



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

April 9, 2024

7:00 PM

Item

Page

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

4. Presentations/Awards and Recognitions

5. Public Hearings

Proposed Tax Rates for 2024

Special Use Permit, Short-term Rental, 116A S. Church Street

6. Discussion of Public Hearing Items

7. Citizens' Forum

8. Consent Agenda

Minutes for Town Council meeting 12 March 2024, and
Community Development Committee 26 March 2024

9. Unfinished Business

10. New Business

Proposed Issuance of IFB #2024-01- Paving, Milling, and Line Striping

11. Council Member Reports

Mayor

Vice Mayor

Ward 1

Ward 2

Ward 3

Ward 4

12. Staff Reports

Public Works Departmental Update

Public Utilities Departmental Update

Police Departmental Update

Community Development Departmental Update

Construction Update

Arbor Day Proclamation

Administration and Finance Departmental Update

American Rescue Plan Act of 2021 update, report available at the meeting

Deputy Town Manager

Town Manager

Spot Blight Abatement update

13. Committee Updates

Budget and Finance

Set Public Hearing for Proposed FY25 Budget for 14 May 2024

Community Development

Personnel, Appointments, and Policy

Public Safety

Streets and Utilities

14. Closed Session

15. Adjourn

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:00 p.m., or as soon after as this matter may be heard, on **Tuesday, April 9, 2024**, in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Proposed Tax Rates for 2024

Listed below are the proposed tax rates for the tax year beginning January 1, 2024, on all real property, including real property and tangible personal property of public service corporations, and on all other tangible personal property, including machinery and tools.

- A. \$.20 per \$100 assessed valuation on real estate, including real estate of public service corporations;
- B. \$1.25 per \$100 assessed valuation on tangible personal property except machinery and tools;
- C. \$1.30 per \$100 assessed valuation on tangible machinery and tools.

The proposed real estate tax rate reflects no increase in the real estate rate that was adopted for the year 2023.

The proposed personal property tax rate reflects no increase in the personal property rate that was adopted for the year 2023. It is proposed that for tax year 2024 the personal property tax relief discount be set at 35%. The proposed relief discount is unchanged from the discount adopted for the year 2023.

The proposed machinery and tools tax rate reflects no increase in the machinery and tools rate that was adopted for the year 2023.

Copies of materials related to this matter may be examined at the Town of Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours and on the Town's website www.berryvilleva.gov. Additional information may also be obtained by calling the Town Business Office at 540/955-1099.

Any person desiring to be heard regarding the above matter should appear at the appointed time and place. Written copies of statements at public hearings are requested, but not required.

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By order of the Town Council
Keith R. Dalton, Town Manager

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Special Use Permit – Short-Term Rental

Paul Perez and Gail Gallagher, Owners, are requesting a special use permit in order to operate a short-term rental at the property located at 116A South Church Street, identified as Tax Map Parcel number 14A5-((A))-69, zoned R-2 Residential. SUP 01-24

Copies of materials related to these matters may be examined at the Town of Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours and on the Town's website www.berryvilleva.gov. Additional information may also be obtained by calling the Town Business Office at 540/955-1099.

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By order of the Town Council
Keith R. Dalton, Town Manager

Motion and Ordinance
Tax Rates
For April 9, 2024 Meeting

TOWN COUNCIL
MOTION FOR APPROVAL: ORDINANCE SETTING TAX LEVIES FOR TAX
YEAR 2024

Date: April 9, 2024

Motion By:

Second By:

I hereby move that the Council of the Town of Berryville adopt the attached Ordinance setting the tax levies for tax year 2024 per the Code of the Town of Berryville, Chapter 16- Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of property.

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST:

Erecka L. Gibson, Vice Mayor

TOWN OF BERRYVILLE
TOWN COUNCIL
AN ORDINANCE SETTING TAX LEVIES FOR TAX YEAR 2024

Date: April 9, 2024

Motion By:

Second By:

BE IT ORDAINED, by the Council of the Town of Berryville, Virginia, that for the tax year 2024 there is hereby levied:

(1) A tax of \$.20 per \$100 assessed valuation on all real estate located within the Town of Berryville, such levy being also applicable to the real estate and tangible personal property of public service corporations;

(2) A tax rate of \$1.25 per \$100 assessed valuation on all taxable, tangible personal property, except machinery and tools, located in the Town of Berryville;

(3) A tax rate of \$1.30 per \$100 assessed valuation on tangible machinery and tools located in the Town of Berryville.

All tax levies shall be due and payable pursuant to the Code of the Town of Berryville, Chapter 16, Article I, Section 16-3.

VOTE:

Aye:

Nay:

Absent:

SIGNED: _____ Date: April 9, 2024
Harry Lee Arnold, Jr., Mayor

ATTEST: _____ Date: April 9, 2024
Erecka L. Gibson, Vice Mayor

Motion and Resolution
PPTRA
For April 9, 2024 Meeting

TOWN COUNCIL
MOTION FOR APPROVAL: RESOLUTION TO PROVIDE FOR THE
IMPLEMENTATION OF THE 2004-2005 CHANGES TO THE PERSONAL
PROPERTY TAX RELIEF ACT OF 1998 FOR THE TAX YEAR 2024

Date: April 9, 2024

Motion By:

Second By:

I hereby move that the Council of the Town of Berryville adopt the attached Resolution providing for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for the tax year 2024.

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST:

Erecka L. Gibson, Vice Mayor

Town of Berryville

Resolution

**To Provide for the Implementation of the 2004-2005
Changes to the Personal Property Tax Relief Act of 1998
For the Tax Year 2024**

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code § 58.1-3523 *et seq.* (“PPTRA”), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 505) and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly, being the 2005 revisions to the 2004-2006 Appropriations Act (“the 2005 Appropriations Act”); and

WHEREAS, the legislative enactments require the Town to take affirmative steps to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

WHEREAS, these legislative enactments provide for the Town of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to local personal property tax on such vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Berryville in accordance with the requirements set forth in Va. Code § 58.1-3524(C) (2) and § 58.1-3912(E), as amended by Chapter 1 of the 2005 Acts of Assembly (2004 Special Session I) and as set forth in Item 503 of the 2005 Appropriations Act, that any qualifying vehicle having situs within the Town during the tax year which begins on January 1, 2024, shall receive personal property tax relief in the following manner:

1. Personal use vehicles valued at less than \$1,000 will be eligible of 100 percentage of tax relief set by the Town Council during its annual budget deliberations.
2. Personal use vehicles valued between \$1,001 and \$20,000 will be eligible for 35 percentage of tax relief set by the Town Council during its annual budget deliberations.
3. Personal use vehicles valued at \$20,001 or more will be eligible for 35 percentage of tax relief on the first \$20,000 of assessed value set by the Town Council during its annual budget deliberations.
4. All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for personal property tax relief under PPTRA.

PASSED THIS 9th DAY OF APRIL 2024.

Harry L. Arnold, Jr., Mayor

ATTEST:

Erecka L. Gibson, Vice Mayor

Town Council Agenda Item Report Summary

April 9, 2024

Item Title

Public Hearing – Special Use Permit – Short-term rental

Prepared By

Christy Dunkle

Paul Perez and Gail Gallagher, Owners, are requesting a special use permit in order to operate a short-term rental at the property located at 116A South Church Street, identified as Tax Map Parcel number 14A5-((A))-69, zoned R-2 Residential. SUP 01-24

Background/History/General Information

Mr. Perez and Ms. Gallagher own the property referenced above. They have undertaken the renovation of an accessory structure, the former summer kitchen, which they would like to operate as a short-term rental.

In October of 2023, Town Council adopted requirements that would require a special use permit in order to operate a short-term rental. Other requirements include obtaining a business license, submitting Transient Occupancy Taxes to the Town, and completing the short-term rental registration form. The following definition, which was adopted in October, is located in Article I of the Town Zoning Ordinance as follows:

10/23 short-term rental- The provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Advertisement or operation of a short-term rental unit requires registration, a business license, remittance of transient occupancy tax, and is limited to dwellings which hold a Clarke County Certificate of Occupancy. Events are prohibited. No food preparation or service may be provided to primary renter or guests of short-term rental.

Each short-term rental unit shall advertise and implement a maximum occupancy of no more than as permitted by the Virginia Uniform Statewide Building Code or two (2) persons per bedroom, whichever is less, and at no time exceed 13 individuals.

Findings/Current Activity

The public hearing notice was published in the Winchester Star on Tuesday, March 26 and Tuesday, April 2, 2024. Adjacent property notices were mailed on March 29, 2024. No comments were received in the Planning Office.

The Planning Commission held a public hearing on Tuesday, February 27, 2024 and recommended approval as presented.

Building Information

The renovation of the former summer kitchen is anticipated to be completed within the next month. At that time, a Certificate of Occupancy will be issued by the County Building Department for this structure.

Adjacent Zoning

The property to the north and the east is zoned C General Commercial, property to the south and the west is zoned R-2 Residential.

Parking

Section 305 of the Berryville Zoning Ordinance regulates parking. Section 305.9 identifies two spaces required for the dwelling and 1.25 for each guest room. Access to the property's driveway is off of Smithy Lane and offers a surplus of off-street parking to accommodate ordinance requirements.

Signage

Up to six (6) square feet of signage is permitted in the R-2 zoning district for a business with a special use permit per Section 307.3(f) of the Berryville Zoning Ordinance.

Schedule/Deadlines

Staff recommends making a determination at this meeting.

Other Considerations

N/A

Recommendation

Approve as presented.

Sample Motion

I move that the Council of the Town of Berryville approve a special use permit in order to operate a short-term rental at 116A South Church Street.

Attachments:

- Vicinity map
- Site plan
- Letter from the applicant
- Photos of the structure

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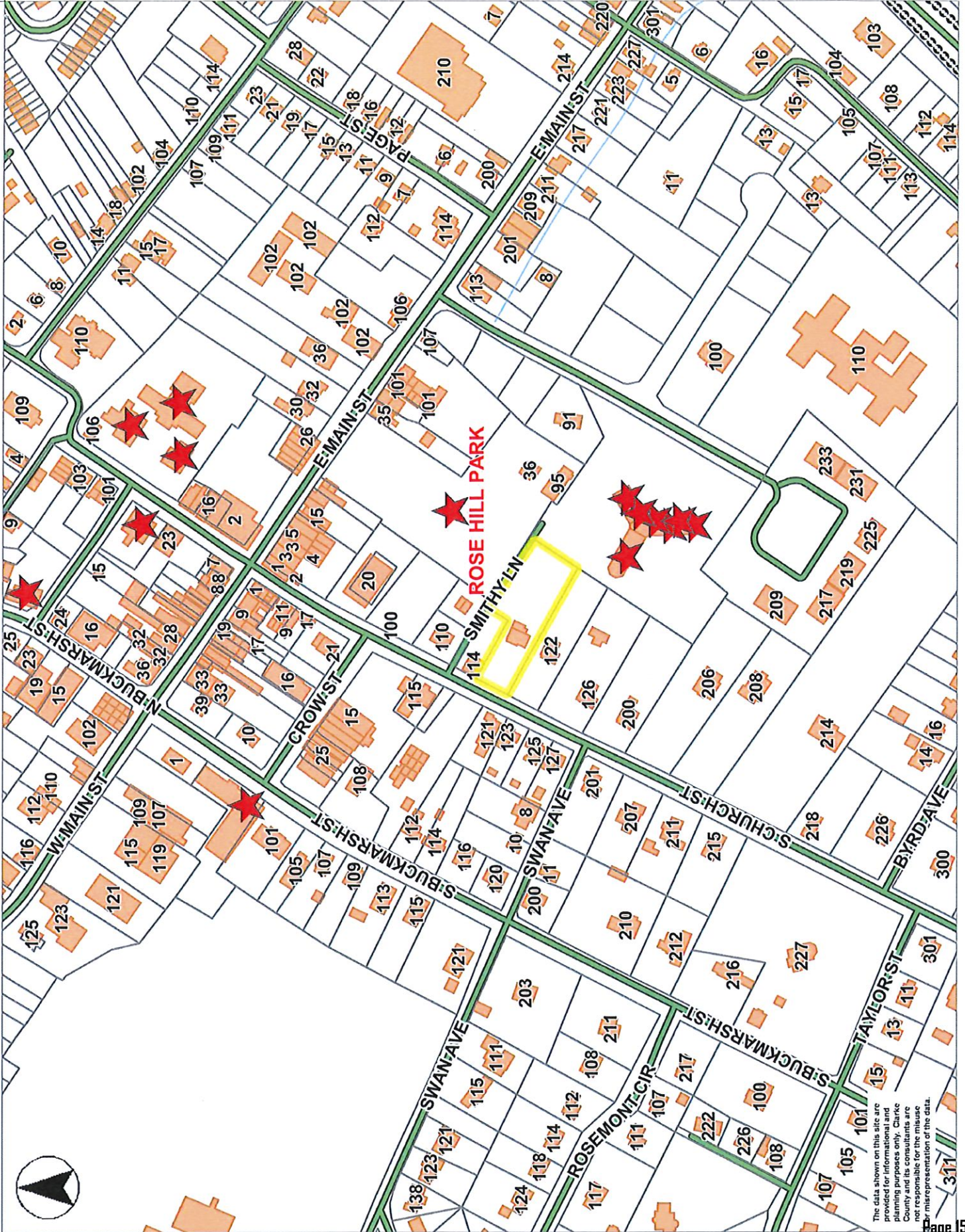
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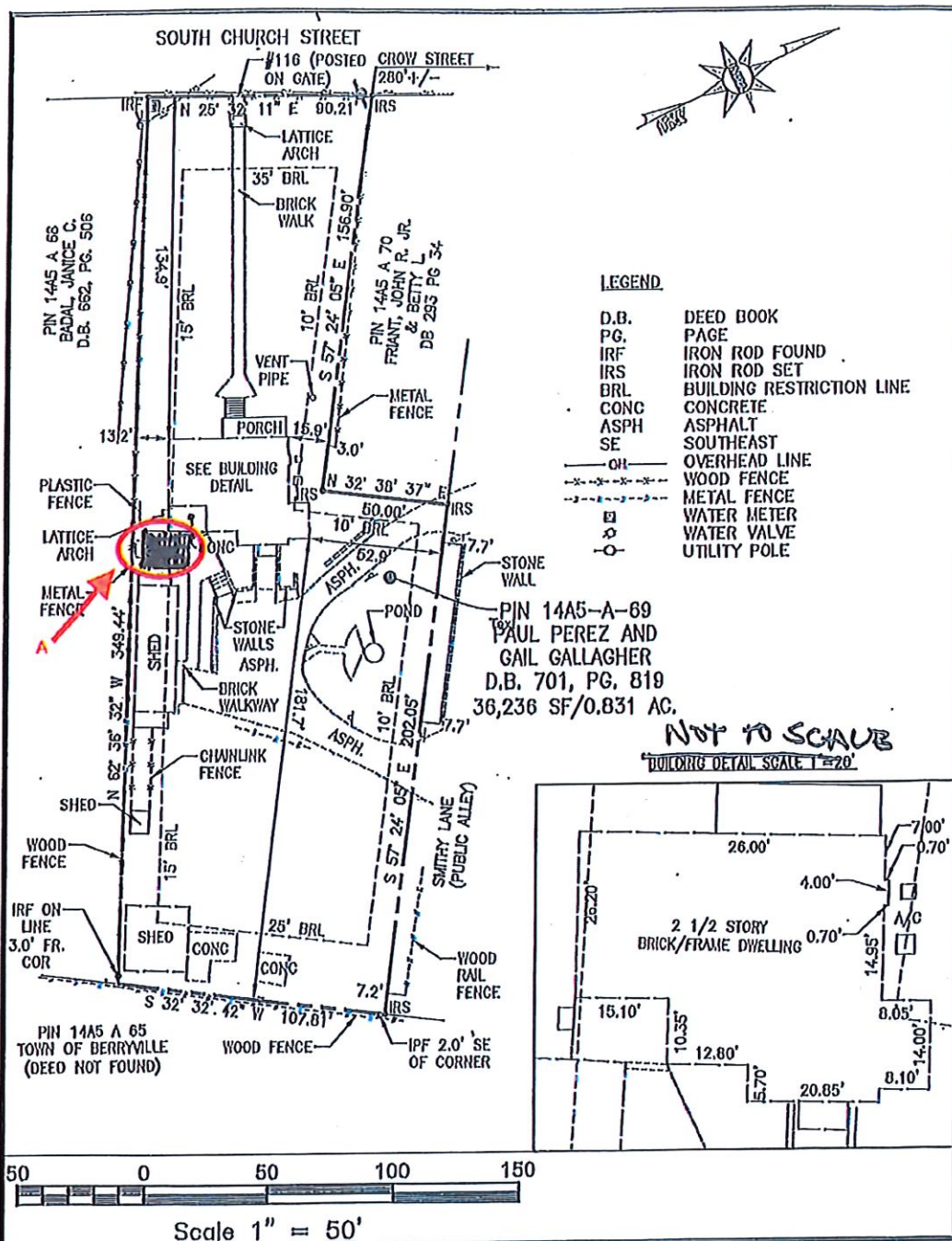
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Keith R. Dalton, Town Manager



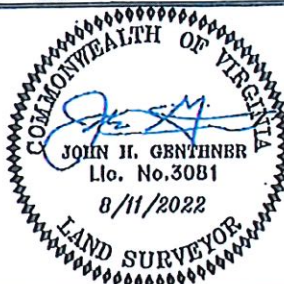
- Public
- Parcels
- Clarke County Boundary
- Major Roads
- Interstate
- State Highway
- Surrounding Counties Open
- Clarke County Roads
- Private Roads
- Rail
- Buildings
- Appalachian Trail
- Streams
- Perennial Streams
- Intermittent Streams
- Ponds
- Rivers





PROPERTY INFORMATION:
OWNERS: PAUL PEREZ AND GAIL GALLAGHER
ADDRESS: 116 S CHURCH ST
BERRYVILLE VA 22601
REFERENCE: D.B. 701, PG. 819

FLOOD INFORMATION:
MAP NUMBER: 61043C0063D
PANEL: N/A
DATE: 09/28/2007
ZONE: X



NOTES:
1) THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
2) EASEMENTS MAY EXIST THAT ARE NOT SHOWN ON THIS PLAT.
3) THE BOUNDARY INFORMATION SHOWN HEREON IS BASED ON A SURVEY PERFORMED BY MORRIS AND RITCHIE ASSOCIATES COMPLETED ON AUGUST 11, 2022.



MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG, VA 20175
(703) 994-4017
www.mira-va.com

BOUNDARY AND PHYSICAL IMPR. SURVEY
SHOWING THE PROPERTY OF
PAUL PEREZ AND GAIL GALLAGHER
TOWN OF BERRYVILLE, VIRGINIA

SCALE: AS NOTED

DATE: 08/11/22

DRAWN BY: IAD

DESIGN BY: H/A

REVIEW BY: JIG

January 11, 2024

To Berryville Planning Commission,

After one look at the property at 116-118 South Church Street in May 2022, we knew that we had found our next home. One of the most appealing features were several outbuildings in the backyard. The one closest to the house was near the point of collapse with decaying wood siding and crumbling plaster. Because of the dire need and its suspected history, we began focusing on how to renovate it.

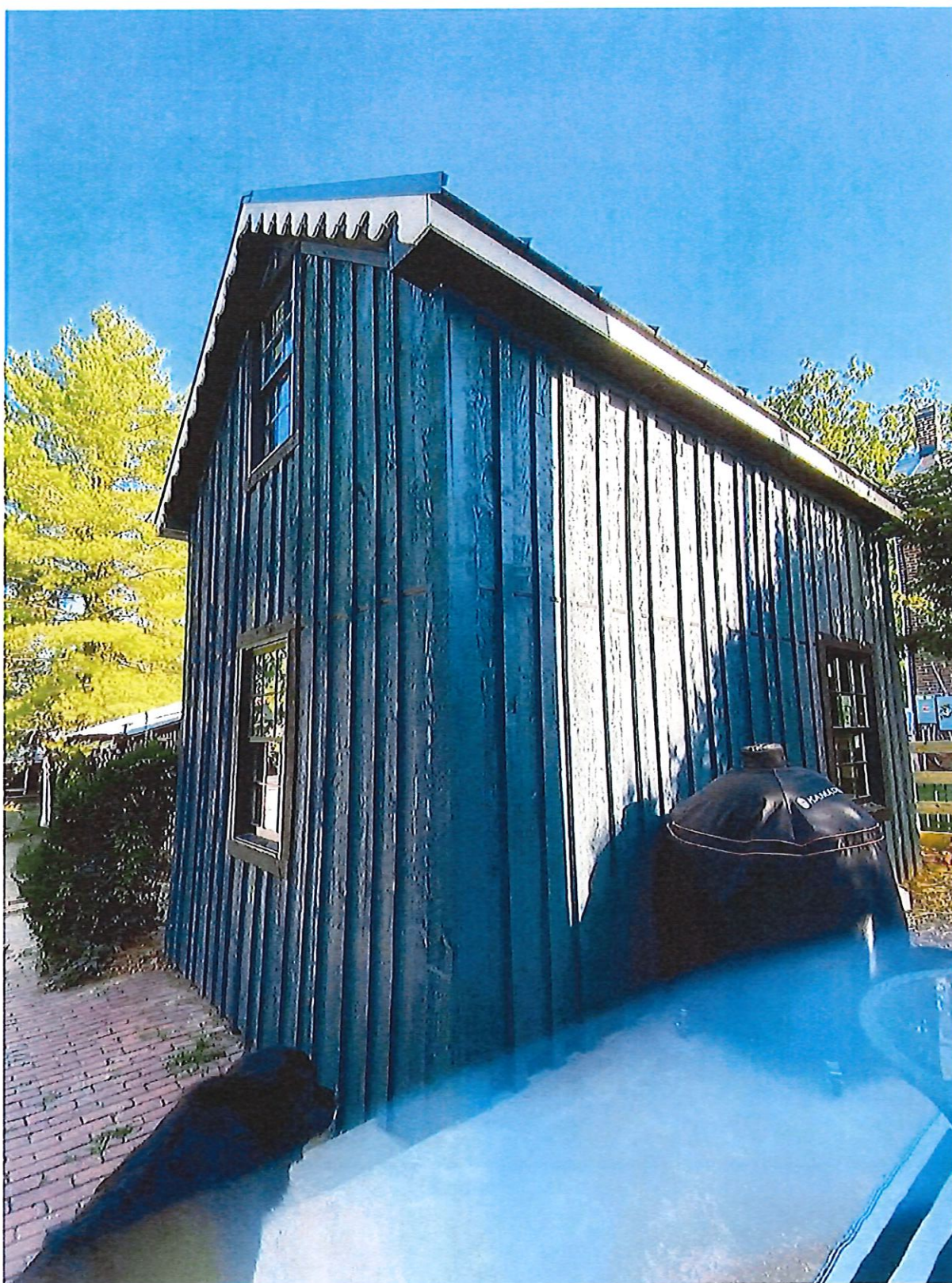
So far it has been a year-long process of architectural design, permits, and construction. During that time, we have gathered information that indicates the structure was built by 1870 at the latest and was likely used as a summer kitchen for the main house.

We have tried to salvage whatever we could and incorporate it back into the building, but we also brought it into the present by adding water, electricity and a bathroom. Every detail of the kitchen house has been carefully designed and selected.

Although we had not originally renovated for the purpose of a rental, we have decided to do this as an option for weekends. It is a prime location to anything in town and we have ample parking. Our property had formerly housed an antique store. (Originally the property was a carriage factory.) We hope to begin weekend rentals in the late spring or early summer of this year.

Most importantly, we would like to share this rare piece of history with others. It has been a blessing to be able to save this structure and imagine the joy that the people who worked here would have if they could return.

Sincerely,
Gail Gallagher and Paul Perez

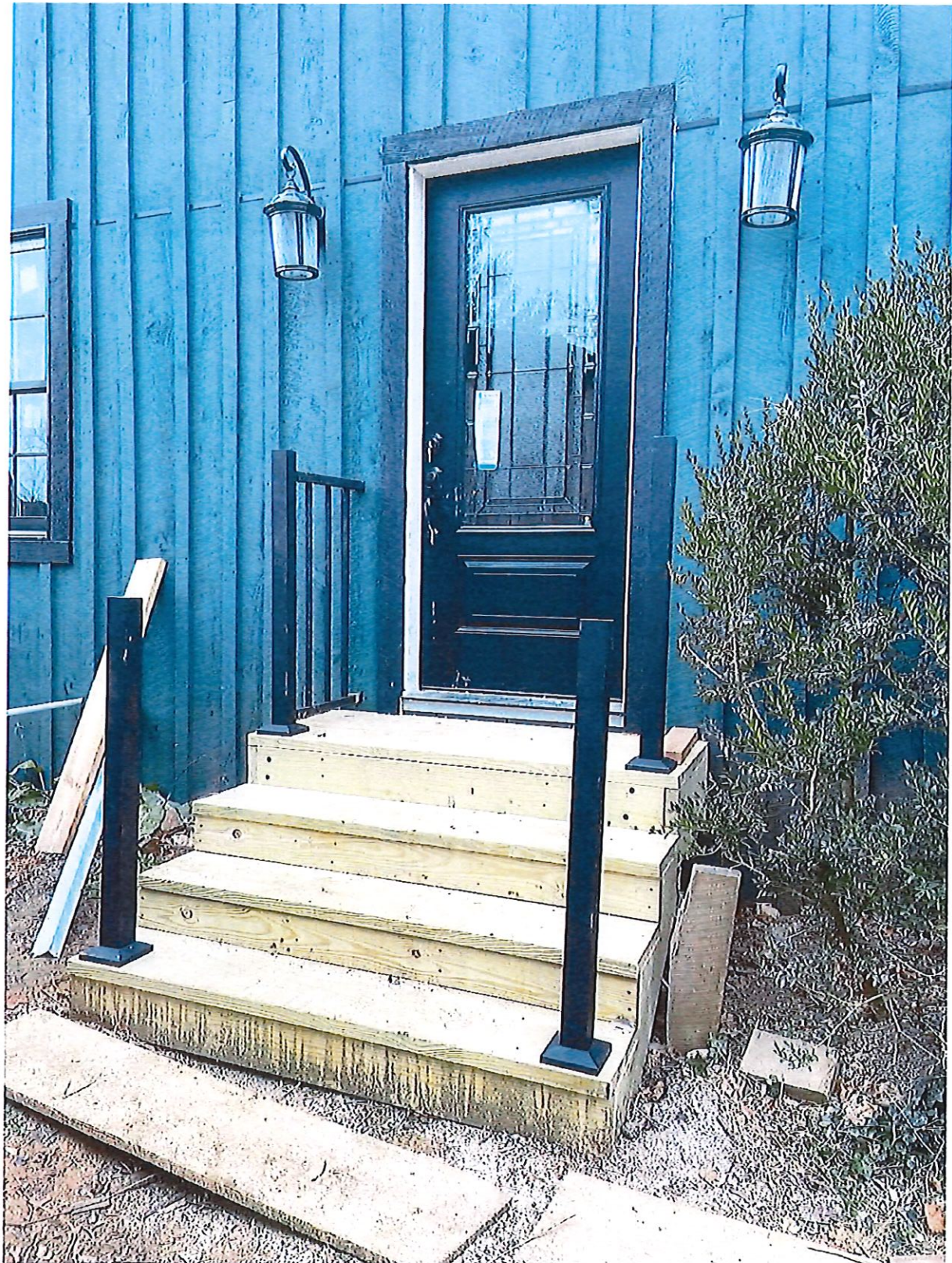












Town Council Agenda Item Report Summary

April 9, 2024

Item Title

Consent Agenda

Prepared By

Christy Dunkle

Background/History/General Information

N/A

Findings/Current Activities

The consent agenda comprises the following items to be considered for approval:

- Minutes of the March 12, 2024 Town Council regular meeting
- Minutes of the March 26, 2024 Community Development meeting

Financial Considerations

N/A

Schedules/Deadlines

N/A

Other Considerations

N/A

Attachments

- Minutes of the March 12, 2024 Town Council regular meeting
- Minutes of the March 26, 2024 Community Development meeting

Recommendation

N/A

Sample Motion

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

**BERRYVILLE TOWN COUNCIL
COMMUNITY DEVELOPMENT COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting Minutes
March 26, 2024**

A meeting of the Berryville Town Council Community Development Committee was held on Tuesday, March 26, 2024 at 4:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Attendance: Ryan Tibbens, Chair; Diane Harrison

Staff present: Jean Petti, Deputy Town Manager; Christy Dunkle, Community Development Director

Press present: None

1. Call to Order

Chair Tibbens called the meeting to order at 4:02 p.m.

