

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

**Regular Meeting
September 8, 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 | August 11, 2015 Regular Meeting | 1↓ |
| 5. Citizens' Forum | | |
| 6. Report of Wilson Kirby, Mayor | Deed of Easement between the County School Board of Clarke County and the Town of Berryville | 2↓ |
| 7. Report of Christy Dunkle, Asst. Town Manager for Community Development | Planning Department Monthly Report | 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 | | |

| <u>Item</u> | <u>Attachment</u> |
|--|-------------------|
| 11. Report of H. Allen Kitselman, III – Chair, Community Improvements Committee Approval of Committee Meeting Minutes (August 12, 2015) | 4↓ |
| 12. Report of Douglas A. Shaffer - Planning Commission Liaison | |
| 13. Report of Mary L. C. Daniel - Chair, Police and Security Committee Police Chief's Monthly Report | 5 |
| 14. Report of Wilson Kirby – Chair, Streets and Utilities Committee Approval of Committee Meeting Minutes (August 11, 2015 & September 1, 2015) | 6↓ |
| Street Work Priorities FY 2016 | 7 |
| Public Utilities Director's Report | 8 |
| Public Works Director's Report | 9 |
| 15. Report of Harry Lee Arnold, Jr – Chair, Personnel Committee | |
| 16. Other | |
| 17. Closed Session No Closed Session Scheduled | |
| 18. Adjourn | |

↓ 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
August 11, 2015
7:30 p.m.

Present:

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

Absent: David Tollett

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Neal White, Chief of Police; 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 - (No public hearing was scheduled.)

4. Approval of Minutes of the July 14, 2015 Regular Meeting

Upon motion by Council member Daniel, and seconded by Recorder Arnold, the minutes of the July 14, 2015 meeting were approved by the following vote:

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

| | |
|---------------|----------|
| David Tollett | - Absent |
|---------------|----------|

5. Citizens' Forum

Mayor Kirby recognized Pat Dickinson of 413 Montgomery Court, Berryville. Ms. Dickinson said she represented the VFW and the VFW Auxiliary which are sponsoring a forum on PTSD and suicide on September 26, 2015, at 10:00 a.m. at Clarke County High School. Ms. Dickinson requested that the Town publicize the event on its website.

The Mayor recognized Tom Dickinson who declined to speak.

The Mayor recognized Francis Nance who deferred speaking.

The Mayor recognized Andrew Painter of 2823 Marshall St., Falls Church. Mr. Painter said he was with Walsh, Colucci, Lubeley & Walsh and represented Marlyn Development. He asked the Town Council to initiate the text amendment regarding the number of multi-family housing units and request a joint public hearing by the BADA and the Planning Commission. Mr. Painter noted the amount of open space on the proposed site saying it would be in a public access easement allowing others to use the site. He

said the concern regarding fire and rescue services has been addressed by Marlyn, including making a \$25,000 proffer for either fire and rescue equipment or a contribution to the Town.

Mayor Kirby recognized Stuart Patz of S. Patz Associates, 1505 N. Village Road, Reston. Mr. Patz said his firm had done a market study of the proposed Marlyn development and the proposed assisted care facility, and at build out, he predicts there will be a net \$13,000 revenue for the Town. He added that the project is good land use and good investment.

The Mayor recognized Louis Naecker who declined to speak.

The Mayor recognized Francis Nance, 308 35th St., Virginia Beach, representing Marlyn Development. Mr. Nance said that Marlyn has been in business for many years, has been commissioned by other localities to build the same type of development that is proposed here, and that providing affordable senior housing is rewarding.

Mayor Kirby recognized Alton Echols of 400 Custer Court, Berryville. Mr. Echols said the proposed development will serve the existing market of residents who wish to stay in Berryville when they need to downsize instead of having to leave the area to find such housing. He referenced the proposed motion included in the agenda packet and suggested adding a request for a joint public hearing.

Mayor Kirby recognized Jon Erickson who declined to speak.

The Mayor recognized Dan Garrett of 303 Archer Court, Berryville. Mr. Garrett asked the Council to adopt the proposed resolution initiating the Marlyn Proposal, and provided his written remarks to the Clerk.

Mayor Kirby recognized Rick Wiita of 412 Custer Court, Berryville. Mr. Wiita said he is in favor of the Marlyn project because he wishes to stay in Berryville should he or his family need senior housing, and he feels the proposed project is exactly what is needed.

The Mayor recognized Bonnie Echols of 400 Custer Court, Berryville, who said that as interest rates rise, the rents for the proposed apartments will also increase. She asked the Council to encourage a joint public hearing so that interest rates could be locked in quickly.

Mayor Kirby recognized Sharon Strickland of 312 Early Drive, Berryville. Ms. Strickland said she is passionate about senior housing and presented petitions with signatures from 60 families supporting the proposed senior housing project.

6. Report of Wilson Kirby, Mayor

The Mayor said he was having a great summer, and encouraged attendance at the Clarke County Fair being held this week.

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

Ms. Dunkle reported that Marlyn Development Corporation 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. She said Section 507 of the

Berryville Zoning Ordinance regulates the process by which amendments may be considered and states that any proposed text amendment shall be referred to the Planning Commission for its recommendation. Ms. Dunkle said the Berryville Area Plan amendment would have to be approved by both the Town Council and the Board of Supervisors after a recommendation from the Berryville Area Development Authority.

Ms. Dunkle summarized the history of the project saying that a Special Use Permit for the Robert Regan House, a 60-unit age- and income-restricted facility, was approved in 2013. She said a new project, a 120-unit age- and income-restricted facility, is now proposed for the same parcel as the Robert Regan House development, and that Marlyn asked Council in January 2015 to consider an amendment to the Zoning Ordinance that would increase the number of multifamily units from 120 to 180. She further stated that the Planning Commission recommended at their April meeting that the update of the Berryville Area Plan be completed prior to any modifications to the zoning ordinance. Ms. Dunkle noted that updates for chapters 1, 3, and 4 of the Area Plan are complete and a draft update for chapter 2 is nearly final.

Mayor Kirby asked the Clerk to read the proposed resolution.

Council member Daniel noted, in reference to setting a time frame, that statutorily, the administrative bodies have 100 days in which to act.

Mr. Dalton asked Mr. Painter for clarification of his statement regarding EMS concerns having been addressed. He inquired as to what mechanism would be used to memorialize this proffer. Mr. Painter responded the mechanism would either be as a condition of the special use permit approval or a voluntary signed concession agreement.

Council member Kitselman said the EMS concerns need to be investigated as they are the biggest concern about the project, noting that since emergency services are a county function that they will have to speak to this matter.

Council member Daniel said that the motion in question addresses only the text amendment, not other issues.

The Mayor said that the resolution would be putting the matter before the Planning Commission and the Berryville Area Development Authority, not approving the project. He said this provides a process for review and an eventual decision.

Recorder Arnold, referring to a general discussion about review time before the administrative bodies asked if 60 days were enough. Council member Daniel suggested 90 days. Council member Kitselman noted the applicant is asking for 60 days. Mr. Dalton said the Council can make recommendations, but statutorily the administrative bodies have 100 days to act.

Following a discussion of the time frame, Ms. Dunkle read from Section 507.8 of the Zoning Ordinance that if initiated, the amendment would have to be addressed within 100 days. Mr. Dalton added that the Council can ask the bodies to act as expeditiously as possible. Council member Kitselman said that typically, there is a public hearing first followed later by a recommendation or approval. Mr. Dalton added that things can move along more quickly if the administrative bodies and staff are communicating

well with the governing bodies. He said this could allow for the public hearings to be scheduled earlier than may be the case if the lines of communication are not open.

Council member Shaffer said this is the same situation as before with no change and the previous response was to let the Berryville Area Development Authority finish the plan update. He added that it appears now the Council is saying the same thing but with pressure to act.

The Mayor said this motion will not set timelines, but asks that the process get started. Recorder Arnold said he is not in favor of telling the Planning Commission or the Berryville Area Development Authority when they have to do something, adding they can set their own schedules.

Council member Daniel moved that Council of the Town of Berryville adopt the following 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, and she further moved that the Town Council request that the Planning Commission and the Berryville Area Development Authority hold a joint public hearing in the interest of time and expense. Recorder Arnold 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 | - Absent |

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 11th 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 that 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 11th 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 11th day of August, 2015.

Harry Lee Arnold, Jr., Recorder

+ + + + + + + + + + + + + + + +

8. Report of Keith Dalton, Town Manager

Mr. Dalton reported that the new parking meters have arrived and installation will begin immediately. He said that bids are being received on paving Walnut and Liberty Streets. Mr. Dalton reported the paving of U.S. Rt. 340 by VDOT has been moved back until September or October. He said that crosswalk repair and improvement at Main and Buckmarsh Streets, Main and Church Streets, and at the Washington Square apartments on Main Street may be on hold until spring because of the delay in the paving project.

9. Report of H. Allen Kitselman, III – Berryville Area Development Authority Liaison

Council member Kitselman had nothing to report.

10. Report of Harry Lee Arnold, Jr., - Chair, Budget and Finance Committee

Recorder Arnold had nothing to report.

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

Council member Kitselman said the Community Improvements Committee will meet on August 12, 2015, at 10:00 a.m., and that signage will be discussed.

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 noted the Police Department is back up to full staff.

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

Mayor Kirby noted that reports from the Director of Public Utilities and the Director of Public Works are enclosed in the agenda packet. He said a Streets and Utilities Committee meeting had been held just prior to the current meeting.

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

Recorder Arnold said the Personnel Committee met in July. **On the motion of Mayor Kirby, seconded by Recorder Arnold, the Personnel Committee minutes of July 14, 2015, were approved unanimously.**

16. Other

There was no other business.

17. Adjourn

There being no other business, upon motion of Council member Shaffer, seconded by Council member Daniel, the meeting was adjourned at 8:35 p.m.

Wilson Kirby, Mayor

Harry Lee Arnold, Jr., Recorder

Attachment 2

The Town of Berryville has worked closely with Clarke County Public Schools to secure a Safe Routes to School Grant in order to improve pedestrian safety on Swan Drive. The existing sidewalk is in very bad condition.

With the grant funds a new sidewalk has been designed (will soon be out to bid) but the new sidewalk will not be constructed in the same location as the existing sidewalk. The existing sidewalk, which is located in the street right-of-way will be removed. The new sidewalk will be constructed on school property.

Because the sidewalk will be constructed on school property the Town needs to secure easements necessary to install the improvement. The easement language also includes provisions that provide for the public's right to access the sidewalk.

This easement language is modeled on provisions included in the Deed of Easement that was recorded for the path constructed as a part of the high school project.

The Clarke County School Board has approved the easement. Town Council is asked to authorize Mayor Kirby to execute the Deed of Easement on behalf of the Town.

The document has been reviewed by the Town's legal counsel.

TOWN COUNCIL
MOTION TO AUTHORIZE EXECUTION OF A DEED OF EASEMENT

Date: September 8, 2015

Motion By:

Second By:

I hereby move that the Council of the Town of Berryville authorize Mayor Kirby to execute the attached Deed of Easement, on behalf of the Town, between the Town of Berryville and the Clarke County School Board.

VOTE:

Aye:

Nay:

Absent:

ATTEST: _____

Harry Lee Arnold, Jr., Recorder

Prepared by: Mandi Montgomery Smith (VSB Number 68668)
Tax Map Reference Number: 14A4-A-31
Actual Value and Consideration: \$1.00
Existence of title insurance is unknown to the preparer.

DEED OF EASEMENT

THIS DEED OF EASEMENT is made this ~~24th~~ day of August, 2015, by and between the COUNTY SCHOOL BOARD OF CLARKE COUNTY, a body corporate and politic (Grantor), and THE TOWN OF BERRYVILLE, VIRGINIA, a body corporate and politic (Grantee), whose address is 101 Chalmers Court, Suite A, Berryville, Virginia 22611.

WITNESSETH:

WHEREAS, Grantor is the sole owner of certain real property (the "Property") in the Town of Berryville, Virginia, shown on a plat by Michael Artz, L.S., dated June 18, 2015, entitled "PLAT OF A NEW PUBLIC ACCESS EASEMENT, TOWN OF BERRYVILLE, CLARKE COUNTY, VIRGINIA," ("Plat"), a copy of which is attached hereto; and being a portion of the property acquired by Grantor from Laura Ramsburg by deed dated December 23, 1944 and recorded in Deed Book 31, Page 129 in the Office of the Clerk of the Circuit Court of Clarke County.

WHEREAS, the Grantee is replacing and extending a portion of the sidewalk on the Property; and

WHEREAS, the Grantor desires to grant and convey to the Town of Berryville temporary access for construction and the easement shown on the Plat.

NOW, THEREFORE, for and in consideration of the premises and the sum of one dollar (\$ 1.00) cash in hand paid, receipt of which is hereby acknowledged, the Grantor does hereby grant and convey unto the Grantee, its successors and assigns, a non-exclusive sidewalk easement ("Sidewalk Easement") as hereinafter set forth in the location shown on the Plat described above, which is made a part hereof and to be recorded herewith;

The Sidewalk Easement granted herein is for the purpose of constructing, maintaining, adding to, altering, or replacing present or future public sidewalks for the use of the public on, through, and across the said property of Grantor, said Sidewalk Easement being more particularly bounded and described on the Plat, noted therein "New 1.4751 Acre Public Access Easement,"

The sidewalk shall be constructed in the Sidewalk Easement by the Grantee.

