

# Town of Strasburg

## **Town Council Regular Meeting**

Strasburg Town Hall  
174 W King St  
Strasburg, VA 22657

Tuesday, October 10, 2023  
7 p.m.

### **Town Council Members:**

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

Emily McCornyn, Vice Mayor  
Christie Monahan  
Brad Stover  
David Woodson

### **Staff Contact:**

J. Waverly Coggsdale, III, Town Manager

MEETINGS CAN BE VIEWED LIVESTREAM BY ACCESSING THE LINK BELOW:

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

To make public comment please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Tuesday, October 10, 2023



# **Town Council *Preliminary* Agenda – Tuesday, October 10, 2023**

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*Please, silence all cellular devices. Thank you.*

**Call to Order** –*Mayor Brandy Boies*

**Pledge of Allegiance** –

**Invocation** – *Rev. Merwyn Brisco, Sr., Pastor of Esbie Baptist Church*

**Roll Call** – *Amy Keller, Clerk of Council*

## **Introduction and Recognition of Visitors and Guests:**

- **Monthly Employee Update**

## **Mayor's Comments:**

## **Citizen Comments:**

## **Consent Agenda:**

- 1) Minutes of the September 5, 2023 Work Session, Minutes of the September 12, 2023 Regular Council meeting.

## **Old Business (Discussion and/or Action):**

### **1.) Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC.**

*Description: Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.*

*Staff Contact: Brian Otis, Planning and Zoning Administrator*

*Support Materials: Staff Report*

### **2.) Rezoning Application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC.**

*Description: Rezoning application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to rezone the subject property from the Highway Commercial District to the Multi-Family Residential District.*

*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):**

- Pursuant to Code of Virginia §2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body. This item pertains to property on Borden Mowery Drive and town owned property.

## **Action Following Closed Meeting (if needed):**

## **Adjournment**

If you require a translator or any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Amy Keller, Clerk of Council, at 540-465-9197 or [akeller@strasburgva.com](mailto:akeller@strasburgva.com). Three days notice is required.

# **INTRODUCTION and RECOGNITION of VISITORS AND GUESTS**



# Introduction and Recognition of Visitors and Guests/Presentations

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## Monthly Employee Update: October 2023 (for September 2023)

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>

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

<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
Andrew Gray	Public Safety	9/12/23

<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
Stephen Mansfield	WWTP	5 years
Eric Ramey	Public Safety	10 years
Jason McKelvey	WWTP	15 Years

\*\*\*David T. Richman (Public Works) passed away on September 15, 2023.  
Dave had 18 years of service with the Town of Strasburg.\*\*\*

# MAYOR'S COMMENTS



# **CITIZEN'S COMMENTS (Non-Agenda Items)**



# CONSENT AGENDA





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**Consent Agenda****Meeting Date: October 10, 2023**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: October 5, 2023  
Re: Consent Agenda Items

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**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 September 5, 2023, Work Session minutes, as presented. Approval of the September 12, 2023, Regular Council meeting minutes (Attached)

**Attachments:**

- *September 5, 2023, Work Session Minutes*
- *September 12, 2023, Regular Meeting Minutes*



**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON WEDNESDAY, SEPTEMBER 5, 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, and Stover. Absent:

**Mayor Boies** called the Work Session to order.

**Introduction of Mellanie Shipe, Assistant Town Manager:** Town Manager Coggsdale introduced the new Assistant Town Manager. She has been employed one week with the Town of Strasburg, but has served Shenandoah County for 22 years.

**Public Hearings:**

- 1.) To receive public comment on 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 fifty feet north of the intersection of Stonewall Street and Thompson Street and containing 0.138 acres. The request is to permit short-term rental use within the existing detached single-family dwelling.

○ **Staff Report – (attachment)**

**P&Z Administrator Otis** said this is a single family lot with two parking spaces. An application for an additional parking space has been received but has not gone through the approval process. According to the ordinance, there must be one parking space per each sleeping guest room. This is a three-bedroom house so three parking spaces must be provided unless one of the rooms is locked. The Planning Commission held their hearing and there are eight conditions they recommended.

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.

If the Town Council approves 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

Due to conversations with the applicant and inconsistencies, staff is not making a recommendation.

**Peter Lemmon**, attorney for FIDUM: stated he was here as a resource and does not have anything to add to the presentation. He does not understand the reasoning behind the condition for the dwelling not to be occupied by the owner.

○ **Public Hearing**

**David Norris, 389 Thompson Street, Strasburg, VA:** Stated he is not against the owners doing this.

**Jordan Chenette, 407 Stonewall Street, Strasburg, VA:** Stated he has no objections to this project.

One email was received.

○ **Discussion**

**Mayor Boies** said a discussion would be held tonight and the vote would be taken next week.

**Council Member Hooser** said residential zoning is for residents and he has a fundamental problem with taking housing and turning it into a hotel.

**Vice Mayor McCornyn** said this was recommended for approval with conditions. The condition of not being occupied by the owner was due to the parking issue. She did not vote in favor and was the dissenting vote. **Chairperson Poling** did not feel the Commission had a choice as he does not think the ordinance will support not allowing it. She felt the decisions using the UDO up to now has made it clear that those approved have been near downtown, near a commercial district or in a commercial building. She thinks this would be adequate precedent to not approve this.

**Council Member Stover** said if the Council deems the UDO is not sufficient, he agrees with **Vice Mayor McCornyn**. He does not feel this is what the Council wanted in the first place. If this is approved, he would like to make it be that all future STR's be prohibited in Strasburg until the document is fixed.

**Mayor Boies** said staff did not have a recommendation due to a current address not being given or the correct one was not given. Where does the owner reside?

**Mr. Lemmon** said it is not a complicated answer. **Mrs. Suprenaut** gave the address as Warrenton. Her husband is working at the house, and he gave that as the address. If the SUP is granted, it should be the address of the future; not where you are right now. He read from the ordinance to allow for the SUP and allow the owner to occupy the house and rent out the rooms not in use.

**Council Member Hooser** said if the owner occupies the dwelling and is renting it out to help out their income, he is fine with that. But, if the person is buying the property to just rent out, he is against this.

**Mr. Lemmon** said the ordinance has been approved with it that way.

**Mayor Boies** said the main problem was the parking when the owner occupied the dwelling. **Mr. Lemmon** said that is why they are applying for an additional space.

**Vice Mayor McCornyn** asked if condition #7 is necessary and **P&Z Administrator Otis** said it is not necessary, but it was a condition recommended by the Planning Commission.

**Vice Mayor McCornyn** said in ordinances she has seen, you should be able to enforce them. She thinks it would be hard to enforce the unused guestrooms being locked (condition #4). She does not think this is necessary nor the dwelling not being occupied by the owner.

**Council Member Hooser** agreed with these statements.

**Council Member Carter** does not agree with the STR being placed in a residential neighborhood but that is the way the ordinance is written. He does not see a reason to hold this up, but he does not want to see that happen again. We need to tighten up the ordinance.

**Mayor Boies** said the actions up to now have been to keep these in the historic district or commercial district.

**Council Member Carter** said he thinks we can move forward with asking for what we want.

**Council Member Monahan** said she thinks it would be a slippery slope to approve this in a residential district before we have the language correct.

**Council Member Lowder** said they have met the requirements, and it is their house, and they can do with it what they want. He has a friend that uses a STR because hotels were not available for larger families. If they meet the requirements as the ordinance is written, he doesn't have a problem with it.

**Council Member Kimmons** said he lives next door to a STR and he has no problem with them. He just does not feel that in a newer development, they should be approved. We should keep them downtown, in the historic district. He doesn't think it is an appropriate area.

**P&Z Administrator Otis** said he was on the Planning Commission when the ordinance was written. We had to get it in the UDO to allow for STR because they were prohibited in all areas. This opened up to allow these things. **Mayor Boies** said that statement has made it so that each was to be reviewed and Council needed to be consistent.

**This will be added to the agenda for the regular meeting.**

**Council Member Stover** asked if there was a consensus that if this goes through that we want to get the verbiage fixed and **this was the consensus.**

**Mayor Boies** said she doesn't think we messed up. **Vice Mayor McCornyn** said we have this, and we have used it consistently and we need to change the language. We are ready to be a lot clearer in the ordinance.

**Mayor Boies** said she does not want it to seem like Council has done anything wrong. Anything we can do to make the process clearer would provide better transparency. Nothing is being said that we have to approve this.

**Mr. Lemmon** said it is true they have some latitude in an SUP, but it comes from how the ordinance is written now and not how they would like it to be written. This is changing the rules along the way.

**Town Manager Coggsdale** said these would be good questions for the town attorney before the vote is taken.

- 2.) To receive public comments on the following: (i) a proposed budget amendment to the FY2022-2023 budget, and (ii) proposed budget reappropriations from the FY2022-2023 budget to the Y2023-2024 budget (carryovers), as 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 Report – (attachment)**

**Town Manager Coggsdale** said during the fiscal year just completed (during March), a vote was taken to purchase a piece of property on Borden Mowery Drive. This will just bring the money into the FY2024 budget.

The second part is to take money that was approved in FY2023 that went unspent for projects that Council wanted done. The money needs to be reappropriated to the FY2024 budget. For various reasons, the projects was not completed in FY2023. The amounts to be transferred were given.

- **Public Hearing – opened at 7:39 p.m. With no speakers, the public hearing closed immediately.**
- **Discussion**

**This will be added to the regular meeting.**

#### **Introduction and Recognition of Visitors and Guests:**

- **Joanne Royaltey**, Consumer Horticulture and Invasive Species Program Associate with the Virginia Cooperative Extension – presentation on the Spotted Lanternfly

Information was presented to Council by **Ms. Royaltey** regarding the spotted lantern fly. She said these are hitchhiking bugs, and they might have migrated down to Shenandoah County. She provided some residential controls but said there is nothing we can do to get rid of them completely. We can only manage them. Some will be more impacted by them than others. Currently we are in the adult stages of the spotted lanternflies. The current flies will die when the cold weather comes, but the egg masses live on. Squash the egg masses. Look for the masses that look like a bandaid. Get rid of any you can. They are an invasive species. **Ms. Royaltey** also said the Tree of Heaven is an invasive plant that doesn't belong here. The roots have to be destroyed to get rid of them.

**Ms. Royaltey** said she is talking as a homeowner and not someone with agricultural produce. Don't spray anything. It will kill the spotted lanternfly, but it is a temporary fix; they will not be permanently gone. You are only putting chemicals into the environment. Kill with a fly swatter, your foot, or use a wet/dry vac and fill with water and drown them. If you are using a chemical, use the least amount possible.

Most of the plants the flies come in contact with will be fine. We will survive the infestation. Research is still being done. Do the best you can to kill the bugs.

**Jocelyn Vena** asked if ingestion by domestic animals is harmful. **Ms. Royaltey** said some pets have eaten them and then the pet vomits. They have not heard of any other damage to animals. They do not sting or bite.

**Council Member Hooser** said he has had good luck with simple dish soap and water. **Ms. Royaltey** said the only answers she can share are research based. There are many home remedies but only use something that is research based. They are a nuisance, but we will deal with them.

#### **Citizen Comments on non-agenda items:**

#### **Discussion Items/Updates:**

##### **1.) Code of Conduct amendment**

- Staff Report:

**Mayor Boies** said this was read recently to Council and it was recommended that Council look into two amendments. These would be added to Section 6, Advocacy of the Strasburg Town Council Code of Conduct and Ethics. **Town Manager Coggsdale** read the amendments.

*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 Lowder** asked for clarification and **Mayor Boies** used as an example **Council Member Kimmons** serving on the NSVRC. He would need to come to Council before making any votes for the town at the commission level.

**Consensus to add to Consent Agenda.**

**2.) 462 Ash Street – Public Nuisance**

- Staff Report

**P&Z Administrator Otis** said this has been going on for over a year. Staff received a complaint. It has gone through the process of visualizing this. Staff have found all the vehicles to have expired tags. The vehicles then had to sit for a period of time without moving. There are four vehicles that have to be dealt with. The owners have been notified and they said they would take care of them, and nothing has happened. The process was reviewed which was outlined in the staff report given to Council in the Council Packet.

**P&Z Administrator Otis** said a letter was issued on July 12, 2022, and the final letter was given on July 21, 2023. He would like to contact the owner to make sure they know what is happening.

**Council Member Hooser** said he went through this on his own property. **Officer Wilkin** came to him and told him he had an abandoned vehicle. We have town codes for a reason.

**P&Z Administrator Otis** said an actual phone conversation was held about three months ago.

**Council Member Stover** suggested giving the owner a week and then call the tow company and take care of it.

**Mayor Boies** likes the approach of getting this taken care of.

**Town Manager Coggsdale** would like it to be on record that by consensus that Council approves of the staff in moving forward with the process. **Consensus was that Council would like for staff to move forward with the process.**

**3.) Request for Easement – 388 W. Queen Street (Old Water Treatment Plant)**

- Staff Report

**Town Manager Coggsdale** said a developer is seeking to construct homes on three lots on West Queen Street. A map was shown of the property and the easement being requested. It was thought it would make more sense to put the easement against the property line and not where the developer is proposing. The water would be pumped under the road, down the easement, and then to the stream. We have had some water issues in this area and Public Works staff feels this will help with this issue.

**P&Z Administrator Otis** said when he reviewed the application, the grading on the property concerned him. He spoke to Public Works, and they said they have had problems with the flow of

water across the road. This would freeze and that would cause issues. He contacted the stormwater management group of Shenandoah County to get their opinions.

**Town Manager Coggsdale** said they are seeking direction in creating a legal document that would need to be reviewed and then recorded.

**Council Member Kimmons** said he can attest to the draining of the property. When there is heavy rain, there is a lot of gravel across the road. Improvements are needed.

**Council Member Carter** said his concern was the roadway and that no damage would be done.

**Town Manager Coggsdale** said if the consensus was to move forward, staff will work with the developer and bring it back to Council at a later date.

**Council Member Kimmons** said if we go with the staff proposed easement, would it affect the parking at the old water plant. **P&Z Administrator Otis** said it would go beside where the parking first starts.

**Consensus of Council was to move forward.**

#### **4.) Special Events Process**

- Staff Report

**P&Z Administrator Otis** said he has two applications for using the area next to Town Hall. It is difficult to use open town property and still allow for public use. If we allow something like this, we would be setting a precedent in allowing things such as this on a nightly basis.

**P&Z Administrator Otis** said he would like to get an occupancy number for the shelters to make sure there is enough parking. Amplified sound is another concern. If it is a town sanctioned event, that is fine, but his recommendation is to not allow it to the general public.

**Town Manager Coggsdale** said you don't think of the negative impacts to the neighborhood. We need to look at the public space. Is it for the public to enjoy or is it for events all the time? We need to balance where we can have the events.

**Mayor Boies** asked if Council is asking about the applications or just redoing the process. **P&Z Administrator Otis** said it is both. This is a technical issue. The first thing is parking. One of the applicants is thinking of shuttling people to the sight.

**Council Member Monahan** asked if they would be renting the space. **P&Z Administrator Otis** said we don't have any records that this has ever been rented.

**Mayor Boies** asked if we have wording about renting and we don't. **Town Manager Coggsdale** said the only time it comes before Council when it is above 250 people. **P&Z Administrator Otis** said it is the use of town property. He has never known of an event that is on town property unless it is by the locality.

**Vice Mayor McCornyn** said when thinking of venues, they have staff security or have to hire it. Would the town need to provide additional security? They would be using town facilities so who would be maintaining the bathrooms, etc.? She knows these areas are for the public to use but are we equipped to allow for private entities hosting the event?

**Mayor Boies** said Mayfest is not a town event, but they partner with the town and they use the town's Public Safety and Public Works Departments. We need to be equipped to handle all the things that are requested. She has heard noise concerns at the pavilions.

**Council Member Carter** asked if there is a rental fee for use of the athletic fields and **P&Z Administrator Otis** believes they are. **Council Member Carter** feels we need SOPs for all of this. Typically, **P&Z Administrator Otis** said there is no amplified sound in parks, but we don't have those regulations.

**Council Member Carter** said he could envision having a community day and rent a portion of the park. We would need to be ready.

**P&Z Administrator Otis** said he is trying to use the knowledge of other localities to see what is needed.

**Council Member Hooser** would like to have amplified sound in the park since that is why the stage was built.

**Vice Mayor McCorn** asked if **Events Coordinator McKee** and other staff have the capacity to handle another event. We need to have security because of it being on town property. **Town Manager Coggsdale** said if there is an incident, we will have to respond, but he is more concerned with the clean-up. **Mayor Boies** said our police are always making sure people are crossing the road safely.

**Town Manager Coggsdale** said if you have an event on the square, it is implied the town is involved, but this would not be involving the town at all. There are some liability issues that will need to be addressed. The more pressing issue is whether to allow it or not.

**Council Member Stover** said if it is a non-town event, he doesn't want it to happen. We are opening up a lot of liability. The documents would have to be signed and ready to go. **P&Z Administrator Otis** said he has a "hold harmless" document that could possibly be adapted to this use.

**Mayor Boies** asked if there is a majority of people who are in support of allowing this type of use.

**Council Member Monahan** asked how many people usually attend Front Porch Friday. It can be from 30 to at least 130 people.

**Council Member Carter** said if we allow a church, we have to allow other things. This is not an easy conversation. **Town Manager Coggsdale** said it does open the door to everybody.

**Mayor Boies** said the reason the town has had events is because we want the people to come downtown. This is the positive. But, it has to be equal. We have to be covered fully by liability. We should not advertise it as a town event. It should not fall on staff resources.

**P&Z Administrator Otis** said this specific application is for 5 – 9:30 p.m. They have requested two temporary trash cans. **Council Member Stover** asked what we charge and there is no charge, but we haven't had an event such as this. **P&Z Administrator Otis** said he is used to fees.

**Vice Mayor McCorn** does not feel we are prepared to do this at this time. **Council Member Carter** feels that in time, we might be able to handle this, but we are working on it.

**Consensus was that we are not prepared to handle these requests at this time.**

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

- Ordinance Committee
  - Public Hearing Process
  - Short Term Rental Ordinance

**Town Manager Coggsdale** had provided information on items that had become effective by State Code on July 1. Based on how they have structured the public hearings, it appears they are trying to shorten the process. He thinks the intent is that action will be taken at the same time as the Public Hearing.

It appears we will have to change the process of having the public hearing and then voting the next week. Processes will be changing.

**P&Z Administrator Otis** said during the Planning Commission meeting, they made a motion to revise the Short Term Rental ordinance. They also wanted an emergency amendment, but he doesn't see where this is allowed. We can advertise and prohibit the STRs and then find out what is wanted. The fastest way is to approve the prohibition of STRs for now.

**Council Member Kimmons** asked if the current STRs would be unlawful, and they would be a legal non-conforming use.

**Consensus was to move forward with this.**

**Council Member Comments:**

**Council Member Kimmons** said there was a meeting with **Asst. Town Manager Shipe**, **Town Manager Coggsdale**, and himself with a group that wants to present at the next work session on riparian grant.

**Closed Meeting:**

- **Vice Mayor McCornyn 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 discuss the applicants for the appointment to the Town Council to fill the unexpired term of Doreen Ricard. Second by Council Member Kimmons. Unanimous. Out at 9:06 p.m. Reconvened at 9:23 p.m.**
- **Discussion/Action after Closed Meeting**

**Vice Mayor McCornyn moved to appoint David Woodson to the Strasburg Town Council with term ending December 31, 2024; second by Council Member Hooser. With no discussion, the motion passed unanimously.**

**Adjournment**

**With no further business, the meeting adjourned at 9:28 p.m.**



**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, SEPTEMBER 12, 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:** Council Member Carter led all in the Pledge of Allegiance.

