

Town of Strasburg

Town Council Regular Meeting

Strasburg Town Hall
174 E King St
Strasburg, VA 22657

Tuesday, April 9, 2024

6:30 p.m. – Council Members will be meeting with Scouts

7 p.m. – Regular Council 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, April 9, 2024



Town Council *PRELIMINARY* Agenda – Tuesday, April 9, 2024

Please silence all cellular devices. Thank you.

Call to Order – Mayor Brandy Boies

Pledge of Allegiance –

Invocation –

Roll Call – Amy Keller, Clerk of Council

Public Hearing(s): None

Introduction and Recognition of Visitors and Guests:

- **National Autism Awareness Month Resolution** – Heather Jones, President Special Education Advisory Committee

Mayor's Comments:

Citizen Comments:

Consent Agenda:

- 1) Minutes of the March 4, 2024 Town Council Work Session
- 2) Minutes of the March 12, 2024 Regular Council Meeting
- 3) Minutes of the March 14, 2024 Joint meeting of the Town Council and Planning Commission
- 4) Minutes of the March 18, 2024 Work Session
- 5) Declaraton of Surplus Items
- 6) Tax and Utility Account Write-Offs

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) Dunmore Rezoning (discussion continued from March 12, 2024)

Description: Update on the proposal since the last meeting.

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

Support Materials: Staff Memo

3) Proposed FY2025 Budget

Description: Discussion on proposed FY2025 Budget.

Staff Contact: Waverly Coggsdale, Town Manager

Support Materials: Staff Memo

New Business:

Reports:

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

Council Member Comments:

Closed Meeting (if needed):

- Pursuant to Code of Virginia § 2.2-3711(A)(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 for the evaluation of the Town Manager.

Action Following Closed Meeting (if needed):

Adjournment

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

PUBLIC HEARING(S)



INTRODUCTION and RECOGNITION of VISITORS AND GUESTS





RESOLUTION

Establishing April 2024 as National Autism Awareness Month

WHEREAS, autism is a pervasive developmental disorder affecting the social, communication, and behavioral skills of those affected by it; and

WHEREAS, as more health professionals become proficient in diagnosing autism, more children are being diagnosed on the autism spectrum, resulting in rates as high as 1 in 36 children nationally; and

WHEREAS, while there is no cure for autism, it is well documented that if individuals with autism receive early and intensive treatment throughout their lives, they lead significantly improved lives; and

WHEREAS, individuals with autism often require a lifetime of specialized and community support services to ensure their health and safety and to support families' resilience as they manage the psychological and financial burdens autism can present; and

WHEREAS, The Shenandoah County Public Schools Special Education Advisory Committee is spearheading an awareness effort in order to educate parents, professionals and the general public about autism and its effects.

NOW, BE IT THEREFORE RESOLVED that I, **Brandy H. Boies**, do hereby proclaim **April 2024** as NATIONAL AUTISM AWARENESS MONTH in the town of **Strasburg, Virginia**, and urge all members of the community to become more aware of all individuals with a disability and the value that they bring to our community, in order to become better educated about autism and create a better community for individuals with autism.

Dated this 9TH Day of April, 2024.

Signed: Mayor Brandy H. Boies

Attest: Amy Keller, Clerk of Council

MAYOR'S COMMENTS



CITIZEN'S COMMENTS (Non-Agenda Items)



CONSENT AGENDA





Consent Agenda

Meeting Date: April 9, 2024

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: April 2, 2024
Re: Consent Agenda Items

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

CONSENT AGENDA ITEM(s)/ACTION

- Approval of the March 4, 2024, Work Session minutes, as presented. Approval of the March 12, 2024, Regular Council meeting minutes, as presented. Approval of the March 14, 2024, Joint Meeting with Planning Commission. Approval of the March 18, 2024, Budget Work Session.
- Approval of the Declaration of Surplus items as submitted.
- Approval of Tax and Utility Account Write-Offs.

Attachments:

- *Minutes:*
 - *March 4, 2024, Work Session*
 - *March 12, 2024, Regular Meeting*
 - *March 14, 2024, Joint Meeting with Planning Commission*
 - *March 18, 2024, Budget Work Session.*
- *Surplus Items Memo and list*
- *Tax and Utility Write-Offs Memo*

MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, MARCH 4, 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:

Presentation/Reports:

- **Strasburg Volunteer Fire Department**

Chief and Operations Manager Kosar, and President Himelright, and Vice President Crabill were in attendance.

Mr. Kosar said he met earlier with **Town Manager Coggsdale, Asst. Town Manager Shipe, and DP&PS Otis** to go over some building and grounds things. He reviewed the incidents from 2023. In 2023, the department responded to 544 calls. He gave examples of some of the calls with the gas explosion being the most heard about.

The administrative and operational officers met and came up with **goals** for 2024.

- Developed a committee to begin the process of replacing Rescue Engine 51 which is a long process. The department is pursuing grants and funding for various operational and station needs.
- Looking into aging equipment that needs to be replaced/refurbished.
- Increase training.
- Department board meeting monthly prior to monthly membership meeting.
- More public education.
- Attend more work session.

Regarding **recruitment**, they have a new flyer. They want all to know they are always looking for volunteers.

Town/Department Interface: met in January to go over building and grounds things. The building has aged. Water sets in the back of the building. Windows are in bad shape. They have replaced some doors and need to replace a bay heater motor at a cost of approximately \$3,500.

Apparatus: Truck 51 was out of service for an extended period of time due to damage sustained on the bed section of the ladder. The truck had to go to Florida for repairs. The cost of repairing this was \$100,000. The rescue engine is starting to cost more to repair. They received it as a donation from Loudoun County, but it is getting close to the end of its life. The cost to replace is \$900,000 to \$1.2 million with no equipment.

Maintenance Costs were shown for the maintenance cost of individual apparatus for the past three years.

Future Apparatus: Truck 51 replacement and brush truck replacement and the need for a UTV.

Council Member Stover asked about the cost of the replacement and how much it would be to replace the ladder truck and it would be \$1.7 to 2 million to replace.

Council Member Lowder asked how the department gets its funding. Kosar said they get some from the County, but it does not cover everything. Most of their money comes from donations. They do not bill for services, so they don't have a revenue retention. Fundraising is a big deal for them. They are very appreciative of those who donate.

Council Member Hooser said the department does a tremendous amount of work for no pay. He feels they deserve more than \$30,000 annually from the Town of Strasburg.

Mr. Kosar said it is good to keep the dialogue going. It is hard work that they do. There is a lot of work that happens in the background. They have a lot of meetings they have to go to.

Mayor Boies said we all appreciate the work they do. In the past, Council had committees. We didn't get rid of committees, but we now have liaisons. **Vice Mayor McCornyn** is the liaison for the department.

- **115 W. King Street – Dewberry**

Rod Williams and **Ellen Augst**, representing Dewberry, were in attendance to give an update on the 115 W. King Street project. **gave an update of the project. Slides attached here-to.**

The Facility Survey was done on June 19, 2023; a structural assessment was also done. This type of building is Risk Category IV, so a requirement of the International Building Code is to do a structural analysis to support the change in use of the building to a Police Station. User interviews were done with the police personnel.

The process was explained of how they came up with the concept floor plans. Use of the vaults was discussed. The project cost was shown with two levels of costs.

The estimated cost of construction for the building is \$2,407,747. Soft cost numbers might be higher or lower depending on the furniture and use of owners' rep. The total cost would be approximately \$3,328,421. **Mr. Williams** and **Ms. Augst** recommend having an owners rep.

Council Member Monahan asked how accurate the figures are. **Mr. Williams** said the number could be a moving target.

Council Member Stover asked if he heard correctly that some things would not be included in this phase, and **Mr. Williams** said it was mainly the canine because of the cost to condition the space. They took the approach of how to get what they need now. Ideas of how to make the K-9 unit were discussed in the meetings but it would be pricey.

Council Member Monahan said since we are rehabbing a building that wasn't for a police department, how much did it cost to bring it up to a Risk 4 category and it was about \$400,000.

Vice Mayor McCornyn asked how much the cost was for a vehicle holding bay and it is in the total cost.

Council Member Monahan asked how many entrances there would be and there would be two – one from King Street and one where the bank teller window is. We still have to maintain entrances for the residents.

Mayor Boies asked if part of the assessment phase was Town Hall assessed or only 115 W. King Street. **Mr. Williams** said they discussed it, but no analysis was done on Town Hall.

Council Member Monahan said with the conversations they held how long would 115 W. King Street serve the town. **Mr. Williams** said they consider a 20-year growth. He discussed what they factored in.

Vice Mayor McCornyn said she knows they do similar projects for building from the ground up. What is the average cost for a new build. It is roughly between \$500 and \$600 per square foot. This building is about \$400 per square foot.

More discussion on the secure fence and how residents could assess their property was held.

Mayor Boies asked what was next. What decision would Council need to make to move forward? **Town Manager Coggsdale** said they have heard the presentation, and Council members might

have more questions as they think about it. During the budget season, we will discuss how to fund it.

Council Member Woodson asked how much it would cost to tear down the building and build it there. **Mr. Williams** said the new cost was only for construction costs and no soft build items. Additional discussion was held on this topic.

Chief Sager said there will be some uniqueness with Town Hall. The gym would remain in this building and long term record keeping would stay in this building. Some concessions were made to come up with a program to show Council on what could be done with 115 W. King Street.

Town Manager Coggsdale said we can now start discussing what is really wanted and having discussion with staff on moving forward.

Council Member Monahan asked in **Mr. Williams'** opinion what the timeframe for completion if we decide on this project. **Mr. Williams** said the design could be done in about 8 months and then one year of construction. It would be two years, give or take.

Mayor Boies said they are anxious to move forward with something in this building at a reasonable pace.

Council Member Hooser said this is a lot more than what we expected to spend. He is not anxious to spend \$3.4 million. He asked what Council's feelings are on moving administration to BBT and leaving the police here.

Mr. Williams said it would be more conversations and they would have to do another analysis.

Council Member Woodson said one of the arguments was having two access points. Things with government always take time. Time is a good thing and if we have the time to build a really nice department, that is what we should do.

Council Member Hooser said the department operates well out of the basement. He thinks we could utilize this building better.

Vice Mayor McCornyn said she thought we were going to have a comparison between the two buildings, and she is disappointed in not having that so she would like to have some time to digest all of the information. She said she appreciates all the work **Mr. Williams'** firm has done.

Council Member Monahan asked how long an assessment would take on this building. **Mr. Williams** said we have done the interviews and we would need to have a "puzzle" session on how to lay out things. He thinks it could be done in a couple of months. He would have to send it out to have a cost analysis done.

Council Member Kimmons asked if administration could go into a Category 2 building, and they could.

Mr. Williams said when you have a building that the police are operating in, you sometimes do not have to upgrade to a Category 4, but that would be up to the building officials.

Council Member Kimmons asked how much was set aside for the building and it was \$1 million from ARPA. **Town Manager Coggsdale** said there would be more discussion on other ARPA funding requests.

Mayor Boies said we are now talking about two renovations instead of just one. She asked what the attraction was for the bank building. She knows the two entrances in and out was a big thing.

Council Member Monahan said when she talked to citizens they talked about the two entrances and they want the department to have that. She continued by saying all of our events are held across the parking lot. We use this spot for festivals and Vintage in the Valley. She would not be interested in doing away with that.

Mayor Boies said this is an opportunity and an investment. This is investing in our police department for a 20 year growth plan. Our citizens are excited about this. She thinks it would be nice to know both studies, but it will cost either way. Will the savings be worth it?

Mr. Williams would have to crunch numbers to find out how much it would cost to do another study. It was thought it would cost about \$22,000 to do another study. **Council Member Hooser** said if you spend \$44,000 to save \$1million, it would be worth it.

Mr. Williams said you have to keep in mind where staff will go during renovations. This would have to be considered.

Mayor Boies suggested looking into this more in the next two weeks and then finding out if others want to do another study. Take the time to understand the study.

Chief Sager spoke on the egress and ingress. King Street is congested. The two ways in and out would be beneficial. The Town Hall lot is vacated during events, and this would need to be considered.

Council Member Hooser asked if it would be beneficial to see if we can find another access.

- **Derby Ridge Presentation, Brice Leconte**

Brice Leconte, iUNIT: Stated he owns the land at Junction Road and Green Acre Drive. He has owned the property for about 20 years. Ten years ago, he started building sustainable buildings. He looks at the cost of housing and energy efficiency. We can't continue to do business as usual. They concentrate on modular units, and they are not looking at subsidized housing. Everything is built in a controlled factory environment. Many of the factories are in Pennsylvania which is beneficial to them. They have been working with the government for a partnership through the DOE.

The proposed draft of Derby Ridge was shown. These would all be cottages. They are able to use half of the acreage and make a 7-acre solar park. They are helping to solve the problem of attainable housing. The rents are \$1,400 to \$1,900 per month. The floor plans were shown. This type of development creates a sense of community when the houses are closer together. They will have pocket parks and a community center. He wants the solar farm to look natural. This will produce twice the energy that is needed.

They work with Virginia Housing to get more attainable housing. They have innovation grants, and they are trying to apply for this. The funds would go to the town and then dispersed out to the community.

Mayor Boies said she is sure **Council Member Hooser** is very excited about this.

Council Member Monahan said with the solar farm, how would this work with the rent. **Mr. Leconte** said they will still be a customer of the electric company, but the cost of the electric bill would be minimal and it would come from renewable power.

Council Member Hooser said he has solar panels, and he has some negative power bills.

Mr. Leconte said they are looking at about 212 cottages with a combination of one, two, or three bedrooms.

Council Member Kimmons asked what this would do to the police department. **Chief Sager** said we would have to have more conversations.

Council Member Woodson asked if the price of the rent is really affordable housing. He likes the idea, but he isn't sure about the price. Others said this is a standard rental.

Mayor Boies asked if it was only going to be rentals and all units would be rentals. **Mr. Laconte** said Virginia Housing is funding this for rentals.

Council Member Woodson asked about parking, and it would be in front of the units.

Mayor Boies asked staff what would be Council's part. **DP&PS Otis** said there would need to be a rezoning. It would have to be a planned development. This is a great example of cluster development and this doesn't fit in with our current zoning. We need direction on whether Council wants staff to help with the grant application.

Council Member Kimmons asked about the Planned Development and if it has a commercial component. **DP&PS Otis** said the location doesn't lend itself to commercial but in the new zoning ordinance, it has been drafted to have a residential planned development that doesn't require a commercial component.

Council Member Hooser said the notion that we still have zoning that is low density is not good. He is impressed with this plan. He likes the idea of combining the area and having green space to actually be able to do something on.

Council Member Woodson asked about the accessibility units, and they will have some included.

Council Member Kimmons said the NSVRC oversaw a Virginia Housing project and would this be the same. Would we be overseeing this or would the Commission do it? **Mr. Leconte** said his company would be doing the entire application and then the funds come to the town for disbursements. Part of the application is putting a budget together.

Council Member Kimmons said the commission could help with guidance.

Council Member Lowder said he has seen something like this in Fairfax and he liked it.

Council Member Carter asked about supporting Veterans' Housing. **Mr. Leconte** said they could work with Virginia Housing on this.

Mayor Boies asked if there is support for the grant application. Consensus was to allow this.

Discussion Items/Updates:

1.) Project Updates

- Skate Park

DP&PS Otis said he met with **Josh Turner** from Racey Engineering. We have two different plans from him. We have the site plan and it is completed. **DP&PS Otis** needs to have a conversation with Shenandoah County regarding the Erosion and Sediment Control requirements. The second plan is the bid plan. It should be ready in the next few days or early next week. This plan is more complicated as it has a high degree of detail and specifications for the exposed finished concrete.

Slides of the site were shown and how it will look on the site. A question staff had was when the committee funds run out, when does the town take over. We need a clear delineation of the two sources of funding. We are now looking at the completion of possibly August.

Mayor Boies said with the bid process is when we get higher costs.

The location has to do with the elevations of the actual skate park without having to do a lot of excavation.

Town Manager Coggsdale said in this partnership, at some point the funds that the committee has raised will be spent. We need to work with the committee to see when the town takes over. Working with the engineer, we might know when things should be switched over.

Consensus was to allow staff to use their judgement for the clear delineation of when the town takes over the project.

Jennifer Williams said that when it comes time for signage, she has family members who want to help with this. Will they have some say in this? **Town Manager Coggsdale** said we need to start working on this because of the lead time.

- Civil War Marker

Asst. Town Manager Shipe said in looking at the area, with ADA, parking, homeowners, the Civil War group and the homeowners, it makes better sense to refurbish the sign at its current location.

- UDO Update Process

DP&PS Otis said the document is done. He wants to get with Berkley Group on the short-term rentals. The draft documents are on the town's website. There is the subdivision ordinance, the zoning ordinance, administrative procedures manual, and the technical design manual. This is how it will go for codification, and it will be easier to access the information.

Council needs to decide how to move forward with the readings of the document. Do we want to have joint meetings or separate meetings? This will be discussed during the Berkley Group meeting, as well as the short-term rentals.

Town Manager Coggsdale said **DP&PS Otis** has done a great job. This is a total rewrite. You can't compare the current UDO and this document to see what was changed. You have to spend some time in this ordinance. We don't want to hear what we are currently hearing about the UDO. Review it and ask questions. Don't rush to the public hearings; get it how you want it first so that you can support it. When will we be ready to have a first reading and when should we get this document out to the public?

Mayor Boies said we should encourage the public to look at this on the website.

DP&PS Otis said his goal is to point out the major changes and then drill down to the smaller items.

2) Revitalization Area Designation – Pleasant View Development

Mayor Boies summed up this project. We approved the SUP and it is still in effect. A resolution was signed that we support this project. That project did not win the bid. They now want to go back out to submit this application again.

DP&PS Otis said there is a minor change to the SUP. Virginia Housing reduced the amount of brick to 70 percent from 75 percent brick. They are planning to do something with stucco or something like that and it will have less of an institutional look.

