

Town of Strasburg

Town Council Regular Meeting

Strasburg Town Hall
174 E King St
Strasburg, VA 22657

Tuesday, March 12, 2024

6:15 p.m. – Freedom of Information Training

7 p.m. – Regular Meeting

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

by 4:00 p.m., Tuesday, March 12, 2024



Town Council *PRELIMINARY* Agenda – Tuesday, March 12, 2024

Please silence all cellular devices. Thank you.

Freedom of Information Training – Town Attorney Helm (Training to begin at 6:15 p.m.)

Call to Order – Mayor Brandy Boies

Pledge of Allegiance –

Invocation –

Roll Call – Amy Keller, Clerk of Council

Public Hearing(s):

1) Rezoning (REZ24-002) Dunmore Land, LLC & Colley Block Road/Radio Station Ind.

Description: Applicant has requested an amendment to the Town's Official Zoning Map by rezoning approximately 101.7554 acres, located at 363 Radio Station Road, from Medium Density Residential to Business Park/Light Industrial.

Staff Contact: Brian Otis, Director of Planning & Public Services

- Staff Report (attachment)
- Public Hearing
- Discussion/Recommendation

Introduction and Recognition of Visitors and Guests:

- 1) **Melody Nixon, Strasburg Visitor Center:** information on the Easter Egg Hunt

Mayor's Comments:

Citizen Comments:

Consent Agenda:

- 1) Minutes of the February 5, 2024 Town Council Work Session
- 2) Minutes of the February 13, 2024 Regular Council Meeting
- 3) Strasburg Little League Agreement
- 4) Strasburg Swim League Agreement
- 5) Proper Swimwear at the Strasburg Town Pool

Old Business (Discussion and/or Action):

1) Water & Sewer Extension Policy

Description: Proposed policy to define how extensions of the Town of Strasburg's water and sewer system main lines will be made.

Staff Contact: Waverly Coggsdale, Town Manager

Support Materials: Staff Memo, Draft Policy, and Application

2) Water Bill Non-Payment Liens

Description: Proposed policy on placing water liens on property owners for tenant non-payment.

Staff Contact: Waverly Coggsdale, Town Manager

Support Materials: Staff Report, Water shut-off policy

3) Police Vehicle Replacement

Description: Proposed authorization to pursue and commit to a vehicle purchase.

Staff Contact: Waverly Coggsdale, Town Manager

Support Materials: Staff memo,

4) Fireworks Agreement

Description: Proposed contract to resume a fireworks display with Mark Hensel for the 4th of July Celebration.

Staff Contact: Mellanie Shipe, Asst. Town Manager

Support Materials: MOA, Bill of Sale, Invoice

5) Fulton Drive

Description: Proposed Fulton Drive extension.

Staff Contact: Brian Otis, Director of Planning & Public Services

Support Materials: Staff Report, GIS image, Original plan, Plan showing compliance, estimate

New Business:

1) Mayfest Carnival Special Event Permit

Description:

Staff Contact: Wayne Sager, Chief of Police

Support Materials:

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)(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 a current employee for the Engagement Specialist position.

Action Following Closed Meeting (if needed):

Adjournment

PUBLIC HEARING(S)



**To receive public comment
for an amendment to the
Town's Official Zoning Map
by rezoning approximately
101.7554 acres, located at
363 Radio Station Road,
from Medium Density
Residential to Business
Park/Light Industrial.**





Public Hearing

Meeting Date: March 12, 2024

To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Director of Planning & Public Services

Re: Dunmore Rezoning REZ24-0002

DESCRIPTION: Staff is presenting a preview of the Dunmore Rezoning and providing the Staff Report to Town Council.

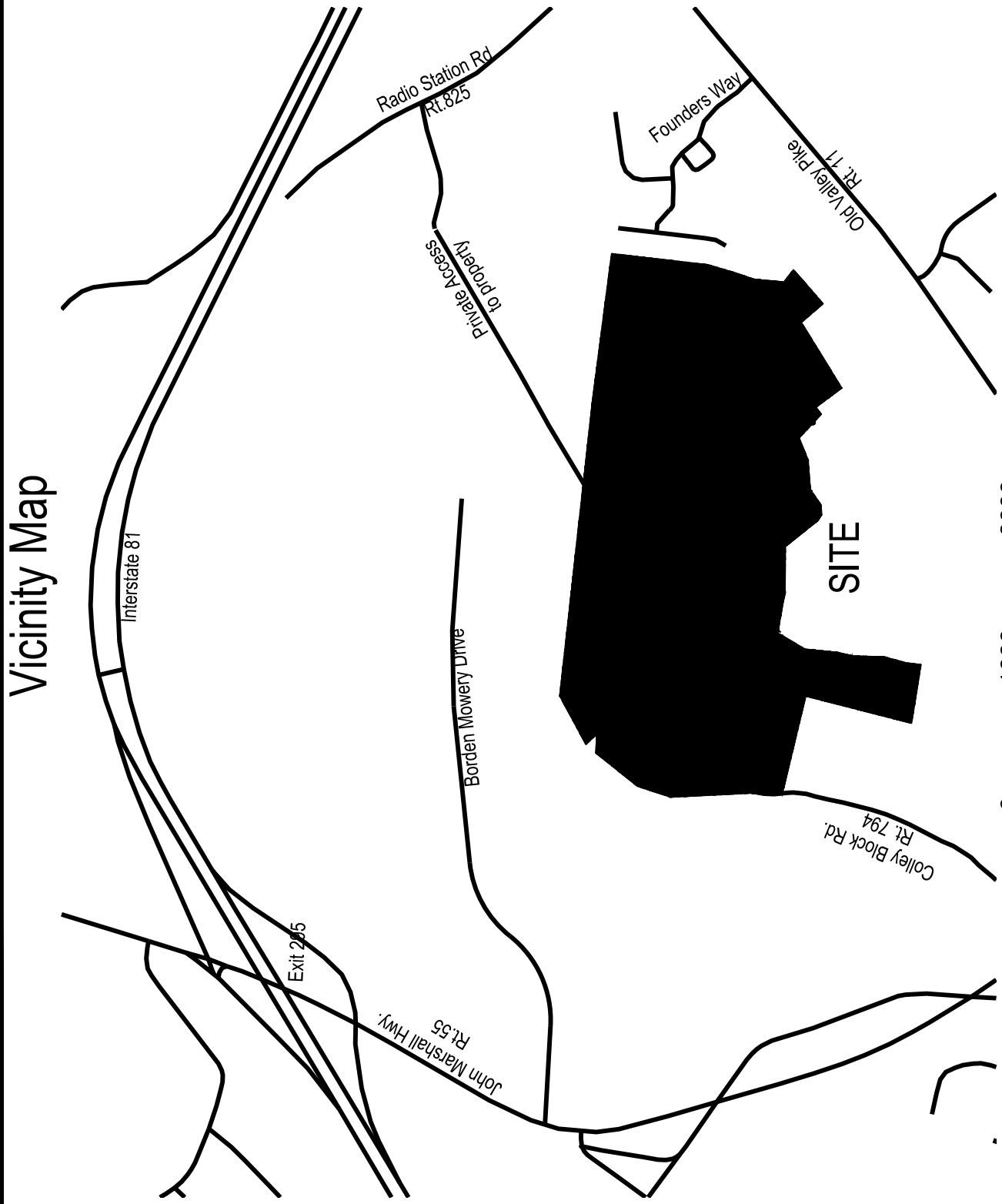
The Planning Commission recommended approval with conditions in addition to the conditions presented submitted by the applicant. Staff are working with the applicant on the voluntary conditions to be presented during the Town Council public hearing. The applicant will be present to address proffer conditions to mitigate any concerns.

ATTACHMENTS:

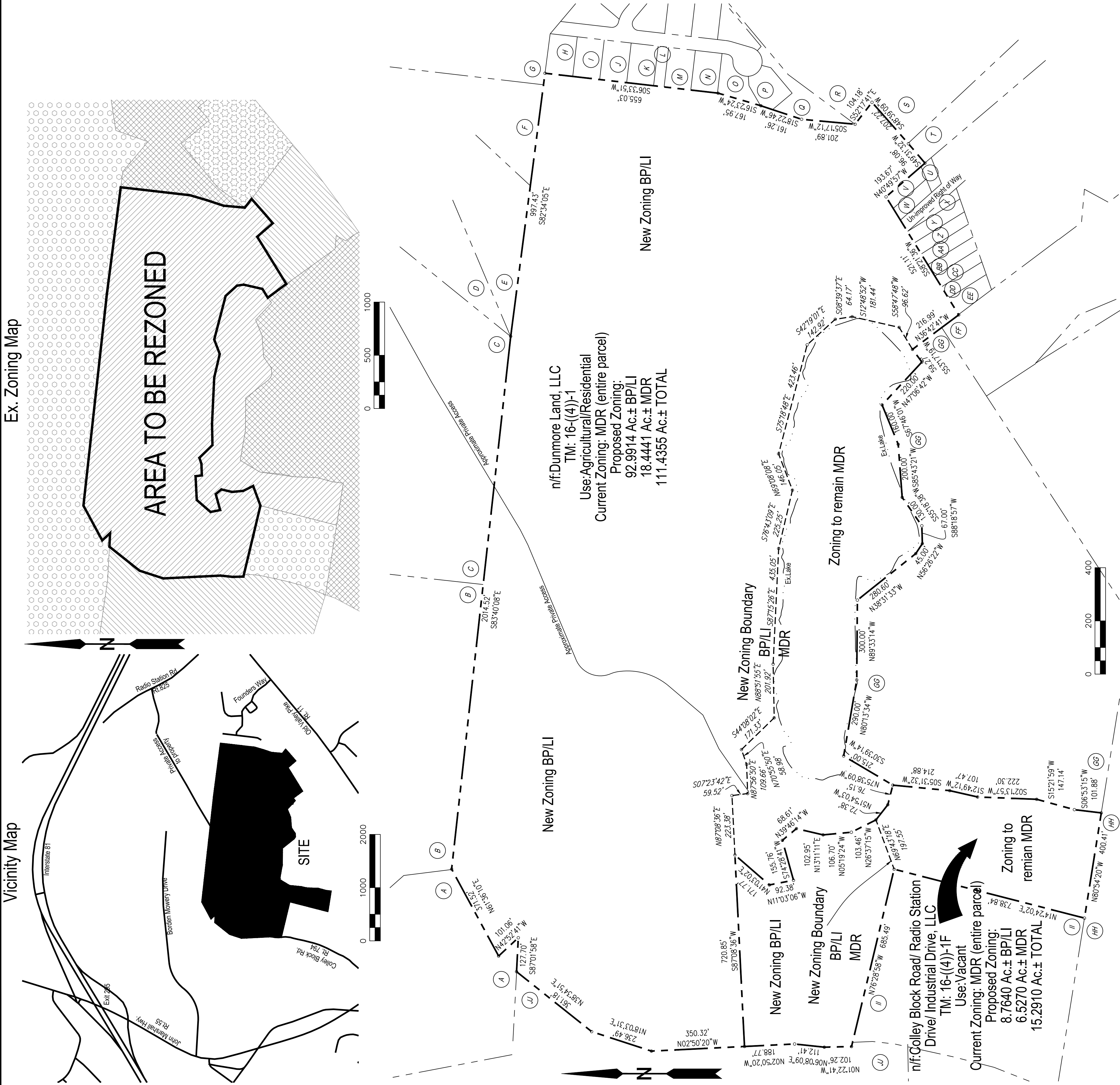
REZ24-0002 Dunmore Rezoning Plat Exhibit

REZ24-0002 Dunmore Rezoning Staff Report.

Vicinity Map



Ex. Zoning Map



- NOTES:
- THIS EXHIBIT IS BASED ON DEED OF RECORD AND OTHER AVAILABLE INFORMATION AND DOES NOT REPRESENT A FIELD RUN SURVEY BY THIS FIRM.
 - THE PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
 - THE EXISTENCE OF VEGETATED OR TIDAL WETLANDS AND/OR HAZARDOUS WASTES WAS NEITHER INVESTIGATED NOR CONSIDERED DURING THE PERFORMANCE OF THIS SURVEY.
 - THE PROPERTY DELINEATED ON THIS PLAT IS LOCATED IN FLOOD ZONE 'X', AN AREA OF MINIMAL FLOOD HAZARD AS DETERMINED BY REFERENCE TO THE FEDERAL INSURANCE RATE MAP NO 51177C075C Effective 07/16/09.
 - HORIZONTAL ORIENTATION BASED ON VA. NAD83(2011) NORTH ZONE STATE GRID

SUBJECT PROPERTY INFORMATION:

TM: 16-((4))-1
DB 1357 PG 960
DB 1353 PG 187 [PLAT]

OWNER: DUNMORE LAND, LLC
3299 K. ST. NW
WASHINGTON, DC 20007

TM: 16-((4))-1F
DB 1357 PG 957
DB 1726 PG 751 [PLAT]

OWNER: COLLEY BLOCK RD / RADIO STATION / INDUSTRIAL DRIVE, LLC
3299 K. ST. NW
SUITE 700
WASHINGTON, DC 20007

ZONING LEGEND

- MDR - MEDIUM DENSITY RESIDENTIAL
- AG/RR - AGRICULTURAL / RURAL RESIDENTIAL
- BP/LI - BUSINESS PARK / LIGHT INDUSTRIAL
- PD - PLANNED DEVELOPMENT
- HC - HIGHWAY COMMERCIAL

ID	TAX MAP	OWNER	USE	ZONING
A	016 A 1238	TOWN OF STRASBURG VIRGINIA	OFFICE	BP/LI
B	016 04 0014	INDUSTRIAL DEVELOPMENT AUTHORITY OF	VACANT	BP/LI
C	016 04 0018	COLLEY BLOCK RD/RADIO STATION/IND	VACANT	BP/LI
D	016 10 011	DELLINGER TERRY M OR DIANE E	BORROW PIT	BP/LI
E	016 10 010	DELLINGER TERRY M OR DIANE E	BORROW PIT	BP/LI
F	016 10 009	DELLINGER TERRY M OR DIANE E	VACANT	BP/LI
G	016 10 008	RD INVESTMENTS LLC	VACANT	BP/LI
H	016C 02 036	JORDAN NATHAN DANIEL OR	RESIDENTIAL	PD
I	016C 02 037	LARA DELMY E OR MARIO E	RESIDENTIAL	PD
J	016C 02 038	NEAL MATTHEW T OR FENNIVER E	RESIDENTIAL	PD
K	016C 02 039	STINNETTE EDWARD OR KELLY	RESIDENTIAL	PD
L	016C 02 0000	THE TOWN OF STRASBURG	PUMP STATION	PD
M	016C 02 039	SCHLOTZ ROBERT OR GERDINA	RESIDENTIAL	PD
N	016C 02 040	PACHAKONDA SIVA KUMAR	RESIDENTIAL	PD
O	016C 02 041	GESSNER SCOTT R OR DONNA J	RESIDENTIAL	PD
P	016C 02 042	GARNETT CHRISTOPHER L	RESIDENTIAL	PD
Q	016C 02 000C	FOUNDERS LANDING PROPERTY OWNERS	VACANT	PD
R	016 10 026	WIDMIRE PROPERTY DEVELOPMENT LLC	VACANT	PD
S	016 A 150	DELLINGER TERRY M AND	RESIDENTIAL	AG/RR
T	016 A 151	MONERY ALICE B	RESIDENTIAL	AG/RR
U	016D 01 49	MONERY ALICE BOOTH	VACANT	AG/RR
V	016D 01 049A	MONERY ALICE BOOTH	VACANT	AG/RR
W	016D 01 049B	MONERY ALICE BOOTH	VACANT	AG/RR
X	016D 01 A	MONERY ALICE BOOTH	VACANT	AG/RR
Y	016D 01 B	MONERY ALICE BOOTH	VACANT	AG/RR
Z	016D 01 C	MONERY ALICE BOOTH	VACANT	AG/RR
AA	016D 01 D	MONERY ALICE BOOTH	VACANT	AG/RR
BB	016D 01 E	MONERY ALICE BOOTH	VACANT	AG/RR
CC	016D 01 F	MONERY ALICE BOOTH	VACANT	AG/RR
DD	016D 01 G	MONERY ALICE BOOTH	VACANT	AG/RR
EE	016D 01 H	MONERY ALICE BOOTH	VACANT	AG/RR
FF	025 A 001	HUPPS HILL LLC	MUSEUM	PD
GG	016 04 001H	STRASBURG LAND LLC	VACANT	PD
HH	025 A 002	BITTENBENDER MARK TRUSTEE TRUST	VACANT	PD
II	016 A 7A	SHEWANDA VALLEY ELECTRIC COOP	SUBSTATION	BP/LI
JJ	016 A 117	RIKERTON PROPERTIES LLC	RESIDENTIAL	AG/RR



PLANNING STAFF REPORT

Rezoning REZ24-0002 – Dunmore Property

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

PC Meeting Date: December 14, 2023
Agenda Title: Rezoning REZ24-0002 – Dunmore Property
Requested Action: Recommendation for Approval of Rezoning REZ24-0002, Dunmore Property Rezoning

Summary

This is a request made by DUNMORE LAND, LLC & COLLEY BLOCK RD/RADIO STATION IND to rezone 101.7554 acres from Medium Density Residential (MDR) to Business Park/Light Industrial (BP/LI). This property is landlocked and located approximately 730-feet south of Borden Mowery Drive, between Colley Block Road and the Founders Landing subdivision. The site is identified as Tax Map #s 016 04 001, 016 04 001F.

It is the recommendation of the staff that the Planning Commission recommend approval Rezoning REZ24-0002, Dunmore Property, subject to proffered conditions.

Background

- This rezoned in 2004 from X-Transitional to Medium Density Residential.
- A subdivision plan was never submitted for either of these parcels.
- Since the housing market crash in the late 2000s there has not been any movement on developing this property.
- The site does not contain a;
 - Floodplain
 - Stream buffer
 - Conservation area
 - Battlefield overlay
 - Identified areas of historical significance to be retained



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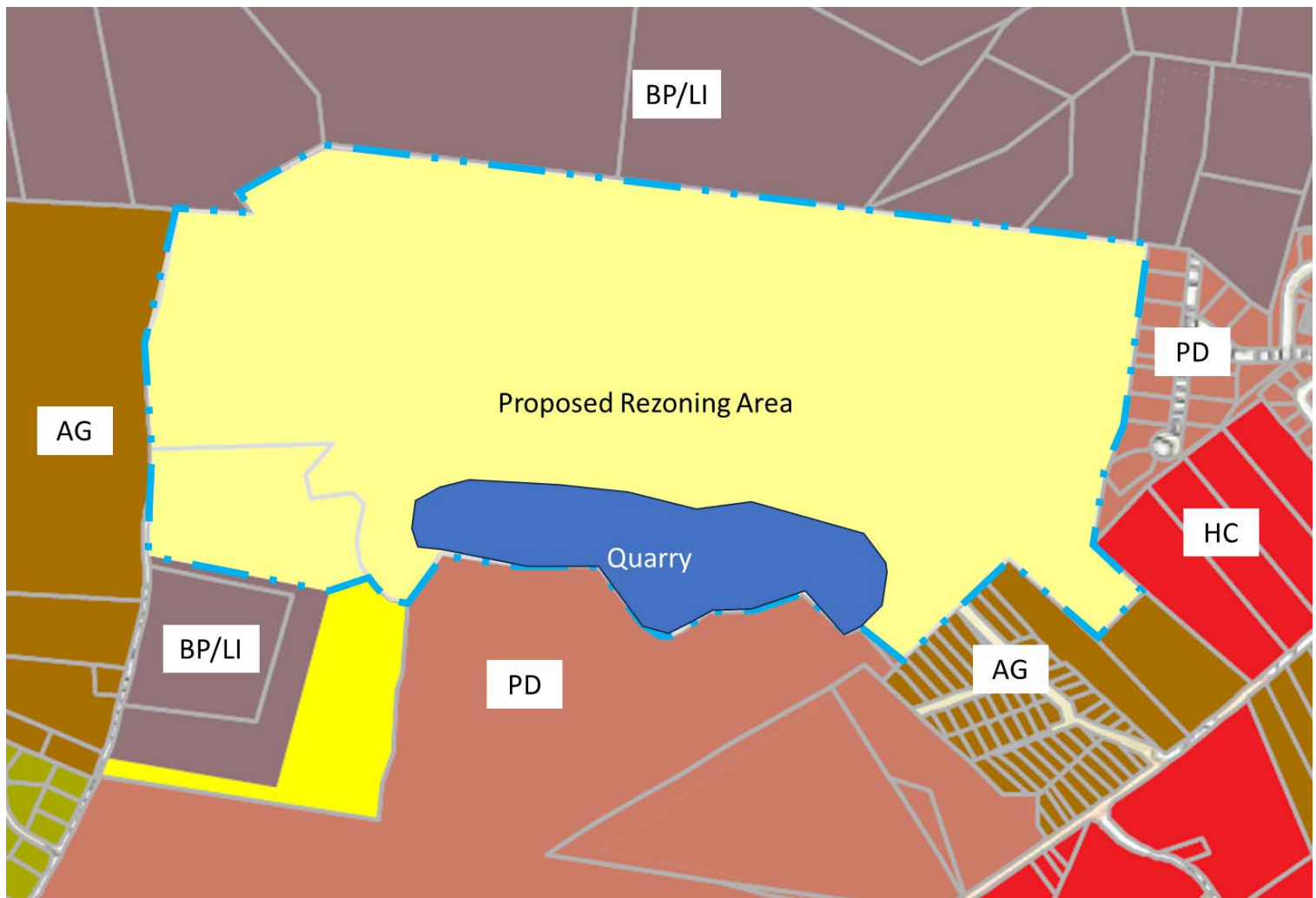
Zoning analysis

A. Surrounding Land Uses: This site is bordered by:

NORTH	BP/LI
EAST	PD/Residential, HC, and AG/Residential
SOUTH	PD/Residential, MDR, and BP/LI (Electric Substation)
WEST	AG/Residential

B. Current District: Medium Density Residential

	Acres	SFD	Duplex	Townhouses
Total acreage of the rezoning	101.7554	712	814	814
30% of development dedicated to infrastructure	71.22878	499	570	570





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Zoning analysis – Cont.