**Invocation:** Council Member Carter offered the invocation.

**Roll Call:**

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

**Public Hearings:** None

**Introduction and Recognition of Visitors and Guests:**

Carmen Conner, DAR, Chairperson for Constitution Week, and Bonnie Gant were in attendance for the presentation of the “Proclamation for the Constitution”. Ms. Conner invited all to a Bell Ringing on Sunday, September 17 at 4 p.m. at the Old Courthouse in Woodstock.

• **Monthly Employee Update**

New Employees	Department	Effective Date
George Robert Poe	Public Safety	08/14/2023
Mellanie Shipe	Administration	08/28/2023
<b><u>Promotions/Transfers</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b><u>Resignations/Terminations</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
Olivia Hilton	Strategic Initiatives	08/01/2023
<b><u>Milestones</u></b>	<b><u>Department</u></b>	<b><u>Years/Date</u></b>
Christopher Nixon	Public Safety	5 years

**Mayor’s Comments:**

Mayor Boies welcomed Mellanie Shipe to Town Staff as the Assistant Town Manager. Ms. Shipe will be helping move forward projects in Town. She also welcomed David Woodson as a Council Member. Mr. Woodson is replacing Doreen Ricard who resigned her seat in July.

Mayor Boies thanked the American Legion and Town Staff for allowing people to buy flags with Veterans’ pictures on them. When advertised, they sold out quickly.

A big thank you was extended to Phil Gimple, Superintendent of the Water Treatment Plant, who

has worked very hard to provide data and reports to Council regarding the drought. He has been keeping up to date with DEQ and has been working around the clock on this.

Condolences were extended **Melody and Christopher Nixon** in the loss of her mother and his grandmother, **Patricia Strosnider**.

**Citizen Comments:**

**Mayor Boies** reiterated the guidelines which allow each person to speak for three minutes during citizen comment time. This is fair and consistent to all.

**Todd Gess, Mt. Zion Un. Methodist Church:** “I come disappointed because I cannot address all of my items because I represent a church here, Mt. Zion United Methodist Church, here at 339 Queen Street. Several issues I have come to address and need to hopefully be put on the Town Council’s work agenda is the use of Town Park for ecumenical fellowship and celebration; I have already talked to (?) about this and she said it in the process of being done. The memorial flags not being placed on the old graveyard; I want to make you all aware of that. The Confederate flags are being put in the old graveyard, but no Veterans flags at Mt. Zion. No one has taken the initiative to put the Veteran’s flags up on 18 Veterans in the Mt. Zion Cemetery. That constitutes about 20 to 25 percent of everybody in the cemetery... The next issue is who owns the old graveyard? That was never addressed and there was some conversation after one of the town meetings with the town lawyer, **Whitacre** at that time, that maybe we could take and move the graves and redevelop the property and sell it into five or six housing units. Yes, I overheard that conversation with the interim town manager at that time. The other thing is the clean-up of the large trees bordering Mt. Zion Cemetery from the old graveyard. Mt. Zion is willing to get these cleaned up but needs to know who to send the bill to. Mt. Zion’s front property boundary street designations of 344, 348, 353, 361, and 491, how was that decided because that is a totally separate street from Queen Street. The subdivision of the water tank property of tax map 025-83-A-56F, there was no notification sent to any neighbors about that subdivision of that property. It came as a surprise. The other thing, and again I want to go back to the front property boundary line, I read the town guidance and ordinance that if we put a fence along the front boundary line, it has to be two feet back of the boundary line or the street; is that correct?” **Mayor Boies** responded *we would have to get back to him on that.* **Mr. Gess** said, “I have already read that; that is correct. I also want to inform you that Mt. Zion owns that end of Queen Street and I will request that no further improvements or subdivisions down there be done until things are addressed with the street because right now, everyone is going across Mt. Zion’s property to access housing and for materials to be taken into properties and for equipment to be brought on properties. That has been done for 19 years. If I take 19 years times 12 months at \$1,000 a month, that comes up to \$228,000 and at a 10% one flat fee for interest, it comes up to \$250,800. We need to get it addressed before anything further gets done down on that end of the town because the ‘colored’ church cannot be ignored any longer.”

**Wyatt Vaught, 360 West Queen Street, Strasburg, VA:** Stated, “I am here to address some of the same issues, mostly the development of property at the end of West Queen Street. In February 2021, a piece of land once connected to the old water treatment plant at the end of West Queen Street was sold to **Dennis Morris** for \$5,000. This price included the removal of an old water tower that once stood on the property to be paid for by the town. When my wife and I inquired about the sale and expressed our concerns over the cost of the removal of the old water tower, the Town Manager, **Wyatt Pearson**, responded by saying it is common process for the town to remove any equipment from the properties and we do not expect the removal of the tank to cost very much at all. Well, as it turned out, not very much at actually turned out to be \$14,000, almost triple what **Mr. Morris** paid for the land. Also, the cost of the land was not in line with the going rate of real estate at the time. I know because during the same tax year, my wife and I purchased a lot across the street for nearly \$40,000. The land I purchased was a little over a third of an acre; the water tower land in question is a little over a tenth of an acre, so if a third of an acre is worth \$40,000, then a tenth of an acre was worth about \$13,000. In short, there was no effective way for the town

to sell that land without losing money. To add insult to injury, it was **Mr. Morris** himself who suggested the sale price in a memo from **Wyatt Pearson** to the Town Council dated January 28, 2021, 'there is really not another viable buyer since the parcel is so oddly shaped and is essentially unbuildable in its current condition. **Mr. Morris** has offered \$5,000 for the sale of the property.' While I will concede that the odd shape of the land should have some influence on that price, it is the beginning of that statement that primarily concerns me. To say there were no other viable buyers is simply untrue. **Pastor Todd Gess** has asserted that he expressed interest in the land in March 2020, directly to **Mr. Pearson** and nearly a full year before the land was sold. Had the town even taken the care to put a small For Sale sign up, my wife and I also would have put in bids on it, ours with an important caveat - we enjoyed the water tower; it was part of the rustic charm that sold us on that area. So, why were we boxed out of the sale; why wasn't it better advertised; did **Mr. Pearson** forget his past conversation with **Pastor Gess** or was his memo to the Town Council simply a lie by omission? I can't say. What I can say is that this looks like a case of favoritism given to a wealthy and influential landowner. And, while it may seem like conjecture, it may help you to know that for the first two years we lived in Strasburg, we saw the town mowing the land surrounding the water tower on multiple occasions. Not the land where the water tower stood, but the surrounding land owned by **Mr. Morris**. So, the idea that the town might be doing special favors for him, given his position in the community, doesn't seem very farfetched to me. I also know by speaking with **Mr. Otis** that the proper paperwork was never filed to consolidate and subdivide the land. I want you all to understand, there is just no accountability here. The original plan was to split this lot into three single family homes and force them into an area that is oddly shaped and a little less than a half an acre in size. The current plan might be slightly more realistic with two structures but medium-density residential zoning standards state that the houses must be 25 feet from the right of way in the front and 25 feet from the back of the lot. If you pay attention to the surrounding houses that off-shoot back towards King Street, perhaps you will understand my concern. Those houses are packed together like sardines ; they don't appear to have the proper setbacks; and drivers are often forced to back down the road just to get into their driveways. I would like to see this new land meet the current zoning standards. Thank you."

**Kim Bishop, 728 Crystal Lane, Strasburg, VA:** Gave each a packet to go with her statement.

**Ms. Bishop** stated: "I cannot believe I am back here again discussing the continued harassment of **Ms. Davis** and **Mr. Lassiter**. But, here we are. I was surprised when **Mr. Lassiter** called me, very shaken, about this, because except for the stuff from his garage in the yard, the area was in the same compliant order as it was last year, except for some tall plants, no weeds, that had grown in his garden. I did speak to **Council Woman Monahan** about this on June 12<sup>th</sup>, just because I felt in my gut, I could not trust the town to work with the property owners.

We went to see **Mr. Otis** on June 1<sup>st</sup> to get an appeal letter signed as being received; I gave you each a copy. Instead, **Mr. Otis** sat the three of us down in the back room wanting to discuss it before going ahead. We began to give the history, but he stopped us and said he didn't want to discuss the past because it was the past. And, from what he had seen, it was all taken care of very badly and he saw the negative treatment of **David** and **Sara**. He assured them that he wanted to work with them to get it taken care of without going through the process. He told us the complaint was about a tent in the backyard – I don't remember that being against the law. He told us when he went for inspection that he was the one who noticed the non-garden stuff in the yard. However, if you read the redacted complaint, which I have provided you, you will see one of **David** and **Sara's** stalkers had made that complaint. I asked for a copy of the complaint filed, and by the time I had received it, it was redacted by our Town Attorney, not just the name, but to the point of making the point that it was not a citizen complaint but a personal one. Harassment!

(On) June 7<sup>th</sup>, **Mr. Otis** sent an apology for not getting back to us sooner, and that he was going to look into 'historical research on this case'...what happened to we're going to deal with this case and not the past, which was signed off on as in compliance last year? All past complaints should not have even been a part of this. Further correspondence from **Mr. Otis** was a rewrite of what he had told us face to face. When he met with **David, Sara**, their lawyer, myself, and two garden

helpers, he was so disrespectful that I walked away and went home, and I never walk away. And, since it was made clear that I was not welcome, I just let **David's** lawyer handle it all.

This is Harassment 100 percent. It is not about public safety or the health and welfare of anyone. If you look at the photos I gave you, and the original appeal, that has been highlighted, you will see a large board with rusty nails sitting in front of the building next door for at least three months. No concern there for public safety. Why?

This is a private yard, not visible from the public street, so why is the town willing to go to court and spend tax-payer money when **Mr. Lassiter** has not only shown a willingness to take care of it, but also let the Town Manager know about it before it even began. There are plenty of properties, visible from the street, that are in far worse condition than this. I am asking you to send a message that the town will not be used as a means of personal vendettas and harassment by using your discretion to tell them to let this go. It is not a nuisance. It is hateful harassment."

**Mayor Boies** read two emails about the vacant lot on Loudoun Street. She said the town does not own this currently.

**Consent Agenda:**

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

**Council Member Kimmons** moved to approve the consent agenda; second by **Council Member Hooser**. The motion passed unanimously.

**Old Business (Discussion and/or Action Items):**

**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.

**Vice Mayor McCornyn** moved for approval of 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; second by **Council Member Lowder**.

With no discussion, the motion passed on a roll call vote with the following results:

<b>Vice Mayor McCornyn</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Kimmons</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Absent</b>
<b>Council Member Woodson</b>	<b>Aye</b>
<b>Council Member Stover</b>	<b>Aye</b>

**Vice Mayor McCornyn** moved 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; second by **Council Member Stover**.

**With no discussion, the motion passed on a roll call vote with the following results:**

<b>Council Member Kimmons</b>	<b>Aye</b>
<b>Council Member Woodson</b>	<b>Aye</b>
<b>Vice Mayor McCornyn</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Absent</b>
<b>Council Member Stover</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>

**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.*

**Mayor Boies** said this has been reviewed and questions were answered.

**Council Member Hooser** asked **P&Z Administrator Otis** if he could turn his garage into a corner store, and the answer was he could not. **Council Member Hooser** said if he wanted to turn his entire house into a commercial property, making money off of it, turning it into a profit making vehicle, he could do that. The point he was trying to make was that this is an asinine use of housing inventory. Residential zones are for residences. If he couldn't open a corner store in his garage which would actually be beneficial to the community, then why should anyone take actions that would primarily benefit some out-of-stater, out-of-towner? He doesn't think that this benefits the citizens, especially in the neighborhood where it is located. Location was discussed a lot. Special use permits have been approved in the historic district and in certain commercial areas, but not in any particular area like this one that is not within walking distance of any business in town. "This only serves to pad the pocket of some out-of-state investor and I don't think that is a pertinent thing for us to do. It is asinine; it is immoral; someone should be living there."

**Vice Mayor McCornyn** moved to deny Special Use Permit Application (SUP2023-0007) for a short term rental at 395 Stonewall Street; second by Council Member Hooser.

**Discussion:**

**Vice Mayor McCornyn** said Short Term Rentals have been approved in the past, but "I sincerely believe that we have not approved any applications for properties that are nearly identical or similar to this property." Those approved in the past have at least met one of the following criteria:

- Situated in the historic district;
- In close proximity, five minutes or less, to downtown/King Street;
- A commercial property; or
- Located on a commercial or town entrance corridor (Route 11 or Route 55).

**Vice Mayor McCornyn** said one of the subsections of the UDO states "the proposed special use shall conform to the character of the neighborhood within the same zoning district of which it is located." She thinks it is reasonable to conclude that the STR's located within the areas she listed do conform to the character of their surrounding neighborhood because non-residents are often in the historic district or in the downtown area or in commercial areas. The property being discussed now does not meet any of the criteria. It is located in a strictly residential neighborhood so a STR, especially a non-owner occupied STR fails to conform to the character of the neighborhood. It would introduce non-residential traffic and contributing non-residential noise to the area. The Council also seeks to limit the number of STRs overall in order to provide permanent housing.

**Council Member Stover** said he wanted to express his support for what **Vice Mayor McCorn** said. This is not a use we want in this residential area. He does not think most of the people who voted him into office would want this either. He has voted for others, but they meet the criteria put forth by **Vice Mayor McCorn**.

**On a roll call vote, the motion to deny the application passed with the following results:**

<b>Council Member Stover</b>	<b>Aye</b>
<b>Council Member Woodson</b>	<b>Aye</b>
<b>Vice Mayor McCorn</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Absent</b>
<b>Council Member Lowder</b>	<b>Nay</b>
<b>Council Member Kimmons</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>

### **3.) South Loudon Street Process**

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

**P&Z Administrator Otis** said the clearing of the property was completed and he inspected it, and it was deemed to be satisfactory. Staff is now looking at the process of how to recoup our money.

**Town Attorney Helm** said he feels what should be done is to submit a lien on the property for the amount paid to clear it. In a year, it could be subject to sale by public auction. The town would notify the County at that time, and it would get listed and sold by a special commissioner for the maximum amount on the Court House steps. The proceeds would be used for back taxes and the losses for the abatement of the nuisance. The statute generally allows this to happen a year after the last taxes were owed, but in order to recover the abatement cost, we would want to have a recorded lien in the Clerk's office. At the time of the auction, the town could put in a bid if the desire is to eventually turn it into green space. To start the process, a lien would be placed on the property in the Circuit Court's office.

**Consensus of the Town Council was to move forward with the statutory process of recording a lien on the property.**

### **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.*

**Mayor Boies** said this is an appeal process and not a public hearing/input session. The only individuals allowed to speak are Town staff and the owner of the property; however technical or expert testimony may be present by either party.

**P&Z Administrator Otis** said multiple violations were issued and included violations to both Town Code and the Unified Development Ordinance (UDO). The Town Code violations are appealed through the Town Manager and an appeal letter was submitted to Town Manager Coggsdale. The process was explained and was stated in the Staff Report included in the Council Packet.

**P&Z Administrator Otis** did an inspection today. If all the violations had been abated, this appeal would have been canceled. Most of the appeals were related to the town right-of-way. The only things left are weeds, grass, and other foreign growth "on 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.” Some growth has migrated to neighboring properties. **P&Z Administrator Otis** explained that he advised the property owners to clear this up. If he cited a violation to the Lutheran Church, it would become a civil issue. Pictures were shown of where the growth is and where he was when he took the picture. There is some discussion as to it being planted growth or weeds. A picture was shown of a telephone pole and the growth around it. They are allowed to have plantings, but there are a lot of weeds coming up through the plantings, and it is a large amount of growth. There are plantings but there is uncontrolled growth on the property. It is challenging to determine what is planting and what is uncontrolled growth. The issues on the front of the property were abated.

**Council Member Hooser** asked if this is specifically on the growth on the property or what has exceeded the property. **P&Z Administrator Otis** said they are allowed to have the plantings, but there are lots of weeds. The weeds have overgrown the boundaries. **Council Member Hooser** asked if there is anything in the Town Code about the excessive amount. **P&Z Administrator Otis** said the rear of the property is what needs to be removed. They only need to remove about four inches of growth, back to the fence that is difficult to see. The growth is either through the fence or on the other side.

**Council Member Woodson** asked if the telephone pole would be phone maintenance. **P&Z Administrator Otis** said as far as maintaining an easement, the property owner has free access to the property. **Council Member Woodson** asked if the overgrowth is the other owner’s problem or this owners. **P&Z Administrator Otis** said you can clearly identify that this is the growth from this property. You can clearly tell it is not grass.

**David Lassiter, 188 W. King Street, Strasburg, VA:** Stated the electric company has been contacted twice and they are to come and get rid of the growth that has much poison in it. **Mr. Boyd** has left a lot of junk on his property (adjoining the property in question). He has cleared much of this that has gone onto the church property. He has talked to the church, and he has mowed it. There have been a lot of issues with this and he has mowed the grass. The church will not cut it. There are pictures of baskets over the perennials.

He feels the first part of the appeals has been satisfied. He does not feel safe and secure and creative in his own backyard. There was a complaint about a tent in the backyard. Within a day of putting a tent up, a complaint was made. He is micromanaged. He has asked that when there is an inspection of his property, please let him know so he can be there.

**Mr. Lassiter** continued by saying there have been complaints about the tools left in the garden. This is not a lawn. He grows many things that he uses in wreaths, and he had a wreath he had created on display for Council to see. This is creating a very hostile working environment. There is a continual listing of projects. The property behind him is not taken care of so he does it for them. There were concerns that there were trash and tires. He put this in the trash, and it will be collected tomorrow. He has a compost pile for future gardening. Complaining about the trash cans for putting clippings in seems ridiculous. It seems like a lot of time is being spent on his violations. He has not been given a list of the UDO violations. **P&Z Administrator Otis** has told him there are so many violations, we will probably be going to court for these. He thinks this is a waste of money.

A group of people came, and he gave them a tent to live in. He was trying to do a good thing, but it did not work out that way.

Twelve days ago, he was given another list by his lawyer. They are going to take 3 to 6 months to do this at a cost of \$3,000 to \$7,000. The easement is being used continuously. It is an easement and not public access. Every time they clear the property, they get problems. The attitude displayed to him is uncomfortable. He is not being encouraged. You can’t get all this done when he has to put his money into lawyers and court.

A letter was presented that he received from very important people. There might be some grants he can get to make his property an arboretum.

Many other properties in town have not changed in years. His property is continually complained

about, and he is willing to continue to work on it. People want him to be on their schedule, but others are not on his schedule; he always has to wait. It makes it hard to communicate with people. He has Lyme's disease, and he should not be out in the heat, but he did so he could clear the area. With the biologist and horticulturist, he will have an arboretum. He does not like a lawn and his yard reflects that. This could give the town another destination. He would like to have this in the backyard, but it will depend on how this appeal works out.

**Council Member Lowder** asked if the plants are like bamboo and **Mr. Lassiter** said there is no bamboo. What people think is bamboo is actually grass, the tallest growing grass in the world. It absorbs much water. Birds eat the seeds.

