

**Town of New Market**  
**Council Agenda**  
*Council Chambers*  
*Arthur L. Hildreth, Jr., Municipal Building*

**Tuesday, February 20th, 2024 at 6:30 p.m.**

**SPECIAL MESSAGE TO THE PUBLIC:**

**INTERESTED CITIZENS NOT WISHING TO ATTEND THE MEETING IN PERSON  
MAY UTILIZE OUR LIVESTREAM BY ACCESSING THE TOWN OF NEW MARKET  
VIRGINIA YOUTUBE CHANNEL:**

<https://tinyurl.com/u427jww>

TENTATIVE AGENDA

Call to order and establishment of a quorum

Approval of the Agenda

Consent Agenda:

- 1) Minutes from the January 16th, 2024 Meeting of the New Market Town Council.
- 2) Minutes from the February 6th, 2024 Special Called Work Session of the New Market Town Council.
- 3) Financial Statements for January 2024

Public Hearing: A public hearing to hear comments on the proposed 2023-2024 Budget Amendment #1.

Citizen Comments and Petitions:

- 1) Jeff Mongold, New Market Volunteer Fire & Rescue Department

Committee Reports: None

Staff Reports: Public Works Monthly Report – J.D. Fadley  
Planning Department Monthly Report – N. Garrison  
Public Safety Monthly Report – Chief Chris Rinker  
Events & Marketing Monthly Report – Savannah Frazier

Action Items:

1. Discussion and consideration of Budget Amendment #1 FY23-24.
2. Discussion and consideration of an appointment to the Historic Overlay Board.
3. Discussion and consideration of appointment to the Board of Zoning Appeals (BZA).
4. Discussion and consideration of the New Market Farmer's Market request.
5. Discussion and consideration of the New Market Poultry Water Connection.
6. Discussion and consideration of the Department of Historic Resources' request.

Mayor's Comments:

Council Comments:

Staff Comments:

Closed Meeting: none

Adjournment

1 **Minutes of the New Market**  
2 **Town Council Meeting**  
3 **Tuesday, January 16<sup>th</sup>, 2024**  
4 **6:30 pm**  
5

6 The New Market Town Council met in the Council Chambers of the Arthur L.  
7 Hildreth, Jr. Municipal Building on Tuesday, January 16, 2024 with the following  
8 members present: Mayor Larry Bompiani, Vice-Mayor Peggy Harkness, Bob King, Peter  
9 Hughes, Scott Wymer, Daryl Watkins and Janice Hannah.

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11 Town Attorney – Jason Ham  
12 Town Manager-Nathan Garrison  
13 Town Treasurer – Teresa Green  
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15 Mayor Bompiani called the meeting to order at 6:30 p.m. and established a  
16 quorum with 7 members present. The Pledge of Allegiance was recited in unison.  
17 Mayor Bompiani welcomed all visitors and guests.  
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21 **Approval of the Agenda:**  
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23 **Mrs. Harkness moved to amend the agenda to include the discussion and**  
24 **consideration of Frazier & Associates New Market Community Center Feasibility**  
25 **and Architectural Study proposal. Mr. Hughes seconded the motion. Mr. Garrison**  
26 **gave a brief explanation that he had received the proposal that day, and wanted to**  
27 **be able to bring it to council for discussion tonight. With no further discussion, the**  
28 **motion carried with a unanimous 6-0 vote.**  
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30 Mrs. Hannah	Aye	Mr. King	Aye
31 Mr. Watkins	Aye	Mrs. Harkness	Aye
32 Mr. Hughes	Aye	Mr. Wymer	Aye

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36 **Consent Agenda:**  
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38 **Mrs. Hannah moved to approve the Consent Agenda which included the**  
39 **minutes from the December 18th, 2023 meeting of the New Market Town Council, ,**  
40 **and the Financial Statements for December 2023. Mr. Wymer seconded the motion,**  
41 **with no further discussion, the motion carried with a unanimous vote of 6-0.**  
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43 Mrs. Hannah	Aye	Mr. King	Aye
44 Mr. Watkins	Aye	Mrs. Harkness	Aye
45 Mr. Hughes	Aye	Mr. Wymer	Aye

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50 **Public Hearing: none**

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53 **Citizen Comments and Petitions:**

54 Mr. Bompiani announced that per the agenda there were several scheduled presentations  
55 for Council. Mr. Garrison announced that there were a couple of citizens that were present  
56 that wished to address Council. Mr. Bompiani acknowledged the additional speakers, and  
57 decided to move forth with the scheduled presentations, as this information would be good  
58 for the citizens to receive. Mr. Bompiani opened the floor for Mr. Kelly from Robinson,  
59 Farmer, and Cox Associates to present his FY 23 Audit Recap.

