

Town of Strasburg

SPECIAL MESSAGE TO THE PUBLIC

IN PERSON ATTENDANCE WILL BE ALLOWED FOR MEETINGS.
PLEASE UTILIZE OUR LIVESTREAM BY ACCESSING THE LINK
BELOW

<https://www.strasburgva.com/bc/page/meetings>

To make public comment please submit to:
comment@strasburgva.com
by 4:00 p.m., Tuesday, September 12, 2023

Town Council Regular Meeting

Strasburg Town Hall
174 W King St
Strasburg, VA 22657

Tuesday, September 12, 2023
7 p.m.

Town Council Members:

Brandy Hawkins Boies, Mayor
A.D. Carter, IV
Dane Hooser
Ashleigh Kimmons
Andrew Lowder

Emily McCoryn, Vice Mayor
Christie Monahan
Brad Stover
David Woodson

Staff Contact:

J. Waverly Coggsdale, III, Town Manager



Town Council *PRELIMINARY* Agenda – Tuesday, September 12, 2023

Please, silence all cellular devices. Thank you.

Call to Order – Mayor Brandy Boies

Pledge of Allegiance –

Invocation – Rev. Sonya Geirsch, Pastor of St. John Lutheran Church

Roll Call – Amy Keller, Clerk of Council

Introduction and Recognition of Visitors and Guests:

- **Constitution Proclamation**
- **Monthly Employee Update**

Mayor's Comments:

Citizen Comments:

Consent Agenda:

- 1) Minutes of the July 31, 2023 Work Session, Minutes of the August 8, 2023 Regular Council meeting
- 2) Strasburg Town Council Code of Conduct and Ethics Amendment

Old Business (Discussion and/or Action):

1.) Budget Amendments/Adjustments/Carryovers

Description: : The FY2023 Budget Amendments and the FY2024 Budget Reappropriations (Carry Overs) outlined below.

FY 2022-2023 budget is to be amended to allocate the following funds:

- \$381,200 from the General Fund Balance for the purchase of property related to the Borden Mowery Drive Extension project.

FY 2023-2024 budget is to be amended to allocate the following funds:

- \$356,275.47 from the FY2022-2023 budget to the FY2023-2024 budget to be reappropriated (carry over) for projects funded in the previous year but not expended.

Staff Contact: Waverly Coggsdale, Town Manager

Support Materials:

2.) Special Use Permit application (SUP2023-0007) requested by FIDUM Company

Description: A Special Use Permit application (SUP2023-0007) requested by FIDUM COMPANY, owner, for property identified as Tax Map 025A201B059 004 located at 395 Stonewall Street

Staff Contact: Brian Otis, Planning & Zoning Administrator

Support Materials:

3.) South Loudon Street Process

Description: Staff is seeking direction on the vacant property at South Loudon Street which has been cleared of the nuisance violation.

Staff Contact: Brian Otis, Planning & Zoning Administrator

Support Materials: Staff Report

4.) 178-188 West King Street Appeal

Description: Property owner submitted a Letter of Appeal to the Town Manager for violations related to Town Code.

Staff Contact: Brian Otis, Planning & Zoning Administrator

Support Materials: Staff Report

New Business:

Reports:

1. Departmental Reports (Included in Agenda Packet)
2. Town Attorney
3. Special Committees

Council Member Comments:

Closed Meeting (if needed):

Adjournment

INTRODUCTION and RECOGNITION of VISITORS AND GUESTS





PROCLAMATION FOR CONSTITUTION WEEK

Whereas, September 17, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

Now, therefore I, Brandy H. Boies, by virtue of the authority vested in me as Mayor of the Town of Strasburg, Virginia, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

And, ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the Town of Strasburg to be affixed this 12th day of September 2023.

Mayor Brandy H. Boies

Attest, Amy A. Keller, Clerk

Introduction and Recognition of Visitors and Guests/Presentations

Monthly Employee Update: September 2023 (for August 2023)

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
George Robert Poe	Public Safety	08/14/2023
Melannie Shipe	Administration	08/28/2023

<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
-----------------------------	-------------------	-----------------------

<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
Olivia Hilton	Strategic Initiatives	08/01/2023

<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
Christopher Nixon	Public Safety	5 years

MAYOR'S COMMENTS



CITIZEN'S COMMENTS (Non-Agenda Items)



CONSENT AGENDA





Consent Agenda

Meeting Date: September 12, 2023

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manage
Date: September 8, 2023
Re: Consent Agenda Items

DESCRIPTION: The following items are placed on the Consent Agenda. All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item can be removed at the request of any council member. If removed that item will be placed on the Regular Agenda for discussion and can be voted on separately.

CONSENT AGENDA ITEM(s)/ACTION

- Approval of the July 31, 2023, Work Session minutes, as presented. Approval of the August 8, 2023, Regular Council meeting minutes (Attached)
- Approval of amendments to the Strasburg Town Council Code of Conduct & Ethics. (Attached)

Attachments:

- *July 5, 2023, Work Session Minutes*
- *July 11, 2023, Regular Meeting Minutes*
- *Council Code of Conduct & Ethics Amendments*

MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, JULY 31, 2023 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.

COUNCIL MEMBERS PRESENT: Mayor Boies, Vice Mayor Reynolds, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, Ricard, and Stover. Absent:

Mayor Boies called the Work Session to order.

Public Hearing:

- To receive public comment on a Comprehensive Plan Amendment (CPA23-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 167A located at 144 Fort Bowman Road, approximately seven hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 3.306 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.

➤ **Staff Report – (attachment)**

Planning and Zoning Administrator Otis gave some background information on the property. The property was annexed into the town in 2004 and zoned A-1 and it was then rezoned for the Homewood property. The front part of the property was zoned Commercial and includes this piece of land. Then the developer changed the entire plan for the property and is now putting in single-family homes in the development. We have had several different proposals for this piece of property with the most recent being for an extended stay hotel. The Planning Commission had concerns with this proposal due to accessing the property since the access would go through Homewood Way. VDOT has made the determination that there could be problems with the use of Fort Bowman Road if there were to be a third lane added to I-81 so any traffic from a commercial business would have to come through Homewood Way. We now have a company that wants to build townhomes, but a comprehensive plan amendment is needed before they can move forward with the rezoning.

A diagram was shown of VDOT's concern. They said it could only be a right turn in and out of Fort Bowman Road. Surrounding areas were identified, and the future land use map was shown. Staff recommends approval of the Comprehensive Plan amendment for the following reasons:

- Since the adoption of the Future Land Use map VDOT has identified the access to Fort Bowman Road as a right-in/right-out only onto northbound Old Valley Pike with no southbound access. This would challenge any future commercial use from developing this location.
- Adequate transportation access to this location would be from Hite Lane and Homewood Way through the existing single-family residential development. Residential uses would create a reduced impact on these roadways.
- Residential uses have a reduced light-shed, noise and traffic impacts on the vicinity's residential and parkland parcels.
- Residential uses are in high demand with limited undeveloped land zoned residential. Higher density residential uses typically provide better opportunities for workforce housing.
- Location and residential use will not adversely affect any viewshed of the valley east of town for existing or future development.
- SWOT analysis of the I-81/Route 11 corridor does not identify concerns with inclusion of residential uses.

In regard to community input, there were comments asking that it not be developed and that it remains as it is. Several people came from the adjoining development with questions.

If the Town Council approves of the Comprehensive Plan, the following actions moving forward must be completed prior to the commencement of work.

- Approval of the Rezoning REZ23-0001 by Town Council
- Approval of a site plan in conformance with the General Design Plan.
- Post Performance Bond, Landscape Escrow
- Record the subdivision plat
- Obtain Land Disturbance Permit with the county
- Obtain a Land Development Permit

➤ **Public Hearing: The public hearing opened at 7:09 p.m. and with no speakers, closed immediately.**

➤ **Council Discussion**

Mike Gross, 122 Signal Knob Drive, Strasburg, VA: Stated he had some questions for the Miranda Group and Council. He said there still remains a single commercial property, adjacent to the property in question, that Homewood still owns. He asked if there is any talk of disposition of that property. He said that discussions have been held on limited access because of VDOT's stance and anything they do will hamper the commercial development of that lot. He is wondering what the intent is considering there is residential on one side and commercial on the other. His other question was for the Mirando group and he wanted to know the scale of these townhouses from a price point perspective. As a property owner, he is interested in the description of the dwellings. He said the information provided in the packet was generic and as property owners, they wanted to make sure they were on par with that level of price point.

P&Z Administrator Otis felt it would be better to answer the questions when they had the rezoning discussion.

With no further discussion, Mayor Boies said this would be placed on the August 8th regular Town Council meeting.

- To receive public comment on a Rezoning application (REZ23-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 167A located at 144 Fort Bowman Road, approximately seven hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 3.306 acres. The request is to rezone the subject property from the Highway Commercial District to the Multi-Family Residential District, construct 29 townhomes, and extend Homewood Way to this development as the primary access.

Staff Report – (attachment)

Planning and Zoning Administrator Otis reviewed the staff report. He said this is the same lot just discussed and the applicant is proposing 29 townhomes. Access would be from Hite Lane and Homewood way. If it is decided to go from Highway Commercial to Residential zoning, then the decision can be made to have the multi-family residential. The original layout was shown of Homewood.

Several years ago, there was a fire at the end of Crystal Lane. There was a concern that there was no other way out. This proposal is showing a gate that could be used in an emergency situation so that residents can get out. VDOT will not allow Homewood Way to be a connector to Fort Bowman Road.

The general design plan was shown. There would be two-eight unit buildings, a seven unit, and a six unit building. The parking was shown, as well as the underground stormwater plan.

The sidewalk will be continued from Homewood Way to this development and the location of the gate was shown.

Planning and Zoning Administrator Otis showed the gas easement on the other commercial lot and the steepness of the lot. He thinks these obstacles will make this unbuildable.

Per ordinance, the developer is allowed 16 per acre (52 units), but they are proposing 11.4 per acre (29 units). They are allowed by-right eight units per building but are proposing two buildings having less than that. The maximum building height is 35 feet, and this is what is proposed. Sixty-six parking spaces are required, and they will meet that.

The development will connect to the water system at Homewood Way and Fort Bowman Road and create a loop of the utility. The sewer will connect to the gravity system for the Hite Lane pumpstation. The developer will install the gate and landscaping and buffers shall be determined and identified on the site plan.

Staff recommends approval of rezoning #REZ23-0001, Cedar Creek Townhomes, for the following reasons.

- The Rezoning is consistent with the CPA23-0001 application.
- Adequate transportation access to this location would be from Hite Lane and Homewood Way through the existing single-family residential development. Residential uses would create a reduced impact on these roadways in comparison to a commercial use.
- Multifamily Residential uses have a reduced light-shed, noise and traffic impacts on the vicinity's residential and parkland parcels.
- Residential uses are in high demand with limited undeveloped land zoned residential. Higher density residential uses typically provide better opportunities for workforce housing.
- Limitations of access via Fort Bowman Rd and 100-foot-wide gas easement pose significant challenges for commercial use of this parcel.

Public Hearing – The public hearing opened at 7:22 p.m.

Mike Gross, 122 Signal Knob Drive, Strasburg, VA: Said he was picking one thing from the packet that has residents concerned. He has pages in defense of VDOT, but he has almost nothing showing the town's support for the residents concerns when VDOT says "not once but twice, starting in 2006, again in 2009, amended in 2011, that the interchange at Fort Bowman Road and Route 11 is acceptable in a right-in and right-out manner and would have been allowed without access restrictions if these two properties were converted to commercial." Now, they are coming along and saying that the SWOT analysis and the traffic analysis is fine with the number of cars coming out of 29 townhomes, but yet no one can go out of the development and turn right at the Fort Bowman Road interchange. He continued by saying that the town, the state, construction crews all use this interchange for parking or turning around, but the residents can't do this. "By denying us this access, we are subject from a safety standpoint that when someone from the town shows up when they remember that there is a gate they have to unlock because they can't get up the hill. I find the gate as proposed ludicrous, given all the research I've done through VDOT's antiquated code and their grandfathering of the interchange, repeatedly, the design for subdivision road standards, the design for public access entrances as defined in their Unified Road Code. But, he can't see that the town is even considering the comments being made, let alone in this rezoning but in our previous meeting where we came along and said we can't just have this, I has a dozen older neighbors and if at any given point we can't get out because somebody forgot to unlock the gate, who do we come see? You guys?" He continued by saying that Brian (Otis) is just doing his job, but he finds the lack of consideration and rollover to VDOT to be astonishing and insulting.

Jim Guisewhite, representing Homewood: He thanked all for addressing the need to have this rezoned. He has been here many times for the commercial. He was given the chore of trying to make something commercial out of this land. They have heard all the reasons why it shouldn't be commercial because of the roads. He is just here to say thank you for reviewing this as he believes it is the highest and best use for the land. He knows there were some concerns with the Planning Commission, but their concerns were low level compared to where we were with commercial traffic coming through the Homewood development. He reminded all of what Homewood has done. They

build a road to nowhere; they have given part of the land to preservation tract – no houses will ever be built behind them and there will never be an issue with their view shed. Homewood originally proposed 39 duplex units, 57 duplex units of cottages, a three-story apartment building with 96 units, a community center, an assisted living facility with 40 units, and a skilled nursing with 40 units, plus the five-acre commercial property. This is a tremendous change from where this was headed originally and he thinks from the community, it will be so much less traffic than originally planned. This will be housing traffic which tends to be safer since the drivers are going through a neighborhood. He again thanked Council and said he believes they have the highest and best use on the table.

Being no other speakers, the public hearing closed at 7:29 p.m.

Council Discussion

Mayor Boies asked for an explanation of the gate. Planning and Zoning Administrator Otis said that Mr. Gross had asked about the other commercial property. This property is 85 percent gas line easement and there is not sufficient land to be built on it. In relation to the gate, when the final design was completed, there was a conversation about secondary access. VDOT, at that time, wanted Homewood Way and Fort Bowman Road to be brought up to VDOT standards. The developer decided not to do this, but there was an agreement to have the gravel access. It is not technically a VDOT access as it is not an approved access which makes any use of it illegal from VDOT's point of view. If I-81 were to be widened, they would take that access so all traffic would be forced to go through Homewood Way. Planning and Zoning Administrator Otis further explained how the roadways were designed in the original development. The only "choke point" in the design is the light at Hite Lane. The cost is so high to bring the access road up to VDOT standards and developers decided it wasn't worth it. It would need to be widened and asphalted. Several months ago, he and a representative of VDOT walked the area and it was apparent that many cars were using the gravel access. VDOT said something had to be done about that. This development isn't triggering that, but VDOT saw it wasn't being protected as it should have been. Mayor Boies said then for it to be considered a road, there would need to be considerable improvements made at a high cost and Planning and Zoning Administrator Otis said that was correct. The proposed plan is that the roadway and sidewalks for the development will go to Fort Bowman Road, but improvements were to stop where the gate will be located. In the original design, Homewood Way and Hite Lane were in this and they were designed to handle the traffic of those roads with all the original uses. There is to be signage saying this is just an emergency access. Currently, the road has not come off bond so the town cannot force the signage, but it will be required before the town takes it over.

Council Member Kimmons said he is not a big fan of the gate being placed there. Council has had multiple discussions about only having one-way in and out. He thought we were trying to make it so developments had multiple access points, so he is not in favor of the locked gate. Mayor Boies asked if the town has any control over this and Planning and Zoning Administrator Otis said VDOT could have a state trooper write tickets all day for illegal use of that access point. Council Member Hooser said he trusts the residents to use that access responsibly.

Mr. Gross said there is a way to make the crossover only a right-in and right-out by using traffic pile-ons to prohibit traffic from crossing over Route 11. This is done all over. He sees this as just a lot of talk by VDOT to get someone else to pave their road and inconvenience the residents with no regard to their safety.

Council Member Carter asked if the expense of the road upgrades could be taken on the homeowners' association. Planning and Zoning Administrator Otis did not think anyone would want to take on that expense. Council Member Monahan asked if there was an HOA there yet and there is not, according to Mr. Gross.

Council Member Ricard said VDOT is threatening to take away the road with improvements to I-81. Planning and Zoning Administrator Otis said the property is by-right a commercial property. A developer could pay for the upgrades and in later years, VDOT decided to make improvements to

the ramp, all the traffic could come through Homewood Way.

Mayor Boies asked if the town could just not approve the gate and Planning and Zoning Administrator Otis said VDOT would not approve the site plan without the gate.

Jeff Hughes, Miranda Homes, showed a rendering of the townhomes they were proposing. They have not finalized pricing but think they will be in the mid-\$300,000's.

Mr. Gross asked how the citizens could get a statement from VDOT stating they would not approve the site plan. They are holding everybody hostage. Planning and Zoning Administrator Otis said he could ask for this.

Introduction and Recognition of Visitors and Guests:

- **Recognition of Council Member Ricard**

Mayor Boies said Council Member Ricard and her husband have found a home outside of town limits. She thanked her for her service to the town and read a resolution to Council Member Ricard. Mayor Boies especially thanked her for her work with our veterans.

Citizen Comments on non-agenda item:

Mayor Boies said many were in attendance regarding the fire siren. She gave some background on how this came about. In May, Council Member Hooser asked that the topic of the siren be re-visited as he had heard from some citizens. It was determined that there wasn't enough support to actually re-visit the siren, but Vice Mayor Reynold reminded all that the County had a new radio system. It was decided to get an update about the system. Fire Chief Williams was notified of this presentation. However, this was not planned to be a discussion to get rid of the siren. It was also thought it would be good to gather data showing how often the siren really goes off. Council wanted to look at the facts and not exaggerate things. Posts made to social media could make it appear that a decision was going to be made without any input from others. That is not how Council works. They gather information so that an informed decision can be made. Council is made up of citizens so things affect them as much as it does other. Transparency is very important and Council does not work in a vacuum. The fire siren is not on the agenda, but many people signed up to speak about it.

Donald Le Vine, 441 Stover Avenue, Strasburg, VA: Mr. Le Vine thanked Council Member Ricard for her service and for the things she has done for Veterans, especially the banners. "I speak for Lana and myself - she is in Charlottesville supporting our Express baseball team. We had an exciting night last night. Sometimes aspects of life seems minor but are really important because they symbolize larger and more fundamental parts of our lives. For Lana and myself, the fire department sirens are such a symbol. Arguments for retaining the sirens are both technological and emotional; we chose to emphasize the emotional because, to us, they are most important. Each time we hear a siren, many of us are reminded of the small town that is Strasburg, our community spirit, our concern for others. Each time we hear a siren, many of us stop and consider - who is in danger, are they a friend, member of our community, will they need assistance, what might I do to help? Each time we hear a siren, we unconsciously prepare for emergency vehicles to pass through our streets: that is, we think of safety for ourselves, emergency vehicles, and for others. Each time we hear the sirens we think of the volunteers [and paid folks] who are leaving their homes, donning their equipment, devoting time and energy to helping others in our community be safe, protect property, recover from injury. These people do this because they care about our community. Their actions remind us we too have an obligation to give of ourselves to Strasburg, to our neighbors, to our fellow humans. Our fire and rescue departments are an integral part of who we are, who we want to be as well as a reminder of the importance of giving of ourselves to others. Many of these arguments were discussed years ago when balancing the siren's inconveniences to individual citizens and their importance to our safety, well-being and heritage led to lowering the number of

times a siren sounded per incident. The sirens may, at times, annoy some but they also are symbols reminding us of many of the hundreds of people over the years who have given of themselves so Strasburg could remain safe and become a town with a bright future. Lana and I urge you to consider the symbolic and practical importance of our sirens and keep remembrance of the past; our sense of community, of belonging, of caring for our fellow people; our hope for the future alive by supporting the current use of sirens. Thank you.”

Mary Redmon, 377 High Street, Strasburg, VA: “Strasburg loves their history; witness the Strasburg Museum that lovingly preserves our material culture items, the Strasburg Heritage Association with many members who collect, preserve, and publish stories of our past, the Historic Walking Trail, Christmas House Tour, Historical Ghost Tour, Vintage in the Valley, I could go on. I mention this because the Pifer House and Vesper Hall are part of that history and important to a lot of our citizens. I think this discussion of what to do there is a unique opportunity for Aikens-Claytor and the town and citizens interested in saving our history to come up with a creative solution in preserving what can be preserved and honoring what cannot. Do we want folks in the future to say, ‘I can’t believe they tore down that beautiful brick house and that historic log house and built a gas station and a convenience store.’ Or, how about instead, “Wow, that’s an innovative way to have a gas station and convenience store that honors and preserves what was there before and saves some part of it for the future.’ The project might even end up in a preservation magazine or something. Definitely, I can guarantee that an innovative project would have articles in the Strasburg Heritage Association newsletter and the Shenandoah County Historical Society newsletter. The commercial use of this land can work with the preservation of this property with a little thought, creativity, and research into how other municipalities have solved the development preservation issue. This is not a new issue. On behalf of Strasburg and Shenandoah County citizens who love our history, I hope that the town and Aikens-Claytor will please entertain and explore the idea of developing this property in a way that will be profitable and beneficial for both entities and then both entities and our community can be proud of this going forward. Thank you.”

Linc Poweas, 267 S. Holliday Street, Strasburg, VA: “I ran into Brad (Council Member Stover) and he mentioned that they were going to have a discussion about the sirens and I said I was a recent resident of Strasburg, although I have a long colorful history with the town from the 1950’s forward, but my wife and I are ‘blow-ins’ and the first time we heard the siren when we were living in our house, it startled me and I wondered how it was going to affect me, living here. And, it went off again not too long after that and then again. It came to me, what is this? It is calling us to prayer which is what my wife and I started doing. We would pray for the first responders, pray for whoever might be needing them, and it became an easy, happy routine. I echo what Don said, it has become a part of living in a small town. The siren goes off and people are aware of people in their community’s need for something. Recently, my wife and I were working in the museum and some people came by an elderly gentleman who has been a resident of Strasburg for sixty some years and he is in his 80’s, and my wife and he were talking and the siren came up and he said, ‘oh, maybe it’s a baby!’ My wife took that because she loves babies and now she always says ‘maybe it’s a baby’ when the siren goes off. We have great fun with the siren and I would hate to see it go. I think it would change a little aspect of our town that once people come here and live here, they will all in love with this.”

Josephine Surprenant, 395 Stonewall Street, Strasburg, VA: “I have come in and out of Strasburg since 2012. Currently, we reside up on Stonewall. I have been reading all the Facebook posts and reading all the back and forths. I don’t want to be taken the wrong way; I am for the siren; I love the siren, I went to Strasburg High, we’ve heard the siren, and the prayer. My only concern now as a parent and being on a street with a lot of other young moms is that it is difficult sometimes at night, and it is very frequently around the hours of 2 a.m., which may be a statistic that we might want to look at – why it is typically at 2 a.m. that we have all these emergencies? Just like last night, we had one at 2:04 a.m., the siren went off. Typically, it does wake up children sometimes.

