

# Town of Strasburg

## **Town Council Work Session**

Strasburg Town Hall  
174 W King St  
Strasburg, VA 22657

**Tuesday, January 2, 2024**  
7 p.m.

### **Town Council Members:**

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

Emily Reynolds, Vice Mayor  
Andrew Lowder  
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, January 2, 2024



# **Council Work Session Agenda – Tuesday, January 2, 2024**

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*Please, silence all cellular devices. Thanks.*

*\*Town Council Work Sessions are typically used for general discussion on matters pertaining to the Town. Formal actions are taken during Town Council Meetings unless otherwise notified.*

**Call to Order –Mayor Brandy Boies**

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

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

**Discussion Items/Updates:**

- 1.) Presentation of the FY2023 Financials – Robinson, Farmer, Cox Associates
- 2.) Project Updates
- 3.) Water Cut-off Policy

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

**Council Member Comments:**

**Closed Meeting (if needed):**

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

**Adjournment**

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



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



# DISCUSSION ITEMS/ UPDATES





**Agenda Location: Discussion**

**Meeting Date: January 2, 2024**

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**ITEM TITLE:** FY2023 Audit Presentation

**Executive Summary:** The FY2023 Annual Audit is being provided as an attachment to the agenda email. A representative of Robinson, Farmer, Cox Associates will be at our Tuesday, January 2, 2024, Town Council Work Session to give Council a presentation on the findings and to answer any questions you have may.

The Management's Discussion and Analysis found on pages 11 – 20 gives a good overview of the findings of the audit.

**POTENTIAL ACTIONS**

- Questions, with concurrence for acceptance of the document at your Tuesday, January 9, 2024 Town Council Meeting; possibly on the Consent Agenda.

**Attachment(s):**

- *FY2023 Audit (Email)*
- *Governance Letter (Email)*
- *Management Memorandum (Email)*



**Agenda Location: Discussion**

**Meeting Date: January 2, 2024**

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**ITEM TITLE:** Modification to Town Code – Water Cutoffs

**Executive Summary:** Staff requests a change to the Town Code that would be consistent with the Code of Virginia regarding the timing of water cutoffs for non-payment. Revised ordinance language is provided; in addition, the pertinent section of the Code of Virginia is also provided.

**POTENTIAL ACTIONS**

- Action based on discussion.

**Attachment(s):**

- *Draft Town Code Language (Sec. 86-39)*
- *Code of Virginia 15.2-2119*



**Sec. 86-39. Shutting off water for failure to pay bill.**

Notification will be provided and the water will be shut off ~~on the fifth of the following month if the bill is not paid~~ in accordance with the Code of Virginia § 15.2-2119. Water service shall not be turned on until the bill, plus a fee established by the council to cover the cost of turning off and on, has been paid. The water shall not be turned on except during the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

(Code 1968, § 31-19; Ord. of 6-21-1977; Code 1983, § 18-28; Ord. of 9-14-2010, Exh. A)



## § 15.2-2119. Fees and charges for water and sewer services provided to a property owner

A. For water and sewer services provided by localities, fees and charges may be charged to and collected from (i) any person contracting for the same; (ii) the owner who is the occupant of the property or where a single meter serves multiple units; (iii) a lessee or tenant in accordance with § 15.2-2119.4 with such fees and charges applicable for water and sewer services (a) which directly or indirectly is or has been connected with the sewage disposal system and (b) from or on which sewage or industrial wastes originate or have originated and have directly or indirectly entered or will enter the sewage disposal system; or (iv) any user of a municipality's water or sewer system with respect to combined sanitary and storm water sewer systems where the user is a resident of the municipality and the purpose of any such fee or charge is related to the control of combined sewer overflow discharges from such systems. Such fees and charges shall be practicable and equitable and payable as directed by the respective locality operating or providing for the operation of the water or sewer system.

B. Such fees and charges, being in the nature of use or service charges, shall, as nearly as the governing body deems practicable and equitable, be uniform for the same type, class and amount of use or service of the sewage disposal system and may be based or computed either on the consumption of water on or in connection with the real estate, making due allowances for commercial use of water, or on the number and kind of water outlets on or in connection with the real estate or on the number and kind of plumbing or sewage fixtures or facilities on or in connection with the real estate or on the number or average number of persons residing or working on or otherwise connected or identified with the real estate or any other factors determining the type, class and amount of use or service of the sewage disposal system, or any combination of such factors, or on such other basis as the governing body may determine. Such fees and charges shall be due and payable at such time as the governing body may determine, and the governing body may require the same to be paid in advance for periods of not more than six months. The revenue derived from any or all of such fees and charges is hereby declared to be revenue of such sewage disposal system.

