

BERRYVILLE TOWN COUNCIL
MEETING AGENDA
Regular Meeting
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Tuesday, October 10, 2017
7:00 p.m.

<u>Item</u>	<u>Attachment</u>
1. Call to Order – Patricia Dickinson, Mayor	
2. Closed Session – The Berryville Town Council will enter closed session in accordance with §2.2-3711-A-7, Code of Virginia, in order to consult with legal counsel concerning the Town entering into an agreement relating to a public transportation project.	1↓
a. Adopt motion to enter closed session	
b. Reconvene in open session	
c. Adopt closed session resolution by roll call	
<i>REGULAR SESSION WILL BEGIN NO EARLIER THAN 7:30 pm</i>	
3. Pledge of Allegiance	
4. Approval of Agenda	
5. Citizens' Forum	
6. Consent Agenda Motion	2↓
Minutes of Regular Meeting – 9/12/17	
Minutes of Community Imp. Committee – 9/25/17	
Minutes of Budget and Finance Committee – 9/26/17	
Minutes of Police and Security Committee – 9/29/17	
Minutes of Streets and Utilities Committee Meeting – 9/26/17	
7. Report of Patricia Dickinson, Mayor	
8. Report of Harry Lee Arnold, Jr., Recorder	
9. Report of Christy Dunkle, Asst. Town Manager for Community Development	
Monthly Report	3↓
Jackson Drive SWMA Bond	4↓

<u>Item</u>	<u>Attachment</u>
10. Report of Keith Dalton, Town Manager	
11. Report of Erecka Gibson – Chair, Budget and Finance Committee Report of Desiree Moreland, Treasurer	5
12. Report of Donna McDonald – Chair, Community Improvements Committee Livery Stable Evaluation	6↕
13. Report of David Tollett – Chair, Police and Security Committee Report of Neal White, Chief of Police	7
14. Report of Patricia Dickinson – Chair, Streets and Utilities Committee Report of David Tyrrell, Public Utilities Director	8
Report of Rick Boor, Public Works Director	9
Revised FY2018 Street Work Priorities	10↕
15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee	
16. Other	
17. Adjourn	

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

Attachment 1

TOWN OF BERRYVILLE
TOWN COUNCIL
MOTION TO ENTER CLOSED SESSION

DATE: October 10, 2017

MOTION BY:

SECOND BY:

I move that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-7, Code of Virginia, in order to consult with legal counsel concerning the Town entering an agreement relating to a public transportation project.

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: _____
Harry Lee Arnold, Jr., Recorder

TOWN COUNCIL
MOTION
CLOSED SESSION RESOLUTION

DATE: October 10, 2017

MOTION BY:

SECOND BY:

I move that the Council of the Town of Berryville adopt the following resolution certifying it has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

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

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: _____
Harry Lee Arnold, Jr., Recorder

Attachment 2

BERRYVILLE TOWN COUNCIL
MOTION TO APPROVE CONSENT AGENDA

Date: October 10, 2017

Motion By:

Second By:

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

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
September 12, 2017
7:30 p.m.

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

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Chief Neal White, Berryville Police Dept.; Dave Tyrrell, Director of Public Utilities; Ann Phillips, Town Clerk

Press: Cathy Kuehner, Winchester Star

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 Recorder Arnold, seconded by Council member Tollett, the agenda was approved as presented unanimously.

4. Public Hearings

- a. Donald Riesgraf (Owner, DBSR, LLC), is requesting a Special Use Permit in order to allow contractor's establishment and light warehousing with outdoor storage per Section 609.3(a) of the Berryville Zoning Ordinance on the property located at 40 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-26, zoned L-1 Industrial. SUP 02-17

Ms. Dunkle said the Planning Commission had made a site visit prior to holding a public hearing on the matter. She described the conditions that the Planning Commission recommended be incorporated into the approval of the Special Use Permit. The applicant, Donald Riesgraf, addressed the Council about his request. Mayor Dickinson asked about the number of lights, and Mr. Riesgraf noted there would be seven downward-casting lights.

The only speaker for the public hearing was Clissy Funkhouser who is an adjoining property owner. She requested the chain link fence facing her property 15' from the property line be black with black slats, the evergreens be hardy, and the lighting be zero-foot candles at the property line.

The public hearing was closed.

- b. The Berryville Planning Commission is sponsoring text amendments to the Berryville Zoning Ordinance in order to remove references to the Town of Berryville Stormwater Management Ordinance and replacing them to reference the Commonwealth of Virginia Stormwater Management Program (VSMP) following the repeal of the Town's Stormwater Management Ordinance. TA 01-17

Ms. Dunkle said the changes were necessary as a result of the repeal of the Town of Berryville Stormwater Management Ordinance in April, 2017.

There were no public hearing speakers. The public hearing was closed.

- c. The Berryville Planning Commission is sponsoring text amendments to the Berryville Zoning Ordinance in order to repeal and readopt Section 322 Erosion and Sediment Control updating the ordinance to align with regulations of the Commonwealth of Virginia. TA 02-17

Ms. Dunkle said the Planning Commission recommended that Council approve the modifications as presented. She said the changes reflect updated language to the model ordinance from the Commonwealth of Virginia including changes to code references, the addition of definitions, and identifying the Virginia Department of Environmental Quality as the regulatory agency overseeing erosion and sediment control programs.

There were no public hearing speakers. The public hearing was closed.

5. Citizens' Forum

The speakers were as follows:

Julie Abrera, representing Berryville Main Street, provided an update on the organization's activities, and thanked the Council for supporting the organization.

Bryant Condrey, representing the Tree Board, provided a report on the Board's mission and vision and noted some planned activities.

6. Consent Agenda

The consent agenda was unanimously approved on motion of Recorder Arnold, seconded by Council member Kitselman. The items on the Consent Agenda were:

Minutes of Regular Meeting – 8/8/17

Minutes of Budget and Finance Committee – 8/24/17

Minutes of Police and Security Committee – 8/24/17

Minutes of Streets and Utilities Committee Meeting – 8/25/17

Minutes of Personnel Committee Meeting – 9/6/17

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson said she is still seeking a Chairperson for the Event Planning Committee for the 2018-2019 commemoration of WWI and WWII anniversaries and the founding of the American Legion.

8. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold had nothing to report.

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

Donald Riesgraf (Owner, DBSR, LLC), is requesting a Special Use Permit

Ms. Dunkle noted the Special Use Permit requested by Donald Riesgraf. There was discussion of the conditions requested by Ms. Funkhouser, the adjoining property owner, and Mr. Riesgraf said he was willing to comply with the requested conditions.

Mayor Dickinson noted a concern regarding the use applied for and the section of the Ordinance used by the Planner to determine the buffer and the height of the lights. She said another section of the Ordinance would require a larger buffer. Council member Kitselman said the Planning Commission has recommended approval of the use and the Planner has worked with the adjoining property owners to assure any concerns have been addressed. He said he would not second-guess staff on the matter.

Mayor Dickinson said there will be boats and noisy construction equipment stored at the sight. She said the Planning Commission minutes from the July meeting referenced two lights, but the number is now seven, and added that the buffer was also discussed. Council member Kitselman inquired about the motivation for questioning this permit approval. He said the Planning Commission looked at the matter, and the professional staff has reviewed the information and worked with the adjacent property owners. He said the applicant wants to bring revenue to the Town in an industrial area that needs help and he questioned why the Mayor was objecting to the project. Mayor Dickinson said section 503.4 of the Zoning Ordinance states the Council's responsibilities when reviewing special use permit applications.

Council member Gibson noted that the tree buffer will eventually shield the lights at the planned height.

Mr. Dalton noted that he had a conversation with Council member McDonald who was unable to attend the meeting. He said she asked him to say that she was in favor of the special use permit being granted and had no concerns on the matter.

Council member Kitselman moved that the Council of the Town of Berryville approve SUP 02-17 in order to operate a contractor's establishment and light warehousing with outdoor storage per Section 609.3(a) of the Berryville Zoning Ordinance on the property located at 40 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-26, zoned L-1 Industrial with the following conditions:

1. A landscape buffer, including a fence, of 15' against the residentially zoned property to the east;
2. 8' chain link fence with slats on the inside of the tree border or landscape buffer;
3. Buffer will include Leyland Cypress and a variety of hardy evergreens at a starting height of 6-8';
4. All lights shall be downcast inward and not be directed onto adjacent properties;
5. Lights without surveillance cameras are timed to turn off at 10:00 pm;
6. The fence against the residentially zoned property to the east will be black with black slats;
7. The goal for the lighting will be zero foot-candles at the property line.

Council member Tollett seconded the motion. The Council discussed the motion. Ms. Dunkle clarified the fence location.

Council member Kitselman amended his motion to read as follows: I move that the Council of the Town of Berryville approve SUP 02-17 in order to operate a contractor's establishment and light warehousing with outdoor storage per Section 609.3(a) of the Berryville Zoning Ordinance on the property located at 40 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-26, zoned L-1 Industrial with the following conditions:

1. A landscape buffer of 15' against the residentially zoned property to the east;
2. 8' chain link fence with slats on the inside of the tree border or landscape buffer;

3. Buffer will include Leyland Cypress and a variety of hardy evergreens at a starting height of 6-8’;
4. All lights shall be downcast inward and not be directed onto adjacent properties;
5. Lights without surveillance cameras are timed to turn off at 10:00 pm;
6. The fence against the residentially zoned property to the east will be black with black slats;
7. The goal for the lighting will be zero foot-candles at the property line.

Council member Tollett seconded the motion which carried as follows:

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

Text Amendments to remove references to the Town Stormwater Management Ordinance

Ms. Dunkle noted the next action item for text amendments to the Berryville Zoning Ordinance necessary as a result of the repeal of the Town of Berryville Stormwater Management Ordinance in April 2017. Council member Gibson moved that the Council of the Town of Berryville adopt the attached ordinance amending Sections 305, 310, and 314 of the Town of Berryville Zoning Ordinance modifying references to the Town’s Stormwater Management Ordinance after its repeal in April, 2017. Council member Tollett seconded the motion which carried as follows:

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

AN ORDINANCE AMENDING THE
 TOWN OF BERRYVILLE ZONING ORDINANCE

BE IT ORDAINED, by the Council of the Town of Berryville, that the Town of Berryville Zoning Ordinance be modified as follows:

Section 305.1 A.: Stormwater shall be managed in accordance with ~~the Town of Berryville Stormwater Ordinance~~ Virginia Stormwater Management Program regulations.

Section 309.9(b): All provisions of Town ordinance and Virginia Stormwater Management Program regulations regarding storm drainage shall be complied with.

Section 310.10(b): All provisions of Town ordinance and Virginia Stormwater Management Program regulations regarding storm drainage shall be complied with.

Section 314.6(p): Provision for the adequate disposition of natural and storm water indicating the location, sizes, types, and grades of ditches, catch basins, detention ponds (showing 10-year and 100-year elevations), and pipes and connections to existing drainage systems. Plans shall be in accordance with the Berryville Stormwater System Master Plan and Virginia Stormwater Management Program regulations.

SIGNED: _____
 Patricia Dickinson, Mayor

ATTEST: _____
 Harry Lee Arnold, Jr., Recorder

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

Text Amendments to the Berryville Zoning Ordinance in order to repeal and readopt Section 322
Ms. Dunkle noted the next action item recommended by the Planning Commission for approval of changes to Berryville Zoning Ordinance reflecting updated language to the model ordinance from the Commonwealth of Virginia including changes to code references, the addition of definitions, and identifying the Virginia Dept. of Environmental Quality as the regulatory agency overseeing E & S. **Council member Kitselman moved that the Council of the Town of Berryville adopt the attached ordinance to repeal and readopt Section 322 Erosion and Sediment Control of the Town of Berryville Zoning Ordinance in order to conform to Commonwealth of Virginia model ordinance changes.** Council member Gibson seconded the motion which carried as follows:

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

AN ORDINANCE REPEALING AND READOPTING SECTION 322 EROSION AND SEDIMENT CONTROL OF THE TOWN OF BERRYVILLE ZONING ORDINANCE

BE IT ORDAINED, by the Council of the Town of Berryville that the Town of Berryville Zoning Ordinance be modified by repealing and readopting Section 322 Erosion and Sediment Control as attached.

SIGNED: _____
Patricia Dickinson, Mayor

ATTEST: _____
Harry Lee Arnold, Jr., Recorder

322 EROSION AND SEDIMENT CONTROL ORIDINANCE (12/07; 00/17)

322.1 TITLE, PURPOSE, AND AUTORITY

This ordinance shall be known as the “Erosion and Sediment Control Ordinance of the Town of Berryville”. The purpose of this chapter is to prevent degradation of properties, stream channels, waters and other natural resources of the Town of Berryville by establishing requirements for the control of soil erosion, sediment deposition and non-agricultural runoff, and by establishing procedures whereby these requirements shall be administered and enforced.

This Chapter is authorized by the Code of Virginia, ~~Title 10.1, Chapter 5, Article 4 (§101.1-560 et.seq.)~~ **Title 62.1, Chapter 3.1. Article 2.4**, known as the Virginia Erosion and Sediment Control Law.

322.2

DEFINITIONS

Agreement in lieu of a plan – a contract between the plan-approving authority and the owner that specifies conservation measures that must be implemented in the construction of a single-family residence; this contract may be executed by the plan-approving authority in lieu of a formal site plan.

Applicant – any person submitting an erosion and sediment control plan for approval or requesting the issuance of a permit, when required, authorizing land-disturbing activities to commence.

Board – The Virginia ~~Soil and Water Conservation Board~~ **State Water Control Board**.

Certified inspector – an employee or agent of a program authority who (i) holds a certificate of competence from the Board in the area of project inspection, or (ii) is enrolled in the Board’s training program for project inspection and successfully completes such program within one year after enrollment.

Certified plan reviewer – an employee or agent of a program authority who (i) holds a certificate of competence from the Board in the area of a plan review, (ii) is enrolled in the Board’s training program for plan review and successfully completes such program within one year after enrollment, or (iii) is licensed as a professional engineer, architect, certified landscape architect or land surveyor pursuant to Article I (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 **or a professional soil scientist as defined in § 54.1-22** of the Code of Virginia.

Certified program administrator – an employee or agent of a program authority who (i) holds a certificate of competence from the Board in the area of program administration or (ii) is enrolled in the Board’s training program for program administration and successfully completes such program within one year after enrollment.

Clearing – any activity which removes the vegetative ground cover including, but not limited to, root mat removal or top soil removal.

Department – the ~~Department of Conservation and Recreation~~ **Department of Environmental Quality**.

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

Director – means the director of the ~~Department of Conservation and Recreation~~ **Department of Environmental Quality**.

District or Soil and Water Conservation District – refers to the Lord Fairfax Soil and Water Conservation District.

Erosion and Sediment Control Plan or Plan – a document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, and appropriate soil and water plan inventory, and management information with needed interpretations and a record of decisions and all information deemed necessary by the **VESCP** plan approving authority to assure that the entire unit or units of land will be so treated to achieve the conservation objectives.

Erosion impact area – an area of land not associated with current land-disturbing activity but subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of 10,000 square feet or less used for residential purposes.

Excavating – any digging, scooping or other methods of removing earth materials.

Filling – any depositing or stockpiling of earth materials.

Grading – any excavating or filling of earth material or any combination thereof, including the land in its excavated or filled conditions.

Land-disturbing activity – any ~~land change which~~ **man-made change to the land surface that** may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land, except that the term shall not include:

- (1) Minor land-disturbing activities such as home gardens and individual home landscaping, repairs and maintenance work;
- (2) Individual service connections;
- (3) Installation, maintenance, or repair of any underground public utility lines when such activity occurs on an existing hard-surface road, street or sidewalk provided such land-disturbing activity is confined to the area of the road, street or sidewalk which is hard-surfaced;
- (4) Septic tank lines or drainage fields unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
- (5) ~~Surface or deep mining~~ **Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted pursuant to Title 45.1 of the Code of Virginia;**
- (6) ~~Exploration or drilling for oil and gas including the well site, roads, feeder lines, and off-site disposal areas~~ **Tilling, planting, or harvesting or agricultural, horticultural, or forest crops, or livestock feedlot operations; including engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; however, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or**

natural in accordance with the provisions of Chapter 11 (§ 10.1-1100 et seq.) of Title 10.1 of the Code of Virginia or is converted to bona fide agricultural or improved pasture use as described in Subsection B of § 10.1-1163;

- (7) ~~Tilling, planting, or harvesting of agricultural, horticultural, or forest crops, or livestock feedlot operations; including engineering operations and agricultural engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds not required to comply with the Dam Safety Act, Article 2, (§10.1-604 et seq.) of Chapter 6 or the Code of Virginia, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; however, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.1-1100 et seq.) of the Code of Virginia or is converted to bona fide agricultural or improved pasture use as described in Subsection B of § 10.1-1163; Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities and other related structures and facilities of a railroad company;~~
- (8) ~~Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities and other related structures and facilities of a railroad company~~ **Agricultural engineering operations including but not limited to the construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds not required to comply with the provisions of the Dam Safety Act (Va. Code §10.1-604 et seq.), ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation;**
- (9) **Disturbed land areas of less than 10,000 square feet in size, or less than 2,500 square feet in all areas of the jurisdiction designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations;**
- (10) Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;
- (11) Shoreline erosion control projects on tidal waters when all of the land disturbing activities are within the regulatory authority of and approved by local wetlands boards, or the Marine Resources Commission or the United States Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to this ordinance; and
- (12) Emergency work to protect life, limb or property, and emergency repairs; however, if the land-disturbing activity would have required an approved erosion and sediment control plan, if the activity were not an emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirements of the plan-approving authority.

Land Disturbing Permit or approval – a permit issued by the Town of Berryville for clearing, filling, excavating, grading, transporting of land or for any combination thereof or for any ~~purpose set forth herein~~ **other land disturbing activity.**

~~Local erosion and sediment control program or local control program~~ – an outline of

~~the various methods employed by the Town of Berryville to regulate land-disturbing activities and thereby minimize erosion and sedimentation in compliance with the state program and may include such items as local ordinances, policies and guidelines, technical materials, inspection, enforcement, and evaluation.~~

Natural channel design concepts – the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bankfull storm event within its banks and allows larger flows to access its bankfull bench and its floodplain.

Owner – the owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm or corporation in control of a property.

Peak Flow Rate – the maximum instantaneous flow from a given storm condition at a particular location.

Permit, state – an approval to conduct a land-disturbing activity issued by the Board in the form of a State stormwater individual permit or coverage issued under a State general permit.

Permittee – the person to whom the ~~permit authorizing~~ land-disturbing ~~activities~~ **approval** is issued or the person who certifies that the approved erosion and sediment control plan will be followed.

Person – any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town or other political subdivision of the Commonwealth, ~~any interstate body, or any other legal entity~~ **governmental body, including a federal or state entity as applicable, any interstate body, or any other legal entity.**

Plan-approving authority, VESCP – the Zoning Administrator responsible for determining the adequacy of a plan submitted for land-disturbing activities on a unit or units or lands and for approving plans.

Program authority or VESCP Authority – the Town of Berryville which has adopted a soil erosion and sediment control program that has been approved by the Board.

Responsible Land Disturber or RLD – an individual ~~from the project or development team, who will be in charge of and~~ **holding a certificate issued by the department who is** responsible for carrying out ~~a the~~ land-disturbing activity **in accordance with the approved ESC plan. The RLD may be the owner, applicant, permittee, designer, superintendent, project manager, contractor, or any other project or development team member. The RLD must be designated on the ESC plan or**

~~permit as a prerequisite for engaging in land disturbance. covered by an approved plan or agreement in lieu of a plan, who (i) holds a Responsible Land Disturber certificate of competence, (ii) holds a current certificate of competence from the Board in the areas of Combined Administration, Program Administration, Inspection, or Plan Review, (iii) holds a current Contractor certificate of competence for erosion and sediment control, or (iv) is licensed in Virginia as a professional engineer, architect, certified landscape architect or land surveyor pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia.~~

Runoff volume – the volume of water that runs off the land development project from a prescribed storm event.

Single-family residence – a noncommercial dwelling that is occupied exclusively by one family.

~~**State Erosion and Sediment Control Program or State Program** – the program administered by the Virginia Soil and Water Conservation Board pursuant to the Code of Virginia, including regulations designed to minimize erosion and sedimentation.~~

State waters – all waters on the surface and under the ground wholly or partially within or bordering the Commonwealth or within its jurisdictions.

Town – the incorporated Town of Berryville.

Transporting – any moving of earth materials from one place to another place other than such movement incidental to grading, when such movement results in destroying the vegetative ground cover either by tracking or the buildup of earth materials to the extent that erosion and sedimentation will result from the soil or earth materials over which such transporting occurs.

