

AGENDA
TOWN COUNCIL MEETING
HAMILTON, VA
Monday, September 11, 2017
7:00pm

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
DETERMINATION OF QUORUM
PUBLIC COMMENT

GUESTS

... Jeff Mitchell & Kara Santmyer – Mitchell & Co, PC
FY2017 Comprehensive Annual Financial Report (Separate Attachment)

MINUTES – Discussion and Approval

... Town Council Meeting – August 14, 2017 (Pgs. 3-8)

MAYOR’S REPORT

...

WATER & SEWER COMMITTEE (Snyder, Green, Simpson, Wine)

... Report from Staff
... Water & Sewer Committee Meeting of August 2, 2017 Minutes (Pg. 9)

PARKS & RECREATION COMMITTEE (Clark, Simpson, Unger, Wine)

...

TREASURER’S REPORT (Jones)

... August Treasurer’s Report – Through July 31, 2017 (Pgs. 10-15)
... September Treasurer’s Report – Through August 31, 2017 (Pgs. 16-21)

FINANCE COMMITTEE (Unger, Jones, Simpson, Wine)

PUBLIC SAFETY

& ZONING ENFORCEMENT COMMITTEE (Jones, Snyder, Simpson, Wine)

PERSONNEL COMMITTEE (Simpson, Green, Wine)

PLANNING COMMISSION (McCann, Clark)

- ... Planning Commission Meeting scheduled for September 20, 2017
- ... Referral to the Planning Commission to Initiate a Zoning Text Amendment To Allow Short Term Residential Rentals

OLD BUSINESS

- ... Municode – Codification of Ordinances – Reschedule Public Hearing for October 16, 2017

I move that the Hamilton Town Council reschedule the public hearing to receive public comment and review the recodification of the Codified Ordinances of the Town of Hamilton, Virginia for October 16, 2017, at 7:00pm. Following the public hearing, the Town Council will consider taking action on an ordinance to adopt the recodified ordinances, as authorized by Virginia Code Section 15.2-1433.

NEW BUSINESS

ADJOURNMENT

**MINUTES
HAMILTON TOWN COUNCIL
REGULAR MEETING
AUGUST 14, 2017**

TOWN COUNCIL

PRESENT: David R. Simpson, Mayor
Kenneth C. Wine, Vice Mayor
John Unger, Council member
Matthew Clark, Council member
Craig Green, Council member
Michael Snyder, Council member

ABSENT: Rebecca Jones, Council member

STAFF: Lori Jones, Treasurer - Absent
Daniel Galindo, Zoning Administrator – Absent
Maureen Gilmore, Town Attorney - Absent
Jennifer Noel, Recorder - Absent

CALL TO ORDER THE REGULAR MEETING:

Mayor Simpson called to order the Regular Meeting of the Hamilton Town Council at 7:00PM.

GUESTS:

Yu Mineura – Exchange Student from Japan to present letter from the Mayor of her hometown, Ibaraki, Japan. Mayor Simpson presented Ms. Mineura with the book, Hamiltons of the World, which is about all of the Hamiltons in the world.

Mayor Simpson read the letter that was presented to him from the Mayor of Ibaraki, Japan. A copy of this letter will be included in the minutes.

Dennis Kruse, President of Bike Loudoun. Mr. Kruse gave a brief presentation regarding a proposal for a signed Rural Bike Route. Bike Loudoun is requesting signage along this route to alert people of the Bike Route and to make it safer for the bicyclists. Mr. Kruse is before Council asking for support for the signage. Mayor Simpson indicated that he has a meeting with Supervisor Higgins in the coming week and will make him aware of the Town of Hamilton's support for this initiative.

Sgt. Lopretto with the Loudoun County Sheriff's office came forward to speak. Sgt. Lopretto stated that he is working on getting the inoperable vehicle on Sydnor St. removed that was

previously discussed. He stated that he has been setting up radar in Town and has not recently caught anyone speeding so he is hoping that this means they are getting a handle on speeding and are cutting way back on or eliminating the speeding issues in Town.

PUBLIC COMMENT: None

MINUTES: Council member Unger made a motion to approve the July 10, 2017 Town Council minutes as amended.

Motion: Vice Mayor Wine
Second: Council member Unger
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Green - Aye
Snyder - Aye
Wine - Aye
Clark - Aye
Jones - Absent

MAYOR'S REPORT:

Regarding the Town Parking Lot project, Mayor Simpson stated that all items have been removed from the storage building and the next step will be its removal. The Mayor made arrangements for the removal and to have the building area leveled and the debris taken to the land fill. He has ordered a new storage building to be placed on the property. Once that building is in place the owner of the storage container has approximately 10 days to get the container removed from the site.

Mayor Simpson stated that once the above items have been completed the grading of the lot will be done. He stated that the fuel tank that is there now which provides heat for the building will be turned sideways and the tank will be brought to code.

WATER & SEWER COMMITTEE - Report from Staff

Council member Snyder indicated that the Committee and staff met with Kevin Murray of Tri-Tek Engineering, the company that the Town has retained for Engineering services. Mr. Murray indicated that they have identified four potential Well sites on the property that the Town

owns on Peach Tree Court. Tri-Tek is preparing a report with the result of the well-site survey, after which the Council can decide if they want to move forward with test sites.