The Sidewalk Easement is subject to the following conditions:

a. All sidewalk facilities which are installed in the Sidewalk Easement, after construction/installation is completed, shall be and remain the property of the Grantor and its successors and assigns, which shall be solely responsible for maintaining the sidewalk.

b. During the construction of the sidewalk, and after construction is complete if Grantor fails to maintain the sidewalk as provided in (a) above, Grantee and its agents shall have full and free use of the said Sidewalk Easement for the purpose of constructing, maintaining, and repairing the sidewalk, and shall have all rights and privileges reasonably necessary to the exercise of the rights granted herein, including the right of access to and from the Sidewalk Easement and the right to use adjoining land of Grantor where necessary; provided, however, that this right to use adjoining land shall be exercised only during periods of actual construction or maintenance, and then only to the minimum extent necessary for such construction and maintenance, and further, this right shall not be construed to allow the Grantee to erect any building or structure of a permanent nature on such adjoining land. Whenever the enjoyment of its rights hereunder require Grantee or its agents to move heavy equipment onto the site or to disturb the surface of the ground, it shall be the obligation of Grantee and/or its agents to attempt coordination of all such work in advance with Grantor. Notwithstanding anything herein to the contrary, except in the case of emergency repairs, (1) Grantee and Grantee's agents shall exercise all rights hereunder at such times and in such manners that the exercise of any right does not interrupt, disrupt or otherwise interfere with instruction or other activities on Grantor's property and (2) Grantor's agents shall have the right immediately to stop the exercise of any such right should Grantor's agents determine, in their sole discretion, that Grantee's activities are causing or reasonably are anticipated to cause such interruption, disruption or interference, provided Grantee is afforded an alternative time to exercise the right and is not unreasonably delayed in doing so.

c. If Grantor fails to maintain the sidewalk as provided in (a) above, Grantee shall, after providing sufficient notice to Grantor, have the right to trim, cut, and remove trees, shrubbery, fences, structures, or other obstructions or facilities in or near the Sidewalk Easement being conveyed, deemed by it to interfere with the proper, safe and efficient construction, use, and maintenance of the sidewalk; provided, however, that Grantee at its own expense shall restore the area outside of the Sidewalk Easement as nearly as possible to its original condition. Such restoration shall include the backfilling of trenches, the replacement of shrubbery, the reseeding or resodding of lawns. Grantor will pay the cost of such maintenance performed by the Town within 30 days of receiving an invoice for the work.

d. Grantor reserves the right to make use of the Sidewalk Easement herein granted which is not inconsistent with the rights herein conveyed or interfere with the use of said Sidewalk Easement by Grantee for the purposes named.

e. Grantor declares that the agreements and covenants stated in this Deed are not covenants personal to Grantee, but are covenants real, running with the land.

f. Grantor covenants that it is seized of the Property and has the right to convey the easement and the rights and privileges herein conveyed to Grantee, and that it has been made

aware of its right to receive just compensation for the easement herein conveyed, and that the considerations aforementioned and paid or provided to it shall be in lieu of any claims to compensation for the easement.

This conveyance is made expressly subject to the easements, conditions, restrictions and reservations contained in duly recorded deeds, plats, and other instruments constituting constructive notice in the chain of title to the Property herein conveyed, which have not expired by a limitation of time contained therein or otherwise become ineffective.

WITNESS the following signatures and seals:

COUNTY SCHOOL BOARD
CLARKE COUNTY, VIRGINIA

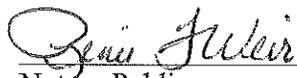
BY:  (SEAL)
Chuyen Kochinsky

TITLE: Chair of the Board

STATE OF Virginia

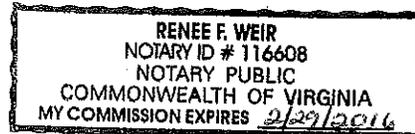
COUNTY/CITY OF Clarke

The foregoing instrument was acknowledged before me this 24th day of August, 2015, by Chuyen Kochinsky, Chair of the Board.


Notary Public

My Commission expires February 29, 2016.

Notary Registration No.: 116608



ACCEPTED PER VIRGINIA CODE § 15.2-1803:

TOWN OF BERRYVILLE, VIRGINIA

BY: _____ (SEAL)
[name]

TITLE: MAYOR

STATE OF _____

COUNTY/CITY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by _____, Mayor of the Town of Berryville, a body corporate and politic, on its behalf.

Notary Public

My Commission expires _____.

Notary Registration No.: _____

APPROVED AS TO FORM:

_____, Attorney for Town of Berryville

Date

Attachment 3

Planning and Community Development

No Action Items

September 8, 2015

Planning Commission

The Planning Commission held a meeting on Tuesday, August 25, 2015. They discussed the request by Town Council to hold a public hearing concerning a text amendment to Section 614.5 of the Berryville Zoning Ordinance relating to the number of multifamily senior units in the OPR zoning district. They set that public hearing for Tuesday, September 29, 2015 at 7:30pm.

Berryville Area Development Authority

The BADA held a meeting on Wednesday, September 2 and discussed Chapter II of the Berryville Area Plan. They also set a public hearing for Tuesday, September 29, 2015 at 5:00pm to take public comment on a proposed Berryville Area Plan amendment which would modify the current Plan to allow an additional 60 multifamily units to the OPR zoning district.

Architectural Review Board

The Architectural Review Board did not hold a September meeting. Their next meeting is scheduled for Wednesday, October 7, 2015 at 12:30pm

Board of Zoning Appeals

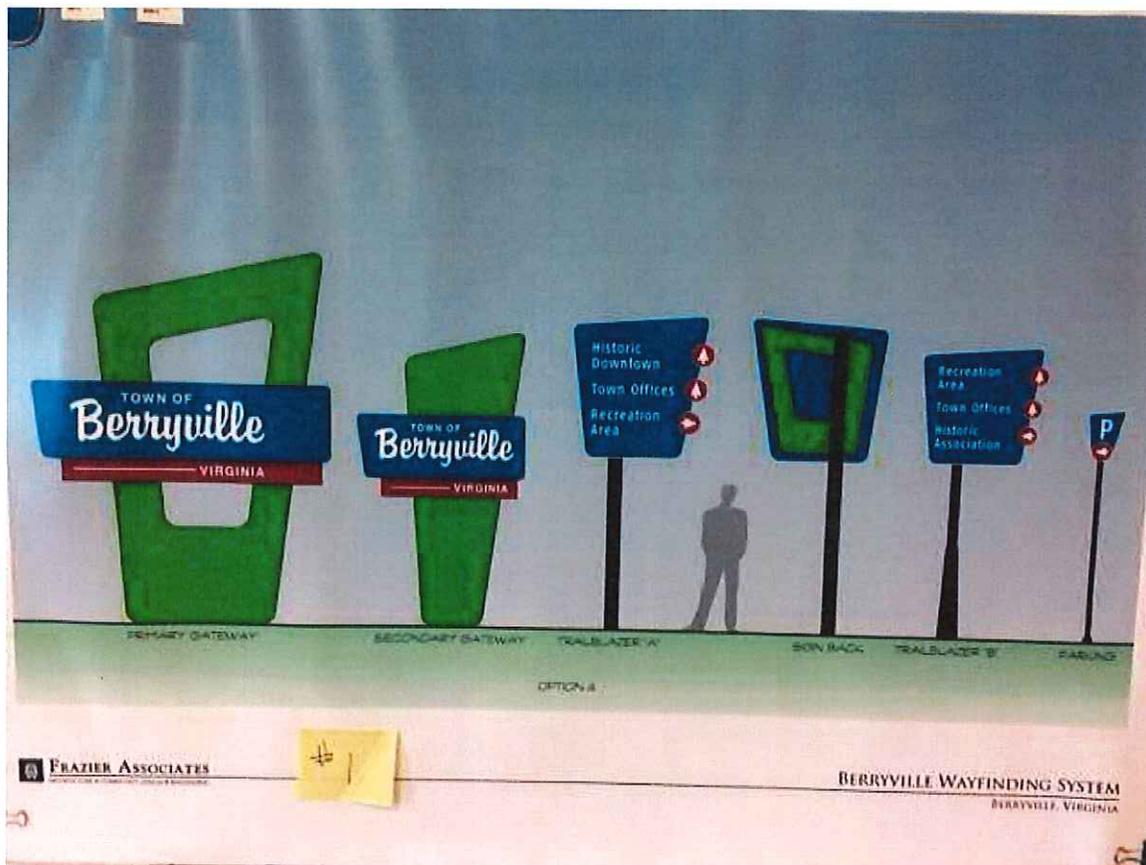
The BZA did not hold a meeting since the last Council meeting.

BERRYVILLE TOWN COUNCIL
Wayfinding and Tourist Oriented Directional Signage Discussion
September 8, 2015

The Community Improvements Committee met on Wednesday, August 12 and discussed wayfinding and Tourist Oriented Directional signage.

Wayfinding Signs

Frazier and Associates designed four wayfinding signage packages through the Virginia Main Street program. The Community Improvements Committee recommends sign package #1 (photo below).



Committee members felt that the package was attention-getting and that being noticed is what this signage is all about. They reiterated that this package had a 50's look that was also reminiscent of the Park Service signage.

Included in this packet are several documents provided by Frazier Associates concerning guidance through the process with VDOT and scope of work and cost for implementing the program. Please note these costs do not include signage fabrication. The documents were produced in May of 2014. Staff will contact Frazier to update content should Council wish to begin the process.

Tourist Oriented Directional (TOD) Signage

Council previously discussed TOD signage identifying the Berryville Historic District. The Community Improvements Committee reviewed a draft application for panels to be included on existing assemblies at the east and west entrances of Main Street on the Route 7 Bypass. Town staff is participating on a committee reviewing signage for the newly certified visitors' center with representatives from the County and the Barns. We met with Jason Newcomb who represents VDOT's signage contractor, Virginia Logos. After discussing the needs of both the Barns and the Town, Mr. Newcomb recommended that he takes a comprehensive view of the signs we are requesting. He has staked all of the proposed signage locations identified at the meeting and should have information for us concerning signage options and preliminary cost estimates by the October Council meeting. He indicated that we may be able to have more cost effective, less expensive signage options when reviewed and installed together.

Staff will update Council at the October meeting on both types of signage. The current budget allocates \$10,000 for wayfinding and \$2,000 for TOD signage.



FRAZIER
ASSOCIATES

Guidance for VDOT Review Process

Required Steps in VDOT Review Process for Small Community Projects:

Program Initiation

The jurisdiction, or Sponsor, for the wayfinding sign program designates a team, the Applicant, to champion the program. The Applicant expresses interest in implementing or modifying the wayfinding sign program by submitting a letter of interest to the VDOT Central Office. VDOT responds to this solicitation by directing the Applicant with a link to where this manual can be found on the VDOT website.

1. STAGE 1

Preliminary Concept Plan – The Applicant prepares the preliminary concept plan for the first submittal to VDOT. The concept plan should include the following elements:

- ⑧ Goals of the wayfinding sign program
- ⑧ Approximate location of all "gateway entrances" to the locality which will have wayfinding signs
- ⑧ Location of any sub-regions and/or wayfinding corridors that will be signed
- ⑧ Location of each wayfinding destination
- ⑧ A brief description of each wayfinding destination of cultural, recreational or historical significance to be included on wayfinding signs, and additional justification as needed on its cultural, recreational or historical significance
- ⑧ Locations of gateway, sub-region gateway, and destination directional signs
- ⑧ A map showing the routes from the signs to the attractions
- ⑧ Simple, color-appropriate and lettering styled near artist's quality sketches of the wayfinding sign which are envisioned.

2. STAGE 2

Final Concept Plan – Based on discussion, comments and answers to question from the Stage 1 review meeting, the Applicant refines the concept plan and prepares the final wayfinding concept plan for the second submittal to VDOT. The final concept plan should show all elements from the preliminary concept plan and the following additional features:

- ⑧ Specific placement, orientation, and legend of each wayfinding sign in relation to other traffic control devices
- ⑧ Traffic control devices in the vicinity of the proposed wayfinding sign location

- ⑧ Traffic control devices to be removed
- ⑧ Sign legend for each wayfinding sign
- ⑧ Preliminary design of the various types of wayfinding signs
- ⑧ List of stakeholders
- ⑧ List of potential concerns from stakeholders after Applicant has coordinated with them
- ⑧ Cost estimate, budget, and funding sources
- ⑧ Estimated implementation schedule
- ⑧ Maintenance plan

3. STAGE 3

Wayfinding Sign Design Plan – The Applicant develops design plans for their wayfinding sign program consistent with the Stage 2 Final Concept Plan. The wayfinding sign design plans shall be a design plan that is similar to sign and marking plans done for VDOT improvement projects. The plans will subsequently be provided to contractors and used to install sign foundations, support structures, and signs within the VDOT right-of-way. Consequently, the plan shall be prepared and reviewed by a professional engineer licensed by the Commonwealth of Virginia to ensure that sign locations are adequate for the physical and human environment, and conform to all aspects of the guidance in the wayfinding sign program manual and other applicable regulations and requirements. The wayfinding sign design plans should include the following:

- ⑧ Exact location and orientation of each sign, which should consider the following sign distance, spacing between the wayfinding sign and other traffic control devices, physical roadside features, and location of nearby utilities, among other factors
- ⑧ Formal design for each individual sign
- ⑧ Foundation details, sign structure details, sign layouts, lighting details (if applicable), sign post and support details for each sign.
- ⑧ Temporary traffic control plan, if required by VDOT, to show types and locations of traffic control devices during construction/implementation of the wayfinding signs
- ⑧ Construction sequence and corresponding temporary traffic control plans for each phase, if applicable. The Applicant may consider implementing the complete program or rolling out the program by area or sign tier. Phased implementation may be preferred to evaluate the program or if funding is insufficient for a complete roll-out. In the case of phased implementation, the Applicant prioritizes the phases and decides on a course of action.
- ⑧ Completed memorandum of understanding for maintenance of wayfinding signs in VDOT right-of-way.
- ⑧ Bonding agreement for contractors (if applicable)

- ⑧ Plan package signed and sealed by a Professional Engineer licensed in the Commonwealth of Virginia



FRAZIER ASSOCIATES

ARCHITECTURE

HISTORIC
PRESERVATION

COMMUNITY
DESIGN

COMMUNITY
GRAPHICS

WAYFINDING SIGN SYSTEM - TOWN OF BERRYVILLE

Suggested Scope of Work and Estimated Cost

MAY 30, 2014

BACKGROUND

In the fall of 2011, Frazier Associates through the Virginia Main Street Program, provided wayfinding design assistance to the Town of Berryville. A report that included an assessment of wayfinding needs as well as four design options for a system was delivered to the Town. A group of citizens was surveyed to determine which of the design options at that stage of the design process fit the character of the Town. Those survey results are a part of the report as well.

We suggest the following steps to move forward with the development of the wayfinding system. Because VDOT maintains the right of way through the Town, the process will need to include the VDOT guidelines and approval process. Frazier Associates has worked with VDOT on a number of regional systems and is currently working on a system for the Town of Gordonsville. The draft VDOT guidelines for wayfinding include many approval steps and we have worked with VDOT to streamline the process for smaller communities. It should be noted here that this streamlined process is not policy and that VDOT and the Commonwealth Transportation Board has not yet formally adopted the wayfinding guidelines. What follows is our best estimate of the process and products that will be required to implement custom wayfinding in Berryville.

TASK A: "LISTEN, LOOK AND LEARN" - INFORMATION GATHERING

1. A Wayfinding Task Group is established to ensure that the right community players are at the table. The role of the Task Group is to guide the project from start to finish. Frazier Associates can assist with formulating Task Group as needed.

