

**BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Meeting Room C
Regular Meeting
January 3, 2017
3:00 p.m.**

| <u>Item</u> | | <u>Attachment</u> |
|-------------------|---|-------------------|
| 1. Call To Order | | |
| 2. Discussion | Town of Berryville Schedule of Water and Sewer Fees and Charges/Water and Sewer Availability Fees | 1 |
| 3. Discussion | Draft Street Work Priorities FY 18 | 2 |
| 4. Discussion | Water main upgrade Treadwell Street/Budget Amendment | 3 |
| 5. Closed Session | No Closed Session Scheduled | |
| 6. Other | | |
| 7. Adjourn | | |

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

Attachment 1

Town of Berryville Schedule of Water and Sewer Fees and Charges / Water
and Sewer Availability Fees

Section 3.2.b of the Town of Berryville Schedule of Water and Sewer Fees and Charges (6/24/15) contains a topographical error. The unit charge should be the same as the Multi-Family unit charge in Section 3.1. Accordingly, the per unit charge in Section 3.2.b should be \$4,725.

Mayor Dickinson would also like to discuss Section 3 as it relates to availability fees for Multi-Family uses.

TOWN OF BERRYVILLE
SCHEDULE OF WATER AND SEWER FEES AND CHARGES
Effective June 24, 2015

I. USER FEES

A. WATER

\$8.40 per 1,000 gallons of usage
\$5.00 per month minimum charge

B. SEWER

\$ 17.00 per 1,000 gallons of usage
\$ 15.00 per month minimum charge

II. DEPOSITS AND ADMINISTRATIVE FEES

A. DEPOSITS

Residential: \$ 225

Business/Commercial (excluding Restaurants and Laundries): \$ 860

Restaurant: \$ 785

Laundry: \$2,450

B. ADMINISTRATIVE FEES

Late Fee: 10% of bill amount

Service Disconnection/Reconnection Fee: \$40

Returned Check/ACH Fee \$25

III. AVAILABILITY FEES

A. WATER

| | <u>Type of Premises</u> | <u>Charge</u> |
|----|---|---------------------------------|
| 1. | Residential: | |
| | Single Family Residential individual 5/8" meter | \$ 5,250 + meter charge |
| | Town House, Duplex individual 5/8" meter | \$5,250 per unit + meter charge |
| | Multi-Family | \$4,725 per unit + meter charge |

2. Commercial, Industrial, Institutional, & Single Family greater than 5/8" meter:

| Water Meter Size (Inches) | Demand Ratio | Radio Read | |
|------------------------------|-----------------|---------------|-----------------------------|
| | | Avail. Fee | Meter Cost |
| 5/8 | 1.0 | \$ 5,250 | Meter cost + 30% admin. fee |
| 3/4 | 1.5 | 7,825 | Meter cost + 30% admin. fee |
| 1.0 | 2.5 | 13,125 | Meter cost + 30% admin. fee |
| 1.5 | 4.375 | 22,970 | Meter cost + 30% admin. fee |
| 2.0 | 8.0 | 42,000 | Meter cost + 30% admin. fee |
| 3.0 | 16.0 | 84,000 | Meter cost + 30% admin. fee |
| 4.0 | 25.0 | 131,250 | Meter cost + 30% admin. fee |
| 6.0 | 50.0 | 262,500 | Meter cost + 30% admin. fee |

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1

Notes:

- (a) Multi-family residences are defined as any master metered group of apartment, town house, condominium or other residential units with each unit containing separate kitchen facilities.
- (b) In cases where a master meter is serving multi-family residences or a combination of multi-family and commercial units, the applicant will pay a fee based on the higher of (a) an amount derived by multiplying the unit charge of \$5,250 for multi-family residence times the total number of residential and commercial units to be served by a single meter, or (b) an amount based on the meter size as specified above.

B. SEWER

| Water Meter Size (Inches) | Demand Ratio | Avail. Fee |
|------------------------------|-----------------|---------------|
| 5/8 | 1.0 | \$ 22,750 |
| 3/4 | 1.5 | 34,125 |
| 1.0 | 2.5 | 56,875 |
| 1.5 | 4.375 | 99,535 |
| 2.0 | 8.0 | 182,000 |
| 3.0 | 16.0 | 364,000 |
| 4.0 | 25.0 | 568,750 |
| 6.0 | 50.0 | 1,137,500 |