60

61 Mr. James Kelly gave a brief power point presentation highlighting some key points from  
62 the audit. Kelly reported that they issued an Unmodified Audit Opinion, which is the  
63 highest level of assurance available. In their opinion all the financial statements referred  
64 to above present fairly, in all material respects, the respective financial position of the  
65 governmental activities, the business-type activities, and each major fun of the Tow of  
66 New Market, Virginia, as of June 30, 2023, and the respective changes in financial  
67 position for the year then ended in accordance with accounting principles generally  
68 accepted in the United States of America. A copy of Mr. Kelly's presentation is on file  
69 with the minutes.

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71 The Mayor opened the floor for the VDOT Traffic Study presentation, presented by  
72 Shane McCabe. Mr. McCabe explained that the Town of New Market requested that  
73 VDOT perform a study for improvements on Old Cross Roads due to potential expansion  
74 of the poultry plant, and also to evaluate the area to look at truck traffic, roadway design,  
75 and alternatives. After research, VDOT has identify seven different areas to focus on.  
76 During presentation, the research findings were presented via power point, and he  
77 explained the study locations, AM/PM peak hour movement, and crash patterns. He  
78 reported that some of the verbal feedback from locals is that the issue at the light on Rt.11  
79 Congress Street/Rt.211 Old Cross Road, is mainly due to non-local semi-truck drivers  
80 and RV drivers that are not used to this tight turn. Mr. McCabe spoke on the issues at the  
81 other identified locations that they were able to see during their research. They provided  
82 photos in the presentation. Mr. McCabe presented the potential changes that could  
83 potentially help the flow of traffic for the identified areas. One of the ideas is to have an  
84 actual truck route that is an alternative route that keeps trucks from making those hard  
85 right turns. This will help the trucks move in straight lines. Without creating a truck  
86 route, they cannot justify other changes. The next major change would be to move the  
87 stop bars back to discourage trucks making the right hand turns. The issue with this is  
88 that East Old Cross Road will not be able to handle the increase and will deteriorate  
89 faster. This means that East Old Cross Road will require upgrading. He presented the  
90 potential cost impact for this work. He stated we would possibly be able to capitalize on  
91 the repaving that is scheduled for VDOT this year. The approximate cost of the changes  
92 needing to be made would be roughly \$453,000-\$1,000,000. At the end of the  
93 presentation, Mrs. Harkness expressed her concerns about the potential decreased flow of  
94 traffic through the downtown if the traffic is rerouted, and its potential to have a negative  
95 impact on the downtown merchants and tourism. Mr. Hughes thanked the VDOT group  
96 for their research and time. Mr. Hughes explained that their earlier discussions included  
97 other route options, such as trucks must move south and inquired why those are no longer  
98 options. Mr. McCabe stated in their study they have found that the truck issue is mainly

99 and East and West issue, but New Market is situated North and South. Therefore the  
100 early discussed options would not be safe and cannot be accommodated. Mr. Hughes  
101 wanted to create clarity that their researching is suggesting that the issue is and East and  
102 West issue, which means the early discussed options are now unable to be done. The  
103 research is showing that trucks are mainly going East and West with the flow of traffic  
104 coming and going from Timberville. Mr. Hughes inquired what we could do currently to  
105 protect the buildings at the intersection at Jon Henry General Store and surrounding  
106 buildings. There weren't any suggestions for short term solutions. The recommended  
107 truck route signs aren't a guarantee, but can try it. Mr. Bompiani expressed his frustration  
108 and that he not pleased with this outcome. After several meetings and being told the  
109 earlier short term options were good, but to be told at the end it is not viable is upsetting.  
110 Mr. Brad Reed, VDOT representative, explained that the main challenge is that of the  
111 infrastructure of New Market. The earlier proposed signage and markings will be an  
112 ineffective solution. The main goal is to have an effective, reasonable option for the  
113 travelling public. They do not have capital funding to apply to infrastructure. The future  
114 would be to work with the Town on seeking funding. Mr. Bompiani again gave his  
115 frustration with the outcome, however noted his appreciation for their time on the  
116 research and looking forward to more conversations. Mrs. Harkness commented that she  
117 is disappointed that this outcome took a year to come up with, and would have  
118 appreciated some short term, midterm, long term solutions, and also be given some rough  
119 figures for budgeting purposes. A copy of the VDOT presentation is on file with the  
120 minutes.

