

**BERRYVILLE TOWN COUNCIL  
MEETING AGENDA  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room  
Regular Meeting  
Tuesday, February 12, 2019  
7:30 p.m.**

| <u>Item</u>  |  | <u>Attachment</u> |
|--|--|-------------------|
| 1. Call to Order – Patricia Dickinson, Mayor                               |  |                   |
| 2. Pledge of Allegiance  |  |                   |
| 3. Approval of Agenda  |  |                   |
| 4. Public Hearings   | No hearings scheduled  |                   |
| 5. Citizens' Forum   |  |                   |
| 6. Consent Agenda  | Motion <ul style="list-style-type: none"><li>- Minutes of Regular Meeting – 1/8/19</li><li>- Minutes of Budget and Finance Committee Meeting – 1/24/19</li><li>- Minutes of Community Development Committee Meeting – 1/28/19</li><li>- Minutes of Personnel, Appointments, and Policy Committee Meeting - 1/22/19</li><li>- Minutes of Public Safety Committee Meeting - 1/23/19</li><li>- Minutes of Streets and Utilities Committee Meeting - 1/22/19</li></ul> | 1↓                |
| 7. Presentations   | Tree Board   |                   |
| 8. Report of Patricia Dickinson, Mayor                                     | Curbside Recyclables Collection  | 2↓                |
| 9. Report of Harry Lee Arnold, Jr., Recorder                               |  |                   |
| 10. Report of Christy Dunkle, Asst. Town Manager for Community Development | Monthly report   | 3↓                |

| <u>Item</u>  | <u>Attachment</u>           |
|--|-----------------------------|
| <b>11. Report of Keith Dalton, Town Manager</b>  |                             |
| Public Works Building Upgrade  | 4↓                          |
| <b>12. Report of Erecka Gibson – Chair, Budget and Finance Committee</b>                         |                             |
| Report of Desiree Moreland, Treasurer  | 5                           |
| Procurement Policy amendments  | 6↓                          |
| Budget Calendar  | 7                           |
| <b>13. Report of Kara Rodriguez – Chair, Community Development Committee</b>                     |                             |
| Website redesign   | 8                           |
| <b>14. Report of Donna McDonald – Chair, Public Safety Committee</b>                             |                             |
| Report of Neal White, Chief of Police  | 9                           |
| <b>15. Report of Diane Harrison – Chair, Streets and Utilities Committee</b>                     |                             |
| Report of David Tyrrell, Public Utilities Director   | 10                          |
| Report of Rick Boor, Public Works Director   | 11                          |
| Taylor Street paving complaint   | 12↓                         |
| Stormwater management  | 13↓                         |
| <b>16. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointments and Policy Committee</b> |                             |
| Social Media - Policy / Archiving  | 14↓                         |
| Town Council Policies  | 15↓                         |
| <b>17. Closed Session-</b>   | No closed session scheduled |
| <b>18. Other –</b>   |                             |
| <b>19. Adjourn -</b>   |                             |

# Attachment 1

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**January 8, 2019**  
**7:30 p.m.**

**Town Council:** Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Diane Harrison; Erecka Gibson; Kara Rodriguez

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Planner/Assistant Town Manager; Neal White, Chief of Police; Desiree Moreland, Treasurer/Assistant Town Manager; Lisa Larrick, Town Clerk

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

1. Call to Order  
Mayor Dickinson called the meeting to order at 7:30 p.m.
2. Pledge of Allegiance
3. Approval of Agenda  
**On motion of Council member Harrison, seconded by Council member Rodriguez, the agenda was approved.**

**The roll call vote was as follows:**

**McDonald - Aye**  
**Harrison – Aye**  
**Gibson – Aye**  
**Rodriguez – Aye**  
**Arnold – Aye**  
**Dickinson – Aye**  
**Absent – none**

4. Public Hearing  
No public hearing.
5. Citizens' Forum  
No citizens spoke.
6. Consent Agenda  
**The Consent Agenda was approved, on motion of Council member Rodriguez, seconded by Council member McDonald. The items approved on the Consent Agenda were:**

**Minutes of Regular Meeting – 12/11/18**

**Minutes of Community Development Committee – 12/12/18**

**The roll call vote was as follows:**

**McDonald - Aye**  
**Harrison – Aye**  
**Gibson – Aye**  
**Rodriguez – Aye**  
**Arnold – Aye**  
**Dickinson – Aye**  
**Absent – none**

7. Presentations:

**Robinson, Farmer, and Cox Fiscal Year 2018 Audit**

Mayor Dickinson recognized Josh Roller of Robinson, Farmer, Cox Associates. Mr. Roller provided a report on the FY 18 Audit. He noted there were no disagreements with management on any accounting policies or any financial reporting issues or difficulties in dealing with management. Mr. Roller noted that his firm had issued an unqualified opinion in this report.

Mr. Roller asked if there were any questions from Council and there were none.

Mayor Dickinson thanked the Staff for all their efforts in completing this audit.

**Republic Services Recyclables Collection**

Mayor Dickinson recognized Nathan Geldner and Jerry Wilson of Republic Services. Messrs. Geldner and Wilson explained that there have been major issues and changes in recycling; i.e., China no longer accepting recyclables and finding sources for recyclables has become a problem. They stated Republic wants to be a good business partner but cannot be solvent if it keeps absorbing the fees now being incurred for recycling. Therefore, Republic is requesting it be compensated by the Town for processing fees charged on recyclable materials.

Mayor Dickinson asked if the request was to discontinue recycling or change the cost of recycling. Messrs. Geldner and Wilson stated Republic is looking at being compensated for the costs it is now incurring. They stated if the costs ever went down then Republic would pass that savings on to the Town.

Council member Rodriguez asked if Republic was recommending a change to the contract now or at renewal. Messrs. Geldner and Wilson stated that Republic was looking at sooner rather than later.

Council member Rodriguez asked if Republic was looking at a specific figure. Messrs. Geldner and Wilson stated that Republic is now getting charged \$97.52 per ton.

Mayor Dickinson asked for an explanation of the \$97.52. Messrs. Geldner and Wilson explained the processing fee.

Council member Rodriguez asked if Republic was recommending changes to what is recycled. Messrs. Geldner and Wilson said that could be discussed but glass could possibly be removed as it is the heaviest element and therefore the most expensive.

Council member Rodriguez stated she wanted to make sure if anything was amended and the markets recover then the Town would benefit as well. Messrs. Geldner and Wilson said

Republic would put something in the contract that states if that happens, the Town would benefit.

Council member Rodriguez stated in her experience when changes are made to recycling and trash contracts it becomes a public relations nightmare so any changes for her mean at least a 60-day notice to residents so they are properly informed.

Council member McDonald asked if Republic still wants glass. Messrs. Geldner and Wilson stated Republic would still take glass.

Council member McDonald asked the difference between putting glass in the trash verses recycling. Messrs. Geldner and Wilson stated that the trash tipping fee is much lower.

Council member McDonald asked if Republic was asking for more money before the contract renewal. Messrs. Geldner and Wilson said yes but just to make themselves whole and if the market came back Republic would pass that on to the Town.

Council member Harrison asked if the \$97.52 was a flat rate or will it fluctuate. Messrs. Geldner and Wilson stated Republic was trying to hold that figure firm for the year, but it may fluctuate.

Council member McDonald asked if the contract states it can be amended. Messrs. Geldner and Wilson advised that the contract states either party can amend with notice.

Council member Gibson asked if Republic was talking approximately \$9,000.00 for the rest of the year. Messrs. Geldner and Wilson stated they were not sure of the figure but would follow up with Mr. Dalton.

Mayor Dickinson stated Council would take it under advisement and get back to Republic.

8. Report of Patricia Dickinson, Mayor

Mayor Dickinson recognized the Town employees that dealt with the emergency water repairs on December 24<sup>th</sup> and that all their work was very much appreciated. Mayor Dickinson congratulated Mr. Bigelow for having completed all eight courses of the Tree Board University on-line training program. Mayor Dickinson stated that there are still open vacancies on the Tree Board. Mayor Dickinson advised that the Centennial Committee did not have enough funds left over to obtain the Veteran of the Year plaque but the funding was obtained by the VFW and American Legion. Mayor Dickinson advised that once the plaque is received there will be a small ceremony at the Government Center where the plaque will be placed.

9. Report of Harry Lee Arnold, Jr., Recorder

Recorder Arnold had no report.

10. Report of Christy Dunkle, Assistant Town Manager/Planner

Ms. Dunkle stated the ARB met on January 2, 2019 to review a sign and it was also their organizational meeting as well with Mr. Barb retained as Chairman and Ms. Godfrey Vice Chairman. She stated the Tree Board did meet on January 2, 2019 and will be doing a presentation next month. Ms. Dunkle stated there was no BZA meeting and believes there will

probably be a Planning Commission meeting in January. Mayor Dickinson stated that she understands the Tree Board is requesting \$500 in funding for the next budget cycle.

11. Report of Keith Dalton, Town Manager

Mr. Dalton thanked the administrative staff, one of whom was already in the office working as well as the Public Works and Public Utilities staff for their help and work on the December 24<sup>th</sup> water incident. Mr. Dalton stated the leak was caught quickly.

**Memorandum of Understanding Southeast Collector**

Mr. Dalton stated that the Town Council and Board of Supervisors met jointly on December 11, 2018 and directed staff to develop a MOU that would address matters for the project. Mr. Dalton said Mr. Mitchell was contacted and he drafted the MOU which the Board of Supervisors approved on December 18<sup>th</sup>. Mr. Dalton noted for Council that the version they have is dated December 20, 2018 as it was amended after approval by the County to correct a couple of typos.

Town Council and Staff discussed the MOU and correction of typographical error.

**Council Member Harrison moved that the Council of the Town of Berryville approve the Town of Berryville and Clarke County Memorandum of Understanding Transportation Study – Southeast Collector and authorize the Mayor to execute the same on behalf of the Town Council.**

**Recorder Arnold seconded the motion.**

**The roll call vote was as follows:**

- McDonald - Aye**
- Harrison – Aye**
- Gibson – Aye**
- Rodriguez – Aye**
- Arnold – Aye**
- Dickinson – Aye**
- Absent – none**

+++++

**Invitation for Bid – Renovation of Public Works Building.**

Mr. Dalton stated that Public Works moved out of the center of Town in late 1980s to its current facility which has been improved over the years and the next phase is to improve the existing finished space and to expand. He said there is 500 square feet of finished space and the plans would make changes in that existing space as well as expand the space by 500 square feet. Mr. Dalton stated the Town is seeking approval of an IFB and noted the schedule is that they would like to issue the IFB by Thursday if possible and have it completed by the end of May.

Council member Rodriguez asked if there was an approximate price range for the project and if funding was available in this FY budget. Mr. Dalton stated that the estimate provided by the architect is approximately \$97,000 and that funding is available.

Council member Rodriguez asked if the bunkroom was for Public Works Staff. Mr. Dalton stated that it was and explained this would improve the area for Staff during bad weather to bunk, give additional office space, and have a locker room and shower.

Council member Gibson asked if furniture for the bunk room would need to be purchased. Mr. Dalton stated that lockers and a table and chairs for the lunch room would need to be purchased, and possibly an additional cot. He advised that there was some furniture, fixtures & equipment money in the budget.

Mr. Dalton noted that these improvements provide for an emergency eyewash and shower as well as changing out old florescent lights in Bay 1 for LEDs.

Mayor Dickinson noted several typographical errors.

Mayor Dickinson asked if the shower was open to the locker room. Mr. Dalton stated that was correct. Mayor Dickinson stated her concern was, is now the time to design it more coed friendly. Mr. Dalton said both the bathroom and locker room, because of the size of the facility, may be unisex and each have privacy locks.

Mayor Dickinson noted on Page A102 in the eye wash station there was only a washer and no dryer. Mr. Dalton stated accommodations have been made for a dryer and anticipates sometime in the future getting a stackable unit.

Mr. Dalton asked Council how concerned they are about segregating the shower. Mayor Dickinson said that she did research regarding coed environments in which some articles showed if the space had been designed with coed in mind some lawsuits could have been prevented. Mr. Dalton saw the biggest challenge as working in a small environment and he could potentially look at trying to isolate the shower itself or try to create two facilities which would require more space. Mayor Dickinson suggested segregating the shower so the whole locker room is not cut off for one person. Mr. Dalton said he would talk to the architect.

Recorder Arnold said in his experience with the fire department that individuals lock the shower and that not everybody takes showers at the same time and based on space he believes the design is good. Recorder Arnold stated that he felt the architect knows what needs to be done and if it was needed, it would have been recommended. Mr. Dalton said he did discuss this with the architect and given the size, unisex is acceptable. Mr. Dalton stated if Council wanted, he would discuss with the architect segregating the shower area somehow.

Council member McDonald stated that if the door is locked, she feels it would be less expensive to put something on the door that indicates it is use.

Council member Harrison stated her issue was with the bathroom because of the urinal and anyone could just walk in. She suggested making it an enclosed bathroom. Mr. Dalton said there were two challenges to make it enclosed, (i) it would take away the handicapped accessibility and, (ii) there is already a pipe in the slab where the toilet is now but plumbing would have to be put in for another toilet.

Council member McDonald asked if the restroom had a door that could be locked. Mr. Dalton confirmed it had a door that could be locked.

Council member McDonald stated her concern with doing reconfigurations as costs will increase significantly.

**Council member Recorder Arnold moved that the Council of the Town of Berryville approve issuance of the Invitation to Bid for the Renovation of Public Works Building.**

**Council member McDonald seconded the motion.**

**The roll call vote was as follows:**

- McDonald – Aye**
- Harrison – Aye**
- Gibson – Nay**
- Rodriguez – Aye**
- Arnold – Aye**
- Dickinson – Aye**
- Absent – none**

+++++

12. Report of Erecka Gibson - Chair, Budget and Finance Committee

Council member Gibson stated the next Committee meeting is the 4<sup>th</sup> Thursday in January at 10:30 a.m. to discuss the procurement policy and online payments. Mayor Dickinson asked if the documentation had been sent, as she did not recall receiving. Mr. Dalton said he believed it had been sent but he would confirm and, if not he would send the documentation.

13. Report of Kara Rodriguez - Chair, Community Development Committee

Council member Rodriguez stated the Committee met last month with Mr. Len Capelli and Ms. Cathy Kuehner attending and discussed the MOU between the County and Town and will be discussing this further in upcoming meetings. Council member Rodriguez said the Committee would be discussing grant funding under the Creative Communities grant through the Virginia Commission for the Arts and hopefully bring it to Council in February for a vote. Council member Rodriguez congratulated Needles and Pins on its relocation to Main Street and was sad to see Rosie's go and wished the owners the best. Council member Rodriguez stated the next meeting is on January 28, 2019 at 4:30.

14. Report of Donna McDonald – Chair Public Safety Committee

Council member McDonald stated the Committee did not meet. Chief White thanked Officer Shoremount and Sergeant Bristol for coordinating the toy drive and everyone in the Community that donated. Chief White stated the next meeting is on January 23, 2019 at 4:30 p.m. Council member McDonald reminded Council members that she will not be at the next meeting and that

Council member Harrison will be conducting the meeting. She said the Committee will be discussing Chapter 20.

15. Report of Diane Harrison – Chair, Streets and Utilities Committee

Council member Harrison stated the Committee did not meet and will be meeting on January 22, 2019 at 10:30 a.m. to discuss storm water management and couple of issues on other streets.

Mayor Dickinson asked if we had heard back from VDOT on the traffic calming study for South Buckmarsh. Ms. Dunkle stated she called Mr. Short today but did not hear back.

16. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointment and Policy Committee

Recorder Arnold stated the next Committee meeting is on January 22, 2019 at 9:00 a.m. and the Committee will be discussing social media policies, Tree Board openings, and Council policies.

17. Closed Session

**Council member McDonald moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-7 Code of Virginia, for consultation with legal counsel.**

**Council member Rodriguez seconded the motion.**

**The roll call vote was as follows:**

**McDonald - Aye  
Harrison – Aye  
Gibson – Aye  
Rodriguez – Aye  
Arnold – Aye  
Dickinson – Aye  
Absent – none**

Reconvene

At 9:30 p.m., the members of the Town Council being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened.

**Council member Rodriguez moved 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.**

**Council member Harrison seconded the motion.**

**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.

---

Harry Lee Arnold, Jr., Recorder

The roll call vote was as follows:

McDonald - Aye  
Harrison – Aye  
Gibson - Aye  
Rodriguez - Aye  
Recorder Arnold - Aye  
Mayor Dickinson – Aye  
Absent: none

Mayor Dickinson stated that Council discussed the current recycling situation and the challenges in the market. She stated Council has agreed to direct the Town Manager to put on the February agenda a discussion regarding continued collection of glass for recycling as well as contact Republic to see if we can come to an agreement on amending the contract to address the concerns with the current market.

Recorder Arnold stated it is important to mention this is market driven not something the Town is wanting to do but will be required to do and that City of Winchester just went through this process and Frederick County has been dealing with this for approximately two years.

18. Other  
None

19. Adjourn  
There being no other business, upon motion of Council member Gibson, seconded by Council member Rodriguez, the meeting was adjourned at 9:40 p.m.

---

Harry Lee Arnold, Jr., Recorder

---

Lisa Larrick, Town Clerk

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**BUDGET & FINANCE COMMITTEE**  
**Berryville-Clarke County Government Center**  
**January 24, 2019**  
**10:30 a.m.**

**Town Council:** Present: Erecka Gibson, Chair; Patricia Dickinson; Kara Rodriguez

**Staff:** Keith Dalton, Town Manager; Desiree Moreland, Treasurer; Heather Halterman, Finance Clerk; Lisa Larrick, Town Clerk

1. Call to Order  
The meeting was called to order at 10:30 a.m. by Committee Chair Gibson.
2. Approval of Agenda  
Ms. Dickinson made the motion to approve the agenda, seconded by Ms. Rodriguez, the motion was approved by voice vote.
3. Discussion – On-line payment options  
The Committee and Staff discussed the following regarding the On-line payment options:
  - Clarified that Official Payments was not recommended and Invoice Cloud was the recommended vendor as it could be terminated for any reason or cause and was interactive with the Town’s software;
  - Current fees being charged and fees that would be charged for ACH, utility and tax payments in the online system and how that information would be distributed to residents;
  - How residents might respond to interactive voice response (IVR);
  - The free marketing offered in the contract and how it could benefit the Town;
  - The fees the Town would pay for the on-line payment service;
  - The OBD process. Committee asked Staff to further investigate that option;
  - How the payor portal worked and information is uploaded;
  - Paperless billing option and getting on-line payments up and running was first priority;
  - How “fund settlement” occurred and when funds were released to the Town (i.e. push or pull). The Committee asked Staff to get further clarification;

- If the Town's Procurement Policy allowed for an RFP to require a vendor to interface with the Town's software.

Ms. Dickinson stated her concerns and need for more information regarding the following: (i) the management and implementation of "fund settlement" procedures; (ii) reconciliation procedures; (iii) dispute procedures; (iv) if there was training after initial training and the cost thereof; (v) internal security measures (i.e. having access to residents' personal information); and (vi) an RFP.

Chair Gibson confirmed with Staff that the Town will continue to utilize Sturgis for charges at the counter.

Ms. Rodriguez asked Staff for an implementation time line. Staff stated that it would involve a lot of time and estimated 3 to 6 months.

Mr. Dalton confirmed with the Committee that their direction is to utilize Invoice Cloud. Ms. Gibson stated that was correct as long as there was a supplement/addendum to the contract to address the security or any other issues.

Mr. Dalton asked Staff if the Town could contract with a firm for this service without any sort of offering to meet procurement requirements and Staff confirmed it could.

The Committee agreed it would proceed as follows:

- The Committee members will provide Staff in writing with their concerns and questions in the next two weeks;
  - Staff will review the contract and address the Committees concerns/questions with Invoice Cloud to get a response and provide that response to the Committee once it is received along with a timeline;
  - Committee will send to Council after addendum/scope of work is done.
4. Discussion – Amendments to Procurement Policy Manual  
The Committee and Staff discussed the edits that were made the policy. The Committee asked Staff to remove the symbol and using wording under Transportation costs. The Committee will then take the revised policy back to Council for approval.
  5. Discussion – Budget Calendar  
The Committee and Staff discussed moving the times and dates for the work session. The Committee agreed to give Council the options of March 12th at 10:30 a.m. with a break for lunch and then continue or March 11<sup>th</sup> at 3:00 p.m.

6. Closed Session  
No Closed Session Scheduled
7. Other  
The Committee set the next meeting for February 28, 2019 at 10:30 a.m. The Committee set no meeting in March.
8. Adjourn  
There being no further business, Ms. Rodriguez moved that the meeting be adjourned and Ms. Dickinson seconded. The meeting was adjourned at 11:35 a.m.

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**Monday, January 28, 2019**

---

A meeting of the Berryville Town Council Community Development Committee was held on Monday, January 28, 2019 at 4:30pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of the Committee present: Kara Rodriguez, Chair; Diane Harrison

Member absent: Donna McDonald

Staff present: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Lisa Larrick, Town Clerk

Others present: Anthony Vidal of CivicPlus – Via Telephone Conference

Chair Rodriguez called the meeting to order at 4:30 p.m.

**Approval of Agenda**

The Committee discussed amending the agenda to include a discussion about the playground equipment and the regular meeting time. Ms. Harrison made a motion to approve the amended agenda and was seconded by Chair Rodriguez. The amended agenda was approved.

**Discussion – [www.berryvilleva.gov](http://www.berryvilleva.gov)**

The Committee recognized Anthony Vidal with CivicPlus. Mr. Vidal provided the Committee with the analytics for the Town’s website. Mr. Vidal noted site traffic had increased 11% over the past 12 months and that area events, taxes, and bid and procurements were the top three visited pages. Mr. Vidal explained how the CivicPlus products and platform worked, and communicated with third-party programs. Mr. Vidal reviewed examples of other CivicPlus sites (York County, Portland Maine and North Bend) as redesign ideas for the Town’s site and noted support resources available to CivicPlus clients. Mr. Vidal stated that CivicPlus had launched a new online payment program called CP Pay.

Mr. Vidal advised that to completely redesign the website the cost would be approximately \$6,000.00. Mr. Vidal said the existing site will remain live until the redesigned site is completed which he estimated to be approximately 30 weeks.

There was a discussion about video storage options and equipment.

The Committee will advise Council on the specific information obtained.

**Discussion – Virginia Commission for the Arts Creative Communities Grant FY2020**

The Committee and Staff discussed that Berryville Main Street (BMS) has received this grant for many years and the Town's budget already includes matching funds for BMS. Ms. Dunkle noted that any new recipient would be funded in the amount determined by Council in the approved FY20 budget. The Committee agreed to recommend that BMS continue to receive the grant funds.

**Discussion – Economic Development/MOU with Clarke County**

The Committee and Staff discussed that the current MOU with the County should be revised. Mr. Dalton advised the Committee that he and Ms. Dunkle could contact the County regarding the update of the MOU and would advise the Committee of that discussion. The Committee was in agreement with that approach.

**Other**

**Playground Equipment**

The Committee and Staff discussed budgeting, storm water issues, and possibility of relocating the equipment. Mr. Dalton advised the Committee that Staff is working on a plan to improve drainage in the area near the playground. Mr. Dalton noted that this has been an extremely wet year, that the park acts as a detention pond and making major grading changes could cause a bigger problem. The Committee expressed its desire for Staff to include the playground equipment costs in the budget for FY20.

**Meeting Time**

The Committee and Staff discussed changing the meeting time to 9:30 a.m. or 10:00 a.m. The Committee directed Mr. Dalton to contact Ms. McDonald for her input.

The Committee set its next meeting for March 28, 2019 with the time to be determined.

**Adjourn**

There being no further discussion, Ms. Harrison made a motion to adjourn and Chair Rodriguez seconded the motion, the meeting was adjourned at 5:56pm.

**BERRYVILLE TOWN COUNCIL PERSONNEL COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**January 22, 2019**

---

A meeting of the Berryville Town Council Personnel Committee was held on Tuesday, January 22, 2019 at 9:00 a.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of the Committee present: Jay Arnold, Chair; Erecka Gibson; Patricia Dickinson

Staff present: Keith Dalton, Town Manager; Desiree Moreland, Treasurer/Assistant Town Manager; Lisa Larrick, Town Clerk

Chair Arnold called the meeting to order at 9:00 a.m.

**Approval of Agenda**

Ms. Dickinson made the motion to approve the agenda, seconded by Ms. Gibson, the agenda was approved.

**Discussion – Approach to Social Media/Archiving/Social Media Policy**

Mr. Dalton gave an overview of the draft social media policy and recommended a path forward. The Committee and Staff discussed the social media policy and how to proceed; i.e., working cooperatively with the County as well as cost sharing with the County. The Committee reviewed the policy and provided comments.

The Committee and Staff discussed Ms. Dickinson’s request for a strategy plan and how they should proceed.

Chair Arnold and Ms. Gibson stated they felt to keep the social media content consistent that there should only be a Town site and possibly a police site. Mr. Dalton noted that Chief White feels Twitter is a good social presence.

The Committee agreed to proceed as follows:

- Staff would send the policy as amended today for review by the Town’s legal counsel; and
- Place before Town Council for discussion of the amended policy; archiving content; working cooperatively with the County; and requesting the Community Development Committee to develop a strategy plan

Mr. Dalton inquired of the Committee if there was any opposition to using contingency funds in the budget for archiving and there was none.

**Discussion – Amendments to the Berryville Employee Handbook**

The Committee and Staff discussed the Employee Handbook amendments and holidays. The Committee reviewed the proposed Handbook Amendments and provided edits.

The Committee agreed to take to Council for discussion the replacing of Lee Jackson Day.

**Discussion – Town Council Policies**

Chair Arnold stated that the policies were only revised as to format so there was consistency and that no content had been changed. Chair Arnold stated that the draft voting policy was designed to be less disruptive and quicker. The Committee and Staff discussed the formatting and voting policy. The Committee agreed to take the voting policy to Council for a vote.

**Discussion - Job Descriptions**

Mr. Dalton clarified with the Committee that the job descriptions of the Town Manager and Treasurer/Assistant Town Manager should be a general description of the job duties and qualifications. Mr. Dalton advised the Committee that he would work under the existing job description for the Treasurer/Assistant Town Manager for the current Treasurer/Assistant Town Manager and draft a revised job description for any new hire. The Committee was in agreement.

**Discussion – Tree Board Vacancies**

Chair Arnold stated that there were vacancies on the board. The Committee directed Staff to put the vacancies on the website.

**Other**

None

**Closed Session**

There was no closed session scheduled.

**Adjourn**

There being no further business, Chair Arnold moved that the meeting be adjourned at 10:30 a.m.

