

**BERRYVILLE TOWN COUNCIL  
MEETING AGENDA  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room**

**Regular Meeting  
August 11, 2015  
7:30 p.m.**

<u>Item</u>		<u>Attachment</u>
1. Call To Order		
2. Pledge of Allegiance		
3. Public Hearings	No hearings scheduled	
4. Approval of Minutes	July 14, 2015 Regular Meeting	1↓
5. Citizens' Forum		
6. Report of Wilson Kirby, Mayor		
7. Report of Christy Dunkle, Asst. Town Manager for Community Development	Planning Department Monthly Report	2
	Marlyn Development Corporation, Agent requests an amendment to Section 614.5 of the Berryville Zoning Ordinance and the Berryville Area Plan portion of the Berryville Comprehensive Plan to increase the number of permitted multi-family units in the OPR zoned property in Annexation Area B	3↓
8. Report of Keith Dalton, Town Manager		
9. Report of H. Allen Kitselman, III - Berryville Area Development Authority Liaison		
10. Report of Harry Lee Arnold, Jr. – Chair, Budget and Finance Committee	Financial Reports	4

<u>Item</u>	<u>Attachment</u>
<b>11. Report of H. Allen Kitselman, III – Chair, Community Improvements Committee</b>	
<b>12. Report of Douglas A. Shaffer - Planning Commission Liaison</b>	
<b>13. Report of Mary L. C. Daniel - Chair, Police and Security Committee</b> Police Chief's Monthly Report	5
<b>14. Report of Wilson Kirby – Chair, Streets and Utilities Committee</b> Public Utilities Director's Report	6
Public Works Director's Report	7
<b>15. Report of Harry Lee Arnold, Jr – Chair, Personnel Committee</b> Approval of Committee Meeting Minutes (July 14, 2015)	8↓
<b>16. Other</b>	
<b>17. Closed Session</b> No Closed Session Scheduled	
<b>18. Adjourn</b>	

↓ Denotes an item on where a motion for action is included in the packet

# Attachment 1

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**July 14, 2015**  
**7:30 p.m.**

Present:

**Town Council:** Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; David Tollett; Doug Shaffer; Mary Daniel

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Ann Phillips, Town Clerk

**Press:** Val Van Meter, Winchester Star

1. Call to Order

Mayor Kirby called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Public Hearing - ***Safe Routes to School Infrastructure Grant***

***The Council of the Town of Berryville wishes to receive public input on a Safe Routes to School (SRTS) infrastructure sidewalk project (Project Number SRTS-168-007, P101, C501) at Johnson-Williams Middle School along Swan Avenue identified as Tax Map Parcel number 14A4-((A))-31, located at 200 Swan Avenue, in the Town of Berryville. Project financing totals \$87,357.***

At the Mayor's request, Christy Dunkle reviewed the project saying the Berryville Police, the Planning Department, and the Clarke County Schools have worked with the Virginia Safe Routes to School program on a number of projects over the years. She said this is a federal grant and is the last cycle in which no matching funds are required. Ms. Dunkle noted that Mike Artz of Pennoni and Associates and Chuck Bishop, Superintendent of Clarke County Public Schools, were present to answer questions. She explained the project will involve relocating the sidewalk on Swan Avenue farther into the site away from the right of way.

Dr. Bishop said the Clarke County Public Schools support the project. Mr. Dalton asked Ms. Dunkle to review the schedule. Ms. Dunkle anticipates that bids will go out in the next month and the completion date is scheduled for the end of August. Mr. Dalton added that Randy Trenary of Clarke County Public Schools has also been involved in the planning process and has been of great assistance.

After noting that no one signed up to speak at the hearing, the Mayor asked if anyone wished to speak. The Mayor recognized Kenneth Liggins of 206 Josephine Street. Mr. Liggins suggested that since the sidewalk was being moved into the site, that an area adjacent to the street be designated as parking since it will now be away from the sidewalk. Ms. Dunkle responded that was the intention.

The Mayor recognized Norma Slattery of 211 Swan Avenue. Ms. Slattery asked how much disruption residents of the area would experience. Ms. Dunkle said there would be no blasting on the site. Mr. Artz said traffic may be impeded briefly during the removal of the old sidewalk.

**Upon motion by Council member Kitselman, seconded by Council member Daniel, the public hearing was closed. The motion carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

4. Approval of Minutes of the June 9, 2015 Regular Meeting

**Upon motion by Council member Daniel, and seconded by Council member Kitselman, the minutes of the June 9, 2015 meeting were approved with one spelling correction by the following vote:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

5. Citizens' Forum

Mayor Kirby recognized Kenneth Liggins of 206 Josephine Street who asked to defer his remarks until the agenda item referencing the CDBG Planning Grant for the Josephine City Neighborhood. The Mayor granted the request.

6. Report of Wilson Kirby, Mayor

The Mayor noted that a group of young adults from AmeriCorps had been in the area working and asked Ms. Dunkle to give more information. Ms. Dunkle said the Northern Shenandoah Valley Regional Commission had arranged for the group to work in the region. She said they had completed several projects around Town, and were busy helping many organizations. The AmeriCorps volunteers' activities included work at Clermont, cleaning up the Town Run, projects at the Barns, and assisting with trees at the Waste Water Treatment Plant.

The Mayor said the Designation Ceremony for Berryville and Clarke County becoming an Appalachian Trail Certified Community will be held Monday, July 20, at 5:30 p.m. at the Gazebo in Rose Hill Park. Mr. Dalton added there will be a number of legislative guest speakers. The Mayor said he hopes there will be a large turnout for the event.

7. Report of Christy Dunkle, Asst. Town Manager for Community Development

Ms. Dunkle reported that the Safe Routes to School sidewalk project will be underway with bids being sought soon.

The next agenda item was the CDBG Planning Grant for the Josephine City Neighborhood. Mr. Dalton gave background information saying the application had been due in March 2015, and Council had asked for an extension. He said two meetings were held to discuss the grant application, and at the July 9, 2015 meeting, there was no interest from the community residents in pursuing the grant application. Mr. Dalton said that he feels it is a missed opportunity for homeowners and landowners, but that without community support, it cannot go forward. He said if he is given the authority to notify the Virginia Department of Housing and Community Development (VDHCD), he will ensure that the Town

has met all obligations. Council member Daniel asked Mr. Dalton to request written verification from the VDHC that the Town has met all obligations. Council member Kitselman said he is disappointed, but recommends stopping the effort. **Council member Kitselman moved that the Council of the Town of Berryville authorize the Town Manager to contact VDHC to notify them that the Town will not be submitting a CDBG implementation grant application due to lack of community support. Council member Daniel seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

The Mayor recognized Kenneth Liggins, 206 Josephine Street, who had deferred his remarks earlier. Mr. Liggins said he thought that when the grant process began, information had been withheld, and that he doesn't care about the missed opportunity.

8. Report of Keith Dalton, Town Manager

Mr. Dalton reported on the VRS Enhanced Hazardous Duty Benefits program saying that to formally join the program the Town Council must adopt a resolution that has been provided by VRS. He explained that during the FY 16 budgeting process, the cost of participating in the program was estimated by the Treasurer using the best numbers at the time, at 11.28% of payroll (\$40,000 for FY 16), and the cost study required by VRS has placed the cost of the program at 12.23% (\$53,707.55 for FY16). He added that a program start date of October 1 would leave an annual cost for FY 16 of \$40,280.67, but noted that the costs in FY17 will be much higher than might have been expected.

Council member Tollett asked whether there was anyone currently in the organization who would be able to use the enhanced hazardous duty benefits if the resolution were adopted now. Mr. Dalton responded that there is one individual who could use it this year. **Recorder Arnold moved that the Council of the Town of Berryville adopt the following VRS Enhanced Hazardous Duty Benefits Resolution. Council member Daniel seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

TOWN OF BERRYVILLE  
RESOLUTION

Be it hereby resolved that the Town of Berryville, Virginia, a political subdivision currently participating in the Virginia Retirement System under Title 51.1, Chapter 1, Article 5 of the Code of Virginia, as amended, acting by and through its Town Council does hereby elect to have such employees of the Town who are employed in positions as full time salaried Law Enforcement Officers and whose tenure is not restricted as to temporary or provisional appointment, to become eligible, effective October 1, 2015, to be provided benefits in the Virginia Retirement System equivalent to those provided for State police officers of the Department of State Police, as set out in Section 51.1-138 of the Code of Virginia including the retirement multiplier of 1.85%, in lieu of the benefits that would otherwise be provided as such code has

been or may be amended from time to time, and the Town agrees to pay the employer cost for providing such employees such benefits.

Be it further resolved that Town Manager, and Town Clerk, are hereby authorized and directed in the name of the Town to execute any required contract in order that the above described employees of the Town may become entitled to retirement benefits equivalent to those provided for State police officers of the Department of State Police. In execution of any contract which may be required the seal of the Town shall be affixed and attested by the Clerk and, said officers of the Town are hereby authorized and directed to do any other thing, or things, incident and necessary in the lawful conclusion of this matter. The Treasurer of the Town be and is hereby authorized and directed and pay over to the Treasurer of Virginia from time to time such sums as are to be paid by the Town and its employees for this purpose.

#### CERTIFICATE

I, Ann W. Phillips, Clerk of the Town of Berryville, Virginia, certify that the foregoing is a true and correct copy of the resolution passed at a lawfully organized meeting of the Town Council held at Berryville, Virginia, at 7:30 o'clock p.m. on July 14, 2015. Given under my hand and seal of the Clerk of the Town this 14th day of July, 2015.

\_\_\_\_\_  
Clerk

Mr. Dalton reviewed a proposed amendment to Section 512, dealing with travel expenses, of the Town of Berryville Employee Handbook. He said Staff has examined Section 512 and proposes the amendments as follows:

- Establishing that, should an employee be temporarily assigned to another duty station within 50 miles of the normal work location, the town will not reimburse for travel expenses (including mileage and meals). He said this change would specifically address the period of time that new police officers are assigned to the academy in Middletown.
- Eliminating language that was intended to provide that meals will not be reimbursed unless the travel exceeded 24 hours. He said the existing language is not clear, and this change would provide for meal reimbursement, within established guidelines, for any travel.
- Language regarding the expense reports and receipts was too permissive and needed to be amended to better explain required actions.

**Council member Tollett moved that the Council of the Town of Berryville approve the attached amendments to Section 512 of the Town of Berryville Employee Handbook. Council member Shaffer seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

## 512 Business Travel Expenses

Effective Date: 1/1/2014

Revision Date: 7/14/2015

The Town of Berryville will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location; **except, travel expenses are not reimbursed when employees are assigned to a temporary duty location within fifty (50) miles from the normal work location.** All business travel must be approved in advance by the Town Manager in the form of a completed Travel Request Form.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Town of Berryville as set out in the expense guidelines below:

Under no circumstances are alcoholic beverages to be charged to or reimbursed by the town. Employees shall be diligent in keeping all charges for meals and lodging at a reasonable minimum. With respect to meals, the following shall serve as general guidelines only. Per person expenditures (including tips) above the following guidelines, however will require justification by the employee: Breakfast - \$7.50; Lunch - \$12.00; Dinner - \$18.50; maximum daily reimbursement for \$38.00. ~~The maximum daily reimbursement applies only if the employee is out of town for work related travel/training for more than a 24 hour period.~~ If meals are included in the cost of registration for programs, no separate or additional reimbursement for those meals will be made.

Mileage is reimbursed at the official IRS mileage rate at the time of travel.

When using a private vehicle for travel, charges for gasoline/oil to a town purchasing card shall be deducted from the mileage reimbursement. In no case shall charges for any other vehicle maintenance items for a private vehicle be made to a town purchasing card.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Town of Berryville may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees ~~should~~ **will** submit completed travel expense reports within 15 days. Reports ~~should~~ **must** be accompanied by receipts for all individual expenses. Proper budget codes should be inserted in the proper place on the report.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

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9. Report of H. Allen Kitselman, III – Berryville Area Development Authority Liaison  
Council member Kitselman said that the Authority did not meet in June, but the next meeting will be July 22 when the BADA will continue working on the Berryville Area Plan.

10. Report of Harry Lee Arnold, Jr., - Chair, Budget and Finance Committee  
**Recorder Arnold moved that the Council of the Town of Berryville authorize publication of the names of those delinquent for personal property and real estate taxes pursuant to Section 58.1-3924 of the Code of Virginia, As Amended. Council member Kitselman seconded the motion which carried as follows:**

|                       |       |
|-----------------------|-------|
| Wilson Kirby          | - Aye |
| Harry Lee Arnold, Jr. | - Aye |
| Mary Daniel           | - Aye |
| Allen Kitselman       | - Aye |
| Douglas Shaffer       | - Aye |
| David Tollett         | - Aye |

**Recorder Arnold moved that the Council of the Town of Berryville adopt the following resolution to charge off delinquent personal property taxes for the Tax Year 2009. Council member Daniel seconded the motion which carried as follows:**

|                       |       |
|-----------------------|-------|
| Wilson Kirby          | - Aye |
| Harry Lee Arnold, Jr. | - Aye |
| Mary Daniel           | - Aye |
| Allen Kitselman       | - Aye |
| Douglas Shaffer       | - Aye |
| David Tollett         | - Aye |

TOWN OF BERRYVILLE  
TOWN COUNCIL

RESOLUTION

WHEREAS, Section 58.1-3940 of the Code of Virginia, 1950, as amended, provides the collection of local personal property taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed, and

WHEREAS, the attached personal property taxes assessed by the Town of Berryville, Virginia for tax year 2009, have remained delinquent for the year for which such taxes were assessed and are therefore rendered unenforceable,

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Berryville, Virginia, in meeting duly assembled this fourteenth day of July, 2015, that the attached list of delinquent personal

property taxes for tax year 2009 shall be charged off the tax records of the Town of Berryville as uncollectible.

