

**BERRYVILLE TOWN COUNCIL &  
CLARK COUNTY BOARD OF SUPERVISORS  
MEETING AGENDA  
JOINT Meeting  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room  
Tuesday, December 11, 2018  
6:30 p.m.**

<u>Item</u>	<u>Attachment</u>
<p>1. <b>Call the Town Council to Order</b> – Patricia Dickinson, Mayor</p> <p style="padding-left: 40px;"><b>Call the Board of Supervisors to Order</b> – David Weiss, Chairman</p>	
<p>2. <b>Discussion</b></p> <p style="padding-left: 40px;">Southeast Collector Road</p> <p style="padding-left: 40px;">The Berryville Town Council and the Clarke County Board of Supervisors will discuss whether to jointly commission a transportation study to evaluate the best means by which to complete the Southeast Collector road.</p>	<p>1↕</p>
<p>3. <b>Adjourn</b> – Board of Supervisors</p>	
<p>4. <b>Pledge of Allegiance</b></p>	
<p>5. <b>Approval of Town Council Agenda</b></p>	
<p>6. <b>Public Hearings</b> – No public hearings scheduled</p>	
<p>7. <b>Citizens' Forum</b></p>	
<p>8. <b>Consent Agenda</b></p> <p style="padding-left: 40px;">Motion</p> <ul style="list-style-type: none"> <li>- Minutes of Regular Meeting – 11/13/18</li> <li>- Minutes of Personnel, Appointments, and Policy Committee 11/14/18</li> <li>- Minutes of Public Safety Committee 11/28/18</li> </ul>	<p>2↕</p>
<p>9. <b>Report of Patricia Dickinson, Mayor</b></p>	
<p>10. <b>Report of Harry Lee Arnold, Jr., Recorder</b></p>	

<u>Item</u>	<u>Attachment</u>
<b>11. Report of Christy Dunkle, Asst. Town Manager for Community Development</b>	
Monthly report	4↓
<b>12. Report of Keith Dalton, Town Manager</b>	
<b>13. Report of Erecka Gibson – Chair, Budget and Finance Committee</b>	
Report of Desiree Moreland, Treasurer	5
<b>14. Report of Kara Rodriguez – Chair, Community Development Committee</b>	
<b>15. Report of Donna McDonald – Chair, Public Safety Committee</b>	
Report of Neal White, Chief of Police	6
<b>16. Report of Diane Harrison – Chair, Streets and Utilities Committee</b>	
Report of David Tyrrell, Public Utilities Director	7
Report of Rick Boor, Public Works Director	8
<b>17. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointments and Policy Committee</b>	
Appointment – Berryville Area Development Authority	9↓
<b>18. Other –</b>	
<b>19. Closed Session –</b> No closed session scheduled.	
<b>20. Adjourn -</b>	

# Attachment 1

**Southeast Collector Road**

---

*History*

In the mid-1980's, the Town of Berryville and the County of Clarke began discussions regarding the Town's desire to expand its corporate boundaries. The Town and County discussed an approach that would integrate Town and County Planning and manage growth in a manner that would build community, was sustainable, and supported the County's sliding-scale zoning.

In 1988 the Town of Berryville and the County of Clarke entered into an Annexation Agreement that was to serve as the first step in developing an urban growth area around the Town of Berryville. The Agreement created two separate annexation areas. Annexation Area A consisted of properties around the Town that, for the most part, had already developed. Annexation Area B consisted of properties around the Town that were undeveloped.

The Town and County saw fit to amend the Agreement in 1989 to provide for a joint Town/County Administrative Body (the Berryville Area Development Authority) that would perform the duties of a planning commission for Annexation Area B. The Berryville Area Development Authority, or BADA as it came to be known, is comprised of three members appointed by the Berryville Town Council and three members appointed by the Clarke County Board of Supervisors.

Annexation Area A was annexed into the Town in 1989. Portions of Annexation Area B would be brought into the Town as they developed or by mutual agreement of the Town and County.

In 1992 the Town and County adopted the Berryville Area Plan. The Plan serves as the comprehensive plan for Annexation Area B. This plan has been amended several times in the last twenty-six years, with the last update becoming effective on May 17, 2016.

Also in 1992, the County applied zoning in Annexation Area B that was consistent with the land use designations identified in the Berryville Area Plan.

The Town annexed from Annexation Area B a total of 8 times between 1993 and present. The last annexation, Annexation B-8, became effective on January 1, 2007.

The Berryville Area Plan, like any other comprehensive plan, addresses issues such as land use designations, population projections, provision of utilities and services, and provision of an efficient transportation network. A portion of that transportation network is the subject of the discussion this evening.

As a part of the Berryville Area Plan, the Berryville Town Council and the Clarke County Board of Supervisors planned for a collector road in each quadrant of Town (southwest, northwest, northeast, and southeast) that would connect Buckmarsh Street (U.S. Route

340) and Main Street (VA Business Route 7). This was done to facilitate the safe and efficient flow of traffic in the Town.

The Southeast Collector, Hermitage Boulevard, was constructed as a part of the Hermitage Subdivision. The Northwest Collector, Mosby Boulevard, was constructed as a part of the Battlefield Estates Subdivision. The Northeast Collector, a good portion of which had already been constructed when the Plan was adopted, is comprised of West Fairfax, East Fairfax, and First Streets. The final 750 feet of East Fairfax Street will be built when either the Shenandoah Crossing Subdivision or the Fellowship Square Subdivision is developed. As currently planned, the Southeast Collector, Jack Enders Boulevard, will be comprised of a portion of what was once Springsbury Road, the street built to serve the Clarke County Business Park, an at-grade crossing of the Norfolk and Southern railroad tracks, and a street to be constructed as a part of the development of Berryville Area Plan Sub-area 23. It is important to note that the Southeast Collector was originally planned to have a grade-separated crossing of the railroad tracks. The plan was changed to provide for an at-grade crossing because of cost. This determination, while a sound one, presents other challenges that will be discussed later.

Both the Town and County would like to determine the best way to move forward with the Southeast Collector. As such, the two governing bodies have agreed to meet and determine how best to proceed.

#### *Southeast Collector (Jack Enders Boulevard)*

When the Clarke County Business Park was developed, the existing portion of Springsbury Road between East Main Street and the new development was re-named Jack Enders Boulevard and the new street in the Business Park was also given that designation.

The Clarke County Business Park street was developed in two sections. The first section, approximately 2,600 feet in length, was developed by the County and accepted into the Virginia Secondary System. The second section, approximately 1,100 feet in length, was developed by the County but has yet to be accepted into the Virginia Secondary System. The property known as Sub-area 23 has not developed; therefore, that section of the Southeast Collector has not been constructed. The railroad crossing has not been constructed.

Issues that exist that must be resolved:

- The second street section was terminated in a manner that does not facilitate construction of an at-grade crossing. Final work to get the street section into the Secondary System should not be completed until plans for the continuation of the street are confirmed. In other words, if the street is to cross the railroad into Sub-area 23, then the western terminus in the Business Park must be completed in a manner to accommodate the extension. If on the other hand the street is to permanently terminate before the railroad, then the western terminus in the

Business Park must be constructed with a permanent cul-de-sac (to meet Town standards (cul-de-sac maximum length issue will have to be addressed as a part of this)).

- Norfolk and Southern has very strict requirements regarding permitting new at-grade crossings of their line. In short, it is staff's understanding that other at-grade crossings must be closed to secure permitting for a new crossing.
- The planning for the completion of the street should take into account broad planning concerns (future growth and transportation network), cost, and the desire to have the connection between U.S. Route 340 and VA Business Route 7 in place as soon as possible.

Town and County staff have been discussing the future of the Southeast Collector for several years. Further, when the updated Berryville Area Plan was adopted by the Town Council and Board of Supervisors in 2016, it provided for a "Southern Potential Future Growth Area", the development of which would factor very strongly in any decision regarding the route of the Southeast Collector.

Seemingly, if properties in the Southern Potential Future Growth Area (Area) develop, they would access onto the Southeast Collector. The next question raised is if the Area is to develop and the street system for the Area it to connect to the Southeast Collector, then would it be feasible to utilize (upgraded) the at-grade railroad crossing at Smallwood Lane as a means by which the collector will connect U.S. 340 and Virginia Business Route 7?

Both Town and County Planning staff agree that a transportation expert should evaluate this matter. Accordingly, Town and County staff have developed a draft scope for a transportation study to provide the Town Council and Board of Supervisors with the information they need to develop the best plan for the Southeast Collector. Town and County staff request that the Town Council and the Board of Supervisors consider approving a scope of work for a transportation study for the Southeast Collector. Further, Town and County staff request that the Town Council and Board of Supervisors authorize them to:

- secure the services of a firm to complete study (through the Northern Shenandoah Valley Planning District Commission)
- work with the chosen firm to complete the study and provide a report to the Town Council and the Board of Supervisors.

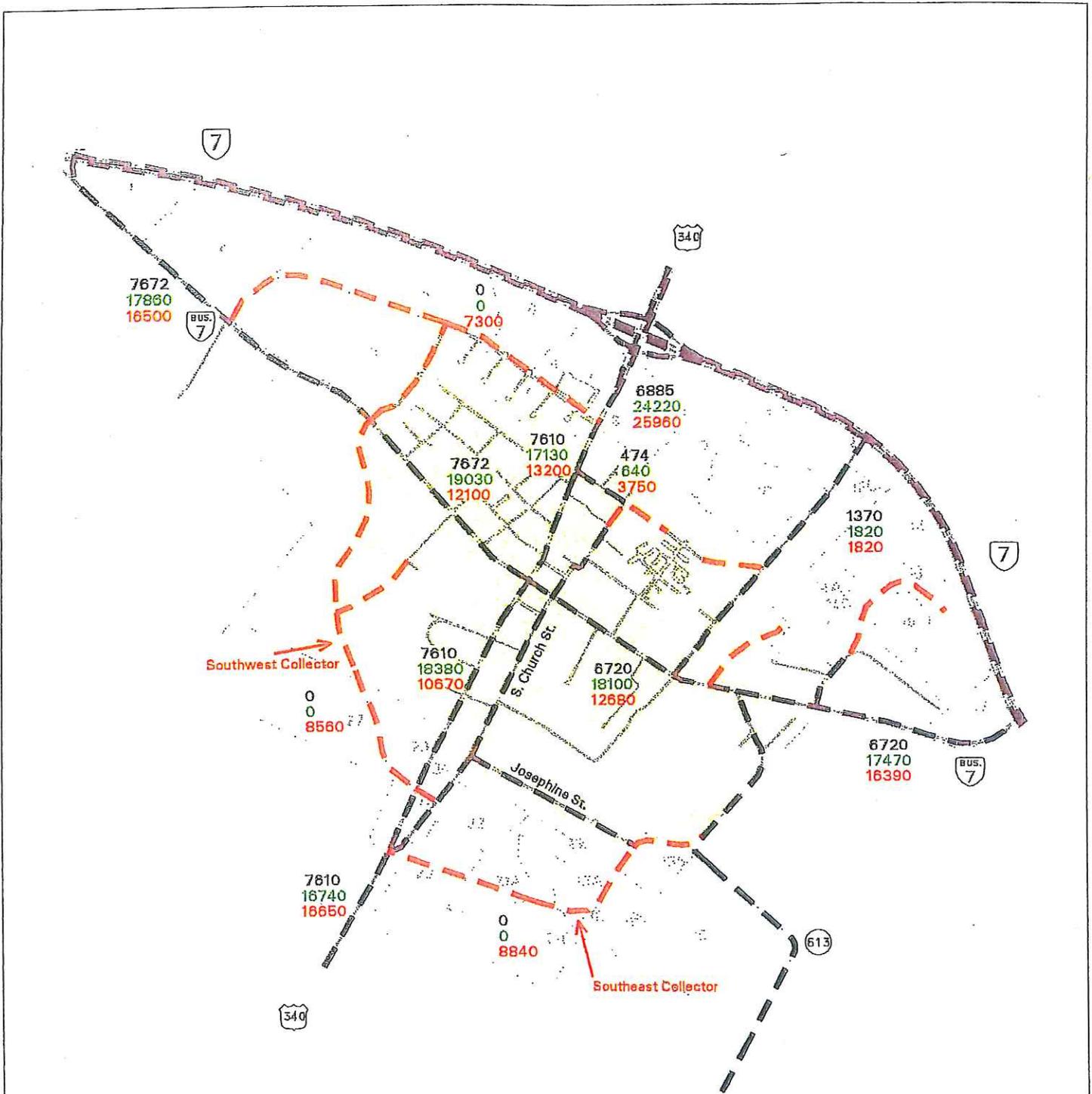
Staff proposes that:

- out of pocket costs be shared equally between the Town and County
- Town and County staff would share equally in work load
- the Town would agree to be the fiscal agent for the project
- the County would be responsible for provision of required mapping information
- the Town Planner would serve as project manager.

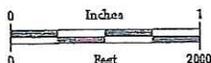
A draft scope for the transportation study is attached for review.

Please find attached:

- Berryville Area Plan Proposed Road Network Map
- MAP 5—Southern Potential Future Growth Area
- draft Scope – Transportation Study
- sample motion



Berryville Area Plan  
Proposed Road Network



-  Berryville Corporate Area
-  Existing Network
-  Proposed Network Addition
- 7610 1990 Traffic Volume
- 16740 Projected Volume at Full Buildout, Without Proposed Additions
- 16650 Projected Volume at Full Buildout, With Proposed Additions

\\h1\cdata\h1\proj\roads\_0199

# MAP 5 -- Southern Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015

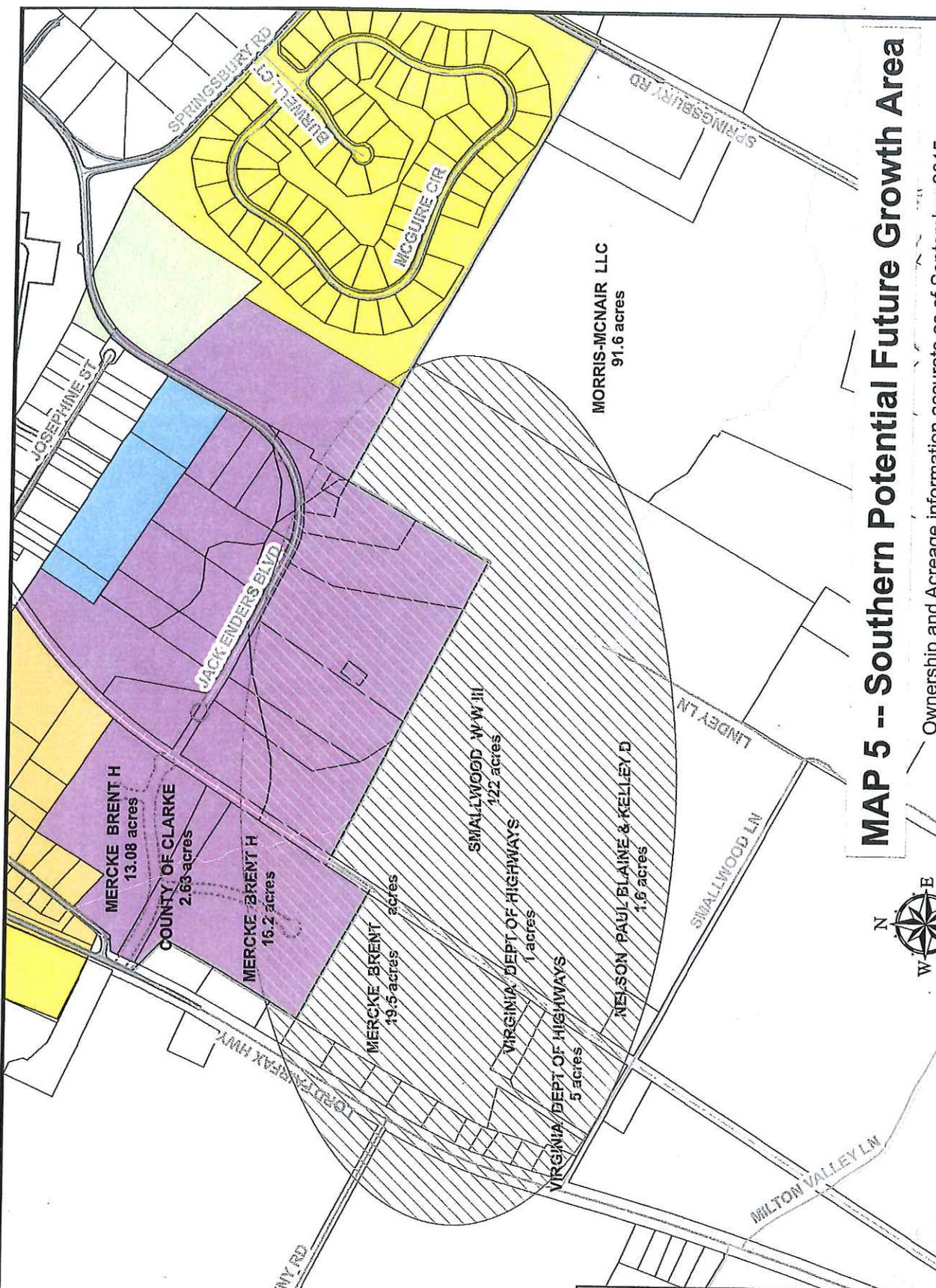


A-5



	Railroad
	Intermittent Stream
	Perennial Stream
	Roads
	Existing Roads
	Proposed Roads
	Railroads
	Conservation Easement
	Parcel Boundary
	Berryville Town Limits as of 01/01/07
	Low Density Residential (2 units/acre)
	Medium-Low Density Residential (4 units/acre)
	Medium Density Other Persons Residential
	Highway-Visitor Commercial
	Business/Office
	Light Industrial/Research
	Institutional/Public
	Environmental Conservation
	Historical/Cultural preservation

