

**BERRYVILLE TOWN COUNCIL  
MEETING AGENDA  
Regular Meeting  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room  
Tuesday, June 12, 2018  
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 hearings scheduled	
5. Citizens' Forum	
6. Consent Agenda	
Motion	1↓
Minutes of Regular Meeting – 05/08/18	
Minutes of Called Meeting – 05/25/18	
Minutes of Streets & Utilities Committee Meeting - 05/22/18	
7. Report of Patricia Dickinson, Mayor	
Proposed sponsorship of WWI Commemoration	2↓
8. Report of Harry Lee Arnold, Jr., Recorder	
9. Report of Christy Dunkle, Asst. Town Manager for Community Development	
Urban Development Area	3↓
Monthly report	4↓
10. Report of Keith Dalton, Town Manager	
ATT Lease / Northwest elevated water tank	5
Garbage Contract Renewal	6

<u>Item</u>	<u>Attachment</u>
<b>11. Report of Erecka Gibson – Chair, Budget and Finance Committee</b>	
Report of Desiree Moreland, Treasurer	7
Adoption of FY19 Budget and appropriation of funds	8↑
<b>12. Report of Donna McDonald – Chair, Community Improvements Committee</b>	
<b>13. Report of David Tollett – Chair, Police and Security Committee</b>	
Report of Neal White, Chief of Police	9
<b>14. Report of Patricia Dickinson – Chair, Streets and Utilities Committee</b>	
Traffic calming South Buckmarsh Street	10
Report of David Tyrell, Public Utilities Director	11
Ground Reservoir Project	12
Report of Rick Boor, Public Works Director	13
<b>15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee</b>	
Vacancies to be filled	14
Social Media Policy	15
<b>16. Other</b>	
<b>17. Closed Session –</b>	No closed session scheduled
<b>18. Adjourn</b>	

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

# Attachment 1

BERRYVILLE TOWN COUNCIL  
MOTION TO APPROVE CONSENT AGENDA

Date: June 12, 2018

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**  
**May 8, 2018**  
**7:30 p.m.**

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

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; Neal White, Chief of Police; Mia L. Jackson, Town Clerk

**Press:** None

1. Call to Order

Mayor Dickinson called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

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

4. Public Hearing

Mayor Dickinson opened the public hearing as follows:

**Proposed Fiscal Year 2018-2019 Budget**

There were no speakers, Mayor Dickinson closed the public hearing.

5. Citizens' Forum

Mayor Dickinson recognized Stanley Kerns, Berryville resident. Mr. Kerns said that he was in attendance tonight to support the Smart Scale proposal that is included in tonight's items to be discussed.

Mayor Dickinson recognized Patricia Maples, representing Berryville Main Street. Ms. Maples shared a report regarding previous and upcoming events at Berryville Main Street.

Mayor Dickinson recognized Dan Garrett, Berryville resident. Mr. Garrett said he has been a longtime advocate of senior housing in Berryville. He announced a contract on a 120 unit independent state of the art living facility that is handicap accessible. He thanked Council members, Tollett, Gibson, McDonald and Mayor Dickinson for their support of the project. Mr. Garrett thanked Mr. Echols for helping to bring senior housing to Berryville.

6. Consent Agenda

**The Consent Agenda was approved on motion of Council member Tollett, seconded by Council member Gibson. The items on the Consent Agenda were:**

**Minutes of Regular Meeting – 04/10/18**

Minutes of Budget & Finance – 04/24/18

Minutes of Community Improvements Committee Meeting – 04/23/18

Minutes of Police and Security Committee Meeting – 04/26/18

Minutes of Streets & Utilities Committee Meeting – 04/24/18

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson presented the attached report of the Mayor in a written statement. Mayor Dickinson offered her congratulations to newly elected and re-elected council members. She also thanked the candidates who ran and were not elected for their time and effort and encouraged them to stay active and engaged with the Town. Mayor Dickinson thanked the members of the Tree Board for putting together a recent tree planting event that included the raffle of a tree in Rose Hill Park. Mayor Dickinson thanked Casey Trees and Rivers Edge Landscaping for their donation of the trees. Mayor Dickinson reminded everyone of the upcoming Memorial Day ceremony on Sunday, May 27th at 2:00 PM in Rose Hill Park.

8. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold noted that in the recent door to door campaigning one of the recurring concerns from citizens pertained to water & sewer. Recorder Arnold said that he felt there is misinformation in the community and a lack of understanding. Recorder Arnold said he would like for staff to develop an informational sheet that would be distributed to existing and new customers and be posted on the website that would provide information about the Town's water system, how it operates, how the meters work, and how billing is handled. Recorder Arnold said that he would like to see the document come back to Council for review and input prior to distribution.

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

Ms. Dunkle reviewed her staff report included in the agenda packet.

Ms. Dunkle reviewed the proposed Smart Scale projects, phase 1 and phase 2 including costs. Ms. Dunkle noted that phase 2 includes two proposals, one for sidewalk on both sides of the street and the other proposal for sidewalk on the north side of East Main only. Ms. Dunkle noted scoring points associated with the application including economic development, accessibility, and environmental. Council member Tollett noted that VDOT had suggested that the Town would be more likely to get the grant if the option was chosen to have sidewalk on one side as opposed to both sides as that is also the lower cost option. Council member McDonald asked about the cost to the Town. Ms. Dunkle noted that under Smart Scale this project is 100% funded under VDOT and there would be no cost to the Town. Mr. Dalton said there has not been a discussion by staff or at the Streets & Utilities Committee level regarding a monetary contribution by the Town towards the project however staff and committee have been discussing the reduction of cost to make the application more competitive. **Recorder Arnold moved that the Council of the Town of Berryville direct staff to submit the SMART Scale pre-application for Phase 1 which includes East Main Street from the Norfolk Southern Railroad tracks east to Jack Enders Boulevard and for Phase 2 which includes East Main Street from Jack Enders Boulevard east to Battletown Drive**

with sidewalk on the north side of East Main Street to VDOT by the June 1, 2018 deadline. Council member Kitselman seconded the motion.

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

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Ms. Dunkle noted the draft text amendment for the Zoning Ordinance identified under Section 321.2, of the Berryville Zoning Ordinance, that would allow Town Council to appoint members of the Tree Board. She said that it was recommended by Council that the text amendment be available for consideration at a future public hearing that would be advertised with other items in order to save money on public hearing notice publications in the Winchester Star.

10. Report of Keith Dalton, Town Manager

Mr. Dalton directed attention to the minutes of May 10, 2016 where Council voted to include the abstract vote information in the minutes of the meeting for record keeping purposes. Mr. Dalton noted that the Town has received the abstract votes from the most recent election. Council member Kitselman moved that the Council of the Town of Berryville include the abstract votes from the May 1, 2018 election in the minutes of the current meeting. Council member Tollett seconded the motion.

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

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

Council member Gibson moved that the Council of the Town of Berryville approve the attached Budget Contingency Policy. Recorder Arnold seconded the motion.

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

Town of Berryville

**Budget Contingency Policy**

The purpose of the Budget Contingency Policy is to establish a guideline and general approach to:

- Respond to unanticipated significant revenue shortfalls.
- Provide funding for unanticipated, non-recurring, expenditures that cannot be absorbed within the operating budget.
- Provide temporary funding for an unanticipated, increase in operations or maintenance that cannot be absorbed within the operating budget.

*Expenditures drawn from contingency funds shall require prior approval from the Town Manager. Notice of such action will be presented to the Town Council at their next monthly meeting.*

*Budget Contingency will be at least 3% of Total Operating Requirements. Based on an assessment of expenditure risk for the upcoming fiscal year the Town Manager may recommend a higher level of Contingency and include such recommendation in the Proposed Budget. The Town Council holds final authority upon approval of the annual budget.*

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Ms. Moreland reviewed the amendment to the Procurement Policy regarding negotiation with lowest responsible bidder. **Council member Gibson moved that the Council of the Town of Berryville approve the attached amendment to the Procurement Policy. Council member Kitselman seconded the motion.**

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

**Nay: None**

**Abstain: Dickinson**

***Negotiation with lowest responsible bidder***

*Unless cancelled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds allocated funds, the town may negotiate with the apparent low bidder to obtain a contract price within allocated funds.*

*(a) Procedures for negotiations. If the town wishes to negotiate with the apparent low bidder to obtain a contract price within allocated funds, negotiations shall be conducted in accordance with the following procedures:*

*(1) The using agency shall provide the director of public works, in the case of construction projects, and the procurement officer, in all other matters, with a written determination that the apparent low bid exceeds allocated funds. Said determination shall be confirmed in writing by the treasurer or his/her designee. The using agency may also provide the appropriate officer/director with a suggested reduction in scope for the proposed purchase.*

*(2) The appropriate officer/director shall advise the lowest responsible bidder, in writing, that the proposed purchase exceeds allocated funds. He may further suggest a reduction in scope for the proposed purchase, and invite the lowest responsible bidder to amend its bid proposal based upon the proposed reduction in scope.*

(3) Repetitive informal discussions with the lowest responsible bidder for purposes of obtaining a contract within allocated funds shall be permissible.

(4) The lowest responsible bidder shall submit an addendum to its bid, which addendum shall include any change in scope for the proposed purchase, the reduction in price and the new contract value.

(5) If the proposed addendum is acceptable to the town, the town may award a contract within funds allocated to the lowest responsible bidder based upon the amended bid proposal.

(6) If the town and the lowest responsible bidder cannot negotiate a contract within allocated funds, all bids shall be rejected.

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Council member Gibson said there will not be a Budget & Finance committee meeting in May unless necessary.

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

Council member McDonald reviewed updates from the Community Improvements Committee including lighting at the Rixey Moore Parking Lot and Tesla/Clipper Creek charging stations. Council member Gibson asked about the idea of installing parking meters at the charging stations. Council member McDonald explained that the discussion of the meter at the charging stations would be to offset the cost of the charger. Mayor Dickinson noted an installation of a meter may require a change to the Town Code. Ms. Dunkle noted the Town has received the grant from Tesla for two Tesla charging stations and one Clipper Creek charging station and is waiting on additional installation information.

Council member McDonald said there is continued discussion regarding the playground. Mr. Dalton said there are monies budgeted for a master plan of Rose Hill Park in the proposed budget. He said the next steps are to mark the utilities within the park and have them included in a base survey and the Planner and committee would move forward with developing a master plan from there. Council member McDonald noted continued discussion is happening at the committee level regarding expansion of the playground and possible expansion limitations.

Council member McDonald said there will not be a committee meeting unless there is information that needs to be discussed. She said that if that occurs the next meeting would be May 29, at 7pm if needed.

13. Report of David Tollett – Police and Security Committee

Council member Tollett said the meeting date for the next committee meeting is May 24, 2018 at 9 AM.

Council member Tollett called attention to Chapter 8 – Garbage and Refuse and the changes to the Code. He noted that the goal is to keep the Code simple and to have the rules and regulations set forth within a policy. Council member Tollett said a time table was established and Council can expect to see a draft of Code changes and a draft policy at its Council meeting in

August. Council member Gibson noted the potential use of stickers on totes. Mr. Dalton said the stickers or decals could be helpful in several ways. He said that they would identify who the tote belonged to, specific garbage and refuse services provided and help the Town and contractor with auditing. Council member Tollett noted that the committee is continuing to discuss the specific details of the policy.

Council member Tollett said that May kicked off the national campaign for occupant protection and the Town police department is participating in that program otherwise known as "Click It or Ticket".

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

Mayor Dickinson said the next meeting date is May 22, 2018 at 12 PM.

Mayor Dickinson directed attention to a neighborhood traffic calming program that was mentioned in the minutes of the Streets & Utilities Committee meeting of April 24, 2018. She asked Council members to look at the eight step program because there is a group of citizens that have completed step one of the neighborhood traffic calming program and are ready to move to step two, which requires Council approval. Mayor Dickinson noted that the program is relatively new however she said she likes it because it is citizen and neighborhood driven. She said the program is driven by resident action and could be implemented in other areas as long as the area meets the qualifications. Council member Gibson asked that Council members be supplied with the document. Mayor Dickinson said that she will email Council members the document for their review. Council member Kitselman asked if program applies to Route 340. Mayor Dickinson said in the conversations with VDOT they have said Route 340 does qualify. Mayor Dickinson said that the neighborhood concerned with traffic calming on Route 340 has completed step one of the program and is ready for step two. She said step two is a traffic calming study to be conducted and would require Council approval. Council member McDonald asked who funds the necessary studies. Mayor Dickinson said that the studies are done by VDOT and there is no fee associated with the studies.

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

No Report

16. Other

Mr. Dalton confirmed that a reception will be held for outgoing and incoming Council members on June 12 at 6:30 PM on the 2<sup>nd</sup> floor prior to the Council meeting.

Council member McDonald asked Mr. Dalton to review his memo of February 14, 2018 related to future paving and water projects as well as maintenance and repair to the water treatment plant and the importance of planning for those projects now. Mr. Dalton noted that this continues to be a discussion at the committee level. He stressed the importance of a proactive approach towards future projects and planning for adjustments to water and sewer rates.

Recorder Arnold said that he was pleased with the Budget package this year and the complete picture that it presented to Council and to the public. Council member Gibson thanked Ms. Moreland and her staff for the work done on the budget presentation. Council member Gibson noted that she felt it presented a complete picture that is helpful to the public.

Mr. Dalton confirmed the Committee meeting schedule as follows:

Streets and Utilities: May 22, 2018 @ 12:00 p.m.

Police and Security: May 24, 2018 @ 9:00 a.m.

Community Improvements: May 29, 2018 @ 7:00 p.m. – If there are agenda items to discuss

17. Adjourn

**There being no other business, upon motion of Council member Tollett, the meeting was adjourned at 9:15 p.m.**

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Harry Lee Arnold, Jr., Recorder

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Mia L. Jackson, Town Clerk

DRAFT

## Mayors Report May 8, 2018

First, I would like to offer my congratulations to our newly elected Town Council Members Kara Rodriguez, Diane Harrison and Jay Arnold. The next Town Council will begin in July when they take office. With these dedicated council members on board I am excited about the possibilities that lay before us.

For those candidates who were not elected, thank you for stepping up. Thank you for all your hard work. And, please stay engaged.

For the 800 plus residents who turned out last week, thank you for voting. Whether the candidate you supported won or lost please don't stop being involved. There is opportunity for each of us to make a contribution. I encourage you to stay current on the issues, let Town Council members know what you think, and volunteer your services if you can. If there is an issue you want addressed then bring it to my attention and we will find a way to move it forward.

Working together we can accomplish great things.

Again, congratulations to Kara, Diane and Jay.

Next, I would like to thank the members of the Tree Board for making a difference in Rose Hill Park by planting a tree near the playground equipment. I would also like to thank Casey Trees and River's Edge for their kind donation of trees in support of the Tree Board's efforts.

And finally, please remember to join us for the Memorial Day Ceremony to be held at Rose Hill Park on Sunday, May 27 at 2:00 PM. I look forward to seeing you there.

# ABSTRACT of VOTES

Cast in the Town of BERRYVILLE in CLARKE COUNTY, VIRGINIA  
at the 2018 May Town General Election held on May 01, 2018 for,

**Recorder**

District: BERRYVILLE

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED  
(IN FIGURES)

Harry L. "Jay" Arnold, Jr	514
Christopher J. Foley	329
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 01, 2018, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Recorder .

Harry L. "Jay" Arnold, Jr

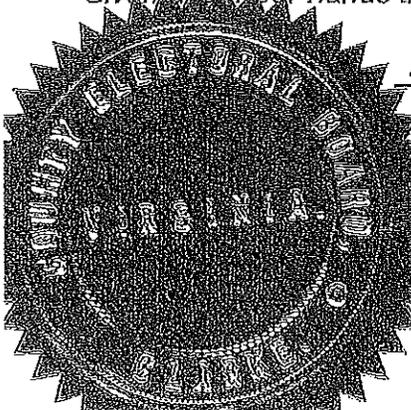
Given under our hands this 2<sup>ND</sup> day of MAY, 2018

Donald W. Hawen, Chairman

[Signature], Vice Chairman

Carol S. Hesteruelv, Secretary

Carol S. Hesteruelv, Secretary, Electoral Board



# ABSTRACT of VOTES

Cast in the Town of BERRYVILLE in CLARKE COUNTY, VIRGINIA  
at the 2018 May Town General Election held on May 01, 2018 for,

## Member Town Council - Ward 2

District: BERRYVILLE

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED  
(IN FIGURES)

Diane M. Harrison	608
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_Ins = Total Write In Votes] ** Please submit a Write-Ins Certification **	154
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 01, 2018, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Town Council - Ward 2.

Diane M. Harrison

Given under our hands this 2<sup>ND</sup> day of MAY, 2018

Donald de Haven, Chairman

[Signature], Vice Chairman

Carol S. Festerfelt, Secretary

Carol S. Festerfelt, Secretary, Electoral Board



# ABSTRACT of VOTES

Cast in the Town of BERRYVILLE in CLARKE COUNTY, VIRGINIA  
at the 2018 May Town General Election held on May 01, 2018 for,

## Member Town Council - Ward 4

District: BERRYVILLE

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED  
(IN FIGURES)

Kara C. Rodriguez	552
Alton C. Echols, Jr.	287
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_Ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 01, 2018, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Town Council - Ward 4.

Kara C. Rodriguez

Given under our hands this 2<sup>ND</sup> day of MAY, 2018

Donald De Haven

, Chairman

AR [Signature]

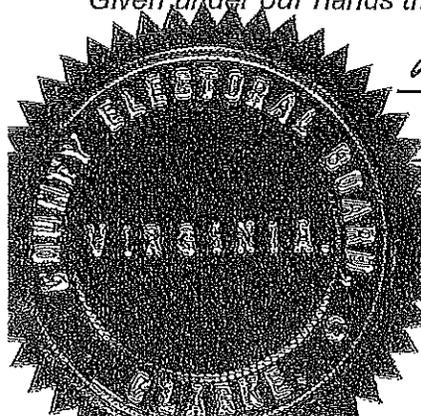
, Vice Chairman

Carol Westervelt

, Secretary

Carol Westervelt

, Secretary, Electoral Board



**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Called Meeting**  
**May 25, 2018**  
**4:00 p.m.**

**Town Council:** Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Allen Kitzelman; Erecka Gibson; David Tollett  
**Staff:** Keith Dalton, Town Manager; Rick Boor, Director of Public Works; Mia L. Jackson, Town Clerk  
**Press:** None

1. Call to Order  
Mayor Dickinson called the meeting to order at 4:00 p.m.
2. Pledge of Allegiance
3. Approval of Agenda  
**On motion of Council member Kitzelman, seconded by Council member McDonald, the agenda was approved unanimously.**
4. Discussion – IFB #05-18 Paving, Milling, and Line Striping  
Mr. Dalton reviewed Town paving projects that have been completed since 2012 as well as reviewing current and upcoming paving projects. Mr. Dalton said staff has developed an invitation for bid for paving, milling and line striping that would complete paving activity for the second half of FY18 and the first half of FY19. Mayor Dickinson noted a discrepancy within the Procurement Policy that was approved February 13<sup>th</sup> by Council and the version that was provided to Council in April of this year. She noted that the discrepancy is within a column header titled “Number of Quotes”. Mr. Dalton said that staff will look in to the discrepancy and would report back to the Council at the June meeting. **Council member Arnold moved that the Council of the Town of Berryville approve the issuance of IFB #05-18 and authorize the Town Manager to accept the low bid and execute all contract documents; provided that the chosen bidder meets minimum standards established in the IFB and the bid does not exceed allocated funds. Council member Kitzelman seconded the motion.**  
**Aye: Kitzelman, McDonald, Gibson, Tollett, Arnold**  
**Nay: None**  
**Abstain: Dickinson**
5. Other
6. Closed Session
7. Adjourn

There being no other business, upon motion of Council member Tollett, seconded by Council member Kitselman the meeting was adjourned at 4:30 p.m.

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Harry Lee Arnold, Jr., Recorder

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Mia L. Jackson, Town Clerk

DRAFT

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**STREETS AND UTILITIES COMMITTEE**  
**Berryville-Clarke County Government Center**  
**Tuesday, May 22, 2018**  
**12:00 p.m.**

**Committee Members:** Present: Patricia Dickinson, Chair; David Tollett

**Staff:** Keith Dalton, Town Manager; Rick Boor, Director of Public Works; Christy Dunkle, Town Planner; Neal White, Berryville Chief of Police

**Press:** None

**Other:** Diane Harrison, Marilyn Pierce

1. Call to Order  
Chair Dickinson called the meeting to order at 12:00 p.m.
2. Approval of Agenda  
The agenda was approved as presented.
3. Discussion – Smart Scale Projects  
Mr. Dalton introduced the matter and noted that staff was working with VDOT regarding VTRANS issues and that Town Council will likely need to take some action at its June meeting on this matter if the Smart Scale project for East Main Street is to move forward.

Ms. Dunkle noted that from VDOT's perspective, there are no documented safety issues on the street section being considered and it is necessary that the project be in an urban development area for it to have any chance of success. Ms. Dunkle noted that she will be working with VDOT and their contractor to get something in front of the Town Council in June.

4. Discussion – Radar Feedback Signs  
Mr. Dalton noted that the Committee had indicated it was interested in portable signs at the last meeting therefore staff had begun work in order to provide the Committee and Town Council with more detailed information on their options.

Mayor Dickinson questioned why staff believed the Committee wanted portable signs. Mr. Dalton stated that the Committee expressed support for the purchase of the type of sign proposed by a resident of Taylor Street and the sign proposed was a portable sign. The Committee engaged in a discussion clarifying the definition of a portable speed sign. Mr. Dalton noted that portable speed signs can be mounted on an existing pole. He noted that the proposed FY19 budget was intended to fund two permanently mounted signs.

Chief White reviewed sign choices that he had identified to date.

The Committee determined that staff would work on a firm proposal to purchase two signs with 11-13" displays. The signs would be of the type used by VDOT on South Buckmarsh Street but they would be permanently attached to existing posts and would have a solar array.

The Committee determined that this matter should move to full Town Council for consideration at the July meeting.

5. Discussion – Paving IFB

Mr. Dalton reviewed the streets that are included in the Invitation for Bid (IFB) for paving.

The Committee discussed drainage issues on Swan Avenue. Staff stated that from its examination, any project to address the drainage issue near the Johnson-Williams Middle School entrance would not involve replacement of the culvert under the street therefore, it should not be counterproductive to pave the area at this time.

Ms. Moreland reviewed the IFB.

The Committee discussed the IFB and the timing of submissions.

Mr. Dalton noted that there will be another offering for the second half of FY19 and it may be helpful if that work can be combined with the work for the first half of FY20, which is likely to be dominated by work on Hermitage Blvd.

The Committee and staff discussed sidewalk and drainage work that was recently completed.

6. Closed Session – No closed session scheduled

7. Other

8. Adjourn

There being no further business, the committee adjourned at 12:50 p.m.

# Attachment 2

Mayor Dickinson and the WWI Event Committee request that the Town of Berryville sponsor an event on July 14, 2018 and therefore provide insurance coverage under the Town's current liability policy.

#### History

Mayor Dickinson established the WWI Event Committee in the summer of 2017. The Committee has met on several occasions to plan events to commemorate the 100<sup>th</sup> anniversary of the end of World War I. The first event to be held, which is planned for July 14, 2018, is a procession of dignitaries from Station Road along Main Street to Smithy Lane via South Church Street. The Committee has also planned for: food vendors located in the John Rixey Moore Parking Lot and the rear of the American Legion property (Dollar General), Profiles in Honor Tour mobile museum in the parking lot of 23 East Main Street, and several tables located in Rose Hill Park where nonprofit organizations will assist in the commemoration.

The Town received a preliminary draft of a Town of Berryville Special Event Permit Application on May 17. The final application must include information regarding insurance coverage.

The Committee wanted either Berryville Main Street or the Town of Berryville to provide insurance coverage for the event. Berryville Main Street is unable to cover the event without expanding its coverage (and cost).

If the Town of Berryville sponsors the event, then it would provide insurance coverage for the event. It should be noted that the food vendors would be required to name the Town of Berryville as an also insured on a certificate of insurance meeting Town minimum standards. It is not expected that the Town will incur any additional costs related to the provision of insurance for the event.

#### Request

The Town Council is asked to assume sponsorship of the WWI Event Committee's July 14, 2018 event and thereby permit the Town's insurance policy to provide necessary coverage for the planned activities.

Please find attached:

- Town Council minute excerpts from August, September, October, and December 2017; and January 2018
- Draft Town of Berryville Special Event Permit Application
- Sample motion for consideration

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson said she attended a VML leadership academy on budgeting. She offered to share the program materials with anyone interested.

Mayor Dickinson said the State Legislature has started an initiative for 2018 to commemorate the 100<sup>th</sup> anniversary of the end of WWI, and the 75<sup>th</sup> anniversary of WWII. She said several organizations have expressed interest in commemorating the event. She proposed an ad hoc committee of up to seven members be formed to plan the events. Mr. Dalton said there is an opportunity to have the Profiles of Honor Tour mobile museum in town as part of the commemoration.

8. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold had nothing to report.

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

Ms. Dunkle noted several action items.

**Council member Gibson moved that the Council of the Town of Berryville approve the request to set the following bonds for the Connexion development located at 450 Mosby Boulevard and identified as Tax Map Parcel number 14A7-((1))-41 as follows: Public Improvements \$136,727.50, Erosion and Sediment Control \$56,768.75, for a total of \$193,496.25. Council member Kitselman seconded the motion which carried as follows:**

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

After discussion of the site plan including lighting, and comments by Don Riesgraf, Owner, DBSR LLC, regarding his outdoor storage proposal, a public hearing was set by consensus for the September 12, 2017, meeting.

By consensus, a public hearing on text amendments to the Town Zoning Ordinance to remove references to the Town Stormwater Ordinance following the repeal of the Town's Stormwater Ordinance was set for September 12, 2017.

By consensus, a public hearing on text amendments to the Town Zoning Ordinance to repeal and readopt Section 322 to align with State regulations was set for September 12, 2017.

Ms. Dunkle reviewed the items in the Planning and Community Development staff report.

10. Report of Keith Dalton, Town Manager

Mr. Dalton noted the July 24 event at Rose Hill Park where the Democratic Caucus held a news conference and made an announcement. He said he was proud of how Berryville was represented on the national stage and thanked staff members, particularly Christy Dunkle and Chief Neal White, involved in assisting with the event. He added that Berryville is seen by others as a genuine part of small town America, and is a special place.

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

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

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

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

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

#### 5. Citizens' Forum

The speakers were as follows:

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

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

#### 6. Consent Agenda

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

**Minutes of Regular Meeting – 8/8/17**

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

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

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

**Minutes of Personnel Committee Meeting – 9/6/17**

#### 7. Report of Patricia Dickinson, Mayor

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

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

Recorder Arnold had nothing to report.

Sept 12, 2017 TC Meeting

CERTIFICATION OF CLOSED SESSION

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

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

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

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

+ + + + + + + + +

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Citizens' Forum

Mayor Dickinson recognized Patty Maples, Board President of Berryville Main Street. Mrs. Maples said that new Executive Director Lizzie Ryan is working on a number of items and introducing herself to downtown businesses and residents. She referenced an article in the Winchester Star that featured BMS. She thanked the Town for the ongoing Virginia Commission for the Arts Grant and discussed upcoming holiday events.

6. Consent Agenda

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

- Minutes of Regular Meeting – 9/27/17**
- Minutes of Community Improvements Committee Meeting – 9/25/17**
- Minutes of Budget and Finance Committee Meeting – 9/26/17**
- Minutes of Police and Security Committee Meeting – 9/29/17**
- Minutes of Streets and Utilities Committee Meeting – 9/26/17**

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson read a declaration concerning water supply and asked residents to voluntarily reduce water usage. She said that the annual Veterans' Day event will be held on Saturday, November 11 at 11:00 a.m. at the Government Center. She added that a committee has been organized for the 100th anniversary of WWI celebration and that Will Watson will chair the committee.

5. Minutes

The minutes of the regular Town Council meeting held on 11/14/17, the minutes of Police and Security Committee held on 11/30/17 and the minutes of the Personnel Committee meeting on 12/7/17 were removed from the consent agenda and voted on individually.

**On motion of Council member McDonald, the Council of the Town of Berryville approved as amended the minutes of the Town Council meeting of 11/14/2017. Council member Gibson seconded the motion which carried as follows:**

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

**Nay: None**

**Abstain: Dickinson**

**Absent: Arnold**

**On motion of Council member Tollett, the Council of the Town of Berryville approved as amended the minutes of the Police and Security Committee meeting held on 11/30/2017. Council member Gibson seconded the motion which carried as follows:**

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

**Nay: None**

**Abstain: Dickinson**

**Absent: Arnold**

**On motion of Council member Gibson, the Council of the Town of Berryville approved the minutes of the Personnel committee meeting held on 12/07/2017. Mayor Dickinson seconded the motion which carried as follows:**

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

**Nay: None**

**Abstain: None**

**Absent: Arnold**

6. Report of Patricia Dickinson, Mayor

Mayor Dickinson discussed the newly formed World War I committee. She stated that the committee has a good cross representation of citizens from both the Town and County. She said the next meeting will be held on January 10 where they will be deciding on the mission and some primary goals and objectives for the committee.

Mayor Dickinson thanked the first responders, Officer Shoremont and Enders Volunteer Fire and Rescue Company for their swift response and help with the recent fire on Battletown Drive. Mayor Dickinson noted that fire hydrant work that was recently completed last summer on Battletown Drive proved helpful during this time.

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

Recorder Arnold, Absent, no report.

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

Ms. Dunkle had two action items. The first action item to be considered is the bond release for Section 4B, Delany and Beauregard courts.

renewed. She brought to Council's attention that they will need a full time Executive Director once the population exceeds 5,000 residents in order to maintain their accreditation.

Mayor Dickinson asked Chief White to review the proposed revisions to the Berryville Town Code, Chapter 4, Animals and Fowl. Chief White stated that among other things, the revision would be for the inclusion of laying hens to be maintained within the town limits.

Diane Harrison, town resident, addressed Council regarding section 4-26 of Chapter 4 of the Town Code regarding barking dogs. Ms. Harrison stated that she would like to see the code changed to 24 hour enforcement in regards to dogs barking longer than thirty minutes.

Bob Nunn, town resident, voiced his support for laying hens. Mr. Nunn said that he hopes that there will be a ban on roosters. Mr. Nunn noted that January 9th is Police Appreciation Day and would like to thank Chief White for his work.

Bryant Condrey, town resident, addressed Council regarding his support for laying hens. Mr. Condrey thanked Council for the work that has been done on this code modification and encouraged Council to pass the proposed changes to chapter 4.

Mayor Dickinson asked Chief White to review the proposed changes to Chapter 10 of the Berryville Town Code, Motor Vehicles and Traffic. Chief White reviewed the proposed changes to Chapter 10, specifically Article II dealing with vehicle tax license decal. Chief White noted that the proposed change is to eliminate the need for the decal but not the tax.

Dennis Couture, town resident, addressed Council and suggested when proposing code changes to identify those changes in one document in order for the changes to be seen immediately.

Recorder Arnold asked staff to review the emails that staff had received in both support and/or opposition to the code changes. Mr. Dalton reviewed emails that staff received from citizens regarding the proposed code modifications.

Charles Coon, town resident, addressed council regarding his support of keeping the Town decal.

5. Consent Agenda

**The Consent Agenda was approved on motion of Council member Tollett, seconded by Council member Gibson. The items on the Consent Agenda were:**

**Minutes of Regular Meeting – 12/12/17**

**Minutes of Community Improvements Committee Meeting – 12/14/17**

6. Report of Patricia Dickinson, Mayor

Mayor Dickinson provided a brief update on World War I and World War II event committee. Mayor Dickinson stated that the next meeting will be held on January 10, 2018.

Mayor Dickinson reported that this year is the 100th anniversary of the armistice that ended World War I. She stated that a local committee is working to plan and manage events and remembrances throughout the year as well establishing permanent remembrances in honor of Veterans. Mayor Dickinson proposed the attached resolution that would begin Berryville's observance of this historic year by proclaiming 2018 the "Year of the Veteran".

On motion of Mayor Dickinson, the Council of the Town of Berryville, adopted the resolution proclaiming 2018 as the "Year of the Veteran". Council member Tollett seconded the motion which carried as follows:

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

+ + + + + + + + +

Mayor Dickinson noted that a work session was held on January 8th to discuss the Town Council goals and objectives for FY19. She referenced the current handout that was provided in the work session packet that reviewed the current goals and objectives. Mayor Dickinson said that staff is going to update the goals and objectives and re-distribute to Council. She said after review Council will have another work session to edit and resolve any discrepancies and have them ready for approval at the February Council meeting. Mayor Dickinson noted that additional goals were suggested to be added to the list including traffic calming on Route 340, pedestrian and bicycle safety on East Main Street and setting a strategy for economic development with a primary focus on First Street.

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

Recorder Arnold reviewed two resolutions for members of John H. Enders Fire Company and Rescue Squad recognizing them for their service to the community.

On motion of Recorder Arnold, the Council of the Town of Berryville, approved the resolution recognizing Chris Shipe's service to the community as President of the John H. Enders Fire Company and Rescue Squad. Council member Gibson seconded the motion which carried as follows:

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

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

+ + + + + + + + +

On motion of Recorder Arnold, the Council of the Town of Berryville, approved the resolution recognizing Harold Rohde's service to the community as Chief of the John H. Enders Fire Company and Rescue Squad. Council member McDonald seconded the motion which carried as follows:

RECEIVED

MAY 17 2018

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



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

www.berryvilleva.gov



### Special Event Permit Application

Type and/or location of Activity (Please select all that apply):

- Block Party
- Parade
- Film Production
- Rose Hill Park
- Gazebo at Rose Hill Park
- Rixey Moore Parking Lot
- Hogan's Alley
- Other (please describe)

Group Requesting Event WWI Event Committee

Date of Event Saturday July 14, 2018

Rain Date, if any none

Time of Event 11:30 AM

Organizer's Contact Information (Representative must be present at the event with approved permit available for inspection)

Primary Name PAT DICKINSON Cell Phone 540-686-2928  
 Address 413 Montgomery Ct. Work Phone "  
 City Berryville State/Zip VA 22611  
 E-mail Mayor@BerryvilleVA. Home Phone -

Secondary Name Nathan Stalvey gov Cell Phone   
 Address CCHA + BMS Work Phone 540-955-2600  
 City Berryville State/Zip VA 22611  
 E-mail director@clarkehistory.org Home Phone

#### Description of the Event

(Please attach additional sheet if more space is needed)

procession of veterans + dignitaries from 1st + Main, west to Church St (S) to east on Smithy. Historical display in the park + food truck on Rixey Moore plg lot.  
 Patricia Dickinson Mayor  
 Harry Lee Arnold, Jr. Recorder  
 See attached

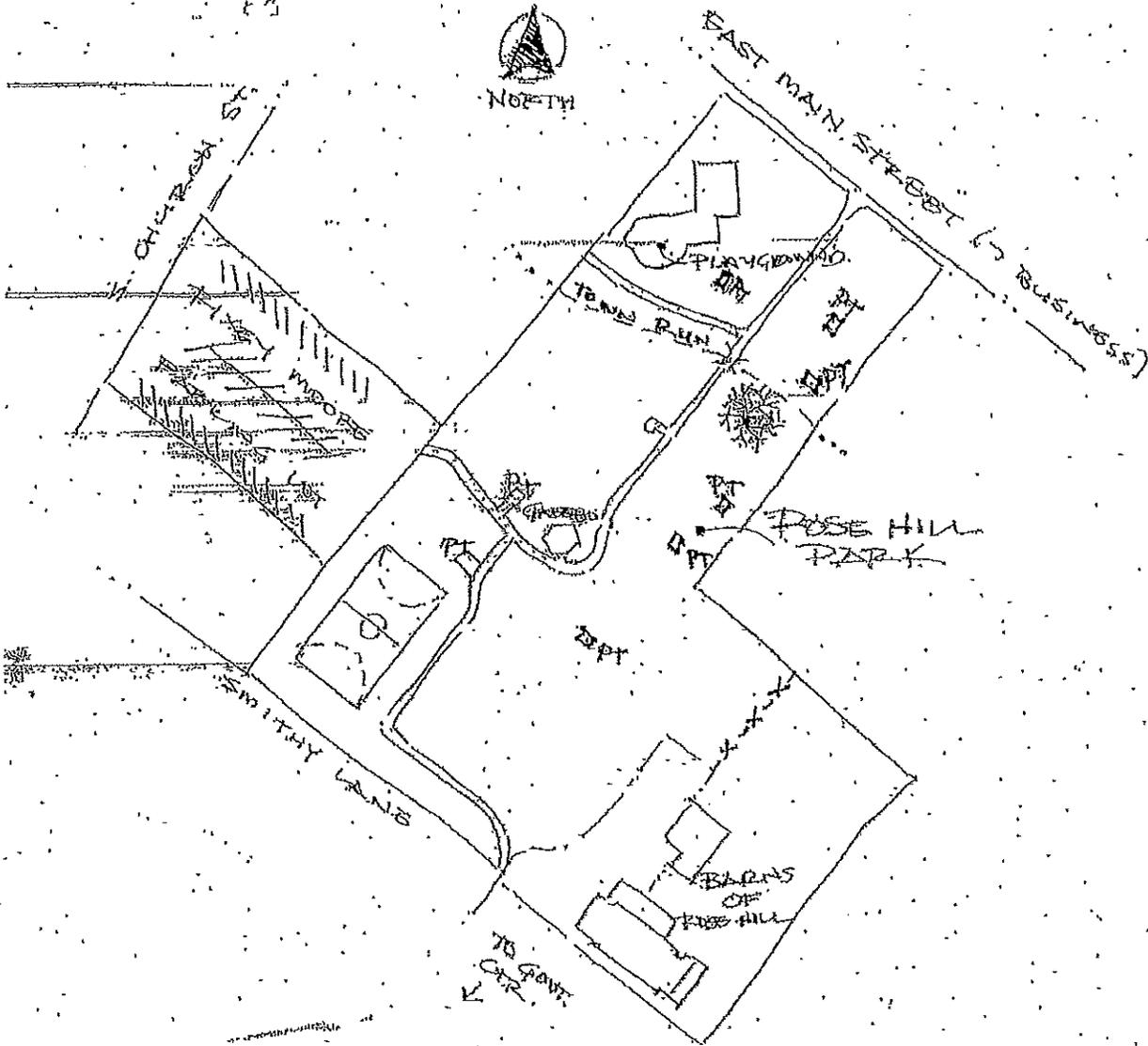
Council Members

Donna Marie McDonald Ward 1	Allen Kitselman, III Ward 2	Erecka L. Gibson Ward 3	David L. Tollett Ward 4
--------------------------------	--------------------------------	----------------------------	----------------------------

Keith R. Dalton  
Town Manager

Requested Area(s) ...  
Please identify exact locations on attached map below.

*All attached*



Will the activity require the blocking of any surrounding public streets, driveways or entrances? Yes  No

If yes, please identify Main St + Church St.

**Event Hours**

Set-Up Time 11:00 Hours of Event 11:30 Clean-Up Time 3:30

**Anticipated Attendance**

Participants 40 Spectators 80 Other 10

**Name of Insurance Company (Certificate of Insurance and additional insured endorsement providing \$1 million in general liability insurance required. May be increased or waived as deemed necessary as determined by the Town Manager or their designee). Please note that animals on site require additional insurance.**

---

Will amplification devices be used? Yes  No

If yes, length of time \_\_\_\_\_

Will the event require use of any parking lots for staging areas? Yes  No

If yes, please identify \_\_\_\_\_

Will alcohol be served? Yes  No

If yes, all state laws and local ordinances must be followed. The organizer must obtain a Virginia ABC permit (<http://www.abc.virginia.gov/>) and is responsible for all required permits.

Will food be served? Yes  No

If yes, the organizer may be required to obtain a permit from the Virginia Department of Health (540/955-1033) and is responsible for all requisite permits.

**Will any fees be charged in association with the event, admission, etc.?**

Yes  No  If yes, amount to be charged \_\_\_\_\_

If yes, please note that a Fundraising Permit is required upon application for valid and duly-constituted non-profit organizations for the purpose of approved charitable, educational, cultural, and/or community-oriented projects and activities. Commercial activity is prohibited.

Will you have security on site? Yes  No

If yes, please identify who will be on site \_\_\_\_\_

Will weapons or firearms be present? Yes  No

If yes, please provide detail of activity \_\_\_\_\_

USMC Color Guard w/ have rifles

Will there be a parade? Yes  No   
(if yes, please complete the following section)

**VDOT and/or Town of Berryville Land Use Permit and fee are required.**

Please identify parade route Main + 1st to Main + Church  
to Church + Smithy

Will there be vehicles in the parade? Yes  No   
Number of vehicles anticipated 10

What time will staging occur? 11:00

Where will the staging occur? 1st St

Will there be animals in the parade? Yes  No   
If yes, what type and how many? \_\_\_\_\_

Will you need assistance from Fire & Rescue? Yes  No   
If yes, please contact John H. Enders Fire & Rescue at 540/955-1110 at least ten (10) days prior to the event.

Will you be using any of the following? Yes  No   
Tents \_\_\_\_\_ Tables   
Live radio \_\_\_\_\_ Signs   
Banners \_\_\_\_\_ Animals \_\_\_\_\_  
Portable Toilets \_\_\_\_\_ Other \_\_\_\_\_  
Electricity \_\_\_\_\_

Please note: Architectural Review Board review and approval and Zoning Permits may be required for certain banners, signs and temporary structures.

# Hold Harmless Agreement

VFW/AL (Legal name of business/organizer, exactly as it appears on Insurance Endorsement), shall defend and hold harmless, the Town, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims or any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (Legal name of business/organizer) while their personal property is situated on Town Property.

\_\_\_\_\_ (Legal name of business/organizer) shall further hold the Town harmless for any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal Name of Business/Organizer \_\_\_\_\_  
(As it appears above)

\_\_\_\_\_

By (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

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

+++++

## For Office Use Only

Permit Approved \_\_\_\_\_ Denied \_\_\_\_\_

By

Date

Permit #

**Special Event Permit # \_\_\_\_\_**

Permission is hereby granted to \_\_\_\_\_  
(Name of Organization/Organizer)  
for the use of the facilities at Rose Hill Park on \_\_\_\_\_  
on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Time)

This permit is issued with the understanding that \_\_\_\_\_  
(Name of Organizer)  
shall accept responsibility for adherence to the Policies Governing Use of Rose Hill Park  
as well as to any special conditions which may be attached hereto.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Town Manager

**Special Fundraising Permit**

Permission is further granted to the above-named Organization for a fundraising event  
pursuant to the approved application for same dated \_\_\_\_\_.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Town Manager

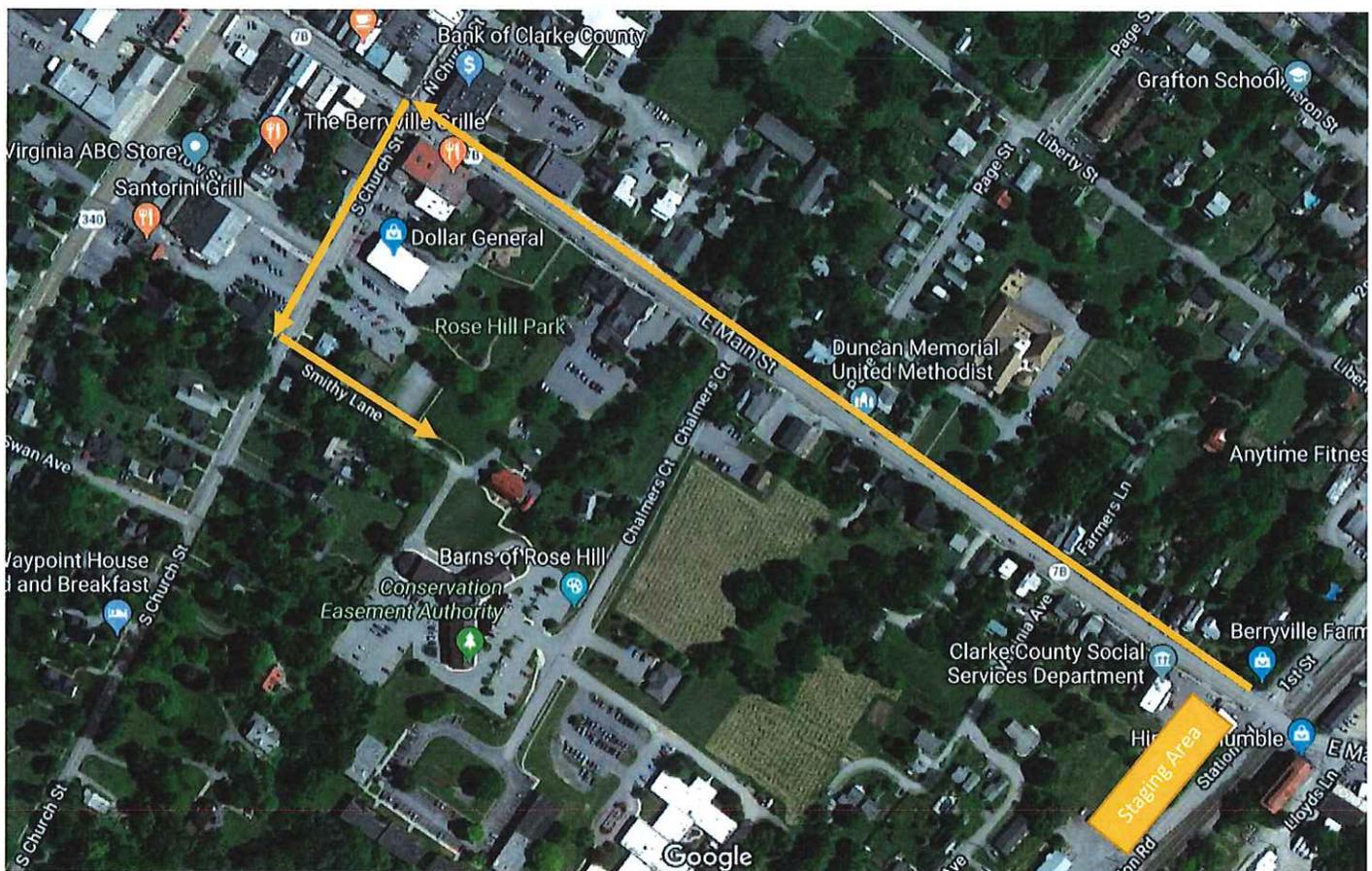
# Major Lloyd Williams Day

Saturday, July 14, 2018

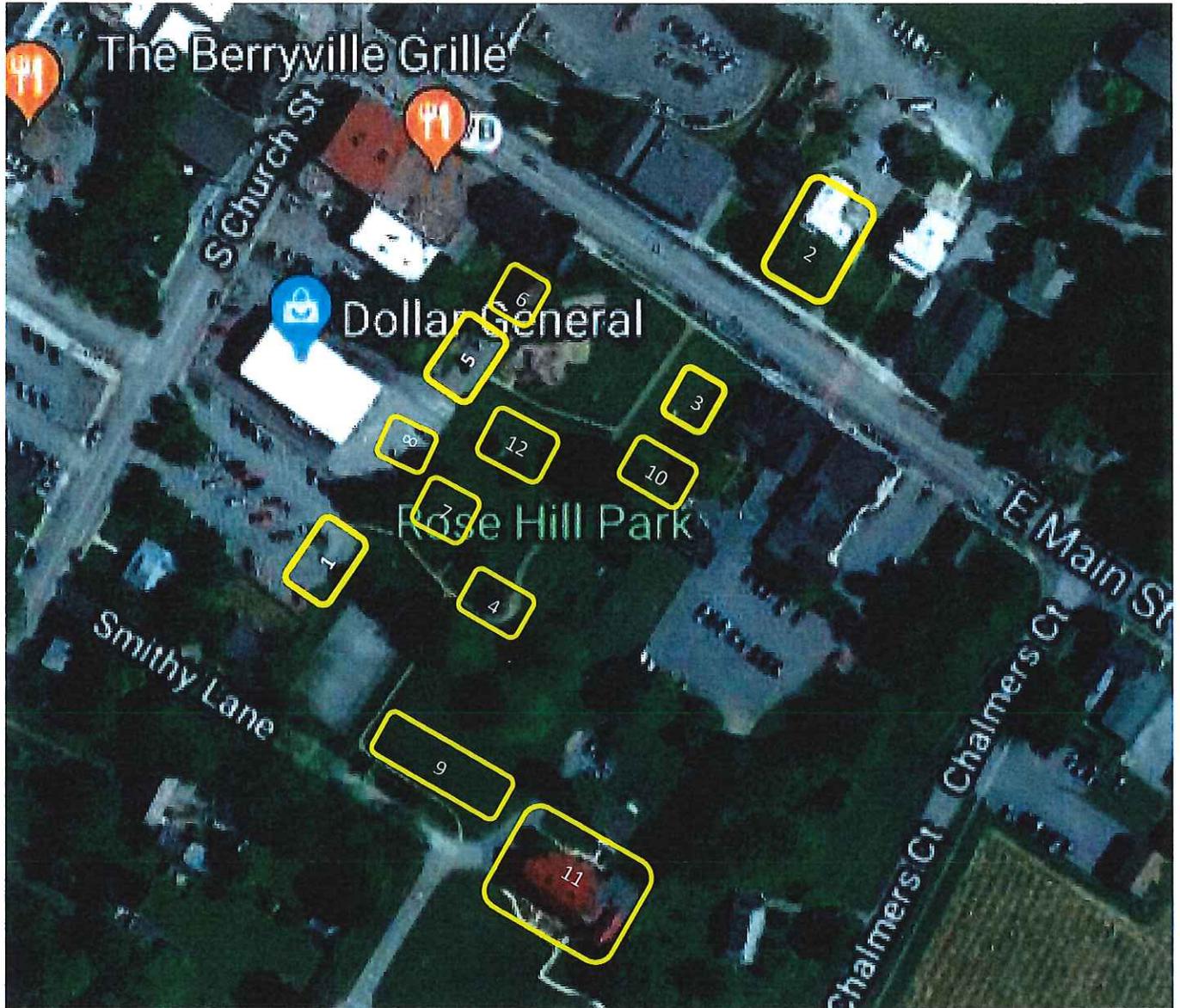
The purpose of this day is not to recreate Major Williams' funeral procession. The purpose is to recall the patriotic outpouring of appreciation expressed for one veteran, by expressing our appreciation to all veterans. The event will be marketed as a community picnic – a time when everyone comes together to enjoy a picnic in the park, learn about WW1 and WW2 and celebrate the contributions and sacrifices of our veterans.

## Procession Route

The procession will form on Station Road (First Street and Main Street). The procession will travel west on Main Street to south on Church St then east on Smithy Lane where it will terminate in Rose Hill Park.



## Event Setup



1. BBQ Food Truck	2. WW1 Living History
3. WW2 Living History	4. CCC Band
5. Mobile Museum (10 AM to 3 PM)	6. Scanning Center
7. VFW Auxiliary Buddy Poppy Table	8. Gelato Food Truck
9. Procession End Point	10. Project Hope
11. Movie at BRH (Sergeant York @ 4PM)	12. Marine Corps League

## Food Trucks

1. Blue Fox Barbecue – will be at the farmers market and can stay after. Conrad 540-974-2127 he will need to turn his truck around so that he is facing the park instead of the farmers market - confirmed
2. La Dolce Vita Gelato truck – Levi 715-533-0186 out of Front Royal – confirmed

**BERRYVILLE TOWN COUNCIL  
MOTION TO APPROVE  
WORLD WAR I COMMEMERATIVE EVENT**

Date: June 12, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville agree to sponsor the World War I Commemorative event to include the Lloyd Williams Day Parade and continued celebration in Rose Hill Park on July 14, 2018.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

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Harry Lee Arnold, Jr., Recorder

# Attachment 3

**BERRYVILLE TOWN COUNCIL**  
**SMART Scale Pre-Application Submission**  
**June 12, 2018**

At the May Town Council meeting, staff was directed to submit SMART Scale grant applications for pedestrian, stormwater, and utility improvements for two portions of East Main Street. Council agreed to remove the sidewalk on the south side of East Main Street in Section 2 between Jack Enders Boulevard and Battletown Drive to reduce costs.

The SMART Scale pre-application process includes the VTrans Needs categories which are required to be identified with each submittal. As no safety warrants are in the proposed project area, an Urban Development Area (UDA) needs to be established that identifies areas of higher densities that include mixed-use neighborhoods and a mix of housing types; pedestrian friendly road design, and preservation of natural areas. Exhibit 1 identifies the current corporate limits as the UDA. Please note that Exhibit 1 will be updated to reflect current sidewalk conditions as the original map from the County was created prior to the completion of the Berryville Glen subdivision and Delany Court.

Upon Council's approval, staff will upload the approved and executed documents to the SMART Scale portal and obtain final approval of the designation from the Office of Intermodal Planning and Investment (OIPI).

A resolution, supporting documents, and motion for acceptance of the UDA by Town Council are included in this packet.

***May 8, 2018 Staff Report***

*At their meeting on Tuesday, April 24, 2018, the Town Council Streets and Utilities Committee hosted Terry Short, VDOT Planning Manager from the Staunton District, who discussed the SMART Scale application process. Mr. Short discussed the program including deadlines for the pre-application (June 1) and application (August 1). The pre-application process will allow VDOT staff to vet each application submitted using a points system that ranks each request. He discussed the five considerations to fund respective projects including congestion, access, environmental, economic development, and safety. The costs identified below include an escalator for future construction.*

*Mr. Short discussed the East Main Street project and the two proposed phases. The first, from the Norfolk Southern Railroad tracks east to Jack Enders Boulevard, would include curb, gutter, and a five (5) foot sidewalk on the north side of East Main Street. The project would also include minor lane widening on both sides of the street and storm water improvements.*

**Estimated Costs Phase 1**

<i>Preliminary Engineering:</i>	<i>\$200,000</i>
<i>Right of way acquisition and utility relocation:</i>	<i>\$555,000</i>
<i>Construction:</i>	<i><u>\$830,000</u></i>
<b>TOTAL</b>	<b><i>\$1,585,000</i></b>

*The second project extends from the east side of the Jack Enders Boulevard intersection with East Main Street to the east side of the Battletown Drive intersection. This project would include curb, gutter, and a five (5) foot sidewalk. This sketch also includes a buffer strip between the sidewalk and the travel lanes. The first sketch includes sidewalk on both sides of the street. Streets and Utilities Committee members requested that the sidewalk on the south side of the street be eliminated in order to reduce costs. The difference between the two proposals is \$470,000. Both estimates and sketches are included for discussion.*

**Estimated Costs Phase 2 (Sidewalk on both sides)**

<i>Preliminary Engineering:</i>	<i>\$230,000</i>
<i>Right of way acquisition and utility relocation:</i>	<i>\$750,000</i>
<i>Construction:</i>	<i><u>\$955,000</u></i>
<b>TOTAL</b>	<b><i>\$1,935,000</i></b>

**Estimated Costs Phase 2 (Sidewalk on north side)**

<i>Preliminary Engineering:</i>	<i>\$200,000</i>
<i>Right of way acquisition and utility relocation:</i>	<i>\$435,000</i>
<i>Construction:</i>	<i><u>\$830,000</u></i>
<b>TOTAL</b>	<b><i>\$1,465,000</i></b>

*Both projects include milling and paving and would require right of way acquisition.*

*The pre-application does not require a resolution by Town Council or letters of support with the submission.*

*Mr. Short also discussed traffic calming efforts on South Buckmarsh Street with Streets and Utilities Committee members and residents of Taylor Street. Mr. Short indicated that crash and speed data did not reflect any issues in this area and therefore SMART Scale funding would be unlikely. It was determined that traffic counts would be updated and Mayor Dickinson indicated that she will continue to work with residents to address traffic calming in this area.*

**Recommendation**

Approve the resolution to establish an Urban Development Area in the Town of Berryville. A motion is located at the end of the staff report.



**RESOLUTION**  
**URBAN DEVELOPMENT AREAS (UDAs)**

- WHEREAS, §15.2-2223.1 of the Code of Virginia, referred to herein as the Urban Development Areas (UDA) law, states that any locality may amend its comprehensive plan to incorporate one or more UDA; and
- WHEREAS, “urban development areas” are defined as areas that are appropriate for higher density development as defined in the statute and incorporate principles of traditional neighborhood development (TND), which may include, but are not limited to, mixed-use neighborhoods, mixed housing types, pedestrian-friendly road design, street connectivity, reduction of subdivision street widths and turning radii at subdivision street intersections, reduction of front and side yard building setbacks, and preservation of natural areas; and
- WHEREAS, in order to fulfill this requirement, localities that meet the criteria must either amend their comprehensive plans to incorporate urban development areas or adopt a resolution certifying that the comprehensive plan accommodates growth in a manner consistent with the UDA law; and
- WHEREAS, the proposed UDA designated boundary for the Town of Berryville, as illustrated in Exhibit 1, is consistent with the intent of Virginia Code §15.2-2223.1; and
- WHEREAS, the Town of Berryville’s approved 2005 Comprehensive Plan is also consistent with the intent of Virginia Code §15.2-2223.1, by promoting the concepts and ideas of traditional neighborhood development (TND) and design principles set forth in the UDA law and referenced above; and
- WHEREAS, the approved 2005 Comprehensive Plan specifically references in its goals and objectives under land use, transportation, environment, economic development, and urban design, as included in Exhibit 2, illustrate that the Town currently meets the intent of Virginia Code §15.2-2223.1; and

(continued)

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Berryville, Virginia, hereby certifies that the approved 2005 Comprehensive Plan, accommodates growth in a manner consistent with the provisions set forth in Section 15.2-2223.1 of the Code of Virginia and meets the requirements of traditional neighborhood development (TND) through the proposed UDA boundary.

Exhibit 1: Proposed Town of Berryville UDA Boundary

Exhibit 2: Examples of 2005 Comprehensive Plan Consistency with the Intent of UDAs

By Order of the Council of the Town of Berryville on this the twelfth day of June, 2018.