C. Water and sewer connection fees established by any locality shall be fair and reasonable. Such fees shall be reviewed by the locality periodically and shall be adjusted, if necessary, to assure that they continue to be fair and reasonable. Nothing herein shall affect existing contracts with bondholders that are in conflict with any of the foregoing provisions.

D. If the fees and charges charged for water service or the use and services of the sewage disposal system by or in connection with any real estate are not paid when due, a penalty and interest shall at that time be owed as provided for by general law, and the owner of such real estate shall, until such fees and charges are paid with such penalty and interest to the date of payment, cease to dispose of sewage or industrial waste originating from or on such real estate by discharge thereof directly or indirectly into the sewage disposal system. If such owner does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 30 days

thereafter, the locality or person supplying water or sewage disposal services for the use of such real estate shall notify such owner of the delinquency. If such owner does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 60 days after the delinquent fees and charges charged for water or sewage disposal services are due, the locality or person supplying water or sewage disposal services for the use of such real estate may cease supplying water and sewage disposal services thereto unless the health officers certify that shutting off the water will endanger the health of the occupants of the premises or the health of others. At least 10 business days prior to ceasing the supply of water or sewage disposal services, the locality or person supplying such services shall provide the owner with written notice of such cessation.

E. Such fees and charges, and any penalty and interest thereon, shall constitute a lien against the property, ranking on a parity with liens for unpaid taxes.

A lien may be placed on the property when the owner has been advised in writing that a lien may be placed upon the property if the owner fails to pay any delinquent water and sewer charges. Such written notice shall be provided at least 30 days in advance of recordation of any lien with a copy of the bill for delinquent water and sewer charges to allow the property owner a reasonable opportunity to pay the amount of the outstanding balance and avoid the recordation of a lien against the property. The lien may be in the amount of (i) up to the number of months of delinquent water or sewer charges when the water or sewer is, or both are, provided to the property owner; (ii) any applicable penalties and interest on such delinquent charges; and (iii) reasonable attorney fees and other costs of collection not exceeding 20 percent of such delinquent charges. In no case shall a lien for less than \$25 be placed against the property.

F. Notwithstanding any provision of law to the contrary, any town with a population between 11,000 and 14,000, with the concurrence of the affected county, that provides and operates sewer services outside its boundaries may provide sewer services to industrial and commercial users outside its boundaries and collect such compensation therefor as may be contracted for between the town and such user. Such town shall not thereby be obligated to provide sewer services to any other users outside its boundaries.

G. The lien shall not bind or affect a subsequent bona fide purchaser of the real estate for valuable consideration without actual notice of the lien until the amount of such delinquent charges is entered in the official records of the office of the clerk of the circuit court in the jurisdiction in which the real estate is located. The clerk shall make and index the entries in the clerk's official records for a fee of \$5 per entry, to be paid by the locality and added to the amount of the lien.

H. The lien on any real estate may be discharged by the payment to the locality of the total lien amount and the interest which has accrued to the date of the payment. The locality shall deliver a fully executed lien release substantially in the form set forth in this subsection to the person making the payment. The locality shall provide the fully executed lien release to the person who made payment within 10 business days of such payment if the person who made such payment did not personally appear at the time of such payment. Upon presentation of such lien release, the clerk shall mark the lien satisfied. There shall be no separate clerk's fee for such lien release. For purposes of this section, a lien release of the water and sewer lien substantially in the form as follows shall be sufficient compliance with this section:

Prepared By and When

Recorded Return to:

Tax Parcel/GPIN Number:

CERTIFICATE OF RELEASE OF WATER AND SEWER SERVICE LIEN

Pursuant to Va.CodeAnnotated§15.2-2119 (H), this release is exempt from recordation fees.

Date Lien Recorded: Instrument Deed Book No.:

Grantee for Index Purposes:

Claim Asserted: Delinquent water and sewer service charges in the amount of \$.

Description of Property: [Insert name of property owner and tax map parcel/GPIN Number]

The above-mentioned lien is hereby released.

BY:

TITLE:

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF , to-wit:

Acknowledged, subscribed, and sworn to before me this day of  
by as of the [Insert Water/Sewer  
Provider Name] on behalf of [Insert Water/Sewer Provider Name].

Notary Public

My commission expires:

Notary Registration Number:

Code 1950, § 15-739.2; 1950, p. 1611; 1962, c. 623, § 15.1-321; 1991, c. 476; 1994, c. 932; 1997, cc. 12, 587; 1998, c. 223; 2001, c. 13; 2005, c. 912; 2011, cc. 529, 580; 2012, c. 766; 2016, cc. 415, 528; 2017, c. 736.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

# COMMITTEE OF THE WHOLE



# COUNCIL MEMBER COMMENTS



# **CLOSED MEETING**



# ADJOURNMENT