Virginia Erosion and Sediment Control Program or VESCP – a program approved by the Board that has been established by a VESCP authority for the effective control of soil erosion, sediment deposition, and non-agricultural runoff associated with a land-disturbing activity to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources and shall include such items where applicable as local ordinances, rules, permit requirements, annual standards and specifications, policies and guidelines, technical materials, and requirements for plan review, inspection, enforcement where authorized in this article, and evaluation consistent with the requirements of this article and its associated regulations.

Water quality volume – the volume equal to the first one-half inch of runoff multiplied by the impervious surface of the land development project.

322.3

LOCAL EROSION AND SEDIMENT CONTROL PROGRAM

~~A. Pursuant to § 10.1-562 of the Code of Virginia, the Town of Berryville hereby adopts the regulations, references, guidelines, standards and specifications~~

~~promulgated by the Board for the effective control of soil erosion and sediment deposition to prevent the unreasonable degradation of properties, stream channel waters and other natural resources. Said regulations, references, guidelines, standards and specifications for erosion and sediment control are included in but not limited to the “Virginia Erosion and Sediment Control Regulation” and the Virginia Erosion and Sediment Control Handbook, as amended.~~

~~In addition, in accordance with § 10.1-561 of the Code of Virginia, stream restoration and relocation projects that incorporate natural channel design concepts that are not man-made channels and shall be exempt from any flow rate capacity and velocity requirements for natural or man-made channels.~~

~~In accordance with § 10.1-561 of the Code of Virginia, any land-disturbing activity that provides for stormwater management intended to address any flow rate capacity and velocity requirements for natural or manmade channels shall satisfy the flow rate capacity and velocity requirements for natural or manmade channels if the practices are designed to (i) detain the water quality volume and to release it over 48 hours; (ii) detain and release over a 24-hour period the expected rainfall resulting from the one-year, 24-hour storm; and (iii) reduce the allowable peak flow rate resulting from the 1.5-, 2- and 10-year, 24-hour storms to a level that is less than or equal to the peak flow rate from the site assuming it was in a good forested condition, achieved through multiplication of forested peak flow rate by a reduction factor that is equal to the runoff volume from the site when it was in good forested condition divided by the runoff volume from the site in its proposed condition, and shall be exempt from any flow rate capacity and velocity requirements for natural or manmade channels.~~

~~B. Before adopting or revising regulations, the Town of Berryville shall give due notice and conduct a public hearing on the proposed or revised regulations, except that a public hearing shall not be required when the Town of Berryville is amending its program to conform to revisions in the state program. However, a public hearing shall be held if the Town of Berryville proposes or revises regulations that are more stringent than the state program.~~

~~C. Pursuant to § 10.1-561.1 of the Code of Virginia, an erosion control plan shall not be approved until it is reviewed by a certified plan reviewer. Inspections of land-disturbing activities shall be conducted by a certified inspector. The Erosion Control Program of the Town of Berryville shall contain a certified program administrator, a certified plan reviewer, and a certified inspector, who may be the same person.~~

~~D. The Town of Berryville hereby designates the Zoning Administrator as the plan-approving authority.~~

~~E. The program and regulations provided for in this ordinance shall be made available for public inspection at the office of the Zoning Administrator.~~

Pursuant to § 62.1-44.15:44 of the Code of Virginia, the Town of Berryville hereby establishes a VESCP program and adopts the regulations promulgated by the Board (for the effective control of soil erosion and sediment deposition to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources) and the *Virginia Erosion & Sediment Control Handbook*, third edition. In accordance with § 62.1-44.15:52 of the Code of Virginia, any plan

approved prior to July 1, 2014 that provides for stormwater management that addresses any flow rate capacity and velocity requirements for natural or man-made channels shall satisfy the flow rate capacity and velocity requirements for natural or man-made channels if the practices are designed to (i) detain the water quality volume and to release it over 48 hours; (ii) detain and release over a 24-hour period the expected rainfall resulting from the one year, 24-hour storm; and (iii) reduce the allowable peak flow rate resulting from the 1.5-, 2-, and 10-year, 24-hour storms to a level that is less than or equal to the peak flow rate from the site assuming it was in a good forested condition, achieved through multiplication of the forested peak flow rate by a reduction factor that is equal to the runoff volume from the site when it was in a good forested condition divided by the runoff volume from the site in its proposed condition, and shall be exempt from any flow rate capacity and velocity requirements for natural or man-made channels.

- A. For plans approved on and after July 1, 2014, the flow rate capacity and velocity requirements for natural and man-made channels shall be satisfied by compliance with water quantity requirements specific in § 62.1-44.15:28 of the Stormwater Management Act and 9VAC25-870-66 of the Virginia Stormwater Management Program (VSMP) regulations, unless such land-disturbing activities are in accordance with the grandfathering provisions of the Virginia Stormwater Management Program (VSMP) Regulations.
- B. Pursuant to § 62.1-44.15:53 of the Code of Virginia, an erosion control plan shall not be approved until it is reviewed by a certified plan reviewer. Inspections of land-disturbing activities shall be conducted by a certified inspector. The Erosion Control Program of the Town of Berryville shall contain a certified program administrator, a certified plan reviewer, and a certified inspector (who may be the same person).
- C. The Town of Berryville hereby designates the Zoning Administrator as the plan-approving authority.
- D. The program and regulations provided for in this ordinance shall be made available for public inspection at the office of the Zoning Administrator.

322.4

SUBMISSION AND APPROVAL OF PLANS; CONTENTS OF PLANS

- A. Except as provided herein, no person may engage in any land-disturbing activity until he or she has submitted to the Zoning Administrator for the Town of Berryville an erosion and sediment control plan for the land-disturbing activity and such plan has been approved by the ~~plan-approving~~ **VESCP** authority. **No approval to begin land disturbing activity will be issued unless evidence of state permit coverage is obtained where it is required.** Where land-disturbing activities involve lands under the jurisdiction of more than one ~~local-control program~~ **VESCP**, an erosion and sediment control plan, at the option of the applicant, may be submitted to the ~~Board~~ **Department** for review and approval rather than to each jurisdiction concerned. Where the land-disturbing activity

results from the construction of a single-family residence, an “agreement in lieu of a plan” may be substituted for an erosion and sediment control plan if executed by the plan-approving authority.

- B. The standards contained within the “Virginia Erosion and Sediment Control Regulations”, the Virginia Erosion and Sediment Control Handbook as amended is to be used by the applicant when making a submittal under the provisions of this ordinance and in the preparation of an erosion and sediment control plan. The plan-approving authority, in considering the adequacy of a submitted plan, shall be guided by the same standards, regulations and guidelines. When the standards vary between publications, the State regulations shall take precedence.
- C. The **VESCP** plan-approving authority shall review **conservation erosion and sediment control** plans submitted to it and grant written approval within **45 60** days of the receipt of the plan if it determines that the plan meets the requirements of the **Erosion and Sediment Control Law and the** Board’s regulations, and if the person responsible for carrying out the plan certifies that s/he will properly perform the **conservation** measures included in the plan and will conform to the provisions of this **artiele ordinance**. In addition, as a prerequisite to engaging in the land-disturbing activities shown on the approved plan, the person responsible for carrying out the plan shall provide the name of **the responsible land disturber, an individual holding a certificate of competence**, to the program authority, as provided by ~~§ 10.1-561~~ **§ 62.1-44.15:52** of the Virginia Erosion and Sediment Control Law, who will be in charge of and responsible for carrying out the land-disturbing activity. Failure to provide the name of **an individual holding a certificate of competence the responsible land disturber** prior to engaging in land-disturbing activities may result in revocation of the approval of the plan and the person responsible for carrying out the plan shall be subject to the penalties provided in this ordinance.
- D. ~~The plan shall be acted upon within 45 days from receipt thereof by either approving said plan in writing or by disapproving said plan in writing and giving specific reasons for its disapproval. When the plan is determined to be inadequate, the plan approving authority shall specify such modifications, terms and conditions that will permit approval of the plan. If no action is taken within 45 days, the plan shall be deemed approved by the person authorized to proceed with the proposed activity. When the plan is determined to be inadequate, written notice of disapproval stating the specific reasons for disapproval shall be communicated to the applicant within 45 days. The notice shall specify such modifications, terms, and conditions that will permit approval of the plan. If no action is taken within 45 days, the plan shall be deemed approved and the person authorized to proceed with the proposed activity.~~
- E. **The VESCP authority shall act on any erosion and sediment control plan that has been previously disapproved within 45 days after the plan has been revised, resubmitted for approval, and deemed adequate.**
- F. **An approved plan may be changed by the plan-approving authority when The VESCP authority may require changes to an approved plan when:**
 - (1) The inspection reveals that the plan is inadequate to satisfy applicable regulations; or

- (2) The person responsible for carrying out the plan finds that because of changed circumstances or for other reasons the approved plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of this ordinance, are agreed to by the plan-approving authority and the person responsible for carrying out the plans.
- G. Variances: The **VESCP** plan approving authority may waive or modify any of the standards that are deemed to be **inappropriate or** too restrictive for site conditions by granting a variance. A variance may be granted under the following conditions:
- (1) At the time of plan submission, an applicant may request a variance to become part of the approved Erosion and Sediment Control Plan. The applicant shall explain the reasons for requesting variances in writing. Specific variances which are allowed by the plan-approving authority shall be documented in the plan.
 - (2) During construction, the person responsible for implementing the approved plan may request a variance in writing from the plan-approving authority. The plan-approving authority shall respond in writing either approving or disapproving such a request. If the plan-approving authority does not approve a variance within ten (10) days of receipt of the request, the request shall be considered to be disapproved. Following disapproval, the applicant may resubmit a variance request with additional documentation.
 - (3) **The VESCP authority shall consider variance requests judiciously, keeping in mind both the need of the applicant to maximize cost effectiveness and the need to protect off-site properties and resources from damage.**
- H. In order to prevent further erosion, the Town of Berryville may require approval of a plan for any land identified in the local program as an erosion impact area.
- I. When a land-disturbing activity will be required of a contractor performing construction work pursuant to a construction contract, the preparation, submission, and approval of an erosion and sediment control plan shall be the responsibility of the owner.
- J. **In accordance with the procedure set forth in § 62.1-44.15:55(E) of the Code of Virginia, any person engaging, in more than one jurisdiction, in the creation and operation of wetland mitigation or stream restoration banks, which have been approved and are operated in accordance with applicable federal and state guidance, laws, or regulations for the establishment, use, and operation of wetland mitigation or stream restoration banks, pursuant to a mitigation banking instrument signed by the Department of Environmental Quality, the Marine Resources Commission, or the U.S. Army Corps of Engineers, may, at the option of that person, file general erosion and sediment control specifications for wetland mitigation or stream restoration banks annually with the Board for review and approval consistent with guidelines established by the Board. Approval of general erosion and sediment control specifications does not relieve the owner or operator from compliance with any other local ordinances and regulations including requirements to submit**

plans and obtain permits as may be required by such ordinances and regulations.

- K. State agency projects are exempt from the provisions of this ordinance except as provided in the Code of Virginia ~~§ 10.1-564~~ **§ 62.1-44.15:56.**

322.5

PERMITS; FEES; SECURITY FOR PERFORMANCE

- A. Agencies authorized under any other law to issue grading, building, or other permits for activities involving land disturbing activities may not issue any such permit unless the applicant submits with his/her application an approved erosion and sediment control plan, ~~and~~ certification that the plan will be followed, **and evidence of state permit coverage where it is required.**
- B. No person may engage in any land-disturbing activity until s/he has acquired a land-disturbing permit, unless the proposed land-disturbing activity is specifically exempt from the provisions of this ordinance, and has paid the fees and posted the required bond.
- C. An administrative fee of \$200.00 shall be paid to the Town of Berryville at the time of submission of the erosion and sediment control plan.
- D. No land-disturbing permit shall be issued until the applicant submits with his/her application an approved erosion and sediment control plan **or agreement in lieu of an approved erosion and sediment control plan** and certification that the plan will be followed.
- E. All applicants for permits shall provide to the Town of Berryville a performance bond, cash escrow, or an irrevocable letter of credit acceptable to the Zoning Administrator, to ensure that measures could be taken by the Town of Berryville at the applicant's expense should the applicant fail, after proper notice, within the time specified to initiate or maintain appropriate conservation measures required of the applicant by the approved plan as a result of his land-disturbing activity. The amount of the bond or other security for performance shall not exceed the total of the estimated cost to initiate and maintain appropriate conservation action based on unit price for new public or private sector construction in the locality and a reasonable allowance for estimated administrative costs and inflation which shall not exceed twenty-five percent of the cost of the conservation action. Should it be necessary for the Town of Berryville to take such conservation action, the Town of Berryville may collect from the applicant any costs in excess of the amount of the surety held. Within sixty (60) days of adequate stabilization, as determined by the Zoning Administrator in any project or section of a project, such bond, cash escrow or letter of credit, or the unexpected or unobligated portion thereof shall be either refunded to the applicant or terminated, based upon the percentage of stabilization accomplished in the project or project section. These requirements are in addition to all other provisions relating to the issuance of permits and are not intended to otherwise affect the requirements for such permits.

322.6

MONITORING, REPORTS, AND INSPECTIONS

- A. **The responsible land disturber, as provided by § 62.1-44.15:52, shall be in charge of and responsible for carrying out the land-disturbing activity and**

provide for periodic inspections of the land-disturbing activity. The Town of Berryville may require the person responsible for carrying out the plan to monitor the land-disturbing activity. The person responsible for carrying out the plan will maintain records of these inspections and maintenance, to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation.

- B. The Zoning Administrator shall periodically inspect the land-disturbing activity in accordance with Section ~~4VAC50-30-60~~ **9VAC25-840-60** of the Virginia Erosion and Sediment Control Regulations to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation. The owner, permittee, or person responsible for carrying out the plan shall be given notice of the inspection. If the Zoning Administrator determines that there is a failure to comply with the plan, notice shall be served upon the permittee or person responsible for carrying out the plan by ~~registered or certified mail~~ **mailing with confirmation of delivery** to the address specified in the permit application or in the plan certification, or by delivery at the site of the land-disturbing activities to the agent or employee supervising such activities.

The notice shall specify the measures needed to comply with the plan and shall specify the time within which such measures shall be completed. Upon failure to comply within the specified time, the permit may be revoked and the permittee or person responsible for carrying out the plan shall be deemed to be in violation of this ordinance and shall be subject to the penalties provided by this ordinance.

- C. Upon ~~determination of a violation of this ordinance~~ **issuance of an inspection report denoting a violation of Va. Code §§ 62.1-44.15:55, -44.15:56**, the Zoning Administrator may, in conjunction with or subsequent to a notice to comply as specified in this ordinance, issue an order requiring that all or part of the land-disturbing activities permitted on the site be stopped until the specified corrective measures have been taken.

If land-disturbing activities have commenced without an approved plan, the Zoning Administrator may, ~~in conjunction with or subsequent to a notice to comply as specified in this ordinance~~, issue an order requiring that all of the land-disturbing activities be stopped until an approved plan or any required permits are obtained.

Where the alleged noncompliance is causing or is in imminent danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth, or where the land disturbing activities have commenced without an approval plan or any required permits, such an order may be issued without regard to whether the permittee has been issued a notice to comply as specified in this ordinance. Otherwise, such an order may be issued only after the permittee has failed to comply with such a notice to comply.

The order shall be served in the same manner as a notice to comply, and shall remain in effect for a period of seven days from the date of service pending application by the enforcing authority or permit holder for appropriate relief to the

Circuit Court of the County of Clarke. **The Town of Berryville shall serve such order for disturbance without an approved plan or permits upon the owner by mailing with confirmation of delivery to the address specified in the land records. Said order shall be posted on the site where the disturbance is occurring, and shall remain in effect until permits and plan approvals are secured, except in such situations where an agricultural exemption applies.**

If the alleged violator has not obtained an approved plan or any required permits within seven days from the date of service of the order, the Zoning Administrator may issue an order to the owner requiring that all construction and other work on the site, other than corrective measures, be stopped until an approved plan and any required permits have been obtained. Such an order shall be served upon the owner by ~~registered or certified mail~~ **mailing with confirmation of delivery** to the address specified in the permit application or the land records of the Town of Berryville.

The owner may appeal the issuance of an order to the Circuit Court of the County of Clarke.

Any person violating or failing, neglecting or refusing to obey an order issued by the Zoning Administrator may be compelled in a proceeding instituted in the Circuit Court of the County of Clarke to obey same to comply therewith by injunction, mandamus or other appropriate remedy.

Upon completion and approval of corrective action or obtaining an approved plan or any required permits, the order shall immediately be lifted.

Nothing in this section shall prevent the Zoning Administrator from taking any other action authorized by this ordinance.

322.7

PENALTIES, INJUNCTIONS, AND OTHER LEGAL ACTIONS

- A. Violators of this ordinance shall be guilty of a Class I misdemeanor.
- B. Any person who violates any provision ~~of this ordinance shall~~ **of Va. Code §§ 62.1-44.15:55. 62.1-44.15:56 shall**, upon a finding of the District Court of the County of Clarke be assessed a civil penalty. The civil penalty for any one violation shall ~~be not be less than~~ **\$100 nor more than \$1,000**, except that the civil penalty for commencement of land-disturbing activities without an approved plan shall be \$1,000. Each day during which the violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same operative set of facts result in civil penalties which exceed a total of ~~\$3,000~~ **\$10,000**, except that a series of violations arising from the commencement of land-disturbing activities without an approved plan for any site shall not result in civil penalties which exceed a total of \$10,000. **Any such civil penalties shall be in lieu of criminal sanctions and shall preclude the prosecution of such violation as a misdemeanor under subsection A of § 62.1-44.15:63.**

~~Note: The adoption of civil penalties according to this schedule shall be in lieu of criminal sanctions and shall preclude the prosecution of such violation as a misdemeanor und subsection A of this section. Refer to Code of Virginia, Section 10.1-562 J.~~

- C. The Zoning Administrator or the owner of property which has sustained damage or which is in imminent danger of being damaged, may apply to the Circuit Court of the County of Clarke to enjoin a violation or a threatened violation of ~~this ordinance of Va. Code §§ 62.1-44.15:55, -44.15:56~~, without the necessity of showing that an adequate remedy at law does not exist. However, an owner of property shall not apply for injunctive relief unless (i) he has notified in writing the person who has violated the local program, and the program authority, that a violation of the local program has caused, or creates a probability of causing, damage to his property, and (ii) neither the person who has violated the local program nor the program authority has taken corrective action within fifteen days to eliminate the conditions which have caused, or create the probability of causing, damage to his property.
- D. In addition to any criminal penalties provided under this ordinance, any person who violates any provision of this ordinance may be liable to the Town of Berryville in a civil action for damages.
- E. Without limiting the remedies which may be obtained in this section, any person violating or failing, neglecting, or refusing to obey any injunction, mandamus or other remedy obtained pursuant to this section shall be subject, in the discretion of the court, to a civil penalty not to exceed \$2,000 for each violation. A civil action for such violation or failure may be brought by the Town of Berryville. Any civil penalties assessed by a court shall be paid into the treasury of the Town of Berryville except that where the violator is the locality itself, or its agent, the court shall direct the penalty to be paid into the state treasury.
- F. With the consent of any person who has violated or failed, neglected or refused to obey any regulation or condition of a permit or any provision of this ordinance, **or order of the VESCP authority** the Town of Berryville may provide for the payment of civil charges for violations in specific sums, not to exceed the limit specified in Subsection E of this section. Such civil charges shall be instead of any appropriate civil penalty which could be imposed under Subsection **B or E**.
- G. The Commonwealth's Attorney shall, upon request of the Town of Berryville ~~or the permit issuing authority~~, take legal action to enforce the provisions of this ordinance.
- H. Compliance with the provisions of this ordinance shall be prima facie evidence in any legal or equitable proceeding for damages caused by erosion, siltation or sedimentation that all requirements of law have been met, and the complaining party must show negligence in order to recover any damages.

322.8

APPEALS AND JUDICIAL REVIEW

~~A. Any applicant under the provision of this ordinance who is aggrieved by any action of the Town of Berryville or its agent in disapproving plans submitted pursuant to this ordinance shall have the right to apply for and receive a review of such action by by the Town Council provided an appeal is filed within 30 days from the date of the action. Any applicant who seeks an appeal hearing before the Town Council shall be heard at the next regularly scheduled Town Council public hearing~~

~~provided that the Town Council and other involved parties have at least 30 days prior notice. In reviewing the agent's actions, the Town Council shall consider evidence and opinions presented by the aggrieved applicant and agent. After considering the evidence and opinions, the Town Council may affirm, reverse or modify the action. The Town Council's decision shall be final, subject only to review by the Circuit Court of the County of Clarke.~~

B. A. Final decisions of the Town of Berryville under this ordinance shall be subject to review by the County of Clarke Circuit Court, provided an appeal is filed within 30 days from the date of any written decision adversely affecting the rights, duties, or privileges of the person engaging in or proposing to engage in land disturbing activities.