C. Proposed District:

1. Business Park/Light Industrial (BP/LI)

D. Development Standards:

BP/LI standards

Development Element	Standard
Lot Size (minimum)	1 ac.
Front Yard Setback (minimum, from right-of-way)	10'
Side Yard Setback (minimum, from lot line)	20'
Side Yard Setback (minimum, from right-of-way)	20'
Rear Yard Setback (minimum, from lot line)	25'
Rear Yard Setback (minimum, from lot line, if adjacent to residential district)	50'
Frontage (minimum)	200'
Building Height (maximum)	45'
Lot Coverage (maximum)	70%

E. Permitted Uses for BP/LI – see attachment (BP/LI Uses)

F. Buffer Yards

BP/LI to any residential district 50'

Plantings

Type of Plant	Number of units per sf.
Canopy Trees	1/500
Ornamental Trees	1/500
Evergreen Trees	1/500
Shrubs	1/100

BP/LI to Highway Commercial 10'

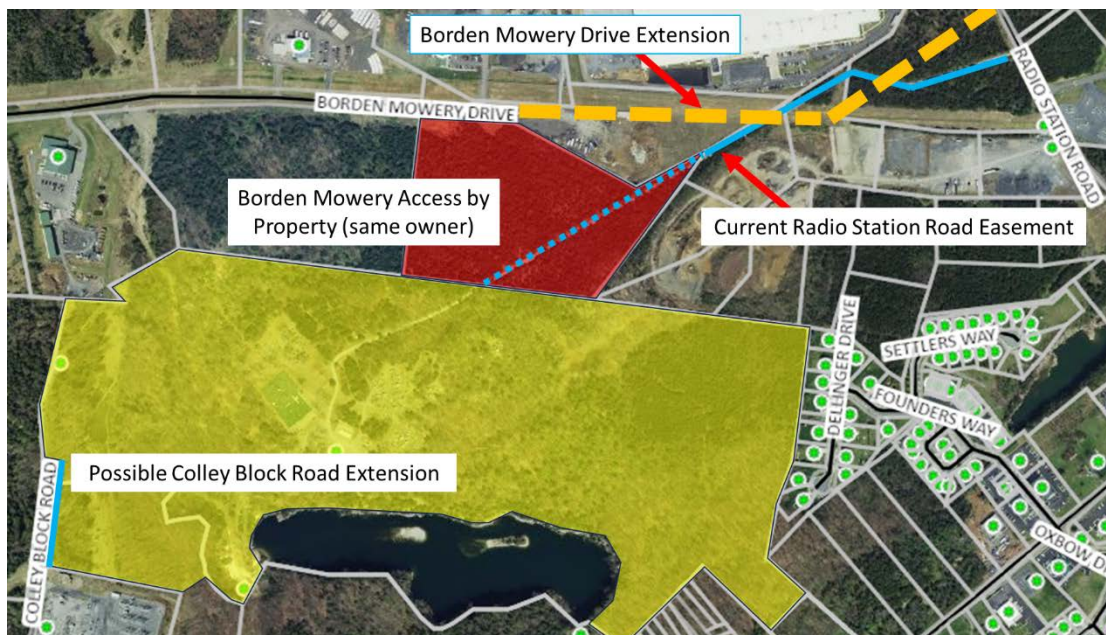
Plantings

Type of Plant	Number of units per sf.
Canopy Trees	1/500
Ornamental Trees	0
Evergreen Trees	0
Shrubs	1/100

Infrastructure analysis

1. Transportation/Access

- Current Radio Station Road easement
 - Strengths
 - Radio Station Road is currently used for and is designed to accommodate heavy traffic.
 - Weaknesses
 - The current easement may be specific to the current use which has very limited traffic impacts.
- Possible Colley Block Road extension
 - Strengths
 - Possible connection of Colley Block Road to Borden Mowery.
 - Weaknesses
 - Colley Block is primarily residential traffic. If an extension is proposed vehicle limitations could be posted. However, this would rely heavily on enforcement versus design.
- Borden Mowery Drive access/easement from property currently under same ownership
 - Strengths
 - Borden Mowery Road is currently used for and is designed to accommodate heavy traffic.
 - The property adjacent to Borden Mowery Drive is under the same ownership group as the subject property.
 - The owner can dedicate access to the subject lot.
 - Weaknesses
 - Easement will need to be dedicated for the BP/LI use access.



PLANNING STAFF REPORT

Rezoning REZ24-0002 – Dunmore Property

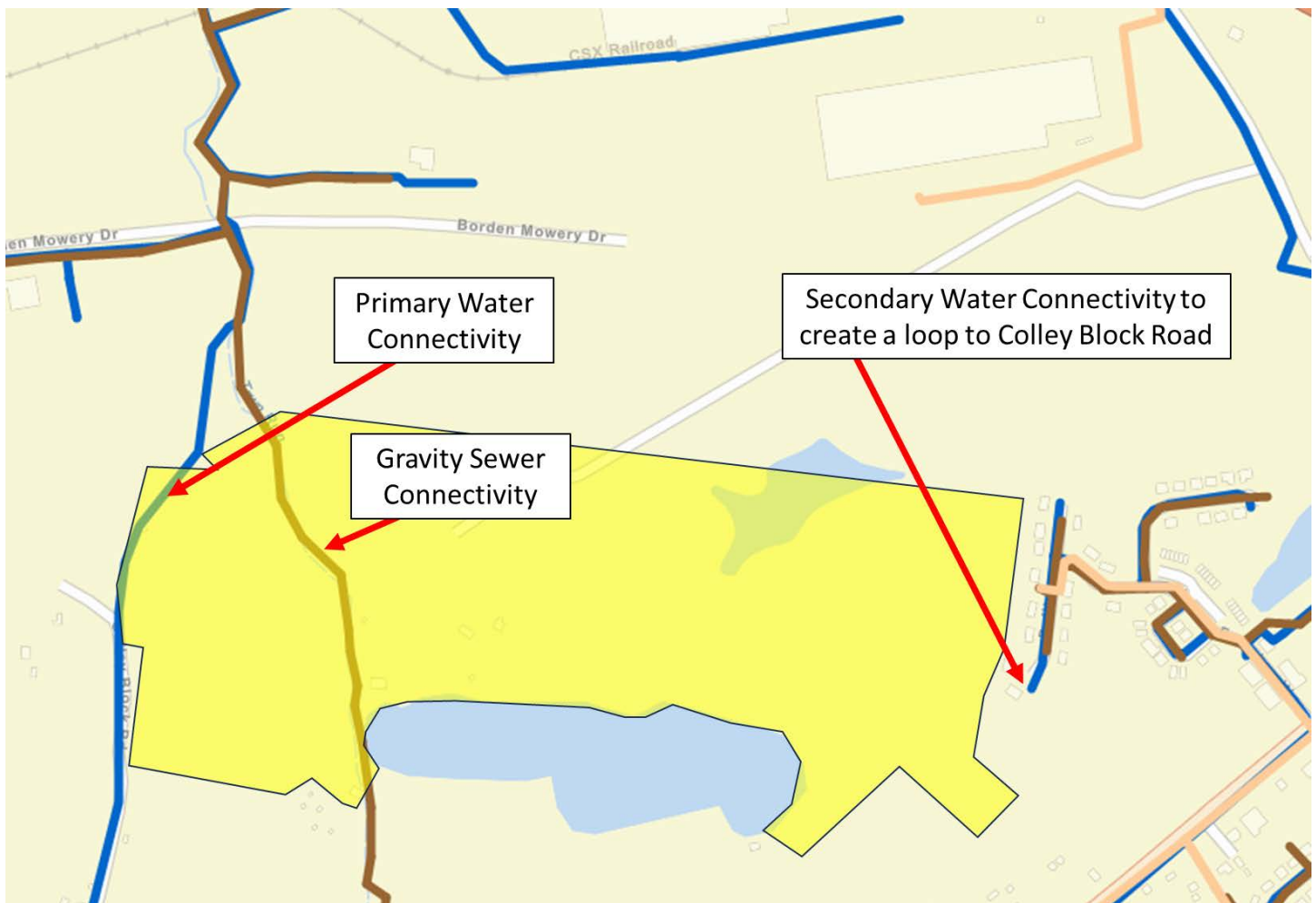
Infrastructure analysis – cont.

2. Water

- A 12-inch water line is available on the west side of the property that will be the primary supply to the development at this site.
- An 8-inch water line is located on the adjacent property to the east.
 - This property is owned by the Founders Landing Property Owners Association.
 - A connection to this line would serve two purposes.
 - Create a secondary water line connection to this site.
 - Create a loop for the water system to allow a second connection to Founders Landing and allow staff to better isolate water lines during an outage.

3. Sewer

- A 12-inch gravity sewer located on the eastern portion of this site. This connection may prevent the need for a pump station/forced sewer.



Comprehensive Plan analysis

In relation to a rezoning case, a rezoning generally must comply with the comprehensive plan. As the plan is a guiding, and not binding document. It is a collection of written goals, strategies, and recommendations. The town may exercise some flexibility in finding compliance.

The physical, cultural, economic, and political elements that influence how the Town will develop are dynamic and ever-changing. While the Plan attempts to project and estimate future development needs through scenarios based primarily on past trends, the future will undoubtedly present many factors that cannot be predicted. As a result, considerable effort has been made to maintain flexibility within the Plan to react to the unknown conditions that will occur during the forty-year planning horizon. This flexibility cannot be completely defined or incorporated, thus placing a burden on current and future leaders of the Town to adopt policies that implement the vision laid out in this Comprehensive Plan.

A. Future Land Use Map

- The is designated as Future Residential.
- Based on the information staff gathered, this designation was given because of the 2004 rezoning to MDR.





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Rezoning REZ24-0002 – Dunmore Property

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Comprehensive Plan analysis – cont.

B. Strategies:

1. Goal 5: Continue developing Northern Shenandoah Industrial Park and vicinity with business and industrial uses.

Seek an ongoing collaboration with private landowners, the Shenandoah County, Virginia Board of Supervisors, and the Shenandoah County, Virginia Economic Development Authority, and encourage their investment and support for the development of the park. Initial talks should begin regarding a potential mega site as outlined in the Camoin study.

Staff Comments:

- A major challenge of the Business Park is the lack of large lots to accommodate prospective industries that need the area.
- Large industries bring the need for smaller support industries such as a large vehicle repair and maintenance shop.

2. Goal 7: Insure new business supplement town character and blend with surrounding built environment.

A.) Encourage businesses to locate on sites with proper access to transportation and utility infrastructure. Where existing areas are not served by adequate access, new access roads should be developed (if feasible) in keeping with the small-town character of the Town.

B.) Require compliance with all current environmental regulations to ensure there is no harmful pollution, waste, or stormwater generated by business and that construction does not take place in environmentally-sensitive areas.

C.) Require the inclusion of buffer areas and/or screening between differing land uses.

Staff Comments:

- If residential development takes place in this area, connecting streets would be;
 - Colley Block Road connects to John Marshal Hwy, north of Frontier Fort Lane
 - Future Summit Crossing access connects to Old Valley Pike, across from Crystal Lane.
- If Office/Industrial development takes place, the transportation connects will be;
 - Radio Station Road to Old Valley Pike
 - Borden Mowery Drive to John Marshal Highway
- Residential traffic will increase vehicle trips in the core of town. Non-residential traffic will increase trips on the outer portions of town to connect to I-81.
- Buffer design and placement will be detrimental to protecting the adjacent residential properties.

C. Strategies:

3. Goal 5: Continue developing Northern Shenandoah Industrial Park and vicinity with business and industrial uses.



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Proposal's SWOT analysis

- Strengths
 - The significant lot size has been identified as a weakness of the business park. The size of this site is more attractive to industrial prospects.
 - Reduces the number of potential rooftops in the “Golden Triangle” that impact streets, schools, and other available services.
 - Reduces the residential related vehicle trips converging close to the towns center, on Old Valley Pike and John Marshal Highway
- Weaknesses
 - The site is land-locked from industrial access. Easements are required. The site has topography challenges. Karst topography and adjacent quarry. topography.
NOTE: (Karst is a type of landscape where the dissolving of the bedrock has created sinkholes, sinking streams, caves, springs, and other characteristic features. Karst is associated with soluble rock types such as limestone, marble, and gypsum.)
 - Unknown end user(s) for this site.
- Opportunities
 - Prospective jobs for the local workforce.
 - Large industry developments may attract smaller industries as a support role.
 - Adaptive reuse of the quarry.
- Threats
 - Generally - Noise, and viewshed impacts on adjacent residential properties.
 - Some by-right and special uses would have a significant impact on the adjacent residential properties.
 - Access through streets utilized primarily for residential traffic should be avoided.
 - The Future Land Use map identifies this site for future residential. To mitigate the negative impacts of the BP/LI uses, specific conditions may need to be proposed in order to maintain a cohesive connection dissimilar zoning districts.



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Rezoning REZ24-0002 – Dunmore Property

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Staff recommendations of conditions

Staff identified to the applicant the following conditions may mitigate negative impacts of the proposed rezoning that have been identified by staff. All conditions shall be voluntarily provided by the applicant, in writing prior to a public hearing.

1. Buffers and Landscaping
 - a. Increase the buffer design for portions of the property adjacent to residential districts. Options may be one of, or a mixture of the following.
 - i. A berm to create a physical barrier.
 - ii. Increasing the buffer depth.
 - iii. Increasing the number of plantings required in the buffer.
 - b. Possible use of the draft Technical Design Manual Section 6. Landscaping and Buffers date December 6, 2023 as it requires an increased amount and variation in height of the plantings within the buffer.
2. Site development layout
 - a. Creation of Land bays - Identify a separate land bay to the east that would only permit uses that have limited outdoor activity and a lower impact on adjacent properties.
 - b. Siting of development shall be in a manner that outdoor activities and noise are on the side of the building opposite the residential development, to allow the building to act as a buffer.
3. Infrastructure
 - a. At the time of site plan submission, the applicant shall make sufficient attempts to acquire an off-site utility easement on the Founders Landing Property Owners Association for the purpose of creating the loop in the water system.
4. Transportation
 - a. If Colley Block Road is identified as access to this site, large vehicles (>7500 lbs GVW) are to be prohibited to reduce nonresidential related vehicle trips on this road.
 - b. Access to this site shall be by access to Borden Mowery Drive or Radio Station Road.



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Staff recommendations – cont.

Staff recommends the Planning Commission to recommend approval of rezoning REZ24-0002, Dunmore Property, subject to proffered conditions for the following reasons.

- The Rezoning is not consistent with the Future Land Use Map. However, guidance within the Comprehensive Plan allows flexibility in decision-making.
- Mitigating measures should be utilized to protect the nature of the neighboring uses since this site is defined as Future Residential in the Comprehensive Plan.
- Reduce the residential impact on the Golden Triangle.
 - Based on the current zoning of all lots in the Golden Triangle, the area has the potential growth for an estimated growth of 1237 homes.
 - This estimated growth and significantly increase residential vehicle trips on portions of John Marshal Highway (via Colley Block Road) and Old Valley Pike (via Summit Crossing). This has been identified as a concern from town staff, the Planning Commission, Town Council, and the public.
 - This rezoning will reduce the number of projected dwellings by 499 to a total of 738 dwelling units.
- A site of this size has been identified as a need to spur development within the park, drive further development, and create local jobs.
- With vehicle trips related to a BP/LI use utilizing Borden Mowery Drive and Radio Station Road, and proper landscaping/buffer, impacts on the adjacent properties can be mitigated.
- The residential access to this site is extremely limited with the lack of development of projects to the south. The extension of Colley Block Road and the southern residential projects that have not been developed were intended to serve as access to this site.



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Community Input

- Notice to the Comprehensive Plan Amendment was sent via registered mail to all property owners with 500 feet on November 29, 2023
- Signs were posted at the location starting on November 29, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated Friday, December 1, 2023 and Friday, December 8, 2023.
- Citizen comments to staff via /email.

Timing

The Planning Commission has 90 days from the initial public hearing to make a recommendation to Town Council on this application. The 90 days shall expire on March 13, 2023.

Possible Actions

Actions the Planning Commission can make are.

- Recommendation to the Town Council for approval
- Recommendation to the Town Council for approval with conditions
- Recommendation to the Town Council for denial
- Request deferral for further conversation by the Planning Commission

of rezoning case REZ24-0002 – Dunmore Property.

Attachments

Attachment A – Plat prepared by David Lellock, dated 9/18/23

Attachment B – Technical Design Manual Section 6, Landscaping and Buffers, dated December 6, 2023



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Rezoning REZ24-0002 – Dunmore Property

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Attachment A – Plat prepared by David Lellock, dated
9/18/23



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Rezoning REZ24-0002 – Dunmore Property

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Attachment B – Technical Design Manual Section 6,
Landscaping and Buffers, dated December 6, 2023

INTRODUCTION and RECOGNITION of VISITORS AND GUESTS



MAYOR'S COMMENTS



CITIZEN'S COMMENTS (Non-Agenda Items)



CONSENT AGENDA



MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, FEBRUARY 5 , 2024 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.

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

Call to Order – Mayor Brandy Boies

Introduction and Recognition of Visitors and Guests:

Citizen Comments on non-agenda items:

Discussion Items/Updates:

- 1.) Project Updates
 - Park Bathroom Design

Asst. Town Manager Shipe said presented two options for the bathroom design with a storage unit/area being included with both.

Option one would include four separate rooms which would all be family style. The doors to each individual bathroom would be facing out, either toward the playground or the pavilions. .

Option two would have separate men's and women's sides with two stalls in each. Door would be on the front of the building. Additionally, there would be two ADA style bathrooms that would be accessed through the men's or women's room.

A brand new bathroom is about \$350,000; rehab for the structure we have at the park is about \$200,000. **Asst. Town Manager Shipe** said we would try to find the most vandal proof parts as possible.

Council Member Carter likes the four separate bays. **Council Member Hooser** said you might run into the problem of people going into the bathroom and vandalizing them, but if you have the male and female, if someone is in there vandalizing, someone could come in and make the person stop.

Council Member Stover agrees with the vandalism, but he likes the four family style bathrooms. **Council Member Hooser** said he really wouldn't care either way as he would be thrilled with just having a decent bathroom.

Council Member Carter would like to look at things other towns have that are more vandal proof.

It was noted that vandalism is going to happen. Timed locks are inexpensive. There is more flexibility in unisex bathrooms.

More discussion followed with the pros and cons of four separate rooms or a men's and women's side. A third option was given which would be to have the ADA bathrooms be accessible from the outside without going through the other bathroom. The ADA bathrooms would be unisex. **The consensus was to go with this hybrid model of having men and women bathrooms and then the unisex ADA bathrooms in the back with individual doors.**

Staff is looking for grant opportunities for the improvements.

- Town Run Plantings

Asst. Town Manager Shipe said a meeting is scheduled for Thursday January 5, on this project.

- Riverwalk Extension

Asst. Town Manager Shipe said Shenandoah County Public Schools is working on a right-of-way easement. Racey Engineering is looking at the trees and what will need to be removed and when to remove because of the bats that nest in them.

2.) Front Royal Road Update

Asst. Town Manager Shipe said VDOT is working on preliminary findings and their recommendation would be to lower the speed limit to 25 mph.

Vice Mayor McCornyn asked about the crosswalks. **Asst. Town Manager Shipe** said no comments were made on that, but it could be in the final report. Staff will ask more about this.

3.) Dunmore Rezoning Preview

DPPS Otis provided all with the staff report that will be on next week's agenda. A public hearing will be held. The Planning Commission recommended approval with conditions and one of these is the 100' buffer with an 8' berm. The applicant is considering other things due to the cost of the berm. He will have more information on this next week.

Council Member Stover said with he and **Council Member Carter** living in the neighborhood, the 100 feet of buffer is not enough for the people in the neighborhood. It has to be more than just 100 feet.

DPPS Otis said proffer conditions are voluntary. What was brought forth in the application was from discussions with residents. If Council doesn't feel it is enough, they can discuss this more at the meeting.

Council Member Carter said he is planning to meet with his neighbors and tell facts and not myth.

Vice Mayor McCornyn asked about the main concerns from the residents as brought forth in the Planning Commission meeting and they were noise and traffic.

Mayor Boies said traffic will not be going through Founder's Landing to reach this property so what was the concern, just the noise from the traffic? **DPPS Otis** said they thought the traffic would come through their development, but it will not be coming through this area and could only access the property from Radio Station Road or Borden Mowery Drive.

Council Member Monahan asked about the traffic if it were single family. **DPPS Otis** said there would be much more traffic.

Mayor Boies thanked **Council Member Stover** and **Council Member Carter** for talking to the neighbors and debunking any myths.

Council Member Hooser asked about Colley Block Road extension and **DPPS Otis** said if it were to be developed in residential, then they could have an extension through here because it goes to Route 55.

Council Member Stover said he has met with three of the neighbors and he has told all three that he needs to try to get rid of the possibility of 499 homes and get light industrial. But, if he can't get at least the sound wall, he just doesn't know. He would like this to be rezoned, but he needs to try to keep the neighbors happy.

DPPS Otis said the biggest challenge is they have no idea what the end use will be. There are wide ranges of uses. It would be up to Council to approve whatever it is.

This will be on next week's Town Council agenda; a public hearing is also scheduled.

4.) FY2025 Proposed Budget Calendar

Town Manager Coggsdale said staff is working on the draft budget. The calendar is a planning document for Council. The draft budget will be given on March 4 with the budget public hearing scheduled for May. This will allow another month before a vote is taken.

The FY2025 Proposed Budget Calendar will be added to the consent agenda for the February 13 regular meeting.

5.) FOIA Training Proposed Date and Time

Town Attorney Helm is willing to do the required FOIA training for Council before the March 12 meeting. We will need to have an official action so as to amend our calendar for this meeting.

Changing the start time of the March 12 regular Town Council meeting will be added to the consent agenda for the February 13 regular meeting.

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

1.) Public Works, Utilities, Infrastructure – Liaison, Council Member Council Member Carter

- Water/Sewer Extension Policy

DPPS Otis provided a draft of the policy and application. This would be the process that would be utilized when looking to provide water to anyone outside the town limits.

Town Manager Coggsdale said this is a process we have discussed for a long time, and this just formalizes it. The vast majority of this is for out-of-town hook-ups, but we also need to know the usage in the business park. Questions can be asked next week after all have had a chance to look it over.

- 2nd Water Source Presentation

Superintendent of Water Treatment Gimple gave a presentation on Secondary Water Source, Drought and Emergency Response. Power Point slides attached.