Document Path: G:\arcgis\_maps\bap\BAP\_update\_2013\MAP\_5\_southern\_growth\_BAP.mxd



# REVISED DRAFT SCOPE – TRANSPORTATION STUDY

## Background

The Town of Berryville and Clarke County have long planned the development of a collector road on the southeastern quadrant of the Berryville Area to connect US 340 with East Main Street/VA Route 7. The Clarke County Business Park, which was developed by the County and its IDA in the 1990s and 2000s, was originally designed with plans to establish this connectivity as properties in the quadrant developed. One of the biggest impediments (aside from funding) has been determining how to get Norfolk Southern to authorize a new at-grade rail crossing to complete the connectivity. Over the years, Norfolk Southern has required one or more existing crossings to be closed in order to authorize the creation of a new crossover to serve the southeastern collector road. It is critical to determine Norfolk Southern's requirements for approval of a new or improved at-grade crossover including required closures of or improvements to other existing crossovers.

The Town and County recently began looking at an alternative approach that would involve the creation of a new annexation area in this vicinity that could potentially allow an existing crossover to be used (likely with upgrades) in conjunction with new development. While it may provide a more feasible approach, there are concerns with how a true southeastern collector would function if constructed including potential capacity and safety issues with existing intersections and roads if traffic patterns result in the new collector road acting as a true bypass of downtown Berryville.

The Town and County's joint comprehensive plan for development of designated annexation areas – the Berryville Area Plan – provides guidance for the form and scale of future development in the Study Area. Land use and build-out assumptions for this project will be applied from the Berryville Area Plan.

## Summary of Key Issues to Be Evaluated

1. Determine Norfolk Southern's requirements to authorize a new or improved at-grade rail crossing for this project including required closures of existing public or private road crossings along with the scope and cost of building or improving the rail crossing for this project. The consultant should have demonstrated experience working with Norfolk Southern and be capable of providing strategies and recommendations to the governing bodies.
2. Determine the traffic impacts of the proposed project concepts on the existing road network as described below.
3. Determine the traffic impacts of the proposed project concepts on traffic patterns in Downtown Berryville.

## Study Area

The following is a list of concepts for connecting Jack Enders Boulevard to US 340 that will need to be evaluated in this study. The proposed road design of Jack Enders Boulevard including profile, right-of-way widths, and bike/pedestrian features will be provided by the Town.

## REVISED DRAFT SCOPE – TRANSPORTATION STUDY

- Concept A – Extend Jack Enders Boulevard from current terminus west across Norfolk Southern Railroad with new at-grade crossing to connection point near the intersection of South Church Street and US 340.
- Concept B – Extend Jack Enders Boulevard at a point approximately 800 feet northeast of End State Maintenance line south/southeast to a general intersecting point with Smallwood Lane then west to US 340 – through the area identified in the Berryville Area Plan as the “Southern Potential Future Growth Area.” This concept would require significant improvements to Smallwood Lane (public road, gravel surface) and to its existing at-grade crossing of the Norfolk Southern Railroad. Under this Concept B, development of the Southern Potential Future Growth Area should be presumed as described in the Berryville Area Plan.
- Concept C -- Extend Jack Enders Boulevard to US 340 as described in Concept A and extend a new road into the Southern Potential Future Growth Area with no new connection to Smallwood Lane or to US 340. Under this Concept C, development of the Southern Potential Future Growth Area should be presumed as described in the Berryville Area Plan.
- Concept D – Extend a new road into the Southern Potential Future Growth Area with no extension of this new road or Jack Enders Boulevard to US 340. Under this Concept D, development of the Southern Potential Future Growth Area should be presumed as described in the Berryville Area Plan.

The corridors to be examined are the same for both conceptual connections to US 340:

- US 340 from Smallwood Lane north to its intersection with Harry Byrd Hwy (VA Route 7). Key public road intersections to study include at a minimum:
  - Smallwood Lane
  - Senseny Road (Rt. 657)
  - South Church Street
  - Hermitage Boulevard
  - Main Street (VA Route 7)
- Intersection of East Main Street and Harry Byrd Hwy to terminus of Jack Enders Boulevard. Key public road intersections to study include at a minimum:
  - East Main Street and Jack Enders Boulevard, including need for signalization
  - East Main Street and Norfolk Southern Railroad Crossing
  - East Main Street and First Street (Rt. 615)
  - Jack Enders Boulevard and Springsbury Road (Rt. 613)
- South Church Street from its intersection with US 340 to its intersection with East Main Street.

# REVISED DRAFT SCOPE – TRANSPORTATION STUDY

## Goals

The goals of the transportation study are as follows:

- Identify the feasibility and cost of each Concept including total costs of developing a new at-grade rail crossing (Concepts A and C) or improving an existing at-grade rail crossing (Concept B).
- Determine any required improvements along the corridor to maintain acceptable levels of service including but not limited to the need for new signalized intersections, turn lanes, crosswalks, and drainage improvements.
- Project how implementation of each Concept will impact traffic patterns along all corridors to be examined. This would help to determine the amount and nature of current traffic that would use Jack Enders Boulevard as a bypass to avoid downtown Berryville.

## Scope of Work

The selected consultant shall be responsible for the following items:

- Model potential traffic patterns and impacts of a new southeastern collector with projected future land use information (including the Berryville Area Plan) and potential routes provided by the Town and County.
- Identify current and future levels of service along affected road segments with and without the presence of a southeastern collector. This analysis should also model and provide recommendations on required improvements, potential phasing of the project and development, and how to avoid interim functionality problems.
- Provide planning level cost estimates for multiple development scenarios and analyze the feasibility of obtaining funding for some or all of the project costs (Smart Scale, industrial access grants, etc.).
- Provide expertise in dealing with Norfolk Southern to gain approval of a rail crossing and negotiate improvements. This includes identifying potential closures of existing crossovers and evaluating traffic impacts of such closures.

## Town to Provide:

- 50% of the study cost
- Act as fiscal agent for project
- Staffing for joint project oversight with County, with the Town Planner serving as project manager
- Information on Town infrastructure along the study corridors

## County to Provide:

- 50% of the study cost
- Staffing for joint project oversight with the Town
- Mapping data from the County GIS

## **REVISED DRAFT SCOPE – TRANSPORTATION STUDY**

- Project map to show the study corridors, key intersections, and development concepts

## Motion

I move that the \_\_\_\_\_ hereby authorize its staff to finalize a scope for a transportation study for the southeastern quadrant of the Berryville Area and engage the services of a transportation consultant to completed the study in conjunction with \_\_\_\_\_; provided that the consultant is chosen from firms previously procured by the Northern Shenandoah Valley Planning District Commission and out of pocket costs associated with the study not exceed \$50,000 with each jurisdiction being responsible for no more than 1/2 of project expense.

Motion:

Second:

Vote:

Aye

Nay

ATTEST: \_\_\_\_\_

# Attachment 2

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE CONSENT AGENDA

Date: December 11, 2018

Motion By:

Second By:

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

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

**MINUTES  
BERRYVILLE TOWN COUNCIL  
Berryville-Clarke County Government Center  
Regular Meeting  
November 13, 2018  
7:30 p.m.**

**Town Council:** Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Diane Harrison; Erecka Gibson; Kara Rodriguez

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Planner/Assistant Town Manager; Neal White, Chief of Police; Lisa Larrick, Town Clerk

**Press:** Mickey Powell, The Winchester Star

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 Rodriguez, seconded by Council member Harrison, the agenda was approved.**

**The roll call vote was as follows:**

**McDonald - Aye  
Harrison – Aye  
Gibson – Aye  
Rodriguez – Aye  
Arnold – Aye  
Dickinson – Aye  
Absent – none**

4. Closed Session  
**Recorder Arnold moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-7 Code of Virginia, for consultation with legal counsel and briefings by staff members pertaining to litigation.**

**Council member Rodriguez seconded the motion.**

**The roll call vote was as follows:**

**McDonald - Aye  
Harrison – Aye  
Gibson – Aye  
Rodriguez – Aye  
Arnold – Aye  
Dickinson – Aye  
Absent – none**

Reconvene

At 7:45 p.m., the members of the Town Council being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened.

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

**Council member McDonald seconded the motion.**

**Resolution**

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

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

---

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

**The roll call vote was as follows:**

**McDonald - Aye  
Harrison – Aye  
Gibson - Aye  
Rodriguez - Aye  
Recorder Arnold - Aye  
Mayor Dickinson – Aye  
Absent: none**

Mayor Dickinson called for action on the item discussed in the closed session. Mr. Dalton identified two documents before the Council as the Motion to Approve Settlement Agreement and Mutual Release and Motion to Adopt a Resolution regarding a strip of land known as "WHEELER LANE." Mr. Dalton said Mr. Mitchell was in attendance and would advise Council on these two documents.

Mr. Mitchell stated that the lawsuit in question was filed after the Town found the Maples in violation of a provision of the Town Code for erecting a private lane sign on their property. He stated that the Town issued a notice of violation to the Maples because the sign in question was deemed to have mimicked an official sign and that the sign might reasonably confuse emergency responders.

Mr. Mitchell stated that terms of settlement have been reached and that the Council would need to approve the Settlement and Mutual Release in order to settle the suit. He also stated that a resolution that would be an attachment to the Settlement and Mutual Release, also needs to be approved by the Council.

Mr. Mitchell stated that the resolution addresses language that was used when the Council denied a petition to vacate what is known as Wheeler Lane in November 2017. He explained that the Maples were concerned that the Town had taken a position in the dispute they have with their neighbor. He stated that the resolution clarifies that the Town takes no position in the dispute regarding the strip of land in question.

Mr. Mitchell stated that the Council would first consider the Settlement and Mutual Release and if that was approved, then it would also need to consider the resolution before them.

**Council member McDonald moved that the Council of the Town of Berryville approve the attached Settlement Agreement and Mutual Release and further moves Council to authorize the Town Manager to execute said Settlement Agreement and Mutual Release on behalf of the Town.**

**Council member Rodriguez seconded the motion.**

**The roll call vote was as follows:**

- McDonald - Aye**
- Harrison – Aye**
- Gibson - Aye**
- Rodriguez - Aye**
- Recorder Arnold - Aye**
- Mayor Dickinson – Aye**
- Absent: none**

+++++

**Recorder Arnold moved that the Council of the Town of Berryville adopt the following resolution clarifying its position concerning the legal issue between Carl and Patricia Maples and an adjoining property owner regarding a strip of land known as “Wheeler Lane”.**

**Council Member Harrison seconded the motion.**

**The roll call vote was as follows:**

- McDonald - Aye**
- Harrison – Aye**

**Gibson - Aye**  
**Rodriguez - Aye**  
**Recorder Arnold - Aye**  
**Mayor Dickinson – Aye**  
**Absent: none**

## RESOLUTION

WHEREAS, at its meeting on November 14, 2017, Council by motion denied a petition to vacate a strip of land referred to in the petition as “Wheeler Lane”; and

WHEREAS, in the November 15, 2017 letter from the Town advising the petitioners of Council’s action, it was stated that the motion passed by Council included the language “the strip of land is owned in fee simple by an adjoining property owner”; and

WHEREAS, it appears that a dispute exists between the petitioners and the adjoining property owner as to the legal title to the strip of land.

NOW, THEREFORE, Council hereby retracts the aforesaid quoted language from the motion and from the November 15, 2017 letter to the petitioners. The action taken by the Council on the petition remains otherwise unchanged. The Town does not undertake to decide or to take a position as to the legal issue between the petitions and the adjoining property owner.

5. Public Hearing

No public hearing.

6. Citizens’ Forum

Mayor Dickinson recognized Mary Ivie. She said she appreciates the open forum to discuss the flooding issues and is looking forward to hearing more about solutions from the Town. She said she hopes any development in Town will be reviewed with flooding issues in mind.

Mayor Dickinson recognized Mr. Lonnie Grimes. He said he wants to know where the Council stands on lowering water bills as he hasn’t seen any lower water bills as promised in the 2016 election.

7. Consent Agenda

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

**Minutes of Regular Meeting – 09/11/18**

**Minutes of Regular Meeting – 10/09/18**

**Minutes of Work Session – 11/05/18**

**Minutes of Budget and Finance Committee – 10/18/18**

**Minutes of Community Development Committee – 10/22/18**  
**Minutes of Personnel, Appointments, and Policy Committee – 10/23/18**  
**Minutes of Public Safety Committee – 10/24/18**  
**Minutes of Streets and Utilities Committee – 10/23/18 & 10/25/18**

The roll call vote was as follows:

**McDonald - Aye**  
**Harrison – Aye**  
**Gibson – Aye**  
**Rodriguez – Aye**  
**Arnold – Aye**  
**Dickinson – Aye**  
**Absent – none**

Mr. Dalton noted the following minutes had corrections:

1. There was a new consent agenda packet before Council as superfluous information included in the consent agenda previously had been removed;
2. There was a change made on Page 3 to the October 22, 2018 Community Development Committee minutes; and
3. There were changes made on Page 2 of the November 5, 2018 Work Session minutes.

8. Report of Patricia Dickinson, Mayor

Mayor Dickinson congratulated Bob Ferree who was named veteran of the year at the Veteran's Day ceremony. Mayor Dickinson noted that the Christmas season has begun with the upcoming parade, tree lighting, and Barns program. She said she encourages everyone to come out and enjoy the activities and shop local. Mayor Dickinson noted that there are openings on the Tree Board.

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

Recorder Arnold advised he had nothing additional to report.

10. Report of Christy Dunkle, Assistant Town Manager/Planner

Ms. Dunkle said that the Development Authority had approved the 120-unit age and income restricted facility to be located on Mosby Boulevard. Ms. Dunkle said that the assisted living facility is getting close to certificate of occupancy. She said that the ARB will meet on November 28, 2018 to judge the BMS parking meter contest. She said that no Tree Board or BZA meeting had occurred since the last meeting.

