



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Regular Session

March 11, 2025

7:00 PM

Item

Page

-
1. **Call to Order**
 2. **Pledge of Allegiance**
 3. **Approval of Agenda**
 4. **Presentations/Awards and Recognitions**
 - Michelle Ridings, Clarke County Economic Development Director- Update on Economic Development and Tourism Efforts in Berryville
 5. **Public Hearings**
 6. **Discussion of Public Hearing Items**
 7. **Citizens' Forum**
 8. **Consent Agenda**
 - Town Council Minutes 11 February 2025
 - Budget and Finance Minutes 24 February 2025
 - Community Development/ Streets and Utilities Minutes 25 February 2025
 - Town Council Work Session Minutes 3 March 2025
 9. **Unfinished Business**
 - Discussion- Proposed Amended Water and Sewer Billing Adjustment Policy
 10. **New Business**
 11. **Council Member Reports**
 - Mayor
 - Vice Mayor

Ward 1

Ward 2

Ward 3

Ward 4

12. Staff Reports

Public Works

Public Utilities

Police Department

Community Development

Administration and Finance

Town Manager

13. Committee Updates

Budget and Finance

Request to set Public Hearing on Tax Levies for 2025

Revised Water and Sewer Charges and Fees Schedule 2025

Community Development

VCA Grant Report March 2025

Personnel, Appointments, and Policy

Public Safety

Streets and Utilities

14. Closed Session

15. Adjourn

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
MINUTES
Berryville-Clarke County Government Center
101 Chalmers Court, Berryville, VA 22611
Monday
February 2, 2025
3:00 pm

Members of the committee present: Vice Mayor Erecka Gibson, Grant Mazzarino

Staff present: Keith Dalton, Town Manager; Cindy Poulin, Treasurer; Brandel Kelsey, Town Clerk

1. Call to Order

Ms. Gibson called the meeting to order at 3:00 p.m.

2. Approval of Agenda

The agenda was approved by consensus on a motion by Mr. Mazzarino.

3. Unfinished Business

None.

4. New Business

Review of Proposed FY26 Budget

Mr. Dalton and Mrs. Poulin discussed the FY26 budget. Mr. Dalton asked if we could reduce the expense items under the VDOT reimbursement in order to simplify the report. Ms. Gibson and Mr. Mazzarino had no objections.

Ms. Gibson asked Ms. Poulin to explain key changes in the budget lines for the work session. Ms. Gibson also asked if Town Council could look at the Real Estate numbers at the work session.

5. Other

None.

7. Adjournment

The meeting adjourned by consensus at 4:12 p.m. on a motion by Ms. Gibson.

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT / STREETS AND UTILITIES COMMITTEE
MINUTES**

**Berryville-Clarke County Government Center
101 Chalmers Court, Berryville, VA 22611**

**Tuesday
February 25, 2025
3:30 pm**

Members of the committee present: Diane Harrison, Chair; Ryan Tibbens, Mayor Jay Arnold

Staff present: Jean Petti, Deputy Town Manager; Terry Russell, Community Development Director; Brandel Kelsey, Town Clerk, Chief Neil White, Berryville Police Department

1. Call to Order

Mr. Tibbens called the meeting to order at 3:30 p.m.

2. Approval of Agenda

The agenda was approved by consensus on a motion by Ms. Harrison.

3. Unfinished Business

Community Development- VCA Creative Communities Partnership Grant

Mayor Arnold stepped in to replace Mr. Tibbens during voting for the grant applicants.

Grants awarded as follows:

The Barns at Rose Hill- \$2,000.00

The Main Street Chamber Orchestra- \$1,500.00

Skyline Quilters/Northern Shenandoah Valley Quilt Show- \$500.00

Tiny Toes Dance- \$500.00

Livery Stable Rose Hill/Park

The Livery Stable Project has remained unchanged. The Bridge Project in the Park at Rose Hill is underway.

Mr. Tibbens would like to have signs put up before the bridge replacement to warn people that the bridge will be closed and direct them how to get to the gazebo and the playground.

Mrs. Kelsey said we can also put a News Flash on the Berryville Website.

Wayfinding Information

The pre-bid meeting is Thursday, February 27, 2025 at 12:30 pm. Mr. Tibbens asked how long the project should take after the contactors are found? Ms. Harrison said approximately 6 months.

4. New Business**Streets and Utilities- address the pollinator yards**

Chief White stated he has a meeting on Friday February 28, 2025 with Michelle Jones the Attorney.

5. Other

Mr. Tibbens would like to add downtown residential parking options to the March 2025 agenda.

7. Adjournment

The meeting adjourned by consensus at 4:01 p.m. on a motion by Mr. Tibbens.

MINUTES
BERRYVILLE TOWN COUNCIL
Regular Meeting
February 11, 2025
7:00 p.m.

A meeting of the Berryville Town Council was held on Tuesday, February 11, 2025 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Town Council

Present: Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Vice Mayor; Diane Harrison; Grant Mazzarino; Ryan Tibbens.

Absent: William Steinmetz

Staff

Present: Keith Dalton, Town Manager; Brandel Kelsey, Town Clerk; Chief Neal White, Berryville Police Department.

Press None

1. Call to Order

Mayor Arnold called the meeting to order at 7:03 p.m.

2. Pledge of Allegiance

Mayor Arnold invited all those assembled to stand for the Pledge of Allegiance.

3. Approval of Agenda

Vice Mayor Gibson moved to approve the agenda as presented.

The motion passed by voice vote.

4. Presentations, Awards, and Recognitions

Gerold Dodson presented an idea about a Peace Pole in Rose Hill Park, the Rotary Club would put in place and cover the cost.

Presentation of FY24 Financial Report

Mayor Arnold recognized Mr. Josh Roller from Robinson, Farmer, Cox Associates, who participated via phone call.

Mr. Roller presented an overview of the Fiscal year 2024 financial report. There were no questions from Council or Staff. Mayor Arnold thanked Mr. Roller for his participation.

5. Public Hearings

none

6. Discussion of Public Hearing Items

none

7. Citizens' Forum

Mayor Arnold called on citizens who have signed up to speak during the forum. There were none.

8. Consent Agenda

Mr. Tibbens moved to approve the consent agenda as presented.

The motion passed by voice vote.

9. Unfinished Business

Water and Sewer Billing Adjustment Policy Review.

Mayor Arnold recognized the town manager, Mr. Dalton, who explained the changes that were made to the policy. Council discussed what they liked and disliked about the changes. Mr. Dalton will revise the policy again and bring it back to Council in March to finalize.

Consideration of Virginia Department of Health funding for the Water Treatment Plant Upgrade

Mr. Dalton explained updates on the **Bipartisan Infrastructure Laws** initial offers that will provide loan funds for the Water Treatment Plant Upgrade Project. Mr. Dalton said the revised Preliminary Engineering Report should be ready by the end of February. Mr. Dalton stated that in accordance with the revised schedule, the project should be done by the end of 2027. Ms. Harrison asked if the BIL is canceled, what would we do from there? Mr. Dalton explained the different avenues they could go.

Ms. Harrison moved that the Council of the Town of Berryville authorize the Mayor to sign the attached draft letter to the Virginia Department of Health evidencing the Town's continued interest in securing a FY2024 Bipartisan Infrastructure Law loan for the completion of the project to upgrade the Town's Water Treatment Plant and related facilities. The motion passed by voice vote.

10. New Business

Proposed IFB #2025-01

Mayor Arnold recognized the town manager to provide an overview of the wayfinding signage plan. Mr. Dalton explained the wayfinding signage plan. Ms. Harrison explained the process as well. Ms. Gibson mentioned the ARPA money would need to be spent first because the funds have an expiration date of 2026. Mr. Dalton stated the project is expected to be finished by the end of 2025. Mr. Dalton said 2 of the signs will need to have easements established before contract award and he will speak with the property owners now.

Ms. Harrison moved that the Council of the Town of Berryville authorize the town manager to issue IFB #2025-01. She further moved that the Council hereby authorized the town manager to:

- make necessary edits to the IFB prior to issuance and
- to approve the bid and execute required contract documents in this matter, if the lowest responsible bidder's bid is less than or equal to the funds allocated for the project.

The motion passed by voice vote.

11. Council Member Reports

Ms. Harrison spoke about the BADA Comprehensive Plans and Southeast Collector. Ms. Harrison stated that Mr. Russell and Mrs. Poulin are preparing a report on the Berryville Plan update. A work session is set for March 3 to discuss the FY26 Budget and Berryville Area Plan Review.

Mr. Mazzarino spoke about the concrete problems on the sidewalks and driveways in Hermitage V. The company is aware of the problems and appears to be working with the property owners to schedule necessary repairs.

12. Staff Reports

none

13. Committee Updates

Mayor Arnold recognized the chairs of each standing committee of the Town Council to introduce action items, provide updates, and impart additional information that they think may be helpful to the Council.

Budget and Finance Committee

none

Community Development Committee & Streets and Utilities Committee

Mr. Tibbens discussed the possibility of fostering a program to connect volunteers willing to clear snow from sidewalks with residents who are unable to do so themselves. Mr. Tibbens discussed having groups like the cub scouts or highschoolers who need volunteer hours to do the work. Mayor Arnold suggested the Rotary club or other clubs take on the facilitating of the project. Mayor Arnold does not want to increase the workload for town Staff, particularly, Public Works.

Ms. Harrison discussed the Proposed Town Code and Zoning Ordinance amendments that will require dumpsters sited within the Town to be screened within a prescribed time period. Mayor Arnold asked that Council discuss it at a later date after the budget is approved. Mr. Dalton said discussions for the Amendments to the Code and Zoning Ordinance must be done at the same time.

Personnel, Appointments, and Policy

none

Public Safety

none

15. Closed Session

The Council of the Town of Berryville will enter closed session in accordance with §2.2-3711-A-3- Discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Motion to Enter Closed Session

Ms. Harrison moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-3- Discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

The Council returned to open session at 9:24 pm.

Certification Motion and Resolution

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

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

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

16. Adjourn

The Council adjourned at 9:25 p.m. on a motion by Vice Mayor Gibson.

Erecka L. Gibson, Vice Mayor

Brandel Kelsey, Town Clerk

TOWN COUNCIL WORK SESSION
MINUTES
Berryville-Clarke County Government Center
101 Chalmers Court, Berryville, VA 22611
Monday
March 3, 2025
3:30 pm

Present: Mayor Jay Arnold, Vice Mayor Erecka Gibson, William Steinmetz, Diane Harrison, Ryan Tibbens, Grant Mazzarino (3:45), Keith Dalton, Cynthia Poulin, Terry Russell, Jean Petti

1. Call to Order

Mr. Arnold called the meeting to order at 3:30 p.m.

2. Approval of Agenda

Ms. Gibson moved to approve the agenda as presented.

3. Old Business

Budget:

Mrs. Poulin reviewed the Budget Calendar and the Budget Preparation Highlights, then invited questions from Town Council. There were none.

Mr. Dalton discussed the CIP narrative, noting which items are new and which are carried over from FY25.

Ms. Gibson noted that the Wayfinding item was not included in the narrative, but the Town Council had no associated questions.

Next, Mr. Dalton presented the Fund Reserve Specifics, explaining an increase in the TAP line item and discussing particulars of the Water Fund Reserve and the expected impact of the water treatment plant upgrade.

Mr. Dalton introduced a brief description of targeted and market adjustments for salaries. Mr. Tibbens asked if this could be accomplished without rate revision, and Mr. Dalton assured Town Council that it could. Ms. Gibson asked for clarification, and Mr. Dalton noted it would reduce the total amount contributed to reserves. In the enterprise funds and an adjustment in the general fund where less funding from 2026 General Fund Reserves would be contributed to the Downtown Property Improvement.

BADA:

Mr. Dalton reviewed the basics of the structure and function of the Berryville **Area** Plan, and the value of Town Council input in the current Berryville **Area** Plan review and update. He suggested Town Council prepare a resolution for presentation to Berryville Area Development Authority.

Mr. Russell requested Town Council share priorities and guiding principles that should be incorporated into such a resolution and invited Mrs. Harrison to reflect on the status of the Berryville **Area** Plan review to-date. A collaborative review of the current plan and discussion of opportunities followed, with attention to proper uses of Potential Growth Areas, annexation, promoting business growth-particularly business park expansion, and support for the proposed Southeast Collector Road.

Mr. Dalton proposed staff prepare a resolution reflecting Town Council comments for review at the April Town Council meeting. The Council agreed with this approach.

5. Closed Session

Mrs. Harrison moved that the Town Council enter Closed Session and it was approved by unanimous consent. Town Council convened in closed session at 5:00 p.m.

Town Council re-entered public session at 5:39 p.m. upon a motion by Mr. Tibbens, Mr. Dalton took a roll call, which resulted in unanimous Aye. Mayor Jay Arnold, Vice Mayor Erecka Gibson, Diane Harrison, Grant Mazzarino, Ryan Tibbens, William Steinmetz.

7. Adjournment

No additional business items were presented and the meeting was adjourned upon a motion by Ms. Gibson at 5:40 p.m.

Water and Sewer Billing Adjustment Policy Review

March 11, 2025 Report

At its February meeting, the Town Council reviewed the draft policy and determined that it appeared to be complete. Town staff was directed to review the policy again and then provide the Council with both a markup of the policy and a clean version.

The revised draft has been reviewed again and only minor changes have made (shown in orange type on the policy markup).

