

# Town of Strasburg

## **Town Council Work Session**

Strasburg Town Hall  
174 E King St  
Strasburg, VA 22657

**Monday, April 1, 2024**  
7 p.m.

### **Town Council Members:**

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

Emily Reynolds, Vice Mayor  
Andrew Lowder  
Christie Monahan  
Brad Stover  
David Woodson

### **Staff Contact:**

J. Waverly Coggsdale, III, Town Manager

MEETINGS CAN BE VIEWED LIVESTREAM BY ACCESSING THE LINK BELOW:

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

To make a public comment, please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Monday, April 1, 2024



# Council Work Session Agenda – Monday, April 1, 2024

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*Please silence all cellular devices. Thank you.*

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

**Call to Order** – Vice Mayor Emily McCornyn

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

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

**Presentation/Reports:**

- **Strasburg Rescue Squad – Chief Dan Rothstein**
- **Stowe Engineering and Shockey Companies – *Preliminary Request for Water and Sewer Extension to the Glendale Site.***

**Discussion Items/Updates:**

- 1.) Project Updates
- 2.) Water and Sewer Extension Policy
- 3.) Surplus Inventory
- 4.) FY2025 Draft Budget

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

- 1) **Finance/Personnel – Council Member Monahan**
  - a. *Utility and Tax Write-Offs*
  - b. *Title and Grade Level Assignments (Proposed Revisions)*
- 2) **Public Works, Utilities & Infrastructure**
  - a. *Gateway Trail design/reseeding*

**Council Member Comments:**

**Closed Meeting (if needed):**

**Adjournment**

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



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



# **PRESENTATIONS/ REPORTS**





## **Presentations/Reports**

**Meeting Date: April 1, 2024**

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### **1) Strasburg Rescue Squad Annual Report**

Rescue Squad representatives will be on hand to deliver a brief Annual Report of the Department.

### **2) Glendale Site Utility Extension Presentation**

Representatives of Shockey Companies and Stowe Engineering will make a preliminary presentation on a request to extend utilities to the Glendale site in the county (across I-81).

Following each presentation, the Town Council may provide direction on each of the items, as deemed necessary.

# DISCUSSION ITEMS/ UPDATES



To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: March 27, 2024  
Re: Utility (Water & Sewer) Extension Policy

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### **SUMMARY**

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

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

Staff has updated the policy to require that Town Council review and approve all out-of-town utility extensions.

### **STAFF RECOMMENDATION**

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

### **RECOMMENDED ACTIONS**

- Consensus to place on the April 9<sup>th</sup> Regular Meeting under “Consent Agenda”.
- Consensus to place on the April 9<sup>th</sup> Regular Meeting under “Discussion/Action”.
- 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.



**Memo**

**Meeting Date: April 1, 2024**

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To: Mayor Boies and Town Council of Strasburg

From: Mellanie Shipe, Asst Town Manager

Re: Surplus items

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**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:**

# COMMITTEE OF THE WHOLE





## *Town of Strasburg*

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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

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#### **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**

<b>Taxpayer</b>	<b>Principal Amount Due</b>
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 Chewning	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
<b>TOTAL 2018 PP WRITE OFF AMOUNT</b>	<b>\$4,946.86</b>
<b>2018 REAL PROPERTY WRITE OFF LIST</b>	<b>\$0.00</b>
<b>TOTAL RE WRITE OFF AMOUNT FROM 2003</b>	<b>\$0.00</b>

### 2018 UTILITY WRITE OFF

<b>FULL NAME</b>	<b>ACCT #</b>	<b>ADDRESS</b>	<b>BALANCE</b>	<b>RESIDENT STATUS</b>
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
		<b>TOTAL</b>	<b>\$3,505.96</b>	

**To:** Mayor Boies and Town Council of Strasburg  
**From:** Waverly Coggsdale, Town Manager  
**Date:** March 28, 2024  
**Re:** Employee Compensation Pay & Grade Assignment Adjustments

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### **SUMMARY**

Approximately two years ago, the Town approved a new Employee Compensation Plan that sets forth each position in a Grade Level and indicates the salary range at a “Minimum,” “Midpoint” and “Maximum” level. The salary ranges have not been adjusted since the implementation of the plan.