**Council Member Hooser** asked if we are just asking him to cut it back to the property line. It appears he is allowed to have ornamental grass in his yard as he wants. **P&Z Administrator Otis** said when it crosses over to other properties, it becomes a nuisance. With all the plantings, it takes a lot of work to maintain so there are a lot of weeds.

**Mayor Boies** asked for a history of this. **P&Z Administrator Otis** said it started with a complaint of the tent. He was concerned that someone was living in the tent. In walking the property, he identified other violations. A violation was issued, one was mailed certified and **Officer Wilkin** hand delivered the same letter. He met with **Sara Davis, Davod Lassiter, and Kim Bishop** to discuss the violations. He felt there was a miscommunication of what the violations were. Another letter was sent on June 9. This was emailed to all three parties. He then met with the property owner and their attorney and walked the property on June 24. They clearly identified the issues and there was no disagreement. The timeframe from May 23 – June 24 was a wash. On July 24, a final notice was issued. Many emails were sent during this time. With the final notice, they have 10 days to submit an appeal. He waited several weeks after this before talking to the town attorney.

**Vice Mayor McCornyn** asked if it is still unclear where the property line is. **Mr. Lassiter** said it is clear to him, but he has not had time to do anything. A lot of it is not his property. **P&Z Administrator Otis** said the overgrowth has mostly been cleared. The area he is cutting is not mentioned as a violation. **Vice Mayor McCornyn** said then it is clear what needs to be cleared so it is easier for him to take care of it. The easement between the two properties is another issue. **Mr. Lassiter** said there is not a problem as far as he is concerned. **P&Z Administrator Otis** said he found the plat for the property. The far right side has a ten foot easement which is from the side of **Mr. Lassiter's** building to the house on the other side. It is to provide access to the back of the buildings. This would be a civil matter as it is a private easement.

**Sara Davis, 188 W. King Street, Strasburg, VA** (owns the building with David Lassiter): The access that all call an alley, is an easement; it is a driveway. It is only for 188 W. King Street and for the owner of the hobby shop to use. It is not really for the tenants to use to park. She would like a list of all the violations of the UDO. A specific list has not been sent. They have cut grass. She wants to know what the problems are. She does not want the mystery of what needs to be cleared. If it is numerous, that is fine; she would fix things if she knows what they are.

**P&Z Administrator Otis** said in his violation letter, he listed all the violations to the Town Code and the UDO. They also walked the site and identified more. They went around the house and identified the things that needed to be addressed. They identified the plantings that can remain. They have abated all violations that were in the front of the building. There is nothing that identifies foreign growth or defines it. There is a level of control they need to have. He wanted to have a complete list.

**Mayor Boies** said we have been here before. It was identified that you need to be able to see clear paths. **Ms. Davis** said there are clear paths. **Mayor Boies** asked if an email said their lawyer needed



to address some of the issues. **Mr. Lassiter** said now more things are being added to the list. They are asking about the greenhouse. **P&Z Administrator Otis** said there is no problem with having a greenhouse until the greenhouse is just storage with plastic over it. His initial items have not changed since the letter was sent.

**Mayor Boies** asked what the timeline is for Council so they can decide what to be done. **P&Z Administrator Otis** said they cannot find a timeline. It could be deferred for more fact finding. **Mayor Boies** said **P&Z Administrator Otis** has been Council up to date on this issue.

**Council Member Kimmons** said he was on Council when the abatement period came up. The last time, they were given a year to abate it and they did what was expected. He thinks that since it is mostly abated, we could do another couple of months to finish the work. The UDO issues are completely different. He asked if the appeal has been made to the Board of Zoning Appeals and it has not. **P&Z Administrator Otis** commented that clarification was given for the required BZA application and provided an additional week for the submission of the application.

**Council Member Carter** said imagery was given. Could a comprehensive list be made of what needs to be abated? **P&Z Administrator Otis** said it would be difficult because of the amount of growth and other items.

**Vice Mayor McCorn** said everything has been abated except for the weeds. She thanked them for doing the work to get it to this point. What they have is unique. It is hard to apply the rules everybody else goes by because of the type of garden they have. You have weeds, you have native plants, and many look like other plants. Things get overgrown. These are hard to maintain. She likes the idea of what they want to do, and she thinks that if they were able to maintain the property to a certain level, the criticism wouldn't be as frequent. At this point, the Council needs to decide how they need to maintain their garden.

**Mr. Lassiter** said he is hoping the horticulturist will be able to help them with this.

**Mayor Boies** asked what the timeline is for the letter. **Mr. Lassiter** said grants have an application process. Students would be coming to help him with projects to help them with their classes. Mayor Boies said this is exciting for the downtown area. This would be great to have for people to walk around and view, but it needs to be safe.

**Mayor Boies** said **Council Member Kimmons** gave the idea of extending the deadline on the weeds.

**Council Member Carter** asked if it is the objects in the backyard or would a privacy fence take care of this. **Mr. Lassiter** said he looked into this, and it would cost \$10,000 without installation.

**P&Z Administrator Otis** said he was told there was harassment and he wanted to look at it from that standpoint. He said he would have liked to have pictures taken to show the baseline. He is going only from where we are now. The only nuisance now is the migration of growth onto other properties.

**Mayor Boies** said Council makes the process and hires staff to enforce the processes.

**Mr. Lassiter** said he could draw up plans for certain sections. He does best when he has planned areas.

**Council Member Hooser** asked if the main problem is the grass to the fence. If so, could a certain number of days be given to get this taken care of.

**P&Z Administrator Otis** said when they inspected the property, all agreed there were weeds

growing in the plantings. It is a challenge with this property.

**Town Attorney Helm** said the question isn't how it is abated. Was it a nuisance when the appeal was submitted? If they dismiss the nuisance, then they are saying it was not a nuisance when the appeal was sent. Was this a nuisance/violation? Do we want them to abate the nuisance or be fined?

**Ms. Davis** said when things are growing over to the church side of the fence, and they don't complain, is that a complaint. **Mayor Boies** said it is also the weeds in the plantings.

**Mayor Boies** said they could decide on a fine or extend the abatement of the violation. **Town Attorney Helm** said we could be giving a violation every day. Will they abate this or does the town have to take further action?

**All Council Member thought there was a violation and were in agreement to extend the abatement period.**

**Town Manager Coggsdale** said we need to know what compliance looks like. Beauty is in the eye of the beholder. Council has said this is difficult, but we have an ordinance that is 8" or more. Who is going to go and identify all that is more than 8 inches? What he thinks is a weed, might not be a weed. It is a garden, but we keep having complaints.

**Council Member Carter** asked when we cross the finish line, is there a definitive line?

**Mayor Boies** said previously, staff put together a drawing of what is expected. Does staff feel as if there is something that can be checked off like that?

**P&Z Administrator Otis** said the growth over the property line is a clear line. The weeds are more of a challenge. The clear delineation is the property line.

**Town Manager Coggsdale** said in our Code, we only have to send one notice if the grass gets more than 8 inches - per growing season, only one notice has to be sent. After the first notice is issued, no one has to complain again as it is on the town's radar. That is why he is asking what compliance looks like for this property.

**Council Member Hooser** asked if it is grass or what and **Town Manager Coggsdale** said it is grass, weeds, or foreign growth.

**Mayor Boies** said if it is in delineated areas, it is clear what it is. We need to decide if this is the standard we want for all in the town. This is what makes this so tough. We could set parameters like we did before. If we have certain areas, then the box is checked. We could say we want the clearly defined areas and if it is not in the area, we don't want it.

**Ms. Bishop** said she was at the meeting when the 8 inch standard was set and it was when **Tax Payer Henry** cut his grass by scissors. She asked if people were going to say that her dead plants were going to have to be cut because they feed the birds. She believes **former Council Member Vena** said it was for lawns and not gardens. If **Mr. Lassiter** cleans the yard, someone will continue to complain, and it is harassment.

**Mayor Boies** said staff following procedures is not harassment. We are here to follow procedures and processes. Council has decided there was a violation. We want the businesses to succeed. This is not one bush. We see the pictures. We can extend, but we need clear expectations of what **Mr. Lassiter** needs to do in the next 90 days. She asked if staff could come up with what would bring it into compliance.

**P&Z Administrator Otis** said it would be difficult. The property line is easy. What is inside the yard is rough.

**Mayor Boies** asked if it could be tackled in the UDO, but these are addressed in the Town Code. **Town Attorney Helm** said Town Code generally tracks State Code. It is vague. There is nothing that states what is a nuisance and what isn't. Something like this can become a public safety concern. It will probably come down to working with staff and the property owner to get it into better shape. The town would have to be more involved, or we would have to hire someone to identify what needs to be done. He thinks this is a waste to just get the area to what looks nice. **P&Z Administrator Otis** said it will be up to him to document what the baseline is.

**Mayor Boies** asked if Council would be satisfied for staff to walk the property with the owners and take pictures.

**Council Member Carter** stated that Town Council has found 178-188 West King Street to be in violation of Town Code and moved for Council to extend the period for remediation of the property at 178-188 West King Street for 45 days with the owners working with staff and documenting all expectations. The 45-days begins with the meeting of the property owner and staff. **Council Member Kimmons** offered the second to the motion. With no further discussion, the motion passed unanimously.

#### **New Business:**

##### **Reports:**

##### **Departmental Reports:**

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

**Mayor Boies** thanked staff for the reports.

##### **Special Committee Reports:**

**NSVRC: Council Member Kimmons** said the group met and no business was done, but they received a briefing on the Regional Hazardous Mitigation Plan. This is the plan that explains how we deal with and respond to floods, etc. Only one jurisdiction from the Commission has to approve it and Edinburg will be voting on it.

**Mayor Boies** said the *Rails to Trails* has had language added to the state budget to start this process. This will be huge for our community.

##### **Council Member Items:**

**Council Member Hooser** said we talked about the property on S. Loudoun Street and there is a lot of interest in the town acquiring this property for green space.

**Mayor Boies** said **Rev. Gess** will be added to the next work session to discuss the issues he has. **Rev Gess** said he challenges the Town Council to have an ordinance on arboretums.

##### **Closed meeting:**

Being no other business, the meeting adjourned at 9:23 p.m.

# **OLD BUSINESS (DISCUSSION AND/OR ACTION)**





**Old Business**

**Meeting Date: October 10, 2023**

---

To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: October 5, 2023  
Re: Comprehensive Plan Amendment (CPA24-001) – Landmark Atlantic Holdings, LLC – Fort Bowman Road

---

**DESCRIPTION:** Consideration of a Comprehensive Plan Amendment application (CPA24-001) by Landmark Atlantic Holdings, LLC for recategorization of Tax Map 016- A- 169A from Highway Commercial Development Area to a Residential Development Area. The property fronts on Fort Bowman Road.

Town Council conducted a public hearing on this application at their October 2, 2023, Work Session.

**POTENTIAL ACTIONS**

- Approval of Comprehensive Plan Amendment (CPA24-001) of Landmark Atlantic Holdings, LLC for recategorization of Tax Map 016-A- 169A from Highway Commercial Development Area to a Residential Development Area.
- Denial of Comprehensive Plan Amendment (CPA24-001) of Landmark Atlantic Holdings, LLC for recategorization of Tax Map 016-A- 169A from Highway Commercial Development Area to a Residential Development Area.
- Deferral of decision by Town Council for additional review and consideration.

**Attachments:**

- Staff Report



## Comprehensive Plan Amendment CPA24-0001 - Cedar Creek Townhomes STAFF REPORT

TC Meeting Date: October 2, 2023  
Agenda Title: Comprehensive Plan Amendment  
CPA24-0001 – Cedar Creek Townhomes

### Summary

---

Landmark Atlantic Holdings, LLC has requested a rezoning of a parcel from Highway Commercial to Future Residential. The 2018 Comprehensive Plan identifies this area as Highway Commercial within the Future Land Use Map.

### Background

---

A: Site Location:

Tax Map #: 016 A 169  
Lot Acreage: 1.334 acres  
Relative Intersection: 300 feet east of Fort Bowman Road and Old Valley Pike

B: Surrounding Land Uses: This site is bordered by;

- Vacant Highway Commercial to the West (across Homewood Way)
- Interstate 81 to the North
- Multi-family Residential to the East (previous rezoning)
- Parkland (Shenandoah Valley Battlefields) to the South

### Comprehensive Plan Analysis

---

A. Highway Commercial

1. Comp Plan definition - *The Highway Commercial (H.C.) district supports commercial and wholesale uses generally located on major roads that generate high volumes of vehicular traffic. It is the intent of the Town to link these commercial uses to residential areas through a suitable network of trails, greenways, and bike paths.*
2. Highway Commercial consists of 45 acres and is 1.7% of the town's total area.

B. Future Residential

1. Multifamily Residential definition - *The Multi-Family Residential (M.F.R.) zoning district blends single-family detached dwellings, two-family dwellings (duplexes), townhomes, apartment buildings, and condominiums. This zoning district is best suited for individuals desirous of a diverse array of housing options and a walkable proximity to business districts.*
2. Multifamily Residential consists of 300 acres and is 11.4% of the town's total area.



## **Comprehensive Plan Amendment CPA24-0001 - Cedar Creek Townhomes STAFF REPORT**

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

### **Staff Recommendation**

---

Staff recommends approval of Comprehensive Plan Amendment #CPA24-0001, Cedar Creek Townhomes, 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.



## Comprehensive Plan Amendment CPA24-0001 - Cedar Creek Townhomes STAFF REPORT

### Community Input

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- Notice to the Comprehensive Plan Amendment was sent via registered mail to all property owners with 500 feet on September 11, 2023
- Signs were posted at the location starting on September 11, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated Tuesday, September 15, 2023 and Tuesday, September 22, 2023
- Citizen comments to staff via phone/email.

### Planning Commission Recommendation

---

The Planning Commission voted unanimously to recommend approval of CPA24-0001.

### Further Actions

---

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

- Approval of the Rezoning REZ24-0001 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

### Attachments

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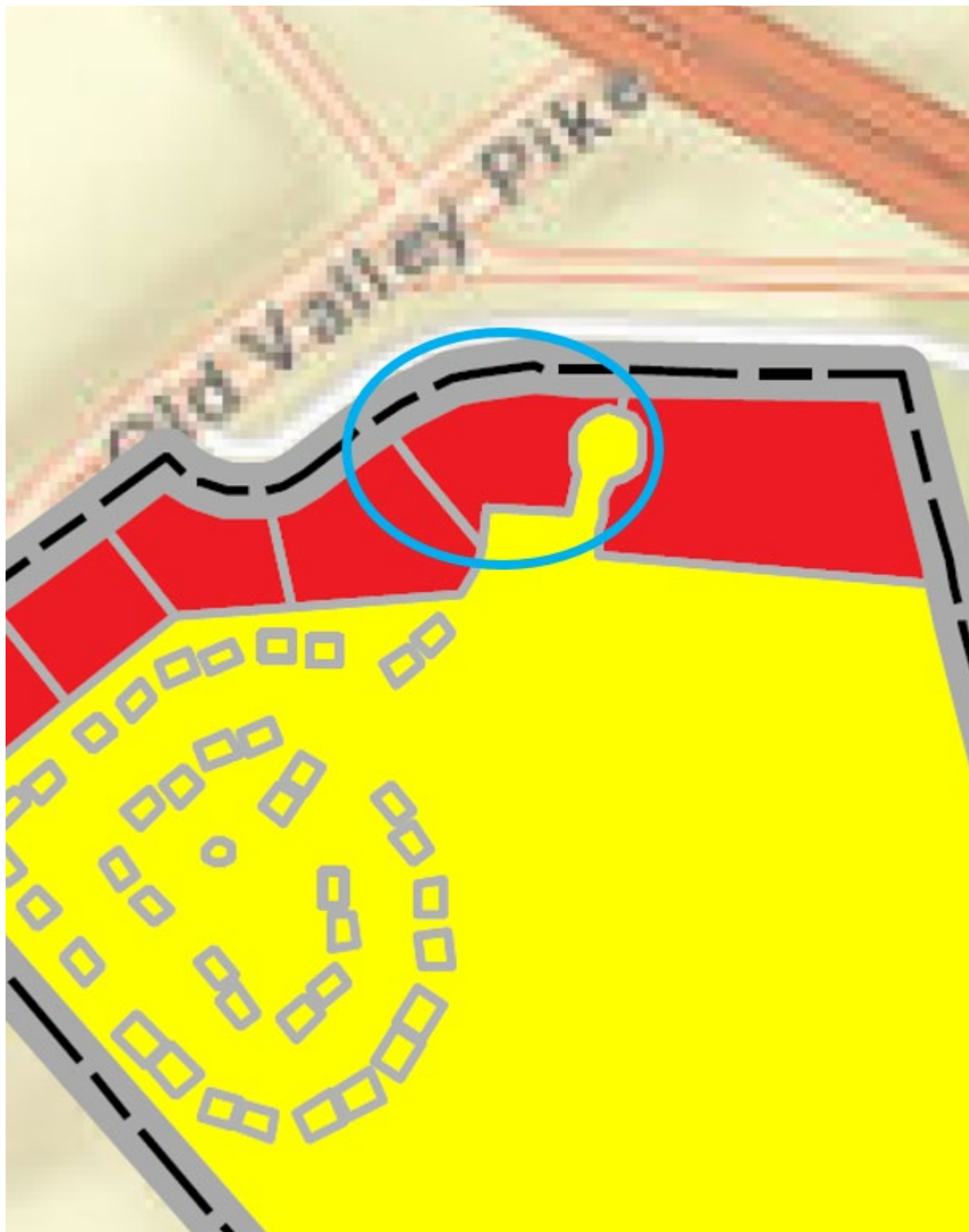
Attachment A – Public Hearing Advertisement  
Attachment B – GIS aerial image  
Attachment C – Zoning map  
Attachment D – Future Land Use Map



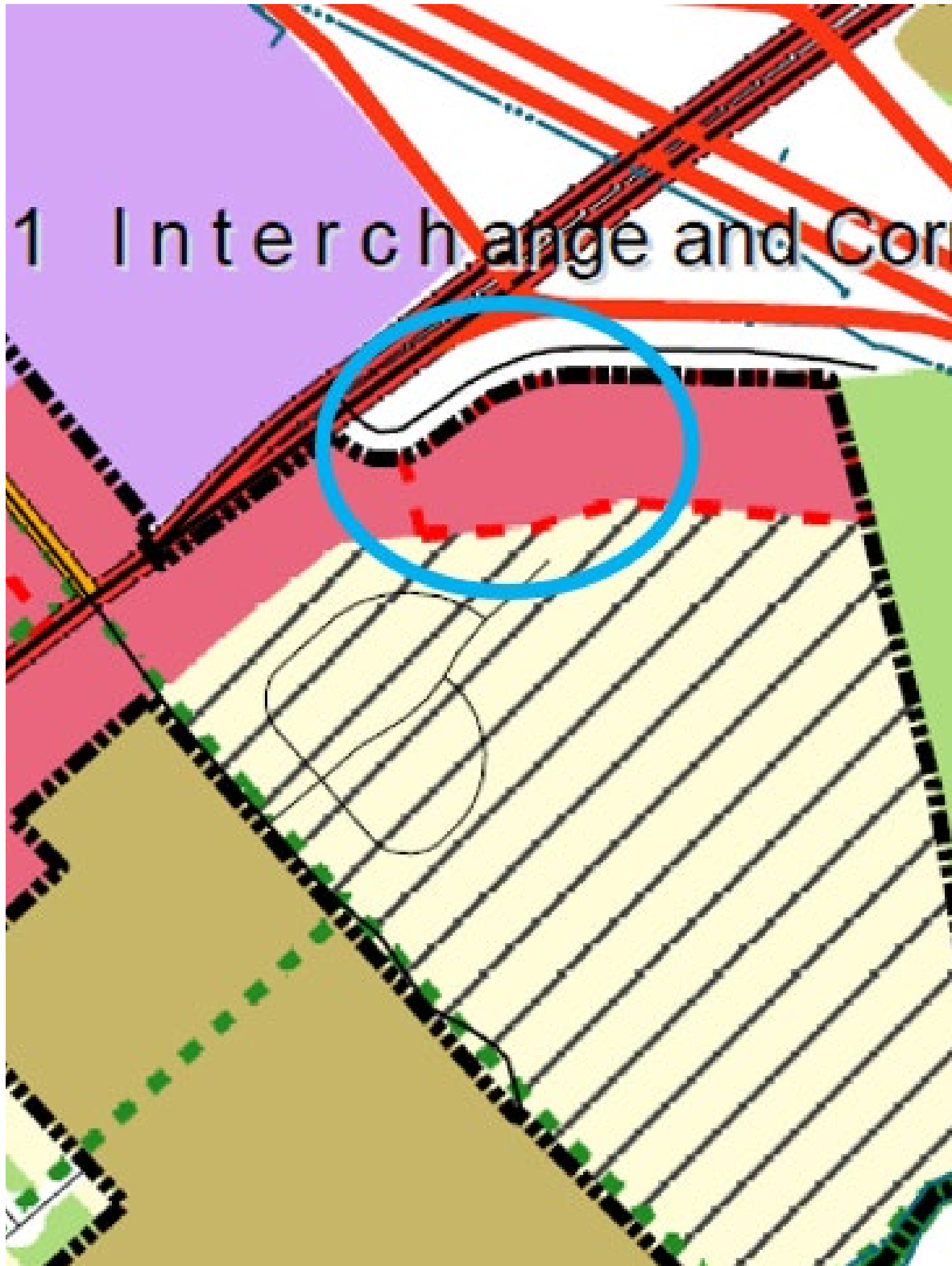
Attachment B – GIS aerial image



Attachment C – Zoning map



Attachment D – Future Land Use Map





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**Old Business****Meeting Date: October 10, 2023**

---

To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: October 5, 2023  
Re: Rezoning Application (REZ24-001) – Landmark Atlantic Holdings, LLC – Fort Bowman Road

---

**DESCRIPTION:** Consideration of the Rezoning application (REZ24-001) by Landmark Atlantic Holdings, LLC to rezone Tax Map 016 – A - 169A from Highway Commercial District to Multi-Family Residential District. The property fronts on Fort Bowman Road.

