEPARTMENT		
100-4032200-5699	CONTRIBUTION/JHEVFD	\$ 30,000.00	\$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$ 15,250.00	\$ 18,500.00
100-4032200-8411	CAPITAL PROJECT	\$ 50,000.00	\$ 10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$ 95,250.00	\$ 58,500.00
	CORRECTION & DETENTION		
100-4033200-5550	CONFINEMENT OF PRISONERS	\$ -	\$ -
	TOTAL CORRECTION & DETENTION	\$ -	\$ -
	PUBLIC WORKS ADMINISTRATION		
100-4041100-1140	COMPENSATION	\$ 40,000.00	\$ 38,000.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,100.00	\$ 2,900.00
100-4041100-3110	MEDICAL EXAMS	\$ 1,000.00	\$ 1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$ 11,000.00	\$ 11,000.00
100-4041100-5120	FUEL OIL/HEAT	\$ 2,500.00	\$ 3,000.00
100-4041100-5230	TELECOMMUNICATIONS	\$ 8,000.00	\$ 8,000.00
100-4041100-5415	COPIER LEASE	\$ 2,700.00	\$ 2,700.00
100-4041100-5540	TRAINING	\$ 2,500.00	\$ 6,000.00
100-4041100-6001	OFFICE SUPPLIES	\$ 500.00	\$ 500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$ 71,300.00	\$ 73,100.00
	HWYS, STS BRIDGES & SDWLKS		
100-4041200-1183	COMPENSATION	\$ 175,000.00	\$ 191,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 13,400.00	\$ 14,800.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$ 12,000.00	\$ 12,000.00
100-4041200-3311	STREET TREES/SIDEWALKS	\$ 15,000.00	\$ 15,000.00
100-4041200-3315	TOWN STREET RESERVE	\$ 16,000.00	\$ 16,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$ -	\$ -
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$ 1,200.00	\$ 1,200.00
100-4041200-6007	MATERIALS & SUPPLIES	\$ 5,000.00	\$ 6,000.00
100-4041200-6008	GASOLINE & OIL	\$ 24,000.00	\$ 24,000.00
100-4041200-6011	UNIFORMS	\$ 6,000.00	\$ 6,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$ 267,600.00	\$ 286,000.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
	VDOT STREET MAINTENANCE				
100-4041250-3140	ENGINEERING	\$	10,000.00	\$	10,000.00
100-4041250-3300	VDOT STREET MAINTENANCE	\$	-	\$	-
100-4041250-3310	EQUIPMENT MAINTENANCE	\$	10,000.00	\$	15,000.00
100-4041250-3311	STORM SEWER MAINTENANCE	\$	15,000.00	\$	15,000.00
100-4041250-3316	SIGNS	\$	10,000.00	\$	10,000.00
100-4041250-5800	CONTINGENCY	\$	25,000.00	\$	25,000.00
100-4041250-6007	MATERIALS AND SUPPLIES	\$	10,000.00	\$	10,000.00
100-4041250-6050	STREET MAINTENANCE	\$	121,500.00	\$	125,000.00
100-4041250-6060	SIDEWALK REPLACEMENT	\$	45,000.00	\$	45,000.00
100-4041250-6135	MOWING/TREE REMOVAL	\$	15,000.00	\$	15,000.00
100-4041250-6207	STREET SWEEPING	\$	18,000.00	\$	18,000.00
100-4041250-6307	SNOW REMOVAL	\$	60,000.00	\$	60,000.00
100-4041250-8801	EQUIPMENT PURCHASE	\$	123,500.00	\$	-
100-4041250-8803	PW SITE IMPROVEMENTS	\$	35,000.00	\$	150,000.00
100-4041250-8804	SAFETY EQUIPMENT	\$	5,000.00	\$	5,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	503,000.00	\$	503,000.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	\$	75,000.00	\$	90,000.00
	TOTAL STREET LIGHTS	\$	75,000.00	\$	90,000.00
	SNOW REMOVAL - DOWNTOWN				
100-4041330-3220	CONTRACTUAL SERVICES	\$	20,000.00	\$	20,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	TOTAL SNOW REMOVAL-DOWNTOWN	\$	22,000.00	\$	22,000.00
	PARKING METERS & LOTS				
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	2,000.00
	TOTAL PARKING METERS & LOTS	\$	1,500.00	\$	2,000.00
	STREET & ROAD CLEANING				
100-4042200-6007	MATERIALS & SUPPLIES	\$	-	\$	-
	TOTAL PARKING METERS & LOTS	\$	-	\$	-
	REFUSE COLLECTION				
100-4042300-3220	CONTRACTUAL SERVICES	\$	219,000.00	\$	240,000.00
100-4042300-6225	RECYCLING SERVICES	\$	85,000.00	\$	110,000.00
	TOTAL REFUSE COLLECTION	\$	304,000.00	\$	350,000.00
	REFUSE DISPOSAL				
100-4042400-3800	FCO LANDFILL CHARGES	\$	45,000.00	\$	50,000.00
	TOTAL REFUSE DISPOSAL	\$	45,000.00	\$	50,000.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
GENERAL PROPERTIES			
100-4043200-3310	REPAIR & MAINTENANCE	\$ 17,000.00	\$ 47,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$ 4,100.00	\$ 4,100.00
100-4043200-6007	MATERIALS & SUPPLIES	\$ 500.00	\$ 500.00
100-4043200-6017	CHRISTMAS WREATHS	\$ 500.00	\$ 500.00
	TOTAL GENERAL PROPERTIES	\$ 22,100.00	\$ 52,100.00
BUILDING SERVICES			
100-4064200-3150	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 1,000.00
100-4064200-3200	CONTRACTURAL SERVICES	\$ 10,000.00	\$ 10,000.00
100-4064200-5110	ELECTRICITY	\$ 20,100.00	\$ 20,100.00
100-4064200-5120	NATURAL GAS/HEAT	\$ 3,000.00	\$ 3,000.00
100-4064200-5130	WATER/SEWER	\$ 800.00	\$ 800.00
100-4064200-5230	TELECOMMUNICATIONS	\$ 1,500.00	\$ 1,500.00
100-4064200-5304	LIABILITY INSURANCE	\$ 1,500.00	\$ 1,500.00
100-4064200-7113	IN KIND COSTS	\$ 13,000.00	\$ 13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$ 19,000.00	\$ 19,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$ 10,000.00	\$ 10,000.00
	TOTAL BUILDING SERVICES	\$ 79,900.00	\$ 79,900.00
PARKS & RECREATION			
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$ 1,000.00	\$ 1,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$ 3,500.00	\$ 3,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$ 7,000.00	\$ 15,000.00
	TOTAL PARKS & RECREATION	\$ 11,500.00	\$ 19,500.00
PLANNING			
100-4081100-1155	COMPENSATION	\$ 95,975.00	\$ 97,000.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,345.00	\$ 7,500.00
100-4081100-3190	PROFESSIONAL SERVICES	\$ 3,000.00	\$ 3,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$ -	\$ -
100-4081100-3500	PRINTING	\$ 250.00	\$ 250.00
100-4081100-5510	MILEAGE	\$ 100.00	\$ 100.00
100-4081100-5540	TRAINING	\$ -	\$ -
100-4081100-5810	DUES	\$ -	\$ -
100-4081100-6001	OFFICE EQUIPMENT	\$ 100.00	\$ 100.00
100-4081100-6012	PUBLICATIONS	\$ -	\$ -
	TOTAL PLANNING	\$ 106,770.00	\$ 107,950.00
BOARD OF ZONING APPEALS			
100-4081400-1110	EXPENSE COMPENSATION	\$ 500.00	\$ 500.00
100-4081400-5540	TRAINING	\$ 750.00	\$ 750.00
	TOTAL BOARD OF ZONING APPEALS	\$ 1,250.00	\$ 1,250.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
ECONOMIC DEVELOPMENT					
100-4081500-5693	VA COMMISSION FOR ARTS FUNDING	\$	4,500.00	\$	4,500.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	19,500.00	\$	20,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	2,500.00	\$	2,500.00
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	2,000.00	\$	-
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	-	\$	-
	TOTAL ECONOMIC DEVELOPMENT	\$	28,500.00	\$	27,500.00
PLANNING COMMISSION					
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,000.00	\$	1,500.00
100-4081600-5810	DUES	\$	-	\$	-
	TOTAL PLANNING COMMISSION	\$	6,000.00	\$	6,500.00
B'VILLE AREA DEV AUTHORITY					
100-4081700-1111	EXPENSE COMPENSATION	\$	2,400.00	\$	2,500.00
100-4081700-5540	TRAINING	\$	500.00	\$	1,000.00
100-4081700-5810	DUES	\$	-	\$	-
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	2,900.00	\$	3,500.00
ARCHITECTURAL REVIEW BOARD					
100-4081800-5540	TRAINING	\$	400.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	400.00	\$	500.00
TREE BOARD					
100-4081900-5800	MISCELLANEOUS	\$	500.00	\$	-
	TOTAL TREE BOARD	\$	500.00	\$	-

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
CAPITAL OUTLAY			
100-4094200-8225	COMPUTER REPLACEMENT	\$ 8,500.00	\$ 35,000.00
100-4094200-8231	PATROL VEHICLE	\$ -	\$ 57,500.00
100-4094200-8338	SNOW PLOW(S)	\$ 30,000.00	\$ -
100-4094200-8340	MOWER	\$ 1,500.00	\$ -
100-4094200-8341	ROSE HILL PARK REPAIRS (PW)	\$ -	\$ 30,000.00
100-4094200-8345	PW TON DUMP	\$ 32,000.00	\$ -
100-4094200-8411	CAPITAL RESERVE	\$ 19,695.91	\$ -
100-4094200-8602	3/4 TON TRUCK (PW)	\$ 15,000.00	\$ 191,088.10
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$ -	\$ -
100-4094200-8803	PUBLIC WORKS SITE IMPROVEMENTS	\$ 35,000.00	\$ -
100-4094200-8915	HOGAN'S ALLEY IMPROVEMENTS	\$ -	\$ 10,000.00
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$ -	\$ -
100-4094200-8959	CHRISTMAS DECORATIONS FOR STS(PW)	\$ 20,000.00	\$ -
100-4094200-9002	JACKSON DR SWMA/DORSEY ST STMWTR	\$ -	\$ -
100-4094200-9003	BACKHOE (PW)	\$ 45,000.00	\$ -
100-4094200-9004	MOSBY BOULEVARD SIDEWALK	\$ 20,000.00	\$ 20,000.00
100-4094200-9005	FAIRFAX (E&W) SIDEWALK RESERVE	\$ 60,000.00	\$ 60,000.00
100-4094200-9006	SECOND STREET REPAIRS	\$ 20,000.00	\$ -
100-4094200-9007	INTERVIEW ROOM AV (PD)	\$ -	\$ 6,500.00
100-4094200-9008	SALT BUILDING (PW)	\$ -	\$ -
100-4094200-9009	TOWN STREET REPAIRS	\$ -	\$ 20,000.00
	TOTAL CAPITAL OUTLAY	\$ 306,695.91	\$ 430,088.10
ARPA EXPENSES			
100-4094300-5700	ARPA EXPENSES	\$ 2,267,493.00	\$ -
	TOTAL ARPA EXPENSES	\$ 2,267,493.00	\$ -
CONTINGENCY			
100-4094300-5800	CONTINGENCY (3.00%)	\$ 176,616.09	\$ 115,128.90
	TOTAL CONTINGENCY	\$ 176,616.09	\$ 115,128.90
DEBT SERVICE			
100-4095000-9110	RDA PRINCIPAL	\$ 44,500.00	\$ 46,500.00
100-4095000-9120	RDA INTEREST	\$ 77,000.00	\$ 75,100.00
100-4095000-9130	RDA DEBT SER RESERVE	\$ -	\$ -
	TOTAL DEBT SERVICE	\$ 121,500.00	\$ 121,600.00
	TOTAL GENERAL FUND OPERATIONAL	\$ 5,887,203.00	\$ 3,837,630.00
	TOTAL GENERAL FUND CONTINGENCY	\$ 176,616.09	\$ 115,128.90
	TOTAL GENERAL FUND CAP OUTLAY	\$ 306,695.91	\$ 430,088.10
	TOTAL GENERAL FUND DEBT SERVICE	\$ 121,500.00	\$ 121,600.00
	TOTAL GENERAL FUND EXPENSES	\$ 6,492,015.00	\$ 4,504,447.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
WATER FUND			
PERSONNEL			
501-4012220-1140	COMPENSATION	\$ 120,000.00	\$ 130,000.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,200.00	\$ 9,950.00
501-4012220-2210	VRS	\$ 65,000.00	\$ 79,000.00
501-4012220-2220	VMLIP - STD	\$ 300.00	\$ 300.00
501-4012220-2230	VMLIP - LTD	\$ 2,700.00	\$ 3,200.00
501-4012220-2300	HEALTH INSURANCE	\$ 87,000.00	\$ 105,500.00
501-4012220-2400	LIFE INSURANCE	\$ 6,600.00	\$ 7,500.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 76.00	\$ 110.00
501-4012220-2700	WORKER'S COMPENSATION	\$ 25,200.00	\$ 21,000.00
501-4012220-3170	MISS UTILITY	\$ 1,500.00	\$ 1,750.00
501-4012220-3320	HANDHELD MAINT	\$ 4,500.00	\$ 5,000.00
501-4012220-3450	DIGITIZING	\$ 7,000.00	\$ 7,000.00
501-4012220-5210	POSTAGE	\$ 4,400.00	\$ 4,700.00
501-4012220-5540	TRAINING	\$ 2,500.00	\$ 2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$ 500.00	\$ 2,000.00
	TOTAL PERSONNEL	\$ 336,476.00	\$ 379,510.00
TREATMENT			
501-4012222-1147	COMPENSATION	\$ 200,000.00	\$ 273,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 15,300.00	\$ 21,000.00
501-4012222-2830	CERTIFICATION FEES	\$ 600.00	\$ 600.00
501-4012222-2840	STATE CONNECTION FEES	\$ 5,900.00	\$ 5,900.00
501-4012222-2850	LAB TESTING	\$ 9,000.00	\$ 11,000.00
501-4012222-3110	MEDICAL EXAMS	\$ 200.00	\$ 200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$ 10,000.00	\$ 10,000.00
501-4012222-3210	SLUDGE REMOVAL	\$ 27,000.00	\$ 27,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$ 2,000.00	\$ 3,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$ 65,000.00	\$ 75,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$ 1,000.00	\$ 1,000.00
501-4012222-5110	ELECTRICITY	\$ 70,000.00	\$ 70,000.00
501-4012222-5120	PROPANE HEAT WTP	\$ 4,000.00	\$ 7,200.00
501-4012222-5230	TELECOMMUNICATIONS	\$ 4,300.00	\$ 4,700.00
501-4012222-5415	COPIER LEASE	\$ 900.00	\$ 1,300.00
501-4012222-5540	TRAINING	\$ 3,500.00	\$ 3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ 3,000.00	\$ 3,000.00
501-4012222-5810	DUES	\$ 1,000.00	\$ 1,000.00
501-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
501-4012222-6004	LAB SUPPLIES	\$ 5,000.00	\$ 7,000.00
501-4012222-6005	JANITORIAL SUPPLIES	\$ 1,000.00	\$ 1,300.00
501-4012222-6008	GASOLINE & OIL	\$ 7,250.00	\$ 7,200.00
501-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,000.00
501-4012222-6014	TOOLS	\$ 500.00	\$ 1,000.00
501-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$ 600.00	\$ 600.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
501-4012222-6025	CHEMICALS	\$	43,000.00	\$	50,000.00
	TOTAL TREATMENT	\$	484,050.00	\$	589,500.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	165,000.00	\$	192,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	12,625.00	\$	14,700.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$	50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$	30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$	700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	2,000.00	\$	2,000.00
501-4012224-9008	STORAGE TANK MAINT CONTRACT	\$	155,700.00	\$	25,000.00
	TOTAL DISTRIBUTION & MAINT	\$	416,025.00	\$	314,400.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINTENANCE	\$	-	\$	-
501-4094200-8105	PICKUP (1/2)	\$	-	\$	-
501-4094200-8118	WTP BACKWASH LAGOON REPAIR	\$	-		
501-4094200-8144	WATER TREATMENT PLANT UPGRADES	\$	150,000.00	\$	1,200,000.00
501-4094200-8211	CAPITAL RESERVES	\$	316,352.47	\$	11,587.70
501-4094200-8225	COMPUTER UPGRADE	\$	3,000.00	\$	3,000.00
501-4094200-8340	MOWER (1/3)	\$	1,500.00	\$	-
501-4094200-8345	PW ONE TON DUMP TRUCK	\$	16,500.00	\$	-
501-4094200-8360	HANDHELD METER READER	\$	-	\$	-
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	-	\$	400,000.00
501-4094200-8602	3/4 TON TRUCK	\$	15,000.00	\$	-
501-4094200-8605	WTP BUILDING MAINTENANCE	\$	-		
501-4094200-8703	PICKUP (1/2)	\$	-		
501-4094200-8704	FINISH PUMP PROJECT	\$	-	\$	50,000.00
501-4094200-8958	WATER METER REPLACEMENT	\$	-	\$	165,000.00
501-4094200-9003	BACKHOE(PW)	\$	45,000.00	\$	-
501-4094200-9004	SECURITY IMPROVEMENTS	\$	-	\$	-
501-4094200-9005	WATER RIVER PUMP DISCONNECT ELIM	\$	-	\$	-
501-4094200-9006	WTP UPGRADE- PER	\$	200,000.00		0.00
	TOTAL CAPITAL OUTLAY	\$	747,352.47	\$	1,829,587.70
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	37,096.53	\$	38,502.30
	TOTAL CONTINGENCY	\$	37,096.53	\$	38,502.30
	TOTAL WATER FUND OPERATIONAL	\$	1,236,551.00	\$	1,283,410.00
	TOTAL WATER FUND CONTINGENCY	\$	37,096.53	\$	38,502.30
	TOTAL WATER FUND CAP OUTLAY	\$	747,352.47	\$	1,829,587.70
	TOTAL WATER FUND EXPENSES	\$	2,021,000.00	\$	3,151,500.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
SEWER FUND			
PERSONNEL			
502-4012220-1114	COMPENSATION	\$ 100,000.00	\$ 130,000.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,650.00	\$ 10,000.00
502-4012220-2210	VRS	\$ 56,500.00	\$ 54,300.00
502-4012220-2220	VMLIP - STD	\$ 210.00	\$ 200.00
502-4012220-2230	VMLIP - LTD	\$ 2,300.00	\$ 2,250.00
502-4012220-2300	HEALTH INSURANCE	\$ 75,000.00	\$ 73,000.00
502-4012220-2400	LIFE INSURANCE	\$ 5,700.00	\$ 5,600.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 220.00	\$ 75.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 15,000.00	\$ 14,000.00
502-4012220-3320	HANDHELD MAINT	\$ 3,000.00	\$ 5,000.00
502-4012220-3450	DIGITIZING	\$ 7,000.00	\$ 7,000.00
502-4012220-5210	POSTAGE	\$ 7,500.00	\$ 7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 2,500.00
	TOTAL PERSONNEL	\$ 281,080.00	\$ 311,425.00
TREATMENT			
502-4012222-1147	COMPENSATION	\$ 205,000.00	\$ 275,000.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 15,700.00	\$ 21,000.00
502-4012222-2830	CERTIFICATION FEES	\$ 900.00	\$ 600.00
502-4012222-2850	LAB TESTING	\$ 36,000.00	\$ 33,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 18,000.00	\$ 18,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 70,000.00	\$ 85,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 130,000.00	\$ 174,000.00
502-4012222-5110	ELECTRICITY	\$ 180,000.00	\$ 145,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 6,500.00	\$ 6,500.00
502-4012222-5415	COPIER LEASE	\$ 4,000.00	\$ 4,300.00
502-4012222-5540	TRAINING	\$ 3,000.00	\$ 3,000.00
502-4012222-5690	Discharge Permit Renewal	\$ 3,500.00	\$ 3,500.00
502-4012222-5810	DUES	\$ 600.00	\$ 600.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,300.00	\$ 1,500.00
502-4012222-6004	LAB SUPPLIES	\$ 6,200.00	\$ 6,200.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 1,500.00	\$ 3,500.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$ 10,800.00	\$ 10,000.00
502-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,000.00
502-4012222-6014	TOOLS	\$ 1,500.00	\$ 1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,500.00	\$ 2,500.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 800.00	\$ 800.00
502-4012222-6025	CHEMICALS	\$ 87,000.00	\$ 120,000.00
	TOTAL TREATMENT	\$ 785,800.00	\$ 916,500.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
DISTRIBUTION & MAINTENANCE			
502-4012224-1183	COMPENSATION	\$ 90,000.00	\$ 95,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$ 6,900.00	\$ 7,500.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$ 5,000.00	\$ 5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$ 10,000.00	\$ 15,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$ 3,000.00	\$ 3,000.00
502-4012224-6019	SAFETY EQUIPMENT	\$ 500.00	\$ 500.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$ -	\$ -
	TOTAL DISTRIBUTION & MAINT	\$ 115,400.00	\$ 126,000.00
CAPITAL OUTLAY			
502-4094200-8110	WWTP UPGRADES	\$ -	\$ 775,000.00
502-4094200-8134	Sewer Collection Sys Rehab	\$ 100,000.00	\$ 100,000.00
502-4094200-8225	COMPUTER UPGRADE	\$ 3,000.00	\$ 3,000.00
502-4094200-8340	MOWER (1/3)	\$ 1,500.00	\$ -
502-4094200-8345	PW ONE TON DUMP TRUCK	\$ 16,500.00	\$ -
502-4094200-8360	HANDHELD METER READER	\$ -	\$ -
502-4094200-8367	SEWER JET RODDER	\$ -	\$ -
502-4094200-8411	CAPITAL RESERVES	\$ 546,751.60	\$ 707.25
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$ -	\$ -
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$ 110,000.00	\$ -
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$ -	\$ -
502-4094200-8602	3/4 TON PICKUP (1/3 VDOT)	\$ 15,000.00	\$ -
502-4094200-8703	PICKUP (1/2)	\$ -	\$ -
502-4094200-9003	BACKHOE PW	\$ 45,000.00	\$ -
502-4094200-9006	WWTP BLOWERT DISCONNECTS	\$ -	\$ -
502-4094200-9007	WWTP PERMEATE DISCONNECTS	\$ -	\$ -
502-4094200-9008	HARMONIC BALANCER	\$ 60,000.00	\$ 70,000.00
502-4094200-9009	BAR SCREEN WWTP	\$ -	\$ 150,000.00
	TOTAL CAPITAL OUTLAY	\$ 897,751.60	\$ 1,098,707.25
CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$ 35,468.40	\$ 40,617.75
	TOTAL CONTINGENCY	\$ 35,468.40	\$ 40,617.75
DEBT SERVICE			
502-4095000-9118	VRA PRINCIPAL	\$ 470,000.00	\$ 470,000.00
	TOTAL DEBT SERVICE	\$ 470,000.00	\$ 470,000.00
	TOTAL SEWER FUND OPERATIONAL	\$ 1,182,280.00	\$ 1,353,925.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
	TOTAL SEWER FUND CONTINGENCY	\$	35,468.40	\$	40,617.75
	TOTAL SEWER FUND CAP OUTLAY	\$	897,751.60	\$	1,098,707.25
	TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$	470,000.00
	TOTAL SEWER FUND EXPENSES	\$	2,585,500.00	\$	2,963,250.00
	TOTAL EXPENSES ALL FUNDS	\$	11,098,515.00	\$	10,619,197.00