The role of the Task Group is to:

- Provide inspiration;
 - Represent a comprehensive cross-section of the community – (representatives of the Main Street Program, key destinations, etc);
 - Provide technical input – (Potential members may be representatives from VDOT (required), local planning department and public works); and
 - Facilitate successful implementation – (Potential members may be a representative of City Council, Planning Commission, public works, etc.);
 - Consultants – Frazier Associates (FA) provides graphic design, structural and site engineering, and architectural services and guidance to meet all VDOT Wayfinding Guideline requirements for implementation.
2. Existing data, studies, brand information and information on future projects is collected and reviewed.

213 N. AUGUSTA ST.
STAUNTON, VA 24401
PHONE 540.886.6230
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www.frazierassociates.com



WAYFINDING SIGN SYSTEM - TOWN OF BERRYVILLE

Suggested Scope of Work and Estimated Cost

MAY 30, 2014

3. Any additional information is gathered on VDOT wayfinding guidelines and how they will impact the Berryville sign system.
4. Site Visit #1:

Kick-off meeting with Wayfinding Task Group and Tours

 - A. Meet with the Task Group and refresh the goals of the project and review the design process and schedule. Review the 2011 wayfinding study and the proposed designs and discuss how to move forward. (For instance, is there a design that the Task Group is ready to move forward with or is there a desire to refine a couple of the schemes and go back out into the public to garner input and direction? Some communities use Survey Monkey or a public presentation (or both) to get additional input from the community.) At the Task Group Kick-off meeting, the list of preferred destinations along with criteria for including destinations on vehicular wayfinding signs will be reviewed and a process for finalizing destinations will be determined. FA and VDOT representative will review new state wayfinding guidelines with Task group and explain the VDOT review process requirements.
 - B. FA conducts a detailed reconnaissance of the Town to determine key routes and potential locations for new signs.
 - C. FA will inventory and photograph existing signs and identify their locations as part of VDOT requirements.
5. A preliminary base map is created showing routes and key destinations.
Cost: \$4085.00 plus expenses

TASK B: "CREATIVE OPTIONS" – SCHEMATIC DESIGN & PROGRAMMING

1. Based on the input from Task A, 1-2 schematic options are further developed for the wayfinding sign system. The sign components to be considered include gateway signs, trailblazer directional signs and parking directional signs.
2. Site Visit #2:
 - A. A presentation of the refined design options is made to the Wayfinding Task Group. The Task group ranks options via written survey with the key criteria being that the option either reflects or does not reflect the character of the Town. A facilitated discussion about the options follows, and at the end the group reaches a consensus on design direction. Based on the direction established in Task A.4.A above, the preferred design can be presented at a public meeting or online to the greater community.
 - B. The destinations are finalized with the Task Group.

WAYFINDING SIGN SYSTEM - TOWN OF BERRYVILLE

Suggested Scope of Work and Estimated Cost

MAY 30, 2014

3. Based on the results of Site Visit #2, the preferred schematic design option is developed and applied to the various sign components in the system.
4. The sign schedule is developed including the location and content of each sign in the system. This is referred to as the sign program. For VDOT purposes, a brief description of each destination's cultural, recreational or historical significance will need to be prepared as a part of the program.
5. A preliminary implementation cost estimate is developed.
6. The final schematic design, sign program and cost estimate is delivered to the Task Group for review and approval. If needed, a conference call with the Task Group can be conducted through GoToMeeting.

Cost: \$11,075 plus expenses

TASK C: VDOT REVIEW

1. A budget, funding sources and a maintenance plan for the wayfinding system is developed as per VDOT requirements.
2. VDOT REVIEW #1 - Submit Wayfinding Design Plans to VDOT for review. VDOT will review and provide comments to the Applicant within 45 days of submittal.
3. Make revisions per VDOT review

Cost: \$1885 plus expenses

TASK D: CONSTRUCTION INTENT DOCUMENTS

1. Based on input from Tasks A-C, the design for the system is finalized.
2. Construction Intent Documents are created for each individual sign.
3. The VDOT approved signs are then engineered for structure details, sign layouts, lighting details (if applicable), signpost support details, site engineering including foundation plans as required by VDOT Wayfinding Guidelines.
4. A Maintenance Plan of the wayfinding system is finalized as required by VDOT Wayfinding Guidelines.
5. Site Visit #3 to review documents.
6. Wayfinding Plan package signed and sealed by a Professional Engineer licensed in the Commonwealth of Virginia is then delivered to VDOT for review and approval.

WAYFINDING SIGN SYSTEM - TOWN OF BERRYVILLE

Suggested Scope of Work and Estimated Cost

MAY 30, 2014

7. VDOT REVIEW #2: Wayfinding sign design plans submitted to VDOT for review (process within 45 days of submittal).
8. Once approved, VDOT issues a permit for installation of the wayfinding signs on VDOT right-of-way.

Cost: \$9750 plus expenses and engineering estimated to be \$18,500 (This assumes an estimate of 12 post and panel gateway or trailblazer signs in the VDOT right-of-way. This also assumes any monumental gateway signs will be installed outside the VDOT right-of-way and will not require VDOT site engineering.

TASK E: BIDDING AND NEGOTIATION

1. Site visit #4 -- Prebid meeting
2. Respond to Requests for Information (RFI's)
3. Review of bids and recommend award

Cost: \$2050 plus expenses

Task F – Fabrication and Installation Task (schedule dependent upon contractor)

1. Review of shop drawings
2. Site Visit #5 – Visit during fabrication and start of installation
3. Site Visit #6 - Final project inspection, create punch list document of required corrections

Cost: \$3075 plus expenses

VDOT REVIEW #3 – Community to submit final documentation, as-built plans and maintenance plan to VDOT. In addition VDOT requires a performance assessment of the installed signs (at 6 months and 1 year intervals).

FA assumes that Town staff will manage Review #3.

Total Estimated Cost:

\$ 31,920 Frazier Associates

\$18,500 Structural and Site Engineering (Estimate)

\$1500 FA Expenses

\$51,920 Estimated Total Design Cost *Note: Cost of VDOT reviews is unknown and not included in this estimate.*

BERRYVILLE TOWN COUNCIL
AmeriCorps NCCC Final Report
September 8, 2015

At the August Northern Shenandoah Valley Regional Commission Board meeting on August 20, 2015, staff reviewed the Service Project Completion Report for the AmeriCorps National Civilian Community Corps (NCCC) River I group who participated in activities in and around Berryville and the region from June 2 to July 20, 2015. Their mission is “to strengthen communities and develop leaders through team-based national and community service”.

The eight-member team worked over 2,100 hours in the region completing approximately \$52,000 worth of assistance. While in Berryville and Clarke County, they did the following work:

- Provided assistance distributing flyers for the Downstream Project (located on East Main Street), staffed a booth for the organization at the River & Roots Festival, and assisted with set up for their festival banquet;
- Spent approximately five days at Clermont Farm helping with landscaping, debris collection and removal, and general clean-up efforts;
- Cleared gutters and debris from two residents’ properties in the Berryville;
- Conducted a clean-up of Town Run and weeding at the Barns and Rose Hill Park; and
- Tended to 90 saplings planted at the Wastewater treatment plant.

Attachment 4

**BERRYVILLE TOWN COUNCIL
COMMUNITY IMPROVEMENTS COMMITTEE
Wednesday, August 12, 2015
Berryville-Clarke County Government Center
Called Meeting
10:00 a.m.**

MINUTES

Roll:

Town Council:

Present: Allen Kitselman, Chair; Wilson Kirby, Mayor for Dave Tollett

Staff: Christy Dunkle, Assistant Town Manager/Planner

Press: None

1. Call to Order: Allen Kitselman, Chairman
Chairman Kitselman called the regular meeting to order at 10:00 a.m.

2. Discussion - Tourist Oriented Directional Signage
Ms. Dunkle said she had completed the Virginia Logos application in order to install a Tourist Oriented Directional (TOD) sign identifying "Historic District" on the Route 7 Bypass. She said she is part of a County committee working with the Barns' visitors' center sign and a representative from Virginia Logos will be at a meeting she is attending next week. There was a discussion about the location of the signage. Chairman Kitselman asked if this type of signage was in the current budget. Ms. Dunkle said it was. **There being no further discussion, Mayor Kirby made the motion to forward the request to Town Council at their September meeting, seconded by Chairman Kitselman.**

VOTE:

| | |
|------------------------|--|
| Ayes: | Allen Kitselman Wilson Kirby, Mayor |
| Nays: | None |
| Absent During Vote: | None |
| Absent During Meeting: | None |

3. Discussion - Wayfinding Signs
Ms. Dunkle displayed the four design packages done by Frazier Associates several years ago. She said two documents from Frazier were included in the packets, the Guidance for VDOT Review Process and Scope of Work and Estimated Cost. Chairman Kitselman asked if there were funds in the budget for these signs. Ms. Dunkle said there is an annual budget line item of \$10,000 and that it does not accrue. There was a discussion about the process of moving forward with implementation. Chairman Kitselman said that signage package #1 is attention getting and that being noticed is what this signage is all about. He reiterated that

this package had a 50's look that was also reminiscent of the Park Service signage. It was determined that signage package #3 be removed from consideration due to maintenance concerns with the fencing.

There being no further discussion, Mayor Kirby moved that they recommend signage package #1 to Town Council and that staff confirm budget numbers and present this option and possibly other color combinations to Town Council at their September meeting, seconded by Chairman Kitselman.

VOTE:

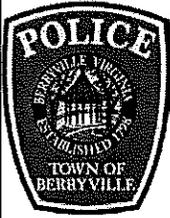
| | |
|------------------------|--|
| Ayes: | Allen Kitselman Wilson Kirby, Mayor |
| Nays: | None |
| Absent During Vote: | None |
| Absent During Meeting: | None |

4. Discussion - Placement of Appalachian Trail Community Signage
Ms. Dunkle said she had been discussing the placement of the 1.5'x2' Appalachian Trail Certified Community signage with Ms. Teetor. She said staff is recommending that one sign be placed at the east entrance to Berryville and the other at Bear's Den. She added that she heard back from the AT staff who said those locations would be fine.

There was a discussion about installation of the sign and it was determined that staff can install the sign at the eastern entrance to Town at their earliest convenience.

5. Other
There was a discussion about a shuttle from Bear's Den to Berryville and the need for such a business.
6. Adjourn
There being no further business, Mayor Kirby moved to adjourn the meeting, seconded by Chairman Kitselman. The meeting was adjourned at 10:28am.

Attachment 5



Berryville Police Department

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

policeadmin@berryvilleva.gov

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

W. Neal White – Chief of Police

MEMO

DATE: 09/01/2015

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 09/08/2015

Monthly Activity Report

The activity report for the month of August 2015 is attached to this memo.

Police and Security Committee

A meeting of the Police and Security Committee meeting is scheduled for September 9, 2015 in the A/B conference room of the Berryville-Clarke County Government Center.

Child Seat Event

On August 25, 2015 Chief White and Officer Erwin conducted a child safety seat event at Heritage Daycare. An informational table was set up and inspections of the child seats were offered to parents of the daycare children. Twelve seats were inspected and many informational items were distributed to parents.



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W. Neal White – Chief of Police

POLICE AND SECURITY REPORT

| Month: August | Year To Date | August | July |
|-----------------------|--------------|--------|-------|
| Year: 2015 | 2015 | 2015 | 2015 |
| Total Miles Traveled: | 30,289 | 3,754 | 3,471 |
| Total Man Hours: | 9,124 | 1,188 | 926 |

Complaints Answered

| | | | |
|-----------------------------------|------------|------------|------------|
| 911 Hang Up: | 16 | 1 | 2 |
| Alarms: | 76 | 10 | 12 |
| Animal Complaint: | 95 | 12 | 16 |
| Assault And Battery: | 14 | 1 | 3 |
| Assist County: | 32 | 1 | 8 |
| Auto Larceny: | 1 | 1 | 0 |
| Burglary: | 6 | 2 | 1 |
| Civil Complaints: | 64 | 5 | 9 |
| Disturbance (Non Violent): | 46 | 3 | 10 |
| Domestic Disturbance: | 8 | 0 | 5 |
| Drunk In Public: | 14 | 1 | 5 |
| Forgery & Uttering: | 1 | 0 | 0 |
| Fraud: | 10 | 3 | 0 |
| Grand Larceny: | 5 | 1 | 2 |
| Harassment/Intimidation: | 13 | 1 | 2 |
| Homicide: | 0 | 0 | 0 |
| Juvenile Related: | 42 | 7 | 3 |
| Noise: | 15 | 3 | 2 |
| Petty Larceny: | 18 | 1 | 5 |
| Public Service: | 28 | 1 | 1 |
| Rape: | 0 | 0 | 0 |
| Robbery: | 0 | 0 | 0 |
| Runaway: | 1 | 0 | 0 |
| Shoplifting: | 3 | 0 | 1 |
| Suspicious Activity: | 120 | 19 | 11 |
| Trespassing: | 9 | 2 | 1 |
| Vandalism: | 28 | 2 | 2 |
| Welfare Check: | 76 | 11 | 14 |
| Miscellaneous Complaints: | 179 | 30 | 23 |
| Total Complaints Answered: | 920 | 118 | 138 |



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

W. Neal White – Chief of Police

Traffic

| | | | |
|----------------------------|-----|----|----|
| Accidents Investigated: | 29 | 4 | 2 |
| Assist Motorist: | 15 | 4 | 0 |
| Child Safety Seat Install: | 33 | 13 | 7 |
| Funeral Escort: | 28 | 4 | 3 |
| Hit & Run: | 9 | 0 | 2 |
| Parking Tickets: | 104 | 10 | 14 |
| Traffic Warnings: | 162 | 27 | 14 |

Traffic Summons Issued

| | | | |
|--------------------------------------|------------|-----------|-----------|
| Defective Equipment: | 2 | 0 | 0 |
| Driving Suspended: | 4 | 1 | 1 |
| Expired Inspection: | 15 | 1 | 0 |
| Expired Registration: | 11 | 3 | 0 |
| Fail To Obey Highway Sign: | 35 | 11 | 4 |
| Fail To Obey Traffic Signals: | 5 | 0 | 1 |
| Fail To Stop/Lights & Siren: | 0 | 0 | 0 |
| Fail To Yield Right Of Way: | 2 | 1 | 1 |
| Hit And Run: | 0 | 0 | 0 |
| No Liability Insurance: | 0 | 1 | 0 |
| No Operator's License: | 8 | 0 | 0 |
| No Seat Belt: | 1 | 0 | 0 |
| Reckless Driving: | 4 | 1 | 1 |
| Speeding: | 90 | 19 | 6 |
| Miscellaneous Summons: | 3 | 0 | 0 |
| Total Traffic Summons Issued: | 180 | 37 | 14 |



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 | 0 | 3 |
| A & B On Police Officer: | 1 | 0 | 0 |
| Auto Larceny: | 0 | 0 | 0 |
| Breaking And Entering: | 1 | 0 | 0 |
| Capias: | 5 | 2 | 1 |
| Disorderly Conduct: | 2 | 0 | 0 |
| Driving While Intoxicated: | 4 | 1 | 0 |
| Drunk In Public: | 12 | 1 | 3 |
| 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 | 0 |
| Petty Larceny: | 2 | 0 | 0 |
| Possess Alcohol Underage: | 0 | 0 | 0 |
| Protective Order: | 13 | 1 | 4 |
| Rape: | 0 | 0 | 0 |
| Resisting Arrest: | 0 | 0 | 0 |
| Robbery: | 0 | 0 | 0 |
| Shoplifting: | 1 | 0 | 1 |
| Trespassing: | 2 | 0 | 0 |
| Vandalism: | 2 | 0 | 0 |
| Weapons Violation | 0 | 0 | 0 |
| | 37 | 0 | 5 |
| Miscellaneous Criminal Arrests: | | | |
| Juvenile Arrest Total: | 8 | 0 | 1 |
| Total Criminal Arrests: | 106 | 5 | 17 |

Found Open At Business In Town

| | | | |
|--------------------------|----|---|---|
| Doors: | 17 | 2 | 4 |
| Windows: | 1 | 0 | 0 |
| Garage Doors Found Open: | 1 | 0 | 0 |

Attachment 6

MINUTES
BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
Called Meeting
August 11, 2015
6:45 p.m.