Attachments

- Amended Water and Sewer Adjustment Policy markup (Draft 03/11/25)
- Amended Water and Sewer Adjustment Policy clean copy

Suggested Action

Adopt the amended policy effective March 12, 2025.

Sample motion

- I move that the Council of the Town of Berryville adopt the attached amended Water and Sewer Adjustment Policy and that said amended policy become effective on March 12, 2025.

February 11, 2024 Report

At its January meeting the Town Council reviewed the draft policy and determined that several changes were required before it could be considered for approval.

Changes that the Council required included:

- Inclusion of language that better addressed repairs made by people who are not plumbers
- Provision of an appeal process above and beyond that which had been provided for review of the Town Manager's actions

The draft policy has been amended to address the Council's concerns.

Attachment

- Amended Water and Sewer Adjustment Policy (Draft 02/11/25)

Suggested action

Adopt the amended policy effective February 12, 2025.

Sample motion

I move that the Council of the Town of Berryville adopt the attached amended Water and Sewer Adjustment Policy and that said amended policy become effective on February 12, 2025.

January 14, 2025 Report

Overview

The Town's Water and Sewer Adjustment Policy establishes the Town Manager's (or designee) authority to adjust water and sewer bills. The Policy also establishes:

- adjustment application procedures
- adjustment review procedures and criteria
- meter testing procedures, and
- appeal standards and procedures.

The current version of the Water and Sewer Adjustment Policy was adopted by the Town Council on March 12, 2015.

Proposal under review

The draft Water and Sewer Adjustment Policy under review includes the following significant amendments:

- addition of information regarding how customers may secure/review a copy of the Policy and adjustment request form,
- elimination of the requirement that adjustment requests include a certification from the applicant's home owner's insurance carrier stating that a claim had been filed in this matter and providing the portion of the bill that will be covered under the applicant's policy,
- addition of a section that clearly states that the Town will not approve adjustments for abnormal usage attributable to toilets, and
- reduce the amount of the contested bill that must be paid prior to adjustment application review; provided that the customer enters into a payment plan with the Town.

Attachment

- Amended Water and Sewer Adjustment Policy

Suggested action

Adopt the amended policy effective January 15, 2025.

Sample motion

I move that the Council of the Town of Berryville adopt the attached amended Water and Sewer Adjustment Policy and that said amended policy become effective on January 15, 2025.

TOWN OF BERRYVILLE

Water and Sewer Billing Adjustment Policy

Purpose:

This policy applies to the adjustment of unusually high water and sewer bills resulting from water leaks or other circumstances resulting in abnormally high water usage. This policy enumerates the authority of the Town Manager, or designee, to grant adjustment of unusually high water and sewer bills upon request of the person or entity responsible for a water account. **This policy also establishes standards for appeals to the Town Council.**

Background:

In accordance with Chapter 17 of the Berryville Code (available at the Town Business Office and the Town's website (www.berryvilleva.gov), where properties are connected to the Town of Berryville's water and sewer systems, the customer is responsible for: 1) the proper provision, monitoring, operation, maintenance, repair, and replacement of all water lines and components of the system from the customer's side of the water meter and 2) the proper provision, monitoring, operation, maintenance, repair, and replacement of all sewer lines and components of the system from where it intersects the Town's main.

Burden of Proof:

The implicit burden of proof in the adjustment requests made pursuant to these policies rests with the customer, not the Town of Berryville. Failure to comply with the requirements of this policy ~~will~~ may result in the denial of the adjustment request.

Procedure:

All requests for bill adjustment must be made within ~~ten~~ **fifteen** days of the billing date. **Said requests must be submitted to the Town Business Office.**

Requests must be made utilizing the Town of Berryville Water and Sewer Billing Adjustment Request Form (**available at the Town Business Office and the Town's website (www.berryvilleva.gov)**).

Customers requesting a bill adjustment must submit the following items before the request will be reviewed ~~To the completed Town of Berryville Water and Sewer Billing Adjustment Request Form,~~ the customer must also provide a plumber's certification **attach a written statement that includes the following information:**

- a completed Town of Berryville Water and Sewer Billing Adjustment Request Form and
- a written statement that includes the following information:
 - o date and approximate time the owner was made aware of the unusual usage,
 - o the date and approximate time the ~~plumber or repairer~~ person making the repair was contacted about the leak or potential leak,
 - o the date and approximate time the ~~plumber or repairer~~ person making the repair responded to the customer's property,
 - o the date and approximate time the repair was completed,
 - o a description of the repairs that were made to stop the leak (including a list of materials used to complete the repair),
 - o the name and contact information of the person (or firm) who repaired the leak, and
 - o a copy of the repair invoice (if applicable).

and, when the abnormal usage is greater than three times the account's average usage, a letter from the property owner's insurance company verifying that a claim has been made in this matter and providing what portion of the water/sewer bill will be paid by the insurance company.

The Town Manager, or designee, will review the request and provide written notice of his/her decision. ~~Most decisions will be rendered within 10 days of receipt of the a complete adjustment request.~~ All such adjustment decisions shall be rendered within 30 days of receipt of a complete adjustment request.

Limitations on adjustments

Only one bill adjustment may be made for the water portion of a bill on any account in any given twelve-month period. However, the Town Manager, at his or her discretion, may grant a second adjustment to the sewer portion of a subsequent bill on an account within a given twelve-month period, if the Manager determines that the adjustment request meets this policy's submission requirements and review criteria, and the owner took reasonable steps to prevent the second incident that led to unusually high usage.

Review Criteria:

The Town Manager, or designee, will review adjustment requests in accordance with the following criteria:

- For leaks occurring in the service line between the water meter and the building the meter serves, the Town may approve adjustment to the sewer usage if it is

found that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak. The Town may approve adjustment to the water usage if it finds that the leak was repaired in a timely fashion after discovery. Such adjustment may not exceed one-half of the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.

- For leaks or unintended usage from exterior hose connections, the Town may approve adjustment to the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- For abnormal water usage attributable to usage in or by faucets, pipes, water heaters, furnaces or other interior plumbing facilities within the building the water meter serves, the Town may adjust the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- **The Town will not approve adjustments for abnormal water or sewer usage attributable to use by toilets.**
- The Town will not approve adjustments for abnormal water usage attributable to filling of pools or watering of lawns or landscaping.
- The Town will not approve adjustments for abnormal water usage which has not or cannot be sufficiently explained.

When reviewing adjustment requests the Town will take into account, among other factors, whether any of the usage resulted from another party's negligence. Where negligence is found, the Town may determine that no adjustment is warranted. ~~As a part of request reviews the Town will also consider the insurance claim determination as a part of establishing an adjustment amount.~~

Meter Testing:

Customers may at any time request that their water meter be tested for accuracy. If a customer wants to have the water meter that serves their account to be tested, then they must contact the Town Business Office and request the test. At the time of the request,

the customer must pay a meter testing fee as established by the Town Council. The fee in question will be refunded if it is found that the meter in question does not meet American Water Works Association standards for accuracy. Further, if it is found that the meter does not meet American Water Works Association standards for accuracy, then the Town will review the account for possible adjustment.

Adjustment determinations made because a meter has been found to be inaccurate (after testing) may be appealed to the Town Council if the customer believes that the adjustment is not sufficient.

The Town Council will review all adjustment appeals and will provide written notice of their decision to the customer.

Appeals:

~~If the customer requesting the bill adjustment believes that the Town Manager has erred in making the adjustment decision or has not made a determination on an adjustment request in a timely manner, then he/she may appeal the matter to the Town Council. This appeal must be made in writing within ten days of the date of the decision on the adjustment or within thirty days of the original request if the appeal is based on the Town Manager's failure to render a decision on the review request. If the appeal is based on the belief that the Town Manager erred in making its decision on the bill adjustment request, then the appeal request must specify the finding of fact or policy application the requester believes was made in error.~~

~~Adjustment determinations made because a meter has been found to be inaccurate (after testing) may be appealed to the Town Council if the customer believes that the adjustment is not sufficient.~~

~~The Town Council will review all adjustment appeals and will provide written notice of their decision to the customer.~~

Appeals to the Town Council

A customer seeking a water and sewer bill adjustment may request that their application be reviewed by the Town Council if:

1) they believe that the Town Manager erred in making a decision on their adjustment application (which may include failing to render a decision within 30 days of the Manager's receipt of a complete adjustment application), or

2) said adjustment request does not qualify for adjustment under this policy's criteria, but the applicant believes that the circumstances that led to the high

usage were extraordinary and not generally shared by other water/sewer customers in the Town's system, and the circumstances that led to the high usage were unforeseen and out of the control of the applicant.

If the applicant is submitting an appeal because they believe that the Town Manager erred in making a decision on their adjustment application in accordance with section 1 as listed above, then they shall submit a detailed appeal letter to the Town Business Office in which the review errors are described-~~enumerated~~. Such appeal shall be filed with the Town Business Office not more than 10 days after the Town Manager's decision was communicated to the applicant or if the Town Manager has failed to make a decision in a timely manner, then the appeal shall be filed with the Town Business Office within 40 days of the submission of a complete adjustment request.

If the applicant is submitting an appeal and the Town Manager has informed them that the requested adjustment does not qualify under this policy's criteria, and the applicant thinks that the circumstances that led to the high usage were extraordinary and not generally shared by the other water/sewer customers in the Town's system, and the circumstances that led to the high usage were unforeseen and out of the control of the applicant, in accordance with section 2 as listed above, then such appeal shall be filed with the Town Business Office not more than 10 days after the Town Manager's decision was communicated to the applicant.

All appeals will be forwarded to the Town Council at their next regular meeting. The Council shall render a decision on the appeal within ~~45~~ 40 days of the first regular meeting at which the appeal was heard. The appellant will be informed in writing of the Council's determination on the appeal.

Customer Responsible for Payment during Review:

While an adjustment request and/or appeal is being processed, the customer is responsible for:

- payment of the entire amount due within the normal payment period or the customer may enter into a payment agreement with the Town, or
- payment of fifty (50) % of the bill and entry into a payment plan for the remainder of the bill.

Such payment and/or entry into a payment plan must occur before the bill cut-off date. If the customer neither fails to makes payment during the normal payment period nor enters into a payment plan with the Town as outlined above, then the customer is subject to all applicable collection activities and termination of service.

Any refunds due to a customer as a result of the adjustment process will be credited to the account unless a refund is requested. If a refund is requested, then the refund will be paid within 20 15 10 days of request.

Any remaining payment due on account after the adjustment request has been finalized must either be paid in full not more than 30 days of from the bill adjustment decision or in accordance with the approved payment plan.

Burden of Proof:

The implicit burden of proof in the adjustment request pursuant to these policies rests with the customer, not the Town of Berryville. Failure to comply with the requirements of this policy will result in the denial of the adjustment request.

Effective Date:

March 12, 2015 _____

TOWN OF BERRYVILLE

Water and Sewer Billing Adjustment Policy

Purpose

This policy applies to the adjustment of unusually high water and sewer bills resulting from water leaks or other circumstances resulting in abnormally high water usage. This policy enumerates the authority of the Town Manager, or designee, to grant adjustment of unusually high water and sewer bills upon request of the person or entity responsible for a water account. This policy also establishes standards for appeals to the Town Council.

Background

In accordance with Chapter 17 of the Berryville Code (available at the Town Business Office and the Town's website (www.berryvilleva.gov), where properties are connected to the Town of Berryville's water and sewer systems, the customer is responsible for: 1) the proper provision, monitoring, operation, maintenance, repair, and replacement of all water lines and components of the system from the customer's side of the water meter and 2) the proper provision, monitoring, operation, maintenance, repair, and replacement of all sewer lines and components of the system from where it intersects the Town's main.

Burden of Proof

The implicit burden of proof in the adjustment requests made pursuant to these policies rests with the customer, not the Town of Berryville. Failure to comply with the requirements of this policy may result in the denial of the adjustment request.

Procedure

All requests for bill adjustment must be made within 15 days of the billing date. Said requests must be submitted to the Town Business Office.

Requests must be made utilizing the Town of Berryville Water and Sewer Billing Adjustment Request Form (available at the Town Business Office and the Town's website (www.berryvilleva.gov)).

Customers requesting a bill adjustment must submit the following items before the request will be reviewed:

- a completed Town of Berryville Water and Sewer Billing Adjustment Request Form, and
- a written statement that includes the following information:

- date and approximate time the owner was made aware of the unusual usage,
- the date and approximate time the person making the repair was contacted about the leak or potential leak,
- the date and approximate time the person making the repair responded to the customer's property,
- the date and approximate time the repair was completed,
- a description of the repairs that were made to stop the leak (including a list of materials used to complete the repair),
- the name and contact information of the person (or firm) who repaired the leak, and
- a copy of the repair invoice (if applicable).

The Town Manager, or designee, will review the request and provide written notice of his/her decision. All such adjustment decisions shall be rendered within 30 days of receipt of a complete adjustment request.

Limitations on Adjustments

Only one bill adjustment may be made for the water portion of a bill on any account in any given twelve-month period. However, the Town Manager, at his or her discretion, may grant a second adjustment to the sewer portion of a subsequent bill on an account within a given twelve-month period, if the Manager determines that the adjustment request meets this policy's submission requirements and review criteria, and the owner took reasonable steps to prevent the second incident that led to unusually high usage.

Review Criteria

The Town Manager, or designee, will review adjustment requests in accordance with the following criteria:

- For leaks occurring in the service line between the water meter and the building the meter serves, the Town may approve adjustment to the sewer usage if it is found that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak. The Town may approve adjustment to the water usage if it finds that the leak was repaired in a timely fashion after discovery. Such adjustment may not exceed one-half of the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.