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123 Mr. Jeff Mongold, representative for the New Market Volunteer Fire and Rescue Squad  
124 Department, provided a power point presentation with an update on the past months calls,  
125 volunteer base, fundraisers, equipment update, training and community outreach. A copy  
126 of Mr. Mongold's presentation is on file with the minutes.

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130 Mr. Bompiani opened the floor for citizen comments. Mrs. Linda Caldwell, lives on S.  
131 Congress Street and owns Nifty Gifty Thrift Shop, presented her concerns about the  
132 parking issues on Congress Street. She stated that the tenants that live along Congress  
133 Street park in front of the shops, and is a deterrent for customers, and also, for shipments  
134 of gas/propane that some of the buildings need. She stated that some cars stay in the same  
135 spot for days, and that most all buildings along Congress Street have off road parking  
136 behind their homes and should be using it. She commented that she has brought this to  
137 the attention of the police department, and the ordinance states it is 2 hour parking during  
138 certain days/hours.

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141 Mr. Guy Good, business owner of 60's Auto Parts on S. Congress Street, he started with  
142 his comments on the traffic concerns and suggested there be yellow posts placed in  
143 certain areas that would keep trucks from hitting buildings. Mr. Good commented that his  
144 concern was the same as Mrs. Caldwell. He wanted to know if he would be able to block  
145 off parking spaces so he is able to park in front of his shop. He stated he has asked the  
146 tenants to not park there, but they have not done so.

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**Committee Reports: none**

**Staff Reports:**

**1. Public Works Department Monthly Report – Mr. J. D. Fadley**

Mr. Garrison gave a power point presentation, for Mr. J. D. Fadley in his absence, summarizing the projects on which his department had worked over the past month. They repaired a water main break on Shipp Street, and replaced a lateral at 9298 N. Congress Street. They provided snow removal, large trash pickup services, and took down the Christmas decorations. They continue their monthly maintenance such as cleaning of the park restrooms and shelters, and sidewalks. The Water Department replaced cooling fan frequency drive, power supply rack #2 on the main PC at the water plant. They reviewed the 1<sup>st</sup> quarter test schedule from VDH, and are working on the service line ID. They also installed new static level gauges at Well #6 and SVA. Mrs. Hannah inquired about an ad she saw for laborer position open. Mr. Garrison explained that we have a position open and we are accepting applications at this time. A copy of the presentation is on file with the minutes.

**2. Planning Department Monthly Report – Nathan Garrison**

He reported we processed a 2 front porch remodels, accessory building, and an accessory building demolition. He advised that we will have a few board vacancies in the Historic Overlay District, and the Board of Zoning Appeals. He gave a quick update on the projects in town. The water tank project’s permit is being finalized, and will be applying for the building permit. Once we get the building permit approved we will start the bidding process. The Rt. 211 sidewalk project’s final design is in progress, and a few waivers that have been submitted by Racey Engineering. We are hoping to start bidding in the Spring. The maintenance building is coming along. The steel has been delivered and looking at occupancy in late Spring/early Summer.

**3. Public Safety Monthly Report – Chief Chris Rinker**

Chief Rinker gave a power point presentation highlighting the statistics for the month of December 2023. There were 292 total calls for service, and 440 for the year, 130 extra patrols, 5 foot patrols, and no Facility K9 events. Several of the officers, to include Chief Rinker attended trainings and recertifications. He explained that there was an increase in misdemeanors, and there was one TDO transport. Mr. King asked if the officers were still transporting out of the county. Chief Rinker explained that yes they are, but they are new services coming for alternate transportation, but we may not see much relief out of that. Mrs. Hannah gave compliments to the officers for their professionalism and presence. Chief Rinker expressed his appreciation for his officers, and thanked her for her compliments. A copy of the presentation is on file with the minutes.

