

**BERRYVILLE TOWN COUNCIL  
MEETING AGENDA  
Regular Meeting  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room  
Tuesday, December 12, 2017  
7:30 p.m.**

| <u>Item</u>   | <u>Attachment</u>   |
|---|---|
| 1. Call to Order – Patricia Dickinson, Mayor                              |   |
| 2. Pledge of Allegiance   |   |
| 3. Approval of Agenda   |   |
| 4. Public Hearings  | No public hearings scheduled                                |
| 5. Citizens' Forum  |   |
| 6. Consent Agenda   | 1↓  |
|   | Motion  |
|   | Minutes of Regular Meeting – 11/14/17                       |
|   | Minutes of Police and Security Committee Meeting – 11/30/17 |
|   | Minutes of Personnel Committee Meeting – 12/7/17            |
| 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 | 2↓  |
|   | Monthly Report  |
| 10. Report of Keith Dalton, Town Manager                                  |   |
| 11. Report of Erecka Gibson – Chair, Budget and Finance Committee         | 3   |
|   | Report of Desiree Moreland, Treasurer                       |
| 12. Report of Donna McDonald – Chair, Community Improvements Committee    |   |

| <b><u>Item</u></b>   | <b><u>Attachment</u></b> |
|--|--------------------------|
| <b>13. Report of David Tollett – Chair, Police and Security Committee</b><br>Report of Neal White, Chief of Police                     | 4                        |
| <b>14. Report of Patricia Dickinson – Chair, Streets and Utilities Committee</b><br>Report of David Tyrrell, Public Utilities Director | 5                        |
| Report of Rick Boor, Public Works Director   | 6                        |
| <b>15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee</b><br>Appointment to Berryville Area Development Authority        | 7↑                       |
| <b>16. Other</b>   |                          |
| <b>17. Adjourn</b>   |                          |

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

# Attachment 1

BERRYVILLE TOWN COUNCIL  
MOTION TO APPROVE CONSENT AGENDA

Date: December 12, 2017

Motion By:

Second By:

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

VOTE:

Aye:

Nay:

Absent:

ATTEST:

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Harry Lee Arnold, Jr., Recorder

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

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

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; Chief Neal White, Berryville Police Department; Dave Tyrell, Director of Utilities

**Press:** Cathy Kuehner, Winchester Star

1. Call to Order

Mayor Dickinson called the meeting to order at 7:00 p.m.

2. Closed Session

1. **On motion of Council Member Gibson, the Berryville Town Council entered closed session in accordance with §2.2-3711-A-7, Code of Virginia for consultation with legal counsel regarding specific legal matters requiring the providing of legal advice concerning an application for vacation of land described in the application as a public street, a Town easement, and the land use approval process.**

**Council member Kitselman seconded the motion which carried as follows:**

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Abstain: None

Reconvene

At 7:40 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.

**On motion of Recorder Arnold, the Council of the Town of Berryville adopted the following resolution certifying it convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provision of The Virginia Freedom of Information Act. Council Member Kitselman seconded the motion with a roll call vote as follows:**

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Abstain: None

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 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.

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Harry Lee Arnold, Jr., Recorder

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3. Pledge of Allegiance

4. Approval of Agenda

**On motion of Council member Tollett, seconded by Council member Kitselman, the agenda was unanimously approved with one modification.** Item 17: Report of Harry Lee Arnold's Personnel Committee was modified by the addition of Attachment 13, which was a motion to reappoint William Steinmetz to the Berryville Planning Commission.

5. Citizens' Forum

Mayor Dickinson acknowledged the following speakers during the Citizens' Forum:

Town resident, Norma Slattery, spoke to the Council regarding Wheeler Lane. Mrs. Slattery reiterated her wish that the Town not vacate this strip of land.

Patty Maples, Board President of Berryville Main Street, provided an update on the organization's activities, including upcoming holiday events.

Town resident, Carl Maples, spoke to the Council regarding Wheeler Lane. Mr. Maples petitioned the Town to vacate this strip of land.

Town resident, Dennis Couture, spoke about his concerns of speeding traffic along South Buckmarsh Street, especially oversized and multi-axle trucks. He also pointed out the noise and vibration generated by large trucks driving in this area is very bad.

Town resident, Alton Echols, spoke regarding his concerns with an appeal of the site plan revision submitted by McDonalds, for a restaurant site on McNeil Drive.

6. Consent Agenda

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

- Minutes of Regular Meeting – 10/10/17
- Minutes of Community Improvements Committee Meeting – 11/06/17
- Minutes of Budget and Finance Committee Meeting – 10/24/17
- Minutes of Police and Security Committee Meeting – 11/06/17
- Minutes of Streets and Utilities Committee Meeting – 10/24/17
- Minutes of Personnel Committee Meeting-11/7/17

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson declared October 23-31 as Red Ribbon week.

She said that Red Ribbon Week was established as a time to encourage Americans to wear a red ribbon to show their support for a drug-free environment and read the following proclamation:

### ***Red Ribbon Week***

**WHEREAS,** communities across America have been plagued by the numerous problems associated with illicit drug use and those who traffic them; and

**WHEREAS,** there is hope in winning the War on Drugs, and the hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Shenandoah Valley Young Marines of the Marine Corps League to foster a healthy, drug-free lifestyle; and

**WHEREAS,** governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

**WHEREAS,** the red ribbon was chosen as a symbol commemorating the work of Enrique “Kiki” Camarena, a Drug Enforcement Administration agent, who was murdered in the line of duty and represents the belief that one person CAN make a difference; and

**WHEREAS,** the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and

**WHEREAS,** October 23-31 has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show their support for a drug-free environment.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, Patricia Dickinson, Mayor of the Town of Berryville, do hereby proclaim **October 23–31, 2017**, as:**

## ***Red Ribbon Week***

in this Town, and encourage all citizens, businesses, public and private agencies, media, religious and educational institutions to wear and display red ribbons and participate in drug-free activities throughout the week, joining me and the rest of the nation in promoting the Red Ribbon Celebration and drug-free communities.

A member of the Young Marines, a youth group that stresses the importance of self-confidence, academic achievement, honoring veterans, good citizenship, community service, and living a healthy, drug-free lifestyle was on hand to give a history of Red Ribbon Week.

The Mayor called upon Chief Neal White, Town of Berryville Police Department, to introduce three members of the Department who had recently received accolades for service:

Officers Brandon Piper and Don Mason were named Meritorious Action Award recipients at the Top of Virginia Chamber of Commerce Valor Award Ceremonies.

Officer Joe Shoremount was recognized at the Horseshoe Curve Benevolent Association Law Enforcement Appreciation Dinner as Law Enforcement Officer of the Year for the Berryville Police Department.

8. Report of Harry Lee Arnold, Jr., Recorder

Recorder Arnold stated a need for prioritizing projects requested by the Town Council in relation to current availability of Town staffing hours. Council Member Kitselman concurred.

Recorder Arnold voiced concerns about delays in garnering a final mapping of finances in the Town's purchasing and accounts payable functions which were being reviewed by the Budget and Finance Committee. Mayor Dickinson said those concerns would be addressed in Council member Gibson's report.

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

Ms. Dunkle said the Planning Commission will be holding its next meeting on November 28, 2017, the Berryville Area Development Authority Meeting was cancelled for November 22, 2017, and the Board of Zoning Appeals has not held a meeting since the last Council meeting. She added that the Architectural Review Board moved its meeting to November 29, 2017 to accommodate Berryville Main Street, with the judging of the Holiday Parking Meter Contest.

10. Report of Keith Dalton, Town Manager

Mr. Dalton said a Petition to Vacate Wheeler Lane was initiated by Carl and Patricia Maples which was depicted by Mr. Maples during the Citizens' Forum. **Recorder Arnold made the motion to deny the**

**Petition to Vacate Wheeler Lane and Council member Kitselman seconded the motion with a roll call vote as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett, Arnold**

**Nay: None**

**Abstain: Dickinson**

Mr. Dalton said he met with Rappahannock Electric Company (REC) representative, Jeff Hinson, to discuss new street light replacement measures. There was a discussion that the new lights seem to be brighter and cast light on a larger area than the old lights. Mr. Dalton explained that LED units are being utilized as replacements when the older high sodium lighting units fail. He also noted that LED units last longer and use less electricity. He said it does not appear that any other alternatives to the new LED lighting system are available through REC, and therefore the Town will continue to utilize the LED units as replacements. Mayor Dickinson and Council Member Tollett stated that there was no reason for another meeting with REC regarding this issue if no other alternatives are available.

Report of Erecka Gibson – Chair, Budget and Finance Committee

Council member Gibson reported that a work plan for a Procurement and P-card policy was drafted in a previous committee meeting, whereby, there was a concern from Mayor Dickinson regarding competitive bidding. Council member Gibson asked for clarification in a written brief to address the concerns and one was presented by Mayor Dickinson. Council member Gibson said she and designated staff members will respond to that brief by December 21, 2017.

She said the next Budget and Finance Meeting is scheduled for January 23, 2018 at 10:30 a.m.

11. Report of Donna McDonald – Chair, Community Improvements Committee

Council member McDonald said the Community Improvements Committee met on November 6, 2017 to discuss the Livery Stable Evaluation with Mike Damron of Damron Engineering. Council Member McDonald said he reported that 80% of the measurements were complete and found nothing catastrophically wrong with the structure. She added that Mr. Damron noted a few areas of minor concern and said he is on schedule to meet the requested due date for the deliverables.

Mr. Dalton explained the need to start budgeting for replacing the play set in the John Rixey Moore Playground in Rose Hill Park.

Council member McDonald noted that the Town will be decorating the tree in Rose Hill Park for the upcoming Holiday Celebration.

12. Report of David Tollett – Chair, Police and Security Committee

Council member Tollett said the Police and Security Committee will be meeting on Thursday, November 30, 2017 at 9:00 a.m.

Chief Neal White announced the commencement of the Berryville Police Department's Holiday Toy Drive. He said unwrapped toys and gift cards can be donated to assist disadvantaged children in the community, adding that donations are currently being collected at the police department.

Chief White said the department received an AED (Automatic External Defibrillator) from the Old Fredericktown Lodge of the Fraternal Order of Police. He said the device will be deployed with on duty officers in the cruiser they are operating so they will be equipped to respond to cardiac emergencies and initiate rapid lifesaving intervention measures.

Chief White said the Committee met on November 14, 2017 and created a final draft to repeal and replace Chapter 4-Animals and Fowl and Chapter 10-Motor Vehicles of the Berryville Town Code. He said each draft will be posted on the Town's website for public input followed by further discussion at the December 12, 2017 Town Council Meeting. Recorder Arnold suggested that all proposed changes to Chapter 4-1 of the code be publically advertised for further input.

Chief White summarized the recommended revisions to Chapter 4-Animals and Fowl as follows :

- Section 4-1 has been reworked to allow the keeping of laying hens. It prescribes the number of hens and other permitted livestock based upon the lot size of a parcel. It also addresses maintenance, containment, and enforcement of violations.
- Section 4-6 has been revised to change language from destructive cats to "animals".
- Sections 4-7, 4-8, 4-9, 4-41, 4-50, and 4-51 have all been recommended for repeal as they are part of Virginia Code and routinely prosecuted under Virginia Code.