11. Report of Keith Dalton, Town Manager

**Water and Sewer Bill Adjustment Appeal.**

Mr. Dalton said that in early September, 2018, F&W Management submitted a request for a water and sewer bill adjustment for the period between July 2015 and June 2017 in the amount of \$19,261.06. He said the appeal came to staff and was denied. He said F&W Management then appealed to Council which went first to the Streets and Utilities Committee for review. He said the Committee recommended the request not be granted because the adjustment request was not timely.

**Council Member Harrison moved that the Council of the Town of Berryville deny a water and sewer bill adjustment for 209 Chalmers Court.**

**Council member Rodriguez seconded the motion.**

**The roll call vote was as follows:**

- McDonald - Aye**
- Harrison – Aye**
- Gibson – Aye**
- Rodriguez – Aye**
- Arnold – Aye**
- Dickinson – Aye**
- Absent – none**

+++++

**Town Council Goals for FY 2020.**

Mr. Dalton said that Council determined there would be six budget goals studied and developed by staff. He said Council reviewed these items at the November 5th work session and Council would decide tonight which goals they want in the FY2020 budget.

Mayor Dickinson stated she did a straw poll for the top budget goals with Council. She noted that she had the incorrect email for Recorder Arnold and he was not included in the poll. She stated the poll was based on five Council members' input with the following results: (i) Jack Enders SE Collector, (ii) branding and marketing; (iii) police accreditation; (iv) fixed asset inventory; (v) compensation and classification study; and (vi) payroll system audit.

Mayor Dickinson highlighted Council member Ms. Rodriguez's comment in which she said that while she supported the police accreditation, she felt the accreditation should be part of the Department's budget and not a budget goal for Council since it is primarily Chief White's time involved. Mayor Dickinson said she agreed and that it wasn't a strategic objective.

Mayor Dickinson said the top three would be: (i) Jack Enders SE Collector; (ii) branding and marketing; and (ii) fixed asset inventory if police accreditation is taken out.

Council member McDonald expressed her concern about Mayor Dickinson putting out the straw poll. Mayor Dickinson said it was just a starting point.

Council member Harrison stated that she felt the fixed assets study would be more of an internal priority than a Council budget item. Mayor Dickinson said she agreed and that taking inventory was not strategic. Mayor Dickinson noted that the Town has never done a fixed asset inventory and does not have a foundation to develop a plan to manage its assets. She said it could be kept as a management request to instruct Mr. Dalton to complete a fixed asset inventory.

Recorder Arnold asked Chief White if the police accreditation was taken off the budget goals how it would affect him. Chief White said it would not create any problems.

Council member Rodriguez was fully supportive of the Department seeking accreditation. She said the Jack Enders SE Collector and branding and market studies are big economic development issues and believes in both and that there would be a lot of collaboration involved with the County. She said the fixed asset inventory was her third choice as she believes it would be a good base line to have a plan for moving forward.

Council member Gibson said she does not agree with not including the fixed assets and/or police accreditation. She said she understands how they are not strategic, but include a big portion of staff time and feels like they will not get completed because of this. She said that none of the 2020 goals are important enough to consider increasing taxes to complete. She said to implement all six goals it would take eight months of staff time with external costs of \$94,000.00 and if Council only does three of the goals it would take four months of staff time with external costs of \$62,000.00. She said Council should not forget the FY2019 projects that need to be funded.

Council member Gibson said that in the work session Mayor Dickinson stated her priorities were the utility rate study, trash and storm water. She said Council should not lose sight of these and cannot keep adding projects. She said that there is going to be cost for Rose Hill and that needs to be added to the budget.

Council member Gibson said that police accreditation and SE Collector were her top two goals and to finish the projects for FY2019. She said if funding is available her next goal would be the classification study and if funding was not available then the fixed asset study.

Council member Gibson said that phase one of branding and marketing is not a priority for her and the Town should work with what it has and possibly collaborate with the County.

Council member Harrison said that she believes it is key to have traffic and branding studies because they encompass not just the Town but the County, they do not involve a lot of staff time, but do cost money. She said that branding will help with getting other tax bases to draw from and not have to raise taxes.

Recorder Arnold said he is concerned about all the goals because of staff time and Council needs to take that into consideration. He said that the projects the Town is looking at will cost approximately \$100,000.00. He said something has to be cut or taxes will have to be raised. He said his picks are the SE Collector and police accreditation.

Council member McDonald said all would benefit the community; however, her main concern is that Council has not made good on the FY2019 goals. She said she is concerned Council is not understanding accreditation across the board and believes it is very important for any organization. She said Council should finish the FY2019 goals and her picks are the SE Collector and police accreditation. She said that Council needs to let staff have time to do what needs to be done and should stick with two goals and complete the FY2019 goals.

Council member McDonald said she wanted to note for the record that when she campaigned, she said that she would not raise water and sewer rates unless something came up that was out of Council's hands and rates had to be raised.

Council member Rodriguez moved that the Council of the Town of Berryville adopt the following budget goals for fiscal year 2020 and direct the Town Manager to include these projects in the proposed Fiscal Year 2020 budget:

1. Complete the process to apply for and receive accreditation of the Berryville Police Department from the Virginia Department of Criminal Justice;
2. Complete a traffic analysis for the planned southeast Collector in partnership with Clarke County; and
3. Develop a branding and marketing strategy study, enhance [www.Berryvilleva.gov](http://www.Berryvilleva.gov), and develop an effective communication strategy to include a social media presence.

Council member Harrison second the motion.

Council member McDonald stated she would support the motion but wanted to make it clear that she only supports goals 1 and 2 for FY2020.

The roll call vote was as follows:

- McDonald – Aye
- Harrison – Aye
- Gibson – Nay
- Rodriguez – Aye
- Arnold – Aye
- Dickinson – Aye
- Absent – none

+++++

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

Council member Gibson asked Council to review the check distribution policy. Council member Gibson said that she worked with the Treasurer to draft a check distribution policy and advised how the check policy works.

Council member Gibson moved that the Council of the Town of Berryville adopt the check distribution policy and the associated forms.

Council member Rodriguez seconded the motion.

The roll call vote was as follows:

- McDonald – Aye
- Harrison – Aye
- Gibson – Aye
- Rodriguez – Aye
- Arnold – Aye

**Dickinson – Aye**  
**Absent – none**

Council member Gibson said the Committee asked Ms. Halterman to provide any documentation she had on the on-line payments as it may answer some of the Mayor's questions and the Committee could have further discussion at its next meeting. Mr. Dalton said he would have Ms. Halterman provide any documentation she has on this matter.

Council member Gibson said she wasn't sure if the agenda items of on-line payments and concerns about procurement policy contradictions were enough to have a meeting in December given scheduling conflicts.

It was determined the next Committee meeting will be the regular meeting in January.

13. Report of Kara Rodriguez - Chair, Community Development Committee

Council member Rodriguez stated that the Committee discussed the branding and marketing study. She said the next meeting is Wednesday, December 12, 2018 at 4:30 p.m. and Mr. Capelli and Cathy Keuhner have been invited to attend to discuss the direction the County is moving for its economic development and the Town's MOU with the County.

Mayor Dickinson asked about the status of the sidewalk gap analysis. Council member Rodriguez advised that Mr. Echols was present at their last meeting and stated he did not own the property. She stated Mr. Echols did offer to talk to the owner on the Town's behalf. She said the Committee did not direct staff to conduct the analysis.

Mayor Dickinson asked about the status of the livery stable grant application. Mr. Dalton said that the last time he spoke to BMS they felt they would be able to properly look into it in January or February.

14. Report of Donna McDonald – Chair Public Safety Committee

Council member McDonald recognized Chief White. He said the Police Department's holiday toy drive is going on now through December 14, 2018. Chief White said the Department has had a fantastic response so far.

Council member Harrison noted in the report that speeding had gone down by almost half and asked Chief White if that was contributed to the Town's new speed signs. Chief White said it fluctuates but he has received positive responses from the community. Chief White said to measure the effectiveness would be anecdotal adding that it is going to take some time. Chief White noted that Halloween went well.

Council member McDonald clarified that the Committee meeting scheduled for November 28, 2018 at 4:30 p.m. was to discuss and begin a draft on Chapter 8.

There was no Public Safety meeting scheduled for December.

Mayor Dickinson said she had seen a noticeable increase in alarms and wanted to know if someone had gotten a new alarm. Chief White said there was a new alarm system in Town and believes a cleaning crew had been setting off the alarm.

Mayor Dickinson asked Chief White for a synopsis of the Josephine truck study. Chief White said they did the study for 14 days for vehicles in excess of 70 feet. He said there have been more tractor trailers going in than coming out indicating the signage Berryville Graphics installed has been effective. He concluded that seven trips for 14 days at 24 hours a day does not equate to a lot of traffic. Mayor Dickinson asked if there would be a benefit in doing the study for shorter length trucks. Chief White said no as he believes the complaint is for tractor trailers. Mayor Dickinson said she wants to share the results of this study with the residents. Mr. Dalton said that the Department was obtaining some additional information before coming back to Council. Mayor Dickinson asked Mr. Dalton when he thought Council could have that information. Mr. Dalton said in February. Mayor Dickinson asked if something could be done sooner because she doesn't want the residents to think Council isn't addressing their issue. Mr. Dalton asked when Council would like to have it but noted the Department needs at least a month to do additional studies adding that the holidays may skew the data.

Council member McDonald said she wanted to make clear that the Battletown Comprehensive Safety Plan discussion is independent of the Town of Berryville and would never ask the Town to pay for light bulbs on their poles. She said she did ask for more patrols and commended the Police Department for doing more patrols and commends Mr. Dalton for asking REC to look at the HOA's lighting. Council member McDonald advised that there would be a MOU with the Town for the median and that the HOA would be meeting to discuss that issue.

15. Report of Diane Harrison – Chair, Streets and Utilities Committee

Council member Harrison said they had two meetings in October that were very well attended by citizens to get an idea of their issues with storm water. She said the Committee is looking at the data and will continue to work to see if the Committee can come up with some ideas.

Council member Harrison asked Mr. Dalton if the mixer in the three-million-gallon water tank was working. He said the tank has water and is in use and is 98% sure that the mixer is running but would confirm with Mr. Tyrrell. He said the project is essentially complete except for some additional site work and clean up that needs to be finished.

Council member Harrison said she noticed re-digging had started again on East Main Street. Mr. Dalton said that the contractor could not access their disposal site because of weather related conditions. Mr. Dalton said there were to be three sites where the sewer main would be excavated. He said the western most site was re-evaluated and it is expected to be lined through the area without the cut. However, the first cut went longer than expected. Mr. Dalton said the second section has been completed and the third section is to be completed.

Mayor Dickinson asked about the status of the utility rate study. Mr. Dalton said he believes all the information has been submitted except for the broad category of future needs. He said he has set a meeting with the engineering team, Mr. Boor and Mr. Tyrrell and hopes to be able to finalize the data collection soon thereafter.

Mayor Dickinson explained to Mr. Grimes that the utility rate study was done to get a clear picture of how the Town can plan long term. She said the Town has hired an engineer to help with this so that the Town can plan long term for the cost side of providing water and sewer. She said the way to get more revenue is to put more people on the system. Mr. Grimes suggested annexing more people to the Town. Mayor Dickinson said that didn't necessarily mean that they would be on the water and sewer as they could have wells or septic. Mr. Grimes stated that the Town would get real estate taxes from them. Mayor Dickinson explained the Town cannot use real estate taxes to pay for water and sewer as those are two separate funds that don't come together. She said the 120-unit apartment building and the new assisted living will both help get people on the system; however, the Town needs to look at managing costs.

Recorder Arnold asked Mr. Grimes what area he was suggesting be annexed. Mr. Grimes said the left-hand side of Jack Enders Boulevard before you get Springsbury Road.

There was a discussion about the expansion of the annexation area. Mr. Dalton said the south eastern annexation area would be an expansion of the business park. Mayor Dickinson said it would not be unreasonable to look at other areas as well for annexation. Mr. Dalton said that when the Berryville Area Plan was last updated the BADA identified three potential growth areas one in the Jack Enders area which would likely be used for business park uses, one near 340 and Senseny Road that would be residential and one near Westwood and W. Main Street which would likely be residential.

Council member McDonald said she was not aware there were active septic systems in the Town and asked about any sanitation rules. Mr. Dalton said there are a few homes on S. Buckmarsh, S. Church and First Street that have septic systems. He said the code states that owners may be compelled to connect to system if within 250 feet of the Town sewer line. Mr. Dalton explained if a resident has a failing septic system the Town has permitted a minor repair but if it is a significant repair the Town requires connection to its system.

Mayor Dickinson asked if the Town has heard anything from VDOT on the traffic calming study for South Buckmarsh. Ms. Dunkle said that she, Chief White, and Mr. Dalton discussed with VDOT staff on November 1, 2018 the steps and what it is going to take. She stated VDOT is going to complete a speed study and would provide the information to the Town.

Mayor Dickinson said she would like to get something in place before spring on the storm water management. She said she isn't willing to assume there will be a dry spring and she doesn't believe the residents on Dorsey and Treadwell Streets would want that. She said she would like to look at some of the interim things and would like to do some tactical remediation. Mayor Dickinson said the Town needs to look at what can be done in the immediate future before the spring rains start and that it is critical to have something in place before spring.

There was a discussion about the flood plain area. Mr. Dalton said there is a specific flood plain area identified, Ms. Dunkle is the administrator for that and there are specific things you can and cannot do in a flood plain or in the flood way. He said when it comes to low lying and troublesome areas there are few requirements on which Town staff can rely. He explained the requirements for development. Mr. Dalton said the Town has been requiring grading and as-built plans for at least 20 years. Ms. Dunkle stated she and public works always inspect storm

facilities after big rain events to make sure systems are working properly. She added that this gives a good gauge on newer storm facilities which appear to be functioning quite well.

Council member McDonald asked when Battlefield was built. Mr. Dalton explained the development time frames in the Town. Council member McDonald said her point is development effects storm water drainage.

Mayor Dickinson requested that Streets and Utilities have some kind of plan in place before the spring rains come.

16. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointment and Policy Committee  
Recorder Arnold said he had some appointments to make.

**Recorder Arnold moved the Council of the Town of Berryville re-appoint Mayor Pat Dickinson to the Northern Shenandoah Valley Regional Commission Board of Directors for a term to expire on December 30, 2019.**

**Council member Gibson seconded the motion.**

**The roll call vote was as follows:**

**McDonald – Abstain  
Harrison – Aye  
Gibson – Aye  
Rodriguez – Aye  
Arnold – Aye  
Dickinson – Aye  
Absent – None**

**Recorder Arnold moved the Council of the Town of Berryville re-appoint Christy Dunkle as an alternate to the Northern Shenandoah Valley Regional Commission Board of Directors for a term to expire on December 30, 2019.**

**Council member Gibson seconded the motion.**

**The roll call vote was as follows:**

**McDonald – Aye  
Harrison – Aye  
Gibson – Aye  
Rodriguez – Aye  
Arnold – Aye  
Dickinson – Aye  
Absent – None**

Recorder Arnold advised the Committee had a meeting scheduled on November 14, 2018 to interview individuals for the BADA.

17. Other

Council member McDonald said she had been remiss in pointing out the thank you letters to the Police Department from a homeowner and the Darbybrook community. She said these are things that makes the Police Department great and why we must support them in any way possible.

Mayor Dickinson asked if Council had received the Barns of Rose Hill's request to fund a movie presentation. Council discussed and unanimously agreed to deny the request. Mr. Dalton said he would communicate that to Ms. Kincannon.

18. Adjourn

**There being no other business, upon motion of Council member Rodriguez, seconded by Council member McDonald, the meeting was adjourned at 9:45 p.m.**

---

Harry Lee Arnold, Jr., Recorder

---

Lisa Larrick, Town Clerk

**BERRYVILLE TOWN COUNCIL PERSONNEL COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**November 14, 2018**

---

A meeting of the Berryville Town Council Personnel Committee was held on Wednesday, November 14, 2018 at 9:00am in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

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

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Chair Arnold called the meeting to order at 9:00am.