Council Member Kimmons asked if it is one building and **Council Member Monahan** said it was for one building. **DP&PS Otis** said the site plan is for one building with a sister site. **DP&PS Otis** said they would have to come back with an application for a second SUP for the other building.

Council Member Lowder asked why two buildings were not approved. **Council Member Monahan** said the main concern was the amount of traffic.

Council Member Hooser said it came down to 48 apartments or 190 townhouses which could be built by-right.

Mayor Boies asked if Council is in support of this and the consensus was to sign off on it.

Presentations/Reports (cont'd from earlier in the meeting)

• **Mt. Zion Un. Methodist Church Update**

Mayor Boies said the pastor has approached Council with questions through the years. He has now provided a specific list to get them the answers they want.

Town Manager Coggsdale said there are four main issues.

- Front property line (Church and Queen Street): **Rev. Gess** has said the town owned about \$200,000 for using this. **Town Attorney Helm** said he understands their position and he has reviewed the land records, and he doesn't see anything to support this claim. They would have to show it on a survey or something.
- Ownership of "old Graveyard"
- Clean up of trees/limbs bordering Mt. Zion's property along Old Graveyard property.

The town doesn't own the old graveyard and the church doesn't own it. No one knows who owns it.

Council Member Monahan said when this came up, the question was when a cemetery defaults inside town limits, is it up to the town to take over.

Town Attorney Helm said yes and no. It is not automatically the town's jurisdiction. We can take over this, but it isn't necessarily the jurisdiction's responsibility. The bodies could be relocated. There are a lot of things that can be done with abandoned cemeteries. Some were family cemeteries or church cemeteries. There is a process that can be done, but it doesn't automatically default to the town.

Council Member Carter asked if the church is seeking ownership of the graveyard and **Town Attorney Helm** said they have not expressed that. They have had a lot of concerns with the trees. In Virginia, they have the right to trim back the trees, but the church does not want to do that. The town does not have to do that for them especially since it cannot be established who has ownership of the land. They are in a better legal position than the town since they are adjoining property owner.

- Subdivision/Sale of former Town Water Tank Property:

A public hearing was held. There is no need for an open bid process. **Town Attorney Helm** understands their concern, but he doesn't see what we need to do.

Mayor Boies said she went and met with the pastor and the congregation. The same questions were asked, and the same answers were given. She feels the answers need to be given to the congregation, pastor, and Council in writing through our Town Attorney.

Town Attorney Helm said we could go through the process of taking over historic locations, specifically where Civil War bodies are buried. **Mayor Boies** said she feels localities are dealing with things like this all over. This is just respect for the people. Are localities taking over these?

Council Member Monahan said the church congregation is aging and it is getting harder for them to take care of it. They are looking for a little help to keep it looking good. They probably don't have the people to take care of the trees. They are looking for some help from the town to keep it

looking good. **Mayor Boies** thinks it is a good community service type of thing, but there needs to be a leadership behind that.

Town Attorney Helm said all of this comes down to a political decision. They have never come and asked for help but it has been more of you don't like us so you are being abusive towards us.

Vice Mayor McCornyn suggested approaching the Heritage Association or the Museum for assistance.

Council Member Carter thinks it would be a good project for some organizations.

Mayor Boies said the high school has a Community Clean-up Club and this could be a good project for them.

Vice Mayor McCornyn isn't sure they need help with cleaning up the graveyard, but they need the help of trimming the trees over the graves.

Asst. Town Manager Shipe will talk to **BOS Taylor** about the Strasburg Heritage Association working on this.

Town Manager Coggsdale said this comes back every few years. The person who currently owns the old tank lot wants to do a boundary lot adjustment. Surveys have been done and there are some items that aren't sitting right. They are working on that. There is a lot of this and that and no show me. There has to be someone that professionally can make the decisions. He would like it to be that instead of coming and telling how bad we are, tell us what they want. The only definitive thing we know is that the limbs need to be trimmed. The ownership of the graveyard is unknown. We can now tell them that with self-help, they can go and cut them. The subdivision and sale of the land, he can't find anything that we did wrong. It is just his opinion of how things went down. We went through the process as **Town Attorney Helm** has stated. There keeps being a statement about a statute of limitations on the sale of the land and he doesn't want it to expire. We feel we did it right, so we are not going to be the one doing anything about it.

Council Member Carter asked if the congregation should seek legal guidance. **Town Attorney Helm** said they should get an attorney, do the surveys, and if something was done wrong, show us. That is logical, but he doesn't believe that is the concern.

Council Member Woodson said he knows most localities don't have people who trim trees. **Town Attorney Helm** said the reason they sent the notice three years ago is because **Rev. Gess** thought the town owns the property. A title search was done, and it couldn't be figured out. The town doesn't own it and there could be claims that the church owns it.

Mayor Boies asked if Council was in support of **Town Attorney Helm** writing out the facts as we know them and then have someone talk to the congregation and pastor and let them know that we will try to find people to help.

3) FY2025 Draft Budget Presentation (Cont'd from Discussion Items/updates)

Town Manager Coggsdale handed out the draft budget. We will have a budget work session on March 18. He asked all to look over the document and ask questions. He thanked staff for their hard work. He knows there are things that need to be discussed at the next work session. This is important work. Make notes, ask questions, come up with ideas. There will be a presentation at the work session. There are bigger picture items that need to be addressed now for future years.

Mayor Boies said there will be a Budget Work Session on Monday, March 18, at 7 p.m.

4) Water bill non-payment-liens (Discussion Items/updates)

Town Manager Coggsdale said we recently updated the Town Code to be consistent with the

Code of Virginia.

In 2012, there were new regulations that came out regarding landlords and tenants and water bills. You could place liens on landlords' property for unpaid bills by tenants. At that time, Council opted to not allow that. **Town Attorney Helm** is now saying that the language that allowed that is no longer in the State Code. The rules have changed. It sets forth how the liens can be placed on the property. We are asking if we want to stay with the resolution of 2012 or allow liens to be placed on the properties.

The process is that a lease has to be presented when water is put in a tenant's name. When the bill goes in arrears, the town has to communicate with the tenant, but a copy of the bill must be sent to the landowner. They then know that if it is not addressed, a lien can be placed on the property. The landowner must be notified. In some situations, the landowner is the bill holder.

Council Member Lowder said we are penalizing a landowner for the tenant who doesn't pay the bill. **Council Member Monahan** said it is not the town's responsibility to make sure they get good tenants.

Council Member Hooser said in any business, you take risks.

The Code requires a deposit of no less than three months and no more than five months of the average utility bill. We will have a deposit of three months. Once the deposit is gone, the town can't just keep supplying water.

Mayor Boies said there are some renters who bounce from house to house to house. The owner is taking some of the responsibility.

Town Manager Coggsdale said next month, we will be presented with a list of write-offs and most of the write-offs are tenants.

It was asked why this is before Council tonight. Council changed the policy to match the State Code. Another Council made a policy to not allow liens to be placed on the landlords' property. Staff is asking for this policy to be reconsidered and be consistent with State Code.

This item will be added to the regular agenda for March 12.

Council Member Carter asked if this goes for commercial and residential and staff sees no difference. **Town Manager Coggsdale** will check with **Town Attorney Helm** to be sure. There is no language that states it is residential only.

- **Fulton Drive Presentation (cont'd from Presentations/Reports)**

Mayor Boies said Fulton Drive, when originally planned, was to go through to the Island Farm and this is not going to happen. The builder of a house on Fulton Drive is offering to build a hammerhead so they can turn around. In lieu of this, the builder is asking us to waive his connection fees. The builder is saying he will be paying \$40,000. The benefit is to have a finished road.

DP&PS Otis said in 2014 the decision was made to not develop the Island Farm. It was thought to put the cul-de-sac in. In 2022, they got an application for the house. One of the changes to the plan is that the driveway has moved from the original plan. He is proposing to come back 20' on the existing asphalt.

A cost estimate was shown for a total job cost of \$48,984.00

Council Member Monahan asked if we have to do anything. **Mayor Boies** said there is nothing in writing that says we have to do anything. There are homes that go to the end of Fulton Drive and then people drive down to a dirt road and party. This would give turnaround access points. It would be the town getting this turnaround.

Council Member Hooser said he was skeptical at first, but with the topography, he thinks it would be too steep to do the full cul-de-sac.

Mayor Boies said all this is to do is finish the end of a road. Do we want to have the road finished for citizens?

Council Member Monahan asked why we are giving up the tap fees. How does that help our citizens? **Mayor Boies** said it is a small section of population that would be helped. It might not be an even trade. It is clear that the road ends there.

Council Member Carter said it is for emergency services.

Town Manager Coggsdale asked if we want this last piece of the road to be to VDOT specs and taken into their system. If so, there needs to be plans or at least a reference to the specs.

Mayor Boies said we want it done right. **Town Manager Coggsdale** asked if there is any new curb and sidewalks. **Mayor Boies** said if Council decides to move forward, it has to be to VDOT standards. This would be part of the motion and the language specified in the motion.

This will be added to the regular agenda for the next Council meeting.

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

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

- *Strasburg Little League Agreement*

All parties are in agreement with this. Staff is looking for approval from Council and then signatures will be obtained.

This will be added to the Consent Agenda for the March 12 meeting.

- *Pool agreement*

This agreement has been approved by **Town Attorney Helm**. Staff is looking for approval from Council and then signatures will be obtained.

This will be added to the Consent Agenda for the March 12 meeting.

- *Proper swimwear*

Council Member Kimmons sent the proper swimwear visual aid to Council. This just needs to have Council's approval. **Town Attorney Helm** has approved this.

Council Member Hooser asked if this is an updated version. It was noted that wording has been changed and no people are in the pictures now.

This will be added to the Consent Agenda for the March 12 meeting.

- *Fireworks update*

Council Member Kimmons said **Town Attorney Helm** is working on an agreement. There are two parts to it – buying the equipment and the town having the operators trained. It would be good for six years and then be renewed. It will be our equipment and they will basically be employees of the town to operate our equipment.

This will be added to the Regular Agenda for the March 12 meeting.

- *Hometown Park*

Council Member Kimmons said staff had brought to his attention the possibility of a grant from T-Mobile for refurbishing pocket parks. Our pocket park is in bad shape. The grant could be up to \$50,000. We would have to integrate T-Mobile in some way. The grant is done every quarter, so we are looking at the end of June to apply.

Mayor Boies said there have been suggestions for more picnic tables.

Council Member Woodson said there is a placard at the park so we need to be sensitive of this. He added that the tables should be non-movable.

Mayor Boies feels we should rethink this space.

Vice Mayor McCornyn asked if we are thinking of new grass. **Council Member Kimmons** said part of the park is owned by the Fire Department. It was thought tables and shade would be nice. All are to send ideas to **Council Member Kimmons**.

Vice Mayor McCornyn would like to keep the checkerboard but if it doesn't work out, that is fine to let it go.

Council Member Woodson wants it to reduce the maintenance as much as possible. **Council Member Hooser** suggested working with **Ally Ponn** to get native plantings.

Asst. Town Manager Shipe said the trees block the parking lot, so you don't have to see the lot. She added we would like to have a T-Mobile hot spot and electrical outlets.

2.) Police and Public Safety – Liaison, Vice Mayor Vice Mayor McCornyn

- *Report by Liaison*

Vice Mayor Vice Mayor McCornyn said earlier this year a police car was totaled. **Chief Sager** has asked that this car be replace. A drunk driver hit the car while it was parked in Woodstock. We have a quote for the car's cost. The cost to replace is \$43,638.80 with an uplift of \$10,000. We received \$13,644.33 from insurance for the totaled car, so we are looking at \$39,994.47 to replace the vehicle. Several police cars are on the surplus list but we do not know how much we will get on the vehicles.

Vice Mayor McCornyn said when a car is available for purchase, they don't stay around very long. **Chief Sager** said you have to act quickly when a car becomes available. We currently have a full take-home vehicle program, so we have 18 officers and 23 vehicles. Two of those are to be surplus so we would only have one extra vehicle.

The best plan would be to put in for the 30 day window and then purchase. Funding could be decided after that, but Council should just remember that staff might come back for a budget amendment or some other way to fund.

This will be added to the Consent Agenda for the March 12 meeting.

Council Member Hooser asked if we have a vehicle replacement program. He sees we have a 1990 vehicle and it can't have any value.

Chief Sager said they are watching the mileage on the cars, etc. Twelve cars were bought within a two year timeframe, so we don't want to have to replace all at once.

Council Member Kimmons asked for the average life span of a police car and **Chief Sager** said 100,000 mile is the best practice.

The take-home vehicle also gives ownership/pride with the officers.

- *Message Board/Sign Grant*

The department has been wanting to purchase this for several years. This is a competitive grant of 75/25. This could be shared with other departments. They are versatile and help get the message out to the public. The cost is \$17,996.56 with our cost being \$4,499.14. This would be for FY2025 budget. If we receive the funding, we will be notified in May 2024, but it can't be purchased until July 1, 2025. Approval would be needed before March 14, 2024.

Town Manager Coggsdale said the break-down is great. \$4,500 is a good investment. Carryover

might be available. He said if we apply and get it and then don't have the money, we will have to determine where the money will come from.

Unanimous consensus to apply for the grant with a vote later to decide on the funding.

Council Member Comments:

Mayor Boies reviewed the dates of upcoming meetings.

Closed Meeting (if needed):

Adjournment

Being no other business, the work session adjourned at 10:41 p.m.

MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, MARCH 12, 2024 AT 6:15 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.

Town Attorney Helm provided Freedom of Information training for Town Council beginning at 6:15 p.m. All Council was in attendance, as well as Town Manager Coggsdale, Asst. Town Manager Shipe, DP&PS Otis, and Clerk of Council Keller.

At 7:00 p.m., the regular meeting was called to order by Mayor Boies.

Pledge of Allegiance: Council Member Woodson led all in the Pledge of Allegiance.

Invocation: The invocation was given by Council Member Stover.

Roll Call:

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

Public Hearings:

- 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 Report**

DP&PS Otis gave a brief history of the property. The area was annexed in 1984 and zoned X-Transitional. In 2004, a rezoning was approved for Medium Density Residential. A preliminary plan was submitted in 2007 which consisted of 67 single family homes. With the housing crash of 2008, the development of this property stalled. The property is bordered by BP/LI, AG, PD, and HC. Slides were shown of the total acreage, traffic impacts if developed with the current zoning, and impacts to schools. The site does not contain a floodplain, stream buffer, conservation easement, battlefield overlay, or any identified area of historical significance to be retained. Since the property borders BP/LI to the north, the site may better serve the town's natural growth by increasing the potential for local jobs.

Buffering requirements were shown. A 50 foot buffer is required when adjacent to residential and a 25 foot buffer for nonresidential. The property borders Colley Block Road which is residential but the property, if rezoned, will be accessed by Borden Mowery Drive. Water and sewer are on the property. A possible water connectivity to create a loop at Dellinger Drive would serve the residential community as a second connection, if water would need to be disconnected at Route 11 for any reason. Staff recommends making this connection; an easement on HOA property would be required.

The Comprehensive Plan shows this as future residential, but this is just a guide. Current needs of the town as a whole need to be considered. Based on the language in the plan, Goal 5 discusses "continue developing Northern Shenandoah Industrial Park and vicinity with business and industrial uses." A challenge of the Business Park is its lack of large lots to accommodate prospective industries that need the space. Goal 7 speaks of "insuring that new businesses supplement town character and blend with surrounding built environment." Traffic will be focused on the outskirts of town and will go out to Route 11 or Route 55. There will be less of a traffic impact with the rezoning than with residential development which will be using Colley Block Road and future Summit Crossing access connections.

A SWAT analysis was done, and results shown.

- **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.
 - *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.

Proffered Conditions were reviewed.

SECTION 1. USES & DEVELOPMENT

- A. The Property shall be developed in substantial accordance with the GDP, subject to minor changes approved by the Town in connection with final site plan review. Provided that development of the Property complies with the applicable standards for the Business Park/Light Industrial (BP/LI) Zoning District.

SECTION 2. BUFFERS AND LANDSCAPING

- A. At the time of site plan submission, the Applicant shall provide buffers and landscaping in accordance with all applicable codes. Compliance shall be demonstrated as a condition of each final site plan approval.
- B. In the event development is proposed within three hundred (300) feet of the subject property line bordering lots identified as H through Q on the GDP, one of the two following additional requirements shall be demonstrated on the final site plan.
 - i. Increase the required buffer from fifty (50) feet to one hundred (100) feet and provide landscaping within the buffer in accordance with Technical Design Manual Chapter 6 Landscaping and Buffers, dated December 6, 2023.
 - ii. Provide an eight (8) foot berm within the required fifty (50) foot buffer and provide landscaping within the buffer in accordance with Technical Design Manual Chapter 6 Landscaping and Buffers, dated December 6, 2023.

Staff recommendations were given.

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.

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.

Staff recommends approval of the rezoning, 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.

DP&PS Otis said notices were sent to all property owners within 500 feet of the rezoning on February 28, 2024. Signs have been posted since November 29, 2023. Notice was sent for publication in the NVDaily for March 1 and March 8, 2024. The March 1, 2024 did not post in the newspaper as requested. The Code of Virginia language was given on what needs to be done.

- This condition is compliant to the **Code of Virginia § 15.2-2204. Advertisement**

of plans, ordinances, etc.; joint public hearings; written notice of certain amendments. States in part, “In any instance in which a locality has submitted a correct and timely notice request to such newspaper and the newspaper fails to publish the notice, or publishes the notice incorrectly, such locality shall be deemed to have met the notice requirements of this subsection so long as the notice was published in the next available edition of a newspaper having general circulation in the locality.”