He said a summary of recommended revisions to Chapter 10-Motor Vehicles included:

- Repeal sections of Article II in Chapter 10 which require the issuance and display of a decal, but the tax would still be administered and collected using the DMV stop as a collection mechanism for unpaid taxes.
- Addition of language in sec. 10-7 (g) to prohibit the installation of signs that mimic and confuse official State and Town signs on private property.
- Corrections and updates of State law references throughout the chapter.
- Addressed parking concerns in the Rixey-Moore Parking lot during special events in sec. 10-65.

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

Mayor Dickinson said the Town is no longer under a water watch restriction.

She said the lighted pedestrian crossings are being installed as well as corresponding signage.

David Tyrell, Public Utilities Director, gave an update on progress of the southwest water tank maintenance project. He said that the interior of the tank has had two ladders and a new roof vent installed. He added that the tank had been entirely sandblasted and an interior base coat of paint applied.

Mayor Dickinson said a response was received for the proposed Utility Rate Study of the Town's water and sewerage system from Pennoni Associates, Inc. Pennoni Associates is the Town's consulting engineering firm.

Mr. Dalton said the estimated costs for time and materials totaled \$31,328, not inclusive of the \$5,048 Water System Hydraulic Model Update. He said that the Town's FY2018 budget included \$20,000 for the project. Mr. Dalton said the staff seeks guidance on how the Town Council wishes to proceed.

Council member Gibson asked if there were any items in the proposal that could be removed.

Mayor Dickinson said the Evaluation of Assests was an added feature, and that one had not been created in recent memory.

Mayor Dickinson asked if a better pricing schematic could be obtained if the proposed study went out for competitive bid. Mr. Dalton replied that he did not believe so, as two engineers with Pennoni Associates have a history with the Town and know our systems well. He said they designed the Town's water plant, booster station, distribution and collection systems, and elevated tanks. Mr. Dalton said that if the Town would have to invest in providing another firm with background design and schematics, plus staff time for doing so, that the Town would not be likely to garner a better bid. Mr. Tyrell agreed with this assessment.

Mayor Dickinson inquired as to whether the water or sewer system should take precedence. Mr. Dalton and Mr. Tyrell both agreed that if forced to choose, the water system analysis should be a priority. Mayor Dickinson proposed that the Town ask Pennoni Associates for just a water system analysis. Council member Gibson and Recorder Arnold said that it would be more advantageous to get both the water and sewer analysis done at the same time.

Council member Gibson did not want to exceed the \$20,000 amount currently budgeted for the project and suggested that a full analysis be done when all the necessary funds were budgeted. Council member McDonald did not see an extreme urgency in starting the project until funds were in place.

Mayor Dickinson said that there was consensus in waiting until we had the budgeted amount necessary for the project.

14. Report of Harry Lee Arnold, Jr., Chair, Personnel Committee

**Recorder Arnold made a motion to reappoint William Steinmetz to the Berryville Planning Commission for a term that will begin on January 16, 2018 and end on January 15, 2022.**

**Council member Gibson seconded the motion which carried as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett, Arnold**

**Nay: None**

**Abstain: Dickinson**

15. Other

Mr. Dalton said Ann Phillips has taken a new job as Deputy Clerk for the Frederick County Board of Supervisors and Leslie Kelley, Administrative Assistant for the Berryville Police Department, is assisting this evening.

Mr. Dalton confirmed the Committee meeting schedule as follows:

Budget and Finance: January 23, 2018 @ 10:30 a.m.

Community Improvements: January 22, 2018 @ 7:00 p.m.

Police and Security: November 30, 2017 @ 9:00 a.m.

Personnel: December 7, 2017 @ 6:30 p.m.

Town Council: December 12, 2017 @7:30 p.m.

16. Adjourn

There being no other business, upon motion of Council member Kitselman, seconded by Council member Gibson, the meeting was adjourned at 9:15 p.m.

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Harry Lee Arnold, Jr., Recorder

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Leslie Kelley, Recording Secretary

**MINUTES  
BERRYVILLE TOWN COUNCIL  
POLICE AND SECURITY COMMITTEE  
Berryville-Clarke County Government Center  
Regular Meeting  
November 30, 2017  
9:00 a.m.**

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

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

**Press:** None

1. Call to Order

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

2. Approval of Agenda

The agenda was approved as presented.

3. Department Update

Chief White noted that the department is fully staffed, though one officer is on light duty for a few weeks. He informed the Committee that the Department's toy drive was underway and going well.

4. Discussion – Career Development

Chief White reviewed comments received from legal review of the new General Order. The Committee and staff discussed proposed revisions to General Order regarding the Career Development Program for the Department. It was agreed that the General Order was acceptable to the Committee.

The Committee and staff discussed how General Orders will be approved. The Committee agreed that that the General Orders will be approved by the Town Manager and Chief of Police. Once a General Order is approved, the Town Council will be notified of the action and provided a synopsis of the General Order in question.

The Committee and staff discussed how this matter will be presented as a part of the proposed FY2019 budget.

5. Discussion – Berryville Code Review

Mr. Dalton stated that he would have an updated version of Chapter 8: Garbage and Refuse, Recyclables, and Yard Waste for the Committee's next meeting on 25 January 2018.

At the 25 January 2018 meeting Chief White will provide the Committee with a list of Code Chapters the Committee and Council have reviewed over the past few years.

Mr. Dalton informed the Committee that he was exploring whether the Town should engage Municode to review and reformat the Berryville Code.

7. Other

Mr. Dalton informed that Committee that he and Chief White would be taking a look at parking on Swan Avenue now that the SRTS project has been completed. He noted that he is also in conversation with a landowner in the area about street improvements that the Town would like to make as a part of repaving Swan Avenue.

It was confirmed that the next Committee meeting will be on 25 January 2017 at 9:00 a.m.

8. Adjourn

There being no further business, the meeting was adjourned at 9:38 a.m.

**BERRYVILLE TOWN COUNCIL PERSONNEL COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**December 7, 2017**

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A meeting of the Berryville Town Council Personnel Committee was held on Wednesday, December 7, 2017 at 6:30pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of the Committee present: Jay Arnold, Chair, Erecka Gibson, Pat Dickinson

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Others present: Ann Phillips, Mary Jo Pelletier

Chairman Arnold called the meeting to order at 6:30pm.

**Approval of Agenda**

Chairman Arnold asked for a motion to approve the agenda, the motion was made to approve the agenda by Ms. Gibson.

**Discussion – Vacancies and term expirations in the first quarter of 2018**

Ms. Dunkle said that she received a letter from Rachael Worsley that she would be resigning from the Architectural Review Board at the end of the month. Ms. Dunkle said that Dr. Danny Allen's term on the Board of Zoning Appeals expires on March 10, 2018 and Michelle Marino's term on the Planning Commission expires April 8, 2018. Chairman Arnold requested that staff contact Dr. Allen and Ms. Marino to gauge their interest in continuing to serve on the respective board and commission. Chairman Arnold said that a January 23<sup>rd</sup> Personnel Committee meeting would be in order to discuss these vacancies at a time to be determined.

**Interviews – Berryville Area Development Authority**

Personnel Committee members interviewed two applicants to fill the unexpired term of Warren Dilandro.

**Discussion – Berryville Area Development Authority: Vacancy (fill unexpired term that will end on June 30, 2018)**

Chairman Arnold asked for comments and discussion about the applicants. Ms. Dickinson made the motion to recommend to Town Council that Mary Joe Pellerito be appointed to the Berryville Area Development Authority to fill an unexpired term, seconded by Ms. Gibson, the motion passed, Chairman Arnold abstaining.

**Closed Session**

There was no closed session.

**Other**

Chairman Arnold requested staff post the Architectural Review Board vacancy on the Town's web site.

**Adjourn**

There being no further business, Ms. Dickinson made a motion to adjourn the meeting, seconded by Ms. Gibson, the motion passed by voice vote at 7:38pm.

# Attachment 2

# Planning and Community Development

## *Action Item*

Bond Release – Section 4B

**December 12, 2017**

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### **Planning Commission**

The Planning Commission held a meeting on Tuesday, November 28, 2017 at 7:30pm. They discussed text amendments to the Zoning Ordinance concerning “craft beverage manufacturing” which has been updated by the Commonwealth. They set a public hearing for amendments to Article I Definitions and Article VI Sections 607 and 609 for their January 23, 2018 meeting.

### **Berryville Area Development Authority**

The BADA did not hold a November meeting. Their next meeting is scheduled for Wednesday, December 27, 2017 at 7:00pm.

### **Architectural Review Board**

The Architectural Review Board held a meeting on Wednesday, November 29 at 12:30pm. They discussed windows installed in the Historic District without approval by the Board and judged the Berryville Main Street Parking Meter contest. Their next meeting is scheduled for Wednesday, January 3, 2018.

### **Board of Zoning Appeals**

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

**BERRYVILLE TOWN COUNCIL**

**Bond Release – Chamberlain and McClellan streets and Section 4B Battlefield Estates  
December 12, 2017**

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Mr. Echols is requesting the release of remaining bonds for Chamberlain and McClellan streets and Section 4B in Battlefield Estates which includes Delany and Beauregard courts. The original bond amounts were reduced by Town Council on January 12, 2016 to the following amounts:

|   |             |
|---|-------------|
| Chamberlain and McClellan streets         | \$2,390.25  |
| Section 4B (Delany and Beauregard courts) |             |
| Public Improvements                       | \$15,269.10 |
| Erosion and Sediment Control              | \$1,680.00  |

These streets were brought into the public system on June 17, 2016. A motion follows this report.

**Recommendation**

Approve as presented.

BERRYVILLE TOWN COUNCIL  
MOTION FOR APPROVAL OF BOND RELEASE  
McCLELLAN AND CHAMBERLAIN STREETS AND SECTION 4B BATTLEFIELD ESTATES

Date: December 12, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the release of the following Public Improvements and Erosion and Sediment Control bonds as follows:

|   |             |
|---|-------------|
| Chamberlain and McClellan streets         | \$2,390.25  |
| Section 4B (Delany and Beauregard courts) |             |
| Public Improvements                       | \$15,269.10 |
| Erosion and Sediment Control              | \$1,680.00  |

VOTE:

Aye:

Nay:

Abstain:

Absent:

ATTEST:

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

# Attachment 3

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** MONTHLY REPORTS  
**DATE:** 12/6/2017  
**CC:** KEITH DALTON, TOWN MANAGER

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**A/P Check Listing**

Checks issued in November 2017.

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

October 2017 P-Card Purchases that were paid on November 25, 2017.

