

**BERRYVILLE TOWN COUNCIL  
MEETING AGENDA  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room  
Regular Meeting  
Tuesday, May 14, 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 Hearing	FY 2020 Budget The Council of the Town of Berryville proposes to approve a budget and appropriate funds for FY 2020.	1
5. Citizens' Forum		
6. Consent Agenda	Motion <ul style="list-style-type: none"><li>- Minutes of Regular Meeting 4/9/19</li><li>- Minutes of Community Development Comm. Mtg. 4/29/19</li><li>- Minutes of Personnel, Appointments, &amp; Policy Comm. Mtg. 5/8/19</li><li>- Minutes of Public Safety Comm. Mtg. 4/24/19</li></ul>	2↓
7. Presentations	No presentations scheduled	
8. Report of Patricia Dickinson, Mayor		
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>	
<b>12. Report of Erecka Gibson – Chair, Budget and Finance Committee</b>	
Report of Desiree Moreland, Treasurer	4
Voluntary Long-Term Care Insurance Agreement with VRS	5↓
<b>13. Report of Kara Rodriguez – Chair, Community Development Committee</b>	
Discussion regarding Town membership on Economic Development MOU work group	6↓
<b>14. Report of Donna McDonald – Chair, Public Safety Committee</b>	
Report of Neal White, Chief of Police	7
Recognition of Peace Officers Memorial Day	8↓
Memorandum of Agreement – Northwestern CITAC	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
<b>16. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointments and Policy Committee</b>	
<b>17. Closed Session-</b>	<b>No closed session scheduled</b>
<b>18. Other –</b>	
<b>19. Adjourn –</b>	

# Attachment 1

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## FINANCE AND ADMINISTRATION STAFF REPORT

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** BUDGET  
**DATE:** 4/30/2019  
**CC:** KEITH DALTON, TOWN MANAGER

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A Public Hearing for the proposed FY 19-20 Budget is set for this meeting.

The Budget should be approved and appropriated at the June 11th meeting.

Proposed Budget FY 19-20 Highlights include:

### REVENUES

#### GENERAL FUND

- No increase in Personal Property tax rate.
- PPTRA remains at 70%
- A 1¢ increase in the Real Estate tax rate.
- No increase in Machinery & Tools tax rate.
- No increase in Vehicle License Fees
- No increase in Business & Professional License rates
- Water Tank Site Lease adjustments per agreements
- No increase in Lodging Tax, Meals Tax or Cigarette Tax

#### WATER FUND

- No increase in Treatment Fees.
- Five residential Availability Fees projected

#### SEWER FUND

- No increase in Treatment Fees.
- Five residential and Availability Fees projected

## OPERATING EXPENSES

### ALL FUNDS

- 3% COLA with Police Dept CDP payroll increases are proposed.
- No increase in Health Care costs.
- Employer VRS did not increase
- TOTAL BUDGET decrease of .87%

### GENERAL FUND

- Increase in Maintenance & Operational Expenses of 4.14%
- The Manager's salary includes a 1.5% COLA and payment of vacation and comp time overages
- The Treasurer's salary includes a 3% COLA, 30 day overlap and payout of vacation and comp time
- Blight Abatement
- Contingency is 3% of the Operating Budget
- General Fund total increase of 3.16 %
- \$150,000 of proffers to JHEVFD

### WATER FUND

- Increase in Maintenance & Operational Expenses of 1.51%
- There is currently no Debt Service in the Water Fund
- Contingency is 3 % of the Operating Budget
- Water Fund total decrease of 8.95 % due to CIP

### SEWER FUND

- Increase in Maintenance & Operational Expenses of 5.21%
- Debt service reflects payments to VRA
- Contingency is 3% of the Operating Budget
- Sewer Fund total decrease of 3.65%

**BERRYVILLE TOWN COUNCIL  
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:30 p.m., or as soon after as this matter may be heard, on **Tuesday, May 14, 2019**, in the Main Meeting Room, Second Floor, of the Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

**Proposed Fiscal Year 2019-2020 Budget as follows:**

<u>Resources and Revenues</u>	<b>AMENDED FY 18-19</b>	<b>REQUESTED FY 19-20</b>
<b>GENERAL FUND</b>		
Fund Balance	\$ 217,750.00	\$ 307,000.00
Revenue from Local Sources	\$ 2,638,600.00	\$ 2,759,967.00
Revenue from State Sources	\$ 938,162.00	\$ 961,677.00
Revenue from Other Sources	\$ 1,000.00	\$ 1,000.00
<b>Total</b>	<b>\$ 3,795,512.00</b>	<b>\$ 4,029,644.00</b>
<b>WATER FUND</b>		
Fund Balance	\$ 300,000.00	\$ 175,000.00
Revenue from Local Sources	\$ 888,690.00	\$ 911,625.00
Availability Fees	\$ 33,470.00	\$ 26,250.00
<b>Total</b>	<b>\$ 1,222,160.00</b>	<b>\$ 1,112,875.00</b>
<b>SEWER FUND</b>		
Fund Balance	\$ 82,445.00	\$ .00
Revenue from Local Sources	\$ 1,676,500.00	\$ 1,720,750.00
Availability Fees	\$ 145,035.00	\$ 113,750.00
<b>Total</b>	<b>\$ 1,903,980.00</b>	<b>\$ 1,834,500.00</b>
<b>TOTAL RESOURCES AND REVENUES</b>	<b>\$ 6,921,652.00</b>	<b>\$ 6,977,019.00</b>

**Expenses and Reserves**

<b>GENERAL FUND</b>		
Maintenance and Operational	\$ 3,211,245.00	\$ 3,344,468.00
Debt Service	\$ 121,476.00	\$ 121,476.00
Capital Reserves and Expenses	\$ 365,750.00	\$ 463,365.00
Contingency	\$ 97,041.00	\$ 100,335.00
<b>Total</b>	<b>\$ 3,795,512.00</b>	<b>\$ 4,029,644.00</b>
<b>WATER FUND</b>		
Maintenance and Operational	\$ 700,315.00	\$ 710,930.00
Debt Service		
Capital Reserves and Expenses	\$ 500,845.00	\$ 380,615.00

Contingency	\$	21,000.00	\$	21,330.00
<b>Total</b>	<b>\$</b>	<b>1,222,160.00</b>	<b>\$</b>	<b>1,112,875.00</b>
<b>SEWER FUND</b>				
Maintenance and Operational	\$	1,035,260.00	\$	1,074,315.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves and Expenses	\$	367,670.00	\$	257,955.00
Contingency	\$	31,050.00	\$	32,230.00
<b>Total</b>	<b>\$</b>	<b>1,903,980.00</b>	<b>\$</b>	<b>1,834,500.00</b>
<b>TOTAL EXPENSES AND RESERVES</b>				
	<b>\$</b>	<b>6,921,652.00</b>	<b>\$</b>	<b>6,977,019.00</b>

Copies of the full proposed budget may be examined at the Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Assistant Town Manager/Treasurer Desiree Moreland at 540-955-1099.

Any person desiring to be heard regarding the above matter should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required.

The Town of Berryville does not discriminate against disabled people in admission or access to its programs and activities. Accommodations will be made for disabled people upon prior request.

By order of the Town Council  
Keith R. Dalton, Town Manager

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**FY 19-20 BUDGET REVENUES**

Account Number	Account Description		3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
<b>GENERAL FUND</b>				
<b>FUND BALANCE</b>				
100-3000000-0000	FUND BALANCE FORWARD	\$	217,750.00	\$ 307,000.00
	<b>TOTAL FUND BALANCE</b>	\$	217,750.00	\$ 307,000.00
<b>REVENUE FROM LOCAL SOURCES</b>				
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$	922,000.00	\$ 1,000,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$	5,000.00	\$ -
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$	11,650.00	\$ 10,650.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$	260,000.00	\$ 294,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$	3,500.00	\$ -
100-3110401-0000	MACHINERY & TOOLS	\$	161,700.00	\$ 150,000.00
100-3110601-0000	TAX PENALTIES	\$	6,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$	4,000.00	\$ 2,000.00
	<b>TOTAL REV FROM LOCAL SOURCES</b>	\$	1,373,850.00	\$ 1,462,650.00
<b>OTHER LOCAL TAXES</b>				
100-3120101-0000	LOCAL SALES TAX	\$	200,000.00	\$ 200,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$	100,000.00	\$ 95,000.00
100-3120300-0000	BUSINESS LICENSE	\$	200,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$	32,000.00	\$ 35,000.00
100-3120501-0000	AUTO LICENSE	\$	90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$	125,000.00	\$ 135,000.00
100-3120801-0000	CIGARETTE TAX (10c)	\$	45,000.00	\$ 50,000.00
100-3121001-0000	LODGING TAX (2%)	\$	7,500.00	\$ 10,000.00
100-3121101-0000	MEALS TAX (4%)	\$	265,000.00	\$ 257,817.00
	<b>TOTAL OTHER LOCAL TAXES</b>	\$	1,064,500.00	\$ 1,072,817.00
<b>PERMITS, FEES &amp; LICENSES</b>				
100-3130304-0000	LAND USE APPLICATION FEES	\$	750.00	\$ 1,500.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$	10,000.00	\$ 10,000.00
	<b>TOTAL PERMITS, FEES &amp; LICENSES</b>	\$	10,750.00	\$ 11,500.00
<b>FINES &amp; FORFEITURES</b>				
100-3140101-0000	COURT FINES	\$	25,000.00	\$ 40,000.00
100-3140102-0000	PARKING METER FINES	\$	2,500.00	\$ 2,500.00
100-3140103-0000	ESUMMONS	\$	1,500.00	\$ 2,000.00
	<b>TOTAL FINES &amp; FORFEITURES</b>	\$	29,000.00	\$ 44,500.00
<b>REVENUE FROM MONEY OR PROP</b>				
100-3150101-0000	INTEREST ON DEPOSITS	\$	40,000.00	\$ 50,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$	12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$	74,000.00	\$ 76,500.00
100-3150206-0000	CHARGE CARD REBATE	\$	10,500.00	\$ 11,000.00
	<b>TOTAL FROM MONEY OR PROP</b>	\$	136,500.00	\$ 149,500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
<b>CHARGES FOR SERVICES</b>			
100-3160703-0000	PARKING METERS	\$ 14,000.00	\$ 14,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$ -	\$ -
	<b>TOTAL CHARGES FOR SERVICES</b>	\$ 14,000.00	\$ 14,000.00
<b>MISCELLANEOUS REVENUES</b>			
100-3189905-0000	SALE OF SURPLUS	\$ 5,000.00	\$ 5,000.00
	<b>TOTAL MISC REVENUES</b>	\$ 5,000.00	\$ 5,000.00
<b>RECOVERED COSTS</b>			
100-3190203-0000	REIMBURSABLE FEES	\$ 5,000.00	\$ -
	<b>TOTAL RECOVERED COSTS</b>	\$ 5,000.00	\$ -
	<b>TOTAL LOCAL REVENUES</b>	\$ 2,856,350.00	\$ 3,066,967.00

### REVENUE FROM THE COMMONWEALTH

<b>NON-CATEGORICAL AID</b>			
100-3220107-0000	ROLLING STOCK TAX	\$ 1,850.00	\$ 1,850.00
100-3220109-0000	PPTRA	\$ 209,917.00	\$ 209,917.00
100-3220201-0000	COMMUNICATION TAX	\$ 90,000.00	\$ 80,000.00
	<b>TOTAL NON-CATEGORICAL AID</b>	\$ 301,767.00	\$ 291,767.00
<b>CATEGORICAL AID</b>			
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$ 79,265.00	\$ 79,265.00
100-3240103-0000	LE BLOCK GRANT	\$ 5,000.00	\$ 5,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$ 14,000.00	\$ 14,500.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$ 521,600.00	\$ 558,615.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$ 10,000.00	\$ 10,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$ 2,000.00	\$ 2,500.00
100-3240311-0000	ST EMERGENCY R&R	\$ -	\$ -
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$ 4,500.00	\$ -
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$ 30.00	\$ 30.00
	<b>TOTAL CATEGORICAL AID</b>	\$ 636,395.00	\$ 669,910.00
	<b>TOTAL FROM THE COMMONWEALTH</b>	\$ 938,162.00	\$ 961,677.00

### REVENUE FROM THE FEDERAL GOVERNMENT

<b>CATEGORICAL AID</b>			
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$ -	\$ -
100-3340311-0000	FEDERAL EMERGENCY R&R	\$ -	\$ -

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
	TOTAL CATEGORICAL AID	\$ -	\$ -
	<b>TOTAL FROM FEDERAL GOVERNMENT</b>	\$ -	\$ -
	<b>REVENUE FROM OTHER SOURCES</b>		
	NON-REVENUE RECEIPTS		
100-3410201-0000	MISCELLANEOUS REVENUES	\$ 1,000.00	\$ 1,000.00
	TOTAL FROM OTHER SOURCES	\$ 1,000.00	\$ 1,000.00
	<b>TOTAL FROM OTHER SOURCES</b>	\$ 1,000.00	\$ 1,000.00
	<b>TOTAL GENERAL FUND REVENUES</b>	\$ 3,795,512.00	\$ 4,029,644.00
	<b>WATER FUND</b>		
	FUND BALANCE		
501-3000000-0000	FUND BALANCE	\$ 300,000.00	\$ 175,000.00
	TOTAL FUND BALANCE	\$ 300,000.00	\$ 175,000.00
	REVENUE FROM MONEY OR PROP		
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 6,000.00	\$ 20,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$ 6,000.00	\$ 20,000.00
	CHARGES FOR SERVICES		
501-3160110-0000	TREATMENT FEES	\$ 850,000.00	\$ 860,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 30,000.00	\$ 30,000.00
501-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
501-3160113-0000	AVAILABILITY CHARGES	\$ 33,470.00	\$ 26,250.00
501-3160114-0000	CONNECTION CHARGES		
501-3160115-0000	METER FEES	\$ 2,690.00	\$ 1,625.00
	TOTAL CHARGES FOR SERVICES	\$ 916,160.00	\$ 917,875.00
	<b>TOTAL WATER FUND</b>	\$ 1,222,160.00	\$ 1,112,875.00
	<b>SEWER FUND</b>		
	FUND BALANCE		
502-3000000-0000	FUND BALANCE	\$ 82,445.00	\$ -
	TOTAL FUND BALANCE	\$ 82,445.00	\$ -

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
<b>REVENUE FROM MONEY OR PROP</b>			
502-3150101-0000	INTEREST INCOME	\$ 15,000.00	\$ 40,000.00
	<b>TOTAL REVENUE FROM MONEY OR PROP</b>	\$ 15,000.00	\$ 40,000.00
<b>CHARGES FOR SERVICES</b>			
502-3160110-0000	TREATMENT FEES	\$ 1,660,000.00	\$ 1,680,750.00
502-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$ 145,035.00	\$ 113,750.00
	<b>TOTAL CHARGES FOR SERVICES</b>	\$ 1,805,035.00	\$ 1,794,500.00
<b>REVENUE FROM OTHER SOURCES</b>			
<b>NON-REVENUE RECEIPTS</b>			
502-3410401-0000	VRA LOAN	\$ -	\$ -
502-3410402-0000	WQIF Grant	\$ -	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$ 1,500.00	\$ -
	<b>TOTAL NON-REVENUE RECEIPTS</b>	\$ 1,500.00	\$ -
	<b>TOTAL FROM OTHER SOURCES</b>	\$ 1,500.00	\$ -
	<b>TOTAL SEWER FUND</b>	\$ 1,903,980.00	\$ 1,834,500.00
	<b>TOTAL REVENUES ALL FUNDS</b>	\$ 6,921,652.00	\$ 6,977,019.00

**FY 19-20 BUDGET EXPENSES**

Account Number	Account Description	AMENDED 2018-2019	REQUESTED 2019-2020
<b>GENERAL FUND</b>			
<b>TOWN COUNCIL</b>			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 2,400.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 3,000.00	\$ 5,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	<b>TOTAL TOWN COUNCIL</b>	\$ 29,750.00	\$ 33,350.00
<b>TOWN CLERK</b>			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 43,000.00	\$ 47,200.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,300.00	\$ 3,610.00
100-4011200-5510	MILEAGE	\$ 500.00	\$ 500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4011200-5540	EDUCATION/TRAINING	\$ 3,000.00	\$ 3,000.00
100-4011200-5810	DUES	\$ 100.00	\$ 100.00
	<b>TOTAL TOWN CLERK</b>	\$ 49,900.00	\$ 54,410.00
	<b>TOWN MANAGER</b>		
100-4012110-1112	COMPENSATION	\$ 133,000.00	\$ 148,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 10,200.00	\$ 11,315.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 17,000.00	\$ 17,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,500.00	\$ 1,500.00
100-4012110-5810	DUES	\$ 350.00	\$ 350.00
	<b>TOTAL TOWN MANAGER</b>	\$ 162,800.00	\$ 178,915.00
	<b>LEGAL SERVICES</b>		
100-4012210-3150	PROFESSIONAL SERVICES	\$ 35,000.00	\$ 35,000.00
	<b>TOTAL LEGAL SERVICES</b>	\$ 35,000.00	\$ 35,000.00
	<b>PERSONNEL</b>		
100-4012220-2100	SOCIAL SECURITY	\$ -	\$ -
100-4012220-2210	VRS	\$ 129,500.00	\$ 126,000.00
100-4012220-2220	VMLIP - STD	\$ 640.00	\$ 660.00
100-4012220-2230	VMLIP - LTD	\$ 5,750.00	\$ 6,170.00
100-4012220-2250	Line of Duty Act	\$ 4,775.00	\$ 6,800.00
100-4012220-2300	HEALTH INSURANCE	\$ 187,500.00	\$ 211,230.00
100-4012220-2400	LIFE INSURANCE	\$ 13,950.00	\$ 14,935.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 180.00	\$ 205.00
100-4012220-2700	WORKER'S COMPENSATION	\$ 18,500.00	\$ 19,180.00
100-4012220-3110	RANDOM DRUG SCREENING	\$ 750.00	\$ 750.00
	<b>TOTAL PERSONNEL</b>	\$ 361,545.00	\$ 385,930.00
	<b>INDEPENDENT AUDITOR</b>		
100-4012240-3120	CONTRACTUAL SERVICES	\$ 15,450.00	\$ 15,750.00
	<b>TOTAL INDEPENDENT AUDITOR</b>	\$ 15,450.00	\$ 15,750.00
	<b>TOWN TREASURER</b>		
100-4012410-1113	COMPENSATION	\$ 92,550.00	\$ 132,000.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,080.00	\$ 10,100.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$ 5,000.00	\$ 5,000.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$ -	\$ -
100-4012410-5306	SURETY BONDS	\$ 250.00	\$ 415.00
100-4012410-5540	TRAINING	\$ 2,500.00	\$ 5,000.00
100-4012410-5810	DUES	\$ 300.00	\$ 300.00
100-4012410-6015	AUTO DECALS	\$ -	\$ -
100-4012410-6020	CIGARETTE TAX STAMPS	\$ 6,000.00	\$ 6,500.00
	<b>TOTAL TOWN TREASURER</b>	\$ 113,680.00	\$ 159,315.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
<b>FINANCE/ACCOUNTING</b>			
100-4012430-1113	COMPENSATION	\$ 120,780.00	\$ 123,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,240.00	\$ 9,410.00
100-4012430-5540	TRAINING	\$ 2,500.00	\$ 3,500.00
	<b>TOTAL FINANCE/ACCOUNTING</b>	\$ 132,520.00	\$ 135,910.00
<b>CENTRAL ADM/PURCHASING</b>			
100-4012530-3320	MAINTENANCE CONTRACTS	\$ 30,000.00	\$ 33,000.00
100-4012530-3400	WEB SITE	\$ 2,500.00	\$ 1,000.00
100-4012530-3501	NEWSLETTER	\$ 250.00	\$ 1,000.00
100-4012530-3600	ADVERTISING	\$ 10,000.00	\$ 10,000.00
100-4012530-5210	POSTAGE	\$ 8,000.00	\$ 8,500.00
100-4012530-5230	TELECOMMUNICATIONS	\$ 1,200.00	\$ 1,350.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$ -	\$ 2,700.00
100-4012530-5415	COPIER LEASE	\$ 5,000.00	\$ 3,330.00
100-4012530-5540	TRAINING	\$ 1,500.00	\$ 2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$ -	\$ 7,500.00
100-4012530-5810	DUES	\$ 500.00	\$ 500.00
100-4012530-6001	OFFICE SUPPLIES	\$ 10,000.00	\$ 10,000.00
	<b>TOTAL CENTRAL ADM/PURCHASING</b>	\$ 68,950.00	\$ 81,380.00
<b>RISK MANAGEMENT</b>			
100-4012550-5304	BLANKET EXCESS LIABILITY	\$ 10,000.00	\$ 9,200.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$ 8,850.00	\$ 9,500.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$ 29,900.00	\$ 31,350.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$ 3,000.00	\$ -
	<b>TOTAL RISK MANAGEMENT</b>	\$ 51,750.00	\$ 50,050.00
<b>ENGINEERING SERVICES</b>			
100-4012600-3140	ENGINEERING SERVICES	\$ 5,000.00	\$ 5,000.00
	<b>TOTAL ENGINEERING SERVICES</b>	\$ 5,000.00	\$ 5,000.00
<b>ELECTIONS</b>			
100-4013100-1125	ELECTION OFFICIALS	\$ 650.00	\$ 1,000.00
100-4013100-6001	OFFICE SUPPLIES	\$ 2,100.00	\$ 2,000.00
	<b>TOTAL ELECTIONS</b>	\$ 2,750.00	\$ 3,000.00
<b>PUBLIC DEFENDER FEES</b>			
100-4021500-3150	PUBLIC DEFENDER FEES	\$ 2,000.00	\$ 2,000.00
	<b>TOTAL PUBLIC DEFENDER FEES</b>	\$ 2,000.00	\$ 2,000.00
<b>POLICE DEPARTMENT</b>			
100-4031100-1139	COMPENSATION	\$ 547,275.00	\$ 517,000.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 41,870.00	\$ 40,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$ 500.00	\$ 500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$ 500.00	\$ 500.00
100-4031100-3190	INTERPRETER	\$ 400.00	\$ 400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$ 14,000.00	\$ 12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$ 10,000.00	\$ 17,100.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$ 1,000.00	\$ 1,000.00
100-4031100-5210	POSTAGE	\$ 250.00	\$ 250.00
100-4031100-5230	TELECOMMUNICATIONS	\$ 4,625.00	\$ 4,625.00
100-4031100-5415	COPIER LEASE	\$ 3,525.00	\$ 3,330.00
100-4031100-5540	TRAINING	\$ 9,500.00	\$ 12,500.00
100-4031100-5545	OFFICE ACCREDIATION	\$ -	\$ 1,700.00
100-4031100-5810	DUES	\$ 700.00	\$ 700.00
100-4031100-5815	COMMUNITY RELATIONS	\$ 1,200.00	\$ 2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$ 2,350.00	\$ 2,350.00
100-4031100-6008	GASOLINE & OIL	\$ 14,000.00	\$ 14,500.00
100-4031100-6010	POLICE SUPPLIES	\$ 13,500.00	\$ 13,500.00
100-4031100-6011	UNIFORMS	\$ 4,000.00	\$ 4,000.00
	<b>TOTAL POLICE DEPARTMENT</b>	\$ 669,195.00	\$ 647,955.00
	<b>TRAFFIC CONTROL</b>		
100-4031300-5699	COUNTY CONT/CROSSING GD	\$ 2,500.00	\$ 2,500.00
	<b>TOTAL TRAFFIC CONTROL</b>	\$ 2,500.00	\$ 2,500.00
	<b>EMERGENCY SERVICES</b>		
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$ 2,000.00	\$ 5,000.00
	<b>TOTAL EMERGENCY SERVICES</b>	\$ 2,000.00	\$ 5,000.00
	<b>VOLUNTEER FIRE DEPARTMENT</b>		
100-4032200-5699	CONTRIBUTION/JHEVFD	\$ 30,000.00	\$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$ 14,000.00	\$ 14,500.00
100-4032200-88411	CAPITAL PROJECT RESERVE	\$ 10,000.00	\$ 10,000.00
	<b>TOTAL VOLUNTEER FIRE DEPT</b>	\$ 54,000.00	\$ 54,500.00
	<b>RESCUE SERVICES</b>		
100-4032300-5699	PROFESSIONAL SER "EMT"	\$ 16,500.00	\$ -
	<b>TOTAL RESCUE SERVICES</b>	\$ 16,500.00	\$ -
	<b>CORRECTION &amp; DETENTION</b>		
100-4033200-5550	CONFINEMENT OF PRISONERS	\$ 250.00	\$ 250.00
	<b>TOTAL CORRECTION &amp; DETENTION</b>	\$ 250.00	\$ 250.00
	<b>PUBLIC WORKS ADMINISTRATION</b>		
100-4041100-1140	COMPENSATION	\$ 41,350.00	\$ 43,500.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,165.00	\$ 3,330.00
100-4041100-3110	MEDICAL EXAMS	\$ 800.00	\$ 1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$ 7,000.00	\$ 7,000.00
100-4041100-5120	FUEL OIL/HEAT	\$ 1,500.00	\$ 1,500.00