\_\_\_\_\_  
Wilson L. Kirby, Mayor

I hereby certify that the foregoing Resolution was duly adopted by the Council of the Town of Berryville in meeting assembled July 14, 2015

ATTEST:

\_\_\_\_\_  
Harry L. Arnold, Jr., Recorder

| 6/30/2015 | 2009 Personal Charge Offs   |              |                |         |
|-----------|-----------------------------|--------------|----------------|---------|
| Tax Year  | Name 1                      | Invoice Year | Invoice Number | Balance |
| 2009      | ALMENDAREZ VARGAS ADRIAN A  | 2009         | 84127          | 27.15   |
| 2009      | BESSER TIMOTHY W            | 2009         | 84137          | 11.33   |
| 2009      | BESSER TIMOTHY W            | 2009         | 84138          | 75.39   |
| 2009      | BETTS JEANNE KIRBY          | 2009         | 84139          | 44.22   |
| 2009      | BEUCHERT PATRICIA N         | 2009         | 84140          | 81.09   |
| 2009      | BEUCHERT PATRICIA N         | 2009         | 84141          | 328.08  |
| 2009      | BROWN LARRY WILLIAM JR      | 2009         | 84148          | 41.05   |
| 2009      | BROWN LARRY WILLIAM JR      | 2009         | 84149          | 41.05   |
| 2009      | BROWN ROSEMARY L            | 2009         | 84150          | 13.73   |
| 2009      | CHRISTAKOS DANIEL JOHN      | 2010         | 84153          | 29.86   |
| 2009      | CHRISTAKOS DANIEL JOHN      | 2009         | 84152          | 81.68   |
| 2009      | CLARK AMBER DAWN            | 2009         | 84154          | 75.97   |
| 2009      | CLARK AMBER DAWN            | 2010         | 84289          | 8.1     |
| 2009      | CROMER JEANE MARIE          | 2009         | 84159          | 28.36   |
| 2009      | DIETRICH JOHN WILLIAM       | 2009         | 84161          | 27.47   |
| 2009      | DIETRICH JOHN WILLIAM       | 2009         | 84162          | 52.68   |
| 2009      | FISHER-ARRINGTON LISA DIANE | 2010         | 84172          | 29.86   |
| 2009      | FISHER-ARRINGTON LISA DIANE | 2009         | 84174          | 43.59   |
| 2009      | FISHER-ARRINGTON LISA DIANE | 2009         | 84173          | 93.42   |
| 2009      | GILLISON JAMES ARTHUR       | 2009         | 84176          | 50.7    |
| 2009      | GLENN PATRICIA DARLENE      | 2009         | 84178          | 21.99   |
| 2009      | GLENN THORNTON ELWOOD       | 2009         | 84179          | 84.23   |
| 2009      | GLENN THORNTON ELWOOD       | 2009         | 84180          | 21.27   |
| 2009      | GONZALEZ-FLORES NANCY J     | 2009         | 84181          | 71.63   |
| 2009      | GRIMM DEBORAH SUE           | 2009         | 84182          | 75.39   |
| 2009      | JARQUIN SOTO AXEL RAMON     | 2009         | 84192          | 12.68   |

|      |                            |      |       |         |
|------|----------------------------|------|-------|---------|
| 2009 | JARQUIN SOTO AXEL RAMON    | 2009 | 84193 | 12.48   |
| 2009 | JONES SALLIE RENEE         | 2009 | 84198 | 21.46   |
| 2009 | LAHMANN CRYSTALEE R        | 2009 | 84206 | 57.22   |
| 2009 | MAIORANA CURTIS            | 2009 | 84210 | 39.24   |
| 2009 | MESSICK ETTA H             | 2009 | 84217 | 58.29   |
| 2009 | MILBOURNE ALICIA DAWN      | 2009 | 84218 | 40.21   |
| 2009 | MILLER PAUL GERHARD        | 2009 | 84219 | 75.58   |
| 2009 | MONTGOMERY CLIFFORD G III  | 2009 | 84221 | 55.21   |
| 2009 | MONTGOMERY CLIFFORD G III  | 2009 | 84220 | 46.03   |
| 2009 | MOYA DORIAN N              | 2009 | 84223 | 55.76   |
| 2009 | PARKER KURT                | 2010 | 84229 | 19.72   |
| 2009 | POOLE JAMES E III          | 2009 | 84236 | 8.66    |
| 2009 | POOLE JAMES E III          | 2009 | 84234 | 78.41   |
| 2009 | POOLE JAMES E III          | 2009 | 84235 | 41.12   |
| 2009 | RYDER BRIAN N              | 2009 | 84242 | 46.03   |
| 2009 | RYDER BRIAN N              | 2009 | 84243 | 133.03  |
| 2009 | SALGUERO OSCAR A           | 2009 | 84245 | 68.19   |
| 2009 | SALGUERO OSCAR A           | 2009 | 84244 | 12.35   |
| 2009 | SANDERS ROBERT DAVID JR    | 2009 | 84246 | 6.45    |
| 2009 | SIPE RACHEL V NEWLIN       | 2009 | 84247 | 55.11   |
| 2009 | STERN LISA A               | 2010 | 84255 | 29.86   |
| 2009 | STERN LISA A               | 2010 | 84253 | 16.86   |
| 2009 | STERN LISA A               | 2010 | 84254 | 29.86   |
| 2009 | SWARTZ MICHAEL A           | 2009 | 84258 | 17.77   |
| 2009 | SWARTZ MICHAEL A           | 2009 | 84259 | 14.64   |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84265 | 121.3   |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84269 | 144.86  |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84271 | 102.53  |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84272 | 484.86  |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84263 | 41.3    |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84264 | 518.66  |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84267 | 138.42  |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84268 | 454.86  |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84262 | 6.64    |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84266 | 84.31   |
| 2009 | TRI COUNTY FARM SVCS LLC   | 2009 | 84270 | 80.75   |
| 2009 | UNDERWOOD LAQUINTA DONETTE | 2009 | 84273 | 13.94   |
| 2009 | VIRGINIA SIDING INC        | 2009 | 84275 | 94.83   |
| 2009 | WHITLOCK THERESA L         | 2009 | 84277 | 76.62   |
| 2009 | ZULLINGER DEBORAH BOWERS   | 2009 | 84288 | 84.08   |
|      |                            |      |       | 4959.47 |

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11. Report of H. Allen Kitselman, III - Chair, Community Improvements Committee

Council member Kitselman reiterated the Mayor's remarks about the Appalachian Trail Certified Community designation ceremony on July 20. He also noted the large improvement project on several building facades downtown saying the paint choices were very attractive. Mr. Dalton added that after seeing the improvement on Main Street, he feels that the trim on Town-owned 23 E. Main Street should also be updated.

12. Report of Douglas A. Shaffer – Planning Commission Liaison

Council member Shaffer said no planning commission meeting was held last month.

13. Report of Mary L. C. Daniel – Chair Police and Security Committee

Council member Daniel said she had nothing to report.

14. Report of Wilson Kirby – Chair, Streets and Utilities Committee

**Council member Shaffer moved that the Council of the Town of Berryville approve the minutes of the Streets and Utilities Committee meeting of June 24, 2015. Mayor Kirby seconded the motion which carried unanimously.**

Mayor Kirby noted that reports from the Director of Public Utilities and the Director of Public Works are enclosed in the agenda packet.

Recorder Arnold noted that the new hydrant installed at Buckmarsh and Academy during recent upgrades was very helpful in a structure fire this past week.

Mr. Dalton said the Buckmarsh Street paving should be done near the end of the month. He said the next Streets and Utilities Committee meeting will be in the A-B meeting room on August 11, 2015, at 6:45 p.m. prior to the Town Council meeting.

15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee

Recorder Arnold said that Personnel Committee meetings had been held in June. **On the motion of Mayor Kirby, seconded by Recorder Arnold, the Personnel Committee minutes of June 15 and June 17, 2015, were approved unanimously.**

**Recorder Arnold moved that the Council of the Town of Berryville appoint Rachael Worsley to the Berryville Architectural Review Board for a four year term to begin August 14, 2015 and end on August 14, 2019. Council member Kitselman seconded the motion which carried as follows:**

|                       |       |
|-----------------------|-------|
| Wilson Kirby          | - Aye |
| Harry Lee Arnold, Jr. | - Aye |
| Mary Daniel           | - Aye |
| Allen Kitselman       | - Aye |
| Douglas Shaffer       | - Aye |
| David Tollett         | - Aye |

Reorder Arnold moved that the Council of the Town of Berryville appoint William M. Steinmetz to the Berryville Planning Commission to fill the unexpired term of Mike Brown that will end on January 15, 2018. Council member Shaffer seconded the motion which carried as follows:

|                       |       |
|-----------------------|-------|
| Wilson Kirby          | - Aye |
| Harry Lee Arnold, Jr. | - Aye |
| Mary Daniel           | - Aye |
| Allen Kitselman       | - Aye |
| Douglas Shaffer       | - Aye |
| David Tollett         | - Aye |

16. Other

Council member Shaffer asked about lighting on the new sidewalk project on Swan Avenue that had been discussed earlier. Ms. Dunkle responded that lighting had been discussed and the plan was not to encourage people to be on the property after dark by adding lighting.

17. Adjourn

There being no other business, upon motion of Council member Tollett, seconded by Council member Daniel, the meeting was adjourned at 8:20 p.m.

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Wilson Kirby, Mayor

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Harry Lee Arnold, Jr., Recorder

# Attachment 2

## Planning and Community Development

### **Action Item**

#### **Initiate Text Amendment**

**August 11, 2015**

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#### **Planning Commission**

The Planning Commission did not hold a meeting in July. Their next scheduled meeting is Tuesday, August 25, 2015 at 7:30pm.

#### **Berryville Area Development Authority**

The BADA did not hold a meeting in July. Their next meeting is scheduled for Wednesday, August 26, 2015 at 7:00pm.

#### **Architectural Review Board**

The Architectural Review Board met on Wednesday, August 5, 2015. They reviewed the following item:

#### **Sign Review**

**Bob Runion (Agent for Eddie Edwards Signs, Inc.) is requesting a Certificate of Appropriateness in order to replace two wall signs at the property located at 1 South Buckmarsh Street (current Red Apple) identified as Tax Map Parcel number 14A4-((A))-49, zoned C General Commercial. *Approved as modified.***

The Board also approved a sandwich board for Berryville Main Street and a request for an extension of the timeframe to comply with a previous conditional approval to install exterior grills on the windows at the property located at 1 West Main Street. Mr. Livingston attended his last meeting and was presented with a resolution of appreciation from Town Council by Mayor Kirby. Their next meeting is scheduled for Wednesday, September 2, 2015 at 12:30pm

#### **Board of Zoning Appeals**

The BZA did not hold a meeting since the last Council meeting.

# Attachment 3

## **BERRYVILLE TOWN COUNCIL**

### **Initiate Text Amendment to the Berryville Zoning Ordinance**

**August 11, 2015**

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**Marlyn Development Corporation (Francis Nance, Vice President of Development, Marlyn Development Corporation, Agent), is requesting a text amendment to Section 614.5 of the Berryville Zoning Ordinance and a Comprehensive Plan amendment to the Berryville Area Plan, modifying the number of multifamily units permitted in the Older Person Residential (OPR) zoning district from 120 units of multifamily units to 180 units thereby reducing the number of single-family attached and/or detached units in the OPR zoning district to 120 units.**

Marlyn Development Corporation (Francis Nance, Vice President of Development), has requested a text amendment to the Berryville Zoning Ordinance as well as an amendment to the Berryville Area Plan. The latter identifies the number and types of units established for Older Person Residential in Annexation Area B. This number is reflected in the zoning ordinance (Section 614.5) identifying “no more than 300 Older Person Residential units (including not more than one hundred twenty (120) multifamily units) shall be allowed in Annexation Area B as shown on approved subdivision plats or site plans”.

#### **Process**

Section 507 of the Berryville Zoning Ordinance regulates the process by which amendments may be considered. Section 507.2 states that text amendments shall be initiated by either a resolution of the Governing Body or by motion of the Planning Commission. Section 507.5 states that any proposed text amendment shall be referred to the Planning Commission for its recommendation.

A public hearing for a text amendment shall be held by the Planning Commission and by Town Council. The determination to initiate a text amendment shall be at the sole discretion of the Town Council or Planning Commission. In order to initiate the Zoning Ordinance text amendment, the Town Council must agree to move the process forward.

Should the text amendment application be initiated, the Planning Commission would hold a public hearing and make a recommendation to Town Council who will also hold a public hearing and make a final determination.

The Berryville Area Plan amendment would be approved by both the Town Council and the Board of Supervisors after a recommendation by the Berryville Area Development Authority.

While the application identifies a specific parcel for development to occur, the proposed text amendment would modify any parcel within the respective zoning district.

#### **History of the Project**

A Special Use Permit for the Robert Regan House, a 60-unit age- and income-restricted facility, was approved in 2013. A new project, a 120-unit age- and income-restricted facility, is now proposed for the same parcel as the Robert Regan House development.

In January of 2015, Mr. Nance made a presentation to Town Council concerning the Marlyn proposal and requesting Council consider an amendment to the zoning ordinance that would increase the number of multifamily units from 120 to 180. Mr. Nance indicated that the need for 60 additional units as illustrated in the new proposal was due to economy of scale and that the additional units would support planned amenities in the facility. At that time, Council approved a resolution in support of the study of additional multifamily units in the OPR zoning district of Annexation Area B and directed the Planning Commission and the BADA to discuss the matter.

The Planning Commission, at their March 24, 2015 meeting, discussed income- and age-restricted housing. Topics included those unable to afford units similar to the Mary Hardesty House; the need for cottage-style housing on smaller lots to accommodate residents; and the need for diverse housing in the community. At their April 28, 2015, they made an official recommendation to Town Council recommending that the update of the Berryville Area Plan should be completed prior to any modifications to the zoning ordinance.

The BADA held a special work session on March 30, 2015. Three Planning Commissioners attended the meeting and reiterated their concerns. After discussing the matter, a motion was made and passed to not consider a Berryville Area Plan amendment until the Plan had been updated and to expedite the review process.

A Land Development Application was submitted by the property owner, Mr. Echols, in April for the same text amendment and plan amendment that is before you tonight and was placed on the April 14, 2015 Council agenda. Mr. Echols requested that the application be withdrawn during the meeting.

#### **Berryville Area Plan Update Status**

Chapters 1, 3 and 4 have been completed and staff is currently working on Chapter 2 which describes the sub-areas. It is anticipated that the BADA will hold a public hearing on the update in the fall and forward the document to Council and the Board of Supervisors by the first of the year.

#### **Other**

A Special Use Permit application was submitted on July 31, 2015 and will be forwarded to the BADA for consideration at their August 26, 2015 meeting. The applicant has indicated that the Special Use Permit application would be withdrawn if the text amendment was not initiated.

#### **Recommendation**

Review the application and determine whether the Town Council should initiate the process to amend the Berryville Area Plan and the Berryville Zoning Ordinance.

LAND DEVELOPMENT APPLICATION TOWN OF BERRYVILLE

(Please print or type)

Current Property # 14-5 -251B
Owner Alton C Echols, Jr., Trustee
Owner's Address 400 Custer Ct. Berryville, Va. 22611

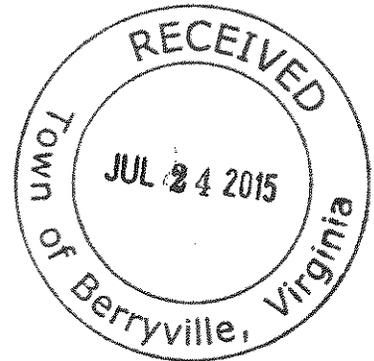
Phone 54-955-2618

Agent (Contact Person) Marlyn Development Corporation
Francis Nance, Vice President - Development
Agent's

Address 308 35th Street Suite 101 Virginia Beach, Virginia 23451
Phone 757-718-9008

Check Appropriate Request:

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



Complete As Applicable: "Zoning Text Amendment" - Section 614.5 of the Berryville Zoning Ordinance - Request to increase the allowable Multi-family units in the Older Persons Residential (OPR) District from 120 to 180
Nature of Request/Proposal: Multi-family units, (Increasing Multi-family to 180 will decrease single family detached and/or attached from 180 to 120 units).

Tax Map & Parcel # 14-5 - 251 B
Number(s):
Size of Project Site: "Comprehensive Plan Amendment: for Annexation Area B - Chapter 5, Page 14. third paragraph: Increasing Multi-family from 120 to 180 units, and reducing Single Family from 180 to 120 units in Annexation Area B.

10.976 Acres

Proposed # of Lots: 120 Multi-family Units
Existing Zoning: Older Persons Residential

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: Alton C. Echols, Jr. - Trustee Date: 7/24/15

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

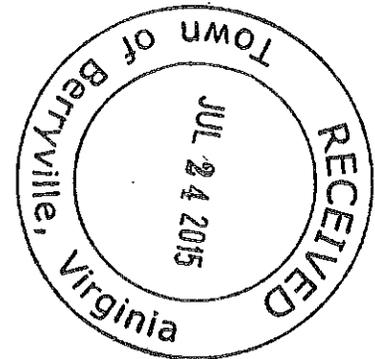
Signature: Alton C. Echols, Jr. - Trustee

Andrew A. Painter  
(571) 209-5775  
apainter@thelandlawyers.com

July 24, 2015

***Via Email & First Class Mail***

Ms. Christy N. Dunkle, Assistant Town Manager/Planner  
Town of Berryville  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611



**Re: Statement of Justification**  
**Marlyn Development Corporation (the "Applicant")**  
**Application for Special Use Permit For Senior Housing**  
**Clarke County Tax Map #14-5-251B (the "Property")**

Dear Ms. Dunkle:

On behalf of the Applicant, please accept the following as a statement of justification for a special permit application to permit housing for Older Persons, Multi-family, including personal service uses of less than 500 square feet on the above-referenced Property, pursuant to §614.3 (c) and § 503.3 of the Town of Berryville Zoning Ordinance (the "Zoning Ordinance"). The Applicant will be the operator of the proposed use and is the contract purchaser of the Property.

The Property comprises approximately 10.9 acres and is zoned to the Older Person Residential ("OPR") pursuant to § 614 et seq. of the Town of Berryville Zoning Ordinance (the "Zoning Ordinance"). The Property is the last undeveloped OPR-zoned property within the Town's corporate limits. The Property is also depicted as a part of Annexation Area B in the Berryville Area Plan (the "Plan").