**4. Events & Marketing Monthly Report – Ms. Savannah Frazier**

Ms. Savannah Frazier gave a power point presentation that highlighted the events that happened over the past month. She is in the process of scheduling all events, and updating marketing materials. We have been approved to continue to be considered an Exploring Main Street Community, and will continue to grow that committee in 2024.

197 We have submitted a grant from VTC for the LOVEWorks program, and are looking at  
198 designs and location for the LOVEWorks project. A copy of the presentation is on file  
199 with the minutes.

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202 **Action Items:**

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204 The first action item is the discussion and consideration for the VTG service agreement.  
205 Mr. Frank Cox, the owner of VTG, attended via Zoom. Mr. Garrison explained that he  
206 and Amber Smoot met with VTG as our agreement was about to expire and was in need  
207 of updating. We have not updated the security system in years, and are in need of an  
208 upgrade. He explained the upgrade will encompass better cyber-security, & Microsoft  
209 365. Mr. Cox explained they have been serving the Town for over 10 years, and the last  
210 changes were made in 2007. The threat with cybersecurity is increasing drastically. Their  
211 requirements from their insurance are changing and standards for local municipalities are  
212 in the works. This means that the Town of New Market must upgrade security. He  
213 explained the changes in the agreement and the purpose for them. Mrs. Hannah  
214 commented that we cannot afford to be vulnerable and they provide a great service. Mr.  
215 Hughes inquired if VTG is up to date with any required standards. Mr. Cox explained  
216 there are no standards as of yet, but these are being worked on.

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218 **Mrs. Hannah made a motion to move forward with the new service**  
219 **agreement with VTG. Mr. Hughes seconded the motion, with no further**  
220 **discussion the motion passed on the following 6-0 roll call vote:**

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222 <b>Mrs. Hannah</b>	<b>Aye</b>	<b>Mr. King</b>	<b>Aye</b>
223 <b>Mr. Watkins</b>	<b>Aye</b>	<b>Mrs. Harkness</b>	<b>Aye</b>
224 <b>Mr. Hughes</b>	<b>Aye</b>	<b>Mr. Wymer</b>	<b>Aye</b>

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226

227 The second action item was the discussion and consideration of the Frazier and  
228 Associates New Market Community Center Feasibility and Architectural Study proposal.  
229 Mr. Garrison stated that we opened up for bids that were due in December. We were able  
230 to review the bids and interview companies. Frazier and Associates proposal was great,  
231 and they have done similar work. This proposed scope of work will not only follows the  
232 requirements from the grant, but exceed them. This study will help identify what we can  
233 use the building for, give conceptual layouts options, cost estimates and financial  
234 operation plans. We will be hosting community outreach, as well. Their bid fee was  
235 \$59,500, which was less expensive than he thought. Mr. Bompiani commented that in  
236 previous conversations with former Town Manager, that it would cost at least \$70,000, so  
237 this price is good. Mr. Hughes inquired about the time frame, which Mr. Garrison stated  
238 in would be six to eight months and they can start immediately.

239

240 **Mr. Hughes made a motion to accept the proposal from Frazier and**  
241 **Associates for the New Market Community Center Feasibility and**  
242 **Architectural Study. Mr. King seconded the motion, with no further**  
243 **discussion the motion passed on the following 6-0 roll call vote:**

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246 Mrs. Hannah Aye Mr. King Aye  
247 Mr. Watkins Aye Mrs. Harkness Aye  
248 Mr. Hughes Aye Mr. Wymer Aye  
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251 **Mayor's Comments: none**  
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254 **Council Comments:**

255 Mr. Hughes thanked staff for the work done over the past month and keeping the roads  
256 clear.  
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258 **Staff Comments: none**

259 Mr. Garrison noted that trash pickup will be delayed this week, due to the snow.  
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262 **Adjournment:**  
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264 **With no further business to discuss, at 8:43 p.m. Mr. Wymer made a motion**  
265 **to adjourn the meeting. Mr. Hughes seconded the motion, with no further**  
266 **discussion the motion passed on a unanimous 6-0 voice vote.**  
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270 Larry Bompiani, Mayor  
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\_\_\_\_\_  
N. Garrison, Town Clerk



1 **Minutes of the New Market**  
2 **Town Council Work Session**  
3 **Tuesday, February 6th, 2024**  
4 **6:00 pm**  
5

6 The New Market Town Council met in the Council Chambers of the New Market  
7 Town Office on Tuesday, February 6<sup>th</sup>, 2024, at 6:00 p.m. with the following members  
8 present: Mayor Larry Bompiani, Peggy Harkness, Peter Hughes, Daryl Watkins, and  
9 Bob King. Council Members Mrs. Janice Hannah, and Scott Wymer was absent.