The Town of Strasburg Planning Commission made the following recommendations:

- In the event development is proposed within three hundred (300) feet of the subject property line bordering lots identified as H through Q (Founders Landing) on the plat prepared by David Lellock, dated 9/18/23, the following requirements shall be demonstrated on the final site plan.
 - 100' buffer with an 8' tall berm.
 - All traffic related to the uses to utilize Radio Station Road or Borden Mowery Drive. Colley Block Road is not to be designed/routed to accommodate nonresidential traffic. (Colley Block can be used/routed for employee traffic. Not traffic related to the use itself).

DP&PS Otis said the Town Council has one year from the application to act. The one year will expire on August 29, 2024. Possible actions include:

- Approval per submitted proffer conditions
- Approval per modified proffer conditions
- Deferral for further conversation
- Denial

Greg Rooney, representing the applicant, The Bernstein Companies: Mr. Rooney said the Bernstein Companies own Hupps Hill property which is connected to Route 11. He gave some history of the companies. **Adam Bernstein** purchased the land from his grandfather in the 1990's. **Leo Bernstein** bought the land in the 1980's. Mr. Bernstein was a great supporter of both Strasburg and Middletown. Several generations of the family are in the business. They have been around for a long time and are long time owners. They do not do residential development, so they were going to partner with another company in 2004-05, but the economy dropped. The area would be hard to develop with homes. He has been working for years to get Borden Mowery Drive usable. He has worked with **former Town Manager Pearson** and **Town Manager Coggsdale** to get Borden Mowery Drive through the area. This is now possible through their two properties. It only makes sense to make this parcel BP/LI since it adjoins the property they own that is already zoned that. This will allow them to try to have a user that desires a larger parcel. They understand the concerns the neighbors on the east side have that this could be some massive factory putting smoke in their back yard. This is not their vision. This could be a solar field, this could be a server farm, it could be a warehouse, or anything. They do not have a tenant in mind now but are taking baby steps as they go through the process.

They have offered more than double the required buffering. They said they would put the berm in if they were to build up to 50', but they do not think they will be doing this. He doesn't think they should put a berm in because that would take down all the vegetation and what is there now and make it look like a highway project. He thinks some sort of combination would work best. He is willing to work with all. They do not plan to put in an asphalt plant, and they were concerned with that asphalt plant the same as the neighbors because they are right across the street from them, so they feared even though their land is zoned light industrial. They own a lot of other land, the quarry and other parcels, but it is all downhill from there. The “beach” is in the rezoning effort because it was useful to do that, but they still see a sizeable buffer around most of the property. However, it is hard to commit to the 1,200' berm or additional buffering. He would like to continue to talk to **DP&PS Otis** about uses. This is light industrial, not heavy industrial. They are talking about bringing in low scale businesses or offices; it could be like an AWS (Amazon Web Server farm).

It is not their intent to put in anything that is heavy industrial. He believes anything outside of light industrial would need to come back before Council. A Special Use Permit would come back in front of Council to allow them to award that SUP so they would be able to make the decision. They will be the landowners but not the tenant at their own site. **Mr. Rooney** said he just wanted to come so they could put a face to the name and to let all know they are not scary people and are trying to run out the back door as soon as they get something.

- **Public Hearing**

The Public Hearing opened at 7:34 p.m.

Kim Bishop, 728 Crystal Lane, Strasburg, VA: She thinks this is a good idea to not have houses. This is the time to get the proffers in; you can't change things once it is done. Since the landowner is saying they don't want to put in heavy industrial like an asphalt plant, maybe the Council could ask that it be proffered that no special use permits be given on this land so it can only be kept with the light industrial. By doing this, there would be no question if they were to sell the land or if their tenants wanted to do something, if it is in the proffers, they cannot do that. Future Councils couldn't change it. She isn't sure if this is even possible and our attorney would have to answer that, but she thinks if Council could ask for that proffer since the developer seems amenable to that then a future Council would not be able to come in and put an asphalt plant in there. She thought it would be good to ask for a proffer such as that, if allowable, so things couldn't happen in the future.

Sharon Cales, 135 Settlers Way, Strasburg, VA: She thanked the Planning Commission because they were so amenable to work with them and to listen to what they had to say. There are a lot of people who were not in attendance because during their last venture to Council, they were deliberately lied to about the asphalt plant. She doesn't have any qualms about saying that because it is the truth. If this is approved, Founders Landing will be almost completely surrounded by commercial or industrial properties. She has been in the real estate industry, and she knows what that will do to property values. She has had properties on Duke and Duchess Circle in Strasburg which are surrounded by the plants and customers will not even look at the house because of the fans -just the noise from the fans. Having said that, uses have the opportunity to devalue their properties. She has had people tell her that they would prefer to live in Founders Landing than any other place in Strasburg. She doesn't know how many people remember the old Avtex plant in Front Royal and the smell from it. We have a milk plant on one end of town that reeks and we have an asphalt plant that not only reeks, but the dust comes onto properties on Dellinger Drive. People get up in the morning and they have little chunks on their cars. Residents were told at the Planning Commission meeting that it came from the "other asphalt" plant. She doesn't agree as this is new; she has been there for 13 years. They have Washington Gas that blows out the lines and rattles mirrors on the wall and freaks people out. If we are surrounded by more and more of these types of things, she could have a commercial place 50' from the headboard of her bed. Tractor trailers start to make noise at 4:45 a.m. on the property behind her. She knows Strasburg must do something, but it has to be conducive to protect the people who have already paid \$300,000 to \$500,000 in Founders Landing.

The Public Hearing closed at 7:40 p.m.

- **Discussion**

Council Member Hooser asked about the legality of what **Ms. Bishop** suggested of putting the proffers of not having an SUP put on the property. **Town Attorney Helm** said if you rezone this to BP/LI there are certain things that could go in there by-right (*remainder of the response was inaudible on the recording*).

Council Member Carter asked that we could put in so it would be limited in the future. **Town**

Attorney Helm said under the zoning text ordinance, you would have what is allowed by right or what is allowed by SUP. These can change by the elected body. Certain things can be excluded.

Council Member Monahan said can you exclude certain uses by proffers for a certain piece of property if it is a by-right use. **Town Attorney Helm** said if it is a by-right use, then that would make that usage by-right. **Town Attorney Helm** said you can work with the plan.

Council Member Monahan said since proffers go with the land, could it be added that it could not be used as heavy industrial, or an SUP could not be given for an industrial use.

Vice Mayor McCornyn asked if the land bays would restrict the uses. **DP&PS Otis** said proffers are given by the landowner. The owner can come forth and say he will never do this or will not ask for a SUP. It is all a negotiable thing.

Council Member Stover said he and **Council Member Carter** live in the neighborhood. The places have been zoned by-right. He hopes they can come to an agreement that it can be rezoned to BP/LI because he wants to eliminate the 499 homes. He feels they will have to have the 100' buffer and he understands the owners' concerns with the berm. If it were to be a solar farm, you wouldn't need the berm as they are quiet. This is his chance to be on Council and get rid of 499 houses. There are more houses in this town than he ever thought there would be and he doesn't want to see any more. He knows more are coming so he would like to get rid of 499 homes with this rezoning. He hopes we can get to a compromise.

Mayor Boies said she knows the school system cannot handle this many new homes. The town would also need more police officers.

Council Member Hooser said he always hears we are building too many houses. This area doesn't need houses and he would like to see the BP/LI. He wonders if it could be included in the proffers that if something noisy goes in, a berm would be required. **Town Attorney Helm** said you can make the request as most developers would want to work with those in the surrounding area.

Mayor Boies asked if there could be a list that could be identified. **DP&PS Otis** said he could create that and reminded all that BP/LI has much business area and not all industrial.

Council Member Monahan said the list is on our website. Going through the list, the list isn't as scary as you might think. She didn't see anything that resembled an asphalt plant. She continued by saying an exit was mentioned to be on Borden Mowery Drive and Radio Station Road. **DP&PS Otis** said currently it is accessed by Radio Station Road. His thought was he didn't want to limit that. Radio Station is for industrial.

Council Member Carter said he appreciates the investment the **Bernstein's** have made in our town and community. He believes **Mr. Rooney** when he said he wants to be responsible. He implores that the HOA will talk to him. Communication is vital. He hopes cooler minds will prevail. They want to be good corporate neighbors.

Mayor Boies said she thinks that is a good idea. It would be a good idea to invite the HOA representatives to the meeting.

Council Member Monahan asked about the land they own. **Mr. Rooney** pointed out what they own and discussed what he and **Town Manager Coggsdale** are talking about regarding the roadway connection.

Council Member Monahan asked if there is any thought of combining the IDA and the **Bernstein** properties. If it were all connected, there would be 150 acres. **DP&PS Otis** said currently it is 101.7 acres.

Mayor Boies said it doesn't sound like we are ready to move forward as they want a meeting to be held on the property uses.

Council Member Stover asked if **Ms. Cales** would be willing to meet about this. **Ms. Cales** said they are not opposed to light industrial; they are concerned about the SUPs.

This will be brought back to the April meeting.

Introduction and Recognition of Visitors and Guests:

- 1) **Melody Nixon, Easter Egg Hunt:** An Easter Egg Hunt will be on March 30 at the Visitor Center. There will be two hunts with craft sessions for the children. Story time will be held. A police officer will be reading a book, The Pout Pout Fish. They are looking for a volunteer to read at the 1:30 hunt. When Council shows up at the Center, staff appreciates it, and citizens notice. They are looking for helpers and they would love for Council to come and volunteer.

Mayor's Comments:

Mayor Boies recognized that April is Child Abuse Awareness Month. Representatives will be at Town Hall on March 26 to plant pin wheels at 10 a.m. All are invited to attend.

Mayor Boies reported sad news in that IAC has laid off 134 employees. The County immediately started working to get a job fair and working with the employees to help them find positions. She has reached out to HR at IAC and to see what we can do.

VML is sponsoring an essay contest on "What I would do as Mayor". **Mayor Boies** has invited those who are entering to a Council meeting.

The Strasburg Express will start their season at the end of May. They are still looking for host families. June 13 will be Strasburg Night at the Ball Field.

The Town is partnering with the Strasburg High School Clean-up Crew and will be doing a clean-up on April 21. More information to come.

Citizen Comments:

Kim Bishop, 728 Crystal Lane, Strasburg, VA: **Ms. Bishop** read from a prepared statement: "I would like to comment on two issues tonight. Firstly, again I say thank you for updating the water billing and cut-off to match state code. I believe that will help many people. I would like to ask you to try and figure out a way to help citizens wrongly billed for water usage though. No way do people go from \$78 water bills to over \$200, \$300, or even \$400 with no leaks. This happens to too many people in this town and there is no compensation when clearly errors have been made by the town, such as the water bill returning to the lower rate the following month without any plumbing work... and it's not to do with the overturning of the extra thousand gallons to raise it so high, that only comes to less than \$50 on average.

Second, when I was looking over the road extension at Fulton Drive for a home building, I noticed that Mr. Boyd was the builder of the home. As an ex-council member who remembers the Special Use Permit he obtained in 2018 for extra apartments down town with a PROMISE to, and I quote from the February 5, 2018 work session minutes, Mr. Boyd says 'he will do the structural repairs on the old Hi-Neighbor building and then do a brick veneer' in accord with the Special Use Permit for the historic district façade grant. And, it was a beautiful plan, I still remember the pictures he showed the Planning Commission and Council. I'm sure Council Members Kimmons and Monahan remember the promises and broken agreement for the Hi-Neighbor building window. He has yet to finish making façade or structural improvements to the building and yet here is another Council going to allow him to get a road extension for a driveway change. I'm assuming since it is coming before this Council that you get to decide whether or not to approve this road extension. Maybe you could add a caveat "once the Hi-Neighbor building is fixed you can have the extension." I know it won't, but it never ceases to amaze me how certain developers always seem to get special

‘dispensations’ for their projects, while never actually being expected to finish already promised ones. Thanks.”

Pastor Todd Gess, Mt. Zion United Methodist Church, Strasburg, VA: Rev. Gess apologized for not being here at the work session last week. He asked what the status is for the Town Square Park (Strasburg Square) in holding events especially for churches. This was a concern last fall or late summer when **Rev. Briscoe** tried to rent the area.

Mayor Boies said during public comment time, Council only listens and does not comment back. Town staff will get an answer on the policy and get back to him.

John Hall, 2308 Junction Road, Strasburg, VA: Said he was in attendance concerning putting liens on property. At this time, the property owner is not allowed to cut-off water for any reason, and they have no means of handling this because we (landlords) do not get the deposits or the bills if they are late. He thinks this needs a whole lot of thought. Most utility companies do not want property owners to do anything with their utilities, and that includes gas, electricity, and phones. This is bad for the property owner especially if they don’t know anything about it. That means you (the town) are giving up all your rights to take care of these things. He doesn’t know how out of hand this is. We only have a handful of tenants that don’t pay their rent, but that handful move to four or five different locations, and it is a circle that they make until they no longer have a place to go. The landlord would have to physically be able to cut the water off and I don’t think the utility companies would want us to take care of their services. It would also mean that it would be up to the town to let the landlords know immediately. You all have the means to cut the water off and the tenants would pay the town before they would pay the owner. This really needs to be thought over, and he doesn’t really know how bad it is as far as numbers go, but he can assure them that there are probably as many homeowners that don’t pay their bill as there are renters. He has some tenants who have lived in his places for 50 years and have always paid their bills and are good citizens. We are talking about a small amount that this would pertain to and he doesn’t think the town would want to turn this responsibility over to individuals.

David Smith, 171 Stickley Loop, Strasburg, VA: He said he was talking about the tenant water bills, too. The town had this problem several years ago and they raised the deposit to \$100, and it looks to him like the deposit could be raised again and cut the water off instead of giving it to the property owner.

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

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

Old Business (Discussion and/or Action Items):

• **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.

This was submitted for Council’s review previously. There are five different objectives that this policy seeks to address, and it creates an organized mechanism on what needs to happen before an extension is approved. **Town Manager Coggsdale** reviewed the administrative process and how it would work; bigger projects would come before Town Council. This is a policy that would create consistency.

Council Member Monahan said she read the policy, and she feels she is missing the definition or what dictates when they come to Council and ask for permission for the extension. Is it securely written that any requests outside of the town limits would come to Council.

Town Attorney Helm said this policy determines if it is an administrative review or not. Anything outside of the town would require Council approval. This is usually in the Town Code.

Council Member Monahan asked for an explanation of the annexation process. **Town Attorney Helm** said the two jurisdictions have a survey done and plats done, and the specific area is decided upon. Public Hearings are held for both jurisdictions. Once these are approved, then there are papers served to the Circuit Court.

Council Member Monahan asked if Council could say they don't want water extended to properties outside of town limits. **Town Attorney Helm** said they could say that, but it would be only then, and not at a later date. If it is too far outside of the town boundaries, it is not economically feasible. You wouldn't want to say you would never extend because there are always things that could be brought up.

Council Member Monahan asked if you could put a moratorium on outside water. **Town Attorney Helm** said if there is a capacity issue, you can. This policy addresses this as a study will be done before approval.

Council Member Monahan said we have an industrial park we need to develop, and we don't know what is coming. With this water policy, if there is something that comes up that wants to build outside the town limits, can we say there is a moratorium that we cannot until the industrial park is built out. **Town Attorney Helm** said conversations would have to be held about the capacity when a developer comes in. You normally look at projects that are actually coming in and not just ideas.

Town Manager Coggsdale said this policy addresses when there is no service. This is an extension from point A to point B. All the requests outside of town come to Council. We need to see where the development needs to take place in town first. Outside, the county will ask certain questions. This process will help us to get all the information needed. It can be reviewed and see if we can allow this. This is a process to manage our assets. Outside of town, a decision would have to be made determining if this is a good use of our assets. He mentioned the 1984 annexation plan that sets forth certain things. This policy is not saying someone outside of town will get water; it is the policy that helps determine if we can provide the water. Capacity is looked at.

Vice Mayor McCornyn read a portion of the policy. She thought **Council Member Monahan** asked that it explicitly say that Town Council would make the decision.

Mayor Boies said it would say "must" come before Town Council.

Town Manager Coggsdale said that is an easy change but would there be other areas inside of town.

Council Member Kimmons asked if we should have a threshold that Council should make a review or determination.

Mayor Boies asked if it is realistic that Council could determine a threshold.

Council Member Carter thinks we should let the experts determine that.

Mayor Boies asked if the majority of Council wants to add the one sentence regarding coming to Council for outside-of-town.

Council will send other comments or concerns. **Town Manager Coggsdale** said we are already working with people about the capacity. Economic development asks these questions.

This will be added to the work session agenda with the out-of-town language. Staff will look about capacity.

Mayor Boies moved to “New Business” due to time.

1) Mayfest Carnival Special Event Permit

Description: The Mayfest Committee is requesting a Special Event Permit for the purpose of holding a carnival on the Town Lot behind the Strasburg Fire Department.

DP&PS Otis said this application was received about one month ago. This year, the committee is looking to bring back the carnival. This was sent out to the departments for comments. Fire and rescue want access to their buildings. Public works said that they put up temporary barriers around the plantings and the cost was about \$560.

Mayor Boies said her question was about parking and there will be shuttles from the high school to the festivities.

Council Member Hooser said he is excited to have the carnival back.

Council Member Hooser moved to approve the Special Event Permit for the Mayfest Carnival to be held on the town Lot behind the Strasburg Fire Department, as presented; second by Council Member Kimmons. With no further discussion, the motion passed unanimously.

Mayor Boies returned to “Old Business.”

- **Water Bill Non-Payment Liens**

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

Town Manager Coggsdale said we have given information to Council at the work session. He read the language from 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 15.2-2119 addresses the process by which nonpayment constitutes a lien against the property and how said lien can be placed on the property of the owner.

In 2012, Council opted to not put the lien. The State Code has changed since then and the language where Councils had to choose has gone away. This is basically a policy change for Council to consider There is a process by which the liens could be put on the property.

Town Manager Coggsdale said we are not giving up any rights to this. The property owner will not be cutting off any water.

