

**BERRYVILLE TOWN COUNCIL  
MEETING AGENDA  
Regular Meeting  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room  
Tuesday, July 11, 2017  
7:30 p.m.**

<u>Item</u>		<u>Attachment</u>
1. <b>Call to Order</b> – Patricia Dickinson, Mayor		
2. <b>Pledge of Allegiance</b>		
3. <b>Approval of Agenda</b>		
4. <b>Public Hearings</b>	No public hearings scheduled	
5. <b>Citizens' Forum</b>		
6. <b>Consent Agenda</b>	Motion Minutes of Work Session – 6/5/17 Minutes of Regular Meeting – 6/13/17 Minutes of Community Improvements Committee Meeting – 6/26/17 Minutes of Streets and Utilities Committee Meeting – 6/27/17	1↓
7. <b>Report of Patricia Dickinson, Mayor</b>		
8. <b>Report of Harry Lee Arnold, Jr., Recorder</b>		
9. <b>Report of Christy Dunkle, Asst. Town Manager for Community Development</b> Planning Department Monthly Report		2

<u>Item</u>	<u>Attachment</u>
<b>10. Report of Keith Dalton, Town Manager</b>	
<b>11. Report of Erecka Gibson – Chair, Budget and Finance Committee</b>	
Report of Desiree Moreland, Treasurer	3
Resolution to charge-off, as uncollectable, 2011 PP Taxes	4↑
Authorization to publish a list of delinquent taxes	5↓
Amendment of §16-3.1 of the Berryville Code	6↓
<b>12. Report of Donna McDonald – Chair, Community Improvements Committee</b>	
Livery Stable Structural Assessment	7
<b>13. Report of David Tollett – Chair, Police and Security Committee</b>	
Chief of Police’s Report	8
<b>14. Report of Patricia Dickinson – Chair, Streets and Utilities Committee</b>	
Public Utilities Director’s Report	9
Water Tank Maintenance Project	10↑
Public Works Director’s Report	11
<b>15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee</b>	
<b>16. Other</b>	
<b>17. Closed Session –</b> No closed session scheduled	
<b>18. Adjourn</b>	

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

# Attachment 1

BERRYVILLE TOWN COUNCIL  
MOTION TO APPROVE CONSENT AGENDA

Date: July 11, 2017

Motion By:

Second By:

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

VOTE:

Aye:

Nay:

Absent:

ATTEST:

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Harry Lee Arnold, Jr., Recorder

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Work Session**  
**June 5, 2017**  
**3:00 p.m.**

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

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

**Press:** Cathy Kuehner, Winchester Star

1. Call to Order

Mayor Dickinson called the meeting to order at 3:02 p.m. Recorder Arnold requested that the meeting be kept to 90 minutes in length as previously indicated.

2. Approval of Agenda

**On motion of Council member Tollett, seconded by Council member Gibson, the agenda was approved unanimously.**

3. Discussion – Town Council Goals and Objectives

Mayor Dickinson referenced the listed Goals and objectives and inquired why the staff level was marked as high for Goal #4-Improve Commercial Climate / Attract a Hotel to Berryville. Mr. Dalton and Ms. Dunkle explained the process that staff would follow to attract a hotel.

The Mayor inquired what staff members would be involved in the asset inventory. Mr. Dalton said that he and all department heads would be involved.

The Mayor asked for clarification of the estimated costs of conducting the study of the availability fee schedule. Mr. Dalton said \$10,000 has been budgeted in both the water and sewer fund accounts.

Mayor Dickinson asked which staff members would be involved in updating the staff job descriptions. Mr. Dalton said that he and the Town Clerk would update the job descriptions.

The Mayor asked for input on which of the proposed goals should come off the table.

Council member McDonald arrived at 3:13pm.

Council member Kitselman said that attracting a hotel is very important to the Town and the County. He said it would be an asset to all the local businesses.

Recorder Arnold said that improving accessibility to downtown businesses would be cost prohibitive and should be addressed as the buildings are being otherwise renovated. He said that regarding the beautification project on Page Street, care needs to be taken with citizen groups handling the maintenance. He added that the Town supplying plants for this project will cause other neighborhoods to want the same service. Recorder Arnold said there are other beautification projects that have been identified that he would prefer to see completed, including Hogan's Alley and pocket parks, and noted that no money has been set aside for these projects.

Recorder Arnold said the asset inventory is not a high priority, should be an on-going project, and should not be made a high priority.

Recorder Arnold said that a part of the availability fee schedule review should include a study of the number of residents in Town that have Town water but not Town sewer. He said adding these users will help with revenues.

Recorder Arnold said studying the salary structure is a big project, and that many of the goal projects are heavy on using staff time. He said that the job descriptions are also not an important project now, and would add a lot to the Town Manager's work load.

The Council discussed the timing of updating job descriptions, the salary structure, and the asset inventory. Council member Gibson noted that part of the asset inventory will be a part of the availability fee structure study. She said it is important to do an inventory since a formal asset inventory has not been done. Mr. Dalton said that the job descriptions are being worked on as necessary when changes occur. The Mayor asked for a list of all the job descriptions and when they were last updated to assist with next year's goals.

The Mayor summarized the goals to be retained:

- E-citation
- Implement a tenure based compensation plan in the police department
- Complete an in-house compensation study for the police department
- Develop a plan to stabilize the livery stable
- Attract a hotel to Berryville
- Beautification projects including Page St. median
- Asset inventory
- Have consulting engineer study the availability fee schedule

Council member Gibson asked for Mr. Dalton's input. Mr. Dalton noted that the Council had listed eight priority goals, and noted that some of the priorities either do not have a determined cost and/or funding has not been identified. He added that the list as it exists in addition to the daily tasks together are a substantial workload for staff. Mr. Dalton added that two other items, not listed in the goals and objectives, are also currently adding to the staff workload: the upcoming water tank painting project and the implementation of the recommendations of the internal audit. He said that the staff is available to work for the Council, but if the workload keeps increasing, things may fall through the cracks. Mr. Dalton said that he has worked through some very busy periods and chose not to increase the staff size as long as the Council understood that priorities would have to be juggled. He said when the downturn came, the Town staff was lean. He said the staff continues to be lean and has not been over staffed through the years, and that good value is provided to the citizens for their taxes. He said that finding time to do special projects with staff is difficult.

Mr. Dalton said he ranked his priorities for goals as:

- 1-E-Citation because it has been funded, a resolution has been adopted, funds are being collected, and the Town has a legal requirement to do something
- 2-Develop a plan to stabilize the Livery Stable because the Town owns the building and is the steward of the building which is right next to a park where people play, and is also in the historic district

- 3-Attract a hotel to Berryville because the Town should be looking at this issue which will be a boost to economic development
- 4-Implement a tenure based compensation plan in the police department
- 5-Complete an in house compensation study for the police department (deferred to FY 19 if necessary)
- 6-Town staff compensation study and update job descriptions adding that the descriptions are currently being worked on
- 7- Have consulting engineer study the availability fee schedule and complete asset inventory noting that the study has been budgeted for FY 18
- 8-Evaluate strategies for improving accessibility in downtown businesses
- 9-Beautification (perhaps altered if the Mayor intends to use the Tree Board for such projects)

Council member Gibson said her top choices are:

- 1- Have consulting engineer study the availability fee schedule and complete asset inventory and complete the asset inventory only as it relates to the study
- 2- Develop a plan to stabilize the livery stable
- 3- Implement a tenure based compensation plan in the police department and complete an in house compensation study for the police department
- 4- Attract a hotel to Berryville

The Council discussed attracting a hotel. Mr. Dalton said that it may be a case where opportunity knocks and knowing the desires of Council will assist him. Council member Kitselman said that attracting a hotel is the most important thing to do for economic development and staff should have clear instructions to jump when the time is right. He said it is also a good opportunity to work with the County.

Council member Kitselman said his priorities are:

- 1-E-Citation
- 2- Attract a hotel to Berryville
- 3- Develop a plan to stabilize the Livery Stable

Council member Kitselman said he does not understand the necessity of studying the availability fee structure. He said there is no problem with having people build things here. He said in comparing the Town's availability fees with other areas, the rates are not out of line. Council member Kitselman said that user rates are high because the Town has done the right thing in meeting federal requirements pertaining to the Chesapeake Bay, and surrounding communities will find themselves in the crosshairs while Berryville has done its part and has a plan.

The Mayor provided a summary of the goals. She said the Town staff compensation study and job description updates are on hold. She said the following goals are still on the list:

- Have consulting engineer study the availability fee schedule and complete asset inventory and complete the asset inventory only as it relates to the study
- Beautification projects including Page St. median
- Attract a hotel to Berryville
- Develop a plan to stabilize the Livery Stable
- Implement a tenure based compensation plan in the police department and complete an in house compensation study for the police department
- E-Citation

Council member Tollett said he agreed with the list.

Council member McDonald offered her three choices:

- 1- Town staff compensation study and update job descriptions
- 2- E-Citation and Implement a tenure based compensation plan in the police department
- 3- Attract a hotel to Berryville

4. Discussion – Vision for Growth / Availability Fees

Council member Tollett said there is a need to know what Town Council wants as far as growth. He said before money is spent on a fee study, the Council needs to decide whether growth should be encouraged or not.

Council member Kitselman said he does not hear complaints about the availability fees or user rates from commercial users, and that the business park should be enlarged. Ms. Dunkle said there are no lots left in the current industrial park.

Council member Tollett asked if the annexation area would include industrial uses and allow larger water use customers. Council member Kitselman said that water use will depend on the type of business. Council member Tollett said the Town is in a catch-22 because the rates are so high that businesses are not encouraged to come onto the system. Recorder Arnold noted that recently, Handsome Brook Farm had planned to locate in Town, and the water use rates did not discourage the business from choosing Berryville.

Council member Kitselman said that in order to enlarge the business park, the Town would need to work with the County and review the annexation agreement. He noted that Berryville Glen is almost built out, and that it is an indication that the Town has been doing well in the planning area.

Mayor Dickinson said in regard to the availability fee study, there are five things that need to be decided. She listed them as making accommodations for affordability, conservation and demand, economic development or using availability fees to attract or repel certain types of housing, revenue stability, and ease of implementation so that staff will not become overwhelmed.

Council member Gibson said her reason for the study is to cover costs and having no surprises down the line. Mayor Dickinson said the fees also affect housing because the fees drive behavior. She said the Council needs to decide if the Town wants to attract multi-family housing, and that will affect the fee structure.

Council member Kitselman said the Town is in the sweet spot with manageable growth and that opening the barn doors to Purcellville size growth is not the answer, noting the many problems in that locality. He said the Town's vision is unique in the state of Virginia, and he does not want to change the character of the Town. Council member Kitselman said he is in favor of attracting growth, but in the parameters that have been developed. He added that developers are out to make money, and the Council should be out to preserve the community.

Council member Gibson said that she does not want to change the character of the Town, but she thinks the Town can do better in some instances regarding services. There was a general discussion of grocery stores in Town.

There was a general discussion of housing costs and housing types, and affordability. The Mayor expressed support for multi-family housing. Council member Kitselman said the typical model for multi-family is 8 to 10 units, or townhouses, both of which can be built here.

Mr. Dalton said that the discussion about enlarging the business park will involve a discussion with the County. He said that this option is a way of bringing in more users and availability fee revenues. He noted that the current business park on Jack Enders Blvd. has been completely built out under the current availability fee structure. Mr. Dalton said that the Town and County need to agree on increasing housing density if that is to occur. He said the discussion could start on a positive note with the review of the annexation agreement in relation to expanding the business park. Mayor Dickinson expressed her desire to see Jack Enders Blvd. extended to meet U.S. Route 340. Mr. Dalton and Ms. Dunkle agreed that expansion of the business park to the south would be best way to have Jack Enders Blvd. extended.

Council member Tollett said that when the fees are set, then the Council will need to agree on a philosophy regarding availability fees.

**On motion of Council member Kitselman, seconded by Council member Gibson, the meeting was adjourned at 4:41 p.m.**

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Harry Lee Arnold, Jr., Recorder

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Ann W. Phillips, Town Clerk

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**June 13, 2017**  
**7:30 p.m.**

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

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; 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 McDonald, seconded by Council member Tollett, the agenda was approved unanimously.**

4. Public Hearing

No public hearing was scheduled.

5. Citizens' Forum

The speakers were as follows:

Alton Echols, Town resident, said he was speaking for Ding Wong. He provided a handout to the Clerk for inclusion in the record (Attachment A). Mr. Echols said he still owns the land adjacent to the proposed McDonald's, but has a land contract with Mr. Wong. He said he had signed an easement to assist McDonald's. He said there was a problem with approvals on stormwater systems with the Bank of Clarke County also adjacent to the McDonald's. He said he signed the easement with the understanding that McDonald's will extend the roadway to the north end of their property, and the water and sewer also. Mr. Echols said that McDonald's will also attempt to add a right in-right out from their parcel that will help traffic flow at the stop light on Buckmarsh Street. He said he would like to speak at the next Streets & Utilities Committee to discuss the 18" v. 15" stormwater piping.

Matt Bass, Town resident, said that he had recently attended a planning class offered by Virginia Tech on land use management in conjunction with his membership on the BADA. He said he found the class very beneficial and suggested that the Town Council members are planners and would benefit from taking the class. He said one item from the class inspired him to say he would like the Town Council to adopt the policy of disclosing ex-parte contacts at the beginning of each meeting. Mr. Bass said that Loudoun County and Leesburg have the policy and have good things to say about it. He said whether it is true or not, there is talk around town that outside influence is driving some of the issues before Council. He said in the interest of transparency, at the beginning of each meeting or each topic of discussion, the members could state whether they have had any ex-parte contacts with interested parties. Mr. Bass said that the citizens would appreciate such disclosure.

Mr. Bass suggested the Council think about the agenda with regard to public hearings and the length of time between the hearing and the vote on the topic of the hearing. He said that better communication about the hearing and voting processes would be helpful to those attending the meetings.

Lonnie Grimes, Town resident, questioned the reasoning behind wanting to paint the name of the town on the water tower. He said the Town's money can be better spent, and suggested that other types of signs can be used for branding if that is the goal.

Sue Ross, Berryville Main Street, relayed a compliment to downtown business My Neighbor and Me. She said a visitor had a fall in front of the business, and has sent praise and thanks for owner Christina Kraybill and her staff who she said went above and beyond in assisting the visitor and her family. Ms. Ross said the visitor also praised the fire department members who responded to the call.

6. Consent Agenda

**The consent agenda was unanimously approved on motion of Council member Tollett, seconded by Council member Kitselman.**

7. Presentation

Betsy Hedrick and Melissa Brohan of PBMares, LLP, presented the report from the recently conducted Internal Audit of Cash Disbursements and Procurement. Mayor Dickinson asked if tightening up on some internal policies was in line with the responses of other Towns in similar situations. Ms. Hedrick replied affirmatively adding that these are common issues which are easily fixed. Council member Gibson thanked Ms. Hedrick and Ms. Brohan for a good product. Mr. Dalton said he is developing a work plan to address issues brought up in the audit report. He proposed that he send a draft work plan to Council members by June 30 and that the topic be placed on the July 10 work session agenda. By consensus, the Council agreed to this proposal.

8. Report of Patricia Dickinson, Mayor

Mayor Dickinson noted the upcoming historical marker ceremony honoring Lucy Diggs Slowe. **Council member McDonald moved that the Council of the Town of Berryville adopt the following resolution honoring Lucy Diggs Slowe. Council member Kitselman seconded the motion which carried unanimously.**

**TOWN COUNCIL OF THE TOWN OF BERRYVILLE  
IN RECOGNITION OF LUCY DIGGS SLOWE**

WHEREAS, Ms. Slowe was born in Berryville on July 4, 1885; and

WHEREAS, after the loss of her parents at a young age, Ms. Slowe moved to Lexington, VA to live with her aunt, Martha Price, later relocating to Baltimore, MD; and

WHEREAS, proving to be an excellent student, Ms. Slowe graduated second in her class from Baltimore Colored School in 1904 and became the first female graduate of the school to enter Howard University; and

WHEREAS, being an active participant in campus life, Ms. Slowe sang in the university choir, served as president of the women's tennis team, and was a founding member of the first Greek letter sorority for black women, Alpha Kappa Alpha; and

WHEREAS, Ms. Slowe graduated class valedictorian from Howard in 1908 and began her teaching career; and

WHEREAS, Ms. Slowe continued her education at Columbia Graduate School of Arts & Science, graduating with a Master of Arts in 1915; and

WHEREAS, Ms. Slowe continued her interest in tennis and in 1917 became the first African-American woman to win a national title in any sport when she claimed the first women’s title at the American Tennis Association (ATA) national tournament in Baltimore; and

WHEREAS, in 1922, Ms. Slowe returned to her alma mater, becoming the first Dean of Women at Howard University where she established a women’s campus; and

WHEREAS, Ms. Slowe was on the forefront of ensuring the roles of African-American women and helped organize and served as the first president of the National Association of College Women; and

WHEREAS, Ms. Slowe continued to spearhead progress for African-Americans on college campuses until her death in 1937; now, therefore, be it

RESOLVED the Council of the Town of Berryville recognizes and celebrates the remarkable life and career of Lucy Diggs Slowe.

By Order of the Town Council of the Town of Berryville on this the thirteenth day of June, 2017.

\_\_\_\_\_  
Patricia Dickinson, Mayor

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Harry Lee Arnold, Jr., Recorder

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Mayor Dickinson discussed the Habitat for Humanity Rock the Block event on July 15, and the suicide prevention program on September 10.

9. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold had nothing to report.

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

Ms. Dunkle explained the request for a bond to be set for the Mario’s Pizza parking lot site plan. She noted the motion for the erosion and sediment control bond included in the packet. **Recorder Arnold moved that the Council of the Town of Berryville approve the request to set the following Erosion and Sediment Control bond for the Mario’s Pizza parking lot development located at 36 West Main Street and identified as Tax Max Parcel number 14A5-((A))-55, zoned C General Commercial, as follows: Erosion and Sediment Control: \$5,300.00. Council member Kitselman seconded the motion which carried as follows:**

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

Ms. Dunkle reviewed her staff report included in the agenda packet. She said the Safe-Routes-to-School project on Swan Avenue has begun.

11. Report of Keith Dalton, Town Manager

Mr. Dalton said he would like to commend Public Works Director Rick Boor and his department for the many recently completed projects and a job well done. He said that the last of the streets that had been rated as poor when the town streets were turned over from VDOT maintenance to Town maintenance have now been paved. Mr. Dalton noted that with the warm winter, the Public Works department has some funds remaining that will be used for other projects that have been previously identified.

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

Ms. Gibson noted that a motion to add graphic text to the northwest water tank will take funds from the general fund contingency before the fiscal year even begins. She asked Mr. Dalton his opinion on the matter. Mr. Dalton said that target amounts are certainly desired, but reducing the contingency fund in that manner did not alarm him, noting there are reserve funds also available. The Council and staff discussed using the contingency fund account or water fund account for the water tank graphic text expense.

13. Report of Donna McDonald - Chair, Community Improvements Committee

Ms. McDonald said the Committee had discussed the upcoming painting of the water tanks. **Council member McDonald moved that the Council of the Town of Berryville approve the following paint color schemes: for the elevated water storage tanks, Warm Sun 01BR and for the ground reservoir tank, Constellation 43GR. Council member Kitselman seconded the motion which carried as follows:**

|                 |  |
|-----------------|--|
| <b>Aye:</b>     | <b>McDonald, Kitselman, Gibson, Tollett Arnold</b> |
| <b>Nay:</b>     | <b>Arnold</b>                                      |
| <b>Abstain:</b> | <b>Dickinson</b>                                   |
| <b>Absent:</b>  | <b>None</b>  |

Mayor Dickinson said that if the northwest tank is scheduled for painting last, then there is no reason to decide on the graphic text option now. Recorder Arnold said he was not in favor of spending the money on the tank graphic. He said he would rather see funds spent on wayfinding signs and updating the older park and shop signs which would enhance the downtown. There was discussion of where the idea to paint the graphic text came from. There was discussion of the cost of painting the graphic. Council member Gibson said that including "Est. 1798" was not advisable since it would not be seen. She said the graphic would be nice to have, but is not necessary since it would push the project over budget. Mayor Dickinson suggested waiting until the next budget cycle to address funding the graphic text painting on the tank. Mr. Dalton cautioned that the schedule is tentative, and the northwest tank painting may be completed by the next budget cycle. The Council discussed the project and whether to pursue the graphic text option. Council member Gibson said she was not in favor of spending money before the budget year starts. Council member Tollett said he was not supportive of the graphic text option. Recorder Arnold said he was not supportive of the graphic text option. Council member Kitselman said he liked the idea of branding, but he was swayed by the idea that wayfinding signs are a better use of funds than the tank graphic text. Council member McDonald and Mayor Dickinson said they were in favor of the graphic text. Council member McDonald asked whether funds for the wayfinding signs have been budgeted, and Mr. Dalton said that funds are budgeted, but added that the work that could be done in the FY 18 fiscal year would be planning in advance and would likely not result in any signs being installed. Mayor Dickinson said the consensus of Council was not to pursue the graphic text option.

Council member McDonald said she favored wayfinding signs and also hoped to see improvements in the downtown parking lots. Mr. Dalton said that paving is planned for the Crow Street parking lot which is shared with two other owners and that the Rixey Moore Parking Lot seemed to be doing well. The Committee set the next meeting for June 26, 2017.

14. Report of David Tollett – Police and Security Committee

Council member Tollett said the Chief and the Committee discussed auto decals, and have determined that more work needs to be done on the topic. Chief White said he and Clarke County EMS Director Brain Lichty spoke at the Mary Hardesty House on current scams and evacuation policies. He said the department held a child safety seat inspection at the Heritage Day Care Center. Chief White added that National Night Out has been scheduled for August 1 from 6:00-8:00pm.

Mr. Dalton said that he and the Chief and the Treasurer will compile a list of pros and cons on the auto decal issue and send it to the Council. He said that once Council has decided whether or not to retain the auto decals, then that will determine the Chief's work on writing the ordinance. The Committee set the next meeting for August 24, 2017.

15. Report of Patricia Dickinson – Chair, Streets and Utilities Committee

Mayor Dickinson noted that during the tank painting project, periods of low water pressure are to be expected. She said sidewalk repairs are proceeding as planned. The Committee set the next meeting for June 27, 2017.

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

Recorder Arnold had nothing to report.

17. Other

Council member McDonald noted her appointment as liaison to the board of the Barns of Rose Hill. She encouraged everyone to support the Barns and said volunteers were needed, especially at the Visitors Center.

Council member Gibson inquired whether there were new picnic tables in the park. Mr. Dalton said the tables are replaced as needed.

18. Adjourn

**There being no other business, upon motion of Council member Tollett, seconded by Council member Kitselman, the meeting was adjourned at 8:56 p.m.**

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Harry Lee Arnold, Jr., Recorder

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Ann W. Phillips, Town Clerk





*QUESTIONS:  
 STORM SEWER BY RING  
 REQUIRED FINISHED?  
 REST IN PLACE?  
 BRACKETS*

LOT 251-B  
 BATTLEFIELD ESTATES  
 D.B. 224 PG. 305

LANDS N/F  
 HOUSE OF LORDS INC.  
 D.B. 520 PG. 722  
 PIN: 14-5-251B

N57°00'59"W  
 78.08'

S32°59'01"W  
 69.97'

N212°4'56"E  
 58.59'

N212°4'56"E  
 26.88'

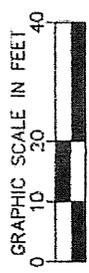
S57°00'59"E  
 41.36'

PROPOSED VARIABLE  
 WIDTH TEMPORARY  
 CONSTRUCTION EASEMENT

S33°20'50"W  
 26.02'

S56°38'10"E  
 56.00'

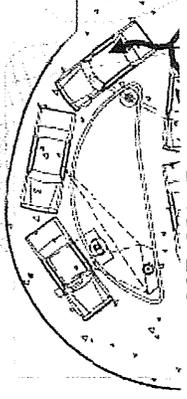
N33°20'50"E  
 31.19'



SCOPE OF WORK

- CONSTRUCTING NEW CURB, GUTTER AND SIDEWALK
- EXTENDING PAVEMENT AND INSTALLING COMPACTED STONE IN TURNAROUND AREA
- GRADING WITHIN TRUCK TURNAROUND AREA

*EXTENDING WATER AND  
 SEWER INSIDE NEXT  
 PROPERTY*



LOT 251-F  
 BATTLEFIELD ESTATES  
 D.B. 224 PGS. 100-102

LANDS OF  
 MICHELLE FASCELLI  
 D.B. 338 PG. 88  
 PIN: 14-5-251F  
 ZONE: BC (BUSINESS COMMERCIAL)  
 USE: VACANT

AREA: 34,740 S.F. OR 0.79752 AC.

|                  |
|------------------|
| EASEMENT EXHIBIT |
| EXHIBIT A 1 OF 1 |

*EXTENDING SEWER TO NEXT  
 PROPERTY WITH  
 18" LINE.*

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**COMMUNITY IMPROVEMENTS COMMITTEE**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**June 26, 2017**

**Committee members:** Present- Donna Marie McDonald, Chair; Allen Kitselman

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Planner; Ann Phillips, Town Clerk; David Tyrrell, Director of Public Utilities

**Press:** Cathy Kuehner, Winchester Star

**Others:** Erecka Gibson

1. Call to Order

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

2. Approval of Agenda

The agenda was approved.

3. Discussion – Livery Stable

The Committee and staff discussed the draft RFP for structural analysis of the livery stable. The topics of discussion were the scope of services, deliverables, and the schedule. It was agreed that Mr. Dalton will continue work on the draft and submit it to Town Council at the next meeting. Mr. Dalton stated that once the Town Council agreed to the scope, he will work with legal counsel finalize the RFP and get it issued.