Both the Zoning Ordinance and the Plan recommend a maximum of 300 OPR units within the annexation area, a maximum of 120 of which are recommended to be multifamily units. At present, 60 OPR multifamily units are provided at Mary Hardesty House, and 60 OPR units are approved, but unbuilt, for the previously-approved Robert Reagan facility on the Property. The Applicant notes that there are full occupancies and waiting lists at Mary Hardesty House and the Greenfield assisted living facility, and it is clear there is an unmet demand for multifamily senior housing options in the Town.

Accordingly, the Applicant's request entails an additional 60 OPR multifamily units above and beyond those approved for Robert Reagan (10 percent of which would be market rate) to create a larger 120-unit, three-story independent living facility on the Property. It is the Applicant's understanding that a separate Zoning Ordinance text amendment has previously been submitted for review, and the Applicant would request its proposal be evaluated in conjunction

with that request.

As depicted on the Special Use Permit Plat prepared by Morris & Ritchie Associates, Inc., this proposal would seek to address a number of issues in this quadrant of the Town. From a transportation perspective, this proposal would share a common driveway with the planned Meridian Healthcare assisted living facility on Tax Map #14A-7-141, and would provide a transportation link to both Mosby Boulevard and Chamberlain Street in a way that would discourage cut-through traffic.

The proposed building would be 34 feet in height (40 feet to the peak of the roof), comprise three stories, and would include elevators and access road around the building. Exterior finishes will include brick, HardiePlank panels, and premium vinyl siding. The proposal would include a mix of one- and two-bedroom units, with an overall anticipated population of 150 persons. Stormwater management would be provided in an above-ground stormwater facility to the north of the building and throughout green areas around the building.

Approximately 7.21 acres (or 70 percent) of the Property is proposed as privately-maintained landscaped open space, which will provide a substantial buffer with the Battlefield Estates community, and provide useable open space for Mary Hardesty House, the 66-bed Greenfield assisted living facility, and Meridian Healthcare's planned 73-bed assisted living facility. In addition, the Applicant would be amenable to providing a public access easement to permit Town residents use of the property as well.

All sidewalks and entrances across the Property would be ADA-compliant, and access to the building would be restricted through a controlled access entry. For a facility serving 120 units, the Applicant will be able to provide amenities on a size and scale desired by its target demographic. This includes an accessible community garden and interior courtyard, as well as an accessible laundry room and hook-ups in the units for individual laundry machines, library, business center with computers, fitness center, beauty/barber shop, card and game rooms, resident lounges, cable TV, and walking paths. The Applicant will also employ an activity director and provide a passenger van for community outings.

All living units are proposed as ADA "Type B" units and would include fully-finished living space, accessible routes from the parking lot, full handicap accessibility, grab bars and blocking for handrails in bathtubs, clear floor areas and knee spaces, and lowered worktops, as well as usable kitchens, bathrooms, and appliances. The units will also feature a number of standard universal design features, including single-level living, open floor plans, an accessible interior corridor, wider doors, flush thresholds at all doorways, and a variety of kitchen and bathroom features.

Concerning environmental sustainability, the proposed building will include Energy Star windows and appliances, energy-efficient light fixtures and HVAC systems, LED or fluorescent lamps in all common interior building lighting fixtures, and low-emitting emitting materials for all adhesives, sealants, paints, coatings, flooring systems, composite wood, and agrifiber products, as well as furniture and furnishings, if available. The site design will incorporate Low Impact Design ("LID") elements such as but not limited to, bio-retention, bio-swales, curb and gutter removal to direct sheet flow from paved areas into grass areas, disconnection of impervious areas through the use of swales instead of piping storm sewer, native plant species that don't require watering and additional plantings around the parking areas to reduce heat island effect.

The project will also provide upgraded stormwater management conditions. At present, a majority of the Property site drains to the north into an existing stormwater facility constructed

concurrent with the Greenfield Assisted Living Facility. The pond was initially used a sediment basin during Greenfield's construction, and was then expected to be transitioned to into a conventional pond once the site had been stabilized. The conversion of the facility never occurred and, due to a lack of maintenance, the facility now has a significant stand of small trees growing in it. The Applicant proposes to upgrade the stormwater pond bring it into conformance with the recently-adopted Department of Environmental Quality regulations. The stormwater pond will be converted into a Level Two extended detention facility, and the Applicant will assume responsibility for its maintenance. Runoff from the Greenfield property will continue to drain to the pond.

Ten percent of the proposed units will be constructed as market-rate units with no income limit; 90 percent of the units would be constructed as affordable housing, but at a slightly higher income and rent structure as compared to Mary Hardesty House. The Applicant's proposal would establish two rent rates set at or below 60 percent of Area Median Income ("AMI") and market rents, which is in contrast with the three rent rates at Mary Hardesty House, all of which are at or below 50 percent of AMI.

Because this proposal would exceed the 120-unit limitation on OPR multifamily units as permitted by the Zoning Ordinance and Plan, the Applicant's proposal would require an amendment to both documents to allow an additional 60 senior multi-family units (an increase from 120 to 180 units for the OPR district overall) with no overall increase in the total number of units (a maximum of 300 units).

## **II. Fire and Rescue Concerns**

In response to the January 28, 2015 memorandum from Chief Harold Rohde of the John H. Enders Fire Company, the Applicant acknowledges the potential for increased loads on both rescue and fire suppression services with age-restricted housing. It also takes seriously the increased risks associated with evacuating seniors from multifamily structures. It would welcome the opportunity to discuss such concerns in person, and commits to the following measures:

- 1) The proposed facility will be fully licensed and compliant with the currently-adopted National Fire Protection Association ("NFPA") codes and standards, and would be fully-sprinklered (including in the attic and standpipes) in accordance with the NFPA 13R residential sprinkler design standard;
- 2) The use of natural gas for cooking and heating in individual units will be prohibited. The electric coil stove/range of each unit will be equipped with "Safe T Element" cooking system technology to prevent cooking fires by regulating the temperature of the elements below the auto-ignition point of grease, oil, and clothing.
- 3) The proposed facility will include a fire alarm system with central station monitoring.
- 4) The proposed facility will include fire doors between the wings of the building, a central stairwell at the ends of each wing and near the elevators, and additional emergency lighting and exits;
- 5) The facility will include a loop road around the building with sufficient turning radii for emergency vehicles, as well as a grass-pave driveway for emergency vehicles to access the interior courtyard space;

- 6) To increase the safety of each unit, and to substantially reduce phone call pressure on local emergency services by half, each unit will be equipped with 24-hour emergency push/pull alert buttons which will be connected to a central monitoring station service to provide master system control for all emergency and non-emergency calls originating in the facility. This system will monitor resident and system alerts and, if necessary, alert the Clarke County Communications Facility of a potential emergency. The facility will also include a 24-hour on-call staff person which, concurrent with the centralized monitoring system, will serve as the first line of communication for all alerts.
- 7) In consultation with Chief Rohde and the Director of Fire & Emergency Medical Services, as appropriate, the Applicant will develop pre-incident evacuation and emergency plans that align with current code, policy, and response criteria, including protect-in-place evacuation scenarios, additional specialized training for staff persons, and the appointment of onsite floor captains and a fire and life safety warden. Planning efforts will also include routine evacuation drills, written procedures, meeting place designations, designating the location of all utilities, emergency power stations, fire protection and smoke control equipment, and effective ways to implement the plan.
- 8) The facility will maintain an updated resident personal information binder, which will include a list of all residents and their room numbers, any special medical or physical conditions of each resident, and photographs, basic floor plans, and the locations of fire extinguishers and fire alarm pull stations. This information will be provided to the John H. Enders Fire Company.
- 9) The Applicant will make a \$25,000 emergency equipment contribution to the Town for distribution to the John H. Enders Fire Company for the purchase of fire-related equipment and rescue services.

### **III. Addressing Demographic Trends**

The Applicant's proposal will address the needs of Town and Clarke County seniors. As the Property is the last undeveloped OPR-zoned parcel in the Town, the Applicant wishes to serve the greatest number of older Town and Clarke County residents. The Applicant views its proposal as a way to maximize the Town's remaining OPR land and serve as many Clarke County seniors as possible. It is centrally located near a grocery store and emergency services, and will provide a substantial buffer between buildings on Chamberlain Street and the surrounding community.

The 65-plus population in the United States, which totaled 40.3 million in 2010, is expected to reach 54.8 million—a 36 percent growth rate—by the end of this decade, as 40 million Baby Boomers turn 65. 10 percent of the region's population already is 65 or older, and 11.5 percent is between the ages of 55 and 64. In Clarke County, the total senior population has doubled in the past 25 years. These trends indicate a rising demand for active adult age-restricted communities to accommodate the growing number of County residents entering their late 50s and 60s.

Many of the County's Baby Boomers are signaling a preference to "age in Clarke"; that is, a desire to remain in Clarke County and be connected to their community in a safe,

independent, affordable, and comfortable manner. The Applicant's research indicates older residents are increasingly searching for maintenance-free living spaces that offer one-level living and open floor plans. Anecdotal evidence also indicates that the County's residents do not wish to leave the area where they spent their working lives and raised their families. This has proven a durable pattern, even in a transient region such as Northern Virginia, where many people have relocated from other places.

Concerning the Plan's current recommendation for a mix of senior housing options, the Applicant believes that such a unit mix would be too costly for the marketplace and unrealistic for affordable senior housing. There is no higher or better use for the Property under current zoning, particularly given the landscaping, open space, and amenities which would be made possible by serving the needs of more seniors.

Additionally, market data indicate that, among comparable jurisdictions, the Town has the highest population of seniors, and the lowest percentage of multifamily dwelling units. The Applicant believes it can develop each apartment unit for approximately \$125,000, while quadruplex, duplex, and single family senior homes would be more expensive.

#### **IV. Positive Fiscal Impact**

The Applicant has requested S. Patz and Associates, Inc. prepare a combined market and fiscal impact analysis based on its plans. Multifamily age-restricted development has proven to have extraordinarily positive fiscal impacts for local governments throughout Virginia. The new residents would drive demand for retail, restaurants, and local-serving office users in the Town, which typically have a very positive fiscal impact on the Town and County.

These impacts include indirect economic impacts of this spending, and the size of the indirect impacts show the potential to stimulate new business growth in the Town and County. Finally, the proposed development is age-restricted, it will generate the above benefits without the added burden on schools, which is the largest public cost item associated with residential development. Operating costs are so low because the community will not result in any education costs.

The Applicant's proposed development will generate approximately \$65,000 in annual revenues to the Town, and nearly \$216,000 in annual revenues to Clarke County. This is in contrast to about \$106,000 in annual operating costs to the Town and County, even after taking account of higher EMT costs per capita than for the average person in the Town. This means that the total annual net fiscal impact at build-out calculated on this simple basis for the proposed development is approximately \$174,000. Looked at another way, for every dollar in revenues the Town receives from the proposed development, the proposed development will only require 50 cents in Town operating costs.

#### **V. Conclusion**

Applicant's proposed plans will provide much-needed affordable housing for Clarke County seniors, and will deliver substantial amenities and public open space. It will also serve as a buffer between commercial uses to the east and the lower-density residential development to the south and west of the Property. The proposal is also overwhelmingly beneficial to the Town from a pecuniary perspective, and the Applicant has also made substantial commitments to address the potential for increased loads on both rescue and fire suppression services.

The Applicant is committed to serving residents of the Town and Clarke County. Its proposal represents a \$14.9 million investment in the Town, and the Applicant will provide housing and affordable dwelling units to meet the needs of Clarke County's aging population. The Applicant's fiscal analysis demonstrates that the proposed community is substantially more fiscally beneficial than lower-density development, in large measure due to the community's tax revenues, absence of school-aged children, and other commitments. Additionally, the Applicant has provided real solutions to address any issues related to fire and rescue services.

The Applicant's proposal is clearly the highest and best use of the Property in terms of land use planning, tax benefits, and ability to serve the greatest number of Clarke County seniors. The company looks forward to becoming a long-term corporate citizen, and welcomes your review.

I would appreciate the acceptance of this application and the scheduling of a public hearing before the Berryville Area Development Authority and the Town Council at your earliest convenience. Thank you for your time and consideration in this matter and please feel free to call me directly at (571) 209-5775 should you have any questions.

Very truly yours,

WALSH, COLUCCI, LUBELEY & WALSH, P.C.

Andrew A. Painter

Enclosures, as stated

Cc: Members, Berryville Town Council  
Members, Berryville Area Development Authority  
Mr. Francis R. Nance, Marlyn Development Corporation  
Mr. Jon K. Erickson, P.E., L.S., Morris & Ritchie Associates, Inc.  
Mr. Stuart M. Patz, S. Patz & Associates, Inc.

SEEN AND AGREED:

We, the undersigned, do hereby consent to the filing of the above-mentioned Special Use Permit application, and any related applications, associated with the property identified as Tax Map #14A-7-141.

OWNER OF

Tax Map #14A-7-141

ALTON H. ECHOLS

By: Alton C. Echols, Jr. - Trustee  
Name: ALTON C. ECHOLS, JR - TRUSTEE  
Title: TRUSTEE

APPLICANT & CONTRACT PURCHASER OF

Tax Map #14A-7-141

MARLYN DEVELOPMENT CORPORATION

By: Francis R. Nance  
Name: FRANCIS R. NANCE  
Title: V-P of Development



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



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

www.berryvilleva.gov

**RESOLUTION OF TOWN OF BERRYVILLE**

The governing body of the Town of Berryville, Virginia, consisting of 6 members, in a duly called meeting held on the 11<sup>th</sup> day of August, 2015 at which a quorum was present, RESOLVED as follows:

**A RESOLUTION: ADDITIONAL MULTI-FAMILY UNITS IN THE OLDER PERSON RESIDENTIAL ZONING DISTRICT OF ANNEXATION AREA B**

WHEREAS, the Berryville Area Plan currently allows for a total of 120 units of multi-family housing in Annexation Area B with a total of 60 remaining to be developed; and

WHEREAS, the Council of the Town of Berryville acknowledges the potential need for additional income- and age-restricted multi-family units in response to current demographic trends; and

WHEREAS, Marlyn Development wishes to develop a 120-unit multifamily apartment complex requiring modifications to the Berryville Area Plan and the Berryville Zoning Ordinance to allow 60 additional units of this type; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Berryville, Virginia hereby initiates the process to modify the Berryville Area Plan and the Town of Berryville Zoning Ordinance, allowing an additional 60 units of multi-family apartments and directs the Town Planning Commission to review the matter and requests its recommendation regarding the proposed amendment to the text amendment to the Berryville Zoning Ordinance and directs the BADA to make a recommendation regarding the proposed Berryville Area Plan amendment.

Passed this 11<sup>th</sup> day of August, 2015.

**THE TOWN OF BERRYVILLE**

Attest: \_\_\_\_\_

By: Wilson L. Kirby, Mayor

**CERTIFICATION**

I hereby certify that the above resolution was duly adopted by the Council of the Town of Berryville, in a duly assembled meeting on the 11<sup>th</sup> day of August, 2015.