Town Council conducted a public hearing on this application at their October 2, 2023, Work Session.

**POTENTIAL ACTIONS**

- Approval of Rezoning application (REZ24-001) of Landmark Atlantic Holdings, LLC to rezone Tax Map 016-A- 169A from Highway Commercial District to Multi-Family Residential District.
- Denial of Rezoning application (REZ24-001) of Landmark Atlantic Holdings, LLC to rezone Tax Map 016-A- 169A from Highway Commercial District to Multi-Family Residential District.
- Deferral of decision by Town Council for additional review and consideration.

**Attachments:**

- Staff Report





## Rezoning REZ24-0001 - Cedar Creek Townhomes STAFF REPORT

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

TC Meeting Date: October 2, 2023

Agenda Title: Rezoning

REZ24-0001 – Cedar Creek Townhomes

### Summary

---

Landmark Atlantic Holdings, LLC has requested an amendment to REZ2023-0001 to include an addition of a 1.334 acres parcel from Highway Commercial to Multifamily Residential for the purpose of constructing 36 townhomes.

### Background

---

This rezoning case is an amendment to the REZ2023-0001 that was approved on August 8, 2023 for a 29-unit townhouse development. This amendment includes the 1.334-acre lot opposite of the existing emergency access easement. The total lot area for the development is 4.93 acres. This includes the 1.334-acre lot, the 3.306-acre lot, and the area of the emergency access easement.

The amendment includes a new General Design Plan that incorporates the following revisions.

1. The proposed Homewood Way has shifted west and includes a cul-de-sac.
2. The shifted roadway allows for an additional 7 dwelling units for a total of 36 townhouse dwellings.

### Analysis

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#### A. Multifamily Residential District – Consistency Analysis

1. Comprehensive Plan Amendment – CPA24-0001, submitted concurrently with this rezoning, proposes this parcel to become Future Residential.
2. Design Standards for townhomes

Feature	Ordinance Standards	Proposed
Density	16 per acre (4.93 acres @ 16 units per acre = 78 units allowed)	7.3 per acre (4.93 acres/36 units = 7.3 actual density)
Units per building	8 units per building	4 buildings w/ 8 units 1 building w/ 4 units
Max building height	35 feet	35 feet
Parking	2.25 per unit (81 total)	82 spaces



## Rezoning REZ24-0001 - Cedar Creek Townhomes STAFF REPORT

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

### B. Comprehensive Plan - Consistency Analysis

1. Concurrent Comprehensive Plan Amendment, if approved will amend this parcel to Future Residential.

### C. Location (additional lot information)

#### 1. Site Location:

Tax Map #: 016 A 169

Relative Intersection: 300 feet east of Fort Bowman Road and Old Valley Pike

#### 2. Surrounding Land Uses: This site is bordered by;

Vacant Highway Commercial to the West (across Homewood Way)

Interstate 81 to the North

Multi-family Residential to the East (previous rezoning)

Parkland (Shenandoah Valley Battlefields) to the South

### D. Proffer Statement

#### 1. REFERENCES

- a. The site plan shall be substantially conforming to the referenced General Design Plan.

#### 2. USES & DEVELOPMENT

- a. The development shall consist of a maximum of 36 townhouse dwellings.

#### 3. Water

- a. Public connections will be made at Homewood Way and Fort Bowman Rd to create a loop of the utility.
- b. Monetary offsets are in place to address the impact on the potable water system.

#### 4. SEWER

- a. Sewer will connect to the gravity system for the Hite Lane pumpstation.
- b. Monetary offsets are in place to address the impact on the sewer system.

#### 5. TRANSPORTATION

- a. Homewood Way – Improved with sidewalk to Fort Bowman Rd.
- b. Fort Bowman Rd – Will be provided with a gate that will be controlled by first responders in case of emergency use.
- c. A parking lot will be installed to accommodate the 0.25 parking beyond the 2.00 required at each dwelling.

#### 6. LANDSCAPING, OPEN SPACE & BUFFERS

- a. Landscaping and buffers shall be determined and identified on the site plan.
- b. Stormwater facilities shall be on commonly owned and maintained property. The General Design Plan identifies an underground system located at the parking lot.

#### 7. POLICE

- a. Monetary offsets are in place to address the impact on the police services.

#### 8. PARKS & RECREATION

- a. Monetary offsets are in place to address the impact on the P&R services.

## Rezoning REZ24-0001 - Cedar Creek Townhomes STAFF REPORT

### 9. ADMINISTRATION

- a. Monetary offsets are in place to address the impact on the administrative services.

#### Staff Recommendation

---

Staff recommends approval of rezoning #REZ24-0001, Cedar Creek Townhomes, for the following reasons.

- The Rezoning is consistent with the CPA24-0001 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.
- Density is sufficiently under the permitted density of 16 units per acre at 7.3 unit per acre.
- Limitations of access via Fort Bowman Rd and 100-foot-wide gas easement pose significant challenges for commercial use of this parcel.
- Provides a development that utilizes the additional 1.334-acre lot that would be unusable due to size, topography, and the location of the utility easement through the center of the lot.
- Staff has two recommendations noted on the general design plan.
  - Staff recommends additional parking spaces should be added to the west of the proposed parking lot to the maximum extent without being developed over the gas easement.
  - Staff recommends accommodations be provided for a dog station or similar amenities in the open/common area.

#### Community Input

---

- Notice to the Comprehensive Plan Amendment was sent via registered mail to all property owners with 500 feet on September 11, 2023
  - Signs were posted at the location starting on September 11, 2023
  - Notice was posted in the Northern Virginia Daily newspaper publications dated Tuesday, September 15, 2023 and Tuesday, September 22, 2023
  - Citizen comments to staff via /email.
-



## Rezoning REZ24-0001 - Cedar Creek Townhomes STAFF REPORT

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

### Planning Commission Recommendation

---

The Planning Commission voted unanimously to recommend approval of CPA24-0001.

### Further Actions

---

If the Planning Commission recommends approval of the Comprehensive Plan, the following actions moving forward must be completed prior to the commencement of work.

- 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

### Attachments

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Attachment A – Proffer Statement  
Attachment B – General Design Plan  
Attachment C – Exterior elevations  
Attachment D – GIS aerial images  
Attachment E – Zoning map





**Rezoning REZ24-0001 - Cedar Creek Townhomes  
STAFF REPORT**

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

**Attachment A – Proffer Statement**

**PROFFER AMENDMENT STATEMENT**

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

**PROFFER STATEMENT**

RE: Rezoning REZ2024-0001, Cedar Creek Townhomes  
Owners: Landmark Atlantic Holdings LLC  
Applicant: Racey Engineering, PLLC  
Property: Tax Map Numbers: 016 A 167A, 016 A 169  
Location: Located on the corner of Homewood Way and Fort Bowman Road  
Approximately ~~3.306~~ 4.64 acres

Date: August 8, 2023

The Applicant hereby submits the following voluntary proffers ("Proffer Statement"), which are contingent upon the Town approval for the above referenced rezoning. This Proffer Statement shall supersede all other proffers made prior hereto in effect for the Property. In the event the above-referenced rezoning is not granted as applied for by the Applicant, this Proffer Statement shall be withdrawn and are null and void and the zoning ordinance for the Highway Commercial District shall remain in full force and effect.

The headings set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provisions of the proffers. The improvements proffered herein shall be provided at the time of development of that portion of the site adjacent to the improvement, unless otherwise specified herein or authorized by the Town. The term "Applicant" as referenced herein shall include within its meaning all future owners and successors in interest.

"Final Rezoning," as the term is used herein, shall be defined as that zoning which is in effect on the day following the last day upon which the Strasburg Town Council (the "Council") decision granting the rezoning may be contested in the appropriate court or, if contested, the day following entry of a final court order affirming the decision of the Council which has not been appealed, or if appealed, the day following which the decision has been affirmed on appeal.

## PROFFER AMENDMENT STATEMENT

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

### SECTION 1. REFERENCES

1.1 References in this Proffer Statement to plans and exhibits shall include the following:

A. General Design Plan entitled "Village at Cedar Creek Townhomes Rezoning," prepared by Racey Engineering, dated ~~May 24, 2023~~ **September 19, 2023**, consisting of the following sheets (the "GDP"):

- Cover Sheet
- Project Notes
- Existing Features
- Layout Plan
- Preliminary Site Plan

1.2 These conditions ~~shall supersede conditions identified in REZ2006-04 Planned Development titled "Homewood at the Shenandoah Valley" that were initially approved on June 17, 2008.~~ **shall revised REZ23-0001 approved on September 12, 2023, by Town Council. Revisions to be redacted will be struck through with the revised language identified in red text.**

### SECTION 2. USES & DEVELOPMENT

2.1 General. The proposed development will include improvements to extend Homewood Way and utilities to the property, the construction of a Townhouse development with a maximum of ~~29~~ **36** dwelling units.

### SECTION 3. COMMUNITY DESIGN

3.1 Entrance and Streetscape. Any proposed entrance feature, signage and streetscape plantings shall be indicated on the site plan.

3.2 Mailboxes. Mailboxes shall be of the gang type. Location will be coordinated with the USPS and indicated on the site plan.

3.3 Waste removal. The site plan shall indication the location and design of dumpster enclosures. If trash bins for each dwelling and community center are provided in lieu of dumpsters, the site plan shall indicate sufficient street-side locations for bins on pick-up days.

### SECTION 4. WATER

4.1 Public Connections. All development on the Property shall connect to public water. The Applicant shall be responsible for the costs and construction of those on and offsite improvements required in order to provide such service for the demand generated by the development on the Property.

4.2 Water system design. The site plan shall incorporate a loop of the potable water system. This loop shall contain a connection at Homewood Way from the Villages at Cedar Creek

## **PROFFER AMENDMENT STATEMENT**

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

development and from an existing system near the Fort Bowman Road/Old Valley Pike intersection.

4.3 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$215.00 per single-family attached residential unit on the property. Said contribution shall be used for water plant and water systems purposes and shall be paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

### **SECTION 5. SEWER**

5.1 Public Connections. All development on the Property shall connect to public sewer. The Applicant shall be responsible for the costs and construction of those on and offsite improvements required in order to provide such service for the demand generated by the development on the Property.

5.2 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$385.00 per single-family attached residential unit on the property. Said contribution shall be used for sewer plant and sewer systems purposes and shall be paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

### **SECTION 6. TRANSPORTATION**

6.1 Homewood Way improvements. Any improvements to Homewood Way shall be completed (minus topcoat) prior to the issuance of the first dwelling occupancy.

6.2 Fort Bowman Road improvements. Access to Fort Bowman Road from Homewood Way shall be by locked gate. The gate shall have a Knox Box or similar device approved by the Fire Department to allow emergency personnel to unlock the gate as needed.

6.3 Access. Access to the property shall be by Homewood Way as generally shown on the GDP. The final location and design of the entrance shall be shown on the approved site plan.

6.4 Internal street design. Internal streets shall be publicly owned, publicly maintained, platted as public right of way, and built to public road standards set forth by VDOT regulations.

6.5 Parking. Off-street parking shall be provided to accommodate 2.25 parking spaces per dwelling. Each dwelling lot is provided with 2 spaces. The remaining spaces are provided within a common parking area.

### **SECTION 7. LANDSCAPING, OPEN SPACE & BUFFERS**

7.1 Landscape design. Landscaping shall be provided in accordance with the UDO and reflected on the site plan.

7.2 Landscaping maintenance. Landscaping shall be maintained by the property owner as shown on the approved site plan.

**PROFFER AMENDMENT STATEMENT**

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

7.3 Open space maintenance. Areas designated as open space shall only be developed for the uses of trails, parks, and SWM/BMP facilities. The open space may never be developed for any other use and be owned by a property management company or HOA.

7.4 Buffers.

- A. A 25-foot landscape buffer shall be installed and maintained with the intent to separate the proposed residential development from the commercial district to the east. All buffers shall be in general conformance with the GDP.

SECTION 7. POLICE

7.1 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$130.00 per single-family attached residential unit on the property. Said contribution shall be used for police purposes and shall paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

SECTION 8. PARKS & RECREATION

8.1 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$350.00 per single-family attached residential unit on the property. Said contribution shall be used for parks and recreation purposes and shall paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

SECTION 9. ADMINISTRATION

9.1 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$700.00 per single-family attached residential unit on the property. Said contribution shall be used for administrative systems and structures purposes and shall paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

Owner/Owners Agent Signature: \_\_\_\_\_

Date \_\_\_\_\_

All conditions set forth within this proffer statement were approved by the Strasburg Town Council on \_\_\_\_\_.

Planning and Zoning Administrator \_\_\_\_\_

Date \_\_\_\_\_

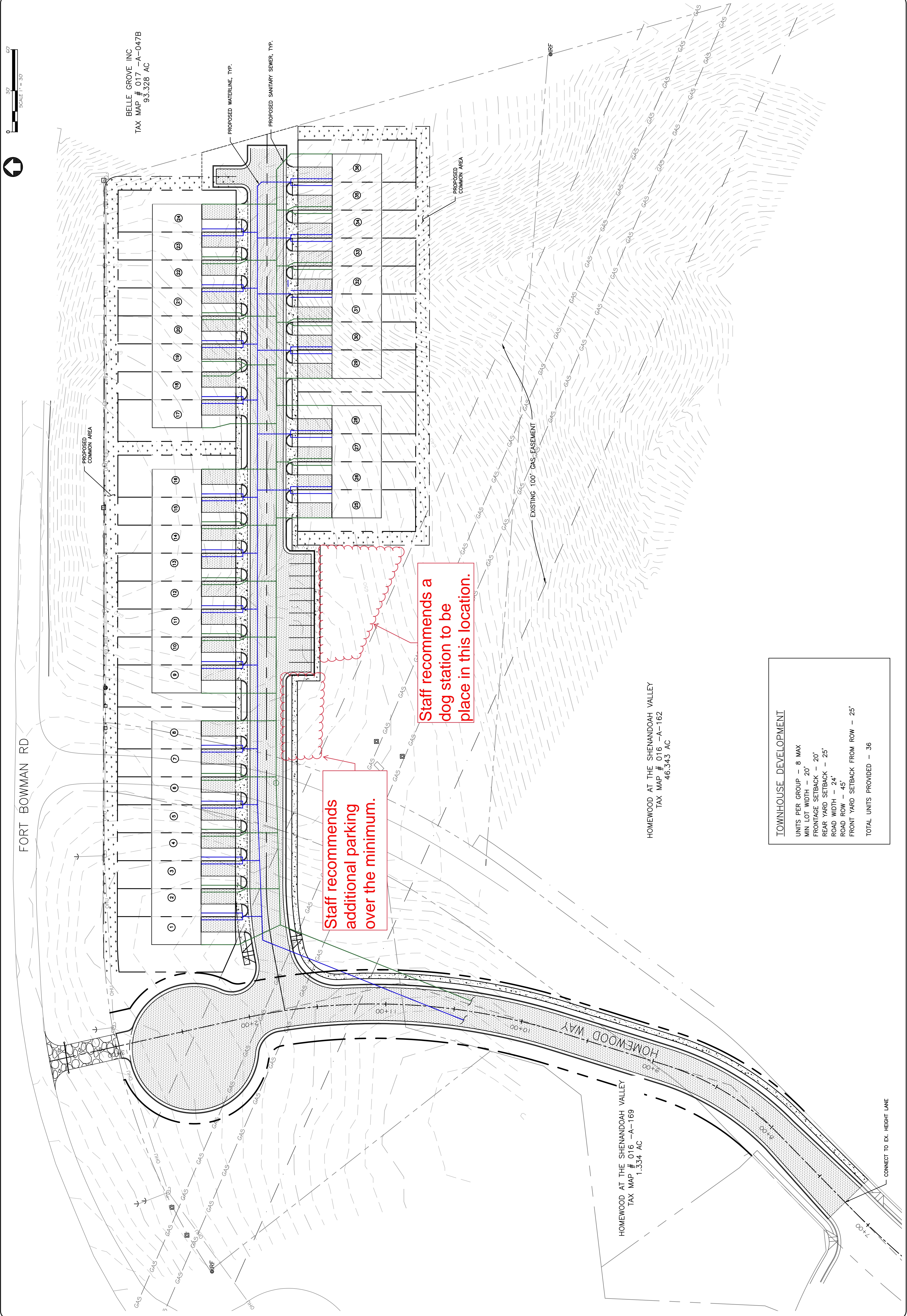


**Rezoning REZ24-0001 - Cedar Creek Townhomes  
STAFF REPORT**

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

**Attachment B – General Design Plan**





312 WEST MAIN ST. P.O. BOX 387  
LURAY, VA 22835  
PH: (540) 743-9227 - FAX: (540) 743-6118

DESIGNED:HV

DRAWN:HV

CHECKED:TSA

PROFESSIONAL ENGINEER  
No. 0000000000  
State of Virginia

PRELIMINARY  
REVIEW SET

VILLAGE AT CEDAR CREEK TOWNHOMES  
LAYOUT PLAN  
LANDMARK ATLANTIC HOLDINGS, LLC  
SHENANDOAH COUNTY  
RACEY PROJECT NUMBER: 9620  
PUBLISH DATE: 9/19/2023