Present:

Town Council Streets & Utilities Committee: Wilson Kirby, Douglas Shaffer

Staff: Keith Dalton, Town Manager; Ann Phillips, Town Clerk

Other: Mr. and Mrs. Carl Maples, Norma Slattery

1. Call to Order

Committee Chairman Kirby called the meeting to order at 6:45 p.m.

2. Discussion: "Wheeler Lane"

Chairman Kirby stated the purpose of the meeting was to cover any new information regarding Wheeler Lane. He asked Mr. Dalton to review the history of the topic provide information learned from the Town's attorney.

Mr. Dalton said that he had sent two letters in response to Mr. Maples' inquiries, with the first letter addressing Mr. Maples' concerns about Wheeler Lane being sent after discussion with attorney Michelle Jones because attorney Robert Mitchell was out of town. He said the second letter was reviewed by Mr. Mitchell. Mr. Dalton said that Mr. Mitchell agrees with the Committee that the issue is a land title issue between land owners which does not involve the Committee and confirms that Wheeler Lane is not a public street requiring Town maintenance.

Chairman Kirby said the Committee has never gone against legal advice. He offered the summation that the issue is between two landowners and there is nothing the Committee can do other than say it is a civil case not involving the Town. Mr. Shaffer agreed, saying the matter should be worked out between the two landowners.

3. Other

A. Mr. Dalton said the parking meters have arrived. They will be installed beginning this week starting on Church and Crow Streets.

B. Mr. Dalton said that bids have been received for paving on Walnut and Liberty Streets and that they are favorable.

C. Mr. Dalton explained that cleaning and inspection of culverts in Town is underway. He said the culvert on Chalmers Court at Town Run is in bad shape with bowing and the bottom is out of the pipe. Mr. Dalton said there are two options for repair: insertion and lining (which may be the better option price-wise) or open cut. He added that staff will be meeting with Pennoni to discuss the options, and asked the Committee to plan on meeting after the proposals are in.

D. Mr. Dalton said the VDOT paving of Buckmarsh St. has been moved back to late September or early October which allows the Town to complete a few more things prior to paving.

E. Regarding crosswalks, Mr. Dalton said that with paving being delayed, the crosswalk repair and replacement will probably be pushed back to spring. He said that he will confirm that the prices quoted will hold until spring.

F. Mr. Dalton said that VDOT now plans to mill the whole street when paving Rt. 340, so the manhole rings ordered previously are now surplus.

G. Mr. Dalton said with the parking meter installation, Public Works will defer the Battletown Drive water line project until September. He said there is also a water project on South Buckmarsh being deferred that can be done over the winter if the weather is mild.

4. Adjourn

There being no other business, upon motion of Mr. Shaffer, seconded by Chairman Kirby, the meeting was adjourned at 7:05 p.m.

MINUTES
BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
Called Meeting
September 1, 2015
10:00 a.m.

Present:

Town Council Streets & Utilities Committee: Wilson Kirby, Douglas Shaffer

Staff: Keith Dalton, Town Manager; Christy Dunkle, Planning Director; Rick Boor, Public Works Director

Other: George Dellinger

1. Call to Order

Committee Chairman Kirby called the meeting to order at 10:00 a.m.

2. Discussion: Amendment of FY 2016 Street Work Priorities

Mr. Dalton provided an overview of proposed changes. Mr. Boor reviewed video footage of culverts under Chalmers Court with the Committee. Ms. Dunkle addressed contact with the Army Corps of Engineers. The Committee discussed methods of rehabilitating the culverts and the cost thereof. **Mr. Shaffer moved to approve the following amended Street Work Priorities. Chairman Kirby seconded the motion which carried unanimously.**

AMENDED
Street Work Priorities FY 2016

| | |
|--|------------|
| <u>VDOT Reimbursement Limit</u> | \$ 431,000 |
| <u>Work Items</u> | |
| Patch/Repair trouble areas in streets | \$ 45,000 |
| Sidewalk repair | \$ 10,000 |
| Engineering | \$ 10,000 |
| Public Works Improvements – Storage Bins | \$ 0 |
| Equipment Purchase/Maintenance/Repair (purchase (\$44,000) includes: 2 snow plows, ¾ ton truck, and camera) | \$ 65,000 |
| Routine Maintenance (snow removal, tree trimming, drainage ditch cleaning, street cleaning etc.) | \$ 105,000 |
| <u>Subtotal</u> | \$ 235,000 |
| <u>Available within Reimbursement (\$431,000 – 235,000)</u> | \$ 196,000 |

Specific Repair Work Priorities

Summer and Fall (2015)

| | |
|---|------------------------------------|
| Smith Street (Main to Academy) | \$ 8,500 |
| Liberty Street | \$ 55,000 47,500 |
| Battletown Drive (Main to Bel Voi) | \$ 15,000 |
| Walnut Street | \$ 71,000 49,000 |
| Chalmers Court Town Run Culverts | \$ 31,000 |

Total Summer/Fall (2015) \$ ~~78,500~~ **127,500**

Spring and Summer (2016)

| | |
|---|----------------------|
| Academy Street (Buckmarsh to Smith) | \$ 45,000 |
| Walnut Street | \$ 71,000 |
| Smith Street (Main to Academy) | \$ 8,500 |
| Battletown Drive (Main to Bel Voi) | \$ 15,000 |

Total Spring/Summer (2016) \$ ~~116,000~~ **68,500**

Remaining within Reimbursement \$ 1,500 0

3. Updates

Mr. Boor reported the parking meter project will be finished soon. He said the U.S. Route 340 paving project by VDOT will begin September 9 and last about one week. Mr. Boor added the paving on Walnut and Liberty Streets will be completed before the end of September.

3. Other

Chairman Kirby recognized George Dellinger who wanted to speak on an issue for American Legion Post 41. Mr. Dellinger said that American Legion Post 41 wishes to create a handicapped parking space on the southwest corner of the Legion's property on South Church Street, and the space may encroach slightly on Town property. Mr. Shaffer said the Committee needs to look at this issue before any further discussion. Chairman Kirby agreed with Mr. Shaffer and said he and Mr. Shaffer will visit the site before the next meeting and will discuss it with American Legion representatives.

4. Adjourn

There being no other business, upon motion of Mr. Shaffer, seconded by Chairman Kirby, the meeting was adjourned at 10:53 p.m.

Attachment 7

Street Work Priorities FY 2016

| | |
|--|------------|
| <u>VDOT Reimbursement Limit</u> | \$ 431,000 |
| <u>Work Items</u> | |
| Patch/Repair trouble areas in streets | \$ 45,000 |
| Sidewalk repair | \$ 10,000 |
| Engineering | \$ 10,000 |
| Public Works Improvements – Storage Bins | \$ 0 |
| Equipment Purchase/Maintenance/Repair (purchase (\$44,000) includes: 2 snow plows, ¾ ton truck, and camera) | \$ 65,000 |
| Routine Maintenance (snow removal, tree trimming, drainage ditch cleaning, street cleaning etc.) | \$ 105,000 |
| <u>Subtotal</u> | \$ 235,000 |
| <u>Available within Reimbursement (\$431,000 – 235,000)</u> | \$ 196,000 |
| <u>Specific Repair Work Priorities</u> | |
| <i>Summer and Fall (2015)</i> | |
| Liberty Street | \$ 47,500 |
| Walnut Street | \$ 49,000 |
| Chalmers Court Town Run Culverts | \$ 31,000 |
| <u>Total Summer/Fall (2015)</u> | \$ 127,500 |
| <i>Spring and Summer (2016)</i> | |
| Academy Street (Buckmarsh to Smith) | \$ 45,000 |
| Smith Street (Main to Academy) | \$ 8,500 |
| Battletown Drive (Main to Bel Voi) | \$ 15,000 |
| <u>Total Spring/Summer (2016)</u> | \$ 68,500 |
| Remaining within Reimbursement | \$ 0 |

Approved by Streets and Utilities Committee 4/30/15

Amendment approved by Streets and Utilities Committee 9/1/15

Attachment 8

Memo

To: Town Council
From: David Tyrrell
Date: September 2, 2015
Re: August 2015 Operations Report

The water treatment plant is in compliance for August with its monthly parameters. We sent a total of 11.755 MG water to the system with a daily average of 0.420 MGD and a daily max of 0.687 MG.

The demand continues to run high into the summer months but we are able to keep up with production needs with minimal extra hours.

The WTP PLC is now repaired and running properly.

Drought Conditions: Water levels in the river are running below historic averages for the month per the USGS gage located at Millville. The past two weeks the river has been running below the 25th percentile for flow averages over the past 101 years. While the Town is not currently at risk for issues with its water supply, should the current trend continue we may wish to initiate voluntary water restrictions in accordance with the regional water supply plan. This means we would be asking our residents to voluntarily find ways to reduce water consumption. I will continue to monitor river flows and should this trend continue will inform Mr. Dalton should we need to consider voluntary actions.

The wastewater plant is in compliance with its discharge permit for August per data received to date with our nutrient removal continuing to do very well. We treated a total of 7.32 MG with a daily average of 0.24 MGD and a daily max of 0.29 MG. Influent flow rates are very low due to dry conditions.

We have had a few operational issues at the STP that are noteworthy. First the panel PC in the main electric room decided to lock into a continual reboot cycle. The panel was removed and taken to Sherwood Logan where they formatted and reloaded the data on the hard drive, tested a few days, then returned and installed the unit. Second we repaired one of the air control valves in aerator #2. The contactors inside the unit had gone bad and needed replacement. Last we switched service technicians for our HVAC systems. As Riddlebergers came in to service the

systems, it was found that the main systems serving the office area and main electrical room were not properly working and never have. These systems are dual stage units but the first stage compressors had no power to the relays which turn them on. In fact they were never wired and could not turn on. All HVAC systems are now serviced and function as they should. Fortunately the only damage to the units was a low refrigerant level in the secondary compressor systems.

We have two major jobs coming up at the STP. We are planning to take each aerator out of service the week of September 14 to inspect the tank and diffusers. This project should take three to four days. Also the week of October 5 we have scheduled equipment to allow for the clearing of the fence lines around the northern and western property lines. During this week the water treatment facility will only be run on day shift to use all personnel possible to complete the work and to allow for a turnover of the water in storage. We are hoping this work can be completed in one week.

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 August page 1 operations report.