2. Approval of Agenda

Ms. Harrison made the motion to approve the agenda as presented.

3. Graffiti ordinance

Chair Tibbens said he read through the ordinances and noted the similarities between the sample regulations provided by Chief White in the staff report. Ms. Harrison discussed whether the cost to remediate graffiti could be under the blight abatement line item in the budget. There was a discussion about partial restitution and whether that regulation was established in the Code of Virginia. Chair Tibbens said that if the damage was over \$1,000, it would be a different offense. Ms. Dunkle said she would confirm this item with Chief White. There was a discussion about the proposed 15-day timeframe for private property owners to respond to an incident, which committee members deemed reasonable.

Committee members discussed legal consequences and the potential for private property owners to be responsible for the clean-up of their property, adding that community service would not pay for the clean-up. Ms. Harrison said that as long as the limits are set by the Commonwealth as enabling legislation, she would recommend forwarding the proposed Section 13-40 to Town Council. Committee members requested that the park rules be forwarded to full Council as well.

4. Discussion – Town Code regulations for portable storage containers

Ms. Dunkle said she spoke with Chief White about modifications made at the last Community Development Committee meeting. She said he was concerned about the size limits discussed and recommended that the height be no more than 10'. She also discussed Chief White's concerns

about addressing zoning districts and the residential uses within commercial and industrial zoning districts. There was a discussion about what is stored in the containers, specifically household items; the temporary nature of these containers; and the timeframes permitted for the placement of the containers. Ms. Harrison said that the 7- and 15-day timeframes proposed would speak to the residential uses.

There was a discussion about the sizes of the containers used in industrial applications and creating regulations in the future that would address them. Chair Tibbens said these could harbor vermin, be an eyesore, or block sight distance. He discussed renovation needs residents may have. Ms. Petti discussed off-site storage options for temporary storage containers that may be used. Chair Tibbens said it was important to adequately define the function of the containers. Ms. Harrison asked if there would be legal review. Ms. Petti said he would review it if there is a deviation from what surrounding municipalities have implemented.

Chair Tibbens said Chief White is concerned about street placement. Ms. Harrison said the width should be considered and prohibited on smaller rights of way. Chair Tibbens discussed parking regulations and legal parking spaces. There was a discussion about requiring that the container be dropped in front of the specific property who is renting the unit. Ms. Harrison said that if we start having issues, we can revisit the requirement, adding that the intent of the regulation is to limit the timeframe that these containers are placed on-site. Ms. Harrison suggested identifying exclusions including industrial uses.

Ms. Dunkle referenced the placement of a sticker that identifies the date that the container was placed on the site, adding that this requirement is on the application. There was a question about who was responsible for placing the date sticker on the container. There was a discussion about the cost of portable containers. Ms. Dunkle said she would forward the permit application to members for review. She added that she will talk with Chief White about the matters discussed at the meeting and will update the members accordingly.

5. Discussion – Livery Stable

Chair Tibbens said that he and Mr. Dalton conducted a site visit to the livery at 23 East Main Street and he said that while space is limited, he is optimistic for its potential. He said he would like to research options for squirrel abatement. Ms. Harrison said Council members have gone back and forth on the use of the space and said there is a value in older, repurposed space for uses other than storage. There was a discussion about the budget. Ms. Harrison said money has been set aside in previous budgets adding that the stabilization will not result in increased taxes. She suggested applying for grants that could fund the development retail spaces or flex-space for public meetings. It was recommended that the conversation be tabled until the next Community Development meeting.

6. Closed Session

No closed session was held.

7. Adjourn

Chair Tibbens adjourned the meeting at 4:48 p.m.

BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting Minutes
March 12, 2024

A meeting of the Berryville Town Council was held on Tuesday, March 12, 2024 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Attendance: Members of the Town Council present: Harry Lee Arnold, Jr., Mayor; Erecka Gibson, Vice Mayor; William Steinmetz, Diane Harrison, Grant Mazzarino, Ryan Tibbens

Absent: No one

Staff present: Keith Dalton, Town Manager; Neal White, Chief of Police; Jean Petti, Deputy Town Manager; Cindy Poulin, Director of Finance and Administration/Treasurer; Christy Dunkle, Community Development Director

Press present: Mickey Powell, Winchester Star

Others present: Tom Frederick, Pennoni Engineering

1. Call to Order

Mayor Arnold called the meeting to order at 7:02 p.m.

2. Pledge of Allegiance

Mayor Arnold requested attendees stand for the pledge of allegiance.

3. Approval of Agenda

Mr. Mazzarino made the motion to approve the agenda as presented. The motion passed by voice vote.

4. Presentations/Awards and Recognitions

Mayor Arnold introduced Ronnie Huff and asked staff to read a resolution (attached) for Mr. Huff, honoring him for his time representing the Town on the Clarke County Parks and Recreation Board. Mr. Huff thanked Mayor Arnold and said he was appointed to the position after Mary Ellen Kerr passed away and had big shoes to fill. Mayor Arnold thanked him for his service to the community.

Chief White introduced new police officer Herbert Hernandez and said the force is fully staffed. Chief White administered the oath of office. Mayor Arnold welcomed Officer Hernandez on behalf of the Town Council.

Mr. Dalton discussed water and sewer rates. He said in 2019, Pennoni completed a rate analysis at which time the systems were reviewed and operating costs determined. Mr. Dalton said after questions at the work session concerning water rates, he asked Tom Frederick, Pennoni Engineering, to attend the meeting to discuss the process and answer any questions Council may have.

Mr. Frederick said that the current documents are a work in progress and that he has worked very closely with Town staff to determine rate recommendations. He said that the water treatment plant was built in 1983 and has served the Town well. He said there is some wear and tear on the facility which should be addressed adding that the goal is good quality drinking water that meets the standards established by the Commonwealth. He discussed long-term issues and described the process by which halo acetic acid enters the water system. Mr. Frederick said Pennoni representatives conducted a comprehensive study of facilities under water, on the shore, in the pipes and pumps, and at the water treatment plant. He said cost estimates were developed and objective assessments were made. He reviewed the financing for the \$12.4 million project stating that Virginia Department of Health (VDH) has made a loan offer and that he is anticipating that United States Department of Agriculture Rural Development (USDA RD) will make an offer in the coming weeks. He discussed the different funding options adding that the interest rate for both loans is below the market rate. Mr. Frederick reviewed the two types of treatment options that were previously discussed and anticipated a four percent annual inflation rate to get through the construction of the facility. He said all of the upgrades would not be possible if the rates did not increase. He said he will continue to work with staff to refine the spreadsheets.

Vice Mayor Gibson asked if the anticipated lack of availability fee revenues effects the financial plan. Mr. Dalton said that an increase in revenues to the funds were needed adding that the financial plan specified one source, the rates, if no availability fees were obtained.

Mr. Steinmetz asked what the difference was between the VDH and USDA RD loans. Mr. Frederick said that the USDA RD loan has a 40-year payment term and has a slightly higher interest rate. He said that the VDH loan would total \$6.3 million loan amount would not cover the cost of the project adding that this loan has a 20-year term. Mr. Dalton discussed the funding options.

Mr. Tibbens discussed the two treatment options and asked about the cost differences between the mixed-media and membrane systems. Mr. Frederick said that the current utility rates would not fund either of the options. Mr. Tibbens referenced the fifth year of the five-year rate study and asked whether there were sufficient funds for the project. Vice Mayor Gibson said the rates would not have covered the project but did get the Town in the position to get the loans. Mr. Frederick referenced the 2019 rate study and said Table. 4.9 goes beyond five years to 2027 adding that the objective was not to fund the entire project, but to grow cash reserves sufficiently in order to qualify for the VDH and USDA RD loans. Mr. Tibbens said he was taken aback by the proposed increases at the work session and concerned about the cost to the consumers. Mr. Dalton said the Town has self-funded the preliminary engineering report, tree clearing, and

engineering services for the water treatment plant project. He discussed requisite reserves for the sewer plant and membrane replacement adding that Town Council preparations have been extraordinary over the years. There was a discussion about the costs of operations and maintenance of the plant and the possible reduction of staffing requirements. Mr. Frederick concurred that staff reduction is possible. Ms. Harrison said the membrane system is more expensive adding that the longer-term loan, having better water quality, and a lower operating cost makes the system worth the price. Mr. Dalton described class 2 and class 3 designations for water treatment plants. He said that emerging contaminants that may be regulated in the future were also considered as part of the recommendation for the membrane system.

Mr. Mazzarino discussed the plant classifications and the possibility of obtaining class 3 status. Mr. Frederick said that request would be submitted and vetted by VDH and can only be determined when the plant is operational. There was a discussion about pre-treatment and saving costs by using less chemicals. Mr. Frederick said that the membrane systems are more forgiving and offer a higher quality of water. Mr. Mazzarino reiterated that the current increases under review were built into the 2019 rate study. Vice Mayor Gibson requested historical data and Mr. Dalton said that information has been collected and will be forwarded to Council members. There was a discussion about the administrative fee proposal. Vice Mayor Gibson said that those rates have not been changed in five years.

5. Public Hearings

No hearings were held.

6. Discussion of Public Hearings

No hearings were held.

7. Citizens' Forum

Mayor Arnold recognized Thomas Brown, Town resident. Mr. Brown said he is the owner of 225 Josephine Street and said he was unaware that the debris from the demolition of the structure contained metal. He wanted to know if, once he removes the metal, he is able to burn the wood from the demolition. Mayor Arnold suggested a meeting on-site with Mr. Dalton and Chief White to make the determination. Mr. Dalton informed Mr. Brown that the matter would be discussed later in the meeting.

Mayor Arnold recognized Susan French. Ms. French said that she learned about the open burn permit issued to the owner of 225 Josephine Street yesterday and that she is speaking on behalf of Mr. Jenkins (229 Josephine Street) and Ms. Richardson (112 Josephine Street) who are seriously concerned about the permit being issued. She said that asbestos was banned in or about 1989 in the United States and that most houses built in the 1970's have some asbestos in them. She said that she, Mr. Jenkins, and Ms. Richardson were shocked and stunned when they learned of the permit being issued. She said it is highly likely that the siding contained asbestos. She said that asbestos spewed into the neighborhood and anyone in that area could have breathed in the asbestos which is a carcinogen. She said it was no secret to the Town that the structure was built

before 1970. She said that Mr. Jenkins believes there may well be asbestos debris on his property and firefighters were all exposed to the asbestos, adding that while she did not have any evidence of asbestos in the burn pile, she had a strong suspicion that it was in the siding of Mr. Brown's structure. She said that typically, the plumbing wrap and flooring contain asbestos and that it was her understanding that the burning occurred on a windy day and that carcinogens were spewed over Josephine City and beyond. She requested an emergency environmental analysis of that site and additional studies if asbestos is detected adding that this is a serious matter to the museum, senior living facility, and residents across the street. She said she plans to file FOIA requests with a number of agencies. She said she spoke to a number of state agencies and to an environmental lawyer earlier in the day and everyone she spoke with confirmed that the structure likely contains asbestos.

Mayor Arnold recognized Tim Sinclair, Town resident. Mr. Sinclair spoke in opposition to the proposed Friant rezoning. He said that that medium-density contiguous to the existing area is not appropriate or near any community resources. He said that the Hermitage and Battlefield Estates subdivisions are near the urban core adding that no children will be walking to school from the proposed neighborhood and would choose to drive which adds to the traffic problem. Mr. Sinclair said the Town has a collector road problem. He said the Friant property does not connect to a main or secondary roads nor is it able to due to its distance from Town and the fact that its boundary is blocked by the railroad and Route 7. He said that Battletown Drive is a narrow, non-VDOT standard street and said that the Berryville Plan states that Battletown Drive has low capacity. He concluded that due to its location, the ability to improve infrastructure in this location is non-existent. Mr. Sinclair stated that there would be an 18% increase in traffic in the Town if the proposed subdivision was constructed and discussed back-ups from the intersection of East Main Street and Route 7. He stated that the only way to mitigate the issue is to allow the 66-unit or 112-unit subdivision which is permitted by current zoning. He recommended rejecting the proposal when they review the request in two weeks.

Mayor Arnold recognized Mary Ivie, Town resident. Ms. Ivie thanked Mr. Frederick for presentation. She said as a retired person on a fixed income, it would be a challenge for her to pay the increase of \$20 per month on her water bill. She said this would be a hardship on a lot of Town residents.

Mayor Arnold recognized Craig Mattice, Town resident. Mr. Mattice said he had concerns about the budget and that he has reviewed the budget highlights. He said he had data concerns and that there was no information on the rate increases. He said he discussed this one year ago and was told that there would be no further rate increases. He said this is unacceptable and this is a burden to low-income residents. He said to recalibrate the allocation of administrative fees adding that he pays more in administrative fees than usage. Mr. Mattice said he does not know the details or how this is going to work. He discussed operating expenses and said he was told there was a glitch in the system for data reporting, adding that the status reports of the ARPA projects are terrible and requested better reporting.

8. Consent Agenda

Mayor Arnold asked for a motion to approve the consent agenda (minutes attached).

Mr. Tibbens made the motion to approve the consent agenda as presented. The motion passed by voice vote.

9. Unfinished Business

Mr. Dalton said that he needed a roll call vote from Town Council for the Resolution to Declare an Intent to Reimburse for the Water Treatment Plant project that was discussed at the February meeting.

Vice Mayor Gibson made the motion that the Council of the Town of Berryville adopt the attached resolution declaring the Council's intent to reimburse the Town from loan proceeds for expenses incurred prior to securing a loan for the water treatment plant project.

Certificate of Votes

The record of the roll-call vote by the members of the Town Council of the Town of Berryville, Virginia on the foregoing resolution duly adopted by the Town Council upon a rollcall vote at its regular public meeting held on March 12, 2024, as follows:

Name	Aye	Nay	Abstain	Absent
Harry Lee "Jay" Arnold, Jr., Mayor	X			
Erecka L. Gibson, Vice Mayor	X			
William "Willy" Steinmetz	X			
Diane Harrison	X			
Grant Mazzarino	X			
Ryan Tibbens	X			

Dated: March 12, 2024

10. New Business

No items.

11. Council Member Reports

Ward 3 - Mr. Mazzarino discussed efforts by D.R. Horton in Hermitage Phase V to obtain core samples to determine the issues with spalling concrete on a number of the lots. He said he is still being contacted by residents adding that the results will take approximately one month.

There were no other reports.

12. Staff Reports

Nothing was added to the written reports for Public Works, Utilities, Administration and Finance, Police, or Deputy Town Manager.

Community Development

Ms. Dunkle requested that Town Council set a public hearing for a special use permit in order to operate a short-term rental at 116A South Church Street.

Mr. Steinmetz made the motion that the Council of the Town of Berryville set a public hearing to consider an application for a special use permit to operate a short-term rental at the property located at 116A South Church Street for the April 9, 2024 meeting. The motion passed by voice vote.

Town Manager

Mr. Dalton requested that Council extend the deadline for blight abatement compliance at 225 and 114 Josephine Street to May 1, 2024 because he had not given sufficient notice to the property owners.

There being no further discussion, Mr. Mazzarino made the motion that the Town of Berryville require the owners of 225 and 114 Josephine Street to fully comply with approved spot blight abatement plans on or before May 1, 2024. The Council hereby directs the Town Manager to provide notice to each of the property owners and inform them:

- **Of this deadline;**
- **That no further extensions will be granted;**
- **That no additional notice will be provided before the Town takes action to abate identified blight; and**
- **The town will abate the identified blight and file a lien on the respective properties in the amount of the cost of the blight abatement.**

The motion passed by voice vote.

Mr. Dalton discussed the burn permit that was issued to Mr. Brown by the Berryville Police Department. He said the permit was revoked when it was discovered that the material being burned was not wood. He said the Police Department revoked the permit on March 5, 2024.

13. Committee Updates

Budget and Finance

Vice Mayor Gibson made the motion that the Council of the Town of Berryville set a public hearing for its April 9, 2024 meeting to hear public comment on the proposed tax rates for tax year 2024. The motion passed by voice vote.

Community Development

Mr. Tibbens discussed Virginia Commission for the Arts Creative Communities Partnership Grant. He said because his wife was an applicant, he recused himself from the discussion.

Ms. Harrison made the motion that the Council of the Town of Berryville approve the subrecipients for the Creative Communities Partnership Grant as follows:

- **Barns of Rose hill: \$2,500**
- **Main Street Chamber Orchestra, Inc.: \$2,000**

The motion passed by voice vote with Mr. Tibbens abstaining.

Personnel, Appointments, and Policy

There was no report.

Public Safety

Mr. Mazzarino said he would like Council to take action on Section 10-9 of the Code of the Town of Berryville concerning the authority to conduct traffic control during emergency events.

Mr. Mazzarino moved that the Council of the Town of Berryville adopt the attached ordinance amending Section 10-9 of the Berryville Code in order to clarify the personnel who may assist with the direction of traffic. The motion passed by voice vote.

Streets and Utilities

There was no discussion.

14. Closed Session

There was no closed session.

15. Adjourned

Vice Mayor Gibson made the motion to adjourn the meeting. The meeting was adjourned at 8:05 p.m.

Erecka L. Gibson, Vice Mayor

Keith Dalton, Town Manager

Discussion: Proposed Invitation for Bids – Paving, Milling, and Line Striping
IFB#2024-01

Background

The Town assumed responsibility for secondary street maintenance in 2012. Subsequently the Town has utilized VDOT secondary street maintenance funds to maintain secondary streets and associated improvements, maintain/purchase equipment, and the like.

Each year the Town contracts to have streets within the secondary system paved.

Please note, the Town also periodically issues an offering for concrete work. Staff intends to have an offering for concrete work presented to the Council in May. The work would be scheduled for early in FY25.

Proposal

IFB#2024-01 provides for asphalt work on Crown Street, Custer Court, Dorsey Street, Early Drive, Edgar Court, Jack Enders Boulevard between East Main Street and the entrance to Berryville Graphics, Lincoln Avenue between West Main Street and the JWMS entrance, McGuire Circle, and Pender Court.

The IFB is structured to provide the Town with unit pricing, which will permit the Town to complete other projects if necessary.

If the enumerated projects exceed available funds, then projects will be eliminated or altered to ensure that the package that is awarded can be funded.

It is important to note that two streets that are in need of paving (in fact would be at the top of the list for improvement) were not made a part of this offering. Both Bel Voi Drive and Crow Street need to be paved. It is hoped that needed utility work in these streets will be completed soon and they can be paved in FY25.

Attachments

- Proposed Invitation for Bids – Paving, Milling, and Line Striping IFB#2024-01
- List of street work completed since 2012.

Recommended action

Staff recommends that the Council approve the issuance of this offering and authorize the Town Manager to award the IFB and execute documents related to the offerings and associated contracts.

Sample motion

I move that the Council of the Town of Berryville approve the issuance of IFB#2024-01 and authorize the Town Manager to:

- Award the IFB if the lowest responsible bidder's total price does not exceed funds available for this purpose.
- Execute any documents related to this matter.

INVITATION FOR BIDS
TOWN OF BERRYVILLE
PAVING, MILLING, AND LINE STRIPING
IFB# 2024-01

Issue Date: April 10, 2024

Title: Paving, Milling, and Line Striping IFB# 2024-01

Location of Work Site(s): Within the Corporate Limits of the Town of Berryville - see attached vicinity map and scope of work.

Period of Contract: The contract term shall be effective from the date of contract award until the Scope of Work has been completed.

Scope of Work shall be completed before July 1, 2024, unless the Town issues written approval to extend the deadline. Unit pricing shall be effective until December 1, 2024.

Bid Submission:

Bidders must submit sealed bids.

Bidders must complete and return this cover sheet with their bids.

Bids shall be made on the Bid Proposal forms Scope of Work and Proposal Cover with all items completely filled out.

Before submitting bids, the bidders shall carefully examine the Specifications and other Contract Documents, visit the site of the work, and fully inform themselves by such means as they may think necessary or desirable as to all existing conditions and limitations. Bidder will confirm all work area measurements.

Outside of sealed bid must be clearly labeled "Paving, Milling, and Line Striping IFB#2024-01" and include the name and address of Offeror.

Bids may either be mailed or hand-delivered to:

Town of Berryville Business Office
Attention: Cindy Poulin, Director of Finance / Treasurer
Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

Bids Due: **Bids will be received until 10:00 a.m. (ET) on May 2, 2024.**

Public Bid opening: Bid opening will occur at 10:05 a.m. (ET) on May 2, 2024, in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611.

The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. It is the responsibility of the bidder to assure that the bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. Bids received after the time designated for receipt of bids will be marked late and will not be considered.

No responsibility will attach to any officer or agent for the premature opening of a bid not properly addressed and identified.

A bid that is qualified by the bidder by the attachment of unsolicited terms or conditions under which the bid is to be considered may be subject to rejection.

All inquiries about this bid must be directed to Cindy Poulin at treasurer@berryvilleva.gov.

Bidder Certification:

In compliance with this Invitation for Bids (hereafter referred to as "IFB") and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services required by this IFB at the prices indicated in the pricing schedule, and the undersigned firm hereby certifies that all information provided below, and in any schedule attached hereto, is true, correct, and complete.

Name and Address of Firm:

_____	Authorized Signature: _____
_____	Print Name: _____
_____	Title: _____
_____ Zip Code: _____	Date: _____
Federal Id #: _____	Telephone: () _____
Email: _____	Fax: () _____

Remainder of page left blank intentionally.

Prebid Conference: A mandatory Prebid conference will be held at 10:00 am (ET) April 22, 2024 in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611. NO ONE WILL BE ADMITTED AFTER 10:00 a.m. (ET). If special ADA accommodations are needed, please contact Cindy Poulin at treasurer@berryvilleva.gov no later than April 18, 2024.

Non-discrimination Notice:

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Purpose and Intent of this IFB: The purpose and intent of this IFB is to establish a firm fixed price contract with a qualified contractor available to perform paving, milling, and line striping related to known projects at various locations as listed on ***Bid Proposal Form Scope of Work*** of this IFB.

Scope of Work Summary (See ***Bid Proposal Form Scope of Work*** for detailed scope): The Town of Berryville (hereafter referred to as "Town") requests pricing for the following streets: Crown Street, Custer Court, Dorsey Street, Early Drive, Edgar Court, Jack Enders Boulevard between East Main Street and the entrance to Berryville Graphics, Lincoln Avenue between West Main Street and the JWMS entrance, McGuire Circle, and Pender Court. A vicinity map is attached to this IFB (streets in question are highlighted in yellow).

The Town also seeks unit pricing for work not yet identified.

The award of this solicitation does not guarantee or infer that all of the above-referenced streets will be completed. Only work at the direction of the Town, in writing, shall be completed. The Town reserves the right to remove streets from the scope of work. The Town reserves the right to request additional work, for which unit pricing shall apply.

Work Hours: All work shall be performed between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday. No work will be permitted on Saturday, Sundays, or holidays unless approved in advance by the Town.

Contractor Responsibilities:

The successful bidder (hereafter referred to as "Contractor") shall obtain and pay for all applicable permits prior to beginning any work.

The Contractor shall obtain a Town of Berryville business license as required by Berryville Code.

The Contractor shall request all applicable inspections as required by local, state, and/or federal codes and regulations.

The Contractor shall not act on requests or take direction from anyone except the Director of Public Works (hereafter referred to as "Director") or designee or the Town Manager.

The Contractor is responsible for notifying Miss Utility 48 hours prior to digging and must provide a copy of the ticket to the Director. Site conditions may dictate the need for marking of any Town-owned utilities. It is the responsibility of the Contractor to notify the Town Director or designee, ahead of any work performed, that this coordination and locating service is necessary.

The Contractor shall provide all necessary parts, labor, tools, materials, equipment, transportation, supervision, resources, and incidentals as may be required in accordance with the Virginia OSHA Standards and the most current editions of the Virginia Department of Highways and Transportation (VDOT) Road and Bridge specifications. Visit <http://www.virginiadot.org/business/const/spec-default.asp> for Road and Bridge Specifications and Revisions.

The Contractor must provide all necessary labor and equipment to meet certified VDOT work zone requirements when working in but not limited to VDOT right of way, Town right of way, Town-owned parking lots, and roadways to safely direct traffic (both vehicular and pedestrian) around the work areas.

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with this project. All necessary precautions shall be taken to prevent injury to the Contractor's employees and other persons who may be affected by the project, to prevent damage to or loss of materials or equipment incorporated into the project, and to protect this and other property at or adjacent to the site.

The Contractor shall perform all specified work using properly trained, skilled, bonded, and licensed individuals supervised by the Contractor. The Contractor shall be licensed and bonded in the Commonwealth of Virginia and shall have a minimum of five (5) years of experience in this field and projects of this scale.

The Contractor shall maintain an adequate supply of labor and equipment to complete the project in a safe and timely manner. If subcontractors are to be utilized, they must meet the same qualifications and adhere to the same standards as the Contractor. The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that they may utilize, using their best skill and attention. Subcontractors who perform work under this contract shall be responsible to the contractor. The Contractor agrees that they are as fully responsible for the acts and omissions of their subcontractors and of persons employed by them as they are for the acts and omissions of their own employees.

The Contractor shall provide adequate protection for all structures within and adjacent to work areas. Any damage to Town-owned property or the property of others by the Contractor shall be repaired or replaced at the Contractor's expense and to the complete satisfaction of the owner.

The Contractor shall make work areas safe at the end of each work shift.

The Contractor shall be responsible for removal and transport of asphalt millings and other waste to a Contractor-provided dumpsite in a manner consistent with applicable law. No such waste shall be stockpiled in Town unless approved in advance by the Director.

The Contractor shall provide and post "No Parking" signs in appropriate locations as approved by the Director and deliver notices to individual occupancies regarding on-street parking restrictions 48 hours prior to commencement of work. The content of notices delivered to residences will be approved by the Director. The manner of delivery and placement of notices at residences will be approved by the Director.

The Contractor shall provide their own water and the means to transport and distribute said water to meet their needs.