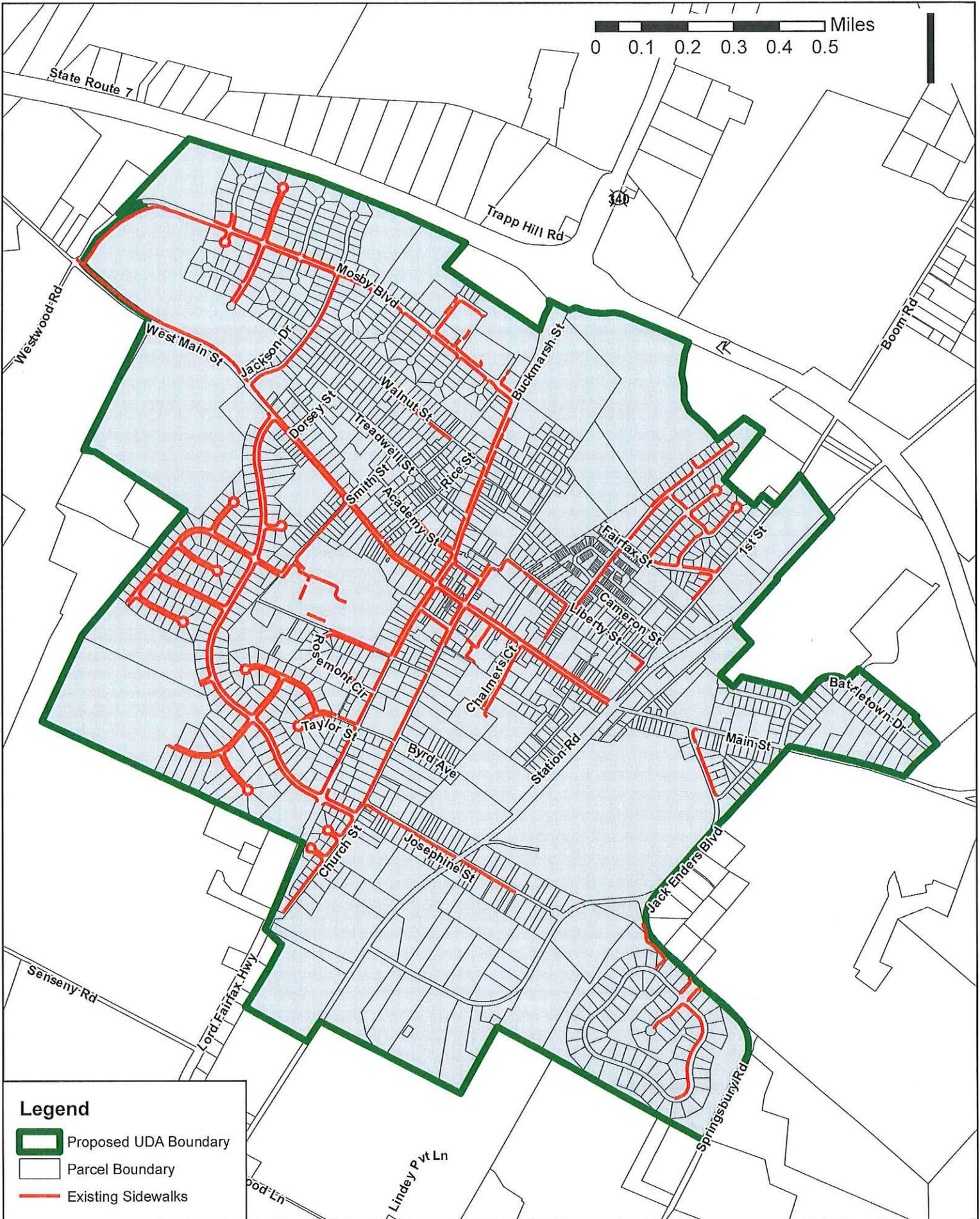
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Patricia Dickinson, Mayor

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Harry Lee Arnold, Jr., Recorder

# Exhibit 1



**Legend**

- Proposed UDA Boundary
- Parcel Boundary
- Existing Sidewalks

**Exhibit 1: Proposed Town of Berryville UDA Boundary**

June 8, 2018

# Exhibit 2

*2005 Town of Berryville Comprehensive Plan*  
CHAPTER 10 GOALS AND OBJECTIVES

The most important section of the Comprehensive Plan is probably the statement of Town goals and objectives. The goals state the general manner and direction in which most officials and residents would like to see the Town and its surroundings develop. Objectives, presented below each goal, suggest ways in which the goal can be attained. The objectives provide a more detailed guide for making future decisions. Accomplishing these objectives will bring the Town closer to the attainment of our stated goals.

Presented here are the goals which the Town will strive to achieve through its planning efforts. These are the goals and objectives upon which the Plan is based. They are designed to be in general harmony with those of the Berryville Area Plan, and reflect the desires of most residents of the Town for development in the Berryville area.

The predominant philosophy of this Comprehensive Plan is that the Town has been, is, and should continue to be the activity center of the County. This position can be enhanced while maintaining the unique and attractive character of Berryville. The following statements comprise the framework of goals which best reflect the needs and desires of the area.

*The only limit to our realization of tomorrow will be our doubts of today. Let us move forward with strong and active faith.*

Franklin Delano Roosevelt

GOAL 1 - LAND USE

- a) To maintain and encourage efficient land use patterns which integrate residential, commercial, public and employment uses to reflect Berryville's existing character.
- b) To plan for a mix of residential, commercial and industrial uses in Berryville which will provide a balance of housing types and levels, downtown shopping and employment opportunities for present and future residents.
- c) To maintain and encourage a vibrant downtown for the commercial and aesthetic enjoyment of the residents.
- d) To encourage control of stormwater in and around the Town to protect the Town's residential and business properties from flooding.
- e) To coordinate Town and County land use decisions.

*Land Use Objectives:*

- 1) Encourage growth which balances the tax base with demand for public services.
- 2) Maintain the existing scale and character of the Town in future development of the Berryville area.
- 3) Promote land use development that is economical, energy-efficient and environmentally sound.
- 4) Encourage residential developments which include supporting community facilities, sidewalks, parks, and open space.
- 5) Maintain the downtown business district as the center of commerce and government, and consider its selective expansion.
- 6) Develop flexible land use regulations to promote innovative, quality urban design and environmentally sensitive, efficient land use patterns.
- 7) Balance the need for land use regulations protecting the health, safety, and welfare of the public with the need to protect the property rights of individuals. Avoid unnecessary regulation.
- 8) Encourage better landscape design and urban beautification in existing and new residential or commercial developments.

2005 Town of Benysville Comprehensive Plan  
CHAPTER 10 • GOALS AND OBJECTIVES

- 9) Encourage residential development that will support economic development efforts.
- 10) Encourage commercial and industrial uses which complement existing and planned residential uses.
- 11) Support the Town's Stormwater Management Ordinance by requiring stormwater detention for new development and upgrading stormwater facilities in developed portions of the Town, as funds are available.
- 12) Encourage continued Town/County cooperation particularly with regard to land use planning in Annexation Area B.

GOAL 2 - PUBLIC SERVICES

- a) To ensure adequate community facilities conveniently located to serve existing and future neighborhoods.
- b) To provide quality community facilities, public safety and services while maintaining a reasonable tax structure.
- c) To continue providing safe, adequate and cost-effective water supply, sewage treatment, solid waste collection and recycling services to all Town residents.
- d) To obtain the Town's proportional share of community services provided by other governments and organizations.
- e) To provide an appropriate level and variety of community facilities and services to enhance the quality of life for present and future residents of the Town.

Public Service Objectives:

- 1) Promote maximum and best use of existing community facilities.
- 2) Ensure the safety of Town residents by continuing to provide an adequately staffed, well-trained police force.
- 3) Consider the potential impact of development on volunteer fire and rescue services as well as other public services and taxes in reviewing proposals for development.
- 4) Provide required community facilities in a cost-effective manner.
- 5) Create and maintain well-designed, attractive community facilities.
- 6) Provide for necessary capital improvements through a rational planning process.

- 7) Develop and maintain long-range financial plans.
- 8) Ensure sufficient water and sewer capacity for economic growth.
- 9) Maintain the utility system on a sound financial basis.
- 10) Recognizing the value of the volunteer fire and rescue system, the Town should cooperate with fire and rescue officials to continue to provide a cost-effective volunteer system. The Town should also maintain a liaison with fire and rescue officials and the County to determine future public safety needs.
- 11) Provide solid waste and recyclable collection service in the most equitable and cost-effective manner.
- 12) Create a park and open space system, including community parks, with a wide variety of facilities for use by all town residents.
- 13) Take into account the needs of special groups, such as children, the elderly and the disabled, when planning for public facilities, transportation, and other public services.
- 14) Prepare for the eventual assumption of maintenance responsibility for the secondary street system at the publication of the 2010 Census.

### GOAL 3 - TRANSPORTATION

- a) To provide a safe and efficient transportation system serving automobile, pedestrian and bicycle traffic, while respecting the environment and scale of the historic downtown area and surrounding neighborhoods.
- b) To foster, to the extent possible and practical, public transportation options.
- c) To continue to work with the Virginia Department of Transportation on local and regional goals.
- d) Assure that collector and arterial roads are constructed with appropriate rights-of-way for appropriate traffic capacities as referenced in the Berryville Area Plan and previous editions of the Comprehensive Plan.

#### *Transportation Objectives:*

- 1) Require the construction of sidewalks and bikeways to separate pedestrian, bicycle, and vehicular traffic.
- 2) Encourage alternative transportation options that serve



*2005 Town of Berryville Comprehensive Plan*  
CHAPTER 10 • GOALS AND OBJECTIVES

town residents including walking, bicycling, and carpooling.

- 3) Construct park-and-ride facilities on the Route 7 Bypass.
- 4) Expand capacity of streets and highways when and where traffic volumes warrant such action, balancing the needs of adjacent neighborhoods with the needs of the Town as a whole.
- 5) Encourage alternate routes that will enhance traffic circulation throughout the town.
- 6) Encourage alternate routes that will reduce truck traffic in the downtown.
- 7) Require all new streets to meet standards specified by the Town, and ensure that these streets are maintained at that level.
- 8) Establish and reserve the proper locations, alignments, and rights-of-way for future roads and streets to ensure that these improvements can be implemented with the least public cost.
- 9) Provide adequate parking for existing and future business, employment, and residential uses.
- 10) Set appropriate standards for signs which are both reasonable and aesthetically pleasing.
- 11) Develop plans to reduce north-south through-traffic.
- 12) As referenced in the Berryville Area Plan and previous Comprehensive Plans, Mosby Boulevard should intersect with West Main Street and Jack Enders Boulevard should intersect with Route 340. Additionally, the western portion of Fairfax Street should be upgraded to allow for an increase in traffic while being sensitive to residents and pedestrians.



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GOAL 5 - ECONOMIC DEVELOPMENT

- a) To expand the Town's role as an employment center to provide increased job opportunities and a balanced tax base.

*Economic Development Objectives:*

- 1) Maintain the viability of the downtown business district.
- 2) Continue to support Berryville Main Street's efforts in promoting downtown businesses while offering residents a number of activities and events to attend in the historic core.
- 3) Encourage economic development in Berryville and promote the Town as the major employment center in Clarke County.
- 4) Provide an increasing number of higher paying jobs so that Berryville residents can afford to live and work in the Town.
- 5) Promote diversification of the local economy through additional private sector jobs.
- 6) Promote tourism.
- 7) Competitive tax and utility rates should be maintained to encourage economic development.
- 8) Encourage adaptive reuse of existing developed land over development of vacant land.
- 9) The Town should cooperate with employers to ensure the provision of necessary public facilities and utilities in areas designated for employment growth.
- 10) Well-designed commercial/office infill should be encouraged.

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CHAPTER 10 • GOALS AND OBJECTIVES

- .....
- 11) Encourage non-polluting light industrial development in properly sited, designated areas of Berryville and Annexation Area B which will expand the Town's tax base.
  - 12) Group industrial uses within appropriate areas. Industrial park development should be used to concentrate industrial uses in areas served by appropriate facilities.
  - 13) Provide adequate buffer areas between dissimilar uses to minimize the adverse effects of one use on another.
  - 14) Continue to have Town staff participating as a member of the Clarke County Economic Development Advisory Committee.
  - 14) Provide adequate parking in the central business district to offer greater convenience for shoppers.
  - 15) Work with property owners to encourage maintenance and upkeep of downtown commercial buildings.



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GOAL 6 - HOUSING

- a) To encourage a wide range of housing opportunities, ensuring that both present and future residents will have affordable, quality housing in a safe and healthy living environment.
- b) To recognize the balance between employment opportunities in Berryville and the need for affordable housing for workers to fill those jobs.

*Housing Objectives:*

- 1) Preserve the character and quality of existing housing.
- 2) Promote a variety of housing types and densities for all income groups, ages, and family sizes.
- 3) Protect residential neighborhoods from inappropriate commercial intrusion.
- 4) Ensure that major residential development will occur only when and where services and facilities, such as streets, water and sewer, are able to accommodate this development.
- 5) Encourage the rehabilitation and upgrading of substandard housing units.
- 6) Maintain the character of Berryville by encouraging historically compatible design in all levels and types of housing, in both new construction and renovation.

.....

**GOAL 7 - URBAN DESIGN**

- a) Protect and enhance the visual quality, design excellence and the distinctive image of the Town to ensure that land development and accommodation of anticipated growth are in keeping with the character of Berryville.

*Urban Design Objectives:*

- 1) Protect the integrity of the architectural and historic character of the Town.
- 2) Provide design review processes and standards to encourage compatible design in the areas of new construction, signs, streetscapes, and landscaping.
- 3) Provide design guidelines for new development in order to ensure compatibility with prevailing architectural scale and themes in the Town.
- 4) The Town should strive to maintain its unique character by encouraging a mix of development types and styles which are generally compatible with Berryville's historic, small town character.
- 5) Encourage the placement of utilities underground where practical and coordinate the location of utilities to avoid potential conflicts.

**BERRYVILLE TOWN COUNCIL**

**MOTION FOR APPROVAL OF A RESOLUTION  
ESTABLISHING AN URBAN DEVELOPMENT AREA**

Date: June 12, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached resolution establishing an Urban Development Area for the Town of Berryville in accordance with Code of Virginia requirements.

VOTE:

Aye:

Nay:

Abstain:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 4

# Planning and Community Development

## *Action Item*

### *Bond Reduction – Berryville Glen Subdivision*

**June 12, 2018**

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#### **Planning Commission**

The Planning Commission did not hold a meeting in May. Their next meeting is scheduled for Tuesday, June 26, 2018 at 7:30pm.

#### **Berryville Area Development Authority**

The BADA did not hold a meeting in May. Their next meeting is scheduled for Wednesday, June 27, 2018 at 7:00pm.

#### **Architectural Review Board**

The Architectural Review Board held a meeting on Wednesday, June 6, 2018. They reviewed the following items:

##### **Sign Review**

Turi Turkel (Owner, Turiya Yoga + Wellness) is requesting a Certificate of Appropriateness for a wall sign located at 13 East Main Street, identified as Tax Map Parcel number 14A5-((A))-17, zoned C General Commercial. *Approved as presented.*

##### **Sign Review**

Karen Walker (Owner) is requesting a Certificate of Appropriateness for a projecting sign for her business, Karen Walker, LMT, Therapeutic Massage & Bodywork, located at 30 West Main Street, identified as Tax Map Parcel number 14A2-((A))-57, zoned C General Commercial. *Approved as presented.*

Their next meeting is scheduled for Wednesday, July 11, 2018 at 12:30pm.

#### **Tree Board**

The Tree Board met on Wednesday, June 6, 2018 and discussed the Virginia Big Trees program. Due to the July 4 holiday, their next meeting will be held on Wednesday, August 1, 2018.

#### **Board of Zoning Appeals**

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

**BERRYVILLE TOWN COUNCIL**  
**Bond Reduction – Berryville Glen**  
**June 12, 2018**

Richmond American Homes is requesting the reduction of public improvement bonds for the Berryville Glen subdivision. Staff has been working with representatives from Richmond American Homes and Pennoni Engineering to assure completion and determine the reduction.

Burwell Court was brought into VDOT Highway System and Maintenance Inventory in 2016. Town Council approved a resolution at the October 10, 2017 meeting requesting the addition of McGuire Circle into the VDOT Urban Highway System and Maintenance Inventory. Staff submitted requisite documents to VDOT after the October meeting and was informed that this request would be effective July 1, 2018.

Article VII. Performance Surety of the Town of Berryville Subdivision Ordinance states that the developer, at the completion and request for acceptance of the improvements by the Town, shall furnish a bond in the amount of ten (10) percent of the total cost of construction of the subdivision improvements. The maintenance bond shall be furnished solely as a guarantee against faulty materials and workmanship and shall remain in force for a minimum of one year following the date of acceptance of the improvements by the Town. The date of the approval of this bond reduction would be the date which the acceptance timeframe would begin.

The original bond amounts were set by Town Council in June of 2014 and include the following amounts:

- Phase 1 (11 lots)	\$ 115,575.00
- Phase 2 (8 lots)	\$ 51,357.29
- Phase 3 (6 lots)	\$ 36,118.75
- Phase 4 (5 lots)	\$ 31,186.46
- Phase 5 (42 lots)	<u>\$ 785,106.25</u>
SUB-TOTAL	1,019,361.75
Less Original Contingency	<u>\$254,840.42</u>
	\$762,521.30
<b>10% to be retained</b>	<b>\$76,452.00</b>

A motion follows this report.

**Recommendation**

Approve as presented.

**BERRYVILLE TOWN COUNCIL  
MOTION TO REDUCE PUBLIC IMPROVEMENT BONDS  
BERRYVILLE GLEN SUBDIVISION**

Date: June 12, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the reduction of public improvement bonds for the Berryville Glen Subdivision to \$76,452.00.

VOTE:

Aye:

Nay:

Absent:

Abstain:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 5

The Town has been contacted by a contractor working for ATT regarding their desire to locate an emergency generator on the property at 201 Tom Whitacre Circle. This generator would support their existing facilities located on Town property. Staff made an initial decision that the ground space that may be occupied under the lease agreement (400 square feet) would need to be expanded to accommodate the new equipment (150 square feet needed). Staff has spoken with the contractor regarding an amendment to the Agreement that would increase the ground lease.

Staff is of the opinion that locating the generator behind (east side) of the existing ATT building would be the best as it would not occupy space that could be easily used by the Town or another lessee. This area is highlighted on the attached plan. There is sufficient space between the building and the fence to install the generator; however the side of the generator could not be accessed unless the fence is moved or a gate installed. Further, screening trees planted in 2001 have grown right up to the fence (and through in many places).

Town staff has suggested that ATT consider: 1) removing the four screening trees, 2) planting four new screening trees west of the existing trees, 3) installing a gate on the western side of the fence, and 4) installing the generator between the fence and the building. ATT appears amenable to this arrangement but requests minimal rent increase because of the cost of work that must be done. The Town would have to provide the lessee with access to the new gate.

Further, ATT has discussed the idea of addressing the matter of the ground lease and extending the term of the lease by 50 years.

It is clear that ATT would like to move quickly in order to get the generator sited.

While staff is still examining the matter of rent and term, it has contacted legal counsel regarding language that would need to be included in any amended agreement to deal with the liability/environmental issues attendant to having a diesel powered generator located on the property.

#### History

A predecessor in title to ATT and the Town entered into a Water Tank Site Lease Agreement in 2001. The agreement was subsequently amended (to permit location of additional equipment on the demised property) in 2010 and again in 2016.

The Agreement will expire in 2021.

The rent for this site is currently \$3,189.80 per month.

#### Request

Staff is of the opinion that the Town Council has two options in this regard: 1) address the request to locate additional equipment and wait until a time closer to the expiration of the agreement to deal with renewal, or 2) address the ground lease and an extended term at the same time.

Staff expects to speak with ATT's contractor early next week and hope to have more information available at the Council meeting. Staff would like to discuss this matter with the Council in order to bring it up to speed and get guidance regarding negotiations.

It is important to note that the Council must hold a public hearing before approving an amendment to the Agreement.

Please find attached:

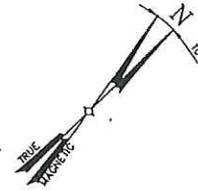
- Plan with area in question highlighted
- Agreements and amendments

# TOWN OF BERRYVILLE REQUIREMENTS

1. TANK OWNER IS TOWN OF BERRYVILLE.
2. TOWN OF BERRYVILLE ENGINEER WILL INSPECT THE TANK PRIOR TO, DURING AND AT COMPLETION OF ALL CONSTRUCTION WORK.
3. PRIOR TO COMMENCING ANY WORK, THE CONTRACTOR SHALL COORDINATE HIS WORK WITH THE TANK OWNER.
4. IF BRACKET INSTALLATION SHOWN IN 6/S-4 SCRATCHES THE TANK, THEN THE CONTRACTOR SHALL REPAIR THE DAMAGE PER TANK OWNER'S SATISFACTION.
5. COST OF TOWN OF BERRYVILLE ENGINEER'S SERVICES FOR PLAN REVIEW AND INSPECTION SHALL BE REIMBURSED BY TRITON PCS.
6. THE TANK OWNER MUST VERIFY THAT THE WATER LEVEL IN THE TANK IS MINIMUM 2' (TWO FEET) BELOW ANY POINT OF WELDING ON THE WATER TANK, PRIOR TO CONTRACTOR'S WELDING WORK.
7. PRIOR TO CONTRACTOR'S WELDING WORK, THE TANK OWNER WILL INSPECT THE INTERIOR OF THE TANK. UPON COMPLETION OF THE WELDING WORK BY THE CONTRACTOR, THE TANK OWNER WILL INSPECT THE INTERIOR OF THE TANK TO ENSURE NO DAMAGE WAS DONE TO THE INTERIOR COATING OF THE TANK.
8. IF DAMAGE TO THE INTERIOR COATING OCCURS, CONTRACTOR SHALL MAKE NECESSARY REPAIRS IN ACCORDANCE WITH THE RECOMMENDATIONS FROM THE OWNER'S ENGINEER.
9. DISINFECTION OF THE TANK, IF NECESSARY, WILL BE REQUIRED BY THE CONTRACTOR IN ACCORDANCE WITH THE VIRGINIA DEPARTMENT OF HEALTH REGULATION 12VAC-5-590-1080.
10. TOUCH-UP PAINTING SHALL BE DONE PER OWNER'S SPECS. AND REQUIREMENTS.
11. CONTRACTOR TO COORDINATE WITH TOWN OF BERRYVILLE, TRITON, AND THE TOWN'S SPECIFIED ENGINEERING FIRM ON SITE PRIOR TO ANY CONSTRUCTION ON THE TANK.
12. TOWN OF BERRYVILLE TO VERIFY THAT WATER LEVELS ARE AT LEAST 2' BELOW ANY POINT OF WELDING ATTACHMENT PRIOR TO WELDING.
13. TRITON PCS TO COORDINATE WITH TOWN OF BERRYVILLE'S ENGINEERING FIRM FOR PRE-CONSTRUCTION, APPROPRIATE TIMES DURING CONSTRUCTION, AND POST CONSTRUCTION SIGN-OFF AND ACCEPTANCE, AT TRITON'S COST.
14. TOWN OF BERRYVILLE WILL PROVIDE PAINT AND COLOR SPECIFICATIONS OF THE LAST REPAINTING. CONTRACTOR SHALL BE RESPONSIBLE TO MATCH THE EXISTING PAINT COLOR. CONTRACTOR SHALL PAINT ALL ANTENNAS, MOUNTS, COAX CABLES AND OTHER APPURTENANCES.

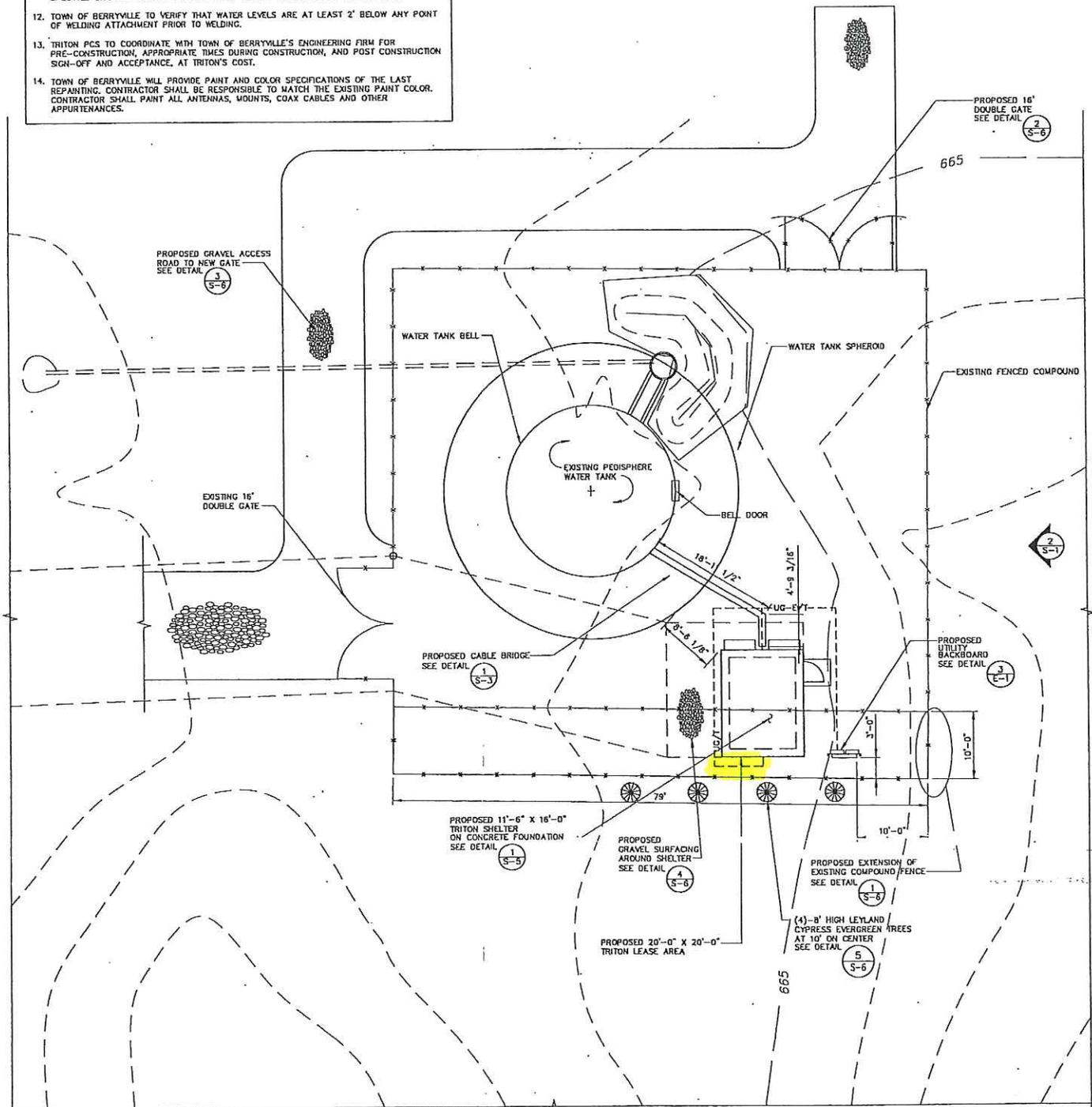
## NORTH ORIENTATION:

1. CONTRACTOR SHALL VERIFY IN THE FIELD TRUE NORTH BY MEANS OF SOLAR OBSERVATION PRIOR TO FABRICATION/INSTALLATION OF ANTENNA MOUNTS.
2. CONTRACTOR SHALL NOTIFY ENGINEER OF ANY DISCREPANCY PRIOR TO START OF CONSTRUCTION.



## LEGEND

Symbol	PROPERTY
---	LEASE LINE
---	EXISTING C
---	EXISTING II
---	EXISTING E
---	EXISTING S
---	EXISTING L
---	EXISTING U
---	EXIST CHA
---	CHAINLINK
---	SILT FENC
---	UNDERGR
---	EXISTING



1 SITE DETAIL PLAN  
SCALE: 1" = 10'

**WATER TANK SITE LEASE AGREEMENT**

6/26/01 VER.

**SITE: Town of Berryville/North West Elevated Tank**

**THIS LEASE** is made between Town of Berryville, Virginia, a Virginia municipal corporation with an address of 23 East Main Street, Berryville, Virginia, 22611, hereinafter called Lessor, and Triton PCS Property Company, L. L. C., a Delaware Limited Liability Company, hereinafter called Lessee.

**WHEREAS**, Lessor is the fee simple owner of the real property and elevated water tank located on said property situated off of Tom Whitacre Circle adjacent to the Town of Berryville, in Clarke County, Virginia and more particularly described in that deed recorded among the Land Records of Clarke County, Virginia in Deed Book 17, at Page 166 ("Property"); and,

**WHEREAS**, Lessee is in need of space on a portion of such water tank for a mounting structure to support Lessee's three (3) antennas and ground space measuring no more than 400 square feet in the fenced area around the water tank on the Property (as shown on Exhibit A), for an accessory equipment building for its communications needs ("Site") in the Town of Berryville; and,

**WHEREAS**, Lessor has determined that renting such space to a user which will not interfere with the needs of Lessor's Department of Public Works, Department of Public Utilities or the town's operations on the Property, will benefit the public and Lessor by minimizing the number of towers which are erected in the Town of Berryville, and Lessor is willing to permit Lessee to lease and use the Premises for the purposes and in accord with the terms and conditions set forth in this lease.

**NOW, THEREFORE, WITNESSETH**, that for and in consideration of the mutual covenants and provisions herein contained, Lessor leases to Lessee and Lessee rents from Lessor, ground space on the Property for Lessee's equipment building and landscaping, and only as much space on the Water Tank as necessary to mount and install three (3) antennas of Lessor's choice, a building not to exceed one hundred ninety-two (192) square feet in size and not more than ten (10) feet in height and appurtenant transmission lines, together with non-exclusive easements

for ingress and egress and for cables and utilities, and other rights, all of which are more particularly described in this Lease and Exhibit A and/or B attached hereto and incorporated herein (the "Leased Premises").

**NOW, THEREFORE**, the parties agree as follows:

**1. USE OF LEASED PREMISES:**

Lessor leases to Lessee and Lessee leases from Lessor the Lease Premises, together with the right to use adjoining and adjacent portions of the Property as may be designated in writing by Lessor during the construction and installation of this Site upon the Leased Premises. Lessee shall be permitted to use the right of way reasonably agreed upon by Lessor and Lessee described on Exhibit A and B hereof for ingress and egress to and from the Site for the use and benefit of the Leased Premises, or such other right of way of similar dimensions as Lessor may designate during the term of this Lease. Lessee shall have the further right, at no cost or expense to Lessor, to construct, erect, install, operate and maintain underground communication cables from the Leased Premises, across and through that portion of the Property reasonably agreed upon by Lessor and Lessee described on Exhibit A and B to nearest available utility source. The foregoing shall be accomplished without interfering with the use or development of the Property by Lessor, and promptly upon completion of such construction, erection or installation Lessee shall at its own cost and expense, repair any damage to the property resulting from such construction, erection, or installation. Lessor specifically reserves the right to develop the property, including leasing space on the water tank and/or the property to others for any lawful purpose in any manner that does not cause interference to Lessee's use of the leased premises. Lessee agrees that Lessor may lease space on the corral constructed by Lessee, provided that such location is approved in writing by Lessee. The Lessee will only review the request to co-locate so as to confirm that any new communications equipment will not interfere with Lessee's operation. Such approval shall not be unreasonably withheld or delayed.

Lessor hereby grants Lessee a non-exclusive easement and right of way to construct, maintain, operate and repair underground communication and electric power lines and systems along, and/or under that portion of the Property designated on Exhibits A and B hereof and the right of way of Lessee designated on Exhibits A and B hereof during the term of this Lease for purposes of installation

and provision of telephone and electric service to the Site. Lessee agrees that no such utility or line shall be installed closer than 5 feet to the existing chain link fence. Lessee further agrees to repair the surface of the ground disturbed by construction and to re-establish vegetative cover over the disturbed area.



Lessor hereby grants Lessee, its employees, contractors, agents and invitees a non-exclusive easement and right of way for ingress and egress by vehicular traffic over that portion of the Property designated on Exhibit A and B hereof or such other right of way of similar dimensions to the Leased Premises and the Site, as may be designated in writing, for the purpose of constructing, installing, maintaining, operating and repairing the Site. Should such right of way be taken or otherwise removed or made unusable, Lessor shall designate in writing another right of way and non-exclusive easement for Lessee's use at a location determined in Lessor's sole discretion.

## 2. TERM AND RENT:

This term of the lease shall be for 4 years 11 months at a monthly rental rate of One Thousand Six Hundred Sixty-six and 67/100 Dollars (\$1,666.67) per month payable in on the first day of each month, in advance. Rent shall be payable monthly commencing on the date (the "Commencement Date") which is (a) the first day following Lessee's receipt of the last of the necessary local, state and federal approvals, licenses and permits so as to permit construction and/or installation of equipment on and use of the Premises for all of the purposes permitted by this Agreement (such approvals, licenses and permits hereinafter collectively called the Approvals), or (b) the first day following Lessee's commencement of construction pursuant to this Agreement, or (c) 120 days after execution of the lease agreement, whichever comes first. Rent shall be paid to Lessor at Lessor's address on Page 12 hereof or to such other person, firm or place as the Lessor may from time to time so designate in writing at least thirty (30) days in advance of a rental payment date.

On the anniversary of each commencement date the basic monthly rental as hereinabove defined, shall be adjusted by an annual three percent (3.00%) escalation or the CPI increase for the previous twelve (12) months, whichever is greater. Lessor shall provide Lessee with CPI increase at least 90 days in advance of the anniversary of the commencement date. If Lessor fails to provide the CPI increase in a timely fashion as required, the annual rent shall increase by three

percent (3.00%).

Lessee's Tax Identification Number 23-2974309.

The term of this Lease shall be automatically extended for three (3) additional periods of four (4) years 11 months each; provided, however, that Lessee may terminate this Lease at any time after the expiration of the initial term by providing Lessor with written notice not less than ninety (90) days prior to the expiration of the then current term. All of the terms and conditions of the Lease shall apply to each of the renewal terms, except that the rent for each renewal term shall increase annually during each renewal term in accordance with provisions of this section and required equipment removal bond amount and required insurance amount may be increased to reflect inflation and market conditions.

**3. REAL ESTATE TAXES, UTILITIES, MAINTENANCE:**

Lessee shall be solely responsible for all costs and expenses relating to the connection, disconnection and consumption of any utilities in connection with Lessee's construction, installation, operation and maintenance of the Leased Premises including, without limitation, any consumption of electricity by its equipment and Lessee agrees to pay directly to the local utility company all costs for service and installation of an electric meter.

Lessor shall be responsible for the payment of any applicable taxes or assessments against the Property, exclusive of the Leased Premises. Lessee shall be responsible for the payment of any applicable taxes or assessments against the property owned by Lessor or allocable (on a pro rata basis) to the Leased Premises, including but not limited to any sales and property taxes. During the Lease Term, Lessee shall be responsible for the payment of all taxes levied upon the leasehold improvements (including Lessee's equipment building) on the Leased Premises. Lessee shall present certification of payment to Lessor within thirty (30) days after the due date thereof.

Lessee shall at all times during the term of this Lease, at its own expense maintain the Site/Leased Premises in proper operating condition and maintain same in satisfactory condition as to safety; and will repair any damage, unless damage thereto is caused by acts or omissions of Lessor in which case Lessor shall

reimburse Lessee for its costs and expenses incurred in effecting the repair. Lessee shall make alterations or modifications to the Leased Premises only with prior approval of Lessor. Upon termination of this Lease, Lessee agrees that its shall, within thirty (30) days and at its own expense, be responsible for the removal and dismantling of its antennas on Lessor's water tank, and any and all of Lessee's other equipment and improvements on the Property and Leased Premises, Lessee shall further be responsible for restoring as nearly as is reasonably possible the Leased Premises and any other portion of the Property which has been damaged, modified or altered by or on behalf of Lessee to their original condition at Lessee's sole cost and expense, reasonable wear and tear excepted. Lessee shall obtain and deliver to Lessor a Performance Bond in the amount of \$7,000.00 which shall provide reimbursement and compensation to the Lessor in the event the Lessee shall fail to perform the aforesaid removal, dismantling and restoration.

Lessor acknowledges that Lessee's transmitter and Site will be used in rendering a public utility service subject to the jurisdiction of the FCC and that Lessee's public utility service, its equipment building, transmitter and antennae may not be disconnected, terminated or interrupted in any manner without the approval of the FCC prior to any disconnection, termination or interruption. Lessor will not do any act or omit to do any act in violation of the terms of this Lease which would cause, directly or indirectly, any such disconnection, termination or interruption or the disconnection or termination of electrical service to Lessee's equipment building or equipment. However, Lessor may lease the property and/or Water Tank not leased by Lessee to other users for lawful purposes.

4. **ACCESS:**

Lessee shall have free access to the Leased Premises for the purpose of constructing, installing, operating, repairing and maintaining the Site, and, during the continuation of this Lease and any renewals thereof, ingress and egress is hereby granted to Lessee 24 hours a day, 365 days per year by the right of way specified on Exhibits A and B or as otherwise agreed to by Lessor and Lessee for such purposes. It is agreed, however, that only authorized engineers, employees, contractors, subcontractors, agents of Lessee, agents of Lessor, FCC Inspectors, or persons under their direct supervision will be permitted to enter the Leased Premises.

**5. CONSTRUCTION BY LESSEE:**

After obtaining the necessary permits and approvals therefor, Lessee at its sole cost and expense, shall construct and install the following improvements upon the Leased Premises:

Construction of a 192 square foot prefabricated equipment building to house Lessee's communications equipment. Said building may not exceed 10' in height. Construction of a four feet wide ten feet long sidewalk from the existing gate to the doorway of Lessee's equipment building, if needed.

Installation on Lessor's Water Tank of three (3) cellular antennas and transmission lines, which transmission lines shall be connected to the above referenced equipment building by means of a cable bridge. The exact mounting elevations on the water tank for Lessee's antennae shall be agreed upon by the parties in conjunction with their respective engineers as depicted on Exhibit B.

Construction of the Site shall be in accordance with the plans, drawings and specifications prepared and provided by Lessee attached hereto for Lessor's prior review and approval. Prior to Lessor's approval of plans, drawings and specifications, they shall be reviewed and approved by the Lessor's engineer. The cost of such review billed to Lessor shall be reimbursed by Lessee within 45 days of receipt date of invoice from Lessor.

Lessor's engineer shall inspect the tank before, during, and at completion of construction of Lessee's improvements. The cost of such review billed to Lessor's shall be reimbursed by Lessee within 45 days of receipt date of invoice from Lessor.

Prior to commencement of any welding, Lessor shall verify to Lessee that the water level is at a minimum two (2) feet below any weld point. Any damage to the tank caused by the Lessee or its contractors shall be repaired as required by Lessor's engineer. Cost of such repair shall be the sole responsibility of Lessee. Should such damage occur in the interior of the tank, the Lessee shall also be responsible for disinfection of the tank in accordance with Virginia Department of Health regulations. The cost of such disinfection, including lost water, shall be the sole responsibility of the Lessee.



All construction, installation, use and operation of the Site by Lessee shall comply with all applicable rules and regulations of the FCC, FAA, and regulations of any government agency (town, county, state or federal) including, but not limited to the applicable requirement of the local planning and zoning and building and electrical codes of Clarke County and Berryville, Virginia. Lessee has the responsibility of carrying out the terms of its FCC license with respect to supporting structures, lighting requirements and notification to FAA. Lessee at its sole cost and expense, shall secure all necessary permits and approvals required to permit the construction and operation of the Site. Lessor agrees to cooperate with Lessee in any applications or submissions required to permit construction and operation of Lessee's site as described herein provided that Lessor shall be reimbursed for all expenses incurred in providing such cooperation.

Lessee agrees that FAA required lighting may not be relocated without Lessor's approval. Lessee agrees that no such relocation will be approved that will preclude Lessor's staff from performing routine maintenance such as changing light bulbs from the safety of the tank interior.

If, after the commencement of this Lease, Lessee is unable to occupy the Leased Premises due to the action of the FCC or by reason of any law, physical calamity, governmental prohibition or other reasons beyond Lessee's control so that Lessee in its sole discretion will be unable to carry out the purposes of its installation on the subject premises, this Lease may be canceled by Lessee upon thirty (30) days' written notice.

Lessee agrees that its equipment building, equipment, transmission lines and appurtenances thereto, and the construction, installation, maintenance, operation and removal thereof, shall not damage Lessor's property or interfere with the use of the Property by Lessor. Lessee shall indemnify and hold the Lessor harmless for any and all damage caused by Lessee or unreasonable radio interference caused by Lessee's operations. Lessee shall cause a Cathodic protection inspection to be performed after completion of the installation of Lessee's equipment and thereafter an inspection shall be performed only after any major modification of the Leased Premises by Lessee. Inspector shall be pre-approved by Lessor. The results of such inspection shall be provided in writing by Lessee to Lessor within ten (10) days of such inspection. In the event such inspection reveals a problem then the Lessee shall take all action necessary to correct the problem within thirty (30) days at Lessee's sole cost and expense.

The Lessor and Lessee agree that the Lessor may need to maintain the tank during the term of the lease including, but not limited to, painting. The Lessee further agrees to pay the additional cost to Lessor of painting and maintaining such water tank with the antenna and equipment of Lessee present on such tank. The Lessor shall provide the Lessee with ninety (90) days advanced, written notice of any such maintenance and its projected cost.

**6. VARIANCE, PERMITS AND SITE SPECIFICATIONS:**

Lessee's ability to use the Leased Premises is contingent upon its obtaining, after execution of this Lease, all of the certificates, permits and other approvals that may be required by Federal, State or Local authorities which will permit Lessee's use of the Leased Premises as set forth above. Lessee agrees to use commercially reasonable efforts to obtain all of the necessary certificates, permits and approvals which shall be obtained at Lessee's sole cost and expense. Lessor will cooperate with Lessee at Lessee's sole cost and expense, in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Leased Premises with respect to the proposed use thereof by Lessee. In the event any such applications should be finally rejected or any certificate, permit, license or approval issued to Lessee is canceled, expires or lapses, or is otherwise withdrawn or canceled, expires or lapses, or is otherwise withdrawn or terminated by governmental authority, due to no fault of, or negligent act or omission by the Lessee, so that Lessee will be unable to use the Leased Premises for the purposes set forth herein, Lessee shall have the right to terminate this Lease. Prior written notification to Lessor of Lessee's intent to exercise its right to terminate this Lease shall be by receipted delivery and shall be effective upon receipt of such notice by Lessor as evidenced by the return receipt. All rentals paid to said termination date shall be retained by Lessor. Upon such termination, this Lease shall be null and void and the Parties shall have no further obligations, including the payment of monies, to each other except as otherwise provided herein.

**7. FEASIBILITY:**

Prior to the Commencement Date of this Lease, Lessee shall have access to the Leased Premises, with Town of Berryville representatives, for the purposes of undertaking any necessary tests, studies, and inspections relating to Lessee's

proposed use of the Leased Premises and at such times as Lessor and Lessee mutually agree. In the event Lessee is unable to utilize the Leased Premises for the purpose stated herein, and terminates this Lease pursuant to Sections 6 and 7, Lessee agrees that it shall restore the Leased Premises and such other portions of the Property that have been damaged, modified or altered by or on behalf of Lessee to their original condition within thirty (30) days after Lessee's removal from the Property.

#### **8. INTERFERENCE:**

Lessee agrees to install equipment of a type and frequency which will not cause frequency interference with other forms of radio frequency communications existing on Lessor's Property as of the date of this Lease. In the event Lessee's equipment causes such interference, Lessee agrees it will take all steps necessary to correct and eliminate the interference consistent with appropriate government rules and regulations upon receipt of written notification of the interference. If the interference is not corrected within thirty (30) days of receipt of notification (or such time as may reasonably be required with exercise of due diligence provided such repairs are begun within said 30 days), Lessee agrees to cease the operation of the equipment causing such interference until the interference can be cured. In the event the interference cannot be cured, the equipment shall be removed by Lessee at Lessee's expense. It is further agreed that Lessor will not allow any party to install any communications equipment on Lessor's Property without the prior written consent of Lessee. Such approval shall not be unreasonably withheld or delayed. In the event any equipment installed on Lessor's Property after the date hereof by a Lessee shall interfere with Lessee's transmission or reception, Lessor shall cooperate with Lessee (at Lessee's expense) in Lessee's attempts to cause such interference to be eliminated (including, without limitation, Lessee's attempts to enjoin the interference). If such interference is not eliminated within a reasonable time period, Lessee shall have the right, in addition to any other remedies it may have at law or in equity, to terminate this Lease upon ninety (90) days prior written notice to Lessor, and any prepaid rentals shall be reimbursed, without interest, to Lessee.

During the term of this Lease, engineering, legal or other concerns may make it necessary for the relocation and/or reorientation of LESSEE 's antennas on the premises. Upon LESSEE s request, LESSOR will work with LESSEE or reasonably

accomplish such relocation and/or orientation. LESSEE shall reimburse LESSOR's reasonable expenses directly related to such relocation and/or reorientation. Should LESSOR (i) be unwilling or unable to allow or (ii) materially hamper such relocation and/or reorientation, LESSEE shall have the right to terminate this Lease upon thirty (30) days notice to LESSOR.

**9. DEFAULT:**

If the rent or any installment thereof shall remain unpaid more than ten (10) days after receipt by Lessee of notice that such money was not received when it was due, or if Lessee or its assigns shall fail or neglect to keep and perform each and every one of the terms of this Lease Agreement and such failure or neglect continues for more than thirty (30) days (or such longer period as may reasonably be required to correct the default with exercise of due diligence), after written notice from Lessor specifying the default, then at the option of Lessor, Lessee's right of possession shall thereupon end and Lessor may pursue any legal remedies available to Lessor. If Lessor files an action to enforce any agreement contained in this Lease, or for breach of any covenant or condition and Lessor prevails in such action, Lessee shall pay all of Lessor's attorney's fees for the services of Lessor's attorney in such collection and court costs, and any and all fees to be fixed by the court.

If Lessor shall fail or neglect to keep and perform each and every one of the covenants, conditions and agreements contained herein, and such failure or neglect is not remedied within thirty (30) days (or such period as may reasonably be required to correct the default with exercise of due diligence), after written notice from Lessee specifying the default, then Lessee may pursue any legal remedies available to Lessee. If Lessee files an action to enforce any agreement contained in this Lease, or for breach of any covenant or condition and Lessee prevails in such action, Lessor shall pay Lessee's reasonable attorney's fees for the services of Lessee's attorney in the action and court costs, all fees to be fixed by the court. No default as hereinabove provided shall be deemed complete unless at the time Lessor or Lessee fails to take any action based upon such alleged default, the same shall remain uncured. The fact that Lessee may cease using its communications equipment at the Leased Premises for a period of time shall not constitute a default of this Lease nor operate as an abandonment of the Leased Premises.

**10. INSURANCE:**

Lessee shall at all times during the term hereof and at Lessee's sole cost and Expense maintain in effect Workmen s Compensation Insurance and Personal Injury and Property Damage Liability Insurance, to protect against liability for injury or death of any person in connection with the use, operation and condition of the Leased Premises, in an amount not less than One Million Dollars (\$1,000,000) of combined single limit Personal Injury and Property Damage coverage. Such policy shall cover the entire Leased Premises and name Lessor as an additional insured.

**11. ENVIRONMENTAL:**

Lessor is not aware and has no knowledge of any asbestos or other hazardous substance being on any part of the Water Tank or Property where it expects Lessee, its employees, agents or contractors will be while performing under this Lease.

Lessee agrees, prior to construction, to provide Lessor with information pertaining to any health hazards posed by the operation of Lessee's equipment. Lessor's staff and contractors shall be able to repair and perform maintenance on Water Tank and appurtenances in conditions meeting all workplace safety requirements promulgated by federal and state agencies.

**12. INDEMNIFICATION:**

Lessee shall indemnify and hold Lessor harmless against any claim of liability or loss from personal injury or property damage, which may arise out of Lessee s negligence or willful misconduct in connection with the Leased Premises, excepting, however, such claims or damages as may be attributable in whole or in part to the acts or omissions of the Lessor, or its agents, servants or contractors.

**13. NOTICES:**

All notices, payments, demands and requests hereunder shall be in writing and shall be deemed to have been properly given when mailed by United States First Class, Registered or Certified Mail, postage prepaid (or another delivery method providing verification of delivery) and addressed to the intended party as follows:

Lessor: Town Manager  
Town of Berryville  
23 E. Main Street  
Berryville, Virginia 22611

Lessee: Triton PCS Property Company, L.L.C.  
4880 Sadler Avenue, Suite 300  
Glen Allen, Virginia 23060

or such other addresses as either or the parties may designate from time to time by giving written notice as herein required.

**14. ASSIGNMENTS OR SUBLETING:**

This lease may not be sublet, sold, assigned, or transferred at any time without the prior written approval of Lessor, which approval shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Lessee may assign or sublet this Lease without the approval of Lessor (i) to any affiliate of Lessee or (ii) in connection with the sale of all or substantially all of the assets or equity interests of Lessee. However, the Lessee shall remain primarily liable under the terms of this Lease.

**15. INSPECTIONS:**

Lessee shall allow Lessor or its agent, for the purpose of inspecting the Leased Premises, to enter the Leased Premises or any part thereof at any reasonable time and in a manner so as not to interfere with Lessee's use of the Site. Any such inspection shall only be made while Lessor or its agent is accompanied by representative of Lessee.

**16. QUIET ENJOYMENT:**

Lessee shall be entitled to use and occupy the Leased Premises during the term hereof for the purposes herein permitted and subject to the terms and conditions herein contained, without molestation or interference by Lessor, or any claiming thereunder.

**17. CONDEMNATION:**

If all or any part of the Leased Premises, or if all or any part of the Parcel or access right of way to the Leased Premises is taken by eminent domain or other action by jurisdictions having the legal right to take said land, and if said taking in the sole opinion of Lessee renders the Leased Premises unusable for its intended purposes hereunder the, at Lessee's option, this Lease may be declared null and void and of no further force and effect and there will be no further payment of rents except that which may have been due and payable at the time of said taking. In the event of a partial taking and Lessee, in its sole discretion, wishes to maintain its operation, Lessor shall reduce the rental on the Leased Premises by an amount proportionate to the part of the Leased Premises taken by eminent domain or other such legal action.

**18. SALE, MORTGAGE, OWNERSHIP OR PARCEL:**

Lessor covenants that Lessor is seized of good and sufficient title and interest to the property and has full authority to enter into and execute this Lease. If Lessor is not the owner of the real property forming part of the Leased Premises, Lessor shall supply Lessee the name of such owner and evidence of Lessor's authority from such owner to enter into this Lease.

At Lessor's option, this Lease shall be subordinate to any deed of trust by Lessor which from time to time may encumber all or part of the Leased Premises or right of way thereto; provided, however, every such deed of trust shall recognize the validity of this Lease in the event of a foreclosure of Lessor's interest and also Lessee's right to remain in occupancy of and have access to the Leased Premises as long as Lessee is not in default of this Lease. Lessee shall execute whatever instruments may reasonable be required to evidence this subordinate clause. In the event the Site is encumbered by a deed of trust, Lessor, immediately after this option is exercised, will obtain and furnish to Lessee, a non-disturbance instrument for each such deed of trust in recordable form.

Any sale or transfer (including assignment or transfer by law) by Lessor of all or part of the Leased Premises to a third party other than Lessee shall be under and subject to this Lease and Lessee's fights hereunder.

**19. GOVERNING LAW:**

This Lease and the performance thereof shall be governed, interpreted, construed and regulated by the laws of the State of Virginia.

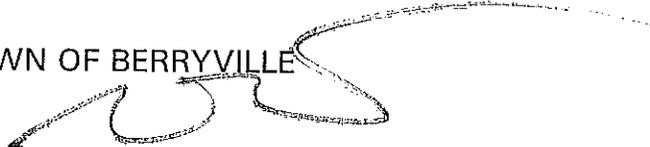
**20. MISCELLANEOUS:**

This Lease Agreement, consisting of fourteen (14) pages, plus Exhibits A and B contains the entire agreement between the parties and may not be amended, altered or otherwise changed except by a subsequent writing signed by the parties to this Lease. The invalidation of any one of the terms or provisions of this Lease by judgement or court order shall in no way affect any of the other terms of this Lease which shall remain in full force and effect. Lessor and Lessee agree to execute any additional documents necessary to further implement the purpose and intent of this Lease.

IN WITNESS WHEREOF, the parties hereto have set their hand the \_\_\_\_\_ day of \_\_\_\_\_, 2001.

**LESSOR:**

TOWN OF BERRYVILLE

By: 

Name: KEITH DALTON

Title: TOWN MANAGER

**LESSEE:**

TRITON PCS PROPERTY COMPANY L.L.C.

By: TRITON MANAGEMENT COMPANY, INC.

Its manager

By: 

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

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



## EXHIBIT A

Page 2 of 2

### Access Easement

A non-exclusive access easement is granted to the Lessee to access the Lessors Property. Said easement is granted along Tom Whitacre Circle and from Tom Whitacre Circle across all-weather surface (stone or paved) to the gate on the south side of the 60'x80' fenced area, as represented on Page1 of Exhibit "A".

### Utility Easement

A fifteen (15) foot wide non-exclusive utility easement is granted to the Lessee to construct, maintain, operate and repair underground communication and electrical power lines and systems along the southern, western, and northern property boundaries, as represented on Page 1 of Exhibit "A". Said easement width shall be measured from the property line. No such utility or line shall be installed closer than 5 feet to the existing chain link fence.



Market: Baltimore/Washington  
Cell Site Number: 3405  
Cell Site Name: Town of Berryville  
Fixed Asset Number: 10068492

## FIRST AMENDMENT TO WATER TANK SITE LEASE AGREEMENT

THIS FIRST AMENDMENT TO WATER TANK SITE LEASE AGREEMENT (“**First Amendment**”), dated as of the latter of the signature dates below, is by and between **Town of Berryville, VA, a Virginia municipal corporation** having a mailing address of 101 Chalmers Court, Berryville, Virginia, 22611 (“**LESSOR**”) and **New Cingular Wireless PCS, LLC, a Delaware limited liability company**, successor in interest to Triton PCS Property Company, LLC, having a mailing address of 12555 Cingular Way, Suite 1300, Alpharetta, GA 30004 (“**LESSEE**”).

WHEREAS, Lessor and Lessee entered into a Water Tank Site Lease Agreement dated June 29, 2001, whereby Lessor leased to Lessee certain Premises, therein described, for the location of up to three (3) antennae on the Lessor’s water tank, being a portion of the Property situated off Tom Whitacre Circle adjacent to the Town of Berryville, in Clarke County, Virginia (“**Agreement**”); and

WHEREAS, in 2006 Lessor and Lessee agreed to an unwritten amendment of the Agreement to permit an additional three (3) antennae and for a Two Hundred Dollar (\$200.00) per month increase in the rent, subject to the annual adjustment provided for in the Agreement; and

WHEREAS, the Lessee currently has located six (6) antennae on the water tank, and currently pays a monthly rent of \$2,379.67; and

WHEREAS, Lessor and Lessee desire to amend the Agreement to allow for the installation of additional antennas, associated cables and other communications instruments; and

WHEREAS, Lessor and Lessee desire to adjust the rent in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, Lessor and Lessee desire to amend the Agreement to modify the notice section thereof; and

WHEREAS, Lessor and Lessee desire to amend the Agreement to permit Lessee to add, modify and/or replace equipment in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services; and

WHEREAS, Lessor and Lessee, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

- 1. Additional Antennas.** Lessor consents to the installation and operation of three (3) additional antennas, associated cables and equipment as more completely described on attached Exhibit B-1. Lessor's execution of this Amendment will signify Lessors's approval of Exhibit B-1. Exhibit B-1 hereby replaces Exhibit B to the Agreement.

Lessor agrees to the following as a final configuration:

- (9) Panel antennas
- (6) TMA
- (6) Diplexers
- (12) 1-5/8" coax
- (6) RRH
- (1) DC6
- (3) Junction boxes
- (1) Fiber cable
- (2) DC Power cables

- 2. Rent.** Commencing on the first day of the month following the date that Lessee commences construction (the "Rent Commencement Date"), Rent shall be increased by Two Hundred Dollars (\$200.00) per month to the amount of \$2,579.67 per month, subject to adjustments as provided in the Agreement. Upon Lessee's removal of all antennae added pursuant to this First Amendment and thirty (30) days prior written notice to Lessor, the rent shall reduce by Two Hundred Dollars (\$200.00) per month.

- 3. Notices.** Section 13 of the Agreement is hereby deleted in its entirety and replaced with the following:

**NOTICES.** All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows.

If to Tenant: New Cingular Wireless PCS, LLC  
Attn: Network Real Estate Administration  
Re: Cell Site #: 3405; Cell Site Name: Town of Berryville (VA)  
FA No: 10068492  
12555 Cingular Way, Suite 1300  
Alpharetta, GA 30004

With a copy to: New Cingular Wireless PCS, LLC  
Attn: Legal Department  
Re: Cell Site #: 3405; Cell Site Name: Town of Berryville (VA)  
FA No: 10068492  
15 East Midland Ave.

Paramus, NJ 07652

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice.

If to Landlord: Town Manager  
Town of Berryville  
101 Chalmers Court  
Berryville, VA 22611

Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

**4. Emergency 911 Service.** In the future, without the payment of additional rent and at a location mutually acceptable to Lessor and Lessee, Lessor agrees that Lessee may add, modify, and/or replace equipment in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services.

**5. Memorandum of Lease.** Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge, and deliver to the other a recordable Memorandum of Lease substantially in the form of the Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.

**6. Other Terms and Conditions Remain** In the event of any inconsistencies between the Agreement and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this First Amendment.

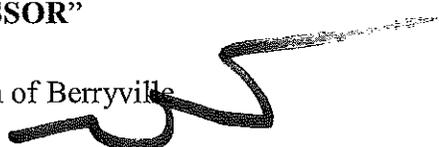
**7. Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

**[signatures on following page]**

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this First Amendment on the dates set forth below.

**"LESSOR"**

Town of Berryville

By:   
Name: KEVIN DAMON  
Title: Town Manager  
Date: 5/20/13

**"LESSEE"**

New Cingular Wireless PCS, LLC  
By: AT&T Mobility Corporation  
Its: Manager

By:   
Name: Carolyn Mitchell  
Title: Area Manager Real Estate and Construction  
AT&T Mobility 3/19/13

**[ACKNOWLEDGEMENTS APPEAR ON NEXT PAGE]**

LESSEE ACKNOWLEDGEMENT

STATE OF Maryland

COUNTY OF Charles

The foregoing instrument was acknowledged before me this 19th Mar '13 (date) by Candlyn Mitchell (name and title of officer or agent) of Area Mgr. RECA Delaware (state or place of incorporation) limited liability company, on behalf of the limited liability company.