I know you would think they would get used to it because my husband sleeps through it. I did see a lot of posts and concerns with citizens saying it is something you should get used to living in town. That is what comes along with living in town. I understand that, however, we do live in kind-of a residential area, a little further away from the fire hall. My sister, this is how I'm kind of familiar with the siren, my sister rented an apartment above Box Office Brewery so she had a very good sound of the siren for a solid year, but that came along with living there. I love hearing the siren during the day. I have three boys and we appreciate the siren. It is more the hours at night that are concerning to us. Sleep wise, it disturbs cycles that can affect. Other parents she has heard from that work long shifts then have to tend their children in the middle of the night, so it does affect their safety during the day sometimes. I also saw the comments on traffic that it is supposed to warn or have traffic be aware of rescue vehicles. I am trying to understand how that comes into effect in the middle of the night, too. Maybe that could be discussed. That is just my thoughts about the hours of midnight and maybe 5 a.m..”

Marcy McCann, 234 W. King Street, Strasburg, VA: Said she has been on your side of the bench at times. Someone reminder her that one time when she was sitting where they are sitting, her flower pots got kicked all over the street because of her opinion. But, she doesn't care about that because she thinks we all have the right to speak about life in the country and life in this town. Ms. McCann said she painted the room all are sitting in so she is an integral part of this town. All the talk of “I grew up here is a bunch of bologna. I grew up in a small town in New York and we had the siren when I was a kid, but that was 60 years ago. I'd like to say that I agree that it's a tradition. I'd like to also bring up that it is a quality of life issue. It's a health issue. It's something that impacts those of us who hear that thing throughout the night and even in the daytime. I think at the very least, just to be kind to those of us who live within hearing distance of it, the town should abide by the ordinance that those of us have to abide by noise wise. I would suggest that maybe we begin the 10 p.m. to 7 a.m., we don't hear the siren at least during those hours. I was here when we reduced it to four blasts and I started recording these things last year, as some people know, I started documenting when the sirens went off and also how they went off. Were they the four blasts? Often what you guys might not realize if you don't live right downtown, after the siren come the emergency vehicles that blast through the town in the middle of the night which is disconcerting when there is not traffic out there. So, I would like you to take into consideration the children and that was something that I was going to bring up because I know several of the families and those of us who are a little bit older; also the people who have to work. It is not technically needed anymore and we understand that. It is a tradition and I get that, but I would like to see it using those hours.”

Richard Polland, 141 West North Street, Street, Strasburg, VA: Stated he agreed with all the other people. He said he had lived through the painting of the water tower. He used to live over Crabby Maggie's so he could throw a rock at the fire department. He is used to noise. The thing about what the others have said, it is community. When prayer was mentioned, that is what happens with him and his next door neighbor – “we immediately drop what we are doing and put our focus on transmitting from Got to whomever needs first responders, etc. It tells me there is going to be traffic going one way or the other, emergency traffic. It is an awareness of our community, the love of our neighbors. There could be a discussion further like the lady was saying on time constraints. I don't have a “smart” phone, but I do get 911 responses from the weather alert people.” With that being said, what are the alternatives between 10 p.m. – 7 p.m. to everyone being alerted. There have been disasters lately. He said he had been in Desert Storm and they had to be aware of terrorists and the fact was, you might be a first responder at any moment. It is the community – compromise!

Suzanne Surkham Farmer, 533 Virginia Street, Strasburg, VA: She wasn't planning to speak but a couple of things have come to her. She liked the idea about perspective. She is a night owl and has really bad insomnia. She does not live downtown, but she also doesn't hear it that much. She hears it during the daytime, but not that of often during the night so she thinks a little

perspective is important. Kids were brought up. She has been here for 20 years, and this is not the first generation of kids being raised here. People have worked here the entire time she has lived here. She gets that it is hard on people who live nearby, she thinks we need to keep the perspective. “Kids have always lived here, people have always worked, and because she is up at all hours of the night, it is perhaps not as often as we might think.”

Marianne Fowler, 1 Front Royal Road, Strasburg, VA: “I think, personally, Dane (Council Member Hooser) came on very harsh and I am so in favor of our fire department that it isn’t even funny. We have lived through a lot of stuff in this town and never has anything like this for these people who put their lives on hold, their families, and I am all in favor in leaving it as it is. Thank you.”

Mayor Boies asked for those in favor of the siren to stand. Along with many others, Council Member Hooser stood and said, “I do want to apologize for some of the phrasing in my posts. I did want people to come down here and attend this meeting to give their perspective. I’m in favor of keeping the siren, but I would like to look into some compromises. When I talk to people who are not from Strasburg, and I have lived here my entire life. There are a lot of people online saying go back to the city, but I have never lived in the city, have no desire to, I love it here. I ran for this seat because I want to make this town better and I want to improve upon it because I love Strasburg. But, when you talk to people who aren’t from Strasburg, they say ‘it’s crazy to have a air raid siren going off because that tells me I need to shelter in place’. If you hear it all the time, it becomes meaningless to the person. I understand the intent and purpose is to have volunteers hear it and come running, but if we do in fact have the technology in place that we can replace that aspect of the system, I think it’s worth discussing. I am pro fire department. I appreciate the hell out of you guys. I appreciate what you did for me back in 2019 when my apartment caught fire. I lost everything that day and it’s not lost on me how hard you all worked. I want to support you guys in every aspect that I can. I would just like to look into it (siren) for using it for general emergencies – if there is a tornado coming, if there is a major emergency, if there is a missile strike, God forbid – that should tell people to shelter in place.”

Mayor Boies said the siren belongs to the fire department. The town rents the department the building, we provide funding every year, but it is the fire department’s siren. If there are individual citizens who would like to have a civil conversation about adjustments, let’s gather the data. She has heard that it is not necessary now, but we don’t know that yet; we don’t have the facts. There are people who feel it is 100 percent necessary. So, if there are citizens who feel there needs to be change, ask the fire department. Council does not control the department and we need to keep that in mind. You all are saving lives. Council isn’t trying to push this off, but it is not Council’s call; it is the department’s call. Dozens of emails were received online that will be posted to the minutes.

Discussion Items/Updates:

1.) Fillerman Tax Issue

Town Manager Coggsdale said that recently staff was made aware that **Mr. Fillerman** had personal property tax erroneously assessed for town taxes by the Shenandoah County Commissioner of Revenue’s office. He owns property in town, but his home is actually out-of-town. Town Staff, in accordance with the Code of Virginia, has abate the taxes for the current year and refunded the amount paid for years 2020, 2021, and 2022 in the amount of \$882.30. **Mr. Fillerman** has requested that he should be reimbursed for all the years of the erroneous assessments rather than just the past three years. Staff is only required, based on Code, the years he was reimbursed for, but **Mr. Fillerman** would like consideration for the other years.

Mayor Boies asked how long he is asking for the town to go back and Town Manager Coggsdale said staff would need to do additional work to find out how many years he was billed erroneously; they have done what the Code tells us to do.

Council Member Hooser said he knows of one other property this happened on. The person was paying town taxes but in fact, lives just across the street from town. When he asked for a refund for that year, he was refunded for that year and **Council Member Hooser** is not sure how many years prior. However, when it was discovered he did not live in town, he did not have to pay town taxes, but he now has to pay out-of-town rates for utilities. He asked how that figured into this. **Town Manager Coggsdale** said he is not sure what rate he is being charged but will look into this.

Council Member Monahan said she read that Town Attorney Helm agrees with the refund of the previous three years and asked for his opinion. (Response could not be heard on the tape, but staff report stated this: “The Town Attorney has opined that he agrees with the refund of the previous three years and “does not see any legal requirement imposing a duty to refund amounts paid past the three (3) year statute of limitations period”. In addition, the town attorney “actively discourages council from taking a sentimental approach to the issue as it will just set a precedent that isn’t in the Town’s financial best interests”).

Council Member Kimmons asked if **Mr. Fillerman** had been coming to the town with this issue for several years; why did this just come to our attention. **Town Manager Coggsdale** said it was brought to staff’s attention at the end of June. **Mayor Boies** said she doesn’t think he realized he does not live in town. **Council Member Kimmons** does not know how you wouldn’t know this. He just wanted to make sure he hadn’t been coming each year and nothing was done, and **Town Manager Coggsdale** said that was not the case. **Mr. Fillerman** just went to the Commissioner of Revenue at the end of June with the issue.

Mayor Boies said, from hearing from legal counsel, Council should do nothing further. She asked if a vote was needed and one is not needed.

2.) FY2023 Budget Amendment/Adjustment

Town Manager Coggsdale said this is more of a “head’s up”. He and **Finance Director Fletcher** will be looking at budget amendments to close out the FY2023 fiscal year and some carryovers from FY2023 to FY2024. This will be brought up again next week.

3.) Update on UDO rewrite

Planning and Zoning Administrator Otis thanked Council for their input during the joint meeting with the Planning Commission. The Berkley Group was able to take back a lot of good information they will use. They would like to schedule another meeting on September 13 or 14.

They plan to come back with the information they have gathered and what they are getting from the information. We can then start having in-house conversations about the tweaks that need to be made to help the citizens get what they need.

It was decided to have the next meeting on Thursday, September 14 at 7 p.m.

Committee of the Whole (listed Areas of Focus will be discussed):

- Public Safety – Presentation and update of the Shenandoah County Emergency Communications Center Radio System

Vice Mayor Reynolds introduced **Mellanie Shipe**, Director of the Shenandoah County Emergency Communications Center, who gave a presentation on the radio system implemented by the County (slides attached here-to).

Council Member Monahan asked if the radio system was connected to the Red Alert system and it is not. Red Alerts are done through dispatch and are manually sent out.

Council Member Carter asked about the comment made during the presentation about having a six-month backorder on some equipment. He asked if all personnel had the equipment they need. **Ms. Shipe** said the main backorder is on batteries and it is supply chain issues.

Mayor Boies announced that **Mellanie Shipe** will be the new Assistant Town Manager for the Town of Strasburg, beginning the end of August. She said all are very excited to welcome **Mellanie** onboard.

Tim-Bob Williams, President of the Strasburg Fire Department: Stated his presentation was for educational purposes.

“The pager system is not 100% effective due to dead spots, tree foliage, building construction etc. It is a digital umbrella system that goes out and rains down, unlike an analog system that travels in more of a line and could penetrate better.” Mr. Williams gave examples of when it did not activate: did not activate in his basement, firehouse and other different locations. The house alarm sounded as per design. “Cell alerts via the active 911 app is on a 30 second to 2 minute delay from the actual dispatch, which is not feasible for our operations. We have 4 1/2 minutes from dispatch to stop what we are doing and respond to the station, get dressed, board the truck and mark responding. If not, we get dispatched again along with the next due company. We are volunteers and we do not man the station 24 hours a day. We come from home, work if allowed, the gas station, the grocery store, and so on. There are times we turn our pagers off and rely on the house alarm - church, funerals, school events, meetings, and so on. Basically, anywhere that we feel we need to show respect and not interrupt the business at hand. There are also times that we may not have it on our side due to multiple reasons.

Paid Staff. Yes, we have a crew that is housed in our building to run medical calls for the SVRS. That is their sole purpose. If for some reason that we cannot make the said timeframe they are allowed to take our apparatus and fulfill the call and the volunteers will bring the next unit.

The alarm does not sound for medical calls, if so, it would have burnt up years ago. It only sounds for fire department calls or when firefighters are needed to assist with the medical call. The only other times it will sound is to start a parade, a memorial service or to be tested. Also, let me make it clear. It is not a surplus World War II air raid siren! It's a siren that was developed for fire stations to summon volunteers when there is a emergency call.

There has been a lot of talk about tornados. We are not in the hot belt, thank God. I'm not saying it is not possible we will get one, but we are not in the hot belt. There is a difference between a fire house alarm and a tornado alarm. Fire sirens sole purpose is to alert firefighters of a call and to warn citizens that we are responding to the Firehouse and to watch out for firetrucks responding to a incident. When it's your time of emergency, a siren reassures you that help is on the way. Tornado Sirens are activated by a signal from the National Weather Service when a tornado has been spotted or is strongly indicated on Doppler Radar and/or strong, damaging winds 70mph or greater are present. The alert goes out to specific towns or cities that are affected and not throughout the entire county. Firehouse sirens were not designed nor set up to be Tornado Warning Systems nor can they be used as both(Fire Emergencies/Tornados). Imagine the confusion and panic, not to mention the lack of confidence that this would cause. Both are vital warning systems that serve different purposes and cannot be combined to do the same job.

Imagine YOUR home is the one on fire. Dispatch sets off pager tones, but no volunteer firefighters respond. Why not?

Well, Scott was mowing his yard, so he couldn't hear the tone on his pager over the lawn mower. And Chris was on his way back into town from work, so he didn't have his pager on him in his car since he was at work. Tom took his dogs to the park and left his pager in the charger at home, so he wouldn't break it. Mike's radio battery was dead because he worked night shift the night before

and didn't have a charger on him. Brandon's radio broke when he was on a call at 2am the night before, so he didn't get a replacement radio yet.

But, if the house siren had been activated, Scott could have heard the siren over the mower. Chris would hear the house siren as he drove by the station. Tom would hear the house siren at the park, Mike and Brandon would hear the house siren and jumped in their trucks to respond to the station. Each of these scenarios has happened. Not all at once, but multiple times over the years, to our members. Yes, we now have a new radio system, and technology is great, WHEN It WORKS. Technology fails, batteries die, members aren't always able to have their radios, and at times, members do not hear the dispatch tone on their radios. Any delay is detrimental to having a crew respond to your emergency and no matter the technology, we still need people to respond. In addition to serving as a secondary alert to our members, our house alarm also alerts the traffic in town that fire personnel will be responding to the station. It lets folks on the sidewalks know the bay doors will be opening and apparatus will be responding soon, so they can stay a safe distance away, and it alerts the traffic in town as well, since some of our intersections get very backed up. Strasburg Fire Department is centrally located for a reason. It's the best way we can service our town and community and our responders can get there in the 4 ½ minute response time. That is the reason that the building was put there.

A few years ago, Strasburg Fire Department reduced the duration of the alarm cycle, at the town's request. We complied to be good stewards to the town we serve, yet here we are, out here again defending it.

Many years before that, our house siren was permanently damaged, and the townspeople made donations to pay not only for the replacement, but also the installation of a new house siren. Why? It meant something to them, just like it did us. They did not view it as an annoyance or inconvenience. It was a part of our town, and a piece of our history, and they helped us to replace it.

On multiple occasions at our fundraisers and during town events, we've been told by citizens and visitors to the town about how much they love hearing our siren. We've heard from newer residents just as much as the ones that have been around here a while. Some of them say it reminds them of their childhood, the towns they grew up in, or when their own family members were volunteers. It has meaning and holds fond memories. Lastly, though this sentiment may not be appreciated by all, many folks tell us that when they hear it, it prompts them to pray for both the people needing help and the volunteers responding.

Strasburg is still a small town. A town where people look out for one another, and our house siren is a part of that. It lets people know that we're coming. We are volunteers who serve this community with pride and dignity, and our house siren holds value to our members and citizens, and we'd like it to remain as a secondary notification for us and the community we serve. Thank you.”

Council Member Stover said if you watch the May meeting on video, he was vehemently opposed to doing anything with the fire siren. It is a part of the town, I loved it for years, and it does serve in many ways. He would hate to see it go. He wanted to let all the firefighters in attendance know that he would never vote to do anything with it; he wants to see it stay.

Council Member Hooser asked **Mr. Williams** how we will let people know to shelter in place if we have a severe weather event. **Mr. Williams** responded that it would be handled by the National Weather Service. As far as he knows, Dispatch doesn't have any other way of doing this except through Code Red and they get that information from the National Weather Service.

Council Member Hooser said he knows about the siren, but if you are new or visiting town, how do you know it isn't a severe weather event? **Mr. Williams** said this might be something the fire

department needs to educate the citizens better on this. Maybe they should get a packet of information together to add to the newsletter to explain it.

Council Member Hooser asked **what Mr. Williams** would think of a compromise when people are at home asleep; could a compromise be to not use the siren between certain hours. **Mr. Williams** said that was something they could discuss later.

Council Member Ricard said she hates the siren, and she will admit that. It has awakened her many times, but that was her selfish side speaking. When she looks at it unselfishly, the firefighters are not getting any sleep either and are doing a great service. When things such as this come up, she likes to see how other localities handle it. She called her hometown in Maryland and they only sound the siren at noon as a remembrance type thing. She talked to a few of the long-time firefighters and when they took the siren away, people forgot about the department. You only think about that it is time to go to lunch. People stopped going to their fundraising events. They forgot about the service the department was doing for the community. She absolutely now understands it is necessary for many reasons.

Council Member Lowder said he has learned to never rely on technology. It is good to always have an old school back-up and that is why he would always want to keep it. He has children and he doesn't remember them waking up because of the siren. **Mr. Williams** said the siren can be manually run if the radio system stops working.

Council Member Carter expressed his appreciation to the members of the department, to all those serving their community. He is a Navy veteran and when he thinks about the redundancy of the system, he thinks of the people going out to serve and putting their lives on the line.

Mayor Boies thanked **Mr. Williams** for offering to educate the public. Maybe something could be placed in the town's newsletter. It might be a good idea to talk to the realtors and let them know about the siren. There are people who suffer from PTSD and sirens can be disturbing to them and the realtors could let them know what it is.

Council Member Reynolds expressed her appreciation for the presentations and all the volunteers in the audience.

Ms. Surkham asked if there were numbers of how often calls come through. This will be placed with the minutes.

- Ad hoc Committee update on Cedar Springs Proffers

Council Member Monahan said **Town Attorney Helm** looked at the proffers and the Town's teeth is that they have to restore the Pifer House and do the study of Vesper Hall. We cannot save Vesper Hall. The proffers were written when proffers were new. We could make them do a study that would tell us that they are not willing to do something commercial with Vesper Hall, but they could still tear it down. In the spirit of that or a compromise, the committee is making the recommendation that they restore Vesper Hall at least to the condition it was in when the proffers were made. We can make sure they do the DHR study for Vesper Hall. Planning and Zoning Administrator Otis gave them the idea that Council can allow the owners to do what they want to do, restore the Elijah Pifer house and make it look restored, honor Vesper Hall by using bricks and making a walking path to the Pifer House with signage honoring the two houses, and then have the

convenience store honor the appearance of Vesper Hall. This way, they get their gas pumps and we get a restored property.

Planning and Zoning Administrator Otis said they are requesting a rezoning so they can get the gas pumps at their convenience store. This is more of a negotiation. He has seen where a portion of the façade or the entire front façade be used for the convenience store. He showed a picture of his idea. The negotiation would be what do we really want it to look and the owners would have their architects draw something and then it can be tweaked to what is agreeable to both. This could be in the proffers. It could be written so that the Pifer House could be under bond as a security.

Town Attorney Helm added more about the signage by saying it would discuss the history of the structures; it speaks to a broader intent. As far as Vesper Hall, he thinks there is some duty to show they have looked into reusing some aspect of the structure. If they come back and say they can't use any portion of it, that is fine. If it is not feasible, it is not feasible. But, some sort of feasibility study should be done. This is where you can push for the idea to make some sort of adaptation. If there is a study that shows they cannot do anything, then that would be that.

Council Member Kimmons said the idea of keeping the gas pumps to the rear of the building is very important. Council has discussed viewshed on many occasions and the pumps on the front would be distracting to the Pifer House. He sat in a meeting with the City of Winchester and Wawa wanted to go onto a property. The City wanted the pumps to be on the back of the building. They received some pushback but ultimately the applicant agreed. He also wanted to stress that we make sure the Pifer House restoration is not the last thing done.

Barbara Adamson, 1010 Sandy Hook Road, Strasburg, VA: She thanked Council for allowing her and Mary Redmon participate in the discussions.

Ms. Adamson wanted to make sure all understood the significance of the "built historical environment" or building or houses. Every time there is new construction, the visibility of old houses decreases and there are fewer of them. She appreciates the efforts to hold the developers to the proffers; this is very important. She is still unclear of a few things. To preserve the Pifer House to what it was in 2003 or 2004, does it just mean the outside or the inside, as well? She is wondering about feasible ideas for Vesper Hall. When they decide who their architectural historian is going to be, that person could be very helpful. She would like for the group to have a voice in Phase II. She likes the idea of having the pumps in the back of the building, but usually the back is where you get deliveries and have trash dumpsters, so how would that be handled?

Ms. Adamson showed pictures of the ceilings in Vesper Hall.

Mayor Boies asked about the preserving of the Pifer House. What does "preserve" mean? How can we hold them to that? **Council Member Monahan** said we could take them to court but we don't want to do this. **Planning and Zoning Administrator Otis** said this is where the negotiations come into play.

Council Member Lowder said he remembers **Council Member Carter** offering to do some 3-D renderings. Council Member Carter said he could do both the Pifer House and Vesper Hall.

Mayor Boies asked what the next steps are. Should **Planning and Zoning Administrator Otis** write something up to present to the developers? Also, should the 3-D renderings be added to our proposal? She thinks we should start with our ideal outcome first.

Council Member Kimmons thinks the 3-D renderings would be so good to have. **Council Member Carter** said he uses this to document historic places that are no longer.

Planning and Zoning Administrator Otis said he thinks this is the next step with **Mr. Claytor**. If he has his historic architect, we can talk with them. We need to have the developer in the room so they can find out what is wanted. He can start the process, but the developer will need to eventually be in the room with Council. He can tell the developer what Council will agree to.

Mayor Boies asked if there are any pictures in Williamsburg that show what we are looking for.

Council Member Monahan thanked all, especially **Council Member Kimmons**, for continuing to push on this historic project. The ad-hoc committee was thanked for their input.

Council Member Comments:

Mayor Boies said she works with the Town Manager to create the agenda. The committee liaisons work with the Town Manager, too. She thinks it is important to keep these informative. We want to work efficiently. If a Council member has something on their mind, they should reach out to four other Council members to see if they are in agreement on the topic, or at least give her a call so it can be added to the agenda. Having it on the agenda prevents any surprises with other Council members, staff, and citizens. This is how she would like to handle this in the future. This is not a free-for-all, but a way to be efficient and fair.

Council Member Kimmons asked who his liaison will be and this will be determined.

Council Member Carter said he was approached by Strasburg Midget Football and the town is a sponsor. They have not received a check. Staff will look into this.

Closed Meeting:

Council Member Reynolds moved to enter into a closed meeting pursuant to Code of Virginia § 2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The subject of the closed meeting is to review applications for a vacant Council seat. **Council Member Lowder** offered the second to the motion. With no discussion, the motion passed unanimously, and Council adjourned to a closed meeting at 9:39 p.m. Reconvened at 9:45 p.m.

Mayor Boies said, “The Council of the Town of Strasburg hereby certifies by Roll Call vote that to the best of each member’s knowledge (1)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 (2)only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council of the Town of Strasburg.”

Each member should respond “I so certify” by Roll Call vote.

Vice Mayor Reynolds	I so certify
Council Member Carter	I so certify
Council Member Hooser	I so certify
Council Member Kimmons	I so certify
Council Member Lowder	I so certify
Council Member Monahan	I so certify
Council Member Stover	I so certify
Mayor Boies	I so certify

Discussion/Action after Closed Meeting (if needed):

Adjournment:

Being no other business, the meeting adjourned at 9:48 p.m.