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**PUBLIC SAFETY COMMITTEE**  
**Berryville-Clarke County Government Center**  
**January 23, 2019**  
**4:30 p.m.**

**Committee members:** Present - Patricia Dickinson, Diane Harrison

**Absent:** Chair, Donna McDonald

**Staff:** Keith Dalton, Town Manager; Neal White, Chief of Police; Lisa Larrick, Town Clerk

1. Call to Order

The meeting was called to order at 4:30 p.m. by Ms. Harrison.

2. Approval of Agenda

Ms. Dickinson made the motion to approve the agenda, seconded by Ms. Harrison, the motion was approved by voice vote.

3. Department Update

Chief White gave an overview to the Committee of the draft Annual Report. The Committee asked Chief White to break out the warnings portion by moving/non-moving violations. Ms. Dickinson made note of her concern about a lack of diversity in the Berryville Police Department. The Committee expressed their approval of the report.

4. Town Code Review Update

**Review of Chapter 20 Draft:**

Chief White advised the Committee that the draft had not yet been given to legal to review. The Committee and Staff discussed the draft and the Committee made several edits.

Staff will work and talk with legal and advise the Committee after talking with legal. The Committee is good with it going to Council unless there are any major changes. Staff stated they would move this along as expeditiously as possible. There was also a discussion about the Town Code language that will have to be developed.

5. Closed Session

No Closed Session Scheduled

6. Other

The Committee set the next meeting for February 27, 2019 at 4:30 p.m.

The Committee and Staff discussed having personnel at Buckmarsh Street during events to help people cross for safety concerns.

The Committee and Staff discussed possibility of putting event signage to watch for pedestrians during events.

7. Adjourn

There being no further business, Ms. Harrison made a motion to adjourn the meeting, seconded by Ms. Dickinson, the motion passed by voice vote at 5:38 p.m.

**BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**January 22, 2019**

---

A meeting of the Berryville Town Council Streets and Utilities Committee was held on Tuesday, January 22, 2019 at 10:30 a.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of the Committee present: Diane Harrison, Chair; Pat Dickinson

Staff present: Keith R. Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner, Rick Boor, Public Works Director, Lisa Larrick, Town Clerk

Press present: Mickey Powell, Winchester Star

Chair Harrison called the meeting to order at 10:30 a.m.

**Approval of Agenda**

The agenda was approved by consent.

**Discussion – Complaint regarding paving on Taylor Street**

Mr. Dalton advised the Committee on the information before them and the complaint made by the resident. The Committee and Staff discussed the complaint and the fact that resident paved in the right-of-way, resident's property was in the rural standard section, and that paving by the Town was done in accordance with standard practice. Chair Harrison stated she had gone out and looked at the paving. The Committee and Staff also discussed ways of notifying residents in the future regarding paving.

Chair Harrison moved and Ms. Dickinson seconded that the Streets and Utilities Committee would recommend that the Town Council take no additional action regarding the paving along the frontage of 107 Taylor Street.

**Discussion – Stormwater Concerns**

Chair Harrison gave an overview of her Survey Data Plotting. The Committee and Staff discussed stormwater concerns. Mr. Dalton stated the Town needed to focus on the following:

- Performing work on Town run East of the railroad;
- Examine where there are threats to structures and how remediation would affect others downstream;
- Look at channelizing stormwater from Dorsey street to Main Street near Lincoln Avenue;
- Look at issues on Walnut Street;

Ms. Dickinson stated that she felt the immediate action is as follows: (i) Jackson Pond to make it more functional as she doesn't feel it is doing its job; (ii) Ashby and Archer diverting water; (iii) examining and doing remediation on the Town Run; and (iv) inspect all storm drains before Spring. Ms.

Dickinson stated she would also like to see some workshops on this issue to give guidance to individual homeowners.

Chair Harrison noted that Jackson Pond doesn't get the water it use to because of the high school being built.

Mr. Dalton advised the Committee that Jackson Pond is a detention not a retention pond and explained how it has changed in function and that its drainage area was significantly decreased when the high school was built. Mr. Dalton stated the Town get their engineer to examine Jackson Pond to advise what can be done and any consequences. Chair Harrison stated she was good with that suggestion.

Mr. Dalton advised the Committee that Public Works currently does the following:

- Annually cleans the culverts;
- Prior to large forecasted storms employees walk the Town run to see if there are anything issues that need to be addressed;
- Progressively working through known problems with culverts.

He noted that the Town does not maintain Buckmarsh Street and Main Street. Mr. Dalton asked the Committee to bring any issues with drainage structures to his attention.

Chair Harrison inquired as to how to handle Ashby and Archer. Mr. Dalton stated there are no easy solutions and advised how he believes the water was being blocked. Mr. Dalton advised he would start by talking to the property owners regarding addressing problems if Town Council wants to go in that direction.

Chair Harrison asked if the Town Run was in easements. Mr. Dalton stated that some areas of the Town Run has been eased, noting the section near Virginia Avenue was upgraded in the late 1970s, but the majority of the stream is not within an easement. He stated that the Town Code contains language that requires maintenance of the Town Run. Mr. Dalton opined that the Town should examine whether the stream should be better defined. He also noted that the Town could examine whether some of the bends in the stream on the east end of Town, particularly near Claremont should be straightened out. Mr. Dalton also referenced a study completed by the U.S. Army Corps of Engineers in the early 2000s, noting that the flood plain west of the N&S railroad tracks is created by water backing up behind the railroad culvert.

Chair Harrison stated that East Main Street and Jackson Pond are her top priorities and then Ashby and Archer Streets.

The Committee agreed to discuss the following with the Town Council:

- Evaluation of Jackson Drive and potential for slowing water from exiting utilizing our current engineer as a way to help with the Dorsey Street area.
- Evaluate cost of engineering survey of the Town Run east of the railroad.

- Evaluate the cost of engineering the remediation of the Ashby and Archer Court flooding into property that would then impact Walnut Street.

Funds for exploration would come from the Stormwater Fund.

**Other**

Ms. Dickinson stated her concerned that the VDOT speed study was based on faulty data. The Committee and Staff discussed this concern. The Committee asked Staff to contact VDOT for clarification regarding their data.

**Adjourn**

There being no further discussion, the meeting was adjourned at 11:48 a.m.

BERRYVILLE TOWN COUNCIL  
MOTION TO APPROVE CONSENT AGENDA

Date: February 12, 2019

Motion By:

Second By:

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

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 2

Curbside Recyclables Collection

---

*Attachments*

- Slides of brief presentation
- Motion

*January Town Council Meeting*

In January the Town's refuse and recycling collection contractor addressed the Town Council regarding the rising cost of recyclables collection. The contractor requested that the Town consider permitting changes to their contract to address rising costs (recyclables tipping fees) for which the contractor has now become responsible.

In response to the information provided by the contractor, the Council determined that it would consider this matter at its February meeting. It also agreed to take public comment on the matter.

The Council is considering eliminating glass from the list of recyclables collected by the Town. This change, would reduce the weight of the Town's recyclables by approximately 75%; thereby significantly reducing the recycling tipping fees. If this change were adopted, the landfill tipping fees for which the Town is responsible would rise. The increase in FY19 would total less than \$1,200.

*Recommended Action*

Remove glass from the list of recyclables collected by the Town effective March 2, 2019.

---

*Town Council Report 1/8/19*

Nathan Geldner and Jerry Wilson of Republic Services will be present to speak with the Council regarding recyclables collection.

The world-wide market for recyclable materials is in flux with markets (particularly China) closing to U.S. goods. As a result, the value of these commodities has fallen while the cost to transport, sort, and process the materials has risen.

Messrs. Geldner and Wilson will discuss what is happening in their industry and the changes that they propose in the services provided by Republic Services.

It is certain that Republic Services will propose elimination of glass and plastics 3-7 from the recyclables collection program. These sorts of changes are happening nation-wide.

Republic Services will also discuss expected cost increases associated with the recycling program.

Please find attached a City of Winchester, VA press release dated 1/2/19 in which they address this very issue. You will notice that they are going to have crews separate and landfill any glass or plastics #3-#7 placed out for collection. Our approach in this regard would have to be different because the Town

does not collect the recyclables. Prohibited items placed in bins would be considered contamination (just like any other any trash etc.) and would result in higher tipping costs.

# RECYCLING IN TODAY'S MARKET



# CHANGES IN THE RECYCLING MARKET

- International markets for recyclable commodities have collapsed
- Waste management companies are now being charged tipping fees to dispose of recyclable materials
- Supply is far outpacing demand

# GLASS RECYCLING

- Due mainly to contamination, much of the glass is no longer being recycled
- The market for glass is collapsing and supply is outpacing demand
- Industry standards tell us that glass is 75% of the weight for recyclables, increasing the total recycling cost

# PLASTIC RECYCLING

## (#3 - #7)

- Lower quality plastics, that are a blend of plastics and other materials, do not break down easily
- Supply is far outpacing demand

# TIPPING FEES

- Frederick County Regional Landfill Trash Tipping Fee:  
\$20.00 Per Ton (Town rate)
- No previous Recycling Tipping Fee charged
- Loudoun County Transfer and Recycling Center Tipping Fee:  
\$97.52 Per Ton

## TIPPING COSTS SPECIFIC TO GLASS AND SAVINGS IF REMOVED FROM RECYCLING

- The Town of Berryville recycles approximately 4.25 tons of recycled materials weekly. It is estimated that 75% of this weight is glass.
- At current costs, recycling tipping fees with glass would total \$21,552 annually.
- At current costs, recycling tipping fees without glass would total \$5,375 annually.
- It is estimated that trash tipping fees with glass would increase by \$3,317 annually.
- Total estimated savings if glass were removed from recycling and added to general trash collection: \$12,860 annually.

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE ELIMINATION OF GLASS FROM ITS  
CURBSIDE RECYCLING PROGRAM EFFECTIVE MARCH 2, 2019

Date: February 12, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville eliminate glass from its curbside recycling program effective March 2, 2019. I further move that the Town Manager is hereby directed to provide notice of this change to Town residents, including information on how these materials are to be disposed of and what materials are collected as a part of the recycling program.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 3

# Planning and Community Development

*Action Item*

## Virginia Commission for the Arts Creative Communities Grant

**February 12, 2019**

---

### **Planning Commission**

The Planning Commission did not hold a meeting in January. Their next meeting is scheduled for Tuesday, February 26, 2019 at 7:30pm.

### **Berryville Area Development Authority**

The BADA did not hold a meeting in January. Their next meeting is scheduled for Wednesday, February 27, 2019 at 7:00pm.

### **Architectural Review Board**

The ARB met on January 2, 2019 and elected Jim Barb and Susan Godfrey Chair and Vice Chair, respectively. They approved an architectural review for an accessory structure on East Main Street. Their next meeting is scheduled for Wednesday, February 6 at 12:30pm.

### **Tree Board**

The Tree Board met on January 2, 2019. Sharon Strickland was elected Chair and William Bigelow was elected Vice Chair. They discussed the Tree City USA application process. Their next meeting is scheduled for Wednesday, February 6, 2019 at 7:30pm. They will be updating Council on their activities at this meeting.

### **Board of Zoning Appeals**

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

## **BERRYVILLE TOWN COUNCIL**

### **Virginia Commission for the Arts Creative Communities Partnership Grant**

**February 12, 2019**

---

The Community Development Committee is recommending that Berryville Main Street receive the proceeds of the Creative Communities Partnership Grant to promote the arts through the Fire House Gallery.

The Town of Berryville has been awarded the grant from the Virginia Commission for the Arts (previously known as the Local Government Challenge Grant) for the past seven years. The grant totals \$4,500 with a required \$4,500 match from the local government applying for the money. The match has previously been made from a portion of Berryville Main Street's annual funding from the Town of Berryville.

100% of these funds have been given to Berryville Main Street in support of the Fire House Gallery and related programming in previous grant cycles. The organization wishes to partner with the Town again in 2019.

Following is general information about the Creative Communities Partnership Grant:

#### **Purpose**

To encourage local governments to support the arts.

#### **Description**

The Commission will match, up to \$4,500, subject to funds available, tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

#### **Eligible Applicants**

Independent city, town, or county governments in Virginia.

#### **Eligible Activities**

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

#### **Deadline**

For the first time, the Virginia Commission for the Arts is accepting grant applications online. The application is due on April 1, 2019 to be considered for the next grant cycle.

**Amount of Assistance**

Up to \$4,500, subject to funds available. Local government match must be from local government funds; federal funds may not be included.

**Criteria for Evaluating Applications**

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Community impact including number of participants, duration of program, and other public and private sector involvement
- Description of ongoing local government support for arts and programs and funding

Berryville Main Street will be submitting a letter of interest which will identify specific arts-related activities conducted by the organization through the Fire House Gallery and opportunities for artists in the incubator spaces.

**Recommendation**

Direct staff to complete and submit the application to the Virginia Commission for the Arts. A motion follows this report.

**BERRYVILLE TOWN COUNCIL**

**MOTION TO APPLY FOR VIRGINIA COMMISSION FOR THE ARTS  
CREATIVE COMMUNITIES PARTNERSHIP GRANT APPLICATION**

Date: February 12, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville authorize the Town Manager to sign and submit the application for the Virginia Commission for the Arts' Creative Communities Partnership Grant identifying Berryville Main Street as the recipient. Matching grant funds shall be appropriated from the Town's annual contribution to Berryville Main Street.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

**BERRYVILLE TOWN COUNCIL**  
**VDOT Update – SMART SCALE and Traffic Calming Study**  
**February 12, 2019**

---

**SMART SCALE**

The Commonwealth Transportation Board (CTB) has released the results of the state-wide SMART SCALE application scoring from the third round of the SMART SCALE prioritization program. VDOT's web site states that the SMART SCALE process "ensures an objective, data-driven approach to selecting which transportation project to develop in the Commonwealth and the delivery of projects that offer the most beneficial improvements to a region." The applications from localities, regional entities, and Metropolitan Planning Organizations (MPO's) were scored on factors including safety improvements, congestion reduction, accessibility, land use, environmental quality, and economic development.

Berryville's applications, both for improvements to East Main Street, scored 53 and 54 of 70 in the Staunton District. The CTB will announce final funding decisions that will be included in the Six-Year Improvement Program in June.

Staff will look into Transportation Alternative (TAP) funding (80/20 match) and Revenue Sharing grants (50/50 match) for these and other transportation projects including the sidewalk gap identified on Mosby Boulevard.

For additional information and state-wide scoring results, please go to the following link: <http://www.virginiadot.org/newsroom/statewide/2019/commonwealth-transportation-board-releases-draft-smart-scale-project-scores1-16-2019.asp>

**Traffic Calming Study**

*General Information*

In 2018, a citizens' group requested that VDOT conduct a Traffic Calming Study on South Buckmarsh/US 340 in the area of Taylor Street and Hermitage Boulevard. As described in VDOT's "Traffic Calming Guide for Neighborhood Streets," basic eligibility requirements (street is in the state system; street is in a neighborhood setting; street has a posted speed limit of 25mph or less; participation by a minimum of 10 residents or 10% of the residents along the street; and Town Council support [resolution approved at the August 2018 meeting]) were met which enabled VDOT to continue the process with an engineering study/review.

*Engineering Study/Review*

Each of the following criteria must be met in order for a traffic calming plan to be developed and measures implemented:

- i. An engineering field review determines the suitability of the street for traffic considering the extent of horizontal curves and grades and any related sight distance issues, roadway drainage, extent and location of road access points, etc. that may affect the location, extent, and type of traffic calming implemented.
- ii. A speed study determines the 85<sup>th</sup> percentile operating speed. In order to be eligible for further consideration of traffic calming the street must have an operating speed (85<sup>th</sup> percentile speed) of 10 mph or more above the speed limit (e.g., 35 mph or more where the speed limit is 25 mph) in at least one travel direction, measured outside of the peak hours of travel.
- iii. A traffic count determines the average daily traffic (ADT) volume on the street for both travel directions. A 48-hour traffic count conducted on a Wednesday or Thursday is typical in order to determine the average daily traffic for a weekday (weekends, Mondays, and Fridays experience non-typical travel patterns). The level of traffic determines the type and extent of traffic calming measures in the Guide.
- iv. Streets with less than 600 VPD are appropriate for consideration of signs, pavement marking, and administrative options.
- v. Where traffic volumes on the study street exceed 4,000 VPD alternative actions to traffic calming are available such as the Additional \$200 Fine Signs or Speed Display signs, under the specific programs for those signs.

An engineering field study was conducted by VDOT Staunton District Traffic Engineering staff in late 2018. The study included speed data and volume collection. The resulting 85<sup>th</sup> percentile speed was 30.81 mph for passenger vehicles and 31.65 mph for trucks (Class 5 and larger). This data reflected previous speed data collected by the Berryville Police Department in August of 2017 and January of 2018. The conclusion by VDOT was that the roadway does not qualify for traffic calming measures since the 85<sup>th</sup> percentile speeds on this portion of US 340 was less than the required 10 mph over the posted speed limit as referenced previously in item ii. above.

The full "Traffic Calming Guide for Neighborhood Streets" can be found at this link: <http://www.virginia.gov/programs/resources/Traffic-Calming-Guide-For-Neighborhood-Streets.pdf>.

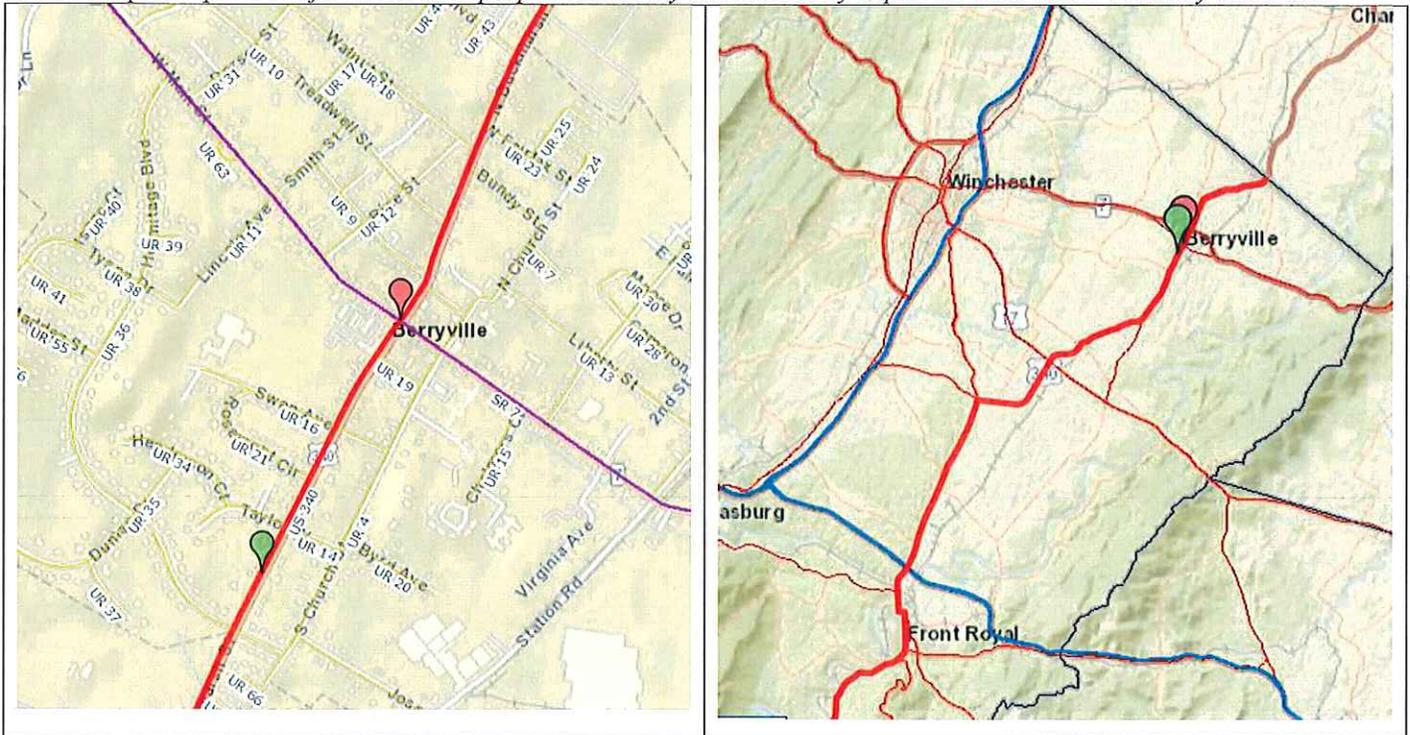
The VDOT Technical Memorandum dated January 10, 2019 and the Berryville Police Department data are included after this report.

Staunton  
**Traffic Engineering**

**Technical Memorandum**

**To:** David Morris, P.E.  
**From:** Samuel Leckrone, P.E., PTOE  
**Date:** 10 January 2019  
**Re:** Request for traffic calming study on US-340 south of Route 7 Business in Berryville

*NOTE: Maps are provided for illustrative purposes and may not accurately depict the most recent roadway conditions.*



**ISSUE:**

Staunton District Traffic Engineering has received a request from the Town of Berryville to conduct a traffic calming study on US-340 (S. Buckmarsh Street) in their town. They have specifically cited concerns from citizens about drivers, and particularly truck drivers, speeding on that roadway, and have raised concerns about public safety on that roadway. The purpose of this study is to evaluate the request and provide a recommendation.

**RECOMMENDATION:**

The roadway **does not qualify for traffic calming measures**, since the 85<sup>th</sup>-percentile speeds on this section of US-340 was found to be about 31 MPH. Since the operating speed would need to be at least 35 MPH for this roadway to qualify for traffic calming, **no action is recommended.**

**FINDINGS/ ANALYSIS:**

The VDOT Traffic Calming Guide has a step-by-step process on determining the processes and procedures to evaluate a roadway for traffic calming. This process begins as follows:

**Step 1. Initial Contact and Review**

For a roadway to be considered for the traffic calming program, it must meet the following basic eligibility requirements:

1. *The street must be in the state system of highways owned and maintained by VDOT. VDOT owns and maintains the section of US-340 through the Town of Berryville.*
2. *The street must be within a neighborhood setting where the residences and businesses face the street rather than reverse-frontage (where houses along a street do not face or generally have access to the street). US-340 meets this definition of a neighborhood roadway even though it is an arterial roadway. Figures 1 and 2, taken from Google Street View, illustrate these conditions.*
3. *The street must have a posted speed limit of 25 MPH. US-340 has a posted speed limit of 25 MPH. This was implemented by resolution dated November 15, 1999.*



*Figure 1. View of US-340 in the Town of Berryville as a residential street*



Figure 2. View of US-340 in the Town of Berryville as a residential street

## Step 2. Traffic Calming Study Request

Since US-340 meets these basic eligibility requirements for traffic calming, the Town of Berryville has adopted a resolution requesting that VDOT initiate a traffic calming study for this roadway. The Town has adopted this resolution at their meeting on September 11, 2018. Since this has been done, we proceed to Step 3.

## Step 3. Engineering Study/Review

An engineering field review was conducted to document the suitability of the street for traffic calming. This review requires a speed study to determine the 85<sup>th</sup>-percentile operating speed and a traffic count for the average daily traffic volume on the street for both travel directions. In order for the street to qualify for traffic calming, the street must have an 85<sup>th</sup>-percentile operating speed of 10 MPH or more above the speed limit (i.e. 35 MPH or more).

Speed data were collected for 48 hours on Wednesday and Thursday, November 7 and 8, 2018. The speed counter was located between Rosemont Circle and Taylor Street, which is a location that was suggested by the Town's staff. To be exact, the counter was located 275 feet north of Taylor Street, as indicated in Figure 3.

There is a pole mounted speed display sign on northbound US-340 at the beginning of the 25 MPH zone. This is shown in Figure 4.

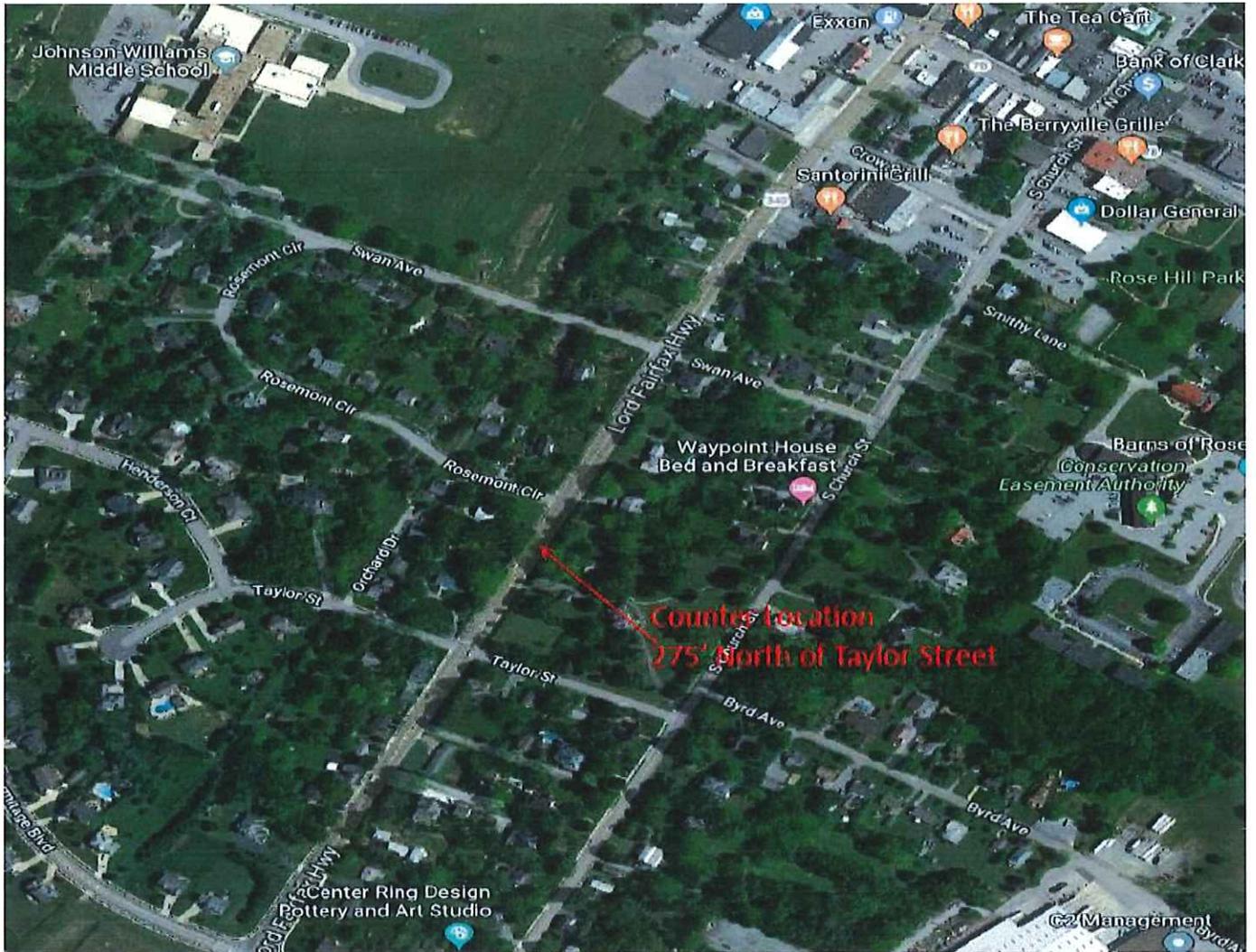


Figure 3. Counter location



Figure 4. Beginning of 25 MPH speed zone on northbound US-340, with speed radar sign below the SPEED LIMIT 25 sign.