The Contractor shall, after the completion of the project, repair and restore all property damaged by the Contractor's actions. Areas to be repaired include, but are not limited to, roads, drives, paths, parking lots, easement areas, and lawns. Contractor shall restore damaged property to the same or better condition as it was at the time of the Notice to Proceed. Prior to any construction activities, it is the Contractor's responsibility to document any existing damage or substandard conditions.

The Contractor shall complete the Scope of Work before July 1, 2024, unless the Town issues written approval to extend the deadline.

Warranty: All work provided under this contract shall have, as a minimum, one (1) year warranty from the date of final acceptance thereof against any latent defects in design, materials, workmanship, installation, fraud, or such gross mistakes as may amount to fraud.

Prebid Conference: A **MANDATORY** pre-bid meeting is scheduled at 10:00 a.m. (ET) on April 22, 2024, in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611. Bidder attendance at this meeting will be a prerequisite for submitting a bid. Attendance at the meeting will be evidenced by the representative's signature on the attendance roster.

Bidder Questions/Addendums:

If bidder determines that there are discrepancies or omissions in the bid documents or if bidder has questions about bid documents, then they shall notify Cindy Poulin, Director of Finance / Treasurer, and seek additional information or clarification.

Questions and requests for clarification must be submitted to the Town no later than 1:00 p.m. (ET) on April 25, 2024, to Cindy Poulin, Director of Finance / Treasurer, via e-mail at treasurer@berryvilleva.gov.

To ensure fair consideration for all bidders, questions answered for prospective bidders will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of proposals or if the lack of such information would be detrimental to the uninformed bidder.

Such addendum(s), if issued, will be posted by 5:00 p.m. (ET) on April 29, 2024, at the addresses listed below:

Town website:

berryvilleva.gov/2024/Bid-Procurement-Opportunities

State Procurement website (eVA):

eva.virginia.gov.

Please note that it is the bidder's responsibility to check these sites frequently for addendums that may affect pricing, this document's requirements, and terms and/or conditions. Failure to sign and return an addendum with bidder's response may result in disqualification of award.

Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the Town.

Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the Town of Berryville, its officers, agents, and employees, from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

Cancellation of contract: The Town reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days' written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

Waiver of Informalities/Rejection of bids: The Town reserves the right to waive any informality in or to reject any or all bids, or to delete portions of bids, which in its sole and absolute judgment are responsive to the bid documents and will under all circumstances best serve the Town's interest.

Negotiation with the lowest bidder: Unless all bids are cancelled or rejected, the Town reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds allocated to the Town whenever such low bid exceeds the Town's allocated funds. For the purpose of determining when such negotiations may take place, the term "allocated funds" shall mean those funds which were budgeted

by the Town for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to

be performed. The Town may initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the allocated funds and that the Town wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible bidder.

Bid, Performance, and Payment Bonds: Each bid must be accompanied by a bid bond in the form of a cashier's check or checks payable to the Town of Berryville, Virginia in an amount of at least five percent of the total bid, or a bid bond in like amount, as a guarantee that if the Bid is accepted, the Bidder will execute a Contract Agreement for the work and furnish a construction performance bond in the full amount of the bid and a construction payment bond of 100 percent of the total bid, within ten (10) consecutive calendar days following receipt of the Notice of Award.

Bid opening: All bids will be publicly opened after the time set for receipt of bids and read aloud in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center. Bid opening will begin no earlier than 10:05 a.m. (ET).

Bid acceptance period: Any bid made in response to this solicitation shall be valid for 60 days. At the end of the 60 days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

Contract term: The contract term shall be effective from the date of contract award until the Scope of Work has been completed. Unit pricing shall be effective until December 1, 2024.

Bid evaluation and award procedure: Award will be made to the lowest responsive and responsible bidder, based on Grand Total of Scope of Work. Bidders must comply with all provisions of the IFB, and award will be made provided the bid prices are reasonable and in the best interest of the Town.

Bids will not be accepted from, nor contracts awarded to, any person, firm, or corporation that is in arrears to the Town, or that is not fully qualified or able to perform the work.

Each bidder must satisfy the Director and the Town as to the suitability and adequacy of their equipment and ability to perform the work set forth in these Contract Documents within the specified time.

Bidders may be required to submit satisfactory evidence that they have the necessary financial resources to complete the proposed work.

Withdrawal of bids: Any bidder may withdraw his bid by written request, at any time before the scheduled closing time for receipt of the bids.

Agreement: The bidder recommended for award will be required to complete a two-party standard form of agreement (Contract).

The successful bidder shall execute the formal contract agreement and furnish a construction performance bond and a construction payment bond satisfactory to the Town within ten (10) business days, Saturdays, Sundays, and holidays excluded, from and including the date of receipt of the Notice of Award. Failure to do so will be an adequate and just cause of annulment or cancellation of the award, and in such case, the bid bond or bid guarantee will become the property of the Town.

Method of payment: In accordance of General Terms and Conditions - Invitations for Bids, payment in the form of a check will be issued within thirty days of receipt of an approved invoice.

Pricing schedule: The following is a schedule of the units of measure used in the Scope of Work of this solicitation:

SY = Square Yard LF = Linear Feet EA= Each CY = Cubic Yard TN = Ton HR = Hour
SF = Square Foot

Total amounts are to be indicated on the bid form, based on the quantities indicated and the unit prices bid. The quantities shown on the bid form are approximations and are for comparing bids.

Each bidder shall include in the prices in their bid, the cost of all work and materials necessary to complete the project indicated in the Contract Documents, performed in full compliance with the specification requirements.

Attachments:

Contractor Registration

Bidder's Check List

Bid Bond Form

Bid Proposal Form Scope of Work

General Terms and Conditions - Invitation for Bids

W-9: Identification Number and Certification

Town's Vendor Registration/Update form

Vicinity Map

Remainder of page left blank intentionally.

CONTRACTOR REGISTRATION

If a contract for construction, removal, repair or improvement of a building or other real property is:

- for \$120,000 or more,
- or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$750,000 or more, then the bidder/offeror is required under Title 54.1- 1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR."

If such a contract is:

- for \$10,000 or more but less than \$120,000,
- or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, then the bidder/offeror is required under Title 54.1- 1100, Code of Virginia (1950), as amended, to be licensed as a "CLASS B CONTRACTOR."

If such a contract is:

- over \$1,000 but less than \$10,000,
- or if the contractor does less than \$150,000 in business in a 12-month period, then the bidder/offeror is required under Title 54.1- 1100, Code of Virginia (1950), as amended, to be licensed as a "CLASS C CONTRACTOR."

The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, and ventilation and air conditioning contractors. The bidder/offeror shall place on the outside of the envelope containing the bid/proposal, and shall place in the bid/proposal over his signature, whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. Specialty: _____.

Licensed Class B Virginia Contractor No. Specialty: _____.

Licensed Class C Virginia Contractor No. Specialty: _____.

CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT

By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: _____.

License # _____ Type: _____.

Subcontractor Name: _____.

License # _____ Type: _____.

BIDDER'S CHECKLIST

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out with your bid.

Before sending in your bid, please make sure of the following:

- _____ Enclose two (2) sets of the Bid form (one marked original and one copy) with all handwritten sections completed.
- _____ Bid Forms must be complete and have an original signature, preferably signed in blue ink.
- _____ Bid must be returned in an envelope with bid number and name of bid printed on the front.
- _____ Acknowledge in the bid any and all Addendums issued, manually sign each Addendum sheet, and submit it with bid.
- _____ Erasures or other descriptive literature, brochures, and/or data must be initialed by the person signing the bid.
- _____ Cover (First Page) of Invitation for Bid
- _____ Bid Proposal Form Scope of Work
- _____ Town of Berryville Vendor Registration/Update form
- _____ W-9
- _____ Certificate of Insurance
- _____ Bid Bond
- _____ Contractor License

Offerors are encouraged to:

- make and retain a separate copy of this bid package for their records, and
- enclose bid in a separate sealed envelope when placing it in the shipping company packaging, if applicable.

Remainder of page left blank intentionally.

BID BOND

KNOW ALL PERSON BY THESE PRESENTS, that _____ of _____ (hereafter designated as "Bidder"), is submitting herewith to Town of Berryville, Virginia (hereafter designated as "Town") a bid, in accordance with the Scope of Work for Paving, Milling, and Line Striping.

NOW THEREFORE, Bidder is organized and existing under by virtue of the law of the State/Commonwealth of _____, and authorized to transact business within the State of Virginia, as Surety, hereinafter called the "Surety", are held and firmly bound unto the Town in the sum of _____ Dollars (\$ _____) for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Bidder has submitted the accompanying bid dated _____, 2024 for the Town Paving, Milling, and Line Striping Project.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Town accepts the Bidder's bid, the Bidder shall, within the period specified therefore, complete the formal contract agreement and furnish the required contract performance bond and contract payment bond as provided in the Contract Documents, upon acceptance of said bid by the Town, or if the Town shall have failed to accept said bid within 30 days of the opening of the bid for this work, then this obligation shall be void and of no effect, but otherwise shall remain in full force and effect.

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals this _____ date of _____, 2024, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing board.

ATTEST: Principal _____

By: _____ By: _____
Corporate Secretary

Address: _____

(Corporate Seal) Principal _____

INVITATION FOR BID - PAVING, MILLING, AND LINE STRIPING **Bid Proposal Form - Scope of Work**

Lincoln Avenue

<u>Item Description</u>	<u>Estimated Qty / Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
Apply 1.5" of SM 9.5AL	Approximate length 1,000 feet		
Width of Roadway	Approximate width 24 feet		
Mill Curb Relief	Approximate length 1,000 feet		
Mill Tie-In Joints	9 (bidders must verify length (area marked with white paint))		
Stop Bars	1 (12'x2' Thermo Burn Down)		
Cross Walk	1 (replace-match existing)		
Re-establish shoulder	West side, 2' width compacted 21A or compacted millings		
Lincoln Avenue - Total			\$

Dorsey Street

<u>Item Description</u>	<u>Estimated Qty / Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
Apply 1.5" of SM 9.5AL	Approximate length 1,100 feet		
Width of Roadway	Approximate width 22 feet		
Stop Bars	2 (12' x2' Thermo Burn Down)		
Mill Tie-In Joints	6 (bidder must verify length (area marked with white paint))		
Re-establish shoulder	2' width compacted 21A or compacted millings		
Dorsey Street. - Total			\$

Jack Enders Blvd. from E. Main to Marked Tie-In Joint

Item Description	Estimated Qty / Unit of Measure	Unit Price	Amount
Apply 2" of SM 9.5AL	Approximate length 700 feet		
Width of Roadway	Approximate width 36 feet		
Mill Curb Relief	Approximate length 1,400 feet		
Right Turn Arrow	1 (Thermo Burn Down) replace to match existing		
Left Turn Arrow	2 (Thermo Burn Down) replace to match existing		
Straight Arrow	1 (Thermo Burn Down) replace to match existing		
Stop Bars	2 (Thermo Burn Down) replace to match existing		
Mill Tie-In Joints	4 (bidder to verify length (area marked with white paint))		
Double Yellow Line	Approximate length 700 feet		
White Paint Line	Approximate length 340 feet		
Gore Area	1 (replace to match existing)		
Jack Enders Blvd. from E. Main to Marked Tie-In Joint - Total			\$

Crown Street

Item Description	Estimated Qty / Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate length 400 feet		
Width of Roadway	Approximate width 22 feet		
Mill Tie-In Joints	3 (bidders to verify length (areas marked by white paint))		
Stop Bars	2 (12' x2' Thermo Burn Down)		
Re-establish Shoulders	2' width compacted 21A or compacted millings		
Crown Street - Total			\$

Pender Court

Item Description	Estimated Qty / Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate length 500 feet		
Width of Roadway	Approximate width 24 feet		
Mill Curb Relief	Approximate length 50 feet		
Stop Bar	1 (12' x2' Thermo Burn Down)		
Mill Tie-In Joints	10 (bidders to verify length (area marked with white paint))		
Re-establish Shoulders	2' width compacted 21A or compacted millings		
Pender Court - Total			\$

McGuire Circle

Item Description	Estimated Qty / Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate length 4,275 feet		
Width of Roadway	Approximate width 27 feet		
Mill Curb Relief	Approximate length 8,550 feet		
Mill Tie- In Joints	4 (bidders to verify length (area marked by white paint))		
Stop Bars	2 (12' x 2' Thermo Burn Down)		
McGuire Circle - Total			\$

Custer Court

Item Description	Estimated Qty / Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate length 700 feet		
Width of Roadway	Approximate width 26 feet		
Mill Curb Relief	Approximate length 1400 feet		
Mill Tie-In Joints	1 (bidders to verify length (area marked by white paint))		
Stop Bar	1 (12' x 2' Thermo Burn Down)		
Re-establish Shoulders	2' compacted 21A or compacted millings		
Custer Court - Total			\$

Edgar Court

Item Description	Estimated Qty / Unit of Measure	Unit Price	Amount
Apply 1.5 inches of SM 9.5 AL	Approximate length 320 feet		
Width of Roadway	Approximate width 22 feet		
Mill Tie-In Joints	6 (bidders to verify length (area marked with white paint))		
Stop Bar	1 (12' x 2' Thermo Burn Down)		
Crosswalk	1 (replace to match existing)		
Edgar Court - Total			\$

Early Drive

Item Description	Estimated Qty / Unit of Measure	Unit Price	Amount
Apply 1.5 inches of SM 9.5 AL	Approximate length 800 feet		
Width of Roadway	Approximate width 36 feet		
Mill Curb Relief	Approximate length 1700 feet		
Stop Bar	1 (12' x 2' Thermo Burn Down)		
Mill Tie Joint	1 (bidders to verify length (area marked with white paint))		
Repaving of hammerhead turnaround included in scope of work- southern street terminus			
		Early Drive - Total	\$

Unit Pricing

Item Description	Unit of Measure	Unit Price	Amount
Mill Tie-in Joints	Square Yard		
Mill Curb Relief	Square Yard		
Apply 1.5 inches of SM 9.5AL	Square Yard		
Apply 2 inches of SM 9.5AL	Square Yard		
Double Yellow Line Striping with VDOT approved paint	1 Linear Foot		
White Line Striping with VDOT approved paint	1 Linear Foot		
"SCHOOL" Lettering (Thermo Burn Down)	Match Existing		
Left Turn Arrow (Thermo Burn Down)	Match Existing		
Right Turn Arrow (Thermo Burn Down)	Match Existing		
Straight Arrow (Thermo Burn Down)	Match Existing		
Combo Straight Right Turn Arrow (Thermo Burn Down)	Match Existing		
Stop Bars (Thermo Burn Down)	1 Linear Foot		
Stone Shoulders (21B)	1 Square Foot		
Cross Walks (Thermo Burn Down)	1 Linear Foot		
		Unit Pricing - Total	\$

GRAND TOTAL - SCOPE OF WORK	\$
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In compliance with this Invitation For Bids (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed bid or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete. The undersigned firm also acknowledges that work area dimensions provided in this scope of work are approximated and it is their responsibility to measure all work areas and complete bid in accordance with their measurements.

Name and Address of Firm: _____

Authorized Representative (Please Print): _____

Signature: _____

Title: _____

Date: _____

Town of Berryville
General Terms and Conditions – Invitations for Bids
10/25/23

These General Terms and Conditions are required for use in written solicitations issued by the Town for procurements.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state, and local laws, rules, and regulations.

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

Employment discrimination by contractor is prohibited. During the performance of this contract, the contractor agrees as follows:

- A) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

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

EMPLOYMENT DISCRIMINATION PROHIBITED: Employment discrimination by contractor is prohibited. During the performance of this contract, the contractor agrees as follows:

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

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

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

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

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their bids, bidders certify that they are not currently debarred by the Town of Berryville from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

MANDATORY USE OF TOWN TERMS AND CONDITIONS FOR IFBs: Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Town reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Town may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

BILL PAYMENT POLICY: The Town Treasurer shall make payment in full (unless an alternate payment plan has been agreed upon) for all goods delivered or services rendered, within thirty days of receipt of the bill.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the Department Head. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Town of Berryville is incorrect or when there is a defect or impropriety in a bill submitted, the respective Department Head shall notify the creditor in writing prior to the date on which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Town of Berryville shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

SUBCONTRACTORS: All Offerors shall include a list of all subcontractors with their proposal. The Town reserves the right to reject the successful Offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the

approval of the Town. Any such replacement shall be at no additional expense to the Town nor shall it result in an extension of time without the Town's approval.

A contractor awarded a contract under this solicitation is hereby obligated:

- A) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Town for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- B) To notify the Town and the subcontractor(s), in writing, of the contractor's intention to withhold payment, and the reason.

PRECEDENCE OF TERMS: In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF BIDDERS: The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods, and the bidder shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Town further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

- A) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B) The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:
 - 1) By mutual agreement between the parties in writing; or
 - 2) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - 3) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized. The Town shall have the right to audit the records of the

contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town within thirty (30) days from the date of receipt of the written order from the Town. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation, or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town or with the performance of the contract generally.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

TAXES: Sales to the Town are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

BID PRICE CURRENCY: Unless stated otherwise in the solicitation, bidders shall state bid/offer prices in U.S. dollars.

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, unless otherwise provided in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make, or manufacturer's name, but conveys the general style, type, character, and quality of the article desired. Any article that the Town in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be acceptable.

TRANSPORTATION AND PACKAGING: By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used.

NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER: Unless cancelled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds allocated funds, the Town may negotiate with the apparent low bidder to obtain a contract price within allocated funds.

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

- 1) The using agency shall provide the director of public works, in the case of construction projects, and the procurement officer, in all other matters, with a written determination that the apparent low bid exceeds allocated funds. Said determination shall be confirmed in writing by the treasurer or his/her designee. The using agency may also provide the appropriate officer/director with a suggested reduction in scope for the proposed purchase.
- 2) The appropriate officer/director shall advise the lowest responsible bidder, in writing, that the proposed purchase exceeds allocated funds they may further suggest a reduction in scope for the proposed purchase, and invite the lowest responsible bidder to amend its bid proposal based upon the proposed reduction in scope.

- 3) Repetitive informal discussions with the lowest responsible bidder for purposes of obtaining a contract within allocated funds shall be permissible.
- 4) The lowest responsible bidder shall submit an addendum to its bid, which addendum shall include any change in scope for the proposed purchase, the reduction in price, and the new contract value.
- 5) If the proposed addendum is acceptable to the town, the Town may award a contract within funds allocated to the lowest responsible bidder based upon the amended bid proposal.
- 6) If the Town and the lowest responsible bidder cannot negotiate a contract within allocated funds, all bids shall be rejected.

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded as well as any other insurance requirements laid out in the request for bid or proposal. The Town requires minimum insurance amounts as recommended by the Virginia Risk Sharing Association for construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Town Manager is authorized to amend coverages and limits as required. Such amendments shall be provided in writing and specifically state that established coverages and limits differ from those provided in the Town's General Terms and Conditions.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

General services contracts or leases:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Workers Compensation Insurance -\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit (unless sole proprietor)

Excess Liability-\$1,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

Minor construction contracts (\$99,999.99 or less):

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employer's Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period (only if consulting or designing is involved).

Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

Major construction (more than \$100,000) or contracts for work deemed hazardous:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employer's Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-Refer to Risk Manager-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period).

Excess Liability- Refer to Risk Manager-\$5,000,000 each (CGL/AL/EL) occurrence/\$5,000,000 Annual Policy Aggregate

Professional services contracts: Commercial

General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employer's Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period).

Cyber or Identity Breach liability-\$1,000,000 each identity breach

Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

Design professional services and surveyors' contracts:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employer's Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one three-year extended reporting period). **Excess**

Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

The Town shall be named as an additional insured on any policy obtained by Contractor/Subcontractor/Vendor/Lessee pursuant to this paragraph. Contractor shall furnish the Town with all Certificates of Insurance that indicate(s) adequate insurance coverage has been obtained. Contractor shall furnish the Town with an additional insured endorsement.

HOLD HARMLESS AGREEMENT: Contractor shall attach to each liability insurance policy, with the exception of Workers' Compensation, the following endorsement: "Contractor and all subcontractors shall save Town harmless from any and all claims, damages, liabilities, expenses of litigation, including attorney's fees, and losses arising out of injury to, or death of, any of Contractor's employees or any other person while

on or about Town's premises or job site in connection with any matters relating to or arising out of the performance of this Contract. It is understood and agreed that the Contractor is at all times acting as an independent contractor."

ADDITIONAL REQUIREMENTS:

During the performance of the Work described in the Contract Documents, the Contractor agrees to:

- A) Employment discrimination by contractor prohibited; required contract provisions (see § 2.2-4311 of the Code of Virginia).
- B) Compliance with federal, state, and local laws and federal immigration law; required contract provisions (see § 2.2-4311.1 of the Code of Virginia).
- C) Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth (see § 2.2-4311.2 of the Code of Virginia.)
- D) Drug-free workplace to be maintained by contractor; required contract provisions (see § 2.2-4312 of the Code of Virginia).
- E) Provide access to adequate toilet facilities as required by law.
- F) Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- G) Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- H) Be responsible for the resolution of any and all damage claims presented to either the Town or Contractor

Contractor also agrees to retain all books, documents, papers, account records, subcontracting records, and other evidence supporting services performed, and costs incurred during the contract period for six (6) years after the final invoice is paid.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1983 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2653	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identitytheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Town of Berryville Vendor Registration

Please fill out the information below and the attached W-9 form to be registered as a vendor with the Town of Berryville.

Your company's legal name: _____

Business Type: _____

What kind of products/services does your company offer?

Company Website: _____

Company Address : _____

City _____

State _____ ZIP Code _____

Name of person representing the company: _____

Phone : _____ Fax: _____

Email : _____

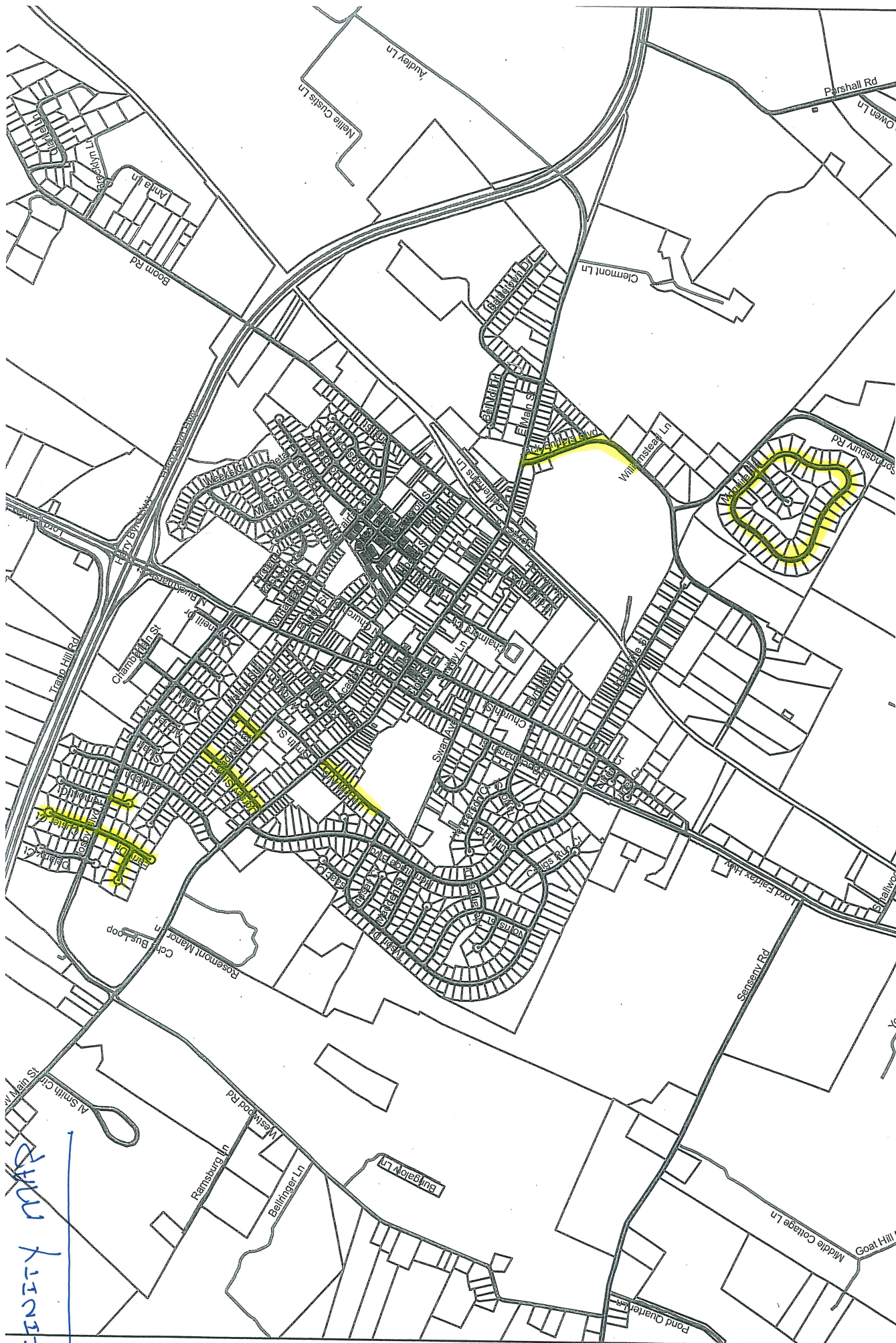
Payment Method: _____ Check _____ P-card

***If you accept VISA, you are required to accept P-card payments.**

For Town Office Use Only

Certificate of Insurance Required: _____ Yes _____ No

Contractor's License Required: _____ Yes _____ No



vicinity map

Paving Projects Completed

**Paving projects completed in Berryville by the
Town, VDOT, and Developers after June 2012**

UPDATED 4/3/24

Work Planned for Spring 2024 Highlighted in Yellow

Secondary System – Completed by Town (or others as noted)

Academy Court –base in cul-de-sac 10/16, paved 6/17

Academy Street (from Buckmarsh Street to Church Street) 10/14, (from Smith Street to Buckmarsh Street) 6/16, (from Willow Street to Smith Street) 7/17, Academy Street Extended 5/20

Alexander Drive (from Hermitage Blvd. to Phase 5 repair of drainage problem) 10/23

Archer Court 5/15

Ashby Court 5/16

Battletown Drive (from Bel Voi Drive to terminus) 8/14, (from Bel Voi Drive to Main Street) 6/16

Blossom Drive 5/20

Blue Ridge Street 5/21

Breckinridge Court 5/15

Bundy Street 10/13, 11/23

Burwell Court 9/21 (includes turn lane)

Byrd Avenue (from Church Street to second lot on north side) 6/16, cul-de-sac 9/21

Cameron Street 8/14

Chalmers Court 6/13, 5/21

Circle Drive 5/21

Cobbler Drive 5/20

Craig's Run Court 8/14, 12/21

Crown Street – spring 2024

Custer Court – spring 2024

Dorsey Street 6/14, spring 2024

Dunlap Drive (between Henderson Court and Hermitage Boulevard) 9/18, (between Hermitage Boulevard) and Phase 5 of Hermitage Subdivision) {Date to be confirmed}

East Fairfax Street (from Page Street to First Street) 5/20 (note: from Page Street west to end of town home development paved by BHA on 10/20 and from end of town home development to entrance of

Orchard Court Apartments milled and paved by DR Horton as a part of utility and street tie-in project on 10/20 and the section from the Orchard Court Apartments to Page Street was paved by the Battletown HOA 8/14), (from North Church Street to midway between the intersection of East Fairfax Street and Weeks Street and East Fairfax and Page Street by developer) 6/22