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11 Citizens in attendance were Mr. Guy Good, and Mrs. Linda Caldwell.  
12 Staff in attendance were Amber Smoot, Teresa Green and Chief Chris Rinker.

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14 Mayor Bompiani called the meeting to order and established a quorum with six  
15 members present.

16  
17 The only item on the agenda was the discussion of the Budget Amendment #1.  
18 Mr. Bompiani asked Mr. Garrison to start the discussion. Mr. Garrison stated that Mrs.  
19 Teresa Green will be presenting the Budget Amendment #1, and noted the council had  
20 copies of the overview for the budget amendment, and the budget. Mrs. Green explained  
21 in detail each line item that was listed in the overview packet for the Budget Amendment  
22 #1.

23 Mr. Bompiani and council thanked Mrs. Green for her hard work. Council  
24 recommended to move forth with a public hearing, and be able to add the Budget  
25 Amendment #1 to the next Town Council meeting.

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27  
28 **Adjournment:**

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30 **At 6:43 p.m. Mr. Hughes made a motion to adjourn the meeting. Mrs.**  
31 **Harkness seconded the motion which carried on a unanimous 4-0 voice vote.**

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34 \_\_\_\_\_  
Larry Bompiani, Mayor

35 \_\_\_\_\_  
36 N. Garrison, Town Clerk

**Financial Statement Notes for  
Period Ending January 31, 2024**

**GENERAL FUND**

**481-001 American Rescue Plan (ARPA)**  
Current month's expenditures include preliminary engineering costs for the 211 Sidewalk Project.

**496-001 Capital Outlay – Public Works**  
Current month's expenditures include construction and engineering costs on the new maintenance building.

**WATER / SEWER FUND**

**771-000 Capital Outlay – Water Department**  
Current month's expenses reflect the costs of distribution system supplies and maintenance.

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF JAN 31, 2024

Account Number

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A S S E T S

CASH

101000000	CASH ON HAND	400.00
10200-002	CASH - PRIMIS	18653.08
10200-003	CASH - PRIMIS MONEY MARKET	150.57
10200-004	CASH - TRUIST MONEY MARKET	3413510.50
10200-005	CASH - TRUIST	171877.25
10200-006	LOAN ESCROW ACCOUNT	113865.40
105000000	MUNC BLDG PERPETUAL FUND	68363.08

TOTAL CASH 3786819.88

OTHER ASSETS

10700-001	ALLOWANCE FOR UNCOLLECT TAXES	(37698.75)
107000000	TAXES RECEIVABLE	315395.90
11500-001	ALLOWANCE FOR UNCOLLECT TRASH	(6352.33)
115000000	ACCOUNTS RECEIVABLE	154030.39
118000000	PREPAID EXPENSES	47689.21
119000000	ADVANCE TO WATER/SEWER FUND	177508.00

TOTAL OTHER ASSETS 650572.42

TOTAL ASSETS 4437392.30

LIABILITIES & SURPLUS/DEFICIT

LIABILITIES

204000000	VRS WITHHOLDING	3966.89
20500-002	DEFERRED PROPERTY TAXES	289673.89
20500-005	MISC PAYROLL WITHHOLDINGS	(50.92)
20500-006	UNEARNED REV - EVENTS/MARKETNG	200.00
20500-009	UNEARNED REV - PARK EQUIPMENT	1972.93
20500-011	UNEARNED REV - MISC TRANS	630.82
20500-012	UNEARNED REV - ARPA FUNDS	1449526.82
20500-013	UNEARNED REV - NMCC DONATIONS	2700.00
20500-015	UNEARNED REV - PD/NNO	9000.00
205000000	INSURANCE WITHHOLDING	(36.43)
211000000	TAXES - PREPAYS	1631.40