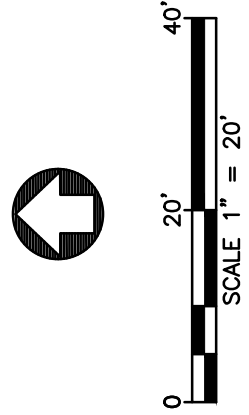
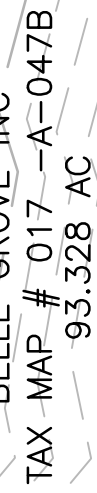
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No.	Submittal / Revision	By	Appr'd	Date
1	30% PLANS	HV	JPT	05/24/23

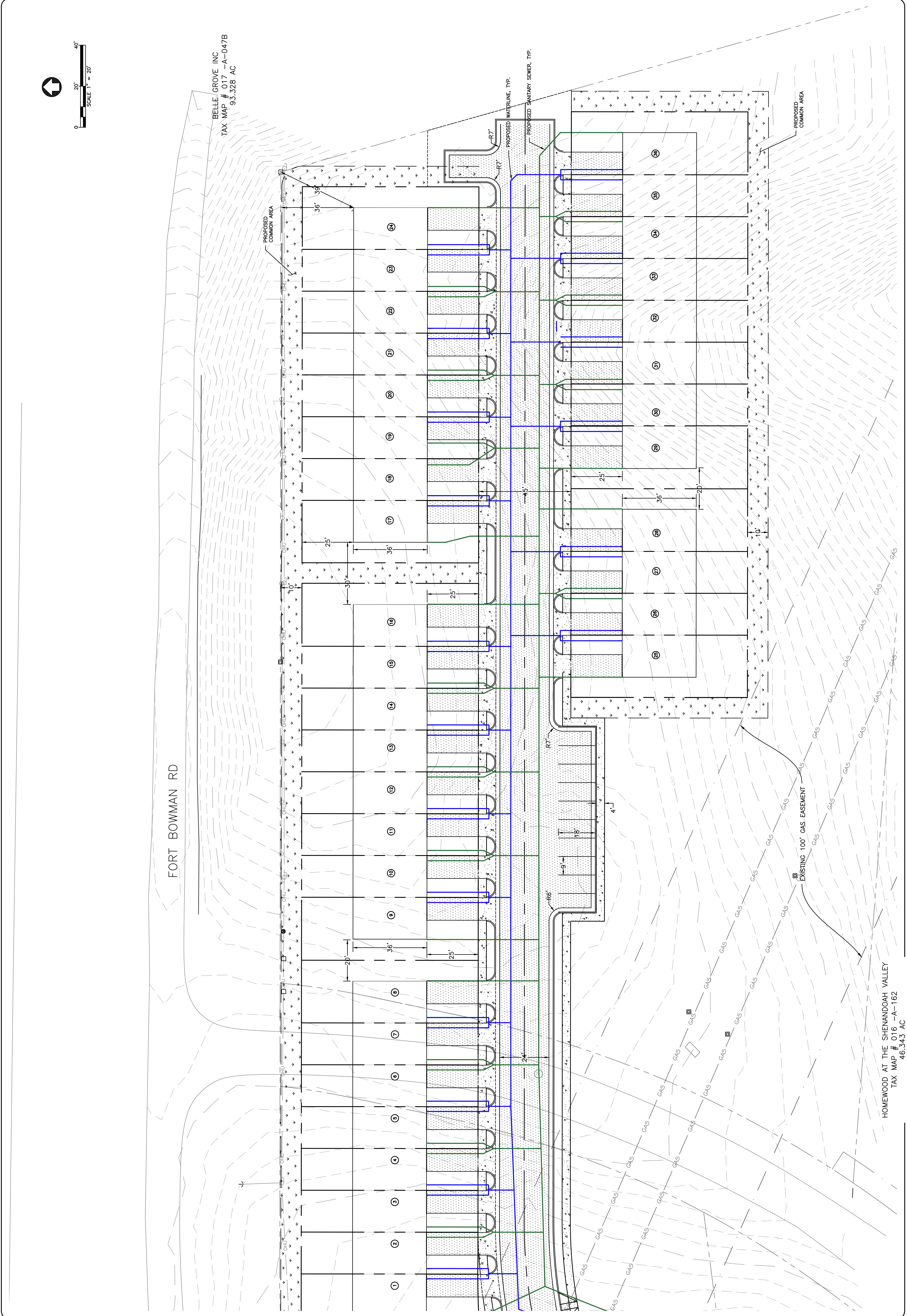
NOT APPROVED FOR CONSTRUCTION



CONSTRUCTION







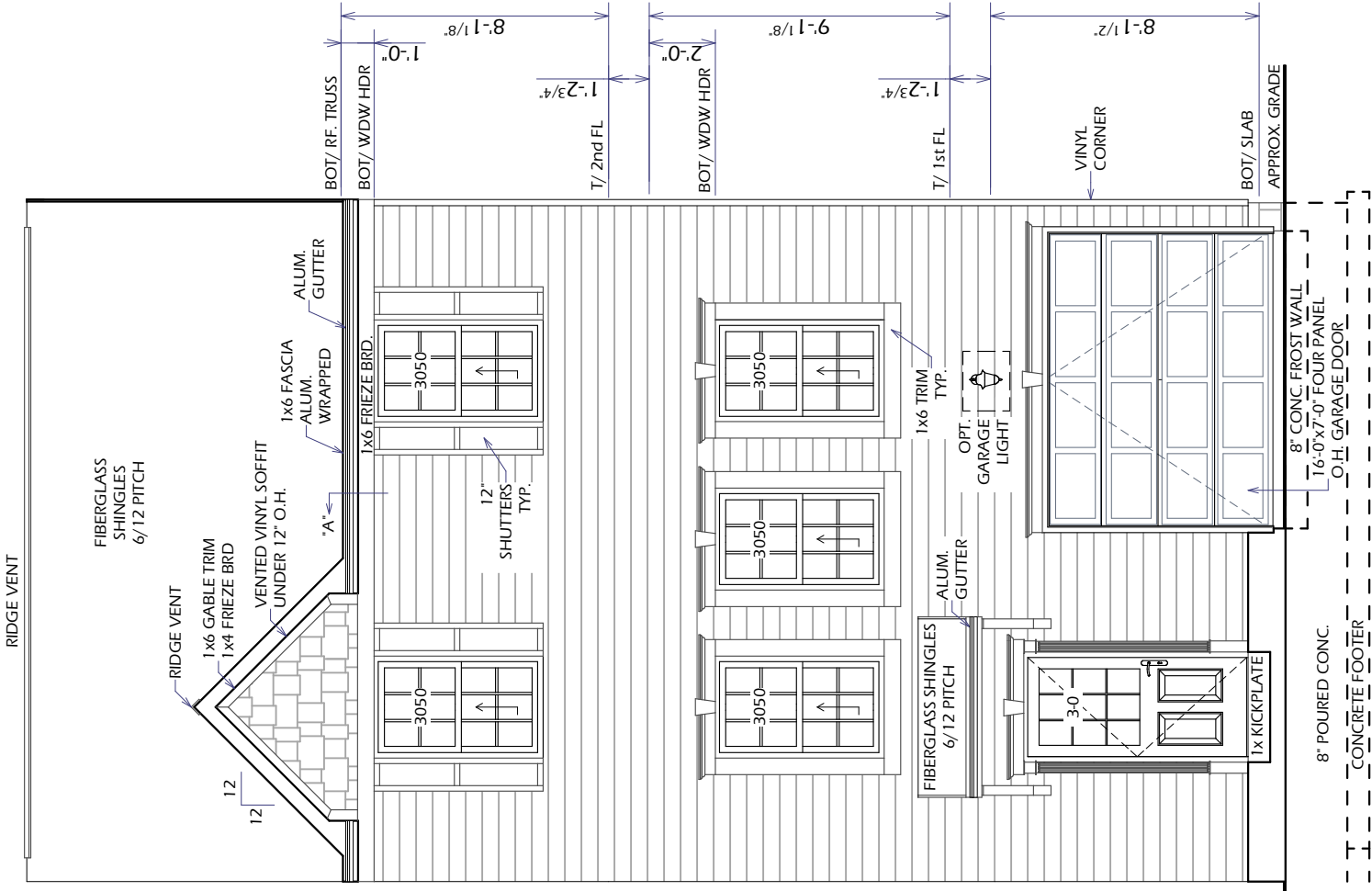
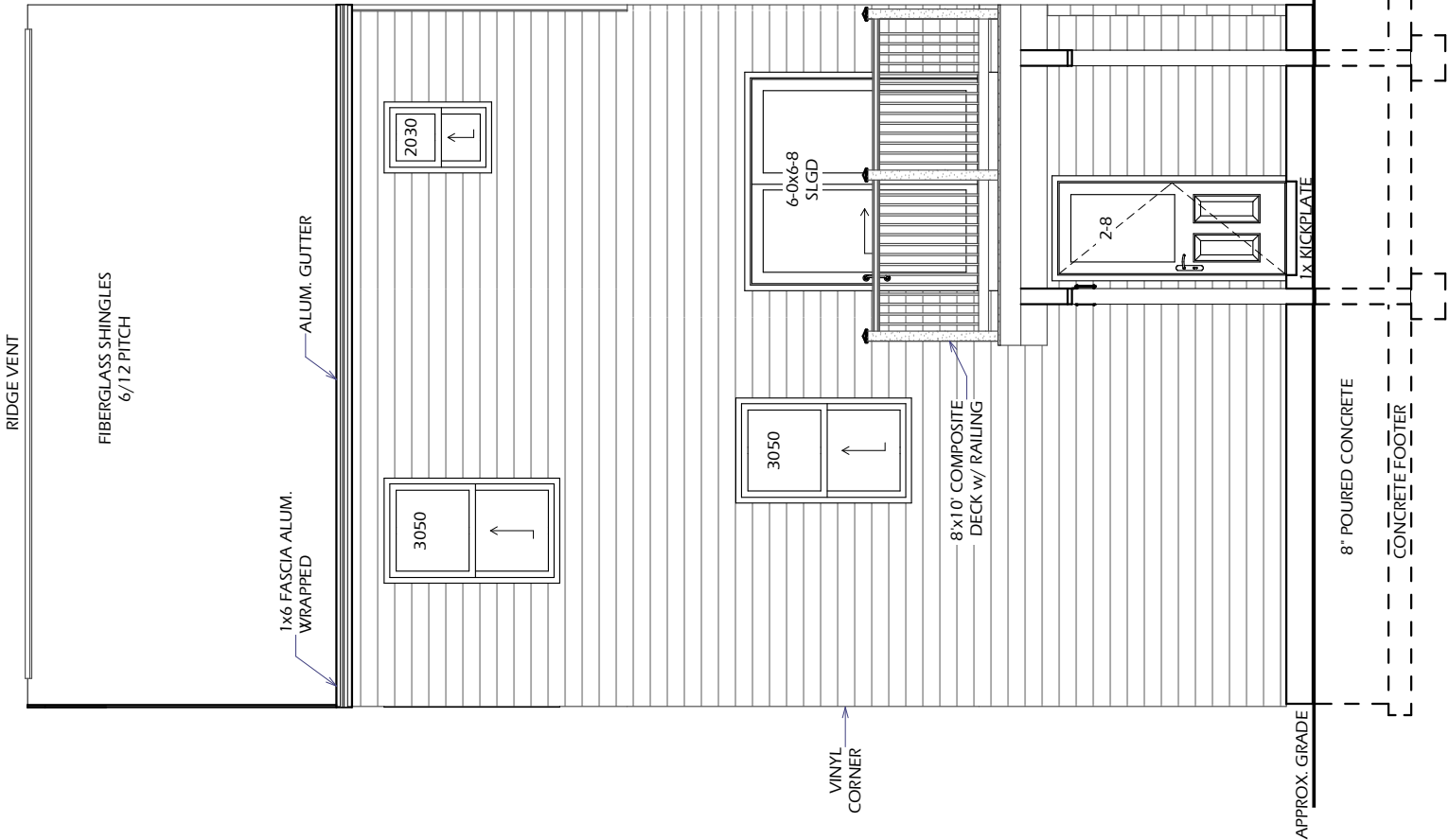




**Rezoning REZ24-0001 - Cedar Creek Townhomes  
STAFF REPORT**

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

**Attachment C – Exterior Elevations**



DRAWN BY: SADIE PARADISE

SOURCE DWG: J:\Townhomes\St. Paul\St. Paul.pln

REVISIONS:

DATE: 3/16/2022

SCALE: 3/16" = 1'-0"

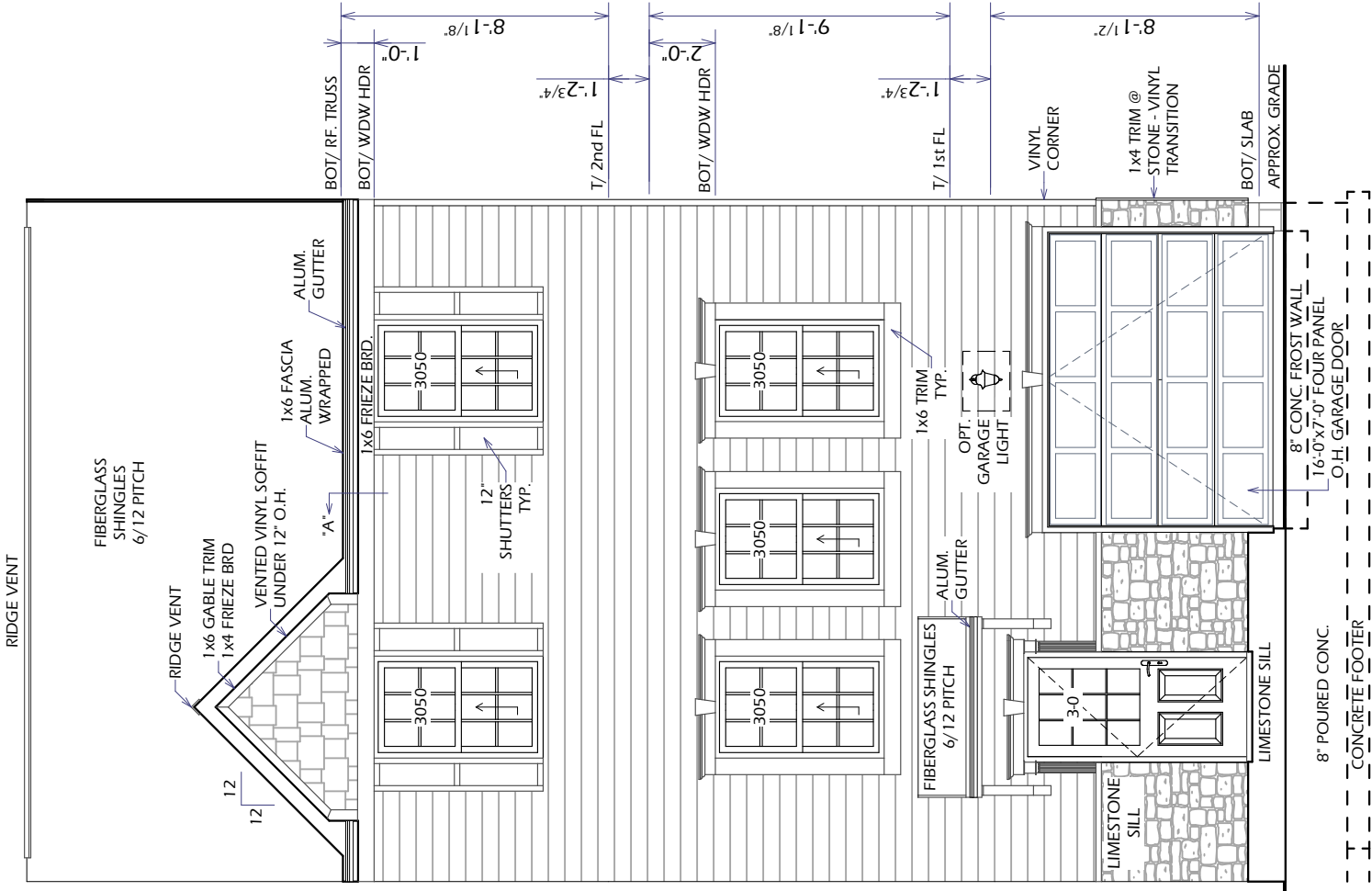
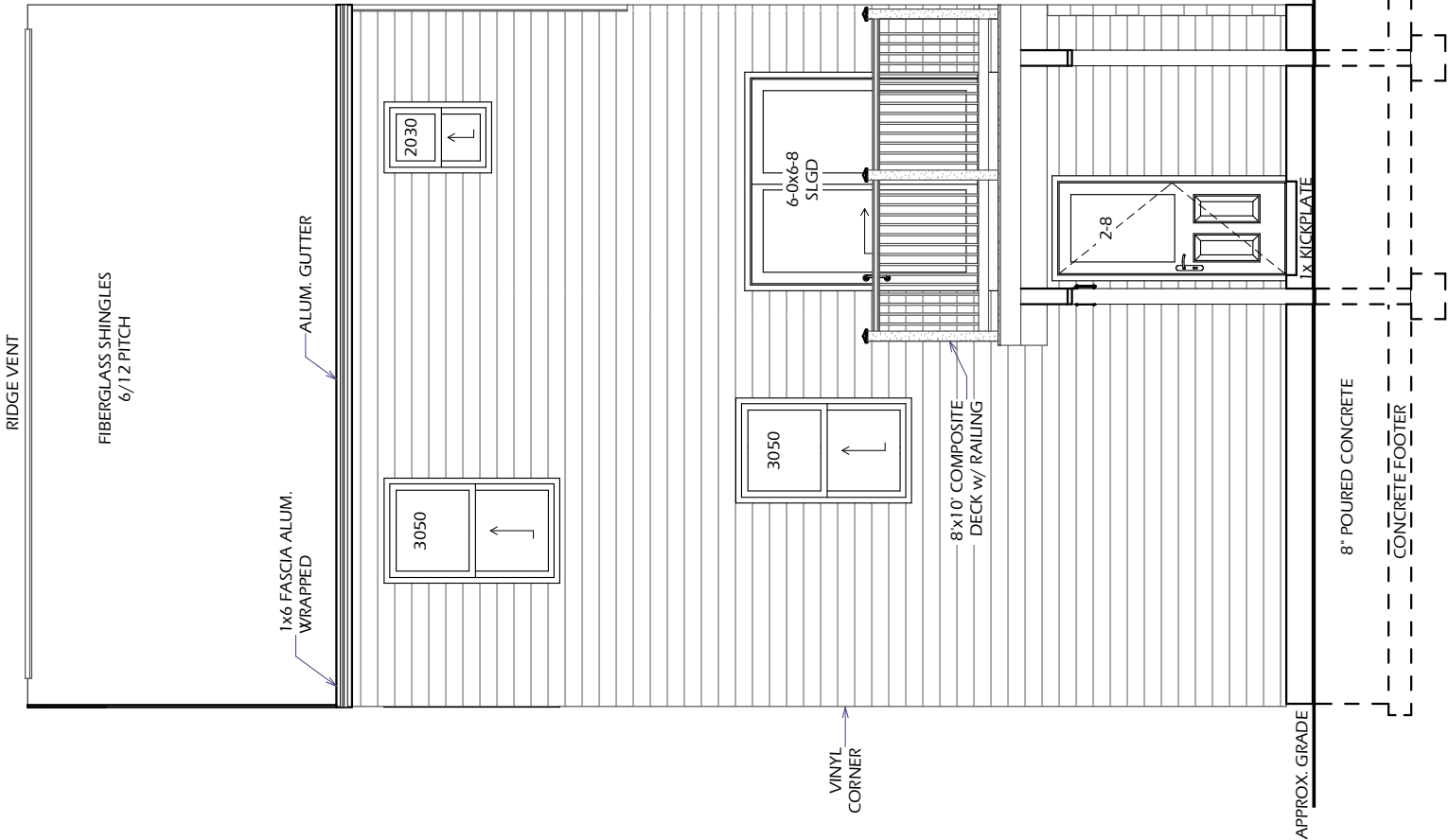
TITLE:

ST. PAUL  
FRONT ELEVATION  
"A" ELEVATION  
VINYL FRONT FINISH  
1 CAR FRONT ENTRY GARAGE

DWG:

SHT:

1



DRAWN BY: SADIE PARADISE

SOURCE DWG: J:\Townhomes\St. Paul\St. Paul.pln

REVISIONS:

DATE: 3/16/2022

SCALE: 3/16" = 1'-0"

MARONDA  
Homes

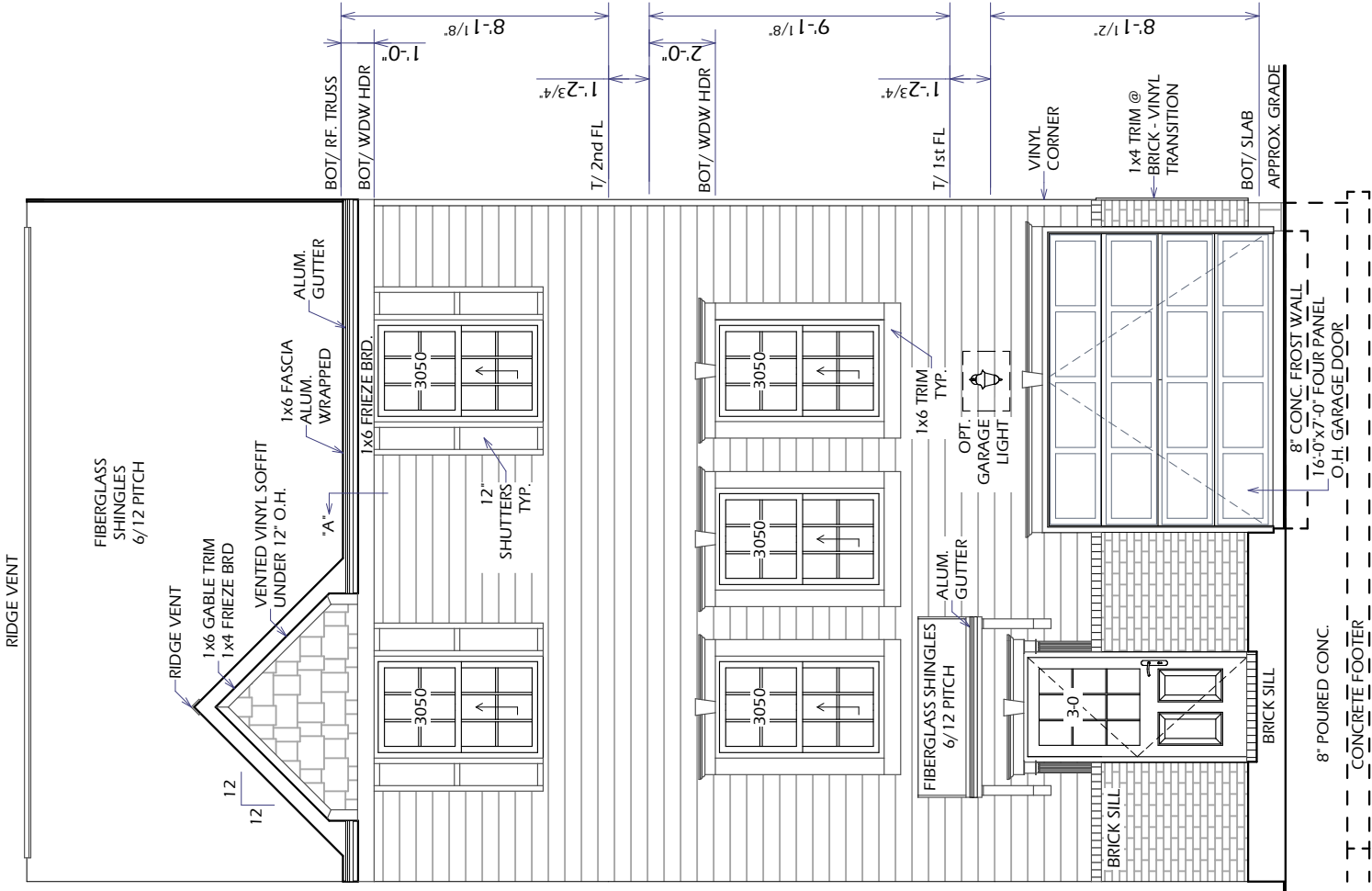
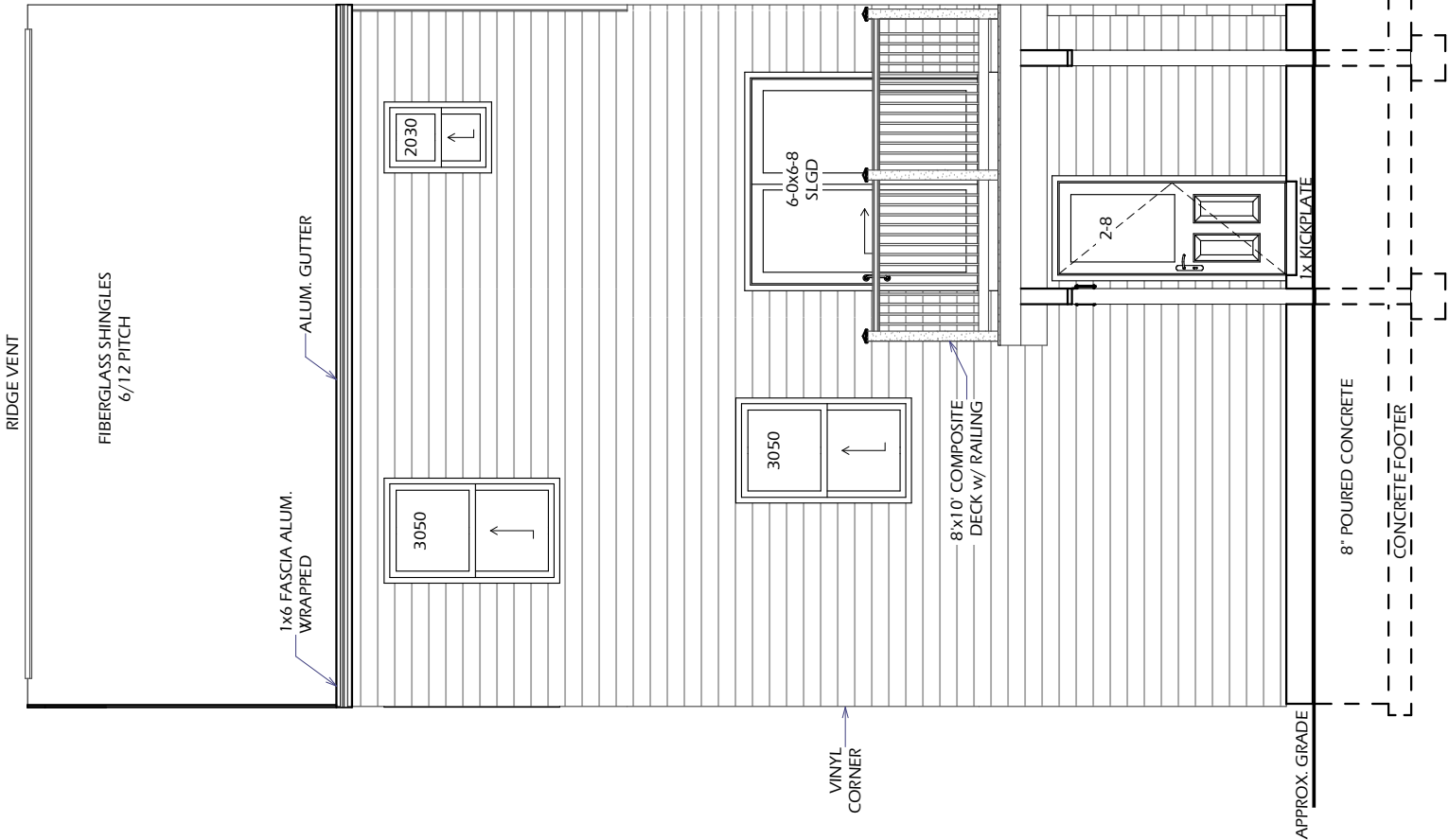
TITLE:

DWG:

ST. PAUL  
FRONT ELEVATION  
"A" ELEVATION  
STONE WATERTABLE FRONT FINISH  
1 CAR FRONT ENTRY GARAGE

SHT:

1



DRAWN BY: SADIE PARADISE

SOURCE DWG: J:\Townhomes\St. Paul\St. Paul.pjn

REVISIONS:

DATE: 3/16/2022

SCALE: 3/16" = 1'-0"

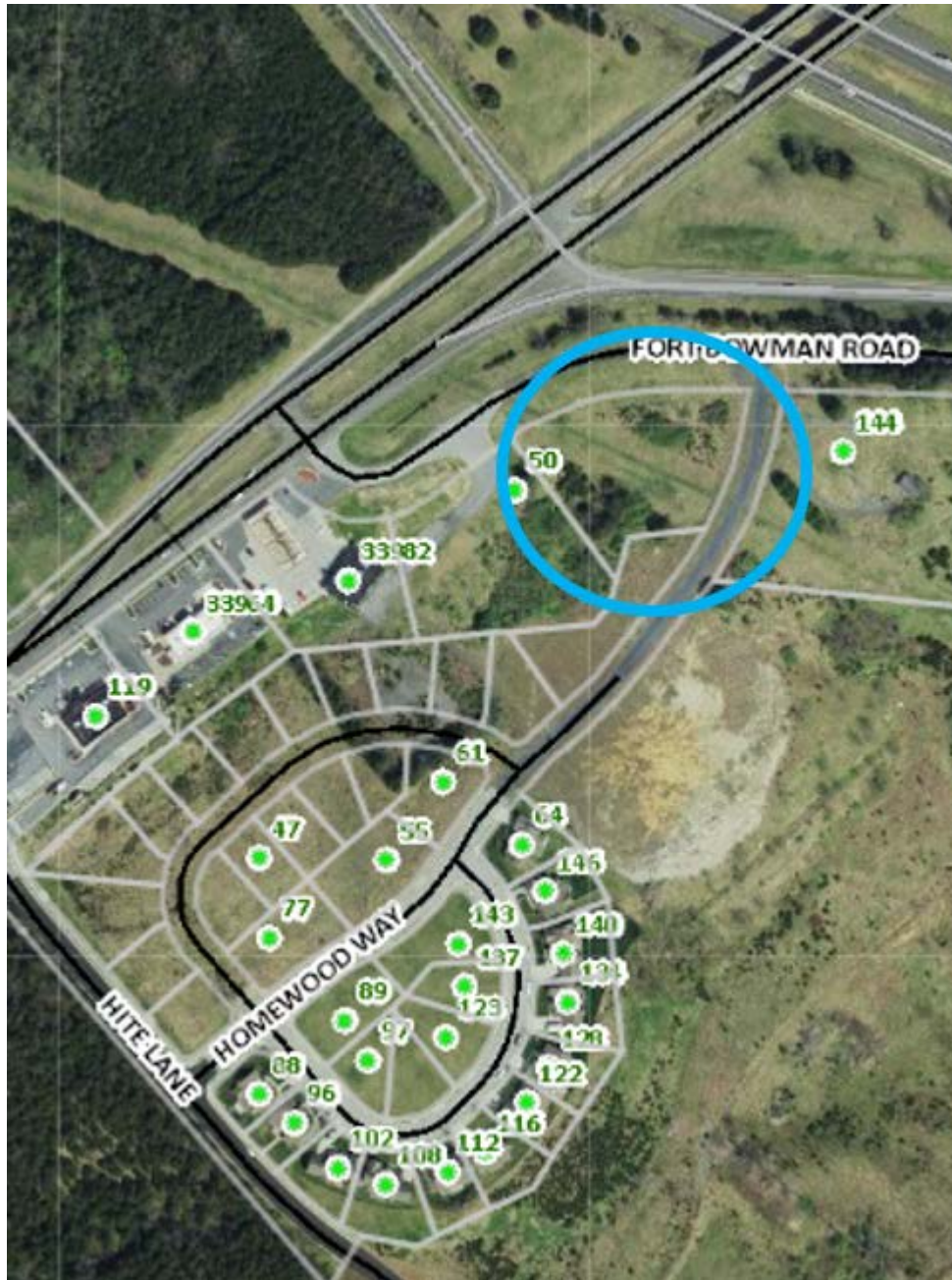
MARONDA  
Homes

ST. PAUL  
FRONT ELEVATION  
"A" ELEVATION  
BRICK WATERABLE FRONT FINISH  
1 CAR FRONT ENTRY GARAGE

SHT: 1

Attachment D – GIS aerial images

Location of additional lot





Attachment D – GIS aerial images – cont.

Gas easement location





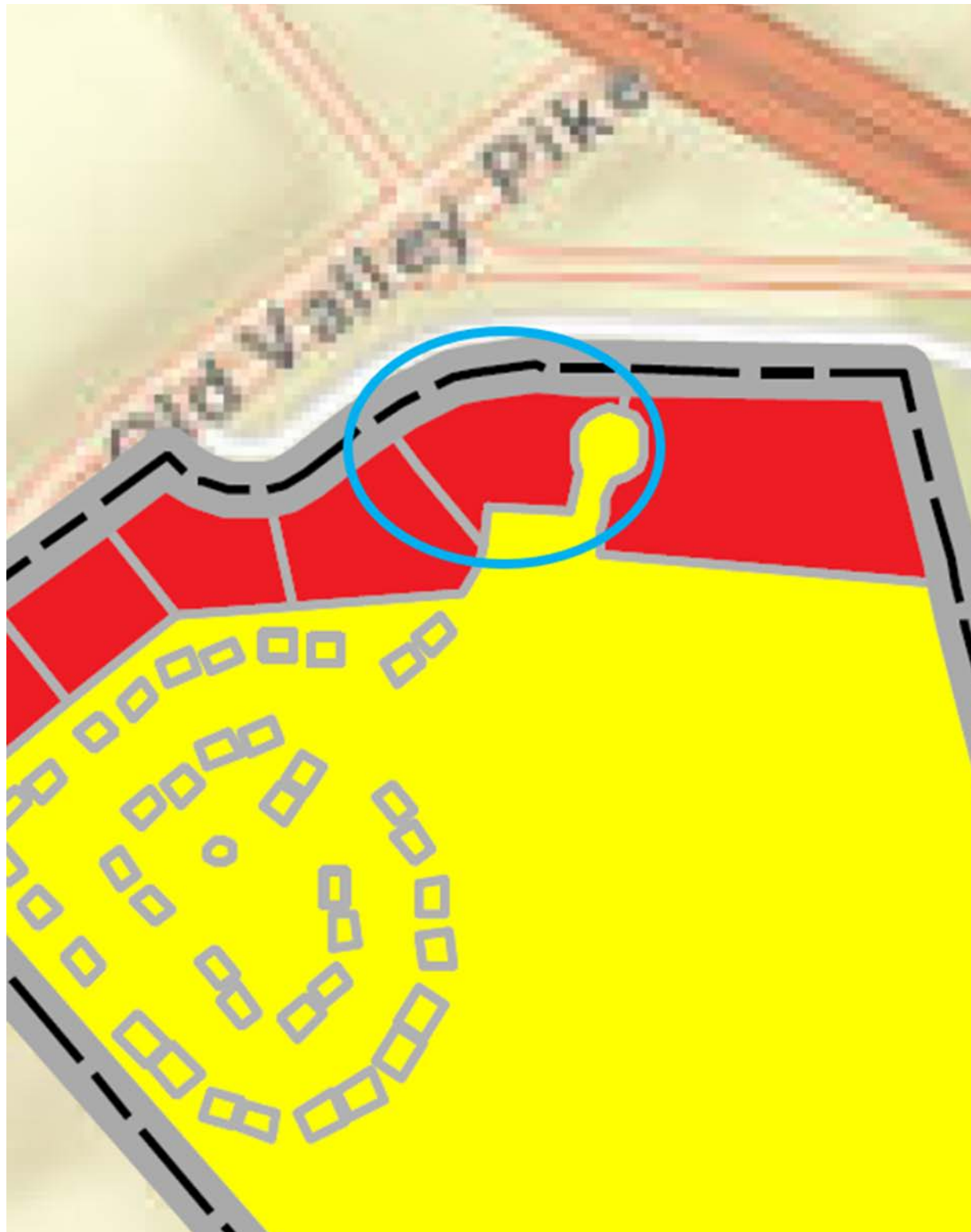
Attachment D – GIS aerial images – cont.

Overall development size





Attachment E – Zoning map



# NEW BUSINESS



# DEPARTMENT REPORTS



# COMMITTEE REPORTS





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Finance Director, Angela Fletcher  
Date: 10/10/2023  
Re: Monthly Update to Council

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### Finances and Auditing

- Our annual audit reviews have gone very well. The annual audit report and financial report should be available by late fall.

### Due Dates and Anticipated Items

- There are **55** days until Tuesday, December 5th, 2023  
(2nd Half Tax Due Date)
- 2nd Half Tax Billings will be mailed out in November.