[Signature]  
Notary Public

Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  

BARBARA FRANCIS Notary Public-Maryland Charles County My Commission Expires September 27, 2013
--

LESSOR ACKNOWLEDGEMENT

Corporation:

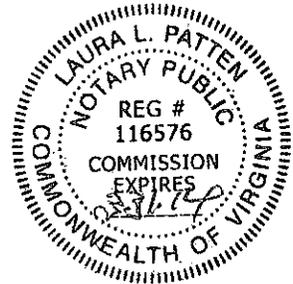
STATE OF Virginia

COUNTY OF Charlottesville

The foregoing instrument was acknowledged before me this 20th MAY 2013 (date) by Keith Dalton (name and title of officer or agent) of Town of Charlottesville Virginia (state or place of incorporation) corporation, on behalf of the corporation.

[Signature]  
Notary Public

Printed Name: Laura L Patten  
My Commission Expires: March 31, 2014



## EXHIBIT B-1

### Notes:

1. THIS EXHIBIT MAY BE REPLACED BY A LAND SURVEY AND/OR CONSTRUCTION DRAWINGS OF THE PREMISES ONCE RECEIVED BY TENANT.
2. ANY SETBACK OF THE PREMISES FROM THE PROPERTY'S BOUNDARIES SHALL BE THE DISTANCE REQUIRED BY THE APPLICABLE GOVERNMENTAL AUTHORITIES.
3. WIDTH OF ACCESS ROAD SHALL BE THE WIDTH REQUIRED BY THE APPLICABLE GOVERNMENTAL AUTHORITIES, INCLUDING POLICE AND FIRE DEPARTMENTS.
4. THE TYPE, NUMBER AND MOUNTING POSITIONS AND LOCATIONS OF ANTENNAS AND TRANSMISSION LINES ARE ILLUSTRATIVE ONLY. ACTUAL TYPES, NUMBERS AND MOUNTING POSITIONS MAY VARY FROM WHAT IS SHOWN ABOVE.

**PROJECT DESCRIPTION**

THIS PROPOSAL IS FOR AN UNMANNED WIRELESS COMMUNICATIONS FACILITY CONSISTING OF THE INSTALLATION OF (3) NEW LTE ANTENNAS ON AN EXISTING 107' TALL WATER TANK AND INSTALLATION OF (1) NEW EQUIPMENT CABINET AND DECOMMISSIONING OF (1) GSM CABINET WITHIN AN EXISTING 15'-0" X 10'-6" AT&T EQUIPMENT SHELTER AND ASSOCIATED APPURTENANCES WITHIN AN EXISTING 80'-0" X 70'-0" FENCED COMPOUND. THE 2C LTE OVERLAY SCOPE CONSISTS OF INSTALLING (3) 2100 TWIN RRHS AND (1) 2100 BBU IN THE LTE FRAME.

**PROJECT INFORMATION**

**APPLICANT:** AT&T MOBILITY CORPORATION  
7150 STANDARD DRIVE  
HANOVER, MD 21076

**PROPERTY OWNER:** TOWN OF BERRYVILLE  
DAVE TYRRELL (540) 955-1759

**JURISDICTION:** CLARKE COUNTY, VA

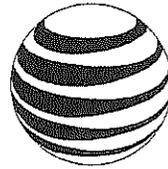
**PROPERTY INFORMATION:** 201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

**APPLICANT REPRESENTATIVE:** BECHTEL COMMUNICATIONS  
9200 BERGER ROAD  
COLUMBIA, MD 21046

**CONSULTANT:** DEWBERRY ENGINEERS INC.  
133 GAITHER DRIVE  
SUITE F  
MT. LAUREL, NJ 08054  
CONTACT: NICK S. BERTHE, PE  
TELEPHONE: (385) 503-3470  
FAX: (856) 802-0846

**HANDICAP REQUIREMENTS:** FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION.  
HANDICAP ACCESS NOT REQUIRED

ALL EXCAVATORS MUST CONTACT VA UTILITY LOCATORS (811 OR 1-800-552-7001) AT LEAST 3 BUSINESS DAYS PRIOR TO EXCAVATION, AS REQUIRED BY LAW

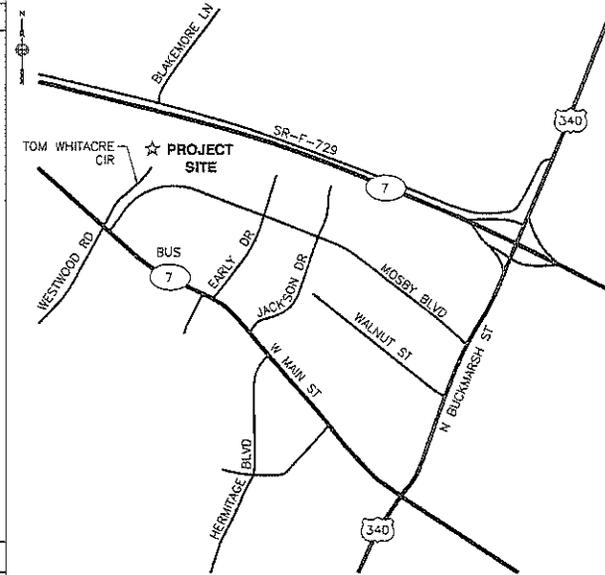


**at&t  
MOBILITY**

**SITE NAME: TOWN OF BERRYVILLE - WC927  
SITE ID NUMBER: 3405**

**VICINITY MAP**

DIRECTION (FROM AT&T HANOVER OFFICE): HEAD SOUTHWEST ON STANDARD DRIVE TOWARD PARKWAY DRIVE. TURN LEFT ONTO PARKWAY DRIVE. TURN RIGHT ONTO PARK CIRCLE DRIVE. TURN LEFT ONTO COCA COLA DRIVE. MERGE ONTO MD-100 WEST VIA THE RAMP TO ELLICOTT CITY. TAKE THE EXIT ONTO US-29 NORTH TOWARD I-70. TAKE EXIT 25B TO MERGE ONTO I-70 WEST TOWARD FREDERICK. TAKE EXIT 52 TO MERGE ONTO US-15 SOUTH/US-340 WEST. CONTINUE TO FOLLOW US-340 WEST. PASSING THROUGH VIRGINIA - ENTERING WEST VIRGINIA. MERGE ONTO US-340 SOUTH/WEST VIRGINIA 9 EAST VIA THE RAMP TO BERRYVILLE/LEESBURG. CONTINUE TO FOLLOW US-340 SOUTH. ENTERING VIRGINIA. TURN RIGHT ONTO WEST MAIN STREET/STATE ROUTE 7 BUS. TURN RIGHT ONTO TOM WHITACRE CIRCLE.



NOT TO SCALE

**APPLICABLE BUILDING CODES AND STANDARDS**

SUBCONTRACTOR'S WORK SHALL COMPLY WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL CODES AS ADOPTED BY THE LOCAL AUTHORITY HAVING JURISDICTION (AHJ) FOR THE LOCATION. THE EDITION OF THE AHJ ADOPTED CODES AND STANDARDS IN EFFECT ON THE DATE OF CONTRACT AWARD SHALL GOVERN THE DESIGN.

**BUILDING CODE:** [INTERNATIONAL BUILDING CODE (IBC), 2009 AS ADOPTED BY THE STATE OF VIRGINIA]

**ELECTRICAL CODE:** [NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70 - 2011, NATIONAL ELECTRICAL CODE, AS ADOPTED BY THE STATE OF MARYLAND]  
**LIGHTNING PROTECTION CODE:** [NFPA 780 - 2003, LIGHTNING PROTECTION CODE]

SUBCONTRACTOR'S WORK SHALL COMPLY WITH THE LATEST EDITION OF THE FOLLOWING STANDARDS. AMERICAN CONCRETE INSTITUTE (ACI) 318. BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE  
AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC). MANUAL OF STEEL CONSTRUCTION, ASD, NINTH EDITION  
ANSI/TIA 222-G. STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWER AND ANTENNA SUPPORTING STRUCTURES:  
TIA 607. COMMERCIAL BUILDING GROUNDING AND BONDING REQUIREMENTS FOR TELECOMMUNICATIONS

INSTITUTE FOR ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE) 81. GUIDE FOR MEASURING EARTH RESISTIVITY, GROUND IMPEDANCE, AND EARTH SURFACE POTENTIALS OF A GROUND SYSTEM  
IEEE 1100 (1999) RECOMMENDED PRACTICE FOR POWERING AND GROUNDING OF ELECTRONIC EQUIPMENT

IEEE C2 NATIONAL ELECTRIC SAFETY CODE, LATEST VERSION

TELCORDIA GR-1275. GENERAL INSTALLATION REQUIREMENTS

ANSI T1.311. FOR TELECOM - DC POWER SYSTEMS - TELECOM, ENVIRONMENTAL PROTECTION

FOR ANY CONFLICTS BETWEEN SECTIONS OF LISTED CODES AND STANDARDS REGARDING MATERIAL METHODS OF CONSTRUCTION, OR OTHER REQUIREMENTS, THE MOST RESTRICTIVE REQUIREMENT SHALL GOVERN. WHERE THERE IS CONFLICT BETWEEN A GENERAL REQUIREMENT AND A SPECIFIC REQUIREMENT, THE SPECIFIC REQUIREMENT SHALL GOVERN.

DETAIL 1001

Digitally signed by rghingad@bechtel.com  
DN: cn=rghingad@bechtel.com  
Date: 2013.04.29 16:00:33 -0400'

**APPROVAL BLOCK**

LAND DEVELOPMENT APPLICATION:

DIRECTOR, DEPARTMENT OF BUILDING DEVELOPMENT

**RF DATA SHEET**

DATE ISSUED: VERSION:

**DRAWING INDEX**

	REV
L4-VA-3405-T1	3
L4-VA-3405-C1	0
L4-VA-3405-C2	2
L4-VA-3405-C3	3
L4-VA-3405-C4	2
L4-VA-3405-C5	0
L4-VA-3405-C6	1
L4-VA-3405-C7	0
L4-VA-3405-C8	1
L4-VA-3405-C9	0
L4-VA-3405-C10	1
L4-VA-3405-E1	0
L4-VA-3405-E2	1
L4-VA-3405-E3	2
L4-VA-3405-E4	1
L4-VA-3405-E5	1
L4-VA-3405-E6	1
L4-VA-3405-E7	1
L4-VA-3405-E8	1
L4-VA-3405-E9	0
L4-VA-3405-E10	1
L4-VA-3405-E11	0
L4-VA-3405-E12	1
L4-VA-3405-E13	0
L4-VA-3405-E14	0

NOTE: SEE COMPANION PACKAGE FOR GENERIC DETAILS DOCUMENT # 25736-000-A38-0000-00001 (LATEST REVISION)

CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE ENGINEERS IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.

THIS DOCUMENT WAS DEVELOPED TO REFLECT A SPECIFIC SITE AND ITS SITE CONDITIONS AND IS NOT TO BE USED FOR ANOTHER SITE OR WHEN OTHER CONDITIONS PERTAIN. REUSE OF THIS DOCUMENT IS AT THE SOLE RISK OF THE USER.

**BECHTEL COMMUNICATIONS**  
9200 BERGER ROAD  
COLUMBIA, MD 21046

**Dewberry**  
Dewberry Engineers Inc.  
133 GAITHER DRIVE  
SUITE F  
MT. LAUREL, NJ 08054  
TEL: 385-503-3470  
FAX: 856-802-0846  
JOB # 50055901

**SITE NAME: TOWN OF BERRYVILLE - WC927  
SITE ID NUMBER: 3405**

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

**at&t  
Mobility**

7150 STANDARD DRIVE  
HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP
3	04/23/13	FC - PER TOWN COMMENTS	LUR	NSB	NSB
2	04/11/13	FC - LTE AND 2C LTE OVERLAY	LUR	NSB	NSB
1	03/01/13	PLAN CHECK	LUR	NSB	NSB
0	11/28/12	ISSUED FOR CONSTRUCTION	MN	NSB	NSB

SCALE: AS SHOWN  
DESIGNED BY: MN  
DRAWN BY: MN

**AT&T  
LTE PROJECT**

**TITLE SHEET**

JOB NUMBER: 25736-435  
DRAWING NUMBER: L4-VA-3405- T1  
REV: 3

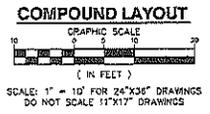
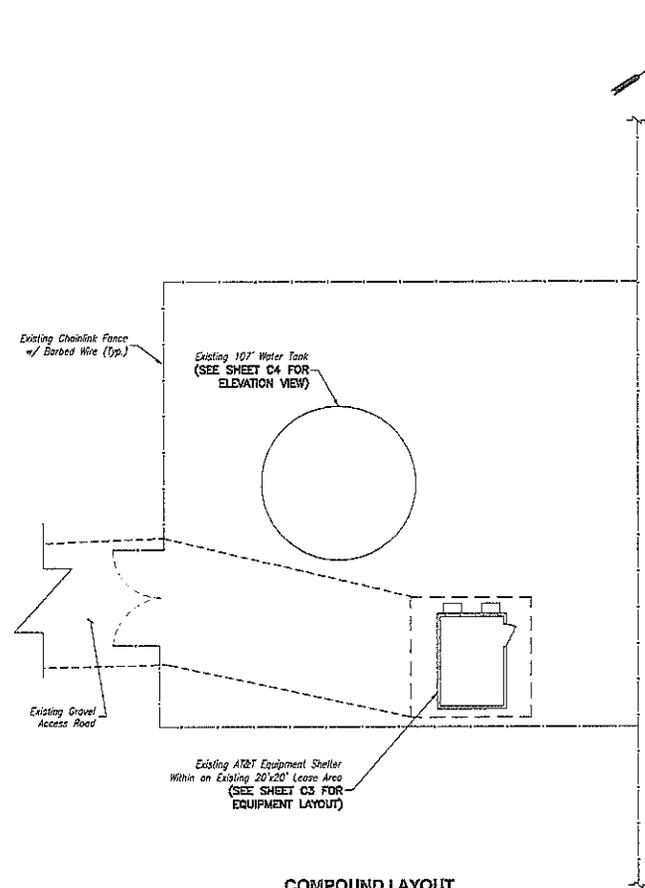
**GENERAL NOTES:**

1. THE SUBCONTRACTOR SHALL GIVE ALL NOTICES AND REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY, MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS, AND LOCAL AND STATE JURISDICTIONAL CODES BEARING ON THE PERFORMANCE OF THE WORK. THE WORK PERFORMED ON THE PROJECT AND THE MATERIALS INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES.
2. THE ARCHITECT/ENGINEER HAVE MADE EVERY EFFORT TO SET FORTH IN THE CONSTRUCTION AND CONTRACT DOCUMENTS THE COMPLETE SCOPE OF WORK. THE SUBCONTRACTOR BIDDING THE JOB IS NEVERTHELESS CAUTIONED THAT MINOR OMISSIONS OR ERRORS IN THE DRAWINGS AND OR SPECIFICATIONS SHALL NOT EXCUSE SAID SUBCONTRACTOR FROM COMPLETING THE PROJECT AND IMPROVEMENTS IN ACCORDANCE WITH THE INTENT OF THESE DOCUMENTS.
3. THE SUBCONTRACTOR OR BIDDER SHALL BEAR THE RESPONSIBILITY OF NOTIFYING (IN WRITING) THE AT&T REPRESENTATIVE (BECHTEL) OF ANY CONFLICTS, ERRORS OR OMISSIONS PRIOR TO THE SUBMISSION OF SUBCONTRACTOR'S PROPOSAL OR PERFORMANCE OF WORK. IN THE EVENT OF DISCREPANCIES, THE SUBCONTRACTOR SHALL PRICE THE MORE COSTLY OR EXTENSIVE WORK, UNLESS DIRECTED IN WRITING OTHERWISE.
4. THE SCOPE OF WORK SHALL INCLUDE FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND ALL OTHER MATERIALS AND LABOR DEEMED NECESSARY TO COMPLETE THE WORK/PROJECT AS DESCRIBED HEREIN.
5. THE SUBCONTRACTOR SHALL VISIT THE JOB SITE PRIOR TO THE SUBMISSION OF BIDS OR PERFORMING WORK TO FAMILIARIZE HIMSELF WITH THE FIELD CONDITIONS AND TO VERIFY THAT THE PROJECT CAN BE CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
6. THE SUBCONTRACTOR SHALL OBTAIN AUTHORIZATION TO PROCEED WITH CONSTRUCTION PRIOR TO STARTING WORK ON ANY ITEM NOT CLEARLY DEFINED BY THE CONSTRUCTION DRAWINGS/CONTRACT DOCUMENTS.
7. THE SUBCONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS ACCORDING TO THE MANUFACTURER'S/VENDORS SPECIFICATIONS UNLESS OTHERWISE OR WHERE LOCAL CODES OR ORDINANCES TAKE PRECEDENCE.
8. THE SUBCONTRACTOR SHALL PROVIDE A FULL SET OF CONSTRUCTION DOCUMENTS AT THE SITE UPDATED WITH THE LATEST REVISIONS AND ADDENDUMS OR CLARIFICATIONS AVAILABLE FOR THE USE BY ALL PERSONNEL INVOLVED WITH THE PROJECT.
9. THE SUBCONTRACTOR SHALL SUPERVISE AND DIRECT THE PROJECT DESCRIBED HEREIN. THE SUBCONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL THE CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES AND FOR COORDINATING ALL PORTIONS OF THE WORK UNDER THE CONTRACT.
10. THE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS WHICH MAY BE REQUIRED FOR THE WORK BY THE ARCHITECT/ENGINEER, THE STATE, COUNTY OR LOCAL GOVERNMENT AUTHORITY.
11. THE SUBCONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING IMPROVEMENTS, EASEMENTS, PAVEMENTS, CURBING, ETC. DURING CONSTRUCTION. UPON COMPLETION OF WORK, THE SUBCONTRACTOR SHALL REPAIR ANY DAMAGE THAT MAY HAVE OCCURRED DUE TO CONSTRUCTION ON OR ABOUT THE PROPERTY.
12. THE SUBCONTRACTOR SHALL MAINTAIN THE GENERAL WORK AREA AS CLEAN AND HAZARD FREE DURING CONSTRUCTION AND DISPOSE OF ALL DIRT, DEBRIS, RUBBISH AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. PREMISES SHALL BE LEFT IN CLEAN CONDITION AND FREE FROM PAINT SPOTS, DUST, OR SPLUDGES OF ANY NATURE.
13. THE SUBCONTRACTOR SHALL COMPLY WITH ALL OSHA REQUIREMENTS AS THEY APPLY TO THIS PROJECT.
14. THE SUBCONTRACTOR SHALL NOTIFY THE AT&T REPRESENTATIVE (BECHTEL) WHERE A CONFLICT OCCURS ON ANY OF THE CONTRACT DOCUMENTS. THE SUBCONTRACTOR IS NOT TO ORDER MATERIAL OR CONSTRUCT ANY PORTION OF THE WORK THAT IS IN CONFLICT UNTIL CONFLICT IS RESOLVED BY THE AT&T REPRESENTATIVE (BECHTEL).
15. THE SUBCONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, PROPERTY LINES, ETC. ON THE JOB.

**PROJECT COMPLIANCE NOTES:**

1. THE PROPOSED FACILITY WILL BE UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SEWER SERVICE AND IS NOT FOR HUMAN HABITAT. (NO HANDICAP ACCESS IS REQUIRED).
2. OCCUPANCY IS LIMITED TO PERIODIC MAINTENANCE AND INSPECTION, APPROXIMATELY 2 TIMES PER MONTH, BY AT&T TECHNICIANS.
3. NO NOISE, SMOKE, DUST, OR ODOR WILL RESULT FROM THIS PROPOSAL.
4. OUTDOOR STORAGE AND SOLID WASTE CONTAINERS ARE NOT PROPOSED.
5. ALL MATERIAL SHALL BE FURNISHED AND WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST AT&T SYSTEM GROUNDING STANDARDS. "TECHNICAL SPECIFICATION FOR CONSTRUCTION OF GSM/GPRS WIRELESS SITES", "TECHNICAL SPECIFICATION FOR FACILITY GROUNDING". IN CASE OF A CONFLICT BETWEEN THE CONSTRUCTION SPECIFICATION AND THE DRAWINGS, THE DRAWINGS SHALL GOVERN.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGE CAUSED DURING CONSTRUCTION OPERATION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS REQUIRED FOR CONSTRUCTION.
8. THE CONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE SITE ON A DAILY BASIS.
9. INFORMATION SHOWN ON THESE DRAWINGS WAS OBTAINED FROM DRAWINGS PROVIDED BY THE APPLICANT REPRESENTATIVE. THE CONTRACTOR SHALL NOTIFY AT&T OF ANY DISCREPANCIES PRIOR TO ORDERING MATERIAL OR PROCEEDING WITH CONSTRUCTION.
10. NO ADDITIONAL PARKING IS PROPOSED. EXISTING ACCESS AND PARKING WILL BE USED.
11. NO ADDITIONAL LANDSCAPING IS PROPOSED AT THIS SITE.
12.

TYPICAL MINIMUM BEND RADII		
COAX DIAMETER	ANDREW	COMMSCOPE
1/2" SUPERFLEX	1.25'	-
1/2"	5"	2"
7/8"	10"	5"
1 1/4"	15"	8"
1 5/8"	20"	15"
13. ALL COAXIAL CABLE INSTALLATION TO FOLLOW MANUFACTURER'S INSTRUCTIONS.
14. ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL JURISDICTIONS COVERING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.
  1. TIA/EIA-222-G
  2. FIRE/LIFE SAFETY NFP 2006.
  3. LOCAL BUILDING CODE.
  4. CITY/COUNTY ORDINANCES.



**BECHTEL COMMUNICATIONS**  
9200 BERGER ROAD  
COLUMBIA, MD 21046



JOB # 50055901

**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611



7150 STANDARD DRIVE  
HANOVER, MD 21076

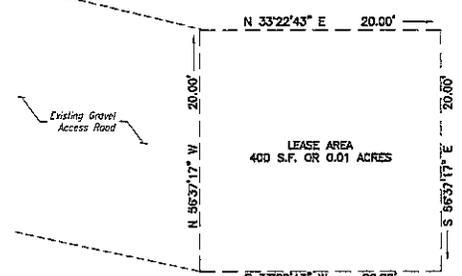
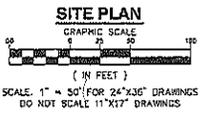
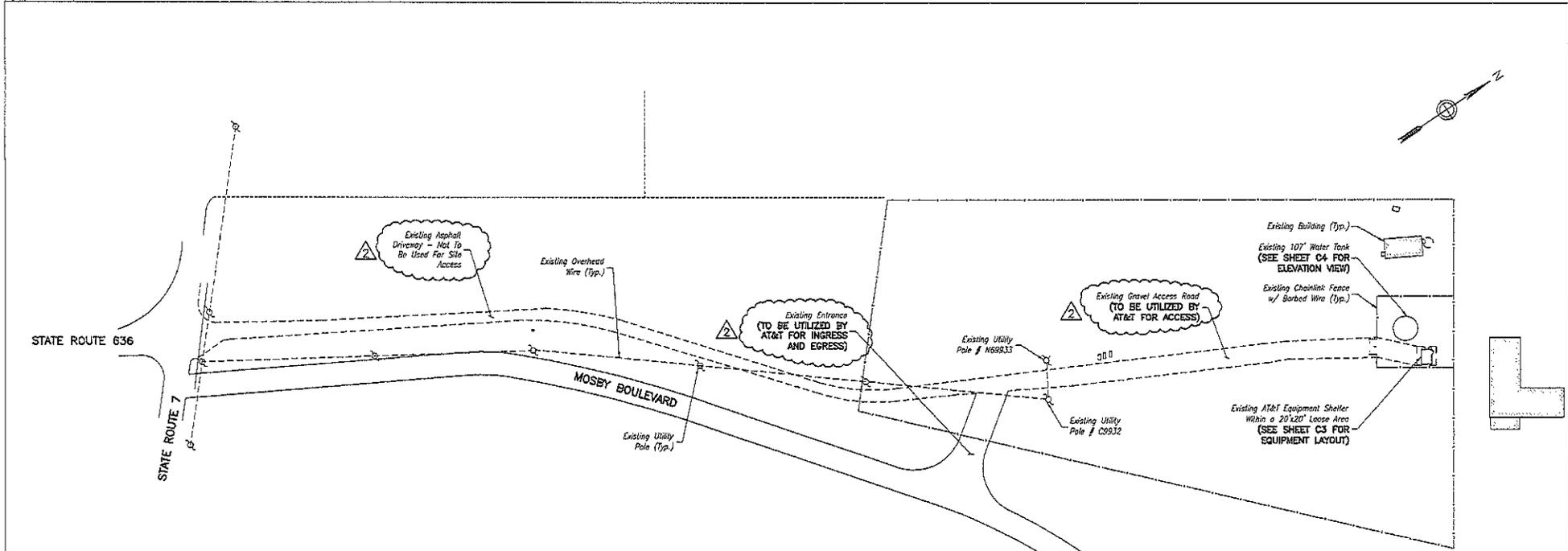
NO.	DATE	REVISIONS	BY	CHK	APP'D
1	11/26/12	ISSUED FOR CONSTRUCTION	MY	NSB	NSB

SCALE: AS SHOWN    DESIGNED BY: MN    DRAWN BY: MN



**AT&T LTE PROJECT**

GENERAL AND PROJECT NOTES		
JOB NUMBER	DRAWING NUMBER	REV.
25738-435	L4-VA-3405-- C1	0



THESE PLANS HAVE BEEN DEVELOPED FOR THE MODIFICATION TO AN EXISTING TELECOMMUNICATIONS FACILITY OWNED OR LEASED BY AT&T MOBILITY LLC IN ACCORDANCE WITH THIS SCOPE OF WORK PROVIDED BY BECHTEL COMMUNICATIONS. DEWBERRY HAS INCORPORATED THE SCOPE OF WORK IN THE PLANS AND HAS CHECKED ELEMENTS OF THE SITE AFFECTED BY THAT SCOPE OF WORK. DEWBERRY ASSUMES NO RESPONSIBILITY FOR ANY ELEMENTS OF THE SITE NOT AFFECTED BY THE SCOPE OF WORK.

**LEGEND**  
 LIGHT LINEWEIGHT INDICATES EXISTING FACILITIES  
 HEAVY LINEWEIGHT INDICATES PROPOSED FACILITIES

SITE PLAN INFORMATION OBTAINED FROM EXISTING AS-BUILT PLANS ENTITLED "TOWN OF BERRYVILLE-WC927" PREPARED BY BECHTEL COMMUNICATIONS OF FREDERICK, MD, DATED 01/19/09.

**BECHTEL COMMUNICATIONS**  
 9200 BERGER ROAD  
 COLUMBIA, MD 21046

**Dewberry**  
 Dewberry Engineers Inc.  
 7150 STANDARD DRIVE  
 HANOVER, MD 21076  
 JOB # 50055901

**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**  
 201 TOM WHITACRE CIRCLE  
 BERRYVILLE, VA 22611

**at&t**  
 Mobility  
 7150 STANDARD DRIVE  
 HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
2	04/23/13	IFC - PER TOWN COMMENTS	LMR	HSS	NSB
1	03/01/13	PLAN CHECK	LMR	HSS	NSB
0	11/26/12	ISSUED FOR CONSTRUCTION	MR	HSS	NSB

SCALE: AS SHOWN    DESIGNED BY: MAF    DRAWN BY: MAF

**Professional Engineer**  
 NICK S. BERTICK  
 PROFESSIONAL ENGINEER  
 VA LICENSE # 142370

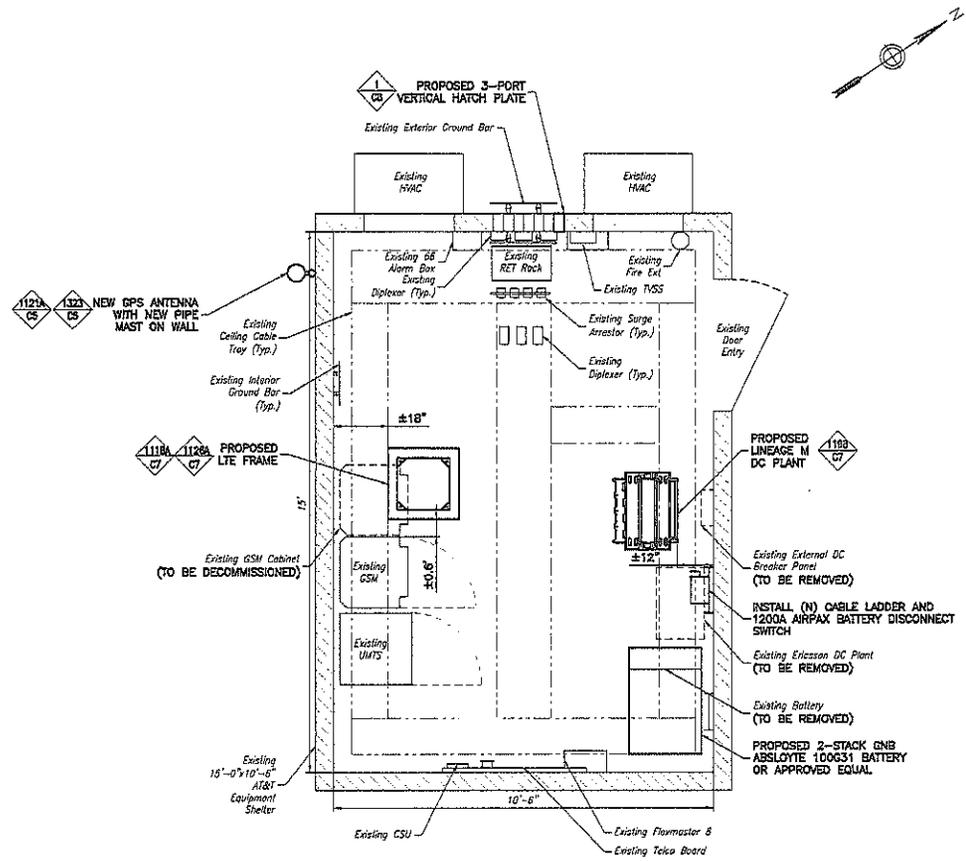
**at&t**  
**AT&T LTE PROJECT**  
 SITE PLAN  
 JOB NUMBER: 25736-435    DRAWING NUMBER: L4-VA-3405-C2    REV: 2

**LTE SCOPE OF WORK (PROVIDED BY BECHTEL) - "14-VA0289-TOWN OF BERRYVILLE WC927-FF60-TELECORE"  
DATED 08/21/2012**

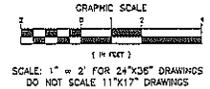
1. INSTALL CROSS SECTOR REDUNDANCY FEATURE. COORDINATE INSTALLATION WITH 2C LTE OVERLAY SCOPE PRIOR TO INSTALLATION.
2. INSTALL NEW A-4', B-8', G-8' COMMSCOPE LTE ANTENNAS ON NEW MAST (3 TOTAL)
3. INSTALL (2) 25 FT JUMPERS FROM LTE ANTENNA TO RRH (6 TOTAL)
4. INSTALL (2) MALE DC STOPS ON LTE ANTENNA (6 TOTAL)
5. INSTALL RET CABLING (1 M - QTY 3, 3M - QTY 6)
6. INSTALL UNISTRUT FRAME MOUNT FOR RRH
7. PREP FOR (2) RRH'S PER SECTOR (6 TOTAL)
8. INSTALL NEW RRH PER SECTOR (3 TOTAL)
9. INSTALL (1) GROUND BAR AT SECTOR MOUNT (3 TOTAL)
10. INSTALL NEW JUNCTION BOX PER SECTOR (3 TOTAL)
11. INSTALL (3) FIBER JUMPERS FROM DOME TO RRH (10M EACH)
12. INSTALL (3) DC CIRCUIT FROM DOME TO RRH (45 LF)
13. INSTALL (1) NEW RAYCAP DOME SURGE PROTECTION
14. INSTALL 12 PAIR FIBER TRUNK (75M)
15. INSTALL (2) DC BUNDLES (230FT X2 = 460')
16. INSTALL (2) NEW GROUND BARS ON LTE FRAME
17. INSTALL (1) NEW FIBER TRAY IN NEW CCI RACK
18. INSTALL (1) NEW RAYCAP DC-6 SURGE IN NEW CCI RACK
19. INSTALL (2) BBU IN NEW CCI RACK
20. REMOVE THE OLD BATTERIES & DISCONNECT
21. REMOVE THE POWER PLANT AND BREAKER PANEL
22. REMOVE EXTERNAL DC BREAKER PANEL
23. INSTALL (2) STRINGS OF ABSOLYTE 100G31 BATTERIES OR EQUIVALENT (STACKED)
24. INSTALL (1) 1200A BATTERY DISCONNECT
25. INSTALL (1) LINEAGE-M DC PLANT WITH (7) RECTIFIERS & (4) -48VDC CONVERTERS
26. REUSE (6) EXISTING 20A DC BREAKERS AND WIRING FOR NEW LINEAGE DC PLANT
27. INSTALL (1) NEW 20A DC BREAKER WITH 2 #10 AWG FOR RECTIFIER #7
28. INSTALL (1) 1 1/2" NON METALLIC CONDUIT FOR AC POWER FROM NEW POWER PLANT TO EXISTING WIRE THROUGH, (5 FT)
29. INSTALL (1) CIRCUIT, #8 AWG AC CONDUCTORS FROM PP TO AC PANEL FOR NEW (1) RECTIFIERS, 2D'X2= 40 LF
30. INSTALL (6) NEW 15A BREAKERS FOR SECTORS / RRHs
31. INSTALL (2) NEW 20A BREAKERS FOR THE BBU's VERSION S.
32. INSTALL (6) NEW #12 AWG FROM PP TO LTE DC-6 - 6X30'=180'
33. INSTALL (2) NEW #12 AWG FROM PP TO LTE BBU- 2X30'=60'
34. INSTALL (1) GPS ANTENNA MOUNT WITH MAST PIPE AND SURGE ARRESTOR
35. INSTALL 1/2" COAX FOR NEW GPS (30)
36. INSTALL GPS ALARM CABLE, 25'
37. INSTALL CAT 5 4-PAIR ALARM, TOP (15'), DC-6 (25') FOR TOTAL OF 40'
38. INSTALL 1" FLEX NON METALLIC DC-2 TO RRH (30 FT TOTAL)
39. INSTALL HYDROGEN ALARM
40. INSTALL (1) 250A DC BREAKER FOR EXISTING GSM
41. INSTALL (3) 150A DC BREAKER FOR EXISTING UMTS
42. INSTALL (2) 4/0 DC CABLE FROM LINEAGE POWER PLANT TO GSM, 4X20'=80'
43. INSTALL (6) 1/0 DC CABLE FROM LINEAGE POWER PLANT TO UMTS, 6X25'=150'
44. INSTALL (1) 10A DC BREAKER FOR RETS
45. INSTALL (2) 50A DC BREAKER FOR TELCO
46. REQUIRE WPE STUDY
47. INSTALL 3 PORT HATCH PLATE
48. CSANE REQUIRED
49. ALL EQUIPMENT VISIBLE FROM THE GROUND WILL BE PAINTED TO MATCH THE TANK COLOR.
50. INSTALL SLICHTH COVER FOR RRH'S, IF REQUIRED
51. REMOVE (3) RUNS OF EXISTING BUTTERFLY CLAMPS AND REPLACE WITH STACKABLE SNAP-IN
52. INSTALL ALARM CABLE-25 PAIR FROM BBU TO 66 BLOCK-40'
53. CONSOLIDATE EXISTING GSM CABINETS INTO (1) CABINET.
54. DECOMMISSION (1) EXISTING GSM CABINET.
55. REMOVE EXISTING (1) 250A-3P AND DC CABLING FROM GSM CABINET TO (E) POWER PLANT.

**2C LTE OVERLAY SCOPE OF WORK (PROVIDED BY BECHTEL):**

1. INSTALL (3 TOTAL) 2100 TWIN RRHs ON (3) EXISTING H-FRAMES.
2. INSTALL 1" LIQUIDTIGHT NON-METALLIC CONDUIT FROM DOME TO JUNCTION BOX FOR DC POWER AND FIBER RUNS (1 PER SECTOR) (3x10'=30' TOTAL)
3. INSTALL 1" LIQUIDTIGHT NON-METALLIC CONDUIT FROM JUNCTION BOX TO RRH (2 PER SECTOR), ONE FOR FIBER AND ONE FOR DC CABLE (2x3x5'=30' TOTAL)
4. INSTALL NEW (3 TOTAL) PAIR FIBER CABLES FROM DOME THROUGH JUNCTION BOX TO 2100 TWIN RRH (1 PAIR PER SECTOR) (A - 3M, B - 3M, C - 3M)
5. INSTALL (3 SETS) DC CABLE (#8 SHIELDED) FROM DOME THROUGH JUNCTION BOX TO 2100 TWIN RRH (1 SET PER SECTOR) (3x5'=15' TOTAL)
6. INSTALL (6 TOTAL) JUMPERS TOPSIDE FROM 2100 TWIN RRH TO LTE ANTENNA (2 PER SECTOR - 25' EACH)
7. INSTALL (6) NEW 10M RET CABLES FROM LTE ANTENNAS TO UMTS/GSM ANTENNAS.
8. REMOVE GROUND SIDE RAYCAP SURGE PROTECTION (DC6), MOVE THE INTERNAL LOOP - BACK PLUG TO ACCOMMODATE THE 2100 TWIN RRH, AND RE-INSTALL.
9. INSTALL NEW (1) #6 AWG GROUND CONDUCTOR FOR 2100 TWIN RRHs TO EXISTING SECTOR GROUND BAR ON TOWER.
10. PAINT JUMPERS TO MATCH EXISTING - MAY BE REQUIRED
11. BBU DELIVERY, ALU INSTALL
12. ALARMING AS REQUIRED
13. PRE/POST FIBER TESTING
14. PIN TESTING (4 WATT GEAR)
15. SWEEP TESTING



**EQUIPMENT LAYOUT**

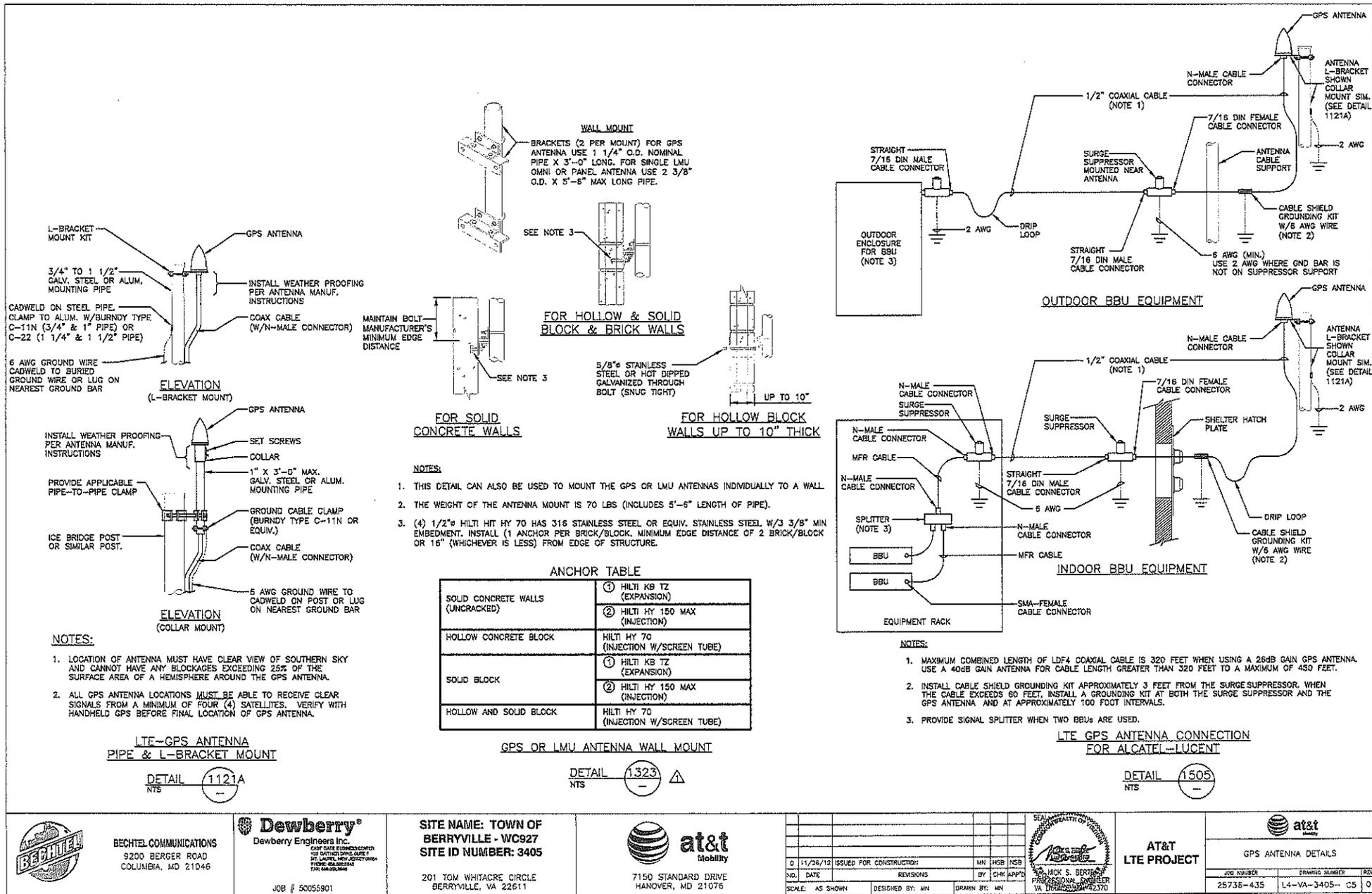


**ETC TRIGGERS:**

1. DRILLING INTO THE FLOOR FOR NEW LTE RACK
2. NEW HATCH PLATE IN SHELTER WALL
3. TRENCHING FOR 4" PVC CONDUITS

	<b>BECHTEL COMMUNICATIONS</b> 9200 BERGER ROAD COLUMBIA, MD 21046		<b>Dewberry Engineers Inc.</b> <small>1000 JAMES H. HARRISON DRIVE                  1000 JAMES H. HARRISON DRIVE</small>	<b>SITE NAME: TOWN OF BERRYVILLE - WC927</b> <b>SITE ID NUMBER: 3405</b>		<b>AT&amp;T LTE PROJECT</b>																																					
		<b>JOB # 50655801</b>		201 TOM WHITACRE CIRCLE BERRYVILLE, VA 22611		7150 STANDARD DRIVE HANOVER, MD 21076																																					
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>REVISIONS</th> <th>BY</th> <th>CHK</th> <th>APP'D</th> </tr> <tr> <td>3</td> <td>04/23/13</td> <td>FC - PER TOWN COMMENTS</td> <td>LNR</td> <td>NSB</td> <td>NSB</td> </tr> <tr> <td>2</td> <td>04/11/13</td> <td>FC - LTE AND DC LTE OVERLAY</td> <td>LNR</td> <td>NSB</td> <td>NSB</td> </tr> <tr> <td>1</td> <td>03/01/13</td> <td>PLAN CHECK</td> <td>LNR</td> <td>NSB</td> <td>NSB</td> </tr> <tr> <td>0</td> <td>11/26/12</td> <td>ISSUED FOR CONSTRUCTION</td> <td>LN</td> <td>NSB</td> <td>NSB</td> </tr> </table>		NO.	DATE	REVISIONS	BY	CHK	APP'D	3	04/23/13	FC - PER TOWN COMMENTS	LNR	NSB	NSB	2	04/11/13	FC - LTE AND DC LTE OVERLAY	LNR	NSB	NSB	1	03/01/13	PLAN CHECK	LNR	NSB	NSB	0	11/26/12	ISSUED FOR CONSTRUCTION	LN	NSB	NSB	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>JOB NUMBER</th> <th>DRAWING NUMBER</th> <th>REV</th> </tr> <tr> <td>25736-435</td> <td>14-VA-3405-C3</td> <td>3</td> </tr> </table>		JOB NUMBER	DRAWING NUMBER	REV	25736-435	14-VA-3405-C3	3
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**BECHTEL COMMUNICATIONS**  
5200 BERGER ROAD  
COLUMBIA, MD 21046

**Dewberry**  
Dewberry Engineers Inc.  
COPY OUR BUSINESS  
120 DUTCHMAN DRIVE SUITE 100  
LITTLE ROCK, AR 72202  
PH: 501.224.2200  
FAX: 501.224.2200

**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**  
201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

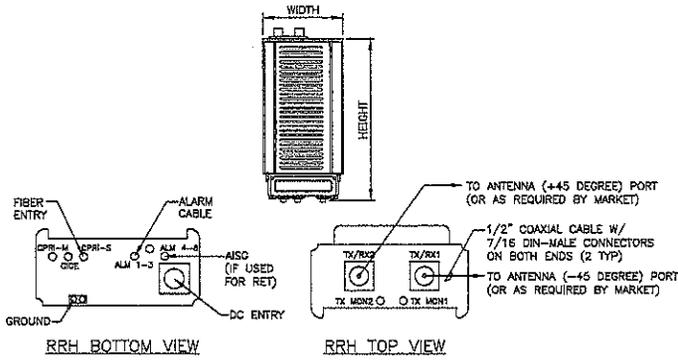
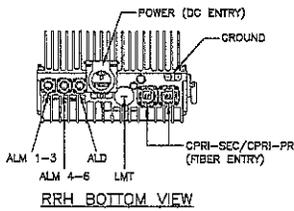
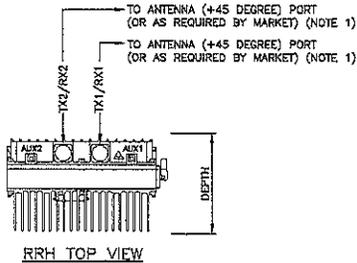
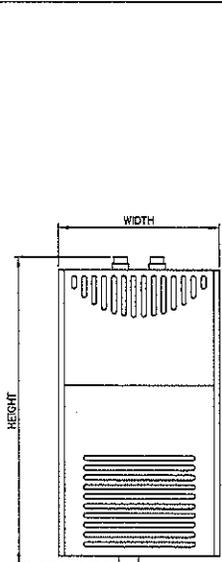
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NO.	DATE	REVISIONS	BY	CHK	APP'D
0	11/26/12	ISSUED FOR CONSTRUCTION	MN	HSE	NSB
SCALE: AS SHOWN		DESIGNED BY: MN	DRAWN BY: MN		

SEAL  
MICHAEL S. BERTHOUD  
PROFESSIONAL ENGINEER  
VA LICENSE # 42370

**AT&T LTE PROJECT**

<b>GPS ANTENNA DETAILS</b>		
JOB NUMBER	DRAWING NUMBER	REV
25736-435	L4-VA-3405-CS	0



SIZE AND WEIGHT TABLE

RRH	WIDTH	DEPTH	HEIGHT W/O CABLE MANAGEMENT COVER	WEIGHT W/O BRACKET
RRH 700 MHz 2X40 (80W)	12.2"	10.8"	21"	51 LBS.
RRH AWS 2X40 (80W)	12"	9"	25"	43 LBS. (W/O SOLAR SHIELD)

NOTE: DIMENSIONS INCLUDE MOUNTING BRACKET, SOLAR SHIELD AND CONNECTORS.

MINIMUM CLEARANCE TABLE

RRH CABINET	CLEARANCES (INCHES)	COMMENTS
FRONT	36"	INSTALLATION ACCESS
REAR	2"	ZERO REAR CLEARANCE IS ALLOWED USING SUPPLIED MOUNTING BRACKETS
RIGHT	4"	AIR FLOW
LEFT	4"	AIR FLOW
TOP	12"	AIR FLOW
BOTTOM	12"	CONDUIT ROUTING

SIZE AND WEIGHT TABLE

RRH	WIDTH	DEPTH	HEIGHT	WEIGHT W/O BRACKET
RRH 1800 MHz 2X60W (WITH SOLAR SHIELD)	11.22"	7.09"	20.08"	43 LBS.
RRH 1900 MHz 2X60W (WITHOUT SOLAR SHIELD)	10.55"	7.61"	19.68"	42 LBS.

NOTE: DIMENSIONS INCLUDE MOUNTING BRACKET AND CONNECTORS.

MINIMUM CLEARANCE TABLE

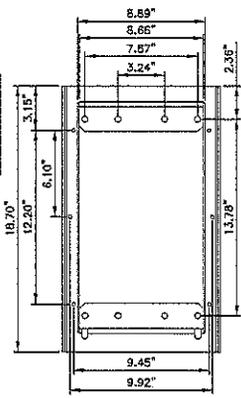
RRH CABINET	CLEARANCES (INCHES)	COMMENTS
FRONT	36"	INSTALLATION ACCESS
REAR	2.78"	ZERO REAR CLEARANCE IS ALLOWED USING SUPPLIED MOUNTING BRACKETS
RIGHT	4"	AIR FLOW
LEFT	4"	AIR FLOW
TOP	12"	AIR FLOW
BOTTOM	20"	CONDUIT ROUTING

NOTE:

- USE 1/2" COAXIAL CABLE W/7/16 DIN MALE CONNECTORS ON BOTH ENDS.

**ALCATEL-LUCENT 2x60W 1900MHz REMOTE RADIO HEAD (RRH)**

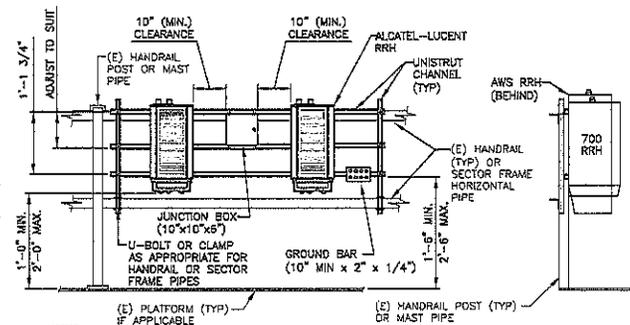
DETAIL 1701



**DRILL PATTERN FOR WALL MOUNT BRACKET**  
BRACKET WEIGHT = 9 LBS.

**ALCATEL-LUCENT 9442 REMOTE RADIO HEAD (RRH)**

DETAIL 1104

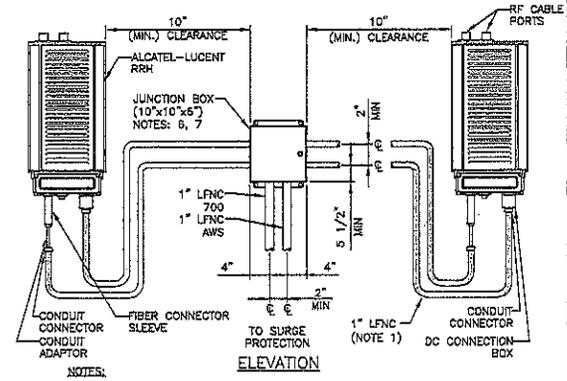


NOTES:

- ALCATEL-LUCENT (ALU) VIA AT&T SUPPLIES THE RRH. SUBCONTRACTOR SHALL SUPPLY ALL OTHER MATERIALS AND INSTALL ALL MOUNTING HARDWARE. ALU INSTALLS RRH AND MAKES CABLE TERMINATIONS.
- CHANNEL AND MOUNTING HARDWARE SHALL HAVE HOT-DIPPED GALVANIZED FINISH.
- MOUNT RRH TO UNISTRUT WITH 3/8" UNISTRUT BOLTING HARDWARE AND SPRING NUTS. TYPICAL FOUR PER BRACKET. SUBCONTRACTOR SHALL SUPPLY.
- MOUNT JUNCTION BOX WITH FOUR (4) 1/4" UNISTRUT BOLTING HARDWARE AND SPRING NUTS.
- NO PAINTING OF THE RRH OR SOLAR SHIELD IS ALLOWED.

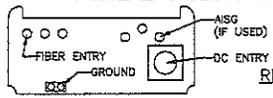
**HANDRAIL/SECTOR FRAME MOUNTING FOR LTE REMOTE RADIO HEADS (RRH) AND JUNCTION BOX**

DETAIL 1119D



NOTES:

- ALCATEL-LUCENT (ALU) VIA AT&T SUPPLIES AND INSTALLS THE RRH. SUBCONTRACTOR SHALL SUPPLY ALL OTHER MATERIALS AND INSTALL ALL MOUNTING HARDWARE. ALU MAKES ALL CABLE TERMINATION TO RRH'S.
- FOR SPECIFIC MOUNTING INSTRUCTION, SEE MOUNTING DETAIL.
- ENSURE MINIMUM 10" CLEARANCE ON EITHER SIDE OF JUNCTION BOX FOR ROUTING OF CONDUITS.
- RRH AND JUNCTION BOX LAYOUT MAY VARY ON A SITE-BY-SITE BASIS.
- NO PAINTING OF THE RRH OR SOLAR SHIELD IS ALLOWED.
- JUNCTION BOX SIZED FOR MINIMUM BEND RADIUS OF CABLES.
- INSTALL CLIP BRACKETS IN JUNCTION BOX TO COIL EXCESS CABLE.



BOTTOM VIEW

DETAIL 1189

**ALCATEL-LUCENT 9442 REMOTE RADIO HEAD (RRH) AND JUNCTION BOX**

**BECHTEL**  
BECHTEL COMMUNICATIONS  
9200 BERGER ROAD  
COLUMBIA, MD 21046

**Dewberry**  
Dewberry Engineers Inc.  
5000 EAST BERRYVILLE AVENUE  
BERRYVILLE, VA 22611  
JOB # 50056901

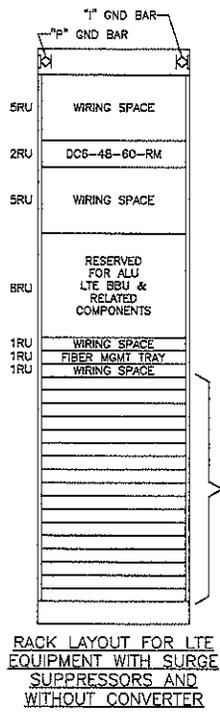
**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**  
201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

**at&t**  
Mobility  
7150 STANDARD DRIVE  
HANOVER, MD 21076

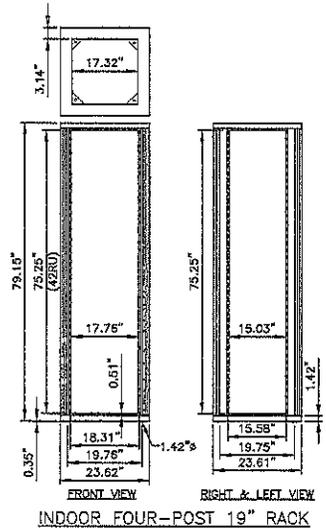
REVISIONS  
1 04/11/13 IFC - LTE AND 2G LTE OVERLAY  
2 11/26/13 ISSUED FOR CONSTRUCTION  
NO. DATE REVISIONS BY CHK APP'D  
SCALE: AS SHOWN DESIGNED BY: MHI DRAWN BY: MHI

**AT&T**  
LTE PROJECT

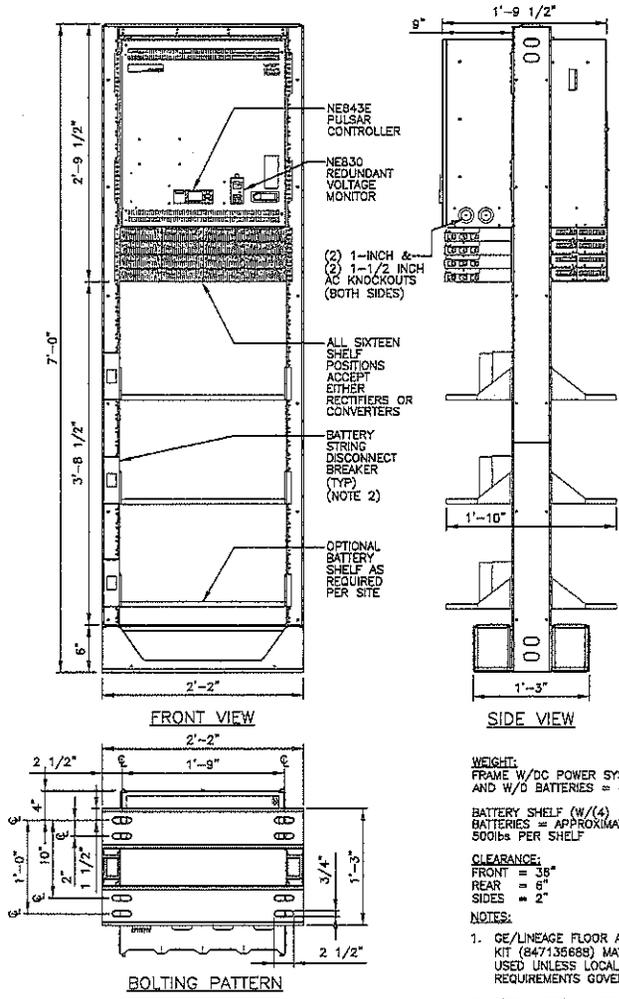
**at&t**  
RRH AND DISTRIBUTION BOX DETAILS  
JOB NUMBER: 25736-435 DRAWING NUMBER: L4-VA-3405-C6 1



DETAIL 1118A  
NTS



DETAIL 1126A  
NTS



GE/INFINITY-M DC POWER SYSTEM IN FULL HEIGHT RACK

DETAIL 1198  
NTS

- WEIGHT:  
FRAME W/DC POWER SYSTEM AND W/O BATTERIES = 435lbs
- BATTERY SHELF W/(4) 155AH BATTERIES = APPROXIMATELY 500lbs PER SHELF
- CLEARANCE:  
FRONT = 38"  
REAR = 6"  
SIDES = 2"
- NOTES:
- GE/LINEAGE FLOOR ANCHOR KIT (847135688) MAY BE USED UNLESS LOCAL REQUIREMENTS GOVERN.
  - DISCONNECT MAY BE MOUNTED TO EITHER SIDE OF TRAY OR DIRECTLY TO FRAMEWORK
  - PER MANUFACTURER, FRAME IS SEISMIC COMPLIANT UP TO 3 BATTERY SHELVES.