- For leaks or unintended usage from exterior hose connections, the Town may approve adjustment to the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- For abnormal water usage attributable to usage in or by faucets, pipes, water heaters, furnaces or other interior plumbing facilities within the building the water meter serves, the Town may adjust the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.
- The Town will not approve adjustments for abnormal water or sewer usage attributable to use by toilets.
- The Town will not approve adjustments for abnormal water usage attributable to filling of pools or watering of lawns or landscaping.
- The Town will not approve adjustments for abnormal water usage which has not or cannot be sufficiently explained.

When reviewing adjustment requests the Town will take into account, among other factors, whether any of the usage resulted from another party's negligence. Where negligence is found, the Town may determine that no adjustment is warranted.

Meter Testing

Customers may at any time request that their water meter be tested for accuracy. If a customer wants to have the water meter that serves their account to be tested, then they must contact the Town Business Office and request the test. At the time of the request, the customer must pay a meter testing fee as established by the Town Council. The fee in question will be refunded if it is found that the meter in question does not meet American Water Works Association standards for accuracy. Further, if it is found that the meter does not meet American Water Works Association standards for accuracy, then the Town will review the account for possible adjustment.

Adjustment determinations made because a meter has been found to be inaccurate (after testing) may be appealed to the Town Council if the customer believes that the adjustment is not sufficient.

The Town Council will review all adjustment appeals and will provide written notice of their decision to the customer.

Appeals to the Town Council

A customer seeking a water and sewer bill adjustment may request that their application be reviewed by the Town Council if:

- 1) they believe that the Town Manager erred in making a decision on their adjustment application (which may include failing to render a decision within 30 days of the Manager's receipt of a complete adjustment application), or
- 2) said adjustment request does not qualify for adjustment under this policy's criteria, but the applicant believes that the circumstances that led to the high usage were extraordinary and not generally shared by other water/sewer customers in the Town's system, and the circumstances that led to the high usage were unforeseen and out of the control of the applicant.

If the applicant is submitting an appeal in accordance with section 1 as listed above, then they shall submit a detailed letter to the Town Business Office in which the review errors are enumerated. Such appeal shall be filed with the Town Business Office not more than 10 days after the Town Manager's decision was communicated to the applicant or if the Town Manager has failed to make a decision in a timely manner, then the appeal shall be filed with the Town Business Office within 40 days of the submission of a complete adjustment request.

If the applicant is submitting an appeal in accordance with section 2 as listed above, then such appeal shall be filed with the Town Business Office not more than 10 days after the Town Manager's decision was communicated to the applicant.

All appeals will be forwarded to the Town Council at their next regular meeting. The Council shall render a decision on the appeal within 40 days of the first regular meeting at which the appeal was heard. The appellant will be informed in writing of the Council's determination on the appeal.

Customer Responsible for Payment during Review

While an adjustment request and/or appeal is being processed, the customer is responsible for:

- payment of the entire amount due or
- payment of fifty (50)% of the bill and entry into a payment plan for the remainder of the bill.

Such payment and/or entry into a payment plan must occur before the bill cut-off date. If the customer fails to make payment during the payment period as outlined above, then the customer is subject to all applicable collection activities and termination of service.

Any refunds due to a customer as a result of the adjustment process will be credited to the account unless a refund is requested. If a refund is requested, then the refund will be paid within 10 days of request.

Any remaining payment due on account after the adjustment request has been finalized must either be paid in full not more than 30 days from the bill adjustment decision or in accordance with the approved payment plan.

Effective Date: _____

Report of the Department of Public Works

March 4, 2025

General Information

February brought us several more rounds of winter weather events. During our snow removal operations our equipment ran fine and we experienced no breakdowns or equipment failures.

Bids were opened last month on the Bel-Voi water improvement project and Fuog/Interbuild, LLC was the apparent low bidder. Mr. Dalton and the Town's consulting engineer are in the process of issuing the notices as required by the contract documents, once all documents are signed and received, the contractor will be able to start the project.

Water

Public Works personnel repaired a water main break on First Street by using a stainless-steel repair sleeve. Two other minor leaks were also repaired.

Sewer

Public Works had no sewer-related problems on the Town's collection system.

Public Utilities Department Report

11 March 2025

Item Title: Department Update

Prepared By: Jean Petti

Water Treatment Plant Activity

All water quality results are available at <https://vadwv.gecsws.com/>

The Consent Order went into effect on December 31, 2024. Our Corrective Action Plan (CAP) was submitted on time and is under review. Town Staff has maintained regular communication with Virginia Department of Health (VDH) to review operations and water quality testing results. The first quarterly CAP update is due April 10, 2025.

Efforts to resolve any “unknown” lines in our Lead Service Line Inventory continue. Residents may request an inspection of their line by calling the Town office or by emailing deputytownmanager@berryvilleva.gov.

Wastewater Treatment Plant Activity

The Fournier sludge presses were fully serviced over the course of two days and meet all applicable performance goals. The Fournier technician trained staff on maintenance and troubleshooting.

Department General Activity

Many thanks to members of the Public Works Department, who have provided prompt maintenance assistance to the Public Utilities Department.



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: 03/05/2025
TO: Town Council
FROM: Chief W. Neal White 
CC:
RE: Police Department Monthly Report – 03/11/2025

Monthly Activity Report

The activity report for the month of February 2025 is attached to this report.

Public Safety Committee

The Public Safety Committee did not meet in February 2025.

Staffing

The department continues to have one sworn law enforcement officer position vacancy.

Accreditation

This fall the department will undergo an on-site assessment for our fourth-year term in order to retain our VLEPSC accreditation. In preparation for that event, we have scheduled a mock assessment to take place at the end of April. The mock assessment will utilize certified VLEPSC assessors who will review all our proofs of compliance for the previous three years.

Investigations

Officer Joseph Shoremount has been reassigned to the position of detective effective January 21, 2025. He will now focus on criminal investigations and evidence management for the department.



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W. Neal White – Chief of Police

Police and Security Report

Month/Year: February	Year To Date 2025	February 2025	January 2025
<u>Complaints Answered</u>			
911 Hang Up:	2	0	2
Alarms:	6	4	2
Animal Complaint:	15	9	6
Assault:	5	3	2
Assist County:	16	7	9
Assist EMS and Fire:	25	12	13
Auto Larceny:	0	0	0
Burglary:	0	0	0
Civil Complaints:	12	4	8
Disturbance:	7	2	5
Domestic Disturbance:	3	2	1
Driving Under the Influence	3	0	3
Drunk In Public:	1	0	1
Fraud:	9	6	3
Larceny:	2	0	2
Harassment/Intimidation:	3	1	2
Homicide:	0	0	0
Identity Theft	1	0	1
Juvenile Related:	1	1	0
Mental Health Crisis:	10	4	6
Narcotics Related:	1	0	1
Noise	2	1	1
Public Service:	8	4	4
Sexual Assault:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	35	14	21
Trespassing:	3	3	0
Vandalism:	4	1	3
Welfare Check:	11	8	3
Miscellaneous Complaints:	120	61	59
Total Complaints Answered:	305	147	158



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	February	January
	2025	2025	2025
<u>Traffic</u>			
Accidents Investigated:	13	2	11
Assist Motorist:	0	0	0
Child Safety Seat Install:	0	0	0
Funeral Escort:	4	3	1
Hit & Run:	2	1	1
Parking Tickets:	1	0	1
Traffic Warnings:	82	39	43
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	0	0	0
Expired Inspection:	0	0	0
Expired Registration:	3	2	1
Fail to Obey Highway Sign:	13	7	6
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	1	1
No Seat Belt:	0	0	0
Reckless Driving:	0	0	0
Speeding:	13	9	4
Miscellaneous Summons:	4	3	1
Total Traffic Summons Issued:	35	22	13
<u>Found Open at Businesses in Town</u>			
Doors:	0	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	February	January
	2025	2025	2025
<u>Criminal Papers Served</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	0	0	0
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	0	0	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	2	0	2
Drunk In Public:	1	0	1
Fail to Obey Police Officer:	0	0	0
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	5	5	0
Larceny:	2	1	1
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:	0	0	0
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	1	0	1
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	11	6	5



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	February	January
	2025	2025	2025
<u>Response to Resistance</u>			
Total Community Interface	448	217	231
Total Enforcement Contacts	128	67	61
Physical Custody	6	2	4
Reported Force Involved	2	1	1
Administrative Review - Justified	2	1	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	0	0	0
Takedown	2	1	1
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	3	0	3
Black Male	0	0	0
Other Male	0	0	0
White Female	3	2	1
Black Female	0	0	0
Other Female	0	0	0

Town Council Agenda Item Report Summary

March 11, 2025

Item Title

Community Development Update

Prepared By

Terry Russell

Planning Commission

The Planning Commission has not held a meeting since the last Council meeting. Its next meeting is scheduled for Tuesday, March 25, 2025.

Berryville Area Development Authority

The BADA has not held a meeting since the last Council meeting. Its next meeting is scheduled for Wednesday, March 26, 2025.

Architectural Review Board

The ARB has not held a meeting since the last Council meeting. Its next meeting is scheduled for Wednesday, April 2, 2025.

Tree Board

The Tree Board has not held a meeting since the last Council meeting. Its next meeting is scheduled for Wednesday, April 2, 2025.

Board of Zoning Appeals

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

Administration and Finance Report

March 11, 2025

Item Title:

Report of the Administration and Finance Department

Prepared By:

Cynthia Poulin, Treasurer

Attachments

1. Cash Balance(s) Report
2. ARPA Update

Recommendation

Presented for Council review

Cash Balance Report

Period Ending 2/28/2025

Town of Berryville

3/5/2025 2:22 PM

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	Bank Information	Balance
1	Bank of Clarke Operating Acct#- 1138499	-\$207,758.03
2	Bank of Clarke NOW Acct#- 1138502	\$9,873,111.85
3	Bank of Clarke Payroll Acct#- 1138510	\$40,201.77
4	Bank of Clarke CIP Acct#- 1138405	\$15,803,297.87
5	Bank of Clarke SW Acct#- 1138413	\$486,755.90
6	Bank of Clarke PDAF Acct#- 1138421	\$25,480.85
7	Bank of Clarke DSR Acct#- 1138456	\$112,756.44
9	Bank of Clarke RAU Acct#- 1138472	\$943.26
10	Bank of Clarke VRA Reserve Acct#- 6041647	\$470,000.00
11	Bank of Clarke Proffer Reserve Acct#- 1897098	\$90,360.38
12	Bank of Clarke Performance Bonds Acct#- 1910841	\$11,311.13
13	TRUIST Acct#- 5137523525	\$568,630.66
14	Bank of Clarke PD Contributions Acct#- 5759859	\$8,746.93

Total Cash Balance:	\$27,283,839.01
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Check Listing

Date From: 2/1/2025 Date To: 2/28/2025
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
03/04/2025 08:16 AM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
9610	1	ALEXANDRA COPE	02/05/2025	<u>\$171.59</u>
9611	1	BLOSSMAN GAS INC	02/05/2025	<u>\$1,518.42</u>
9612	1	Broy & Son Pump Service, Inc	02/05/2025	<u>\$1,140.00</u>
9613	1	Capital Compressor	02/05/2025	<u>\$3,022.00</u>
9614	1	Carroll Construction Co.	02/05/2025	<u>\$578.25</u>
9615	1	E. A. S. WINCHESTER, PLLC	02/05/2025	<u>\$900.00</u>
9616	1	ESS- Enterprise security solutions	02/05/2025	<u>\$5,347.38</u>
9617	1	GABRIEL PUH CALMET	02/05/2025	<u>\$110.00</u>
9618	1	Griffith Energy Services, Inc.	02/05/2025	<u>\$733.36</u>
9619	1	Hach Company	02/05/2025	<u>\$509.20</u>
9620	1	James River Equipment	02/05/2025	<u>\$4,500.00</u>
9621	1	MORTON SALT, INC.	02/05/2025	<u>\$2,177.50</u>
9622	1	Stuart M. Perry, Inc	02/05/2025	<u>\$300.34</u>
9623	1	Total Pest Services, Inc	02/05/2025	<u>\$322.00</u>
9624	1	BLOSSMAN GAS INC	02/12/2025	<u>\$1,330.05</u>
9625	1	COMBS WASTEWATER MANAGEMENT LLC	02/12/2025	<u>\$72.58</u>
9626	1	CORE & MAIN LP	02/12/2025	<u>\$4,497.00</u>
9627	1	DONALD B RICE TIRE CO	02/12/2025	<u>\$1,016.40</u>
9628	1	EAHEART INDUSTRIAL SERVICES, INC	02/12/2025	<u>\$234.30</u>
9629	1	Hall, Monahan, Engle, Mahan & Mitchell	02/12/2025	<u>\$207.50</u>
9630	1	Jean Petti	02/12/2025	<u>\$50.00</u>
9631	1	Keith Dalton	02/12/2025	<u>\$50.00</u>
9632	1	LOY, JAMES ANDREW 7909	02/12/2025	<u>\$25.00</u>
9633	1	Michelle M. Jones	02/12/2025	<u>\$2,300.00</u>
9634	1	MULDER, EMILY ANNE 11779	02/12/2025	<u>\$25.00</u>
9635	1	POSM Software LLC	02/12/2025	<u>\$2,500.00</u>
9636	1	USA Bluebook	02/12/2025	<u>\$375.38</u>
9637	1	WILLIAMS LARRY A & PAMELA J TRUSTEES 12365	02/12/2025	<u>\$607.00</u>
9638	1	BORLAND, JOHN W 10662	02/19/2025	<u>\$25.00</u>
9639	1	CIVICPLUS	02/19/2025	<u>\$219.81</u>
9640	1	INBODEN ENVIRONMENTAL SVCS	02/19/2025	<u>\$23,076.08</u>