**Approval of Agenda**

Ms. Gibson made the motion to approve the agenda as presented, the motion was approved by consensus.

**Closed Session**

Ms. Gibson moved that the Personnel, Appointments, and Policy Committee enter a closed session in accordance with §2.2-3711.A.1, Code of Virginia, for the purpose of interviewing prospective candidates for appointment to Town Council boards and commissions. Ms. Dickinson seconded the motion which carried as follows:

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

The Personnel Committee entered closed session at 9:03am. At 11:16am, the members of the Personnel Committee being assembled within the designated meeting place in the presence of members of the public and media desiring to attend, the meeting reconvened. Ms. Dickinson read the resolution of certification and moved that the following Resolution Concerning Certification of the Closed Session be adopted.

**RESOLUTION**

WHEREAS, §2.2-3711.A.1 of the Code of Virginia requires a certification by this Council that such closed meeting was conducted in conformity with Virginia law.

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

Ms. Gibson seconded the motion which carried on the following roll call vote:

<b>Gibson:</b>	<b>Aye</b>
<b>Dickinson:</b>	<b>Aye</b>
<b>Arnold:</b>	<b>Aye</b>

**Discussion – Recommendation for Appointment to Berryville Area Development Authority**

Ms. Gibson said she was impressed by all of the candidates. There was a discussion about ranking those interested in the BADA appointment. It was determined that the Committee would recommend Tom Parker to the BADA. Ms. Dickinson asked staff to contact Mr. Briggs and Ms. Brock to see if they may be interested in being appointed to the Tree Board. The Committee requested staff draft letters to each of the candidates informing them of the recommendation.

**Other**

There was no other discussion.

**Adjourn**

There being no further business, the meeting was adjourned at 11:23am.

**MINUTES  
BERRYVILLE TOWN COUNCIL  
PUBLIC SAFETY COMMITTEE  
Berryville-Clarke County Government Center  
November 28, 2018  
4:30 p.m.**

**Committee members:** Present - Donna McDonald, Chair; Patricia Dickinson, Diane Harrison

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Neal White, Chief of Police, Lisa Larrick, Town Clerk

**Press:** Mickey Powell, The Winchester Star

**Others:** George Archibald

1. **Call to Order**

The meeting was called to order at 4:33 p.m. by Committee Chair McDonald.

2. **Approval of Agenda**

Ms. Harrison made the motion to approve the agenda, seconded by Ms. Dickinson, the motion was approved by voice vote.

3. **Department Update**

The Committee and staff discussed the following topics:

- Chief White said the Police Department's Mobile Data Terminals (MDT) were received and now in service. He stated that the updated technology had shown a marked improvement in the software used in the vehicles.
- Chief white said the Police Department's toy drive is continuing and has experienced a tremendous response.
- Ms. Harrison asked about the status of the S. Buckmarsh speed sign and Chief White advised that the issue was the converter adding that has been ordered and a replacement should arrive soon.

4. **Town Code Review Update**

**Review of Chapter 8 Draft Code/Policy:**

Mr. Dalton reviewed the direction he had received from the Committee regarding the elements that need to be addressed in the revised code and related policies. He listed:

- Examine the elimination of multiple garbage toters at various occupancies within the Town, particularly those properties on which there is located commercial use
- Eliminate Town provided dumpsters
- Examine establishment of standards for issuance of garbage toters and recyclables bins
- Examine requiring commercial uses that can reasonably meet their own garbage removal needs to do so
- Examine requiring that all dumpsters visible from public rights-of-way be screened

- Update language to reflect current collection regimen

The Committee had no objections or additions.

The Committee and Staff discussed the following:

**Code:**

- The inclusion of water-based paints under the definition of hazardous materials. The Committee asked Staff for clarification on this definition.
- The definition of recyclables for commercial uses. The Committee asked Staff for further clarification on this definition.
- The need for the definition of Recyclable Materials to be qualified. The Committee asked Staff to look further at that definition.
- Section 8-3(b) is vague from an enforcement perspective. The Committee asked staff to include a 2-week time frame and how notice is given.
- The language in Section 8-6 does not seem to give an exemption to police. The Committee asked Staff to look at that language.
- That the time frame for the effective date in Section 8-7(b) should be a year so as to not put a hardship on and give the property owner (i) the ability to go through the process; (ii) have time to get the enclosure built; and (iii) consideration for time of year work is being done. That there are requirements for the enclosures and the cost of the enclosure was the responsibility of the property owner. That civil penalties with some sort of time frame needed to be included.
- What type of area qualifies for the term "special service areas" in Section 8-16.
- The Town is still recycling under Section 8-19, however what is being recycled is changing because of the world's market.
- Section 8-21(b) and (c) needs to have language added stating not to put containers on another neighbor's property.
- Section 8-22(a), (b), and (c) violations are rare occurrences and not a lot of violations are given. These sections are seen more as notification to an organization of any possible violations occurring.

Mr. Dalton advised the Committee that the basic concept was to make this a simple and standard structure. He said he would look over the questions and make the needed revisions.

Mr. Dalton asked the Committee to consider when the new chapter 8 would become effective. Ms. Dickinson stated she would want to see an implementation plan before putting in an effective date.

The Committee discussed Chair McDonald's concern that Johnson Williams, Mary Hardesty House, and Washington Square had to provide for their trash collection.

**Policy:**

- The definition of multi-family includes apartments (i.e. Crows Nest).
- An extra toter and cost for such should be included.
- The types of things that the Committee needs to consider in updating the policy such as if a contractor could conform to the Town's policy. The objective is to get the Code as simple as possible and put language in the policy to make it easier to change in the future.
- Identity of who a tax payer is and how to address this issue if a resident states he/she is a tax payer and why is he/she not getting garbage and refuse collection.

**Appendix 1:**

- The Town requiring the use of plastic bags and that residents can obtain biodegradable plastic bags.
- Inclusion of what types of plastics would not be collected under the recyclables section.
- Clarified the difference in Sections B.3 and B.4 regarding weight limits.

**Appendix 2:**

- How the term "Type of Use" should be applied.
- The maximum number of toters to be issued for garbage and refuse and the monthly cost of \$15.00 for additional toters.
- The options available to the residents and the maximum number of recyclable bins to be issued would be three.
- The intention of the decals is to give the Town the ability to identify who the toter belongs to and identify the collection service schedule.

Mr. Dalton stated it was going to take time to get a policy in place as Council and legal counsel need to review and then work with the contractor.

Mr. Dalton asked the Committee to send him their comments to Appendix 3 and Appendix 4 and he will get the revisions to the Committee by January 23, 2018. Ms. Dickinson stated she wanted an implementation plan included.

Chair McDonald thanked Mr. Dalton for all his work on this matter.

**Review of Chapter 20 Draft Regulations for Special Events and Demonstrations:**

Chief White said that the draft regulations, which includes forms, had been revised by he, Ms. Dunkle and Mr. Dalton several times and was with the Town's attorney for review. Chief White said he has also had it reviewed by Brian Lichty.

Ms. Dickinson advised Committee and staff members that had not been involved from the very beginning that these regulations were fashioned and updated with regulations put in place by Charlottesville after its shooting incident.

Mr. Dalton advised the Committee that he wants Council to be comfortable with regulations before revising the code.

The Committee and Staff discussed the following:

- Including cigarette lighters under definition of open flame.
- The Committee was asked by Staff to review and consider the prohibited items listed to see if anything needed to be eliminated or included.
- The street closings time changing from 4:00 p.m. to 3:30 p.m.
- Setting the maximum length of time for street closings to 10 hours instead of eight hours.
- Changing the language "Town buildings" to "any entrance."
- The language for event duration, time of day restrictions, and food and beverage in Rose Hill Park.
- Revising the language for table, stand and structure size.
- Having sufficient public safety personnel coverage for an event.

Mr. Dalton said he would like the Committee to review a second time and then send to Council for review before working on the ordinance.

5. Closed Session

No Closed Session Scheduled

6. Other

Chair McDonald stated that in the future the Committee would cover only one project in a meeting given the time needed for discussions.

The Committee agreed that Chapter 20 would be discussed at the Committee's February meeting.

The next Committee meeting was set for January 23, 2019 at 4:30 p.m.

7. Adjourn

There being no further business, Ms. Dickinson made a motion to adjourn the meeting, seconded by Ms. Harrison, the motion passed by voice vote at 6:45 p.m.

# Attachment 3

The Town's ground reservoir was out of service for over 7 months while its interior and exterior were being renovated. Having the ground reservoir, which constitutes 85% of the Town's water storage, out of service was a serious undertaking. Fortunately the work has been completed and the system is functioning normally again.

Many people and organizations should be thanked for their assistance during the project. Those people and organizations include:

- Clarke County Emergency Services
- Clarke County Sherriff's Office – Deputies and Dispatchers
- John H. Enders Volunteer Fire Company and Rescue Squad
- Boyce Volunteer Fire Company and Rescue Squad
- Blue Ridge Volunteer Fire Company and Rescue Squad
- Berryville Public Utilities Department who maintained operations around the clock during the project.
  - o Public Utilities Department staff:
    - David Tyrrell
    - Stephen Lilly
    - Ernest Bussert
    - Warren McCormick
    - Daniel Dorsey
    - Sean Garner
- Berryville Public Works Department who provided support to the Utilities Department throughout the project and whose quick and effective response to a major water break maintained water service to the Town's customers.
  - o Public Works Department staff:
    - Rick Boor
    - Ralph Elliot
    - Charles Reynolds
    - Brian Link
    - Darrel Ferrebee
    - Keith Stover
    - Kevin Booth
    - Rusty Poston

I request that the Council direct the Town Manager to send letters of thanks to those organizations and departments who worked so hard to make sure the Town's water customers had water when they turned on the tap and that all residents of Town had sufficient fire protection during this project.

Lastly, it is important that we thank the water customers of the Town for their patience and for their efforts to conserve water during the project. Spring will bring another

project, this time on the Northeast Elevated Tank, and we know that everyone will work together to make that project a success as well.

# Attachment 4

# Planning and Community Development

## *Action Item*

Set Bond - Sidewalk

**December 11, 2018**

---

### **Planning Commission**

The Planning Commission did not hold a meeting in November. Due to the Christmas holiday, their next meeting is scheduled for Tuesday, January 22, 2019 at 7:30pm.

### **Berryville Area Development Authority**

The BADA did not hold a meeting in November. Their next meeting is scheduled for Wednesday, January 23, 2019 at 7:00pm.

### **Architectural Review Board**

The ARB judged Berryville Main Street's Parking Meter Contest on Wednesday, November 28. Their next meeting is scheduled for Wednesday, January 2, 2019.

### **Tree Board**

The Tree Board's next meeting will be held on Wednesday, December 5 at 7:30pm.

### **Board of Zoning Appeals**

The BZA has not held a meeting since the last Council meeting.

**BERRYVILLE TOWN COUNCIL**

**Set Bond – Sidewalk**

**December 11, 2018**

There are two single family lots in front of The Retreat at Berryville located on Mosby Boulevard owned by Berryville AL, LLC (the owner of the assisted facility). While there was some discussion during the site plan process about developing these lots, neither is slated for construction in the near future. Accordingly, staff requested that the developer submit a bond for completion of the sidewalk to the west of the entrance to be completed within the next 12 months. The amount of the bond, \$15,000, was reviewed and approved by Pennoni Engineering.

A drawing of the proposed sidewalk location is included in this packet.

Staff is awaiting an executed Construction and Bonding Agreement from the developer and is recommending that Council authorize the Town Manager to complete the Agreement after review of the document.

**Recommendation**

Authorize the Town Manager to complete the Construction and Bonding Agreement. A motion follows this report.



BERRYVILLE TOWN COUNCIL  
MOTION FOR APPROVAL OF BOND  
MOSBY SIDEWALK

Date: December 11, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville approve a bond in the amount of \$15,000 in order to construct a sidewalk within the next twelve (12) months on the parcels identified as Tax Map Parcel numbers 14A7-((14))-1A and 14A7-((14))-1B, zoned DR-4 Detached Residential.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

---

Harry Lee Arnold, Jr., Recorder

# Attachment 5

---

---

**FINANCE AND ADMINISTRATION STAFF REPORT**

---

---

**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** MONTHLY REPORTS  
**DATE:** 12/4/2018  
**CC:** KEITH DALTON, TOWN MANAGER

---

**A/P Check Listing**

Checks issued in November 2018.

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

October 2018 P-Card Purchases that were paid on November 25, 2018.

## A/P Check Listing

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

Date From - 11/1/2018 Date To - 11/30/2018

Town of Berryville  
12/04/2018 10:47 AM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
5117	1	BLOSSMAN GAS INC	11/01/2018	\$8,722.95
5118	1	Bureau for Child Support Enforcement	11/01/2018	\$875.00
5119	1	Christy Dunkle	11/01/2018	\$26.16
5120	1	DAVID K. STOVER	11/01/2018	\$40.75
5121	1	HEATHER HALTERMAN	11/01/2018	\$72.16
5122	1	Herbert L. Beskin, Trustee	11/01/2018	\$115.00
5123	1	JOCELYN JOANNA PADE	11/01/2018	\$174.20
5124	1	LAUREN KATHRYN PLACE	11/01/2018	\$179.60
5125	1	Minnesota Life Insurance Co.	11/01/2018	\$184.02
5126	1	Nationwide Retirement Solutions	11/01/2018	\$585.00
5127	1	Patricia Dickinson	11/01/2018	\$694.20
5128	1	Rappahannock Electric Cooperative	11/01/2018	\$17,643.61
5129	1	Treasurer of Virginia	11/01/2018	\$204.90
5130	1	W L CONSTRUCTION & PAVING, INC.	11/01/2018	\$253,625.00
5131	1	WILLIAM & ANGELIA BONO	11/01/2018	\$148.80
5132	1	USPS	11/05/2018	\$1,167.48
5133	1	BLOSSMAN GAS INC	11/13/2018	\$2,883.13
5134	1	Boyd's Custom Improvements, Inc.	11/13/2018	\$4,712.00
5135	1	Broy & Son Pump Service, Inc	11/13/2018	\$6,404.80
5136	1	CENTRIC BUSINESS SYSTEMS INC	11/13/2018	\$1,024.16
5137	1	CLARKE COUNTY GENERAL DISTRICT COURT	11/13/2018	\$101.25
5138	1	Commercial Press Inc	11/13/2018	\$373.13
5139	1	CROWN TROPHY LLC	11/13/2018	\$90.00
5140	1	LESLIE KELLEY	11/13/2018	\$526.47
5141	1	LISA LARRICK	11/13/2018	\$76.30
5142	1	PENNONI ASSOCIATES INC	11/13/2018	\$810.00
5143	1	PENNONI ASSOCIATES INC	11/13/2018	\$903.00
5144	1	THE POLICE AND SHERIFFS PRESS	11/13/2018	\$32.49
5145	1	The Winchester Star	11/13/2018	\$55.00
5146	1	Treasurer of Frederick County	11/13/2018	\$4,188.62