BECHTEL COMMUNICATIONS  
9200 BERGER ROAD  
COLUMBIA, MD 21046

Dewberry Engineers Inc.  
12300 DEWBERRY DRIVE  
FARMERS BRANCH, TX 75448  
TEL: 281.358.1234  
WWW.DEWBERRY.COM

JOB # 50055901

SITE NAME: TOWN OF BERRYVILLE - WC927  
SITE ID NUMBER: 3405

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

7150 STANDARD DRIVE  
HANOVER, MD 21076

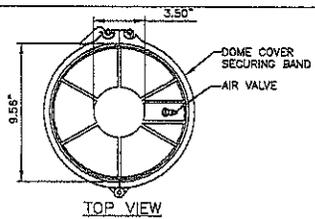
NO.	DATE	REVISIONS	BY	CHK	APP'D
0	11/26/12	ISSUED FOR CONSTRUCTION	MN	HGB	NSB
SCALE: AS SHOWN		DESIGNED BY: MN	DRAWN BY: MN		

NICHOLAS S. BERRYVILLE  
PROFESSIONAL ENGINEER  
VA LICENSE # 22370

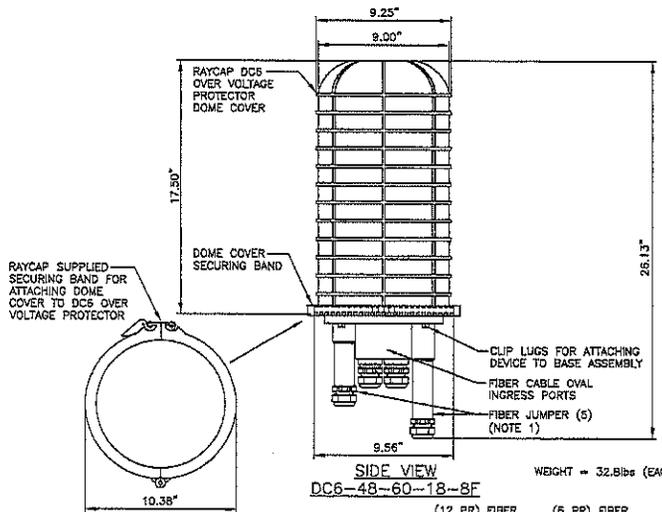
AT&T LTE PROJECT

EQUIPMENT CABINET DETAILS

JOB NUMBER	DRAWING NUMBER	REV
25736-43S	L4-VA-3405-	C7 D

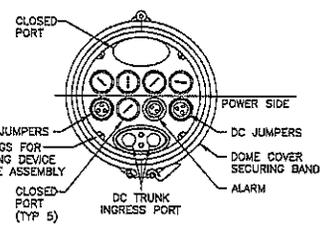


TOP VIEW

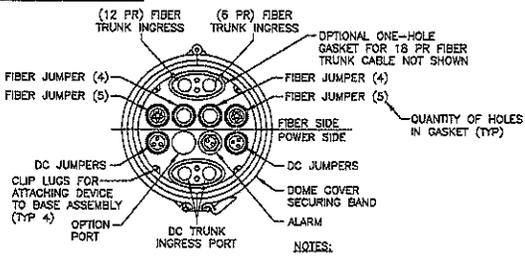


SIDE VIEW  
DC6-48-60-18-8F

WEIGHT = 32.8lbs (EACH)



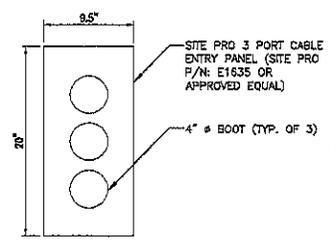
BOTTOM VIEW  
DC6-48-60-0-8F



BOTTOM VIEW  
DC6-48-60-18-8F

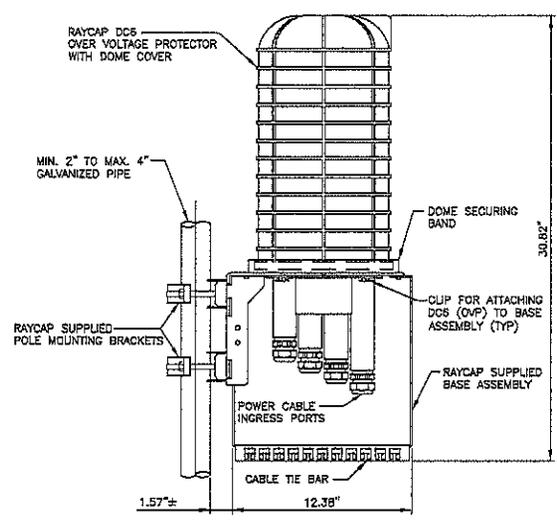
RAYCAP DC6-48-60-18-8F AND  
RAYCAP DC6-48-60-0-8F  
DC POWER OVER VOLTAGE PROTECTOR (OVP)

DETAIL 1102  
NTS



NOTES:  
1. UTILIZE DUCT SEAL FOR SEALING ENTRY PORT PANEL (SITE PRO P/N: EPD1 OR APPROVED EQUAL)

ENTRY PORT PANEL DETAIL 1  
NOT TO SCALE



NOTES:  
1. RAYCAP VIA AT&T SUPPLIES THE DC6 OVER VOLTAGE PROTECTOR AND PIPE MOUNTING BRACKETS. SUBCONTRACTOR SHALL SUPPLY THE PIPE.

RAYCAP DC6-48-60-18-8F  
DC POWER OVER VOLTAGE PROTECTOR (OVP)  
POLE MOUNT BASE ASSEMBLY

DETAIL 1116  
NTS

BECHTEL COMMUNICATIONS  
9200 BERGER ROAD  
COLUMBIA, MD 21045

Dewberry Engineers Inc.  
201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

SITE NAME: TOWN OF  
BERRYVILLE - WC927  
SITE ID NUMBER: 3405

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

7150 STANDARD DRIVE  
HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
1	04/11/13	IPC - LTE AND 2G LTE OVERLAY	LMR	HSB	NSB
2	11/26/12	ISSUED FOR CONSTRUCTION	MN	HSB	NSB

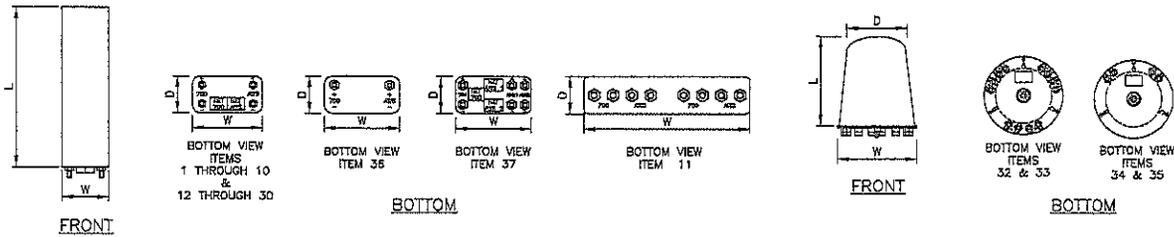
SCALE: AS SHOWN    DESIGNED BY: MN    DRAWN BY: MN

NICK S. BERTLING  
PROFESSIONAL ENGINEER  
VA LICENSE # 12370

AT&T  
LTE PROJECT

RAYCAP DC6, CONDUIT AND HATCH  
PLATE DETAILS

JOB NUMBER	DRAWING NUMBER	REV
25736-435	L4-VA-3405- CB	1



ITEM#	MANUFACTURER	MODEL	BAND	FREQUENCIES, MHZ	POLARIZATION	RET	L, IN	W, IN	D, IN	WEIGHT, LB
1	ANDREW	DBXNH-8565A-R2M	DUAL	698-896 1710-2180	DUAL	INSTALLED	50.8	11.8	7.1	34.2
2	ANDREW	DBXNH-6565B-R2M	DUAL	698-896 1710-2180	DUAL	INSTALLED	72.7	11.9	7.1	46.3
3	ANDREW	DBXNH-8585A-R2M	DUAL	698-896 1710-2180	DUAL	INSTALLED	51.1	11.9	7.1	32.0
4	ANDREW	DBXNH-8585B-R2M	DUAL	698-896 1710-2180	DUAL	INSTALLED	72.8	11.9	7.1	46.2
5	ANDREW	SBNH-1D8585C	DUAL	698-896 1710-2180	DUAL	INSTALLED	96.4	11.9	7.1	57.3
6	ANDREW	SBNH-1D6585C	DUAL	698-896 1710-2180	DUAL	INSTALLED	96.4	11.9	7.1	60.8
7	ANDREW	SBNH-1D6565B	DUAL	698-896 1710-2180	DUAL	INSTALLED	72.7	11.9	7.1	47.4
8	ANDREW	SBNH-1D8585B	DUAL	698-896 1710-2180	DUAL	INSTALLED	72.6	11.9	7.1	45.0
9	ANDREW	SBNH-1D4545A	DUAL	698-896 1710-2180	DUAL	INSTALLED	56.7	16.2	7.1	39.7
10	ANDREW	SBNH-1D6565A	DUAL	698-896 1710-2180	DUAL	INSTALLED	50.9	11.9	7.1	38.4
11	ARGUS	2UNPX203.6R2	DUAL	698-894 1710-2170	DUAL	INSTALLED	68.7	22.2	5.0	66.1
12	KATHREIN	800-10785 K	DUAL	698-894 1710-2170	DUAL	INSTALLED	75.5	11.8	6.0	51.8
13	KATHREIN	800-10721 K	DUAL	698-894 1710-2170	DUAL	INSTALLED	54.9	11.8	6.0	45.2
14	KATHREIN	800-10764 K	DUAL	698-894 1710-2170	DUAL	INSTALLED	55.2	11.8	6.0	40.8
15	KATHREIN	800-10722 K	DUAL	698-894 1710-2170	DUAL	INSTALLED	72.0	11.8	6.0	57.2
16	KATHREIN	800-10766 K	DUAL	698-894 1710-2170	DUAL	INSTALLED	95.0	11.8	6.0	58.4
17	KATHREIN	800-10723 K	DUAL	698-894 1710-2170	DUAL	INSTALLED	93.2	11.8	6.0	68.3
18	KATHREIN	840-10525	DUAL	698-894 1710-2170	DUAL	COMPATIBLE	22.8	10.3	5.5	15.9
19	KMW	AM-X-CD-14-65-00T-RET	DUAL	698-894 1710-2170	DUAL	INSTALLED	48.0	11.8	5.9	35.4

ITEM#	MANUFACTURER	MODEL	BAND	FREQUENCIES, MHZ	POLARIZATION	RET	L, IN	W, IN	D, IN	WEIGHT, LB
20	KMW	AM-X-CD-16-65-00T-RET	DUAL	698-894 1710-2170	DUAL	INSTALLED	72.0	11.8	5.9	46.5
21	KMW	AM-X-CD-17-65-00T-RET	DUAL	698-894 1710-2170	DUAL	INSTALLED	96.0	11.8	6.0	59.5
22	KMW	AM-X-CD-15-85-00T-RET	DUAL	698-894 1710-2170	DUAL	INSTALLED	72.0	11.8	6.0	48.5
23	KMW	ET-X-CH-45-16-45-18-IR-AT	DUAL	698-894 1710-2170	DUAL	COMPATIBLE	68.0	15.7	7.1	46.3
24	POWERWAVE	P65-15-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	51.0	12.0	6.0	30.0
25	POWERWAVE	P65-16-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	72.0	12.0	6.0	53.0
26	POWERWAVE	P65-17-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	96.0	12.0	6.0	59.0
27	POWERWAVE	P90-14-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	48.0	12.0	7.3	30.0
28	POWERWAVE	P90-15-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	72.0	12.0	7.3	24.0
29	POWERWAVE	P90-16-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	96.0	12.0	6.0	27.0
30	POWERWAVE	P45-16-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	54.0	17.4	6.5	45.0
31	POWERWAVE	P85E-17-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	96.0	12.0	6.0	59.0
32	KATHREIN	840-10515	DUAL	698-894 1710-2170	DUAL	COMPATIBLE	24.0	16.0	13.9	50.0
33	KATHREIN	840-10516	DUAL	698-894 1710-2170	DUAL	COMPATIBLE	24.0	16.0	13.9	50.0
34	KATHREIN	840-10510	DUAL	698-894 1710-2170	DUAL	COMPATIBLE	24.0	16.0	13.9	45.0
35	KATHREIN	840-10511	DUAL	698-894 1710-2170	DUAL	COMPATIBLE	24.0	16.0	13.9	45.0
36	KMW	FX-X-CD-65-12-65-14-00T-ST	DUAL	698-894 1710-2170	DUAL	COMPATIBLE	24.0	11.8	5.0	15.4
37	POWERWAVE	P65-16-XLH-RR	DUAL	698-894 1710-2170	DUAL	INSTALLED	72.0	12.0	5.0	57.0

NOTE: ANDREW IS A BRAND OF COMMSCOPE.

LTE/UMTS/GSM DUAL BAND  
DUAL POLARIZATION ANTENNA (TYP.)

DETAIL 1500  
NTS

**BECHTEL**  
BECHTEL COMMUNICATIONS  
9200 BERGER ROAD  
COLUMBIA, MD 21046

**Dewberry**  
Dewberry Engineers Inc.  
1201 OAK RIDGE DRIVE  
100 CANTON DRIVE, SUITE 200  
WET LAKE, MD 21095  
PHONE 410-588-8800  
FAX 410-588-8801  
JOB # 50055501

SITE NAME: TOWN OF  
BERRYVILLE - WC927  
SITE ID NUMBER: 3405

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

**at&t**  
Mobility  
7150 STANDARD DRIVE  
HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
1	11/26/12	ISSUED FOR CONSTRUCTION	MN	NSB	NSB
SCALE: AS SHOWN DESIGNED BY: MN DRAWN BY: MN					

SEAL OF PROFESSIONAL ENGINEER  
**ANDREW S. BEAUFORT**  
PROFESSIONAL ENGINEER  
VA LICENSE # 12370

AT&T  
LTE PROJECT

**at&t**  
LTE/UMTS/GSM DUAL BAND DUAL  
POLARIZATION ANTENNA (TYP.)  
JOB NUMBER 25736-435 DRAWING NUMBER L4-VA-3405-C9 REV 0



**ELECTRICAL GENERAL NOTES**

**A. GENERAL**

1. EXAMINE THE SITE CONDITIONS VERY CAREFULLY AND THE SCOPE OF PROPOSED WORK TOGETHER WITH THE WORK OF ALL OTHER TRADES AND INCLUDE IN THE BID ALL COSTS FOR WORK SUCH AS EQUIPMENT AND WIRING MADE NECESSARY TO ACCOMMODATE THE ELECTRICAL SYSTEMS SHOWN AND SYSTEMS OF OTHER TRADES.
2. SUBMITTAL OF BID INDICATES CONTRACTOR IS AWARE OF ALL JOB SITE CONDITIONS AND WORK TO BE PREPARED UNDER THIS CONTRACT.
3. PERFORM DETAILED VERIFICATION OF WORK PRIOR TO ORDERING THE ELECTRICAL EQUIPMENT AND COMMENCING CONSTRUCTION. ISSUE A WRITTEN NOTICE TO THE CONSTRUCTION MANAGER OF ANY DISCREPANCIES.
4. THE CONTRACTOR IS TO SCHEDULE ALL INSPECTIONS AND OBTAIN ALL NECESSARY PERMITS TO PERFORM THE WORK.
5. PROVIDE ALL LABOR, MATERIAL, EQUIPMENT, INSURANCE AND SERVICES TO COMPLETE THIS PROJECT IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND PRESENT IT AS FULLY OPERATIONAL TO THE SATISFACTION OF THE OWNER.
6. CARRY OUT ALL WORK IN ACCORDANCE WITH ALL GOVERNING LOCAL, COUNTY, STATE, AND NATIONAL CODES AND O.S.H.A.
7. THE CONSTRUCTION MANAGER WILL COORDINATE POWER AND TELCO WORK WITH THE LOCAL UTILITY COMPANY AS IT MAY APPLY TO THIS SITE. ALL WORK IS TO COMPLY WITH THE RULES AND REGULATIONS OF THE UTILITIES INVOLVED.
8. FABRICATION AND INSTALLATION OF THE COMPLETE ELECTRICAL SYSTEM SHALL BE DONE WITH FIRST CLASS WORKMANSHIP PER NECA STANDARD 1-2000 BY QUALIFIED PERSONNEL, LICENSED AND EXPERIENCED IN SUCH WORK AND SHALL SCHEDULE THE WORK IN AN ORDERLY MANNER SO AS TO NOT IMPEDE THE PROGRESS OF THE PROJECT.
9. DURING PROGRESS OF THE WORK, MAINTAIN AN ACCURATE RECORD OF THE INSTALLATION OF THE ELECTRIC SYSTEMS, LOCATING EACH CIRCUIT PRECISELY AND DIMENSIONING EQUIPMENT, CONDUIT AND CABLE LOCATIONS. UPON COMPLETION OF THE INSTALLATION, TRANSFER ALL RECORD DATA TO RED LINE PRINTS OF THE ORIGINAL DRAWINGS AND SUBMIT THESE DRAWINGS AS RECORD DRAWINGS TO THE CONSTRUCTION MANAGER.
10. THE COMPLETE JOB SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR AFTER THE DATE OF JOB ACCEPTANCE BY OWNER. ANY WORK, MATERIAL OR EQUIPMENT FOUND TO BE FAULTY DURING THAT PERIOD SHALL BE CORRECTED AT ONCE, UPON WRITTEN NOTIFICATION, AT THE EXPENSE OF THE CONTRACTOR.
11. THE CONSTRUCTION MANAGER IS RESPONSIBLE FOR REQUESTING CONNECTION OF COMMERCIAL POWER FROM THE POWER COMPANY.
12. THE CONTRACTOR SHALL NOTIFY MISS UTILITY A MINIMUM OF TWO (2) WORKING DAYS PRIOR TO ANY CONSTRUCTION OR EXCAVATION. THE CONTRACTOR SHALL ALSO NOTIFY A PRIVATE UTILITY CONTRACTOR FOR ALL ON-SITE UTILITY LOCATIONS.

**B. BASIC MATERIALS AND METHODS**

1. ALL ELECTRICAL WORK SHALL CONFORM TO THE EDITION OF THE NEC ACCEPTED BY THE LOCAL JURISDICTION AND TO THE APPLICABLE LOCAL CODES AND REGULATIONS.
2. ALL MATERIALS AND EQUIPMENT SHALL BE NEW. MATERIALS AND EQUIPMENT SHALL BE THE STANDARD PRODUCTS OF MANUFACTURER'S CURRENT DESIGN. ANY FIRST-CLASS PRODUCT MADE BY A REPUTABLE MANUFACTURER MAY BE USED PROVIDED IT CONFORMS TO THE CONTRACT REQUIREMENTS AND MEET THE APPROVAL OF THE CONSULTANT AND OWNER.
3. ARRANGE CONDUIT, WIRING, EQUIPMENT, AND OTHER WORK GENERALLY AS SHOWN, PROVIDING ALL APPROPRIATE CLEARANCE AND ACCESS. CAREFULLY EXAMINE ALL CONTRACT DRAWINGS AND FIT THE WORK IN EACH LOCATION WITHOUT SUBSTANTIAL ALTERATION. WHERE DEPARTURES ARE PROPOSED BECAUSE OF FIELD CONDITIONS OR OTHER CAUSES PREPARE AND SUBMIT DETAILED DRAWINGS FOR ACCEPTANCE.
4. THE CONTRACT DRAWINGS ARE GENERALLY DIAGRAMMATIC AND ALL OFFSETS, BENDS, FITTINGS, AND ACCESSORIES ARE NOT SHOWN. PROVIDE ALL SUCH ITEMS AS MAY BE REQUIRED TO FIT THE WORK TO THE CONDITIONS.
5. MAINTAIN ALL CLEARANCES AS REQUIRED BY THE NATIONAL ELECTRICAL CODE (NEC).

**C. CONDUCTORS AND CONNECTORS**

1. UNLESS NOTED OTHERWISE, ALL CONDUCTORS SHALL BE COPPER, MINIMUM SIZE #12 AWG WITH THERMOPLASTIC INSULATION CONFORMING TO NEMA WC6 OR CROSS-LINKED POLYETHYLENE INSULATION CONFORMING TO NEMA WC7 (TYPES THRU OR THRU). INSULATION SHALL BE RATED FOR 90°C. CONDUCTORS SHALL BE COLOR CODED IN ACCORDANCE WITH THE NEC.
2. ALL CONDUCTORS USED FOR CIRCUIT GROUNDING SHALL BE COPPER AND SHALL HAVE GREEN INSULATION.

3. FOR COPPER CONDUCTORS #6 AWG AND SMALLER, USE 3M SCOTCH LOK OR T&B STA-KON COMPRESSION TYPE CONNECTORS WITH INTEGRAL OR SEPARATE INSULATION CAPS. FOR COPPER CONDUCTORS LARGER THAN #6 AWG, USE SOLDERLESS IDENT HEX SCREW OR BOLT TYPE PRESSURE CONNECTORS OR DOUBLE COMPRESSION C-CLAMP CONNECTORS, UNLESS NOTED OTHERWISE ON DRAWINGS.
4. UNLESS NOTED OTHERWISE ALL LUGS SHALL BE TIN PLATED COPPER, TWO-HOLE LONG BARREL COMPRESSION TYPE.
5. CONDUCTOR LENGTHS SHALL BE CONTINUOUS FROM TERMINATION TO TERMINATION WITHOUT SPLICES. SPLICES ARE NOT ACCEPTABLE. IF SPLICES ARE UNAVOIDABLE, PRIOR APPROVAL FROM AT&T'S REPRESENTATIVE MUST BE OBTAINED.

**D. RACEWAYS AND BOXES**

1. ALL CONDUIT SHALL BE UL LABELED.
2. ALL EMPTY CONDUITS INSTALLED FOR FUTURE USE SHALL HAVE A PULL CORD.
3. SHEET METAL BOXES SHALL BE NEMA 3R AND CONFORM TO NEMA DS1. CAST-METAL BOXES SHALL BE NEMA 3R AND CONFORM TO NEMA B1 AND SHALL BE SIZED IN ACCORDANCE WITH NEC UNLESS OTHERWISE NOTED.

**E. GROUNDING**

1. ALL SAFETY GROUNDING OF THE ELECTRICAL EQUIPMENT SHALL BE CARRIED OUT IN ACCORDANCE WITH THE CURRENT EDITION OF THE NEC.
2. ALL CELLULAR SITE GROUNDING SHALL BE CARRIED OUT IN ACCORDANCE WITH AT&T WIRELESS GROUNDING STANDARD DATED OCTOBER 2001.
3. GROUND LUGS ARE SPECIFIED UNDER SECTION "C. CONDUCTORS AND CONNECTORS"
4. ALL GROUND LUG AND COMPRESSION CONNECTIONS SHALL BE COATED WITH AN ANTI-OXIDANT AGENT SUCH AS NO-OX, NOALOX, PENETROZ, OR KOPRSIELD.
5. PROVIDE LOCK WASHERS FOR ALL MECHANICAL CONNECTIONS FOR GROUND CONDUCTORS. USE STAINLESS STEEL HARDWARE THROUGHOUT.
6. DO NOT INSTALL GROUND RING (IF REQUIRED) OUTSIDE OF PROPERTY LINE.
7. REMOVE ALL PAINT AND CLEAN ALL DIRT FROM SURFACES REQUIRING GROUND CONNECTIONS. REPAINT TO MATCH AFTER CONNECTIONS ARE MADE TO MAINTAIN CORROSION RESISTANCE.
8. ALL EXTERIOR GROUNDING CONDUCTORS INCLUDING EXTERIOR GROUND RING (IF REQUIRED) SHALL BE #2 AWG SOLID BARE TINNED COPPER. MAKE ALL GROUND CONNECTIONS AS SHORT AND DIRECT AS POSSIBLE. AVOID ANY SHARP BENDS. THE RADIUS OF ANY BEND SHALL NOT BE LESS THAN 8" AND THE ANGLE OF ANY BEND SHALL BE EXCEEDED 90°. GROUNDING CONDUCTORS SHALL BE ROUTED DOWNWARD TOWARD THE BURIED GROUND RING.
9. ALL GROUND CONNECTIONS SHALL BE APPROVED FOR THE METALS BEING CONNECTED.
10. ALL EXTERNAL GROUND CONNECTIONS SHALL BE EXOTHERMICALLY WELDED. ALL EXOTHERMIC WELDS TO THE EXTERIOR GROUND RING SHALL BE TEE TYPE LOCATED ON TOP OF GROUND RODS. REPAIR ALL GALVANIZED SURFACES THAT HAVE BEEN DAMAGED BY EXOTHERMIC WELDING USING SPRAY CONTAINING 95% ZINC (Z.R.C. "SALVANITE OR EQUIVALENT).
11. IF A NEW GROUND RING IS REQUIRED, CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER WHEN THE BURIED RING IS INSTALLED SO THE MANAGER CAN INSPECT THE GROUND RING BEFORE IT IS BACKFILLED WITH SOIL.
12. FOR METAL FENCE POST GROUNDING, USE AN EXOTHERMIC WELD CONNECTION TO POST.
13. WHERE MECHANICAL CONNECTORS (TWO-HOLE OR CLAMP) ARE USED, APPLY A LIBERAL PROTECTIVE COATING OF AN ANTI-OXIDANT COMPOUND SUCH AS "NO OXIDE A" BY DEARBORN CHEMICAL COMPANY ON ALL CONNECTORS.
14. BOND ALL EXTERIOR CONDUITS, PIPES AND CYLINDRICAL METALLIC OBJECTS WITH A PENN-UNION GT SERIES CLAMP, BLACKBURN BUY SERIES CLAMP OR A BURNDY GAR 3900BU SERIES CLAMP ONLY, NO SUBSTITUTES ACCEPTED.
15. PERFORM A GROUND RESISTANCE MEASUREMENT OF THE GROUNDING SYSTEM USING THE "FALL OF POTENTIAL METHOD." THE RESISTANCE BETWEEN ANY POINT ON THE GROUND SYSTEM AND THE REFERENCE GROUND SHALL BE 5 OHMS OR LESS. ENSURE THAT THE ELECTRIC UTILITY AND TELCO GROUNDS ARE REMOVED FROM THE CELLULAR SYSTEM GROUNDING.

17. THE CONTRACTOR SHALL COORDINATE WITH THE UTILITY REPRESENTATIVE AT THE SITE TO DISCONNECT THE UTILITY NEUTRAL FROM GROUNDING SYSTEM DURING FINAL INSPECTION SO THE REQUIRED TESTING ON THE GROUND SYSTEM CAN BE PERFORMED. IF THE CONTRACTOR FAILS TO HAVE THE UTILITY REPRESENTATIVE PRESENT DURING FINAL RESISTANCE TESTING, THE CONTRACTOR SHALL PAY THE COST FOR AN INDEPENDENT GROUNDING CONSULTANT TO PERFORM THE GROUND RESISTANCE TEST. GROUNDING CONSULTANT TO BE SELECTED BY THE CONSTRUCTION MANAGER. IF THE UTILITY REPRESENTATIVE FAILS TO APPEAR AT NO FAULT OF THE CONTRACTOR, NO PENALTY SHALL APPLY.
18. A THIRD PARTY SHOULD BE HIRED TO OBTAIN MEGGER AND SHEEP TEST RESULTS INCLUSIVE OF WHAT RESULTS THE CONTRACTOR SUBMITS TO INSURE PROPER QUALITY CONTROL ON ALL SITES. SCHEDULE FINAL MEGGER TEST SUCH THAT THE CONSTRUCTION MANAGER CAN BE PRESENT FOR FIELD VERIFICATION. REFER TO THE AT&T MASTER SPECIFICATION FOR MEGGER TESTING PROCEDURES.
19. ALL METAL WORK WITHIN 10 FEET OF GROUND RING SHALL BE BONDED DIRECTLY TO THE GROUND SYSTEM, WITHOUT USING SERIES OR DAISY CHAIN CONNECTION ARRANGEMENTS.
20. PAINT, ENAMEL, LACQUER AND OTHER ELECTRICALLY NON-CONDUCTIVE COATINGS SHALL BE REMOVED FROM THREADS AND SURFACE AREAS WHERE CONNECTIONS ARE MADE TO ENSURE GOOD ELECTRICAL CONTINUITY.
21. CONNECTIONS BETWEEN DISSIMILAR METALS SHALL NOT BE MADE UNLESS THE CONDUCTORS ARE SEPARATED BY A SUITABLE MATERIAL THAT IS PART OF THE ATTACHMENT DEVICE. ONLY ATTACHMENT DEVICES LISTED AND APPROVED FOR DISSIMILAR METALS MAY BE USED.



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JOB # 50059901

**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 23611

**at&t**  
Mobility

7150 STANDARD DRIVE  
HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
0	11/26/12	ISSUED FOR CONSTRUCTION	MM	HGB	NSB
SCALE:	AS SHOWN	DESIGNED BY:	MM	DRAWN BY:	MM

SEALED  
BY THE STATE OF VIRGINIA  
NICK S. BERTHELE  
PROFESSIONAL ENGINEER  
VA LICENSE # 422370

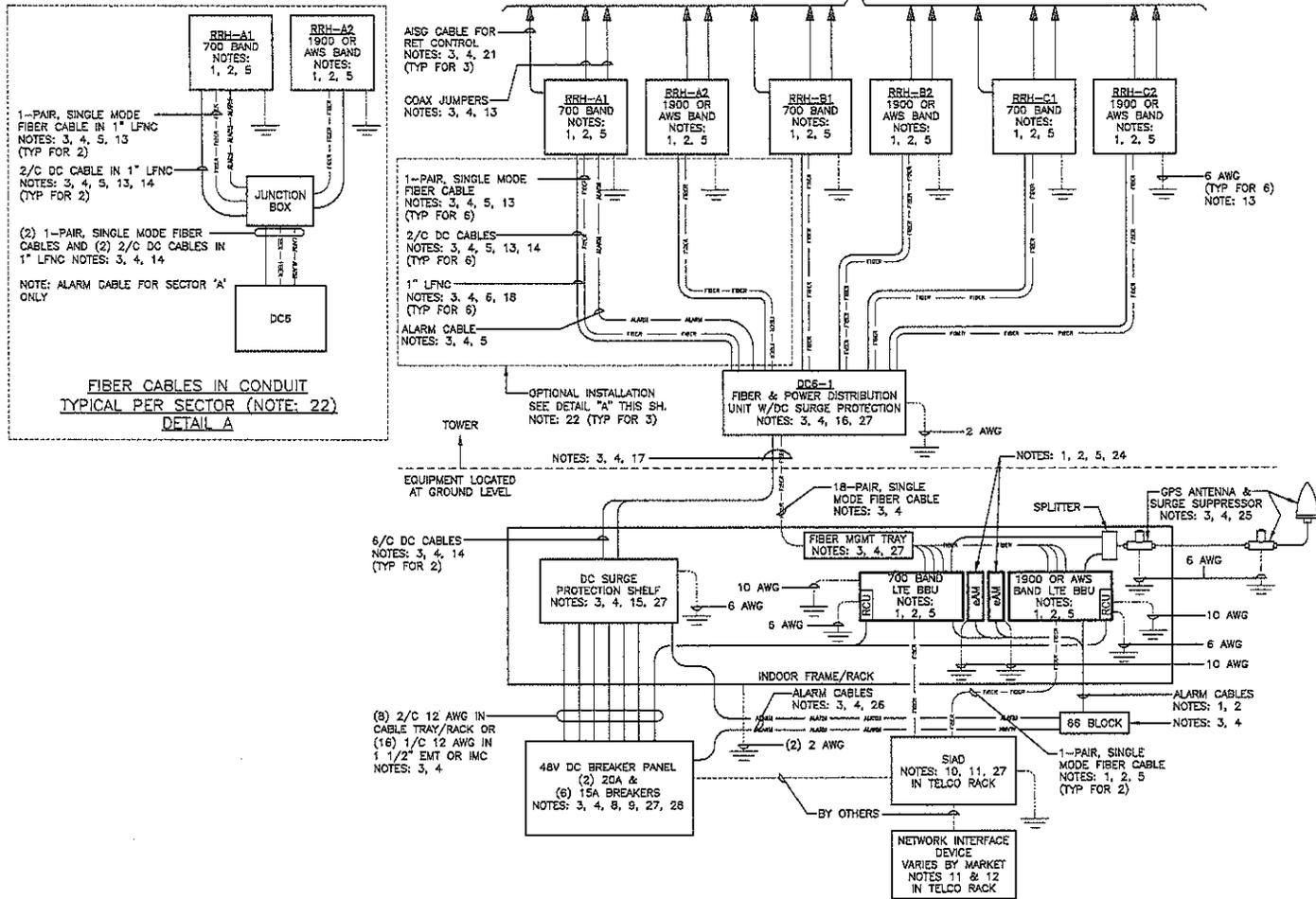
**AT&T LTE PROJECT**

**at&t**  
Mobility

**ELECTRICAL GENERAL NOTES**

JOB NUMBER	DRAWING NUMBER	REV
25736-435	L4-VA-3405-	E1

TOWARD ANTENNAS SEE RF DATA SHEET



NOTES:

- FURNISHED BY OEM/AT&T.
- INSTALLED BY OEM OR AS SCOPED BY MARKET.
- FURNISHED BY BECHTEL.
- INSTALLED BY BECHTEL.
- FINAL CONNECTION BY OEM OR AS SCOPED BY MARKET.
- OPEN END OF LFMC TO BE LEFT WEATHERPROOFED UNTIL TERMINATED.
- DELETED.
- PART OF DC POWER PLANT. BREAKERS SPECIFIED SEPARATELY.
- BREAKERS TO BE TAGGED AND LOCKED OUT.
- SIAD IS FURNISHED AND INSTALLED BY OTHERS AND INCLUDES POWER CONNECTIONS AND FIBER TO THE UNIT OR AS SCOPED BY MARKET. WHEN IN BECHTEL SCOPE, INSTALL 10 AWG CHASSIS GROUND, PROVIDE (2) 10A BREAKERS FROM A 24V DC POWER SOURCE OR (2) 5A BREAKERS FROM A 48V DC POWER SOURCE AND CONNECT USING MFR POWER CABLE WITH SPECIAL CONNECTOR.
- EQUIPMENT LOCATED ON EXISTING TELCO RACK.
- LEC TO FURNISH AND INSTALL NETWORK INTERFACE DEVICE.
- LEAVE COILED AND PROTECTED UNTIL TERMINATED.
- SEE DETAIL 1400B FOR DC POWER CABLE SIZES.
- DC SURGE PROTECTION SHELF SHALL BE RAYCAP DCX48-60-RM. SEE DETAIL 1400B FOR INTERNAL WIRING DIAGRAM.
- FIBER & DC DISTRIBUTION BOX W/DC SURGE PROTECTION SHALL BE RAY CAP DCX48-60-18-BF. SEE DETAIL 1410 FOR INTERNAL WIRING DIAGRAM.
- SUPPORT FIBER & DC POWER CABLES WITH SNAP-IN HANGERS SPACED NO GREATER THAN 3 FEET APART ON TOWER. SUPPORT FIBER AND DC POWER CABLES INSIDE MONOPOLE WITH CABLE HOISTING GRIPS AT 250 FT MAXIMUM INTERVALS. DRESS CABLES TO PREVENT CONTACT WITH ENTRANCE AND EXIT OPENINGS.
- CONDUIT TO BE USED ON A TOWER IF THE RRH IS MORE THAN 10' FROM THE DISTRIBUTION UNITS. MAX CABLE LENGTH IS 16 FEET.
- SINGLE-CONDUCTOR DC POWER CABLES SHALL BE TELCOFLEX® OR K324194", COPPER, UL LISTED RHH NON-HALOGEN, LOW SMOKE WITH BRAIDED COVER, TYPE TC (1/0 AND LARGER), UNLESS OTHERWISE NOTED. STRANDING SHALL BE CLASS B (TYPE III) FOR CABLES SIZES 14, 12 & 10 AWG AND CLASS I (TYPE IV) FOR SIZES 8 AWG AND LARGER. CABLES SHALL BE COLOR CODED RED FOR +24V, BLUE FOR -48V AND GRAY FOR 24V AND 48V RETURN CONDUCTORS. MULTI-CONDUCTOR DC POWER CABLES SHALL BE COPPER, CLASS B STRANDING WITH FLAME RETARDANT PVC JACKET, TYPE TC, UL LISTED FOR 90°C DRY / 75°C WET INSTALLATION.
- GROUNDING WIRES SHALL BE COPPER, GREEN THIN/THIN UL LISTED FOR 90°C DRY/75°C WET INSTALLATION. MINIMUM SIZE IS 6 AWG UNLESS NOTED OTHERWISE.
- RET CONTROL FROM THE RRH IS AN OPTIONAL METHOD OF CONNECTION. REFER TO RF DATA SHEET FOR APPLICABILITY.
- FIBER OPTIC CABLES SHALL BE INSTALLED IN FLEXIBLE CONDUIT AS SCOPED BY MARKET.
- DELETED.
- PROVIDE GROUND WIRES FOR ENHANCED ALARM MODULE (6AM) WHEN EMPLOYED BY MARKET.
- SEE DETAIL 1505 FOR GPS ANTENNA AND SURGE SUPPRESSOR COAXIAL CABLE CONNECTION.
- SEE DETAIL 1150C FOR ALARM CABLE REQUIREMENTS.
- NOTED EQUIPMENT MAY BE COMMON TO LTE AND UMTS SYSTEMS. REFER TO UMTS SYSTEM DIAGRAM IF APPLICABLE.
- EXISTING 700MHz BAND BBU IF MODEL 9926 (d2uV3) MAY BE POWERED FROM A 10A BREAKER.

LTE SYSTEM DIAGRAM, TOWER SITE WITH INDOOR ALU BASEBAND AND RRHs ON TOWER

DETAIL 1400B  
NTS

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**SITE ID NUMBER: 3405**  
  
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NO.	DATE	REVISIONS	BY	CHK	APP'D
1	04/11/13	IFC - LTE AND 3G LTE OVERLAY	LWR	NSB	NSB
0	11/26/12	ISSUED FOR CONSTRUCTION	MN	NSB	NSB

SCALE: AS SHOWN  
DESIGNED BY: MN  
DRAWN BY: MN

**AT&T LTE PROJECT**  
SYSTEM DIAGRAM  
JOB NUMBER: 25736-435  
DRAWING NUMBER: L4-VA-3405-E2  
REV: 1

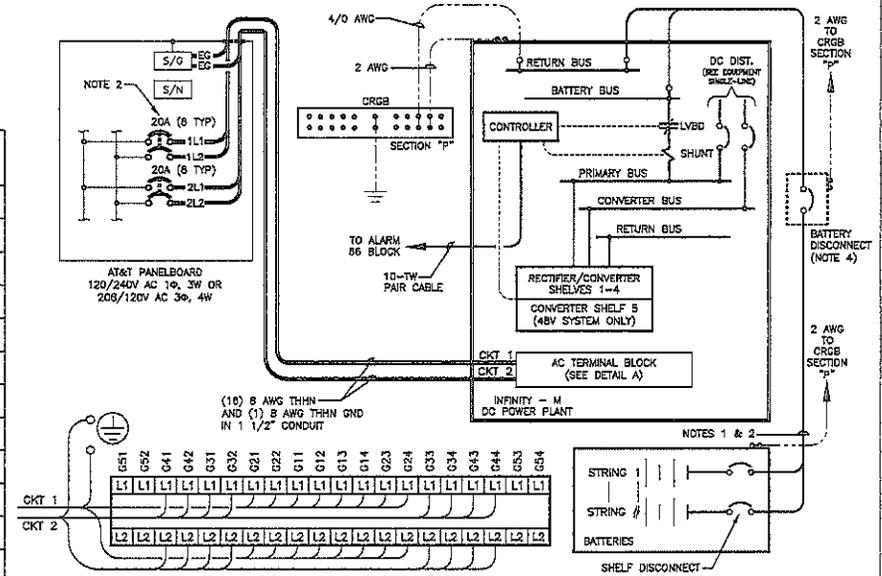
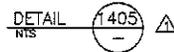
FIBER TRUNK CHANNEL	TECHNOLOGY	FREQUENCY BAND	SECTOR	RRH NUMBER	RADIO NAME	RRH FIBER TAG	DC TRUNK #1	DC TRUNK #2	DC TRUNK #3	DC TRUNK #4	DC SURGE #1 SUPPRESSION POSITION	DC SURGE #2 SUPPRESSION POSITION
1	LTE	700	A	RRH-A1	LTE-700-A-RRH-A1	A1-700	RD/BLUE BK/BLUE				A-1	
2	LTE	XXXX	A	RRH-A2	LTE-XXXX-A-RRH-A2	A2-XXXX	RD/BLUE BK/BLUE				B-1 (NOTE 1)	
3	LTE OR UMTS	XXXX	A	RRH-A3	LTE OR UMTS-XXXX-A-RRH-A3	A3-XXXX	RD/BLUE BK/BLUE					A-1
4	SPARE	N/A	A	N/A	SECTOR A SPARE	(NOTE 1)						
5	LTE	700	B	RRH-B1	LTE-700-B-RRH-B1	B1-700	RD/OR BK/DR				A-2	
6	LTE	XXXX	B	RRH-B2	LTE-XXXX-B-RRH-B2	B2-XXXX	RD/OR BK/DR				B-2 (NOTE 1)	
7	LTE OR UMTS	XXXX	B	RRH-B3	LTE OR UMTS-XXXX-A-RRH-B3	B3-XXXX	RD/OR BK/DR					A-2
8	SPARE	N/A	B	N/A	SECTOR B SPARE	(NOTE 1)						
9	LTE	700	C	RRH-C1	LTE-700-C-RRH-C1	C1-700	RD/GRN BK/GRN				A-3	
10	LTE	XXXX	C	RRH-C2	LTE-XXXX-C-RRH-C2	C2-XXXX	RD/GRN BK/GRN				B-3 (NOTE 1)	
11	LTE OR UMTS	XXXX	C	RRH-C3	LTE OR UMTS-XXXX-A-RRH-C3	C3-XXXX	RD/GRN BK/GRN					A-3
12	SPARE	N/A	C	N/A	SECTOR C SPARE	(NOTE 1)						
13	LTE OR UMTS	XXXX	A	RRH-A4	LTE OR UMTS-XXXX-A-RRH-A4	A4-XXXX	RD/BLUE BK/BLUE					B-1
14	LTE OR UMTS	XXXX	B	RRH-B4	LTE OR UMTS-XXXX-A-RRH-B4	B4-XXXX	RD/OR BK/OR					B-2
15	LTE OR UMTS	XXXX	C	RRH-C4	LTE OR UMTS-XXXX-A-RRH-C4	C4-XXXX	RD/GRN BK/GRN					B-3
16	LTE OR UMTS	XXXX	A	RRH-A5	LTE OR UMTS-XXXX-A-RRH-A5	A5-XXXX						FUTURE
17	LTE OR UMTS	XXXX	B	RRH-B5	LTE OR UMTS-XXXX-A-RRH-B5	B5-XXXX						FUTURE
18	LTE OR UMTS	XXXX	C	RRH-C5	LTE OR UMTS-XXXX-A-RRH-C5	C5-XXXX						FUTURE

(NOTE 2)

**NOTES:**

- SUPPRESSORS B1, B2 & B3 OF THE FIRST UNIT SHALL BE USED FOR SECOND TECHNOLOGY INSTALLED.
- INSTALLATION OF A SECOND SURGE SUPPRESSION UNIT (RAYCAP MODEL DC6-48060-0-6F) WILL BE REQUIRED TO SUPPORT THIRD AND FORTH CARRIER REMOTE RADIO HEADS.

**LTE FIBER TRUNK CONNECTION CODE**

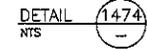


**DETAIL A  
AC TERMINAL BLOCK WIRING**

**NOTES:**

- EACH POWER MODULE (SHELF) HAS (4) POSITIONS FOR RECTIFIERS. INSTALL CONDUIT AND CONNECT WIRING TO ALL FOUR RECTIFIER POSITIONS. THE QUANTITY OF ACTIVE RECTIFIERS SHALL BE DETERMINED BY OTHERS.
- INSTALL ONE 20A CIRCUIT BREAKER FOR EACH RECTIFIER TO BE INSTALLED. EXISTING 25A OR 30A BREAKERS MAY BE USED FOR RETROFIT APPLICATIONS. REFER TO PANEL SCHEDULE. UNTERMINATED WIRES IN THE PANELBOARD SHALL BE CAPPED AND COILED. BREAKER INTERRUPTING RATING SHALL MATCH PANELBOARD.
- SIZE 2/0 AWG BATTERY CABLES ARE FACTORY INSTALLED AND TERMINATED TO DISTRIBUTION PANEL WHEN TRAY-MOUNTED SHELVES ARE ORDERED.
- PROVIDE (1) 1200A BATTERY DISCONNECT UNLESS EXISTING AND (8) 4/0 AWG RHH TELCOFLD® N CABLES (4 CABLES PER POLARITY) WHEN FLOOR MOUNTED BATTERY IS DEPLOYED.
- ALL DC AND GROUND CABLE TERMINALS SHALL BE TINNED, 2-HOLE COMPRESSION TYPE. DC PP HARDWARE IS PROVIDED BY MANUFACTURER.
- PROVIDE REFERENCE GROUND (C.O. GROUND) CABLE TERMINAL FOR 3/8" HOLES ON 1" CENTERS. TORQUE TO 240 IN-LB.
- PROVIDE FRAME GROUND CABLE TERMINAL FOR 1/4" HOLES ON 5/8" CENTERS. CONNECTION MAY BE MADE TO EITHER TOP LEFT OR TOP RIGHT SIDE OF FRAME. CLEAN FRAME AND APPLY THIN COAT OF CONDUCTIVE ANTI-CORROSION COMPOUND. TORQUE TO 65 IN-LB.
- STUDS FOR BATTERY BUS CABLE TERMINALS ARE 3/8" ON 1" CENTERS SPACED 1-1/4" APART. TORQUE TO 240 IN-LB.
- AC TERMINAL BLOCKS FOR SHELF 5 SLOTS G51, G52, G53 & G54 ARE PROVIDED FOR 48V SYSTEMS ONLY, BY INSTALLING ONLY CONVERTERS IN SHELF 5. CONNECTION OF AC POWER CABLES TO THESE TERMINAL POINTS IS UNNECESSARY.
- GROUND WIRES SHALL BE STRANDED COPPER, THIN GREEN INSULATED.

**AC SINGLE-LINE DIAGRAM FOR  
GE INFINITY-M DC POWER PLANT  
INDIVIDUAL FEED**



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**SITE NAME: TOWN OF BERRYVILLE - WC927  
SITE ID NUMBER: 3405**  
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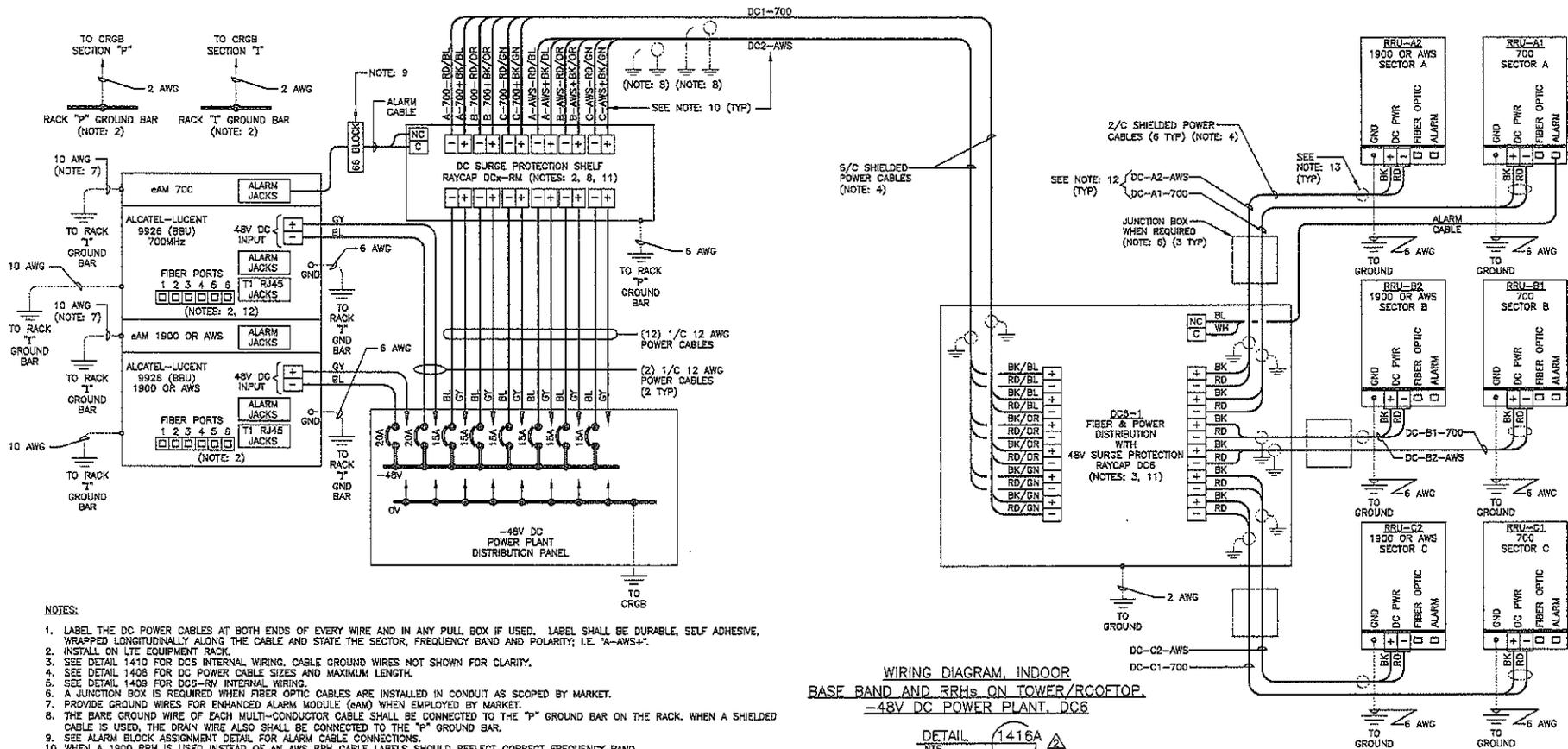
NO.	DATE	REVISIONS	BY	CHK APP'D
2	04/11/13	FC - LTE AND 2C LTE OVERLAY	LMR	NSB NSB
1	03/01/13	PLAN CHECK	LMR	NSB NSB
0	11/28/12	ISSUED FOR CONSTRUCTION	MMN	NSB NSB

SCALE: AS SHOWN DESIGNED BY: MMN DRAWN BY: MMN

**AT&T  
LTE PROJECT**

**at&t**  
LTE CONNECTION CODE AND AC SINGLE-LINE DIAGRAM  
JOB NUMBER: 25736-435 DRAWING NUMBER: L4-VA-3405-E3 2





- NOTES:
1. LABEL THE DC POWER CABLES AT BOTH ENDS OF EVERY WIRE AND IN ANY PULL BOX IF USED. LABEL SHALL BE DURABLE, SELF ADHESIVE, WRAPPED LONGITUDINALLY ALONG THE CABLE AND STATE THE SECTOR, FREQUENCY BAND AND POLARITY; I.E. "A-AWS+".
  2. INSTALL ON LTE EQUIPMENT RACK.
  3. SEE DETAIL 1410 FOR DC6 INTERNAL WIRING. CABLE GROUND WIRES NOT SHOWN FOR CLARITY.
  4. SEE DETAIL 1408 FOR DC POWER CABLE SIZES AND MAXIMUM LENGTH.
  5. SEE DETAIL 1409 FOR DC6-RM INTERNAL WIRING.
  6. A JUNCTION BOX IS REQUIRED WHEN FIBER OPTIC CABLES ARE INSTALLED IN CONDUIT AS SCOPED BY MARKET.
  7. PROVIDE GROUND WIRES FOR ENHANCED ALARM MODULE (eAM) WHEN EMPLOYED BY MARKET.
  8. THE BARE GROUND WIRE OF EACH MULTI-CONDUCTOR CABLE SHALL BE CONNECTED TO THE "P" GROUND BAR ON THE RACK. WHEN A SHIELDED CABLE IS USED, THE DRAIN WIRE ALSO SHALL BE CONNECTED TO THE "P" GROUND BAR.
  9. SEE ALARM BLOCK ASSIGNMENT DETAIL FOR ALARM CABLE CONNECTIONS.
  10. WHEN A 1900 RRH IS USED INSTEAD OF AN AWS RRH CABLE LABELS SHOULD REFLECT CORRECT FREQUENCY BAND.
  11. NOTED EQUIPMENT MAY BE COMMON TO LTE AND UMTS SYSTEMS. REFER TO UMTS SYSTEM DIAGRAM IF APPLICABLE.
  12. EXISTING 700 MHz BAND BBU IF MODEL 9926 (BBU) MAY BE POWERED FROM A 10A BREAKER.
  13. CABLE GROUND WIRE AND SHIELD DRAIN WIRE TO BE LEFT UN-TERMINATED AT RRH.

WIRING DIAGRAM, INDOOR  
 BASE BAND AND RRHs ON TOWER/ROOFTOP.  
 -48V DC POWER PLANT, DC6

DETAIL 1416A

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**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**

**at&t**  
 Mobility  
 7150 STANDARD DRIVE  
 HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
1	04/11/13	IPC - LTE AND DC LTE OVERLAY	LMR	NSB	NSB
2	11/26/12	ISSUED FOR CONSTRUCTION	MN	NSB	NSB

SEAL OF PROFESSIONAL ENGINEER  
**W. WICK S. BERTHOUD**  
 PROFESSIONAL ENGINEER  
 VA REGISTRATION #2370

**AT&T**  
 LTE PROJECT

**at&t**  
 WIRING DIAGRAM

JOB NUMBER	DRAWING NUMBER	REV
25735-4.35	L4-VA-3405-ES	1

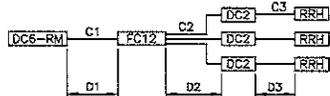


FIGURE 1 - TRUNK CABLE TO JUNCTION BOX

MAXIMUM CABLE LENGTHS FOR FIGURE 1

		ALCATEL-LUCENT (ALU)						
		LENGTH D1 (FT)						
C1 SIZE	C2 SIZE	75	100	125	150	175	200	250
8AWG	8AWG	213	188	163	138	113	88	38
	10AWG	135	119	103	87	71	56	24
	12AWG	85	75	65	55	45	35	15

		ERICSSON							
		LENGTH D1 (FT)							
C1 SIZE	C2 SIZE	75	100	125	150	175	200	250	300
8AWG	8AWG	307	282	257	232	207	182	132	82
	10AWG	194	178	162	147	131	115	83	52
	12AWG	122	112	102	92	83	73	63	33

CABLE C3 MAY BE EITHER 10AWG OR 12AWG. LENGTH D3 IS 16 FEET (MAX.) ALL CASES

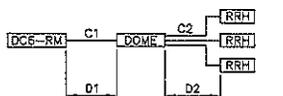


FIGURE 2 - TRUNK CABLE TO DC6 (DDME)

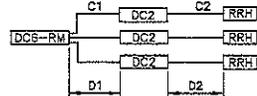


FIGURE 3 - DIRECT CABLE TO DC2

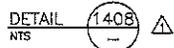
MAXIMUM CABLE LENGTHS FOR FIGURES 2 AND 3

CABLE	ALU LENGTH D1/D2 (FT)			ERICSSON LENGTH D1/D2 (FT)		
	8 AWG	10 AWG	12 AWG	8 AWG	10 AWG	12 AWG
C1	288	186	137	382	365	155
C2	16	16	16	16	16	16

NOTES:

- CABLE LENGTHS ARE APPLICABLE FOR 700MHz, 1800MHz & AWS FREQUENCIES 2x40W AND 2x80W ALU RRH MODELS AND ERICSSON MODEL RRUS-11.
- NOMINAL SYSTEM VOLTAGE IS -48V DC, SUPPLIED FROM A 48V BATTERY. NORMAL OPERATING VOLTAGE IS -52V.
- CABLE LENGTHS BASED ON ROSENBERGER AND COMMSCOPE CABLES.

LTE CONDUCTOR SIZES



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SITE NAME: TOWN OF BERRYVILLE - WC927  
SITE ID NUMBER: 3405

JOB # 50059601

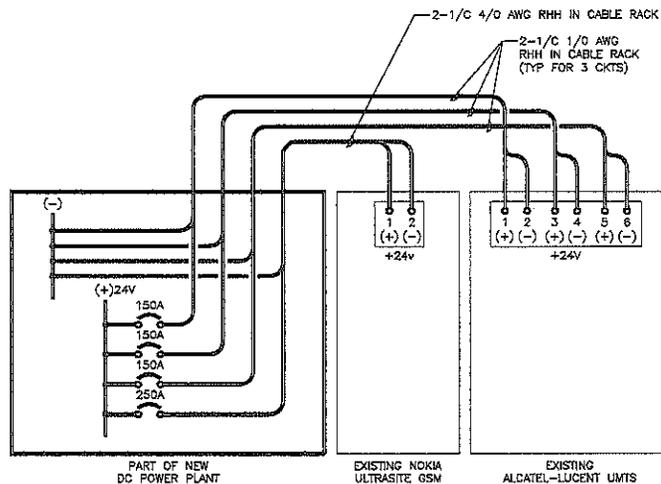
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**at&t**  
Mobility  
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HANOVER, MD 21075

1	03/01/13	PLAN CHECK	LMR	NSB	NSB
0	11/26/12	ISSUED FOR CONSTRUCTION	MIN	NSB	NSB
NO.	DATE	REVISIONS	BY	CHK	APP'D
SCALE:	AS SHOWN	DESIGNED BY:	MIN	DRAWN BY:	MIN

SEAL: NICK S. BERTHELE  
PROFESSIONAL ELECTRICAL ENGINEER  
VA LICENSE # 42370

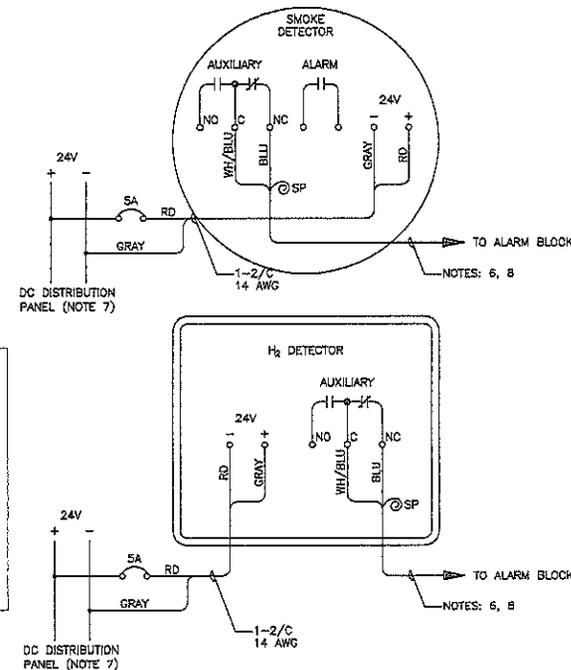
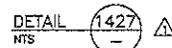
**at&t**  
LTE PROJECT  
LTE CONDUCTOR SIZES, CABLE REPLACEMENT AND SMOKE & HYDROGEN DETECTOR WIRING DIAGRAM  
JOB NUMBER: 25736-435  
DRAWING NUMBER: E6 1



NOTES:

- CABLING SHOWN IS TYPICAL FOR EACH CABINET EXISTING AT THE SITE.
- PROVIDE (1) 250A BREAKER FOR EACH GSM CABINET AND (3) 150A BREAKERS FOR EACH UMTS CABINET.
- CABLE TO BTS SHALL BE TELCOFLEX® OR KS24194™ COPPER UL LISTED RHH FIRE RESISTANT NON-HALOGEN, LOW-SMOKE, FLEXIBLE CLASS B (TYPE III) STRANDED.
- DC POWER CABLES SHALL BE COLOR CODED AS FOLLOWS: +24V SYS: POS = RED, RETURN (NEG) = GRAY
- MAXIMUM TOTAL FEEDER LENGTH OF UP TO 33 FEET FOR GSM & 35 FEET FOR UMTS. (CABLE LENGTHS ARE BASED ON 1.0 VOLT DROP MAXIMUM BETWEEN DC POWER PLANT & BTS EQUIPMENT EXCEEDING THESE LENGTHS, CONTACT ENGINEERING FOR RESOLUTION.