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10. Report of Keith Dalton, Town Manager

Establishing Trick or Treat Hours

Mr. Dalton noted the Town Code permits the Town Council to establish the date and hours during which "trick or treating" will be permitted. **Council member Gibson moved that the Council of the Town of Berryville establish Trick or Treat Hours as 6:00 – 8:30 pm on Tuesday, October 31, 2017. Council member Kitselman seconded the motion which carried as follows:**

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

Scheduling Town Attorney for Closed Session

Mr. Dalton noted there had been earlier discussion of having Town attorney Robert Mitchell attend the October meeting for a closed session regarding the property referred to as Wheeler Lane. He said that he had not received further input and inquired whether that meeting should be scheduled. The Council discussed the matter. Council member Gibson inquired whether the decision to have Mr. Mitchell attend should be made after the September Streets and Utilities Committee meeting where the other property owner will be speaking. Recorder Arnold said he is not in favor of having Mr. Mitchell attend at this time. He said there is no urgency and the property owners may work things out. Mayor Dickinson said she would prefer to have the matter on the agenda so the issue will be resolved. Council member Kitselman said he is not sure the Council wants to resolve the issue, and perhaps the Town should not be in the middle of the issue. Council member Tollett said the issue will not be resolved except in court, and said he has stated before that his opinion is the Council should stay out of the matter and let the courts handle it. The Mayor said it appeared that three of the Council members preferred not to have Mr. Mitchell attend the October meeting for a closed session.

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

Council member Gibson had no report. She said the Committee will meet at the end of the month. Ms. Moreland noted that audit field work would start the week of September 18.

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

In the absence of Council member McDonald, Council member Kitselman said the Town received four proposals on the Structural Evaluation of the Livery Stable.

13. Report of David Tollett – Police and Security Committee

Council member Tollett noted the next Committee meeting will be on September 29 at 9:00am.

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

Mr. Tyrrell said the water tank painting project is in the permitting stage.

Water/Sewer User and Availability Fee Schedule

Mayor Dickinson noted the draft scope of work for the availability fee schedule study. She said the list of deliverables should include the spreadsheet of the rate model.

Council member Kitselman asked why the word 'recommend' had been struck. Mayor Dickinson said an engineer can calculate but that recommending a rate structure involves more such as a customer analysis. Council member Kitselman asked why an engineer would be hired if not to look at goals and objectives of the schedule. Mayor Dickinson said doing so would expand the scope. Council member Kitselman asked why the Council would pay for something and not get a complete answer, adding that it is a waste of money. Mayor Dickinson said it would be useful information. Council member Kitselman noted the budget for the study is \$20,000 and asked where the feedback is coming from that tells the Town that its current fees are wrong.

Council member Gibson said the 20 year projection in the scope is too long. She said with technology, five or ten years is more practical. Council member Tollett said that much of the equipment is obsolete already.

Mr. Dalton said he had a few concerns about the matter. He said the scope is expanding and getting more detailed, it seems the Council and staff are beyond their expertise. He said it may be a good idea to have the in-house engineer draft a scope of services, with the Council then having the opportunity to make additions or changes to the scope. Mr. Dalton said if the wrong questions are asked, and the wrong product is received, it would be a huge mistake. He said the change to a fixed flat rate fee is concerning to him. He said the current schedule is based on usage. Council member Gibson said the Council doesn't know what the best schedule is, and she is happy with the word recommended being used. The Mayor said the most important part of the scope is the deliverables, and that the spreadsheet would allow any schedule to be used.

Council member Gibson and Mayor Dickinson discussed the different rate schedules and wording of the scope. Mayor Dickinson asked about the wording in the previous version of the scope. Mr. Dalton said that previous wording was as follows: "Develop a recommended schedule that would generate adequate revenues and reflect the true costs of providing water and sewer services. The rate schedule shall be easy to administer and easily understood by the Town and its customers." Mayor Dickinson said she would agree with using the previous wording. Council member Gibson asked about the difference between block rate and fixed flat rates. Mr. Dalton said unless there is a change in programming of the meters, the Town will continue to bill to the nearest thousand. He explained tiered rate systems, and asked Mr. Tyrrell to address the issue.

Mr. Tyrrell provided an overview of the project. He said the Council needed to be very careful of its approach on the matter. He cautioned against the fixed flat rate request, saying he did not think this is what the Council intended. He said it may not be a bad idea to update the schedule, but it may not be a necessity either. He said the Town needs to decide its goals such as conservation or encouraging business. He said tiered schedules encourage conservation. He said some costs can be flat, like administrative fees, but that usage fees should not be flat. He said the Council needs to be sure it is asking for what it really wants. Mayor Dickinson said she understands the costs need to be computed and then the spreadsheet would allow the rates to be set according to the Council's goals. Mr. Tyrrell said that an engineer could determine the costs.

Recorder Arnold said he was in favor of having the engineer draft the scope of services. Mayor Dickinson said the current draft is not that far off, and she was not in favor of waiting another month to begin the conversation with the engineers.

Council member Tollett said he had thought the current schedule was fine and that what Council had asked for was a check to make sure it was still covering the costs.

Mayor Dickinson asked how the Council would know if the current schedule is adequate without studying the costs. Council member Tollett said the in-house engineer would be able to compute the costs. Council member Gibson said she is not opposed to having the engineer review the scope. Council member Kitselman agreed with Council member Gibson. Recorder Arnold said the Council can ask for any deliverables it desires, but would have to pay for them.

Mayor Dickinson asked Mr. Dalton if Mr. Tyrrell had been involved in preparing the draft scope. Mr. Dalton said that he had. He added that he personally has been involved in several fee structure evaluations revisions and felt relatively comfortable until the revisions made at the last Committee meeting. He said his biggest concerns were the flat rate fee requirement, and the removal of the word recommended for the fee schedule. He noted that the Preventive Maintenance and Replacement Schedule would probably put the project out of budget, and may be redundant to what Mr. Tyrrell currently has in place.

By consensus, the Council agreed to have the in-house engineer, Pennoni Associates, assist Mr. Dalton and Mr. Tyrrell in finalizing the scope of services.

Pedestrian Crossing Signal – East Main St.

The Mayor noted the Town has planned to add lighted pedestrian crossing signals at three locations. She said that the fourth location recommended for a signal is at the Washington Square Apartments on East Main Street. The Council discussed the location and necessity of adding the crossing signal. Mayor Dickinson said the other option is removing a parking spot at the existing crosswalk. Recorder Arnold said when he asked earlier, the issue of adding the crosswalk was not addressed because of budgeting. The Council discussed budgeting for the signal. The consensus of the Council was that it was more economical to purchase and install the signals at one time rather than individually. **Council member Gibson moved that the Council of the Town of Berryville authorize the Town Manager to sign the contract and any other related documents in order to purchase and install a pedestrian crossing signal at the crosswalk on East Main Street mid-block between Church Street and Chalmers Court with funding to be from the General Fund contingency. Council member Kitselman seconded the motion which carried as follows:**

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

Revised FY2018 Street Work Priorities / Public Works Building

Mr. Dalton said the Street Work Priorities may need to be reviewed as a result of the bids for the Public Works Building once the Council has made a decision on the contract for the installation of the building.

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

Recorder Arnold moved that the Council of the Town of Berryville re-appoint Debbie Zimmerman to the Berryville Planning Commission for a four year term beginning November 13, 2017 and ending November 12, 2021. Council member Gibson seconded the motion which carried as follows:

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

Recorder Arnold moved that the Council of the Town of Berryville appoint Mayor Patricia Dickinson as representative and Christina Dunkle as alternate to the Northern Shenandoah Valley Regional Commission for a one-year term to begin September 13, 2017, and end September 12, 2018. Council member Gibson seconded the motion which carried as follows:

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

16. Other

Mr. Dalton clarified the scheduled committee meetings.

17. Closed Session

Recorder Arnold moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-29, Code of Virginia, in order to discuss the award of a public contract for a building at the Public Works Department site. Council member Kitselman seconded the motion which carried as follows:

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

The Council entered closed session at 9:10 p.m. At 9:47 p.m., the members of the Town Council being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened. The Clerk read the resolution of certification at the Mayor's request. Council member Kitselman moved that the following Resolution Concerning Certification of the Closed Session be adopted. Recorder Arnold seconded the motion which carried on the following roll call vote:

Kitselman- Aye
Arnold- Aye

Gibson- Aye
Tollett- Aye
Dickinson- Aye

CERTIFICATION OF CLOSED SESSION

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

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

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee.

Harry Lee Arnold, Jr., Recorder

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Public Works Building Expansion Funding

Mr. Dalton said the Council had earlier discussed the expansion of the Public Works Building. He said bids have been received and there is an apparent low bidder. He said the Council must take action in order for the project to move forward. Ms. Moreland said the Council could increase the water and sewer fund balances by \$25,000 each with the monies to come from CIP reserve funds allocated for Public Works site plan expansion. **Council member Kitselman moved that the Council of the Town of Berryville instruct the Treasurer to move \$25,000 each in to the water fund account and the sewer fund account with monies coming from the CIP reserve funds allocated for Public Works site plan expansion. Council member Tollett seconded the motion which carried as follows:**

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

Recorder Arnold moved that the Council of the Town of Berryville authorize the Town Manager to finalize negotiations with the apparent low bidder and execute all contract related documents in relationship to the Public Works building. Council member Gibson seconded the motion which carried as follows:

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

18. Adjourn

There being no other business, upon motion of Council member Tollett, seconded by Council member Kitselman, the meeting was adjourned at 9:53p.m.

Harry Lee Arnold, Jr., Recorder

Ann W. Phillips, Town Clerk

MINUTES
BERRYVILLE TOWN COUNCIL
COMMUNITY IMPROVEMENTS COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting
September 25, 2017

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

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

Press: None

1. Call to Order

Chair McDonald called the meeting to order at 7:03 p.m.

2. Approval of Agenda

The agenda was approved.

3. Update – Livery Stable Evaluation RFP

The Committee and staff discussed the proposal from Damron Engineering which had been ranked as the first choice by the Committee members. Mr. Dalton said the non-binding cost estimate had been received, and the next step would be negotiation. He asked the Committee for guidance on the scope and direction on negotiations. The Committee agreed by consensus to ask Mr. Dalton to present a counter offer to Damron.

Mr. Dalton noted a planned kickoff meeting for the project is tentatively scheduled for October 18.

Chair McDonald said that she had discussed fundraising opportunities for the livery stable with Mr. Dalton and asked the development committee at The Barns for their thoughts on fundraising.

4. Other

Chair McDonald inquired about inserting an advertising flyer into the Town water bills and/or tax bills to promote activities at The Barns. Mr. Dalton expressed concern about such a practice, noting that clear direction and a policy from Town Council would be needed to avoid problems. He said he would check on the specifics and provide information to the Chair and the Town Council members.

5. Adjourn

There being no further business, the meeting was adjourned at 7:22 p.m.

BERRYVILLE TOWN COUNCIL
Budget & Finance Committee
Tuesday, September 26, 2017
Berryville-Clarke County Government Center
10:30 a.m.

MINUTES

Roll:

Town Council:

Present: Erecka Gibson, Chair; Patricia Dickinson

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

Press: None

1. Call to Order

Chair Gibson called the continued meeting to order at 10:30 a.m.

2. Approval of Agenda

The agenda was approved as presented.

3. Discussion – Work Plan Internal Audit of Cash Disbursements and Procurement

The Committee and staff discussed revisions to the draft Purchasing Policy. The Committee and staff discussed the terms ‘competitive bidding’ and ‘solicitations.’ Ms. Dickinson agreed to provide a brief on her concerns to the Town Manager. Mr. Dalton shared that he would circulate the brief to the Town Council and staff. It was agreed that the Committee will continue reviewing the draft at the next Committee meeting.

4. Discussion – Bank Accounts Update

Ms. Moreland provided information regarding types of bank accounts and possible changes that could be made with the Town’s larger accounts at the Bank of Clarke County.

5. Other

Ms. Moreland provided information including pricing on the budgeting software package offered by Southern Software.

It was agreed that the Committee will meet on October 24 at 10:00 a.m. and will discuss the Work Plan, the Purchasing Policy and the P-Card Policy.

6. Adjourn

There being no further business, the meeting was adjourned at 11:44 a.m.

BERRYVILLE TOWN COUNCIL
Streets and Utilities Committee
Tuesday, September 26, 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; Christy Dunkle, Assistant Town Manager / Planner; Ann Phillips, Town Clerk;

Press: None

Others: Norma Slattery; Harry Lee Arnold, Jr.; Alton Echols

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. **Presentation**

Mrs. Slattery read a prepared statement regarding the issue of her driveway which has been referred to as Wheeler Lane. (Attachment A)

4. **Project Updates**

Staff provided updates on various projects including the water tank painting project; the planned crosswalk signage; the water/sewer user and availability fee study; the Livery Stable analysis; the Swan Avenue walking path and demolition of sidewalk; and the Public Works Pole Barn.

5. **Adjourn**

There being no further business, the committee adjourned at 12:22p.m.

Rebuttal Points to Maple's Claims to Street and Utilities Commission

Thank you for letting me talk with you today about the request by Carl and Patty Maples for the Town to "vacate" ownership of my driveway at 211 Swan Avenue. I haven't prepared a long dissertation for this because it seems to me the Town doesn't claim ownership of my driveway and assumes that I own the land, and before me the Wheelers, since both Town and County tax bills have been regularly sent to Wheelers and now me, and paid.

1. Patty and Carl have enjoined the town to get in the middle of this ongoing land dispute by petitioning the town to "vacate" ownership of the pipe stem driveway for 211 Swan Avenue. They have done this on advice of their counsel to give them standing to swoop in and stake ownership to this ~ 5th of an acre property, leaving 211 Swan without any ingress or egress, and bypassing my ownership rights. In effect, the town (and county) would be inserted into the middle of a property rights case that should be taken care of between property owners and not with the town/county. The town's attorney has also advised the town not to take a part in this land dispute.
2. This approach is an underhanded way to avoid the cost of bringing suit against me, bypassing the land rights of myself, blocking access to my property to gain something I and the Wheelers have always allowed them, the Bowens before them, etc. to use as needed. And note, access through my driveway is in addition to their own driveway. Why Patty and Carl are pushing this is a mystery to me since they gain nothing and lose money since they would then be taxed for this 0.2 acreage.
3. This land grab of the Maples would mean that I have no legal way into my property. While I have not retained a lawyer for this latest foray of theirs, I'm sure there are laws on the books that prohibit lack of ingress and egress to a property, especially an existing property that has been on the books since 1950 and whose owners have been paying taxes and maintaining a driveway for the use of their 1.78 acre property.
4. In addition to rebutting this land grab petition of the Maples, I would like to request the town/county require the Maples to take down the "Wheeler Lane" street sign they have put up. While it is about an inch within their lines, it has led to confusion for people looking for my house. This includes home health medical support for the 8 Jun shoulder surgery and 7 Sept surgery redo as well as most other people looking for my property. I have no idea how emergency services would deal with this confusion. Since the town has never recognized Mr. Wheeler's "gift" to the town of his driveway, it is not formally named. Yes, the very unique character who was Beau Wheeler named his driveway after himself, but it is not a recognized street name and I am asking the town/county to support my request for the Maples to take this confusing and potentially dangerous sign down.

There are many laws, codes, statutes on the books. And there have been many property changes, some large, some small. Some well documented others not so much. I have not hired anyone to do a title search at this time or to research the laws of this town and county, but I suspect if done another case could be evolved based on case law to support my claim as rightful owner.

I believe Carl and Patty Maples are trying to hoodwink the town into getting involved in what has been and should be a private matter between the two property owners as the town attorney advised. If the town does get involved, this would also bring Clarke County into the fray since they recognize my ownership and tax my driveway also. Additionally, it would give 211 Swan Avenue no legal ingress and egress to the property, while providing two driveways for 207 Swan. Obviously, this would open the town/county up to lawsuits.

I ask the town council, along with the county leaders and their attorneys to get together to look carefully at this matter and understand that this is the Maples' backdoor way of getting my property on advice from their Fairfax County attorney, John Farrell of McCandlish, Lillard Legal Counsel. It is without merit and should not be supported by the town/county.

And again, I ask the town or county to require the Maples to remove the "Wheeler Lane" sign before something serious happens to myself, my family, or my property.

Thank you for your time.

MINUTES
BERRYVILLE TOWN COUNCIL
POLICE AND SECURITY COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting
September 29, 2017
9:00 a.m.

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

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

Press: None

Other: Dennis Couture

1. Call to Order

The meeting was called to order at 9:02 a.m. by Committee Chair Tollett.

2. Approval of Agenda

The agenda was approved with one addition.

3. Department Update

Chief White said that he had been asked to research speed enforcement cameras and has learned that such cameras are not allowed in Virginia.

Chief White reported that construction on the new criminal justice academy is on schedule to begin at the end of October.

He said that he is awaiting the contract from the vendor for the e-citation package.

4. Discussion – Berryville Code Chapter 10, Article 2

The Committee and staff discussed the draft revision of Chapter 10. Chief White reviewed the revisions made at the last Committee meeting. The Committee and staff agreed by consensus to forward the draft to Town Attorney for his review and his draft of a section 10-8 in regard to private signs mimicking official street signs.

5. Discussion – Berryville Code Chapter 4 – Laying Hens

The Committee and staff discussed the draft version of Chapter 4 addressing laying hens. By consensus, the Committee agreed to forward the draft to the Town Attorney for review, with the plan to have it on the November Town Council agenda.

Mr. Dalton said that he had to leave the meeting for another appointment. Prior to his departure, he reported that the crosswalk signs had been ordered. He said that the changes to the traffic signaling in the downtown is still pending and he will check with VDOT.

6. Discussion – Speeding Concerns on South Buckmarsh and East Main

The Committee and staff reviewed the traffic speed study data for South Buckmarsh and East Main Streets. Dennis Couture, Town resident, expressed his continued concerns about speeding on South Buckmarsh Street. Ms. Dickinson said traffic calming measures are needed on South

Buckmarsh Street. She asked Chief White for recommendations on what to ask VDOT. Chief White said he would review speed reduction options while continuing to collect speed study data. It was agreed to forward the matter to the Streets and Utilities Committee.

7. Discussion – Police Department Career Development

Chief White provided a draft General Order for a training and retention incentive program that he and Chair Tollett had developed. It was decided that the Committee members will individually provide comments on the draft to the Chief.

8. Other

Ms. Dickinson said she had been looking at the Town Code in regard to trash collection. She provided a draft document (Attachment A) illustrating her thoughts on appropriate curbside collection. She said it is her desire that the Council decide the policy, followed by the Town Manager building a contract and revising the Town Code to address the issue. Chair Tollett asked if there were a perception that trash was not being collected. Ms. Dickinson said her intent is to address perceived inequalities. It was agreed the issue should be reviewed at a Town Council work session.

Chair Tollett said that the next meeting will be October 26.

9. Adjourn

There being no further business, the meeting was adjourned at 10:38 a.m.

Trash Collection Policies

| | Curbside Service | | | Notes |
|--------------------------------------------------------|------------------|------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Frequency | Trash Containers | Recycle Bins | |
| Single Family Homes (DR-1-2-3-4) | Once Weekly | Max 2 Bins | No Limit | 3 rd bin is \$20 per year |
| Town Houses (AR) | Once Weekly | Max 2 Bins | No Limit | 3 rd bin is \$50 per year

Town House HOA may request dumpster service (at no cost to HOA), requires town manager approval. |
| Business (Downtown) | Twice Weekly | Max 2 Bins | No Limit | No additional bins are permitted. |
| Home Occupations, Home Offices | Once Weekly | Max 2 Bins | No Limit | 3 rd bin is \$50 per year

The amount of trash must closely approximate the volume of refuse generated by a typical residential unit. |
| Churches, Organizations and Government Agencies | Once Weekly | Max 2 Bins | No Limit | 3 rd bin is \$50 per year

Amount of refuse must closely approximate the volume of refuse generated by a typical residential unit. If the volume is greater, the business must make other arrangements for trash pickup. |

No Curbside Service Offered

Apartments (MR)

Residential apartment complexes must have dumpster service, provided by the town.

Businesses (Shopping Centers and Nursing – Convalescent – Rest Homes) and other businesses by SUP

If the amount of refuse is greater than the volume of refuse generated by a typical residential unit, the business must make private arrangements for trash pickup.

Commercial (C1, C2, LI, BC, B, BP, ITL)

Commercial trash pickup is not provided by the town.