We have the Fort Valley Reservoir and the Sandy Hook Reservoir. The Fort Valley Reservoir is 33 million gallons of raw water storage that is available for use during short-term emergencies. Additional piping would be needed to get the water to the treatment plant.

Well System: these are a big unknown. A study would have to be done as to where to put the wells. It would be limited production. It is not controlled by DEQ. Could serve as an emergency water system, but not sure what you will get.

Additional Water Tank: To take the smaller reservoir off line, we would need an additional water tower. An additional tower would allow for emergency use immediately. It would allow for redundancy in the system. A pro to this is it gives the town about a two day supply of water.

Quarry: is another unknown. Would give additional production capacity. It is a slow recharge on this.

Council Member Carter said water storage on this side would give us about 2 days' worth of water, and the mountain reservoir would allow for about 20 days. **Supt. Gimple** said that was correct, but the water quality is unknown.

Mayor Boies said we are diving into this because there is a lot of panic with the drought restrictions. She understands that we are having these because DEQ is requiring it and are in the same place as all the other localities. If there is an emergency, we can tap into the reservoir.

Supt. Gimple said his only concern is the short-term emergencies.

Town Manager Coggsdale said we have a plant that can produce over 3 million gallons per day. We have a permit that allows us to produce 2.5 million per day. The problem is the source. As long as the river is flowing good, we have no problem. That is why we are looking at a second source. Currently, we could double our current usage and still have additional capacity that can go through the plant. The river dictates what the figures really say.

Supt. Gimple said droughts in this area are cyclical. He gave the years the town has been considered in drought conditions.

Council Member Hooser said the reservoir could be dependent on the drought, too. Some form of treatment would have to be done with any of the options given.

Council Member Monahan said she did a whole span of the water levels. She saw the cycles. On her computer, it looked like the spikes to fill the river were less so should we be concerned with how quickly the river fills. **Supt. Gimple** said that is a hard answer because we can't control growth except for the town's growth. Wells are also drought vulnerable.

Closed loop system: reclaiming sewer water and turning it back into the water plant. **Supt. Gimple** said public perception is the problem. What is coming out of the sewer plant is cleaner than what comes into the water plant.

Mayor Boies asked what we can do to control the water usage. Can we put in place options so that businesses can operate so that don't lose their livelihood. **Supt. Gimple** said he is looking to tailor our policy to look at some of these things. Pressure washing was not a business when the policy was made. He is working with the NSVRC to get the policy changed.

Council Member Monahan asked about quarries. She has learned that our cave system is very protected so would we have issues if we try to take the water out of the quarry. **Supt. Gimple** said the quarries are not owned by the town or locality and you have to get permission to use the water out of the quarry.

Vice Mayor McCorn said we currently get enough water from the river. It is not urgent that we identify another source. Do we need another source? This discussion was more for educational information. **Council Member Carter** said when people were talking during the summer about the drought, so he thought it would be good for the Council to have the information given them.

Council Member Lowder said the quickest source is the Fort Valley reservoir and **Supt. Gimple** said we would still need a second water tower.

It was noted that all of these solutions would take years to get online.

Council Member Monahan said every few Councils have the conversation that we need another water tower. What drove those discussions? Should we look down the road for another tower or tank? Should we start planning for this. **Supt. Gimple** said yes, mainly for the redundancy in the system. This was further discussed and the pressure in the system.

Town Manager Coggsdale said Council can decide if they want to bring up any of this in a later meeting.

- Shenandoah Valley Electric Coop Easement Request

DPPS Otis said this easement request is over an existing lift station off of Little Sorrel Drive. It is an overhead electrical line easement, and they want to install a communication line. Since the original easement didn't contain a communication line, they needed to get approval from Council.

This will be added to the consent agenda for the February 13 meeting.

2.) Strategic Initiative: (Parks and Recreation) – Liaison, Council Member Council Member Kimmons

- Strasburg Little League Agreement

Council Member Kimmons said the **Town Attorney** has reviewed the agreement. They will be meeting with the league.

- Pool Repairs Update

National Pools came in and gave some recommendations for improvement. Slides were shown of things that needed to be repaired or replaced.

- Dive Stands
- Step down in the kiddie pool
- Lifeguard chairs – rust areas (3 need replaced)
- Backwash line – should be moved (ramp would go and the line would be raised)
- Tile replacement
- Fence repairs (this was approved for a CIP in the upcoming year)
- Pumps that need replacing
- Filters that need replacing

Council Member Hooser asked why the pool was closed last summer and the reason given was for chemical issues.

Council Member Stover said he has had more conversations about the pool than any other thing. His fondest hope was that money could be shifted from the bathrooms to the pool. He thinks we need to put money into the pool.

Asst. Town Manager Shipe said the fencing around the pool is a CIP item. More discussion was held about the tile and plaster work (replastering). It was not known when the pool was last replastered. This work could not be done before opening in May.

Town Manager Coggsdale said we can use ARPA funds for these repairs. He said the pool is not an enterprise fund; it does not make money. It is a quality of life issue.

Discussion was held on the tile and plaster work. Council would like to have a quote on this cost since ARPA funds will not be there in five years.

Town Manager Coggsdale asked how we want to proceed. We can go and find out if the work can be done by May 1 and then put it on the agenda for next week.

Consensus was to put on the agenda.

Council Member Monahan asked about a policy on proper attire at the pool. Certain fibers can affect the chemicals. **Council Member Kimmons** will look into this and bring back suggestions to Council.

Council Member Comments:

Closed Meeting (if needed):

Adjournment

Being no other business, the work session adjourned at 8:44 p.m.

MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, FEBRUARY 13, 2024, 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 Kimmons led all in the Pledge of Allegiance.

Invocation: The invocation was given by Council Member Lowder.

Roll Call:

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

Public Hearings:

- 1) **Amendment to Town Code Chapter 86-39. Shutting off water for failure to pay the bill.**

Description: Text amendment to Town Code Chapter 86-39, pursuant to State Code 15.2-2119 & 2122, related to the cutting off of water when payment is delinquent for 60 days.

- Public Hearing

The Public Hearing opened at 7:03 p.m.

Kim Bishop, 728 Crystal Lane, Strasburg, VA: She thanked Council for addressing this issue. She thought there was going to be a presentation before the public hearing, but she believes this will allow citizens more time before water is cut-off; water will not be cut-off straight off but will allow a couple of months before it is turned off. *(This was acknowledged to be correct with a nod of a head from Town Manager Coggsdale).* **Ms. Bishop** said this is such a good thing and that even though she doesn't give Council much credit for things, she really appreciates that they took the time to come up with a really good solution to this issue. However, she would like to ask that the fees that are put on when people can't pay be looked at. If someone can't pay their water bills, they can't pay the fees and fines that come after being cut off. People who can't pay their bill don't do it to not do it; they do it because they don't have the money. When fines and penalties are added, it is very hard for people to catch up. She understands having a price to charge to turn water back on after it has been turned off but if there is a way to waive fees or make them better, it would be good because people really need that kind of help. It just snowballs it when you add the fees, and it gets stressful. She does appreciate what they are doing, and it is more than her Council did but please just think about the fees.

Mayor Boies said she did not read all of the information, but this amendment would make the Town Code consistent with the Code of Virginia §15.2-2119 and 2122 when water payment is delinquent for 60 days. She believes the current policy is to send another bill after 20 days and cut-off is 10 days later, so water is shut-off between 20 and 30 days after non-payment; this would extend it from 30 days to 60 days.

The Public Hearing closed at 7:05 p.m.

Mayor Boies said the second public hearing listed on the agenda has been removed and rescheduled for the Council meeting on March 12.

Introduction and Recognition of Visitors and Guests:

Mayor Boies welcomed the Signal Knob Middle School FFA. February 17 – 24 is National FFA Week.

Dakota Stroud, Agriculture and Education teacher and advisor for the group: Stated this is his third year in the position. During the past year, they have had many successes. They were recently named the number one middle school chapter in Virginia. They also had several state winning teams, as well as their soil's team winning first place for the second year in a row. He then turned the floor over to his students to allow them to introduce themselves and give a little information about themselves.

Olivia Fisher, President

Mia Schneider, Secretary

Kadiatou Diallo, Treasurer

Sydney McCarter, Reporter

Meghan Ritenour, Sentinel

Piper Dellinger, Vice President – **Piper** thanked all for inviting them to the meeting.

Vice Mayor McCornyn congratulated the students for their accomplishments.

Council Member Carter said he appreciates the leadership they have. They have a lot of integrity.

Mayor Boies said she was in FFA in middle school and high school. She credits FFA for her role as mayor. Just getting in front of the dais is nerve-wracking and FFA helps with this. She remembers learning how to run a meeting during her years of FFA. She encouraged them to keep reaching out for leadership positions. Leadership is important for moving things forward. We are impressed by the students and their teacher.

Council Member Monahan said she has watched several of these girls grow up and they will be moving on to high school next year.

Mayor Boies read and signed the FFA Week Proclamation.

Mayor's Comments:

Mayor Boies thanked staff for all their work with a successful Cupid's Market. She has heard it was fantastic. On that same night, several staff members participated in the "Night to Shine" event. She appreciates all that everyone is doing in our community.

Citizen Comments:

Kim Bishop, 728 Crystal Lane, Strasburg, VA: Stated she wanted to give a personal update on 188 West King Street. She said she paid for a fence to be put up to block the view. The gates will be put up tomorrow and locked. The greenhouses are or will be skinned/covered.

Ms. Bishop still believes there is harassment against the people who live there. **Mr. Lassiter** could not do get a spot for Cupid's Market, so he decided to do a pop-up shop at his building. About an hour and a half after putting things up, **Mr. Otis** came down because someone reported that **Mr. Lassiter** was putting things out on the sidewalk. She doesn't know who made the complaint. For those who do not think there is harassment, there is harassment. This happened after an hour and a half. The town is being used as the tool for harassment. They agreed that the event was nice, but there was nothing on the other end of town to draw people down the street. She thinks it is a shame that the end of town is ignored. Remember the harassment and targeting and please take this seriously the next time the complaints come, we will be back to appeal.

Jody Neff, 18 Signal Knob Lane, Strasburg, VA: **Ms. Neff** thanked the mayor for extending the invitation to the meeting so she could come and thank all personally for working with them in trying to get the building they own, Signal Knob Recreation Center, under contract. They had a hiccup with getting the zoning correct, but **Mr. Otis** spent a lot of time with them and walked them through it. He was very helpful. Improvements will be made to the building that they were not able to do

with it and they are very excited for **Ms. Wu** to give the property the attention it needs.

Helen Wu, 269 Rocky Road, Linden, VA: Presented each Council Member with a packet of information (attached here-to). She thanked all for allowing her to introduce herself and her school to the entire Council. She started a school in Front Royal in 2012 called the Virginia International Academy. She is the founder of the school and the head mistress. They have between 30 and 40 students until COVID. Enrollment dropped and they sold their building to a neighboring school, Chelsea Academy. Since then, they have been looking for a new home for their future students. They are now ready to take more enrollments and reach their normal enrollment. By the time they reach this goal, they have to hire many people. Their student/teacher ratio is much lower than the public schools. They have administrative staff, teachers, tutors, and dorm parents. These students will be there 24/7 so they have to people with them all the time. They have weekend activities they are taken to so the students can experience what American education looks like. They want them to have fun like American kids. They finally have found this beautiful building that they feel will meet their needs. She is not an expert on the zoning or coding but **Mr. Otis** helped them a lot. She hopes everything can go through smoothly. They offer a lot of community service to the community. They worked in the food bank and participated in the Adopt-a-Road program. They also brought the students to Town Council meetings so they can understand how American government works. The students range in age from 13 to 18 years old. They already know Chinese culture when they come to the school, and they will learn American culture while here. **Ms. Wu** feels they will be the future of the world. She hopes Strasburg will be where their dreams start.

James Nickens, Branch Street, Strasburg, VA: Stated he currently lives in Winchester, but his home base is Strasburg. He was here last year with **Rev. Gess** about the tree situation at Mt. Zion United Methodist Church. He wanted to know the status of the problem.

Town Manager Coggsdale said they had a telephone conversation about the multiple concerns that **Rev. Gess** had brought up. He will be meeting with **Town Attorney Helm** this week and will give an update at the March 4 Work Session.

Pastor Todd Gess, 391 W. Queen Street, Strasburg, VA: Stated he initially wanted to discuss the same issues **Jimmy** was discussing (**Mr. Nickens**), but today he brought some information to **Town Manager Coggsdale** about when the land was set aside for the road and the part that Mt. Zion actually owns. He continued by saying that what he is more interested in is that this is Black History Month. We isolate this to just one month. It is the same for the reparations for Native Americans; you can have the reparations as long as you get back on the reservation. As long as you stay in your place, we will give you a little recognition. He has heartburn over that as a pastor and as a citizen. Today we would have had more people here to talk about the water bill, members of his church, but they told him there was no use in coming. Council will do what they want anyway. "We fought the battle many times and nothing happens." In our society today, we lift up the leaders in Black History Month, but what about the untold story. Some people say that if you bring up the untold story of where people were persecuted, that is "wokeism". It has become a derogatory word. "To be aware of what our history is, is something bad? No. We cannot make a complete change and have full equality for every minority, for every person, and I'm not just talking about race or color or creed or whatever, I'm talking about minorities and status of what they own and who they are." He feels privileged to have grown up where and how he did and it is not wealthy. "My bank account last week had nine cents in it, so we all struggle. Some struggle with what we want to invest for the future, and then there are others that struggle with survival, such as water bills. Our history is diverse and complicated and messy; it's even complicated and messy in the Bible because if you step back and think about it, who is one voice that you don't hear in the Bible? The person who was illiterate and isn't in the upper ranks to be able to write." The prophets and kings and all those who could write are written in the Bible, but where do you look for the others? We need to celebrate Black History not for a month, but "celebrate it for the history of America because it is messy, and we need to make a change and that change can come if we own up to our history."

Consent Agenda:

- 1) Minutes of the January 2, 2024, Work Session
- 2) Minutes of the January 9, 2024, Regular Council meeting
- 3) SVEC Easement Approval
- 4) Adoption of the FY2025 Budget Calendar
- 5) Adjusting the start time of the March 12 Town Council meeting to 6:15 p.m. to allow for FOIA training for Town Council by Town Attorney Helm.

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

Old Business (Discussion and/or Action Items):

1) Water & Sewer Extension Policy

Description: Proposed policy to define how extensions of the Town of Strasburg's water and sewer system main lines will be made.

Town Manager Coggsdale said this is just for water and sewer extensions. This policy deals more with extending water inside and outside of town. There are five different objectives of the policy:

1. Define how requests for new service shall be submitted to the Town.
2. Define the facilities necessary to provide new services.
3. Define the construction responsibilities of these new facilities.
4. Define the financial responsibilities of these new facilities.
5. Establish funding mechanisms for private contributions to publicly funded utility extensions.

These objectives will guide Council as the town moves forward with developments. This will help staff when they meet with those who might want to invest in our town. It establishes a process.

Vice Mayor McCornyn shared a question she asked over email. If we approved an application outside of town and then got a similar one that we didn't want to approve, could we be accused of being arbitrary.

Director of P&PS Otis said if someone comes in and needs 100,000 gallons of water and it is approved, when the next request comes in, it would not be the same as the capacity would have been affected.

Council Member Monahan said when this was first brought up, she thought they said that Council wanted to approve any outside of town limits hook-ups. Currently, we have a business park to fill and infill lots. Town staff does a great job, but it looks like it is giving staff the authority of whether it comes to Council or not.

Director of P&PS Otis said the administrative review with only staff to approve is for those within town limits and it is established by law. If the applicant shows a need, we have to extend water to them. This is not for a new development or outside of town.

Council Member Monahan asked if we are sure that the policy is written in such a way that if a group comes from outside of town and asks for water, that it will come before Council.

Town Attorney Helm said he can check this again. **Council Member Monahan** said they have learned a lot about policies, procedures, and proffers being written correctly, so she would like this to be looked at closely.

Council Member Kimmons asked what our obligation is for outside of town once the water is provided. **Town Manager Coggsdale** said once we have reached an agreement with places outside of town, it would be no different than inside of town. There are times we might limit in-town people as well as out-of-town. They are all customers. Some of these might eventually become in-town if

we have a boundary line adjustment. Drought conditions would affect all.

Consensus was to allow for the town attorney to review the policy again and bring back to a future meeting.

2) Pool Improvements/Funding

Description: Proposed repairs for the Town of Strasburg's pool – 295 Park Road.

At the last Work Session, it was decided to place this on the agenda for more discussion. Staff was instructed to get a quote on the tile and plaster work. This is not cheap, and the cost is \$118,950 but includes the expansion joint and strip removal that was included in the original estimates. This is resurfacing of the entire pool and it is not immediately needed but it could be needed within 5 to 10 years.

Asst. Town Manager Shipe said if they did do the tile and resurfacing, it would be in the fall of 2024. **Mayor Boies** asked if the other work could be done by pool season and **Park and Pool Manager Varley** will have to clarify this with National Pools.

Council Member Stover said if we wait five to 10 years for the resurfacing, the ARPA funds have to be allocated and used before then. It might be a good time to jump on this now as the price will only go up. He asked how long a warranty would be given.

Asst. Town Manager Shipe said there is a five-year warranty on the pool floor.

Mayor Boies said the ARPA funds are a one-time use and it might be hard to find the funding later.

Council Member Lowder thinks we should deal with it now. He would like to get everything done now.

Council Member Stover said the pool is community service and it is morale to the community, and it is a loss in our budget. To budget that kind of money and use regular funds would be a harder sell. He doesn't spend money unless he must, and he feels this is a good use. We can tell people we are trying.

Mayor Boies said the \$90,000 are things we need now. If we are looking at \$200,000, should we be looking at a new pool.

Town Manager Coggsdale said it is like putting a new roof on a house. You won't buy a new house because you need a new roof. A new pool would be much more costly than the \$200,000.

Council Member Monahan said she has visited two small towns that had thriving pools and because it became too burdensome, they have been abandoned.

Council Member Lowder said with the school that is being considered at the Rec Center, there is a pool in that building. Does the importance of our pool go up because of that?

Director of P&PS Otis said **Ms. Wu's** intent is to maintain the pool with the current use, as well as the basketball court.

Council Member Carter said his concern in holding off is the future cost. Things will not get any cheaper. It will be more expensive, and we won't have ARPA funds to use.

Vice Mayor McCornyn said she remembers that National Pool said the "bones" are good and she thinks it is good to invest in this.

Council Member Woodson said the pool is in the middle of the sun. Is there some way to get more shade. **Park and Pool Manager Varley** agrees there needs to be more shade but is not sure how to do this. Woodstock has several different pavilions, and we only have one.

Town Manager Coggsdale said it appears there are two questions – the repairs to do now and then the tile and plastering. There are two different opportunities.

Mayor Boies said from the work session, she feels the \$90,000 was unanimous. Should we wait on the vote of the tile and plastering until we have more budget discussions? This isn't something we have to decide on tonight.

Council Member Monahan asked if the quotes were tied to Council agreeing to both the \$90,000 and the \$118,000 for the tile and plastering. Do we need to do both for these quotes?

Town Manager Coggsdale said some of the work could be put off until the tile and plastering work. There is some minimal tile work in the first price that wouldn't need to be done now if all the other tile work is going to be done in the fall. Council will have to decide their priorities on ARPA funds. If it is done in the fall, that would be under the FY2025 budget. We can do Phase I and then discuss the other work during the budget discussions.

Asst. Town Manager Shipe said that for every 30 days, the cost could go up one percent. **Town Manager Coggsdale** added that unless they are under State Contract, we would need to go through procurement. **Asst. Town Manager Shipe** said they are under State Contract.

Mayor Boies said if we approve both tonight, we might be able to save about \$26,000 because of the \$10,000 saved on the tile work and then the \$2,000 per month for the one percent increase to the quote.

Town Manager Coggsdale asked what they would like to have done. **Asst. Town Manager Shipe** added that part of the estimate was \$25,000 for a fence which is actually in the CIP for the next fiscal year. If you take off the tile work and plastering and the fence, the cost would be about \$55,000 for everything else. If you keep the fence in, it is up to about \$80,000.

Council Member Stover asked if we have built the fence around Public Works and we have not. He remembers that when this was first brought up, it was \$45,000; it is now \$90,000. He thinks this stuff needs to be done now. We want to save the \$10,000 on the tile work now and not let them go up on the cost. **Asst. Town Manager Shipe** said there is a chance that they will go up the one percent.

Council Member Carter moved to approve pool repairs, including tile and plaster work to be completed in fall of 2024, with an estimated cost of \$198,026. ARPA funds will be utilized for repairs; no second at this time.

Discussion:

Town Manager Coggsdale said we are basically amending the budget and when you go outside the one percent, you must have a public hearing. If you want to commit, you should commit to Phase I. We can come back on March 4 and have the discussion again.

Mayor Boies said we might want to wait on the tile and expansion and the fence because the fence is in the CIP.

Town Manager Coggsdale said we can work with National Pools and tell them we want to proceed with the six items and to include the other items if it is decided to not do the tile and plaster work. We can ask for an extension in the contract to work through the other items.

Mayor Boies asked about the fence price. **Asst. Town Manager Shipe** said this was the cost that was put in the CIP. **Mayor Boies** is worried the cost will be more.

Council Member Carter amended his motion to read: “I move approve pool repairs for Phase I up to \$55,000 including the six items with the option for later approval for tile and plaster work; second by Council Member Kimmons. With no further discussion, the motion passed on a roll call vote with the following results:

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

3) Section 86-39. Shutting off Water for Failure to Pay Bill Text Amendment:

Council Member Monahan moved to approve the text amendment to Section 86-39 of the Strasburg Town Code as presented; second Council Member Lowder. With no discussion, the motion passed unanimously.

4) Other old business:

Council Member Monahan discussed the Dunmore property and how its use could be determined. She asked **Director of P&PS Otis** to research putting in proffers with the rezoning of the property so that if it is approved that there are proffers that go with the land if it is sold.

Town Attorney Helm said if we are rezoning to a certain type of zoning, you can't ask them not to use it for certain things.

Director of P&PS Otis said once a proffer is approved, they go with the property. There are certain things that the Planning Commission has already asked for. Council could show a concern for certain use, and it could be brought before the owner who could then decide if they wanted to proffer the suggestion. **Director of P&PS Otis** said he had suggested having land bays.