TOTAL LIABILITIES 1759215.40

SURPLUS/DEFICIT

UNAUDITED

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF JAN 31, 2024

Account Number

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251000000	GENERAL FUND BALANCE	1383385.22
25200-001	RESERVE FOR FUTURE CAP PROJECT	363298.98
	CURRENT SURPLUS/DEFICIT	931492.70
	TOTAL SURPLUS/DEFICIT	<u>2678176.90</u>
	TOTAL LIABILITIES AND SURPLUS	<u><u>4437392.30</u></u>

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT MONTH	***** YEAR TO - DATE ***** ACTUAL	ANNUAL BUDGET	% OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR	
<b>INCOME</b>							
31100-001	CURRENT REAL ESTATE TAX	3706.77	135964.58	301500.00	45.10	333.83	132765.63
31100-002	CURRENT PERSONAL PROPERTY T	1184.20	112275.45	187000.00	60.04	3858.81	120813.67
316000000	CURRENT UTILITY TAX	9915.96	64574.79	108000.00	59.79	7458.94	47447.31
319000000	PENALTY/INT. DELINQUENT TAX	403.02	3388.48	5000.00	67.77	587.94	4912.58
321000000	BUSINESS AND PROFESSIONAL L	969.27	1506.60	55000.00	2.74	986.26	3426.47
322000000	MOTOR VEHICLE LICENSE	559.60	6500.18	40000.00	16.25	601.95	8711.26
323000000	CIGARETTE TAX	4500.00	53250.00	120000.00	44.38	7500.00	34092.60
33500-004	STATE SHARED SALES TAX	12748.46	91133.52	130000.00	70.10	13119.02	92384.87
33500-006	ROLLING STOCK TAX	0.00	6.87	.00	.00	.00	6.48
33500-013	STATE SHARED BANK STOCK TAX	0.00	.00	24000.00	.00	.00	.00
33500-014	POLICE DEPARTMENT STATE AID	0.00	27530.00	47612.00	57.82	.00	26274.71
33500-017	FIRE PROGRAM FUNDS	0.00	.00	15000.00	.00	.00	.00
33500-019	VDOT SNOW REMVL CONTRACT FU	12657.50	22857.50	25000.00	91.43	9360.00	19360.00
33500-020	AUTO RENTAL TAX	329.72	3763.67	4000.00	94.09	258.94	14093.65
33500-021	LOCAL LAW ENFORCEMENT BLK G	0.00	.00	.00	.00	.00	989.00
33500-024	DMV GRANT	0.00	.00	.00	.00	.00	743.18
33500-025	POLICE DONATIONS - REVENUES	0.00	2391.00	1500.00	159.40	.00	2200.00
33500-029	VDOT GRANT E LEE HWY SIDEWA	0.00	.00	175000.00	.00	.00	.00
33500-035	VML RISK MANAGEMENT GRANT	2000.00	2000.00	2000.00	100.00	.00	2000.00
33500-043	AMERICAN RESCUE PLAN (ARPA)	0.00	35520.00	1364813.00	2.60	.00	171420.35
33500-044	NMCC PLANNING GRANT	0.00	.00	50000.00	.00	.00	.00
33500-045	ARPA LAW ENFORCE EQ GRANT	0.00	8935.00	.00	.00	.00	.00
33500-046	P2P VEHICLE SHARE	31.38	96.65	.00	.00	.00	.00
35100-001	COURT FINES & FORFEITURES	99.75	3509.91	7000.00	50.14	560.55	4274.45
35100-002	K-9 DONATIONS	500.00	500.00	1000.00	50.00	.00	500.00
35100-004	TRASH COLLECTION	14268.18	105553.56	179000.00	58.97	13726.57	95314.63
36100-001	INTEREST ON SAVINGS-MUNC BL	173.74	1278.77	1500.00	85.25	178.45	771.90
361000000	INTEREST ON SAVINGS	6737.22	45436.12	65000.00	69.90	5012.43	19791.85
36200-001	INSURANCE RECOVERY	0.00	13465.00	.00	.00	.00	.00
362000000	SALE OF PROPERTY/EQUIPMENT	0.00	9000.00	10000.00	90.00	.00	8555.00
36300-002	CAPITAL RESERVES	0.00	.00	40000.00	.00	.00	.00
363000000	MISCELLANEOUS REVENUE	40.75	1244.25	2500.00	49.77	20.50	1757.26
36500-001	TRANSIENT OCCUPANCY TAX	6692.50	100645.36	140000.00	71.89	4887.33	81115.66
365000000	MEALS TAX	49539.48	405153.17	526000.00	77.03	45101.84	386075.27
368000000	ZONING & SUBDIVISION FEES	20.00	1640.00	1715.00	95.63	585.00	1095.00
37000-001	MISCELLANEOUS (PARK)	500.00	500.00	1500.00	33.33	7945.00	8445.00
37100-001	EQUIPMENT LOAN PROCEEDS	0.00	190000.00	177000.00	107.34	.00	.00
371000000	CONSTRUCTION LOAN PROCEEDS	0.00	840000.00	654800.00	128.28	.00	.00
384000000	POOL	0.00	19625.14	35000.00	56.07	.00	13612.63
390000000	USER FEES	245.00	1710.00	10000.00	17.10	135.00	1985.00
39100-001	NMCC RENTALS	1125.00	4800.00	.00	.00	1055.00	4745.00