DRAFT

MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, AUGUST 8, 2023 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.

Call to Order: Mayor Boies called the meeting to order.

Pledge of Allegiance: Vice Mayor McCornyn led all in the Pledge of Allegiance.

Invocation: Rev. David Howard, pastor of Strasburg Presbyterian Church, offered the invocation.

Roll Call:

ROLL Called with the following members present: Mayor Boies, Vice Mayor McCornyn, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, and Stover. Absent:

Public Hearings: None

Introduction and Recognition of Visitors and Guests:

- **Monthly Employee Update**

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
John “Jay” Magdinec (Lt. to Cpt.)	Public Safety	07/01/2023
Eric Ramey (Serg. To Patrol Lt.)	Public Safety	07/01/2023

Mayor’s Comments:

Mayor Boies said, “To govern this town fairly, it takes a diverse Council that represents, and listens to a wide variety of citizens. The Town of Strasburg has done a great job at electing a Council that embodies this. However, it doesn’t matter how diverse we are in our representation and thoughts if we do not conduct ourselves with **RESPECT** for each other and our citizens that opinions differ from ours. We must listen with respect and civility, converse with respect and civility, and act with respect and civility.

For the past 2.5 years we have witnessed **Council Member Hooser** disrespect citizens, business owners, employees, current council members, and former council members. The disrespect has taken place on social media, through text messages, email, and even the dais.

As a result, the entire council has come together to draft a public resolution censuring **Council Member Hooser**. The council knows that this will not necessarily change **Council Member Hooser’s** actions but is a message to citizens letting them know that **Council Member Hooser’s** actions are not supported by the Strasburg Town Council.”

Mayor Boies then read the resolution:

Whereas, we the members of the Strasburg Town Council are the duly elected representatives elected by the citizens of Strasburg; and

Whereas, we the members of the Strasburg Town Council understand that holding public office is a privilege and we should be held to a higher standard of behavior; and

Whereas, Dane Hooser has repeatedly misrepresented his authority to speak for the Town of Strasburg and its Council, as a whole; and

Whereas, Dane Hooser has repeatedly used social media and other forms of correspondence to make disparaging and false comments to citizens or employees of the Town of Strasburg; and

Whereas, Dane Hooser has repeatedly used his position to perpetuate personal vendettas; and

Whereas, Dane Hooser has repeatedly ignored or dismissed requests that he stop contact or stop using his position on the dais and social media to harass or make offensive comments; and

Whereas, in exercising our responsibility as leaders in this community, we are compelled to call attention to the unacceptable behavior of a member of Town Council.

Resolved, That—

(1) Strasburg Town Council Member Dane Hooser be censured with the public reading of this resolution by the mayor; and

(2) Strasburg Town Council Member Dane Hooser is hereby removed as liaison for Public Works, Utilities, and Infrastructure.

(3) That we, the members of the Strasburg Town Council, declare that this behavior is unacceptable and goes against what this Town represents. That our residents deserve an explanation, and apology, an assurance that this conduct is not supported by the Council, and that we seek for it to cease immediately.

Unanimously adopted by Strasburg Town Council on this 8th day of August, 2023.

Mayor Boies read the “Strasburg Town Council Code of Conduct and Ethics” as passed on December 12, 2006:

STRASBURG TOWN COUNCIL CODE OF CONDUCT AND ETHICS

PREAMBLE

The citizens of Strasburg are entitled to fair, ethical, accountable, and effective local government. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws, ordinances, and policies affecting government.
- Be independent, impartial and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly.
- Act with respect and civility.

To this end, the Strasburg Town Council has adopted this Code of Conduct and Ethics to emphasize the imperatives of integrity, fairness, and accountability in local government.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council Members shall work for the common good of the people of Strasburg and not for any private or personal interest. They will treat all persons, claims, and transactions in a fair and equitable manner.

2. Conduct of Members

Council Members shall at all times refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, committees, staff, or the public.

3. Respect for Process

Council Member duties shall be performed in accordance with the processes and rules established by the Town Council. A Council Member shall respect a decision once it has been made by the majority of Council.

4. Communication

It is the responsibility of Council Members to share substantive information that is relevant to a matter under consideration that they have received from sources outside of the decision-making process with all other Council Members.

Council Members shall interact with one another honestly, forthrightly, and respectfully. Discussions shall focus on issues, policies, and other substantive matters relating to the function of Town government.

5. Confidential Information

Council Members shall respect and preserve the confidentiality of information provided to them concerning the matters of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

6. Advocacy

To the best of their ability, Council Members shall represent the official policies and positions of the Town Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the Town.

7. Positive Work Environment

Council Members shall support and maintain a positive and constructive environment for residents, businesses, Town employees, and others involved in Town activities.

8. Compliance

The Strasburg Town Council Code of Conduct and Ethics expresses standards of ethical conduct expected of Members of the Strasburg Town Council.

Members of the Council have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the

integrity of the Town government.

Mayor Boies said she had placed a copy of this at each Council Member's seats so each member could review as reminders. "We have a great Town Council here and are doing a lot of great things in this town." In order to move forward, we need to have respect and not the nastiness we see in national politics. "That's not Strasburg, that's not us (the nastiness), and as your mayor, for as long as I am mayor that is the direction we will continue is respect. Not agreeability, we don't have to agree with everything, but respect; we must demand that here for our citizens, ourselves, and everybody we interact with. The town will continue to do great things moving forward in that way."

Citizen Comments:

Kristen Laise, Executive Director of Belle Grove Plantation and Belle Grove, Inc.: Stated Belle Grove, Inc. owns the property at 242 Fort Bowman Road. This property is about 100 acres and is a National Historic Landmark. She said she spoke to the Council about a year ago, along with **Karen Beck-Herzog** with Cedar Creek and Belle Grove National Historical Park, wanting to inform the Council about the importance of viewshed protection. This is both the view of the Massanutten Mountain which is part of the town's logo, but also the view back off the hill. They know development is inevitable and that housing is desperately needed, especially affordable housing, but she would like for Council to remember the importance of the viewshed and the fact that t, and the parcel to be discussed later on this agenda will be adding more dense housing on a sliver of property that provides an amazing view. She is asked all the time in her position 'whatever happened to x, y, or z property, and why can't it be preserved,' so in her role, she feels compelled to speak. She knows there are portions of this property that have been donated to the Shenandoah Valley Battlefield Foundation and they are exceedingly grateful for this. This sliver of land she feels would be a real asset to the community and the neighborhood if it were preserved in greenspace.

Consent Agenda:

- 1) Minutes of the July 5, 2023 Work Session and Minutes of the July 11, 2023 Regular Council meeting.

Council Member Lowder moved to approve the consent agenda; second by Council Member Carter. The motion passed unanimously.

Old Business (Discussion and/or Action Items):

- 1.) **Comprehensive Plan Amendment (CPA23-0001) requested by Landmark Atlantic Holdings, LLC**

Description: A Comprehensive Plan Amendment (CPA23-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 167A located at 144 Fort Bowman Road, approximately seven hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 3.306 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.

P&Z Administrator Otis said this was discussed at the work session. The Comprehensive Plan amendment is required before moving forward with the rezoning.

Vice Mayor McCornyn asked if **P&Z Administrator Otis** was able to get any more information from VDOT on **Mr. Gross'** questions. He said he had not but went through old emails. Essentially, it is like a person who owns a piece of property adjacent to John Marshall Highway, and they wanted to put in a driveway, they would need a permit to connect to a VDOT road. Currently, there is not a permit for that connection at that location.

Vice Mayor McCornyn moved for approval of the Comprehensive Plan Amendment as requested by Landmark Atlantic Holdings, LLC; second by Council Member Lowder.

Discussion:

Council Member Monahan said the gate is the only thing **Mr. Gross** was concerned with. **P&Z Administrator Otis** said the concern is they have been using this and there is no signage that states is not a public access. The reason there is no signage is because it is not off bond yet. The town will require this when it goes off bond. **Council Member Monahan** said if this is approved, and later **P&Z Administrator Otis** finds out from VDOT that the gate is not required, it could be removed. **P&Z Administrator Otis** said it could be removed but he doesn't foresee VDOT allowing this gate not to be installed.

Council Member Kimmons asked which approval the gate is part of and **P&Z Administrator Otis** said it is the rezoning. No conditions are attached to the comprehensive plan amendment.

The motion passed on a roll call vote with the following results:

Council Member Stover	Aye
Vice Mayor Coryn	Aye
Council Member Monahan	Aye
Council Member Lowder	Aye
Council Member Kimmons	Aye
Council Member Hooser	Aye
Council Member Carter	Aye

2.) Rezoning Application (REZ23-0001) requested by Landmark Atlantic Holdings, LLC

Description: A Rezoning application (REZ23-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 167A located at 144 Fort Bowman Road, approximately seven hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 3.306 acres. The request is to rezone the subject property from the Highway Commercial District to the Multi-Family Residential District, construct 29 townhomes, and extend Homewood Way to this development as the primary access.

Council Member Monahan thanked **Ms. Laise** for coming and speaking on this. We would love to have this not be developed but the fact is that if it is not rezoned and it stays commercial, we could, by-right, have a taller building obstructing the viewshed. She heard what she said and appreciated her coming.

Council Member Stover was in agreement with **Council Member Monahan**, but something will go in there by-right and it will be worse.

Vice Mayor McCornyn moved for approval of the rezoning application (REZ23-0001) as requested by Landmark Atlantic Holdings, LLC; second by Council Member Lowder.

Discussion:

Council Member Kimmons said he will vote against this motion because he cannot in good conscience vote yes for a gate to be put across the road that provides secondary access to a community. We have too many problems with this in other parts of town and we should be finding ways to have more ingress and egress in case of accidents or emergencies.

Vice Mayor McCornyn understands this, but she understands this is a common way to address similar circumstances in other developments and neighborhoods, so she doesn't think that is reason enough to hold up the application.

Council Member Hooser said he wishes all neighborhoods had at least two ways in and out, but almost none of them have more than one way in and out. He doesn't see this as a reason to not approve. But, going forward, when approving developments, that Council makes sure they have at least two ways in and out. To clarify, **Vice Mayor McCornyn** said this is a second ingress/egress, it is just that it is an emergency access.

The motion passed on a roll call vote with the following results:

Council Member Kimmons	Nay
Council Member Lowder	Aye
Council Member Carter	Aye
Council Member Hooser	Aye
Vice Mayor McCornyn	Aye
Council Member Monahan	Aye
Council Member Stover	Aye

3.) Budget Amendments/Adjustments/Carryovers

Description: Review of the FY2023 Budget Amendments and the FY2024 Budget Reappropriations (Carry Overs) and setting of public hearing(s).

Town Manager Coggsdale reviewed the items. The budget amendment is for the Borden Mowery Drive Extension project. Town Council approved the purchase of property on March 14, 2023, in the amount of \$381,200. The budget amendment exceeds one percent of the total of the Town's FY2023 Adopted Budget, so a public hearing is required.

Due to circumstances, some funds budgeted in the FY2023 budget were not expended prior to June 30, 2023. To ensure the items/projects move forward, the funds have been moved from one fiscal year to the next which is called a reappropriation. The amount of reappropriations is \$356,275.47. The reappropriations are more than one percent of the total of the Town's FY2023 Adopted Budget, so a public hearing is required.

Town Manager Coggsdale asked that two public hearings be set for Tuesday, September 5, 2023, at 7 p.m.

Council Member Kimmons moved to schedule the two public hearings (FY2023 Budget Amendments and FY2024 Budget Reappropriations) for Tuesday, September 5, 2023, at 7 p.m.; second by **Council Member Stover**. The motion passed unanimously.

4.) South Loudon Street Nuisance Property

Description: Vacant property at South Loudoun Street which is currently a nuisance due to overgrowth and safety concerns of trees on the property.

P&Z Administrator Otis said he brought this to Council about a month ago. He has since walked the property and found a total of nine trees that will need to come down. He reached out to five firms, but only heard back from one person. The company will need to do all the job at one time. The funds will be pulled from the General Fund Contingency.

Council Member Carter asked if any damage was sustained in the recent storm and this property did not sustain damage.

Council Member Carter moved to address the violation on South Loudoun Street by approving the expenditure of \$5,950 from the General Fund Contingency for removal of overgrown brush and dead trees which pose a possible hazard to neighboring properties; second by **Council Member Kimmons**.

Discussion:

Vice Mayor McCornyn said this property has no known owner. **P&Z Administrator Otis** said it has been vacant and taxes have not been paid since 2002. They have done a lot of research and have not found any heirs.

With no further discussion, the motion passed unanimously.

New Business:

1.) Boy Scout Troop 5 Eagle Scout Project

Town Manager Coggsdale said this is a discussion about a project by **Scout Nicholas Beinbrink**. He has been working with the town on a civic sign for about a year. **Nicholas** said he has been in scouting since first grade and has lived in Strasburg his entire life. To be an Eagle Scout, you have to do something that will benefit the entire town. His idea is to upgrade the current community sign to promote the pride of Strasburg and to match the new signs that the town now has. **Borden Lumber** recently put up a temporary sign. His plan is to have three support tubing posts. He showed a picture of the plan and said it will also have a brick flower bed which will have purple and white perirenal flowers. They will use a gray colored brick for the flower bed. The sign will be 12' x 12'. They would like to add a Troop 5 sign and a SHS FFA sign. The flower bed will be about 18 inches tall. The brick will be purchased from a local company and the flowers from a local nursery. **Nicholas** thanked all the leaders who came out to support him and fellow scouts.

Mayor Boies thanked **Borden Lumber** for updating the sign. The timing is a little unfortunate as the sign was just put up about two weeks ago. **Christina**, at **Borden's**, said the sign was falling apart and they offered to do this for free.

Mayor Boies said this is a sign that has the town's churches and non-profits listed on it and asked if there was an interest in maybe having a sign that would list state championships for our youth.

Council Member Hooser said it is too bad that **Borden's** just did the sign about two weeks ago, but thinks this proposed sign looks great and he wouldn't turn down a great project like this.

Council Member Monahan asked what the possibility is for Public Works to store the sign **Borden's** made for a future location. **Town Manager Coggsdale** said since we have two exits off the interstate, maybe the other sign could be used at the second entrance.

Mayor Boies said **Nicholas** has been working with a town staff member for about a year, so this project did not just come about. It is unfortunate that the timing of both signs happened at the same time. She added that the sign is wood so it would eventually have to be replaced. The sign being proposed by **Nicholas** would somewhat match the new signs in Strasburg and he wants the proposed sign to match the new signs of Strasburg. They could consider using the colors in the logo.

Mayor Boies asked if our staff could water the flowers in the planters. **Town Manager Coggsdale** said this is a detail that will have to be worked out. We would want to minimize labor and maintenance. **Nicholas** said they can pass the idea on to younger scouts to help with watering.

Council Member Carter commended **Nicholas** for being an Eagle Scout. He said that speaks for his integrity. He thanked him for staying in scouting that long. Every Eagle Scout he has met in his professional career has been an outstanding person and he is looking forward to seeing what he does in life.

Consensus was to move forward and have Town Manager Coggsdale sign off on this project.

Town Manager Coggsdale said becoming an Eagle Scout is a huge undertaking for **Mr. Bienbrink**. Once he achieves this, he would like to have him back and recognize him at a Council meeting.

Reports:

Departmental Reports:

*****Complete reports are provided in the Council packet which is available on the town's website at www.strasburgva.com. Reports are also found on the "Meetings" page of the website (<https://www.strasburgva.com/meetings>).*****

Town Manager Coggsdale said if any Council Members had questions on the reports, he would try to answer or get back to them with an answer.

Town Manager Coggsdale read the report submitted by **Marisa Varley**, Parks and Recreation Manager, on the Strasburg Town Pool.

"I am writing to inform you about the recent closure of the Strasburg Town Pool due to a significant algae infestation. This closure has been undertaken as a necessary measure to ensure the safety and well-being of all pool users.

Background: Over the past 2 weeks, our management team has been monitoring the water quality and overall condition of the pool. Including hourly testing water testing. Unfortunately, despite our best efforts to maintain proper water chemistry and filtration, an outbreak of algae occurred. Algae growth in swimming pools can be caused by a combination of factors, including inadequate water circulation, insufficient sanitizer levels, improper pH balance, and external contamination.

Reasons for Closure: The decision to close the pool was not taken lightly but was made in the interest of public health and safety. Algae growth can lead to a range of health and safety concerns, including:

- **Slippery Surfaces:** Algae can create slippery and hazardous surfaces around the pool area, increasing the risk of slips and falls.
- **Reduced Water Clarity:** Algae growth can significantly reduce water clarity, making it difficult for lifeguards and pool staff to monitor swimmers effectively.
- **Chlorine Ineffectiveness:** Algae consumes chlorine, rendering it less effective in disinfecting the water. This can lead to an increase in harmful bacteria and pathogens.

Actions Taken:

- **Upon the discovery of the algae outbreak, the following actions were taken:** Closure: The pool was closed to prevent further exposure to potentially harmful water conditions. Algae Removal: Our pool staff initiated a comprehensive process to remove the algae from the pool, including thorough scrubbing, vacuuming, and shock chlorination. Management consulted with multiple pool experts including National Pools of Roanoke. We requested a filter inspection on July 31, 2023. We received a call back from National Pool on August 7, 2023. We sent the information requested. A follow up call was made August 8, 2023. As of this writing, National Pools has not been able to give us a date for an inspection.
- **Water Testing and Balancing:** Once the algae was removed, water samples were taken for testing to ensure proper water chemistry and sanitization levels. The pool will only be reopened once these levels are within the recommended ranges.

Enhanced Maintenance Protocol: We will enhance our pool maintenance protocols to minimize the risk of future algae outbreaks. This includes, optimizing filtration, and enhancing monitoring procedures. **Reopening:** We understand the inconvenience that this closure may cause to our valued patrons. However, our top priority remains the safety and well-being of all pool users. We are working diligently to rectify the situation and anticipate reopening the pool as soon as water quality standards are met. We will keep all patrons informed about the reopening date through our official

communication channels.

Future Recommendations: Additional staff training on maintenance protocols. Evaluation of the filtration equipment. Repair or upgrade as needed.”

Town Manager Coggsdale said they had an algae issue, and now hazy issues. This causes problems because you can't see the bottom of the pool. In addressing the algae, haziness has been created. The only thing that helps with this is time. The pool will remain closed until Friday.

Council Member Monahan asked who wrote the report, and it was noted that **Marisa Varley** wrote it. Council Member Monahan asked what caused the problem. Is it people coming from the pool from the river? Is it because of different staff? **Town Manager Coggsdale** said he believes it is a combination of things, with dryness and extreme heat being part of the problem. They are talking to others who have had this problem in the past.

Mayor Boies asked about National Pools. **Town Manager Coggsdale** said they want them to come and evaluate where we are with pool operations. We want to make sure that if we have pump issues that we address them now.

Council Member Monahan asked if the pool was drained this past winter and it was not and the pumps were kept running.

Council Member Lowder asked if this would have happened if it was a saltwater pool. **Town Manager Coggsdale** said he was not sure but could ask.

Town Manager Coggsdale said they can look back, but we want to move forward. **Mayor Boies** said she knows it takes training and lots of monitoring to keep the pool going. She thinks it is good to keep citizens updated on Discover Strasburg. **Town Manager Coggsdale** said we will evaluate and see what lessons have been learned and how we can improve the pool operations.

Mayor Boies thanked the Police Department and all the staff that helped with National Night Out. She also thanked the Strategic Initiatives staff for continuing to move things forward.

Council Member Monahan said it was a fabulous location for National Night Out. She saw more people than she did last year at the shelters.

Council Member Kimmons said it was good for downtown.

Mayor Boies said a citizen had asked about the bank building and said that yes, we do own the bank building. **Town Manager Coggsdale** said we have received the structural analysis from Dewberry. He will be updating the Council in an email tomorrow. Some details had to be discussed further so he could communicate it better with Council. Because of it being a police department, it goes to a risk 4 category in building code.

Special Committee Reports:

NSVRC: Council Member Kimmons said the group did not meet but should meet next week.

Council Member Items:

Council Member Hooser said, “It was a little awkward at the beginning of the meeting. I do want to say, that while you may censure me, I will not be censored; I will continue to speak truth to power and you bet your butt I have a personal vendetta when someone posts a picture of my apartment on fire out of spite; the day that I lost all of my belongings, I lost pets, and the very bed that I sleep in. I have a personal vendetta with that, and I think it was shameful and they admitted it was deliberately spiteful.”

Council Member Kimmons asked to put forward an amendment to the Council Code of Conduct. “Council Members have no individual authority or gains in making promises, decisions or commitments that the elected body has not authorized. When presenting their individual opinions and positions, individual members shall explicitly state that they do not represent the entire Council. In their capacity as appointed members of other boards, Council Members are permitted to vote on routine matters which impact that specific board. However, prior approval of Council is necessary if a member will vote on significant items directly involving or impacting the town.”

Council Member Kimmons said he had found this wording in several other Codes of Conduct and felt it would be good to add to our Code of Conduct.

Mayor Boies asked him to send the language to **Town Manager Coggsdale** and **Clerk of Council Keller** and it will be discussed at the next work session.

Closed meeting:

Vice Mayor Reynolds moved to enter into a closed meeting pursuant to Code of Virginia §2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The subject of the closed meeting is to interview candidates for a vacant Council position.

And, moved to enter into a closed meeting pursuant to Code of Virginia §2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in the open meeting would adversely affect the negotiating or litigating posture of the public body.

Council Member Kimmons offered the second to the motion. With no discussion, the motion passed unanimously and Council entered into closed meetings at 7:58 p.m.

Reconvened at 9:51 P.m.

Mayor Boies said, “The Council of the Town of Strasburg hereby certifies by Roll Call vote that to the best of each member’s knowledge (1)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 (2)only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council of the Town of Strasburg.”

Each member should respond “I so certify” by Roll Call vote.

Vice Mayor Reynolds	I so certify
Council Member Carter	I so certify
Council Member Hooser	I so certify
Council Member Kimmons	I so certify
Council Member Lowder	I so certify
Council Member Monahan	I so certify
Council Member Stover	I so certify
Mayor Boies	I so certify

Mayor Boies said **Town Attorney Helm** wanted to make a statement about an upcoming SUP application.

Town Attorney Helm said, “It was brought to my attention that there was an SUP application submitted by FIDUM, LLC. It appears, based on the information I have received, that there was an original advertising error in the original notice that was submitted; it did not have an appropriate tax map ID number located on it. As such, it is my recommendation that it be resubmitted for a new notice so that we can have an appropriate public hearing. I don’t believe that the public hearing that

was originally held under that original notice would be considered valid based on the defect of the original error pursuant to the UDO of Strasburg. That is my recommendation.”

Consensus of Council was to follow the recommendation and hold the appropriate public hearing.