Edgar Court 8/14, spring 2024

Ewell Court 7/17

First Street 7/19

Freemont Court 6/19

Hancock Court 6/19

Harriman Court 5/21

Henderson Court 9/18

Hermitage Blvd. (from Buckmarsh Street to Main Street) 6/19, Hermitage Blvd. (from Buckmarsh Street to Church Street) 5/20

Isaac Court 5/20

Jack Enders Boulevard (from BVG entrance to ETM) 6/17, (ETM (near 509 JEB) to western terminus by Clarke County), 6/23

Jackson Drive 7/17

Josephine Street (from BVG entrance to cul-de-sac) 5/15, (from South Church Street to eastern terminus) 9/23

Liberty Street 10/15

Lincoln Avenue (from Main Street to south of JWMS entrance) 6/16, (from southern terminus to JWMS entrance) 5/20, (from Main Street to south of JWMS entrance) spring 2024

Lindsay Court 5/20

Litton Court 5/21

Madden Street 5/20

McGuire Circle – spring 2024

McNeil Street from northern temporary terminus (just north of Martins and McDonald's entrances/exists work performed for McDonald's Corporation) 6/18

Montgomery Court 5/20

Moore Drive (from Ritter Court to Page Street) 8/14, (from Page Street to eastern terminus) 9/18

Mosby Blvd. (from Edgar Court to Jackson Drive) 8/14, (from Ashby Court to Buckmarsh Street) 4/15, (from Jackson Drive to Buckmarsh Street – with deep mill between Stuart Court and Ashby Court – replaced with 4” of base and 2” of topping) 7/23

North Church Street (from Main Street to Osborne Street) 9/14, (from Osborne Street to Bundy Street), 10/13, (from Fairfax Street to Rockcroft Drive) 5/21, (from Liberty Street to Bundy Street) 11/23

Osborne Street 10/23

Page Street (between Main and Liberty Streets) 5/14, (from Liberty Street to Fairfax Street) 7/17, (north of Fairfax Street to northern terminus) 5/20

Pickett Court 10/14

Rice Street 9/18

Ridge Road 5/21

Ritter Place 8/14

Rockcroft Drive 5/21

Rosemont Circle 8/18

Smith Street (from Academy Street to Main Street) 6/16, (from Academy Street to Treadwell Street) 9/18

South Church Street (from Main Street to Swan Avenue) 10/14, (from Swan Avenue to Taylor Street) 6/16, (from Taylor Street to South Buckmarsh Street) 9/18, (patch at intersection with Josephine Street) 9/23

Stayman Drive 5/20

Stuart Court 5/16

Swan Avenue (from Church Street to Buckmarsh Street) 6/17, (from ETM to Buckmarsh Street) 8/18

Taylor Court 9/18

Taylor Street (from Church Street to Buckmarsh Street) 6/17, (from Taylor Court to Buckmarsh Street) 9/18

Treadwell Street (from Smith Street to Willow Street) 7/17, (from Willow Street to Buckmarsh Street & from western terminus to Smith) 9/18, (Rice Street to Buckmarsh Street) 7/23

Turner Court 5/21

Tyson Drive 5/20

Walnut Street 10/15

West Fairfax Street 5/21 (note: intersection with Church Street paved by DR Horton on 10/20 as a part of utility and street tie-in associated with Fellowship Square development)

Willow Lane 10/13, 7/23

Town Streets – Completed by Town

Barnett Street 7/17

Second Street 7/23

Virginia Avenue (from East Main Street to south side of Town Run bridge) 9/20, (from bridge to southern terminus) 10/23

Significant Primary and Secondary Work by VDOT (or others as noted)

Paving

Byrd Avenue (portion by VDOT) 6/12

Buckmarsh Street 10/15, (patch at North Buckmarsh and Bundy Streets by contractor working for TOB) 9/23

Main Street 6/14 (by VDOT)

Mosby Blvd. (along CCHS frontage by VDOT) 2012

Slurry Treatment

Buckmarsh Street 8/19 (Latex mix)

Craig's Run Court 8/12

Dunlap Drive 8/12

Harriman Court 8/12

Henderson Court 8/12

Hermitage Blvd. 8/12

Lincoln Avenue 8/12

Madden Street 8/12

Montgomery Court 8/12

Taylor Street 8/12

Tyson Drive (from Hermitage to Lincoln Avenue) 8/12

Surface Treatment

Springsbury Road (from Jack Enders Blvd. to McGuire Circle) 8/15

Pavement repair projects under consideration (preliminary non-prioritized list)

Archer Court

Bel Voi Drive *

Crow Street *

Freemont Court

Hermitage Boulevard

Liberty Street

North Church Street from Main Street to Liberty Street *

Walnut Street

* Town Utility Projects must be completed prior to paving

Cross-walk sections on Main, Buckmarsh, and Church Streets should be completed when Main Street is paved (this should include the crosswalk near Washington Square)

Report of the Department of Public Works

April 2, 2024

General

The Public Works Department has been kept busy cleaning and getting Rose Hill Park ready for the summer season. We received the engineered wood fiber for the playground area, and were able to apply it to the playground fall zone last week. As soon as weather permits, we will be painting the playground equipment.

We will start our annual street sweeping the week of April 8th. We will work with VDOT and clean Rt. 7 Business and 340 during the first week of sweeping. Once we complete the street cleaning we will begin our line striping and curb painting. Our goal is to have all the painting completed by Memorial Day.

I have been working on identifying streets that need to be paved for the annual Spring Paving, Milling, and Striping bid offering. I hope to have my information to Mr. Dalton by Thursday April 4th for his review. Once we finalize the paving information, Mr. Dalton will submit the request for proposals to the Council for review/approval.

Water

We experienced no water-related issues during the past month.

Sewer

We experienced no sewer-related issues during the past month.

Public Utilities Department Report
9 April 2024

Item Title: Department Update

Prepared By: Jean Petti

Water Treatment Plant Activity HAA5 sampling in February detected levels of 0.056 and 0.054 mg/L, bringing four-quarter averages to 0.070 and 0.069mg/L. As the maximum contaminant level is 0.060 mg/L, the average constitutes exceedance. A notice to consumers will be included in upcoming utility invoices.

A chemist has been retained to develop an optimized treatment protocol and train operators in monitoring raw water conditions. We are currently subject to rigorous water quality monitoring and are cooperating fully with VDH directives.

All three water storage tanks have been cleaned and inspected and the functionality of tank mixers verified.

Wastewater Treatment Plant Activity With the assistance of Inboden Environmental Services (IES), we are preparing our VADEQ Permit renewal application, due July 2024. We anticipate no changes to the permit conditions or impediments to the renewal.

A security gate has been installed at the plant.

Department General Activity There are (3) three vacancies in the department. IES has provided us a full-time Class 1 operator at our WWTP while we seek staff.

Backflow preventers have been certified at the water treatment plant, booster building, and wastewater treatment plant.



BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611
(T) 540.955.3863 (F) 540.955.0207
policeadmin@berryvilleva.gov
W. Neal White – Chief of Police

MEMO

DATE: 04/04/2024
TO: Town Council
FROM: Chief W. Neal White 
CC:
RE: Police Department Monthly Report – 04/09/2024

Monthly Activity Report

The activity report for the month of March 2024 is attached to this report.

Public Safety Committee

The Public Safety Committee did not meet in March 2024.



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W. Neal White – Chief of Police

Police and Security Report

Month/Year: March	Year To Date 2024	March 2024	February 2024
<u>Complaints Answered</u>			
911 Hang Up:	2	2	0
Alarms:	17	6	3
Animal Complaint:	27	10	7
Assault:	3	0	3
Assist County:	21	13	3
Assist EMS and Fire:	29	8	10
Auto Larceny:	0	0	0
Burglary:	12	0	0
Civil Complaints:	26	11	3
Disturbance:	15	3	4
Domestic Disturbance:	5	1	2
Driving Under the Influence	3	0	1
Drunk In Public:	0	0	0
Fraud:	15	7	2
Larceny:	12	4	5
Harassment/Intimidation:	6	0	5
Homicide:	0	0	0
Identity Theft	0	0	0
Juvenile Related:	6	1	2
Mental Health Crisis:	15	3	5
Narcotics Related:	1	0	0
Noise	5	2	2
Public Service:	8	4	2
Sexual Assault:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	46	16	12
Trespassing:	1	0	1
Vandalism:	9	0	4
Welfare Check:	22	9	10
Miscellaneous Complaints:	173	59	59
Total Complaints Answered:	479	159	145



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	March	February
	2024	2024	2024
<u>Traffic</u>			
Accidents Investigated:	10	3	1
Assist Motorist:	0	0	0
Child Safety Seat Install:	1	0	0
Funeral Escort:	9	2	3
Hit & Run:	1	0	1
Parking Tickets:	9	9	0
Traffic Warnings:	135	63	30
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	0	0	0
Expired Inspection:	1	1	0
Expired Registration:	0	0	0
Fail to Obey Highway Sign:	16	4	5
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	0	0	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	2	2	0
No Seat Belt:	0	0	0
Reckless Driving:	2	1	0
Speeding:	19	6	7
Miscellaneous Summons:	7	2	2
Total Traffic Summons Issued:	47	16	14
<u>Found Open at Businesses in Town</u>			
Doors:	1	0	0
Windows:	0	0	0
Garage Doors:	0	0	0



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	March	February
	2024	2024	2024
<u>Criminal Papers Served</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	2	1	1
Assault and Battery on Police Officer:	3	3	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	2	2	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	3	0	0
Drunk In Public:	1	0	0
Fail to Obey Police Officer:	0	0	0
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	1	0	1
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	0	0	0
Larceny:	4	1	3
Possess Alcohol Underage:	0	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:	1	0	1
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	5	1	2
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	22	8	8



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	March	February
	2024	2024	2024
<u>Response to Resistance</u>			
Total Community Interface	691	249	198
Total Enforcement Contacts	203	87	53
Physical Custody	9	4	1
Reported Force Involved	2	0	1
Administrative Review - Justified	2	0	1
Administrative Review - Not Justified	0	0	0
Complaint of Injury - Arrestee	0	0	0
Medical Treatment for Injury - Arrestee	0	0	0
Complaint of Injury - Officer	0	0	0
Medical Treatment for Injury - Officer	0	0	0
<u>Type of Force Involved</u>			
Compliance Hold / Open Hands	2	0	1
Takedown	0	0	0
Strikes (Hands / Knees)	0	0	0
Chemical Sprays (O.C.)	0	0	0
Impact Weapon (Baton)	0	0	0
Mechanical Non-Lethal	0	0	0
Firearm	0	0	0
<u>Arrestee Demographics</u>			
White Male	2	0	1
Black Male	5	1	0
Other Male	0	0	0
White Female	7	3	0
Black Female	0	0	0
Other Female	0	0	0

Town Council Agenda Item Report Summary

April 9, 2024

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

The Planning Commission did not hold a March meeting. Their next meeting is scheduled for Tuesday, April 23, 2024 at 7:00 p.m.

Berryville Area Development Authority

The BADA held their regular meeting on Wednesday, March 27, 2024. They continued their discussion on the specific sub-areas and housing as part of the Berryville Area Plan update. Their next meeting is scheduled for Wednesday, April 24 at 1:00 p.m.

Architectural Review Board

The ARB held a meeting on Wednesday, April 3, 2024 at 12:30 p.m. They reviewed the following items:

Sign Review

Quick Designs LLC (Logan Felty, Agent), is requesting a Certificate of Appropriateness in order to install two wall signs and a freestanding sign located at 115 South Church Street, identified as Tax Map Parcel number 14A5-((A))-20, zoned C General Commercial. *Approved as presented.*

Window Review

Jonathan Fausey, Agent (VLM Properties, LLC), is requesting a Certificate of Appropriateness in order to install windows at the property located at 15 Academy Street, identified as Tax Map Parcel number 14A2-((A))-64, zoned C General Commercial. *Approved as presented.*

Their next meeting is scheduled for Wednesday, May 1 at 12:30 p.m.

Tree Board

The Tree Board held a meeting on Wednesday, April 3, 2024 at 6:00 p.m. They discussed the "Managing Invasive Species" event and the upcoming Arbor Day celebration that will be held at the opening day of the Clarke County Farmers Market on Saturday, May 4, 2024.

Their next meeting is scheduled for Wednesday, July 3, 2024 at 6:00 p.m.

Board of Zoning Appeals

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

Town Council Agenda Item Report Summary

April 9, 2024

Item Title

Construction Update

Prepared By

Christy Dunkle

Shenandoah Crossing Subdivision

- 82 single-family homes
- Zoned DR-2 Detached Residential
- HOA-maintained facilities
- All homes and paving have been completed
- Request for public street acceptance has been forwarded to VDOT

Fellowship Square Subdivision

- 50 single-family homes
- Zoned DR-4 Detached Residential
- Cluster layout
- HOA-maintained facilities
- All homes and paving have been completed
- Request for public street acceptance has been forwarded to VDOT

Hermitage Phase V

- 71 single-family homes
- Final phase of Hermitage subdivision (started 2000)
- Zoned R-1 and DR-1
- Phase V will have HOA oversight, other phases will not be affected
- Town staff conducted a final walkthrough for sidewalk, curb, and gutter
- Request for public street acceptance has been forwarded to VDOT
- Staff and Council member Mazzarino met with DEQ and discussed the stormwater management facility between Tyson Drive and Jones Court. Council members received a copy of DEQ's inspection report.
- Concrete inspections are ongoing to determine repairs to spalling sidewalks and driveways

Town Council Agenda Item Report Summary

April 9, 2024

Item Title

Arbor Day Proclamation

Prepared By

Christy Dunkle

Background/History/General Information

The Town of Berryville became a designated Tree City USA community by the Arbor Day Foundation in 2019 and was recently notified of its continued status for 2023. This year, the Town of Berryville Tree Board will again celebrate Arbor Day at the opening day of the Clarke County Farmers' Market on Saturday, May 4, 2024. They will be joined by a Bartlett Tree Experts representative who will offer advice and distribute free saplings.

Findings/Current Activity

In order to retain the Tree City USA status, an application must be submitted annually and includes information about board membership and per capita tree-related spending. Qualified expenses include:

- Percentage of salaries for public works staff for time spent on tree care (e.g., pruning, mulching, watering, leaf and brush pick-up, equipment maintenance)
- administrative time
- board member time spent at meetings and for Arbor Day preparation
- contract work for tree pruning or removal and consulting
- purchase of trees

Each community must spend at least \$2 per person (we achieved \$2.35 this year).

The application process includes an annual proclamation in which Council acknowledges Arbor Day and the benefits of trees in the community.

Financial Considerations

N/A

Schedule/Deadlines

The next annual application is due on December 31, 2024.

Other Considerations

N/A

Recommendation

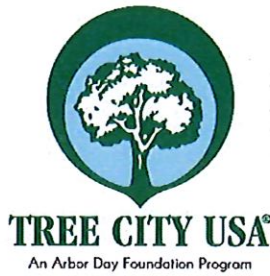
Adopt the proclamation as presented.

Sample Motion

I move that the Council of the Town of Berryville adopt the attached proclamation for Arbor Day 2024.

Attachment:

- Official Proclamation



Official Proclamation

- Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and
- Whereas, Arbor Day is now observed throughout the nation and the world; and
- Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and
- Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and
- Whereas, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community; and
- Whereas trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, therefore be it resolved that the Council of the Town of Berryville does hereby proclaim May 4, 2024 as Arbor Day in the Town of Berryville.

Town Council urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands and urge all citizens to plant trees to promote the well-being of this and future generations.

By order of the Town Council this 9th day of April, 2024.

Harry Lee Arnold, Jr., Mayor

Erecka L. Gibson, Vice Mayor

Cash Balance Report

Period Ending 3/31/2024

Town of Berryville

4/3/2024 11:37 AM

Page 1/1

	Bank Information	Balance
1	Bank of Clarke Operating Acct#- 1138499	-\$71,163.74
2	Bank of Clarke NOW Acct#- 1138502	\$13,677,813.59
3	Bank of Clarke Payroll Acct#- 1139510	\$40,148.30
4	Bank of Clarke CIP Acct#- 1138405	\$10,451,938.85
5	Bank of Clarke SW Acct#- 1138413	\$495,335.02
6	Bank of Clarke PDAF Acct#- 1138421	\$27,362.67
7	Bank of Clarke DSR Acct#- 1138456	\$112,241.85
9	Bank of Clarke RAU Acct#- 1138472	\$949.21
10	Bank of Clarke VRA Reserve Acct#- 6041647	\$470,000.00
11	Bank of Clarke Proffer Reserve Acct#- 1897098	\$90,657.78
12	Bank of Clarke Performance Bonds Acct#- 1910841	\$11,305.71
13	TRUIST Acct#- 5137523525	\$565,918.27
14	Bank of Clarke PD Contributions Acct#- 5759859	\$6,069.84

Total Cash Balance:	\$25,878,577.35
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Check Listing

Date From: 3/1/2024 Date To: 3/31/2024
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
04/03/2024 11:36 AM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
8807	1	CLARKE COUNTY CIRCUIT COURT	03/05/2024	<u>\$78.00</u>
8808	1	AUGUSTA ACTUATION LLC	03/07/2024	<u>\$3,070.00</u>
8809	1	BERRYVILLE AUTO PARTS	03/07/2024	<u>\$928.17</u>
8810	1	COMBS WASTEWATER MANAGEMENT LLC	03/07/2024	<u>\$75.00</u>
8811	1	Hach Company	03/07/2024	<u>\$3,130.00</u>
8812	1	INBODEN ENVIRONMENTAL SVCS	03/07/2024	<u>\$14,481.20</u>
8813	1	Jean Petti	03/07/2024	<u>\$50.00</u>
8814	1	Keith Dalton	03/07/2024	<u>\$50.00</u>
8815	1	Minnesota Life Insurance Co.	03/07/2024	<u>\$252.59</u>
8816	1	PATTERSON CONSTRUCTION	03/07/2024	<u>\$6,067.00</u>
8817	1	POLLARD WATER	03/07/2024	<u>\$926.82</u>
8818	1	The Winchester Star	03/07/2024	<u>\$2,751.50</u>
8819	1	THOMSON REUTERS	03/07/2024	<u>\$109.20</u>
8820	1	UNIVAR SOLUTIONS LLC	03/07/2024	<u>\$1,563.00</u>
8821	1	USA Bluebook	03/07/2024	<u>\$119.50</u>
8822	1	ArchiveSocial, Inc.	03/13/2024	<u>\$4,188.00</u>
8823	1	AT&T	03/13/2024	<u>\$583.48</u>
8824	1	CHARLES LINDBERG	03/13/2024	<u>\$152.63</u>
8825	1	DIANE M HARRISON	03/13/2024	<u>\$40.00</u>
8826	1	ERIC RYMER	03/13/2024	<u>\$111.08</u>
8827	1	H. Allen Kitselman	03/13/2024	<u>\$75.00</u>
8828	1	JOHN E HUDSON	03/13/2024	<u>\$40.00</u>
8829	1	LANGUAGE LINE SERVICES INC	03/13/2024	<u>\$8.32</u>
8830	1	MARY RIGGI	03/13/2024	<u>\$89.40</u>
8831	1	Michelle M. Jones	03/13/2024	<u>\$960.00</u>
8832	1	Quadient Inc	VOIDED 03/13/2024	<u>\$684.00</u>
8833	1	Robinson Farmer Cox Associates PLLC	03/13/2024	<u>\$20,250.00</u>
8834	1	Ruth Ayala	03/13/2024	<u>\$20.00</u>
8835	1	Sheehy Ford of Richmond, Inc.	03/13/2024	<u>\$60,468.61</u>
8836	1	SIGNET MARKETING	03/13/2024	<u>\$90.00</u>
8837	1	STEPHEN CUNNINGHAM	03/13/2024	<u>\$34.84</u>
8838	1	The Hall Company	03/13/2024	<u>\$2,153.60</u>

Check Listing

Date From: 3/1/2024 Date To: 3/31/2024

Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
04/03/2024 11:36 AM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
8839	1	Treasurer of Frederick County	03/13/2024	<u>\$5,568.20</u>
8840	1	Valley Automation	03/13/2024	<u>\$896.30</u>
8841	1	General Excavation, Inc	03/13/2024	<u>\$113,192.88</u>
8842	1	A SIGN PLACE VOIDED	03/20/2024	<u>\$11,995.50</u>
8843	1	BLOSSMAN GAS INC	03/20/2024	<u>\$836.55</u>
8844	1	Broy & Son Pump Service, Inc	03/20/2024	<u>\$3,501.12</u>
8845	1	Carmeuse Lime, Inc	03/20/2024	<u>\$7,324.87</u>
8846	1	Clarke County Humane Foundation VOIDED	03/20/2024	<u>\$32.57</u>
8847	1	ENTERPRISE SECURITY SOLUTIONS LLC	03/20/2024	<u>\$1,559.62</u>
8848	1	Instrulogic Corporation	03/20/2024	<u>\$1,639.00</u>
8849	1	JENNIFER GOLDBERG	03/20/2024	<u>\$183.47</u>
8850	1	MARTINS PLUMBING SERVICE LLC	03/20/2024	<u>\$1,400.00</u>
8851	1	POLLARD WATER	03/20/2024	<u>\$926.82</u>
8852	1	RIDDLEBERGER BROTHERS	03/20/2024	<u>\$687.50</u>
8853	1	Select Specialty Products	03/20/2024	<u>\$192.15</u>
8854	1	The Winchester Star	03/20/2024	<u>\$225.00</u>
8855	1	UBEO MIDCO LLC	03/20/2024	<u>\$15.00</u>
8856	1	VIRASEC IT Support Services, Inc.	03/20/2024	<u>\$2,657.84</u>
8857	1	VIRGINIA RIGGERS INC	03/20/2024	<u>\$512.00</u>
8858	1	ZENON ENVIRONMENTAL CORPORATION	03/20/2024	<u>\$545,088.51</u>
8859	1	Clarke County Humane Foundation	03/21/2024	<u>\$32.57</u>
8860	1	DSS ENTERPRISES, LC	03/21/2024	<u>\$297.75</u>
8861	1	PENNONI ASSOCIATES INC	03/21/2024	<u>\$47,700.75</u>
8862	1	A SIGN PLACE	03/28/2024	<u>\$7,564.50</u>
8863	1	BERRYVILLE AUTO PARTS	03/28/2024	<u>\$90.39</u>
8864	1	BKT UNIFORMS	03/28/2024	<u>\$1,007.41</u>
8865	1	FLOMEC INC	03/28/2024	<u>\$18,600.00</u>
8866	1	FOREST GUM SPRINGS,LLC	03/28/2024	<u>\$12,500.00</u>
8867	1	Hach Company	03/28/2024	<u>\$3,389.10</u>
8868	1	Municipal Safety Sales	03/28/2024	<u>\$3,300.00</u>
8869	1	Quadient Inc	03/28/2024	<u>\$684.00</u>
8870	1	UNIVAR SOLUTIONS LLC	03/28/2024	<u>\$1,563.00</u>

Check Listing

Date From: 3/1/2024 Date To: 3/31/2024

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04/03/2024 11:36 AM

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Check Number	Bank	Vendor	Date	Amount
8871	1	USA Bluebook	03/28/2024	<u>\$814.90</u>
8872	1	UTILITY SERVICE CO., INC.	03/28/2024	<u>\$4,200.00</u>
8873	1	VIRASEC IT Support Services, Inc.	03/28/2024	<u>\$2,564.34</u>
67	Checks Totaling -			\$926,344.55

Totals By Fund

	Checks	Voids	Total
100	\$145,834.66	\$12,712.07	\$133,122.59
501	\$192,191.90		\$192,191.90
502	\$588,317.99		\$588,317.99
Totals:	\$926,344.55	\$12,712.07	\$913,632.48

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 03/31/24 Payment Due Date 04/23/24 Days in Billing Cycle 31 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$71,946.56	Previous Balance \$82,245.86 Payments -\$82,245.86 Credits -\$150.00 Cash \$0.00 Purchases \$72,096.56 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$71,946.56

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 04/23/24.

Global Card Access – your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Cardholder Activity Summary				
Account Number			Purchases and	
Credit Limit	Credits	Cash	Other Debits	Total Activity

8224586 7194656 7194656 4715291201837237

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

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

Account Number
March 01, 2024 - March 31, 2024

Total Payment Due \$71,946.56
Payment Due Date 04/23/24

Enter payment amount

\$

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

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

Service for the hearing impaired (TTY/TDD): We accept calls made through relay services (dial 711).

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

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 660441, DALLAS, TX 75266-0441. Your letter must include the following information:

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

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

Thank you for your business.