The resulting data is as follows:

|  |  |
|--|--|
| <b>85<sup>th</sup> percentile speed:</b> | <b><u>30.81 MPH</u></b>                                |
| <b>Median Speed:</b>                     | 27.12 MPH  |
| <b>Pace Speed:</b>                       | 23 – 32 MPH  |
| <b>Number of vehicles observed:</b>      | 17,421 vehicles over two days (8,711 vehicles per day) |

This corresponds to the published 2017 AADT on this roadway, which is 10,000 vehicles per day.

Of particular concern was with trucks speeding along the roadway. The speed data for trucks (Class 5 and larger) was as follows:

|  |   |
|--|---|
| <b>85<sup>th</sup> percentile speed:</b> | <b><u>31.65 MPH</u></b>                         |
| <b>Median Speed:</b>                     | 27.63 MPH                                       |
| <b>Pace Speed:</b>                       | 23 – 32 MPH                                     |
| <b>Number of vehicles observed:</b>      | 1,857 trucks over two days (794 trucks per day) |

These data indicate that the 85<sup>th</sup>-percentile speeds are less than the 35 MPH required for traffic calming to be considered along this roadway. This is also consistent with data collected by the Berryville Police Department on January 11-17, 2018, which found 85<sup>th</sup>-percentile speeds of 30-31 MPH on this section of US-340. At this point the Department concludes that no traffic calming tools are warranted along the subject section, and would respectfully advise that any Town initiated tool must first receive permit approval by the Department.

# BERRYVILLE POLICE DEPARTMENT

South Buckmarsh St.  
08/25/2017 - 08/31/2017

Site Code: 00000003  
Station ID:

Latitude: 0' 0.0000 South

| Northbound       |     |      |       |       |       |       |       |       |       |       |       |       |       |     |       |
|------------------|-----|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|
| Date\Speed (MPH) | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46-50 | 51-55 | 56-60 | 61-65 | >65 | Total |
| 8/25/2017        | 0   | 1    | 13    | 74    | 887   | 1432  | 416   | 74    | 11    | 1     | 0     | 0     | 0     | 0   | 2909  |
| 8/26/2017        | 0   | 0    | 6     | 101   | 1209  | 1852  | 614   | 108   | 12    | 3     | 0     | 0     | 0     | 0   | 3905  |
| 8/27/2017        | 0   | 0    | 4     | 70    | 805   | 1458  | 513   | 131   | 16    | 7     | 1     | 0     | 0     | 0   | 3005  |
| 8/28/2017        | 0   | 0    | 1     | 32    | 995   | 1595  | 528   | 101   | 23    | 3     | 2     | 1     | 1     | 1   | 3283  |
| 8/29/2017        | 0   | 0    | 1     | 48    | 900   | 1538  | 566   | 134   | 18    | 5     | 0     | 0     | 0     | 0   | 3210  |
| 8/30/2017        | 0   | 1    | 5     | 69    | 1017  | 1710  | 588   | 104   | 25    | 7     | 1     | 1     | 0     | 0   | 3528  |
| 8/31/2017        | 0   | 0    | 0     | 29    | 449   | 645   | 193   | 39    | 4     | 0     | 0     | 0     | 0     | 0   | 1359  |
| Northbound Total | 0   | 2    | 30    | 423   | 6262  | 10230 | 3418  | 691   | 109   | 26    | 4     | 2     | 1     | 1   | 21199 |

85 percentile = 31

| Southbound       |     |      |       |       |       |       |       |       |       |       |       |       |       |     |       |
|------------------|-----|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|
| Date\Speed (MPH) | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46-50 | 51-55 | 56-60 | 61-65 | >65 | Total |
| 8/25/2017        | 0   | 0    | 1     | 12    | 248   | 1668  | 1530  | 361   | 47    | 5     | 0     | 0     | 0     | 0   | 3872  |
| 8/26/2017        | 0   | 0    | 0     | 11    | 190   | 1993  | 2083  | 567   | 59    | 16    | 2     | 0     | 0     | 0   | 4921  |
| 8/27/2017        | 0   | 0    | 5     | 12    | 133   | 1437  | 1590  | 422   | 48    | 14    | 0     | 3     | 1     | 1   | 3666  |
| 8/28/2017        | 0   | 0    | 1     | 13    | 174   | 1840  | 1751  | 377   | 39    | 5     | 0     | 0     | 0     | 0   | 4200  |
| 8/29/2017        | 0   | 0    | 5     | 15    | 197   | 1769  | 1759  | 417   | 33    | 9     | 3     | 0     | 0     | 0   | 4207  |
| 8/30/2017        | 0   | 0    | 6     | 16    | 221   | 1755  | 1977  | 463   | 62    | 10    | 0     | 0     | 0     | 0   | 4510  |
| 8/31/2017        | 0   | 0    | 0     | 4     | 49    | 454   | 589   | 168   | 25    | 4     | 0     | 0     | 0     | 0   | 1293  |
| Southbound Total | 0   | 0    | 18    | 83    | 1212  | 10916 | 11279 | 2775  | 313   | 63    | 5     | 3     | 1     | 1   | 26669 |

85 percentile = 34

| Combined         |     |      |       |       |       |       |       |       |       |       |       |       |       |     |       |
|------------------|-----|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|
| Date\Speed (MPH) | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46-50 | 51-55 | 56-60 | 61-65 | >65 | Total |
| 8/25/2017        | 0   | 1    | 14    | 86    | 1135  | 3100  | 1946  | 435   | 58    | 6     | 0     | 0     | 0     | 0   | 6781  |
| 8/26/2017        | 0   | 0    | 6     | 112   | 1399  | 3845  | 2697  | 675   | 71    | 19    | 2     | 0     | 0     | 0   | 8826  |
| 8/27/2017        | 0   | 0    | 9     | 82    | 938   | 2895  | 2103  | 553   | 64    | 21    | 1     | 3     | 1     | 1   | 6671  |
| 8/28/2017        | 0   | 0    | 2     | 45    | 1169  | 3435  | 2279  | 478   | 62    | 8     | 2     | 1     | 1     | 1   | 7483  |
| 8/29/2017        | 0   | 0    | 6     | 63    | 1097  | 3307  | 2325  | 551   | 51    | 14    | 3     | 0     | 0     | 0   | 7417  |
| 8/30/2017        | 0   | 1    | 11    | 85    | 1238  | 3465  | 2565  | 567   | 87    | 17    | 1     | 1     | 0     | 0   | 8038  |
| 8/31/2017        | 0   | 0    | 0     | 33    | 498   | 1099  | 782   | 207   | 29    | 4     | 0     | 0     | 0     | 0   | 2652  |
| Combined Total   | 0   | 2    | 48    | 506   | 7474  | 21146 | 14697 | 3466  | 422   | 89    | 9     | 5     | 2     | 2   | 47868 |

85 percentile = 33

# BERRYVILLE POLICE DEPARTMENT

South Buckmarsh & Taylor  
January 11, 2018

Site Code: 00000005  
Station ID:

Latitude: 0' 0.0000 South

| Date\Speed (MPH) | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46-50 | 51-55 | 56-60 | 61-65 | >65 | Total |
|------------------|-----|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|
| 1/11/2018        | 0   | 0    | 0     | 22    | 405   | 677   | 192   | 36    | 3     | 1     | 0     | 0     | 0     | 0   | 1336  |
| 1/12/2018        | 0   | 112  | 52    | 50    | 948   | 1774  | 563   | 108   | 23    | 5     | 0     | 0     | 0     | 0   | 3635  |
| 1/13/2018        | 0   | 15   | 24    | 38    | 696   | 1443  | 555   | 96    | 24    | 5     | 0     | 0     | 0     | 0   | 2896  |
| 1/14/2018        | 0   | 1    | 12    | 44    | 597   | 1069  | 440   | 116   | 24    | 4     | 0     | 0     | 1     | 0   | 2308  |
| 1/15/2018        | 0   | 0    | 2     | 35    | 810   | 1499  | 511   | 93    | 32    | 5     | 1     | 0     | 0     | 0   | 2988  |
| 1/16/2018        | 0   | 0    | 3     | 58    | 945   | 1527  | 496   | 102   | 12    | 4     | 2     | 0     | 0     | 0   | 3149  |
| 1/17/2018        | 0   | 0    | 2     | 27    | 757   | 1446  | 530   | 108   | 19    | 4     | 0     | 0     | 0     | 0   | 2893  |
| 1/18/2018        | 0   | 0    | 1     | 53    | 1017  | 1658  | 600   | 104   | 19    | 9     | 29    | 53    | 6     | 11  | 3560  |
| Lane1 Total      | 0   | 128  | 96    | 327   | 6175  | 11093 | 3887  | 763   | 156   | 37    | 32    | 53    | 7     | 11  | 22765 |

85 percentile = 31

| Date\Speed (MPH) | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46-50 | 51-55 | 56-60 | 61-65 | >65 | Total |
|------------------|-----|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|
| 1/11/2018        | 0   | 0    | 3     | 4     | 203   | 1473  | 308   | 12    | 1     | 0     | 0     | 0     | 0     | 0   | 2004  |
| 1/12/2018        | 0   | 1    | 7     | 15    | 341   | 2828  | 698   | 48    | 1     | 0     | 0     | 0     | 0     | 0   | 3939  |
| 1/13/2018        | 0   | 0    | 2     | 9     | 241   | 2062  | 647   | 56    | 6     | 1     | 0     | 0     | 0     | 0   | 3024  |
| 1/14/2018        | 0   | 0    | 0     | 14    | 193   | 1651  | 609   | 58    | 3     | 2     | 1     | 0     | 0     | 0   | 2531  |
| 1/15/2018        | 0   | 0    | 0     | 8     | 298   | 2098  | 712   | 57    | 9     | 2     | 1     | 0     | 0     | 0   | 3185  |
| 1/16/2018        | 0   | 1    | 0     | 6     | 332   | 2402  | 692   | 40    | 5     | 1     | 0     | 0     | 0     | 0   | 3479  |
| 1/17/2018        | 0   | 0    | 3     | 53    | 278   | 2405  | 675   | 47    | 5     | 1     | 1     | 0     | 0     | 0   | 3468  |
| 1/18/2018        | 0   | 0    | 4     | 12    | 314   | 2846  | 813   | 77    | 4     | 6     | 0     | 0     | 0     | 57  | 4133  |
| Lane2 Total      | 0   | 2    | 19    | 121   | 2200  | 17765 | 5154  | 395   | 34    | 13    | 3     | 0     | 0     | 57  | 25763 |

85 percentile = 30

| Date\Speed (MPH) | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46-50 | 51-55 | 56-60 | 61-65 | >65 | Total |
|------------------|-----|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|
| 1/11/2018        | 0   | 0    | 3     | 26    | 608   | 2150  | 500   | 48    | 4     | 1     | 0     | 0     | 0     | 0   | 3340  |
| 1/12/2018        | 0   | 113  | 59    | 65    | 1289  | 4602  | 1261  | 156   | 24    | 5     | 0     | 0     | 0     | 0   | 7574  |
| 1/13/2018        | 0   | 15   | 26    | 47    | 937   | 3505  | 1202  | 152   | 30    | 6     | 0     | 0     | 0     | 0   | 5920  |
| 1/14/2018        | 0   | 1    | 12    | 58    | 790   | 2720  | 1049  | 174   | 27    | 6     | 1     | 0     | 1     | 0   | 4839  |
| 1/15/2018        | 0   | 0    | 2     | 43    | 1108  | 3597  | 1223  | 150   | 41    | 7     | 2     | 0     | 0     | 0   | 6173  |
| 1/16/2018        | 0   | 1    | 3     | 64    | 1277  | 3929  | 1188  | 142   | 17    | 5     | 2     | 0     | 0     | 0   | 6628  |
| 1/17/2018        | 0   | 0    | 5     | 80    | 1035  | 3851  | 1205  | 155   | 24    | 5     | 1     | 0     | 0     | 0   | 6361  |
| 1/18/2018        | 0   | 0    | 5     | 65    | 1331  | 4504  | 1413  | 181   | 23    | 15    | 29    | 53    | 6     | 68  | 7693  |
| Combined Total   | 0   | 130  | 115   | 448   | 8375  | 28858 | 9041  | 1158  | 190   | 50    | 35    | 53    | 7     | 68  | 48528 |

85 percentile = 30

# Attachment 4

## Attachments

- IFB
- Spreadsheet detailing costs of Phase 1 (completed) and Phase 2 (subject of recent bid)

At its January 8 meeting the Council approved an IFB for a project that would improve and expand the finished space at the Public Works Facility. The IFB was issued on January 10 and five bids were received on February 6.

The estimate for construction was \$97,000 with a contingency of \$12,000. The apparent low bid was \$144,814.

If the project is to proceed, the Council must authorize the expenditure of funds over what was budgeted. The apparent low bid plus a 5% contingency would total \$152,054. Accordingly, \$40,804 from the General Fund Contingency line item would have to be directed to this project.

If Council decides to move forward with the project, then a C.O for the facility is expected to be issued prior to May 20, 2019.

## Recommended action

Authorize use of \$41,000 from General Fund Contingency for this project and authorize the Town Manager to award the contract.

---

## Report 1/8/19

*Overview*

The first section of the Public Works Building, which is located at 201 Tom Whitacre Circle, was constructed in the late 1980's. The building was expanded by one fully enclosed bay in the mid-2000's and again in 2018 by the addition of four open bays. As a part of the first section built in the late 1980's, approximately 500 square feet of one bay was finished for use as an office, lunch room, and a bathroom.

The Council authorized further improvements for the site in the FY2019 budget. These improvements included the following modifications of existing fully enclosed bays:

- installation of concrete floors
- insulation of walls and doors
- installation of minimal heat
- furnishing a bay to be utilized by the Police Department
- expansion of the finished area

The attached IFB has been developed to complete the expansion of the finished area within the building envelope (the other four project elements enumerated above have been completed).

The project in question provides for the renovation of the existing finished area and expansion of the finished area by approximately 500 square feet. The following would be provided in the newly renovated / finished area:

- locker room with shower
- Director's office
- Foreman's office and file storage
- lunch room
- bunk room
- eyewash / emergency shower in Service Bay 1
- replacement of lighting in Service Bay 1

*Schedule*

- |                                |         |
|--------------------------------|---------|
| - Approval of IFB              | 1/8/19  |
| - Issuance of IFB              | 1/10/19 |
| - Bids due                     | 2/6/19  |
| - Bid approved by Town Council | 2/12/19 |
| - Bid award                    | 2/13/19 |
| - Notice to proceed            | 2/25/19 |
| - Project to be completed      | 5/20/19 |

*Recommended Action*

Authorize issuance of the attached IFB.



## **INVITATION FOR BID**

### **Renovation of James E. O'Brien Public Works Building IFB-001-2019**

The Town of Berryville will receive sealed bids at the Town's Business Office located in the Berryville-Clarke County Government Center, 101 Chalmers Court, Suite A, Berryville, Virginia 22611, until 11:00 a.m., local time, Wednesday, February 6, 2019 for the renovation of the James E. O'Brien Public Works Building located at 201 Tom Whitacre Circle. Bids received after the specified time will be returned unopened. All proposals must be provided and delivered in a sealed envelope marked "Renovation of Public Works Building" in accordance with the provisions of this Advertisement, Invitation for Bid, and other related documents collectively known and referred to as the Contract Documents. Bid opening will begin at 11:05 a.m. in the Main Meeting Room located on the 2<sup>nd</sup> floor of the Berryville-Clarke County Government Center, at which time all bids will be publicly opened and read aloud.

Bid packages must be addressed to the following:

Town of Berryville  
Attn: Renovation of Public Works Building  
101 Chalmers Court, Suite A  
Berryville, VA 22611

**INSTRUCTION TO BIDDERS**  
**TOWN OF BERRYVILLE**  
**RENOVATION OF JAMES E. O'BRIEN PUBLIC WORKS BUILDING**  
**IFB-001-2019**

1. **DEFINED TERMS**

Terms used in these Instructions to Bidders have the following meanings assigned to them. The term "Bidder" means one that submits a bid directly to the Town, as distinct from a sub-bidder, who submits a bid to a Bidder. The term "Successful Bidder" means the lowest, qualified, responsible and responsive bidder to whom the Town (based on the Town's evaluation as hereinafter provided) makes an award. The term "Contract Documents" includes the advertisement or Invitation For Bid, Instructions to Bidders, the Bid Form, the Proposed Contract Documents (including all Addenda issued before receipt of bids), Scope of Work and Related Requirements, the document titled "Berryville Public Works Renovation of Service Bay to Offices" dated 01/02/2019 consisting of twelve (12) pages (hereafter referred to as the "Plans"), Project Schedule, and any approved change order(s).

- 1.1 Whenever the word "Town" is used, it will mean the Town of Berryville, Virginia.
- 1.2 Whenever the word "Director of Public Works" is used, it will mean the Director of Public Works for the Town of Berryville or designee.

2. **BIDS**

The following provisions and conditions in filling out the bid form shall govern bidders.

- 2.1 Bids shall be made on the bid form with all items completed.
- 2.2 A bid that is qualified by the bidder by the attachment of unsolicited terms or conditions under which the bid is to be considered may be subject to rejection.
- 2.3 Each bid must be accompanied by a bid bond in the form of a cashier's check or checks payable to the Town of Berryville, Virginia in an amount of at least five percent of the total bid, or a bid bond in like amount, as a guarantee that if the Bid is accepted, the Bidder will execute a Contract Agreement for the work and furnish a construction performance bond in the full amount of the bid and a construction payment bond of 100 percent of the total bid, within seven (7) business days following receipt of the Notice of Award.
- 2.4 Before submitting a bid, the bidder shall carefully examine the Scope of Work, the Plans, Project Schedule, and other Contract Documents, and visit the site of the work in order to fully inform himself by such means as he may think necessary or desirable as to all existing conditions and limitations.

- 2.5 Each bid must be submitted in a sealed envelope marked "Renovation of Public Works Building" and delivered to the Town of Berryville, Virginia at the Town's Business Office located in the Berryville-Clarke County Government Center, 101 Chalmers Court, Suite A, Berryville, Virginia 22611, on or before the hour and date set in the bid advertisement. The sealed envelope containing the bid shall be marked on the outside to show the bidder's name, address, the title of the bid and the time and date of opening. There shall be one original (preferably signed in blue) and one copy. **There will be a public bid opening.**
- 2.6 Bids may not be withdrawn after the scheduled closing time for their receipt.

### 3. **INTERPRETATION OF DOCUMENTS**

It is the intent of the specifications and other Contract Documents that the Contractor furnishes all labor and materials, equipment and transportation necessary for the proper and complete execution of the work, unless specifically noted otherwise. Should a bidder find discrepancies in or omissions from the various documents, or should bidder be in doubt as to their explicit meanings, said bidder may submit to the Finance Clerk ([financeclerk@berryvilleva.gov](mailto:financeclerk@berryvilleva.gov)) a written request for an interpretation thereof. The Town will not discuss or respond to any requests or inquiries that are not in writing. Said written requests or inquiries shall be received by the Finance Clerk no later than 12:00 noon January 23, 2019. Any addenda or interpretation of the bid and/or proposed contract documents will be posted on the Town's website and emailed to each prospective bidder who has requested bid documents or has asked to be included on the list of those to receive any additional bid information. The Town will not be responsible for any other explanations or interpretations of the bid and/or proposed contract documents. Replies will be emailed and posted on the Town of Berryville website by the Finance Clerk by end of business on January 28, 2019.

### 4. **QUALIFICATIONS OF BIDDERS**

- 4.1 Bids will not be accepted from, nor contracts awarded to, any person, firm or corporation that is in arrears to the Town, or that are not fully qualified or able to perform the work.
- 4.2 Each bidder must satisfy the Director of Public Works as to the suitability and adequacy of his equipment, resources and as to his practical ability to perform the work set forth in these Contract Documents within the specified time.
- 4.3 Bidders may be required to submit satisfactory evidence that they have the necessary financial resources to complete the proposed work.

### 5. **WITHDRAWAL OF BID**

Any bidder may withdraw his bid, either personally or by written request, at any time before the scheduled closing time for receipt of the bids.

6. **AWARD OR REJECTION OF BIDS**

The contract will be awarded to the lowest fully qualified responsible bidder complying with these instructions to bidders and with the advertisement. The Town reserves the right to reject any and all bids or to waive any informalities or technicality in bids received if it appears that the best interests of the Town may thereby be served.

7. **BID BOND**

A bid bond in the amount of 5% of the total bid amount must be submitted with the bid.

8. **PERFORMANCE & PAYMENT BONDS**

The successful bidder will be required to submit Performance and Payment Bonds in the amount of 100% of the awarded contract amount.

9. **PAYMENT**

A Bond Claim waiver must be submitted satisfactorily to the Town before payment will be released.

10. **CONTRACT AGREEMENT**

The successful bidder shall execute the formal contract agreement and furnish a construction performance bond and a construction payment bond satisfactory to the Town within seven (7) business days following receipt of the Notice of Award. Failure to do so will be an adequate and just cause of annulment or cancellation of the award, and in such case, the bid bond or bid guarantee will become the property of the Town.

The Town of Berryville reserves the right to accept or reject any/all bids and to award the contract in the best interest of the Town of Berryville, Virginia.

TOWN OF BERRYVILLE, VIRGINIA

---

Keith R. Dalton, Town Manager

THE TOWN OF BERYVILLE IS ACCEPTING SEALED BIDS FOR THE RENOVATION OF  
PUBLIC WORKS BUILDING

SCOPE OF WORK AND RELATED REQUIREMENTS

A. GENERAL SCOPE OF WORK:

The Town of Berryville maintains a Public Works Facility, including an office, at 201 Tom Whitacre Circle, Berryville, VA. The Public Works Department Office, which was built circa 1989, is in need of renovation and expansion.

The Contractor shall perform demolition and construction shown on the attached Plans (including specifications and schedules) in order to renovate and expand the finished space. The Plans in question are titled "Berryville Public Works Renovation of Service Bay to Offices" dated 01/02/2019 and consist of twelve (12) pages.

**A mandatory pre-bid conference will be held at 201 Tom Whitacre Circle on January 17, 2019 at 2:00 pm.**

The Contractor shall provide all labor, materials, supplies, equipment, and tools needed to complete the work represented on the Plans in accordance with Contract Documents

The Contractor shall provide the Director of Public Works with a minimum of 5 business days of notice prior to mobilization. The Contractor shall mobilize no later than March 25, 2019, unless otherwise approved in writing by the Director of Public Works.

The Contractor shall complete all work and secure a Certificate of Occupancy by May 20, 2019.

B. CODES AND STANDARDS:

The renovated space must comply with all permit requirements and the Plans (including specifications and schedules).

C. PERMITTING:

The Town will provide the Contractor with Plans (including specifications and schedules) needed to obtain required permits. The Contractor is responsible for securing all required building permits (including plumbing, electrical, and mechanical) and is responsible for the cost thereof.

D. SITE WORK:

There is no site work required in this project.

E. INSTALLATION:

Provision and installation of all fixtures represented on the Plans shall be the responsibility of the Contractor, unless otherwise noted.

#### F. PROTECTION OF PROPERTY/PROPERTY CONDITIONS:

1. If property is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Contractor in a manner acceptable to the Town.
2. Contractor shall notify the Town's representative of the work site having pre-existing damage before beginning the work. Failure to do so shall obligate the bidder to make repairs.
3. Contractor shall be responsible for securing all work areas to be safe.
4. Access:
  - a. Site: Contractor will be provided with a code that will open the Public Works Facility entrance gate. Contractor is responsible for limiting access to the code to supervisors. Contractor shall inform the Town immediately if the code has been lost, stolen, improperly shared, or compromised in any way. In the event the Town determines that it is in its best interest to revoke Contractor's gate access authorization, it may do so at any time without notice.
  - b. Building: Contractor will be provided a key to the door labeled as Door 2 on page D100 on the Plans. Contractor may access the building via Door 2 and the bay door for Service Bay 1 (also identified on page D100 of the Plans). Town personnel will gain access to the remainder of the Public Works Building via Door 1 and the interior door just to the left of Door 1. Contractor and Director of Public Works will coordinate work on Door 1 to ensure Town personnel access to the remainder of the building.

#### G. SAFETY:

1. The Contractor shall be responsible for the safe conduct of his/her employees and/or subcontractor(s), collectively hereafter referred to as Personnel during the execution of the work detailed herein. The Contractor shall meet or exceed the standards set forth by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and local agencies. Should an unsafe condition be identified during the execution of this work, the Contractor will immediately suspend such activity until a safe method can be employed.
2. A portable toilet shall be provided by the Contractor for use by Contractor's Personnel. Said portable toilet shall be serviced per OSHA requirements and waste hauled to an authorized treatment facility.
3. The method by which the Contractor heats Service Bay 1 and the project area shall be approved by the Director of Public Works.

#### H. PERSONNEL:

1. Contractor shall be responsible for the appearance of all working Personnel assigned to the project. Personnel shall be clean and appropriately dressed at all times. Personnel must wear property identification at all times (company shirts, ID badges, etc.)
2. All Personnel of the Contractor shall be considered to be, at all times, the sole Personnel of the Contractor, under the Contractor's sole direction, and not Personnel or agent of the Town. The Contractor shall supply competent and physically capable Personnel and the Town may require the Contractor to remove any Personnel it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on Town property is not in the best interest of the Town. The Town shall not have any duty to implement or enforce such requirements.
3. Contractor shall assign an "on-duty" supervisor who speaks and reads English.
4. Contractor shall have its Personnel refrain from smoking in Town buildings.
5. Contractor shall be solely responsible for receiving all materials and equipment at site.

#### I. STORAGE OF MATERIALS:

1. Contractor shall be responsible for storing and securing of all materials and/or equipment. No materials or equipment may be stored outside of the approved staging area without written approval of the Director of Public Works.
2. The area identified on the Plans as Service Bay 1, may be utilized for storage of materials and equipment; provided that interior access to the Town's bays to the south is not blocked and allows for walking traffic. Further, as a part of this offering, the Town has provided a sketch plan of the Public Works Facility, on which the area that may be used by the Contractor for material storage, equipment storage, parking, and dumpster siting is identified. This sketch plan provides the general location of the area that may be used; however, the Contractor and the Director of Public Works will identify the area with more precision prior to the commencement of work.
3. At no time may the Contractor block access to the any part of the Public Works Building; except the area being renovated and the area identified on the Plans as Service Bay 1.