Council Member Monahan said we can suggest proffers, but can you rezone property for only certain use? Could we create our own use district for this property? **Town Manager Coggsdale** said that would be a conditional rezoning. **Director of P&PS Otis** said the owner would have to identify what he would not put in. These are all voluntary conditions.

Town Attorney Helm asked if **Council Member Monahan** was talking an overlay district and she said that is what she is thinking of. He would need to discuss this further.

Mayor Boies asked if this is coming from concerns of smells and noise. **Council Member Monahan** said when looking at the property across from Food Lion, how many times has something been said is going in or the type of houses we are dealing with. This is to protect future people.

Council Member Carter asked if the uses for light industrial are listed on our website, and it is in the UDO that shows what can be put on that property. It will behoove people to look at this so they can see what they might be dealing with. **Director of P&PS Otis** will send this to all of Council and it will be included in the next packet.

Mayor Boies said we have been waiting to hear from Dewberry regarding 115 West King Street and they will be at the March 4 meeting.

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. Reports are also found on the "Meetings" page of the website (<https://www.strasburgva.com/meetings>).*****

Director of P&PS Otis said they have been working with the engineers for the Queen Street and the Sandy Hook water line projects. There will be an open meeting so the citizens can come and hear what is being proposed.

Mayor Boies congratulated both **Brian Otis** and **Brian McKee** on their promotions.

Mayor Boies said business licenses are due on March 1. She asked how this helps the town. **Town Manager Coggsdale** said this is how we get our BPOL taxes. The process helps us find who is in business. It helps with the budget process.

Asst. Town Manager Shipe added that it gives a contact person for businesses which can be used in emergencies.

Mayor Boies said a new bakery is coming to town. We always welcome all new businesses.

Town Attorney Helm said we have the zoning violation matter with a court date of April 2. He will provide an update following this.

Special Committee Reports:

Northern Shenandoah Valley Regional Commission: Council Member Kimmons submitted a written report which read: "The Commission met on January 18th. We received a report on a Virginia Housing PDC grant that the Commission has been overseeing. This is a grant used to help build housing for lower income families. The program was awarded with funds to build 20 homes in our region. A few houses were built in Strasburg using these funds. The commission passed a resolution to adopt the updated Regional Hazard Mitigation Plan. This plan is updated every 5 years to be eligible for pre and post disaster funding. In the near future, this council will also be voting on the plan. If anyone would like to read the plan now, it is available online from the NSVRC website or I have a pdf I can forward to you. The commission will not be meeting this month."

Town Manager Coggsdale asked if there was a date to add this to the agenda for the Regional Hazard Mitigation Plan and **Council Member Kimmons** said the NSVRC will be in contact on that.

Council Member Items:

Council Member Monahan asked about the volunteer site on Facebook for volunteers for Strasburg that **Business and Engagement Coordinator McKee** developed and it is "Discover Us". Council Member Monahan said for a long time the "Discover Strasburg" page promoted things from all over. And, now everything is Strasburg related. **Business and Engagement Coordinator McKee** has also started initiatives about volunteers, and he has gotten 30 volunteers.

Mayor Boies said the key is to keep volunteers engaged and put them to work.

Council Member Kimmons said next Saturday (February 24) will be the "Nanny's Quilt" event at the Visitor Center. This quilt shows the interrelationships in our community through its 225 names shown on the quilt.

Closed meeting: none

Adjournment:

Being no other business, the meeting adjourned at 8:30 p.m.

Agreement

Strasburg Municipal Park

Town of Strasburg – Strasburg Little League

The Town Council of Strasburg, Virginia (“Town”) agrees to allow the Strasburg Little League Baseball Organization to use the acreage of land commonly known as the “baseball field” at the Strasburg Municipal Park – 295 Park Road, Strasburg, Virginia, as shown on the map (copy attached).

The rights and privileges hereby granted shall continue for a period of three (3) years beginning May 1, 2024, and shall continue year to year thereafter unless terminated by the Town, with at least six (6) months prior written notice. This agreement shall continue for the aforesaid term unless the same is voluntarily surrendered by the said grantee, with the consent of the Town, or unless the same is sooner forfeited as may be provided by either party. In no event shall the agreement granted by this document continue longer than a total of eight (8) years. The agreement may be renewed after eight (8) years, subject to approval by both the Strasburg Little League Baseball Organization and the Town.

The requirements of the agreement are as follows:

- A. The land will be used for recreational use only.
- B. The Strasburg Little League Baseball Organization will be responsible for liability and any debt it incurs. Strasburg Little League Baseball Organization shall obtain and maintain Comprehensive General Liability Insurance covering operation and premises, completion operations and products liability and contractual liability, all with minimum bodily injury limits of Five Hundred Thousand Dollars (\$500,000.00) each person, One Million Dollars (\$1,000,000.00) each occurrence, and a minimum property damage limit of One Hundred Thousand Dollars (\$100,000.00) each occurrence. The insurance will name the Town as an additional insured and will be primary to any other existing, valid, and collectible insurance. The Strasburg Little League Baseball Organization shall furnish the Town with certificates of such insurance which provide that coverage will not be cancelled or materially changed prior to thirty (30) days advance written notice to the Town.
- C. The Strasburg Little League Baseball Organization shall not be required to pay rent to the Town.
- D. The Strasburg Little League Baseball Organization will obtain Town Council approval prior to making any substantive improvements to the facility and grounds as set forth in paragraph G of this document. The Strasburg Little League Baseball Organization will be solely responsible for any debts they incur for the maintenance, upkeep, and care of the facility and grounds. Improvements to the facility, grounds, and equipment must be maintained and cared for by the Strasburg Little League Baseball Organization.
- E. The Strasburg Little League Baseball Organization will be responsible for maintaining the infrastructure and upkeep of the area within the solid line of the attached map. The maintenance and upkeep must adhere to current Strasburg ordinances.
- F. The Strasburg Public Works Department will continue to mow and weed-eat the outlined area regularly; however, if circumstances dictate that the Strasburg Public Works cannot mow or weed-eat the outlined area in the agreed-upon timeframe, then that will not be seen as a breach of this contract. The Strasburg Little League Baseball Organization, or a responsible entity obtained by the Strasburg Little League Baseball Organization, will be responsible for mowing and weed-eating the outlined area.
- G. The Strasburg Little League Baseball Organization may make new additions, such as seating, refreshment building, fencing, lighting, and similar facilities, that may improve the baseball program upon approval by the Town.
- H. The Town of Strasburg and Strasburg Little League Baseball Organization may mutually agree to share capital project costs upon written agreement.
- I. The Strasburg Little League Baseball Organization shall not assign this Agreement or sublease use of the baseball field without the written consent of the Town.
- J. Entire Agreement. This Agreement contains the entire agreement by and between the parties hereto and shall be binding upon the parties hereto, their heirs, successors, and assigns.

Town of Strasburg:

Mayor Date

Attest – Clerk of Council Date

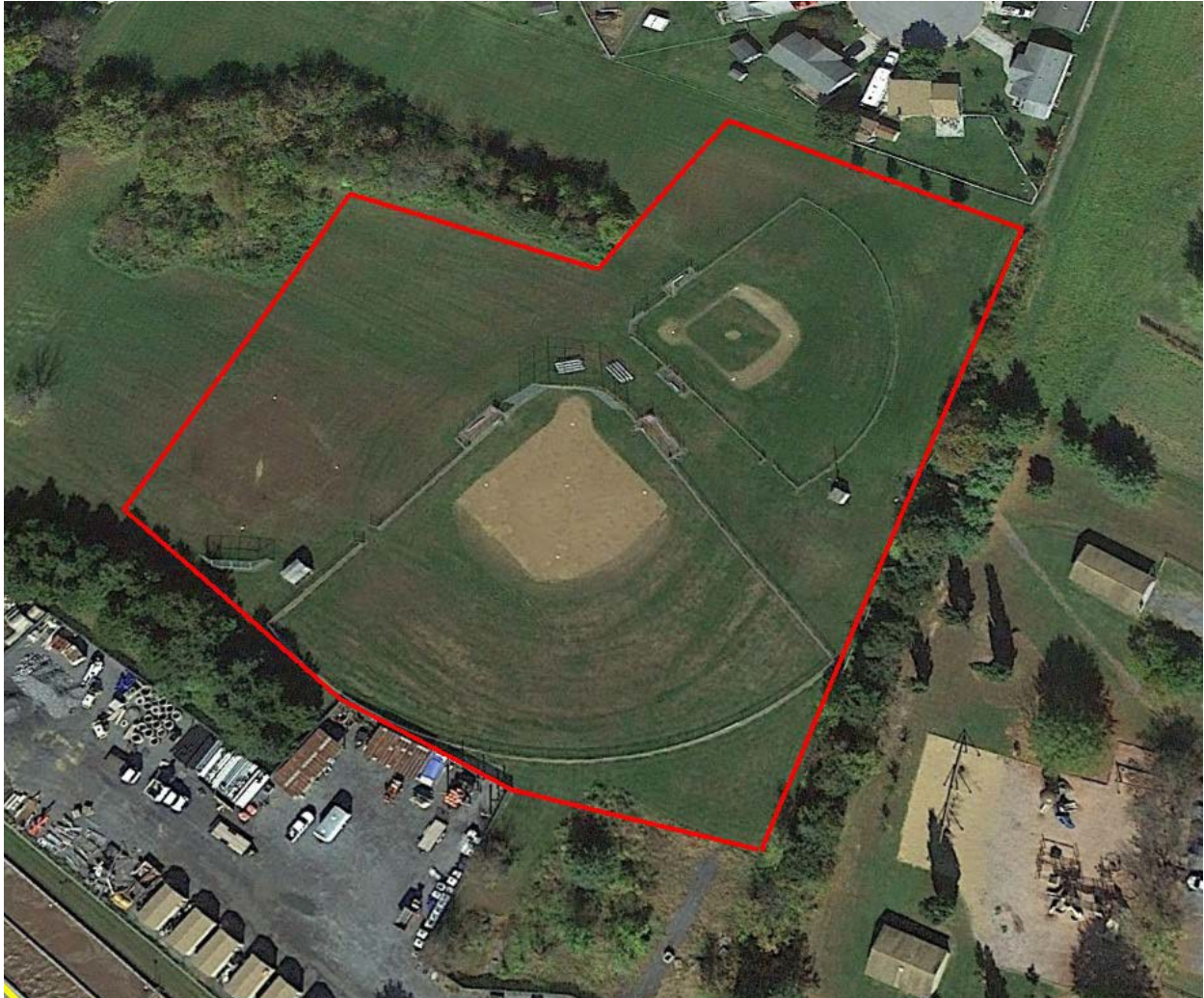
Strasburg Little League Baseball Organization:

President Date

Attest – Vice President Date

Baseball Field at the Strasburg Municipal Park – 295 Park Road, Strasburg, Virginia

(The Strasburg Little League Baseball Organization will maintain the area in red.)



Memorandum of Understanding

Strasburg Town Pool

Town of Strasburg – Strasburg Swim Team

This Memorandum of Understanding (MOU) is entered into by and between The Town of Strasburg, Virginia ("Town"), and the Strasburg Swim Team. The Town of Strasburg is the municipal corporation that has delegated authority to oversee local legislation as well as the management of resources. The Strasburg Swim Team ("Swim Team") is a volunteer-run organization that strives to create a safe environment for youth within its swim program. The Swim Team utilizes the Strasburg Town Pool – 295 Park Road, Strasburg, Virginia, for practices and swim meets.

Purpose. This MOU aims to create a clear understanding of the roles and responsibilities of each party's contribution to the Strasburg Parks and Recreation program and usage of the Strasburg Town Pool located at 295 Park Road in Strasburg, Virginia.

Roles and Responsibilities.

The Town of Strasburg agrees to:

- A. Offer a clean, safe space for the Strasburg Swim Team.
 - a. Ongoing
- B. Provide staffing for practices and swim meets.
 - a. Seasonal
- C. Provide storage for lane lines.
 - a. Ongoing

The Strasburg Swim Team agrees to:

- A. Submit a current Certificate of Liability of Insurance to the Town Office. The insurance policy should name the Town as an additional insured and be primary to any other existing, valid, and collectible insurance.
 - a. Annually
- B. Submit the practice and swim meet schedule to the Strategic Initiatives Department before the season.
 - a. By March 31, 2024
- C. Ownership, maintenance, and replacement of the lane lines, reels, and correlation equipment exclusively related to the swim team activities.
 - a. Ongoing

The Strasburg Swim Team further agrees as follows:

- A. To follow all town, county, and state policies and regulations while using the Town Pool.
- B. To prohibit the use of the pool by anyone not affiliated with the Swim Team during designated practices and meets.
- C. To ensure that all safety guidelines are followed and to ensure that proper guidelines governing supervision of persons participating with the Swim Team are followed.

Timeframe. This MOU will commence on April 15, 2024, and dissolve on April 14, 2025. This MOU may be renewed on an annual basis.

This Memorandum of Understanding (MOU) is the complete agreement between the Town of Strasburg, Virginia, and the Strasburg Swim Team. It may be amended only by written agreement signed by each party.

Town of Strasburg, Virginia

Authorization _____ Date _____

Printed Name _____ Title _____

Strasburg Swim Team

Authorization _____ Date _____

Printed Name _____ Title _____



SWIMWEAR GUIDELINES

Proper swim attire is required in both pools. The intent of enforcing a swim attire policy is to maintain a clean, safe, and inviting environment for our patrons. Clothing other than swimwear can create problems with water clarity, disinfectant systems, and filtration. Management has the right to deny anyone use of pools for non-approved swimwear. If you have questions about your swimwear, please ask a staff member.

Examples of Approved Swimwear:



Examples of Non-Approved Swimwear:



If you have any questions, please check with Facility Management at 540.465.8130 or Town Hall at 540.465.9197.

OLD BUSINESS (DISCUSSION AND/OR ACTION)





Old Business
(Discussion and/or Action)

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: March 7, 2024
Re: Utility (Water & Sewer) Extension Policy

SUMMARY

Recently, staff presented to Town Council a draft policy for Water and Sewer Extensions.” This policy would establish procedures for requesting and/or installing new services and any financial obligations.

In situations where no water or sewer main line exists, the Town staff will evaluate the request in accordance with the policy and make recommendations to the Town Council on whether to approve the extension request.

Town Attorney, Michael Helms will update Town Council on his review of the policy.

STAFF RECOMMENDATION

Staff is recommending that Town Council adopt the “Water and Sewer Extension Policy” as presented or as amended by Town Council.

RECOMMENDED MOTIONS

- I move for approval of Water and Sewer Extension Policy as presented or as amended. delinquent water/sewer bill.
- I move for denial of Water and Sewer Extension Policy.
- Defer Action and place on a future agenda.

Attachments:

- *February 13th Town Council Regular Meeting Minutes Excerpt*
- *Draft “Water and Sewer Extension Policy”*

1) Water & Sewer Extension Policy

Description: Proposed policy to define how extensions of the Town of Strasburg's water and sewer system main lines will be made.

Town Manager Coggsdale said this is just for water and sewer extensions. This policy deals more with extending water inside and outside of town. There are five different objectives of the policy:

1. Define how requests for new service shall be submitted to the Town.
2. Define the facilities necessary to provide new services.
3. Define the construction responsibilities of these new facilities.
4. Define the financial responsibilities of these new facilities.
5. Establish funding mechanisms for private contributions to publicly funded utility extensions.

These objectives will guide Council as the town moves forward with developments. This will help staff when they meet with those who might want to invest in our town. It establishes a process.

Vice Mayor McCorn shared a question she asked over email. If we approved an application outside of town and then got a similar one that we didn't want to approve, could we be accused of being arbitrary? **Director of P&PS Otis** said if someone comes in and needs 100,000 gallons of water and it is approved, when the next request comes in, it would not be the same as the capacity would have been affected.

Council Member Monahan said when this was first brought up, she thought they said that Council wanted to approve any outside of town limits hook-ups. Currently, we have a business park to fill and infill lots. Town staff does a great job, but it looks like it is giving staff the authority of whether it comes to Council or not.

Director of P&PS Otis said the administrative review with only staff to approve is for those within town limits and it is established by law. If the applicant shows a need, we have to extend water to them. This is not for a new development or outside of town.

Council Member Monahan asked if we are sure that the policy is written in such a way that if a group comes from outside of town and asks for water, that it will come before Council.

Town Attorney Helm said he can check this again. **Council Member Monahan** said they have learned a lot about policies, procedures, and proffers being written correctly, so she would like this to be looked at closely.

Council Member Kimmons asked what our obligation is for outside of town once the water is provided. **Town Manager Coggsdale** said once we have reached an agreement with places outside of town, it would be no different than inside of town. There are times we might limit in-town people as well as out-of-town. They are all customers. Some of these might eventually become in-town if we have a boundary line adjustment. Drought conditions would affect all.

Consensus was to allow for the town attorney to review the policy again and bring back to a future meeting.



WATER AND SEWER EXTENSION POLICY TOWN OF STRASBURG

Article I: INTRODUCTION

Section 1.1. PURPOSE

The Water and Sewer Extension Policy is intended to define how extensions of the Town of Strasburg water and sewer utility systems will be made. The Policy establishes procedures for requesting and/or installing new services and the financial obligations thereto.

Section 1.2 OBJECTIVES

The Town's primary objective is to provide reliable and affordable utility service to its existing customers. New customers to the system are therefor expected to share in a majority of the expense for new services. The specific objectives of this Policy are to:

1. Define how requests for new service shall be submitted to the Town.
2. Define the facilities necessary to provide new services.
3. Define the construction responsibilities of these new facilities.
4. Define the financial responsibilities for these new facilities.
5. Establish funding mechanisms for private contributions to publicly funded utility extensions.

Section 1.3 DEFINITIONS

Growth Area – the areas around Strasburg considered by the Town to be viable candidates for incorporation into the Town.

Major Facilities – Major water facilities generally consist of storage facilities, pumping facilities, and water lines 12 inches in diameter and larger. Major wastewater facilities generally consist of the pumping facilities, and sewer lines 8 inches in diameter and larger.

Minor Facilities – facilities that generally provide local water and sewer service.

Service Connection – lines and appurtenances connecting a customer to the Town water and/or sewer system.

Availability Fee – a fee paid by all new utility connections to defray, in part, the impact that each new customer will have on the overall public system and the Town’s available water and sewer capacity.

Engineer Review Fees – a fee paid by the applicant to have the water and sewer extension request reviewed by an engineer of the Town’s choosing and by Town Council.

Tap Fee – a fee paid by all new customers to defray, in part, the cost of the service connection and meter.

Bore Fee – a fee paid, when necessary, by new customers to defray, in part, the cost of boring under a road to provide sewer service.

ARTICLE II: APPLICATION

Section 2.1 REQUEST FOR SERVICE

Any interested party may request water and/or sewer service from the Town by the submission of the Town’s Capacity Assurance Review Application. The scope of the request will determine whether it is an internal administrative review/decision or has to be considered and approved by Town Council.

All applicants requesting water and/or sewer service outside Town limits shall submit the Town’s Capacity Assurance Review Application. The Town will generally consider extension of utilities to areas within the growth area, though areas outside of the growth area may be considered. Extensions of water and sewer outside the corporate limits of the Town will require that such recipients be required to acknowledge in writing that such extensions subject the properties served to future annexation at the discretion of the Town as stated in the Attachment “A” of the “Annexation Plan for the Town of Strasburg, VA”, December 1984.

Requests for Service shall be accompanied by engineering design plans sealed by a Professional Engineer, as well as review fees as set forth by the Schedule of Fees along with their formal application to the Town of Strasburg Director of Public Works.

Section 2.2 TOWN RESPONSE

Upon receipt of a complete application to extend water and/or sewer mains, the Town will review the feasibility of providing service to the applicant and determine if the request is administrative or needs Council review/approval. If the Town staff determines it is feasible and the request requires Town Council’s review/approval, they may consider any or all of the following options:

- 1) Town installs the extension at the Town’s expense.
- 2) Town approves and allows the applicant to install the extension at his/her expense.
- 3) Town installs the extension at the applicant’s expense.
- 4) Town installs and jointly finances the extension in cooperation with the applicant.
- 5) Deny the request.

The criteria under which option will be chosen are generally defined herein; however, the Town Council may act accordingly to any aforementioned option, which it feels is in the best interest of the Town.

The Town Council may also extend water and/or sewer mains on their own discretion without receipt of an application and assess the cost or collect utility fees as described herein, from those who connect to the main.

Article III: WATER AND SEWER STANDARDS.

Section 3.1 SERVICE CONNECTIONS

New service connections to existing mains will generally be installed by the Town and paid for by the new customer. Where new service connections are installed in conjunction with extension of water and sewer lines, the customer may, at the Town's discretion, install service connections.

No new service shall be commissioned until construction and testing are completed and all applicable fees have been paid to the Town.

Section 3.2 MINOR FACILITIES

All extensions to Town utilities shall be made in accordance with Town standards and applicable to State and Federal regulations.

Where extension of utilities is funded entirely or partly by the Town, the Town shall design and construct the facilities. Extensions funded entirely by the applicant may, at the Town's discretion, be designed and constructed by the applicant. The facilities shall be constructed by a licensed utility contractor in accordance with Town standards.

Extensions funded by the Town shall be Town projects. The petitioner shall make a non-refundable deposit of fifty percent of the estimated project cost prior to the Town undertaking design. Prior to construction the applicant shall pay the balance of the project cost or the applicant's share of the cost.

Privately funded extension projects constructed by the applicant shall be reviewed and approved by the Town prior to the applicant submitting the plans to any other review agency. Upon approval of plans the Town will issue the written notification to the applicant who shall then secure all additional approvals and construct the facilities. The facilities shall be constructed by a licensed utility contractor and must be constructed to Town standards. The facilities must be extended to the far edge of the applicant's property in order to make the facilities available to adjacent property owners. The applicant shall commence construction within 18 months of the approval and complete the installation and make service connections within 36 months. Failure to comply with the approved plan or time schedule will automatically terminate the approval for service. The extensions provided by the applicant may become Town facilities, at the Town's discretion.

Section 3.3 MAJOR FACILITIES

Major facilities shall be funded, designed, and constructed by the Town. These facilities shall be constructed in order of priority as adopted in the Town's Capital Improvement Plans. Projects will only be undertaken as adequate capital improvement funds are available. Projects to improve existing services will generally be funded by fees and revenues. Projects to extend the major facilities will generally be funded by fees, charges, and private contributions.