Flows and Chemical Dosages

August 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 | | Carbon | | Chlorine | | Fluoride | | Polymer | | KMnO4 | | Soda Ash | | Chlorine | | Corr Inhibitor | |
| | | | | | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L |
| 1 | 0.259 | | 0.234 | 7.5 | 30 | 14.1 | 2 | 0.7 | 10.0 | 4.63 | 0.061 | 0.028 | 6 | 2.8 | | | 8.8 | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 0.547 | | 0.497 | 16.3 | 46 | 10.0 | 4 | 0.9 | 6.8 | 1.50 | 0.110 | 0.024 | 0.0 | 0.0 | | | 19.0 | 4.2 | | | | |
| 4 | 0.324 | | 0.292 | 9.8 | 35 | 13.1 | 2 | 0.9 | 3.4 | 1.26 | 0.066 | 0.024 | 10.0 | 3.7 | | | 11.4 | 4.2 | | | | |
| 5 | 0.4067 | | 0.370 | 12.0 | 46 | 13.5 | 4 | 1.3 | 19.7 | 5.81 | 0.084 | 0.025 | 6.0 | 1.8 | | | 14.0 | 4.1 | | | | |
| 6 | 0.586 | | 0.543 | 18.0 | 56 | 11.4 | 4 | 0.8 | 6.8 | 1.40 | 0.137 | 0.028 | 0.0 | 0.0 | | | 21.0 | 4.3 | | | | |
| 7 | 0.7454 | | 0.687 | 22.0 | 41 | 6.5 | 7 | 1.1 | 10.2 | 1.64 | 0.190 | 0.031 | 14.0 | 2.3 | | | 25.7 | 4.1 | | | | |
| 8 | 0.2654 | | 0.243 | 8.0 | 56 | 25.2 | 2 | 1.0 | 3.4 | 1.54 | 0.084 | 0.038 | 0.0 | 0.0 | | | 9.3 | 4.2 | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 0.6003 | | 0.553 | 18.0 | 56 | 11.1 | 5 | 1.1 | 6.9 | 1.38 | 0.137 | 0.027 | 10.0 | 2.0 | | | 21.0 | 4.2 | | | | |
| 11 | 0.554 | | 0.506 | 16.5 | 56 | 12.1 | 5 | 1.0 | 6.8 | 1.47 | 0.106 | 0.023 | 0.0 | 0.0 | | | 19.3 | 4.2 | | | | |
| 12 | 0.541 | | 0.494 | 16.3 | 51 | 11.3 | 5 | 1.1 | 6.8 | 1.50 | 0.115 | 0.025 | 10.0 | 2.2 | | | 19.0 | 4.2 | | | | |
| 13 | 0.54 | | 0.493 | 16.0 | 56 | 12.4 | 5 | 1.0 | 6.8 | 1.51 | 0.110 | 0.024 | 8.0 | 1.8 | | | 18.7 | 4.1 | | | | |
| 14 | 0.398 | | 0.362 | 11.8 | 35 | 10.7 | 4 | 1.1 | 6.6 | 2.00 | 0.081 | 0.024 | 0.0 | 0.0 | | | 13.7 | 4.1 | | | | |
| 15 | 0.248 | | 0.220 | 7.3 | 56 | 27.0 | 2 | 1.2 | 3.7 | 1.79 | 0.051 | 0.025 | 0.0 | 0.0 | | | 8.5 | 4.1 | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 0.564 | | 0.511 | 16.8 | 51 | 10.8 | 6 | 1.2 | 6.5 | 1.38 | 0.110 | 0.023 | 10.0 | 2.1 | | | 19.5 | 4.2 | | | | |
| 18 | 0.569 | | 0.527 | 17.2 | 56 | 11.8 | 5 | 1.1 | 6.8 | 1.44 | 0.115 | 0.024 | 6.0 | 1.3 | | | 20.1 | 4.2 | | | | |
| 19 | 0.605 | | 0.555 | 18.3 | 61 | 12.1 | 5 | 1.0 | 6.9 | 1.37 | 0.146 | 0.029 | 6.0 | 1.2 | | | 21.3 | 4.2 | | | | |
| 20 | 0.591 | | 0.540 | 18.0 | 61 | 12.3 | 5 | 1.0 | 6.9 | 1.40 | 0.141 | 0.029 | 6.0 | 1.2 | | | 21.0 | 4.3 | | | | |
| 21 | 0.47 | | 0.428 | 14.0 | 30 | 7.8 | 3 | 0.7 | 6.6 | 1.69 | 0.115 | 0.029 | 0.0 | 0.0 | | | 16.3 | 4.2 | | | | |
| 22 | 0.237 | | 0.213 | 7.0 | 25 | 12.8 | 2 | 0.8 | 3.4 | 1.70 | 0.057 | 0.029 | 8.0 | 4.0 | | | 8.2 | 4.1 | | | | |
| 23 | 0.223 | | 0.204 | 7.0 | 41 | 21.8 | 2 | 1.1 | 3.7 | 1.97 | 0.055 | 0.030 | 0.0 | 0.0 | | | 8.2 | 4.4 | | | | |
| 24 | 0.526 | | 0.478 | 15.8 | 30 | 6.9 | 4 | 0.9 | 6.8 | 1.54 | 0.108 | 0.025 | 8.0 | 1.8 | | | 18.4 | 4.2 | | | | |
| 25 | 0.519 | | 0.477 | 15.8 | 56 | 12.9 | 4 | 0.9 | 3.4 | 0.79 | 0.115 | 0.027 | 0.0 | 0.0 | | | 18.4 | 4.2 | | | | |
| 26 | 0.537 | | 0.490 | 16.0 | 61 | 13.6 | 4 | 1.0 | 6.8 | 1.52 | 0.119 | 0.027 | 8.0 | 1.8 | | | 18.7 | 4.2 | | | | |
| 27 | 0.528 | | 0.485 | 16.0 | 51 | 11.5 | 4 | 0.8 | 6.8 | 1.54 | 0.123 | 0.028 | 8.0 | 1.8 | | | 18.7 | 4.2 | | | | |
| 28 | 0.537 | | 0.491 | 16.0 | 51 | 11.3 | 5 | 1.2 | 6.8 | 1.52 | 0.146 | 0.032 | 8.0 | 1.8 | | | 18.7 | 4.2 | | | | |
| 29 | 0.214 | | 0.198 | 6.5 | 51 | 28.4 | 1 | 0.7 | 3.3 | 1.85 | 0.049 | 0.027 | 0.0 | 0.0 | | | 7.6 | 4.2 | | | | |
| 30 | 0.223 | | 0.201 | 6.8 | 20 | 10.9 | 2 | 1.3 | 3.4 | 1.81 | 0.057 | 0.031 | 0.0 | 0.0 | | | 7.9 | 4.2 | | | | |
| 31 | 0.511 | | 0.464 | 15.8 | 51 | 11.9 | 5 | 1.1 | 6.7 | 1.57 | 0.123 | 0.029 | 6.0 | 1.4 | | | 18.4 | 4.3 | | | | |
| Total | 12.869 | 0.000 | 11.755 | 386.0 | 1313 | 375.1 | 107 | 27.7 | 0.0 | 0.00 | 182.8 | 50.5 | 2.91 | 0.766 | 138 | 35.0 | 0.0 | 0.00 | 450.4 | 113.44 | 0.0 | 0.00 |
| Maximum | 0.745 | 0.000 | 0.687 | 22.0 | 61 | 28.4 | 7 | 1.3 | 0.0 | 0.00 | 19.7 | 5.8 | 0.19 | 0.038 | 14 | 4.0 | 0.0 | 0.00 | 25.7 | 4.39 | 0.0 | 0.00 |
| Minimum | 0.214 | 0.000 | 0.198 | 6.5 | 20 | 6.5 | 1 | 0.7 | 0.0 | 0.00 | 3.3 | 0.8 | 0.05 | 0.023 | 0 | 0.0 | 0.0 | 0.00 | 7.6 | 4.09 | 0.0 | 0.00 |
| Average | 0.460 | 0.000 | 0.420 | 13.8 | 47 | 13.4 | 4 | 1.0 | ##### | ##### | 6.5 | 1.8 | 0.10 | 0.027 | 5 | 1.2 | ##### | #DIV/0! | 16.1 | 4.20 | ##### | ##### |

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

PRINTED NAME: David A Tyrrell
 TITLE: OPERATOR CLASSIFICATION: Class 1
 DPOR CERTIFICATION NO.: 1955002813
 RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES): Shenandoah River - Entire Month

Berryville STP Monthly DMR Data

August 2015

| Date | Effluent Flow | | Eff pH | | Eff Temp | | Eff CBOD | | Eff TSS | | Effluent DO River | | Effluent DO WWTP | | Eff NO2/NO3 | | Eff TKN | | Eff Total N | |
|-----------|---------------|--|--------|-------|----------|------|----------|------|---------|------|-------------------|-------|------------------|------|-------------|------|---------|------|-------------|------|
| | MGD | | SU | Deg C | mg/l | KG/D | mg/l | KG/D | mg/l | KG/D | mg/l | KG/D | mg/l | KG/D | mg/l | KG/D | mg/l | KG/D | mg/l | KG/D |
| 8/1/2015 | 0.24 | | 7.8 | 26.0 | | | | | | | 7.4 | 7.1 | | | | | | | | |
| 8/2/2015 | 0.25 | | 7.8 | 26.0 | | | | | | | 7.0 | 6.8 | | | | | | | | |
| 8/3/2015 | 0.25 | | 7.7 | 26.1 | | | | | | | 6.7 | 6.9 | | | | | | | | |
| 8/4/2015 | 0.26 | | 7.7 | 25.6 | 0 | 0 | 0 | 0.0 | 0 | 0 | 7.2 | 6.7 | 1.10 | 0.8 | 0.8 | | | | | 1.9 |
| 8/5/2015 | 0.28 | | 7.6 | 25.7 | 0 | 0 | 0 | | | | 7.4 | 6.9 | | | | | | | | |
| 8/6/2015 | 0.26 | | 7.6 | 26.0 | 0 | 0 | 0 | | | | 7.5 | 7.1 | | | | | | | | |
| 8/7/2015 | 0.20 | | 7.6 | 25.3 | | | | | | | 7.5 | 7.3 | | | | | | | | |
| 8/8/2015 | 0.20 | | 7.7 | 25.5 | | | | | | | 7.5 | 6.8 | | | | | | | | |
| 8/9/2015 | 0.26 | | 7.7 | 25.4 | | | | | | | 7.7 | 6.7 | | | | | | | | |
| 8/10/2015 | 0.26 | | 7.5 | 26.2 | | | | | | | 7.6 | 6.9 | | | | | | | | |
| 8/11/2015 | 0.29 | | 7.7 | 25.6 | 0 | 0 | 0 | | | | 8.1 | 6.8 | | | | | | | | |
| 8/12/2015 | 0.24 | | 7.6 | 25.8 | 0 | 0 | 0 | | | | 8.6 | 7.6 | | | | | | | | |
| 8/13/2015 | 0.23 | | 7.5 | 25.5 | 0 | 0 | 0 | | | | 8.6 | 7.5 | | | | | | | | |
| 8/14/2015 | 0.22 | | 7.6 | 25.0 | | | | | | | 7.3 | 7.2 | | | | | | | | |
| 8/15/2015 | 0.23 | | 7.6 | 25.4 | | | | | | | 7.9 | 7.4 | | | | | | | | |
| 8/16/2015 | 0.23 | | 7.6 | 25.5 | | | | | | | 7.2 | 7.3 | | | | | | | | |
| 8/17/2015 | 0.25 | | 7.7 | 25.8 | | | | | | | 8.2 | 7.8 | | | | | | | | |
| 8/18/2015 | 0.25 | | 7.6 | 25.8 | 0 | 0 | 0 | | | | 7.2 | 6.7 | 0.90 | 0.8 | 0.9 | | | | | 1.7 |
| 8/19/2015 | 0.24 | | 7.7 | 26.4 | 0 | 0 | 0 | | | | 8.3 | 7.5 | | | | | | | | |
| 8/20/2015 | 0.26 | | 7.7 | 26.5 | 0 | 0 | 0 | | | | 8.0 | 7.6 | | | | | | | | |
| 8/21/2015 | 0.28 | | 7.6 | 26.3 | | | | | | | 8.9 | 8.5 | | | | | | | | |
| 8/22/2015 | 0.22 | | 7.5 | 25.8 | | | | | | | 6.8 | 6.5 | | | | | | | | |
| 8/23/2015 | 0.22 | | 7.4 | 25.9 | | | | | | | 7.2 | 6.0 | | | | | | | | |
| 8/24/2015 | 0.25 | | 7.5 | 25.6 | | | | | | | 7.1 | 7.0 | | | | | | | | |
| 8/25/2015 | 0.23 | | 7.6 | 25.7 | | | | | | | 8.0 | 7.9 | | | | | | | | |
| 8/26/2015 | 0.21 | | 7.5 | 25.6 | | | | | | | 8.2 | 7.3 | | | | | | | | |
| 8/27/2015 | 0.21 | | 7.6 | 25.2 | | | | | | | 9.0 | 8.3 | | | | | | | | |
| 8/28/2015 | 0.21 | | 7.6 | 25.0 | | | | | | | 8.9 | 8.3 | | | | | | | | |
| 8/29/2015 | 0.20 | | 7.6 | 25.4 | | | | | | | 8.0 | 7.9 | | | | | | | | |
| 8/30/2015 | 0.21 | | 7.5 | 25.3 | | | | | | | 7.7 | 7.1 | | | | | | | | |
| 8/31/2015 | 0.20 | | 7.5 | 25.7 | | | | | | | 7.4 | 6.2 | | | | | | | | |
| Minimum | 0.20 | | 7.4 | 25.0 | 0 | 0 | 0 | 0.0 | 0 | 0 | 6.7 | 6.0 | 0.90 | 0.8 | 0.8 | | | | | 1.7 |
| Maximum | 0.29 | | 7.8 | 26.5 | 0 | 0 | 0 | 0.0 | 0 | 0 | 9.0 | 8.5 | 1.10 | 0.8 | 0.9 | | | | | 1.9 |
| Total | 7.32 | | 235.9 | 796.6 | 0 | 0 | 0 | 0.0 | 0 | 0 | 240.1 | 223.6 | 2.00 | 1.6 | 1.7 | | | | | 3.6 |
| Average | 0.24 | | 7.6 | 25.7 | 0 | 0 | 0 | 0.0 | 0 | 0 | 7.7 | 7.2 | 1.00 | 0.8 | 0.8 | | | | | 1.8 |
| Geo Mean | 0.23 | | 7.6 | 25.7 | 1 | 1 | 1 | 1.0 | 1 | 1 | 7.7 | 7.2 | 0.99 | 0.8 | 0.8 | | | | | 1.8 |

Berryville STP Monthly DMR Data

August 2015

| Date | Eff. Total N | | Eff. Total P | | E-Coli | |
|-----------|--------------|------|--------------|------|--------|-----------|
| | KG/D | KG/D | mg/l | KG/D | KG/D | No./100ml |
| 8/1/2015 | | | | | | |
| 8/2/2015 | | | | | | |
| 8/3/2015 | | | | | | |
| 8/4/2015 | 1.9 | 0.30 | 0.3 | | | 1 |
| 8/5/2015 | | | | | | |
| 8/6/2015 | | | | | | |
| 8/7/2015 | | | | | | |
| 8/8/2015 | | | | | | |
| 8/9/2015 | | | | | | |
| 8/10/2015 | | | | | | |
| 8/11/2015 | | | | | | 1 |
| 8/12/2015 | | | | | | |
| 8/13/2015 | | | | | | |
| 8/14/2015 | | | | | | |
| 8/15/2015 | | | | | | |
| 8/16/2015 | | | | | | |
| 8/17/2015 | | | | | | |
| 8/18/2015 | 1.9 | 0.30 | 0.3 | | | 1 |
| 8/19/2015 | | | | | | |
| 8/20/2015 | | | | | | |
| 8/21/2015 | | | | | | |
| 8/22/2015 | | | | | | |
| 8/23/2015 | | | | | | |
| 8/24/2015 | | | | | | |
| 8/25/2015 | | | | | | |
| 8/26/2015 | | | | | | |
| 8/27/2015 | | | | | | |
| 8/28/2015 | | | | | | |
| 8/29/2015 | | | | | | |
| 8/30/2015 | | | | | | |
| 8/31/2015 | | | | | | |
| Minimum | 1.9 | 0.30 | 0.3 | | | 1 |
| Maximum | 1.9 | 0.30 | 0.3 | | | 1 |
| Total | 3.7 | 0.60 | 0.6 | | | 3 |
| Average | 1.9 | 0.30 | 0.3 | | | 1 |
| Geo Mean | 1.9 | 0.30 | 0.3 | | | 1 |