Town of Berryville
Town Council
MOTION TO ENTER CLOSED SESSION

Date: June 13, 2023

MOTION BY: Gibson
SECOND BY:

I move that the Council of the Town of Berryville enter closed session in accordance with section 2.2-3711.A.1 of the Code of Virginia to discuss the performance of an employee of the Town Council.

VOTE:

Aye: Unanimous voice vote

Nay:

Attest: _____

Erecka L. Gibson, Vice Mayor

BERRYVILLE TOWN COUNCIL

MOTION

CLOSED SESSION RESOLUTION

DATE: June 13, 2023

MOTION BY: *Gibson*

SECOND BY: _____

I move that the Council of the Town of Berryville adopt the following resolution certifying it has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Resolution

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Council that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

VOTE:

Aye: *Unanimous roll-call vote*

Nay:

Absent/Abstain:

ATTEST: _____

Erecka L. Gibson, Vice Mayor

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
Berryville-Clarke County Government Center
MINUTES
June 26, 2023

The Berryville Town Council Budget and Finance Committee met on Monday, May 26, 2023 at 3:00 p.m. in the Berryville-Clarke County Government Center at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of the committee present: Vice Mayor Erecka Gibson, Chair; Grant Mazzarino

Staff: Jean Petti, Deputy Town Manager; Cynthia Poulin, Treasurer; Paul Culp, Town Clerk

Participating Remotely: Ellen Griffith, David Flynn, and Sandra Da Conceicao of PNC Financial Services

1. Call to Order

Vice Mayor Gibson called the meeting to order at 3:09 p.m. after a delay caused by technological problems associated with remote participation.

2. Approval of Agenda

Mr. Mazzarino moved to approve the agenda. The motion passed by consensus.

3. Unfinished Business

None.

4. New Business

Proposed Bank Account Openings and Closings

Ms. Petti explained that the Town needed a low-activity checking account, and Ms. Poulin asked the bankers what they might suggest as an interest-bearing account suitable for long-term retention of lump sums, without checks or transfers.

Ms. Da Conceicao explained that PNC offers a money market account and a non-profit checking account. There was a discussion of the differences between them, and of checking privileges. The remote participants left the meeting at 3:21 p.m.

There was a discussion of account-maintenance costs. Vice Mayor Gibson said certainty about annual cost would be essential for bringing the matter to the full Town Council. She said particular attention must be paid to fees that might ensue if, in the event another bank failed, the Town would need to use the new account as an operating account, necessitating numerous transactions. Ms. Poulin said

advance knowledge of this was important but that the sums involved likely would encourage the bank to impose insignificant fees, if any.

There was a discussion of whether to have a checking account in addition to the money market account, with a view to operations during a crisis, or whether a checking account could be added on short notice. Vice Mayor Gibson said having only one account would be sensible if the objective was merely to retain funds, with a checking account to be added later if that became desirable. She said having two accounts would be acceptable if fees were not involved.

Ms. Petti said she would contact PNC with the committee's questions and would get answers in writing.

There was a brief discussion of account closures. Ms. Poulin said one of the Town accounts was no longer used and that two others had proven not to be usable at all. The committee agreed that the accounts could be closed.

Proposed Amendment of Bank Account Policy

Ms. Petti said the primary purpose of the changes was the updating of names and titles.

Vice Mayor Gibson said a time should be established for the committee's semi-annual approval of bank accounts. The consensus was that this should occur in odd-numbered years.

There was a brief discussion of how the policy might apply to the previous discussion.

5. Other

None.

6. Closed Session

None.

7. Adjourn

Vice Mayor Gibson invited a motion to adjourn. Mr. Mazzarino so moved, with the meeting adjourning by consensus at 4:02 p.m.

Bank Accounts Report
11 July 2023

Item Title: Proposed closure of three bank accounts and opening of one account, and proposed amendment of the Town Council's Bank Accounts Policy

Prepared By: Jean Petti

Background/History General Information

In the interest of diversifying bank accounts, staff has investigated additional local banking options. Additionally, Treasurer Poulin recommends closing three inactive accounts at Bank of Clarke County. These include the PPTRA account and two that were anticipated to serve as pass-through accounts for online bill payment, but were never utilized.

The adopted a Bank Accounts Policy on October 9, 2018.

Findings/Current Activity

At 26 June 2023 meeting of the Budget & Finance Committee meeting, the following recommendations were made:

- 1) Deposit \$500,000.00 in a Premium Business Money Market Account with PNC Bank. This low-activity account will not have any associated fees unless transactions exceed six per month and yields 4.05% Annual Percentage Yield (APY) for six months. After this six-month introductory period, the interest rate will revert to a variable market rate.
- 2) Close the three accounts identified by Treasurer Poulin.
- 3) It was deemed timely to review the existing Bank Account policy and update as needed; revisions reflected changes to titles. It was also agreed that Budget & Finance Committee will review the Bank Account policy every odd-numbered year.

Financial Considerations

There are no fees associated with the establishment of the money market account and diversification of banking partners may serve to shield Town financial assets.

Attachments

- 1) Fee disclosure from PNC bank
- 2) Bank account policy (with proposed amendments)

Sample Motion

I move that the Council of the Town of Berryville direct the Treasurer to establish a Premium Business Money Market account for the Town and close the three indicated accounts. I also move to approve the changes to the Town of Berryville Bank Account policy.

Town Council Policies

Bank Accounts

Approved 10/9/18

Amended:

Purpose

This policy sets certain requirements for opening, closing, updating, and maintaining Town of Berryville bank accounts. For purposes of this policy, “Town bank accounts” mean any bank account opened by or for the Town or any of its departments. The purpose of this policy is to establish adequate control procedures over Town assets and minimize the Town’s risk of financial loss.

Responsible Town Department

The Finance & Administration Department by direction of the Treasurer.

Who Is Governed by this Policy

Each individual or department requiring and utilizing Town bank accounts should review and understand this policy.

Scope

In accordance with the Town’s policies, bank accounts may be opened and closed only by the authorization of the Town Council after review and recommendation by the Budget and Finance Committee. This condition applies to all Town bank accounts as defined above, regardless of how the accounts are named.

Policy

A Town of Berryville bank account may be used only for legitimate and allowable revenue and/or expense activities of the Town. Proposals for new bank accounts must be submitted by Town ~~d~~Departments to the Treasurer, and the ultimate decision to open a bank account is at the discretion of the Town Council. All Town bank accounts must have the Town of Berryville’s Employer Identification Number (EIN) and either the name “Town of Berryville” or the name of the Town department in the account title.

Choosing a Bank

It is important to open and maintain bank accounts whenever possible with entities that have ~~well~~-established Town banking relationships. The Town has relationships with both local banks (Bank of Clarke and ~~BB&T~~-Truist).

Opening Bank Accounts

Applicants for bank accounts must submit their requests to the ~~T~~reasurer.

The following information is required prior to opening a new Town bank account:

1. Account Specifications:

- Town's Employer Identification Number (EIN).
 - Account name.
 - Purpose of account.
 - Type of account (receipts only, receipts and disbursements, internally funded project expense account, other).
 - Source of funding.
2. Suggested bank, address, and contact information. Once the selection of the bank is ~~agreed with~~approved by the Treasurer's ~~office~~, additional bank account documentation may be required.
 3. Approval of Town Council after review and recommendation by the Budget and Finance Committee.

Signing of Checks on Town Funds (Town Code Sec. 2-6)

Checks for duly authorized disbursements of Town funds shall be signed by either the ~~T~~town treasurer or ~~T~~town ~~M~~anager and, except for payroll checks, cosigned by either the ~~M~~ayor or ~~V~~ice ~~M~~ayor.

Bank Account Reconciliation

Bank accounts must be reconciled monthly by the ~~T~~reasurer and available for review by Council members at any time. The ending bank balance on the bank statement must be reconciled with the bank balance in the Town of Berryville general ledger.

Updating Bank Accounts

The Budget and Finance Committee will review and confirm all bank accounts every two years and as needed. Requests to update bank accounts shall be forwarded to the Treasurer. ~~‡~~The following information is ~~are~~ required:

1. Explanation of the purpose for the update.
2. Approval by Town Council after review and recommendation by the Budget and Finance Committee.
3. ~~The Budget and Finance Committee will review and confirm all bank account every two years.~~ Review and confirmation of all bank accounts by the Budget and Finance Committee every two years.

Updates to bank accounts may include:

- Shift in purpose or type of account.
- Account name change.
- Address change.
- ~~Local bank communication relevant to~~Changes to bank procedures and/or systems.;

Closing Bank Accounts

All requests to close a bank account must be directed to Treasurer for approval. **Contact with the treasurer to request the closing of a bank account.**

The following information is required:

1. The business purpose for the closure.
2. Confirmation that the bank account has a \$0 balance.
3. Confirmation that the Town of Berryville general ledger account has a \$0 balance.
4. Approval of Town Council after review and recommendation by the Budget and Finance Committee.

Reasons to close bank accounts may include:

- Unauthorized activity.
- No activity/dormant account.
- Change in business purpose or type of account.