Mayor Boies asked if staff will be sending out a notice to the owner that the bill is not being paid.

Town Manager Coggsdale said sending out a notice to the property owner is a requirement of the State of Virginia. As soon as the bill becomes delinquent, the Town is required to send the owner a notice. **Mayor Boies** asked if we have all of the information on the owners. **Town Manager Coggsdale** said we require the lease, and this is also required by State Code, before water is put in a tenant’s name. Additionally, we can establish between 3 and 5 month water bill as a deposit. This deposit will be used for the accounts in arrears. We would not be giving up any of our rights. A lien can be placed on the property if the bill is not paid.

Council Member Lowder said he didn’t think it was fair to penalize the landlord for a delinquent tenant. Would the town work with the property owner on this?

Town Manager Coggsdale said if they aren’t paying their water bill, they might be a bad tenant. They might not be paying their rent.

Town Manager Coggsdale said we will be cutting off the water. It is now 60 days before we can cut off the water. If they have a \$300 deposit and the bill is \$500, there is still \$200 that is left. The tenant has left, and the town is left with the balance.

Mayor Boies said the likelihood of the bill going to the landlord with a large amount owed is not likely.

Council Member Monahan said there are landlords that decide to put the utilities in their name and the rent reflects that.

Town Manager Coggsdale said if you are a property owner that includes the utility bill in the rent, the owner would have to pay you for this.

Council Member Hooser said as a taxpayer in the town of Strasburg, why should he have to subsidize a landlord's crappy tenant. A lien doesn't mean we are taking the house; it means if the house is sold, they would have to pay the town a certain amount.

Council Member Stover asked about the deposit and thinks it needs to be increased.

Mayor Boies asked about the deposit. It was said that a renter has to pay \$200 to get the water cut on. **Mayor Boies** said we need to be careful because those customers are probably lower income and putting down \$200 for a deposit is a lot of money to them. **Town Manager Coggsdale** said they are probably putting down a month's rent when moving in.

Town Attorney Helm read the statute. To put the lien, you have to get the deposit. If the tenant is getting rental assistance, some of the requirements are waived in regards to deposits.

Council Member Monahan moved for approval of direction to the staff to implement the policy, in accordance with the procedures set forth in the Code of Virginia §15-2119 and 15-2119.4 regarding the placement of liens on the landlord's (owner) when a tenant has a delinquent water/sewer bill; second by Council Member Carter.

Discussion:

Council Member Lowder said this is specifically when a property owner decides to sell that we would collect the money.

Town Manager Coggsdale said we can place a lien instead of writing it off. We remove the lien when the bill is paid, or the property is sold.

On a roll call vote, the motion passed with the following results:

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

- **Fulton Drive**

Description: Proposed Fulton Drive extension.

Mayor Boies said nothing has changed since the work session. She does not feel that the word extension should have been put on the agenda as it is not an extension; it is just a hammerhead being put at the end of the road in exchange for utility fees. She feels saying it is an extension creates panic for those living there that the road will be extended. It was agreed upon that it would meet VDOT standards. An email was found from 2013 that stated the town would be responsible for a turn-around at the end of Fulton Drive; no date was attached as to when this would be done.

DP&PS Otis sent the plan to VDOT for review. He explained what VDOT looked at. It needs to show the turnaround and it does meet those areas. But, **DP&PS Otis**, said since it was draw to scale, he took a piece of paper and cut it to fit, showing that it does meet VDOT standards for a turnaround.

Council Member Hooser asked if it was possible to make the tap fees be contingent on this to meet VDOTs standards.

DP&PS Otis said he paid the tap fees last week and we are holding the check until a decision is made. The tap has been done, and the water is on, so we will hold the check.

Council Member Monahan asked if we have done all the things on the list. **Mayor Boies** didn't know if Council would want to discuss this now since the town hasn't done their part of the list either.

DP&PS Otis said **Mr. Boyd** has recorded the two cul-de-sacs. **Mayor Boies** asked about several other things on the list, and most were done. **Town Manager Coggsdale** said we can check to see if all things have been done.

Mayor Boies said in respect to time, is there any interest in making a motion of any kind at this time.

Council Member Monahan said if we don't know what has been done, she would be an absolute no. The school bus can still stop where it does, so does not need the turnaround. We can explore the fire department. He is a builder in town, and we require tap fees.

Mayor Boies asked if there is any concern with the email that states the town will be responsible for a turnaround at the end of Fulton Drive. She said this is the end of a road and people turn around in citizen's driveways. Do we want the completion of the road or does the town want to pay for the completion. **Council Member Monahan** said she turned around with no trouble. **Mayor Boies** said this could come back to the town to complete at a much higher price than \$18,000.

Mayor Boies asked if the email is a binding contract.

Vice Mayor McCornyn asked if the town will need to put the turnaround in at some point and **Town Manager Coggsdale** said if it is for the public interest. He doesn't know what triggers having to put in the turnaround.

Mayor Boies said she knows there are a lot of hard feelings with other projects and we shouldn't consider this with this request. We need to think about the citizens on this road.

Council Member Stover said **Mr. Boyd** is offering to do this and it is done to VDOT standards, it will be better for EMS.

Town Attorney Helm said he doesn't know the context of the email other than what it shows. He doesn't know if there was some sort of proffers or if this is some proposals that came from a previous discussion.

Council Member Woodson said maybe we can create some good rapport with **Mr. Boyd** so he will finish other projects. **Mayor Boies** said we aren't doing this for him; it is not for a builder. All we need to remember that it is to complete a road.

DP&PS Otis pointed out where the road should be painted and no parking signage place. You do not want people to start using this as parking places.

Council Member Hooser said this costs us nothing and might save us \$40,000.

Vice Mayor McCornyn moved to approve the Fulton Drive proposal, contingent on the completion of the turnaround, including signage and pavement markings to prevent parking in the turnaround, and to meet VDOT standards; second by Council Member Carter

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

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

- **Police Vehicle Replacement**

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

Mayor Boies said this was discussed at the Work Session. Town Manager Coggsdale said we need to talk about funding or how we will pay for it. What is intended is to seek to find the funds in the existing budget. If we are talking about bringing in new money, that would be a different motion; if we are talking about this purchase within the confines of the approved budget, a budget amendment would need to be made, when the purchase is made. He wants to make sure all understand this.

Council Member Carter moved to authorize staff to proceed with the purchase of a new police vehicle in accordance with the established cost; second by Vice Mayor McCornyn.

The motion passed unanimously.

- **Fireworks Agreement**

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

Asst. Town Manager Shipe said this was emailed to staff following the work session, so discussion was not held during that meeting. Town Attorney Helm drew up the contract. This is a two part contract. One part for the invoice of the equipment/product and a second part for the certification of the operators. This will be for six years.

Council Member Hooser moved to authorize staff to proceed with the contract with Mark Hensell to resume a fireworks display provided by his company on the 4th of July; second by Council Member Kimmons.

Discussion:

Town Manager Coggsdale said it needs to be understood that the money will be appropriated somehow to make sure all of this happens. Asst. Town Manager Shipe said some of the money is already in the July 4th budget.

With no further discussion, the motion passed unanimously.

- **115 West King Street Renovation Project**

Council Member Kimmons said he spearheaded when he came on to Council. He thought this was the best option for the town.

Council Member Kimmons moved to direct town staff to begin the process of moving forward with the design phase for Strasburg Police Department to utilize 115 West King Street building; second by Council Member Monahan

Discussion:

Council Member Hooser said he would prefer to see another consult on keeping them here and moving Town Hall to the 115 West King Street building. He will be a no on this vote without knowing this figure.

Vice Mayor McCorn said she will vote yes as she is confident with that vote because of the assessment that Dewberry did with the building. Council wanted to know if that building was suitable for a police department, and they deemed that it was. She doesn't think keeping the police in this building will result in any cost savings.

Council Member Monahan said this is a legacy decision for our town. She researched the prices of a new building. We have the chance to give the police department what they want. This is the only time we can do this with our ARPA funds.

Council Member Carter said he has seen the conditions they are dealing with. These are our public servants and why would we let them stay in the basement.

Council Member Hooser added that he is thrilled they are getting an actual building, regardless of it being here or there, they need to get out of the basement.

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

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

New Business:

2) Consideration of proposal of WSSI for professional assistance with the Department of Environmental Quality (DEQ) and Virginia Marine Resources Commission surface water withdrawal permit renewal process

DP&PS Otis said the town must do a renewal every 15 years with DEQ. The current permit went into effect in 2009 when the plant went live. It is an extensive process for the department and is actually a surface water evaluation of the entire town. DEQ said that most of these evaluations are done by an independent engineer unless it is a very large jurisdiction.

The cost is \$29,700 and the application fee is approximately \$10,000. Staff did not budget for this. **Mayor Boies** asked if we knew about this before now. **DP&PS Otis** said our superintendent just missed this when working on the drought documents. DEQ is willing to extend the deadline.

Council Member Carter asked that we have costs like this, put money aside every year so we can pay.

Council Member Carter moved to approve the WSSI proposal for the permit preparation and submittal review process at a cost of \$29,700; this does not include the application fees estimated to be \$10,000. **Council Member Stover** offered the second to the motion.

With no further discussion, the motion passed unanimously.

3) **Consideration of the proposal of Racey Engineering for professional services with the evaluation and costs estimation related to rehabilitation needs of the Water Treatment Plant Basin**

Mayor Boies said from what she has read, we have some leaking in the concrete walls that need to be fixed.

DP&PS Otis said we now have four leaks in the concrete. The concrete is scaling and peeling off. This could be caused by a bad batch of concrete. River water sits in the basin until it is treated, so the thought is that the impurities in the water and the bad concrete could have caused the issues. The worse case is they are structurally not sound, but we don't think that is true. But, some of the steel is exposed so we need to make sure it is structurally sound. Core samples need to be done.

Mayor Boies asked if this needs to be done ASAP and it does. The evaluation needs to be done before budget talks.

Council Member Carter asked if this could have been by the construction company. Is there any fall back on the people who poured the concrete? **DP&PS Otis** said we won't know until the core samplings are done. Council Member Carter said he knows of instances where poor pours of concrete have caused issues, and he wants to make sure we get our just due.

Council Member Carter moved to approve the estimation and evaluation on our water basins at the Water Treatment Plant being prepared for us by Racey Engineering; second by Council Member Hooser. With no further discussion, the motion passed unanimously.

DP&PS Otis said Racey Engineering was acquired through the NSVRC. This is going to be a turn-key project. They can do all phases of the project.

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>).*****

Asst. Town Manager Shipe said they are working on the pool.

DP&PS Otis said staff has received the rezoning for the Cedar Springs commercial project.

Special Committee Reports:

Northern Shenandoah Valley Regional Commission: Council Member Kimmons said the Commission did not meet but will be meeting next week. Racey Engineering came to the rescue for the town through the NSVRC.

Vice Mayor McCornyn reminded all of the joint meeting on March 14.

Council Member Items:

Mayor Boies addressed several things that had been mentioned during citizen comments. The town has a process for dealing with high water bills.

Council will need to determine what we allow for outdoor events at Strasburg Square.

Mayor Boies said she has created a rubric that she will send to Council for the evaluation of the Town Manager. The evaluation will be discussed in closed session

Closed meeting:

Vice Mayor McCornyn moved to enter into a closed meeting pursuant to Code of Virginia §§ 2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The subject of the closed meeting is to discuss a current employee for the Engagement Specialist position, Council Member Kimmons offered the second to the motion. With no discussion, the motion passed unanimously, and Council adjourned to a Closed Meeting at 9:46 p.m.

Reconvened at 9:51 p.m.

Mayor Boies said, “The Council of the Town of Strasburg hereby certifies by Roll Call vote that to the best of each member’s knowledge (1)only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (2)only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council of the Town of Strasburg.”

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

Vice Mayor McCornyn	I so certify
Council Member Carter	I so certify
Council Member Hooser	Absent
Council Member Kimmons	I so certify
Council Member Lowder	I so certify
Council Member Monahan	I so certify
Council Member Stover	I so certify
Council Member Woodson	I so certify
Mayor Boies	I so certify

Adjournment:

Being no other business, the meeting adjourned at 9:52 p.m.

MINUTES OF THE STRASBURG JOINT TOWN COUNCIL AND PLANNING COMMISSION MEETING HELD ON THURSDAY, MARCH 14, 2024 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.

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

Roll Call:

ROLL Called for Town Council: Mayor Boies, Vice Mayor McCornyn, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, Stover, and Woodson. **Absent:**

ROLL Called for Planning Commission: Chairperson Poling, Commissioners Foster and Nicholson and Council Member Reynolds. **Absent:** Commissioner Dean, Rhodes, and Zeimet.

Introduction and Recognition of Visitors and Guests:

DP&PS Otis introduced **Tori Haynes** from the Berkley Group. He said a decision will need to be made on how to move forward on the review of the document.

Ms. Haynes said this is the final meeting with the Berkley Group. She reviewed the agenda.

Discussion Items/Updates:

All targets were met on the schedule.

Industrial District: **Ms. Haynes** reviewed the general recommendations and the changes from the last work session. Recommended use permissions were discussed. The flexibility in certain standards was explained.

Chairperson Poling asked about light, medium, small scale, and heavy industrial. Where would food processing fit? **Ms. Haynes** said it would depend on the type of processing. Slaughtering would be under heavy industrial, and canning might be medium industrial. **Chairperson Poling** asked how you would marry that into the document or how to determine exactly which is which. **Ms. Haynes** said there are some standard definitions and then others could be pulled out and defined better.

DP&PS Otis reviewed the definitions that are included in the document.

Accessory Dwelling Units and Tiny Homes: Different types of these were shown. **Ms. Haynes** discussed the State guidance in SB544. There might be some ADUs that will have to be by-right. **Council Member Monahan** asked about some of the things covered in SB544. **Ms. Haynes** said her thought was that if the property owner was living in the main dwelling, a portion of the house or an ADU would be by-right. If the property owner did not live on-site, an SPU could be required.

Minimum lot size and owner occupancy was explained further.

Tiny homes should be foundation attached. Setbacks of tiny homes as the main dwelling were explained.

Changes since the last work session were shown on a slide.

Chairperson Poling asked about short-term rental amendments and told how he thinks it could be changed.

An explanation of the two different types of operators in the two options in the chart was given. A homestay is just a portion of the home where the owner lives. Discussion was held on the grandfathering of the properties already being used as a STR. Discussion was held on the owner being on premises or where they had to live.

Cath Stanley and Tom Grant: Cath said there are only five STRs operating in town. Most of them are not getting that much business. She does think it would really limit the apartment supply if they were to be used as an STR. She said when the first discussion was held, apartments as a STR was a firm no.

Council Member Woodson doesn't want historic houses made into apartments.
DP&PS Otis said in the new ordinance, only has single family homes in the historic district can be used as a STR.

It was decided apartments could not be used as STRs.

A discussion was held on how far or where the person could live who owns the STR.
Ms. Stanley said we are putting a lot of stipulations on STRs that are not being put on other businesses or LTRs.

It was decided the owner had to live within 15 minutes of town.

The next discussion was on how many guests could stay in the unit.

Ms. Haynes said you have to consider the traffic load and the parking. Land use and zoning look at this. There are other things that need to be considered other than just the occupancy. Zoning is the only regulation on STR.

It was thought that ninety calendar days per year for a rental was not something needed.

It was asked if it should be limited to one STR per owner.

In discussing how to schedule work sessions and public hearings, **DP&PS Otis** said this is an entire re-write of the document, so it is hard to do a strike through document to show the changes. It needs to be decided how to move forward. Do we want meetings of the Planning Commission and then take to Town Council or should we have joint meetings. The next meeting will be a joint meeting on April 23.

Mayor Boies adjourned the Work Session at 8:59 p.m.

MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, MARCH 18, 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 (remotely), Kimmons, Lowder, Monahan, and Stover.

Call to Order – Mayor Brandy Boies

Mayor Boies said that Council Member Hooser was unable to attend the meeting as he was out of town. He had requested to attend the meeting remotely.

Council Member Stover moved to allow Council Member Hooser to attend the meeting remotely by electronic means. Council Member Hooser is on a family vacation; Vice Mayor McCornyn seconded the motion. With no discussion, the motion passed unanimously, and Council Member Hooser entered the meeting remotely.

Discussion:

1.) FY2025 Proposed Budget

Town Manager Coggsdale thanked staff for all of their help in the budget preparation.

The budget covers the period of July 1, 2024 through June 30, 2025. The budget consists of the general, water, wastewater, trash, and ARPA funds. Slides of the PowerPoint are attached here-to. The Town is still waiting on the tax books from Shenandoah County. The numbers shown are estimates with hopes of the revenue projections going up when we receive the figures from Shenandoah County.

Highlights of increases were shown.

- 5% COLA for all F/T and P/T current employees
- Enhanced Multiplier for Hazardous Duty (police) positions
- Health Insurance Premiums Increase
- Insurance (WC, Liability, Vehicle, etc.) increase

Each department's expenditures were reviewed.

Town Manager Coggsdale said the donations to non-profits were added to the budget with being level with last year.

Council Member Monahan said when she and **Council Member Stover** met with **Town Manager Coggsdale**, the COLA increases were discussed. She reviewed the rates that the COLA had increased through the years. She stated the State of Virginia and Social Security are being raised 3% to 3.5%, so she proposed a 4% COLA.

Council Member Hooser said he was disappointed with the cut from COLA that went from 6% to 5%. We struggle to keep employees now. He doesn't think 4% is enough.

Council Member Woodson asked how this equates to COLA and merit. This is how he was paid in Vienna. Bonuses were also given.

Town Manager Coggsdale said we have been giving all COLA. The cut to 4% will save about \$50,000.

Council Member Stover thinks it is good to give an increase that is above the State of Virginia.

Vice Mayor McCornyn asked how the increases were calculated. She wanted to see if the information she shared about the increase to base pay was included.