## A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION  
Date From - 11/1/2018 Date To - 11/30/2018

Town of Berryville  
12/04/2018 10:47 AM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
5147	1	VML Insurance Programs	11/13/2018	\$841.00
5148	1	ANDERSON'S NURSERY & GARDEN CENTER	11/16/2018	\$550.00
5149	1	Berryville Farm Supply Inc	11/16/2018	\$25.00
5150	1	Bureau for Child Support Enforcement	11/16/2018	\$875.00
5151	1	Douglas A. Shaffer	11/16/2018	\$75.00
5152	1	H. Allen Kitselman	11/16/2018	\$75.00
5153	1	Hall, Monahan, Engle, Mahan & Mitchell	<b>VOIDED</b> 11/16/2018	\$2,170.00
5154	1	Hei-Way, LLC	11/16/2018	\$2,517.90
5155	1	Keith Dalton	11/16/2018	\$50.00
5156	1	KINZY REED	11/16/2018	\$154.20
5157	1	Nationwide Retirement Solutions	11/16/2018	\$585.00
5158	1	PENNONI ASSOCIATES INC	11/16/2018	\$1,227.50
5159	1	PENNONI ASSOCIATES INC	11/16/2018	\$945.00
5160	1	SKYVIEW TREE EXPERTS, LLC	11/16/2018	\$750.00
5161	1	Southern Software, Inc.	11/16/2018	\$1,125.00
5162	1	USPS	11/16/2018	\$100.00
5163	1	VUPS	11/16/2018	\$54.60
5164	1	ATTN; REFUND DEPARTMENT CORELOGIC REAL ESTATE TAX	11/27/2018	\$1,980.85
5165	1	Boyd's Custom Improvements, Inc.	11/27/2018	\$375.00
5166	1	BUHL ELECTRIC INC	11/27/2018	\$2,942.60
5167	1	Dave Tyrrell	11/27/2018	\$300.84
5168	1	Fire Protection Company, LLC	11/27/2018	\$340.25
5169	1	MATTHEW G DAVIS	11/27/2018	\$88.10
5170	1	Michelle M. Jones	11/27/2018	\$2,170.00
5171	1	OCC Health Service Winchester	11/27/2018	\$146.00
5172	1	PENNONI ASSOCIATES INC	11/27/2018	\$6,315.23
5173	1	PENNONI ASSOCIATES INC	11/27/2018	\$3,907.11
5174	1	Virasec, LLC	11/27/2018	\$2,725.68
5175	1	USPS	11/28/2018	\$781.61
59		Checks Totaling -		\$340,832.65

## A/P Check Listing

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

Date From - 11/1/2018 Date To - 11/30/2018

Town of Berryville  
12/04/2018 10:47 AM

Page: 3 of 3

---

Check Number	Bank	Vendor	Date	Amount
--------------	------	--------	------	--------

### Totals By Fund

	Checks	Voids	Total
100	\$298,200.22	\$2,170.00	\$296,030.22
501	\$24,462.94		\$24,462.94
502	\$18,169.49		\$18,169.49
Totals:	\$340,832.65	\$2,170.00	\$338,662.65



BERRYVILLE TOWN OF  
 DESIRÉE MORELAND  
 XXXX-XXXX-XXXX  
 October 01, 2018 - October 31, 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 ..... 10/31/18 <b>Payment Due Date ..... 11/25/18</b> Days in Billing Cycle ..... 31 Credit Limit ..... \$500,000 Cash Limit ..... \$0 <b>Total Payment Due ..... \$77,354.19</b>	Previous Balance ..... \$56,851.67 Payments ..... -\$56,851.67 Credits ..... -\$415.94 Cash ..... \$0.00 Purchases ..... \$77,770.13 Other Debits ..... \$0.00 Overlimit Fee ..... \$0.00 Late Payment Fee ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Finance Charge ..... \$0.00 <b>Current Balance ..... \$77,354.19</b>

**Important Messages**

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 11/23/18.

**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	4,284.43	4,284.43
<b>BOOTH, KEVIN</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	643.53	643.53

5685167 7735419 7735419 4715291201837237

Account Number: XXXX-XXXX-XXXX  
 October 01, 2018 - October 31, 2018

**Total Payment Due ..... \$77,354.19**  
**Payment Due Date ..... 11/25/18**

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



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

\*\*N0018283

⑆54999001⑆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	14.69	14.69
<b>DICKINSON, PATRICIA</b> XXXX-XXXX-XXXX- 500	0.00	0.00	40.42	40.42
<b>ELLIOTT, RALPH</b> XXXX-XXXX-XXXX- 5,000	0.00	0.00	21.75	21.75
<b>FERREBEE, DARRELL</b> XXXX-XXXX-XXXX- 500	0.00	0.00	18.49	18.49
<b>HALTERMAN, HEATHER</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	1,396.13	1,396.13
<b>JOHNSON, KAREN</b> XXXX-XXXX-XXXX- 1,000	171.85	0.00	1,127.61	955.76
<b>KELLEY, LESLIE</b> XXXX-XXXX-XXXX- 1,500	0.00	0.00	23.72	23.72
<b>LARRICK, LISA</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	22.99	22.99
<b>LILLY, STEPHEN</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	9,108.14	9,108.14
<b>LINK, BRIAN</b> XXXX-XXXX-XXXX- 1,000	0.00	0.00	84.92	84.92
<b>MCCORMICK, HARRY</b> XXXX-XXXX-XXXX- 500	0.00	0.00	106.35	106.35
<b>MORELAND, DESIREE</b> XXXX-XXXX-XXXX- 50,000	0.00	0.00	33,818.15	33,818.15
<b>REYNOLDS, CHARLES</b> XXXX-XXXX-XXXX- 500	0.00	0.00	306.98	306.98
<b>RODRIGUEZ, KARA</b> XXXX-XXXX-XXXX- 500	0.00	0.00	58.59	58.59
<b>STOVER, KEITH</b> XXXX-XXXX-XXXX- 1,000	138.42	0.00	1,054.92	916.50
<b>TYRRELL, DAVE</b> XXXX-XXXX-XXXX- 20,000	105.67	0.00	19,472.17	19,366.50
<b>WHITE, NEAL</b> XXXX-XXXX-XXXX- 15,000	0.00	0.00	6,166.15	6,166.15

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
						<b>Total Activity</b>
<b>BERRYVILLE TOWN OF</b>						<b>-\$56,851.67</b>
Account Number: XXXX-XXXX-XXXX						
10/23	10/23	AUTO PAYMENT DEDUCTION		0071		56,851.67
<b>BOOR, RICK</b>						<b>Total Activity</b>
Account Number: XXXX-XXXX-XXXX-						<b>4,284.43</b>
10/09	10/08	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412908281027011972360	5599	124.08	
10/09	10/08	JOHNNY BLUE, INC. 540-6650968 VA	24003418281900014508529	7394	82.00	
10/09	10/08	JNO. S SOLENBERGER AND C WINCHESTER VA	24138298282400002407654	5251	408.86	
10/10	10/09	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978283091408000153	5251	17.34	
10/17	10/16	VDOT LAND USE PERMITS 804-7860622 VA	24755428290122907789730	9399	130.00	



**Transactions**

Posting Transaction								
Date	Date	Description	Reference Number	MCC	Charge	Credit		
10/25	10/24	MCCARTHY TIRE 28, WINCHE 540-6623000 VA	24251378297018025042789	5541	867.70			
10/25	10/24	MCCARTHY TIRE 28, WINCHE 540-6623000 VA	24251378297018025042755	5541	1,420.33			
10/29	10/25	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258028299017035145261	5983	1,234.12			
<b>BOOTH, KEVIN</b>							<b>Total Activity</b>	<b>643.53</b>
Account Number: XXXX-XXXX-XXXX-								
10/02	10/01	LOWES #02724* WINCHESTER VA	24692168274100163054005	5200	622.00			
10/18	10/17	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978291091402000371	5251	21.53			
<b>BUSSERT, ERNIE</b>							<b>Total Activity</b>	<b>14.69</b>
Account Number: XXXX-XXXX-XXXX-								
10/08	10/06	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978280091400000426	5251	14.69			
<b>DICKINSON, PATRICIA</b>							<b>Total Activity</b>	<b>40.42</b>
Account Number: XXXX-XXXX-XXXX-								
10/01	09/28	PANERA BREAD #601053 HAMPTON VA	24231688272400001715024	5812	15.49			
10/02	10/01	THE DEADRISE RESTAURANT 757-7887190 VA	24040838274900016519816	5812	24.93			
<b>ELLIOTT, RALPH</b>							<b>Total Activity</b>	<b>21.75</b>
Account Number: XXXX-XXXX-XXXX-								
10/08	10/05	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978279091408000322	5251	11.75			
10/16	10/15	THE BLOSSMAN COMPANIES IN228-872-8932 MS	24247608288300517494118	5983	10.00			
<b>FERREBEE, DARRELL</b>							<b>Total Activity</b>	<b>18.49</b>
Account Number: XXXX-XXXX-XXXX-								
10/12	10/11	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978285091400000355	5251	2.92			
10/29	10/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978300091400000216	5251	3.33			
10/31	10/30	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978304091408000115	5251	12.24			
<b>HALTERMAN, HEATHER</b>							<b>Total Activity</b>	<b>1,396.13</b>
Account Number: XXXX-XXXX-XXXX-								
10/03	10/03	Amazon web services aws.amazon.coWA	24692168276100051090101	7399	0.63			
10/08	10/05	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755428279152790100161	8220	135.00			
10/08	10/05	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755428279152790100179	8220	135.00			
10/08	10/05	SYLVANE INC. 866-3067489 GA	24453518280018015570282	5722	276.00			
10/09	10/08	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755428282732821621932	8220	135.00			
10/10	10/09	CITY OF FREDERICKSBURG PAFREDERICKSBURVA	24755428283132830637301	9399	5.00			
10/11	10/10	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755428284732843719688	8220	135.00			
10/12	10/11	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755428285732853490864	8220	80.00			
10/19	10/18	USPS PO 5107560300 BERRYVILLE VA	24445008292000950994536	9402	250.00			
10/22	10/18	DOLLAR-GENERAL #0394 BERRYVILLE VA	24445008292100164529134	5331	20.50			
10/23	10/22	IN *TRUESHRED 888-7508783 VA	24692168295100163922982	7399	49.00			
10/26	10/24	KI 920-4063376 WI	24325458298900014242911	5021	100.00			
10/29	10/26	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755428300733007529566	8220	75.00			
<b>JOHNSON, KAREN</b>							<b>Total Activity</b>	<b>955.76</b>
Account Number: XXXX-XXXX-XXXX-								
10/01	09/29	STAPLS7205383580000001 877-8267755 NJ	24164078273105288826212	5111	238.67			
10/01	09/29	STAPLS7205383580000002 877-8267755 NJ	24164078273105978826217	5111	39.98			
10/08	10/05	STAPLS7205383580001001 SOUTH HACKENSJ	74164078278105288826212	5111		151.90		
10/11	10/10	USPS PO 5107560300 BERRYVILLE VA	24445008284000917029368	9402	27.25			
10/15	10/12	STAPLS7206167418000001 877-8267755 NJ	24164078285105118920041	5111	610.28			
10/15	10/12	STAPLS7206167418000002 877-8267755 NJ	24164078285105978920040	5111	16.68			
10/15	10/12	STAPLS7205383580002001 SOUTH HACKENSJ	74164078285105288826213	5111		19.95		
10/19	10/18	STAPLS7206476193000001 877-8267755 NJ	24164078291105173003362	5111	194.75			
<b>KELLEY, LESLIE</b>							<b>Total Activity</b>	<b>23.72</b>
Account Number: XXXX-XXXX-XXXX-								
10/31	10/29	WENDY'S #114 EMPORIA VA	24445008303500454772186	5814	10.12			
10/31	10/30	WAHLBURGERS MYRTLE BEACH SC	24801978304206288100476	5814	13.60			
<b>LARRICK, LISA</b>							<b>Total Activity</b>	<b>22.99</b>
Account Number: XXXX-XXXX-XXXX-								
10/26	10/25	VISTAPR*VistaPrint.com 866-8936743 MA	24692168298100809460113	2741	22.99			
<b>LILLY, STEPHEN</b>							<b>Total Activity</b>	<b>9,108.14</b>
Account Number: XXXX-XXXX-XXXX-								
10/03	09/24	COYNE CHEMICAL 215-785-3000 PA	24224438276101027097976	5169	1,425.33			
10/03	10/02	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978276091402000479	5251	47.97			
10/10	10/09	COYNE CHEMICAL 215-785-3000 PA	24224438283101027527213	5169	300.80			
10/17	10/15	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898289201600415190	5533	67.40			
10/22	10/21	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978295091400000544	5251	58.54			
10/30	10/25	COYNE CHEMICAL 215-785-3000 PA	24224438303101026174708	5169	4,665.64			
10/30	10/26	COYNE CHEMICAL 215-785-3000 PA	24224438303101026174716	5169	2,542.46			
<b>LINK, BRIAN</b>							<b>Total Activity</b>	<b>84.92</b>
Account Number: XXXX-XXXX-XXXX-								
10/04	10/03	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978277091404000138	5251	14.69			



**Transactions**

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit	
10/31	10/30	FISHER AUTO PARTS 009 BERRYVILLE VA	24431068304200824700137	5533	70.23		
<b>MCCORMICK, HARRY</b>						<b>Total Activity</b>	<b>106.35</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>							
10/11	10/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978284091408000416	5251	68.35		
10/29	10/25	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898299266900382547	5533	38.00		
<b>MORELAND, DESIREE</b>						<b>Total Activity</b>	<b>33,818.15</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>							
10/01	09/29	COMCAST 800-COMCAST MD	24692168272100748951057	4899	85.69		
10/01	09/28	VAGP.ORG WWW.VAGP.ORG VA	24492158271637867122964	8699	70.00		
10/01	09/28	TelRite Corporation COVINGTON GA	24393498272004535172823	4814	11.85		
10/05	10/04	TRAFFIC LOGIX 866-9156449 NY	24755428277642774365840	1771	10,721.00		
10/17	10/16	TelRite Corporation COVINGTON GA	24393498289004574524513	4814	16.61		
10/17	10/16	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058289083719854429	4900	20,479.20		
10/17	10/16	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058289083718863371	4900	200.00		
10/17	10/17	COMCAST 800-COMCAST MD	24692168290100980635168	4899	85.69		
10/17	10/16	VA DMV ONLINE BILLING PAY804-3670595 VA	24755428290132900979345	9399	300.00		
10/18	10/17	VZWLSS*MY VZ VB P 800-922-0204 FL	24692168290100049346567	4814	755.63		
10/18	10/17	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168290100172488483	4899	216.48		
10/18	10/17	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168290100172488491	4899	389.26		
10/18	10/17	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168290100172488509	4899	190.62		
10/18	10/17	COURTYARD BY MARRIOTT- HAMPTON VA	24692168290100223818092	3690	296.12		
Arrival: 10/17/18						<b>Total Activity</b>	<b>306.98</b>
<b>REYNOLDS, CHARLES</b>							
<b>Account Number: XXXX-XXXX-XXXX-</b>							
10/12	10/11	MCCARTHY TIRE 28, WINCHESWINCHESTER VA	24251378284018026542881	5533	291.26		
10/31	10/29	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898303291300324984	5533	15.72		
<b>RODRIGUEZ, KARA</b>						<b>Total Activity</b>	<b>58.59</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>							
10/02	09/30	7-ELEVEN 32170 FREDERICKSBURVA	24299108274000073057051	5542	19.51		
10/02	10/01	THE DEADRISE RESTAURANT 757-7887190 VA	24040838274900016519832	5812	24.93		
10/04	10/02	ROYAL FARMS #237 FREDERICKSBURVA	24692168276100217629842	5542	14.15		
<b>STOVER, KEITH</b>						<b>Total Activity</b>	<b>916.50</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>							
10/04	10/03	ALTMED MEDICAL CTR- FR FRONT ROYAL VA	24493988276286693400089	8011	85.00		
10/08	10/05	FISHER AUTO PARTS 009 BERRYVILLE VA	24431068279200824600254	5533	68.66		
10/08	10/05	FISHER AUTO PARTS 009 BERRYVILLE VA	24431068279200824600296	5533	23.55		
10/11	10/09	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898283164100249590	5533	29.05		
10/11	10/10	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412908283027012154784	5599	17.95		
10/16	10/15	FISHER AUTO PARTS 009 BERRYVILLE VA	24431068289200824400331	5533	3.40		
10/17	10/15	LSI 540-9551112 VA	24073148289900010000026	5099	350.00		
10/18	10/17	FISHER AUTO PARTS 009 BERRYVILLE VA	74431068291200824600097	5533		59.42	
10/25	10/24	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247608297200129113172	7538	16.00		
10/26	10/25	LOWES #02724* WINCHESTER VA	24692168298100738752234	5200	166.28		
10/26	10/25	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412908298027012245528	5599	23.90		
10/26	10/25	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412908298027012245510	5599	238.80		
10/26	10/25	LOWES #02724* WINCHESTER VA	74692168298100781790466	5200		79.00	
10/29	10/25	GRAND RENTAL STATION 540-6671400 VA	24073148299900015300072	7394	32.33		
<b>TYRRELL, DAVE</b>						<b>Total Activity</b>	<b>19,366.50</b>
<b>Account Number: XXXX-XXXX-XXXX-</b>							
10/02	10/01	USA BLUE BOOK 800-548-1234 IL	24326848274636000061951	5085	773.55		
10/04	10/03	IN *EDUCATION & TRAINING 801-2810107 UT	24692168276100499555855	8999	549.00		
10/08	10/05	IN *CONSOLIDATED ELECTRIC540-6625994 VA	24692168278100650781090	1731	420.00		
10/08	10/05	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978279091408000215	5251	18.60		
10/08	10/05	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767898280139900597201	5533	11.58		
10/08	10/05	RIDDLEBERGER BROTHERS 540-434-1731 VA	24638188280017039590003	1711	1,412.03		
10/08	10/05	Amazon.com Amzn.com/billWA	74692168278100578014173	5942		25.03	
10/08	10/05	Amazon.com Amzn.com/billWA	74692168278100578757763	5942		24.99	
10/08	10/05	Amazon.com Amzn.com/billWA	74692168278100579417797	5942		30.66	
10/08	10/05	Amazon.com Amzn.com/billWA	74692168278100619445196	5942		24.99	
10/09	10/01	COYNE CHEMICAL 215-785-3000 PA	24224438282101028279583	5169	2,048.54		
10/09	10/01	COYNE CHEMICAL 215-785-3000 PA	24224438282101028279591	5169	443.98		
10/10	10/09	JOINER MICRO LABORATORIE 540-347-7212 VA	24435658283200389200050	7399	1,790.00		
10/12	10/10	HACH COMPANY 9706631377 CO	24801998284018010389745	5085	550.62		
10/12	10/11	UNTD RNTLS 180214 704-916-4800 NC	24445008285600084451854	7394	7,883.48		
10/15	10/11	MCMaster-CARR 630-834-9600 IL	24789308285177200063101	5085	269.84		
10/15	10/12	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058285083715759766	4900	1,662.76		
10/15	10/12	ATCO MANUFACTURING COMPAN770-4247550 GA	24275398285900016631072	2842	135.00		
10/15	10/12	THE POWER CONNECTION HARRISONBURG VA	24323038285122285010029	5999	507.07		