Check Listing

Date From: 2/1/2025 Date To: 2/28/2025
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
03/04/2025 08:16 AM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
9641	1	Minnesota Life Insurance Co.	02/19/2025	<u>\$297.91</u>
9642	1	PENNONI ASSOCIATES INC	02/19/2025	<u>\$31,112.50</u>
9643	1	Shade Equipment Company	02/19/2025	<u>\$13,589.71</u>
9644	1	THOMSON REUTERS	02/19/2025	<u>\$109.20</u>
9645	1	Treasurer of Frederick County	02/19/2025	<u>\$5,264.10</u>
9646	1	VALLEY REGIONAL ENTERPRISES, INC.	02/19/2025	<u>\$150.00</u>
9647	1	VIRASEC IT Support Services, Inc.	02/19/2025	<u>\$3,927.50</u>
9648	1	BLOSSMAN GAS INC	02/26/2025	<u>\$1,367.52</u>
9649	1	Carmeuse Lime, Inc	02/26/2025	<u>\$7,564.19</u>
9650	1	CLARKE COUNTY GENERAL DISTRICT COURT	02/26/2025	<u>\$315.00</u>
9651	1	Clarke County Humane Foundation	02/26/2025	<u>\$130.79</u>
9652	1	Country Roads Tire & Auto Inc	02/26/2025	<u>\$528.00</u>
9653	1	DMV	02/26/2025	<u>\$130.00</u>
9654	1	FLUID CONSERVATION TECH II LLC (FCT II)	02/26/2025	<u>\$10,800.00</u>
9655	1	HERCULES FENCE	02/26/2025	<u>\$19,845.00</u>
9656	1	John H. Enders Fire Company	02/26/2025	<u>\$30,000.00</u>
9657	1	Minnesota Life Insurance Co.	02/26/2025	<u>\$656.45</u>
9658	1	PENNONI ASSOCIATES INC	02/26/2025	<u>\$3,302.00</u>
9659	1	PRIMO WATER	02/26/2025	<u>\$21.11</u>
9660	1	SMART SIGHTS	02/26/2025	<u>\$1,800.00</u>
9661	1	Treasurer of Clarke County	02/26/2025	<u>\$540.20</u>
9662	1	UBEO MIDCO LLC	02/26/2025	<u>\$1,564.11</u>
9663	1	Valley Automation	02/26/2025	<u>\$5,952.43</u>
9664	1	VINCENT MANCINI	02/26/2025	<u>\$285.00</u>
9665	1	VUPS	02/26/2025	<u>\$24.15</u>
9666	1	John H. Enders Fire Company	02/26/2025	<u>\$70,000.00</u>
9667	1	HURT AND PROFFIT	VOIDED 02/26/2025	<u>\$750.00</u>
9668	1	Treasurer of Clarke County	02/27/2025	<u>\$750.00</u>
59	Checks Totaling -			\$268,718.01

Totals By Fund

	Checks	Voids	Total
100	\$180,931.97		\$180,931.97

Check Listing

Date From: 2/1/2025 Date To: 2/28/2025

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

Town of Berryville
03/04/2025 08:16 AM

Page: 3 of 3

Check Number	Bank	Vendor		Date	Amount
			Checks	Voids	Total
501			\$23,401.74	\$750.00	\$22,651.74
502			\$64,384.30		\$64,384.30
Totals:			\$268,718.01	\$750.00	\$267,968.01

Purchasing Card

BERRYVILLE TOWN OF
February 01, 2025 - February 28, 2025

Company Statement

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 02/28/25 Payment Due Date 03/25/25 Days in Billing Cycle 28 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$79,681.41	Previous Balance \$69,341.65 Payments -\$69,341.65 Credits -\$392.80 Cash \$0.00 Purchases \$80,074.21 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 \$79,681.41

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 03/25/25.

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	Credits	Cash	Purchases and Other Debits	Total Activity
Credit Limit				

6934165 7968141 7968141 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
February 01, 2025 - February 28, 2025

Total Payment Due \$79,681.41
Payment Due Date 03/25/25

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
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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.

Cardholder Activity Summary

Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
Credit Limit				
AUMULLER, BRIAN XXXX-XXXX-XXXX-XXXX				
1,000	0.00	0.00	29.39	29.39
BOOR, RICK XXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	7,293.17	7,293.17
BOOTH, KEVIN XXXX-XXXX-XXXX-XXXX				
1,000	0.00	0.00	20.16	20.16
BRISTOL, TIM XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	185.00	185.00
DORSEY, DANIEL XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	31.40	31.40
ELLIOTT, RALPH XXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	48.43	48.43
GRIFFITH, RICHARD A XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	77.72	77.72
JOHNSON, KAREN XXXX-XXXX-XXXX-XXXX				
1,000	0.00	0.00	273.10	273.10
LINK, BRIAN XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	34.27	34.27
MCCORMICK, HARRY XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	111.33	111.33
MILBURN, AUSTIN XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	5.66	5.66
PETTI, JEAN XXXX-XXXX-XXXX-XXXX				
50,000	0.00	0.00	19,837.49	19,837.49
POULIN, CYNTHIA XXXX-XXXX-XXXX-XXXX				
1,500	392.80	0.00	1,353.77	960.97
SHEETZ, CULLEN XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	175.08	175.08
SHOREMOUNT, JOSEPH E XXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	18.39	18.39
STOVER, KEITH XXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	2,677.66	2,677.66
TYLER, LAURA A XXXX-XXXX-XXXX-XXXX				
50,000	0.00	0.00	44,031.48	44,031.48
WHITE, NEAL XXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	3,870.71	3,870.71

Transactions

Posting Transaction	Date	Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF							Total Activity
Account Number: XXXX-XXXX-XXXX-XXXX							-\$69,341.65
02/25 02/25			AUTO PAYMENT DEDUCTION		0071		69,341.65
AUMULLER, BRIAN							Total Activity
Account Number: XXXX-XXXX-XXXX-XXXX							29.39
02/06 02/05			BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975037235083981731	5251	29.39	

BERRYVILLE TOWN OF

February 01, 2025 - February 28, 2025

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Transactions

Posting	Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit		
BOOR, RICK							Total Activity	
Account Number: [REDACTED]							7,293.17	
02/03	01/30	BROY & SON PUMP SERVICE 540-9553928 VA	24073145031900019600013	1799	130.00			
02/04	02/03	GRIFFITH/SMO 877-737-6992 NY	24137465034300701617628	4900	4,748.52			
02/04	02/03	GRIFFITH/SMO 877-737-6992 NY	24137465034300701617701	4900	878.15			
02/10	02/07	WWP*PEST MGMT SRVS. 703-723-2899 VA	24445005038300591309945	7342	74.00			
02/21	02/20	BROY & SON PUMP SERVICE 540-9553928 VA	24073145051900011000027	1799	1,462.50			
BOOTH, KEVIN							Total Activity	
Account Number: [REDACTED]							20.16	
02/06	02/05	GIANT MARTINS #6558 BERRYVILLE VA	24692165036100088562608	5411	20.16			
BRISTOL, TIM							Total Activity	
Account Number: [REDACTED]							185.00	
02/12	02/11	FCPS ACE TUITION 703-6581201 VA	24755425043130433374329	8299	185.00			
DORSEY, DANIEL							Total Activity	
Account Number: [REDACTED]							31.40	
02/05	02/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975036234107941780	5251	13.71			
02/06	02/05	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975037235083981954	5251	3.00			
02/18	02/17	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975049247168006777	5251	14.69			
ELLIOTT, RALPH							Total Activity	
Account Number: [REDACTED]							48.43	
02/25	02/24	CORE & MAIN - VA006 314-432-4700 VA	24445005055200170813143	5074	48.43			
GRIFFITH, RICHARD A							Total Activity	
Account Number: [REDACTED]							77.72	
02/03	01/31	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975032230036363264	5251	5.68			
02/26	02/24	BERRYVILLE TRUE VALUE BERRYVILLE VA	24431055056110710001945	5533	26.98			
02/26	02/25	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975057255316025234	5251	45.06			
JOHNSON, KAREN							Total Activity	
Account Number: [REDACTED]							273.10	
02/03	02/02	Amazon web services aws.amazon.coVA	24692165033107347353094	7399	0.63			
02/07	02/06	STAPLS7651232132000001 877-8267755 NJ	24164075037105441289467	5111	125.37			
02/10	02/08	STAPLS7909794659000001 877-8267755 NJ	24164075040105441259325	5111	37.89			
02/14	02/13	STAPLS7651693096000001 877-8267755 NJ	24164075044105441297305	5111	69.78			
02/17	02/15	STAPLS7651885606000001 877-8267755 NJ	24164075047105441268360	5111	39.43			
LINK, BRIAN							Total Activity	
Account Number: [REDACTED]							34.27	
02/27	02/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975058256365084238	5251	34.27			
MCCORMICK, HARRY							Total Activity	
Account Number: [REDACTED]							111.33	
02/10	02/07	GIANT MARTINS #6558 BERRYVILLE VA	24692165038101896815830	5411	9.00			
02/20	02/19	GIANT MARTINS #6558 BERRYVILLE VA	24692165050101688820884	5411	15.00			
02/27	02/25	VA DPOR 804-3678597 VA	24755425057270573796627	9399	80.00			
02/27	02/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975058256365084329	5251	7.33			
MILBURN, AUSTIN							Total Activity	
Account Number: [REDACTED]							5.66	
02/27	02/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975058256365084600	5251	5.66			
PETTI, JEAN							Total Activity	
Account Number: [REDACTED]							19,837.49	
02/04	02/03	COYNE CHEMICAL 215-785-3000 PA	24435655034057217082268	5169	750.20			
02/06	02/05	COYNE CHEMICAL 215-785-3000 PA	24435655036057742077914	5169	817.90			
02/07	02/06	AMAZON MKTPL*Z75715S00 Amzn.com/billWA	24692165037100585442006	5942	150.96			
02/10	02/09	USABlueBook Atlanta GA	24793385040000026504058	5085	87.64			
02/10	02/09	UPS*29RF2IR1GF0 800-811-1648 GA	24692165040103338136896	4215	9.05			
02/10	02/09	UPS*1Z82DTB30320020411 800-811-1648 GA	24692165040103338279464	4215	168.42			
02/11	02/10	AMZN Mktp US*L575278K3 Amzn.com/billWA	24692165041104411959542	5942	104.56			
02/12	02/10	MCMaster-CARR 630-834-9600 IL	24789305042185300132825	5085	64.57			
02/14	02/13	AMZN Mktp US*NQ8MU6TB3 Amzn.com/billWA	24692165044106873649997	5942	65.06			
02/14	02/14	USABlueBook Atlanta GA	24793385045002201511093	5085	208.84			
02/14	02/13	COYNE CHEMICAL 215-785-3000 PA	24435655044059761066661	5169	2,197.67			
02/17	02/15	AMAZON MKTPL*QX8JG4ER3 Amzn.com/billWA	24692165046107906731909	5942	9.92			
02/17	02/15	Amazon.com*JF8FP1B53 Amzn.com/billWA	24692165046107927393424	5942	9.98			
02/17	02/15	AMZN Mktp US*010T46IG3 Amzn.com/billWA	24692165046108037930964	5942	194.77			
02/18	02/17	Amazon.com*DO2Q609V3 Amzn.com/billWA	24692165049100244432394	5942	77.98			
02/18	02/17	COYNE CHEMICAL 215-785-3000 PA	24435655048060693063004	5169	2,385.10			
02/20	02/20	AMAZON MKTPL*NP6A81E23 Amzn.com/billWA	24692165051101935685758	5942	28.78			
02/26	02/25	COYNE CHEMICAL 215-785-3000 PA	24435655056062716067672	5169	6,350.26			
02/26	02/25	AMAZON MKTPL*455214NM3 Amzn.com/billWA	24692165057106957587810	5942	122.60			
02/26	02/26	Amazon.com*2J8GO0GF3 Amzn.com/billWA	24692165057107019466191	5942	169.98			