Account Number	Account Description		3/12/2018 AMENDED 2018-2019		4/10/2019 DRAFT 2019-2020
100-4041100-5230	TELECOMMUNICATIONS	\$	4,400.00	\$	5,000.00
100-4041100-5415	COPIER LEASE	\$	2,500.00	\$	2,665.00
100-4041100-5540	TRAINING	\$	500.00	\$	500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	<b>TOTAL PUBLI WKS ADMINISTRATION</b>	\$	61,715.00	\$	64,995.00
	<b>HWYS, STS BRIDGES &amp; SDWLKS</b>				
100-4041200-1183	COMPENSATION	\$	128,300.00	\$	130,500.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,815.00	\$	10,000.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	15,000.00	\$	15,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	700.00	\$	700.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,050.00	\$	1,075.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$	4,000.00
100-4041200-6008	GASOLINE & OIL	\$	20,000.00	\$	20,000.00
100-4041200-6011	UNIFORMS	\$	4,000.00	\$	4,000.00
	<b>TOTAL HWYS, STS BRIDGES &amp; SWLKS</b>	\$	194,865.00	\$	197,275.00
	<b>VDOT STREET MAINTENANCE</b>				
100-4041250-3300	VDOT STREET MAINTENANCE	\$	494,100.00	\$	538,615.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$	-	\$	10,000.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$	27,500.00	\$	10,000.00
	<b>TOTAL VDOT STREET MAINTENANCE</b>	\$	521,600.00	\$	558,615.00
	<b>STREET LIGHTS</b>				
100-4041320-5110	ELECTRICITY	\$	75,000.00	\$	60,000.00
	<b>TOTAL STREET LIGHTS</b>	\$	75,000.00	\$	60,000.00
	<b>SNOW REMOVAL</b>				
100-4041330-3220	CONTRACTUAL SERVICES	\$	16,000.00	\$	16,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	<b>TOTAL SNOW REMOVAL</b>	\$	18,000.00	\$	18,000.00
	<b>PARKING METERS &amp; LOTS</b>				
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00
	<b>TOTAL PARKING METERS &amp; LOTS</b>	\$	1,500.00	\$	1,500.00
	<b>STREET &amp; ROAD CLEANING</b>				
100-4042200-6007	MATERIALS & SUPPLIES	\$	1,000.00	\$	1,000.00
	<b>TOTAL STREET &amp; ROAD CLEANING</b>	\$	1,000.00	\$	1,000.00
	<b>REFUSE COLLECTION</b>				
100-4042300-3220	CONTRACTUAL SERVICES	\$	189,200.00	\$	194,000.00
100-4042300-6225	RECYCLING SERVICES	\$	56,000.00	\$	65,000.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
	<b>TOTAL REFUSE COLLECTION</b>	\$ 245,200.00	\$ 259,000.00
	<b>REFUSE DISPOSAL</b>		
100-4042400-3800	FCO LANDFILL CHARGES	\$ 35,000.00	\$ 40,000.00
	<b>TOTAL REFUSE DISPOSAL</b>	\$ 35,000.00	\$ 40,000.00
	<b>GENERAL PROPERTIES</b>		
100-4043200-3310	REPAIR & MAINTENANCE	\$ 15,000.00	\$ 15,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$ 4,100.00	\$ 4,100.00
100-4043200-6007	MATERIALS & SUPPLIES	\$ 500.00	\$ 500.00
100-4043200-6017	CHRISTMAS WREATHS	\$ 500.00	\$ 500.00
	<b>TOTAL GENERAL PROPERTIES</b>	\$ 20,100.00	\$ 20,100.00
	<b>BUILDING SERVICES</b>		
100-4064200-3150	PROFESSIONAL SERVICES	\$ 4,000.00	\$ 2,451.00
100-4064200-3200	CONTRACTURAL SERVICES	\$ 18,000.00	\$ 17,326.00
100-4064200-5110	ELECTRICITY	\$ 22,200.00	\$ 18,892.00
100-4064200-5120	NATURAL GAS/HEAT	\$ 3,000.00	\$ 2,550.00
100-4064200-5130	WATER/SEWER	\$ 750.00	\$ 717.00
100-4064200-5230	TELECOMMUNICATIONS	\$ 4,450.00	\$ 7,646.00
100-4064200-5304	LIABILITY INSURANCE	\$ 2,250.00	\$ 2,011.00
100-4064200-7113	IN KIND COSTS	\$ 10,000.00	\$ 12,864.00
100-4064200-7115	SHARED MAINTENANCE	\$ 22,000.00	\$ 17,222.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$ 11,200.00	\$ 6,804.00
	<b>TOTAL BUILDING SERVICES</b>	\$ 97,850.00	\$ 88,483.00
	<b>PARKS &amp; RECREATION</b>		
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$ 1,000.00	\$ 1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$ 5,000.00	\$ -
100-4071310-6017	CHRISTMAS LIGHTS	\$ 1,500.00	\$ 1,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$ 5,000.00	\$ 5,000.00
	<b>TOTAL PARKS &amp; RECREATION</b>	\$ 12,500.00	\$ 7,500.00
	<b>PLANNING</b>		
100-4081100-1155	COMPENSATION	\$ 81,700.00	\$ 82,500.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 6,250.00	\$ 6,310.00
100-4081100-3190	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 5,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$ 5,000.00	\$ -
100-4081100-3500	PRINTING	\$ 100.00	\$ 100.00
100-4081100-5510	MILEAGE	\$ 500.00	\$ 500.00
100-4081100-5540	TRAINING	\$ 500.00	\$ 500.00
100-4081100-5810	DUES	\$ 500.00	\$ 500.00
100-4081100-6001	OFFICE EQUIPMENT	\$ 100.00	\$ 100.00
100-4081100-6012	PUBLICATIONS	\$ 100.00	\$ -
	<b>TOTAL PLANNING</b>	\$ 99,750.00	\$ 95,510.00
	<b>BOARD OF ZONING APPEALS</b>		

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4081400-1110	EXPENSE COMPENSATION	\$ 500.00	\$ 500.00
100-4081400-5540	TRAINING	\$ 500.00	\$ 500.00
	<b>TOTAL BOARD OF ZONING APPEALS</b>	\$ 1,000.00	\$ 1,000.00
	<b>ECONOMIC DEVELOPMENT</b>		
100-4081500-3400	WEB SITE REDESIGN	\$ -	\$ -
100-4081500-3450	SE COLLECTOR EVALUATION	\$ -	\$ 25,000.00
100-4081500-3650	MARKETING & BRANDING	\$ -	\$ 15,000.00
100-4081500-5410	TOD SIGNS	\$ -	\$ -
100-4081500-5411	WAYFINDING SIGNS	\$ 5,000.00	\$ -
100-4081500-5693	BMS ARTS FUNDING	\$ -	\$ 4,000.00
100-4081500-5694	ECODEV/CC ANNUAL CONTRIBUTION	\$ -	\$ 5,000.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$ 4,500.00	\$ -
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$ 2,500.00	\$ 2,500.00
100-4081500-5698	GRANT AND MATCHING FUNDS	\$ 9,000.00	\$ -
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$ 20,000.00	\$ 20,000.00
	<b>TOTAL ECONOMIC DEVELOPMENT</b>	\$ 41,000.00	\$ 71,500.00
	<b>PLANNING COMMISSION</b>		
100-4081600-1111	EXPENSE COMPENSATION	\$ 5,000.00	\$ 5,000.00
100-4081600-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4081600-5810	DUES	\$ 250.00	\$ 250.00
	<b>TOTAL PLANNING COMMISSION</b>	\$ 6,250.00	\$ 6,250.00
	<b>B'VILLE AREA DEV AUTHORITY</b>		
100-4081700-1111	EXPENSE COMPENSATION	\$ 2,500.00	\$ 2,500.00
100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)	\$ -	\$ -
100-4081700-5540	TRAINING	\$ 250.00	\$ 250.00
100-4081700-5810	DUES	\$ 125.00	\$ 125.00
	<b>TOTAL B'VILLE AREA DEV AUTHORITY</b>	\$ 2,875.00	\$ 2,875.00
	<b>ARCHITECTURAL REVIEW BOARD</b>		
100-4081800-5540	TRAINING	\$ 500.00	\$ 500.00
	<b>TOTAL ARCHITECTURAL REVIEW BD</b>	\$ 500.00	\$ 500.00
	<b>TREE BOARD</b>		
100-4081900-5800	MISCELLANEOUS	\$ -	\$ 150.00
	<b>TOTAL TREE BOARD</b>	\$ -	\$ 150.00
	<b>CAPITAL OUTLAY</b>		
100-4094200-8207	SOFTWARE UPGRADES	\$ 12,500.00	\$ -
100-4094200-8225	COMPUTER REPLACEMENT	\$ 3,000.00	\$ 7,500.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE	\$ 40,000.00	\$ 73,265.00
100-4094200-8231	PATROL VEHICLE	\$ 51,400.00	\$ 52,600.00
100-4094200-8338	ONE TON DUMP	\$ -	\$ -
100-4094200-8340	MOWER	\$ -	\$ 12,500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4094200-8411	CAPITAL RESERVE	\$ -	\$ -
100-4094200-8702	WAYFINDING SIGNS	\$ -	\$ 5,000.00
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS	\$ 182,750.00	\$ -
100-4094200-8901	LIVERY STABLE EVALUATION	\$ -	\$ -
100-4094200-8902	PAVE BARNETTE STREET	\$ -	\$ -
100-4094200-8903	E-CITATION	\$ -	\$ -
100-4094200-8910	PD BODY CAMERA REPLACEMENTS	\$ 10,100.00	\$ -
100-4094200-8911	VIRGINIA AVENUE	\$ -	\$ 10,000.00
100-4094200-8912	POLICE MDT REPLACEMENT	\$ 17,000.00	\$ -
100-4094200-8913	POLICE AV EQUIPMENT	\$ -	\$ -
100-4094200-8914	RIXEY MOOR PLAYGROUND IMP	\$ -	\$ 60,000.00
100-4094200-8915	HOGAN'S ALLEY IMPROVEMENTS	\$ -	\$ 3,000.00
100-4094200-8916	RADAR FEEDBACK SIGNS	\$ 11,000.00	\$ -
100-4094200-8918	ROSE HILL PARK MASTERPLAN	\$ 3,000.00	\$ -
100-4094200-8919	STORM WATER MITIGATION	\$ 35,000.00	\$ -
100-4094200-8950	FOUR WHEELER	\$ -	\$ 12,500.00
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$ -	\$ 20,000.00
100-4094200-8955	TOWN RUN PER	\$ -	\$ 42,000.00
100-4094200-8956	ASHBY/ARCHER PER	\$ -	\$ 15,000.00
100-4094200-8958	ENDERS PROFFER RESERVES	\$ -	\$ 150,000.00
	<b>TOTAL CAPITAL OUTLAY</b>	\$ 365,750.00	\$ 463,365.00
	<b>CONTINGENCY</b>		
100-4094300-5800	CONTINGENCY (3.00%)	\$ 97,041.00	\$ 100,335.00
	<b>TOTAL CONTINGENCY</b>	\$ 97,041.00	\$ 100,335.00
	<b>DEBT SERVICE</b>		
100-4095000-9110	RDA PRINCIPAL	\$ 37,455.00	\$ 39,152.00
100-4095000-9120	RDA INTEREST	\$ 84,021.00	\$ 82,324.00
100-4095000-9130	RDA DEBT SER RESERVE	\$ -	\$ -
	<b>TOTAL DEBT SERVICE</b>	\$ 121,476.00	\$ 121,476.00
	<b>TOTAL GENERAL FUND OPERATIONAL</b>	\$ 3,211,245.00	\$ 3,344,468.00
	<b>TOTAL GENERAL FUND CONTINGENCY</b>	\$ 97,041.00	\$ 100,335.00
	<b>TOTAL GENERAL FUND CAP OUTLAY</b>	\$ 365,750.00	\$ 463,365.00
	<b>TOTAL GENERAL FUND DEBT SERVICE</b>	\$ 121,476.00	\$ 121,476.00
	<b>TOTAL GENERAL FUND EXPENSES</b>	\$ 3,795,512.00	\$ 4,029,644.00
	<b>WATER FUND</b>		
	<b>PERSONNEL</b>		
501-4012220-1140	COMPENSATION	\$ 48,100.00	\$ 49,100.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,680.00	\$ 3,755.00
501-4012220-2210	VRS	\$ 28,000.00	\$ 27,150.00

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501-4012220-2220	VMLIP - STD	\$	140.00	\$	145.00
501-4012220-2230	VMLIP - LTD	\$	1,250.00	\$	1,330.00
501-4012220-2300	HEALTH INSURANCE	\$	40,500.00	\$	45,505.00
501-4012220-2400	LIFE INSURANCE	\$	3,010.00	\$	3,220.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	40.00	\$	45.00
501-4012220-2700	WORKER'S COMPENSATION	\$	4,625.00	\$	4,850.00
501-4012220-3170	MISS UTILITY	\$	2,000.00	\$	2,000.00
501-4012220-3320	HANDHELD MAINT	\$	3,000.00	\$	2,310.00
501-4012220-5210	POSTAGE	\$	2,750.00	\$	2,750.00
501-4012220-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$	1,500.00	\$	1,500.00
	<b>TOTAL PERSONNEL</b>	\$	141,095.00	\$	146,160.00
	<b>TREATMENT</b>				
501-4012222-1147	COMPENSATION	\$	112,125.00	\$	116,800.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	8,600.00	\$	9,000.00
501-4012222-2830	CERTIFICATION FEES	\$	900.00	\$	500.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,300.00	\$	5,200.00
501-4012222-2850	LAB TESTING	\$	8,500.00	\$	8,500.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$	15,000.00
501-4012222-3146	UTILITY RATE STUDY	\$	10,000.00	\$	-
501-4012222-3210	SLUDGE REMOVAL	\$	20,000.00	\$	20,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$	2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	50,000.00	\$	56,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$	500.00
501-4012222-5110	ELECTRICITY	\$	59,000.00	\$	60,000.00
501-4012222-5120	PROPANE HEAT WTP	\$	2,800.00	\$	3,500.00
501-4012222-5230	TELECOMMUNICATIONS	\$	2,500.00	\$	2,750.00
501-4012222-5415	COPIER LEASE	\$	750.00	\$	670.00
501-4012222-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	-	\$	650.00
501-4012222-5810	DUES	\$	1,100.00	\$	1,100.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00
501-4012222-6004	LAB SUPPLIES	\$	4,000.00	\$	4,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	800.00	\$	1,000.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$	6,200.00
501-4012222-6011	UNIFORMS	\$	1,300.00	\$	1,300.00
501-4012222-6014	TOOLS	\$	500.00	\$	500.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$	600.00
501-4012222-6025	CHEMICALS	\$	48,000.00	\$	48,000.00
	<b>TOTAL TREATMENT</b>	\$	366,175.00	\$	369,970.00
	<b>DISTRIBUTION &amp; MAINTENANCE</b>				
501-4012224-1183	COMPENSATION	\$	96,000.00	\$	97,600.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,345.00	\$	7,500.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$	50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$	30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$	700.00

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501-4012224-6030	NEW SERVICE SUPPLIES	\$ 9,000.00	\$ 9,000.00
	<b>TOTAL DISTRIBUTION &amp; MAINT</b>	\$ 193,045.00	\$ 194,800.00
	<b>CAPITAL OUTLAY</b>		
501-4094200-8102	TANK REPAIR & MAINT	\$ 85,000.00	\$ 85,000.00
501-4094200-8105	PICKUP (1/2)		
501-4094200-8167	SCADA	\$ 15,000.00	
501-4094200-8200	PW SITE PALN		
501-4094200-8210	DEPRECIATION EXPENSE		
501-4094200-8211	CAPITAL RESERVES	\$ 77,095.00	\$ 1,115.00
501-4094200-8340	MOWER (1/2)		
501-4094200-8345	PW ONE TON DUMP TRUCK	\$ 13,750.00	
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$ 85,000.00	\$ 90,000.00
501-4094200-8368	LEAK DETECTOR		
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$ 25,000.00	\$ 25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE		
501-4094200-8703	PICKUP (1/2)		
501-4094200-8704	WATER FINISH PUMP REPLACEMENT	\$ 200,000.00	
501-4094200-8904	JD BACKHOE (25%)		
501-4094200-8905	INFLATABLE TRENCHBOX (50%)		
501-4094200-8952	COMMUNICATION NET FOR UTILITIES		
501-4094200-8953	UTILITY PLANT GATES		
501-4094200-8954	STORAGE BUILDING		\$ 4,500.00
501-4094200-8957	WTP EVALUATION & REPAIRS		\$ 175,000.00
	<b>TOTAL CAPITAL OUTLAY</b>	\$ 500,845.00	\$ 380,615.00
	<b>CONTINGENCY</b>		
501-4094300-5800	CONTINGENCY (3.00%)	\$ 21,000.00	\$ 21,330.00
	<b>TOTAL CONTINGENCY</b>	\$ 21,000.00	\$ 21,330.00
	<b>TOTAL WATER FUND OPERATIONAL</b>	\$ 700,315.00	\$ 710,930.00
	<b>TOTAL WATER FUND CONTINGENCY</b>	\$ 21,000.00	\$ 21,330.00
	<b>TOTAL WATER FUND CAP OUTLAY</b>	\$ 500,845.00	\$ 380,615.00
	<b>TOTAL WATER FUND EXPENSES</b>	\$ 1,222,160.00	\$ 1,112,875.00

### SEWER FUND

#### PERSONNEL

502-4012220-1114	COMPENSATION	\$ 48,100.00	\$ 49,100.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,680.00	\$ 3,755.00
502-4012220-2210	VRS	\$ 43,250.00	\$ 42,835.00
502-4012220-2220	VMLIP - STD	\$ 215.00	\$ 225.00
502-4012220-2230	VMLIP - LTD	\$ 1,935.00	\$ 2,100.00
502-4012220-2300	HEALTH INSURANCE	\$ 62,700.00	\$ 71,850.00
502-4012220-2400	LIFE INSURANCE	\$ 4,665.00	\$ 5,080.00

Account Number	Account Description		3/12/2018 AMENDED 2018-2019		4/10/2019 DRAFT 2019-2020
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	60.00	\$	70.00
502-4012220-2700	WORKER'S COMPENSATION	\$	6,125.00	\$	6,400.00
502-4012220-3320	HANDHELD MAINT	\$	3,000.00	\$	2,310.00
502-4012220-5210	POSTAGE	\$	7,150.00	\$	7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$	2,000.00	\$	1,000.00
	<b>TOTAL PERSONNEL</b>	\$	182,880.00	\$	192,225.00
	<b>TREATMENT</b>				
502-4012222-1147	COMPENSATION	\$	252,900.00	\$	267,140.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	19,350.00	\$	20,600.00
502-4012222-2830	CERTIFICATION FEES	\$	500.00	\$	900.00
502-4012222-2850	LAB TESTING	\$	25,000.00	\$	25,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$	15,000.00
502-4012222-3146	UTILITY RATE STUDY	\$	10,000.00	\$	-
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$	47,000.00	\$	47,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$	105,000.00	\$	105,000.00
502-4012222-5110	ELECTRICITY	\$	130,000.00	\$	167,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$	5,200.00	\$	5,300.00
502-4012222-5415	COPIER LEASE	\$	3,000.00	\$	3,330.00
502-4012222-5540	TRAINING	\$	4,000.00	\$	3,000.00
502-4012222-5690	Discharge Permit Renewal	\$	3,000.00	\$	3,000.00
502-4012222-5810	DUES	\$	500.00	\$	500.00
502-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00
502-4012222-6004	LAB SUPPLIES	\$	5,200.00	\$	5,200.00
502-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$	1,000.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$	8,000.00	\$	8,000.00
502-4012222-6011	UNIFORMS	\$	1,300.00	\$	1,300.00
502-4012222-6014	TOOLS	\$	1,500.00	\$	1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$	800.00	\$	800.00
502-4012222-6025	CHEMICALS	\$	90,000.00	\$	90,000.00
	<b>TOTAL TREATMENT</b>	\$	731,250.00	\$	773,570.00
	<b>DISTRIBUTION &amp; MAINTENANCE</b>				
502-4012224-1183	COMPENSATION	\$	96,000.00	\$	98,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$	7,345.00	\$	7,475.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$	5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	10,000.00	\$	10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	2,500.00	\$	2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$	285.00	\$	500.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$	-
	<b>TOTAL DISTRIBUTION &amp; MAINT</b>	\$	121,130.00	\$	123,475.00
	<b>CAPITAL PROJECTS</b>				
502-4094100-8001	OUTFALL LINE	\$	-	\$	-
502-4094100-8003	NEW WWTP	\$	-	\$	-
	<b>TOTAL CAPITAL PROJECTS</b>	\$	-	\$	-

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
	<b>CAPITAL OUTLAY</b>		
502-4094200-8105	PICKUP (1/2)		
502-4094200-8110	WWTP UPGRADES		
502-4094200-8123	SCADA	\$ 15,000.00	
502-4094200-8134	Sewer Collection Sys Rehab	\$ 177,445.00	\$ 115,000.00
502-4094200-8200	PW SITE PLAN		
502-4094200-8340	MOWER (1/2)		
502-4094200-8345	PW ONE TON DUMP TRUCK	\$ 13,750.00	
502-4094200-8367	SEWER JET RODDER		
502-4094200-8411	CAPITAL RESERVES	\$ 24,475.00	\$ -
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$ 10,000.00	\$ 100,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$ 90,000.00	
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$ 25,000.00	\$ 25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)		
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)		
502-4094200-8703	PICKUP (1/2)		
502-4094200-8904	JD BACKHOE (25%)		
502-4094200-8905	INFLATABLE TRENCHBOX (50%)		
502-4094200-8907	Tractor (50%)		
502-4094200-8908	WWTP COMPUTER UPGRADES		
502-4094200-8909	WWTP AIR MONITORS		
502-4094200-8917	HYPOCHLORITE PUMP REPLACEMENT	\$ 12,000.00	
502-4094200-8952	COMMUNICATION NET FOR UTILITIES		
502-4094200-8953	UTILITY PLANT GATES		
502-4094200-8954	INVENTORY LOCKUP FENCING		\$ 3,000.00
	<b>TOTAL CAPITAL OUTLAY</b>	\$ 367,670.00	\$ 243,000.00
	<b>CONTINGENCY</b>		
502-4094300-5800	CONTINGENCY (3.00%)	\$ 31,050.00	\$ 32,230.00
	<b>TOTAL CONTINGENCY</b>	\$ 31,050.00	\$ 32,230.00
	<b>DEBT SERVICE</b>		
502-4095000-9118	VRA PRINCIPAL	\$ 470,000.00	\$ 470,000.00
	<b>TOTAL DEBT SERVICE</b>	\$ 470,000.00	\$ 470,000.00
	TOTAL SEWER FUND OPERATIONAL	\$ 1,035,260.00	\$ 1,089,270.00
	TOTAL SEWER FUND CONTINGENCY	\$ 31,050.00	\$ 32,230.00
	TOTAL SEWER FUND CAP OUTLAY	\$ 367,670.00	\$ 243,000.00
	TOTAL SEWER FUND DEBT SERVICE	\$ 470,000.00	\$ 470,000.00
	<b>TOTAL SEWER FUND EXPENSES</b>	\$ 1,903,980.00	\$ 1,834,500.00
	<b>TOTAL EXPENSES ALL FUNDS</b>	\$ 6,921,652.00	\$ 6,977,019.00

5 YEAR CAPITAL IMPROVEMENTS PROGRAM  
Town of Berryville  
FY 2019-2020/FY 2023-2024

Expenditures	2019-2020			2020-2021			2021-2022			2022-2023			2023-2024		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	7,500			7,500			7,500			7,500			7,500		
FMS Analytical Software	-														
Hogan's Alley Improvements	3,000														
Rixey Moore Playground Improvements	60,000														
Lively Stable/23 E Main St Reserve	73,285			94,235											
Public Works Facility Improvements															
Pave Crow Street Parking Lot															
Virginia Avenue	10,000			55,000											
Ton Dump Truck (GF 100% VDOT)															
Zero Turn Mower	12,500														
Four-Wheeler	12,500														
Capotal Reserves															
Dump Truck/Snow Plow (GF 100% VDOT)				130,000											
Hydraulic Salt Spreader (GF 100% VDOT)	10,000			10,000											
Salt Storage Building Repair(GF 100% VDOT)	10,000														
Radar Feedback Signs															
Police Patrol Vehicle	52,600			52,600									53,400.00		
Police Camera Equipment															
Body Camera Replacement 10															
Mobile Data Terminal Replacement															
Police Radio Replacement - Reserve	20,000			20,000			15,000								
Police Department Server Replacement				6,000											
Police Department Pistols															
Rose Hill Park Master Plan															
Wayfinding Signs	5,000														
Town Run PER	42,000														
Ashby/Archer PER	15,000														
Enders Proffer Reserves	150,000														
Water Distribution System Upgrade		90,000			90,000									95,000.00	
Meter Replacement															
Storage Tank Repair		85,000			85,000										
Equipment Repair Reserve		25,000			25,000										
Capital Reserves		1,115													
WTP Disinfection Upgrade															
WTP Filter Maintenance															
SCADA															
Pick-up Truck					15,000										
WTP Finish Pump Replacement															
Pre-sedimentation Basin Repair															
Communications Net for Utilities															
Utility Plant Gates															
Storage Building		4,500													
WTP Evaluation & Repairs		175,000													
Collection System Upgrades															
Membrane Replacement															
Hypochlorite Pump Replacement															
Equipment Repair - Reserve															
Inventory Lockup Fencing															
Capital Reserves															
<b>Total</b>	<b>483,365</b>	<b>380,615</b>	<b>243,000</b>	<b>375,335</b>	<b>215,000</b>	<b>255,000</b>	<b>22,500</b>	<b>1,835,000</b>	<b>810,000</b>	<b>102,000</b>	<b>120,000</b>	<b>250,000</b>	<b>60,900</b>	<b>145,000</b>	<b>275,000</b>

## **Capital Improvement Narrative Fiscal Year 2020**

### **General Fund FY20**

Zero Turn Mower \$12,500

#### Public Works Department

The Public Works Department maintains two riding mowers. The primary mower is used to mow Rose Hill Park, BCCGC, and the Public Works facility. The second mower is used when Public Works mows private property in accordance with § 13-32 and as a backup/supplement when mowing Town properties. The Town has worked to replace this mower (the primary) every 5 to 8 years in order to keep a safe and dependable mower available and to preserve good trade-in value.