Attachment 3

Planning and Community Development

Action Items

Resolution for Acceptance of McGuire Circle into the Public Street System
Bond Modification for Jackson Pond

October 10, 2017

Planning Commission

The Planning Commission did not hold a September meeting. Their next meeting is scheduled for Tuesday, October 24, 2017 at 7:30pm.

Berryville Area Development Authority

The BADA did not hold a September meeting. Their next meeting is scheduled for Wednesday, October 25, 2017 at 7:00pm.

Architectural Review Board

The Architectural Review Board did not hold an October meeting. Their next meeting is scheduled for Wednesday, November 1 at 12:30pm.

Board of Zoning Appeals

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

BERRYVILLE TOWN COUNCIL

Resolution for Acceptance of McGuire Circle into the Public Street System

October 10, 2017

Staff has completed paperwork for the addition of McGuire Circle to the VDOT Urban Highway System and Maintenance Inventory. This street is located in the Berryville Glen subdivision.

The following items are included in this packet:

- Form U-1 identifying specific information about the street sections;
- Road Inventory Notification Form M4.01;
- Vicinity map of Chamberlain Street;
- Resolution requesting acceptance of the above streets into the VDOT Urban Highway System and Maintenance System; and
- Motion for adoption of resolution.

Recommendation

Adopt motion for the resolution and direct staff to forward paperwork to VDOT for acceptance.

Virginia Department of Transportation
Maintenance Division
Road Inventory Notification Form M4.01

Project Information

| | |
|-----------------------------------------|------------------------|
| Project Number: STR 101017 | UPC: |
| Transmitted By (PM): Town of Berryville | Date: October 10, 2017 |

Road Sections Added or Removed

| Type of Change – check Yes or No for each | Yes | No | Remarks* |
|-----------------------------------------------------------------------------------------|-------------------------------------|--------------------------|----------|
| Project adds new road sections or realigns existing sections | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Project adds new ramps or creates new intersections with existing VDOT-maintained roads | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

Changes to Existing Road Sections

| Type of Change – check Yes or No for each | Yes | No | Remarks* |
|-------------------------------------------------------------------------|-------------------------------------|-------------------------------------|----------|
| Project may involve changes to route numbers for existing road sections | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project reconfigures existing intersection(s) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project adds or removes medians | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project changes existing median type or width | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project adds or removes thru lanes in any direction | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project adds or removes reversible lanes | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project changes total paved surface width | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project changes total width of thru travel lanes | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project changes pavement surface or base type | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project changes shoulder types | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project changes width of paved and/or unpaved shoulder widths | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Project adds/removes or changes curbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Project adds/removes sidewalks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

* Provide specific station to station information where change is located (if applicable). Remarks are optional. If remarks are provided they should include station to station information where change is located (if applicable).

Contact Information:

| |
|-----------------------------------------------------------|
| Form Completed By: Christy Dunkle |
| Phone: 540 955-4081 |
| Person to Contact for Further Information: Christy Dunkle |
| Phone: 540 955-4081 |

Email completed form to: rimu@vdot.virginia.gov



- Public
- Points of Interest
- Parcels
- Clarke County Boundary
- Major Roads
- Interstate
- US Highway
- State Highway
- Surrounding Counties Opaque
- Clarke County Roads
- Private Roads
- Roads
- Buildings
- Appalachian Trail
- Streams
- Perennial Streams
- Intermittent Streams
- Ponds
- Rivers

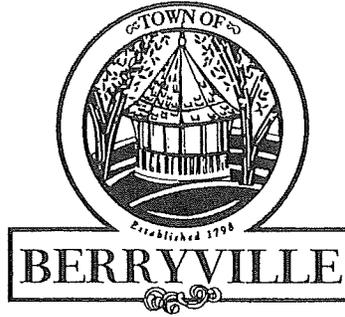


The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the accuracy or misrepresentation of the data.



Printed on 10/02/2017 at 01:55 PM

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



[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov

www.berryvilleva.gov

RESOLUTION OF GOVERNING BODY OF THE TOWN OF BERRYVILLE

The governing body of the Town of Berryville, Virginia, consisting of 6 members, in a duly called meeting held on the 10th day of October, 2017 at which a quorum was present, RESOLVED as follows:

A RESOLUTION: REQUESTING ACCEPTANCE OF McGUIRE CIRCLE INTO THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) URBAN HIGHWAY SYSTEM AND MAINTENANCE INVENTORY

WHEREAS, the street referenced above has been completed and is now eligible for VDOT maintenance funding; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Berryville, Virginia hereby requests VDOT to accept the street referenced above as identified on the attached U-1 form and accompanying documentation into the Urban Highway System and Maintenance Inventory for maintenance payments in accordance with § 33.1-41.1 of the Code of Virginia, 1950 as amended.

Passed this 10th day of October, 2017.

THE TOWN OF BERRYVILLE

Attest: _____

By: Patricia Dickinson, Mayor

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the Council of the Town of Berryville, in a duly assembled meeting on the 10th day of October, 2017.

Harry Lee Arnold, Jr., Recorder

Patricia Dickinson
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Donna Marie McDonald
Ward 1

Allen Kitzelman, III
Ward 2

Erecka L. Gibson
Ward 3

David L. Tollett
Ward 4

Keith R. Dalton
Town Manager

BERRYVILLE TOWN COUNCIL

MOTION FOR APPROVAL OF RESOLUTION REQUESTING STREET
ACCEPTANCE FOR McGUIRE CIRCLE

Date: October 10, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached resolution requesting VDOT acceptance of McGuire Circle for inclusion in the VDOT Urban Highway System and Maintenance Inventory in order for the Town to receive municipal assistance maintenance funding.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 4

BERRYVILLE TOWN COUNCIL
Bond Modification for Jackson Pond
October 10, 2017

Alton Echols (owner, Ketocin Land Company) is requesting that a letter of credit being held for Jackson Pond, located at the corner of West Main Street and Jackson Drive, be reassigned to Mr. Echols personally as he is planning to dissolve the company referenced above. A revised Construction and Bonding Agreement will need to be executed between Mr. Echols and the Town with updated surety.

Staff and the Town's consulting engineer have conducted several site visits in order to assure proper performance of the facility. Berryville AL, LLC will maintain the facility as stormwater from their project was designed to be included as part of this drainage area. The Town's consulting engineer has identified work that will need to be completed but will not be able to provide cost estimates for the work until Tuesday. These estimates will be provided by staff to Council at the meeting.

Recommendation

Approve as presented. A motion follows this report.

MEMORANDUM

TO: Christy Dunkle, Town of Berryville
FROM: Ron Mislowsky, PE
DATE: October 4, 2017
SUBJECT: Jackson Pond Inspection

On Tuesday 4 October the writer completed an inspection of the outfall control devices for the Jackson Detention Pond. Please thank Mr. Echols for cleaning out these areas. The pond was originally designed with RCP pipes at staggered elevations to control the discharge. There were no other control devices mounted on the pipes. During the development of the upstream residential uses, the pond was reconfigured as a sediment basin. The two northern RCP culverts were grouted shut and riser structures were added to the two southern culverts. There is one orifice at the invert of the southernmost structure which appears to be clear and allows the pond to drain completely. This current outfall device condition has not produced flooding outside of the pond area and appears to be controlling the pond discharge in an acceptable manner. So as not to dispute the operation of the pond and integrity of the berm, the Town has agreed to accept the as built condition. However, based on my inspection, the following corrective actions shall be taken:

- An anti-vortex device/trash rack needs to be installed on the tops of three of the four riser pipes (there is already one on the fourth).
- A debris cage should be installed at the bottom orifice of the southern-most structure.
- The remaining stumps should be poisoned to assure that the trees do not grow back.
- The two northern-most pipes are grouted on one side and need to be grouted on the east side.
- Assurance that the two southern-most pipes are clear of debris is required. This can be done by removing the energy dissipaters and allowing an inspection of the culverts to be made.

When these actions are complete, please let me know and I would be pleased to meet you out there again and complete this process.

Feel free to call if you have questions.

**BERRYVILLE TOWN COUNCIL
MOTION FOR APPROVAL OF
RELEASE OF CURRENT LETTER OF CREDIT AND APPROVAL OF NEW BOND AND
CONSTRUCTION AND BONDING AGREEMENT FOR JACKSON POND**

Date: October 10, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the release of the current letter of credit for Jackson Pond in the amount of \$34,877 and approve a new Construction and Bonding Agreement and surety in the amount to be determined upon receipt of engineering recommendation and upon receipt of an executed agreement from A.C. Echols, Jr.

VOTE:

Aye:

Nay:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 5

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: MONTHLY REPORTS
DATE: 10/5/2017
CC: KEITH DALTON, TOWN MANAGER

A/P Check Listing

Checks issued in September 2017.

Bank of America/P-Card Statement

August 2017 P-Card Purchases that were paid on September 25, 2017.

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH
Date From - 9/1/2017 Date To - 9/30/2017

Town of Berryville
10/03/2017 10:22 AM

Page: 1 of 2

| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|------------------------------------------|------------|-------------|
| 4353 | 1 | - HD SUPPLY WATERWORKS, LTD | 09/12/2017 | \$5,075.00 |
| 4354 | 1 | - RIDDLEBERGER BROTHERS | 09/12/2017 | \$1,755.27 |
| 4355 | 1 | - Douglas A. Shaffer | 09/12/2017 | \$75.00 |
| 4356 | 1 | - Rappahannock Electric Cooperative | 09/12/2017 | \$4,560.37 |
| 4357 | 1 | - VUPS | 09/12/2017 | \$78.75 |
| 4358 | 1 | - Total Pest Services, Inc | 09/12/2017 | \$79.00 |
| 4359 | 1 | - Michelle M. Jones | 09/12/2017 | \$1,610.00 |
| 4360 | 1 | - Southern Software, Inc. | 09/12/2017 | \$6,030.00 |
| 4361 | 1 | - Hall, Monahan, Engle, Mahan & Mitchell | 09/12/2017 | \$3,025.00 |
| 4362 | 1 | - Treasurer of Frederick County | 09/12/2017 | \$5,022.72 |
| 4363 | 1 | - The Winchester Star | 09/12/2017 | \$1,769.03 |
| 4364 | 1 | - Herbert L. Beskin, Trustee | 09/12/2017 | \$115.00 |
| 4365 | 1 | - Bureau for Child Support Enforcement | 09/12/2017 | \$875.00 |
| 4366 | 1 | - VLGMA | 09/12/2017 | \$300.33 |
| 4367 | 1 | - Christy Dunkle | 09/12/2017 | \$60.99 |
| 4368 | 1 | - Anderson's Nursery | 09/12/2017 | \$1,100.00 |
| 4369 | 1 | - Virasec, LLC | 09/12/2017 | \$240.00 |
| 4370 | 1 | - Atlantic Communications Inc | 09/12/2017 | \$2,589.39 |
| 4371 | 1 | - Hach Chemical Company | 09/12/2017 | \$8,966.00 |
| 4372 | 1 | - Treasurer of Virginia - DEQ | 09/12/2017 | \$2,721.00 |
| 4373 | 1 | - Keith Dalton | 09/12/2017 | \$50.00 |
| 4374 | 1 | - SHERWOOD-LOGAN & ASSOC | 09/12/2017 | \$1,236.00 |
| 4375 | 1 | - Berryville Farm Supply | 09/12/2017 | \$157.24 |
| 4376 | 1 | - DAWN RHETTA WEBB | 09/12/2017 | \$123.40 |
| 4377 | 1 | - SKYVIEW TREE EXPERTS | 09/26/2017 | \$3,600.00 |
| 4378 | 1 | - VRS Retirement | 09/26/2017 | \$161.19 |
| 4379 | 1 | - Rappahannock Electric Cooperative | 09/26/2017 | \$12,537.50 |
| 4380 | 1 | - Waterloo Electric Services | 09/26/2017 | \$205.00 |
| 4381 | 1 | - PENNONI ASSOCIATES INC | 09/26/2017 | \$1,732.50 |
| 4382 | 1 | - PENNONI ASSOCIATES INC | 09/26/2017 | \$1,417.50 |

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH
Date From - 9/1/2017 Date To - 9/30/2017

Town of Berryville
10/03/2017 10:22 AM

Page: 2 of 2

| Check Number | Bank | Vendor | Date | Amount |
|--------------|--------------------|----------------------------------------|------------|--------------|
| 4383 | 1 | - Lincoln Financial Group | 09/26/2017 | \$728.51 |
| 4384 | 1 | - Bureau for Child Support Enforcement | 09/26/2017 | \$875.00 |
| 4385 | 1 | - Christy Dunkle | 09/26/2017 | \$28.68 |
| 4386 | 1 | - Denali Water Solutions | 09/26/2017 | \$17,560.00 |
| 4387 | 1 | - LANTZ CONSTRUCTION | 09/26/2017 | \$61,085.00 |
| 4388 | 1 | - Virasec, LLC | 09/26/2017 | \$1,635.62 |
| 4389 | 1 | - Hach Chemical Company | 09/26/2017 | \$10,045.00 |
| 4390 | 1 | - Commercial Press | 09/26/2017 | \$344.63 |
| 4391 | 1 | - Nationwide Retirement Solutions | 09/26/2017 | \$705.00 |
| 4392 | 1 | - OCC Health Service Winchester | 09/26/2017 | \$292.00 |
| 4393 | 1 | - DANIELLE HOPE BEAULIEU | 09/26/2017 | \$148.80 |
| 4394 | 1 | - VICTORIA H HERN | 09/26/2017 | \$500.00 |
| 4395 | 1 | - LAUREN TAYLOR HEPLER | 09/26/2017 | \$148.80 |
| 4396 | 1 | - USPS | 09/27/2017 | \$739.30 |
| 4397 | 1 | - Rappahannock Electric Cooperative | 09/28/2017 | \$8,865.18 |
| 4398 | 1 | - TOWN OF BERRYVILLE | 09/28/2017 | \$122.05 |
| 4399 | 1 | - Minnesota Life Insurance Co. | 09/28/2017 | \$140.52 |
| 4400 | 1 | - Virasec, LLC | 09/28/2017 | \$3,290.00 |
| 4401 | 1 | - Nationwide Retirement Solutions | 09/28/2017 | \$705.00 |
| 4402 | 1 | - BROCK WESLEY PENNINGTON | 09/28/2017 | \$46.21 |
| 50 | Checks Totalling - | | | \$175,273.48 |

Totals By Fund

| Fund | Checks | Voids | Total |
|---------|--------------|-------|--------------|
| 100 | \$96,237.01 | | \$96,237.01 |
| 501 | \$47,240.77 | | \$47,240.77 |
| 502 | \$31,795.70 | | \$31,795.70 |
| Totals: | \$175,273.48 | | \$175,273.48 |



BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 XXXX-XXXX-XXXX-1
 August 01, 2017 - August 31, 2017

Purchasing Card

Company Statement

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

Customer Service:
1.888.449.2273 24 Hours

TTY Hearing Impaired:
1.800.222.7365 24 Hours

Outside the U.S.:
1.509.353.6656 24 Hours

For Lost or Stolen Card:
1.888.449.2273 24 Hours | Statement Date 08/31/17
Payment Due Date 09/25/17
Days in Billing Cycle 31
Credit Limit \$500,000
Cash Limit \$0
Total Payment Due \$61,602.26 | Previous Balance \$60,287.02
Payments -\$60,287.02
Credits -\$1.96
Cash \$0.00
Purchases \$61,604.22
Other Debits \$0.00
Overlimit Fee \$0.00
Late Payment Fee \$0.00
Cash Fees \$0.00
Other Fees \$0.00
Finance Charge \$0.00
Current Balance \$61,602.26 |

Important Messages
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 09/25/17.

| Cardholder Activity Summary | | | | |
|---------------------------------------------------------------------------|---------|------|----------------------------|----------------|
| Account Number | Credits | Cash | Purchases and Other Debits | Total Activity |
| Credit Limit
BOOR, RICK
XXXX-XXXX-XXXX-1273
15,000 | 0.00 | 0.00 | 11,374.72 | 11,374.72 |
| BOOTH, KEVIN
XXXX-XXXX-XXXX-4654
1,000 | 1.96 | 0.00 | 316.59 | 314.63 |

6028702 6160226 6160226 4715291201837237

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

Total Payment Due \$61,602.26
Payment Due Date 09/25/17

Enter payment amount

\$

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

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



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



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

**N0020523

⑆54999001⑆100051201837237⑆

Cardholder Activity Summary

| Account Number
Credit Limit | Credits | Cash | Purchases and
Other Debits | Total Activity |
|-----------------------------------------------------------|---------|------|-------------------------------|----------------|
| BUSSERT, ERNIE
XXXX-XXXX-XXXX-2951
500 | 0.00 | 0.00 | 54.47 | 54.47 |
| DORSEY, DANIEL
XXXX-XXXX-XXXX-6116
500 | 0.00 | 0.00 | 138.79 | 138.79 |
| ELLIOTT, RALPH
XXXX-XXXX-XXXX-9361
5,000 | 0.00 | 0.00 | 878.89 | 878.89 |
| FERREBEE, DARRELL
XXXX-XXXX-XXXX-3095
500 | 0.00 | 0.00 | 173.34 | 173.34 |
| FIDDLER, HEATHER
XXXX-XXXX-XXXX-7416
15,000 | 0.00 | 0.00 | 85.85 | 85.85 |
| LICKEY, PATRICK
XXXX-XXXX-XXXX-2602
500 | 0.00 | 0.00 | 32.34 | 32.34 |
| LILLY, STEPHEN
XXXX-XXXX-XXXX-3880
500 | 0.00 | 0.00 | 419.74 | 419.74 |
| LINK, BRIAN
XXXX-XXXX-XXXX-6736
1,000 | 0.00 | 0.00 | 100.44 | 100.44 |
| MCCORMICK, HARRY
XXXX-XXXX-XXXX-9876
500 | 0.00 | 0.00 | 185.59 | 185.59 |
| MORELAND, DESIREE
XXXX-XXXX-XXXX-6345
50,000 | 0.00 | 0.00 | 25,118.41 | 25,118.41 |
| PHILLIPS, ANN W
XXXX-XXXX-XXXX-8754
15,000 | 0.00 | 0.00 | 2,365.27 | 2,365.27 |
| REYNOLDS, CHARLES
XXXX-XXXX-XXXX-1847
500 | 0.00 | 0.00 | 44.03 | 44.03 |
| STOVER, KEITH
XXXX-XXXX-XXXX-5345
1,000 | 0.00 | 0.00 | 572.28 | 572.28 |
| TYRRELL, DAVE
XXXX-XXXX-XXXX-1620
15,000 | 0.00 | 0.00 | 14,999.53 | 14,999.53 |
| WHITE, NEAL
XXXX-XXXX-XXXX-4839
15,000 | 0.00 | 0.00 | 4,743.94 | 4,743.94 |

Transactions

| Posting Transaction
Date Date Description | Reference Number | MCC | Charge | Credit |
|----------------------------------------------|----------------------------------------|------------------------------|----------|-----------------------|
| BERRYVILLE TOWN OF | | | | Total Activity |
| Account Number: XXXX-XXXX-XXXX- | | | | -\$60,287.02 |
| 08/25 08/25 | AUTO PAYMENT DEDUCTION | 0071 | | 60,287.02 |
| BOOR, RICK | | | | Total Activity |
| Account Number: XXXX-XXXX-XXXX- | | | | 11,374.72 |
| 08/07 08/04 | HD SUPPLY WATERWORKS 514 3042636986 WV | 24792627216206122000024 5039 | 4,856.07 | |
| 08/07 08/04 | HD SUPPLY WATERWORKS 514 3042636986 WV | 24792627216206122000040 5039 | 86.11 | |
| 08/08 08/07 | MCCARTHY TIRE #28 WINCHESTER VA | 24323007219286632600067 5532 | 990.43 | |
| 08/09 08/07 | LSI 540-9551112 VA | 24073147220900017600012 5099 | 488.00 | |
| 08/09 08/07 | LSI 540-9551112 VA | 24073147220900017600020 5099 | 652.80 | |
| 08/09 08/07 | LSI 540-9551112 VA | 24073147220900017600038 5099 | 1,980.74 | |
| 08/09 08/07 | STAPLES 00103515 WINCHESTER VA | 24164077220105002681162 5943 | 74.98 | |
| 08/10 08/08 | PMSI 703-723-2899 VA | 24632697221500512498818 7342 | 74.00 | |
| 08/16 08/14 | johnny blue, inc. 540-665-0968 VA | 24828247227030033215881 7394 | 82.00 | |
| 08/31 08/29 | GRIFFITH ENERGY SERVIC 410-956-3000 MD | 24258027242017031359650 5983 | 2,089.59 | |