Town Manager Coggsdale said an internal draft budget showed a 6% COLA,

Vice Mayor McCornyn said the revised budget sent yesterday showed different numbers.

Mayor Boies said we are at the low end of the spectrum in pay for the public safety department. She wonders if we are at the low end in all departments. **Council Member Monahan** said what was shared regarding Public Safety was only the entry level pay and not what we pay to all officers. **Council Member Hooser** said he feels the entry level for public works is low. They put their life on the line everyday just as the public safety people do. He feels they put their life on the line every day.

Council Member Monahan asked what tax **Council Member Hooser** felt should be raised and he said it was real estate. Every time we have a reassessment, we lower the rate so that people don't have to pay more. The only time we ever do anything is when a large amount of money such as grants or money when a pandemic hits. The only reason we are getting bathrooms in the park and a new police station is because of ARPA funds. We don't do anything for ourselves. He said if the average home price is \$250,000 it would only cost us \$25 per year or \$2 per month.

Council Member Lowder has no problem with the 5% but would rather do it through non-taxable things. **Council Member Monahan** said we have to make money to spend money. **Mayor Boies** said we are increasing our tax revenue with growth.

Council Member Monahan asked if Public Works entry level pay is where it should be.

DP&PS Otis said during the past two years we have lost about six employees to other local jurisdictions and the reason given was to make more money. He cannot speak to the entry level pay.

Chief Sager said absolutely the entry level needs to be raised. Everyday his officers are being recruited. They are paying attention. It is a tough decision. The starting pay issue and the compression is a big issue. He is about loyalty to the town and department, and he advocates highly to retain them.

Director of Finance Fletcher said she has not had turnover, but she has one who will be reaching retirement age and it will be hard to hire.

Town Manager Coggsdale said we are working on adjusting the grade scale. This helps us with the low number, but if that isn't enough, it is hard to recruit. That won't matter until you hire someone. When benefits are added, it is about \$13,000 more.

Council Member Woodson asked how much it costs to hire people when you add on the uniforms, etc. He would like to see a performance evaluation added to the pay increase. It would keep the good employees. They can earn their raise and more money. He has no problem with the 5%, but performance would weed out the bad employees.

Council Member Kimmons would like to stay at the 5%. He thinks we have too big of a problem in employees looking for more pay. Loyalty will only go so far. He isn't sure how to fund it. He is interested in what can be done with the "cut fees". Can we get more from the gas and utility tax?

Town Manager Coggsdale said we will look into it for this year, but definitely for next year.

Council Member Kimmons said with real estate tax, a 4 cent increase will get \$160,000. On an average house costing \$300,000, it would be an increase of \$120 per year or \$10 per month.

Mayor Boies said we are only talking about the COLA and not increasing the base.

Council Member Hooser said it is a start. **Council Member Stover** said if we increase the base, it will be a lot more. He doesn't want to head in the wrong direction. If we are going to do it, we will have to talk more seriously.

Council Member Carter said he would love to see the increase, but it has to come from somewhere, and Council has to figure out where. Real Estate will be the best way, but he is in favor of looking at other things.

Mayor Boies asked each Council Member what percentage for COLA they would like to have:

Council Member Lowder	5%
Council Member Kimmons	5%
Council Member Hooser	5%
Vice Mayor McCorn	5%
Council Member Monahan	4%
Council Member Carter	5%
Council Member Woodson	5%
Council Member Stover	4%

Direction was to keep the COLA at 5%.

Town Manager Coggsdale said we will continue to look at other revenue sources. He would like to put a good plan in place, so we don't have to discuss this every year.

Council Member Kimmons asked about the cigarette tax and stated it is only on cigarettes. Would it be a good idea to see if we can make a resolution on CBD or e-juice and send to Richmond? **Town Manager Coggsdale** said in the fall we could do a legislative agenda that we could take to Richmond. We need to do a Charter update, too, but there might be some other issues we want to take before our representatives.

Mayor Boies asked how we are with meals tax. We are maxed out with the amount we can charge. **Council Member Stover** said he hears it all the time that we are starting to look like Woodstock, especially when Taco Bell opened. He always tells people to look at the revenue we get from that. The people get off the interstate, get food, and get back on the interstate and we don't have to provide any services. He was glad the revenue went over \$1 million.

Council Member Hooser would love to see the meals tax lowered as people complain about this all the time. **Council Member Stover** doesn't agree with that! The meals tax has to stay where it is.

Mayor Boies thinks the new Valley Health facility will bring in more revenue. People will come to town for appointments and then get food after that. She continued by saying you never want the costs to go up, but you don't want to have growth either. Something has to be done. We need to educate the citizens. What hurts us is that we have gone for years with no increases. Then, we have no money and we have to do something drastic.

Council Member Carter agrees and said more and more are coming from Northern Virginia. People coming from Northern Virginia still feel this place is cheap. All the qualities of life we have must be increased as people come in. More things are required of us.

Mayor Boies said we aren't trying to pay the Northern Virginia salaries but to just stay equal with the jurisdictions around us.

Council Member Hooser said we have funded our budgets by growth and the connection fees. We will see a change in Strasburg if we don't make the changes.

Council Member Hooser left the meeting at 7:57 p.m.

Water fund and sewer fund revenues were reviewed. Three million dollars is spent on the operations of the facilities. At least 50% goes toward operations.

Council Member Monahan asked for an explanation of availability fees. **Town Manager Coggsdale** said it is what you pay to connect to the system. Part of the cost is to pay for the plant that was built and the upgrade to the sewer plant. People already on the system have been paying

for those, so new customers need to help with the cost, too. Money needs to be put away for expansion, too. You should refrain from using one-time money for ongoing expenses. You have to estimate how many people are going to tap into our system. One year it could be 100 homes and the next year 50. This would wreck the budget if you relied on this money for your budget.

Council Member Kimmons gave a scenario of how he thought we could balance the sewer fund with the availability funds from the water fund. **Town Manager Coggsdale** said we have already gotten to the point of putting the availability fees in the water. **Council Member Monahan** said the water fund could be an in and out, but keep the sewer fund availability fees in. The estimate for connections is 40 for FY2025.

Council Member Kimmons said it has been a plan to wean off of the availability fees and this will do that.

Town Manager Coggsdale said this budget has very little in CIP for water and sewer; they have projects out of ARPA funds. We will need to start building up the fund.

Council Member Carter asked if doing our own trash collection would help with revenue. **Town Manager Coggsdale** said the start-up costs are high. The cost of a truck is about \$350,000 and you would need two trucks. This can be explored. Woodstock looked into this and the cost was prohibitive and that was using ARPA funds. This will be an ongoing conversation. When we only got one bid the last time, that was scary. **Council Member Carter** said it would be looking to generate revenue.

Town Manager Coggsdale said we can design the budget with an in and out on the water side and only an in on the sewer side. The bottom number is the same but it will show the transfer. **Consensus was to try this.**

Trash fund:

Currently we charge \$1.10 per month for an extra can. The proposed fee would increase to \$4.12 for every extra can. This would pay for the increase for the trash that is in the can. Base rate would stay at its current rate and only the extra can would increase.

Council Member Stover said we have to cover costs. It is a steep increase, but he will keep his extra cans. He said it has to pay for itself. If you don't have the extra can, there is a cost to loading up your trash and taking it to the dumpster.

Council Member Monahan said this could encourage recycling.

ARPA funds:

Funds allocated to date and the FY2025 funds were reviewed. A contingency for ARPA projects has been included so that we can get allocations to 0 before December 2024. This would keep us in compliance.

The use of ARPA funds was reviewed.

Council Member Monahan asked if anyone had any questions on how the budget was going or how the ARPA funds are being spent.

Council Member Stover said he would need to know from department heads the average on hiring, the average on retention, and how much the tax rate will need to go up. He knows how people are going to talk. He knows people will say the real estate taxes went up to pay for the police station. We need to be ready to talk to the citizens.

It was asked when we would get our information from Shenandoah County, and it was thought it would be at least 30 days.

Council Member Monahan suggested having the next budget work session in May.

Mayor Boies said if we get numbers from staff and Council decides to increase taxes, we can get out visuals to the citizens to show how the money is being spent.

Town Manager Coggsdale said a month from today, we need to have the advertisement to the newspaper. The public hearing will be on May 6.

It was decided to have a budget discussion at the April 1 work session. **Town Manager Coggsdale** said we have April 1 and April 9 to nail down what we want in the advertisement. We can go down on what is advertised, but not up.

Town Manager Coggsdale asked if there is a number Council feels comfortable budgeting from the fund balance to balance the general fund. No one spoke up on this. **Town Manager Coggsdale** knows the County is getting ready to do another reassessment but that won't be effective until 2026.

BOS Taylor said they will be doing assessments every four years. By April 9, we should have decided on what to advertise.

Mayor Boies asked if Council would like for staff to look at bringing the base pay up in all departments. **Town Manager Coggsdale** said Public Safety could all be brought up to above base pay without much in expenditures.

Council Member Monahan asked if we were looking at a 5% COLA and then the starting rate going up. **Council Member Woodson** said retention could be attained by merit.

Vice Mayor McCoryn said these are all retention strategies that **Chief Sager** had. Merit raises can be considered. The multiplier was included in the budget. She would like the full Council to have a whole picture of what the retention and starting salaries could be for all staff.

It is not known what the base pay is for the other departments except for the police department.

Mayor Boies said the downside is that if we see the numbers and can't do it, she hopes the staff sees that Council tried.

Council Member Monahan said she wants to be sure this is for all departments. A survey was done for retention and the results were take home vehicles, a new public safety building, and pay. We have given them the building, we have put in the multiplier, we need to raise base pay, and they are getting 5% COLA. With all of this, are we now looking at just public works or for the police department, too.

The consensus was to look and see if we are competitive at entry level in all departments.

Town Manager Coggsdale said we have grade levels. Every few years, the minimum, middle, and maximum should be looked at. We are looking at the minimum, but it will also increase all the levels. The plan has to reflect a 3% increase at all levels. There isn't money associated with it for the current employees. We are trying to avoid compression. Council will see a new plan. The numbers need to keep creeping up. The level increases were explained further. This is not a financial matter. Base pay and COLA are not the same thing.

Vice Mayor McCoryn asked when the levels will be adjusted to and what the cost will be if there are people outside of the levels. **Town Manager Coggsdale** said he needs to work through this and will have the numbers at the next work session. He thinks it is minimal to the budget. There are problems at the other end with people who are maxed out. Do they not get a COLA? If you cap out, it is hard to say you don't get a COLA but you get a bonus. People are concerned with their retirement funds.

Mayor Boies asked if we do this, will it make us be competitive? If this is brought forth and it is too much and we can't do it, at least we have looked at it.

Council Member Carter asked that when we get these numbers, he would like the national average and the local average. The local average will give us more to work with.

Council Member Woodson asked if we are looking to be competitive with localities that are the same size. **Town Manager Coggsdale** said it is more about geography. People will travel for the money. **Council Member Carter** said for him it is quality of life. He isn't willing to cross that mountain. He added that having the information will give us a better perspective on what we are dealing with.

Town Manager Coggsdale said they will deliver the grade level increases and how they can be addressed.

Next budget discussion: The budget will be discussed on April 1 and on April 9 in preparation for a Public Hearing in May.

Closed Meeting (if needed):

Vice Mayor McCornyn moved to enter into a closed meeting pursuant to Code of Virginia 2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, discipling, or resignation of specific public officers, appointees, or employees or any public body. The subject of the closed meeting is to discuss salaries of specific employees and for the review of the Town Manager; second by **Council Member Kimmons**.

Adjourned to a closed meeting at 9:02 p.m.

Reconvened at 10:25 p.m.

Mayor Boies said, "The Council of the Town of Strasburg hereby certifies by Roll Call vote that to the best of each member's knowledge (1)only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (2)only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council of the Town of Strasburg."

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

Vice Mayor McCornyn	I so certify
Council Member Carter	I so certify
Council Member Hooser	Absent
Council Member Kimmons	I so certify
Council Member Lowder	I so certify
Council Member Monahan	I so certify
Council Member Stover	I so certify
Council Member Woodson	I so certify
Mayor Boies	I so certify

Action After Closed Meeting:

Vice Mayor McCornyn moved to approve wage increase corrections for current employees that were employed from 7/1/22 to 2/12/23, not to exceed \$33,500; **Council Member Kimmons** offered the second. With no discussion, the motion passed unanimously.

Adjournment

Being no other business, the work session adjourned at 10:28 p.m.



Memo

Meeting Date: April 1, 2024

To: Mayor Boies and Town Council of Strasburg

From: Mellanie Shipe, Asst Town Manager

Re: Surplus items

Description: Town departments have gathered items that are no longer working, utilized, or needed. Our area representative scheduled a day to inventory all items and compile a list for auction. All items will be listed on govdeals.com with a description and 100% of the fees returning to the town. A presentation will be given at the meeting of the items staff has deemed surplus.

Potential Action:

- Discussion to add the approved list of inventoried items to the next consent agenda.

Attachments:



Town of Strasburg

174 E. King Street, P.O. Box 351
Strasburg, Virginia 22657
(540) 465-9197
Fax (540) 465-3252

MEMORANDUM

To: Mayor and Town Council
From: Angela Fletcher, Director of Finance
Date: February 26, 2024
Re: Annual Write-off of Tax and Utility Bills

Personal Property Taxes

Attached is a list of the 2018 personal property taxes that need to be adjusted off the Town's books. The amount to be written-off is \$4,946.86. In 2018 we billed \$402,453.64; the write-off represents 1.23% of the total amount billed, which reflects that for the 2018 tax year we have collected 98.77% of the personal property taxes billed.

Real Estate Property Taxes

There are not any real estate accounts to be written off for 2003.

According to State Code, the Town has five years to collect personal property taxes and twenty years to collect real estate taxes:

§ 58.1-3940. *Limitation on collection of local taxes.*

- A. Except as otherwise specifically provided, collection of local taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed.
- B. Real Estate taxes shall be enforceable for 20 years after December 31 of the year for which such taxes were assessed.

Listed below are some of the collection procedures the Town uses to collect delinquent taxes:

1. Delinquent bills are mailed within 60 days of each deadline.
2. Once a personal property tax bill (vehicles only) is delinquent 60 days, we place a DMV stop on the account. This prohibits the individual from processing anything with the DMV until the stop is removed.
3. Set-off Debt – we can attach a lien to an individual's Virginia State tax refund. Every November/December the Town processes delinquent personal property accounts and sends the information to the State. If the individual is due a refund, the Town receives the amount to pay their delinquent taxes.
4. If an individual owes a large amount of delinquent tax (over \$500) the Town places a judgment against them in the General District Court. The Town must have a valid address for individual to do this.

5. The Town can garnish an individual's wages in order to pay the delinquent taxes if their place of employment is known.

Utility Bills

Attached is a list of the 2018 utility bills that need to be adjusted off the Town's books. The amount to be written-off totals \$3,505.96. In the 2017/18 budget we billed approximately \$4,748,987.88; the write-off represents 0.07% of the total amount billed, which reflects that we collected 99.93% of the 2017/18 budget year. This is a bookkeeping procedure that the Town does each year to clean up accounts. The Town has used all available actions to collect on these accounts.

Listed below are some of the collection procedures the Town uses to collect delinquent utility bills:

1. Delinquent bills are mailed every month.
2. Delinquent final bills are mailed within 60-90 days after each deadline.
3. Set-off Debt – the Town can attach a lien to an individual's Virginia State Tax refund. Every November/December the Town processes delinquent personal property accounts and sends the information to the State. If the individual is due a refund, the Town receives the amount to pay their delinquent taxes.
4. If an individual owes a large amount of delinquent utility bills (over \$200, current lessee deposit amount) the Town places a judgment against them in the General District Court. The Town must have a valid address for individual to do this.
5. The Town can garnish an individual's wages in order to pay the delinquent utility bills if their place of employment is known.
6. The Town's utility software will keep track of the social security number assigned to the written-off account which will allow staff to cross reference new accounts to written off accounts.

The Town has used all available resources to collect on these accounts. Staff continues to implement new collection strategies recommended by the Treasurers Association of Virginia and via networking with other localities. A variety of collection methods are necessary in order to promptly secure the revenues of the Town.

If you have any further questions on this matter, please contact me.

Recommendation

Staff is providing this information to the Council in advance of taking the necessary action to write-off the accounts, which is anticipated to take place at the March 14, 2023 council meeting.