Council member Snyder stated that the next issue discussed was the beginning of the replacement of waterlines. The Committee requested two proposals from Tri-Tek, one was to replace the existing waterline west from the elevated tank on Rogers Street and East from the elevated tank to St. Paul Street and then north to Colonial Highway. The other proposal would be in addition to that work the cost to extend the lines from Rogers Street back to Colonial Highway. Tri-Tek is recommending these replacements due to the age as well as a concern that the size of the lines may not be adequate for fire protection.

PARKS & RECREATION COMMITTEE:

Vice Mayor Wine stated that he and Mayor Simpson met with a representative from Play World to go over the replacement of the playground equipment at the Park. He stated that she answered all of their questions about what the Town should do with the existing equipment as far as whether to repair the existing equipment or remove it and buy all new equipment. He stated that a Committee meeting is needed to go over the options presented. The Mayor stated that he would also like to look into the cost of extending electricity to the pavilion. The Committee decided to meet on August 22, 2017 at 8AM at Town Hall.

TREASURER'S REPORT:

Monthly Treasurer's Report – In Ms. Jones' absence the Town Council decided to move the August Treasurer's report to September.

FINANCE COMMITTEE:

Council member Unger stated that the Finance Committee will be meeting with the auditors August 30, 2017, at 10AM at Town Hall.

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:

Nothing new to report.

PERSONNEL COMMITTEE:

Nothing new to report.

PLANNING COMMISSION:

The Planning Commission's next meeting will be on September 20, 2017.

OLD BUSINESS:

MuniCode – Codification of Ordinances – Schedule Public Hearing

Council member Snyder made a motion that the Town Council advertise for a public hearing to be held on September 11, 2017, beginning at 7PM, to receive public comment and review the recodification of the Codified Ordinances of the Town of Hamilton, Virginia. Following the public hearing, the Town Council will consider taking action on an Ordinance to adopt the recodified ordinances, as authorized by Virginia Code Section 15.2-1433.

Motion: Council member Snyder
Second: Vice Mayor Wine
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Green - Aye
Snyder - Aye
Wine - Aye
Clark - Aye
Jones - Absent

NEW BUSINESS:

Resolution 2017-13 – Referral to the Planning Commission to Initiate a Zoning Text Amendment to Allow Short Term Residential Rentals – Mayor Simpson stated that Virginia has begun to enact legislation relating to short term rentals such as Air B&B's. He indicated that there are two properties in Town that are hosting guests from Air B&B. The Town Attorney has requested that the Town Council refer this item to the Planning Commission to initiate a Zoning Text Amendment to allow short term residential rentals in the Town.

Council member Green made a motion that the Hamilton Town Council adopt Resolution 2017-13 to hereby refer the consideration and drafting of Zoning Ordinance text amendments that are necessary to register and regulate short term residential dwelling rentals to the Town of Hamilton Planning Commission for review, public hearing and recommendation. The Town Council requests that the Planning Commission return its recommendation within 120 days.

Motion: Council member Green

Town Council
Regular Meeting Minutes
August 14, 2017

Second: Council member Unger

Carried: 6-0-1

Simpson -	Aye
Unger -	Aye
Green -	Aye
Snyder -	Aye
Wine -	Aye
Clark -	Aye
Jones -	Absent

ADJOURNMENT:

There being no further business the meeting adjourned at 7:42 PM.

David Simpson, Mayor

Jennifer L. Noel, Recorder



Ibaraki City Office
8-13, Ekimae 3chome
Ibaraki City
Osaka 567-8505, JAPAN

July 7, 2017

The Honorable Mayor David R Simpson
City of Hamilton
U. S. A.

Dear Mayor David R Simpson:

Greetings from Ibaraki City, Osaka Prefecture, Japan. Ibaraki City is located halfway between Osaka and Kyoto with a population of 280,000 and 69 years history as a municipality.

It is 37 years since Ibaraki City affiliated with Minneapolis, Minnesota to be a sister city. We have enjoyed a people-to-people exchange program in such areas as culture, sports, and education. And we wish to continue this program so as to promote closer friendly relations between Japan and your country.

I would like to introduce Ms. Mineura Yu who is a delegate from the Labo International Language Organization, an English learning school in Ibaraki and will be staying in your city for the purpose of learning English and making friends with young people.

A home stay program is different from an ordinary sightseeing tour. A first-hand experience of living with their host families will help develop mutual understandings by young people between our two countries, which I believe that it will be a contribution to the international friendships, peace, and prosperity of the world.

Thank you for your time out of your busy schedule and a generous welcome extended by your citizens. I hope she will have memorable and enjoyable experiences during her stay in your city.

Let me finish with my best wishes to your continued success and health.