BERRYVILLE TOWN OF
 February 01, 2025 - February 28, 2025
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Transactions							
Posting Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
02/27	02/26	AMAZON MKTPL*C94BM2AN3 Amzn.com/billWA	24692165057107201074738	5942	47.96		
02/27	02/26	AMAZON MKTPL*QF6FC9ND3 Amzn.com/billWA	24692165057107658497317	5942	28.78		
02/27	02/26	IN *JOINER LABS, LLC 540-3477212 VA	24692165057107703590090	8734	25.00		
02/27	02/27	USABlueBook Atlanta GA	24793385058000055395054	5085	4,513.96		
02/27	02/26	COYNE CHEMICAL 215-785-3000 PA	24435655057062992071033	5169	1,247.55		
POULIN, CYNTHIA						Total Activity	
Account Number: [REDACTED]							960.97
02/05	02/04	IN *TRUESHRED 888-7508783 VA	24692165035109390462226	7399	64.50		
02/06	02/05	VA DMV ONLINE BILLING PAY804-4977100 VA	24755425037130378798845	9399	575.00		
02/10	02/07	Microsoft-G077076116 701-2817490 WA	24204295038000107203024	5045	207.50		
02/10	02/07	MICROSOFT#G077076160 MSBILL.INFO WA	24430995038236539346350	5045	207.50		
02/10	02/07	MICROSOFT#G077076160 MSBILL.INFO WA	74430995038236539346363	5045		207.50	
02/11	02/10	Microsoft-G077076116 701-2817490 WA	74204295041003248799025	5045		185.30	
02/24	02/21	VDOT LAND USE PERMITS 804-7860622 VA	24755425053730531850653	9399	100.00		
02/24	02/23	MSFT * E0100VEV63 MICROSOFT.COMWA	24000775054500003077071	5045	12.50		
02/24	02/22	MSFT * E0100VEOJ0 MSBILL.INFO WA	24430995053252004432922	5045	6.00		
02/24	02/22	MSFT * E0100VEOJ1 MSBILL.INFO WA	24430995053252004440701	5045	180.77		
SHEETZ, CULLEN						Total Activity	
Account Number: [REDACTED]							175.08
02/03	01/31	MALLOY FORD OF WINCHESTERWINCHESTER VA	24013395031006483012513	5511	44.50		
02/11	02/10	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065042147533047339	5533	90.42		
02/21	02/19	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055051108510924287	5533	20.00		
02/24	02/21	GIANT MARTINS #6558 BERRYVILLE VA	24692165052103131370887	5411	20.16		
SHOREMOUNT, JOSEPH E						Total Activity	
Account Number: [REDACTED]							18.39
02/25	02/24	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055056110644018288	5533	18.39		
STOVER, KEITH						Total Activity	
Account Number: [REDACTED]							2,677.66
02/03	01/30	STAPLES 00103515 WINCHESTER VA	24164075031105441969825	5943	57.99		
02/10	02/07	THE PICCADILLY PRINTING CWINCHESTER VA	2476725503900000962751	2741	71.64		
02/10	02/08	BATTLEFIELD BOOTS WINCHESTER VA	24755425039270393806583	5661	17.00		
02/11	02/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975042240135871032	5251	7.06		
02/11	02/10	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065042147533047263	5533	11.28		
02/12	02/10	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055042104511950027	5533	6.16		
02/12	02/11	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412905042027013362764	5599	369.00		
02/20	02/19	GIANT MARTINS #6558 BERRYVILLE VA	24692165050101487859547	5411	24.99		
02/20	02/19	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065051153021048241	5533	116.64		
02/20	02/19	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065051153021048258	5533	16.99		
02/20	02/19	HIGHWAY MOTORS INC WINCHEWINCHESTER VA	24755425051730518025099	5511	1,074.00		
02/24	02/21	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412905052027013651965	5599	734.85		
02/27	02/26	COLLIFLOWER INC HQ 410-686-1200 MD	24435655058063099074325	5085	170.06		
TYLER, LAURA A						Total Activity	
Account Number: [REDACTED]							44,031.48
02/03	02/02	RAPPAHANNOCK ELECTRIC EBILL.MYREC.CVA	24231685033747000245429	4900	6,100.56		
02/05	02/05	COMCAST 800-COMCAST MD	24692165036109573765410	4899	126.07		
02/17	02/14	REPUBLIC SERVICES TRASH HTTP://WWW.PHAZ	24941665045106168293557	4900	4,188.99		
02/19	02/18	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941665049107866134586	4900	31,680.41		
02/20	02/19	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692165050101391151585	4814	1,034.87		
02/21	02/20	VERIZON BILL PAYMENT 800-VERIZON FL	24692165051102022231696	4814	322.80		
02/21	02/20	VERIZON BILL PAYMENT 800-VERIZON FL	24692165051102022231704	4814	409.97		
02/24	02/22	COMCAST 800-COMCAST MD	24692165053103707384741	4899	167.81		
WHITE, NEAL						Total Activity	
Account Number: [REDACTED]							3,870.71
02/04	01/31	FBI LEEDA INC 877-7727712 PA	24559305034900017845594	8398	795.00		
02/06	02/04	KUSTOM SIGNALS 913-492-1400 KS	24247605036500710245958	5065	404.00		
02/07	02/06	THOMSON WEST*TCD 800-328-4880 MN	24692165037100932961245	8999	123.71		
02/14	02/12	FBI LEEDA INC 877-7727712 PA	24559305044900019049532	8398	795.00		
02/20	02/20	AMAZON MKTPL*7Z9WR5CI3 Amzn.com/billWA	24692165051101845599214	5942	49.28		
02/24	02/21	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055053109370029512	5533	1,289.10		
02/24	02/21	AED SUPERSTORE 800-544-0048 WI	24801975053251863475249	5047	192.00		
02/26	02/26	AMAZON MKTPL*6L4FT4TP3 Amzn.com/billWA	24692165057107031401879	5942	89.14		
02/28	02/27	GALLS 859-266-7227 KY	24435655058063246054824	5137	133.48		

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.

March 11, 2025
Monthly Update

American Rescue Plan Act of 2021

Funds expended over the past month

The February 2025 expenditure report is attached.

Attachments

- February 2025 ARPA Expenditure Report
- ARPA Master List
- Project Status Reports

Feb-25

Signage

Estimated cost of these actions						
- Signage	\$	140,000.00	\$	-	\$	43,280.00
- Total					\$	43,280.00
						31%
					\$	140,000.00
Fund balance from first payment					\$	31,135.34
Fund balance from second payment					\$	65,584.66

Complete necessary water and sewer infrastructure projects

Capital Projects

Estimated cost of these actions						
- Cost of the projects	\$	3,495,500.79	\$	8,312.50	\$	1,435,229.91
					\$	1,559,958.25
					\$	2,995,188.16
Total						85.00%
Fund balance from first payment					\$	3,485,953.17
Fund balance from second payment					\$	3,485,953.17
					\$	-
					\$	500,312.63
					\$	500,312.63

Pay for administrative costs

Estimated cost of these actions						
- Administrative costs per FY (5.5)	\$	60,000.00	\$	-	\$	44,407.40
- Total					\$	44,407.40
						74%
Fund balance from first payment					\$	60,000.00
					\$	60,000.00
					\$	15,592.60

NOTES:

INFRASTRUCTURE COSTS:

Frazier Assoc.(Wayfinding)						1st Tranche	\$	2,267,493.00
Core & Main	\$	-				Used to date	\$	2,220,765.06
VA RIGGERS	\$	-				Balance	\$	46,727.94
Pete McLean	\$	-						
Norfolk Southern	\$	-				2nd Tranche	\$	2,267,493.00
Marsh & Legge Casey Tree	\$	-				Used to date	\$	1,701,595.71
Pennoni (Water Projects Bel Voi & Battletown)	\$	-				Balance	\$	565,897.29
Webster Nursery(Concrete walls)	\$	8,312.50						
	\$	-						
Total	\$	8,312.50						

ARPA MASTER LIST

2/28/2025

	PROJECT NAME	BUDGET	SPENT TO DATE	BALANCE	%COMPLETE
1	Computers:Utility Clerk,PWs	\$ 2,437.90	\$ 2,437.90	\$ -	100% Admin
2	Police Radio Replacements	\$ 75,000.00	\$ 75,000.00	\$ -	100%
3	PW Compressor	\$ 23,629.85	\$ 23,629.85	\$ -	100% infra
4	Water Dist Sys Flushing Equip	\$ 7,500.00	\$ 9,844.38	\$ -	100% infra
5	Water Meter Reading Equip	\$ 12,458.03	\$ 12,458.03	\$ -	100% infrastr
6	Grants for Improper Con to Sewer Sys	\$ 4,500.00	\$ 4,500.00	\$ -	100% grant
7	W/s Admin Fees	\$ 175,260.82	\$ 175,260.82	\$ -	100%
8	Premiuim Pay for Employees	\$ 172,000.00	\$ 174,323.86	\$ -	100% premium pay
9	Grant John H Enders/Rescue Squad *	\$ 80,000.00	\$ 80,000.00	\$ -	100% grant
10	Grant to Barns of Rose Hill *	\$ 40,000.00	\$ 40,000.00	\$ -	100% grant
11	Grant for Façade Improvement	\$ 196,185.08	\$ 196,185.08	\$ -	100% grant
12	Website	\$ 5,845.29	\$ 5,845.29	\$ -	100% Admin
13	Leak Study	\$ 8,662.50	\$ 8,662.50	\$ -	100% infra
14	SSES Study	\$ 117,868.73	\$ 117,868.73	\$ -	100% infra
15	River Pumping Station Upgrade	\$ 25,000.00	\$ 28,538.55	\$ -	100% infra
16	Water Meter & Setter Replacements *	\$ 350,000.00	\$ 350,000.00	\$ -	95% infra
17	Hermitage Pump Station	\$ 26,000.00	\$ 26,000.00	\$ -	100% infra
18	Booster Building Upgrade	\$ 20,000.00	\$ 22,985.85	\$ -	100% infra
19	WWTP Headworks Lighting Upgrade	\$ 4,764.00	\$ 4,764.00	\$ -	100% infra
20	Ridge Road Water Main	\$ 25,939.04	\$ 25,939.04	\$ -	100% infra
21	Water, Sewer and Drainage Projects	\$ 2,228,476.76	\$ 2,228,476.76	\$ -	100% infra
22	Rockcroft Water Main Abandonment	\$ 10,000.00	\$ 10,550.96	\$ -	100% infra
23	Security Upgrades	\$ 125,000.00	\$ 100,995.91	\$ -	100% infra/admin70
24	Drainage Dorsey, Walnut, Treadwell	\$ 1,500.00	\$ 1,500.00	\$ -	100% infra
25	Bel Voi and Battletown Water Main Repl	\$ -	\$ 11,612.50	\$ -	100% infra
26	Wayfinding Signs	\$ 140,000.00	\$ 43,280.00	\$ 96,720.00	30%
27	Raw Water Intake Land-Easement Acquisition	\$ 13,672.50	\$ 13,672.50	\$ -	100% infra
28	Grant Housing (3 years)	\$ 40,000.00	\$ 40,000.00	\$ -	100%
29	Capital Projects	\$ 543,285.50	\$ 42,972.87	\$ 500,312.63	0%
	Administrative /Legal Fees	\$ 60,000.00	\$ 45,055.39	\$ 15,592.60	75% Admin
	Total Encumbered	\$ 4,534,986.00	\$ 3,922,360.77	\$ 612,625.23	
	Total ARPA	\$ 4,534,986.00			
*	Project For (2) two years				

Project Status Report

Date: 3/11/2025

Project Name:
Water Meter and Setter Replacements

Project Budget: \$350,000.00
Expected Completion Date: June 2023

Executive Summary:
Upgrade ¼ of the Town’s water Meters and setters.

- Project Goals:**
- 1. Improve capture of water use.
 - 2. Improve back flow protection.
 - 3. Reduce meter reading costs.

Project Status:

Status Item	Status	Summary
Budget \$350,000.00	Completed	Total Spend: \$350,000.00
Schedule/Timeline	On Track	% Complete: 95

Project Milestones:

Description	% Complete	Status
1. Order meters, setters, valves, plus other supplies	100%	Completed
2. Install meters / setters	90%	On Track

- Project Issues or Concerns:**
- 1. Multiyear project

Project Status Report

26

Date: 3/11/2025

Project Name:

Wayfinding Signs

Project Budget: \$140,000.00

Expected Completion Date: December 2023

Executive Summary:

Design, construct, and install entrance and wayfinding signs.

Project Goals:

1. To improve business environment in downtown business district.

Project Status:

Status Item	Status	Summary
Budget 140,000.00	On Track	Total Spend: \$43,280.00
Schedule/Timeline	On Track	Complete: 40%

Project Milestones:

Description	% Complete	Status
1. Design	50%	On Track
2. Determine Sign locations	50%	On Track
3. Secure VDOT approvals	95%	On Track
4. Develop offering for design and construction/award/have signs fabricated	0%	On Track
5. Secure contractor to install signs	0%	Not Started
6. Have signs installed	0%	Not Started
RFP ISSUED ON 6/30/2022 & COUNCIL AUTHORIZED THE TOWN MANAGER TO AWARD BID.		

Project Issues or Concerns:

Project Status Report

Date: 3/11/2025

Project Name: Capital Projects

Project Budget: \$543,285.50

Expected Completion Date:

Project List Under Consideration:

- Bel Voi Water Main Replacement
- Bar Screen at STP
- North Crow Street Drainage
- Rose Hill Park Bridge

Project Goals:

Project Status:

Status Item	Status	Summary
Budget \$543,285.50	Not Started	Total Spend: \$42,972.87
Schedule/Timeline	Not Started	% Complete: 5

Project Milestones:

Description	% Complete	Status
1. Construction plans	0%	Not Started
2. Develop IFB	0%	Not Started
3. Secure Easements	0%	Not Started
4. Issue offering/ review offering	0%	Not Started
5. Select Contractor	0%	Not Started
6. Complete project	0%	Not Started

Project Issues or Concerns:

BERRYVILLE TOWN COUNCIL

MOTION TO SET PUBLIC HEARING FOR APRIL 8, 2025 ON
PROPOSED 2025 TAX RATES AND WATER AND SEWER FEE
SCHEDULE

Date: March 11, 2025

Motion By:

Second By:

I move that the Council of the Town of Berryville set a public hearing for its April 8, 2025 meeting to hear public comment on the proposed Tax rates for Tax year 2025 and the proposed Water and Sewer Fee Schedule for FY2026.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Erecka L. Gibson, Vice Mayor

TOWN OF BERRYVILLE

SCHEDULE OF WATER AND SEWER FEES AND CHARGES

~~Effective November 21, 2023.~~

Proposed to be effective June 21, 2025

I. USER FEES

A. WATER

1. Within corporate limits or the limits of an approved annexation area: ~~\$8.15~~ \$10.30 per 1,000 gallons of usage. Minimum charge \$5.00 per month for usage under 1,000 gallons during billing period.
2. Other: ~~\$10.18~~ \$12.87 per 1,000 gallons of usage. Minimum charge \$6.25 per month for usage under 1,000 gallons during billing period.