It is a common practice to review and adjust, if necessary, the salary ranges every few years, this keeps the ranges in line with the market and changes the ranges of pay that managers have to work with when determining individual employee pay. It is proposed that the salary ranges be adjusted by a 3% increase for each level. This change typically does not change anyone’s pay unless they are below the new “Minimum” for their grade level.

In addition, based on previous discussion and review of regional data there are multiple position grade level changes proposed. The attached document shows the changes and the adjustments that are recommended. These changes better reflect the position’s value to the organization.

### **STAFF RECOMMENDATION**

Staff is recommending that Town Council adopt the amendments to the Employee Compensation Plan regarding the 3% Grade Level increase and the reclassification of the positions, with an effective date of July 1, 2024.

### **POTENTIAL ACTIONS**

- Place item on the April 9, 2024, Regular Meeting Agenda Consent Agenda for Approval.
- Place item on the April 9, 2024, Regular Meeting Agenda for additional discussion/consideration.
- Defer Action and provide any additional guidance to staff.

### **Attachments:**

- *“Title and Grade Assignments” document*

# TOWN OF STRASBURG

## Title and Grade Assignments (Proposed Revision)

PROPOSED - July 1, 2024

DRAFT

Revision Date: 3/26/2024

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
100	ALL	Seasonal, Interns, Other	New	Minimum Wage: \$12.00/hr and up		
101	Administration	Janitor	Moved to 102 Renamed	\$ 32,136	\$ 40,170	\$48,204
101	Administration	Clerk 1	Moved to 104	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Strategic Initiatives	Tourism Information Clerk		\$ 32,136	\$40,170	\$48,204
101	Administration	Administrative Assistant		<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Utilities	Maintenance	Removed	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Public Works	Technician 1	Moved to 103	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Public Works	Technician Trainee	NEW	\$ 32,136	\$40,170	\$48,204
102	Strategic Initiatives	Tourism Info Specialist	Moved from 104	\$ 33,743	\$42,179	\$50,614
102	Strategic Initiatives	Pool Manager	Seasonal	\$ 33,743	\$42,179	\$50,614
103	Administration	Custodian	Moved from 101 Renamed	\$ 33,743	\$42,179	\$50,614
103	Public Works	Technician 1	Moved from 101	\$ 33,743	\$42,179	\$50,614
102	Administration	Clerk 2	Moved to 105	<del>\$33,743</del>	<del>\$42,179</del>	<del>\$50,614</del>
102	Police	Administrative Assistant	Moved to 104	<del>\$ 33,743</del>	<del>\$42,179</del>	<del>\$50,614</del>
102	Public Works	Technician 2	Moved to 104	<del>\$ 33,743</del>	\$ 42,179	\$ 50,614
103	Strategic Initiatives	Lead Tourism Specialist	NEW	\$ 35,430	\$ 44,288	\$ 53,145
103	Public Works	Techician 2	Moved from 102	\$ 35,430	\$44,288	\$53,145
103	Public Works	Technician 3	Moved to 105	<del>\$ 35,430</del>	<del>\$ 44,288</del>	<del>\$ 53,145</del>
104	Administration	Tourism Information Specialist	Moved to 102	<del>\$ 37,202</del>	<del>\$ 46,501</del>	<del>\$ 55,802</del>
104	Police	Senior Administrative Assistant	Moved to 106	<del>\$ 37,202</del>	<del>\$ 46,501</del>	<del>\$ 55,802</del>
104	Police	Administrative Assistant	Moved from 102	\$ 37,202	\$ 46,501	\$ 55,802
104	Public Works	Technician 3	Moved from 103	\$ 37,202	\$ 46,501	\$ 55,802
104	Strategic Initiatives	Engagement Specialist	P/T to F/T	\$ 37,202	\$ 46,501	\$ 55,802
104	Administration	Clerk 1	Moved from 101	\$ 37,202	\$ 46,501	\$ 55,802