#### J. DISPOSAL OF WASTE:

1. The Contractor shall be responsible for the disposal of all waste materials, debris, and any and all excess materials, containers, etc. at an off-site location in accordance with local, state and federal regulations. Town dumpsters or trash receptacles are not to be used by the Contractor. Disposal of waste materials shall be in a proper manner in accordance with all environmental guidelines and regulations.

2. Any and all dumpsters or refuse containers provided by Contractor shall be located in an area approved by the Town and properly maintained throughout the project (See Section I)
3. Contractor must obtain written permission from Director of Public Works to locate any dumpster larger than ten (10) yards in capacity.

K. HOURS OF WORK:

1. The Contractor will perform all work Monday through Friday from 7:00 AM to 3:30 PM (except holidays recognized by the Town). During the anticipated contract period, there is only one "Town Holiday" not regularly recognized in the Commonwealth of Virginia. The Town will close at noon on May 3, 2019.
2. Requests for extended working hours may be made to the Director of Public Works. No such work may occur without the written approval of the Director of Public Works.

L. WARRANTY:

The Contractor agrees that the goods furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods and that the rights and remedies provided therein are in addition to and do not limit those available to the Town of Berryville by any other clause of this solicitation. **A copy of this warranty shall be furnished with the bid.** At a minimum, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of final acceptance of the entire project by the Town of Berryville in writing. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in this solicitation and under the contract shall be new, in first class condition, and in accordance with the contract documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Defects discovered during the warranty period shall be corrected by the Contractor to the Town of Berryville's satisfaction.

M. DELIVERY OF MATERIALS AND EQUIPMENT:

All materials and equipment delivered to 201 Tom Whitacre Circle, Berryville, VA 22611 must be FOB. Contractor shall be represented on-site at time of delivery for material/equipment acceptance.

## TERMS AND CONDITIONS

These General Terms and Conditions are required for use in written solicitations issued by the Town for procurements.

**APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

**ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Town of Berryville that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA).

Employment discrimination by Contractor prohibited; required contract provisions. -- All public bodies shall include in every contract of more than \$10,000 the following provisions:

During the performance of this contract, the Contractor agrees as follows:

- a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**ETHICS IN PUBLIC CONTRACTING:** By submitting their bid, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their bid, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

**DEBARMENT STATUS:** By submitting their bid, bidders certify that they are not currently debarred by the Town of Berryville from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

**MANDATORY USE OF TOWN TERMS AND CONDITIONS FOR IFBs AND RFPs:** Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Town may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

**BILL PAYMENT POLICY:** The Town Treasurer shall make payment in full (unless an alternate payment plan has been agreed upon) for all goods delivered or services rendered within thirty days of receipt of the bill.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the department head. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Town of Berryville is incorrect or when there is a defect or impropriety in a bill submitted, the respective department head shall notify the creditor in writing prior to the date on which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Town of Berryville shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

**To Subcontractors:** A contractor awarded a contract under this solicitation is hereby obligated:

To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Town for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

To notify the town and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

**PRECEDENCE OF TERMS:** In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Town further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Town that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**TESTING AND INSPECTION:** The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

**ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

**CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:

1. By mutual agreement between the parties in writing; or
2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or
3. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized. The Town shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town within thirty (30) days from the date of receipt of the written order from the Town. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town or with the performance of the contract generally.

**DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

**TAXES:** Sales to the Town are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

**USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, and unless otherwise provided in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make or manufacturer's name, but conveys the general style, type, character and quality of the article desired. Any article that the Town, in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended shall be acceptable.

**TRANSPORTATION AND PACKAGING:** By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used.

**INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded as well as any other insurance requirements laid out in the request for bid or proposal. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Town of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Berryville, Virginia must be named as an additional insured and so endorsed on the policy.

(Note to Purchaser: When the requirement is for parking facilities and garages for motor vehicle maintenance contracts, the forgoing sentence should be changed to read: These coverages should include Garage Owner's Liability. Contracts with movers or truck transporters should also require motor carrier's liability.)

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

| Profession/Service  | Limits      |                 |             |
|---|-------------|-----------------|-------------|
| Accounting aggregate  | \$1,000,000 | per occurrence, | \$3,000,000 |
| Architecture aggregate                                      | \$2,000,000 | per occurrence, | \$6,000,000 |
| Asbestos Design, Inspection, Abatement Contractor aggregate | \$1,000,000 | per occurrence, | \$3,000,000 |
| Insurance/Risk Management aggregate                         | \$1,000,000 | per occurrence, | \$3,000,000 |
| Landscape/Architecture aggregate                            | \$1,000,000 | per occurrence, | \$1,000,000 |
| Legal aggregate   | \$1,000,000 | per occurrence, | \$5,000,000 |
| Professional Engineer aggregate                             | \$2,000,000 | per occurrence, | \$6,000,000 |
| Surveying aggregate   | \$1,000,000 | per occurrence, | \$1,000,000 |

**DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless Town has made a written determination that employing ex-offenders on the specific contract is not in its best interest.

# PROPOSAL

## RENOVATION OF PUBLIC WORKS BUILDING

\$ \_\_\_\_\_  
\_\_\_\_\_dollars \_\_\_\_\_cents

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

***THIS FORM MUST BE USED FOR BID PROPOSAL***

## REFERENCES

As per the General Specifications Section, below is a list of at least three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: \_\_\_\_\_

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

Business Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time services provided: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

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

Business Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time services provided: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

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

Business Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time services provided: \_\_\_\_\_

***THIS FORM MUST BE INCLUDED WITH BID PROPOSAL***



Town of Berryville  
Vendor Registration/Update

Please fill out the information below and the attached W-9 form to be registered as a vendor with the Town of Berryville.

Your company's legal name: \_\_\_\_\_

Business Type: \_\_\_\_\_

What kind of products/services does your company offer?

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

Company Website: \_\_\_\_\_

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

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name of person representing the company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check \_\_\_\_\_ P-card

**\*If you accept VISA, you are required to accept P-card payments.**

---

**For Town Office Use Only**

Certificate of Insurance Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Contractor's License Required: \_\_\_\_\_ Yes \_\_\_\_\_ No



## Public Works Building Office Expansion Project Schedule

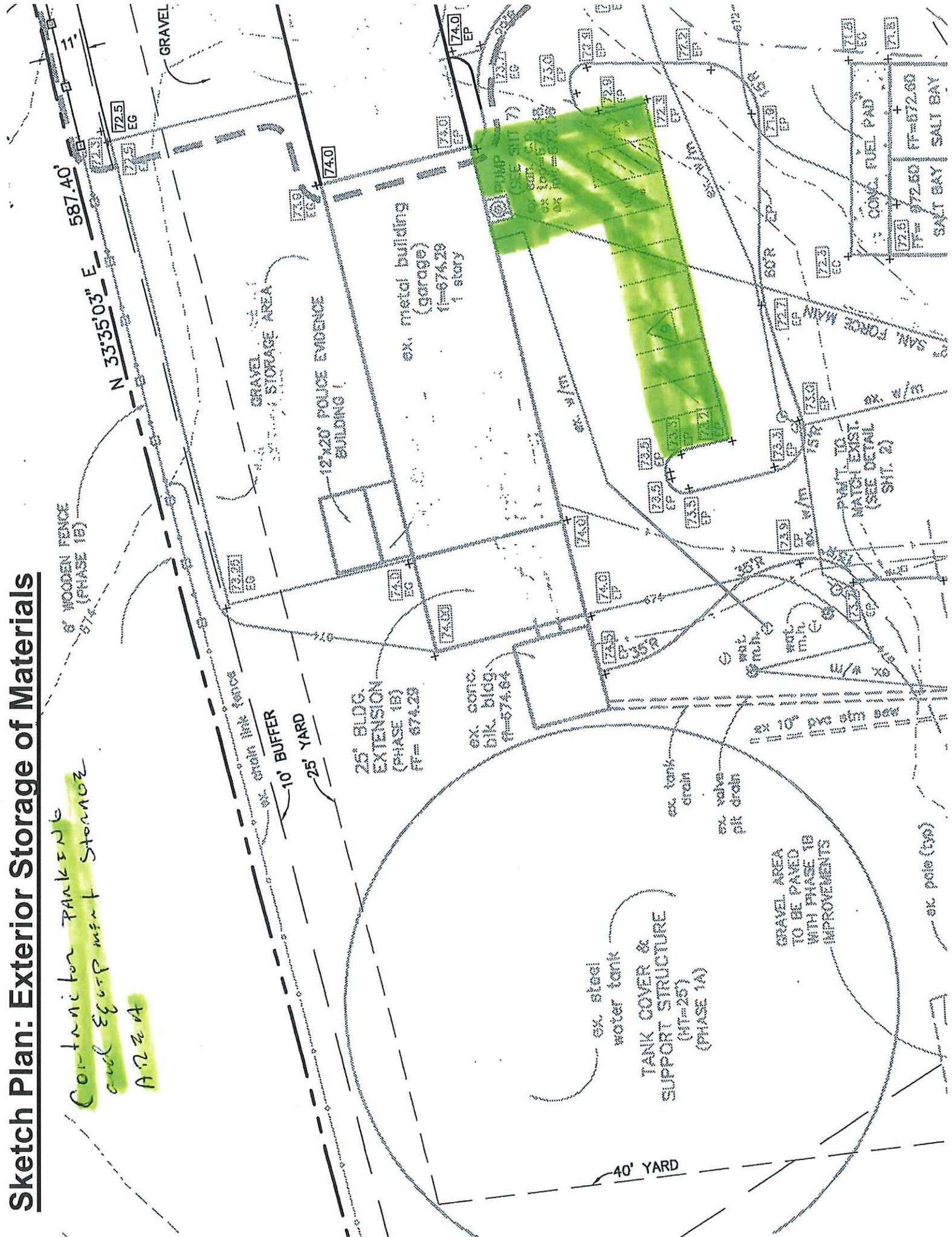
12/19/2018

|                                   |           |          |
|-----------------------------------|-----------|----------|
| Pre-bid:                          | 1/17/2019 | 2:00 pm  |
| Inquiries due:                    | 1/23/2019 | noon     |
| Answers to inquires due:          | 1/28/2019 | 5:00 pm  |
| Bids due:                         | 2/6/2019  | 11:00 am |
| Bid award:                        | 2/13/2019 | 5:00 pm  |
| Notice to proceed"                | 2/25/2019 | 5:00 pm  |
| Contractor on site no later than: | 3/25/2019 |          |
| To be completed/CO issued by:     | 5/20/2019 |          |

The Town reserves the right to modify this schedule at any time.

# Sketch Plan: Exterior Storage of Materials

Continuation of Tank Extension  
and Equipment Storage  
Area



## TOWN OF BERRYVILLE BIDDER'S CHECK LIST

**BIDS MAY NOT BE CONSIDERED** if the following documents and/or attachments are not completely filled out and submitted with your bid.

**Before sending in your bid, please make sure you have completed all of the following:**

\_\_\_\_\_ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

\_\_\_\_\_ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

\_\_\_\_\_ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

\_\_\_\_\_ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

\_\_\_\_\_ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

### FORMS

\_\_\_\_\_ Proposal

\_\_\_\_\_ Town of Berryville Vendor Registration/Update Form

\_\_\_\_\_ W-9

\_\_\_\_\_ Certificate of Insurance

\_\_\_\_\_ Bid Bond

\_\_\_\_\_ Licensure(s)

\_\_\_\_\_ References

\_\_\_\_\_ **PLEASE INITIAL**

## Public Works Building Renovations

|                     |                              |               |
|---------------------|------------------------------|---------------|
| Phase I             | Insulation                   | \$ 43,000.00  |
|                     | Doors                        |               |
|                     | Heat                         |               |
|                     | Concrete                     |               |
| Phase II            | Design                       | \$ 22,000.00  |
|                     | Low Bid                      | \$ 144,814.00 |
|                     | 5% Contingency               | \$ 7,240.00   |
|                     | FFE                          | \$ 5,000.00   |
|                     | Portable toilet for PW Staff | \$ 1,500.00   |
| Total Project Costs |                              | \$ 223,554.00 |
|                     | FY 19 Budget                 | \$ 182,750.00 |
| Budget shortfall    |                              | \$ 40,804.00  |

BERRYVILLE TOWN COUNCIL

MOTION AWARD BID FOR RENOVATION OF THE PUBLIC WORKS  
BUILDING

Date: February 12, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville award the contract for the renovation of the James E. O'Brien Public Works Building (IFB-001-2019) to Pine Knoll Construction of Clear Brook, Virginia in the amount of \$144,814.

I further move that the Town Manager is authorized to execute any and all documents related to the project as needed.

I further move that up to \$41,000 in General Fund Contingency Funds may be expended to complete this project.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 5

---

**FINANCE AND ADMINISTRATION STAFF REPORT**

---

**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** MONTHLY REPORTS  
**DATE:** 2/4/2019  
**CC:** KEITH DALTON, TOWN MANAGER

---

**A/P Check Listing**

Checks issued in January 2019.

**Bank of America/P-Card Statement**

December 2018 P-Card Purchases that were paid on January 25, 2019.

## A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 1/1/2019 Date To - 1/31/2019

Town of Berryville  
02/04/2019 03:38 PM

Page: 1 of 2

| Check Number | Bank | Vendor                                 | Date       | Amount       |
|--------------|------|--|------------|--------------|
| 5255         | 1    | AM Liner East, Inc.                    | 01/10/2019 | \$3,940.20   |
| 5256         | 1    | Berryville Main Street                 | 01/10/2019 | \$5,000.00   |
| 5257         | 1    | Carroll Construction Co.               | 01/10/2019 | \$375.00     |
| 5258         | 1    | Douglas A. Shaffer                     | 01/10/2019 | \$75.00      |
| 5259         | 1    | FISHER LOUIS P 2880                    | 01/10/2019 | \$25.00      |
| 5260         | 1    | H. Allen Kitselman                     | 01/10/2019 | \$75.00      |
| 5261         | 1    | James River Equipment                  | 01/10/2019 | \$657.44     |
| 5262         | 1    | John H. Enders Fire Company            | 01/10/2019 | \$30,000.00  |
| 5263         | 1    | Keith Dalton                           | 01/10/2019 | \$50.00      |
| 5264         | 1    | Lewin Asphalt, Inc                     | 01/10/2019 | \$828.36     |
| 5265         | 1    | MATTE GRACE E 5919                     | 01/10/2019 | \$25.00      |
| 5266         | 1    | Michelle M. Jones                      | 01/10/2019 | \$1,295.00   |
| 5267         | 1    | Nationwide Retirement Solutions        | 01/10/2019 | \$600.00     |
| 5268         | 1    | Treasurer of Clarke County             | 01/10/2019 | \$26,000.00  |
| 5269         | 1    | Treasurer of Frederick County          | 01/10/2019 | \$4,748.60   |
| 5270         | 1    | Virginia Resources Authority           | 01/10/2019 | \$235,000.00 |
| 5271         | 1    | VUPS                                   | 01/10/2019 | \$48.30      |
| 5272         | 1    | Bureau for Child Support Enforcement   | 01/11/2019 | \$875.00     |
| 5273         | 1    | Herbert L. Beskin, Trustee             | 01/11/2019 | \$115.00     |
| 5274         | 1    | AM Liner East, Inc.                    | 01/24/2019 | \$96,334.60  |
| 5275         | 1    | Bureau for Child Support Enforcement   | 01/24/2019 | \$875.00     |
| 5276         | 1    | Christy Dunkle                         | 01/24/2019 | \$27.84      |
| 5277         | 1    | Hall, Monahan, Engle, Mahan & Mitchell | 01/24/2019 | \$851.25     |
| 5278         | 1    | MASON BRENDA L 3771                    | 01/24/2019 | \$50.00      |
| 5279         | 1    | MASON BRENDA LORRAINE 3772             | 01/24/2019 | \$36.84      |
| 5280         | 1    | Nationwide Retirement Solutions        | 01/24/2019 | \$600.00     |
| 5281         | 1    | RK Chevrolet, Inc.                     | 01/24/2019 | \$42,861.61  |
| 5282         | 1    | Roy's Upholstery                       | 01/24/2019 | \$150.00     |
| 5283         | 1    | STOKES BIJON M 7449                    | 01/24/2019 | \$35.00      |
| 5284         | 1    | USPS                                   | 01/24/2019 | \$801.82     |

## A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 1/1/2019 Date To - 1/31/2019

Town of Berryville  
02/04/2019 03:38 PM

Page: 2 of 2

| Check Number | Bank              | Vendor                | Date       | Amount       |
|--------------|-------------------|-----------------------|------------|--------------|
| 5285         | 1                 | Virasec, LLC          | 01/24/2019 | \$2,129.58   |
| 5286         | 1                 | Treasurer of Virginia | 01/28/2019 | \$12.00      |
| 5287         | 1                 | USPS                  | 01/28/2019 | \$836.50     |
| 33           | Checks Totaling - |                       |            | \$455,334.94 |

### Totals By Fund

|                | Checks              | Voids | Total               |
|----------------|---------------------|-------|---------------------|
| 100            | \$92,165.77         |       | \$92,165.77         |
| 501            | \$11,534.83         |       | \$11,534.83         |
| 502            | \$351,634.34        |       | \$351,634.34        |
| <b>Totals:</b> | <b>\$455,334.94</b> |       | <b>\$455,334.94</b> |



BERRYVILLE TOWN OF  
DESIRÉE MORELAND  
XXXX-XXXX-XXXX-

December 01, 2018 - December 31, 2018

**Purchasing Card**

**Company Statement**

| Account Information  | Payment Information   | Account Summary  |
|--|---|--|
| <b>Mail Billing Inquiries to:</b><br>BANKCARD CENTER<br>PO BOX 982238<br>EL PASO, TX 79998-2238<br><br><b>Customer Service:</b><br>1.888.449.2273 24 Hours<br><br><b>TTY Hearing Impaired:</b><br>1.800.222.7365 24 Hours<br><br><b>Outside the U.S.:</b><br>1.509.353.6656 24 Hours<br><br><b>For Lost or Stolen Card:</b><br>1.888.449.2273 24 Hours | Statement Date ..... 12/31/18<br>Payment Due Date ..... <b>01/25/19</b><br>Days in Billing Cycle ..... 31<br>Credit Limit ..... \$500,000<br>Cash Limit ..... \$0<br><b>Total Payment Due ..... \$79,808.60</b> | Previous Balance ..... \$68,195.08<br>Payments ..... <b>-\$68,195.08</b><br>Credits ..... <b>-\$324.45</b><br>Cash ..... \$0.00<br>Purchases ..... \$80,133.05<br>Other Debits ..... \$0.00<br>Overlimit Fee ..... \$0.00<br>Late Payment Fee ..... \$0.00<br>Cash Fees ..... \$0.00<br>Other Fees ..... \$0.00<br>Finance Charge ..... \$0.00<br><b>Current Balance ..... \$79,808.60</b> |

**Important Messages**

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 01/25/19.

**Cardholder Activity Summary**

| Account Number<br>Credit Limit                  | Credits | Cash | Purchases and<br>Other Debits | Total Activity |
|---|---------|------|-------------------------------|----------------|
| <b>BOOR, RICK</b><br>XXXX-XXXX-XXXX-<br>15,000  | 0.00    | 0.00 | 3,364.48                      | 3,364.48       |
| <b>BOOTH, KEVIN</b><br>XXXX-XXXX-XXXX-<br>1,000 | 0.00    | 0.00 | 45.87                         | 45.87          |

6819508 7980860 7980860 4715291201837237

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

BERRYVILLE TOWN OF  
 DESIRÉE MORELAND  
 STE A  
 101 CHALMERS CT  
 BERRYVILLE, VA 22611-1387  
 \*\*N0016284

Account Number: XXXX-XXXX-XXXX  
December 01, 2018 - December 31, 2018

**Total Payment Due ..... \$79,808.60**  
**Payment Due Date ..... 01/25/19**

**Enter payment amount**  
\$

Check here for a change of mailing address or phone numbers.  
Please provide all corrections on the reverse side.

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

⑆549990011⑆00051201837237⑈





**Cardholder Activity Summary**

| Account Number<br>Credit Limit                        | Credits | Cash | Purchases and<br>Other Debits | Total Activity |
|---|---------|------|-------------------------------|----------------|
| <b>BRISTOL, TIM</b><br>XXXX-XXXX-XXXX<br>500          | 0.00    | 0.00 | 70.00                         | 70.00          |
| <b>BUSSERT, ERNIE</b><br>XXXX-XXXX-XXXX<br>500        | 0.00    | 0.00 | 19.06                         | 19.06          |
| <b>ELLIOTT, RALPH</b><br>XXXX-XXXX-XXXX<br>5,000      | 0.00    | 0.00 | 888.49                        | 888.49         |
| <b>FERREBEE, DARRELL</b><br>XXXX-XXXX-XXXX<br>500     | 0.00    | 0.00 | 323.58                        | 323.58         |
| <b>HALTERMAN, HEATHER</b><br>XXXX-XXXX-XXXX<br>15,000 | 0.00    | 0.00 | 9,671.91                      | 9,671.91       |
| <b>LARRICK, LISA</b><br>XXXX-XXXX-XXXX<br>1,000       | 0.00    | 0.00 | 164.56                        | 164.56         |
| <b>LILLY, STEPHEN</b><br>XXXX-XXXX-XXXX<br>15,000     | 0.00    | 0.00 | 6,575.04                      | 6,575.04       |
| <b>LINK, BRIAN</b><br>XXXX-XXXX-XXXX<br>1,000         | 0.00    | 0.00 | 63.80                         | 63.80          |
| <b>MCCORMICK, HARRY</b><br>XXXX-XXXX-XXXX<br>500      | 0.00    | 0.00 | 99.83                         | 99.83          |
| <b>MORELAND, DESIREE</b><br>XXXX-XXXX-XXXX<br>50,000  | 0.00    | 0.00 | 49,688.04                     | 49,688.04      |
| <b>POSTON, RUSTY</b><br>XXXX-XXXX-XXXX<br>500         | 0.00    | 0.00 | 154.22                        | 154.22         |
| <b>REYNOLDS, CHARLES</b><br>XXXX-XXXX-XXXX<br>500     | 0.00    | 0.00 | 91.68                         | 91.68          |
| <b>STOVER, KEITH</b><br>XXXX-XXXX-XXXX<br>1,000       | 0.00    | 0.00 | 239.96                        | 239.96         |
| <b>TYRRELL, DAVE</b><br>XXXX-XXXX-XXXX<br>20,000      | 0.00    | 0.00 | 4,452.15                      | 4,452.15       |
| <b>WHITE, NEAL</b><br>XXXX-XXXX-XXXX<br>14,808        | 324.45  | 0.00 | 4,220.38                      | 3,895.93       |

**Transactions**

| Posting Transaction<br>Date Date Description | Reference Number                        | MCC                          | Charge   | Credit                |
|--|---|------------------------------|----------|-----------------------|
| <b>BERRYVILLE TOWN OF</b>                    |   |                              |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX-              |   |                              |          | <b>-\$68,195.08</b>   |
| 12/24 12/24                                  | AUTO PAYMENT DEDUCTION                  | 0071                         |          | 68,195.08             |
| <b>BOOR, RICK</b>                            |   |                              |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX-              |   |                              |          | <b>3,364.48</b>       |
| 12/04 12/03                                  | JOHNNY BLUE, INC. 540-6650968 VA        | 24003418337900018013546 7394 | 82.00    |                       |
| 12/13 12/12                                  | IN *SELECT SPECIALTY PROD434-2963937 VA | 24692168346100313101593 5169 | 250.71   |                       |
| 12/21 12/19                                  | STUART M PERRY #2 BERRYVILLE VA         | 24073148354900010600023 1771 | 1,018.01 |                       |
| 12/21 12/19                                  | GRIFFITH ENERGY SERVIC 410-956-3000 MD  | 24258028354017038311466 5983 | 2,013.76 |                       |
| <b>BOOTH, KEVIN</b>                          |   |                              |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX-              |   |                              |          | <b>45.87</b>          |
| 12/07 12/06                                  | BERRYVILLE TRUE VALUE BERRYVILLE VA     | 24801978341091400000324 5251 | 10.77    |                       |
| 12/13 12/12                                  | BERRYVILLE TRUE VALUE BERRYVILLE VA     | 24801978347091402000029 5251 | 35.10    |                       |
| <b>BRISTOL, TIM</b>                          |   |                              |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX-              |   |                              |          | <b>70.00</b>          |
| 12/03 11/29                                  | BROY'S CAR WASH & BERRYVILLE VA         | 24073148334900015100073 7542 | 10.00    |                       |