This acquisition would provide for replacement of the primary mower, a 2014 model.

Four-wheeler \$12,500

#### Public Works Department

The Public Works Department maintains a four-wheeler equipped with a plow and salt spreader. The four-wheeler was purchased in 2006. This unit is used for clearing sidewalks for which the Town is responsible as well as work in the Town Run and the Hermitage Storm Water Management Area.

This acquisition would provide for the purchase of a four-wheeler, lights, plow, and salt spreader. The 2006 units will be sold with the proceeds of the sale being returned to the General Fund.

Repairs to Salt Storage Building \$10,000

#### Public Works Department

The Town maintains one salt storage building at the Public Works facility on Tom Whitacre Circle. The building, which was built in 2001, is used to store salt that is used on Town streets. The shingle roof and the sliding doors on the salt storage building are in need of replacement. VDOT Secondary Reimbursement Funds would be used for this project.

Hydraulic Salt Spreader (for Single Axle Dump Truck) \$10,000

Public Works

The Public Works Department maintains one large salt spreader (another unit is provided by VDOT because the Town serves as a VDOT contractor) for spreading salt and chip on streets during snow removal operations. That spreader, which is gasoline powered, was purchased in 2012.

Hydraulic units are considerably more expensive than gas powered spreaders but provide benefits such as less salt and chip waste, modern trucks are equipped for hydraulic units, and crews are not required to climb ladders in tough conditions to fill gas tanks.

This project would provide for the purchase of a spreader that would be used to outfit the Town's newest large dump truck.

This acquisition will be funded with VDOT Secondary Street Maintenance Funds.

Patrol Vehicle \$52,600

Police Department

The Police Department maintains a fleet of six patrol vehicles. Five of the vehicles are marked all-wheel drive sport utility vehicles and one is an unmarked patrol car generally driven by supervisors.

The requested vehicle, a sedan, would replace a 2008 Chevrolet Impala (unmarked). Additional items purchased include emergency lighting, interior console, rear seat, security partition, radar unit, and in car camera.

Police Radio Replacement Reserve \$20,000

Police Department

The Police Department maintains 5 mobile (in vehicle) and 10 portable (officer issued) radios.

The radios being used currently will no longer be serviced by the manufacturer as of November 2019. It is expected that these radios will be able to remain in service for some time after November 2019. Further, the existing radio equipment will continue to work on the Clarke County Emergency Communications infrastructure.

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Computer Replacement \$7,500

Administration

This item provides for the purchase of replacement computers within the Town's departments.

Livery Stable Stabilization/ 23 East Main Street Reserve \$73,265

Administration

This reserve will be increased to provide funding for stabilization of the livery stable located at 23 East Main Street (estimated at \$150,500) and unspecified repairs/improvements to the main building at 23 East Main Street (30,000). Estimate for both projects increased from \$180,500 to 198,500 (10%) to address construction cost inflation. At present, the reserve contains \$41,000. Funds would be reserved in the following manner:

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

With FY21 funds, reserve would contain \$198,500. The livery stable structural evaluation recommends that stabilization occur within three years.

Engineering evaluation of drainage and hammerhead on Virginia Avenue \$10,000

Public Works Department

Virginia Avenue is a Town Street that was not in the Virginia Secondary Street System. Its maintenance costs are to be paid from the Town's general fund.

Portions of street's pavement and shoulder are in poor condition. Prior to making repairs to the pavement, drainage issues in two areas should be addressed. Further, the terminus of the street has limited room for turnaround; therefore the possibility of installing a hammerhead turnaround area should be explored (would require acquisition of easements).

This project would provide the Council with recommendations/cost estimates for improving drainage and turning movements at its terminus. These cost estimates would be added to the cost estimates for pavement and shoulder maintenance providing the Council with a true picture of the scope and cost of improvements that are needed on the street.

Improvement of John R. Hogan Alley \$3,000

Public Works

These funds would be used to support Berryville Main Street's efforts to improve the space in question. Town funds would likely be used to repair asphalt in the area where bollards are currently installed (bollards will be removed), to direct storm water from the alley, and replace sidewalk along the Main Street frontage of the space (a portion of this area would be disturbed in order to re-direct storm water).

Improvements to John Rixey Moore Playground \$60,000

Public Works Department

The John Rixey Moore Playground, which is located in Rose Hill Park, last saw a major renovation in 1998.

The master plan for Rose Hill Park which will be completed in FY19 will most certainly call for improvements to the playground.

This project would provide for the replacement of the playset, refurbishing of the swings, buck about, and the spring riders, expansion of the fall zone and installation of new equipment sized for smaller children, and the construction of a shade structure.

Estimated project costs have been increased to address inflation in construction costs.

Wayfinding Signs \$5,000

Planning Department

Wayfinding signs are requested as an element of direction signage for the Town. Such signs are permitted by VDOT.

These signs would be erected as a part of the Town's marketing and branding campaign.

Ashby/Archer Area Preliminary Engineering Review \$15,000

Administrative Department

The Berryville area is currently experiencing a period of above average precipitation. This weather pattern has brought many existing drainage challenges to the fore. As a result, the Town is evaluating whether several projects in the Town Run drainage area could alleviate localized ponding. This project would examine the area into which storm drainage from Archer and Ashby Courts drain (rear of lots fronting on Walnut Street) to determine how the releases could be better managed.

The evaluation of the Jackson Drive SWMA and Treadwell/Dorsey Area and the Ashby/Archer Area will be completed prior to the finalization of a scope for an evaluation of Town Run.

The results from all of these reviews will be provide to the Town Council so that it may determine what, if any, improvements should be programed.

Town Run Preliminary Engineering Review \$42,000

Administrative Department

The Berryville area is currently experiencing a period of above average precipitation. This weather pattern has brought many existing drainage challenges to the fore. As a result, the Town is evaluating whether several projects in the Town Run drainage area could alleviate localized ponding. Because the projects will affect the drainage that Town Run receives, it is imperative to examine whether changes in the amount and timing of drainage to the Town Run will increase risk of flooding.

The evaluation of the Jackson Drive SWMA and Treadwell/Dorsey Area and the Ashby/Archer Area will be completed prior to the finalization of the scope of this review.

The results from all of these reviews will be provide to the Town Council so that it may determine what, if any, improvements should be programed.

Proffer transfer to John H. Enders Fire Company and Rescue Squad \$150,000

Administrative Department

The Town received \$150,000 as a part of a proffer agreement submitted as a part of the Robert Regan Village development. The proffer agreement, which was accepted in 2018, stated that the funds were to be used for “fire and rescue [purposes]”.

At its April 14 regular meeting, the Town Council determined that it would disperse the proffer funds to the John H. Enders Fire Company & Rescue Squad in the FY20 budget. The funds were to be shown as an income from reserves and an expense as a CIP item.

**Water Fund FY20**

Water Distribution System Upgrades \$90,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Water Fund CIP Fund.

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contact with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

FY 18	\$450,000
FY19	\$ 85,000
FY20	\$ 85,000
FY21	\$ 85,000
FY22	\$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

Storage Building \$4,500

Public Utilities Department

The Public Utilities Department maintains a storage building at the water treatment plant for items such as mowers, snow blowers, gasoline, and the like. The existing building is in poor condition and in need of replacement.

This project would provide for purchase and siting of a storage building at the water treatment plant.

Water Treatment Plant Evaluation and Repairs \$175,000

Public Utilities Department

Concerns have developed regarding the condition of several structural elements of the Water Treatment Plant Main building. The structure, which was erected in 1984, has been evaluated by two structural engineers and remedial repairs are recommended.

A plan providing project specifics is being developed. Because the plan has not been completed, the budget estimate is likely imprecise.

Once a plan has been developed, it is desirable to complete the work in the summer or fall of 2019.

Capital Reserves \$1,115

Public Utilities Department

These funds are to be added to unencumbered capital reserves in the Water Fund. These funds will be available for use as needed for unexpected capital project expenses.

**Sewer Fund FY20**

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement \$100,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

Secure Parts Storage Area

\$3,000

Public Utilities Department

The Public Utilities Department maintains an inventory of spare parts and supplies that are essential to maintenance of equipment and facilities. At present, these spare parts are stored in an area that is open to access by all personnel. The open nature of the storage area makes inventory control difficult.

This project would provide for installation of a fence “cage” at the WWTP that would be secured and only accessible to senior personnel.

## **Capital Improvement Narrative Fiscal Year 2021**

### **General Fund FY21**

Single-Axle Dump Truck and Snow Plow \$130,000

#### Public Works

The Public Works Department maintains a fleet of three single-axle dump trucks (2001 GMC, 2013 International, and 2017 International). This truck would replace the 2001 GMC.

These large dump trucks are used for snow removal and material hauling. During snow operations the department typically outfits two large dump trucks with plows and salt spreaders. The third truck is outfitted with a plow serves as a reserve vehicle to be used as a plow truck if one of the primary trucks has to be taken off of the road. That truck is also available for use to haul snow or material from water or sewer repair work. As the secondary street network expands the third truck may acquire a primary role in snow operations.

This acquisition will be funded with VDOT Secondary Street Maintenance Funds.

Hydraulic Salt Spreader (for Single Axle Dump Truck) \$10,000

#### Public Works

The Public Works Department maintains one large salt spreader (another unit is provided by VDOT because the Town serves as a VDOT contractor) for spreading salt and chip on streets during snow removal operations. That spreader, which is gasoline powered, was purchased in 2012.

Hydraulic units are considerably more expensive than gas powered spreaders but provide benefits such as less salt and chip waste, modern trucks are equipped for hydraulic units, and crews are not required to climb ladders in tough conditions to fill gas tanks.

This project would provide for the purchase of a hydraulic salt spreader to replace the gas salt spreader purchased in 2012. The gas spreader will be sold and the proceeds of the sale will be returned to the General Fund.

This acquisition will be funded with VDOT Secondary Street Maintenance Funds.

Virginia Avenue drainage, hammerhead, and pavement repairs 55,000

Public Works Department

Virginia Avenue is a street that is maintained by the Town. This street is in need of drainage improvements, a turnaround area at its southern terminus, pavement repair, and shoulder repair. The drainage improvements should be completed before the pavement and shoulder repairs if possible.

The FY20 budget included a project to provide engineering and legal work needed to address two drainage issues on the street.

This project would provide for the construction of a hammerhead turnaround, improvements to address drainage issues, asphalt patching, shoulder improvements, and sealing the street. This cost estimate will be revised to reflect information gathered during the FY20 aspect of the project.

Patrol Vehicle \$52,600

Police Department

The Police Department maintains a fleet of six patrol vehicles. Four of the vehicles are marked all-wheel drive sport utility vehicles, one is a marked sedan, and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a 2011 Ford Crown Victoria (marked sedan). Additional items purchased include radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	23,422
Total	52,600

Police Radio Replacement Reserve \$20,000

Police Department

The Police Department maintains 5 mobile (in vehicle) and 10 portable (officer issued) radios.

The radios being used currently will no longer be serviced by the manufacturer as of November 2019. It is expected that these radios will be able to remain in service for some time after November 2019. Further, the existing radio equipment will continue to work on the Clarke County Emergency Communications infrastructure.

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each

and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Computer Replacement \$7,500

Administration

This item provides for the purchase of replacement computers within the Town's departments.

This item is modified at the request of the Police Department and would be used to replace three computer work stations.

Server Replacement \$6,000

Police Department

The Police Department maintains its own server because of security requirements. This item provides for replacement of the server.

Livery Stable Stabilization/ 23 East Main Street Reserve \$44,235

Administration

This reserve will be increased to provide funding for stabilization of the livery stable located at 23 East Main Street (estimated at \$150,500) and unspecified repairs/improvements to the main building at 23 East Main Street (30,000). At present, the reserve contains \$41,000. Funds would be reserved in the following manner:

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

With FY21 funds, reserve would contain \$198,500. The livery stable structural evaluation recommends that stabilization occur within three years.

**Water Fund FY21**

Water Distribution System Upgrades \$90,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Water Fund CIP Fund.

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contact with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

- FY 18 \$450,000
- FY19 \$ 85,000
- FY20 \$ 85,000
- FY21 \$ 85,000
- FY22 \$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities

This reserve was established to provide funds for costly repairs in the Town’s water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

**Sewer Fund FY21**

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement \$100,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town’s sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

## **Capital Improvement Narrative Fiscal Year 2022**

### **General Fund FY22**

Police Radio Replacement Reserve \$15,000

#### Police Department

The Police Department maintains 5 mobile (in vehicle) and 10 portable (officer issued) radios.

The radios being used currently will no longer be serviced by the manufacturer as of November 2019. It is expected that these radios will be able to remain in service for some time after November 2019. Further, the existing radio equipment will continue to work on the Clarke County Emergency Communications infrastructure.

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Computer Replacement \$7,500

#### Administration

This item provides for the purchase of replacement computers within the Town's departments.

**Water Fund FY22**

Water Distribution System Upgrades \$615,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Water Fund CIP Fund.

This item has been modified to provide funds for two projects. Those projects are: water main and lateral replacement on Josephine Street, water main and lateral replacement on Bel Voi Drive, and yet to be determined water distribution projects (\$150,000 set aside).

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

FY 18	\$450,000
FY19	\$ 85,000
FY20	\$ 85,000
FY21	\$ 85,000
FY22	\$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

Meter Replacement \$400,000 \*

Public Works

The Town maintains approximately 5/8" 1,700 water meters. Approximately 380 of those meters are radio read while the remaining meters are touch read. The touch read meters are nearing 20 years of age and need to be replaced. Other large meters also need to be replaced.

As meters age they tend to slow down and under read usage. Meter replacement is necessary to ensure accurate accounting of water usage.

\* A clearer picture of project scope and costs will be available after completion of the water and sewer rate study

Filter Maintenance \$510,000 \*

Public Utilities Department

The Water Treatment Plant utilizes two mixed media filters to treat the Town's potable water. The filters were installed when the Water Treatment Plant was constructed in 1984. The media was replaced approximately 15 years ago. The flocculators were upgraded approximately 8 years ago. The air scour equipment, underdrains, and settling tubes are original.

This project would include the following work on the Water Treatment Plant Filters: media replacement, air scour and underdrain repair/replacement, settling tubes replacement, and coating of the interior of the filter tankage.

Then each of the two filters are taken out of service, the media will be removed and necessary part replacement and filter repair will be completed. After that work has been completed the media will be replaced and upgraded filter will be placed in service allowing the second filter to be upgraded in the same fashion.

Various pumps (original from 1984) would be replaced at this time.

\* A clearer picture of project scope and costs will be available after completion of the water and sewer rate study

Pre-sedimentation Basin Repair

\$200,000 \*

Public Utilities

The Water Treatment Plant utilizes two Pre-sedimentation basins to treat the Town's potable water. Water is pumped from the river into these basins where silt and the like settle from the water prior to being pumped into the next phase of the treatment process. These tanks were constructed with the WTP in 1984.

Both tanks have developed leaks are require repair and maintenance

The repair will be accomplished by that application of a coating on the interior of the tanks.

\* A clearer picture of project scope and costs will be available after completion of the water and sewer rate study

**Sewer Fund FY22**

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement \$670,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

## Capital Improvement Narrative Fiscal Year 2023

### General Fund FY23

Computer Replacement \$7,500

#### Administration

This item provides for the purchase of replacement computers within the Town's departments.

Police Department Pistols \$8,500

#### Police Department

The Police Department maintains 10 pistols. The pistols currently in service were purchased in 2010.

This acquisition would provide for the purchase of 10 new pistols. The pistols currently in service would be traded in to reduce the cost of the new units.

This item was moved from FY21.

Patrol Vehicle \$51,000

#### Police Department

The Police Department maintains a fleet of six patrol vehicles. Five of the vehicles are marked all-wheel drive sport utility vehicles and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a 2014 Ford Explorer (marked). Additional items purchased include radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	16,500
Total	45,678

Pave Crow Street Parking Lot

\$30,000

Public Works Department

The Crow Street parking lot pavement is failing. Staff estimates that the pavement is at least twenty years old. The parking lot needs to be re-paved.

The property that comprises the parking lot is owned by two parties and the property of a third party accesses private parking via the parking lot property. In 2013, the three parties (Town of Berryville, John and Page Carter, and 19 West Main Street LLC) entered into the Crow Street Parking Lot Access and Maintenance Agreement.

In accordance with the Agreement, agreed upon maintenance costs are to be split as follows: Town of Berryville 47%, Carter 47%, and 19 West Main Street 6%. The estimated cost of re-paving (including re-establishing pavement markings) is \$30,000. The Town would be responsible for getting the work completed and the other parties would reimburse the Town. The Town would ultimately be responsible for 47% of the cost.

This project would provide for spot repair of problem areas, installation of at least 1.5" of top coat, and re-establishment of pavement markings.

**Water Fund FY23**

Water Distribution System Upgrades \$95,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Water Fund CIP Fund.

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$250,000 is desired.

**Sewer Fund FY22**

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement Reserve/Pre-purchase \$110,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. It is expected that the membrane replacement will have to be funded in accordance with the schedule below.

- FY23 \$110,000
- FY24 \$110,000
- FY25 \$110,000
- FY26 \$110,000
- FY27 \$110,000
- FY28 \$110,000
- FY29 \$110,000
- FY30 \$110,000
- FY31 \$110,000
- FY32 \$110,000

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$300,000 is desired.

## Capital Improvement Narrative Fiscal Year 2024

### General Fund FY24

Computer Replacement \$7,500

#### Administration

This item provides for the purchase of replacement computers within the Town's departments.

Patrol Vehicle \$53,400

#### Police Department

The Police Department maintains a fleet of six patrol vehicles. Five of the vehicles are marked all-wheel drive sport utility vehicles and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a 2017 Ford Explorer (marked). Additional items purchased include radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	16,500 (adjusted for this purchase)
Total	45,678

**Water Fund FY24**

Water Distribution System Upgrades \$95,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Water Fund CIP Fund.

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$250,000 is desired.

**Sewer Fund FY24**

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement Reserve/Pre-purchase \$110,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. It is expected that the membrane replacement will have to be funded in accordance with the schedule below.

- FY23 \$110,000
- FY24 \$110,000
- FY25 \$110,000
- FY26 \$110,000
- FY27 \$110,000
- FY28 \$110,000
- FY29 \$110,000
- FY30 \$110,000
- FY31 \$110,000
- FY32 \$110,000

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$300,000 is desired.

# Attachment 2

BERRYVILLE TOWN COUNCIL  
MOTION TO APPROVE CONSENT AGENDA

Date: May 14, 2019

Motion By:

Second By:

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

VOTE:

Aye:

Nay:

Absent:

ATTEST:

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Harry Lee Arnold, Jr., Recorder

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**April 9, 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; Desiree Moreland, Assistant Town Manager/Treasurer; Christy Dunkle, Assistant Town Manager/Planner; Chief Neal White, Berryville Police Department

**Press:** Mickey Powell, 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

**Council member Rodriguez made the motion to approve the agenda as presented, seconded by Council member Harrison.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

4. Public Hearing

Mayor Dickinson opened the public hearing. Mr. Dalton read the public hearing notice as follows:

**Proposed Tax Rates for 2019**

**Listed below are the proposed tax rates for the tax year beginning January 1, 2019, on all real property, including real property and tangible personal property of public service corporations, and on all other tangible personal property, including machinery and tools.**

**A. \$.20 per \$100 assessed valuation on real estate, including real estate of public service corporations;**

**B. \$1.25 per \$100 assessed valuation on tangible personal property tax except machinery and tools;**

**C. \$1.30 per \$100 assessed valuation on tangible machinery and tools.**

**The proposed real estate tax rate reflects an increase of \$.01 per \$100 of assessed valuation. The proposed rate constitutes a 5.26% increase in the real estate tax rate that was adopted in year 2018. The proposed personal property tax rate reflects no increase in the personal property rate that was adopted for the year 2018. The proposed machinery and tools tax rate reflects no increase in the machinery and tools rate that was adopted for the year 2018.**

Mayor Dickinson recognized Wayne Webb, town resident. Mr. Webb said Mayor Dickinson shared the 15 page budget at a presentation at Mary Hardesty House. He said several items stood out including contingency funds and interest income; water and sewer rate billing mailed every month instead of every two months; and increases in compensation for the Town Manager and Treasurer while cuts were being made to the police department budget. He questioned why taxes need to be raised if there were reserves.

Mayor Dickinson recognized Bill Igoe, town resident. Mr. Igoe said he had not read the budget but was opposed to any property tax increase. He said according to a Winchester Star article, cuts can be made and that should be done first. He requested that a chart be created to identify water and sewer rates, County taxes, and Town taxes and include the costs of proposed changes. Mr. Igoe said he moved from Loudoun County in 2012 and found utility rates in Berryville very high. He asked that Council find creative ways for government tax increases to fix revenue problems.

Mayor Dickinson recognized Susan Schoonover, town resident. Ms. Schoonover said there are a number of items on Page Street, including dogs running off leash, that are safety issues. She said there is a concern about vehicles blocking sidewalks adding that fire and rescue may have difficulty reaching a house due to the number of large commercial vehicles parked on the street. She said there are people walking and speeding on the road behind Page Street. Ms. Schoonover requested additional police presence on Page Street due to drug activity.

There being no other speakers, Mayor Dickinson closed the public hearing.

**5. Citizens' Forum**

Mayor Dickinson recognized Jason Porter, President, John H. Enders Fire and Rescue Company. Mr. Porter referenced the \$150,000 proffer from the Robert Regan Village project. He said Enders purchases a new ambulance every 10 years and the last one purchased was in 2009. He said that they see increased call volumes in facilities such as this. He said costs including apparatus and fuel are going up and appreciates Council honoring the previous agreement.

Mayor Dickinson recognized Harold Rohde, former chief at John H. Enders Fire and Rescue Company. Mr. Rohde said Enders staff worked with the developer when the proffers were first discussed. He referenced the 10 year cycle to purchase ambulances and its importance with additional assisted living units and increased population in general. He thanked everyone involved for the proffer funds.

Mayor Dickinson recognized Mary Ivie, Town resident. Ms. Ivie said she was disappointed that the Streets and Utilities Committee did not meet every month. She said residents need to know what is going on with procuring an engineer for the storm water project and recommended that the Committee meet monthly.