Applicants wishing to expediate a major facility extension project may be asked by the Town Council to prepay fees and charges, make a contribution to the project cost or both such that accelerating the project does not adversely impact existing customers or the orderly expansion of the utility system.

Article IV: FEES AND CHARGES

Section 4.1 ENGINEERING REVIEW FEES.

Engineer Review Fees will be collected from each applicant prior to review and consideration from the Town engineer and Town Council. The schedule of fees shall be periodically revised to reflect changes in associated costs.

Section 4.2 TAP FEES

Tap Fees will be collected from each new customer prior to installing service, this fee covers the cost of extension of the service to the property and the cost of meter and installation. Where new service connections are installed as part of a new development, the fee reflects the cost of meter and installation only. The schedule of fees shall be periodically revised to reflect changes in the Town's actual cost.

Section 4.3 BORE FEES

Bore Fees will be collected from each new customer, when necessary, prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in the Town's actual cost.

Section 4.4 AVAILABILITY FEES

Connection Fees will be collected from each new customer prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in facility needs and associated costs.

Where the Town Council has extended beyond the Town Limits pursuant to statutory involuntary annexation and water and/or sewer lines are extended to or through the newly annexed area to comply with statutory requirements relating to the annexation; property owners may be required to pay a special assessment, tap fees, and connection fees.

Payment of the Fees in this section shall be made prior to installation of any meter or connection of any new service to the town water and/or sewer system.

Article V. ADOPTION

Adopted by the Town Council on the ____ day of _____ 2024.



Town of Strasburg
174 East King Street
Strasburg, VA 22657
www.strasburgva.com

CAPACITY ASSURANCE REVIEW APPLICATION

FLOW ACCEPTANCE/PRELIMINARY CAP REVIEW

All requests require a utility drawing.

First Name

Last Name

Company, HOA, Developer, etc.

Address

Apartment/Unit #

City

State

Zip

Email

Project Location

Project Name

Phone

Site Address

Tax Map/Parcel #

City

State

Zip

Email

Contact Person's Name

Project Information

Complete the following:

1. Type of Development
 - a. Residential, apartment _____ units
 - b. Residential, townhome/condominium _____ units
 - c. Residential, single-family _____ lots
 - d. Amenity Center (sf) or Pool (people) _____ sf/people
2. Residential Bedroom Units
 - a. 2 or more Bedroom Units _____ 2 or more bedroom units
 - b. 1-Bedroom Units _____ 1-bedroom units
3. Non-Residential Development
 - a. Restaurant _____ seats
 - b. Retail or retail with food prep _____ sf
 - c. Office _____ #emp/shift
 - d. Warehouse _____ #loading bays
 - e. Hotel of suites _____ rooms
 - f. School _____ students
 - i. Cafeteria ☐ Yes ☐ No
 - ii. Gym/Locker Rooms ☐ Yes ☐ No
4. Other (provide flow calculations) _____
5. Will this project have a pool? ☐ Yes ☐ No
 - a. If yes, pool must have a 4-inch drain line.

6. Project intends to ☐ Connect to Existing Main ☐ Extend Existing Main to Subject Property
7. Will this project have a private sewer lift station? ☐ Yes ☐ No
8. Total wastewater flow requested (average daily flow in gpd, show calculations): _____
9. Commercial only: Peak wastewater flow requested (peak hourly flow in GPH): _____
10. Water Demand
- a. Average Daily Water Demand (GPD): _____
 - b. Peak Water Demand (GPD): _____
 - c. Average Daily Water Demand (GPD): _____
 - d. Maximum Daily Water Demand (GPD): _____
 - e. Peak Hour Demand (GPD): _____
11. Wastewater (Sewer) Demand
- a. Average Daily Sewer Demand (GPD): _____
 - b. Peak Sewer Demand (GPD): _____
 - c. Average Daily Sewer Demand (GPD): _____
 - d. Maximum Daily Sewer Demand (GPD): _____
 - e. Peak Hour Demand (GPD): _____
 - f. Wastewater Strength (BOD) (mg/L): _____
12. Does this project include a 6-inch or larger private sewer line providing service to multiple buildings? ☐ Yes ☐ No
13. Does this project include a 2-inch or larger private water line providing service to multiple buildings? ☐ Yes ☐ No
14. Will this Project have Public Roads? ☐ Yes ☐ No

Payments of the Fees in this section shall be made prior to the issuance of the zoning permit for the structure to be served. If the development does not commence and the zoning permit is voided, the applicant may request a fee refund. The refund will be for the paid amount, minus fifteen percent for administrative costs.

FOR TOWN OF STRASBURG ONLY

Town Tracking Number

Tax Map #

Flow Amount (GPD)

Does the flow transmit through a Town of Strasburg lift station? ☐ Yes ☐ No

If yes, which station? _____



Old Business (Discussion and/or Action)

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: March 7, 2024
Re: Water Bill Liens

SUMMARY

Recently, Town Council approved an ordinance text amendment (Sec. 86-39) regarding payment and potential discontinuance of water/sewer services (cut-offs). The amendment references the Code of Virginia §15.2-2119 which sets forth the process of setting fees and charges as well as addressing non-payment. Subsection E. of the 15.2-2119 addresses the process by which non-payment constitutes a lien against the property and how said lien can be placed on the property of the owner.

In 2012 the State Code set forth a choice for local governments regarding whether they would pursue the placing of liens on a landlord (owner) for the unpaid water/sewer bill of a tenant. At that time, the Strasburg Town Council opted not to pursue that option. The language of the code has changed and at this time staff seeks direction from Town Council as to their "policy" regarding the placement of liens on a landlord's (owner) property.

STAFF RECOMMENDATION

Staff is recommending that Town Council direct staff to implement the policy, in accordance with the Code of Virginia §15.2-2119 that allows the placement of liens on a landlord's property for non-payment of a delinquent water/sewer bill.

RECOMMENDED MOTIONS

- I move for approval of direction to the staff to implement the policy, in accordance with the Code of Virginia §15.2-2119, regarding the placement of liens on the landlord's (owner) when a tenant has a delinquent water/sewer bill.
- I move for denial of implementation of the policy regarding placement of liens on the landlord's (owner) property for tenant is delinquent on the water/sewer bill.

Attachments:

- *Town Code Section 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.



Old Business (Discussion and/or Action)

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: March 7, 2024
Re: Police Vehicle Replacement

SUMMARY

Town Council, at their March 4th Work Session, received a report from the Vice Mayor McCorn, Police/Public Safety liaison, regarding the need to replace a police vehicle that was recently totaled.

Currently the availability of police vehicles is scarce and when they are available action is needed within 30 days. Staff is working to identify potential sources in the FY2024 Budget to fund the \$39,994.47 needed for this purchase. One police vehicle is included in the Draft FY2025 Budget as a backup plan to purchasing a replacement vehicle in the current fiscal year. If purchasing a vehicle in the current fiscal year is approved the vehicle in the Draft FY2025 Budget can be removed in the amount of \$78,000 (this figure includes a regular police vehicle uplift package).

Police Vehicle Replacement

Car Cost	\$ 43,638.80
Uplift Accessories / Labor	\$ 10,000.00
Total Cost	\$ 53,638.80

Total Cost	\$ 53,638.80
Total Insurance Claim	\$ 13,644.33
Total Due	\$ 39,994.47

STAFF RECOMMENDATION

Staff is recommending that Town Council authorize staff to pursue and commit to a vehicle purchase if the cost is within the amount set forth.

RECOMMENDED MOTIONS

- I move to authorize staff to proceed with the purchase of a new police vehicle in accordance with the established cost.
- I move for denial of the request to fund the purchase of a replacement police vehicle in FY2024.

Attachments:

- None, at this time.



Committee of the Whole – Strategic Initiatives

Meeting Date: March 12, 2024

To: Mayor Boies and Town Council of Strasburg

From: Mellanie Shipe, Asst Town Manager

Re: 4th of July Fireworks

Description: The Town Council agreed to work with Mark Hensel to secure a contract to resume a fireworks display provided by his company on the 4th of July.

Update: Marisa Varley, Parks and Recreation Manager, and I have been working with Mark Hensel to secure an agreement and invoice to purchase equipment and certification for two of his former staff. Michael Helms, Town Attorney, drafted an agreement for a bill of sale and MOA with the operators.

Attachment:

- *MOA*
- *Bill of Sale*
- *Invoice*

MEMORANDUM OF AGREEMENT

Between the

**TOWN OF STRASBURG, VIRGINIA and
TROY JOHNSON AND TORI HENSELL**

Regarding

TOWN OF STRASBURG, VIRGINIA ANNUAL FIREWORKS DISPLAY

PURPOSE

This Agreement, which shall constitute a binding contract, is between the **Town of Strasburg, Virginia** (the “Town”), a Virginia municipal corporation, and **Troy Johnson** of 320 Ash Street, Strasburg, Virginia 22657 (“Johnson”) and **Tori Hensell** of 1259 Forest Grove Road, Middletown, Virginia 22645 (“Hensell”), collectively referred to herein as “parties”.

The parties hereto are memorializing their agreement to have Johnson and Hensell perform the annual fireworks show for the Town in exchange for the Town paying the certification fees required to conduct such services.

The terms and conditions of this Agreement as set forth below supersede all communications, representations, or agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement. No agreement, modification, or understanding varying or extending the terms or conditions of this Agreement will be binding, unless in writing and properly executed.

RECITALS

WHEREAS, the Town holds an annual fireworks show for the citizens of the Town in celebration of the Fourth of July holiday.

WHEREAS, the Town is the owner of certain fireworks equipment used for the display and coordination of the annual 4th of July fireworks event. Such equipment is designed and manufactured for 1.3g aerial and close proximity fireworks displays.

WHEREAS, Johnson and Hensell are willing to assist the Town with the setup, assembly and discharging of the fireworks, which requires them to be Virginia Certified 1.3g Lead Operators.

WHEREAS, the parties desire to enter into an Agreement wherein the Town will be responsible for the payment of the necessary fees to have Johnson and Hensell certified as 1.3g

Lead Operators in exchange for Johnson and Hensell coordinating and assuming responsibility for the annual 4th of July fireworks event for the Town.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties hereby agree as follows:

1. The Town shall obtain and maintain the necessary equipment to conduct a 1.3g aerial and close proximity display of fireworks.
2. Johnson and Hensell shall assist with coordinating the purchase of the necessary fireworks, and the Town shall be responsible for the purchase of the fireworks that will be utilized to conduct a 1.3g display.
3. Johnson and Hensell shall complete the necessary applications and examinations to become Virginia Certified 1.3g Lead Operators.
4. The Town agrees to pay the following fees and expenses for Johnson and Hensell to become certified 1.3g Lead Operators¹:
 - a. CCWA Exam fees for 1.3g Aerial Display
 - b. CCWA Exam fees for 1.3g Close Prox Display
 - c. State Application fee for 1.3g Aerial Display Operator
 - d. State Application fee for 1.3g Close Prox Display Operator
 - e. NFPA 1123 Manual
 - f. NFPA 1126 Manual
5. Upon their certification, Johnson and Hensell agree to be responsible for the installation, operation and discharge of the fireworks for the Town's annual 4th of July holiday fireworks show.
6. Johnson and Hensell shall each receive \$500.00 per year to conduct the Town's annual 4th of July holiday fireworks show.
7. This agreement shall be effective for six (6) years from the date of signing this agreement, and may be renewed/extended for additional six (6) year terms, unless either party notifies the other of its intention to terminate this Agreement at least two years prior to the expiration of the term or any extensions thereof.
8. It is understood and agreed that the certifications set forth in this Agreement are for six (6) year periods and that upon renewal of this Agreement, the Town will be responsible for the costs associated with renewing the certifications of Johnson and Hensell consistent with paragraph 4 of this Agreement.

¹ The Town will assume financial responsibility for a single examination for both Johnson and Hensell. If either Johnson or Hensell needs to take a second examination to complete their certification, the Town will not be responsible for such secondary examination or application fees.

9. It is expressly noted and agreed that Johnson and Hensell shall not, by virtue of this agreement, become employees of the Town, nor shall they be entitled to any claim of ownership or right to the property herein discussed.
10. This Agreement may not be assigned without express written consent of the Town.
11. Waiver of liability: Johnson and Hensell understand that by engaging in the activity described herein, they may be exposed to life-threatening dangers. Johnson and Hensell agree that the Town is not responsible for any loss, damages, injuries, whether direct, indirect or consequential, that may occur from their participation in this activity.

APPROVED AND ACCEPTED

Town of Strasburg, Virginia

By: _____
Name and Title

Printed Name: _____

Date: _____

Troy Johnson
320 Ash Street
Strasburg, Virginia 22657

Date: _____

Tori Hensell
1259 Forest Grove Road
Middletown, Virginia 22645

Date: _____

TOWN OF STRASBURG, VIRGINIA AND MIKE WAGNER PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT is made this ____ day of March, 2024, by and between **MIKE WAGNER** “Seller” and **THE TOWN OF STRASBURG, VIRGINIA**, (“Purchaser”).

RECITALS:

- A.** Mike Wagner (“seller”) is the former owner of “Extreme Pyrotechnics”, a business engaged in the resale of Fireworks Equipment.
- B.** Seller owns an interest in the personal property contained on Exhibit “A”.
- C.** Purchaser is a Virginia municipal entity located in Strasburg, Virginia.
- D.** Seller has agreed to sell, and Purchaser has agreed to buy those certain assets of Seller as set out in the attached Exhibit A for the amounts therein listed.

NOW THEREFORE, for the mutual covenants, conditions and consideration which are deemed sufficient by the parties, the parties agree as follows:

- 1. *Sale of Personal Property.*** Seller shall sell and Purchaser shall purchase from Seller, free from all liabilities and encumbrances, certain and specific assets which personal property is described on Exhibit “A” and shall execute a Bill of Sale memorializing the purchase.
- 2. *Purchase Price.*** The purchase price shall be as set forth in Exhibit “A”.
- 3. *Cooperation.*** Seller agrees to fully cooperate in the collection and safe transportation of the personal property identified on Exhibit “A” to Purchaser.
- 4. *Representations by Seller:*** Seller warrants and represents that he is the owner of the property identified in Exhibit “A” and has the right to convey the property to Purchaser. There are no judgments, liens, actions or proceedings pending or threatened against the Seller that would affect his ability to convey the property herein. To the best of Seller’s knowledge, Seller has complied with all laws, rules and regulations relating to the property herein referenced on the attached Exhibit A.
- 5. *Counterparts.*** This agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

6. **Entire Agreement.** This agreement supersedes all prior agreements and constitutes the entire agreement between the parties hereto with respect to the subject matter hereof.

7. **Notices.** All notices hereunder shall be in writing and delivered personally or mailed by certified mail, postage prepaid, addressed to the parties at their last known address.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

SELLER:

Mike Wagner

Date: _____

PURCHASER:

Town of Strasburg, Virginia

By: _____
Name and Title

Printed Name: _____

Date: _____

Invoice Items for (2) Virginia Certified 1.3g Lead Operators

Prices and details can be found at:

<https://www.vafire.com/state-fire-marshals-office/permits/fireworks-and-flame-effects/>

Item	Qty	Cost	Total
CCWA Exam Fees for 1.3g Aerial Display	2	\$130.00	\$260.00
CCWA Exam Fees for 1.3g Close Prox Display	2	\$130.00	\$260.00
State Application Fee for 1.3g Aerial Display Op	2	\$186.00	\$372.00
State Application Fee for 1.3g Close Prox Operator	2	\$186.00	\$372.00
*NFPA 1123 Manual (www.NFPA.com) (sku112322)	2	\$149.00	\$298.00
*NFPA 1126 Manual (www.NFPA.com) (sku112621)	2	\$149.00	\$298.00
			\$1,860.00

*Each lead operator is required to have copies of the NFPA manuals at all times while on the display site. If the inspecting fire marshal asks to see it and it can't be presented, they'll shut down the display.

Please make this check payable to:

Mark Hensell
1259 Forest Grove Rd.
Middletown, VA 22645



Old Business

Meeting Date: March 12, 2024

To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Director of Planning & Public Services

Re: 776 Fulton Dr/ Roadway extension and turn-around

DESCRIPTION: Doug Boyd is constructing a dwelling at 776 Fulton Dr. Due to relocation of the driveway, Fulton Drive needs to be extended.

Per council's direction staff submitted the plan for a cursory review by VDOT. The VDOT reviewer identified referenced standards of CG-6 Curb and Gutter and SM-9.5a are compliant. They also identified the turnaround needed to indicate the vehicle pathing to show compliance. Staff confirmed the pathing is compliant.

ATTACHMENTS: 4

GIS image of the location at 776 Fulton Drive.

Plan

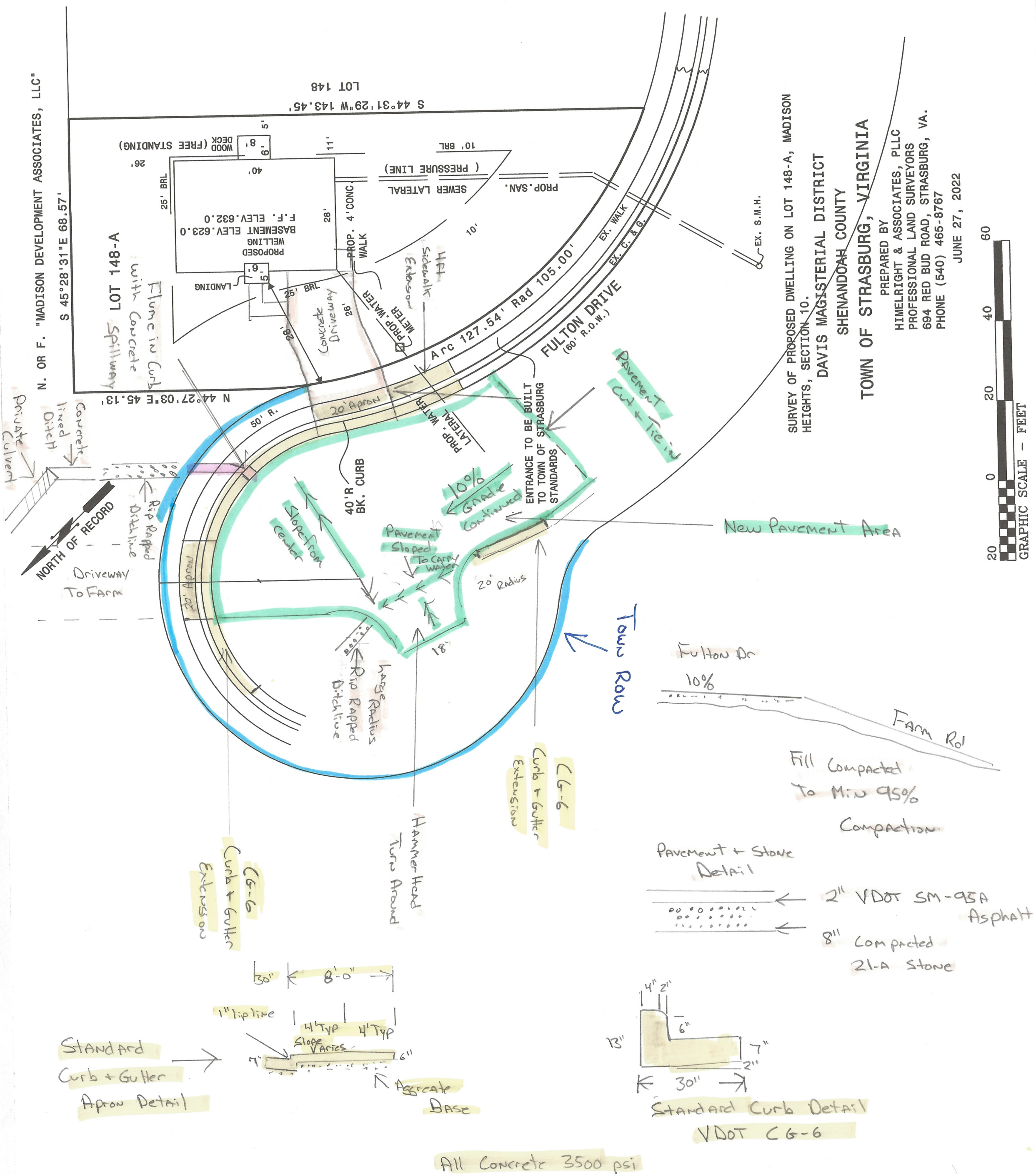
Plan showing vehicle pathing to demonstrate compliance.