## A/P Check Listing

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

Date From - 11/1/2017 Date To - 11/30/2017

Town of Berryville  
12/05/2017 01:44 PM

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| Check Number | Bank | Vendor                                 | Date       | Amount      |
|--------------|------|--|------------|-------------|
| 4455         | 1    | Jno. S. Solenberger & Co., Inc         | 11/07/2017 | \$110.86    |
| 4456         | 1    | USPS                                   | 11/07/2017 | \$1,217.21  |
| 4457         | 1    | Ann W. Phillips                        | 11/07/2017 | \$13.38     |
| 4458         | 1    | Virginia Department of Transportation  | 11/07/2017 | \$180.00    |
| 4459         | 1    | Herbert L. Beskin, Trustee             | 11/07/2017 | \$115.00    |
| 4460         | 1    | Bureau for Child Support Enforcement   | 11/07/2017 | \$875.00    |
| 4461         | 1    | DOUGLAS CARTER                         | 11/07/2017 | \$27.84     |
| 4462         | 1    | EVA FEDERLINE                          | 11/07/2017 | \$49.60     |
| 4463         | 1    | JAMES W RUPPERT                        | 11/07/2017 | \$47.20     |
| 4464         | 1    | CHRISTOPHER J EDGECOMB                 | 11/07/2017 | \$148.80    |
| 4465         | 1    | Douglas A. Shaffer                     | 11/21/2017 | \$75.00     |
| 4466         | 1    | Rappahannock Electric Cooperative      | 11/21/2017 | \$4,970.18  |
| 4467         | 1    | VUPS                                   | 11/21/2017 | \$76.65     |
| 4468         | 1    | PENNONI ASSOCIATES INC                 | 11/21/2017 | \$371.25    |
| 4469         | 1    | PENNONI ASSOCIATES INC                 | 11/21/2017 | \$2,047.50  |
| 4470         | 1    | Lincoln Financial Group                | 11/21/2017 | \$728.51    |
| 4471         | 1    | Michelle M. Jones                      | 11/21/2017 | \$1,505.00  |
| 4472         | 1    | Southern Software, Inc.                | 11/21/2017 | \$1,125.00  |
| 4473         | 1    | Neal White                             | 11/21/2017 | \$15.99     |
| 4474         | 1    | Hall, Monahan, Engle, Mahan & Mitchell | 11/21/2017 | \$5,417.50  |
| 4475         | 1    | Treasurer of Frederick County          | 11/21/2017 | \$4,579.14  |
| 4476         | 1    | Krishan Mathur                         | 11/21/2017 | \$365.84    |
| 4477         | 1    | Cardinal Health                        | 11/21/2017 | \$998.62    |
| 4478         | 1    | Bureau for Child Support Enforcement   | 11/21/2017 | \$875.00    |
| 4479         | 1    | LESLIE KELLEY                          | 11/21/2017 | \$541.20    |
| 4480         | 1    | Lakeside Equipment Corporation         | 11/21/2017 | \$5,636.00  |
| 4481         | 1    | Anderson's Nursery                     | 11/21/2017 | \$550.00    |
| 4482         | 1    | Instrulogic Corporation                | 11/21/2017 | \$2,980.00  |
| 4483         | 1    | Virasec, LLC                           | 11/21/2017 | \$4,320.37  |
| 4484         | 1    | TAPCO                                  | 11/21/2017 | \$23,591.84 |

## A/P Check Listing

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

Date From - 11/1/2017 Date To - 11/30/2017

Town of Berryville  
12/05/2017 01:44 PM

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| Check Number | Bank              | Vendor                            | Date       | Amount       |
|--------------|-------------------|-----------------------------------|------------|--------------|
| 4485         | 1                 | Keith Dalton                      | 11/21/2017 | \$50.00      |
| 4486         | 1                 | Nationwide Retirement Solutions   | 11/21/2017 | \$705.00     |
| 4487         | 1                 | County of Clarke                  | 11/21/2017 | \$51,536.00  |
| 4488         | 1                 | Berryville Farm Supply            | 11/21/2017 | \$118.99     |
| 4489         | 1                 | MEGAN TAYLOR SANTMYER             | 11/21/2017 | \$98.00      |
| 4490         | 1                 | TINA MARIE CASEY                  | 11/21/2017 | \$98.00      |
| 4491         | 1                 | Jno. S. Solenberger & Co., Inc    | 11/29/2017 | \$329.55     |
| 4492         | 1                 | USPS                              | 11/29/2017 | \$852.89     |
| 4493         | 1                 | SKYVIEW TREE EXPERTS              | 11/29/2017 | \$3,100.00   |
| 4494         | 1                 | Rappahannock Electric Cooperative | 11/29/2017 | \$9,264.54   |
| 4495         | 1                 | TrueShred                         | 11/29/2017 | \$49.00      |
| 4496         | 1                 | Indian River Equipment Co.        | 11/29/2017 | \$2,558.57   |
| 4497         | 1                 | Lewin Asphalt, Inc                | 11/29/2017 | \$463.98     |
| 4498         | 1                 | Minnesota Life Insurance Co.      | 11/29/2017 | \$140.52     |
| 4499         | 1                 | Municipal Code Corporation        | 11/29/2017 | \$1,769.39   |
| 4500         | 1                 | Virginia Housing Dev Authority    | 11/29/2017 | \$185.34     |
| 4501         | 1                 | Commercial Press                  | 11/29/2017 | \$344.63     |
| 4502         | 1                 | Nationwide Retirement Solutions   | 11/29/2017 | \$705.00     |
| 48           | Checks Totaling - |                                   |            | \$135,924.88 |

### Totals By Fund

|                | Checks              | Voids | Total               |
|----------------|---------------------|-------|---------------------|
| 100            | \$108,409.05        |       | \$108,409.05        |
| 501            | \$5,107.52          |       | \$5,107.52          |
| 502            | \$22,408.31         |       | \$22,408.31         |
| <b>Totals:</b> | <b>\$135,924.88</b> |       | <b>\$135,924.88</b> |



BERRYVILLE TOWN OF  
DESIRÉE MORELAND  
XXXX-XXXX-XXXX

October 01, 2017 - October 31, 2017

**Purchasing Card**

**Company Statement**

| Account Information  | Payment Information  | Account Summary  |
|--|--|--|
| <b>Mail Billing Inquiries to:</b><br>BANKCARD CENTER<br>PO BOX 982238<br>EL PASO, TX 79998-2238<br><br><b>Customer Service:</b><br>1.888.449.2273 24 Hours<br><br><b>TTY Hearing Impaired:</b><br>1.800.222.7365 24 Hours<br><br><b>Outside the U.S.:</b><br>1.509.353.6656 24 Hours<br><br><b>For Lost or Stolen Card:</b><br>1.888.449.2273 24 Hours | Statement Date ..... 10/31/17<br>Payment Due Date ..... 11/25/17<br>Days in Billing Cycle ..... 31<br>Credit Limit ..... \$500,000<br>Cash Limit ..... \$0<br><b>Total Payment Due ..... \$86,825.32</b> | Previous Balance ..... \$63,425.56<br>Payments ..... -\$63,425.56<br>Credits ..... -\$8.64<br>Cash ..... \$0.00<br>Purchases ..... \$86,833.96<br>Other Debits ..... \$0.00<br>Overlimit Fee ..... \$0.00<br>Late Payment Fee ..... \$0.00<br>Cash Fees ..... \$0.00<br>Other Fees ..... \$0.00<br>Finance Charge ..... \$0.00<br><b>Current Balance ..... \$86,825.32</b> |

**Important Messages**

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 11/24/17.

**Cardholder Activity Summary**

| Account Number<br>Credit Limit                  | Credits | Cash | Purchases and<br>Other Debits | Total Activity |
|---|---------|------|-------------------------------|----------------|
| <b>BOOR, RICK</b><br>XXXX-XXXX-XXXX-<br>15,000  | 0.00    | 0.00 | 13,519.72                     | 13,519.72      |
| <b>BOOTH, KEVIN</b><br>XXXX-XXXX-XXXX-<br>1,000 | 0.00    | 0.00 | 56.31                         | 56.31          |

6342556 8682532 8682532 4715291201837237



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



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

\*\*\*N0019087

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

**Total Payment Due ..... \$86,825.32**  
**Payment Due Date ..... 11/25/17**

Enter payment amount

\$

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

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

⑆54999001⑆00051201837237⑆



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

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

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

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

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

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



18393040 - 019087 - 0001 - 0003 - 2

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

Thank you for your business.

Please write your change of address here:

Street \_\_\_\_\_

City \_\_\_\_\_

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

( ) ( )

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

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

**Cardholder Activity Summary**

| Account Number  | Credits | Cash | Purchases and Other Debits | Total Activity |
|---|---------|------|----------------------------|----------------|
| <b>BUSSERT, ERNIE</b><br>XXXX-XXXX-XXXX-<br>500       | 0.00    | 0.00 | 172.94                     | 172.94         |
| <b>DICKINSON, PATRICIA</b><br>XXXX-XXXX-XXXX-<br>500  | 0.00    | 0.00 | 924.15                     | 924.15         |
| <b>DORSEY, DANIEL</b><br>XXXX-XXXX-XXXX-<br>500       | 0.00    | 0.00 | 27.12                      | 27.12          |
| <b>DUNKLE, CHRISTY</b><br>XXXX-XXXX-XXXX-<br>500      | 0.00    | 0.00 | 88.92                      | 88.92          |
| <b>ELLIOTT, RALPH</b><br>XXXX-XXXX-XXXX-<br>5,000     | 0.00    | 0.00 | 205.57                     | 205.57         |
| <b>FERREBEE, DARRELL</b><br>XXXX-XXXX-XXXX-<br>500    | 0.00    | 0.00 | 3.98                       | 3.98           |
| <b>FIDDLER, HEATHER</b><br>XXXX-XXXX-XXXX-<br>15,000  | 0.00    | 0.00 | 297.87                     | 297.87         |
| <b>KELLEY, LESLIE</b><br>XXXX-XXXX-XXXX-<br>500       | 0.00    | 0.00 | 603.13                     | 603.13         |
| <b>LILLY, STEPHEN</b><br>XXXX-XXXX-XXXX-<br>15,000    | 0.00    | 0.00 | 10,524.49                  | 10,524.49      |
| <b>LINK, BRIAN</b><br>XXXX-XXXX-XXXX-<br>1,000        | 0.00    | 0.00 | 347.44                     | 347.44         |
| <b>MCCORMICK, HARRY</b><br>XXXX-XXXX-XXXX-<br>500     | 0.00    | 0.00 | 109.27                     | 109.27         |
| <b>MORELAND, DESIREE</b><br>XXXX-XXXX-XXXX-<br>50,000 | 0.00    | 0.00 | 38,007.28                  | 38,007.28      |
| <b>PHILLIPS, ANN W</b><br>XXXX-XXXX-XXXX-<br>15,000   | 8.64    | 0.00 | 1,104.77                   | 1,096.13       |
| <b>REYNOLDS, CHARLES</b><br>XXXX-XXXX-XXXX-<br>500    | 0.00    | 0.00 | 337.86                     | 337.86         |
| <b>STOVER, KEITH</b><br>XXXX-XXXX-XXXX-<br>1,000      | 0.00    | 0.00 | 346.26                     | 346.26         |
| <b>TYRRELL, DAVE</b><br>XXXX-XXXX-XXXX-<br>20,000     | 0.00    | 0.00 | 18,282.07                  | 18,282.07      |
| <b>WHITE, NEAL</b><br>XXXX-XXXX-XXXX-<br>15,000       | 0.00    | 0.00 | 1,874.81                   | 1,874.81       |

**Transactions**

| Posting Transaction  | Date  | Description                        | Reference Number        | MCC  | Charge   | Credit                                |
|--|-------|------------------------------------|-------------------------|------|----------|---------------------------------------|
| <b>BERRYVILLE TOWN OF</b><br>Account Number: XXXX-XXXX-XXXX- |       |                                    |                         |      |          | <b>Total Activity</b><br>-\$63,425.56 |
| 10/24  | 10/24 | AUTO PAYMENT DEDUCTION             |                         | 0071 |          | 63,425.56                             |
| <b>BOOR, RICK</b><br>Account Number: XXXX-XXXX-XXXX-         |       |                                    |                         |      |          | <b>Total Activity</b><br>13,519.72    |
| 10/02  | 10/01 | WM SUPERCENTER #3344 WINCHESTER VA | 24445007275400132427442 | 5411 | 66.03    |                                       |
| 10/06  | 10/05 | LOWES #00656* WINCHESTER VA        | 24692167278100300275933 | 5200 | 134.85   |                                       |
| 10/06  | 10/05 | MCCARTHY TIRE #28 WINCHESTER VA    | 24323007278286632500208 | 5532 | 661.48   |                                       |
| 10/11  | 10/09 | johnny blue, inc. 540-665-0968 VA  | 24828247283030031245956 | 7394 | 82.00    |                                       |
| 10/17  | 10/16 | CORE & MAIN LP 514 3042636986 WV   | 24792627289206122700047 | 5039 | 2,457.48 |                                       |