Mayor Dickinson recognized Alton Echols, Town resident. Mr. Echols said he met with Mr. Shipe, Mr. Rohde, and others during the application process. He thanked Council members McDonald and Gibson and Mayor Dickinson for their support. He said the property is closing this week. Mr. Echols discussed Mary Hardesty House and assisted care facilities in Berryville, the increased costs of development for Robert Regan Village, and estimated taxes generated per unit.

Mayor Dickinson recognized Wayne Webb, Town resident. Mr. Webb discussed separating recyclables stating that he observed all of the recycling being mingled when the truck picked it up.

6. Consent Agenda

Mayor Dickinson asked if any of the items should be removed. No items were removed. There being no further discussion, **Council member McDonald made the motion to approve the consent agenda, seconded by Council member Harrison.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

7. Presentations

No presentations were scheduled.

8. Report of Patricia Dickinson, Mayor

Mayor Dickinson said the Martin's grocery store opening was well received and she appreciated their support of the community with their donations of \$1,000 each to the Berryville Police Department; Clarke County Schools; FISH; and John H. Enders Fire and Rescue Company.

Mayor Dickinson said she was looking forward to the McDonald's grand opening and the ground breaking for the senior apartments.

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

Recorder Arnold said he had nothing to report.

10. Report of Christy Dunkle, Assistant Town Manager for Community Development

Ms. Dunkle said she had one action item. She said the Tree Board is recommending adoption of a proclamation for Arbor Day in order to qualify for Tree City USA designation. Council member Gibson asked about the costs per capita associated with Tree City USA designation. Ms. Dunkle said funds spent by the Town on tree maintenance, the Board's \$150 budget in FY20, and in-kind efforts including the Tree Board members attending meetings and working on other aspects of tree-related activities will cover the requisite funding. Council member Gibson asked for confirmation that additional funds would not be allocated from the Town's budget. Ms. Dunkle confirmed that was correct. There being no further discussion, **Council member Harrison made the motion to adopt the proclamation in support of Arbor Day, seconded by Council member Rodriguez.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

11. Report of Keith Dalton, Town Manager

Mr. Dalton discussed the refuse and recycling contract extension with Republic Services. He said the 2014 contract provided for three successive one-year contract extensions and this would be the final extension. He said an overall increase of 1.5% was included in addition to a \$97.52 tipping fee for recyclables. He said he and the Treasurer are confident that the budget will cover these increases.

Council member Rodriguez said she assumed changes to glass disposal are included in the budget. Mr. Dalton said the percentage increase was taken into account with the extension. Council member Gibson asked if there was still a lot of glass in the recycling stream. Mr. Dalton said yes. There was a discussion about leaving notes in the bins that contain glass and the time it takes to do so.

There being no further discussion, **Recorder Arnold made the motion to approve a one-year extension to the Garbage and Refuse Collection/Disposal and Curbside Recycling Collection Services Contract with Republic Services which would extend the contract in question from July 1, 2019 to June 30, 2020. He further moved that the Council authorize the Town Manager to execute any and all instruments required for this one-year contract extension. The motion was seconded by Council member McDonald.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**  
**Arnold: Aye**  
**Dickinson: Aye**  
**Abstain: None**

Mr. Dalton said the Invitation For Bid for paving was sent to Council members Friday afternoon. He said the streets slated for paving are the same as last year but the proposed schedule has changed to reduce administrative costs. He said the paving of Hermitage Boulevard will be completed by the end of FY19 and First Street and Hancock and Fremont courts will be scheduled for FY20 with anticipated completion by September. Council member Gibson asked about construction mobilization for phase five of the Hermitage subdivision and the impacts to Hermitage Boulevard. Mr. Dalton said staff had anticipated a start-up for the past few years and have delayed paving accordingly. He said the longer the paving is pushed back, the more issues will arise. Council member Gibson added that Montgomery Court was also slurry coated in 2012.

There being no further discussion, **Council member McDonald made the motion that the Council of the Town of Berryville approve the issuance of IFB #02-19 and authorize the Town Manager to accept the low bid and execute all contract documents; provided that the chosen bidder meets minimum standards established in the IFB and bid does not exceed allocated funds. The motion was seconded by Council member Harrison.**

**Roll call vote as follows:**

**McDonald: Aye**  
**Harrison: Aye**  
**Gibson: Aye**  
**Rodriguez: Aye**  
**Arnold: Aye**  
**Dickinson: Aye**  
**Abstain: None**

Mr. Dalton discussed proffers for the Robert Regan age- and income-restricted apartment complex. He said the agreement identifies \$1,250 per unit would be paid to the Town for fire and rescue purposes. He said that it appears that Enders had originally been meant to be the beneficiary of the funds. He said he had discussed the matter with Enders President Jason Porter and has drafted a letter to him concerning distribution of the funds. Mr. Dalton said the letter states that the \$150,000 would be a part of the FY 20 Budget and could be released after July 1.

Mayor Dickinson asked if the check had been cashed. Ms. Moreland said she was awaiting direction from Town Council. Mayor Dickinson suggested that it be deposited into the CIP account. There was a discussion about where the check should be deposited and it was determined that it would be put into the proffer account. Mr. Dalton received consensus from

Council members to change the FY 20 budget to add the distribution of the \$150,000 adding that Mr. Porter was fine with the timing of the distribution.

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

Council member Gibson said Council needed to set a public hearing for the FY 19-20 Budget and take action on the PPTRA tax rate for 2019, and real estate, machinery and tools, and personal property taxes.

Council member Rodriguez said Council has a lot of hard decisions to make including large capital projects including storm water management and the livery stable. She said costs across the region are increasing. She concluded by saying it is a difficult decision but she supports the increase.

Council member Harrison said she appreciated staff presenting both options (increase and no increase) for discussion. She said if the tax rate did not increase this year it would definitely have to next year. She said adding one cent this year would create a more consistent budget.

Council member McDonald agreed with a one cent increase. She said the biggest reason are the projects in the next five years that cannot wait any longer. She said she hopes the community understands.

Council member Gibson clarified the tax increase would not affect water and sewer rates. She said if the one cent increase was not added this year, Council is kicking the can down the road to address projects in the future. She said she did not agree with every line item in the budget. She said she would like to see the full costs of the proposed marketing and branding effort as well as the return on investment. She said costs for the implementation of such a program are unknown. She concluded by saying she supported the one cent increase.

Council member McDonald said she does not support the marketing and branding effort.

Recorder Arnold said Council was unable to do a few projects last year. He said expenses such as fuel go up for everyone including the Town. He said the Budget and Finance Committee and staff were able to balance the budget. He said no one wants the increase and said he will not support the tax increase.

Mayor Dickinson said if the funding were focused on storm water and pedestrian safety efforts she would be in support of the increase and stated that she could not support the increase as proposed.

Council member Rodriguez asked Ms. Moreland what the tax bill impact would be. Ms. Moreland said it would be approximately \$10 per \$100,000 of property value. Council member Rodriguez said she spoke four years ago as a resident and was angry about the tax increase and that more thought had not been put into the decision. She said this Council has

been discussing the need for the tax increase and has a firm understanding of the importance of bringing business into the Town. She added that current projects will enable Council to hold the line with tax increases in the future.

Council member Gibson said there is no Budget and Finance Committee meeting scheduled for April.

There being no further business, **Council member Gibson made the motion to set a public hearing for the May 14, 2019 meeting to hear public comment on the proposed FY2020 budget, seconded by Council member McDonald.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

**Council member Gibson made the motion to adopt the attached Ordinance setting the tax levies for tax year 2019 amending the Code of the Town of Berryville, Chapter 16 – Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of properties.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Nay**

**Dickinson: Nay**

**Abstain: None**

**Council member Gibson made the motion to adopt the attached resolution providing for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for the tax year 2019.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

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

Council member Rodriguez said the Committee has been discussing the Memorandum of Understanding for Economic Development and is recommending that Council meet with the Board of Supervisors to discuss. She discussed her draft letter and said she was open to edits and changes. She recommended having two Town Council members and two Board of Supervisors make up the Committee. Mayor Dickinson reiterated that members shall be elected officials and County and Town staff would also participate. Recorder Arnold said he was fine with the recommendations and would like to see a draft of the letter prior to it being sent to Board members.

Council member Rodriguez said the next Community Development Committee meeting is scheduled for Monday, April 29 at 2:00pm.

14. Report of Donna McDonald - Chair, Public Safety Committee

Council member McDonald said they will have a meeting on Wednesday, April 24 at 2:00pm. She asked Chief White if he had anything to report. He said that all Town staff had completed the CPR training, thanking Brian Lichty for training support.

Mayor Dickinson recognized Berryville being named the second safest city in Virginia and congratulated Chief White and other non-profits who received \$1,000 from Martin's.

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

Council member Harrison discussed the storm water efforts in Rose Hill Park, Blue Ridge Street, and Dorsey and Treadwell streets and requested an update from Mr. Dalton on responses to the engineering request for proposal. Mr. Dalton said there was no offering for the engineering work as the in-house engineer has been authorized to move forward with an examination of Jackson Pond and areas downstream from this area including Dorsey and Treadwell streets. He said Ashby and Archer courts and impacts to Walnut Street will also be reviewed. He said he anticipates that these studies for these items will be completed by the end of the current fiscal year.

Mayor Dickinson asked about the status of the rate study. Mr. Dalton said he met with the engineer and he gave him a deadline to be on the May 14 Town Council agenda. Mr. Dalton said he requested a final draft of the report the first week of May so Council and staff have time to review. There was a discussion about scheduling a Streets and Utilities meeting. Mayor Dickinson requested recommendations on rate changes from the Streets and Utilities Committee and the Budget and Finance Committee. Council member Harrison requested a full Council work session be held. Mr. Dalton said May 6 would be their regularly scheduled work session. It was agreed the work session would be held.

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

Recorder Arnold had nothing to report.

17. Closed Session – No closed session scheduled

18. Other

There was no other business.

19. Adjourn

Council member Harrison made the motion to adjourn the meeting, seconded by Council member Rodriguez.

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

The meeting adjourned at 8:45pm.

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Harry Lee Arnold, Jr., Recorder

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Christy Dunkle, Recording Secretary

**BERRYVILLE TOWN COUNCIL PUBLIC SAFETY COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**April 24, 2019**

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A meeting of the Berryville Town Council Public Safety Committee was held on Wednesday, April 24, 2019 at 2:00pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of the Committee present: Donna McDonald, Chair; Pat Dickinson

Member absent: Diane Harrison

Staff present: Keith Dalton, Town Manager; Neal White, Chief of Police

**1. Call to Order**

The meeting was called to order at 2:00pm.

**2. Approval of Agenda**

Ms. Dickinson made the motion to approve the agenda as presented, the motion was approved by consensus.

**3. Department Update**

Chief White updated the Committee on his contact with the citizen who highlighted her concerns at the last Town Council meeting regarding issues in the Darbybrook subdivision.

Chief White provided the Committee with a brochure that he has developed regarding dogs and dog-related issues. Ms. Dickinson commented on several stylistic and grammatical concerns she had after reading the brochure.

**4. Town Code Review Update**

*Chapter 8*

The Committee and staff discussed the timetable for adoption of a new Chapter 8 and associated policies and procedures.

The Committee and staff discussed aspects of the revised Chapter 8 and associated policies and procedures.

The Committee decided to pause and consider a phased approach that would address specific concerns regarding commercial uses that are receiving curbside collection.

The Committee and staff discussed the priority of this effort in the big picture. Mr. Dalton asked whether this matter should be placed at the top of the list and be made the top priority for staff. Ms.

Dickinson stated that this matter is not her top priority. Ms. McDonald stated that this was not a priority for her.

#### *Chapter 20*

The Committee discussed the draft of Chapter 20. The Committee agreed that staff should continue to revise the draft and place it before Town Council at their June meeting.

#### **5. Closed Session**

There was no closed session.

#### **6. Other**

Chief White introduced a draft Memorandum of Agreement that is being reviewed by 20 other jurisdictions that would establish protocols and procedures for the staffing of the Northwestern Crisis Intervention Team Assessment Center (CITAC). He said the Assessment Center is a grant funded project that places resources at the Winchester Medical Center for the purposes of mental health evaluations for individuals in crisis and the transfer of custody of those individuals so law enforcement resources can return to their patrol assignments. The Committee asked that the matter be placed before Town Council in May with a proposed action of authorizing the Town Manager or designee to execute all documents related to the CITAC upon completion of the review.

#### **7. Adjourn**

The meeting was adjourned at 3:29pm.

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**April 29, 2019**

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A meeting of the Town Council Community Development Committee was held on Monday, April 29, 2019 at 2:00pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Committee members present: Kara Rodriguez, Chair; Diane Harrison; Donna McDonald

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

Press present: Mickey Powell, Winchester Star

**1. Call to Order**

Chair Rodriguez called the meeting to order at 2:01pm

**2. Approval of Agenda**

Ms. Harrison made the motion to approve the agenda as presented, seconded by Ms. McDonald, the motion was approved by consensus.

**3. Discussion: Update from Berryville Main Street**

Berryville Main Street Board of Directors President updated the Committee on their restructuring efforts. He said the organization is unable to move forward on the \$25,000 grant for the livery. He said they are moving forward with the hotel feasibility study. Mr. Dalton asked whether BMS would apply for the grant in the future and Mr. Stalvey said they intended to later in the year. Chair Rodriguez asked the status of the Fire House Gallery. Mr. Stalvey said they have been getting new policies in place and increased social media efforts. He added that they are getting costs for rebranding efforts. Chair Rodriguez asked if BMS had any new initiatives. Mr. Stalvey said that will be marketing the incubator study and planning several arts-related events. There was a discussion about the timing of the Town's work at 23 East Main Street and leasing the second floor space. Mr. Stalvey said the success of the Cruise-In has increased participation. There was a discussion about parking, signage, and access for participants.

**4. Discussion: Economic Development/MOU with Clarke County**

Chair Rodriguez asked if a response concerning the MOU has been received from the County. Mr. Dalton said he had not heard back from County staff. Chair Rodriguez said she would discuss the matter with Supervisor Daniel. She said budgeting \$5,000 to the economic development with the County will give us a financial foot in the door. The Committee agreed to recommend to Town Council that Chair Rodriguez and Recorder Arnold represent the Town on the MOU Committee.

## **5. Discussion: Livery Stable**

There was a discussion about funds for stabilization of the livery and work to be done on the second floor of 23 East Main Street. Mr. Dalton said reserves for this property have been set aside and this money may be used for upgrades to the building including HVAC installation and the addition of a vestibule to allow both incubator spaces to be secured. He recommended the Committee conduct a site visit to the building. Mr. Dalton said work could begin in July without amending the current budget. He added that the Structural Evaluation of the Livery includes a three year plan to stabilize the structure.

Ms. McDonald said it would be in the best interest of the Town to keep the property at 23 East Main Street adding that public restrooms could be available in the livery. There was a discussion about the priorities for stabilization including work on the masonry wall, roof, and timber frame beam. Mr. Dalton added that the consultant recommended doing all of the work at one time. Ms. Dunkle said she would send out the study to Council members. Mr. Dalton said that the FY 21 budget would include funding for stabilization and reiterated the importance of moving forward with the project.

Chair Rodriguez said a site visit would be beneficial. It was determined that a site visit would be scheduled after the May 10, 2019 work session.

There was a discussion about the importance of the incubator spaces and the success other businesses have had who began in this location.

### **Closed Session**

There was no closed session.

### **Other**

Chair Rodriguez said the next scheduled meeting fell on Memorial Day and asked members if Tuesday, May 28 at 2:00pm would work for them. It was determined that if there are agenda items, a meeting would be held on that date.

### **Adjourn**

There being no further business, Ms. Harrison moved, seconded by Ms. McDonald, to adjourn the meeting, at 2:51pm.

**BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**May 8, 2019**

---

A meeting of the Berryville Town Council Personnel, Appointments, and Policy Committee was held on Wednesday, May 8, 2019 at 1:30pm 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; Pat Dickinson

Staff present: Keith R. Dalton, Town Manager and Desi Moreland, Assistant Town Manager/Treasurer

Chair Arnold called the meeting to order at 1:31pm.

**Approval of Agenda**

Chair Arnold inquired as to whether the Committee wished to discuss Mrs. Dickinson’s request to review individual employee time sheets. Mrs. Dickinson said that she did not need to discuss the matter. Ms. Gibson stated that she had not familiarized herself with the matter and preferred that it be discussed before the full council.

Ms. Gibson made the motion to approve the agenda as presented, the motion was approved by consensus.

**Closed Session**

Mrs. Dickinson moved that the Personnel, Appointments, and Policy Committee enter a closed session in accordance with §2.2-3711.A.1, Code of Virginia, for discussion, consideration, or interviews of prospective candidates for appointment. Ms. Gibson seconded the motion which carried as follows:

<b>Aye:</b>	<b>Arnold, Dickinson, Gibson</b>
<b>Nay:</b>	<b>None</b>
<b>Abstain:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>

The Personnel Committee entered closed session.

The members of the Personnel Committee being assembled within the designated meeting place in the presence of members of the public and media desiring to attend, the meeting reconvened. Ms. Gibson read the resolution of certification and moved that the following Resolution Concerning Certification of the Closed Session be adopted.

RESOLUTION

WHEREAS, §2.2-3711.A.1 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.

Ms. Gibson seconded the motion which carried on the following roll call vote:

<b>Gibson:</b>	<b>Aye</b>
<b>Dickinson:</b>	<b>Aye</b>
<b>Arnold:</b>	<b>Aye</b>

**Other**

There was no other discussion.

**Adjourn**

There being no further business, the meeting was adjourned at 2:21pm.

# Attachment 3

# Planning and Community Development

*Action Item*

## Dedication for Public Use

**May 14, 2019**

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### **Planning Commission**

The Planning Commission did not hold a meeting in April. Their next meeting is scheduled for Tuesday, May 28, 2019 at 7:30pm.

### **Berryville Area Development Authority**

The BADA did not hold a meeting in April. Their next meeting is scheduled for Wednesday, May 22, 2019 at 7:00pm.

### **Architectural Review Board**

The ARB met on April 3, 2019 to review the following requests:

#### **Architectural Review**

**Martine Bourdeau, Owner, is requesting a Certificate of Appropriateness for replacement windows on principal and accessory structures located at 303 West Main Street, identified as Tax Map Parcel number 14A4-((A))-13, zoned R-2 Residential. The Board requested that the applicant repair the existing windows which she has agreed to do.**

#### **Architectural Review**

**John Hudson, Owner, is requesting a Certificate of Appropriateness in order to install a six foot fence at the rear of the property located at 15, 17, and 19 East Main Street, identified as Tax Map Parcel number 14A5-((A))-76, zoned C General Commercial. Approved with recommendations.**

The ARB also met on Wednesday, April 24, 2019 to review the following request:

#### **Architectural Review**

**James W. and Pamela L. Craig, Owners, are requesting a Certificate of Appropriateness for a new single family structure located at 1 Battletown Drive, identified as Tax Map Parcel number 14A3-((A))-31B, zoned DR-4 Detached Residential. Approved as presented.**

Their next meeting is scheduled for Wednesday, June 5, 2019.

**Tree Board**

The Tree Board met on April 3, 2019. They discussed the draft copy of the Community Forestry Plan and the Arbor Day proclamation. Their next meeting is scheduled for Wednesday, May 29, 2019 at 7:30pm.

**Board of Zoning Appeals**

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

**BERRYVILLE TOWN COUNCIL**

**Dedication for Public Use – East Main Street**

**May 14, 2019**

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The parcel located at 726 East Main Street has been purchased. A minor subdivision will be administratively approved in order for the property owner to build two single-family homes.

Dedication of rights-of-way for future expansion shall be approved by the Town Council. A 10 foot dedication is identified on the attached Subdivision/BLA plat. This area can include future travel lane expansion; stormwater system installation; and pedestrian facilities.

A Land Development Application, plat of the proposed subdivision, and a motion are included with this staff report.

**Recommendation**

Approve as presented.

LAND DEVELOPMENT APPLICATION TOWN OF BERRYVILLE

(Please print or type)

Current Property Owner Capital Builders LLC

Owner's Address P.O. BOX 382 Berryville, VA. 22611

Phone 540-303-9101

Agent (Contact Person) \_\_\_\_\_

Agent's Address \_\_\_\_\_

Phone \_\_\_\_\_

**Check Appropriate Request:**

- Subdivision - creating more than 2 lots
- Minor Subdivision - single lot divided into 2 lots
- Boundary Line Adjustment
- Site Plan
- Rezoning
- Text Amendment: \_\_\_\_\_ Zoning or \_\_\_\_\_ Subdivision Ordinance
- ARB Certificate of Appropriateness
- Town of Berryville Utilities
- Other: \_\_\_\_\_

**Complete As Applicable:**

Nature of Request/Proposal: split a lot

Tax Map & Parcel Number(s): 14A3-A-34A

Size of Project Site: 1.9183 Acres

Proposed # of Lots: 2 Existing Zoning \_\_\_\_\_

**Owner or Agent:** The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve the request for which I am applying. I certify that all property corners have been clearly staked and flagged.

Signature: Samothy J. McClanahan Date: 5-1-19  
Mgr.

**Owner:** I have read this completed application, understand its intent, and freely consent to its filing. Furthermore, I grant permission to the Town Planning Department and other government agents to enter the property and make such investigations and tests, as they deem necessary. I acknowledge that in accordance with Article X of the Subdivision Ordinance I am responsible for costs incurred for review of subdivision and/or development plans by the Town's engineer and that any other required tests or studies will be carried out at owner/agent expense

Signature: Samothy J. McClanahan Date: 5-1-19  
Mgr.

**OFFICE USE ONLY**

Public Hearing Required? \_\_\_\_\_ Dates Advertised \_\_\_\_\_

Adjoining Property Owners Notified? \_\_\_\_\_

Action Taken: \_\_\_\_\_



**BERRYVILLE TOWN COUNCIL**

**MOTION TO APPROVE DEDICATION FOR PUBLIC USE**

Date: May 14, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the dedication of right-of-way on the north side of East Main Street (Business Route 7) for public use as identified on the attached plat.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

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Harry Lee Arnold, Jr., Recorder

# **Attachment 4**

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** MONTHLY REPORTS  
**DATE:** 4/30/2019  
**CC:** KEITH DALTON, TOWN MANAGER

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**A/P Check Listing**

Checks issued in April 2019.

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

March 2019 P-Card Purchases that were paid on April 23, 2019.