DC CABLE REPLACEMENT TO EXISTING INDOOR GSM & UMTS CABINETS



NOTES:

- PROVIDE SMOKE DETECTOR AND/OR HYDROGEN DETECTOR AS REQUIRED BY SCOPE DOCUMENT.
- THIS DETAIL IS NOT SPECIFIC TO ANY ONE MANUFACTURER OR MODEL DETECTOR. REFER TO MANUFACTURER'S INSTRUCTION MANUAL FOR PROPER INSTALLATION.
- LOCATE SMOKE DETECTOR IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
- LOCATE HYDROGEN DETECTOR ON WALL OVER CENTER OF BATTERY(ES). PROVIDE 4" x 4" ELECTRICAL BOX IF DETECTOR IS FABRICATED FOR SUCH MOUNTING.
- DC POWER CABLE SHALL BE MULTI-CONDUCTOR COPPER CLASS B STRANDING WITH FLAME RETARDANT PVC JACKET, UL LISTED TYPE CT OR SINGLE-CONDUCTOR TELCO FLEX® TYPE III. SINGLE CONDUCTOR CABLE MUST BE ROUTED IN EMT OR CONDUIT.
- ALARM CABLE SHALL BE TWISTED-PAIR 24 AWG SOLID COPPER, UNSHIELDED UL TYPE CMR/CMG WITH PVC JACKET.
- ROUTE DC POWER CABLE TO A 24V DC DISTRIBUTION PANEL, PROVIDE A BREAKER OR FUSE AS APPROPRIATE.
- CONNECT ALARM CABLE TO PROVIDE CONTINUITY WHEN CONDITION IS NORMAL.

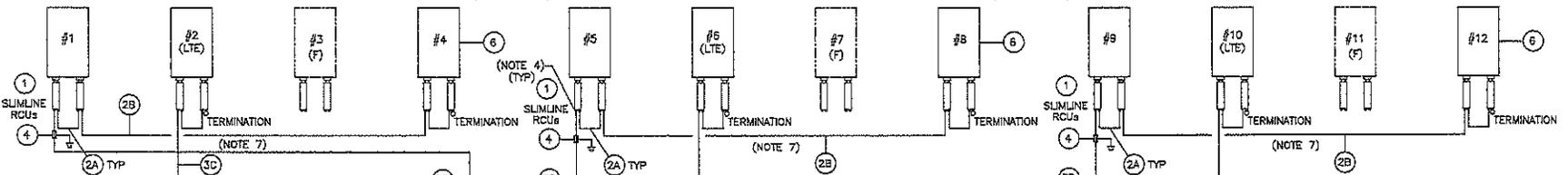
WIRING DIAGRAM SMOKE DETECTOR & HYDROGEN DETECTOR



**SECTOR #1 (ALPHA)**  
FACING REAR OF ANTENNAS LOOKING FROM LEFT TO RIGHT

**SECTOR #2 (BETA)**  
FACING REAR OF ANTENNAS LOOKING FROM LEFT TO RIGHT

**SECTOR #3 (GAMMA)**  
FACING REAR OF ANTENNAS LOOKING FROM LEFT TO RIGHT



**RET BILL OF MATERIALS**

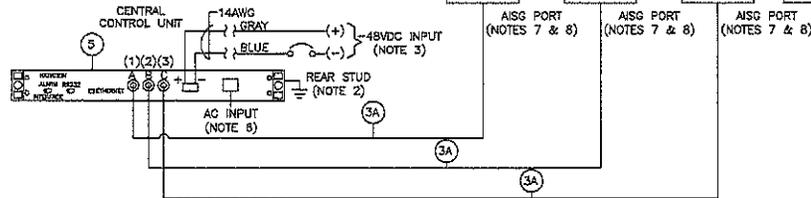
ITEM	DESCRIPTION	PART #	QTY.
1	REMOTE CONTROL UNIT (RCU) WITH DAISY CHAIN TERMINATION	NOTE 9	2 EACH PER ANTENNA
2A	RCUC-1G CONTROL CABLE ASSEMBLY BETWEEN RCU (1 M)	860-10056	1 PER ANTENNA
2B	RCUC-5G CONTROL CABLE ASSEMBLY BETWEEN ANTENNAS (5 M)	860-10059	AS REQ. BETWEEN ANTENNAS
3A	RCUC CONTROL CABLE ASSEMBLY, OCU TO DIPLEXER		1 PER SECTOR LENGTH AS REQUIRED
	RCU CABLE 3.3 FT. (1M)	860-10007	
	RCU CABLE 5.6 FT. (2M)	860-10008	
	RCU CABLE 16.4 FT. (5M)	860-10009	
	RCU CABLE 32.8 FT. (10M)	860-10010	
	RCU CABLE 82.7 FT. (25M)	860-10011	
	RCU CABLE 131.2 FT. (40M)	860-10012	
	RCU CABLE 196.9 FT. (60M)	860-10013	
	RCU CABLE 262.5 FT. (80M)	860-10014	
	RCU CABLE 328.1 FT. (100M)	860-10015	
3B	RCUC CONTROL CABLE ASSEMBLY, TWIN TMA TO RCU	SEE ITEM 3A	1 PER SECTOR LENGTH AS REQUIRED
3C	RCUC CONTROL CABLE ASSEMBLY, RRH TO RCU	SEE ITEM 3A	1 PER SECTOR LENGTH AS REQUIRED
4	CABLE GROUNDING KITS, 2FT., 6AWG FOR AISG CABLE	860-10031	1 PER SECTOR
5	CENTRAL CONTROL UNIT (CCU), -48VDC/100-240VAC	CEQ. 25507 860-10006	1 EACH PER SITE
6	ANTENNAS: SEE RF DATA SHEET FOR APPROVED KATHREIN ADT ANTENNAS		AS REQUIRED

NOTE: REFER TO LATEST RF DATA REPORT FOR CORRECT POSITION OF LTE ANTENNAS.

**NOTES:**

- SUPPORT RET CONTROL CABLE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.
- USE 16MM (6 AWG) STRANDED TO TELCO RACK GROUND BAR IF EXISTING. OTHERWISE CONNECT TO MGB (INDOOR SITES).
- ROUTE DC POWER IN WIREWAY OR 3/4" I/MC TO EXISTING -48VDC DISTRIBUTION PANEL. PROVIDE 5 AMP PROTECTIVE DEVICE WHEN DIRECTLY SUPPLYING CCL. DO NOT INSTALL ANY SINGLE CONDUCTOR WIRE SIZE 1 AWG OR SMALLER IN CABLE RACK.
- APPLY ADHESIVE LINED 1" SHRINK TUBING 6" LONG (BLACK) TO EACH RET LIGHTNING CONTROL CABLE CONNECTION FROM APPROVED VENDOR.
- TO FACILITATE WEATHERPROOFING OF ANTENNA CONNECTORS, THE RF COAX CABLES SHOULD BE INSTALLED AND WEATHERPROOFED PRIOR TO INSTALLING THE RET UNITS. TORQUE RET ANTENNA WITH 41MM WRENCH. MIN TORQUE 16 Nm MAX TORQUE 18Nm.
- THE CCU IS TO BE POWERED WITH -48VDC WHENEVER POSSIBLE TO PROVIDE CONTINUOUS OPERATION IF BATTERY BACKUP ON THE DC PLANT IS AVAILABLE. THE AC POWER CONNECTION IS TO BE USED ONLY WHEN -48VDC IS NOT AVAILABLE. PLUG THE CCU AC POWER CORD INTO AN EXISTING 120V RECEPTACLE.
- INSTALLER TO USE EXTREME CAUTION WHEN MATING AISG CONNECTORS. OBSERVE THAT THE KEYED CONNECTORS ARE ALIGNED BEFORE MATING AND TIGHTENING THE CONNECTOR TO THE REQUIRED TORQUE.
- THERE ARE (2) DIPLEXERS PER SECTOR. CONNECT THE AISG CABLE TO EITHER OF THE DIPLEXERS IN EACH SECTOR. ONLY (1) AISG CONNECTION IS REQUIRED PER SECTOR.
- RET MOTORS CAN BE FACTORY INSTALLED IN KATHREIN ANTENNAS. PART NO. VARIES BY ANTENNA TYPE.

(F) - FUTURE ANTENNA



**RET CONTROL DIAGRAM (TYPICAL - KATHREIN)  
INDIRECT CONNECTION CONFIGURATION.**

DETAIL 1421



**BECHTEL COMMUNICATIONS**  
9200 BERGER ROAD  
COLUMBIA, MD 21046

**Dewberry**  
Dewberry Engineers Inc.  
EAST SHORE PLAZA SOUTH  
100 EAST SHORE DRIVE SUITE 100  
MT. LAUREL, NEW JERSEY 08054  
TEL: 856.981.1000  
FAX: 856.981.1001

**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611



7150 STANDARD DRIVE  
HANOVER, MD 21076

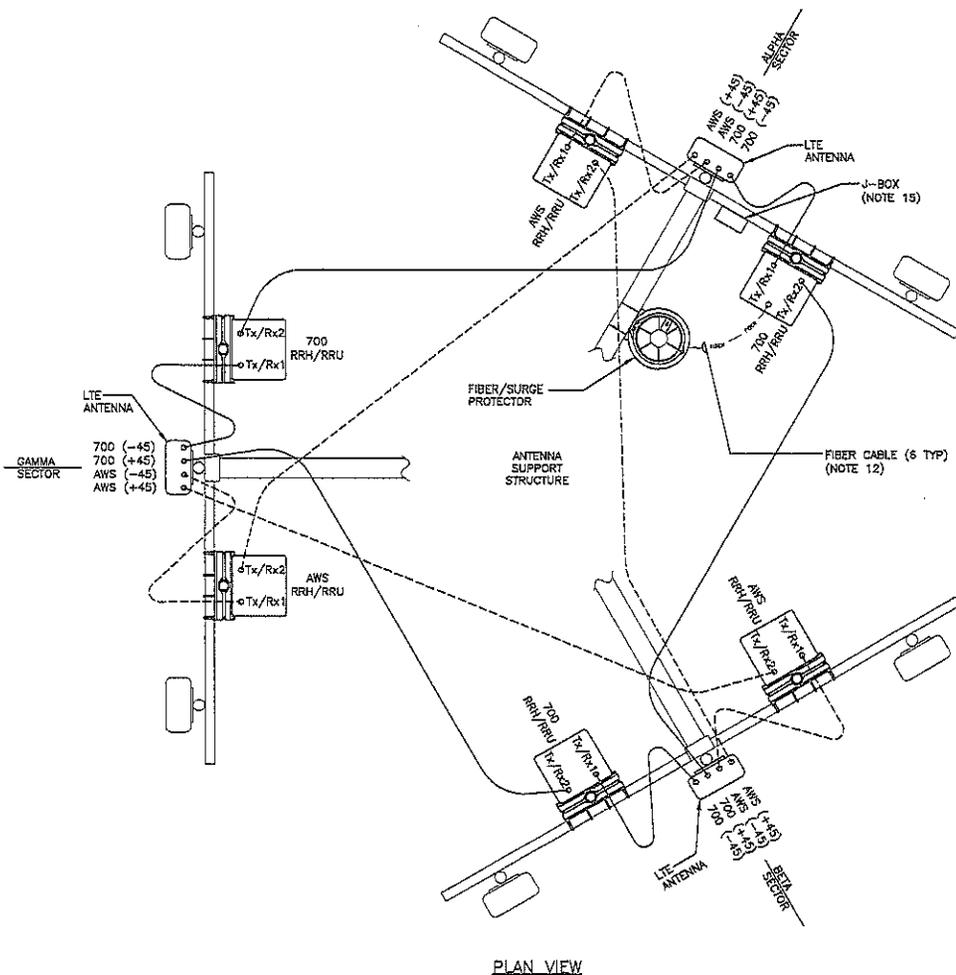
NO.	DATE	REVISIONS	BY	CHK	APP'D
1	03/01/13	PLAN CHECK	LWR	NSB	NSB
2	11/26/12	ISSUED FOR CONSTRUCTION	WN	NSB	NSB

SCALE: AS SHOWN    DESIGNED BY: MN    DRAWN BY: MN

SEAL  
NICK S. BERTHO  
PROFESSIONAL ENGINEER  
VA LICENSE # 492170

**AT&T  
LTE PROJECT**

JOB NUMBER	DRAWING NUMBER	REV
25736-435	L4-VA-3405-	E7 1



**NOTES:**

1. THE CROSS SECTOR REDUNDANCY FEATURE (CSRF) SHALL BE IMPLEMENTED ONLY ON TOWER SITES, WHERE THE REMOTE RADIOS (RRH/RRU) ARE MOUNTED ON THE TOP OF THE TOWER. CSRF SHALL NOT BE DEPLOYED ON ROOFTOP SITES, DAS SYSTEMS, OR WHERE THE RRH/RRU IS MOUNTED ON THE GROUND.
2. CSRF SHALL NOT BE DEPLOYED ON TOWER TOP SITES, WHICH HAVE TWO DIFFERENT RADIATION CENTER LINES ACROSS ANY TWO OR MORE SECTORS.
3. CONSULT WITH AT&T MARKET PERSONNEL TO DETERMINE UPON WHICH LTE WAVE, THE CSRF WILL BE DEPLOYED.
4. THE MAXIMUM JUMPER LENGTH SHOULD NOT EXCEED 35 FEET FOR 700 MHZ AND AWS FREQUENCIES. (CONSULT WITH LOCAL MARKET RF FOR ADDITIONAL GUIDANCE.)
5. IN THE EVENT TOWER TOP SITES CANNOT MEET THESE IMPLEMENTATION RESTRICTIONS, THE RRHs/RRUs SHALL BE CONNECTED TO THE ANTENNA IN THE TRADITIONAL CONFIGURATION. (E.G. LOW RF HEIGHT ON A SELF-SUPPORT TOWER, WHERE THE DISTANCE BETWEEN SECTORS WOULD REQUIRE EXCESSIVELY LONG JUMPERS BETWEEN ADJACENT SECTORS.)
6. ALL RF CABLE (JUMPER) LENGTHS SHALL BE WITHIN 8 FEET OF EACH OTHER ACROSS ALL SECTORS. FOR EXAMPLE, ALPHA SECTOR'S SHORTEST JUMPER IS 6 FEET IN LENGTH. THEREFORE, GAMMA SECTOR'S LONGEST JUMPER CAN BE NO MORE THAN 15 FEET LONG (6 + 9 = 15).
7. FOR SITES WHERE CSRF WILL BE IMPLEMENTED WITH EXISTING LTE EQUIPMENT, EXISTING RF JUMPER MAY BE REUSED, INSTALLER SHALL MEASURE JUMPERS AND ENSURE LENGTHS COMPLY WITH NOTE 6.
8. ALL RF CABLES JUMPERS SHALL USE PRE-MADE JUMPERS WITH PRE-INSTALLED CONNECTORS ON BOTH ENDS.
9. ALL RF JUMPERS SHALL BE LDF OR LDF12 JUMPERS FROM APPROVED RF JUMPER CABLE MANUFACTURERS (ANDREW AND RFS), DO NOT USE SUPERFLEX.
10. RF JUMPER CONNECTORS SHALL BE INSTALLED WITH PROPER TORQUE AND WEATHERPROOFING.
11. JUMPERS SHALL HAVE RF SWEEP PERFORMED.
12. ALL FIBER CABLES SHALL BE OF THE SAME LENGTH FROM THE FIBER/DC SURGE PROTECTION BOX TO THE RRH/RRU. ANY EXCESS FIBER SHOULD BE SPOOLED IN THE FIBER MANAGEMENT BOX.
13. JUMPERS SHALL BE SUPPORTED AT INTERVALS NOT EXCEEDING 3 FEET.
14. THIS DETAIL SHOWS LTE RF JUMPER CONNECTION, ROUTING IS DIAGRAMMATIC. SEE ANTENNA PLAN IN THIS SET OF DRAWINGS FOR ACTUAL LOCATION OF ANTENNAS AND REMOTE RADIOS.
15. WHEN CONDUIT AND JUNCTION BOXES (1 PER SECTOR) ARE SCOPED BY MARKET, COIL EXCESS FIBER CABLE IN JUNCTION BOX.
16. DO NOT DEPLOY CSRF ON THE SECOND CARRIER LTE.

LEGEND:	
AWS RRH/RRU COAX CABLE JUMPER	-----
700 MHZ RRH/RRU COAX CABLE JUMPER	—————

**LTE CROSS SECTOR REDUNDANCY FEATURE (CSRF) JUMPER CONFIGURATION**

DETAIL 1506  
NTS

	<b>BECHTEL COMMUNICATIONS</b> 9200 BERGER ROAD COLUMBIA, MD 21046		<b>Dewberry Engineers Inc.</b> <small>ONLY DATE SIGNATURES COVERED          120 EAST 10TH STREET, SUITE 100          FT. LAUDERDALE, FL 33304          TEL: 754.346.0000          FAX: 754.346.0000</small>	<b>SITE NAME: TOWN OF BERRYVILLE - WC927</b> <b>SITE ID NUMBER: 3405</b>		<b>7150 STANDARD DRIVE</b> HANOVER, MD 21076	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NO.</td> <td>DATE</td> <td>REVISIONS</td> <td>BY</td> <td>CHK</td> <td>APP'D</td> </tr> <tr> <td>1</td> <td>04/11/13</td> <td>RF - LTE AND 2D LTE DISPLAY</td> <td>EUR</td> <td>NSB</td> <td>NSB</td> </tr> <tr> <td>0</td> <td>11/26/12</td> <td>ISSUED FOR CONSTRUCTION</td> <td>MIN</td> <td>NSB</td> <td>NSB</td> </tr> </table>	NO.	DATE	REVISIONS	BY	CHK	APP'D	1	04/11/13	RF - LTE AND 2D LTE DISPLAY	EUR	NSB	NSB	0	11/26/12	ISSUED FOR CONSTRUCTION	MIN	NSB	NSB		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>AT&amp;T LTE PROJECT</b></td> </tr> <tr> <td style="text-align: center;">JOB NUMBER</td> <td style="text-align: center;">DRAWING NUMBER</td> </tr> <tr> <td style="text-align: center;">25736-435</td> <td style="text-align: center;">L4-VA-3405- E8   1</td> </tr> </table>	<b>AT&amp;T LTE PROJECT</b>		JOB NUMBER	DRAWING NUMBER	25736-435	L4-VA-3405- E8   1
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<b>AT&amp;T LTE PROJECT</b>																																	
JOB NUMBER	DRAWING NUMBER																																
25736-435	L4-VA-3405- E8   1																																

SECTOR A

RRH/RRU PORT	TAPE BAND COLOR: RED & WHITE
700MHz TX1/RX1	(1) RED
700MHz TX2/RX2	(2) RED
2100 MHz TX1/RX1	(3) RED
2100 MHz TX2/RX2	(4) RED
850 MHz TX1/RX1	(1) RED, (1) WHITE
850 MHz TX2/RX2	(2) RED, (2) WHITE
1900 MHz TX1/RX1	(1) RED, (1) WHITE, (1) RED
1900 MHz TX2/RX2	(1) RED, (1) WHITE, (1) RED, (1) WHITE

SECTOR B

RRH/RRU PORT	TAPE BAND COLOR: BLUE & YELLOW
700MHz TX1/RX1	(1) BLUE
700MHz TX2/RX2	(2) BLUE
2100 MHz TX1/RX1	(3) BLUE
2100 MHz TX2/RX2	(4) BLUE
850 MHz TX1/RX1	(1) BLUE, (1) YELLOW
850 MHz TX2/RX2	(2) BLUE, (2) YELLOW
1900 MHz TX1/RX1	(1) BLUE, (1) YELLOW, (1) BLUE
1900 MHz TX2/RX2	(1) BLUE, (1) YELLOW, (1) BLUE, (1) YELLOW

SECTOR C

RRH/RRU PORT	TAPE BAND COLOR: GREEN & BROWN
700MHz TX1/RX1	(1) GREEN
700MHz TX2/RX2	(2) GREEN
2100 MHz TX1/RX1	(3) GREEN
2100 MHz TX2/RX2	(4) GREEN
850 MHz TX1/RX1	(1) GREEN, (1) BROWN
850 MHz TX2/RX2	(2) GREEN, (2) BROWN
1900 MHz TX1/RX1	(1) GREEN, (1) BROWN, (1) GREEN
1900 MHz TX2/RX2	(1) GREEN, (1) BROWN, (1) GREEN, (1) BROWN

SECTOR D

RRH/RRU PORT	TAPE BAND COLOR: YELLOW & WHITE
700MHz TX1/RX1	(1) YELLOW
700MHz TX2/RX2	(2) YELLOW
2100 MHz TX1/RX1	(3) YELLOW
2100 MHz TX2/RX2	(4) YELLOW
850 MHz TX1/RX1	(1) YELLOW, (1) WHITE
850 MHz TX2/RX2	(2) YELLOW, (2) WHITE
1900 MHz TX1/RX1	(1) YELLOW, (1) WHITE, (1) YELLOW
1900 MHz TX2/RX2	(1) YELLOW, (1) WHITE, (1) YELLOW, (1) WHITE

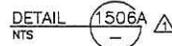
SECTOR E

RRH/RRU PORT	TAPE BAND COLOR: WHITE & BROWN
700MHz TX1/RX1	(1) WHITE
700MHz TX2/RX2	(2) WHITE
2100 MHz TX1/RX1	(3) WHITE
2100 MHz TX2/RX2	(4) WHITE
850 MHz TX1/RX1	(1) WHITE, (1) BROWN
850 MHz TX2/RX2	(2) WHITE, (2) BROWN
1900 MHz TX1/RX1	(1) WHITE, (1) BROWN, (1) WHITE
1900 MHz TX2/RX2	(1) WHITE, (1) BROWN, (1) WHITE, (1) BROWN

SECTOR F

RRH/RRU PORT	TAPE BAND COLOR: ORANGE & BLUE
700MHz TX1/RX1	(1) ORANGE
700MHz TX2/RX2	(2) ORANGE
2100 MHz TX1/RX1	(3) ORANGE
2100 MHz TX2/RX2	(4) ORANGE
850 MHz TX1/RX1	(1) ORANGE, (1) BLUE
850 MHz TX2/RX2	(2) ORANGE, (2) BLUE
1900 MHz TX1/RX1	(1) ORANGE, (1) BLUE, (1) ORANGE
1900 MHz TX2/RX2	(1) ORANGE, (1) BLUE, (1) ORANGE, (1) BLUE

CSRF JUMPER COAX COLOR CODE



AC POWER PANEL No. 1										
120/240 VOLTS, 1-PHASE, 3-WIRE, 200A										
MAIN BREAKER RATING (A)		200		SYSTEM VOLTAGE (V) : 240						
DESCRIPTION	VA	brk	POSN	L1	L2	POSN	BKR	brk	VA	DESCRIPTION
BLANK			1	0		2				BLANK
SURGE ARRESTOR	0	nc	60	3	2435	4	20	nc	2435	HVAC 2
	0	nc		5	2496	6		nc	2496	
HVAC 1	2496	nc	30	7	2676	8	20	nc	180	RECEPTACLE (EXT)
	2496	nc		9	2676	10	20	nc	180	RECEPTACLE (INT)
LIGHTS (INT & EXT)	1080	nc	20	11	2630	12	20	nc	1550	
	1550	nc		13	3100	14	20	nc	1550	RECTIFIER 4*
RECTIFIER 1*	1550	nc	20	15	3100	16	20	nc	1550	
RECTIFIER 2*	1550	nc	20	17	3100	18	20	nc	1550	RECTIFIER 5*
	1550	nc		19	3100	20	20	nc	1550	RECTIFIER 6*
RECTIFIER 3*	1550	nc	20	21	3100	22	20	nc	1550	
	1550	nc		23	3730	24	30	nc	2180	MESA CABINET VERIZON
SMOKE DETECTOR	5	nc	15	25	1559	26	20	nc	1550	RECTIFIER 7*
POWER FAIL RELAY	1	nc	20	27	1551	28	20	nc	1550	
	1	nc		29	1	30				BLANK
EXHAUST FAN	360	nc	20	31	360	32				BLANK
PDU	1800	nc	15	33	1800	34				BLANK
BLANK				35		36				BLANK
BLANK				37	0	38				BLANK
BLANK				39	0	40				BLANK
PHASE TOTALS (VA): 17832 19543										
CURRENT PER PHASE (A): 149 164 (Amps/phase cannot exceed main breaker rating)										
PANEL TOTAL (VA): 37475 Legend: c = continuous nc = non-continuous										

PANEL CAPACITY (kVA): 48.0  
 PANEL LOADING (100% non-cont. load) (kVA): 37.5  
 PANEL LOADING (125% continuous load) (kVA): 0.0  
 PANEL LOADING (TOTAL) (kVA): 37.5  
 SPARE CAPACITY (kVA): 10.5  
 CONNECTED LOAD (kVA): 37.5

- NOTES:  
 1. INSTALL NEW LINEAGE INFINITY M DC POWER PLANT WITH (7) NE100AC24TEZ RECTIFIERS.  
 2. USE EXISTING 20A DUAL POLE BREAKER IN POSITIONS 13/15, 17/19, 21/23, 12/14 16/18 20/22 AND INSTALL (1) NEW 20A DUAL POLE BREAKER IN POSITION 26/28 FOR NEW RECTIFIER CIRCUITS.  
 3. NEW BREAKERS TO MATCH EXISTING BREAKERS SHORT CIRCUIT RATING.  
 4. NEW CIRCUITS ARE SHOWN IN BOLD WITH ASTERISK(\*).  
 5. THIS PANELBOARD IS EXISTING, UPDATE PANEL SCHEDULE WITH NEW CIRCUITS.

DC CALCULATION AT 24V (RECTIFIER COUNTS)			
TOTAL DC LOAD (A)	FACTORED DC LOAD TO ALLOW MIN 15% GROWTH (A)*	RECTIFIERS CALCULATED	TOTAL RECTIFIERS REQUIRED (N+1)
473	556	6	7

(\* 85% OF RECTIFIER OUTPUT = TOTAL DC LOAD)

NOTES:  
 1. INSTALL NEW LINEAGE INFINITY M DC POWER PLANT WITH (7) NE100AC24TEZ RECTIFIERS FOR A TOTAL DC OUTPUT OF 700A.  
 2. DC CALCULATION BASED ON EXISTING (1) GSM, (1) UMITS, TELCD LOADS AND NEW LTE LOADS.

BECHTEL COMMUNICATIONS  
 9200 BERGER ROAD  
 COLUMBIA, MD 21046

Dewberry Engineers Inc.  
 6421 GATE BUSINESS CENTER  
 123 LANTANA DRIVE SUITE 7  
 MT LAUREL, NEW JERSEY 08054  
 P: 908.261.0000  
 F: 908.261.0000

JOB # 50059801

SITE NAME: TOWN OF BERRYVILLE - WC927  
 SITE ID NUMBER: 3405

201 TOM WHITACRE CIRCLE  
 BERRYVILLE, VA 22811

at&t  
 Mobility

7150 STANDARD DRIVE  
 HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
0	11/26/12	ISSUED FOR CONSTRUCTION	MIN	NSB	NSB

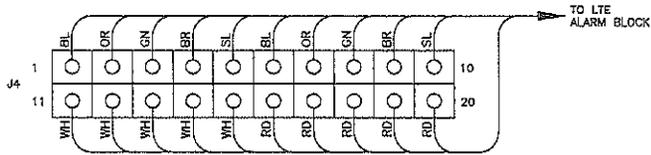
SCALE: AS SHOWN  
 DESIGNED BY: MIN  
 DRAWN BY: MIN

NICK S. BERTONE  
 PROFESSIONAL ENGINEER  
 VA REGISTRATION # 472370

AT&T  
 LTE PROJECT

CSRF JUMPER COAX COLOR CODE, AC PANEL SCHEDULE AND DC CALCULATION

JOB NUMBER	DRAWING NUMBER	REV
25735-435	L4-VA-3405- E9	0



PIN NOS.	SIGNAL NAME	DESCRIPTION
1, 11	PCR	POWER CRITICAL
2, 12	PMJ	POWER MAJOR
3, 13	PMN	POWER MINOR
4, 14	BD	BATTERY ON DISCHARGE
5, 15	VLV	VERY LOW VOLTAGE
6, 16	FAJ	EXTERNAL FUSE ALARM
7, 17	ACF	AC FAILURE
8, 18	RFA	RECTIFIER FAILURE
9, 19	MRFA	MULTI RECTIFIER FAILURE
10, 20	HV	HIGH VOLTAGE

**NOTES:**

- ALARM OUTPUT CABLE IS 24 AWG SOLID Cu TWISTED PAIR AND IS AVAILABLE FROM GE/LINEAGE IN 50 FT LENGTH (CC848617635) AND 150 FT LENGTH (CC848617643).
- INSTALLER TO PLACE ALARM RELAY JUMPERS IN "OPEN ON ALARM" POSITION.

**CONNECTION DIAGRAM GE INFINITY-M  
DC POWER PLANT ALARM**

DETAIL 1474A  
NTS

PANEL C 24V, 600A

POSN	BRKR (A)	DESCRIPTION
1	150 *	UMTS CABINET 1 CIRCUIT 1
2	-	LEAVE UNUSED
3	-	LEAVE UNUSED
4	150 *	UMTS CABINET 1 CIRCUIT 2
5	-	LEAVE UNUSED
6	-	LEAVE UNUSED
7	150 *	UMTS CABINET 1 CIRCUIT 3
8	-	LEAVE UNUSED
9	-	LEAVE UNUSED
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

PANEL A SELECTED VOLTAGE: 24V, 600A

POSN	BRKR (A)	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

PANEL B SELECTED VOLTAGE: 48V, 600A

POSN	BRKR (A)	DESCRIPTION
1	15	LTE 700 RRU/RRU SECTOR A
2	15	LTE 700 RRU/RRU SECTOR B
3	15	LTE 700 RRU/RRU SECTOR C
4	15	LTE AWS RRU/RRU SECTOR A
5	15	LTE AWS RRU/RRU SECTOR B
6	15	LTE AWS RRU/RRU SECTOR C
7	20	LTE INDOOR 700 BASEBAND
8	20	LTE INDOOR 2100 BASEBAND
9		
10		
11		
12		
13	1	LEAVE UNUSED
14		
15	100*	LTE OUTDOOR BASEBAND CABINET
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

PANEL D 24V, 600A

POSN	BRKR (A)	DESCRIPTION
1		
2	250 *	GSM CABINET 1
3	-	LEAVE UNUSED
4	-	LEAVE UNUSED
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

**NOTES:**

- ALL BREAKERS 70A AND GREATER REQUIRE ONE (1) UNUSED POSITION ON EACH SIDE.
- PANELS A & B ARE SELECTABLE FOR 24V OR 48V DISTRIBUTION. INSTALLER TO SETUP VOLTAGE SECTION AS SHOWN.
- 2-POSITION AND 3-POSITION BREAKERS REQUIRE AN ADAPTER PLATE ON LOAD TERMINALS AND RETURN BUS.

**DC PANEL SCHEDULE  
GE INFINITY-M  
+24V PRIMARY, -48V SECONDARY**

DETAIL 1474B  
NTS



**BECHTEL COMMUNICATIONS**  
9200 BERGER ROAD  
COLUMBIA, MD 21046



JOB # 50055901

**SITE NAME: TOWN OF  
BERRYVILLE - WC927  
SITE ID NUMBER: 3405**

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611



7150 STANDARD DRIVE  
HANOVER, MD 21075

NO.	DATE	REVISIONS	BY	CHK	APP
1	04/11/13	IPC - LTE AND DC LITE OVERLAY	LHR	NSB	NSB
0	11/26/12	ISSUED FOR CONSTRUCTION	MN	NSB	NSB

SCALE: AS SHOWN    DESIGNED BY: MN    DRAWN BY: MN

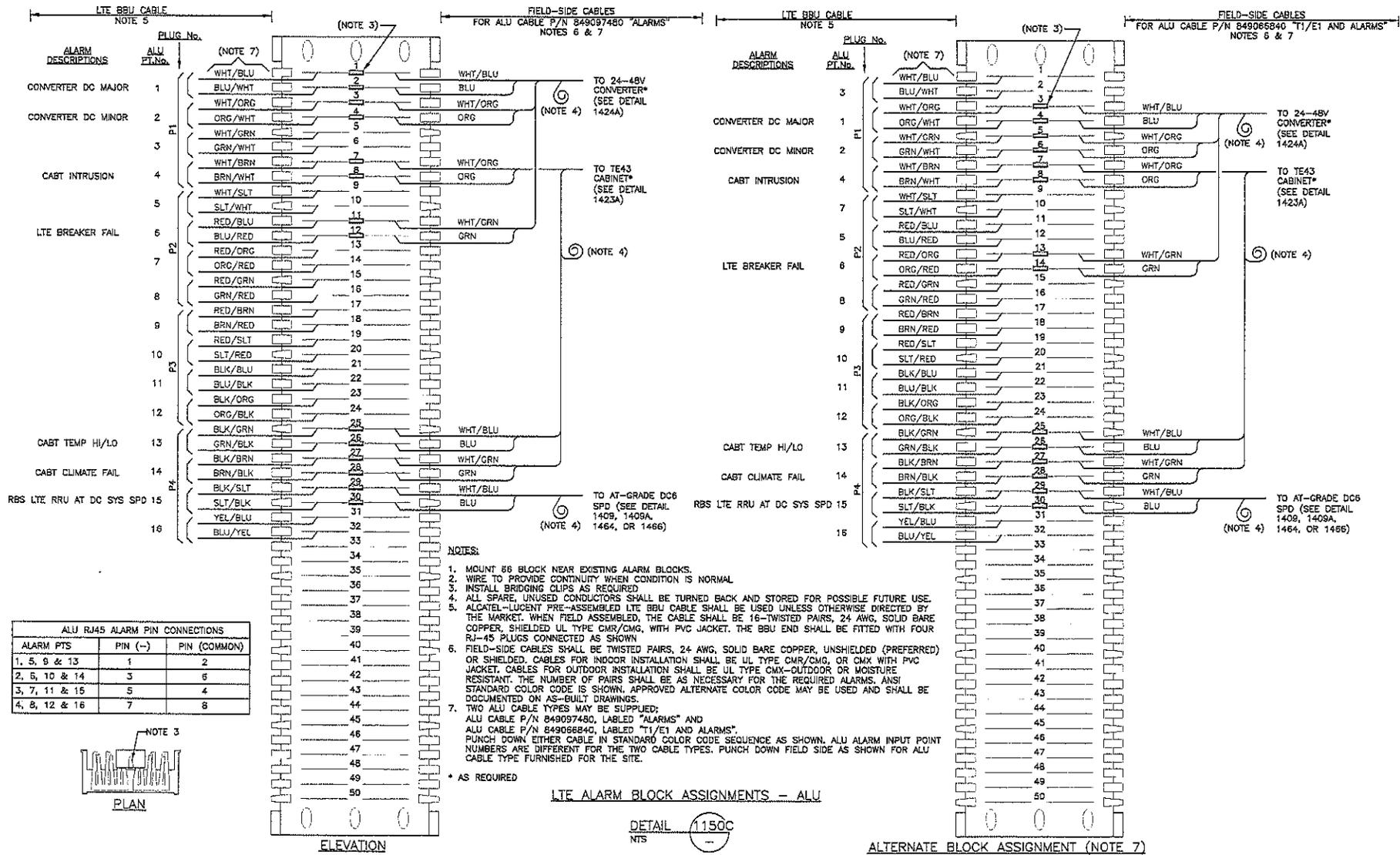
SEAL  
NICK S. BERTS  
PROFESSIONAL ENGINEER  
VA LICENSE # 12370

**AT&T  
LTE PROJECT**



GE INFINITY-M - CONNECTION  
DIAGRAM AND DC PANEL SCHEDULE

JOB NUMBER	DRAWING NUMBER	REV
25735-435	L4-VA-3405-E10	1



**BECHTEL COMMUNICATIONS**  
9200 BERGER ROAD  
COLUMBIA, MD 21046

**Dewberry**  
Dewberry Engineers Inc.  
FAST DATA RESPONSE SERVICE  
100 SOUTH BRIDGE STREET  
NEW LONDON, NEW JERSEY 08058  
PHONE: 908.526.2200  
FAX: 908.526.0800

JOB # 50055901

**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611

**at&t**  
Mobility

7150 STANDARD DRIVE  
HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
1	11/26/12	ISSUED FOR CONSTRUCTION	MN	HSG	MSB

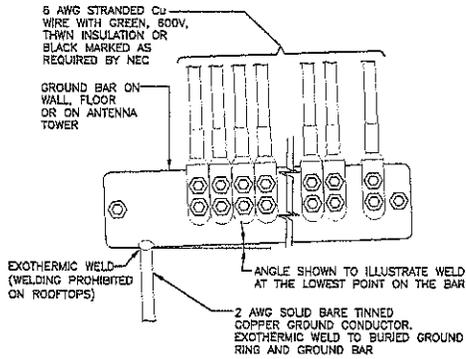
SCALE: AS SHOWN  
DESIGNED BY: MN  
DRAWN BY: MN

SEALED  
NICK S. BERTHOUD  
PROFESSIONAL ENGINEER  
VA LICENSE # 22370

**AT&T LTE PROJECT**

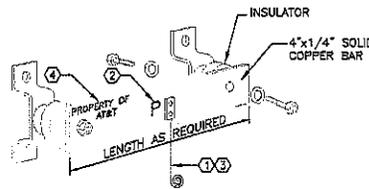
**LTE ALARM BLOCK ASSIGNMENTS - ALU**

JOB NUMBER: 25736-435  
DRAWING NUMBER: L4-VA-3405- E11  
REV: 0



INSTALLATION OF GROUND WIRE TO COAX CABLE GROUND BAR

DETAIL 1429  
NTS



EACH GROUND CONDUCTOR TERMINATING ON ANY GROUND BAR SHALL HAVE AN IDENTIFICATION TAG ATTACHED AT EACH END THAT WILL IDENTIFY ITS ORIGIN AND DESTINATION.

CONNECTION FOR:  
COAXIAL CABLE SHIELD  
CABLE ENTRY PORTS (HATCH PLATES)  
24V & 48V DC POWER RETURN BAR  
TELECO GROUND BAR

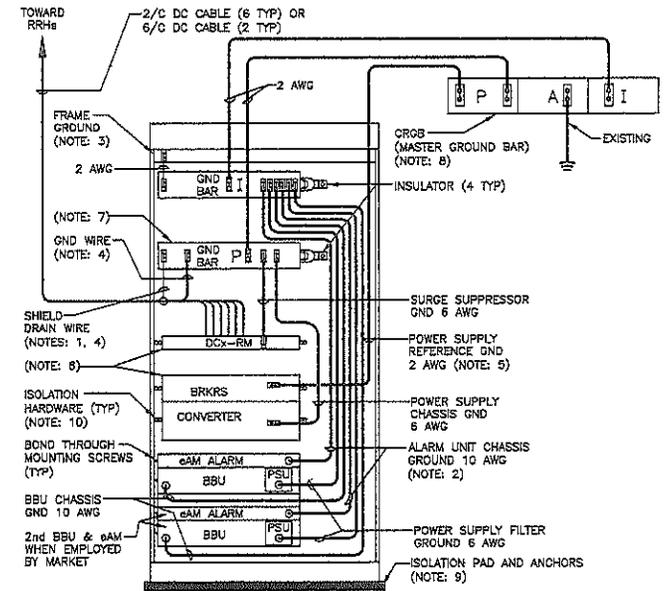
COAXIAL CABLE SURGE SUPPRESSORS  
RECTIFIER FRAMES  
GENERATOR FRAME WORK  
MASTER GROUND BAR

DETAIL NOTES: ○

- TWO-HOLE, LONG BARREL COMPRESSION LUG WITH 2 AWG STRANDED COPPER CONDUCTOR AND GREEN THW INSULATION TO GROUND BAR. ROUTE CONDUCTOR AS APPLICABLE TO BURIED GROUND CONDUCTOR OR MASTER GROUND BAR AND CONNECT WITH TWO-HOLE LUG TO "P" SECTION.
- USE PERMANENT MARKER TO LABEL THE WHOLE BAR AS "P" WITH 1" HIGH LETTERS.
- FOR GROUND BAR LOCATED OUTDOORS, ON-GRADE ONLY, EXOTHERMICALLY WELD A 2 AWG BARE TINNED COPPER CONDUCTOR TO GROUND BAR AND EXOTHERMICALLY WELD TO BURIED GROUND CONDUCTOR.
- GROUND BARS SHALL BE TINNED COPPER AND SHALL BE ENGRAVED OR IMPRESSED "STOLEN-DO NOT RECYCLE" AND/OR "PROPERTY OF AT&T", ETCHED OR STAMPED WITH SITE FA LOCATION AND SECURED WITH ANTI-THEFT HARDWARE.

SUPPLEMENTAL/SECTOR GROUND BAR

DETAIL 1124  
NTS



NOTES:

- WHEN SHIELDED DC POWER CABLES ARE USED CONNECT EACH SHIELD DRAIN WIRE TO THE RACK GROUND BAR INDEPENDENTLY. THE SIZE OF THE DRAIN WIRE IS 12, 14 OR 16 AWG RESPECTIVELY FOR CABLE CONDUCTOR SIZE OF 8, 10 OR 12 AWG. CABLE TERMINALS SHALL BE SIZED ACCORDINGLY.
- PROVIDE GROUND WIRE WHEN ENHANCED ALARM MODULE (EAM) IS EMPLOYED BY MARKET.
- REMOVE PAINT TO BARE METAL OR BRUSH CLEAN THE CONTACT SURFACE OF ALUMINUM FRAMES AND APPLY NO-OX COMPOUND TO MAKE THE FRAME GROUND CONNECTION. STAINLESS STEEL BOLTS AND NUTS SHALL BE USED. SELF-TAPPING SCREWS ARE NOT PERMITTED.
- THE GROUND WIRE AND IF PRESENT, THE SHIELD DRAIN WIRE SHALL BE ENGAGED WITH CLEAR HEAT SHRINK AT THE POINT WHERE THE BARE WIRE(S) EXIT THE CABLE JACKET TO THE TERMINATION LUG.
- PROVIDE "DO NOT REMOVE" TAGS AT BOTH TERMINATIONS OF POWER SUPPLY REFERENCE GROUND.
- INSTALL DCx-RM AND CONVERTER/BREAKER UNIT WHEN APPLICABLE. SEE SYSTEM DIAGRAM.
- GROUND BAR "P" IS NOT REQUIRED WHERE BOTH DCx-RM AND CONVERTER/BREAKER UNIT ARE NOT INSTALLED.
- RE-ARRANGEMENT OF GROUND WIRES ONTO THE CRBG SECTIONS "P", "A", "I" IS NOT REQUIRED WHERE THE SECTION DIVISIONS ARE NOT PRE-EXISTING.
- ISOLATE FRAME FROM FLOOR WITH POLYESTER FIBERGLASS PAD & NYLON SLEEVE WASHERS, COOPER B-LINE OR SIMILAR.
- ISOLATE DCx-RM AND CONVERTER/BREAKER UNIT FROM FRAME WITH 1" STAND-OFF ISOLATOR, B-LINE P/N SB1154 OR SIMILAR.

LTE FRAME GROUNDING-ALU

DETAIL 1452  
NTS

EACH GROUND CONDUCTOR TERMINATING ON ANY GROUND BAR SHALL HAVE AN IDENTIFICATION TAG ATTACHED AT EACH END THAT WILL IDENTIFY ITS ORIGIN AND DESTINATION.

CONNECTION FOR:  
ALL COMMUNICATIONS EQUIPMENT FRAMES.  
MASTER GROUND BAR (2 AWG)

DETAIL NOTES:

- TWO-HOLE, LONG BARREL COMPRESSION LUG WITH 2 AWG STRANDED COPPER CONDUCTOR AND GREEN THW INSULATION TO GROUND BAR. ROUTE CONDUCTOR TO MASTER GROUND BAR AND CONNECT WITH TWO-HOLE LUG TO "I" SECTION.
- USE PERMANENT MARKER TO LABEL THE WHOLE BAR AS "I" WITH 1" HIGH LETTERS.

(IGB) ISOLATED GROUND BAR

DETAIL 1120  
NTS



BECHTEL COMMUNICATIONS  
9200 BERGER ROAD  
COLUMBIA, MD 21046



JOB # 50055901

SITE NAME: TOWN OF  
BERRYVILLE - WC927  
SITE ID NUMBER: 3405

201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611



7150 STANDARD DRIVE  
HANOVER, MD 21076

NO.	DATE	REVISIONS	BY	CHK	APP'D
1	04/11/13	PC - LTE AND DC LTE OVERLAY	LMP	NSB	NSB
2	11/26/12	ISSUED FOR CONSTRUCTION	MY	NSB	NSB

SCALE: AS SHOWN  
DESIGNED BY: MN  
DRAWN BY: MN

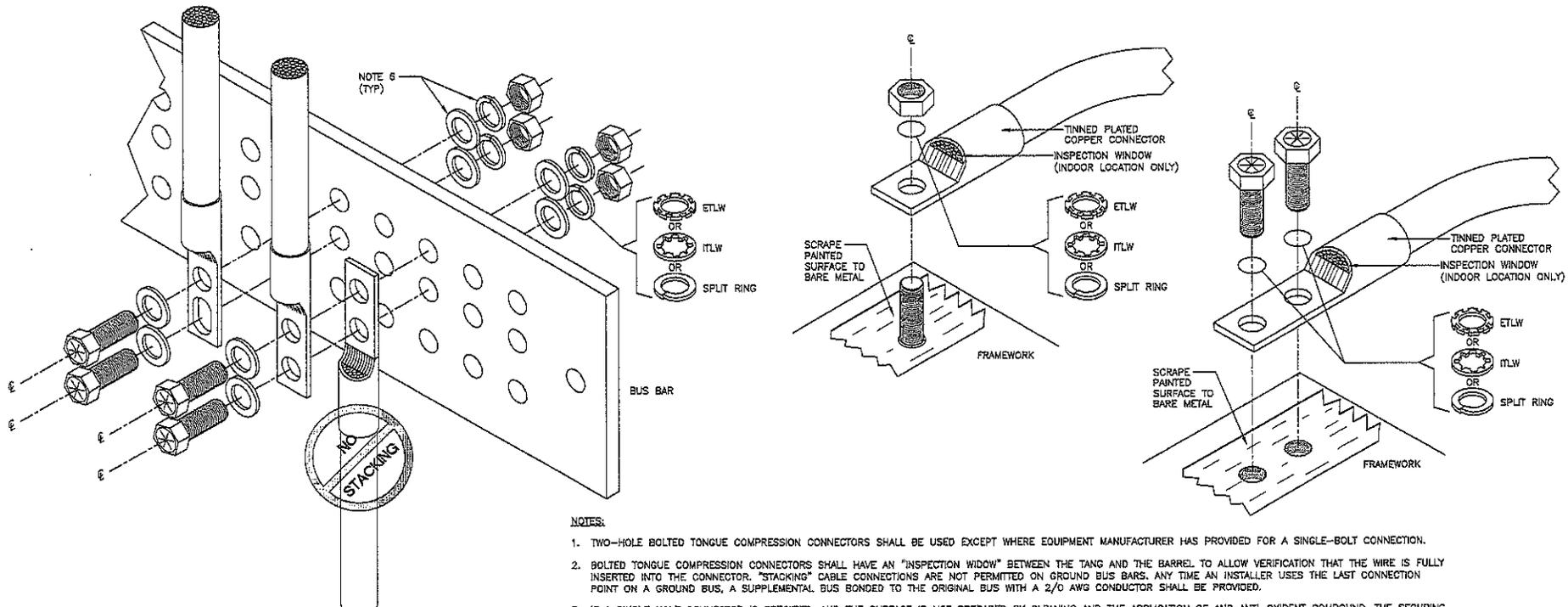
SEAL OF PROFESSIONAL ENGINEER  
NICK S. BERTS  
PROFESSIONAL ENGINEER  
VA LICENSE # 22370

AT&T  
LTE PROJECT



GROUNDING DETAILS - 1

JOB NUMBER	DRAWING NUMBER	REV
25736-435	L4-VA-3405-	E12 1



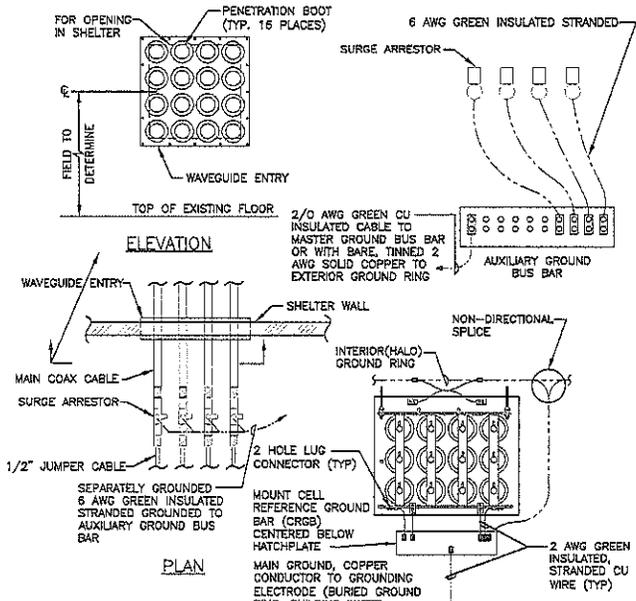
**NOTES:**

1. TWO-HOLE BOLTED TONGUE COMPRESSION CONNECTORS SHALL BE USED EXCEPT WHERE EQUIPMENT MANUFACTURER HAS PROVIDED FOR A SINGLE-BOLT CONNECTION.
2. BOLTED TONGUE COMPRESSION CONNECTORS SHALL HAVE AN "INSPECTION WINDOW" BETWEEN THE TANG AND THE BARREL TO ALLOW VERIFICATION THAT THE WIRE IS FULLY INSERTED INTO THE CONNECTOR. "STACKING" CABLE CONNECTIONS ARE NOT PERMITTED ON GROUND BUS BARS. ANY TIME AN INSTALLER USES THE LAST CONNECTION POINT ON A GROUND BUS, A SUPPLEMENTAL BUS BONDED TO THE ORIGINAL BUS WITH A 2/0 AWG CONDUCTOR SHALL BE PROVIDED.
3. IF A SINGLE HOLE CONNECTOR IS SPECIFIED, AND THE SURFACE IS NOT PREPARED BY CLEANING AND THE APPLICATION OF AN ANTI-OXIDANT COMPOUND, THE SECURING HARDWARE SHALL INCLUDE AN EXTERNAL TOOTH TYPE LOCK WASHER (STAR WASHER) PLACED BETWEEN THE CONNECTOR AND THE SURFACE TO WHICH THE CONNECTOR IS SECURED. THE CONNECTION SHALL ALSO HAVE A SPLIT RING OR EXTERNAL TOOTH LOCK WASHER INSTALLED BETWEEN THE LUG AND THE BOLT HEAD SECURING IT.
4. A THIN LAYER OF CONDUCTIVE ANTI-OXIDANT COMPOUND SHALL BE APPLIED TO MATING SURFACES AND USE STAINLESS STEEL BOLTS, NUTS AND WASHERS FOR ALL CONNECTIONS OF DISSIMILAR METALS.
5. PAINT REMOVED FROM OUTDOOR SURFACES SHALL BE TOUCHED-UP AFTER GROUNDING CONNECTION IS MADE.
6. CORRECTLY SIZED WASHERS SHOULD BE USED WITH A NUT AND BOLT. THE WASHER SHOULD CARRY THE SAME SIZE DESIGNATION AS THE BOLT, SUCH AS 1/4 INCH. USING A WASHER THAT IS TOO LARGE MAY CAUSE THE BOLT OR NUT TO PULL THROUGH THE WASHER OR TO MAKE FULL CONTACT WITH ITS INTENDED SURFACE.
7. UN-TINNED COPPER BUS BAR SHALL BE BURNISHED TO A BRIGHT FINISH BEFORE ANTI-OXIDANT IS APPLIED AND TERMINATIONS COMPLETED.

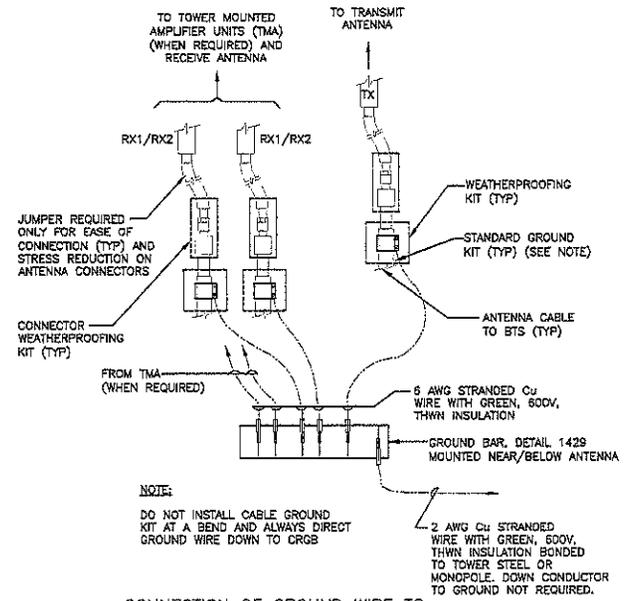
GROUNDING DETAILS AND NOTES

DETAIL 1197  
NTS

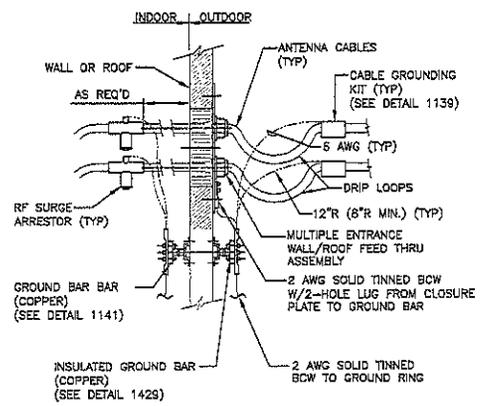
	<b>BECHTEL COMMUNICATIONS</b> 9200 BERGER ROAD COLUMBIA, MD 21046		<b>Dewberry Engineers Inc.</b> <small>120 EAST 95TH STREET          NEW YORK, NY 10023          TEL: 212 512 2000          FAX: 212 512 2000</small>		<b>AT&amp;T</b> Mobility		<b>AT&amp;T LTE PROJECT</b>																										
		<b>SITE NAME: TOWN OF BERRYVILLE - WC927</b> <b>SITE ID NUMBER: 3405</b>		7150 STANDARD DRIVE HANOVER, MD 21075		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NO.</td> <td>DATE</td> <td>REVISIONS</td> <td>BY</td> <td>CHK</td> <td>APP'D</td> </tr> <tr> <td>0</td> <td>11/26/12</td> <td>ISSUED FOR CONSTRUCTION</td> <td>MIN</td> <td>NSB</td> <td>NSB</td> </tr> <tr> <td colspan="6">SCALE: AS SHOWN    DESIGNED BY: MIN    DRAWN BY: MIN</td> </tr> </table>		NO.	DATE	REVISIONS	BY	CHK	APP'D	0	11/26/12	ISSUED FOR CONSTRUCTION	MIN	NSB	NSB	SCALE: AS SHOWN    DESIGNED BY: MIN    DRAWN BY: MIN						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">GROUNDING DETAILS - 2</td> </tr> <tr> <td style="width: 50%;">JOB NUMBER</td> <td style="width: 50%;">DRAWING NUMBER</td> </tr> <tr> <td>25736-435</td> <td>L4-VA-3405-E13 Q</td> </tr> </table>		GROUNDING DETAILS - 2		JOB NUMBER	DRAWING NUMBER	25736-435	L4-VA-3405-E13 Q
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25736-435	L4-VA-3405-E13 Q																																
JOB # 50055901		201 TOM WHITACRE CIRCLE BERRYVILLE, VA 22611																															



**PLAN**  
**OPTIONAL TRAPEZE MOUNTING**  
**SURGE ARRESTOR GROUNDING**  
**INSIDE SHELTER**  
 DETAIL 1141  
 NTS



**CONNECTION OF GROUND WIRE TO**  
**TOWER/MONOPOLE/ROOFTOP**  
 DETAIL 1140  
 NTS



**EXTERIOR ANTENNA CABLE GROUNDING**  
**AT SHELTER COAX ENTRY PORT**  
 DETAIL 1143  
 NTS



**BECHTEL COMMUNICATIONS**  
 9200 BERGER ROAD  
 COLUMBIA, MD 21045

**Dewberry**  
 Dewberry Engineers Inc.  
CAMP STATE SUBSIDIARY COMPANY  
 201 MARKET STREET, SUITE 200  
 BALTIMORE, MD 21201  
 TEL: 410.528.2000  
 FAX: 410.528.2000  
 JOB # 50055901

**SITE NAME: TOWN OF BERRYVILLE - WC927**  
**SITE ID NUMBER: 3405**

201 TOM WHITACRE CIRCLE  
 BERRYVILLE, VA 22611



7150 STANDARD DRIVE  
 HANOVER, MD 21076

NO.	DATE	ISSUED FOR CONSTRUCTION	BY	CHK	APP'D
0	11/26/12	ISSUED FOR CONSTRUCTION	MSB	MSB	
		REVISIONS	BY	CHK	APP'D
SCALE: AS SHOWN   DESIGNED BY: MN   DRAWN BY: MR					



**AT&T**  
**LTE PROJECT**

<b>at&amp;t</b>	
GROUNDING DETAILS - 3	
JOB NUMBER	DRAWING NUMBER
25738-435	L4-VA-3405-E14.0

WW-Tank

## SECOND AMENDMENT TO WATER TANK SITE LEASE AGREEMENT

THIS SECOND AMENDMENT TO WATER TANK LEASE AGREEMENT ("**Second Amendment**"), dated as of the latter of the signature dates below, is by and between **Town of Berryville, VA, a Virginia municipal corporation** having a mailing address of 101 Chalmers Court, Berryville, Virginia, 22611 ("**Lessor**") and **New Cingular Wireless PCS, LLC, a Delaware limited liability company**, successor in interest to Triton PCS Property Company, LLC, having a mailing address of 575 Morosgo Drive, Atlanta, GA 30324 ("**Lessee**").