**Transactions**

*Posting Transaction*

| Date                           | Date  | Description                            | Reference Number        | MCC  | Charge   | Credit                |
|--------------------------------|-------|--|-------------------------|------|----------|-----------------------|
| 10/17                          | 10/16 | CORE & MAIN LP 514 3042636986 WV       | 24792627289206122700054 | 5039 | 1,762.76 |                       |
| 10/17                          | 10/16 | JRE FISHERVILLE 540-337-3057 VA        | 24431067290207120300163 | 5085 | 2,582.36 |                       |
| 10/18                          | 10/17 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801977291091400000367 | 5251 | 24.49    |                       |
| 10/23                          | 10/19 | GAMETIME 256-8455610 AL                | 24707807293018021201027 | 5046 | 588.55   |                       |
| 10/27                          | 10/25 | STUART M PERRY #2 BERRYVILLE VA        | 24073147299900011100049 | 1771 | 1,167.18 |                       |
| 10/27                          | 10/26 | BROY & SON PUMP SERVICE BERRYVILLE VA  | 24073147299900014300018 | 1799 | 1,700.00 |                       |
| 10/27                          | 10/25 | GRIFFITH ENERGY SERVIC 410-956-3000 MD | 24258027299017032041887 | 5983 | 2,182.54 |                       |
| 10/31                          | 10/30 | SQ *JENNA LEWIN WINCHESTER VA          | 24492157303741391947229 | 8099 | 110.00   |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>56.31</b>          |
| <b>BOOTH, KEVIN</b>            |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/13                          | 10/11 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897285845000498556 | 5533 | 53.69    |                       |
| 10/23                          | 10/19 | EXXONMOBIL 47851688 BERRYVILLE VA      | 24164057293837007372744 | 5541 | 2.62     |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>172.94</b>         |
| <b>BUSSERT, ERNIE</b>          |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/18                          | 10/17 | 84 - WINCHESTER - CAPTRI WINCHESTER VA | 24445007290300425283950 | 5065 | 151.46   |                       |
| 10/26                          | 10/25 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801977299091405000141 | 5251 | 17.69    |                       |
| 10/30                          | 10/28 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801977302091401000108 | 5251 | 3.79     |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>924.15</b>         |
| <b>DICKINSON, PATRICIA</b>     |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/02                          | 09/29 | SHORTYS WILLIAMSBURG VA                | 24736937272005947016196 | 5812 | 20.52    |                       |
| 10/02                          | 09/30 | FAT TUNA WILLIAMSBURG VA               | 24294947274007832646062 | 5812 | 42.62    |                       |
| 10/04                          | 10/02 | THE WHALING COMPANY WILLIAMSBURG VA    | 24073147276900012700133 | 5812 | 31.62    |                       |
| 10/04                          | 10/03 | PANERA BREAD #1048 WILLIAMSBURG VA     | 24427337276720008267008 | 5814 | 11.53    |                       |
| 10/05                          | 10/03 | LODGE FRONT OFFICE 757-220-7976 VA     | 24692167277100806250548 | 7011 | 817.86   |                       |
| Arrival: 09/30/17              |       |  |                         |      |          |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>27.12</b>          |
| <b>DORSEY, DANIEL</b>          |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/20                          | 10/19 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801977293091403000479 | 5251 | 17.13    |                       |
| 10/26                          | 10/25 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801977299091405000109 | 5251 | 3.42     |                       |
| 10/30                          | 10/26 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767897300944000471365 | 5533 | 6.57     |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>88.92</b>          |
| <b>DUNKLE, CHRISTY</b>         |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/16                          | 10/13 | EBERT REPRODUCTION WINCHESTER VA       | 24224437287101008622882 | 5999 | 63.84    |                       |
| 10/27                          | 10/26 | EBERT REPRODUCTION WINCHESTER VA       | 24224437300101007436964 | 5999 | 25.08    |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>205.57</b>         |
| <b>ELLIOTT, RALPH</b>          |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/16                          | 10/13 | RED BUD SUPPLY 800-4498012 MS          | 24327437286856200497170 | 5999 | 188.22   |                       |
| 10/20                          | 10/18 | GRAND RENTAL STATION 540-6671400 VA    | 24073147292900013200166 | 7394 | 17.35    |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>3.98</b>           |
| <b>FERREBEE, DARRELL</b>       |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/12                          | 10/10 | EXXONMOBIL 47851688 BERRYVILLE VA      | 24164057284837006478261 | 5541 | 3.98     |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>297.87</b>         |
| <b>FIDDLER, HEATHER</b>        |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/03                          | 10/03 | Amazon web services aws.amazon.coWA    | 24692167276100288686418 | 7399 | 0.62     |                       |
| 10/17                          | 10/16 | USPS PO 5107560300 BERRYVILLE VA       | 24445007290000913457518 | 9402 | 245.00   |                       |
| 10/23                          | 10/20 | USPS PO 5107560300 BERRYVILLE VA       | 24445007294000977592941 | 9402 | 25.25    |                       |
| 10/24                          | 10/23 | USPS PO 5107560300 BERRYVILLE VA       | 24445007297000900448846 | 9402 | 27.00    |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>603.13</b>         |
| <b>KELLEY, LESLIE</b>          |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/25                          | 10/23 | MCDONALD'S F31047 EMPORIA VA           | 24427337297710041801215 | 5814 | 10.92    |                       |
| 10/26                          | 10/24 | MARRIOTT MYRTLE BEACH MYRTLE BEACH SC  | 24692167298200742015263 | 5812 | 15.32    |                       |
| 10/30                          | 10/24 | OUTBACK 4112 MYRTLE BEACH SC           | 24692167300200983607501 | 5812 | 17.83    |                       |
| 10/30                          | 10/28 | MARRIOTT MYRTLE BEACH MYRTLE BEACH SC  | 24692167301200791511969 | 3509 | 552.52   |                       |
| Arrival: 10/23/17              |       |  |                         |      |          |                       |
| 10/30                          | 10/27 | HEIDIS CORNER MYRTLE BEACH SC          | 24755427302643022093631 | 5812 | 6.54     |                       |
|                                |       |  |                         |      |          | <b>Total Activity</b> |
|                                |       |  |                         |      |          | <b>10,524.49</b>      |
| <b>LILLY, STEPHEN</b>          |       |  |                         |      |          |                       |
| Account Number: XXXX-XXXX-XXXX |       |  |                         |      |          |                       |
| 10/02                          | 09/29 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801977273091409000261 | 5251 | 5.99     |                       |
| 10/02                          | 09/29 | M C DEAN INC 703-8026231 VA            | 24755427273132730152025 | 1731 | 145.00   |                       |
| 10/03                          | 09/26 | COYNE CHEMICAL 215-785-3000 PA         | 24224437276101028157813 | 5169 | 637.00   |                       |
| 10/03                          | 10/02 | COYNE CHEMICAL 215-785-3000 PA         | 24224437276101028157854 | 5169 | 653.04   |                       |
| 10/03                          | 10/02 | COYNE CHEMICAL 215-785-3000 PA         | 24224437276101028157870 | 5169 | 1,469.30 |                       |
| 10/03                          | 09/26 | COYNE CHEMICAL 215-785-3000 PA         | 24224437276101028157805 | 5169 | 3,980.88 |                       |
| 10/09                          | 10/06 | BERRYVILLE TRUE VALUE BERRYVILLE VA    | 24801977280091402000087 | 5251 | 22.12    |                       |
| 10/12                          | 10/11 | LOWES #00656* WINCHESTER VA            | 24692167284100830193392 | 5200 | 469.97   |                       |
| 10/16                          | 10/13 | LOWES #00656* WINCHESTER VA            | 24692167287100952401174 | 5200 | 450.19   |                       |
| 10/23                          | 10/19 | NATIONAL SAFETY SUPPLY 877-8144509 MD  | 24687207293018017382366 | 5047 | 2,691.00 |                       |