Attachments

2018 Personal Property & 2003 Real Estate Tax Write-offs
2018 Utility Bill Write-offs

2018 PERSONAL PROPERTY WRITE OFF

Taxpayer	Principal Amount Due
Charles Ammons	133.68
Richard Aton	9.40
Christina Bankert	17.29
Charles Beam	1.70
Christopher Bell	12.08
Adrian Birmingham Jr.	8.74
Krysten Bishoff	5.67
John Bowler	59.50
David Boyce Jr.	8.36
Adam Brado	10.60
Kimberly Brill	21.38
Justin Brown	25.84
Dawne Browne	10.32
Ralph Boyd III	9.12
Megan Bryd	40.34
Campbell's Drywall and Home Impr.	51.74
Wayne Carter	10.98
Dale Causey	30.70
Rachel Chewing	62.48
Sonja Chewing	121.78
Gurmeet Chhina	8.74
Ruth Chichester	18.22
Julie Cloud	16.74
Evelyn Corum	11.34
Andre Darden	27.76
Jessy Davis	37.00
Nourouldine Diallo	8.92
Tonia Dispirito	25.93
Johnny Dodge	2.70
Kathy Dodge	0.80

Philip Doll	104.68
Jose Duran	54.66
Paul Ferguson	48.34
Mario Fernandez	83.10
Rivera Luis Figueroa	31.12
Westly Finley	7.54
Paul Flenner	3.28
Mary Franz	11.14
Patrick Freeman	90.36
Andrew Gallagher	177.02
Jeffrey Gardner	10.42
Misty Greenwalt	10.60
Daniel Griffis	10.06
Rhonda Grissom	8.12
Reyna Guevara	15.44
Mike Haymond	8.00
Helltown Motors	29.14
Billy Hicks	65.26
Debra Hill	173.30
Christopher Himelright	9.12
Lester Hodson	26.02
Annamarie Hogan	71.96
Hunt Harry	4.84
Ashley Jenkins	46.30
Douglas Jenkins Sr. Deceased	15.60
Roland Jones Jr.	404.78
Howard Jordan	43.33
Mary Jordan	75.12
Robert Keller	10.30
Charles Kenyon	9.72
Hershel Kirk	4.76

Alexandra Lagemann	107.86
Regina Locke	272.50
Darlene Lohr	10.78
Mona Long	48.67
Jacob Mallow	14.98
Thomas Martin	14.14
Amaury Maverera	31.68
Dylan Mccallum	22.12
Paula McDonald	21.50
Darron McKinney	157.30
Michael Meadows	14.66
David Miller	12.08
Toni Miller	13.02
Kelly Mills	15.80
Alfred Minor	19.14
Daniel O'Laughlin	17.36
Logan Ordnorff	31.24
Virginia Perry	175.94
Aaron Peters	10.04
Samantha Ponn	10.78
Jerome Racey	48.34
Richard Racey	7.94
Gary Reese	19.02
Forrest Reynolds	81.32
Michael Rickard	21.38
Tyler Rogacki	7.82
Steven Salyor	70.48
Osoria Santiago	10.98
Amy Schmerfeld	27.14
Robert Scholtz	0.56
Thomas Silvius	8.36

Jamie Simkhovitch	42.58
Yvonne Sneathen	389.34
Brian Souder	11.72
Richard Stickles	40.00
Bonnie Stickley	0.64
Pamela Stout	11.90
Keith Strother	7.04
Joann Talley	31.80
Shanna Tate	13.94
Brittney Trainor	38.48
Sheila Trask	25.48
Tabitha Tutwiler	67.86
Lazaro Valencia	37.68
Shaun Valentin	10.74
Angela Valentine	43.34
George Vest	2.78
Nicholas Wallace	124.01
Lucas Ward	22.32
Teresa Ward	18.60
Kerry Warsocki	14.14
Morgan Welch	9.30
Mark Whetzel	18.72
Jennifer Wickline	60.80
Antonio Wilkins-Freeman	14.14
Crystal Williams	64.70
Richard Williams	16.92
Rafaela Zapata	9.68
TOTAL 2018 PP WRITE OFF AMOUNT	\$4,946.86
2018 REAL PROPERTY WRITE OFF LIST	\$0.00
TOTAL RE WRITE OFF AMOUNT FROM 2003	\$0.00

2018 UTILITY WRITE OFF

FULL NAME	ACCT #	ADDRESS	BALANCE	RESIDENT STATUS
ANGEL, STEVEN	010-108990-15	471 PLEASANT VIEW DR	\$37.21	LESSEE
ASHBY, DONALD	040-2006800-2	402 S HOLLIDAY ST	\$187.62	PAST OWNER
CLARK, NANCY	040-2081300-1	151 WISE AVE	\$127.73	PAST OWNER
COMBS, JERRY	040-1000195-5	195 N FUNK ST	\$11.00	LESSEE
CRESS, JANE	040-4036500-8	212 CAVALRY CT	\$276.68	LESSEE
CRUMP, PAUL	040-1031900-15	1018 JACKSON ST	\$47.80	LESSEE
DILLON, AMANDA	040-2040000-14	558 BRANCH ST	\$6.66	LESSEE
DRUMMOND, EUGESE	040-4003401-5	437 ORCHARD ST #1	\$87.94	LESSEE
GOLDSMITH, SNADRA	040-1002900-6	258 MILLER DR	\$6.76	LESSEE
HARPER, SAMUEL	040-2011200-1	214 S FORT ST	\$11.76	LESSEE
HAYCOCK, TERRY	020-2055200-3	156 MAYNARD LANE	\$287.94	DECEASED
HESSON, BRANDON	010-1089600-10	453 PLEASANT VIEW DR	\$40.52	LESSEE
HILL-MCKINNEY, LATANA	040-4037010-6	501 HUPPS HILL CT	\$25.62	LESSEE
HIMES, DANIEL	040-1036500-8	134 N EBERLY ST	\$37.98	LESSEE
HOLLAND, NATALIE	040-4040700-8	814 PENDLETON LANE	\$99.32	LESSEE
HYBLER, JASON	020-2032800-16	218 FRANKLIN ST	\$83.98	LESSEE
JACKSON, JOANN	040-1003500-3	254 DUKE CIRCLE	\$206.50	LESSEE
JONES, RUTH	010-1073700-14	294 CRIM DR	\$98.96	LESSEE
JOSEPH, ROY	010-1090900-10	432 PLEASANT VIEW DR	\$277.47	LESSEE
MOATS, MELISSA	010-1038300-8	179 N CHARLES ST	\$144.29	LESSEE
PARNELLE, LAWRENCE	040-1067800-5	749 FULTON DR	\$330.82	LESSEE
PERRY, VIRGINIA	040-4016300-4	162 ADEN DR	\$585.55	LESSEE
PONN, CRYSTAL	010-1052400-4	440 VARGHESE DR	\$216.00	LESSEE
SHIPE, BRITTANY	040-2003700-10	455 ORCHARD ST	\$51.96	LESSEE
SOUDER, BRIAN	040-1084300-7	262 BORUM ST	\$49.57	LESSEE
STOKES, RICKIE	040-2028300-9	590 W KING ST #2	\$24.63	LESSEE
THOMAS, PATRICIA	040-4040500-9	810 PENDLETON LANE	\$65.94	LESSEE
VANDEMAN, SCARLET	040-1091500-9	511 THOMPSON ST	\$77.75	LESSEE
		TOTAL	\$3,505.96	

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: April 2, 2024
Re: Water & Sewer Extension Policy

SUMMARY

Previously, staff presented to Town Council a draft policy for Water and Sewer Extensions.” After initial review, this item was placed on the March 12th Regular Meeting agenda and again on the April 1st Work Session agenda, following amendments requested by Town Council. Following discussion at the April 1st Work Session, Council asked that this item be placed on the April 9th Regular Meeting for additional discussion and/or consideration.

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.
- I move for denial of Water and Sewer Extension Policy.
- Defer Action and place on a future agenda.

Attachments:

- *Draft “Water and Sewer Extension Policy”*



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 decision or whether the request must be considered and approved by Town Council. All out of town utility extensions require Town Council approval.

All applicants requesting water and/or sewer service outside Town limits shall submit the Town’s Capacity Assurance Review Application. **All Out-of-town extension requests require Town Council review and approval.** The Town will primarily consider extension of utilities to areas within the growth area, although areas outside of the growth area may also be considered on a case-by-case basis. Extensions of water and sewer outside the corporate limits of the Town will require that such recipients be required to acknowledge in writing that granting of such service extensions may subject the properties to future annexation by the Town, as provided in Attachment “A” of the “Annexation Plan for the Town of Strasburg, VA”, dated December 1984.

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

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 qualifies for an internal administrative review or whether the request requires Council review and approval. **All Out of town extensions require Town Council review and approval.** If Town staff determines the request is feasible, but that it requires Town Council’s review before approval, they Council may generally consider any of the following options in response to the requires:

- 1) Town approves the request and agrees to install the extension at the Town’s expense.
- 2) Town approves the request and allows the applicant to construct and install the extension at the applicant’s expense.
- 3) Town approves the request and agrees to construct and install the extension at the applicant’s expense.

- 4) Town approves the request and agrees to construct and install the extension upon an agreement to jointly finance 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 according to any aforementioned option, of they may reach a decision that is otherwise in the best interest of the Town, but which may not be specifically defined herein.

The Town Council may also extend water and/or sewer mains at their own discretion without receipt of an application. In such event, the Town may assess the costs and collect utility fees, as described herein, from any party who connects 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 in part 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 in whole or in part by the Town shall be considered Town projects. The applicant shall make a non-refundable deposit of fifty percent of the estimated project cost prior to the Town undertaking the design. The applicant shall pay the balance of the project cost, or the applicant's share of the cost, prior to the start of construction.

Privately funded extension projects constructed by the applicant shall be reviewed and subject to approval by the Town prior to the applicant submitting the plans to any other review agency. Upon approval of the plans, the Town will issue written notification to the applicant of such decision, who shall then secure all additional approvals prior to constructing the facilities. The facilities shall be constructed by a licensed utility contractor and must be constructed in accordance with 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 approval by the Town and shall 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 major facilities will generally be funded by fees, charges, and private contributions.

Applicants wishing to expedite 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.

To: Mayor Boies and Town Council of Strasburg
From: Brian Otis, Director of Planning & Public Services
Date: April 3, 2024
Re: Dunmore Rezoning Update

DESCRIPTION:

Due to the concerns of the possible uses adjacent to the residential development, the applicant agreed to work with the staff and citizens to identify possible proffer conditions that would mitigate the impacts.

The staff is working with the applicant on a revised use matrix and identifying land bays.

Staff met with the HOA to identify their concerns based on the applicant's proposal.

No action is intended at this time. The staff is still working with the applicant to finalize the Proffer Statement language to be presented to the Council during the May regular meeting.



Old Business (Discussion and/or Action)

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: April 4, 2024
Re: FY2025 Budget - Advertisement

SUMMARY

At the April 1, 2024, Work Session, staff advised Town Council that the Proposed Budget would need to be ready for publication following the Tuesday, April 9, 2024, meeting. At this time the major issue is how to address the deficit in the General Fund in regard to advertising of the Proposed Budget.

The options discussed at the Work Session included:

- Use of remaining Water Fund Surplus in the amount of \$81,273, leaving a deficit of \$59,622.
- Increase to the Real Estate Tax Rate
 - *(Each penny on the Real Estate Tax Rate produces approximately \$85,500 of revenue. – Any rate approved would only be effective for half the fiscal year.)*
- Use of General Fund Balance (Reserve) to balance the General Fund.
- A combination of any or all of the above.

As mentioned, this is for advertising purposes and if you choose the real estate tax option the rate advertised can be changed but only lowered. During the next month, staff will continue to monitor revenue projections to see if any changes can be made to offset some or all of the deficit.

In addition, the remaining balance of ARPA funds has been included in the FY2025 Budget “ARPA Fund” for full allocation by December 2024, as required.

RECOMMENDED ACTIONS

- Per Council discussion.

Attachments:

- None at this time.

NEW BUSINESS



DEPARTMENT REPORTS





Memorandum

To: Mayor Boies and Strasburg Town Council
From: Finance Director, Angela Fletcher
Date: 04/09/2024
Re: Monthly Update to Council

Finances and Auditing

- The first draft of the FY25 budget was distributed to the Council on March 4.
- Staff met with the Council during budget work sessions held on March 12, March 18 and April 1.
- Budget discussions will continue at the regular Council meeting on April 9.
- The budget ad will be sent to the newspaper on or about April 18th for published dates of April 22nd and April 29th in advance of the budget public hearing on May 6th.

Due Dates and Anticipated Items/Customer Interaction and Information

- Staff anticipates receiving county tax files by late April and will then begin preparing the first half tax bills.
- It is **56** 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	\$3,906.17	\$0.00	(\$2,093.83)	65
10-3310-1000 REAL ESTATE TAXES	\$1,362,000.00	\$1,362,000.00	\$0.00	\$707,346.58	\$1,148.06	(\$654,653.42)	52
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$3,595.27	\$25.00	(\$16,404.73)	18
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$424,141.29	\$10,446.58	(\$180,858.71)	70
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$27,744.84	\$391.97	(\$7,255.16)	79
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	\$7,108.32	\$0.00	(\$10,891.68)	39
10-3310-5000 PENALTIES	\$42,500.00	\$42,500.00	\$0.00	\$61,134.41	\$8,626.15	\$18,634.41	144
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$1,574.98	\$49.41	(\$2,925.02)	35
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$83,423.75	\$3,841.72	(\$56,576.25)	60
10-3310-6100 COMMUNICATION TAXE	\$65,000.00	\$65,000.00	\$0.00	\$36,566.70	\$0.00	(\$28,433.30)	56
10-3310-6101 CIGARETTE TAXES	\$120,000.00	\$120,000.00	\$0.00	\$60,562.50	\$7,125.00	(\$59,437.50)	50
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$41,755.56	\$2,158.70	(\$123,244.44)	25
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$22,954.97	\$2,520.75	(\$7,045.03)	77
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	(\$29,207.00)	\$5,823.00	(\$60,207.00)	-94
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$215,498.03	\$62,327.01	\$50,498.03	131
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$779,776.93	\$81,543.26	(\$195,223.07)	80
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$143,534.70	\$9,775.35	(\$66,465.30)	68
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	\$462,206.29	\$44,585.60	(\$42,793.71)	92
10-3330-4000 LAW ENFORCEMENT STA	\$122,020.00	\$122,020.00	\$0.00	\$64,170.00	\$0.00	(\$57,850.00)	53
10-3330-5000 RIGHT-OF-WAY FEES	\$22,000.00	\$22,000.00	\$0.00	\$8,806.46	\$85.85	(\$13,193.54)	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
10-3330-7005 GRANTS RECEIVED PUB	\$0.00	\$0.00	\$0.00	\$965.52	\$0.00	\$965.52	0
10-3330-7023 VDOT REV SHARE - BOR	\$980,600.00	\$980,600.00	\$0.00	\$0.00	\$0.00	(\$980,600.00)	0
10-3330-7024 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	\$16,359.39	\$338.92	(\$18,640.61)	47
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$20,506.55	\$525.00	\$3,506.55	121
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$19,399.46	\$1,678.42	(\$5,600.54)	78
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	\$59,550.53	\$12,374.25	\$24,550.53	170
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$180.29	\$70.00	\$180.29	0
10-3350-7000 INTEREST INCOME	\$30,000.00	\$30,000.00	\$0.00	\$65,791.02	\$0.00	\$35,791.02	219
10-3350-7026 VA COMMISSION FOR AR	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	100
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	\$268,418.53	\$40,248.99	\$83,934.47	76
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$22,820.06	\$1,679.00	\$3,532.94	87
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$778.72	\$84.95	\$1,221.28	39
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$22,223.94	\$2,900.20	\$9,557.06	70
10-4411-9002 VRS - ADMINISTRATION	\$49,218.00	\$49,218.00	\$0.00	\$16,358.61	\$0.00	\$32,859.39	33
10-4411-9003 HEALTH INSURANCE - E	\$31,636.00	\$31,636.00	\$0.00	(\$20,534.88)	\$0.00	\$52,170.88	-65
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$646.00	\$96.90	\$194.00	77
10-4412-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$11,468.79	\$0.00	\$531.21	96
10-4412-1700 ADVERTISING	\$4,000.00	\$4,000.00	\$0.00	\$1,043.88	\$0.00	\$2,956.12	26
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$22,762.50	\$5,937.50	\$27,237.50	46
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$14,076.50	\$2,947.21	\$10,923.50	56
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$9,925.00	\$1,225.00	\$5,075.00	66
10-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$15,288.10	\$0.00	(\$288.10)	102

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4412-2200 TELEPHONE	\$2,800.00	\$2,800.00	\$0.00	\$1,830.90	\$211.29	\$969.10	65
10-4412-2300 ELECTRICITY	\$4,500.00	\$4,500.00	\$0.00	\$3,426.22	\$355.09	\$1,073.78	76
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$760.35	\$172.51	\$239.65	76
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	\$0.00	\$16,118.40	\$3,862.57	\$4,881.60	77
10-4412-2855 COMPUTERS & SOFTWA	\$3,000.00	\$3,000.00	\$0.00	\$186.94	\$40.79	\$2,813.06	6
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	\$5,761.07	\$106.16	(\$261.07)	105
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	\$3,204.54	\$246.06	\$645.46	83
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$1,354.90	\$6,078.28	\$1,407.69	(\$1,033.18)	95
10-4412-3700 TRAVEL & TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$324.20	\$0.00	\$3,075.80	10
10-4412-3701 TRAVEL & TRAINING CO	\$3,500.00	\$3,500.00	\$0.00	\$2,284.96	\$350.00	\$1,215.04	65
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	\$0.00	\$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	\$27,785.46	\$1,622.75	\$7,214.54	79
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	\$0.00	\$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	\$80,782.24	\$10,903.86	\$75,629.76	52
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	\$6,130.35	\$827.43	\$5,834.65	51
10-4421-9002 VRS - COMMUNITY INIT	\$22,414.00	\$22,414.00	\$0.00	\$10,106.92	\$0.00	\$12,307.08	45
10-4421-9003 HEALTH INSURANCE	\$20,080.00	\$20,080.00	\$0.00	\$8,556.56	\$0.00	\$11,523.44	43
10-4421-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$452.20	\$48.45	\$387.80	54
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$4,318.38	\$0.00	(\$2,318.38)	216
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$61.27	\$5.33	\$4,938.73	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	\$6,500.06	\$5,000.00	\$4,124.73	59
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	\$0.00	\$443.47	37
10-4422-3201 I/T SUPPORT	\$700.00	\$700.00	\$0.00	\$854.78	\$144.74	(\$154.78)	122
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	\$35,056.61	\$1,991.00	\$64,543.00	35
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$393,471.56	\$61,130.21	\$182,065.44	68
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	\$34,717.18	\$3,687.35	\$56,410.82	38
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$19,474.10	\$2,944.29	\$6,425.90	75
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$32,160.85	\$4,761.59	\$27,871.15	54
10-4431-9002 VRS - PUBLIC WORKS -	\$96,603.00	\$96,603.00	\$0.00	\$44,417.38	\$0.00	\$52,185.62	46
10-4431-9003 HEALTH INSURANCE - E	\$68,000.00	\$68,000.00	\$0.00	\$37,634.89	\$0.00	\$30,365.11	55
10-4431-9005 EMP STIPEND	\$2,200.00	\$2,200.00	\$0.00	\$2,034.90	\$339.15	\$165.10	92
10-4432-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$13,107.24	\$0.00	(\$1,107.24)	109
10-4432-2000 CONTRACTUAL SERVICE	\$11,660.00	\$11,660.00	\$1,250.00	\$8,125.87	\$105.52	\$2,284.13	70
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$4,157.96	\$230.92	\$2,347.04	64
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$3,523.56	\$517.74	\$2,476.44	59
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$0.00	\$68,965.82	\$7,779.61	(\$18,965.82)	138
10-4432-2500 FUEL-HEAT	\$5,100.00	\$5,100.00	\$0.00	\$3,705.55	\$579.83	\$1,394.45	73
10-4432-2600 GAS,GREASE, & OIL	\$11,517.00	\$11,517.00	\$0.00	\$9,225.22	\$720.77	\$2,291.78	80
10-4432-2700 TIRES & TUBES	\$2,100.00	\$2,100.00	\$0.00	\$198.94	\$0.00	\$1,901.06	9