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



BERRYVILLE TOWN OF

March 01, 2024 - March 31, 2024

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Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK [REDACTED]				
15,000	0.00	0.00	4,302.11	4,302.11
BOOTH, KEVIN [REDACTED]				
1,000	0.00	0.00	765.67	765.67
BRISTOL, TIM [REDACTED]				
5,000	0.00	0.00	120.00	120.00
BUSSETT, ERNIE [REDACTED]				
47,520	0.00	0.00	2,499.08	2,499.08
COLE, HEIDI [REDACTED]				
50,000	0.00	0.00	43,237.11	43,237.11
DUNKLE, CHRISTY [REDACTED]				
500	0.00	0.00	25.54	25.54
FERREBEE, DARRELL [REDACTED]				
500	0.00	0.00	77.10	77.10
GREEN, CONNOR [REDACTED]				
500	0.00	0.00	75.46	75.46
GRIFFITH, RICHARD A [REDACTED]				
500	0.00	0.00	69.09	69.09
JOHNSON, KAREN [REDACTED]				
1,000	0.00	0.00	655.83	655.83
LAMBERT, TRAE [REDACTED]				
500	0.00	0.00	123.19	123.19
LINK, BRIAN [REDACTED]				
5,000	0.00	0.00	1,014.37	1,014.37
MCCORMICK, HARRY [REDACTED]				
500	0.00	0.00	31.75	31.75
PEARSON, MORGAN [REDACTED]				
1,000	0.00	0.00	300.00	300.00
PETTI, JEAN [REDACTED]				
50,000	150.00	0.00	10,287.64	10,137.64
POULIN, CYNTHIA [REDACTED]				
5,000	0.00	0.00	794.50	794.50
SHARP, BRIAN [REDACTED]				
500	0.00	0.00	35.96	35.96
SHEETZ, CULLEN [REDACTED]				
500	0.00	0.00	498.62	498.62
SHOREMOUNT, JOSEPH E [REDACTED]				
500	0.00	0.00	21.56	21.56
STOVER, KEITH [REDACTED]				
5,000	0.00	0.00	2,618.72	2,618.72
WHITE, NEAL [REDACTED]				
15,000	0.00	0.00	4,543.26	4,543.26

BERRYVILLE TOWN OF

March 01, 2024 - March 31, 2024

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Transactions

Posting	Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit		
BERRYVILLE TOWN OF							Total Activity	
Account Number: [REDACTED]							-	\$82,245.86
03/25	03/25	AUTO PAYMENT DEDUCTION		0071				82,245.86
BOOR, RICK							Total Activity	
Account Number: [REDACTED]								4,302.11
03/18	03/15	GRIFFITH ENERGY SERVIC 888-474-3391 MD	24941684075200757202212	4900	3,078.31			
03/20	03/19	DPT CLIENT PMTS 414-335-4157 WI	24988944079017035522437	7523	1,223.80			
BOOTH, KEVIN							Total Activity	
Account Number: [REDACTED]								765.67
03/04	03/01	LOWES #02555* FRONT ROYAL VA	24692164061107799044504	5200	213.62			
03/07	03/06	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974067091400000275	5251	46.04			
03/08	03/07	ALTMED MEDICAL CTR- FR FRONT ROYAL VA	24493984067286693900106	8011	85.00			
03/13	03/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974073091402000028	5251	207.71			
03/18	03/15	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974076091408000524	5251	56.27			
03/20	03/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974080091406000264	5251	43.37			
03/25	03/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974083091402000075	5251	10.77			
03/25	03/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974083091402000141	5251	14.69			
03/26	03/25	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974086091408000191	5251	50.92			
03/27	03/26	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064087200824700014	5533	37.28			
BRISTOL, TIM							Total Activity	
Account Number: [REDACTED]								120.00
03/26	03/25	FESTIVAL CLEANERS BERRYVILLE VA	24022444085900010300054	7216	120.00			
BUSSERT, ERNIE							Total Activity	
Account Number: [REDACTED]								2,499.08
03/06	03/05	TENCARVA MACHINERY COMPAN336-6651435 NC	24183104065900010116558	5085	94.10			
03/22	03/20	ATCO INTERNATIONAL 770-424-7550 GA	24559164081017018560255	5085	445.23			
03/27	03/26	USABlueBook Atlanta GA	24793384086001742282050	5085	814.90			
03/29	03/28	USABlueBook Atlanta GA	24793384088002047724059	5085	306.79			
03/29	03/27	MCMaster-CARR 630-834-9600 IL	24789304088349900040238	5085	838.06			
COLE, HEIDI							Total Activity	
Account Number: [REDACTED]								43,237.11
03/12	03/11	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941664071083755029340	4900	10,000.00			
03/12	03/11	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941664071083744020038	4900	10,000.00			
03/12	03/11	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941664071083716267732	4900	9,901.27			
03/12	03/11	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941664071083739135908	4900	1,890.00			
03/19	03/19	COMCAST 800-COMCAST MD	24692164079102008207950	4899	160.77			
03/20	03/19	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692164079102076592267	4814	1,057.87			
03/20	03/19	VERIZON BILL PAYMENT 800-VERIZON FL	24692164079102171111617	4814	414.86			
03/20	03/19	VERIZON BILL PAYMENT 800-VERIZON FL	24692164079102171111625	4814	422.57			
03/26	03/25	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231684085747009982725	4900	4,946.95			
03/27	03/26	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941664086083738773397	4900	4,442.82			
DUNKLE, CHRISTY							Total Activity	
Account Number: [REDACTED]								25.54
03/06	03/05	USPS PO 5107560300 BERRYVILLE VA	24137464066001485837432	9402	10.00			
03/22	03/21	USPS PO 5107560300 BERRYVILLE VA	24137464082001554848278	9402	15.54			
FERREBEE, DARRELL							Total Activity	
Account Number: [REDACTED]								77.10
03/22	03/21	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974082091400000169	5251	41.14			
03/25	03/22	BERRYVILLE FARM AND PET SBERRYVILLE VA	24761474082027010439222	5995	35.96			
GREEN, CONNOR							Total Activity	
Account Number: [REDACTED]								75.46
03/04	03/03	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974064091404000324	5251	13.71			
03/06	03/05	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974066091408000351	5251	46.95			
03/11	03/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974071091408000560	5251	14.80			
GRIFFITH, RICHARD A							Total Activity	
Account Number: [REDACTED]								69.09
03/22	03/21	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974082091400000060	5251	25.98			
03/29	03/28	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974089091404000028	5251	43.11			
JOHNSON, KAREN							Total Activity	
Account Number: [REDACTED]								655.83
03/04	03/02	AMZN Mktp US*RZ4J29JL1 Amzn.com/billWA	24692164062108837803322	5942	32.98			
03/04	03/02	Amazon web services aws.amazon.coVA	24692164063108882996046	7399	0.60			
03/11	03/08	STAPLS7627835619000001 877-8267755 NJ	24164074068105441320838	5111	46.92			
03/11	03/08	USPS PO 5107560300 BERRYVILLE VA	24137464069001612194076	9402	35.90			
03/11	03/10	AMZN Mktp US*R658J5GS0 Amzn.com/billWA	24692164070104819648975	5942	14.79			
03/15	03/14	USPS PO 5107560300 BERRYVILLE VA	24137464075001482972520	9402	357.70			
03/18	03/15	STAPLS7628425313000001 877-8267755 NJ	24164074075105441323213	5111	122.06			

BERRYVILLE TOWN OF

March 01, 2024 - March 31, 2024

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Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
03/28	03/27	STAPLS7629255104000001 877-8267755 NJ	24164074087105441398658	5111	44.88	
LAMBERT, TRAE						Total Activity
Account Number: [REDACTED]						123.19
03/06	03/05	GIANT MARTINS #6558 BERRYVILLE VA	24692164065100987076483	5411	12.10	
03/13	03/12	EXXON RED APPLE BERRYVILLBERRYVILLE VA	24003224073752004560836	5542	63.44	
03/19	03/18	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974079091404000038	5251	35.55	
03/27	03/26	GIANT MARTINS #6558 BERRYVILLE VA	24692164086108102875403	5411	12.10	
LINK, BRIAN						Total Activity
Account Number: [REDACTED]						1,014.37
03/04	03/01	SHERWIN WILLIAMS 705134 FRONT ROYAL VA	24943004061981000108125	5231	109.49	
03/04	03/01	SHERWIN WILLIAMS 705251 WINCHESTER VA	24943004061981000306026	5231	724.49	
03/08	03/07	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974068091402000348	5251	9.79	
03/13	03/12	LOWES #02724* Winchester VA	24692164072106794079108	5200	51.80	
03/14	03/13	LOWES #02724* Winchester VA	24692164073107391251990	5200	33.56	
03/14	03/13	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974074091404000025	5251	70.49	
03/21	03/20	BERRYVILLE FARM AND PET SBERRYVILLE VA	24761474080027010407031	5995	14.75	
MCCORMICK, HARRY						Total Activity
Account Number: [REDACTED]						31.75
03/13	03/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974073091402000218	5251	11.73	
03/25	03/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974083091402000505	5251	20.02	
PEARSON, MORGAN						Total Activity
Account Number: [REDACTED]						300.00
03/20	03/19	SURVEYMONK* T 45428263 WWW.SURVEYMONCA	24492164079000000532882	5734	300.00	
PETTI, JEAN						Total Activity
Account Number: [REDACTED]						10,137.64
03/01	02/29	COYNE CHEMICAL CROYDON PA	24137464060300811222582	5169	367.50	
03/04	03/01	COYNE CHEMICAL 215-785-3000 PA	24137464061300914749704	5169	150.00	
03/06	03/05	IN *JOINER LABS, LLC 540-3477212 VA	24692164065101243112377	8734	35.00	
03/06	03/05	IN *JOINER LABS, LLC 540-3477212 VA	24692164065101243112385	8734	35.00	
03/06	03/05	COYNE CHEMICAL CROYDON PA	24137464065300807415617	5169	1,550.18	
03/11	03/07	COYNE CHEMICAL CROYDON PA	74137464067300812913849	5169		150.00
03/13	03/12	COYNE CHEMICAL CROYDON PA	24137464072300762105550	5169	1,145.60	
03/13	03/12	COYNE CHEMICAL 215-785-3000 PA	24137464072300762105634	5169	3,077.46	
03/14	03/13	MALLOY FORD OF WINCHESTER540-6674434 VA	24013394073001534132701	5511	402.46	
03/18	03/15	GRAINGER 877-2022594 IL	24755424076150760591041	5085	198.87	
03/19	03/18	DGS DCLS WATER TEST KITS 804-7860447 VA	24755424079130798019337	8734	766.80	
03/20	03/19	COYNE CHEMICAL CROYDON PA	24137464079300765653880	5169	2,516.78	
03/21	03/20	IN *JOINER LABS, LLC 540-3477212 VA	24692164080103372081739	8734	35.00	
03/27	03/26	USPS PO 5107560300 BERRYVILLE VA	24137464087001545857805	9402	6.99	
POULIN, CYNTHIA						Total Activity
Account Number: [REDACTED]						794.50
03/05	03/04	IN *TRUESHRED 888-7508783 VA	24692164064100421525567	7399	62.00	
03/13	03/12	VA DMV ONLINE BILLING PAY804-4977100 VA	24755424073130739234983	9399	450.00	
03/25	03/23	MSFT * E0100RFD1N 800-6427676 WA	24204294083000800233069	5045	12.50	
03/25	03/23	MSFT * E0100RFACP 800-6427676 WA	24204294083000700140075	5045	6.00	
03/25	03/22	MSFT * E0100RFBKVS MSBILL.INFO WA	24430994082400811069753	5045	264.00	
SHARP, BRIAN						Total Activity
Account Number: [REDACTED]						35.96
03/28	03/27	BERRYVILLE FARM AND PET SBERRYVILLE VA	24761474087027010418064	5995	35.96	
SHEETZ, CULLEN						Total Activity
Account Number: [REDACTED]						498.62
03/01	02/29	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064061200824400037	5533	95.28	
03/07	03/06	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064067200824900105	5533	8.15	
03/15	03/14	GIANT MARTINS #6558 BERRYVILLE VA	24692164074108384923628	5411	20.16	
03/15	03/14	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974075091406000014	5251	88.10	
03/21	03/20	BERRYVILLE FARM AND PET SBERRYVILLE VA	24761474080027010407080	5995	221.90	
03/28	03/27	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974088091402000070	5251	18.89	
03/29	03/28	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064089200824900067	5533	38.80	
03/29	03/28	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974089091404000556	5251	7.34	
SHOREMOUNT, JOSEPH E						Total Activity
Account Number: [REDACTED]						21.56
03/13	03/12	USPS PO 5107560300 BERRYVILLE VA	24137464073001469996106	9402	1.87	
03/21	03/20	USPS PO 5107560300 BERRYVILLE VA	24137464081001538715461	9402	5.10	
03/22	03/21	BERRYVILLE AUTO PARTS BERRYVILLE VA	24327434081311401276092	5533	14.59	
STOVER, KEITH						Total Activity
Account Number: [REDACTED]						2,618.72
03/01	02/29	LOWES #02724* Winchester VA	24692164060106597591758	5200	148.29	

BERRYVILLE TOWN OF
March 01, 2024 - March 31, 2024
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Transactions

Posting Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
03/01	02/29	LOWES #02555* FRONT ROYAL VA	24692164060106707769708	5200	299.00		
03/01	02/29	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412904060027013813956	5599	246.75		
03/04	03/01	LOWES #02555* FRONT ROYAL VA	24692164061107562742789	5200	399.00		
03/11	03/08	BERRYVILLE AUTO PARTS BERRYVILLE VA	24327434068236301319808	5533	19.94		
03/11	03/08	CUTTING EDGE SMALL ENGINEWINCHESTER VA	24622754068300837877029	5999	236.94		
03/20	03/19	LOWES #02724* Winchester VA	24692164079102393556482	5200	148.00		
03/28	03/27	LOWES #02724* Winchester VA	24692164087108913345306	5200	194.24		
03/28	03/27	LOWES #02724* Winchester VA	24692164087108913345454	5200	420.84		
03/28	03/27	SHERWIN WILLIAMS 705251 WINCHESTER VA	24943004087981000310135	5231	246.99		
03/29	03/27	VIRGINIA TRACTOR - WINCHEWINCHESTER VA	24269794088500697515557	5599	258.73		

WHITE, NEAL
Account Number
Total Activity
4,543.26

03/01	02/29	HSI EMERGENCY CARE SOLUTI800-4473177 OR	24717054060280609142548	8299	15.00		
03/04	03/01	AMZN Mktp US*RW0YP1YV1 Amzn.com/billWA	24692164061107280924479	5942	69.78		
03/11	03/10	AMZN Mktp US*R66N35XF0 Amzn.com/billWA	24692164070104879029074	5942	25.74		
03/13	03/12	THOMSON WEST*TC800-328-4880 MN	24692164072106735631272	8999	117.82		
03/13	03/12	BERRYVILLE AUTO PARTS 540-9551292 VA	24327434072259100889072	5533	1,954.10		
03/25	03/22	DALY COMPUTERS 301-6700381 MD	24468164083000001074813	5045	883.00		
03/25	03/22	DALY COMPUTERS 301-6700381 MD	24468164083000001074953	5045	463.00		
03/26	03/25	EXXON 7-ELEVEN 34514 BERRYVILLE VA	24003224086752011902208	5542	33.76		
03/27	03/26	GALLS 859-266-7227 KY	24435654086762328547105	5137	732.22		
03/28	03/27	CANDLEWOOD STS RICHMOND 9192648381 VA	24943004088970110862191	3559	248.84		
		Arrival: 03/25/24					

Finance Charge Calculation

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

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

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

Berryville Town Council Item Report Summary
April 9, 2024

Item Title

Staff Reports - American Rescue Plan Act of 2021 update, report available at the meeting

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

Spot Blight Abatement

April 9, 2024

114 Josephine Street

At its March meeting, the Town Council determined that final notice was to be given to the owner of the property. This final notice was to inform the owner that the required blight abatement work must be completed by May 1, 2024 or the Town will, without further notice take action to complete the work enumerated in the approved blight abatement plan.

225 Josephine Street

At its March meeting, the Town Council determined that final notice was to be given to the owner of the property. This final notice was to inform the owner that the required blight abatement work must be completed by May 1, 2024 or the Town will, without further notice take action to complete the work enumerated in the approved blight abatement plan.

At the March Town Council meeting, Susan French lodged a complaint about activities on the property. Ms. French's concerns were forwarded to the Virginia Department of Environmental Quality.

229

Ms. French has provided an update on efforts to improve the property in question.

Attachments

- Letter (final notice) dated March 12, 2024 to owner of 114 Josephine Street from Dalton
- Letter (final notice) dated March 12, 2024 to owner of 225 Josephine Street from Dalton
- Email from Susan French concerning 229 Josephine Street
- Correspondence concerning Susan French Complaint about activities on 225 Josephine Street

Report of March 12, 2024

On February 13, 2024, the Council set a final deadline of April 9, 2024 for the owners of 114 and 225 Josephine Street comply with approved spot blight abatement plans.

Previous Reports not included



**TOWN OF
BERRYVILLE
VIRGINIA**

CERTIFIED MAIL

March 12, 2024

Mr. William J. Woodruff
[REDACTED ADDRESS]

Dear Mr. Woodruff:

This letter is written regarding your property at 114 Josephine Street.

On October 5, 2023 you were provided a final notice in which you were informed that the property in question must be brought into compliance with the approved spot blight abatement plan by December 15, 2023. To date, the property has not been brought into compliance with the approved plan.

This matter was forwarded to the Town Council on February 13, 2024 and March 12, 2024. **The Council determined that the property must be brought in to compliance with the approved spot abatement plan by May 1, 2024.** If the work is not completed by May 1, 2024, then the Town will cause the property to be brought into compliance with the plan. If the Town causes the work in question to be completed, then a lien will be placed on the property in question in the amount of the cost incurred completing the work required by the approved plan.

No additional notices will be provided in this matter.

Sincerely,

Keith R. Dalton
Town Manager

Attachment: Approved Spot Blight Abatement Plan

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

Council Members

William Steinmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager



**TOWN OF
BERRYVILLE
VIRGINIA**

CERTIFIED MAIL

March 12, 2024

Mr. Thomas Brown
[REDACTED]
Berryville, VA 22611

Dear Mr. Brown:

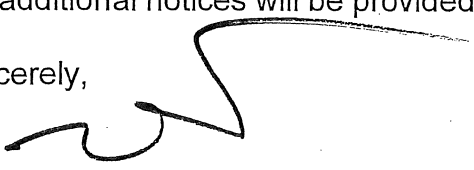
This letter is written regarding your property at 225 Josephine Street.

On October 5, 2023 you were provided a final notice in which you were informed that the property in question must be brought into compliance with the approved spot blight abatement plan by December 15, 2023. To date, the property has not been brought into compliance with the approved plan.

This matter was forwarded to the Town Council on February 13, 2024 and March 12, 2024. **The Council determined that the property must be brought in to compliance with the approved spot abatement plan by May 1, 2024.** If the work is not completed by May 1, 2024, then the Town will cause the property to be brought into compliance with the plan. If the Town causes the work in question to be completed, then a lien will be placed on the property in the amount of the cost incurred completing the work required by the approved plan.

No additional notices will be provided in this matter.

Sincerely,


Keith R. Dalton
Town Manager

Attachment: Approved Spot Blight Abatement Plan

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

William Steinmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager

Keith Dalton

From: susan french <[REDACTED]>
Sent: Thursday, April 4, 2024 1:44 PM
To: Keith Dalton
Subject: update re:229

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mr. Dalton,

This is a brief update re: window repair/replacement for 229 Josephine Street.

Heir-owner Richard Jenkins and I were concerned about possible asbestos contamination at 229 as a consequence of the open burn at 225 Josephine Street. Mr. Jenkins has experience with asbestos from his employment at Howard UNiversity when he had to bring OSHA in to address an asbestos problem on campus. The environmental consultant who visited the location said that following all of the rain he did not think there would be toxic residue at 229 (he thought differently about 225). Today, I was able to access the interior of 229 and determined the following: two windows have all their panes; two windows have upper panes but have missing or damaged low panes; and the upper small window is missing. The front door is believed to be original and the locking devices seem to work but the key hole has been painted over and will need cleaning so a key can be used. I will now reach out to the contractor about his schedule and convey the information I am sending to you in advance of the upcoming Council meeting.

Susan French

On behalf of Richard Jenkins

Keith Dalton

From: Keith Dalton
Sent: Wednesday, March 13, 2024 4:58 PM
To: susan french
Subject: RE: Question and follow up

Ms. French:

The work would proceed under the provisions of the demolition permit that was attached to the last email.

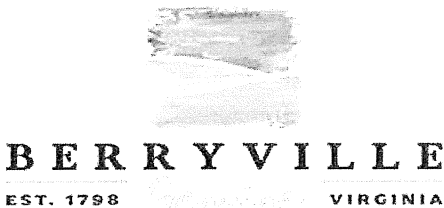
Please forward the Federal statute and I will take a look.

Thanks and take care,

Keith

Keith R. Dalton, Town Manager
Town of Berryville, VA
101 Chalmers Court, Suite A
Berryville, VA 22611

Office Phone: 540.955.1099



From: susan french <[REDACTED]@[REDACTED].com>
Sent: Wednesday, March 13, 2024 4:37 PM
To: Keith Dalton <townmanager@berryvilleva.gov>
Subject: Re: Question and follow up

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Council passed a new deadline for removing debris but no one should touch the stuff unless the Town knows it is not contaminated with asbestos. Federal law governs the removal. I can send you the federal statute.

On Wed, Mar 13, 2024 at 2:59 PM susan french <[REDACTED]@[REDACTED].com> wrote:

Ty

On Wed, Mar 13, 2024 at 2:57 PM Keith Dalton <townmanager@berryvilleva.gov> wrote:

Ms. French:

I have emailed DEQ about this matter.

I in no way want to delay you in completing your task of filing of a complaint in this matter. Accordingly, please proceed in this matter as you see fit.

Last evening you stated that you would be filing a FOIA for the burn permit. I provided you with a copy of the permit at that time. To follow up on that request, to this email I have attached a copy of the permit and a copy of the demolition permit file for 225 Josephine Street (provided to me by the Clarke County Building Department).

Take care,

Keith

Keith R. Dalton, Town Manager

Town of Berryville, VA

101 Chalmers Court, Suite A

Berryville, VA 22611

Office Phone: 540.955.1099

BERRYVILLE
EST. 1798 VIRGINIA

From: susan french <[REDACTED]>
Sent: Wednesday, March 13, 2024 12:22 PM
To: Keith Dalton <townmanager@berryvilleva.gov>
Subject: Question and follow up

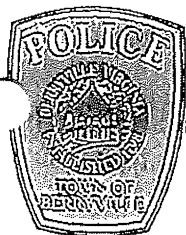
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mr. Dalton,

You wanted to follow up regarding my request last night for an emergency testing of the debris at the 229 burn site. If this is happening, I am open to delaying any complaints. However, I need to

Know if this testing will happen immediately? Thank you,

SFrench



Call 540-455-1234 On Day of Burn
Berryville Police Department

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

policeadmin@berryvilleva.gov

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

W. Neal White – Chief of Police

OPEN BURNING PERMIT

Requested By: Thomas Brown

Street Address: 225 Josephine St Berryville, Va 22611

Phone: 540 206 4206

Date Submitted: March 4, 2024 Projected Burn Date: the 1st good day
03/05/2024 - 03/20/2024

*Office Use Only Below This Line

Site Inspection Recommendation

Material to be burned: ☐ Yard Waste / ☒ Wood Waste / ☐ Debris Waste at a time

*(Please refer to the definition section of Sec. 6-1)

☒ Approve – Conditions: Wood Waste only / NO Trash

☐ Deny

Reason for denial: _____

[Redacted Signature] #110
(Chief of Police)

Approved: _____
(Town Manager)

Expires: Revoked on 3/5/24
Burning materials other
than wood (plastics, metals, etc)
#102 [Redacted]

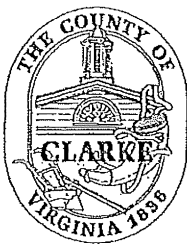
Attention Permit Holder

All open burnings must be attended at all times to prevent the spreading of fire using due diligence with regards to wind and weather conditions.

All open burnings must be done in accordance with 10.1-1142 of the Forest Fire Law of Virginia. (Burns during February 15 through April 30 conducted after 4:00 pm)

When you are ready to burn, you must notify Clarke County Communications (955-1234) and advise them of the burn and the fact you hold a permit.

You may be required to extinguish the burn upon receipt of complaint that the burn is producing excess or nuisance smoke.



CLARKE COUNTY BUILDING DEPARTMENT

101 Chalmers Ct., Suite B

Berryville, Virginia 22611

1-540-955-5112

Fax: 540-955-5170

www.clarkecounty.gov

DEMOLITION PERMIT APPLICATION

Check One: ☒ Residential ☐ Commercial ☐ Government

Date of Application: 3-23-23 Permit #: 230148

Applicant: _____

Property Owner (s): If different from applicant: Thomas H Brown

Mailing Address: _____ Site Address: 225 Josephine St

Berryville, Va 22611

Phone #: _____ Cell #: [REDACTED]

Email: _____

Act 2283

X MECHANICS LIEN AGENT: (ONE & TWO FAMILY DWELLINGS ONLY)

☐ I request the following mechanics lien agent be listed on my permit.

Name: _____

Address: _____

City, State, and Zip: _____

Phone #: _____

101238

X CONTRACTOR:

Company Name (As it appears on VA state contractor's license): _____

Address: _____ State License #: _____ Class: _____

Expiration Date: _____ Specialty Class: _____

County License #: _____ Expiration Date: _____

Phone #: _____ Cell #: _____

Email: _____

****A CURRENT COPY OF CONTRACTOR'S LICENSE IS REQUIRED IN ORDER TO OBTAIN PERMIT.****

PROJECT TYPE

☒ Demolition

DESCRIBE IN DETAIL THE WORK TO BE PERFORMED (WRITE LEGIBLY):

DEMO EXISTING HOUSE - TAKE AWAY
DEBRIS

I, the applicant, certify that I am legally authorized to make this application and that all construction/demolition will be executed in accordance with the applicable provisions of the Virginia Uniform Statewide Building Code and all other applicable state and local laws.

Applicant is: ☒ Property/Building Owner ☐ Owner's Agent ☐ Contractor/Contractor's Agent

Signature

Printed Name

Phone #

Date

NOTE: If the permit applicant does not hold a Contractor's license issued by the Virginia Department of Professional and Occupational Regulation, submit a Contractor's Exemption Affidavit.



CLARKE COUNTY BUILDING DEPARTMENT

101 Chalmers Ct., Suite B
Berryville, Virginia 22611

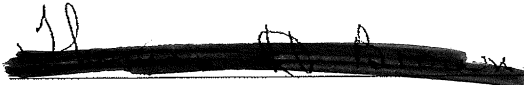
1-540-955-5112

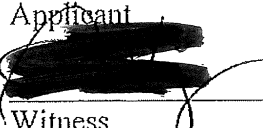
Fax: 540-955-5170

www.clarkecounty.gov

The **Clarke County Historical Association**'s mission is to help preserve the historical resources and records of Clarke County. They would like the opportunity to document by photographs any structures scheduled for demolition prior to the actual event.

Please sign this page acknowledging receipt of this information:



Applicant


Witness

3-23-23

Date

3-23-23

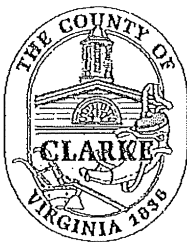
Date

Demolition Permit Documentation

For documentation of structure prior to demolition please contact:

Alison Teetor – Natural Resource Planner (540) 955-5134
ateetor@clarkecounty.gov

Maral Kalbian - (540)955-1231
maral@mkalbian.com



CLARKE COUNTY BUILDING DEPARTMENT

101 Chalmers Ct., Suite B
Berryville, Virginia 22611

1-540-955-5112

Fax: 540-955-5170

www.clarkecounty.gov

CONTRACTOR'S EXEMPTION AFFIDAVIT

I am not subject to licensure as a contractor or subcontractor pursuant to Chapter 11, Title 54.1 of the Code of Virginia.

The basis for the claimed exemption is as follows:

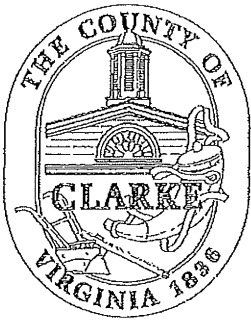
- ☒ I am the building owner and not an owner-developer as defined in §54.1-1100. The owner will perform or superintend the work and receive no compensation.
- ☐ I am the building owner but the work will be performed by a contractor duly licensed by the Virginia Department of Professional and Occupational Regulation.

I, as the building owner, will be responsible for the work performed, and I shall be responsible for compliance with all state and local laws regulating building construction and use, and compliance with all local ordinances.

Thomas H Brown		3-23-23
Print Name of Owner	Owner's Signature	Date
		2-23-23
Print Name of Witness	Witness Signature	Date

**** NOTE: THIS FORM IS ONLY USED FOR BUILDING/PROPERTY OWNERS ACTING AS THEIR OWN CONTRACTOR.**

IF YOU ARE THE LESSEE OR AGENT AND NOT THE BUILDING/PROPERTY OWNER, A LETTER IS REQUIRED FROM THE BUILDING/PROPERTY OWNER STATING YOU HAVE PERMISSION TO OBTAIN PERMITS ON THEIR BEHALF.



CLARKE COUNTY BUILDING DEPARTMENT

101 Chalmers Ct.
Berryville, Virginia 22611

1-540-955-5112

FAX: 540-955-5170

ASBESTOS RELEASE FORM

TO: All Applicants for Building Permits for Renovation or Demolition

RE: Asbestos Inspection in Buildings to be Renovated or Demolished

The Virginia Uniform Statewide Building Code requires that a local building department shall not issue a building permit allowing a building for which an initial building permit was issued before January 1, 1985, to be removed or demolished until the local building department receives certification from the owner or his agent that the affected portions of the building have been inspected for the presence of asbestos by an individual licensed to perform such inspections and that no asbestos-containing materials were found or that appropriate response actions will be undertaken in accordance with current requirements. The following form is to be completed by all applicants for Building Permits for renovation or demolition. A completed form will contain one box checked below and must be signed by the owner or authorized agent of the owner(s).