**Transactions**

| Posting Date                    | Transaction Date | Description   | Reference Number        | MCC  | Charge    | Credit                |
|---------------------------------|------------------|---|-------------------------|------|-----------|-----------------------|
| <b>LINK, BRIAN</b>              |                  |   |                         |      |           |                       |
| Account Number: XXXX-XXXX-XXXX- |                  |   |                         |      |           | <b>Total Activity</b> |
| 10/09                           | 10/05            | ANDERSON'S NURSERY BERRYVILLE VA                              | 24061067279016024693900 | 5261 | 22.49     |                       |
| 10/10                           | 10/09            | TOTAL IMAGE WORKINGMANS SWINCHESTER VA                        | 24755427282262820701719 | 5699 | 164.99    |                       |
| 10/10                           | 10/09            | WM SUPERCENTER #3344 WINCHESTER VA                            | 24445007283400253344558 | 5411 | 84.11     |                       |
| 10/13                           | 10/12            | FISHER AUTO PARTS 009 BERRYVILLE VA                           | 24431067286200824400211 | 5533 | 8.85      |                       |
| 10/31                           | 10/30            | BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA                        | 24247607303200139753375 | 7538 | 67.00     |                       |
|                                 |                  |   |                         |      |           | <b>Total Activity</b> |
| <b>MCCORMICK, HARRY</b>         |                  |   |                         |      |           |                       |
| Account Number: XXXX-XXXX-XXXX- |                  |   |                         |      |           | <b>109.27</b>         |
| 10/02                           | 09/29            | USPS PO 5107560300 BERRYVILLE VA                              | 24445007273000991286889 | 9402 | 1.19      |                       |
| 10/13                           | 10/12            | DEPARTMENT OF PROFESSIONARICHMOND VA                          | 24755427285172858947463 | 9399 | 100.00    |                       |
| 10/18                           | 10/17            | BERRYVILLE TRUE VALUE BERRYVILLE VA                           | 24801977291091400000284 | 5251 | 8.08      |                       |
|                                 |                  |   |                         |      |           | <b>Total Activity</b> |
| <b>MORELAND, DESIREE</b>        |                  |   |                         |      |           |                       |
| Account Number: XXXX-XXXX-XXXX- |                  |   |                         |      |           | <b>38,007.28</b>      |
| 10/12                           | 10/10            | TelRite Corporation COVINGTON GA                              | 24393497284003747830481 | 4814 | 15.54     |                       |
| 10/13                           | 10/12            | WINCHESTER STAR CIR 540-6673200 VA                            | 24755427285282850164395 | 5192 | 60.00     |                       |
| 10/18                           | 10/17            | REPUBLIC SERVICES TRASH 866-576-5548 AZ                       | 24431057290083753894850 | 4900 | 19,567.54 |                       |
| 10/18                           | 10/17            | REPUBLIC SERVICES TRASH 866-576-5548 AZ                       | 24431057290083712802937 | 4900 | 1,661.35  |                       |
| 10/18                           | 10/17            | REPUBLIC SERVICES TRASH 866-576-5548 AZ                       | 24431057290083759897964 | 4900 | 125.00    |                       |
| 10/18                           | 10/18            | COMCAST 800-COMCAST MD  | 24692167291100580562987 | 4899 | 75.69     |                       |
| 10/18                           | 10/17            | VA DMV ONLINE BILLING PAY804-3670595 VA                       | 24755427291122917527303 | 9399 | 260.00    |                       |
| 10/19                           | 10/18            | VZWRLLS*MY VZ VB P 800-922-0204 FL                            | 24692167291100617847443 | 4814 | 711.17    |                       |
| 10/19                           | 10/18            | VERIZON*ONETIMEPAYMENT 800-VERIZON FL                         | 24692167291100736854320 | 4899 | 371.37    |                       |
| 10/19                           | 10/18            | VERIZON*ONETIMEPAYMENT 800-VERIZON FL                         | 24692167291100736854338 | 4899 | 145.50    |                       |
| 10/19                           | 10/18            | VERIZON*ONETIMEPAYMENT 800-VERIZON FL                         | 24692167291100736854346 | 4899 | 169.78    |                       |
| 10/23                           | 10/20            | COYNE CHEMICAL 215-785-3000 PA                                | 24224437294101032910460 | 5169 | 653.04    |                       |
| 10/23                           | 10/20            | COYNE CHEMICAL 215-785-3000 PA                                | 24224437294101032910486 | 5169 | 2,612.16  |                       |
| 10/31                           | 10/30            | COYNE CHEMICAL 215-785-3000 PA                                | 24224437304101026565518 | 5169 | 11,579.14 |                       |
|                                 |                  |   |                         |      |           | <b>Total Activity</b> |
| <b>PHILLIPS, ANN W</b>          |                  |   |                         |      |           |                       |
| Account Number: XXXX-XXXX-XXXX- |                  |   |                         |      |           | <b>1,096.13</b>       |
| 10/06                           | 10/05            | STAPLS7184469940000001 877-8267755 NJ                         | 24164077278105047063021 | 5111 | 192.98    |                       |
| 10/06                           | 10/05            | STAPLS7184469940000002 877-8267755 NJ                         | 24164077278105977063025 | 5111 | 109.95    |                       |
| 10/10                           | 10/09            | HARDEES 2942 FALMOUTH VA                                      | 24013397282001734700596 | 5814 | 5.47      |                       |
| 10/11                           | 10/10            | JIMMY JOHNS - 1687 VIRGINIA BEACVA                            | 24269797284001059729477 | 5814 | 10.85     |                       |
| 10/13                           | 10/11            | BELVEDERE COFFEE SHOP VIRGINIA BEACVA                         | 24013397285002300464523 | 5812 | 12.04     |                       |
| 10/16                           | 10/12            | FUSION RESTAURANT AND LO VIRGINIA BEACVA                      | 24323007286206188000163 | 5812 | 15.78     |                       |
| 10/16                           | 10/14            | SHERATON OCEANFRONT HOTE VIRGINIA BEACVA<br>Arrival: 10/09/17 | 24323007287036003327759 | 3503 | 459.44    |                       |
| 10/16                           | 10/13            | CHICK-FIL-A #01857 WILLIAMSBURG VA                            | 24427337287710017864645 | 5814 | 9.67      |                       |
| 10/19                           | 10/18            | STAPLS7184466524000001 877-8267755 NJ                         | 24164077291105068993760 | 5111 | 86.69     |                       |
| 10/23                           | 10/21            | STAPLS7185511312000001 877-8267755 NJ                         | 24164077295105200544048 | 5111 | 144.26    |                       |
| 10/24                           | 10/23            | IN *TRUESHRED 888-7508783 VA                                  | 24692167296100893312190 | 7399 | 49.00     |                       |
| 10/27                           | 10/26            | STAPLS7185511312002001 877-8267755 NJ                         | 24164077299105253693896 | 5111 | 8.64      |                       |
| 10/27                           | 10/26            | STAPLS7185511312001001 SOUTH HACKENSNJ                        | 74164077299105200544049 | 5111 |           | 8.64                  |
|                                 |                  |   |                         |      |           | <b>Total Activity</b> |
| <b>REYNOLDS, CHARLES</b>        |                  |   |                         |      |           |                       |
| Account Number: XXXX-XXXX-XXXX- |                  |   |                         |      |           | <b>337.86</b>         |
| 10/04                           | 10/02            | WINCHESTER EQUIPMENT WINCHESTER VA                            | 24073147276900011900023 | 5599 | 236.08    |                       |
| 10/05                           | 10/03            | EXXONMOBIL 47851688 BERRYVILLE VA                             | 24164057277837006740305 | 5541 | 2.62      |                       |
| 10/06                           | 10/05            | WM SUPERCENTER #3344 WINCHESTER VA                            | 24445007279400124681838 | 5411 | 96.54     |                       |
| 10/18                           | 10/16            | EXXONMOBIL 47851688 BERRYVILLE VA                             | 24164057290837006536771 | 5541 | 2.62      |                       |
|                                 |                  |   |                         |      |           | <b>Total Activity</b> |
| <b>STOVER, KEITH</b>            |                  |   |                         |      |           |                       |
| Account Number: XXXX-XXXX-XXXX- |                  |   |                         |      |           | <b>346.26</b>         |
| 10/02                           | 09/28            | BERRYVILLE AUTO PARTS INCBERRYVILLE VA                        | 24767897272757300600390 | 5533 | 20.89     |                       |
| 10/09                           | 10/06            | BERRYVILLE AUTO PARTS INCBERRYVILLE VA                        | 24767897281812500659735 | 5533 | 38.68     |                       |
| 10/09                           | 10/06            | BERRYVILLE AUTO PARTS INCBERRYVILLE VA                        | 24767897281812500659743 | 5533 | 2.99      |                       |
| 10/12                           | 10/11            | TOTAL IMAGE WORKINGMANS SWINCHESTER VA                        | 24755427284272846842528 | 5699 | 100.00    |                       |
| 10/12                           | 10/11            | ALTMED MEDICAL CTR- FR FRONT ROYAL VA                         | 24493987284286693500120 | 8011 | 85.00     |                       |
| 10/13                           | 10/12            | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA                        | 24412907285027011854285 | 5599 | 98.70     |                       |
|                                 |                  |   |                         |      |           | <b>Total Activity</b> |
| <b>TYRRELL, DAVE</b>            |                  |   |                         |      |           |                       |
| Account Number: XXXX-XXXX-XXXX- |                  |   |                         |      |           | <b>18,282.07</b>      |
| 10/02                           | 09/29            | THE HOTEL ROANOKE & CONFEROANOKE VA<br>Arrival: 09/24/17      | 24239007272900015183627 | 3504 | 64.00     |                       |
| 10/02                           | 09/29            | MCMaster-CARR 630-834-9600 IL                                 | 24789307274763900041938 | 5085 | 233.29    |                       |
| 10/05                           | 10/03            | MCMaster-CARR 630-834-9600 IL                                 | 24789307277791800049716 | 5085 | 199.50    |                       |
| 10/06                           | 10/05            | JOINER MICRO LABORATORIE 540-347-7212 VA                      | 24435657279200389800147 | 7399 | 4,385.00  |                       |
| 10/06                           | 10/05            | COMMONWEALTH OF VA DEPT 0804-7860447 VA                       | 24755427279122793819507 | 9399 | 942.46    |                       |
| 10/09                           | 10/08            | TOTAL PEST SERVICES INC 540-9740768 VA                        | 24755427281172817195307 | 7342 | 158.00    |                       |
| 10/11                           | 10/10            | COYNE CHEMICAL 215-785-3000 PA                                | 24224437284101028018247 | 5169 | 1,331.08  |                       |



18399040 - 019087 - 0003 - 0003 - 2

**Transactions**

Posting Transaction

| Date  | Date  | Description                              | Reference Number        | MCC  | Charge   | Credit                |
|-------|-------|--|-------------------------|------|----------|-----------------------|
| 10/16 | 10/13 | THE BLOSSMAN COMPANIES INOCEAN SPRINGSMS | 24247607286300531120974 | 5983 | 251.37   |                       |
| 10/16 | 10/13 | IN *CONSOLIDATED ELECTRIC540-6625994 VA  | 24692167287100976994261 | 1731 | 624.00   |                       |
| 10/17 | 10/16 | ROBERTS OXYGEN CO BR 00 800-6263433 MD   | 24755427290642900747841 | 5085 | 29.75    |                       |
| 10/18 | 10/16 | GRIFFITH ENERGY SERVIC 410-956-3000 MD   | 24258027290017032266418 | 5983 | 473.70   |                       |
| 10/18 | 10/17 | NEWARK US 00000075 773-907-6000 IL       | 24431067291026452415954 | 5065 | 375.20   |                       |
| 10/19 | 10/17 | MCMaster-CARR 630-834-9600 IL            | 24789307291883700053104 | 5085 | 224.49   |                       |
| 10/19 | 10/19 | CORRPRO COMPANIES, INC 330-764-9477 OH   | 24692167292100911688799 | 8911 | 790.00   |                       |
| 10/23 | 10/17 | COYNE CHEMICAL 215-785-3000 PA           | 24224437294101032910395 | 5169 | 464.39   |                       |
| 10/23 | 10/20 | ANDERSON CONTROL INC BERRYVILLE VA       | 24755427294732947182189 | 7393 | 126.00   |                       |
| 10/25 | 10/24 | COYNE CHEMICAL 215-785-3000 PA           | 24224437298101026975434 | 5169 | 1,968.54 |                       |
| 10/26 | 10/16 | CARMEUSE LIME & STONE 412-9955500 MI     | 24258027298018010738891 | 5039 | 3,968.54 |                       |
| 10/27 | 10/26 | BERRYVILLE TRUE VALUE BERRYVILLE VA      | 24801977300091407000120 | 5251 | 21.55    |                       |
| 10/30 | 10/27 | USA BLUE BOOK 800-548-1234 IL            | 24326847300636000069350 | 5085 | 1,651.21 |                       |
|       |       |  |                         |      |          | <b>Total Activity</b> |
|       |       |  |                         |      |          | <b>1,874.81</b>       |

**WHITE, NEAL**

Account Number: XXXX-XXXX-XXXX

|       |       |                                  |                         |      |          |  |
|-------|-------|----------------------------------|-------------------------|------|----------|--|
| 10/03 | 10/03 | GALLS 859-266-7227 KY            | 24435657276801032232423 | 5964 | 1,277.24 |  |
| 10/04 | 10/02 | KUSTOM SIGNALS 913-492-1400 KS   | 24247607276500653750860 | 5065 | 244.00   |  |
| 10/05 | 10/04 | CHIEF SUPPLY CRM 704-717-2002 NC | 24493987278207284300108 | 5137 | 353.57   |  |

**Finance Charge Calculation**

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

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

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

# Attachment 4



# Berryville Police Department

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

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

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

W. Neal White – Chief of Police

## MEMO

**DATE: 12/07/2017**

**TO: Town Council**

**FROM: Chief W. Neal White**

**CC:**

**RE: Police Department Monthly Report – 12/12/2017**

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### **Monthly Activity Report**

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

### **Police and Security Committee**

The Police and Security Committee met on November 30, 2017. The minutes from this meeting can be found in the consent agenda. The next scheduled meeting for the Committee is January 25, 2017 at 9:00 am in the A/B meeting room.

### **Career Development Program**

Attached with this report you will find a summary of a recruitment and retention General Order that has been discussed in the Police and Security Committee.