# TOWN OF STRASBURG

## Title and Grade Assignments (Proposed Revision)

PROPOSED - July 1, 2024

DRAFT

Revision Date: 3/26/2024

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
105	Administration	Tax Clerk	Moved to 108	\$39,062	\$48,827	\$58,593
105	Administration	Utility Clerk	Moved to 108	\$39,062	\$48,827	\$58,593
105	Administration	Clerk 2	Moved from 102	\$39,062	\$48,827	\$58,593
105	Public Works	Master Technician		\$39,062	\$48,827	\$58,593
105	Police	Police Trainee	Moved to 107	\$39,062	\$48,827	\$58,593
105	Public Utilities	Operator Trainee WWTP		\$39,062	\$48,827	\$58,593
105	Public Utilities	Operator Trainee Water Plant		\$39,062	\$48,827	\$58,593
106	Recreation	Pool Manager		\$41,015	\$51,268	\$61,522
106	Public Works	Inspection Technician		\$41,015	\$51,268	\$61,522
106	Administration	Clerk 3	NEW	\$41,015	\$51,268	\$61,522
106	Public Works	Master Technician	Moved from 105	\$41,015	\$51,268	\$61,522
106	Police	Sr. Administrative Assistant	Moved from 104	\$41,015	\$51,268	\$61,522
106	Utility Plants	Operator WWTP - Class IV		\$41,015	\$51,268	\$61,522
106	Utility Plants	Operator WTP - Class IV		\$41,015	\$51,268	\$61,522
107	Administration	Office & HR Manager		\$43,065	\$53,832	\$64,597
107	Administration	Town Clerk/Administrative Asst.		\$43,065	\$53,832	\$64,597
107	Strategic Initiatives	Parks & Recreation Manager	NEW	\$43,065	\$53,832	\$64,597
107	Public Works	Foreman 1		\$43,065	\$53,832	\$64,597
107	Public Works	Fleet Mechanic	NEW	\$43,065	\$53,832	\$64,597
107	Police	Police Trainee	Moved from 106	\$43,065	\$53,832	\$64,597
107	Police	Police Officer	Moved to 109	\$43,065	\$53,832	\$64,597
107	Utility Plants	Operator WWTP - Class III		\$43,065	\$53,832	\$64,597
107	Utility Plants	Operator WTP - Class III		\$43,065	\$53,832	\$64,597
108	Administration	Tax Clerk	Moved from 105	\$45,219	\$56,523	\$67,828
108	Administration	Utility Clerk	Moved from 105	\$45,219	\$56,523	\$67,828
108	Police	Police Officer 1	Moved to 109	\$45,219	\$56,523	\$67,828
108	Strategic Initiatives	Business & Engagement Coord.	NEW	\$45,219	\$56,523	\$67,828
108	Public Works	Foreman 2		\$45,219	\$56,523	\$67,828
109	Police	Police Officer 2	Moved to 110	\$47,480	\$59,350	\$71,219
109	Police	Police Officer (PO <sup>1</sup> & PO1)	Combined PO & PO1	\$47,480	\$59,350	\$71,219