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

Wilson Kirby  
Mayor

Harry Lee Arnold, Jr.  
Recorder

*Council Members*

Douglas A. Shaffer  
Ward 1

H. Allen Kitseiman, III  
Ward 2

Mary L.C. Daniel  
Ward 3

David L. Tollett  
Ward 4

Keith R. Dalton  
Town Manager

BERRYVILLE TOWN COUNCIL  
MOTION TO ADOPT A RESOLUTION INITIATING A PLAN AMENDMENT TO  
THE BERRYVILLE AREA PLAN AND A TEXT AMENDMENT TO  
THE BERRYVILLE ZONING ORDINANCE

Date: August 11, 2015

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached resolution initiating a plan amendment to Chapter 5 of the Berryville Area Plan increasing the number of multifamily units from 120 to 180 and a text amendment to Section 614.5 of the Berryville Zoning Ordinance in order to increase the number of multifamily units permitted in the Older Person Residential (OPR) zoning district from 120 to 180 therefore reducing the number of single-family detached and/or single-family attached units from 180 to 120.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 4

## Cash Flow Analysis

7/31/2015

|              | GENERAL FUND | WATER FUND   | SEWER FUND   | TOTAL        |
|--------------|--------------|--------------|--------------|--------------|
| CASH ON HAND | 0.00         | 250.00       |              | 250.00       |
| CHECKING     |              |              |              |              |
| OPERATING    | -            | -            | -            | -            |
| PAYROLL      | (58,465.76)  | (20,906.86)  | (17,737.20)  | (97,109.82)  |
|              | 30,043.93    |              |              | 30,043.93    |
| MONEY MARKET |              |              |              |              |
| B/CLARKE/NOW | -            | -            | -            | -            |
| BB&T         | 92,879.27    | 468,454.96   | 768,000.53   | 1,329,334.76 |
| PDAF         | 68,477.55    |              | -            | 68,477.55    |
| RDA DEBT SER | 1,465.65     |              |              | 1,465.65     |
| PPTRA RES    | 74,072.10    |              |              | 74,072.10    |
| PROFFER RES  | 293,263.31   |              |              | 293,263.31   |
| RAU ACCOUNT  | 90,080.72    | 0.00         | 0.00         | 90,080.72    |
|              | 980.66       |              |              | 980.66       |
| INVESTMENTS  |              |              |              |              |
| BC/NOW CIP   | 326,381.59   | 1,094,610.36 | 1,801,026.41 | 3,222,018.36 |
| BC/CD OPR    |              |              |              | -            |
| BC/NOW SWMGT | 437,999.40   |              |              | 437,999.40   |
| RESERVES     |              |              |              |              |
| VRA          |              |              | 940,000.00   | 940,000.00   |
| PER BONDS    | 87,487.93    |              |              | 87,487.93    |
| TOTAL        | 1,444,666.35 | 1,542,408.46 | 3,491,289.74 | 6,478,364.55 |

# Financial Report

7/31/2015

|                                     | TOWN OFFICE   | BANK OF<br>CLARKE        | B B & T          | TOTAL                    |
|-------------------------------------|---------------|--------------------------|------------------|--------------------------|
| CASH ON HAND                        | 250.00        |                          |                  | 250.00                   |
| CHECKING ACCOUNTS<br>OPERATING      |               | -                        |                  | -                        |
| PAYROLL                             |               | (97,109.82)<br>30,043.93 |                  | (97,109.82)<br>30,043.93 |
| MONEY MARKET<br>GENERAL<br>NOW ACCT |               |                          | 68,477.55        | 68,477.55                |
| PDAF                                |               | 1,329,334.76             |                  | 1,329,334.76             |
| RDA DEBT SER                        |               | 1,465.65                 |                  | 1,465.65                 |
| PPTRA RES                           |               | 74,072.10                |                  | 74,072.10                |
| PROFFER RES                         |               | 293,263.31               |                  | 293,263.31               |
| RAU ACCOUNT                         |               | 90,080.72<br>980.66      |                  | 90,080.72<br>980.66      |
| INVESTMENTS<br>CIP                  |               | 3,222,018.36             |                  | 3,222,018.36             |
| SWMGT                               |               | 437,999.40               |                  | 437,999.40               |
| RESERVE<br>VRA                      |               | 940,000.00               |                  | 940,000.00               |
| PER BONDS                           |               | 87,487.93                |                  | 87,487.93                |
| <b>TOTAL</b>                        | <b>250.00</b> | <b>6,409,637.00</b>      | <b>68,477.55</b> | <b>6,478,364.55</b>      |

**Town Of Berryville**  
**Revenue Statement :Fiscal Year 2015-2016**  
**for Period Ending 7/31/2015**

| GENERAL FUND<br>Account # | Account Description        | Estimated<br>Revenue | Activity this<br>Period | Revenue Year<br>to Date | Uncollected<br>Year to Date | % Coll      |
|---------------------------|----------------------------|----------------------|-------------------------|-------------------------|-----------------------------|-------------|
| 100-3110101-0000          | CURRENT REAL ESTATE TAXES  | 881,500.00           | 2,443.87                | 2,443.87                | 879,056.13                  | 0.28        |
| 100-3110102-0000          | DEL REAL ESTATE TAXES      | 2,500.00             | 220.00                  | 220.00                  | 2,280.00                    | 8.80        |
| 100-3110201-0000          | UTILITY REAL ESTATE TAXES  | 7,000.00             | 0.00                    | 0.00                    | 7,000.00                    | 0.00        |
| 100-3110301-0000          | CURRENT PERS PROP TAXES    | 216,000.00           | (2.34)                  | (2.34)                  | 216,002.34                  | 0.00        |
| 100-3110302-0000          | DEL PERS PROP TAXES        | 3,000.00             | 0.00                    | 0.00                    | 3,000.00                    | 0.00        |
| 100-3110401-0000          | MACHINERY & TOOLS          | 160,000.00           | 0.00                    | 0.00                    | 160,000.00                  | 0.00        |
| 100-3110601-0000          | TAX PENALTIES              | 3,000.00             | 490.42                  | 490.42                  | 2,509.58                    | 16.35       |
| 100-3110602-0000          | TAX INTEREST               | 1,500.00             | 348.77                  | 348.77                  | 1,151.23                    | 23.25       |
| 100-3120101-0000          | LOCAL SALES TAX            | 175,000.00           | 15,858.09               | 15,858.09               | 159,141.91                  | 9.06        |
| 100-3120201-0000          | CONSUMER UTILITY TAX       | 90,000.00            | 7,301.05                | 7,301.05                | 82,698.95                   | 8.11        |
| 100-3120300-0000          | BUSINESS LICENSE           | 185,000.00           | 1,261.35                | 1,261.35                | 183,738.65                  | 0.68        |
| 100-3120402-0000          | REC FRANCHISE FEES         | 27,000.00            | 2,566.63                | 2,566.63                | 24,433.37                   | 9.51        |
| 100-3120501-0000          | AUTO LICENSE               | 90,000.00            | 1,315.37                | 1,315.37                | 88,684.63                   | 1.46        |
| 100-3120601-0000          | BANK FRANCHISE TAXES       | 140,000.00           | 0.00                    | 0.00                    | 140,000.00                  | 0.00        |
| 100-3120801-0000          | CIGARETTE TAX              | 1,300.00             | 9,065.29                | 9,065.29                | (7,765.29)                  | 697.33      |
| 100-3121001-0000          | LODGING TAX                | 17,500.00            | 0.00                    | 0.00                    | 17,500.00                   | 0.00        |
| 100-3121101-0000          | MEALS TAX                  | 185,000.00           | 16,421.82               | 16,421.82               | 168,578.18                  | 8.88        |
| 100-3130304-0000          | Land Use Application Fees  | 1,500.00             | 0.00                    | 0.00                    | 1,500.00                    | 0.00        |
| 100-3130307-0000          | ZONING & SUBDIVISION FEES  | 10,000.00            | 2,200.00                | 2,200.00                | 7,800.00                    | 22.00       |
| 100-3140101-0000          | COURT FINES                | 30,000.00            | 4,195.13                | 4,195.13                | 25,804.87                   | 13.98       |
| 100-3140102-0000          | PARKING METER FINES        | 2,000.00             | 136.00                  | 136.00                  | 1,864.00                    | 6.80        |
| 100-3150101-0000          | INTEREST ON DEPOSITS       | 6,000.00             | 830.48                  | 830.48                  | 5,169.52                    | 13.84       |
| 100-3150201-0000          | RENTAL OF PROPERTY         | 12,000.00            | 1,500.00                | 1,500.00                | 10,500.00                   | 12.50       |
| 100-3150205-0000          | WATER TANK SITE LEASE      | 64,500.00            | 5,336.01                | 5,336.01                | 59,163.99                   | 8.27        |
| 100-3160703-0000          | PARKING METERS             | 8,000.00             | 0.00                    | 0.00                    | 8,000.00                    | 0.00        |
| 100-3161502-0000          | SALE OF PUBLICATIONS       | 100.00               | 0.00                    | 0.00                    | 100.00                      | 0.00        |
| 100-3189905-0000          | SALE OF SURPLUS            | 1,000.00             | 0.00                    | 0.00                    | 1,000.00                    | 0.00        |
| 100-3189999-0000          | PPTRA                      | 209,917.00           | 0.00                    | 0.00                    | 209,917.00                  | 0.00        |
| 100-3190203-0000          | REIMBURSABLE FEES          | 5,000.00             | (2,588.63)              | (2,588.63)              | 7,588.63                    | (51.77)     |
| 100-3220107-0000          | ROLLING STOCK TAX          | 2,000.00             | 0.00                    | 0.00                    | 2,000.00                    | 0.00        |
| 100-3220108-0000          | 599 LAW ENFORCEMENT GRANT  | 74,052.00            | 7,846.59                | 7,846.59                | 66,205.41                   | 10.60       |
| 100-3220201-0000          | Communication Tax          | 90,000.00            | 0.00                    | 0.00                    | 90,000.00                   | 0.00        |
| 100-3240102-0000          | FIRE FUND PROGRAM          | 14,000.00            | 0.00                    | 0.00                    | 14,000.00                   | 0.00        |
| 100-3240300-0000          | VDOT LANE MILE ALLOWANCE   | 431,812.00           | 0.00                    | 0.00                    | 431,812.00                  | 0.00        |
| 100-3240301-0000          | VDOT ROAD MAINTENANCE      | 10,000.00            | 0.00                    | 0.00                    | 10,000.00                   | 0.00        |
| 100-3240302-0000          | LITTER CONTROL GRANT       | 2,000.00             | 0.00                    | 0.00                    | 2,000.00                    | 0.00        |
| 100-3240312-0000          | Va Commission for the Arts | 5,000.00             | 0.00                    | 0.00                    | 5,000.00                    | 0.00        |
| 100-3410201-0000          | MISCELLANEOUS REVENUES     | 1,000.00             | 4,445.02                | 4,445.02                | (3,445.02)                  | 444.50      |
| <b>Total Revenues</b>     | <b>GENERAL FUND</b>        | <b>3,165,181.00</b>  | <b>81,190.92</b>        | <b>81,190.92</b>        | <b>3,083,990.08</b>         | <b>2.57</b> |

**Town Of Berryville**  
**Revenue Statement :Fiscal Year 2015-2016**  
**for Period Ending 7/31/2015**

| WATER FUND            |                           | Estimated         | Activity this    | Revenue Year     | Uncollected       |             |
|-----------------------|---------------------------|-------------------|------------------|------------------|-------------------|-------------|
| Account #             | Account Description       | Revenue           | Period           | to Date          | Year to Date      | % Coll      |
| 501-3150102-0000      | INTEREST ON INVESTMENTS   | 3,000.00          | 371.70           | 371.70           | 2,628.30          | 12.39       |
| 501-3160110-0000      | TREATMENT FEES            | 800,900.00        | 245.55           | 245.55           | 800,654.45        | 0.03        |
| 501-3160111-0000      | DELINQUENT ACCT PENALTIES | 30,000.00         | 1,689.50         | 1,689.50         | 28,310.50         | 5.63        |
| 501-3160112-0000      | SECURITY DEPOSITS         | 100.00            | (641.00)         | (641.00)         | 741.00            | (641.00)    |
| 501-3160113-0000      | AVAILABILITY CHARGES      | 52,500.00         | 10,500.00        | 10,500.00        | 42,000.00         | 20.00       |
| 501-3160115-0000      | METER FEES                | 3,250.00          | 650.00           | 650.00           | 2,600.00          | 20.00       |
| <b>Total Revenues</b> | <b>WATER FUND</b>         | <b>889,750.00</b> | <b>12,815.75</b> | <b>12,815.75</b> | <b>876,934.25</b> | <b>1.44</b> |

**Town Of Berryville**  
**Revenue Statement :Fiscal Year 2015-2016**  
**for Period Ending 7/31/2015**

| SEWER FUND            |                      | Estimated           | Activity this     | Revenue Year      | Uncollected         |             |
|-----------------------|----------------------|---------------------|-------------------|-------------------|---------------------|-------------|
| Account #             | Account Description  | Revenue             | Period            | to Date           | Year to Date        | % Coll      |
| 502-3150101-0000      | Interest Income      | 5,000.00            | 707.48            | 707.48            | 4,292.52            | 14.15       |
| 502-3160110-0000      | TREATMENT FEES       | 1,570,000.00        | 431.00            | 431.00            | 1,569,569.00        | 0.03        |
| 502-3160112-0000      | SECURITY DEPOSITS    | 100.00              | (354.60)          | (354.60)          | 454.60              | (354.60)    |
| 502-3160113-0000      | AVAILABILITY CHARGES | 227,500.00          | 45,500.00         | 45,500.00         | 182,000.00          | 20.00       |
| <b>Total Revenues</b> | <b>SEWER FUND</b>    | <b>1,802,600.00</b> | <b>46,283.88</b>  | <b>46,283.88</b>  | <b>1,756,316.12</b> | <b>2.57</b> |
| <b>GRAND TOTAL</b>    |                      | <b>5,857,531.00</b> | <b>140,290.55</b> | <b>140,290.55</b> | <b>5,717,240.45</b> | <b>2.40</b> |