4. Discussion – Water Tank Signage

Ms. McDonald said she is not disrespectful of the Town Council decision regarding signage on the northwest water tower. She said she would like a more accurate cost estimate for the work, noting that the figure of \$15,000 included in the suggested motion at the last meeting may have scared some Council members. Mr. Dalton clarified the figure saying that the intention was that the cost not exceed \$15,000. He said it was not intended to scare Council members. Mr. Tyrrell noted the last firm estimate for “Berryville Est. 1798” was \$12,800. Ms. McDonald said she remembered a figure around \$9000. She said she would like to present a firm estimate to Town Council one more time since this is the last opportunity to have the work completed. Mr. Kitselman said that he was not in favor of presenting the topic to Council again, adding that it is disrespectful of the Council process. Mr. Dalton said he would provide the Town Council members with the estimate, and any member could choose to present the idea to Town Council individually rather than from a Committee.

5. Other

Ms. McDonald noted the beautification project on Page Street saying that in her capacity HOA President of the neighborhood’s Battletown Homeowners Association, she has not yet sent a letter to Town Council requesting financial assistance with plants for the Page Street median. She said she now understands that the Tree Board will take care of the project. Mr. Dalton and Ms. Dunkle noted that the Tree Board is advisory and has no budget to complete projects. Ms. McDonald said the HOA intends to complete the project if the Town does not participate, because they want to improve their neighborhood.

7. Adjourn

There being no further business, the meeting was adjourned at 7:45 p.m.

**BERRYVILLE TOWN COUNCIL**  
**Streets and Utilities Committee**  
**Tuesday, June 27, 2017**  
**Berryville-Clarke County Government Center**  
**12:00 p.m.**

**MINUTES**

**Town Council:**

Present: Patricia Dickinson, Chair; David Tollett

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

**Press:** None

**Others:** Cliff Balderson and Grant Sanders of VDOT; Ronnie Rutherford and Rick Bywaters of REC; Jim Morrison, Alton Echols, Harry Lee Arnold, Jr.

1. Call to Order

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

2. Approval of Agenda

The agenda was approved as presented.

3. Update - VDOT

Mr. Dalton noted the Smartscale project on East Main Street and several crosswalk projects are in progress. Mr. Dalton and Mr. Balderson discussed signage for the Main Street crosswalk at Hermitage Blvd. It was agreed that a pedestrian sign rather than a school crossing sign is preferred. Regarding the crosswalk on Buckmarsh Street at Hermitage Blvd., Mr. Balderson said that VDOT has no professional opinion, but Town staff may think there are issues with speed, lack of refuge, and the length of the crosswalk. Mr. Dalton noted the crosswalk on Buckmarsh at Swan Avenue is a revenue sharing project in progress and has participation from the public schools.

Signal timing at Church and Main Streets and Buckmarsh and Main Streets was discussed. Mr. Sanders offered to check on the options for timing adjustments and will return with suggestions. Mr. Arnold asked that a delay be added to allow pedestrians to enter the intersection before drivers get a green light.

Chair Dickinson asked about timing at the Route 7 Bypass intersection with Route 7 Business west of Town. Mr. Sanders said he would check on the timing.

Mr. Dalton noted the good working relationship the Town has with VDOT. He thanked Mr. Balderson and Mr. Sanders for their assistance.

4. Update – Planning

Mr. Dalton noted the attendance of Town resident Jim Morrison who has registered a complaint about the new LED street lighting on his street. Mr. Rutherford and Mr. Bywaters explained the reason for the move to LED lights as cost and energy savings, and said the new lighting is dark sky compliant. Mr. Morrison read a statement (Attachment A). Mr. Arnold asked for

clarification on the lighting color used earlier in the pilot program. Mr. Rutherford said that REC will review the particular light at Mr. Morrison's home and respond with suggestions.

Ms. Dunkle provided an update on the Safe-Routes-to-School project on Swan Avenue.

Chair Dickinson recognized Alton Echols who had asked to address the Committee regarding the McDonald's site plan. Mr. Echols noted several issues on the site plan. He said he will sign an easement requested by McDonald's if he is assured that curb and gutter will be extended to his property. Ms. Dunkle stated that the section of curb and gutter had been bonded. Mr. Echols said there is a problem with the subdivision and site plan procedures, and there should be a petitioners' hour at the BADA meetings. Mr. Echols asked for verification of the bond for the curb and gutter. Ms. Dunkle said that the file was available for review as had been offered to Mr. Echols in response to his FOIA request. Mr. Echols said he would make an appointment to review the file.

Mr. Dalton and Mr. Boor provided an update on paving projects, water and sewer projects, and drainage improvement projects. They also provided updates on the Public Works building project and the sidewalk repair project.

Chair Dickinson asked about the snow removal plan for Ritter Place. Mr. Dalton said he and Chief White had visited the HOA, were awaiting comment from that organization, and would continue to review the issue.

5. Update – Utilities Department

Mr. Tyrrell presented a narrative and spreadsheets describing best- and worst-case scenarios for the costs and timing of the upcoming water tank painting project. The Committee and staff discussed overtime costs and costs to staff the tanker task force during the period when the ground reservoir is out of service. Also discussed was the topic of Excluded Items in the contract. Mr. Tyrrell said he would get a cost estimate for the handling of hazardous materials.

6. Adjourn

There being no further business, the committee adjourned at 2:15p.m.

## Thoughts and Concerns about the New Streetlights in Berryville

I am writing to express my concerns about the new LED lights that are replacing the old High Pressure Sodium streetlights in Berryville. These new lights are very efficient and replacing the old fixtures makes economic and even ecological sense. I have read some literature on the Internet about the new LED's and have become less reactive to them. I appreciate the town's desire to save money in the cost of using them and that they last a long time. That, however, means we need to get this right since we will be living with them for many years. Some of my initial concerns are being echoed across the country as more and more of these lights are put into use.

### Kelvin Rating

I do not know the Kelvin rating on the new bulbs but they are more bluish than the old lights. Many municipalities are insisting on warmer bulbs and these have been developed by most manufacturers. The color temperature matters for many reasons; the percentage of blue light in the light given off by the LED streetlight affects people's sleep habits and some hormone levels. This is significant enough for the AMA to recommend streetlights that are 3000 ° K. or less, which appears more yellow. The International Dark-Sky Association ( IDA ), which hopes to foster thoughtfulness about how we are changing our nighttime environment, recommends warmer bulbs for other reasons, such as decreasing light 'spillage' into the atmosphere, which is exacerbated by increased blue light content. Our new streetlights may be close to the recommended color temperature but they do seem to be colder than the old lights. The color is somewhat warm. The High Pressure Sodium lights, despite being monochromatic and orange, were lower on the Kelvin scale and were quite appropriate for residential uses. I never gave them much thought until they were replaced.

### Shields

The AMA and the IDA recommend the all streetlights should be fully shielded. These new fixtures are not shielded and, even though they shine down, they are so high up on utility poles that they are lighting up houses and trees unnecessarily. They are shining into resident's bedrooms at night and they are shining into our eyes. The AMA is concerned that these lights constrict the pupils and can actually making it harder to see at night, at least where the light is not illuminating something. The AMA is concerned about the effect of 25 years of this

type of light in sleeper's eyes, which is a problem where houses abut the road and might be close to the streetlight. I know I do not sleep well when there is light in the room and these lights are shining through the blinds.

The lights would be much less problematic if shields focused the light down on the street where the light is meant to be, like the fixtures at the high school. I believe that we should not see the light but only what it is illuminating. The old fixtures had lenses that diffused the light and made them seem less harsh. These LED streetlights make sharp edged shadows that are unpleasant and the bulbs themselves are hard on the eyes.

### Appropriateness

I live in an older residential neighborhood where my neighbors sometimes put out ornamental lights for Christmas and other holidays. I do all year. These new fixtures are so bright and light up houses so much that Christmas lights cannot compete. I also happen to think that some dark is appealing. The old fixtures were bright enough for people to feel safe waking their dogs, which is not a lot of people after dark. These new lights make the unlit areas seem darker and it is hard for your eyes to adjust. I dislike the shadows being thrown across my front porch and beams of light shining into my backyard. There is no reason to light up the neighborhood if we are trying to provide some light on the street and we should not discourage residents from beautifying their home with ornamental lights.

Some of the reasons for using LED lights have to do with things like color recognition, visual acuity, and traffic safety. They are also apparently better in the workplace. However, these good attributes have nothing to do with what is appropriate for a quiet residential neighborhood where people are trying to sleep or maybe are enjoying the night. They are intrusive into my interior as well and must be much more so where someone's house is close to a fixture. We hopefully will not to be expected to put up blackout curtains.

### Safety

Brighter light does not equate to increased safety. Some cities, such as Chicago, actually found a correlation between brighter lights and increased vandalism and crime. I think that these new fixtures show anyone driving through our neighborhood at night what people have on their lawns or porches. As already stated they also make dark areas seem darker and some people might

start to feel a need to light up their backyards as well. I thought we had some town ordinances about barn lights and these lights have the same effect.

### Stars and the Night Sky

I like sitting on the porch at night sometimes when it is nice and I like to look up at the night sky. Unfortunately the atmosphere is becoming brighter everywhere on the East Coast and stars are becoming harder to see. Now, however, the only thing you are likely to notice when you go outside in my neighborhood is the brightness of the streetlights. I have talked to some of my neighbors about the lights and they ALL feel the same way; they do not like them. The test run on Smith Street involved people who were either selling or were renting and so had no vested interest in the way the neighborhood looked. One resident who lives near Smith Street said she did not mind them at first but dislikes them now. Another resident on Rice Street says it looks like a prison, and she thought at first they must be working on the lights.

Another aspect of this is that it is summer now. During winter when the sun goes down at 5:00, these bright new fixtures will be shining in our windows and on our houses all evening. The increased light's effect on the sky will be exacerbated by such things as high humidity and snow cover. I personally do not see any benefit from this increased brightness, and a lot of downsides.

### Conclusion

As I have said, I know that LED's are the future of streetlights for now. The energy savings are significant. However, these lights would be much better if they were...

1: properly shielded so that their light did not shine into peoples' eyes and windows and did not light up our houses.

2: were a warmer color temperature, decreasing the amount of blue light and more appealing generally.

3: were less bright, more appropriate for quiet neighborhoods and less contrary to some enjoyment of the night.

IDA also recommends lights that can dim during the night and these are being used in some towns. These dimmable lights would be particularly appropriate in residential settings.

I believe the town can balance the need to minimize energy costs while using appropriate streetlights that will also be good for safety and the environment. Properly shielded and less bright fixtures will provide enough light where it is wanted, on the street, without impacting the charm of our neighborhoods.

Jim Morrison  
207 Academy Street  
Berryville  
540-955-3742

# Attachment 2

# Planning and Community Development

## *No Action Items*

**July 11, 2017**

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### **Planning Commission**

The Planning Commission held a meeting on Tuesday, June 27 at 7:30pm. They set public hearings for a Special Use Permit and text amendments for stormwater-related modifications to the Zoning Ordinance. The next Planning Commission meeting is scheduled for Tuesday, July 25, 2017 at 7:30pm.

### **Berryville Area Development Authority**

The BADA held a meeting on Wednesday, June 28, 2017. They approved a Boundary Line Adjustment in the Battlefield Estates subdivision and were updated on the Connexion assisted living facility. Their next meeting is scheduled for Wednesday, July 26, 2017 at 7:00pm.

### **Architectural Review Board**

The Architectural Review Board did not hold a meeting in July. Their next meeting is scheduled for Wednesday, August 2, 2017 at 12:30pm.

### **Board of Zoning Appeals**

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

# Attachment 3

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** MONTHLY REPORTS  
**DATE:** 7/6/2017  
**CC:** KEITH DALTON, TOWN MANAGER

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**A/P Check Listing**

Checks issued in June 2017.

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

May 2017 P-Card Purchases that were paid on June 25, 2017.

## A/P Check Listing

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

Date From - 6/1/2017 Date To - 6/30/2017

Town of Berryville  
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| Check Number           | Bank | Vendor   | Date                      | Amount             |
|------------------------|------|--|---------------------------|--------------------|
| 4187                   | 1    | HD SUPPLY WATERWORKS, LTD                            | 06/07/2017                | <b>\$17,805.82</b> |
|                        |      | 100-2100000-0000                                     | \$518.05                  |                    |
|                        |      | 501-2100000-0000                                     | \$17,287.77               |                    |
| Invoice: MAY 2017      |      | Inv Date 06/07/2017                                  | Due Date 06/07/2017       | Amt: \$17,805.82   |
| 501-4094200-8361       |      | Materials & Supplies                                 | 16596                     | \$13,842.95        |
| 501-4012224-6030       |      | Materials & Supplies                                 | 16596                     | \$1,850.00         |
| 501-4012224-6007       |      | Materials & Supplies                                 | 16596                     | \$1,594.82         |
| 100-4041250-6050       |      | Materials & Supplies                                 | 16596                     | \$518.05           |
|                        |      |  | <b>Total Distributed:</b> | <b>\$17,805.82</b> |
| 4188                   | 1    | CLARKE COUNTY GENERAL DISTRICT COURT                 | 06/07/2017                | <b>\$120.00</b>    |
|                        |      | 100-2100000-0000                                     | \$120.00                  |                    |
| Invoice: GC16-5530     |      | Inv Date 06/07/2017                                  | Due Date 06/07/2017       | Amt: \$120.00      |
| 100-4021500-3150       |      | Public Defender Fees                                 | 16595                     | \$120.00           |
|                        |      |  | <b>Total Distributed:</b> | <b>\$120.00</b>    |
| 4189                   | 1    | Rappahannock Electric Cooperative                    | 06/07/2017                | <b>\$12,835.94</b> |
|                        |      | 100-2100000-0000                                     | \$193.00                  |                    |
|                        |      | 501-2100000-0000                                     | \$4,169.98                |                    |
|                        |      | 502-2100000-0000                                     | \$8,472.96                |                    |
| Invoice: MAY 2017      |      | Inv Date 06/07/2017                                  | Due Date 06/07/2017       | Amt: \$12,835.94   |
| 100-4041320-5110       |      | Electricity  | 16601                     | \$193.00           |
| 501-4012222-5110       |      | Electricity  | 16601                     | \$4,169.98         |
| 502-4012222-5110       |      | Electricity  | 16601                     | \$8,472.96         |
|                        |      |  | <b>Total Distributed:</b> | <b>\$12,835.94</b> |
| 4190                   | 1    | ATTN; REFUND DEPARTMENT CORELOGIC<br>REAL ESTATE TAX | 06/07/2017                | <b>\$3,287.76</b>  |
|                        |      | 100-2100000-0000                                     | \$3,287.76                |                    |
| Invoice: 2017-1H       |      | Inv Date 06/07/2017                                  | Due Date 06/07/2017       | Amt: \$3,287.76    |
| 100-3410201-0000       |      | Mortgage Co Refunds for Overpmt                      |                           | \$3,287.76         |
|                        |      |  | <b>Total Distributed:</b> | <b>\$3,287.76</b>  |
| 4191                   | 1    | PENNONI ASSOCIATES INC                               | 06/07/2017                | <b>\$3,421.25</b>  |
|                        |      | 100-2100000-0000                                     | \$3,421.25                |                    |
| Invoice: 747549        |      | Inv Date 06/07/2017                                  | Due Date 06/07/2017       | Amt: \$653.75      |
| 100-4041250-3300       |      | Page and Academy strom drain<br>projects             | 16598                     | \$653.75           |
|                        |      |  | <b>Total Distributed:</b> | <b>\$653.75</b>    |
| Invoice: 747546 747548 |      | Inv Date 06/07/2017                                  | Due Date 06/07/2017       | Amt: \$1,822.50    |
| 100-1300000-0000       |      | Reimbursables  | 16599                     | \$472.50           |
| 100-4081100-3190       |      | Professional Services                                | 16599                     | \$1,350.00         |

## A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH  
Date From - 6/1/2017 Date To - 6/30/2017

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| Check Number      | Bank | Vendor                       | Date                      | Amount            |
|-------------------|------|------------------------------|---------------------------|-------------------|
|                   |      |                              | <b>Total Distributed:</b> | <b>\$1,822.50</b> |
| Invoice: 747547   |      | Inv Date 06/07/2017          | Due Date 06/07/2017       | Amt: \$945.00     |
| 100-3190203-0000  |      | Reimbursable VDOT SRTS       | 16600                     | \$945.00          |
|                   |      |                              | <b>Total Distributed:</b> | <b>\$945.00</b>   |
| 4192              | 1    | Michelle M. Jones            | 06/07/2017                | <b>\$980.00</b>   |
|                   |      |                              | 100-2100000-0000          | \$980.00          |
| Invoice: MAY 2017 |      | Inv Date 06/07/2017          | Due Date 06/07/2017       | Amt: \$980.00     |
| 100-4012210-3150  |      | Town Prosecutions            | 16597                     | \$980.00          |
|                   |      |                              | <b>Total Distributed:</b> | <b>\$980.00</b>   |
| 4193              | 1    | Minnesota Life Insurance Co. | 06/07/2017                | <b>\$140.16</b>   |
|                   |      |                              | 100-2100000-0000          | \$123.38          |
|                   |      |                              | 501-2100000-0000          | \$4.61            |
|                   |      |                              | 502-2100000-0000          | \$12.17           |
| Invoice: 52017    |      | Inv Date 06/06/2017          | Due Date 06/07/2017       | Amt: \$140.16     |
| 100-2113000-0000  |      | Opt Life                     |                           | \$123.38          |
| 501-2113000-0000  |      | Opt Life                     |                           | \$4.61            |
| 502-2113000-0000  |      | Opt Life                     |                           | \$12.17           |
|                   |      |                              | <b>Total Distributed:</b> | <b>\$140.16</b>   |
| 4194              | 1    | Herbert L. Beskin, Trustee   | 06/07/2017                | <b>\$115.00</b>   |
|                   |      |                              | 502-2100000-0000          | \$34.50           |
|                   |      |                              | 501-2100000-0000          | \$34.50           |
|                   |      |                              | 100-2100000-0000          | \$46.00           |
| Invoice: 16-51200 |      | Inv Date 06/06/2017          | Due Date 06/07/2017       | Amt: \$115.00     |
| 100-2118500-0000  |      | Invoice - 16-51200           |                           | \$46.00           |
| 501-2118500-0000  |      | Invoice - 16-51200           |                           | \$34.50           |
| 502-2118500-0000  |      | Invoice - 16-51200           |                           | \$34.50           |
|                   |      |                              | <b>Total Distributed:</b> | <b>\$115.00</b>   |
| 4195              | 1    | Christy Dunkle               | 06/07/2017                | <b>\$116.63</b>   |
|                   |      |                              | 100-2100000-0000          | \$116.63          |
| Invoice: Mileage  |      | Inv Date 06/06/2017          | Due Date 06/07/2017       | Amt: \$116.63     |
| 100-4081100-5510  |      | Mileage                      |                           | \$116.63          |
|                   |      |                              | <b>Total Distributed:</b> | <b>\$116.63</b>   |
| 4196              | 1    | Janie Bigler                 | 06/07/2017                | <b>\$24.00</b>    |
|                   |      |                              | 100-2100000-0000          | \$24.00           |
| Invoice: 8888     |      | Inv Date 06/06/2017          | Due Date 06/07/2017       | Amt: \$24.00      |
| 100-3120501-0000  |      | Vehicle Decal partial refund |                           | \$24.00           |
|                   |      |                              | <b>Total Distributed:</b> | <b>\$24.00</b>    |

## A/P Check Listing

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

Date From - 6/1/2017 Date To - 6/30/2017

Town of Berryville  
07/06/2017 03:41 PM

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| Check Number                   | Bank | Vendor                                    | Date                | Amount             |
|--------------------------------|------|---|---------------------|--------------------|
| 4197                           | 1    | Lyttle Utilities                          | 06/07/2017          | <b>\$21,634.50</b> |
|                                |      | 502-2100000-0000                          | \$21,634.50         |                    |
| Invoice: 17075T-1F             |      | Inv Date 06/07/2017                       | Due Date 06/07/2017 | Amt: \$21,634.50   |
| 502-4094200-8134               |      | Sanitary Sewer Repairs                    | 16594               | \$21,634.50        |
|                                |      |   | Total Distributed:  | \$21,634.50        |
| 4198                           | 1    | Nationwide Retirement Solutions           | 06/07/2017          | <b>\$680.00</b>    |
|                                |      | 501-2100000-0000                          | \$97.50             |                    |
|                                |      | 502-2100000-0000                          | \$112.50            |                    |
|                                |      | 100-2100000-0000                          | \$470.00            |                    |
| Invoice: 52017                 |      | Inv Date 06/06/2017                       | Due Date 06/07/2017 | Amt: \$680.00      |
| 100-2115000-0000               |      | NRS Withheld                              |                     | \$470.00           |
| 501-2115000-0000               |      | NRS Withheld                              |                     | \$97.50            |
| 502-2115000-0000               |      | NRS Withheld                              |                     | \$112.50           |
|                                |      |   | Total Distributed:  | \$680.00           |
| 4199                           | 1    | Wells Fargo                               | 06/07/2017          | <b>\$322.33</b>    |
|                                |      | 100-2100000-0000                          | \$322.33            |                    |
| Invoice: 43491                 |      | Inv Date 06/06/2017                       | Due Date 06/07/2017 | Amt: \$322.33      |
| 100-3410201-0000               |      | Thomas Simmons Overpayment                |                     | \$322.33           |
|                                |      |   | Total Distributed:  | \$322.33           |
| 4200                           | 1    | GABLE BRADLEY J & MELINDA 5431            | 06/07/2017          | <b>\$84.55</b>     |
|                                |      | 100-2100000-0000                          | \$84.55             |                    |
| Invoice: TX5431170607092034860 |      | Inv Date 06/07/2017                       | Due Date 06/07/2017 | Amt: \$84.55       |
| 100-2370000-0000               |      | Pre-Payment Refund for TX Account<br>5431 |                     | \$84.55            |
|                                |      |   | Total Distributed:  | \$84.55            |
| 4201                           | 1    | RICHARD EMERSON FIFIELD                   | 06/07/2017          | <b>\$123.40</b>    |
|                                |      | 501-2100000-0000                          | \$123.40            |                    |
| Invoice: UB3563170601133202090 |      | Inv Date 06/01/2017                       | Due Date 06/07/2017 | Amt: \$123.40      |
| 501-2500000-0000               |      | Deposit Refund for WA                     |                     | \$123.40           |
|                                |      |   | Total Distributed:  | \$123.40           |
| 4202                           | 1    | STEVEN RICHARD JACOBS                     | 06/07/2017          | <b>\$53.20</b>     |
|                                |      | 501-2100000-0000                          | \$53.20             |                    |
| Invoice: UB831170601133202087  |      | Inv Date 06/01/2017                       | Due Date 06/07/2017 | Amt: \$53.20       |
| 501-2500000-0000               |      | Deposit Refund for WA                     |                     | \$53.20            |
|                                |      |   | Total Distributed:  | \$53.20            |
| 4203                           | 1    | USPS                                      | 06/14/2017          | <b>\$181.30</b>    |
|                                |      | 100-2100000-0000                          | \$181.30            |                    |

## A/P Check Listing

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

Date From - 6/1/2017 Date To - 6/30/2017

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| Check Number           | Bank | Vendor                            | Date                | Amount            |
|------------------------|------|-----------------------------------|---------------------|-------------------|
| Invoice: 1031          |      | Inv Date 06/14/2017               | Due Date 06/14/2017 | Amt: \$181.30     |
| 100-4012530-5210       |      | Postage - Delinquent Tax Notices  |                     | \$181.30          |
|                        |      |                                   | Total Distributed:  | \$181.30          |
| 4204                   | 1    | Douglas A. Shaffer                | 06/14/2017          | <b>\$75.00</b>    |
|                        |      | 100-2100000-0000                  |                     | \$75.00           |
| Invoice: 6-2017        |      | Inv Date 06/14/2017               | Due Date 06/14/2017 | Amt: \$75.00      |
| 100-4081600-1111       |      | PC Chair                          |                     | \$75.00           |
|                        |      |                                   | Total Distributed:  | \$75.00           |
| 4205                   | 1    | VUPS                              | 06/14/2017          | <b>\$86.10</b>    |
|                        |      | 501-2100000-0000                  |                     | \$86.10           |
| Invoice: 05170426      |      | Inv Date 06/14/2017               | Due Date 06/14/2017 | Amt: \$86.10      |
| 501-4012220-3170       |      | Miss Utility Fees                 | 16606               | \$86.10           |
|                        |      |                                   | Total Distributed:  | \$86.10           |
| 4206                   | 1    | Attn: Central Refunds LERETA, LLC | 06/14/2017          | <b>\$305.43</b>   |
|                        |      | 100-2100000-0000                  |                     | \$305.43          |
| Invoice: 14A213        |      | Inv Date 06/14/2017               | Due Date 06/14/2017 | Amt: \$305.43     |
| 100-3410201-0000       |      | RE Tax refund - PD by homeowner   |                     | \$305.43          |
|                        |      |                                   | Total Distributed:  | \$305.43          |
| 4207                   | 1    | Lincoln Financial Group           | 06/14/2017          | <b>\$680.22</b>   |
|                        |      | 100-2100000-0000                  |                     | \$446.37          |
|                        |      | 501-2100000-0000                  |                     | \$87.30           |
|                        |      | 502-2100000-0000                  |                     | \$146.55          |
| Invoice: STD/LTD       |      | Inv Date 06/14/2017               | Due Date 06/14/2017 | Amt: \$680.22     |
| 100-4012220-2220       |      | Invoice - STD                     |                     | \$40.78           |
| 100-4012220-2230       |      | Invoice - LTD                     |                     | \$405.59          |
| 501-4012220-2220       |      | Invoice - STD                     |                     | \$10.72           |
| 501-4012220-2230       |      | Invoice - LTD                     |                     | \$76.58           |
| 502-4012220-2220       |      | Invoice - STD                     |                     | \$18.22           |
| 502-4012220-2230       |      | Invoice - STD/LTD                 |                     | \$128.33          |
|                        |      |                                   | Total Distributed:  | \$680.22          |
| 4208                   | 1    | Treasurer of Frederick County     | 06/14/2017          | <b>\$4,359.78</b> |
|                        |      | 502-2100000-0000                  |                     | \$1,860.84        |
|                        |      | 100-2100000-0000                  |                     | \$2,498.94        |
| Invoice: 1510-6 2985-6 |      | Inv Date 06/14/2017               | Due Date 06/14/2017 | Amt: \$4,359.78   |
| 100-4042400-3800       |      | Landfill charges-Residential      | 16605               | \$2,498.94        |
| 502-4012222-3210       |      | Landfill charges-WWTP Solids      | 16605               | \$1,860.84        |
|                        |      |                                   | Total Distributed:  | \$4,359.78        |