## A/P Check Listing

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

Date From - 4/1/2019 Date To - 4/30/2019

Town of Berryville  
04/30/2019 10:55 AM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
5357	1	Bureau for Child Support Enforcement	04/04/2019	\$875.00
5358	1	Douglas A. Shaffer	04/04/2019	\$75.00
5359	1	ECONO SIGNS, LLC	04/04/2019	\$982.40
5360	1	H. Allen Kitselman	04/04/2019	\$75.00
5361	1	H20 Pipe Cleaning LLC	04/04/2019	\$800.00
5362	1	HEATHER HALTERMAN	04/04/2019	\$515.04
5363	1	Herbert L. Beskin, Trustee	04/04/2019	\$115.00
5364	1	Keith Dalton	04/04/2019	\$50.00
5365	1	Minnesota Life Insurance Co.	04/04/2019	\$181.62
5366	1	PENNONI ASSOCIATES INC	04/04/2019	\$21,221.30
5367	1	PENNONI ASSOCIATES INC	04/04/2019	\$675.00
5368	1	STURGIS WEB SERVICES	04/04/2019	\$180.00
5369	1	The Winchester Star	04/04/2019	\$1,011.20
5370	1	Top of Virginia Regional Chamber	04/04/2019	\$670.00
5371	1	Tyler Technologies	04/04/2019	\$2,492.00
5372	1	VUPS	04/04/2019	\$52.20
5373	1	ARSELIA SOLORIO	04/11/2019	\$126.20
5374	1	Commercial Press Inc	04/11/2019	\$175.50
5375	1	Hall, Monahan, Engle, Mahan & Mitchell	04/11/2019	\$2,692.50
5376	1	James River Equipment	04/11/2019	\$2,267.66
5377	1	LARRY VICTOR DAVIS JR	04/11/2019	\$98.00
5378	1	Nationwide Retirement Solutions	04/11/2019	\$645.00
5379	1	SHENANDOAH SAND, INC	04/11/2019	\$462.00
5380	1	VUPS	04/11/2019	\$75.60
5381	1	Bureau for Child Support Enforcement	04/23/2019	\$875.00
5382	1	Commercial Press Inc	04/23/2019	\$761.25
5383	1	Dunn Land Surveys, Inc.	04/23/2019	\$2,100.00
5384	1	Meyercord Revenue Inc.	04/23/2019	\$6,588.00
5385	1	Michelle M. Jones	04/23/2019	\$1,242.50
5386	1	PATSY J STOTLER	04/23/2019	\$49.20

## A/P Check Listing

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

Date From - 4/1/2019 Date To - 4/30/2019

Town of Berryville  
04/30/2019 10:55 AM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
5387	1	PENNONI ASSOCIATES INC	04/23/2019	\$67.50
5388	1	SKYVIEW TREE EXPERTS, LLC	04/23/2019	\$1,100.00
5389	1	Treasurer of Frederick County	04/23/2019	\$6,203.68
5390	1	Berryville Main Street	04/29/2019	\$5,000.00
5391	1	CARL FISCHER	04/29/2019	\$101.60
5392	1	DOLI/Boiler Safety Commonwealth of Virginia	04/29/2019	\$100.00
5393	1	Minnesota Life Insurance Co.	04/29/2019	\$181.62
5394	1	Nationwide Retirement Solutions	04/29/2019	\$645.00
5395	1	Patricia Dickinson	04/29/2019	\$23.98
5396	1	PENNONI ASSOCIATES INC	04/29/2019	\$2,330.00
5397	1	RUCKMAN ENGINEERING	04/29/2019	\$875.00
5398	1	USPS	04/29/2019	\$838.00
5399	1	Virasec, LLC	04/29/2019	\$1,980.53
5400	1	ZENON ENVIRONMENTAL CORPORATION	04/29/2019	\$9,484.00
44	Checks Totaling -			\$77,060.08

### Totals By Fund

Fund	Checks	Voids	Total
100	\$37,994.12		\$37,994.12
501	\$13,645.65		\$13,645.65
502	\$25,420.31		\$25,420.31
Totals:	\$77,060.08		\$77,060.08



BERRYVILLE TOWN OF  
 DESIRÉE MORELAND  
 XXXX-XXXX-XXXX  
 March 01, 2019 - March 31, 2019

**Purchasing Card**

**Company Statement**

Account Information
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238  <b>Customer Service:</b> 1.888.449.2273 24 Hours  <b>TTY Hearing Impaired:</b> 1.800.222.7365 24 Hours  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours

Payment Information
Statement Date ..... 03/31/19
<b>Payment Due Date ..... 04/23/19</b>
Days in Billing Cycle ..... 31
Credit Limit ..... \$500,000
Cash Limit ..... \$0
<b>Total Payment Due ..... \$92,023.05</b>

Account Summary
Previous Balance ..... \$84,854.92
Payments ..... -\$84,854.92
Credits ..... -\$1.33
Cash ..... \$0.00
Purchases ..... \$92,024.38
Other Debits ..... \$0.00
Overlimit Fee ..... \$0.00
Late Payment Fee ..... \$0.00
Cash Fees ..... \$0.00
Other Fees ..... \$0.00
Finance Charge ..... \$0.00
<b>Current Balance ..... \$92,023.05</b>

**Important Messages**

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 04/23/19.

**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK XXXX-XXXX-XXXX- 15,000	0.00	0.00	8,012.17	8,012.17
BOTH, KEVIN XXXX-XXXX-XXXX- 1,000	0.00	0.00	42.10	42.10

8485492 9202305 9202305 4715291201837237

Account Number: XXXX-XXXX-XXXX  
 March 01, 2019 - March 31, 2019

**Total Payment Due ..... \$92,023.05**  
**Payment Due Date ..... 04/23/19**

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

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

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

⑆5499900 1 1⑆0005 1 20 1837237⑈



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

**Service for the hearing impaired (TTY/TDD):** Contact our service for the hearing-impaired at 1.800.222.7365.

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

**Disclosure:** We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit [www.bankofamerica.com/corporatecarddisclosure](http://www.bankofamerica.com/corporatecarddisclosure) or call the customer service number listed on your statement to request a copy.

**In case of errors or questions about your bill:** Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79998-2238. Your letter must include the following information:

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



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

Thank you for your business.

Please write your change of address here:

Street

City

State

Zip

( )

( )

Home Phone

Business Phone

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

**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
<b>BUSSERT, ERNIE</b> XXXX-XXXX-XXXX- 500	0.00	0.00	308.85	308.85
<b>DUNKLE, CHRISTY</b> XXXX-XXXX-XXXX- 500	0.00	0.00	54.45	54.45
<b>ELLIOTT, RALPH</b> XXXX-XXXX-XXXX- 5,000	0.00	0.00	2,236.99	2,236.99
<b>FERREBEE, DARRELL</b> XXXX-XXXX-XXXX- 500	0.00	0.00	24.48	24.48
<b>GARNER, SEAN</b> XXXX-XXXX-XXXX- 500	0.00	0.00	18.94	18.94
<b>HALTERMAN, HEATHER</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	11,415.27	11,415.27
<b>JOHNSON, KAREN</b> XXXX-XXXX-XXXX- 1,000	1.33	0.00	247.88	246.55
<b>KERN, JODI</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	181.45	181.45
<b>LARRICK, LISA</b> XXXX-XXXX-XXXX- 1	0.00	0.00	256.04	256.04
<b>LILLY, STEPHEN</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	6,737.94	6,737.94
<b>LINK, BRIAN</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	483.56	483.56
<b>MCCORMICK, HARRY</b> XXXX-XXXX-XXXX- 500	0.00	0.00	42.11	42.11
<b>MORELAND, DESIREE</b> XXXX-XXXX-XXXX- 50,000	0.00	0.00	43,951.94	43,951.94
<b>POSTON, RUSTY</b> XXXX-XXXX-XXXX- 500	0.00	0.00	194.98	194.98
<b>REYNOLDS, CHARLES</b> XXXX-XXXX-XXXX- 500	0.00	0.00	113.68	113.68
<b>STOVER, KEITH</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	335.00	335.00
<b>TYRRELL, DAVE</b> XXXX-XXXX-XXXX- 20,000	0.00	0.00	14,079.85	14,079.85
<b>WHITE, NEAL</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	3,286.70	3,286.70

**Transactions**

Posting Transaction Date Date	Description	Reference Number	MCC	Charge	Credit
					<b>Total Activity</b>
BERRYVILLE TOWN OF Account Number: XXXX-XXXX-XXXX-					<b>-\$84,854.92</b>
03/25	03/25	AUTO PAYMENT DEDUCTION	0071		84,854.92
BOOR, RICK Account Number: XXXX-XXXX-XXXX-					<b>Total Activity</b>
03/11	03/10	WAL-MART #3344 WINCHESTER VA	24226389070091005303218	5411	83.19
					<b>8,012.17</b>



18390900 - 014970 - 0002 - 0003 - 2

**Transactions**

Posting Transaction		Description		Reference Number	MCC	Charge	Credit
<b>BOOTH, KEVIN</b>							
Account Number: XXXX-XXXX-XXXX-							
03/11	03/08	SNS EAST -2871	BERRYVILLE VA	24427339067720035931112	5411	42.10	
							<b>Total Activity</b>
							<b>42.10</b>
<b>BUSSERT, ERNIE</b>							
Account Number: XXXX-XXXX-XXXX							
03/06	03/05	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979065091401000556	5251	5.87	
03/07	03/06	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979066091403000512	5251	30.67	
03/08	03/07	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979067091405000428	5251	6.82	
03/11	03/08	LOWES #02724*	WINCHESTER VA	24692169067100331484851	5200	250.81	
03/12	03/11	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979071091403000069	5251	5.87	
03/25	03/23	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979083091407000079	5251	8.81	
							<b>Total Activity</b>
							<b>308.85</b>
<b>DUNKLE, CHRISTY</b>							
Account Number: XXXX-XXXX-XXXX-							
03/11	03/08	USPS PO 5107560300	BERRYVILLE VA	24445009068001053973765	9402	7.00	
03/28	03/27	DOWNTOWN DEVEL CENTER	WWW.ALEXCOMMGNJ	24492159086637166703376	5192	47.45	
							<b>Total Activity</b>
							<b>54.45</b>
<b>ELLIOTT, RALPH</b>							
Account Number: XXXX-XXXX-XXXX-							
03/04	02/28	MALLOY FORD	540-6674434 VA	24073149060900017500047	5511	178.11	
03/04	03/02	LOWES #02724*	WINCHESTER VA	24692169061100840159735	5200	57.07	
03/08	03/07	THE BLOSSMAN COMPANIES	IN228-872-8932 MS	24247609066300561294295	5983	900.77	
03/19	03/18	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979078091407000100	5251	9.76	
03/21	03/19	Stateline Sales and Servi	Clear Brook VA	24426299079030034471083	5511	703.63	
03/22	03/20	STUART M PERRY #2	BERRYVILLE VA	24073149080900010500016	1771	387.65	
							<b>Total Activity</b>
							<b>2,236.99</b>
<b>FERREBEE, DARRELL</b>							
Account Number: XXXX-XXXX-XXXX-							
03/06	03/05	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979065091401000093	5251	24.48	
							<b>Total Activity</b>
							<b>18.94</b>
<b>GARNER, SEAN</b>							
Account Number: XXXX-XXXX-XXXX-							
03/22	03/21	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979081091403000091	5251	18.94	
							<b>Total Activity</b>
							<b>11,415.27</b>
<b>HALTERMAN, HEATHER</b>							
Account Number: XXXX-XXXX-XXXX-							
03/04	03/01	IN *TRUESHRED	888-7508783 VA	24692169060100199427031	7399	49.00	
03/04	03/01	USPS PO 5107560300	BERRYVILLE VA	24445009061001051990958	9402	28.20	
03/04	03/03	Amazon web services	aws.amazon.coWA	24692169062100958943580	7399	0.62	
03/06	03/05	STAPLS7214464328000001	877-8267755 NJ	24164079064105049290998	5111	65.46	
03/12	03/11	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689070747000469199	4900	4,892.15	
03/14	03/13	STAPLS7214986729000001	877-8267755 NJ	24164079072105125628061	5111	358.50	
03/14	03/13	STAPLS7214986729000002	877-8267755 NJ	24164079072105975628062	5111	1.20	
03/19	03/18	CITY OF FREDERICKSBURG	PAFREDERICKSBURVA	24755429078130783714959	9399	3.00	
03/20	03/19	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689078747000740716	4900	123.80	
03/20	03/19	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689078747000740930	4900	4,496.06	
03/20	03/19	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689078747000740757	4900	1,092.98	
03/20	03/19	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689078747000740880	4900	9.77	
03/20	03/19	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689078747000740633	4900	181.62	
03/20	03/19	CITY OF FREDERICKSBURG	PAFREDERICKSBURVA	24755429079120796512366	9399	2.00	
03/25	03/22	STAPLS7215574620000001	877-8267755 NJ	24164079081105212824135	5111	61.21	
03/27	03/25	THE GIANT CRAB	MYRTLE BEACH SC	24269799085500692957103	5812	39.34	
03/29	03/27	ARBY'S 0673	MYRTLE BEACH SC	24431069087286888900185	5814	10.36	
							<b>Total Activity</b>
							<b>246.55</b>
<b>JOHNSON, KAREN</b>							
Account Number: XXXX-XXXX-XXXX-							
03/07	03/06	USPS PO 5107560300	BERRYVILLE VA	24445009066000949627769	9402	220.00	
03/25	03/22	PP*TOWNOFBERRYVILLE	VA BERRYVILLE VA	24492159081894313132083	9399	1.33	
03/25	03/22	PP*TOWNOFBERRYVILLE	VA BERRYVILLE VA	74492159081894315245466	9399		1.33
03/26	03/25	USPS PO 5107560300	BERRYVILLE VA	24445009085000958376545	9402	26.55	
							<b>Total Activity</b>
							<b>181.45</b>
<b>KERN, JODI</b>							
Account Number: XXXX-XXXX-XXXX-							
03/04	03/01	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979061091403000087	5251	18.93	
03/06	03/05	USPS PO 5107560300	BERRYVILLE VA	24445009065000962285231	9402	3.66	
03/13	03/13	MARIO'S PIZZA	BERRYVILLE VA	24377359072000000508059	5812	91.02	

**Transactions**

Posting Transaction			Reference Number	MCC	Charge	Credit
Date	Date	Description				
03/26	03/25	MCDONALD'S F3502 EMPORIA VA	24427339084720047273197	5814	4.16	
03/27	03/25	THE GIANT CRAB MYRTLE BEACH SC	24269799085500692960495	5812	39.34	
03/28	03/26	MARRIOTT MYRTLE BEACH MYRTLE BEACH SC	24692169086100314712895	5812	18.00	
03/29	03/27	ARBY'S 0673 MYRTLE BEACH SC	2443106908728688900177	5814	6.34	
<b>LARRICK, LISA</b>						<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>						<b>256.04</b>
03/01	02/28	STAPLS7214216678000001 877-8267755 NJ	24164079059105276061044	5111	256.04	
<b>LILLY, STEPHEN</b>						<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>						<b>6,737.94</b>
03/07	03/06	EBERT REPRODUCTION & SUPPWINCHESTER VA	24428069065200158260585	5999	134.91	
03/08	03/07	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979067091405000485	5251	43.87	
03/11	03/07	THE HOME DEPOT 4618 WINCHESTER VA	24692169067100294998087	5200	246.29	
03/12	03/11	COYNE CHEMICAL 215-785-3000 PA	24137469070200142754898	5169	479.94	
03/12	03/11	COYNE CHEMICAL 215-785-3000 PA	24137469070200142754971	5169	1,997.40	
03/12	03/11	COYNE CHEMICAL 215-785-3000 PA	24137469070200142755051	5169	1,011.88	
03/13	03/12	USA BLUE BOOK 800-548-1234 IL	24326849071636000062507	5085	101.95	
03/13	03/12	USA BLUE BOOK 800-548-1234 IL	24326849071636000062515	5085	212.85	
03/13	03/12	USA BLUE BOOK 800-548-1234 IL	24326849071636000063026	5085	615.96	
03/18	03/15	FASTENAL COMPANY01 WINCHESTER VA	24224439075103011883891	5251	15.28	
03/18	03/15	PRAXAIR DIST INC 98698 5405350119 VA	24761979075091315000029	7692	142.07	
03/22	03/21	COYNE CHEMICAL 215-785-3000 PA	24137469080200152659431	5169	670.99	
03/22	03/21	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979081091403000299	5251	32.31	
03/26	03/25	M.E. FLOW 703-777-2311 VA	24323009085254411011101	1711	287.50	
03/28	03/27	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979087091405000036	5251	59.74	
03/29	03/28	IN *SELECT SPECIALTY PROD434-2963937 VA	24692169087100197787245	5169	685.00	
<b>LINK, BRIAN</b>						<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>						<b>483.56</b>
03/08	03/07	LOWES #02724* WINCHESTER VA	24692169066100648879661	5200	132.07	
03/08	03/07	JNO. S SOLENBERGER AND C WINCHESTER VA	24138299067400003105579	5251	39.59	
03/22	03/21	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979081091403000083	5251	47.08	
03/27	03/26	LOWES #00656* WINCHESTER VA	24692169085100835365737	5200	248.67	
03/27	03/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979086091403000369	5251	16.15	
<b>MCCORMICK, HARRY</b>						<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>						<b>42.11</b>
03/01	02/28	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979060091401000221	5251	29.39	
03/25	03/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979082091405000635	5251	12.72	
<b>MORELAND, DESIREE</b>						<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>						<b>43,951.94</b>
03/11	03/08	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689067747000418647	4900	47.57	
03/11	03/08	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689067747000418613	4900	31.84	
03/12	03/11	MARTINS 6283 WINCHESTER VA	24692169070100158332386	5411	26.55	
03/12	03/11	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689070747000470163	4900	75.55	
03/14	03/13	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689072747000557389	4900	142.16	
03/14	03/13	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689072747000557660	4900	21.00	
03/14	03/13	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689072747000557439	4900	35.81	
03/14	03/13	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689072747000557645	4900	21.00	
03/18	03/15	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689074747000623114	4900	10,000.00	
03/19	03/18	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689077747000693049	4900	161.88	
03/19	03/18	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689077747000690821	4900	9,241.87	
03/20	03/19	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431059078083717467946	4900	20,479.20	
03/20	03/19	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431059078083711358448	4900	75.00	
03/20	03/20	COMCAST 800-COMCAST MD	24692169079100095146841	4899	87.80	
03/20	03/19	VA DMV ONLINE BILLING PAY804-3670595 VA	24755429079120796609352	9399	1,725.00	
03/21	03/20	VZWLSS*MY VZ VB P 800-922-0204 FL	24692169079100156427965	4814	750.41	
03/21	03/20	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692169079100276402179	4814	195.37	
03/21	03/20	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692169079100276402187	4814	397.52	
03/21	03/20	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692169079100276402203	4814	190.89	
03/21	03/19	TelRite Corporation COVINGTON GA	24393499079004946227607	4814	10.52	
03/27	03/26	USPS PO 5107560300 BERRYVILLE VA	24445009086000968520586	9402	235.00	
<b>POSTON, RUSTY</b>						<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>						<b>194.98</b>
03/13	03/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979072091405000082	5251	71.24	
03/18	03/14	VAMAC INC WINCHESTER WINCHESTER VA	24632699074500594784170	5074	53.22	
03/25	03/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979082091405000353	5251	70.52	
<b>REYNOLDS, CHARLES</b>						<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>						<b>113.68</b>
03/01	02/28	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979060091401000189	5251	24.80	
03/01	02/28	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979060091401000197	5251	10.07	



**Transactions**

Posting Transaction							
Date	Date	Description		Reference Number	MCC	Charge	Credit
03/11	03/08	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801979068091407000060	5251	11.20	
03/21	03/20	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801979080091401000193	5251	67.61	
							<b>Total Activity</b>
							<b>335.00</b>

**STOVER, KEITH**  
 Account Number: XXXX-XXXX-XXXX

03/05	03/04	LOWES #02724* WINCHESTER VA		24692169063100883854778	5200	41.96	
03/05	03/04	JAMES RIVER EQUIPMENT WINSTEPHENSON VA		24067209063204200503281	5599	36.84	
03/05	03/02	BERRYVILLE AUTO PARTS INCBERRYVILLE VA		24767899063068800415159	5533	47.98	
03/05	03/04	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA		24412909063027012120904	5599	95.70	
03/05	03/04	ROBERTS OXYGEN CO BR 00 ROCKVILLE MD		24755429064640640779421	5085	21.23	
03/06	03/05	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801979065091401000168	5251	23.90	
03/08	03/06	BERRYVILLE AUTO PARTS INCBERRYVILLE VA		24767899066093900428404	5533	2.70	
03/11	03/08	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801979068091407000375	5251	4.20	
03/21	03/19	BERRYVILLE SERVICE CTR BERRYVILLE VA		24299109079002656725448	5541	36.00	
03/29	03/28	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801979088091407000355	5251	24.49	
							<b>Total Activity</b>
							<b>14,079.85</b>

**TYRRELL, DAVE**  
 Account Number: XXXX-XXXX-XXXX

03/01	02/28	BROY & SON PUMP SERVICE 540-9553928 VA		24073149059900012000012	1799	305.31	
03/01	02/28	AMZN Mktp US*M1ZS72T1 Amzn.com/billWA		24692169059100169797069	5942	43.11	
03/01	02/27	EMMART OIL CO 800-421-3835 VA		24427339059710004201647	5983	27.50	
03/04	02/28	OVERHEAD DOOR CO OF THE S540-4333903 VA		24073149060900018330972	1799	150.00	
03/04	03/01	AMZN Mktp US*M15641MG2 Amzn.com/billWA		24692169060100993946178	5942	25.52	
03/04	03/01	CAPITAL COMPRESSOR INC 7033650002 VA		24801979060726701574538	5085	1,578.55	
03/06	03/06	AMZN Mktp US*M10NN9Q12 Amzn.com/billWA		24692169065100776580710	5942	12.00	
03/07	03/06	WM SUPERCENTER #2566 CHARLES TOWN WV		24445009066400129046170	5411	42.34	
03/11	03/08	REPUBLIC SERVICES TRASH 866-576-5548 AZ		24431059067083701640113	4900	2,598.10	
03/11	03/08	DS SERVICES STANDARD COFF800-4928377 GA		24717059067280674831456	5199	30.35	
03/11	03/09	AWWA.ORG 303-347-6197 CO		24692169068100608431675	8398	177.50	
03/11	03/08	JOINER MICRO.LABORATORIE 540-347-7212 VA		24435659068200389300149	7399	2,120.00	
03/11	03/08	COMMONWEALTH OF VA DEPT 0804-7860447 VA		24755429068120688333031	9399	1,987.66	
03/11	03/08	MCMaster-CARR 630-834-9600 IL		24789309069106700043115	5085	316.42	
03/11	03/10	TOTAL PEST SERVICES INC 540-9740768 VA		24755429069260696060769	7342	158.00	
03/12	03/11	CONTROL EQUIPMENT COMPANY540-4440386 VA		24000979070123900372889	5074	757.30	
03/13	03/11	GRIFFITH ENERGY SERVIC 410-956-3000 MD		24258029071017033400090	5983	1,756.69	
03/14	03/11	EAHEART INDUSTRIAL SERVI 804-3557943 VA		24760629072477500788582	1799	198.23	
03/15	03/13	GRIFFITH ENERGY SERVIC 410-956-3000 MD		24258029073017034439426	5983	446.75	
03/15	03/13	MCMaster-CARR 630-834-9600 IL		24789309073138500053782	5085	225.36	
03/22	03/21	ATCO MANUFACTURING COMPAN770-4247550 GA		24275399080900018365450	2842	204.30	
03/25	03/22	MCMaster-CARR 630-834-9600 IL		24789309083196000051118	5085	209.14	
03/25	03/24	TELEDYNE INSTRUMENTS INC 402-4640231 CA		24717059083640832662269	5047	709.72	
							<b>Total Activity</b>
							<b>3,286.70</b>

**WHITE, NEAL**  
 Account Number: XXXX-XXXX-XXXX

03/14	03/13	THE UPS STORE #0735 540-662-3339 VA		24692169073100442885477	7399	213.68	
03/26	03/25	SAFARILAND - UNITED UNIF 800-347-1200 FL		24431059084083314269788	7399	1,059.44	
03/26	03/25	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801979085091401000131	5251	8.79	
03/27	03/25	KUSTOM SIGNALS 913-492-1400 KS		24247609085500745134203	5065	84.00	
03/27	03/25	GALLS 8592667227 KY		24435659085762055522792	5137	530.79	
03/29	03/27	FBI LEEDA INC 877-7727712 PA		24559309087900010868765	8398	695.00	
03/29	03/28	FBI LEEDA INC 877-7727712 PA		24559309087900010969019	8398	695.00	

**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.

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** MANDATORY TRAINING FOR ELECTED OFFICIALS  
**DATE:** 4/30/2019  
**CC:** KEITH DALTON, TOWN MANAGER

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I have received 2019 Legislative Highlights from the TAV Legislative Committee. The following are training mandates for Elected Officials:

***Mandatory Conflict of Interest Training for Elected Officials***

- SB 1430 (Obenshain) requires the Virginia Conflict of Interest and Ethics Advisory Council to conduct training (which may be by online means) for all local elected officials regarding the State and Local Government Conflicts of Interest Act; we believe that the new provisions apply to constitutional officers.
- There is a July 1, 2019 effective date, with training required to be completed by December 31, 2019, for officeholders as of July 1, 2019. [Note that this timetable differs from that for FOIA training, below.] New officers must undergo training within two months of assuming office.
- There is no penalty for failing to complete a training session. The clerk of the local governing body or school board, as applicable is to keep records of compliance. These records are to be publicly available.
- Retraining must occur every two years.

***Mandatory FOIA Training for Elected Officials***

- SB 1431 (Obenshain) adds a new section to the Freedom of Information Act (FOIA) that will impose mandatory FOIA training requirements on all local elected officials, including (in our estimation) constitutional officers. There is a July 1, 2020 effective date, with training required to be completed by December 31, 2020, for officeholders as of July 1, 2020. New officers must undergo training within two months of assuming office.
- There is no penalty for failing to complete a training session. The clerk of the local governing body or school board, as applicable is to keep records of compliance. These records are to be publicly available.
- Online training sessions are to be provided by the Virginia Freedom of Information Advisory Council. Local government attorneys also may provide training.
- Retraining must occur every two years.

# Attachment 5

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## FINANCE AND ADMINISTRATION STAFF REPORT

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TO: TOWN COUNCIL  
FROM: DESIREE MORELAND, TREASURER  
SUBJECT: VOLUNTARY LONG-TERM CARE INSURANCE  
DATE: 4/30/2019  
CC: KEITH DALTON, TOWN MANAGER

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The Town received information from Genworth Financial regarding the Commonwealth of Virginia Voluntary Group Long-Term Care Insurance Program. This program is employee paid so there will be no cost to the Town should Council choose to elect to participate. The Town does not currently participate.