### Customer Interaction and Information

- Preparation of annual filing for unclaimed property (due 10/31/23)
- Continued work on the GFOA FY24 Budget Presentation Application
- Designing the FY23 Popular Annual Financial Report (PAFR)

### Career Development/Training

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 10-GENERAL FUND</b>							
10-3300-2001 AUTO RENTAL TAX	\$6,000.00	\$6,000.00	\$0.00	\$1,162.83	\$598.12	(\$4,837.17)	19
10-3310-1000 REAL ESTATE TAXES	\$1,362,000.00	\$1,362,000.00	\$0.00	\$50,470.00	\$26,709.50	(\$1,311,530.00)	4
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$1,667.77	\$162.43	(\$18,332.23)	8
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$39,874.38	\$5,662.85	(\$565,125.62)	7
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$12,752.84	\$1,865.70	(\$22,247.16)	36
10-3310-2300 PERSONAL PROPERTY T	\$138,900.00	\$138,900.00	\$0.00	\$138,897.77	\$0.00	(\$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	\$888.54	\$0.00	(\$17,111.46)	5
10-3310-5000 PENALTIES	\$42,500.00	\$42,500.00	\$0.00	\$25,877.03	\$8,774.60	(\$16,622.97)	61
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$480.42	\$93.52	(\$4,019.58)	11
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$14,468.09	\$0.00	(\$125,531.91)	10
10-3310-6100 COMMUNICATION TAXE	\$65,000.00	\$65,000.00	\$0.00	\$4,624.14	\$0.00	(\$60,375.86)	7
10-3310-6101 CIGARETTE TAXES	\$120,000.00	\$120,000.00	\$0.00	\$21,375.00	\$3,562.50	(\$98,625.00)	18
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$21,532.02	\$3,342.75	(\$143,467.98)	13
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$3,103.37	\$973.98	(\$26,896.63)	10
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	\$9,247.00	\$8,100.00	(\$21,753.00)	30
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$24,937.60	\$19,023.47	(\$140,062.40)	15
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$274,756.79	\$95,165.31	(\$700,243.21)	28
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$60,042.41	\$19,121.66	(\$149,957.59)	29
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	\$156,603.14	\$52,500.50	(\$348,396.86)	31
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	\$2,537.80	\$107.26	(\$19,462.20)	12
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	\$3,772.46	\$436.88	(\$31,227.54)	11
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$570.00	\$0.00	(\$16,430.00)	3
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$5,919.34	\$1,992.09	(\$19,080.66)	24
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	\$6,496.42	\$1,044.93	(\$28,503.58)	19
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$179.25	\$146.02	\$179.25	0
10-3350-7000 INTEREST INCOME	\$30,000.00	\$30,000.00	\$0.00	\$8,065.53	\$0.00	(\$21,934.47)	27
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	\$93,608.42	\$40,444.50	\$258,744.58	27
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$14,455.81	\$3,134.09	\$11,897.19	55
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$154.21	\$0.00	\$1,845.79	8
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$7,759.93	\$3,108.62	\$24,021.07	24
10-4411-9002 VRS - ADMINISTRATION	\$49,218.00	\$49,218.00	\$0.00	\$1,818.96	\$0.00	\$47,399.04	4
10-4411-9003 HEALTH INSURANCE - E	\$31,636.00	\$31,636.00	\$0.00	\$1,783.19	\$0.00	\$29,852.81	6
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$226.10	\$96.90	\$613.90	27
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	\$321.01	\$161.01	\$3,678.99	8
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$6,788.00	\$6,788.00	\$43,212.00	14
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$3,770.10	\$760.48	\$21,229.90	15
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$2,125.00	\$800.00	\$12,875.00	14
10-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$819.40	\$0.00	\$14,180.60	5
10-4412-2200 TELEPHONE	\$2,800.00	\$2,800.00	\$0.00	\$583.43	\$191.42	\$2,216.57	21
10-4412-2300 ELECTRICITY	\$4,500.00	\$4,500.00	\$0.00	\$1,060.01	\$549.17	\$3,439.99	24
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$30.16	\$22.50	\$969.84	3

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	\$0.00	\$454.22	9
10-4412-2800 MATERIALS & SUPPLIES	\$21,000.00	\$21,000.00	\$0.00	\$2,156.35	\$523.16	\$18,843.65	10
10-4412-2855 COMPUTERS & SOFTWA	\$3,000.00	\$3,000.00	\$0.00	\$101.07	\$37.48	\$2,898.93	3
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	\$1,660.52	\$1,025.70	\$3,839.48	30
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	\$739.25	\$239.28	\$3,110.75	19
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$553.82	\$248.95	\$5,846.18	9
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	\$1,026.05	\$1,026.05	\$2,473.95	29
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	\$1,421.16	\$1,136.85	\$8,578.84	14
10-4412-7701 COUNTY TOURISM SUPP	\$32,000.00	\$32,000.00	\$0.00	\$3,242.13	\$0.00	\$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	\$3,305.32	\$1,716.92	\$31,694.68	9
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	\$0.00	\$14,050.00	30
10-4413-0400 CAPITAL PROJECTS	\$3,370,000.00	\$3,440,000.00	\$73,551.73	\$109,229.62	\$109,017.12	\$3,257,218.65	3
10-4413-0401 CAPITAL PROJECTS - B	\$1,000,000.00	\$1,000,000.00	\$0.00	\$17,510.00	\$0.00	\$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	\$20,347.40	\$12,919.86	\$136,064.60	13
10-4421-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$4,911.98	\$1,037.21	(\$4,911.98)	0
10-4421-9001 FICA	\$11,965.00	\$11,965.00	\$0.00	\$1,713.10	\$970.12	\$10,251.90	14
10-4421-9002 VRS - COMMUNITY INIT	\$22,414.00	\$22,414.00	\$0.00	\$370.70	\$0.00	\$22,043.30	2
10-4421-9003 HEALTH INSURANCE	\$20,080.00	\$20,080.00	\$0.00	\$471.35	\$0.00	\$19,608.65	2
10-4421-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$129.20	\$64.60	\$710.80	15
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$1,187.20	\$454.54	\$812.80	59
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$23.99	\$7.95	\$4,976.01	0
10-4422-2800 MATERIALS & SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$696.00	\$593.41	\$804.00	46
10-4422-2855 COMPUTERS & SOFTWA	\$11,000.00	\$11,000.00	\$375.21	\$0.00	\$0.00	\$10,624.79	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	\$213.92	\$70.38	\$486.08	31
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	\$99,599.61	\$0.00	\$8,810.51	\$1,137.50	\$90,789.10	9
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$136,718.35	\$62,713.85	\$438,818.65	24
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	\$16,998.62	\$4,346.47	\$74,129.38	19
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$4,947.89	\$2,450.10	\$20,952.11	19
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$11,263.65	\$4,938.62	\$48,768.35	19
10-4431-9002 VRS - PUBLIC WORKS -	\$96,603.00	\$96,603.00	\$0.00	\$4,504.64	\$0.00	\$92,098.36	5
10-4431-9003 HEALTH INSURANCE - E	\$68,000.00	\$68,000.00	\$0.00	\$5,622.78	\$0.00	\$62,377.22	8
10-4431-9005 EMP STIPEND	\$2,200.00	\$2,200.00	\$0.00	\$678.30	\$290.70	\$1,521.70	31
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	\$4,804.28	\$117.95	\$6,855.72	41
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$1,242.56	\$218.75	\$5,262.44	19
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$582.55	\$328.50	\$5,417.45	10
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$0.00	\$15,005.09	\$7,447.49	\$34,994.91	30
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	\$3,469.46	\$2,745.44	\$8,047.54	30
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	\$906.02	\$223.81	\$6,988.98	11
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	\$29.90	\$29.90	\$1,770.10	2

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	\$1,241.90	\$406.78	\$3,758.10	25
10-4432-3300 BUILDING MAINTENANC	\$6,430.00	\$6,430.00	\$0.00	\$2,123.30	\$0.00	\$4,306.70	33
10-4432-3400 REPAIRS EQUIPMENT	\$22,033.00	\$24,244.12	\$0.00	\$3,192.28	\$712.49	\$21,051.84	13
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$0.00	\$1,382.99	\$24.50	\$48,617.01	3
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$0.00	\$22,205.86	\$246.48	\$692,012.14	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	\$129.78	\$63.96	\$870.22	13
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$568.12	\$274.67	\$6,321.88	8
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	\$905.98	\$220.53	\$26,094.02	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	\$256,613.38	\$0.00	\$0.00	\$0.00	\$256,613.38	0
10-4441-7000 SALARIES & WAGES - R	\$1,243,104.00	\$1,243,104.00	\$0.00	\$332,607.41	\$143,847.29	\$910,496.59	27
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$19,508.05	\$8,983.73	\$74,372.95	21
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$46,192.87	\$9,116.27	\$47,007.13	50
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$28,368.16	\$11,388.26	\$81,041.84	26
10-4441-9002 VRS - PUBLIC SAFETY	\$176,916.00	\$176,916.00	\$0.00	\$13,014.93	\$0.00	\$163,901.07	7
10-4441-9003 HEALTH INSURANCE -	\$178,000.00	\$178,000.00	\$0.00	\$16,293.25	\$0.00	\$161,706.75	9
10-4441-9005 EMPLOYEE STIPEND	\$1,200.00	\$1,200.00	\$0.00	\$226.10	\$96.90	\$973.90	19
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	\$12,474.35	\$3,865.58	\$88,779.65	12
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$1,337.54	\$840.04	\$9,662.46	12
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$579.89	\$319.73	\$3,420.11	14
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$75.00	\$37.50	\$3,925.00	2
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$11,694.70	\$5,803.07	\$20,305.30	37
10-4442-2700 TIRES	\$3,000.00	\$3,000.00	\$0.00	\$1,364.70	\$1,364.70	\$1,635.30	45
10-4442-2800 MATERIALS & SUPPLIES	\$9,000.00	\$9,000.00	\$0.00	\$3,149.13	\$839.72	\$5,850.87	35
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$0.00	\$1,661.08	\$1,261.84	\$13,338.92	11
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	(\$81.84)	\$0.00	\$4,581.84	-2
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$1,008.74	\$677.99	\$491.26	67
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$1,402.61	\$527.70	\$4,597.39	23
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$3,863.42	\$1,266.78	\$10,136.58	28
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$8,550.46	\$2,435.89	\$26,449.54	24
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$8,199.00	\$2,265.58	\$11,801.00	41
10-4442-3900 COMMUNITY POLICING	\$9,500.00	\$9,500.00	\$0.00	\$6,280.17	\$2,455.69	\$3,219.83	66
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$8,408.98	\$1,628.52	\$14,091.02	37
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	\$0.00	(\$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	\$0.00	\$55,414.79	24
10-4461-8000 SALARIES & WAGES - P	\$125,854.00	\$125,854.00	\$0.00	\$9,671.86	\$6,155.22	\$116,182.14	8
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$1,897.05	\$470.88	\$13,331.95	12
10-4461-9002 VRS - ER	\$10,491.00	\$10,491.00	\$0.00	\$310.50	\$0.00	\$10,180.50	3
10-4461-9003 HEALTH INSURANCE - E	\$7,638.00	\$7,638.00	\$0.00	\$324.79	\$0.00	\$7,313.21	4
10-4461-9005 EMPLOYEE STIPEND	\$450.00	\$450.00	\$0.00	\$64.60	\$0.00	\$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 (50% G	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	100
10-4462-2400 PURCHASE FOR RESALE	\$14,500.00	\$14,500.00	\$0.00	\$3,202.89	\$972.30	\$11,297.11	22
10-4462-2800 MATERIALS & SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$10.73	\$0.00	\$989.27	1
10-4462-2855 COMPUTERS & SOFTWA	\$2,200.00	\$2,200.00	\$0.00	\$2,640.39	\$43.00	(\$440.39)	120
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	\$247.57	\$87.08	\$252.43	50
10-4462-3201 I/T SUPPORT	\$1,700.00	\$1,700.00	\$0.00	\$215.52	\$70.38	\$1,484.48	13
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	\$53,300.00	\$0.00	\$2,702.25	\$769.51	\$50,597.75	5
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	\$5,742.83	\$2,093.00	\$20,257.17	22
10-4463-0101 CAPITAL OUTLAY - OTH	\$0.00	\$15,000.00	\$0.00	\$308.75	\$308.75	\$14,691.25	2
10-5310-1000 POOL ADMISSION RECEI	\$35,000.00	\$35,000.00	\$0.00	\$15,022.46	\$1,172.00	(\$19,977.54)	43
10-5310-1500 SWIM LESSONS	\$3,000.00	\$3,000.00	\$0.00	\$2,639.00	\$0.00	(\$361.00)	88
10-5310-2000 CONCESSION RECEIPTS	\$20,000.00	\$20,000.00	\$0.00	\$8,896.44	\$656.16	(\$11,103.56)	44
10-5310-3000 RECREATIONAL RENTAL	\$18,000.00	\$18,000.00	\$0.00	\$1,331.39	\$325.00	(\$16,668.61)	7
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	\$218.48	\$218.48	(\$781.52)	22
10-5411-7000 SALARIES & WAGES - P	\$94,000.00	\$94,000.00	\$0.00	\$57,632.58	\$9,747.63	\$36,367.42	61
10-5411-9001 FICA - PARKS & RECRE	\$7,191.00	\$7,191.00	\$0.00	\$4,408.96	\$745.70	\$2,782.04	61
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	\$2,627.04	\$447.45	\$6,372.96	29
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$720.00	\$720.00	\$5,280.00	12
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$3,260.27	\$1,036.19	\$6,239.73	34
10-5412-2400 PURCHASE FOR RESALE	\$15,000.00	\$15,000.00	\$0.00	\$9,606.36	\$5,005.51	\$5,393.64	64
10-5412-2800 MATERIALS & SUPPLIES	\$4,500.00	\$4,500.00	\$0.00	\$1,725.12	\$540.36	\$2,774.88	38
10-5412-2860 PARK MAINTENANCE	\$7,000.00	\$7,000.00	\$0.00	\$4,740.70	\$0.00	\$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	\$431.89	\$79.90	\$318.11	58
10-5412-3300 BUILDING MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$915.37	\$620.23	\$4,084.63	18
10-5412-3400 REPAIRS EQUIPMENT	\$5,000.00	\$5,000.00	\$0.00	\$2,200.00	\$0.00	\$2,800.00	44
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$6,000.00	\$10,948.24	\$400.00	\$26,151.76	25
10-5412-7000 RECREATIONAL PROGRA	\$3,000.00	\$3,000.00	\$0.00	\$626.73	\$0.00	\$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
<b>Reporting Fund: 10-GENERAL FUND</b>							
FundRevTot	\$11,533,958.00	\$11,533,958.00	\$0.00	\$921,485.79	\$251,755.71	(\$10,612,472.21)	8
FundExpTot	\$11,533,958.00	\$11,747,942.11	\$93,414.39	\$1,375,224.23	\$514,420.63	\$10,279,303.49	13
<b>Reporting Fund: 20-WATER FUND</b>							
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	\$579,732.90	\$197,559.16	(\$1,850,267.10)	24
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$21,018.72	\$7,850.76	(\$53,981.28)	28
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$199,273.93	\$47,773.93	\$46,273.93	130
20-3360-3100 WATER TAP FEES	\$35,000.00	\$35,000.00	\$0.00	\$5,028.16	\$5,028.16	(\$29,971.84)	14
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	\$9,868.26	\$4,768.26	(\$10,131.74)	49
20-3360-7000 WATER INTEREST INCOM	\$40,000.00	\$40,000.00	\$0.00	\$13,117.01	\$0.00	(\$26,882.99)	33
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	\$24,141.83	\$10,480.36	\$68,987.17	26
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	\$322.67	\$67.45	\$677.33	32
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$1,747.15	\$753.03	\$5,387.85	24
20-4411-9002 VRS - ADMINISTRATION	\$13,223.00	\$13,223.00	\$0.00	\$1,765.46	\$0.00	\$11,457.54	13
20-4411-9003 HEALTH INSURANCE ER	\$11,461.00	\$11,461.00	\$0.00	\$1,730.74	\$0.00	\$9,730.26	15
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	\$3,647.91	\$734.36	\$20,632.09	15
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$795.30	\$0.00	\$15,704.70	5
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$566.21	\$185.78	\$2,433.79	19
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$1,028.82	\$532.99	\$3,371.18	23
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$29.25	\$21.83	\$770.75	4
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$4,161.19	\$1,916.38	\$16,718.81	20
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$36.38	\$36.38	\$1,963.62	2
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	\$1,270.50	\$831.93	\$1,229.50	51
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$717.55	\$232.24	\$2,782.45	21

Town of Strasburg

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20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$266.81	\$247.51	\$6,133.19	4
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	\$3,206.33	\$1,614.70	\$5,927.67	35
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$245.25	\$123.51	\$453.75	35
20-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$185.35	\$0.00	\$1,123.65	14
20-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$235.68	\$0.00	\$880.32	21
20-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
20-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$106.96	\$35.19	(\$106.96)	0
20-4422-3700 TRAVEL & TRAINING	\$0.00	\$0.00	\$0.00	\$56.62	\$0.00	(\$56.62)	0
20-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$42,260.04	\$15,907.55	\$127,289.96	25
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$2,653.35	\$956.88	\$11,427.65	19
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$2,030.76	\$726.37	\$3,519.24	37
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$3,590.99	\$1,345.70	\$11,223.01	24
20-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$2,252.32	\$0.00	\$23,475.68	9
20-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$2,821.85	\$0.00	\$35,678.15	7
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	\$4,538.85	\$73.35	\$6,766.15	40
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$1,206.07	\$212.32	\$5,113.93	19
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$565.40	\$318.83	\$6,934.60	8
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	\$3,367.40	\$2,664.69	\$7,732.60	30
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	\$842.98	\$217.20	\$6,822.02	11
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	\$1,205.37	\$394.81	\$2,994.63	29
20-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,060.85	\$0.00	\$4,174.15	33
20-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$3,097.93	\$691.35	\$20,433.14	13
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	\$125.96	\$62.07	\$849.04	13
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$570.89	\$286.04	\$6,069.11	9
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	\$10,485.50	\$2,969.21	\$88,073.24	10
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
20-4433-0100 VEHICLES	\$0.00	\$65,877.11	\$0.00	\$0.00	\$0.00	\$65,877.11	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	\$97,126.87	\$41,780.28	\$268,099.13	27
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	\$1,699.32	\$590.95	\$13,300.68	11
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$7,066.13	\$3,034.74	\$22,143.87	24
20-4451-9002 VRS - WATER TREATMEN	\$49,082.00	\$49,082.00	\$0.00	\$3,093.15	\$0.00	\$45,988.85	6
20-4451-9003 HEALTH INSURANCE	\$50,552.00	\$50,552.00	\$0.00	\$3,768.75	\$0.00	\$46,783.25	7
20-4451-9005 EMPLOYEE STIPENED	\$1,660.00	\$1,660.00	\$0.00	\$678.30	\$290.70	\$981.70	41
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	\$33,329.76	\$7,757.71	\$91,670.24	27
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$0.00	\$8,326.96	\$918.20	\$32,658.04	20
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$551.59	\$182.58	\$2,648.41	17
20-4452-2300 ELECTRICITY	\$105,000.00	\$105,000.00	\$0.00	\$18,383.44	\$0.00	\$86,616.56	18
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$0.00	\$1,722.19	\$1,225.58	\$4,177.81	29
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$298.92	\$298.92	\$2,701.08	10