**Transactions**

| Posting Transaction                    |       |  |                         |      |           |        |                       |                  |
|--|-------|--|-------------------------|------|-----------|--------|-----------------------|------------------|
| Date                                   | Date  | Description                              | Reference Number        | MCC  | Charge    | Credit |                       |                  |
| 12/03                                  | 11/29 | BROY'S CAR WASH & BERRYVILLE VA          | 24073148334900015100081 | 7542 | 10.00     |        |                       |                  |
| 12/27                                  | 12/26 | FESTIVAL DRY CLEANERS BERRYVILLE VA      | 24755428361733610160896 | 7216 | 50.00     |        |                       |                  |
| <b>BUSSERT, ERNIE</b>                  |       |  |                         |      |           |        | <b>Total Activity</b> | <b>19.06</b>     |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/05                                  | 12/03 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA   | 24767898338510600295555 | 5533 | 19.06     |        |                       |                  |
| <b>ELLIOTT, RALPH</b>                  |       |  |                         |      |           |        | <b>Total Activity</b> | <b>888.49</b>    |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/20                                  | 12/18 | GRAND RENTAL STATION 540-6671400 VA      | 24073148353900010200205 | 7394 | 888.49    |        |                       |                  |
| <b>FERREBEE, DARRELL</b>               |       |  |                         |      |           |        | <b>Total Activity</b> | <b>323.58</b>    |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/03                                  | 12/02 | TOTAL IMAGE WORKINGMANS SWINCHESTER VA   | 24755428336273363667492 | 5699 | 144.49    |        |                       |                  |
| 12/03                                  | 12/02 | WAL-MART #3344 WINCHESTER VA             | 24226388337091002551224 | 5411 | 94.09     |        |                       |                  |
| 12/14                                  | 12/13 | ALTMED MEDICAL CTR- FR FRONT ROYAL VA    | 24493988347286693100148 | 8011 | 85.00     |        |                       |                  |
| <b>HALTERMAN, HEATHER</b>              |       |  |                         |      |           |        | <b>Total Activity</b> | <b>9,671.91</b>  |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/03                                  | 11/30 | IN *TRUESHRED 888-7508783 VA             | 24692168334100627993861 | 7399 | 49.00     |        |                       |                  |
| 12/04                                  | 12/03 | Amazon web services aws.amazon.coVA      | 24692168337100222863839 | 7399 | 0.64      |        |                       |                  |
| 12/11                                  | 12/10 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688344747007747359 | 4900 | 31.17     |        |                       |                  |
| 12/11                                  | 12/10 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688344747007747300 | 4900 | 4,332.64  |        |                       |                  |
| 12/11                                  | 12/10 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688344747007747334 | 4900 | 57.48     |        |                       |                  |
| 12/12                                  | 12/11 | SNS EAST -2871 BERRYVILLE VA             | 24427338345720031707181 | 5411 | 21.58     |        |                       |                  |
| 12/12                                  | 12/11 | USPS PO 5107560300 BERRYVILLE VA         | 24445008346001150305461 | 9402 | 31.05     |        |                       |                  |
| 12/13                                  | 12/12 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688346747007830856 | 4900 | 94.37     |        |                       |                  |
| 12/13                                  | 12/12 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688346747007830880 | 4900 | 52.34     |        |                       |                  |
| 12/13                                  | 12/12 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688346747007831045 | 4900 | 47.23     |        |                       |                  |
| 12/13                                  | 12/12 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688346747007830906 | 4900 | 34.66     |        |                       |                  |
| 12/13                                  | 12/12 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688346747007830948 | 4900 | 21.00     |        |                       |                  |
| 12/13                                  | 12/12 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688346747007830732 | 4900 | 21.00     |        |                       |                  |
| 12/18                                  | 12/17 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688351747007956463 | 4900 | 138.96    |        |                       |                  |
| 12/20                                  | 12/19 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688353747008031785 | 4900 | 4,488.79  |        |                       |                  |
| 12/24                                  | 12/21 | USPS PO 5107560300 BERRYVILLE VA         | 24445008356001364568117 | 9402 | 250.00    |        |                       |                  |
| <b>LARRICK, LISA</b>                   |       |  |                         |      |           |        | <b>Total Activity</b> | <b>164.56</b>    |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/03                                  | 11/30 | VISTAPR*VistaPrint.com 866-8936743 MA    | 24692168334100511716667 | 2741 | 22.99     |        |                       |                  |
| 12/12                                  | 12/11 | STAPLS7209562218000001 877-8267755 NJ    | 24164078345105105744436 | 5111 | 139.31    |        |                       |                  |
| 12/18                                  | 12/17 | USPS PO 5107560300 BERRYVILLE VA         | 24445008352001323501336 | 9402 | 2.26      |        |                       |                  |
| <b>LILLY, STEPHEN</b>                  |       |  |                         |      |           |        | <b>Total Activity</b> | <b>6,575.04</b>  |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/03                                  | 11/30 | FISHER AUTO PARTS 009 BERRYVILLE VA      | 24431068335200824300154 | 5533 | 40.78     |        |                       |                  |
| 12/06                                  | 12/05 | IN *MARYLAND BIOCHEMICAL 410-7349100 MD  | 24692168339100871838346 | 5169 | 497.64    |        |                       |                  |
| 12/06                                  | 12/05 | FISHER AUTO PARTS 009 BERRYVILLE VA      | 24431068340200824700208 | 5533 | 113.02    |        |                       |                  |
| 12/07                                  | 11/26 | COYNE CHEMICAL CROYDON PA                | 24137468340200169920402 | 5169 | 607.44    |        |                       |                  |
| 12/07                                  | 11/26 | COYNE CHEMICAL CROYDON PA                | 24137468340200169920576 | 5169 | 1,821.52  |        |                       |                  |
| 12/07                                  | 11/26 | COYNE CHEMICAL CROYDON PA                | 24137468340200169920659 | 5169 | 353.98    |        |                       |                  |
| 12/12                                  | 12/11 | BERRYVILLE TRUE VALUE BERRYVILLE VA      | 24801978346091400000352 | 5251 | 34.29     |        |                       |                  |
| 12/14                                  | 12/12 | HACH COMPANY 9706631377 CO               | 24801998347018010571073 | 5085 | 1,105.32  |        |                       |                  |
| 12/18                                  | 12/17 | USA BLUE BOOK 800-548-1234 IL            | 24326848351636000067475 | 5085 | 1,078.56  |        |                       |                  |
| 12/19                                  | 12/17 | HACH COMPANY 9706631377 CO               | 24801998352018012409050 | 5085 | 120.00    |        |                       |                  |
| 12/21                                  | 12/19 | HACH COMPANY 9706631377 CO               | 24801998354018010550465 | 5085 | 109.00    |        |                       |                  |
| 12/24                                  | 12/21 | FASTENAL COMPANY01 WINCHESTER VA         | 24224438356104020027142 | 5251 | 5.45      |        |                       |                  |
| 12/31                                  | 12/18 | COYNE CHEMICAL CROYDON PA                | 24137468362200151024018 | 5169 | 688.04    |        |                       |                  |
| <b>LINK, BRIAN</b>                     |       |  |                         |      |           |        | <b>Total Activity</b> | <b>63.80</b>     |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/11                                  | 12/10 | FISHER AUTO PARTS 009 BERRYVILLE VA      | 24431068345200824100271 | 5533 | 63.80     |        |                       |                  |
| <b>MCCORMICK, HARRY</b>                |       |  |                         |      |           |        | <b>Total Activity</b> | <b>99.83</b>     |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/03                                  | 11/30 | BERRYVILLE TRUE VALUE BERRYVILLE VA      | 24801978335091408000639 | 5251 | 2.20      |        |                       |                  |
| 12/17                                  | 12/15 | JNO. S SOLENBERGER AND C WINCHESTER VA   | 24138298350400002753013 | 5251 | 90.51     |        |                       |                  |
| 12/27                                  | 12/26 | SNS EAST -2871 BERRYVILLE VA             | 24427338360720029162100 | 5411 | 7.12      |        |                       |                  |
| <b>MORELAND, DESIREE</b>               |       |  |                         |      |           |        | <b>Total Activity</b> | <b>49,688.04</b> |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |       |  |                         |      |           |        |                       |                  |
| 12/06                                  | 12/05 | REPUBLIC SERVICES TRASH 866-576-5548 AZ  | 24431058339083714926438 | 4900 | 2,309.62  |        |                       |                  |
| 12/07                                  | 12/06 | COYNE CHEMICAL 215-785-3000 PA           | 24137468340200169921152 | 5169 | 11,554.72 |        |                       |                  |
| 12/18                                  | 12/17 | REPUBLIC SERVICES TRASH 866-576-5548 AZ  | 24431058351083716297682 | 4900 | 20,479.20 |        |                       |                  |
| 12/18                                  | 12/17 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688351747007958188 | 4900 | 2,368.64  |        |                       |                  |
| 12/18                                  | 12/17 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688351747007958402 | 4900 | 10,000.00 |        |                       |                  |
| 12/18                                  | 12/18 | COMCAST 800-COMCAST MD                   | 24692168352100889119244 | 4899 | 85.69     |        |                       |                  |
| 12/18                                  | 12/17 | VA DMV ONLINE BILLING PAY804-3670595 VA  | 24755428352133522033425 | 9399 | 200.00    |        |                       |                  |

18393650 - 016284 - 0002 - 0003 - 2

**Transactions**

Posting Transaction

| Date  | Date  | Description                              | Reference Number        | MCC  | Charge | Credit |
|-------|-------|--|-------------------------|------|--------|--------|
| 12/19 | 12/18 | VZWRLSS*MY VZ VB P 800-922-0204 FL       | 24692168352100977680925 | 4814 | 775.93 |        |
| 12/19 | 12/18 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL    | 24692168352100131264616 | 4899 | 182.78 |        |
| 12/19 | 12/18 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL    | 24692168352100131264624 | 4899 | 183.44 |        |
| 12/19 | 12/18 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL    | 24692168352100131264632 | 4899 | 430.19 |        |
| 12/19 | 12/18 | REPUBLIC SERVICES TRASH 866-576-5548 AZ  | 24431058352083713762851 | 4900 | 100.00 |        |
| 12/20 | 12/19 | TelRite Corporation COVINGTON GA         | 24393498353004725897520 | 4814 | 7.96   |        |
| 12/20 | 12/19 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688353747008026140 | 4900 | 0.22   |        |
| 12/20 | 12/19 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688353747008026389 | 4900 | 773.37 |        |
| 12/20 | 12/19 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688353747008026082 | 4900 | 114.91 |        |
| 12/20 | 12/19 | RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA | 24231688353747008026413 | 4900 | 121.37 |        |

**Total Activity**  
154.22

**POSTON, RUSTY**

Account Number: XXXX-XXXX-XXXX-

|       |       |  |                         |      |       |  |
|-------|-------|--|-------------------------|------|-------|--|
| 12/03 | 12/02 | FRONT ROYAL RURAL KING FRONT ROYAL VA  | 24055238337400883002780 | 5200 | 75.73 |  |
| 12/07 | 12/05 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767898340524800410043 | 5533 | 7.45  |  |
| 12/12 | 12/11 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801978346091400000287 | 5251 | 16.05 |  |
| 12/24 | 12/21 | TRACTOR-SUPPLY-CO #0697 WINCHESTER VA  | 24445008356001364578017 | 5599 | 54.99 |  |

**Total Activity**  
91.68

**REYNOLDS, CHARLES**

Account Number: XXXX-XXXX-XXXX-

|       |       |                              |                         |      |       |  |
|-------|-------|------------------------------|-------------------------|------|-------|--|
| 12/26 | 12/24 | WAL-MART #3344 WINCHESTER VA | 24226388359091004427277 | 5411 | 91.68 |  |
|-------|-------|------------------------------|-------------------------|------|-------|--|

**Total Activity**  
239.96

**STOVER, KEITH**

Account Number: XXXX-XXXX-XXXX-

|       |       |  |                         |      |       |  |
|-------|-------|--|-------------------------|------|-------|--|
| 12/03 | 11/30 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801978335091408000167 | 5251 | 7.34  |  |
| 12/05 | 12/04 | FISHER AUTO PARTS 009 BERRYVILLE VA    | 24431068339200824600096 | 5533 | 99.99 |  |
| 12/07 | 12/06 | BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA | 24247608340200155716135 | 7538 | 16.00 |  |
| 12/12 | 12/10 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767898345554100395102 | 5533 | 10.47 |  |
| 12/21 | 12/19 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767898354611600385211 | 5533 | 12.55 |  |
| 12/24 | 12/21 | LOWES #02724* WINCHESTER VA            | 24692168355100219325070 | 5200 | 84.76 |  |
| 12/24 | 12/21 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412908355027012477980 | 5599 | 8.85  |  |

**Total Activity**  
4,452.15

**TYRRELL, DAVE**

Account Number: XXXX-XXXX-XXXX-

|       |       |  |                         |      |          |  |
|-------|-------|--|-------------------------|------|----------|--|
| 12/03 | 11/30 | BROY & SON PUMP SERVICE 540-9553928 VA   | 24073148334900016200013 | 1799 | 100.00   |  |
| 12/03 | 11/30 | JOINER MICRO LABORATORIE 540-347-7212 VA | 24435658335200389800048 | 7399 | 2,150.00 |  |
| 12/03 | 11/30 | COYNE CHEMICAL 215-785-3000 PA           | 24137468335501108886613 | 5169 | 2,048.54 |  |
| 12/06 | 12/05 | VA DEPARTMENT OF STATE PO804-6742000 VA  | 24755428339263391558331 | 9399 | 20.00    |  |
| 12/13 | 12/12 | ROBERTS OXYGEN CO BR 00 800-6263433 MD   | 24755428347643470658112 | 5085 | 31.35    |  |
| 12/14 | 12/13 | Amazon.com*M25QZ5CE0 Amzn.com/billWA     | 24692168347100860671153 | 5942 | 39.86    |  |
| 12/14 | 12/12 | GRIFFITH ENERGY SERVIC 410-956-3000 MD   | 24258028347017035126446 | 5983 | 44.43    |  |
| 12/17 | 12/15 | AMZN Mktp US*M203G7ZQ1 Amzn.com/billWA   | 24692168349100799804147 | 5942 | 17.97    |  |

**Total Activity**  
3,895.93

**WHITE, NEAL**

Account Number: XXXX-XXXX-XXXX-

|       |       |   |                         |      |          |        |
|-------|-------|---|-------------------------|------|----------|--------|
| 12/06 | 05/07 | CLAIM ADJ/HOMEDEPOT.COM                 | 24610438128010186230702 | 5200 |          | 324.45 |
| 12/11 | 12/10 | VISTAPR*VistaPrint.com 866-8936743 MA   | 24692168344100928638387 | 2741 | 121.19   |        |
| 12/14 | 12/12 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA  | 24767898347567300454030 | 5533 | 11.04    |        |
| 12/19 | 12/18 | AIR SCIENCE USA 239-4890024 FL          | 24275398352900010115997 | 5099 | 3,008.00 |        |
| 12/20 | 12/18 | BERRYVILLE AUTO PARTS INC800-4498012 VA | 24767898353605200427655 | 5533 | 4.72     |        |
| 12/20 | 12/18 | GALLS 8592867227 KY                     | 24435658353762626582918 | 5137 | 135.00   |        |
| 12/24 | 12/21 | AMZN Mktp US*M294O5ED2 Amzn.com/billWA  | 24692168355100222032028 | 5942 | 10.82    |        |
| 12/24 | 12/20 | AED SUPERSTORE 800-544-0048 WI          | 24137468355100344377555 | 5047 | 224.00   |        |
| 12/24 | 12/20 | RESCUE ESSENTIALS 719-539-4843 CO       | 24412908355030023458783 | 5047 | 544.99   |        |
| 12/24 | 12/21 | THE UPS STORE #0735 540-662-3339 VA     | 24692168356100541541708 | 7399 | 24.55    |        |
| 12/27 | 12/26 | AMZN Mktp US*M23E78V92 Amzn.com/billWA  | 24692168360100150716637 | 5942 | 13.16    |        |
| 12/31 | 12/29 | AMZN Mktp US*M29FR6IHO Amzn.com/billWA  | 24692168363100457773833 | 5942 | 122.91   |        |

**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.



BERRYVILLE TOWN OF  
DESIRÉE MORELAND  
XXXX-XXXX-XXXX-  
December 01, 2018 - December 31, 2018  
Page 6 of 6



1899650 - 016284 - 0003 - 0003 - 2

# Attachment 6

---

**FINANCE AND ADMINISTRATION STAFF REPORT**

---

**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** PROCUREMENT POLICY CHANGES  
**DATE:** 2/4/2019  
**CC:** KEITH DALTON, TOWN MANAGER

---

Attached are revisions to the Procurement Policy as a result of removing the word "Solicited" from the "Minimum Number of Solicited Quotes" in both the Small and Large Purchase Policy Matrix.

The changes appear on pages 3,4,7 and 8.

On the Small purchase Matrix (Page 2) the ≤ symbol was replaced with the words "Up to".

## VI. Methods of Procurement

### A. Small Purchase Policy

| Berryville Small Purchase Threshold Matrix   |                                     |                        |                               |                               |                          |                               |
|--|-------------------------------------|------------------------|-------------------------------|-------------------------------|--------------------------|-------------------------------|
| Type of Purchase   | Estimated Cost                      | Required Authorization | Required Procurement Method   | Process For Soliciting Quotes | Minimum number of Quotes | Town Policy Section Reference |
| Goods, construction, Insurance and Non Professional services   | <\$10,000                           | Dept. Head             | P-Card or Request for Payment | Oral or Written               | 1                        | VI.A.1a                       |
|  | >\$10,000 to \$20,000               |                        |                               | Written                       | 2                        | VI.A.1b                       |
|  | >\$20,000 to VPPA formal bid limit* | Dept. Head             | Purchase Order                | Informal IFB                  | 4***                     | VI.A.1c                       |
| Professional Services  | <VPPA formal RFP limit**            | Dept. Head             | Purchase Order and Contract   | Informal RFP                  | 4***                     | VI.A.2                        |
| Transportation -related Construction   | ≤\$Up to \$25,000                   | Dept. Head             | Purchase Order and Contract   | Informal IFB                  | 3***                     | VI.A.3                        |
| <p>* As of 7/2017 the Virginia Public Procurement Act (VPPA) formal Invitation for Bid (IFB) limit is \$100,000</p> <p>**As of 7/2017 the VPPA Request for Proposal (RFP) limit is \$60,000.</p> <p>***If less than minimum quotes received the matter will be forwarded to Town Council for notification.</p> |                                     |                        |                               |                               |                          |                               |

In this section *VPPA Limit* shall be defined as the threshold amount requiring competitive negotiation set in the VPPA.

The competitive pricing methods set forth below shall be followed for purchases not expected to exceed the VPPA Limit.

## **1. Goods and/or Nonprofessional Services Not to Exceed VPPA formal bid limit**

### **1a. Up to \$10,000**

- Where the Town's estimated cost of goods or nonprofessional services is \$10,000 or less, purchases may be made upon receipt of a minimum of one (1) written or telephone (oral) quotation.
- If more than one quote is solicited, the award will be made to the lowest responsive and responsible bidder.
- Additional sources may also be solicited, and competition is encouraged.
- Employees should seek additional competition whenever there is reason to believe a quotation is not a fair and reasonable price.
- P-Card is the preferred purchasing method.
- The purchasing limit of an employee is defined as the credit limit of the P-Card assigned to said employee.

### **1b. >10,000 to \$20,000**

- Where the Town's estimated cost of goods or nonprofessional services is >\$10,000 up to \$20,000, purchases may be made upon solicitation of with a minimum of two (2) written or telephone (oral) quotations.
- Additional sources may also be solicited, and competition is encouraged.
- Employees should seek additional competition whenever there is reason to believe a quotation is not a fair and reasonable price.
- P-Card is the preferred purchasing method.
- The purchasing limit of an employee is defined as the credit limit of the P-Card assigned to said employee.

### **1c. Over \$20,000 to VPPA formal bid limit**

- Where the Town's estimated cost of goods or nonprofessional services is over \$20,000 to the small purchase limits set in the VPPA, ~~sheit~~ receive four (4) written quotes using informal IFB.
- Quotes must be verified on the Record of Solicitations for Price Quotes form to be completed and signed by the Department Head and attached to a Request for Purchase Order form.
- If fewer than the required number of quotes are obtained, the reasons shall be documented and notification sent to Town Council.
- Approved Purchase Order is required prior to purchase.

## **2. Professional Services Not To Exceed VPPA Formal RFP Limit**

- The Town may obtain required professional services using an Informal Request for Proposal up to the small purchase limits set in the VPPA.
- A minimum of four (4) ~~solicited quotes should be~~ are requested required.
- A written determination for the use of competitive negotiation is not required for Informal RFPs
- The solicitation should include a cover sheet, a general description of what is being sought, the factors and weights to be used in evaluation, the Town's General Terms and Conditions (either in full or by reference), and any special terms and conditions including unique capabilities or qualifications that will be required.
- Offers may be opened and evaluated upon receipt. All responses must be received at the designated location by the date and hour stated in the solicitation.
- If fewer than the required number of quotes are obtained, the reasons shall be documented, and notification sent to Town Council.
- In lieu of an evaluation committee, the buyer or end user may solely evaluate and rank offers.
- Upon completion of the evaluation, negotiations shall be conducted with the offerors selected.
- An approved Purchase Order and a contract is required before goods are received or services rendered.

## **3. Transportation-related Construction (Up to \$25,000)**

- Per the VPPA, the Town may establish purchase procedures not requiring competitive sealed bids or competitive negotiation for single term contracts for transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000.
- Competition is encouraged. A minimum of three (3) quotes are to be obtained using informal IFB. The informal IFB will be listed on the Department of General Services central electronic procurement website.
- The informal IFB should include a cover sheet, a general description of what is being sought, the factors and weights to be used in evaluation, the Town's General Terms and Conditions (either in full or by reference), and any special terms and conditions including unique capabilities or qualifications that will be required.
- Offers may be opened and evaluated upon receipt. All responses must be received at the designated location by the date and hour stated in the solicitation.
- If fewer than the required number of quotes are obtained, the reasons shall be documented and notification sent to Town Council.
- In lieu of an evaluation committee, the buyer or end user may solely evaluate and rank offers.
- Upon completion of the evaluation, negotiations shall be conducted with the offerors selected.
- An approved Purchase Order and a contract is required before goods are received or services rendered.

**Conferences/Site visits:**

- All pre-bid conferences and/or site visits shall be mentioned in both the IFB and any advertisement.
- If attendance at such a conference or site visit is a prerequisite for bidding, the public notice period shall be long enough to provide adequate opportunity for potential bidders to obtain a copy of the IFB and attend.
- Any changes in the requirements of the solicitation must be made by written addendum.
- The due date for receipt of bids should not be less than 10 days after the issue date of the addendum.

**Sources:**

- If fewer than the required number of sources are solicited, the reasons must be documented in writing and placed in the bid file and sent to Town Council for determination.
- ~~Solicit at least~~ Receive bids from three (3) valid sources, ~~including a minority or women-owned businesses, if available, and or~~ advertise on the Virginia Department of General Services central electronic procurement website. Notice shall be posted on the Town website.

**Sealed Bids (IFBs)**

**Receipt, Opening, Evaluation, and Award:**

**Receipt:**

- Bids shall be received until the date and time specified in the IFB.
- Bids are then publicly opened and read aloud.
- Late bids shall not be considered.

**Opening:**

- After bid opening, each bid is evaluated to determine if it is responsive to the IFB.
- The responsive bids are then evaluated by the purchasing agent or other Town staff (as determined by the Town Manager) according to the criteria and/or evaluation procedure described in the IFB to determine the lowest bid.

**Evaluation:**

- The lowest responsive bidder is then evaluated to determine if the firm is responsible.

**Award**

- The contract is awarded to the lowest responsive and responsible bidder.
- Award of the contract must be approved by Town Council.

## 2. Competitive Negotiation (RFP)

### General:

- The Town shall use competitive negotiation for the procurement of all professional services estimated over the VPPA limit.
- Competitive negotiation may be the procurement method used for goods and nonprofessional services when it is not practicable or fiscally advantageous to use competitive sealed bidding.

### Preparation and Issuance of a Request for Proposal (RFP):

- A written RFP is issued to describe in general terms that which is to be procured.
- The RFP must list the specific requirements to be addressed by the offerors that will be used in evaluating the proposals and will contain other applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractor.
- When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror.
- The terms or conditions of the RFP must state the manner in which public notice of the award or the announcement of the decision to award shall be given by the public body.
- Advertisement of solicitation of the RFP, including newspaper publication, is required by the VPPA.
- RFP evaluation criteria

### Format:

- Establish a proposal submission due date and time which provide sufficient time for potential offerors to develop a proposal.
- Town Council will approve the RFP before it is issued.
- The minimum time period is ten (10) days from issue date of the RFP.
- The time period used may be greater than the required ten (10) days based on the complexity of the requirement and whether or not a preproposal conference is required.

### Sources:

- If fewer than the required number of ~~sources~~ bids are ~~solicited~~ received, the reasons must be stated in writing and placed in the bid file and sent to Town Council for determination.
- RFPs shall be sent to at least three (3) valid sources, including a minority or women-owned businesses, if available, or advertised on the Virginia Department of General Services central electronic procurement website. Notice shall be posted on the Town website and published in a local newspaper of general circulation.

### Proposal Conferences:

- All preproposal conferences or site visits must be mentioned in the RFP and any advertisement of it.
- If attendance at such a conference or site visit is a prerequisite for submitting a proposal, the public notice period must be at least ten (10) days after issuance to provide adequate opportunity for potential offerors to obtain a copy of the RFP and attend.

BERRYVILLE TOWN COUNCIL  
MOTION TO APPROVE PROCUREMENT POLICY

Date: February 12, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached amended Procurement Policy.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 7

---

**FINANCE AND ADMINISTRATION STAFF REPORT**

---

**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** FY 20 DRAFT BUDGET CALENDAR  
**DATE:** 2/4/2019  
**CC:** KEITH DALTON, TOWN MANAGER

---

Attached is the FY 20 Budget Calendar. The Town Council work session has been set for March 12, 2019 at 10:30 am in the Main Meeting Room.

# BUDGET CALENDAR

## FY 2019-2020

| ACTIVITY   | RESPONSIBILITY                 | DATE                                   |
|--|--------------------------------|--|
| Ask for Department & CIP Budget Requests           | Town Manager<br>Town Treasurer | January 15, 2019                       |
| Prepare Budget & CIP Requests                      | Department Heads               | January 15, 2019<br>February 1, 2019   |
| Submit Departmental & CIP Budget Requests          | Department Heads               | February 1, 2019                       |
| Prepare Initial Revenue Estimates for Upcomming FY | Town Manager<br>Town Treasurer | January 15, 2019<br>February 1, 2019   |
| Review Department & CIP Budget Requests            | Town Manager<br>Town Treasurer | February 1, 2019<br>February 22, 2019  |
| Prepare Non-departmental Budget Requests           | Town Treasurer                 | January 15, 2019<br>February 1, 2019   |
| Review/Revise Budget Estimates with Dept Heads     | Town Manager                   | February 1, 2019<br>February 22, 2019  |
| Budget Committee Worksession                       | B&F Committee<br>Town Staff    | Feb 28 at 10:30 am<br>A/B Meeting Room |
| Budget Worksession                                 | Town Council<br>Town Staff     | Mar 12 at 10:30 am<br>Main Mtg Room    |
| Advertise Tax Public Hearing                       | Town Staff                     | March 19, 2019                         |
| Public Hearing Real Estate Tax Rates               | Town Council                   | April 9, 2019                          |
| Council Meeting Set 2019 Tax Rates                 | Town Council                   | April 9, 2019                          |
| Print & Proof Budget                               | Town Treasurer                 | April 9, 2019<br>April 30, 2019        |
| Advertise Budget Public Hearing                    | Town Staff                     | April 16, 2019                         |
| Public Hearing FY 2019-2020 Budget                 | Town Council                   | May 14, 2019                           |
| Adopt & Appropriate Budget                         | Town Council                   | Jun 11, 2019                           |
| Print & Distribute Budget                          | Town Treasurer                 | Jun 12, 2019<br>Jun 30, 2019           |

# Attachment 8

Attachments

- Email correspondence with CivicPlus (6 Pages)

January 28, 2019 Community Development Committee Meeting

The Committee had previously discussed the idea of a website redesign as a part of their branding and communication discussion. As a result of those discussions, the Committee Chair provided staff with questions regarding the existing site which were forwarded to the Town' website host (CivicPlus). The attached email thread provides the Council with the details of the preliminary discussion between the Town and CivicPlus.

A representative joined the January 28 Committee meeting by phone. The Committee reviewed site analytics, website options, and redesign costs/process.

The Committee wants to brief the Council on its findings to date and gauge interest regarding funding for website redesign in FY 2020.

## Keith Dalton

---

**From:** Anthony Vidal <vidal@civicplus.com>  
**Sent:** Thursday, January 17, 2019 2:27 PM  
**To:** TownClerk  
**Cc:** Keith Dalton  
**Subject:** RE: CivicPlus - Website Questions

### Meeting Recap:

For the video services – 25GB of storage seems to be anywhere from 10-20 videos depending upon their length.