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W. Neal White – Chief of Police

## Police and Security Report

|                                   | Year To Date | November   | October    |
|-----------------------------------|--------------|------------|------------|
| Month: November                   | 2017         | 2017       | 2017       |
| Year: 2017                        |              |            |            |
| <b><u>Complaints Answered</u></b> |              |            |            |
| 911 Hang Up:                      | 42           | 3          | 7          |
| Alarms:                           | 124          | 13         | 15         |
| Animal Complaint:                 | 108          | 8          | 9          |
| Assault and Battery:              | 6            | 0          | 1          |
| Assist County:                    | 37           | 3          | 5          |
| Auto Larceny:                     | 2            | 0          | 0          |
| Burglary:                         | 7            | 0          | 1          |
| Civil Complaints:                 | 61           | 7          | 3          |
| Disturbance (Non Violent):        | 25           | 1          | 5          |
| Domestic Disturbance:             | 25           | 1          | 1          |
| Drunk In Public:                  | 6            | 0          | 0          |
| Forgery & Uttering:               | 0            | 0          | 0          |
| Fraud:                            | 32           | 0          | 5          |
| Grand Larceny:                    | 12           | 1          | 0          |
| Harassment/Intimidation:          | 29           | 4          | 2          |
| Homicide:                         | 0            | 0          | 0          |
| Juvenile Related:                 | 42           | 5          | 2          |
| Noise:                            | 46           | 5          | 5          |
| Petty Larceny:                    | 19           | 0          | 1          |
| Public Service:                   | 33           | 6          | 1          |
| Rape:                             | 0            | 0          | 0          |
| Robbery:                          | 0            | 0          | 0          |
| Runaway:                          | 1            | 0          | 0          |
| Shoplifting:                      | 1            | 0          | 0          |
| Suspicious Activity:              | 185          | 12         | 17         |
| Trespassing:                      | 7            | 1          | 0          |
| Vandalism:                        | 33           | 6          | 0          |
| Welfare Check:                    | 135          | 16         | 9          |
| Miscellaneous Complaints:         | 385          | 55         | 29         |
| <b>Total Complaints Answered:</b> | <b>1403</b>  | <b>147</b> | <b>118</b> |



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W. Neal White – Chief of Police

## Police and Security Report (Continued)

|  | Year To Date<br>2017 | November<br>2017 | October<br>2017 |
|--|----------------------|------------------|-----------------|
| <b><u>Traffic</u></b>                          |                      |                  |                 |
| Accidents Investigated:                        | 60                   | 2                | 4               |
| Assist Motorist:                               | 36                   | 2                | 4               |
| Child Safety Seat Install:                     | 21                   | 1                | 0               |
| Funeral Escort:                                | 36                   | 2                | 5               |
| Hit & Run:                                     | 10                   | 0                | 2               |
| Parking Tickets:                               | 174                  | 14               | 12              |
| Traffic Warnings:                              | 425                  | 81               | 38              |
| <b><u>Traffic Summons Issued</u></b>           |                      |                  |                 |
| Defective Equipment:                           | 1                    | 0                | 0               |
| Driving Suspended:                             | 5                    | 1                | 0               |
| Expired Inspection:                            | 37                   | 9                | 1               |
| Expired Registration:                          | 9                    | 1                | 1               |
| Fail to Obey Highway Sign:                     | 88                   | 5                | 6               |
| Fail to Obey Traffic Signals:                  | 7                    | 1                | 1               |
| Fail to Stop/Lights & Siren:                   | 0                    | 0                | 0               |
| Fail to Yield Right of Way:                    | 5                    | 0                | 1               |
| Hit and Run:                                   | 0                    | 0                | 0               |
| No Liability Insurance:                        | 0                    | 0                | 0               |
| No Operator's License:                         | 16                   | 5                | 0               |
| No Seat Belt:                                  | 1                    | 0                | 0               |
| Reckless Driving:                              | 15                   | 0                | 1               |
| Speeding:                                      | 272                  | 15               | 15              |
| Miscellaneous Summons:                         | 29                   | 3                | 2               |
| <b>Total Traffic Summons Issued:</b>           | <b>485</b>           | <b>40</b>        | <b>28</b>       |
| <b><u>Found Open at Businesses in Town</u></b> |                      |                  |                 |
| Doors:   | 23                   | 0                | 1               |
| Windows:                                       | 0                    | 0                | 0               |
| Garage Doors:                                  | 0                    | 0                | 0               |



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W. Neal White – Chief of Police

## Police and Security Report (Continued)

|  | Year To Date<br>2017 | November<br>2017 | October<br>2017 |
|--|----------------------|------------------|-----------------|
| <b><u>Criminal Arrests Made</u></b>    |                      |                  |                 |
| Abduction:                             | 1                    | 0                | 0               |
| Arson:                                 | 0                    | 0                | 0               |
| Assault and Battery:                   | 5                    | 0                | 1               |
| Assault and Battery on Police Officer: | 0                    | 0                | 0               |
| Auto Larceny:                          | 0                    | 0                | 0               |
| Breaking and Entering:                 | 0                    | 0                | 0               |
| Capias:                                | 5                    | 3                | 0               |
| Disorderly Conduct:                    | 0                    | 0                | 0               |
| Driving While Intoxicated:             | 5                    | 1                | 0               |
| Drunk In Public:                       | 7                    | 1                | 1               |
| Fail to Obey Police Officer:           | 0                    | 0                | 0               |
| Fail to Pay Parking Ticket:            | 10                   | 0                | 0               |
| Forgery:                               | 0                    | 0                | 0               |
| Fraud:                                 | 1                    | 0                | 0               |
| Grand Larceny:                         | 7                    | 1                | 0               |
| Homicide:                              | 0                    | 0                | 0               |
| Illegal Drugs/Paraphernalia:           | 9                    | 0                | 2               |
| 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:        | 31                   | 6                | 3               |
| <b>Juvenile Arrest Total:</b>          | 0                    | 0                | 0               |
| <b>Total Criminal Arrests:</b>         | 85                   | 12               | 7               |

## Career Development Program

One of the goals of the Police and Security Committee for the current fiscal year was to develop a program to improve employee recruitment and retention within the police department. The Committee has developed a program to that end which will be established as a General Order within the police department. The title of the General Order will be *Career Development Program* (CDP). The program aims to improve employee retention through financial incentives that can be achieved by the employee when they reach certain thresholds along defined career tracks. In return, the department benefits by having employees who focus on achieving higher levels of training and community engagement.

While this General Order is an administrative policy developed and reviewed by staff, it also has several elements linked to compensation and benefits which the Committee felt should be shared with the Council. A five year cost analysis follows this discussion synopsis. Some other highlights of the General Order are:

- The CDP is a voluntary program; employees are encouraged to participate in the program to better themselves and the department.
- There are two career tracks designed within the program. One for officers and another for supervisors. Each track has multiple tiers.
- Criteria to achieve tiers are linked to years of service with the Berryville Police Department, specialty training, leadership training, community engagement projects, satisfactory performance evaluations and formal academic education.
- Each officer that participates in the program is required to track their individual progress and submit an application for the tier they are striving to achieve. This gives each employee ownership of the process and requires them to plan for the future in order to obtain goals.
- Each tier achievement within the career officer track is credited with a 5% salary increase and each tier achievement in the supervisor track a 3% salary increase.

The entire General Order has been reviewed in the Police and Security Committee as well as by the Human Resources division of the Virginia Municipal League (VML). Both bodies were comfortable with the composition and processes contained within the order. The Police and Security Committee recommended implementation of the program at their November 30, 2017 meeting.



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W. Neal White – Chief of Police

## MEMO

**DATE: 11/20/2017**

**TO: Keith Dalton, Town Manager**

**FROM: Chief W. Neal White**

**CC:**

**RE: 5 Year CDP Financial Projection**

---

At the request of the Police and Security Committee I have compiled a projection of cost associated with the implementation of the Career Development Plan as drafted. These calculations are based on current annual salaries within the department and projected salary adjustments based on an annual COLA increase of 0.03%.

| <b>Fiscal Year</b> | <b>Projected Cost Associated with CDP</b> |
|--------------------|---|
| Year 1             | \$12,457.00                               |
| Year 2             | \$3,795.00                                |
| Year 3             | \$12,058.00                               |
| Year 4             | \$4,191.00                                |
| Year 5             | \$13,426.00                               |

# Attachment 5

# Memo

**To:** Town Council

**From:** David Tyrrell

**Date:** December 6, 2017

**Re:** November 2017 Operations Report

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The water treatment plant is in compliance for November 2017 with its monthly parameters. We sent a total of 9.731 MG water to the system with a daily average production of 0.389 MGD and a daily max of 0.526 MG.

Utility Service Suez has completed the painting of the southeast tank. It is currently sitting and curing before being placed back into service. The tank will be disinfected and two negative bact's will be collected prior to the tank being returned to full service. I am waiting to hear back as to when disinfection will take place. Public Works is replacing some valves today to allow better isolation of the tank.

Operations staff has continued painting handrails and catwalks at the WTP and the river vault has been cleaned.

Drought Conditions: DEQ continues to have our region in a drought watch. River levels are very low and continue to be of concern. We have cleared additional rocks and silt from in front of our bank intake and have improved our ability to withdraw water from the bank. The midstream intake is still well submerged and our ability to supply the town is more than adequate.

The wastewater plant is in compliance with its discharge permit for November per data received to date. We have treated a total of 8.57 MG with a daily average of 0.29 MGD and a daily max of 0.40 MG.

Recovery cleans have been completed on membrane trains 1 and 2. Trains 3 and 4 will soon follow.

We have been having issues with algae clogging equipment in the facility and damaging pumps, most notably the booster pumps for the drum screens. . The algae is coming from our effluent wet well and being drawn into the nonpotable pumps. To combat this problem we have come up with a plan to cover the effluent wet well

blocking sunlight and thus inhibiting the algae growth. Materials have been purchased and we are working to install the cover.

The drive unit for carbon pump #3 has burnt out. We have purchased a new unit which has just arrived. It will be installed by Consolidated Electric this month.