**Transactions**

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
10/15	10/12	ROBERTS OXYGEN CO BR 00 800-6263433 MD	24755428286642861514960	5085	31.35	
10/15	10/12	ANDERSON CONTROL INC 540-9551032 VA	24755428286732861980103	7393	126.00	
10/15	10/14	ARBYS 6853 ROCKY MOUNT VA	24431068288207588600635	5814	7.16	
10/16	10/15	KFC L087001 ROCKY MOUNT VA	24431068289400368000360	5814	15.74	
10/17	10/16	KFC L087001 ROCKY MOUNT VA	24431068290400369000408	5814	9.92	
10/18	10/17	WENDY'S 7813 VERONA VA	24445008291000931644995	5814	7.62	
10/19	10/18	OWPSACSTATE 916-278-6142 CA	24492158291894476600668	8299	159.00	
10/19	10/17	BAYMONT INN & SUITES ROCKY MOUNT VA	24431068291036519882383	7011	321.42	
		Arrival: 10/14/18				
10/24	10/23	USA BLUE BOOK 800-548-1234 IL	24326848296636000063290	5085	280.85	
10/26	10/25	USPS PO 5107560300 BERRYVILLE VA	24445008299000967094984	9402	4.69	
10/29	10/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978300091400000059	5251	22.30	
10/29	10/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978300091400000133	5251	2.24	
10/29	10/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978300091400000190	5251	7.83	
					<b>Total Activity</b>	<b>6,166.15</b>

**WHITE, NEAL**

Account Number: XXXX-XXXX-XXXX

10/04	10/03	NORTHERN LIGHTS WWW.GLOWSTICKMA	24492158276637102876049	5399	525.00	
10/05	10/04	COMMERCIAL PRESS INC. 5408693496 VA	24801978277608721591463	2741	330.00	
10/08	10/05	MES/WARREN FIRE/LAWMEN 203-364-0620 CT	24055228278083302420817	5099	3,604.83	
10/08	10/04	MALLOY FORD 540-6674434 VA	24073148278900014000249	5511	421.17	
10/08	10/04	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767898278133500395748	5533	161.62	
10/08	10/06	AMZN Mktp US*MT5NB1KT0 Amzn.com/billWA	24692168279100925298721	5942	663.96	
10/08	10/05	KUSTOM SIGNALS 913-492-1400 KS	24247608279500816433847	5065	238.00	
10/08	10/06	AMZN Mktp US*MT55P3DG1 Amzn.com/billWA	24692168279100178709283	5942	120.04	
10/09	10/09	AMZN Mktp US*MT9ZQ72K0 Amzn.com/billWA	24692168282100472451298	5942	28.53	
10/17	10/16	VA DMV BERRYVILLE LICENSEBERRYVILLE VA	24755428290122902564294	9399	5.00	
10/23	10/22	FESTIVAL DRY CLEANERS BERRYVILLE VA	24755428296732961452696	7216	68.00	

**Finance Charge Calculation**

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

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

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

# Attachment 6



# 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

## Police and Security Report

	Year To Date	November	October
Month: November	2018	2018	2018
Year: 2018			
<b><u>Complaints Answered</u></b>			
911 Hang Up:	11	1	1
Alarms:	172	10	22
Animal Complaint:	131	6	18
Assault and Battery:	6	0	0
Assist County:	28	1	4
Auto Larceny:	0	0	0
Burglary:	9	1	2
Civil Complaints:	62	1	3
Disturbance (Non Violent):	23	1	2
Domestic Disturbance:	25	3	2
Drunk In Public:	11	0	1
Forgery & Uttering:	0	0	0
Fraud:	22	2	0
Larceny:	37	2	3
Harassment/Intimidation:	25	0	5
Homicide:	0	0	0
Juvenile Related:	21	1	2
Noise:	52	5	6
Public Service:	19	3	1
Rape:	0	0	0
Robbery:	0	0	0
Runaway:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	160	10	11
Trespassing:	8	0	0
Vandalism:	40	3	5
Welfare Check:	143	15	20
Miscellaneous Complaints:	816	95	94
<b>Total Complaints Answered:</b>	<b>1821</b>	<b>160</b>	<b>202</b>



# 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

## Police and Security Report (Continued)

	Year To Date 2018	November 2018	October 2018
<b><u>Traffic</u></b>			
Accidents Investigated:	57	7	7
Assist Motorist:	12	0	2
Child Safety Seat Install:	9	2	3
Funeral Escort:	37	1	8
Hit & Run:	1	0	0
Parking Tickets:	144	10	6
Traffic Warnings:	528	48	24
<b><u>Traffic Summons Issued</u></b>			
Defective Equipment:	2	0	0
Driving Suspended:	12	0	0
Expired Inspection:	59	2	5
Expired Registration:	14	1	2
Fail to Obey Highway Sign:	114	7	12
Fail to Obey Traffic Signals:	7	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	5	1	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	17	0	0
No Seat Belt:	1	0	0
Reckless Driving:	6	0	1
Speeding:	220	21	13
Miscellaneous Summons:	27	3	3
<b>Total Traffic Summons Issued:</b>	<b>484</b>	<b>35</b>	<b>36</b>
<b><u>Found Open at Businesses in Town</u></b>			
Doors:	15	1	1
Windows:	0	0	0
Garage Doors:	0	0	0



# 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

## Police and Security Report (Continued)

	Year To Date 2018	November 2018	October 2018
<b><u>Criminal Arrests Made</u></b>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	5	0	0
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	9	0	0
Disorderly Conduct:	0	0	0
Driving While Intoxicated:	6	0	0
Drunk In Public:	6	0	0
Fail to Obey Police Officer:	1	0	0
Fail to Pay Parking Ticket:	12	0	0
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:	1	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:	4	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	36	0	2
<b>Juvenile Detention Order Totals:</b>	0	0	0
<b>Total Criminal Arrests:</b>	83	0	2

# Attachment 7

# Memo

**To:** Town Council  
**From:** David Tyrrell  
**Date:** December 1, 2018  
**Re:** November 2018 Operations Report

---

The water treatment plant complies for November 2018 with its monthly parameters per data available to date. We sent 8.997 MG of water to the system with an average of 0.360 MGD and a daily max of 0.618 MG.

There has been no activity on the 3MG tank for the month of November.

We continue to run the hypochlorite at the WTP without further issue.

Rains have caused a few operational issues, mostly with high river levels and muddy water. We were having trouble for about a week with getting water from the river to the plant. High river levels and falling leaves were keeping operators busy with clearing river screens. We were able to finally get to the bank intake and clear those screens finding a trashcan lid blocking the screen. We have had no further problems with water volume.

Design work for the replacement of the finish pumps is continuing. We have learned that there is no longer an exact fit replacement for our existing pumps. We are now looking into a pump rebuild and motor replacement to complete the upgrade. In order to continue with the pump replacement, we would need to construct a new pit for the finish pumps.

Our Chief Operator, Stephen Lilly has built and programmed a level sensor now being used to measure our hypo use at the WTP. The device uses sonar technology and calculates the exact available ponds of chlorine in the tank. This number is used to calculate our daily usage. Stephen has saved the Town more than \$600 by building the unit himself.

The river vault is scheduled for its semi annual cleaning on December 7, 2018.

Drought Conditions: There are no concerns for drought at this time.

The wastewater plant complies with its discharge permit for November per data received to date. We treated a total of 34.13 MG with a daily average of 1.14 MGD and a daily max of 2.15 MG. As a reminder our dry weather flows at the wastewater plant are around 0.3 MGD for comparison.

Wet weather has continued to plague the operations of the STP. We have had no bypasses however and water quality remains fairly good. We did have higher than normal nitrite/nitrate levels towards the end of the month. The levels dropped as the flow dropped.

We continued to drain the North lagoon for most of the month of November. We did stop the draining to protect the pump from freezing when the weather got cold. The lagoon is now only about 1/3<sup>rd</sup> full giving us significant storage space if it is needed again.

Staff has been working to catch up on needed maintenance at the STP. This has included some repairs to the membrane chemical feed lines. Maintenance cleans for both hypo and acid have been performed. We will be completing recovery cleans in December.

Attached for review are the DMR data reports for the wastewater plant with data received to date, the water plant page 1 operations report for VDH, and the latest membrane condition report from Suez.

Flows and Chemical Dosages

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals					Finished Water Chemicals									
					Alum Lbs per Day mg/L	Carbon Lbs per Day mg/L	Chlorine Lbs per Day mg/L	Fluoride Lbs per Day mg/L	Polymer Lbs per Day mg/L	KMnO4 Lbs per Day mg/L	Soda Ash Lbs per Day mg/L	Chlorine Lbs per Day mg/L	Corr Inhibitor Lbs per Day mg/L						
1	0.538		0.448	16.0	41	0.2	10.3	2.30	0.079	0.018	8	1.8	22.1	4.9					
2	0.704		0.618	21.8	51	0.1	6.6	1.12	0.094	0.016	10.9	1.8	23.2	3.9					
3																			
4	0.243		0.217	7.0	15	7.5	10.2	5.04	0.017	0.008	3.5	1.7	12.4	6.1					
5	0.49		0.440	14.5	35	8.7	6.8	1.67	0.075	0.018	7.2	1.8	18.3	4.5					
6	0.484		0.432	14.5	51	0.8	6.8	1.69	0.064	0.016	14.0	3.5	17.5	4.3					
7	0.49		0.435	14.5	41	0.7	6.8	1.66	0.072	0.018	7.2	1.8	17.3	4.2					
8	0.475		0.422	14.0	41	0.8	3.3	0.84	0.061	0.015	7.0	1.8	16.7	4.2					
9	0.492		0.439	14.0	46	1.1	6.8	1.66	0.070	0.017	6.9	1.7	17.3	4.2					
10	0.108		0.103	3.5	10	11.3	4.5	4.96	0.013	0.014	1.7	1.9	4.1	4.6					
11	0.15		0.170	5.0	15	12.2	0.2	0.19	0.022	0.018	2.5	2.0	5.7	4.5					
12	0.253		0.221	7.0	20	9.6	3.4	1.61	0.040	0.019	3.5	1.7	7.6	3.6					
13	0.531		0.467	15.0	46	10.3	6.8	1.54	0.070	0.016	7.5	1.7	18.7	4.2					
14	0.53		0.466	14.8	20	4.6	6.8	1.54	0.030	0.007	11.8	2.7	20.4	4.6					
15	0.411		0.326	10.5	51	14.8	6.6	1.93	0.060	0.018	5.2	1.5	14.9	4.4					
16	0.118		0.102	3.3	10	10.3	0.2	0.17	0.010	0.010	1.6	1.6	2.6	2.6					
17	0.221		0.187	5.9	20	11.0	3.4	1.84	0.030	0.016	2.9	1.6	13.4	7.3					
18																			
19	0.5408		0.471	16.0	41	9.0	10.1	2.23	0.079	0.018	8.0	1.8	16.8	3.7					
20	0.469		0.533	15.0	61	15.6	7.0	1.79	0.071	0.018	7.5	1.9	18.6	4.8					
21	0.531		0.419	15.0	56	12.6	10.1	2.28	0.066	0.015	9.3	2.1	21.6	4.9					
22																			
23	0.267		0.245	8.0	30	13.7	3.5	1.57	0.035	0.016	5.0	2.2	0.0	0.0					
24																			
25																			
26	0.408		0.340	12.0	46	13.4	6.0	1.76	0.055	0.016	7.5	2.2	12.4	3.6					
27	0.341		0.266	10.0	81	28.5	4.0	1.41	0.049	0.017	6.2	2.2	18.3	6.4					
28	0.537		0.476	15.8	51	11.3	17.3	3.85	0.074	0.017	9.8	2.2	12.7	2.8					
29	0.411		0.341	12.5	25	7.4	3.1	0.91	0.056	0.016	7.8	2.3	25.5	7.4					
30	0.512		0.413	15.5	36	8.3	3.6	0.85	0.071	0.017	9.7	2.3	17.5	4.1					
31																			
Total	10.255	0.000	8.987	301.0	938	281.5	65	154.2	46.4	1.36	0.393	172	49.6	0.0	0.00	375.4	110.00	0.0	0.00
Maximum	0.704	0.000	0.618	21.8	81	28.5	6	17.3	5.0	0.09	0.019	14	3.5	0.0	0.00	25.5	7.43	0.0	0.00
Minimum	0.108	0.000	0.102	3.3	10	4.6	0	0.2	0.2	0.01	0.007	2	1.5	0.0	0.00	2.6	0.00	0.0	0.00
Average	0.410	0.000	0.360	12.0	38	11.3	3	6.2	1.9	0.05	0.016	7	2.0	#DIV/0!	#DIV/0!	15.6	4.40	#DIV/0!	#DIV/0!

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME

Shenandoah River - Entire Month

David A Tyrell

TITLE: OPERATOR CLASSIFICATION  
DPOB CERTIFICATION NO.