## A/P Check Listing

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

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| Check Number      | Bank | Vendor  | Date                      | Amount            |
|-------------------|------|---|---------------------------|-------------------|
| 4209              | 1    | Bureau for Child Support Enforcement                                | 06/14/2017                | <b>\$875.00</b>   |
|                   |      | 501-2100000-0000  | \$218.75                  |                   |
|                   |      | 502-2100000-0000  | \$656.25                  |                   |
| Invoice: 621973   |      | Inv Date 06/14/2017   | Due Date 06/14/2017       | Amt: \$875.00     |
|                   |      | 501-2116000-0000  | \$218.75                  |                   |
|                   |      | 502-2116000-0000  | \$656.25                  |                   |
|                   |      |   | <b>Total Distributed:</b> | <b>\$875.00</b>   |
| 4210              | 1    | Anderson's Nursery  | 06/14/2017                | <b>\$1,330.00</b> |
|                   |      | 502-2100000-0000  | \$780.00                  |                   |
|                   |      | 100-2100000-0000  | \$550.00                  |                   |
| Invoice: 4758     |      | Inv Date 06/14/2017   | Due Date 06/14/2017       | Amt: \$1,330.00   |
|                   |      | 100-4043200-3325 Mowing   | 16602                     | \$550.00          |
|                   |      | 502-4012222-3310 Mowing   | 16602                     | \$780.00          |
|                   |      |   | <b>Total Distributed:</b> | <b>\$1,330.00</b> |
| 4211              | 1    | Norfolk Southern Corp   | 06/14/2017                | <b>\$1,046.78</b> |
|                   |      | 100-2100000-0000  | \$1,046.78                |                   |
| Invoice: 90377923 |      | Inv Date 06/14/2017   | Due Date 06/14/2017       | Amt: \$1,046.78   |
|                   |      | 100-4041200-5425 Land Lease Agreement                               | 16604                     | \$1,046.78        |
|                   |      |   | <b>Total Distributed:</b> | <b>\$1,046.78</b> |
| 4212              | 1    | MSC Equipment   | 06/14/2017                | <b>\$1,110.20</b> |
|                   |      | 502-2100000-0000  | \$1,110.20                |                   |
| Invoice: 63765    |      | Inv Date 06/14/2017   | Due Date 06/14/2017       | Amt: \$1,110.20   |
|                   |      | 502-4012224-3330 Level wind with footage counter for sewer jet rodd | 16603                     | \$1,110.20        |
|                   |      |   | <b>Total Distributed:</b> | <b>\$1,110.20</b> |
| 4213              | 1    | Harry W. McCormick  | 06/14/2017                | <b>\$26.33</b>    |
|                   |      | 502-2100000-0000  | \$26.33                   |                   |
| Invoice: 672017   |      | Inv Date 06/14/2017   | Due Date 06/14/2017       | Amt: \$26.33      |
|                   |      | 502-4012222-6005 Invoice - 672017                                   |                           | \$26.33           |
|                   |      |   | <b>Total Distributed:</b> | <b>\$26.33</b>    |
| 4214              | 1    | Keith Dalton  | 06/14/2017                | <b>\$50.00</b>    |
|                   |      | 100-2100000-0000  | \$50.00                   |                   |
| Invoice: 6-2017   |      | Inv Date 06/14/2017   | Due Date 06/14/2017       | Amt: \$50.00      |
|                   |      | 100-4012110-5230 Cell phone allowance                               |                           | \$50.00           |
|                   |      |   | <b>Total Distributed:</b> | <b>\$50.00</b>    |
| 4215              | 1    | Nationwide Retirement Solutions                                     | 06/14/2017                | <b>\$680.00</b>   |
|                   |      | 100-2100000-0000  | \$470.00                  |                   |

## A/P Check Listing

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

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| Check Number                   | Bank | Vendor                               | Date                | Amount          |
|--------------------------------|------|--------------------------------------|---------------------|-----------------|
|                                |      | 501-2100000-0000                     | \$97.50             |                 |
|                                |      | 502-2100000-0000                     | \$112.50            |                 |
| Invoice: 61517                 |      | Inv Date 06/14/2017                  | Due Date 06/14/2017 | Amt: \$680.00   |
| 100-2115000-0000               |      | NRS withheld                         |                     | \$470.00        |
| 501-2115000-0000               |      | NRS withheld                         |                     | \$97.50         |
| 502-2115000-0000               |      | NRS withheld                         |                     | \$112.50        |
| <b>Total Distributed:</b>      |      |                                      |                     | <b>\$680.00</b> |
| 4216                           | 1    | USPS                                 | 06/28/2017          | <b>\$747.00</b> |
|                                |      | 502-2100000-0000                     | \$560.25            |                 |
|                                |      | 501-2100000-0000                     | \$186.75            |                 |
| Invoice: 62817                 |      | Inv Date 06/28/2017                  | Due Date 06/28/2017 | Amt: \$747.00   |
| 501-4012220-5210               |      | Postage                              |                     | \$186.75        |
| 502-4012220-5210               |      | Postage                              |                     | \$560.25        |
| <b>Total Distributed:</b>      |      |                                      |                     | <b>\$747.00</b> |
| 4217                           | 1    | Ann W. Phillips                      | 06/28/2017          | <b>\$57.51</b>  |
|                                |      | 100-2100000-0000                     | \$57.51             |                 |
| Invoice: 6/22/2017             |      | Inv Date 06/28/2017                  | Due Date 06/28/2017 | Amt: \$57.51    |
| 100-4012530-5540               |      | Mileage to and from training         |                     | \$57.51         |
| <b>Total Distributed:</b>      |      |                                      |                     | <b>\$57.51</b>  |
| 4218                           | 1    | Bureau for Child Support Enforcement | 06/28/2017          | <b>\$875.00</b> |
|                                |      | 501-2100000-0000                     | \$218.75            |                 |
|                                |      | 502-2100000-0000                     | \$656.25            |                 |
| Invoice: 621976 Tyrrell        |      | Inv Date 06/28/2017                  | Due Date 06/28/2017 | Amt: \$875.00   |
| 501-2116000-0000               |      |                                      |                     | \$218.75        |
| 502-2116000-0000               |      |                                      |                     | \$656.25        |
| <b>Total Distributed:</b>      |      |                                      |                     | <b>\$875.00</b> |
| 4219                           | 1    | Christy Dunkle                       | 06/28/2017          | <b>\$26.75</b>  |
|                                |      | 100-2100000-0000                     | \$26.75             |                 |
| Invoice: 6/6/2017              |      | Inv Date 06/28/2017                  | Due Date 06/28/2017 | Amt: \$26.75    |
| 100-4081100-5510               |      | Mileage                              |                     | \$26.75         |
| <b>Total Distributed:</b>      |      |                                      |                     | <b>\$26.75</b>  |
| 4220                           | 1    | VERONICA LYNNE BUEHLER               | 06/28/2017          | <b>\$199.60</b> |
|                                |      | 501-2100000-0000                     | \$199.60            |                 |
| Invoice: UB1309170623102359737 |      | Inv Date 06/23/2017                  | Due Date 06/28/2017 | Amt: \$199.60   |
| 501-2500000-0000               |      | Deposit Refund for WA                |                     | \$199.60        |
| <b>Total Distributed:</b>      |      |                                      |                     | <b>\$199.60</b> |
| 4221                           | 1    | PAUL FRANKLIN RUSSELL JR             | 06/28/2017          | <b>\$118.32</b> |

## A/P Check Listing

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

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| Check Number                   | Bank | Vendor                                  | Date                | Amount             |
|--------------------------------|------|---|---------------------|--------------------|
|                                |      | 501-2100000-0000                        |                     | \$118.32           |
| Invoice: UB1521170627135541810 |      | Inv Date 06/27/2017                     | Due Date 06/28/2017 | Amt: \$118.32      |
| 501-2500000-0000               |      | Deposit Refund for WA                   |                     | \$118.32           |
|                                |      |   | Total Distributed:  | \$118.32           |
| 4222                           | 1    | RANDY HANSEN                            | 06/28/2017          | <b>\$148.80</b>    |
|                                |      | 502-2100000-0000                        |                     | \$148.80           |
| Invoice: UB4215170623102359740 |      | Inv Date 06/23/2017                     | Due Date 06/28/2017 | Amt: \$148.80      |
| 502-2500000-0000               |      | Deposit Refund for SW                   |                     | \$148.80           |
|                                |      |   | Total Distributed:  | \$148.80           |
| 4223                           | 1    | GREGORY CHARLES MORIN                   | 06/28/2017          | <b>\$123.40</b>    |
|                                |      | 502-2100000-0000                        |                     | \$123.40           |
| Invoice: UB4234170623102359723 |      | Inv Date 06/23/2017                     | Due Date 06/28/2017 | Amt: \$123.40      |
| 502-2500000-0000               |      | Deposit Refund for SW                   |                     | \$123.40           |
|                                |      |   | Total Distributed:  | \$123.40           |
| 4224                           | 1    | Jno. S. Solenberger & Co., Inc          | 06/30/2017          | <b>\$79.19</b>     |
|                                |      | 501-2100000-0000                        |                     | \$79.19            |
| Invoice: 152109                |      | Inv Date 06/30/2017                     | Due Date 06/30/2017 | Amt: \$79.19       |
| 501-4012222-6014               |      | Step Bit                                | 16620               | \$79.19            |
|                                |      |   | Total Distributed:  | \$79.19            |
| 4225                           | 1    | VIRGINIA NUTRIENT CREDIT EXCHANGE ASSOC | 06/30/2017          | <b>\$625.00</b>    |
|                                |      | 501-2100000-0000                        |                     | \$625.00           |
| Invoice: 61517                 |      | Inv Date 06/30/2017                     | Due Date 06/30/2017 | Amt: \$625.00      |
| 501-4012222-3145               |      | Nutrient exchange fees                  | 16621               | \$625.00           |
|                                |      |   | Total Distributed:  | \$625.00           |
| 4226                           | 1    | WL Construction                         | 06/30/2017          | <b>\$48,585.00</b> |
|                                |      | 100-2100000-0000                        |                     | \$48,585.00        |
| Invoice: 2-3                   |      | Inv Date 06/30/2017                     | Due Date 06/30/2017 | Amt: \$48,585.00   |
| 100-4041250-3300               |      | Page St milling & paving                | 16622               | \$48,585.00        |
|                                |      |   | Total Distributed:  | \$48,585.00        |
| 4227                           | 1    | Rappahannock Electric Cooperative       | 06/30/2017          | <b>\$19,443.45</b> |
|                                |      | 100-2100000-0000                        |                     | \$5,829.28         |
|                                |      | 501-2100000-0000                        |                     | \$4,164.55         |
|                                |      | 502-2100000-0000                        |                     | \$9,449.62         |
| Invoice: 62017                 |      | Inv Date 06/30/2017                     | Due Date 06/30/2017 | Amt: \$19,443.45   |
| 100-4041320-5110               |      | Electricity                             | 16617               | \$5,829.28         |
| 501-4012222-5110               |      | Electricity                             | 16617               | \$4,164.55         |
| 502-4012222-5110               |      | Electricity                             | 16617               | \$9,449.62         |

## A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH  
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| Check Number           | Bank | Vendor                                 | Date                      | Amount             |
|------------------------|------|--|---------------------------|--------------------|
|                        |      |  | <b>Total Distributed:</b> | <b>\$19,443.45</b> |
| 4228                   | 1    | AM Liner East, Inc.                    | 06/30/2017                | <b>\$13,500.00</b> |
|                        |      | 502-2100000-0000                       | \$13,500.00               |                    |
| Invoice: 01            |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$13,500.00   |
| 502-4094200-8134       |      | Barnett St sewer liner                 | 16607                     | \$13,500.00        |
|                        |      |  | <b>Total Distributed:</b> | <b>\$13,500.00</b> |
| 4229                   | 1    | REYES CONCRETE CO., LLC                | 06/30/2017                | <b>\$29,986.80</b> |
|                        |      | 100-2100000-0000                       | \$29,986.80               |                    |
| Invoice: 3036          |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$29,986.80   |
| 100-4041250-3300       |      | Sidewalk removal & replacement         | 16618                     | \$29,986.80        |
|                        |      |  | <b>Total Distributed:</b> | <b>\$29,986.80</b> |
| 4230                   | 1    | H2O Pipe Cleaning LLC                  | 06/30/2017                | <b>\$18,000.00</b> |
|                        |      | 100-2100000-0000                       | \$18,000.00               |                    |
| Invoice: 2017          |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$18,000.00   |
| 100-4041250-3300       |      | Academy St & Page St Drainage Projects | 16611                     | \$18,000.00        |
|                        |      |  | <b>Total Distributed:</b> | <b>\$18,000.00</b> |
| 4231                   | 1    | PENNONI ASSOCIATES INC                 | 06/30/2017                | <b>\$3,975.00</b>  |
|                        |      | 100-2100000-0000                       | \$3,975.00                |                    |
| Invoice: 751772        |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$405.00      |
| 100-3190203-0000       |      | SRTS reimbursable                      | 16614                     | \$405.00           |
|                        |      |  | <b>Total Distributed:</b> | <b>\$405.00</b>    |
| Invoice: 751774-751783 |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$730.00      |
| 100-1300000-0000       |      | Engineering reimbursables              | 16615                     | \$730.00           |
|                        |      |  | <b>Total Distributed:</b> | <b>\$730.00</b>    |
| Invoice: 751777        |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$2,840.00    |
| 100-4041250-3300       |      | Engineering for drainage projects      | 16616                     | \$2,840.00         |
|                        |      |  | <b>Total Distributed:</b> | <b>\$2,840.00</b>  |
| 4232                   | 1    | Wilson's Asphalt Maint, L.C.           | 06/30/2017                | <b>\$300.00</b>    |
|                        |      | 100-2100000-0000                       | \$300.00                  |                    |
| Invoice: 2017-153      |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$300.00      |
| 100-4041250-6050       |      | Jack Enders Blvd                       | 16623                     | \$300.00           |
|                        |      |  | <b>Total Distributed:</b> | <b>\$300.00</b>    |
| 4233                   | 1    | John H. Enders Fire Company            | 06/30/2017                | <b>\$1,358.00</b>  |
|                        |      | 100-2100000-0000                       | \$1,358.00                |                    |
| Invoice: 4-17          |      | Inv Date 06/30/2017                    | Due Date 06/30/2017       | Amt: \$1,358.00    |

## A/P Check Listing

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

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| Check Number              | Bank | Vendor                       | Date                | Amount            |
|---------------------------|------|------------------------------|---------------------|-------------------|
| 100-4032200-5707          |      | Fire Programs                | 16610               | \$1,358.00        |
| <b>Total Distributed:</b> |      |                              |                     | <b>\$1,358.00</b> |
| 4234                      | 1    | Minnesota Life Insurance Co. | 06/30/2017          | <b>\$140.16</b>   |
|                           |      | 100-2100000-0000             |                     | \$123.38          |
|                           |      | 502-2100000-0000             |                     | \$12.17           |
|                           |      | 501-2100000-0000             |                     | \$4.61            |
| Invoice: 06302017         |      | Inv Date 06/30/2017          | Due Date 06/30/2017 | Amt: \$140.16     |
| 100-2113000-0000          |      | Opt Life                     |                     | \$123.38          |
| 501-2113000-0000          |      | Opt Life                     |                     | \$4.61            |
| 502-2113000-0000          |      | Opt Life                     |                     | \$12.17           |
| <b>Total Distributed:</b> |      |                              |                     | <b>\$140.16</b>   |
| 4235                      | 1    | Municipal Code Corporation   | 06/30/2017          | <b>\$250.00</b>   |
|                           |      | 100-2100000-0000             |                     | \$250.00          |
| Invoice: 00291144         |      | Inv Date 06/30/2017          | Due Date 06/30/2017 | Amt: \$250.00     |
| 100-4011100-6017          |      | Town Code Adm Support        | 16613               | \$250.00          |
| <b>Total Distributed:</b> |      |                              |                     | <b>\$250.00</b>   |
| 4236                      | 1    | Christy Dunkle               | 06/30/2017          | <b>\$33.17</b>    |
|                           |      | 100-2100000-0000             |                     | \$33.17           |
| Invoice: 62317            |      | Inv Date 06/30/2017          | Due Date 06/30/2017 | Amt: \$33.17      |
| 100-4081100-5510          |      | mileage                      |                     | \$33.17           |
| <b>Total Distributed:</b> |      |                              |                     | <b>\$33.17</b>    |
| 4237                      | 1    | Dunn Land Surveys, Inc.      | 06/30/2017          | <b>\$500.00</b>   |
|                           |      | 501-2100000-0000             |                     | \$500.00          |
| Invoice: 5428             |      | Inv Date 06/30/2017          | Due Date 06/30/2017 | Amt: \$500.00     |
| 501-4094200-8361          |      | Treadwell Water Imp Project  | 16609               | \$500.00          |
| <b>Total Distributed:</b> |      |                              |                     | <b>\$500.00</b>   |
| 4238                      | 1    | Municipal Safety Sales       | 06/30/2017          | <b>\$975.75</b>   |
|                           |      | 100-2100000-0000             |                     | \$975.75          |
| Invoice: 102229           |      | Inv Date 06/30/2017          | Due Date 06/30/2017 | Amt: \$975.75     |
| 100-4041250-3300          |      | Safety shirts                | 16612               | \$975.75          |
| <b>Total Distributed:</b> |      |                              |                     | <b>\$975.75</b>   |
| 4239                      | 1    | Dana Henry                   | 06/30/2017          | <b>\$253.55</b>   |
|                           |      | 100-2100000-0000             |                     | \$253.55          |
| Invoice: PP Tax Refund    |      | Inv Date 06/30/2017          | Due Date 06/30/2017 | Amt: \$253.55     |
| 100-3110302-0000          |      | Invoice - PP Tax Refund      |                     | \$99.85           |
| 100-3110601-0000          |      | Invoice - PP Tax Refund      |                     | \$9.13            |
| 100-3110602-0000          |      | Invoice - PP Tax Refund      |                     | \$4.57            |

## A/P Check Listing

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

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| Check Number                   | Bank              | Vendor                          | Date                      | Amount              |
|--------------------------------|-------------------|---------------------------------|---------------------------|---------------------|
| 100-3120501-0000               |                   | Invoice - PP Tax Refund         |                           | \$140.00            |
|                                |                   |                                 | <b>Total Distributed:</b> | <b>\$253.55</b>     |
| 4240                           | 1                 | Virasec, LLC                    | 06/30/2017                | <b>\$1,759.36</b>   |
|                                |                   |                                 | 100-2100000-0000          | \$1,759.36          |
| Invoice: 8936                  |                   | Inv Date 06/30/2017             | Due Date 06/30/2017       | Amt: \$1,759.36     |
| 100-4012530-6001               |                   | Hard Drive                      | 16619                     | \$155.00            |
| 100-4012530-3320               |                   | IT services                     | 16619                     | \$1,304.19          |
| 100-4031100-3320               |                   | IT services- PD                 | 16619                     | \$300.17            |
|                                |                   |                                 | <b>Total Distributed:</b> | <b>\$1,759.36</b>   |
| 4241                           | 1                 | Commercial Press                | 06/30/2017                | <b>\$344.63</b>     |
|                                |                   |                                 | 100-2100000-0000          | \$344.63            |
| Invoice: 121833                |                   | Inv Date 06/30/2017             | Due Date 06/30/2017       | Amt: \$344.63       |
| 100-4012530-6001               |                   | Envelopes                       | 16608                     | \$344.63            |
|                                |                   |                                 | <b>Total Distributed:</b> | <b>\$344.63</b>     |
| 4242                           | 1                 | Nationwide Retirement Solutions | 06/30/2017                | <b>\$1,005.00</b>   |
|                                |                   |                                 | 100-2100000-0000          | \$615.00            |
|                                |                   |                                 | 501-2100000-0000          | \$187.50            |
|                                |                   |                                 | 502-2100000-0000          | \$202.50            |
| Invoice: 06302017              |                   | Inv Date 06/30/2017             | Due Date 06/30/2017       | Amt: \$1,005.00     |
| 100-2115000-0000               |                   | Employee withholding            |                           | \$615.00            |
| 501-2115000-0000               |                   | Employee withholding            |                           | \$187.50            |
| 502-2115000-0000               |                   | Employee withholding            |                           | \$202.50            |
|                                |                   |                                 | <b>Total Distributed:</b> | <b>\$1,005.00</b>   |
| 4243                           | 1                 | FAITH JOY TAYLOR                | 06/30/2017                | <b>\$125.40</b>     |
|                                |                   |                                 | 501-2100000-0000          | \$125.40            |
| Invoice: UB3041170630154927823 |                   | Inv Date 06/30/2017             | Due Date 06/30/2017       | Amt: \$125.40       |
| 501-2500000-0000               |                   | Deposit Refund for WA           |                           | \$125.40            |
|                                |                   |                                 | <b>Total Distributed:</b> | <b>\$125.40</b>     |
| 57                             | Checks Totaling - |                                 |                           | <b>\$216,086.52</b> |

### Totals By Fund

| Fund           | Checks              | Voids | Total               |
|----------------|---------------------|-------|---------------------|
| 100            | \$127,803.95        |       | \$127,803.95        |
| 501            | \$28,670.28         |       | \$28,670.28         |
| 502            | \$59,612.29         |       | \$59,612.29         |
| <b>Totals:</b> | <b>\$216,086.52</b> |       | <b>\$216,086.52</b> |



BERRYVILLE TOWN OF  
 DESIRÉE MORELAND  
 XXXX-XXXX-XXXX  
 May 01, 2017 - May 31, 2017

**Purchasing Card**

**Company Statement**

| Account Information  | Payment Information   | Account Summary  |
|--|---|--|
| <b>Mail Billing Inquiries to:</b><br>BANKCARD CENTER<br>PO BOX 982238<br>EL PASO, TX 79998-2238<br><br><b>Customer Service:</b><br>1.888.449.2273 24 Hours<br><br><b>TTY Hearing Impaired:</b><br>1.800.222.7365 24 Hours<br><br><b>Outside the U.S.:</b><br>1.509.353.6656 24 Hours<br><br><b>For Lost or Stolen Card:</b><br>1.888.449.2273 24 Hours | Statement Date ..... 05/31/17<br><b>Payment Due Date ..... 06/25/17</b><br>Days in Billing Cycle ..... 31<br>Credit Limit ..... \$500,000<br>Cash Limit ..... \$0<br><b>Total Payment Due ..... \$58,348.58</b> | Previous Balance ..... \$55,390.69<br>Payments ..... -\$55,390.69<br>Credits ..... -\$239.79<br>Cash ..... \$0.00<br>Purchases ..... \$58,588.37<br>Other Debits ..... \$0.00<br>Overlimit Fee ..... \$0.00<br>Late Payment Fee ..... \$0.00<br>Cash Fees ..... \$0.00<br>Other Fees ..... \$0.00<br>Finance Charge ..... \$0.00<br><b>Current Balance ..... \$58,348.58</b> |

**Important Messages**  
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 06/23/17.

| Cardholder Activity Summary                         |         |      |                            |                |
|---|---------|------|----------------------------|----------------|
| Account Number                                      | Credits | Cash | Purchases and Other Debits | Total Activity |
| <b>BOOR, RICK</b><br>XXXX-XXXX-XXXX-1273<br>15,000  | 0.00    | 0.00 | 6,147.96                   | 6,147.96       |
| <b>BOOTH, KEVIN</b><br>XXXX-XXXX-XXXX-4654<br>1,000 | 58.78   | 0.00 | 61.90                      | 3.12           |

5539069 5834858 5834858 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

\*\*N0020238

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

**Total Payment Due ..... \$58,348.58**  
**Payment Due Date ..... 06/25/17**

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

5499900 1 11:0005 1 20 18 3 7 23 7



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

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

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

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

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

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



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

**Thank you for your business.**

**Please write your change of address here:**

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

( ) ( )