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

November 2017

0.4764

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 |       |         |       |       |      |      |
| 1       | 0.476                 |                             | 0.426                        | 14.0             | 41                  | 10.2   | 4           | 1.0      | 6.7         | 1.69                     | 0.066       | 0.017    | 4              | 1.1   |             |      | 15.7  | 4.0     |       |       |      |      |
| 2       | 0.293                 |                             | 0.454                        | 9.0              | 35                  | 14.5   | 3           | 1.1      | 3.4         | 1.41                     | 0.040       | 0.016    | 2.8            | 1.1   |             |      | 10.1  | 4.1     |       |       |      |      |
| 3       | 0.434                 |                             | 0.385                        | 12.5             | 35                  | 9.8    | 4           | 1.2      | 7.0         | 1.94                     | 0.066       | 0.018    | 0.0            | 0.0   |             |      | 14.1  | 3.9     |       |       |      |      |
| 4       | 0.278                 |                             | 0.253                        | 8.3              | 25                  | 10.9   | 2           | 1.0      | 3.1         | 1.34                     | 0.040       | 0.017    | 2.6            | 1.1   |             |      | 9.3   | 4.0     |       |       |      |      |
| 5       |                       |                             |                              |                  |                     |        |             |          |             |                          |             |          |                |       |             |      |       |         |       |       |      |      |
| 6       | 0.494                 |                             | 0.449                        | 14.5             | 46                  | 11.1   | 4           | 1.1      | 3.6         | 0.88                     | 0.070       | 0.017    | 5.4            | 1.3   |             |      | 16.3  | 4.0     |       |       |      |      |
| 7       | 0.371                 |                             | 0.329                        | 10.8             | 30                  | 9.8    | 3           | 1.0      | 6.6         | 2.13                     | 0.050       | 0.016    | 4.0            | 1.3   |             |      | 12.1  | 3.9     |       |       |      |      |
| 8       | 0.467                 |                             | 0.421                        | 13.3             | 41                  | 10.4   | 4           | 0.9      | 6.7         | 1.73                     | 0.070       | 0.018    | 5.0            | 1.3   |             |      | 14.9  | 3.8     |       |       |      |      |
| 9       | 0.476                 |                             | 0.424                        | 13.8             | 36                  | 9.0    | 4           | 0.9      | 10.4        | 2.62                     | 0.070       | 0.018    | 4.2            | 1.1   |             |      | 15.5  | 3.9     |       |       |      |      |
| 10      |                       |                             |                              |                  |                     |        |             |          |             |                          |             |          |                |       |             |      |       |         |       |       |      |      |
| 11      | 0.253                 |                             | 0.229                        | 7.4              | 20                  | 9.6    | 2           | 0.9      | 3.4         | 1.61                     | 0.040       | 0.019    | 2.3            | 1.1   |             |      | 8.3   | 3.9     |       |       |      |      |
| 12      |                       |                             |                              |                  |                     |        |             |          |             |                          |             |          |                |       |             |      |       |         |       |       |      |      |
| 13      | 0.539                 |                             | 0.473                        | 15.9             | 46                  | 10.2   | 6           | 1.2      | 6.8         | 1.51                     | 0.075       | 0.017    | 4.9            | 1.1   |             |      | 17.9  | 4.0     |       |       |      |      |
| 14      | 0.452                 |                             | 0.395                        | 13.8             | 41                  | 10.8   | 4           | 1.1      | 6.7         | 1.79                     | 0.053       | 0.014    | 4.3            | 1.1   |             |      | 15.5  | 4.1     |       |       |      |      |
| 15      | 0.487                 |                             | 0.425                        | 14.5             | 35                  | 8.7    | 4           | 1.0      | 6.7         | 1.66                     | 0.071       | 0.017    | 5.4            | 1.3   |             |      | 16.3  | 4.0     |       |       |      |      |
| 16      | 0.506                 |                             | 0.461                        | 14.5             | 46                  | 10.8   | 4           | 0.9      | 8.0         | 1.90                     | 0.071       | 0.017    | 5.4            | 1.3   |             |      | 16.3  | 3.9     |       |       |      |      |
| 17      | 0.578                 |                             | 0.526                        | 17.0             | 46                  | 9.5    | 5           | 1.0      | 7.0         | 1.45                     | 0.079       | 0.016    | 5.3            | 1.1   |             |      | 19.1  | 4.0     |       |       |      |      |
| 18      | 0.301                 |                             | 0.272                        | 8.8              | 20                  | 8.1    | 3           | 1.0      | 3.4         | 1.37                     | 0.044       | 0.018    | 2.7            | 1.1   |             |      | 9.9   | 3.9     |       |       |      |      |
| 19      |                       |                             |                              |                  |                     |        |             |          |             |                          |             |          |                |       |             |      |       |         |       |       |      |      |
| 20      | 0.524                 |                             | 0.470                        | 15.5             | 46                  | 10.4   | 5           | 1.1      | 6.7         | 1.54                     | 0.077       | 0.018    | 4.8            | 1.1   |             |      | 17.4  | 4.0     |       |       |      |      |
| 21      | 0.515                 |                             | 0.448                        | 15.5             | 46                  | 10.6   | 4           | 0.9      | 6.8         | 1.58                     | 0.075       | 0.017    | 4.8            | 1.1   |             |      | 17.4  | 4.1     |       |       |      |      |
| 22      | 0.5163                |                             | 0.466                        | 15.5             | 41                  | 9.4    | 5           | 1.1      | 6.8         | 1.58                     | 0.068       | 0.016    | 4.2            | 1.0   |             |      | 17.4  | 4.0     |       |       |      |      |
| 23      |                       |                             |                              |                  |                     |        |             |          |             |                          |             |          |                |       |             |      |       |         |       |       |      |      |
| 24      | 0.181                 |                             | 0.165                        | 5.5              | 10                  | 6.7    | 2           | 1.2      | 3.3         | 2.17                     | 0.026       | 0.017    | 1.5            | 1.0   |             |      | 6.2   | 4.1     |       |       |      |      |
| 25      | 0.246                 |                             | 0.232                        | 7.3              | 25                  | 12.4   | 2           | 1.1      | 3.4         | 1.66                     | 0.035       | 0.017    | 2.0            | 1.0   |             |      | 8.2   | 4.0     |       |       |      |      |
| 26      | 0.242                 |                             | 0.211                        | 7.8              | 20                  | 10.0   | 2           | 1.2      | 3.4         | 1.67                     | 0.036       | 0.018    | 2.2            | 1.1   |             |      | 8.7   | 4.3     |       |       |      |      |
| 27      | 0.5092                |                             | 0.460                        | 15.0             | 35                  | 8.4    | 6           | 1.3      | 6.8         | 1.60                     | 0.074       | 0.017    | 4.2            | 1.0   |             |      | 16.9  | 4.0     |       |       |      |      |
| 28      | 0.5058                |                             | 0.455                        | 15.0             | 41                  | 9.6    | 6           | 1.4      | 6.8         | 1.61                     | 0.071       | 0.017    | 0.0            | 0.0   |             |      | 16.9  | 4.0     |       |       |      |      |
| 29      | 0.5096                |                             | 0.450                        | 15.0             | 41                  | 9.5    | 4           | 0.8      | 7.1         | 1.67                     | 0.066       | 0.016    | 4.2            | 1.0   |             |      | 16.9  | 4.0     |       |       |      |      |
| 30      | 0.5066                |                             | 0.452                        | 15.5             | 46                  | 10.8   | 4           | 0.9      | 6.8         | 1.61                     | 0.075       | 0.018    | 0.0            | 0.0   |             |      | 17.4  | 4.1     |       |       |      |      |
| 31      |                       |                             |                              |                  |                     |        |             |          |             |                          |             |          |                |       |             |      |       |         |       |       |      |      |
| Total   | 10.661                | 0.000                       | 9.731                        | 315.4            | 893                 | 251.4  | 95          | 26.7     | 0.0         | 0.00                     | 147.6       | 41.7     | 1.51           | 0.425 | 87          | 24.7 | 0.0   | 0.00    | 354.7 | 99.97 | 0.0  | 0.00 |
| Maximum | 0.578                 | 0.000                       | 0.526                        | 17.0             | 46                  | 14.5   | 6           | 1.4      | 0.0         | 0.00                     | 10.4        | 2.6      | 0.08           | 0.019 | 5           | 1.3  | 0.0   | 0.00    | 19.1  | 4.32  | 0.0  | 0.00 |
| Minimum | 0.181                 | 0.000                       | 0.165                        | 5.5              | 10                  | 6.7    | 2           | 0.8      | 0.0         | 0.00                     | 3.1         | 0.9      | 0.03           | 0.014 | 0           | 0.0  | 0.0   | 0.00    | 6.2   | 3.83  | 0.0  | 0.00 |
| Average | 0.426                 | 0.000                       | 0.389                        | 12.6             | 36                  | 10.1   | 4           | 1.1      | #####       | ####                     | 5.9         | 1.7      | 0.06           | 0.017 | 3           | 1.0  | ##### | #DIV/0! | 14.2  | 4.00  | #### | #### |

RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

Shenandoah River - Entire Month

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

PRINTED NAME

David A Tyrrell

TITLE: OPERATOR CLASSIFICATION  
DPOR CERTIFICATION NO.

Class 1  
1955002813

# Berryville STP Monthly DMR Data

November 2017

| Date       | Effluent Flow |       | Eff pH | Eff Temp | Eff CBOD | Eff CBOD | Eff TSS | Eff TSS | Eff TSS | Effluent DO River | Effluent DO WWTP | Eff NO2/NO3 | Eff TKN | Eff TKN | Eff Total N |
|------------|---------------|-------|--------|----------|----------|----------|---------|---------|---------|-------------------|------------------|-------------|---------|---------|-------------|
|            | MGD           | SU    | Deg C  | mg/l     | KG/D     | KG/D     | mg/l    | KG/D    | mg/l    | mg/l              | mg/l             | mg/l        | KG/D    | KG/D    | mg/l        |
| 11/1/2017  | 0.28          | 7.9   | 19.1   | 3.00     | 3.13     |          |         |         | 8.8     | 8.9               |                  |             |         |         |             |
| 11/2/2017  | 0.28          | 7.6   | 16.0   | 3.00     | 3.19     |          |         |         | 9.0     | 8.6               | 1.48             | 1.15        | 1.22    | 1.22    | 2.63        |
| 11/3/2017  | 0.29          | 7.4   | 18.7   |          |          |          |         |         | 9.0     | 8.8               |                  |             |         |         |             |
| 11/4/2017  | 0.31          | 7.4   | 19.4   |          |          |          |         |         | 8.7     | 8.1               |                  |             |         |         |             |
| 11/5/2017  | 0.30          | 7.5   | 19.0   |          |          |          |         |         | 8.5     | 7.7               |                  |             |         |         |             |
| 11/6/2017  | 0.35          | 7.3   | 19.7   |          |          |          |         |         | 8.7     | 8.8               |                  |             |         |         |             |
| 11/7/2017  | 0.40          | 7.4   | 18.8   | 4.00     | 6.01     |          |         |         | 7.8     | 8.2               | 0.85             | 1.50        | 2.25    | 2.25    | 2.35        |
| 11/8/2017  | 0.36          | 7.5   | 18.9   | 3.00     | 4.05     |          |         |         | 9.0     | 8.7               |                  |             |         |         |             |
| 11/9/2017  | 0.32          | 7.4   | 18.5   | 2.00     | 2.45     |          |         |         | 8.8     | 8.9               | 1.06             | 1.22        | 1.49    | 1.49    | 2.28        |
| 11/10/2017 | 0.32          | 7.4   | 17.2   |          |          |          |         |         | 8.8     | 8.7               |                  |             |         |         |             |
| 11/11/2017 | 0.31          | 7.5   | 16.7   |          |          |          |         |         | 9.5     | 9.6               |                  |             |         |         |             |
| 11/12/2017 | 0.31          | 7.6   | 16.4   |          |          |          |         |         | 10.0    | 10.3              |                  |             |         |         |             |
| 11/13/2017 | 0.29          | 7.5   | 17.2   |          |          |          |         |         | 10.1    | 9.3               |                  |             |         |         |             |
| 11/14/2017 | 0.28          | 7.5   | 18.2   | 3.00     | 3.21     |          | 0.00    | 0.00    | 9.7     | 9.1               | 1.86             | 1.71        | 1.83    | 1.83    | 3.57        |
| 11/15/2017 | 0.28          | 7.4   | 17.3   |          |          |          |         |         | 9.6     | 8.5               |                  |             |         |         |             |
| 11/16/2017 | 0.38          | 7.2   | 17.5   |          |          |          |         |         | 8.1     | 8.1               | 1.80             | 1.37        | 1.94    | 1.94    | 3.17        |
| 11/17/2017 | 0.26          | 7.8   | 19.1   |          |          |          |         |         | 9.3     | 9.0               |                  |             |         |         |             |
| 11/18/2017 | 0.28          | 7.4   | 18.6   |          |          |          |         |         | 9.0     | 9.2               |                  |             |         |         |             |
| 11/19/2017 | 0.28          | 7.7   | 18.8   |          |          |          |         |         | 9.7     | 9.0               |                  |             |         |         |             |
| 11/20/2017 | 0.25          | 7.6   | 15.4   | 2.00     | 1.88     |          |         |         | 9.4     | 8.9               |                  |             |         |         |             |
| 11/21/2017 | 0.23          | 7.6   | 15.5   | 0.00     | 0.00     |          |         |         | 9.1     | 9.1               |                  |             |         |         |             |
| 11/22/2017 | 0.28          | 7.6   | 16.1   | 1.00     | 1.04     |          |         |         | 9.9     | 9.8               |                  |             |         |         |             |
| 11/23/2017 | 0.24          | 7.6   | 15.8   |          |          |          |         |         | 9.7     |                   |                  |             |         |         |             |
| 11/24/2017 | 0.23          | 7.4   | 15.7   |          |          |          |         |         | 9.1     | 8.3               |                  |             |         |         |             |
| 11/25/2017 | 0.27          | 7.5   | 17.6   |          |          |          |         |         | 10.2    | 9.7               |                  |             |         |         |             |
| 11/26/2017 | 0.24          | 7.7   | 16.1   |          |          |          |         |         | 10.4    | 9.8               |                  |             |         |         |             |
| 11/27/2017 | 0.24          | 7.6   | 16.2   |          |          |          |         |         | 9.5     | 9.2               |                  |             |         |         |             |
| 11/28/2017 | 0.26          | 7.6   | 15.2   | 5.00     | 4.83     |          |         |         | 10.3    | 9.7               |                  |             |         |         |             |
| 11/29/2017 | 0.25          | 7.6   | 15.1   |          |          |          |         |         | 9.5     | 9.3               |                  |             |         |         |             |
| 11/30/2017 | 0.25          | 7.6   | 15.1   |          |          |          |         |         | 9.7     | 10.0              |                  |             |         |         |             |
|            |               |       |        |          |          |          |         |         |         |                   |                  |             |         |         |             |
| Minimum    | 0.23          | 7.2   | 15.1   | 0.00     | 0.00     | 0.00     | 0.00    | 0.00    | 7.8     | 7.7               | 0.85             | 1.15        | 1.22    | 1.22    | 2.28        |
| Maximum    | 0.40          | 7.9   | 19.7   | 5.00     | 6.01     | 0.00     | 0.00    | 0.00    | 10.4    | 10.3              | 1.86             | 1.71        | 2.25    | 2.25    | 3.57        |
| Total      | 8.57          | 225.8 | 518.9  | 26.00    | 29.79    | 0.00     | 0.00    | 0.00    | 278.9   | 261.3             | 7.05             | 6.95        | 8.74    | 8.74    | 14.00       |
| Average    | 0.29          | 7.5   | 17.3   | 2.60     | 2.98     | 0.00     | 0.00    | 0.00    | 9.3     | 9.0               | 1.41             | 1.39        | 1.75    | 1.75    | 2.80        |
| Geo Mean   | 0.28          | 7.5   | 17.2   | 2.41     | 2.66     | 1.00     | 1.00    | 1.00    | 9.3     | 9.0               | 1.35             | 1.4         | 1.71    | 1.71    | 2.76        |