**Town Of Berryville**  
**Expenditure Summary :Fiscal Year 2015-2016**  
**for Period Ending 7/31/2015**

**GENERAL FUND**

| Dept #      | Department              | Approp Amount | Activity this Period | Expenditure Year to Date | Encumbrance Year to Date | Unencumbered Balance | % Exp. & Enc. |
|-------------|-------------------------|---------------|----------------------|--------------------------|--------------------------|----------------------|---------------|
| 100-4011100 | TOWN COUNCIL            | 25,900.00     | 4,946.95             | 4,946.95                 | 0.00                     | 20,953.05            | 19.10         |
| 100-4011200 | TOWN CLERK              | 38,000.00     | 4,052.84             | 4,052.84                 | 0.00                     | 33,947.16            | 10.67         |
| 100-4012110 | TOWN MANAGER            | 131,050.00    | 10,257.09            | 10,257.09                | 0.00                     | 120,792.91           | 7.83          |
| 100-4012210 | LEGAL SERVICES          | 30,000.00     | 3,075.00             | 3,075.00                 | 0.00                     | 26,925.00            | 10.25         |
| 100-4012220 | PERSONNEL               | 357,750.00    | 47,904.84            | 47,904.84                | 0.00                     | 309,845.16           | 13.39         |
| 100-4012240 | INDEPENDENT AUDITOR     | 15,300.00     | 0.00                 | 0.00                     | 0.00                     | 15,300.00            | 0.00          |
| 100-4012410 | TOWN TREASURER          | 95,000.00     | 7,029.50             | 7,029.50                 | 0.00                     | 87,970.50            | 7.40          |
| 100-4012430 | FINANCE/ACCOUNTING      | 58,800.00     | 7,497.56             | 7,497.56                 | 0.00                     | 51,302.44            | 12.75         |
| 100-4012530 | CENTRAL ADM/PURCHASI    | 60,685.00     | 6,297.82             | 6,297.82                 | 0.00                     | 54,387.18            | 10.38         |
| 100-4012550 | RISK MANAGEMENT         | 52,000.00     | 43,476.00            | 43,476.00                | 0.00                     | 8,524.00             | 83.61         |
| 100-4012600 | ENGINEERING SERVICES    | 5,000.00      | 0.00                 | 0.00                     | 0.00                     | 5,000.00             | 0.00          |
| 100-4013100 | ELECTIONS               | 1,500.00      | 0.00                 | 0.00                     | 0.00                     | 1,500.00             | 0.00          |
| 100-4021500 | PUBLIC DEFENDER         | 2,000.00      | 0.00                 | 0.00                     | 0.00                     | 2,000.00             | 0.00          |
| 100-4031100 | POLICE DEPARTMENT       | 559,894.00    | 65,019.87            | 65,019.87                | 0.00                     | 494,874.13           | 11.61         |
| 100-4031300 | TRAFFIC CONTROL         | 2,500.00      | 0.00                 | 0.00                     | 0.00                     | 2,500.00             | 0.00          |
| 100-4031400 | EMERGENCY SERVICES      | 2,000.00      | 0.00                 | 0.00                     | 0.00                     | 2,000.00             | 0.00          |
| 100-4032200 | VOLUNTEER FIRE DEPART   | 39,000.00     | 0.00                 | 0.00                     | 0.00                     | 39,000.00            | 0.00          |
| 100-4032300 | RESCUE SERVICES         | 67,920.00     | 0.00                 | 0.00                     | 0.00                     | 67,920.00            | 0.00          |
| 100-4033200 | CORRECTION & DETENTIC   | 250.00        | 0.00                 | 0.00                     | 0.00                     | 250.00               | 0.00          |
| 100-4041100 | PUBLIC WORKS ADMINIST   | 61,050.00     | 4,373.73             | 4,373.73                 | 0.00                     | 56,676.27            | 7.16          |
| 100-4041200 | HWYS, STS BRIDGES & SID | 185,705.00    | 20,157.08            | 20,157.08                | 0.00                     | 165,547.92           | 10.85         |
| 100-4041250 | STREET MAINTENANCE (V   | 431,812.00    | 23,070.81            | 23,070.81                | 0.00                     | 408,741.19           | 5.34          |
| 100-4041320 | STREET LIGHTS           | 79,000.00     | 6,383.72             | 6,383.72                 | 0.00                     | 72,616.28            | 8.08          |
| 100-4041330 | SNOW REMOVAL            | 2,000.00      | 0.00                 | 0.00                     | 0.00                     | 2,000.00             | 0.00          |
| 100-4041340 | PARKING METERS & LOTS   | 1,500.00      | 667.00               | 667.00                   | 0.00                     | 833.00               | 44.47         |
| 100-4042200 | REFUSE COLLECTION       | 4,000.00      | 0.00                 | 0.00                     | 0.00                     | 4,000.00             | 0.00          |
| 100-4042300 | REFUSE DISPOSAL         | 230,000.00    | 19,181.63            | 19,181.63                | 0.00                     | 210,818.37           | 8.34          |
| 100-4042400 | GENERAL PROPERTIES      | 20,000.00     | 1,591.44             | 1,591.44                 | 0.00                     | 18,408.56            | 7.96          |
| 100-4043200 | GENERAL PROPERTIES      | 15,300.00     | 973.42               | 973.42                   | 0.00                     | 14,326.58            | 6.36          |
| 100-4064200 | BUILDING SERVICES       | 88,850.00     | 0.00                 | 0.00                     | 0.00                     | 88,850.00            | 0.00          |
| 100-4071310 | PARKS & RECREATION      | 11,400.00     | 2,326.25             | 2,326.25                 | 0.00                     | 9,073.75             | 20.41         |
| 100-4081100 | PLANNING                | 84,585.00     | 6,302.74             | 6,302.74                 | 0.00                     | 78,282.26            | 7.45          |
| 100-4081400 | BOARD OF ZONING APPEA   | 500.00        | 0.00                 | 0.00                     | 0.00                     | 500.00               | 0.00          |
| 100-4081500 | ECONOMIC DEVELOPMEN     | 82,000.00     | 0.00                 | 0.00                     | 0.00                     | 82,000.00            | 0.00          |
| 100-4081600 | PLANNING COMMISSION     | 6,250.00      | 75.00                | 75.00                    | 0.00                     | 6,175.00             | 1.20          |
| 100-4081700 | B'VILLE AREA DEV AUTHC  | 2,875.00      | 155.00               | 155.00                   | 0.00                     | 2,720.00             | 5.39          |
| 100-4081800 | ARCHITECTURAL REVIEW    | 500.00        | 0.00                 | 0.00                     | 0.00                     | 500.00               | 0.00          |
| 100-4094200 | CAPITAL OUTLAY          | 94,118.00     | 0.00                 | 0.00                     | 0.00                     | 94,118.00            | 0.00          |
| 100-4094300 | CONTINGENCY             | 85,560.00     | 1,250.00             | 1,250.00                 | 0.00                     | 84,310.00            | 1.46          |
| 100-4095000 | DEBT SERVICE            | 133,627.00    | 10,123.00            | 10,123.00                | 0.00                     | 123,504.00           | 7.58          |
| Total Exp.  | GENERAL FUND            | 3,165,181.00  | 296,188.29           | 296,188.29               | 0.00                     | 2,868,992.71         | 9.36          |

**Town Of Berryville**  
**Expenditure Summary :Fiscal Year 2015-2016**  
**for Period Ending 7/31/2015**

**WATER FUND**

| Dept #     | Department                             | Approp Amount | Activity this Period | Expenditure Year to Date | Encumbrance Year to Date | Unencumbered Balance | % Exp. & Enc. |
|------------|--|---------------|----------------------|--------------------------|--------------------------|----------------------|---------------|
|            | 501-4012220 PERSONNEL                  | 139,455.00    | 15,675.63            | 15,675.63                | 0.00                     | 123,779.37           | 11.24         |
|            | 501-4012222 TREATMENT                  | 359,960.00    | 30,079.10            | 30,079.10                | 0.00                     | 329,880.90           | 8.36          |
|            | 501-4012224 DISTRIBUTION & MAINTENANCE | 151,230.00    | 12,407.24            | 12,407.24                | 0.00                     | 138,822.76           | 8.20          |
|            | 501-4094200 CAPITAL OUTLAY             | 208,000.00    | 3,754.63             | 3,754.63                 | 0.00                     | 204,245.37           | 1.81          |
|            | 501-4094300 CONTINGENCY                | 31,105.00     | 0.00                 | 0.00                     | 0.00                     | 31,105.00            | 0.00          |
| Total Exp. | WATER FUND                             | 889,750.00    | 61,916.60            | 61,916.60                | 0.00                     | 827,833.40           | 6.96          |

**Town Of Berryville**  
**Expenditure Summary :Fiscal Year 2015-2016**  
**for Period Ending 7/31/2015**

**SEWER FUND**

| Dept #             | Department                             | Approp Amount       | Activity this Period | Expenditure Year to Date | Encumbrance Year to Date | Unencumbered Balance | % Exp. & Enc. |
|--------------------|--|---------------------|----------------------|--------------------------|--------------------------|----------------------|---------------|
|                    | 502-4012220 PERSONNEL                  | 170,225.00          | 21,423.25            | 21,423.25                | 0.00                     | 148,801.75           | 12.59         |
|                    | 502-4012222 TREATMENT                  | 688,130.00          | 42,851.21            | 42,851.21                | 0.00                     | 645,278.79           | 6.23          |
|                    | 502-4012224 DISTRIBUTION & MAINTENANCE | 112,110.00          | 9,611.28             | 9,611.28                 | 0.00                     | 102,498.72           | 8.57          |
|                    | 502-4094100 CAPITAL PROJECTS           | 0.00                | 787.50               | 787.50                   | 0.00                     | (787.50)             | 0.00          |
|                    | 502-4094200 CAPITAL OUTLAY             | 313,795.00          | 3,754.64             | 3,754.64                 | 0.00                     | 310,040.36           | 1.20          |
|                    | 502-4094300 CONTINGENCY                | 48,340.00           | 0.00                 | 0.00                     | 0.00                     | 48,340.00            | 0.00          |
|                    | 502-4095000 DEBT SERVICE               | 470,000.00          | 235,000.00           | 235,000.00               | 0.00                     | 235,000.00           | 50.00         |
| Total Exp.         | SEWER FUND                             | 1,802,600.00        | 313,427.88           | 313,427.88               | 0.00                     | 1,489,172.12         | 17.39         |
| <b>Grand Total</b> |  | <b>5,857,531.00</b> | <b>671,532.77</b>    | <b>671,532.77</b>        | <b>0.00</b>              | <b>5,185,998.23</b>  | <b>11.46</b>  |

Town of Berryville  
Check Listing  
7-1-2015 to 7-31-2015

| Check # | Vendor # | Vendor   | Check Date | Amount    |           |
|---------|----------|--|------------|-----------|-----------|
| P-Card  | 305      | Allfed Waste Services # 976                      | 07/20/2015 | 19,552.01 |           |
| P-Card  | 1988     | Amazon.com                                       | 07/20/2015 | 0.53      |           |
| P-Card  | 39       | Berryville Auto Parts                            | 07/20/2015 | 279.05    |           |
| P-Card  | 45       | Berryville True Value Hardware                   | 07/21/2015 | 352.71    |           |
| P-Card  | 164      | Big Daddy Automotive                             | 07/20/2015 | 32.00     |           |
| P-Card  | 95       | Broy & Son Pump Service, Inc                     | 07/20/2015 | 390.00    |           |
| P-Card  | 752      | Castle Mark                                      | 07/20/2015 | 51.48     |           |
| P-Card  | 1659     | COLE-PARMER INSTRUMENT CO                        | 07/20/2015 | 189.00    |           |
| P-Card  | 91       | Comcast  | 07/20/2015 | 149.45    |           |
| P-Card  | 53       | Coyne Chemical                                   | 07/25/2015 | 7,081.83  |           |
| P-Card  | 367      | Dennis Sales, Inc.                               | 07/20/2015 | 3,809.95  |           |
| P-Card  | 739      | DEPT OF PROFESSIONAL AND OCCUPATIONAL REGULATION | 07/21/2015 | -100.00   |           |
| P-Card  | 1438     | DMV  | 07/20/2015 | 720.00    |           |
| P-Card  | 46       | Fisher Auto Parts                                | 07/20/2015 | 518.53    |           |
| P-Card  | 2029     | Food Lion # 1164                                 | 07/20/2015 | 23.53     |           |
| P-Card  | 711      | GAMETIME   | 07/20/2015 | 2,244.25  |           |
| P-Card  | 101      | Grand Rental Station                             | 07/20/2015 | 71.30     |           |
| P-Card  | 102      | Griffith Energy Services, Inc.                   | 07/20/2015 | 1,908.47  |           |
| P-Card  | 104      | HD SUPPLY WATERWORKS, LTD                        | 07/20/2015 | 2,940.00  |           |
| P-Card  | 1637     | HELENA CHEMICAL COMPANY                          | 07/20/2015 | 209.40    |           |
| P-Card  | 2451     | INTERSTATE TRANSMISSION                          | 07/20/2015 | 2,485.00  |           |
| P-Card  | 235      | James River Equipment                            | 07/20/2015 | 489.09    |           |
| P-Card  | 67       | Johnny Blue                                      | 07/20/2015 | 82.00     |           |
| P-Card  | 1954     | KORMAN SIGNS                                     | 07/20/2015 | 908.21    |           |
| P-Card  | 1029     | LOGIN/IACP NET                                   | 07/20/2015 | 275.00    |           |
| P-Card  | 682      | Lowe's   | 07/20/2015 | 153.84    |           |
| P-Card  | 2231     | LSI  | 07/20/2015 | 1,524.21  |           |
| P-Card  | 2335     | M&S VALVES & FITTINGS                            | 07/20/2015 | 25.49     |           |
| P-Card  | 630      | McMaster-Carr Supply Co.                         | 07/20/2015 | 130.34    |           |
| P-Card  | 2373     | MORTON SALT, INC.                                | 07/20/2015 | 4,162.60  |           |
| P-Card  | 2450     | PARKITBIKERACKS.COM                              | 07/20/2015 | 362.60    |           |
| P-Card  | 274      | Select Specialty Products                        | 07/20/2015 | 679.98    |           |
| P-Card  | 669      | STAPLES ADVANTAGE                                | 07/25/2015 | 258.57    |           |
| P-Card  | 768      | Telrite Corporation                              | 07/20/2015 | 13.23     |           |
| P-Card  | 2068     | TIDEWATER DISTRIBUTORS                           | 07/20/2015 | 1,651.80  |           |
| P-Card  | 1909     | TrueShred  | 07/20/2015 | 49.00     |           |
| P-Card  | 303      | US Postal Service                                | 07/20/2015 | 365.40    |           |
| P-Card  | 116      | USA Bluebook                                     | 07/21/2015 | 452.14    |           |
| P-Card  | 36       | Verizon  | 07/20/2015 | 661.27    |           |
| P-Card  | 2243     | Verizon Wireless                                 | 07/20/2015 | 716.71    |           |
| P-Card  | 995      | Virginia Association of Police Chiefs            | 07/20/2015 | 175.00    |           |
| P-Card  | 2460     | WEF WYTHE  | 07/20/2015 | 141.00    | 56,185.97 |
| 2901    | 745      | Arnold Jay                                       | 07/13/2015 | 275.00    |           |
| 2902    | 56       | CFW Credit Bureau                                | 07/13/2015 | 28.00     |           |
| 2903    | 696      | Dalton Keith                                     | 07/13/2015 | 50.00     |           |
| 2904    | 1056     | Daniel Mary                                      | 07/13/2015 | 250.00    |           |
| 2905    | 1911     | GRADE A PAVING                                   | 07/13/2015 | 10,000.00 |           |
| 2906    | 1977     | H2O Pipe Cleaning LLC                            | 07/13/2015 | 4,000.00  |           |
| 2907    | 25       | Hall, Monahan, Engle, Mahan & Mitchell           | 07/13/2015 | 870.00    |           |
| 2908    | 24       | Jones Michelle M.                                | 07/13/2015 | 2,992.50  |           |
| 2909    | 124      | Kirby Wilson                                     | 07/13/2015 | 300.00    |           |
| 2910    | 125      | Kitseiman H. Allen                               | 07/13/2015 | 325.00    |           |
| 2911    | 106      | Logics   | 07/13/2015 | 4,034.00  |           |
| 2912    | 335      | Municipal Code Corporation                       | 07/13/2015 | 1,061.95  |           |
| 2913    | 852      | Northern Shenandoah Valley Regional Commission   | 07/13/2015 | 2,427.30  |           |
| 2914    | 261      | Northern Virginia Daily                          | 07/13/2015 | 114.00    |           |

|      |      |  |            |                      |
|------|------|--|------------|----------------------|
| 2915 | 135  | Shaffer Douglas A.                               | 07/13/2015 | 325.00               |
| 2916 | 1358 | Tollett David L.                                 | 07/13/2015 | 250.00               |
| 2917 | 504  | Treas Association of Virginia                    | 07/13/2015 | 175.00               |
| 2918 | 27   | Treasurer of Frederick County                    | 07/13/2015 | 3,150.24             |
| 2919 | 420  | Virginia Municipal League                        | 07/13/2015 | 2,310.00             |
| 2920 | 1180 | VIRGINIA NUTRIENT CREDIT EXCHANGE ASSOC          | 07/13/2015 | 625.00               |
| 2921 | 1970 | Virginia Resources Authority                     | 07/13/2015 | 235,000.00           |
| 2922 | 337  | VLGMA  | 07/13/2015 | 298.11               |
| 2923 | 421  | VML Insurance Programs                           | 07/13/2015 | 76,115.00            |
| 2924 | 171  | VUPS   | 07/13/2015 | 52.50                |
| 2925 | 2467 | BARBARA TALIAFERRO                               | 07/31/2015 | 200.00               |
| 2926 | 2470 | BLAKE ELIZABETH THOMPSON                         | 07/31/2015 | 200.00               |
| 2927 | 2472 | BRIAN JOHN GROS LOUIS                            | 07/31/2015 | 235.00               |
| 2928 | 2202 | Cavanaugh MacDonald                              | 07/31/2015 | 1,250.00             |
| 2929 | 2397 | Centric  | 07/31/2015 | 83.01                |
| 2930 | 56   | CFW Credit Bureau                                | 07/31/2015 | 140.00               |
| 2931 | 62   | Commercial Press                                 | 07/31/2015 | 47.95                |
| 2932 | 2473 | Daum Amy   | 07/31/2015 | 25.00                |
| 2933 | 466  | Duncan Parking Technologies                      | 07/31/2015 | 667.00               |
| 2934 | 2462 | Eversole David                                   | 07/31/2015 | 150.00               |
| 2935 | 2327 | Frederick-Winchester Service Authority           | 07/31/2015 | 156.36               |
| 2936 | 1977 | H2O Pipe Cleaning LLC                            | 07/31/2015 | 4,000.00             |
| 2937 | 104  | HD SUPPLY WATERWORKS, LTD                        | 07/31/2015 | 7,509.27             |
| 2938 | 2466 | JOHN S TAYLOR                                    | 07/31/2015 | 74.60                |
| 2939 | 2471 | JONATHAN LYLE BALES                              | 07/31/2015 | 36.40                |
| 2940 | 2468 | JUDITH CHRISTINE SANTINI                         | 07/31/2015 | 24.60                |
| 2941 | 125  | Kitseiman H. Allen                               | 07/31/2015 | 40.00                |
| 2942 | 1022 | Lee Frank R.                                     | 07/31/2015 | 40.00                |
| 2943 | 2218 | Lincoln Financial Group                          | 07/31/2015 | 629.75               |
| 2944 | 2469 | LINDA SUE JENKINS                                | 07/31/2015 | 125.00               |
| 2945 | 107  | Logo Apparel                                     | 07/31/2015 | 496.25               |
| 2946 | 299  | Minnesota Life Insurance Co.                     | 07/31/2015 | 130.97               |
| 2947 | 74   | Nationwide Retirement Solutions                  | 07/31/2015 | 1,000.00             |
| 2948 | 2465 | NICHOLAS CROSSLEY                                | 07/31/2015 | 100.00               |
| 2949 | 2143 | PENNONI ASSOCIATES INC                           | 07/31/2015 | 650.00               |
| 2950 | 2143 | PENNONI ASSOCIATES INC                           | 07/31/2015 | 2,588.63             |
| 2951 | 1615 | Rappahannock Electric Cooperataive               | 07/31/2015 | 20,673.90            |
| 2952 | 262  | Rappahannock Regional Criminal Justice Academy   | 07/31/2015 | 5,148.00             |
| 2953 | 103  | The Hall Company                                 | 07/31/2015 | 1,225.88             |
| 2954 | 477  | Virasec, LLC                                     | 07/31/2015 | 1,487.83             |
| 2955 | 744  | VIRGINIA DEPT OF HEALTH/WATERWORK TECH ASST FUND | 07/31/2015 | 4,725.90             |
| 2956 | 171  | VUPS   | 07/31/2015 | 82.95                |
|      |      |  |            | 455,158.82 398972.85 |