Report of the Department of Public Works

July 5, 2023

General Information

Paving Operations

Kickin Asphalt was awarded this year's milling and paving contract.

Paving Operations, with the exception of work on Crown Street, have been completed. Work on Crown Street is expected to be completed in August.

Line painting and stone shoulder reestablishment (except on Crown Street) is expected to be completed by July 10th.

ARPA Utility Projects

The long-anticipated railroad bore on Josephine has finally been completed. The contractor completed the boring operations on June 30th. They are in the process of installing the water main inside the casing and removing their boring machine.

GEI is scheduled to finish the necessary connections on both side of the tracks the week of July 10th. New asphalt will be applied to the road, and any sidewalks or curbs that were damaged will then be repaired.

GEI is hoping to have all phases of the Josephine Water Improvement Project Completed by August 30th.

Water

We experienced one water main break last month. The four-inch main on Bundy Street ruptured while the contractor was hoe-ramming rock for the installation of the new 12- inch water main. We were able to repair the break with the use of a stainless-steel repair sleeve.

Sewer

No problems to report.



BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611
(T) 540.955.3863 (F) 540.955.0207
policeadmin@berryvilleva.gov
W. Neal White – Chief of Police

MEMO

DATE: 07/05/2023
TO: Town Council
FROM: Chief W. Neal White 
CC:
RE: Police Department Monthly Report – 07/11/2023

Monthly Activity Report

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

Public Safety Committee

The Public Safety Committee did not meet in June 2023.

National Night Out

The police department will be sponsoring National Night Out on August 1, 2023 from 6:00 pm until 08:00 pm. The event will take place in Rose Hill Park with family friendly activities and displays from local public safety agencies.

Mid-Year Statistical Comparison

Over the first half of 2023, the department has observed a 6% increase in reportable incidents over 2022. Of note, related to this increase the department has observed a 212.5% increase in total assaults, 50% increase in crimes related to fraud, 40% increase in destruction of property, 100% decrease in weapon law violations, and 100% decrease in motor vehicle theft.



BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611

(T) 540.955.3863 (F) 540.955.0207

policeadmin@berryvilleva.gov

W. Neal White – Chief of Police

Police and Security Report

Month/Year: June	Year To Date 2023	June 2023	May 2023
<u>Complaints Answered</u>			
911 Hang Up:	8	3	3
Alarms:	42	9	3
Animal Complaint:	67	12	15
Assault:	14	2	3
Assist County:	70	11	16
Assist EMS and Fire:	59	6	9
Auto Larceny:	0	0	0
Burglary:	2	0	1
Civil Complaints:	48	7	9
Disturbance:	18	6	2
Domestic Disturbance:	18	2	3
Driving Under the Influence	3	0	1
Drunk In Public:	0	0	0
Fraud:	13	0	2
Larceny:	25	6	5
Harassment/Intimidation:	9	3	2
Homicide:	0	0	0
Identity Theft	3	0	1
Juvenile Related:	17	1	1
Mental Health Crisis:	55	6	6
Narcotics Related:	1	0	0
Noise	19	5	1
Public Service:	3	2	0
Sexual Assault:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	56	9	8
Trespassing:	3	0	2
Vandalism:	20	4	3
Welfare Check:	60	14	7
Miscellaneous Complaints:	338	62	67
Total Complaints Answered:	971	170	170



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 W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2023	June 2023	May 2023
<u>Traffic</u>			
Accidents Investigated:	26	3	7
Assist Motorist:	0	0	0
Child Safety Seat Install:	2	0	1
Funeral Escort:	16	2	3
Hit & Run:	6	2	1
Parking Tickets:	100	2	0
Traffic Warnings:	111	21	19
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	1	0	1
Expired Inspection:	3	0	2
Expired Registration:	1	0	0
Fail to Obey Highway Sign:	36	9	6
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	2	0	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	5	0	3
No Seat Belt:	0	0	0
Reckless Driving:	1	0	0
Speeding:	31	4	5
Miscellaneous Summons:	4	0	0
Total Traffic Summons Issued:	84	13	17
<u>Found Open at Businesses in Town</u>			
Doors:	6	1	2
Windows:	0	0	0
Garage Doors:	0	0	0



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	June	May
	2023	2023	2023
<u>Criminal Papers Served</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	14	3	2
Assault and Battery on Police Officer:	2	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	2	0	1
Disorderly Conduct:	0	0	0
Driving Under the Influence:	2	2	0
Drunk In Public:	2	2	0
Fail to Obey Police Officer:	1	0	0
Fail to Pay Parking Ticket:	0	0	0
Forgery:	1	0	0
Fraud:	4	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	7	2	5
Larceny:	1	0	0
Possess Alcohol Underage:	1	0	0
Protective Order Violations:	6	0	2
Rape:	0	0	0
Resisting Arrest:	1	1	0
Robbery:	0	0	0
Shoplifting:	19	0	0
Trespassing:	0	0	0
Vandalism:	4	0	1
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	21	3	2
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	88	13	13



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2023	June 2023	May 2023
<u>Response to Resistance</u>			
Total Community Interface	1286	222	227
Total Enforcement Contacts	284	47	49
Physical Custody	19	6	5
Reported Force Involved	3	1	1
Administrative Review - Justified	3	1	1
Administrative Review - Not Justified	0	0	0
Complaint of Injury - Arrestee	0	0	0
Medical Treatment for Injury - Arrestee	0	0	0
Complaint of Injury - Officer	1	1	0
Medical Treatment for Injury - Officer	0	0	0
<u>Type of Force Involved</u>			
Compliance Hold / Open Hands	2	0	1
Takedown	1	1	0
Strikes (Hands / Knees)	0	0	0
Chemical Sprays (O.C.)	0	0	0
Impact Weapon (Baton)	0	0	0
Mechanical Non-Lethal	0	0	0
Firearm	0	0	0
<u>Arrestee Demographics</u>			
White Male	9	4	2
Black Male	6	1	2
Other Male	0	0	0
White Female	4	1	1
Black Female	0	0	0
Other Female	0	0	0

Town Council Agenda Item Report Summary

July 11, 2023

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

The Planning Commission held a meeting on Tuesday, June 27, 2023. They held a public hearing for text amendments to Article I Definitions of the Berryville Zoning Ordinance to define “short-term rentals” and to require a special use permit in residential and certain commercial zoning districts. They chose to continue the discussion at their July 25, 2023 meeting and forward recommendations to Council prior to the proposed September 12, 2023 Council public hearing.

They also set a public hearing for a Special Use Permit application in order to operate a day care center at the parish hall for Zion Baptist Church. A full report is included in this packet. The Planning Commission requested that Town Council set a public hearing on the matter for the September 12, 2023 meeting.

Planning Commission’s next meeting is scheduled for Tuesday, July 25, 2023 at 7:00 p.m.

Berryville Area Development Authority

The BADA did not hold a meeting in June. Their next meeting is scheduled for Wednesday, August 2, 2023 at 6:00 p.m. when they will begin the update process of the Berryville Area Plan.

Architectural Review Board

The ARB did not hold a July meeting.

Their next meeting is scheduled for Wednesday, August 2, 2023 at 12:30 p.m.

Tree Board

The Tree Board has not met since the last Council meeting. Their next scheduled meeting is on Wednesday, July 5, 2023 at 6:00 p.m.

Board of Zoning Appeals

The BZA has not held a meeting since the last Council meeting.

Town Council Agenda Item Report Summary

July 11, 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
- Final paving is anticipated this summer
- All homes have been completed
- Staff continues to meet with the developer to discuss sidewalk repairs and bond reduction

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
- Staff continues to meet with the contractors to assure state and local compliance
- Barricades on Tyson and Dunlap drives have been removed

Commercial Site Plan – 410 Jack Enders Boulevard

- Site work on the second building pad is underway

Town Council Agenda Item Report Summary

July 11, 2023

Item Title

Set Public Hearing – Special Use Permit

Prepared By

Christy Dunkle

Zion Baptist Church (Alethia Burks, Agent) is requesting a Special Use Permit in order to operate a day care center under Section 604.3(e) of the Berryville Zoning Ordinance at the property located at 13 Josephine Street, identified as Tax Map Parcel number 14A5-B-((8))-15, zoned DR-4 Detached Residential. SUP 02-23

Background/History/General Information

Zion Baptist Church is located at 10 Josephine Street. The church owns the building located across the street at 13 Josephine Street which is used for a number of activities including vacation bible school and overflow from events at the church.

Church leaders would like to open a day care center which would also offer a before- and after-school program.

The Planning Commission set a public hearing for their July 25, 2023 meeting and will have recommendations prior to the September 12 Council meeting.

Findings/Current Activity

Church leaders are proposing hours of operation from 6:00 a.m. until 6:00 p.m. With a maximum number of 18 children in the daycare program, they will offer the service for ages six months to five years old and after school programs for a maximum of 15 students ages five through 12 years old. The Certificate of Occupancy set by the Clarke County Building Department for this structure is 250. Representatives of the church have met with the County Building Official to determine any necessary upgrades required for this use.

There will be approximately 10 jobs created including a director, three to four certified teachers, full time maintenance staff, and certified kitchen personnel.

They will be adding a multi-purpose court and playground area at the rear of the property. These areas will be fenced.

Section 305 of the Zoning Ordinance regulates parking requirements. Section 305.11 requires one space for each eight students for this use. The applicant has indicated that no more than 24 students will be on-site at one time which would require three spaces. The site plan identifies

six (6) spaces, all located on an existing concrete pad. A drop-off area in front of the building is under consideration.

Schedule/Deadlines

Staff is requesting that Town Council set a public hearing on the matter for the September 12, 2023 meeting.

Other Considerations

N/A

Recommendation

Set a public hearing for the September 12, 2023 meeting.

Sample Motion

I move that the Council of the Town of Berryville set a public hearing for the September 12, 2023 meeting to consider a Special Use Permit in order to operate a day care center at the Zion Baptist Church property located at 13 Josephine Street.

Attachments:

- Special Use Permit application
- Vicinity map
- Aerial map of the site
- Section 604 DR-4 Detached Residential zoning district
- Section 503 Special Use Permit Berryville Zoning Ordinance



Zion Baptist Church

Deacons Ministry
Ottis O Harper, Sr. Chairman
(540)665-1998

P.O. Box 102
10 Josephine Street
Berryville, VA 22611
(540) 955-1353
Rev. Karlyle Hill, Pastor

Trustees Ministry
Steve Washington,
Chairman
(540)327-1368

Church Clerk
Sharlene Harris
(540)662-7781

Finance
Dottie Firestone
(540)514-7557

June 13, 2023

Town of Berryville,

Zion Baptist Church on 10 Josephine Street, owns a historical building on 13 Josephine Street that we used over the years for children's church, vacation bible school, lock in for teens and a host of other activities for children in our community.

As of 2021 Zion Baptist Church is under new leadership. Rev Karlyle Hill's vision for the church is to serve the community in different capacities. We started by adopting D.G. Cooley Elementary School, providing school supplies and coats for cold winters. Today in 2023 we are ready to embark on serving the community in a larger capacity by opening a daycare and before/after school program.

Name of Daycare/Before/Afterschool: Zion Christian Academy (Early Learning Development Center)

Hours of Operation: 6:00am to 6:00pm

Daycare Ages: 6 months to 5 years old (number of children 18)

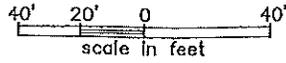
Before and After school Ages: 5 years old to 12 years old (number of students 10-15)

Employees: Director, 3 to 4 certified teachers, 1 to 2 teacher assistants, 1 teacher and 1 assistant for before and after school, 1 full-time maintenance, 1 certified Kitchen personnel, and volunteers.

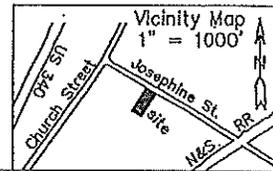
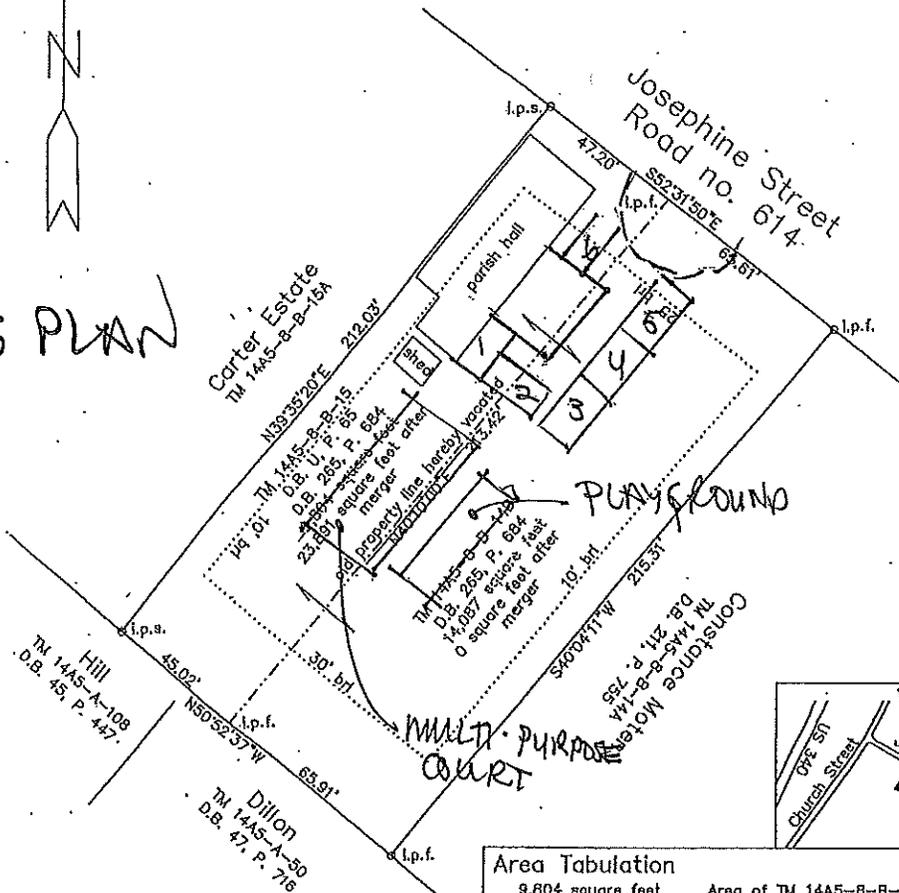
Parking: Zion Christian Academy will offer drop off and pick up, 4 parking spaces and transportation will be available. A picture of parking is attached to the letter.

