

**MINUTES**  
**PURCELLVILLE TOWN COUNCIL MEETING WORK SESSION**  
**TUESDAY, MAY 23, 2023, 6:00 PM**  
**TOWN HALL COUNCIL CHAMBERS**

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/230898>

**COUNCIL MEMBERS PRESENT:** Mayor Stanley Milan, Mary Jane Williams (*departed meeting at 8:23pm*), Carol Luke, Ron Rise, Vice Mayor Christopher Bertaut, Boo Bennett, Erin Rayner

**STAFF PRESENT:** Interim Town Manager Glen Adams, Town Attorney John Cafferky, Director of Administration Hooper McCann, Director of Human Resources Sharon Rauch, Police Department Chief Cindy McAlister, Police Department Deputy Chief David Dailey, Director of Finance Elizabeth Krens, Assistant Director of Finance Connie LeMarr, Accounting Manager Paula Hicks, Financial Analyst Linda Jackson, Director of Public Works Jason Didawick, Director of Engineering, Planning & Development Dale Lehnig, GIS and Special Project Coordinator Andrea Broshkevitch, Asset Management Coordinator Joshua Goff, Division Manager Parks and Recreation Amie Ware, Town Clerk/Executive Assistant Diana Hays, Deputy Town Clerk Kimberly Bandy

**CALL TO ORDER:**

Mayor Milan called the meeting to order at 6:00 PM. The Pledge of Allegiance followed.

**AMENDMENTS:**

Mayor Milan stated to change the agenda and create a DISCUSSION/ACTION item making it 10a Vote on COLA and items with the following items on the agenda as ACTION items are now 11 and Discussion are now 12 and Closed Session are now 13.

(**Carried:** 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

**CONSENT AGENDA:**

- a. **Approval of Meeting Minutes – May 3, 2023 Special**
- b. **Approval of Meeting Minutes – May 9, 2023**
- c. **Easements for Capital Projects-West End Gravity Sewer**
- d. **Easements for Capital Projects-12<sup>th</sup> Street Drainage and Roadway Improvements**

Vice Mayor Bertaut moved to amend the agenda for May 3, 2023 (minutes) as follows citing page 5 - first item COLA 4% *Results carried 5-2*, the actual results were 3-3-1; and the second item that needs to be corrected is *Pay for Performance up to 2%*, he believed that was not the average result from Council input, that was *the average Pay for Performance with up to 4% Pay for Performance*; and the final change is the fifth item from the bottom on that same page: *Wastewater Survey Results carried 7-0*, he believed we (Council) actually voted on the Engineering Assessment for the Water Plant for that item and he is not aware of a Wastewater Survey.

Linda Jackson clarified that it was the Water Treatment Plant Report and Assessment for \$100,000 and it not being a survey and added information of moving funds from the General

Fund Town Manager Contingency. Dale Lehnig, Director of Engineering, Planning & Development, concurred that there was no vote.

Vice Mayor Bertaut changed it to: Water Treatment Plant Assessment with no vote.

Vice Mayor Bertaut moved that we (Town Council) accept the Consent Agenda with amendments for May 3rd (minutes) as noted in this meeting.

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

### **RECOGNITIONS:**

- a. **Recognition of Emerick Elementary School Principal Dawn Haddock for her Efforts on the Wheelchair Accessible Playground**
- b. **Recognition of Girl Scout Leader Kristen Shields and Troop 70005 for the Installation of an Adaptive Swing at the Emerick Elementary Playground**

### **PUBLIC HEARING:**

#### **a. First Amendment to AT&T Water Tower Communications Site Lease Agreement**

At 6:19pm Mayor Milan requested Dale Lehnig, Director of Engineering, Planning & Development, give the report on the item. Ms. Lehnig introduced Andrea Broshkevitch who then shared the item information. At 6:22PM the Mayor opened the public hearing and stated the staff presentation had already been given and requested citizen comments. There was one citizen comment. Casey Chapman, 125 Hirst Road/CaseCo LLC, commented on being in favor of public/private partnerships and encouraged Council in looking at the proposed rate and could the town get more. There were no Town Council Comments. Mayor closed the public hearing at 6:30PM.

Council member Williams reminded that staff requested action on this item this evening.

Vice Mayor Bertaut stated given that the proposed First Amendment to Water Tower Communications Site Lease Agreement for New Cingular Wireless PCS, LLC, a Delaware Limited liability company, managed by AT&T Mobility Corporation, is similar to existing contracts with similar terms that have been approved after a public hearing, and given that no speakers were against this lease agreement at tonight's public hearing, Vice Mayor Bertaut moved that the Town Council suspend the rule against taking action on a matter on the same night as the public hearing.

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

Vice Mayor Bertaut moved that the Town Council approve the First Amendment to Water Tower Communications Site Lease Agreement for New Cingular Wireless PCS, LLC, a Delaware limited liability company, managed by AT&T Mobility Corporation, and authorize the Town Manager to execute the Amendment on behalf of the Town.

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

**CITIZEN COMMENTS:**

Christa Kermode, staff member, shared comments on misinformation on growth of the town and prior remarks, correction of a newspaper quote on what she received for COLA, Baker Tilly study shows it will be necessary to adjust compensation schedule, requested Council review budget numbers, support for 7/690 Interchange, and move forward with the sale of Pullen House by bid.

Casey Chapman, 125 Hirst Road CaseCo LLC, shared in support of staff receiving the 5% COLA and 2-4% pay for performance, remove conditions on Pullen House sale, in favour of it being an ideal place for farmers market, in favour of 7/690 Interchange to assist emergency on Route 7 and a way to show the County we are willing to work with them.

Beverly Chiasson, 110 N 28<sup>th</sup> Street, commented on some votes from Council action items can be changed and others are permanent such as Pullen house and 7/690. She is in favour of keeping the Pullen house and encourages Council to vote to keep and include 7/690 Interchange for health, safety, and welfare of the town. She also shared support for staff and the town.

Ken Beckstrom, 150 Amalfi Court, commented from the last meeting after the public hearing from Council that the citizens did not know enough, the can has been kicked down the road too long on water and sewer rates and learned from 3<sup>rd</sup> grade that in business the pluses have to be more than the minuses. He requested Council to support town staff.

Christine Morgan, 608 Greysands Lane, commented on Council not being staff and to trust staff experience and knowledge. Inflation has hit hard and there is a need to support staff. She is in support of the 7/690 Interchange, water rate increases need to be addressed and urged Council to stop making decisions based on “no growth” or whatever the feeling and consider what is best. She shared to not sell the Pullen house and being embarrassed of what has been happening in Purcellville.

David Milam, 122 Amalfi Court, commented on Council comment on the local establishments provided staff lunches to be “gaslighting” and to consider Baker Tilly study and do what is right regarding COLA.

Nedim Ogelman, 140 S 32<sup>nd</sup> Street, shared being on Planning Commission but only speaking as a citizen of the town, shared being appreciative of Council’s efforts to fulfil campaign promises and mentioned others that do not. He appreciated representation of the citizens.

Uta Brown, 37783 E Main Street, commented to be in favour of “no growth” and shared that the town has to give her back her land or she will need to sue.

Eric Bridge, resident of Round Hill and a sergeant in Purcellville PD, commented on a visit to Maintenance with new Officer Simmons and shared his comment about the maintenance building being clean enough to eat off of and that it was obvious that staff takes great pride in their work. He shared that staff suffered from

town's financial mismanagement over the years and Council has a fiscal responsibility to wisely manager money including employee compensation.