# TOWN OF STRASBURG

## Title and Grade Assignments (Proposed Revision)

PROPOSED - July 1, 2024

DRAFT

Revision Date: 3/26/2024

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
109	Utility Plants	Operator WWTP - Class II		\$ 47,480	\$59,350	\$71,219
109	Utility Plants	Operator WTP - Class II		\$ 47,480	\$59,350	\$71,219
109	Planning & Public Services	Zoning Technician	NEW	\$ 47,480	\$59,350	\$71,219
110	Police	Police Officer 3	Combined with PO2	<del>\$ 51,041</del>	<del>\$63,800</del>	<del>\$76,561</del>
110	Police	Police Officer (PO2 & PO3)		\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WWTP & WTP Class I		\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WTP Class I		\$ 51,041	\$63,800	\$76,561
111	Administration	Human Resources/Finance Specialist	NEW	\$ 54,868	\$68,586	\$82,303
111	Police	Detective		\$ 54,868	\$68,586	\$82,303
111	Police	Master Police Officer		\$ 54,868	\$68,586	\$82,303
111	Police	Sergeant		\$ 54,868	\$68,586	\$82,303
111	Public Works	Assistant Superintendent Public-PW		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WWTP Operator		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WTP Operator		\$ 54,868	\$68,586	\$82,303
112	Planning & Public Services	Town Planner		\$ 58,984	\$73,729	\$88,476
112	Police	Lieutenant		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WWTP		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WTP		\$ 58,984	\$73,729	\$88,476
113	Administration	Planning & Zoning Administrator		\$ 63,408	\$79,260	\$95,111
114	Police	Police Captain		\$ 68,163	\$ 85,204	\$ 102,244
114	Public Works	Superintendent Public Works		\$ 68,163	\$85,204	\$102,244
114	Strategic Initiatives	Director of Strategic Initiatives	Removed	\$ 68,163	\$85,204	\$102,244
114	Utility Plants	Superintendent WWTP		\$ 68,163	\$85,204	\$102,244
114	Utility Plants	Superintendent WTP		\$ 68,163	\$85,204	\$102,244
115	Administration	Director of Finance	Moved to 117	<del>\$ 73,275</del>	<del>\$91,594</del>	<del>\$109,912</del>
115	Planning & Public Services	Director of Planning & Public Services	Moved to 117	<del>\$ 73,275</del>	<del>\$91,594</del>	<del>\$109,912</del>
116	Administration	Assistant Town Manager	Moved to 119	<del>\$ 78,771</del>	<del>\$ 98,464</del>	<del>\$ 118,156</del>
117	Administration	Director of Finance	Moved from 115	\$ 84,678	\$ 105,848	\$ 127,018
117	Planning & Public Services	Director of Planning & Public Services	Moved from 115	\$ 84,678	\$105,848	\$127,018
117	Police	Chief of Police		\$ 84,678	\$105,848	\$127,018

## TOWN OF STRASBURG

### Title and Grade Assignments (Proposed Revision)

**PROPOSED - July 1, 2024**

**DRAFT**

**Revision Date: 3/26/2024**

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
118				\$ 91,029	\$ 113,787	\$ 136,544
119	Administration	Assistant Town Manager	Moved from 116	\$ 97,857	\$ 122,321	\$ 146,785
120	Administration	<del>Town Manager</del>	Moved to Non Classified	\$ 105,196	\$ 131,495	\$ 157,794
Non Classified Positions		Town Manager				

Notes: <sup>1</sup> Police Trainee (Min: \$41,200) Police Officer: (Min: \$49,000)

#### GUIDE

Strikethrough = Items moved to a different location or removed.

Red items reflect changes.

The CHANGE column indicates the proposed change.



Committee of the Whole  
Liaison: A. D. Carter

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**To: Mayor Boies and Town Council of Strasburg**  
**From: Brian Otis, Director of Planning & Public Services**  
**Date: March 28, 2024**  
**Re: Gateway Landscaping, Rt. 11**

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**DESCRIPTION:**

Due to citizen complaints last fall, the Council had requested staff to look into the possibility of rehabilitating the plantings at the Gateway Trail (near Food Lion). In a previous meeting the Council had identified the drought may have caused the lack of wildflower growth. The Council directed staff to evaluate the area in the spring.

Staff has identified that the area has been inundated with an invasive species that may be preventing the desired growth. In an effort to remove the invasive species, staff have provided three proposals to rehabilitate the area.

Within the attached proposals are the installation costs and maintenance needs. The cost of the rehab is available in the FY24 Horticulture budget line item.