Cost Estimate

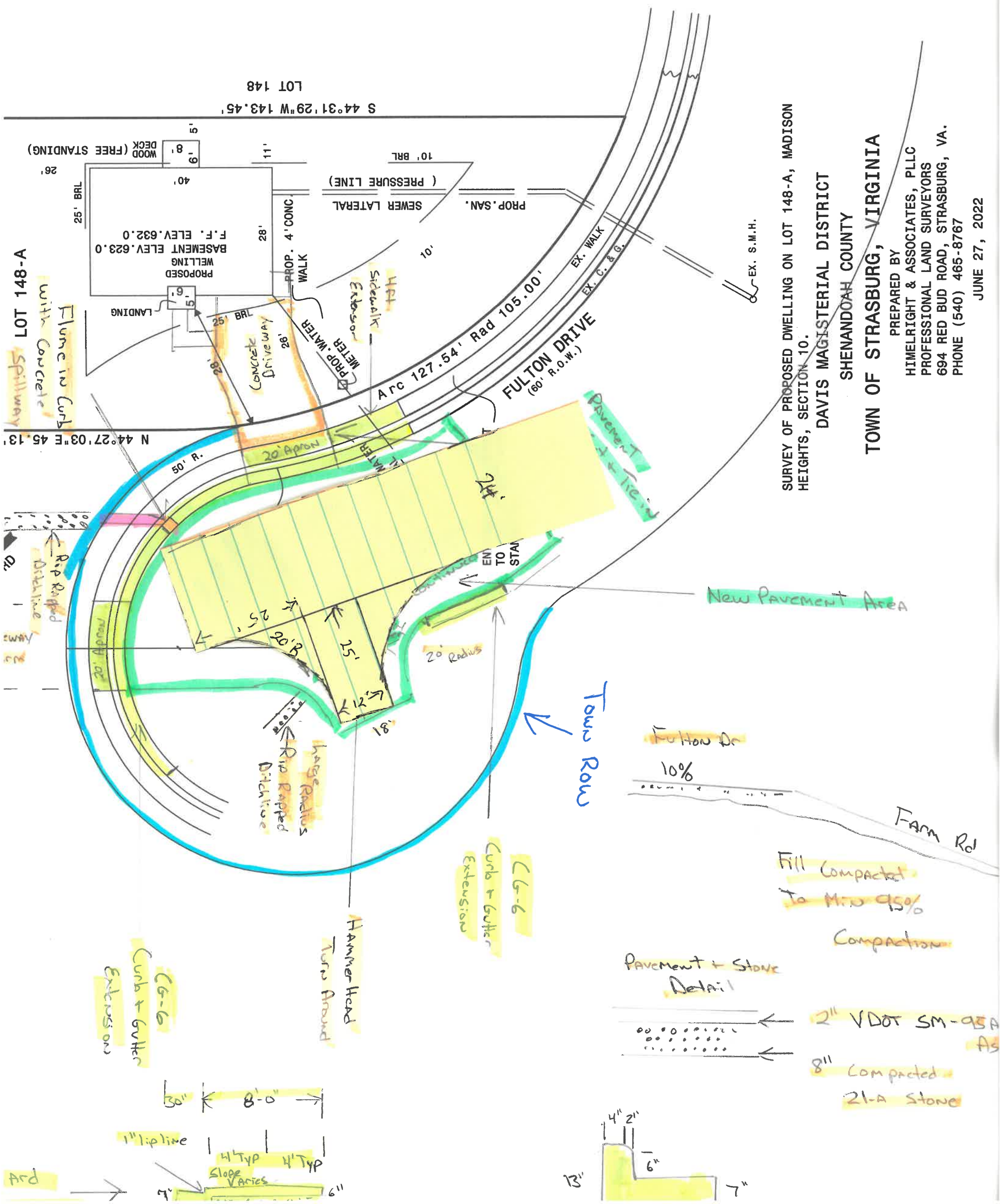
GIS image of the location at 776 Fulton Drive.



Fulton Drive Extension And Turn Around



Fulton Drive Extension And Turn Around



Nibo Enterprises Inc.
6374 St. Davids Church Road
Fort Valley, Virginia 22652
nibo@shentel.net

RE; Fulton Drive Extension and Turnaround

Cost Estimate

Provide and place compacted fill to achieve 10% grade for sub-grade extension
And Hammer Head Turnaround

2,000 yards \$14,000.00

Provide and place approximately 4,000 yards 21-A stone 8" deep under asphalt

180 tons \$7,200.00

Provide and place approximately 4,000 yards SM-95A Asphalt 2" compacted \$10,000.00

Provide and place approximately 128 LFT CG-6 Curb \$5,120.00

Provide and place 20 ft. apron for entrance to Island Farm property \$2,500.00

Concrete ditch line and rip rap to achieve stability for run-off \$2,000.00

TOTAL COST \$40,820.00

Standard profit and overhead 20% \$8,164.00

TOTAL JOB COST \$48,984.00

NEW BUSINESS





New Business

Meeting Date: March 12, 2024

To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Director of Planning & Public Services

Re: Mayfest 2024 application

DESCRIPTION: Staff is presenting a preview of the Dunmore Rezoning and providing the Staff Report to Town Council.

The Planning Commission recommended approval with conditions in addition to the conditions presented submitted by the applicant. Staff are working with the applicant on the voluntary conditions to be presented during the Town Council public hearing.

Review Comments

- The carnival shall maintain Fire Department and Rescue rear access to their buildings.
- Carnival cannot drive stakes/rods to anchor the amusement rides and equipment.
- Temporary protection/fencing around parking lot island to protect landscaping has an estimated cost of \$550.00. This is the cost of material and time to set up and break down.

The Mayfest committee has agreed to the above concerns, including covering the cost of the temporary fencing.

ATTACHMENTS: 1

Mayfest 24 application



Town of Strasburg

Planning and Zoning Department

174 E King Street

Strasburg VA, 22657

(540) 465-9197

Fax (540) 465-3252

Special Event Permit

Revised 12/01/2015

Permit Number: _____

Name of Event Strasburg Mayfest
Location of Event (address or description) N. & S. Holliday Sts; Strasburg Square & Pavilion; Strasburg Emponum parking lot & across the street empty lot; Old Truist Bldg lot/electronic
Applicant/Contact Name Sharon Baroncelli Event Website Strasburgmayfest.org
Applicant/Contact E-mail director@shenandoahartscenter.com Applicant/Contact Phone No. 540-459-2542
Property Owner Name Town of Strasburg Owners Phone _____
Owner Address _____ Expected Attendance (per day) 2,000

Description of Event (Start/Stop times, activities, etc.) attached additional pages as necessary: May 10: Heels & Hops @ Box Office (11:30-2:30pm); 3pm-6:30pm Family Fun games & eating contests & DJ on the Town Square; Band 7-10pm @ Town Square Stage. May 11: Food vendors, Kids Zone, crafters (10-5pm) on Holliday Sts, Square, Pavilion & Emponum lots. Band 7-10pm (see attached) * New-Carnival, may

If applicable, attach additional materials:

- ☒ Advertisement materials
- ☒ Provision for sanitation facilities/garbage disposal Comte sets up Portables and large Dumpster @ N & P Bldg
- ☒ Certificate of Liability Insurance naming the Town of Strasburg as certificate holder (for events on Town Property)
- ☐ Plan to mitigate pedestrian/vehicular traffic, parking, and/or noise
- ☒ Requests for the provision of in-kind services by Town of Strasburg
- ☐ Dates of acquisition for other relevant permits (VDOT, ABC, Shenandoah County Building Inspections, etc.)
- ☒ Map that displays the layout and location of event

Property Owner/Authorized Agent Consent:

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Sharon Baroncelli

Property Owner/Authorized Agent Signature

11/21/23

Date

Right to Appeal:

Special Events where the number of expected attendees exceed fifty (50) persons but is less than two hundred and fifty (250) persons shall be reviewed by the Zoning Administrator. The Zoning Administrator shall then have the allotted time in accordance with section 2.34.8 to render a decision on the application. A decision to deny a Special Event permit may be appealed to the Town Council upon written notice to the Town Manager.

Town Staff Only

Permit Fee: _____ Business License Paid: _____ Taxes Paid: _____
Zoning District: _____ Tax Map #: _____ Floodplain: _____
Acreage: _____ Use Code: _____ Expiration Date: _____
Complete Application: _____ Date: _____

Conditions or Comments:

Stamp Final Approval

2023 MAYFEST SCHEDULE

Friday, May 12

- Heels & Hops Luncheon:
- Box Office Brewery 11:30am-2:00pm
- Food Concessions:
- S Holliday St 12:00pm - 9:00pm
- Entertainment:
- Strasburg Square: *Family Fun Games*
- Strasburg Square: *DJ Tony Knave* 3:00-6:30pm
- Strasburg Square: *Cazhmiere* 6:30pm-9:30pm
- S Holliday St: *Open Mic* Hosted by *Brad Harden* 5:45pm-8:30pm
- Strasburg Museum: *Free Admission* 10:00am-4:00pm

Saturday, May 13

- Strasburg Museum: *Free Admission All Day!*
- Commemorative Mayfest Pots Auction & Sale - 9:00am
- Pancake Breakfast by Kiwanis Club of Strasburg
- Strasburg Mennonite Church, High St - 7:00am - 11:00am
- Mayfest Duck Race:
- Strasburg Pavilion - Race Time: 2:00pm
- Arts & Crafts & Business Vendors:
- Strasburg Square & Pavilion, Town Hall Parking Lot, & The Strasburg Emporium 10:00am-5:00pm
- KidsZone: **FREE THIS YEAR!** Fun for all ages!
- N Holliday St & Strasburg Emporium 10:00am-4:00pm

Food Concessions:

N & S Holliday St 10:00am-9:00pm

Entertainment:

- Strasburg Fire Dept: *DJ Tony Knave, Master Jam Productions* 10:00am-5:00pm
- Strasburg Emporium: *Five Of A Kind* 11:00am-3:00pm
- Strasburg Square: *Souled Out* 7:00pm-10:00pm
- S Holliday St: *Open Mic* Hosted by *Brad Harden* 11:00am-2:45pm

MAYFEST PARADE: 4:00 pm

Starting from Dunkin Donuts on King St & ending at Massanutten St

Sunday, May 14

- Community Non-denominational Church
- 10:00am Town Park-R R Donnelly Shelter by St. Paul Lutheran Church & Building Faith Church of Mt. Hebron
- Old Timers Baseball Game
- Sandy Hook Elementary School 1:30pm (Concession stand opens at 11:30am)
- NEW in '23: Mayfest GUI Esports Events:
- Box Office Brewery
- Thursday, May 11 4:00pm-2:00pm Cost: \$20/player
- Friday, May 12 3:00pm-7:00pm Community - FREE
- Saturday, May 13 10:00am-2:00pm Community - FREE

SPONSORS

PREMIUM LEVEL



GOLD LEVEL



SILVER LEVEL

- Kimberly Needles Photography
- Pee Wee's Grading LLC
- Farm Bureau Insurance - Eric Dalke & Jerry Funkhouser
- Star in the Valley Winery
- H.L. Borden Lumber & Hardware, LLC
- Danny's Fine Foods
- Strasburg Fire Department
- Strasburg Police Department
- Strasburg Emporium
- Brandon G Keller, PLC
- Guests, INC
- Strasburg United Methodist Church
- Pollack for Senate

BRONZE LEVEL

- Barney Shapiro & Susan Walker
- Brian Doman Realtor, LLC
- Fox's Pizza
- Integrity Home Mortgage Corp.
- Seven Bends Aesthetics
- Edward Jones - Crystal Hollar & Justin Baker
- Kiwanis Club of Strasburg
- Rudolph Small Engine Repair
- Salon 214
- STU-dio Productions, LLC
- Stover Funeral Home & Crematory

FRIENDS OF MAYFEST

- New Star Market
- Old Dominion Doggery
- Queen Street Diner
- Strasburg Diner
- Tara's Custom Creations
- The Trophy Shop

THANK YOU!

WELCOME



Mayfest is an annual festival for all ages, located in Strasburg, VA in the Shenandoah Valley, showcasing local Arts, Crafts, & Food. Come join us in downtown Strasburg for a fun family weekend!





★	Emporium 30+ Vendors, Demonstrations, & Kids Zone <i>Five Of A Kind: Sat, May 13th, 11:00am-3:00pm</i>
★	Strasburg Square 30+ Vendors & Sponsor Row
★	Town Office (42 Vendors!)
♿	Handicapped Parking
P	Public Parking
?	Information Booths
🚻	Restrooms
🚂	Barrel Train
🚚	Food Truck Vendors
🍷	Food Vendors
🏠	Town Office
🍦	Ice Cream Stand
🎨	Kids Zones Free this year!
🖼️	Mural Painting
🏠	Strasburg Pavilion
🏇	Duck Race
🍺	Beer & Wine Garden
🥪	Fire Department - Breakfast Sandwiches
🎵	DJ Tony Knave: Sat, May 13th, 10:00am - 5:00pm
🎭	Entertainment Stage
🎵	DJ Tony Knave: Fri, May 12th, 3:30-6:30pm
🎵	Cazhmiere: Fri, May 12th, 6:30pm-9:30pm
🎵	Souled Out: Sat, May 13th, 7:00pm-10:00pm

"Stops through town all day!"

Shuttled Parking
Strasburg High School
250 Ram Dr, Strasburg, VA

Kiwanis Pancake Day
Mennonite Church
239 High St, Strasburg, VA

Old Timers Baseball Game
Sandy Hook Elementary School
687 Sandy Hook Rd, Strasburg, VA
(Concession stand opens at 11:30 am)

★ = Vendor Locations

FREE Kids Zone

FIRST BANK

Parade Route

East Washington Street

East King Street

Queen Street

Fort Street

Massanutten Street

STRASBURG EMPORIUM

BOX OFFICE BREWERY

STRASBURG SQUARE

STRASBURG MUSEUM

FEELING HUNGRY?

STOP BY A FOOD COURT

- Danny's Fine Foods
- Prime Time Meats
- Birrieria Y Mas
- Thaiherb
- Rutz's BBQ
- I Smoke You Eat
- Jahmrock
- Tony's Pizza
- Josh's Sweets & Eats
- Sugar Creek Ice Cream
- Color Puff Candy
- Hot & Fresh Grill

CHECK OUT THESE LOCAL RESTAURANTS

- Alforno Italian Cuisine
- Pancake Underground
- Old Dominion Doggery
- Box Office Brewery
- Nancy's Coffee Bar
- Ice Cream Depot
- Burg Nutrition
- Fox's Pizza
- Bretzels
- Sammy Lou's Bakery

INFORMATION

- Town Hall Entrance
- Strasburg Emporium
- Strasburg Museum
- Sager Real Estate

RESTROOMS

- Strasburg Square
- Strasburg Emporium
- Behind Town Hall
- First Bank
- S Holiday St

PARKING

- Strasburg High School
- Behind Box Office Brewery
- Washington St
- Queen St
- Handicapped Parking

St. Paul Lutheran Daycare Parking Lot across from Strasburg Square

DEPARTMENT REPORTS





Memorandum

To: Mayor Boies and Strasburg Town Council
From: Finance Director, Angela Fletcher
Date: 03/12/2024
Re: Monthly Update to Council

Finances and Auditing

- The Government Finance Officers Association (GFOA) Application for the Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Reporting Award (PAFR) and Distinguished Budget Award are currently being prepared for an anticipated March submission.

Due Dates and Anticipated Items/Customer Interaction and Information

- Staff have been busy with annual business license renewal applications; those were due March 1st.
- We have shifted our focus toward the FY25 budget preparations
- It is **84** days until Wednesday, June 5, 2024 (1st Half Tax Due Date)



Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
10-3300-2001 AUTO RENTAL TAX	\$6,000.00	\$6,000.00	\$0.00	\$3,175.08	\$0.00	(\$2,824.92)	53
10-3310-1000 REAL ESTATE TAXES	\$1,362,000.00	\$1,362,000.00	\$0.00	\$706,198.52	\$30,335.36	(\$655,801.48)	52
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$3,570.27	\$94.39	(\$16,429.73)	18
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$413,694.71	\$29,576.71	(\$191,305.29)	68
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$27,352.87	\$3,264.86	(\$7,647.13)	78
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	\$106,431.91	\$0.00	(\$243,568.09)	30
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	\$5,331.24	\$0.00	(\$12,668.76)	30
10-3310-5000 PENALTIES	\$42,500.00	\$42,500.00	\$0.00	\$52,508.87	\$9,030.23	\$10,008.87	124
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$1,525.57	\$272.72	(\$2,974.43)	34
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$66,256.10	\$4,124.82	(\$73,743.90)	47
10-3310-6100 COMMUNICATION TAXE	\$65,000.00	\$65,000.00	\$0.00	\$27,383.85	\$0.00	(\$37,616.15)	42
10-3310-6101 CIGARETTE TAXES	\$120,000.00	\$120,000.00	\$0.00	\$53,437.50	\$3,562.50	(\$66,562.50)	45
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$39,596.86	\$4,738.06	(\$125,403.14)	24
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$20,434.22	\$4,407.77	(\$9,565.78)	68
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	(\$35,030.00)	(\$57,117.00)	(\$66,030.00)	-
							113
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$153,171.02	\$99,615.86	(\$11,828.98)	93
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$698,755.31	\$84,560.26	(\$276,244.69)	72
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$133,759.35	\$7,482.75	(\$76,240.65)	64
10-3330-2000 ROLLING STOCK	\$6,500.00	\$6,500.00	\$0.00	\$4,510.40	\$0.00	(\$1,989.60)	69
10-3330-2002 FIRE PROGRAM STATE G	\$0.00	\$0.00	\$0.00	\$31,891.00	\$0.00	\$31,891.00	0
10-3330-3000 SALES TAXES	\$505,000.00	\$505,000.00	\$0.00	\$417,620.69	\$56,050.08	(\$87,379.31)	83
10-3330-4000 LAW ENFORCEMENT STA	\$122,020.00	\$122,020.00	\$0.00	\$32,085.00	\$0.00	(\$89,935.00)	26
10-3330-5000 RIGHT-OF-WAY FEES	\$22,000.00	\$22,000.00	\$0.00	\$8,720.61	\$92.95	(\$13,279.39)	40
10-3330-6000 HIGHWAY MAINTENANC	\$867,956.00	\$867,956.00	\$0.00	\$438,985.10	\$0.00	(\$428,970.90)	51
10-3330-7000 GRANTS RECEIVED	\$200,000.00	\$200,000.00	\$0.00	\$1,290.48	\$0.00	(\$198,709.52)	1
10-3330-7023 VDOT REV SHARE - BOR	\$980,600.00	\$980,600.00	\$0.00	\$0.00	\$0.00	(\$980,600.00)	0
10-3330-7024 WAYFINDING SIGNAGE	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0
10-3330-7036 VISITOR CENTER REVEN	\$35,000.00	\$35,000.00	\$0.00	\$13,121.94	\$234.68	(\$21,878.06)	37
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$19,888.95	\$285.00	\$2,888.95	117
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$17,721.04	\$750.94	(\$7,278.96)	71
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	\$47,071.87	\$6,472.89	\$12,071.87	134
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$110.29	(\$27.38)	\$110.29	0
10-3350-7000 INTEREST INCOME	\$30,000.00	\$30,000.00	\$0.00	\$39,918.02	\$0.00	\$9,918.02	133
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	\$15,958.34	\$0.00	\$16,541.66	49
10-4411-3500 PLANNING COMMISSION	\$4,200.00	\$4,200.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00	50
10-4411-7000 SALARIES & WAGES- RE	\$352,353.00	\$352,353.00	\$0.00	\$228,169.54	\$26,805.01	\$124,183.46	65
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$21,141.06	\$1,167.50	\$5,211.94	80
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$693.77	\$40.53	\$1,306.23	35
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$19,323.74	\$1,933.79	\$12,457.26	61
10-4411-9002 VRS - ADMINISTRATION	\$49,218.00	\$49,218.00	\$0.00	\$10,313.66	\$0.00	\$38,904.34	21
10-4411-9003 HEALTH INSURANCE - E	\$31,636.00	\$31,636.00	\$0.00	\$12,088.12	\$0.00	\$19,547.88	38
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$549.10	\$64.60	\$290.90	65
10-4412-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$7,650.28	\$0.00	\$4,349.72	64
10-4412-1700 ADVERTISING	\$4,000.00	\$4,000.00	\$0.00	\$1,043.88	\$556.27	\$2,956.12	26
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$16,825.00	\$3,770.00	\$33,175.00	34
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$10,336.05	\$973.24	\$14,663.95	41
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$8,700.00	\$2,100.00	\$6,300.00	58
10-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$15,288.10	\$10,905.50	(\$288.10)	102
10-4412-2200 TELEPHONE	\$2,800.00	\$2,800.00	\$0.00	\$1,619.61	\$210.28	\$1,180.39	58