### Example Sites:

- <https://northbendwa.gov/>
- <https://www.yorkcounty.gov/>
- <https://www.danville-va.gov/>
- <https://www.portlandmaine.gov/>
- <https://oakhilltn.us/>
- <https://www.gloucesterva.info/>
- <https://www.cookeville-tn.gov/>
- <https://www.renogov.org/>

These are a good starting point for some design examples. Some are within your region and others are farther out. Let me know if you would like more.

I am working on the web analytics. I had some issues with my login, but I will have it prepared for the meeting on the 28<sup>th</sup>. Were we able to secure a time that you all would like me to get with them?

*I apologize for the delay in response. There have been a ton of internal meetings within the first few days of the year. We are also in the midst of transition within our department as our teams realign. My typical response time of 24 business hours should resume over the next couple of days. I appreciate your patience as we implement these changes to better serve you overall.*

### **Anthony J Vidal | CivicPlus**

Client Success Manager

p: (785)-323-4708

[civicplus.com](http://civicplus.com)

The Integrated Technology Platform for Local Government

2019 User Conference



---

**From:** TownClerk <townclerk@berryvilleva.gov>  
**Sent:** Wednesday, January 16, 2019 10:30 AM  
**To:** Anthony Vidal <vidal@civicplus.com>  
**Cc:** Keith Dalton <townmanager@berryvilleva.gov>  
**Subject:** RE: CivicPlus - Website Questions

Anthony

Good morning

I just wanted to follow-up to see what the status was of getting the information that you were going to email to us from our conference call on Monday.

Best,

Lisa Larrick/Town Clerk  
Town of Berryville  
101 Chalmers Court, Suite A  
Berryville, VA 22611  
(540) 955-1099

---

**From:** Anthony Vidal <[vidal@civicplus.com](mailto:vidal@civicplus.com)>  
**Sent:** Friday, January 11, 2019 5:23 PM  
**To:** TownClerk <[townclerk@berryvilleva.gov](mailto:townclerk@berryvilleva.gov)>  
**Cc:** Keith Dalton <[townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov)>  
**Subject:** RE: CivicPlus - Website Questions

That works perfectly.

I am sorry for the delay. I am still getting caught up after being pulled away for our Department Conference.

*I apologize for the delay in response. There have been a ton of internal meetings within the first few days of the year. We are also in the midst of transition within our department as our teams realign. My typical response time of 24 business hours should resume over the next couple of days. I appreciate your patience as we implement these changes to better serve you overall.*

**Anthony J Vidal | CivicPlus**

Client Success Manager  
p: (785)-323-4708  
[civicplus.com](http://civicplus.com)

The Integrated Technology Platform for Local Government

2019 User Conference



---

**From:** TownClerk <[townclerk@berryvilleva.gov](mailto:townclerk@berryvilleva.gov)>  
**Sent:** Friday, January 11, 2019 11:48 AM  
**To:** Anthony Vidal <[vidal@civicplus.com](mailto:vidal@civicplus.com)>  
**Cc:** Keith Dalton <[townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov)>  
**Subject:** FW: CivicPlus - Website Questions

Anthony

Good afternoon.

I am following up on my below email and voice message to you today. Please let us know today if you can do a conference call on Monday after 10:00 a.m. with the best time probably being around 11:00 a.m.

Thank You

Lisa Larrick/Town Clerk  
Town of Berryville  
101 Chalmers Court, Suite A  
Berryville, VA 22611  
(540) 955-1099

---

**From:** TownClerk  
**Sent:** Thursday, January 10, 2019 4:52 PM  
**To:** Anthony Vidal <[vidal@civicplus.com](mailto:vidal@civicplus.com)>  
**Cc:** Keith Dalton <[townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov)>  
**Subject:** RE: CivicPlus - Website Questions

Anthony

Good afternoon.

Please let us know if you are available for a call on Monday, January 14<sup>th</sup> any time after 10:00 a.m.

Also, for clarification on number 4, we are looking at a third party payment portal for online payments. If this could be part of the site and easy for the residents to get to so they don't have to go looking all over place to find it that would be ideal.

Also, we will need to discuss the analytics and what pages are being viewed and which are not, etc.

Thank You

Lisa Larrick/Town Clerk  
Town of Berryville  
101 Chalmers Court, Suite A  
Berryville, VA 22611  
(540) 955-1099

---

**From:** Anthony Vidal <[vidal@civicplus.com](mailto:vidal@civicplus.com)>  
**Sent:** Monday, January 7, 2019 11:52 AM  
**To:** TownClerk <[townclerk@berryvilleva.gov](mailto:townclerk@berryvilleva.gov)>  
**Subject:** RE: CivicPlus - Website Questions

Good Morning,

Please see the responses to your questions below. I think it would be best if we scheduled a call for Friday for us to go over these in more detail. Let me know a time that works best for you. I will be at a Sales Summit starting tomorrow, but we will be back in the office as of Friday. I am more than happy to take some time to go over this more in-depth with you.

1. Analytics - Does CivicPlus do them and can the Town get a monthly report? (Yes, we do have an analytic reporting program. You have complete access to view at anytime you would like. We can schedule a call to go over how to read this reporting sometime.)
2. Templates - if the Town does new branding and enhance the website, are there other templates available and can we see them? (We do not do templated designs. When going into a redesign you have complete creative freedom as to the look and presentation of your website. We can schedule a redesign call and I can go over some of the more recent website we have created for municipalities in your area. I can also send you over a list of these if you would like!)
3. If new template site and capability are chosen, what are the estimated costs associated with this and who is responsible for loading and testing the site? (We create the site from start to finish for you. You are assigned a dedicated Project Manager that walks you through the entire process. We test it to make sure it works properly before going live and taking down your old site. Cost is something I am still estimating for you guys. Once I get a more concise answer I will get that sent over to you.)
4. Does CivicPlus have the capability of having add-on programs from other vendors (i.e. payment portal) and if so, what is the process, costs and are these open to all other vendors or is the Town limited in who it can use for this site? **(I need a little more clarification on this before I can answer)**
5. Email sign up – does CivicPlus have the capability for people to sign up to receive newsletters and notices within its system or does this have to be done externally through another vendor such as Constant Contact, Mail Chimp, etc.? (We do! We also have the ability to provide that functionality to your website as well without having to use third party vendors. I think it would be best if we talked about this over the phone as well so that I can get a better idea of your needs.)
6. Video - any limits or costs and if so, type of video files, limits, and costs? (We do have video storage functionality through CP Media. I would need talk to you about storage size and/or what you would like to use it for in order to get you an accurate pricing quote)
7. Calendar – is the Town able to attach documents to calendar items such as meeting packets so people do not have to go to multiple pages to retrieve information and can multiple documents be attached to calendar items? (You could attach a link to the calendar event that takes them to the Agenda Center for that specific meeting to see the Agenda Packet. Otherwise you could link to documents in the Document Center in the event so they would be able to get to the information much faster)
8. Secured area for Council documents - is there a secured area for Council and Staff to access documents? (You can create hidden pages that only back end users have the ability to see)
9. Phone numbers on site - can these be set to be clicked on to dial? (Yes)

**Anthony J Vidal | CivicPlus**

Client Success Manager

p: (785)-323-4708

[civicplus.com](http://civicplus.com)

The Integrated Technology Platform for Local Government

2019 User Conference



---

**From:** TownClerk <[townclerk@berryvilleva.gov](mailto:townclerk@berryvilleva.gov)>  
**Sent:** Thursday, December 27, 2018 9:47 AM  
**To:** Anthony Vidal <[vidal@civicplus.com](mailto:vidal@civicplus.com)>  
**Cc:** Keith Dalton <[townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov)>  
**Subject:** CivicPlus - Website Questions

Anthony

Good morning. It is my understanding that you are the Town of Berryville, Virginia's representative for CivicPlus. The Town is in the process of looking to update/enhance its website and below are some questions regarding CivicPlus' capabilities:

1. Analytics - Does CivicPlus do them and can the Town get a monthly report?
2. Templates - if the Town does new branding and enhance the website, are there other templates available and can we see them?
3. If new template site and capability are chosen, what are the estimated costs associated with this and who is responsible for loading and testing the site?
4. Does CivicPlus have the capability of having add-on programs from other vendors (i.e. payment portal) and if so, what is the process, costs and are these open to all other vendors or is the Town limited in who it can use for this site?
5. Email sign up – does CivicPlus have the capability for people to sign up to receive newsletters and notices within its system or does this have to be done externally through another vendor such as Constant Contact, Mail Chimp, etc.?
6. Video - any limits or costs and if so, type of video files, limits, and costs?
7. Calendar – is the Town able to attach documents to calendar items such as meeting packets so people do not have to go to multiple pages to retrieve information and can multiple documents be attached to calendar items?
8. Secured area for Council documents - is there a secured area for Council and Staff to access documents?
9. Phone numbers on site - can these be set to be clicked on to dial?

**It would be appreciated if you would provide us with answers to above questions on or before January 11, 2019.**

If you have any questions or need clarification, please contact me.

If you are not the correct contact, it would be appreciated if you would forward to the appropriate contact and advise me of the same.

I look forward to hearing from you.

Best,

Lisa Larrick/Town Clerk  
Town of Berryville  
101 Chalmers Court, Suite A  
Berryville, VA 22611  
(540) 955-1099

# Attachment 9



# Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

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

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

## MEMO

**DATE: 02/04/2019**

**TO: Town Council**

**FROM: Chief W. Neal White**

**CC:**

**RE: Police Department Monthly Report – 02/12/2019**

---

### **Monthly Activity Report**

The activity report for the month of January 2019 is attached to this memo.

### **Public Safety Committee**

The Public Safety Committee held a meeting on January 23, 2019 and the minutes of the meeting can be found in the consent agenda. The next scheduled meeting for the Committee is February 27, 2019 at 4:30 pm in the A/B meeting room.

### **Annual Report**

The annual report for 2018 has been compiled and was reviewed by the Public Safety Committee at the January meeting. The report is available on the Town website under the Police Department tab.



# Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

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

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

## Police and Security Report

|                                   | Year To Date | January    | December   |
|-----------------------------------|--------------|------------|------------|
| Month: January                    | 2019         | 2019       | 2018       |
| Year: 2019                        |              |            |            |
| <b><u>Complaints Answered</u></b> |              |            |            |
| 911 Hang Up:                      | 0            | 0          | 4          |
| Alarms:                           | 12           | 12         | 8          |
| Animal Complaint:                 | 10           | 10         | 10         |
| Assault and Battery:              | 0            | 0          | 0          |
| Assist County:                    | 5            | 5          | 0          |
| Auto Larceny:                     | 0            | 0          | 0          |
| Burglary:                         | 0            | 0          | 1          |
| Civil Complaints:                 | 10           | 10         | 3          |
| Disturbance:                      | 3            | 3          | 1          |
| Domestic Disturbance:             | 2            | 2          | 1          |
| Drunk In Public:                  | 1            | 1          | 2          |
| Forgery & Uttering:               | 0            | 0          | 0          |
| Fraud:                            | 2            | 2          | 1          |
| Larceny:                          | 2            | 2          | 4          |
| Harassment/Intimidation:          | 1            | 1          | 1          |
| Homicide:                         | 0            | 0          | 0          |
| Juvenile Related:                 | 4            | 4          | 1          |
| Noise:                            | 2            | 2          | 1          |
| Public Service:                   | 2            | 2          | 2          |
| Rape:                             | 0            | 0          | 0          |
| Robbery:                          | 0            | 0          | 0          |
| Runaway:                          | 0            | 0          | 0          |
| Shoplifting:                      | 0            | 0          | 0          |
| Suspicious Activity:              | 10           | 10         | 8          |
| Trespassing:                      | 0            | 0          | 2          |
| Vandalism:                        | 3            | 3          | 1          |
| Welfare Check:                    | 6            | 6          | 12         |
| Miscellaneous Complaints:         | 92           | 92         | 85         |
| <b>Total Complaints Answered:</b> | <b>167</b>   | <b>167</b> | <b>148</b> |



# Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

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

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

## Police and Security Report (Continued)

|  | Year To Date<br>2019 | January<br>2019 | December<br>2018 |
|--|----------------------|-----------------|------------------|
| <b><u>Traffic</u></b>                          |                      |                 |                  |
| Accidents Investigated:                        | 4                    | 4               | 7                |
| Assist Motorist:                               | 0                    | 0               | 0                |
| Child Safety Seat Install:                     | 1                    | 1               | 3                |
| Funeral Escort:                                | 1                    | 1               | 3                |
| Hit & Run:                                     | 0                    | 0               | 0                |
| Parking Tickets:                               | 156                  | 156             | 2                |
| Traffic Warnings:                              | 42                   | 42              | 65               |
| <b><u>Traffic Summons Issued</u></b>           |                      |                 |                  |
| Defective Equipment:                           | 0                    | 0               | 0                |
| Driving Suspended:                             | 0                    | 0               | 1                |
| Expired Inspection:                            | 11                   | 11              | 5                |
| Expired Registration:                          | 4                    | 4               | 2                |
| Fail to Obey Highway Sign:                     | 4                    | 4               | 7                |
| Fail to Obey Traffic Signals:                  | 0                    | 0               | 3                |
| Fail to Stop/Lights & Siren:                   | 0                    | 0               | 0                |
| Fail to Yield Right of Way:                    | 0                    | 0               | 0                |
| Hit and Run:                                   | 0                    | 0               | 0                |
| No Liability Insurance:                        | 0                    | 0               | 0                |
| No Operator's License:                         | 4                    | 4               | 1                |
| No Seat Belt:                                  | 0                    | 0               | 0                |
| Reckless Driving:                              | 0                    | 0               | 2                |
| Speeding:                                      | 14                   | 14              | 25               |
| Miscellaneous Summons:                         | 4                    | 4               | 1                |
| <b>Total Traffic Summons Issued:</b>           | <b>41</b>            | <b>41</b>       | <b>47</b>        |
| <b><u>Found Open at Businesses in Town</u></b> |                      |                 |                  |
| Doors:   | 2                    | 2               | 3                |
| Windows:                                       | 0                    | 0               | 0                |
| Garage Doors:                                  | 0                    | 0               | 0                |



# Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

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

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

## Police and Security Report (Continued)

|   | Year To Date | January | December |
|---|--------------|---------|----------|
|   | 2019         | 2019    | 2018     |
| <b><u>Criminal Arrests Made</u></b>     |              |         |          |
| Abduction:                              | 0            | 0       | 0        |
| Arson:                                  | 0            | 0       | 0        |
| Assault and Battery:                    | 2            | 2       | 2        |
| Assault and Battery on Police Officer:  | 0            | 0       | 0        |
| Auto Larceny:                           | 0            | 0       | 0        |
| Breaking and Entering:                  | 0            | 0       | 0        |
| Capias:                                 | 0            | 0       | 0        |
| Disorderly Conduct:                     | 0            | 0       | 0        |
| Driving While Intoxicated:              | 0            | 0       | 0        |
| Drunk In Public:                        | 0            | 0       | 1        |
| Fail to Obey Police Officer:            | 0            | 0       | 0        |
| Fail to Pay Parking Ticket:             | 1            | 1       | 0        |
| Forgery:                                | 0            | 0       | 0        |
| Fraud:                                  | 2            | 2       | 1        |
| Grand Larceny:                          | 0            | 0       | 0        |
| Homicide:                               | 0            | 0       | 0        |
| Illegal Drugs/Paraphernalia:            | 1            | 1       | 1        |
| Petty Larceny:                          | 0            | 0       | 0        |
| Possess Alcohol Underage:               | 0            | 0       | 0        |
| Protective Order Violations:            | 0            | 0       | 0        |
| Rape:                                   | 0            | 0       | 0        |
| Resisting Arrest:                       | 0            | 0       | 0        |
| Robbery:                                | 0            | 0       | 0        |
| Shoplifting:                            | 0            | 0       | 0        |
| Trespassing:                            | 0            | 0       | 0        |
| Vandalism:                              | 0            | 0       | 0        |
| Weapons Violation:                      | 0            | 0       | 0        |
| Miscellaneous Criminal Arrests:         | 2            | 2       | 0        |
| <b>Juvenile Detention Order Totals:</b> | 0            | 0       | 0        |
| <b>Total Criminal Arrests:</b>          | 8            | 8       | 5        |

# Attachment 10

# Memo

**To:** Town Council  
**From:** David Tyrrell  
**Date:** February 6, 2019  
**Re:** January 2019 Operations Report

---

The water treatment plant complies for January 2019 with its monthly parameters per data available to date. We sent 10.728 MG of water to the system with an average of 0.370 MGD and a daily max of 0.550 MG.

Some work was completed in early January on the 3MG Tank. Grouting around the base of the tank to seal by the foundation has been placed. There is still work to complete on the new hatchway and regrading and seeding to complete.

Rains continue to cause issues with operations with wildly fluctuating river conditions creating issues with proper chemical feeds but operations has kept a close eye on the situation and provided good product to Town.

As much of what our department does is not seen, I am going to start providing information on maintenance work orders completed each month for the facilities and some information on solids processed at the wastewater plant. These work orders can be anything from oil checks or changes, belt adjustment / replacement, calibrations, or other types of equipment adjustments and repairs we do routinely to maintain our equipment.

We completed 82 of 96 maintenance work orders scheduled for the water treatment plant in January. The 14 not completed in January have been completed in February. Additionally, 23 of 32 scheduled work orders for the water tanks and booster building were completed in January with all remaining completed the first of February.

Drought Conditions: There are no concerns for drought at this time.

The wastewater plant complies with its discharge permit for January per data received to date. We treated a total of 24.8 MG with a daily average of 0.80 MGD and a daily max of 1.79 MG. As a reminder our dry weather flows at the wastewater plant are around 0.3 MGD for comparison.

Wet weather has continued to plague the operations of the STP. We have had no bypasses and water quality remains fairly good. With the cold weather we have had difficulty pumping carbon source to maintain nitrate/nitrite conversion. Additionally the cold temperatures and high flow rates through the facility are hampering biological activity and we are currently averaging 4.1 mg/l total nitrogen for the month but not all data is in.

Two of our three remote computer stations in the plant have failed. We are researching the possibility of repairing them but it is not likely as they are Windows XP based machines.

The Temperature control valve for the chemical room emergency shower blew apart. The brass threads in the temperature regulating part of the valve have corroded away. We have made several attempts to order a new part but inventory for the valve is low. We are looking to see if there are any competitors for this valve hoping to get the water system back on line. At this time the hot water is shut down at the STP.

We completed 141 of 179 scheduled workorders for the month of January with the remaining completed in February. Public works also completed 33 work orders on the pumping stations. We also dewatered 300,157 gallons of biosolids.

Attached for review are the DMR data reports for the wastewater plant with data received to date, the water plant page 1 operations report for VDH, and the latest membrane condition report from Suez. Please note that the data for both facilities has not yet been verified or is not complete. All data will be completed prior to submittal to the State.

FLOWS AND CHEMICAL DOSAGES

| DATE    | Raw Water Treated MGD | Finished Water Produced MGD | Finished Water Delivered MGD | Hours in Service | Raw Water Chemicals |        |             |          | Finished Water Chemicals |       |             |          |                |      |      |      |
|---------|-----------------------|-----------------------------|------------------------------|------------------|---------------------|--------|-------------|----------|--------------------------|-------|-------------|----------|----------------|------|------|------|
|         |                       |                             |                              |                  | Alum                | Carbon | Chlorine    | Fluoride | Polymer                  | KMnO4 | Soda Ash    | Chlorine | Corr Inhibitor |      |      |      |
|         | Lbs per Day           | Lbs per Day                 | Lbs per Day                  | mg/L             | Lbs per Day         | mg/L   | Lbs per Day | mg/L     | Lbs per Day              | mg/L  | Lbs per Day | mg/L     | Lbs per Day    | mg/L |      |      |
| 1       | 0.124                 |                             | 0.108                        | 3.5              | 10                  | 9.8    | 1           | 0.6      | 3.6                      | 3.49  | 0.018       | 0.017    | 2              | 1.7  | 3.9  | 3.7  |
| 2       | 0.6                   |                             | 0.533                        | 17.0             | 51                  | 10.1   | 3           | 0.7      | 9.9                      | 1.98  | 0.083       | 0.017    | 8.4            | 1.7  | 3.6  | 0.7  |
| 3       | 0.602                 |                             | 0.537                        | 17.5             | 0                   | 0      | 6           | 1.1      | 10.2                     | 2.03  | 0.083       | 0.017    | 8.7            | 1.7  |      | 0.0  |
| 4       | 0.591                 |                             | 0.528                        | 17.0             | 46                  | 9.3    | 3           | 0.6      | 10.3                     | 2.09  | 0.110       | 0.022    | 8.5            | 1.7  | 23.0 | 4.7  |
| 5       | 0.228                 |                             | 0.168                        | 7.0              | 0                   | 0.0    | 3           | 1.7      | 3.4                      | 1.80  | 0.025       | 0.013    | 3.5            | 1.8  | 7.1  | 3.7  |
| 6       | 0.198                 |                             | 0.168                        | 5.7              | 25                  | 15.4   | 2           | 1.0      | 3.3                      | 2.00  | 0.030       | 0.018    | 2.8            | 1.7  | 6.0  | 3.6  |
| 7       | 0.515                 |                             | 0.457                        | 14.4             | 46                  | 10.6   | 4           | 0.8      | 7.0                      | 1.63  | 0.070       | 0.016    | 7.2            | 1.7  | 14.2 | 3.3  |
| 8       | 0.522                 |                             | 0.469                        | 14.7             | 30                  | 7.0    | 4           | 0.9      | 10.1                     | 2.31  | 0.070       | 0.016    | 7.3            | 1.7  | 20.4 | 4.7  |
| 9       | 0.552                 |                             | 0.467                        | 14.8             | 35                  | 7.7    | 4           | 1.0      | 10.1                     | 2.20  | 0.070       | 0.015    | 2.6            | 0.6  | 16.7 | 3.6  |
| 10      | 0.548                 |                             | 0.550                        | 10.4             | 20                  | 4.4    | 4           | 0.8      | 10.2                     | 2.23  | 0.080       | 0.018    | 0.8            | 0.2  | 16.5 | 3.6  |
| 11      | 0.489                 |                             | 0.386                        | 12.3             | 25                  | 6.2    | 3           | 0.8      | 7.0                      | 1.72  | 0.060       | 0.015    | 2.5            | 0.6  | 17.5 | 4.3  |
| 12      | 0.172                 |                             | 0.151                        | 4.8              | 46                  | 31.8   | 1           | 0.8      | 3.4                      | 2.37  | 0.020       | 0.014    | 0.6            | 0.4  | 3.6  | 2.5  |
| 13      |                       |                             |                              |                  |                     |        |             |          |                          |       |             |          |                |      |      |      |
| 14      | 0.488                 |                             | 0.432                        | 15.0             | 5                   | 1.2    | 3           | 0.7      | 10.0                     | 2.46  | 0.066       | 0.016    | 2.0            | 0.5  | 16.0 | 3.9  |
| 15      | 0.458                 |                             | 0.382                        | 0.1              | 41                  | 10.6   | 3           | 0.8      | 6.9                      | 1.81  | 0.053       | 0.014    | 1.9            | 0.5  | 14.2 | 3.7  |
| 16      | 0.525                 |                             | 0.460                        | 15.5             | 30                  | 6.9    | 4           | 1.0      | 10.1                     | 2.30  | 0.0615      | 0.014    | 2.1            | 0.5  | 16.0 | 3.6  |
| 17      | 0.524                 |                             | 0.462                        | 15.3             | 25                  | 5.8    | 4           | 0.8      | 7.0                      | 1.60  | 0.062       | 0.014    | 2.0            | 0.5  | 17.5 | 4.0  |
| 18      | 0.193                 |                             | 0.164                        | 5.5              | 0                   | 0.0    | 1           | 0.7      | 3.4                      | 2.14  | 0.022       | 0.014    | 0.7            | 0.5  | 4.1  | 2.6  |
| 19      | 0.245                 |                             | 0.226                        | 7.0              | 41                  | 19.9   | 2           | 1.2      | 0.1                      | 0.04  | 0.035       | 0.017    | 0.9            | 0.5  | 9.0  | 4.4  |
| 20      |                       |                             |                              |                  |                     |        |             |          |                          |       |             |          |                |      |      |      |
| 21      | 0.213                 |                             | 0.172                        | 6.3              | 20                  | 11.4   | 1           | 0.7      | 3.4                      | 1.91  | 0.031       | 0.017    | 0.8            | 0.5  | 39.6 | 22.3 |
| 22      | 0.368                 |                             | 0.477                        | 17.0             | 61                  | 12.8   | 5           | 1.1      | 10.1                     | 2.14  | 0.137       | 0.029    | 2.3            | 0.5  | 26.5 | 5.6  |
| 23      | 0.546                 |                             | 0.491                        | 16.3             | 106                 | 23.4   | 4           | 0.8      | 10.1                     | 2.22  | 0.034       | 0.007    | 2.2            | 0.5  | 17.3 | 3.8  |
| 24      | 0.549                 |                             | 0.414                        | 16.0             | 30                  | 6.6    | 4           | 0.9      | 10.4                     | 2.27  | 0.076       | 0.017    | 3.8            | 0.8  | 17.8 | 3.9  |
| 25      | 0.517                 |                             | 0.467                        | 15.3             | 51                  | 11.8   | 4           | 0.9      | 6.7                      | 1.55  | 0.068       | 0.016    | 3.6            | 0.8  | 17.8 | 4.1  |
| 26      | 0.192                 |                             | 0.155                        | 6.0              | 15                  | 9.5    | 1           | 0.7      | 3.4                      | 2.12  | 0.026       | 0.016    | 1.4            | 0.9  | 5.2  | 3.2  |
| 27      | 0.2376                |                             | 0.205                        | 7.0              | 15                  | 7.7    | 3           | 1.6      | 3.4                      | 1.72  | 0.035       | 0.018    | 1.6            | 0.8  | 2.3  | 1.2  |
| 28      | 0.4955                |                             | 0.433                        | 15.0             | 51                  | 12.3   | 2           | 0.6      | 10.0                     | 2.43  | 0.048       | 0.012    | 3.5            | 0.9  | 22.5 | 5.4  |
| 29      | 0.4447                |                             | 0.390                        | 15.0             | 41                  | 10.9   | 3           | 0.9      | 6.8                      | 1.84  | 0.066       | 0.018    | 2.6            | 0.7  | 14.7 | 4.0  |
| 30      | 0.5224                |                             | 0.463                        | 15.0             | 41                  | 9.3    | 4           | 0.8      | 10.1                     | 2.33  | 0.079       | 0.018    | 2.6            | 0.6  |      | 0.0  |
| 31      | 0.4574                |                             | 0.413                        | 13.5             | 10                  | 2.7    | 2           | 0.6      | 6.8                      | 1.78  | 0.057       | 0.015    | 2.4            | 0.6  |      | 0.0  |
| Total   | 12.317                |                             | 10.728                       | 339.6            | 918                 | 275.2  | 89          | 25.7     | 207.4                    | 58.5  | 8.23        | 1.967    | 91             | 25.9 | 0.0  | 0.0  |
| Maximum | 0.602                 |                             | 0.550                        | 17.5             | 106                 | 31.8   | 6           | 1.7      | 10.4                     | 3.5   | 6.62        | 1.511    | 9              | 1.8  | 0.0  | 0.0  |
| Minimum | 0.124                 |                             | 0.108                        | 0.1              | 0                   | 0.0    | 1           | 0.6      | 0.1                      | 0.0   | 0.02        | 0.007    | 1              | 0.2  | 0.0  | 0.0  |
| Average | 0.425                 |                             | 0.370                        | 11.7             | 33                  | 9.5    | 3           | 0.9      | 7.2                      | 2.0   | 0.28        | 0.068    | 3              | 0.9  | 14.3 | 3.94 |

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

PRINTED NAME

David A Tyrrell

TITLE: OPERATOR CLASSIFICATION  
DPOR CERTIFICATION NO.