B. SEWER

1. Within corporate limits or the limits of an approved annexation area: ~~\$17.27~~ \$17.78 per 1,000 gallons of usage. Minimum charge \$15.00 per month for usage under 1,000 gallons during billing period.
2. Other: ~~\$21.58~~ \$22.22 per 1,000 gallons of usage. Minimum charge \$18.75 per month for usage under 1,000 gallons during billing period.

II. ADMINISTRATIVE AND FACILITIES FEES AND DEPOSITS

A. ADMINISTRATIVE AND FACILITIES FEES

Monthly Administrative and Facilities Fees, charged with usage:

Water \$24.35

Sewer \$12.18

Late Fee: 10% of bill amount

Service Disconnection/Reconnection Fee: \$50

Returned Check/ACH Fee: \$50

B. DEPOSITS

Residential: individually metered single-family units, town homes, and duplexes: ~~\$285~~ \$300

Residential: multi-family with master meter: ~~\$230~~ \$245 per unit

Business/Commercial excluding restaurants and laundries: ~~\$285~~ **\$300**

Restaurant: ~~\$880~~ **\$895***

Laundry: ~~\$4,605~~ **\$4,620***

Institutional: ~~\$1,625~~ **\$1,640***

Industrial: ~~\$5,645~~ **\$5,660***

*Town Manager may increase or decrease on the basis of actual usage.

Note: Town Manager may establish reasonable deposit amounts for use types not anticipated by this schedule.

III. AVAILABILITY FEES

A. WATER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)	Meter Cost
5/8	1	\$ 16,226	\$ 20,283	Meter Fee
3/4	1.5	\$ 24,339	\$ 30,424	Meter Fee
1	2.5	\$ 40,565	\$ 50,707	Meter Fee
1.5	4.375	\$ 70,989	\$ 88,738	Meter Fee
2	8	\$ 129,808	\$ 162,264	Meter Fee
3	16	\$ 259,616	\$ 324,528	Meter Fee
4	25	\$ 405,560	\$ 507,075	Meter Fee
6	50	\$ 811,300	\$ 1,014,150	Meter Fee

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)	Meter Cost
5/8	1	\$ 17,200	\$ 21,500	Meter Fee
3/4	1.5	\$ 27,100	\$ 32,249	Meter Fee
1	2.5	\$ 42,999	\$ 53,749	Meter Fee
1.5	4.375	\$ 75,248	\$ 94,062	Meter Fee
2	8	\$ 137,596	\$ 172,000	Meter Fee
3	16	\$ 275,193	\$ 344,000	Meter Fee
4	25	\$ 429,894	\$ 537,500	Meter Fee
6	50	\$ 859,978	\$ 1,074,999	Meter Fee

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

Notes:

(a) Multi-family residences are defined as any master-metered group of apartment, townhouse, condominium, or other residential units with each unit having separate kitchen facilities.

(b) In cases in which a master meter serves multi-family residences or a combination of multi-family and commercial units, the applicant will pay a fee based on the higher of A) an amount derived by multiplying .8 by the applicable water availability fee for demand ratio 1 times the total number of residential and commercial units to be served by a single meter, or B) an amount based on the meter size as specified above.

(c) Meter fee is calculated by adding the cost of the meter and a 30% (of meter cost) handling fee.

B. SEWER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)
5/8	1	\$ 17,423	\$ 21,779
3/4	1.5	\$ 26,134	\$ 32,668
1	2.5	\$ 43,557	\$ 54,447
1.5	4.375	\$ 76,226	\$ 92,283
2	8	\$ 139,384	\$ 174,232
3	16	\$ 278,768	\$ 348,464
4	25	\$ 435,575	\$ 544,475
6	50	\$ 871,150	\$ 1,088,950

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

B. SEWER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)
5/8	1	\$ 18,468	\$ 23,085
3/4	1.5	\$ 27,702	\$ 34,628
1	2.5	\$ 46,170	\$ 57,714
1.5	4.375	\$ 80,800	\$ 97,820
2	8	\$ 147,747	\$ 184,686
3	16	\$ 295,494	\$ 369,372
4	25	\$ 461,710	\$ 577,144
6	50	\$ 923,419	\$ 1,154,287

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

IV. LATERAL OR CONNECTION FEES

Connection to the Town's water distribution and/or sewer collection system may be completed only if the following conditions are met:

- Party applying to connect to the system agrees to assume all costs associated with connection to the systems, including excavation, taps, vaults, traffic control, restoration (including pavement), testing, inspections, etc.
- Contractor responsible for completing work has been vetted and approved by the Town.
- Plans for the work, including restoration, have been approved by the Town.

- Required surety has been approved and provided to the Town.
- Required insurance coverage is in place and documentation thereof provided to the Town.
- Required permits have been issued by the Town, Virginia Department of Transportation, or another applicable agency.

V. INSPECTIONS

A. Sanitary Sewer Camera Service and Storm Sewer Camera Inspection Service

1. Mains and Laterals Over 4 Inches in Diameter

Mobilization Fee: ~~\$325~~ **\$350**

Camera Fee: \$3.00 per linear foot

2. 4-Inch Laterals

Laterals Under 50 Feet in Length: ~~\$175~~ **\$200**

Laterals 50 Feet in Length or Greater: ~~\$175~~ **\$200** plus \$3.00 per linear foot

B. Inspections

Town staff: ~~\$70~~ **\$75** per hour (1 hour minimum for any inspection then billed at ½ hr. increments thereafter)

Licensed professional engineer or approved third-party inspector: Cost

C. Hydrant Flow Tests

~~\$70~~ **\$75** per hour (1 hour minimum for any test then billed at ½ hr. increments thereafter) plus cost of water (includes water and sewer charges)

Notes:

Cleaning of lines will be required prior to camera use: Line cleaning is the responsibility of the applicant. If lines are not clean and camera crew must remobilize later to perform the inspection, a second mobilization fee will be charged.

Hydrant flow tests: Hydrant flow tests must be scheduled with the Director of Public Works no less than three work days in advance of test. Contractor will supply gauges and will be responsible for recording results. Town personnel will operate hydrant.

VI. SIGNIFICANT INDUSTRIAL USER FEES

Sewer system discharge permit: \$500

VII. WATER METER TESTING

5/8" meter: \$125

All other meters: \$125 + cost

Note: Fee is refunded if meter is found to be over-registering.

VIII. HYDRANT METERS

Nonrefundable account establishment fee: \$50

Meter deposit: \$1,500 (deposit refunded upon return of undamaged meter)

Note: Usage metered through hydrant meters will be billed for both water and sewer user fees.

IX. UNAUTHORIZED USE OF SERVICE

For unauthorized water withdrawals from fire hydrants or any other part of the Town water system, or when a customer willfully takes steps to reactivate service after service has been disconnected by the Town because of nonpayment of any charge owed to the Town, and the Town must take action to discontinue service again by removal of the meter or by any other necessary measures, a \$250 charge for unauthorized use of services will be imposed. This charge will be in addition to any other charge for water and sewer services owed to the Town, and in addition to any legal remedies the Town may pursue for unauthorized use of service.

Approved by Town Council ~~September 12, 2023~~

Town Council Agenda Item Report Summary

March 11, 2025

Item Title

Virginia Commission for the Arts Creative Communities Partnership Grant Application
Recommendation by the Community Development Committee

Prepared By

Terry Russell

Background/History/General Information

The Town of Berryville has applied for and received funds annually from the Virginia Commission for the Arts (VCA) since 2012 with the exception of 2019. The intent of the grant, now called the Creative Communities Partnership Grant, is to encourage local governments to support the arts. A line item totaling \$4,500 is included in the proposed budget. If approved, the grant is matched by the VCA in the same amount.

Additional information can be found at this link: <https://vca.virginia.gov/grant/creative-communities-partnership-grants/>.

Findings/Current Activity

In 2021, the Community Development Committee recommended an application process through which the Town identifies local arts organizations who may want to benefit from the grant. Four grant applications were received for this cycle.

The Community Development Committee met on Tuesday, February 25, 2025 to review the applications. Committee members recommended that the Barns of Rose Hill (requested \$4,500), the Main Street Chamber Orchestra (requested \$4,500), Tiny Toes Dance (requested \$3,000), and the Northern Shenandoah Valley Quilt Show (requested \$2,250) receive the funding this year. Per the respective requests, the Barns of Rose Hill would receive \$2,000, the Main Street Chamber Orchestra would receive \$1,500, Tiny Toes Dance would receive \$500, and the Northern Shenandoah Valley Quilt Show would receive \$500 for a total of \$4,500. Should the Town of Berryville receive the grant from the Virginia Commission for the Arts, the amounts identified will be doubled with their match.

Schedule/Deadlines

A decision on subrecipients and amounts should be made at this meeting as the Creative Communities Partnership Grant application is due by April 1, 2025.

Other Considerations

N/A

Recommendation

Discuss at the meeting and determine subrecipients and amounts.

Sample Motion

I move that the Council of the Town of Berryville approve the recommended funding in the amount of \$2,000 for the Barns of Rose Hill, \$1,500 for the Main Street Chamber Orchestra, \$500 for Tiny Toes Dance, and \$500 for the Northern Shenandoah Valley Quilt Show.

Attachment

Recommended grant applications

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



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

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

**Creative Communities Partnership Grant
Participant Application**

Deadline: February 21, 2025

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit <https://vca.virginia.gov/grant/creative-communities-partnership-grants/>. Additional information can also be found on the Town of Berryville's web site at <http://berryvilleva.gov/>.

Name of Arts Organization: Barns of Rose Hill

Applicant Name: Reynolds Martha F

Last First M.I.

Address: 95 Chalmers Court

Street Address Apartment/Unit#

Berryville VA 22611

City State ZIP Code

E-Mail: martha.reynolds@borh.org

Phone: (540) 955-2004

Has this organization received a Local Arts Grant from the Town of Berryville in the past?

☒ Yes ☐ No

Grant amount requested: (maximum \$4,500) \$4,500.00

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

Please give a brief description of the organization, proposed project, and who will participate.

Barns of Rose Hill is a 501(c)(3) nonprofit arts and community center located in downtown Berryville in Clarke County, VA. Founded in 2004, the organization was born out of a bold vision to transform two abandoned dairy barns into a venue for the performing, visual, and literary arts. After six years of tireless fundraising and with overwhelming community support, the Barns underwent a full renovation. In September 2011, we proudly opened our doors to the public, and since then, the Barns has become a beacon for cultural enrichment, creativity, and community engagement.

Each year, we present a diverse array of arts, education, and community-focused programs designed to inspire, educate, and connect. As the Berryville-Clarke County Visitors Center, we also play a vital role in supporting local tourism and economic development, encouraging patrons to explore nearby businesses, restaurants, and attractions. This dual mission of cultural and economic enrichment has made the Barns a trusted community resource and a vibrant regional destination.

In the past year, funding from the Creative Communities Partnership Grant helped us to deliver 170 programs—our most robust schedule yet. These ranged from concerts and art classes to exhibit openings, community events, and film screenings, 62 of which were free to attend. We expanded our free First Tuesday programs to include trivia nights, open mics, music bingo, and family movie nights, creating accessible opportunities for community connection and engagement. In 2025, we plan to build on this momentum, growing these programs to foster collaboration, creativity, and confidence among participants of all ages.

This coming year marks a pivotal time for our organization. In December 2024, our Board of Directors established a new Education Committee to guide our efforts to expand educational programming. With their support, we are preparing to launch after-school programs in partnership with the Clarke County Education Foundation, offering school-aged children STEAM-focused learning opportunities. In addition, we will introduce summertime family programs and a broader slate of adult education offerings, including a masterclass series, additional documentary film screenings, and workshops that combine hands-on learning with thoughtful discussion. Our new arts and wellness classes will explore the intersection of creativity and well-being, helping participants discover how art can improve mental and physical health.

Keeping programs free or affordable is central to our mission, and we are committed to ensuring that financial barriers do not prevent anyone from participating. At the same time, we value the skilled artists, educators, and facilitators who make these programs possible and work to provide them with fair compensation. The Town's continued support is instrumental in helping us achieve this delicate balance, allowing us to diversify our programming to serve a wider audience and meet the needs of our community.

Through year-round programs that span weekdays and weekends, the Barns of Rose Hill is uniquely positioned to enrich the lives of residents and visitors alike. Whether through live music, visual arts, hands-on learning, or community-driven events, we remain steadfast in our commitment to bring people together, support personal growth, and create lasting connections. With your support, we look forward to making 2025 our most impactful year yet.

Please list the organization's officers, board of directors, and key staff as applicable.

Board of Directors

Bruce Ruscio, *Board Chair*
David Conrad, *Co-Vice Chair*
Kelli Patterson, *Co-Vice Chair & Treasurer*
Susan Bailey
Margaret Bauman
Patricia Castelhano
Lucy Dorick
Alice Irvan

Staff

Erika Kelble
Allen Kitselman
Jennifer Lee
Jordan Liskey
JC Moore
Paul Perez
Jim Waters
Alphonso Young
Martha Reynolds, *Executive Director*
Nathan Borger, *Director of Operations and Programs*
Jillian Cash, *Office Coordinator*

How will the community benefit from the project?