# Attachment 5



# Berryville Police Department

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

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

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

W. Neal White – Chief of Police

## **POLICE AND SECURITY REPORT**

| Month: July           | Year To Date | July  | June  |
|-----------------------|--------------|-------|-------|
| Year: 2015            | 2015         | 2015  | 2015  |
| Total Miles Traveled: | 26,535       | 3,471 | 3,300 |
| Total Man Hours:      | 7,936        | 926   | 1,024 |

### **Complaints Answered**

|                                   |            |            |            |
|-----------------------------------|------------|------------|------------|
| 911 Hang Up:                      | 15         | 2          | 5          |
| Alarms:                           | 66         | 12         | 12         |
| Animal Complaint:                 | 83         | 16         | 11         |
| Assault And Battery:              | 13         | 3          | 1          |
| Assist County:                    | 31         | 8          | 3          |
| Auto Larceny:                     | 0          | 0          | 0          |
| Burglary:                         | 4          | 1          | 2          |
| Civil Complaints:                 | 59         | 9          | 7          |
| Disturbance (Non Violent):        | 43         | 10         | 6          |
| Domestic Disturbance:             | 8          | 5          | 0          |
| Drunk In Public:                  | 13         | 5          | 2          |
| Forgery & Uttering:               | 1          | 0          | 0          |
| Fraud:                            | 7          | 0          | 2          |
| Grand Larceny:                    | 4          | 2          | 0          |
| Harassment/Intimidation:          | 12         | 2          | 0          |
| Homicide:                         | 0          | 0          | 0          |
| Juvenile Related:                 | 35         | 3          | 7          |
| Noise:                            | 12         | 2          | 3          |
| Petty Larceny:                    | 17         | 5          | 3          |
| Public Service:                   | 27         | 1          | 2          |
| Rape:                             | 0          | 0          | 0          |
| Robbery:                          | 0          | 0          | 0          |
| Runaway:                          | 1          | 0          | 0          |
| Shoplifting:                      | 3          | 1          | 1          |
| Suspicious Activity:              | 101        | 11         | 13         |
| Trespassing:                      | 7          | 1          | 4          |
| Vandalism:                        | 26         | 2          | 4          |
| Welfare Check:                    | 65         | 14         | 7          |
| Miscellaneous Complaints:         | 149        | 23         | 16         |
| <b>Total Complaints Answered:</b> | <b>802</b> | <b>138</b> | <b>111</b> |



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W. Neal White – Chief of Police

## Traffic

|                            |     |    |   |
|----------------------------|-----|----|---|
| Accidents Investigated:    | 25  | 2  | 7 |
| Assist Motorist:           | 11  | 0  | 0 |
| Child Safety Seat Install: | 20  | 7  | 5 |
| Funeral Escort:            | 24  | 3  | 2 |
| Hit & Run:                 | 9   | 2  | 1 |
| Parking Tickets:           | 94  | 14 | 6 |
| Traffic Warnings:          | 135 | 14 | 7 |

## Traffic Summons Issued

|                                      |            |           |           |
|--------------------------------------|------------|-----------|-----------|
| Defective Equipment:                 | 2          | 0         | 0         |
| Driving Suspended:                   | 4          | 1         | 0         |
| Expired Inspection:                  | 15         | 0         | 2         |
| Expired Registration:                | 11         | 0         | 1         |
| Fail To Obey Highway Sign:           | 35         | 4         | 4         |
| Fail To Obey Traffic Signals:        | 5          | 1         | 0         |
| Fail To Stop/Lights & Siren:         | 0          | 0         | 0         |
| Fail To Yield Right Of Way:          | 2          | 1         | 0         |
| Hit And Run:                         | 0          | 0         | 0         |
| No Liability Insurance:              | 0          | 0         | 0         |
| No Operator's License:               | 8          | 0         | 0         |
| No Seat Belt:                        | 1          | 0         | 0         |
| Reckless Driving:                    | 4          | 1         | 0         |
| Speeding:                            | 90         | 6         | 16        |
| Miscellaneous Summons:               | 3          | 0         | 0         |
| <b>Total Traffic Summons Issued:</b> | <b>180</b> | <b>14</b> | <b>23</b> |



# Berryville Police Department

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

W. Neal White – Chief of Police

## Criminal Arrests Made

|                                 |     |    |    |
|---------------------------------|-----|----|----|
| Abduction:                      | 0   | 0  | 0  |
| Arson:                          | 0   | 0  | 0  |
| Assault And Battery:            | 7   | 3  | 0  |
| A & B On Police Officer:        | 1   | 0  | 0  |
| Auto Larceny:                   | 0   | 0  | 0  |
| Breaking And Entering:          | 1   | 0  | 0  |
| Capias:                         | 3   | 1  | 0  |
| Disorderly Conduct:             | 2   | 0  | 0  |
| Driving While Intoxicated:      | 3   | 0  | 0  |
| Drunk In Public:                | 11  | 3  | 2  |
| Fail To Obey Police Officer:    | 0   | 0  | 0  |
| Fail To Pay Parking Ticket:     | 6   | 0  | 0  |
| Forgery:                        | 0   | 0  | 0  |
| Fraud:                          | 0   | 0  | 0  |
| Grand Larceny:                  | 1   | 0  | 0  |
| Homicide:                       | 0   | 0  | 0  |
| Illegal Drugs/Paraphernalia     | 10  | 0  | 2  |
| Petty Larceny:                  | 2   | 0  | 0  |
| Possess Alcohol Underage:       | 0   | 0  | 0  |
| Protective Order:               | 12  | 4  | 1  |
| Rape:                           | 0   | 0  | 0  |
| Resisting Arrest:               | 0   | 0  | 0  |
| Robbery:                        | 0   | 0  | 0  |
| Shoplifting:                    | 1   | 1  | 0  |
| Trespassing:                    | 2   | 0  | 2  |
| Vandalism:                      | 2   | 0  | 1  |
| Weapons Violation               | 0   | 0  | 0  |
|                                 | 37  | 5  | 11 |
| Miscellaneous Criminal Arrests: |     |    |    |
| <b>Juvenile Arrest Total:</b>   | 8   | 1  | 2  |
| <b>Total Criminal Arrests:</b>  | 101 | 17 | 19 |

## Found Open At Business In Town

|                          |    |   |   |
|--------------------------|----|---|---|
| Doors:                   | 15 | 4 | 2 |
| Windows:                 | 1  | 0 | 1 |
| Garage Doors Found Open: | 1  | 0 | 0 |

# Attachment 6

# Memo

**To:** . Town Council

**From:** David Tyrrell

**Date:** August 5, 2015

**Re:** July 2015 Operations Report

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The water treatment plant is in compliance for July with its monthly parameters. We sent a total of 11.835 MG water to the system with a daily average of 0.438 MGD and a daily max of 0.549 MG.

The demand continues to run high into the summer months but we are able to keep up with production needs. The system appears to remain tight with the exception of one leak which was quickly found by Public Works.

The WTP has been experiencing control issues with plant operations, particularly with the influent valve to train #1 not functioning reliably. In the process of looking for help trouble shooting the problem, we have learned that Siemens no longer owns the Aquarius rights and a company in Salt Lake, WesTech now services these units. After verifying they have all our information, we were able to do some trouble shooting and believe the issue to be the PLC Racks. Two new racks are ordered and we will replace them once they have arrived. Will follow up on this issue once the parts are in and installed.

We rented a lift and inspected the seals on the 3MG tank this month. All seals and vents on the tank roof appear to be in good shape and received a hands on inspection and clearing. We also finished painting fire hydrants with exception of a few to be flow tested.

Drought Conditions: Water levels in the river are running slightly above historic averages for the month per the USGS gage located at Millville.. While river conditions are low there are no drought concerns at this time.

The wastewater plant is in compliance with its discharge permit for July per data received to date with our nutrient removal continuing to do very well. We treated a total of 8.53 MG with a daily average of 0.28 MGD and a daily max of 0.45 MG. Flows have seen little effect from recent rains.

Nutrient loading averages this year to date are looking very good. Our total nitrogen is 1.7 mg/l and our total phosphorous is 0.29 mg/l averages for the calendar year thus far. Our limits are 4.0 and 0.3 mg/l respectively. The phosphorous removal is a chemical removal process and while we like to use as little chemical as possible we are going to boost the process just a bit to ensure we stay well under the 0.3 limit.

Attached for review are the data report for the wastewater and the latest InSight report for the membrane performance from GE and the water plant July page 1 operations report.

April 2015  
No. Connections Served: 1610  
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<br>Lbs per Day | Carbon<br>mg/L | Chlorine<br>Lbs per Day | Fluoride<br>Lbs per Day | Polymer<br>Lbs per Day | KMnO4<br>mg/L | Soda Ash<br>Lbs per Day | Chlorine<br>Lbs per Day | Corr Inhibitor<br>Lbs per Day |      |                          |  |       |        |  |
| 1              | 0.519                 |                             | 0.475                        | 16.0             | 51                  | 11.7           | 5                       | 1.1                     |                        | 6.8           | 1.56                    | 0.106                   | 0.024                         | 8    | 1.8                      |  | 18.7  | 4.3    |  |
| 2              | 0.516                 |                             | 0.476                        | 16.0             | 25                  | 5.9            | 4                       | 1.0                     |                        | 6.8           | 1.57                    | 0.110                   | 0.026                         | 6.0  | 1.4                      |  | 18.7  | 4.3    |  |
| 3              | 0.504                 |                             | 0.460                        | 15.3             | 96                  | 22.9           | 4                       | 1.0                     |                        | 3.7           | 0.88                    | 0.106                   | 0.025                         | 0.0  | 0.0                      |  | 19.1  | 4.5    |  |
| 4              | 0.257                 |                             | 0.234                        | 7.8              | 30                  | 14.2           | 2                       | 0.9                     |                        | 3.3           | 1.55                    | 0.044                   | 0.021                         | 0.0  | 0.0                      |  | 9.4   | 4.4    |  |
| 5 Did Not Run  |                       |                             |                              |                  |                     |                |                         |                         |                        |               |                         |                         |                               |      |                          |  |       |        |  |
| 6              | 0.544                 |                             | 0.499                        | 17.5             | 66                  | 14.5           | 4                       | 0.9                     |                        | 6.8           | 1.50                    | 0.115                   | 0.025                         | 0.0  | 0.0                      |  | 18.2  | 4.0    |  |
| 7              | 0.541                 |                             | 0.488                        | 16.5             | 51                  | 11.2           | 6                       | 1.3                     |                        | 6.7           | 1.49                    | 0.054                   | 0.012                         | 10.0 | 2.2                      |  | 20.6  | 4.6    |  |
| 8              | 0.525                 |                             | 0.480                        | 15.8             | 56                  | 12.7           | 3                       | 0.8                     |                        | 6.8           | 1.56                    | 0.108                   | 0.025                         | 0.0  | 0.0                      |  | 19.8  | 4.5    |  |
| 9              | 0.521                 |                             | 0.473                        | 15.8             | 61                  | 14.0           | 4                       | 0.9                     |                        | 6.8           | 1.56                    | 0.110                   | 0.025                         | 10.0 | 2.3                      |  | 17.1  | 3.9    |  |
| 10             | 0.368                 |                             | 0.337                        | 11.0             | 35                  | 11.6           | 4                       | 1.2                     |                        | 6.9           | 2.25                    | 0.095                   | 0.031                         | 0.0  | 0.0                      |  | 12.8  | 4.2    |  |
| 11             | 0.231                 |                             | 0.211                        | 7.0              | 5                   | 2.6            | 2                       | 1.1                     |                        | 0.0           | 0.02                    | 0.059                   | 0.031                         | 8.0  | 4.2                      |  | 8.2   | 4.2    |  |
| 12 Did Not Run |                       |                             |                              |                  |                     |                |                         |                         |                        |               |                         |                         |                               |      |                          |  |       |        |  |
| 13             | 0.552                 |                             | 0.503                        | 16.5             | 81                  | 17.6           | 4                       | 0.8                     |                        | 6.8           | 1.48                    | 0.132                   | 0.029                         | 6.0  | 1.3                      |  | 19.3  | 4.2    |  |
| 14             | 0.523                 |                             | 0.447                        | 16.0             | 71                  | 16.3           | 5                       | 1.2                     |                        | 6.8           | 1.55                    | 0.130                   | 0.030                         | 0.0  | 0.0                      |  | 18.7  | 4.3    |  |
| 15             | 0.536                 |                             | 0.497                        | 16.1             | 76                  | 17.0           | 5                       | 1.0                     |                        | 10.0          | 2.24                    | 0.139                   | 0.031                         | 8.0  | 1.8                      |  | 18.8  | 4.2    |  |
| 16             | 0.509                 |                             | 0.461                        | 15.0             | 96                  | 22.7           | 4                       | 0.9                     |                        | 6.8           | 1.59                    | 0.115                   | 0.027                         | 6.0  | 1.4                      |  | 17.5  | 4.1    |  |
| 17             | 0.445                 |                             | 0.405                        | 13.5             | 112                 | 30.1           | 3                       | 0.9                     |                        | 3.5           | 0.95                    | 0.079                   | 0.021                         | 6.0  | 1.6                      |  | 15.8  | 4.2    |  |
| 18             | 0.248                 |                             | 0.223                        | 7.5              | 41                  | 19.6           | 3                       | 1.4                     |                        | 3.4           | 1.63                    | 0.049                   | 0.023                         | 0.0  | 0.0                      |  | 8.8   | 4.2    |  |
| 19 Did Not Run |                       |                             |                              |                  |                     |                |                         |                         |                        |               |                         |                         |                               |      |                          |  |       |        |  |
| 20             | 0.513                 |                             | 0.469                        | 15.5             | 66                  | 15.4           | 4                       | 1.0                     |                        | 6.8           | 1.59                    | 0.132                   | 0.031                         | 8.0  | 1.9                      |  | 18.1  | 4.2    |  |
| 21             | 0.527                 |                             | 0.481                        | 15.8             | 71                  | 16.1           | 4                       | 1.0                     |                        | 6.8           | 1.54                    | 0.106                   | 0.024                         | 0.0  | 0.0                      |  | 18.4  | 4.2    |  |
| 22             | 0.543                 |                             | 0.496                        | 16.0             | 30                  | 6.7            | 4                       | 0.9                     |                        | 6.8           | 1.51                    | 0.101                   | 0.022                         | 8.0  | 1.8                      |  | 18.7  | 4.1    |  |
| 23             | 0.526                 |                             | 0.483                        | 15.8             | 61                  | 13.9           | 5                       | 1.0                     |                        | 6.8           | 1.54                    | 0.115                   | 0.026                         | 8.0  | 1.8                      |  | 18.4  | 4.2    |  |
| 24             | 0.541                 |                             | 0.493                        | 16.0             | 61                  | 13.5           | 6                       | 1.4                     |                        | 6.8           | 1.51                    | 0.128                   | 0.028                         | 8.0  | 1.8                      |  | 18.7  | 4.1    |  |
| 25             | 0.26                  |                             | 0.237                        | 7.5              | 61                  | 28.1           | 3                       | 1.3                     |                        | 3.4           | 1.57                    | 0.057                   | 0.026                         | 0.0  | 0.0                      |  | 8.8   | 4.0    |  |
| 26 Did Not Run |                       |                             |                              |                  |                     |                |                         |                         |                        |               |                         |                         |                               |      |                          |  |       |        |  |
| 27             | 0.512                 |                             | 0.416                        | 13.5             | 66                  | 15.4           | 3                       | 0.7                     |                        | 6.8           | 1.59                    | 0.101                   | 0.024                         | 0.0  | 0.0                      |  | 15.8  | 3.7    |  |
| 28             | 0.566                 |                             | 0.513                        | 16.5             | 66                  | 14.0           | 5                       | 1.0                     |                        | 6.8           | 1.45                    | 0.141                   | 0.030                         | 8.0  | 1.7                      |  | 19.3  | 4.1    |  |
| 29             | 0.523                 |                             | 0.485                        | 15.8             | 51                  | 11.6           | 4                       | 1.0                     |                        | 6.8           | 1.56                    | 0.132                   | 0.030                         | 6.0  | 1.4                      |  | 19.9  | 4.6    |  |
| 30             | 0.602                 |                             | 0.544                        | 18.0             | 71                  | 14.1           | 5                       | 1.0                     |                        | 6.8           | 1.36                    | 0.123                   | 0.024                         | 0.0  | 0.0                      |  | 21.0  | 4.2    |  |
| 31             | 0.592                 |                             | 0.549                        | 17.5             | 81                  | 16.4           | 6                       | 1.2                     |                        | 6.9           | 1.40                    | 0.137                   | 0.028                         | 10.0 | 2.0                      |  | 20.0  | 4.1    |  |
| Total          | 13.044                | 0.000                       | 11.835                       | 390.9            | 1637                | 409.9          | 112                     | 28.0                    |                        | 163.5         | 40.0                    | 2.82                    | 0.700                         | 124  | 30.4                     |  | 458.0 | 113.72 |  |
| Maximum        | 0.620                 | 0.000                       | 0.549                        | 18.0             | 112                 | 30.1           | 6                       | 1.4                     |                        | 10.0          | 2.3                     | 0.14                    | 0.031                         | 10   | 4.2                      |  | 21.0  | 4.57   |  |
| Minimum        | 0.231                 | 0.000                       | 0.211                        | 7.0              | 5                   | 2.6            | 2                       | 0.7                     |                        | 0.0           | 0.0                     | 0.04                    | 0.012                         | 0    | 0.0                      |  | 8.2   | 3.69   |  |
| Average        | 0.483                 | 0.000                       | 0.438                        | 14.5             | 61                  | 15.2           | 4                       | 1.0                     |                        | 6.1           | 1.5                     | 0.10                    | 0.026                         | 5    | 1.1                      |  | 17.0  | 4.21   |  |