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$868.86	\$15.00	\$3,531.14	20
20-4452-2850 PERMIT FEES & DUES	\$12,725.00	\$12,725.00	\$0.00	\$9,078.00	\$0.00	\$3,647.00	71
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	\$2,865.57	\$134.70	\$7,634.43	27
20-4452-3000 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$103.34	\$103.34	\$2,896.66	3
20-4452-3100 TESTING	\$10,915.00	\$10,915.00	\$0.00	\$2,035.78	\$0.00	\$8,879.22	19
20-4452-3201 I/T SUPPORT	\$8,500.00	\$8,500.00	\$0.00	\$1,286.73	\$422.26	\$7,213.27	15
20-4452-3300 BUILDING MAINTENANC	\$10,100.00	\$10,100.00	\$0.00	\$4,544.69	\$3,823.46	\$5,555.31	45
20-4452-3400 REPAIRS EQUIPMENT	\$50,000.00	\$50,000.00	\$0.00	\$8,014.94	\$6,609.91	\$41,985.06	16
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$75.00	\$0.00	\$13,125.00	1
20-4452-4000 UNIFORMS	\$5,400.00	\$5,400.00	\$0.00	\$1,168.98	\$558.04	\$4,231.02	22
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	\$0.00	\$6,315.74	93
20-4452-5000 WTP LOAN-RURAL DEV	\$481,120.00	\$481,120.00	\$0.00	\$40,093.00	\$0.00	\$441,027.00	8
20-4453-0990 CIP PROJECTS	\$117,500.00	\$117,500.00	\$0.00	\$17,784.22	\$5,292.65	\$99,715.78	15
20-4461-9002 VRS	\$0.00	\$0.00	\$0.00	\$155.25	\$0.00	(\$155.25)	0
20-4461-9003 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$162.40	\$0.00	(\$162.40)	0
20-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$107.75	\$35.19	(\$107.75)	0
Reporting Fund: 20-WATER FUND							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$828,038.98	\$262,980.27	(\$2,763,961.02)	23
FundExpTot	\$3,592,000.00	\$3,660,023.18	\$1,441.26	\$481,839.57	\$117,714.22	\$3,176,742.35	13
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$678,206.31	\$229,316.04	(\$1,794,428.69)	27
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$6,850.00	\$2,150.00	(\$43,150.00)	14
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$197,853.13	\$46,353.13	\$44,853.13	129
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	\$1,221.89	\$1,199.97	(\$1,278.11)	49
30-3370-7000 SEWER INTEREST INCO	\$40,000.00	\$40,000.00	\$0.00	\$12,901.75	\$0.00	(\$27,098.25)	32
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	\$24,067.37	\$10,414.38	\$69,061.63	26
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	\$310.63	\$67.45	\$689.37	31
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$1,864.91	\$801.85	\$5,270.09	26
30-4411-9002 VRS - ADMINISTRATION	\$13,366.00	\$13,366.00	\$0.00	\$1,765.46	\$0.00	\$11,600.54	13
30-4411-9003 HEALTH INSURANCE	\$11,461.00	\$11,461.00	\$0.00	\$1,730.74	\$0.00	\$9,730.26	15
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	\$3,815.46	\$734.36	\$20,464.54	16
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$795.30	\$0.00	\$15,704.70	5
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$398.66	\$185.78	\$2,601.34	13
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$1,028.82	\$532.99	\$3,371.18	23
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$29.25	\$21.83	\$770.75	4
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$4,161.16	\$1,916.38	\$16,718.84	20
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$36.38	\$36.38	\$1,963.62	2
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	\$1,270.48	\$831.93	\$1,229.52	51
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$717.55	\$232.24	\$2,782.45	21
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$0.00	\$266.81	\$247.51	\$6,143.19	4
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	\$3,206.33	\$1,614.70	\$5,927.67	35
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$245.25	\$123.51	\$453.75	35
30-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$185.35	\$0.00	\$1,123.65	14
30-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$235.68	\$0.00	\$880.32	21
30-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
30-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$106.96	\$35.19	(\$106.96)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$42,260.04	\$15,907.55	\$127,289.96	25

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$2,653.35	\$956.88	\$11,427.65	19
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$1,628.71	\$659.81	\$3,921.29	29
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$3,560.21	\$1,340.61	\$11,253.79	24
30-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$2,252.32	\$0.00	\$23,475.68	9
30-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$2,821.85	\$0.00	\$35,678.15	7
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	\$0.00	\$11,167.91	44
30-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$4,538.85	\$73.35	\$6,766.15	40
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$1,206.07	\$212.32	\$5,113.93	19
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$565.40	\$318.83	\$6,974.60	7
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	\$3,367.40	\$2,664.69	\$7,802.60	30
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	\$838.69	\$217.20	\$6,831.31	11
30-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$0.00	\$0.00	\$455.00	0
30-4432-2855 COMPUTERS & SOFTWARE	\$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	\$1,205.37	\$394.81	\$2,994.63	29
30-4432-3300 BUILDING MAINTENANCE	\$6,235.00	\$6,235.00	\$0.00	\$2,060.85	\$0.00	\$4,174.15	33
30-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$3,097.92	\$691.34	\$20,433.15	13
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	\$125.96	\$62.07	\$854.04	13
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$590.88	\$306.03	\$6,049.12	9
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 REPAIR	\$100,000.00	\$100,000.00	\$153.32	\$3,971.31	\$2,577.75	\$95,875.37	4
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 SERIES	\$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
30-4433-0100 VEHICLES	\$0.00	\$65,877.11	\$0.00	\$0.00	\$0.00	\$65,877.11	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	\$96,447.87	\$40,660.97	\$289,717.13	25
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	\$1,734.58	\$1,264.94	\$9,965.42	15
30-4451-9001 FICA - SEWER TREATMENT	\$29,658.00	\$29,658.00	\$0.00	\$6,827.34	\$2,914.37	\$22,830.66	23
30-4451-9002 VRS - SEWER TREATMENT	\$55,553.00	\$55,553.00	\$0.00	\$3,789.06	\$0.00	\$51,763.94	7
30-4451-9003 HEALTH INSURANCE	\$56,578.00	\$56,578.00	\$0.00	\$4,685.50	\$0.00	\$51,892.50	8
30-4451-9005 EMPLOYEE STIPEND	\$500.00	\$500.00	\$0.00	\$452.20	\$193.80	\$47.80	90
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	\$0.00	\$49,284.97	\$13,479.62	\$120,815.03	29
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$18,238.71	\$11,575.93	\$13,261.29	58
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$898.28	\$426.67	\$6,901.72	12
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$29,454.55	\$93.04	\$145,545.45	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	\$309.49	\$56.82	\$6,890.51	4
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$2,710.26	\$1,580.22	\$7,789.74	26
30-4452-2850 PERMIT FEE & DUES	\$10,200.00	\$10,200.00	\$0.00	\$10,225.00	\$10,225.00	(\$25.00)	100
30-4452-2855 COMPUTERS & SOFTWARE	\$2,250.00	\$2,250.00	\$0.00	\$239.88	\$239.88	\$2,010.12	11
30-4452-2900 LAB OPERATING	\$43,100.00	\$43,100.00	\$0.00	\$6,368.86	\$4,541.05	\$36,731.14	15
30-4452-3000 MISCELLANEOUS	\$2,250.00	\$2,250.00	\$0.00	\$29.90	\$29.90	\$2,220.10	1
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	\$1,497.45	\$492.64	\$4,002.55	27
30-4452-3300 BUILDINGS MAINTENANCE	\$10,000.00	\$10,000.00	\$0.00	\$216.39	\$216.39	\$9,783.61	2
30-4452-3400 REPAIRS EQUIPMENT	\$105,100.00	\$105,100.00	\$0.00	\$1,805.05	\$1,579.83	\$103,294.95	2
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$0.00	\$9,646.85	\$9,646.85	\$7,353.15	57
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$571.78	\$221.78	\$4,168.22	12
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$179.01	\$0.00	\$5,800.99	3
30-4452-4800 EQUIPMENT	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
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	\$12,297.08	\$347.48	\$89,902.92	12
30-4452-5600 POLUTION CREDITS	\$15,000.00	\$15,000.00	\$0.00	\$625.00	\$0.00	\$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
30-4461-9002 VRS ER EXPENSE	\$0.00	\$0.00	\$0.00	\$155.25	\$0.00	(\$155.25)	0
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$0.00	\$0.00	\$162.40	\$0.00	(\$162.40)	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$107.75	\$35.19	(\$107.75)	0
<b>Reporting Fund: 30-SEWER FUND</b>							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$897,033.08	\$279,019.14	(\$3,285,590.92)	21
FundExpTot	\$4,182,624.00	\$4,250,647.18	\$153.32	\$393,521.23	\$144,002.09	\$3,856,972.63	9
<b>Reporting Fund: 40-TRASH FUND</b>							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$128,954.40	\$43,127.00	(\$372,945.60)	26
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$18,332.36	\$9,180.87	\$85,667.64	18
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$84,002.86	\$45,947.07	\$313,897.14	21
<b>Reporting Fund: 40-TRASH FUND</b>							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$128,954.40	\$43,127.00	(\$372,945.60)	26
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$102,335.22	\$55,127.94	\$399,564.78	20
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$16,829.53	\$16,532.33	(\$16,829.53)	0
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
FundRevTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$16,829.53	\$16,532.33	(\$16,829.53)	0
<b>Grand Totals:</b>							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$2,775,512.25	\$836,882.12	(\$17,034,969.75)	14
TotalExp	\$19,810,482.00	\$20,160,512.47	\$95,008.97	\$2,369,749.78	\$847,797.21	\$17,695,753.72	12



## Memorandum

To: Mayor Boies & Members of Town Council  
From: Wayne Sager, Chief of Police  
Date: 10-06-2023  
Re: Monthly Update to Council

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The Strasburg Police Department answered **1662** calls for service in the month of **September** 2023.

### Adult Criminal Charges (17)

- 1 Murder in the First Degree (F)
- 1 Concealing a Dead Body (F)
- 4 Domestic Assault (4 M, 3 separate defendants)
- 1 Carnal Knowledge of a Child 13 to 15 years of age (F)
- 5 Possession of a Controlled Drug (F, separate defendants)
- 1 Possession of Firearm w/Drugs (F)
- 1 Fugitive from Justice (M)
- 1 Obstruction of Justice (M)
- 2 Drunk in Public (M, separate defendants)

### Juvenile Criminal Charges (0)

### Traffic Violations (97)

- 2 Reckless Driving
- 8 Speeding
- 2 Driving Suspended
- 10 Fail to Obey Highway Sign
- 1 Fail to Obey Traffic Signal
- 25 Expired State Inspection
- 11 Expired State Registration
- 2 Vehicle Registration Violations
- 3 No Driver's License
- 4 No Operator's License in Possession
- 7 Failure to Wear Seatbelt
- 1 No Child Seat
- 3 No Insurance
- 1 Counterfeit Inspection Sticker
- 2 Improper Exhaust



- 7 Improper Display of License Plate
- 2 Operate Vehicle without Displaying License Plate
- 1 Drive with Handheld Device
- 1 Possession of Altered Tags
- 1 Drive without Lights
- 1 Improper U Turn
- 1 Violate Restricted License
- 1 Operate Motor Vehicle with Unapproved Equipment

Ordinance Violations in September (4)

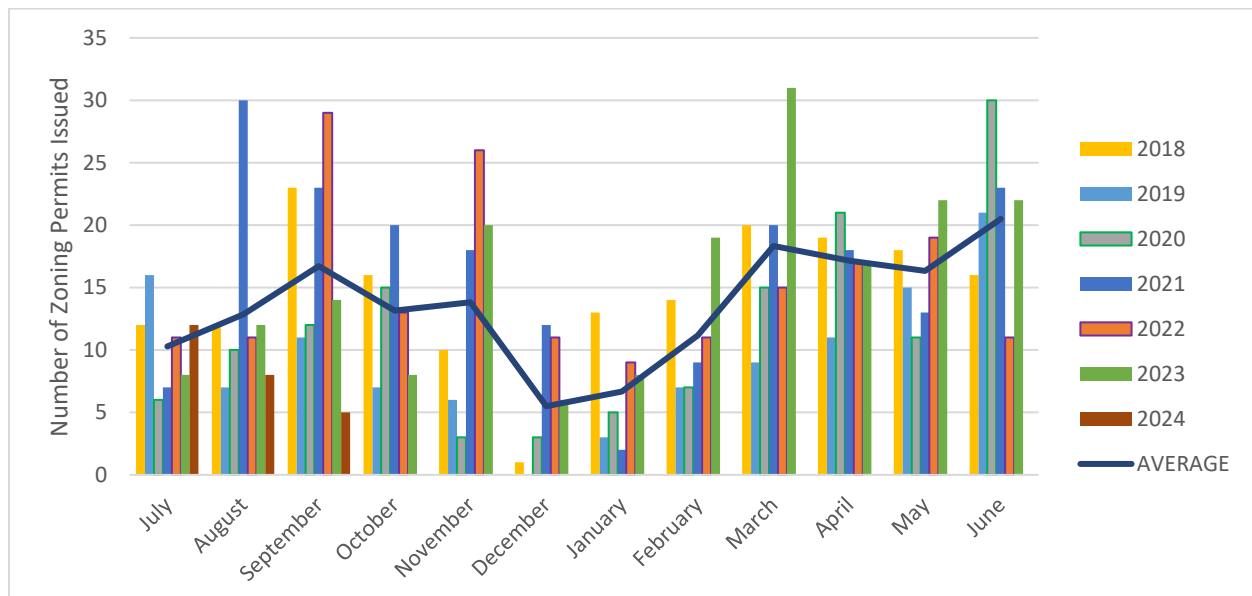
Uses of Narcan in September (0)



## Memorandum

To: Mayor Boies and Strasburg Town Council  
 From: Brian Otis, Planning and Zoning Administrator  
 Date: 10/10/2023  
 Re: Monthly Update to Council (September)

### Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	August Average	% Change
2023 September	5	8	-37.50%	14	-64.29%	12.9	-61.24%
		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 September 24, 2023 was held.
  - CPA2024-0001
  - REZ2024-0001
  - Made recommended to council to hold a public hearing for the Short-term Rental ordinance text amendment.
  - Made recommended to council to hold a public hearing for the Public Hearing ordinance text amendment.

Architectural Review Board – no meeting

Board of Zoning Appeals – no meeting

## **Additional Items**

- UDO rewrite
  - 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: 10/5/2023  
Re: Monthly Update to Council

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### Meter Service request

- 13 Add Reading.
- 20 Reactivate Account.
- 14 Turn off.
- 5 Turn on.
- 1 Water Pressure test
- Data Logged 4 water meters.

### Office Request

- Delivered 5 Notices.
- Delivered 3 Waste Containers.

### Meter Installation

- Installed 5 new meters (new homes)
- 19 meter replacements

### AMI Water Meter Project

- The AMI gateways, ordered in January, Gateway materials have arrived. Crew is scheduled to start installation on October 18<sup>th</sup>.

### Water and Sewer

- Performed 1 sewer Taps.
- 1 sewer main backups.
- 2 Sewer Service backups.
- Checked Fire Hydrants for accessibility.
- 1 Water main leak.

### Streets

- Trim Trees in right-of-way.
- Removed Graffiti from Bridge and signs.
- Replacing No Parking Signs
- Removed sun sails and climbing wall at the pool.



#### Horticulture

- Removed flower baskets due to drought.
- Performed vegetation management.
- Worked in flowerbeds.

#### Inspections

- Performed 4 occupancy inspections.
- Performed site inspections Village at Cedar Creek.

#### Miss Utility Locates

- Performed 160 Miss Utility Locates.

#### Shelter Rentals

- Had 15 shelter rentals.

#### Police Department Support

- Delivered and picked up Barricades for Thompson St.

#### Events



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Water Treatment Plant Superintendent, Phil Gimple  
Date: 10/6/2023  
Re: Monthly Update to Council

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### TREATMENT

- Water Treatment Plant produced 27.68 MG for the month of September.
- Operating at 37% capacity
- Average daily production .923 MGD

### OPERATIONS

- Operator Brett Speakman passed his DPOR Class 2 Waterworks Exam

### BULK WATER SALES

- Staff filled 21 bulk water trucks for a total of 16,898 gallons.

### FORT HILL WATER TANK

- T-Mobile
  - Decommissioning work needs to be completed on an old panel left behind by Sprint/Shentel.
  - Dirt left over from the generator installation needs to be spread out and the ground leveled on tank site.
- Verizon
  - Waiting on some brackets to be delivered so they can complete their cable installation on the ladder leg.
- Utility Services (Tank Maintenance Company)



- Waiting for AMI Antenna installation to be completed so they can install the painted shrouds over the cables running up the side of the bowl of the tank.

- Core & Main (AMI)
  - Still needs to install the gateway panel and antenna on the tank site.
  - Town will have electrician run electric to the gateway panel once installed.

### JUNCTION PUMP STATION

- Ortt's Electric is scheduled to fix the damaged pump station panel on 10/11/2023. The panel was damaged by Buckley Cable. All costs associated with the repairs are being covered by Buckley Cable.

### HYPOCHLORITE FEED SYSTEM CIP PROJECT

- The 3 new hypochlorite feeders have been installed.
- Existing chemical supply piping needs to be replaced by the new supply line.
- Tank #1 isolation valve has developed a leak. Have to wait for tank levels to drop to .5ft before repairs can be made.
- Project is still around 90% complete due to the leak.

### SCADA RADIO UPGRADE CIP PROJECT

- Instrulogic installed the antenna at the Fort Hill Tank. Coax still needs to be run into the building and equipment installed.
- All remaining sites to follow once the Fort Hill Tank installation is complete.
- The contractor had to order more coax cable to install the equipment.

### DROUGHT

- Drought conditions improved with the recent rain events. Flows improved from a low flow of 41 cubic feet per second (cfs) on September 6<sup>th</sup> to the current flow rate of 86 cfs.
- River levels and flows at Burnshire Dam have dropped back some over the last week but appear to be leveling off.
- We will continue to monitor the drought conditions and make changes to operations and drought status as deemed necessary.



## ALGAE

- Staff continued to monitor algal blooms in the river and conducted weekly testing up to 10/3/20223.
- Weekly testing was used to confirm there were no active blooms in the river this year.
- Visual observations of the river have determined that we are no longer in algal bloom season.



## Memorandum

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

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### Utility Production Figures

- The wastewater plant treated 24.86 MG and ran at 41% capacity.

### Keaser Blower Replacement Project:

- The replacement blowers are in the process of being built.
- Meetings on money allocated for project and unforeseen costs.

### Industrial Discharge Survey:

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

### Dairy Sampling Station Project:

- Met with the milk plant staff and Pennoni Thursday 5th of October. Attending town staff was Planning/Zoning, Assistant Superintendent, and Superintendent of Wastewater. A meeting was held to discuss a proposed change to the sampling station where the wastewater effluent from the milk plant discharges into the town's collection system.
- Conversation between Town Manager, Planning/zoning, and Wastewater staff are ongoing.

### Wastewater Last Month:

- The generator at Homewood PLC was replaced.
- Biosolids conveyor electric motor went out.
- Three after hours call-in for plant alarms.
  - 9-6-23 @ 8:00pm, Power failure
  - 9-17-23 @ 4:30pm, Plant high flow, Rain event.
  - 9-23-23 @ 7:15pm, Plant high flow, Rain event.
- Water temperatures are decreasing as we head into fall. Biology in the system will start increasing in activity and responding to treatment more efficiently.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Visitor Center Staff  
Date: 10/06/2023  
Re: September Monthly Update to Council

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### Visitor Center

- A special event was held for a book signing of “Perfectly Unconventional” on September 24<sup>th</sup>. More than 40 people attended.
- A special tour was held at the Center on September 9<sup>th</sup> for seven people.
- The **Visitor Center** welcomed 640 visitors in August (averaging 22.1 per day). Visitors touring the museum totaled 146. Gross Sales for the month totaled \$1,548.49.
  - Visitors came from 20 other states and the District of Columbia. Eighty-one people visited from Virginia with 26 of these being from the Strasburg area. Three visitors came from the United Kingdom and two from Germany.



# **COUNCIL MEMBER ITEMS**



# CLOSED MEETING



- Pursuant to Code of Virginia §2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body. This item pertains to property on Borden Mowery Drive and town owned property.



# ADJOURNMENT