Being no other business, the meeting adjourned at 9:53

DRAFT

STRASBURG TOWN COUNCIL CODE OF CONDUCT AND ETHICS

PREAMBLE

The citizens of Strasburg are entitled to fair, ethical, accountable, and effective local government. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws, ordinances, and policies affecting government.
- Be independent, impartial and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly.
- Act with respect and civility.

To this end, the Strasburg Town Council has adopted this Code of Conduct and Ethics to emphasize the imperatives of integrity, fairness, and accountability in local government.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council Members shall work for the common good of the people of Strasburg and not for any private or personal interest. They will treat all persons, claims, and transactions in a fair and equitable manner.

2. Conduct of Members

Council Members shall at all times refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, committees, staff, or the public.

3. Respect for Process

Council Member duties shall be performed in accordance with the processes and rules established by the Town Council. A Council Member shall respect a decision once it has been made by the majority of Council.

4. Communication

It is the responsibility of Council Members to share substantive information that is relevant to a matter under consideration that they have received from sources outside of the decision-making process with all other Council Members.

Council Members shall interact with one another honestly, forthrightly, and respectfully. Discussions shall focus on issues, policies, and other substantive matters relating to the function of Town government.

5. Confidential Information

Council Members shall respect and preserve the confidentiality of information provided to them concerning the matters of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

6. Advocacy

To the best of their ability, Council Members shall represent the official policies and positions of the Town Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the Town.

Council Members have no individual authority or gains in making promises, decisions or commitments that the elected body has not authorized. When presenting their individual opinions and positions, individual members shall explicitly state that they do not represent the entire Council.

In their capacity as appointed members of other boards, Council Members are permitted to vote on routine matters which impact that specific board. However, prior approval of Council is necessary if a member will vote on significant items directly involving or impacting the town.”

7. Positive Work Environment

Council Members shall support and maintain a positive and constructive environment for residents, businesses, Town employees, and others involved in Town activities.

8. Compliance

The Strasburg Town Council Code of Conduct and Ethics expresses standards of ethical conduct expected of Members of the Strasburg Town Council.

Members of the Council have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the Town government.

Signature, if so desired

Date

OLD BUSINESS (DISCUSSION AND/OR ACTION)





Agenda Placement: Old Business

Meeting Date: September 12, 2023

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: September 8, 2023
Re: FY203 Budget Amendments and FY2024 Budget Reappropriations

DESCRIPTION: Consideration of the FY2023 Budget Amendments and the FY2024 Budget Reappropriations (Carry Overs) and setting of public hearing(s).

At the end of each fiscal year, staff reviews items that need to be reconciled regarding formal adoption of budget amendments for items council has previously approved, as well as review funds that were not expended in the current year and need to be reappropriated (carry over) to the new fiscal year.

FY2023

- Budget Amendment BA-06: Town Council approved the purchase of property associated with the Borden Mowery Drive Extension project on March 14, 2023, in the amount of \$381,200. The property has been acquired.

FY2024

- Budget Reappropriations (BR-1 through BR-10): At the end of each fiscal year, staff reviews items that were budgeted in the previous year (FY2023) but due to circumstances the funds were not expended prior to June 30, 2023. To ensure that the items/projects move forward, the funding has to be moved from one fiscal year to the next, this is called reappropriation. Below is a list showing the items that staff is seeking to “carry over” from FY2023 to FY2024; some items were ordered in FY2023 have were not received prior to the end of the fiscal year.

Budget Appropriations From FY2023 to FY2024 (By Fund)

GENERAL FUND	\$ 216,107.41
WATER FUND	\$ 70,084.03
SEWER FUND	\$ 70,084.03
GENERAL FUND TOTAL EXPENDITURES:	\$ 356,275.47

BUDGET REAPPROPRIATIONS (CARRY OVERS) FROM FY2023 to FY2024 (By Project)

	<u>DEPT.</u>	<u>ITEM</u>	<u>FUND</u>			<u>TOTAL</u>
			<u>GF</u>	<u>WF</u>	<u>SF</u>	
BR-01	PW	Dump Truck	\$ 23,290.00	\$ 22,605.00	\$ 22,605.00	\$68,500.00
BR-02	PW	Service Body Truck	\$ 24,506.38	\$ 23,785.61	\$ 23,785.61	\$72,077.60
BR-03	PW	Standard Box Pickup 4WD	\$ 20,077.00	\$ 19,486.50	\$ 19,486.50	\$59,050.00
BR-04	PW	Motor Replacement Air Zone - PW	\$ 2,123.30	\$ 2,060.85	\$ 2,060.85	\$6,245.00
BR-05	PW	Unit 10627 Repair (Vehicle)	\$ 2,211.12	\$ 2,146.07	\$ 2,146.07	\$6,503.26
BR-06	CI	UDO Rewrite	\$ 39,599.61			\$39,599.61
BR-07	SI	Façade Improvement Grants	\$ 14,800.00			\$14,800.00
BR-08	SI	Town Park entrance sign	\$ 4,500.00			\$4,500.00
BR-09	SI	Discovery Trail (VC)	\$ 15,000.00			\$15,000.00
BR-10	Admin	Town Hall Lobby Security Imp.	\$70,000			\$70,000.00
Total Budget Reappropriations (Carry Overs):			\$ 216,107.41	\$ 70,084.03	\$ 70,084.03	\$ 356,275.47

With the budget appropriation amount exceeding 1% of the total of the Adopted FY2024 Budget, this action also requires a public hearing. The Town Council conducted the public hearing on Tuesday, September 5, 2023, there were no comments from the public. Staff have been requested to place this item on tonight’s agenda for action. Due to this being a budget adoption issue, the two motions will require a Roll Call Vote of Town Council.

POTENTIAL ACTIONS

- Motion to approve Budget Amendment (BA-08) in the amount of \$381,200 for the purchase of property along Borden Mowery Drive, which will amend the FY2023 Adopted Budget.
- Motion to approve the FY2024 Budget Reappropriation Resolution that includes funding for budget reappropriations (BR-01 through BR-10) totaling \$356,275.47 from the FY2023 Adopted Budget to the FY2024 Adopted Budget.

Attachments:

- FY203 Budget Amendments
- FY2024 Budget Reappropriations
- FY2024 Budget Reappropriation Resolution



TOWN OF STRASBURG

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2023:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration - CIP General Fund 10-4413-0400	\$381,200	
Transfer In from General Fund Balance (Reserves) 10-3330-7035		\$381,200

Summary

To appropriate funds from the General Fund Reserves for the purchase of property associated with the Borden Mowery Drive Extension project. Town Council approved this item at their Regular Meeting on March 14, 2023

Budget Impact

This will result in a net increase to the FY2023 Adopted Budget of \$381,200.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this _____ day of September 2023.

FY2024 BUDGET AMENDMENTS (Reappropriations)

<u>Budget Appropriations From FY2023 to FY2024</u>			
GENERAL FUND			\$216,107.41
WATER FUND			\$70,084.03
SEWR FUNDS			\$70,084.03
TOTAL EXPENDITURES:			\$356,275.47

<u>BUDGET REAPPROPRIATIONS (CARRY OVERS) FROM FY2023 to FY2024</u>							
	DEPT.	ITEM	FUND			TOTAL	
			GF	WF	SE		
BR-01	PW	Dump Truck	\$ 23,290.00	\$ 22,605.00	\$ 22,605.00	\$68,500.00	
BR-02	PW	Service Body Truck	\$ 24,506.38	\$ 23,785.61	\$ 23,785.61	\$72,077.60	
BR-03	PW	Standard Box Pickup 4WD	\$ 20,077.00	\$ 19,486.50	\$ 19,486.50	\$59,050.00	
BR-04	PW	Motor Replacement Air Zone - PW	\$ 2,123.30	\$ 2,060.85	\$ 2,060.85	\$6,245.00	
BR-05	PW	Unit 10627 Repair (Vehicle)	\$ 2,211.12	\$ 2,146.07	\$ 2,146.07	\$6,503.26	
BR-06	CI	UDO Rewrite	\$ 39,599.61			\$39,599.61	
BR-07	SI	Façade Improvement Grants	\$ 14,800.00			\$14,800.00	
BR-08	SI	Town Park entrance sign	\$ 4,500.00			\$4,500.00	
BR-09	SI	Discovery Trail (VC)	\$ 15,000.00			\$15,000.00	
BR-10	Admin	Town Hall Lobby Security Imp.	\$70,000			\$70,000.00	
Total Budget Reappropriations (Carry Overs):			\$ 216,107.41	\$ 70,084.03	\$ 70,084.03	\$ 356,275.47	



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works – Capital		
General Fund -10-4433-0100	\$23,290.00	
Water Fund – 20-4433-0100	\$23,290.00	
Sewer Fund – 30-4433-0100	\$23,290.00	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) - Capital		
General Fund -10-4433-0100		\$23,290.00
Water Fund – 20-4433-0100		\$23,290.00
Sewer Fund – 30-4433-0100		\$23,290.00

Summary

To reappropriate \$68,500 from FY2023 Adopted Budget to FY2024 Budget in the General Fund, Water Fund and Sewer Fund as indicated for the purchase of a dump truck. Purchase Order #1369 dated June 20, 2023, in the amount of \$68,500. The dump truck was not delivered prior to July 1, 2023.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$68,500.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works – Capital		
General Fund -10-4433-0100	\$24,506.38	
Water Fund – 20-4433-0100	\$23,785.61	
Sewer Fund – 30-4433-0100	\$23,785.61	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) - Capital		
General Fund -10-4433-0100		\$24,506.38
Water Fund – 20-4433-0100		\$23,785.61
Sewer Fund – 30-4433-0100		\$23,785.61

Summary

To reappropriate \$72,077.60 from FY2023 Adopted Budget to FY2024 Budget in the General Fund, Water Fund and Sewer Fund as indicated for the purchase of a service body truck. Purchase Order #1368 dated June 20, 2023, in the amount of \$68,500. The service body truck was not delivered prior to July 1, 2023.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$72,077.60.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works – Capital		
General Fund -10-4433-0100	\$20,077.00	
Water Fund – 20-4433-0100	\$19,486.50	
Sewer Fund – 30-4433-0100	\$19,486.50	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) - Capital		
General Fund -10-4433-0100		\$20,077.00
Water Fund – 20-4433-0100		\$19,486.50
Sewer Fund – 30-4433-0100		\$19,486.50

Summary

To reappropriate \$59,050.00 from FY2023 Adopted Budget to FY2024 Budget in the General Fund, Water Fund and Sewer Fund as indicated for the purchase of a 4WD Standard Box Pickup truck. Purchase Order #1367 dated June 20, 2023, in the amount of \$59,050.00. The 4WD Standard Box Pickup truck was not delivered prior to July 1, 2023.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$59,050.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works – Capital		
General Fund -10-4432-3300	\$2,123.30	
Water Fund – 20-4432-3300	\$2,060.85	
Sewer Fund – 30-4432-3300	\$2,060.85	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) – General Fund – Public Works – Repairs to Streets (Town Share 10-4432-3500		\$6,245.00

Summary

To reappropriate \$6,245.85 from FY2023 Adopted Budget General Fund – Public Works – Repairs to Streets (Town Share) 10-4432-3500 FY2024 Budget in the General Fund, Water Fund and Sewer Fund as indicated for the purchase of two (2) replacement motors for the HRU unit at the Public Works Facility. Purchase Order #1354 dated June 1, 2023, in the amount of \$6,245.00. The replacement motors were not delivered prior to July 1, 2023.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$6,245.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works – Capital		
General Fund -10-4432-3400	\$2,211.12	
Water Fund – 20-4432-3400	\$2,146.07	
Sewer Fund – 30-4432-3400	\$2,146.07	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) - Capital		
General Fund -10-4432-3400		\$2,211.12
Water Fund – 20-4432-3400		\$2,146.07
Sewer Fund – 30-4432-3400		\$2,146.07

Summary

To reappropriate \$6,503.26 from FY2023 Adopted Budget to FY2024 Budget in the General Fund, Water Fund and Sewer Fund as indicated for the repair of Unit 10627. Purchase Order #1352 dated May 23, 2023, in the amount of \$6,503.26. The repair of this vehicle is pending and not completed prior to July 1, 2023.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$6503.26.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Community Initiatives – Capital General Fund -10-4423-1411	\$39,599.61	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) – Community Initiatives - Capital General Fund -10-4423-1411		\$39,599.61

Summary

To reappropriate \$39,599.61.26 from FY2023 Adopted Budget to FY2024 Budget in the General Fund for the UDO Rewrite Consulting Services. The UDO Rewrite process will continue through FY2024, with an additional \$60,000 budgeted

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$39,599.61.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Strategic Initiatives – Projects & Programs General Fund 10-4462-7000	\$14,800.00	
 Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) – Strategic Initiatives – Projects & Programs General Fund 10-4462-7000		\$14,800.00

Summary

To reappropriate \$14,800.00 from FY2023 Adopted Budget to FY2024 Budget in the General Fund for the pending award of Façade Improvement Grants to local businesses.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$14,800.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Strategic Initiatives – Tourism General Fund 10-4462-7200	\$4,500.00	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) – Strategic Initiatives – Tourism General Fund 10-4462-7200		\$4,500.00

Summary

To reappropriate \$4,500.00 from FY2023 Adopted Budget to FY2024 Budget in the General Fund for the pending installation of a new Town Park entrance sign.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$4,500.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Strategic Initiatives – Capital General Fund 10-4463-0101	\$15,000.00	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) – Strategic Initiatives – Capital General Fund 10-4463-0101		\$15,000.00

Summary

To reappropriate \$15,000.00 from FY2023 Adopted Budget to FY2024 Budget in the General Fund for the Discovery Trail at the Visitor’s Center. The project has been designed and a quote has been received.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$15,000.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.



TOWN OF STRASBURG

BUDGET REAPPROPRIATION (CARRYOVER)

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration – Capital General Fund 10-4413-0400	\$70,000.00	
Reappropriation to FY2024 Budget from the FY2023 Adopted Budget (Carry Over from Previous Year) – Capital General Fund 10-4413-0400		\$70,000.00

Summary

To reappropriate \$70,000.00 from FY2023 Adopted Budget to FY2024 Budget in the General Fund for the partial funding for the Town Hall Lobby Security Improvements. The project totals \$171,818.85 and Town Council indicated that the additional funds would either come from FY2023 Year End Reserves (surplus) or ARPA Funds, a budget amendment will be adopted when the additional funding source is known.

Budget Impact

This will result in a net decrease to the FY2023 Budget and a net increase to the FY2024 Adopted Budget in the amount of \$70,000.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

FY 2023 – 2024 Budget Reappropriations Resolution

A RESOLUTION ADOPTING the FINAL REAPPROPRIATION BUDGET FOR ITEMS OF EXPENDITURE PREVIOUSLY ADOPTED AS PART OF THE 2022-2023 FISCAL YEAR OPERATING AND CAPITAL FUND BUDGETS OF THE TOWN OF STRASBURG BUT REMAINING AS UNEXPENDED FUNDS AS OF JUNE 30, 2023.

WHEREAS, the Town of Strasburg, Virginia adopts, pursuant to state law, an annual budget consisting of operating funds and capital funds for expenditure in each fiscal year, and did so for the fiscal year 2022-2023; and

WHEREAS, the requirements of planning and contracting for the acquisition of goods and services requires in many instances that the contracts for such goods and services cannot be immediately executed; and

WHEREAS, there remains from said items budgeted for the fiscal year 2022-2023 substantial amounts represented by executed contracts or projects that are ongoing but that were not completed in fiscal year 2022-2023; and

WHEREAS, it has become necessary to adopt a reappropriation and supplemental budget for sums to be expended in the fiscal year 2023-2024 from funds budgeted for fiscal year 2022-2023 but remaining unexpended as of the close of the fiscal year on June 30, 2023.

NOW THEREFORE BE IT RESOLVED by the Town Council of Strasburg, Virginia that:

SECTION 1. This Council has determined and adopted the following estimates of proposed capital and operating fund expenditures as hereinafter set forth presenting a reappropriation of items previously budgeted for FY2022-23 but remaining unexpended at the close of said fiscal year, and representing amounts encumbered or proposed at the close of said fiscal year. That said amounts and the purchases therefore are set forth in the schedule below as follows:

2023-2024 REAPPROPRIATION FUNDS

The following amounts aggregating \$356,275.47 are approved and appropriated for the General Fund, subject to conditions set forth in this Resolution for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as follows:

GENERAL FUND	\$ 216,107.41
WATER FUND	\$ 70,084.03
SEWER FUND	\$ 70,084.03
GENERAL FUND TOTAL EXPENDITURES:	\$ 356,275.47

SECTION 2. Money from any fund may be used for any of these purposes set forth hereinabove, except money specifically restricted by state law or by Town Charter or Town ordinances and resolution.

Adopted by the Council of the Town of Strasburg this _____ day of September 2023.

MAYOR



Agenda Location: Discussion/Action Items

Meeting Date: September 12, 2023

ITEM TITLE: Special Use Permit SUP2023-0007, FIDUM COMPANY– Short-Term Rental

DESCRIPTION:

Owner FIDUM COMPANY TRUSTEE, has requested the short-term rental use of a single-family dwelling, located at 395 Stonewall St.

PREVIOUS ACTION:

The Planning Commission met on August 22, 2023. This application was recommended for approval with conditions on a vote of 4-2.

ATTACHMENTS:

- SUP2023-0007 Staff Report

Prepared by Brian Otis, Planning & Zoning Administrator



Special Use Permit SUP2023-0007
FIDUM COMPANY– Short-term Rental

STAFF REPORT

TC Meeting Date: September 5, 2023

Agenda Title: Special Use Permit #SUP2023-0007, FIDUM COMPANY– Short-Term Rental

Requested Action: Recommend Approval of Special Use Permit #SUP2023-0007, FIDUM COMPANY – Short-Term Rental with any proposed conditions.

Summary

In conformance with the Short-Term Rental Ordinance approved by Town Council on September 28, 2021, any request for a Short-Term Rental proposed within the Medium Density Residential (MDR) District shall apply for a Special Use Permit. On May 8, 2023 the town received a special use permit application for Short-term Rental use consisting of the entire dwelling. The applicant is Fidum Company Trustee.

Background

- A: Site Location: 395 Stonewall Street (tax map# 025A201B059 004), at 0.138 acres. The property is situated approximately 50 feet north of the intersection of Stonewall Street and Thompson Street.
- B: Surrounding Land Uses: This site is within an area of single-family homes in a Medium Density Residential (MDR) District.
- C: History of Uses and Current Use: The Structure was originally constructed in 2006 as a Single-Family Dwelling.



Special Use Permit SUP2023-0007
FIDUM COMPANY– Short-term Rental

Planning & Zoning Administration
174 E. King Street, P.O. Box 351
Strasburg, VA 22657
(540) 465-9197 ext. 127

Staff Recommendation

Staff recommendation is based on regulations set forth within the UDO.

Staff recommends approval of Special Use Permit #SUP2023-0007, FIDUM COMPANY Residence – Short-Term Rental, with the following conditions.

1. The applicant provides the name, address, and phone number of the local representative on the zoning occupancy application.
2. The property shall be advertised and rented with only 2 guestrooms available.
3. The advertisement for rental shall indicate the 2 sleeping/guest rooms.
4. If the owner obtains a zoning permit for driveway expansion, and the work has been completed/ inspected, the property can be utilized and advertised with 3 sleeping/ guest rooms.
5. Advertisements shall include an image of the front of the dwelling to identify the location of the rental unit.
6. If any condition listed above is violated, the SUP shall be made null and void.

Zoning Ordinance Analysis

Uses: Existing uses are legal and conforming without violations.

Local Property Representative: Owner will need to provide the Local Property Representative information with the occupancy permit application to comply with the Section 6.2.2.A.b of the ordinance.

- Section 6.2.2 A.b Short-term Rental Performance Standards *“If the owner of a short-term rental does not reside at the property or locally, the owner shall designate a local property representative. The owner or representative shall be available to respond, physically, within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone number of the owner and/or local property representative shall be kept on file with the Town. If the owner does not reside at the rental property but lives locally and is able to respond as required, they may function as the local property representative.”*



Special Use Permit SUP2023-0007
FIDUM COMPANY– Short-term Rental

Community Input

- Signs were posted at the location starting on June 5, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated August 8, 2023, and August 15, 2023

Planning Commission Recommendation

The Planning Commission recommended approval with a vote of 4-2, with the following conditions.

1. The applicant provides the name, address, and phone number of the local representative on the zoning occupancy application.
2. The property shall be advertised and rented with only 2 guestrooms available.
3. The advertisement for rental shall indicate the 2 sleeping/ guest rooms.
4. The unused guestrooms will be locked.
5. If the owner obtains a zoning permit for driveway expansion, and the work has been completed/ inspected, the property can be utilized and advertised with 3 sleeping/ guest rooms.
6. Advertisements shall include an image of the front of the dwelling to identify the location of the rental unit.
7. The dwelling is not to be occupied by the owner.
8. If any condition listed above is violated, the SUP shall be made null and void.

Conditions #4 and #7 were added by the Planning Commission.

Further Actions

If the Town Council recommends approval of the Special Use Permit the following actions moving forward must be completed for the Short-term Rental to be a legal use.