### **MAYOR AND COUNCIL COMMENTS**

Council member Williams thanked everyone for their comments and the May 21 Bike Safety was a success. She shared the Bike Park Anniversary was June 1st 5-7pm and there was an 11:45am Memorial Day Ceremony. Council member Williams appreciated Interim Town Manager thoughts, ideas, and hopes there is an end to Council condescending comments. She would not be voting for this budget for the following reasons; reduction of COLA, increase of CCB salary, early removal of the promise for credit protection, and Wastewater/Water utility rates not being set as advertised. She is in favour of the 7/690 Interchange to relieve every day traffic and not just during the week, showing support for staff, and appreciated local businesses that provided lunch for staff.

Council member Luke commented on an ongoing argument about money and she is looking for both sides to compromise to some degree and appreciated the comments and opinions shared from this evening.

Council member Rise apologized for missing last Council meeting and thanked Sergeant Bridge for the Ride A Long. He shared there is a quantifiable cost to train a new employee and mentioned also the intangibles of training new hires and the valued experience of staff which there is no dollar amount. Council member Rise shared that there are two parts of fiscal responsibility; by cutting spending that you do not need, and also spending money wisely. He shared being disappointment with Council members on budget and not listening to the experts such as Stantec and Davenport.

Council member Rayner commented on the PRAB meeting and shared statistics from the Music and Arts Festival in the amazing results are a testament to our staff and volunteers. She shared being disappointed in some colleagues pushing for a budget that is against the recommendations for staff including two Town Managers and also consultants. The line by line budget review did not result in significant cuts, except for cuts in staff COLA. She shared that there is a need for Council to listen to the experts.

Council member Bennett shared no comment.

Vice Mayor Bertaut shared being elected in 2020 on a platform to keep taxes low, support innovative solutions, and build infrastructure as well as providing health, safety and welfare to the citizens. There is a vote on the budget in which he is in favour of the changes and highlighted in favour of addition of 3 staff members and increase of staff pay; increase of stipends for CCBs which have not been given in 15 years. He shared regarding the 7/690 Interchange is having control of one ramp out of four and a large piece that will keep this project from moving forward is the County involvement with Catoctin Meadows HOA and with avoidance to take responsibility for changes in the floodplain and he stated the application should be null and void.

Mayor Milan thanked PRAB for the Bike Safety Event and learned a lot from the fire department regarding citizen training sessions on smoke detector installations and the need for celebration of the 100th year existence of the Purcellville Fire Company. He shared in 2020 running with Vice Mayor Bertaut on slow growth, infrastructure development, and innovative solutions and ran for Mayor on the same plan of debt reduction, controlled spending, and slow growth. He shared searching for money to fund other properties in town such as Dillon's Woods stage and the funds for Pullen House could fund this and has asked several times for the revenue generated from the Music and Arts Festival and the Wine and Food Festival is minimal. In regards to utility rates, he has asked for a Stantec model showing how

debt is paid over the life of the loan and is waiting to see that in a format that Stantec provided. There is discussion of changing the policy for Reserves and be balanced in the in the second/third year along with businesses and potential development coming into town to use water. Opportunities exist to bring in revenue for the town. Mayor Milan shared giving 4% COLA for employees to then hire the people needed to enhance the staff.

**DISCUSSION/ACTION ITEM ADDED DURING AGENDA AMENDMENTS:**

**a. Adoption of COLA and Compensation Rate/Budget Changes**

John Cafferky, Town Attorney, approached the dais. Mayor Milan called for a short recess and to reconvene at 7:50pm.

Vice Mayor Bertaut moved that the Town Council adopt a COLA adjustment for 4% FY 2024. **(Carried: 4-3, Rayner: Nay, Bennett: Aye, Bertaut: Aye, Rise: Nay, Luke: Aye, Williams: Nay; Milan: Aye)**

Vice Mayor Bertaut moved that the Town Council adopt a Pay for Performance that averages 2% and may be at the discretion of the individual manager up to 4% for FY 2024 with a onetime occurrence.

**(Carried: 4-3, Rayner: Nay, Bennett: Aye, Bertaut: Aye, Rise: Nay, Luke: Aye, Williams: Nay; Milan: Aye)**

Mayor Milan confirmed with Elizabeth Krens the Town Manager proposed budget delivered in March stated the water rate was 6.5% and sewer rate was 9%. The way in which the staff report is stated the rates are set at 5% and 7.5% which reflects the motion proposed for the budget.

**ACTION ITEM(S):**

**a. Adoption of FY 2024 Budget and Master Tax and Fee Schedule**

Adopting the Budget Resolution:

Vice Mayor Bertaut moved that Town Council adopt Resolution Number 23-05-01, adopting the FY 2024 Budget as amended by the selected *Summary of Changes to the FY 2024 Budget* and authorizing the Town Manager to take all steps necessary and prudent to effectuate the implementation of the FY 2024 Budget.

**(Carried: 4-3, Rayner: Nay, Bennett: Aye, Bertaut: Aye, Rise: Nay, Luke: Aye, Williams: Nay; Milan: Aye)**

**Adopting the Appropriations Resolution:**

Vice Mayor Bertaut moved that Town Council adopt Resolution Number 23-05-02, appropriating for expenditure in FY 2024 all funds contained in the FY 2024 Budget, and re-appropriating for expenditure in FY 2023 the Capital Improvement Program project funds that were appropriated by Town Council in FY 2023 but were not spent within FY 2023, and re-appropriating the Operating and ARPA project expenditures in the General and Utility operating funds that were appropriated by Town Council in FY 2023 but not spent within FY 2023.

**(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)**

**Adopting and Re-ordaining all Tax Rates, Fees, and Fines for the Town the Appropriations Resolution:**

Vice Mayor Bertaut moved that the Town Council adopt Ordinance Number 23-05-01, adopting and re-ordaining the tax rates, fees, and fines for the Town of Purcellville.

**(Carried: 4-3, Rayner: Nay, Bennett: Aye, Bertaut: Aye, Rise: Nay, Luke: Aye, Williams: Nay; Milan: Aye)**

**DISCUSSION/INFORMATIONAL ITEM(S):**

**a. Route 7/690 Interchange Project Deed of Conveyance – Hold Harmless Clause**

Mayor Milan had question at the last meeting on “hold harmless clause”. The report on this showed that the County was reviewing their documentation and his understanding is the town would not be held responsible for the property, but the County and affiliated HOA would discuss. Dale Lehnig, Director of Engineering, Planning & Development shared clarification on this originally being a third party deed and the County is submitting a request to the Town Council to vacate a portion of the floodplain easement that was granted to the Town by the HOA. The Town needs to adopt a Vacation of Easement and County recommendation was to look for future construction by grading and relocation of drainage, not to not build a ramp, but have the option to build at a later time. The current goal is to hold a public hearing at the end of July.

**b. Meals Tax Policy**

Interim Town Manager Glen Adams suggested to defer this item to another meeting next month because of the impacts of adoption of the budget in this same meeting.

**c. Will of the Majority**

Vice Mayor Bertaut shared that the proposal set forth of Will of the Majority from the town of Williamsburg is supported by town code. (Section 2-37) He stated the orders by Council to subordinates shall not be given except through the Town Manager. Mayor shared this policy is implemented at the Board of Supervisor level and this was presented at the past civility training. Hooper McCann requested direction through a motion on creating the handbook as a whole and use the Williamsburg example or a more condensed version. A copy of current manual delivered to Council as part of the February 28<sup>th</sup> agenda packet. It was discussed to have June 27<sup>th</sup> meeting add this item. Council member Rayner suggested extending timeline and direct staff to work on

this, but to have a Council Workshop first. Vice Mayor Bertaut shared he did not want staff to spend time on this until the Council had decided on scale and scope of the project. Interim Town Manager confirmed placing it on the agenda for June 27<sup>th</sup> and Council member Rayner shared being out of the country during that time. Mayor suggested reviewing Council schedules and then coordinate a date.