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4432-2800 MATERIALS & SUPPLIES	\$7,895.00	\$7,895.00	\$0.00	\$2,854.33	\$352.84	\$5,040.67	36
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	\$236.98	\$163.20	\$1,693.02	12
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	\$4,745.34	\$393.69	\$254.66	95
10-4432-3300 BUILDING MAINTENANC	\$6,430.00	\$6,430.00	\$0.00	\$2,863.17	\$0.00	\$3,566.83	45
10-4432-3400 REPAIRS EQUIPMENT	\$22,033.00	\$24,244.12	\$3,621.35	\$8,293.84	\$506.08	\$12,328.93	34
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$508.50	\$4,556.21	\$505.17	\$44,935.29	9
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$3,026.90	\$61,970.52	\$6,771.51	\$649,220.58	9
10-4432-3700 TRAVEL & TRAINING	\$6,895.00	\$6,895.00	\$0.00	\$334.40	\$144.00	\$6,560.60	5
10-4432-3800 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$410.44	\$28.55	\$589.56	41
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$957.28	\$106.81	\$5,932.72	14
10-4432-4300 VEHICLE/EQUIPMENT PY	\$7,356.00	\$7,356.00	\$0.00	\$5,885.04	\$0.00	\$1,470.96	80
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	\$0.00	\$5,463.76	11
10-4432-4900 HORTICULTURE	\$27,000.00	\$27,000.00	\$0.00	\$8,001.69	\$3,755.31	\$18,998.31	30
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	\$952,167.76	\$140,354.82	\$290,936.24	77
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$56,521.17	\$7,080.19	\$37,359.83	60
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$92,982.35	\$10,627.87	\$217.65	100
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$78,111.12	\$11,069.86	\$31,298.88	71
10-4441-9002 VRS - PUBLIC SAFETY	\$176,916.00	\$176,916.00	\$0.00	\$107,861.10	\$0.00	\$69,054.90	61
10-4441-9003 HEALTH INSURANCE -	\$178,000.00	\$178,000.00	\$0.00	\$108,888.03	\$0.00	\$69,111.97	61
10-4441-9005 EMPLOYEE STIPEND	\$1,200.00	\$1,200.00	\$0.00	\$646.00	\$96.90	\$554.00	54
10-4442-1600 INSURANCE PREMIUMS	\$60,000.00	\$60,000.00	\$0.00	\$54,067.37	\$0.00	\$5,932.63	90
10-4442-2000 CONTRACTUAL SERVICE	\$101,254.00	\$101,254.00	\$0.00	\$50,965.11	\$1,195.16	\$50,288.89	50
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$5,794.38	\$837.35	\$5,205.62	53
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$2,405.72	\$359.94	\$1,594.28	60
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$1,284.61	\$256.95	\$2,715.39	32
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$44,153.19	\$4,134.39	(\$12,153.19)	138
10-4442-2700 TIRES	\$3,000.00	\$3,000.00	\$0.00	\$2,014.46	\$0.00	\$985.54	67
10-4442-2800 MATERIALS & SUPPLIES	\$9,000.00	\$9,000.00	\$0.00	\$7,555.24	\$604.81	\$1,444.76	84
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$59.04	\$10,910.70	\$587.28	\$4,030.26	73
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	\$411.77	\$0.00	\$4,088.23	9
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$2,539.24	\$0.00	(\$1,039.24)	169
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$3,849.19	\$284.35	\$2,150.81	64
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$14,666.14	\$1,302.65	(\$666.14)	105
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$22,933.77	\$1,277.46	\$12,066.23	66
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$22,779.76	\$4,608.72	(\$2,779.76)	114
10-4442-3900 COMMUNITY POLICING	\$9,500.00	\$9,500.00	\$0.00	\$8,897.22	\$0.00	\$602.78	94
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$17,347.94	\$573.31	\$5,152.06	77
10-4442-4300 VEHICLE/EQUIPMENT PA	\$29,252.00	\$29,252.00	\$0.00	\$21,818.24	\$0.00	\$7,433.76	75
10-4442-4400 FIREARMS/RANGE	\$9,000.00	\$9,000.00	\$0.00	\$4,029.43	\$1,979.10	\$4,970.57	45
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	\$28,428.21	\$5,316.00	\$44,782.79	39
10-4461-8000 SALARIES & WAGES - P	\$125,854.00	\$125,854.00	\$0.00	\$38,501.78	\$5,256.29	\$87,352.22	31
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$4,767.86	\$732.95	\$10,461.14	31
10-4461-9002 VRS - ER	\$10,491.00	\$10,491.00	\$0.00	\$1,508.15	\$0.00	\$8,982.85	14
10-4461-9003 HEALTH INSURANCE - E	\$7,638.00	\$7,638.00	\$0.00	\$1,199.92	\$0.00	\$6,438.08	16
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	\$409.26	\$252.64	\$1,790.74	19
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	\$10,028.21	\$1,294.25	\$4,471.79	69
10-4462-2800 MATERIALS & SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$449.81	\$220.12	\$550.19	45
10-4462-2855 COMPUTERS & SOFTWA	\$2,200.00	\$2,200.00	\$0.00	\$3,062.30	\$96.98	(\$862.30)	139

Town of Strasburg

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10-4462-2900 MEMBERSHIP DUES	\$1,000.00	\$1,000.00	\$0.00	\$620.00	\$150.00	\$380.00	62
10-4462-3000 MISCELLANEOUS	\$500.00	\$500.00	\$0.00	\$470.05	\$30.98	\$29.95	94
10-4462-3201 I/T SUPPORT	\$1,700.00	\$1,700.00	\$0.00	\$962.71	\$144.74	\$737.29	57
10-4462-3700 TRAVEL & TRAINING	\$7,500.00	\$7,500.00	\$0.00	\$3,493.27	\$249.00	\$4,006.73	47
10-4462-7000 PROJECTS & PROGRAMS	\$34,000.00	\$53,300.00	\$0.00	\$3,799.99	\$0.00	\$49,500.01	7
10-4462-7200 TOURISM	\$40,800.00	\$40,800.00	\$0.00	\$39,810.70	\$1,260.00	\$989.30	98
10-4462-7250 VISITOR CENTER EXPEN	\$26,000.00	\$26,000.00	\$0.00	\$15,178.92	\$1,325.18	\$10,821.08	58
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	\$2,974.88	\$596.85	(\$15,025.12)	17
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	\$4,915.22	\$0.00	(\$915.22)	123
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	\$5,674.25	\$2,643.26	\$0.00	\$682.49	29
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$2,880.00	\$720.00	\$3,120.00	48
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$8,762.03	\$1,199.64	\$737.97	92
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	\$763.60	\$3,013.55	\$391.29	\$722.85	67
10-5412-2860 PARK MAINTENANCE	\$7,000.00	\$7,000.00	\$0.00	\$6,712.94	\$174.68	\$287.06	96
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	\$0.00	\$2,261.68	55
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$0.00	\$48,411.97	\$16,713.09	(\$5,311.97)	112
10-5412-7000 RECREATIONAL PROGRA	\$3,000.00	\$3,000.00	\$0.00	\$892.59	\$0.00	\$2,107.41	30
10-5413-0300 CAPITAL OUTLAY REC	\$505,000.00	\$505,000.00	\$0.00	\$10,710.00	\$4,410.00	\$494,290.00	2
Reporting Fund: 10-GENERAL FUND							
FundRevTot	\$11,533,958.00	\$11,533,958.00	\$0.00	\$4,091,354.28	\$256,056.85	(\$7,442,603.72)	35
FundExpTot	\$11,533,958.00	\$11,747,942.11	\$26,573.75	\$4,208,615.02	\$405,108.55	\$7,512,753.34	36
Reporting Fund: 20-WATER FUND							
20-3350-7500 LEASE RECEIPTS	\$88,000.00	\$88,000.00	\$0.00	\$191,955.77	\$178,946.00	\$103,955.77	218
20-3360-1000 WATER REVENUE	\$2,430,000.00	\$2,430,000.00	\$0.00	\$1,735,171.39	\$265,885.41	(\$694,828.61)	71
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$70,643.99	\$6,656.26	(\$4,356.01)	94
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$262,273.93	\$18,000.00	\$109,273.93	171
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	\$12,909.18	\$615.38	(\$7,090.82)	65
20-3360-7000 WATER INTEREST INCOM	\$40,000.00	\$40,000.00	\$0.00	\$106,996.20	\$0.00	\$66,996.20	267
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	\$69,959.44	\$10,638.98	\$23,169.56	75
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	\$752.06	\$86.83	\$247.94	75
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$5,248.08	\$812.47	\$1,886.92	74
20-4411-9002 VRS - ADMINISTRATION	\$13,223.00	\$13,223.00	\$0.00	\$15,877.64	\$0.00	(\$2,654.64)	120
20-4411-9003 HEALTH INSURANCE ER	\$11,461.00	\$11,461.00	\$0.00	\$9,069.58	\$0.00	\$2,391.42	79
20-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$5,734.43	\$0.00	(\$234.43)	104
20-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$13,633.53	\$2,858.01	\$10,646.47	56
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$15,513.45	\$0.00	\$986.55	94
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,776.91	\$205.05	\$1,223.09	59
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$3,325.24	\$344.60	\$1,074.76	76
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$737.93	\$167.43	\$62.07	92
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$15,344.28	\$1,222.97	\$5,535.72	73
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$119.74	\$39.60	\$1,880.26	6

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20-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$2,062.17	\$0.00	(\$1,437.17)	330
20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$3,088.24	\$2.61	(\$588.24)	124
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$3,110.61	\$238.82	\$389.39	89
20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$1,315.05	\$5,006.39	\$1,296.22	\$78.56	78
20-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$290.40	\$0.00	\$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	\$8,656.63	\$605.76	\$477.37	95
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$662.27	\$46.35	\$36.73	95
20-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$1,075.53	\$0.00	\$233.47	82
20-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$891.46	\$0.00	\$224.54	80
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	\$0.00	(\$6.03)	0
20-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$355.07	\$0.00	(\$355.07)	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	\$110,239.74	\$17,028.57	\$59,310.26	65
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$6,936.69	\$720.18	\$7,144.31	49
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$6,954.64	\$734.17	(\$1,404.64)	125
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$9,419.06	\$1,413.97	\$5,394.94	64
20-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$14,120.44	\$0.00	\$11,607.56	55
20-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$18,827.92	\$0.00	\$19,672.08	49
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	\$10,240.03	\$0.00	(\$1,240.03)	114
20-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$5,203.54	\$74.85	\$6,101.46	46
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$4,035.69	\$224.12	\$2,284.31	64
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$3,419.86	\$502.50	\$4,080.14	46
20-4432-2500 GAS FUEL	\$4,950.00	\$4,950.00	\$0.00	\$3,596.58	\$562.78	\$1,353.42	73
20-4432-2600 GAS, GREASE, & OIL	\$11,100.00	\$11,100.00	\$0.00	\$8,348.57	\$699.55	\$2,751.43	75
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	\$2,734.14	\$342.47	\$4,930.86	36
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	\$230.00	\$158.39	\$1,470.00	14
20-4432-3000 MISCELLANEOUS	\$1,740.00	\$1,740.00	\$0.00	\$49.29	\$49.29	\$1,690.71	3
20-4432-3201 I/T SUPPORT	\$4,200.00	\$4,200.00	\$0.00	\$4,605.80	\$382.11	(\$405.80)	110
20-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,778.95	\$0.00	\$3,456.05	45
20-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$3,514.83	\$7,903.95	\$346.36	\$12,112.29	34
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$256.80	\$72.00	\$6,393.20	4
20-4432-3800 MISS UTILITY	\$975.00	\$975.00	\$0.00	\$398.33	\$27.70	\$576.67	41
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$948.59	\$103.65	\$5,691.41	14
20-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$5,711.92	\$0.00	\$1,428.08	80
20-4432-4400 WATER METERS	\$30,000.00	\$30,000.00	\$0.00	\$255.00	\$255.00	\$29,745.00	1
20-4432-4500 WATER INFRASTRUCTUR	\$100,000.00	\$100,000.00	\$1,661.90	\$23,026.24	\$315.24	\$75,311.86	23
20-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$636.92	\$0.00	\$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	\$279,967.95	\$42,521.01	\$85,258.05	77
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	\$10,149.44	\$1,152.87	\$4,850.56	68
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$20,913.25	\$3,134.40	\$8,296.75	72
20-4451-9002 VRS - WATER TREATMEN	\$49,082.00	\$49,082.00	\$0.00	\$29,965.87	\$0.00	\$19,116.13	61
20-4451-9003 HEALTH INSURANCE	\$50,552.00	\$50,552.00	\$0.00	\$26,381.25	\$0.00	\$24,170.75	52
20-4451-9005 EMPLOYEE STIPENED	\$1,660.00	\$1,660.00	\$0.00	\$1,938.00	\$290.70	(\$278.00)	117
20-4452-1600 INSURANCE PREMIUMS	\$22,500.00	\$22,500.00	\$0.00	\$25,395.29	\$0.00	(\$2,895.29)	113
20-4452-1900 WATER PLANT CHEMICA	\$125,000.00	\$125,000.00	\$0.00	\$74,054.70	\$212.00	\$50,945.30	59
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$0.00	\$22,424.91	\$7,097.65	\$18,560.09	55

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$1,473.27	\$183.81	\$1,726.73	46
20-4452-2300 ELECTRICITY	\$105,000.00	\$105,000.00	\$0.00	\$70,155.10	\$9,435.53	\$34,844.90	67
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$0.00	\$3,968.89	\$611.57	\$1,931.11	67
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$2,590.95	\$971.03	\$409.05	86
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$2,766.03	\$224.88	\$1,633.97	63
20-4452-2850 PERMIT FEES & DUES	\$12,725.00	\$12,725.00	\$0.00	\$9,778.90	\$700.90	\$2,946.10	77
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	\$1,046.90	\$4,949.97	\$0.00	\$4,503.13	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	\$4,840.21	\$434.22	\$3,659.79	57
20-4452-3300 BUILDING MAINTENANC	\$10,100.00	\$10,100.00	\$0.00	\$5,319.72	\$212.53	\$4,780.28	53
20-4452-3400 REPAIRS EQUIPMENT	\$50,000.00	\$50,000.00	\$2,251.46	\$30,124.38	\$10,592.66	\$17,624.16	60
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$4,148.00	\$925.00	\$9,052.00	31
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	\$320,744.00	\$0.00	\$160,376.00	67
20-4453-0990 CIP PROJECTS	\$117,500.00	\$117,500.00	\$40,109.00	\$62,001.03	\$0.00	\$15,389.97	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	\$715.69	\$0.00	(\$715.69)	0
20-4461-9003 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$599.96	\$0.00	(\$599.96)	0
20-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$76.95	\$0.00	(\$76.95)	0
20-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$356.72	\$0.00	(\$356.72)	0
Reporting Fund: 20-WATER FUND							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$2,385,339.66	\$470,103.05	(\$1,206,660.34)	66
FundExpTot	\$3,592,000.00	\$3,660,023.18	\$49,899.14	\$1,640,348.28	\$121,279.36	\$1,969,775.76	46
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$2,033,635.65	\$290,389.12	(\$438,999.35)	82
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$11,050.00	\$0.00	(\$38,950.00)	22
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$260,853.13	\$27,000.00	\$107,853.13	170
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	\$105,240.27	\$0.00	\$65,240.27	263
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	\$69,024.98	\$10,351.25	\$24,104.02	74
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	\$692.83	\$86.83	\$307.17	69
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$5,334.18	\$798.50	\$1,800.82	75
30-4411-9002 VRS - ADMINISTRATION	\$13,366.00	\$13,366.00	\$0.00	\$15,877.64	\$0.00	(\$2,511.64)	119
30-4411-9003 HEALTH INSURANCE	\$11,461.00	\$11,461.00	\$0.00	\$9,069.58	\$0.00	\$2,391.42	79
30-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$5,734.43	\$0.00	(\$234.43)	104
30-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$13,801.06	\$2,858.00	\$10,478.94	57
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$15,513.45	\$0.00	\$986.55	94
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,609.36	\$205.05	\$1,390.64	54
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$3,325.24	\$344.60	\$1,074.76	76
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$737.93	\$167.43	\$62.07	92
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$15,344.08	\$1,222.95	\$5,535.92	73
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$119.74	\$39.60	\$1,880.26	6
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	\$3,087.08	\$2.61	(\$587.08)	123
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$3,110.61	\$238.82	\$389.39	89
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$1,315.05	\$5,006.39	\$1,296.22	\$88.56	78
30-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$290.40	\$0.00	\$3,009.60	9
30-4412-9000 CONTINGENCY	\$15,000.00	\$15,000.00	\$0.00	\$617.87	\$0.00	\$14,382.13	4