The Barns of Rose Hill's 2025 programming is poised to create significant and tangible benefits for Berryville, Clarke County, and the broader Northern Shenandoah Valley. With a diverse lineup of year-round offerings—including concerts, exhibitions, classes, and community-focused programs for audiences of all ages—the Barns fosters opportunities for connection, learning, and growth. These efforts are essential to both the cultural enrichment and economic vitality of our rural community.

This year, we plan to present at least 120 arts, education, and community programs, a scale and variety that far exceeds what is typically offered by small nonprofit arts organizations in the area. This ambitious slate ensures broad appeal and meaningful impact, engaging individuals and groups with diverse interests and needs. By delivering such an expansive array of accessible programming, the Barns stands apart as a cornerstone of creativity, enrichment, and connection in our region.

In rural areas like the Northern Shenandoah Valley, access to arts and educational opportunities is often limited. For many residents, the Barns is one of the few consistent spaces where they can experience live performances, attend hands-on workshops, and engage in cultural conversations. With funding support, we aim to expand our impact in 2025 by launching new initiatives, including after-school programs for children and arts and wellness workshops for adults. These programs are designed to provide essential spaces for creativity, personal growth, and connection, addressing critical community needs while fostering a thriving, resilient population.

Sustaining this level of accessibility and impact depends on diverse funding sources, including municipal grants, sponsorships, and private donations. Approximately 35% of our programs are offered entirely free of charge, and the remainder are priced at significantly reduced rates to ensure affordability. While programs are intended to support themselves, generating revenue is not the goal. These efforts break down financial barriers to participation, ensuring that the benefits of the arts reach as many people as possible. Additionally, funding enables us to fairly compensate the professional artists and educators who lead our programs, many of whom are local and reinvest their earnings back into the community, amplifying the positive effects of our work.

Beyond cultural enrichment, the Barns serves as a critical driver of local tourism and economic activity. As the official Visitors Center for Berryville and Clarke County, we actively promote local businesses, restaurants, and attractions while drawing attention to the area's unique charm. Residents and tourists alike discover opportunities for agritourism, outdoor recreation, and dining through the resources we provide. In 2024, over 8,000 visitors attended programs at the Barns, many of whom stayed to explore, shop, and dine in the area. This activity supports local businesses while reinforcing Berryville's position as a vibrant and dynamic community.

Without funding, our ability to sustain and grow the programming that our community relies on would be at risk. This support is vital to preserving the momentum of our recent post-pandemic resurgence and enabling us to introduce new initiatives like expanded educational opportunities for children and adults. By supporting this grant, you will help us inspire pride, build connections, and enhance the quality of life for all who call this region home.

An investment in the Barns of Rose Hill is more than just support for an arts organization—it is a commitment to a vital community resource, a catalyst for economic growth, and a cornerstone of cultural life in the Northern Shenandoah Valley.

Please attach the organization's budget.

**See attached.*

Please select the category that best describes your organization's primary focus.

- ☐ Arts Education
- ☐ Dance
- ☒ Multidisciplinary
- ☐ Music
- ☐ Opera
- ☐ Theater/Storytelling
- ☐ Visual Arts
- ☐ Other (please describe) _____

Populations Benefitted

Please select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

Racial or Ethnic Groups

- | | | |
|--|---|---|
| ☐ American Indian/Alaskan | ☐ Asian/Pacific Islander | ☐ Black/African American |
| ☐ Hispanic/Latino | ☒ White/Caucasian | ☐ Other |

Other Distinct Groups

- | | | |
|---|---|---|
| ☐ Individuals with disabilities | ☐ Individuals in institutions (hospitals, hospices, assisted care, etc.) | ☐ Individuals below the poverty line |
| ☐ Individuals with limited English proficiency | ☐ Military veterans/active duty personnel | ☐ Youth at risk |

Age

- | | |
|---|--|
| ☒ Children/Youth (0-18 years) | ☒ Adults (25-64) |
| ☐ Young adults (19-24 years) | ☒ Older adults (65+ years) |

Arts Education Choose the one item which best describes the funded activities.

- ☐ 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- ☒ Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- ☐ None of the funded activities involve arts education



Signature

2/20/2025

Date

**Barns of Rose Hill
2025 Annual Budget**

REVENUE

Programming Revenue	
Performances & Films	\$ 146,700.00
Educational Workshop	\$ 20,500.00
Art Exhibits	\$ 8,000.00
Gift Shop Revenue	\$ 4,200.00
Program Sponsorship	\$ 25,000.00
Total Programming Revenue	\$ 204,400.00
Other Revenue (temp. restricted investments)	\$ 55,480.00
Development Revenue	
General Donations	\$ 140,000.00
Memberships	\$ 16,500.00
Total Development Revenue	\$ 156,500.00
Special Events	\$ 43,500.00
Grants & Restricted Donations	
Grants	\$ 48,500.00
Restricted Donations (endowment)	\$ 200,000.00
Total Grants & Restricted Donations	\$ 248,500.00
Property Rental Revenue	\$ 7,500.00
TOTAL REVENUE	\$ 715,880.00

EXPENSES

Program Service Expenses	
Performances & Films	\$ 108,000.00
Educational Workshops	\$ 21,550.00
Art Exhibit Costs	\$ 10,850.00
Gift Shop Expense	\$ 3,000.00
Other Programming Expenses	\$ 45,750.00
Total Program Service Expenses	\$ 189,150.00
Other Expenses	
Compensation	\$ 167,366.00
Professional Fees	\$ 21,575.00
Occupancy Expenses	\$ 45,954.00
Office Expenses	\$ 29,250.00
General Expenses	\$ 34,250.00
Development/Outreach Expense	\$ 6,000.00
Fundraising Events	\$ 14,500.00
Total Other Expenses	\$ 318,895.00
TOTAL EXPENSES	\$ 508,045.00

CHANGE IN NET ASSETS	\$ 207,835.00
Less Permanently Restricted Donations (endowment)	\$ (200,000.00)
Less Temporarily Restricted (investments)	\$ (55,480.00)
Add Transfer from Endowment	\$ 48,000.00
Net in Unrestricted Net Assets	\$ 355.00

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

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

BERRYVILLE

EST. 1798 VIRGINIA

Creative Communities Partnership Grant Participant Application

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit [www.virginiacommunityarts.org](#). Additional information can also be found on the Town of Berryville's web site at [http://berryvilleva.gov](#).

Name of Arts Organization: Main Street Chamber Orchestra

Applicant Name: Goldberg Jon
Last First M.I.

Address: 323 S. Church St
Street Address Apartment/Unit#
Berryville VA 22611
City State ZIP Code

E-Mail: jongoldberg@mainstreetchamberorchestra.org

Phone: 202-755-3294

Has this organization received a Local Arts Grant from the Town of Berryville in the past?

☒ Yes ☐ No

Grant amount requested: (maximum \$4,500) \$4,500

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

Please select the category that best describes your organization's primary focus.

☐ Arts Education

☐ Dance

☐ Multidisciplinary

☒ Music

☐ Opera

☐ Theater/Storytelling

☐ Visual Arts

☐ Other (please describe) _____

Populations Benefitted

Please select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

Racial or Ethnic Groups

☐ American Indian/Alaskan

☐ Asian/Pacific Islander

☒ Black/African American

☐ Hispanic/Latino

☒ White/Caucasian

☐ Other

Other Distinct Groups

☐ Individuals with disabilities

☐ Individuals in institutions
(hospitals, hospices, assisted
care, etc.)

☐ Individuals below the
poverty line

☐ Individuals with limited English
proficiency

☐ Military veterans/active
duty personnel

☐ Youth at risk

Age

☒ Children/Youth (0-18 years)

☒ Adults (25-64)

☐ Young adults (19-24 years)

☒ Older adults (65+ years)

Arts Education Choose the one item which best describes the funded activities.

☐ 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)

☒ Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)

☐ None of the funded activities involve arts education



Signature

02/20/2025

Date

Please give a brief description of the organization, proposed project, and who will participate.

See attached sheet

Please list the organization's officers, board of directors, and key staff as applicable.

See attached sheet

How will the community benefit from the project?

See attached sheet

Please attach the organization's budget.

attached

Please give a brief description of the organization, proposed project, and who will participate.

The Main Street Chamber Orchestra (MSCO) was founded in December 2020, to make classical music a relevant part of life for everyone in our community. We believe in the power of classical music to reach beyond the social, economic, and racial divides and unite us our common humanity. Our name is intended to reflect that we are rooted in the community and our desire to make classical music a part of our communal lives. Today, we continue to be the only organization that consistently presents high quality professional orchestral performances in our community.

Our proposed project consists of three (3) concerts to be presented during the 2025-2026 season. Our first concert in the fall of 2025 will feature a performance of Mahler's Symphony #1, *The Titan*, in an arrangement for a reduced orchestra of 19 instrumentalists. We will present this program at the Barns, here in Berryville.

Our second concert will be a performance of Handel's Messiah, with the Piedmont Singers and professional soloists. This concert will be presented at Grace Episcopal Church here in Berryville. We presented this iconic Christmas season work two years ago to a capacity crowd. Quite possibly it was the largest crowd to ever hear a classical performance in Clarke County.

Our third concert will feature an expanded orchestra and be performed at the Johnson Williams Middle School. We will feature area favorite, Brian Ganz, performing Robert Schumann's Piano Concerto, followed by Antonin Dvorak's Symphony #9, one the most beloved symphonies in the entire cannon.

Our professional musicians are drawn from the entire mid-Atlantic region. While many of our instrumentalists are on the faculty at Shenandoah Conservatory of Music, our Principal French Horn performs in the Baltimore Symphony, our flutist plays with the Washington Opera, while others are top freelance artists in the area.

While our concerts primarily attract people from Berryville/Clarke County, we are finding more and more people coming from Winchester, Purcellville and Loudoun and Fairfax counties. Since we always give our performances at 4pm, many people stay in Barryville to eat in our local restaurants or shop in our local stores after the performance.

**MAIN STREET CHAMBER ORCHESTRA
OFFICERS AND DIRECTORS
FEBRUARY 2025**

OFFICERS

Jon Goldberg, President
Rev. Justin Ivatts, Treasurer
Cindy Emmans, Secretary

DIRECTORS

Jon Goldberg
Helena Goldberg
Larry Goldstein
Cindy Emmans
Rev. Justin Ivatts
Diana Kincannon
Donovan Stokes

Bios and addresses available upon request

How will the community benefit from the project?

We believe in the transformative power of classical music to enrich our lives and illuminate our shared humanity, reminding us that in the words expressed in Beethoven's Ninth Symphony, "All men are brothers". We will be performing this great masterpiece on April 26, 2025 at Johnson Williams Middle School.

Our success in drawing crowds to our concerts demonstrates that our community wants access to great classical music performances for themselves and their families. Our performance of the Messiah in December, 2023 in Grace Episcopal Church, drew a standing room crowd of over 300 people. The success of that concert has prompted us to perform the Messiah again in December 2025.

While our local schools have wonderful band and choral programs, there are no orchestral classes. Our rehearsal of Beethoven's 9th on Friday afternoon, April 25 at Johnson Williams Middle School will be attended by a full auditorium of middle school students. This exposure to classical music may represent the only opportunity these students will have to hear a classically played violin or cello and become inspired to take up that instrument.

Our concert at the Barns of Rose Hill this February 8 played to a near capacity crowd and resulted in a prolonged standing ovation. This performance took place on a day when extreme weather conditions had been predicted, which serves to prove that our fellow residents want to hear great performances of classical music.

Not to be overlooked is the economic benefit of our concerts. On the days of our rehearsals our musicians fill up our local restaurants. And, because our concerts always start at 4pm, our local restaurants are always full on the nights of our concerts.

I continue to man our booth several times each summer at the Berryville Farmers Market and I continue to hear first-hand how proud people are that Berryville supports a professional orchestra. I would like to believe that we play a small part in building the civic pride so many of us feel in our community.