Class 1  
1955002813

RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

Shenandoah River - Entire Month

# Berryville STP Monthly DMR Data

January 2019

| Date      | Effluent Flow<br>MGD | Eff pH | Eff Temp<br>Deg C | Eff CBOD<br>mg/l | Eff CBOD<br>KG/D | Eff TSS<br>mg/l | Eff TSS<br>KG/D | Effluent DO<br>River<br>mg/l | Effluent DO<br>WWTP<br>mg/l | Eff NO2/<br>NO3<br>mg/l | Eff TKN<br>mg/l | Eff TKN<br>KG/D | Eff Total N<br>mg/l |
|-----------|----------------------|--------|-------------------|------------------|------------------|-----------------|-----------------|------------------------------|-----------------------------|-------------------------|-----------------|-----------------|---------------------|
|           |                      |        |                   |                  |                  |                 |                 |                              |                             |                         |                 |                 |                     |
| 1/1/2019  | 1.06                 | 7.8    | 14.8              |                  |                  |                 |                 | 10.0                         | 10.0                        |                         |                 |                 |                     |
| 1/2/2019  | 0.97                 | 7.7    | 15.0              | 3.00             | 11.01            |                 |                 | 10.2                         | 9.7                         | 2.16                    | 0.45            | 1.65            | 2.61                |
| 1/3/2019  | 0.91                 | 7.8    | 15.1              | 0.00             | 0.00             |                 |                 | 10.2                         | 9.8                         |                         |                 |                 |                     |
| 1/4/2019  | 0.46                 | 7.8    | 14.5              | 0.00             | 0.00             |                 |                 | 9.7                          | 9.8                         | 3.23                    | 0.79            | 1.38            | 4.02                |
| 1/5/2019  | 0.99                 | 7.6    | 21.8              |                  |                  |                 |                 | 10.1                         | 9.5                         |                         |                 |                 |                     |
| 1/6/2019  | 0.90                 | 7.5    | 15.6              |                  |                  |                 |                 | 10.2                         | 9.4                         |                         |                 |                 |                     |
| 1/7/2019  | 0.74                 | 7.8    | 14.7              |                  |                  |                 |                 | 10.0                         | 9.9                         |                         |                 |                 |                     |
| 1/8/2019  | 0.67                 | 7.6    | 14.3              | 3.00             | 7.64             | 0.00            | 0.00            | 10.1                         | 10.0                        | 2.87                    | 0.76            | 1.94            | 3.63                |
| 1/9/2019  | 0.74                 | 7.6    | 14.5              | 4.00             | 11.25            |                 |                 | 10.3                         | 10.0                        |                         |                 |                 |                     |
| 1/10/2019 | 0.67                 | 7.6    | 14.0              | 3.00             | 7.61             |                 |                 | 10.8                         | 9.9                         | 3.25                    | 0.39            | 0.99            | 3.64                |
| 1/11/2019 | 0.60                 | 7.6    | 13.8              |                  |                  |                 |                 | 10.8                         | 10.1                        |                         |                 |                 |                     |
| 1/12/2019 | 0.58                 | 7.7    | 13.0              |                  |                  |                 |                 | 10.7                         | 10.4                        |                         |                 |                 |                     |
| 1/13/2019 | 0.57                 | 7.8    | 12.9              |                  |                  |                 |                 | 11.4                         | 10.0                        |                         |                 |                 |                     |
| 1/14/2019 | 0.56                 | 7.8    | 13.0              |                  |                  |                 |                 | 11.1                         | 10.5                        |                         |                 |                 |                     |
| 1/15/2019 | 0.54                 | 7.8    | 12.8              | 0.00             | 0.00             |                 |                 | 12.3                         | 10.4                        | 3.64                    | 0.34            | 0.70            | 3.98                |
| 1/16/2019 | 0.55                 | 7.7    | 12.7              | 1.00             | 2.10             |                 |                 | 11.9                         | 10.0                        |                         |                 |                 |                     |
| 1/17/2019 | 0.78                 | 7.7    | 13.7              | 0.00             | 0.00             |                 |                 | 12.6                         | 11.6                        | 3.99                    | 0.47            | 1.39            | 4.46                |
| 1/18/2019 | 0.54                 | 7.7    | 14.5              |                  |                  |                 |                 | 12.2                         | 11.3                        |                         |                 |                 |                     |
| 1/19/2019 | 0.71                 | 7.6    | 13.8              |                  |                  |                 |                 | 11.8                         | 10.6                        |                         |                 |                 |                     |
| 1/20/2019 | 1.79                 | 7.8    | 12.8              |                  |                  |                 |                 | 10.8                         | 10.5                        |                         |                 |                 |                     |
| 1/21/2019 | 1.23                 | 7.8    | 12.4              |                  |                  |                 |                 | 11.0                         | 10.6                        |                         |                 |                 |                     |
| 1/22/2019 | 0.55                 | 7.8    | 12.5              |                  |                  |                 |                 | 11.4                         | 10.9                        | 5.64                    | 0.26            | 0.54            | 5.90                |
| 1/23/2019 | 0.59                 | 7.8    | 13.1              | 2.00             | 4.47             |                 |                 | 11.2                         | 11.0                        |                         |                 |                 |                     |
| 1/24/2019 | 1.17                 | 8.0    | 20.0              | 2.00             | 8.86             |                 |                 | 10.3                         | 10.1                        | 4.56                    | 0.00            | 0.00            | 4.56                |
| 1/25/2019 | 1.13                 | 7.6    | 14.0              |                  |                  |                 |                 | 10.5                         | 10.1                        |                         |                 |                 |                     |
| 1/26/2019 | 0.98                 | 7.7    | 13.8              |                  |                  |                 |                 | 10.5                         | 10.6                        |                         |                 |                 |                     |
| 1/27/2019 | 0.71                 | 7.7    | 14.0              |                  |                  |                 |                 | 10.6                         | 10.9                        |                         |                 |                 |                     |
| 1/28/2019 | 0.76                 | 7.7    | 12.8              |                  |                  |                 |                 | 10.2                         | 9.9                         |                         |                 |                 |                     |
| 1/29/2019 | 0.88                 | 7.7    | 13.0              |                  |                  |                 |                 | 10.8                         | 10.3                        |                         |                 |                 |                     |
| 1/30/2019 | 0.82                 | 7.6    | 12.4              |                  |                  |                 |                 | 10.3                         | 9.9                         |                         |                 |                 |                     |
| 1/31/2019 | 0.64                 | 7.7    | 11.7              |                  |                  |                 |                 | 10.7                         | 10.5                        |                         |                 |                 |                     |
| Minimum   | 0.46                 | 7.5    | 11.7              | 0.00             | 0.00             | 0.00            | 0.00            | 9.7                          | 9.4                         | 2.16                    | 0.00            | 0.00            | 2.61                |
| Maximum   | 1.79                 | 8.0    | 21.8              | 4.00             | 11.25            | 0.00            | 0.00            | 12.6                         | 11.6                        | 5.64                    | 0.79            | 1.94            | 5.90                |
| Total     | 24.80                | 239.1  | 437.0             | 18.00            | 52.93            | 0.00            | 0.00            | 334.7                        | 318.2                       | 29.34                   | 3.46            | 8.58            | 32.80               |
| Average   | 0.80                 | 7.7    | 14.1              | 1.64             | 4.81             | 0.00            | 0.00            | 10.8                         | 10.3                        | 3.67                    | 0.43            | 1.07            | 4.10                |
| Geo Mean  | 0.76                 | 7.7    | 14.0              | 1.74             | 3.35             | 1.00            | 1.00            | 10.8                         | 10.3                        | 3.53                    | 0.5             | 1.11            | 4.01                |

# Berryville STP Monthly DMR Data

January 2019

| Date      | Eff Total N | Eff Total P | Eff Total P | E-Coli   |
|-----------|-------------|-------------|-------------|----------|
|           | KG/D        | mg/l        | KG/D        | No/100ml |
| 1/1/2019  |             |             |             |          |
| 1/2/2019  | 9.60        | 0.09        | 0.33        | 1        |
| 1/3/2019  |             |             |             |          |
| 1/4/2019  | 7.01        | 0.03        | 0.05        |          |
| 1/5/2019  |             |             |             |          |
| 1/6/2019  |             |             |             |          |
| 1/7/2019  |             |             |             |          |
| 1/8/2019  | 9.26        | 0.01        | 0.03        | 1        |
| 1/9/2019  |             |             |             |          |
| 1/10/2019 | 9.25        | 0.01        | 0.03        |          |
| 1/11/2019 |             |             |             |          |
| 1/12/2019 |             |             |             |          |
| 1/13/2019 |             |             |             |          |
| 1/14/2019 |             |             |             |          |
| 1/15/2019 | 8.21        | 0.04        | 0.08        | 1        |
| 1/16/2019 |             |             |             |          |
| 1/17/2019 | 13.19       | 0.03        | 0.09        |          |
| 1/18/2019 |             |             |             |          |
| 1/19/2019 |             |             |             |          |
| 1/20/2019 |             |             |             |          |
| 1/21/2019 |             |             |             |          |
| 1/22/2019 | 12.28       | 0.03        | 0.06        |          |
| 1/23/2019 |             |             |             |          |
| 1/24/2019 | 20.23       | 0.03        | 0.13        |          |
| 1/25/2019 |             |             |             |          |
| 1/26/2019 |             |             |             |          |
| 1/27/2019 |             |             |             |          |
| 1/28/2019 |             |             |             |          |
| 1/29/2019 |             |             |             |          |
| 1/30/2019 |             |             |             |          |
| 1/31/2019 |             |             |             |          |
| Minimum   | 7.01        | 0.01        | 0.03        | 1        |
| Maximum   | 20.23       | 0.09        | 0.33        | 1        |
| Total     | 89.01       | 0.27        | 0.80        | 3        |
| Average   | 11.13       | 0.03        | 0.10        | 1        |
| Geo Mean  | 10.56       | 0.03        | 0.07        | 1        |

# Berryville STP Report

## July 1 - July 31 2018

### UF 1 KPI Summary

| Parameter                | Health | Std. Dev | Points | Avg            | LL | LCL | UCL   | HH   | Max      | Min      |
|--------------------------|--------|----------|--------|----------------|----|-----|-------|------|----------|----------|
| FluxBeforeBP             | ●      | 1.27     | 376    | 8.398          | -- | --  | 12.23 | 16.3 | 14.524   | 5.408    |
| PermeateTurbidityAfterBP | ●      | 0.02     | 376    | 0.154          | 0  | --  | 0.9   | 1    | 0.195    | 0.122    |
| TCPermeabilityBeforeBP   | ●      | 3.92     | 376    | 20.169         | 4  | 6   | --    | --   | 37.582   | 12.55    |
| TMPBeforeBP              | ●      | 0.15     | 376    | 0.667          | -- | --  | 7     | 8    | 1.254    | 0.259    |
| TotalPermeateFlowDaily   |        | 63118.77 | 7      | 246839.85<br>7 | -- | --  | --    | --   | 362734.0 | 185335.0 |

### UF 2 KPI Summary

| Parameter                | Health | Std. Dev | Points | Avg            | LL | LCL | UCL   | HH   | Max      | Min      |
|--------------------------|--------|----------|--------|----------------|----|-----|-------|------|----------|----------|
| FluxBeforeBP             | ●      | 1.43     | 376    | 8.239          | -- | --  | 12.23 | 16.3 | 11.463   | 1.413    |
| PermeateTurbidityAfterBP | ●      | 0.01     | 376    | 0.14           | 0  | --  | 0.9   | 1    | 0.17     | 0.121    |
| TCPermeabilityBeforeBP   | ●      | 1.66     | 375    | 13.284         | 4  | 6   | --    | --   | 21.056   | 10.364   |
| TMPBeforeBP              | ●      | 0.25     | 376    | 0.971          | -- | --  | 7     | 8    | 1.479    | -0.262   |
| TotalPermeateFlowDaily   |        | 63276.13 | 7      | 246587.14<br>3 | -- | --  | --    | --   | 361438.0 | 179632.0 |

### UF 3 KPI Summary

| Parameter                | Health | Std. Dev | Points | Avg            | LL | LCL | UCL   | HH   | Max      | Min      |
|--------------------------|--------|----------|--------|----------------|----|-----|-------|------|----------|----------|
| FluxBeforeBP             | ●      | 1.26     | 372    | 8.178          | -- | --  | 12.23 | 16.3 | 11.197   | 0.425    |
| PermeateTurbidityAfterBP | ●      | 0.02     | 372    | 0.155          | 0  | --  | 0.9   | 1    | 0.186    | 0.122    |
| TCPermeabilityBeforeBP   | ●      | 1.07     | 372    | 14.881         | 4  | 6   | --    | --   | 21.015   | 2.328    |
| TMPBeforeBP              | ●      | 0.15     | 372    | 0.854          | -- | --  | 7     | 8    | 1.197    | 0.104    |
| TotalPermeateFlowDaily   |        | 53602.99 | 7      | 239786.85<br>7 | -- | --  | --    | --   | 331434.0 | 179373.0 |

### UF 4 KPI Summary

| Parameter                | Health | Std. Dev | Points | Avg            | LL | LCL | UCL   | HH   | Max      | Min      |
|--------------------------|--------|----------|--------|----------------|----|-----|-------|------|----------|----------|
| FluxBeforeBP             | ●      | 1.27     | 374    | 8.441          | -- | --  | 12.23 | 16.3 | 12.179   | 1.75     |
| PermeateTurbidityAfterBP | ●      | 0.02     | 374    | 0.149          | 0  | --  | 0.9   | 1    | 0.181    | 0.118    |
| TCPermeabilityBeforeBP   | ●      | 2.35     | 374    | 21.031         | 4  | 6   | --    | --   | 33.041   | 11.973   |
| TMPBeforeBP              | ●      | 0.12     | 374    | 0.63           | -- | --  | 7     | 8    | 0.939    | -0.144   |
| TotalPermeateFlowDaily   |        | 58241.34 | 7      | 242227.42<br>9 | -- | --  | --    | --   | 345387.0 | 181471.0 |

| Parameter              | Health  | Std. Dev  | Points | Avg            | LL | LCL | UCL     | HH      | Max       | Min      |
|------------------------|---|-----------|--------|----------------|----|-----|---------|---------|-----------|----------|
| PermeateTemperature    |  | 0.59      | 600    | 39.775         | 32 | --  | 100     | 110     | 40.401    | 37.513   |
| TotalPermeateFlowDaily |  | 237201.58 | 7      | 975441.28<br>6 | -- | --  | 1100000 | 2100000 | 1400993.0 | 725811.0 |

### UF 1 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jan 25   | Jan 26   | Jan 27   | Jan 28   | Jan 29   | Jan 30   | Jan 31 |
|--------------------------|----|-----|-------|------|----------|----------|----------|----------|----------|----------|--------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 9.04     | 8.913    | 8.542    | 8.274    | 7.535    | 7.965    | 8.544  |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.125    | 0.131    | 0.148    | 0.164    | 0.174    | 0.181    | 0.182  |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 19.644   | 19.605   | 20.318   | 20.62    | 20.874   | 20.341   | 19.197 |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.726    | 0.729    | 0.669    | 0.632    | 0.584    | 0.637    | 0.721  |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 296027.0 | 254022.0 | 185335.0 | 200698.0 | 213561.0 | 215502.0 | --     |

### UF 2 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jan 25   | Jan 26   | Jan 27   | Jan 28   | Jan 29   | Jan 30   | Jan 31 |
|--------------------------|----|-----|-------|------|----------|----------|----------|----------|----------|----------|--------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 8.697    | 8.673    | 8.033    | 8.408    | 7.785    | 7.719    | 8.328  |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.123    | 0.124    | 0.137    | 0.148    | 0.153    | 0.157    | 0.156  |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 12.461   | 12.78    | 13.259   | 13.469   | 13.619   | 14.121   | 14.237 |
| TMPBeforeBP              | -- | --  | 7     | 8    | 1.079    | 1.058    | 0.921    | 0.974    | 0.886    | 0.877    | 0.958  |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 292420.0 | 250422.0 | 179632.0 | 197508.0 | 240373.0 | 204317.0 | --     |

### UF 3 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jan 25   | Jan 26   | Jan 27   | Jan 28   | Jan 29   | Jan 30   | Jan 31 |
|--------------------------|----|-----|-------|------|----------|----------|----------|----------|----------|----------|--------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 8.807    | 8.398    | 8.023    | 8.489    | 7.537    | 7.704    | 8.492  |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.125    | 0.132    | 0.149    | 0.163    | 0.176    | 0.181    | 0.182  |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 14.199   | 14.19    | 14.798   | 14.69    | 15.563   | 15.77    | 15.293 |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.957    | 0.91     | 0.834    | 0.889    | 0.748    | 0.772    | 0.887  |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 286504.0 | 250792.0 | 179373.0 | 197325.0 | 217805.0 | 215275.0 | --     |

### UF 4 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jan 25   | Jan 26   | Jan 27   | Jan 28   | Jan 29   | Jan 30   | Jan 31 |
|--------------------------|----|-----|-------|------|----------|----------|----------|----------|----------|----------|--------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 9.16     | 8.983    | 8.842    | 8.321    | 7.536    | 7.864    | 8.495  |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.121    | 0.126    | 0.143    | 0.157    | 0.167    | 0.174    | 0.177  |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 20.49    | 20.574   | 21.227   | 21.034   | 21.476   | 21.378   | 21.332 |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.693    | 0.682    | 0.65     | 0.617    | 0.549    | 0.585    | 0.645  |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 288539.0 | 247513.0 | 181471.0 | 190090.0 | 232517.0 | 210075.0 | --     |

### UF Plant KPI Summary

| Parameter           | LL | LCL | UCL | HH  | Jan 25 | Jan 26 | Jan 27 | Jan 28 | Jan 29 | Jan 30 | Jan 31 |
|---------------------|----|-----|-----|-----|--------|--------|--------|--------|--------|--------|--------|
| PermeateTemperature | 32 | --  | 100 | 110 | 39.968 | 39.694 | 40.008 | 40.263 | 40.114 | 39.053 | 37.968 |

|                        |    |    |         |         |           |           |          |          |          |          |    |
|------------------------|----|----|---------|---------|-----------|-----------|----------|----------|----------|----------|----|
| TotalPermeateFlowDaily | -- | -- | 1100000 | 2100000 | 1163490.0 | 1002749.0 | 725811.0 | 785621.0 | 904256.0 | 845169.0 | -- |
|------------------------|----|----|---------|---------|-----------|-----------|----------|----------|----------|----------|----|

### UF 1 KPI Summary

| Parameter                | Health | %In   | Std. Dev  | Points | Avg        |
|--------------------------|--------|-------|-----------|--------|------------|
| FluxBeforeBP             |        | 83 %  | 2.81      | 1589   | 9.246      |
| PermeateTurbidityAfterBP |        | 100 % | 0.03      | 1589   | 0.218      |
| TCPermeabilityBeforeBP   |        | 100 % | 5.61      | 1574   | 29.185     |
| TMPBeforeBP              |        | 100 % | 0.16      | 1589   | 0.396      |
| TotalPermeateFlowDaily   |        | 100 % | 166969.23 | 32     | 204388.281 |

### UF 2 KPI Summary

| Parameter                | Health | %In   | Std. Dev  | Points | Avg        |
|--------------------------|--------|-------|-----------|--------|------------|
| FluxBeforeBP             |        | 81 %  | 2.74      | 1625   | 9.338      |
| PermeateTurbidityAfterBP |        | 99 %  | 0.15      | 1625   | 0.252      |
| TCPermeabilityBeforeBP   |        | 100 % | 6.11      | 1623   | 22.243     |
| TMPBeforeBP              |        | 100 % | 0.27      | 1625   | 0.56       |
| TotalPermeateFlowDaily   |        | 100 % | 166903.49 | 32     | 210127.594 |

### UF 3 KPI Summary

| Parameter                | Health | %In   | Std. Dev  | Points | Avg        |
|--------------------------|--------|-------|-----------|--------|------------|
| FluxBeforeBP             |        | 91 %  | 2.71      | 1522   | 8.944      |
| PermeateTurbidityAfterBP |        | 100 % | 0.04      | 1522   | 0.223      |
| TCPermeabilityBeforeBP   |        | 29 %  | 6.57      | 1521   | 7.594      |
| TMPBeforeBP              |        | 99 %  | 1.47      | 1522   | 2.27       |
| TotalPermeateFlowDaily   |        | 100 % | 161289.53 | 32     | 186948.281 |

### UF 4 KPI Summary

| Parameter                | Health | %In   | Std. Dev  | Points | Avg        |
|--------------------------|--------|-------|-----------|--------|------------|
| FluxBeforeBP             |        | 86 %  | 2.65      | 1524   | 9.24       |
| PermeateTurbidityAfterBP |        | 100 % | 0.02      | 1524   | 0.158      |
| TCPermeabilityBeforeBP   |        | 100 % | 4.67      | 1516   | 27.667     |
| TMPBeforeBP              |        | 100 % | 0.15      | 1524   | 0.406      |
| TotalPermeateFlowDaily   |        | 100 % | 173164.69 | 32     | 196422.531 |

### UF Plant KPI Summary

| Parameter              | Health | %In   | Std. Dev | Points | Avg        |
|------------------------|--------|-------|----------|--------|------------|
| PermeateTemperature    |        | 100 % | 2.79     | 2976   | 56.357     |
| TotalPermeateFlowDaily |        | 78 %  | 654015.0 | 32     | 797886.688 |

# Attachment 11

**Report of the Department of Public Works**  
**February 6, 2019**

During the periods of cold weather last month, we received several calls from property owners reporting frozen/broken water lines inside their house or crawl space. We found incidents of frozen/broken pipes to be on the property owner's side of the meters. We worked with some property owners to help identify their problems so they could inform their plumbers of the issues.

We experienced several calls of sewer related problems and possible sewer blockages this past month. We received a call from the property owner in the 200 block Rice Street whose plumber had informed him that the problem was with the Town's sewer main. We responded and found the sewer main to be open and flowing fine. I advised the property owner he needed to have his plumber revisit the site because the blockage was in his sewer lateral.

We received a call from the property owner in the 200 block of Walnut Street reporting a sewer blockage and her plumber indicated that it was the Town's problem. We responded and found no issues with our main. I informed the property owner she should contact her plumber and have them return to open the lateral. Over the past several years this address has had a history of sewer related problems with the lateral. The owner contacted Mr. Dalton about her concerns with the lateral and he requested that we conduct a televised video inspection of the main. We conducted the inspection on Monday, February 4<sup>th</sup>. The inspection revealed roots protruding from lateral pipe into the sewer main. The sewer main itself was open and functioning fine. I gave the Town Manager a copy the recorded inspection to share with the homeowner.

While the Public Works crew was inspecting the main near the 200 block of Walnut Street, another sewer related issue was brought to our attention. The property owner informed the Town that she has been experiencing sewer blockage issues for months. The Town Manager and I talked about her concerns and we decided to conduct a televised video inspection of the section of sewer main that serves her property. This inspection revealed no issues with the lateral connection and the sewer main was open, operating and flowing fine. I gave the Town Manager a copy of the video inspection to share with the property owner.

We experienced several winter weather events during the month of January. During the first winter storm we experienced no snow removal equipment problems or breakdowns. However, during this last storm, we experienced a broken conveyer chain broke on one of our salt spreaders. We took it to the shop on Monday and just received word that it's repaired and ready for pick up. We have finished our post snow removal equipment inspection and are ready for the next winter event that comes our way.

# Attachment 12

Attachments

- Photo of pavement transition (1 page)
- 11/7/18 email from the owner of 107 Taylor Street (1 page)
- Plat of 107 Taylor and photos of lot frontage with approximate boundaries of the street ROW marked (3 pages)
- Sample motion (1 page)

The Streets and Utilities Committee reviewed the matter at their January 22 meeting. After review of the matter, the Committee recommended that the Council take no action regarding this complaint.

Recommended Action

Decline to take action in response to this complaint.

---

Report from Streets and Utilities Committee meeting 1/22/19

*Attachments*

- Photo of pavement transition (1 page)
- 11/7/18 email from owner of 107 Taylor Street (1 page)
- Plat of 107 Taylor and photos of lot frontage with approximate boundaries of the street ROW marked (3 pages)
- Sample motions (1 page)

*Background*

In the fall, a contractor working for the Town completed numerous paving projects on the Town's secondary streets. One such project involved the paving of Taylor Street from South Buckmarsh Street west to Taylor Court (It is important to note that a portion of this street section was constructed to an urban standard while another portion was constructed to a rural standard. The property owner who has expressed concerns about the paving has street frontage on the section constructed to a rural standard).

When the contractor paved the street section in question they paved in front of 107 Taylor Street (It is important to note that some time prior to this project, the owner of 107 Taylor Street hired a paving contractor to pave her driveway and a parking space along the frontage of her lot). In accordance with standard practice for areas where the street is constructed to a rural standard, the new pavement was "pinched" into the subject property's driveway. New pavement was also "pinched" into the paved parking space along the lot's frontage.

*Complaint*

The lot owner's concerns are outlined in an email dated November 7, 2018. That email is attached to this report.

In short, the owner of 107 Taylor Street believes that the Town should have had its contractor mill along the edge of where it was going to pave and marry the new pavement to the milled edge.

The owner of 107 Taylor Street requests that the Town address the matter by milling the area in question and paving the street section in a manner that creates a smooth transition between the new asphalt and her driveway and parking area.