WHEREAS, Lessor and Lessee entered into a Water Tank Site Lease Agreement dated June 29, 2001, as amended by that certain First Amendment to Water Tank Site License Agreement dated May, 20 2013 (collectively referred to herein as the "**Agreement**"), whereby Lessor leased to Lessee certain Lease Premises, therein described, being a portion of Lessor's water tank located on the Property situated off Tom Whitacre Circle adjacent to the Town of Berryville, in Clarke County, Virginia; and

WHEREAS, Lessee currently has located nine (9) antenna panels on the water tank, and currently pays a monthly rent of Two Thousand Eight Hundred Twelve Dollars and 51/100 (\$ 2,812.51); and

WHEREAS, Lessor and Lessee desire to amend the Agreement to allow for the installation of additional antennas , associated cables, and other communications instruments, and to adjust the rent in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, Lessor and Lessee, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the forgoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

1. **Additional Antennas.** Lessor consents to the installation and operation of three (3) additional antennas, associated cables and equipment as more completely described on attached Exhibit B-2. Exhibit B-2 hereby replaces Exhibit B-1 to the Agreement.

Lessor agrees to the following as a final configuration:

- (12) panel antennas
- (6) TMA
- (6) Diplexers
- (12) 1-5/8" coax cables
- (12) RRH
- (2) DC6
- (6) Junction Boxes
- (2) Fiber Cables
- (4) DC Power Cables

2. **Rent.** Commencing on the first day of the month following the date that the Lessee commences construction, Rent shall be increased by Two Hundred Dollars (\$200.00) per month, subject to adjustments as provided in the Agreement. Upon Lessee's removal of all antennae added

pursuant to this Second Amendment and thirty (30) days prior written notice to Lessor, rent shall reduce by Two Hundred Dollars (\$200.00) per month.

3. **Extension of Lights.** Prior to installation of any new antennas or associated equipment, Lessee shall relocate the two lights located on the top of the water tank to the corral at the height of the top of the highest antenna to be located on the water tank as described in Exhibit B-2.
4. **Painting.** Lessee shall paint the surfaces on all antennas, associated cables, and equipment previously or hereafter installed on the water tank, except those surfaces identified on attached Exhibit C. The surfaces shall be painted the same color as the water tank. The painting of all antennas, cables, and equipment shall be completed within 45 days of installation of the new equipment. Lessee shall maintain in proper condition the paint on all painted surfaces of antennas, cables, and equipment.
5. **Memorandum of Lease.** Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge, and deliver to the other a recordable Memorandum of Lease substantially in the form of the Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.
6. **Other Terms and Conditions Remain** In the event of any inconsistencies between the Agreement and this Second Amendment, the terms of this Second Amendment shall control. Except as expressly set forth in this Second Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Second Amendment.
7. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this Second Amendment on the dates set forth below.

"LESSOR"

Town of Berryville

By: 

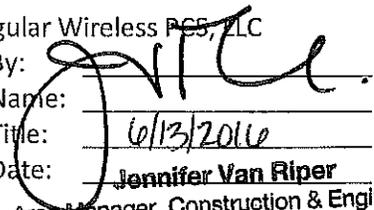
Name: KEITH DALTON

Title: Town Mgr

Date: 6/14/16

"LESSEE"

New Cingular Wireless PCS, LLC

By: 

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

Title: 6/13/2016

Date: Jennifer Van Riper

Area Manager, Construction & Engineering  
AT&T Mobility

[ACKNOWLEDGEMENTS APPEAR ON NEXT PAGE]

LESSOR ACKNOWLEDGEMENT

Municipal Corporation

COMMONWEALTH OF VIRGINIA  
COUNTY OF CLARKE

The forgoing instrument was acknowledged before me on June 14, 2016 (date) by Keith Dalton, Town Manager of the Town of Berryville, Virginia, municipal corporation, on behalf of the Town.

Ann W Phillips  
Notary Public

Printed Name: Ann W. Phillips

My Commission Expires: July 31, 2019



**Ann W. Phillips**  
**NOTARY PUBLIC**  
Commonwealth of Virginia  
Reg. #7623873  
My Commission Expires  
7-31-19

LESSEE ACKNOWLEDGEMENT

Limited Liability Company

STATE OF Maryland  
COUNTY OF Charles

The forgoing instrument was acknowledged before me on June 13th 2016 (date) by Jennifer Van Kester (name and title of officer or agent) of New Cingular Wireless PCS, LLC, a Delaware limited liability company, on behalf of the limited liability company.

Barbara Francis  
Notary Public

Printed Name: \_\_\_\_\_

**BARBARA FRANCIS**  
Notary Public-Maryland  
Charles County  
My Commission Expires  
**September 27, 2017**

My Commission Expires: \_\_\_\_\_

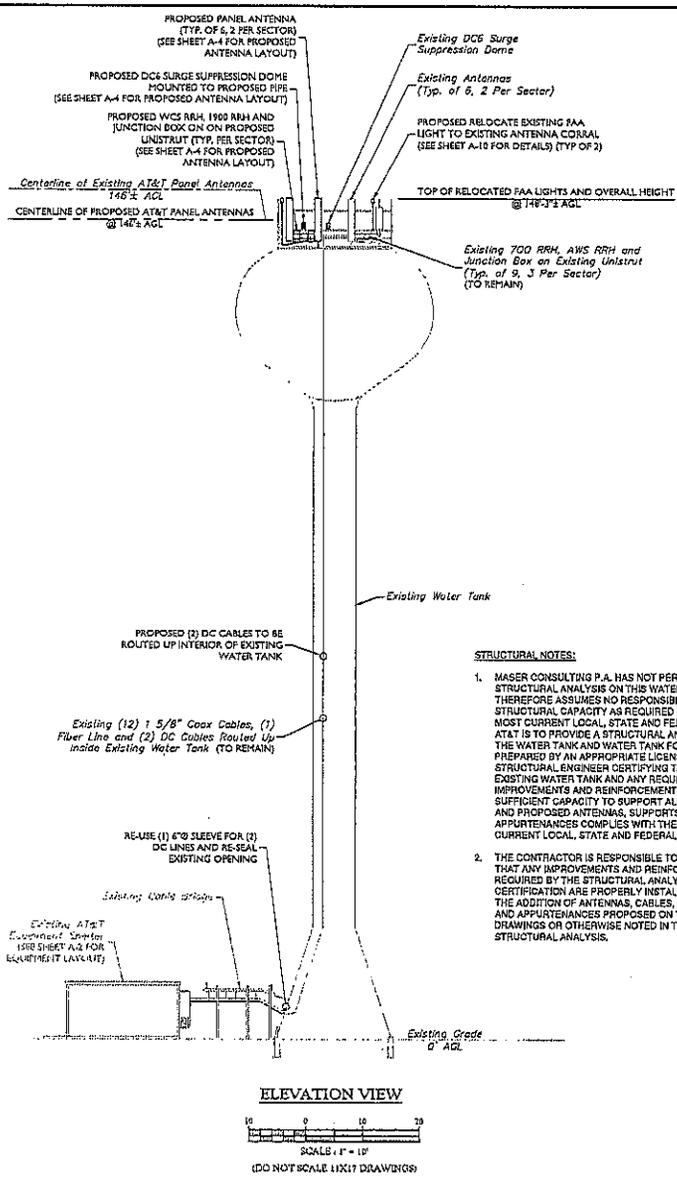
EXHIBIT B-2

See attached construction drawings, consisting of 16 pages, prepared by Maser Consulting P.A.

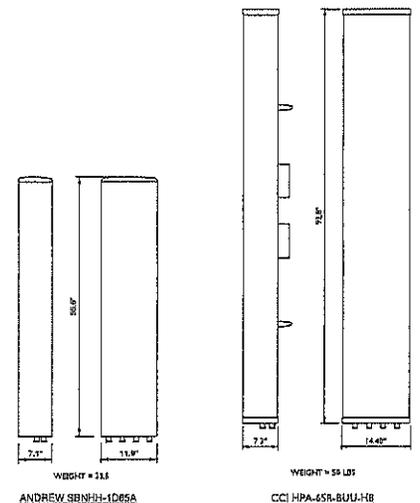
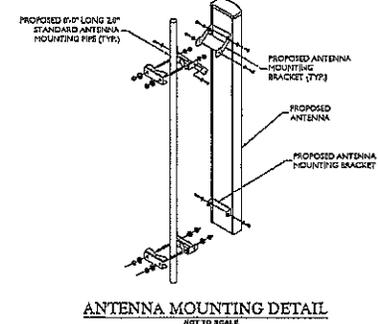








**NOTE**  
UPON COMPLETION OF CONSTRUCTION, CONTRACTOR SHALL PAINT ALL NEW EQUIPMENT, RE-PAINT ALL EXISTING EQUIPMENT AND ANY VISIBLE CABLING TO MATCH WATER TANK.



**ANTENNA DETAIL**  
NOT TO SCALE

**STRUCTURAL NOTES:**

- MASER CONSULTING P.A. HAS NOT PERFORMED A STRUCTURAL ANALYSIS ON THIS WATER TANK AND THEREFORE ASSUMES NO RESPONSIBILITY FOR THE STRUCTURAL CAPACITY AS REQUIRED UNDER THE MOST CURRENT LOCAL, STATE AND FEDERAL CODES. AT&T IS TO PROVIDE A STRUCTURAL ANALYSIS OF THE WATER TANK AND WATER TANK FOUNDATION PREPARED BY AN APPROPRIATE LICENSED STRUCTURAL ENGINEER CERTIFYING THAT THE EXISTING WATER TANK AND ANY REQUIRED IMPROVEMENTS AND REINFORCEMENTS HAVE SUFFICIENT CAPACITY TO SUPPORT ALL EXISTING AND PROPOSED ANTENNAS, SUPPORTS, CABLES AND APPURTENANCES COMPLIES WITH THE MOST CURRENT LOCAL, STATE AND FEDERAL CODES.
- THE CONTRACTOR IS RESPONSIBLE TO CONFIRM THAT ANY IMPROVEMENTS AND REINFORCEMENTS REQUIRED BY THE STRUCTURAL ANALYSIS CERTIFICATION ARE PROPERLY INSTALLED PRIOR TO THE ADDITION OF ANTENNAS, CABLES, SUPPORTS AND APPURTENANCES PROPOSED ON THESE DRAWINGS OR OTHERWISE NOTED IN THE STRUCTURAL ANALYSIS.

SECTOR	ANTENNA MODEL	TECH.	ANTENNA STATUS	HEIGHT (ft)	WIDTH (ft)	DEPTH (ft)	WEIGHT (lb)	ANTENNA ANGLE	HGT. CL. ELEV. (ft)	DOWNTILT			TRANSMISSION CABLE		STATUS		
										M1	E1	QTC	LENGTH	TYP			
ANTENNA	1	Zantenna 8000121	UNITE	EXISTING	24.5	10.3	8.9	46.2	30	146'	(1) PROPOSED-DOWNTILT	0	-	3	180'	1-5/8" COAX	EXISTING
	2	SBS-124355A	LTE	EXISTING	31	11.0	7.1	26.4	20	146'	(1) PROPOSED-DOWNTILT (2) RELOCATED-EXISTING	1.5	-	2	240'	FIBER	EXISTING
	3	HPH3A-1005A	TTE	PROPOSED	39	11.85	7.1	11.2	20	146'	(1) RELOCATED-EXISTING (2) NEW ANTENNA-PROPOSED	0	NE	2	210'	DC	NEW
	4	Zantenna 8000121	UNITE	EXISTING	24.5	10.3	8.9	46.2	20	146'	(1) PROPOSED-DOWNTILT	0	NE	2	210'	1-5/8" COAX / Fiber	EXISTING
BETA	5	Zantenna 8000121	UNITE	EXISTING	24.5	10.3	8.9	46.2	150	146'	(1) PROPOSED-DOWNTILT	0	-	3	180'	1-5/8" COAX	EXISTING
	6	SBS-124355A	LTE	EXISTING	31	11.0	7.1	26.4	150	146'	(1) RELOCATED-EXISTING (2) NEW ANTENNA-EXISTING	3	-	2	210'	FIBER	EXISTING
	7	HPA-65A-BULL-HB	LTE	PROPOSED	21.8	14.4	7.3	53	130	146'	(1) RELOCATED-EXISTING (2) NEW ANTENNA-PROPOSED	0	NE	-	-	-	-
	8	HPA-65A-BULL-HB	GSMTX	PROPOSED	21.8	14.4	7.3	53	130	146'	(1) RELOCATED-EXISTING (2) NEW ANTENNA-PROPOSED	0	NE	2	180'	1-5/8" COAX / Fiber	EXISTING
GAMMA	9	Zantenna 8000121	UNITE	EXISTING	24.5	10.3	8.9	46.2	180	146'	(1) PROPOSED-DOWNTILT	0	-	2	240'	1-5/8" COAX	EXISTING
	10	SBS-124355A	LTE	EXISTING	31	11.0	7.1	26.4	180	146'	(1) RELOCATED-EXISTING (2) NEW ANTENNA-EXISTING	2	-	2	270'	FIBER	EXISTING
	11	HPA-65A-BULL-HB	LTE	PROPOSED	21.8	14.4	7.3	53	180	146'	(1) RELOCATED-EXISTING (2) NEW ANTENNA-PROPOSED	0	NE	-	-	-	-
	12	HPA-65A-BULL-HB	GSMTX	PROPOSED	21.8	14.4	7.3	53	180	146'	(1) RELOCATED-EXISTING (2) NEW ANTENNA-PROPOSED	0	NE	2	180'	1-5/8" COAX / Fiber	EXISTING
CABLE	CP1	CP1	EXISTING	-	-	-	-	-	-	-	-	-	-	1/2" COAX	REMAIN		
	CP2	CP2	EXISTING	-	-	-	-	-	-	-	-	-	-	1/2" COAX	REMAIN		

**ANTENNA SCHEDULE**

**MASER CONSULTING P.A.**  
1362 HELLON ROAD SUITE 140 HANOVER, MD 21076  
TEL: (410) 582-6943 FAX: (410) 221-2952

**smartlink**  
1362 HELLON ROAD SUITE 140 HANOVER, MD 21076  
TEL: (410) 582-6943 FAX: (410) 221-2952

**at&t**  
NEW CINGULAR WIRELESS PCS, LLC  
7150 STANDARD DRIVE HANOVER, MD 21076

**GI**  
GENERAL INVESTIGATIONS  
190 WEST LAFAYETTE ROAD ANNAPOLIS, MD 21403  
TEL: (410) 291-1100 FAX: (410) 291-1101

**AS SHOWN** 15944177A

1	REVISION	DEL CONSTRUCTION	1/16	1/16
2	REVISION	DEL CONSTRUCTION	1/16	1/16
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13	REVISION	DEL CONSTRUCTION	1/16	1/16
14	REVISION	DEL CONSTRUCTION	1/16	1/16
15	REVISION	DEL CONSTRUCTION	1/16	1/16

**NICHOLAS GRANITZ ENGINEER**  
NICHOLAS GRANITZ ENGINEERING  
NICHOLAS GRANITZ ENGINEERING  
INCORPORATED  
1362 HELLON ROAD SUITE 140 HANOVER, MD 21076  
TEL: (410) 582-6943 FAX: (410) 221-2952

**SITE NAME:**  
**TOWN OF BERRYVILLE**  
EA# 10058492  
201 TOM WHITAKER CIRCLE BERRYVILLE, VA 22611 CLARKE COUNTY

**COLUMBIAN OFFICE**  
1000 MARKET STREET  
COLUMBIA, MD 21045  
Phone: 410-727-2773

**ELEVATION VIEW, DETAILS, AND ANTENNA SCHEDULE**

A-3



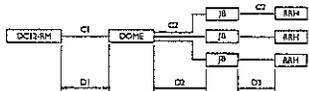






FIBER TRUNK CHANNEL	TECHNOLOGY	FREQUENCY BAND	SECTOR	RAN POSITION	FIBER TAG
1.1	LTE	700-BIC	ALPHA	POS 2	700-2A
1.2			BETA	POS 6	700-4B
1.3			GA-MIA	POS 10	700-10C
1.4	LTE	LTE-AWS	ALPHA	POS 2	AWS-2A
1.5			BETA	POS 4	AWS-4B
1.6			GA-MIA	POS 10	AWS-10C
1.7	LTE	SPARE			
1.8					
1.9					
2.1	LTE	LTE 1900	ALPHA	POS 3	1900-3A
2.2			BETA	POS 7	1900-7B
2.3			GA-MIA	POS 11	1900-11G
2.4	LTE	LTE-WCS	ALPHA	POS 4	WCS-4A
2.5			BETA	POS 6	WCS-6B
2.6			GA-MIA	POS 12	WCS-12C

**FIBER TRUNK ASSIGNMENTS**



TRUNK CABLE TO JUNCTION BOX

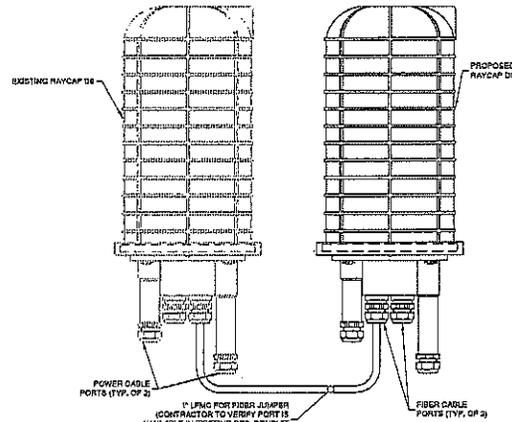
MAXIMUM CABLE LENGTHS FOR FIGURE 1

C1 SIZE	C2 SIZE	ALCATEL-LUCENT (ALU)						
		LENGTH D1 (FT)						
8AWG	8AWG	75	100	125	150	175	200	250
	10AWG	213	158	143	138	113	88	28
	12AWG	125	119	103	87	71	55	21
		35	75	65	55	45	35	15

C1 SIZE	C2 SIZE	BROCCSON						
		LENGTH D1 (FT)						
8AWG	8AWG	75	100	125	150	175	200	250
	10AWG	207	202	207	232	227	182	92
	12AWG	174	170	142	147	121	115	83
		123	112	102	92	83	73	53

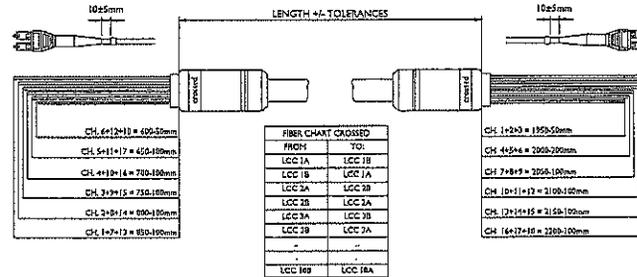
CABLE C1 MAY BE EITHER 10AWG OR 12AWG. LENGTH D2 IS 14 FEET (MAX) ALL CABLES

**DC CABLE LENGTH**



DC6 TO DC6 JUMPER CONNECTION DETAIL

NOT TO SCALE



FIBER CONNECTION DETAIL

NOT TO SCALE

**MASER CONSULTING**  
LANDSCAPE ARCHITECTS & ENVIRONMENTAL SCIENTISTS

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**smartlink**  
 1342 MELLON ROAD  
 SUITE 140  
 HANOVER, MD 21076  
 TEL: (410) 581-8943 FAX: (410) 221-2942

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 HANOVER, MD 21076

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 WWW.811CALL.COM

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**NICHOLAS S. BERTANON**  
 REGISTERED PROFESSIONAL ENGINEER  
 CIVIL ENGINEER LICENSE #10788-0001

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IF A VIOLATION OF LAW OR ANY PENAL UNLAWFUL AND ILLEGAL ACTS ARE COMPLETED BY THE RESPONSIBLE LICENSED PROFESSIONAL ENGINEER TO ALTER THIS DOCUMENT

---

**SITE NAME**

**TOWN OF BERRYVILLE**  
 FA# 10058492  
 201 TOM WHITACRE CIRCLE  
 BERRYVILLE VA 22611  
 CLARKE COUNTY

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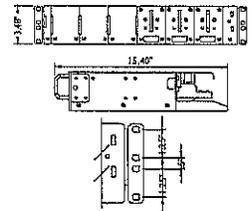
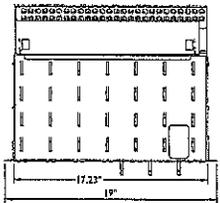
**COLUMBIAN CONSULTING**  
 2000 GUYTON ROAD  
 SUITE 100  
 COLUMBIA, MD 21045  
 PHONE: 410-321-2072

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DATE: 1/24/11

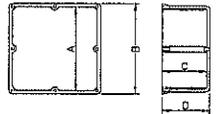
**DETAILS-3**

PROJECT: A-8



ELECTRICAL SPECIFICATIONS		MECHANICAL SPECIFICATIONS	
MODEL NUMBER:	DC12-48-60-RM	SUPPRESSION METHOD:	COMPRESSION LUG 2-HOLE M12, 5/8 PITCH, 12-4 AWG
SURGE PROTECTIVE DEVICE TYPE:	CLASS 1	WEIGHT:	27 LBS
MAXIMUM CONTINUOUS OPERATING VOLTAGE:	75 VDC	OPERATING TEMPERATURE:	-40°C TO +80°C
DC VOLTAGE:	48 VDC	STORAGE TEMPERATURE:	-70°C TO +80°C
NOMINAL DISCHARGE CURRENT:	205A @20 us	ENCLOSURE TYPE:	INDOOR ONLY
MAXIMUM INRUSH CURRENT:	36A @0.350 us		
MAXIMUM SURGE CURRENT:	420A @20 us		
VOLTAGE PROTECTION RATING:	320V		
NUMBER OF PROTECTED RACKS:	12		

**DC12-48-60-RM DETAIL**  
NOT TO SCALE



PRODUCT CODE	PART NUMBER	NOMINAL SIZE		A		B	
		(in)	(mm)	(in)	(mm)	(in)	(mm)
078320	JB 12124	2	505	1	504	12.887	322
078321	JB 12126	2	505	2	504	12.887	322
078322	JB 12148	2	505	2	504	12.887	322

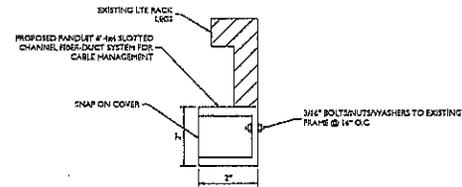
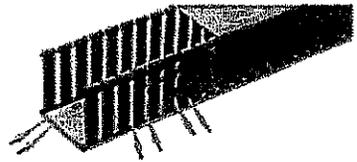
  

PRODUCT CODE	PART NUMBER	NOMINAL SIZE		D		E	
		(in)	(mm)	(in)	(mm)	(in)	(mm)
078329	JB 12124	2	505	4.25	158	4	102
078321	JB 12126	2	505	4.25	154	4	152
078322	JB 12148	2	505	8.25	210	4	204

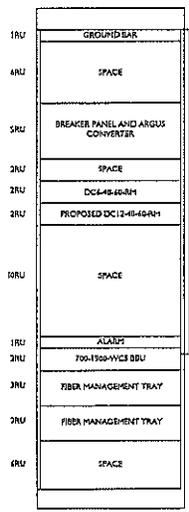
PRODUCT CODE	PART NUMBER	NOMINAL SIZE		GASKET CODE	INSERT CODE	SCREW CODE	VOLUME	
		(in)	(mm)				(cu. in)	(cu. cm)
078320	JB 12124	2	505	072749	072339 (6) 072549 (4)	072513 (6) 072515 (4)	377.4	9459.4
078321	JB 12126	2	505	072749	072339 (6) 072549 (4)	072513 (6) 072515 (4)	944.0	24274.4
078322	JB 12148	2	505	072749	072339 (6) 072549 (4)	072513 (6) 072515 (4)	1102.0	28772.0

**JUNCTION BOX DETAIL**



SPECIFICATIONS	
PART NUMBER:	222913
MFR. SIZE:	20X20
DESCRIPTION:	FIBER DUCT SLOTTED CHANNEL, 2X2 SYSTEM TYPE E BLACK (A), BASE AND COVER SOLD SEPARATELY. SNAP ON INVERT COVER. COMPATIBLE WITH PANDUIT (7) FIBER NUMBER (7) 2x 4in, 6in and 12in ROUTING SYSTEMS. FOR OTHER STANDARD COLORS REPLACE SUFFIX YL (YELLOW) WITH OR (ORANGE) OR BL (BLACK).

**PANDUIT DETAIL**  
NOT TO SCALE



**LTE RACK DETAIL**  
NOT TO SCALE

**MASER**  
CONSTRUCTION SERVICES  
1000 W. 10th Street, Suite 100  
Baltimore, MD 21204  
Tel: (410) 552-4043 Fax: (410) 552-4044

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**smartlink**  
7362 HESLON ROAD  
SUITE 140  
HANOVER, MD 21076  
TEL: (410) 582-0943 FAX: (410) 521-2942

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7150 STANDARD DRIVE  
HANOVER, MD 21076

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CONSTRUCTION SERVICES  
1000 W. 10th Street, Suite 100  
Baltimore, MD 21204  
Tel: (410) 552-4043 Fax: (410) 552-4044

---

REV	AS SHOWN	DATE	DESCRIPTION
1		12/04/17	
2	07842	FOR CONSTRUCTION	118 118
3	07841	FOR CONSTRUCTION	118 118
4	07839	FOR CONSTRUCTION	118 118
5	07838	FOR CONSTRUCTION	118 118
6	07837	BUILD FOR RENT	118 118

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**MICHAEL SEBASTIAN ENGINEERING**  
1000 W. 10th Street, Suite 100  
Baltimore, MD 21204  
Tel: (410) 552-4043 Fax: (410) 552-4044

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IF IT IS A VIOLATION OF LAW FOR ANY REASON, UNLESS THE ARCHITECT INDICATES THE EXISTENCE OF THE RESPONSIBLE LICENSED PROFESSIONAL ENGINEER TO TAKE THIS OCCURRENCE.

**SITE NAME:**

**TOWN OF BERRYVILLE**  
EA# 10068492  
201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611  
CLARKE COUNTY

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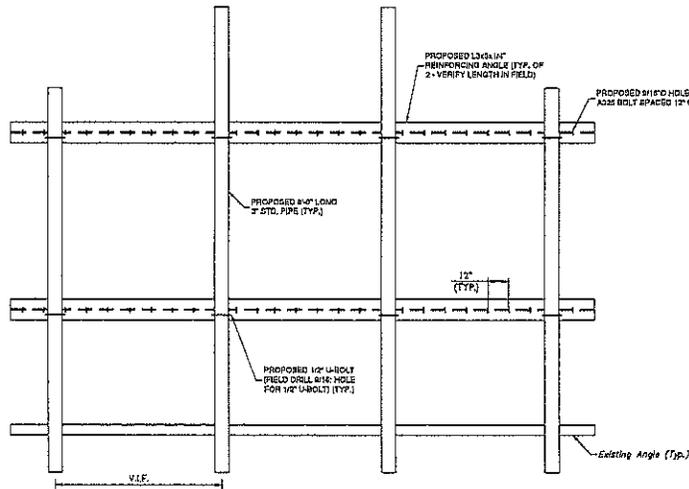
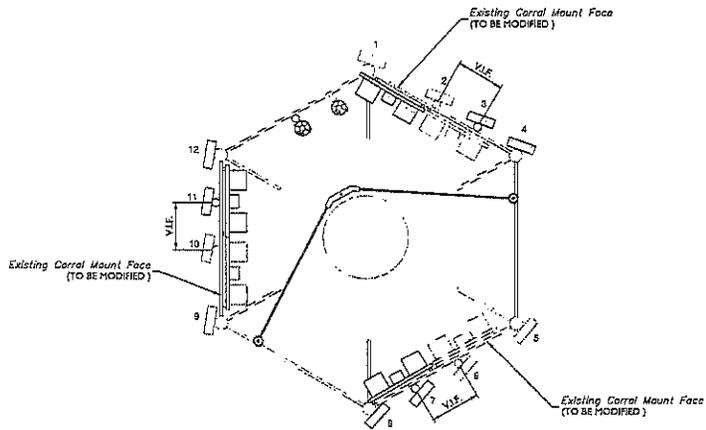
**COLUMBIA GROUP**  
1700 WASHINGTON  
COLUMBIA, MD 21045  
Phone: 410.422.2772

---

DETAILS-4

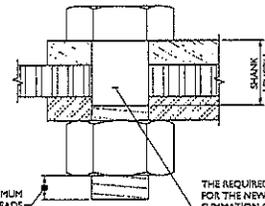
A-9





**CORAL MOUNT REINFORCEMENT DETAIL**  
NOT TO SCALE

- NOTES:**
- EQUIPMENT NOT SHOWN FOR CLARITY.
  - TYR. PER FACE.



BOLTS SHALL HAVE A MINIMUM OF THREE (3) THREADS EXTENDING PAST THE NUT

THE REQUIRED SHANK LENGTH FOR THE NEW BOLTS SHALL BE THE SUMMATION OF THE THICKNESS OF THE CONNECTING PARTS LESS 1/8" (V.I.F.)

**BOLT DETAIL**  
NOT TO SCALE

**MASER CONSULTANTS**  
Civilian Landmark Survey, Inc. (a subsidiary)  
Surveying & Mapping & Surveying  
Landmark Analysis & Surveying Solutions  
Office Locations:

Chesapeake, VA	Chesapeake, VA	Chesapeake, VA	Chesapeake, VA
Chesapeake, VA	Chesapeake, VA	Chesapeake, VA	Chesapeake, VA
Chesapeake, VA	Chesapeake, VA	Chesapeake, VA	Chesapeake, VA
Chesapeake, VA	Chesapeake, VA	Chesapeake, VA	Chesapeake, VA

Also V.I.F. Customer of Professional Services

**smartlink**  
1762 HILLTOP ROAD  
SUITE 140  
HANOVER, MD 21076  
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HANOVER, MD 21076

**811**  
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FOR STATE SPEED DIALER NUMBER 888-888-8888

NO.	DATE	DESCRIPTION	BY	CHKD.
1	03/19/04	ISSUE FOR CONSTRUCTION	JAN	MTT
2	04/14/04	ISSUE FOR CONSTRUCTION	JAN	MTT
3	05/19/04	ISSUE FOR CONSTRUCTION	JAN	MTT
4	06/14/04	ISSUE FOR CONSTRUCTION	JAN	MTT
5	07/14/04	ISSUE FOR CONSTRUCTION	JAN	MTT

**NICHOLAS BERTHIAUX SURVEYING**  
NICHOLAS BERTHIAUX SURVEYING  
INCORPORATED  
1000 W. BERRYVILLE ROAD  
BERRYVILLE, VA 22611

IT IS A VIOLATION OF LAW FOR ANY PERSON UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THE REGISTERED PROFESSIONAL ENGINEER TO ALTER THIS DOCUMENT.

**SITE NAME:**

**TOWN OF BERRYVILLE**  
EA# 10058492  
201 TOM WHITACRE CIRCLE  
BERRYVILLE VA 22611  
CLARKE COUNTY

**COLUMBIA OFFICE**  
1414 DE GRUYER LANE  
JAN 1/04  
COLUMBIA, MD 21046  
PHONE 410/271-2771

**DETAILS-6**

**A-11**

**GENERAL NOTES**

- CONTRACTOR IS RESPONSIBLE FOR DISSEMINATION OF REVISIONS TO CONTRACT DOCUMENTS AND REQUIREMENTS TO ALL SUBCONTRACTORS. THE CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES AND EQUIPMENT MANUFACTURERS.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS AND EXISTING FIELD CONDITIONS BEFORE PROCEEDING WITH CONSTRUCTION. DETERMINE EXACT LOCATIONS OF EXISTING UTILITIES, GROUND, DRAIN PIPES AND VENTS BEFORE COMMENCING WORK. CONTRACTOR SHALL NOTIFY ENGINEER IF ACTUAL CONDITIONS DIFFER SIGNIFICANTLY FROM WHAT IS SHOWN ON DRAWINGS.
- THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING A NEAT AND ORDERLY PROJECT SITE. REMOVE AND DISPOSE OF OFF SITE RUBBISH, WASTE MATERIALS, LITTER, AND ALL FOREIGN SUBSTANCES DAILY.
- INCORRECTLY FABRICATED, DAMAGED, OR OTHERWISE MISFITTING OR NONCONFORMING MATERIALS OR CONDITIONS SHALL BE REPORTED TO THE ENGINEER PRIOR TO REMEDIAL OR CORRECTIVE ACTION. ANY SUCH ACTION SHALL REQUIRE OWNERS WRITTEN APPROVAL.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING SUCH COVERING, SHIELDING, AND BARRICADES AS REQUIRED TO PROTECT BYSTANDERS AND PASSERBY, EQUIPMENT, SUPPLIES, ETC. FROM DUST, DEBRIS AND OTHER CAUSE OF DAMAGE RESULTING FROM CONSTRUCTION. ANY DAMAGE DURING CONSTRUCTION SHALL BE RESTORED TO PREVIOUS CONDITIONS.
- IN AREAS WHERE EXISTING ANTENNA MOUNTS, TRANSMISSION LINES OR OTHER SUPPORTING EQUIPMENT IS TO BE REMOVED, THE EXISTING STRUCTURE SHALL BE REPAIRED AS REQUIRED.
- ALL SAFETY AND OSHA REGULATIONS SHALL BE FOLLOWED STRICTLY. METHODS OF CONSTRUCTION AND ERECTION OF STRUCTURAL MATERIAL ARE THE CONTRACTORS RESPONSIBILITY.
- CONTRACTOR TO PROVIDE TEMPORARY SUPPORT FOR ALL EXISTING ANTENNAS, TRANSMISSION LINES OR OTHER APPURTENANCES DURING CONSTRUCTION.
- CONTRACTOR SHALL PROTECT EXISTING APPURTENANCES FROM DAMAGE DURING CONSTRUCTION.
- NO ANTENNAS, CABLES, OR OTHER APPURTENANCES SHALL BE ADDED TO THE TOWER UNTIL THE MODIFICATION WORK IS COMPLETE.
- ALL DIMENSIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL COORDINATE DIMENSIONS WITH TOWER MANUFACTURER OR FIELD VERIFY DIMENSIONS PRIOR TO FABRICATING MEMBERS.
- THE CONTRACTOR SHALL LOCATE ALL UTILITIES IN THE AREA OF CONSTRUCTION AND PREVENT DAMAGE TO THEM. SHOULD DAMAGE OCCUR TO ANY UTILITIES, THE CONTRACTOR IS REQUIRED TO REPAIR THE DAMAGE TO THE SATISFACTION OF THE OWNER AT HIS OWN EXPENSE.
- ALL EXISTING PLANS, DETAILS, DIMENSIONS, AND ELEVATIONS INDICATE EXISTING CONDITIONS AS KNOWN. THE EXISTING INFORMATION SHOWN IS NOT INTENDED TO BE "AS BUILT" AND THE ACTUAL CONSTRUCTION MAY DIFFER FROM THAT SHOWN. THE CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS INCLUDING DIMENSIONS AND ELEVATIONS PRIOR TO STARTING CONSTRUCTION. MINOR VARIATIONS CAN BE EXPECTED AND ANY REQUIRED DEVIATION FROM THE CONTRACT DOCUMENTS SHALL BE APPROVED BY THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.
- MODIFICATION DETAILS REPRESENTS TYPICAL CONDITIONS. CONTRACTOR SHALL NOTIFY ENGINEER OF ANY DEVIATION AS A RESULT OF SITE SPECIFIC CONDITIONS. REINFORCE ALL TOWER FACIES IDENTICALLY, UNLESS OTHERWISE NOTED.
- IN AREAS TO BE MODIFIED, ANY ANTENNA, COAX, OR CONDUIT SHALL BE TEMPORARILY MOVED AND THEN REPLACED AFTER COMPLETION OF WORK. COORDINATE WITH OWNER.
- CONTRACTOR IS RESPONSIBLE FOR DISPOSAL OF ALL MATERIAL TO BE REMOVED.
- CONTRACTOR SHALL ENSURE STABILITY OF THE SECTOR FRAME DURING ALL WORK.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE TEMPORARY BRACING OF THE STRUCTURE DURING ALL STAGES OF CONSTRUCTION. THE STRUCTURE IS DESIGNED FOR A COMPLETED CONDITION ONLY AND THEREFORE MAY REQUIRE ADDITIONAL SUPPORT BEFORE COMPLETION.
- THIS DESIGN ASSUMES THE SECTOR FRAME HAVE BEEN WELL MAINTAINED, IN GOOD COMMON, AND ARE WITHOUT DEFECT, BENT MEMBERS, CORRODED MEMBERS, LOOSE BOLTS, CRACKED WELDS AND OTHER MEMBER DEFECTS HAVE NOT BEEN CONSIDERED. THE TOWER IS ASSUMED TO BE PLUMB AND THE SITE IS ASSUMED TO BE LEVEL. THIS DESIGN IS BEING PROVIDED WITHOUT THE BENEFIT OF A COMMON ASSESSMENT BY MASER CONSULTING P.A. CONTRACTOR SHALL COMMISSION A COMPLETE CONDITION ASSESSMENT PRIOR TO ORDERING ANY REINFORCING MATERIALS. CONTRACTOR SHALL SUPPLY CONDITION ASSESSMENT TO ENGINEER FOR REVIEW. SEE CONTRACTOR NOTES.
- ALL SUBSTITUTES PROPOSED BY THE CONTRACTOR SHALL BE APPROVED IN WRITING BY THE ENGINEER. CONTRACTOR SHALL PROVIDE DOCUMENTATION TO ENGINEER FOR DETERMINING IF SUBSTITUTE IS SUITABLE FOR USE AND MEETS THE ORIGINAL DESIGN CRITERIA. DIFFERENCES FROM THE ORIGINAL DESIGN, INCLUDING MAINTENANCE, REPAIR AND REPLACEMENT, SHALL BE NOTED, ESTIMATES OF COSTS/CREDITS ASSOCIATED WITH THE SUBSTITUTION (INCLUDING RE-DESIGN COSTS AND COSTS TO SUB-CONTRACTORS) SHALL BE PROVIDED TO THE ENGINEER. CONTRACTOR SHALL PROVIDE ADDITIONAL DOCUMENTATION AND/OR SPECIFICATIONS TO THE ENGINEER AS REQUESTED.
- PROVIDE STRUCTURAL STEEL SHOP DRAWINGS TO ENGINEER FOR APPROVAL PRIOR TO FABRICATION.
- INSPECTION OF THE MODIFICATIONS SHALL BE COMPLETED BY A THIRD PARTY. INSPECTION SHALL TAKE PLACE WITHIN 72 HOURS OF THE COMPLETION OF THE SECTOR FRAME MODIFICATIONS. NO PROPOSED LOADING SHALL BE INSTALLED PRIOR TO INSPECTOR APPROVAL.

**DESIGN LOADS**

- WIND: TIA/EIA-222-G  
BASIC WIND SPEED: 70 MPH
- DESIGN BASED ON THE SAME TOWER LOADING AND ASSUMPTIONS NOTED IN STRUCTURAL ANALYSIS REPORT BY MASER CONSULTING P.A. DATED DECEMBER 22, 2015.
- SECTOR FRAME MODIFICATIONS WERE DESIGNED IN ACCORDANCE TO TIA-222-G AND IBC 2015, AS WELL AS APPLICABLE LOCAL BUILDING CODES.

**STRUCTURAL STEEL**

- ALL STRUCTURAL STEEL PLATES SHALL CONFORM TO ASTM A 572-50.
- DESIGN, FABRICATION, ERECTION AND WORKMANSHIP SHALL CONFORM TO AISC MANUAL OF STEEL CONSTRUCTION, THIRTEENTH EDITION.
- CONNECTION BOLTS SHALL BE 3/4" Ø ASTM A325 UNLESS OTHERWISE NOTED.
- FIELD WELDING SHALL BE PERFORMED BY WELDERS THAT ARE CERTIFIED (AWS "STANDARD QUALIFICATION PROCEDURE") TO PERFORM THE TYPE OF WORK REQUIRED. WELDS SHALL CONFORM TO AMERICAN WELDING SOCIETY (AWS) D1.1 "STRUCTURAL WELDING CODE - STEEL", PROVIDE THE MINIMUM SIZE PER PART 8 IN THE AISC "MANUAL OF STEEL CONSTRUCTION", LATEST EDITION, WHEN WELD SIZES ARE NOT SHOWN. USE E70XX ELECTRODES FOR ALL WELDING.
- RETURN ALL WELDS AT CORNERS TWICE THE NOMINAL SIZE OF THE WELD MINIMUM, UNLESS OTHERWISE NOTED.
- TO REDUCE WARPING TO A MINIMUM WHEN WELDING TO EXISTING MEMBERS CARRYING LOAD, SHORE OR BRACE EXISTING MEMBER DURING WELDING.
- ALL COPIES, BLOCKS, CUT OUTS, AND OTHER CUTTING OF STRUCTURAL MEMBERS SHALL HAVE ALL RE-ENTRANT CORNERS SHAPED, NOTCHED FREE TO A RADIUS OF AT LEAST 1/2".
- CONTRACTOR IS RESPONSIBLE FOR ADEQUATE BRACING OF STEEL CONSTRUCTION.
- ALL NEW STRUCTURAL STEEL SHAPES SHALL BE GALVANIZED IN ACCORDANCE WITH ASTM A123.
- ALL NEW STEEL BOLTS, NUTS, AND HARDWARE SHALL BE GALVANIZED IN ACCORDANCE WITH ASTM A153.
- DAMAGED GALVANIZED SURFACES SHALL BE REPAIRED BY COLD GALVANIZING IN ACCORDANCE WITH ASTM A780.
- ALL STRUCTURAL STEEL SHALL ABIDE BY THE FOLLOWING MATERIAL STRENGTH LIST UNLESS OTHERWISE NOTED:
 

PLATES	ASTM A572 (GR 50)
ANGLES	ASTM A36 (GR 36)
SOLID ROUND	ASTM A572 (GR 50)
BOLTS	ASTM A325 (ALL BOLT HOLES STANDARD SIZE UNJO.)
NUTS	ASTM A191-2H
WASHERS	ASTM F436
HOT-DIPPED GALVANIZING	ASTM A123
WELDS	E70XX
PAINT	NEW STEEL TO BE PAINTED TO MATCH EXISTING TOWER

**CONTRACTOR NOTES**

- ALL CONTRACTORS AND LOWER TIER CONTRACTORS MUST ACKNOWLEDGE IN WRITING TO WATER TANK OWNER AND MASER CONSULTING P.A. THAT THEY HAVE OBTAINED, UNDERSTAND, AND WILL FOLLOW WATER TANK OWNER STANDARDS OF PRACTICE, CONSTRUCTION GUIDELINES, ALL SITE AND TOWER SAFETY PROCEDURES, ALL PRODUCT LIMITATIONS AND INSTALLATION PROCEDURES USED ON SITE, AND PROPOSED MODIFICATIONS DESCRIBED. RECEIPT OF ACKNOWLEDGMENT MUST OCCUR PRIOR TO BEGINNING CONSTRUCTION OR CLIMBING. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE THIS DOCUMENTATION FOR WATER TANK OWNER AND MASER CONSULTING P.A. ON COMPANY LETTERHEAD AND THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO OBTAIN THIS DOCUMENTATION FROM LOWER TIER SUBCONTRACTORS (ON SUBCONTRACTOR LETTERHEAD) AND DELIVER IT TO WATER TANK OWNER AND MASER CONSULTING P.A.
- IF THE CONTRACTOR DISCOVERS ANY EXISTING CONDITIONS THAT ARE NOT REPRESENTED ON THESE DRAWINGS, OR ANY CONDITIONS THAT WOULD INTERFERE WITH THE INSTALLATION OF THE MODIFICATIONS, MASER CONSULTING P.A. SHALL BE CONTACTED IMMEDIATELY TO EVALUATE THE SIGNIFICANCE OF THE DEVIATION.
- IT IS ASSUMED THAT ANY STRUCTURAL MODIFICATION WORK SPECIFIED ON THESE PLANS WILL BE ACCOMPLISHED BY KNOWLEDGEABLE WORKMEN WITH TELECOMMUNICATION CONSTRUCTION EXPERIENCE. THIS INCLUDES PROVIDING THE NECESSARY CERTIFICATIONS TO THE WATER TANK OWNER AND ENGINEER.
- THESE DRAWINGS DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION METHODS, MEANS, TECHNIQUES, SEQUENCES, AND PROCEDURES.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR INITIATING, MAINTAINING, AND SUPERVISING ALL SAFETY PROGRAMS AND PRECAUTIONS IN CONNECTION WITH THIS WORK.
- THE CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING; ANY PROBLEMS WITH ACCESS, INTERFERENCE, ETC. SHALL BE RESOLVED PRIOR TO MOBILIZATION. THE CONTRACTOR MUST VISIT THE SITE PRIOR TO ORDERING ANY MATERIAL AND MUST RESOLVE ALL ISSUES WITH THE OWNER PREVENTING A CONTINUOUS INSTALLATION. CONTRACTOR SHALL NOTE ALL ANTENNAS, MOUNTS, COAX, LIGHTING AND ANY OTHER WATER TANK APPURTENANCES IN THE REGION OF THE MODIFICATIONS.

- CONTRACTOR IS RESPONSIBLE FOR TEMPORARILY REMOVING ALL COAX, T-BRACKETS, ANTENNA MOUNTS, AND ANY OTHER WATER TANK APPURTENANCE THAT MAY INTERFERE WITH THE SECTOR FRAME MODIFICATIONS. ALL WATER TANK APPURTENANCES MUST BE REPLACED AND/OR RESTORED TO ITS ORIGINAL LOCATION. ANY CARRIER DOWNTIME MUST BE COORDINATED WITH THE WATER TANK OWNER IN WRITING.
- SOME ATTACHMENTS MAY REQUIRE CUSTOM MODIFICATIONS TO PROPERLY FIT THE MODIFIED REGION OF THE STRUCTURE. THESE CUSTOMIZATIONS ARE DESIGNED BY OTHERS AND MUST BE APPROVED BY THE ENGINEER PRIOR TO REMOVING SUCH ATTACHMENTS. ANY CARRIER DOWNTIME MUST BE COORDINATED WITH THE TOWER OWNER IN WRITING.
- CONTRACTOR SHALL ONLY WORK WITHIN THE LIMITS OF THE WATER TANK OWNERS PROPERTY OR LEASE AREA AND APPROVED EASEMENTS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY WORK IS WITHIN THESE BOUNDARIES. CONTRACTOR SHALL EMPLOY A SURVEYOR AS REQUIRED. ANY WORK OUTSIDE THESE BOUNDARIES SHALL BE APPROVED IN WRITING BY THE LAND OWNER. PRIOR TO MOBILIZATION, CONSTRUCTION STAKING AND BOUNDARY MARKING IS THE RESPONSIBILITY OF THE CONTRACTOR.
- WORK SHALL ONLY BE PERFORMED DURING CALM DRY DAYS (WINDS LESS THAN 10 MPH). CONTRACTOR IS RESPONSIBLE FOR ALL TEMPORARY LOCAL SECTOR FRAME SHORING, TEMPORARY GLOBAL SECTOR FRAME SHORING, AND ALL SHORING OF SURROUNDING BUILDINGS, PADS, AND OTHER OUTDOOR SITE OBSTRUCTIONS. ALL SHORING, TEMPORARY BRACING, AND TEMPORARY SUPPORTS ARE THE RESPONSIBILITY OF THE CONTRACTOR.
- MODIFICATIONS SHOWN SHALL BE INSTALLED ON ALL SECTOR FRAME.



**MASER CONSULTING P.A.**  
www.maserconsulting.com  
Engineers & Surveyors in Maryland  
Landmarks Architecture & Environmental Services

4000 Easton Rd. # 2000, Columbia, MD 21046  
 4000 Easton Rd. # 2000, Columbia, MD 21046



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HANOVER, MD 21076



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144 EAST EIGHTH STREET, BALTIMORE, MD 21202  
www.balco.com

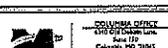
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**NICHOLAS SERRANTE**  
REGISTERED PROFESSIONAL ENGINEER  
10000 WOODBURN DRIVE  
COLUMBIA, MARYLAND 21046

**SITE NAME:**

**TOWN OF BERRYVILLE**  
FA# 10068492  
201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611  
CLARKE COUNTY



**COLUMBIA OFFICE**  
1310 SOUTH MAIN LINE  
COLUMBIA, MD 21046  
Phone 410-321-3731

**PROJECT TITLE:**

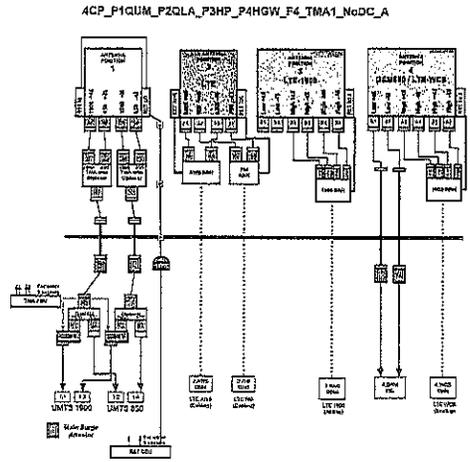
**STRUCTURAL DETAILS NOTES**

**PROJECT NO.:**

**A-12**

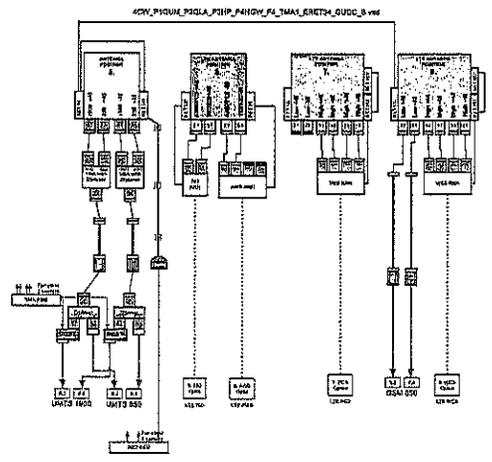


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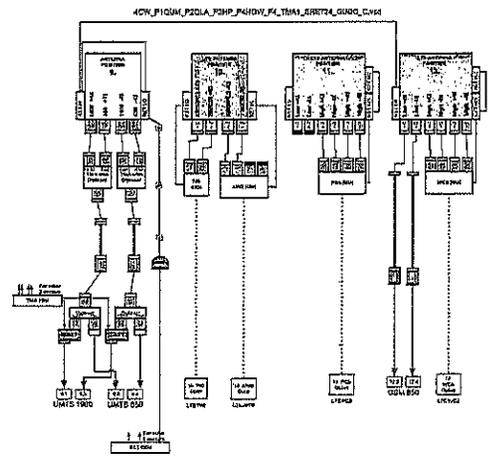
ALPHA SECTOR

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BETA SECTOR

4DW\_P1QUM\_P2QLA\_P3HP\_P4HGW\_F4\_TMA1\_BERTH\_GUDC\_C\_v04



GAMMA SECTOR

BASED ON RF ENGINEERING DESIGN ENTITLED "WASHINGTON-D.C.-MARYLAND\_WASHINGTON-DC-BALTIMORE\_TOWN-OF-BERRYVILLE-WC827\_2016-LTE-Next-Gen-Center\_LTE-4C\_net1156\_2251A03DL7\_10060492\_E0107\_08-01-2016\_Preliminary-Approved\_v1.00"

RF PLUMBING DIAGRAM

**MASER CONSULTING**  
 CONSULTING ENGINEERS  
 1000 WASHINGTON BLVD, SUITE 1000  
 WASHINGTON, DC 20004  
 (202) 462-1000  
 FAX: (202) 462-1001  
 WWW.MASERCONSULTING.COM

**smartlink**  
 1362 MELLON ROAD  
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 HANOVER, MD 21076  
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 7150 STANDARD DRIVE  
 HANOVER, MD 21076

**811**  
 CALL BEFORE YOU DIG  
 1-800-4-A-SHIELD

NO.	AS SHOWN	REVISED	DATE	BY	DESCRIPTION
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**NICHOLAS SEBASTIAN**  
 ENGINEER  
 NICHOLAS SEBASTIAN & ASSOCIATES  
 1000 WASHINGTON BLVD, SUITE 1000  
 WASHINGTON, DC 20004  
 (202) 462-1000  
 FAX: (202) 462-1001  
 WWW.NICHOLASSEBASTIAN.COM

IF IT IS A VIOLATION OF LAW FOR ANY PERSON UNDER THE SIGNATURE OF THE ENGINEER TO SIGN OR SEAL THIS DOCUMENT, HE OR SHE SHALL BE CONSIDERED TO HAVE VIOLATED THE PROFESSIONAL ETHICS OF THE ENGINEERING PROFESSION.

**SITE NAME:**  
 TOWN OF BERRYVILLE  
 EA# 10068492  
 201 TOM WHITACRE CIRCLE  
 BERRYVILLE, VA 22611  
 CLARKE COUNTY

**CONSULTING OFFICE:**  
 1362 MELLON ROAD  
 SUITE 140  
 HANOVER, MD 21076  
 PHONE: (410) 552-8043

**RF PLUMBING DIAGRAM**

## Scope of Work:

### Civil Scoping:

1. Install rack mounted DC12 in existing shelter
2. Relocate existing FAA beacons to existing antenna corral.

### Alpha Sector:

1. Install proposed DC6 to existing handrail
2. Install DC trunk from existing shelter to proposed DC6
3. Install fiber jumper from existing DC6 to proposed DC6
4. Remove existing GSM/UMTS antenna in position 4
5. Install LTE hexport antenna in position 3
6. Install LTE hexport antenna in position 4
7. Install WCS RRH on existing unistrut
8. Install B25 1900 RRH on existing unistrut
9. Install (2) 1" flex conduits from proposed DC6 to proposed junction box for DC power and fiber
10. Install (2) 1" flex conduits from proposed junction box to proposed WCS RRH
11. Run (1) fiber pair from proposed DC6 through proposed junction box to proposed WCS RRH
12. Run DC cable (#8 shielded) from proposed DC6 through proposed junction box to proposed WCS RRH
13. Install (2) coax jumpers from proposed WCS RRH to proposed antenna in position 4
14. Install (2) coax jumpers from proposed B25 1900 RRH to proposed antenna in position 3
15. Reconfigure new and existing cable connections to existing cabinets
16. Existing coral mount face to be modified

### Beta Sector:

1. Remove existing GSM/UMTS antenna in position 4
2. Install LTE hexport antenna in position 3
3. Install LTE hexport antenna in position 4
4. Install WCS RRH on existing unistrut
5. Install B25 1900 RRH on existing unistrut
6. Install (2) 1" flex conduits from proposed DC6 to proposed junction box for DC power and fiber
7. Install (2) 1" flex conduits from proposed junction box to proposed WCS RRH
8. Run (1) fiber pair from proposed DC6 through proposed junction box to proposed WCS RRH
9. Run DC cable (#8 shielded) from proposed DC6 through proposed junction box to proposed WCS RRH
10. Install (2) coax jumpers from proposed WCS RRH to proposed antenna in position 4
11. Install (2) coax jumpers from proposed B25 1900 RRH to proposed antenna in position 3
12. Reconfigure new and existing cable connections to existing cabinets
13. Existing coral mount face to be modified

### Gamma Sector:

1. Remove existing GSM/UMTS antenna in position 4
2. Install LTE hexport antenna in position 3
3. Install LTE hexport antenna in position 4
4. Install WCS RRH on existing unistrut
5. Install B25 1900 RRH on existing unistrut
6. Install (2) 1" flex conduits from proposed DC6 to proposed junction box for DC power and fiber
7. Install (2) 1" flex conduits from proposed junction box to proposed WCS RRH
8. Run (1) fiber pair from proposed DC6 through proposed junction box to proposed WCS RRH
9. Run DC cable (#8 shielded) from proposed DC6 through proposed junction box to proposed WCS RRH
10. Install (2) coax jumpers from proposed WCS RRH to proposed antenna in position 4
11. Install (2) coax jumpers from proposed B25 1900 RRH to proposed antenna in position 3
12. Reconfigure new and existing cable connections to existing cabinets
13. Existing coral mount face to be modified



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Las Vegas, NV	Memphis, TN
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SOUTHSPARK, NC 27089  
www.esand.com

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**NICHOLAS SEBASTIAN**  
REGISTERED PROFESSIONAL ENGINEER  
NICHOLAS SEBASTIAN  
10000 SOUTHSPARK DRIVE, SUITE 100  
SOUTHSPARK, NC 27089  
LICENSE NO. 41230

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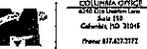
IT IS A VIOLATION OF LAW FOR ANY PERSON UNLESS THEY ARE ACTING UNDER THE SUPERVISION OF THE MEMORABLE LICENSED PROFESSIONAL ENGINEER TO ACT AS THE OCCUPANCY.