### Voluntary Long-Term Care Program Prepares to Accept New Enrollees

Genworth Life Insurance Co. has completed restructuring of its employee-paid long-term care insurance program and will once again accept new enrollees in the Commonwealth of Virginia (COV) Voluntary Group Long Term Care Insurance Program starting fall 2019. The program provides a maximum monthly benefit for covered long-term care expenses.

State employees who meet eligibility requirements can participate. School division and political subdivision employees may participate if they meet eligibility requirements and their respective employers adopt the program, or have an adoption agreement already in place.

### Adoption Window

All state agencies are eligible to participate in the program without signing an adoption agreement. Political subdivision and school employers that did not adopt the COV Voluntary Long-Term Care Insurance Program in 2010 or 2011 can submit an adoption agreement to VRS postmarked by June 14 to participate in the updated program. Genworth will email adoption agreements to non-participating employers in mid-March.

Political subdivision and school employers that adopted the program in 2010 or 2011 do not need to sign an adoption agreement to participate in the updated program. New employees, as well as those who did not enroll in the long-term care insurance program in the past, will be eligible to participate. Employees who are currently enrolled will continue their coverage under the existing program. Participating employers will receive an email from Genworth in early April with details about the updated program provisions.

## Open Enrollment Set for September 16 – October 11

Eligible employees age 65 and under who apply during open enrollment will have limited medical underwriting requirements.

Eligible employees age 65 and under who apply after open enrollment or more than 60 days after their hire date must complete full medical underwriting.

Eligible employees age 66 and over must complete full medical underwriting.

Select family members between the ages of 18 and 75 may also apply; however, they must complete full medical underwriting.

Two original, signed adoption agreements must be submitted to VRS in order to elect the program. The agreements do not need to be certified. Both copies of the attached agreement, once adopted, must be signed by the Town's Primary Administrative Authority and sent to VRS. Once signed by VRS, one fully signed original will be returned to the Town. All adoption agreements must be postmarked no later than June 14, 2019.

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE AN AGREEMENT WITH THE VIRGINIA  
RETIREMENT SYSTEM CONCERNING VOLUNTARY LONG-TERM  
CARE PROGRAM

Date: May 14, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached Agreement between the Town and the Virginia Retirement System concerning participation in the Voluntary Long-Term Care Program that will be administered at no cost to the Town and that the Council authorize the Town Manager to execute the Agreement and other required instruments.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

THIS AGREEMENT (the "Agreement"), executed this 14th day of May, 2019, is by and between the Town of Berryville (the "Employer") and the Virginia Retirement System (the "Plan Sponsor") (hereinafter collectively referred to as the "Parties").

WITNESSETH

WHEREAS, the Commonwealth of Virginia has established, and the Plan Sponsor is responsible for, the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program (the "Plan") in which employees of local governments, local officers, and teachers, as defined in § 51.1-513.3 of the Code of Virginia (the "Code"), as amended, may participate; and

WHEREAS, pursuant to the same section of the Code, the Employer desires to enter into this Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees; and

WHEREAS, the official entering into this Agreement is duly authorized on behalf of the Employer's governing body.

NOW, THEREFORE, in consideration of the premises herein, the Parties agree as follows:

- 1) The Plan Sponsor represents and warrants to the Employer that it will comply with all applicable laws affecting the Plan.
- 2) The Plan Sponsor represents to the Employer that it will provide sufficient services to administer the Plan and to appropriately respond to inquiries by employees and participants.
- 3) The Employer acknowledges and agrees to the terms and conditions established in the Plan.
- 4) The Employer agrees to provide the Plan Sponsor's selected long term care insurance carrier with a mail file of all active employees, in the format provided by the insurance carrier.
- 5) When requested by the Plan Sponsor or the insurance carrier, the Employer agrees to permit the Plan Sponsor's selected long term care insurance carrier to conduct group and individual meetings for the purpose of explaining the Plan or enrolling employees on the Employer's premises during normal working hours subject to such reasonable restrictions that the Employer communicates in writing to the Plan Sponsor and that are accepted by the Plan Sponsor.
- 6) This Agreement may be amended from time to time by written agreement between the Plan Sponsor and the Employer.
- 7) The term of this Agreement shall be for three years beginning on the date of its execution, and thereafter may be terminated by either party upon 60 days written notice to the other party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed, intending to be bound thereby.

Employer

Virginia Retirement System

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Date: \_\_\_\_\_, 20\_\_

# Attachment 6

The Community Development Committee requests that the Town Council appoint two members of the Town Council to represent the Town in Economic Development MOU discussions with Clarke County.

At its last meeting, the Committee recommended that Kara Rodriguez and Jay Arnold represent the Town in this matter.

**Recommended Action**

Appoint two members of the Town Council to represent the Town in Economic Development MOU discussions with Clarke County.

BERRYVILLE TOWN COUNCIL

MOTION TO APPOINT MEMBERS OF COUNCIL TO REPRESENT  
THE TOWN IN DISCUSSIONS WITH CLARKE COUNTY  
REGARDING AN ECONOMIC DEVELOPMENT MEMORANDUM OF  
UNDERSTANDING

Date: May 14, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville appoint  
\_\_\_\_\_ and \_\_\_\_\_ to represent the  
Town in Economic Development Memorandum of Understanding  
discussions with Clarke County.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 7



# 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: 05/07/2019**

**TO: Town Council**

**FROM: Chief W. Neal White**

**CC:**

**RE: Police Department Monthly Report – 05/14/2019**

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### **Monthly Activity Report**

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

### **Public Safety Committee**

The Public Safety Committee met April 24, 2019 and the minutes from the meeting can be found in the consent agenda of this Council packet.. The next scheduled meeting for the Committee is June 26, 2019 at 2:00 pm in the A/B meeting room.

### **Community Events**

A "Coffee With a Cop" event was held May 8, 2019 in partnership with Cordial Coffee. Officer Matt Andrews planned and coordinated the event and hopes to hold more of them in the future.

### **CIT Assessment Center**

As an attachment to this memo you will find two Memorandums of Agreement concerning a CIT Assessment Center (CITAC) which were discussed in the Public Safety Committee. The CIT Assessment Center is a facility operated by the Northwestern Community Services Board in the Winchester Medical Center campus that allows for law enforcement officers to transfer custody of individuals under an Emergency Custody Order (ECO) to Assessment Center staff so they can return to duty within their communities. The CITAC will provide a safe and therapeutic site for mental health screenings to take place seven days a week from 11:00 am until 11:00 pm. The CITAC is funded by a grant from the Virginia Department of Behavioral Health and Developmental Services. Municipalities that provide staffing in the form of extra duty assignment of law enforcement officers will be reimbursed for providing staffing in accordance with the CITAC Staffing MOA.



## Berryville Police Department

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W. Neal White – Chief of Police

There are 42 other CITAC sites in operation throughout the Commonwealth of Virginia and they have proven to reduce the number of involuntary committals to mental health facilities as well as reduce the amount of time law enforcement agencies spend in detaining individuals under an Emergency Custody Orders and transportation costs associated with Temporary Detention Orders (TDO).

The Public Safety Committee recommended that these agreements be reviewed by the full Council and in turn grant the Town Manager and Police Chief the authority to execute and amend the agreements as necessary.



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W. Neal White – Chief of Police

## Police and Security Report

	Year To Date	April	March
Month: April	2019	2019	2019
Year: 2019			
<b><u>Complaints Answered</u></b>			
911 Hang Up:	2	0	1
Alarms:	76	20	23
Animal Complaint:	54	22	12
Assault and Battery:	1	1	0
Assist County:	8	1	1
Auto Larceny:	0	0	0
Burglary:	1	0	0
Civil Complaints:	30	9	3
Disturbance:	9	5	0
Domestic Disturbance:	4	1	1
Drunk In Public:	5	2	1
Forgery & Uttering:	0	0	0
Fraud:	10	2	3
Larceny:	11	4	1
Harassment/Intimidation:	11	1	6
Homicide:	0	0	0
Juvenile Related:	6	0	1
Noise:	16	6	5
Public Service:	7	3	1
Rape:	0	0	0
Robbery:	1	0	1
Runaway:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	49	9	15
Trespassing:	2	1	0
Vandalism:	12	4	1
Welfare Check:	45	11	16
Mental Health Crisis	20	15	5
Miscellaneous Complaints:	366	107	90
<b>Total Complaints Answered:</b>	<b>746</b>	<b>224</b>	<b>187</b>



# Berryville Police Department

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[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 2019	April 2019	March 2019
<b><u>Traffic</u></b>			
Accidents Investigated:	17	7	3
Assist Motorist:	1	0	1
Child Safety Seat Install:	7	3	3
Funeral Escort:	6	2	1
Hit & Run:	0	0	0
Parking Tickets:	392	53	56
Traffic Warnings:	156	21	64
<b><u>Traffic Summons Issued</u></b>			
Defective Equipment:	0	0	0
Driving Suspended:	1	0	1
Expired Inspection:	25	4	4
Expired Registration:	10	1	2
Fail to Obey Highway Sign:	25	6	11
Fail to Obey Traffic Signals:	4	0	1
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	2	1	1
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	7	1	2
No Seat Belt:	0	0	0
Reckless Driving:	2	0	2
Speeding:	60	16	18
Miscellaneous Summons:	10	2	0
<b>Total Traffic Summons Issued:</b>	<b>146</b>	<b>31</b>	<b>42</b>
<b><u>Found Open at Businesses in Town</u></b>			
Doors:	7	1	2
Windows:	0	0	0
Garage Doors:	0	0	0



# Berryville Police Department

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[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 2019	April 2019	March 2019
<b><u>Criminal Arrests Made</u></b>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	5	1	0
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	1	1	0
Disorderly Conduct:	0	0	0
Driving While Intoxicated:	1	1	0
Drunk In Public:	5	3	0
Fail to Obey Police Officer:	0	0	0
Fail to Pay Parking Ticket:	1	0	0
Forgery:	0	0	0
Fraud:	2	0	0
Grand Larceny:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	5	1	0
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:	14	7	2
<b>Juvenile Detention Order Totals:</b>	0	0	0
<b>Total Criminal Arrests:</b>	34	14	2

# Attachment 8

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE NATIONAL POLICE WEEK RESOLUTION

Date: May 14, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached National Police Week Resolution.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder



**Resolution**  
**National Police Week**  
**May 12 – 18, 2019**

To recognize National Police Week 2019 and to honor the service and sacrifice of those police officers killed in the line of duty while protecting our communities and safeguarding our democracy.

**WHEREAS**, in 1962, President John F. Kennedy signed the first proclamation recognizing May 15<sup>th</sup> as Peace Officers Memorial Day and the week in which it falls as National Police Week; and

**WHEREAS**, police officers work tirelessly to protect and serve citizens across our nation, enforce our laws, and keep our neighborhoods, schools, and families safe; and

**WHEREAS**, police officers report for duty aware of the sacrifices they may be called upon to make and risk their lives each and every day in order to safeguard the public and enforce the laws they swear to uphold; and

**WHEREAS**, the members of the Berryville Police Department play an essential role in safeguarding the rights and freedoms of the citizens of our community; and

**WHEREAS**, it is important that all citizens know and understand that as faithful servants police officers unceasingly provide a vital public service to the community by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression and intimidation;

**NOW, THEREFORE, BE RESOLVED THAT**, The Council of the Town of Berryville call upon all citizens of the Town of Berryville to observe May 12 – May 18, 2019, as Police Week, and May 15, 2019, as Peace Officers Memorial Day with appropriate ceremonies and observances in which our community may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

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Patricia Dickinson, Mayor

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Harry Lee "Jay" Arnold, Recorder

# Attachment 9

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE A MEMORANDUM OF AGREEMENT WITH  
CONCERNING THE NORTHWESTERN CIT ASSESSMENT CENTER

Date: May 14, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached Memorandum of Agreement concerning the Northwestern Crisis Intervention Team (CIT) Assessment Center, authorize the Town Manager to approve changes necessary to finalize the Agreement with the participating jurisdictions, and authorize the Chief of Police to execute the final Agreement and other required instruments on behalf of the Town.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# **NORTHWESTERN CRISIS INTERVENTION TEAM**

A Collaborative Mental Health and Criminal Justice Program



## **Memorandum of Agreement**

Berryville Police Department  
Frederick County Sheriff's Office  
Lord Fairfax Community College Police Department  
Middletown Police Department  
New Market Police Department  
Page County Sheriff's Office  
Shenandoah Police Department  
Stephens City Police Department  
Virginia State Police  
Winchester City Sheriff's Office  
Woodstock Police Department

Clarke County Sheriff's Office  
Front Royal Police Department  
Luray Police Department  
Mt. Jackson Police Department  
Northwestern CSB  
Shenandoah County Sheriff's Office  
Stanley Police Department  
Strasburg Police Department  
Warren County Sheriff's Office  
Winchester Police Department

### **PURPOSE**

To establish protocols and procedures for the staffing of the Northwestern CIT Assessment Center (CITAC) located within the Winchester Medical Center campus with CIT trained law enforcement officers from participating agencies of the Northwestern Crisis Intervention Team (CIT) to better facilitate transfer of custody of persons under an emergency custody order (ECO).

### **STATUTORY BASE**

The Code of Virginia establishes Northwestern Community Services Board (NWCSB) as the local public behavioral health authority and establishes the powers and authority of Community Services Boards (§ 37.2-500, et seq.). This includes the responsibility to coordinate services related to the involuntary commitment process.

The Code of Virginia has established the Berryville Police Department, Clarke County Sheriff's Office, Frederick County Sheriff's Office, Front Royal Police Department, Lord Fairfax Community College Police Department, Luray Police Department, Middletown Police Department, Mt. Jackson Police Department, New Market Police Department, Page County Sheriff's Office, Shenandoah County Sheriff's Office, Shenandoah Police Department, Stanley Police Department, Stephens City Police Department, Strasburg Police Department, Virginia

State Police, Warren County Sheriff's Office, Winchester City Sheriff's Office, Winchester Police Department and Woodstock Police Department (collectively, law enforcement agencies) through § 15.2-1600 et seq. and § 15.2-1700 et seq., as provided through general law. The duties of the law enforcement agencies described in the statute include authorization to initiate Emergency Custody Orders based on probable cause or to serve such orders issued by the Office of the Magistrate, and to provide transportation of individuals subject to such order to a location appropriate for the completion of an evaluation as required by Code of Virginia § 37.2-808.

The Code of Virginia § 37.2-808 subsection E, permits the law enforcement agency providing such transportation to transfer custody of such individuals to the facility in which the required evaluation will be completed. This subsection requires that the facility be licensed for, and capable of providing the requisite level of security to protect the individual and others from harm. Further, the facility is required to enter into an agreement with law enforcement agencies setting forth the terms and conditions under which it will accept a transfer of custody.

The Northwestern CITAC is located at 1840 Amherst Street on the Winchester Medical Center Campus which is owned and operated by Valley Health System. The CITAC is licensed by the Virginia Department of Behavioral Health and Developmental Services to serve as an evaluation center for individuals requiring evaluation for involuntary hospitalization during posted hours of operation. Valley Health will provide and facilitate rapid access for medical clearances, as required, prior to an individual's admission to a State or private psychiatric facility.

### **JURISDICTION AGREEMENT**

The Code of Virginia § 15.2-1726 authorizes localities to enter into "reciprocal agreement(s) ... for cooperation in the furnishing of police services" with other localities or law enforcement agencies. The Northwestern CITAC is located within the jurisdiction of the City of Winchester, and by virtue of the execution of this Memorandum of Agreement (MOA) extend jurisdiction to the signatory law enforcement agencies listed in the MOA to furnish police services on the property of Valley Health, specifically 1840 Amherst Street, for the purposes of staffing the CITAC.

### **TRANSFER OF CUSTODY**

Code of Virginia § 8.01-293, subsection 2, authorizes the execution of civil process by "any person of age 18 or older and who is not a party or otherwise interested in the subject matter in controversy". Further, it states that the terms "officer" or "sheriff", in any section of the Code referencing "persons authorized to make, return, or do any other act relating to service of process, such term shall be deemed to refer to any person authorized by this section to serve process". This authorization is further addressed in § 8.01-295, which states

in part, "If process appears to be duly served, and is good in other respects, it shall be deemed valid although not directed to an officer, or if directed to any officer, though executed by some other person."

## **RESPONSIBILITIES and PROCEDURES**

### **CITAC Supervisor**

The Northwestern Community Services Board shall designate and employ an individual for this position who has the following duties and responsibilities:

1. Scheduling law enforcement officers to staff the site
2. Ensure officers meet all criteria for assignment to the site and coordinate with signatory agencies to this end.
3. Coordinate with signatory agencies in any case when an officer is exhibiting conduct that does not comport with successful site operations, and if necessary remove such an officer from the list of those eligible to staff the site.
4. Serve as a liaison between Winchester Medical Center ED, Northwestern Community Services Board and all signatory law enforcement agencies in order to coordinate resources and de-conflict issues or problems as they arise.
5. Designate hours of peak utilization for the purpose of scheduling law enforcement officers and mental health pre-screeners to staff the site.
6. Verify records of time worked by law enforcement officers schedule at the site and submit said records for reimbursement by NWCSB to the individual officer on a monthly basis.

### **CITAC Liaison**

Each signatory law enforcement agency will designate an individual to fulfill the following responsibilities:

1. Work with the CITAC Supervisor to allow access to agency staffing resources in order to fill CITAC staffing needs.
2. Serve as a point of contact between their agency and the CITAC Supervisor in order to de-conflict issues or problems as they arise.
3. Distribute information and training concerning the CITAC received from the CITAC Supervisor to agency staff.

## Agency Responsibility During ECO Process

Pursuant to the stated purpose of this agreement, the agencies entering into this agreement shall fulfill the following responsibilities:

1. In the event that custody transfer services are not available at the CITAC for any reason; completion of any law enforcement requirements during ECO and TDO processes shall remain the responsibility of the law enforcement agency designated by statute or order as issued by the Office of the Magistrate.
2. The initiating / executing officer will first evaluate the potential medical needs of the individual before beginning transport to the CITAC instead of the closest emergency department (ED) available to them. For example, a suicidal individual who has ingested prescription, illicit or over the counter medications in quantities greater than recommended dosages should be transported to the closest ED for their safety.
3. The initiating / executing law enforcement officer will first contact the CITAC by phone in order to determine if the site is available to accept transfer of custody. If the site is unavailable, the officer will continue to process the ECO according to State statutes and department / agency / office guidelines, policies and procedures.
4. When the CITAC Supervisor, or designee, advises the initiating / executing law enforcement officer that the CITAC can accept the individual:
  - a. The officer shall provide the name, date of birth, and to the extent possible any other available information concerning the individual.
  - b. The officer shall transport the individual to the designated CITAC site within Winchester Medical Center.
  - c. Upon arrival at the CITAC, the CITAC Supervisor will advise the pre-screener, ED staff, and hospital security that a patient has been accepted at the site.
  - d. The officer shall complete the Northwestern CITAC Transfer of Custody form and present it to the CITAC officer accepting custody. **(This form must be completed and signed before individual will be accepted)**
  - e. The initiating / executing officer will confer with the CITAC officer to assess the ability to safely provide security for the individual based on the activity level, known history of aggression and other safety considerations known by any party involved in the assessment.
  - f. Once custody has been transferred to the CITAC officer, the initiating / executing officer may return back to their patrol assignment. However, CITAC staff reserve the right to request officers return from the jurisdiction which initiated / executed the ECO at any time during the duration of the ECO if changes in the overall situation have occurred which warrant such return.
5. Additional duties and responsibilities concerning staffing and operations are outlined in the Northwestern CITAC Operations Manual. (Appendix I)

### **Agency Responsibilities During TDO**

The appropriate law enforcement agency will be responsible for the execution of TDO process and transportation of individual to the State or private facility designated on the TDO paperwork issued by the Office of the Magistrate.

1. In determining the law enforcement agency with responsibility for TDO transportation, the provisions of § 37.2-810 Code of Virginia shall be followed.
2. When possible, as soon as a determination has been made that a TDO will be requested by the CITAC pre-screener, the CITAC Supervisor or designee will make contact with the law enforcement agency responsible for the pending TDO transportation in order to facilitate a streamlined transfer of custody.
3. The CITAC Supervisor will also be responsible for coordinating and contacting other responsible parties that may be designated by the Office of the Magistrate to provide alternative transportation concerning the TDO.

### **Agency Responsibilities - Release From ECO**

In instances where custody of an individual has been transferred to the CITAC, and upon determination by the NWCSB pre-screener that a TDO will not be requested for the individual, the following shall apply.

1. The NWCSB pre-screener will complete all necessary documents to release the individual from the ECO.
2. If applicable, the NWCSB pre-screener will transmit the completed ECO paperwork by mail or facsimile to the Court designated by the issuing magistrate pursuant to §37.2-808 subsection C, Code of Virginia.
3. Members of the CITAC will confirm that the individual has transportation from the CITAC site back to their residence.

### **Data Collection**

The Northwestern CITAC is funded through a grant from the Virginia Department of Behavioral Health and Developmental Services (DBHDS), and as a condition of funding certain data must be collected and reported to DBHDS. The NWCSB Emergency Services Program Coordinator shall be responsible for the collection of required data and the timely submission of any required reports in order to sustain grant funding.

The CITAC Supervisor shall also submit monthly reports to signatory agency Advisory Board members concerning the operations and admissions at the CITAC site.

## Financial

The Northwestern Community Services Board shall act as the fiscal agent concerning the operation of the CITAC.

1. Vehicle expenses will be the responsibility of the agency providing the vehicle for use in providing services under this agreement and are not reimbursable under this agreement.
2. Personnel time for services and staffing scheduled shifts pursuant to this agreement shall be documented on a timesheet developed by the Northwestern CIT program.
3. Northwestern Community Services Board is the recipient of grant funding from the Virginia Department of Behavioral Health and Developmental Services that serves as the funding source to reimburse local governments for CITAC staffing provided in the form of extra duty law enforcement officers. Nothing within this agreement holds signatory law enforcement agencies or their respective governing bodies responsible for providing funding to continue the operation of the CITAC in any instance where grant approved funding is insufficient to cover operational costs or becomes non-existent, aside from funds that local governments may elect to expend above and beyond the established reimbursement rate in the compensation and benefit payments of their employees approved to work assigned shifts at the CITAC.
4. Law enforcement personnel providing scheduled services under this agreement will be compensated for the actual hours worked during assigned shifts at the CITAC. The rate of compensation for personnel working this extra duty assignment is at the discretion of the employing agency.
5. Northwestern Community Services Board will reimburse counties and municipalities for law enforcement staffing at a rate of \$37.00 per hour worked, per employee, on a monthly basis.
6. Law Enforcement agencies participating in this agreement shall be responsible for submitting invoices to NWCSB for reimbursement. NWCSB shall pay invoices within thirty (30) days of receipt of invoice.
7. Nothing herein shall be construed to obligate any law enforcement agency for the payment of any fees, expenses or damages incurred by NWCSB or Valley Health during the ECO/TDO transfer of custody processes.
8. Any and all fees or costs associated with the medical screening provided by Valley Health shall be billed to the individual or Commonwealth as provided in the Code of Virginia § 37.2-804.

## Modification or Termination

This agreement will become effective immediately following the signature of all parties, and will be reviewed on an annual basis and renewed or modified as required. With the exception of changes required to comply with changes in Code or statute or based on funding available to continue CITAC operations, this agreement shall not be modified without

the unanimous agreement from all partner agencies or 60 days written notice to all parties prior to a party terminating its participation. Any modification must maintain compliance with the Code of Virginia and governing regulations of the partner agencies.

Individual law enforcement agencies may withdraw from participation under this Agreement, at the discretion of their agency administrator, by providing written notification of their withdrawal to the CITAC Supervisor. Such withdrawal by an individual law enforcement agency will have no effect on the validity of this Agreement for other signatory agencies with the exception that the withdrawal of the Winchester Police Department from this Agreement would nullify the Jurisdiction Agreement of reciprocal law enforcement services contained in this document.

This agreement shall be construed and interpreted pursuant to the laws of the Commonwealth of Virginia, without regard to its conflicts of law provisions. Any disputes arising under this agreement shall only be brought in a court of the Commonwealth. Nothing herein waives the sovereign immunity of state agencies or the Commonwealth of Virginia.

All parties agree to hold each other harmless from any claims or causes of action arising pursuant to this agreement.