Sincerely,

福岡洋一

Fukuoka Yoichi
Mayor of Ibaraki

Water/Sewer Committee Meeting

1 August 2017

Attendees:

Mayor David Simson
Vice Mayor Kenneth Wine
Council man Craig Green
Council man Michael Snyder
Greg Wlmoth Maintenance Supervisor
Les Moorefield Water/ Sewer Operator
Scott England Water/Sewer Operator
Kevin E. Murray P.E. Tri-Tek Engineering

The Committee met at 8:00 A.M. on the above date at the Hamilton Wastewater Treatment Plant. Mr. Murray reported that four (4) potential well sites have been identified on the town owned parcel north of the Hamilton Knolls Subdivision. A report on the potential yield of each site is being prepared and will be delivered to the town by the end of month. The Committee and staff with the assistance of Tri-Tek will then evaluate each site and recommend to the Council whether or not the town should proceed with drilling one or more test wells.

Tri-Tek has agreed to provide two cost proposal for replacement of finished water lines within the town limits. The scope of work included in the first proposal will provide an estimated cost for replacing the finished water lines that run east from the in town elevated tower to St Paul Street and then north on St Paul Street to Colonial Highway and the water line that runs from the tower west to Rogers Street. The second proposal will provide an estimated additional cost of extending the new line that runs to Rogers Street north to Colonial Highway. Replacement of these lines is the first phase of a long term project to replace all aging finished water lines in the system. Any line that is replaced will be sized to provide adequate fire protection. At present of the current lines especially in the east end of town are too small to provide adequate fire protection.

The meeting adjourned at 9:00 AM

**Treasurer's Report
as of July 31, 2017 - All Funds Summary**

Investment Summary	7/31/2017	6/30/2017	5/31/2017	4/30/2017
BB&T Checking General	\$ (31,322.21)	\$ 28,631.67	\$ 40,785.24	\$ 3,098.15
Water	156,692.08	165,006.90	151,306.54	145,065.27
Sewer	363,020.64	364,384.80	355,131.57	394,416.34
Total BB&T Checking	\$ 488,390.51	\$ 558,023.37	\$ 547,223.35	\$ 542,579.76
BB&T CDs	513,755.45	513,755.45	513,755.45	513,687.99
Wells Fargo Money Market	339,302.05	339,284.75	339,276.38	339,267.74
United Bank Money Market & CDs	837,429.91	836,237.75	835,641.80	835,019.15
Middleburg Bank CDs	161,241.40	161,241.40	161,241.40	161,241.40
LGIP	312,335.25	311,726.63	311,458.57	311,197.83
Total All Funds	\$ 2,652,454.57	\$ 2,720,269.35	\$ 2,708,596.95	\$ 2,702,993.87

Outstanding Debt - July 31, 2017

2010 General Obligation Water Bond	\$ 476,735.00
General Fund Due To Water & Sewer Funds	320,000.00

Community Park & Fire Department Funds

Town General Fund Park Maintenance Accounts	
BB&T Money Market Account	\$ 6,486.10
BB&T CD	9,004.38
Total Town GF Park Maintenance Accounts	\$ 15,490.48
Park Committee Donations	
Cardinal Bank Checking Account	\$ 1,790.72
Fire Department Fund	
BB&T Money Market Account	\$ 12,567.79

Water & Sewer Activity - July 2017

	Regular Cycle Water/Sewer Bills
90	Regular Delinquent Bills
4	Water turn-offs Due to Non Payment
4	New Accounts Created
	Adjustments (leak or misread)
1	Adjustments (pool credits)
	New Water Connections
	New Sewer Connections

Accounts Payable & Payroll Activity - July 2017

37 # Accounts Payable Checks + Wire Transfers	\$ 72,649.21
Accounts Payable Checks (List attached)	
6 # Employees & Town Council	
Payroll Expense	\$ 24,836.39
Retirement Expense	\$ 3,857.89

Treasurer's Report
as of July 31, 2017 - General Fund

FY TO DATE BUDGET ANALYSIS

	FY2018	ACTUAL	\$ BUDGET	%
	BUDGET	7/31/2017	REMAINING	BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 148,868	\$ 8,633.59	\$ 140,234.41	6%
Retirement Contribution	10,157	-369.24	10,526.24	-4%
Health Insurance	38,806	6,246.50	32,559.50	16%
Membership Dues	613	0.00	613.00	0%
General Office Expense	38,240	4,324.31	33,915.69	11%
Legal Services/Codification	58,000	3,270.00	54,730.00	6%
Engineering Services	5,000	0.00	5,000.00	0%
Audit	15,000	0.00	15,000.00	0%
Trash/Recycling	46,572	3,879.24	42,692.76	8%
Mowing	14,000	1,815.00	12,185.00	13%
Street Lights	8,000	512.59	7,487.41	6%
Insurance & Workman's Comp	20,158	0.00	20,158.00	0%
Donations	2,000	0.00	2,000.00	0%
Planning Commission & Services	5,725	30.49	5,694.51	1%
Recreation & Activity	3,000	162.89	2,837.11	5%
Contingencies	10,486	232.40	10,253.60	2%
TOTAL EXPENDITURES	\$ 424,625	\$ 28,737.77	\$ 395,887.23	