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Transactions

| Posting Transaction | | Description | | Reference Number | MCC | Charge | Credit | |
|---------------------------------|-------|-------------------------------------|-----------------|-------------------------|------|--------|-----------------------|---------------|
| Date | Date | | | | | | | |
| BOOTH, KEVIN | | | | | | | Total Activity | 314.63 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/01 | 07/31 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977213091403000054 | 5251 | 91.94 | | |
| 08/01 | 07/31 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977213091403000161 | 5251 | 8.57 | | |
| 08/02 | 08/01 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977214091405000028 | 5251 | 29.38 | | |
| 08/14 | 08/11 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977224091405000232 | 5251 | 25.44 | | |
| 08/15 | 08/14 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977227091401000423 | 5251 | 10.76 | | |
| 08/15 | 08/14 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 74801977227091401000436 | 5251 | | 1.96 | |
| 08/18 | 08/17 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977230091406000027 | 5251 | 15.67 | | |
| 08/18 | 08/17 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977230091406000464 | 5251 | 5.38 | | |
| 08/28 | 08/25 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977238091401000057 | 5251 | 3.91 | | |
| 08/30 | 08/29 | FISHER AUTO PARTS 009 | BERRYVILLE VA | 24431067242200824600094 | 5533 | 125.54 | | |
| BUSSERT, ERNIE | | | | | | | Total Activity | 64.47 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/17 | 08/16 | FISHER AUTO PARTS 009 | BERRYVILLE VA | 24431067229200824500242 | 5533 | 54.47 | | |
| DORSEY, DANIEL | | | | | | | Total Activity | 138.79 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/02 | 08/01 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977214091405000267 | 5251 | 13.49 | | |
| 08/21 | 08/19 | ABC-NV | 913-8954600 KS | 24270747232900015292519 | 8999 | 98.00 | | |
| 08/24 | 08/23 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977236091408000474 | 5251 | 9.07 | | |
| 08/30 | 08/29 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977242091409000194 | 5251 | 12.25 | | |
| 08/31 | 08/29 | BERRYVILLE AUTO PARTS INCBERRYVILLE | VA | 24767897242568800539583 | 5533 | 5.98 | | |
| ELLIOTT, RALPH | | | | | | | Total Activity | 878.89 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/14 | 08/11 | SHERWIN WILLIAMS 705251 | WINCHESTER VA | 2443106722398100000018 | 5231 | 255.39 | | |
| 08/18 | 08/17 | BIG DADDY AUTOMOTIVE LLC | BERRYVILLE VA | 24247607229200157863933 | 7538 | 16.00 | | |
| 08/22 | 08/21 | BROY & SON PUMP SERVICE | BERRYVILLE VA | 24073147233900010200013 | 1799 | 500.00 | | |
| 08/22 | 08/21 | SHERWIN WILLIAMS 705251 | WINCHESTER VA | 2443106723398100000016 | 5231 | 107.50 | | |
| FERREBEE, DARRELL | | | | | | | Total Activity | 173.34 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/22 | 08/21 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977234091404000058 | 5251 | 20.31 | | |
| 08/24 | 08/23 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977236091408000185 | 5251 | 7.83 | | |
| 08/28 | 08/25 | WINCHESTER BUILDING SUPP | 540-667-2301 VA | 24323007238754091610858 | 1771 | 139.73 | | |
| 08/31 | 08/30 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977243091400000408 | 5251 | 5.47 | | |
| FIDDLER, HEATHER | | | | | | | Total Activity | 85.85 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/04 | 08/03 | Amazon web services | aws.amazon.coWA | 24692167215100225422913 | 7399 | 0.61 | | |
| 08/11 | 08/10 | USPS PO 5107560300 | BERRYVILLE VA | 24445007223000921795307 | 9402 | 25.24 | | |
| 08/30 | 08/29 | WINCHESTER STAR CIR | 540-6673200 VA | 24755427241272417925167 | 5192 | 60.00 | | |
| LICKEY, PATRICK | | | | | | | Total Activity | 32.34 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/17 | 08/16 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977229091405000021 | 5251 | 7.99 | | |
| 08/17 | 08/16 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977229091405000013 | 5251 | 21.85 | | |
| 08/21 | 08/18 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977231091408000479 | 5251 | 2.50 | | |
| LILLY, STEPHEN | | | | | | | Total Activity | 419.74 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/01 | 07/31 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977213091403000500 | 5251 | 121.05 | | |
| 08/03 | 08/02 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977215091407000439 | 5251 | 38.58 | | |
| 08/10 | 08/09 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977222091401000113 | 5251 | 25.45 | | |
| 08/14 | 08/11 | SNS EAST -2871 | BERRYVILLE VA | 24427337223720042777172 | 5411 | 43.90 | | |
| 08/14 | 08/11 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977224091405000166 | 5251 | 4.40 | | |
| 08/16 | 08/14 | BERRYVILLE AUTO PARTS INCBERRYVILLE | VA | 24767897227474300601347 | 5533 | 54.97 | | |
| 08/16 | 08/15 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977228091403000156 | 5251 | 18.73 | | |
| 08/21 | 08/18 | BERRYVILLE AUTO PARTS INCBERRYVILLE | VA | 24767897232500200635044 | 5533 | 13.68 | | |
| 08/23 | 08/21 | VIRGINIA TRACTOR-WINCHESTWINCHESTER | VA | 24454597234523000039482 | 5599 | 54.95 | | |
| 08/25 | 08/24 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977237091409000050 | 5251 | 18.56 | | |
| 08/28 | 08/25 | BERRYVILLE AUTO PARTS INCBERRYVILLE | VA | 24767897239544000499436 | 5533 | 4.62 | | |
| 08/29 | 08/28 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977241091407000288 | 5251 | 20.85 | | |
| LINK, BRIAN | | | | | | | Total Activity | 100.44 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/03 | 08/02 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977215091407000058 | 5251 | 14.00 | | |
| 08/14 | 08/11 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977224091405000414 | 5251 | 16.64 | | |
| 08/15 | 08/14 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977227091401000092 | 5251 | 21.79 | | |
| 08/18 | 08/17 | BERRYVILLE TRUE VALUE | BERRYVILLE VA | 24801977230091406000084 | 5251 | 48.01 | | |
| MCCORMICK, HARRY | | | | | | | Total Activity | 185.59 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | | |
| 08/04 | 08/02 | EXXONMOBIL 47851688 | BERRYVILLE VA | 24164057215378007050126 | 5542 | 71.19 | | |

Transactions

| Posting Transaction | | | | | | |
|---------------------|-------|----------------------------------------|-------------------------|------|--------|--------|
| Date | Date | Description | Reference Number | MCC | Charge | Credit |
| 08/10 | 08/09 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977222091401000048 | 5251 | 17.60 | |
| 08/14 | 08/10 | J & J CORNER STORE BERRYVILLE VA | 24299107223002145040812 | 5542 | 13.06 | |
| 08/15 | 08/14 | SNS EAST -2871 BERRYVILLE VA | 24427337226720038537546 | 5411 | 17.99 | |
| 08/17 | 08/16 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977229091405000427 | 5251 | 20.06 | |
| 08/21 | 08/17 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897230493900452690 | 5533 | 37.37 | |
| 08/29 | 08/28 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977241091407000411 | 5251 | 8.32 | |

MORELAND, DESIREE **Total Activity**

Account Number: XXXX-XXXX-XXXX- **25,118.41**

| | | | | | | |
|-------|-------|-----------------------------------------|-------------------------|------|-----------|--|
| 08/14 | 08/10 | TelRite Corporation COVINGTON GA | 24393497223003625989049 | 4814 | 8.79 | |
| 08/18 | 08/17 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431057229083700340797 | 4900 | 19,567.54 | |
| 08/18 | 08/17 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431057229083707328746 | 4900 | 2,931.85 | |
| 08/18 | 08/17 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431057229083703347419 | 4900 | 100.00 | |
| 08/18 | 08/18 | COMCAST 800-COMCAST MD | 24692167230100694146069 | 4899 | 75.69 | |
| 08/18 | 08/17 | VA DMV ONLINE BILLING PAY804-3670595 VA | 24755427230122306568938 | 9399 | 65.00 | |
| 08/18 | 08/17 | VA DMV ONLINE BILLING PAY804-3670595 VA | 24755427230122306568995 | 9399 | 840.00 | |
| 08/21 | 08/18 | VZWLSS*MY VZ VB P 800-922-0204 FL | 24692167230100774251805 | 4814 | 711.02 | |
| 08/21 | 08/18 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692167230100918521899 | 4899 | 160.46 | |
| 08/21 | 08/18 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692167230100918521923 | 4899 | 355.50 | |
| 08/21 | 08/18 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692167230100918521931 | 4899 | 167.56 | |
| 08/21 | 08/18 | VT CPE PAYMENTS 540-231-5182 VA | 24110397231556017500181 | 8220 | 135.00 | |

PHILLIPS, ANN W **Total Activity**

Account Number: XXXX-XXXX-XXXX- **2,365.27**

| | | | | | | |
|-------|-------|------------------------------------------------|-------------------------|------|--------|--|
| 08/02 | 08/01 | VSN*DOTGOVREGISTRATION 877-734-4688 VA | 24692167213100119688993 | 4816 | 400.00 | |
| 08/02 | 08/01 | IN *TRUESHRED 888-7508783 VA | 24692167213100202573656 | 7399 | 49.00 | |
| 08/02 | 08/01 | STAPLS7180621861000001 877-8267755 NJ | 24164077213105312145956 | 5111 | 35.40 | |
| 08/07 | 08/04 | VISTAPR*VistaPrint.com 866-8936743 MA | 24692167216100185643382 | 2741 | 24.99 | |
| 08/10 | 08/09 | VCU WEB OCPE 804-8288819 VA | 24755427222122226773303 | 8220 | 640.00 | |
| 08/15 | 08/14 | VA MUNICIPAL LEAGUE 804-649-8471 VA | 24210737226083361444687 | 8641 | 655.00 | |
| 08/16 | 08/14 | WOODLANDS WILLIAMSBURG VA
Arrival: 08/14/17 | 24692167227100883190063 | 7011 | 179.60 | |
| 08/23 | 08/22 | STAPLS7181905352000001 877-8267755 NJ | 24164077234105210556655 | 5111 | 294.81 | |
| 08/28 | 08/25 | IN *TRUESHRED 888-7508783 VA | 24692167237100548385940 | 7399 | 49.00 | |
| 08/28 | 08/26 | STAPLS7182260875000001 877-8267755 NJ | 24164077239105255486524 | 5111 | 37.47 | |

REYNOLDS, CHARLES **Total Activity**

Account Number: XXXX-XXXX-XXXX- **44.03**

| | | | | | | |
|-------|-------|-------------------------------------|-------------------------|------|-------|--|
| 08/18 | 08/17 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977230091406000035 | 5251 | 29.34 | |
| 08/31 | 08/30 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977243091400000226 | 5251 | 14.69 | |

STOVER, KEITH **Total Activity**

Account Number: XXXX-XXXX-XXXX- **572.28**

| | | | | | | |
|-------|-------|----------------------------------------|-------------------------|------|--------|--|
| 08/08 | 08/07 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431067220200824700023 | 5533 | 17.22 | |
| 08/11 | 08/10 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977223091403000342 | 5251 | 27.20 | |
| 08/14 | 08/11 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801977224091405000034 | 5251 | 19.56 | |
| 08/17 | 08/16 | TOTAL IMAGE WORKINGMANS SWINCHESTER VA | 24755427228282283425876 | 5699 | 170.99 | |
| 08/29 | 08/28 | LOWES #02724* WINCHESTER VA | 24692167240100296952409 | 5200 | 175.97 | |
| 08/30 | 08/29 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431067242200824600060 | 5533 | 140.44 | |
| 08/30 | 08/29 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431067242200824600169 | 5533 | 7.90 | |
| 08/30 | 08/29 | TRUCK PARTS UNLIMITED WINCHESTER VA | 24755427242132420919178 | 5533 | 13.00 | |

TYRRELL, DAVE **Total Activity**

Account Number: XXXX-XXXX-XXXX- **14,999.53**

| | | | | | | |
|-------|-------|------------------------------------------|-------------------------|------|----------|--|
| 08/01 | 07/25 | COYNE CHEMICAL 215-785-3000 PA | 24224437213101029299594 | 5169 | 637.00 | |
| 08/01 | 07/25 | COYNE CHEMICAL 215-785-3000 PA | 24224437213101029299602 | 5169 | 464.79 | |
| 08/02 | 08/01 | COYNE CHEMICAL 215-785-3000 PA | 24224437214101032629372 | 5169 | 1,406.00 | |
| 08/02 | 08/01 | COYNE CHEMICAL 215-785-3000 PA | 24224437214101032629380 | 5169 | 587.54 | |
| 08/03 | 08/02 | IN *SELECT SPECIALTY PROD434-2963937 VA | 24692167214100910391150 | 5169 | 216.00 | |
| 08/04 | 08/02 | MCMaster-CARR 630-834-9600 IL | 24789307215400000050780 | 5085 | 45.55 | |
| 08/07 | 08/04 | Amazon.com AMZN.COM/BILLWA | 24692167216100248301556 | 5942 | 311.97 | |
| 08/07 | 08/04 | JOINER MICRO LABORATORIE 540-347-7212 VA | 24435657217200389600013 | 7399 | 3,140.00 | |
| 08/07 | 08/04 | MCMaster-CARR 630-834-9600 IL | 24789307218413000053099 | 5085 | 74.71 | |
| 08/08 | 08/08 | Amazon.com AMZN.COM/BILLWA | 24692167220100190987984 | 5942 | 110.29 | |
| 08/08 | 08/07 | USA BLUE BOOK 800-548-1234 IL | 24326847219636000065036 | 5085 | 445.93 | |
| 08/09 | 08/07 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897220430800695145 | 5533 | 55.95 | |
| 08/11 | 08/11 | AMAZON MKTPLACE PMTS AMZN.COM/BILLWA | 24692167223100222676347 | 5942 | 146.50 | |
| 08/16 | 08/04 | COYNE CHEMICAL 215-785-3000 PA | 24224437228101029545973 | 5169 | 1,306.08 | |
| 08/16 | 08/15 | COYNE CHEMICAL 215-785-3000 PA | 24224437228101029546047 | 5169 | 940.00 | |
| 08/16 | 08/04 | COYNE CHEMICAL 215-785-3000 PA | 24224437228101029545981 | 5169 | 1,253.20 | |
| 08/18 | 08/17 | SHERWOOD-LOGAN & ASSOCIA 410-841-6810 MD | 24435657229206649600012 | 5251 | 182.00 | |
| 08/18 | 08/17 | ROBERTS OXYGEN CO BR 00 800-6263433 MD | 24755427230642300906222 | 5085 | 56.72 | |
| 08/21 | 08/18 | HACH COMPANY 9706631377 CO | 24801997232018012853032 | 5085 | 3,619.30 | |



BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 XXXX-XXXX-XXXX-
 August 01, 2017 - August 31, 2017
 Page 6 of 6



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Transactions

| Posting Transaction | | | | | | | |
|----------------------------------------|-------|---------------------------|------------------|-------------------------|--------|--------|-----------------|
| Date | Date | Description | Reference Number | MCC | Charge | Credit | Total Activity |
| WHITE, NEAL | | | | | | | 4,743.94 |
| Account Number: XXXX-XXXX-XXXX- | | | | | | | |
| 08/04 | 08/03 | IACP NET | 651-2226506 MN | 24270747215011240583119 | 8999 | 275.00 | |
| 08/11 | 08/09 | BROWNELLS INC | 641-6235401 IA | 24789307222442603986516 | 5969 | 284.94 | |
| 08/17 | 08/16 | USPS PO 5107560300 | BERRYVILLE VA | 24445007229000918453708 | 9402 | 7.80 | |
| 08/18 | 08/17 | RADIOPARTS COM | 754-900-4200 FL | 24492157229894321189742 | 8999 | 104.19 | |
| 08/18 | 08/17 | PAYPAL *NORTHERNPRO | 402-935-7733 CA | 24492157229894326349788 | 5945 | 680.00 | |
| 08/21 | 08/18 | AMERICAN UNIFORM SALES | 703-9419382 VA | 24013397230003697002542 | 5699 | 536.99 | |
| 08/21 | 08/18 | 800-781-2677*ATLANTCTC | 800-781-2677 PA | 24801637231286902065248 | 5137 | 585.15 | |
| 08/21 | 08/19 | GALLS | 859-266-7227 KY | 24435657231801030828002 | 5964 | 40.97 | |
| 08/21 | 08/18 | TIRE WORLD WHOLESALE | 301-6989200 MD | 24639237232900011000278 | 5532 | 496.80 | |
| 08/22 | 08/22 | Amazon.com | AMZN.COM/BILLWA | 24692167234100109486189 | 5942 | 97.92 | |
| 08/23 | 08/21 | BERRYVILLE AUTO PARTS INC | BERRYVILLE VA | 24767897234518300514966 | 5533 | 679.97 | |
| 08/28 | 08/25 | POSITIVE PROMOTIONS INC | 800-6352666 NY | 24142017239900011243455 | 5999 | 954.21 | |

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 6

10 October 2017
Discussion

Livery Stable Evaluation

In early August the Town issued a request for proposal for evaluation of the livery stable at 23 East Main Street. The evaluation is sought to acquire professional guidance regarding the stabilization of the livery. The evaluation will provide the Town with the information it needs to establish and prioritize stabilization projects.

The Town received four proposals. The proposals were ranked and the two highest rated firms interviewed. The firms were ranked again and the negotiations have been initiated with the highest ranked firm.

The Council is asked to review the attached contact and determine whether it will authorize the Town Manager to complete negotiations and execute a contact in this matter on behalf of the Town.

The anticipated award date is 11 October and the final report will be presented to the Town Council on 9 January 2018.

Attachments:

- Motion
- Contract
- Proposal from Damron Engineering

**BERRYVILLE TOWN COUNCIL
MOTION TO PROCEED WITH LIVERY STABLE EVALUATION CONTRACT**

Date: October 10, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville authorize the Town Manager to finalize negotiations with Damron Engineering and sign any and all contract-related documents in regard to the Livery Stable Evaluation.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

**CONTRACT FOR
TOWN OF BERRYVILLE
STRUCTURAL EVALUATION OF LIVERY STABLE
AT 23 EAST MAIN STREET, BERRYVILLE, VA**

THIS CONTRACT ("Contract") is entered into this ____ day of _____, 2017, by and between the Town of Berryville, Virginia ("Town"), a municipal corporation of the state of Virginia, and Damron Engineering and Consulting, LLC ("Contractor").

WHEREAS, on August 8, 2017 the Town issued a Request for Proposals for Structural Evaluation of the Livery Stable at 23 East Main Street, Berryville, hereinafter referred to as "the Project"; and

WHEREAS, on September 7, 2017, Contractor submitted its response to the RFP ("Proposal"); and

WHEREAS, the Town, through the Town Manager, has examined Proposal and has determined that Contractor has the requisite staff, background, training, resources, experience and insurance to perform the work and was the lowest fully qualified offeror; and

WHEREAS, the Town wishes to engage Contractor in accordance with the terms and conditions of the RFP, the Proposal, and this Contract.

NOW, THEREFORE, in consideration for the compensation to be paid the Contractor and the mutual agreements contained herein the Town and the Contractor agree as follows:

A. Contract Documents: The term "Contract Documents" means the following documents, which are attached hereto and incorporated herein by reference:

- This Contract for Structural Evaluation of the Livery Stable \$ 13,000.00
- The Town's RFP;
- Contractor's Proposal;
- Rider Clause;
- Insurance Certificates
- Notice to Proceed;
- Change Orders.

B. Scope of Work: Contractor shall furnish all labor, tools, supplies, equipment, materials and everything necessary for the completion of the Project in accordance with the Contract Documents.

C. Terms of Performance: Contractor will commence the work required by the Contract Documents after receipt of the Notice to Proceed, which Notice shall be provided within 1 calendar day of the Town's execution of this Contract. The Contractor agrees to fully complete the Project by January 9, 2018, plus such extensions of time as may be granted by the Town in accordance with the Contract Documents.

D. Terms of Payment: The Town agrees to pay the Contractor for the full and satisfactory performance of all work required by this Contract the total sum of \$ 13,000.00 subject to additions and deductions as may be agreed upon in writing and/or provided for in the Contract, and after work is complete and has been accepted by the Town.