**ATTACHMENTS: 1**

Gateway Trail Meadow Area Proposals

# Gateway Trail Meadow Area

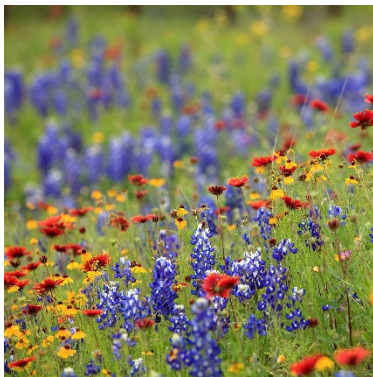
There are three options for maintaining the meadow areas along Gateway Trail; Overseed the existing meadows with one of the following: 1) perennial and annual wildflowers, 2) herbaceous green perennials, or 3) tall fescue blend by overseeding or sodding.

## **1) Perennial/ Annual wildflower mix Ernst mix 168. \$37.44 lb.**

Installation of this mix will need to be done in the spring prior to growing season, March/April. Aeration seeding and dragging the areas will ensure seeds are embedded into the soil. Annuals will come up first and be showy while the perennial flowers root and will pop more the following year. One to two early mowings may need to be done to allow plants to grow and not be crowded by weeds. The goal is to have flowers blooming throughout the seasons. No watering would be done for these areas. What we currently mow now would continue. 4-6 hr. weekly during prime mowing season.

10-12 lb. per acre is needed for seeding the areas. \$1,123.20-1,347.84

- No watering needed.
- Grass cutting would not increase beyond the current scheduled 4-6 hours/weekly.





**2) Herbaceous Perennial grass mix Ernst mix 114 \$2.81 200 lb. acre / 113 \$2.40 lb. 150 lb. acre**

The grass seed in these mixes is for full sun, heat, and drought tolerant as well as high traffic areas. Close mowing will brown the turf so mowing 3.5-4 inches is recommended. Installation of either mix would be done in the spring and all areas seeded would need to be sprayed with glyphosate to kill existing vegetation. Two applications will be needed. After spraying, the areas would be disced and raked to remove clumps of plant material. Overseeding and dragging the ground to ensure good seed to soil contact, with straw or netting put down over the area.

Once seeded, those areas will need to be watered 2-3 days a week depending on rainfall. Depending on rainfall and temperatures during the summer these areas will need watering until the grasses are rooted in. Once the grasses are growing mowing will be done once a week to keep grass height 3.5-4 inches in height. 8-10 hrs weekly, during prime mowing season.

Mix 114, \$1,689.00/ Mix 113 \$1,080.00

- Watering is required 2-3 times a week.
- Grass cutting would increase from the current scheduled 4-6 hours/weekly to 8/10 hours/weekly.



**3) Tall fescue turf blend 250 lb per acre / \$225.00 per 50lb bag. \$1,125.00**

Tall fescue is considered a cool season grass, it does best in temperatures of 60- 77 degrees. Once it reaches 77 it stops growing. It requires frequent watering during hot weather.

Installation of a fescue mix would be done in the spring and all areas seeded would need to be sprayed with glyphosate to kill existing vegetation. Two applications will be needed. After spraying, the areas would be disced and raked to remove clumps of plant material. Two inches of topsoil and or a soil amendment will need to be put down before seeding. Overseeding and dragging the ground to ensure good seed to soil contact, with straw or netting put down over the area.

Once seeded those areas will need to be watered 2-3 days a week depending on rainfall. Depending on rainfall and temperatures during the summer these areas will need watering until the grasses are rooted in.

Yearly soil samples would be taken, to ensure proper fertilizer, lime, aeration, overseeding and possible herbicides will be applied to keep the turf healthy. Mowing will require 8-10 hrs weekly to maintain turf 3.5 inches during prime growing season. Without constant proper watering, this grass will not survive the heat or drought like conditions we've had the past few years.

Sod is very costly to lay down and prep for an area like this.

- Watering is required 2-3 times a week.
- Grass cutting would increase from the current scheduled 4-6 hours/weekly to 8/10 hours/weekly.
- Low survivability with high heat and/or drought conditions.



# COUNCIL MEMBER COMMENTS



# CLOSED MEETING





# ADJOURNMENT