- Obtain a letter from the Shenandoah County Building Official identifying an approved life safety inspection
- Obtain a Zoning Occupancy Approval for the Short-term Rental use
- Annual renewal of the Occupancy Approval is required

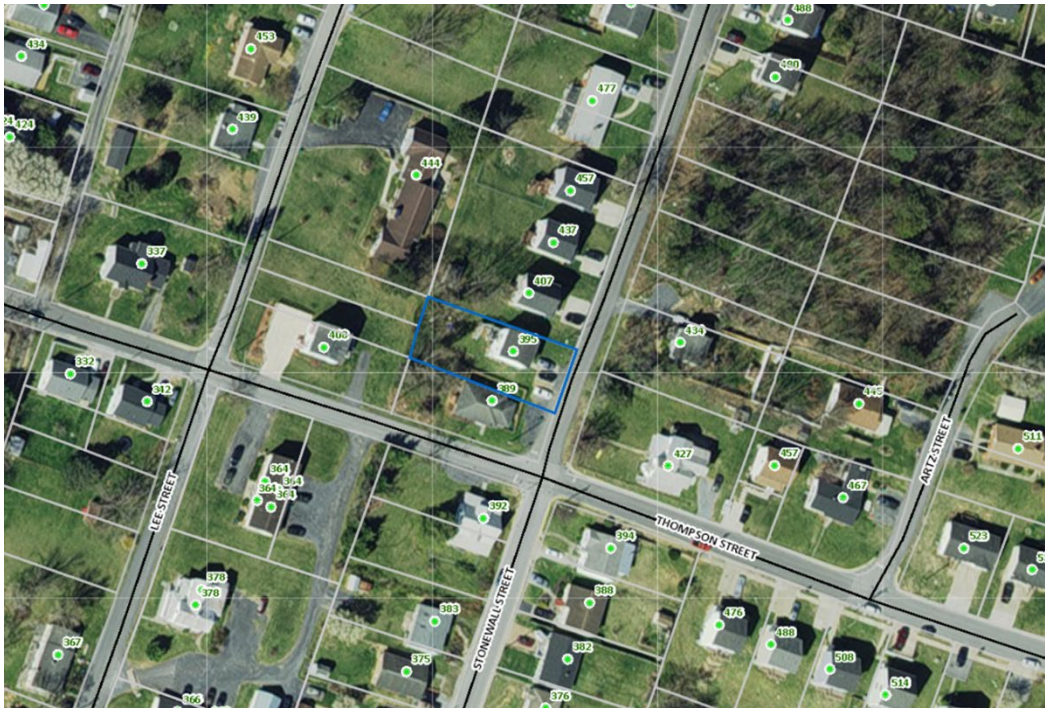
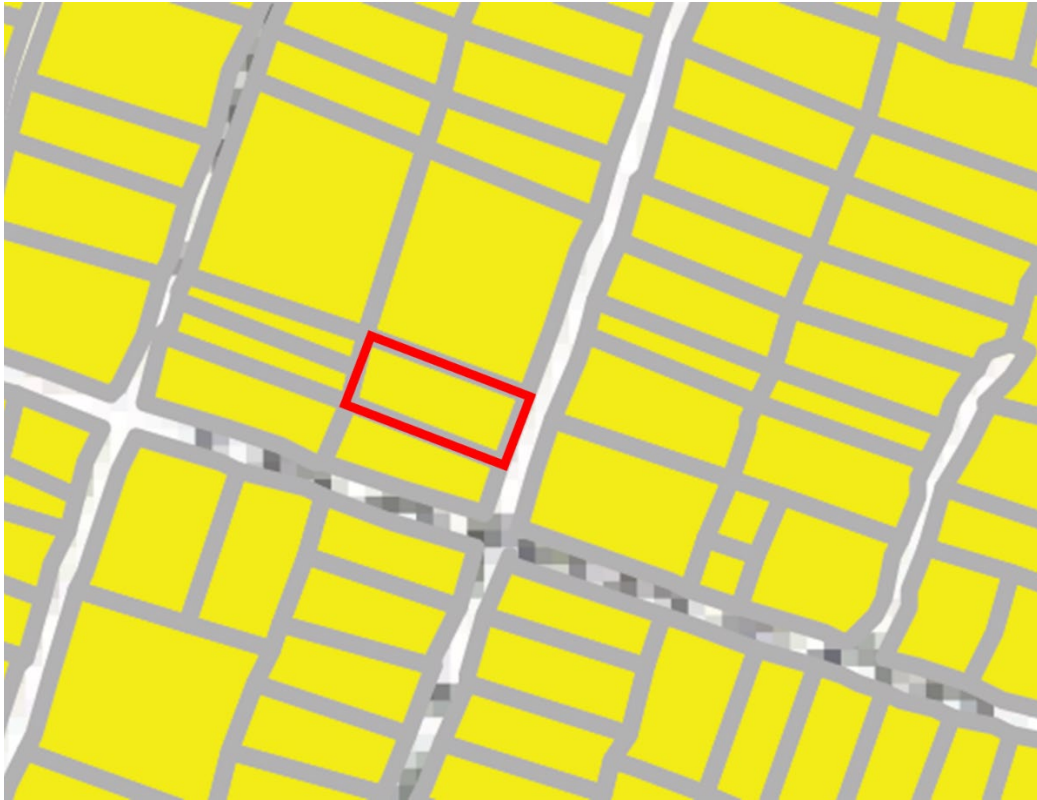
Attachments

Attachment A – Zoning Map

Attachment B - Short-term Rental Ordinance adopted September 8, 2021

Attachment C – Building Images

Attachment A Zoning Map





Attachment B – Short Term Rental Ordinance

Short-Term Rental – Zoning District Chart

Zoning District	Name	Process
MDR	Medium Density Residential	SUP

CHAPTER 7. DEFINITIONS

7.2 Definitions

7.2.2 Specific Terms

Home occupation: An accessory use which is carried on entirely within a dwelling unit by the occupant and is incidental and subordinate to the dwelling use. Home occupations include, but are not limited to, preparation of food products for sale off premises, professional offices such as medical, dental, legal, engineering and architectural, teaching of music, and fine arts and similar uses.

Short-term rental owner: Any person or entity that meets the definition of “operator” as defined in §15.2-983, as amended, of Virginia State Code.

Short-term rental: Any residential use that falls within the definition of short-term rental as defined in §15.2-983, as amended, of Virginia State Code.

Short-term rental, not occupied by owner: Any short-term rental where owner does not reside on the property when guests are in residence.

Short-term, owner-occupied: Any short-term rental where the owner of the property also resides on the same property during such period when guests are in residence.

CHAPTER 6. REGULATION OF SPECIFIC USES

6.2 Short-Term Rental and Bed and Breakfast Establishments

6.2.1 Purpose

The purpose of this chapter is to establish regulations for the short-term rental of privately-owned residences, in whole or in-part, including Bed & Breakfast Establishments. The performance requirements in this chapter are intended to allow and facilitate the operation of short-term rental and bed and breakfast establishments while maintaining the health, safety, and welfare of existing and future neighborhoods.

The performance requirements in this section are in addition to any other county, state, or rental platform requirements.

Special Use Permit SUP2023-0007
FIDUM COMPANY– Short-term Rental

6.2.2 Performance Standards

- A. *Short-term rental owners shall be subject to the following requirements.*
- a. *The owner shall obtain a zoning permit to be reviewed on an annual basis by staff. The owner shall obtain an annual business license and pay appropriate Transient Occupancy Tax as outlined in Article VII of the Town Code.*
 - b. *If the owner of a short-term rental does not reside at the property or locally, the owner shall designate a local property representative. The owner or representative shall be available to respond, physically, within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone number of the owner and/or local property representative shall be kept on file with the Town. If the owner does not reside at the rental property but lives locally and is able to respond as required, they may function as the local property representative.*
 - c. *Prior to issuance of a zoning permit, the Shenandoah County Building official or their technical assistant must do a life safety inspection of the short-term rental to ensure that all applicable Virginia Uniform Statewide Building Code requirements are met; including, but not limited to, regulations regarding fire extinguishers, carbon monoxide detectors, and emergency exits.*
 - d. *The owner of a short-term rental shall give the Town and Shenandoah County Building Department written consent to inspect the rental property to ascertain compliance with all applicable performance standards upon a twenty-four-hour notice.*
 - e. *Emergency information must be conspicuously posted inside the property, including contact information for the owner and/or local property representative.*
 - f. *All short-term rentals shall meet parking requirements of the applicable zoning district,*
 - g. *The owner shall provide an informational packet to each new guest. Review of this information packet is required upon issuance of Zoning Permit. The information must include, but is not limited to:*
 - i. *Maximum occupancy as outlined in Section 6.12 of the UDO*
 - ii. *Location of off-street parking*
 - iii. *Code references applicable to noise as outlined in Section 6.12 of the UDO*
 - iv. *Use restrictions as outlined in applicable Zoning District*
 - v. *Guidelines for trash storage and removals*
 - vi. *Evacuation routes in case of fire or emergency*
 - vii. *Owner or Local property representative information*
 - h. *If the operator of the short-term rental is not the property owner, written consent from the property owner must be submitted with the application for a zoning permit.*
- B. *In addition to section 6.2.2 A, Bed and breakfast establishments shall be subject to the following requirements:*
- a. *Permitted only in single-family dwellings.*
 - b. *A maximum of five guestrooms, with a maximum occupancy of 15 persons.*
 - c. *Food service shall be limited to the breakfast meal and shall be available only to guests and not to the general public in any residential district.*
 - d. *No receptions, private parties, or other events, for fee shall be permitted.*
 - e. *Any amenities such as tennis court, swimming pool, etc., shall be solely for the use of the resident owner and guests of the facility.*
 - f. *Provisions applicable to Bed and Breakfast Establishments as required by the Uniform Statewide Building Code shall be met.*
 - g. *Issuance of owner permit from the Shenandoah County Health Department is required.*
 - h. *The maximum length of stay for each guest shall be 30 days or less.*
 - i. *The owner(s) or property representative shall be available to respond in person within one hour to complaints regarding the condition, operation, or conduct of occupants of the Bed and Breakfast Establishment.*



Special Use Permit SUP2023-0007
FIDUM COMPANY– Short-term Rental

- j. A Bed and Breakfast shall have *frontage on an improved public street*.
- k. One off street parking space shall be provided for each guest room.

6.2.3 Penalties A.

- A Zoning Permit may be revoked or suspended for the following reasons:
 - a. *Three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements, exceeding occupancy limits.*
 - b. *The repeated of failure of any short-term rental or bed and breakfast owner to respond physically to in a timely manner to complaints regarding the condition, operation, or conduct of occupants.*

- B. A fine of \$200.00 will be issued to any owner that:
 - a. *Fails to obtain a zoning permit.*
 - b. *Receives three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements, and exceeding occupancy limits.*

Attachment C – Building Image





Agenda Location: Discussion Items

Meeting Date: September 12, 2023

ITEM TITLE: S. Loudoun St. vacant property nuisance violation

DESCRIPTION:

Staff is requesting direction on how to address the costs incurred for abating the violation on the vacant property on S. Loudoun St.

PREVIOUS ACTION:

The Town Council approved staff to utilize \$5,950.00 to clear the lot of the violation of tall growth and the hazard of dead trees on the property. This work was completed on 8/21/2023 to the satisfaction of staff. The vendor, Timber Works was paid for their services on 8/28/2023.

Prepared by Brian Otis, Planning & Zoning Administrator



Agenda Location: Discussion Items

Meeting Date: September 12, 2023

ITEM TITLE: 178/188 West King St. – Appeal hearing

DESCRIPTION:

Staff issued violations to the subject property for multiple violations of the Town Code and the Unified Development Ordinance (UDO). The property owner submitted an appeal letter to staff in relation to the violation letter. Per Section 38-109 of the Town Code, to appeal for violations of the Town Code, a letter must be submitted to the Town Manager. “Upon receipt, by the town manager, of the notice provided for in section 10-3(c), the town manager shall place the matter for hearing upon the agenda for the next regular meeting of the town council or a meeting called for that purpose and shall inform the owner or occupant of the property or premises affected of the date and time thereof. At such hearing the owner or occupant may appear and show cause, if any he can, why the nuisance should not be abated, removed or obviated. Technical or expert testimony may be presented by either party.”

Violations of the UDO are to be submitted by application to and heard by the Board of Zoning Appeals. Violations sited as UDO violations are not to be addressed in the appeal hearing.

PREVIOUS ACTION:

List of previous cases issued to Ms. Davis with similar violations.

- November 2003, 162 S. Fort St, debris and items accumulating on the property
- March 2004, 188 W. King St, debris and items accumulating on the property
- February 2015, 188 W. King St, debris and items accumulating on the property
- February 2016, 188 W. King St, debris and items accumulating on the property
- September 2018, 188 W. King St, debris and items accumulating on the property
- January 2019, 188 W. King St, debris and items accumulating on the property

List of significant actions of this case.

- May 23, Notice of Violation issued.
- June 1, met with Ms. Davis, Mr. Lassiter, and Ms. Bishop.
- June 9, provided follow-up email to Mr. Lassiter regarding the June 1 meeting.
- July 24, Final Notice and Order was issued.
- July 27, Staff met with property owner and attorney on site
- August 28, Inspection made prior to submitted the case to the Town Attorney

ATTACHMENTS:

- #1 - Notice of Violation
- #2 - Follow up email to Mr. Lassiter (June 9th)
- #3 - Final Notice and Order
- #4 - Email received by Ms. Davis as letter of appeal
- Staff will provide presentation of photographed condition made during the August 28th inspection

Prepared by Brian Otis, Planning & Zoning Administrator

Attachment #1



Notice of Violation

DATE OF ISSUANCE:
May 23, 2023

SERVE:
Sara T. Davis
188 West King Street
Strasburg, VA 22657

LOCATION OF VIOLATION:
188 West King Street
Strasburg, VA 22657
Tax Map # 025A3 A 159

Dear Property Owners:

Inspections of the above referenced property on between April 20, 2023 and May 22, 2023 revealed the following violations of the Town of Strasburg Unified Development Ordinance.

You are hereby notified that you are in violation of the follow regulations: **Town Code Sections 38-113, 74-176, 74-177, 74-178, 74-179, Unified Development Ordinance (UDO) Sections 6.3.3.G, 6.9, 6.9.2**

Town Code Section 38-113. - Weeds, grass, and other foreign growth on occupied or vacant, developed, or undeveloped property.

- (a) Owner's responsibility to abate. The owner of occupied or vacant, developed, or undeveloped property in the town shall cut the grass, weeds, and other foreign growth on the property within 200 feet of an improved right-of-way or property line adjoining a lot whenever such grass, weeds and other foreign growth have reached a height of eight inches or more. This section shall not be applicable to land zoned for or in active farming operation.

Town Code Section 74-176. - General.

- (a) It shall be unlawful for any person to:
- (1) Throw garbage, slop, refuse, offal or other obnoxious or unsightly matter into or upon any town street or public place or permit or suffer such to be done by any person in his employment; or
 - (2) Throw, place, drop or cause to be put any coal, ashes, dirt or filth of any kind or any lumber, wood, stone or other obstruction into or upon any street or public place in the town.
- (b) This section shall not be construed to apply to building material placed on the street, sidewalk or alley pursuant to section 74-178.
- (c) In no case shall any person or group reduce or obstruct pedestrian passage on the sidewalk to less than three feet to the nearest street trees, utility poles, traffic control signs and devices, fire hydrants, buildings, and other similar devices and structures.

Town Code Section 74-177. - Boxes, crates.

It shall be unlawful for any person to place or permit to remain upon the streets, alleys or sidewalks adjoining their premises any boxes, crates or other things that will cause the streets, alleys or sidewalks to be obstructed.

TOWN OF STRASBURG
174 E. King Street | P.O. Box 351 | Strasburg, VA 22657
Ph: 540-465-9197 | Fax 540-465-3252



Town Code Section 74-178. – Building Materials.

No person shall place building materials upon the street, sidewalk or alley for use in connection with construction work, unless he shall have first obtained a permit from the town manager to do so and unless he shall place such materials in the space assigned and in the manner directed by the town manager.

Town Code Section 74-179. – Trees, other plants.

It shall be unlawful for any person owning or occupying property abutting a street or sidewalk to allow any trees, plants or shrubs growing on such property to project over the street or sidewalk in such manner as to obstruct or interfere with the safe passage of vehicles or pedestrians.

Unified Development Ordinance (UDO) 6.3.3.G Design Standards for Commercial and Industrial Buildings, Outdoor storage.

No outside storage of any kind shall be permitted unless stored materials are screened from all streets with a suitable fence, vegetation, and/or berm treatment. Screening shall be attractive and in keeping with the architectural quality of the main structure. All storage areas should be paved.

Unified Development Ordinance (UDO) 6.9.2 C Junk or Salvage Yard, Purpose.

To protect the inhabitants of the Town by requiring property to be kept in a clean state and to prohibit the accumulation of weeds, litter, refuse, junk, abandoned motor vehicles, abandoned equipment, abandoned household appliances, and the like, the improper storage of commercial vehicles, prohibiting litter and refuse, prohibiting the storage of inoperable, derelict or unsightly junk vehicles, motor vehicle, equipment, boat barge, water craft, household appliance, machinery or similar items is declared to be a public nuisance and is prohibited.

Unified Development Ordinance (UDO) 6.9.2 C Junk or Salvage Yard, Health and Safety Standards.

Except in the operation of lawful junkyards and automobile salvage yards that are in compliance with all applicable laws and ordinances, it shall be unlawful and a public nuisance for any person to have or to place on an area of land with or without buildings used for or occupied by a deposit, collection or storage (except inside a completely enclosed building) of used or discarded materials such as wastepaper, rags, scrap materials, used building materials, house furnishings, machinery, and vehicles or parts thereof. Specifically a deposit or the storage of two or more inoperable vehicles or parts of two or more such vehicles for one month or more in a residential district, or for three months or more in any other district, shall be deemed a junkyard.



Compliance can be accomplished by the following:

- Remove all items on sidewalk/right-of-way.
- Remove items on side and rear of structure or store in an approved structure.
- Cut grass and overgrowth on the side and rear of the property.

This is a civil violation and you are required to abate the violation within 30 days. If corrective action is not taken, a **Final Notice and Order to Take Corrective Action** will be issued, where further action may be taken to include fines and prosecution.

Appeal

Any owner who has received an order to take corrective action may appeal in writing to the Zoning Administrator within ten days following issuance of the **Final Notice and Order to Take Corrective Action**. In the absence of an appeal, the order of the Zoning Administrator shall be final. The Board of Zoning Appeals shall hear an appeal within 30 days and may affirm, modify, and affirm or revoke the order.

Sincerely,

A handwritten signature in blue ink, appearing to read "BO", is written over a light blue circular stamp.

Brian Otis
Planning and Zoning Administrator
Town of Strasburg

Attachment #2



Final Notice and Order

DATE OF ISSUANCE:
June 23, 2023

SERVE:
Sara T. Davis
188 West King Street
Strasburg, VA 22657

LOCATION OF VIOLATION:
178/188 West King Street
Strasburg, VA 22657
Tax Map # 025A3 A 159

Dear Property Owners:

This Final Notice and Order is being issue due to no corrective action has been taken within the thirty (30) days to abate the violations as identified in the Notice of Violation letter issued to you on May 23, 2023. The matter will be forwarded to the Town Attorney to prepre a complaint for prosecution if compliance has not occurred with fourteen (14) days. The town will seek all remedies and enforcement powers allowed by law. All civil and criminal penalties and fines, as applicable, and all costs associated with enforcement of the matter will be assessed against the property and person(s) charged.

Appeal

Any owner who has received an order to take corrective action may appeal in writing to the Zoning Administrator within ten days following issuance of the Final Notice and Order to Take Corrective Action. In the absence of an appeal, the order of the Zoning Administrator shall be final. The Board of Zoning Appeals shall hear an appeal within 30 days and may affirm, modify, and affirm or revoke the order.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Otis", is written over a light blue circular stamp.

Brian Otis
Planning and Zoning Administrator
Town of Strasburg

Attachment (1)
Notice of Violation dated May 23, 2023

TOWN OF STRASBURG
174 E. King Street | P.O. Box 351 | Strasburg, VA 22657
Ph: 540-465-9197 | Fax 540-465-3252



Notice of Violation

DATE OF ISSUANCE:
May 23, 2023

SERVE:
Sara T. Davis
188 West King Street
Strasburg, VA 22657

LOCATION OF VIOLATION:
188 West King Street
Strasburg, VA 22657
Tax Map # 025A3 A 159

Dear Property Owners:

Inspections of the above referenced property on between April 20, 2023 and May 22, 2023 revealed the following violations of the Town of Strasburg Unified Development Ordinance.

You are hereby notified that you are in violation of the follow regulations: **Town Code Sections 38-113, 74-176, 74-177, 74-178, 74-179, Unified Development Ordinance (UDO) Sections 6.3.3.G, 6.9, 6.9.2**

Town Code Section 38-113. - Weeds, grass, and other foreign growth on occupied or vacant, developed, or undeveloped property.

- (a) Owner's responsibility to abate. The owner of occupied or vacant, developed, or undeveloped property in the town shall cut the grass, weeds, and other foreign growth on the property within 200 feet of an improved right-of-way or property line adjoining a lot whenever such grass, weeds and other foreign growth have reached a height of eight inches or more. This section shall not be applicable to land zoned for or in active farming operation.

Town Code Section 74-176. - General.

- (a) It shall be unlawful for any person to:
- (1) Throw garbage, slop, refuse, offal or other obnoxious or unsightly matter into or upon any town street or public place or permit or suffer such to be done by any person in his employment; or
 - (2) Throw, place, drop or cause to be put any coal, ashes, dirt or filth of any kind or any lumber, wood, stone or other obstruction into or upon any street or public place in the town.
- (b) This section shall not be construed to apply to building material placed on the street, sidewalk or alley pursuant to section 74-178.
- (c) In no case shall any person or group reduce or obstruct pedestrian passage on the sidewalk to less than three feet to the nearest street trees, utility poles, traffic control signs and devices, fire hydrants, buildings, and other similar devices and structures.

Town Code Section 74-177. - Boxes, crates.

It shall be unlawful for any person to place or permit to remain upon the streets, alleys or sidewalks adjoining their premises any boxes, crates or other things that will cause the streets, alleys or sidewalks to be obstructed.

TOWN OF STRASBURG
174 E. King Street | P.O. Box 351 | Strasburg, VA 22657
Ph: 540-465-9197 | Fax 540-465-3252



Town Code Section 74-178. – Building Materials.

No person shall place building materials upon the street, sidewalk or alley for use in connection with construction work, unless he shall have first obtained a permit from the town manager to do so and unless he shall place such materials in the space assigned and in the manner directed by the town manager.

Town Code Section 74-179. – Trees, other plants.

It shall be unlawful for any person owning or occupying property abutting a street or sidewalk to allow any trees, plants or shrubs growing on such property to project over the street or sidewalk in such manner as to obstruct or interfere with the safe passage of vehicles or pedestrians.

Unified Development Ordinance (UDO) 6.3.3.G Design Standards for Commercial and Industrial Buildings, Outdoor storage.

No outside storage of any kind shall be permitted unless stored materials are screened from all streets with a suitable fence, vegetation, and/or berm treatment. Screening shall be attractive and in keeping with the architectural quality of the main structure. All storage areas should be paved.

Unified Development Ordinance (UDO) 6.9.2 C Junk or Salvage Yard, Purpose.

To protect the inhabitants of the Town by requiring property to be kept in a clean state and to prohibit the accumulation of weeds, litter, refuse, junk, abandoned motor vehicles, abandoned equipment, abandoned household appliances, and the like, the improper storage of commercial vehicles, prohibiting litter and refuse, prohibiting the storage of inoperable, derelict or unsightly junk vehicles, motor vehicle, equipment, boat barge, water craft, household appliance, machinery or similar items is declared to be a public nuisance and is prohibited.

Unified Development Ordinance (UDO) 6.9.2 C Junk or Salvage Yard, Health and Safety Standards.

Except in the operation of lawful junkyards and automobile salvage yards that are in compliance with all applicable laws and ordinances, it shall be unlawful and a public nuisance for any person to have or to place on an area of land with or without buildings used for or occupied by a deposit, collection or storage (except inside a completely enclosed building) of used or discarded materials such as wastepaper, rags, scrap materials, used building materials, house furnishings, machinery, and vehicles or parts thereof. Specifically a deposit or the storage of two or more inoperable vehicles or parts of two or more such vehicles for one month or more in a residential district, or for three months or more in any other district, shall be deemed a junkyard.



Compliance can be accomplished by the following:

- Remove all items on sidewalk/right-of-way.
- Remove items on side and rear of structure or store in an approved structure.
- Cut grass and overgrowth on the side and rear of the property.