Rev. Karlyle Hill, Pastor

Sharlene Harris, Church Clerk



SITE PLAN



Area Tabulation	
9,804 square feet	Area of TM 14A5-8-B-15
+ 14,087 square feet	from TM 14A5-8-B-14B
23,891 square feet	Area of TM 14A5-8-B-15 after merger
14,087 square feet	Area of TM 14A5-8-B-14B
- 14,087 square feet	to TM 14A5-8-B-15
0 square feet	Area of TM 14A5-8-B-14B after merger



Lot Merger of the Lands of
the Trustees of the Zion Baptist Church
 Tax Map Reference 14A5-8-B-14B Deed Book 265, Page 684
 and Tax Map Reference 14A5-8-B-15 Deed Book U, Page 65 Deed Book 265, Page 684
 Town of Berryville Clarke County Virginia

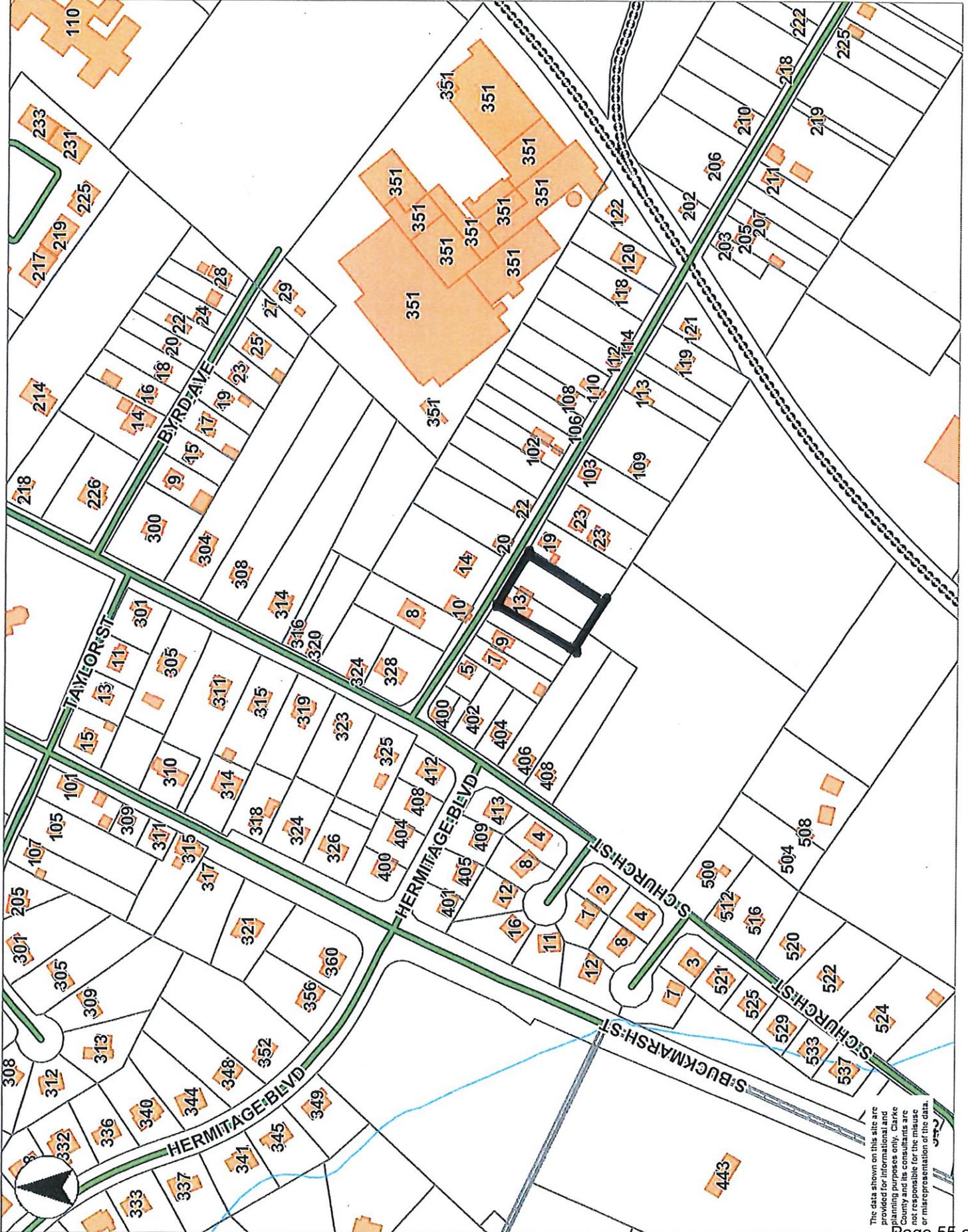
SURVEY NO. 717
SHEET NO. 1 OF 3

Clarke Co., SOT.
 This instrument of writing was produced to me on
 the 24 day of May, 2001
 at 9:40 A.M. and with certificate of
 acknowledgment thereto attached was
 admitted to record.
 Helen Cutler

DUNN LAND SURVEYS, INC.
 30 East Main Street
 Berryville, Virginia 22611
 Tel.: 540-955-3388
 April 24, 2001



- Public Parcels
- Clarke County Boundary
- Major Roads
 - Interstate
 - State Highway
- Surrounding Counties Ops
- Clarke County Roads
 - Private Roads
 - Roads
- Rail
- Buildings
- Appalachian Trail
- Streams
 - Perennial Streams
 - Intermittent Streams
- Ponds
- Rivers

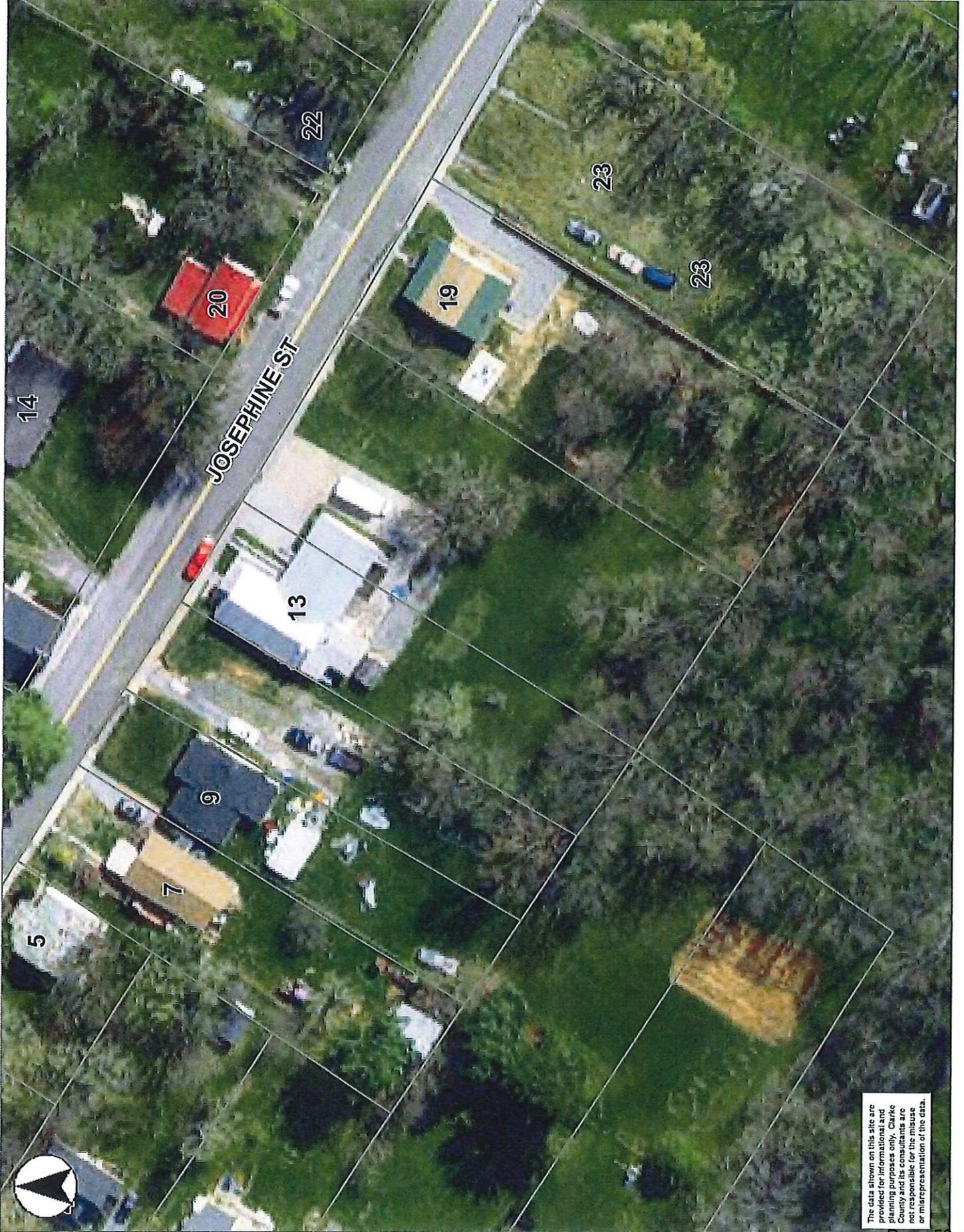


The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.





- Public
- Parcels
- Parcels With Orthos
- Clarke County Boundary
- Major Roads
- Interstate
- US Highway
- State Highway
- Surrounding Counties Opa
- Surrounding Counties Non



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(4/92) **SECTION 604 - DETACHED RESIDENTIAL-4 (DR-4) DISTRICT**

604.1 PURPOSE AND INTENT

The Detached Residential-4 District is created to provide for single-family detached residences at higher densities than other single-family detached districts. A maximum of four (4.0) units per net developable acre establishes a medium- to low-density district for detached residences. The application of this district shall be to undeveloped tracts lying within the Town of Berryville and within the precincts of the Berryville Plan, as well as to "infill" lots within the existing stable neighborhoods, with the intent of preserving existing natural features and vegetation, promoting excellence in site planning and landscape design, and encouraging housing of compatible scale and architectural character. Cluster residential development shall be encouraged and permitted, by right, so that specific environmental preservation and land-use goals may be promoted.

604.2 PERMITTED USES

- (a) Single-family detached dwellings, either a conventional "dispersed" layout or a clustered layout subdivision--a clustered subdivision requiring site plan approval.
- (b) Accessory uses, to include detached carports and garages, tool sheds, children's playhouses, doghouses, private swimming pools and Temporary Family Health Care Structures as established in Section 323. (11/10)
- (c) Municipal utilities.

604.3 SPECIAL PERMIT USES

- (a) Bed and breakfast lodging occupying more than 300 square feet of residence.
- (b) Cemeteries.
- (c) Churches and shrines.
- (d) Community buildings, public and private.
- (e) Day care centers and nursery schools. (10/94)
- (f) Fire stations.
- (g) Home occupations as defined in Section 315. (12/93)
- (h) Libraries, museums, and historic markers.
- (i) Plant nurseries with no sale of nursery products permitted on premises.
- (j) Public utility uses (sub-stations, pump stations, storage tanks, etc.) and related easements, except for municipal utilities.
- (k) Recreational uses such as public swimming pools, tennis courts, and golf courses.
- (l) Public schools, parks, playgrounds and related uses. (3/09)

604.4 MAXIMUM DENSITY

- (a) Four (4.0) dwelling units per net developable acre.
- (b) A maximum floor area ratio of 0:15 shall apply to uses other than residential.

604.5 LOT SIZE, YARD, AND BULK REQUIREMENTS FOR CONVENTIONAL LOTS

- (1/93) (a) Lot area: Minimum--10,000 square feet; maximum - 30,000 square feet (7/04). (Refer to Section 614 regarding the impact of critical environmental areas on lot Size requirements.

Section 604 Detached Residential-4 (DR-4)

- (b) Minimum lot width
 - (1) Interior lot: 75 feet
 - (2) Corner lot: 90 feet
- (c) Minimum yard requirements
 - (1) Front yard: 20 feet for primary structures;
25 feet for garages, carports or other
structures used to house vehicles (7/04)
 - (2) Side yard: 10 feet
 - (5/94) (3) Rear yard: 30 feet (residences)
 - (4) Accessory structure: 5 feet (rear and side setbacks)
- (d) Maximum building height: 35 feet

604.6 MINIMUM DISTRICT SIZE FOR CLUSTER SUBDIVISIONS

Minimum district size for cluster subdivision: two (2) acres.

604.7 LOT SIZE, YARD, AND BULK REQUIREMENTS FOR CLUSTERED LOTS

- (a) Minimum lot area: 7,500 square feet.
Maximum lot area: 20,000 square feet (7/04)
(Refer to Section 614 regarding the impact of critical environmental areas on lot size requirements.)
- (b) Minimum lot width
 - (1) Interior lot: 60 feet
 - (2) Corner lot: 75 feet
- (c) Minimum yard requirements
 - (1) Front yard: 15 feet for primary structures;
25 feet for garages, carports, or other
structures used to house vehicles (7/04)
 - (2) Side yard: 10 feet
 - (5/94) (3) Rear yard: 25 feet (residences)
 - (4) Accessory structure: 5 feet (rear and side setback)
- (d) Maximum building height: 35 feet

604.8 OPEN SPACE REQUIREMENTS FOR DETACHED RESIDENTIAL SUBDIVISIONS

- (a) In subdivisions approved for cluster development, twenty (20) percent of the net site area which excludes 100-year floodplain, sinkholes, and slopes exceeding twenty-five (25) percent and fifty (50) percent of land with slopes between fifteen (15) and twenty-five (25) percent shall be open space, dedicated to common usage and ownership.
- (b) In cluster subdivisions, at least one-fourth (1/4) of the required open space (five {5} percent of the net site area) shall be developed and designed for recreational and active community open space.

604.9 ADDITIONAL REGULATIONS

- (a) Refer to Article III for general regulations and other provisions which may supplement those cited herein.
- (b) Refer to Section 305 for off-street parking requirements.
- (c) Refer to specific Overlay Zoning Districts, where applicable.
- (d) Refer to Section 615 for special regulations relating to cluster subdivisions, critical environmental areas, and open space.
- (e) Refer to Section 317 Karst Features for additional requirements. **(7/04)**
- (f) The lot size, yard, and bulk requirements in effect at the time of subdivision plat approval prior to January 1, 2011 shall remain applicable to such subdivisions until July 1, 2017. The foregoing shall not be effective unless any unreleased performance bonds and agreements or other financial guarantees of completion of public improvements in or associated with the subdivision are continued in force. **(12/14)**

- 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.

- (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 6/30/2023

Town of Berryville

7/6/2023 12:25 PM

Page 1/3

Bank 1	Bank of Clarke Operating Acct#- 1138499	
	Account	Balance
	100-1140000-0000 B/C OPR	-\$145,693.31
	501-1140000-0000 B/C OPR	-\$384,811.84
	502-1140000-0000 B/C OPR	-\$35,611.63
	Bank 1	Total: -\$566,116.78
Bank 2	Bank of Clarke NOW Acct#- 1138502	
	Account	Balance
	100-1149000-0000 B/C NOW	\$9,915,645.37
	501-1149000-0000 B/C NOW	\$1,197,311.41
	502-1149000-0000 B/C NOW	\$6,458,546.54
	Bank 2	Total: \$17,571,503.32
Bank 3	Bank of Clarke Payroll Acct#- 1139510	
	Account	Balance
	100-1121000-0000 CASH/ BC PAYROLL	\$39,633.79
	501-1121000-0000 CASH/BC PAYROLL	\$461.65
	502-1121000-0000 CASH/BC PAYROLL	\$0.00
	Bank 3	Total: \$40,095.44
Bank 4	Bank of Clarke CIP Acct#- 1138405	
	Account	Balance
	100-1123000-0000 BC/CIP CD	\$612,177.52
	501-1123000-0000 BC/CIP	\$3,612,500.34
	502-1123000-0000 BC/CIP	\$3,997,538.89
	Bank 4	Total: \$8,222,216.75
Bank 5	Bank of Clarke SW Acct#- 1138413	
	Account	Balance
	100-1128000-0000 BC/SWMGT CD	\$472,753.25
	Bank 5	Total: \$472,753.25
Bank 6	Bank of Clarke PDAF Acct#- 1138421	
	Account	Balance
	100-1131000-0000 PD ASSET FORFEITURE	\$27,309.25
	Bank 6	Total: \$27,309.25
Bank 7	Bank of Clarke DSR Acct#- 1138456	
	Account	Balance
	100-1124000-0000 BC/RDA DEBT SER RES	\$111,808.96
	Bank 7	Total: \$111,808.96
Bank 8	Bank of Clarke PPTRA Acct#- 1138464	
	Account	Balance

Cash Balance Report

Period Ending 6/30/2023

Town of Berryville

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	100-1125000-0000 BC/PPTRA RES	\$22.31
	501-1125000-0000 BC/PPTRA RESERVE	\$0.00
	502-1125000-0000 BC/PPTRA RESERVE	\$0.00
	Bank 8	Total: \$22.31
Bank 9	Bank of Clarke RAU Acct#- 1138472	
	Account	Balance
	100-1145000-0000 BCC Rau Account	\$947.34
	Bank 9	Total: \$947.34
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	\$90,574.85
	501-1126000-0000 CASH/BC Proffers Reserve	\$0.00
	502-1126000-0000 CASH/BC Proffers Reserve	\$0.00
	Bank 11	Total: \$90,574.85
Bank 12	Bank of Clarke Performance Bonds Acct#- 1910841	
	Account	Balance
	100-1135000-0000 B/C PERFORMANCE BONDS	\$11,294.51
	Bank 12	Total: \$11,294.51
Bank 13	TRUIST Acct#- 5137523525	
	Account	Balance
	100-1130000-0000 CASH/BB&T MM+	\$568,535.62
	501-1130000-0000 CASH/BB&T MM+	\$0.00
	502-1130000-0000 CASH/BB&T MM+	\$0.00
	Bank 13	Total: \$568,535.62
Bank 14	Bank of Clarke PD Contributions Acct#- 5759859	
	Account	Balance
	100-1133000-0000 PD Contributions	\$4,864.55
	Bank 14	Total: \$4,864.55
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