Berryville Report

07/26/2015 - 08/14/2015

UF 1 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|----------|
| FluxBeforeBP | ● | 99 % | 2.03 | 463 | 7.21 |
| PermeateTurbidityAfterBP | ● | 99 % | 0.07 | 463 | 0.08 |
| TCPermeabilityBeforeBP | ● | 97 % | 8.85 | 463 | 35.61 |
| TMPBeforeBP | ● | 100 % | 0.09 | 463 | 0.12 |
| TotalPermeateFlowDaily | | 100 % | 8767.36 | 20 | 65420.75 |

UF 2 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|---------|
| FluxBeforeBP | ● | 99 % | 1.93 | 431 | 7.28 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.02 | 431 | 0.12 |
| TCPermeabilityBeforeBP | ● | 99 % | 7.63 | 431 | 28.62 |
| TMPBeforeBP | ● | 100 % | 0.12 | 431 | 0.22 |
| TotalPermeateFlowDaily | | 100 % | 7407.96 | 20 | 63880.2 |

UF 3 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|----------|
| FluxBeforeBP | ● | 99 % | 2.02 | 436 | 7.43 |
| PermeateTurbidityAfterBP | ● | 99 % | 0.07 | 436 | 0.07 |
| TCPermeabilityBeforeBP | ● | 99 % | 6.7 | 436 | 26.22 |
| TMPBeforeBP | ● | 100 % | 0.1 | 436 | 0.26 |
| TotalPermeateFlowDaily | | 100 % | 8050.19 | 20 | 63661.55 |

UF 4 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|----------|
| FluxBeforeBP | ● | 99 % | 2.06 | 462 | 7.32 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.05 | 462 | 0.04 |
| TCPermeabilityBeforeBP | ● | 99 % | 7.23 | 462 | 25.07 |
| TMPBeforeBP | ● | 100 % | 0.14 | 462 | 0.26 |
| TotalPermeateFlowDaily | | 100 % | 11103.7 | 20 | 67317.15 |

UF Plant KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|------------------------|--------|-------|----------|--------|-----------|
| PermeateTemperature | ● | 100 % | 0.6 | 1920 | 73.95 |
| TotalPermeateFlowDaily | ● | 100 % | 19304.71 | 20 | 260279.65 |

UF 1 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jul 26 | Jul 27 | Jul 28 | Jul 29 | Jul 30 | Jul 31 | Aug 01 | Aug 02 | Aug 03 |
|--------------------------|----|-----|-------|------|---|--------|--------|--------|--------|--------|--------|--------|--------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.49 | 7.75 | 7.48 | 6.43 | 7.81 | 7.74 | 6.69 | 7.1 | 7.34 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.11 | 0.12 | 0.11 | 0.11 | 0.11 | 0.1 | 0.1 | 0.11 | 0.11 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 39.96 | 33.33 | 34.89 | 34.64 | 33.53 | 38.56 | 28.17 | 38.2 | 36.96 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.1 | 0.13 | 0.13 | 0.1 | 0.13 | 0.15 | 0.1 | 0.12 | 0.11 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 58232.062541.077600.066199.061913.066115.065765.056605.059167.0 | | | | | | | | |

| Parameter | Aug 04 | Aug 05 | Aug 06 | Aug 07 | Aug 08 | Aug 09 | Aug 10 | Aug 11 | Aug 12 | Aug 13 | Aug 14 |
|--------------------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FluxBeforeBP | 6.02 | 7.14 | 7.52 | 7.0 | 7.23 | 6.79 | 6.74 | 7.59 | 7.58 | 7.25 | 6.46 |
| PermeateTurbidityAfterBP | 0.14 | 0.01 | 0.0 | 0.03 | 0.06 | 0.07 | 0.08 | 0.08 | 0.08 | 0.09 | 0.09 |
| TCPermeabilityBeforeBP | 28.13 | 38.12 | 38.81 | 35.34 | 34.51 | 30.96 | 36.49 | 31.39 | 39.16 | 38.94 | 42.7 |
| TMPBeforeBP | 0.07 | 0.13 | 0.11 | 0.1 | 0.14 | 0.1 | 0.09 | 0.15 | 0.15 | 0.13 | 0.09 |
| TotalPermeateFlowDaily | 56005.074895.083462.063974.061894.065333.059475.083149.062174.072428.051489.0 | | | | | | | | | | |

UF 2 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jul 26 | Jul 27 | Jul 28 | Jul 29 | Jul 30 | Jul 31 | Aug 01 | Aug 02 | Aug 03 |
|--------------------------|----|-----|-------|------|---|--------|--------|--------|--------|--------|--------|--------|--------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.01 | 7.2 | 7.01 | 7.91 | 7.68 | 7.21 | 7.24 | 7.86 | 7.09 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.11 | 0.14 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.12 | 0.13 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 26.2 | 30.43 | 32.35 | 25.96 | 29.87 | 27.49 | 26.38 | 26.45 | 34.47 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.2 | 0.22 | 0.2 | 0.26 | 0.2 | 0.23 | 0.26 | 0.25 | 0.18 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 63545.060736.061007.064756.069858.058477.062073.050953.055574.0 | | | | | | | | |

| Parameter | Aug 04 | Aug 05 | Aug 06 | Aug 07 | Aug 08 | Aug 09 | Aug 10 | Aug 11 | Aug 12 | Aug 13 | Aug 14 |
|--------------------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FluxBeforeBP | 6.96 | 7.61 | 7.55 | 7.0 | 7.02 | 7.2 | 6.7 | 7.3 | 7.5 | 7.36 | 7.51 |
| PermeateTurbidityAfterBP | 0.11 | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 |
| TCPermeabilityBeforeBP | 29.64 | 27.22 | 24.94 | 26.98 | 28.64 | 27.99 | 30.11 | 24.3 | 32.13 | 30.53 | 28.93 |
| TMPBeforeBP | 0.19 | 0.25 | 0.26 | 0.24 | 0.23 | 0.22 | 0.17 | 0.22 | 0.21 | 0.22 | 0.24 |
| TotalPermeateFlowDaily | 81861.061719.064270.068974.062402.069339.055995.079576.060825.060260.065404.0 | | | | | | | | | | |

UF 3 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jul 26 | Jul 27 | Jul 28 | Jul 29 | Jul 30 | Jul 31 | Aug 01 | Aug 02 | Aug 03 |
|--------------------------|----|-----|-------|------|---|--------|--------|--------|--------|--------|--------|--------|--------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.36 | 8.3 | 7.68 | 8.34 | 6.91 | 7.46 | 7.63 | 7.45 | 6.77 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.11 | 0.12 | 0.16 | 0.11 | 0.11 | 0.11 | 0.12 | 0.11 | 0.11 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 25.92 | 28.81 | 24.65 | 25.39 | 23.5 | 26.1 | 26.1 | 24.85 | 26.46 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.27 | 0.28 | 0.29 | 0.3 | 0.26 | 0.27 | 0.29 | 0.3 | 0.24 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 67285.052453.059800.069842.064326.057890.052617.069013.060141.0 | | | | | | | | |

| Parameter | Aug 04 | Aug 05 | Aug 06 | Aug 07 | Aug 08 | Aug 09 | Aug 10 | Aug 11 | Aug 12 | Aug 13 | Aug 14 |
|--------------------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FluxBeforeBP | 7.43 | 7.64 | 7.41 | 7.28 | 7.67 | 7.65 | 7.29 | 7.67 | 7.04 | 6.67 | 7.51 |
| PermeateTurbidityAfterBP | 0.09 | 0.02 | 0.02 | 0.02 | 0.01 | 0.02 | 0.03 | 0.05 | 0.06 | 0.07 | 0.07 |
| TCPermeabilityBeforeBP | 29.18 | 25.68 | 25.5 | 25.83 | 25.94 | 26.49 | 23.78 | 27.66 | 28.93 | 26.25 | 27.28 |
| TMPBeforeBP | 0.23 | 0.27 | 0.26 | 0.26 | 0.28 | 0.27 | 0.27 | 0.26 | 0.23 | 0.22 | 0.27 |
| TotalPermeateFlowDaily | 64353.075585.065062.058889.056158.061279.069682.058973.086425.057893.065565.0 | | | | | | | | | | |

UF 4 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jul 26 | Jul 27 | Jul 28 | Jul 29 | Jul 30 | Jul 31 | Aug 01 | Aug 02 | Aug 03 |
|--------------|----|-----|-------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.38 | 7.56 | 7.41 | 7.78 | 7.33 | 7.54 | 6.43 | 6.78 | 7.58 |

| Parameter | LL | LCL | UCL | HH | Jul 26 | Jul 27 | Jul 28 | Jul 29 | Jul 30 | Jul 31 | Aug 01 | Aug 02 | Aug 03 |
|--------------------------|----|-----|-----|----|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.08 | 0.09 | 0.1 | 0.09 | 0.09 | 0.09 | 0.1 | 0.1 | 0.1 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 26.74 | 24.46 | 26.0 | 22.7 | 23.0 | 22.06 | 21.85 | 26.36 | 24.87 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.24 | 0.29 | 0.25 | 0.32 | 0.28 | 0.33 | 0.19 | 0.21 | 0.25 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 58365.0 | 66859.0 | 60819.0 | 77601.0 | 51593.0 | 61130.0 | 54847.0 | 72934.0 | 75627.0 |

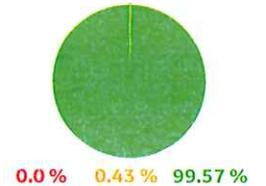
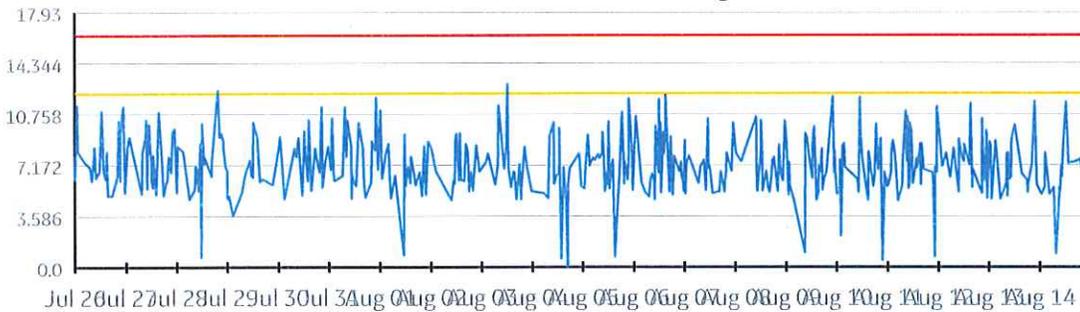
| Parameter | Aug 04 | Aug 05 | Aug 06 | Aug 07 | Aug 08 | Aug 09 | Aug 10 | Aug 11 | Aug 12 | Aug 13 | Aug 14 |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| FluxBeforeBP | 7.28 | 8.11 | 7.61 | 7.07 | 7.0 | 7.28 | 7.83 | 7.01 | 6.81 | 6.99 | 6.94 |
| PermeateTurbidityAfterBP | 0.07 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.01 | 0.0 | 0.0 | 0.0 |
| TCPermeabilityBeforeBP | 24.27 | 25.84 | 23.33 | 21.03 | 27.34 | 26.18 | 25.91 | 25.34 | 25.16 | 29.88 | 26.3 |
| TMPBeforeBP | 0.26 | 0.28 | 0.29 | 0.26 | 0.19 | 0.26 | 0.29 | 0.26 | 0.27 | 0.2 | 0.22 |
| TotalPermeateFlowDaily | 61721.0 | 88832.0 | 66520.0 | 53050.0 | 64414.0 | 59995.0 | 84497.0 | 85625.0 | 57247.0 | 76212.0 | 68455.0 |

UF Plant KPI Summary

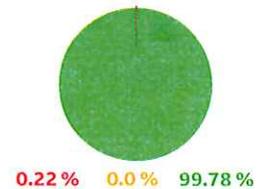
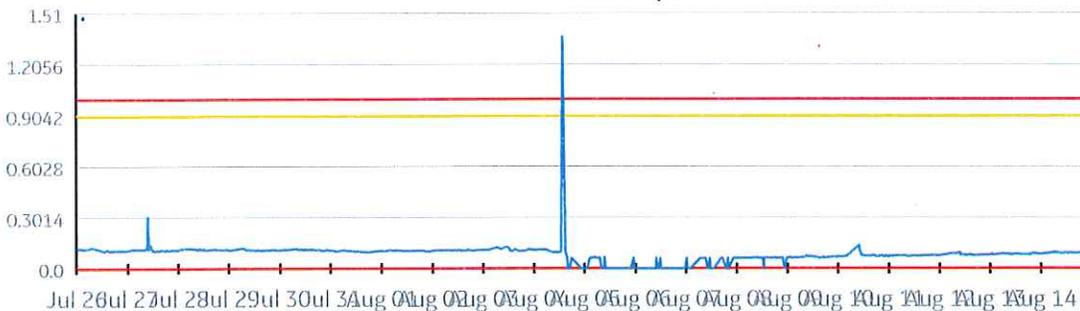
| Parameter | LL | LCL | UCL | HH | Jul 26 | Jul 27 | Jul 28 | Jul 29 | Jul 30 | Jul 31 | Aug 01 | Aug 02 | Aug 03 |
|------------------------|----|-----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PermeateTemperature | 32 | -- | 100 | 110 | 73.44 | 73.97 | 74.29 | 74.66 | 75.13 | 74.63 | 74.38 | 73.93 | 73.91 |
| TotalPermeateFlowDaily | -- | -- | 110000 | 210000 | 247427 | 242589 | 259226 | 278398 | 247690 | 243612 | 235302 | 249505 | 250509 |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Parameter | Aug 04 | Aug 05 | Aug 06 | Aug 07 | Aug 08 | Aug 09 | Aug 10 | Aug 11 | Aug 12 | Aug 13 | Aug 14 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PermeateTemperature | 74.14 | 74.35 | 73.98 | 73.46 | 73.41 | 73.83 | 73.88 | 73.75 | 73.7 | 73.23 | 72.96 |
| TotalPermeateFlowDaily | 263940 | 301031 | 279314 | 244887 | 244868 | 255946 | 269649 | 307323 | 266671 | 266793 | 250913 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