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT MONTH	* * * * * ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
39100000 4TH OF JULY	0.00	3500.00	.00	.00	.00	.00
39200-001 CROSSROADS FEST MUSIC SERIE	30.00	5870.53	10000.00	58.71	.00	3544.15
39200-002 FAIRWAY 5K	0.00	.00	.00	.00	.00	951.00
392000000 MARKETING & EVENTS REVENUE	345.00	3813.34	500.00	762.67	5.00	2240.81
<b>TOTAL INCOME</b>	<b>129322.50</b>	<b>2328939.44</b>	<b>4517940.00</b>	<b>51.55</b>	<b>123278.36</b>	<b>1316416.37</b>
<b>EXPENSES</b>						
<b>GENERAL GOVERNMENT</b>						
41300-001 TOWN COUNCIL/PLANNING SALAR	0.00	8311.35	17300.00	48.04	.00	7926.87
41300-002 ADMINISTRATIVE SALARIES	7161.99	44852.84	101400.00	44.23	8554.63	72184.17
41300-003 FRINGE BENEFITS	1785.38	14110.50	46600.00	30.28	2437.73	28186.30
41300-004 CONTINUING EDUCATION	278.20	1653.65	6500.00	25.44	213.20	2665.67
41300-007 SHENANDOAH TRAVEL COUNCIL	0.00	.00	5000.00	.00	.00	.00
41300-009 PRINTING/BINDING/STATIONARY	793.75	2767.76	5500.00	50.32	.00	1117.65
41300-010 ADVERTISING	0.00	3323.63	5000.00	66.47	1204.96	3161.08
41300-011 MISCELLANEOUS	548.60	1890.16	2500.00	75.61	102.11	1870.62
41300-012 VRSA INSURANCE	0.00	21635.00	42500.00	50.91	8321.00	18927.50
41300-013 TOWN COUNCIL ELECTIONS	0.00	.00	3000.00	.00	.00	.00
41300-020 DRPT DEMO PROGRAM GRANT	0.00	9617.28	12000.00	80.14	.00	9953.00
<b>TOTAL GENERAL GOVERNMENT</b>	<b>10567.92</b>	<b>108162.17</b>	<b>247300.00</b>	<b>43.74</b>	<b>20833.63</b>	<b>145992.86</b>
<b>FINANCIAL ADMINISTRATION</b>						
41500-001 SALARIES	8086.76	65462.99	97300.00	67.28	7625.48	54482.72
41500-002 FRINGE BENEFITS	1700.29	22001.31	45500.00	48.35	1811.03	22600.92
41500-003 ATTORNEY FEES	2841.27	18860.48	25000.00	75.44	182.96	11856.47
41500-004 AUDIT FEES	0.00	.00	13000.00	.00	.00	.00
41500-005 UTILITIES (TOWN HALL)	2783.49	10113.86	17000.00	59.49	2206.56	10242.50
41500-006 CONTRACTUAL SERVICES	599.92	26425.34	49000.00	53.93	1551.56	6461.71
41500-007 NEWSLETTER	760.90	5785.88	7800.00	74.18	747.99	4153.94
41500-008 POSTAGE	250.00	1382.54	4250.00	32.53	597.13	2100.32
41500-009 PRINTING & STATIONARY	0.00	.00	.00	.00	.00	1284.16
41500-010 OFFICE SUPPLIES	87.48	2168.30	4000.00	54.21	206.24	1790.94
41500-011 MISCELLANEOUS	0.00	208.88	1000.00	20.89	120.52	611.46
41500-029 BANK FEES	1349.94	9955.80	12000.00	82.97	1067.07	6881.57
415000000 PART-TIME SALARIES	913.28	1397.86	11544.00	12.11	627.26	4549.65
<b>TOTAL FINANCIAL ADMINISTRATION</b>	<b>19373.33</b>	<b>163763.24</b>	<b>287394.00</b>	<b>56.98</b>	<b>16743.80</b>	<b>127016.36</b>
<b>POLICE DEPARTMENT</b>						
42100-001 SALARIES	39838.59	245053.56	392200.00	62.48	35380.07	233052.87