Cash Balance Report

Period Ending 6/30/2023

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100-1147000-0000 BC PSN Deposit Acct			-30.42
501-1147000-0000 BC PSN Deposit Acct.			10.65
502-1147000-0000 BC PSN Deposit Acct.			19.77
	Bank 16	Total:	0.00

Total Cash Balance:	\$27,025,809.37
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Check Listing

Date From: 6/1/2023 Date To: 6/30/2023

Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

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Check Number	Bank	Vendor	Date	Amount
8155	1	CARMICHAEL CURTIS J 4886	06/07/2023	\$5.57
8156	1	DIANE M HARRISON	06/07/2023	\$246.06
8157	1	SNYDER GEORGE M 4586	06/07/2023	\$273.10
8158	1	The Winchester Star	06/07/2023	\$1,377.00
8159	1	Hall, Monahan, Engle, Mahan & Mitchell	06/08/2023	\$1,245.00
8160	1	KUDLACK GARRETT LINCOLN 9399	06/08/2023	\$357.80
8161	1	PLUNKERT ZACHARY 11397	06/08/2023	\$57.65
8162	1	Southern Software, Inc.	06/08/2023	\$750.00
8163	1	THOMSON REUTERS	06/08/2023	\$104.00
8164	1	FRAZIER & FRAZIER INC	06/09/2023	\$2,275.00
8165	1	Keith Dalton	06/09/2023	\$50.00
8166	1	The Hall Company	06/09/2023	\$2,095.89
8167	1	ANDERSON LAWN CARE, INC.	06/15/2023	\$1,763.46
8168	1	COMBS WASTEWATER MANAGEMENT LLC	06/15/2023	\$75.00
8169	1	Commonwealth Engineering & Sales	06/15/2023	\$839.67
8170	1	CORE & MAIN LP	06/15/2023	\$5,887.28
8171	1	Nationwide Retirement Solutions	06/15/2023	\$575.00
8172	1	Stuart M. Perry, Inc	06/15/2023	\$1,332.16
8173	1	VIRGINIA NUTRIENT CREDIT EXCHANGE ASSOC	06/15/2023	\$625.00
8174	1	VUPS	06/15/2023	\$144.90
8175	1	ATLANTIC TACTICAL INC	06/22/2023	\$704.89
8176	1	Commercial Press Inc	06/22/2023	\$169.95
8177	1	Fluid Conservation Tech, Inc.	06/22/2023	\$3,217.50
8178	1	LEDOUX MEGAN NICOLE 8745	06/22/2023	\$47.63
8179	1	LOPER DANIEL JOSEPH 10400	06/22/2023	\$611.77
8180	1	Michelle M. Jones	06/22/2023	\$840.00
8181	1	PENNONI ASSOCIATES INC	06/22/2023	\$3,900.00
8182	1	RIDDLEBERGER BROTHERS	06/22/2023	\$1,590.00
8183	1	The Power Connection, Inc.	06/22/2023	\$1,804.56
8184	1	VIRASEC IT Support Services, Inc.	06/22/2023	\$2,547.06
8185	1	DS SERVICES OF AMERICA INC	06/29/2023	\$77.25
8186	1	FRANK RUSK JR	06/29/2023	\$118.72

Check Listing

Date From: 6/1/2023 Date To: 6/30/2023
 Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
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Check Number	Bank	Vendor	Date	Amount
8187	1	General Excavation, Inc	06/29/2023	<u>\$158,748.30</u>
8188	1	Gwen Malone	06/29/2023	<u>\$40.00</u>
8189	1	Kim S. Kemp	06/29/2023	<u>\$40.00</u>
8190	1	MICHAEL EUGENE BELL JR	06/29/2023	<u>\$40.00</u>
8191	1	Michelle K. Marino	06/29/2023	<u>\$40.00</u>
8192	1	MILHORN KELSEY LYNN 8160	06/29/2023	<u>\$31.74</u>
8193	1	Minnesota Life Insurance Co.	06/29/2023	<u>\$194.13</u>
8194	1	Nationwide Retirement Solutions	06/29/2023	<u>\$575.00</u>
8195	1	PENNONI ASSOCIATES INC	06/29/2023	<u>\$1,340.00</u>
8196	1	RICKI BENNETT	06/29/2023	<u>\$156.44</u>
8197	1	SERENA MICHELLE GALLAGHER	06/29/2023	<u>\$70.27</u>
8198	1	Sheryl Reid	06/29/2023	<u>\$40.00</u>
8199	1	SNYDER G MATTHEW & REBECCA E 455	06/29/2023	<u>\$1,653.70</u>
8200	1	Treasurer of Frederick County	06/29/2023	<u>\$5,956.24</u>
46		Checks Totaling -		<u>\$204,634.69</u>

Totals By Fund

Fund	Checks	Voids	Total
100	\$20,320.91		\$20,320.91
501	\$176,691.98		\$176,691.98
502	\$7,621.80		\$7,621.80
Totals:	\$204,634.69		\$204,634.69



BERRYVILLE TOWN OF

June 01, 2023 - June 30, 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.: 1.509.353.6666 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 06/30/23 Payment Due Date 07/25/23 Days in Billing Cycle 30 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$84,626.17	Previous Balance \$98,199.45 Payments -\$98,199.45 Credits \$0.00 Cash \$0.00 Purchases \$84,626.17 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 \$84,626.17

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 07/25/23.

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 to register your card and start using Global Card Access today.

Cardholder Activity Summary

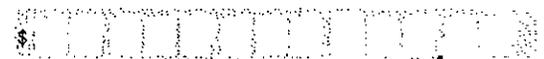
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
Credit Limit				

9819945 8462617 8462617 4715291201837237

Account Number: [REDACTED]
 June 01, 2023 - June 30, 2023

Total Payment Due \$84,626.17
 Payment Due Date 07/25/23

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

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

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.

BERRYVILLE TOWN OF
 [REDACTED]
 June 01, 2023 - June 30, 2023
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Cardholder Activity Summary				
<i>Account Number</i>	<i>Credits</i>	<i>Cash</i>	<i>Purchases and Other Debits</i>	<i>Total Activity</i>
BOOR, RICK [REDACTED]				
15,000	0.00	0.00	2,506.40	2,506.40
BOOTH, KEVIN [REDACTED]				
1,000	0.00	0.00	101.42	101.42
BRAITHWAITE, JAY [REDACTED]				
500	0.00	0.00	154.47	154.47
BUSSERT, ERNIE [REDACTED]				
47,425	0.00	0.00	10,692.02	10,692.02
CULP, PAUL [REDACTED]				
5,000	0.00	0.00	268.92	268.92
DALTON, KEITH [REDACTED]				
50,000	0.00	0.00	16,191.52	16,191.52
DORSEY, DANIEL [REDACTED]				
500	0.00	0.00	22.56	22.56
ELLIOTT, RALPH [REDACTED]				
5,000	0.00	0.00	685.00	685.00
FERREBEE, DARRELL [REDACTED]				
500	0.00	0.00	26.69	26.69
GRIFFITH, RICHARD A [REDACTED]				
500	0.00	0.00	85.00	85.00
JOHNSON, KAREN [REDACTED]				
1,000	0.00	0.00	33.05	33.05
LINK, BRIAN [REDACTED]				
5,000	0.00	0.00	1,506.45	1,506.45
MILLER, TAMARA [REDACTED]				
50,000	0.00	0.00	45,777.56	45,777.56
PETTI, JEAN [REDACTED]				
15,000	0.00	0.00	245.40	245.40
POULIN, CYNTHIA [REDACTED]				
1,000	0.00	0.00	59.00	59.00
SHEETZ, CULLEN [REDACTED]				
500	0.00	0.00	20.16	20.16
STOVER, KEITH [REDACTED]				
5,000	0.00	0.00	33.70	33.70
WHITE, NEAL [REDACTED]				
15,000	0.00	0.00	6,216.85	6,216.85

Transactions						
<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>MCC</i>	<i>Charge</i>	<i>Credit</i>
BERRYVILLE TOWN OF						Total Activity
Account Number: [REDACTED]						-\$98,199.45
06/23	06/23	AUTO PAYMENT DEDUCTION		0071		98,199.45
BOOR, RICK						Total Activity
Account Number: [REDACTED]						2,506.40
06/16	06/15	GRIFFITH ENERGY SERVIC 888-474-3391 MD	24941683166200757700555	4900	1,350.55	

BERRYVILLE TOWN OF
 June 01, 2023 - June 30, 2023
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Transactions							
<i>Posting Transaction</i>							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
06/21	06/20	CORE & MAIN - WV004	304-263-6986 WV	24445003171300601851102	5074	1,155.85	
BOOTH, KEVIN							Total Activity
Account Number: [REDACTED]							101.42
06/26	06/23	COSTCO WHSE #0239	WINCHESTER VA	24943003175898000077172	5300	36.31	
06/27	06/26	GIANT MARTINS #6568	BERRYVILLE VA	24692163177108998485590	5411	20.16	
06/29	06/28	BERRYVILLE FARM AND PET	SBERRYVILLE VA	24761473179027010429864	5995	44.95	
BRAITHWAITE, JAY							Total Activity
Account Number: [REDACTED]							154.47
06/28	06/27	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801973179091400000272	5251	57.49	
06/30	06/29	TOTAL IMAGE WORKINGMANS	SWINCHESTER VA	24755423181131815212928	5699	96.98	
BUSBERT, ERNIE							Total Activity
Account Number: [REDACTED]							10,692.02
06/01	05/31	IN *JOINER LABS, LLC	540-3477212 VA	24692163151108139609587	8734	2,575.00	
06/01	05/31	COYNE CHEMICAL	CROYDON PA	24137463151300783408559	5169	2,588.00	
06/14	06/13	HACH COMPANY	970-663-1377 CO	24492153164743238163173	5169	1,086.00	
06/22	06/21	COYNE CHEMICAL	CROYDON PA	24137463172300763994995	5169	4,125.60	
06/27	06/26	TAYLOR TECHNOLOGIES INC	SPARKS MD	24247603177300880396160	5996	203.63	
06/27	06/26	COYNE CHEMICAL	215-785-3000 PA	24137463177300744167436	5169	15.35	
06/29	06/28	IN *JOINER LABS, LLC	540-3477212 VA	24692163179100645115967	8734	82.50	
06/30	06/29	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801973181091404000175	5251	15.94	
CULP, PAUL							Total Activity
Account Number: [REDACTED]							268.92
06/02	06/01	STAPLS7377017516000001	877-8267755 NJ	24164073162105310293024	5111	103.51	
06/12	06/10	STAPLS7377138677000001	877-8267755 NJ	24164073162105020371606	5111	37.77	
06/15	06/14	STAPLS7377325194000001	877-8267755 NJ	24164073165105130224188	5111	13.98	
06/15	06/14	STAPLS7377361128000001	877-8267755 NJ	24164073165105130375584	5111	64.21	
06/15	06/14	STAPLS7377325194000003	877-8267755 NJ	24164073165105960224183	5111	11.55	
06/15	06/14	STAPLS7377325194000002	877-8267755 NJ	24164073165105970224161	5111	37.90	
DALTON, KEITH							Total Activity
Account Number: [REDACTED]							16,191.52
06/16	06/15	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24941663166083751348833	4900	8,105.12	
06/16	06/15	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24941663166083751349393	4900	8,086.40	
DORSEY, DANIEL							Total Activity
Account Number: [REDACTED]							22.56
06/29	06/28	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801973180091402000194	5251	22.56	
ELLIOTT, RALPH							Total Activity
Account Number: [REDACTED]							685.00
06/12	06/08	BROY & SON PUMP SERVICE	BERRYVILLE VA	24073143160900011000012	1799	195.00	
06/28	06/27	BROY & SON PUMP SERVICE	BERRYVILLE VA	24073143178900012400013	1799	490.00	
FERREBEE, DARRELL							Total Activity
Account Number: [REDACTED]							26.69
06/07	06/06	BERRYVILLE FARM AND PET	SBERRYVILLE VA	24761473157027010451419	5995	16.90	
06/07	06/06	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801973158091408000493	5251	9.79	
GRIFFITH, RICHARD A							Total Activity
Account Number: [REDACTED]							85.00
06/06	06/05	ALTMED MEDICAL CTR- FR	FRONT ROYAL VA	24493983166286693800052	8011	85.00	
JOHNSON, KAREN							Total Activity
Account Number: [REDACTED]							33.05
06/05	06/02	Amazon web services	aws.amazon.coWA	24692163153109602801568	7399	0.60	
06/23	06/22	USPS PO 5107660300	BERRYVILLE VA	24137463174001526129907	9402	32.45	
LINK, BRIAN							Total Activity
Account Number: [REDACTED]							1,506.45
06/06	06/02	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801973154091400000040	5251	57.73	
06/16	06/15	LOWES #02724*	Winchester VA	24692163166109945405247	5200	109.06	
06/19	06/15	THE HOME DEPOT #4618	WINCHESTER VA	24943013167010181876957	5200	139.92	
06/28	06/27	CLARKE COUNTY AUTOMOTIVE	BERRYVILLE VA	24247603178200168636718	7538	1,117.91	
06/29	06/28	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801973180091402000079	5251	81.83	
MILLER, TAMARA							Total Activity
Account Number: [REDACTED]							45,777.56
06/05	06/02	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231683153747009144010	4900	6,669.09	
06/05	06/02	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231683153747009144101	4900	1,954.95	
06/05	06/02	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231683153747009144135	4900	10,000.00	
06/05	06/02	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231683153747009143582	4900	5,280.83	
06/05	06/03	COMCAST	800-COMCAST MD	24692163154100168772328	4899	122.91	
06/06	06/05	USPS PO 5107560300	BERRYVILLE VA	24137463157001498386835	9402	9.48	
06/08	06/08	1-800-FLOWERS.COM,INC.	800-468-1141 NY	24692163159104068825666	5992	68.88	
06/09	06/08	VA DMV ONLINE BILLING	PAY804-4977100 VA	24755423160131609571757	9399	1,600.00	

BERRYVILLE TOWN OF
 June 01, 2023 - June 30, 2023

Transactions

Posting Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
06/12	06/09	COMMONWEALTH OF VA DEPT 0804-7860447 VA	24755423161731613082144	9399	1,611.54		
06/16	06/15	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663166083744293542	4900	4,541.76		
06/16	06/15	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663166083718169876	4900	1,775.00		
06/16	06/15	REPUBLIC SERVICES TRASH 866-576-5548 AZ	2494166316608372021517	4900	10,000.00		
06/23	06/23	MSFT * E0100NV23J 800-6427676 WA	24204293174000003589830	5045	6.00		
06/23	06/22	MSFT * E0100NUTIR MSBILL.INFO WA	24430993173400817056609	5045	246.00		
06/26	06/24	COMCAST 800-COMCAST MD	24692163175106949581600	4899	159.43		
06/26	06/24	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692163175107021304085	4814	1,083.95		
06/26	06/24	VERIZON BILL PAYMENT 800-VERIZON FL	24692163175107031132302	4814	457.61		
06/26	06/24	VERIZON BILL PAYMENT 800-VERIZON FL	24692163175107031132310	4814	190.13		
PETTI, JEAN							Total Activity
Account Number: [REDACTED]							245.40
06/26	06/23	GIANT MARTINS #6558 BERRYVILLE VA	24692163174106466198866	5411	62.09		
06/26	06/22	WALMART.COM 8009666546 800-966-6546 AR	24445003174200140007058	5310	68.63		
06/26	06/23	WALMART.COM 8009666546 800-966-6546 AR	24445003174200140007132	5310	27.37		
06/26	06/27	WALMART.COM 800-966-6546 AR	24692163178109694935671	5310	22.06		
06/26	06/27	WALMART.COM 800-966-6546 AR	24692163178109695016794	5310	65.25		
POULIN, CYNTHIA							Total Activity
Account Number: [REDACTED]							59.00
06/27	06/26	IN *TRUESHRED 888-7508783 VA	24692163177109045956239	7399	59.00		
SHEETZ, CULLEN							Total Activity
Account Number: [REDACTED]							20.16
06/02	06/01	GIANT MARTINS #6558 BERRYVILLE VA	24692163162108705520365	5411	20.16		
STOVER, KEITH							Total Activity
Account Number: [REDACTED]							33.70
06/26	06/23	DOLLAR-GENERAL #0394 BERRYVILLE VA	24445003175500597714646	5331	33.70		
WHITE, NEAL							Total Activity
Account Number: [REDACTED]							6,216.85
06/01	05/31	AMZN Mktp US*W727367S3 Amzn.com/billWA	24692163151107746822500	5942	25.18		
06/12	06/09	TRUE BLUE TRAINING LLC 304-8867348 WV	24755423161121617859640	8299	100.00		
06/15	06/14	USPS PO 5107560300 BERRYVILLE VA	24137463166001549455131	9402	12.90		
06/19	06/16	AMZN Mktp US*1F19V3IX3 Amzn.com/billWA	24692163167100576093013	5942	365.11		
06/19	06/18	THOMSON WEST*TCD 800-328-4880 MN	24692163167100930319989	8999	117.82		
06/19	06/16	BERRYVILLE AUTO PARTS 540-9551292 VA	24327433167969100502198	5533	2,626.60		
06/19	06/16	AT&T PAYMENT 800-331-0600 TX	24055233168812481291844	4814	229.44		
06/19	06/16	INTERSTATE BATTERIES 000-0000000 MD	24388943168630165862062	5533	458.28		
06/19	06/17	GALLS 859-266-7227 KY	24435653168762479523007	5137	259.50		
06/20	06/19	AMAZON.COM*J341050O3 AMZNAMZN.COM/BILLWA	24431063170083353248427	5942	315.60		
06/21	06/20	USPS PO 5107560300 BERRYVILLE VA	24137463172001420697647	9402	13.65		
06/22	06/21	AMZN MKTP US*G22312FH3 AMAMZN.COM/BILLWA	24431063173083345189629	5942	1,367.87		
06/22	06/22	AMZN Mktp US*RI5MK7UJ3 Amzn.com/billWA	24692163173105311860396	5942	69.98		
06/23	06/22	AMZN MKTP US*SX5CZ4SG3 AMAMZN.COM/BILLWA	24431063173083330773981	5942	104.97		
06/27	06/26	AMAZON.COM*1P1B29N33 AMZNAMZN.COM/BILLWA	24431063177083711984237	5942	149.95		

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.