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME

David A Tyrell

Sherandoah River - Entire Month

TITLE: OPERATOR CLASSIFICATION  
DPOR CERTIFICATION NO.

Class 1

1955002813

# Berryville STP Monthly DMR Data

July 2015

| Date      | Effluent Flow MGD | Eff pH | Eff Temp Deg C | Eff CBOD mg/l | Eff CBOD KGID | Eff TSS mg/l | Eff TSS KGID | Effluent DO River mg/l | Effluent DO WWTP mg/l | Eff NO2/NO3 mg/l | Eff TKN mg/l | Eff TKN KGID | Eff Total N mg/l |
|-----------|-------------------|--------|----------------|---------------|---------------|--------------|--------------|------------------------|-----------------------|------------------|--------------|--------------|------------------|
| 7/1/2015  | 0.24              | 7.6    | 24.0           | 0             | 0             |              |              | 7.9                    | 7.1                   |                  |              |              |                  |
| 7/2/2015  | 0.26              | 8.1    | 27.0           | 0             | 0             |              |              | 7.4                    | 7.3                   |                  |              |              |                  |
| 7/3/2015  | 0.27              | 7.7    | 24.0           |               |               |              |              | 7.3                    | 7.0                   |                  |              |              |                  |
| 7/4/2015  | 0.26              | 7.5    | 24.0           |               |               |              |              | 7.5                    | 7.0                   |                  |              |              |                  |
| 7/5/2015  | 0.22              | 7.7    | 24.0           |               |               |              |              | 8.2                    | 6.5                   |                  |              |              |                  |
| 7/6/2015  | 0.28              | 7.7    | 24.0           |               |               |              |              | 7.7                    | 7.4                   |                  |              |              |                  |
| 7/7/2015  | 0.28              | 7.7    | 25.0           | 0             | 0             | 0            | 0.0          | 7.4                    | 7.3                   | 0.60             | 0.8          | 0.9          | 1.4              |
| 7/8/2015  | 0.35              | 7.6    | 25.0           | 0             | 0             |              |              | 7.4                    | 7.6                   |                  |              |              |                  |
| 7/9/2015  | 0.45              | 7.6    | 25.0           | 0             | 0             |              |              | 7.5                    | 7.2                   |                  |              |              |                  |
| 7/10/2015 | 0.30              | 7.7    | 24.0           |               |               |              |              | 7.2                    | 7.4                   |                  |              |              |                  |
| 7/11/2015 | 0.31              | 7.7    | 25.0           |               |               |              |              | 8.2                    | 8.0                   |                  |              |              |                  |
| 7/12/2015 | 0.29              | 7.7    | 25.0           |               |               |              |              | 7.5                    | 7.7                   |                  |              |              |                  |
| 7/13/2015 | 0.28              | 7.8    | 24.0           |               |               |              |              | 7.6                    | 7.6                   |                  |              |              |                  |
| 7/14/2015 | 0.32              | 7.8    | 24.0           | 3             | 4             |              |              | 7.3                    | 7.2                   |                  |              |              |                  |
| 7/15/2015 | 0.39              | 7.8    | 25.0           | 0             | 0             |              |              | 7.2                    | 7.5                   |                  |              |              |                  |
| 7/16/2015 | 0.28              | 7.7    | 24.0           | 0             | 0             |              |              | 7.5                    | 7.7                   |                  |              |              |                  |
| 7/17/2015 | 0.27              | 7.8    | 25.0           |               |               |              |              | 8.6                    | 7.5                   |                  |              |              |                  |
| 7/18/2015 | 0.30              | 7.7    | 26.0           |               |               |              |              | 7.3                    | 6.7                   |                  |              |              |                  |
| 7/19/2015 | 0.28              | 7.6    | 25.0           |               |               |              |              | 7.5                    | 6.5                   |                  |              |              |                  |
| 7/20/2015 | 0.28              | 7.7    | 25.0           |               |               |              |              | 7.7                    | 7.0                   |                  |              |              |                  |
| 7/21/2015 | 0.24              | 7.5    | 26.0           | 0             | 0             |              |              | 8.9                    | 7.9                   | 1.20             | 0.8          | 0.8          | 2.0              |
| 7/22/2015 | 0.23              | 7.7    | 26.0           | 0             | 0             |              |              | 7.6                    | 6.7                   |                  |              |              |                  |
| 7/23/2015 | 0.26              | 7.7    | 25.0           | 0             | 0             |              |              | 7.7                    | 6.3                   |                  |              |              |                  |
| 7/24/2015 | 0.26              | 7.7    | 24.0           |               |               |              |              | 8.2                    | 7.2                   |                  |              |              |                  |
| 7/25/2015 | 0.24              | 7.8    | 26.0           |               |               |              |              | 7.9                    | 7.1                   |                  |              |              |                  |
| 7/26/2015 | 0.25              | 7.8    | 25.0           |               |               |              |              | 7.2                    | 7.2                   |                  |              |              |                  |
| 7/27/2015 | 0.24              | 7.7    | 26.0           |               |               |              |              | 7.8                    | 7.1                   |                  |              |              |                  |
| 7/28/2015 | 0.25              | 7.8    | 26.0           |               |               |              |              | 9.6                    | 9.3                   |                  |              |              |                  |
| 7/29/2015 | 0.26              | 7.7    | 26.0           |               |               |              |              | 7.5                    | 5.9                   |                  |              |              |                  |
| 7/30/2015 | 0.24              | 7.7    | 26.0           |               |               |              |              | 7.1                    | 6.6                   |                  |              |              |                  |
| 7/31/2015 | 0.25              | 7.7    | 26.0           |               |               |              |              | 7.7                    | 7.5                   |                  |              |              |                  |
| Minimum   | 0.22              | 7.5    | 24.0           | 0             | 0             | 0            | 0.0          | 7.1                    | 5.9                   | 0.60             | 0.8          | 0.8          | 1.4              |
| Maximum   | 0.45              | 8.1    | 27.0           | 3             | 4             | 0            | 0.0          | 9.6                    | 9.3                   | 1.20             | 0.8          | 0.9          | 2.0              |
| Total     | 8.53              | 239.0  | 776.0          | 3             | 4             | 0            | 0.0          | 239.1                  | 224.0                 | 1.80             | 1.6          | 1.7          | 3.4              |
| Average   | 0.28              | 7.7    | 25.0           | 0             | 0             | 0            | 0.0          | 7.7                    | 7.2                   | 0.90             | 0.8          | 0.8          | 1.7              |
| Geo Mean  | 0.27              | 7.7    | 25.0           | 1             | 1             | 1            | 1.0          | 7.7                    | 7.2                   | 0.85             | 0.8          | 0.8          | 1.7              |

# Berryville STP Monthly DMR Data

July 2015

| Date      | Eff Total N<br>KG/D | Eff Total P<br>mg/l | Eff Total P<br>KG/D | Eff Coli<br>No/100ml |
|-----------|---------------------|---------------------|---------------------|----------------------|
| 7/1/2015  |                     |                     |                     |                      |
| 7/2/2015  |                     |                     |                     |                      |
| 7/3/2015  |                     |                     |                     |                      |
| 7/4/2015  |                     |                     |                     |                      |
| 7/5/2015  |                     |                     |                     |                      |
| 7/6/2015  |                     |                     |                     |                      |
| 7/7/2015  | 1.6                 | 0.20                | 0.2                 |                      |
| 7/8/2015  |                     |                     |                     |                      |
| 7/9/2015  |                     |                     |                     |                      |
| 7/10/2015 |                     |                     |                     |                      |
| 7/11/2015 |                     |                     |                     |                      |
| 7/12/2015 |                     |                     |                     |                      |
| 7/13/2015 |                     |                     |                     |                      |
| 7/14/2015 |                     |                     |                     | 1                    |
| 7/15/2015 |                     |                     |                     |                      |
| 7/16/2015 |                     |                     |                     |                      |
| 7/17/2015 |                     |                     |                     |                      |
| 7/18/2015 |                     |                     |                     |                      |
| 7/19/2015 |                     |                     |                     |                      |
| 7/20/2015 |                     |                     |                     |                      |
| 7/21/2015 | 1.9                 | 0.40                | 0.4                 | 1                    |
| 7/22/2015 |                     |                     |                     |                      |
| 7/23/2015 |                     |                     |                     |                      |
| 7/24/2015 |                     |                     |                     |                      |
| 7/25/2015 |                     |                     |                     |                      |
| 7/26/2015 |                     |                     |                     |                      |
| 7/27/2015 |                     |                     |                     |                      |
| 7/28/2015 |                     |                     |                     |                      |
| 7/29/2015 |                     |                     |                     |                      |
| 7/30/2015 |                     |                     |                     |                      |
| 7/31/2015 |                     |                     |                     |                      |
| Minimum   | 1.6                 | 0.20                | 0.2                 | 1                    |
| Maximum   | 1.9                 | 0.40                | 0.4                 | 1                    |
| Total     | 3.5                 | 0.60                | 0.6                 | 2                    |
| Average   | 1.7                 | 0.30                | 0.3                 | 1                    |
| Geo Mean  | 1.7                 | 0.28                | 0.3                 | 1                    |



# Berryville Biweekly InSight Report

**Date:** 7/16/2015

From: Jency Chacko - GE Water & Process Technologies

To: David Tyrrell, Jeff Cappel - Town of Berryville

cc: Phil Lander, Al Farrell, Matthew Stapleford - GE Water & Process Technologies

## System Equipment

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

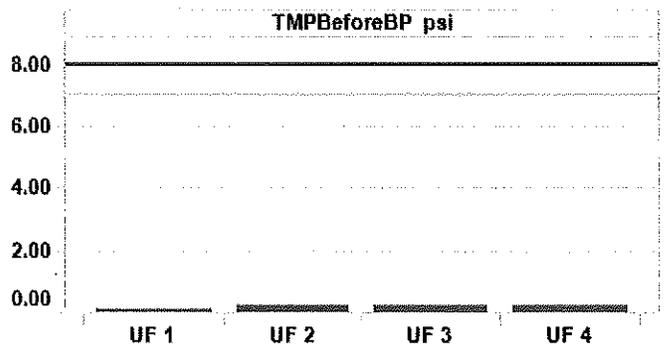
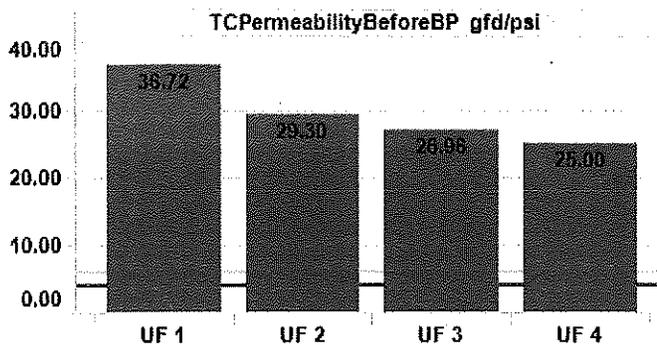
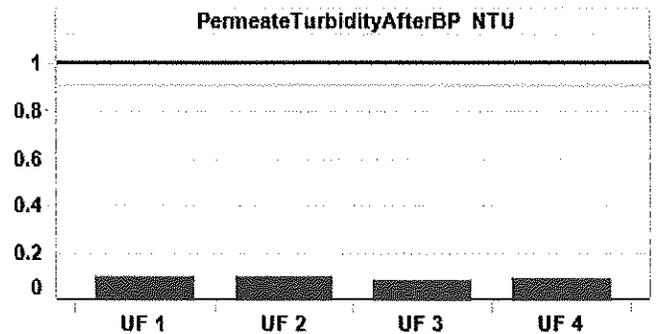
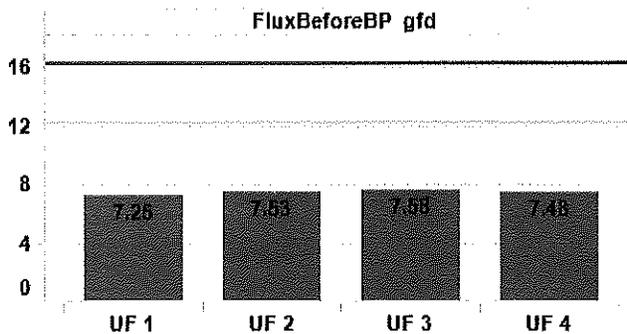
## Cleaning Strategy

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

Action Required  
 Caution  
 No Limits  
 Normal

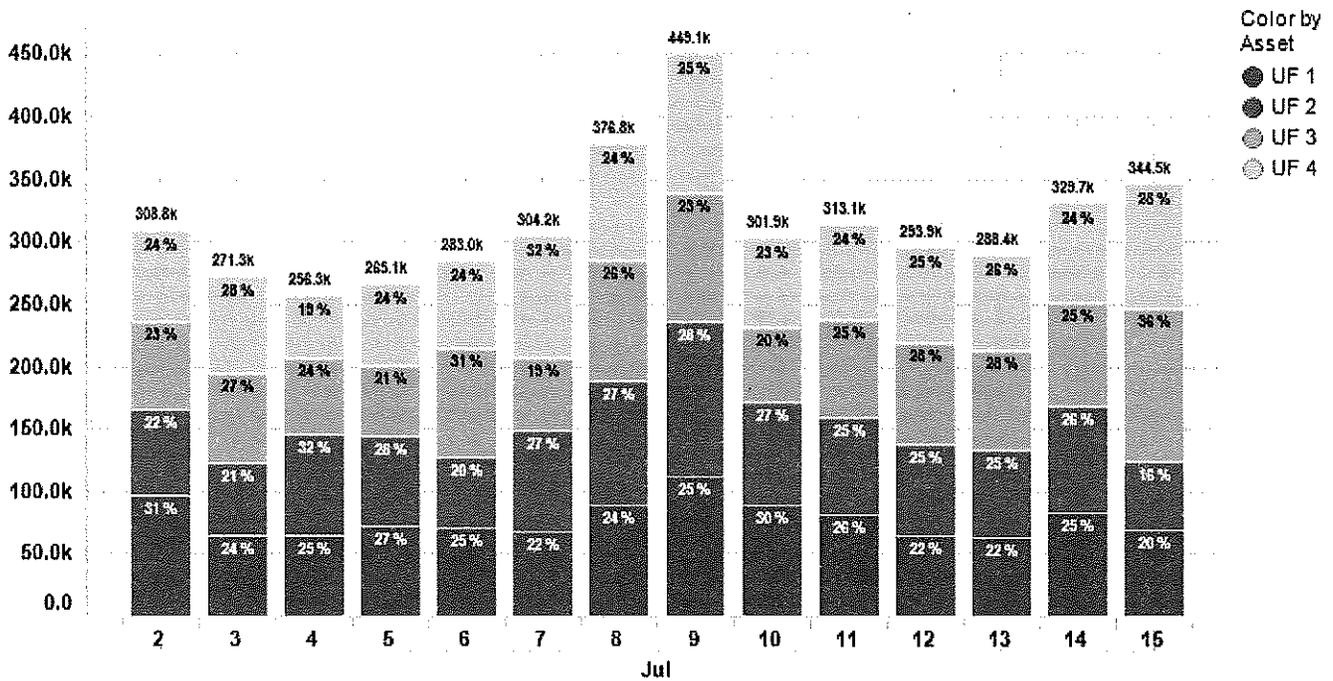




### Plant Summary

Trains continued to be in standby for majority of the time. According to 15 minute train step data, Trains were in standby for 75% of the time.