This is a civil violation and you are required to abate the violation within 30 days. If corrective action is not taken, a **Final Notice and Order to Take Corrective Action** will be issued, where further action may be taken to include fines and prosecution.

Appeal

Any owner who has received an order to take corrective action may appeal in writing to the Zoning Administrator within ten days following issuance of the **Final Notice and Order to Take Corrective Action**. In the absence of an appeal, the order of the Zoning Administrator shall be final. The Board of Zoning Appeals shall hear an appeal within 30 days and may affirm, modify, and affirm or revoke the order.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Otis", is written over a light blue circular stamp.

Brian Otis
Planning and Zoning Administrator
Town of Strasburg

All,

I will attempt to address all your concerns. If there is something I missed, I sincerely apologize. It would not be in an attempt to avoid a concern addressed.

General Items

1. Addressing the serving of the violation. The UDO states in part;
"Section 1.24.5 Notice of Violation and Order to Take Corrective Action
A. ***When the Zoning Administrator determines that there is a building or property in violation of this UDO, the Zoning Administrator shall notify the owner or occupant of the building of the violation and deliver a Notice of Violation and Order to Take Corrective Action, in writing, delivered by certified or registered mail or by personal service to the building or property owner and tenants, as applicable."***

The notice was sent certified mail. We do have the receipt for this process. Additionally, the notice was delivered by personal service to Mr. Lassiter in front of the property. This would comply with "to the building" and "tenant".

2. According to the appeal document date June 1, 2023 Ms. Kim Bishop is identified as an advocate for Ms. Sara T. Davis. A violation is between the town and the property owner. For someone other than the property owner to speak or submit an appeal on the behalf of the property owner, the town will need verification from the property owner that said person can act as their legal representation. This is no different than declared representation during a court proceeding. Anyone that does not legally represent the property owner may freely speak during a public hearing on the matter or when citizen comments are welcome.

I am not trying to force Ms. Bishop out of the conversation. I am only looking for the correct actions needed to properly address the violation. If Ms. Bishop is permitted to act and speak on behalf of Ms. Davis, a letter or email to the fact is sufficient.

Violations in relation to location on the property

1. Front of building/sidewalk.
 - a. Code and UDO references
Town Code Section 74-176 states in part;
(a) It shall be unlawful for any person to:
 - (1) Throw garbage, slop, refuse, offal or other obnoxious or unsightly matter into or upon any town street or public place or permit or suffer such to be done by any person in his employment; or***
 - (2) Throw, place, drop or cause to be put any coal, ashes, dirt or filth of any kind or any lumber, wood, stone or other obstruction into or upon any street or public place in the town.***
Town Code Section 74-177 states;
It shall be unlawful for any person to place or permit to remain upon the streets, alleys or sidewalks adjoining their premises any boxes, crates or other things that will cause the streets, alleys or sidewalks to be obstructed.
Town Code Section 74-178 states;

No person shall place building materials upon the street, sidewalk or alley for use in connection with construction work, unless he shall have first obtained a permit from the town manager to do so and unless he shall place such materials in the space assigned and in the manner directed by the town manager.

UDO Section 6.3.1 A states;

The commercial building design standards of this Section are applicable to the new development and redevelopment of all commercial and industrial structures.

UDO Section 6.3.3 G states;

No outside storage of any kind shall be permitted unless stored materials are screened from all streets with a suitable fence, vegetation, and/or berm treatment. Screening shall be attractive and in keeping with the architectural quality of the main structure. All storage areas should be paved.

UDO Section 6.9.1 states;

To protect the inhabitants of the Town by requiring property to be kept in a clean state and to prohibit the accumulation of weeds, litter, refuse, junk, abandoned motor vehicles, abandoned equipment, abandoned household appliances, and the like, the improper storage of commercial vehicles, prohibiting litter and refuse, prohibiting the storage of inoperable, derelict or unsightly junk vehicles, motor vehicle, equipment, boat barge, water craft, household appliance, machinery or similar items is declared to be a public nuisance and is prohibited.

UDO Section 6.9.2 C states;

Except in the operation of lawful junkyards and automobile salvage yards that are in compliance with all applicable laws and ordinances, it shall be unlawful and a public nuisance for any person to have or to place on an area of land with or without buildings used for or occupied by a deposit, collection or storage (except inside a completely enclosed building) of used or discarded materials such as wastepaper, rags, scrap materials, used building materials, house furnishings, machinery, and vehicles or parts thereof. Specifically a deposit or the storage of two or more inoperable vehicles or parts of two or more such vehicles for one month or more in a residential district, or for three months or more in any other district, shall be deemed a junkyard.

b. Staff comments

- i. Per UDO Section 6.3.1.A new development shall comply with the standards for commercial design. There is another section that references this same for residential design. New development would not necessarily mean a new structure. For example, an expansion of an existing driveway is new development. Therefore, establishing an area as outdoor storage constitutes new development.
- ii. Per UDO Section 6.3.3.G Outdoor storage has design guidelines that are not met. The front wall of the building is on the property line. Storage and/or screening cannot be approved on property not owned.
- iii. The items in front of the building in some form or fashion do fall into the remaining code sections listed above. A personal opinion/representation by either myself or a property owner does not have any bearing on what something is defined. Definitions are a matter of zoning regulations, Town code regulations, State Code, and other laws and regulations. If there is a situation where a determination needs to be made, as a Zoning Official, I am going to make that determination based on precedence, and similar regulations.
- iv. Regarding outdoor ornamental items that you or others may have, the code does not address them. By not specifically permitting them, I need to treat them as prohibited. I would like to work with you and other property owners with the same condition of having a building that fronts directly a public way. I would like to come up with language that permits a limited area and height of ornaments. I foresee potted plants, widow boxes, statuettes, and similar items. We

would need to exclude any advertising since it would be considered signage, which has its own requirements. We would also need language to address maintenance, safety of design (no sharp edges) sidewalk cleaning, and severe weather events.

2. Side of building and easement.

a. Code and UDO references.

UDO Section 6.3.1 A states;

The commercial building design standards of this Section are applicable to the new development and redevelopment of all commercial and industrial structures.

UDO Section 6.3.3 G states;

No outside storage of any kind shall be permitted unless stored materials are screened from all streets with a suitable fence, vegetation, and/or berm treatment. Screening shall be attractive and in keeping with the architectural quality of the main structure. All storage areas should be paved.

UDO Section 6.9.1 states;

To protect the inhabitants of the Town by requiring property to be kept in a clean state and to prohibit the accumulation of weeds, litter, refuse, junk, abandoned motor vehicles, abandoned equipment, abandoned household appliances, and the like, the improper storage of commercial vehicles, prohibiting litter and refuse, prohibiting the storage of inoperable, derelict or unsightly junk vehicles, motor vehicle, equipment, boat barge, water craft, household appliance, machinery or similar items is declared to be a public nuisance and is prohibited.

UDO Section 6.9.2 C states;

Except in the operation of lawful junkyards and automobile salvage yards that are in compliance with all applicable laws and ordinances, it shall be unlawful and a public nuisance for any person to have or to place on an area of land with or without buildings used for or occupied by a deposit, collection or storage (except inside a completely enclosed building) of used or discarded materials such as wastepaper, rags, scrap materials, used building materials, house furnishings, machinery, and vehicles or parts thereof. Specifically a deposit or the storage of two or more inoperable vehicles or parts of two or more such vehicles for one month or more in a residential district, or for three months or more in any other district, shall be deemed a junkyard.

Town Code Section 74-177 states;

It shall be unlawful for any person to place or permit to remain upon the streets, alleys or sidewalks adjoining their premises any boxes, crates or other things that will cause the streets, alleys or sidewalks to be obstructed.

b. Staff comments

- i. The requirements are similar here as to the front apart from Town Code language for items on sidewalks and public ways. Items stored must be screened. I cannot approve screening within a recorded easement.
- ii. I do understand there are plantings on the side of the structure. However, these plantings are not maintained. Weeds are growing around and through the plantings.
- iii. THIS IS FOR YOUR INFORMATION. I provided a copy of the plat that indicates the location of the easement that is 10'-6" wide. Based on research it appears that the easement was granted to the property owner of what is now known as 168 West King Street. That easement would convey to any future owner. Based on the plat you have items placed within the easement. The property owner that has rights to this easement has the right have items removed from the easement. This is a civil matter that the town would not become involved with. I provide this information just for clarification.

3. Rear of building.

a. Code and UDO references.

UDO Section 6.3.1 A states;

The commercial building design standards of this Section are applicable to the new development and redevelopment of all commercial and industrial structures.

UDO Section 6.3.3 G states;

No outside storage of any kind shall be permitted unless stored materials are screened from all streets with a suitable fence, vegetation, and/or berm treatment. Screening shall be attractive and in keeping with the architectural quality of the main structure. All storage areas should be paved.

UDO Section 6.9.1 states;

To protect the inhabitants of the Town by requiring property to be kept in a clean state and to prohibit the accumulation of weeds, litter, refuse, junk, abandoned motor vehicles, abandoned equipment, abandoned household appliances, and the like, the improper storage of commercial vehicles, prohibiting litter and refuse, prohibiting the storage of inoperable, derelict or unsightly junk vehicles, motor vehicle, equipment, boat barge, water craft, household appliance, machinery or similar items is declared to be a public nuisance and is prohibited.

UDO Section 6.9.2 C states;

Except in the operation of lawful junkyards and automobile salvage yards that are in compliance with all applicable laws and ordinances, it shall be unlawful and a public nuisance for any person to have or to place on an area of land with or without buildings used for or occupied by a deposit, collection or storage (except inside a completely enclosed building) of used or discarded materials such as wastepaper, rags, scrap materials, used building materials, house furnishings, machinery, and vehicles or parts thereof. Specifically a deposit or the storage of two or more inoperable vehicles or parts of two or more such vehicles for one month or more in a residential district, or for three months or more in any other district, shall be deemed a junkyard.

Town Code Section 74-177 states;

It shall be unlawful for any person to place or permit to remain upon the streets, alleys or sidewalks adjoining their premises any boxes, crates or other things that will cause the streets, alleys or sidewalks to be obstructed.

State Code Section 15.2-901.1 states;

§ 15.2-901.1. Locality may provide for control of running bamboo; civil penalty.

A. For purposes of this section, "running bamboo" means any bamboo that is characterized by aggressive spreading behavior, including species in the genus Phyllostachys.

B. Any locality may, by ordinance, provide that:

1. No landowner shall allow running bamboo to grow without proper upkeep and appropriate containment measures, including barriers or trenching; and

2. No landowner shall allow running bamboo to spread from his property to any public right-of-way or adjoining property not owned by the landowner.

C. A violation of a running bamboo ordinance authorized by this section shall be subject to a civil penalty, not to exceed \$50 for the first violation or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall not exceed \$200. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a 12-month period.



D. No violation of a running bamboo ordinance arising from the same set of operative facts shall be subject to a civil penalty under both (i) an ordinance adopted pursuant to this section and (ii) an ordinance adopted pursuant to § [15.2-901](#).

b. Staff comments

- i. The requirements are similar here as to the front apart from Town Code language for items on sidewalks and public ways. Items stored must be screened. Per 6.3.3.G Outdoor Storage, screening can be achieved with a suitable fence, vegetation, and/or berm treatment. The code continues to speak of storage being on pavement. However, it states *"All storage areas should be paved."* This is unenforceable with the use of "should". As long as storage in the rear of the property is not visible from any right-of-way or neighboring property, it is screened.
- ii. I understand there is an abundance of plantings in the back yard. That is not of concern. However, the maintenance of those plantings so that they may not spread to other properties is an issue. Pruning, trimming, removal of invasive weeds, and removal of dead planting that present possible damage to neighboring property must be addressed.
- iii. The bamboo (if existent) must be controlled in an appropriate manner. The cutting of bamboo does not prevent further growth or the invasiveness of the root system.

Sincerely,

Brian Otis
Planning and Zoning Administrator
Town of Strasburg

From: sara davis <artfuldressings@gmail.com>
Sent: Thursday, August 3, 2023 12:00 PM
To: Brian Otis
Cc: Charles FitzGerald
Subject: FW: appeal

Dear Brian:

Here is my appeal letter. Please let me if there any more info that you need.

Sara Davis

Date of Appeal reply:

August 3, 2023

Location of violation being appealed:

188 West King Street

Strasburg, VA 22657

Tax Map #025A3 A 159

Dear Planning and Zoning Administer Otis,

I will take each "violation" in turn.

1. Town Code Section 38-113

There is no grass, weeds, or foreign growth on the property. The grass that has caused issue has been removed.. All the plants growing are intentional and maintained to within the property owners desire. The sentence requiring growth over 8 inches to be cut is in reference to lawn grass. (I have the minutes of the meeting that it was discussed at as to the intent of 8 inches). I do not have a lawn.

2. Town Code Section 74-176

This Code section references garbage, slop, refuse, offal or other obnoxious matter into or upon any TOWN STREET OR PUBLIC PLACE. Also obstructing pedestrian passage on the sidewalk to less than three feet. There is at least 4 probably 5 feet between anything on the sidewalk and the property, and movement of even fast moving motorized wheelchairs is not obstructed.

3. Town Code Section 74-177

This again speaks of obstructing streets, alleys or sidewalks. There is no alley in my property, only a driveway. There is a private right of way for the neighboring business (hobby shop) but is not public alley. A complaint ignored by the town as people often use the PRIVATE right of way as a pass through. It is NOT a public right of way.

4. Town Code Section 74-178

Again, this section is in regard to streets, sidewalks or alleys. I am not storing building supplies on streets, sidewalks or alley.

5. Town Code Section 74-179

This is discussing, again, streets or sidewalks being obstructed by trees, plants, or shrubs for safe passage. There is nothing, even in the illegal pass through, that interferes with safe passage of vehicles or pedestrians.

6. UDO section 6.3.3

This section discusses storage of any kind being screened for the street. Firstly, this section 6 of the UDO is "applicable to the new development and redevelopment of all commercial and industrial structures" UDO 6.3.1 Applicability AND does not include any project such as re-roofing or replacing of existing doors, windows, trim... This section does NOT apply to this business/residence. Also, any storage materials on the property cannot be seen from the street. (There are however many stored vehicles in visual proximity from my property, not screened from the streets)

7. UDO 6.9.2

This is in regard to junk yards or yards becoming junk yards. Again, this yard is not a junk yard or in danger of becoming one and being a PUBLIC nuisance. My husband, Mr. Lassiter has a text message sent to the Town Manager on April 23 specifically letting him know that he was clearing and cleaning out his storage shed to make it more usable and that while it would be messy in the yard (not the street or even private right of way driveway) he was working to clean it up and could he meet with him. In no way did he or I intend to leave property as a junk yard. He did this specifically to stop any possible complaints. The town manager did reply to the message, but a meeting was never set up. So, the town manager did know that possessions would be in the yard and would be mitigated. Also, Mr. Otis has spoken with our attorney. This section implies that the concern would be of a public nuisance. There is no public nuisance.

Compliance accomplishments are listed as:

1. Removing all items on sidewalk/right of way

There is NOTHING in the list of town code or UDO that mentions right of way, so the town has no jurisdiction to insist on removal of anything. And if I have to remove all items from my sidewalk, I expect all businesses in town need to do the same thing (in regard to plants/planters).

2. Remove items on side and rear of structure or store in an approved structure.

This has already been discussed with the town manager and Mr. Otis through our attorney. We are dealing with our storage shed. As we saw last year with this same issue, there are days when people cannot be out working (ie. Rain, too hot, hostile neighbors). The point is that Mr. Lassiter IS working on cleaning up daily, by himself and with help. And I see nothing in the Town Code or UDO that gives the government the right to manage my private property and how we are cleaning it.

3. Cut grass and overgrowth on the side and rear of the property.

This has already been done to the satisfaction of the property owners. There is no explanation in the code or UDO of what is considered a nuisance. As I stated before, the 8 inch rule is for LAWNS which does not pertain to this property that is growing supplies for our business.

I am asking that the town re-evaluate this complaint and stop the harassment of us as a means by which neighbors who simply do not like us use the town to accomplish their ends. There is no overgrowth, only plants that are meant to be tall (by nature or God) and that will be cut back at the appropriate times for their harvest. There is not grass to be dealt with. If the town would like to give explicit directions of what plants they deem to need cutting back that would be helpful. I have always been open to polite discourse...sadly all I have received from the town is "cut it down". As far as building materials and storage, the code and UDO do not explicitly describe this property as none of the issues can be seen from the street.

Thank you for your time,

Sara Davis (property owner)

Sent from [Mail](#) for Windows

NEW BUSINESS



DEPARTMENT REPORTS





Memorandum

To: Mayor Boies and Strasburg Town Council
From: Finance Director, Angela Fletcher
Date: 09/12/2023
Re: Monthly Update to Council

Finances and Auditing

- Staff continue to work on our annual year-end activities.
- Our annual audit reviews have gone very well and without issues to report and will wrap up with the fall visits scheduled for September 11-13 and October 2-4.

Due Dates and Anticipated Items

- There are **83** days until Tuesday, December 5th, 2023
(2nd Half Tax Due Date)
- The 1st half past due notices have been issued for delinquent taxes and were mailed on 07/12/23.



Customer Interaction and Information

- Continued work on the GFOA FY24 Budget Presentation Application
- Designing the FY23 Popular Annual Financial Report (PAFR)

Career Development/Training

- Staff celebrated Tax Clerk Emily Ritenour's 23rd Work Anniversary 8/21
- Staff attended the Shenandoah County Fair for a Wooden Nickel luncheon on 8/31

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
10-3300-2001 AUTO RENTAL TAX	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	(\$6,000.00)	0
10-3310-1000 REAL ESTATE TAXES	\$1,362,000.00	\$1,362,000.00	\$0.00	\$23,760.50	\$5,036.79	(\$1,338,239.50)	2
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$1,505.34	\$90.06	(\$18,494.66)	8
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$34,211.53	\$14,789.19	(\$570,788.47)	6
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$10,887.14	\$4,902.93	(\$24,112.86)	31
10-3310-2300 PERSONAL PROPERTY T	\$138,900.00	\$138,900.00	\$0.00	\$138,897.77	\$138,897.77	(\$2.23)	100
10-3310-2500 MACHINERY & TOOLS T	\$350,000.00	\$350,000.00	\$0.00	\$3,076.08	\$0.00	(\$346,923.92)	1
10-3310-2501 MACHINERY & TOOLS T	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	(\$4,500.00)	0
10-3310-3000 BANK FRANCHISE TAXE	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	(\$125,000.00)	0
10-3310-4000 FRANCHISE TAXES OTHE	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	(\$18,000.00)	0
10-3310-5000 PENALTIES	\$42,500.00	\$42,500.00	\$0.00	\$17,067.43	\$6,467.05	(\$25,432.57)	40
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$386.90	\$139.40	(\$4,113.10)	9
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$8,275.16	\$2,595.66	(\$131,724.84)	6
10-3310-6100 COMMUNICATION TAXE	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	(\$65,000.00)	0
10-3310-6101 CIGARETTE TAXES	\$120,000.00	\$120,000.00	\$0.00	\$17,812.50	\$7,125.00	(\$102,187.50)	15
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$18,189.27	\$7,552.67	(\$146,810.73)	11
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$2,129.39	\$1,035.00	(\$27,870.61)	7
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	\$1,147.00	\$877.00	(\$29,853.00)	4
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$5,914.13	\$321.30	(\$159,085.87)	4
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$179,591.48	\$95,555.35	(\$795,408.52)	18
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$40,920.75	\$19,452.77	(\$169,079.25)	19
10-3330-2000 ROLLING STOCK	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	(\$6,500.00)	0
10-3330-3000 SALES TAXES	\$505,000.00	\$505,000.00	\$0.00	\$104,102.64	\$52,544.15	(\$400,897.36)	21
10-3330-4000 LAW ENFORCEMENT STA	\$122,020.00	\$122,020.00	\$0.00	\$0.00	\$0.00	(\$122,020.00)	0
10-3330-5000 RIGHT-OF-WAY FEES	\$22,000.00	\$22,000.00	\$0.00	\$2,430.54	\$12.60	(\$19,569.46)	11
10-3330-6000 HIGHWAY MAINTENANC	\$867,956.00	\$867,956.00	\$0.00	\$0.00	\$0.00	(\$867,956.00)	0
10-3330-7000 GRANTS RECEIVED	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	(\$200,000.00)	0
10-3330-7023 VDOT REV SHARE - BOR	\$980,600.00	\$980,600.00	\$0.00	\$0.00	\$0.00	(\$980,600.00)	0
10-3330-7036 VISITOR CENTER REVEN	\$35,000.00	\$35,000.00	\$0.00	\$1,863.26	\$1,034.84	(\$33,136.74)	5
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$570.00	\$210.00	(\$16,430.00)	3
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$3,927.25	\$2,093.42	(\$21,072.75)	16
10-3350-3000 PETTY CASH	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
10-3350-4000 MISCELLANEOUS RECEI	\$35,000.00	\$35,000.00	\$0.00	\$5,622.64	\$1,306.18	(\$29,377.36)	16
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$68.23	(\$106.77)	\$68.23	0
10-3350-7000 INTEREST INCOME	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	(\$30,000.00)	0
10-3350-7026 VA COMMISSION FOR AR	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	(\$4,500.00)	0
10-3350-8700 PROCEEDS FROM BORR	\$2,390,000.00	\$2,390,000.00	\$0.00	\$0.00	\$0.00	(\$2,390,000.00)	0
10-3350-9060 TRANSFER FROM ARPA F	\$1,488,740.00	\$1,488,740.00	\$0.00	\$0.00	\$0.00	(\$1,488,740.00)	0
10-3350-9061 ARPA FUNDING - POLIC	\$114,642.00	\$114,642.00	\$0.00	\$0.00	\$0.00	(\$114,642.00)	0
10-4411-2000 MAYOR & TOWN COUNC	\$32,500.00	\$32,500.00	\$0.00	\$0.00	\$0.00	\$32,500.00	0
10-4411-3500 PLANNING COMMISSION	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00	0
10-4411-7000 SALARIES & WAGES- RE	\$352,353.00	\$352,353.00	\$0.00	\$53,163.92	\$26,960.01	\$299,189.08	15
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$11,321.72	\$5,517.83	\$15,031.28	43
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$154.21	\$130.06	\$1,845.79	8
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$4,651.31	\$2,344.40	\$27,129.69	15
10-4411-9002 VRS - ADMINISTRATION	\$49,218.00	\$49,218.00	\$0.00	\$0.00	\$0.00	\$49,218.00	0
10-4411-9003 HEALTH INSURANCE - E	\$31,636.00	\$31,636.00	\$0.00	\$17.78	\$0.00	\$31,618.22	0
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$129.20	\$64.60	\$710.80	15
10-4412-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
10-4412-1700 ADVERTISING	\$4,000.00	\$4,000.00	\$0.00	\$160.00	\$160.00	\$3,840.00	4
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$3,009.62	\$2,746.85	\$21,990.38	12
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$1,325.00	\$1,325.00	\$13,675.00	9
10-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$819.40	\$819.40	\$14,180.60	5
10-4412-2200 TELEPHONE	\$2,800.00	\$2,800.00	\$0.00	\$392.01	\$193.56	\$2,407.99	14
10-4412-2300 ELECTRICITY	\$4,500.00	\$4,500.00	\$0.00	\$510.84	\$510.84	\$3,989.16	11
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$7.66	\$7.66	\$992.34	1