E. Insurance Requirements: Contractor shall, at its own expense, keep in full force and effect during the term of this Contract, and during the term of any extension of this Contract, insurance coverage's in the following amounts:

| | |
|----------------------------|-------------|
| General Liability | \$1,000,000 |
| Damage to rented equipment | \$ 100,000 |
| Medical Expenses | \$ 10,000 |
| Personal Injury | \$1,000,000 |
| General Aggregate | \$2,000,000 |
| Products Liability | \$2,000,000 |
| Automobile Liability | \$1,000,000 |
| Umbrella Coverage | \$3,000,000 |

Workers Compensation By Virginia Statute

The Town shall be a named as an additional insured on any policy obtained by Contractor pursuant to this paragraph. Contractor shall furnish the Town with a Certificate of Insurance that indicates adequate insurance coverage has been obtained.

F. Anti-Discrimination: By submitting their proposals, offerors certify to the Town of Berryville that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA).

During the performance of this contract, the contractor agrees as follows:

a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

G. Ethics in Public Contracting: By submitting their proposals, offerors certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- H. Immigration Reform and Control Act of 1986: By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- I. Debarment Status: By submitting their proposals, offerors certify that they are not currently debarred by the Town of Berryville from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- J. Contract Binding/Assignment: This Contract shall be binding on and inure to the benefit of the parties hereto, their heirs, executors, administrators, assigns, and successors; provided however, that this Contract may not be assigned by Contractor unless first agreed to in writing by the Town.
- K. Amendments: This Contract, including the Contract Documents, represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Contract may be amended only by an instrument in writing signed by the Parties.
- L. Governing Law: This Contract shall be governed by the laws of the State of Virginia and the ordinances of the Town. Jurisdiction and venue for the resolution of any dispute or breach under this Contract shall be in the applicable court for Clarke County, Virginia.
- M. Attorney's Fees: If any party breaches this Contract, the breaching party shall pay all of the prevailing party's reasonable attorney's fees and costs in enforcing this Contract.

Town of Berryville, Virginia

By: _____
Keith R. Dalton

Town Manager

Date: _____

Attest:

Town Clerk, Ann W. Phillips

By: _____

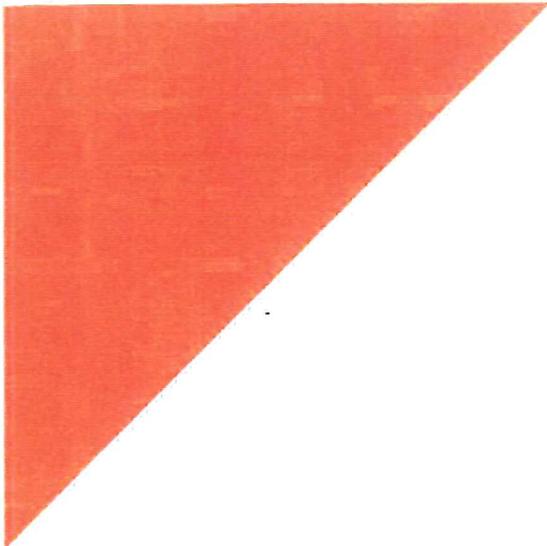
Printed Name: _____

Title: _____

Date: _____

(If corporate entity) Attest:

Secretary



DELIVERING SOLUTIONS FOR TOMORROW'S BUILT ENVIRONMENT

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

RECEIVED

SFP 07 2017

Town of Berryville, VA

11:48am

To: Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

From: Damron Engineering & Consulting llc

Date: September 7, 2017



Damron Engineering & Consulting, llc
505 Tavistock Drive
Winchester, VA 22602
www.damronec.com



September 7, 2017

Town of Berryville
101 Chalmers Court
Suite A
Berryville, VA 22611

Attention: Keith Dalton, Town Manager

Re: Request for Proposal
Structural Evaluation of Livery Stable

Mr. Dalton:

Damron Engineering & Consulting llc, a SWaM/Micro certified small business based in Winchester, Virginia, certification number 724719, is pleased to submit its statement of qualifications for structural engineering services under the referenced Request for Proposal for the Structural Evaluation of Livery Satable. This package has been prepared in accordance with the Request for Proposal and associated documents.

Our response to the request is organized into four sections including a firm overview and staffing, relevant project experience, an approach to work, and summary of why Damron Engineering & Consulting llc is the right choice.

This firm brings to the Town a wealth of experience working with historic structures and facilities, most importantly we bring:

- Specific experience with structural engineering of historic timber structures
- Hands-on construction experience post design on historic structures
- A locally based firm to offer timely responses and availability
- A proven performance record on historic facilities

I look forward to working with The Town of Berryville on this contract. Should you need additional information or have questions on the information submitted feel free to contact me via email (mdamron@damronec.com) or phone (O: 540-532-8785 or M: 540-974-5923) at your convenience. I look forward to discussing the firm's qualifications more during the engineer interviews should you desire.

Sincerely

Damron Engineering & Consulting llc



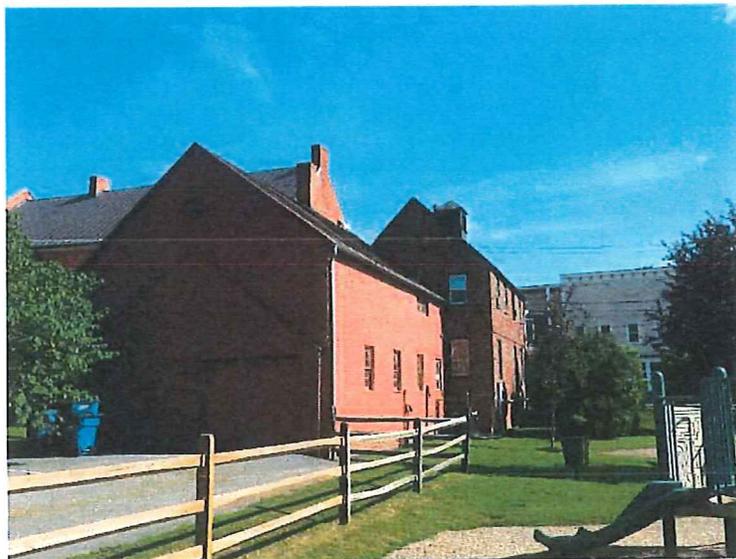
J Michael Damron, PE LEED AP
Principal

Encl: Damron Engineering & Consulting llc - Response to the Request for Proposal



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Firm Overview & Staffing

Damron Engineering & Consulting llc ("DEC"), founded in 2016 and located in Winchester, Virginia, provides a full range of structural engineering and construction consulting for a variety of project types. The firm is a certified small/micro business through the Virginia Department of Small Business and Supplier Diversity, certification number 724719. DEC employees have provided design and consulting services to include: structural design, forensic engineering, condition assessments, feasibility studies, and cost estimates on historic and historically significant facilities. The firm, through its employees, has performed design services on a variety of projects including administration facilities, higher and lower education facilities, municipal buildings, public safety centers, cultural centers, offices, airport terminals, utility buildings, warehouses, and industrial buildings for public and private sector clients.

Damron Engineering & Consulting llc brings to the table a wide variety of experience in structural engineering. The firm through the efforts of its staff has performed design for historic structural renovations using timber, steel, concrete and concrete masonry. It is capable of producing output in a BIM environment or traditional CADD deliverables depending on the client needs.

DEC staff understands working with historic properties where preservation, documentation, and restoration requires a greater attention to detail. DEC understands the importance of sourcing materials that will not affect the nature or character of the structure. DEC is familiar with analyzing historic structural elements for new load configurations and building occupancies as well as changing structural elements in order to accommodate new equipment.

With respect to the development of cost estimates, DEC is able to account for preservation technologies, shoring methodologies, sourcing like materials, and understanding the labor productivity required to complete sensitive tasks. DEC prepares Class A, B, or C level estimates with details appropriate for schematic, design development, or construction stages of design. DEC staff has prepared accurate, thorough construction estimates for the Commonwealth on all types of projects from pedestrian bridges to major new construction projects. DEC can prepare cost estimates in any format required by the client.

DEC brings experienced personnel who have prepared studies and designs for projects similar in scope and type to the Town of Berryville's Structural Evaluation of the Livery Stable. DEC staff have also managed construction for similar projects. The combination of technical expertise with extensive hands-on field experience enables DEC to:

- Develop designs with practical construction methodology in accordance with local, state and national standards.
- Assess the degree of difficulty and complexity of a given project, and provide cost effective and practical solutions as applicable.
- Evaluate constructability and provide alternative construction schemes which optimize cost and time of completion.
- Estimate costs of multi-disciplined construction by not only using construction cost guides but also soliciting various industry sources, evaluating fair market values, and assigning realistic costs to project tasks.
- Develop specifications and contract documents that are well coordinated and eliminate the possibility of claims due to errors and omissions.

DEC draws on the extensive engineering and construction experience of the proposed personnel to form a basis for providing comprehensive support to the Town in every aspect of its construction program. To that end the task will be performed and managed by **J. Michael Damron, P.E., LEED AP** who is a licensed Professional Engineer in the Commonwealth of Virginia (#0402-034141), with over 24 years of engineering experience having worked for small

Response to Town of Berryville, Request for Proposals
Structural Evaluation of Livery Stable
at 23 East Main Street, Berryville, Virginia



and large consulting firms throughout his career. Michael has experience in design management and structural design spanning from small IDC tasks to large scale construction projects. He has served the National Park Service, federal agencies, state and local municipal clients on design, assessments, construction administration and management projects. He also has extensive experience leading multi discipline design teams and designing historic preservation/restoration projects as well as developing detailed cost estimates for historic and historically significant projects.

Michael Damron has performed services for multiple historic facilities to include:

- Sagamore Hill, Long Island, NY
- Pentagon 9/11 Memorial, Arlington, VA
- Statue of Liberty, New York, NY
- National Archives Headquarters, Washington, DC
- Department of Interior Headquarters, Washington, DC
- Ford's Theater, Washington, DC
- Independence Hall, Philadelphia, PA
- Ft. Necessity National Battlefield, Fayette, PA
- Terminal A "Banjo" Concourse Level at DCA, Washington, DC
- Skyline Drive Overlooks, Front Royal, VA
- Jamestown National Historic Site, Jamestown, VA
- Jefferson Memorial, Washington, DC
- National Air & Space Museum, Washington DC
- Old Post Office Pavilion, Washington, DC
- Dublin Town Hall, Dublin, VA

A detailed project resume for Michael Damron is included on the following page. Supporting him are drafting and field technicians whose resumes are not included within this package. Should additional support be needed, DEC maintains multiple teaming relationships with architectural firms, specializing in historic preservation, that could assist DEC to meet the needs of the Town.

Response to Town of Berryville, Request for Proposals
Structural Evaluation of Livery Stable
at 23 East Main Street, Berryville, Virginia



J. Michael Damron, PE, LEED AP
Structural Engineer

Education: Bachelor of Science / 1993 / Building Construction / Virginia Polytechnic Institute
Registration: 2004/US Green Building Council/ LEED Accredited Prof.
2000/Professional Engineer, Structural/VA

Experience Summary: Michael has more than 24 years' experience in the evaluation, repair, analysis and design of various structural building systems for educational facilities. He has expertise in building evaluations and load analysis, structural design and analysis, team coordination, construction and contract documentation, and construction administration for government, educational, institutional, office, medical and residential buildings. Michael has proficiency evaluating steel, masonry, timber, concrete and concrete masonry structural systems. Additionally, he has conducted evaluations of structural systems for historic properties.

Representative project experience includes:

- **Hopkins Residence, Woodbridge, VA:** Project involved the initial and final assessment of a historic structure during a roadway construction project. The construction of the residence utilized balloon framing methodology and was built on a laid up stone foundation. Structural Engineer responsible for determining whether the roadway activities affected the structure negatively.
- **North King Street Storm Drain Improvements, Leesburg, VA:** Project involved design of a permanent stabilization method for a masonry wall structure listed on the Leesburg Historic registry. Stabilization allowed for the installation of new storm drainage piping crossing the wall below its foundation. Structural Engineer responsible for the condition assessment and designing modification to the existing wall foundation.
- **Structural Assessment Glencoe, The Wharton House, City of Radford, Radford, VA:** Structural Engineer responsible for performing a condition assessment on the historic Wharton House. Performed condition assessment of the existing hand hewn timber structure and provided feasibility recommendations to convert the residence to museum space.
- **Engineering Support for the Town of Leesburg, VA:** Project Manager/Senior Structural Engineer provided structural engineering support to the Town. Support included condition assessments, structural inspections, constructability reviews, repair/restoration design, and construction management. Representative projects include: Davis Court Bridge Assessment & Load Rating, Loudoun Museum Assessment.
- **Ft. Necessity National Battlefield Visitor Center, National Park Service, Fayette, PA:** Structural engineer responsible for evaluating the redesigned timber roof, coordinating new construction details, review RFIs and shop drawings. Project involved renovations to the historic Mount Washington Tavern, site walkways and various roadway/parking improvements and the construction of a new visitor center. During value engineering the original roof framing system was changed to a heavy timber framing system.
- **Restoration and Modernization of Facility 11, Bolling Air Force Base, Washington, DC:** Senior Structural Engineer responsible for condition assessments, analysis and design. This project involved upgrading the 1930's historic structure to meet current ADA requirements. Performed site investigations to determine existing structural elements, and prepared construction drawings and specifications necessary to complete the work.
- **North Street Building Renovation, Leesburg, VA:** Project consisted of structural and architectural renovations to an existing historic building to convert usage. The original structure was erected in the 1930s and an addition was added in the 1960s. Structural Engineer responsible for ensuring all existing structural members will be supported where load bearing walls are to be removed and the strengthening of existing walls and floors for the proposed loading conditions including the addition of nine new roof top mechanical units.



Relevant Project Experience

The following five project descriptions demonstrate Damron Engineering & Consulting's recent and past experience providing structural assessments, inspections, design, cost estimating and construction administration on historic facilities.

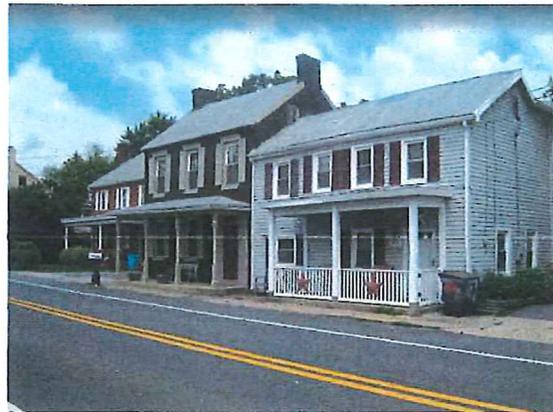
Pre-Construction Historic Assessments Jefferson, MD

Owner:

SHA, Maryland Department of Transportation
Baltimore, MD

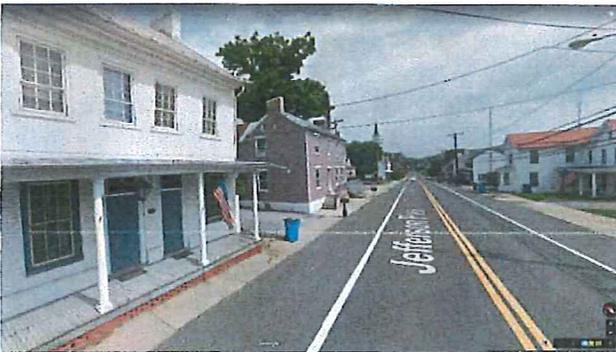
Client:

L.W. Wolfe Enterprises, Inc.
Myersville, MD



Description and Scope of Work:

The State Highway Administration of Maryland is conducting roadway improvements to Maryland Route 180 through the Jefferson Historic District. For this construction there are sixty properties, along the route, listed in the historic registry that have to be documented. This documentation, submitted to SHA and the SHA Architectural Historian, will be used as a baseline to monitor effects of construction throughout the two-year project life cycle. The DEC assessment methodology follows the Secretary of the Interior's Standards for the Treatment of Historic Properties. Should any repairs be necessary, those standards will be applied with construction documents prepared approved by the Maryland Historic Trust.



Each assessment will document the structural and architectural condition of the facility, identify structural systems, and note any potential deficiencies and areas of concern for the contractor to monitor as the work progresses. Should any damage occur on any of the sixty facilities during construction, DEC will provide the necessary construction documents for the remediation. In addition to the structural assessments, DEC will be providing continuous seismic monitoring of construction activities. This involves determining ground motion baseline during regular traffic patterns. Once the baseline is

established monitoring stations will be installed that will take readings at 15 minute intervals throughout the day. From these stations automatic notifications will be sent to the DEC office, the contractor, and the SHA to inform them when operations are not within the defined parameters and corrective actions need to be taken. Additionally, the system will provide a summary log of each day's readings for record keeping purposes.



Ida Lee Barn Restoration Leesburg, VA

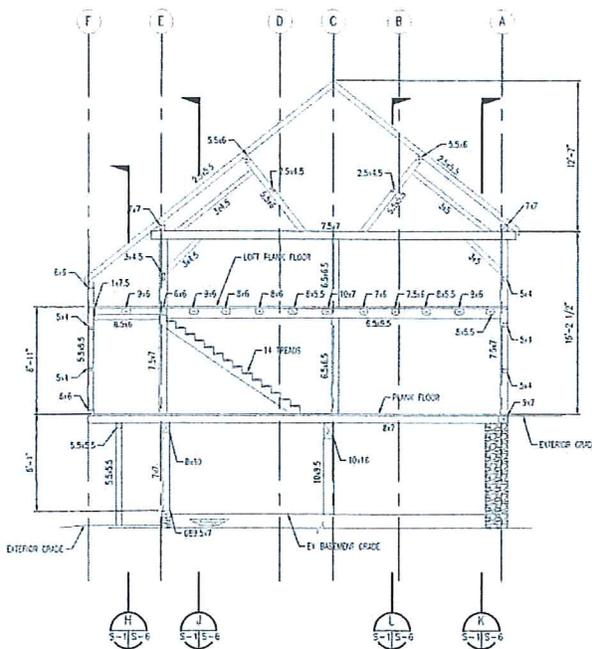
Owner/Client:
 Town of Leesburg
 Leesburg, VA



Description and Scope of Work:

The project involved the comprehensive analysis of an existing 19th century barn currently used for storage. The structure is located in the Ida Lee Park complex in Leesburg, Virginia. Primarily, the objective comprised of ensuring the structural integrity of the main building including the corn crib structure connected via interior stairs. In addition, the objective involved creating a weather-tight structure which would allow for multiple use options in the future. Finally, the project designed and implemented exterior alterations and or improvements that enhance the character and appearance of the structure.

The first phase scope of work called for a complete documentation of the facility and assessment of its condition. Each structural element was measured and the wood species identified, by visual methods. Measured drawings were prepared and a condition assessment report was prepared to document all deficiencies noted from the investigation. Within the report was a chronology for repairs needed from emergency repairs needed to maintain structural stability to cosmetic modifications needed. The assessment and report included structural Architectural and Electrical systems for the barn.



The next phase of the project involved creation of full discipline construction documents to address items identified in the assessment report. Repair items included new exterior siding, metal roofing, lighting, metal gutters, replacement of structural beams and columns, and repointing of portions of the stone foundation.

Once construction documents were completed and all the applicable code and historic society reviews were completed the design team assisted the Town by developing the RFP for advertisement, conducted pre-bid meetings, and assisted in the evaluation of bids.

During construction, tasks included: addressing requests for information from the contractor, review of submittals, review of contractor pay applications, inspection of work performed by the contractor, development of punch lists, and running the construction progress meetings.

Experience referenced is that of the firm's principal prior to the formation of Damron Engineering & Consulting llc.

Response to Town of Berryville, Request for Proposals
Structural Evaluation of Livery Stable
at 23 East Main Street, Berryville, Virginia



W.A. Young Foundry Rices Landing, PA

Owner: (Current)

Rivers of Steel National Heritage Area
Homestead, PA

Client:

Greene County Historical Society
Greene County, PA



Description and Scope of Work:

William A. Young, owner and operator of the business, built the Machine Shop in 1900 with lumber from the family farm. The machine shop remained in continuous operation until 1965 when it closed doors and ceased operations. The property remained vacant and in disrepair until the facility was purchased in 1985 by the Greene County Historical Society. It was placed on the National Register of Historic Places in 1998. After 2005 the property was formally transferred to the Rivers of Steel National Heritage Area ("RSNHA").



The scope of work for this project was to assess the condition of the facility prior to the transfer to the RSNHA and report this to the community and various boards. A site visit was conducted documenting the structural system of the main facility and various additions. A report of findings was developed detailing any deficiencies witnessed, remediation strategies, and potential costs to repair. The findings were presented to the community and RSNHA during a community council meeting discussing the transfer from the County to the RSNHA.

Since its transfer to RSNHA, the facility has been designated a National Historic Landmark in 2017.

Experience referenced is that of the firm's principal prior to the formation of Damron Engineering & Consulting Ilc.