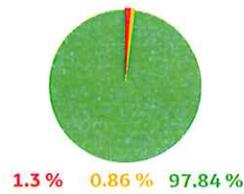
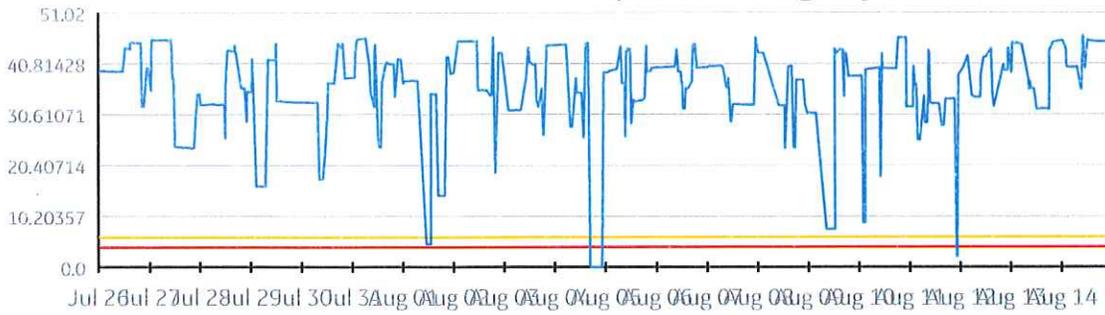
UF 1 - FluxBeforeBP (gfd)



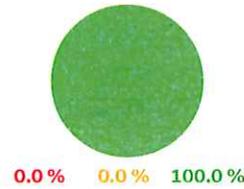
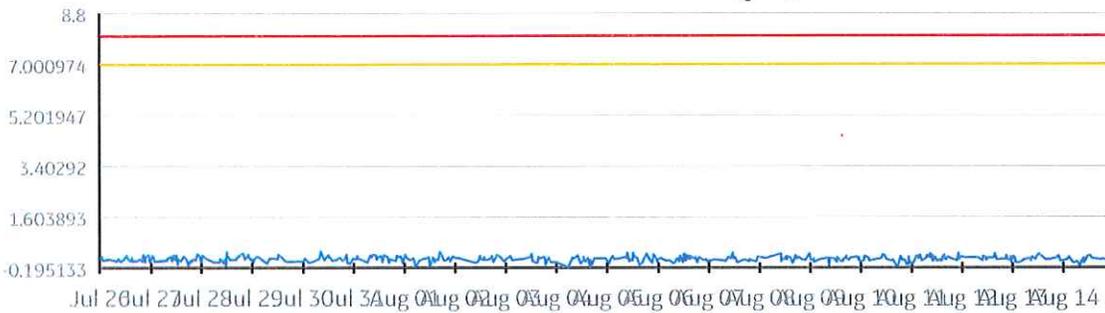
UF 1 - PermeateTurbidityAfterBP (NTU)



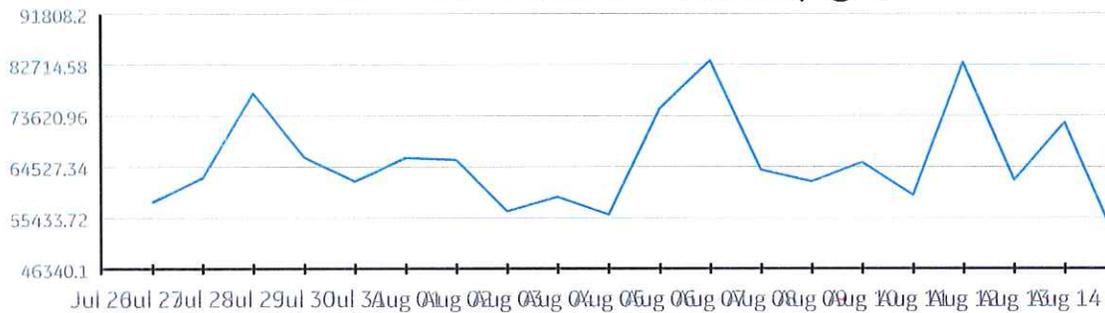
UF 1 - PermeabilityBeforeBP (gfd/psi)



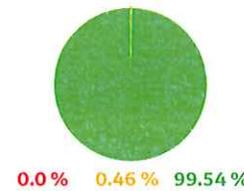
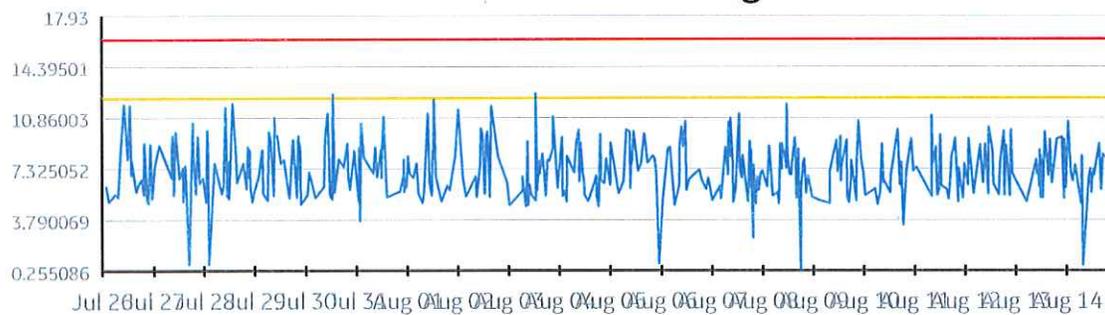
UF 1 - TMPBeforeBP (psi)



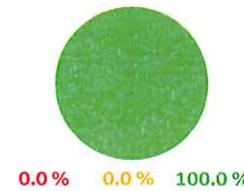
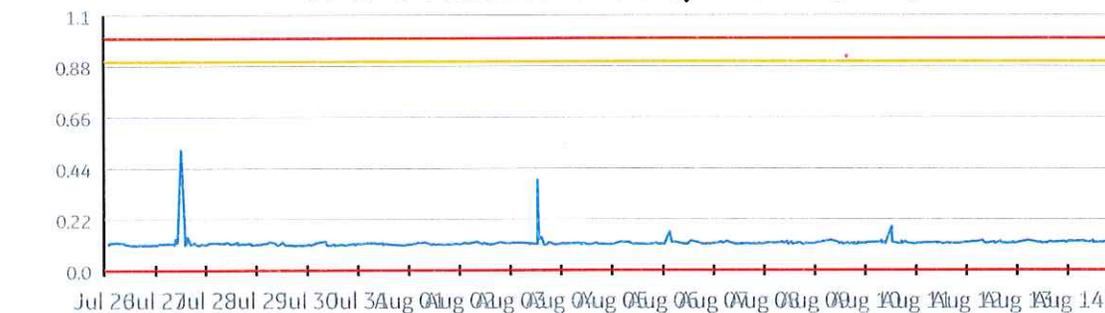
UF 1 - TotalPermeateFlowDaily (gal)



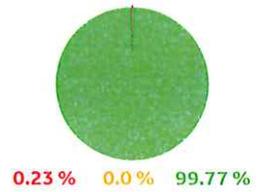
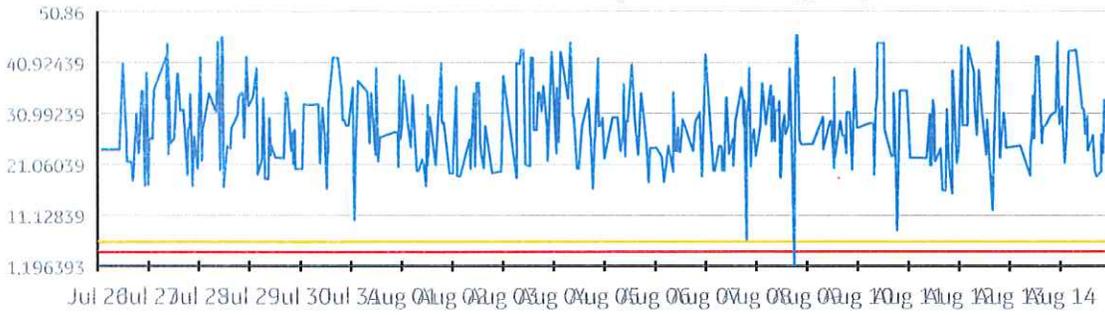
UF 2 - FluxBeforeBP (gfd)



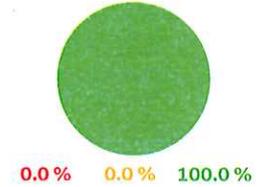
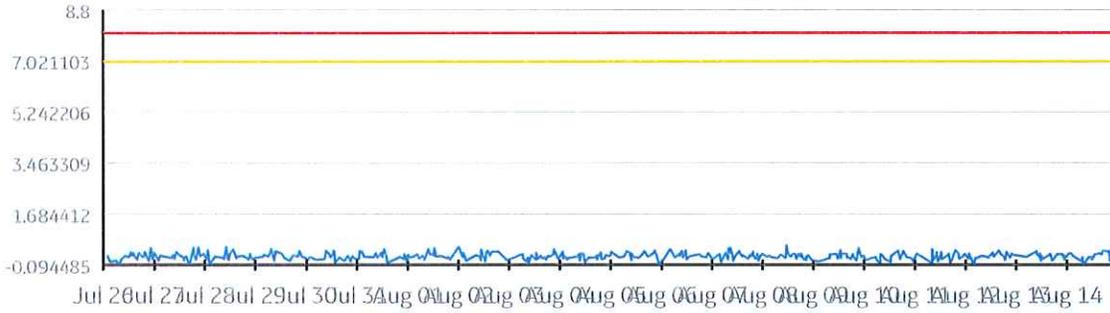
UF 2 - PermeateTurbidityAfterBP (NTU)



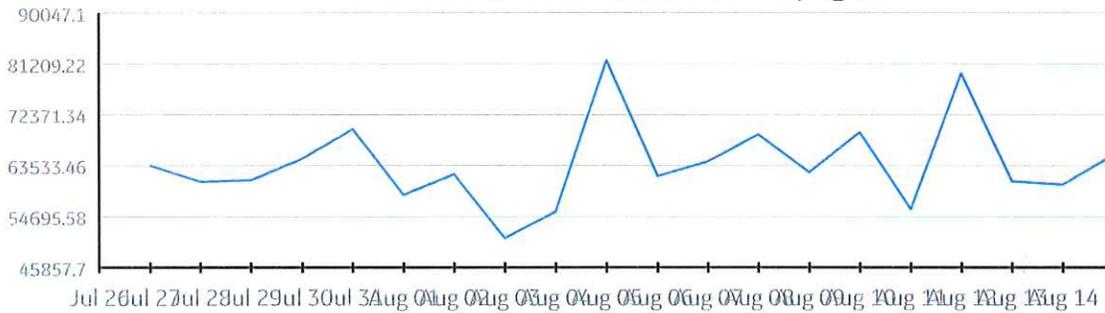
UF 2 - PermeabilityBeforeBP (gpd/psi)



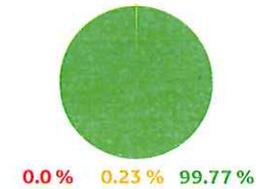
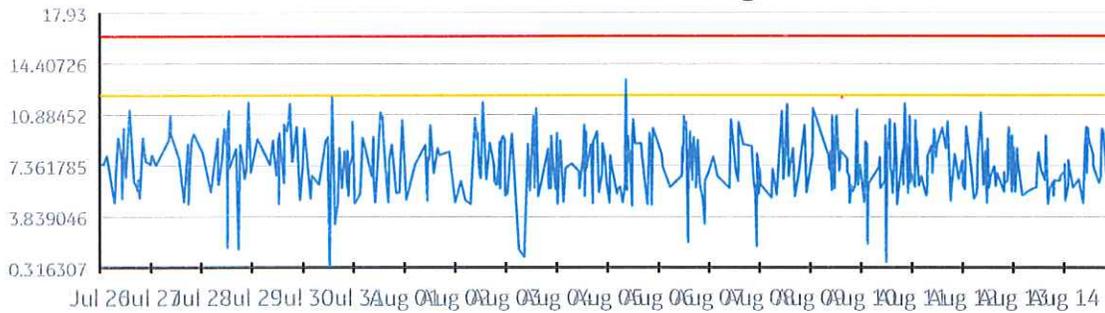
UF 2 - TMPBeforeBP (psi)



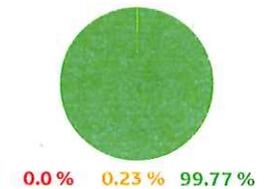
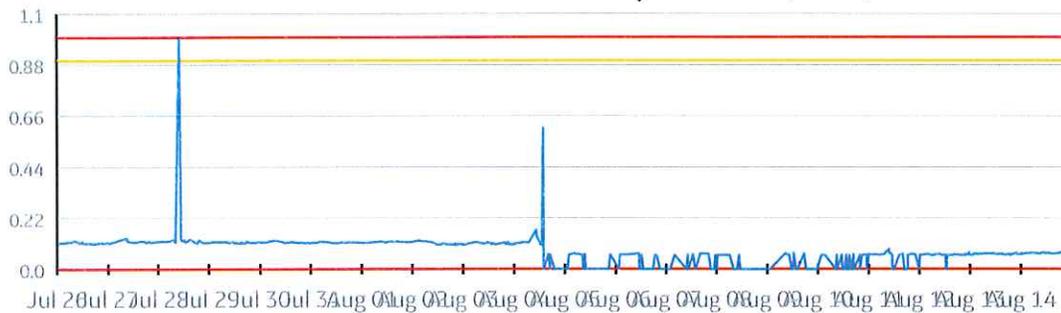
UF 2 - TotalPermeateFlowDaily (gal)



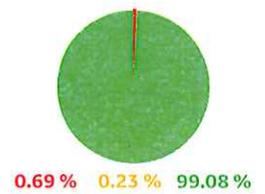
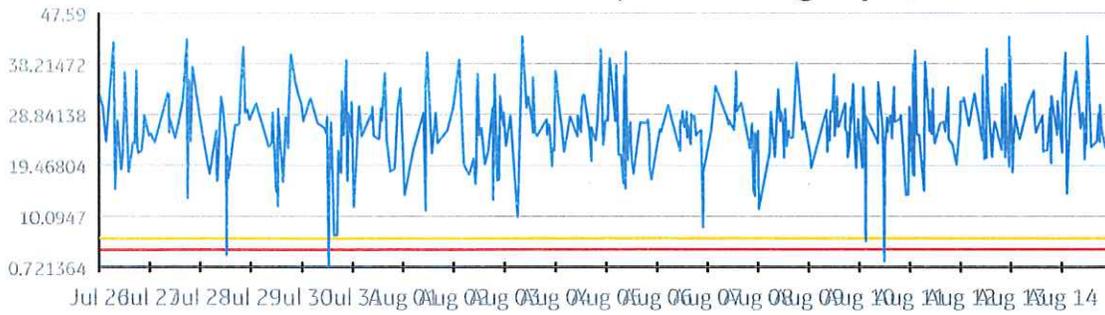
UF 3 - FluxBeforeBP (gfd)