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4412-2600 GAS, GREASE, & OIL	\$500.00	\$500.00	\$0.00	\$45.78	\$45.78	\$454.22	9
10-4412-2800 MATERIALS & SUPPLIES	\$21,000.00	\$21,000.00	\$0.00	\$1,633.19	\$406.32	\$19,366.81	8
10-4412-2855 COMPUTERS & SOFTWA	\$3,000.00	\$3,000.00	\$0.00	\$63.59	\$63.59	\$2,936.41	2
10-4412-2900 MEMBERSHIP DUES	\$2,000.00	\$2,000.00	\$0.00	\$2,039.66	\$0.00	(\$39.66)	102
10-4412-3000 MISCELLANEOUS	\$5,500.00	\$5,500.00	\$0.00	\$602.77	\$567.77	\$4,897.23	11
10-4412-3100 STRASBURG LIBRARY D	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00	0
10-4412-3201 I/T SUPPORT	\$3,850.00	\$3,850.00	\$0.00	\$477.18	\$239.51	\$3,372.82	12
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$304.87	\$288.22	\$6,095.13	5
10-4412-3700 TRAVEL & TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0
10-4412-3701 TRAVEL & TRAINING CO	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0
10-4412-3710 CODIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4412-7500 STRASBURG MUSEUM D	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
10-4412-7700 PROJECTS	\$10,000.00	\$10,000.00	\$0.00	\$1,199.31	\$1,199.31	\$8,800.69	12
10-4412-7701 COUNTY TOURISM SUPP	\$32,000.00	\$32,000.00	\$0.00	\$3,242.13	\$3,242.13	\$28,757.87	10
10-4412-8000 RESCUE SQUAD DONATI	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
10-4412-8100 FIRE DEPT DONATION	\$35,000.00	\$35,000.00	\$0.00	\$1,588.40	\$1,480.07	\$33,411.60	5
10-4412-8800 BUSINESS PARK - DEBT	\$164,700.00	\$164,700.00	\$0.00	\$0.00	\$0.00	\$164,700.00	0
10-4412-9000 CONTINGENCY EXPENSE	\$20,000.00	\$20,000.00	\$0.00	\$5,950.00	\$5,950.00	\$14,050.00	30
10-4413-0400 CAPITAL PROJECTS	\$3,370,000.00	\$3,370,000.00	\$0.00	\$212.50	\$212.50	\$3,369,787.50	0
10-4413-0401 CAPITAL PROJECTS - B	\$1,000,000.00	\$1,000,000.00	\$0.00	\$17,510.00	\$17,510.00	\$982,490.00	2
10-4413-1410 RESERVES	\$26,014.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$26,014.00	0
10-4421-7000 SALARIES & WAGES	\$156,412.00	\$156,412.00	\$0.00	\$7,427.54	\$3,767.08	\$148,984.46	5
10-4421-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$3,874.77	\$2,280.86	(\$3,874.77)	0
10-4421-9001 FICA	\$11,965.00	\$11,965.00	\$0.00	\$742.98	\$400.58	\$11,222.02	6
10-4421-9002 VRS - COMMUNITY INIT	\$22,414.00	\$22,414.00	\$0.00	\$0.00	\$0.00	\$22,414.00	0
10-4421-9003 HEALTH INSURANCE	\$20,080.00	\$20,080.00	\$0.00	\$6.54	\$0.00	\$20,073.46	0
10-4421-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$64.60	\$32.30	\$775.40	8
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$732.66	\$732.66	\$1,267.34	37
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$16.04	\$8.02	\$4,983.96	0
10-4422-2800 MATERIALS & SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$102.59	\$102.59	\$1,397.41	7
10-4422-2855 COMPUTERS & SOFTWA	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0
10-4422-2900 MEMBERSHIP DUES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4422-3000 MISCELLANEOUS	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
10-4422-3201 I/T SUPPORT	\$700.00	\$700.00	\$0.00	\$140.34	\$70.44	\$559.66	20
10-4422-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
10-4422-3800 PLANNING DISTRICT CO	\$9,320.00	\$9,320.00	\$0.00	\$7,269.45	\$0.00	\$2,050.55	78
10-4422-3900 VIOLATIONS	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4423-1411 UDO - REWRITE	\$60,000.00	\$60,000.00	\$0.00	\$7,673.01	\$7,673.01	\$52,326.99	13
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$74,004.50	\$42,913.45	\$501,532.50	13
10-4431-7011 VDOT SALARIES & WAG	\$126,035.00	\$126,035.00	\$0.00	\$0.00	\$0.00	\$126,035.00	0
10-4431-8000 SALARIES & WAGES - P	\$91,128.00	\$91,128.00	\$0.00	\$12,652.15	\$6,659.26	\$78,475.85	14
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$2,497.79	\$1,671.41	\$23,402.21	10
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$6,325.03	\$3,667.57	\$53,706.97	11
10-4431-9002 VRS - PUBLIC WORKS -	\$96,603.00	\$96,603.00	\$0.00	\$0.00	\$0.00	\$96,603.00	0
10-4431-9003 HEALTH INSURANCE - E	\$68,000.00	\$68,000.00	\$0.00	\$22.22	\$0.00	\$67,977.78	0
10-4431-9005 EMP STIPEND	\$2,200.00	\$2,200.00	\$0.00	\$387.60	\$193.80	\$1,812.40	18
10-4432-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
10-4432-2000 CONTRACTUAL SERVICE	\$11,660.00	\$11,660.00	\$0.00	\$4,686.33	\$4,598.14	\$6,973.67	40
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$1,023.81	\$495.09	\$5,481.19	16
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$254.05	\$254.05	\$5,745.95	4
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$0.00	\$7,557.60	\$7,557.60	\$42,442.40	15
10-4432-2500 FUEL-HEAT	\$5,100.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0
10-4432-2600 GAS, GREASE, & OIL	\$11,517.00	\$11,517.00	\$0.00	\$724.02	\$724.02	\$10,792.98	6
10-4432-2700 TIRES & TUBES	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00	0
10-4432-2800 MATERIALS & SUPPLIES	\$7,895.00	\$7,895.00	\$0.00	\$682.21	\$573.86	\$7,212.79	9
10-4432-2850 PERMITS & DUES	\$735.00	\$735.00	\$0.00	\$0.00	\$0.00	\$735.00	0
10-4432-2855 COMPUTERS & SOFTWA	\$1,930.00	\$1,930.00	\$0.00	\$0.00	\$0.00	\$1,930.00	0
10-4432-3000 MISCELLANEOUS	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4432-3201 I/T SUPPORT	\$5,000.00	\$5,000.00	\$0.00	\$811.21	\$407.17	\$4,188.79	16
10-4432-3300 BUILDING MAINTENANC	\$6,430.00	\$6,430.00	\$0.00	\$2,123.30	\$2,123.30	\$4,306.70	33
10-4432-3400 REPAIRS EQUIPMENT	\$22,033.00	\$22,033.00	\$0.00	\$2,479.79	\$2,043.52	\$19,553.21	11
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$0.00	\$1,358.49	(\$2,000.00)	\$48,641.51	3
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$0.00	\$21,959.38	\$21,959.38	\$692,258.62	3
10-4432-3700 TRAVEL & TRAINING	\$6,895.00	\$6,895.00	\$0.00	\$0.00	\$0.00	\$6,895.00	0
10-4432-3800 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$65.82	\$65.82	\$934.18	7
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$293.45	\$148.29	\$6,596.55	4
10-4432-4300 VEHICLE/EQUIPMENT PY	\$7,356.00	\$7,356.00	\$0.00	\$735.63	\$0.00	\$6,620.37	10
10-4432-4700 STORM WATER MANAGE	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0
10-4432-4800 EQUIPMENT	\$6,120.00	\$6,120.00	\$0.00	\$0.00	\$0.00	\$6,120.00	0
10-4432-4900 HORTICULTURE	\$27,000.00	\$27,000.00	\$0.00	\$685.45	\$567.53	\$26,314.55	3
10-4432-5100 PRINCIPAL ON VRA SER	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
10-4432-5110 INTEREST VRA SERIES	\$17,500.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$17,500.00	0
10-4433-0100 CAPITAL PROJECTS - V	\$188,740.00	\$188,740.00	\$0.00	\$0.00	\$0.00	\$188,740.00	0
10-4441-7000 SALARIES & WAGES - R	\$1,243,104.00	\$1,243,104.00	\$0.00	\$188,382.12	\$87,084.23	\$1,054,721.88	15
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$10,524.32	\$5,880.09	\$83,356.68	11
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$37,076.60	\$13,148.06	\$56,123.40	40
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$16,979.90	\$7,651.66	\$92,430.10	16
10-4441-9002 VRS - PUBLIC SAFETY	\$176,916.00	\$176,916.00	\$0.00	\$0.00	\$0.00	\$176,916.00	0
10-4441-9003 HEALTH INSURANCE -	\$178,000.00	\$178,000.00	\$0.00	\$648.62	\$0.00	\$177,351.38	0
10-4441-9005 EMPLOYEE STIPEND	\$1,200.00	\$1,200.00	\$0.00	\$129.20	\$64.60	\$1,070.80	11
10-4442-1600 INSURANCE PREMIUMS	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0
10-4442-2000 CONTRACTUAL SERVICE	\$101,254.00	\$101,254.00	\$0.00	\$8,608.77	\$7,843.68	\$92,645.23	9
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$497.50	\$248.75	\$10,502.50	5
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$260.16	\$260.16	\$3,739.84	7
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$37.50	\$37.50	\$3,962.50	1
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$5,891.63	\$5,743.17	\$26,108.37	18
10-4442-2700 TIRES	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4442-2800 MATERIALS & SUPPLIES	\$9,000.00	\$9,000.00	\$0.00	\$2,309.41	\$2,167.26	\$6,690.59	26
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$0.00	\$399.24	\$399.24	\$14,600.76	3
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	(\$81.84)	(\$81.84)	\$4,581.84	-2
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$330.75	\$330.75	\$1,169.25	22
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$874.91	\$666.84	\$5,125.09	15
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$2,526.32	\$1,268.03	\$11,473.68	18
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$6,114.57	\$3,055.83	\$28,885.43	17
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$5,933.42	\$5,783.42	\$14,066.58	30
10-4442-3900 COMMUNITY POLICING	\$9,500.00	\$9,500.00	\$0.00	\$3,824.48	\$2,449.28	\$5,675.52	40
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$6,780.46	\$5,900.66	\$15,719.54	30
10-4442-4300 VEHICLE/EQUIPMENT PA	\$29,252.00	\$29,252.00	\$0.00	\$2,727.28	\$0.00	\$26,524.72	9
10-4442-4400 FIREARMS/RANGE	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
10-4443-0100 CAPITAL PROJECTS - V	\$114,642.00	\$114,642.00	\$13,487.45	\$122,179.86	\$122,179.86	(\$21,025.31)	107
10-4443-0101 CAPITAL PROJECTS - O	\$20,200.00	\$20,200.00	\$0.00	\$0.00	\$0.00	\$20,200.00	0
10-4461-7000 SALARIES & WAGES	\$73,211.00	\$73,211.00	\$0.00	\$17,796.21	\$12,344.36	\$55,414.79	24
10-4461-8000 SALARIES & WAGES - P	\$125,854.00	\$125,854.00	\$0.00	\$3,516.64	\$1,762.12	\$122,337.36	3
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$1,426.17	\$877.15	\$13,802.83	9
10-4461-9002 VRS - ER	\$10,491.00	\$10,491.00	\$0.00	\$0.00	\$0.00	\$10,491.00	0
10-4461-9003 HEALTH INSURANCE - E	\$7,638.00	\$7,638.00	\$0.00	\$6.54	\$0.00	\$7,631.46	0
10-4461-9005 EMPLOYEE STIPEND	\$450.00	\$450.00	\$0.00	\$64.60	\$32.30	\$385.40	14
10-4462-1700 ADVERTISING	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0
10-4462-2101 GRANT EXPENSE	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
10-4462-2400 PURCHASE FOR RESALE	\$14,500.00	\$14,500.00	\$0.00	\$2,230.59	\$1,999.59	\$12,269.41	15
10-4462-2800 MATERIALS & SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$10.73	\$10.73	\$989.27	1
10-4462-2855 COMPUTERS & SOFTWA	\$2,200.00	\$2,200.00	\$0.00	\$2,597.39	\$959.39	(\$397.39)	118
10-4462-2900 MEMBERSHIP DUES	\$1,000.00	\$1,000.00	\$0.00	\$470.00	\$0.00	\$530.00	47
10-4462-3000 MISCELLANEOUS	\$500.00	\$500.00	\$0.00	\$160.49	\$160.49	\$339.51	32
10-4462-3201 I/T SUPPORT	\$1,700.00	\$1,700.00	\$0.00	\$140.34	\$70.44	\$1,559.66	8
10-4462-3700 TRAVEL & TRAINING	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4462-7000 PROJECTS & PROGRAMS	\$34,000.00	\$34,000.00	\$0.00	\$1,932.74	\$1,637.90	\$32,067.26	6
10-4462-7200 TOURISM	\$40,800.00	\$40,800.00	\$0.00	\$0.00	\$0.00	\$40,800.00	0
10-4462-7250 VISITOR CENTER EXPEN	\$26,000.00	\$26,000.00	\$0.00	\$3,595.04	\$1,741.23	\$22,404.96	14
10-5310-1000 POOL ADMISSION RECEI	\$35,000.00	\$35,000.00	\$0.00	\$8,045.75	\$1,135.00	(\$26,954.25)	23
10-5310-1500 SWIM LESSONS	\$3,000.00	\$3,000.00	\$0.00	\$2,639.00	(\$80.00)	(\$361.00)	88
10-5310-2000 CONCESSION RECEIPTS	\$20,000.00	\$20,000.00	\$0.00	\$6,313.85	\$752.96	(\$13,686.15)	32
10-5310-3000 RECREATIONAL RENTAL	\$18,000.00	\$18,000.00	\$0.00	\$1,006.39	\$556.39	(\$16,993.61)	6
10-5310-6000 RECREATION PROGRAM	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
10-5310-7000 MISCELLANEOUS RECRE	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
10-5411-7000 SALARIES & WAGES - P	\$94,000.00	\$94,000.00	\$0.00	\$47,884.95	\$21,200.00	\$46,115.05	51
10-5411-9001 FICA - PARKS & RECRE	\$7,191.00	\$7,191.00	\$0.00	\$3,663.26	\$1,621.86	\$3,527.74	51
10-5412-1600 INSURANCE PREMIUMS	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-5412-1700 ADVERTISING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-5412-1900 CHEMICALS	\$9,000.00	\$9,000.00	\$0.00	\$2,179.59	\$2,179.59	\$6,820.41	24
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$2,224.08	\$1,103.72	\$7,275.92	23
10-5412-2400 PURCHASE FOR RESALE	\$15,000.00	\$15,000.00	\$0.00	\$4,600.85	\$4,504.10	\$10,399.15	31
10-5412-2800 MATERIALS & SUPPLIES	\$4,500.00	\$4,500.00	\$0.00	\$1,184.76	\$974.08	\$3,315.24	26
10-5412-2860 PARK MAINTENANCE	\$7,000.00	\$7,000.00	\$0.00	\$4,740.70	\$4,005.62	\$2,259.30	68
10-5412-2861 PARK IMPROVEMENTS	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0
10-5412-3000 MISCELLANEOUS	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-5412-3300 BUILDING MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$295.14	\$293.65	\$4,704.86	6
10-5412-3400 REPAIRS EQUIPMENT	\$5,000.00	\$5,000.00	\$0.00	\$2,200.00	\$2,200.00	\$2,800.00	44
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$6,000.00	\$10,548.24	\$2,990.22	\$26,551.76	24
10-5412-7000 RECREATIONAL PROGRA	\$3,000.00	\$3,000.00	\$0.00	\$626.73	\$109.74	\$2,373.27	21
10-5413-0300 CAPITAL OUTLAY REC	\$505,000.00	\$505,000.00	\$0.00	\$0.00	\$0.00	\$505,000.00	0
Reporting Fund: 10-GENERAL FUND							
FundRevTot	\$11,533,958.00	\$11,533,958.00	\$0.00	\$640,361.92	\$364,296.71	(\$10,893,596.08)	6
FundExpTot	\$11,533,958.00	\$11,533,958.00	\$19,487.45	\$816,963.36	\$516,535.72	\$10,697,507.19	7
Reporting Fund: 20-WATER FUND							
20-3350-7500 LEASE RECEIPTS	\$88,000.00	\$88,000.00	\$0.00	\$0.00	\$0.00	(\$88,000.00)	0
20-3360-1000 WATER REVENUE	\$2,430,000.00	\$2,430,000.00	\$0.00	\$382,148.17	\$204,618.24	(\$2,047,851.83)	16
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$13,179.48	\$6,244.55	(\$61,820.52)	18
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$151,500.00	\$108,000.00	(\$1,500.00)	99
20-3360-3100 WATER TAP FEES	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	(\$35,000.00)	0
20-3360-3200 INSPECTION FEES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
20-3360-6000 MISCELLANEOUS RECEI	\$20,000.00	\$20,000.00	\$0.00	\$5,100.00	\$3,900.00	(\$14,900.00)	26
20-3360-7000 WATER INTEREST INCOM	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	(\$40,000.00)	0
20-3360-9060 ARPA FUNDS TRANSFER	\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	(\$750,000.00)	0
20-4411-7000 SALARIES & WAGES - R	\$93,129.00	\$93,129.00	\$0.00	\$13,661.47	\$6,941.08	\$79,467.53	15
20-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
20-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$255.22	\$172.32	\$744.78	26
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$994.12	\$508.28	\$6,140.88	14
20-4411-9002 VRS - ADMINISTRATION	\$13,223.00	\$13,223.00	\$0.00	\$0.00	\$0.00	\$13,223.00	0
20-4411-9003 HEALTH INSURANCE ER	\$11,461.00	\$11,461.00	\$0.00	\$17.26	\$0.00	\$11,443.74	0
20-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0
20-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$2,913.55	\$2,662.29	\$21,366.45	12
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$795.30	\$795.30	\$15,704.70	5
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$380.43	\$187.84	\$2,619.57	13
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$495.83	\$495.83	\$3,904.17	11
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$7.42	\$7.42	\$792.58	1
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$2,244.81	\$2,018.06	\$18,635.19	11
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$1,979.67	\$0.00	(\$1,354.67)	317
20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$419.12	\$419.12	\$2,080.88	17
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$463.15	\$232.47	\$3,036.85	13
20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$19.30	\$3.13	\$6,380.70	0

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0
20-4412-9000 CONTINGENCY EXPENSE	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
20-4412-9020 TRANSFER TO SEWER FU	\$281,989.00	\$281,989.00	\$0.00	\$0.00	\$0.00	\$281,989.00	0
20-4413-4411 TRANSFER TO WATER RE	\$49,692.00	\$49,692.00	\$0.00	\$0.00	\$0.00	\$49,692.00	0
20-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$1,591.63	\$807.24	\$7,542.37	17
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$121.74	\$61.74	\$577.26	17
20-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$0.00	\$0.00	\$1,309.00	0
20-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$3.27	\$0.00	\$1,112.73	0
20-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$51.29	(\$51.29)	0
20-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$70.17	\$35.22	(\$70.17)	0
20-4422-3700 TRAVEL & TRAINING	\$0.00	\$0.00	\$0.00	\$56.62	\$56.62	(\$56.62)	0
20-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$26,352.49	\$10,648.02	\$143,197.51	16
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$1,696.47	\$609.78	\$12,384.53	12
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$1,304.39	\$671.57	\$4,245.61	24
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$2,245.29	\$912.59	\$12,568.71	15
20-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$0.00	\$0.00	\$25,728.00	0
20-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$21.57	\$0.00	\$38,478.43	0
20-4431-9005 EMPLOYEE STIPEND	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00	0
20-4432-1600 INSURANCE PREMIUMS	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
20-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$4,465.50	\$4,421.41	\$6,839.50	40
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$993.75	\$480.56	\$5,326.25	16
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$246.57	\$246.57	\$7,253.43	3
20-4432-2500 GAS FUEL	\$4,950.00	\$4,950.00	\$0.00	\$0.00	\$0.00	\$4,950.00	0
20-4432-2600 GAS, GREASE, & OIL	\$11,100.00	\$11,100.00	\$0.00	\$702.71	\$702.71	\$10,397.29	6
20-4432-2700 TIRES & TUBES	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4432-2800 MATERIAL & SUPPLIES	\$7,665.00	\$7,665.00	\$0.00	\$625.78	\$525.64	\$7,039.22	8
20-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$0.00	\$0.00	\$455.00	0
20-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
20-4432-3000 MISCELLANEOUS	\$1,740.00	\$1,740.00	\$0.00	\$0.00	\$0.00	\$1,740.00	0
20-4432-3201 I/T SUPPORT	\$4,200.00	\$4,200.00	\$0.00	\$787.35	\$395.19	\$3,412.65	19
20-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,060.85	\$2,060.85	\$4,174.15	33
20-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$21,385.00	\$0.00	\$2,406.58	\$1,983.29	\$18,978.42	11
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$0.00	\$0.00	\$6,650.00	0
20-4432-3800 MISS UTILITY	\$975.00	\$975.00	\$0.00	\$63.89	\$63.89	\$911.11	7
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$284.85	\$143.97	\$6,355.15	4
20-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$713.99	\$0.00	\$6,426.01	10
20-4432-4400 WATER METERS	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
20-4432-4500 WATER INFRASTRUCTUR	\$100,000.00	\$100,000.00	\$1,441.26	\$7,516.29	\$7,516.29	\$91,042.45	8
20-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$0.00	\$0.00	\$5,940.00	0
20-4432-5100 PRINCIPAL ON VRA SER	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0
20-4432-5110 INTEREST VRA SERIES	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
20-4433-0990 CIP PROJECTS	\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
20-4451-7000 SALARIES & WAGES - R	\$365,226.00	\$365,226.00	\$0.00	\$55,121.00	\$27,863.92	\$310,105.00	15
20-4451-8000 WAGES PART TIME	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0
20-4451-9000 SALARIES & WAGES - O	\$15,000.00	\$15,000.00	\$0.00	\$1,108.37	\$115.75	\$13,891.63	7
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$4,031.39	\$2,002.69	\$25,178.61	14
20-4451-9002 VRS - WATER TREATMEN	\$49,082.00	\$49,082.00	\$0.00	\$0.00	\$0.00	\$49,082.00	0
20-4451-9003 HEALTH INSURANCE	\$50,552.00	\$50,552.00	\$0.00	\$0.00	\$0.00	\$50,552.00	0
20-4451-9005 EMPLOYEE STIPEND	\$1,660.00	\$1,660.00	\$0.00	\$387.60	\$193.80	\$1,272.40	23
20-4452-1600 INSURANCE PREMIUMS	\$22,500.00	\$22,500.00	\$0.00	\$0.00	\$0.00	\$22,500.00	0
20-4452-1900 WATER PLANT CHEMICA	\$125,000.00	\$125,000.00	\$0.00	\$25,572.05	\$25,572.05	\$99,427.95	20
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$0.00	\$7,408.76	\$6,490.08	\$33,576.24	18
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$369.01	\$369.01	\$2,830.99	12
20-4452-2300 ELECTRICITY	\$105,000.00	\$105,000.00	\$0.00	\$18,383.44	\$9,294.85	\$86,616.56	18
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$1,068.59	\$496.61	\$496.61	\$4,334.80	8
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$853.86	\$838.86	\$3,546.14	19
20-4452-2850 PERMIT FEES & DUES	\$12,725.00	\$12,725.00	\$0.00	\$9,078.00	\$9,078.00	\$3,647.00	71