## Signatory Page

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Chief W. Neal White            Date  
Berryville Police Department

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Sheriff Anthony Roper        Date  
Clarke County Sheriff's Office

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Sheriff Lenny Millholland    Date  
Frederick County Sheriff's Office

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Chief Kahle Magalis         Date  
Front Royal Police Department

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Chief Jay Roy                 Date  
Lord Fairfax Community College Police

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Chief C.S. Cook               Date  
Luray Police Department

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Chief Gary Benedict, Jr.     Date  
Middletown Police Department

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Chief Jeff Sterner             Date  
Mt. Jackson Police Department

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Chief Chris Rinker            Date  
New Market Police Department

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CEO Michael F. Elwell        Date  
Northwestern Community Services

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Sheriff Chad Cabbage         Date  
Page County Sheriff's Office

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Sheriff Timothy Carter        Date  
Shenandoah County Sheriff's Office

## Signatory Page

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Chief Paul Davis                      Date  
Shenandoah Police Department

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Chief Ryan Dean                      Date  
Stanley Police Department

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Chief Charles Bockey, Jr.      Date  
Stephens City Police Department

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Chief Wayne Sager                  Date  
Strasburg Police Department

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Virginia State Police                  Date

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Sheriff Danny McEathron      Date  
Warren County Sheriff's Office

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Sheriff Les Taylor                      Date  
Winchester City Sheriff's Office

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Chief John Piper                      Date  
Winchester Police Department

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Chief Eric Reiley                      Date  
Woodstock Police Department

**NORTHWESTERN CRISIS INTERVENTION TEAM**  
A Collaborative Mental Health and Criminal Justice Program



Memorandum of Agreement

CIT Assessment Center Staffing

**PARTIES**

The parties to this agreement are the NORTHWESTERN COMMUNITY SERVICES BOARD, hereinafter referred to as the "NWCSB", and the "TOWN OF BERRYVILLE", hereinafter referred to as "LOCALITY".

**PURPOSE**

To establish the terms and conditions under which localities will allow DCJS certified law enforcement officers who have completed Crisis Intervention Team (CIT) training to perform an extra duty assignment staffing the CIT Assessment Center (CITAC) in order to provide the level of security necessary to protect persons detained at the CITAC and others from harm at the CITAC.

**STATUTORY BASE**

The Code of Virginia establishes NWCSB as the local public behavioral health authority and establishes the powers and authority of Community Services Boards (§ 37.2-500, et seq.). This includes the responsibility to coordinate services related to the involuntary commitment process.

The Code of Virginia has established the Berryville Police Department through § 15.2-1600 et seq. and § 15.2-1700 et seq., as provided through general law. The duties of the law enforcement agencies described in the statute include authorization to initiate Emergency Custody Orders based on probable cause or to serve such orders issued by the Office of the Magistrate, and to provide transportation of individuals subject to such order to a location appropriate for the completion of an evaluation as required by Code of Virginia § 37.2-808.

The Code of Virginia § 37.2-808 subsection E, permits the law enforcement agency providing such transportation to transfer custody of such individuals to the facility in which the required evaluation will be completed. This subsection requires that the facility be licensed for, and capable of providing the requisite level of security to protect the individual and others from harm. Further, the facility is required to enter into an agreement with law enforcement agencies setting forth the terms and conditions under which it will accept a transfer of custody.

The Northwestern CITAC is located at 1840 Amherst Street on the Winchester Medical Center Campus which is owned and operated by Valley Health System. The CITAC is licensed by the Virginia Department of Behavioral Health and Developmental Services to serve as an evaluation

center for individuals requiring evaluation for involuntary hospitalization during posted hours of operation. Valley Health will provide and facilitate rapid access for medical clearances, as required, prior to an individual's admission to a State or private psychiatric facility.

**NWCSB agrees to the following:**

1. To adhere to the terms and conditions outlined in the companion document to this agreement, *Memorandum of Agreement – Northwestern CITAC*.
2. To make all reasonable efforts to maintain grant funding through agencies of the Commonwealth of Virginia in order to sustain operations of the Northwestern CITAC.
3. To immediately alert the LOCALITY in instances where grant funding is interrupted, insufficient, or becomes non-existent.
4. To reimburse the LOCALITY within thirty (30) days upon receipt of invoices at a rate of \$37.00 per hour worked for Northwestern CITAC staffing provided by DCJS law enforcement certified and CIT trained employees of the LOCALITY.
5. To respond to request for information concerning the operations of the Northwestern CITAC, submitted in writing by the LOCALITY, to the extent that the request does not conflict with applicable federal or state laws.
6. To cease operations of the Northwestern CITAC so that the LOCALITY does not encumber additional financial burdens to continue operations of the CITAC if grant funding is discontinued or other revenue sources secured by NWCSB are not available.

**The LOCALITY agrees to the following:**

1. To adhere to the terms and conditions outlined in the companion document to this agreement, *Memorandum of Agreement – Northwestern CITAC*.
2. To provide DCJS law enforcement certified and CIT trained employees available to staff the Northwestern CITAC.
3. To allow the Chief Law Enforcement Executive(s) to execute the *Memorandum of Agreement – Northwestern CITAC*.
4. To compensate employees for hours worked as extra duty assignments staffing the Northwestern CITAC in accordance with federal and state laws.
5. To submit timely requests for reimbursement on a monthly basis for employee hours worked as extra duty assignments staffing the Northwestern CITAC.

## **INSURANCE**

Each party of this MOA will, to the extent provided by law, be responsible for the acts and omissions of its respective employees while such employees are acting within the scope of their employment. Each party is also responsible, to the extent provided by law, for any compensation or benefits owed to a part's employee under the Virginia Worker's Compensation Act.

The NWCSB employees are self-insured while such employees are acting within the scope of their employment.

The LOCALITY employees are insured by the Virginia Municipal League while employees are acting within the scope of their employment.

## **MODIFICATION OR TERMINATION**

This agreement will become effective immediately following the signature of all parties, and will be reviewed on an annual basis and renewed or modified as required.

Any party may at any time, and for any reason, unilaterally terminate this MOA by giving a written notice to the other party specifying the termination date, which shall be no less than thirty (30) days from the date such notice is received. Such written notice to terminate shall be made to a party delivered to the person for the other party whose signature appears below, or their duly appointed successor, at their usual place of business.

This agreement shall be construed and interpreted pursuant to the laws of the Commonwealth of Virginia, without regard to its conflicts of law provisions. Any disputes arising under this agreement shall only be brought in a court of the Commonwealth. Nothing herein waives the sovereign immunity of state agencies or the Commonwealth of Virginia.

All parties agree to hold each other harmless from any claims or causes of action arising pursuant to this agreement.

## **COMPLIANCE WITH APPLICABLE LAWS**

The parties agree to comply with all federal, state and local statutes, ordinances, regulations, and guidelines now in effect or hereafter adopted, in the performance of services set forth herein. The LOCALITY and NWCSB each represent that it has all necessary licenses and permits required to conduct its services and will furnish copies to any other party upon request. Further, the LOCALITY and NWCSB shall at all times observe all health and safety measures and precautions necessary for the safe performance of its obligations hereunder.

**SIGNATORY PAGE**

# **Attachment 10**

# Memo

**To:** Town Council  
**From:** David Tyrrell  
**Date:** May 7, 2019  
**Re:** April 2019 Operations Report

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The water treatment plant complies for April 2019 with its monthly parameters per data available to date. We sent 9.166 MG of water to the distribution system with an average of 0.399 MGD produced on days we operated and a daily max of 0.480 MG.

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

We did shut down operations of the WTP on April 29 and had all staff work on a project for the STP.

A low water flush has been completed of most of the towns cul-de-sacs and water system dead ends.

We have received our 2018 Consumer Confidence Report from VDH and are preparing to distribute the document to all town water customers. A copy of the report is attached.

We are scheduled to clean the river vault on May 14, 2019.

While this is an April report, work on the Northwest Water Tank has commenced on May 3, 2019. As of today, Public Works has installed a new cutoff valve on the inlet to the tank to better isolate the system. The painting crew has pressure washed the outside of the tank, completed some hand tooling of some of the outside surface and applied primer to those areas, and are now working on sandblasting the interior of the tank. The crew onsite is telling me they will have the tank completed in four weeks. That is an optimistic outlook. They are also talking about bringing in a second crew to expedite the work.

The wastewater plant complies with its discharge permit for April per data received to date. We treated a total of 14.85 MG with a daily average of 0.49 MGD and a daily max of 0.78 MG. This is the first month we have been below facility design flow in eight

months. One note however we are off to an excellent high flow start in May with recent rains.

We did have two sets of membrane failures in train #3 at the beginning of the month. Both were caused by a failure of three separate membrane modules where the plastic support structure of the modules broke. Fortunately, Loudon Water had exactly three of these modules they were willing to part with and we have returned the system to full service without further incident. We have also completed acid recovery cleans of all four trains and a hypo recovery of train #3. Further recovery cleans will be completed once flows subside again. I will note that on May 2, the effluent quality was briefly affected and this membrane issue did occur during a sampling cycle. We did continue with the scheduled sampling and we are in compliance for the month.

With the help of Public works supplying additional men and equipment, we were able to clear the trees from the effluent pipe easements that are not maintained by property owners and Public Works followed up with mowing the easements.

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. Also attached is a copy of the 2018 Consumer Confidence Report.

FLOWS AND CHEMICAL DOSAGES

march 2018.000

No. Connections Served: 1690  
Population Served: 4185

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals					Finished Water Chemicals												
					Alum Lbs per Day	Carbon Lbs per Day	Chlorine mg/L	Fluoride mg/L	Polymer mg/L	KMnO4 mg/L	Soda Ash mg/L	Chlorine mg/L	Corr Inhibitor mg/L									
1	0.435		0.376	12.0	35	9.8	4	1.0	3.3	0.91	0.060	0.017	2	0.6	13.2	3.6						
2	0.539		0.477	15.2	51	11.3	4	1.0	10.3	2.29	0.080	0.018	2.7	0.6	13.6	3.0						
3	0.541		0.479	15.3	46	10.1	4	1.0	6.6	1.46	0.080	0.018	2.7	0.6	14.2	3.1						
4	0.530		0.473	15.1	46	10.3	7	1.5	6.9	1.56	0.080	0.018	2.6	0.6	13.1	3.0						
5	0.496		0.442	14.1	46	11.0	4	0.9	6.9	1.67	0.070	0.017	2.5	0.6	13.7	3.3						
6																						
7																						
8	0.535		0.477	15.5	46	10.2	4	0.8	9.9	2.22	0.084	0.019	2.7	0.6	15.7	3.5						
9	0.496		0.434	14.5	10	2.5	7	1.6	6.9	1.67	0.071	0.017	2.5	0.6	12.7	3.1						
10	0.537		0.472	15.5	41	9.1	5	1.2	6.9	1.54	0.088	0.020	2.7	0.6	13.4	3.0						
11	0.539		0.480	15.5	46	10.2	3	0.6	10.0	2.23	0.079	0.018	2.7	0.6	13.9	3.1						
12	0.260		0.243	7.5	51	23.3	2	0.7	3.4	1.57	0.040	0.018	1.3	0.6	7.5	3.4						
13																						
14																						
15	0.526		0.466	15.5	15	3.5	5	1.0	6.9	1.57	0.083	0.019	3.6	0.8	13.4	3.0						
16	0.410		0.344	12.8	86	25.2	3	1.0	6.8	1.98	0.063	0.018	3.0	0.9	7.5	2.2						
17	0.517		0.464	15.5	41	9.4	4	1.0	6.9	1.61	0.079	0.018	3.6	0.8	19.1	4.4						
18	0.520		0.436	15.3	41	9.3	4	1.0	10.0	2.31	0.077	0.018	3.6	0.8	29.4	6.8						
19	0.469		0.418	14.0	10	2.6	4	1.0	6.9	1.76	0.069	0.018	3.3	0.8	17.5	4.5						
20																						
21																						
22	0.450		0.400	13.5	51	13.5	5	1.3	6.9	1.83	0.105	0.028	3.2	0.8	18.9	5.0						
23	0.460		0.421	14.0	36	9.3	6	1.7	6.8	1.77	0.052	0.014	3.3	0.9	9.3	2.4						
24	0.465		0.401	13.5	51	13.1	6	1.5	6.9	1.77	0.079	0.020	3.2	0.8	20.1	5.2						
25	0.463		0.407	13.5	41	10.5	4	0.9	6.8	1.77	0.074	0.019	3.2	0.8	15.7	4.1						
26	0.477		0.430	14.0	41	10.2	4	1.1	6.7	1.69	0.061	0.015	3.3	0.8	15.7	4.0						
27	0.194		0.182	6.0	15	9.4	1	0.7	3.5	2.14	0.039	0.024	1.1	0.7	4.4	2.7						
28	0.136		0.128	4.5	15	13.4	1	1.1	3.4	3.02	0.052	0.046	1.1	0.9	6.7	5.9						
29																						
30	0.383		0.336	10.7	61	19.0	4	1.1	3.2	1.00	0.060	0.019	2.5	0.8	8.0	2.5						
31																						
Total	10.378	0.000	9.166	302.9	918	256.2	94	24.7	0.0	0.00	41.3	1.62	0.455	62	16.8	0.0	316.4	84.84	0.0	0.00		
Maximum	0.541	0.000	0.480	15.5	86	25.2	7	1.7	0.0	0.00	10.3	3.0	0.11	0.046	4	0.9	0.0	0.00	29.4	6.78	0.0	0.00
Minimum	0.136	0.000	0.128	4.5	10	2.5	1	0.6	0.0	0.00	3.2	0.9	0.04	0.014	1	0.6	0.0	0.00	4.4	2.18	0.0	0.00
Average	0.451	0.000	0.399	13.2	40	11.1	4	1.1	#DIV/0!	#DIV/0!	6.6	1.8	0.07	0.020	3	0.7	#DIV/0!	13.8	3.69	#DIV/0!	#DIV/0!	

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE) \_\_\_\_\_ RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

Shenandoah River - Entire Month

PRINTED NAME  
David A. Tyrrell

TITLE: OPERATOR CLASSIFICATION  
DPOR CERTIFICATION NO.  
Class 1  
1955002813

# Berryville STP Monthly DMR Data

April 2019

Date	Effluent Flow	Eff pH	Eff Temp	Eff CBOD	Eff CBOD	Eff TSS	Eff TSS	Eff TSS	Effluent DO River	Effluent DO WWTP	Eff NO2 / NO3	Eff TKN	Eff TKN	Eff Total N
	MGD	SU	Deg C	mg/l	KG/D	mg/l	KG/D	KG/D	mg/l	mg/l	mg/l	mg/l	KG/D	KG/D
4/1/2019	0.48	7.5	15.4						11.3	8.2				
4/2/2019	0.41	6.5	16.1	14.00	21.62				10.4	8.1	0.44	48.20	74.43	48.64
4/3/2019	0.51	7.3	14.6	4.00	7.74				10.7	9.7				
4/4/2019	0.59	7.6	16.5	5.00	11.13				10.8	8.2	2.82	0.85	1.89	3.67
4/5/2019	0.45	7.3	14.8						10.8	9.4				
4/6/2019	0.54	7.3	15.2						10.1	10.1				
4/7/2019	0.56	7.4	15.4						10.0	9.2				
4/8/2019	0.56	7.4	16.3						10.1	9.3				
4/9/2019	0.48	7.5	16.3	4.00	7.24	0.00	0.00	0.00	10.2	9.1	1.80	1.06	1.92	2.86
4/10/2019	0.40	7.5	16.3	3.00	4.55				9.7	9.2				
4/11/2019	0.41	7.3	16.7	2.00	3.12				9.0	9.9	0.90	0.67	1.04	1.57
4/12/2019	0.49	7.4	17.0						10.1	9.9				
4/13/2019	0.53	7.5	16.7						9.7	9.4				
4/14/2019	0.51	7.5	20.1						9.8	9.2				
4/15/2019	0.47	7.3	16.8						9.4	9.4				
4/16/2019	0.31	7.9	14.7	3.00	3.52				9.8	9.8	1.16	0.71	0.83	1.87
4/17/2019	0.43	7.9	14.8	3.00	4.88				8.7	9.0				
4/18/2019	0.50	7.9	15.2	2.00	3.79				9.7	8.3	0.48	0.74	1.40	1.22
4/19/2019	0.58	7.3	14.6						9.4					
4/20/2019	0.78	7.8	17.7						9.9	10.0				
4/21/2019	0.61	8.0	17.4						10.4	10.3				
4/22/2019	0.55	7.8	17.4						9.2	9.3				
4/23/2019	0.47	7.6	17.1	3.00	5.36				10.1	9.2	0.65	0.54	0.96	1.19
4/24/2019	0.48	7.5	17.9	8.00	14.59				10.1	10.0				
4/25/2019	0.53	7.4	17.9	4.00	8.05				9.2	9.2	0.84	0.74	1.49	1.58
4/26/2019	0.56	7.4	18.1						9.1	9.0				
4/27/2019	0.41	7.2	17.9						8.7	8.2				
4/28/2019	0.45	7.7	21.5						9.6	8.6				
4/29/2019	0.39	7.5	17.9						10.0	8.9				
4/30/2019	0.38	7.5	17.7						9.6	9.1				
Minimum	0.31	6.5	14.6	2.00	3.12	0.00	0.00	0.00	8.7	8.1	0.44	0.54	0.83	1.19
Maximum	0.78	8.0	21.5	14.00	21.62	0.00	0.00	0.00	11.3	10.3	2.82	48.20	74.43	48.64
Total	14.85	224.7	504.0	55.00	95.59	0.00	0.00	0.00	295.6	267.2	9.09	53.51	83.98	62.60
Average	0.49	7.5	16.8	4.58	7.97	0.00	0.00	0.00	9.9	9.2	1.14	6.69	10.50	7.83
Geo Mean	0.49	7.5	16.7	3.88	6.68	1.00	1.00	1.00	9.8	9.2	0.94	1.3	2.16	2.77

# Berryville STP Monthly DMR Data

April 2019

Date	Eff Total N	Eff Total P	Eff Total P	E-Coli
	KG/D	mg/l	KG/D	No./100ml
4/1/2019				
4/2/2019	75.23	8.43	13.04	2,420
4/3/2019				
4/4/2019	8.18	0.14	0.31	
4/5/2019				
4/6/2019				
4/7/2019				
4/8/2019				
4/9/2019	5.18	0.80	1.45	1
4/10/2019				
4/11/2019	2.45	0.07	0.11	
4/12/2019				
4/13/2019				
4/14/2019				
4/15/2019				
4/16/2019	2.20	0.05	0.06	1
4/17/2019				
4/18/2019	2.31	0.09	0.17	
4/19/2019				
4/20/2019				
4/21/2019				
4/22/2019				
4/23/2019	2.13	0.12	0.21	1
4/24/2019				
4/25/2019	3.19	0.09	0.18	
4/26/2019				
4/27/2019				
4/28/2019				
4/29/2019				
4/30/2019				
<b>Minimum</b>	2.13	0.05	0.06	1
<b>Maximum</b>	75.23	8.43	13.04	2,420
<b>Total</b>	100.87	9.79	15.54	2,423
<b>Average</b>	12.61	1.22	1.94	606
<b>Geo Mean</b>	4.77	0.21	0.35	7



# Berryville Biweekly InSight Report

**Date:** 4/26/2019

From: Jeny Chacko - SUEZ Water Technologies & Solutions  
To: David Tyrrell, Jeff Cappo - Town of Berryville  
cc: Shawn Addison, Al Farrell, Matthew Stapleford - SUEZ

## System Equipment

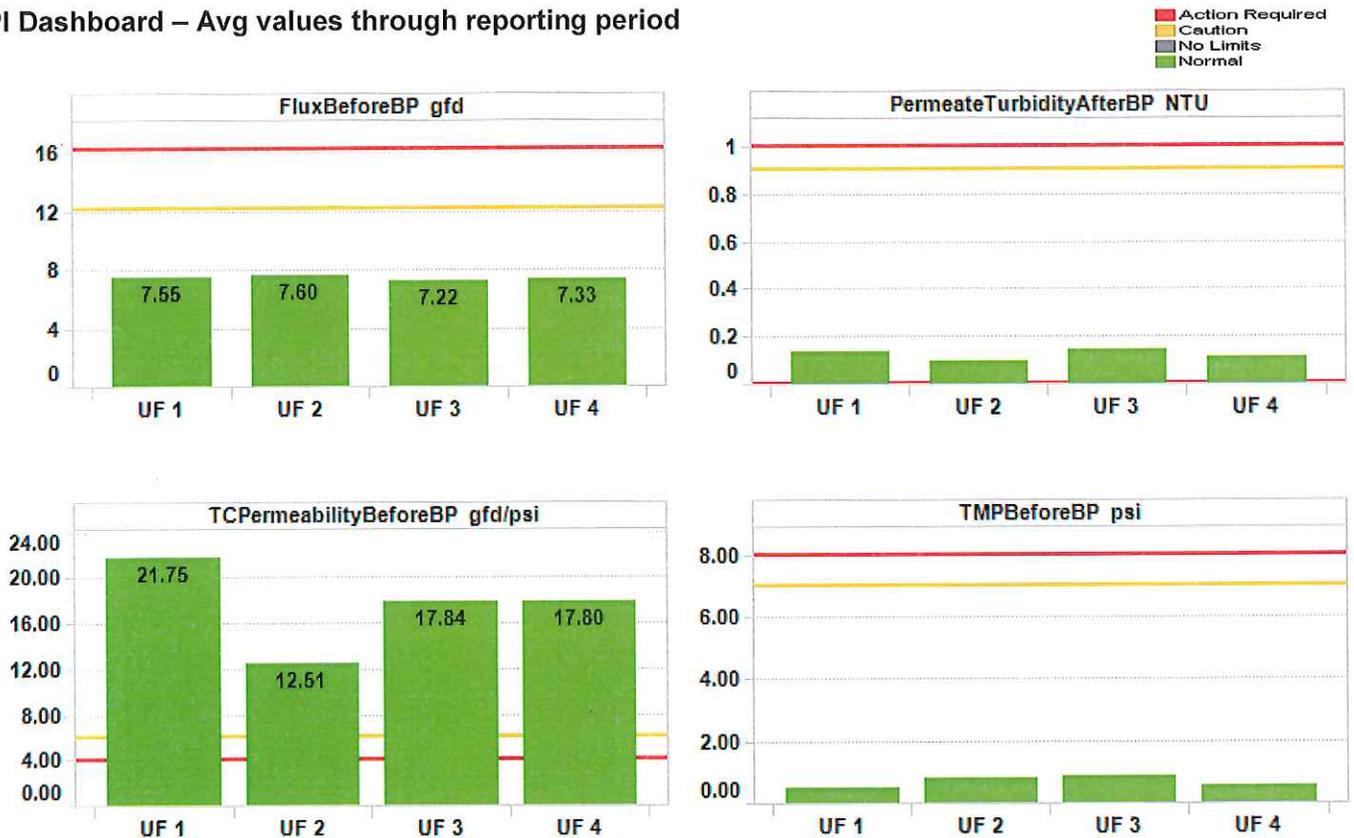
4 × ZW trains, each 3 cassettes, 2x48/1x42 500D (surface area 46920 sq. ft. per train)

## Cleaning Strategy

Maintenance clean dose concentrations - 2 NaOCl/ Hypo @ 200 ppm per week, 1 Citric acid @ 2000 ppm per week

Recovery clean soak concentrations - 2 NaOCl/ Hypo @ 1000 ppm per year, 2 Citric acid @ 2000 ppm per year