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

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

| <b>Cardholder Activity Summary</b>                    |         |      |                            |                |
|---|---------|------|----------------------------|----------------|
| Account Number  | Credits | Cash | Purchases and Other Debits | Total Activity |
| <b>Credit Limit</b>                                   |         |      |                            |                |
| <b>BRISTOL, TIM</b><br>XXXX-XXXX-XXXX-<br>500         | 0.00    | 0.00 | 5.00                       | 5.00           |
| <b>BUSSETT, ERNIE</b><br>XXXX-XXXX-XXXX-<br>500       | 0.00    | 0.00 | 182.92                     | 182.92         |
| <b>DALTON, KEITH</b><br>XXXX-XXXX-XXXX-<br>50,000     | 0.00    | 0.00 | 31.58                      | 31.58          |
| <b>DUNKLE, CHRISTY</b><br>XXXX-XXXX-XXXX-<br>500      | 0.00    | 0.00 | 178.64                     | 178.64         |
| <b>ELLIOTT, RALPH</b><br>XXXX-XXXX-XXXX-<br>5,000     | 0.00    | 0.00 | 1,389.69                   | 1,389.69       |
| <b>FIDDLER, HEATHER</b><br>XXXX-XXXX-XXXX-<br>15,000  | 0.00    | 0.00 | 491.56                     | 491.56         |
| <b>LILLY, STEPHEN</b><br>XXXX-XXXX-XXXX-<br>500       | 0.00    | 0.00 | 49.42                      | 49.42          |
| <b>LINK, BRIAN</b><br>XXXX-XXXX-XXXX-<br>1,000        | 0.00    | 0.00 | 17.30                      | 17.30          |
| <b>MCCORMICK, HARRY</b><br>XXXX-XXXX-XXXX-<br>500     | 0.00    | 0.00 | 66.35                      | 66.35          |
| <b>MORELAND, DESIREE</b><br>XXXX-XXXX-XXXX-<br>50,000 | 0.00    | 0.00 | 30,865.13                  | 30,865.13      |
| <b>PHILLIPS, ANN W</b><br>XXXX-XXXX-XXXX-<br>15,000   | 0.00    | 0.00 | 192.60                     | 192.60         |
| <b>REYNOLDS, CHARLES</b><br>XXXX-XXXX-XXXX-<br>500    | 0.00    | 0.00 | 108.88                     | 108.88         |
| <b>STOVER, KEITH</b><br>XXXX-XXXX-XXXX-<br>1,000      | 0.00    | 0.00 | 145.87                     | 145.87         |
| <b>TYRRELL, DAVE</b><br>XXXX-XXXX-XXXX-<br>15,000     | 181.01  | 0.00 | 15,121.72                  | 14,940.71      |
| <b>WEAVER, PAUL</b><br>XXXX-XXXX-XXXX-<br>500         | 0.00    | 0.00 | 120.00                     | 120.00         |
| <b>WHITE, NEAL</b><br>XXXX-XXXX-XXXX-<br>15,000       | 0.00    | 0.00 | 3,411.85                   | 3,411.85       |

| <b>Transactions</b>                    |                  |  |                         |      |          |                       |
|--|------------------|--|-------------------------|------|----------|-----------------------|
| Posting Date                           | Transaction Date | Description                            | Reference Number        | MCC  | Charge   | Credit                |
|  |                  |  |                         |      |          | <b>Total Activity</b> |
| <b>BERRYVILLE TOWN OF</b>              |                  |  |                         |      |          | <b>-\$55,390.69</b>   |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |                  |  |                         |      |          |                       |
| 05/23                                  | 05/23            | AUTO PAYMENT DEDUCTION                 |                         | 0071 |          | 55,390.69             |
|  |                  |  |                         |      |          | <b>Total Activity</b> |
| <b>BOOR, RICK</b>                      |                  |  |                         |      |          | <b>6,147.96</b>       |
| <b>Account Number: XXXX-XXXX-XXXX-</b> |                  |  |                         |      |          |                       |
| 05/01                                  | 04/28            | BROY & SON PUMP SERVICE BERRYVILLE VA  | 24073147118900014000013 | 1799 | 100.00   |                       |
| 05/02                                  | 05/01            | PUMPAGENTS.COM 888-279-8384 FL         | 24110397121816002493955 | 5085 | 253.60   |                       |
| 05/04                                  | 05/02            | PMSI 703-723-2899 VA                   | 24632697123500556041564 | 7342 | 74.00    |                       |
| 05/15                                  | 05/12            | L S I 540-9551112 VA                   | 24073147134900015600019 | 5099 | 832.72   |                       |
| 05/15                                  | 05/12            | L S I 540-9551112 VA                   | 24073147134900015600027 | 5099 | 3,072.65 |                       |
| 05/15                                  | 05/12            | L S I 540-9551112 VA                   | 24073147134900015600035 | 5099 | 556.25   |                       |
| 05/15                                  | 05/12            | GRIFFITH ENERGY SERVIC 410-956-3000 MD | 24258027134017028143951 | 5983 | 889.92   |                       |
| 05/15                                  | 05/12            | COMPRESSORPARTS.COM 770-817-2203 GA    | 24828247134030072735015 | 5013 | 286.82   |                       |



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**Transactions**

| Posting Transaction             |       |                           |                      |                         |        |                       |                  |
|---------------------------------|-------|---------------------------|----------------------|-------------------------|--------|-----------------------|------------------|
| Date                            | Date  | Description               | Reference Number     | MCC                     | Charge | Credit                |                  |
| 05/24                           | 05/22 | johnny blue, inc.         | 540-665-0968 VA      | 24828247143030032871370 | 7394   | 82.00                 |                  |
| <b>BOOTH, KEVIN</b>             |       |                           |                      |                         |        | <b>Total Activity</b> | <b>3.12</b>      |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/12                           | 05/11 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 74801977132091406000252 | 5251   |                       | 58.78            |
| 05/15                           | 05/11 | ANDERSON'S NURSERY        | BERRYVILLE VA        | 24061067132016028490227 | 5261   | 61.90                 |                  |
| <b>BRISTOL, TIM</b>             |       |                           |                      |                         |        | <b>Total Activity</b> | <b>5.00</b>      |
| Account Number: XXXX-XXXX-XXXX- |       |                           |                      |                         |        |                       |                  |
| 05/01                           | 04/27 | FESTIVAL DRY CLEANERS     | BERRYVILLE VA        | 24603167118030047740901 | 7216   | 5.00                  |                  |
| <b>BUSSERT, ERNIE</b>           |       |                           |                      |                         |        | <b>Total Activity</b> | <b>182.92</b>    |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/02                           | 05/01 | LOWES #02724*             | WINCHESTER VA        | 24692167121000723193144 | 5200   | 45.98                 |                  |
| 05/02                           | 05/01 | TRACTOR-SUPPLY-CO #0697   | WINCHESTER VA        | 24445007122000734600571 | 5599   | 42.97                 |                  |
| 05/17                           | 05/16 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 24801977137091406000468 | 5251   | 19.66                 |                  |
| 05/22                           | 05/19 | TRACTOR-SUPPLY-CO #0697   | WINCHESTER VA        | 24445007140000804587557 | 5599   | 56.53                 |                  |
| 05/22                           | 05/19 | VIRGINIA TRACTOR-WINCHEST | WINCHESTER VA        | 24454597141940200022021 | 5599   | 17.78                 |                  |
| <b>DALTON, KEITH</b>            |       |                           |                      |                         |        | <b>Total Activity</b> | <b>31.58</b>     |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/29                           | 05/28 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 24801977149091409000214 | 5251   | 31.58                 |                  |
| <b>DUNKLE, CHRISTY</b>          |       |                           |                      |                         |        | <b>Total Activity</b> | <b>178.64</b>    |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/22                           | 05/19 | DEPARTMENT OF ENVIRONMENT | 804-6984279 VA       | 24755427140121407123568 | 9399   | 78.00                 |                  |
| 05/25                           | 05/24 | WEBER'S NURSERY & GARDEN  | WINCHESTER VA        | 24801977145091663000755 | 5261   | 100.64                |                  |
| <b>ELLIOTT, RALPH</b>           |       |                           |                      |                         |        | <b>Total Activity</b> | <b>1,389.69</b>  |
| Account Number: XXXX-XXXX-XXXX- |       |                           |                      |                         |        |                       |                  |
| 05/03                           | 05/02 | THE BLOSSMAN COMPANIES    | INOCEAN SPRINGSMS    | 24247607122300508217579 | 5983   | 234.98                |                  |
| 05/05                           | 05/04 | SHERWIN WILLIAMS          | 705251 WINCHESTER VA | 24431067124981000000117 | 5231   | 537.50                |                  |
| 05/12                           | 05/11 | LOWES #02724*             | WINCHESTER VA        | 24692167131000129253383 | 5200   | 254.99                |                  |
| 05/23                           | 05/22 | RED BUD SUPPLY            | 800-4498012 MS       | 24327437142951105143187 | 5999   | 294.78                |                  |
| 05/26                           | 05/25 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 24801977146091403000213 | 5251   | 26.34                 |                  |
| 05/29                           | 05/26 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 24801977147091405000095 | 5251   | 27.19                 |                  |
| 05/31                           | 05/30 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 24801977151091403000066 | 5251   | 13.91                 |                  |
| <b>FIDDLER, HEATHER</b>         |       |                           |                      |                         |        | <b>Total Activity</b> | <b>491.56</b>    |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/01                           | 04/28 | USPS PO 5107560300        | BERRYVILLE VA        | 24445007119000804676241 | 9402   | 245.98                |                  |
| 05/03                           | 05/03 | Amazon web services       | aws.amazon.coWA      | 24692167123000645513336 | 7399   | 0.58                  |                  |
| 05/18                           | 05/17 | USPS PO 5107560300        | BERRYVILLE VA        | 24445007138000751439095 | 9402   | 245.00                |                  |
| <b>LILLY, STEPHEN</b>           |       |                           |                      |                         |        | <b>Total Activity</b> | <b>49.42</b>     |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/10                           | 05/09 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 24801977130091402000071 | 5251   | 24.98                 |                  |
| 05/22                           | 05/19 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA        | 24801977140091402000145 | 5251   | 24.44                 |                  |
| <b>LINK, BRIAN</b>              |       |                           |                      |                         |        | <b>Total Activity</b> | <b>17.30</b>     |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/02                           | 05/01 | TRACTOR-SUPPLY-CO #0697   | WINCHESTER VA        | 24445007122000734588206 | 5599   | 17.30                 |                  |
| <b>MCCORMICK, HARRY</b>         |       |                           |                      |                         |        | <b>Total Activity</b> | <b>66.35</b>     |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/08                           | 05/04 | BERRYVILLE AUTO PARTS     | INCBERRYVILLE VA     | 24767897125843200443575 | 5533   | 9.99                  |                  |
| 05/16                           | 05/14 | EXXONMOBIL 47851688       | BERRYVILLE VA        | 24164057135378006407639 | 5542   | 56.36                 |                  |
| <b>MORELAND, DESIREE</b>        |       |                           |                      |                         |        | <b>Total Activity</b> | <b>30,865.13</b> |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                      |                         |        |                       |                  |
| 05/11                           | 05/10 | REPUBLIC SERVICES TRASH   | 866-576-5548 AZ      | 24431057130083704087996 | 4900   | 100.00                |                  |
| 05/11                           | 05/10 | REPUBLIC SERVICES TRASH   | 866-576-5548 AZ      | 24431057130083709902538 | 4900   | 19,567.54             |                  |
| 05/11                           | 05/10 | REPUBLIC SERVICES TRASH   | 866-576-5548 AZ      | 24431057130083709910101 | 4900   | 2,990.28              |                  |
| 05/11                           | 05/11 | COMCAST OF WINCHESTER     | 800-COMCAST VA       | 24692167131000769002975 | 4899   | 74.90                 |                  |
| 05/11                           | 05/10 | VA DMV ONLINE BILLING     | PAY804-3670595 VA    | 24755427131121317172037 | 9399   | 120.00                |                  |
| 05/12                           | 05/11 | VERIZON*ONETIMEPAYMENT    | 800-VERIZON FL       | 24692167131000985875238 | 4899   | 358.89                |                  |
| 05/12                           | 05/11 | VERIZON*ONETIMEPAYMENT    | 800-VERIZON FL       | 24692167131000985875246 | 4899   | 146.58                |                  |
| 05/12                           | 05/11 | VERIZON*ONETIMEPAYMENT    | 800-VERIZON FL       | 24692167131000985875253 | 4899   | 171.46                |                  |
| 05/12                           | 05/10 | TelRite Corporation       | COVINGTON GA         | 24393497131003459443213 | 4814   | 11.87                 |                  |
| 05/12                           | 05/11 | JOINER MICRO LABORATORIE  | 540-347-7212 VA      | 24435657132200389800011 | 7399   | 6,130.00              |                  |
| 05/15                           | 05/12 | VZWRLLS*MY VZ VB P        | 800-922-0204 FL      | 24692167132000492287751 | 4814   | 869.94                |                  |
| 05/22                           | 05/18 | RDP TECHNOLOGIES, INC.    | 610-6509900 PA       | 24639237139900011400019 | 5046   | 323.67                |                  |
| <b>PHILLIPS, ANN W</b>          |       |                           |                      |                         |        | <b>Total Activity</b> | <b>192.60</b>    |
| Account Number: XXXX-XXXX-XXXX- |       |                           |                      |                         |        |                       |                  |
| 05/01                           | 04/28 | STAPLS7175419418000001    | 877-8267755 NJ       | 24164077118105278578980 | 5111   | 67.32                 |                  |
| 05/05                           | 05/04 | STAPLS7175730414000001    | 877-8267755 NJ       | 24164077124105033136589 | 5111   | 26.99                 |                  |
| 05/05                           | 05/04 | STAPLS7175730414000002    | 877-8267755 NJ       | 24164077124105973136581 | 5111   | 8.24                  |                  |
| 05/11                           | 05/10 | IN*TRUESHRED              | 888-7508783 VA       | 24692167130000603849574 | 7399   | 49.00                 |                  |



**Transactions**

| Posting Transaction             |       |                           |                  |                         |        |          |                       |
|---------------------------------|-------|---------------------------|------------------|-------------------------|--------|----------|-----------------------|
| Date                            | Date  | Description               | Reference Number | MCC                     | Charge | Credit   |                       |
| 05/18                           | 05/17 | STAPLS7176482443000002    | 877-8267755 NJ   | 24164077137105974123179 | 5111   | 38.07    |                       |
| 05/22                           | 05/19 | STAPLS7176482443000001    | 877-8267755 NJ   | 24164077139105164123177 | 5111   | 2.98     |                       |
| <b>REYNOLDS, CHARLES</b>        |       |                           |                  |                         |        |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX- |       |                           |                  |                         |        |          | <b>108.88</b>         |
| 05/01                           | 04/27 | BERRYVILLE AUTO PARTS INC | BERRYVILLE VA    | 24767897118798100393743 | 5533   | 7.44     |                       |
| 05/12                           | 05/11 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA    | 24801977132091406000281 | 5251   | 24.49    |                       |
| 05/26                           | 05/25 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA    | 24801977146091403000072 | 5251   | 76.95    |                       |
| <b>STOVER, KEITH</b>            |       |                           |                  |                         |        |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX- |       |                           |                  |                         |        |          | <b>145.87</b>         |
| 05/04                           | 05/03 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA    | 24801977124091401000146 | 5251   | 20.34    |                       |
| 05/08                           | 05/04 | BERRYVILLE AUTO PARTS INC | BERRYVILLE VA    | 24767897125843200443500 | 5533   | 92.23    |                       |
| 05/15                           | 05/12 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA    | 24801977133091408000361 | 5251   | 18.61    |                       |
| 05/23                           | 05/22 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA    | 24801977143091407000436 | 5251   | 14.69    |                       |
| <b>TYRRELL, DAVE</b>            |       |                           |                  |                         |        |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX- |       |                           |                  |                         |        |          | <b>181.01</b>         |
| 05/01                           | 04/28 | IN *SELECT SPECIALTY PROD | 434-2963937 VA   | 24692167118000843780866 | 5169   | 158.00   |                       |
| 05/01                           | 04/28 | IN *SELECT SPECIALTY PROD | 434-2963937 VA   | 24692167118000843780882 | 5169   | 800.00   |                       |
| 05/01                           | 04/27 | MCMaster-CARR             | 630-834-9600 IL  | 24789307118797800060945 | 5085   | 83.95    |                       |
| 05/01                           | 04/28 | SP * BULBAMERICA          | BULBAMERICA.MNY  | 24492157118637006356530 | 5065   | 172.93   |                       |
| 05/01                           | 04/28 | USA BLUE BOOK             | 800-548-1234 IL  | 24326847118636000080169 | 5085   | 98.00    |                       |
| 05/01                           | 04/29 | TOTAL PEST SERVICES INC   | 540-9740768 VA   | 24755427119281199180734 | 7342   | 79.00    |                       |
| 05/01                           | 04/29 | NPC*NEW PIG CORP          | 800-468-4647 PA  | 24692167119000543391971 | 5964   | 548.30   |                       |
| 05/01                           | 04/28 | PROCUM                    | 999-9999999 NC   | 24073147120900019703476 | 5085   | 2,176.04 |                       |
| 05/03                           | 05/02 | DR WANLESS AND ASSOCIATES | 336-538-2262 NC  | 24247607122200152466045 | 8299   | 348.00   |                       |
| 05/04                           | 05/02 | AERZEN USA CORPORATION    | 610-3800244 PA   | 24073147123900011124819 | 5085   | 1,585.08 |                       |
| 05/05                           | 05/04 | BROY & SON PUMP SERVICE   | 540-9553928 VA   | 24073147124900014300019 | 1799   | 1,855.20 |                       |
| 05/08                           | 04/28 | COYNE CHEMICAL            | 215-785-3000 PA  | 24224437126101034860212 | 5169   | 940.00   |                       |
| 05/08                           | 05/05 | USA BLUE BOOK             | 800-548-1234 IL  | 24326847125636000070377 | 5085   | 1,385.38 |                       |
| 05/10                           | 04/28 | COYNE CHEMICAL            | 215-785-3000 PA  | 24224437130101030415460 | 5169   | 653.04   |                       |
| 05/10                           | 05/09 | COYNE CHEMICAL            | 215-785-3000 PA  | 24224437130101030415544 | 5169   | 653.04   |                       |
| 05/11                           | 05/10 | VALLEY HOME CARE          | WINCHESTER VA    | 24755427130261305841739 | 5047   | 45.00    |                       |
| 05/11                           | 05/10 | ROBERTS OXYGEN CO BR 00   | 800-6263433 MD   | 24755427131641310853077 | 5085   | 28.15    |                       |
| 05/16                           | 03/15 | Claim ADJ/USA BLUE BOOK   |                  | 74024417136887136002748 | 5085   |          | 181.01                |
| 05/18                           | 05/17 | USA BLUE BOOK             | 800-548-1234 IL  | 24326847137636000066520 | 5085   | 439.42   |                       |
| 05/22                           | 05/22 | AMAZON MKTPLACE PMTS      | AMZN.COM/BILLWA  | 24692167142000534151245 | 5942   | 11.49    |                       |
| 05/22                           | 05/22 | Amazon.com                | AMZN.COM/BILLWA  | 24692167142000538413187 | 5942   | 158.36   |                       |
| 05/22                           | 05/21 | AMAZON.COM AMZN.COM/BILL  | AMZN.COM/BILLWA  | 24431067142083301405224 | 5942   | 21.25    |                       |
| 05/24                           | 05/15 | COYNE CHEMICAL            | 215-785-3000 PA  | 24224437144101029790356 | 5169   | 691.00   |                       |
| 05/24                           | 05/23 | COYNE CHEMICAL            | 215-785-3000 PA  | 24224437144101029790406 | 5169   | 527.32   |                       |
| 05/24                           | 05/15 | COYNE CHEMICAL            | 215-785-3000 PA  | 24224437144101029790364 | 5169   | 251.97   |                       |
| 05/24                           | 05/23 | COYNE CHEMICAL            | 215-785-3000 PA  | 24224437144101029790422 | 5169   | 1,411.80 |                       |
| <b>WEAVER, PAUL</b>             |       |                           |                  |                         |        |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX  |       |                           |                  |                         |        |          | <b>120.00</b>         |
| 05/18                           | 05/17 | OWPSACSTATE               | 916-278-6142 CA  | 24492157137894479067055 | 8299   | 120.00   |                       |
| <b>WHITE, NEAL</b>              |       |                           |                  |                         |        |          | <b>Total Activity</b> |
| Account Number: XXXX-XXXX-XXXX- |       |                           |                  |                         |        |          | <b>3,411.85</b>       |
| 05/03                           | 05/02 | IN *POLICE AND SHERIFFS   | P912-5370780 GA  | 24692167122000483638857 | 7399   | 17.49    |                       |
| 05/03                           | 05/03 | GALLS                     | 859-266-7227 KY  | 24435657123801027747521 | 5964   | 130.00   |                       |
| 05/04                           | 05/03 | GOOD EARTH PRODUCTS       | 800-766-6444 FL  | 24323007123122142010015 | 5085   | 521.06   |                       |
| 05/04                           | 05/02 | TIRE WORLD WHOLESALE      | 301-6989200 MD   | 24639237123900014700298 | 5532   | 213.84   |                       |
| 05/04                           | 05/02 | BERRYVILLE AUTO PARTS INC | 800-4498012 VA   | 24767897123830300537705 | 5533   | 322.87   |                       |
| 05/04                           | 05/03 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA    | 24801977124091401000534 | 5251   | 5.87     |                       |
| 05/09                           | 05/08 | BERRYVILLE TRUE VALUE     | BERRYVILLE VA    | 24801977129091401000612 | 5251   | 13.20    |                       |
| 05/10                           | 05/08 | EVIDENT INC               | 540-576-3512 VA  | 24765187129030017258750 | 5046   | 400.05   |                       |
| 05/16                           | 05/15 | USPS PO 5107560300        | BERRYVILLE VA    | 24445007136000668151272 | 9402   | 9.31     |                       |
| 05/18                           | 05/16 | FESTIVAL DRY CLEANERS     | BERRYVILLE VA    | 24603167137030043778969 | 7216   | 23.00    |                       |
| 05/23                           | 05/22 | EVIDENT INC               | 540-576-3512 VA  | 24765187142027011253004 | 5046   | 79.00    |                       |
| 05/23                           | 05/22 | OPTICSPLANET, INC.        | 847-513-6201 IL  | 24492157142715824801000 | 5941   | 365.53   |                       |
| 05/26                           | 05/25 | The Earmold Company Ltd   | 540-389-1642 VA  | 24388957145027011887421 | 5999   | 179.50   |                       |
| 05/26                           | 05/26 | GALLS                     | 859-266-7227 KY  | 24435657146801028421012 | 5964   | 156.90   |                       |
| 05/29                           | 05/25 | KUSTOM SIGNALS            | 913-492-1400 KS  | 24247607146500691458169 | 5065   | 45.00    |                       |
| 05/29                           | 05/25 | KUSTOM SIGNALS            | 913-492-1400 KS  | 24247607146500691458243 | 5065   | 243.50   |                       |
| 05/29                           | 05/25 | BERRYVILLE AUTO PARTS INC | 800-4498012 VA   | 24767897146972400608136 | 5533   | 465.97   |                       |
| 05/29                           | 05/26 | CHIEF SUPPLY              | 888-588-8569 NC  | 24492157146894756844647 | 5137   | 189.24   |                       |
| 05/29                           | 05/27 | TRACTOR-SUPPLY-CO #0697   | WINCHESTER VA    | 24445007148000695465964 | 5599   | 30.52    |                       |



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**Resolved Disputed Transactions**

| Posting Date | Transaction Date | Description                                      | Account Number | Resolution Identifier | Reference Number        | Amount |
|--------------|------------------|--|----------------|-----------------------|-------------------------|--------|
| 03/16        | 03/15            | USA BLUE BOOK<br>800-548-1234 IL US 800-548-1234 | 1620           | C                     | 24326847074636000068935 | 181.01 |

Resolution Identifier: C = Resolved In favor of Client M = Resolved In favor of Merchant

**Finance Charge Calculation**

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

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

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

# Attachment 4

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** CHARGE OFF OF UNCOLLECTABLE PERSONAL PROPERTY TAXES  
PUBLICATION OF DELINQUENT TAXES  
**DATE:** 7/5/2017  
**CC:** KEITH DALTON, TOWN MANAGER

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Each July Council passes a resolution charging off uncollectable personal property taxes. Section 58.1-3940 of the Code of Virginia, 1950, as amended, states that the collection of local personal property taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed.

Currently we publish a list of delinquent taxes in the Winchester Star and post a copy of the published list in the Town Business Office.

VA Code §§ 58.1-3921 through 58.1-3924 address the publication of delinquent taxes. The delinquent list reflects the account status as of June 30 (§58.1-3922). Unpaid previous years can also be listed unless the statute of limitations has run out. For taxes other than Real Estate, the current year delinquencies plus five years can be listed; Real Estate delinquencies can be listed for 20 years. The Treasurer has the discretion to eliminate people who pay before the list is published or who are current on a valid installment plan.

Our delinquent list is scheduled for publication in the Winchester Star in August 2017 and will be made current prior to publication. Legally we do not have to remove anyone who pays after June 30.

VA Code § 58.1-3924 states that the governing body may cause this list to be published in a newspaper of general circulation in the town or to be made available on any internet site maintained by or for the town.

Kevin Appel, Legal Counsel for the Treasurers' Association of Virginia pointed out that keeping a website list current may be problematic for an office as small as ours. Should Council decide to put the list on our website, he suggested a disclaimer along these lines. "Delinquent taxes on this list conform to the facts as they existed on June 30, 2017, pursuant to Code of Virginia §58.1-3922.

If you have any questions please call me.

TOWN COUNCIL  
MOTION FOR APPROVAL:  
ADOPTION OF RESOLUTION TO CHARGE OFF  
DELINQUENT PERSONAL PROPERTY TAXES FOR TAX YEAR 2011

Date: July 11, 2017

Motion By:

Second By:

I hereby move that the Council of the Town of Berryville adopt the attached resolution to charge off delinquent personal property taxes for Tax Year 2011.

VOTE:

Aye:

Nay:

Absent:

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

TOWN OF BERRYVILLE  
TOWN COUNCIL  
RESOLUTION

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

WHEREAS, the attached personal property taxes assessed by the Town of Berryville, Virginia for tax year 2011, have remained delinquent for the year for which such taxes were assessed and are therefore rendered unenforceable,

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Berryville, Virginia, in meeting duly assembled this eleventh day of July, 2017, that the attached list of delinquent personal property taxes for tax year 2011 shall be charged off the tax records of the Town of Berryville as uncollectible.

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Patricia Dickinson, Mayor

I hereby certify that the foregoing Resolution was duly adopted by the Council of the Town of Berryville in meeting assembled July 11, 2017.