Town of Strasburg

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10-4412-2300 ELECTRICITY	\$4,500.00	\$4,500.00	\$0.00	\$3,071.13	\$343.45	\$1,428.87	68
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$587.84	\$258.04	\$412.16	59
10-4412-2600 GAS, GREASE, & OIL	\$500.00	\$500.00	\$0.00	\$54.30	\$0.00	\$445.70	11
10-4412-2800 MATERIALS & SUPPLIES	\$21,000.00	\$21,000.00	\$2,424.60	\$12,255.83	\$2,230.78	\$6,319.57	58
10-4412-2855 COMPUTERS & SOFTWA	\$3,000.00	\$3,000.00	\$0.00	\$146.15	\$19.28	\$2,853.85	5
10-4412-2900 MEMBERSHIP DUES	\$2,000.00	\$2,000.00	\$0.00	\$2,339.66	\$0.00	(\$339.66)	117
10-4412-3000 MISCELLANEOUS	\$5,500.00	\$5,500.00	\$0.00	\$5,583.53	\$272.23	(\$83.53)	102
10-4412-3100 STRASBURG LIBRARY D	\$24,000.00	\$24,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	50
10-4412-3201 I/T SUPPORT	\$3,850.00	\$3,850.00	\$0.00	\$2,910.78	\$483.07	\$939.22	76
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$1,354.90	\$4,670.59	\$119.99	\$374.51	73
10-4412-3700 TRAVEL & TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$324.20	\$272.00	\$3,075.80	10
10-4412-3701 TRAVEL & TRAINING CO	\$3,500.00	\$3,500.00	\$0.00	\$1,934.96	\$0.00	\$1,565.04	55
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	\$7,500.00	\$0.00	\$7,500.00	50
10-4412-7700 PROJECTS	\$10,000.00	\$10,000.00	\$0.00	\$1,421.16	\$0.00	\$8,578.84	14
10-4412-7701 COUNTY TOURISM SUPP	\$32,000.00	\$32,000.00	\$0.00	\$20,264.10	\$1,247.13	\$11,735.90	63
10-4412-8000 RESCUE SQUAD DONATI	\$35,000.00	\$35,000.00	\$0.00	\$17,500.00	\$0.00	\$17,500.00	50
10-4412-8100 FIRE DEPT DONATION	\$35,000.00	\$35,000.00	\$0.00	\$26,162.71	\$2,015.08	\$8,837.29	75
10-4412-8121 FIRE PROGRAM-STATE	\$0.00	\$0.00	\$0.00	\$31,891.00	\$0.00	(\$31,891.00)	0
10-4412-8800 BUSINESS PARK - DEBT	\$164,700.00	\$164,700.00	\$0.00	\$123,375.01	\$0.00	\$41,324.99	75
10-4412-9000 CONTINGENCY EXPENSE	\$20,000.00	\$20,000.00	\$0.00	\$13,647.40	\$396.25	\$6,352.60	68
10-4413-0400 CAPITAL PROJECTS	\$3,370,000.00	\$3,440,000.00	\$9,940.00	\$172,841.35	\$0.00	\$3,257,218.65	5
10-4413-0401 CAPITAL PROJECTS - B	\$1,000,000.00	\$1,000,000.00	\$0.00	\$25,990.40	\$0.00	\$974,009.60	3
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	\$69,878.38	\$7,269.24	\$86,533.62	45
10-4421-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$5,211.98	\$0.00	(\$5,211.98)	0
10-4421-9001 FICA	\$11,965.00	\$11,965.00	\$0.00	\$5,302.92	\$551.62	\$6,662.08	44
10-4421-9002 VRS - COMMUNITY INIT	\$22,414.00	\$22,414.00	\$0.00	\$4,694.28	\$0.00	\$17,719.72	21
10-4421-9003 HEALTH INSURANCE	\$20,080.00	\$20,080.00	\$0.00	\$5,737.54	\$0.00	\$14,342.46	29
10-4421-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$403.75	\$32.30	\$436.25	48
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$4,318.38	\$814.16	(\$2,318.38)	216
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$55.94	\$5.40	\$4,944.06	1
10-4422-2800 MATERIALS & SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$710.00	\$0.00	\$790.00	47
10-4422-2855 COMPUTERS & SOFTWA	\$11,000.00	\$11,000.00	\$375.21	\$1,500.06	\$25.16	\$9,124.73	14
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	\$256.53	\$241.05	\$443.47	37
10-4422-3201 I/T SUPPORT	\$700.00	\$700.00	\$0.00	\$703.36	\$142.08	(\$3.36)	100
10-4422-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$1,089.90	\$0.00	\$1,160.10	48
10-4422-3800 PLANNING DISTRICT CO	\$9,320.00	\$9,320.00	\$0.00	\$8,240.24	\$0.00	\$1,079.76	88
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	\$33,065.61	\$1,175.25	\$66,534.00	33
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$332,341.35	\$40,761.30	\$243,195.65	58
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	\$31,029.83	\$2,397.59	\$60,098.17	34
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$16,529.81	\$1,942.94	\$9,370.19	64
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$27,399.26	\$3,168.80	\$32,632.74	46
10-4431-9002 VRS - PUBLIC WORKS -	\$96,603.00	\$96,603.00	\$0.00	\$28,080.23	\$0.00	\$68,522.77	29
10-4431-9003 HEALTH INSURANCE - E	\$68,000.00	\$68,000.00	\$0.00	\$27,070.27	\$0.00	\$40,929.73	40
10-4431-9005 EMP STIPEND	\$2,200.00	\$2,200.00	\$0.00	\$1,695.75	\$226.10	\$504.25	77
10-4432-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$8,743.20	\$0.00	\$3,256.80	73
10-4432-2000 CONTRACTUAL SERVICE	\$11,660.00	\$11,660.00	\$1,250.00	\$8,020.35	\$1,329.58	\$2,389.65	69
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$3,927.04	\$451.24	\$2,577.96	60
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$3,005.82	\$346.17	\$2,994.18	50
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$0.00	\$61,186.21	\$7,801.73	(\$11,186.21)	122
10-4432-2500 FUEL-HEAT	\$5,100.00	\$5,100.00	\$0.00	\$3,125.72	\$807.86	\$1,974.28	61
10-4432-2600 GAS, GREASE, & OIL	\$11,517.00	\$11,517.00	\$0.00	\$8,504.45	\$649.60	\$3,012.55	74
10-4432-2700 TIRES & TUBES	\$2,100.00	\$2,100.00	\$0.00	\$198.94	\$0.00	\$1,901.06	9
10-4432-2800 MATERIALS & SUPPLIES	\$7,895.00	\$7,895.00	\$0.00	\$2,501.49	\$321.96	\$5,393.51	32

Town of Strasburg

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10-4432-2850 PERMITS & DUES	\$735.00	\$735.00	\$0.00	\$187.00	\$0.00	\$548.00	25
10-4432-2855 COMPUTERS & SOFTWA	\$1,930.00	\$1,930.00	\$0.00	\$73.78	\$31.56	\$1,856.22	4
10-4432-3000 MISCELLANEOUS	\$1,800.00	\$1,800.00	\$0.00	\$29.90	\$0.00	\$1,770.10	2
10-4432-3201 I/T SUPPORT	\$5,000.00	\$5,000.00	\$0.00	\$4,301.61	\$821.22	\$698.39	86
10-4432-3300 BUILDING MAINTENANC	\$6,430.00	\$6,430.00	\$0.00	\$2,863.17	\$31.10	\$3,566.83	45
10-4432-3400 REPAIRS EQUIPMENT	\$22,033.00	\$24,244.12	\$0.00	\$7,787.76	\$575.17	\$16,456.36	32
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$0.00	\$4,051.04	\$737.82	\$45,948.96	8
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$0.00	\$55,199.01	\$6,640.59	\$659,018.99	8
10-4432-3700 TRAVEL & TRAINING	\$6,895.00	\$6,895.00	\$0.00	\$190.40	\$0.00	\$6,704.60	3
10-4432-3800 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$381.89	\$43.41	\$618.11	38
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$850.47	\$164.19	\$6,039.53	12
10-4432-4300 VEHICLE/EQUIPMENT PY	\$7,356.00	\$7,356.00	\$0.00	\$4,413.78	\$0.00	\$2,942.22	60
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	\$656.24	\$108.47	\$5,463.76	11
10-4432-4900 HORTICULTURE	\$27,000.00	\$27,000.00	\$1,783.00	\$4,246.38	\$2,684.80	\$20,970.62	16
10-4432-5100 PRINCIPAL ON VRA SER	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	100
10-4432-5110 INTEREST VRA SERIES	\$17,500.00	\$17,500.00	\$0.00	\$7,975.12	\$0.00	\$9,524.88	46
10-4433-0100 CAPITAL PROJECTS - V	\$188,740.00	\$256,613.38	\$0.00	\$20,077.00	\$0.00	\$236,536.38	8
10-4441-7000 SALARIES & WAGES - R	\$1,243,104.00	\$1,243,104.00	\$0.00	\$811,812.94	\$93,696.49	\$431,291.06	65
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$49,440.98	\$5,142.87	\$44,440.02	53
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$84,762.35	\$5,787.10	\$8,437.65	91
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$67,041.26	\$7,298.06	\$42,368.74	61
10-4441-9002 VRS - PUBLIC SAFETY	\$176,916.00	\$176,916.00	\$0.00	\$66,709.47	\$0.00	\$110,206.53	38
10-4441-9003 HEALTH INSURANCE -	\$178,000.00	\$178,000.00	\$0.00	\$77,598.77	\$0.00	\$100,401.23	44
10-4441-9005 EMPLOYEE STIPEND	\$1,200.00	\$1,200.00	\$0.00	\$549.10	\$64.60	\$650.90	46
10-4442-1600 INSURANCE PREMIUMS	\$60,000.00	\$60,000.00	\$0.00	\$36,065.70	\$0.00	\$23,934.30	60
10-4442-2000 CONTRACTUAL SERVICE	\$101,254.00	\$101,254.00	\$0.00	\$49,769.95	\$4,110.90	\$51,484.05	49
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$4,957.03	\$248.75	\$6,042.97	45
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$2,045.78	\$347.42	\$1,954.22	51
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$1,027.66	\$449.80	\$2,972.34	26
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$40,018.80	\$4,080.72	(\$8,018.80)	125
10-4442-2700 TIRES	\$3,000.00	\$3,000.00	\$0.00	\$2,014.46	\$649.76	\$985.54	67
10-4442-2800 MATERIALS & SUPPLIES	\$9,000.00	\$9,000.00	\$0.00	\$6,950.43	\$604.59	\$2,049.57	77
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$59.04	\$10,323.42	\$5,793.09	\$4,617.54	69
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	\$1,387.45	\$67.03	\$3,112.55	31
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$2,539.24	\$305.00	(\$1,039.24)	169
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$3,564.84	\$829.54	\$2,435.16	59
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$13,216.31	\$2,557.41	\$783.69	94
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$21,656.31	\$3,043.54	\$13,343.69	62
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$18,171.04	\$2,205.73	\$1,828.96	91
10-4442-3900 COMMUNITY POLICING	\$9,500.00	\$9,500.00	\$0.00	\$8,897.22	\$266.03	\$602.78	94
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$16,774.63	\$408.21	\$5,725.37	75
10-4442-4300 VEHICLE/EQUIPMENT PA	\$29,252.00	\$29,252.00	\$0.00	\$16,363.68	\$0.00	\$12,888.32	56
10-4442-4400 FIREARMS/RANGE	\$9,000.00	\$9,000.00	\$0.00	\$2,050.33	\$742.45	\$6,949.67	23
10-4443-0100 CAPITAL PROJECTS - V	\$114,642.00	\$114,642.00	\$0.00	\$135,667.31	\$0.00	(\$21,025.31)	118
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	\$23,112.21	\$3,544.00	\$50,098.79	32
10-4461-8000 SALARIES & WAGES - P	\$125,854.00	\$125,854.00	\$0.00	\$33,245.49	\$3,308.28	\$92,608.51	26
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$4,034.91	\$473.65	\$11,194.09	26
10-4461-9002 VRS - ER	\$10,491.00	\$10,491.00	\$0.00	\$1,175.46	\$0.00	\$9,315.54	11
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	\$156.62	\$156.62	\$2,043.38	7
10-4462-2101 GRANT EXPENSE (50% G	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	100
10-4462-2400 PURCHASE FOR RESALE	\$14,500.00	\$14,500.00	\$0.00	\$8,733.96	\$1,467.31	\$5,766.04	60
10-4462-2800 MATERIALS & SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$229.69	\$207.87	\$770.31	23
10-4462-2855 COMPUTERS & SOFTWA	\$2,200.00	\$2,200.00	\$0.00	\$2,965.32	\$12.89	(\$765.32)	135
10-4462-2900 MEMBERSHIP DUES	\$1,000.00	\$1,000.00	\$0.00	\$470.00	\$0.00	\$530.00	47

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4462-3000 MISCELLANEOUS	\$500.00	\$500.00	\$0.00	\$439.07	\$191.50	\$60.93	88
10-4462-3201 I/T SUPPORT	\$1,700.00	\$1,700.00	\$0.00	\$807.93	\$142.08	\$892.07	48
10-4462-3700 TRAVEL & TRAINING	\$7,500.00	\$7,500.00	\$0.00	\$3,244.27	\$1,800.00	\$4,255.73	43
10-4462-7000 PROJECTS & PROGRAMS	\$34,000.00	\$53,300.00	\$0.00	\$3,799.99	\$226.39	\$49,500.01	7
10-4462-7200 TOURISM	\$40,800.00	\$40,800.00	\$0.00	\$38,550.70	\$0.00	\$2,249.30	94
10-4462-7250 VISITOR CENTER EXPEN	\$26,000.00	\$26,000.00	\$0.00	\$13,730.62	\$1,619.77	\$12,269.38	53
10-4463-0101 CAPITAL OUTLAY - OTH	\$0.00	\$15,000.00	\$0.00	\$146,615.75	\$0.00	(\$131,615.75)	977
10-5310-1000 POOL ADMISSION RECEI	\$35,000.00	\$35,000.00	\$0.00	\$14,388.18	\$0.00	(\$20,611.82)	41
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	\$9,773.57	\$0.00	(\$10,226.43)	49
10-5310-3000 RECREATIONAL RENTAL	\$18,000.00	\$18,000.00	\$0.00	\$1,856.39	\$200.00	(\$16,143.61)	10
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	\$718.48	\$0.00	(\$281.52)	72
10-5411-7000 SALARIES & WAGES - P	\$94,000.00	\$94,000.00	\$0.00	\$57,601.83	\$0.00	\$36,398.17	61
10-5411-9001 FICA - PARKS & RECRE	\$7,191.00	\$7,191.00	\$0.00	\$4,416.05	\$0.00	\$2,774.95	61
10-5412-1600 INSURANCE PREMIUMS	\$4,000.00	\$4,000.00	\$0.00	\$3,278.70	\$0.00	\$721.30	82
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	\$2,643.26	\$0.00	\$6,356.74	29
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$2,160.00	\$0.00	\$3,840.00	36
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$7,562.39	\$944.34	\$1,937.61	80
10-5412-2400 PURCHASE FOR RESALE	\$15,000.00	\$15,000.00	\$0.00	\$9,606.36	\$0.00	\$5,393.64	64
10-5412-2800 MATERIALS & SUPPLIES	\$4,500.00	\$4,500.00	\$0.00	\$2,622.26	\$0.00	\$1,877.74	58
10-5412-2860 PARK MAINTENANCE	\$7,000.00	\$7,000.00	\$0.00	\$6,538.26	\$457.90	\$461.74	93
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	\$896.09	\$0.00	(\$146.09)	119
10-5412-3300 BUILDING MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$1,571.67	\$0.00	\$3,428.33	31
10-5412-3400 REPAIRS EQUIPMENT	\$5,000.00	\$5,000.00	\$0.00	\$2,738.32	\$339.12	\$2,261.68	55
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$8,700.00	\$25,698.88	\$346.45	\$8,701.12	60
10-5412-7000 RECREATIONAL PROGRA	\$3,000.00	\$3,000.00	\$0.00	\$892.59	\$30.00	\$2,107.41	30
10-5413-0300 CAPITAL OUTLAY REC	\$505,000.00	\$505,000.00	\$0.00	\$6,300.00	\$6,300.00	\$498,700.00	1
Reporting Fund: 10-GENERAL FUND							
FundRevTot	\$11,533,958.00	\$11,533,958.00	\$0.00	\$3,743,762.03	\$288,008.45	(\$7,790,195.97)	32
FundExpTot	\$11,533,958.00	\$11,747,942.11	\$25,886.75	\$3,682,689.99	\$298,750.74	\$8,039,365.37	32
Reporting Fund: 20-WATER FUND							
20-3350-7500 LEASE RECEIPTS	\$88,000.00	\$88,000.00	\$0.00	\$9,893.83	\$0.00	(\$78,106.17)	11
20-3360-1000 WATER REVENUE	\$2,430,000.00	\$2,430,000.00	\$0.00	\$1,469,285.98	\$165,046.87	(\$960,714.02)	60
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$63,987.73	\$9,183.46	(\$11,012.27)	85
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$244,273.93	\$9,000.00	\$91,273.93	160
20-3360-3100 WATER TAP FEES	\$35,000.00	\$35,000.00	\$0.00	\$5,389.20	\$0.00	(\$29,610.80)	15
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	\$12,293.80	\$300.00	(\$7,706.20)	61
20-3360-7000 WATER INTEREST INCOM	\$40,000.00	\$40,000.00	\$0.00	\$64,918.82	\$0.00	\$24,918.82	162
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	\$59,320.46	\$7,104.06	\$33,808.54	64
20-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$627.00	\$0.00	(\$477.00)	418
20-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$665.23	\$48.95	\$334.77	67
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$4,435.61	\$540.85	\$2,699.39	62
20-4411-9002 VRS - ADMINISTRATION	\$13,223.00	\$13,223.00	\$0.00	\$10,010.27	\$0.00	\$3,212.73	76
20-4411-9003 HEALTH INSURANCE ER	\$11,461.00	\$11,461.00	\$0.00	\$7,113.64	\$0.00	\$4,347.36	62
20-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$3,825.16	\$0.00	\$1,674.84	70
20-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$10,005.62	\$942.04	\$14,274.38	41
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$15,513.45	\$10,584.75	\$986.55	94
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,571.86	\$204.09	\$1,428.14	52
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$2,980.64	\$333.32	\$1,419.36	68
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$570.50	\$250.45	\$229.50	71
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$14,121.31	\$1,892.89	\$6,758.69	68
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$80.14	\$18.72	\$1,919.86	4
20-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$2,062.17	\$0.00	(\$1,437.17)	330

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$3,016.37	\$105.44	(\$516.37)	121
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$2,825.41	\$468.87	\$674.59	81
20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$1,315.05	\$3,710.17	\$0.00	\$1,374.78	58
20-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$290.40	\$264.00	\$3,009.60	9
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	\$8,050.87	\$403.84	\$1,083.13	88
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$615.92	\$30.90	\$83.08	88
20-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$774.83	\$0.00	\$534.17	59
20-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$734.84	\$0.00	\$381.16	66
20-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
20-4422-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$6.03	\$2.58	(\$6.03)	0
20-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$351.71	\$71.04	(\$351.71)	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	\$93,211.17	\$11,377.70	\$76,338.83	55
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$6,216.51	\$543.17	\$7,864.49	44
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$6,220.47	\$519.11	(\$670.47)	112
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$8,005.09	\$951.66	\$6,808.91	54
20-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$10,487.45	\$0.00	\$15,240.55	41
20-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$13,545.60	\$0.00	\$24,954.40	35
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	\$6,830.62	\$0.00	\$2,169.38	76
20-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$5,128.69	\$49.32	\$6,176.31	45
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$3,811.57	\$437.95	\$2,508.43	60
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$2,917.36	\$335.99	\$4,582.64	39
20-4432-2500 GAS FUEL	\$4,950.00	\$4,950.00	\$0.00	\$3,033.80	\$784.09	\$1,916.20	61
20-4432-2600 GAS, GREASE, & OIL	\$11,100.00	\$11,100.00	\$0.00	\$7,649.02	\$630.49	\$3,450.98	69
20-4432-2700 TIRES & TUBES	\$2,000.00	\$2,000.00	\$0.00	\$193.07	\$0.00	\$1,806.93	10
20-4432-2800 MATERIAL & SUPPLIES	\$7,665.00	\$7,665.00	\$0.00	\$2,391.67	\$312.54	\$5,273.33	31
20-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$181.50	\$0.00	\$273.50	40
20-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$71.61	\$30.63	\$1,628.39	4
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	\$4,175.11	\$797.06	\$24.89	99
20-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,778.95	\$30.18	\$3,456.05	45
20-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$7,557.59	\$558.14	\$15,973.48	32
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$184.80	\$0.00	\$6,465.20	3
20-4432-3800 MISS UTILITY	\$975.00	\$975.00	\$0.00	\$370.63	\$42.12	\$604.37	38
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$844.94	\$159.36	\$5,795.06	13
20-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$4,283.94	\$0.00	\$2,856.06	60
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	\$3,103.16	\$25,429.63	\$1,758.00	\$71,467.21	25
20-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$636.92	\$105.26	\$5,303.08	11
20-4432-5100 PRINCIPAL ON VRA SER	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	100
20-4432-5110 INTEREST VRA SERIES	\$35,000.00	\$35,000.00	\$0.00	\$15,950.23	\$0.00	\$19,049.77	46
20-4433-0100 VEHICLES	\$0.00	\$65,877.11	\$0.00	\$19,486.50	\$0.00	\$46,390.61	30
20-4433-0990 CIP PROJECTS	\$750,000.00	\$750,000.00	\$0.00	\$939.92	\$0.00	\$749,060.08	0
20-4451-7000 SALARIES & WAGES - R	\$365,226.00	\$365,226.00	\$0.00	\$237,446.94	\$28,099.57	\$127,779.06	65
20-4451-8000 WAGES PART TIME	\$1,600.00	\$1,600.00	\$0.00	\$1,403.95	\$0.00	\$196.05	88
20-4451-9000 SALARIES & WAGES - O	\$15,000.00	\$15,000.00	\$0.00	\$8,996.57	\$446.45	\$6,003.43	60
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$17,778.85	\$2,046.00	\$11,431.15	61
20-4451-9002 VRS - WATER TREATMEN	\$49,082.00	\$49,082.00	\$0.00	\$17,984.02	\$0.00	\$31,097.98	37
20-4451-9003 HEALTH INSURANCE	\$50,552.00	\$50,552.00	\$0.00	\$18,843.75	\$0.00	\$31,708.25	37
20-4451-9005 EMPLOYEE STIPENED	\$1,660.00	\$1,660.00	\$0.00	\$1,647.30	\$193.80	\$12.70	99
20-4452-1600 INSURANCE PREMIUMS	\$22,500.00	\$22,500.00	\$0.00	\$16,939.96	\$0.00	\$5,560.04	75
20-4452-1900 WATER PLANT CHEMICA	\$125,000.00	\$125,000.00	\$0.00	\$73,842.70	\$12,311.14	\$51,157.30	59
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$5,484.00	\$15,327.26	\$1,752.70	\$20,173.74	37
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$1,289.46	\$0.00	\$1,910.54	40

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2300 ELECTRICITY	\$105,000.00	\$105,000.00	\$0.00	\$60,719.57	\$0.00	\$44,280.43	58
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$0.00	\$3,357.32	\$613.53	\$2,542.68	57
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$1,619.92	\$73.85	\$1,380.08	54
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$2,541.15	\$30.00	\$1,858.85	58
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	\$82.79	\$0.00	\$2,167.21	4
20-4452-2900 LAB OPERATING	\$10,500.00	\$10,500.00	\$0.00	\$4,949.97	\$1,210.75	\$5,550.03	47
20-4452-3000 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$188.54	\$0.00	\$2,811.46	6
20-4452-3100 TESTING	\$10,915.00	\$10,915.00	\$0.00	\$5,886.57	\$0.00	\$5,028.43	54
20-4452-3201 I/T SUPPORT	\$8,500.00	\$8,500.00	\$0.00	\$4,359.15	\$852.47	\$4,140.85	51
20-4452-3300 BUILDING MAINTENANC	\$10,100.00	\$10,100.00	\$0.00	\$5,107.19	\$0.00	\$4,992.81	51
20-4452-3400 REPAIRS EQUIPMENT	\$50,000.00	\$50,000.00	\$10,412.92	\$19,531.72	\$1,152.46	\$20,055.36	39
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$3,223.00	\$124.00	\$9,977.00	24
20-4452-4000 UNIFORMS	\$5,400.00	\$5,400.00	\$0.00	\$1,372.20	\$0.00	\$4,027.80	25
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	\$240,558.00	\$0.00	\$240,562.00	50
20-4453-0990 CIP PROJECTS	\$117,500.00	\$117,500.00	\$11,674.00	\$62,001.03	\$1,944.72	\$43,824.97	53
20-4461-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$187.50	\$0.00	(\$187.50)	0
20-4461-9001 FICA	\$0.00	\$0.00	\$0.00	\$0.11	\$0.00	(\$0.11)	0
20-4461-9002 VRS	\$0.00	\$0.00	\$0.00	\$587.75	\$0.00	(\$587.75)	0
20-4461-9003 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$162.40	\$0.00	(\$162.40)	0
20-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$76.95	\$68.33	(\$76.95)	0
20-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$351.70	\$71.04	(\$351.70)	0
Reporting Fund: 20-WATER FUND							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$1,870,043.29	\$183,530.33	(\$1,721,956.71)	52
FundExpTot	\$3,592,000.00	\$3,660,023.18	\$31,989.13	\$1,388,129.43	\$93,680.37	\$2,239,904.62	39
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$1,743,246.53	\$193,221.10	(\$729,388.47)	71
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$11,050.00	(\$50.00)	(\$38,950.00)	22
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$233,853.13	\$9,000.00	\$80,853.13	153
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	\$3,796.97	\$0.00	\$1,296.97	152
30-3370-7000 SEWER INTEREST INCO	\$40,000.00	\$40,000.00	\$0.00	\$63,853.43	\$0.00	\$23,853.43	160
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	\$58,673.73	\$6,917.08	\$34,455.27	63
30-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$627.00	\$0.00	(\$477.00)	418
30-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$606.00	\$24.87	\$394.00	61
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$4,535.68	\$531.07	\$2,599.32	64
30-4411-9002 VRS - ADMINISTRATION	\$13,366.00	\$13,366.00	\$0.00	\$10,010.27	\$0.00	\$3,355.73	75
30-4411-9003 HEALTH INSURANCE	\$11,461.00	\$11,461.00	\$0.00	\$7,113.64	\$0.00	\$4,347.36	62
30-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$3,825.16	\$0.00	\$1,674.84	70
30-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$10,173.16	\$942.04	\$14,106.84	42
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$15,513.45	\$10,584.75	\$986.55	94
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,404.31	\$204.09	\$1,595.69	47
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$2,980.64	\$333.32	\$1,419.36	68
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$570.50	\$250.45	\$229.50	71
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$14,121.13	\$1,892.88	\$6,758.87	68
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$80.14	\$18.72	\$1,919.86	4
30-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$2,062.17	\$0.00	(\$1,437.17)	330
30-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$3,015.21	\$105.44	(\$515.21)	121
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$2,825.41	\$468.87	\$674.59	81
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$1,315.05	\$3,710.17	\$0.00	\$1,384.78	58
30-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$290.40	\$264.00	\$3,009.60	9
30-4412-9000 CONTINGENCY	\$15,000.00	\$15,000.00	\$0.00	\$617.87	\$0.00	\$14,382.13	4
30-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$8,050.87	\$403.84	\$1,083.13	88