REVENUE

Real Estate Taxes	\$ 217,749	\$ 0.00	\$ 217,749.00	0%
Personal Property Taxes	41,496	0.00	41,496.00	0%
Prior Year Taxes	1,250	12.62	1,237.38	1%
Penalty/Interest on Taxes	750	15.22	734.78	2%
Automobile Decals	10,500	26.00	10,474.00	0%
Zoning Fees	2,000	250.00	1,750.00	13%
Interest	2,480	184.19	2,295.81	7%
Sales Taxes	46,000	3,971.88	42,028.12	9%
Utility Taxes	30,000	2,417.36	27,582.64	8%
BPOL Taxes	12,000	575.93	11,424.07	5%
Fire Programs Grant	10,000	0.00	10,000.00	0%
Park Reservation Fees	1,000	250.00	750.00	25%
Real Estate Rental Income	46,800	1,400.00	45,400.00	3%
Litter Grant/Misc Income	2,600	120.00	2,480.00	5%
TOTAL REVENUE	\$ 424,625	\$ 9,223.20	\$ 415,401.80	

NET **\$ (19,514.57)**

**Treasurer's Report
as of July 31, 2017 - Water Fund**

FY TO DATE BUDGET ANALYSIS

	FY2018 BUDGET	ACTUAL 7/31/2017	\$ BUDGET REMAINING	% BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 123,074	\$ 9,019.14	\$ 114,054.86	7%
Retirement Contribution	10,995	-399.72	11,394.72	-4%
Health Insurance	39,661	6,610.20	33,050.80	17%
General Office Expense	6,100	565.60	5,534.40	9%
Workman's Comp/Liability	6,943	0.00	6,943.00	0%
System Consultant	19,500	0.00	19,500.00	0%
Electricity	30,000	1,492.53	28,507.47	5%
Truck Supplies & Repair	4,000	68.65	3,931.35	2%
Chemicals & Water Testing	8,000	189.86	7,810.14	2%
Water Integration	31,860	2,655.00	29,205.00	8%
Repairs - Plant & Equipment	26,792	7,643.70	19,148.30	29%
Repairs - Lines & Hydrants	19,000	668.51	18,331.49	4%
Repairs Bldg/Grounds	2,000	1.38	1,998.62	0%
Safety Supplies	1,500	80.48	1,419.52	5%
Cross Connection Program	200	0.00	200.00	0%
2002 VRA Bond Debt Pmt	114,996	0.00	114,996.00	0%
Training, Licenses & Dues	1,800	300.00	1,500.00	17%
Contingencies	6,158	2,138.57	4,019.43	35%
TOTAL EXPENDITURES	\$ 452,579	\$ 31,033.90	\$ 421,545.10	
REVENUE				
Water Service Charges	\$ 275,800	\$ 969.44	\$ 274,830.56	0%
Connection Fees	3,400	0.00	3,400.00	0%
VRA Bond Surcharge	78,000	9.00	77,991.00	0%
Cell Towner Antenna Lease	94,364	7,785.03	86,578.97	8%
Interest	1,015	50.90	964.10	5%
TOTAL REVENUE	\$ 452,579	\$ 8,814.37	\$ 443,764.63	
NET		(22,219.53)		

Treasurer's Report
as of July 31, 2017 - Sewer Fund

FY TO DATE BUDGET ANALYSIS

	FY2018	ACTUAL	\$ BUDGET	%
	BUDGET	7/31/2017	REMAINING	BUDGET
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 112,796	\$ 8,542.59	\$ 104,253.41	8%
Retirement Contribution	10,286	(373.94)	10,659.94	-4%
Health Insurance	35,003	5,833.80	29,169.20	17%
Workers Comp/Liability	6,086	-	6,086.00	0%
System Consultant	10,000	423.75	9,576.25	4%
General Office Expense	8,000	719.32	7,280.68	9%
Sewer Operations	18,000	2,280.00	15,720.00	13%
Electricity	30,000	1,998.79	28,001.21	7%
Truck & Generator	4,000	68.66	3,931.34	2%
Chemicals & Lab Testing	60,000	2,047.63	57,952.37	3%
Repairs - Plant & Equipment	10,000	1,125.31	8,874.69	11%
Repairs - Sewer Lines	6,000	-	6,000.00	0%
Repairs Bldg/Grounds	5,000	194.99	4,805.01	4%
Safety Supplies	1,500	80.49	1,419.51	5%
Training & Licenses	1,300	-	1,300.00	0%
2010 Water Bond Debt	12,777	-	12,777.00	0%
Grinder Pumps/Maintenance	30,000	-	30,000.00	0%
Contingencies	6,822	20.48	6,801.52	0%
TOTAL EXPENDITURES	\$ 367,570	\$ 22,961.87	\$ 344,608.13	
REVENUE				
Sewer Service Charges	\$ 310,800	\$ 940.37	\$ 309,859.63	0%
Connection Fees	5,000	-	5,000.00	0%
Interest	4,397	672.95	3,724.05	15%
Surcharge for Sewer Loan	46,410	19.50	46,390.50	0%
Sewer Tax District Loan	963	-	963.00	0%
TOTAL REVENUE	\$ 367,570	\$ 1,632.82	\$ 365,937.18	
NET		(21,329.05)		