Owner(s) Thomas Brown

Project Address 225 Josephine St, Berryville, 22611

AS OWNER, OR OWNER'S AGENT, OF THE ABOVE BUILDING, I CERTIFY THAT:

☐ The above building was constructed after January 1, 1985.

☒ The above building is a single family dwelling, or is a residential housing building containing four or fewer and is exempt from asbestos inspection requirements. (NOTE: This exemption does not apply if the proposed renovation or demolition is for commercial or public development purposes); or

☐ The combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes, or less than 160 square feet on other facility components, or less than 35 cubic feet off facility components where length or area could not be measured previously, and is exempt from asbestos inspection requirements.

If none of the above boxes have been checked, and if the building permit application is for repair or replacement of roofing, floor covering, or siding materials and the use is not a school, asbestos inspection requirements may be satisfied by checking the following box:

☐ The materials to be repaired or replaced are assumed to contain friable asbestos and that appropriate response actions will be accomplished by a licensed asbestos contractor.

If none of the four boxes above are applicable, check one of the remaining two boxes below.

☐ The affected area of the above building to be renovated or demolished has been inspected for the presence of asbestos by an individual licensed to perform such inspections and that no asbestos-containing materials were found; or

☐ Asbestos-containing materials in the affected area of the above building to be renovated or demolished will be subject to appropriate response actions in accordance with all applicable laws relating to asbestos abatement.

I further certify that the abatement area will not be reoccupied until any required response actions have been completed and final clearances have been measured and found to be within regulated tolerances.

Thomas H Brown

Printed Name of Owner or Owner's Agent

[Signature]

Signature of Owner or Owner's Agent

[Redacted]

Telephone Number

3-23-23

Date

NOTE: While proper completion of this form satisfies the VUSBC for permit issuance, notification of applicable state agencies may be required (SEE BELOW).

CONTACTS: For additional information about OSHA/NESHAP regulations, contact the Virginia Department of Labor and Industry, (703) 392-0900. OSHA may require additional permits or inspections.

3/21/2011

Leslie Kelley

From: noreply@civicplus.com
Sent: Monday, March 18, 2024 8:27 AM
To: Customer Service (Karen Johnson); Leslie Kelley
Subject: Online Form Submittal: Report A Concern

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Report A Concern

First Name	susan
Last Name	french
Address	[REDACTED]
City	Winchester
State	Virginia
Zip	22603
Phone Number	[REDACTED]
Email Address	[REDACTED]
Concern / Complaint	This Complaint pertains to a burn site at 229 Josephine Street. An open burn permit was issued in March 2024 (date unclear on permit) for wood waste. A view of the site before the burn would reveal that an entire house and its innards were in a giant heap on the land. On the day of the burn, on or about March 5, a call was made to the Fire Department that the fire was out of control. The Berryville Fire Department responded and I am told was unable to put out the fire with water and needed to use foam. The open burn permit seems to have been revoked on March 5, 2024. I spoke at the March 12 Council Meeting and stated concerns expressed by heir owner of 229 Josephine Street and 112 Josephine Street that the house siding and perhaps also interior materials contained asbestos due to age of house (pre-1970). I asked that the burn site be tested for residual asbestos as the entire community and the responded firefighters were potentially exposed to harmful cancer causing toxins and anyone involved in further removal would also be. My concerns were not addressed whatsoever and in fact ignored. This was and may be a lethal

situation I forwarded legal information to the Town Manager about federal law governing asbestos removal. State law also applies. It appears no one in Town administration or Council has any knowledge about the severe health hazards result from burning or coming in contact with asbestos. Until 229 is tested, NO ONE should be on the land.

Attach a file or photo
(optional)

Field not completed.

Attach a file photo
(optional)

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

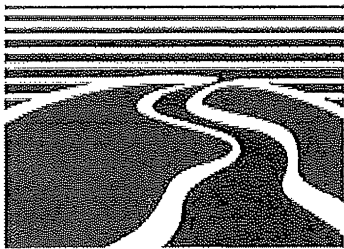
Keith Dalton

From: Hottinger, Jennifer (DEQ) <Jennifer.Hottinger@deq.virginia.gov>
Sent: Wednesday, March 20, 2024 3:33 PM
To: Keith Dalton
Cc: Stuart, Laura (DEQ); Neal White; Jamie Royston
Subject: RE: 225 Josephine Street, Berryville, VA

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Keith,

Thank you for meeting with me at the property with Mr. Brown on Monday. During our visit we looked at the material that was left at the site after the burning. Material that was present was demolition debris. I did not see any environmental concerns at the property and believe the best path forward is for the Town to continue to work with Mr. Brown in disposing of the material at an appropriate solid waste facility.



Jennifer W. Hottinger
Pollution Response Coordinator, VRO
Virginia Department of Environmental
Quality
4411 Early Road, Harrisonburg, VA 22802
804-652-5812

From: Keith Dalton <townmanager@berryvilleva.gov>
Sent: Friday, March 15, 2024 1:10 PM
To: Hottinger, Jennifer (DEQ) <Jennifer.Hottinger@deq.virginia.gov>
Cc: Stuart, Laura (DEQ) <Laura.Stuart@deq.virginia.gov>; Neal White <chiefofpolice@berryvilleva.gov>; Jamie Royston <jroyston@clarkecounty.gov>
Subject: RE: 225 Josephine Street, Berryville, VA
Importance: High

Ms. Hottinger:

Please find embedded in this email several photos of the site in question.

I called Mr. Brown (the property owner) and left a message for him. In that message I told him that we would be on site with you at 11:00 a.m. on Monday.

I look forward to meeting with you.

Take care,

Keith

Keith R. Dalton, Town Manager
Town of Berryville, VA
101 Chalmers Court, Suite A

Berryville – Clarke County
Government Center
101 Chalmers Court, Suite A
Berryville, VA 22611



TOWN OF
BERRYVILLE
VIRGINIA

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

March 21, 2024

Mr. Thomas Brown
[REDACTED]
Berryville, VA 22611

Dear Mr. Brown:

This letter is written regarding your property at 225 Josephine Street.

On March 18, 2024, Jennifer Hottinger, Pollution Response Coordinator with the Virginia Department of Environmental Quality (DEQ) visited your property and spoke with you regarding the complaint that DEQ received concerning the demolition debris on your property.

On March 20, 2024, Ms. Hottinger sent an email to me in which she explained her findings. I have attached a copy of her email to this letter.

I will take this opportunity to remind you of two Town related matters:

- no construction debris may be burned on the site and
- the property must be brought in to compliance with the approved spot abatement plan by May 1, 2024.

Sincerely,

Keith R. Dalton
Town Manager

Attachment: Email: Hottinger to Dalton dated 3/20/24

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

Council Members

William Steinmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager

Keith Dalton

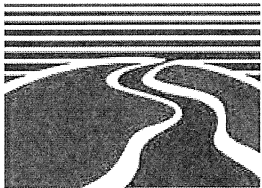
From: Pitsenberger, Todd (DEQ) <Todd.Pitsenberger@deq.virginia.gov>
Sent: Monday, March 25, 2024 9:58 AM
To: susan french
Cc: Hottinger, Jennifer (DEQ); Stuart, Laura (DEQ); Keith Dalton
Subject: RE: 225 Josephine Street complaint

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Ms. French, I included the language from Virginia's Waste Management regulations to further inform you and to clarify DEQ's regulatory authority in this situation. I do not know what DOLI had to say to you on Friday, but my understanding of their authority is that it is more focused on laborer safety/exposure and less on regulating private party/homeowner exposure. So, I do not think there is a "commitment by everyone not to test the site or to encourage and facilitate testing," but rather there is no regulatory authority granted to either State agency to require such testing in situations like these. Furthermore, my understanding is that the County building official did not require sampling or testing because he did not observe materials that he deemed as suspected asbestos when he walked through and around the structure prior to issuing the demolition permit.

I realize this additional information/comment probably doesn't help alleviate your concerns, but I wanted to try to clarify DEQ's role and authority in hopes of alleviating your "curiosity for everyone's commitment not to test."

Respectfully,
Todd P.



Todd A. Pitsenberger
Petroleum & Pollution Response Manager
Valley Regional Office
[Virginia Department of Environmental Quality](#)
4411 Early Road, Harrisonburg, VA
(540) 830-8857

From: susan french <susan@susanlfrench.com>
Sent: Monday, March 25, 2024 9:05 AM
To: Pitsenberger, Todd (DEQ) <Todd.Pitsenberger@deq.virginia.gov>
Subject: Re: 225 Josephine Street complaint

Mr. Pitsenberger:

Thank you for your more informative response. I did contact DOLI on Friday. The debris on the property - burned and unburned- are by Town Council direction to be removed. Accordingly, the debris will most likely be transported to the nearby landfill. Whoever moves the debris and the landfill employees potentially will be exposed to asbestos and other toxins. Moreover, the volunteer firefighters may have been exposed as well as the residents on Josephine Street. I hope I am wrong and there is no asbestos in the debris as that means no one has been exposed to harmful toxins. However, the environmental consultant and an environmental lawyer of 50 years also strongly suspected there is asbestos at the burn site. I find it curious how committed everyone is to not test the site or encourage and facilitate testing.
SFrench

On Mon, Mar 25, 2024 at 7:55 AM Pitsenberger, Todd (DEQ) <Todd.Pitsenberger@deq.virginia.gov> wrote:

Good morning Ms. French – Jennifer Hottinger of my staff forwarded me your email regarding your question for the “no environmental concerns” wording we used in an email to Berryville Town Manager Keith Dalton regarding our observations at the subject site. Perhaps we should have clarified that we did not observe any “remaining environmental concerns” for which the Virginia DEQ has regulatory authority. The open burning of non-wood construction debris is a violation of State solid waste regulations (which DEQ regulates), but since the Town is already requiring the proper cleanup and disposal of the remaining waste, DEQ is not requiring additional corrective action by the homeowner/responsible party. We did not observe any other “environmental concerns” frequently found at sites like this, such as spilled oil or chemicals, improper burial of solid waste, burn pits, improper accumulation or storage of hazardous chemicals, etc., which is what we were referring to when we wrote to the Town “no environmental concerns.”

DEQ has regulatory authority over solid waste under the Virginia Waste Management Act, Va. Code § 10.1-1400 et seq. and the Virginia Solid Waste Management Regulations, 9 VAC 20-81-10 et seq, Under 9VAC20-81-40.B *"No person shall allow waste to be disposed of or otherwise managed on his property except in accordance with this chapter. C. It shall be the duty of all persons to dispose of or otherwise manage their solid waste in a legal manner."* DEQ also has the authority regarding the disposal of asbestos-containing waste under 9VAC20-81-620. This section of the regulation requires specific disposal criteria for solid waste landfills that accept asbestos-containing waste for disposal at their facility. DEQ certainly recommends sampling and analysis, but the generator of the waste or landowner is responsible for characterizing the waste prior to disposal to confirm asbestos-containing waste is present and to determine whether special packaging and handling is needed for transport to the waste disposal facility. The generator/landowner also has the option to contact the Solid Waste Landfill and to manage all the waste as asbestos in lieu of sampling. Solid waste landfills that are permitted to accept certain asbestos-containing materials have regulatory requirements and permit-specific requirements for the proper disposal and covering of the material in special purpose landfills or in designated areas of sanitary landfills. DEQ can provide a list of landfills that accept asbestos-containing waste materials if needed.

The Virginia Department of Labor and Industry (DOLI) has regulatory authority over the handling of asbestos in Virginia. A couple DOLI contacts we have for asbestos-related questions are Kevin Foster (kevin.foster@doli.virginia.gov or 757-455-0891 x473) and Ron Graham, DOLI's Director of Occupational Health Compliance (ron.graham@doli.virginia.gov or 804-786-0574). Generators/landowners should contact DOLI for proper containerization and handling for the disposal of any asbestos-containing material.

The homeowner in this case applied for and received a building/demolition permit from Clarke County, and it is DEQ's understanding that the County Building Official walked through the residence prior to the demolition and did not identify any materials that he deemed as suspected asbestos which warranted sampling.

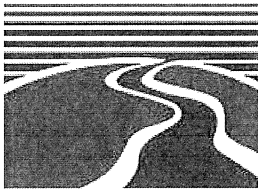
If you notice any other environmental-related issues at this location or others that DEQ may regulate, please do not hesitate to let us know.

Sincerely,

Todd P

Please note that the conclusions presented in this email are based solely on information supplied by the addressee or their environmental representative. The resulting review of this information was undertaken in accordance with applicable law, regulations, and DEQ guidance. This email does not make or imply a final determination of compliance, nor does it constitute a “case decision,” as defined by Virginia Code § 2.2-4001, regarding any of the actions undertaken as discussed in this email. Pursuant to Virginia Code § 2.2-4001, a “‘case’ or ‘case decision’ means any agency proceeding or determination that, under laws or regulations at the time, a named party as a matter of past or present fact, or of threatened or contemplated private action, either is, is not, or may or may not be (i) in violation of such law or regulation or (ii) in compliance with any existing requirement for obtaining or retaining a license or other right or benefit.”

Todd A. Pitsenberger



Petroleum & Pollution Response Manager

Valley Regional Office

Virginia Department of Environmental Quality

4411 Early Road, Harrisonburg, VA

(540) 830-8857

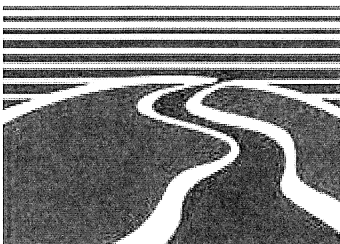
From: Hottinger, Jennifer (DEQ) <jennifer.hottinger@deq.virginia.gov>

Sent: Thursday, March 21, 2024 2:22 PM

To: Pitsenberger, Todd (DEQ) <Todd.Pitsenberger@deq.virginia.gov>

Subject: FW: 225 Josephine Street complaint

Jennifer W. Hottinger



Pollution Response Coordinator, VRO

Virginia Department of Environmental
Quality

4411 Early Road, Harrisonburg, VA 22802

804-652-5812

From: susan french <s[REDACTED]>
Sent: Thursday, March 21, 2024 2:15 PM
To: Keith Dalton <townmanager@berryvilleva.gov>; Hottinger, Jennifer (DEQ) <jennifer.hottinger@deq.virginia.gov>
Subject: 225 Josephine Street complaint

Ms. Hottinger,

Today, I received a communication from Berryville VA Town Manager Keith Dalton that attached an email from you to him. Your email states that based on a visit to 225 you saw burn debris but "no environmental concerns " at the site. Today, I met an environmental consultant to that location. We could not walk on the property but could observe the remaining pile of debris. He told me, this was before I read your email, that based on the age of the building (he was familiar with Josephine City), the piece of roof, siding, and other visible House structural and trash material that he thought there was very high probability that asbestos would be

Identified through testing. That without a test, it would be impossible to conclude without a test if there was or wasn't asbestos in the debris. I

also have spoken to an environmental lawyer of 50 years and another environmental agency person and they too said there was a high probability of asbestos at the partial burn site. I am not an environmental lawyer but I do have some environmental legal training and background. Also, as a former Commonwealth and federal prosecutor, I know that opinion without a factual basis is not of value. So, I would appreciate knowing how you concluded without testing that there are no environmental concerns at the Josephine Street burn site?

Respectfully,

Susan French

FY 23-24 BUDGET REVENUES

Account Number	Account Description	FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025	
GENERAL FUND					
FUND BALANCE					
100-3000000-0000	FUND BALANCE FORWARD	\$	-	\$	558,169.00
	TOTAL FUND BALANCE	\$	-	\$	558,169.00
REVENUE FROM LOCAL SOURCES					
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$	1,355,575.00	\$	1,355,575.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$	-	\$	-
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$	11,200.00	\$	11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$	410,000.00	\$	600,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$	-	\$	-
100-3110303-0000	REFUSE COLLECTION(EXTRA TOTERS)	\$	13,000.00	\$	13,000.00
100-3110401-0000	MACHINERY & TOOLS	\$	175,000.00	\$	180,000.00
100-3110601-0000	TAX PENALTIES	\$	8,000.00	\$	8,000.00
100-3110602-0000	TAX INTEREST	\$	2,000.00	\$	3,500.00
	TOTAL REV FROM LOCAL SOURCES	\$	1,974,775.00	\$	2,171,275.00
OTHER LOCAL TAXES					
100-3120101-0000	LOCAL SALES TAX	\$	280,000.00	\$	325,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$	100,000.00	\$	110,000.00
100-3120300-0000	BUSINESS LICENSE	\$	240,000.00	\$	280,000.00
100-3120402-0000	REC FRANCHISE FEES	\$	35,000.00	\$	43,000.00
100-3120501-0000	AUTO LICENSE	\$	102,000.00	\$	102,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$	150,000.00	\$	175,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$	13,000.00	\$	13,000.00
100-3121001-0000	LODGING TAX (2%)	\$	10,000.00	\$	10,000.00
100-3121101-0000	MEALS TAX (4%)	\$	400,000.00	\$	430,000.00
	TOTAL OTHER LOCAL TAXES	\$	1,330,000.00	\$	1,488,000.00
PERMITS, FEES & LICENSES					
100-3130304-0000	LAND USE APPLICATION FEES	\$	1,000.00	\$	1,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$	10,000.00	\$	10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$	11,000.00	\$	11,000.00
FINES & FORFEITURES					
100-3140101-0000	COURT FINES	\$	12,000.00	\$	12,000.00
100-3140102-0000	PARKING METER FINES	\$	2,000.00	\$	2,000.00
100-3140103-000	ESUMMONS	\$	1,000.00	\$	500.00
	TOTAL FINES & FORFEITURES	\$	15,000.00	\$	14,500.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025
	REVENUE FROM MONEY OR PROP				
100-3150101-0000	INTEREST ON DEPOSITS	\$	95,000.00	\$	105,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$	12,500.00	\$	13,500.00
100-3150205-0000	WATER TANK SITE LEASE	\$	86,000.00	\$	92,000.00
100-3150206-0000	CHARGE CARD REBATE	\$	17,000.00	\$	14,000.00
	TOTAL FROM MONEY OR PROP	\$	210,500.00	\$	224,500.00
	CHARGES FOR SERVICES				
100-3160703-0000	PARKING METERS	\$	8,000.00	\$	10,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$	-
	TOTAL CHARGES FOR SERVICES	\$	8,000.00	\$	10,000.00
	MISCELLANEOUS REVENUES				
100-3189905-0000	SALE OF SURPLUS	\$	5,000.00	\$	5,000.00
	TOTAL MISC REVENUES	\$	5,000.00	\$	5,000.00
	TOTAL LOCAL REVENUES	\$	3,554,275.00	\$	4,482,444.00