MSCO 2025-2026 Pro-Forma Budget

EXPENSES

Fall Concert Mahler #1 - The Titan	
Musician Fees	\$ 5,100.00
Soloist Fee	\$ 500.00
Music Rental	\$ 500.00
Facility Rental*	\$ 2,274.00
Printing - Programs	\$ 200.00
Printing- Mailer	\$ 35.00
Advertising	\$ 350.00
Postage	\$ 90.00
Hospitality	\$ 125.00
Total	\$ 9,174.00

Christmas Concert - Messiah	
Musician Fees	\$ 4,095.00
Soloists Fees	\$ 2,000.00
Music Rental	\$ -
Facility Rental**	\$ -
Printing - Programs	\$ 200.00
Printing - Mailer	\$ 35.00
Advertising	\$ 350.00
Postage	\$ 90.00
Hospitality	\$ 125.00
Total	\$ 6,895.00

Spring Concert - Ganz/Schubert Symphony #7	
Musician Fees	\$ 13,940.00
Soloist Fees	\$ 1,500.00
Facility Rental***	\$ 720.00
Music Purchase	\$ 700.00
Printing - Programs	\$ 200.00
Printing - Mailer	\$ 35.00
Advertising	\$ 350.00
Postage	\$ 90.00
Hospitality	\$ 125.00
Total	\$ 17,660.00

TOTAL \$33,729

REVENUE

Ticket Sales	
Mahler	\$ 1,600.00
Messiah****	\$ -
Schubert	\$ 6,125.00
Total	\$ 7,725.00

Other Income	
Performance Fee	\$ 2,500.00
Total	\$ 2,500.00
Corporate Sponsorships	
Bertelsmann Corp (BVG)	\$ 5,000.00
Audley	\$ 1,000.00
Total	\$ 6,000.00

Foundation Grants	
VCA	\$ 2,500.00
CFNSV	\$ 1,500.00
Berryville Creative Communities	\$ 2,500.00
Bank of Clarke	\$ 1,500.00
Total	\$ 8,000.00

Private Gifts	\$ 5,500.00
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Other Sources	
Gala	\$ 2,500.00
Private Recital	\$ 1,500.00
Total	\$ 4,000.00

TOTAL \$ 33,725.00

Programs subject to change

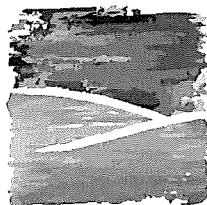
*Represents 60% of ticket revenue payable to the Barns; Barns pays MSCO \$2500 fee

** No facility rental when partnering with the Piedmont Singers

***Rental fee at JWMS

****Free Admission Community Concert

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



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

B E R R Y V I L L E
EST. 1798 *Genuine* VIRGINIA

**Creative Communities Partnership Grant
Participant Application
Deadline: February 21, 2025**

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit <https://vca.virginia.gov/grant/creative-communities-partnership-grants/>. Additional information can also be found on the Town of Berryville's web site at <http://berryvilleva.gov/>.

Name of Arts Organization: Tiny Toes Dance

Applicant Name: Tibbens Ashley M

Last First M.I.

Address: 307 Stuart Ct

Street Address Apartment/Unit#

Berryville VA 22611

City State ZIP Code

E-Mail: Ashley@TinyToesDance.com

Phone: (703)989-3413

Has this organization received a Local Arts Grant from the Town of Berryville in the past?

☐ Yes ☒ No

Grant amount requested: (maximum \$4,500) \$3,000

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

William Steinmetz
Ward 1

Council Members
Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager

Please give a brief description of the organization, proposed project, and who will participate.

Tiny Toes Dance provides high-quality, developmentally appropriate dance instruction for young children, fostering a love of movement, creativity, and confidence.

This project will offer dance classes at Barns of Rose Hill and Clarke County Parks and Rec, with performance opportunities at Barns of Rose Hill, Johnson Williams Middle School, and free community events. Students will develop skills, build confidence, and engage with the community through the arts. The program is open to children ages 18 months to 10 years in the Berryville community, providing accessible and inclusive dance education for all.

Please list the organization's officers, board of directors, and key staff as applicable.

Tiny Toes Dance is owned and operated by Ashley Tibbens, who also serves as an instructor. The organization has three additional staff members who teach classes, provide customer service, and manage social media. Tiny Toes Dance does not have a formal board of directors.

How will the community benefit from the project?

This project will provide accessible, high-quality dance education for young children in Berryville, fostering creativity, confidence, and physical development. By offering classes at multiple locations and free community performances, it will ensure that more families can participate in the arts. These opportunities will strengthen community engagement, support local events, and give children a platform to express themselves through dance. This project highlights the power of collaboration, uniting dancers, families, and supporters.

Please attach the organization's budget.

Expenses:

Payroll: \$2,000, Insurance: \$350, Costumes: \$2,000, Staging & Decorations: \$1,000

Advertising: \$300, Rental Fees for Performances: \$1,500

Total Expenses: \$7,150

Income:

Class Tuition & Performance Registration: \$4,000

Total Funding Needed: \$3,150

Please select the category that best describes your organization's primary focus.

- ☐ Arts Education
- ☒ Dance
- ☐ Multidisciplinary
- ☐ Music
- ☐ Opera
- ☐ Theater/Storytelling
- ☐ Visual Arts
- ☐ Other (please describe) _____

Populations Benefitted

Please select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

Racial or Ethnic Groups

- | | | |
|--|---|---|
| ☐ American Indian/Alaskan | ☐ Asian/Pacific Islander | ☐ Black/African American |
| ☐ Hispanic/Latino | ☒ White/Caucasian | ☐ Other |

Other Distinct Groups

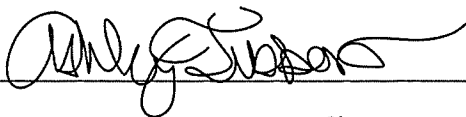
- | | | |
|---|---|---|
| ☐ Individuals with disabilities | ☐ Individuals in institutions (hospitals, hospices, assisted care, etc.) | ☐ Individuals below the poverty line |
| ☐ Individuals with limited English proficiency | ☐ Military veterans/active duty personnel | ☐ Youth at risk |

Age

- | | |
|---|---|
| ☒ Children/Youth (0-18 years) | ☐ Adults (25-64) |
| ☐ Young adults (19-24 years) | ☐ Older adults (65+ years) |

Arts Education Choose the one item which best describes the funded activities.

- ☒ 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- ☐ Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- ☐ None of the funded activities involve arts education



Signature

2-18-2025

Date

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

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



Creative Communities Partnership Grant

Participant Application

Deadline: February 21, 2025

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit <https://vca.virginia.gov/grant/creative-communities-partnership-grants/>. Additional information can also be found on the Town of Berryville's web site at <http://berryvilleva.gov/>.

Name of Arts Organization: Northern Shenandoah Valley Quilt Show

Applicant Name: Suter Linda J.
Last First M.I.

Address: 9287 Black Pond Lane
Street Address Apartment/Unit#

E-Mail: Delaplane VA 20144
City State ZIP Code

Phone: 540-364-1782

Has this organization received a Local Arts Grant from the Town of Berryville in the past?

☒ Yes ☐ No

Grant amount requested: (maximum \$4,500) \$2250

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

Please give a brief description of the organization, proposed project, and who will participate.

The Apple Valley Needle Threaders Quilt Guild of Berryville, VA host the Northern Shenandoah Valley Quilt Show (NSVQS) at the Clarke County Recreation Center with the help of three other regional quilt clubs: Skyline Quilt Guild (Strasburg), Shenandoah Piecemakers (Berryville) and Winchester Modern Quilters. The common goal of the four NSVQS supporting groups is to encourage a wider appreciation of the art of quilting, to give back to our community, to provide educational opportunities in the skill and art of quilting, and to challenge members to step out of their comfort zones or learn a new method.

The money raised during the show is divided between the clubs. Each club uses the funds to host expert quilters to educate members in new quilting techniques, fabric selection, and color usage. The funds also pay for supplies to make quilts and other items for charity in the area. The NSVQS has a Community Service table.

Please list the organization's officers, board of directors, and key staff as applicable.

The Northern Shenandoah Valley Quilt Show draws show committee members from all four hosting clubs. The show committee plans and manages the hundreds of volunteer hours and the budget needed to put on our show. Since our first meeting is not until March 13, 2025, we will probably have some changes to this list as some members leave and new members join bringing fresh thinking.

2024 NSV Quilt Show Committee-

Co-Chairs: Sharon Rezin and Loretta McDonald

Treasurer: Kathleen Hintz

Secretary: Karen Ames

Registration: Alicia Stoltzfus

Webmaster: Alicia Stoltzfus

How will the community benefit from the project?

Our four hosting quilt clubs are strong supporters of our local community. Clubs' members make and donate quilts and other items to those in need through various organizations in the community. From 2021-2022 we donated hundreds of quilts and other handmade items to these organizations. A few of these organizations are listed below.

Evan's Home for Children- pajamas, pillow cases and lap quilts

Fremont Nursery - raffle quilt to raise funds for the nursery, baby quilts up to youth sized quilts

Froggy's Closet - donations of toiletries, clothing, diapers and quilts, handmade stuffed animals

Healthy Families - quilts of many sizes

Wee Small Hand - baby quilts

Please attach the organization's budget.

Please see separate document.

Please select the category that best describes your organization's primary focus.

☐ Arts Education

☐ Dance

☒ Multidisciplinary

☐ Music

☐ Opera

☐ Theater/Storytelling

☐ Visual Arts

☐ Other (please describe) _____

Populations Benefitted

Please select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

Racial or Ethnic Groups

☐ American Indian/Alaskan

☒ Hispanic/Latino

☐ Asian/Pacific Islander

☒ White/Caucasian

☒ Black/African American

☐ Other

Other Distinct Groups

☒ Individuals with disabilities

☒ Individuals in institutions
(hospitals, hospices, assisted
care, etc.)

☐ Individuals below the
poverty line

☐ Individuals with limited English
proficiency

☒ Military veterans/active
duty personnel

☒ Youth at risk

Age

☒ Children/Youth (0-18 years)

☒ Adults (25-64)

☒ Young adults (19-24 years)

☒ Older adults (65+ years)

Arts Education Choose the one item which best describes the funded activities.

☒ 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)

☐ Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)

☐ None of the funded activities involve arts education

Linda Suter

February 19, 2025

Signature

Date

This is the budget for the previous 2024 NSV quilt show. It was our planning budget. Since we are not starting our 2026 NSV Show Committee meetings until March 13th, we do not have a budget yet for the current show.

However, I can state that the budget line item # 12 will be reduced to a nominal amount of money for any poles or bases that might need updating or repair. This is because we purchased new bases and poles with the grant money from the last show.

We will have a new expense showing hanging equipment for small quilts as we have never addressed how to display these in a professional manner. We usually end up with cords/clothes lines and clips.

And our drape rental line item #7 will be increased as we need more than the 100 drapes we rented last show. We rented them at \$8 each. We rent them for each show. If we obtain grant money to purchase them, we will not keep having to rent them. We can purchase them for around \$11 each. Additionally we will purchase the large storage bins specially configured for the drapes.

	A	B	C	D	E	F
1						
2			<u>NSVQ</u>	<u>SHOW</u>	<u>BUDGET:</u>	<u>2024</u>
3						
4	Advertising (Fairs)				\$300.00	
5	Armbands				\$50.00	
6	Banners				\$50.00	
7	Drapes				\$750.00	
8	Facility Rental				\$1,600.00	
9	Food (setup; AM wrkrs; post-show)				\$1,000.00	
10	Postage				\$125.00	
11	Miscellaneous				\$300.00	
12	Poles/Bases				\$1,750.00	
13	Printing					
14		Programs			\$1,170.00	
15		Postcards			\$250.00	
16		Signs			\$190.00	
17	Publicity				\$400.00	
18	Raffle Qui				\$500.00	
19	Show Ribbons				\$75.00	
20	Tables				\$-	
21	Trailer: VA tax				\$25.00	
22		Maintenance			\$100.00	
23	Website	(domain)			\$25.00	
24		(hosting)				
25						
26			TOTAL:		<u>\$8,660.00</u>	
27						
28						
29						
30	NOTE:	1. Expenses > \$50 must be approved in advance				
31		2. Debit card must be approved prior to purchase				
32		3. All incoming payments must flow thru Treasurer				
33			Payment that will be sent at a later date			
34			should be directed to:			
35			NSVQ Show			
36			Attn: Katheen Hintz, Treasurer			
37			81 Oxbow Court			
38			Harpers Ferry, WV 25425			
39						
40	Revised 1	02/09/23				

Please give a brief description of the organization, proposed project, and who will participate:

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Please list the organization's officers, board of directors, and key staff as applicable:

The Northern Shenandoah Valley Quilt Show draws show committee members from all four hosting clubs. The show committee plans and manages the hundreds of volunteer hours and the budget needed to put on our show. Since our first meeting is not until March 13, 2025, we will probably have some changes to this list as some members leave and new members join bringing fresh thinking.

2024 NSV Quilt Show Committee- Co-Chairs: Sharon Rezin and Loretta McDonald

Treasurer: Kathleen Hintz

Secretary: Karen Ames

Registration: Alicia Stoltzfus

Webmaster: Alicia Stoltzfus

Publicity: Ondrea Duffy

Vendors: Barbara Corey

Advertising: Linda Suter

Raffle Quilt: Eileen Wall

Show Program: Pam Lakin

Demonstrations: Donna Hinze

Volunteer Coordinator: Ondrea Duffy

Curators: Sharon Rezin, Diana Anglero

How will the community benefit from the project?

Our four hosting quilt clubs are strong supporters of our local community. Clubs' members make and donate quilts and other items to those in need through various organizations in the community. From 2021-2022 we donated hundreds of quilts and other handmade items to these organizations. A few of these organizations are listed below. Evan's Home for Children- pajamas, pillow cases and lap quilts Fremont Nursery - raffle quilt to raise funds for the nursery, baby quilts up to youth sized quilts Froggy's Closet - donations of toiletries, clothing, diapers and quilts, handmade stuffed animals Healthy Families - quilts of many sizes

It's a Small Hand - baby quilts, Quilts of Valor - adult lap quilts in red, white and blue Boulder Crest – quilts of many sizes for the Veterans and their families who seek respite there VFW Post 9760, Berryville – quilts and other handmade items for Veterans The Laurel Center - bed quilts, handmade heating pads, and many items for their Good Store Winchester Medical Center Baby Drive - baby quilts Winchester Medical Center Oncology – baby, lap, bed quilts Local Pet Shelters - Winchester, Clarke, Frederick, Jefferson county shelters - small kennel quilts

Middleburg Humane- kennel quilts, kitty fleeces, handmade items for their Resale Boutique Strasburg Police Department – squad car quilts for children in domestic response situations