**Treasurer's Report
as of July 31, 2017 - CIP**

FY TO DATE BUDGET ANALYSIS

GENERAL FUND CIP	FY2018 BUDGET	ACTUAL 7/31/2017	\$ BUDGET REMAINING	% BUDGET
Expenditures				
41 E Colonial Parking/Repairs	\$ 35,000	\$ 0.00	\$ 35,000.00	0%
VDOT FY2016 Grant	243,359	2,280.00	241,079.00	1%
VDOT FY2018 Grant	100,000	0.00	100,000.00	0%
WF & SF Loan Payback	40,000	0.00	40,000.00	0%
Park Equipment Improvements	25,000	0.00	25,000.00	0%
LC Transportation CIP Request	541,414	\$ 12,388.00	529,026.00	2%
Total Expenditures	\$ 984,773	\$ 14,668.00	\$ 970,105.00	
Revenue				
VDOT Grant Revenue	274,687	0.00	\$ 274,687.00	0%
LC CIP Revenue	541,414	0.00	541,414.00	0%
Transfer In from General Fund	168,672	0.00	168,672.00	0%
Total Revenue	\$ 984,773	\$ 0.00	\$ 984,773.00	
 WATER FUND CIP				
Expenditures				
Water Meter Replacement	6,000	0.00	6,000.00	0%
Well 1&4 Improvements	150,000	0.00	150,000.00	0%
Decommission Wells 7-10	10,000	0.00	10,000.00	0%
Rt 7 Waterline Replacement	50,000	0.00	50,000.00	0%
Hydrant Replacement	4,000	0.00	4,000.00	0%
Total Expenditures	\$ 220,000	\$ 0.00	\$ 220,000.00	
Revenue				
Transfer in from PY Surplus	\$ 181,900	\$ 0.00	\$ 181,900.00	0%
Loan from General Fund	20,000	0.00	20,000.00	0%
Availability Fees	18,100	0.00	18,100.00	0%
Total Revenue	\$ 220,000	\$ 0.00	\$ 220,000.00	
 SEWER FUND CIP				
Expenditures				
I & I Program/CMOM	\$ 100,000	\$ 0.00	100,000.00	0%
Total Expenditures	\$ 100,000	\$ 0.00	\$ 100,000.00	
Revenue				
Transfer in from PY Surplus	\$ 67,600	\$ 0.00	67,600.00	0%
Loan from General Fund	20,000	0.00	20,000.00	0%
Availability Fees	12,400	0.00	12,400.00	0%
Total Revenue	\$ 100,000	\$ 0.00	\$ 100,000.00	

**Treasurer's Report
Check Listing July 2017**

CHECK#	PAYEE	PURPOSE	AMOUNT
20858	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	\$9,496.00
20859	BROWNING EQUIPMENT	Misc Supplies	\$22.62
20860	DOMINION VIRGINIA POWER	Electricity	\$4,212.73
20861	FIVE STAR SEPTIC, INC.	Park Portable Renttal	\$140.00
20862	MATTHEW BENDER & CO	Legal Publications	\$540.66
20863	Municode	Ordinance Annual Maintenance Fee	\$225.00
20864	NICHOLS HARDWARE	Misc Supplies	\$52.13
20865	ORKIN INC	Pest Treatment - Town Office	\$189.52
20866	TREE FROG LAWN CARE, LLC	Mowing	\$1,815.00
20867	Tri-Tek Engineering	CMOM	\$423.75
20868	USA Septic Services LLC	Pump & Haul	\$2,280.00
20869	UTILITY SERVICE CO., INC.	Harmony Tank Maintenance	\$2,198.01
20870	VIRGINIA RURAL WATER ASSOCIATION	Dues	\$300.00
20871	VUPS	Miss Utilities	\$40.95
20872	AMERICAN DISPOSAL SERVICES INC	Trash and Recycling	\$3,879.24
20873	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	\$9,496.00
20874	BB&T BANKCARD CORPORATION	Comcast, Boots, Fence Repair, Supplies	\$1,846.20
20875	BROY & SON PUMP SERVICE, INC.	Repairs - 41 E Colonial, WWTP, Meter	\$3,078.53
20876	COZO Homes	HVAC Repair - 41 E Colonial & Office Maintenance	\$282.90
20877	Crystal Springs	Office Water Cooler	\$14.92
20878	DE LAGE LANDEN	Copier Lease	\$135.00
20879	FIDELITY POWER SYSTEMS	Semi-Annual Generator Maintenance	\$2,320.00
20880	InstruLogic LLC	Monthly SCADA	\$2,655.00
20881	J2 Engineers, Inc	VDOT/Drainage Engineering	\$14,668.00
20882	JOINER MICRO LABORATORIES, INC	Water Testing	\$1,983.75
20883	LIQUID ENGINEERING CORP	S Rogers Tank Maintenance	\$3,245.00
20884	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	\$137.31
20885	MATTHEW BENDER & CO	Legal Publications	\$95.08
20886	MR PRINT	Delinquent Notice Printing	\$153.27
20887	POSTMASTER HAMILTON	August Utility Bill Postage	\$345.19
20888	SOUTHERN STATES	Hydrated Lime	\$113.88
20889	VDH	FY2018 Waterworks Operation Fee	\$2,118.10
20890	VERIZON	Telephone	\$646.35
20891	VERIZON WIRELESS	Cell Phones	\$238.12
20170149	MAUREEN K. GILMORE	Legal Servces - June	\$3,045.00
20170155	JENNIFER NOEL	Recorder Services - July	\$216.00
TOTAL			\$72,649.21