	REVENUE FROM THE COMMONWEALTH				
	NON-CATEGORICAL AID				
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,900.00
100-3189999-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	65,000.00	\$	62,000.00
100-3220106-0000	ARPA FUNDS (2ND TRANCHE)	\$	-	\$	-
	TOTAL NON-CATEGORICAL AID	\$	276,767.00	\$	273,817.00
	CATEGORICAL AID				
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	90,600.00	\$	95,000.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	503,000.00	\$	635,000.00
100-3240301-0000	VDOT PRIM RD SNOW REMOVAL REIMB	\$	55,555.00	\$	60,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,500.00	\$	4,000.00
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	4,500.00	\$	4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	672,405.00	\$	814,750.00
	TOTAL FROM THE COMMONWEALTH	\$	949,172.00	\$	1,088,567.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025	
REVENUE FROM THE FEDERAL GOVERNMENT					
CATEGORICAL AID					
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$	-	\$	-
100-3340311-0000	FEDERAL EMERGENCY R&R	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	-	\$	-
TOTAL FROM FEDERAL GOVERNMENT		\$	-	\$	-
REVENUE FROM OTHER SOURCES					
NON-REVENUE RECEIPTS					
100-3410201-0000	MISCELLANEOUS REVENUES	\$	1,000.00	\$	1,000.00
	TOTAL FROM OTHER SOURCES	\$	1,000.00	\$	1,000.00
TOTAL FROM OTHER SOURCES		\$	1,000.00	\$	1,000.00
TOTAL GENERAL FUND REVENUES		\$	4,504,447.00	\$	5,572,011.00
WATER FUND					
FUND BALANCE					
501-3000000-0000	FUND BALANCE	\$	615,000.00	\$	-
	TOTAL FUND BALANCE	\$	615,000.00	\$	-
REVENUE FROM MONEY OR PROP					
501-3150102-0000	INTEREST ON INVESTMENTS	\$	65,000.00	\$	130,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$	65,000.00	\$	130,000.00
CHARGES FOR SERVICES					
501-3160110-0000	TREATMENT FEES	\$	1,200,000.00	\$	1,324,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$	40,000.00	\$	40,000.00
501-3160113-0000	AVAILABILITY CHARGES	\$	30,500.00	\$	-
501-3160114-0000	CONNECTION CHARGES	\$	-	\$	-
501-3160115-0000	METER FEES	\$	1,000.00	\$	-
501-3160116-000	LOAN PROCEEDS	\$	1,200,000.00	\$	5,000,000.00
	TOTAL CHARGES FOR SERVICES	\$	2,471,500.00	\$	6,364,000.00
TOTAL WATER FUND		\$	3,151,500.00	\$	6,494,000.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 DRAFT 2024-2025
SEWER FUND			
FUND BALANCE			
502-3000000-0000	FUND BALANCE	\$ 1,095,000.00	\$ 324,300.00
TOTAL FUND BALANCE		\$ 1,095,000.00	\$ 324,300.00
REVENUE FROM MONEY OR PROP			
502-3150101-0000	INTEREST INCOME	\$ 35,000.00	\$ 155,000.00
TOTAL REVENUE FROM MONEY OR PROP		\$ 35,000.00	\$ 155,000.00
CHARGES FOR SERVICES			
502-3160110-0000	TREATMENT FEES	\$ 1,800,000.00	\$ 2,012,000.00
502-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$ 32,750.00	\$ -
TOTAL CHARGES FOR SERVICES		\$ 1,832,750.00	\$ 2,012,000.00
REVENUE FROM OTHER SOURCES			
NON-REVENUE RECEIPTS			
502-3410401-0000	VRA LOAN	\$ -	\$ -
502-3410402-0000	WQIF Grant	\$ -	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$ 500.00	\$ 500.00
TOTAL NON-REVENUE RECEIPTS		\$ 500.00	\$ 500.00
TOTAL FROM OTHER SOURCES		\$ 500.00	\$ 500.00
TOTAL SEWER FUND		\$ 2,963,250.00	\$ 2,491,800.00
TOTAL REVENUES ALL FUNDS		\$ 10,619,197.00	\$ 14,557,811.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 DRAFT 2024-2025
FY 22-23 BUDGET EXPENSES			
Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 DRAFT 2024-2025
GENERAL FUND			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 400.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	DUES	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 34,350.00	\$ 30,750.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 52,100.00	\$ 56,500.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 4,100.00	\$ 4,350.00
100-4011200-5510	MILEAGE	\$ 250.00	\$ 250.00
100-4011200-5540	EDUCATION/TRAINING	\$ 1,000.00	\$ 1,000.00
100-4011200-5810	DUES	\$ 100.00	\$ 100.00
	TOTAL TOWN CLERK	\$ 57,550.00	\$ 62,200.00
OFFICE OF TOWN MANAGER/DEP TM			
100-4012110-1112	COMPENSATION	\$ 83,000.00	\$ 240,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 6,500.00	\$ 18,000.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 50,000.00	\$ 50,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 1,200.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4012110-5810	DUES	\$ 750.00	\$ 750.00
	TOTAL TOWN MANAGER	\$ 142,000.00	\$ 311,100.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 50,000.00	\$ 50,000.00
	TOTAL LEGAL SERVICES	\$ 50,000.00	\$ 50,000.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025	
	PERSONNEL				
100-4012220-2210	VRS	\$	169,000.00	\$	205,000.00
100-4012220-2220	VMLIP - STD	\$	650.00	\$	670.00
100-4012220-2230	VMLIP - LTD	\$	6,900.00	\$	8,800.00
100-4012220-2250	Line of Duty Act	\$	8,500.00	\$	8,200.00
100-4012220-2300	HEALTH INSURANCE	\$	227,000.00	\$	265,000.00
100-4012220-2400	LIFE INSURANCE	\$	17,400.00	\$	21,000.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	230.00	\$	180.00
100-4012220-2700	WORKER'S COMPENSATION	\$	35,000.00	\$	35,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$	750.00
100-4012220-9001	EMPLOYEE RECOGNITION	\$	2,000.00	\$	2,000.00
	TOTAL PERSONNEL	\$	467,430.00	\$	546,600.00
	INDEPENDENT AUDITOR				
100-4012240-3120	CONTRACTUAL SERVICES	\$	20,000.00	\$	21,000.00
	TOTAL INDEPENDENT AUDITOR	\$	20,000.00	\$	21,000.00
	TOWN TREASURER				
100-4012410-1113	COMPENSATION	\$	85,500.00	\$	92,000.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	6,700.00	\$	9,100.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,500.00	\$	2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$	-
100-4012410-5306	SURETY BONDS	\$	500.00	\$	500.00
100-4012410-5540	TRAINING	\$	2,000.00	\$	2,000.00
100-4012410-5810	DUES	\$	1,000.00	\$	1,000.00
100-4012410-6015	AUTO DECALS	\$	-	\$	-
100-4012410-6020	CIGARETTE TAX STAMPS	\$	-	\$	-
	TOTAL TOWN TREASURER	\$	98,200.00	\$	107,100.00
	FINANCE/ACCOUNTING				
100-4012430-1113	COMPENSATION	\$	130,000.00	\$	131,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,700.00	\$	10,000.00
100-4012430-5540	TRAINING	\$	3,400.00	\$	3,400.00
	TOTAL FINANCE/ACCOUNTING	\$	143,100.00	\$	144,400.00
	CENTRAL ADM/PURCHASING				
100-4012530-3320	MAINTENANCE CONTRACTS	\$	52,250.00	\$	69,000.00
100-4012530-3400	WEB SITE	\$	1,000.00	\$	1,000.00
100-4012530-3450	DIGITIZING	\$	7,000.00	\$	7,000.00
100-4012530-3501	NEWSLETTER	\$	1,000.00	\$	1,000.00
100-4012530-3600	ADVERTISING	\$	8,000.00	\$	8,000.00
100-4012530-5210	POSTAGE	\$	16,000.00	\$	17,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$	4,300.00	\$	4,500.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	3,300.00	\$	3,300.00
100-4012530-5415	COPIER LEASE	\$	5,100.00	\$	5,300.00
100-4012530-5540	TRAINING	\$	2,500.00	\$	2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$	5,000.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025
100-4012530-5810	DUES	\$	500.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	15,000.00	\$	17,000.00
	TOTAL CENTRAL ADM/PURCHASING	\$	120,950.00	\$	141,100.00
	RISK MANAGEMENT				
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	16,000.00	\$	16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	13,000.00	\$	15,500.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$	36,500.00	\$	43,000.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	-	\$	-
	TOTAL RISK MANAGEMENT	\$	65,500.00	\$	74,500.00
	ENGINEERING SERVICES				
100-4012600-3140	ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00
	TOTAL ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00
	ELECTIONS				
100-4013100-1125	ELECTION OFFICIALS	\$	2,500.00	\$	3,500.00
100-4013100-6001	OFFICE SUPPLIES	\$	1,500.00	\$	1,500.00
	TOTAL ELECTIONS	\$	4,000.00	\$	5,000.00
	PUBLIC DEFENDER FEES				
100-4021500-3150	PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
	POLICE DEPARTMENT				
100-4031100-1139	COMPENSATION	\$	700,500.00	\$	791,000.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	54,000.00	\$	60,500.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	900.00	\$	500.00
100-4031100-3115	PRE EMPLOYMENT SCREENING	\$	250.00	\$	2,000.00
100-4031100-3190	INTERPRETER	\$	400.00	\$	400.00
100-4031100-3310	VEHICLE REPAIR & MAINTENANCE	\$	12,000.00	\$	16,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	40,100.00	\$	34,300.00
100-4031100-4081	RICH RAU SAFETY EQUIP & EDUCATION	\$	5,000.00	\$	5,000.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	250.00	\$	250.00
100-4031100-5210	POSTAGE	\$	500.00	\$	500.00
100-4031100-5230	TELECOMMUNICATIONS	\$	3,000.00	\$	5,600.00
100-4031100-5415	COPIER LEASE	\$	4,400.00	\$	5,300.00
100-4031100-5540	TRAINING	\$	19,000.00	\$	16,000.00
100-4031100-5545	OFFICE ACCREDIATION	\$	500.00	\$	500.00
100-4031100-5810	DUES	\$	850.00	\$	850.00
100-4031100-5815	COMMUNITY RELATIONS	\$	2,000.00	\$	2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$	1,600.00	\$	1,800.00
100-4031100-6008	VEHICLE GASOLINE & OIL	\$	20,000.00	\$	20,000.00
100-4031100-6010	POLICE SUPPLIES	\$	13,500.00	\$	14,000.00
100-4031100-6011	UNIFORMS	\$	3,000.00	\$	5,000.00
100-4031100-6012	RECRUITMENT/ADVERTISING			\$	2,000.00
	TOTAL POLICE DEPARTMENT	\$	881,750.00	\$	983,500.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025	
	TRAFFIC CONTROL				
100-4031300-5699	COUNTY CONT/CROSSING GD	\$	2,500.00	\$	2,500.00
	TOTAL TRAFFIC CONTROL	\$	2,500.00	\$	2,500.00
	EMERGENCY SERVICES				
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$	5,000.00	\$	5,000.00
	TOTAL EMERGENCY SERVICES	\$	5,000.00	\$	5,000.00
	VOLUNTEER FIRE DEPARTMENT				
100-4032200-5699	CONTRIBUTION/JHEVFD	\$	30,000.00	\$	30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$	18,500.00	\$	22,000.00
100-4032200-8411	CAPITAL PROJECT	\$	10,000.00	\$	85,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	58,500.00	\$	137,000.00
	CORRECTION & DETENTION				
100-4033200-5550	CONFINEMENT OF PRISONERS	\$	-	\$	-
	TOTAL CORRECTION & DETENTION	\$	-	\$	-
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	\$	38,000.00	\$	61,500.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	2,900.00	\$	4,700.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	11,000.00	\$	11,000.00
100-4041100-5120	FUEL OIL/HEAT	\$	3,000.00	\$	3,000.00
100-4041100-5230	TELECOMMUNICATIONS	\$	8,000.00	\$	8,000.00
100-4041100-5415	COPIER LEASE	\$	2,700.00	\$	4,200.00
100-4041100-5540	TRAINING	\$	6,000.00	\$	4,000.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	73,100.00	\$	97,900.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	\$	191,000.00	\$	205,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	14,800.00	\$	16,000.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	12,000.00	\$	18,000.00
100-4041200-3311	STREET TREES/SIDEWALKS	\$	15,000.00	\$	15,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	16,000.00	\$	16,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	-	\$	-
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,200.00	\$	1,200.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	6,000.00	\$	8,000.00
100-4041200-6008	VEHICLE GASOLINE & OIL	\$	24,000.00	\$	24,000.00
100-4041200-6011	UNIFORMS	\$	6,000.00	\$	6,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	286,000.00	\$	309,200.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025
	VDOT STREET MAINTENANCE				
100-4041250-3140	ENGINEERING	\$	10,000.00	\$	50,000.00
100-4041250-3310	EQUIPMENT MAINTENANCE	\$	15,000.00	\$	20,000.00
100-4041250-3311	STORM SEWER MAINTENANCE	\$	15,000.00	\$	20,000.00
100-4041250-3316	SIGN MAINTENANCE	\$	10,000.00	\$	10,000.00
100-4041250-5800	CONTINGENCY	\$	25,000.00	\$	27,000.00
100-4041250-6007	MATERIALS AND SUPPLIES	\$	10,000.00	\$	10,000.00
100-4041250-6050	STREET MAINTENANCE	\$	125,000.00	\$	135,000.00
100-4041250-6060	SIDEWALK REPLACEMENT	\$	45,000.00	\$	45,000.00
100-4041250-6135	MOWING/TREE REMOVAL	\$	15,000.00	\$	15,000.00
100-4041250-6207	STREET SWEEPING	\$	18,000.00	\$	18,000.00
100-4041250-6307	SNOW REMOVAL	\$	60,000.00	\$	180,000.00
100-4041250-8801	EQUIPMENT PURCHASE	\$	-	\$	50,000.00
100-4041250-8803	PW SITE IMPROVEMENTS	\$	150,000.00	\$	50,000.00
100-4041250-8804	SAFETY EQUIPMENT	\$	5,000.00	\$	5,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	503,000.00	\$	635,000.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	\$	90,000.00	\$	90,000.00
	TOTAL STREET LIGHTS	\$	90,000.00	\$	90,000.00
	SNOW REMOVAL - DOWNTOWN				
100-4041330-3220	CONTRACTUAL SERVICES	\$	20,000.00	\$	20,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	TOTAL SNOW REMOVAL-DOWNTOWN	\$	22,000.00	\$	22,000.00
	PARKING METERS & LOTS				
100-4041340-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	3,000.00
	TOTAL PARKING METERS & LOTS	\$	2,000.00	\$	3,000.00
	REFUSE COLLECTION				
100-4042300-3220	CONTRACTUAL SERVICES	\$	240,000.00	\$	250,000.00
100-4042300-6225	RECYCLING SERVICES	\$	110,000.00	\$	120,000.00
	TOTAL REFUSE COLLECTION	\$	350,000.00	\$	370,000.00
	REFUSE DISPOSAL				
100-4042400-3800	FCO LANDFILL CHARGES	\$	50,000.00	\$	30,000.00
	TOTAL REFUSE DISPOSAL	\$	50,000.00	\$	30,000.00
	GENERAL PROPERTIES				
100-4043200-3310	IMPROVEMENT,REPAIR,MAINTENANCE	\$	47,000.00	\$	50,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$	4,100.00	\$	5,400.00
100-4043200-6007	MATERIALS & SUPPLIES	\$	500.00	\$	500.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025
100-4043200-6017	CHRISTMAS WREATHS	\$	500.00	\$	500.00
	TOTAL GENERAL PROPERTIES	\$	52,100.00	\$	56,400.00
	BUILDING SERVICES				
100-4064200-3150	PROFESSIONAL SERVICES	\$	1,000.00	\$	1,000.00
100-4064200-3200	CONTRACTURAL SERVICES	\$	10,000.00	\$	12,000.00
100-4064200-5110	ELECTRICITY	\$	20,100.00	\$	22,500.00
100-4064200-5120	NATURAL GAS/HEAT	\$	3,000.00	\$	3,100.00
100-4064200-5130	WATER/SEWER	\$	800.00	\$	1,000.00
100-4064200-5230	TELECOMMUNICATIONS	\$	1,500.00	\$	1,500.00
100-4064200-5304	LIABILITY INSURANCE	\$	1,500.00	\$	1,500.00
100-4064200-7113	IN KIND COSTS	\$	13,000.00	\$	13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	19,000.00	\$	20,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	10,000.00	\$	10,000.00
	TOTAL BUILDING SERVICES	\$	79,900.00	\$	85,600.00
	PARKS & RECREATION				
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$	1,000.00	\$	1,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$	3,500.00	\$	3,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$	15,000.00	\$	10,000.00
	TOTAL PARKS & RECREATION	\$	19,500.00	\$	14,500.00
	PLANNING				
100-4081100-1155	COMPENSATION	\$	97,000.00	\$	129,000.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,500.00	\$	9,900.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	3,000.00	\$	8,000.00
100-4081100-3195	PREPAID APPLICATION REVIEW FEES	\$	-	\$	-
100-4081100-3500	PRINTING	\$	250.00	\$	250.00
100-4081100-5510	MILEAGE	\$	100.00	\$	100.00
100-4081100-5540	TRAINING	\$	-	\$	3,000.00
100-4081100-5810	DUES	\$	-	\$	-
100-4081100-6001	OFFICE EQUIPMENT	\$	100.00	\$	-
100-4081100-6012	PUBLICATIONS	\$	-	\$	-
	TOTAL PLANNING	\$	107,950.00	\$	150,250.00
	BOARD OF ZONING APPEALS				
100-4081400-1110	EXPENSE COMPENSATION	\$	500.00	\$	500.00
100-4081400-5540	TRAINING	\$	750.00	\$	750.00
	TOTAL BOARD OF ZONING APPEALS	\$	1,250.00	\$	1,250.00
	ECONOMIC DEVELOPMENT				
100-4081500-5411	WAYFINDING SIGNS	\$	-	\$	50,000.00
100-4081500-5693	VA COMMISSION FOR ARTS FUNDING	\$	4,500.00	\$	4,500.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	20,500.00	\$	21,500.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	2,500.00	\$	2,500.00
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	-	\$	2,000.00
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	-	\$	-
	TOTAL ECONOMIC DEVELOPMENT	\$	27,500.00	\$	80,500.00
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,500.00	\$	2,000.00
100-4081600-5810	DUES	\$	-	\$	-
	TOTAL PLANNING COMMISSION	\$	6,500.00	\$	7,000.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,500.00
100-4081700-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081700-5810	DUES	\$	-	\$	-
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	3,500.00	\$	3,500.00
	ARCHITECTURAL REVIEW BOARD				
100-4081800-5540	TRAINING	\$	500.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	500.00	\$	500.00
	TREE BOARD				
100-4081900-5800	MISCELLANEOUS	\$	-	\$	-
	TOTAL TREE BOARD	\$	-	\$	-

Account Number	Account Description	FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025	
	CAPITAL OUTLAY				
100-4094200-8225	COMPUTER REPLACEMENT	\$	35,000.00	\$	3,500.00 ✓
100-4094200-8231	PATROL VEHICLE	\$	57,500.00	\$	62,000.00 ✓
100-4094200-8338	SNOW PLOW(S)	\$	-	\$	-
100-4094200-8340	MOWER	\$	-	\$	12,000.00
100-4094200-8341	ROSE HILL PARK REPAIRS (PW)	\$	30,000.00	\$	-
100-4094200-8345	PW TON DUMP	\$	-	\$	-
100-4094200-8411	CAPITAL RESERVE	\$	196,238.10	\$	-
100-4094200-8602	3/4 TON TRUCK (PW)	\$	-	\$	-
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$	-	\$	-
100-4094200-8803	PUBLIC WORKS SITE IMPROVEMENTS	\$	-	\$	-
100-4094200-8915	HOGAN'S ALLEY IMPROVEMENTS	\$	10,000.00	\$	-
100-4094200-8918	ROSE HILL PARK MASTERPLAN			\$	600,000.00 ✓
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$	-	\$	-
100-4094200-8959	CHRISTMAS DECORATIONS FOR STS(PW)	\$	-	\$	-
100-4094200-9002	JACKSON DR SWMA/DORSEY ST STMWTR				
100-4094200-9003	BACKHOE (PW)	\$	-	\$	-
100-4094200-9004	MOSBY BOULEVARD SIDEWALK	\$	20,000.00	\$	-
100-4094200-9005	FAIRFAX (E&W) SIDEWALK RESERVE	\$	60,000.00	\$	50,000.00 ✓
100-4094200-9006	SECOND STREET REPAIRS	\$	-	\$	-
100-4094200-9007	INTERVIEW ROOM AV (PD)	\$	6,500.00	\$	-
100-4094200-9008	SALT BUILDING (PW)	\$	-	\$	-
100-4094200-9009	TOWN STREET REPAIRS	\$	20,000.00	\$	-
	TOTAL CAPITAL OUTLAY	\$	435,238.10	\$	727,500.00
	ARPA EXPENSES				
100-4094300-5700	ARPA EXPENSES	\$	-	\$	-
	TOTAL ARPA EXPENSES	\$	-	\$	-
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.00%)	\$	114,978.90	\$	137,561.00
	TOTAL CONTINGENCY	\$	114,978.90	\$	137,561.00
	DEBT SERVICE				
100-4095000-9110	RDA PRINCIPAL	\$	46,500.00	\$	48,400.00
100-4095000-9120	RDA INTEREST	\$	75,100.00	\$	73,200.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	-	\$	-
	TOTAL DEBT SERVICE	\$	121,600.00	\$	121,600.00
	TOTAL GENERAL FUND OPERATIONAL	\$	3,832,630.00	\$	4,585,350.00
	TOTAL GENERAL FUND CONTINGENCY	\$	114,978.90	\$	137,561.00
	TOTAL GENERAL FUND CAP OUTLAY	\$	435,238.10	\$	727,500.00
	TOTAL GENERAL FUND DEBT SERVICE	\$	121,600.00	\$	121,600.00
	TOTAL GENERAL FUND EXPENSES	\$	4,504,447.00	\$	5,572,011.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 DRAFT 2024-2025
WATER FUND			
PERSONNEL			
501-4012220-1140	COMPENSATION	\$ 130,000.00	\$ 60,000.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,950.00	\$ 4,600.00
501-4012220-2210	VRS	\$ 79,000.00	\$ 60,000.00
501-4012220-2220	VMLIP - STD	\$ 300.00	\$ 240.00
501-4012220-2230	VMLIP - LTD	\$ 3,200.00	\$ 2,200.00
501-4012220-2300	HEALTH INSURANCE	\$ 105,500.00	\$ 93,000.00
501-4012220-2400	LIFE INSURANCE	\$ 7,500.00	\$ 6,000.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 110.00	\$ 75.00
501-4012220-2700	WORKER'S COMPENSATION	\$ 21,000.00	\$ 24,000.00
501-4012220-3170	MISS UTILITY	\$ 1,750.00	\$ 1,750.00
501-4012220-3320	HANDHELD MAINT	\$ 5,000.00	\$ 5,000.00
501-4012220-3450	DIGITIZING	\$ 7,000.00	\$ 7,000.00
501-4012220-5210	POSTAGE	\$ 4,700.00	\$ 5,500.00
501-4012220-5540	TRAINING	\$ 2,500.00	\$ 2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$ 2,000.00	\$ 4,500.00
	TOTAL PERSONNEL	\$ 379,510.00	\$ 276,365.00
TREATMENT			
501-4012222-1147	COMPENSATION	\$ 273,000.00	\$ 290,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 21,000.00	\$ 22,000.00
501-4012222-2830	CERTIFICATION FEES	\$ 600.00	\$ 300.00
501-4012222-2840	STATE CONNECTION FEES	\$ 5,900.00	\$ 5,900.00
501-4012222-2850	LAB TESTING	\$ 11,000.00	\$ 15,000.00
501-4012222-3110	MEDICAL EXAMS	\$ 200.00	\$ 100.00
501-4012222-3145	PROFESSIONAL SERVICES	\$ 10,000.00	\$ 10,000.00
501-4012222-3210	SLUDGE REMOVAL	\$ 27,000.00	\$ 24,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$ 3,000.00	\$ 4,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$ 75,000.00	\$ 125,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$ 1,000.00	\$ -
501-4012222-5110	ELECTRICITY	\$ 70,000.00	\$ 70,000.00
501-4012222-5120	PROPANE HEAT WTP	\$ 7,200.00	\$ 4,000.00
501-4012222-5230	TELECOMMUNICATIONS	\$ 4,700.00	\$ 4,700.00
501-4012222-5415	COPIER LEASE	\$ 1,300.00	\$ 1,800.00
501-4012222-5540	TRAINING	\$ 3,500.00	\$ 3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ 3,000.00	\$ -
501-4012222-5810	DUES	\$ 1,000.00	\$ 400.00
501-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 400.00
501-4012222-6004	LAB SUPPLIES	\$ 7,000.00	\$ 20,000.00
501-4012222-6005	JANITORIAL SUPPLIES	\$ 1,300.00	\$ 1,000.00
501-4012222-6008	VEHICLE GASOLINE & OIL	\$ 7,200.00	\$ 7,200.00
501-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,500.00
501-4012222-6014	TOOLS	\$ 1,000.00	\$ 750.00
501-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$ 600.00	\$ -
501-4012222-6025	CHEMICALS	\$ 50,000.00	\$ 50,000.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025
	TOTAL TREATMENT	\$	589,500.00	\$	663,550.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	192,000.00	\$	205,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	14,700.00	\$	15,700.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$	50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$	30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$	700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	2,000.00	\$	1,000.00
501-4012224-9008	STORAGE TANK MAINT CONTRACT	\$	25,000.00	\$	25,000.00
	TOTAL DISTRIBUTION & MAINT	\$	314,400.00	\$	327,400.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINTENANCE	\$	-	\$	-
501-4094200-8105	PICKUP (1/2)	\$	-	\$	20,000.00 ✓
501-4094200-8118	WTP BACKWASH LAGOON REPAIR				
501-4094200-8144	WATER TREATMENT PLANT UPGRADES	\$	1,200,000.00	\$	5,000,000.00 ✓
501-4094200-8211	CAPITAL RESERVES	\$	11,587.70	\$	-
501-4094200-8225	COMPUTER UPGRADE	\$	3,000.00	\$	3,500.00 ✓
501-4094200-8340	MOWER (1/3)	\$	-	\$	-
501-4094200-8345	PW ONE TON DUMP TRUCK	\$	-	\$	20,500.00 ✓
501-4094200-8360	HANDHELD METER READER	\$	-	\$	-
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	400,000.00	\$	144,665.55 ✓
501-4094200-8602	3/4 TON TRUCK	\$	-	\$	-
501-4094200-8605	WTP BUILDING MAINTENANCE				
501-4094200-8704	FINISH PUMP PROJECT	\$	50,000.00	\$	-
501-4094200-8958	WATER METER REPLACEMENT	\$	165,000.00	\$	-
501-4094200-9003	BACKHOE(PW)	\$	-	\$	-
501-4094200-9004	SECURITY IMPROVEMENTS	\$	-	\$	-
501-4094200-9005	WATER RIVER PUMP DISCONNECT ELIM	\$	-	\$	-
501-4094200-9006	WTP UPGRADE- PER				
	TOTAL CAPITAL OUTLAY	\$	1,829,587.70	\$	5,188,665.55
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	38,502.30	\$	38,019.45
	TOTAL CONTINGENCY	\$	38,502.30	\$	38,019.45
	TOTAL WATER FUND OPERATIONAL	\$	1,283,410.00	\$	1,267,315.00
	TOTAL WATER FUND CONTINGENCY	\$	38,502.30	\$	38,019.45
	TOTAL WATER FUND CAP OUTLAY	\$	1,829,587.70	\$	5,188,665.55
	TOTAL WATER FUND EXPENSES	\$	3,151,500.00	\$	6,494,000.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 DRAFT 2024-2025
SEWER FUND					
PERSONNEL					
502-4012220-1114	COMPENSATION	\$	130,000.00	\$	61,000.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,000.00	\$	4,600.00
502-4012220-2210	VRS	\$	54,300.00	\$	60,100.00
502-4012220-2220	VMLIP - STD	\$	200.00	\$	237.00
502-4012220-2230	VMLIP - LTD	\$	2,250.00	\$	2,400.00
502-4012220-2300	HEALTH INSURANCE	\$	73,000.00	\$	91,500.00
502-4012220-2400	LIFE INSURANCE	\$	5,600.00	\$	6,100.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	75.00	\$	72.00
502-4012220-2700	WORKER'S COMPENSATION	\$	14,000.00	\$	17,000.00
502-4012220-3320	HANDHELD MAINT	\$	5,000.00	\$	5,000.00
502-4012220-3450	DIGITIZING	\$	7,000.00	\$	7,000.00
502-4012220-5210	POSTAGE	\$	7,500.00	\$	7,700.00
502-4012220-6001	OFFICE SUPPLIES	\$	2,500.00	\$	4,000.00
	TOTAL PERSONNEL	\$	311,425.00	\$	266,709.00
TREATMENT					
502-4012222-1147	COMPENSATION	\$	275,000.00	\$	290,000.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	21,000.00	\$	22,000.00
502-4012222-2830	CERTIFICATION FEES	\$	600.00	\$	600.00
502-4012222-2850	LAB TESTING	\$	33,000.00	\$	40,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	18,000.00	\$	108,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$	85,000.00	\$	90,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$	174,000.00	\$	339,079.00
502-4012222-5110	ELECTRICITY	\$	145,000.00	\$	155,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$	6,500.00	\$	6,600.00
502-4012222-5415	COPIER LEASE	\$	4,300.00	\$	5,300.00
502-4012222-5540	TRAINING	\$	3,000.00	\$	3,000.00
502-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	3,500.00	\$	3,500.00
502-4012222-5810	DUES	\$	600.00	\$	625.00
502-4012222-6001	OFFICE SUPPLIES	\$	1,500.00	\$	1,000.00
502-4012222-6004	LAB SUPPLIES	\$	6,200.00	\$	5,000.00
502-4012222-6005	JANITORIAL SUPPLIES	\$	3,500.00	\$	3,500.00
502-4012222-6008	VEHICLE GASOLINE & DIESEL FUEL	\$	10,000.00	\$	2,000.00
502-4012222-6011	UNIFORMS	\$	1,000.00	\$	1,500.00
502-4012222-6014	TOOLS	\$	1,500.00	\$	1,000.00
502-4012222-6019	SAFETY EQUIPMENT	\$	2,500.00	\$	2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$	800.00	\$	-
502-4012222-6025	CHEMICALS	\$	120,000.00	\$	170,000.00
	TOTAL TREATMENT	\$	916,500.00	\$	1,249,704.00

		FY23-24		FY24-25	
Account Number	Account Description	APPROVED 2023-2024		DRAFT 2024-2025	
DISTRIBUTION & MAINTENANCE					
502-4012224-1183	COMPENSATION	\$	95,000.00	\$	105,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$	7,500.00	\$	8,000.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$	5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	15,000.00	\$	25,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	3,000.00	\$	3,000.00
502-4012224-6019	SAFETY EQUIPMENT	\$	500.00	\$	500.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$	-
	TOTAL DISTRIBUTION & MAINT	\$	126,000.00	\$	146,500.00
CAPITAL OUTLAY					
502-4094200-8105	PICK UP			\$	20,000.00
502-4094200-8110	WWTP UPGRADES	\$	775,000.00	\$	-
502-4094200-8134	SEWER COLLECTION SYSTEM REHAB	\$	100,000.00	\$	100,000.00
502-4094200-8225	COMPUTER REPLACEMENT/UPGRADE	\$	3,000.00	\$	3,500.00
502-4094200-8340	MOWER (1/3)	\$	-	\$	-
502-4094200-8345	PW ONE TON DUMP TRUCK	\$	-	\$	20,500.00
502-4094200-8360	HANDHELD METER READER				
502-4094200-8367	SEWER JET RODDER				
502-4094200-8411	CAPITAL RESERVES	\$	707.25	\$	-
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE				
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$	-	\$	-
502-4094200-8550	EQUIPMENT REPAIR RESERVE				
502-4094200-8602	3/4 TON PICKUP (1/3 VDOT)	\$	-	\$	-
502-4094200-9003	BACKHOE PW	\$	-	\$	-
502-4094200-9006	WWTP BLOWERT DISCONNECTS	\$	-	\$	-
502-4094200-9007	WWTP PERMEATE PUMPS	\$	-	\$	40,000.00
502-4094200-9008	HARMONIC BALANCER	\$	70,000.00	\$	-
502-4094200-9009	BAR SCREEN WWTP	\$	150,000.00	\$	-
502-4094200-9010	WWTP MEMBRANE GANTRY			\$	125,000.00
	TOTAL CAPITAL OUTLAY	\$	1,098,707.25	\$	309,000.00
CONTINGENCY					
502-4094300-5800	CONTINGENCY (3.00%)	\$	40,617.75	\$	49,887.00
	TOTAL CONTINGENCY	\$	40,617.75	\$	49,887.00
DEBT SERVICE					
502-4095000-9118	VRA PRINCIPAL	\$	470,000.00	\$	470,000.00
	TOTAL DEBT SERVICE	\$	470,000.00	\$	470,000.00
	TOTAL SEWER FUND OPERATIONAL	\$	1,353,925.00	\$	1,662,913.00
	TOTAL SEWER FUND CONTINGENCY	\$	40,617.75	\$	49,887.00

Account Number	Account Description	FY23-24		FY24-25	
		APPROVED 2023-2024		DRAFT 2024-2025	
	TOTAL SEWER FUND CAP OUTLAY	\$	1,098,707.25	\$	309,000.00
	TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$	470,000.00
	TOTAL SEWER FUND EXPENSES	\$	2,963,250.00	\$	2,491,800.00
	TOTAL EXPENSES ALL FUNDS	\$	10,619,197.00	\$	14,557,811.00

5 YEAR CAPITAL IMPROVEMENTS PROGRAM

Expenditures			Town of Berryville- FY 2025-2029												
	2025			2026			2027			2028			2029		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Capital Reserves(ADMIN)															
Computer Replacements(ADMIN)	3,500	3,500	3,500	3,500	3,500	3,500	10,500	3,500	3,500	40,000	4,000	4,000	4,500	4,500	4,500
Mobile Data Terminals (PD)													30,000		
Pistols (PD)															
Patrol Vehicle (PD)	62,000									66,000				70,000	
Large Dump Truck (PW)															
1 Ton Dump Truck (PW)															
3/4 Ton Truck (PW)		20,500	20,500								21,250	21,250			
Snow Plow (PW)				VDOIT		15,000	15,000						VDOIT		16,500
Salt Spreader (PW)				VDOIT									VDOIT		
Backhoe (PW)															
Mower (PW or PU)	12,000										5,000				
Christmas Decorations for Streets (PW)															
Rose Hill Park,Crow PL ,JRM PL Improvements, 23 E Main St(PW)	600,000														
Hogans Alley (PW)															
Radar Feedback Signs (PD)															
Town Street Repairs (PW)				18,000							30,000				
Fairfax St (East and West) sidewalk Reserve(CD)	50,000			50,000			50,000		3,600,000						
Water Treatment Plant Upgrade (PU)		5,000,000			4,000,000										
Water Distribution System Upgrades (PW)		144,666			125,000				130,000		135,000			140,000	
1/2 Ton Truck (PU)		20,000	20,000								22,000	22,000			
WastewaterTreatmentPlant Membrane Replacement(PU)															
Sewer Collection System Improvements (PW)			100,000			125,000			130,000		135,000			140,000	
Wastewater Treatment Plant Membrane Gantry(PU)															
Wastewater Treatment Plant Permeate Pump R/R(PU)			125,000												
Wastewater Treatment Plant Drum Screen Rehab(PU)			40,000			20,000									
						100,000			100,000						
Borrowed Funds															
Reserved for future use															
Funds to be used have been resr'd in full or part															
Amt reflects town portion of project [TAP Funds]															
Total	727,500	5,188,666	309,000	145,500	4,143,500	263,500	126,500	3,733,500	233,500	143,000	182,250	182,250	161,000	161,000	161,000

**Capital Improvement Narrative
Fiscal Year 2025**

Updated 4/5/24

General Fund FY25

<u>Capital Reserves</u>	<u>\$ 0</u>
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Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

<u>Computer Replacement</u>	<u>\$3,500</u>
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Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Community Development, and Police Departments.