**Short-term Rentals Update for Berryville Town Council
11 July 2023**

Item Title: *Short-term Rentals*

Prepared By: *Jean Petti*

Background/History General Information

Since February 2023, short-term rental regulation has been reviewed, drafted, and revised in Public Safety Committee, Community Development Committee, and Planning Commission.

Findings/Current Activity

Planning Commission held a public hearing 27 June 7pm for the proposed text amendment to the definitions section of *T. of Berr. Zoning Regulations (July 2022)*, creating Short-term rental as a use permitted by special permit in the R-1, R-2, R-3, OSR, DR-1, DR-2, DR-4, AR, MR, BC, L1, C, and C-1 zoning districts. Due to the absence of several commissioners on 27 June, Planning Commission continued discussion of the proposed amendments to their 25 July meeting.

Relevant changes to *T. of Berr. Code Article III- Other Licenses* and *Article VIII- Transient Occupancy Tax* will undergo legal review and are anticipated to be presented to Town Council in September.

Recommendation

No action needed- information only.

Town Manager's Report

Proposed Truck Length Restrictions on Various Streets

The Council held a public hearing on this matter at its June meeting. At the conclusion of the public hearing the Council directed the Town Manager to review the draft proposal with VDOT and provide a report on the discussion.

The Town Manager met with officials from VDOT and discussed the proposal. The VDOT officials stated that the proposal will be discussed in detail by departmental personnel and comment will be provided to the Town. The Town Manager expects to have comment from VDOT prior to the September Town Council meeting.

Proposed Amendments to the Code of Berryville to Revise Rules for Rose Hill Park and other Town-owned Property

The Town Council reviewed Town staff's draft code and rule changes at its June meeting. The Council directed the Town Manager to forward the proposal to the Town's legal counsel for review.

The Town Manager forwarded the draft proposal to the Town's legal counsel for review. The Town Manager expects to a revised proposal to be available to the Council for its September meeting.

August Town Council meeting

Typically, the Town Council does not meet during the month of August. Town staff knows of no pressing issues that will require the Council to meet next month.

Staff requests that the Council determine whether or not it will meet in August.

Opening of streets leading to Phase 5 of the Hermitage Subdivision

The barricades on Dunlop and Tyson Drives were removed on July 5, 2023.

Police Department patrols have been increased in the area. The speed trailer has been deployed in the area.

Boundary line adjustments between Clarke County Public Schools, Paul Howell, and the Town of Berryville

The Town Manager introduced this matter to the Town Council at its June meeting. The Town Manager also introduced this matter to the Clarke County School Board at its June meeting.

The Town Manager will attend both the July and August Clarke County School Board meetings. It is hoped that the School Board will take action on the boundary line adjustments at their August meeting.

The Town Manager's report on this matter from the June Town Council meeting is attached to this report. It is important to note that one item was not addressed in the "Easements" portion of the report. It is proposed that an access easement be granted to Howell across Town property along the frontage of Mosby.

The proposal schedule provides for the boundary line adjustments being finalized before the end of 2023.

June Town Council Report on Boundary Line Adjustments Between CCPS, Howell, and TOB

Boundary Line Adjustments Between Clarke County Public Schools, Paul Howell, and the Town of Berryville

History

As a part of the site development and construction of the Clarke County High School at 627 Mosby Blvd., Mosby Blvd. (Mosby) from its temporary terminus near the eastern-most entrance to the CCHS site to its intersection with West Main Street was planned and constructed. Instead of dedicating a right-of-way for this final section of Mosby, Clarke County Public Schools (CCPS) chose to grant an easement for the street and associated improvements. This approach was employed to prevent the property north of Mosby from being subdivided from the rest of the school site.

Construction of the final section of Mosby stranded CCPS property along the west side of the street easement. As soon as this condition was discovered, efforts to remedy this matter began. Unfortunately, these efforts stalled and no action has been taken in this regard over the past eleven years.

Proposal

The Town of Berryville (TOB) and Paul Howell (Howell) propose that the CCPS agree to several boundary line adjustments to fine-tune property boundaries, facilitate orderly development, and provide for proper maintenance of properties in the area. The proposed boundary line adjustments have been configured in a manner that ensures that the CCPS is made whole once the adjustments have been approved and recorded.

The attached maps provide a graphical representation of the proposal.

Proposal Specifics

8,007 square feet of CCPS property situated along the west side of Mosby, along with 11,249 square feet of property owned by TOB, would be transferred to Howell.

4,565 square feet of CCPS property situated along the west side of Mosby would be transferred to TOB.

12,572 square feet of TOB property along TOB's common boundary with CCPS property would be transferred to CCPS.

These adjustments would:

- provide Howell with frontage along the west side of Mosby,
- provide TOB with additional frontage along the west side of Mosby north of its entrance (this will facilitate maintenance of sight distance),

- provide TOB with additional property south of its current boundary with Howell, and
- provide CCPS with an even trade for land transferred to Howell and TOB.

Summary of transfers with amounts

In to **Howell**

In 11,249 square feet from TOB
 In 8,007 square feet from CCPS
 Total in = 19,256 square feet

Out from **Howell**

Out 18,543 square feet to TOB
 Total out = 18,743 square feet

Howell: + 713 square feet

In to **TOB**

In 4,565 square feet from CCPS
 In 18,543 square feet from Howell
 Total in = 23,108 square feet

Out from **TOB**

Out 11,249 square feet to Howell
 Out 12,572 square feet to CCPS
 Total out = 23,821 square feet

TOB: – 713 square feet

In to **CCPS**

In 12,572 square feet from TOB
 Total in 12,572 square feet

Out from **CCPS**

Out 8,007 square feet to Howell
 Out 4,565 square feet to TOB
 Total Out = 12,572

CCPS: 0+/-

It is important to note that Howell may dedicate some frontage along West Main Street to ensure that existing street-related improvements are on the street right-of-way and accommodate extension of the sidewalk/path along the north side of West Main Street.

Other Considerations

Zoning/Jurisdictional Boundaries

The attached maps show the current zoning for each area property to be transferred and the new zoning that would need to be applied during this process (if applicable).

The maps also show the jurisdiction in which the area of property to be transferred is located.

Boundary line adjustments will be administered by the Town's Community Development Department and reviewed/approved by the Berryville Area Development Authority (BADA).

The Berryville Planning Commission and Town Council will review/approve the rezoning of land transferred from the CCPS to the TOB (4,565 square feet from DR-4 to ITL) and the land transferred from TOB to the CCPS (12,572 square feet from ITL to DR-4).

Easements

Several utility easements will have to be established during this work.

Clarke County owns a water main that is located in the strip of land that TOB would transfer to Howell. An easement will be established for this main.

At least two service lines from the County main traverse the Howell property. If easements have not been established for these laterals, then they will need to be established during this project.

Cost to Implement Proposal

The cost of implementing the proposed boundary line adjustments and associated rezonings will be borne by Paul Howell and the Town of Berryville.

Howell will provide all necessary boundary line adjustment and easement plats and TOB will cover the cost of deeds, proposal review, and deed recordation.

Process/Tentative Schedule

June 13, 2023

Formally introduce proposal to the Berryville Town Council.

Purpose:

- 1) Provide the Town Council with details of proposal.
- 2) Determine if there are concerns/questions and address same.

Actions:

None

June 19, 2023

Formally introduce proposal to the Clarke County School Board.

Purpose:

- 1) Provide the School Board with details of proposal.
- 2) Determine if there are concerns/questions and address same.

Actions:

Authorize a public hearing on boundary line adjustments for August 28, 2023.
{Note: Plats and deeds will be provided to staff by July 12, 2023}

August 28, 2023

School Board conducts public hearing on proposed boundary line adjustments.

Purpose:

- 1) Receive public comment on proposal.
- 2) Make determinations on the proposal.

Actions:

- 1) Conduct a public hearing and discuss the proposal.
- 2) Approve the proposed boundary line adjustments, contingent upon the following:
 - a. approval of the boundary line adjustments by the Berryville Town Council and Paul Howell, and
 - b. approval of rezonings as represented in the proposal.

September 26, 2023

Formally introduce this matter to the Berryville Planning Commission.

Purpose:

- 1) Provide Planning Commission with details of proposal.
- 2) Determine if there are concerns/questions and address same.

Actions:

Set joint public hearing with the Berryville Area Development Authority for October 24, 2023.

September 27, 2023

Formally introduce this matter to the Berryville Development Authority.

Purpose:

- 1) Provide Authority with details of proposal.
- 2) Determine if there are concerns/questions and address same.

Actions:

Set joint public hearing with the Berryville Planning Commission for October 24, 2023.

October 24, 2023

Berryville Planning Commission and Berryville Area Development Authority conduct a public hearing on the proposed boundary line adjustments and rezonings.

Purpose:

- 1) Receive public comment on proposal.
- 2) Make determinations on the proposal.

Actions:

- 1) Conduct a public hearing and discuss proposal.
- 2) Approve the proposed boundary line adjustments, contingent upon the approval of rezonings as represented in the proposal.
- 3) Recommend approval of the proposed rezonings.

November 14, 2023

Proposed boundary line adjustments and rezonings placed before the Berryville Town Council.

Purpose:

- 1) Provide Council with details of proposal.
- 2) Determine if there are concerns/questions and address same.

Actions:

Set a public hearing for December 12, 2023.

December 12, 2023

Town Council makes determinations on proposed rezonings.

Purpose:

- 1) Receive public comment on proposal.
- 2) Make determinations on the proposal.

Actions:

Approve proposed boundary line adjustments and rezonings.

December 13-22, 2023

All documents are signed by CCPS, TOB, CC, and Howell.

Purpose:

Finalize boundary line adjustment plats and deeds.

Actions:

Secure all required signatures on boundary line adjustments and deeds.

December 28, 2023

All documents recorded in the land records of Clarke County.

Purpose:

Complete the transfer of property through boundary line adjustments.

Actions:

Finalize process by recording executed boundary line adjustment plats and deeds in the land records of the Clerk of the Circuit Court of Clarke County.

{Note: Between September 1, 2023 and December 1, 2023 Clarke County will review/approve utility easements across Howell and TOB.}

Attachment

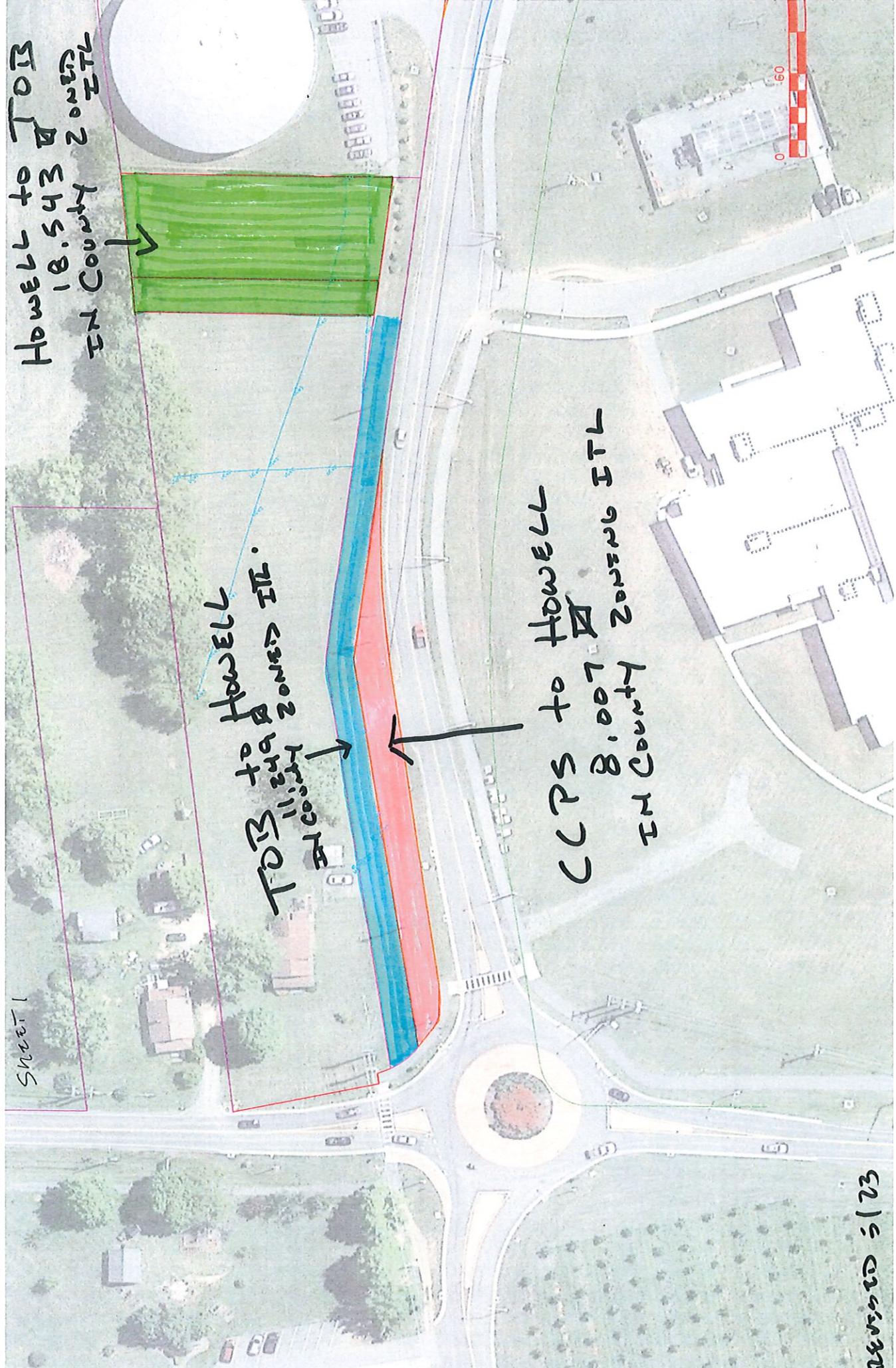
- Three-part map on which proposed boundary line adjustments are represented
 - o TOB to Howell – BLUE
 - o CCPS to Howell – PINK
 - o Howell to TOB – GREEN
 - o CCPS to TOB – ORANGE
 - o TOB to CCPS – YELLOW

SHEET 1

Howell to TOB
18.543
IN County ZONES ITR

TOB to Howell
11.214
IN County ZONES ITR

CCPS to Howell
8.007
IN County ZONES ITR



REVISION 1/23



12572
0.288

MATCH LINE SHEET 2
MATCH LINE SHEET 3

CCPS to TOIS
4,565 ft

IN TOWNS
ZONING - DR24 to I1L



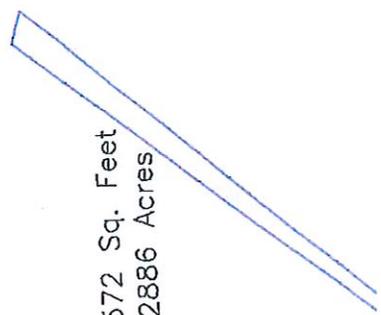
Sheet 3

TOB to CCPS
12,572 A

IN TOWN
ZONING I TL to DR 4



12572 Sq. Feet
0.2886 Acres



July 11, 2023
Monthly Update

American Rescue Plan Act of 2021

Funds expended over the past month

The June 2023 expenditure report is attached.