Class 1  
1955002813

## TownClerk

---

**From:** Dave Tyrrell  
**Sent:** Wednesday, December 5, 2018 1:56 PM  
**To:** Keith Dalton; TownClerk  
**Subject:** Water Report  
**Attachments:** 201812051415.pdf

Keith and Lisa,

Attached is a copy of the water report without the xxxx's in the calculation cells. Hopefully this meets approval. I will note that several sections read #DIV/0!. This is due to the fact that the calculation running in those cells is trying to divide by zero (zero readings) and that is not a legal math function. We do not enter data in these columns.

David A Tyrrell  
Director of Utilities  
Town of Berryville Virginia  
101 Chalmers Ct, Suite A  
Berryville, VA 22611  
Phone 540-955-1982  
Fax 540-955-1213

# Berryville STP Monthly DMR Data

November 2018

Date	Effluent Flow		Eff pH	Eff Temp	Eff CEOD	Eff CBOD	Eff TSS	Eff TSS	Effluent DO River	Effluent DO WWTP	Eff NO <sub>2</sub> /NO <sub>3</sub>	Eff TKN	Eff TKN	Eff Total N
	MGD	SU	Deg C	mg/l	KG/D	KG/D	mg/l	KG/D	mg/l	mg/l	mg/l	mg/l	KG/D	KG/D
11/1/2018	0.41	7.8		0.00	0.00				8.8	8.0	1.91	2.48	3.83	4.39
11/2/2018	0.42	7.8							8.4	8.9				
11/3/2018	0.54	7.8							8.4	7.9				
11/4/2018	0.56	7.8							10.4	10.2				
11/5/2018	0.95	7.9							9.6	9.5				
11/6/2018	1.47	7.7		0.00	0.00				9.8	9.7	3.18	2.20	12.27	5.38
11/7/2018	1.51	7.7		0.00	0.00				9.7	9.5				
11/8/2018	1.13	7.8		0.00	0.00				10.0	9.8	1.44	2.09	8.97	3.53
11/9/2018	0.91	7.8							9.8	9.6				
11/10/2018	0.75	7.9							9.3	9.5				
11/11/2018	0.93	7.9							9.6	9.6				
11/12/2018	0.97	7.8							10.3	10.1				
11/13/2018	1.20	7.7		2.00	9.11	0.00	0.00	0.00	9.2	9.8	4.25	1.43	6.52	5.68
11/14/2018	1.13	7.8		1.00	4.28				9.7	9.8				
11/15/2018	1.03	7.8		1.00	3.89				9.7	9.9	3.87	1.89	7.35	5.76
11/16/2018	1.90	7.7							9.6	9.8				
11/17/2018	2.15	7.6							10.0	10.1				
11/18/2018	2.00	7.7							10.3	10.0				
11/19/2018	1.75	7.7		3.00	19.89				10.3	10.0	0.01	1.73	11.47	1.74
11/20/2018	1.22	7.6							9.4	9.6				
11/21/2018	0.97	7.7							10.5	9.9				
11/22/2018	0.99	7.6							9.7	9.4				
11/23/2018	0.98	7.7							10.1	10.2				
11/24/2018	1.46	7.7							10.2	10.2				
11/25/2018	2.00	7.6							9.6	9.4				
11/26/2018	1.12	7.7							10.6	10.1				
11/27/2018	0.99	7.6							9.7	9.5				
11/28/2018	1.02	7.8							11.0	9.6				
11/29/2018	1.07	7.9							10.1	9.8				
11/30/2018	0.61	7.8							10.7	9.9				
Minimum	0.41	7.6		0.00	0.00	0.00	0.00	0.00	8.4	7.9	0.01	1.43	3.83	1.74
Maximum	2.15	7.9		3.00	19.89	0.00	0.00	0.00	11.0	10.2	4.25	2.48	12.27	5.76
Total	34.13	232.4		7.00	37.15	0.00	0.00	0.00	294.5	289.3	14.66	11.82	50.42	26.48
Average	1.14	7.7		0.88	4.65	0.00	0.00	0.00	9.8	9.6	2.44	1.97	8.40	4.41
Geo Mean	1.04	7.7		1.25	2.72	1.00	1.00	1.00	9.8	9.6	1.06	1.9	7.84	4.10

# Berryville STP Monthly DMR Data

November 2018

Date	Eff Total N		Eff Total P		E-Coli	
	KG/D	mg/l	KG/D	KG/D	No/100ml	
11/1/2018	6.79	0.09	0.14			
11/2/2018						
11/3/2018						
11/4/2018						
11/5/2018						
11/6/2018	30.06	0.07	0.39		0	
11/7/2018						
11/8/2018	15.18	0.02	0.09			
11/9/2018						
11/10/2018						
11/11/2018						
11/12/2018						
11/13/2018	25.93	0.03	0.14		0	
11/14/2018						
11/15/2018	22.45	0.06	0.23			
11/16/2018						
11/17/2018						
11/18/2018						
11/19/2018	11.56	3.58	23.78		0	
11/20/2018						
11/21/2018						
11/22/2018						
11/23/2018						
11/24/2018						
11/25/2018						
11/26/2018						
11/27/2018						
11/28/2018						
11/29/2018						
11/30/2018						
Minimum	6.79	0.02	0.09		0	
Maximum	30.06	3.58	23.78		0	
Total	111.96	3.85	24.76		0	
Average	18.66	0.64	4.13		0	
Geo Mean	16.59	0.10	0.39		1	



# Berryville Biweekly InSight Report

**Date:** 11/26/2018

From: Jeny Chacko - SUEZ Water Technologies & Solutions  
To: David Tyrrell, Jeff Capps - Town of Berryville  
cc: Shawn Addison, Al Farrell, Matthew Stapleford - SUEZ

## System Equipment

4 × ZW trains, each 3 cassettes, 2x48/1x42 500D (surface area 46920 sq. ft. per train)

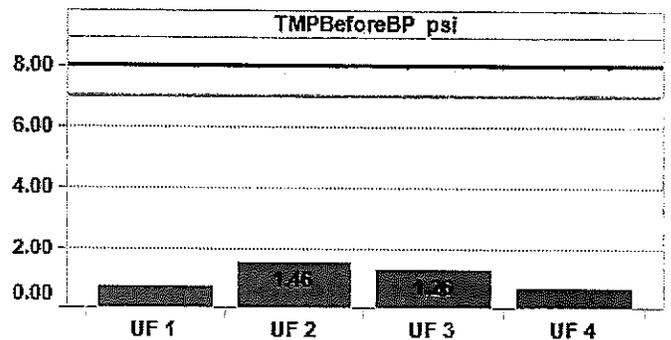
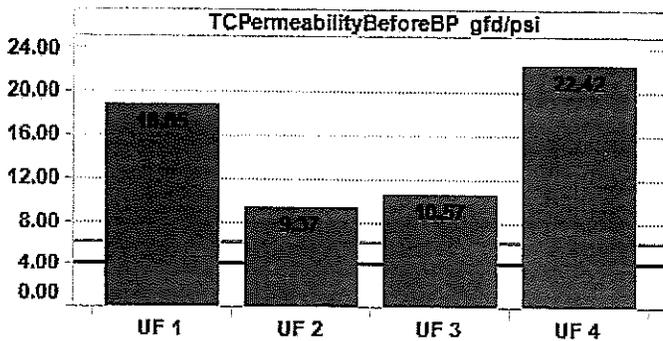
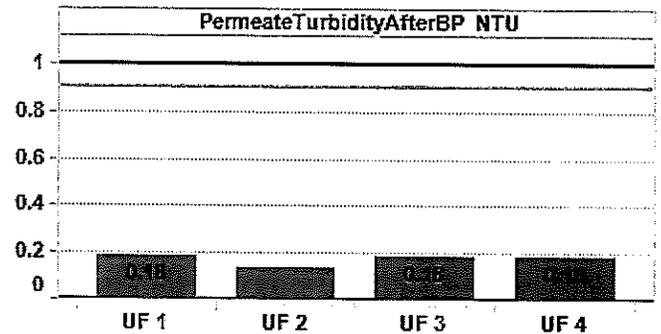
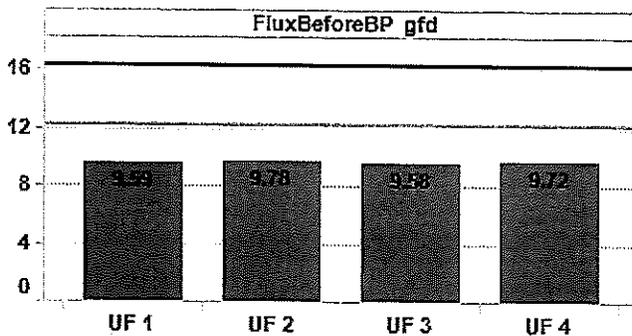
## Cleaning Strategy

Maintenance clean dose concentrations - 2 NaOCl/ Hypo @ 200 ppm per week, 1 Citric acid @ 2000 ppm per week

Recovery clean soak concentrations - 2 NaOCl/ Hypo @ 1000 ppm per year, 2 Citric acid @ 2000 ppm per year

## KPI Dashboard – Avg values through reporting period

■ Action Required  
■ Caution  
■ No Limits  
■ Normal

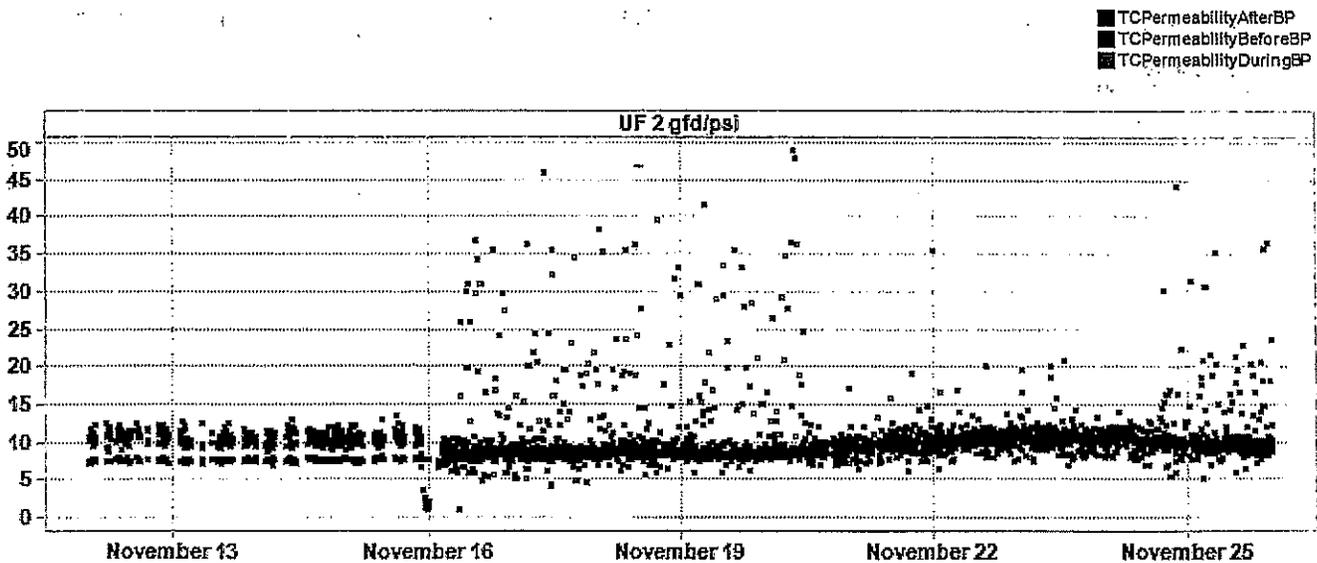
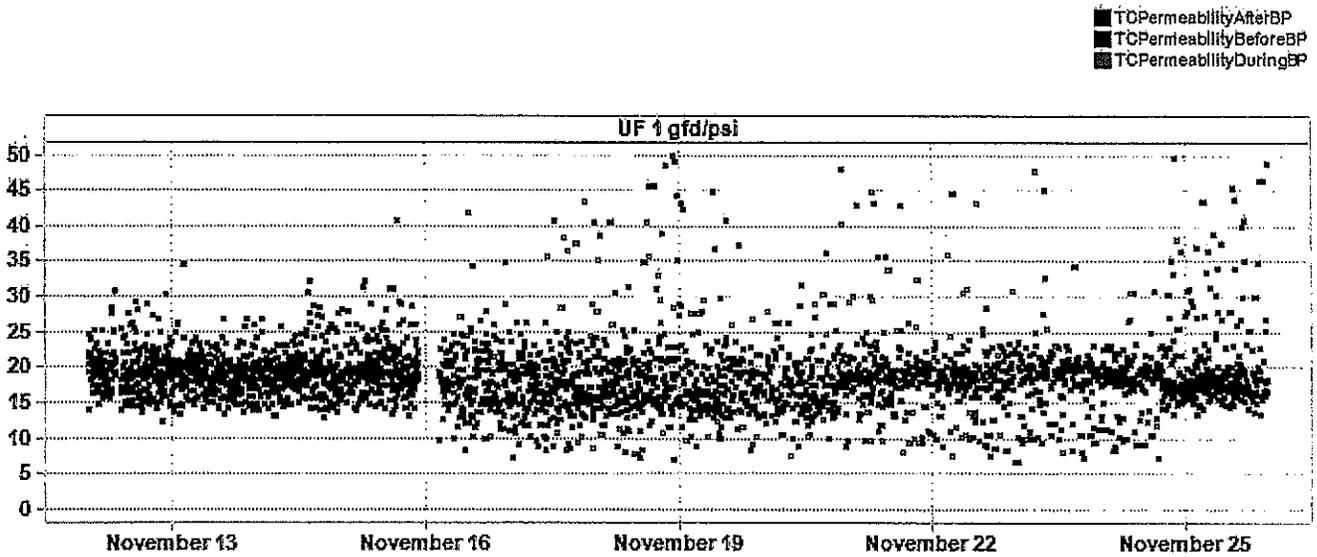