**d. Barrett Subdivision Boundary Line Adjustment & Easements MSP-21-01, BLA-21-01, & ESMT-21-01**

Dale Lehnig, Director of Engineering, Planning & Development, gave the report. The deeds submitted to the Town Council for approval with this agenda are routine and the land subject to the easement remains owned by the private property owner, not the Town, which is not a conveyance of real estate, and the longstanding practice has been to treat such easements as conveyances of real estate requiring Council approval and signature by the Mayor.

Council member Rayner moved that Town Council approve and accept the deeds of easement, boundary line adjustment, and subdivision offered in the attached documents to this Staff Report, and authorize the Mayor to sign all such deeds on behalf of the Town.

(Carried: 6-0-1 Absent, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Absent; Milan: Aye)

**e. Fields Farm Park Road Easements ESMT-20-01, ESMT-20-02, & ESMT-20-03**

Dale Lehnig, Director of Engineering, Planning & Development, gave the report and confirmed these were drainage easements and negotiated by the County with three property owners; Mayfair Residential HOA, Mayfair Industrial HOA, and Ranger Glass and these easements would eventually be turned over to the Town and are for the Fields Farm Park Road to be constructed. This item was tabled for a later meeting and Ms. Lehnig extended an invitation for the Mayor and/or Council members to discuss further details on this item.

**f. Pullen House Options, 301 S. 20th Street - Sale and/or Demolition Funding Budget Amendment**

Dale Lehnig, Director of Engineering, Planning & Development, gave the introduction and Joshua Goff gave the report. Mr. Goff shared the Pullen House property is located at 301 S. 20<sup>th</sup> Street in which the town purchased in 2010 and what to do with the property has been discussed several times. The property home has not been occupied and the property has deteriorated. A decision in regards to the property has to be made prior to it being a safety hazard. Staff is requesting direction from Town Council as to whether the house could be demolished in the hands of the Town with a cost and use it for future town use or should it be sold.

Council member Bennett moved that Town Council direct staff to move forward with procuring a real estate firm to sell the property located at 301 S. 20th Street in Purcellville, Virginia.

(Carried: 4-1-1-1, Rayner: Nay, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Absent; Milan: Abstain)

**CLOSED MEETING:**

**CONVENE THE CLOSED MEETING MOTION:**

Vice Mayor Bertaut moved pursuant to the Code of Virginia Section 2.2-3711(A)(1) that the Purcellville Town Council convene in a closed meeting to discuss and consider prospective candidates for employment of the public body. Specifically, the Town Council will interview applicants for the Interim Town Manager position.

The following are requested to attend the closed meeting:

1. All Town Council members
2. Sharon Rauch, Director of Human Resources
3. John Cafferky, Town Attorney

(Carried: 6-0-1 Absent), Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Absent; Milan: Aye)

**CERTIFYING THE CLOSED MEETING MOTION**

In accordance with Section §2.2-3712 of the Code of Virginia, Vice Mayor Bertaut moved that Town Council certify to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under Virginia Freedom of Information Act; and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

(Carried: 6-0-1 Absent), Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Absent; Milan: Aye)

**ADJOURNMENT:**

With no further business, Council member Bennett made a motion to adjourn the meeting at 9:45PM and the motion carried.

  
Kimberly Bandy, Deputy Town Clerk

  
Stanley J. Milan Sr., Mayor



**Mayor**  
Stanley J. Milan, Sr.

**Council**  
Mary F. "Boo" Bennett  
Christopher Bertaut  
Carol Luke  
Erin Rayner  
Ronald B. Rise Jr.  
Mary Jane Williams



**Interim Town Manager**  
Glen T. Adams

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**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 23-05-01**

**PRESENTED: MAY 23, 2023  
ADOPTED: MAY 23, 2023**

**A RESOLUTION: ADOPTING THE BUDGET FOR FISCAL YEAR 2024 SUBJECT TO CHANGES AS DIRECTED BY TOWN COUNCIL; ADDRESSING AMENDMENTS TO THE BUDGET BY COUNCIL RESOLUTION; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE IMPLEMENTATION OF THIS RESOLUTION**

**WHEREAS,** pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2023 and ending June 30, 2024 ("FY 2024"); and

**WHEREAS,** the Town Manager prepared for FY 2024 a budget entitled *Proposed Fiscal Year 2024 Fiscal Plan and & Capital Improvement Program Fiscal Year 2024-2027* ("FY 2024 Budget"), which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through budget work sessions; and

**WHEREAS,** as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2024 Budget, which changes are set forth in a document entitled *Summary of Changes to the FY 2024 Budget*.

**A RESOLUTION: ADOPTING THE BUDGET FOR FISCAL YEAR 2024 SUBJECT TO CHANGES AS DIRECTED BY TOWN COUNCIL; ADDRESSING AMENDMENTS TO THE BUDGET BY COUNCIL RESOLUTION; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE IMPLEMENTATION OF THIS RESOLUTION**

**NOW, THEREFORE,** the Council of the Town of Purcellville, Virginia hereby resolves:

**SECTION I.** The FY 2024 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Summary of Changes to the FY 2024 Budget*. The FY 2024 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, \$13,611,389; Parks and Recreation Fund, \$894,432; Utility Funds (includes Water Fund and Wastewater Fund), \$9,437,026; and Capital Projects Funds, \$3,830,822.

**SECTION II.** Amendments to the adopted FY 2024 Budget may be enacted by the Town Council by resolution from time to time.

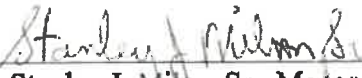
**SECTION III.** The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, increasing the budget upon approval of Grants and donations funded by others, paying all short and long-term debt due, and establishing necessary encumbrances at the end of the fiscal year.

**SECTION IV.** All prior budgets, ordinances, and resolutions in conflict herewith are hereby repealed.

**SECTION V.** If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

**SECTION VI.** This Resolution shall be effective July 1, 2023.

**PASSED THIS 23rd DAY OF MAY, 2023**

  
\_\_\_\_\_  
Stanley J. Milan, Sr., Mayor  
Town of Purcellville

ATTEST:

  
\_\_\_\_\_  
Diana Hays, Town Clerk

**Mayor**  
Stanley J. Milan, Sr.

**Council**  
Mary F. "Boo" Bennett  
Christopher Bertaut  
Carol Luke  
Erin Rayner  
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Mary Jane Williams



**Interim Town Manager**  
Glen T. Adams

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**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 23-05-02**

**PRESENTED: MAY 23, 2023  
ADOPTED: MAY 23, 2023**

**A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED FISCAL YEAR 2024 BUDGET; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 ALL CAPITAL IMPROVEMENT PROJECT FUNDS AND SPECIFIC ACCOUNTS IN THE GENERAL AND UTILITY FUNDS APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2023 BUT NOT EXPENDED IN FISCAL YEAR 2023**

**WHEREAS,** the Town Council adopted an Interim Emergency Appropriation for the fiscal year 2024 ("FY 2024 Budget"); and

**WHEREAS,** pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, in addition to adopting a budget each fiscal year, the Town Council must also take action to appropriate all funds to be expended each fiscal year, before the Town may either obligate or spend such funds; and

**WHEREAS,** further pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, the Town must spend all appropriated funds in the same fiscal year for which they were appropriated, unless the Town Council votes to re-appropriate unspent funds for expenditure in the following fiscal year; and

**WHEREAS,** the Town Council appropriated for expenditure in FY 2023 certain capital improvement project funds that were not fully expended in FY 2023, and desires to re-appropriate such funds for expenditure in FY 2024.