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1

IV. LATERAL or CONNECTION FEES

A. WATER

| Meter Size (Inches) | By Others | By Town |
|------------------------|--------------|-----------------------------|
| 5/8 | * (b) | cost + 10% (\$500 min.) & b |
| 3/4 | * (b) | cost + 10% (\$500 min.) & b |
| 1.0 | * (b) | cost + 10% (\$500 min.) & b |
| 1.5 | * (b) | (c) & (b) |
| 2.0 | * (b) | (c) & (b) |
| 3.0 | * (a) & (b) | (a) & (b) |
| 4.0 | * (a) & (b) | (a) & (b) |
| 6.0 | * (a) & (b) | (a) & (b) |
| Greater than 6" | * (a) & (b) | (a) & (b) |

B. SEWER

| Lateral Size (Inches) | By Others | By Town |
|-----------------------|-----------|-------------------------|
| 4 | * | cost + 10% (\$500 min.) |
| Greater than 4" | * | N/A (d) |

Notes:

- (a) = Town of Berryville to furnish and install wet taps to existing mains at cost plus 10%. Contractor to furnish and install lines and vaults.
 - (b) = Town of Berryville to install meters.
 - (c) = Town of Berryville to provide 2" service line to property line with 2" ball valve at cost plus 10%. Contractor to furnish and install meter vault and meter setter.
 - (d) = Installed by contractor if larger than 4" required.
- * = Inspection fee applies, see Section V.

V. INSPECTIONS

A. Sanitary Sewer Camera Service & Storm Sewer Camera Service

Mains and Laterals Over 4-Inches in Diameter:

| | |
|------------------------|------------------------|
| Mobilization Fee | \$250 |
| Camera Fee | \$2.50 per linear foot |

4-Inch Laterals:

| | |
|---|-----------------------------------|
| Laterals Under 50-Feet in Length | \$100 |
| Laterals 50-Feet in Length or Greater | \$100 plus \$2.50 per linear foot |

B. Inspections

| | |
|---------------------------------------|----------------|
| Approved Inspector or Town Staff..... | \$ 50 per hour |
| Licensed Professional Engineer | cost |

Notes:

Cleaning lines will be required prior to camera use and is the responsibility of the applicant.

VI. SIGNIFICANT INDUSTRIAL USER FEES

| | |
|-------------------------------------|-------|
| Sewer system discharge permit | \$500 |
|-------------------------------------|-------|

VII. WATER METER TESTING

| | |
|------------------------|---------------|
| 5/8" meter | \$ 100 |
| All other meters | \$ 100 + cost |

Notes: Fee is refunded if meter is found to be over registering

VIII. UNAUTHORIZED USE OF SERVICE

For unapproved water withdrawals from fire hydrants or any other part of the Town Water System, or when a customer willfully takes steps to reactivate service after service has been disconnected by the town on account of nonpayment of any charge owed to the town and the town is required to take some action to again discontinue service, such as removing the meter, etc., a charge for unauthorized use of service in the amount of two hundred and fifty dollars (\$250) shall be paid. This charge shall be in addition to any other charge for water and sewer utility services owed to the town, as well as any other legal remedies which the town may be able to pursue for unauthorized use of service.

Attachment 2

Draft Street Work Priorities FY 18

Please find attached the draft Street Work Priorities for FY 2018.

This document provides the plan for expenditure of funds (reimbursement) that are available for maintenance of streets within the Secondary System.

Please also find attached a list of paving projects that staff is considering for future work priorities.

A recommendation on the Street Work Priorities is sought from the Streets and Utilities Committee. Streets and Utilities Committee recommendations would be forwarded to the full Town Council for review/approval.

VDOT Funded Secondary System Maintenance / Street Work Priorities
FY 2018

| | |
|---|------------|
| <u>VDOT Reimbursement Limit</u> | \$ 474,787 |
| <u>Work Items and Equipment Purchase</u> | |
| Patch/Repair trouble areas in streets | \$ 20,000 |
| Sidewalk repair | \$ 10,000 |
| Engineering | \$ 5,000 |
| Equipment Purchase/Maintenance/Repair (purchase backhoe (54,500), tractor (30,000), signs (5,000), and safety equipment (1,500). Maintenance (24,000) | \$ 115,000 |
| Routine Street Maintenance (snow removal, tree trimming, drainage ditch cleaning, street cleaning, etc.) | \$ 100,000 |
| <u>Subtotal</u> | \$ 250,000 |
| <u>Funds available within Reimbursement (\$474,787 – 250,000)</u> | \$ 224,787 |

Specific Street Repair Work Priorities

| | |
|--|-----------|
| <i>Summer and fall (2017) Paving</i> | |
| Page Street (from Fairfax Street to Ritter Place) | \$ 17,300 |
| Jackson Drive | \$ 71,594 |
| Treadwell Street (from Willow Lane to Smith Street) | \$ 16,500 |
| Total Summer/Fall (2017) | \$105,394 |
| <i>Spring and summer (2018) Paving</i> | |
| Rice Street (from Treadwell Street to Academy Street) | \$ 11,400 |
| South Church Street (from Taylor Street to South Buckmarsh Street) | \$ 71,093 |
| Rosemont Circle | \$ 36,900 |
| Total Spring/Summer (2018) | \$119,393 |
| <u>Remaining within Reimbursement</u> | \$ 0 |

Draft Submitted to Streets and Utilities Committee 1/3/17

Other paving projects under review/consideration:

| | |
|--|-----------|
| First Street (from Main Street to EOTM) | \$ 79,400 |
| Swan Avenue (from Buckmarsh Street to terminus) * | \$ 31,700 |
| Hermitage (from Buckmarsh Street top Alexander Drive) ** | \$ 93,250 |
| Hermitage (from Alexander Drive to Tyson Drive) ** | \$ 79,600 |
| Hermitage (from Tyson Drive to Main Street) ** | \$ 84,400 |

* This work should not occur until the sidewalk along the north side of Swan has removed

** This work should, if possible, occur after Phase 5 has been developed (earthwork, streets, utilities, etc.)

Attachment 3

Water main upgrade Treadwell Street/Budget Amendment

At its December meeting, the Town Council agreed to set a public hearing on a budget amendment that would provide for the expenditure of funds from water distribution improvement reserves in order to complete a water main replacement project on Treadwell. The public hearing was advertised for the January Town Council meeting. The amount of the amendment was advertised at \$70,000.

Please find attached a project description and budget for the water main replacement project.

The attached budget has been calculated based on Town Crews completing the project and no charges for their time being assigned to the project. We would expect the project to cost approximately \$50,000 more if completed by a contractor.

At present, the line item in question has a balance of approximately 58,000. The budget for the for the project in question is \$60,000

While we intend to complete this project in house we would like to have the flexibility to complete it even if it had to be placed out to bid.

Accordingly, staff requests that the Streets and Utilities Committee recommend to the Town Council that the current budget be amended by increasing the water line improvement line item by \$70,000 to ensure that funds are available to complete this project. Excess funds would be returned to the reserve.

Water main upgrade Treadwell Street (from Smith Street east to Willow Lane)

Project Summary

This project is a step in the Town's efforts to improve fire protection and reduce water loss. The project would provide for the installation of a new water main, replacement of water laterals, and installation of a fire hydrant.

Project Scope

As a part of the Academy Court project, an 8" x 8" tee was installed on the south side of Treadwell Street near the intersection of Treadwell and Willow Lane. This tee provides the opportunity to extend a new main both east and west of that location. The project in question would begin at that new tee and extend in a westerly direction.

The new main would be extended approximately 400 feet or just west of the intersection of Treadwell and Smith Streets. The existing main would be removed and the new 8" main installed in the same ditch (temporary services provided to homes). Seven water laterals serving homes along Treadwell Street would be replaced. A fire hydrant would be installed near the intersection of Treadwell and Smith Streets.

For most of the project, while work is occurring, Treadwell Street from Willow Lane to Smith Street will be closed to through traffic. Residents who live in that street section will be permitted to ingress and egress except in specific instances where work requires the section (or portions thereof) to be closed to all traffic. Emergency access will be maintained to the greatest extent possible and Clarke County Emergency Communications will be informed of closures.

Improvements will be installed to prepare for eventual extension of the main further to the west.

Street crossings would be patched with base asphalt. Entire street section will be capped as a part of the FY 18 Spring/Summer paving projects (not a part of this project).

Project Budget (Project completed by Public Works Department Personnel)

| | |
|-----------------------------|--------|
| Estimated construction cost | 50,000 |
| Contingency | 5,000 |
| Survey Cost | 3,500 |
| Legal Cost | 1,500 |
| Total | 60,000 |

Project Schedule

| | |
|--------------------------------|------------------|
| Meeting with area residents | January 31, 2017 |
| Initiation of project activity | March 13, 2017 |
| Completion of Project | June 16, 2017 |

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearings at 7:30 p.m., or as soon after as these matters may be heard, on **Tuesday, January 10, 2017**, in the Main Meeting Room, Second Floor, of the Berryville/Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Dr. Leah Knode, VMD, (Owner, House Paws Animal Hospital), is requesting a Special Use Permit under Section 204.2(h) of the Berryville Zoning Ordinance in order to operate a Veterinary Hospital at the property located at 37 East Main Street, identified as Tax Map Parcel number 14A5-((A))-81A, zoned C General Commercial. SUP 05-16

The Berryville Planning Commission is sponsoring a text amendment as requested by Sean Millot, (Kimley-Horn and Associates, Inc.), Agent, (Michele Fascelli, Owner) to Article III, Section 305.17 of the Berryville Zoning Ordinance in order to modify parking requirements for "restaurant, fast food" to require one (1) space per 100 square feet of gross floor area and one (1) space for every four outside seats. TA 08-16

Copies of the applications, amendments, and maps may be examined at the Town Business Office, Berryville/Clarke County Government Center (101 Chalmers Court), First Floor, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Assistant Town Manager Christy Dunkle at 540 955-4081.

+ + + + +

The Berryville Town Council will hold the following public hearing at 7:30 p.m., or as soon after as this matter may be heard, on **Tuesday, January 10, 2017**, in the Main Meeting Room, Second Floor, of the Berryville/Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the proposed amendments to the Fiscal Year 2016-2017 Budget as follows:

| | APPROVED FY 16-17 | PROPOSED AMENDMENT FY 16-17 |
|--------------------------------------|------------------------------|--|
| <u>Resources and Revenues</u> | | |
| GENERAL FUND | | |
| Fund Balance | \$ - | \$ - |
| Revenue from Local Sources | \$ 2,463,250.00 | \$ 2,463,250.00 |
| Revenue from State Sources | \$ 891,786.00 | \$ 891,786.00 |
| Revenue from Other Sources | \$ 1,000.00 | \$ 1,000.00 |
| Total | \$ 3,356,036.00 | \$ 3,356,036.00 |
| WATER FUND | | |
| Fund Balance | \$ - | \$ 70,000.00 |
| Revenue from Local Sources | \$ 862,650.00 | \$ 862,650.00 |
| Availability Fees | \$ 78,050.00 | \$ 78,050.00 |
| Total | \$ 940,700.00 | \$ 1,010,700.00 |
| SEWER FUND | | |
| Fund Balance | \$ - | \$ 90,000.00 |
| Revenue from Local Sources | \$ 1,625,100.00 | \$ 1,625,100.00 |
| Availability Fees | \$ 318,500.00 | \$ 318,500.00 |
| Total | \$ 1,943,600.00 | \$ 2,033,600.00 |
| TOTAL RESOURCES AND REVENUES | \$ 6,240,336.00 | \$ 6,400,336.00 |
| <u>Expenses and Reserves</u> | | |
| GENERAL FUND | | |
| Maintenance and Operational | \$ 2,938,791.00 | \$ 2,938,791.00 |
| Debt Service | \$ 133,627.00 | \$ 133,627.00 |
| Capital Reserves and Expenses | \$ 96,780.00 | \$ 96,780.00 |
| Contingency | \$ 186,838.00 | \$ 186,838.00 |
| Total | \$ 3,356,036.00 | \$ 3,356,036.00 |
| WATER FUND | | |
| Maintenance and Operational | \$ 679,300.00 | \$ 679,300.00 |
| Debt Service | \$ - | \$ - |
| Capital Reserves and Expenses | \$ 236,800.00 | \$ 306,800.00 |
| Contingency | \$ 24,600.00 | \$ 24,600.00 |
| Total | \$ 940,700.00 | \$ 1,010,700.00 |
| SEWER FUND | | |
| Maintenance and Operational | \$ 977,495.00 | \$ 977,495.00 |
| Debt Service | \$ 470,000.00 | \$ 470,000.00 |
| Capital Reserves and Expenses | \$ 461,855.00 | \$ 551,855.00 |
| Contingency | \$ 34,250.00 | \$ 34,250.00 |
| Total | \$ 1,943,600.00 | \$ 2,033,600.00 |
| TOTAL EXPENSES AND RESERVES | \$ 6,240,336.00 | \$ 6,400,336.00 |

The amendment to the Water Fund provides for utilizing \$70,000 from the Water Distribution Improvement Reserve for an expenditure under Water Line Improvements. The amendment to the Sewer Fund provides for utilizing \$90,000 from the Membrane Replacement Reserve for a new expenditure item WWTP Membrane Pre-purchase.

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

Any person desiring to be heard on these matters should appear at the appointed time and place.

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

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