<u>Patrol Vehicle</u>	<u>\$62,000</u>
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Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

At present, the Police Department maintains a fleet of six patrol vehicles. Five of the vehicles are marked all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan. The "replaced" vehicle will remain in the fleet, but will be moved out of regular patrol rotation and therefore will be driven considerably less than it would be if it remained in that rotation. This will increase the number of vehicles in the Police Department fleet to seven.

The requested vehicle would be a marked SUV. Additional items purchased include radar unit and rear compartment partition.

<u>Mower</u>	<u>\$12,000</u>
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Public Works

This item provides for the purchase of a mower that will be used to maintain Town-owned property and maintain properties in accordance with requirements of the Berryville Code.

Rose Hill Park, Crow Street Parking Lot, John Rixey Moore, and

23 East Main Street Parking Lot Improvements \$600,000

This item provides required to complete the following projects:

- Stabilization of the livery stable at 23 East Main Street (\$255,000)
- HVAC improvements at 23 East Main Street (\$30,000)
- Purchase and siting of a public bathroom on 23 East Main Street (\$105,000)
- Design and construction of a new bridge across Town Run in Rose Hill Park (\$80,000)
- Purchase and installation of improved lighting in the John Rixey Moore Parking Lot and paving or sealing and restriping (\$50,000)
- Purchase and installation of cameras in Rose Hill Park, Crow Street Parking Lot, and the John Rixey Moore Parking Lot (\$80,000)

Fairfax Street Sidewalk \$50,000

Community Development

This item will provide a reserve for the Town's share of a Transportation Alternatives Program (TAP) sidewalk/drainage project on East and West Fairfax Streets. The Town Council made the decision to pursue this project because Fairfax Street has now been opened from Buckmarsh Street to First Street.

The project, which has a total estimated budget of \$1,401,096, will provide for installation of nearly 1,130 linear feet of sidewalk and associated improvements. Eighty-percent of the project funding will be provided through TAP and the Town will be responsible for the remaining twenty percent of the cost. This places the Town's share at \$280,220, but an additional \$19,780 is budgeted as protection against rising project costs.

The funds for the Town's share of the project, which will be budgeted over several years, are anticipated to in excess of \$300,000. At present the Transportation Alternatives Program (TAP) Project Matching Funds Reserve has \$380,000. With the addition of \$50,000 to the fund in FY25, FY26, and FY27, it is expected that the Town will have sufficient funds in reserve to meet matching requirements for this project and two Mosby Boulevard sidewalk TAP projects.

Water Fund FY25

Capital Reserves \$ 0

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$3,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

One-ton dump truck \$20,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains four one-ton dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$41,000 (VDOT reimbursement funds)

Water Fund \$20,500

Sewer Fund \$20,500

Water Treatment Plant Upgrade \$5,000,000

Public Utilities

This item would provide funds for the upgrade and/or repair of the Town's Water Treatment Plant, raw water intake, and raw water transmission main. These improvements were constructed in 1983-84.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River.

On December 27, 2022, the Town entered into a contract with an engineering firm that would be tasked with plant design and construction activity oversight.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units.

The Town will fund a portion of this project with monies from the Water Treatment Plant Reserve. The remaining project funding will be borrowed. It is expected that the Town will secure funding for project in the second half of FY24.

It is expected that the upgraded plant and repaired raw water facilities will go on line by September 2026 (FY27). Final project completion is expected by January 2027 (FY27).

Water Treatment Plant Upgrade	
Expected Expenditures By Year	
(Adjusted for Inflation)	
<u>Fiscal Year</u>	<u>Expected Expenditure</u>
FY25	\$5,000,000
FY26	\$4,000,000
FY27	\$3,600,000

Water Treatment Plant Upgrade		
Cost Estimates for Non-Construction v. Construction Activities		
(Adjusted for Inflation)		
<u>Type of Activity</u>	<u>Estimated Cost</u>	<u>Fiscal Year(s)</u>
Non-Construction Capital	\$ 1,600,000	FY24, FY25, FY26, & FY27
Construction Capital	\$11,000,000	FY25, FY26, & FY27

The total estimated capital cost for the water treatment plant upgrade project when adjusted for inflation is \$12,600,000.

Water Distribution System Upgrades	\$144,666
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Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Half-ton truck	\$20,000
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Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department for their use.

This purchase will be funded as follows:

Water Fund	\$20,000
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Sewer Fund	\$20,000
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Sewer Fund FY25

Capital Reserves \$ 0

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$3,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

One-ton dump truck \$20,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains four small dump trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$41,000 (VDOT reimbursement funds)

Water Fund \$20,500

Sewer Fund \$20,500

Half-ton truck \$20,000

Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department for their use.

This purchase will be funded as follows:

Water Fund \$20,000

Sewer Fund \$20,000

Collection System Upgrades \$100,000

Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

Work will be guided by the results of the 2023 I&I study.

Gantry Crane for Membranes at Wastewater Treatment Plant \$125,000

Public Utilities

These funds would be used for the inspection and repair of the pier(s) of the membrane gantry crane.

It is expected that one or more of the piers that support the beams on which the crane operates will have to be repaired/modified (Note: There is damage to one pier. The Town's consulting engineer will provide a recommendation as to whether it is wise to modify all of the piers while the beams and crane are disassembled).

Permeate Pump at Wastewater Treatment Plant \$40,000

Public Utilities

These funds would be used for the purchase and installation of a new permeate pump. It is expected that the pump that is removed will be rebuilt in FY26 and retained as a spare.

The wastewater treatment plant utilizes permeate pumps to pull wastewater through each of its four membrane trains.

Capital Improvement Narrative Fiscal Year 2026

General Fund FY26

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$3,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments.

Replace Pistols \$10,000

Police

This item provides funding for the replacement of the Police Department's sidearms.

Patrol Vehicle \$64,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

<u>Radar Feedback Signs</u>	<u>\$18,000</u>
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Police

This item provides for the purchase and installation of new radar feedback signs on Main and Buckmarsh Streets.

The four signs currently deployed have been in service since 2018 and need to be replaced.

<u>Fairfax Street Sidewalk</u>	<u>\$50,000</u>
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Community Development

This item will provide a reserve for the Town's share of a Transportation Alternatives Program (TAP) sidewalk/drainage project on East and West Fairfax Streets. The Town Council made the decision to pursue this project because Fairfax Street has now been opened from Buckmarsh Street to First Street.

The project, which has a total estimated budget of \$1,401,096, will provide for installation of nearly 1,130 linear feet of sidewalk and associated improvements. Eighty-percent of the project funding will be provided through TAP and the Town will be responsible for the remaining twenty percent of the cost. This places the Town's share at \$280,220, but an additional \$19,780 is budgeted as protection against rising project costs.

The funds for the Town's share of the project, which will be budgeted over several years, are anticipated to in excess of \$300,000. At present the Transportation Alternatives Program (TAP) Project Matching Funds Reserve has \$430,000. With the addition of \$50,000 to the fund in FY26 and FY27, it is expected that the Town will have sufficient funds in reserve to meet matching requirements for this project and two Mosby Boulevard sidewalk TAP projects.

Water Fund FY26

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$3,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

Three-quarter ton truck \$15,000

Public Works

This item provides for the purchase of a three-quarter-ton pickup truck.

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$15,000 (VDOT reimbursement funds)

Water Fund \$15,000

Sewer Fund \$15,000

Water Treatment Plant Upgrade \$4,000,000

Public Utilities

This item would provide funds for the upgrade and/or repair of the Town's Water Treatment Plant, raw water intake, and raw water transmission main. These improvements were constructed in 1983-84.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River.

On December 27, 2022, the Town entered into a contract with an engineering firm that would be tasked with plant design and construction activity oversight.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units.

The Town will fund a portion of this project with monies from the Water Treatment Plant Reserve. The remaining project funding will be borrowed. It is expected that the Town will secure funding for project in the second half of FY24.

It is expected that the upgraded plant and repaired raw water facilities will go on line by September 2026 (FY27). Final project completion is expected by January 2027 (FY27).

Water Treatment Plant Upgrade	
Expected Expenditures By Year	
(Adjusted for Inflation)	
<u>Fiscal Year</u>	<u>Expected Expenditure</u>
FY25	\$5,000,000
FY26	\$4,000,000
FY27	\$3,600,000

Water Treatment Plant Upgrade		
Cost Estimates for Non-Construction v. Construction Activities		
(Adjusted for Inflation)		
<u>Type of Activity</u>	<u>Estimated Cost</u>	<u>Fiscal Year(s)</u>
Non-Construction Capital	\$ 1,600,000	FY24, FY25, FY26, & FY27
Construction Capital	\$11,000,000	FY25, FY26, & FY27

The total estimated capital cost for the water treatment plant upgrade project when adjusted for inflation is \$12,600,000.

Water Distribution System Upgrades

\$125,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Sewer Fund FY26

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$3,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

Three-quarter ton truck \$15,000

Public Works

This item provides for the purchase of a three-quarter-ton pickup truck.

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$15,000 (VDOT reimbursement funds)

Water Fund \$15,000

Sewer Fund \$15,000

Collection System Upgrades \$125,000

Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

<u>Wastewater Treatment Plant Permeate Pump Rebuild</u>	<u>\$20,000</u>
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Public Utilities

These funds would be used to rebuild the permeate pump that was replaced in FY25. This rebuilt pump will be retained as a spare.

The wastewater treatment plant utilizes permeate pumps to pull wastewater through each of its four membrane trains. In FY25, the last of the four original permeate pumps were replaced.

<u>Wastewater Treatment Plant Drum Screen Rehabilitation</u>	<u>\$100,000</u>
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Public Utilities

These funds will be utilized to improve one of the two drum screens at the wastewater treatment plant. A plan for that replacement or rehabilitation has not been finalized. A rehabilitation plan will be developed in FY25 (this may result in adjustment of the cost estimate).

Two drum screens operate at the headworks of the wastewater treatment plant. These screens serve to protect the downstream treatment system from inorganic debris.

It is expected that the other drum screen will be improved in FY27.

Capital Improvement Narrative Fiscal Year 2027

General Fund FY27

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$10,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments. The Police Department server is expected to be replaced in this fiscal year.

Patrol Vehicle \$66,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Fairfax Street Sidewalk \$50,000

Community Development

This item will provide a reserve for the Town's share of a Transportation Alternatives Program (TAP) sidewalk/drainage project on East and West Fairfax Streets. The Town Council made the decision to pursue this project because Fairfax Street has now been opened from Buckmarsh Street to First Street.

The project, which has a total estimated budget of \$1,401,096, will provide for installation of nearly 1,130 linear feet of sidewalk and associated improvements. Eighty-percent of the project funding will be provided through TAP and the Town will be responsible for the remaining

twenty percent of the cost. This places the Town's share at \$280,220, but an additional \$19,780 is budgeted as protection against rising project costs.

The funds for the Town's share of the project, which will be budgeted over several years, are anticipated to in excess of \$300,000. At present the Transportation Alternatives Program (TAP) Project Matching Funds Reserve has \$480,000. With the addition of \$50,000 to the fund in FY27, it is expected that the Town will have sufficient funds in reserve to meet matching requirements for this project and two Mosby Boulevard sidewalk TAP projects.

Water Fund FY27

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$3,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

Water Treatment Plant Upgrade \$3,600,000

Public Utilities

This item would provide funds for the upgrade and/or repair of the Town's Water Treatment Plant, raw water intake, and raw water transmission main. These improvements were constructed in 1983-84.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River.

On December 27, 2022, the Town entered into a contract with an engineering firm that would be tasked with plant design and construction activity oversight.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units.

The Town will fund a portion of this project with monies from the Water Treatment Plant Reserve. The remaining project funding will be borrowed. It is expected that the Town will secure funding for project in the second half of FY24.

It is expected that the upgraded plant and repaired raw water facilities will go on line by September 2026 (FY27). Final project completion is expected by January 2027 (FY27).

Water Treatment Plant Upgrade

Expected Expenditures By Year

	(Adjusted for Inflation)
<u>Fiscal Year</u>	<u>Expected Expenditure</u>
FY25	\$5,000,000
FY26	\$4,000,000
FY27	\$3,600,000

Water Treatment Plant Upgrade

Cost Estimates for Non-Construction v. Construction Activities

	(Adjusted for Inflation)	
<u>Type of Activity</u>	<u>Estimated Cost</u>	<u>Fiscal Year(s)</u>
Non-Construction Capital	\$ 1,600,000	FY24, FY25, FY26, & FY27
Construction Capital	\$11,000,000	FY25, FY26, & FY27

The total estimated capital cost for the water treatment plant upgrade project when adjusted for inflation is \$12,600,000.

<u>Water Distribution System Upgrades</u>	<u>\$130,000</u>
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Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Sewer Fund FY27

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$3,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

Collection System Upgrades \$130,000

Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

Wastewater Treatment Plant Drum Screen Rehabilitation \$100,000

Public Utilities

These funds will be utilized to improve one of the two drum screens at the wastewater treatment plant. A rehabilitation plan will be developed in FY25 (this may result in adjustment of the cost estimate). The other screen is scheduled for improvement in FY26.

Two drum screens operate at the headworks of the wastewater treatment plant. These screens serve to protect the downstream treatment system from inorganic debris.

Capital Improvement Narrative Fiscal Year 2028

General Fund FY28

Capital Reserves _____ \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement _____ \$40,000

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments. The Administrative Department server will be replaced in this budget year.

Patrol Vehicle _____ \$68,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Mower _____ \$5,000

Public Works

This item provides for the purchase of a mower that will be used to maintain Town-owned property and maintain properties in accordance with requirements of the Berryville Code.

Town Street Repairs

\$30,000

Public Works

This item provides funds that may be used to improve Town-maintained streets.

No specific project has been identified, but Barnett Street may need repaving. It is also possible that the portion of Virginia Avenue between East Main Street and the Town Run may need repaving.

Water Fund FY28

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$4,000

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

One-ton dump truck \$21,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains four small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$43,000 (VDOT reimbursement funds)

Water Fund \$21,500

Sewer Fund \$21,500

Water Distribution System Upgrades \$135,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Half-ton truck	\$22,000
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Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department.

This purchase will be funded as follows:

Water Fund \$22,000

Sewer Fund \$22,000

Sewer Fund FY28

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$4,000

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

One-ton dump truck \$21,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains three small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$43,000 (VDOT reimbursement funds)

Water Fund \$21,500

Sewer Fund \$21,500

Half-ton truck	\$22,000
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Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department.

This purchase will be funded as follows:

Water Fund \$22,000

Sewer Fund \$22,000

Collection System Upgrades	\$135,000
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Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

Capital Improvement Narrative Fiscal Year 2029

General Fund FY29

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$4,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments.

Mobile Data Terminals \$30,000

Police

This item provides for the purchase of new mobile data terminals.

The Police Department maintains eight mobile terminals for its fleet. These terminals are used for communications, summons creation and management, and reporting.

Patrol Vehicle \$70,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Water Fund FY29

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$4,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

Three-quarter ton truck \$16,500

Public Works

This item provides for the purchase of a three-quarter-ton pickup truck.

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$16,500 (VDOT reimbursement funds)

Water Fund \$16,500

Sewer Fund \$16,500

Water Distribution System Upgrades \$140,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Sewer Fund FY29

Capital Reserves \$

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchases.

Computer Replacement \$4,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Public Works, Public Utilities, and Administrative Departments.

Three-quarter ton truck \$16,500

Public Works

This item provides for the purchase of a three-quarter-ton pickup truck.

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$16,500 (VDOT reimbursement funds)

Water Fund \$16,500

Sewer Fund \$16,500

Collection System Upgrades \$140,000

Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

Proposed Reserve Specifics

Town Council Policies

Reserves

2021- 01

Approved: 6/8
Amended 12/22

Purpose:

The Town Council creates reserves in all three funds (general, water, and sewer). These reserves are self-encumbered to enable the Council to equalize revenue shortfalls, pay for unexpected expenses, and pay for planned projects and purchases.

This policy is intended to structure the Town's reserves in a manner that prepares for the scenarios enumerated above in a manner that is transparent and easily accessed by the public.

Because the reserve funds are self-encumbered, the Council reserves the right to utilize these funds at any time as it deems appropriate, provided that such use conforms to the laws of the Commonwealth of Virginia and the Town of Berryville.

Policy:

Reserve Policy and Fund Reserve Specifics

The Town Council establishes this policy in order to provide a framework for self-encumbering funds to meet the Town's needs. These funds are encumbered to enable the Council to equalize revenue shortfalls, pay for unexpected expenses, and pay for planned projects and purchases.

The Council will establish a Fund Reserve Specifics document in which it outlines the purpose of reserves and the amount encumbered in each reserve.

During the annual budget review and approval process and at other times it deems necessary, the Town Council will review this policy and the Funds Reserve Specifics to determine whether the Town's needs are met.

Use of Reserved Funds

Reserved funds may, in accordance with applicable provisions of law and the procedures contained in this policy, be expended as specifically enumerated within an approved budget or as needed during a budget year when the need for the funds was not expected.

Reporting

The Treasurer will provide the Council with regular reports regarding the status of reserved funds.

Procedure:**Reserve Policy and Fund Reserve Specifics**

As a part of the annual budgeting process, the Budget and Finance Committee of the Town Council will review this policy and the Fund Reserve Specifics and recommend any changes that it determines appropriate to the Town Council.

The Town Council will review the Fund Reserve Specifics as a part of its budget preparation and review. The Fund Reserve Specifics will be included in the approved budget document.

Changes may be made to the Fund Reserve Specifics at any time by an affirmative vote of the majority of the Council duly assembled.

Use of Reserve Funds

Reserve funds to be expended in a given year may be budgeted and appropriated as a part of a budget or budget amendment. The reserve to be used will be shown as a revenue and the project for which the funds will be used will be shown as an expense.

Reserve funds may be utilized within a budget year at the discretion of the Town Manager, provided that:

- a. the threshold requiring the advertisement of a budget amendment is not met and
- b. a full accounting of the expenditure or proposed expenditure is provided to the Council for review at its next regularly scheduled meeting.

Reserve funds may be utilized within a budget year at the discretion of the Council, provided that the use is approved by an affirmative vote of the majority of the Council duly assembled, and all budget amendment advertising requirements are met, if applicable.

Reporting

The Treasurer will provide the Council with an up-to-date account of reserves as a part of the Treasurer's monthly Town Council meeting packet report.

Fund Reserve Specifics

Adopted _____

DRAFT 3/4/24

This document was adopted in accordance with the Town Council's Reserves Policy.

General Fund

General Fund Reserve

This reserve is established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary. General fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all general fund reserves is placed in this reserve.

Reserve	\$314,808.42
Reserve goal	\$650,000.00
	50% of annual debt service +
	10% of FY 23 GF operational expenses

Property Improvements and Maintenance Reserve

The Town owns several properties for which the cost of improvement and maintenance falls solely on the general fund. These properties include 23 East Main Street (includes Livery), Hogan's Alley, Crow Street Parking Lot, Rose Hill Park (including the John Rixey Moore Playground, Smithy Cottage but excluding the Barns of Rose Hill), Rixey Moore Parking Lot, and the old kennel located on the Wastewater Treatment Plant property.

The maintenance costs for the Public Works Facility and the Berryville-Clarke County Government Center are shared by all three funds. The Berryville-Clarke County Government Center is jointly owned with Clarke County; therefore, a separate fund is established for care of that property.

These funds may be made available for improvements to or maintenance of town properties.

Reserve	\$1,250,000
Reserve goal	\$1,250,000

Berryville-Clarke County Government Center Reserve

The Town and Clarke County constructed the Berryville-Clarke County Government Center in 2008. The facility is owned and maintained by both jurisdictions.

The facility's note holder requires that a maintenance reserve be established to provide savings to address unforeseen maintenance-related expenses. Both the Town and County agreed to self-encumber funds that would be available for expenses incurred while repairing, maintaining, or improving the property at 101 Chalmers Court.

These funds may be made available for repair, maintenance, or improvement of the Berryville-Clarke County Government Center facility.

Reserve	\$325,000
Reserve goal	\$350,000

Flood Plain/Stormwater Mitigation Reserve

Berryville contains three major drainage areas. Each of these drainage areas contains a perennial stream: Town Run (known as Dog Run in the rest of Clarke County), Craig's Run, and Buckmarsh Run. Each of these drainage areas contains smaller contributing sub-drainage areas.

The flood plain and floodway have been identified and mapped within the Town Run drainage area. Stormwater management concerns have been identified in several sub-drainage areas of the Town Run drainage area.

These funds would be available for use on flood plain/stormwater mitigation projects.

Reserve	\$700,000
Reserve goal	\$750,000

Downtown Improvement Reserve

In recognition of the economic benefits of an attractive business district, the Council recognizes that improvements to the downtown area will pay dividends to the entire town.

The Town created this reserve, in full or in part, projects to improve the general appearance of the downtown, enhance directional signage, improve parking, improve accessibility, establish and maintain crosswalks that exceed VDOT standards, establish and maintain trees and or planters, and the like.

Reserve	\$225,000*
Reserve goal	\$175,000

* Reserve exceeds goal because \$50,000 from this fund will be used in FY25 to fabricate and install wayfinding signs.

Economic Development Reserve

This reserve was established to provide for savings that can be used to address economic development opportunities or needs that the Town Council determines should be funded.

Reserve	\$ 50,000
Reserve goal	\$100,000

Blight Abatement Reserve

The Berryville Code provides the Town Council and the Town Manager with authority to demolish/secure unsafe structures and abate blight. If the Town must address such problems, then the work is paid for with public funds and the cost billed to the property owner. If the property owner fails to pay for the work, then a tax lien is placed on the property. Generally, it takes several years for the Town to recoup any of the costs incurred addressing the unsafe conditions.

These funds would be available to pay for work required to secure or demolish unsafe structures and abate blight.

Reserve	\$100,000
Reserve goal	\$100,000

John H. Enders Vol. Fire Department Reserve

This reserve was established to provide savings that can be used to assist the John H. Enders Volunteer Fire Department and Rescue Squad, which the Town Council has declared to be an integral part of the official safety program of the Town, with capital projects.

Reserve	\$ 70,000
Reserve goal	\$100,000

Police Equipment Replacement Reserve

This reserve was established to fund new or replacement police department equipment.

Reserve	\$125,000
Reserve goal	\$125,000

Annexation Reserve

This reserve was established to provide savings that can be used to complete work required to affect annexations.

Reserve	\$50,000
Reserve goal	\$50,000

Town Street Reserve

This reserve is established to provide funds for maintenance of Town secondary streets that do not qualify for use of Virginia Secondary Street Reimbursement funds.

Reserve	\$125,000
Reserve Goal	\$125,000

Transportation Alternatives Program (TAP) Project Matching Funds Reserve

This reserve is established to provide required matching funds for TAP projects.

The Town has three TAP grant applications (two associated with a sidewalk project on Mosby Boulevard and one sidewalk/drainage project on Fairfax Street) in process. The Town will ultimately be responsible for 20% of the cost of TAP projects. The FY25-29 CIP provides for reserving \$50,000 in FY25, FY26, and FY27 to meet the reserve goal.

Reserve	\$380,000
Reserve Goal	\$600,000

Total General Fund Reserves = \$3,714,808.42

Water Fund

Water Fund Reserve

This reserve is established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary. Water fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all water fund reserves is placed in this reserve.

Reserve	\$232,067*
Reserve goal	\$185,000.00*
	100% of annual debt service + 15% of FY23 WF operational expenses

*Reserve amount exceeds reserve goal by 25%. Reserve goal will increase significantly in the near future, because the water fund will have debt that has to be serviced.

Water Storage Tank Reserve

The Town maintains three water tanks within its water distribution system. The Town has maintenance contracts for the three tanks, but given the importance of these improvements it is vital to provide a reserve to address unforeseen problems that may not be covered under the annual maintenance contract.

Reserve	\$550,000
Reserve goal	\$750,000

Water Treatment Plant Reserve

The Town's water treatment plant was constructed in 1984.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of this facility and the pumping station at the Shenandoah River.

The plant and pumping station are slated for replacement/improvement. The Town has approved a preliminary engineering report for the plant improvements and is in the final stages of securing loan(s) needed to fund the project.

It is expected that the upgraded treatment plant will be operational by January 1, 2027.

It is estimated that project will cost \$12,600,000.

It is expected that the Town will utilize at least \$2,200,000 from this reserve for costs associated with this project. It is also expected that these reserve funds will be used to fund lender-required maintenance/loan repayment reserves. Further these reserve funds would likely be used to partially fund a membrane replacement fund.

These funds are also available to pay for unforeseen costs associated with the water treatment plant.

Reserve	\$3,000,000
Reserve goal	\$4,200,000

Water Distribution System Reserve

The Town maintains a system of pipes through which water is distributed from the water plant and throughout the Town. This system includes improvements such as water mains, laterals, meters and related improvements, valves, pumps, and fire hydrants.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of portions of the distribution system.

Reserve	\$1,200,000
Reserve goal	\$1,200,000

Total Water Fund Reserves = \$4,982,067.00

Sewer Fund

Sewer Fund Reserve

This reserve is established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary. Sewer fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all sewer fund reserves is placed in this reserve.

Reserve	\$702,827.29
Reserve goal	\$730,000
	100% of annual debt service +
	15% of FY23 SF operational expenses

Wastewater Treatment Plant Reserve

The Town's wastewater treatment plant became operational in 2012. The useful life of the plant is expected to be at least 25 years.

These funds may be made available to address unforeseen costs at the plant or begin a replacement/upgrade project.

Reserve	\$3,075,000
Reserve goal	\$7,500,000

Sewer Collection System Reserve

The Town maintains a system of pipes and other improvements through which wastewater is collected from customers and transmitted to the wastewater treatment plant. This system includes improvements such as sewer mains, manholes, and pump stations.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of portions of the collection system.

Reserve	\$2,000,000
Reserve goal	\$2,500,000

Membrane Replacement Reserve

The Town's wastewater treatment plant utilizes ultrafiltration membranes as a part of the treatment process. These membranes have an expected useful life of eight to twelve years. The membranes were last replaced in 2023.

These funds may be made available to address the cost of membrane maintenance and replacement. A large portion of this reserve may not need to be established if the Town enters into a membrane pre-purchase program.

The CIP will have to provide for reserving \$105,000 in FY30, FY31, FY32, FY33, and FY34 to meet the reserve goal.

Reserve	\$ 975,000
Reserve goal	\$1,500,000

Total Sewer Fund Reserves = \$6,752,827.29**

**This amount does not include the \$470,000 reserve required by the wastewater treatment plant loan terms. These funds must be reserved separately and will be used for the last payment on the loan. That payment will be made on February 1, 2037.