---

**SITE NAME:**

**TOWN OF BERRYVILLE  
FA# 10068492  
201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611  
CLARKE COUNTY**

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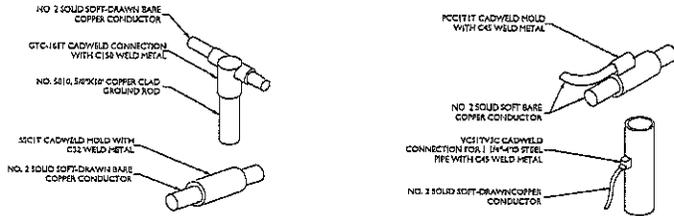
**COLUMBIA OFFICE**  
10000 SOUTHSPARK DRIVE, SUITE 100  
SOUTHSPARK, NC 27089  
Phone: 817.423.3171

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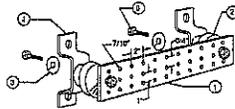
**SCOPE OF WORK**

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A-15



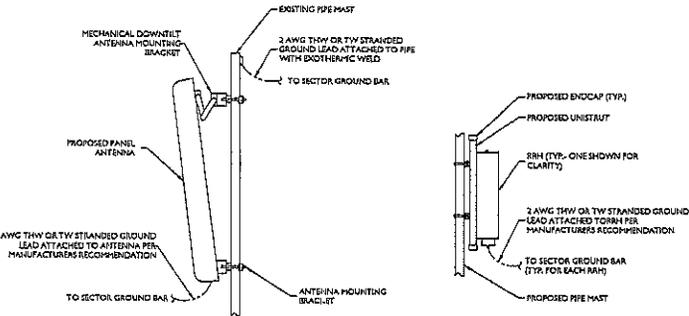
**CADWELD DETAILS**  
NOT TO SCALE



**LEGEND**

- 1- THINNED COPPER GROUND BAR, 1/4" X 3/8" NEWTON INSTRUMENT CO. CAT. NO. 8442 OR EQUAL, HOLE CENTER TO MATCH NECA COUPLER LEAD CONFIGURATION.
- 2- INSULATORS, NEWTON INSTRUMENT CO. NO. 304-1
- 3- SIF LOCKWASHERS, NEWTON INSTRUMENT CO. CAT. NO. 305-S
- 4- WALL MOUNTING BRACKET, NEWTON INSTRUMENT CO. CAT. NO. A-584
- 5- 5/16" X 1" INCH BOLTS, NEWTON INSTRUMENT CO. CAT. NO. 303-1

**MASTER GROUND BAR**  
NOT TO SCALE



**ANTENNA GROUNDING**  
NOT TO SCALE

**RRH GROUNDING**  
NOT TO SCALE

**GROUNDING NOTES**

1. THE CONTRACTOR SHALL REVIEW AND INSPECT THE EXISTING FACILITY GROUNDING SYSTEM AND LIGHTNING PROTECTION SYSTEM (AS DESIGNED AND INSTALLED) FOR STRICT COMPLIANCE WITH THE NEC (AS ADOPTED BY THE AEC), THE SITE SPECIFIC (A, LPL, OR MP) LIGHTNING PROTECTION CODE, AND GENERAL COMPLIANCE WITH TELLCO AND TIA GROUNDING STANDARDS. THE SUBCONTRACTOR SHALL REPORT ANY VIOLATIONS OR ADVERSE FINDINGS TO THE CONTRACTOR FOR RESOLUTION.
2. ALL GROUND ELECTRODE SYSTEMS (GES) (INCLUDING TELECOMMUNICATION, RADIO, LIGHTNING PROTECTION, AND AC POWER GES) SHALL BE BONDED TOGETHER, AT OR BELOW GRADE, BY TWO OR MORE COPPER-BONDED CONDUCTORS IN ACCORDANCE WITH THE NEC.
3. THE CONTRACTOR SHALL PERFORM IEEE FALL-OF-POTENTIAL RESISTANCE TO EARTH TESTING (FOR IEEE 1108 AND 81) FOR NEW GROUND ELECTRODE SYSTEMS. THE SUBCONTRACTOR SHALL FURNISH AND INSTALL SUPPLEMENTAL GROUND ELECTRODES AS NEEDED TO ACHIEVE A TEST RESULT OF 5 OHMS OR LESS. TESTS SHALL BE PERFORMED IN ACCORDANCE WITH PROJECT PROCEDURES FOR TESTING OF FACILITY GROUNDING FOR CELL SITES.
4. METAL RACEWAY SHALL NOT BE USED AS THE NEC REQUIRED EQUIPMENT GROUND CONDUCTOR. STRANDED COPPER CONDUCTORS WITH GREEN INSULATION, SIZED IN ACCORDANCE WITH THE NEC, SHALL BE FURNISHED AND INSTALLED WITH THE POWER CIRCUITS TO BEEQUIPMENT.
5. EACH MTO CABINET FRAME SHALL BE DIRECTLY CONNECTED TO THE MASTER GROUND BAR WITH GREEN INSULATED SUPPLEMENTAL EQUIPMENT GROUND WIRES, 9 AWG STRANDED COPPER OR LARGER FOR INDOOR SITES, 2 AWG STRANDED COPPER FOR OUTDOOR SITES.
6. EXOTHERMIC WELDS SHALL BE USED FOR ALL GROUNDING CONNECTIONS BELOW GRADE.
7. APPROVED ANTI-OXIDANT COATINGS (I.E., CONDUCTIVE GEL OR PASTE) SHALL BE USED ON ALL COMPRESSION AND BOLTED GROUND CONNECTIONS.
8. IEEE BRIDGE BONDING CONDUCTORS SHALL BE EXOTHERMICALLY BONDED OR BOLTED WITH STAINLESS STEEL HARDWARE TO THE BRIDGE AND THE TOWER GROUND BAR.
9. ALUMINUM CONDUCTOR OR COPPER CLAD STEEL CONDUCTOR SHALL NOT BE USED FOR GROUNDING CONNECTIONS.
10. MISCELLANEOUS ELECTRICAL AND NON-ELECTRICAL METAL BOXES, FRAMES AND SUPPORTS SHALL BE BONDED TO THE GROUND RING, IN ACCORDANCE WITH THE NEC.
11. METAL CONDUIT AND TRAY SHALL BE GROUNDING AND MADE ELECTRICALLY CONTINUOUS WITH LISTED BONDING FITTINGS OR BY BONDING ACROSS THE DISCONTINUITY WITH 6 AWG COPPER WIRE OR APPROVED GROUNDING TYPE CONDUIT CLAMPS.
12. GROUND CONDUCTORS USED IN THE FACILITY GROUND AND LIGHTNING PROTECTION SYSTEMS SHALL NOT BE ROUTED THROUGH METALLIC OBJECTS THAT FORM A RING AROUND THE CONDUCTOR, SUCH AS METALLIC CONDUITS, METAL SUPPORT CLIPS OR SLEEVES THROUGH WALLS OR FLOORS. WHEN IT IS REQUIRED TO BE ROUTED IN CONDUIT TO MEET CODE REQUIREMENTS OR LOCAL CONDITIONS, NON-METALLIC MATERIAL SUCH AS PVC PLASTIC CONDUIT SHALL BE USED. WHERE USE OF METAL CONDUIT IS UNAVOIDABLE (I.E., NON-METALLIC CONDUIT PROHIBITED BY LOCAL CODE), THE GROUND CONDUCTOR SHALL BE BONDED TO EACH END OF THE METAL CONDUIT.
13. ALL TOWER GROUNDING SYSTEMS SHALL COMPLY WITH THE REQUIREMENTS OF ANSI/TIA 222.
14. GROUND BARS SHALL BE THINNED COPPER AND SHALL BE ENGRAVED OR IMPRESSED "STOLEN DO NOT RECYCLE" AND/OR "PROPERTY OF AT&T", ETCHED OR STAMPED WITH SITE LOCATION AND SECURED WITH ANTI-THEFT HARDWARE.

**MASER**  
COMMUNICATIONS CONSULTANTS  
1362 HELLON ROAD  
SLUITE 140  
HANOVER, MD 21076  
TEL: (410) 592-8043 FAX: (410) 221-2942

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HANOVER, MD 21076  
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**SU**  
SPECIALTY UNDERWRITERS  
100 STATE STREET, SUITE 200  
BALTIMORE, MD 21202  
TEL: (410) 528-1000 FAX: (410) 528-1001

REV	AS SHOWN	DATE	BY
1	ISSUED FOR CONSTRUCTION	05/14/07	AW
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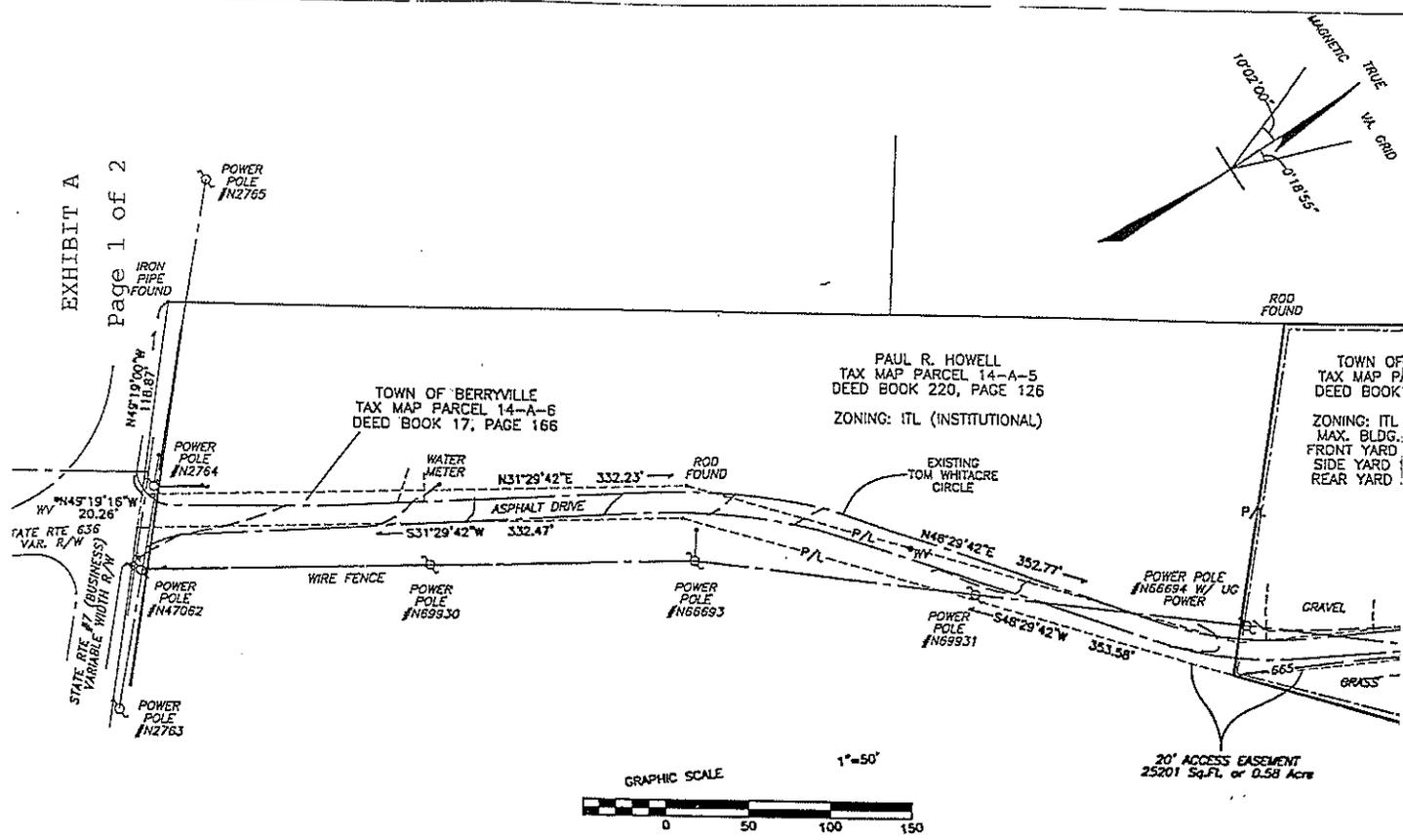
**NICHOLAS GRANITZ**  
REGISTERED PROFESSIONAL ENGINEER  
1000 N. GREENE STREET  
BALTIMORE, MD 21202  
TEL: (410) 528-1000 FAX: (410) 528-1001

IT IS A VIOLATION OF LAW FOR ANY PERSON, OTHER THAN THE REGISTERED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

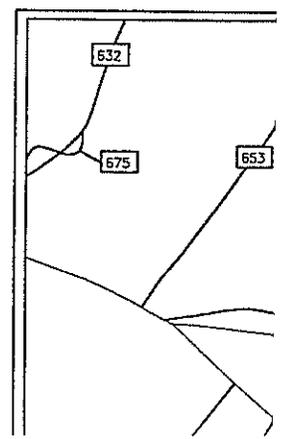
**SITE NAME:**  
TOWN OF BERRYVILLE  
EA# 10068492  
201 TOM WHITACRE CIRCLE  
BERRYVILLE, VA 22611  
CLARKE COUNTY

**COLUMBIA GEORGE**  
3110 520 BROADWAY  
COLUMBIA, MD 21045  
Phone: 410-233-3772

**GROUNDING DETAILS**  
G-1



- NOTES:
1. TAX MAP PARCEL # 14-A-6
  2. OWNER: TOWN OF BERRYVILLE, DEED BOOK 17, PAGE 166
  3. TOPOGRAPHIC AND LEASE LIMIT SURVEY AS SHOWN IS BASED ON A CURRENT FIELD SURVEY DATED 02/27/01. THE BOUNDARIES AND AREAS SHOWN OUTSIDE THE LEASE LIMITS WERE COMPILED FROM RECORD DOCUMENTS AND DO NOT REFLECT A SURVEY OF THE PREMISES, DIMENSIONS TO UNSURVEYED PROPERTY LINES ARE APPROXIMATE.
  4. BEARINGS REFERENCED TO NAD 1983, VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE. HORIZONTAL DATUM IS NAD 1983 (2C ACCURACY); VERTICAL DATUM IS NAVD 1988 (2C ACCURACY). MAGNETIC DECLINATION IS COMPUTED, NOT OBSERVED.
  5. THIS PROPERTY LIES IN AN AREA DESIGNATED AS ZONE "C" (AN AREA OF MINIMAL FLOODING) AS SHOWN ON FIRM COMMUNITY PANEL # 510036 01-13 DATED 9/24/94.
  6. THE LOCATION OF THE PRESENCE OF WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE AREA, IF ANY, WAS NOT A PART OF THIS SURVEY. THE LOCATION OF UNDERGROUND TANKS OR UTILITIES WAS NOT A PART OF THIS SURVEY.
  7. JUSTIN BROCKENBROUGH AND ASSOCIATES, ITS PARTNERS OR EMPLOYEES, WILL NOT BE RESPONSIBLE FOR THE PRESENCE OR REMOVAL OF ANY TOXIC WASTES OR MATERIALS ON THE SURFACE, IN ANY STRUCTURE, OR BURIED BENEATH THE SURFACE.
  8. THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND MAY NOT REFLECT ALL ENCUMBRANCES UPON THE PROPERTY.
  9. THE TERM "CERTIFY" IS DEFINED AS AN EXPRESSION OF PROFESSIONAL OPINION AND, AS SUCH, NEITHER CONSTITUTES A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.



# Attachment 6

The Town entered into a contract with Republic Services for curbside collection of garbage and recyclables in 2014. The original term of the contract was 7/1/14 through 6/31/17. The contract provided for three successive one-year periods. The contract also permits adjustment of the contract unit charges to be adjusted in accordance with recognized indices.

Republic Services requests that the Town exercise the option to extend the contract for another year (7/1/18 through 6/31/19). The request includes increasing unit costs by 2.21%. If granted, this would be the second of three permissible extensions. If this and the next extension are granted, then the contract in question would be re-bid in the spring of 2020.

Republic Services has provided excellent service; therefore, staff recommends granting the extension.

Please find attached a motion approving the 1-year extension of the contract with Republic Services for curbside collection of garbage and recyclables.

**BERRYVILLE TOWN COUNCIL  
MOTION TO RENEW ONE YEAR EXTENSION  
WITH REPUBLIC SERVICES**

Date: June 12, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville approve a one-year extension to the Garbage and Refuse Collection/Disposal and Curbside Recycling Collection Services Contract with Republic Services which would extend the contract in question from July 1, 2018 to June 31, 2019. I further move that the Council authorize the Town Manager to execute any and all instruments required for this one-year contract extension.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

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Harry Lee Arnold, Jr., Recorder

# Attachment 7

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** MONTHLY REPORTS  
**DATE:** 6/1/2018  
**CC:** KEITH DALTON, TOWN MANAGER

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**A/P Check Listing**

Checks issued in May 2018.

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

April 2018 P-Card Purchases that were paid on May 25, 2018.

## A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 5/1/2018 Date To - 5/31/2018

Town of Berryville  
06/01/2018 01:40 PM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
4797	1	Sharon Caldwell	05/03/2018	\$80.00
4798	1	USPS	05/03/2018	\$636.62
4799	1	Janel Melgaard	05/03/2018	\$80.00
4800	1	Champion Title	05/03/2018	\$199.43
4801	1	Merritt's Sanitation	05/03/2018	\$375.00
4802	1	Neal White	05/03/2018	\$24.11
4803	1	Thomas Barnard	05/03/2018	\$120.00
4804	1	The Winchester Star	05/03/2018	\$1,144.00
4805	1	Diana Thomas	05/03/2018	\$50.00
4806	1	Robert Holcomb	05/03/2018	\$177.00
4807	1	Edward Bassett	05/03/2018	\$120.00
4808	1	Bureau for Child Support Enforcement	05/03/2018	\$875.00
4809	1	Berryville Main Street	05/03/2018	\$5,000.00
4810	1	PINE KNOLL CONSTRUCTION	05/03/2018	\$15,459.00
4811	1	Donna Davis	05/03/2018	\$120.00
4812	1	DAVID ROBERT BOOTH	05/03/2018	\$74.60
4813	1	DAVID ALAN OLSEN	05/03/2018	\$201.60
4814	1	FREDERICK B TAGG II	05/03/2018	\$174.20
4815	1	Core & Main	05/11/2018	\$9,920.38
4816	1	Michelle M. Jones	05/11/2018	\$2,327.50
4817	1	Hall, Monahan, Engle, Mahan & Mitchell	05/11/2018	\$412.50
4818	1	Treasurer of Frederick County	05/11/2018	\$4,241.16
4819	1	Berryville Farm Supply Inc	05/11/2018	\$62.50
4820	1	CLARKE COUNTY GENERAL DISTRICT COURT	05/18/2018	\$255.79
4821	1	VUPS	05/18/2018	\$89.25
4822	1	Waterloo Electric Service, LLC	05/18/2018	\$450.00
4823	1	H2O Pipe Cleaning LLC	05/18/2018	\$1,800.00
4824	1	PENNONI ASSOCIATES INC	05/18/2018	\$1,410.00
4825	1	Herbert L. Beskin, Trustee	05/18/2018	\$115.00
4826	1	Bureau for Child Support Enforcement	05/18/2018	\$875.00

## A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 5/1/2018 Date To - 5/31/2018

Town of Berryville  
06/01/2018 01:40 PM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
4827	1	LESLIE KELLEY	05/18/2018	\$39.79
4828	1	ANDERSON'S NURSERY & GARDEN CENTER	05/18/2018	\$275.00
4829	1	Tyler Technologies	05/18/2018	\$5,560.74
4830	1	UNIVERSITY OF VIRGINIA	05/29/2018	\$31.50
4831	1	Rappahannock Electric Cooperative	05/29/2018	\$1,131.25
4832	1	ATTN: REFUND DEPARTMENT CORELOGIC REAL ESTATE TAX	05/29/2018	\$1,329.86
4833	1	REYES CONCRETE CO., LLC	05/29/2018	\$6,200.00
4834	1	Lincoln Financial Group	05/29/2018	\$730.65
4835	1	Minnesota Life Insurance Co.	05/29/2018	\$140.52
4836	1	RGS Title, LLC	05/29/2018	\$31.46
4837	1	Virasec, LLC	05/29/2018	\$1,745.50
4838	1	Commercial Press Inc	05/29/2018	\$365.63
4839	1	Nationwide Retirement Solutions	05/29/2018	\$810.00
4840	1	MCKINLEY LORI F 2219	05/29/2018	\$126.20
4841	1	WHEELER JENNA J 5225	05/29/2018	\$40.11
4842	1	JAMES WAYNE ROGERS	05/29/2018	\$154.20
4843	1	SHARAFAIL AFYON THOMPSON	05/29/2018	\$154.20
4844	1	USPS	05/29/2018	\$761.20
48	Checks Totalling -			\$66,497.45

### Totals By Fund

	Checks	Voids	Total
100	\$50,290.64		\$50,290.64
501	\$11,337.68		\$11,337.68
502	\$4,869.13		\$4,869.13
<b>Totals:</b>	<b>\$66,497.45</b>		<b>\$66,497.45</b>



BERRYVILLE TOWN OF  
 DESIRÉE MORELAND  
 XXXX-XXXX-XXXX-  
 April 01, 2018 - April 30, 2018

**Purchasing Card**

**Company Statement**

Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238  <b>Customer Service:</b> 1.888.449.2273 24 Hours  <b>TTY Hearing Impaired:</b> 1.800.222.7365 24 Hours  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 04/30/18 <b>Payment Due Date ..... 05/25/18</b> Days in Billing Cycle ..... 30 Credit Limit ..... \$500,000 Cash Limit ..... \$0 <b>Total Payment Due ..... \$49,709.07</b>	Previous Balance ..... \$49,150.60 Payments ..... -\$49,150.60 Credits ..... \$0.00 Cash ..... \$0.00 Purchases ..... \$49,709.07 Other Debits ..... \$0.00 Overlimit Fee ..... \$0.00 Late Payment Fee ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Finance Charge ..... \$0.00 <b>Current Balance ..... \$49,709.07</b>

**Important Messages**

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 05/25/18.

**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
<b>BOOR, RICK</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	11,465.65	11,465.65
<b>BOOTH, KEVIN</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	80.65	80.65

4915060 4970907 4970907 4715291201837237

Account Number: XXXX-XXXX-XXXX  
 April 01, 2018 - April 30, 2018

**Total Payment Due ..... \$49,709.07**  
**Payment Due Date ..... 05/25/18**

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**

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

||||| \*\*N0019964  
 BERRYVILLE TOWN OF  
 DESIRÉE MORELAND  
 STE A  
 101 CHALMERS CT  
 BERRYVILLE, VA 22611-1387

⑆54999001⑆1⑆00051201837237⑈



**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
<b>BUSSERT, ERNIE</b> XXXX-XXXX-XXXX- 500	0.00	0.00	73.47	73.47
<b>ELLIOTT, RALPH</b> XXXX-XXXX-XXXX- 5,000	0.00	0.00	441.25	441.25
<b>FERREBEE, DARRELL</b> XXXX-XXXX-XXXX- 500	0.00	0.00	10.04	10.04
<b>FIDDLER, HEATHER</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	977.67	977.67
<b>JACKSON, MIA</b> XXXX-XXXX-XXXX- 500	0.00	0.00	235.91	235.91
<b>LILLY, STEPHEN</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	4,648.57	4,648.57
<b>LINK, BRIAN</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	206.45	206.45
<b>MCCORMICK, HARRY</b> XXXX-XXXX-XXXX- 500	0.00	0.00	14.71	14.71
<b>MORELAND, DESIREE</b> XXXX-XXXX-XXXX- 50,000	0.00	0.00	21,707.43	21,707.43
<b>STOVER, KEITH</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	44.88	44.88
<b>TYRRELL, DAVE</b> XXXX-XXXX-XXXX- 20,000	0.00	0.00	8,918.70	8,918.70
<b>UNGER, EMMERT</b> XXXX-XXXX-XXXX- 1	0.00	0.00	100.00	100.00
<b>WHITE, NEAL</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	783.69	783.69

**Transactions**

Posting Transaction Date Date Description	Reference Number	MCC	Charge	Credit
<b>BERRYVILLE TOWN OF</b>				<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-				<b>-\$49,150.60</b>
04/24 04/24 AUTO PAYMENT DEDUCTION		0071		49,150.60
<b>BOOR, RICK</b>				<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-				<b>11,465.65</b>
04/03 04/02 CORE & MAIN LP 514 3042636986 WV	24792628092206122400015	5039	3,404.33	
04/12 04/10 SHENANDOAH SAND 540-6671660 VA	24073148101900010900197	5211	727.00	
04/13 04/11 ANDERSON'S NURSERY BERRYVILLE VA	24061068102016022110528	5261	1,231.80	
04/17 04/16 IN *SELECT SPECIALTY PROD434-2963937 VA	24692168106100552961749	5169	979.14	
04/17 04/16 TOTAL PEST SERVICES INC 540-9740768 VA	24755428106261067350638	7342	225.00	
04/19 04/17 GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258028108017030948934	5983	1,636.16	
04/25 04/23 johnny blue, inc. 540-665-0968 VA	24828248114030032057270	7394	82.00	
04/26 04/25 JRS AUTO BODY 540-6625202 VA	24270748115900010000040	7531	1,562.53	
04/30 04/27 BROY & SON PUMP SERVICE BERRYVILLE VA	24073148119900012300016	1799	695.00	
04/30 04/27 STUART M PERRY #2 BERRYVILLE VA	24073148119900012000038	1771	922.69	
<b>BOOTH, KEVIN</b>				<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-				<b>80.65</b>
04/09 04/05 BERRYVILLE AUTO PARTS INC BERRYVILLE VA	24767898096984000498055	5533	16.65	
04/20 04/19 VA DMV WINCHESTER CSC WINCHESTER VA	24755428110121102634608	9399	64.00	
<b>BUSSERT, ERNIE</b>				<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-				<b>73.47</b>
04/11 04/10 JNO. S SOLENBERGER AND C WINCHESTER VA	24138298101400001507099	5251	35.05	



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**Transactions**

Posting Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
04/11	04/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978101091402000058	5251	38.42		
<b>ELLIOTT, RALPH</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>441.25</b>
04/03	04/02	THE BLOSSMAN COMPANIES IN228-872-8932 MS	24247608092300518299652	5983	257.44		
04/11	04/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978101091402000108	5251	5.85		
04/18	04/17	ROCKYBOOTS COM 740-7539100 OH	24717058108641080122454	5661	177.96		
<b>FERREBEE, DARRELL</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>10.04</b>
04/04	04/03	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978094091408000317	5251	2.24		
04/05	04/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978095091400000207	5251	5.47		
04/13	04/11	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898102023200394244	5533	2.33		
<b>FIDDLER, HEATHER</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>977.67</b>
04/04	04/03	Amazon web services aws.amazon.coVVA	24692168093100726128014	7399	0.63		
04/05	04/04	STAPLS7195135792000001 877-8267755 NJ	24164078094105032481386	5111	128.04		
04/12	04/11	USPS PO 5107560300 BERRYVILLE VA	24445008102000957645024	9402	250.00		
04/23	04/20	IIMC 909-944-4162 CA	24492158110894529582797	8299	550.00		
04/24	04/23	IN *TRUESHRED 888-7508783 VA	24692168113100145122461	7399	49.00		
<b>JACKSON, MIA</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>235.91</b>
04/20	04/19	STAPLS7196055841000001 877-8267755 NJ	24164078109105174086681	5111	75.91		
04/20	04/19	INTERNATIONAL INSTITUTE 0909-9444162 CA	24755428110121108922171	7399	160.00		
<b>LILLY, STEPHEN</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>4,648.57</b>
04/06	04/04	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898095977600422849	5533	78.00		
04/11	04/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978101091402000249	5251	39.93		
04/12	04/10	ABC-NV 913-8954600 KS	24270748101900016462562	8999	100.00		
04/19	04/09	COYNE CHEMICAL 215-785-3000 PA	24224438109101028096426	5169	431.73		
04/19	04/18	COYNE CHEMICAL 215-785-3000 PA	24224438109101028096442	5169	3,174.49		
04/19	04/18	COYNE CHEMICAL 215-785-3000 PA	24224438109101028096467	5169	439.33		
04/24	04/23	USA BLUE BOOK 800-548-1234 IL	24326848113636000085112	5085	239.96		
04/27	04/25	HACH COMPANY 9706631377 CO	24801998116018010618089	5085	145.13		
<b>LINK, BRIAN</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>206.45</b>
04/23	04/20	LOWES #00656* WINCHESTER VA	24692168110100445499158	5200	24.27		
04/23	04/20	LOWES #00656* WINCHESTER VA	24692168110100445499166	5200	182.18		
<b>MCCORMICK, HARRY</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>14.71</b>
04/05	04/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978095091400000314	5251	14.71		
<b>MORELAND, DESIREE</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>21,707.43</b>
04/11	04/10	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058100083715132207	4900	19,590.78		
04/11	04/10	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058100083759165436	4900	125.00		
04/11	04/10	VA DMV ONLINE BILLING PAY804-3670595 VA	24755428101121017961444	9399	375.00		
04/12	04/11	VZWRLLSS*MY VZ VB P 800-922-0204 FL	24692168101100708786516	4814	756.81		
04/12	04/11	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168101100837256316	4899	164.16		
04/12	04/11	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168101100837256324	4899	372.48		
04/12	04/11	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168101100837256332	4899	185.48		
04/12	04/10	TelRite Corporation COVINGTON GA	24393498101004159162834	4814	22.78		
04/19	04/19	COMCAST 800-COMCAST MD	24692168109100721420137	4899	75.69		
04/30	04/27	VA TOLL PAYMENT SERVICE 877-7627824 VA	24755428118131181704133	4784	15.50		
04/30	04/27	VA TOLL PAYMENT SERVICE 877-7627824 VA	24755428118131181704331	4784	23.75		
<b>STOVER, KEITH</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>44.88</b>
04/05	04/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978095091400000082	5251	16.64		
04/26	04/24	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898115108900402697	5533	28.24		
<b>TYRRELL, DAVE</b>							<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-							<b>8,918.70</b>
04/02	03/30	USA BLUE BOOK 800-548-1234 IL	24326848089636000064299	5085	78.60		
04/05	04/04	USA BLUE BOOK 800-548-1234 IL	24326848094636000068236	5085	3.09		
04/06	04/05	ATCO MANUFACTURING COMPAN770-4247550 GA	24275398095900013104461	2842	102.00		
04/06	04/05	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058095083700043093	4900	1,661.35		
04/09	04/06	JOINER MICRO LABORATORIE 540-347-7212 VA	24435658097200389700063	7399	2,035.00		
04/09	04/06	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258028098017039285876	5983	686.20		
04/12	04/11	TOTAL PEST SERVICES INC 540-9740768 VA	24755428101281015004975	7342	158.00		
04/12	04/11	COMMONWEALTH OF VA DEPT ORICHMOND VA	24755428102121024285737	9399	942.46		
04/16	04/13	WINCHESTER STAR 540-667-3200 VA	24224438104103001485126	2741	60.00		

**Transactions**

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
04/17	04/16	USA BLUE BOOK 800-548-1234 IL	24326848106636000068000	5085	655.40	
04/18	04/16	MCMaster-CARR 630-834-9600 IL	24789308107056200084414	5085	35.30	
04/19	04/18	VA AWWA 757-363-1760 VA	24493988108200835000065	8398	15.00	
04/23	04/20	ANDERSON CONTROL INC 540-9551032 VA	24755428111131119892114	7393	126.00	
04/23	04/20	MCMaster-CARR 630-834-9600 IL	24789308112083600043488	5085	16.46	
04/23	04/20	MCMaster-CARR 630-834-9600 IL	24789308112083600043504	5085	102.46	
04/25	04/24	CAROTEK INC 704-844-1100 NC	24445008115600063826460	5085	2,200.03	
04/27	04/25	MCMaster-CARR 630-834-9600 IL	24789308116117500055469	5085	41.35	
						<b>Total Activity</b>

**UNGER, EMMERT** **Total Activity**  
 Account Number: XXXX-XXXX-XXXX- **100.00**

04/12	04/11	ABC-NV 913-8954600 KS	24270748101900016530566	8999	100.00	
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**WHITE, NEAL** **Total Activity**  
 Account Number: XXXX-XXXX-XXXX- **783.69**

04/10	04/09	USPS PO 5107560300 BERRYVILLE VA	24445008100000937839343	9402	6.70	
04/23	04/19	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898110077300383028	5533	682.05	
04/24	04/23	SPORTSMANS GUIDE 800-888-5222 MN	24692168113100133708040	5941	94.94	

**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.



BERRYVILLE TOWN OF  
DESIRÉE MORELAND  
XXXX-XXXX-XXXX-  
April 01, 2018 - April 30, 2018  
Page 6 of 6



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# Attachment 8

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**FINANCE AND ADMINISTRATION STAFF REPORT**

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**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** BUDGET  
**DATE:** 6/1/2018  
**CC:** KEITH DALTON, TOWN MANAGER

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The FY 18-19 Budget is presented for approval and appropriation at the June 12th meeting.

Proposed Budget FY 18-19 Highlights include:

**REVENUES**

**GENERAL FUND**

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

**WATER FUND**

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

**SEWER FUND**

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

## OPERATING EXPENSES

### ALL FUNDS

- \$1000 COLA with Police Dept CDP payroll increases are proposed.
- 8.5 % increase in Health Care costs.
- Employer VRS increased 9.95%
- TOTAL BUDGET decrease of 3.01%

### GENERAL FUND

- Increase in Maintenance & Operational Expenses of 1.54%
- Blight Abatement
- Overlap in Utility Clerk position
- Debt Service deposits to RDA Debt Service Reserve Fund end 5-18
- Contingency is 3.02% of the Operating Budget
- General Fund total increase of 6.58%

### WATER FUND

- Decrease in Maintenance & Operational Expenses of .81%
- There is currently no Debt Service in the Water Fund
- Contingency is 3 % of the Operating Budget
- Water Fund total decrease of 15.88 % due to CIP Tank Maintenance

### SEWER FUND

- Increase in Maintenance & Operational Expenses of 10.01%
- Debt service reflects payment to VRA
- Contingency is 3% of the Operating Budget
- Sewer Fund total decrease of 10.36%

Town Council  
Motion for Adoption of Budget and Appropriation of Funds  
Fiscal Year 2018-2019

Date: June 12, 2018

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

I hereby move that the Council of the Town of Berryville adopt the proposed Budget for Fiscal Year 2018-2019, an approved copy of which shall be incorporated into and become a part of the Official Minutes of this meeting, and further, that all funds as set forth in the approved budget shall hereby be appropriated for Fiscal Year 2018-2019.

VOTE:

Aye:

Nay:

Absent:

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

# Attachment 9



# 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: 06/04/2018**

**TO: Town Council**

**FROM: Chief W. Neal White**

**CC:**

**RE: Police Department Monthly Report – 06/12/2018**

---

### **Monthly Activity Report**

The activity report for the month of May 2018 is attached to this memo.

### **Police and Security Committee**

The Police and Security Committee did not meet in the month of May. The next scheduled meeting for the Committee is June 28, 2018 at 9:00 am in the A/B meeting room.



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W. Neal White – Chief of Police

## Police and Security Report

	Year To Date	May	April
Month: May	2018	2018	2018
Year: 2018			
<b><u>Complaints Answered</u></b>			
911 Hang Up:	7	4	1
Alarms:	73	14	16
Animal Complaint:	48	18	9
Assault and Battery:	1	0	0
Assist County:	14	3	4
Auto Larceny:	0	0	0
Burglary:	6	0	2
Civil Complaints:	28	6	8
Disturbance (Non Violent):	11	3	3
Domestic Disturbance:	13	0	2
Drunk In Public:	4	1	1
Forgery & Uttering:	0	0	0
Fraud:	14	1	7
Larceny:	21	10	3
Harassment/Intimidation:	11	3	3
Homicide:	0	0	0
Juvenile Related:	11	3	2
Noise:	19	2	7
Public Service:	7	2	0
Rape:	0	0	0
Robbery:	0	0	0
Runaway:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	73	21	9
Trespassing:	4	1	0
Vandalism:	23	6	2
Welfare Check:	65	11	13
Miscellaneous Complaints:	307	59	56
<b>Total Complaints Answered:</b>	<b>760</b>	<b>168</b>	<b>148</b>



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

W. Neal White – Chief of Police

## Police and Security Report (Continued)

	Year To Date 2018	May 2018	April 2018
<b><u>Traffic</u></b>			
Accidents Investigated:	23	6	6
Assist Motorist:	7	4	1
Child Safety Seat Install:	2	1	0
Funeral Escort:	14	1	4
Hit & Run:	1	0	0
Parking Tickets:	55	12	16
Traffic Warnings:	279	51	46
<b><u>Traffic Summons Issued</u></b>			
Defective Equipment:	1	0	1
Driving Suspended:	6	4	0
Expired Inspection:	26	4	4
Expired Registration:	5	2	0
Fail to Obey Highway Sign:	42	11	8
Fail to Obey Traffic Signals:	4	0	1
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	3	1	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	9	2	1
No Seat Belt:	0	0	0
Reckless Driving:	2	0	2
Speeding:	70	12	13
Miscellaneous Summons:	11	4	1
<b>Total Traffic Summons Issued:</b>	<b>179</b>	<b>40</b>	<b>31</b>
<b><u>Found Open at Businesses in Town</u></b>			
Doors:	6	1	4
Windows:	0	0	0
Garage Doors:	0	0	0



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

W. Neal White – Chief of Police

## Police and Security Report (Continued)

	Year To Date 2018	May 2018	April 2018
<b><u>Criminal Arrests Made</u></b>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	1	0	0
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	8	1	1
Disorderly Conduct:	0	0	0
Driving While Intoxicated:	3	0	0
Drunk In Public:	2	0	1
Fail to Obey Police Officer:	1	0	0
Fail to Pay Parking Ticket:	7	0	4
Forgery:	0	0	0
Fraud:	0	0	0
Grand Larceny:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	2	0	0
Petty Larceny:	0	0	0
Possess Alcohol Underage:	1	0	0
Protective Order Violations:	0	0	0
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Trespassing:	0	0	0
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	17	6	1
<b>Juvenile Detention Order Totals:</b>	0	0	0
<b>Total Criminal Arrests:</b>	42	7	7

# Attachment 10

The Streets and Utilities Committee has been reviewing concerns about traffic speeds expressed by residents in the vicinity of the intersection of South Buckmarsh and Taylor Streets. The Committee has discussed the matter with VDOT officials and Town staff and has received comment from concerned citizens. The Committee has also been working with staff to identify the specific radar feedback signage to be purchased in FY19 and where the signs will be deployed.

At the May Council meeting, Mayor Dickinson introduced the idea of pursuing action in accordance with the Virginia Department of Transportation's Traffic Calming Guide for Neighborhood Streets. The Mayor noted that Step 1 had been completed and it was her desire for the Council to speak to this matter at the June meeting. The guide was provided to the Council and staff just after the meeting.

Please find attached:

- Virginia Department of Transportation Traffic Calming Guide for Neighborhood Streets (first 9 pages)

# **TRAFFIC CALMING GUIDE FOR NEIGHBORHOOD STREETS**

**Traffic Engineering Division  
Virginia Department of Transportation  
Richmond, Virginia**

**November 2017**

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## TRAFFIC CALMING GUIDE FOR NEIGHBORHOOD STREETS

### I. INTRODUCTION & OVERVIEW

The "Traffic Calming Guide for Neighborhood Streets" (hereafter referred to as The Guide) provides guidance for a Locality to pursue and implement traffic calming in their neighborhoods under VDOT's traffic calming program, on streets maintained by VDOT. The Guide supersedes VDOT's previous "Traffic Calming Guide for Local Residential Streets."

The purpose of traffic calming is to lower vehicle speeds on neighborhood streets, without restricting access. Traffic calming measures may also alleviate other issues such as cut-through traffic or through-truck traffic, where motorists or truckers, use neighborhood streets to avoid and bypass other nearby roads. Where there are persistent issues with through-truck traffic the "Through truck Restriction" program provides a process for restricting such traffic, (see <http://www.virginiadot.org/programs/is-VDOTCommunityPrograms.asp> for more information).

The Guide is focused on addressing issues on existing streets. Ideally, new residential developments would implement traffic calming concepts within the initial roadway design such as horizontal alignment shifts, roundabouts etc. In lieu of or in addition to these, the various traffic calming measures in the Guide may be considered as well. The design & review of subdivision development plans should identify and address traffic management concerns and incorporate geometric designs and traffic calming concepts that make streets less desirable for speeding and cut-through traffic.

The Guide reflects a restructured process where the County or Town (referred to hereafter in the Guide as the Locality) works with the local community members to initiate and conduct the traffic calming process, which includes scheduling and facilitating community meetings, securing community approval, developing the traffic calming plan and getting the plan endorsed by the Board of Supervisors (BOS) or the Town Council. VDOT's involvement comes later in the process, at the evaluation/approval and implementation phase. The complete process is described on the following pages.

### II. TRAFFIC CALMING –ROLES & PROCESS

#### **Roles of Locality & VDOT**

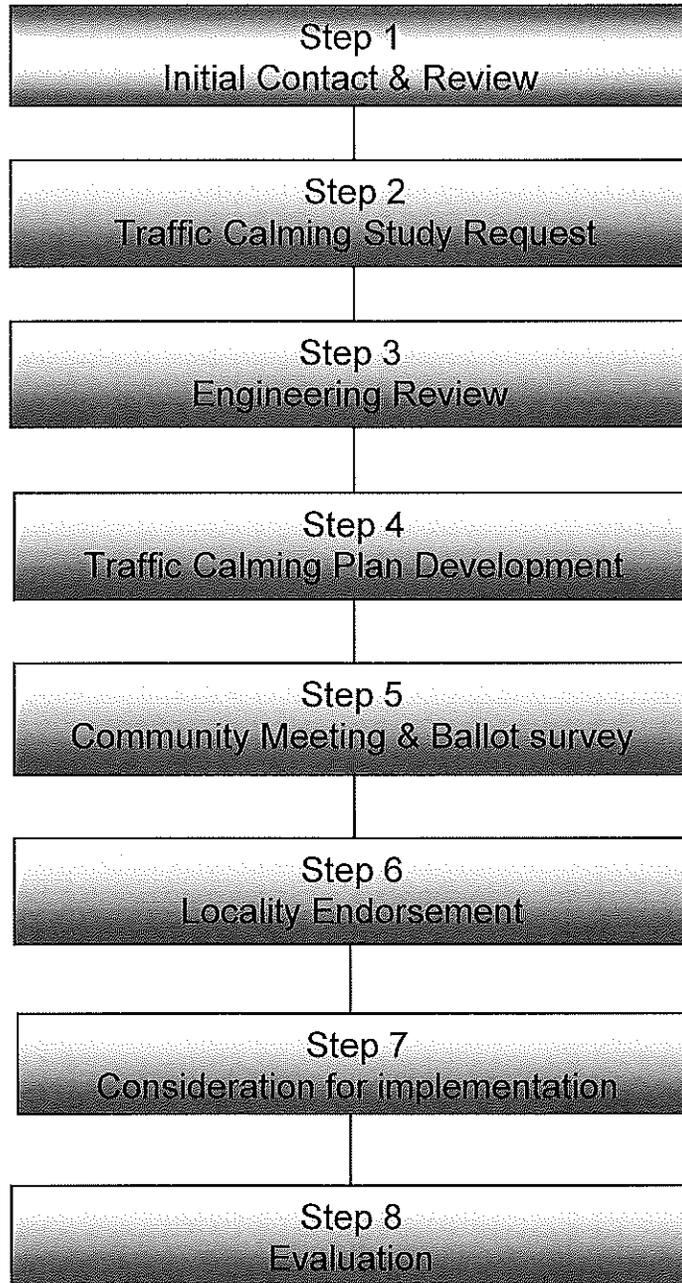
Locality: Works with local community members, acting through the Board of Supervisors or the Town Council (where traffic calming is taking place within a town), to initiate and implement the traffic calming process (Steps 1 – 6) which includes developing a traffic calming plan, scheduling and facilitating meetings, garnering community support for the proposed plan, developing and documenting the proposed plan etc.

VDOT: -In Fairfax, Prince William, and Loudoun Counties, VDOT is represented by the Northern Virginia District Traffic Engineer (DTE) or their representative for the entirety of the traffic calming process. For all other areas of the state where traffic calming is being proposed; VDOT is represented by the local Resident Engineer/Administrator (RA) or their representative who serves as the primary liaison to the community and coordinates with the local DTE or their representative to jointly review, approve, implement and evaluate the traffic calming plan (Steps 4, 7–8).

### **The Traffic Calming Process**

The process that the Locality must follow for traffic calming on their streets is detailed below. Figure 1 shows the steps of the process with the details for each step laid out on the subsequent pages.

**FIGURE 1 - THE TRAFFIC CALMING PROCESS**



### **Step 1: Initial Contact & Review**

The Board of Supervisors (BOS) or the Town Council is initially contacted by local community members for a traffic calming project in their community. Before proceeding it must be confirmed that the street(s) meet the basic eligibility requirements for participation in VDOT's traffic calming program which are:

1. Street is in the state system of highways (owned and maintained by VDOT).
2. Street is within a neighborhood where the residences face the street (rather than reverse-frontage) and are connected to the street via driveways. Neighborhood, subdivision streets typically have a functional classification of "local." In some cases, a street with a classification of "collector" or "arterial" may also have the characteristics of a neighborhood street and thus be appropriate for consideration of traffic calming.
3. Street must have a speed limit of 25 mph or less. Unposted, residential streets generally have a statutory speed limit of 25 mph. VDOT can confirm upon request the governing speed limit on the subject street(s) as established by the appropriate statutory provisions and VDOT's policy and procedures.

### **Step 2: Traffic Calming Study Request**

For street(s) meeting the basic eligibility requirements above for traffic calming a request for an engineering review and traffic calming study may then be made by the Home Owners Association (HOA) or Civic Association (CA) of the community to the District Supervisor or a Town council member. If there is no HOA or CA, a letter containing signatures from a minimum of 10 residents along the street(s) being requested for a review is acceptable. The District Supervisor or Town council member takes the request to the full Board of Supervisors or the Town Council for their review and agreement.

The request needs to include the location of the street(s) being requested for review and contact information of community members, typically 4 to 5 residents, who will serve as community task force members. One resident needs to be identified as a lead contact for the task force.

Responsibilities of task force members include:

- Informing the community through informational meetings attended by the locality staff of relevant actions related to the traffic calming proposal such as the development of the traffic calming plan, details of the VDOT traffic calming process etc.
- Building community support for the conceptual traffic calming plan.
- Securing the agreement of affected property owners.
- Reviewing and approving the conceptual traffic calming plan.

- Distributing the ballots to the property owners (via mail, electronic means etc.) in the defined ballot survey area. The survey area does not include the impacted area.

Definitions:

- Task Force Members are a group of local residents within the ballot survey or impacted area that will carry out the development of the traffic calming plan.
- Ballot survey area includes residences located on the street(s) identified for traffic calming measures and residences on other streets whose sole or primary access is onto the street(s) identified for traffic calming measures and who would be considerably inconvenienced if they chose an alternate route.
- Impacted area is the area identified by the Locality which includes those residences that may use the street(s) where traffic calming is being considered, but have alternate access routes.
- Affected property owners are those residences adjacent to any physical devices indicated on the plan whose written signatures must be obtained.

Upon agreement by the Board of Supervisors or the Town Council to pursue traffic calming on the requested streets, they proceed to Step 3.

**Step 3: Speed Study, Engineering study/review and Traffic Count**

The locality conducts an engineering review, traffic count and speed study of the road to determine if the street(s) qualify for the development of a conceptual traffic calming plan.

- i. The engineering field review determines if the geometry of the street is suitable traffic calming e.g. horizontal curves, steep grades and related sight distance issues, drainage or location of road access points.
- ii. In order to be eligible for further consideration of traffic calming the street(s) must have an operating speed (85th percentile speed) of 10 mph or more above the speed limit (e.g. 35 mph or more where the speed limit is 25 mph) in at least one travel direction.
- iii. The level of traffic determines the type & extent of traffic calming to be considered:
  - Streets with a traffic volume between 600 and 4,000 vehicles per day to be may be considered for the full range of traffic calming measures included in the Guide.
  - Streets with less than 600 vehicles per day (vpd) may be considered for the pavement marking and administrative options.
  - Where traffic volumes on the study street exceed 4,000 vehicles per day alternative actions should be considered as this level of traffic indicates issues pertaining more to capacity of the overall street network.

The locality provides the results of the study to the District Supervisor and any affected County Fire and Rescue Department or public schools, and VDOT.

#### **Step 4: Traffic Calming Plan Development**

The Locality, in coordination with VDOT then develops a conceptual traffic calming plan choosing among the various options and considering the features and requirements of the various devices presented in the Guide.

The Locality then works with the task force members and District Supervisor's or Town Council staff to:

- Identify the impacted and ballot survey areas
- Review the conceptual plan and available options
- Solicit comments
- Obtain signatures of agreement from each of the affected property owners (templates will be provided by the Locality to the task force for the signatures)
- Secure concurrence of the plan from the task force members.

#### **Step 5: Community Meeting & Ballot survey**

The proposed plan shall then be presented to the community at a formal public meeting held by the locality and a ballot survey drawn solely from the ballot survey area, shall be conducted in order to measure & determine community support for the proposed traffic calming plan.

The ballot survey shall comprise the following:

- A single ballot per residence or business address.
- A "No" ballot indicates disapproval of the entire plan. A "Yes" ballot indicates concurrence with the entire plan.
- A minimum of 50% of residences or businesses in the ballot survey area should cast and return a ballot for the survey to be considered valid.
- A minimum of 60% of the total number of ballots cast should support the traffic calming plan.
- Ballots that do not clearly indicate "YES" or "NO" e.g., ballots indicating a partial approval of specific elements in the plan, blank ballots, or ballots marked with more than one vote will not be counted as either "YES" or "NO" but are to be considered as a "non-response" and only counted as part of the 50% minimum ballot return requirement for the ballot survey area.

#### **Community Voting Rules**

The following rules will govern the voting and approval of any traffic calming plan:

- Only residences in the ballot survey area are entitled to vote on the plan.
- Voting shall be conducted by ballot, with only one vote per residence allowed.
- Wording on the ballot must be approved by the locality. A sample ballot template will be provided by the locality.

- Accompanying the ballot shall be voting procedures, a copy of the tax map based plan, and a communication (e-mail, letter, etc.) providing information about the types and locations of all traffic-calming devices.
- Ballots must be received (or postmarked) by a date, as pre-determined by the task force, to the appropriate District Supervisor's office.
- A person who is a renter of a particular residence may vote in lieu of the owner of a particular residence, if such owner currently does not reside at the address, and is approved by the HOA/CA or District Supervisor's office.
- Properties that are vacant, bank-owned properties and properties in foreclosure may be considered as vacant and are not included in the balloting process.
- The proposed traffic calming plan shall be approved as a whole integrated plan, e.g., a "YES" vote indicates approval for all measures in the proposed traffic calming plan; a "NO" vote indicates disapproval for a least one or more of the proposed measures in the traffic calming plan.
- A minimum of 50% of residences in the ballot area shall cast and return a ballot for the vote to be considered valid (or some higher minimum if required by the local supervisor).
- Out of the total ballots cast, a 60% minimum approval rate is required for the traffic calming plan to be implemented.
- Ballots received after the official postmark or 'received by' dates are to be unopened and not counted.
- Ballots that do not clearly indicate approval or disapproval for the whole integrated traffic-calming plan, e.g., ballots modified and indicating a partial approval of specific elements in the plan are to be considered as a "non-response".
- Blank ballots or ballots marked with more than one vote are to be considered as a "non-response".
- "Non-response" ballots are counted as part of the total eligible residences in the ballot area from which the minimum return and approval rate is required to be determined.

#### **Step 6: County Board of Supervisors or Town Council Endorsement**

If the proposed traffic calming plan is approved by the community in accordance with the required ballot survey process, the Locality endorses the plan by resolution of the BOS or Town Council. The resolution should state that a formal public meeting was held wherein the proposed Traffic Calming Plan was presented and subsequently approved by 60% of residences or businesses in accordance with the required ballot survey process. The Locality then conveys its endorsement via the resolution with related documentation, to VDOT and request installation of the devices. The resolution should convey the proposed traffic calming plan, the type of funding to be used, the engineering study/review, the streets and households identified as part of the ballot survey area and the results of the ballot survey.

#### **Step 7: Consideration for Implementation –VDOT**

Upon receiving the submittal of the community-approved plan and endorsement of the BOS, VDOT will consider the construction of the final traffic calming plan (through VDOT or contract forces) depending on their local funding priorities and the availability of resources, materials and equipment needed.

#### Prioritizing streets for implementation of traffic calming

Where there are multiple streets proposed for traffic calming and competing for limited funds, a prioritization process can be used to select the priority of streets for implementation. The ITE Handbook suggests a prioritization scheme utilizing various measures representing the relative need for traffic calming such as vehicle speeds (e.g. operating speed minus speed limit), the extent of pedestrian activity (e.g. the # of pedestrians crossing the roadway), the degree of development (e.g. number of driveways or traffic volumes) etc. for each street. Any measures or combination of the measures that represent the concerns of the communities and are agreeable to all concerned could be used as appropriate.

#### Funding

The type and extent of funds that may be utilized available on should be discussed with the local residency. Note that streets subject to VDOT's Secondary Street Acceptance Requirements (SSAR) - generally, those subdivision streets for which plats and plans were submitted to the local government and VDOT on or after July 1, 2009 - are not eligible for VDOT funds on any portion of the street width that exceeds that specified in Appendix B (1) of VDOT's Road Design Manual. To illustrate, on a subdivision street 36 feet wide where a minimum street width of only 29 feet is required by the SSAR standards VDOT funds for the cost of materials, construction and maintenance may only be applied for 29 feet of the total 36 feet width or 80 ½ % of the total cost. Construction and maintenance costs for the remaining 7 feet must be funded entirely by the locality.

#### Step 8: Evaluation -VDOT

VDOT will confirm that the traffic calming plan was appropriately implemented and the traffic calming devices properly installed including all necessary traffic control devices, and ensure that there is no safety, operational, or maintenance issue.

Subsequent to installation (1-3 months is suggested) a follow-up review may be conducted to evaluate the effectiveness of the traffic calming measures such as a comparison of the operating speeds before / after installation. VDOT may wish to disseminate any findings and recommendations from any such review through the Board of Supervisors in order to obtain feedback from those involved in the plan development.

## **Modification of Traffic Calming Devices**

Where an unforeseen safety, maintenance, or operational issue develops, VDOT reserves the right to modify (adjust, relocate, remove etc.) the relevant traffic calming measures as necessary to resolve the issue.

Where the Locality wishes to add, remove or; substantially alter traffic calming devices approved and implemented in their traffic calming plan they must do so using the identical process (and funding sources) utilized for the original plan (e.g. develop revised plan, obtain approval signatures of affected residents, get community approval through a ballot survey, receive the BOS or Town Council endorsement and get VDOT's review and approval).

### **III. TRAFFIC CALMING MEASURES**

The traffic calming devices included in The Guide are characterized as Non-Intrusive or Horizontal, Vertical and Narrowing devices and are discussed on the following pages.

#### **1. Non-Intrusive Traffic Calming Devices**

Non-intrusive measures include administrative measures (such as public information campaigns), posting certain types of signs that promote speed reductions, and utilizing pavement markings to reduce the number of lanes and/or the pavement travel widths. The additional pavement width available through the various reductions is reallocated to add parking, bike lanes, or sidewalks etc.

The Non-intrusive devices offer the advantage that they do not physically constrain vehicle maneuvers and thus are less invasive. This is particularly desirable for streets that serve as major emergency and bus routes. Other desirable aspects of the non-intrusive devices are that they involve standard signs and pavement markings that are easily recognized by motorists and; can generally be less costly overall than the horizontal, vertical and narrowing measures.

However, some non-intrusive applications may not be as effective because they do not physically constrain vehicles to a reduce speed.

Following are the non-intrusive measures included in the Guide; Community Education, Community Gateways, Pavement Markings (travelway narrowing and roadway conversions), Speed Display Signs, Additional \$ 200 Fine signs.

#### **Non-Intrusive Devices -Community Education**

Informing and reminding the community of speeding issues and concerns and the importance of driving safely in their neighborhood is an important step. Various resources and literature are available to inform the community on these various issues.

# Attachment 11

# Memo

**To:** Town Council  
**From:** David Tyrrell  
**Date:** June 5, 2018  
**Re:** May 2018 Operations Report

---

The water treatment plant is in compliance for May 2018 with its monthly parameters. We sent 10.677 MG of water to the system with an average of 0.344 MGD and a daily max of 0.460 MG.

SUEZ Utility Service has completed about 80% of the 3MG interior tank sandblasting.

24-Hour coverage at the WTP continues with challenges. Operations this month have been difficult due to storm conditions and flooding. Water treatment has required constant attention and adjustment but staff has been able to produce quality water under difficult conditions.

One of the difficulties faced this month has been keeping the river screens clear during the flooding events. The river conditions have been changing quickly where we were able to easily keep screens clean one hour to constant clogging with debris the next. At one point the turbidity levels jumped from 30 NTU to 270 NTU in less than an hour. Under normal conditions river turbidities are less than 10 NTU.

Drought Conditions: There are no concerns for drought at this time.

The wastewater plant is in compliance with its discharge permit for May per data received to date. We treated a total of 26.97 MG with a daily average of 0.87 MGD and a daily max of 2.86 MG. In fact, we had eight days of flow over 1 MGD and five over 2 MGD.

Operations at the STP have been all but routine. High flows created surcharge conditions in the sewer collection system by the WWTP which was reported to DEQ. We estimate that we pumped about 2 MGD of raw wastewater to the old North Lagoon for storage to be treated later.

Acid recover cleans have been completed on trains 3 and 4. Train #3 has been running high transmembrane pressures so in addition to the acid wash we also gave it a

Chlorine recovery clean. These cleans have improved the conditions for train #3 but when flows allow we are going to repeat the acid recovery clean in hopes of further improving its performance.

We have begun the process of changing our process from winter to summer modes with an increase in the wasting of biosolids. We are looking to get mixed liquor levels down to near 6,000 mg/l but storm flows have driven our solids level into the upper 8000 mg/l range.

The following is something I have not to date expressed about my staff. We feel if we are not noticed by the public we are properly doing our jobs. I need to express my appreciation for my staff and the work they have been doing. We are one person short in our department and about to be short two. My staff have been dealing with extremely difficult conditions while under very difficult conditions spread so thin to maintain 24-hour coverage. These gentlemen have been bouncing between two facilities maintaining treatment at both with constant alarms from the high flow conditions at the WWTP and constant attention required to maintain water quality. Several have been facing difficult personal issues at home, long hours at work, and even passing kidney stones at work all while ensuring people in Berryville have quality drinking water. The logs I provide council cannot begin to cover all that is done to maintain the services and facilities the Berryville Utilities Department provides and cares for but I wanted to acknowledge their efforts and make council aware that these gentlemen have been performing admirably in their efforts to maintain these services.