**A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED *FISCAL YEAR 2024 BUDGET*; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 ALL CAPITAL IMPROVEMENT PROJECT FUNDS AND SPECIFIC ACCOUNTS IN THE GENERAL AND UTILITY FUNDS APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2023 BUT NOT EXPENDED IN FISCAL YEAR 2023**

**WHEREAS,** the Town Council appropriated for expenditure in FY 2023 American Rescue Plan Act (ARPA) funds that were not fully expended in FY 2023, and desires to re-appropriate such funds for expenditure in FY 2024.

**WHEREAS,** the Town Council appropriated for expenditure in FY 2023 for Virginia Department of Transportation (VDOT) funding that were not fully expended in FY 2023, and desires to re-appropriate such funds for expenditure in FY 2024.

**NOW, THEREFORE,** the Council of the Town of Purcellville, Virginia hereby resolves:

**SECTION I.** The budgeted expenditures in each fund category, as reflected in the FY 2024 Budget and the *Summary of Changes to the FY 2024 Budget*, are hereby appropriated for expenditure in fiscal year 2024.

**SECTION II.** The capital improvement project funds that were appropriated for expenditure in FY 2023 but not spent in FY 2023, are hereby re-appropriated for expenditure in FY 2024 in amounts not to exceed the following: General Fund \$6,335,402; Parks & Rec Fund \$189,123; Water Fund \$1,246,789; and Wastewater Fund; \$828,869.

**SECTION III.** The operating projects that were appropriated for expenditure in FY 2023 but not spent in FY 2023, are hereby re-appropriated for expenditure in FY 2024 in amounts not to exceed \$7,297,482 in the Governmental Fund for the American Rescue Plan Act (ARPA) and \$0 in the Utility Funds.

**SECTION IV.** The unspent Virginia Department of Transportation (VDOT) funding that was appropriated for expenditure in FY 2023 but not spent in FY 2023, are hereby re-appropriated for expenditure in FY 2024. The proposed use of the VDOT funds include the paving, sidewalks, drainage, and snow removal.

**SECTION V.** Supplemental appropriations may be enacted by the Town Council by resolution from time to time.

**A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED *FISCAL YEAR 2024 BUDGET*; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2024 ALL CAPITAL IMPROVEMENT PROJECT FUNDS AND SPECIFIC ACCOUNTS IN THE GENERAL AND UTILITY FUNDS APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2023 BUT NOT EXPENDED IN FISCAL YEAR 2023**

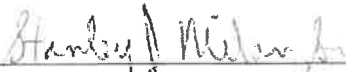
**SECTION VI.** The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, increasing the budget upon approval of Grants and donations funded by others, paying all short and long-term debt due, and establishing necessary encumbrances at the end of the fiscal year.

**SECTION VII.** All prior budgets, ordinances, appropriations, and resolutions in conflict herewith are hereby repealed.

**SECTION VIII.** If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

**SECTION IX.** This Resolution shall be effective July 1, 2023.

**PASSED THIS 23rd DAY OF MAY, 2023**

  
\_\_\_\_\_  
Stanley J. Milan, Sr., Mayor  
Town of Purcellville

**ATTEST:**

  
\_\_\_\_\_  
Diana Hays, Town Clerk



**Mayor**  
Stanley J. Milan, Sr.

**Interim Town Manager**  
Glen T. Adams

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**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**ORDINANCE NO. 23-05-01**

**PRESENTED: MAY 23, 2023  
ADOPTED: MAY 23, 2023**

**AN ORDINANCE: ADOPTING TAX RATES, FEES, AND FINES AS SHOWN ON THE MASTER TAX AND FEE SCHEDULE FOR FISCAL YEAR 2024; AMENDING THE PURCELLVILLE TOWN CODE BY ADDING "APPENDIX A," SETTING FORTH THE MASTER TAX AND FEE SCHEDULE**

**WHEREAS,** Virginia Code Section 15.2-107 provides that all levies and fees imposed or increased by a locality pursuant to the provisions of Chapters 21 or 22 of Title 15.2 of the Code of Virginia shall be adopted by ordinance; and

**WHEREAS,** in order to consolidate the location of all taxes and fees imposed by the Town on a fiscal year basis into a single document, the Town has established a Master Tax & Fee Schedule; and

**WHEREAS,** the Master Tax and Fee Schedule changes were duly advertised in the Loudoun Now, published on March 23, 2023, and March 30, 2023; and

**WHEREAS,** the Town Council conducted a public hearing on April 11, 2023 to receive comments on the Master Tax and Fee Schedule, as it was advertised.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Town of Purcellville, Virginia, as follows:

**SECTION I.** That all tax rates, fines, and fees for the Town of Purcellville are hereby adopted and re-ordained as set forth in Appendix A to this Ordinance, "Master Tax and Fee Schedule."

**A RESOLUTION: ADOPTING TAX RATES, FEES, AND FINES AS SHOWN ON THE MASTER TAX AND FEE SCHEDULE FOR FISCAL YEAR 2024; AMENDING THE PURCELLVILLE TOWN CODE BY ADDING "APPENDIX A," SETTING FORTH THE MASTER TAX AND FEE SCHEDULE**

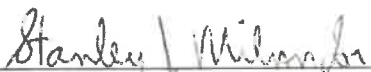
**SECTION II.** That all tax rates, fines, and fees adopted under this Ordinance shall supersede any conflicting tax rate, fine, or fee previously adopted.

**SECTION III.** That the Master Tax and Fee Schedule adopted and re-ordained under this Ordinance shall be set forth in Appendix A of the Town Code of Purcellville, Virginia.

**SECTION IV.** That if any portion of this Ordinance shall be adjudged invalid by a court of competent jurisdiction, the same shall not affect the validity of this Ordinance as a whole or any other part or provision thereof, other than the part so decided to be invalid.

**SECTION V.** That this Ordinance shall be effective July 1, 2023.

**PASSED THIS 23<sup>rd</sup> DAY OF MAY, 2023**

  
\_\_\_\_\_  
Stanley J. Milan, Jr., Mayor  
Town of Purcellville

**ATTEST:**

  
\_\_\_\_\_  
Diana Hays, Town Clerk



**Town of Purcellville**  
**Master Tax & Fee Schedule**  
**\*Effective January 1, 2023**

Category	2023 Tax Rate or Fees	Legal Authority	Town Ordinance
<b>Personal Property Tax</b>			
Vehicles	1.05 per \$100	Va. Code § 58.1-3500	Ordinance 22-02-02
Vehicles – Qualified Volunteers	.01 per \$100	Town Code 74-1	
Business Property	.55 per \$100	Va. Code § 58.1-3506.1	
Vehicles – Qualified Elderly and Disabled	.525 per \$100	Va. Code § 58.1-3524.	
Personal Property Tax Relief (PPTRA)	Calculated by County based upon state model		
<b>Vehicle License Fee</b>			
Motor Vehicles	\$25.00	Ordinance 22-02-02 and Ordinance 17-11-01	
Motor Cycle			
Antique	See Motor Vehicles Above	Va. Code § 46.2-752	
Military		Town Code Section 78-46	
Transfer		County of Loudoun Chapter 852	
Penalty for Late Payment			
Qualified Vehicle – Volunteer			
<b>Real Estate Tax</b>			
	.205 per \$100	Va. Code § 58.1-3200 Va. Code § 15.2-1104 Va. Code § 58.1-3321 Town Code 74-1	Ordinance 22-03-01
<b>Fireman's Field Service Tax District</b>			
	.03 per \$100	Va. Code § 15.2-2400 Town Code 74-232	Ordinance 22-03-01
<b>Tax Penalty and Interest</b>			
Penalty	Greater of 10% or \$10. Additional 15% penalty 60 days after payment due date.	Va. Code § 58.1-3916	Ordinance 23-05-01
Interest	10%	County of Loudoun Chapter 860	