ATTEST:

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Harry L. Arnold, Jr., Recorder

PERSONAL PROPERTY TO BE CHARGED OFF  
2011 DELINQUENT PERSONAL PROPERTY

7/11/2017

|                                    |          |
|------------------------------------|----------|
| 2011 ALMENDAREZ VARGAS ADRIAN A    | \$11.61  |
| 2011 ANDERSON JEROME D             | \$159.42 |
| 2011 ANDREJKO DAVID ALAN           | \$48.41  |
| 2011 BECKWITH TRACY A              | \$84.61  |
| 2011 BEUCHERT PATRICIA N           | \$213.57 |
| 2011 CHRISTAKOS DANIEL JOHN        | \$76.06  |
| 2011 CLARK AMBER DAWN              | \$88.39  |
| 2011 DIETRICH JOHN WILLIAM         | \$13.87  |
| 2011 FISHER-ARRINGTON LISA DIANE   | \$55.24  |
| 2011 FRYE WILLIAM T & MEGHAN MARIE | \$304.33 |
| 2011 GRIMM DEBORAH SUE             | \$55.69  |
| 2011 JONES JAMES DALLAS            | \$89.96  |
| 2011 JONES SALLIE RENEE            | \$44.74  |
| 2011 KIRBY CATHERINE LESLEY        | \$129.01 |
| 2011 MANUEL CHRISTINA ANN          | \$85.46  |
| 2011 MCMANAMAY AIMEE MICHELLE      | \$96.12  |
| 2011 MILBOURNE DALTON T II         | \$327.67 |
| 2011 MILLER PAUL GERHARD           | \$61.74  |
| 2011 MONTGOMERY CLIFFORD G III     | \$104.41 |
| 2011 MOYA DORIAN N                 | \$46.64  |
| 2011 PARKER KURT                   | \$40.10  |
| 2011 PAYNE DEBORAH ANN             | \$40.10  |
| 2011 PAYNE JAMES MARSHALL SR       | \$26.88  |
| 2011 PIERCE BRANDON MICHAEL        | \$90.63  |
| 2011 POOLE JAMES E III             | \$114.71 |
| 2011 SALGUERO OSCAR A              | \$35.91  |
| 2011 SCHEMERING SUSAN CAROLE       | \$72.31  |
| 2011 SCOTT JAMES                   | \$145.38 |
| 2011 SIPE RACHEL V NEWLIN          | \$57.44  |
| 2011 SMITH KATRINA DIANE           | \$51.00  |
| 2011 SURFACE TAMMY L               | \$125.42 |
| 2011 SWANK DEBRA L                 | \$119.47 |
| 2011 THOMPSON AMY M                | \$4.68   |
| 2011 THORPE ROXANNE MARIE          | \$25.00  |
| 2011 THORPE THOMAS SCOTT           | \$111.76 |
| 2011 VIRGINIA SIDING INC           | \$69.31  |
| 2011 WARD KAREN DENISE             | \$80.10  |
| 2011 WOOD-FLEMING CYNTHIA BROWNING | \$86.86  |
| 2011 WRIGHT CYNTHIA                | \$95.79  |

\$3,456.47

|                 |                   |
|-----------------|-------------------|
| DMV FEE         | \$560.00          |
| ADVERTISING     | \$286.19          |
| INTEREST        | \$441.35          |
| PENALTY         | \$86.42           |
| PRINCIPLE       | \$719.51          |
| VEH LICENSE FEE | \$943.00          |
| VLf LAT FEE     | \$420.00          |
| <b>TOTAL</b>    | <b>\$3,456.47</b> |

# Attachment 5

TOWN COUNCIL  
MOTION AUTHORIZING PUBLICATION OF  
DELINQUENT REAL ESTATE AND PERSONAL PROPERTY TAXES

Date: July 11, 2017

Motion By:

Second By:

I hereby move that the Council of the Town of Berryville authorize publication of the names of those delinquent for personal property and real estate taxes pursuant to Section 58.1-3924 of the Code of Virginia, As Amended.

VOTE:

Aye:

Nay:

Absent:

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

# DELINQUENT TAXES

(TO BE PUBLISHED IN THE WINCHESTER STAR AUGUST 9, 2017)

Pursuant to Section 58.1-3924 of the Code of Virginia, 1950 (as Amended), I Desiree' A. Moreland, Treasurer of the Town of Berryville, in Clarke County Virginia, do swear that the forgoing list is, I verily believe, correct and just, that I have not received full payment of the taxes for which the real estate property therein mentioned is returned delinquent, although I have used diligence to collect such taxes.

Furthermore, following second publication as noted herein, I shall institute such legal rights and remedies as are available to the Town of Berryville for collection of delinquent taxes including judicial sale of real property for payment of delinquent taxes plus all accumulated penalties, interest and cost there on.

"Delinquent taxes on this list conform to the facts as they existed on June 30, 2017 pursuant to Code of Virginia 58.1-3922."

Desiree' A. Moreland/Treasurer/Asst. Town Manager  
Published by order of the Town Council

Date: August 9, 2017

8/1/2017

Advertising Personal Property

| Tax Year                            | Billing Name                   | Balance  |
|-------------------------------------|--------------------------------|----------|
| <b>2015 PERSONAL PROPERTY TAXES</b> |                                |          |
| <b>2nd Publication</b>              |                                |          |
| 2015                                | ANDERSON JEROME D              | \$96.05  |
| 2015                                | ANDREJKO DANIELLE PENDLETON    | \$107.28 |
| 2015                                | ANDREJKO DAVID ALAN            | \$44.41  |
| 2015                                | AVALOS CLARA P                 | \$216.09 |
| 2015                                | BAUSERMAN PEGGY A              | \$6.96   |
| 2015                                | BOLDEN CANDACE L               | \$62.54  |
| 2015                                | BOWIE LARRY E                  | \$38.49  |
| 2015                                | BROWN STEVEN M                 | \$82.68  |
| 2015                                | CHAOS FAB SHOP                 | \$160.75 |
| 2015                                | CHRISTAKOS DANIEL JOHN         | \$76.98  |
| 2015                                | CLAY DAVID KARLOS              | \$121.18 |
| 2015                                | CLEMENTS CHRISTOPHER LEE       | \$44.82  |
| 2015                                | COCONIS DAVID H                | \$71.55  |
| 2015                                | CORBIN JESSICA D               | \$43.19  |
| 2015                                | CRIM TRACEY L                  | \$75.82  |
| 2015                                | DAVIS LARRY V JR               | \$85.75  |
| 2015                                | DAVIS TINA M                   | \$130.66 |
| 2015                                | DESJARDINS STEVEN P            | \$76.98  |
| 2015                                | DIETHRICH JOHN WILLIAM         | \$49.72  |
| 2015                                | ERWIN RACHEL A                 | \$79.78  |
| 2015                                | FOCACCIA ITALIAN GRILL         | \$523.63 |
| 2015                                | FORD TIMOTHY SPENCER           | \$161.49 |
| 2015                                | FREEMAN WILLIAM E JR           | \$93.32  |
| 2015                                | GALLAGHER MICHAEL J            | \$60.83  |
| 2015                                | GOODMAN BRENDA LEE             | \$112.87 |
| 2015                                | HALL CIIPPORA-KARRENA E        | \$118.70 |
| 2015                                | HEISHMAN JASON J               | \$63.85  |
| 2015                                | HICKOK SHANNIE K               | \$84.99  |
| 2015                                | HOLLINGSWORTH CHRISTOPHER JOHN | \$54.81  |
| 2015                                | JACKSON JAIME N                | \$21.03  |
| 2015                                | JOHNSON DAVID C                | \$93.24  |
| 2015                                | KERNS ALEXANDER H              | \$78.49  |
| 2015                                | KERNS KEVIN M                  | \$87.29  |
| 2015                                | KESSINGER BRIAN K II           | \$78.49  |
| 2015                                | KIZER RICHARD                  | \$59.40  |
| 2015                                | KUSHNIR DAVID W                | \$78.49  |
| 2015                                | LA ROCHE KATHRYN A             | \$12.88  |
| 2015                                | LEE BRIAN ANTHONY              | \$85.11  |
| 2015                                | MANAHAN BRETT A                | \$102.55 |
| 2015                                | MASQUITH MICHAEL JOSEPH        | \$44.95  |
| 2015                                | MAYNARD BRETT S                | \$86.20  |
| 2015                                | MCALISTER GLENN ALLEN          | \$38.49  |
| 2015                                | MCCAULEY BARBARA J             | \$222.10 |

|                                   |             |
|-----------------------------------|-------------|
| 2015 MCFARLAND JOHN T             | \$130.41    |
| 2015 MCMANAMAY AIMEE MICHELLE     | \$83.10     |
| 2015 MCMURRER MICHAEL P           | \$142.52    |
| 2015 MILBOURNE DALTON T II        | \$211.79    |
| 2015 MILLER DAVID MONROE II       | \$182.86    |
| 2015 MILLER JESSE PAUL            | \$53.59     |
| 2015 MILLER PAUL GERHARD          | \$54.21     |
| 2015 MONTGOMERY CLIFFORD G III    | \$83.91     |
| 2015 MOYA DORIAN N                | \$38.49     |
| 2015 MULLINS HOLLY NICOLE         | \$57.66     |
| 2015 NELSON DANIEL E              | \$117.79    |
| 2015 NIX MALCOLM E                | \$83.59     |
| 2015 OLSEN EDWIN LEO JR           | \$78.49     |
| 2015 PARKER KURT                  | \$38.49     |
| 2015 PAYNE DEBORAH ANN            | \$38.49     |
| 2015 PERKINS WILLIAM ELVIN III    | \$39.97     |
| 2015 PETERSON AFTON ENGELINA      | \$46.02     |
| 2015 PIERCE MOLLY CATHRYN         | \$140.66    |
| 2015 POOLE JAMES E III            | \$92.60     |
| 2015 POWELL JESSE P JR            | \$87.05     |
| 2015 QUEEN DAVID BRUCE            | \$92.12     |
| 2015 ROBERTS ANTONIO FRANKLIN     | \$81.03     |
| 2015 SHIPLEY JAMES ROBERT         | \$36.37     |
| 2015 STAFFIERI JONATHAN P         | \$12.92     |
| 2015 STRADY MARY L                | \$54.51     |
| 2015 SURFACE TAMMY L              | \$92.29     |
| 2015 TABB LORETTA H               | \$10.94     |
| 2015 TANNER TRISHA DAWN           | \$90.18     |
| <del>2015 TAYLOR JIMMY</del>      | <del></del> |
| 2015 THOMPSON PHILLIP CHRISTOPHER | \$49.02     |
| 2015 VICHARE SAPTARSHI VIVEK      | \$57.98     |
| 2015 VIRGINIA SIDING INC          | \$48.29     |
| 2015 WALLACE BENJAMIN BRUCE       | \$86.66     |
| 2015 WHALEN ELIZABETH J           | \$67.47     |
| 2015 WHITE ANTHONY REINARD        | \$163.57    |
| 2015 WRIGHT CYNTHIA               | \$44.20     |

**\$7,091.72**

## 2016 PERSONAL PROPERTY TAXES

### 1st Publication

|                            |          |
|----------------------------|----------|
| 2016 ABRAHAM VICTORIA ANNE | \$74.08  |
| 2016 ALLISON DEBORAH D     | \$118.25 |
| 2016 ALVAREZ MICHELE C     | \$89.17  |
| 2016 AMANAKA GEORGE R      | \$39.68  |
| 2016 AMICK TONYA L         | \$42.51  |
| 2016 AMICK TONYA L         | \$77.40  |
| 2016 AMOS JOSHUA K         | \$129.09 |

|                                  |            |
|----------------------------------|------------|
| 2016 ANDERSON JEROME D           | \$83.90    |
| 2016 ANDREJKO DANIELLE PENDLETON | \$93.16    |
| 2016 ANDREJKO DAVID ALAN         | \$40.23    |
| 2016 ASAN ADRIANA P              | \$47.52    |
| 2016 AVALOS CLARA P              | \$247.84   |
| 2016 AVALOS CLAUDIO G            | \$251.01   |
| 2016 BAILEY DAVID M              | \$82.94    |
| 2016 BAILEY FREDDIE J            | \$130.44   |
| 2016 BALLROOM DANCE COMPANY INC  | \$76.18    |
| 2016 BARAHONA CARLOS A           | \$127.47   |
| 2016 BATTLETOWN INN              | \$441.98   |
| 2016 BELL TIFFANIE A             | \$79.01    |
| 2016 BETHEL SEAN M II            | \$93.49    |
| 2016 BIGELOW CECILIA FAYE        | \$81.40    |
| 2016 BINGHAM DORIS J             | \$180.26   |
| 2016 BLAKE PENNI M               | \$81.38    |
| 2016 BOLDEN CANDACE L            | \$90.86    |
| 2016 BONO WILLIAM J              | \$50.65    |
| 2016 BOWIE LARRY E               | \$35.00    |
| 2016 BRACKEN-PENLEY KAREN C      | \$69.31    |
| 2016 BRIAN DENNIS WAYNE          | \$75.00    |
| 2016 BROWN STEVEN M              | \$70.55    |
| 2016 BROWN THOMAS H              | \$162.61   |
| 2016 BRYAN BRITTANY ANNE         | \$82.74    |
| 2016 BUGNOSEN INDUSTRIES LLC     | \$161.65   |
| 2016 BUGNOSEN RAYMOND R          | \$35.00    |
| 2016 CABRERA ANA D               | \$443.29   |
| 2016 CABRERA JUAN ANTONIO        | \$275.80   |
| 2016 CALDWELL SANTMYER           | \$3,076.23 |
| 2016 CANTRALL JASON M            | \$62.18    |
| 2016 CARMICHAEL CURTIS J         | \$209.44   |
| 2016 CARNAHAN CHARLES D          | \$157.98   |
| 2016 CHAMBERS KIMBERLY ANN       | \$136.54   |
| 2016 CHEF ELLOY'S                | \$10.53    |
| 2016 CHILDS KAYLA B              | \$38.26    |
| 2016 CHRISTAKOS DANIEL JOHN      | \$70.00    |
| 2016 CLAY DAVID KARLOS           | \$144.34   |
| 2016 CLEMENTS CHRISTOPHER LEE    | \$39.64    |
| 2016 COCONIS DAVID H             | \$65.42    |
| 2016 COCUZZI VICKI M             | \$114.43   |
| 2016 COLLIER CHARLOTTE W         | \$149.04   |
| 2016 CORBIN JESSICA D            | \$147.58   |
| 2016 CORBIN SAMUEL ISAAC         | \$180.55   |
| 2016 COX JOHN WAYNE              | \$77.56    |
| 2016 CREAMER JAMICHAEL ROBERT    | \$145.95   |
| 2016 CRIM TRACEY L               | \$69.33    |
| 2016 CROSSLEY NICHOLAS R         | \$77.59    |

|                                |            |
|--------------------------------|------------|
| 2016 CROSSLEY RICHARD C        | \$40.23    |
| 2016 CROSSLEY RICHARD CARL     | \$35.00    |
| 2016 DAVID ROBYN L             | \$100.39   |
| 2016 DAVIS CHRISTOPHER J       | \$208.86   |
| 2016 DAVIS LARRY V JR          | \$40.71    |
| 2016 DAVIS TINA M              | \$110.09   |
| 2016 DAY-SCHILLER JESS D       | \$35.00    |
| 2016 DAY-SCHILLER SIGMUND G    | \$279.75   |
| 2016 DENNIS KAITLYNNE ALEXIS   | \$87.18    |
| 2016 DESJARDINS STEVEN P       | \$70.00    |
| 2016 DIETRICH JOHN WILLIAM     | \$45.08    |
| 2016 DILLON PATRICK JAMES      | \$84.31    |
| 2016 DINKINS TODD A            | \$81.33    |
| 2016 DITO VINCENT M            | \$151.28   |
| 2016 DOLINGER ALLEN L          | \$133.09   |
| 2016 DOLINGER MICHAEL W        | \$84.15    |
| 2016 DONOHO KEELY S            | \$111.45   |
| 2016 EASTMAN KODAK COMPANY     | \$1,231.04 |
| 2016 ELHADY ZAYNA WANG         | \$76.98    |
| 2016 ELMORE NOBLE N            | \$90.21    |
| 2016 ERWIN RACHEL A            | \$46.97    |
| 2016 ESPAROLINI MONA C         | \$88.10    |
| 2016 FOCACCIA ITALIAN GRILL    | \$478.86   |
| 2016 FORD TIMOTHY SPENCER      | \$110.44   |
| 2016 FOX VENEICE R             | \$110.74   |
| 2016 FREEMAN SHEILA A          | \$41.06    |
| 2016 FREEMAN WILLIAM E JR      | \$48.21    |
| 2016 GALLAGHER MICHAEL J       | \$54.54    |
| 2016 GALVEZ LADISLAO           | \$80.30    |
| 2016 GARRETT JAMES L           | \$115.57   |
| 2016 GIBSON GLADYS D           | \$81.74    |
| 2016 GONZALEZ ASENCIO E        | \$75.84    |
| 2016 GOODMAN BRENDA LEE        | \$108.32   |
| 2016 GRAY LINCOLN TAJAH JAZELL | \$1.75     |
| 2016 GREEN JOHN F JR           | \$36.45    |
| 2016 GREEN SHERYL B            | \$102.79   |
| 2016 GRIMES LAWRENCE M         | \$110.00   |
| 2016 GUTHRIE KATHLEEN M        | \$78.29    |
| 2016 HALL CIIPPORA-KARRENA E   | \$65.32    |
| 2016 HALLEX MATTHEW LOGAN      | \$17.16    |
| 2016 HAMPEL BRIAN JOSEPH       | \$90.72    |
| 2016 HARE DEBBIE J             | \$16.88    |
| 2016 HAWKS JERRY M             | \$20.90    |
| 2016 HAWKS JERRY M             | \$94.75    |
| 2016 HEATER KELLY SUE          | \$76.02    |
| 2016 HEFLIN BARBARA LEE        | \$58.79    |
| 2016 HEFLIN JEFFREY W          | \$228.76   |

|                                       |          |
|---------------------------------------|----------|
| 2016 HEIM TAMMY SUE                   | \$84.87  |
| 2016 HEISHMAN JASON J                 | \$25.66  |
| 2016 HERNANDEZ ASHLEY R               | \$63.63  |
| 2016 HERNANDEZ MATTHEW A              | \$92.72  |
| 2016 HERNANDEZ ONELIA G               | \$49.69  |
| 2016 HICKOK SHANNIE K                 | \$5.56   |
| 2016 HIGDON SEAN WILLIAM              | \$82.14  |
| 2016 HOLLINGSWORTH CHRISTOPHER JOHN   | \$46.29  |
| 2016 HOLSINGER CANDACE LA             | \$52.29  |
| 2016 HOLSINGER JEANNIE D              | \$110.70 |
| 2016 HOWE TONI D                      | \$125.06 |
| 2016 HUCKABEE MONICA N                | \$89.14  |
| 2016 HUMMER CARRIE E                  | \$68.70  |
| 2016 HUNTER APRIL M                   | \$102.59 |
| 2016 HVT INC AS TRUSTEE FOR HONDA LEA | \$103.96 |
| 2016 JENKINS IRENE KAY                | \$91.58  |
| 2016 JENKINS LARRY P                  | \$110.00 |
| 2016 JENKINS WAYNE A                  | \$157.07 |
| 2016 JOHNSON DAVID C                  | \$60.98  |
| 2016 JOHNSON DION MAUTICE             | \$141.12 |
| 2016 JOHNSON GEORGE F JR              | \$297.16 |
| 2016 JOHNSON OLYMPIA ANNA MARIE       | \$55.11  |
| 2016 K&K CLARKE COUNTY ENTERPRISES    | \$300.59 |
| 2016 KATONA EDWARD W III              | \$123.68 |
| 2016 KAYLOR DOUGLAS A                 | \$138.79 |
| 2016 KEATING CHARLES                  | \$831.08 |
| 2016 KEATING CHARLES M                | \$12.76  |
| 2016 KENNEDY STEPHEN JOHN             | \$60.46  |
| 2016 KENNY THOMAS DOYLE               | \$75.00  |
| 2016 KERNS ALEXANDER H                | \$35.00  |
| 2016 KERNS KEVIN M                    | \$45.39  |
| 2016 KERNS ROBERTA J                  | \$60.00  |
| 2016 KESSINGER BRIAN K II             | \$41.85  |
| 2016 KIRBY SOPHIA L                   | \$3.85   |
| 2016 KIZER RICHARD                    | \$53.14  |
| 2016 KUSHNIR DAVID W                  | \$35.00  |
| 2016 LACY ELIZABETH A                 | \$66.73  |
| 2016 LANDER JONATHAN J                | \$75.00  |
| 2016 LAWRENCE ANDREW S                | \$40.10  |
| 2016 LEE BRIAN ANTHONY                | \$1.64   |
| 2016 LEWIS CAROLYN MARIE              | \$75.00  |
| 2016 LLOYD MICHAEL A                  | \$102.04 |
| 2016 LOUDOUN PEDIATRIC ASSOCIATES     | \$15.90  |
| 2016 MADDEN MARY K                    | \$75.00  |
| 2016 MAJCHROWSKI LESLIE ANN           | \$88.90  |
| 2016 MALICK KENNETH R JR              | \$85.18  |
| 2016 MANAHAN BRETT A                  | \$61.08  |

|                                |          |
|--------------------------------|----------|
| 2016 MARCHESE SETH RYAN        | \$81.06  |
| 2016 MARTIN MARTHA B           | \$107.47 |
| 2016 MASON CARLOS C            | \$228.76 |
| 2016 MASON MICHAEL TODD        | \$57.23  |
| 2016 MASON RICARDO M           | \$110.00 |
| 2016 MASQUITH MICHAEL JOSEPH   | \$38.31  |
| 2016 MAYNARD BRETT S           | \$72.88  |
| 2016 MCALISTER GLENN ALLEN     | \$35.00  |
| 2016 MCCARTY JASON T           | \$107.82 |
| 2016 MCDONALD MALCOLM T        | \$75.00  |
| 2016 MCFARLAND JOHN T          | \$40.64  |
| 2016 MCGEOUGH JAMES            | \$123.01 |
| 2016 MCINTIRE ANDREW SCOTT     | \$363.99 |
| 2016 MCKINLEY DONALD J         | \$282.94 |
| 2016 MCKINLEY LORI F           | \$161.69 |
| 2016 MCMANAMAY AIMEE MICHELLE  | \$75.44  |
| 2016 MCMURRER MICHAEL P        | \$160.78 |
| 2016 MCWILLIAMS THOMAS G       | \$84.75  |
| 2016 MENDEZ XAVIER EVAN        | \$81.95  |
| 2016 MICHAEL SHERRY LYNN       | \$64.73  |
| 2016 MILBOURNE DALTON T II     | \$177.88 |
| 2016 MILLER DAVID MONROE II    | \$125.51 |
| 2016 MILLER JESSE PAUL         | \$0.92   |
| 2016 MILLER PAUL GERHARD       | \$46.29  |
| 2016 MONTGOMERY CLIFFORD G III | \$76.33  |
| 2016 MOORE JACKLYN L           | \$75.00  |
| 2016 MORINA CHARLES WILLIS     | \$117.14 |
| 2016 MOTEN CONSTANCE ANN       | \$84.15  |
| 2016 MOYA DORIAN N             | \$35.00  |
| 2016 MULLINS HOLLY NICOLE      | \$45.08  |
| 2016 NAECKER LOUIS T           | \$147.74 |
| 2016 NELSON DANIEL E           | \$102.86 |
| 2016 NELSON STEPHANIE A        | \$114.92 |
| 2016 NEXSTAR BROADCASTING INC  | \$302.31 |
| 2016 NIX MALCOLM E             | \$39.74  |
| 2016 NOBOA RENE CARLOS         | \$78.08  |
| 2016 OLIVER THOMAS H           | \$51.78  |
| 2016 OLIVER THOMAS H           | \$201.85 |
| 2016 OLSEN EDWIN LEO JR        | \$35.00  |
| 2016 PAIGE FRANK               | \$65.00  |
| 2016 PAIGE HOPE JEANNE         | \$113.57 |
| 2016 PAPPADAKIS ANDY H         | \$75.83  |
| 2016 PARKER KURT               | \$35.00  |
| 2016 PAYNE ANTWAIN TYREE       | \$110.00 |
| 2016 PAYNE DEBORAH ANN         | \$35.00  |
| 2016 PAYNE VIRGINIA ANN        | \$82.05  |
| 2016 PEFFER SCOTT B            | \$75.00  |

|                                    |          |
|------------------------------------|----------|
| 2016 PENNINGTON BROCK W            | \$105.41 |
| 2016 PFEUFFER KASI N               | \$115.19 |
| 2016 PHILPOTT KIMBERLY ELIZABETH   | \$83.46  |
| 2016 PIERCE JORDIN KERSTIE MICHELE | \$75.00  |
| 2016 PIERCE MOLLY CATHRYN          | \$123.24 |
| 2016 POOLE JAMES E III             | \$82.19  |
| 2016 POOLE JAMES WILLIS            | \$79.34  |
| 2016 POSTON DENNIS A               | \$51.21  |
| 2016 POWELL JESSE P JR             | \$78.00  |
| 2016 QUEEN DAVID BRUCE             | \$41.74  |
| 2016 REAP MEGAN                    | \$83.25  |
| 2016 REID EBONY C                  | \$80.64  |
| 2016 RITTER DARRIN MICHAEL         | \$253.68 |
| 2016 ROBERSON MARTHA LOU           | \$50.92  |
| 2016 ROBERTS ANTONIO FRANKLIN      | \$42.85  |
| 2016 RODGERS SEAN DERRY            | \$243.66 |
| 2016 ROSE MEREDITH C               | \$83.78  |
| 2016 ROSENBERRY MARIGRACE F        | \$86.66  |
| 2016 RUSSELL OCTAVIA S             | \$75.92  |
| 2016 SAGER THOMAS EDWARD JR        | \$150.70 |
| 2016 SALAZAR JESSICA LAINE         | \$75.00  |
| 2016 SARECKY MELODY JUNE           | \$80.54  |
| 2016 SCOTT STEPHANEY LAFAVE        | \$9.22   |
| 2016 SEE KIMBERLY D                | \$27.21  |
| 2016 SEGOVIA LAUREN E              | \$83.58  |
| 2016 SHACKELFORD JULIA LEE         | \$123.86 |
| 2016 SHANAHAN GERALD EDWARD        | \$182.02 |
| 2016 SHANTI JAMIN FIACRE           | \$15.33  |
| 2016 SHOCKEY PATTY ARLENE          | \$85.67  |
| 2016 SMITH DAWN O                  | \$130.81 |
| 2016 SMITH JUSTIN LEE              | \$84.15  |
| 2016 SMITH VAN IRVIN               | \$131.46 |
| 2016 SNEAD JONATHON G              | \$96.32  |
| 2016 SNEAD MICHAEL KEITH           | \$287.91 |
| 2016 SODERLUND ALEX W              | \$78.87  |
| 2016 STICKOVITCH ALEXIS VICTORIA   | \$81.34  |
| 2016 STICKOVITCH JAMES W           | \$80.10  |
| 2016 STOKES MICHAEL B              | \$159.77 |
| 2016 STRADY MARY L                 | \$47.28  |
| 2016 SURFACE TAMMY L               | \$79.15  |
| 2016 TANKS CLARENCE LEROY JR       | \$383.63 |
| 2016 TANNER TRISHA DAWN            | \$107.32 |
| 2016 TAPSCOTT JESSICA B            | \$172.74 |
| 2016 THE YOUNG COMPANY REAL ESTATE | \$1.45   |
| 2016 THOMAS DESTINY EVETTE         | \$83.41  |
| 2016 THOMPSON PHILLIP CHRISTOPHER  | \$39.74  |