Attached for review are the DMR data reports 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. Additionally, you will find a condition report on the Southeast Water Tank which are included for you to see the tank conditions after painting.

FLOWS AND CHEMICAL DOSAGES

MAY 2018

No. Connections Served: 1660  
Population Served: 4185

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals										Finished Water Chemicals							
					Alum		Carbon		Chlorine		Fluoride		Polymer		KMnO4		Soda Ash		Chlorine		Corr Inhibitor	
					Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L
1	0.471		0.435	14.0	71	18.1	11	2.7			3.6	0.93	0.071	0.018	4	1.1			15.6	4.0		
2	0.41		0.371	13.0	41	11.9	4	1.3			6.6	1.94	0.066	0.019	0.0	0.0			15.6	4.6		
3	0.349		0.315	10.5	20	7.0	2	0.7			3.5	1.20	0.053	0.018	0.0	0.0			7.8	2.7		
4	0.41		0.378	12.3	41	11.9	3	0.8			6.7	1.95	0.036	0.011	3.8	1.1			23.4	6.9		
5	0.332		0.298	10.3	35	12.8	2	0.9			3.5	1.25	0.028	0.010	3.2	1.2			15.6	5.6		
6	0.351		0.319	11.0	-5	-1.7	3	1.1			3.5	1.21	0.057	0.020	3.4	1.2			15.6	5.3		
7	0.341		0.308	10.0	71	25.0	2	0.7			6.9	2.42	0.044	0.016	0.0	0.0			7.8	2.7		
8	0.317		0.284	10.0	25	9.6	3	1.2			3.1	1.17	0.053	0.020	0.1	0.0			15.6	5.9		
9	0.489		0.438	13.5	51	12.4	4	0.9			6.8	1.66	0.075	0.018	0.0	0.0			15.6	3.8		
10	0.317		0.295	9.5	35	13.4	2	0.9			3.5	1.31	0.044	0.017	0.0	0.0			7.8	3.0		
11	0.36		0.316	10.5	35	11.8	3	1.1			3.4	1.13	0.030	0.010	3.3	1.1			7.8	2.6		
12	0.418		0.384	12.3	41	11.6	4	1.0			3.6	1.03	0.030	0.009	3.8	1.1			7.8	2.2		
13	0.254		0.225	7.5	20	9.6	2	1.1			3.4	1.61	0.040	0.019	2.3	1.1			0.0	0.0		
14	0.468		0.429	12.0	46	11.7	7	1.7			6.7	1.72	0.075	0.019	3.7	1.0			7.8	2.0		
15	0.346		0.306	11.0	30	10.5	2	0.8			6.9	2.39	0.057	0.020	0.0	0.0			15.6	5.4		
16	0.381		0.347	11.5	51	16.0	3	1.0			3.2	1.01	0.057	0.018	3.6	1.1			15.6	4.9		
17	0.412		0.361	12.0	66	19.2	3	0.8			3.6	1.05	0.071	0.021	5.2	1.5			15.6	4.5		
18	0.497		0.414	13.2	81	19.6	3	0.8			6.8	1.64	0.080	0.019	7.4	1.8			18.8	4.5		
19	0.497		0.357	11.6	137	33.0	6	1.4			6.7	1.62	0.080	0.019	6.5	1.6			17.2	4.1		
20	0.426		0.369	14.0	91	25.7	4	1.1			7.0	1.96	0.066	0.019	7.9	2.2			18.8	5.3		
21	0.394		0.291	13.0	76	23.1	4	1.1			3.3	1.00	0.071	0.021	7.3	2.2			15.6	4.8		
22	0.406		0.354	12.0	61	18.0	0	0.0			3.5	1.03	0.062	0.018	6.7	2.0			15.6	4.6		
23	0.441		0.335	13.0	66	17.9	3	0.9			6.6	1.79	0.075	0.020	0.0	0.0			15.6	4.2		
24	0.606		0.460	17.0	91	18.1	6	1.2			6.8	1.35	0.066	0.013	9.5	1.9			31.3	6.2		
25	0.413		0.307	9.7	56	16.2	4	1.2			3.5	1.03	0.060	0.017	5.4	1.6			9.4	2.7		
26	0.337		0.296	9.5	35	12.6	4	1.4			6.5	2.31	0.060	0.021	5.3	1.9			14.0	5.0		
27	0.322		0.299	9.5	30	11.3	3	1.0			3.4	1.27	0.053	0.020	5.3	2.0			15.6	5.8		
28	0.453		0.406	12.5	61	16.1	4	1.2			3.6	0.95	0.075	0.020	7.0	1.9			15.6	4.1		
29	0.296		0.246	9.0	20	8.2	2	1.0			3.4	1.36	0.040	0.016	5.0	2.0			15.6	6.3		
30	0.399		0.353	12.0	51	15.2	3	1.0			6.6	1.98	0.057	0.017	0.0	0.0			15.6	4.7		
31	0.424		0.381	12.5	41	11.5	2	0.7			3.5	1.00	0.062	0.017	7.0	2.0			15.6	4.4		
Total	12.337	0.000	10.677	359.4	1572	457.2	110	32.7	0.0	0.00	149.7	45.3	1.79	0.541	117	34.5	0.0	0.00	445.2	####	0.0	0.00
Maximum	0.606	0.000	0.460	17.0	137	33.0	11	2.7	0.0	0.00	7.0	2.4	0.08	0.021	10	2.2	0.0	0.00	31.3	6.86	0.0	0.00
Minimum	0.254	0.000	0.225	7.5	-5	-1.7	0	0.0	0.0	0.00	3.1	0.9	0.03	0.009	0	0.0	0.0	0.00	0.0	0.00	0.0	0.00
Average	0.398	0.000	0.344	11.6	51	14.7	4	1.1	####	###	4.8	1.5	0.06	0.017	4	1.1	####	#DIV/0!	14.4	4.29	###	####

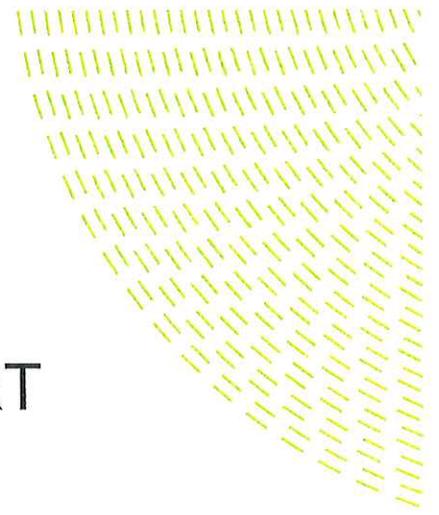
SIGNED: (OPERATOR IN RESPONSIBLE CHARGE) \_\_\_\_\_

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

PRINTED NAME David A Tyrrell

Shenandoah River - Entire Month

TITLE: OPERATOR CLASSIFICATION Class 1  
DPOR CERTIFICATION NO. 1955002813



# Town Of Berryville

## CONDITION ASSESSMENT REPORT



**Tank Name:**  
Josephine Tank

**Location:**  
200 Jack Enders Blvd

**Tank Size and Style:**  
250,000 Elevated

**Project Number:**  
137515

**Inspection Date:**  
February 28, 2018

**Inspected By:**  
Jon Meacham

### Town Of Berryville Contact Information:

**Administrative:**  
David Tyrrell

**Address:**  
101 Chalmers Court Suite A  
Berryville, VA 22611

**Phone/Email:**  
571-955-1099

**Job:**  
David Tyrrell

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### Utility Service Co., Inc.

**Address**  
535 Courtney Hodges Blvd  
PO Box 1350  
Perry, GA 31069

**Fax, Email and Website**  
Fax: 478.987.2529  
Email: [help@utilityservice.com](mailto:help@utilityservice.com)  
Website: [www.utilityservice.com](http://www.utilityservice.com)

**Customer Service Information**  
Teresa Wood  
866.919.3471

## Summary

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A visual inspection was performed on the exterior condition.

The tank is in good condition. The exterior continues to be in good condition with no nonconforming items to report. The interior coating was not fully inspected but will be at the next scheduled washout when the interior will be cleaned, inspected and disinfected.

Interior roof and structure was partially inspected from hatch. Personnel are not allowed to enter the structure (i.e. "break the plane") when filled with water in order to maintain compliance with the OSHA 1926.1201 Confined Space for Construction Standard. However, based on this limited view no deficiencies were noted with roof trusses, rafters and their connections.

## Coating Type & Conditions

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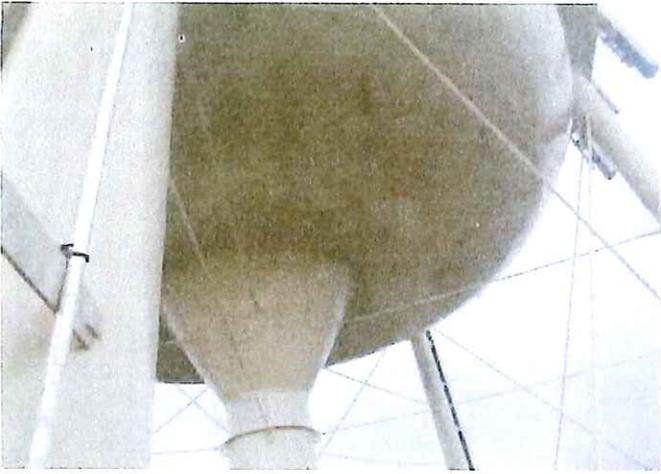
- **Interior Coating Condition:** Visible areas of the Interior lining are in good condition and continues to protect the substrate.
- **Exterior Coating Condition:** No deficiencies noted in the exterior coating.
- **Logo Condition:** No deficiencies noted.



Exterior coating



Exterior coating



Exterior coating



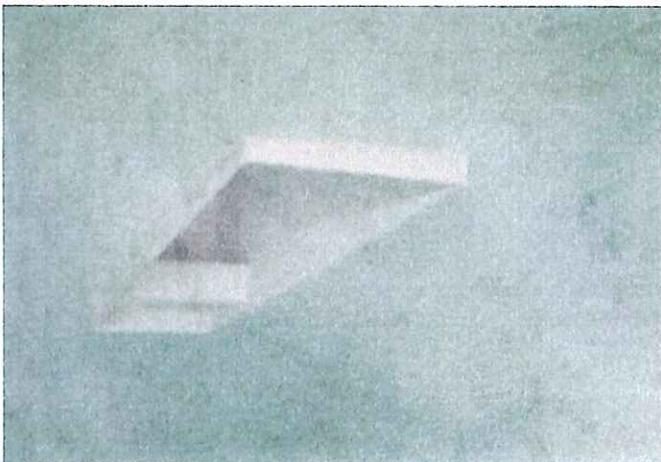
Exterior coating



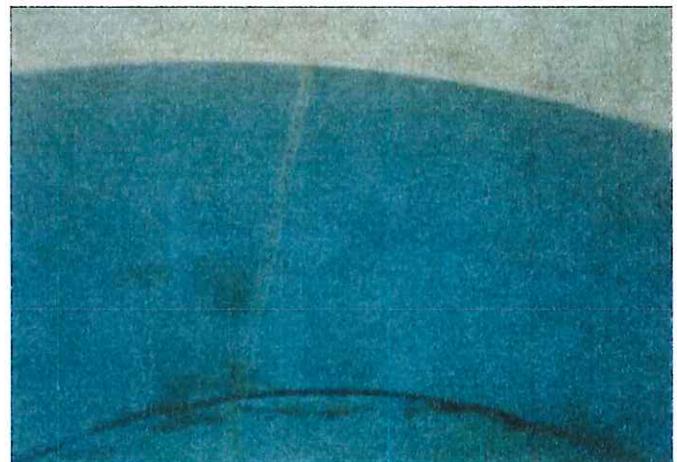
Exterior coating



Exterior coating



Interior



Interior

## Safety

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- **Safety Climbing Devices:** Ladders are equipped with secured safety climb devices.
- **Access Hatch1:** No deficiencies noted.

## Sanitary

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- **Vent Screen:** No deficiencies noted with vent screen.
- **Overflow Pipe Screen Flapper:** Overflow pipe is equipped with flap gate. No deficiencies noted with flapper.
- **Evidence Of Foreign Matter:** No evidence of foreign matter observed.
- **Sediments:** The interior was not inspected.



Roof vent screen



Overflow flapper

## Security

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- **Fence Around Site:** Tank is located inside a fenced-in area that is secure.
- **Ladder Gate/Access Door:** Exterior ladder has a ladder gate installed and is locked.
- **Access Hatch Locked:** Access hatch is locked and secured.
- **Evidence Of Vandalism:** No evidence of vandalism was found.



Roof access hatch locked



Ladder gate locked

## Structural

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- **Foundation:** Foundation appears in good condition and there is no erosion occurring around foundation.
- **Legs:** No deficiencies noted with tank legs. Paint coating continues to protect the substrate.
- **Access Ladders:** No deficiencies noted for dry-side access ladder stiles, rungs and connections.
- **Column Flanges:** Column flanges are painted and no corrosion is present.
- **Anchor Bolts:** Anchor bolts are protected and show no rust or corrosion.
- **Riser Pipe:** No deficiencies noted with riser. Paint coating continues to protect the substrate.
- **Riser Rods:** No deficiencies noted with riser rods.
- **Wind Rods:** No deficiencies noted with wind rods.
- **Watertight Conditions:** There are no visible leaks at the time of the inspection.
- **Balcony:** No deficiencies or corrosion damage noted for balcony railings and landings.
- **Interior Ladders:** Interior ladder partially inspected from hatch. No deficiencies noted with visible portion of ladder.
- **Roof:** The interior roof does not have roof beams. No deficiencies noted.
- **Vents:** No deficiencies noted with vent.
- **Overflow Pipe:** No deficiencies noted. Overflow pipe extends to ground level.
- **Welds:** No deficiencies noted with weld seams.

- **Float System:** Float system is in working condition. No deficiencies noted.
- **Level Indicator:** Level indicator is in working condition with no deficiencies noted.



Riser manway



Access ladder



Balcony and handrail



Roof vent

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### Steel Tanks

The determinations and recommendations made within this report with respect to the condition of the steel structure, integrity, or other surface defects are based upon visual observations made during the inspection. Extensive testing or investigation of the steel to determine the extent of the metal loss or capacity of the structure was not completed.

# Berryville STP Monthly DMR Data

May 2018

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff CBOD mg/l	Eff CBOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2 / NO3 mg/l	Eff TKN mg/l	Eff TKN KG/D	Eff Total N mg/l
5/1/2018	0.34	7.6	13.0					8.9	9.1				
5/2/2018	0.36	7.4	17.8	2.00	2.71			8.9					
5/3/2018	0.28	7.6	15.6	3.00	3.17			9.3	9.0				
5/4/2018	0.26	7.3	19.4					7.8	7.6				
5/5/2018	0.25	7.3	19.5					9.1	8.2				
5/6/2018	0.28	7.5	18.6					10.7	9.2				
5/7/2018	0.27	7.6	19.6					10.5	9.3				
5/8/2018	0.31	7.5	18.9	3.00	3.47	0.00	0.00	10.2	9.5	0.97	1.67	1.93	2.64
5/9/2018	0.35	7.4	19.1	3.00	4.02			9.8	9.0				
5/10/2018	0.33	7.6	19.8	5.00	6.21			8.8	7.7	0.08	1.67	2.07	1.75
5/11/2018	0.28	7.4	21.3					9.1	8.9				
5/12/2018	0.25	7.6	19.7					9.5	7.4				
5/13/2018	0.28	7.7	21.2					9.1	8.8				
5/14/2018	0.45	7.7	21.2					8.6	8.3				
5/15/2018	0.79	7.6	19.6	4.00	11.95			9.2	8.7	0.26	1.55	4.63	1.81
5/16/2018	0.71	7.6	19.9	1.00	2.67			8.9	8.5				
5/17/2018	2.15	7.6	19.6	1.00	8.14			10.9	9.7	0.67	1.62	13.19	2.29
5/18/2018	2.34	7.7	19.1					9.8	9.3				
5/19/2018	2.28	7.7	18.7					9.8	10.1				
5/20/2018	2.19	7.7	18.0					11.3	10.4				
5/21/2018	2.08	7.7	18.4					10.0	9.6				
5/22/2018	2.86	7.5	18.8	0.00	0.00			10.5	10.0	0.64	1.30	14.08	1.94
5/23/2018	1.63	7.5	18.7	3.00	18.51			10.0	9.7				
5/24/2018	1.05	7.6	18.8	0.00	0.00			9.8	9.6	0.17	1.25	4.99	1.42
5/25/2018	0.76	7.6	18.3					9.9					
5/26/2018	0.74	7.7	19.4					8.8	8.8				
5/27/2018	0.73	7.6	19.7					8.9	9.0				
5/28/2018	0.72	7.7	19.9					9.7	9.8				
5/29/2018	0.59	7.5	20.1					9.4	9.1				
5/30/2018	0.45	7.5	19.8					9.3	9.0				
5/31/2018	0.61	7.6	20.0					9.4	8.6				
Minimum	0.25	7.3	13.0	0.00	0.00	0.00	0.00	7.8	7.4	0.08	1.25	1.93	1.42
Maximum	2.86	7.7	21.3	5.00	18.51	0.00	0.00	11.3	10.4	0.97	1.67	14.08	2.64
Total	26.97	234.6	591.5	25.00	60.85	0.00	0.00	295.9	261.9	2.79	9.06	40.89	11.85
Average	0.87	7.6	19.1	2.27	5.53	0.00	0.00	9.5	9.0	0.47	1.51	6.82	1.98
Geo Mean	0.62	7.6	19.0	2.09	3.94	1.00	1.00	9.5	9.0	0.34	1.5	5.08	1.94

# Berryville STP Monthly DMR Data

May 2018

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	E-Coli No/100ml
5/1/2018				
5/2/2018				
5/3/2018				
5/4/2018				
5/5/2018				
5/6/2018				
5/7/2018				
5/8/2018	3.06	0.07	0.08	1
5/9/2018				
5/10/2018	2.18	0.08	0.10	
5/11/2018				
5/12/2018				
5/13/2018				
5/14/2018				
5/15/2018	5.41	0.10	0.30	1
5/16/2018				
5/17/2018	18.67	0.02	0.16	
5/18/2018				
5/19/2018				
5/20/2018				
5/21/2018				
5/22/2018	21.04	0.02	0.22	1
5/23/2018				
5/24/2018	5.67	0.02	0.08	
5/25/2018				
5/26/2018				
5/27/2018				
5/28/2018				
5/29/2018				
5/30/2018				
5/31/2018				
Minimum	2.18	0.02	0.08	1
Maximum	21.04	0.10	0.30	1
Total	56.04	0.31	0.94	3
Average	9.34	0.05	0.16	1
Geo Mean	6.57	0.04	0.14	1

# Berryville WWTP Monthly Membrane Operation Report

## May 2018

### UF 1 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		83 %	2.81	1589	9.246
PermeateTurbidityAfterBP		100 %	0.03	1589	0.218
TCPermeabilityBeforeBP		100 %	5.61	1574	29.185
TMPBeforeBP		100 %	0.16	1589	0.396
TotalPermeateFlowDaily		100 %	166969.23	32	204388.281

### UF 2 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		81 %	2.74	1625	9.338
PermeateTurbidityAfterBP		99 %	0.15	1625	0.252
TCPermeabilityBeforeBP		100 %	6.11	1623	22.243
TMPBeforeBP		100 %	0.27	1625	0.56
TotalPermeateFlowDaily		100 %	166903.49	32	210127.594

### UF 3 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		91 %	2.71	1522	8.944
PermeateTurbidityAfterBP		100 %	0.04	1522	0.223
TCPermeabilityBeforeBP		29 %	6.57	1521	7.594
TMPBeforeBP		99 %	1.47	1522	2.27
TotalPermeateFlowDaily		100 %	161289.53	32	186948.281

### UF 4 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		86 %	2.65	1524	9.24
PermeateTurbidityAfterBP		100 %	0.02	1524	0.158
TCPermeabilityBeforeBP		100 %	4.67	1516	27.667
TMPBeforeBP		100 %	0.15	1524	0.406
TotalPermeateFlowDaily		100 %	173164.69	32	196422.531

### UF Plant KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
PermeateTemperature		100 %	2.79	2976	56.357
TotalPermeateFlowDaily		78 %	654015.0	32	797886.688

### UF 1 KPI Summary

Parameter	LL	LCL	UCL	HH	May
FluxBeforeBP	--	--	12.23	16.3	9.246
PermeateTurbidityAfterBP	0	--	0.9	1	0.218
TCPermeabilityBeforeBP	4	6	--	--	29.185
TMPBeforeBP	--	--	7	8	0.396
TotalPermeateFlowDaily	--	--	--	--	207840.484

### UF 2 KPI Summary

Parameter	LL	LCL	UCL	HH	May
FluxBeforeBP	--	--	12.23	16.3	9.338
PermeateTurbidityAfterBP	0	--	0.9	1	0.252
TCPermeabilityBeforeBP	4	6	--	--	22.243
TMPBeforeBP	--	--	7	8	0.56
TotalPermeateFlowDaily	--	--	--	--	213160.452

### UF 3 KPI Summary

Parameter	LL	LCL	UCL	HH	May
FluxBeforeBP	--	--	12.23	16.3	8.944
PermeateTurbidityAfterBP	0	--	0.9	1	0.223
TCPermeabilityBeforeBP	4	6	--	--	7.594
TMPBeforeBP	--	--	7	8	2.27
TotalPermeateFlowDaily	--	--	--	--	191751.903

### UF 4 KPI Summary

Parameter	LL	LCL	UCL	HH	May
FluxBeforeBP	--	--	12.23	16.3	9.24
PermeateTurbidityAfterBP	0	--	0.9	1	0.158
TCPermeabilityBeforeBP	4	6	--	--	27.667
TMPBeforeBP	--	--	7	8	0.406
TotalPermeateFlowDaily	--	--	--	--	199718.419

### UF Plant KPI Summary

Parameter	LL	LCL	UCL	HH	May
PermeateTemperature	32	--	100	110	56.357
TotalPermeateFlowDaily	--	--	1100000	2100000	812471.258

# Attachment 12

# Memo

**To:** Town Council

**From:** David Tyrrell

**Date:** June 7, 2018

**Re:** 3MG Tank Repair

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In the process of preparing the 3MG tank for painting, issues with the floor integrity, upper ring sidewall, and overflow pipe have been discovered. First, the corrosion of the quarter inch plating that makes up the floor has progressed to the point that multiple holes in the bottom of the tank have been uncovered in the blasting process. Some of these holes have erosion and washout of the subsoils. The second issue is that the upper ring of the tank above the waterline has multiple holes which will need repair. The third issue is that the overflow pipe in the tank has corroded and needs to be repaired. As a result, additional work to mitigate the subbase conditions and to repair the tank is mandatory to return it to service. The picture below is an example of what is being found on the tank floor.



There are two methods of repair feasible for the floor. First is to pump sand into the open void areas under the existing floor to firm up the subbase, weld repair plates over the existing holes, add a few inches of sand onto the existing floor, then build a new false floor over the old.

The second method is similar in that the subbase is filled with sand to firm the subbase, the holes repaired with welded plates, but then a 40 mil epoxy high solids coating is applied to seal the floor.

The first method will add up to seventy-five years of life to the existing tank with proper maintenance. The second method has a life expectancy of about fifty years, again with proper maintenance.

The rough cost estimate of each is as follows;

False Floor - \$562,000

Epoxy Coating - \$225,000

(Tank replacement is about \$1.25 to \$1.50 per gallon. To replace the tank with a similar size carbon steel tank would cost between \$3,750,000 to \$4,500,000. Concrete tanks would be even more expensive.)

Repairs of the upper ring and overflow pipe have not been evaluated for cost at this time. Repairs of these two areas are simpler than the floor but testing of steel integrity needs to be completed before repair suggestions can be made.

An analysis of the total tank condition is underway and should be completed by the middle of next week and then a more accurate accounting of exactly what is needed and cost will be prepared. Until the completion of the analysis, we cannot recommend one repair method over the other at this time. Updates to this situation will be provided to Mr. Dalton as received.

In addition to this work we would like to add some piping changes to the interior of the tank to improve water quality. We would like to extend the tank inlet/outlet pipe to get the intake up off the floor and repurpose an old pipe that is in tank to create a separate drain line. Currently, to drain the tank we use the same pipe that feeds water to the tank. This change will allow us to drain the 3MG tank while keeping water supplied to the Northwest tank and prevent cross connection of dirty water being drained and system water delivered to customers. The cost of this work is \$2,925.00.

One last note, the false floor will easily add another month to the completion time of the tank. The epoxy coating will allow us to complete the project within the estimated time allotted for the contract.

# Attachment 13

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

**June 7, 2018**

## **Water**

The water line up-grade on Rice Street is nearing completion. All the water laterals have been replaced and new meter setters have been installed. We have to conduct a scheduled water interruption in order to install a new inline valve at the intersection of Treadwell and Rice. During this shut down we will also remove an old fire hydrant in the 100 block of Academy Street. We are planning this water interruption for Tuesday {6-12-18}. All residents effective by the shutdown will be notified 24 hours prior to the the interruption.

## **Sewer**

As I mention in last month's report we are working with a contractor to rehabilitate the section of sewer main from Church Street to First Street. There has been some difficulty getting pricing for some point repair work that needs to be completed prior to the lining be installed but the contractor hopes to have some estimates in a couple of weeks.

Due to the amount of involved work and the cost for the point repairs I have requested this year's sewer collection system rehab funds (FY18) be escrowed for use in FY 19.

We experienced one sewer pump station failure during the past month. Pump #1 at South Buckmarsh Street station experienced a failure. Our scada system called out to Public Works personnel on call about the failure. We found that check valve had broken and needed to be replaced. Public Works was able to repair the valve and put the station back into full operation.

## **General Information**

We held a pre-bid meeting on June the 5<sup>th</sup> for our upcoming Asphalt Paving and Milling projects. We had eight companies attend the pre-bid meeting. With the amount of work being offered we hope to receive some favorable pricing for this project.

The month of May proved to be a very wet month. Our area experienced several rain events that led to large amounts of rainfall in short periods of time. Public Works answered several calls for high water and standing water in several intersections. Most of the standing water issues were the result of the large amount of rainfall and the area's being so flat with minimal drainage.

# Attachment 14

**Board of Zoning Appeals**

Members of Boards of Zoning Appeals may not also be members of governing bodies. As such, Kara Rodriguez, whose term on the Town Council will begin on July 1, must resign from the Berryville Board of Zoning Appeals. Mrs. Rodriguez's term on the BZA was to end on 12/31/20.

To fill the vacancy, the Town Council must submit a recommendation to the Circuit Court of Clarke County. Generally, the Circuit Court makes an appointment within a month of receiving the Council's recommendation.

This appointment would be for the remainder of Mrs. Rodriguez's term.

**Berryville Area Development Authority**

Mary Jo Pellerito's term on the BADA will expire on 6/30/18. Ms. Pellerito may not be re-appointed because she will be moving out of the area.

This appointment would be for a full three-year term.

Staff recommends that these matters be referred to the Personnel Committee.

# Attachment 15

June 12, 2018  
Discussion

Social Media Policy

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*June 12, 2018*

At its April meeting, the Town Council directed the Town Manager to provide a Social Media policy for review at its June meeting.

Please find attached:

- Town of Berryville Social Media Policy (draft June 6, 2018 / Version 1.2)
- ARCHIVE SOCIAL model policy
- Commonwealth of Virginia Electronic Communications and Social Media policy
- Draft Clarke County Policy on Use and Privacy of Electronic Communications, Devices, Social Media

The attached draft policy borrows heavily from the ARCHIVE SOCIAL model policy and Virginia's policy. Staff has discussed this matter with County staff and they are working on a policy as well (which may be very different than the attached County draft). It would be nice to have similar policies but Town staff believes that the Town Council is desirous having something in place sooner rather than later. Accordingly, staff is moving forward as directed but will keep an eye on what the County is doing and will keep the council informed as to what their staff recommends.

Staff recommends that the Personnel Committee review this matter and provide the Council with guidance as to how it should move forward. It is important to note that pertinent sections of the Town of Berryville Employee Handbook are being reviewed to ensure that the requirements of the new policy dovetails with the sections in question. Sections being reviewed include Section 189 Workplace Privacy, 516 Computer and Email Usage, 517 Internet Usage, 518 Workplace Monitoring, 526 Cell Phone Usage, 528 Password Policy, and 701 Employee Conduct and Work Rules.

An important element of this matter about which staff needs guidance is the means by which social media site posts and the like are to be archived. At present, the only site of which staff is aware that would be considered "official" is Mayor Dickinson's Facebook page. The information from that site is being archived by the Mayor who creates a PDF of all communications and provides them to staff upon request. Staff is aware of the fact that two new members of the Council have interest in maintaining social media sites as Council members. The question at hand is, will the archiving regimen remain the same or will the Town contract with a firm that specializes in this important and necessary task. While research is on-going, it appears that the cost of a basic plan (with a limited number of sites being monitored) for such archiving services will be approximately \$2,500 annually. Final policy language will, in a general manner, need to reflect the means by which archiving will be accomplished.

*April 10, 2018*

Recently, concern was expressed regarding a seemingly official social media account. Specifically, Mr. Kitselman expressed concerns about a Facebook page titled, "Mayor Patricia Dickinson, Berryville". He noted that he did not think this page was sanctioned by the Town but on its face it would appear that it is sanctioned and official.

Mr. Kitselman inquired as to what the implications were for the Town, specifically as it relates to FOIA. He asked if the items on the site should be archived and if so, who is responsible for maintaining the files. Lastly, Mr. Kitselman recommended that the FOIA board would be a good place to start inquiries.

Staff has been in contact with both the FOIA Council and legal counsel regarding this matter.

The FOIA Council expressed the opinion that social media posts are public records but did not speak to who is responsible for archiving such records. Mr. Mitchell is of the opinion that if a site is dedicated to the conduct of a public position, then the Town is responsible for archiving the records.

Mayor Dickinson has stated that she archives all posts and comments and then deletes them from the site. She pointed out that in the past she has provided records as needed to fulfill FOIA requests.

Mayor Dickinson has provided the Town Clerk with her posts and related comments so that the Town has a file containing these records. Staff and the Mayor must work out a schedule for submission of the records from her site. Staff hopes to address this matter within the week.

With these issues being raised, it may be prudent to consider adoption of a social media policy. If so desired, then staff requests that it be given until the June meeting to begin that review.

# **Town of Berryville Social Media Policy**

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Draft May 30, 2018  
Version 1.1

**Draft June 6, 2018**  
**Version 1.2**

# **INTERNAL POLICY**

## **Purpose**

This document defines the social media and social networking policy for Town of Berryville, the "Town". To address the fast-changing landscape of the Internet and the way residents obtain information online, the Town may consider using social media tools to reach a broader audience.

The Town must ensure that official social media use complies with applicable law. Further, the Town has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites.

This policy establishes guidelines for the use of social media.

## **Applicability**

This policy shall apply to:

- Personal use of social media by Town employees
- Use of official social media sites by elected and appointed officials (official social media site)
- Use of official Town social media sites (official Town social media site)

## **Acceptable Use**

### **Personal Use**

All Town officials or employees may have personal social networking, Web 2.0 and social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Following this principle helps ensure a distinction between sharing personal and Town views.

Town employees shall not use their Town e-mail account or password in conjunction with a personal social networking, Web 2.0, or social media site.

If a Town employee decides to comment or post about Town business on their personal social media, Web 2.0, or social networking site, then it is recommended that the employee use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions or positions of the Town of Berryville."

### **Professional Use**

#### **In general**

All official Town-related communication through social media, Web 2.0, and social networking outlets shall remain professional in nature and shall be maintained and archived in accordance with the provisions of this policy and applicable law.

#### **Elected and appointed officials**

Officials should not use official social media sites, Web 2.0, or social networking sites for political purposes, to conduct private commercial transactions, or engage in private business activities.

Officials should be mindful that their usage of official social media sites, Web 2.0, and social networking sites are subject to the Virginia Freedom of Information Act (FOIA). The official is responsible for maintaining the site in a manner consistent with law.

Officials are encouraged to use a disclaimer such as: "The postings on this site are my own and do not represent the opinions or positions of the Town of Berryville." on their site.

### **Employees**

Employees shall not use official Town social media site, Web 2.0, or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Town employees should be mindful that inappropriate usage of official Town social media, Web 2.0, and social networking sites can be grounds for disciplinary action. If social media, Web 2.0, and social networking sites are used for official Town business, the entire Town site, regardless of any personal views, is subject to best practices guidelines, and standards; including but not limited to the FOIA.

Only individuals authorized by the Town Manager may publish content to a Town Web site, official Town social media site, or official Town social computing technologies.

All posts or comments made on behalf of the Town shall conform to guidelines provided by the Town Manager.

### **Approval and Archiving**

All official Town social media sites shall be (1) approved by Town Manager; (2) published using approved social networking platform and tools; (3) administered by the Town Clerk or other official designated as administrator by the Town Manager; and (4) archived in a manner that conforms to the requirements of FOIA and other applicable legal requirements.

All official social media sites maintained by elected or appointed officials shall be reported to the Town Manager and the Town Clerk. Said elected or appointed official shall provide the Town Manager and Town Clerk with any and all information required for the archiving regimen approved by the Town Council.

### **Oversight and Enforcement**

Employees representing the Town through social media sites or participating in social media features on Town websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in official Town social media sites, blogs, or other social media features; and disciplinary action.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.

Town employees shall recognize that the content and messages they post on social media websites are public and may be cited as official Town statements. Social media shall not be used to circumvent other Town policies or requirements.

Town employees representing the Town through social media sites or participating in social media features on websites may not publish information that includes:

- Violations of local, state or federal Law
- Sexually explicit content
- Confidential information
- Copyright violations
- Profanity or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM
- Other content designated as prohibited by the Town

## **Records Retention**

Official Town social media sites and official social media sites maintained by elected and appointed officials contain communications sent to or received by the Town, its elected and appointed officials and its employees, and such communications are therefore public records subject to Virginia Freedom of Information Act. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video).

The department or official maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured with a frequency and in a fashion that will minimize potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are archived in a manner that preserves the context of communications, including conversation threads, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- FOIA Officers shall have access to all social media public records.

*{provided to requesting FOIA Officer within 2 days of request to elected or appointed officials; note – may need depending on archiving regime chosen by Town Council}*

## **EXTERNAL POLICY**

The following guidelines shall be displayed to users on all official Town social media sites or made available by hyperlink. It is recommended that the following guidelines be displayed to users on all official social media sites maintained by elected and appointed officials or made available by hyperlink.

## **Moderation of Third Party Content**

This site serves as a *limited public forum* and all content published is subject to monitoring. User-generated posts will be rejected or removed when the content:

- is off-subject or out of context
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual
- promotes or endorses political campaigns or candidates

## **Public Records Law**

Official Town social media sites and official social media sites maintained by elected and appointed officials are subject to applicable the Virginia Freedom of Information Act. Any content maintained in a social media format related to Town business, including communication posted by the Town and communication received from citizens, is a public record. The department or official maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

## Town of Berryville Social Media Policy

### *CERTIFICATE OF RECEIPT*

I have been given a copy of Town of Berryville's Social Media Policy and I understand that it is my responsibility to read and abide by this policy, even if I do not agree with it. If I have any questions about the policy, I understand that I need to ask my supervisor.

I understand that no user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Town's equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, except for exemptions under the Act, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

If I refuse to sign this certificate of receipt, my supervisor will review this statement with me and will be asked to initial this form indicating that a copy has been given to me and that this statement has been read to me.

Employee's Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

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

# Archive Social Social Media Policy Template



# SOCIAL MEDIA POLICY TEMPLATE FOR THE PUBLIC SECTOR



## ABOUT THIS TEMPLATE

This template is intended for use as a starting point for public sector organizations drafting a social media policy. The information was compiled from several sources including the Cities of Seattle, WA, and Arlington, TX; and the States of Mississippi, Oklahoma, Texas, and North Carolina. Parts of this document were adapted from the Law Enforcement Agency Facebook Terms developed by Lauri Stevens of [LAWs Communications](#), used with permission. As each public sector organization is different, this template should be modified to fit the needs of your agency.

# INTERNAL POLICY

## Purpose

This document defines the social networking and social media policy for [agency name], the "Agency". To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Agency departments may consider using social media tools to reach a broader audience. The Agency encourages the use of social media to further the goals of the Agency and the missions of its departments, where appropriate.

The Agency has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites. This policy establishes guidelines for the use of social media.

## Acceptable Use

### Personal Use

All Agency employees may have personal social networking, Web 2.0 and social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Following this principle helps ensure a distinction between sharing personal and agency views.

Agency employees must never use their agency e-mail account or password in conjunction with a personal social networking, Web 2.0 or social media site.

The following guidance is for Agency employees who decide to have a personal social media, Web 2.0 or social networking site or who decide to comment on posts about official Agency business:

- State your name and, if relevant, role, when discussing Agency business;
- Use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of the agency for which I work."

### Professional Use

All official agency-related communication through social media, Web 2.0 and social networking outlets should remain professional in nature and should always be conducted in accordance with the Agency's communications policy, practices and expectations. Employees must not use official agency social media, Web 2.0 or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Agency employees should be mindful that inappropriate usage of official agency social media, Web 2.0 and social networking sites can be grounds for disciplinary action. If social media, Web 2.0 and social networking sites are used for official agency business, the entire agency site, regardless of any personal views, is subject to best practices guidelines, and standards.

Only individuals authorized by the Agency may publish content to an agency Web site or state agency social computing technologies.

## Approval and Registration

All Agency social media sites shall be (1) approved by [contact] ; (2) published using approved social networking platform and tools; and (3) administered by the contact or their designee.

## Oversight and Enforcement

Employees representing the Agency through social media outlets or participating in social media features on agency websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in agency social media sites, blogs, or other social media features.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.

Agency employees recognize that the content and messages they post on social media websites are public and may be cited as official Agency statements. Social media should not be used to circumvent other agency communication policies, including news media policy requirements.

Agency employees may not publish information on agency social media sites that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

## Records Retention

Social media sites contain communications sent to or received by the Agency and its employees, and such communications are therefore public records subject to [applicable public records statute]. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee who administers one or more social networking sites on behalf of the Agency has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

Agency utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. The Agency archive is available at: [archivesocial.com](https://archivesocial.com).

## EXTERNAL POLICY

The following guidelines must be displayed to users on all social media sites or made available by hyperlink.

### **Moderation of Third Party Content**

This agency social media site serves as a *limited public forum* and all content published is subject to monitoring. User-generated posts will be rejected or removed (if possible) when the content

- is off-subject or out of context
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual
- promotes or endorses political campaigns or candidates

### **Public Records Law**

Agency social media sites are subject to applicable public records laws. Any content maintained in a social media format related to agency business, including communication posted by the Agency and communication received from citizens, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

## USE OF ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

*Application: All state employees, including employees of agencies exempt from coverage of the Virginia Personnel Act.*

*NOTE: Agencies may also require consultants, contract personnel, or other non-employees such as volunteers or interns to abide by this policy.*

### PURPOSE

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. This policy establishes minimum standards for all state employees. Agencies may supplement this policy as necessary, as long as such supplement is consistent with this policy.

### POLICY SUMMARY

This policy includes the following:

- Employee Responsibilities and Requirements
  - Business Use
  - Personal Use
  - User Requirements
  - Prohibited Activities
- Agency Responsibilities and Requirements
  - Monitor Usage
  - Communication
  - Address Violations
- Glossary and Relevant Terms
- Attachment A

### AUTHORITY

This policy is issued by the Department of Human Resource Management (DHRM) pursuant to the authority provided in §2.2-1201 and §2.1-2827 of the Code of Virginia.

DHRM reserves the right to revise or eliminate this policy as necessary.

Agencies may supplement this policy to accommodate specific business needs.

Supplemental policies must be consistent with the provisions of DHRM policy and must be communicated to all agency employees.

## **RELATED POLICIES**

Policy 1.60 - Standards of Conduct

Virginia Information Technologies Agency Information Security Policy, Standards, and Guidelines

Virginia Information Technologies Agency - Information Technology Standard Use of Non-Commonwealth Computing Devices to Telework

Virginia Information Technologies Agency - Telework Resources

Office of Fleet Management Services Policies and Procedures Manual

## **EMPLOYEE RESPONSIBILITIES AND REQUIREMENTS**

All employees must comply with this policy and any additional policies that may be adopted by the agency or institution of the Commonwealth where the user is working.

### **A. Business Use**

Agency provided electronic communications tools are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs. Some users may also be permitted to access and use social media to conduct agency business. Each agency or institution of the Commonwealth may adopt its own policy setting forth with specificity the work-related purposes for which such equipment and access are provided.

### **B. Personal Use**

Personal use means use that is not job-related. In general, incidental and occasional personal use of the Commonwealth's electronic communications tools including the Internet is permitted as long as the personal use does not interfere with the user's productivity or work performance, does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of the Commonwealth's systems and networks. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner.

### **C. User Requirements**

## 1. General Requirements

When using electronic communications tools and social media, users should:

- Follow all applicable Commonwealth policies. Users may not violate any provision of this policy, any supplemental policy adopted by agencies, or any other policy, regulation, law or guideline as set forth by local, State or Federal law (see Code of Virginia §2.2-2827) This may include but is not limited to copyright laws, trademark laws, and other legislated requirements.
- Be responsible and professional in their activities. Employees should conduct themselves in a manner that supports the mission of their agency and the performance of their duties.
- Exercise the appropriate care to protect the agency's electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks. When using the Commonwealth's electronic communications tools, social media or Internet access, employees must:
  - Use the Internet, electronic communications tools and social media only in accordance with State and agency policy;
  - Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such media;
  - Check with the appropriate agency staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.
- Be respectful of the agency/organization, other employees, customers, vendors, and others when posting and communicating information. Users should be sensitive to referring to or including others in their communications and posts and should be aware of any associated potential liabilities. Users may desire to obtain consent prior to communicating or posting information about the work place.

## 2. Business Use Requirements

When using electronic communications tools and social media, users should:

- Use their accurate identities and state their affiliation when using electronic communications or social media for business purposes.
- Ensure the security of sensitive or confidential information when communicating electronically or posting the information on internal or external websites including social media.
- Ensure information is accurate prior to posting on social media sites, state or agency websites, or other electronic media sites. If it is discovered that information is inaccurate after posting, users should work to quickly correct the errors.

## 3. Personal Use Requirements

When using electronic communications and social media, users should:

- Be clear that their communication or posting is personal and is not a communication of the agency or the Commonwealth when using electronic communications or social media for personal use, including personal use of social media outside of the work environment. For example:
  - Users should use their personal email addresses and not those related to their positions with the Commonwealth when communicating or posting information for personal use.
  - Users may use a disclaimer when posting opinions or views for personal use such as, “The views expressed on this (website, blog, social media site) are my own and do not reflect the views of my employer or of the Commonwealth of Virginia.” when appropriate to ensure these views are not viewed as official Commonwealth of Virginia communications.

#### D. Prohibited Activities

Certain activities are prohibited when using the Commonwealth’s Internet and electronic communications media or using social media in reference to the work environment. Employees who engage in prohibited activities may be subject to disciplinary action according to Policy 1.60, Standards of Conduct. Prohibited activities include, but are not limited to:

- Any use that is in violation of applicable local, state, and federal law.
- Accessing, uploading, downloading, transmitting, printing, posting, or storing information with sexually explicit content as prohibited by law (see Code of Virginia §2.2-2827).
- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary to the Virginia Information Technology Agency’s (VITA) Information Security Policy, Standards, and Guidelines.
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, proprietary agency information, sensitive state data or records, or copyrighted materials in violation of agency or state policy.
- Using proprietary agency information, state data or records, and social media to locate agency customers for personal reasons.
- Posting information or sending electronic communications such as email using another’s identity.

- Permitting a non-user to use for purposes of communicating the message of some third party individual or organization.
- Posting photos, videos, or audio recordings taken in the work environment without written consent.
- Using agency or organization logos without written consent.
- Texting, emailing, or using hand-held electronic communications devices while operating a state vehicle according to the Office of Fleet Management Services Policies and Procedures Manual.
- Any other activities designated as prohibited by the agency.

## AGENCY RESPONSIBILITIES AND REQUIREMENTS

Agencies have the following responsibilities and requirements related to this policy.

### A. Monitor Usage

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Commonwealth's equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, except for exemptions under the Act, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

### B. Communication

Agencies are responsible for ensuring employees have access to, read, understand, and acknowledge this policy and any related policies. Agencies may develop a written policy, consistent with this policy which supplements or clarifies specific issues for the agency. With regard to use of electronic communications and social media, agencies are responsible for:

- Communicating this policy and agency policy, if appropriate, to current and new users, including users transferring from other agencies.
- Retaining electronic records in accordance with the retention requirements of the Library of Virginia.
- Requiring and retaining acknowledgement statements, signed by each user, acknowledging receipt of a copy of this policy and agency policy, if appropriate. A sample is attached (Attachment A) that agencies may use, or they may include the acknowledgement statement with other such statements obtained when employees are hired.

NOTE: Agencies also may develop procedures by which a user must actively

acknowledge reading the policy before access to electronic communications and social media will be granted.

**C. Address Violations**

Violations of this policy must be addressed under Policy 1.60, Standards of Conduct, or appropriate disciplinary policy or procedures for employees not covered by the Virginia Personnel Act. The appropriate level of disciplinary action will be determined on a case-by-case basis by the agency head or designee, with sanctions up to or including termination depending on the severity of the offense, consistent with Policy 1.60 or the appropriate applicable policy.

## GLOSSARY AND RELEVANT TERMS

**Blog**

A contraction of “web log” that is a website or part of a website with commentary, descriptions of events, or journal type entries usually with an ability for readers to reply and post comments.

**Computer Network**

Two or more computers that can share information, typically connected by cable, data line, or satellite link.

**Crowdsourcing**

An open call, usually through an Internet based resource, to an undefined community of people to obtain and use ideas, content, or solutions to business needs.

**Electronic Communications Tools**

Tools used as a means of sending and receiving messages or information electronically through connected electronic systems or the Internet. Tools may include networked computers, email, voicemail, cell phones, smart phones, any other similar system, and new technologies as they are developed.

**Internet**

An international network of independent computer systems. The World Wide Web is one of the most recognized means of using the Internet.

**Microblog**

A form of a blog in which frequent, short updates are posted about specific activities (e.g., Twitter).

**Photo Sharing**

The online publishing of photographs with the ability to transfer and share the photos with others.

**Podcast**

Digital media file that can be downloaded for playback to computers and personal digital devices.

**Social Media**

Form of online communication or publication that allows for multi-directional interaction. Social media includes, blogs, wikis, podcasts, social networks, photograph and video hosting websites, crowdsourcing, and new technologies as they evolve.

**Social Networking**

Interacting with a group of people with common interests in a virtual environment.

**Users**

All employees of the Commonwealth who use the Commonwealth's Internet access and/or electronic communications media or external electronic communications media to communicate about the Commonwealth's activities.

NOTE: Agencies may also require consultants, contract personnel, or other non-employees such as volunteers or interns to abide by this policy.

**Video Sharing**

The online publishing of videos with the ability to transfer and share them with others.

**Wikis**

A collaborative website that allows users to edit materials and information posted and to create collaborative solutions for identified topics.

**ATTACHMENT A**

**Use of Electronic Communications and Social Media**

***CERTIFICATE OF RECEIPT***

I have been given a copy of Department of Human Resource Management Policy 1.75, “Use of Electronic Communications and Social Media” and I understand that it is my responsibility to read and abide by this policy, even if I do not agree with it. If I have any questions about the policy, I understand that I need to ask my supervisor or the agency/institution Human Resource Officer for clarification.

I understand that no user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Commonwealth’s equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user’s permission.

In addition, except for exemptions under the Act, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

If I refuse to sign this certificate of receipt, my supervisor will review this statement with me and will be asked to initial this form indicating that a copy has been given to me and that this statement has been read to me.

Employee's Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# Draft County of Clarke Social Media Policy

**FOURTH DRAFT**  
**Clarke County, Va., Social Media Policy**  
May 2018

Social media are fundamentally different than mainstream media and have their own unique issues. For example, social media platforms are always on, creating a new set of demands for employees who manage accounts for Clarke County, Va. However, social media also provide a greater degree of openness and transparency, making it possible for county employees and elected officials to receive input — both positive and negative — from the people affected by government decisions.

By using social media, residents can contribute to the policy development process. Clarke County government turned a traditionally one-way communication activity into a two-way or even multi-way interaction, thus creating opportunities for the government to engage with the community it serves.

Social media cannot replace other forms of communication, and there are risks associated with using it. Nevertheless, Clarke County employees and officials can minimize problems by adhering to this Clarke County Social Media Policy to manage accounts for maximum benefit and legal compliance.

## **1. INTRODUCTION**

The purpose of this policy is to set the framework, requirements and processes that form the basis of how Clarke County uses social media to interact and engage with its residents, visitors and the global community. This policy includes guidelines for maintaining official county social media accounts and content that reflects Clarke County values as well as its expectations regarding how county employees comport themselves on social media platforms. The Board of Supervisors, County Administrator and Director of Public Information will be responsible for ensuring adherence to this policy and reviewing it on a regular basis.

### **1.1. Background**

Social media are acceptable methods of communication in the 21st century. Social media afford local governments the opportunity to engage with users in a personal and more direct approach, narrowing the gap between local government and the community. Social media includes but is not limited to Facebook, Twitter, Instagram, YouTube and Flickr.

By adopting social media as forms of communication, Clarke County can better inform, understand, respond to and attract the attention of specific audiences. It enables interactive communication not possible via other platforms such as newspapers, television or radio. Social media create the opportunity for joint responsibility and participation between Clarke County and its residents. Responsiveness, openness and mutual respect are essential at all times.

## **1.2. Purpose**

The purpose of Clarke County, Va., social media is to:

- connect Clarke County government with the constituents it serves in a cost-effective way that strengthens and promotes good relationships,
- improve information delivery,
- provide real-time interaction, and
- promote Clarke County's identity, culture and values (also known as brand).

## **1.3. Goals**

The primary goals of using social media are:

- increase awareness of county services,
- increase awareness of county policies,
- promotes government meetings and county events,
- consult and engage with specific target groups,
- complement the existing communication methods and processes,
- provide additional platforms through which Clarke County government keeps abreast of taxpayer and general public comments and perceptions regarding the county,
- quickly disseminate urgent information,
- correct misinformation, remedy mistakes or alter services to build strong relationships,
- provide more methods by which stakeholders can engage with the county, and
- educate.

## **2. SOCIAL MEDIA ACCOUNTS MANAGEMENT**

The nature of social media requires frequent posting and responsiveness, so it is not feasible for every post or response to go through a comprehensive approval process. However, all information should be verified, accurate and — if necessary — checked by the appropriate director prior to posting. Employees who are responsible for maintaining social

media accounts should exercise good judgment in accordance with this Clarke County Social Media Policy. When in doubt, contact the Clarke County Director of Public Information.

**2.1.** All official Clarke County social media accounts and websites — and all their content — belong to Clarke County regardless of who originally created the accounts and/or content.

**2.2.** The Director of Public Information manages content on official “Clarke County, Virginia” accounts with oversight provided by the County Administrator.

**2.3.** The Director of Public Information monitors all official Clarke County accounts and reports data to the County Administrator. Rarely used accounts or those that do not advance the county’s goals will be deactivated.

**2.4.** All official Clarke County social media accounts must have at least three administrators: the primary site administrator, the Director of Public Information and the County Administrative Assistant. The primary administrator may add other employees as administrators.

**2.5.** Social media administrators must be immediately removed from accounts when they leave the employment of Clarke County.

**2.6.** All government departments may submit content for the official “Clarke County, Virginia” social media platforms to the Director of Public Information for approval and posting. Some content may require additional approval by the County Administrator or Board of Supervisors.

**2.7.** The Director of Public Information will respond to positive or negative developments from engagement via social media accounts on the respective social media platforms when such responses are required.

**2.8.** Social media account administrators will have the necessary technology to manage accounts, and they are encouraged to utilize the skills of the Director of Public Information in order to reflect the Clarke County brand in their work. *(Note: A “Clarke County Editorial and Graphics Style Manual” will be developed in 2018.)*

**2.10.** Posting is forever. Text, images and videos on official Clarke County sites cannot be deleted. This includes comments posted by others. *(See section 5, “Social Media Content Guidelines.”)*

**2.11.** Social media sites must comply with applicable federal, state and local laws, regulations and policies. That means:

- Content management must adhere to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information security policies established by Clarke County.

- All content on official Clarke County social media sites is archived for the county government by an outside vendor.
- Posts deemed technically harmful or inappropriate shall be promptly documented and saved according to record retention guidelines and may be removed only after consultation with the County Administrator and/or Director of Public Information.

**2.12.** The county's website — [www.clarkecounty.gov](http://www.clarkecounty.gov) — remains the primary online source of all official county information. Social media accounts exist to complement the website and enhance communication.

### **3. SOCIAL MEDIA CODE OF CONDUCT**

Nothing about social media changes the responsibilities and obligations of Clarke County government employees with regard to their private accounts or access to social media outside of work hours; the county employees' Code of Conduct applies. No employee or elected/appointed official is permitted to share:

- content that is unlawful, defamatory, racist, sexist, homophobic or insulting,
- content that is harassing, threatening, obscene, pornographic, indecent, lewd, foul language, suggestive or otherwise objectionable,
- anything that is untrue,
- content, including photos and videos, that features explicit political messages,
- content that criticizes individual community members, co-workers or elected officials by name,
- content that infringes on the privacy of others, and/or
- unsolicited sales messages (spam).

#### **3.1. All Clarke County, Va., government employees:**

- Employees may not do anything on social media that damages or tarnishes the reputation of Clarke County; employees must always act in its best interests of the county. For example, county employees may not negatively comment on social media about issues associated with Clarke County government.
- Everything Clarke County employees do and say on social media reflects the county's reputation. Use sound judgment and common sense, act with professionalism and integrity and adhere to Clarke County's values.
- Employees who violate any terms in this policy will be subject to disciplinary action.

- Do not use the official Clarke County seal on any personal social media site.

### **3.2. Clarke County, Va., elected and appointed officials:**

- Elected and appointed representatives may not use their county government titles for any personal social media accounts. For instance, personal accounts for “Supervisor John Doe” or “Commissioner Mary Smith” are prohibited.
- Campaigning is restricted to personal social media accounts. Official Clarke County social media sites will not ever share or endorse any political content.
- Clarke County elected officials should refrain from divulging administrative information via social media platforms regarding government-related issues that are not finalized. Official county business must first be clarified and verified by the County Administrator before being made public.
- Everything Clarke County elected officials do and say on social media reflects the county’s reputation. Use sound judgment and common sense, act with professionalism and integrity and adhere to the county’s values.
- Do not use the official Clarke County seal on any personal social media site.

## **4. PUBLIC COMMENTS ON CLARKE COUNTY SOCIAL MEDIA SITES**

Clarke County invites all stakeholders — residents, visitors, businesses, potential residents and prospective businesses — to share opinions and feedback.

**4.1.** Some level of criticism is expected, and it presents an opportunity to participate in the conversation, correct misinformation and deliver good customer service. Respond to negative comments with constructive feedback rather than censorship. When in doubt, contact the Clarke County Director of Public Information.

**4.2.** It is sometimes appropriate, within the professional judgement of the Board of Supervisors, County Administrator and Director of Public Information to allow public commentary to take its course without county intervention.

**4.3.** Some negative comments may need to a private response via telephone or email to avoid prolonged negative conversations in a public forum.

**4.4.** Response to service issues or general questions require prompt replies in order to mitigate any frustrations and provide good customer service.

## 5. SOCIAL MEDIA CONTENT GUIDELINES

Clarke County social media content must not discriminate in any way and should not reflect a bias. County employees must remain impartial yet informative when communicating with the public. It is essential that information shared on various social media platforms is not sensitive or confidential in any way. County employees should refer to internal departmental policies and guidelines regarding what may or may not be confidential information.

In addition to the "Clarke County Editorial and Graphics Style Manual" (to be developed in 2018), use these general editorial and graphics guidelines for all official Clarke County social media posts.

- All content on official Clarke County social media sites should advance the goals of Clarke County.
- Do not post or share content that is unrelated to Clarke County.
- Do not post or share content that appears to endorse a religion or political affiliation.
- Think before sharing content from one official Clarke County page to another because comments and replies become part of the official social media archive, too. Is the employee sharing content informed enough to reply to comments and questions? Is the content appropriate for another page? Is there value in sharing the content?
- Avoid using jargon or acronyms not generally understood by the public.
- Use a light, friendly tone when appropriate.
- Use proper names and job titles for county employees and elected officials; do not use nicknames or abbreviations.
- Use proper names of county roads, e.g. U.S. 50 (John Mosby Highway), Va. 7 (Harry Byrd Highway), U.S. 340 (Lord Fairfax Highway in county; Buckmarsh Street through Berryville), etc. Not all roads are "routes."
- Do not use emoticons (or more than one exclamation point).
- Try to limit posts to one or two sentences. Photos are worth a thousand words.
- Ideally, photos should be taken by county employees and not appear to promote any professional photography business.
- Avoid using clipart and stock photos.
- Never use copyrighted material without written permission.

- Do not post any photographs, videos or specific information pertaining to accidents, incidents, investigations or anything related to law enforcement, fire and rescue or emergency medical services without permission from the County Administrator, the Clarke County Sheriff, the Director of Clarke County Fire, EMS and Emergency Management and/or the Director of Public Information.
- Use great care not to post photos that reveal personal details about individuals such as license plates numbers, house numbers, etc.
- Use great care not to post unflattering photos of individuals.
- Ask parents for permission before taking photos of their small children, and do not take or post images of children that could be perceived as inappropriate.
- Consistently use hashtags such as #clarkecountyva, #clarkecounty
- Direct readers to the official Clarke County government website as much as possible.

## **7. USE OF RECORDING DEVICES IN GOVERNMENT MEETINGS**

Media representatives or members of the public who are present in government meetings may wish to record the proceedings. Because these meetings are held to conduct council business, the public has a right to be present. Virginia law allows for any person to photograph, film, record or otherwise reproduce any portion of a public meeting. The government body conducting the meeting may adopt rules regarding the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but may not prohibit or otherwise prevent any person from recording a meeting.

**7.1.** Individuals participating in meetings — elected and appointed officials, county employees, etc. — must be aware that mobile devices with internet access and cameras are capable of publicly sharing information in real time.