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$8,656.63	\$605.76	\$477.37	95
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$662.27	\$46.35	\$36.73	95
30-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$1,075.53	\$0.00	\$233.47	82
30-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$891.46	\$0.00	\$224.54	80
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	\$0.00	(\$6.03)	0
30-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$355.07	\$0.00	(\$355.07)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$110,219.49	\$17,028.57	\$59,330.51	65
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$6,936.69	\$720.18	\$7,144.31	49
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$5,504.99	\$734.17	\$45.01	99
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$9,306.56	\$1,413.97	\$5,507.44	63
30-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$14,120.44	\$0.00	\$11,607.56	55
30-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$18,827.92	\$0.00	\$19,672.08	49
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	\$10,240.03	\$0.00	(\$1,240.03)	114
30-4432-1900 CHEMICALS	\$20,000.00	\$20,000.00	\$9,479.10	\$18,311.19	\$0.00	(\$7,790.29)	92
30-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$6,453.54	\$74.85	\$4,851.46	57
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$4,035.69	\$224.12	\$2,284.31	64
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$3,419.86	\$502.50	\$4,120.14	45
30-4432-2500 FUEL-HEAT	\$4,950.00	\$4,950.00	\$1,250.00	\$3,596.58	\$562.78	\$103.42	73
30-4432-2600 GAS, GREASE & OIL	\$11,170.00	\$11,170.00	\$0.00	\$8,451.71	\$699.55	\$2,718.29	76
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	\$2,626.70	\$342.47	\$5,043.30	34
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	\$230.00	\$158.39	\$1,470.00	14
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	\$4,605.80	\$382.11	(\$405.80)	110
30-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,778.95	\$0.00	\$3,456.05	45
30-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$3,514.83	\$8,474.38	\$346.36	\$11,541.86	36
30-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$256.80	\$72.00	\$6,393.20	4
30-4432-3800 MISS UTILITY	\$980.00	\$980.00	\$0.00	\$398.33	\$27.70	\$581.67	41
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$968.60	\$103.67	\$5,671.40	15
30-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$5,711.92	\$0.00	\$1,428.08	80
30-4432-4500 INFRASTRUCTURE REPA	\$100,000.00	\$100,000.00	\$153.32	\$11,797.51	\$48.18	\$88,049.17	12
30-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$3,003.74	\$2,250.00	\$2,936.26	51
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	\$282,568.23	\$44,418.50	\$103,596.77	73
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	\$6,658.94	\$341.96	\$5,041.06	57
30-4451-9001 FICA - SEWER TREATME	\$29,658.00	\$29,658.00	\$0.00	\$20,354.12	\$3,131.24	\$9,303.88	69
30-4451-9002 VRS - SEWER TREATMEN	\$55,553.00	\$55,553.00	\$0.00	\$34,277.62	\$0.00	\$21,275.38	62
30-4451-9003 HEALTH INSURANCE	\$56,578.00	\$56,578.00	\$0.00	\$32,798.50	\$0.00	\$23,779.50	58
30-4451-9005 EMPLOYEE STIPEND	\$500.00	\$500.00	\$0.00	\$1,146.65	\$145.35	(\$646.65)	229
30-4452-1600 INSURANCE PREMIUMS	\$22,000.00	\$22,000.00	\$0.00	\$22,937.67	\$0.00	(\$937.67)	104
30-4452-1900 CHEMICALS	\$170,100.00	\$170,100.00	\$14,032.48	\$144,875.99	\$6,668.70	\$11,191.53	85
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$28,979.52	\$1,809.44	\$2,520.48	92
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$2,532.57	\$264.77	\$5,267.43	32
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$114,017.80	\$15,548.19	\$60,982.20	65
30-4452-2500 FUEL-HEAT	\$8,000.00	\$8,000.00	\$0.00	\$3,968.23	\$0.00	\$4,031.77	50
30-4452-2600 GAS, GREASE, & OIL	\$7,200.00	\$7,200.00	\$0.00	\$956.30	\$150.79	\$6,243.70	13
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$6,930.02	\$653.10	\$3,569.98	66
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	\$0.00	\$26,454.41	\$4,678.81	\$16,645.59	61
30-4452-3000 MISCELLANEOUS	\$2,250.00	\$2,250.00	\$0.00	\$29.90	\$0.00	\$2,220.10	1

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4452-3100 TESTING	\$6,400.00	\$6,400.00	\$0.00	\$2,300.00	\$0.00	\$4,100.00	36
30-4452-3201 I/T SUPPORT	\$5,500.00	\$5,500.00	\$0.00	\$5,477.04	\$506.59	\$22.96	100
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	\$3,130.00	\$42,763.43	\$8,805.42	\$59,206.57	41
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$7,072.85	\$22,700.01	\$5,860.25	(\$12,772.86)	134
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$1,749.78	\$480.00	\$2,990.22	37
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$1,042.40	\$0.00	\$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	\$50,901.42	\$16,405.58	\$51,298.58	50
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	\$715.69	\$0.00	(\$715.69)	0
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$0.00	\$0.00	\$599.96	\$0.00	(\$599.96)	0
30-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$30.54	\$0.00	(\$30.54)	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$391.80	\$0.00	(\$391.80)	0
Reporting Fund: 30-SEWER FUND							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$2,414,576.02	\$317,389.12	(\$1,768,047.98)	58
FundExpTot	\$4,182,624.00	\$4,250,647.18	\$228,809.63	\$1,758,054.82	\$153,824.23	\$2,263,782.73	47
Reporting Fund: 40-TRASH FUND							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$389,674.67	\$43,873.78	(\$112,225.33)	78
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$68,735.68	\$8,001.06	\$35,264.32	66
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$297,652.52	\$37,825.52	\$100,247.48	75
Reporting Fund: 40-TRASH FUND							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$389,674.67	\$43,873.78	(\$112,225.33)	78
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$366,388.20	\$45,826.58	\$135,511.80	73
Reporting Fund: 60-AMERICAN RESCUE PLAN							
60-3330-7011 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$144,471.12	\$0.00	\$144,471.12	0
60-5910-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$16,975.32	\$438.10	(\$16,975.32)	0
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$17,000.00	\$233,875.36	\$16,512.00	(\$250,875.36)	0
Reporting Fund: 60-AMERICAN RESCUE PLAN							
FundRevTot	\$0.00	\$0.00	\$0.00	\$144,471.12	\$0.00	\$144,471.12	0
FundExpTot	\$0.00	\$0.00	\$17,000.00	\$250,850.68	\$16,950.10	(\$267,850.68)	0
Grand Totals:							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$9,425,415.75	\$1,087,422.80	(\$10,385,066.25)	48
TotalExp	\$19,810,482.00	\$20,160,512.47	\$322,282.52	\$8,224,257.00	\$742,988.82	\$11,613,972.95	42



Memorandum

To: Mayor Boies & Members of Town Council
From: Wayne Sager, Chief of Police
Date: 04/05/2024
Re: Monthly Update to Council

The Strasburg Police Department answered **1375** calls for service in the month of **March 2024**.

Adult Criminal Charges (10)

- 1 Domestic Assault & Battery (M)
- 2 Possession of a Controlled Drug (F, separate defendants)
- 1 Underage Possession of Marijuana (M)
- 1 Child Endangerment (F)
- 2 Contributing to the Delinquency of a Minor (M, same defendant)
- 2 DUI (M, separate defendants)
- 1 Refusal of Blood/Breath Test (M)

Juvenile Criminal Charges (0)

Traffic Violations (22)

- 8 Speeding
- 1 Reckless Driving
- 5 Expired State Inspection
- 1 Expired State Registration
- 1 No Driver's License
- 1 Fail to Obey Highway Signs
- 4 Failure to Wear Seatbelt
- 1 Improper Exhaust

Ordinance Violations in March (7)

Uses of Narcan in March (1)



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Amy Keller, Office & HR Manager
Date: April 4, 2024
Re: February Monthly Update to Council

Monthly Employee Update: April 2024 (for March 2024)

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
Monica McClure	Comm. Initiatives	3/25/24

<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>
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<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
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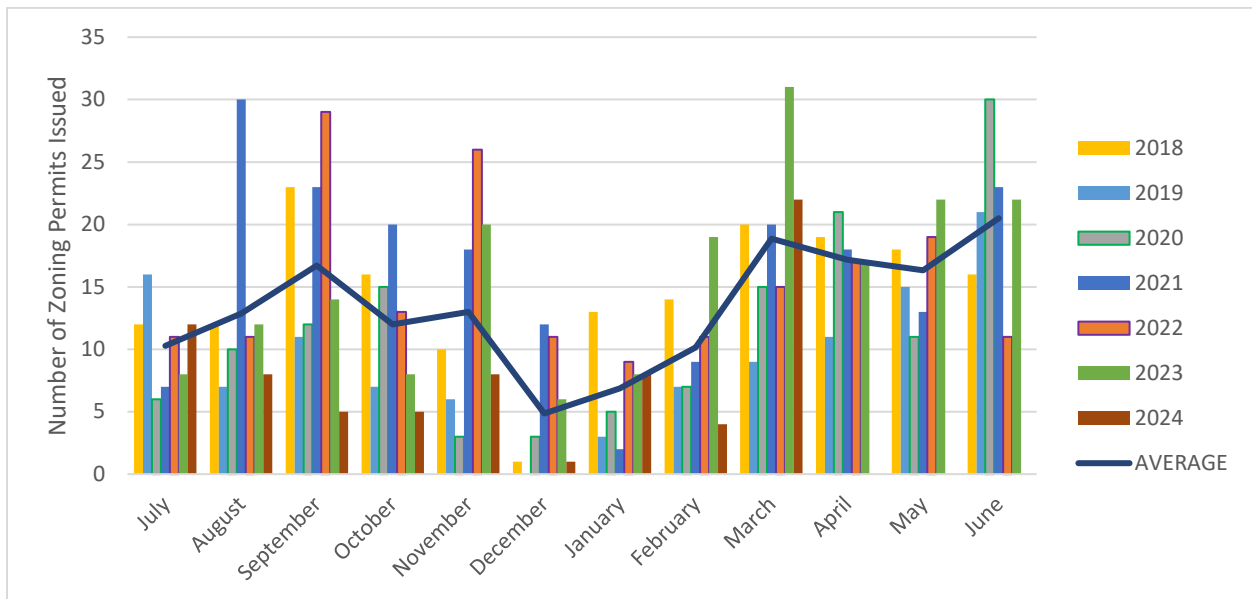


Memorandum

To: Mayor Boies and Strasburg Town Council
 From: Brian Otis, Director of Planning & Public Services
 Date: April 9, 2024
 Re: Monthly Update to Council (March) 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	22	4	450.00%	31	-29.03%	18.9	16.40%
		Comparison to last month		Comparison to last year		Comparison of Current month over the last 7 years.	

***NOTES:**

1. March permit total is the second highest March in the last seven years.
2. Expectations of permit totals for this summer to increase due to Summit Crossing Townhomes.



Boards and Commissions

No meetings were held in March.

Additional Items

- Monica McClure has adjusted well to her position of Zoning Technician. She is becoming proficient in zoning permit applications and zoning violations while learning the aspects of the UDO.
- Reviewed the rezoning for the Cedar Creek Commercial project. Provided comments to the engineer to address prior to presentation to the Planning Commission and Town Council.
- Summit Crossing Townhome project expected to begin this summer. Site plan is approved. New bonds need to be posted and new zoning permits issued.
- Preparing documents and a presentation for the April 23rd joint meeting for the ordinance first reading.

Department of Public Works

Meter Service request

- 8 Add Reading.
- 14 Reactivate Account.
- 6 Turn off.
- 10 Turn on.
- 1 water pressure check.
- Data Logged 12 water meters.
- Installed 3 new meters.

Office Request

- Delivered 6 Notices.
- Delivered 12 Waste Containers.
- Picked up 3 Waste Containers.

Meter Installation

- Replaced 17 water meters.

AMI Water Meter Project

- The AMI gateways have been activated. We are scheduling training.

Water and Sewer

- 1 sewer main backup.
- 4 Sewer Service backups.



Streets

- Replacing NO Parking Signs.
- Repaired banner cables for roadway banner.
- 1 dead animal pickup.
- Installed storm pipe on Aileen Ave.

Horticulture

- Worked in Flower beds.
- Replaced 4 streetscape trees.
- Performed Dog Park turf maintenance.

Inspections

- Performed testing on Valley Health Site.

Miss Utility Locates

- Performed 92 Miss Utility Locates.

Shelter Rentals

- 3 shelter rentals.

Utilities Department

Water Treatment Plant

TREATMENT

- Water Treatment Plant produced 26.867 MG for the month of March.
- Operating at 34.7% capacity
- Average Daily Flow .867 MGD

BULK WATER SALES

- Staff filled 22 bulk water trucks for a total of 21,615 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.
- On March 21st, while in the process of getting the tank ready to be placed in service, we had another tree fall onto the Reservoir Membrane Cover causing several rips and holes. RTD is scheduled to be on site 4/4-4/5 for repairs. We will continue with the work to place reservoir back in service once the repairs are completed.



FORT VALLEY(STRASBURG) RESERVOIR

- Inspection scheduled to be completed on April 8th to remain in compliance with our DCR operating permit.

SETTLING BASIN AT RAM DRIVE WTP

- Concrete core samples have been collected for analysis. Results should be available sometime in the beginning of May.

FORT HILL WATER TANK

- Utility Services (Tank Maintenance Company)
- Waiting for final inspection and paint touchup on areas caused by cell carrier installation on tank.

CLA-VAL FLOW CONTROLLER REPLACEMENT CIP

- Controllers have been delivered. Scheduling with installer for available dates to complete project.

SCADA SOFTWARE UPGRADE CIP

- Software upgrades have started. Waiting for the last software delivery to finish the project.

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 onsite, and the installation is set for May 6th.

Dairy Sampling Station Project:

- Letter of recommendation sent to milk plant.
- Project on the flow weir seems to be starting, they have asked to make the station available April 4th and 5th for engineers.

Pre-treatment permitting:

- Also 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. But now we have an issue with the drain line not working. Have called GB Folts back in to see what happened.
- 2 thickeners shafts on belt press #1 have broken and will need to be replaced. The lead time on getting replacements is months out. We were advised by Aeromod to have a welder fix them until replacements can be made.
- Pumping issues at Taylors ridge at the bottom of wet well will need to be investigated.
- Paterson Construction was looking at construction costs for Junction1 station and Stover Ave pumping station.
- Still working with AT&T to get plant Scada transitioned to First Net.
- The laboratory passed its biennial inspection from Department Consolidated laboratory services.
- Plant had one operator increase his state license from class 3 operator to class 2 operator.

Budget

- Working on CIP Quotes



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Visitor Center Staff
Date: April 4, 2024
Re: March Monthly Update to Council

Visitor Center

- **Programs:**
 - March 27** – A walking club (14 members) enjoyed our trails and then the museum.
 - March 28** – Volunteers from the Strasburg Museum and Strasburg Heritage Association joined staff from the Visitor Center and Town Hall to stuff more than 1,000 eggs for the Easter Egg Hunt.
 - March 30** – The Visitor Center hosted its **FIRST Easter Egg Hunt**. More than 100 children hunted eggs, did crafts, and listened to a story read to them by Officer Nixon or Officer Rick. With family members, it is thought about 250 people were on the grounds of the VC for the event. Special thanks to all those who helped in any way to make this a most successful venture. A **BIG** thank you goes out to all of our youth volunteers, some of whom are members of the Strasburg High School FCCLA but some who just volunteered their time. The egg hiding went much quicker and smoother because of their help.
- The **Visitor Center** welcomed **879** visitors in March (averaging 28.35 per day).
 - ❖ **Visitors by Location on our Guest Log for March 2024**
 - Virginia: 84, with 29 coming from Strasburg
 - District of Columbia = 2
 - Other States:
 - Alabama = 2
 - Alaska = 2
 - Connecticut = 9
 - Florida = 3
 - Maine = 2
 - Maryland = 18
 - Massachusetts = 4
 - Michigan = 1
 - Minnesota = 2
 - Missouri = 2
 - Montana = 1
 - New Hampshire = 2
 - New Jersey = 10
 - New York = 2
 - North Carolina = 4
 - Pennsylvania = 7
 - Tennessee = 5
 - Texas = 1
 - Vermont = 8
 - Washington = 1
 - West Virginia = 7
 - Other Countries: England = 4; Indonesia = 2; Canada = 2

The museum had **207** admissions.

Total sales for the Gift Shop in March: **\$1,119.18**



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Business and Engagement Coordinator McKee
Date: 4/2024
Re: March Monthly Update to Council

Economic Development (Business Attraction, Workforce, Business Support)

- Walked and spoke with every downtown business with John Fogle (ShenCo Business Retention and Expansion Manager) for introductions and invitations to participate in the RevUp ShenCo Program.
- Attended semi-annual regional coalition meeting hosted by SCCFVA to discuss marketing, landlord and HR resources and opportunities for local businesses and brainstorm educational programming to strengthen downtown businesses.
- Cohosted with library staff "One Hour Website" meeting at library. Helped 3 small businesses launch simple websites and monetize existing social platform usage. Scheduled future small business meetings for every 3rd Tuesday of the month.

Tourism + Quality of Life

- Most of March was spent communicating with 80+ vendors, food trucks and local partners for Vintage in the Valley. Developing a map layout that encourages traffic flow to the extremities of downtown businesses and an inclusive event that benefits everyone, regardless of engagement level. Creating a vendor layout that highlighted Strasburg Farmers Market and local entrepreneurs.
 - Lightly assisted Visitor Center Staff in registering and social media push for their successful and well attended egg hunt event at that location.
 - Front Porch Friday concert series concession and sponsorship recruitment
 - Altered application 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. Made sure to include a larger portion of the festival for local artists to stay within the spirit and guidelines of the grant funding.
- Graphic design work on new tourism items (postcards, stickers to encourage outdoor recreation for Spring.

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 for the review of the Town Manager.**



ADJOURNMENT