Attachments

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

Jun-23

Water and sewer bill accounts

Estimated cost of these actions:

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
- 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	\$	\$
Fund balance from first payment				\$	\$ 3,839.18

Signage

Estimated cost of these actions

- Signage	\$ 150,000.00	\$ 2,275.00	\$ 14,805.50	\$ 132,919.50	10%
- Total		\$	\$ 17,080.50	\$	\$ 150,000.00

Fund balance from first payment

			\$	\$	\$ 52,919.50
Fund balance from second payment				\$	\$ 80,000.00

Improvements in Central Business District

Estimated cost of these actions

- Facades, signs, accessibility	\$ 250,000.00	\$ -	\$ 125,000.00	\$ 85,653.44	66%
Total		\$	\$ 39,346.56	\$	\$ 250,000.00

Fund balance from first payment

			\$	\$	\$ -
Fund balance from second payment				\$	\$ 85,653.44

	<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	-	\$ 80,000.00	\$ -	100%
- Barns of Rose Hill	\$ 40,000.00	-	\$ 40,000.00	\$ -	100%
- Housing assistance	\$ 120,000.00	-	\$ 80,000.00	\$ 40,000.00	67%
- Total			\$ 200,000.00	\$	\$ 240,000.00
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	\$	\$ 25,000.00
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	\$	\$ 128,000.00
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	\$ 161,648.30	\$ 1,328,393.00	\$ 1,439,706.45	47.65%
Total			\$ 292,786.55		\$ 3,060,886.00
Fund balance from first payment					\$ -
Fund balance from second payment					\$ 1,439,706.45

	<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	\$ -	\$ 40,168.89	\$ 289,831.11	12%
- Total			\$ 40,168.89	\$ 330,000.00	
Fund balance from first payment				\$ 99,831.11	
Fund balance from second payment				\$ 190,000.00	

NOTES:

<u>Administrative Costs:</u>	\$ -
<u>Legal</u>	\$ -
	<u>-</u>

INFRASTRUCTURE COSTS:

Frazier Assoc.(Wayfinding)	\$ 2,275.00	1st Tranche	\$ 2,267,493.00
General Excavation(Josephine)	\$ 157,748.30	Used to date	\$ 2,068,779.31
Broy & Sons (River Pump #1)	\$ -	Balance	\$ 198,713.69
Kidwell Fencing	\$ -	2nd Tranche	\$ 2,267,493.00
GWP(Boom Road Generator)	\$ -	Used to date	\$ 412,133.11
Pennoni(Osborne, Church,Josephine)	\$ 3,900.00	Balance	\$ 1,855,359.89
Pennoni (I&I, SSES Study)	\$ -		
Webster Nursery(Concrete walls)	\$ -		
Total	\$ 163,923.30		

ARPA MASTER LIST

7/11/2023

	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	\$ 12,458.03	\$ 12,541.97	100% infrastr	\$ 12,541.97
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	\$ 164,346.56	\$ 85,653.44	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	\$ 116,240.44	\$ 8,759.56	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	\$ 334,294.37	\$ 15,705.63	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	\$ 896,242.53	\$ 1,384,705.57	30% 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 Voi and Battletown Water Main Repl		\$ 11,612.50		infra	
26	Wayfinding Signs	\$ 140,000.00	\$ 17,080.50	\$ 122,919.50	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	\$ 40,168.89	\$ 19,831.11	50% Admin	
	Total Encumbered	\$ 4,534,986.00	\$ 2,480,912.42	\$ 2,054,073.58		\$ 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

Date: 7/11/2023

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: 7/11/2023

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

10

Date: 7/11/2023

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: 7/11/2023

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: \$164,346.56
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: 7/11/2023

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: \$116,240.44
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: 7/11/2023

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: \$334,294.37
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: 7/11/2023

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: \$896,242.53
Schedule/Timeline	On Track	% Complete: 50

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

22

Date: 7/11/2023

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: 7/11/2023

Project Name:

Bel Voi Drive and Battletown Dr Water Main Replacement

Project Budget: \$

Expected Completion Date: December2024

Executive Summary:

Water main replacement from an 4-nch 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

Date: 7/11/2023

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: \$17,080.50
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: 7/11/2023

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

Date: 7/11/2023

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 July 11, 2023

Update

225 Josephine Street

Staff spoke with the property owner and was told that he is working:

- 1) with a contractor to raze the house in the fall,
- 2) to erect an accessory building on the property, and
- 3) to get materials that have been removed from the house off of the property.

114 Josephine Street

Town staff is scheduled to meet with the property owner to discuss work that needs to be completed to close this matter.

203 Josephine Street

The property owner has secured a surveyor to document the non-conforming structure before it is razed.

229 Josephine Street

At its June meeting, the Council requested that staff be able to inspect the cistern located at 229 Josephine Street before July 11 or it would initiate action under §5-3 of the Berryville Code. No such inspection was permitted.

The property owner's intermediary represented to the Town that the cistern has been filled.

Attachments

- 229 Josephine correspondence from June 13 to July 6

Report of June 13, 2023

Update

225 Josephine Street

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.

A demolition permit has been secured for the dwelling.

The approved plan requires that the dwelling be demolished and the site cleaned by December 15, 2023.

The owner removed building material and the like from the dwelling and is storing the material on the lot. Staff will discuss lot maintenance with the owner in the coming weeks.

12 First Street

The southern portion of the building has been demolished. The next abatement plan milestone, completion of work making the structure (the remaining northern portion) weather-tight and cleaning site of construction debris and the like, must be completed by December 15, 2023.

114 Josephine Street

The dwelling has been razed and the building materials have been removed from the site.

Town staff will attempt to meet with the owner on site in the coming weeks to determine if the property now complies with the approved abatement plan.

203 Josephine Street

Town staff is working with owner of 203 Josephine to bring the property into compliance with the Berryville Code. Staff was informed that the owner is working to secure a contractor to raze the structure and remove the debris from the site.

Over the coming weeks Town staff will work with the owner to establish a schedule for completion of the work. The Town manager hopes to have the blight abated no later than October 1, 2023. If the required work is not completed by that time, then it is likely that a preliminary blight determination will be issued. This would start the formal process by which a spot blight abatement plan is reviewed/approved by the Town Council.

229 Josephine Street

Town staff has been working with a representative of the owner of 229 Josephine Street to bring the property into compliance with the Berryville Code. Recent correspondence with that representative is attached to this report.

On June 6, 2023 the Town received a letter from the from the property owner. In that letter the owner claimed:

- The town manager will not engage him regarding the property.
- He thought that the repair work that he did was sufficient to comply with the requirements of the Berryville Code.
- He was asked to board up the windows and now the Town is saying the boards need to be removed.
- The town manager has now asked about a cistern on the property.
- The cistern is small, shallow, and only useful as a rain collector.
- He intends to make sure that the building stays standing.

In response to the claims enumerated above, Town staff offers the following:

- On several occasions the town manager has attempted to contact the owner by phone. Because the town manager found it difficult to reach the owner (please note: property owner does not communicate through email and has not been able to make it to the area for a meeting with Town staff), he has been working

with Susan French who agreed to be an intermediary between the town manager and the property owner.

- Staff does not know how the owner came to believe that his work to date was sufficient to comply with the requirements of the Berryville Code.
- Information provided to the owner since 2021 has not requested that the owner cover the door and window openings with plywood. In fact, plans to which the property owner agreed (on 1/14/22 and 1/26/23) to comply, included the following statement "Owner will cause the structure to be secured utilizing widows and doors (structure may not be boarded up after project is completed)".
- With regard to the implied claim that the town manager has just recently broached the matter of cistern abandonment, plans to which the owner agreed (on 1/14/22 and 1/26/23) to comply, included the following heading and statement: "Abandonment of on-site sewer treatment system and/or well or cistern ... 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."
- The cistern is not secured and therefore may present a hazard. If the cistern is small and shallow, then it should be relatively easy to abandon. With regard to the owner's statement that the cistern is "only being useful as a rain collector," cisterns are reservoirs used for collecting and storing rainwater.

Because the owner's representative claimed (in an email dated 5/18/23) that the owner was confused about what has to be done to get the property in question into compliance with the requirements of the Berryville Code, on 5/22/23 the Town Manager provided a draft letter that outlines what he has determined to be the obvious violations of the requirement of Chapter 5 of the Berryville Code. It is important to note that the town manager has not been permitted to enter the property to conduct an inspection; therefore he must rely on what can be seen from the street and the adjoining property (to the east and south).

The town manager requests that the Council review the draft letter referenced above and determine whether it wants to review the items listed as potential violations of §5-3 of the Berryville Code. If the Council determines that conditions on the property violate §5-3 of the Berryville Code, then the it would also direct Town staff to provide required notice.

With regard to blight issues (§5-5 of the Berryville Code), unless the owner abates the blight by October 1, 2023, the town manager will likely issue a preliminary determination of blight for the property. This would start the formal process by which a spot blight abatement plan is reviewed/approved by the Town Council.

Attachments

- 229 Josephine Street correspondence

Requested action

The town manager requests that the Council review the draft letter referenced above and determine whether it wants to review the items listed as potential violations of §5-3 of the Berryville Code.

If the Council determines that conditions on the property violate §5-3 of the Berryville Code, then the it would also direct Town staff to provide required notice.

If the Council determines that the enumerated conditions should be abated through the process outlined in §5-5 of the Berryville Code, then the draft preliminary determination would be amended to include these items.

Report of May 9, 2023

112 Josephine Street

Staff recommends that the Council adopt the following motion:

I move that the Council of the Town of Berryville make the following findings and determinations concerning the property at 112 Josephine Street:

- On November 5, 2021, in accordance with provisions of §5-5 of the Berryville Code, Berryville's Town Manager provided notice to the Jacob Nelson Estate that a preliminary determination of blight had been made for the property.
- In the November 5, 2021 letter, the town manager enumerated the reasons for the preliminary determination of blight.
- Work completed since November 5, 2021 has addressed the reasons for the preliminary determination of blight.
- Accordingly, the Council finds that the property owner has met the requirements of the approved spot blight abatement plan (plan approved by the Town Council on 7/12/22 and last amended on 1/10/23).

The property owner's legal counsel requested that the Town Council declare that the property is no longer blighted. This language was not included in the sample motion.

225 Josephine Street

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.

A demolition permit has been secured for the dwelling.

The approved plan requires that the dwelling be demolished and the site cleaned by December 15, 2023.

12 First Street

The southern portion of the building has been demolished. The next abatement plan milestone, completion of work making the structure (the remaining northern portion)

weather-tight and cleaning site of construction debris and the like, must be completed by December 15, 2023.

114 Josephine Street

The dwelling has been razed, but the building materials have not been removed from the site.

Town staff has met with the owner and contacted him several times (by email and also by phone). Staff and the owner spoke by phone on May 3, 2023 and it appears that the owner is no closer to getting the site cleaned up than when they last spoke. The owner stated that he could not get dumpsters in the area because of the utility work that is in progress on Josephine Street. The owner had not contacted the Director of Public Works (as had been requested) to make sure refuse dumpsters could be sited in the area. When asked details about the dumpster contractor the owner had secured to provide the dumpsters, the owner was unable to provide details like the dumpster contractor's name.

If the site has not been cleaned by the Town Council meeting, then staff will address the Council about proceeding with Town action to clean the property.

229 and 203 Josephine Street

Town staff is still working with a representative of the owner of 229 and the owner of 203. Staff is of the opinion that the discussions that it is having regarding both properties are progressing well.

Attachments

- Recent correspondence regarding the properties in question

Report of April 11, 2023

Update

112 Josephine Street

The next abatement plan milestone, completion of work making the structure weather-tight and clearing site of construction debris and the like, must be completed by December 15, 2023.

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.

A demolition permit has been secured for the dwelling.

The approved plan requires that the dwelling be demolished and the site cleaned by December 15, 2023.

12 First Street

The southern portion of the building has been demolished. The next abatement plan milestone, completion of work making the structure (the remaining northern portion) weather-tight and cleaning site of construction debris and the like, must be completed by December 15, 2023.

114 Josephine Street

The dwelling has been razed, but the building materials have not been removed from the site.

Staff will attempt to contact the property owner prior to the meeting. Staff will gather more information before the Council meeting and discuss setting a new deadline for site cleanup.

229 and 203 Josephine Street

The plan executed by the owner of 229 Josephine Street required that an evaluation of the structure, a list of repairs to be completed on the structure, and a schedule for the work to be provided to the town manager by February 27, 2023. No submission was provided. The owner and town manager spoke on the phone and the owner is to contact the manager with an update on the plan for the property. Staff hopes that a plan of action will have been fleshed out before the May Town Council meeting. If that can't be accomplished, then staff may discuss initiating the formal spot blight review process.

The owner of 203 Josephine Street and the town manager have spoken about demolition plans but they have not been finalized. The owner has contacted the zoning administrator to discuss limitations to rebuilding on the property after the structure in question is demolished. Staff hopes that a plan of action will have been fleshed out before the May Town Council meeting. If that can't be accomplished, then staff may discuss initiating the formal spot blight review process.

Report of March 14, 2023

Update

112 Josephine Street

The next abatement plan milestone, completion of work making the structure weather-tight and cleaning site of construction debris and the like, must be completed by December 15, 2023.

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.

Town staff has met with the owner several times and discussed the requirements of the plan and the process by which requisite permits may be secured. On at least two occasions, Town staff has also met with the owner and Clarke County Building Department staff, to facilitate compliance with the April 3, 2023 deadline. The most recent of those meetings occurred on March 7, 2023.

12 First Street

The southern portion of the building has been demolished. The next abatement plan milestone, completion of work making the structure (the remaining northern portion) weather-tight and cleaning site of construction debris and the like, must be completed by December 15, 2023.

114 Josephine Street

Town staff contacted the owner to determine if work had occurred on the site over the past month. The owner informed staff that he had secured a sample of building material and submitted it for mandatory testing on March 1, 2023. The owner stated that when he receives the test results, he will then secure the assistance needed to remove the structure.

Town staff and the owner again discussed the need for the owner to work with the owner of the overhead utility that is connected to the structure to have the wires disconnected. The owner committed to contact the utilities.

It is clear that the owner will not meet the March 15, 2023 deadline for having the building demolished.

229 and 203 Josephine Street

The plan executed by the owner of 229 Josephine Street required that an evaluation of the structure, a list of repairs to be completed on the structure, and a schedule for the work to be completed be provided to the town manager by February 27, 2023. No submission was provided. The owner and town manager spoke on the phone and the owner is to contact the manager with an update on the plan for the property.

The owner of 203 Josephine Street and the town manager have not spoken regarding the Town's letter dated January 20, 2023. Staff hopes that such a discussion will have occurred prior to the Council's March meeting.

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

On December 19, 2022 the Town Manager sent letters to the owners of 12 First Street, 225 Josephine Street, and 112 Josephine Street informing them that they had not meet required spot blight abatement milestones. The letters stated that the owners must comply with the plans approved for their property by January 3, 2023.

As of the writing of this report, the owner of 12 First Street has complied with currently applicable milestones/deadlines. The owners of 225 Josephine Street and 112 Josephine Street have not complied with their approved plans.

Attachments

- Recent correspondence related to 12 First Street (Mercer), 225 Josephine Street (Brown), and 112 Josephine Street (French).

Staff requests guidance from the Council in this regard.

Report December 13, 2022

112 Josephine Street

A demolition permit was issued for the structure's front porch. The front porch was removed. New stairs were installed at the front door.