### KPI Dashboard – Avg values through reporting period

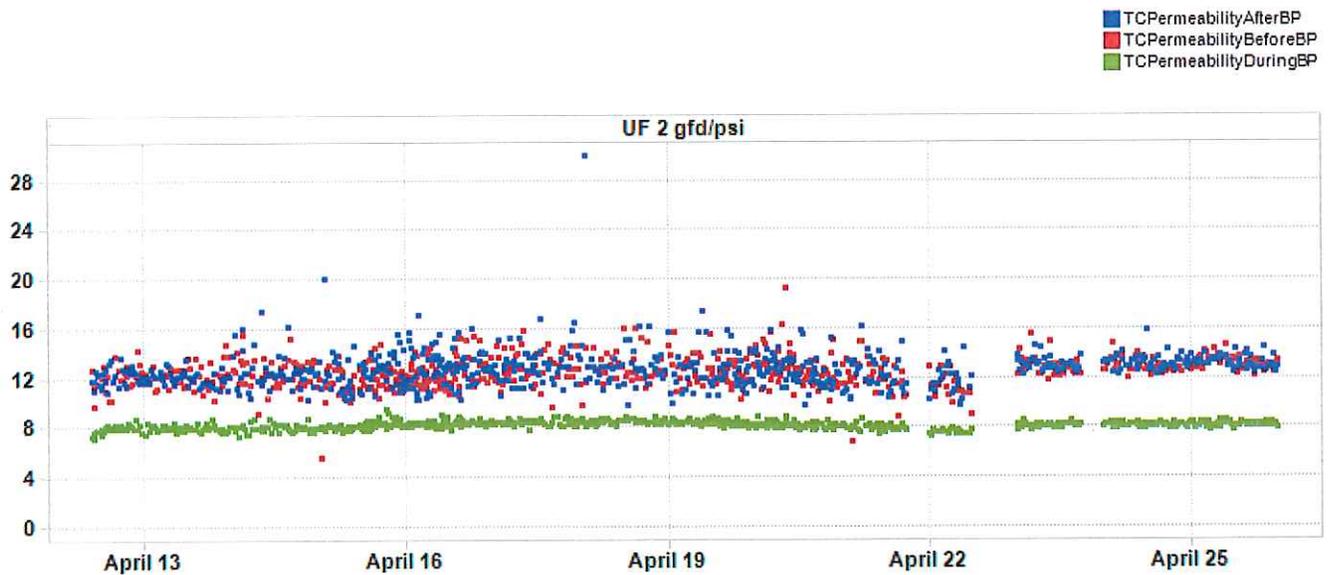
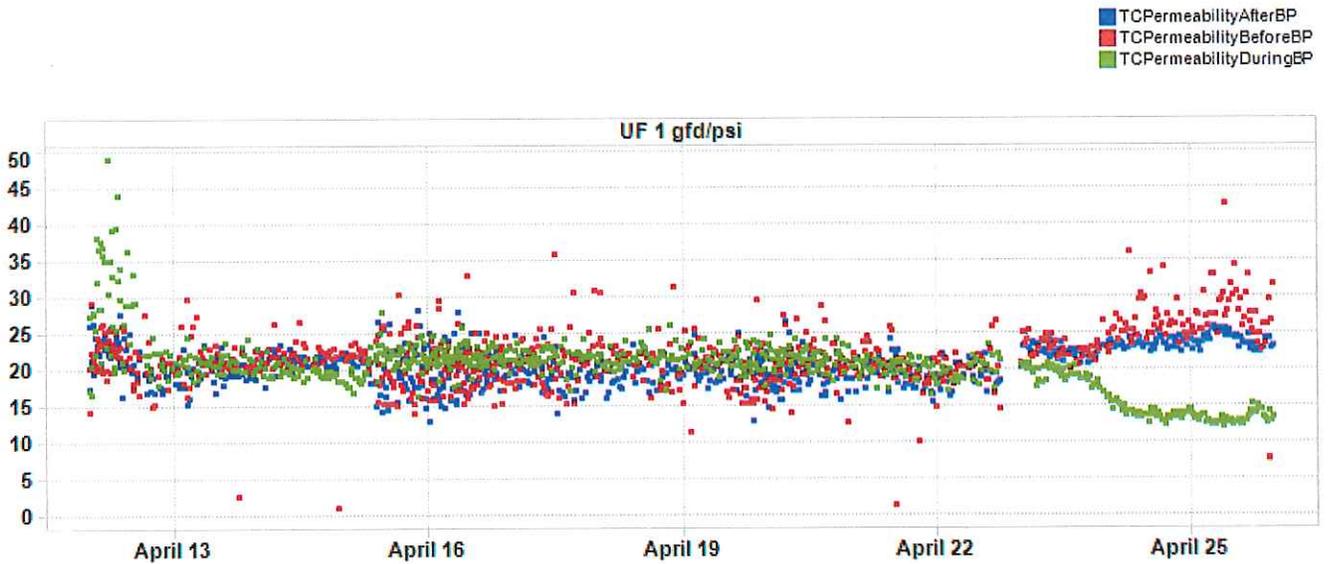




### Plant Summary

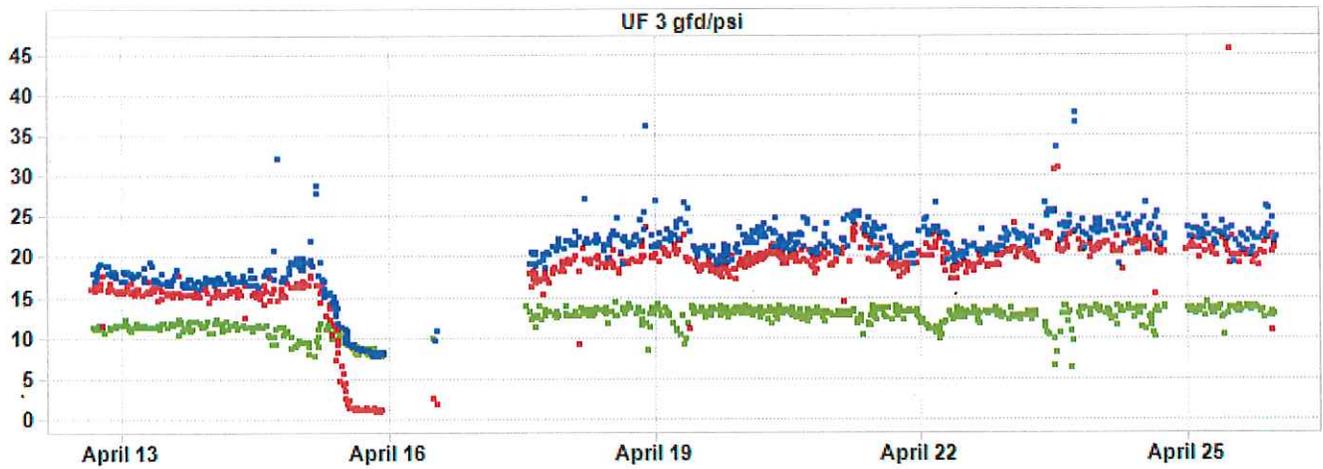
- Plant permeate flow declined from a high of 1.04 MGD to <500K MGD in the last 2 weeks
- Production permeability improved across all the trains and currently at >15 gfd/psi. Trains can operate in relax if performance continues to be stable
- Backpulse flux was lower on UF2 and UF3 at 11 gfd. Please have backpulse flows adjusted to optimum backpulse flux of 20 gfd or 650 gpm
- Production TMPs declined to 0.3-0.4 psi on UF1, UF3 and UF4 and slightly higher at 0.5 psi on UF2
- Permeate quality was also excellent at <0.2 NTU

### TC Permeability Trends By Train

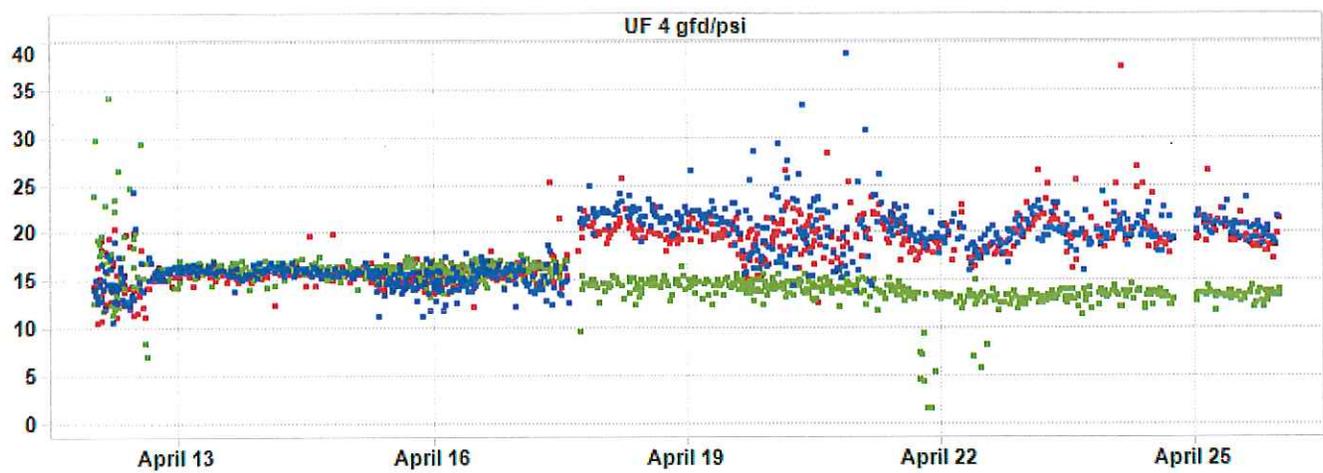




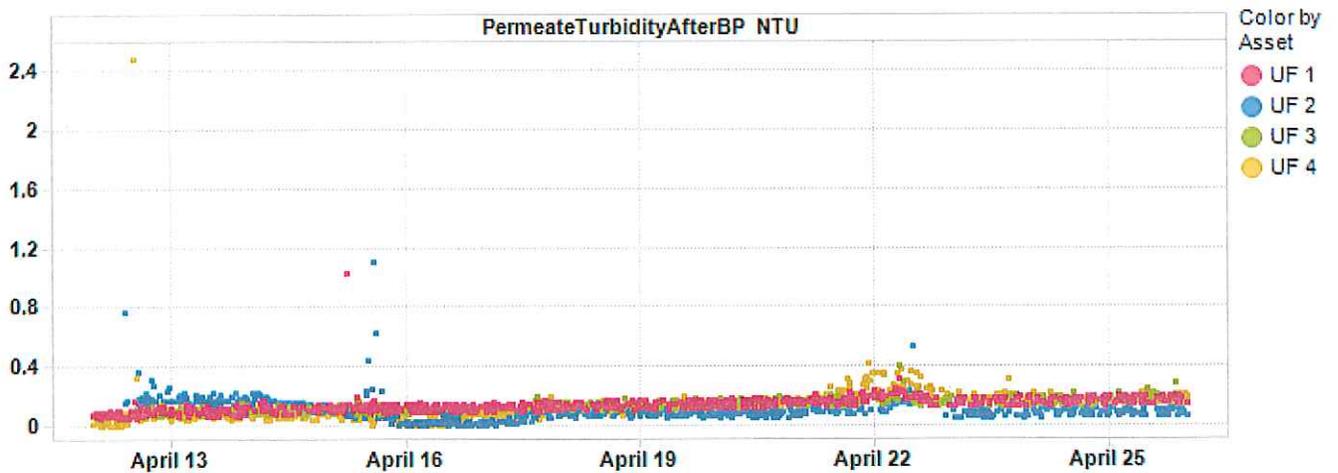
■ TcPermeabilityAfterBP  
■ TcPermeabilityBeforeBP  
■ TcPermeabilityDuringBP



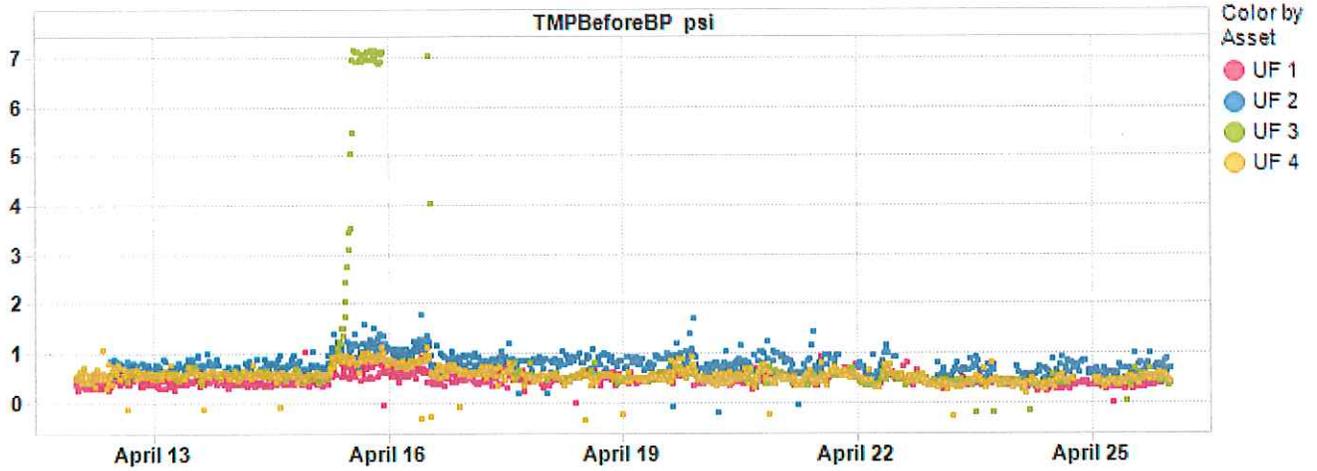
■ TcPermeabilityAfterBP  
■ TcPermeabilityBeforeBP  
■ TcPermeabilityDuringBP



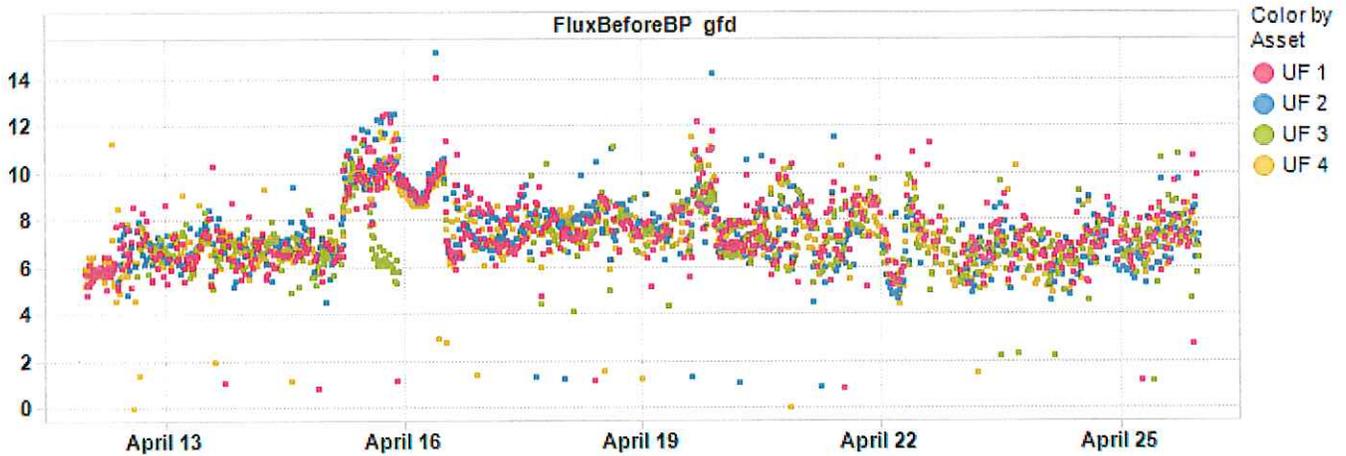
### Permeate Turbidity Trend



### Before BPTMP Trend

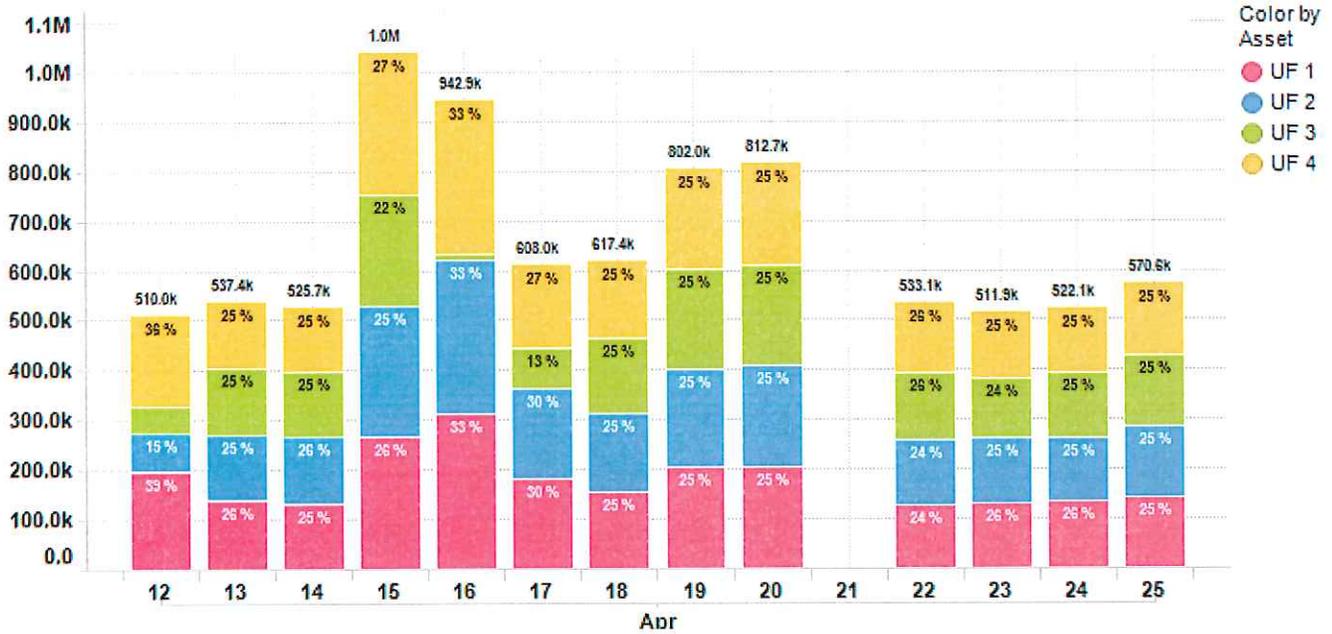


### Before BP Flux Trend





Daily Permeate Flow



Average Daily permeate flow from 4/12/2019 to 4/25/2019 is 656.3k gal with a maximum daily flow of 1.0M gal.

Asset Summary

KPI Parameters	Value/Change	UF 1	UF 2	UF 3	UF 4
FluxBeforeBP gfd	Value	7.55	7.60	7.22	7.33
	Change	5.63 %	21.22 %	20.10 %	19.07 %
PermeateTurbidityAfterBP NTU	Value	0.14	0.09	0.14	0.11
	Change	-188.29 %	-22.30 %	-641.04 %	-248.79 %
TCPermeabilityBeforeBP gfd/psi	Value	21.75	12.51	17.84	17.80
	Change	6.58 %	-12.26 %	30.48 %	23.78 %
TMPBeforeBP psi	Value	0.47	0.80	0.87	0.55
	Change	-6.06 %	8.72 %	-93.28 %	-100.74 %
TotalPermeateFlowDaily gal	Value	179.21k	168.35k	131.62k	177.11k
	Change	32.29 %	9.36 %	0.86 %	6.27 %



**Plant Summary**

KPI Parameters	Value/Change	UF Plant
PermeateTemperature °F	Value	50.24
	Change	8.10 %
TotalPermeateFlowDaily gal	Value	656.29k
	Change	13.08 %

Contract Expiry Date : 10/26/2019

For InSight technical assistance please email [insight.src@suez.com](mailto:insight.src@suez.com) or please call technical support at 1 866 271 5425 or 905 469 7723 and follow the prompts, if you require after hours assistance please contact the 24/7 Emergency number provided in your plant documentation. This email is a summary of issues identified during a manual review of InSight data from the time period above. This review is an analysis of data that is logged by InSight and identifies key plant performance issues determined from this data. This data review was not focused on minor data issues but on identifying possible existing and/or upcoming critical operational issues.

This review was prepared by SUEZ Water Technologies & Solutions solely to assist water treatment plant owners and/or operators in analyzing and optimizing plant performance and is not intended to be used or relied upon for regulatory compliance or any other purpose. The content of this review is based in whole or in part on operation data obtained from the plant using InSight software. SUEZ Water Technologies & Solutions makes no representations or warranties as to the accuracy of the plant data utilized in the preparation of this review. SUEZ Water Technologies & Solutions accepts no liability for consequences or actions taken in whole or in part by any person on the basis of this review or its contents

# Annual Drinking Water Quality Report

## Town of Berryville

### INTRODUCTION

This Annual Drinking Water Quality Report for calendar year 2018 is designed to provide you with valuable information about your drinking water quality. We are committed to providing you with a safe and dependable supply of drinking water, and we want you to understand the efforts we make to protect your water supply. The quality of your drinking water meets all state and federal requirements administered by the Virginia Department of Health (VDH), Office of Water Programs.

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

Mr. David Tyrrell at (540) 955-1759

### GENERAL INFORMATION

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

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

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

### SOURCES AND TREATMENT OF YOUR DRINKING WATER

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

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

### SOURCE WATER ASSESSMENTS

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

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

## **QUALITY OF YOUR DRINKING WATER**

Your drinking water is routinely monitored according to Federal and State Regulations for a variety of contaminants. The table on the next page shows the results of our monitoring for the period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2018.

Most of the results in the table are from testing done in 2018. However, the state allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data, though accurate, is more than one year old.

### **DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## WATER QUALITY RESULTS

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

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

### Microbiological

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

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

### Turbidity

Contaminant	MCLG	MCL	Highest Single Level Found	Unit Measurement	Lowest Monthly % <0.3 NTU	Violation	Date of Sample	Typical Source of Contamination
<b>Turbidity (2)(3)</b>	NA	TT	0.69	NTU	99.91	NO	Monthly	Soil Runoff

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

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

### Inorganic Contaminants

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
<b>Nitrate</b>	10	10	1.46	mg/l	NO	1/11/18	Runoff from fertilizer use; leaching from septic tanks, sewage; Erosion of natural deposits
<b>Fluoride</b>	4	4	0.47	mg/l	NO	1/30/18	Erosion of natural deposits; Discharge from fertilizer and aluminum factories; Water additive which promotes strong teeth
<b>Barium</b>	2	2	0.026	mg/l	NO	1/11/18	Discharge from drilling wastes; discharge from metal refineries; erosion of natural deposits

**Disinfection Residual Contaminants**

Contaminant	MRDLG	MRDL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
<b>Chlorine (4)</b>	4	4	1.75 (avg.) Range 0.55 – 3.00	mg/l	NO	Daily	Water additive to control microbes

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

**Disinfection Byproduct Contaminants**

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
<b>Total Trihalomethanes (TTHM) (5)</b>	0	80	46.6 (avg.) Range 34-59	ppb	NO	Quarterly 2018	By-product of drinking water chlorination
<b>Haloacetic Acid (HAA5) (6)</b>	0	60	53.2 (avg.) Range 33-76	ppb	NO	Quarterly 2018	By-product of drinking water chlorination

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

**Total Organic Carbon**

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
<b>Total Organic Carbon (7)</b>	NA	TT	1.24 (avg.) Range 0.77-2.91	Ratio of Actual to Required Removals	NO	Monthly	Naturally present in the environment

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

**Radiological Contaminants**

Contaminant	MCLG	MCL	Level Found	Unit Measurement	Violation	Date of Sample	Typical Source of Contamination
<b>Alpha Emitters</b>	0	15	<1.1	pCi/l	NO	01/2014	Erosion of natural deposits
<b>Beta Emitters</b>	0	50	2.2	pCi/l	NO	01/2014	Decay of natural or manmade deposits
<b>Combined</b>	0	5	<0.6	pCi/l	NO	01/2014	Erosion of natural deposits

Radiological samples are analyzed every six (6) years.

**Lead and Copper (Most Recent Monitoring Period – September 2017)**

Contaminant	MCLG	MCL	Level Found	Unit Measurement	AL Exceeded	Samples > AL	Typical Source of Contamination
<b>Lead (8)</b>	0	AL = 15	5.47	ppb	NO	1	Corrosion of household plumbing systems; Erosion of natural deposits
<b>Copper</b>	1.3	AL = 1.3	0.0853	mg/l	NO	0	Corrosion of household plumbing systems; Erosion of natural deposits

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

**Lead Contaminants**

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

**VIOLATION INFORMATION**

We were in full compliance for monitoring and reporting for the year 2018.

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

Signature:   
 Date: 06 May 2019

# **Attachment 11**

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

The McDonald's site work and building construction is entering its final phase. The water and sewer lines have been installed and put into service. The water meter was set last week and the new fire hydrant located in front of the property is now in service. The restoration of the roadway on McNeil and the repair of Mosby is scheduled for completion the week of May 5<sup>th</sup>. The planned opening is set for the week of June 2<sup>nd</sup>.

The renovation of the Public Works Facility is also entering the final phase of construction. The flooring is scheduled to be installed the week May 5<sup>th</sup>. Once the flooring is completed the contractor can install the cabinets and the plumbers can finish setting their fixtures. The HVAC contractor and the electrical contractor have some additional work to perform prior to final inspection.

Pine Knoll Construction Company has done a great job with the renovation project. They have kept the Town informed of the progress throughout the project.

Our Annual Milling and Paving project Pre-Bid Meeting was held last month. We had five Contractors respond to the mandatory pre-bid meeting. All bids are due by Tuesday May 7<sup>th</sup> by 2:00pm at which time bids will be opened and read aloud.

Public Works will soon begin our annual painting of the parking blocks and yellow curbs and fire hydrants throughout the Town. We plan to have all the painting done prior to Memorial Day Weekend.

We experienced no sewer or water related emergencies during the past month.