**Town of Purcellville**  
**Master Tax & Fee Schedule**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Meals Tax	5%	Va. Code § 58.1-3840 Town Code 74-82	Ordinance 23-05-01
Cigarette Tax	.75 per pack	Va. Code § 58.1-3840 Town Code 74-180	Ordinance 23-05-01
Transient Occupancy Tax	3% of amount paid for lodging or use of space	Va. Code § 58.1-3840 Town Code 74-222	Ordinance 23-05-01
Farm & Community Market Fee	\$20 per space	Town Code 18-153	Ordinance 23-05-01 and Ordinance 10-12-02
Residential Solid Waste Container Rental Fee	No Fee. The Town provides solid waste disposal, recycling services, and bulk trash disposal services to all residential households once a week.		Ordinance 23-05-01
Residential Solid Waste Fee	No Fee. The Town provides solid waste disposal, recycling services, and bulk trash disposal services to all residential households once a week.		Ordinance 23-05-01

**Town of Purcellville**  
**Master Tax & Fee Schedule**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Business License</b>			
<b>Business License Tax:</b>	Rates per category / value of gross receipts		
Business Service	\$ .17/\$100 gross receipts		
Contractor	\$ .14/\$100 gross receipts		
Direct Sellers >\$4,000	\$ .17/\$100 gross receipts		
Financial Service	\$ .17/\$100 gross receipts		
Fortune Teller	\$500 annual flat fee		
Hotel, Motel, Rooming House	\$ .17/\$100 gross receipts		
Massage Therapy	\$ .17/\$100 gross receipts		
Nonprofit Organization	None- must provide 501(c)(3)		
Personal Service	\$ .17/\$100 gross receipts		
Professional	\$ .17/\$100 gross receipts		
Public Utilities	1/2 of 1% gross receipts		
Repair Service	\$ .17/\$100 gross receipts		
Real Estate Service & Lessors of	\$ .17/\$100 gross receipts		
Real Property (dwellings 3 or more)	\$ .17/\$100 gross receipts		
Restaurant	\$ .17/\$100 gross receipts		
Retail Merchant	\$ .17/\$100 gross receipts		
Wholesale Merchant	\$ .05/\$100 purchases of goods of sale		
Manufacturer	None		
Itinerant Merchant or Peddler	\$500 annual flat rate		
Carnival/Amusement	\$500 per event		
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate		
Savings & Loan, Credit Union	\$50 annual flat rate		
Photographer- no VA established business	\$30 annual flat rate		
Other	\$ .17/\$100 gross receipts		
<b>Minimum License Fee</b>	\$20		
		<b>Va. Code § 58.1-3703</b> <b>Town Code 18-41</b>	<b>Ordinance 23-05-01</b>

**Town of Purcellville**  
**Master Tax & Fee Schedule**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Sales Tax</b>	6% (4.3% state, 1% local, .7% NVTa) Local 1% collected by State and remitted to Loudoun County to distribute according to number of school aged children residing in the Town.	Va. Code § 58.1-603	Ordinance 23-05-01
<b>Communications Tax</b>	5% of sales price of each communications service collected by State and apportioned to localities.	Va. Code § 58.1-648	Ordinance 23-05-01
<b>Electric Utility Tax</b>  Residential Commercial Industrial	 \$1.05 plus \$.0011363 on each kwh \$1.72 plus \$.010204 on each kwh \$1.72 plus \$.010204 on each kwh	 Va. Code § 58.1-3814 Town Code 74-49	 Ordinance 23-05-01
<b>Bank Franchise Tax</b>	80% of State rate of 1%/\$100 of net capital	Va. Code § 58.1 Chapter 12 Town Code 74-4	Ordinance 23-05-01
<b>Community Events Sign</b>	\$55 (in Town organization) \$65 (out of Town organization)		Ordinance 23-05-01
<b>Bad Check Fee</b>	\$50	Va. Code § 15.2-106 Town Code 1-18	Ordinance 23-05-01
<b>Mowing Fee</b> Mowing Fee Ordinance Mowing Admin Fee Certified Letter Fee - Violation Notice Certified Letter Fee - Invoice	Cost of Contractor Mowing 20% of Fees Current USPS Rate Current USPS Rate		Ordinance 23-05-01

**Town of Purcellville**  
**Police Fine & Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Child restraint/safety belt violation (under 18 years; first offense - pay fine only)	\$50.00		Ordinance 23-05-01
Disabled parking violation	\$150.00		
Driving wrong way on one-way street	\$30.00		
Earphones while driving	\$25.00		
Equipment violation (each charge)	\$30.00		
Expired rejection sticker	\$50.00		
Failure to dim headlights while moving	\$30.00		
Failure to display license plates	\$25.00		
Failure to drive on right side of highway	\$30.00		
Failure to give proper signal	\$30.00	Va. Code § 46.2-85	
Failure to have vehicle inspected	\$30.00		
Failure to correct defects	\$50.00		
Failure to obey highway signs	\$30.00	Va. Code § 46.2-830	
Failure to obey traffic lights	\$100.00	Va. Code § 46.2-833	
Evasion of traffic control device	\$50.00		
Failure to obtain registration	\$25.00		
Failure to secure load	\$30.00		
Failure to use seat belt (pay fine only)	\$25.00		
Failure to yield right of way	\$30.00	Va. Code § 46.2-820 to § 46.2-829	
Following too closely	\$30.00	Va. Code § 46.2-816	
Illegal radar detector	\$40.00	Va. Code § 46.2-851	
Impeding flow of traffic	\$30.00		
Improper lane change	\$30.00		
Improper passing	\$30.00	Va. Code § 46.2-830	
Improper towing	\$30.00	Va. Code § 46.2-833	
Improper U-turn	\$30.00	Va. Code § 46.2-845	
Speeding (other than in a residence zone, highway work zone or school crosswalk)	\$6.00 per MPH over speed limit	Va. Code § 46.2-870 to § 46.2-876	
Speeding in residence zone	\$200.00 plus \$8.00 per MPH over speed limit	Va. Code § 46.2-878.2	
Highway Safety Corridor moving violation	(double the prepayable fine)	Va. Code § 46.2-947	

**Town of Purcellville**  
**Public Works Rental Rates**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Public Works Equipment</b>			
<i>(Note: Equipment Rates are without Operator)</i>			
4-Wheel Backhoe	\$75.00	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102	Ordinance 23-05-01
Air Compressor	\$22.00		
Boom Arm Mower	\$54.00		
Camera Truck	\$102.00		
Dump Truck	\$44.00		
Dump Truck w/ Plow and/or Spreader	\$64.00		
Mole	\$32.00		
Pickup Truck	\$22.00		
Pickup Truck w/Plow and/or Spreader	\$43.00		
Roto-Rooter	\$48.00		
Rubber Tire Loader	\$75.00		
Steiner Mower	\$41.00		
Thermoplast Gun	\$17.00		
Striping Machine	\$17.00		
Tractor with Bush Hog	\$48.00		
Utility Truck	\$54.00		
Vacuum Truck	\$134.00		
Variable Message Sign	\$85.00		
Zero Degree Mower (Skagg or X-Mark)	\$48.00		
Pipe Freezer	\$48.00		
Pavement Saw	\$37.00		
Trash Pump	\$12.00		