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2855 COMPUTERS & SOFTWA	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
20-4452-2900 LAB OPERATING	\$10,500.00	\$10,500.00	\$0.00	\$2,730.87	\$2,730.87	\$7,769.13	26
20-4452-3000 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
20-4452-3100 TESTING	\$10,915.00	\$10,915.00	\$0.00	\$2,035.78	\$2,035.78	\$8,879.22	19
20-4452-3201 I/T SUPPORT	\$8,500.00	\$8,500.00	\$0.00	\$842.09	\$422.67	\$7,657.91	10
20-4452-3300 BUILDING MAINTENANC	\$10,100.00	\$10,100.00	\$0.00	\$721.23	\$721.23	\$9,378.77	7
20-4452-3400 REPAIRS EQUIPMENT	\$50,000.00	\$50,000.00	\$2,226.85	\$1,405.03	\$1,405.03	\$46,368.12	3
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$75.00	\$75.00	\$13,125.00	1
20-4452-4000 UNIFORMS	\$5,400.00	\$5,400.00	\$0.00	\$610.94	\$235.94	\$4,789.06	11
20-4452-4700 EQUIPMENT	\$7,400.00	\$7,400.00	\$0.00	\$0.00	\$0.00	\$7,400.00	0
20-4452-4900 TANK MAINTENANCE	\$91,080.00	\$91,080.00	\$0.00	\$84,764.26	\$84,764.26	\$6,315.74	93
20-4452-5000 WTP LOAN-RURAL DEV	\$481,120.00	\$481,120.00	\$0.00	\$0.00	\$0.00	\$481,120.00	0
20-4453-0990 CIP PROJECTS	\$117,500.00	\$117,500.00	\$3,833.48	\$12,491.57	\$12,491.57	\$101,174.95	11
20-4461-9003 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$3.27	\$0.00	(\$3.27)	0
20-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$70.17	\$35.22	(\$70.17)	0
Reporting Fund: 20-WATER FUND							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$551,927.65	\$322,762.79	(\$3,040,072.35)	15
FundExpTot	\$3,592,000.00	\$3,592,000.00	\$8,570.18	\$307,589.99	\$234,070.77	\$3,275,839.83	9
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$448,864.25	\$235,337.85	(\$2,023,770.75)	18
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$4,700.00	\$2,400.00	(\$45,300.00)	9
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$151,500.00	\$108,000.00	(\$1,500.00)	99
30-3370-3100 SEWER TAP FEES	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	0
30-3370-3200 INSPECTION FEES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
30-3370-6000 MISCELLANEOUS RECEI	\$2,500.00	\$2,500.00	\$0.00	\$21.92	\$21.92	(\$2,478.08)	1
30-3370-7000 SEWER INTEREST INCO	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	(\$40,000.00)	0
30-3370-9020 TRANSFER FROM WATER	\$281,989.00	\$281,989.00	\$0.00	\$0.00	\$0.00	(\$281,989.00)	0
30-3370-9060 ARPA FUNDS TRANSFER	\$1,162,000.00	\$1,162,000.00	\$0.00	\$0.00	\$0.00	(\$1,162,000.00)	0
30-4411-7000 SALARIES & WAGES - R	\$93,129.00	\$93,129.00	\$0.00	\$13,652.99	\$6,925.03	\$79,476.01	15
30-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
30-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$243.18	\$172.32	\$756.82	24
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$1,063.06	\$542.95	\$6,071.94	15
30-4411-9002 VRS - ADMINISTRATION	\$13,366.00	\$13,366.00	\$0.00	\$0.00	\$0.00	\$13,366.00	0
30-4411-9003 HEALTH INSURANCE	\$11,461.00	\$11,461.00	\$0.00	\$17.26	\$0.00	\$11,443.74	0
30-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0
30-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$3,081.10	\$2,829.84	\$21,198.90	13
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$795.30	\$795.30	\$15,704.70	5
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$212.88	\$20.29	\$2,787.12	7
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$495.83	\$495.83	\$3,904.17	11
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$7.42	\$7.42	\$792.58	1
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$2,244.78	\$2,018.04	\$18,635.22	11
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
30-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$1,979.67	\$0.00	(\$1,354.67)	317
30-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$419.10	\$419.10	\$2,080.90	17
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$463.15	\$232.47	\$3,036.85	13
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$0.00	\$19.30	\$3.13	\$6,390.70	0
30-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0
30-4412-9000 CONTINGENCY	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
30-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$1,591.63	\$807.24	\$7,542.37	17
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$121.74	\$61.74	\$577.26	17
30-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$0.00	\$0.00	\$1,309.00	0
30-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$3.27	\$0.00	\$1,112.73	0
30-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$51.29	(\$51.29)	0
30-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$70.17	\$35.22	(\$70.17)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$26,352.49	\$10,648.02	\$143,197.51	16
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$1,696.47	\$609.78	\$12,384.53	12
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$968.90	\$461.80	\$4,581.10	17
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$2,219.60	\$896.52	\$12,594.40	15

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4431-9002 VRS - PUBLC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$0.00	\$0.00	\$25,728.00	0
30-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$21.57	\$0.00	\$38,478.43	0
30-4431-9005 EMPLOYEE STIPEND	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00	0
30-4432-1600 INSURANCE PREMIUMS	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
30-4432-1900 CHEMICALS	\$20,000.00	\$20,000.00	\$0.00	\$8,832.09	\$8,832.09	\$11,167.91	44
30-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$4,465.50	\$4,421.41	\$6,839.50	40
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$993.75	\$480.56	\$5,326.25	16
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$246.57	\$246.57	\$7,293.43	3
30-4432-2500 FUEL-HEAT	\$4,950.00	\$4,950.00	\$0.00	\$0.00	\$0.00	\$4,950.00	0
30-4432-2600 GAS,GREASE & OIL	\$11,170.00	\$11,170.00	\$0.00	\$702.71	\$702.71	\$10,467.29	6
30-4432-2700 TIRES & TUBES	\$2,038.00	\$2,038.00	\$0.00	\$0.00	\$0.00	\$2,038.00	0
30-4432-2800 MATERIALS & SUPPLIES	\$7,670.00	\$7,670.00	\$0.00	\$621.49	\$521.35	\$7,048.51	8
30-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$0.00	\$0.00	\$455.00	0
30-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
30-4432-3000 MISCELLANEOUS	\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	0
30-4432-3201 I/T SUPPORT	\$4,200.00	\$4,200.00	\$0.00	\$787.35	\$395.19	\$3,412.65	19
30-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,060.85	\$2,060.85	\$4,174.15	33
30-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$21,385.00	\$0.00	\$2,406.58	\$1,983.29	\$18,978.42	11
30-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$0.00	\$0.00	\$6,650.00	0
30-4432-3800 MISS UTILITY	\$980.00	\$980.00	\$0.00	\$63.89	\$63.89	\$916.11	7
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$284.85	\$143.97	\$6,355.15	4
30-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$713.99	\$0.00	\$6,426.01	10
30-4432-4500 INFRASTRUCTURE REPA	\$100,000.00	\$100,000.00	\$1,392.52	\$1,393.56	\$1,393.56	\$97,213.92	1
30-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$0.00	\$0.00	\$5,940.00	0
30-4432-5100 PRINCIPAL ON VRA SER	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0
30-4432-5110 INTEREST VRA SERIES	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
30-4433-0990 CIP PROJECTS	\$1,162,000.00	\$1,162,000.00	\$0.00	\$0.00	\$0.00	\$1,162,000.00	0
30-4451-7000 SALARIES & WAGES - R	\$386,165.00	\$386,165.00	\$0.00	\$55,786.90	\$27,960.76	\$330,378.10	14
30-4451-8000 WAGES - PARTTIME	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
30-4451-9000 SALARIES & WAGES - O	\$11,700.00	\$11,700.00	\$0.00	\$469.64	\$143.00	\$11,230.36	4
30-4451-9001 FICA - SEWER TREATME	\$29,658.00	\$29,658.00	\$0.00	\$3,912.97	\$1,954.63	\$25,745.03	13
30-4451-9002 VRS - SEWER TREATMEN	\$55,553.00	\$55,553.00	\$0.00	\$0.00	\$0.00	\$55,553.00	0
30-4451-9003 HEALTH INSURANCE	\$56,578.00	\$56,578.00	\$0.00	\$0.00	\$0.00	\$56,578.00	0
30-4451-9005 EMPLOYEE STIPEND	\$500.00	\$500.00	\$0.00	\$258.40	\$129.20	\$241.60	52
30-4452-1600 INSURANCE PREMIUMS	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	0
30-4452-1900 CHEMICALS	\$170,100.00	\$170,100.00	\$25,176.48	\$24,108.49	\$19,118.40	\$120,815.03	14
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$3,902.34	\$2,160.67	\$27,597.66	12
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$471.61	\$196.40	\$7,328.39	6
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$29,361.51	\$14,634.79	\$145,638.49	17
30-4452-2500 FUEL-HEAT	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
30-4452-2600 GAS,GREASE, & OIL	\$7,200.00	\$7,200.00	\$0.00	\$252.67	\$252.67	\$6,947.33	4
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$1,130.04	\$483.47	\$9,369.96	11
30-4452-2850 PERMIT FEE & DUES	\$10,200.00	\$10,200.00	\$0.00	\$0.00	\$0.00	\$10,200.00	0
30-4452-2855 COMPUTERS & SOFTWA	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
30-4452-2900 LAB OPERATING	\$43,100.00	\$43,100.00	\$0.00	\$1,827.81	\$1,827.81	\$41,272.19	4
30-4452-3000 MISCELLANEOUS	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
30-4452-3100 TESTING	\$6,400.00	\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00	0
30-4452-3201 I/T SUPPORT	\$5,500.00	\$5,500.00	\$0.00	\$982.43	\$493.11	\$4,517.57	18
30-4452-3300 BUILDINGS MAINTENAN	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
30-4452-3400 REPAIRS EQUIPMENT	\$105,100.00	\$105,100.00	\$0.00	\$225.22	\$225.22	\$104,874.78	0
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$2,381.75	\$0.00	\$0.00	\$14,618.25	0
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$350.00	\$350.00	\$4,390.00	7
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$179.01	\$179.01	\$5,800.99	3
30-4452-4800 EQUIPMENT	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0
30-4452-5100 VRA LOAN/WWTP UPGR	\$655,715.00	\$655,715.00	\$0.00	\$0.00	\$0.00	\$655,715.00	0
30-4452-5500 SLUDGE REMOVAL	\$102,200.00	\$102,200.00	\$0.00	\$11,949.60	\$11,949.60	\$90,250.40	12
30-4452-5600 POLUTION CREDITS	\$15,000.00	\$15,000.00	\$0.00	\$625.00	\$625.00	\$14,375.00	4
30-4453-0990 WWTP CIP PROJECTS	\$205,200.00	\$205,200.00	\$0.00	\$0.00	\$0.00	\$205,200.00	0

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$0.00	\$0.00	\$3.27	\$0.00	(\$3.27)	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$70.17	\$35.22	(\$70.17)	0
Reporting Fund: 30-SEWER FUND							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$605,086.17	\$345,759.77	(\$3,577,537.83)	14
FundExpTot	\$4,182,624.00	\$4,182,624.00	\$28,950.75	\$217,232.41	\$131,997.73	\$3,936,440.84	6
Reporting Fund: 40-TRASH FUND							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$85,810.80	\$42,993.93	(\$416,089.20)	17
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$9,151.49	\$9,151.49	\$94,848.51	9
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$38,055.79	\$35,825.98	\$359,844.21	10
Reporting Fund: 40-TRASH FUND							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$85,810.80	\$42,993.93	(\$416,089.20)	17
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$47,207.28	\$44,977.47	\$454,692.72	9
Reporting Fund: 60-AMERICAN RESCUE PLAN							
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$16,383.73	\$297.20	\$148.60	(\$16,680.93)	0
Reporting Fund: 60-AMERICAN RESCUE PLAN							
FundRevTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
FundExpTot	\$0.00	\$0.00	\$16,383.73	\$297.20	\$148.60	(\$16,680.93)	0
Grand Totals:							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$1,883,186.54	\$1,075,813.20	(\$17,927,295.46)	10
TotalExp	\$19,810,482.00	\$19,810,482.00	\$73,392.11	\$1,389,290.24	\$927,730.29	\$18,347,799.65	7



Memorandum

To: Mayor Boies & Members of Strasburg Town Council
From: Wayne Sager, Chief of Police
Date: 9-7-2023
Re: Monthly Update to Council

The Strasburg Police Department answered **1457** calls for service in the month of **August** 2023.

Adult Criminal Charges (35)

- 1 Abduction (F)
- 1 Strangulation (F)
- 5 Domestic Assault (1 F, 4 M, separate defendants)
- 4 Assault & Battery (M, 3 separate defendants)
- 1 Breaking and Entering w/Intent to Commit Felony (F)
- 1 Petit Larceny (M)
- 5 Possession of a Controlled Drug (F, separate defendants)
- 1 Possession of Firearm w/Drugs (F)
- 1 Possession of Firearm by Convicted Felon (F)
- 1 Receipt of Stolen Firearm (F)
- 2 Contributing to the Delinquency of a Minor (M, separate defendants)
- 2 DUI (M)
- 1 Refusal of Blood/Breath Test (M)
- 1 Carry Concealed Weapon (M)
- 1 Impersonating a Law Enforcement Officer (M)
- 5 Drunk in Public (M, separate defendants)
- 1 Drinking while Operating a Motor Vehicle (M)
- 1 Violation of Protective Order (M)

Juvenile Criminal Charges (0)

Traffic Violations (71)

- 2 Reckless Driving
- 15 Speeding
- 1 Driving Suspended
- 14 Fail to Obey Highway Sign
- 22 Expired State Inspection
- 5 Expired State Registration
- 2 Vehicle Registration Violations
- 1 Fail to Obtain VA Operator's License



- 1 No Seatbelt
- 2 No State Inspection at All
- 1 Counterfeit Inspection Sticker
- 2 Improper Exhaust
- 1 Operate Vehicle without License Plate
- 1 Passing when Overtaking Vehicle
- 1 Drive with Handheld Device

Ordinance Violations in August (11)

Uses of Narcan in August (1) 2 doses administered

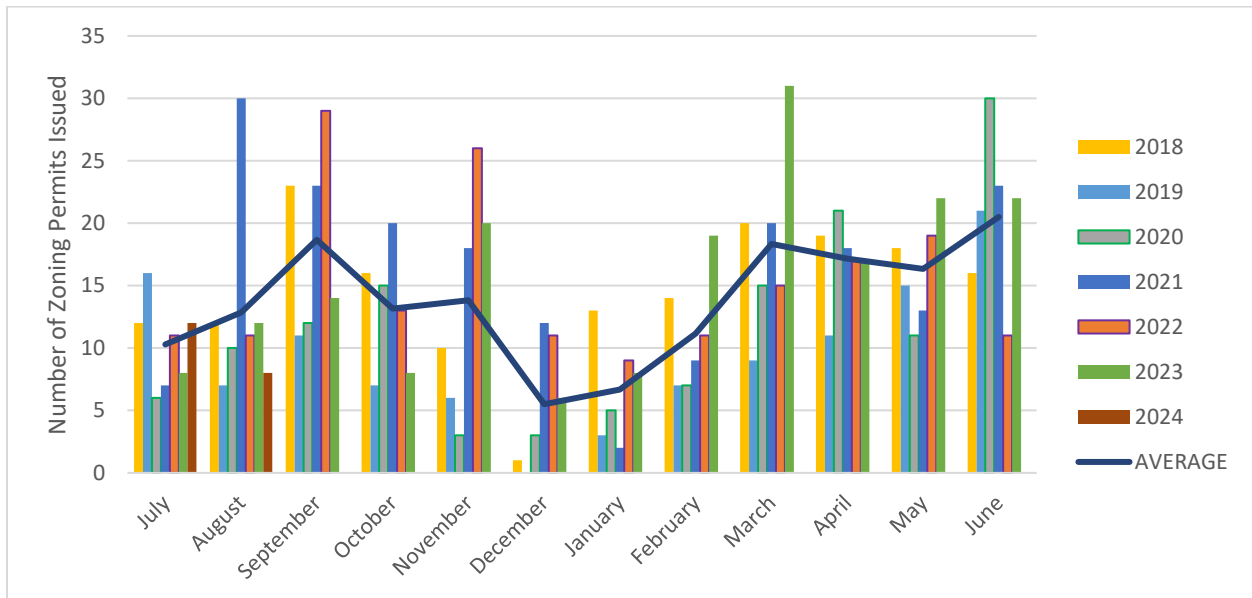
Happenings:



Memorandum

To: Mayor Boies and Strasburg Town Council
 From: Brian Otis, Planning and Zoning Administrator
 Date: 9/12/2023
 Re: Monthly Update to Council (August)

Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	August Average	% Change
2023 August	8	12	-33.33%	11	-27.27%	12.9	-37.98%
		Comparison to last month		Comparison to last year		Comparison of Current month over the last 7 years.	



Boards and Commissions

Planning Commission

- The Planning Commission meeting for June 27, 2023 was held.
 - SUP for 395 Stonewall – Recommended approval 4-2
 - Recommended to revise the STR ordinance.

Architectural Review Board – no August meeting

Board of Zoning Appeals – no August meeting

Additional Items

- UDO rewrite
 - Joint Meeting September 14th @ 7:00 PM
 - Finalize details/exhibits in the Technical Design Manual
 - Beginning the Administrative Procedures Manual



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Public Works Superintendent, Ray Heishman
Date: 09/6/2023
Re: Monthly Update to Council

Meter Service request

- 18 Add Reading.
- 20 Reactivate Account.
- 4 Turn off.
- 10 Turn on.
- 1 Meter pressure check.
- Data Logged 10 water meters.

Office Request

- Delivered 8 Notices.
- Delivered 3 Waste Containers.

Meter Installation

- Installed 3 new meters (new homes)
- 1 meter replacement

AMI Water Meter Project

- Core & Main's subcontractor, National Meter Services, was in town to work on meter replacements. They replaced 58 meters.
- The AMI gateways, ordered in January, remain on backorder. The gateways are the units installed around town to pick up the radio readings from the meters. Infrastructure installations to mount the gateways continue so when they are received, they can be installed.

Water and Sewer

- Performed 2 sewer Taps.
- Performed 4 water Taps.
- 3 sewer main backups.
- 1 sewer manhole repair.
- 1 sewer service repair.
- 1 Water main leak.
- 1 Water service leak.

Streets



- Installed stop bars.
- Installed crosswalks on S. Holliday St and Ram Dr. at high school.
- Repaired sinkhole on Stonewall St.
- Installing culvert pipe on Aileen Ave.
- Removed section of heaved up sidewalk on Thompson St.
- Trim Trees in right-of-way.
- Picked up 3 dead animals.
- Reinstall cables and banner over E King St. due to storm damage.
- Installed Veeran Banners

Horticulture

- Maintained flower baskets.
- Performed vegetation management.
- Worked in flowerbeds.

Inspections

- Performed 3 occupancy inspections.
- Performed site inspections Village at Cedar Creek.

Miss Utility Locates

- Performed 172 Miss Utility Locates.

Shelter Rentals

- Had 14 shelter rentals.

Events

- Delivered Cones and trash boxes for National Night Out.
- Deployed Message Boards for Yard Crawl.

Storm

- Picked up debris from storm.



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Phillip Gimple, Superintendent of Water Treatment
Date: September 8, 2023
Re: Monthly Update to Council

Treatment

- Water Treatment Plant produced 29.091 MG for the month of August.
- Operating at 37% capacity.
- Average daily production .938 MGD.

Fort Hill Water Tank Cell Carriers

- Verizon has finished their installation of their ground cell equipment and generator.
- T-Mobile has installed their generator.

Drought

- Continued monitoring of the drought conditions. River levels and flows at Burnshire Dam are continuing to hold steady at this time.

Algae

- Staff continues to monitor for algal blooms in the river. Weekly testing has detected no active blooms in the river this year.

CIP PROJECT UPDATE:

Hypochlorite Feed System

- The 3 new hypochlorite feeders have been installed. Still have to replace the existing chemical supply piping with new. Project is 90% complete.

SCADA Radio Upgrade

- Instrulogic will be starting on the installation of the antenna and equipment at the Fort Hill Tank the week of 9/11. All remaining sites to follow once the Fort Hill Tank installation is complete.



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Superintendent of Wastewater, Gabe Ritenour
Date: September 8, 2023
Re: Monthly Update to Council

Utility Production Figures

- The wastewater plant treated 19.46 MG and ran at 31% capacity.

Keaser Blower Replacement Project:

- The replacement blowers are in the process of being built.

Industrial Discharge Survey:

- Received survey back from Valley milk, and IAC. Still waiting for Americold and Mercury paper. This is a Department of Environmental Quality required survey.

Wastewater Last Month:

- The generator at Homewood needed the PLC replaced.
- One after hours call-in for plant alarms.
- High water temperatures caused by late summer hot weather decreases the biological activity in the process making treatment difficult.



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Visitor Center Staff
Date: 9/8/2023
Re: August Monthly Update to Council

Visitor Center

- More than 120 visitors stopped at the Visitor Center during the Yard Crawl.
- Staff attended the reception for the “Ladies of Fishers Hill” book signing at the Stoner-Keller Mill in Fishers Hill.
- Staff met with Tim Taylor, Strasburg Heritage Association, for a planning meeting concerning the Strasburg Ghost Walking Tour which will be held on the Visitor Center grounds on October 21 & 22.
- Staff attended the Shenandoah County “Faces of Tourism” at Shrine Mount and the Shenandoah County Museum Council meeting.
- The **Visitor Center** welcomed 801 visitors in August (averaging 26 per day). Visitors touring the museum totaled 215. Gross Sales for the month totaled \$1,991.23.
 - Visitors came from 25 other states and the District of Columbia, with Pennsylvania having 48 visitors; Virginia had 155 guests with 71 being from the Strasburg area. Three visitors came from Belgium and two from France.

COMMITTEE REPORTS



COUNCIL MEMBER ITEMS



CLOSED MEETING



ADJOURNMENT