**Treasurer's Report
as of August 31, 2017 - All Funds Summary**

Investment Summary	8/31/2017	7/31/2017	6/30/2017	5/31/2017
BB&T Checking General	\$ 4,373.45	\$ (31,322.21)	\$ 28,631.67	\$ 40,785.24
Water	181,324.88	156,692.08	165,006.90	151,306.54
Sewer	383,469.64	363,020.64	364,384.80	355,131.57
Total BB&T Checking	<u>\$ 569,167.97</u>	<u>\$ 488,390.51</u>	<u>\$ 558,023.37</u>	<u>\$ 547,223.35</u>
BB&T CDs	513,755.45	513,755.45	513,755.45	513,755.45
Wells Fargo Money Market	339,293.39	339,302.05	339,284.75	339,276.38
United Bank Money Market & CDs	836,836.50	837,429.91	836,237.75	835,641.80
Middleburg Bank CDs	161,241.40	161,241.40	161,241.40	161,241.40
LGIP	312,039.42	312,335.25	311,726.63	311,458.57
Total All Funds	<u><u>\$ 2,732,334.13</u></u>	<u><u>\$ 2,652,454.57</u></u>	<u><u>\$ 2,720,269.35</u></u>	<u><u>\$ 2,708,596.95</u></u>

Outstanding Debt - August 31, 2017

2010 General Obligation Water Bond	\$ 476,735.00
General Fund Due To Water & Sewer Funds	320,000.00

Community Park & Fire Department Funds

Town General Fund Park Maintenance Accounts	
BB&T Money Market Account	\$ 6,486.10
BB&T CD	9,004.38
Total Town GF Park Maintenance Accounts	<u>\$ 15,490.48</u>
Park Committee Donations	
Cardinal Bank Checking Account	<u>\$ 1,790.72</u>
Fire Department Fund	
BB&T Money Market Account	<u>\$ 12,567.79</u>

Water & Sewer Activity - August 2017

700	Regular Cycle Water/Sewer Bills
	Regular Delinquent Bills
	Water turn-offs Due to Non Payment
4	New Accounts Created
	Adjustments (leak or misread)
	Adjustments (pool credits)
	New Water Connections
	New Sewer Connections

Accounts Payable & Payroll Activity - August 2017

35 # Accounts Payable Checks + Wire Transfers	
\$ 66,671.57	Accounts Payable Checks (List attached)
6 # Employees & Town Council	
\$ 25,260.22	Payroll Expense
\$ 3,857.89	Retirement Expense

Treasurer's Report
as of August 31, 2017 - General Fund

FY TO DATE BUDGET ANALYSIS

	FY2018	ACTUAL	\$ BUDGET	%
	BUDGET	8/31/2017	REMAINING	BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 148,868	\$ 1,735.32	\$ 147,132.68	1%
Retirement Contribution	10,157	507.32	9,649.68	5%
Health Insurance	38,806	9,520.50	29,285.50	25%
Membership Dues	613	160.00	453.00	26%
General Office Expense	38,240	6,179.92	32,060.08	16%
Legal Services/Codification	58,000	4,680.00	53,320.00	8%
Engineering Services	5,000	0.00	5,000.00	0%
Audit	15,000	5,000.00	10,000.00	33%
Trash/Recycling	46,572	7,795.80	38,776.20	17%
Mowing	14,000	3,240.00	10,760.00	23%
Street Lights	8,000	1,029.47	6,970.53	13%
Insurance & Workman's Comp	20,158	-48.00	20,206.00	0%
Donations	2,000	0.00	2,000.00	0%
Planning Commission & Services	5,725	60.98	5,664.02	1%
Recreation & Activity	3,000	337.55	2,662.45	11%
Contingencies	10,486	637.34	9,848.66	6%
TOTAL EXPENDITURES	\$ 424,625	\$ 40,836.20	\$ 383,788.80	

REVENUE

Real Estate Taxes	\$ 217,749	\$ -320.14	\$ 218,069.14	0%
Personal Property Taxes	41,496	23,495.67	18,000.33	57%
Prior Year Taxes	1,250	23.46	1,226.54	2%
Penalty/Interest on Taxes	750	21.57	728.43	3%
Automobile Decals	10,500	77.00	10,423.00	1%
Zoning Fees	2,000	1,975.00	25.00	99%
Interest	2,480	372.89	2,107.11	15%
Sales Taxes	46,000	7,892.14	38,107.86	17%
Utility Taxes	30,000	4,784.02	25,215.98	16%
BPOL Taxes	12,000	575.93	11,424.07	5%
Fire Programs Grant	10,000	0.00	10,000.00	0%
Park Reservation Fees	1,000	550.00	450.00	55%
Real Estate Rental Income	46,800	2,800.00	44,000.00	6%
Litter Grant/Misc Income	2,600	1,183.93	1,416.07	46%
TOTAL REVENUE	\$ 424,625	\$ 43,431.47	\$ 381,193.53	