**Town of Purcellville**  
**Public Works Administrative and Labor Rates**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Labor and Administration Rates</b>			
<b>Position:</b>	<b>Hourly Rate / Hourly Overtime Rate</b>		
Public Works Director	\$85.00 / \$127.50		
Public Works Superintendent	\$61.00 / \$91.50		
Public Works Team Leader	\$56.00 / \$84.00		
Public Works Inspector	\$51.50 / \$77.25		
Public Works Maintenance Worker	\$37.00 / \$55.50		
Administrative Fee	20% Administrative Fee added to the total cost of invoice	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102	Ordinance 23-05-01

**Town of Purcellville**  
**Public Works Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Right of Way Use Application Fee	\$100.00		
Right of Way Time Extension Fee	\$50.00		
Right of Way Reinstatement Fee	\$90.00		
Right of Way Performance Guarantee Fee	100% of Project Cost		
Right of Way Use Fee	\$1.05 per access line	Va. Code § 56-468.1	Ordinance 23-05-01
Right of Way Use Reimbursement Fee	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to right of way use plus a 10% administrative fee for indirect costs.		
<b>Accommodation Fees</b>			
<i>After initial installation, the Town Council or a designee shall determine the annual compensation for the use of the right of way by a utility, except as provided in 24VAC30-151-740. The rates shall be established on the following basis:</i>			
Right of Way Time Extension Fee	\$50 per crossing	Va. Code § 56-468.1	Ordinance 23-05-01
Right of Way Reinstatement Fee	\$250 per mile annual use payment		
Right of Way Performance Guarantee Fee	\$34 per crossing		
<b>Inspection Fees</b>			
Second or subsequent inspection (additional inspections for traffic control, bond release, etc. Vehicle Site Visitation second or subsequent visit	\$46 per hour \$10 per visit \$69 per hour + 20% administrative fee to cover indirect cost (4 hour minimum)	Va. Code § 56-468.1	Ordinance 23-05-01
Non-business hour inspection services			



**Town of Purcellville**  
**Public Works Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Additive Fees</b>			
Private Entrance	\$150 each	Va. Code § 56-468.1	Ordinance 23-05-01
Commercial Entrance	\$150 per entrance		
Street Connection	\$300 per connection		
Temporary Construction Entrance	\$100.00		
Turn Lane	\$20 per 100 LF		
Crossover	\$500 per crossover		
Curb & Gutter	\$20 per 100 LF		
Reconstruction of Roadway	\$20 per 100 LF		
Sidewalk	\$20 per 100 LF		
Traffic Signal	\$1,000 per signal installation		
Tree Trimming	\$10 per acre or 100 feet of frontage		
Storm Sewer / Sanitary Sewer / Water	\$20 per 100 LF		
Box Culvert or Bridge	\$10 per linear feet of attachment		
Drop Inlet	\$20 per Inlet		
Paved Ditch	\$20 per 100 LF		
Under Drain or Cross Drain	\$20 per crossing		
Above-ground structure (including poles, pedestals, fire hydrants, towers, etc.)	\$20 per structure		
Pole Attachment	\$20 per structure		
Span guy	\$20 per crossing		
Additive guy and anchor	\$20 per guy and anchor		
Underground Utility - Parallel	\$10 per 100 linear feet		
Overhead or Underground Crossing	\$20 per crossing		
Excavation Charge (including Test Bores & Emergency Opening)	\$20 per opening		
Water/Sewer connection	\$20 per connection		
Underground Structure (manhole, valve, handholes etc.)	\$20 per structure		

**Town of Purcellville**  
**Community Development Fee Summary**  
**Effective July 1, 2023**

Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Subdivision			
Pre-Application Review	\$250	Va. Code § 15.2-2241	Ordinance 23-05-01
Preliminary Plat	\$2,500 + \$100/lot		
Preliminary Plat Extension	\$350		
Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300		
Minor Subdivision Plat	\$500 + \$100 per lot (3 lots or less)		
Preliminary/Final Subdivision Plat	\$4,000 + \$100/lot		
Final Plat (after prelim plat approval, may be phased if phasing is approved with prelim plat)	\$1,500 + \$100/lot		
Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of public improvements		
Additional Submissions (applies to all plats & plans)	2 <sup>nd</sup> & subsequent: \$500		
Revisions to Approved Construction Plans	\$500		
Boundary line adjustment & lot consolidation plats	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review + 10% administrative fee		
Other plats (easement plats, correction plats, etc)	\$500 plus \$50 per lot + cost of Town Attorney review		
Variation or Exception	\$500 for one; \$250 for each additional in same application; plus cost of public hearing, if required		
Grading Plan			
First Submission	\$500 + \$20 per acre	Va. Code § 15.2-2241	Ordinance 23-05-01
Additional Submissions	2 <sup>nd</sup> & subsequent: \$250		

**Town of Purcellville**  
**Community Development Fee Summary**  
**Effective July 1, 2023**

Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Site Plan</b>			
Pre-Application Review	\$250	Va. Code § 15.2-2241	Ordinance 23-05-01
Preliminary Site Plan	\$2,000	Va. Code § 15.2-2241	
Preliminary/Final Site Development Plan	\$4,500 +2% of public improvements value	Va. Code § 15.2-2241	
Final Site Plan	\$2,500 +2% of value of bonded improvements	Va. Code § 15.2-2241	
Additional Submissions (applies to all site plans)	2 <sup>nd</sup> & subsequent: \$500	Va. Code § 15.2-2241	
Revisions to approved site plan	\$500	Va. Code § 15.2-2241	
Minor Site Plan	\$2,250	Va. Code § 15.2-2241	
Plats (easement, corrections, etc)	\$500 plus cost of Town Attorney review	Va. Code Va. Code § 15.2-2246 and § 15.2-2241	
<b>Performance Bonds and As-Built Site Inspections</b>			
As-Built Submissions	\$300; \$100/inspection after 1st inspection	Va. Code § 15.2-2241	Ordinance 23-05-01
Bond approval	\$250	Va. Code § 15.2-2241	
Bond extension	\$250 per year extended	Va. Code § 15.2-2241	
Bond reduction	For Bonds \$3,500 or larger: \$350 (includes 1 inspection) +\$100 for each additional inspection For Bonds under \$3,500: \$250 (includes 1 inspection) + \$100 for each additional inspection	Va. Code § 15.2-2241	
Bond release	For Bonds \$3,500 or larger: \$350 + ECR cost (includes 2 inspections – punch list & final) +\$100 for each additional inspection For Bonds under \$3,500: \$250 (includes 2 inspections) + \$100 for each additional inspection	Va. Code § 15.2-2241	
Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50 Bond Release Fee: \$100 per bond	Va. Code § 15.2-2241	
Lawn Establishment Winter Bond for Single Family Homes	\$4,000	Va. Code § 15.2-2241	
Lawn Establishment Winter Bond for Townhomes	\$2,000	Va. Code § 15.2-2241	
Landscaping Bond	\$250 Plus Actual Cost of Landscaping	Va. Code § 15.2-2241	