|                                     |          |
|-------------------------------------|----------|
| 2016 TIGNEY PRESTON W               | \$43.98  |
| 2016 TILLEY NATHAN JOHN CHARLES     | \$181.59 |
| 2016 TINTAYA ARTHUR M               | \$120.92 |
| 2016 TINTAYA BENJAMIN ARTHUR        | \$44.10  |
| 2016 TOWNSEND ZACHARY THOMAS        | \$75.00  |
| 2016 TRAPNELL JESSICA MARSHALL      | \$85.18  |
| 2016 TRIBBY TYLER N                 | \$80.64  |
| 2016 TURNER KEVIN LEE               | \$148.45 |
| 2016 TURNER MICHAEL T               | \$56.95  |
| 2016 TURNER-DOUGLAS PAMELA          | \$138.17 |
| 2016 TYLER NINA R                   | \$75.89  |
| 2016 VANNESS DAVID ALAN             | \$87.58  |
| 2016 VANNESS RICHARD ALAN           | \$83.89  |
| 2016 VEST CYNTHIA L                 | \$100.01 |
| 2016 VICHARE SAPTARSHI VIVEK        | \$48.90  |
| 2016 VIRGINIA SIDING INC            | \$39.75  |
| 2016 WALKER AMANDA L                | \$89.19  |
| 2016 WALLACE BENJAMIN BRUCE         | \$66.52  |
| 2016 WEAGLEY TINA LYNN D            | \$80.88  |
| 2016 WEBB AND SONS CONSTRUCTION INC | \$186.82 |
| 2016 WESTERGARD CASSANDRA N         | \$182.32 |
| 2016 WHALEN ELIZABETH J             | \$8.33   |
| 2016 WHALEN GABRIELLE F             | \$81.36  |
| 2016 WHITE ANTHONY REINARD          | \$22.15  |
| 2016 WHITEHEAD KRISTINA M           | \$95.37  |
| 2016 WILKINS LARRY R                | \$145.46 |
| 2016 WILLINGHAM DOROTHY LEE         | \$84.47  |
| 2016 WITT SANDRA                    | \$54.45  |
| 2016 WOODRUFF WILLIAM J             | \$101.49 |
| 2016 WOODWARD ROGER W               | \$175.00 |
| 2016 WOOLRICH JOHN S                | \$126.52 |
| 2016 WRIGHT CYNTHIA                 | \$39.34  |
| 2016 WRIGHT JEREMY T                | \$44.26  |
| 2016 WRIGHT JESSICA CLOTZMAN        | \$91.92  |
| 2016 XCL TITLING TRUST              | \$62.64  |
| 2016 ZALEWSKI ADAM H                | \$49.48  |
| 2016 ZOLLICOFFER DIONYA C           | \$312.46 |

|             |
|-------------|
| \$32,589.01 |
|-------------|

8/1/2017

| Tax Year | Advertising Real Estate<br>Billing Name | Balance           |
|----------|---|-------------------|
|          | <b>2015 REAL ESTATE TAXES</b>           |                   |
|          | <b>2nd Publication</b>                  |                   |
| 2015     | ALLEN FENTON ESTATE                     | \$36.46           |
| 2015     | BUCK CHARLES U                          | \$541.84          |
| 2015     | ELMORE NOBLE N JR                       | \$135.41          |
| 2015     | FRANKMANN HARRY C LIVING TRUST          | \$288.26          |
| 2015     | HARRIS-PROCTOR LINDA                    | \$102.46          |
| 2015     | JACKSON EFFIE H & WALTER H              | \$51.27           |
| 2015     | JOHNSON GEORGE F JR                     | \$275.84          |
| 2015     | LABADIE RICKY                           | \$288.26          |
| 2015     | LEWIS AND BURKE REAL ESTATE LLC         | \$116.94          |
| 2015     | MASON JEANNIE C                         | \$4.97            |
| 2015     | MCGEE HOLDINGS LLC                      | \$1,912.75        |
| 2015     | MOTEN CONSTANCE                         | \$209.94          |
| 2015     | PEFFER SCOTT B                          | \$0.42            |
| 2015     | RATCLIFFE RAYMOND EST                   | \$30.96           |
| 2015     | REAVIS MICHAEL                          | \$286.60          |
| 2015     | TRI COUNTY FARM SERVICES LLC            | \$451.32          |
| 2015     | WILLIAMS GEORGE ESTATE                  | \$445.19          |
|          |   | <b>\$5,178.89</b> |

**2015 REAL ESTATE TAXES**

**2nd Publication**

|  |                                    |            |
|--|------------------------------------|------------|
| 2016   | ALLEN FENTON ESTATE                | \$257.10   |
| 2016   | BUCK CHARLES U                     | \$472.49   |
|  |                                    |            |
| 2016   | DUNNING THOMAS H B                 | \$700.53   |
| 2016   | ELMORE NOBLE N JR                  | \$208.86   |
| 2016   | FRANKMANN HARRY C LIVING TRUST     | \$220.83   |
| 2016   | HARRIS-PROCTOR LINDA               | \$70.35    |
| 2016   | HOLMES CHARLES A JR                | \$14.11    |
| 2016   | HOLMES CHARLES H ET AL             | \$168.49   |
| 2016   | HP VIRGINIA I LLC                  | \$416.15   |
| 2016   | JACKSON EFFIE H & WALTER H         | \$278.18   |
| 2016   | JOHNSON GEORGE F JR                | \$208.48   |
| 2016   | KAYLOR DOUGLAS ALLEN               | \$145.22   |
| 2016   | KEEFE NEIL J & BOBBIE J TRUSTS     | \$1,169.74 |
| 2016   | LABADIE RICKY                      | \$220.83   |
| 2016   | LEWIS AND BURKE REAL ESTATE LLC    | \$61.01    |
| 2016   | MASON JEANNIE C                    | \$219.31   |
| 2016   | MCGEE HOLDINGS LLC                 | \$2,248.52 |
| 2016   | MCINTIRE ANDREW S & K L LINEWEAVER | \$5.18     |
| 2016   | MOTEN CONSTANCE                    | \$70.35    |
| 2016   | OLIVER THOMAS HUNTON               | \$311.18   |

|  |            |
|--|------------|
| 2016 PAPPADAKIS ANDY H & SALLY L CRAIG | \$212.81   |
| 2016 PEFFER SCOTT B                    | \$219.54   |
| 2016 RATCLIFFE RAYMOND EST             | \$70.35    |
| 2016 REAVIS MICHAEL                    | \$1,269.82 |
| 2016 RILEY MEADOWS STABLES LLC         | \$1,363.98 |
| 2016 STARSHIP 14221 LLC                | \$155.28   |
| 2016 TAYLOR ROSS CHARLES III & LORI B  | \$979.30   |
| 2016 TRI COUNTY FARM SERVICES LLC      | \$423.22   |
| 2016 WILLIAMS GEORGE ESTATE            | \$1,376.74 |
| 2016 WOODRUFF WILLIAM                  | \$27.53    |

|  |                    |
|--|--------------------|
|  | <b>\$13,743.63</b> |
|--|--------------------|

# Attachment 6

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** DMV VEHICLE REGISTRATION PROGRAM  
**DATE:** 6/30/2017  
**CC:** KEITH DALTON, TOWN MANAGER

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The Virginia Department of Motor Vehicles (DMV) has determined it necessary to raise their fee for the removal of administrative stops associated with the Vehicle Registration Withholding Program (VRWP). Their fee has modified since the VRWP was implemented in 1992. Pursuant to our agreement with DMV, the current fee to remove a stop is \$20.00. Beginning September 1, 2017, the new fee will be \$25.00 for any stop removed on or after that day.

In accordance with Town Code § 16-3.1, the Town currently charges a \$20.00 administrative fee in addition to the \$20.00 VRWP fee charged by the DMV.

If Council wished to continue to mirror the administrative fee charged by DMV we will need to amend Town Code § 16-3.1.

- **Sec. 16-3.1. - Additional fee for delinquent taxes.**

Pursuant to the authority of section 58.1-3958, Code of Virginia, 1950, as amended, the council of the town hereby imposes on delinquent taxpayers a fee to cover the administrative costs associated with the collection of delinquent taxes. Such fee shall be in addition to all penalties and interest and shall be the sum of twenty dollars (\$20.00) for taxes collected subsequent to the filing of a warrant or other appropriate document, but prior to judgement, and the sum of twenty-five (\$25.00) for taxes collected subsequent to judgment.

(Ord. of 1-14-86; Ord. of 9-10-91)

**Editor's note**— At the discretion of the editor, a nonamendatory ordinance adopted Jan. 14, 1986, has been codified herein as § 16-3.1.

State Code §58.1-3958 allows administrative fees in addition to all penalties and interest not to exceed \$30.00 for taxes collected subsequent to the filing of a warrant or other appropriate document, but prior to judgement, and the sum of \$35.00 for taxes collected subsequent to judgement.

Code of Virginia

Title 58.1. Taxation

Chapter 39. Enforcement, Collection, Refunds, Remedies and Review of Local Taxes

### § 58.1-3958. Payment of administrative costs, etc.

The governing body of any county, city or town may impose, upon each person chargeable with delinquent taxes or other delinquent charges, fees to cover the administrative costs and reasonable attorney's or collection agency's fees actually contracted for. The attorney's or collection agency's fees shall not exceed 20 percent of the taxes or other charges so collected. The administrative costs shall be in addition to all penalties and interest, and shall not exceed \$30 for taxes or other charges collected subsequent to 30 or more days after notice of delinquent taxes or charges pursuant to § 58.1-3919 but prior to the taking of any judgment with respect to such delinquent taxes or charges, and \$35 for taxes or other charges collected subsequent to judgment. If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150 or 25 percent of the cost, whichever is less; however, in no event shall the fee be less than \$25.

No tax assessment or tax bill shall be deemed delinquent and subject to the collection procedures prescribed herein during the pendency of any administrative appeal under § 58.1-3980, so long as the appeal is filed within 90 days of the date of the assessment, and for 30 days after the date of the final determination of the appeal, provided that nothing in this paragraph shall be construed to preclude the assessment or refund, following the final determination of such appeal, of such interest as otherwise may be provided by general law as to that portion of a tax bill that has remained unpaid or was overpaid during the pendency of such appeal and is determined in such appeal to be properly due and owing.

Code 1950, § 58-1020.1; 1982, c. 620; 1984, c. 675; 1991, c. 271; 1994, c. 932; 1995, c. 395; 1997, c. 496; 1998, c. 648; 1999, c. 389; 2000, cc. 389, 453; 2003, c. 170.

BERRYVILLE TOWN COUNCIL  
MOTION TO ADOPT AN ORDINANCE AMENDING  
SECTION 16-3.1 OF THE BERRYVILLE CODE

Date: July 11, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the following ordinance amending Chapter 16, Section 3 of the Berryville Code regarding Additional Fees for Delinquent Taxes.

**AN ORDINANCE AMENDING CHAPTER 16 OF THE BERRYVILLE CODE**

**Be it ordained, by the Council of the Town of Berryville, that Code Section 16-3.1 be amended as attached to reflect an additional fee for delinquent taxes in the amount of \$25.00 in order that the Town continue to mirror the DMV in regard to administrative charges**

VOTE:

Aye:

Nay:

Absent:

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

**Sec. 16-3.1. - Additional fee for delinquent taxes.**

Pursuant to the authority of section 58.1-3958, Code of Virginia, 1950, as amended, the council of the town hereby imposes on delinquent taxpayers a fee to cover the administrative costs associated with the collection of delinquent taxes. Such fee shall be in addition to all penalties and interest and shall be the sum of ~~twenty dollars (\$20.00)~~ **twenty-five dollars (\$25.00)** for taxes collected subsequent to the filing of a warrant or other appropriate document, but prior to judgement, and the sum of twenty-five (\$25.00) for taxes collected subsequent to judgment.

(Ord. of 1-14-86; Ord. of 9-10-91)

**Editor's note**— At the discretion of the editor, a nonamendatory ordinance adopted Jan. 14, 1986, has been codified herein as § 16-3.1.

# Attachment 7

Livery Stable Structural Assessment

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On 28 June, the Town Council received a draft RFP for completion of a structural assessment of the livery stable located at 23 East Main Street (attached). The assessment was included in the FY18 budget.

Staff seeks the following at this meeting:

- Approval of the Scope of Work and Deliverables
- A determination as to whether this is to be issued as an RFP or a scope of work to a previously procured engineering firm.
- Approval to issue the finalized RFP (reviewed and amended as needed by legal counsel and staff) or move forward with the previously procured engineer

We work with Pennoni but we are also looking into other firms with which we can contract without issuing a RFP. We will do our best to have you something on those options by Monday.

DRAFT

**Town of Berryville  
Request for Proposals  
Structural Evaluation of Livery Stable  
at 23 East Main Street, Berryville, VA**

**I. Overview and Purpose**

The Town of Berryville owns a 19<sup>th</sup> century livery stable situate on East Main Street in Downtown Berryville. The livery stable, which is a two-story structure approximately 40' x 25' in size, is attached to a brick structure that was constructed in the mid-1930's for use as a fire station and town office. Both the structures are located at 23 East Main Street, Berryville, VA, which is also identified at Clarke County Tax Map Parcel 14A5-((A))-77.

In 2009, former fire station and town office was renovated for use as an art gallery and business incubator space.

The Town has not developed a plan for adaptive reuse of the livery stable but wants the structure evaluated to determine what steps must be taken to stabilize it while it determines how best to use the resource.

**II. Definitions**

- A. Contract Documents – Executed agreements and addenda, general/supplementary conditions, and other records specific to the contract
- B. Engineer – Structural Engineer or Engineering Firm licensed in the Commonwealth of Virginia with which the Town contracts to complete the Structural Evaluation of the Livery Stable at 23 East Main Street
- C. Town – Town of Berryville a Virginia Municipal Corporation

**III. Scope of Services**

Engineer will provide a report ("Report") to document the current condition of the livery stable. The Report must address the following items:

A. Survey of existing conditions

An examination of the livery stable is necessary to document and assess the material condition of its construction and design. This step will also identify and evaluate the structure's condition including:

- Exterior Skin Envelope and Materials
- Interior materials
- Structural systems
- Creation of measured drawings of the livery stable (drawings will have a scale of 1/4" / foot in paper space in AUTOCAD (2014 version or more recent) format).

An archaeological assessment is not required, but the Engineer may engage in subterranean exploration, as needed, to assess existing conditions. Such subterranean exploration must be approved in advance by the Town. The Town shall be immediately informed of any discovered condition that in the opinion of the Engineer warrants immediate attention.

Any artifacts discovered on site remain the property of the Town and may not leave the property.

**B. Treatment Plan**

Engineer will provide a treatment plan that identifies any work that is needed to stabilize the livery stable. The treatment plan will include a detailed description of needed work and repair plans, prioritization of work, and cost estimates for identified work. Repair plans shall be stamped by Engineer and shall conform to The Secretary of the Interior's Standards for Rehabilitation.

**IV. Deliverables and Meetings**

The Engineer will provide the Report to the Town in accordance with the schedule provided in this offering unless otherwise agreed upon mutual agreement. Under the terms of this offering the Engineer will provide a draft report to the Town and attend an exit conformance and provide a final report to the Town and present same to the Town Council.

Specific deliverables:

Draft Report – 3 printed copies of entire Report  
PDF of entire Report

Final Report – 10 printed copies of entire Report  
PDF of entire report  
AUTOCAD file of measured drawings on thumb drive

The Report and related work product will become the property of the Town.

**V. Proposal Format**

Offerors will make written proposals which present the offer's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Proposals must provide all of the information offeror considers pertinent to its qualifications for this project.

**VI. Selection Process**

**A. Evaluation Criteria**

1. Offerors professional qualifications and work experience assessing historic structures, with focus on the personnel to be assigned to this project
2. Offerors stated approach to the project
3. Offerors project lump sum cost and hourly rates

**B. Selection Procedure**

After receipt of proposals, the Town will engage in discussions with as many qualified offerors as it deems necessary. During discussions offerors will be evaluated and ranked on the basis of their proposal's compliance with the Request for Proposals and the Evaluation Criteria enumerated in this offering. Negotiations will be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, then aware will be made to that offeror. Otherwise, negotiations with the offeror ranked first will be formally terminated

and negotiations conducted with the offeror ranked second, and so on until a contract can be negotiated. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

**VII. General Conditions**

The Town’s General Conditions are attached to this Request for Proposals and will be incorporated and made part of the Contract Documents.

**VIII. Contract Term, Termination and Ownership of Work Product**

The successful offeror will be required to execute a standard Contract with the Town. The Request for Proposals will be incorporated and made part of the Contract Documents. The term of the contract will be from the date of its signing to the presentation of the final Report to the Town Council. The Town reserves the right to extend the contract upon mutual agreement with the Engineer in order to facilitate stabilization of the Livery stable.

The Town reserves the right to terminate the contract upon thirty (30) days written notice to the Engineer. In the event of termination pursuant to this section which is not Engineer’s fault, the Engineer shall be paid for all services provided during the contract term.

In the event of contract termination for any reason, all documents, data, studies, drawings, specifications, reports, and records prepared by the Engineer under the contract will become the property of the Town and will be delivered to the Town by the Engineer, or successor, for use by the Town. Use of the work product will not result in additional compensation to the Engineer.

**IX. Schedule**

**A. Tentative RFP schedule**

|  |                            |          |
|--|----------------------------|----------|
| Issue RFP  | July 26, 2017              |          |
| Pre-submission Meeting / Site Visit                            | August 7, 2017             | 10:00 am |
| Deadline for Questions and Requests for Additional Information | August 14, 2017            | 2:00 pm  |
| Deadline for Town Responses                                    | August 21, 2017            | 2:00 pm  |
| Submission Deadline  | September 5, 2017          | 2:00 pm  |
| Engineer Interviews (if needed)                                | Week of September 17, 2017 |          |
| Award Date   | October 11, 2017           | 2:00 pm  |

**B. Tentative Post award schedule**

|                      |                   |         |
|----------------------|-------------------|---------|
| Kick off meeting     | October 18, 2017  | 4:00 pm |
| Engineer on-site by  | October 25, 2017  |         |
| Draft report to Town | December 6, 2017  | 4:00 pm |
| Exit Conference      | December 14, 2017 | 4:00 pm |
| Final report to Town | January 5, 2018   |         |

**X. Points of Contact**

The Contract will identify the individual from both the Town and Engineer who will serve as primary point of contact for this project.

# Attachment 8



# Berryville Police Department

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

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

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

W. Neal White – Chief of Police

## MEMO

**DATE: 07/05/2017**

**TO: Town Council**

**FROM: Chief W. Neal White**

**CC:**

**RE: Police Department Monthly Report – 07/11/2017**

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### Monthly Activity Report

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

### Community Events

The police department will again sponsor a National Night Out event on August 1, 2017 from 06:00 pm – 08:00 pm in Rose Hill Park. Several community partners will be in attendance at the event which will include music, food, and fun for the entire family.



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W. Neal White – Chief of Police

## Police and Security Report

|                                   | Year To Date | June       | May        |
|-----------------------------------|--------------|------------|------------|
| Month: June                       | 2017         | 2017       | 2017       |
| Year: 2017                        |              |            |            |
| <b><u>Complaints Answered</u></b> |              |            |            |
| 911 Hang Up:                      | 23           | 3          | 3          |
| Alarms:                           | 63           | 11         | 10         |
| Animal Complaint:                 | 60           | 12         | 13         |
| Assault and Battery:              | 4            | 2          | 1          |
| Assist County:                    | 14           | 4          | 4          |
| Auto Larceny:                     | 0            | 0          | 0          |
| Burglary:                         | 5            | 0          | 0          |
| Civil Complaints:                 | 32           | 6          | 3          |
| Disturbance (Non Violent):        | 16           | 4          | 2          |
| Domestic Disturbance:             | 16           | 5          | 2          |
| Drunk In Public:                  | 4            | 1          | 0          |
| Forgery & Uttering:               | 0            | 0          | 0          |
| Fraud:                            | 24           | 4          | 4          |
| Grand Larceny:                    | 4            | 1          | 0          |
| Harassment/Intimidation:          | 14           | 2          | 4          |
| Homicide:                         | 0            | 0          | 0          |
| Juvenile Related:                 | 18           | 6          | 5          |
| Noise:                            | 25           | 4          | 5          |
| Petty Larceny:                    | 11           | 1          | 2          |
| Public Service:                   | 18           | 1          | 6          |
| Rape:                             | 0            | 0          | 0          |
| Robbery:                          | 0            | 0          | 0          |
| Runaway:                          | 0            | 0          | 0          |
| Shoplifting:                      | 1            | 0          | 0          |
| Suspicious Activity:              | 93           | 23         | 15         |
| Trespassing:                      | 4            | 3          | 0          |
| Vandalism:                        | 16           | 4          | 4          |
| Welfare Check:                    | 73           | 15         | 11         |
| Miscellaneous Complaints:         | 200          | 42         | 43         |
| <b>Total Complaints Answered:</b> | <b>738</b>   | <b>154</b> | <b>137</b> |



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W. Neal White – Chief of Police

## Police and Security Report (Continued)

|  | Year To Date<br>2017 | June<br>2017 | May<br>2017 |
|--|----------------------|--------------|-------------|
| <b><u>Traffic</u></b>                          |                      |              |             |
| Accidents Investigated:                        | 34                   | 6            | 7           |
| Assist Motorist:                               | 26                   | 5            | 2           |
| Child Safety Seat Install:                     | 18                   | 15           | 1           |
| Funeral Escort:                                | 23                   | 4            | 1           |
| Hit & Run:                                     | 5                    | 0            | 1           |
| Parking Tickets:                               | 96                   | 4            | 4           |
| Traffic Warnings:                              | 155                  | 46           | 11          |
| <b><u>Traffic Summons Issued</u></b>           |                      |              |             |
| Defective Equipment:                           | 1                    | 0            | 0           |
| Driving Suspended:                             | 2                    | 0            | 1           |
| Expired Inspection:                            | 23                   | 5            | 4           |
| Expired Registration:                          | 3                    | 0            | 1           |
| Fail to Obey Highway Sign:                     | 51                   | 4            | 8           |
| Fail to Obey Traffic Signals:                  | 4                    | 1            | 0           |
| Fail to Stop/Lights & Siren:                   | 0                    | 0            | 0           |
| Fail to Yield Right of Way:                    | 2                    | 0            | 0           |
| Hit and Run:                                   | 0                    | 0            | 0           |
| No Liability Insurance:                        | 0                    | 0            | 0           |
| No Operator's License:                         | 6                    | 1            | 1           |
| No Seat Belt:                                  | 1                    | 0            | 1           |
| Reckless Driving:                              | 8                    | 2            | 2           |
| Speeding:                                      | 132                  | 36           | 25          |
| Miscellaneous Summons:                         | 13                   | 2            | 3           |
| <b>Total Traffic Summons Issued:</b>           | <b>246</b>           | <b>51</b>    | <b>46</b>   |
| <b><u>Found Open at Businesses in Town</u></b> |                      |              |             |
| Doors:   | 12                   | 1            | 1           |
| Windows:                                       | 0                    | 0            | 0           |
| Garage Doors:                                  | 0                    | 0            | 0           |



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W. Neal White – Chief of Police

## Police and Security Report (Continued)

|  | Year To Date<br>2017 | June<br>2017 | May<br>2017 |
|--|----------------------|--------------|-------------|
| <b><u>Criminal Arrests Made</u></b>    |                      |              |             |
| Abduction:                             | 1                    | 1            | 0           |
| Arson:                                 | 0                    | 0            | 0           |
| Assault and Battery:                   | 3                    | 1            | 2           |
| Assault and Battery on Police Officer: | 0                    | 0            | 0           |
| Auto Larceny:                          | 0                    | 0            | 0           |
| Breaking and Entering:                 | 0                    | 0            | 0           |
| Capias:                                | 1                    | 0            | 0           |
| Disorderly Conduct:                    | 0                    | 0            | 0           |
| Driving While Intoxicated:             | 4                    | 1            | 1           |
| Drunk In Public:                       | 4                    | 1            | 0           |
| Fail to Obey Police Officer:           | 0                    | 0            | 0           |
| Fail to Pay Parking Ticket:            | 7                    | 7            | 0           |
| Forgery:                               | 0                    | 0            | 0           |
| Fraud:                                 | 0                    | 0            | 0           |
| Grand Larceny:                         | 0                    | 0            | 0           |
| Homicide:                              | 0                    | 0            | 0           |
| Illegal Drugs/Paraphernalia:           | 7                    | 1            | 1           |
| Petty Larceny:                         | 0                    | 0            | 0           |
| Possess Alcohol Underage:              | 0                    | 0            | 0           |
| Protective Order Violations:           | 2                    | 0            | 0           |
| Rape:                                  | 0                    | 0            | 0           |
| Resisting Arrest:                      | 0                    | 0            | 0           |
| Robbery:                               | 0                    | 0            | 0           |
| Shoplifting:                           | 1                    | 0            | 0           |
| Trespassing:                           | 0                    | 0            | 0           |
| Vandalism:                             | 1                    | 1            | 0           |
| Weapons Violation:                     | 0                    | 0            | 0           |
| Miscellaneous Criminal Arrests:        | 15                   | 10           | 5           |
| <b>Juvenile Arrest Total:</b>          |                      |              |             |
| <b>Total Criminal Arrests:</b>         | <b>46</b>            | <b>23</b>    | <b>9</b>    |

# Attachment 9

# Memo

**To:** Town Council

**From:** David Tyrrell

**Date:** July 6, 2017

**Re:** June 2017 Operations Report

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The water treatment plant is in compliance for June 2017 with its monthly parameters. We sent a total of 10.567 MG water to the system with a daily average production of 0.480 MGD and a daily max of 0.564 MG.

Plant operations have been fairly routine this month. River pump #3 motor burnt up and was replaced with the help of Broy and Sons.