NET **\$ 2,595.27**

**Treasurer's Report
as of August 31, 2017 - Water Fund**

FY TO DATE BUDGET ANALYSIS

	FY2018 BUDGET	ACTUAL 8/31/2017	\$ BUDGET REMAINING	% BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 123,074	\$ 18,186.72	\$ 104,887.28	15%
Retirement Contribution	10,995	550.16	10,444.84	5%
Health Insurance	39,661	9,915.30	29,745.70	25%
General Office Expense	6,100	769.33	5,330.67	13%
Workman's Comp/Liability	6,943	629.00	6,314.00	9%
System Consultant	19,500	0.00	19,500.00	0%
Electricity	30,000	936.82	29,063.18	3%
Truck Supplies & Repair	4,000	250.13	3,749.87	6%
Chemicals & Water Testing	8,000	576.82	7,423.18	7%
Water Integration	31,860	2,655.00	29,205.00	8%
Repairs - Plant & Equipment	26,792	19,117.66	7,674.34	71%
Repairs - Lines & Hydrants	19,000	918.51	18,081.49	5%
Repairs Bldg/Grounds	2,000	22.34	1,977.66	1%
Safety Supplies	1,500	5.27	1,494.73	0%
Cross Connection Program	200	0.00	200.00	0%
2002 VRA Bond Debt Pmt	114,996	0.00	114,996.00	0%
Training, Licenses & Dues	1,800	300.00	1,500.00	17%
Contingencies	6,158	2,161.67	3,996.33	35%
TOTAL EXPENDITURES	\$ 452,579	\$ 56,994.73	\$ 395,584.27	
REVENUE				
Water Service Charges	\$ 275,800	\$ 50,022.56	\$ 225,777.44	18%
Connection Fees	3,400	0.00	3,400.00	0%
VRA Bond Surcharge	78,000	13,138.00	64,862.00	17%
Cell Towner Antenna Lease	94,364	15,570.06	78,793.94	17%
Interest	1,015	102.48	912.52	10%
TOTAL REVENUE	\$ 452,579	\$ 78,833.10	\$ 373,745.90	
NET		21,838.37		

Treasurer's Report
as of August 31, 2017 - Sewer Fund

FY TO DATE BUDGET ANALYSIS

	FY2018	ACTUAL	\$ BUDGET	%
	BUDGET	8/31/2017	REMAINING	BUDGET
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 112,796	\$ 17,155.55	\$ 95,640.45	15%
Retirement Contribution	10,286	514.57	9,771.43	5%
Health Insurance	35,003	8,750.70	26,252.30	25%
Workers Comp/Liability	6,086	(435.00)	6,521.00	-7%
System Consultant	10,000	423.75	9,576.25	4%
General Office Expense	8,000	1,124.08	6,875.92	14%
Sewer Operations	18,000	3,040.00	14,960.00	17%
Electricity	30,000	3,918.98	26,081.02	13%
Truck & Generator	4,000	250.14	3,749.86	6%
Chemicals & Lab Testing	60,000	6,976.38	53,023.62	12%
Repairs - Plant & Equipment	10,000	1,538.38	8,461.62	15%
Repairs - Sewer Lines	6,000	-	6,000.00	0%
Repairs Bldg/Grounds	5,000	202.19	4,797.81	4%
Safety Supplies	1,500	123.23	1,376.77	8%
Training & Licenses	1,300	-	1,300.00	0%
2010 Water Bond Debt	12,777	-	12,777.00	0%
Grinder Pumps/Maintenance	30,000	-	30,000.00	0%
Contingencies	6,822	2,764.58	4,057.42	41%
TOTAL EXPENDITURES	\$ 367,570	\$ 46,347.53	\$ 321,222.47	
REVENUE				
Sewer Service Charges	\$ 310,800	\$ 57,670.97	\$ 253,129.03	19%
Connection Fees	5,000	-	5,000.00	0%
Interest	4,397	1,352.85	3,044.15	31%
Surcharge for Sewer Loan	46,410	7,735.00	38,675.00	17%
Sewer Tax District Loan	963	-	963.00	0%
TOTAL REVENUE	\$ 367,570	\$ 66,758.82	\$ 300,811.18	
NET		20,411.29		