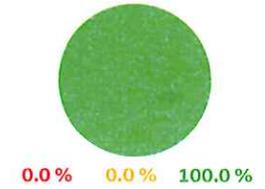
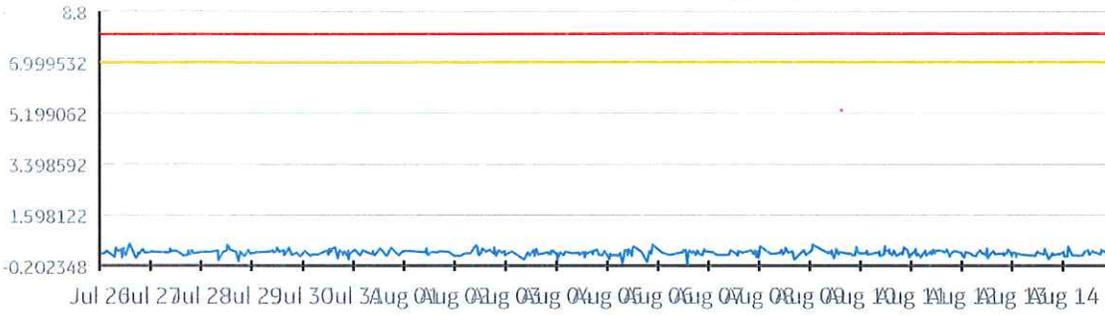
UF 3 - PermeateTurbidityAfterBP (NTU)



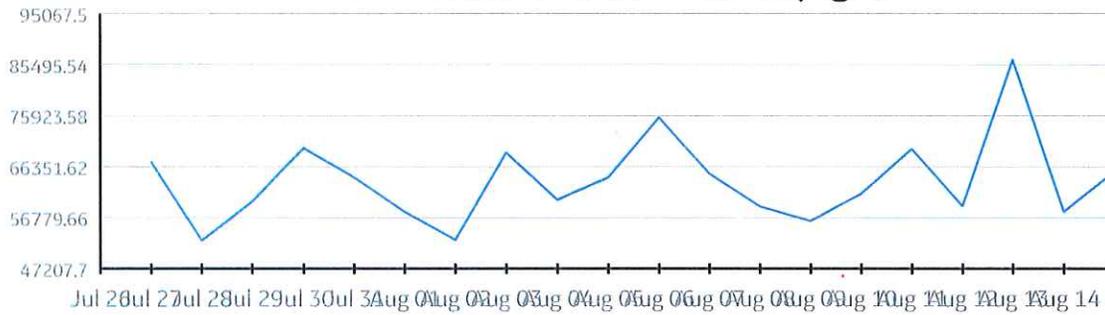
UF 3 - PermeabilityBeforeBP (gfd/psi)



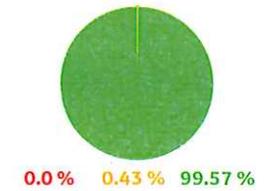
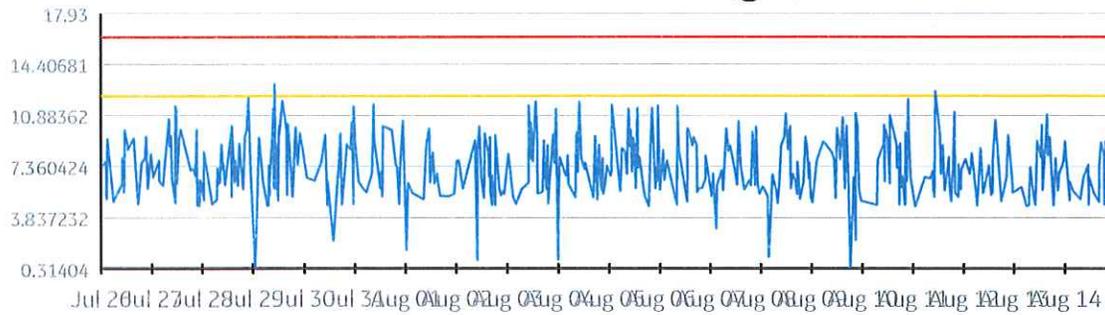
UF 3 - TMPBeforeBP (psi)



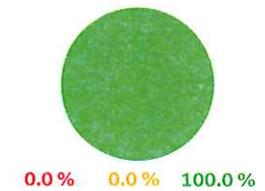
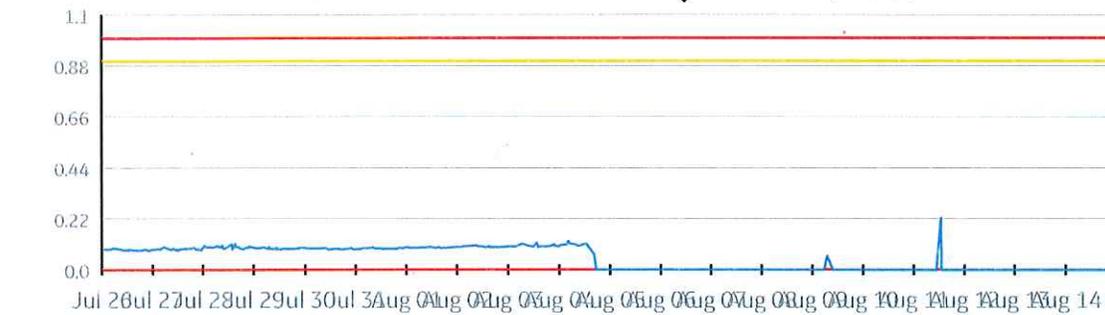
UF 3 - TotalPermeateFlowDaily (gal)



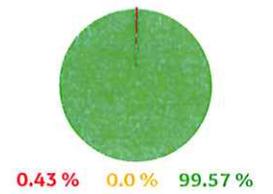
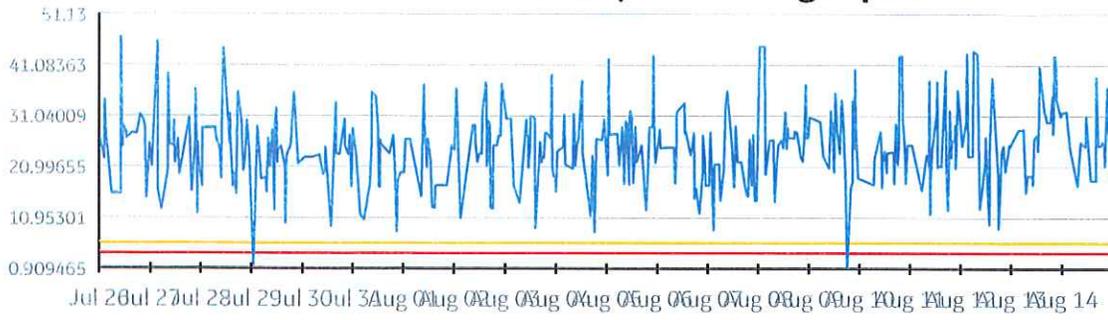
UF 4 - FluxBeforeBP (gfd)



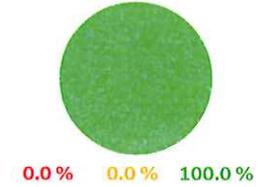
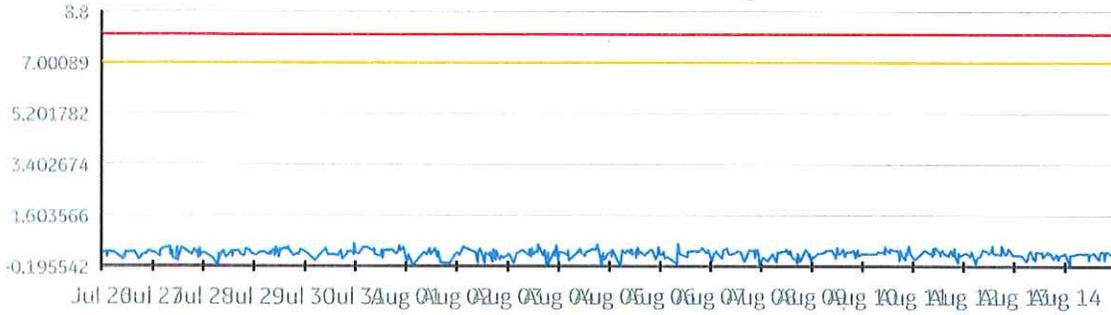
UF 4 - PermeateTurbidityAfterBP (NTU)



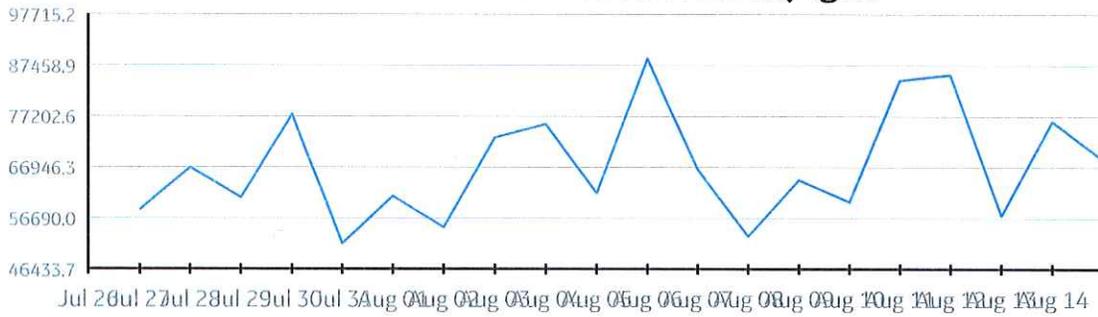
UF 4 - PermeabilityBeforeBP (g/d/psi)



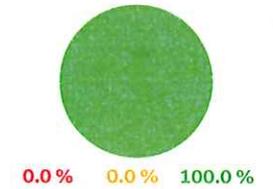
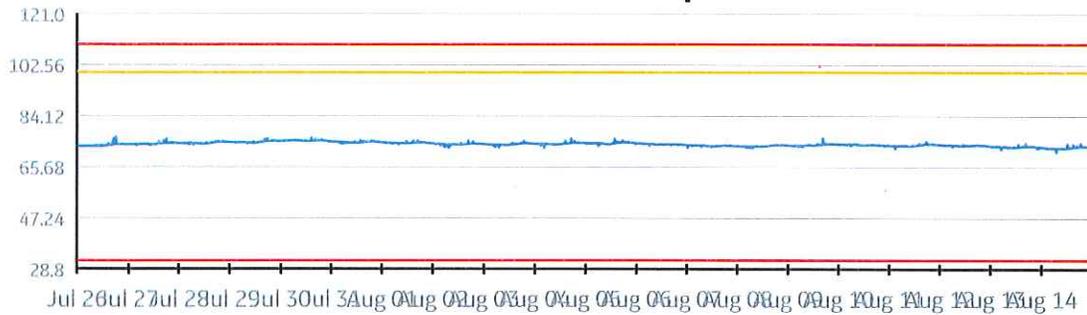
UF 4 - TMPBeforeBP (psi)



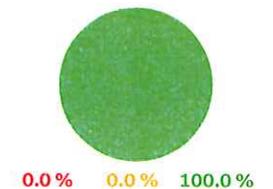
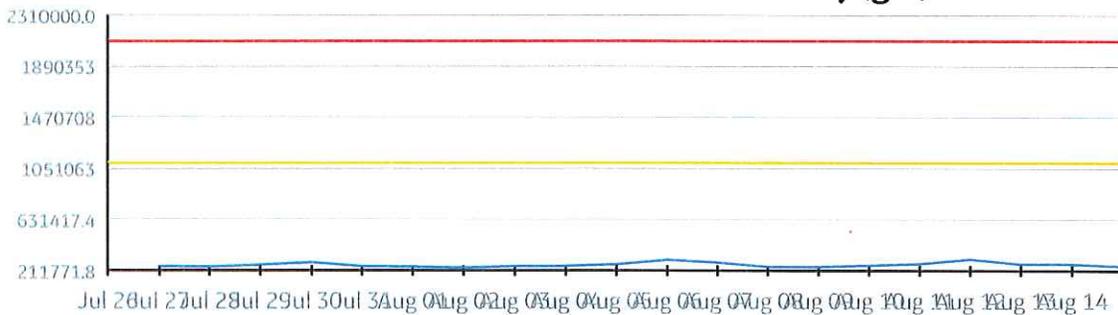
UF 4 - TotalPermeateFlowDaily (gal)



UF Plant - PermeateTemperature (F)



UF Plant - TotalPermeateFlowDaily (gal)



Attachment 9

Report of the Department of Public Works September 2, 2015

We encountered a couple sewer pump station issues this past month. The first problem that occurred was a power failure at the Bundy Street Station. This failure was caused by a lightning strike that damaged the station's transformer. We had to use our emergency generator to power the station for about three hours until power was restored. The second failure occurred at the South Buckmarsh Street Station. This power outage was caused by a squirrel that didn't have a very good day at a transformer. This outage also affected the Josephine West Pump Station. Once again we utilized our emergency generator and visited both stations for approximately 5 hours until power was restored.

We had one water break during the past month. The water service lateral for 305 West Main Street developed a leak on the town side of the meter setter. In order to repair this leak we dug up and removed the existing meter box, this allowed us enough room to install and replace the defected fittings and install a new meter setter and meter box.

The new parking meters and housings have finally arrived. Public Works has been busy installing the new duplex housings and replacing and upgrading the existing meter poles on Main Street. The meter replacement on Main Street will be completed by September 4th, 2015. We had hoped to have the entire meter replacement project completed by September 15th however we are having a difficult time with Duncan Parking Technologies in our effort to receive a meter programmer. We need this programmer so we can reprogram our existing electronic meters to reflect the new parking rates. We have enough new meters to finish Main Street, but the meter replacements on North & South Church, Crow, and Crow Street parking lot will have to wait until we receive the programmer.

The milling and paving of Rt. 340 is now on schedule to start September 9th. I have been informed by VDOT this project will be done during day light hours and take about one week to complete. VDOT plans to replace the storm sewer located on the south side of West Main Street the first week of October. They propose this project will take one week to complete.