Additional scenarios of distribution operation were tested this month in preparation for the tank painting. This included an addition to the booster building which directly connects the high and low sides of the system and allows us to set up a loop to maintain system pressures on the high side using existing equipment. We isolated the Northwest tank and ran maintaining system pressures using the new loop and pumps. System pressures were maintained about ten ponds less than normal with no issues.

While preparing for lead and copper samples, I found a mistake by the stated on our sample sites. While discussing the issue with them, we also discovered that we are now required to collect twenty samples and not ten as in previous years. Site selection is underway and we are looking for an additional 10 to 15 locations that met the criteria for this testing.

Drought Conditions: Water levels in the Shenandoah River have been on both sides of the historical averages for June depending upon rains. Overall the river flows have been a little above average.

The wastewater plant is in compliance with its discharge permit for June per data received to date.. We have treated a total of 10.77 MG with a daily average of 0.36 MGD and a daily max of 0.88 MG. Rains have again heavily affected flows in the beginning of June. Total Nitrogen became a problem for about two weeks due to carbon pump problems. Carbon pump #3 is out of service and Consolidated Electric was not able to resolve the problem. We are scheduling the factory rep to come in

and take a look at what can be done to get the unit back into service. The problem is in the control unit and not the pump itself.

We have been able to completely correct the problems with the sludge presses and they have been working very well. Also the submersible mixers have been placed back into service upon receipt of needed parts. We have completed acid recovery cleans on three of our four membrane trains. The last will be completed in July.

We have had several continuing problems with our drum screens from busted water lines, failing booster pumps and lower seals aging. Additional parts are ordered to repair the units.

Membrane train #1 is out of service. The permeate pump for this train has spun a bearing. Needed specialty tools and a bearing kit have been ordered to allow us to rebuild the pump. It appears that oil was not getting to one of the bearings. Oil ports are being cleaned as part of the rebuild process.

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

FLOWS AND CHEMICAL DOSAGES

May 2017

No. Connections Served: 1670  
Population Served: >4200

| 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       | 0.522                 |                             | 0.481                        | 15.5             | 71                  | 16.3  | 1           | 0.3     |             |       | 3.6         | 0.84  | 0.084       | 0.019   | 5                        | 1.1     |             |         | 14.9        | 3.4   |                |       |
| 2       | 0.453                 |                             | 0.404                        | 15.0             | 86                  | 22.8  | 1           | 0.2     |             |       | 6.6         | 1.75  | 14.400      | 3.812   | 4.9                      | 1.3     |             |         | 14.4        | 3.8   |                |       |
| 3       |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 4       |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 5       | 0.562                 |                             | 0.520                        | 15.5             | 41                  | 8.7   | 2           | 0.3     |             |       | 7.1         | 1.51  | 0.042       | 0.009   | 4.8                      | 1.0     |             |         | 14.9        | 3.2   |                |       |
| 6       | 0.587                 |                             | 0.537                        | 17.0             | 66                  | 13.5  | 1           | 0.2     |             |       | 3.3         | 0.68  | 0.042       | 0.009   | 5.3                      | 1.1     |             |         | 16.3        | 3.3   |                |       |
| 7       | 0.523                 |                             | 0.472                        | 14.5             | 66                  | 15.1  | 1           | 0.2     |             |       | 6.7         | 1.53  | 0.040       | 0.009   | 4.5                      | 1.0     |             |         | 13.9        | 3.2   |                |       |
| 8       | 0.559                 |                             | 0.506                        | 16.0             | 61                  | 13.1  | 0           | 0.1     |             |       | 6.7         | 1.45  | 0.082       | 0.018   | 5.0                      | 1.1     |             |         | 15.3        | 3.3   |                |       |
| 9       | 0.499                 |                             | 0.454                        | 14.8             | 76                  | 18.3  | 1           | 0.2     |             |       | 3.6         | 0.87  | 0.077       | 0.019   | 5.5                      | 1.3     |             |         | 14.2        | 3.4   |                |       |
| 10      |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 11      |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 12      | 0.487                 |                             | 0.442                        | 14.0             | 56                  | 13.7  | 1           | 0.2     |             |       | 6.7         | 1.65  | 0.075       | 0.018   | 5.2                      | 1.3     |             |         | 13.4        | 3.3   |                |       |
| 13      | 0.555                 |                             | 0.498                        | 16.0             | 51                  | 11.0  | 2           | 0.3     |             |       | 6.7         | 1.45  | 0.090       | 0.019   | 5.0                      | 1.1     |             |         | 15.3        | 3.3   |                |       |
| 14      | 0.525                 |                             | 0.477                        | 15.5             | 51                  | 11.6  | 2           | 0.4     |             |       | 3.6         | 0.82  | 0.080       | 0.018   | 4.8                      | 1.1     |             |         | 14.9        | 3.4   |                |       |
| 15      | 0.536                 |                             | 0.480                        | 15.5             | 51                  | 11.3  | 2           | 0.4     |             |       | 6.7         | 1.50  | 0.080       | 0.018   | 4.8                      | 1.1     |             |         | 14.9        | 3.3   |                |       |
| 16      | 0.527                 |                             | 0.472                        | 15.3             | 61                  | 13.8  | 1           | 0.3     |             |       | 6.7         | 1.52  | 0.080       | 0.018   | 4.7                      | 1.1     |             |         | 14.6        | 3.3   |                |       |
| 17      |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 18      |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 19      | 0.612                 |                             | 0.564                        | 17.5             | 61                  | 11.9  | 2           | 0.3     |             |       | 6.8         | 1.33  | 0.088       | 0.017   | 5.4                      | 1.1     |             |         | 16.8        | 3.3   |                |       |
| 20      | 0.604                 |                             | 0.540                        | 18.0             | 71                  | 14.1  | 1           | 0.2     |             |       | 13.9        | 2.76  | 0.099       | 0.020   | 6.7                      | 1.3     |             |         | 17.3        | 3.4   |                |       |
| 21      | 0.5                   |                             | 0.448                        | 14.5             | 51                  | 12.2  | 1           | 0.3     |             |       | 3.3         | 6.70  | 0.060       | 0.014   | 5.4                      | 1.3     |             |         | 13.9        | 3.3   |                |       |
| 22      | 0.526                 |                             | 0.476                        | 15.5             | 56                  | 12.7  | 1           | 0.3     |             |       | 5.8         | 1.31  | 0.084       | 0.019   | 5.8                      | 1.3     |             |         | 14.9        | 3.4   |                |       |
| 23      | 0.508                 |                             | 0.457                        | 15.0             | 46                  | 10.8  | 4           | 0.9     |             |       | 3.6         | 0.85  | 0.071       | 0.017   | 2.1                      | 0.5     |             |         | 14.4        | 3.4   |                |       |
| 24      |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 25      |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| 26      | 0.514                 |                             | 0.464                        | 15.3             | 56                  | 13.0  | 1           | 0.1     |             |       | 6.7         | 1.56  | 0.079       | 0.018   | 18.7                     | 4.4     |             |         | 14.6        | 3.4   |                |       |
| 27      | 0.512                 |                             | 0.443                        | 15.3             | 66                  | 15.4  | 3           | 0.7     |             |       | 6.7         | 1.56  | 0.079       | 0.019   | 18.7                     | 4.4     |             |         | 19.6        | 4.6   |                |       |
| 28      | 0.542                 |                             | 0.490                        | 16.3             | 61                  | 13.5  | 4           | 0.9     |             |       | 13.8        | 3.05  | 0.084       | 0.019   | 19.9                     | 4.4     |             |         | 15.6        | 3.4   |                |       |
| 29      | 0.53                  |                             | 0.476                        | 15.5             | 56                  | 12.6  | 2           | 0.5     |             |       | 3.2         | 0.73  | 0.082       | 0.019   | 19.0                     | 4.3     |             |         | 16.8        | 3.8   |                |       |
| 30      | 0.514                 |                             | 0.466                        | 15.5             | 51                  | 11.8  | 4           | 0.8     |             |       | 6.7         | 1.56  | 0.084       | 0.020   | 19.0                     | 4.4     |             |         | 16.8        | 3.9   |                |       |
| 31      |                       |                             |                              |                  | #####               |       | #DIV/0!     |         |             |       | #####       |       | #DIV/0!     |         | #DIV/0!                  |         |             |         |             | ##### |                |       |
| Total   | 11.697                | 0.000                       | 10.567                       | 342.8            | 1308                | ##### | 36          | #DIV/0! | 0.0         | 0.00  | 138.4       | ##### | 15.98       | #DIV/0! | 180                      | #DIV/0! | 0.0         | 0.00    | 337.4       | ##### | 0.0            | 0.00  |
| Maximum | 0.612                 | 0.000                       | 0.564                        | 18.0             | 86                  | ##### | 4           | #DIV/0! | 0.0         | 0.00  | 13.9        | ##### | 14.40       | #DIV/0! | 20                       | #DIV/0! | 0.0         | 0.00    | 19.6        | ##### | 0.0            | 0.00  |
| Minimum | 0.453                 | 0.000                       | 0.404                        | 14.0             | 41                  | ##### | 0           | #DIV/0! | 0.0         | 0.00  | 3.2         | ##### | 0.04        | #DIV/0! | 2                        | #DIV/0! | 0.0         | 0.00    | 13.4        | ##### | 0.0            | 0.00  |
| Average | 0.532                 | 0.000                       | 0.480                        | 15.6             | 59                  | ##### | 2           | #DIV/0! | #####       | ##### | 6.3         | ##### | 0.73        | #DIV/0! | 8                        | #DIV/0! | #####       | #DIV/0! | 15.3        | ##### | #####          | ##### |

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

June 2017

| Date      | Effluent Flow<br>MGD | Eff pH<br>SU | Eff Temp<br>Deg C | Eff CBOD<br>mg/l | Eff CBOD<br>KG/D | Eff TSS<br>mg/l | Eff TSS<br>KG/D | Effluent DO<br>River<br>mg/l | Effluent DO<br>WWTP<br>mg/l | Eff NO2 /<br>NO3<br>mg/l | Eff TKN<br>mg/l | Eff TKN<br>KG/D | Eff Total N<br>mg/l |
|-----------|----------------------|--------------|-------------------|------------------|------------------|-----------------|-----------------|------------------------------|-----------------------------|--------------------------|-----------------|-----------------|---------------------|
| 6/1/2017  | 0.88                 | 7.4          | 20.3              | 0.00             | 0.00             |                 |                 | 8.7                          | 8.4                         | 6.23                     | 0.83            | 2.77            | 7.06                |
| 6/2/2017  | 0.75                 | 7.4          | 20.3              |                  |                  |                 |                 | 8.8                          | 8.3                         |                          |                 |                 |                     |
| 6/3/2017  | 0.52                 | 7.3          | 20.4              |                  |                  |                 |                 | 8.4                          | 8.0                         |                          |                 |                 |                     |
| 6/4/2017  | 0.47                 | 7.4          | 20.4              |                  |                  |                 |                 | 8.5                          | 8.2                         |                          |                 |                 |                     |
| 6/5/2017  | 0.36                 | 7.6          | 20.6              |                  |                  |                 |                 | 8.0                          | 8.0                         |                          |                 |                 |                     |
| 6/6/2017  | 0.41                 | 7.5          | 20.6              | 1.00             | 1.56             |                 |                 | 8.4                          | 7.5                         | 3.13                     | 0.72            | 1.12            | 3.85                |
| 6/7/2017  | 0.28                 | 7.4          | 20.5              | 0.00             | 0.00             |                 |                 | 8.4                          | 7.7                         |                          |                 |                 |                     |
| 6/8/2017  | 0.24                 | 7.6          | 20.5              | 0.00             | 0.00             |                 |                 | 8.5                          | 6.7                         | 6.01                     | 0.67            | 0.60            | 6.68                |
| 6/9/2017  | 0.25                 | 7.6          | 20.8              |                  |                  |                 |                 | 8.5                          | 7.5                         |                          |                 |                 |                     |
| 6/10/2017 | 0.26                 | 7.5          | 20.6              |                  |                  |                 |                 | 8.9                          | 7.5                         |                          |                 |                 |                     |
| 6/11/2017 | 0.27                 | 7.5          | 22.1              |                  |                  |                 |                 | 8.8                          | 7.7                         |                          |                 |                 |                     |
| 6/12/2017 | 0.32                 | 7.3          | 22.1              |                  |                  |                 |                 | 8.2                          | 7.2                         |                          |                 |                 |                     |
| 6/13/2017 | 0.45                 | 7.7          | 23.3              | 1.00             | 1.69             | 0.00            | 0.00            | 8.5                          | 7.1                         | 10.90                    | 0.28            | 0.47            | 11.18               |
| 6/14/2017 | 0.51                 | 7.4          | 23.0              | 3.00             | 5.73             |                 |                 | 8.0                          | 7.8                         |                          |                 |                 |                     |
| 6/15/2017 | 0.34                 | 7.3          | 23.3              | 3.00             | 3.85             |                 |                 | 8.0                          | 7.7                         | 17.70                    | 0.25            | 0.32            | 17.95               |
| 6/16/2017 | 0.21                 | 7.5          | 23.9              |                  |                  |                 |                 | 8.8                          | 7.7                         |                          |                 |                 |                     |
| 6/17/2017 | 0.28                 | 7.3          | 24.7              |                  |                  |                 |                 | 7.6                          | 6.3                         |                          |                 |                 |                     |
| 6/18/2017 | 0.31                 | 7.2          | 25.1              |                  |                  |                 |                 | 6.7                          | 5.6                         |                          |                 |                 |                     |
| 6/19/2017 | 0.37                 | 7.2          | 25.5              |                  |                  |                 |                 | 8.2                          | 6.3                         |                          |                 |                 |                     |
| 6/20/2017 | 0.37                 | 7.5          | 24.9              | 2.00             | 2.79             |                 |                 | 8.4                          | 7.1                         | 0.05                     | 0.63            | 0.88            | 0.68                |
| 6/21/2017 | 0.39                 | 7.6          | 24.8              | 3.00             | 4.37             |                 |                 | 7.5                          | 7.3                         |                          |                 |                 |                     |
| 6/22/2017 | 0.30                 | 7.5          | 24.3              | 2.00             | 2.29             |                 |                 | 7.8                          | 7.5                         | 0.97                     | 0.67            | 0.77            | 1.64                |
| 6/23/2017 | 0.23                 | 7.6          | 24.7              |                  |                  |                 |                 | 7.7                          | 7.6                         |                          |                 |                 |                     |
| 6/24/2017 | 0.28                 | 7.6          | 24.6              |                  |                  |                 |                 | 8.0                          | 7.0                         |                          |                 |                 |                     |
| 6/25/2017 | 0.30                 | 7.5          | 24.5              |                  |                  |                 |                 | 8.1                          | 7.2                         |                          |                 |                 |                     |
| 6/26/2017 | 0.30                 | 7.6          | 24.0              |                  |                  |                 |                 | 7.7                          | 7.1                         |                          |                 |                 |                     |
| 6/27/2017 | 0.26                 | 7.6          | 23.6              |                  |                  |                 |                 | 7.6                          | 7.0                         | 2.16                     | 0.99            | 0.98            | 3.15                |
| 6/28/2017 | 0.32                 | 7.7          | 22.9              |                  |                  |                 |                 | 8.0                          | 7.2                         |                          |                 |                 |                     |
| 6/29/2017 | 0.29                 | 7.6          | 23.1              |                  |                  |                 |                 | 9.1                          | 8.3                         |                          |                 |                 |                     |
| 6/30/2017 | 0.25                 | 7.6          | 23.8              |                  |                  |                 |                 | 8.6                          | 7.9                         |                          |                 |                 |                     |
| Minimum   | 0.21                 | 7.2          | 20.3              | 0.00             | 0.00             | 0.00            | 0.00            | 6.7                          | 5.6                         | 0.05                     | 0.25            | 0.32            | 0.68                |
| Maximum   | 0.88                 | 7.7          | 25.5              | 3.00             | 5.73             | 0.00            | 0.00            | 9.1                          | 8.4                         | 17.70                    | 0.99            | 2.77            | 17.95               |
| Total     | 10.77                | 224.5        | 683.2             | 15.00            | 22.29            | 0.00            | 0.00            | 246.4                        | 222.4                       | 47.15                    | 5.04            | 7.91            | 52.19               |
| Average   | 0.36                 | 7.5          | 22.8              | 1.50             | 2.23             | 0.00            | 0.00            | 8.2                          | 7.4                         | 5.89                     | 0.63            | 0.99            | 6.52                |
| Geo Mean  | 0.34                 | 7.5          | 22.7              | 1.60             | 2.10             | 1.00            | 1.00            | 8.2                          | 7.4                         | 2.64                     | 0.6             | 0.81            | 4.35                |

# Berryville STP Monthly DMR Data

June 2017

| Date      | Eff Total N<br>KG/D | Eff Total P<br>mg/l | Eff Total P<br>KG/D | E-Coli<br>No/100ml |
|-----------|---------------------|---------------------|---------------------|--------------------|
| 6/1/2017  | 23.61               | 0.38                | 1.27                |                    |
| 6/2/2017  |                     |                     |                     |                    |
| 6/3/2017  |                     |                     |                     |                    |
| 6/4/2017  |                     |                     |                     |                    |
| 6/5/2017  |                     |                     |                     |                    |
| 6/6/2017  | 6.01                | 0.49                | 0.77                | 1                  |
| 6/7/2017  |                     |                     |                     |                    |
| 6/8/2017  | 5.95                | 0.01                | 0.01                |                    |
| 6/9/2017  |                     |                     |                     |                    |
| 6/10/2017 |                     |                     |                     |                    |
| 6/11/2017 |                     |                     |                     |                    |
| 6/12/2017 |                     |                     |                     |                    |
| 6/13/2017 | 18.95               | 0.85                | 1.44                | 1                  |
| 6/14/2017 |                     |                     |                     |                    |
| 6/15/2017 | 23.07               | 0.65                | 0.84                |                    |
| 6/16/2017 |                     |                     |                     |                    |
| 6/17/2017 |                     |                     |                     |                    |
| 6/18/2017 |                     |                     |                     |                    |
| 6/19/2017 |                     |                     |                     |                    |
| 6/20/2017 | 0.95                | 0.06                | 0.08                | 1                  |
| 6/21/2017 |                     |                     |                     |                    |
| 6/22/2017 | 1.88                | 0.01                | 0.01                |                    |
| 6/23/2017 |                     |                     |                     |                    |
| 6/24/2017 |                     |                     |                     |                    |
| 6/25/2017 |                     |                     |                     |                    |
| 6/26/2017 |                     |                     |                     |                    |
| 6/27/2017 | 3.12                | 0.28                | 0.28                |                    |
| 6/28/2017 |                     |                     |                     |                    |
| 6/29/2017 |                     |                     |                     |                    |
| 6/30/2017 |                     |                     |                     |                    |
| Minimum   | 0.95                | 0.01                | 0.01                | 1                  |
| Maximum   | 23.61               | 0.85                | 1.44                | 1                  |
| Total     | 83.54               | 2.73                | 4.69                | 3                  |
| Average   | 10.44               | 0.34                | 0.59                | 1                  |
| Geo Mean  | 6.16                | 0.14                | 0.20                | 1                  |

# Berryville WWTP Monthly Membrane Operation Report

## June 1 - June 30 2017

### UF 1 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg       |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP             | ●      | 100 % | 1.45     | 678    | 6.563     |
| PermeateTurbidityAfterBP | ●      | 100 % | 0.16     | 771    | 0.227     |
| TCPermeabilityBeforeBP   | ●      | 99 %  | 6.11     | 657    | 32.536    |
| TMPBeforeBP              | ●      | 100 % | 0.07     | 771    | 0.222     |
| TotalPermeateFlowDaily   |        | 100 % | 65970.97 | 31     | 71668.903 |

### UF 2 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg        |
|--------------------------|--------|-------|----------|--------|------------|
| FluxBeforeBP             | ●      | 100 % | 1.62     | 1042   | 6.768      |
| PermeateTurbidityAfterBP | ●      | 96 %  | 0.25     | 1130   | 0.263      |
| TCPermeabilityBeforeBP   | ●      | 99 %  | 8.12     | 1008   | 28.267     |
| TMPBeforeBP              | ●      | 100 % | 0.11     | 1130   | 0.249      |
| TotalPermeateFlowDaily   |        | 100 % | 53295.56 | 31     | 106640.548 |

### UF 3 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg        |
|--------------------------|--------|-------|----------|--------|------------|
| FluxBeforeBP             | ●      | 100 % | 1.45     | 1063   | 6.696      |
| PermeateTurbidityAfterBP | ●      | 100 % | 0.13     | 1170   | 0.282      |
| TCPermeabilityBeforeBP   | ●      | 100 % | 2.2      | 1049   | 26.92      |
| TMPBeforeBP              | ●      | 100 % | 0.06     | 1170   | 0.262      |
| TotalPermeateFlowDaily   |        | 100 % | 49197.22 | 31     | 108922.871 |

### UF 4 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg        |
|--------------------------|--------|-------|----------|--------|------------|
| FluxBeforeBP             | ●      | 100 % | 1.48     | 1211   | 6.416      |
| PermeateTurbidityAfterBP | ●      | 97 %  | 0.33     | 1307   | 0.235      |
| TCPermeabilityBeforeBP   | ●      | 96 %  | 8.55     | 1167   | 25.237     |
| TMPBeforeBP              | ●      | 100 % | 0.64     | 1307   | 0.348      |
| TotalPermeateFlowDaily   |        | 100 % | 52494.6  | 31     | 112860.871 |

| Parameter              | Health | %In   | Std. Dev  | Points | Avg        |
|------------------------|--------|-------|-----------|--------|------------|
| PermeateTemperature    |        | 100 % | 4.9       | 2832   | 65.775     |
| TotalPermeateFlowDaily |        | 100 % | 173622.58 | 31     | 400093.194 |

### UF 1 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jun       |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.563     |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.227     |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 32.536    |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.222     |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 66945.433 |

### UF 2 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jun        |
|--------------------------|----|-----|-------|------|------------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.768      |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.263      |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 28.267     |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.249      |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 103156.233 |

### UF 3 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jun        |
|--------------------------|----|-----|-------|------|------------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.696      |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.282      |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 26.92      |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.262      |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 104889.067 |

### UF 4 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Jun        |
|--------------------------|----|-----|-------|------|------------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.416      |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.235      |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 25.237     |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.348      |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 109365.767 |

### UF Plant KPI Summary

| Parameter           | LL | LCL | UCL | HH  | Jun    |
|---------------------|----|-----|-----|-----|--------|
| PermeateTemperature | 32 | --  | 100 | 110 | 65.775 |

# Attachment 10

BERRYVILLE TOWN COUNCIL

MOTION TO PROCEED WITH WATER TANK PAINTING PROJECT

Date: June 13, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville authorize the Town Manager to sign the contracts and any other contract related documents in regard to the water tank maintenance painting project as planned in the attached project document.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder



## **Utility Service Co., Inc.**

### **10 Year Contract for Services**

**Owner:** Town of Berryville  
Berryville, VA

**Tank Size/Name:** 250,000 Gallon-Elevated-Josephine Tank

**Location:** 200 Jack Enders Blvd

**Date Prepared:** February 20, 2017



## CONTRACT FOR SERVICES WATER TANK MAINTENANCE CONTRACT

This Contract entered into by and between the **Town of Berryville, whose business address is 101 Chalmers Court Suite A, Berryville, VA 22611** (hereinafter referred to as "the Owner") and Utility Service Co., Inc., whose business address is 1230 Peachtree Street NE, Suite 1100, Atlanta, GA 30309 (hereinafter referred to as "the Company").

Therefore, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Owner and the Company, the parties agree as follows:

The Owner agrees to engage the Company to provide the professional service needed to inspect its **250,000** gallon water storage tank located at **200 Jack Enders Blvd., Berryville, VA 22620** (hereinafter "tank").

**1. Company's Responsibilities.** This Contract outlines the Company's responsibility for the inspection of the above described water storage tank. Care and maintenance include the following:

- A. The Company will inspect and service the tank. The tank and tower will be thoroughly inspected to ensure that the structure is in a sound, watertight condition. Visual inspections will be performed in Contract Years 2, 3, 5, 6, 8 and 9.
- B. Washout inspections will be performed in Contract Years 4, 7 and 10. During the washout/inspection, the tank will be completely drained and cleaned to remove all mud, silt, and other accumulations that might be harmful to the tank or its contents. After cleaning is completed, the interior will be thoroughly inspected and disinfected prior to returning the tank to service; however, the Owner is responsible for draining and filling the tank and conducting any required testing of the water. A written report will be mailed to the Owner after each inspection.
- C. The Company shall furnish engineering and inspection services needed to maintain the tank and tower during the term of this Contract. The repairs include: steel parts, expansion joints, water level indicators, sway rod adjustments, and manhole covers/gaskets.
- D. The Company will furnish pressure relief valves, if requested by the Owner, so that the Owner can install the valves in its water system while the tank is being serviced.
- E. The Company will furnish current certificates of insurance coverage to the Owner.
- F. A lock will be installed on the roof hatch of the tank.
- G. The Company will provide emergency services, when needed, to perform all repairs covered under this Contract. Reasonable travel time must be allowed for the repair unit to reach the tank site.

2. **Contract Price/Annual Fees.** This is a 10 year term contract. The tank shall receive an exterior renovation, interior renovation, repairs and PAX installation prior to the end of Contract Year 1. The tank shall receive visual inspections in Contract Years 2, 3, 5, 6, 8 and 9. The tank shall receive washout inspections in Contract Years 4, 7 and 10. The annual fee for Contract Year 1 shall be \$88,759.00 per Contract Year. The annual fees for Contract Years 2-5 shall be \$16,780.00 per Contract Year. The annual fees for Contract Years 6-10 shall be \$2,571.00 per Contract Year. A "Contract Year" shall be defined as each consecutive 12-month period following the first day of the month in which the Contract is executed by the Owner and each subsequent 12-month period thereafter during the time the Contract is in effect. For example, if a contract was signed by an Owner on April 17, 2012, Contract Year 1 for that contract would be April 1, 2012 to March 31, 2013, and Contract Year 2 for that contract would be April 1, 2013 to March 31, 2014 and so on.