# Berryville STP Monthly DMR Data

November 2017

| Date       | Eff. Total N | Eff. Total P | Eff. Total P | E-Coli   |
|------------|--------------|--------------|--------------|----------|
|            | KG/D         | mg/l         | KG/D         | No/100ml |
| 11/1/2017  |              |              |              |          |
| 11/2/2017  | 2.80         | 0.02         | 0.02         |          |
| 11/3/2017  |              |              |              |          |
| 11/4/2017  |              |              |              |          |
| 11/5/2017  |              |              |              |          |
| 11/6/2017  |              |              |              |          |
| 11/7/2017  | 3.54         | 0.05         | 0.08         | 1        |
| 11/8/2017  |              |              |              |          |
| 11/9/2017  | 2.79         | 0.03         | 0.04         |          |
| 11/10/2017 |              |              |              |          |
| 11/11/2017 |              |              |              |          |
| 11/12/2017 |              |              |              |          |
| 11/13/2017 |              |              |              |          |
| 11/14/2017 | 3.83         | 0.08         | 0.09         | 1        |
| 11/15/2017 |              |              |              |          |
| 11/16/2017 | 4.51         | 0.04         | 0.06         |          |
| 11/17/2017 |              |              |              |          |
| 11/18/2017 |              |              |              |          |
| 11/19/2017 |              |              |              |          |
| 11/20/2017 |              |              |              |          |
| 11/21/2017 |              |              |              | 1        |
| 11/22/2017 |              |              |              |          |
| 11/23/2017 |              |              |              |          |
| 11/24/2017 |              |              |              |          |
| 11/25/2017 |              |              |              |          |
| 11/26/2017 |              |              |              |          |
| 11/27/2017 |              |              |              |          |
| 11/28/2017 |              |              |              | 1        |
| 11/29/2017 |              |              |              |          |
| 11/30/2017 |              |              |              |          |
|            |              |              |              |          |
| Minimum    | 2.79         | 0.02         | 0.02         | 1        |
| Maximum    | 4.51         | 0.08         | 0.09         | 1        |
| Total      | 17.47        | 0.22         | 0.28         | 4        |
| Average    | 3.49         | 0.04         | 0.06         | 1        |
| Geo Mean   | 3.43         | 0.04         | 0.05         | 1        |

# Berryville WWTP Monthly Membrane Operation Report

## November 2017

### UF 1 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg       |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP             | ●      | 100 % | 1.3      | 831    | 6.624     |
| PermeateTurbidityAfterBP | ●      | 97 %  | 0.58     | 836    | 0.316     |
| TCPermeabilityBeforeBP   | ●      | 100 % | 5.87     | 714    | 38.914    |
| TMPBeforeBP              | ●      | 100 % | 0.08     | 836    | 0.215     |
| TotalPermeateFlowDaily   |        | 100 % | 17703.08 | 31     | 70416.452 |

### UF 2 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg       |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP             | ●      | 100 % | 1.44     | 801    | 6.656     |
| PermeateTurbidityAfterBP | ●      | 99 %  | 0.14     | 810    | 0.175     |
| TCPermeabilityBeforeBP   | ●      | 99 %  | 6.78     | 790    | 26.688    |
| TMPBeforeBP              | ●      | 100 % | 0.12     | 810    | 0.333     |
| TotalPermeateFlowDaily   |        | 100 % | 23326.87 | 31     | 67368.258 |

### UF 3 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg       |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP             | ●      | 100 % | 1.45     | 957    | 6.72      |
| PermeateTurbidityAfterBP | ●      | 97 %  | 0.47     | 964    | 0.293     |
| TCPermeabilityBeforeBP   | ●      | 100 % | 3.65     | 950    | 36.704    |
| TMPBeforeBP              | ●      | 100 % | 0.06     | 964    | 0.234     |
| TotalPermeateFlowDaily   |        | 100 % | 17453.37 | 31     | 79991.516 |

### UF 4 KPI Summary

| Parameter                | Health | %In   | Std. Dev | Points | Avg       |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP             | ●      | 100 % | 1.34     | 968    | 6.52      |
| PermeateTurbidityAfterBP | ●      | 100 % | 0.02     | 975    | 0.205     |
| TCPermeabilityBeforeBP   | ●      | 99 %  | 8.35     | 909    | 31.177    |
| TMPBeforeBP              | ●      | 100 % | 0.11     | 975    | 0.259     |
| TotalPermeateFlowDaily   |        | 100 % | 19040.31 | 31     | 80602.968 |

| Parameter              | Health  | %In   | Std. Dev | Points | Avg        |
|------------------------|---|-------|----------|--------|------------|
| PermeateTemperature    |  | 100 % | 3.03     | 2879   | 50.944     |
| TotalPermeateFlowDaily |  | 100 % | 42632.77 | 31     | 298379.194 |

### UF 1 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Nov       |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.624     |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.316     |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 38.914    |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.215     |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 70317.667 |

### UF 2 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Nov     |
|--------------------------|----|-----|-------|------|---------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.656   |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.175   |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 26.688  |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.333   |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 66984.5 |

### UF 3 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Nov       |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.72      |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.293     |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 36.704    |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.234     |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 80461.133 |

### UF 4 KPI Summary

| Parameter                | LL | LCL | UCL   | HH   | Nov       |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP             | -- | --  | 12.23 | 16.3 | 6.52      |
| PermeateTurbidityAfterBP | 0  | --  | 0.9   | 1    | 0.205     |
| TCPermeabilityBeforeBP   | 4  | 6   | --    | --   | 31.177    |
| TMPBeforeBP              | -- | --  | 7     | 8    | 0.259     |
| TotalPermeateFlowDaily   | -- | --  | --    | --   | 80629.567 |

### UF Plant KPI Summary

| Parameter           | LL | LCL | UCL | HH  | Nov    |
|---------------------|----|-----|-----|-----|--------|
| PermeateTemperature | 32 | --  | 100 | 110 | 50.944 |

# Attachment 6

## **Report of the Department of Public Works December 6, 2017**

### **Water**

We experienced one water break last month. On November 17<sup>th</sup> Public Works responded to a report of a possible water break on North Buckmarsh Street. It was very quickly determined that this was a main break and measures were taken to get this section of pipe shut down to avoid a large loss of water. Once we excavated the area, crews found where a rock had been forced into the top of the main (seemingly by the weight of a truck) causing the leak. We repaired the leak by using a stainless repair clamp.

The water improvement project for South Buckmarsh Street is now completed. All the concrete work has been finished and VDOT has signed off on our Land-Use Permit.

Phase two of the Treadwell Street water improvement project has been completed. The new fire hydrant that was installed at the corner of Treadwell and Crown Street is now in service. Within the next couple of weeks we will install a fire hydrant on the end of the existing six inch line near 309 Treadwell Street. This fire hydrant is being installed to improve fire protection for this area.

### **Sewer**

We had one sewer issue last month. A property owner on Swan Avenue called and stated he had a strong sewer gas smell inside his residence. He contacted a plumber and had his lateral checked. Public Works conducted a video inspection of the sewer main in front of the residence. We found a large root ball near his sewer lateral connection. We tried to cut out the root with our jet rodder but were unable to remove the root. A contractor was brought in and used their Vac Truck and cutter to remove the roots. They were able to cut the roots and removed them from our main. We then did another video inspection of the main and found the roots were actually coming out of his lateral and protruding into our main. I meet with the home owner and informed him he has a serious root problem in his lateral and he should contact a company to remove the roots. He hired a contractor to clean out the lateral. At the homeowners request we conducted another video inspection of the main to insure that all the roots were removed. This inspection showed that the roots were successfully removed. I informed the homeowner that he should have his lateral excavated and a new connection to the sewer main made in order to avoid a reoccurrence of another root problem.

# Attachment 7

**BERRYVILLE TOWN COUNCIL  
MOTION TO APPOINTMENT MARY JO PELLERITO TO THE  
BERRYVILLE AREA DEVELOPMENT AUTHORITY**

Date: December 12, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville appoint Mary Jo Pellerito to complete the unexpired term of Warren Dilandro on the Berryville Area Development Authority for a term that will begin on December 13, 2017 and end on June 30, 2018.

VOTE:

Aye:

Nay:

Abstain:

Absent:

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