### Plant Summary

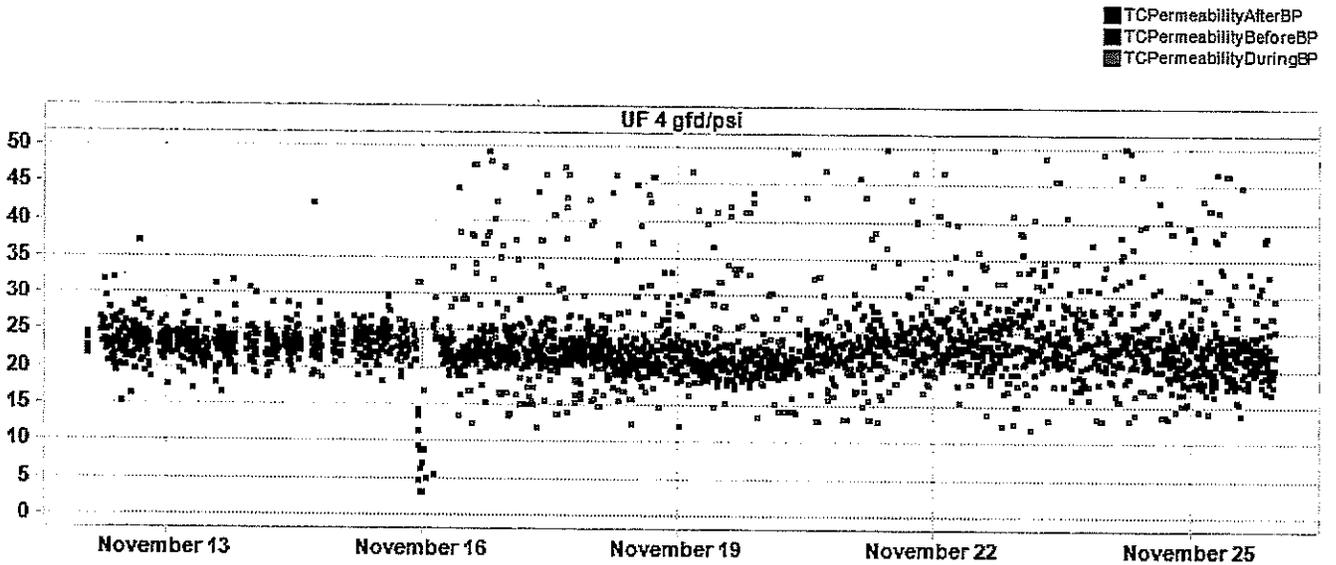
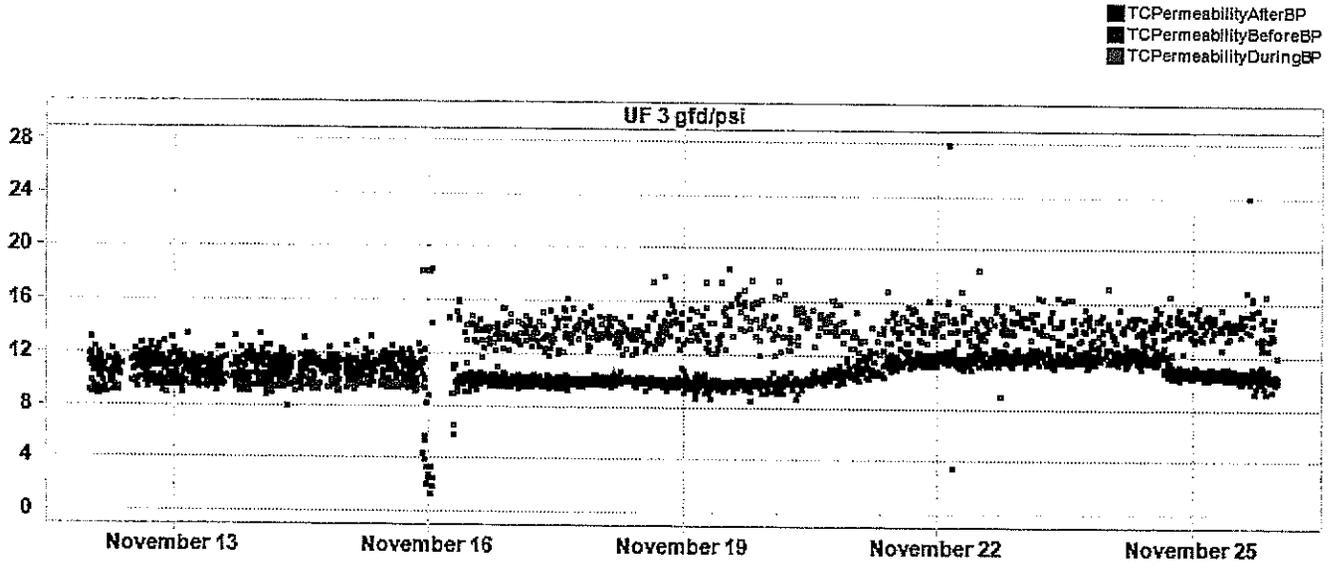
- Plant permeate flow went up from 706K Gallons in October to 1.1 MGD in November
- Permeability improved by 2-3 gfd/psi on UF2 and UF3
- Permeability was satisfactory at >15 gfd/psi on UF1 and UF4 and at 10-12 gfd/psi on UF3 and UF4
- Dave – Are you still having issues with the chemical feed lines?
- Permeate quality was satisfactory at 0.1 NTU

### TC Permeability Trends By Train

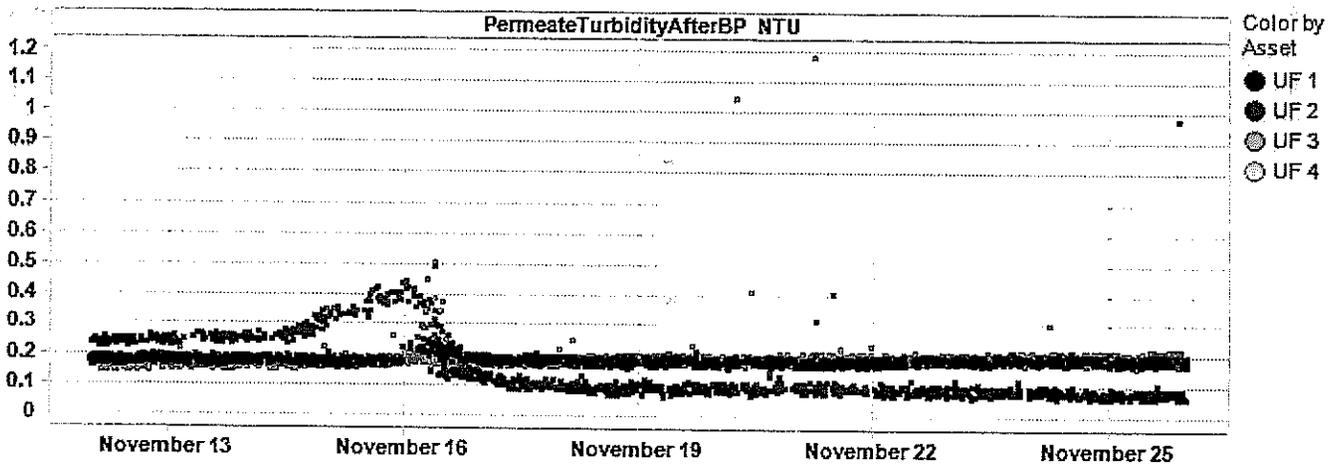




# Water Technologies & Solutions – Performance Report

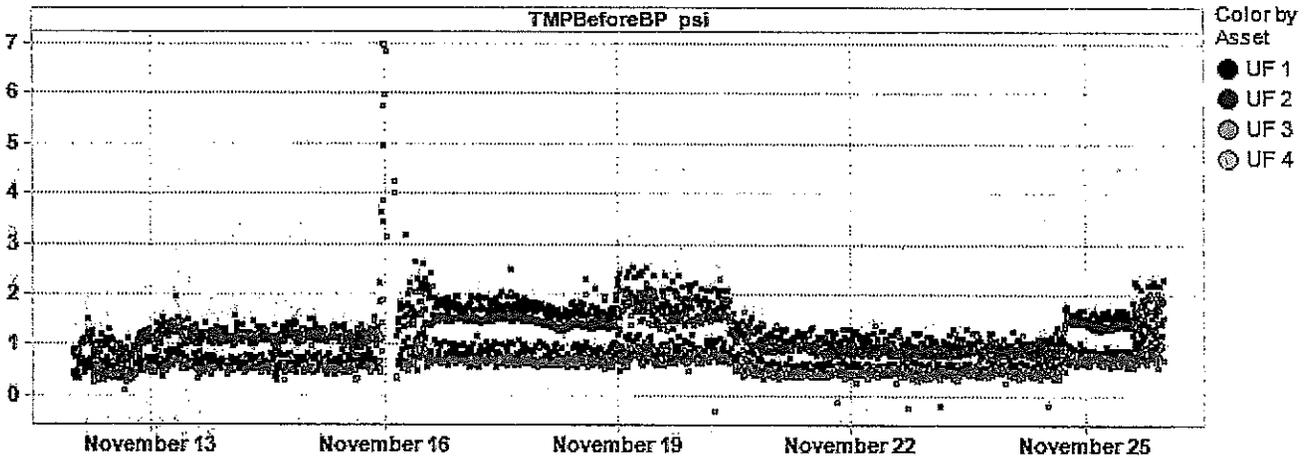


## Permeate Turbidity Trend

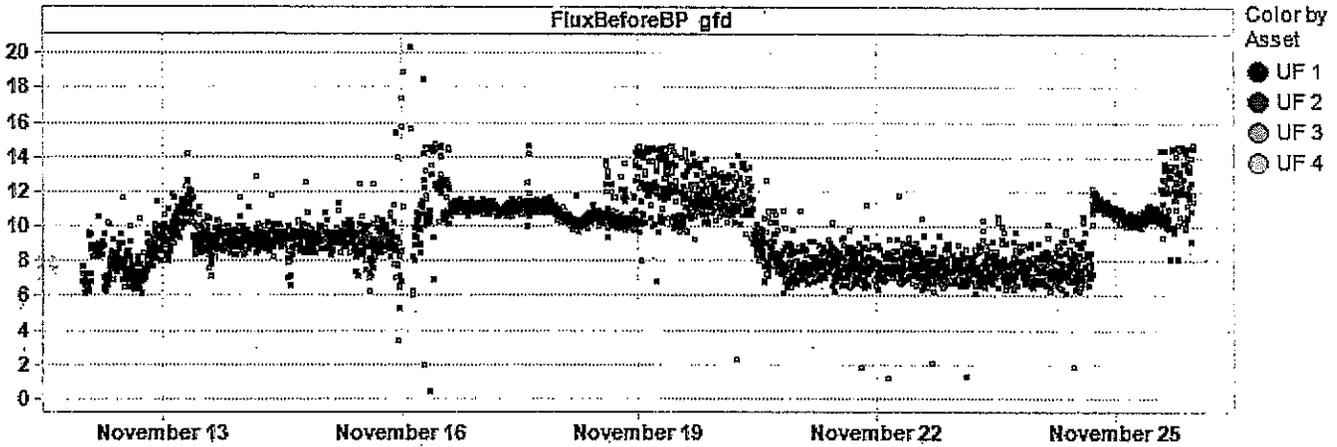




Before BPTMP Trend

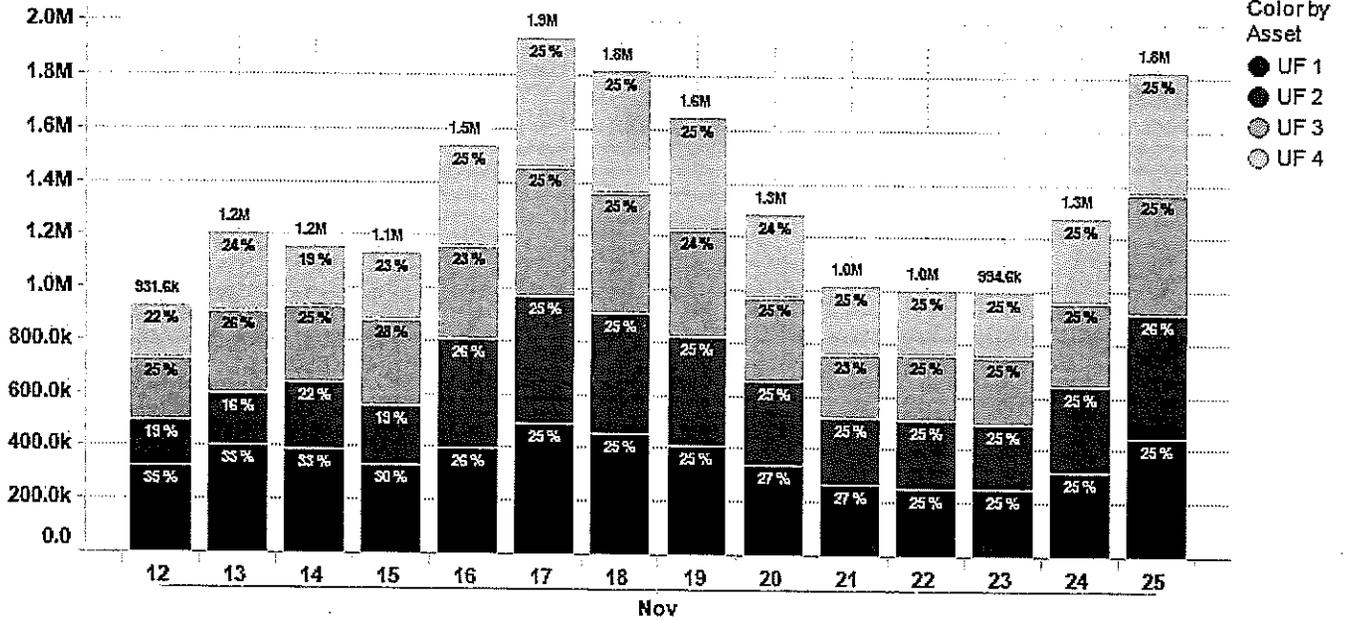


Before BP Flux Trend





Daily Permeate Flow



Average Daily permeate flow from 11/12/2018 to 11/25/2018 is 1.3M gal with a maximum daily flow of 1.9M gal.

Asset Summary

KPI Parameters	Value/Change	UF 1	UF 2	UF 3	UF 4
FluxBeforeBP gfd	Value	9.59	9.78	9.58	9.72
	Change	9.31 %	11.99 %	12.91 %	10.52 %
PermeateTurbidityAfterBP NTU	Value	0.18	0.14	0.18	0.18
	Change	-2.16 %	-47.13 %	-8.93 %	18.15 %
TCPermeabilityBeforeBP gfd/psi	Value	18.85	9.37	10.57	22.42
	Change	0.50 %	-7.01 %	10.42 %	-3.93 %
TMPBeforeBP psi	Value	0.70	1.46	1.26	0.61
	Change	14.44 %	25.81 %	11.16 %	22.08 %
TotalPermeateFlowDaily gal	Value	362.96k	318.61k	333.52k	323.78k
	Change	40.57 %	37.02 %	43.66 %	41.86 %



## Water Technologies & Solutions – Performance Report

### Plant Summary

KPI Parameters	Value/Change	UF Plant
Permeate Temperature °F	Value	47.98
	Change	-11.65 %
Total Permeate Flow Daily gal	Value	1.34M
	Change	40.81 %

Contract Expiry Date : ~~10/26/2018~~

For InSight technical assistance please email [insightsupport@suez.com](mailto:insightsupport@suez.com) or please call technical support at 1 866 271 5425 or 905 469 7723 and follow the prompts, if you require after hours assistance please contact the 24/7 Emergency number provided in your plant documentation. This email is a summary of issues identified during a manual review of InSight data from the time period above. This review is an analysis of data that is logged by InSight and identifies key plant performance issues determined from this data. This data review was not focused on minor data issues but on identifying possible existing and/or upcoming critical operational issues.

This review was prepared by SUEZ Water Technologies & Solutions solely to assist water treatment plant owners and/or operators in analyzing and optimizing plant performance and is not intended to be used or relied upon for regulatory compliance or any other purpose. The content of this review is based in whole or in part on operation data obtained from the plant using InSight software. SUEZ Water Technologies & Solutions makes no representations or warranties as to the accuracy of the plant data utilized in the preparation of this review. SUEZ Water Technologies & Solutions accepts no liability for consequences or actions taken in whole or in part by any person on the basis of this review or its contents

# Attachment 8

## **Report of the Department of Public Works December 3, 2018**

The point repairs on the East Main Street Sewer Rehab Project have been completed. Due to the poor condition of the existing pipe the footage for the repairs increased by approximately 16 feet.

The actual pipe lining process of this project is scheduled to begin the week of December 10<sup>th</sup>. This work will be done at night from the hours of 8pm to 6am. Times may vary depending on working conditions and any problems encountered during the curing process. The lining project will start at the corner of North Church and Main Street and head to the east. This phase of the Rehab project should last approximately 10 days.

This year's leaf collection process is off to a slow start. The leaves fell late and the early snow and ice event hampered our effort in leaf collection. Public Works spent the biggest part of last week chipping brush and cleaning up storm related damage. As of 12/5 leaf collection is back on schedule.

We experienced our first winter event. On November 14<sup>th</sup> we had sleet, snow and freezing rain hit our area. Our snow removal equipment and salt spreaders worked well during the storm. All of our equipment has been cleaned and serviced and ready for the next winter event.

# Attachment 9

**BERRYVILLE TOWN COUNCIL  
MOTION TO APPOINTMENT  
THOMAS R. PARKER, JR. TO THE  
BERRYVILLE AREA DEVELOPMENT AUTHORITY**

Date: December 11, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville appoint Thomas R. Parker, Jr. to the Berryville Area Development Authority for a three year term to begin December 31, 2018 and end on December 30, 2021.

VOTE:

Aye:

Nay:

Absent/Abstain:

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