3. **Payment Terms.** The annual fee for Contract Year 1, plus all applicable taxes, shall be due and payable upon completion of the initial exterior/interior renovation. Each subsequent annual fee, plus all applicable taxes, shall be due and payable on the first day of each Contract Year. Furthermore, if the Owner elects to terminate this Contract prior to remitting the first five (5) annual fees, then the balance for work completed shall be due and payable within thirty (30) days of the termination.

4. **Structure of Tank.** The Company is accepting this tank under program based upon its existing structure and components. *Any modifications to the tank, including antenna installations, shall be approved by Utility Service Co., Inc., prior to installation and may warrant an increase in the annual fee.*

5. **Environmental, Health, Safety, or Labor Requirements.** The Owner hereby agrees that future mandated environmental, health, safety, or labor requirements as well as changes in site conditions at the tank site which cause an increase in the cost of tank maintenance will be just cause for modification of this Contract. Said modification of this Contract will reasonably reflect the increased cost of the service with a newly negotiated annual fee.

The parties agree that the Company's annual fees are based on the Owner's representation that the work to be performed under this Contract is not subject to prevailing wage requirements. The Owner agrees to notify the Company immediately, if the Company's work is (or will become) subject to prevailing wage requirements, so that the Company may submit revised amounts for annual fees.

6. **Excluded Items:** This Contract does NOT include the cost for and/or liability on the part of the Company for: (1) containment of the tank at anytime during the term of the Contract; (2) disposal of any hazardous waste materials; (3) resolution of operational problems or structural damage due to cold weather; (4) repair of structural damage due to antenna installations or other attachments for which the tank was not originally designed; (5) resolution of operational problems or repair of structural damage or site damage caused by physical conditions below the surface of the ground; (6) negligent acts of Owner's employees, agents or contractors; (7) damages, whether foreseen or unforeseen, caused by the Owner's use of pressure relief valves; (8) repairs to the foundation of the tank; (9) any responsibilities or services except as set forth in Sections 1 and 2; or (10) other conditions which are beyond the Owner's and Company's control, including, but not limited to: acts of God and acts of terrorism. Acts of terrorism include, but are not limited to, any damage to the tank or tank site which results from unauthorized entry of any kind to the tank site or tank.

**7. Termination.** The Owner shall have the right to continue this Contract for a 10 year term period providing payment of the annual fees is in accordance with the terms herein. This Contract is subject to termination by the Owner only if written notice of intent to terminate is received by the Company ninety (90) days prior to the first day of the upcoming Contract Year. Notice of Termination is to be delivered by registered mail to Utility Service Co., Inc., Attention: Customer Service, P O Box 1350, Perry, Georgia 31069, and signed by three (3) authorized voting officials of the Owner's management and/or Commissioners.

**8. Assignment.** The Owner may not assign or otherwise transfer all or any of its interest under this Contract without the prior written consent of the Company. If the Company agrees to the assignment, the Owner shall remain responsible under this Contract, until its assignee assumes in full and in writing all of the obligations of the Owner under this Contract. Any attempted assignment by Owner in violation of this provision will be void and of no effect.

**9. Indemnification.** THE COMPANY AGREES TO INDEMNIFY THE OWNER AND HOLD THE OWNER HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE COMPANY OR ITS SUBCONTRACTORS, AGENTS, OR EMPLOYEES. IN TURN, THE OWNER AGREES TO INDEMNIFY THE COMPANY AND HOLD THE COMPANY HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE OWNER OR ITS CONTRACTORS, AGENTS, OR EMPLOYEES. THE INDEMNIFICATION PROVIDED IN THIS PARAGRAPH DOES NOT AFFECT THE COMPANY'S LIMITATIONS OF LIABILITY SET FORTH IN OTHER PARAGRAPHS OF THIS CONTRACT.

**10. Assignment of Receivables.** The Company reserves the right to assign any outstanding receivables from this Contract to its Bank or other Lending Institutions as collateral for any loans or lines of credit.

**11. Miscellaneous Items.** No modifications, amendments, or alterations of this Contract may be made except in writing signed by all the parties to this Contract. No failure or delay on the part of any party hereto in exercising any power or right hereunder shall operate as a waiver thereof. The parties expressly warrant that the individuals who sign below are authorized to bind them.

**12. Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings, and agreement relating to the subject matter hereof, whether oral or written.

This Contract is executed and effective as of the date last signed by the parties below.

OWNER:

Town of Berryville

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

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Seal:

COMPANY:

Utility Service Co., Inc.

By: *D. Michael Buchanan*

Title: Deputy Chief Financial Officer

Print Name: D. Michael Buchanan

Date: February 20, 2017

Witness: *Sara Anders*

Seal:





## **Utility Service Co., Inc.**

### **10 Year Contract for Services**

**Owner:** Town of Berryville  
Berryville, VA

**Tank Size/Name:** 3,000,000 Gallon-Ground Storage Tank

**Location:** 201 Tom Whitacre Circle

**Date Prepared:** February 20, 2017



## CONTRACT FOR SERVICES WATER TANK MAINTENANCE CONTRACT

This Contract entered into by and between the **Town of Berryville, whose business address is 101 Chalmers Court Suite A, Berryville, VA 22611** (hereinafter referred to as "the Owner") and Utility Service Co., Inc., whose business address is 1230 Peachtree Street NE, Suite 1100, Atlanta, GA 30309 (hereinafter referred to as "the Company").

Therefore, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Owner and the Company, the parties agree as follows:

The Owner agrees to engage the Company to provide the professional service needed to inspect its **3,000,000** gallon water storage tank located at **201 Tom Whitacre Circle, Berryville, VA 22620** (hereinafter "tank").

**1. Company's Responsibilities.** This Contract outlines the Company's responsibility for the inspection of the above described water storage tank. Care and maintenance include the following:

A. The Company will inspect and service the tank. The tank and tower will be thoroughly inspected to ensure that the structure is in a sound, watertight condition. Visual inspections will be performed in Contract Years 2, 3, 5, 6, 8 and 9.

B. Washout inspections will be performed in Contract Years 4, 7 and 10. During the washout/inspection, the tank will be completely drained and cleaned to remove all mud, silt, and other accumulations that might be harmful to the tank or its contents. After cleaning is completed, the interior will be thoroughly inspected and disinfected prior to returning the tank to service; however, the Owner is responsible for draining and filling the tank and conducting any required testing of the water. A written report will be mailed to the Owner after each inspection.

C. The Company shall furnish engineering and inspection services needed to maintain the tank and tower during the term of this Contract. The repairs include: steel parts, expansion joints, water level indicators, sway rod adjustments, and manhole covers/gaskets.

D. The Company will furnish pressure relief valves, if requested by the Owner, so that the Owner can install the valves in its water system while the tank is being serviced.

E. The Company will furnish current certificates of insurance coverage to the Owner.

F. A lock will be installed on the roof hatch of the tank.

G. The Company will provide emergency services, when needed, to perform all repairs covered under this Contract. Reasonable travel time must be allowed for the repair unit to reach the tank site.

**2. Contract Price/Annual Fees.** This is a 10 year term contract. The tank shall receive an exterior renovation, interior renovation and PAX installation prior to the end of Contract Year 1. The tank shall receive visual inspections in Contract Years 2, 3, 5, 6, 8 and 9. The tank shall receive washout inspections in Contract Years 4, 7 and 10. The annual fee for Contract Year 1 shall be \$292,023.00 per Contract Year. The annual fees for Contract Years 2-5 shall be \$55,207.00 per Contract Year. The annual fees for Contract Years 6-10 shall be \$3,324.00 per Contract Year. A "Contract Year" shall be defined as each consecutive 12-month period following the first day of the month in which the Contract is executed by the Owner and each subsequent 12-month period thereafter during the time the Contract is in effect. For example, if a contract was signed by an Owner on April 17, 2012, Contract Year 1 for that contract would be April 1, 2012 to March 31, 2013, and Contract Year 2 for that contract would be April 1, 2013 to March 31, 2014 and so on.

**3. Payment Terms.** The annual fee for Contract Year 1, plus all applicable taxes, shall be due and payable upon completion of the initial exterior/interior renovation. Each subsequent annual fee, plus all applicable taxes, shall be due and payable on the first day of each Contract Year. Furthermore, if the Owner elects to terminate this Contract prior to remitting the first five (5) annual fees, then the balance for work completed shall be due and payable within thirty (30) days of the termination.

**4. Structure of Tank.** The Company is accepting this tank under program based upon its existing structure and components. *Any modifications to the tank, including antenna installations, shall be approved by Utility Service Co., Inc., prior to installation and may warrant an increase in the annual fee.*

**5. Environmental, Health, Safety, or Labor Requirements.** The Owner hereby agrees that future mandated environmental, health, safety, or labor requirements as well as changes in site conditions at the tank site which cause an increase in the cost of tank maintenance will be just cause for modification of this Contract. Said modification of this Contract will reasonably reflect the increased cost of the service with a newly negotiated annual fee.

The parties agree that the Company's annual fees are based on the Owner's representation that the work to be performed under this Contract is not subject to prevailing wage requirements. The Owner agrees to notify the Company immediately, if the Company's work is (or will become) subject to prevailing wage requirements, so that the Company may submit revised amounts for annual fees.

**6. Excluded Items:** This Contract does NOT include the cost for and/or liability on the part of the Company for: (1) containment of the tank at anytime during the term of the Contract; except for the initial exterior renovation in Contract Year 1; (2) disposal of any hazardous waste materials; (3) resolution of operational problems or structural damage due to cold weather; (4) repair of structural damage due to antenna installations or other attachments for which the tank was not originally designed; (5) resolution of operational problems or repair of structural damage or site damage caused by physical conditions below the surface of the ground; (6) negligent acts of Owner's employees, agents or contractors; (7) damages, whether foreseen or unforeseen, caused by the Owner's use of pressure relief valves; (8) repairs to the foundation of the tank; (9) any responsibilities or services except as set forth in Sections 1 and 2; or (10) other conditions which are beyond the Owner's and Company's control, including, but not limited to: acts of God and acts of terrorism. Acts of terrorism include, but are not limited to, any damage to the tank or tank site which results from unauthorized entry of any kind to the tank site or tank.

**7. Termination.** The Owner shall have the right to continue this Contract for a 10 year term period providing payment of the annual fees is in accordance with the terms herein. This Contract is subject to termination by the Owner only if written notice of intent to terminate is received by the Company ninety (90) days prior to the first day of the upcoming Contract Year. Notice of Termination is to be delivered by registered mail to Utility Service Co., Inc., Attention: Customer Service, P O Box 1350, Perry, Georgia 31069, and signed by three (3) authorized voting officials of the Owner's management and/or Commissioners.

**8. Assignment.** The Owner may not assign or otherwise transfer all or any of its interest under this Contract without the prior written consent of the Company. If the Company agrees to the assignment, the Owner shall remain responsible under this Contract, until its assignee assumes in full and in writing all of the obligations of the Owner under this Contract. Any attempted assignment by Owner in violation of this provision will be void and of no effect.

**9. Indemnification.** THE COMPANY AGREES TO INDEMNIFY THE OWNER AND HOLD THE OWNER HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE COMPANY OR ITS SUBCONTRACTORS, AGENTS, OR EMPLOYEES. IN TURN, THE OWNER AGREES TO INDEMNIFY THE COMPANY AND HOLD THE COMPANY HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE OWNER OR ITS CONTRACTORS, AGENTS, OR EMPLOYEES. THE INDEMNIFICATION PROVIDED IN THIS PARAGRAPH DOES NOT AFFECT THE COMPANY'S LIMITATIONS OF LIABILITY SET FORTH IN OTHER PARAGRAPHS OF THIS CONTRACT.

**10. Assignment of Receivables.** The Company reserves the right to assign any outstanding receivables from this Contract to its Bank or other Lending Institutions as collateral for any loans or lines of credit.

**11. Miscellaneous Items.** No modifications, amendments, or alterations of this Contract may be made except in writing signed by all the parties to this Contract. No failure or delay on the part of any party hereto in exercising any power or right hereunder shall operate as a waiver thereof. The parties expressly warrant that the individuals who sign below are authorized to bind them.

**12. Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings, and agreement relating to the subject matter hereof, whether oral or written.

This Contract is executed and effective as of the date last signed by the parties below.

OWNER:

**Town of Berryville**

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

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Seal:

COMPANY:

**Utility Service Co., Inc.**

By: *D. Michael Buchanan*

Title: Deputy Chief Financial Officer

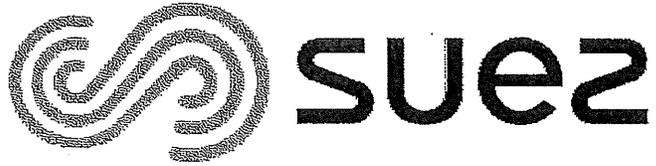
Print Name: D. Michael Buchanan

Date: February 20, 2017

Witness: *Sara Anders*

Seal:





## **Utility Service Co., Inc.**

### **10 Year Contract for Services**

**Owner:** Town of Berryville  
Berryville, VA

**Tank Size/Name:** 250,000 Gallon-Pedisphere-Northwest Tank

**Location:** 201 Tom Whitacre Circle

**Date Prepared:** February 20, 2017



## CONTRACT FOR SERVICES WATER TANK MAINTENANCE CONTRACT

This Contract entered into by and between the **Town of Berryville, whose business address is 101 Chalmers Court Suite A, Berryville, VA 22611** (hereinafter referred to as "the Owner") and Utility Service Co., Inc., whose business address is 1230 Peachtree Street NE, Suite 1100, Atlanta, GA 30309 (hereinafter referred to as "the Company").

Therefore, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Owner and the Company, the parties agree as follows:

The Owner agrees to engage the Company to provide the professional service needed to inspect its **250,000** gallon water storage tank located at **201 Tom Whitacre Circle, Berryville, VA 22620** (hereinafter "tank").

**1. Company's Responsibilities.** This Contract outlines the Company's responsibility for the inspection of the above described water storage tank. Care and maintenance include the following:

A. The Company will inspect and service the tank. The tank and tower will be thoroughly inspected to ensure that the structure is in a sound, watertight condition. Visual inspections will be performed in Contract Years 2, 3, 5, 6, 8 and 9.

B. Washout inspections will be performed in Contract Years 4, 7 and 10. During the washout/inspection, the tank will be completely drained and cleaned to remove all mud, silt, and other accumulations that might be harmful to the tank or its contents. After cleaning is completed, the interior will be thoroughly inspected and disinfected prior to returning the tank to service; however, the Owner is responsible for draining and filling the tank and conducting any required testing of the water. A written report will be mailed to the Owner after each inspection.

C. The Company shall furnish engineering and inspection services needed to maintain the tank and tower during the term of this Contract. The repairs include: steel parts, expansion joints, water level indicators, sway rod adjustments, and manhole covers/gaskets.

D. The Company will furnish pressure relief valves, if requested by the Owner, so that the Owner can install the valves in its water system while the tank is being serviced.

E. The Company will furnish current certificates of insurance coverage to the Owner.

F. A lock will be installed on the roof hatch of the tank.

G. The Company will provide emergency services, when needed, to perform all repairs covered under this Contract. Reasonable travel time must be allowed for the repair unit to reach the tank site.

2. **Contract Price/Annual Fees.** This is a 10 year term contract. The tank shall receive an exterior renovation, Wet-interior renovation, Dry-interior renovation, repairs and PAX installation prior to the end of **Contract Year 1**. The tank shall receive **visual inspections** in **Contract Years 2, 3, 5, 6, 8 and 9**. The tank shall receive **washout inspections** in **Contract Years 4, 7 and 10**. The annual fee for **Contract Year 1** shall be **\$69,218.00** per **Contract Year**. The annual fees for **Contract Years 2-5** shall be **\$13,086.00** per **Contract Year**. The annual fees for **Contract Years 6-10** shall be **\$2,571.00** per **Contract Year**. A "Contract Year" shall be defined as each consecutive 12-month period following the first day of the month in which the Contract is executed by the Owner and each subsequent 12-month period thereafter during the time the Contract is in effect. For example, if a contract was signed by an Owner on April 17, 2012, **Contract Year 1** for that contract would be April 1, 2012 to March 31, 2013, and **Contract Year 2** for that contract would be April 1, 2013 to March 31, 2014 and so on.

3. **Payment Terms.** The annual fee for **Contract Year 1**, plus all applicable taxes, shall be due and payable **upon completion of the initial exterior/interior renovation**. **Each subsequent annual fee, plus all applicable taxes, shall be due and payable on the first day of each Contract Year**. Furthermore, if the Owner elects to terminate this Contract prior to remitting the first **five (5)** annual fees, then the balance for work completed shall be due and payable within thirty (30) days of the termination.

4. **Structure of Tank.** The Company is accepting this tank under program based upon its existing structure and components. **Any modifications to the tank, including antenna installations, shall be approved by Utility Service Co., Inc., prior to installation and may warrant an increase in the annual fee.**

5. **Environmental, Health, Safety, or Labor Requirements.** The Owner hereby agrees that future mandated environmental, health, safety, or labor requirements as well as changes in site conditions at the tank site which cause an increase in the cost of tank maintenance will be just cause for modification of this Contract. Said modification of this Contract will reasonably reflect the increased cost of the service with a newly negotiated annual fee.

The parties agree that the Company's annual fees are based on the Owner's representation that the work to be performed under this Contract is not subject to prevailing wage requirements. The Owner agrees to notify the Company immediately, if the Company's work is (or will become) subject to prevailing wage requirements, so that the Company may submit revised amounts for annual fees.

6. **Excluded Items:** This Contract does NOT include the cost for and/or liability on the part of the Company for: (1) containment of the tank at anytime during the term of the Contract;; (2) disposal of any hazardous waste materials; (3) resolution of operational problems or structural damage due to cold weather; (4) repair of structural damage due to antenna installations or other attachments for which the tank was not originally designed; (5) resolution of operational problems or repair of structural damage or site damage caused by physical conditions below the surface of the ground; (6) negligent acts of Owner's employees, agents or contractors; (7) damages, whether foreseen or unforeseen, caused by the Owner's use of pressure relief valves; (8) repairs to the foundation of the tank; (9) any responsibilities or services except as set forth in Sections 1 and 2; or (10) other conditions which are beyond the Owner's and Company's control, including, but not limited to: acts of God and acts of terrorism. Acts of terrorism include, but are not limited to, any damage to the tank or tank site which results from unauthorized entry of any kind to the tank site or tank.

**7. Termination.** The Owner shall have the right to continue this Contract for a 10 year term period providing payment of the annual fees is in accordance with the terms herein. This Contract is subject to termination by the Owner only if written notice of intent to terminate is received by the Company ninety (90) days prior to the first day of the upcoming Contract Year. Notice of Termination is to be delivered by registered mail to Utility Service Co., Inc., Attention: Customer Service, P O Box 1350, Perry, Georgia 31069, and signed by three (3) authorized voting officials of the Owner's management and/or Commissioners.

**8. Assignment.** The Owner may not assign or otherwise transfer all or any of its interest under this Contract without the prior written consent of the Company. If the Company agrees to the assignment, the Owner shall remain responsible under this Contract, until its assignee assumes in full and in writing all of the obligations of the Owner under this Contract. Any attempted assignment by Owner in violation of this provision will be void and of no effect.

**9. Indemnification.** THE COMPANY AGREES TO INDEMNIFY THE OWNER AND HOLD THE OWNER HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE COMPANY OR ITS SUBCONTRACTORS, AGENTS, OR EMPLOYEES. IN TURN, THE OWNER AGREES TO INDEMNIFY THE COMPANY AND HOLD THE COMPANY HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE OWNER OR ITS CONTRACTORS, AGENTS, OR EMPLOYEES. THE INDEMNIFICATION PROVIDED IN THIS PARAGRAPH DOES NOT AFFECT THE COMPANY'S LIMITATIONS OF LIABILITY SET FORTH IN OTHER PARAGRAPHS OF THIS CONTRACT.

**10. Assignment of Receivables.** The Company reserves the right to assign any outstanding receivables from this Contract to its Bank or other Lending Institutions as collateral for any loans or lines of credit.

**11. Miscellaneous Items.** No modifications, amendments, or alterations of this Contract may be made except in writing signed by all the parties to this Contract. No failure or delay on the part of any party hereto in exercising any power or right hereunder shall operate as a waiver thereof. The parties expressly warrant that the individuals who sign below are authorized to bind them.

**12. Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings, and agreement relating to the subject matter hereof, whether oral or written.

This Contract is executed and effective as of the date last signed by the parties below.

OWNER:

Town of Berryville

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

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Seal:

COMPANY:

Utility Service Co., Inc.

By: D. Michael Buchanan

Title: Deputy Chief Financial Officer

Print Name: D. Michael Buchanan

Date: February 20, 2017

Witness: Lara Anderson

Seal:



**Town of Berryville**  
**Utilities Department**  
101 Chalmers Court Suite A  
Berryville, VA 22611



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www.berryvilleva.gov

July 7, 2017

### Berryville Tank Painting Expense Schedule Update

The following includes two scenarios, worst case followed by best case, as to when we expect the expenses for the tank painting to be due. Utility service will bill for each tank individually upon completion of the work. Once work is completed, the invoicing will be due the first quarter of each following fiscal year. Years one through five are being handled under the CIP budget. Following years will be handled under the facility maintenance budget code 501-4012222-3310 which will increase the line item budget in those years by approximately \$9,000.

#### Scenario One

This is the worst case scenario with each tank taking the maximum amount of time. Second quarter of FY 18 we expect to have a payment of \$88,759 due for the first year installment on the Southeast tank. First quarter FY 19 will have the second year for the Southeast and first year for the 3MG tanks due totaling \$364,010. Second quarter FY 19 will have completion of the Northwest tank and a \$69,218 payment due. At this point all three tanks will be completed.

FY 20, 21, and 22 will have payments of \$85,073 due first quarter as yearly installments to finish paying for the painting and mixing of the tanks. FY 23 first quarter will have a balance due of \$68,293 as the Southeast tank will have been paid off the previous year. FY 23 will have an increase in the maintenance budget of \$2,600 to cover the yearly contract fees for tank maintenance. FY 24 will have an increase of an additional \$6,000 to cover the cost of annual contracted maintenance of the tanks until the current contracts would run out in FY 26 for the Southeast tank and FY 27 for the other two. At that time a renegotiation of service contract would need to take place.

#### Scenario Two

This is the best case scenario with everything happening quickly and best case weather conditions for the projects. First quarter FY 18 would have completion of the Southeast tank and an \$88,759 billing due. Second quarter FY 18 would have the Northwest tank completed and a bill for \$69,218 due. Fourth quarter FY 18 would have the 3MG tank completed and a bill

**Patricia Dickinson**  
*Mayor*

**Harry Lee Arnold, Jr.**  
*Recorder*

#### *Council Members*

**Donna Marie McDonald**  
*Ward 1*

**Allen Kitselman, III**  
*Ward 2*

**Erecka L. Gibson**  
*Ward 3*

**David L. Tollett**  
*Ward 4*

**Keith R. Dalton**  
*Town Manager*

**Town of Berryville**  
**Utilities Department**  
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Berryville, VA 22611



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of \$292,023 due. The first quarters of FY 19, 20, 21, and 22 would then have a bill due of \$85,073 due. FY 23 through 27 will have line item 501-4012222-3310 increased by \$8,500 to cover contracted maintenance cost for the three tanks.

Clarke County EMS has also informed us that because of the nature of needed additional response during the time the 3MG tank will be painted, additional staffing will be required. This cost will be as much as \$15,000 and would occur if approved during the painting of the 3MG tank. This is billing \$180 per day of additional staffing requirement which CCEMS has asked that we cover.

There is little utility department overtime expected to handle this project but we are estimating one day coverage per month of work or ten eight-hour days. Cost estimates are for one of the more experienced operators to ensure estimating enough funds and salary has been calculated at the overtime rate giving us an estimated cost of \$300 per day or a total possible cost of \$3,000 of overtime. Overtime would most likely occur, if at all, while the 3MG tank is out of service to cover illness or vacations if needed.

Attached is an excel spreadsheet showing the tank schedules.

Sincerely,

David A Tyrrell  
Director of Utilities

**Patricia Dickinson**  
*Mayor*

**Harry Lee Arnold, Jr.**  
*Recorder*

*Council Members*

**Donna Marie McDonald**  
*Ward 1*

**Allen Kitselman, III**  
*Ward 2*

**Erecka L. Gibson**  
*Ward 3*

**David L. Tollett**  
*Ward 4*

**Keith R. Dalton**  
*Town Manager*



# Attachment 11

## **Report of the Department of Public Works**

**July 5, 2017**

### **Water**

The Treadwell Street water improvement project is nearly complete. The installation of the eight inch water main is complete but testing must occur before the line is placed in service. Once we receive the results of the testing we will then install the new water laterals to the main and put the new fire hydrant in service.

We experienced one water leak last month. The leak occurred at the intersection of North Church and Main Street. With the use of our leak locating device and correlators we were able to pinpoint the leak. It showed the leak was about five feet to the north of the stamped crosswalk. The leak was found to be in the same area as the electric lines that supply power to the crosswalk signals. Excavating the area was going to be difficult due to the location of the power lines. I discussed this with Mr. Dalton and made the decision to Hydro-Excavate the leak. This is done by using a Vacuum-Truck and high pressure water to remove all the soils and debris and expose all utilities without the danger of damaging the power lines which could result in costly repairs and employee's injuries or worse. By using the hydro-excavating process we were able to find all existing utilities and locate the source of the leak. The leak was caused by an old  $\frac{3}{4}$ " unknown service line that was headed to the west. We also located another 1" service that was not in service. Both corporation stops were removed from the main and stainless steel repair sleeves were installed to cover the old connections. By using the hydro excavating method we were able to complete the repairs and have North Church back open for traffic in four hours.

### **General Information**

W-L Construction has finished the paving contracts for the spring 2017 milling and paving projects. They have agreed to do our summer and fall of 2017 milling and paving projects at the same pricing provided for spring projects.

Reyes Concrete has completed the removal and installation of designated sidewalks that were either broken or trip hazards. We have identified several more sections of sidewalks that need repair and will get on Reyes's schedule to replace them as soon as possible.

### **Sewer**

We had no sewer blockages or pump stations problems this past month.