All the trains contributed equally to production. The average daily plant permeate flow in the last two weeks was 313,300 Gallons with the highest daily flow at 449,100 Gallons on July 9<sup>th</sup>.



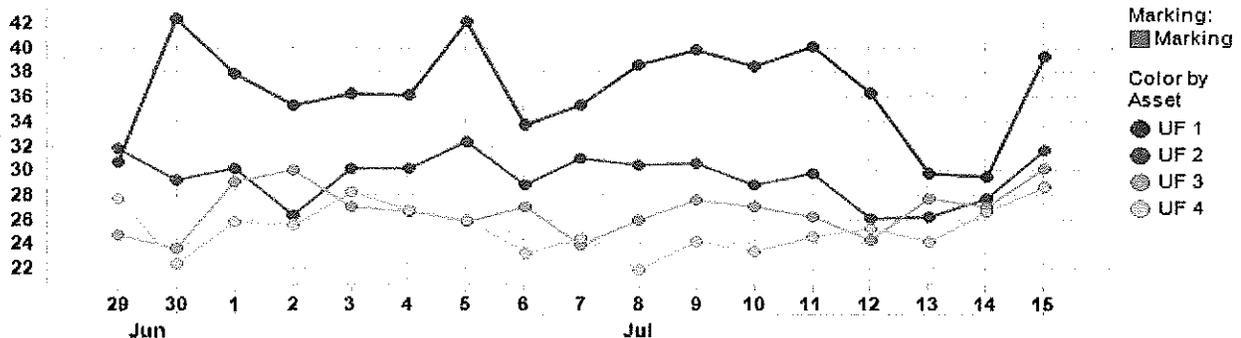
Average Daily permeate flow from 7/2/2015 to 7/15/2015 is 313.3k gal with a maximum daily flow of 449.1k gal.

Trains operated at a production flux of 7-7.6 gfd. Membrane performance continued to be excellent across all the trains. Production permeability was excellent at >20 gfd/psi. Membrane permeability on Train 1 was higher than the rest of the trains.

Regular maintenance cleans helped maintain peak membrane performance.

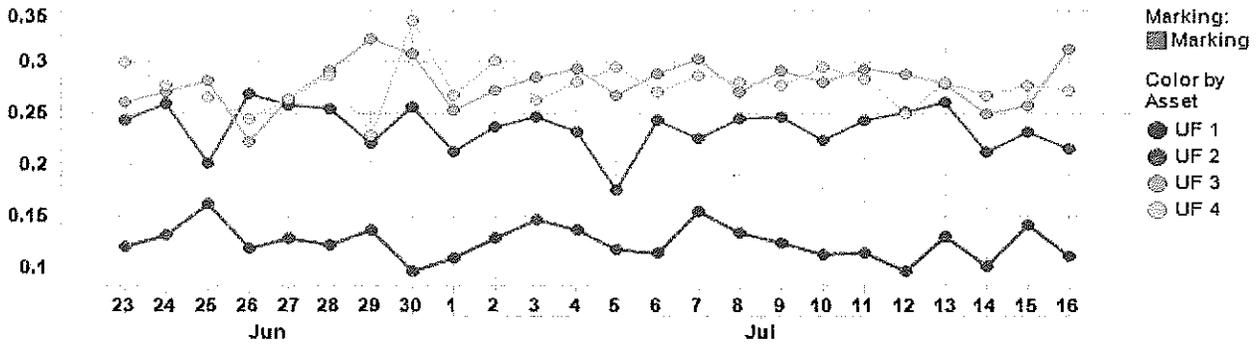
### TC Permeability Trends By Train

Excellent membrane permeability

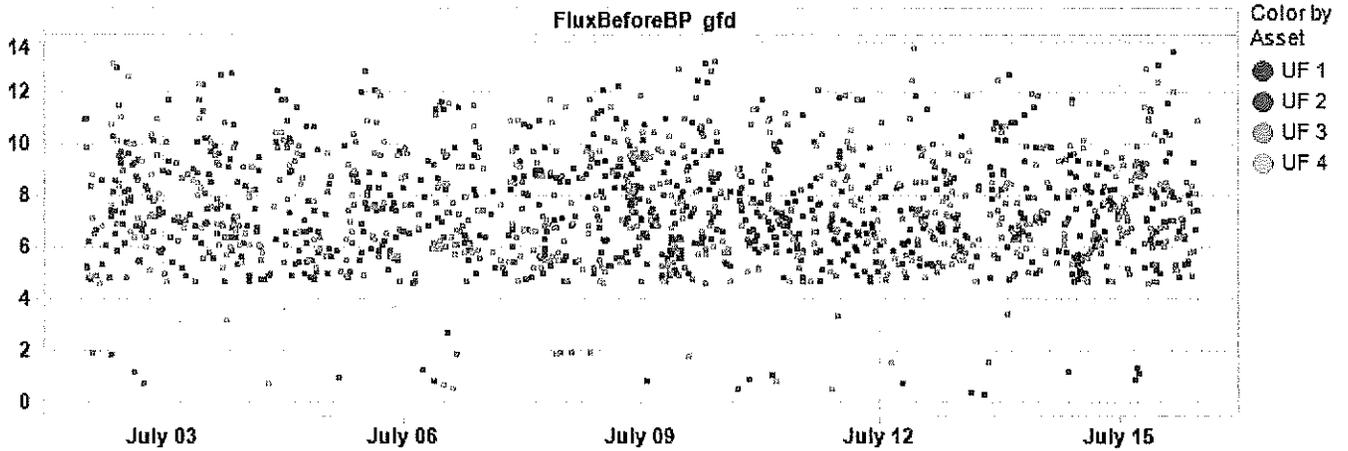




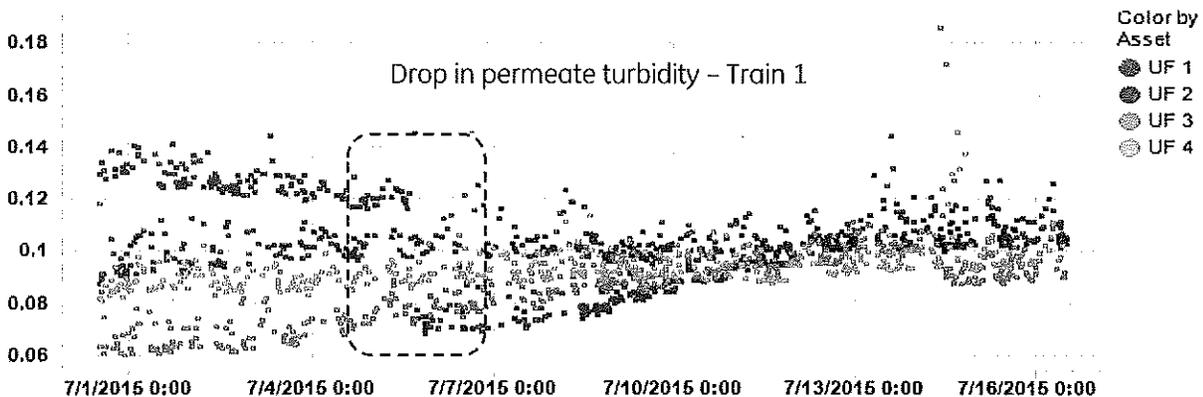
### Before BPTMP Trend



### Before BP Flux Trend



Permeate turbidities dropped from 0.1 NTU to 0.07 NTU around July 7th. Readings have been steadily going up since. This could be due to a build of dirt or debris within the instrument and not indicative of declining permeate quality. Please continue to clean and calibrate the turbidimeters on a regular basis.





**Asset Summary**

| KPI Parameters                 | Value/Change | UF 1     | UF 2    | UF 3    | UF 4    |
|--------------------------------|--------------|----------|---------|---------|---------|
| FluxBeforeBP gfd               | Value        | 7.25     | 7.53    | 7.58    | 7.48    |
|                                | Change       | -1.80 %  | -2.24 % | 3.02 %  | 1.87 %  |
| PermeateTurbidityAfterBP NTU   | Value        | 0.10     | 0.11    | 0.09    | 0.10    |
|                                | Change       | -38.70 % | 19.87 % | 13.88 % | -8.15 % |
| TCPermeabilityBeforeBP gfd/psi | Value        | 36.72    | 29.30   | 26.96   | 25.00   |
|                                | Change       | 2.60 %   | -1.03 % | -0.45 % | 1.37 %  |
| TMPBeforeBP psi                | Value        | 0.12     | 0.23    | 0.28    | 0.28    |
|                                | Change       | -3.71 %  | -4.78 % | 1.87 %  | -0.14 % |
| TotalPermeateFlowDaily gal     | Value        | 77.61k   | 77.73k  | 79.18k  | 78.77k  |
|                                | Change       | -0.04 %  | 5.80 %  | 9.82 %  | 2.90 %  |

**Plant Summary**

| KPI Parameters             | Value/Change | UF Plant |
|----------------------------|--------------|----------|
| PermeateTemperature F      | Value        | 70.20    |
|                            | Change       | 0.59 %   |
| TotalPermeateFlowDaily gal | Value        | 313.29k  |
|                            | Change       | 4.64 %   |

Contract Expiry Date : 10/26/2015

For InSight technical assistance please email [insightsupport@ge.com](mailto:insightsupport@ge.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 GE Water & Process Technologies 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. GE Water & Process Technologies makes no representations or warranties as to the accuracy of the plant data utilized in the preparation of this review. GE Water & Process Technologies 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



# Attachment 7

**Report of the Department of Public Works**  
**August 4, 2015**

All the water improvements projects on North and South Buckmarsh Streets are now completed. The last of the asphalt patches have been addressed. I have a meeting with our VDOT inspector this week to get final approval of all the land use permits.

We had one sewer pump station problem this past month. The South Buckmarsh Street Station had an electrical problem and pump number two would not run or alternate. We had numerous pump personnel and electricians work on it trying to locate and abate the problem. We found a recommended technician who identified and abated the problem. This pump is now back on line and operating in a normal manner.

We had one water break this past month. The service line that supplies water to 211 West Main Street broke. During the widening of Rt. 7 the service laterals were extended to allow the meters to be relocated behind the new curb and gutter and sidewalks. When they extended this lateral they connected the copper line to the corporation stop with a galvanized fitting. This fitting rusted and deteriorated over time and split apart at the corporation stop. The line was repaired by removing the galvanized fittings and replacing them with brass fittings and copper line.

After making numerous phone calls and sending countless E-Mails I finally was able to get a delivery date for our new parking meters. I was informed they will be shipped on August 14, 2015. I've been given so many dates in the past so I am not going to believe it until they arrive. Once the meters arrive Public Works will begin the process of upgrading the meter poles on Main Street and installing the duplex housing. The meter replacement project will take approximately four weeks to complete.

It appears that VDOT'S paving project for Rt. 340 is still a very moving target. I was informed by the paving contractor that this section may not get paved until late September or early October. I have a call into VDOT to get confirmation of the date change. I will inform Mr. Dalton when I find out a definite date.

# Attachment 8

**BERRYVILLE TOWN COUNCIL  
PERSONNEL COMMITTEE  
Tuesday, July 14, 2015  
Berryville-Clarke County Government Center  
Called Meeting  
6:45pm**

**MINUTES**

**Roll:**

**Town Council:**

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder

**Staff:** Christy Dunkle, Assistant Town Manager/Planner

**Press:** None

1. Call to Order: Jay Arnold, Chairman  
Chairman Arnold called the regular meeting to order at 6:45pm.
  
2. Closed Session  
Pursuant to Sections 2.2-3711-A-1 of the Code of Virginia, 1950, As Amended, for the purpose of interviewing candidates for appointment to the Architectural Review Board and Planning Commission.
  - a. Motion to enter Closed Session  
**It was moved by Recorder Arnold, seconded by Mayor Kirby, that the Personnel Committee of the Council of the Town of Berryville enter Closed Session pursuant to Section 2.2-3711.A.1 of the Code of Virginia, 1950, As Amended, for the purpose of interviewing candidates for appointment to the Architectural Review Board and Planning Commission.**

**VOTE:**

|                        |  |
|------------------------|--|
| Ayes:                  | Wilson Kirby, Mayor<br>Harry Lee Arnold, Jr., Recorder |
| Nays:                  | None   |
| Absent During Vote:    | None   |
| Absent During Meeting: | None   |

- b. Enter Closed Session  
The Personnel Committee of the Town Council entered closed session at 6:46pm.
  - c. Reconvene Open Session  
The Personnel Committee of the Town Council reconvened in open session at 6:50pm.

d. Certification of Closed Session

**It was moved by Recorder Arnold, seconded by Mayor Kirby, that the Personnel Committee of the Council of the Town of Berryville adopt the following Resolution Concerning Certification of the Closed Session. The motion carried as follows:**

VOTE:

|                        |  |
|------------------------|--|
| Ayes:                  | Wilson Kirby, Mayor<br>Harry Lee Arnold, Jr., Recorder |
| Nays:                  | None   |
| Absent During Vote:    | None   |
| Absent During Meeting: | None   |

RESOLUTION CONCERNING CERTIFICATION OF CLOSED SESSION

WHEREAS, the Personnel Committee of the Council of the Town of Berryville, Virginia (Committee), has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

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

NOW, THEREFORE, BE IT RESOLVED that the Committee 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 Committee.

3. Discussion – Amendment to Section 512, Business Travel Expenses, of the Berryville Employee Handbook

Mayor Kirby and Recorder Arnold discussed the proposed amendments to Section 512 of the Town of Berryville Employee Handbook concerning travel expenses. Committee members reviewed the proposed changes. Mayor Kirby indicated he was fine with the proposed modifications. Recorder Arnold indicated he was also fine with the proposed changes and agreed to recommend the changes to the full Council.

4. Adjourn

**There being no further business, upon motion by Recorder Arnold, seconded by Mayor Kirby and passed, at 6:57pm, the Personnel Committee meeting was adjourned.**