As of the writing of this report, the owner of 112 Josephine Street has not met the December 15, 2022 milestone.

12 First Street

The owner provided the Town Manager with a list of repairs to be completed on the northern portion of the structure.

The owner secured a demolition permit for the southern portion of the building and has scheduled a pre-demolition conference with the Building Official on December 15, 2022.

The December 1, 2022 milestone for having all permits issued for work on the northern portion of the structure was not met.

225 Josephine Street

The December 1, 2022 milestone for having all permits issued for work on the structure was not met.

114 Josephine Street

The owner secured a demolition permit for the dwelling. A pre-demolition conference was held regarding this structure on October 17, 2022.

Town staff will send violation notices to owners who have not met required deadlines. These notices will provide a short period of time to comply with the approved spot blight abatement plan and outline the actions the Town will take if these extensions are not met.

Attachments

- Spot Blight Abatement Plan for 112 Josephine Street
- Spot Blight Abatement Plan for 12 First Street
- Spot Blight Abatement Plan for 225 Josephine Street
- Spot Blight Abatement Plan for 114 Josephine Street

Report November 8, 2022

On October 11, 2022, the Town Council reviewed a request to modify the approved spot blight abatement plan for 112 Josephine Street. The Council agreed to modify the plan in the following ways:

- Change the deadline for the first milestone from 9/15/22 to 12/15/22
- Change the deadline for the second milestone from 12/1/22 to 2/1/23

The spot blight abatement plan was amended and forwarded to the owner's legal counsel.

The owner's legal counsel contacted Town staff and expressed concerns that the plan modifications did not conform to the action taken by the Town Council. No further communication was received from the owner or her legal counsel.

Attachments

- Amended Spot Blight Abatement Plan for 112 Josephine Street (dated 10/25/22)
- Email thread regarding concerns about the amended plan

Report September 13, 2022

Update

On July 12, 2022, the Town Council approved spot blight abatement plans for 12 First Street, 112 Josephine Street, 114 Josephine Street, and 225 Josephine Street. The approved plans set the following schedule for required milestones:

12 First Street

Required Milestones / Schedule

Owner secures demolition permit for southern portion of structure by	9/15/22
List of repairs to be completed on the northern portion of the structure and a schedule for completion of that work provided to the Town Manager by	9/15/22*
All required permits issued for work on northern portion of structure by	12/1/22
Demolition of southern portion of structure commences by	2/1/23
Demolition of southern portion of structure completed by	3/15/23
Debris and trash removed from property and site stabilized by	3/15/23
All work completed (and required inspections passed) on northern portion of structure and 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.

112 Josephine Street

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	9/15/22*
All required permits issued for work on structure by	12/1/22
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.

114 Josephine Street

Required Milestones / Schedule

Owner secures demolition permit for main structure by	9/15/22
Demolition of main structure commences by	2/1/23
Demolition of main structure completed by	3/15/23
Debris and trash removed from property and site stabilized by	3/15/23

225 Josephine Street

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	9/15/22*
All required permits issued for work on structure by	12/1/22
All work completed (and required inspections passed) on structure and 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.

Letters (with approved spot blight abatement plans attached) were sent by certified mail to each property owner on July 21, 2022. The letter for 12 First Street was delivered on July 26, 2022. The letter for 112 Josephine Street was delivered on July 26, 2022. The letter for 114 Josephine Street was delivered on July 23, 2022. The letter for 225 Josephine was delivered on July 22, 2022.

As of the writing of this report, staff has been contacted by the owners of 225 Josephine Street and 12 First Street.

The owner of 225 Josephine Street visited the Town Office on August 10, 2022. He met with the Town Manager. The Town Manager reviewed the required milestones / deadlines contained in the approved plan. The Town Manager highlighted the need for him to meet all deadlines established in the approved plan. The Town Manager agreed to provide the owner with a document that would meet the requirements of the first deadline. The Town Manager drafted a document and provided it to the property owner to review (it was requested that he review the document in detail (the Town Manager encouraged the property owner to seek assistance with this review if he was uncertain of any detail)), and return it signed if he found it acceptable. There has been no more contact from the property owner.

The owner of 12 First Street spoke to the Town Clerk on September 2, 2022 and stated that he would deliver his plan on Tuesday (September 6th presumably). The Town Manager emailed the landowner on September 3, 2022 and confirmed that delivery of the plan on Tuesday would be fine. No plan has been received.

The first deadline for all property owners is September 15.

Attachments

- July 21, 2022 letter and approved plan - 12 First Street
- July 21, 2022 letter and approved plan - 112 Josephine Street
- July 21, 2022 letter and approved plan - 114 Josephine Street
- July 21, 2022 letter and approved plan - 225 Josephine Street

Report July 12, 2022

Update

The Town Council held a public hearing on this matter on June 14, 2022. A record of the public comment received at the public hearing can be found in the draft minutes of the June 14, 2022 (Item 11 of this agenda packet).

Report – June 14, 2022

Update

The Town Council set a public hearing on this matter for the June 14, 2022 meeting. After the public hearing is held, it is expected that the Town Council will make determinations in this regard in July.

Report – May 10, 2022

Update

The Planning Commission reviewed this matter on April 26, 2022. The Planning Commission made determinations required under §5-5 of the Berryville Code for each property under review. The draft minutes of the April 26, 2022 meeting are attached to this report.

The Town Council is asked to set a public hearing on this matter for the June 14, 2022 meeting.

Attachment:

- Draft minutes of the April 26, 2022 Planning Commission meeting.

Recommended Action(s):

Set a public hearing on this matter for the June 14, 2022 Town Council meeting.

Sample Motion:

I move that the Council of the Town of Berryville set a public hearing on the matter of blight abatement on 12 First Street, 112 Josephine Street, 114 Josephine Street, and 225 Josephine Street for the June 14, 2022 meeting with such hearing to begin at 7:00 p.m. or as soon thereafter as the matter may be heard.

Report – April 12, 2022

Update

The Planning Commission held a public hearing on this matter at its March meeting. The Planning Commission determined that all of the properties under review are located in an area listed on the National Register of Historic Places. This determination requires that the Architectural Review Board be consulted in this matter.

The Architectural Review Board reviewed this matter and issued determinations on all four properties under review. The motions adopted by the Architectural Review Board are attached for the Council's review.

It is expected that the Planning Commission will complete their review of this matter at their April 26 meeting. At that time, they would make determinations required by the Berryville Code and forward the matter to the Council.

It is expected that this matter will be on the Town Council's agenda in May. At that time staff will request that the Council set a public hearing on this matter for their June 14th meeting.

Attachments

- Approved ARB motion for 12 First Street
- Approved ARB motion for 112 Josephine Street
- Approved ARB motion for 114 Josephine Street
- Approved ARB motion for 225 Josephine Street
- Draft ARB minutes from the April 6, 2022 meeting

Recommended Action(s):

- None

Sample Motion:

- None

Report – March 8, 2022

In the fall of 2021, the Town Manager made preliminary determinations of blight on six properties. The Town does not have approved spot blight abatement plans for four of those properties. Those properties are 12 First Street, 112 Josephine Street, 114 Josephine Street, and 225 Josephine Street. Blight abatement efforts that must be taken on these properties will be determined after completion of the process enumerated in Chapter 5 of the Berryville Code. The final determination as to what must be done on these properties, if anything, will be made by the Town Council.

The Architectural Review Board has discussed this matter at its last two meetings.

The Planning Commission has discussed this matter at its last two meetings. At its February meeting the Planning Commission set a public hearing on this matter for its March meeting. In accordance with the requirements of Chapter 5 of the Berryville Code, the Town Manager has submitted spot blight abatement plans for each property to the Planning Commission for their consideration. These plans provide for the demolition of the dwellings on the parcels in question.

The Architectural Review Board expects to discuss this matter in detail at its April 6, 2022 meeting.

It is expected that the Planning Commission will render its determination in this matter on April 26, 2022. The Planning Commission's determinations will be forwarded to the Town Council for its consideration.

Recommended Action(s):

- None

Sample Motion:

- None

Report – February 8, 2022

Overview

§5-5 of the Berryville Code provides a process by which spot blight may be abated.

In accordance with §5-5 of the Berryville Code, the Town Manager made a preliminary determination of blight on six properties in October/November 2021. Five of the property owners responded with a blight abatement plan as required by the process. These plans were not acceptable and in early December the Town Manager provided compromise plans to each property owner for their consideration. Two property owners signed a compromise plan.

Monthly Update

On January 25, 2022 the Town Manager briefed the Planning Commission on the process required for review of blight on the four properties for which no abatement plan has been approved. The Planning Commission will discuss this matter at their meeting

on February 22, 2022 and is expected to set a public hearing for their March 22, 2022 meeting.

On February 2, 2022 the Town Manager briefed the Architectural Review Board on the process required for review of blight. It is expected that after its public hearing on March 22, 2022, the Planning Commission will determine that some of the properties being reviewed are located within an area listed on the National Register of Historic Places. When such a determination is made the Planning Commission will consult with the Architectural Review Board before it completes its work in this regard.

The Town Manager has prepared a tentative schedule for spot blight abatement plan review. If the schedule is accepted and followed, the Town Council will receive the Planning Commission's findings in these matters in early May 2022. It is expected that the Town Council will hold a public hearing on these matters on June 14, 2022.

Neither the Planning Commission nor the Architectural Review Board had any objections to the proposed review schedule. Both boards are aware that the schedule will be amended if necessary.

If the Town Council does not object, then the review schedule will be provided to the owners of the subject properties and posted on the Town's website.

Attachment:

- Draft Spot Blight Abatement Review Schedule

Correspondence
229 Josephine Street
June 13, 2023 – July
6, 2023

Keith Dalton

From: Keith Dalton
Sent: Thursday, June 15, 2023 10:02 AM
To: susan french
Cc: Deputy Town Manager; Rick Boor; Neal White
Subject: RE: Cistern Photographs

Importance: High

Mrs. French:

The Town Council discussed the conditions at 229 Josephine Street at their meeting Tuesday evening.

It appears that the Council is comfortable dealing with the holes in the structure's foundation etc. as a part of blight abatement efforts, but they are concerned about the potential danger that the cistern behind the house presents. Instead of taking action under §5-3 of the Berryville Code, the Council directed me to contact you and request that Town staff be permitted to inspect the cistern. I feel certain that the Council will consider taking action under §5-3 at their July meeting unless 1) town staff is permitted to inspect the cistern and 2) it is either determined that no danger exists or the owner agrees to address any identified danger in a timely fashion.

Accordingly, I again request that Town staff be permitted to inspect the cistern.

This inspection would need to take place on a weekday (holiday's excluded) between the hours of 9:00 a.m. and 2:00 p.m. prior to the end of June. I request that the inspection take place next week if at all possible (please note that Monday is Juneteenth).

Please let me know when we can meet with you and perform the inspection.

Take care,

Keith

Keith R. Dalton, Town Manager
Town of Berryville, VA
101 Chalmers Court, Suite A
Berryville, VA 22611

Office Phone: 540.955.1099

From: susan french <susan@susanlfrench.com>
Sent: Thursday, June 1, 2023 6:44 AM
To: Keith Dalton <townmanager@berryvilleva.gov>
Subject: Cistern Photographs

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

Mr. Dalton,

Photographs of the 229 "cistern" - more a rain collector - are attached. The exterior dimensions are 63x65 inches, the opening about 17x17 inches, the depth 25".

A letter will follow.

Susan French

Keith Dalton

From: susan french <susan@susanlfrench.com>
Sent: Friday, June 16, 2023 3:15 AM
To: Keith Dalton
Subject: Re: Cistern Photographs

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

Mr. Dalton,
I am out of the country. Will contact Mr. Jenkins when I return - June 26.
Susan French

Sent from my iPhone

On Jun 15, 2023, at 3:02 PM, Keith Dalton <townmanager@berryvilleva.gov> wrote:

Mrs. French:

The Town Council discussed the conditions at 229 Josephine Street at their meeting Tuesday evening.

It appears that the Council is comfortable dealing with the holes in the structure's foundation etc. as a part of blight abatement efforts, but they are concerned about the potential danger that the cistern behind the house presents. Instead of taking action under §5-3 of the Berryville Code, the Council directed me to contact you and request that Town staff be permitted to inspect the cistern. I feel certain that the Council will consider taking action under §5-3 at their July meeting unless 1) town staff is permitted to inspect the cistern and 2) it is either determined that no danger exists or the owner agrees to address any identified danger in a timely fashion.

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Take care,

Keith

Keith R. Dalton, Town Manager
Town of Berryville, VA
101 Chalmers Court, Suite A
Berryville, VA 22611

Office Phone: 540.955.1099

From: susan french <susan@susanfrench.com>
Sent: Thursday, June 1, 2023 6:44 AM
To: Keith Dalton <townmanager@berryvilleva.gov>
Subject: Cistern Photographs

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Mr. Dalton,
Photographs of the 229 "cistern" - more a rain collector - are attached. The exterior dimensions are 63x65 inches, the opening about 17x17 inches, the depth 25".
A letter will follow.
Susan French

Keith Dalton

From: susan french <susan@susanlfrench.com>
Sent: Tuesday, June 27, 2023 9:32 AM
To: Keith Dalton; Jay Arnold (Mayor); Erecka Gibson; Ryan Tibbens; William Steinmetz; Diane Harrison; Grant Mazzarino; Paul Culp
Subject: 229 Josephine Street

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

All,

I have just returned from out of country travel. I have not yet had the opportunity to speak with Mr. Jenkins but based on information and photographs I have received I am providing a brief update together with comments:

1. The cistern dimensions I submitted to Mr. Dalton are accurate. Jesse Russell assisted me with the measurements.
2. I am a member of the Virginia Bar and factual representations I make to courts and governmental entities are correct representations. It is offensive to suggest I would knowingly misrepresent facts to the Council. FYI, the cistern depth is less than the rain barrels at my house.
3. The cistern has been filled.
4. Moreover, I have personally viewed inside with a flashlight and there were no living creatures in it including insects. No birds, rodents, or insects. I have no idea what insect was referenced that was a health hazard. If it was the Spotted Lantern Fly, someone with specialized knowledge should discuss the habitat of that insect so Council is correctly informed. I personally had 10 Trees of Heaven (one of their favorite) cut down to thwart their invasion of my gardens.
5. From past discussions, Mr. Jenkins has represented to me that he intends to repair the windows and doors. He also intends to secure the areas along the base to prevent any animals from accessing under the house.

This should address the concerns you have previously expressed to me. Should you want someone to assess speculative health concerns of the cistern - which I cannot imagine what they could be, I will discuss with Mr. Jenkins the prospect of allowing a health department staff person to observe the cistern in my presence.

Regards,

Susan French

Keith Dalton

From: susan french <susan@susanfrench.com>
Sent: Friday, June 30, 2023 2:43 PM
To: Keith Dalton; Jay Arnold (Mayor); Erecka Gibson; Ryan Tibbens; William Steinmetz; Diane Harrison; Grant Mazzarino; Paul Culp
Subject: 229 and Cistern Fill
Attachments: cistern229no1.jpg; cistern229no2.jpg

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

All,
I viewed the filled cistern today and confirmed it has been filled. Two photos are attached.
Susan French





Keith Dalton

From: susan french <susan@susanlfrench.com>
Sent: Wednesday, July 5, 2023 12:20 PM
To: Keith Dalton; Jay Arnold (Mayor); Erecka Gibson; Ryan Tibbens; William Steinmetz; Grant Mazzarino; Diane Harrison; Paul Culp
Subject: Update on 229 Josephine Street

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

All,

I have spoken to Mr. Richard Jenkins about 229 Josephine Street and he asked that I communicate to you the following:

1. As you know, the small cistern was filled.
2. Mr. Jenkins has communicated with a contractor about door and window replacement/repair and the two openings at the foundation. It is unlikely any work will be done until the fall due to the contractor's schedule. However, the replacement period windows have been stored for replacing the two missing windows. The front door appears to have some broken glass so it was reboarded and an appropriate solid wood door will be obtained to replace it. The two openings at the base will be temporarily covered until they can be assessed.
3. Several trees with branches leaning on 229 or growing very close to the building have been trimmed or removed. Mr. Jenkins would like to come to Council but he has no car and he takes care of his older Mother who has health issues. I will continue to be an intermediary for the present.

Susan French