*Committee/Staff Action since receiving the complaint*

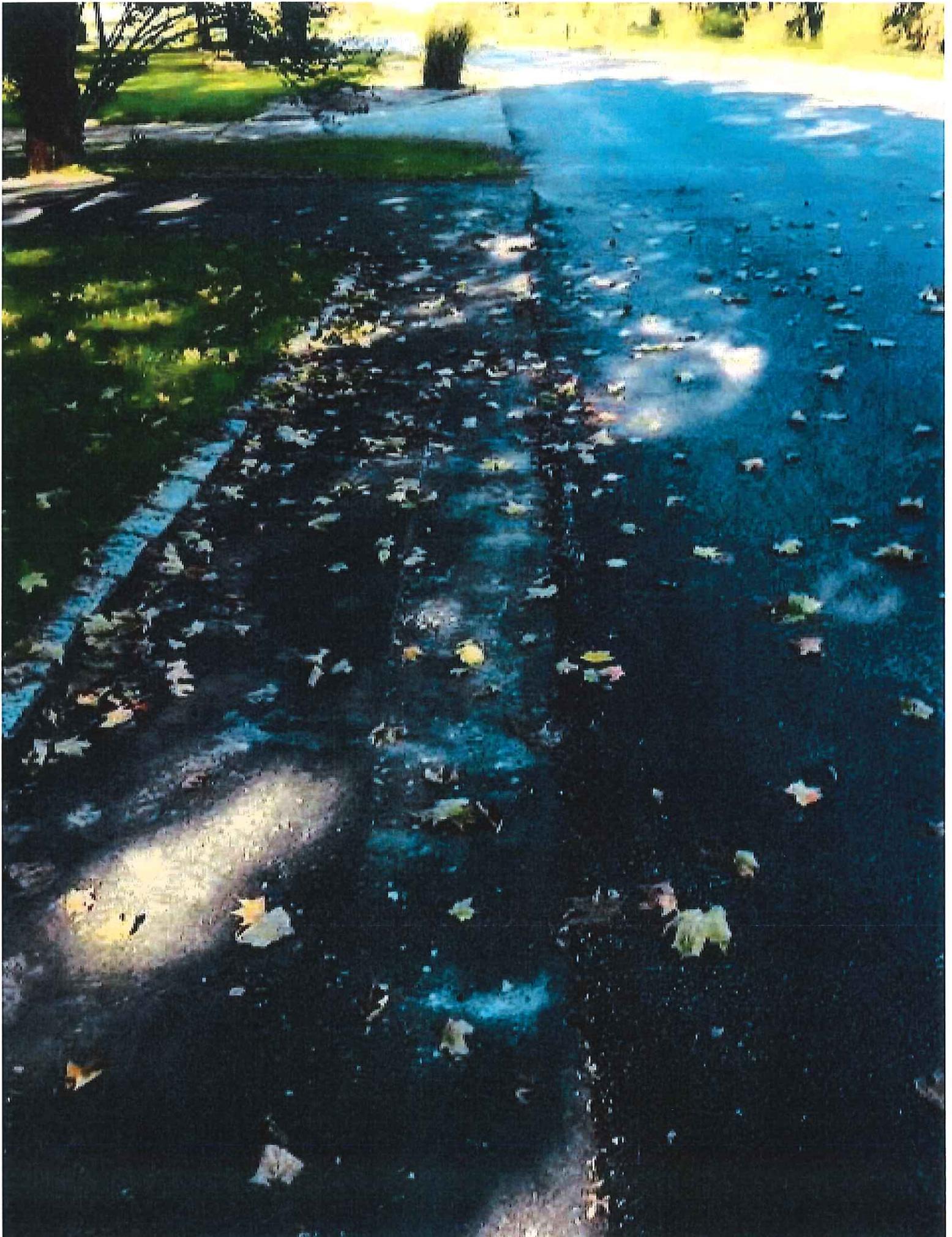
Several members of Town staff have met with the property owner. Staff determined that the paving was completed properly. Staff noted that the practice of "pinching" in the pavement is how such transitions are completed in rural street sections. Further, this practice has been utilized throughout Town.

The Streets and Utilities Committee agreed to hear this matter at its January meeting. Staff researched the ROW width on the street and marked what we believe to be the ROW line in the area. A plat of the property in question and pictures of the approximate ROW line are attached to this report. There is no indication that any of the Town's paving extended beyond its ROW.

A rough estimate for the work requested by the owner of 107 Taylor is \$3,500.

*Recommended Action*

Provide a determination on the merits of the complaint that will be forwarded to the Town Council for final disposition.



## Keith Dalton

---

**From:** Sara M. Stern [REDACTED]  
**Sent:** Wednesday, November 07, 2018 10:36 AM  
**To:** Keith Dalton  
**Subject:** Re: Concern submitted regarding paving

Dear Keith,

Thanks for getting back to me. Sorry it has taken me so long to get back to you, but I wanted to give it some more thought and to walk around the town some more to see how the meeting of pavement between old and new has been handled in the past. I do not want to be unfair about this.

Basically, as I explained to you and Allison when we met and I wrote to the Town Maintenance Department Manager while the paving company was here, it appears to me that great care was taken to mill the pavement down in preparation for the new paving in any areas where it was deemed necessary so that the pavement could be put down seamlessly against any already paved or cemented areas. This is especially true in the new subdivision where there is existing curb and gutter. Apparently, the need to make this same transition possible on the older part of the street, which only includes 5 additional houses, was deemed unnecessary.

For the most part, the transition between old and new was done well enough for the other 4 houses (all of which are on higher ground and one of which was paved at the same time the street was being paved) and rolled on the edge while the pavement was hot. In my case, that was not done, and in fact the paving company extended the width of their paving onto my 2-year old paved and 1-year old sealed parking area by approximately 2 to 2 1/2 feet, in order to line up with the subdivision road and not to line up with the width of the road in the old part of Taylor Street. When I complained to the paving company, they agreed to come and roll the edge to try to make the new and old meet in a more satisfactory way, but by then the pavement had cooled. They were successful in mashing the edge to some degree, basically just crumbling it.

It appears that whoever is responsible for hiring and overseeing the job did not consider or was not around to observe and go over the transition from the newer subdivision street to the older street.

I would like for the town to do what it should have done from the start, and that is to mill the pavement in front of my house and repave to meet the pavement that already existed at my house.

I look forward to hearing from you in January.

Thank you again for your attention to this matter.

Sincerely,

Sara M. Stern  
107 Taylor Street  
Berryville, VA 22611

On Oct 26, 2018, at 8:29 AM, Keith Dalton <[townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov)> wrote:

Sara:

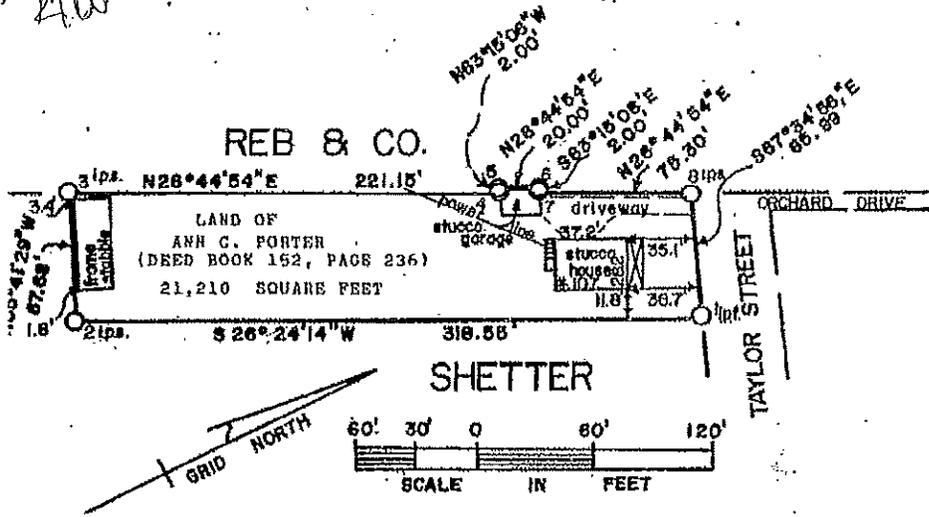
1927 "proposed street" (Taylor) Double day

107

5/24/1958 Taylor Street

46' 2/4 W

BOOK 171 PAGE 239



The above Tract of land, located on the Southwest side of Taylor Street in the Town of Berryville, Clarke County, Virginia; is bounded as follows:

Beginning at (1) an iron peg found on the Southwest side of Taylor Street a corner to the land of Shetter; thence with the land of Shetter for the following two courses:

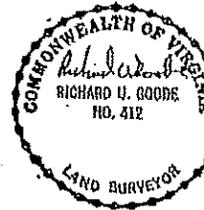
S 26 deg. 24 min. 14 sec. W 318.55 feet to (2) an iron peg set thence N 65 deg. 41 min. 29 sec. W 67.68 feet to (3) an iron peg set in the line of the REB & Company; thence with the land of REB & Company for the following five courses:

N 26 deg. 44 min. 54 sec. E 221.15 feet to (4) a point on the Stucco Garage; thence with the Stucco Garage for the following three courses: N 63 deg. 15 min. 06 sec. W 2.00 feet to (5); thence N 26 deg. 44 min. 54 sec. E 20.00 feet to (6); thence S 63 deg. 15 min. 06 sec. E 2.00 feet to (7); thence N 26 deg. 44 min. 54 sec. E 75.30 feet to (8) an iron peg set on the Southwest side of Taylor Street; thence with the Southwest side of Taylor Street S 67 deg. 34 min. 56 sec. E 65.89 feet to the point of beginning, containing 21,210 Square Feet, more or less.

NOTE: THIS LOT IS NOT IN HUD FLOOD ZONE "A".

I.P.S. = IRON PEG SET  
I.P.F. = IRON PEG FOUND

RICHARD U. GOODE,  
CERTIFIED LAND SURVEYOR  
BERRYVILLE, VIRGINIA.  
AUGUST 7, 1986



SURVEY NO. 2851/A

WITNESSE: In the Clerk's Office of Clarke County Circuit Court  
This Deed was presented and with  
the required certificate of acknowledgment admitted to record at  
11:20 AM. The taxes imposed by Section 58-54.1 in the  
amount of \$ 8.25. And by Section 58-54 of the Code  
of Virginia have been paid.

NOTE: *[Signature]* CLERK





BERRYVILLE TOWN COUNCIL

MOTION TO TAKE NO ACTION ON TAYLOR STREET PAVING  
COMPLAINT

Date: February 12, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville take no action on the Taylor Street paving complaint.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 13

*Attachments*

- Survey data plotting
- Motion

The Streets and Utilities Committee, after holding two public input sessions, developed recommendations as to how it would like to proceed in the effort to identify and mitigate stormwater management issues. The areas about which concerns were expressed at the input sessions and through completed written surveys were potted. The plotted survey data is attached to this report.

The Committee's recommendations include examination of the Jackson Drive SWMA, the Town Run east of the railroad, and the area into which Ashby and Archer Courts drain.

*Jackson Drive SWMA*

With regard to the Jackson Drive SWMA, the approach would include a determination as to whether the structure's outfall can be modified to provide relief to property owners downstream. If such work is feasible and beneficial, then cost estimates would be developed for design and construction. Staff expects this examination and design (if warranted) to cost no more than \$7,500 (add \$1,875 contingency).

*Town Run east of railroad*

With regard to Town Run east of the railroad, the approach would include an analysis, schematic design of recommended improvements, and developing construction cost estimates. Staff expects the preliminary engineering to cost no more than \$35,000 (add \$7,000 contingency)

*Ashby/Archer Court drainage area*

With regard to properties downstream of Ashby and Archer Courts, the approach would include an analysis, schematic design of recommended improvements, and developing construction cost estimates. Staff expects this preliminary engineering to cost no more than \$7,500 (add \$1,875 contingency).

*Schedule*

If the Council approves this approach, staff would work to complete the Jackson SWMA preliminary engineering work in FY 2019 and would work to complete the Ashby/Archer preliminary engineering work in close to the same timeframe. The Town Run preliminary engineering would have to be completed in FY2020.

*Budget Amendment*

The Committee recommends that the cost of the above-referenced work be paid for out of Storm Water Reserve funds (reserve contains \$450,093.93). When examining how to approach this matter, staff concluded that, since approximately \$18,750 from reserve

funds will need to be transferred into the FY19 budget, the budget will have to be amended (In September the Council authorized transfer of just over \$67,000 from reserves into the FY 19 budget and that the change was just below the level that would require a budget amendment. Any significant transfer would certainly exceed the 1% change threshold permitted under law.).

Please find attached a motion to set a public hearing regarding a proposal to amend the FY 2019 Budget in order to transfer \$18,750 from Storm Water Reserves into the General Fund.

#### *FY2020 Budget*

Funds would have to be budgeted in order to complete any portion of the two smaller projects that were not completed by the end of FY 2019 and the Town Run project.

#### *Recommended Actions*

Set public hearing on budget amendment.

---

Report to the Streets and Utilities Committee 1/22/19

#### *Attachment*

- Survey data plotting

#### *Background*

The core of Berryville as settled in 1790's. Town Run (Dog Run as it is known in the County), which has a drainage area of over 2.25 square miles at the N&S railroad tracks, bisects the Town's core. Historically, the Town's core and several other areas, have been known to have high ground water levels.

When land east of the N&S railroad tracks were annexed in 1989, it was acknowledged that there were flood plain challenges in the area along Town Run. Similar issues exist west of the N&S railroad tracks.

During the development of Battlefield Estates in the mid to late 1990's the Town determined that conventional stormwater management practices were not properly protecting properties downstream of development. Accordingly, the Town adopted a karst ordinance to better address the calculation of allowable post-development stormwater release.

In the early 2000's the Town and the Army Corps of Engineers completed a study of the Town Run Flood Plain and possible remedial work. In 2001 and 2007 FEMA completed revised Flood Plain Maps for the Town.

The aforementioned Army Corps of Engineers study revealed that significant work to enlarge the Town Run culverts under the N&S railroad would have little effect on the

flood plain west of the tracks. Further, the study revealed that such work would worsen conditions east of the tracks.

For many years the Town Council contributed to a stormwater reserve in order to bank funds that could be used to begin the process of flood plain mitigation study and remedial action. The fund (\$75,000 of which was contributed by Clarke County in accordance with an agreement associated with the 1989 annexation) has a balance of \$449,429.

Berryville received a record amount of precipitation in 2018. This precipitation generated numerous complaints and concerns about surface flow and ponding as well as ground water levels.

The Town Council's Streets and Utilities Committee sought public input regarding water concerns. The Committee collected information by use of a survey form and two public forums.

#### *Issues*

The Committee's public forums were well attended and many residents took the time to complete stormwater survey forms. In general, residents expressed concerns about localized ponding of stormwater and water infiltrating into their basements.

One Town Run flooding event took place during the year. The area just west of Chalmers Court experienced flooding in the spring during what was the most intense rainfall of the year.

#### *Committee Action after public forums*

The Committee has reviewed the surveys and the comments provided during the public forums.

The Committee has plotted the survey data.

The Committee will discuss the matter to formulate a recommended approach to addressing stormwater management challenges. This approach will be forwarded to the Town Council for consideration.

#### *Recommended Action*

Finalize findings and formulate an approach to address stormwater challenges and forward the Committee's findings and recommended approach to the Town Council.

# Storm Water Reported Problems

Survey data plotting

Historically Issues 

New This Year 



BERRYVILLE TOWN COUNCIL

MOTION TO SET PUBLIC HEARING FOR MARCH 12, 2019 ON  
PROPOSED AMENDMENT TO TOWN'S FY2019 BUDGET

Date: February 12, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville set a public hearing for its March 12, 2019 meeting to hear public comment on a proposed amendment to the Town's FY2019 budget by transferring \$18,750 Storm Water Reserves to a new capital improvement project line item.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 14

Attachment:

- Draft Social Media Policy

The Personnel Committee discussed this matter in some detail at their January 22 meeting. The Committee made changes to the draft social media policy in order to permit appointed officials to have social media sites where they use their Town titles and discuss Town business.

The Committee agreed to:

- Move the draft agenda to legal review
- Place before the Town Council for discussion the amended policy, an archiving solution, cooperation with the County to provide a social media presence, and to request that the Community Development Committee consider developing a Social Media Strategy for the Town.

Legal review of the policy has not yet occurred because the policy was not revised in time for review before the packet was developed. It is unknown whether the review can occur prior to the Council meeting.

It is expected that the cost of the archiving service will be between \$200 -250 per month.

Recommended Action

- Authorize the Town Manager to choose an archiving service and to contract for those services.
- Authorize the Town Manager to work with Clarke County in an effort to develop agreement on working cooperatively on social media.
- If legal review has been completed, review and approve the Social Media Policy.

---

*Report to Personnel Committee 1/22/19*

*Attachments*

- Draft Social Media Policy

*Recommended Approach*

Staff recommends that the Committee and Council address its social media needs in the following manner:

- Adopt a Social Media Policy (draft attached)
- Contract to have official social media account content archived
- Work cooperatively with the County of Clarke to provide a social media presence

*Social Media Policy*

The Committee last reviewed this matter on October 23, 2018.

Staff recommends that the Committee forward the attached draft Social Media Policy to the Council for review/approval.

#### *Content Archiving*

With the Social Media Policy in place, staff will contract with a firm to archive content of official sites. There are several Town Council members who desire having such a site.

Staff recommends that this service be secured as soon as possible with the expenses paid from GF Contingency Funds. The cost for next years' service would be included in the proposed FY20 budget (it is expected that the line item for this expenditure will be less than \$3,000).

#### *Work Cooperatively with Clarke County*

Staff would like to discuss the concept of working with Clarke County to address our social media communication needs. In short, we would seek agreement with the County to have Town content posted on County sites (staff would also like to examine a County/Town E-Newsletter as well). To do this, County Administrator and the Town Manager would have to establish the rules for providing the information, expectations for posting, and contribution to the County for providing the service.

Staff is of the opinion that working with the County will be more cost effective than training and assigning a Town staff member to maintain social media sites. Further, staff is also of the opinion that neither the Town nor County generates enough content to keep followers engaged; therefore, combining content would be beneficial to both organizations.

#### *Recommended Action*

Staff requests that the Committee forward a draft social media policy to the Council, request that the Town Council direct the Town Manager to secure archiving services, and request that the Council authorize the Town Manager to pursue agreement with the County regarding posting Town content on County social media sites.

# Town of Berryville Social Media Policy

---

Drafts  
May 30, 2018  
Version 1.1

June 6, 2018  
Version 1.2

August 21, 2018  
Version 1.3

October 18, 2018  
Version 2.0

January 11, 2019  
Version 3

**February 7, 2019**  
**Version 3.1**

## **I. INTERNAL POLICY**

### **A. Purpose**

This document defines the social media and social networking policy for Town of Berryville (Town) to address the fast-changing landscape of the Internet and the way the Town and its elected and appointed officials reach a broader audience.

This policy is intended to ensure that official social media and social networking use complies with applicable law.

### **B. Applicability**

This policy shall apply to:

- Use of personal social media sites (including social networking and Web 2.0) by Town officials and employees; hereinafter referred to as Personal Social Media Site (see Section C below)
- Use of social media sites (including social networking and Web 2.0) by elected and appointed officials on which they utilize their Town Titles and discuss Town related business; hereinafter referred to as Elected/Appointed Official's Social Media Site (see Section D below).
- Use of approved official Town social media sites (including social networking and Web 2.0) by Town employees; hereinafter referred to as Town Social Media Site (See Section E below).

### **C. Use of Personal Social Media Sites by Town Officials and Employees**

All Town officials (elected or appointed) and employees may have Personal Social Media sites on which they do not use their titles and do not discuss Town related business. These sites should remain personal in nature and be used to share personal opinions or non-work related information.

Town officials and employees shall not use their title or Town e-mail account or password in conjunction with a Personal Social Media Site.

If a Town official or employee decides to comment or post about Town business on their Personal Social Media Site, then it is recommended that the official or employee use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions or positions of the Town of Berryville."

### **D. Use of Elected/Appointed Official's Social Media Sites**

Town Elected and Appointed Officials may maintain Elected/Appointed Official's Social Media Sites on which they utilize their Town titles and discuss Town business.

All Town-related communication through Elected/Appointed Official's Social Media Sites shall be maintained and archived in accordance with the provisions of this policy and applicable law and should remain professional in nature.

Elected/Appointed Official's Social Media Sites should not be used to conduct private commercial transactions, or engage in private business activities.

Officials should be mindful that their usage of Elected/Appointed Official's Social Media Sites is subject to the Virginia Freedom of Information Act (FOIA). The official is responsible for maintaining his/her site in a manner consistent with law.

Officials are encouraged to use a disclaimer such as: "The postings on this site are my own and do not represent the opinions or positions of the Berryville Town Council or Town of Berryville." on their Elected/Appointed Official's Social Media Site.

### **E. Publishing Content on Town Social Media Sites**

Only individuals authorized by the Town Manager may publish content to a Town Social Media Site.

All posts or comments made on behalf of the Town shall conform to this policy and guidelines provided by the Town Manager.

Town Social Media Sites shall not be used for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Town employees should be mindful that inappropriate usage of Town Social Media Sites can be grounds for disciplinary action. If social media, Web 2.0, and other social computing technologies are used for official Town business, then the entire site, regardless of any personal views, is subject to best practices guidelines, and standards; including but not limited to the FOIA.

### **F. Social Media Sites prohibited**

Town Employees shall not maintain social media, Web 2.0, and social computing technologies on which they utilize their Town titles and discuss Town business.

### **G. Social Media Site Approval and Content Archiving**

All Town Social Media Sites shall be (1) approved by the Town Manager; (2) published using approved social networking platform and tools; (3) administered by the Town Clerk or other official designated as administrator by the Town Manager; and (4) archived in a manner that conforms to the requirements of FOIA and other applicable legal requirements.

The content of all Town Social Media Sites shall be archived in accordance with applicable law and the requirements of this policy.

All Town Officials who maintain Elected/Appointed Official's Social Media Sites shall report them to the Town Manager and the Town Clerk immediately upon activation of the site. The Elected Official responsible for the site shall provide the Town Manager and Town Clerk with any and all information required for the archiving regimen approved by the Town Council. The content of such sites shall be archived in accordance with applicable law.

## **H. Oversight and Enforcement**

Employees representing the Town on Town Social Media Sites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege post to Town sites and disciplinary action.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.

Town employees shall recognize that the content and messages they post on Town Social Media Sites are public and may be cited as official Town statements. Social media, Web 2.0, or other social computing technologies shall not be used to circumvent other Town policies or requirements.

Town employees representing the Town through Town Social Media Sites may not publish information that includes:

- Violations of local, state or federal Law
- Sexually explicit content
- Confidential information
- Copyright violations
- Profanity or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM
- Other content designated as prohibited by the Town

## **I. Records Retention**

Town Social Media Sites and Elected/Appointed Official's Social Media Sites contain communications sent to or received by the Town and such communications are therefore public records subject to Virginia Freedom of Information Act. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video).

The department or official maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured with a frequency and in a fashion that will minimize potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are archived in a manner that preserves the context of communications, including conversation threads, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- FOIA Officers shall have access to all social media public records.

## **J. Cooperation with other organizations**

Nothing in this policy shall be construed to prevent the Town from working with another

party, such as the County of Clarke, to provide a social media presence; provided that legal requirements, including archiving, are met.

## II. EXTERNAL POLICY

The following guidelines shall be displayed to users on all Town Social Media Sites or made available by hyperlink. Further, it is recommended that the following guidelines be displayed to users on all Elected/Appointed Official's Social Media Sites or made available by hyperlink.

### Moderation of Third Party Content

This site serves as a *limited public forum* and all content published is subject to monitoring. User-generated posts will be rejected or removed when the content:

- is off-subject or out of context
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual
- promotes or endorses political campaigns or candidates

### Public Records Law

Town Social Media Sites and Elected/Appointed Official's Social Media Sites are subject to applicable the Virginia Freedom of Information Act. Any content maintained in a social media format related to Town business, including communication posted by the Town and communication received from citizens, is a public record. The department or official maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

BERRYVILLE TOWN COUNCIL  
MOTION TO ADOPT A SOCIAL MEDIA POLICY

Date: February 12, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville:

- 1) authorize the Town Manager to choose an archiving service and contract for those services and to pay for said services from General Fund Contingency funds,
- 2) authorize the Town Manager to work with Clarke County to develop agreement on working cooperatively on social media, and
- 3) adopt the attached Social Media Policy.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 15

*Attachment*

- Proposed Town Council Voting Policy

At its January 22 meeting, the Personnel, Appointments, and Policy Committee discussed formatting for all Town Council Policies as well as a new Voting Policy.

*Policy Format*

The Committee was pleased with Chair Arnold's approach to formatting policies. Unless there is an objection from the Council, staff will produce a booklet of Town Council Policies utilizing the uniform format approved by the Committee and issue it to the Council in the coming weeks.

*Voting Policy*

Chair Arnold provided the attached draft Voting Policy for the Committee's review. Chair Arnold recommends the changes reduce meeting time spent on Roll Call Votes and to clarify how the Council votes on all items.

The Committee reviewed Policy and recommended that it be forwarded to the Council for consideration.

*Recommended Action*

Review the attached draft Policy and determine whether it should be adopted.

---

*Report from Personnel, Appointments, and Policy Committee 1/22/19*

In accordance with the wishes of the Committee, Recorder Arnold developed a format for Berryville Town Council Policies. Along with newly formatted policies (already adopted), Recorder Arnold has also included a draft policy addressing voting.

Once a format is approved by the Council the policies will be provided to the Council under one cover.

---

Berryville Town Council  
Policies

---

Voting

#2019-2-1

---

The Mayor, Town-Recorder, and Councilors representing the four wards, hereinafter recognized as “The Council,” acknowledge the following voting procedures.

Members of the Council shall vote on all motions before the Council, unless that member has been duly recused from the matter. Unless duly recused from a matter, members shall vote on motions by either voting “Yes” if supporting the motion; “No” if opposing the motion; or “Abstain” is choosing not to support or oppose the motion.

When initiating a voice vote on a matter, the presiding officer shall:

- state “All in favor of the motion say Yes”
- state “All opposed say No”
- state “ All abstaining say Abstain” and
- announce the vote count and outcome

If the outcome of a voice vote cannot be determined or is in doubt, then any member may request that the presiding officer call for a show of hands. When conducting a vote by show of hands the presiding officer shall:

- state “All in favor of the motion raise your hand”, members in favor of the motion shall raise their hand and keep it raised until the presiding officer has announced the yes vote count, then
- state “All opposed to the motion raise your hand”, members opposed to the motion shall raise their hand and keep it raised until the presiding officer has announced the no vote count, then
- state “All abstaining from the vote raise your hand: members abstaining from the vote shall raise their hand and keep it raised until the presiding officer has announced the abstention vote, then
- announce the vote count and outcome

Any member of Council may call for a roll call vote as provided by Roberts Rules of Order.

At no time will a vote be changed in the minutes by the Clerk once it has been recorded, without action taken by The Council at a regular meeting.

Adopted by Berryville Town Council on \_\_\_\_\_ .

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT A TOWN COUNCIL VOTING POLICY

Date: February 12, 2019 .

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached Voting Policy.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder