

**BERRYVILLE TOWN COUNCIL
MEETING AGENDA
Regular Meeting
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Tuesday, March 14, 2017
7:30 p.m.**

<u>Item</u>	<u>Attachment</u>
1. Call to Order – Patricia Dickinson, Mayor	
2. Pledge of Allegiance	
3. Approval of Agenda	
4. Public Hearings-	No public hearings scheduled
5. Approval of Minutes	
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6. Citizens' Forum	
7. Report of Patricia Dickinson, Mayor	
	Robinson, Farmer, & Cox presentation FY16 Audit
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9. Report of Christy Dunkle, Asst. Town Manager for Community Development	
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10. Report of Keith Dalton, Town Manager	
11. Report of H. Allen Kitselman, III - Berryville Area Development Authority Liaison	

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Item

Attachment

19. Closed Session – No closed session scheduled

20. Adjourn

↕ denotes an item on which a motion for action is included in the packet

Attachment 9

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
February 14, 2017
7:30 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; Erecka Gibson; David Tollett; Absent- Donna Marie McDonald

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Neal White, Chief of Police; Ann Phillips, Town Clerk

Press: Cathy Kuehner

1. Call to Order

Mayor Dickinson called the meeting to order at 7:31 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

On motion of Council member Tollett, seconded by Recorder Arnold, the agenda was approved unanimously.

4. Public Hearing – *No public hearing was scheduled.*

5. Approval of Minutes

The minutes of the Town Council meeting of January 10, 2017 were approved unanimously on a motion by Council member Tollett, seconded by Council member Gibson.

6. Citizens' Forum

The speakers were as follows:

Lonnie Grimes, Town resident, said he is not happy about Council's discussion of giving a \$500,000 break on senior housing to a developer. He said he is not against senior housing but does not think it is a good use of government power to give such a break to a developer on something that will affect the town as a whole. Mr. Grimes noted the membrane purchase approved at the last Council meeting and asked how the money would be recouped if this break were given. He said the new members of Council had campaigned on lower rates but have not done anything about lowering the rates, adding he is a concerned citizen who regrets voting for the new members.

Diane Harrison, Town resident, said that the water issue is not about senior housing, it is about business. She said making the topic about senior housing to make people feel guilty is wrong. She said a builder knows ahead of time what the costs are going to be, and asking for a break now after the project has been approved is not acceptable. Ms. Harrison said she wished to add to the proposed list of topics for discussion with VDOT representatives saying that a crosswalk is needed at the intersection of Buckmarsh Street and Hermitage Blvd.

Sue Ross of Berryville Main Street gave an overview of recent business openings in town. She invited everyone to the organization's upcoming 25th anniversary celebration. She thanked the Council and staff for the opportunity to apply for the annual VCA grant, which is a great help to the Fire House Gallery.

Jay Hillerson said he wanted to address the agenda item regarding the reduction of water and sewer availability fees. He said the \$500,000 reduction had little to do with seniors and everything to do with profits. He said it is not the job of government to ensure financial success of a building project. Mr. Hillerson reminded the new council members they ran on a promise of a reduction of water rates which he supported. He said he and others didn't realize that the reduction would be earmarked for just one person with the remaining users subsidizing that reduction. He noted previous discussions of Council and staff that concluded \$1,500,000 worth of water improvement projects in the future making availability fees critical unless water user rates were increased. He said the Council was considering giving up one-third of the necessary funds only a few months after campaigning on lowering rates. He questioned whether the new council members' platform had been only a ruse to get elected. Mr. Hillerson said he was very disappointed and asked how reducing fees for one person and increasing rates for every other user be fair. He said the Council's job is to do what is right for all the residents.

Marilyn Pierce, Town resident, said she has a problem with the \$525,000 reduction given to one person. She noted the previous approvals for the senior housing project. She said this will benefit one person, not the whole town. She said she understands the fees are used to maintain the water system for all users. She said that the 120 unit project with 120 kitchens and washers that is occupied 24 hours a day, seven days a week cannot be equated with the high school building project. She asked the Council members if they truly believed they should push the increase of the developer's bottom line on to all the Town residents. She listed the previous approvals of the senior housing project and various concessions to the developer and asked what would be next. She asked the Council to consider its actions carefully.

Alton Echols, Town resident, said it is not the case that he will benefit from the \$525,000 fee reduction. He compared the availability fees to restaurant prices saying the prices have gone too high so no one will come. He said there has been no multi-family housing because the fees are too high. He said the Council needs to find other ways to bring in money to cover the debt with the number of single family lots being reduced.

Lillian Ledford, Town resident, said she is the new manager for the Berryville and Clarke County Farmers' Market. She thanked the Council for supporting the Market by allowing the use of the Rixie Moore Parking Lot on Saturday mornings during the season. She said the opening day will be May 6.

7. Report of Patricia Dickinson, Mayor

The Mayor noted the imminent retirement of Laura Patten. Chief White recognized Ms. Patten for her service. **Council member Tollett moved that the Council of the Town of Berryville adopt the attached resolution recognizing Laura Patten for a distinguished career as a Police Department administrative assistant. Council member Gibson seconded the motion which carried as follows:**

Aye: Kitzelman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Absent: McDonald



**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BERRYVILLE
RECOGNIZING LAURA PATTEN FOR A DISTINGUISHED CAREER AS A
POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT**

WHEREAS, Laura Louise Patten began working for the Berryville Police Department on August 28, 1989, and for twenty-seven years loyally served the community of Berryville until her retirement on February 24, 2017; and,

WHEREAS, During those twenty-seven years of service Laura served the police department both as a Crossing Guard and Administrative Assistant, tasks that were vital to the mission of the Police Department; and,

WHEREAS, During those twenty-seven years of service Laura encountered several changes to the environment of public safety, to include the introduction of automated reporting requirements for criminal incident reports, and she was instrumental in assuring compliance as well as keeping department members apprised of a myriad of changes impacting the profession; and,

WHEREAS, Laura served as a primary point of contact for citizens calling in to the department or appearing in person, and performed that function with professionalism, knowledge, and compassion; and,

WHEREAS, Laura was recognized by her peers and the Horseshoe Curve Benevolent Association in 2015 for her outstanding career as support staff for the Berryville Police Department, and in addition was recognized by the Kiwanis of Clarke County in 2004 receiving the Caring and Sharing Award; and,

WHEREAS, Because of the professional and compassionate manner in which she conducted herself while an administrative assistant for the Town of Berryville, she favorably affected countless lives and provided a positive role-model of what a true public servant should be; and,

NOW, THEREFORE BE IT RESOLVED that the Council of the Town of Berryville hereby salutes Administrative Assistant Laura Patten for a distinguished career serving the Town and thanks her for her devoted service to the Town's residents.

By Order of the Council of the Town of Berryville on this the fourteenth day of February, 2017.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder

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Mayor Dickinson said Section 321 of the Zoning Ordinance recognizes a Tree Board and she is currently seeking Talent Bank forms from those interested in serving on the Board.

Mayor Dickinson said with budget season approaching it is important for goals and objectives be noted for the Budget and Finance Committee.

8. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold noted a bill currently in the state legislature requiring localities to post check registers and other accounting information on their websites. He suggested the requirement would be an unfunded mandate and would be costly for the town, and was opposed by the Virginia Municipal League. By consensus, the Council agreed that the Town is in opposition to the bill as it is written. Recorder Arnold said that it is important for the Town to contact elected representatives about issues affecting the Town.

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

Ms. Dunkle noted Mr. Echols has requested release of the bonds being held for Chamberlain and McClellan Streets. She said McClellan Street was accepted into the public system in October of 2015 with Chamberlain coming into the system in early 2016, and the remaining bond amount being held for McClellan and Chamberlain streets is \$2,390.25. **Council member Kitselman moved that the Council of the Town of Berryville release the following bond: Chamberlain and McClellan streets, \$2,390.25. Council member Tollett seconded the motion which carried as follows:**

- Aye: Kitselman, Gibson, Tollett, Arnold, Dickinson**
- Nay: None**
- Absent: McDonald**

Ms. Dunkle said the Town has been awarded a \$5,000 Local Government Challenge matching grant from the Commission for the Arts for the past five years. She said the grant, up to \$5,000, is a match to a local government's funding of arts organizations. By consensus, the Council agreed to direct staff to complete and submit this year's application identifying Berryville Main Street as the recipient.

Ms. Dunkle updated the Council on the Safe Routes to School project. She noted the Revenue Sharing Project for a flashing crosswalk sign at Swan Avenue and South Buckmarsh Street which has been approved by VDOT. She said there had been discussion with Clarke County Public Schools about sharing the costs of the local contribution to the project (\$13,500), and asked for direction on completing the paperwork for the revenue sharing. Mayor Dickinson said she would like to see the crosswalk, and said the Town needs to be prepared to pick up the whole tab if the Schools do not contribute. Recorder Arnold said that he feels strongly that the School Board should contribute and suggested the Mayor draft a letter to the schools asking them to contribute half of the \$13,500. The Council agreed by consensus, and the Mayor said she would draft a letter.

By consensus, the Council agreed to allow the Farmers' Market to use the Rixie Moore parking lot for the market location this year.

10. Report of Keith Dalton, Town Manager
Mr. Dalton thanked Laura Patten for her service.

Mr. Dalton highlighted the list of topics for discussion with VDOT at the March meeting. By consensus the Council asked that the crosswalk at Buckmarsh Street and Hermitage Blvd. be added to the list. Mr. Dalton said he will forward the list to VDOT representatives in advance of the March meeting.

Mr. Dalton noted a letter he received from Virginia Housing Development Authority requesting a locality CEO letter of support for the Robert Regan senior housing project. The Council discussed sending the letter. Mr. Dalton explained the letter allows VHDA to score various projects for the purposes of granting tax credits. **Recorder Arnold moved that the Council of the Town of Berryville authorize the Town Manager to send the locality CEO letter to VHDA in reference to the Robert Regan housing project. Council member Gibson seconded the motion which carried as follows:**

Aye: Kitselman, Gibson, Tollett, Arnold, Dickinson
Nay: None
Absent: McDonald

Mr. Dalton reminded the Council members to notify the Clerk if they wish to attend the upcoming VML conference.

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11. Report of H. Allen Kitselman, III – Berryville Area Development Authority Liaison
Council member Kitselman said the BADA met and reviewed the McDonald’s site plan. He said the assisted living project is up for review at the next meeting.

12. Report of Erecka Gibson - Chair, Budget and Finance Committee
The minutes of the January 24, January 31, and February 6, 2017 meetings were approved.

Recorder Arnold asked about the reference to blighted properties in the February 6 meeting minutes. Mayor Dickinson said she suggested the topic should be included for budgeting purposes.

Ms. Gibson said final negotiations for the internal controls RFP will begin this week.

13. Report of Donna McDonald - Chair, Community Improvements Committee
Council member McDonald was absent.

14. Report of David Tollett – Planning Commission Liaison
Council member Tollett had no report.

15. Report of David Tollett – Police and Security Committee
Council member Tollett said the Committee will meet again on February 23. He said the committee is continuing on revisions to Town Code sections.

Chief White said the charter agreement for the new criminal justice academy should be on the agenda at the next Council meeting.

16. Report of Patricia Dickinson – Chair, Streets and Utilities Committee
The minutes of the Committee meeting of January 24, 2017, were approved.

Mayor Dickinson said there has been a lot of discussion about availability fees. She said she sees an imbalance between the availability fee for water and the availability fee for sewer and said the funds can't be mixed. She said fees need to be paid into the correct fund account because funds cannot be mixed later. She said she has been doing a lot of research and wants the fees to be equitable. She quoted from a document on how a fee should be reviewed. She said she is not advocating giving a break to any one developer. She said a thoughtful approach is needed as to how availability fees are generated. She said that will spill over into how usage fees are generated. She said the Town needs to cover the costs and if someone is buying into the system, he or she needs to pay a fair share to gain access. She said there are many moving parts when reviewing fees including the number of users, because the more people on the system, the larger the revenue stream. She said it is a complicated issue and she advocates stepping back and taking a thoughtful approach to the issue. She said the senior housing project is the first big project under this fee schedule. She said the Streets and Utilities Committee has been trying to unravel the issue and come up with a proposed fee structure that will work. She said the Committee has decided to come up with two or three options to bring to the Council at the work session. She said the topic is a complex financial question and is not an engineering question.

Council member Kitselman said the matter is also an engineering question because much of the system is underground and is engineered, and parts of it are old. He said staff has developed a way to triage and repair the system which requires a hefty budget. He noted that at the previous meeting, the Council had agreed that staff would consult with an engineer. He said the engineer has reported back and that for multi-family units, the 80% of a single family dwelling usage is typical usage.

Council member Gibson noted the meter size for a single family unit is the same regardless of the size of the home. The Council discussed the methodology involved in the fee structure and its origin. Council member Gibson said she would support a review of the whole structure. Council member Kitselman noted that such a review will cost money.

Mayor Dickinson said she has found several tools to guide in the data gathering and that an engineer would need to be involved. She said it is important not to rush the review, and she would not assume the rates set originally would work today. She said she is concerned about availability fees being used to cover operating expenses and maintenance, adding she thinks these should be used for debt reduction and capital improvements.

Recorder Arnold said he agreed with hiring an engineer to review the schedule and inquired how it would affect the timeline of the senior housing project. He noted that appropriating the funds and studying the schedule would take several months.

Mayor Dickinson said she thinks the housing project needs to be addressed separately from the review of the fee schedule. She said she thinks the Streets and Utilities Committee can come back to the Council with a recommendation about adjusted fees at the next work session.

Council member Kitselman said if the desire is for the housing project to be built before the fee schedule analysis is complete, then the developer should follow the ordinance as it currently stands.

Recorder Arnold said he would have a tough time supporting the Council revising the availability fees without an official opinion or an engineer reviewing the options. He said he is not comfortable with the Streets and Utilities Committee reviewing the issue and coming up with an adjusted availability fee for the developer.

The Mayor said her plan was the Committee bringing back two or three alternatives to the full Council.

Recorder Arnold said he did not think the Committee had the expertise to provide alternative fees.

Council member Kitselman said if the issue is to be addressed at the work session, he did not wish to have a presentation by the developer. He said one of the options is that the developer pay the fee and do his project.

Mayor Dickinson said she would like to add a full review of availability fees and usage fees to the goals for next year. Council member Kitselman said an RFP would be needed for such review, and the Mayor agreed.

The Mayor said that Cattlemans Lane is owned by the railroad and is full of pot holes and standing water and is unsafe. She said she thinks the Town has a responsibility to see what it can do to get it fixed.

Recorder Arnold said that Cattlemans Lane is a private road that has been in disrepair for many years even though attempts have been made to fix it. He said there are a couple of businesses that chose to locate on the road. He said he would agree to a review of the issue next year, but that staff is too busy at this time to deal with a private road issue.

The Mayor said her thought was to ask Congresswoman Barbara Comstock to address the issue with the railroad.

Mr. Dalton said there may not be good answers in this case, because when work has been done before, it has caused storm water back up in other areas. Recorder Arnold cited a repair several years ago that caused flooding on another property.

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

Recorder Arnold inquired whether the Tree Board applicants were to be reviewed by the Personnel Committee. Mayor Dickinson said the ordinance is written so that applicants are reviewed by the full Council.

18. Other

Council member Kitselman said he would like the Council to look at codifying a policy for the use of the Town attorney by any member of Council. He noted the proposed policy included in the packet which calls for the assent of the Council before any one member of Council contacts the attorney and incurs costs. He added that if the issue is the performance of the Town Manager, there is a mechanism having the Chair of the Personnel Committee arrange the assent of the Council prior to the attorney being contacted. He said he will hold this issue until the next Council meeting.

Council member Kitselman said the other issue he wished to raise is creating a check and balance in the town ordinance in regard to committee appointments. He said a draft code amendment of Section 2-19 is in the agenda packet which changes the process from the Mayor having complete power to make

appointments. He said he had been waiting for the right thing to happen, and since it has not he would like to see the code changed. He said the Council had discussed having Recorder Arnold sit on the Budget and Finance Committee, and he thinks the Town is ill-served not to have Mr. Arnold with his institutional knowledge on that committee. He said the Council should codify the ability of the Council to rectify the refusal of the Mayor to hear the wishes of the Council. He said no one has ever used committee appointments as a weapon to belittle a political opponent.

Mayor Dickinson said that the comments of Council member Kitselman were inappropriate and a violation of the code of conduct.

Council member Kitselman disagreed with the Mayor's assessment and cited the Mayor's campaign literature.

19. Adjourn

There being no other business, upon motion of Council member Kitselman, seconded by Council member Tollett, the meeting was adjourned at 9:00 p.m.

Harry Lee Arnold, Jr., Recorder

Ann W. Phillips, Town Clerk

Attachment 10

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Work Session
February 22, 2017
6:00 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; Erecka Gibson; Donna Marie McDonald; Absent- David Tollett

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

Others: Christina Kraybill, Patty Maples, and Mary Jo Pellerito of Berryville Main Street

Press: Cathy Kuehner

1. Call to Order

Mayor Dickinson called the meeting to order at 6:03 p.m.

2. Approval of Agenda

On motion of Council member McDonald, seconded by Council member Kitselman, the agenda was approved unanimously.

3. Presentation / Discussion - Berryville Main Street Market Assessment

The members of the Berryville Main Street Economic Vitality Committee highlighted the Berryville Main Street Market Assessment completed in conjunction with Virginia Main Street representatives.

In discussing the Market Position Statement, the Committee members noted the three most important areas of focus for enhancing economic vitality:

- highlight conveniences and services in downtown
- the visitor driven economy and walkability
- strengthening the retreat brand for empty nesters and active retired residents and visitors

The committee and the Council discussed the importance of hotel in the Town. The committee noted that having a hotel would support all of the areas of focus in addition to the current business owners, the Barns of Rose Hill, local churches and Rosemont Manor.

Ms. Kraybill reviewed Berryville Main Street's plans for the coming year:

- the promotions committee will unveil a new website
- a walkability map
- the traditional events they have sponsored in the past, including the Cruise-In
- enhancing walkability with planters and a pocket park
- working with the landlords to address rents and help fill empty storefronts

Ms. Pellerito said the Committee would like to see additional community involvement in planning and participating in downtown activities.

The meeting was adjourned at 6:55 p.m. on a motion by Recorder Arnold, seconded by Council member Kitselman, and passed unanimously.

Harry Lee Arnold, Jr., Recorder

Ann W. Phillips, Town Clerk

Attachment 11

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Work Session
March 6, 2017
3:00 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; Erecka Gibson; David Tollett; Absent- Donna Marie McDonald

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer; Debbie Boggs, Utilities Clerk; Dave Tyrrell, Director of Public Utilities; Rick Boor, Director of Public Works; Ralph Elliott, Public Works Foreman; Christy Dunkle, Assistant Town Manager/Planner; Ann Phillips, Town Clerk

Others: Earl Sutherland, Pennoni Engineering

Press: Cathy Kuehner

1. Call to Order

Mayor Dickinson called the meeting to order at 3:00 p.m.

2. Approval of Agenda

On motion of Council member Tollett, seconded by Recorder Arnold, the agenda was approved unanimously.

3. Discussion – Water and Sewer Availability Fees

Earl Sutherland, Senior Engineer at Pennoni Engineering, spoke about how and why availability fees are used. He said there are two components to any utility income stream- the availability or connection fee and the monthly charge for service. He said ideally, the monthly fees are used for operational costs and availability fees are used to reduce existing debt and plan for future capital expenses. Citing equity, Mr. Sutherland said the existing users should not pay for improvements to benefit new and future users.

Mr. Sutherland continued saying to set an availability fee schedule, existing capital costs and future capital costs need to be identified. He said the existing infrastructure also needs to be evaluated, adding that this may difficult in some localities because of the age of the system. Mr. Sutherland said that in regard to the treatment facilities, various components will age at different rates. He said that technological innovations will also affect costs.

Mr. Sutherland said that a rate schedule for availability fees is essential for ensuring fairness and that rates have a rational basis. He said nearly all of the rate setting studies he has seen have been designed by engineers and not accountants because while the mathematical part is straightforward, the hard part is making the engineering judgements and educated guesses as to how long things are going to last, and how much it will cost to replace those things.

Mr. Sutherland discussed the different types of utility customers including institutional and business. He said it is important that local government treat the utility as a business. He added that appeals to avoid paying the fees are often made, but once exceptions are made, it is impossible to stop.

Mr. Sutherland concluded saying that the way to set fees is to determine what the present costs are, what the future costs are, and how much money the locality should be putting away to address that future need, and rainy day needs.

Mayor Dickinson inquired how far into the future the needs are assessed. Mr. Sutherland said depending on the particular component, a series of five-year intervals is used.

Mayor Dickinson asked about usage fees. She asked whether availability fees or the number of users has the greater impact on usage fees. Mr. Sutherland discussed usage fees and availability fees and said they are inherently self-correcting with customers using less water with higher usage rates and builders constructing fewer buildings with higher availability fees.

Mayor Dickinson said the Town has high availability fee rates which discourages more user being added. She said adding more users is the only way to bring down the usage rates.

Council member Kitselman asked who had judged the rates to be too high. Mayor Dickinson said the market had done so. Council member Kitselman disagreed. She said her evidence is that since the rate schedule went into effect there has been no multi-family building completed. She said the schedule has had an impact on multi-family housing. Mr. Sutherland noted the VML report which lists all rates across the state which could be used to see where the Town stands in relation to the surrounding areas.

Mr. Dalton said the Mayor has said the availability fees are too high. He asked Mr. Sutherland to address the multi-family availability fee structure. Mr. Sutherland said there are two ways to look at the issue. He said one view is the multi-family building has one connection, and the other view counts the users. He said his firm has advised one locality recently to treat multi-family buildings as multiple individual users for the purposes of establishing the connection fee.

Mayor Dickinson said it is easier to service one connection at a multi-family building and send one bill than to do the same for 120 individual homes. Mr. Sutherland said the underground connection is not generally owned by the Town anyway. He said more and more utilities are going to the model where multi-family structures users are treated individually for the purposes of availability fees, adding that this is the trend.

Mayor Dickinson asked Mr. Sutherland if he had seen availability fees used to encourage or discourage certain types of development. Mr. Sutherland answered affirmatively.

Mr. Dalton asked if Mr. Sutherland, with his prior service to the Town, could estimate the time involved for Pennoni to revise the availability fee schedule including asset inventory, life cycle, and other components. Mr. Sutherland said the project would take several months.

Council member Kitselman asked if Mr. Sutherland could provide a range of costs to complete such a project. Mr. Sutherland said he could do so after consulting with his office, and would send it to Mr. Dalton.

4. Presentation – Water/Sewer System Overview

Mr. Dalton provided the overview from the following outline:

Water Treatment Plant

The Town's water treatment plant, which filters and treats water from the Shenandoah River, was constructed in 1984. The rated capacity of the plant is .864 MGD. The actual capacity at this time is

estimated at .750 MGD. The difference between the rated capacity and the actual capacity results from the age and configuration of the WTP's finish pumps.

Currently, water demand averages .330 MGD.

When additional capacity is needed, several projects would have to be completed to increase production. Those projects would include new finish water pumps, re-rating of filters, clear well expansion, and a booster pump station.

Treatment

Water is pumped from the Town's river pump tank to the WTP. At the WTP water flows into one of two pre-sedimentation tanks. In these tanks, the water receives a dose of potassium permanganate and is permitted to rest. The potassium permanganate, which is an oxidizer, reduces tastes and odors that customers would find objectionable. While the water rests, large particles begin to settle out of the water.

Water is pumped from the pre-sedimentation basins to the filters. The following agents are added to the water:

Aluminum sulfate (coagulant that attaches to particles in the water and produces "floc"),

Activated carbon (to reduce tastes and odors that customers would find objectionable),
and

Polymer (aids filter capture floc)

In the first stage of the three-stage filter the water is mixed with the agents and floc is permitted to form. The second stage provides for the settling of floc. The third stage provides for the flow of water through a mixed media filter. As the water flows from the filter to the clear well the following agents are added to the water:

Chlorine (disinfectant)

Sodium fluoride (reduces dental caries)

Water enters the clear well and is permitted to rest in order to provide for contact with the chlorine. Finish water pumps (2) pump the water from the plant to the water distribution and storage facilities.

The backwashing (cleaning) of the filters produces sludge that must be removed from the site and requires the Town to maintain a wastewater treatment (discharge) permit for the water treatment plant.

Water Storage Facilities

The Town maintains 3 water storage facilities and a booster pump station.

Southwest Elevated Tank (also known as the Josephine Tank)

- Constructed in 1984
- 250,000 gallon capacity
- Provides water pressure to low pressure zone

Northwest Elevated Tank

- Constructed in 1992
- 250,000 gallon capacity
- Provides water pressure to high pressure zone

Ground Reservoir

- Constructed in 1927
- 3,000,000 gallon capacity
- Provides water storage

Booster Pump Station

- Constructed in 1984
- Addition in 2012
- High service pumps that pump water from the Ground Reservoir to the Northwest Elevated Tank
- Booster pumps to increase pressure in the low pressure zone
- Pressure Control Valve that connects the low and high pressure zones
- Chlorine feed

Water Distribution System

The Town maintains a water distribution system that has approximately 1,700 connections. The system also contains two pressure control valves (in addition of the valve in the pump station).

The Town is responsible for the maintenance of mains, that portion of the lateral between the main and the water meter, and the meter setter and meter. Property owners are responsible for maintenance of that portion of the water lateral between the meter setter and the improvement served by utility.

Other improvements in the distribution system that the Town maintains include fire hydrants, valves, air release valves, and blow-offs.

The Public Utilities Department is responsible for water treatment and storage. The Public Works Department is responsible for the water distribution system.

Sewerage Collection

The Town maintains a sewerage collection system that has approximately 1,700 connections. The system also contains 6 sewer pump stations (1 more will be accepted into the system this year).

The Town is responsible for maintenance of sewer mains, sewer pump stations, and manholes. Property owners are responsible for maintenance of sewer laterals (also called building sewers).

The Public Works Department is responsible for the collection system, including sewer pump stations.

Wastewater Treatment Plant

The Town's wastewater treatment plant, which treats the effluent received from the sewerage collection system, was completed in 2012. The treatment process employed at the plant is a Membrane Reactor with a four-stage bardenpho. The rated capacity of the plant is .700 MGD

Currently, the flow to the plant averages .300 MGD.

Minimal preparation has been made in the construction of the current plant for expansion of the treatment facility to a 1.4 MGD plant. When additional capacity is needed, several projects may have to be completed in order to increase treatment capacity. Those projects will include construction of an additional treatment cell and equalization southwest of the existing plant.

Treatment

Wastewater enters the facility where it is screened to remove inorganic material, treated in an organic process utilizing aerobic and anoxic treatment, filtered by membranes, and disinfected by use of ultraviolet light. Two agents are introduced during the organic treatment process, a carbon source and aluminum sulfate. A carbon source is added to maintain desirable microorganisms. Aluminum sulfate is added to precipitate phosphorous out of the water. Once the water is disinfected it is pumped to the Shenandoah River.

The process produces sludge (Class B) that must be decanted and pressed to remove as much liquid as possible. Polymer (coagulant) and lime (stabilizer) are added to the sludge. Once the sludge is pressed it is landfilled.

Maintenance of the membranes requires the use of citric acid and sodium hypochlorite.

The Public Utilities Department is responsible for wastewater treatment and discharge to the river.

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The Council and staff discussed the specific operations conducted in order to provide water and sewer service.

Mr. Dalton a step by step explanation of the Town's water and sewer billing process. The Town Council discussed the billing process with the staff.

Mayor Dickinson said she was impressed and thanked the staff for the presentation.

The meeting was adjourned at 5:00 p.m. on a motion by Council member Tollett, seconded by Council member Gibson, and passed unanimously.

Harry Lee Arnold, Jr., Recorder

Ann W. Phillips, Town Clerk

Attachment 12

Development of a list of items for discussion with VDOT

March 14, 2017

The Town Council discussed this matter at its regular meeting in February. The Council also received citizen input on the matter during Citizens' Forum.

The list of discussion items was finalized and communicated with VDOT. The final list follows:

- **Improvements to East Main Street** – sidewalk, curb and gutter, drainage improvements, and better access/ingress control
- **Traffic calming on Buckmarsh Street** – speed/noise
- **Cross walk at intersection of Buckmarsh Street and Hermitage Blvd.**
- **SRTS project on Swan Avenue** – phase 1 and 2 of the Swan Avenue Sidewalk project
- **Revenue sharing project for intersection of Buckmarsh Street and Swan Avenue** – pedestrian signal
- **Crosswalk at intersection of West Main Street and Hermitage Blvd.**
- **Parking restrictions along west side of North Buckmarsh north of the intersection of Mosby Blvd.** – with the development of a restaurant north of the Bank, there should be a discussion about parking restrictions along the street section near the restaurant
- **Landscaping projects in ROW (median in 100 Block of Page Street)** – Town is looking for guidance regarding how to best manage such projects within the ROW to safeguard public safety
- **Truck restriction signage** – discussion to ensure that the signage package is sufficient
- **Traffic signal timing (at both Main and Buckmarsh and Main and Church)** – light timing to be discussed to reduce backup at Main and Church and to assist pedestrians crossing at Main and Buckmarsh

Staff has spoken with VDOT officials regarding the meeting and they are scheduled to attend. Staff also discussed the matter of right of way maintenance south of Hermitage Blvd. with these officials as another item that may be addressed. At issue is the maintenance of the right of way on the east side of Buckmarsh Street, north of Craig's Run, and south of Hermitage Blvd.

February 14, 2017

Representatives from VDOT will be in attendance at the March 2017 Regular Town Council meeting to provide an opportunity for Town Council to address concerns or ask questions regarding VDOT functions in Town.

At this point, the list of items to be discussed includes:

- **Improvements to East Main Street** – sidewalk, curb and gutter, drainage improvements, and better access/ingress control
- **Traffic calming on Buckmarsh Street** – speed
- **SRTS project on Swan Avenue** – phase 1 and 2 of the Swan Avenue Sidewalk project
- **Revenue sharing project for intersection of Buckmarsh Street and Swan Avenue** – pedestrian signal
- **Crosswalk at intersection of West Main Street and Hermitage Blvd.**
- **Parking restrictions along west side of North Buckmarsh north of the intersection of Mosby Blvd.** – with the development of a restaurant north of the Bank, there should be a discussion about parking restrictions along the street section near the restaurant

- **Landscaping projects in ROW (median in 100 Block of Page Street)** – Town is looking for guidance regarding how to best manage such projects within the ROW to safeguard public safety
- **Truck restriction signage** – discussion to ensure that the signage package is sufficient
- **Traffic signal timing (at both Main and Buckmarsh and Main and Church)** – light timing to be discussed to reduce backup at Main and Church and to assist pedestrians crossing at Main and Buckmarsh

Staff would like to provide a complete list of items to VDOT by 15 February.

Attachment 13

Planning and Community Development

Action Item

Set Public Hearing – Repeal of Stormwater Management Ordinance

March 14, 2017

Planning Commission

The Planning Commission held a meeting on February 28, 2017. They held a public hearing for a Site Plan for Mario's Pizza in order to construct a parking lot. They voted to continue the public hearing to the March 28, 2017 meeting in order to address additional comments from reviewing agencies. They also held a public hearing for a text amendment in order to repeal the Town of Berryville Stormwater Management Ordinance to allow Virginia Department of Environmental Quality to be the sole regulatory authority. A full staff report follows in this packet. They set a public hearing for a rezoning for their March meeting. Their next meeting will be held on Tuesday, March 28, 2017 at 7:30pm.

Berryville Area Development Authority

The BADA held a meeting on Wednesday, February 22, 2017. They continued a public hearing on the Connexion Assisted Living project. They will be discussing final details including agreements, easement plats, and building elevations. Their next meeting will be held on Wednesday, March 22, 2017 at 7:00pm.

Architectural Review Board

The Architectural Review Board held a meeting on Wednesday, March 1, 2017. They discussed the following items:

Sign Review

Sandy Williams, Owner, is requesting a Certificate of Appropriateness in order to modify the projecting sign located in front of her business, Sandy Williams Photography, located at 21 West Main Street, identified as Tax Map Parcel number 14A5-((A))-5B zoned C General Commercial. *Approved as presented.*

Sign Review

Leah Knode, Owner, House Paws Animal Hospital, is requesting a Certificate of Appropriateness for signage at her business located at 37 East Main Street, identified as Tax Map Parcel number 14A5-(A)-891A, zoned C General Commercial. *Approved as presented with one recommendation.*

Sign Review

Gerald Dodson, Agent, is requesting a Certificate of Appropriateness to modify an existing freestanding sign for FISH located at 36 East Main Street, identified as Tax Map Parcel number 14A2-((A))-75, zoned C General Commercial. *Approved as presented.*

They also reviewed and approved (with recommendations) light fixtures and a fence for the Mario's Pizza parking lot expansion. Their next meeting is scheduled for Wednesday, April 5, 2017 at 12:30pm.

Board of Zoning Appeals

The Board of Zoning Appeals has not held a meeting since the last Council meeting.

BERRYVILLE TOWN COUNCIL

Set Public Hearing – Repeal of Town of Berryville Stormwater Management Ordinance

March 14, 2017

The Berryville Planning Commission has initiated the repeal of the Town of Berryville Stormwater Management Ordinance in order to comply with recent changes to the Stormwater Management Act (Code of Virginia §62.1-44.15:24 et seq.) which allows only localities that are Virginia Stormwater Management Program (VSMP) authorities to adopt stormwater ordinances that are more stringent than State requirements. The Town of Berryville has chosen to opt-out of operating a local VSMP. The proposed amendment also avoids duplicitous local regulation of stormwater management by allowing the Virginia Department of Environmental Quality (DEQ) to serve as the sole regulatory authority for stormwater management in the Town of Berryville. TA 01-17

Recent changes to the Stormwater Management Act (Code of Virginia §62.1-44.15:24 et seq.) allow only localities that are Virginia Stormwater Management Program (VSMP) authorities to adopt stormwater ordinances that are more stringent than State requirements. Berryville, along with Clarke County and most localities in the region, has “opted out” of operating a local VSMP. The repeal of the Berryville Stormwater Management Ordinance avoids duplicitous local regulation of stormwater management by allowing the Virginia Department of Environmental Quality (DEQ) to act as the sole regulatory authority for stormwater management for the Town. Staff will be working on modifications to the zoning and subdivision ordinances to modify current local stormwater regulations referenced in the respective documents and replace them with the references to State regulations.

Clarke County has repealed Chapter 154, Stormwater Management, of the Code of Clarke County and County staff is continuing efforts to update their Zoning and Subdivision ordinances by removing references to this chapter.

Staff met with DEQ representatives on Tuesday, March 7 and discussed this effort as well as updates to the Erosion and Sediment Control regulations in the Zoning Ordinance.

The Stormwater Management Ordinance follows this report.

Recommendation

Set a public hearing for the April 11, 2017 meeting.

SECTION 1. GENERAL PROVISIONS

1.1 STATUTORY AUTHORITY

The Stormwater Management Act, Section 10.1-603.2 *et seq.* of the Code of Virginia, enables localities to prepare and adopt a stormwater management plan and implementing ordinance.

1.2 FINDINGS OF FACT

The waters and waterways within the Berryville Area are at times subjected to flooding; that such flooding is a danger to the lives and property of the public; that such flooding is also a danger to the natural resources of the Berryville Area; that development tends to accentuate such flooding by increasing stormwater runoff due to alteration of the hydrologic response of the watershed in changing from the undeveloped to the developed condition; that such increased flooding produced by the development of real property contributes increased quantities of water-borne pollutants, and tends to increase channel erosion; that such increased flooding, increased erosion, and increased pollution can be controlled to some extent by the regulation of stormwater runoff from such development. Therefore, it is determined that it is in the public interest to establish requirements to regulate the discharge of stormwater runoff from such developments as provided in this ordinance.

1.3 PURPOSE

It is the purpose of this ordinance to establish minimum stormwater management requirements and controls:

- A. To reduce flood damage to public health, life, and property;
- B. to minimize increased stormwater runoff from new land development where such runoff will increase flood damage;
- C. to maintain the adequacy of existing and proposed culverts and bridges, dams, and other structures;
- D. to prevent, to the greatest extent feasible, an increase in non-point pollution;
- E. to maintain the integrity of stream channels for their biological functions, as well as for drainage and other purposes;
- F. to reduce the impact of development upon stream erosion; and
- G. to preserve and protect water supply facilities and water resources by means of controlling increased flood discharges, stream erosion, and non-point-source pollution.

1.4 PROGRAM ADMINISTRATION

The Town of Berryville designates the Assistant Town Manager for Community Development or his/her designee as the Program Administrator.

1.5 APPLICABILITY

- A. Except as provided for in Section 1.5-B of this ordinance, all land development projects shall comply with the requirements of this ordinance.

- B. The following activities are exempt from this ordinance:
1. Permitted surface or deep mining operations and projects, or oil and gas operations and projects, conducted under the provisions of Title 45.1 of the Code of Virginia.
 2. Tilling, planting, or harvesting of agricultural, horticultural, or forest crops utilizing all applicable BMP's.
 3. Single-family residences separately built and not part of subdivision, including additions or modifications to existing single-family detached residential structures.
 4. Land development projects that disturb less than 20,000 square feet of land area.
 5. State projects as defined in this ordinance.

1.6 **COMPATIBILITY WITH OTHER PERMIT AND ORDINANCE REQUIREMENTS**
Approvals issued pursuant to this ordinance do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable code, rule, act, or ordinance. If more stringent requirements concerning regulation of stormwater are contained in the other code, rule, act, or ordinance, the more stringent regulation shall apply.

1.7 **SEVERABILITY**
If the provisions of any article, section, subsection, paragraph, subdivision, or clause of this ordinance shall be judged invalid by a court of competent jurisdiction, such order or judgement shall not affect or invalidate the remainder of any article, section, subsection, paragraph, subdivision, or clause of this ordinance.

SECTION 2. DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

adequate channel - a channel that will convey the designated frequency storm event without overtopping the channel banks nor causing erosive damage to the channel bed or banks.

applicant - any person submitting a stormwater management plan for approval.

channel - a natural stream or manmade waterway.

development - a tract of land developed or to be developed as a unit under single ownership or unified control which is to be used for any business or industrial purpose or is to contain three or more residential dwelling units.

downtown commercial district – generally land along the Main Street corridor zoned C-General Commercial District and specifically as established by ordinance and incorporated into this document.

flooding - a volume of water that is too great to be confined within the banks or walls of the stream, water body, or conveyance system and that overflows onto adjacent lands, causing or threatening damage.

floodplain - those areas adjoining a river, stream, channel, ocean, bay, or lake which are likely to be covered by flooding.

infiltration facility - a stormwater management facility which temporarily impounds runoff and discharges it via infiltration through the surrounding soil. While an infiltration facility may also be equipped with an outlet structure to discharge impounded runoff, such discharge is normally reserved for overflow and other emergency conditions. Since an infiltration facility impounds runoff only temporarily, it is normally dry during non-rainfall periods.

inspection - an on-site review of the project's compliance with the approved plan, the local stormwater management program, and any applicable design criteria.

land development or **land development project** - a manmade change to the land surface that potentially changes runoff characteristics.

local stormwater management program or **local program** - a statement of the various methods employed by a locality to manage the runoff from land development projects and may include such items as local ordinances, policies, guidelines, technical materials, inspections, enforcement, and evaluation.

locality - a county, city, or town.

Definitions

non-point-source pollution - pollution whose sources cannot be pinpointed but rather is washed from the land surface in a diffuse manner by stormwater runoff.

on-site stormwater management facilities - facilities which are designed to control stormwater runoff emanating from a specific site.

person - any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town, or other political subdivision of the Commonwealth, any interstate body or other legal entity.

Plan Approving Body - refers to the administrative body responsible for review of subdivision applications in the jurisdiction in which the land development project is located.

post-development - refers to conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land.

pre-development - refers to the land use that exists at the time that plans for the land development are submitted to the locality. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing land use at the time the first item is submitted shall establish pre-development conditions.

regional (watershed-wide) stormwater management facility or regional facility - a facility or series of facilities designed to control stormwater runoff from a large contributing area, although only portions of the watershed may experience land development.

regional stormwater management plan or regional plan - a document containing material describing how runoff from open space, existing development, and future planned development areas within a watershed will be controlled by coordinated design and implementation of regional stormwater management facilities.

runoff or stormwater runoff - that portion of precipitation that is discharged across the land surface or through conveyances to one or more waterways.

state project - the construction of any facility or expansion of an existing facility including, but not limited to land clearing, soil movement, or land development, which is undertaken by any state agency, board, commission, authority, or any branch of state government, including state-supported institutions of higher learning.

stormwater detention basin or detention basin - a stormwater management facility which temporarily impounds runoff and discharges it through a hydraulic outlet structure to a downstream conveyance system. While a certain amount of outflow may also occur via infiltration through the surrounding soil, such amounts are negligible when compared to the outlet structure discharge rates and are, therefore, not considered in the facility's design.

Definitions

Since a detention facility impounds runoff only temporarily, it is normally dry during non-rainfall periods.

stormwater management facility - a device that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release, or the velocity of flow.

stormwater management plan or plan - a document containing material for describing how existing runoff characteristics will be maintained by a land development project and comply with the requirements of this ordinance.

stormwater retention basin or retention basin - a stormwater management facility which, similar to a detention basin, temporarily impounds runoff and discharges its outflow through a hydraulic outlet structure to a downstream conveyance system. Unlike a detention basin, however, a retention basin also includes a permanent impoundment and, therefore, is normally wet, even during non-rainfall periods. Storm runoff inflows are temporarily stored above this permanent impoundment.

subdivision - the division of a parcel of land into three or more lots or parcels of less than five acres each for the purpose of transfer of ownership or building development, or, if a new street is involved in such division, any division of a parcel of land. The term includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided.

water quality volume - the volume equal to the first 0.5-inch of runoff multiplied by the total area of the land development project. The "total area of the land development project" shall, at a minimum, equal the total impervious area contained within the project area. Total area shall also include any areas within the land development project whereby the change in land use or runoff characteristics may impact water quality.

watershed - the total drainage area contributing runoff to a single point.

SECTION 3. TECHNICAL CRITERIA

Each proposed land development project not exempted from this ordinance as provided in 1.5-B shall meet the following stormwater management criteria:

3.1 QUANTITY CONTROL

- A. A stormwater management plan for a land development project shall be developed so that the post-development peak runoff rate from a 2-year storm and a 10-year storm, considered individually, shall not exceed their respective karst loss corrected pre-development rates.
- B. These design storms shall be defined as 24-hour storms using the rainfall distribution recommended by the U.S. Soil Conservation Service and U.S. Soil Conservation Service calculation methods (TR-55 or TR-20) shall be utilized. Other calculation methods may be utilized with prior approval by the Program Administrator.
- C. For purposes of computing runoff, all lands in the site shall be assumed prior to development to be in good condition (if the lands are pastures, lawns, or parks); with good cover (if the lands are woods); or with conservation treatment (if the lands are cultivated); regardless of conditions existing at the time of computation.
- D. Upon completion of pre-development runoff rates as prescribed above, the pre-development rate shall be adjusted for karst loss in the following manner:
 1. Delineate the contributing drainage area or watershed to be studied.
 2. Define any sinkhole sub-areas in the study area where surface drainage has no means of escaping offsite, other than downward through the karst strata (i.e. cracks, sinks, etc.). These areas can be assumed to contribute no surface discharge and can be subtracted from the contributing drainage area established in Step 1.
 3. Determine the amount of the contributing drainage area (from Step 2) underlain by karst strata (as a percentage). This shall be assumed to be 100 percent unless the applicant's geotechnical report indicates otherwise.

4. Adjust the pre-development runoff rate for karst loss by the following method:

a. With the results of Step 3, choose appropriate multiplier from the chart below:

| Percentage of Karst in
<u>Study Area</u> | Storm Return Frequency | | |
|---|------------------------|---------------|----------------|
| | <u>2-Yr.</u> | <u>10-Yr.</u> | <u>100-Yr.</u> |
| 100 | .33 | .43 | .50 |
| 90 | .35 | .46 | .56 |
| 80 | .38 | .51 | .62 |
| 70 | .47 | .58 | .68 |
| 60 | .55 | .66 | .74 |
| 50 | .64 | .73 | .80 |
| 40 | .73 | .80 | .85 |
| 30 | .82 | .86 | .89 |
| 20 | .91 | .92 | .93 |
| 10 | 1.0 | .98 | .97 |
| 0 | 1.0 | 1.0 | 1.0 |

b. Multiply the calculated pre-development runoff rate for each storm return frequency by the appropriate factor from the chart in Item “a.” The product of the calculated rate and the karst loss multiplier is the karst loss adjusted pre-development rate.

3.2 **QUALITY CONTROL (3/08)**

In order to enhance water quality of stormwater runoff, all stormwater management plans must provide for the control of the water quality volume. The design of water quality control shall meet the *Performance-based* or *Technology-based* water quality criteria outlined in the Virginia Stormwater Management Handbook. The water quality volume shall be treated by one of the following methods:

- A. For a detention basin, the water quality volume, as defined in Section 2, shall be detained and released over a minimum of 30 hours.
 - 1. The detention time is a brim draw-down time and therefore, shall begin at the time of peak storage of the water quality volume in the detention basin.
 - 2. If the above requirement would result in an outlet opening smaller than three inches in diameter or the equivalent cross-sectional area, the period of detention shall be waived so that three inches will be the minimum outlet opening used.

- B. For a retention basin, the volume of the permanent pool must be at least three times greater than the water quality volume.

- C. For an infiltration facility, the water quality volume must be completely infiltrated within 48 hours.
 - 1. The invert of the infiltration facility must be at least four feet above the seasonal high groundwater elevation.

2. A detailed soils analysis and report and a geotechnical report shall be required.
 3. Approvals will be on a case-by-case basis after technical review by the Town of Berryville. The object of this review will be to avoid groundwater contamination.
 4. The invert of the infiltration facility must be at least four feet above bedrock.
- D. Project sites within the downtown commercial district may use an existing average of impervious cover ($I_{existing}$) greater than the average 16% impervious coverage for the Chesapeake Bay watershed.
1. If the existing impervious cover on the project site is equal to or less than 26%, use 26% as the existing average impervious cover ($I_{existing} = 26\%$) or
 2. If the existing impervious cover on the project site is equal to or more than 52%, use the existing average impervious cover minus 10% or use 52%, whichever value is less ($I_{existing} = existing \% - 10\%$ or $I_{existing} = 52\%$) or
 3. If the existing impervious cover on the project site is between 26% and 52%, use the existing average impervious cover minus 10%, but not less than 26% ($I_{existing} = existing \% - 10\%$ or $I_{existing} = 26\%$).
- E. Design calculations verifying compliance with the water quality requirements shall be submitted.

3.3 REGIONAL STORMWATER MANAGEMENT

If a regional stormwater management plan has been adopted by the Town of Berryville for the watershed in which the proposed land development is located, the applicant shall comply with the requirements of the regional watershed plan.

3.4 GENERAL CRITERIA

- A. Proposed residential, commercial, and/or industrial subdivisions shall apply these stormwater management criteria to the land development as a whole. Individual lots in new subdivisions shall not be considered separate land development projects, but rather the entire subdivision shall be considered a single land development project. Hydrologic parameters shall reflect the ultimate land development and shall be used in all engineering calculations.
- B. Construction of stormwater management facilities or modifications to channels shall comply with all applicable laws and regulations. Evidence of approval of all necessary permits shall be presented.
- C. Pre-development and post-development runoff rates shall be verified by calculations that are consistent with good engineering practices and are acceptable to the Town of Berryville.

Technical Criteria

- D. The design of impounding structures that are not covered by the Virginia Dam Safety Regulations shall be checked by the applicant's engineer (certified to practice in the Commonwealth of Virginia) for structural integrity and floodplain impacts for the 100-year storm event.
- E. Outflows from stormwater management facilities shall be discharged to an adequate channel. Measures for the adequate drainage of surface waters shall be taken and facilities to accommodate that drainage shall be provided in connection with all land development activities. Specifically, the drainage system must comply with the following provisions:
1. Adequate drainage of surface waters means the effective conveyance of storm and other surface waters through and from the development site and the discharge of such waters into a natural watercourse, i.e., a stream with incised channel (bed and banks), or a concave swale, or drainage facility of sufficient capacity without adverse impact upon the land over which the waters are conveyed or upon the watercourse or facility into which such waters are discharged. Complete calculations and a narrative shall be included on the plan.
 2. The provision of the necessary easements to accomplish that which is required above shall be required. These are to include sufficient easement extensions to property lines to permit future development reasonable access to drainage ways or drainage facilities for connections.
 3. The drainage system must have the hydraulic characteristics to accommodate the maximum expected flow of surface waters for a given watershed, or portion thereof, for the duration and intensity of rainfall, as specified in Section 3 et seq.
 4. Determination of the size and capacity of the drainage system shall be based on the planned development, existing zoning, or existing development, whichever is greater, within the watershed.
 5. The on-site drainage system shall be adequate and shall:
 - a. honor natural drainage divides;
 - b. account for both off-site and on-site surface waters;
 - c. convey such waters to a natural watercourse at the natural elevation, or an existing storm drainage facility; and
 - d. discharge the surface waters into an existing facility of adequate capacity.
 6. The drainage system shall be adequate and properties over which the surface waters are conveyed, from the development site to discharge point(s), not adversely affected.
 7. Concentrated surface waters shall not be discharged on adjoining property, unless an easement expressly authorizing such discharge has been granted by the owner of the affected land or unless the discharge is into a natural watercourse or other appropriate discharge point as set forth above.
- F. Velocity dissipators shall be placed at the outfall of all detention and retention basins and along the length of any outfall channel as necessary to provide a non-

erosive velocity of flow from the basin into an adequate channel. The velocity of flow shall not exceed the limits of grass-lined ditches. Grass-lined ditches shall be enhanced with erosion control blankets or soil stabilization mats as necessary and as specified in the current Virginia Department of Transportation standards. Riprap shall only be utilized upon prior approval by the Plan Approving Body.

- G. Land development projects must comply with the Virginia Erosion and Sediment Control Act and attendant regulations.
- H. Safety measures should be incorporated into the design of all stormwater management facilities as directed by the Plan Approving Body or the Program Administrator. These may include, but are not limited to, safety ledges, fencing, warning signs, anti-vortex devices, stadia rod indicating depth at the lowest point, and outlet structures designed to limit public access.
- I. If stormwater management facilities are provided through which water passes at times other than following rainfall, the Town of Berryville's engineer should be consulted concerning design criteria. It is necessary for detention requirements to be met, despite the necessity of passing certain low flows. This applies to all on-stream or on-line stormwater management facilities.
- J. Outlets from stormwater management facilities shall be designed to function without manual, electrical, or mechanical controls, unless authorized in advance in writing by the Program Administrator.
- K. Detention facilities shall be designed to minimize propagation of insects, particularly mosquitoes.

3.5 STORMWATER MANAGEMENT FACILITIES IN FLOODPLAINS

- A. New construction, including construction of on-site stormwater management facilities, should be avoided in floodplains. When this is unavoidable, a special examination to determine adequacy of proposed stormwater management facilities during the 10-year flood shall be required.

Note: The purpose of this analysis is to ensure that the stormwater management facility will operate effectively and to evaluate the effect the stormwater management facility may have on the available floodplain storage. One acceptable method is to apply the 10-year design storm to both the site and to the entire watershed contributing to the floodplain, assuming that the two peak simultaneously at the point in question. The time of concentration assumed for the entire watershed should be that appropriate to the larger area, rather than the shorter period applicable to the site.

- B. In addition, such construction shall be in compliance with all applicable regulations under the National Flood Insurance Program.

3.6 NONSTRUCTURAL MEASURES

It is not necessary that basic requirements for water quality and quantity control be satisfied solely by means of structural methods. Non-structural practices including, but not limited to, cluster land use development, minimization of impervious surfaces, open space acquisition, floodplain management, and protection of wetlands, steep slopes and vegetation should be coordinated with structural requirements.

3.7 REVIEW OF TECHNOLOGIES AND SYSTEMS NOT INCLUDED IN THE VIRGINIA STORMWATER MANAGEMENT HANDBOOK

The Assistant Town Manager for Community Development may, after consultation with the Town's consulting engineer, approve for use technologies and systems not included in the Virginia Stormwater Management Handbook. Approvals shall be issued in writing and shall establish design criteria and include any conditions for use. Denials shall be issued in writing and shall provide the reason(s) for denial. Any party aggrieved by a decision of the Assistant Town Manager for Community Development regarding review of a system may appeal that decision to the Berryville Town Council. All costs incurred by the Town for engineering review or proposals shall be reimbursed by the applicant.

SECTION 4. STORMWATER MANAGEMENT PLAN REQUIREMENTS

4.1 GENERAL REQUIREMENTS

- A. Except as provided for in Section 1.5-B of this ordinance, no grading, building, or other permit shall be issued for land development unless a stormwater management plan has been submitted to and approved by the Town of Berryville.
- B. The applicant shall demonstrate that the project meets the criteria set forth in this ordinance.
- C. Failure of the applicant to demonstrate that the project meets the criteria set forth in this ordinance shall be reason to deny the applicant's underlying application for approval.
- D. Planning, design, and approach to stormwater management shall incorporate the Berryville Area Stormwater Master Plan's (dated 9/9/91, as amended) findings and conclusions. Where requirements of this ordinance are in conflict with those of the Stormwater Master Plan, provisions of this ordinance shall apply.

4.2 PLAN SUBMISSION

- A. The applicant shall submit, to the Plan Approving Body, the material required in a stormwater management plan in accordance with Section 4.3 of this ordinance.
- B. Ten copies of the stormwater management plan shall be submitted.
- C. The stormwater management plan shall be accompanied by the fee specified in Section 5 of this ordinance.

4.3 STORMWATER MANAGEMENT PLAN

The following information, where applicable, shall be required for each proposed project subject to review under this ordinance. Maps, plans, designs, and calculations shall be certified by a professional engineer or Class III-B surveyor registered to practice in the Commonwealth of Virginia.

- A. General
 - 1. General description of the project.
 - 2. General description of the erosion and sediment controls.
 - 3. General description of temporary and permanent stormwater management facilities.
 - 4. Project schedule and narrative, including a sequence of construction.
- B. Maps of the project area showing:
 - 1. The boundary of the drainage area tributary to the project site (e.g., U.S.G.S. quadrangle map).
 - 2. The location of the project relative to significant features in the general surroundings such as roads, pedestrian ways, access to the site, adjacent

Stormwater Management
Plan Requirements

- land uses, property lines, existing man-made structures, public facilities, landmarks, and places of architectural and historical significance.
3. Existing contours at 2-foot intervals, extending a minimum of 200 feet beyond the limits of the proposed development.
 4. Streams, lakes, ponds, existing drainage swales, wetlands, forested areas, and other physical features within or adjacent to the project area.
 5. Unique, unusual, or environmentally sensitive features that provide particular opportunities or constraints for development.
 6. Locations of existing and proposed utilities, sewers, and water lines.
 7. Soil types and boundaries, and locations of areas with steeply sloped or highly erodible soils.
 8. Alterations in the natural terrain, cover, and grade including lawns and other landscaping.
 9. Areas to be cut or filled.
 10. The location of proposed buildings, roads, parking areas, and other permanent structures.
 11. Final contours at 2-foot intervals, extending a minimum of 200 feet beyond the limits of the proposed development.

C. Stormwater Management Facilities

1. All stormwater management facilities shown on a map, including details, plan, profile, and cross-sections.
2. If infiltration facilities are proposed, the locations of existing and proposed wells and septic system drain fields.
3. Comprehensive hydrologic and hydraulic design calculations, including all assumptions and criteria, for the pre-development and post-development conditions for the design storms specified in Section 3 of this ordinance.
4. A soils report/geotechnical analysis and boring logs.
5. A maintenance plan indicating the person permanently responsible for maintenance of the stormwater management facilities and a maintenance program for the proposed stormwater management facilities.

4.4 PLAN APPROVAL

- A. A maximum of 30 calendar days from the receipt of an application will be allowed for preliminary review of the application for completeness. During this period, the application will be accepted for review, which will begin the 60-day review period, or rejected for incompleteness. The applicant will be informed in writing of the information necessary to complete the application.
- B. The 60-day review period begins on the day the complete stormwater management plan is accepted for review. At this time, an acknowledgement letter will be sent to the applicant. During the 60-day review period, the Plan Approving Body shall either approve or disapprove the plan and communicate its decision to the applicant in writing. Approval or denial shall be based on the plan's compliance with this ordinance.

Stormwater Management
Plan Requirements

- C. A disapproval of a plan shall contain the reasons for disapproval.
- D. The applicant or any aggrieved party authorized by law may appeal the Plan Approving Body's decision of approval or disapproval of a stormwater management plan application within 30 days after the rendering of such a decision, to the Clarke County Circuit Court.
- E. Judicial review shall be on the record previously established and shall otherwise be in accordance with the provisions of the Administrative Process Act (see 9-6.14:1 et seq. of the Code of Virginia).

4.5 CONDITIONS OF APPROVAL

- A. Each approved stormwater management plan shall be subject to the following conditions:
 - 1. The applicant shall comply with all applicable requirements of the approved plan and the local program and shall certify that all land clearing, construction, land development, and drainage will be done according to the approved plan.
 - 2. The land development project shall be conducted only within the area specified by the approved plan.
 - 3. The Town of Berryville shall be allowed, after giving notice to the owner, occupier, or operator of the land development project, to conduct periodic inspections of the project. The owner, occupier, or operator shall be given the opportunity to accompany the inspector.
 - 4. No transfer, assignment or sale of the rights granted by virtue of an approved plan shall be made unless a written notice of transfer is filed with the Town of Berryville and the transferee certifies agreement to comply with all obligations and conditions of the approved plan.
 - 5. A set of certified as-built plans shall be submitted to the Town of Berryville upon completion of the project. Said as-builts shall include volume confirmation with supporting computations.
 - 6. While the project is under bond, the person responsible for implementing the approved plan shall conduct monitoring and submit reports to ensure compliance with the approved plan and to determine whether the plan provides effective stormwater management.

4.6 PERFORMANCE BOND

- A. All applicants shall submit to the Town of Berryville a performance bond with surety, cash escrow, letter of credit, or such other legal arrangement acceptable to the Town's attorney, to ensure that measures could be taken by the Town at the applicant's expense should the applicant fail, after proper notice, within the time specified to initiate or maintain appropriate actions which may be required of the applicant by the approved stormwater management plan.

Stormwater Management
Plan Requirements

- B. If the Town of Berryville takes such action upon such failure by the applicant, the Town may collect from the applicant the costs of such action in excess of the amount of the security held.
- C. Within sixty days of the completion of the requirements of the approved stormwater management plan, including necessary stabilization, the bond, cash escrow, letter of credit, or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.
- D. These requirements are in addition to all other provisions of law relating to the issuance of such plans and are not intended to otherwise affect the requirements for such plans.

4.7 CHANGES TO AN APPROVED PLAN

No changes may be made to an approved plan without review and written approval by the Town of Berryville.

4.8 EXCEPTIONS

- A. A request for an exception shall be submitted, in writing, to the Plan Approving Body. An exception from this ordinance may be granted, provided that:
 - 1. exceptions to the criteria are the minimum necessary to afford relief, and
 - 2. reasonable and appropriate conditions shall be imposed as necessary upon any exception granted so that the purpose and intent of this ordinance is preserved.
- B. Economic hardship is not sufficient reason to grant an exception from the requirements of this ordinance.

SECTION 5. FEES

The following plan review and inspection fees shall be paid to the Town of Berryville at the time of application:

| | |
|---|-------|
| Base Fee | \$150 |
| Per Acre Fee (\$850 maximum) | \$ 25 |
| Consulting services will be charged to the applicant at cost. | |

SECTION 6. CONSTRUCTION INSPECTIONS

- A. The Program Administrator or designee shall make regular inspections during all phases of construction of the stormwater management facilities.
- B. The applicant shall notify the Town of Berryville 48 hours prior to the commencement of any activity covered by this ordinance so that appropriate inspections can be made to ensure compliance with this ordinance.
- C. Inspection reports shall be maintained as part of the land development project file.

SECTION 7. MAINTENANCE

- A. Responsibility for the operation and maintenance of stormwater management facilities, unless assumed by the Town or other governmental agency, shall remain with the property owner and shall pass to any successor or owner. If portions of the land are to be sold, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall designate for each parcel the property owner, governmental agency, or other legally established entity to be permanently responsible for maintenance.
- B. In the case of developments where lots are to be sold, permanent arrangements satisfactory to the Town's attorney shall be made to ensure continued performance of these obligations.
- C. In the event that the stormwater management facilities are in need of maintenance or become a danger to public safety or public health, the responsible person shall be notified in writing, advised of the corrective measures required, and given a reasonable period of time to take necessary action. If the responsible person fails or refuses to perform such maintenance and repair, the Town has the authority to perform the work and to recover the costs from the responsible person.
- D. To ensure proper performance of the stormwater management facility, the owner is responsible for inspecting the stormwater management facility on a semi-annual basis and after any storm which causes the capacity of the facility to be exceeded. More frequent inspections may be required if deemed necessary by the Program Administrator. The owner must file written record of inspections to the Program Administrator within five working days of the inspection.
- E. Right of entry agreements or easements shall be required from the applicant for purposes of inspection by the Program Administrator or designee. Said agreements or easements may also permit the Town of Berryville or designee to enter the property for the purpose of maintenance and repair, should the responsible party not fulfill these duties.

SECTION 8. ENFORCEMENT

- A. If it is determined that there is a failure to comply with the approved plan, notice shall be served upon the applicant or person responsible for implementing the plan by registered or certified mail to the address specified in the application or plan certification or by delivery at the land development site to the agent or employee supervising such activities.
- B. The notice shall specify the measures needed to comply with the plan and shall specify the time within which such measures shall be completed.
- C. Upon failure to comply within the time specified the permit or approval may be revoked and the applicant or person responsible for implementing the plan shall be deemed to be in violation of this ordinance.
- D. Any person who violates any provision of this ordinance shall be guilty of a misdemeanor and shall be subject to a fine or imprisonment, or both, for each violation, as provided in Section 10.1-603.14 of the Code of Virginia.
- E. The Program Administrator may apply to the circuit court to enjoin a violation or a threatened violation of this ordinance as provided for in Section 10.1-603.14 of the Code of Virginia without the necessity of showing that an adequate remedy at law does not exist.
- F. Without limiting the remedies which may be obtained in this section, the Program Administrator may bring a civil action against any person for violation of this ordinance, or any condition of the permit or approval, or any provision of the local program. The action may seek to impose a civil penalty of not more than \$2,000 for each violation as provided for in Section 10.1-604.14 of the Code of Virginia.
- G. With the consent of any person who has violated or failed, neglected or refused to obey this ordinance or any condition of the permit or approval of any provision of the local program, the Program Administrator may issue an order against or to such person, for the payment of civil charges for violations in specific sums, not to exceed the limit specified in Subsection "F" of this section as provided for in Section 10.1-604.14 of the Code of Virginia. Such civil charges shall be instead of any appropriate civil penalty which could be imposed under Subsection "F."

SECTION 9. EFFECTIVE DATE

This ordinance shall become effective on October 14, 1997. Development and site plans approved before the effective date are not subject to this ordinance unless amendments affecting stormwater runoff are made in said plan. Any development plan, site plan, or subdivision application that has not been approved by the effective date shall conform to the provisions of this ordinance.

Adopted October 14, 1998

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Attachment 14

BERRYVILLE TOWN COUNCIL
Budget & Finance Committee
Wednesday, March 1, 2017
Berryville-Clarke County Government Center
10:00 a.m.

MINUTES

Roll:

Town Council:

Present: Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer; Neal White, Chief of Police;
Ann Phillips, Town Clerk

Other: Marilyn Pierce

Press: Cathy Kuehner

1. Call to Order

Chair Gibson called the meeting to order at 10:02 a.m.

2. Discussion – Fiscal Year 2018 Budget

Mr. Dalton noted the full Council work session will be on March 14 at 4:00 pm.

Ms. Moreland reviewed the budget preparation highlights as follows:

REVENUES

GENERAL FUND

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

WATER FUND

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

SEWER FUND

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

OPERATING EXPENSES

ALL FUNDS

- \$700 COLA with some market payroll increases are proposed.
- 1.03 % increase in Health Care costs.
- TOTAL BUDGET increase of 5.82%

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 5.31%
- Debt Service reflects a deposit to RDA Debt Service Reserve Fund
- Contingency is 4.44% of the Operating Budget
- General Fund total increase of 3.22%

WATER FUND

- Increase in Maintenance & Operational Expenses of 2.24%
- There is currently no Debt Service in the Water Fund
- Contingency is 5 % of the Operating Budget
- Water Fund total increase of 38.01% due to CIP Tank Maintenance

SEWER FUND

- Decrease in Maintenance & Operational Expenses of 4.75%
- Debt service reflects payment to VRA
- Contingency is 5% of the Operating Budget
- Sewer Fund total decrease of 5.87%

The Committee noted that the availability fee for the assisted living project currently in the approval process should be added to the projected fee number.

Ms. Gibson inquired whether the Police and Security Committee had requested a pay increase for patrol officers. Mr. Dalton explained that a step increase was under review. Ms. Gibson said she wants to make sure police department salaries are competitive.

Ms. Gibson asked if a policy exists regarding the contingency fund. Mr. Dalton said a formal policy may be a good idea, adding that in practice the fund has been kept at about 5%. He noted that the contingency needed would vary depending upon available reserves to address unexpected expenses.

Mr. Dalton noted a new position is proposed in the Finance and Administration Department. He also noted an increase in the training line item for the Town Manager. Ms. Dickinson said she would like to see a details regarding the proposed new hire. Mr. Dalton said that work was underway to define the duties of the new position.

Ms. Dickinson asked for Goals and Objectives from the various Council committees, and Mr. Dalton said he would send what he had to the Council members.

Ms. Dickinson said she wants to know what the budget will accomplish. She wants to tell a story.

Mr. Dalton reviewed the five-year capital improvements plan narrative.

Ms. Dickinson said she wants goals and objectives to compare to the budget.

3. Adjourn

At 11:58 am, Ms. Gibson adjourned the meeting until Wednesday, March 8, 2017 at 10:00 am.

BERRYVILLE TOWN COUNCIL
Budget & Finance Committee
Continued Meeting
Wednesday, March 8, 2017
Berryville-Clarke County Government Center
10:00 a.m.

MINUTES

Roll:

Town Council:

Present: Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer; Ann Phillips, Town Clerk

Others: Harry Lee Arnold, Jr.; Donna McDonald; Marilyn Pierce

Press: Cathy Kuehner

1. Call to Order

Chair Gibson called the continued meeting to order at 10:00a.m.

2. Discussion – Fiscal Year 2018 Budget

The Committee and staff discussed the proposed budget. Ms. Moreland noted that the changes requested at the previous meeting had been incorporated into the most recent draft budget. She said that preliminary figures for Machinery & Tools and Personal Property revenues were received from the Commissioner of the Revenue. Mr. Dalton noted there may be one change in the CIP figures if the change from chlorine gas to sodium hypochlorite for disinfection at the waste water treatment plant is funded in the current budget year. Mr. Dalton also noted an update in budget for blight abatement projects and increase in operating costs for chemicals of \$2,000.

The Committee discussed whether current staffing is adequate to meet the administrative goals identified by the Town Council Committees. Mr. Dalton said he would provide a master list of the administrative goals, which goals are addressed in the draft budget, where addressed in the draft budget and the dollar amount allotted in the draft budget. Ms. Gibson said it will be difficult to include goals for which no budget amount has been determined.

Ms. Dickinson asked for clarification on the following line items: professional services (legal services), administrative personnel, parking meters, landfill charge, auditor fees, maintenance contracts, telecommunications, Rose Hill Park improvements, copier lease expenses, and total capital outlay expenses.

Ms. Moreland noted that she will incorporate the new numbers from the Commissioner of the Revenue for Machinery & Tools and Personal Property into the next draft budget. Ms. Dickinson asked that the line item for Rose Hill Park Improvements be changed to Rose Hill Park Maintenance to better reflect its use.

Ms. Gibson noted the CIP Presentation document she had drafted and asked for comments. The Committee and staff agreed that the document structure makes sense and will be useful by linking CIP expenses with their funding sources. Ms. Gibson said she hoped the document would be helpful to the Council and the public.

The Committee and staff discussed an asset inventory. Mr. Dalton noted that if the Council decides to review the availability fee schedule, the first task completed would be a detailed asset inventory and including the water and sewer funds.

Ms. Gibson asked Ms. Dickinson if she wished to review her general discussion topics on the proposed budget. Ms. Dickinson declined the offer stating she would wait until the full council budget session.

3. Adjourn

There being no further business, Ms. Gibson adjourned the meeting, at 11:05 am.

Attachment 15

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: MONTHLY REPORTS
DATE: 3/10/2017
CC: KEITH DALTON, TOWN MANAGER

A/P Check Listing

Checks issued in February 2017.

Bank of America/P-Card Statement

January 2017 P-Card Purchases that were paid on February 25, 2017.

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH

Date From - 2/1/2017 Date To - 2/28/2017

Town of Berryville
03/09/2017 04:21 PM

Page: 1 of 2

| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|--|------------|-------------|
| 4017 | 1 | COLONIAL FORD TRUCK SALES INC | 02/14/2017 | \$24,448.45 |
| 4018 | 1 | Ann W. Phillips | 02/14/2017 | \$13.23 |
| 4019 | 1 | Lincoln Financial Group | 02/14/2017 | \$763.38 |
| 4020 | 1 | Bureau for Child Support Enforcement | 02/14/2017 | \$875.00 |
| 4021 | 1 | Keith Dalton | 02/14/2017 | \$50.00 |
| 4022 | 1 | Nationwide Retirement Solutions | 02/14/2017 | \$680.00 |
| 4023 | 1 | MELANIE MICHELE TRAPNELL | 02/14/2017 | \$190.08 |
| 4024 | 1 | PENNI M BLAKE | 02/14/2017 | \$98.00 |
| 4025 | 1 | Logo Apparel | 02/14/2017 | \$104.00 |
| 4026 | 1 | VUPS | 02/14/2017 | \$50.40 |
| 4027 | 1 | Neopost | 02/14/2017 | \$1,971.96 |
| 4028 | 1 | Robinson Farmer Cox Associates PLLC | 02/14/2017 | \$14,900.00 |
| 4029 | 1 | H2O Pipe Cleaning LLC | 02/14/2017 | \$2,600.00 |
| 4030 | 1 | James River Equipment | 02/14/2017 | \$950.33 |
| 4031 | 1 | Clarke County Animal Shelter | 02/14/2017 | \$15.28 |
| 4032 | 1 | GODWIN MANUFACTURING COMP | 02/14/2017 | \$6,370.00 |
| 4033 | 1 | Michelle M. Jones | 02/14/2017 | \$1,750.00 |
| 4034 | 1 | Hall, Monahan, Engle, Mahan & Mitchell | 02/14/2017 | \$907.50 |
| 4035 | 1 | Rappahannock Regional Criminal Justice Academy | 02/14/2017 | \$111.70 |
| 4036 | 1 | Treasurer of Frederick County | 02/14/2017 | \$3,726.00 |
| 4037 | 1 | The Winchester Star | 02/14/2017 | \$743.60 |
| 4038 | 1 | Safety Compliance Publications | 02/14/2017 | \$298.50 |
| 4039 | 1 | Hei-Way, LLC | 02/14/2017 | \$2,536.43 |
| 4040 | 1 | Virasec, LLC | 02/14/2017 | \$3,513.56 |
| 4041 | 1 | County of Clarke | 02/14/2017 | \$43,939.89 |
| 4042 | 1 | ALATTAR REAL ESTATE HOLDINGS LLC | 02/14/2017 | \$22.00 |
| 4043 | 1 | CLARKE COUNTY CIRCUIT COURT | 02/23/2017 | \$10.00 |
| 4044 | 1 | Ann W. Phillips | 02/23/2017 | \$12.63 |
| 4045 | 1 | Rappahannock Electric Cooperative | 02/23/2017 | \$6,108.36 |
| 4046 | 1 | PENNONI ASSOCIATES INC | 02/23/2017 | \$1,935.00 |

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH
Date From - 2/1/2017 Date To - 2/28/2017

Town of Berryville
03/09/2017 04:21 PM

Page: 2 of 2

| Check Number | Bank | Vendor | Date | Amount |
|--------------|-------------------|--|------------|---------------------|
| 4047 | 1 | PENNONI ASSOCIATES INC | 02/23/2017 | \$168.75 |
| 4048 | 1 | Rappahannock Regional Criminal Justice Academy | 02/23/2017 | \$135.00 |
| 4049 | 1 | Bureau for Child Support Enforcement | 02/23/2017 | \$875.00 |
| 4050 | 1 | Christy Dunkle | 02/23/2017 | \$132.68 |
| 4051 | 1 | Kristina Maddox | 02/23/2017 | \$30.48 |
| 4052 | 1 | Virasec, LLC | 02/23/2017 | \$3,007.55 |
| 4053 | 1 | Commercial Press | 02/23/2017 | \$344.63 |
| 4054 | 1 | USPS | 02/27/2017 | \$741.11 |
| 38 | Checks Totaling - | | | \$125,130.48 |

Totals By Fund

| | Checks | Voids | Total |
|---------|--------------|-------|--------------|
| 100 | \$91,361.17 | | \$91,361.17 |
| 501 | \$14,637.63 | | \$14,637.63 |
| 502 | \$19,131.68 | | \$19,131.68 |
| Totals: | \$125,130.48 | | \$125,130.48 |



BERRYVILLE TOWN OF
DESIRÉE MORELAND
XXXX-XXXX-XXXX-

January 01, 2017 - January 31, 2017

Purchasing Card

Company Statement

| Account Information | Payment Information | Account Summary |
|--|---|--|
| Mail Billing Inquiries to:
BANKCARD CENTER
PO BOX 982238
EL PASO, TX 79998-2238

Customer Service:
1.888.449.2273 24 Hours

TTY Hearing Impaired:
1.800.222.7365 24 Hours

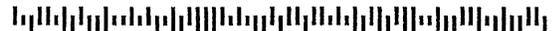
Outside the U.S.:
1.509.353.6656 24 Hours

For Lost or Stolen Card:
1.888.449.2273 24 Hours | Statement Date 01/31/17
Payment Due Date 02/25/17
Days in Billing Cycle 31
Credit Limit \$500,000
Cash Limit \$0
Total Payment Due \$63,197.61 | Previous Balance \$56,700.76
Payments -\$56,700.76
Credits -\$4.52
Cash \$0.00
Purchases \$63,202.13
Other Debits \$0.00
Overlimit Fee \$0.00
Late Payment Fee \$0.00
Cash Fees \$0.00
Other Fees \$0.00
Finance Charge \$0.00
Current Balance \$63,197.61 |

Important Messages
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 02/24/17.

| Cardholder Activity Summary | | | | |
|--|---------|------|----------------------------|----------------|
| Account Number | Credits | Cash | Purchases and Other Debits | Total Activity |
| BOOR, RICK
XXXX-XXXX-XXXX-
15,000 | 0.00 | 0.00 | 6,627.88 | 6,627.88 |
| BRISTOL, TIM
XXXX-XXXX-XXXX-
500 | 0.00 | 0.00 | 2.62 | 2.62 |

5670076 6319761 6319761 4715291201837237


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


 BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22611-1387
 **N0019361

Account Number: XXXX-XXXX-XXXX-
 January 01, 2017 - January 31, 2017

Total Payment Due \$63,197.61
Payment Due Date 02/25/17

Enter payment amount
 \$

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

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

⑆549990011⑆00051201837237⑈



Cardholder Activity Summary

| Account Number
Credit Limit | Credits | Cash | Purchases and
Other Debits | Total Activity |
|---|---------|------|-------------------------------|----------------|
| BUSSERT, ERNIE
XXXX-XXXX-XXXX-
500 | 0.00 | 0.00 | 152.45 | 152.45 |
| CAPPO, JEFF
XXXX-XXXX-XXXX-
15,000 | 0.00 | 0.00 | 13,399.05 | 13,399.05 |
| DORSEY, DANIEL
XXXX-XXXX-XXXX-
500 | 0.00 | 0.00 | 18.61 | 18.61 |
| ELLIOTT, RALPH
XXXX-XXXX-XXXX-
5,000 | 0.00 | 0.00 | 951.98 | 951.98 |
| FERREBEE, DARRELL
XXXX-XXXX-XXXX-
500 | 0.00 | 0.00 | 116.32 | 116.32 |
| FIDDLER, HEATHER
XXXX-XXXX-XXXX-
15,000 | 0.00 | 0.00 | 270.02 | 270.02 |
| LILLY, STEPHEN
XXXX-XXXX-XXXX-
500 | 0.00 | 0.00 | 45.63 | 45.63 |
| LINK, BRIAN
XXXX-XXXX-XXXX-
1,000 | 0.00 | 0.00 | 355.82 | 355.82 |
| MORELAND, DESIREE
XXXX-XXXX-XXXX-
50,000 | 0.00 | 0.00 | 24,169.43 | 24,169.43 |
| PHILLIPS, ANN W
XXXX-XXXX-XXXX-
15,000 | 0.00 | 0.00 | 1,062.17 | 1,062.17 |
| REYNOLDS, CHARLES
XXXX-XXXX-XXXX-
500 | 0.00 | 0.00 | 23.94 | 23.94 |
| STOVER, KEITH
XXXX-XXXX-XXXX-
1,000 | 4.52 | 0.00 | 524.28 | 519.76 |
| TYRRELL, DAVE
XXXX-XXXX-XXXX-
15,000 | 0.00 | 0.00 | 11,341.62 | 11,341.62 |
| WHITE, NEAL
XXXX-XXXX-XXXX-
15,000 | 0.00 | 0.00 | 4,140.31 | 4,140.31 |

Transactions

| Posting Transaction
Date Date | Description | Reference Number | MCC | Charge | Credit |
|----------------------------------|--|-------------------------|------|----------|-----------------------|
| | | | | | Total Activity |
| BERRYVILLE TOWN OF | | | | | -\$56,700.76 |
| Account Number: XXXX-XXXX-XXXX- | | | | | 56,700.76 |
| 01/24 01/24 | AUTO PAYMENT DEDUCTION | | 0071 | | |
| BOOR, RICK | | | | | Total Activity |
| Account Number: XXXX-XXXX-XXXX- | | | | | 6,627.88 |
| 01/04 01/03 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412907003980005623812 | 5599 | 306.75 | |
| 01/04 01/03 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412907003980005623879 | 5599 | 750.00 | |
| 01/05 01/03 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897004087300538324 | 5533 | 9.99 | |
| 01/05 01/03 | johnny blue, inc. 540-665-0968 VA | 24828247004980006254219 | 7394 | 82.00 | |
| 01/16 01/12 | FOX'S PIZZA BERRYVILLE VA | 24073147013900013000051 | 5812 | 38.75 | |
| 01/16 01/12 | FOX'S PIZZA BERRYVILLE VA | 24073147013900013000069 | 5812 | 5.25 | |
| 01/19 01/17 | GRIFFITH ENERGY SERVIC 410-956-3000 MD | 24258027018514872322872 | 5983 | 2,211.57 | |
| 01/20 01/18 | LSI 540-9551112 VA | 24073147019900012300019 | 5099 | 3,223.57 | |
| BRISTOL, TIM | | | | | Total Activity |
| Account Number: XXXX-XXXX-XXXX- | | | | | 2.62 |
| 01/20 01/19 | USPS PO 5107560300 BERRYVILLE VA | 24445007020000704206824 | 9402 | 2.62 | |
| BUSSERT, ERNIE | | | | | Total Activity |
| Account Number: XXXX-XXXX-XXXX- | | | | | 152.45 |
| 01/11 01/10 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977011091404000032 | 5251 | 23.59 | |



Transactions

| Date | Date | Description | Reference Number | MCC | Charge | Credit |
|-------|-------|--|-------------------------|------|--------|--------|
| 01/11 | 01/10 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977011091404000123 | 5251 | 45.91 | |
| 01/16 | 01/13 | THE BLOSSMAN COMPANIES INOCEAN SPRINGSMS | 24247607013300482474875 | 5983 | 17.99 | |
| 01/23 | 01/22 | LOWES #02724* WINCHESTER VA | 24692167022000970198846 | 5200 | 64.96 | |

CAPPO, JEFF **Total Activity**
Account Number: XXXX-XXXX-XXXX- **13,399.05**

| | | | | | | |
|-------|-------|--|-------------------------|------|----------|--|
| 01/04 | 12/30 | HACH COMPANY 9706631377 CO | 24801996366700009920292 | 5085 | 362.44 | |
| 01/04 | 01/03 | Shenandoah Appliance PlumWINCHESTER VA | 24270747004011716614823 | 1520 | 190.33 | |
| 01/06 | 01/05 | COYNE CHEMICAL 215-785-3000 PA | 24224437006101030704138 | 5169 | 1,331.08 | |
| 01/09 | 01/06 | MORIN PROCESS EQUIPMENT PELHAM AL | 24755427006170066367415 | 7699 | 180.72 | |
| 01/12 | 01/11 | JOINER MICRO LABORATORIE 540-347-7212 VA | 24435657012200389000039 | 7399 | 1,190.00 | |
| 01/16 | 01/13 | COYNE CHEMICAL 215-785-3000 PA | 24224437014101035512882 | 5169 | 2,038.54 | |
| 01/24 | 01/23 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431067024200824100016 | 5533 | 56.30 | |
| 01/25 | 01/19 | HACH COMPANY 9706631377 CO | 24801997020700009920298 | 5085 | 353.94 | |
| 01/26 | 01/25 | SQ *INSTRULOGIC LLC gosq.com VA | 24692167025000612080623 | 7392 | 4,230.00 | |
| 01/26 | 01/25 | THE BLOSSMAN COMPANIES INOCEAN SPRINGSMS | 24247607025300454235292 | 5983 | 436.74 | |
| 01/26 | 01/25 | TOTAL PEST SERVICES INC 540-9740768 VA | 24755427025170258583867 | 7342 | 79.00 | |
| 01/27 | 01/25 | TIRE WORLD WHOLESALE 301-6989200 MD | 24639237026900016400143 | 5532 | 244.02 | |
| 01/27 | 01/25 | MERRITT SANITATION 540-8695309 VA | 24073147026900012400018 | 2842 | 800.00 | |
| 01/30 | 01/26 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897027232200380772 | 5533 | 36.00 | |
| 01/30 | 01/17 | COYNE CHEMICAL 215-785-3000 PA | 24224437028101034494714 | 5169 | 1,742.44 | |
| 01/30 | 01/27 | NORVAC LOCK TECHNOLOGY I WINCHESTER VA | 24733097027400564000082 | 7399 | 127.50 | |

DORSEY, DANIEL **Total Activity**
Account Number: XXXX-XXXX-XXXX- **18.61**

| | | | | | | |
|-------|-------|-------------------------------------|-------------------------|------|-------|--|
| 01/19 | 01/18 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977019091409000245 | 5251 | 18.61 | |
|-------|-------|-------------------------------------|-------------------------|------|-------|--|

ELLIOTT, RALPH **Total Activity**
Account Number: XXXX-XXXX-XXXX- **951.98**

| | | | | | | |
|-------|-------|--|-------------------------|------|--------|--|
| 01/11 | 01/09 | BROY & SON PUMP SERVICE BERRYVILLE VA | 24073147010900019400027 | 1799 | 100.00 | |
| 01/18 | 01/17 | BROY & SON PUMP SERVICE BERRYVILLE VA | 24073147017900019800021 | 1799 | 213.44 | |
| 01/18 | 01/17 | THE BLOSSMAN COMPANIES INOCEAN SPRINGSMS | 24247607017300430034306 | 5983 | 284.94 | |
| 01/26 | 01/25 | JNO. S SOLENBERGER AND C WINCHESTER VA | 24138297026400009347310 | 5251 | 353.60 | |

FERREBEE, DARRELL **Total Activity**
Account Number: XXXX-XXXX-XXXX- **116.32**

| | | | | | | |
|-------|-------|-------------------------------------|-------------------------|------|--------|--|
| 01/05 | 01/04 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977005091402000024 | 5251 | 116.32 | |
|-------|-------|-------------------------------------|-------------------------|------|--------|--|

FIDDLER, HEATHER **Total Activity**
Account Number: XXXX-XXXX-XXXX- **270.02**

| | | | | | | |
|-------|-------|-------------------------------------|-------------------------|------|--------|--|
| 01/03 | 01/03 | Amazon web services aws.amazon.coWA | 24692167003000893372570 | 7399 | 0.56 | |
| 01/06 | 01/05 | USPS PO 5107560300 BERRYVILLE VA | 24445007006000684733134 | 9402 | 244.21 | |
| 01/25 | 01/24 | USPS PO 5107560300 BERRYVILLE VA | 24445007025000672996518 | 9402 | 25.25 | |

LILLY, STEPHEN **Total Activity**
Account Number: XXXX-XXXX-XXXX- **45.63**

| | | | | | | |
|-------|-------|-------------------------------------|-------------------------|------|-------|--|
| 01/04 | 01/03 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977004091401000026 | 5251 | 33.31 | |
| 01/17 | 01/15 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977016091403000210 | 5251 | 12.32 | |

LINK, BRIAN **Total Activity**
Account Number: XXXX-XXXX-XXXX- **355.82**

| | | | | | | |
|-------|-------|--|-------------------------|------|--------|--|
| 01/02 | 12/30 | LOWES #02724* WINCHESTER VA | 24692166365000844258906 | 5200 | 87.90 | |
| 01/05 | 01/04 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977005091402000131 | 5251 | 2.73 | |
| 01/11 | 01/10 | JRE WINCHESTER WINCHESTER VA | 24431067011207119700074 | 5085 | 168.10 | |
| 01/11 | 01/10 | JRE WINCHESTER WINCHESTER VA | 24431067011207119700132 | 5085 | 33.46 | |
| 01/17 | 01/14 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897016156200575417 | 5533 | 63.63 | |

MORELAND, DESIREE **Total Activity**
Account Number: XXXX-XXXX-XXXX- **24,169.43**

| | | | | | | |
|-------|-------|---|-------------------------|------|-----------|--|
| 01/12 | 01/10 | TelRite Corporation COVINGTON GA | 24393497011003236396747 | 4814 | 7.95 | |
| 01/20 | 01/19 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431057019083704444714 | 4900 | 19,544.30 | |
| 01/20 | 01/19 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431057019083702450887 | 4900 | 125.00 | |
| 01/20 | 01/19 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431057019083703450472 | 4900 | 2,627.28 | |
| 01/20 | 01/20 | COMCAST OF WINCHESTER 800-COMCAST VA | 24692167020000549314686 | 4899 | 74.90 | |
| 01/20 | 01/19 | VA DMV ONLINE BILLING PAY804-3670595 VA | 24755427020120206622437 | 9399 | 195.00 | |
| 01/20 | 01/19 | VA DMV ONLINE BILLING PAY804-3670595 VA | 24755427020120206622445 | 9399 | 100.00 | |
| 01/23 | 01/20 | VZWRLSS*MY VZ VB P 800-922-0204 FL | 24692167020000629545373 | 4814 | 792.77 | |
| 01/23 | 01/20 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692167020000740118852 | 4899 | 174.68 | |
| 01/23 | 01/20 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692167020000740118860 | 4899 | 144.45 | |
| 01/23 | 01/20 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692167020000740118878 | 4899 | 383.10 | |

PHILLIPS, ANN W **Total Activity**
Account Number: XXXX-XXXX-XXXX- **1,062.17**

| | | | | | | |
|-------|-------|---------------------------------------|-------------------------|------|--------|--|
| 01/04 | 01/03 | IN *TRUESHRED 888-7508783 VA | 24692167003000260980856 | 7399 | 49.00 | |
| 01/05 | 01/04 | VISTAPR*VistaPrint.com 866-8936743 MA | 24692167004000903401327 | 2741 | 56.98 | |
| 01/06 | 01/05 | STAPLS7168752417000001 877-8267755 NJ | 24164077005105048732152 | 5111 | 102.57 | |
| 01/09 | 01/06 | STAPLS7168893288000001 877-8267755 NJ | 24164077006105050761833 | 5111 | 240.47 | |

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Transactions

| Date | Date | Description | Reference Number | MCC | Charge | Credit |
|-------|-------|---------------------------------------|-------------------------|------|--------|--------|
| 01/11 | 01/10 | STAPLS7169015527000001 877-8267755 NJ | 24164077010105072740702 | 5111 | 35.64 | |
| 01/12 | 01/11 | STAPLS7169155163000001 877-8267755 NJ | 24164077011105105811552 | 5111 | 37.68 | |
| 01/16 | 01/13 | STAPLS7168752417000002 877-8267755 NJ | 24164077013105978732156 | 5111 | 21.27 | |
| 01/20 | 01/19 | STAPLS7169657768000001 877-8267755 NJ | 24164077019105185191158 | 5111 | 63.56 | |
| 01/20 | 01/19 | USPS PO 5107560300 BERRYVILLE VA | 24445007020000704321904 | 9402 | 397.00 | |
| 01/31 | 01/30 | IN *TRUESHRED 888-7508783 VA | 24692167030000519072098 | 7399 | 49.00 | |

REYNOLDS, CHARLES **Total Activity**
 Account Number: XXXX-XXXX-XXXX-
23.94

| | | | | | | |
|-------|-------|-------------------------------------|-------------------------|------|-------|--|
| 01/19 | 01/18 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977019091409000013 | 5251 | 6.36 | |
| 01/27 | 01/26 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977027091404000026 | 5251 | 5.06 | |
| 01/27 | 01/26 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977027091404000224 | 5251 | 12.52 | |

STOVER, KEITH **Total Activity**
 Account Number: XXXX-XXXX-XXXX-
519.76

| | | | | | | |
|-------|-------|--|-------------------------|------|-------|------|
| 01/06 | 01/04 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897005093700579032 | 5533 | 74.65 | |
| 01/06 | 01/04 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897005093700579040 | 5533 | 77.87 | |
| 01/10 | 01/09 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977010091402000100 | 5251 | 5.87 | |
| 01/11 | 01/10 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977011091404000321 | 5251 | 59.69 | |
| 01/11 | 01/10 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431067011200824000047 | 5533 | 47.19 | |
| 01/12 | 01/10 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897011130900441407 | 5533 | 48.99 | |
| 01/12 | 01/11 | TRUCK PARTS UNLIMITED WINCHESTER VA | 24755427012130124221287 | 5533 | 70.00 | |
| 01/13 | 01/11 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897012137100439627 | 5533 | 97.98 | |
| 01/19 | 01/14 | TRUCK PARTS UNLIMITED WINCHESTER VA | 74755427018130155010780 | 5533 | | 4.52 |
| 01/31 | 01/30 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412907030980005623868 | 5599 | 2.95 | |
| 01/31 | 01/30 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431067031200824700162 | 5533 | 39.09 | |

TYRRELL, DAVE **Total Activity**
 Account Number: XXXX-XXXX-XXXX-
11,341.62

| | | | | | | |
|-------|-------|--|-------------------------|------|----------|--|
| 01/02 | 12/21 | COYNE CHEMICAL 215-785-3000 PA | 24224436366101037148574 | 5169 | 653.04 | |
| 01/02 | 12/30 | COYNE CHEMICAL 215-785-3000 PA | 24224436366101037148632 | 5169 | 668.52 | |
| 01/10 | 01/09 | BROWNING EQUIPMENT, INC. PURCELLVILLE VA | 24388957009980000328556 | 5599 | 1,549.00 | |
| 01/12 | 01/10 | GERALD TAYLOR CO INC 301-5822800 MD | 24142027011900014500011 | 0780 | 702.00 | |
| 01/12 | 01/11 | SQ *INSTRULOGIC LLC gosq.com VA | 24692167011000788979976 | 7392 | 596.00 | |
| 01/12 | 01/11 | SQ *INSTRULOGIC LLC gosq.com VA | 24692167011000788981048 | 7392 | 596.00 | |
| 01/12 | 01/10 | BERRYVILLE AUTO PARTS INC800-4498012 VA | 24767897011130900627237 | 5533 | 192.26 | |
| 01/12 | 01/11 | 84 - WINCHESTER - CAPTRI WINCHESTER VA | 24445007011300362592478 | 5065 | 430.60 | |
| 01/12 | 01/11 | CUMMINS ATLANTIC #9 CLOVERDALE VA | 24445007012600199184020 | 5046 | 252.00 | |
| 01/12 | 01/11 | COSTCO WHSE #0239 WINCHESTER VA | 24431067012898000118423 | 5300 | 123.24 | |
| 01/12 | 01/11 | ROBERTS OXYGEN CO BR 00 800-6263433 MD | 24755427012640120806881 | 5085 | 118.00 | |
| 01/13 | 01/11 | THE BLOSSMAN COMPANIES INOCEAN SPRINGSMS | 24247607012100284626784 | 5983 | 155.47 | |
| 01/13 | 01/11 | CONTROL EQUIPMENT COMPANY540-4440386 VA | 24019517012137200508008 | 5074 | 357.59 | |
| 01/18 | 01/10 | COYNE CHEMICAL 215-785-3000 PA | 24224437018101030012595 | 5169 | 997.00 | |
| 01/18 | 01/17 | COYNE CHEMICAL 215-785-3000 PA | 24224437018101030012652 | 5169 | 653.04 | |
| 01/18 | 01/10 | COYNE CHEMICAL 215-785-3000 PA | 24224437018101030012587 | 5169 | 1,331.08 | |
| 01/24 | 01/23 | VW GRAINGER 877-2022594 PA | 24755427024120240747899 | 5085 | 1,306.18 | |
| 01/25 | 01/24 | ATCO MANUFACTURING COMPAN973-3000174 GA | 24275397024387800177777 | 2842 | 151.50 | |
| 01/30 | 01/29 | FEC*FUTUREELECTRONICS 800-444-0050 MA | 24692167029000605610879 | 5065 | 509.10 | |

WHITE, NEAL **Total Activity**
 Account Number: XXXX-XXXX-XXXX-
4,140.31

| | | | | | | |
|-------|-------|--|-------------------------|------|----------|--|
| 01/06 | 01/04 | ELEARNING AMERICAN HEART 888-242-8883 TX | 24210737005207225100238 | 8398 | 790.50 | |
| 01/13 | 01/12 | TELTRONIC-BELTSVILLE 301-468-6500 MD | 24323007012207893300097 | 5065 | 639.73 | |
| 01/13 | 01/12 | THE EARMOLD COMPANY LTD 540-3891642 VA | 24013397012001685047820 | 5999 | 201.90 | |
| 01/16 | 01/12 | TIRE WORLD WHOLESALE 301-6989200 MD | 24639237013900015300158 | 5532 | 551.88 | |
| 01/16 | 01/12 | INTERSTATE ALL BATTERY WILLIAMSPORT MD | 24692167013000860073910 | 5533 | 238.30 | |
| 01/16 | 01/12 | BERRYVILLE AUTO PARTS INC800-4498012 VA | 24767897013144000525926 | 5533 | 1,053.52 | |
| 01/16 | 01/13 | VISTAPR*VistaPrint.com 866-8936743 MA | 24692167013000981951101 | 2741 | 31.99 | |
| 01/16 | 01/12 | IACP 800-843-4227 VA | 24258027013701290715804 | 8699 | 150.00 | |
| 01/23 | 01/21 | GALLS 859-266-7227 KY | 24435657021801021854722 | 5964 | 220.00 | |
| 01/25 | 01/24 | IN *POLICE AND SHERIFFS P912-5370780 GA | 24692167024000151754258 | 7399 | 17.49 | |
| 01/30 | 01/27 | V.P.C.F. 804-285-8227 VA | 24431057027206000035544 | 8398 | 200.00 | |
| 01/31 | 01/30 | VALLEY HOME CARE WINCHESTER VA | 24755427030160304166711 | 5047 | 45.00 | |

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

| | Annual Percentage Rate | Balance Subject to Interest Rate | Finance Charges by Transaction Type |
|-----------|------------------------|----------------------------------|-------------------------------------|
| PURCHASES | 0.00% | \$0.00 | \$0.00 |



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Finance Charge Calculation

| | Annual Percentage Rate | Balance Subject to Interest Rate | Finance Charges by Transaction Type |
|------|-------------------------------|---|--|
| CASH | 0.00% | \$0.00 | \$0.00 |

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



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Attachment 16

BERRYVILLE TOWN COUNCIL

MOTION TO SET PUBLIC HEARING ON TAX RATES

Date: MARCH 14, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville set a public hearing for April 11, 2017, on the tax rates as follows:

- A. \$0.19 per \$100 assessed valuation on real estate, including real estate of public service corporations;
- B. \$1.25 per \$100 assessed valuation on tangible personal property except machinery and tools;
- C. \$1.30 per \$100 assessed valuation on tangible machinery and tools.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 17

Town Council's Administrative Goals for FY 2018

Mayor Dickinson asked the Council to consider the administrative goals it has for the coming fiscal year. A number of goals/objectives have been discussed at meetings of the Town Council's Standing Committees.

Mayor Dickinson wants to complete the FY 2018 goals and identify the funding needed to attain the Council's goals. In short, if reaching the goal that has been adopted will require the expenditure of funds, the FY 2018 budget must provide for required funding.

Please find attached a list of proposed goals that have been discussed at various times by the Town Council's Standing Committees. Staff has worked to modify the list to not only provide goals but to begin the process of developing objectives that can be taken to meet the goals.

Once the goals for the coming fiscal year have been approved by the Town Council and funded in the FY 2018 budget, the Council and staff will work to develop a path forward including detailed objectives and benchmarks for evaluation.

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT ADMINISTRATIVE GOALS

Date: March 14, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached administrative goals.

VOTE:

Aye:

Nay:

Absent:

Attest: _____
Harry L. Arnold, Jr., Recorder

**Administrative Goals for the Town of Berryville
Fiscal Year 2018**

Goal 1: Improve Police Department administrative efficiency and accuracy.

Objective: Implementation of E-Citation in FY18.

Cost: \$21,000

Funding source: General Fund

Goal 2: Improve retention in the Police Department

Objective: Implement a tenure-based compensation plan in FY18.

Cost: \$2,500

Funding Source: General Fund

Objective: Complete an in house compensation study to identify any disparities in sworn officer compensation with competing employers. This is to be completed in FY18.

Cost: \$ TBD

Funding Source: General Fund

Objective: Fund, to the fullest extent possible, needed compensation adjustments identified in the compensation study. This is to be completed in FY18.

Cost: \$ 35,000

Funding Source: General Fund

Goal 3: Develop a plan for the stabilization and re-use of the livery stable at 23 East Main Street

Objective: Procure the services of an engineer to complete a building assessment of the stable in order to assess the building's condition and structural soundness and make recommendations of repairs needed to stabilize the structure. This will be completed in FY18.

Cost: \$ 15,000

Funding Source: General Fund

Goal 4: Improve Berryville's commercial climate by enhancing the appeal of the Business District and attracting business that fulfill the economic development goals of the Town.

Objective: Attract a hotel to Berryville within the next two years.

Cost: TBD

Funding Source: General Fund

Objective: Evaluate strategies for improving accessibility in the Downtown Business District. This is to be completed in FY18.

Cost: TBD

Funding Source: General Fund

Goal 5: Identify beautification projects that would improve the appearance of the Town and partner with other stakeholders to plan, fund, complete, and maintain said projects.

Objective: Plan and complete a landscaping project in the median of the 100 Block of Page Street. This is to be completed in FY18

Cost: TBD

Funding Source:

Goal 6: Develop plans that ensure tangible and intangible assets are maintained, accounted for, and maximized to their full potential.

Objective: Complete an organization-wide asset inventory in FY18.

Cost: TBD

Funding Source: General, Water, and Sewer Funds

Goal 7: Ensure that the Town's water and sewer fees, including availability and user fees, are calculated in a manner that will fund operations and capital improvement needs, while being fair and reasonable.

Objective: Procure the services of a consulting engineer to complete a water and sewer fee analysis and adopt revised fees. This is to be completed in FY18.

Cost: \$10,000

Funding Source: Water Fund 50% and Sewer Fund 50%

Goal 8: Ensure that the Town's salary structure is competitive.

Objective: Complete an in house compensation study and revised classification system. This will be completed in FY18.

Cost: TBD

Funding Source: General, Water, and Sewer Funds

Goal 9: Ensure that employee job descriptions are accurate and complete.

Objective: Staff will update all job descriptions that have not been updated within the last 2 years. This will be completed in FY18.

Cost: TBD

Funding Source: General, Water, and Sewer Funds

Attachment 18

MINUTES
BERRYVILLE TOWN COUNCIL
COMMUNITY IMPROVEMENTS COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting
February 27, 2017

Committee members: Present- Donna Marie McDonald, Chair; Allen Kitselman
Staff: Keith Dalton, Town Manager; Christy Dunkle, Planner; Ann Phillips, Town Clerk
Press: None
Others: Erecka Gibson, Diane Harrison, Marilyn Pierce, Olivia Burkley

1. Call to Order

Chair McDonald called the meeting to order at 7:00 p.m.

2. Discussion Page Street Beautification Project

The Committee discussed the area of the Page Street median maintained by the Battletown Homeowners Association which Ms. McDonald would like to see improved. Mr. Dalton said it would be preferable for the HOA to take responsibility for such a project, noting that the Town would be in the role of review and approval. Mr. Kitselman said if the Town funds the work, it may set a precedent for other neighborhoods expecting the same treatment. By consensus, the Committee agreed to discuss the matter with the Town Council.

3. Discussion Development of a new Town Park

Ms. McDonald said Mayor Dickinson had suggested the idea of leasing the rear of the Primary School property from the County for use as park. Mr. Kitselman said he was not sure it was a good idea considering the large amount of improvements including thousands of dollars in tree work necessary to make the area safe for the public. Ms. McDonald agreed it was a large project and that other budget items are more important.

Mr. Kitselman said the idea of using the property for workforce affordable housing had been suggested. Mr. Dalton said using the property for additional office space or parking for the renovated school office building had also been suggested. Ms. McDonald said she preferred to see the housing suggestion moved forward to Town Council.

4. Discussion Livery Stable at 23 East Main Street

Ms. McDonald said she would like to see the historic livery stable used as a museum or something similar where tourists could visit. Mr. Kitselman said an engineer's assessment should be done first, and then uses for the building could be determined. Mr. Dalton said the proposed budget includes \$15,000 to be used to evaluate the structure to determine renovation needs and costs. The Committee agreed that the matter should be addressed by the Town Council.

5. Discussion Efforts to attract a hotel

Mr. Kitselman said attracting a hotel is one of the most important goals for the Town, and noted that a model for assembling investors has been provided. Mr. Dalton and Ms. Dunkle referenced the

hospitality market evaluation completed in 2013 which indicated that a small hotel could be viable. They noted that hotel professionals with whom they spoke identified a property on Chalmers Court as an ideal location for a hotel serving the Town and County. Mr. Dalton said staff hoped the Committee would voice support and lead the request for funding if needed. By consensus, the Committee agreed to discuss the matter with Town Council.

6. Discussion Improving Accessibility at existing businesses

Mr. Kitselman said the matter could be studied, saying the first goal for the Town would be to make sure businesses are accessible from the parking areas to the downtown areas. Mr. Dalton said he sees the Town's role as providing resources to business owners who wish to improve their accessibility. The Committee agreed that funding would be needed to complete more study and that coordination with VDOT would be necessary in some cases when improving accessibility on Main Street. Ms. Dunkle noted the Regional Commission is a good resource for studying the issue. Mr. Kitselman said that Berryville Main Street has also voiced interest in the issue and may be of help to the Town Council on this matter.

7. Discussion Administrative Goals FY 2018

Mr. Dalton noted the Mayor had requested that Committees examine their needs for the coming year to assist the Budget and Finance Committee with next year's budget.

6. Adjourn

On a motion by Mr. Kitselman, seconded by Ms. McDonald, the meeting was adjourned at 7:54 p.m.

Attachment 19

MINUTES
BERRYVILLE TOWN COUNCIL
POLICE AND SECURITY COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting
Thursday, February 23, 2017
9:00 a.m.

Committee members: Present- Dave Tollett, Chair; Pat Dickinson

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

Others: Harry Lee Arnold, Jr.; Marilyn Pierce

Press: None

1. Call to Order

The meeting was called to order at 9:00 a.m. by Committee Chair Tollett.

2. Report of the Chief

Chief White provided an update on Police Department staffing.

3. Berryville Code - Chapter 10

The Committee and staff reviewed Chapter 10 of the Berryville Code.

4. E-Citation

The Committee and staff reviewed the matter of implementation of E-Citation. By consensus the Committee directed the staff to forward the matter to the Town Council.

5. Skyline Regional Criminal Justice Academy

Staff updated the Committee on the final steps necessary for establishing the Skyline Regional Criminal Justice Academy. By consensus the Committee directed staff to forward this matter to the Town Council for discussion at its March meeting.

6. Police Department Fleet

The Committee and staff reviewed the Police Department fleet. Ms. Dickinson indicated that she wants to consider whether the Police Department will be better served by a fleet of SUV's instead of a fleet of SUV's and sedans. Chief White agreed to examine that issue, including purchase and operations costs.

7. Administrative Goals FY 2018

Ms. Dickinson noted that E-Citation was clearly a goal and Mr. Tollett agreed. Mr. Tollett asked Chief White about his top goal and Chief White responded that retention of employees had to be the top goal. Mr. Tollett agreed and noted that grade within step for the Police Department was essential to providing compensation for reaching milestones. The Committee and staff also discussed integration of career development plans into the step within grade.

8. Adjourn

There being no further business, the meeting was adjourned at 10:19 a.m.

Attachment 20



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: 03/09/2017

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 03/14/2017

Monthly Activity Report

The activity report for the month of February 2017 is attached to this memo.

Police and Security Committee

The Police and Security Committee met on February 23, 2017 and the minutes of that meeting are included with this report for approval. The Committee is scheduled to meet again on March 23, 2017 at 9:00 am in the A/B meeting room.



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

POLICE AND SECURITY REPORT

| | Year To Date | February | January |
|-----------------------------------|--------------|-------------|-------------|
| Month: February | | | |
| Year: 2017 | 2017 | 2017 | 2017 |
| <u>Complaints Answered</u> | | | |
| 911 Hang Up: | 10 | 5 | 5 |
| Alarms: | 15 | 8 | 7 |
| Animal Complaint: | 13 | 7 | 6 |
| Assault And Battery: | 1 | 0 | 1 |
| Assist County: | 1 | 0 | 1 |
| Auto Larceny: | 0 | 0 | 0 |
| Burglary: | 0 | 0 | 0 |
| Civil Complaints: | 10 | 5 | 5 |
| Disturbance (Non Violent): | 3 | 2 | 1 |
| Domestic Disturbance: | 3 | 3 | 0 |
| Drunk In Public: | 1 | 1 | 0 |
| Forgery & Uttering: | 0 | 0 | 0 |
| Fraud: | 11 | 5 | 6 |
| Grand Larceny: | 1 | 0 | 1 |
| Harassment/Intimidation: | 3 | 2 | 1 |
| Homicide: | 0 | 0 | 0 |
| Juvenile Related: | 5 | 3 | 2 |
| Noise: | 5 | 3 | 2 |
| Petty Larceny: | 4 | 3 | 1 |
| Public Service: | 9 | 2 | 7 |
| Rape: | 0 | 0 | 0 |
| Robbery: | 0 | 0 | 0 |
| Runaway: | 0 | 0 | 0 |
| Shoplifting: | 0 | 0 | 0 |
| Suspicious Activity: | 27 | 16 | 11 |
| Trespassing: | 1 | 1 | 0 |
| Vandalism: | 2 | 1 | 1 |
| Welfare Check: | 26 | 15 | 11 |
| Miscellaneous Complaints: | 51 | 27 | 24 |
| Total Complaints Answered: | 202 | 109 | 93 |



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

Traffic

| | | | |
|----------------------------|----|----|----|
| Accidents Investigated: | 13 | 10 | 3 |
| Assist Motorist: | 14 | 4 | 10 |
| Child Safety Seat Install: | 2 | 1 | 1 |
| Funeral Escort: | 8 | 3 | 5 |
| Hit & Run: | 3 | 2 | 1 |
| Parking Tickets: | 43 | 16 | 27 |
| Traffic Warnings: | 56 | 34 | 22 |

Traffic Summons Issued

| | | | |
|--------------------------------------|-----------|-----------|-----------|
| Defective Equipment: | 1 | 1 | 0 |
| Driving Suspended: | 1 | 1 | 0 |
| Expired Inspection: | 9 | 8 | 1 |
| Expired Registration: | 2 | 1 | 1 |
| Fail To Obey Highway Sign: | 22 | 10 | 12 |
| Fail To Obey Traffic Signals: | 1 | 1 | 0 |
| Fail To Stop/Lights & Siren: | 0 | 0 | 0 |
| Fail To Yield Right Of Way: | 2 | 1 | 1 |
| Hit And Run: | 0 | 0 | 0 |
| No Liability Insurance: | 0 | 0 | 0 |
| No Operator's License: | 2 | 1 | 1 |
| No Seat Belt: | 0 | 0 | 0 |
| Reckless Driving: | 3 | 0 | 3 |
| Speeding: | 41 | 23 | 18 |
| Miscellaneous Summons: | 6 | 3 | 3 |
| Total Traffic Summons Issued: | 90 | 50 | 40 |



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W. Neal White – Chief of Police

Criminal Arrests Made

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

Found Open At Business In Town

| | | | |
|--------------------------|---|---|---|
| Doors: | 9 | 5 | 4 |
| Windows: | 0 | 0 | 0 |
| Garage Doors Found Open: | 0 | 0 | 0 |

Attachment 21

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT RESOLUTION TO ESTABLISH SKYLINE REGIONAL
CRIMINAL JUSTICE ACADEMY

Date: MARCH 14, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached resolution of agreement to establish the Skyline Regional Criminal Justice Academy and authorizing the Town Manager to sign the attached Charter Agreement Establishing the Skyline Regional Criminal Justice Academy on behalf of the Town.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE

WHEREAS, the TOWN OF BERRYVILLE, the COUNTY OF CLARKE, the COUNTY OF FREDERICK, the FREDERICK COUNTY EMERGENCY COMMUNICATIONS CENTER, the TOWN OF FRONT ROYAL, the LORD FAIRFAX COMMUNITY COLLEGE, the TOWN OF MIDDLETOWN, the NORTHWESTERN REGIONAL JAIL AUTHORITY, the RSW REGIONAL JAIL AUTHORITY, the TOWN OF STEPHENS CITY, the TOWN OF STRASBURG, the COUNTY OF WARREN, the CITY OF WINCHESTER, and the COUNTY OF RAPPAHANNOCK, have agreed to form a regional criminal justice academy pursuant to Section 15.2-1747 et. seq. of the Code of Virginia in order to furnish the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advance training programs; and

WHEREAS, it is necessary for the participating members to enter into an agreement establishing the regional criminal justice academy that sets forth the relationship between the members and the regional criminal justice academy.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Berryville that:

1. The Council hereby agrees to establish the Skyline Regional Criminal Justice Academy pursuant to Section 15.2-1747 et. seq. of the Code of Virginia, and
2. At its regular meeting of March 14, 2017, the Council authorized the Town Manager to sign the Charter Agreement Establishing the Skyline Criminal Justice Academy, a copy of which is attached to this Resolution.

Adopted:

Attest:

Mayor

Recorder

CHARTER AGREEMENT ESTABLISHING THE
SKYLINE REGIONAL CRIMINAL JUSTICE ACADEMY

THIS CHARTER AGREEMENT (“Agreement”) is made this ____ day of April, 2017, by and among the TOWN OF BERRYVILLE, the COUNTY OF CLARKE, the COUNTY OF FREDERICK, the TOWN OF FRONT ROYAL, the LORD FAIRFAX COMMUNITY COLLEGE, the TOWN OF MIDDLETOWN, the NORTHWESTERN REGIONAL JAIL AUTHORITY, the RSW REGIONAL JAIL AUTHORITY, the TOWN OF STEPHENS CITY, the TOWN OF STRASBURG, the COUNTY OF WARREN, the CITY OF WINCHESTER, the COUNTY OF RAPPAHANNOCK (collectively the “Member Jurisdictions”).

WHEREAS, the Member Jurisdictions are each currently members of the Rappahannock Regional Criminal Justice Academy; and

WHEREAS, the Member Jurisdictions have determined that it is in their best interest to withdraw as members of the Rappahannock Regional Criminal Justice Academy and to establish and operate a new criminal justice training academy to be known as the Skyline Regional Criminal Justice Academy; and

WHEREAS, on November 2, 2016, the Board of Directors of the Rappahannock Regional Criminal Justice Academy approved the withdrawal of the Member Jurisdictions effective June 30, 2017; and

WHEREAS, the Member Jurisdictions have each adopted a resolution to withdraw as a member of the Rappahannock Regional Criminal Justice Academy and to start training as a member of the Skyline Regional Criminal Justice Academy effective July 1, 2017; and

WHEREAS, the Member Jurisdictions desire to enter into this Agreement pursuant to Section 15.2-1747 of the Code of Virginia to provide for the establishment and operation of the Skyline Regional Criminal Justice Academy.

NOW THEREFORE, the Member Jurisdictions agree as follows:

SECTION 1. NAME

The Member Jurisdictions agree to create a regional criminal justice training academy pursuant to the provisions of Section 15.2-1747 of the Code of Virginia to be known as the Skyline Regional Criminal Justice Academy (“Academy”).

SECTION 2. PRINCIPAL OFFICE

The principal office of the Academy shall initially be located at 2275 Third Street, Middletown, Virginia 22645 in the County of Frederick, Virginia. The principal office may be changed at such times and under such conditions as the Board may determine.

SECTION 3. BOARD OF DIRECTORS

The Board of Directors (the “Board”) shall be composed as follows:

(i) each county shall be represented by both the chief of police and sheriff. If a county does not have a chief of police, then only the sheriff shall serve as the member representing that county. Notwithstanding the above, the director of the Frederick County Emergency Communications Center shall serve as a member representing Frederick County in addition to its sheriff.

(ii) each city shall be represented by its chief of police or other City Official appointed by the governing body and sheriff or other City Official appointed by the governing body.

Notwithstanding any other provisions of this Charter, these members shall serve for terms as designated by the governing body.

(iii) each town shall be represented by its chief of police.

(iv) each regional jail shall be represented by its superintendent.

(v) if a Member Jurisdiction is not a city, county, town or regional jail, then that Member Jurisdiction shall be represented by its chief law enforcement officer.

The members of the Board shall serve for a term coexistent with their employment as sheriff, chief of police, jail superintendent, chief law enforcement officer, or director of emergency communications center. Each member of the Board shall have one vote. A majority of the Board shall constitute a quorum, and a vote of the majority of the members of the Board voting shall be necessary for the passage of all items. Each member of the Board may appoint an alternate in

writing to attend meetings and vote in place of the member. The Board may adopt by-laws governing the operation of the Board and Academy.

The Board shall annually elect a Chairman and Vice-Chairman to serve as Officers of the Board. During the annual meeting, the Board shall also elect a secretary. The secretary need not be a member of the Board. The secretary shall keep written minutes of the meeting and deliver copies to the members of the Board. The Board shall fix such meeting times as it deems necessary.

SECTION 4. EXECUTIVE COMMITTEE

The Board may create an Executive Committee, which may exercise the powers and authority of the Academy between meetings of the Board as authorized by law. The Chairman of the Academy Board of Directors shall serve as the Chairman of the Executive Committee. The remaining members of the Executive Committee shall be determined by the Board.

SECTION 5. PURPOSE AND POWERS

The purpose of the Academy is to furnish the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs. The Academy shall have all powers set forth in Sections 15.2-1747 *et seq.*, of the Code of Virginia, as amended, and other provisions of Virginia Law.

SECTION 6. ADDITIONAL MEMBERS

Other governmental units may become members of the Academy upon a resolution adopted by the governing body of the governmental unit requesting membership in the Academy and approval of the request by a two-thirds vote of the Board of the Academy, subject to such conditions as the Board may prescribe.

SECTION 7. WITHDRAWAL AS A MEMBER

Members may withdraw from the Academy as provided by Sections 15.2-1747 *et seq.*, of the Code of Virginia as the same may be amended.

SECTION 8. AMENDMENT OF AGREEMENT

This Agreement may be amended upon approval by three-fourths of the governing bodies of the then Member Jurisdictions.

SECTION 9. AUDIT

An annual, independent financial audit made by a Certified Public Accountant of the Academy, and any special funds, shall be conducted. Copies of all audits shall be sent to each Member Jurisdiction.

SECTION 10. FINANCE AND BUDGET

The Board shall adopt a budget for each fiscal year, and shall submit its approved budget to each Member Jurisdiction prior to January 1 of each year. Such budget shall estimate the amount of funds needed from each Member Jurisdiction to operate the Academy during the fiscal year beginning July 1. Each Member agrees to pay, subject to appropriation, a percentage of the total cost of operating the Academy for the next fiscal year (minus any grants or income from the training of non-members or other source), which percentage shall be determined by comparing the number of criminal justice officers (subject to mandatory training) employed by each Member Jurisdiction. Member Jurisdictions agree to make such payment to the Academy by such date established by the Board.

SECTION 11. EFFECTIVE DATE AND DURATION

This Agreement shall be effective from date of its approval by all of the governing bodies of the Member Jurisdictions. The Academy shall continue in effect in perpetuity unless dissolved by unanimous action of the governing bodies of the Member Jurisdictions. In the event this Agreement is terminated, payment and/or credit for the furnishing and use of real property owned by a Member Jurisdiction shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board and distributed in kind to the participants as nearly as is feasible in the same proportion as each participant contributed to acquiring it; however, one or more participants may purchase the interests of one or more of the other participants in the property.

SECTION 12. EXECUTION OF AGREEMENT

This Agreement may be signed in any number of counterparts, each of which is an original and all of which taken together form one single document.

WITNESS the following signatures:

TOWN OF BERRYVILLE

By: _____
Town Manager

Date: _____

COUNTY OF CLARKE

By: _____
County Administrator

Date: _____

COUNTY OF FREDERICK

By: _____
County Administrator

Date: _____

TOWN OF FRONT ROYAL

By: _____
Town Manager

Date: _____

LORD FAIRFAX COMMUNITY COLLEGE

By: _____
President

Date: _____

TOWN OF MIDDLETOWN

By: _____
Town Manager

Date: _____

NORTHWESTERN REGIONAL JAIL AUTHORITY

By: _____
Chairman

Date: _____

RSW REGIONAL JAIL AUTHORITY

By: _____
Chairman

Date: _____

TOWN OF STEPHENS CITY

By: _____
Town Manager

Date: _____

COUNTY OF RAPPAHANNOCK

By: _____
County Administrator

Date: _____

TOWN OF STRASBURG

By: _____
Town Manager

Date: _____

COUNTY OF WARREN

By: _____
County Administrator

Date: _____

CITY OF WINCHESTER

By: _____
City Manager

Date: _____

Attachment 22

BERRYVILLE TOWN COUNCIL
Streets and Utilities Committee
Tuesday, February 28, 2017
Berryville-Clarke County Government Center
12:00 p.m.

MINUTES

Roll:

Town Council:

Present: Patricia Dickinson, Chair; David Tollett

Staff: Keith Dalton, Town Manager; Christy Dunkle, Planner; Rick Boor, Director of Public Works; Dave Tyrell, Director of Public Utilities; Ann Phillips, Town Clerk

Others: Alison Sloop, Lord Fairfax Soil & Water Conservation District; Alton Echols; Marilyn Pierce

Press: Cathy Kuehner, Winchester Star

1. **Call to Order**

Chair Dickinson called the meeting to order at 12:00 p.m.

2. **Presentation**

Alison Sloop, Conservation Specialist, Lord Fairfax Soil and Water Conservation District
Ms. Sloop reviewed the Virginia Conservation Assistance Program.

3. **Discussion -Water and Sewer Availability Fees**

Ms. Dickinson said it had been the consensus of Town Council that the Streets & Utilities Committee bring options for revising availability fees back to the full Council.

Mr. Tollett said that all agree that the fees need revision, but he does not feel qualified to set the rates and does not know who should set the rates. He said he was surprised that the Town does not set the meter size for new projects. Mr. Dalton said he would be concerned about the Town getting involved in private projects and being responsible for those calculations.

Ms. Dickinson presented a graph of availability fees collected since 1989. She said looking at the usage fees would be of interest adding that the more users there are on the system, the more economical the costs. She noted that no multi-family units have been built since the new fee structure was adopted. She said the rate should be grounded in financing and not in engineering.

Mr. Dalton said the rates are grounded in engineering, and they are based on what it takes to pay for the system.

Ms. Dickinson said the mayor of Purcellville has recommended a consulting firm to help set the rates for their town. She said it is easy to use a rate structure to control what is built and questioned whether the Town wants to build multi-family housing.

Ms. Dunkle said the issue is also one of demographics, adding that in her tenure she has never had a request for multi-family housing.

Mr. Dalton noted that the idea of encouraging multi-family housing would affect schools, streets, etc., and should be discussed with the County.

Ms. Dickinson said she hated to walk away from an income stream of \$80,000 per year if the proposed senior housing project is not built.

Ms. Dickinson said that if a consultant is used, the process will take three to six months. Mr. Dalton agreed that the project is a significant one that will take considerable time to complete. He said the project would be broader than looking at the rates.

Ms. Dickinson said the project could be taken in small pieces with availability fees handled first, adding that she had no idea of the cost of such a project.

Mr. Tollett said he had no idea how to proceed and suggested taking the matter to the Council to see how to proceed.

Ms. Dickinson asked Mr. Tollett how he would proceed if the majority of Council wanted a new rate immediately, and Mr. Tollett replied that there is no quick fix. Ms. Dickinson said the only proposal to the Town Council is to hire a consultant to review availability and usage fees. Mr. Tollett agreed. Ms. Dickinson said that she and a majority of the Council want to see the senior housing project completed.

Mr. Dalton said Virginia Resources Authority will be a factor in reviewing the rates. He said when the Town borrowed for the waste water treatment plant, the loan was subject to conditions regarding rates set by VRA.

Mr. Tyrrell said that fixed expenses are one thing, but costs associated with increased flow, such as chemicals and man hours, are unknown.

4. Discussion - FY 17 Street Work Priorities

The Committee and staff discusses the priorities for FY 17. Mr. Dalton noted that with no snow events, there may be some money to spend at the end of the winter.

Ms. Dickinson said she has heard from residents who are upset about their water bills going up with no explanation. She said she had learned about a company named Aquahawk from the mayor of Purcellville which allows residents to check their water usage electronically. She requested that Mr. Dalton research the matter.

The Committee discussed the proposed crosswalks at Swan and Buckmarsh and Hermitage and Main.

5. Adjourn

There being no further business, the committee adjourned at 1:08 p.m.

Attachment 23

Proposed amendment to the Schedule of Water and Sewer Fees and Charges

March 14, 2017

This matter was discussed at the February 28, 2017 Streets and Utilities Committee meeting. It was also discussed at the March 6, 2017 Town Council Work Session. At the work session, Earl Sutherland of Pennoni provided an overview on availability fee evaluation.

February 14, 2014

The proposed amendment of the Schedule of Water and Sewer Fees and Charges was discussed at the December 13, 2016 and January 10, 2017 regular Town Council meetings as well as the January 3, 2017 and January 24, 2017 Streets and Utilities Committee meetings.

At the January Town Council meeting, the Council directed the Town Manager to consult with the Town's engineer regarding the structure of the Availability Fee Schedule. He was to speak with the engineer in order to gain insight into why the availability fees for multi-family units are structured as they are in the Town's fees schedule.

During the January 24, 2017 Streets and Utilities Committee meeting, Mayor Dickinson expressed concern that an engineer was being consulted on this matter. The Town Manager stated that he believed he was acting in accordance with the wishes of the Town Council and that the discussion in question is limited. Mayor Dickinson stated that this is a matter of philosophy not engineering. She noted that no multi-family development had been built in Berryville since the late 1990's and that fees affect what can be developed. Mr. Tollett stated that during his research he found an approach that should be considered during this discussion. He provided a copy of the Loudoun Water Fee Schedule. He noted that this structure provides for a focused examination of the usage expected for a particular use and that the fee is based on that examination. Further, Loudoun Water has the authority to review the fee that has been applied to a property and make adjustments (i.e. bill) as needed.

Earl Sutherland, P.E of Pennoni (engineering firm) informed staff that the basic principle behind the structure that Berryville has (you have also reviewed Fairfax Water's ordinance that is structured similarly) is that multi-family units consume approximately 80% of the water consumed by single family units. He noted that the Frederick County Sanitary Authority has just adopted a new policy concerning availability fees for multi-family dwelling unit projects. Prior to the change, fees were based solely on meter (master) size. The amended fee schedule provides for a fee based on 80% of the fee for a single-family unit multiplied by the number of units in the project. He noted that, in his opinion, the structure using the 80% calculation is a much more equitable way to charge for utility availability and service.

Please find attached fees schedules from the following localities/authorities: *(Please note this section is from a previous report and these items are not attached as listed)*

- Loudoun Water
- Frederick County Sanitary Authority
- Fairfax County Water Authority
- Town of Luray
- Town of Purcellville
- Shenandoah County
- Town of Front Royal

- Town of Lovettsville

These fee schedules are just a sampling of the many fees structures that exist. As you will see, some jurisdictions address multi-family availability fees by charging for each unit at a reduced rate while others apply a meter size approach. Loudoun's approach, which is quite different than the others included in the packet, is more nuanced and complex. With regard to Berryville's current fee schedule, it clear that the multiplier should have been applied to both the water and sewer fees instead of just the water fee.

With regard to Ms. Gibson's question regarding the affect that reducing availability fees would have on the water fund, staff is not in a position to provide an in-depth analysis of the matter. What can be said is that the Town will need to spend over \$1.5 M in water fund capital improvements over the next several years. While some of the work can be paid for by fund reserves, availability fees will be critical to funding the required work. It is safe to say that if availability fees are not collected in sufficient amounts to cover a significant portion of these costs, user fees will have to be increased. Detailed analysis of the matter would require agreement on many assumptions.

Report from 1/24/17 Streets and Utilities Committee Meeting

This matter has come to the fore because of the proposed development of the 120 unit Robert Regan House.

Mayor Dickinson has highlighted her concern about two aspects of the Town's Availability Fees as currently constituted. Mayor Dickinson has pointed out that Section III.A.2.b of the Town of Berryville Schedule of Water and Sewer Fees and Charges (6/24/15) may contain a topographical error. Staff agrees that there is an error in that section and that 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 has also expressed concerns about the schedule as it relates to availability fees for Multi-Family uses. Specifically, Section III.A.2.b provides that the water availability fee for multi-family units will be based on the higher of either the amount derived from multiplying the number of units by the per unit charge or the or the amount based on the meter size (Section III.A.2).

As currently constituted (but amended for the typo), the availability fee charge for the Regan House would be:

| | |
|-------|-------------------------|
| Water | \$567,000 (120 x 4,725) |
| Sewer | \$182,000 |
| Total | \$749,000 |

The Streets and Utilities Committee discussed this matter on 3 January. The Committee directed staff to draft an amended schedule eliminating the per unit fee. Please find attached a draft amended schedule for discussion. If the schedule is amended in this manner the total availability fee charge for the Regan House would be:

| | |
|-------|------------|
| Water | \$ 42,000 |
| Sewer | \$182,000 |
| Total | \$ 224,000 |

The difference between the two approaches is \$525,000 or \$4,375 per unit.

Please find attached: *(Please note this section is from a previous report and these items are not attached as listed)*

- draft amended Town of Berryville Schedule of Water and Sewer Fees and Charges
- correspondence from Alton Echols on this matter
- current City of Fairfax fee schedule (model on which the Town's schedule was written)

Attachment 24

Memo

To: Town Council
From: David Tyrrell
Date: March 8, 2016
Re: February 2017 Operations Report

The water treatment plant is in compliance for February 2017 with its monthly parameters. We sent a total of 9.002 MG water to the system with a daily average production of 0.360 MGD and a daily max of 0.479 MG.

Operations have returned to normal with the filtration system and all is working well.

The chlorine leak detection system has failed and is in need of replacement. Discussions are underway to decide if we replace the unit or move forward with replacing the disinfection system. Currently awaiting information on how long it will take to get the tank needed manufactured. Additionally the air bottles for the SCBA's at the WTP have expired and can no longer be serviced or filled. We are having the air bottles at the STP serviced and will be taking that unit to the WTP to have available if needed.

The portable air compressor we use to blow the screens at the river has died after an estimated 25 years of service. A new unit has been ordered and should arrive any day.

We have been having intermittent issues with the remaining mercury vapor lighting inside the WTP building. These fixtures are currently located over the treatment trains and are not easily serviced. We are working with Consolidated Electric and will be replacing the last five of the old lights with four new LED lighting units and locating the lighting over the catwalk where, if needed, it can be serviced in the future. When this work is being performed we will need to shut down treatment operations and drain tanks to allow access for the work.

Preparations were made to commence LT2 E-coli sampling of the river. The approval of or sampling plan was finally delivered and the first sample was collected on March 7th. This will continue every other week for one year. Also preparations are underway for our lead and copper sampling to be completed this summer. Letters will be going out to the previous sites informing them of the test and asking them to again

participate in the sampling program. Lead and copper is the only sample we collect which requires the cooperation of residents to complete.

Drought Conditions: Water levels in the Shenandoah River have run well below historical averages for the month of February and continue to drop. With the low river levels we continue to keep an eye on drought conditions and we are in the first stages of drought with more rain needed. The water supply is not being affected.

The wastewater plant is in compliance with its discharge permit for February. We have treated a total of 7.38 MG with a daily average of 0.26 MGD and a daily max of 0.33 MG.

We have received our new General Nutrient Discharge Permit which is effective January 1 2017 and is to be complied with as of March 1, 2017. We had made the needed changes to our sampling schedule in February in preparation for the new permit. The permit was received on February 28th.

Fine screen replacement booster pumps have been returned to service and are functioning.

The exhaust fan in the headworks building screenings room has failed. A replacement motor is on order. Ventilation is being provided by the air supply fan.

We rented a lift and spent a few days working to cut trees along two fence lines that interfere with mowing. Public Works brought their chipper down and took care of mulching the branches for us.

We are currently taking our first stab at a cyclic valve rebuild. We have two in need of rebuild and have replaced them with in stock units. We have discovered that the unit we tore down first is in need of a new shaft. The part has been ordered and we will complete the rebuild once it arrives. The hope is to be able to rebuild the valves and have them on shelf for when the next valve needs repair.

WE have begun the replacement of the wall pack lighting on the outside of the STP buildings. The old units have all melted from the heat generated by the light bulbs and are failed. The replacement units we are using are much less expensive to purchase and are LED so will use a fraction of the power. We have also had Consolidated Electric install an additional light over the main entrance door. This area was not illuminated and it was difficult to enter at night. All new lighting is dark sky compliant.

Attached for review is the DMR data report for the wastewater plant, a copy of the new report for the membrane performance from GE, and the water plant page 1 operations report for VDH.

FLOWS AND CHEMICAL DOSAGES

February 2017

No. Connections Served: 1660
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 | 0.461 | | 0.394 | 12.0 | 35 | 9.2 | 3 | 0.7 | | | 6.6 | 1.72 | 0.020 | 0.005 | 0 | 0.0 | | | 11.7 | 3.1 | | |
| 2 | 0.496 | | 0.393 | 10.8 | 35 | 8.6 | 4 | 1.0 | | | 3.6 | 0.88 | 0.009 | 0.002 | 4.0 | 1.0 | | | 10.3 | 2.5 | | |
| 3 | 0.505 | | 0.419 | 13.3 | 51 | 12.0 | 5 | 1.2 | | | 6.7 | 1.58 | 0.024 | 0.006 | 0.0 | 0.0 | | | 12.7 | 3.0 | | |
| 4 | 0.255 | | 0.218 | 6.8 | 10 | 4.8 | 2 | 0.8 | | | 3.4 | 1.58 | 0.020 | 0.009 | 4.5 | 2.1 | | | 6.5 | 3.0 | | |
| 5 | 0.178 | | 0.154 | 5.0 | 15 | 10.2 | 1 | 0.8 | | | 3.6 | 2.43 | 0.004 | 0.003 | 0.0 | 0.0 | | | 4.8 | 3.2 | | |
| 6 | 0.332 | | 0.276 | 9.8 | 30 | 11.0 | 1 | 0.4 | | | 3.4 | 1.23 | 0.001 | 0.000 | 0.0 | 0.0 | | | 9.3 | 3.4 | | |
| 7 | 0.491 | | 0.394 | 13.0 | 41 | 9.9 | 2 | 0.5 | | | 3.3 | 0.80 | 0.029 | 0.007 | 0.0 | 0.0 | | | 12.5 | 3.0 | | |
| 8 | 0.472 | | 0.402 | 13.3 | 41 | 10.3 | 1 | 0.2 | | | 6.7 | 1.69 | 0.035 | 0.009 | 8.0 | 2.0 | | | 12.7 | 3.2 | | |
| 9 | 0.456 | | 0.419 | 13.0 | 30 | 8.0 | 3 | 0.8 | | | 3.5 | 0.93 | 0.034 | 0.009 | 0.0 | 0.0 | | | 12.5 | 3.3 | | |
| 10 | 0.507 | | 0.467 | 15.0 | 35 | 8.4 | 3 | 0.7 | | | 6.7 | 1.58 | 0.055 | 0.013 | 0.0 | 0.0 | | | 14.4 | 3.4 | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 0.267 | | 0.246 | 8.0 | 20 | 9.1 | 0 | 0.0 | | | 3.3 | 1.50 | 0.035 | 0.016 | 0.0 | 0.0 | | | 7.3 | 3.3 | | |
| 13 | 0.524 | | 0.478 | 15.0 | 41 | 9.3 | 3 | 0.6 | | | 3.5 | 0.81 | 0.040 | 0.009 | 0.0 | 0.0 | | | 13.8 | 3.1 | | |
| 14 | 0.515 | | 0.476 | 14.5 | 35 | 8.3 | 3 | 0.7 | | | 6.7 | 1.56 | 0.040 | 0.009 | 0.0 | 0.0 | | | 13.9 | 3.2 | | |
| 15 | 0.51 | | 0.469 | 14.5 | 35 | 8.3 | 3 | 0.8 | | | 3.6 | 0.85 | 0.037 | 0.009 | 0.0 | 0.0 | | | 13.9 | 3.3 | | |
| 16 | 0.518 | | 0.479 | 14.8 | 41 | 9.4 | 4 | 0.9 | | | 6.7 | 1.55 | 0.039 | 0.009 | 0.0 | 0.0 | | | 14.2 | 3.3 | | |
| 17 | 0.517 | | 0.479 | 15.5 | 41 | 9.4 | 3 | 0.6 | | | 6.7 | 1.55 | 0.079 | 0.018 | 1.0 | 0.2 | | | 14.9 | 3.4 | | |
| 18 | 0.104 | | 0.089 | 3.0 | 5 | 5.8 | 1 | 0.7 | | | 0.1 | 0.08 | 0.015 | 0.017 | 0.0 | 0.0 | | | 2.9 | 3.3 | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 0.217 | | 0.203 | 6.5 | 20 | 11.2 | 1 | 0.8 | | | 3.3 | 1.84 | 0.019 | 0.010 | 0.0 | 0.0 | | | 6.2 | 3.4 | | |
| 21 | 0.46 | | 0.422 | 12.8 | 36 | 9.3 | 2 | 0.6 | | | 3.5 | 0.92 | 0.034 | 0.009 | 0.0 | 0.0 | | | 12.3 | 3.2 | | |
| 22 | 0.456 | | 0.411 | 13.3 | 30 | 8.0 | 2 | 0.6 | | | 6.6 | 1.75 | 0.033 | 0.009 | 1.0 | 0.3 | | | 12.8 | 3.4 | | |
| 23 | 0.361 | | 0.331 | 10.0 | 25 | 8.4 | 2 | 0.5 | | | 3.4 | 1.14 | 0.028 | 0.009 | 1.0 | 0.3 | | | 9.6 | 3.2 | | |
| 24 | 0.336 | | 0.325 | 10.0 | 20 | 7.2 | 2 | 0.7 | | | 3.4 | 1.23 | 0.060 | 0.021 | 1.0 | 0.4 | | | 9.6 | 3.4 | | |
| 25 | 0.184 | | 0.218 | 6.5 | 25 | 16.5 | 2 | 1.0 | | | 3.6 | 2.37 | 0.035 | 0.023 | 0.0 | 0.0 | | | 6.2 | 4.1 | | |
| 26 | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 0.516 | | 0.457 | 15.0 | 35 | 8.2 | 4 | 0.9 | | | 3.3 | 0.76 | 0.080 | 0.019 | 1.0 | 0.2 | | | 14.4 | 3.3 | | |
| 28 | 0.423 | | 0.383 | 12.5 | 30 | 8.6 | 3 | 0.9 | | | 6.9 | 1.97 | 0.060 | 0.017 | 0.8 | 0.2 | | | 12.0 | 3.4 | | |
| 29 | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | |
| Total | 10.061 | 0.000 | 9.002 | 283.7 | 766 | 229.6 | 59 | 17.4 | | | 112.3 | 34.3 | 0.86 | 0.268 | 22 | 6.7 | | | 271.2 | 81.54 | | |
| Maximum | 0.524 | 0.000 | 0.479 | 15.5 | 51 | 16.5 | 5 | 1.2 | | | 6.9 | 2.4 | 0.08 | 0.023 | 8 | 2.1 | | | 14.9 | 4.06 | | |
| Minimum | 0.104 | 0.000 | 0.089 | 3.0 | 5 | 4.8 | 0 | 0.0 | | | 0.1 | 0.1 | 0.00 | 0.000 | 0 | 0.0 | | | 2.9 | 2.49 | | |
| Average | 0.402 | 0.000 | 0.360 | 11.3 | 31 | 9.2 | 2 | 0.7 | | | 4.5 | 1.4 | 0.03 | 0.011 | 1 | 0.3 | | | 10.8 | 3.26 | | |

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE) _____
 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

February 2017

| Date | Effluent Flow
MGD | Eff pH
SU | Eff Temp
Deg C | Eff CBOD
mg/l | Eff CBOD
KG/D | Eff TSS
mg/l | Eff TSS
KG/D | Effluent DO
River
mg/l | Effluent DO
WWTP
mg/l | Eff NO2 /
NO3
mg/l | Eff TKN
mg/l | Eff TKN
KG/D | Eff Total N
mg/l |
|-----------|----------------------|--------------|-------------------|------------------|------------------|-----------------|-----------------|------------------------------|-----------------------------|--------------------------|-----------------|-----------------|---------------------|
| 2/1/2017 | 0.26 | 7.6 | 13.4 | 2.00 | 1.94 | | | 11.4 | 9.9 | | | | |
| 2/2/2017 | 0.25 | 7.4 | 10.2 | 1.00 | 0.93 | | | 10.8 | 10.1 | 0.87 | 2.08 | 1.96 | 2.97 |
| 2/3/2017 | 0.25 | 7.5 | 14.6 | | | | | 10.7 | 10.0 | | | | |
| 2/4/2017 | 0.26 | 7.4 | 12.6 | | | | | 10.5 | 10.8 | | | | |
| 2/5/2017 | 0.26 | 7.4 | 12.8 | | | | | 10.0 | 9.4 | | | | |
| 2/6/2017 | 0.25 | 7.6 | 13.4 | | | | | 10.1 | 9.7 | | | | |
| 2/7/2017 | 0.29 | 7.4 | 13.9 | 0.00 | 0.00 | 0.00 | 0.00 | 9.7 | 10.1 | 0.86 | 0.63 | 0.70 | 1.49 |
| 2/8/2017 | 0.29 | 7.2 | 13.9 | 4.00 | 4.31 | | | 10.0 | 9.1 | | | | |
| 2/9/2017 | 0.28 | 7.2 | 15.9 | 4.00 | 4.27 | | | 10.3 | 10.1 | 0.45 | 0.77 | 0.82 | 1.22 |
| 2/10/2017 | 0.28 | 6.9 | 14.9 | | | | | 9.2 | 7.9 | | | | |
| 2/11/2017 | 0.33 | 7.2 | 13.5 | | | | | 9.5 | 8.1 | | | | |
| 2/12/2017 | 0.27 | 7.1 | 14.7 | | | | | 9.7 | 8.5 | | | | |
| 2/13/2017 | 0.26 | 7.2 | 15.3 | | | | | 9.9 | 9.2 | | | | |
| 2/14/2017 | 0.24 | 7.3 | 13.1 | 0.00 | 0.00 | | | 9.8 | 9.1 | 0.98 | 0.69 | 0.63 | 1.67 |
| 2/15/2017 | 0.23 | 7.1 | 13.3 | 4.00 | 3.48 | | | 10.3 | 9.0 | | | | |
| 2/16/2017 | 0.24 | 7.2 | 13.2 | 1.00 | 0.90 | | | 10.8 | 9.1 | 1.07 | 0.95 | 0.86 | 2.02 |
| 2/17/2017 | 0.26 | 7.1 | 12.0 | | | | | 10.5 | 9.3 | | | | |
| 2/18/2017 | 0.27 | 6.9 | 14.1 | | | | | 9.5 | 9.6 | | | | |
| 2/19/2017 | 0.27 | 6.9 | 14.7 | | | | | 10.5 | 10.2 | | | | |
| 2/20/2017 | 0.28 | 6.9 | 14.3 | | | | | 10.7 | 9.7 | | | | |
| 2/21/2017 | 0.26 | 7.0 | 15.0 | 2.00 | 2.00 | | | 10.7 | 9.9 | 0.61 | 0.89 | 0.89 | 1.50 |
| 2/22/2017 | 0.24 | 7.0 | 15.1 | 2.00 | 1.84 | | | 10.7 | 9.7 | | | | |
| 2/23/2017 | 0.26 | 7.1 | 15.6 | 3.00 | 3.00 | | | 10.6 | 8.7 | | | | |
| 2/24/2017 | 0.26 | 7.1 | 16.5 | | | | | 9.4 | 9.1 | | | | |
| 2/25/2017 | 0.25 | 7.1 | 16.8 | | | | | 9.8 | 9.1 | | | | |
| 2/26/2017 | 0.25 | 7.4 | 14.7 | | | | | 10.0 | 9.1 | | | | |
| 2/27/2017 | 0.25 | 7.4 | 14.4 | | | | | 11.5 | 10.3 | | | | |
| 2/28/2017 | 0.26 | 7.5 | 14.8 | 0.00 | 0.00 | | | 10.6 | 10.0 | 0.94 | 1.07 | 1.04 | 2.01 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Minimum | 0.23 | 6.9 | 10.2 | 0.00 | 0.00 | 0.00 | 0.00 | 9.2 | 7.9 | 0.45 | 0.63 | 0.63 | 1.22 |
| Maximum | 0.33 | 7.6 | 16.8 | 4.00 | 4.31 | 0.00 | 0.00 | 11.5 | 10.8 | 1.07 | 2.08 | 1.96 | 2.97 |
| Total | 7.38 | 202.1 | 396.7 | 23.00 | 22.67 | 0.00 | 0.00 | 287.2 | 264.8 | 5.78 | 7.08 | 6.90 | 12.88 |
| Average | 0.26 | 7.2 | 14.2 | 1.92 | 1.89 | 0.00 | 0.00 | 10.3 | 9.5 | 0.83 | 1.01 | 0.99 | 1.84 |
| Geo Mean | 0.26 | 7.2 | 14.1 | 1.84 | 1.80 | 1.00 | 1.00 | 10.2 | 9.4 | 0.80 | 0.9 | 0.92 | 1.77 |

Berryville STP Monthly DMR Data

February 2017

| Date | Eff Total N
KG/D | Eff Total P
mg/l | Eff Total P
KG/D | E-Coli
No/100ml |
|-----------|---------------------|---------------------|---------------------|--------------------|
| 2/1/2017 | | | | |
| 2/2/2017 | 2.77 | 0.01 | 0.01 | |
| 2/3/2017 | | | | |
| 2/4/2017 | | | | |
| 2/5/2017 | | | | |
| 2/6/2017 | | | | |
| 2/7/2017 | 1.66 | 0.05 | 0.06 | 1 |
| 2/8/2017 | | | | |
| 2/9/2017 | 1.30 | 0.01 | 0.01 | |
| 2/10/2017 | | | | |
| 2/11/2017 | | | | |
| 2/12/2017 | | | | |
| 2/13/2017 | | | | |
| 2/14/2017 | 1.53 | 0.05 | 0.05 | 1 |
| 2/15/2017 | | | | |
| 2/16/2017 | 1.82 | 0.01 | 0.01 | |
| 2/17/2017 | | | | |
| 2/18/2017 | | | | |
| 2/19/2017 | | | | |
| 2/20/2017 | | | | |
| 2/21/2017 | 1.50 | 0.01 | 0.01 | 1 |
| 2/22/2017 | | | | |
| 2/23/2017 | | | | |
| 2/24/2017 | | | | |
| 2/25/2017 | | | | |
| 2/26/2017 | | | | |
| 2/27/2017 | | | | |
| 2/28/2017 | 1.97 | 0.03 | 0.03 | 1 |
| | | | | |
| | | | | |
| | | | | |
| Minimum | 1.30 | 0.01 | 0.01 | 1 |
| Maximum | 2.77 | 0.05 | 0.06 | 1 |
| Total | 12.55 | 0.17 | 0.17 | 4 |
| Average | 1.79 | 0.02 | 0.02 | 1 |
| Geo Mean | 1.74 | 0.02 | 0.02 | 1 |



Berryville WWTP Monthly Membrane Operation Report

February 1 2017 - February 28 2017

UF 1 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP | ● | 100 % | 2.03 | 619 | 6.914 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.11 | 628 | 0.059 |
| TCPermeabilityBeforeBP | ● | 99 % | 7.2 | 586 | 33.058 |
| TMPBeforeBP | ● | 100 % | 0.11 | 628 | 0.306 |
| TotalPermeateFlowDaily | | 100 % | 8097.53 | 29 | 66332.897 |

UF 2 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP | ● | 100 % | 1.85 | 609 | 7.103 |
| PermeateTurbidityAfterBP | ● | 99 % | 0.25 | 617 | 0.107 |
| TCPermeabilityBeforeBP | ● | 100 % | 8.21 | 571 | 28.35 |
| TMPBeforeBP | ● | 100 % | 0.16 | 617 | 0.365 |
| TotalPermeateFlowDaily | | 100 % | 8473.4 | 29 | 68593.207 |

UF 3 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP | ● | 99 % | 1.74 | 640 | 6.945 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.12 | 648 | 0.06 |
| TCPermeabilityBeforeBP | ● | 100 % | 3.02 | 639 | 30.64 |
| TMPBeforeBP | ● | 100 % | 0.09 | 648 | 0.33 |
| TotalPermeateFlowDaily | | 100 % | 7542.36 | 29 | 68036.897 |

UF 4 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP | ● | 100 % | 1.75 | 645 | 6.902 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.06 | 654 | 0.056 |
| TCPermeabilityBeforeBP | ● | 100 % | 8.29 | 603 | 29.396 |
| TMPBeforeBP | ● | 100 % | 0.14 | 654 | 0.328 |
| TotalPermeateFlowDaily | | 100 % | 8311.99 | 29 | 69130.586 |

UF Plant KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|------------------------|--------|-------|----------|--------|------------|
| PermeateTemperature | ● | 100 % | 2.22 | 2688 | 43.616 |
| TotalPermeateFlowDaily | ● | 100 % | 19210.15 | 29 | 272093.586 |

UF 1 KPI Summary

| Parameter | LL | LCL | UCL | HH | Feb |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 6.914 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.059 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 33.058 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.306 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 66792.464 |

UF 2 KPI Summary

| Parameter | LL | LCL | UCL | HH | Feb |
|--------------------------|----|-----|-------|------|---------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.103 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.107 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 28.35 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.365 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 68137.5 |

UF 3 KPI Summary

| Parameter | LL | LCL | UCL | HH | Feb |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 6.945 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.06 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 30.64 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.33 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 67931.429 |

UF 4 KPI Summary

| Parameter | LL | LCL | UCL | HH | Feb |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 6.902 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.056 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 29.396 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.328 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 68733.357 |

UF Plant KPI Summary

| Parameter | LL | LCL | UCL | HH | Feb |
|------------------------|----|-----|---------|---------|-----------|
| PermeateTemperature | 32 | -- | 100 | 110 | 43.616 |
| TotalPermeateFlowDaily | -- | -- | 1100000 | 2100000 | 271594.75 |

Attachment 25

Report of the Department of Public Works

March 6, 2017

We experienced no water breaks during the past month. We are in the process of getting the materials needed for the water line upgrade on Treadwell Street from Willow Lane to Smith Street. I anticipate starting this project in late April or early May and should be completed by mid- June. We will have a pre-construction meeting with the property owners to discuss the project and answer any concerns they may have.

We experienced a few minor sewer related problems last month. A section of sewer main on Bel Voi Drive has had several blockages. We had to hire a company to help us cut the roots from the line. I am in the process of getting prices to install a short liner to repair the damaged section of pipe. The sewer main on Barnett Street had a section of pipe collapse. We excavated the area and installed 15 feet of PVC pipe to abate the issue.

We had no winter weather events during the past month. There is a chance for some snow coming in this weekend. We are in the process of checking our snow removal equipment and will be keeping up with the weather forecast and have manpower ready if the storm does materialize.

Attachment 26

Proposed Policy Concerning Legal Advice/Opinions

March 14, 2017

This matter was discussed briefly at the February 2017 meeting. Councilman Kitselman stated that he would like the Town Council to review the matter in more detail at the March Town Council meeting.

February 14, 2017

This matter was discussed at the November 8, 2016 Town Council meeting and then again at the December 13, 2016 meeting.

During the discussions, Town Council members addressed such matters as cost control and the sharing of legal advice with all members of the governing body. The Council directed the Town Manager to draft a policy for the Town Council to review. Please find attached a policy that was drafted by the Town Manager and reviewed by the Town's legal counsel.

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT POLICY CONCERNING LEGAL ADVICE / OPINIONS

Date: MARCH 14, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached policy concerning legal advice and opinions.

VOTE:

Aye:

Nay: None

Absent: None

ATTEST:

Harry Lee Arnold, Jr., Recorder

Town of Berryville Policy Legal Advice/Opinion

Purpose

The Town Council utilizes attorneys, as needed, to provide legal support to the Town. The Town Council establishes this policy to provide cost control measures and to ensure that any advice/opinion received from legal counsel is accessible to all members of the Council.

Policy

- I. Except as provided in Section II of this Policy, below, the Town Manager will work closely with legal counsel and will seek advice/opinion in a manner consistent with the following:
 - A. The Town Manager is authorized to seek and receive legal advice/opinion as the Town Manager deems necessary to provide timely legal advice to the Town Council and staff as they conduct their duties. The Town Manager will utilize the Town's legal counsel in a cost-effective manner and in accordance with this Policy.
 - B. Any individual member of Town Council may seek legal advice/opinion by either:
 - a. Requesting that the Town Manager seek advice/opinion. The Town Manager may either:
 - i. Seek and receive the advice/opinion and provide information on the advice/opinion to the Town Council in accordance with this policy, or
 - ii. Request that the Town Council determine whether it will direct him/her to seek and receive the advice/opinion and provide information on the advice/opinion to the Town Council in accordance with this policy.or
 - b. Requesting that the Town Council direct the Town Manager to seek and receive an opinion and that the Town Manager provide information on the advice/opinion to the Town Council in accordance with this policy.
 - C. Upon receipt of advice/opinion requested by the Town Council, or member thereof, the Town Manager will provide the Town Council with a synopsis of the advice/opinion. The synopsis will be provided in a manner the Town Manager determines to be in the best interests of the Town. The Town Manager will also make any written advice/opinion available for review by Town Council members. The Town Council member may read and review the advice/opinion with the Town Manager but the advice/opinion may not be copied and shall not leave the Town Manager's possession.
- II. Any Town Council member who determines that legal advice/opinion should be sought regarding the employment status or discipline of the Town Manager shall forward his or her concerns and specifics of the advice/opinion request to the Chair of the Personnel Committee. The Chair of the Personnel Committee may either request and receive legal advice/opinion directly from counsel, or deny the request. If the request is approved and the advice/opinion is sought, then the advice/opinion will be shared with the Town Council in a duly constituted Closed Session. If the request is denied, then the Town Council member in question may request that the matter be discussed in a duly constituted Closed Session.
- III. The Town Council may at any time, at its own discretion, determine what legal advice/opinion may be made a public document; provided that, such a determination is not inconsistent with law. Otherwise, legal opinions will remain exempt from disclosure as allowed by law.

Approved:

Attachment 27

Proposed Amendment to Berryville Code Section 2-19

March 14, 2017

This matter was discussed briefly at the February 2017 meeting. Councilman Kitselman stated that he would like the Town Council to review the matter in more detail at the March Town Council meeting.

February 14, 2017

At previous Town Council meetings Mr. Kitselman has expressed concern about the appointment of standing committees of the Town Council. He has requested that this matter be placed on this month's Town Council agenda.

Standing Committees of the Town Council as of 1/17 (Chair listed first)

| | |
|------------------------|--|
| Budget & Finance | Erecka Gibson, Pat Dickinson |
| Community Improvements | Donna McDonald, Allen Kitselman |
| Personnel | Jay Arnold, Pat Dickinson, Erecka Gibson |
| Police & Security | David Tollett, Pat Dickinson |
| Streets & Utilities | Pat Dickinson, David Tollett |

Staff has completed a draft amendment to serve as a starting point for discussions.

If the Town Council determines that it wishes the move forward with an amendment, then staff requests guidance regarding the language of the revised Section 2-19. Further, if the amendment is to move forward, then it would be reviewed by legal counsel prior to being placed on the agenda for a vote.

DRAFT

Sec 2-19. Standing Committees

- a) There shall be such standing committees of the council as are provided by the council.
~~Members of such committees shall be appointed by the mayor.~~
- b) **At the first regular meeting of the council after adoption of this section, and subsequently at each regular meeting of the council in July, the mayor shall submit recommended membership of standing committees, including identification of a committee chairperson, to the council. The council shall appoint committee members, including committee chairpersons. Vacancies occurring after committees are appointed shall be filled by the Council.**
- c) Such committees shall have such powers and duties as are prescribed by Council, not inconsistent with the Charter.

Draft

Submitted to Town Council 2/14/17