**Town of Purcellville**  
**Community Development Fee Summary**  
**Effective July 1, 2023**

Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Land Use Applications</b>			
Zoning Map Amendment	0-5 ac: \$2,500 5-10 ac: \$3,500 10-25 ac: \$6,500 25-100 ac: \$7,500 >100 ac: \$8,500 + \$25 each add'l ac.	Va. Code § 15.2-2286	Ordinance 23-05-01
Comprehensive Plan Amendment	\$2,500	Va. Code § 15.2-2286	
Ordinance Text Amendment	\$2,500	Va. Code § 15.2-2286	
Proffer or Proffered Plan Amendment	\$5,000	Va. Code § 15.2-2286	
PDH Final Development Plan Administrative Amendment	\$1,000	Va. Code § 15.2-2286	
Special Use Permit	\$2,000 for construction, \$1,000 for no construction	Va. Code § 15.2-2286	
Commission Permit	\$750	Va. Code § 15.2-2286	
<b>Annexation Applications</b>			
Annexation Request	0-5 acres: \$10,000 > 5 acres: \$10,000 + \$50 each additional acre	Va. Code § 15.2-2286 Va. Code § 15.2-2286	Ordinance 23-05-01
<b>BZA Applications</b>			
Variance	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286	
Special Exceptions	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286	Ordinance 23-05-01
Appeals of Admin Decision	\$500 + cost of newspaper ad, not to exceed an additional \$500	Va. Code § 15.2-2286	
<b>Miscellaneous Zoning Fees</b>			
Readvertise Public Hearing	Cost of newspaper ad, up to \$500	Va. Code § 15.2-2286	
Renotify Property Owners	\$150	Va. Code § 15.2-2286	
Zoning Clearance Letter	\$25	Va. Code § 15.2-2286	Ordinance 23-05-01
Zoning Determination	\$150	Va. Code § 15.2-2286	
Traffic Consultant Review Fee	Consultant cost plus 10% administrative charge	Va. Code § 15.2-2286	

**Town of Purcellville**  
**Community Development Fee Summary**  
**Effective July 1, 2023**

Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Administrative Permits</b>			
Zoning Permits	<u>New construction:</u> Residential: \$200	Va. Code § 15.2-2286	Ordinance 23-05-01
	Non-Residential: \$250		
	<u>Additions &amp; Alterations:</u> Residential: \$75	Va. Code § 15.2-2286	
	Non-Residential: \$150		
	<u>Accessory Structures:</u> Decks, fences & sheds and like structures under 150 sq ft: \$50 All other accessory structures: \$75	Va. Code § 15.2-2286	
Home Occupation Permit	<u>Construction/Office Trailer:</u> \$300/6 months	Va. Code § 15.2-2286	
Home Child Care Center (12 children or less)	\$75	Va. Code § 15.2-2286	
Temporary Occupancy Permit	\$100	Va. Code § 15.2-2286	
Occupancy Permit	Residential: \$50* Commercial: \$150* *includes 1 inspection; \$100 for each re-inspection	Va. Code § 15.2-2286	
Demolition Permit	All structures: \$150	Va. Code § 15.2-2286	
<b>Sign Permits</b>			
Permanent Signs	1-10 SF: \$75 11-30 SF: \$100 > 30 SF: \$150	Va. Code § 15.2-2286	Ordinance 23-05-01
Temporary Signs	\$35 Signs removed from public right of way: \$25	Va. Code § 15.2-2286	
Sign Waiver	\$75	Va. Code § 15.2-2286	
Master Sign Plan Amendment	\$200	Va. Code § 15.2-2286	

**Town of Purcellville**  
**Economic Planning and Development Fee Summary**  
**Effective July 1, 2023**

Application Category / Type	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Board of Architectural Review Applications</b>			
Preapplication conference	\$75		Ordinance 23-05-01
New Construction & Additions	\$350		
Exterior Alterations	\$250		
Repainting to New Color(s)	\$50		
Accessory Structures	\$50		
CDA Amendments	\$100		
Appeal to Council	\$250		
Administrative Review	\$50		
Demolition Application	\$75		
<b>Publications</b>			
Comprehensive Plan	Paper: \$45 CD: \$5 when available	Va. Code § 15.2-2286	Ordinance 23-05-01
Zoning Ordinance	Unbound: \$25 Bound: \$40		
Zoning Map or other Maps	Small: \$5 Large: \$25		
Subdivision Ordinance	\$10		
Facilities Standards Manual	\$30		
Publications copied In-House	\$0.10 per page		
<b>Expense Reimbursement Fee</b>			
Expense Reimbursement Fee	Fees and expenses for professional, legal, and engineering consulting services deemed necessary for matters pertaining to zoning, Right of Way, subdivision, land developments, annexation, land use, and legislative BZA application matters shall be reimbursed to the Town at actual cost plus a 10% administrative fee for indirect costs.		Ordinance 23-05-01
<b>Late Payment Fee</b>			
None	10% of outstanding bill + cost of Town Attorney for collection		Ordinance 23-05-01

Town of Purcellville  
Park & Recreation Fee Summary  
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Event Fees			
Event Permit Application Review Fee	\$75.00	Ordinance 23-05-01 and Ordinance 15-09-	
Street Closure Fee for Events	\$100.00 per day or portion thereof		
Town Events Specialist: (for event planning services beyond application)	\$30.00 per hour		
Public Works Fee for Events	Up to \$65 per employee per hour		
Town Police Fee for Events	Up to \$65 per officer per hour		
Barricades Fee for Events	\$15.00 per day each		
Cones for Events	\$2.00 per day each		
Disposable Trash Cans for Events	\$5.00 each		
Lighting Tower for Events	\$180.00 per day for one tower		
Variable Message Board (VMB) for Events	\$85.00 per day each		
Train Station Fees			
Full day Use (over 6 hours)	\$160	Ordinance 23-05-01	
Half day Use (6 hours)	\$120		
Four Hour Block	\$80		
Two Hour Block	\$60		
One Hour Block	\$40		
Non Profits with 501C3 Status	\$20 per 2 hour block; \$40 per 4 hour block		
Community Garden Fees			
Community Garden Rental Fee	\$30	Ordinance 23-05-01	
Community Garden Security Fees	No deposit		
Pavilion Rental Fee			
Pavilion Rental Fees at Dillon's Woods	\$60 for half day (9 a.m. to 2 p.m. or 3 p.m. to sunset) \$120 for full day (9 a.m. to sunset)		Ordinance 23-05-01

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Effective July 1, 2023**

Water Supply System (Rates Per 1,000 Gallons Per Tier)		Tier 1	Tier 2	Tier 3	Tier 4
<b>Rate (In/Out of Town)</b>					
<b>FY24 Adopted Fees</b>		<b>\$8.53 / \$17.06</b>	<b>\$14.92 / \$29.84</b>	<b>\$19.19 / \$38.38</b>	<b>\$23.45 / \$46.90</b>
<b>Single Family</b>		0 to 7,000 gal.	7,001-14,000 gal.	14,001-20,000 gal.	20,001 and over gal.
<b>Non-Single Family</b>					
<b>5/8"</b>		0 to 7,000 gal.	7,001-14,000 gal.	14,001-20,000 gal.	20,001 and over gal.
<b>3/4"</b>		0 to 22,000 gal.	22,001-45,000 gal.	45,001-64,000 gal.	64,001 and over gal.
<b>1"</b>		0 to 28,000 gal.	28,001-56,000 gal.	56,001-80,000 gal.	80,001 and over gal.
<b>1.5"</b>		0 to 47,000 gal.	47,001-94,000 gal.	94,001-135,000 gal.	135,001 and over gal.
<b>2"</b>		0 to 84,000 gal.	84,001-169,000 gal.	169,001-241,000 gal.	241,001 and over gal.
<b>3"</b>		0 to 184,000 gal.	184,001-368,000 gal.	368,001-526,000 gal.	526,001 and over gal.
<b>4"</b>		0 to 317,000 gal.	317,001-635,000 gal.	635,001-907,000 gal.	907,001 and over gal.
<b>6"</b>		0 to 677,000 gal.	677,001-1,354,000 gal.	1,354,001-1,934,000 gal.	1,934,001 and over gal.
<b>8"</b>		0 to 1,185,000 gal.	1,185,001 - 2,369,000 gal.	2,369,001 - 3,385,000 gal.	3,385,001 and over gal.
<b>Utility Customer Classes Defined:</b>					
Single Family: Water and/or sewer service provided to an individually metered single family residential home.					
Non-Single Family: Water and/or sewer service provided to a master-metered multi-unit/multi-family dwelling or non-residential (commercial, industrial, institutional).					