**Treasurer's Report
as of August 31, 2017 - CIP**

FY TO DATE BUDGET ANALYSIS

GENERAL FUND CIP	FY2018 BUDGET	ACTUAL 8/31/2017	\$ BUDGET REMAINING	% BUDGET
Expenditures				
41 E Colonial Parking/Repairs	\$ 35,000	\$ 2,963.00	\$ 32,037.00	8%
VDOT FY2016 Grant	243,359	2,280.00	241,079.00	1%
VDOT FY2018 Grant	100,000	0.00	100,000.00	0%
WF & SF Loan Payback	40,000	0.00	40,000.00	0%
Park Equipment Improvements	25,000	0.00	25,000.00	0%
LC Transportation CIP Request	541,414	\$ 20,340.00	521,074.00	4%
Total Expenditures	\$ 984,773	\$ 25,583.00	\$ 959,190.00	
Revenue				
VDOT Grant Revenue	274,687	0.00	\$ 274,687.00	0%
LC CIP Revenue	541,414	0.00	541,414.00	0%
Transfer In from General Fund	168,672	25,583.00	143,089.00	15%
Total Revenue	\$ 984,773	\$ 25,583.00	\$ 959,190.00	
 WATER FUND CIP				
Expenditures				
Water Meter Replacement	6,000	0.00	6,000.00	0%
Well 1&4 Improvements	150,000	5,200.00	144,800.00	3%
Decommission Wells 7-10	10,000	0.00	10,000.00	0%
Rt 7 Waterline Replacement	50,000	0.00	50,000.00	0%
Hydrant Replacement	4,000	0.00	4,000.00	0%
Total Expenditures	\$ 220,000	\$ 5,200.00	\$ 214,800.00	
Revenue				
Transfer in from PY Surplus	\$ 181,900	\$ 5,200.00	\$ 176,700.00	3%
Loan from General Fund	20,000	0.00	20,000.00	0%
Availability Fees	18,100	0.00	18,100.00	0%
Total Revenue	\$ 220,000	\$ 5,200.00	\$ 214,800.00	
 SEWER FUND CIP				
Expenditures				
I & I Program/CMOM	\$ 100,000	\$ 0.00	100,000.00	0%
Total Expenditures	\$ 100,000	\$ 0.00	\$ 100,000.00	
Revenue				
Transfer in from PY Surplus	\$ 67,600	\$ 0.00	67,600.00	0%
Loan from General Fund	20,000	0.00	20,000.00	0%
Availability Fees	12,400	0.00	12,400.00	0%
Total Revenue	\$ 100,000	\$ 0.00	\$ 100,000.00	

Treasurer's Report
Check Listing August 2017

CHECK#	PAYEE	PURPOSE	AMOUNT
20892	BROY & SON PUMP SERVICE, INC.	Well 12 Repair	\$11,459.72
20893	COMMONWEALTH ENGINEERING & SALES INC.	WWTP Parts	\$399.33
20894	Coyne Chemical	Chemicals	\$3,377.91
20895	DE LAGE LANDEN	Copier Lease	\$135.00
20896	DMV	DMV Access Fees	\$65.00
20897	DOMINION VIRGINIA POWER	Electricity	\$4,098.25
20898	FIVE STAR SEPTIC, INC.	Portable at Park	\$140.00
20899	HOME DEPOT CREDIT SERVICES	Misc Supplies	\$163.33
20900	JOINER MICRO LABORATORIES, INC	Water Testing	\$1,851.25
20901	Karen Mason	RE Tax Refund	\$302.15
20902	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	\$160.70
20903	MITCHELL & CO PC	FY2017 Audit	\$5,000.00
20904	NICHOLS HARDWARE	Misc Supplies	\$32.56
20905	This n' That Amish Outlet	Storage Shed Deposit	\$2,963.00
20906	TREASURERS ASSOC OF VA - TAV	FY2018 Treasurer's Dues	\$160.00
20907	TREE FROG LAWN CARE, LLC	Mowing	\$1,425.00
20908	Tri-Tek Engineering	WTP Concept Planning	\$5,200.00
20909	USA Septic Services LLC	Pump & Haul	\$760.00
20910	VML INSURANCE PROGRAMS	FY2017 Workmans Comp Audit	\$146.00
20911	VUPS	Miss Utilities	\$46.20
20912	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	\$3,916.56
20913	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	\$9,496.00
20914	BB&T BANKCARD CORPORATION	Comcast, Office Supplies, TC Workshop	\$576.86
20915	CAPITAL SOFTWARE INC	Quarterly Tax Software Maintenance	\$525.00
20916	Crystal Springs	Office Water Cooler	\$34.39
20917	DEPARTMENT OF ENVIRONMENTAL QUALITY	VPDES Permit Fee	\$2,721.00
20918	HD SUPPLY WATERWORKS	Riser	\$250.00
20919	IMAGISTX of Virginia	Copier Maintenance	\$226.76
20920	J2 Engineers, Inc	West Colonial Hwy Drainage Project	\$7,952.00
20921	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	\$202.26
20922	USA BLUEBOOK	Plant Supplies	\$454.08
20923	VERIZON	Telephone	\$674.38
20924	VERIZON WIRELESS	Cell Phones	\$238.88
20170162	MAUREEN K. GILMORE	July Legal Services	\$1,410.00
20170169	JENNIFER NOEL	July Recorder Fees	\$108.00
TOTAL			\$66,671.57