Response to Town of Berryville, Request for Proposals
Structural Evaluation of Livery Stable
at 23 East Main Street, Berryville, Virginia



Rehabilitate Brawner Farm Manassas, VA

Owner/Client:

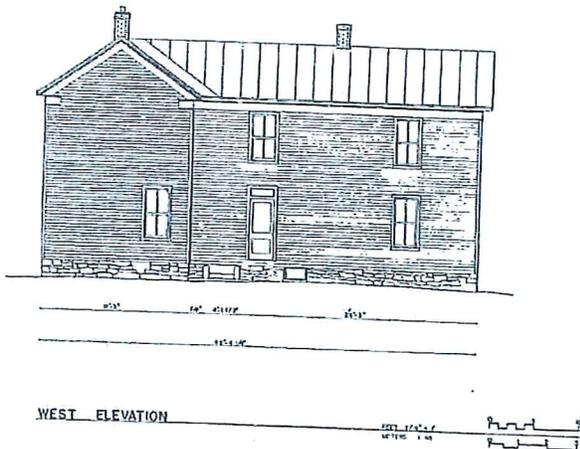
National Park Service, National Capital Region
Washington, DC



Description and Scope of Work:

The Brawner house is located at the site of the Second Battle of Manassas. The current structure is the result of a series of additions and renovations to the original 2-room farmhouse of the Civil War era. These modifications were completed in approximately 1904. The park acquired the property in 1985. The house rests on a dry-stacked stone foundation. The framing system for the house is of timber members, both hand-cut and rough-sawn timbers. The exterior of the structure consists of wood lap siding and a metal roof covering.

Two individual tasks were completed for this project site, the first was participation in a Value Engineering Study to determine the best possible uses for the facility and the second was to document the facility and prepare measured drawings that could be used by NPS and subsequent design teams for remediation. The Value Engineering Study was a five-day session first looking at the programs NPS wanted to offer through the facility and second determining the feasibility of modifying the structure to accommodate the proposed uses. The outcome of the study was to use the first floor as an interpretive center accepting visitors and the second floor as interpretive storage as needed with changing venues. A preliminary strengthening scheme was developed which was the basis of design for future modifications. The scheme involved infilling the crawlspace with a grid system of beams and concrete pedestals to ease the load being transferred to the existing stone foundation. This would allow for the cosmetic repairs to the stones including replacing missing stones from the foundation.



The task for creating measured drawings was done in conjunction with NPS's Historic Preservation Training Center. The task involved identification of stone foundation pieces, wood structural elements, and architectural finishes. Part of the measurement of the wood structural members was to identify construction periods through identification of hand cut lumber versus sawn timbers, and the use of cut versus manufactured nails. The final deliverable was measured AutoCAD files transferred to NPS.

Experience referenced is that of the firm's principal prior to the formation of Damron Engineering & Consulting llc



Approach to Work

Damron Engineering & Consulting llc's approach to this project is based not only on expertise in structural engineering design, but also on a thorough understanding of the Town's requirements and our proven performance on previous projects. By proactively engaging DEC professionals with those of the Town in every phase of the project, DEC strives to anticipate and identify areas that could adversely affect construction progress, cost and quality. The proposed approach is based on the milestone schedule activities presented in the request for proposal.

Kick-off Meeting

The most critical activity of any project is the kick-off meeting. This meeting sets the goals and expectations for outcomes and sets the tone for the project. A DEC project kick-off meeting involves the following activities:

- Staff introductions on both sides of the table
- Outline of communications protocols
- Restatement of project scope & goals
- Discussion of project phases, timeline and deliverables
- Future meeting setup

Communications are critical to a projects success. At the kick-off meeting DEC will provide the Town with all the contact information for the principal and any technicians that may be onsite assisting with the measurement work. The principal will be available 24/7 if need be for communications with the Town. At this meeting DEC will also establish key points of contact for the Town to gain access to the facility, emergency contacts, potential users of the facility and who is to receive the project deliverables among others.

During this meeting DEC will outline procedures for gaining access to the building and what notifications will be required in order to enter the leased spaces if necessary. DEC will define working hours for the site visit and any potential days where the facility cannot be accessed. Additionally, if the Town has any particular safety requirements that have to be adhered to during the inspections DEC will review them and implement them as needed.

DEC will reaffirm the project deadlines and establish dates for follow-on meetings to review progress and keep the Town appraised of any items that would require action.

After the meeting DEC will require time to visit the site and take basic measurements to develop working sketches that will be used while performing field measurements.

Site Investigation

Each day DEC arrives onsite the Town will be notified to make sure that nothing needs to be adjusted in the schedule. DEC will strive to be as efficient as possible and keep the inspections between the hours of 8:30 a.m. and 3:30 p.m. During inspections, should DEC identify any critical deficiencies that require immediate action DEC will contact the Town and begin working on remediation strategies. DEC will remain onsite to assist with the remediation efforts as necessary.

DEC inspections will be visible in nature; DEC does not anticipate any destructive measures for this evaluation. However, should the inspection personnel identify areas where selective demolition is critical to the evaluation DEC will notify the Town and work out potential avenues to gain access. DEC will utilize ladders where required to gain access to elements out of reach from ground or floor surfaces. DEC will follow all required safety protocols while using ladders at the site.



DEC inspections will be hands on, will use conventional tape measures, laser measuring instruments, and micrometers to obtain the data. DEC will document our visit through the use of high resolution digital photography. All images will be at 20MP in JPG format and the full library will be available as a deliverable to the Town should they need it.

The assessment and documentation will begin with the roof systems. DEC will identify material thicknesses and shape properties for the roof covering and any flashing. Then document the type, size, length, and spacing of the roof framing elements including the purlins, rafters, braces, ties and beams. Where possible DEC will document connection materials and properties. DEC will continue with this methodology through the wall and floor framing to the ground level. DEC will document any openings in the framing systems and material deficiencies as the assessment progresses. During the inspection of the timber members, DEC will identify any materials that are different from the original construction. Identification of timber species if possible, will be through visual observation. DEC will categorize the various connection types used throughout the building.

As the assessment progresses around the building DEC will identify the various masonry materials from clay brick to concrete masonry units. Sizes, layup patterns, penetrations, openings, physical condition, mortar joint sizes and condition will be documented. Any deterioration and the potential source of such will be included in the documentation.

DEC will document the visible foundation elements for the building. DEC does not anticipate excavation required to fully document the extent of the below grade structure. However, DEC will use probe rods to obtain basic depths of footings or other foundation elements.

Architectural elements such as windows and doors will be noted. Any hardware that is easily accessible will be included within the documentation.

DEC will end each day of field work with a summary email to the Town identifying work performed and progress on the schedule.

Report and Drawing Development

The guidelines set forth by the Secretary of the Interior are guided by three basic principles: identify, retain and preserve. DEC's analysis and recommendations will incorporate these three principles throughout.

The report will include the following sections with a basic description of each:

- **Executive Summary:** Define what the purpose of the project is and identify the goals for the project. Summarize the investigations and recommendations.
- **Background:** This section will provide any historic information on the barn that can be gathered during the investigation. This section will identify the age of the structure, historic methodologies of construction used, definition of framing terminology, and a description of the basic structural systems for the barn.
- **Methods of Investigation:** This section will detail the inspection operations. It will include the dates of the investigations, methods used for inspection and documentation.
- **Description of Structure:** A detailed written description of the existing building will be developed in this section. Included in this section will be 11x17 drawing sheets depicting the structural system of the barn. This section will also identify deficiencies found during the inspections.



- **Basis of Evaluation and Design:** Here DEC will document the codes and standards used to evaluate deficiencies and develop repairs. This section will also outline the proposed loads applied to the building structure used in the evaluation.
- **Results:** This section will describe each repair required in the barn. As with the description of the structure this section will also include 11x17 drawing sheets that will detail each specific repair.
- **Recommendations:** Depending on the number and severity of repairs required this section will outline the timeline for repairs to be completed on the barn. DEC anticipates breaking repairs up into three categories, immediate or repairs required for structural integrity, near term repairs that are deemed necessary but not of a critical nature, and far term that are more cosmetic in nature.
- **Cost Estimate:** Cost estimates will be developed in accordance with the Virginia Department of General Services UniFormat II standard and submitted in the DGS form 30-224 unless an alternative format is requested. DEC will identify material labor and equipment prices for each item. The cost estimate will be summarized at a total project level for budget purposes. The draft submission will be submitted with budget cost values. The final submission will include the full detailed breakdown of construction costs.
- **Conclusion:** DEC will summarize the assessment and recommendations for any proposed repairs or modifications to the barn structure.

Where possible any repairs to be made will be detailed in accordance with the historic character of the building. If DEC has to deviate from the historic character, documentation and justification for such a deviation will be documented within the report.

All drawing sheets will be scalable drawings suitable for construction. A separate volume of project drawings will also be submitted with the final deliverable for use by the Town. Native AutoCAD files of the measured drawings will be provided to the Town in accordance with the RFP.

Presentation to Berryville Town Council

DEC is prepared to present the findings of the evaluation to the Berryville Town Council, or provide the necessary information and documentation to the Town Manager for presentation to the Council. Michael Damron will be present during the meeting to answer any questions from the Council on the content, or any follow on actions recommended within the final evaluation report.

Quality Assurance

Quality assurance begins with the development of standards and master formats for potential deliverables. Damron Engineering & Consulting has developed standard documents based on industry best practice in order to facilitate production. In addition to these deliverables, it uses industry guides and checklists to assist in the development of the work product. Quality assurance reviews are performed in house through the use of deliverable checklists for each milestone and as needed peer reviews from outside sources at no cost to the Town.



Why Damron Engineering & Consulting llc?

Damron Engineering & Consulting llc brings to the Town of Berryville structural engineering credibility and reliability which is based on the following relevant credentials:

- **Structural engineering of historic timber** and related construction programs worth millions of dollars of constructed work;
- **Hands-on construction knowledge** for historic and related projects based on past performance as engineers, construction managers or consultants in the employ of contractors;
- **Locally based small firm** ready to dedicate itself to the needs of the Town with our broad technical expertise in all areas related to this request which enhances our ability to support the Town in any situation that arises in the field;
- **Proven performance record** on historic projects for municipal and other owners with similar facilities.

Response to Town of Berryville, Request for Proposals
Structural Evaluation of Livery Stable
at 23 East Main Street, Berryville, Virginia



Cooperative Procurement

Damron Engineering & Consulting llc agrees to extend to other local governments the same pricing structure used for this contract. The following page is the signed rider clause included within the request for proposal documents.

Town Of Berryville

RFP for Structural Evaluation of Livery Stable at 23 E Main Street, Berryville, VA

RIDER CLAUSE

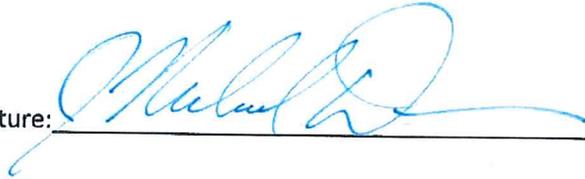
Use of Contract by other Local Governments

The Town of Berryville would like to make the same pricing structures available to other area local government entities. Bidders shall indicate whether they shall extend pricing. Inclusion is not mandatory and will have no bearing on the contract award.

Agree to extend to other local government entities: X

Do not agree to extend to other local government entities: _____

Bidder Signature: _____



Bidder Company Name: Damron Engineering & Consulting llc

Date: September 7, 2016

Attachment 7



Berryville Police Department

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

policeadmin@berryvilleva.gov

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

W. Neal White – Chief of Police

MEMO

DATE: 10/04/2017

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 10/10/2017

Monthly Activity Report

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

Police and Security Committee

The Police and Security Committee met on September 29, 2017. The minutes from this meeting can be found in the consent agenda. The committee will meet again on October 26, 2017 at 09:00 am in the A/B meeting room of the government center.



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W. Neal White – Chief of Police

Police and Security Report

| | Year To Date | September | August |
|-----------------------------------|--------------|------------|------------|
| Month: September | 2017 | 2017 | 2017 |
| Year: 2017 | | | |
| <u>Complaints Answered</u> | | | |
| 911 Hang Up: | 32 | 3 | 1 |
| Alarms: | 96 | 9 | 10 |
| Animal Complaint: | 91 | 13 | 6 |
| Assault and Battery: | 5 | 0 | 0 |
| Assist County: | 29 | 6 | 3 |
| Auto Larceny: | 2 | 1 | 1 |
| Burglary: | 6 | 0 | 1 |
| Civil Complaints: | 51 | 4 | 6 |
| Disturbance (Non Violent): | 19 | 0 | 1 |
| Domestic Disturbance: | 23 | 3 | 0 |
| Drunk In Public: | 6 | 0 | 1 |
| Forgery & Uttering: | 0 | 0 | 0 |
| Fraud: | 27 | 0 | 1 |
| Grand Larceny: | 11 | 2 | 4 |
| Harassment/Intimidation: | 23 | 5 | 3 |
| Homicide: | 0 | 0 | 0 |
| Juvenile Related: | 35 | 7 | 8 |
| Noise: | 36 | 4 | 4 |
| Petty Larceny: | 18 | 2 | 1 |
| Public Service: | 26 | 2 | 1 |
| Rape: | 0 | 0 | 0 |
| Robbery: | 0 | 0 | 0 |
| Runaway: | 1 | 0 | 0 |
| Shoplifting: | 1 | 0 | 0 |
| Suspicious Activity: | 156 | 19 | 20 |
| Trespassing: | 6 | 2 | 0 |
| Vandalism: | 27 | 6 | 0 |
| Welfare Check: | 110 | 15 | 17 |
| Miscellaneous Complaints: | 301 | 30 | 31 |
| Total Complaints Answered: | 1138 | 133 | 120 |



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W. Neal White – Chief of Police

Police and Security Report (Continued)

| | Year To Date
2017 | September
2017 | August
2017 |
|------------------------------------------------|----------------------|-------------------|----------------|
| <u>Traffic</u> | | | |
| Accidents Investigated: | 54 | 8 | 5 |
| Assist Motorist: | 30 | 1 | 0 |
| Child Safety Seat Install: | 20 | 1 | 0 |
| Funeral Escort: | 29 | 0 | 3 |
| Hit & Run: | 8 | 2 | 1 |
| Parking Tickets: | 148 | 22 | 24 |
| Traffic Warnings: | 306 | 67 | 53 |
| <u>Traffic Summons Issued</u> | | | |
| Defective Equipment: | 1 | 0 | 0 |
| Driving Suspended: | 4 | 0 | 2 |
| Expired Inspection: | 27 | 1 | 2 |
| Expired Registration: | 7 | 3 | 1 |
| Fail to Obey Highway Sign: | 77 | 10 | 10 |
| Fail to Obey Traffic Signals: | 5 | 1 | 0 |
| Fail to Stop/Lights & Siren: | 0 | 0 | 0 |
| Fail to Yield Right of Way: | 4 | 1 | 1 |
| Hit and Run: | 0 | 0 | 0 |
| No Liability Insurance: | 0 | 0 | 0 |
| No Operator's License: | 11 | 2 | 1 |
| No Seat Belt: | 1 | 0 | 0 |
| Reckless Driving: | 14 | 2 | 2 |
| Speeding: | 242 | 33 | 36 |
| Miscellaneous Summons: | 24 | 4 | 1 |
| Total Traffic Summons Issued: | 417 | 57 | 56 |
| <u>Found Open at Businesses in Town</u> | | | |
| Doors: | 22 | 2 | 3 |
| 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 | September | August |
|----------------------------------------|--------------|-----------|--------|
| | 2017 | 2017 | 2017 |
| <u>Criminal Arrests Made</u> | | | |
| Abduction: | 1 | 0 | 0 |
| Arson: | 0 | 0 | 0 |
| Assault and Battery: | 4 | 0 | 0 |
| Assault and Battery on Police Officer: | 0 | 0 | 0 |
| Auto Larceny: | 0 | 0 | 0 |
| Breaking and Entering: | 0 | 0 | 0 |
| Capias: | 2 | 0 | 1 |
| Disorderly Conduct: | 0 | 0 | 0 |
| Driving While Intoxicated: | 4 | 0 | 0 |
| Drunk In Public: | 5 | 0 | 0 |
| Fail to Obey Police Officer: | 0 | 0 | 0 |
| Fail to Pay Parking Ticket: | 10 | 1 | 0 |
| Forgery: | 0 | 0 | 0 |
| Fraud: | 1 | 0 | 0 |
| Grand Larceny: | 6 | 4 | 2 |
| Homicide: | 0 | 0 | 0 |
| Illegal Drugs/Paraphernalia: | 7 | 0 | 0 |
| 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 | 0 | 0 |
| Weapons Violation: | 0 | 0 | 0 |
| Miscellaneous Criminal Arrests: | 22 | 0 | 2 |
| Juvenile Arrest Total: | | | |
| Total Criminal Arrests: | 65 | 5 | 5 |

Attachment 8

Memo

To: Town Council

From: David Tyrrell

Date: October 4, 2017

Re: September 2017 Operations Report

The water treatment plant is in compliance for September 2017 with its monthly parameters. We sent a total of 9.728 MG water to the system with a daily average production of 0.389 MGD and a daily max of 0.547 MG.

Lead and Copper sampling was completed in August and results are in. All samples were below the mandated EPA action levels with several of the sites being below the quantification levels.

Utility Service is currently working on the permitting process with VDH for the water tank mixing and painting project. However the painting portion of the project does not need VDH approval and that has been scheduled to start with mobilization on October 16th.

Drought Conditions: Water levels in the Shenandoah River have been running well below the historical averages for most of September. Both ground water and river levels are very low and are of concern. Several facilities on the Shenandoah are in mandatory or voluntary water restrictions at this time. Our bank intake is very low with only inches of water coming into the process. However our mid-stream intake is still under several feet of water. Although river conditions are very low we are in good condition for our water supply. There are no concerns for the Town water supply at this time. Additionally the river conditions will have no effect on our progress to paint the storage tanks. As a reminder we are part of the Northern Shenandoah Drought Response System. Should conditions continue there is a possibility that the Town may need to take water saving measures as part of a coordinated response in the region. I will keep you informed should a move in that direction be taken.

The wastewater plant is in compliance with its discharge permit for September per data received to date. We have treated a total of 7.96 MG with a daily average of 0.27 MGD and a daily max of 0.41 MG.

We continue to have issues with membrane train #1. While the pump is now working well, we have blown relays and are having communication issues with the VFD. The problem is intermittent and we are working with GE to solve the problems. We have found a good source for the relays and have several in stock. We have been tracing and tightening electrical wires in the system to ensure proper connections.

The VFD for internal recycle pump #1 has been replaced and programmed. Also the gas detection sensor in the headworks has been repaired.

Parts to repair the out of service drum screen have arrived. We have called in factory assistance to educate operators on the process of replacing the main bearings and bushings and properly aligning the equipment. This is scheduled to happen on October 16th..

The operational changes to the sludge holding tanks appear to be working well. Lower dissolved oxygen levels along with fast turnover rates with in the tank will help with the pH drops in the solids.