Town of Purcellville  
Utility Rate and Fee Summary  
Effective July 1, 2023

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Water Supply System			
Water Administrative Service Charge (Fixed Fee Based on Meter Size)	Advertised Same In-Town & Out of Town Rates	Va. Code § 15.2-2119	Ordinance 23-05-01
5/8"	\$16.44		
3/4"	\$52.62		
1"	\$66.13		
1.5"	\$110.69		
2"	\$198.07		
3"	\$432.17		
4"	\$745.15		
6"	\$1,589.58		
8"	\$2,781.84		
Water Meter Fee (based on Meter Size and Type): Applies to Installation of Any New Water Meter	Advertised In-Town Fees / Out-of-Town Fees		
5/8" Meter	\$449 / \$898		
3/4" Meter	\$520 / \$1040		
1" Meter	\$611 / \$1222		
1.5" Meter	\$842 / \$1684		
2" T-10 Meter	\$1085 / \$2170		
2" HP Turbine Meter	\$1405 / \$2810		
3" HP Turbine Meter	\$2120 / \$4240		
4" HP Turbine Meter	\$3227 / \$6454		
2" T/F Compound Meter	\$2862 / \$5724		
3" T/F Compound Meter	\$3864 / \$7728		
4" T/F Compound Meter	\$5203 / \$10406		
6" Meter	At Cost		
8" Meter	At Cost		

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Water Supply System</b>			
Handling Fee for New Account (Water)	\$10.00	Va. Code § 15.2-2119 Town Code §82-76 Town Code §82-85	
Penalty (Late Fee)	10%		
Interest	10% per annum		
Pre-disconnect door announcement	\$10.00		
Reconnection Fee (terminated fee)	\$50.00		
Emergency call-out fee	\$100.00		
Deposit Rates	Residential: \$300.00 Business: \$300.00 Restaurant: \$750.00 Apartments: \$3,000.00 Laundry Mats: \$7,050.00	Va. Code § 15.2-2119	Ordinance 23-05-01
Bulk Water Fee - Water Usage Rate	\$15.94 / 1,000 gallons	Va. Code § 15.2-2119 & Town Code §82-80	
Water Theft Fines	First Offense: \$1,000* Second Offense: \$1,500* Third or Subsequent Offense: \$2,000* *Plus water consumption.	Va. Code § 15.2-1429 & Town Code § 82-86	
Water Meter Tampering/Damage	Penalty for Improper Use: \$500 Damage to Meter: \$275	Va. Code § 15.2-1429 & Town Code § 82-86	
General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan \$1.50/LF WL +\$500 for Final Site Plan	Va. Code § 15.2-2119 12VACS-590-200	
New Line Flushing Request	\$50 Administrative Fee + \$(current water rate)/1000 gallons water used	Va. Code § 15.2-2119 & Waterworks Regulations* 12VACS-590-1210	
<i>* § 32.1-170 of the Code of VA authorizes VDH to adopt the VA Administrative Code (VAC) for Waterworks Regulations</i>			
Hydrant Flow Test	\$200	Va. Code § 15.2-2119	
Meter Testing Fee (customer request)	\$100	Va. Code § 15.2-2119	

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Water Availability			
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's water system	In-Town Fees / Out-of-Town Fees Current		
5/8" Meter	\$25,754 / \$51,508		Ordinance 23-05-01
3/4" Meter	\$38,631 / \$77,262		
1" Meter	\$64,385 / \$128,770		
1.5" Meter	\$128,770 / \$257,540		
2" T-10 Meter	\$206,032 / \$412,064		
2" HP Turbine Meter	\$206,032 / \$412,064	Va. Code § 15.2-2119	
3" HP Turbine Meter	\$386,310 / \$772,620		
4" HP Turbine Meter	\$643,850 / \$1,287,700		
2" T/F Compound Meter	\$206,032 / \$412,064		
3" T/F Compound Meter	\$386,310 / \$772,620		
4" T/F Compound Meter	\$643,850 / \$1,287,700		
6" Meter	\$1,287,700 / \$2,575,400		
Wastewater Availability			
(a.k.a. "Connection") Fee Based on Meter Type & Size: This Fee is applied to any new or upgraded connection to the Town's wastewater system	In-Town Fees / Out-of-Town Fees Current		
5/8" Meter	\$21,600 / \$43,200		Ordinance 23-05-01
3/4" Meter	\$32,400 / \$64,800		
1" Meter	\$54,000 / \$108,000		
1.5" Meter	\$108,000 / \$216,000		
2" T-10 Meter	\$172,800 / \$345,600		
2" HP Turbine Meter	\$172,800 / \$345,600	Va. Code § 15.2-2119	
3" HP Turbine Meter	\$324,000 / \$648,000		
4" HP Turbine Meter	\$540,000 / \$1,080,000		
2" T/F Compound Meter	\$172,800 / \$345,600		
3" T/F Compound Meter	\$324,000 / \$648,000		
4" T/F Compound Meter	\$540,000 / \$1,080,000		
6" Meter	\$1,080,000 / \$2,160,000		

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
Wastewater System			
New Sewer Line Flushing Request	\$50 Administrative Fee + water used	Va. Code § 15.2-2119	Ordinance 23-05-01
Handling Fee for New Account (Sewer)	\$10.00	Va. Code § 15.2-2119	
Penalty (Late Fee)	10%	Town Code § 82-76	
Interest	10% per annum	Town Code § 82-85	
Wastewater Collection System: (Usage Rates Per 1,000 Gallons)			
Wastewater Usage Rate (In-Town Rate)	Flat rate \$18.14 per 1,000 gal.	Va. Code § 15.2-2119	
Wastewater Usage Rate (Out of Town Rate)	Flat rate \$36.28 per 1,000 gal.		
Wastewater Administrative Service Charge (Fixed Fee Based on Meter Size)	Same In-Town & Out of Town Rates		
5/8'	\$18.06	Va. Code § 15.2-2119	
3/4"	\$57.79		
1"	\$72.58		
1.5"	\$121.51		
2"	\$217.45		
3"	\$474.47		
4"	\$818.01		
6"	\$1,745.17		
8"	\$3,053.61		

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Grease/Grit Interceptor Policy &amp; Program</b>			
Failure to maintain on-site records	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300		
Inspection Hindrance (equipment related)	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300		
Interceptor in excess of 25% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000		
Interceptor in excess of 75% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000		
Failure to maintain interceptor other than cleaning	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	Town Code § 82-192	Ordinance 23-05-01
Source of sewer blockage	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service		
Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service		
Refusal for Inspection	Termination of Service		

**Town of Purcellville**  
**Utility Rate and Fee Summary**  
**Effective July 1, 2023**

Category	FY 2024 Tax Rate or Fee	Legal Authority	Town Ordinance
<b>Telecommunication Fees</b>			
Lease Signing Fee	\$500		Ordinance 23-05-01
Application to locate on Town property or to modify existing contract	\$500		