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$615.92	\$30.90	\$83.08	88
30-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$774.83	\$0.00	\$534.17	59
30-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$734.84	\$0.00	\$381.16	66
30-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
30-4422-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$6.03	\$2.58	(\$6.03)	0
30-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$351.71	\$71.04	(\$351.71)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$93,190.92	\$11,377.70	\$76,359.08	55
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$6,216.51	\$543.17	\$7,864.49	44
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$4,770.82	\$519.11	\$779.18	86
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$7,892.59	\$951.66	\$6,921.41	53
30-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$10,487.45	\$0.00	\$15,240.55	41
30-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$13,545.60	\$0.00	\$24,954.40	35
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	\$6,830.62	\$0.00	\$2,169.38	76
30-4432-1900 CHEMICALS	\$20,000.00	\$20,000.00	\$9,479.10	\$18,311.19	\$9,479.10	(\$7,790.29)	92
30-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$6,378.69	\$1,299.32	\$4,926.31	56
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$3,811.57	\$437.95	\$2,508.43	60
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$2,917.36	\$335.99	\$4,622.64	39
30-4432-2500 FUEL-HEAT	\$4,950.00	\$4,950.00	\$1,250.00	\$3,033.80	\$784.09	\$666.20	61
30-4432-2600 GAS,GREASE & OIL	\$11,170.00	\$11,170.00	\$0.00	\$7,752.16	\$630.49	\$3,417.84	69
30-4432-2700 TIRES & TUBES	\$2,038.00	\$2,038.00	\$0.00	\$193.07	\$0.00	\$1,844.93	9
30-4432-2800 MATERIALS & SUPPLIES	\$7,670.00	\$7,670.00	\$0.00	\$2,284.23	\$312.54	\$5,385.77	30
30-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$181.50	\$0.00	\$273.50	40
30-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$71.61	\$30.63	\$1,628.39	4
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	\$4,175.11	\$797.06	\$24.89	99
30-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,778.95	\$30.18	\$3,456.05	45
30-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$8,128.02	\$558.14	\$15,403.05	35
30-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$184.80	\$0.00	\$6,465.20	3
30-4432-3800 MISS UTILITY	\$980.00	\$980.00	\$0.00	\$370.63	\$42.12	\$609.37	38
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$864.93	\$159.36	\$5,775.07	13
30-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$4,283.94	\$0.00	\$2,856.06	60
30-4432-4500 INFRASTRUCTURE REPA	\$100,000.00	\$100,000.00	\$153.32	\$11,749.33	\$3,001.47	\$88,097.35	12
30-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$753.74	\$222.08	\$5,186.26	13
30-4432-5100 PRINCIPAL ON VRA SER	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	100
30-4432-5110 INTEREST VRA SERIES	\$35,000.00	\$35,000.00	\$0.00	\$15,950.23	\$0.00	\$19,049.77	46
30-4433-0100 VEHICLES	\$0.00	\$65,877.11	\$0.00	\$19,486.50	\$0.00	\$46,390.61	30
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	\$238,149.73	\$28,596.32	\$148,015.27	62
30-4451-8000 WAGES - PARTTIME	\$1,500.00	\$1,500.00	\$0.00	\$1,707.90	\$0.00	(\$207.90)	114
30-4451-9000 SALARIES & WAGES - O	\$11,700.00	\$11,700.00	\$0.00	\$6,316.98	\$791.96	\$5,383.02	54
30-4451-9001 FICA - SEWER TREATME	\$29,658.00	\$29,658.00	\$0.00	\$17,222.88	\$2,052.91	\$12,435.12	58
30-4451-9002 VRS - SEWER TREATMEN	\$55,553.00	\$55,553.00	\$0.00	\$21,716.16	\$0.00	\$33,836.84	39
30-4451-9003 HEALTH INSURANCE	\$56,578.00	\$56,578.00	\$0.00	\$23,427.50	\$0.00	\$33,150.50	41
30-4451-9005 EMPLOYEE STIPEND	\$500.00	\$500.00	\$0.00	\$1,001.30	\$96.90	(\$501.30)	200
30-4452-1600 INSURANCE PREMIUMS	\$22,000.00	\$22,000.00	\$0.00	\$15,300.60	\$0.00	\$6,699.40	70
30-4452-1900 CHEMICALS	\$170,100.00	\$170,100.00	\$0.00	\$138,207.29	\$27,535.86	\$31,892.71	81
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$27,170.08	\$894.94	\$4,329.92	86
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$2,267.80	\$171.44	\$5,532.20	29
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$98,469.61	\$100.36	\$76,530.39	56
30-4452-2500 FUEL-HEAT	\$8,000.00	\$8,000.00	\$0.00	\$3,968.23	\$2,164.99	\$4,031.77	50
30-4452-2600 GAS,GREASE, & OIL	\$7,200.00	\$7,200.00	\$0.00	\$805.51	\$107.42	\$6,394.49	11
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$6,276.92	\$1,442.40	\$4,223.08	60
30-4452-2850 PERMIT FEE & DUES	\$10,200.00	\$10,200.00	\$0.00	\$10,225.00	\$0.00	(\$25.00)	100
30-4452-2855 COMPUTERS & SOFTWA	\$2,250.00	\$2,250.00	\$0.00	\$260.58	\$0.00	\$1,989.42	12
30-4452-2900 LAB OPERATING	\$43,100.00	\$43,100.00	\$1,594.41	\$21,775.60	\$3,449.04	\$19,729.99	51
30-4452-3000 MISCELLANEOUS	\$2,250.00	\$2,250.00	\$0.00	\$29.90	\$0.00	\$2,220.10	1
30-4452-3100 TESTING	\$6,400.00	\$6,400.00	\$0.00	\$2,300.00	\$2,300.00	\$4,100.00	36

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4452-3201 I/T SUPPORT	\$5,500.00	\$5,500.00	\$0.00	\$4,923.61	\$994.55	\$576.39	90
30-4452-3300 BUILDINGS MAINTENAN	\$10,000.00	\$10,000.00	\$0.00	\$1,066.18	\$0.00	\$8,933.82	11
30-4452-3400 REPAIRS EQUIPMENT	\$105,100.00	\$105,100.00	\$4,199.00	\$33,948.55	\$12,027.21	\$66,952.45	32
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$12,933.10	\$16,839.76	\$1,111.91	(\$12,772.86)	99
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$1,269.78	\$0.00	\$3,470.22	27
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$1,042.40	\$102.14	\$4,937.60	17
30-4452-4800 EQUIPMENT	\$1,600.00	\$1,600.00	\$0.00	\$532.52	\$0.00	\$1,067.48	33
30-4452-5100 VRA LOAN/WWTP UPGR	\$655,715.00	\$655,715.00	\$0.00	\$327,680.67	\$0.00	\$328,034.33	50
30-4452-5500 SLUDGE REMOVAL	\$102,200.00	\$102,200.00	\$0.00	\$34,495.84	\$0.00	\$67,704.16	34
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	\$188,862.00	\$18,837.80	\$0.00	(\$2,499.80)	9
30-4461-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$187.50	\$0.00	(\$187.50)	0
30-4461-9001 FICA ER EXPENSE	\$0.00	\$0.00	\$0.00	\$0.11	\$0.00	(\$0.11)	0
30-4461-9002 VRS ER EXPENSE	\$0.00	\$0.00	\$0.00	\$587.75	\$0.00	(\$587.75)	0
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$0.00	\$0.00	\$162.40	\$0.00	(\$162.40)	0
30-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$30.54	\$21.92	(\$30.54)	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$386.78	\$71.04	(\$386.78)	0
Reporting Fund: 30-SEWER FUND							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$2,055,800.06	\$202,171.10	(\$2,126,823.94)	49
FundExpTot	\$4,182,624.00	\$4,250,647.18	\$219,785.98	\$1,549,154.16	\$138,591.41	\$2,481,707.04	42
Reporting Fund: 40-TRASH FUND							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$345,800.89	\$43,574.98	(\$156,099.11)	69
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$60,734.62	\$7,417.43	\$43,265.38	58
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$259,827.00	\$37,048.71	\$138,073.00	65
Reporting Fund: 40-TRASH FUND							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$345,800.89	\$43,574.98	(\$156,099.11)	69
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$320,561.62	\$44,466.14	\$181,338.38	64
Reporting Fund: 60-AMERICAN RESCUE PLAN							
60-5910-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$16,537.22	\$12,682.64	(\$16,537.22)	0
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$9,500.00	\$217,363.36	\$22,133.00	(\$226,863.36)	0
Reporting Fund: 60-AMERICAN RESCUE PLAN							
FundRevTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
FundExpTot	\$0.00	\$0.00	\$9,500.00	\$233,900.58	\$34,815.64	(\$243,400.58)	0
Grand Totals:							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$8,015,406.27	\$717,284.86	(\$11,795,075.73)	40
TotalExp	\$19,810,482.00	\$20,160,512.47	\$287,161.86	\$7,174,435.78	\$610,304.30	\$12,698,914.83	37



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Wayne Sager, Chief of Police
Date: 03-08-2024
Re: Monthly Update to Council

The Strasburg Police Department answered **1357** calls for service in the month of **February 2024**.

Adult Criminal Charges (13)

- 1 Domestic Assault & Battery (M)
- 1 Assault & Battery of Law Enforcement (F)
- 1 Rape (F)
- 2 Obstruction of Justice (M, separate defendants)
- 1 Eluding Police (M)
- 1 Embezzlement (F)
- 1 DUI (M)
- 1 Drinking While Driving/Open Container (M)
- 1 False ID to Law Enforcement (M)
- 1 Trespassing (M)
- 1 Hit & Run (M)
- 1 Drive Revoked; DUI related (M)

Juvenile Criminal Charges (0)

Traffic Violations (22)

- 1 Speeding
- 2 Reckless Driving
- 6 Expired State Inspection
- 2 Expired State Registration
- 1 Driving Suspended
- 1 No Driver's License
- 1 No Insurance
- 2 No Child Restraint
- 3 Failure to Wear Seatbelt
- 1 Improper Exhaust
- 1 Expired Temporary Registration
- 1 Operate Vehicle w/out Displaying License Plate

Ordinance Violations in February (4)

Uses of Narcan in February (0)



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Amy Keller, Office & HR Manager
Date: March 8, 2024
Re: February Monthly Update to Council

Monthly Employee Update: March 2024 (for February 2024)

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
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<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
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<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
Brady Pellath	Public Safety	February 17, 2024

<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
Teresa Shillingburg	Public Safety	10 years

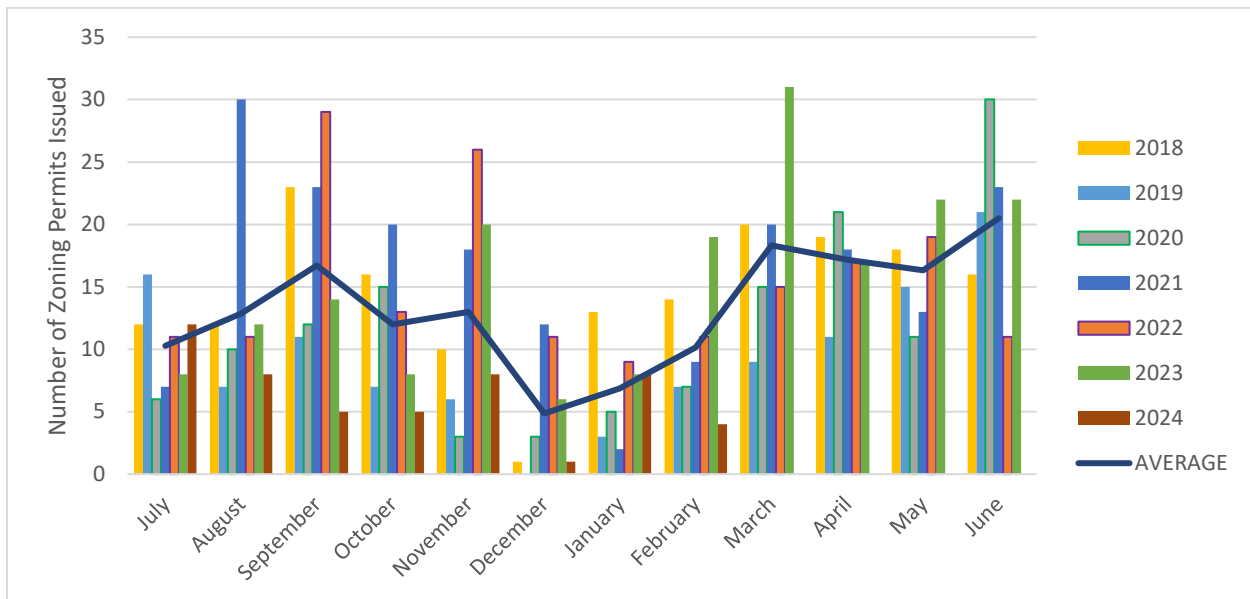


Memorandum

To: Mayor Boies and Strasburg Town Council
 From: Brian Otis, Director of Planning & Public Services
 Date: March 12, 2024
 Re: Monthly Update to Council (February) Planning and Public Services

Planning Department

Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	February Average	% Change
2024 February	4	8	-50.00%	19	-78.95%	6.9	-42.03%
		Comparison to last month		Comparison to last year		Comparison of Current month over the last 7 years.	

*NOTE: National trends for development in the months of December, January, and February are low. Statistically, homeowners spend less on improvement projects. This is due to holiday spending and the cold/inclement weather. Traditional increases come in March due to warmer weather and tax returns to cover project costs.

Town of Strasburg
 174 East King Street | P.O. Box 351 | Strasburg, VA 22657
 Ph 540.465.9197 | Fax 540.465.3252



Boards and Commissions

No meetings were held in March.

Additional Items

- Site plan submitted for Phase 1 of construction for the Village at Cedar Creek Townhomes. This phase is for infrastructure only.
- Site plan submitted for redevelopment of 1 Shenandoah Valley Drive. This includes demolition of the center portion of the building to create two warehouse structures.

Department of Public Works

- **METER SERVICE REQUEST**
 - 16 Add Reading.
 - 13 Reactivate Account.
 - 3 Turn off.
 - 7 Turn on.
 - Data Logged 6 water meters.
 - Installed 1 new meter.
- **OFFICE REQUEST**
 - Delivered 3 Notices.
 - Delivered 30 Waste Containers.
- **METER INSTALLATION**
 - Replaced 34 meters. 17 by National Meter, 17 by DPW.
 - AMI Water Meter Project
 - The AMI gateways have been installed waiting for Core & Main to set up.
- **WATER AND SEWER**
 - 4 sewer main backup.
 - 3 Sewer Service backups.
 - 1 Sewer main repair.
 - 1 water tap.
 - 2 water main leaks.
- **STREETS**
 - Sweeping Streets.
 - Replacing NO Parking Signs.
 - Performed Snow removal duties.
 - Changed Pole Banners.
 - Change Street Banner.
 - 3 dead animal pickups.



- Installed storm pipe on Aileen Ave.
 - HORTICULTURE
 - Remove winter lights from Street trees.
 - Worked in Flower beds.
 - INSPECTIONS
 - Performed testing on Valley Health Site.
 - Miss Utility Locates
 - Performed 73 Miss Utility Locates.
-

Utilities Department

Water Treatment Plant

- TREATMENT
 - Water Treatment Plant produced 24.993 MG for the month of February.
 - Operating at 34.5% capacity
 - Average Daily Flow .862 MGD
- BULK WATER SALES
 - Staff filled 31 bulk water trucks for a total of 28,796 gallons.
- SANDY HOOK RESERVOIR
 - On February 16th, Water Plant staff found that a tree had fallen through the Reservoir Membrane Cover causing several holes. Repairs to the holes have been completed. Water Plant staff are currently flushing the Reservoir Tank by filling and draining the tank several times to ensure any foreign debris has been removed prior to placing the tank back in service. Bacteriological Tests will be collected prior to placing the tank back in service. The tank is estimated to be placed back in service by March 22nd.
- FORT HILL WATER TANK
 - T-Mobile (COMPLETED)
 - All work completed.
 - Verizon
 - All work completed. Verizon site is active and provides service.
 - Utility Services (Tank Maintenance Company)
 - Waiting for final inspection and paint touchup on areas caused by cell carrier installation on the tank.
- Core & Main (AMI)
 - All electrical connections completed. The site is active.
- JUNCTION TANK
 - Core & Main (AMI)
 - All electrical connections completed. The site is active.
- CLA-VAL FLOW CONTROLLER REPLACEMENT CIP



- Waiting for the controllers to be delivered. Will schedule installation when controllers arrive.
 - SCADA SOFTWARE UPGRADE CIP
 - Software upgrades have started. Waiting for the last software delivery to finish the project.
 - DROUGHT
 - Working with governing agencies to try and improve our drought response plan and drought triggers levels.
-

Wastewater Treatment Plant

- Utility Production Figures
 - The wastewater plant treated 31.86 MG and ran at 55% capacity.
- Keaser Blower Replacement Project:
 - The replacement blowers are in the process of being built.
 - Meetings on funds allocated for project and unforeseen costs.
 - Vand solution completed a walk through in preparation for installation.
 - Costs; Aeromod to update their PLC of \$3000.00. Updated cost for VFD parts is \$4500.00.
- Dairy Sampling Station Project:
 - Letter of recommendation sent to milk plant.
 - Dairy Effluent to the town system was bad this month. High solids and BOD.
 - 13 violations for BOD
 - 17 violations for TSS
- Pre-treatment permitting:
 - Looking into Sewer Use Ordinances for sewer use permitting and an alternative.
 - Will need to meet on issues of new meat production plant going forward.
- WWTP
 - Drain valve on Water Plant holding tank is repaired.
 - Anoxic Mixer sent out for repairs.
 - DCLS Laboratory Inspection, awaiting results.
 - Replacement radiator for Homewood Generator installed.
- Budget
 - Working on CIP Quotes.



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Visitor Center Staff
Date: March 8, 2024
Re: February Monthly Update to Council

Visitor Center

- Visitation increased over January even with a shorter month.
- **Program:**
February 24 – Presentation by Ruth Hoffman titled “Nanny’s Quilt”. Approximately, 70 people enjoyed the program.
- The **Visitor Center** welcomed 423 visitors in February (averaging 14.6 per day).
 - ❖ **Visitors by Location on our Guest Log for February 2024**
 - Virginia: 39, with 15 coming from Strasburg
 - District of Columbia = 3
 - Other States:
 - Delaware = 5
 - Florida = 3
 - Maryland = 3
 - Michigan = 2
 - New Hampshire = 2
 - New Jersey = 2
 - New York = 2
 - North Carolina = 2
 - Pennsylvania = 2
 - Texas = 4
 - Other Countries: China = 3

The museum had 166 admissions.

Total sales for the Gift Shop in December: \$907.06



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Business and Engagement Coordinator McKee
Date: 3/2024
Re: February Monthly Update to Council

Economic Development (Business Attraction, Workforce, Business Support)

- **Downtown Collaboration**, Continued outreach to bridge downtown businesses in collaboration of Town festivals and also encouragement to take initiative in organizing themselves for their own successful downtown programming.
- Meeting with small businesses to find solutions to measure "success" of festivals to get measurable data on how events effect the local economy in order to find ways to improve/market/increase revenue.
- Cohosted with library staff "AI and Ethics" meeting at library. Scheduled next monthly event of "One hour website" highlighting library resources to used web based tools to create simple websites or ecommerce sites.

Tourism + Quality of Life

- Applied for Creative Community Partnership Grant for Streetwise studios for quality video and audio recording for select local Front Porch Friday concerts and other music events in town.
- Assisted Visitor Center Staff in organizing egg hunt event at that location.
- Front Porch Friday concert series concession and sponsorship recruitment
- Final stages of planning for Vintage in the Valley Festival with partners
- Applied for VA250 Grant for funding for Revolutionary War and Revolution of ideas festival "Strasburg Liberty Roots Festival" celebrating the arts and historical innovations and heritage of culinary/musical/poetic history of Strasburg and the Shenandoah Valley during the Revolutionary War.
- Assisting in organizing Relay for Life event in June.

COMMITTEE REPORTS



COUNCIL MEMBER ITEMS



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 a current employee for the Engagement Specialist position.



ADJOURNMENT