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

September 2017

No. Connections Served: 1660
Population Served: 4185

| DATE | Raw Water Treated MGD | Finished Water Produced MGD | Finished Water Delivered MGD | Hours in Service | Raw Water Chemicals | | | | | | | | | | | | Finished Water Chemicals | | | | | |
|---------|-----------------------|-----------------------------|------------------------------|------------------|---------------------|-------|-------------|------|-------------|-------|-------------|------|-------------|-------|-------------|------|--------------------------|---------|-------------|-------|----------------|-------|
| | | | | | Alum | | Carbon | | Chlorine | | Fluoride | | Polymer | | KMnO4 | | Soda Ash | | Chlorine | | Corr Inhibitor | |
| | | | | | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L |
| 1 | 0.607 | | 0.547 | 18.0 | 35 | 7.0 | 4 | 0.9 | | | 6.8 | 1.35 | 0.090 | 0.018 | 7 | 1.3 | | | 20.3 | 4.0 | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 0.179 | | 0.154 | 5.5 | 15 | 10.2 | 1 | 0.8 | | | 3.6 | 2.44 | 0.024 | 0.016 | 2.1 | 1.4 | | | 6.2 | 4.1 | | |
| 4 | 0.1826 | | 0.169 | 5.5 | | 0.0 | 2 | 1.1 | | | 3.6 | 2.36 | 0.031 | | 2.0 | 1.3 | | | 6.2 | 4.1 | | |
| 5 | 0.4263 | | 0.388 | 13.5 | 10 | 2.9 | 4 | 1.0 | | | 6.6 | 1.86 | 0.066 | 0.019 | 5.0 | 1.4 | | | 15.2 | 4.3 | | |
| 6 | 0.4909 | | 0.451 | 15.5 | 46 | 11.1 | 4 | 0.9 | | | 3.6 | 0.88 | 0.066 | 0.016 | 5.8 | 1.4 | | | 17.4 | 4.3 | | |
| 7 | 0.5009 | | 0.433 | 15.0 | 46 | 10.9 | 4 | 1.0 | | | 6.7 | 1.60 | 0.075 | 0.018 | 5.6 | 1.3 | | | 16.9 | 4.0 | | |
| 8 | 0.5176 | | 0.476 | 15.0 | 41 | 9.4 | 4 | 1.0 | | | 6.7 | 1.55 | 0.075 | 0.017 | 5.6 | 1.3 | | | 16.9 | 3.9 | | |
| 9 | 0.2119 | | 0.188 | 6.5 | 25 | 14.3 | 2 | 0.9 | | | 3.7 | 2.08 | 0.031 | 0.017 | 0.0 | 0.0 | | | 7.3 | 4.1 | | |
| 10 | 0.216 | | 0.201 | 6.5 | 15 | 8.4 | 2 | 1.1 | | | 0.0 | 0.00 | 0.040 | 0.022 | 2.4 | 1.3 | | | 7.3 | 4.1 | | |
| 11 | 0.488 | | 0.443 | 14.3 | 35 | 8.7 | 4 | 0.9 | | | 6.7 | 1.65 | 0.070 | 0.017 | 5.3 | 1.3 | | | 16.0 | 3.9 | | |
| 12 | 0.526 | | 0.475 | 15.0 | 76 | 17.3 | 4 | 0.9 | | | 6.7 | 1.53 | 0.080 | 0.018 | 5.6 | 1.3 | | | 16.9 | 3.9 | | |
| 13 | 0.435 | | 0.387 | 12.8 | 20 | 5.6 | 4 | 1.0 | | | 3.6 | 0.99 | 0.070 | 0.019 | 4.8 | 1.3 | | | 14.4 | 4.0 | | |
| 14 | 0.334 | | 0.303 | 9.8 | 15 | 5.5 | 3 | 1.0 | | | 3.5 | 1.25 | 0.050 | 0.018 | 3.0 | 1.1 | | | 11.0 | 3.9 | | |
| 15 | 0.295 | | 0.267 | 8.5 | 25 | 10.3 | 2 | 0.8 | | | 3.4 | 1.38 | 0.040 | 0.016 | 2.6 | 1.1 | | | 9.6 | 3.9 | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 0.513 | | 0.467 | 15.0 | 71 | 16.6 | 3 | 0.7 | | | 6.7 | 1.57 | 0.039 | 0.009 | 4.7 | 1.1 | | | 16.9 | 3.9 | | |
| 19 | 0.529 | | 0.480 | 15.5 | 10 | 2.3 | 4 | 1.0 | | | 6.7 | 1.53 | 0.033 | 0.008 | 4.8 | 1.1 | | | 17.4 | 4.0 | | |
| 20 | 0.535 | | 0.486 | 15.6 | 41 | 9.1 | 4 | 0.9 | | | 6.8 | 1.52 | 0.040 | 0.009 | 4.9 | 1.1 | | | 17.6 | 3.9 | | |
| 21 | 0.537 | | 0.492 | 15.6 | 41 | 9.1 | 2 | 0.4 | | | 6.7 | 1.50 | 0.397 | 0.089 | 4.9 | 1.1 | | | 17.6 | 3.9 | | |
| 22 | 0.483 | | 0.444 | 14.1 | 76 | 18.9 | 3 | 0.8 | | | 3.6 | 0.90 | 0.035 | 0.009 | 4.4 | 1.1 | | | 15.9 | 3.9 | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 0.473 | | 0.422 | 14.0 | 41 | 10.3 | 4 | 0.9 | | | 6.7 | 1.70 | 0.036 | 0.009 | 4.4 | 1.1 | | | 15.8 | 4.0 | | |
| 26 | 0.504 | | 0.457 | 15.0 | 46 | 10.9 | 4 | 0.9 | | | 7.0 | 1.66 | 0.082 | 0.020 | 4.7 | 1.1 | | | 17.5 | 4.2 | | |
| 27 | 0.515 | | 0.466 | 15.5 | 35 | 8.3 | 3 | 0.8 | | | 3.4 | 0.78 | 0.079 | 0.018 | 4.8 | 1.1 | | | 18.1 | 4.2 | | |
| 28 | 0.524 | | 0.476 | 15.8 | 35 | 8.1 | 4 | 0.9 | | | 6.7 | 1.54 | 0.083 | 0.019 | 4.9 | 1.1 | | | 18.4 | 4.2 | | |
| 29 | 0.53 | | 0.481 | 15.5 | 51 | 11.5 | 5 | 1.0 | | | 6.7 | 1.52 | 0.078 | 0.018 | 4.8 | 1.1 | | | 18.1 | 4.1 | | |
| 30 | 0.19 | | 0.175 | 5.5 | 20 | 12.8 | 1 | 0.9 | | | 3.3 | 2.08 | 0.029 | 0.018 | 1.7 | 1.1 | | | 6.4 | 4.1 | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | |
| Total | 10.743 | 0.000 | 9.728 | 318.4 | 872 | 239.4 | 79 | 22.4 | 0.0 | 0.00 | 129.6 | 37.2 | 1.74 | 0.457 | 105 | 28.9 | 0.0 | 0.00 | 361.0 | ##### | 0.0 | 0.00 |
| Maximum | 0.607 | 0.000 | 0.547 | 18.0 | 76 | 18.9 | 5 | 1.1 | 0.0 | 0.00 | 7.0 | 2.4 | 0.40 | 0.089 | 7 | 1.4 | 0.0 | 0.00 | 20.3 | 4.27 | 0.0 | 0.00 |
| Minimum | 0.179 | 0.000 | 0.154 | 5.5 | 10 | 0.0 | 1 | 0.4 | 0.0 | 0.00 | 0.0 | 0.0 | 0.02 | 0.008 | 0 | 0.0 | 0.0 | 0.00 | 6.2 | 3.85 | 0.0 | 0.00 |
| Average | 0.430 | 0.000 | 0.389 | 12.7 | 36 | 9.6 | 3 | 0.9 | ##### | ##### | 5.2 | 1.5 | 0.07 | 0.019 | 4 | 1.2 | ##### | #DIV/0! | 14.4 | 4.04 | #### | ##### |

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

September 2017

| Date | Effluent Flow
MGD | Eff pH
SU | Eff Temp
Deg C | Eff CBOD
mg/l | Eff CBOD
KG/D | Eff TSS
mg/l | Eff TSS
KG/D | Effluent DO
River
mg/l | Effluent DO
WWTP
mg/l | Eff NO2 /
NO3
mg/l | Eff TKN
mg/l | Eff TKN
KG/D | Eff Total N
mg/l |
|-----------|----------------------|--------------|-------------------|------------------|------------------|-----------------|-----------------|------------------------------|-----------------------------|--------------------------|-----------------|-----------------|---------------------|
| 9/1/2017 | 0.25 | 7.4 | 23.8 | | | | | 7.4 | 6.8 | | | | |
| 9/2/2017 | 0.26 | 7.3 | 23.6 | | | | | 8.1 | 7.8 | | | | |
| 9/3/2017 | 0.23 | 7.2 | 23.8 | | | | | 7.2 | 7.4 | | | | |
| 9/4/2017 | 0.25 | 7.4 | 24.1 | | | | | 7.9 | 7.3 | | | | |
| 9/5/2017 | 0.40 | 7.3 | 24.4 | 5.00 | 7.65 | | | 8.7 | 7.2 | 1.43 | 0.56 | 0.86 | 1.99 |
| 9/6/2017 | 0.41 | 7.6 | 24.1 | 1.00 | 1.56 | | | 7.6 | 7.6 | | | | |
| 9/7/2017 | 0.34 | 7.4 | 23.3 | 2.00 | 2.57 | | | 7.7 | 7.9 | 0.95 | 0.00 | 0.00 | 0.95 |
| 9/8/2017 | 0.27 | 7.4 | 22.9 | | | | | 8.4 | 8.5 | | | | |
| 9/9/2017 | 0.26 | 7.3 | 22.8 | | | | | 7.7 | 8.1 | | | | |
| 9/10/2017 | 0.27 | 7.4 | 22.4 | | | | | 8.2 | 8.6 | | | | |
| 9/11/2017 | 0.25 | 7.5 | 22.8 | | | | | 8.4 | 8.4 | | | | |
| 9/12/2017 | 0.26 | 7.4 | 22.9 | 2.00 | 1.93 | 0.00 | 0.00 | 7.8 | 8.0 | 2.24 | 0.43 | 0.42 | 2.67 |
| 9/13/2017 | 0.28 | 7.3 | 24.0 | 1.00 | 1.07 | | | 8.0 | 7.9 | | | | |
| 9/14/2017 | 0.29 | 7.4 | 23.6 | 1.00 | 1.10 | | | 8.2 | 8.0 | 1.50 | 0.28 | 0.31 | 1.78 |
| 9/15/2017 | 0.25 | 7.4 | 22.9 | | | | | 8.1 | 8.2 | | | | |
| 9/16/2017 | 0.24 | 7.2 | 23.6 | | | | | 7.5 | 7.6 | | | | |
| 9/17/2017 | 0.25 | 7.3 | 24.2 | | | | | 7.6 | 6.2 | | | | |
| 9/18/2017 | 0.28 | 7.2 | 24.2 | | | | | 8.1 | 6.8 | | | | |
| 9/19/2017 | 0.24 | 7.2 | 24.2 | | | | | 8.4 | 7.0 | 1.72 | 0.34 | 0.31 | 2.06 |
| 9/20/2017 | 0.25 | 7.1 | 24.1 | 0.00 | 0.00 | | | 8.0 | 7.6 | | | | |
| 9/21/2017 | 0.24 | 7.2 | 24.0 | 1.00 | 0.92 | | | 7.3 | 7.3 | 1.87 | 1.21 | 1.12 | 3.08 |
| 9/22/2017 | 0.25 | 7.4 | 24.0 | | | | | 6.8 | 7.4 | | | | |
| 9/23/2017 | 0.24 | 7.3 | 24.3 | | | | | 7.6 | 8.6 | | | | |
| 9/24/2017 | 0.24 | 7.3 | 24.0 | | | | | 7.5 | 8.1 | | | | |
| 9/25/2017 | 0.24 | 7.3 | 24.1 | | | | | 7.8 | 6.9 | | | | |
| 9/26/2017 | 0.27 | 7.3 | 24.3 | 4.00 | 4.09 | | | 7.7 | 6.8 | 1.96 | 1.05 | 1.07 | 3.01 |
| 9/27/2017 | 0.25 | 7.6 | 24.6 | | | | | 8.3 | 7.0 | | | | |
| 9/28/2017 | 0.24 | 7.3 | 24.9 | | | | | 8.1 | 7.3 | | | | |
| 9/29/2017 | 0.24 | 7.6 | 24.5 | | | | | 8.2 | 7.1 | | | | |
| 9/30/2017 | 0.23 | 7.3 | 24.6 | | | | | 8.6 | 8.2 | | | | |
| Minimum | 0.23 | 7.1 | 22.4 | 0.00 | 0.00 | 0.00 | 0.00 | 6.8 | 6.2 | 0.95 | 0.00 | 0.00 | 0.95 |
| Maximum | 0.41 | 7.6 | 24.9 | 5.00 | 7.65 | 0.00 | 0.00 | 8.7 | 8.6 | 2.24 | 1.21 | 1.12 | 3.08 |
| Total | 7.96 | 220.3 | 715.0 | 17.00 | 20.88 | 0.00 | 0.00 | 236.9 | 227.6 | 11.67 | 3.87 | 4.08 | 15.54 |
| Average | 0.27 | 7.3 | 23.8 | 1.89 | 2.32 | 0.00 | 0.00 | 7.9 | 7.6 | 1.67 | 0.55 | 0.58 | 2.22 |
| Geo Mean | 0.26 | 7.3 | 23.8 | 1.63 | 1.86 | 1.00 | 1.00 | 7.9 | 7.6 | 1.62 | 0.6 | 0.63 | 2.09 |

Berryville STP Monthly DMR Data

September 2017

| Date | Eff Total N
KG/D | Eff Total P
mg/l | Eff Total P
KG/D | E-Coli
No/100ml |
|-----------|---------------------|---------------------|---------------------|--------------------|
| 9/1/2017 | | | | |
| 9/2/2017 | | | | |
| 9/3/2017 | | | | |
| 9/4/2017 | | | | |
| 9/5/2017 | 3.05 | 0.07 | 0.11 | 1 |
| 9/6/2017 | | | | |
| 9/7/2017 | 1.22 | 0.07 | 0.09 | |
| 9/8/2017 | | | | |
| 9/9/2017 | | | | |
| 9/10/2017 | | | | |
| 9/11/2017 | | | | |
| 9/12/2017 | 2.58 | 0.02 | 0.02 | 1 |
| 9/13/2017 | | | | |
| 9/14/2017 | 1.96 | 0.02 | 0.02 | |
| 9/15/2017 | | | | |
| 9/16/2017 | | | | |
| 9/17/2017 | | | | |
| 9/18/2017 | | | | |
| 9/19/2017 | 1.90 | 0.03 | 0.03 | |
| 9/20/2017 | | | | |
| 9/21/2017 | 2.85 | 2.60 | 2.40 | |
| 9/22/2017 | | | | |
| 9/23/2017 | | | | |
| 9/24/2017 | | | | |
| 9/25/2017 | | | | |
| 9/26/2017 | 3.08 | 0.03 | 0.03 | 1 |
| 9/27/2017 | | | | |
| 9/28/2017 | | | | |
| 9/29/2017 | | | | |
| 9/30/2017 | | | | |
| Minimum | 1.22 | 0.02 | 0.02 | 1 |
| Maximum | 3.08 | 2.60 | 2.40 | 1 |
| Total | 16.64 | 2.84 | 2.70 | 3 |
| Average | 2.38 | 0.41 | 0.39 | 1 |
| Geo Mean | 2.27 | 0.06 | 0.07 | 1 |

Berryville WWTP Monthly Membrane Operation Report

August 2017

UF 1 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|-----|
| FluxBeforeBP | | -- | -- | 0 | -- |
| PermeateTurbidityAfterBP | | -- | -- | 0 | -- |
| TCPermeabilityBeforeBP | | -- | -- | 0 | -- |
| TMPBeforeBP | | -- | -- | 0 | -- |
| TotalPermeateFlowDaily | | 100 % | 0.0 | 32 | 0.0 |

UF 2 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|----------|
| FluxBeforeBP | ● | 99 % | 1.89 | 1318 | 7.091 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.15 | 1318 | 0.209 |
| TCPermeabilityBeforeBP | ● | 100 % | 8.15 | 1318 | 30.419 |
| TMPBeforeBP | ● | 100 % | 0.11 | 1318 | 0.208 |
| TotalPermeateFlowDaily | | 100 % | 31398.68 | 32 | 116320.5 |

UF 3 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|------------|
| FluxBeforeBP | ● | 99 % | 1.93 | 1337 | 6.855 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.0 | 1337 | 0.0 |
| TCPermeabilityBeforeBP | ● | 100 % | 3.3 | 1337 | 31.382 |
| TMPBeforeBP | ● | 100 % | 0.06 | 1337 | 0.212 |
| TotalPermeateFlowDaily | | 100 % | 27313.65 | 32 | 113377.156 |

UF 4 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|----------|
| FluxBeforeBP | ● | 99 % | 1.95 | 1339 | 6.793 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.06 | 1339 | 0.056 |
| TCPermeabilityBeforeBP | ● | 99 % | 8.26 | 1339 | 27.535 |
| TMPBeforeBP | ● | 100 % | 0.12 | 1339 | 0.221 |
| TotalPermeateFlowDaily | | 100 % | 31829.84 | 32 | 111786.0 |

UF Plant KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|------------------------|-----------------------------------------------------------------------------------|-------|----------|--------|------------|
| PermeateTemperature |  | 100 % | 1.55 | 2976 | 71.025 |
| TotalPermeateFlowDaily |  | 100 % | 82011.07 | 32 | 341483.656 |

UF 1 KPI Summary

| Parameter | LL | LCL | UCL | HH | Aug |
|--------------------------|----|-----|-------|------|-----|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | -- |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | -- |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | -- |
| TMPBeforeBP | -- | -- | 7 | 8 | -- |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 0.0 |

UF 2 KPI Summary

| Parameter | LL | LCL | UCL | HH | Aug |
|--------------------------|----|-----|-------|------|------------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.091 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.209 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 30.419 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.208 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 113041.032 |

UF 3 KPI Summary

| Parameter | LL | LCL | UCL | HH | Aug |
|--------------------------|----|-----|-------|------|------------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 6.855 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.0 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 31.382 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.212 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 110824.161 |

UF 4 KPI Summary

| Parameter | LL | LCL | UCL | HH | Aug |
|--------------------------|----|-----|-------|------|------------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 6.793 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.056 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 27.535 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.221 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 107780.226 |

UF Plant KPI Summary

| Parameter | LL | LCL | UCL | HH | Aug |
|------------------------|----|-----|---------|---------|------------|
| PermeateTemperature | 32 | -- | 100 | 110 | 71.025 |
| TotalPermeateFlowDaily | -- | -- | 1100000 | 2100000 | 331645.419 |

Attachment 9

Report of the Department of Public Works October 3, 2017

Water

We experienced no water breaks or water related issues this past month. We are in the planning process of relocating the three water meters that serve 101 East Main Street and 8A & 8B Chalmers Court. Keith has been in contact with the property owner and we are waiting for his approval of his cost associated with this project.

We have started the water improvement project for South Buckmarsh Street. The installation of the new line was slowed down due to the amount of rock we had to hoe-ram. We should have this project finished by October 6th.

Our next water improvement project will be phase two of the Treadwell Street water upgrade. We have received most of the pipe and fittings for the upgrade. We plan to start this project the week of October 16th.

Sewer

We had no sewer blockages or pump station issues this past month.

General Information

The final coat of asphalt was applied to McGuire Circle in Berryville Glen this week. We are in the process of submitting the lane miles to VDOT in order to get this section of road into our urban maintenance system in order to allow us to maintain the road and for it to be included in our snow removal this year.

Attachment 10

10 October 2017
Discussion

Revised FY2018 Street Work Priorities

10 October 2017

At its September meeting, the Town Council decided to utilize \$140,250 in funds from the Secondary Street Maintenance Reimbursement to complete the Public Works Building.

The FY2018 Street Work Priorities have been amended to reflect Town Council's decision.

Attachments:

- Motion to adopt revised FY2018 Street Work Priorities
- Amended FY2018 Street Work Priorities

12 September 2017

The FY2018 Street Work priorities will likely have to be amended because of the Public Works Building project.

Once the Town Council has made a determination regarding how it will proceed on the project, a revised Priority list will be submitted for review and approval.

Attachment:

- Approved FY2018 Street Work Priorities

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE STREET WORK PRIORITIES FOR FY 18

Date: October 10, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached amended Street Work Priorities for FY 18.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

VDOT Funded Secondary System Maintenance / Street Work Priorities
FY 2018

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <u>VDOT Reimbursement Limit</u> | \$ 521,000 |
|
 | |
| <u>Work Items and Equipment Purchase</u> | |
| Patch/Repair trouble areas in streets | \$ 20,000 |
| Sidewalk repair | \$ 15,000 |
| Engineering | \$ 5,000 |
| Public Works Pole Barn | \$ 140,250 |
| Equipment Purchase/Maintenance/Repair
(purchase backhoe (53,040*), tractor (26,102*), signs (5,000),
and safety equipment (1,500). Maintenance (27,358) | \$ 113,000 |
| Routine Street Maintenance (snow removal, tree trimming,
drainage ditch cleaning, street cleaning, etc.) | \$ 100,000 |
|
 | |
| <u>Subtotal</u> | \$ 393,250 |
|
 | |
| <u>Funds available within Reimbursement</u> | \$ 127,750 |
|
 | |
| <u>Specific Street Repair Work Priorities</u> | |
|
 | |
| <i>Summer and fall (2017) Paving</i> | |
| Jackson Drive | \$ 55,592* |
| Ewell Court | \$ 13,044* |
| Treadwell Street | \$ 8,852* |
|
 | |
| Total Summer/Fall (2017) | \$ 77,488* |
|
 | |
| <i>Spring and summer (2018) Paving</i> | |
| Treadwell Street (from Smith Street to Crown Street) | \$ 7,500 |
| Rosemont Circle | \$ 37,000 |
|
 | |
| Total Spring/Summer (2018) | \$ 44,500 |
|
 | |
| <u>Remaining within Reimbursement</u> | \$ 5,762 |

* Actual Cost

Draft Submitted to Town Council 10/10/17