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT MONTH	* * * * * ACTUAL	* * * * * YEAR TO - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
42100-002 FRINGE BENEFITS	9166.16	99036.14	178100.00	55.61	7506.85	90395.60
42100-003 COMMUNICATIONS	308.39	2201.47	7850.00	28.04	527.04	3706.51
42100-004 AUTO REPAIR	0.00	3023.73	7500.00	40.32	154.54	1447.78
42100-005 FUEL	1168.39	7747.41	19500.00	39.73	1276.52	8640.23
42100-006 CONTINUING EDUCATION	536.73	7046.80	12000.00	58.72	10.34	5380.99
42100-007 SUPPLIES/MATERIALS/EVIDENCE	579.90	4810.36	16500.00	29.15	174.34	10925.33
42100-009 UNIFORMS	0.00	52.00	6500.00	.80	.00	3924.60
42100-010 MISCELLANEOUS	0.00	267.98	1250.00	21.44	120.00	745.97
42100-011 TECHNOLOGY	0.00	946.98	10500.00	9.02	.00	977.10
42100-012 K-9 EXPENSE	213.43	972.68	2000.00	48.63	353.37	496.55
42100-025 POLICE DONATIONS - EXPENDIT	3187.12	5500.01	2500.00	220.00	455.57	2606.05
42100-029 VRSA RISK SHARING GRANT	0.00	2000.00	2000.00	100.00	.00	2354.41
42100-030 CONTRACTUAL SERVICES	99.00	7855.95	13500.00	58.19	99.00	9926.84
42100-031 INSURANCE RECOVERY EXPENSES	0.00	14385.21	.00	.00	.00	.00
421000000 PART-TIME SALARIES	0.00	304.00	6500.00	4.68	.00	.00
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TOTAL POLICE DEPARTMENT	55097.71	401204.28	678400.00	59.14	46057.64	374580.83
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STREETS RECON & MAINTENANCE						
43100-001 SALARIES	13289.16	95136.90	160100.00	59.42	13686.82	118049.59
43100-002 FRINGE BENEFITS	3375.91	40869.50	75900.00	53.85	3773.64	51038.23
43100-003 MECHANICAL	813.43	10959.40	20000.00	54.80	2135.20	10089.72
43100-004 FUEL EXPENSES	984.72	9433.75	20000.00	47.17	2074.04	10802.05
43100-005 SNOW REMOVAL	0.00	1131.90	5000.00	22.64	1060.80	2174.80
43100-006 UTILITIES	1681.89	5704.08	15000.00	38.03	1859.12	7535.95
43100-007 STREET LIGHTS	2635.24	13943.98	27000.00	51.64	2816.49	16182.98
43100-008 REPAIRS/SUPPLIES (GEN MAINT	2348.03	6774.53	20000.00	33.87	5437.98	12086.24
43100-009 REPAIRS/SUPPLIES (TOWN HALL	1163.79	2531.41	10000.00	25.31	580.80	6296.07
43100-010 UNIFORMS	424.31	4022.89	6000.00	67.05	1005.19	3097.60
43100-012 MISCELLANEOUS	123.68	1553.03	2000.00	77.65	288.48	1911.35
43100-013 HOUSEKEEPING (TOWN HALL)	150.00	1537.50	3600.00	42.71	150.00	1818.75
431000000 PART-TIME SALARIES	0.00	10322.00	24700.00	41.79	.00	5452.38
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TOTAL STREET RECON AND MAI	26990.16	203920.87	389300.00	52.38	34868.56	246535.71
<hr/>						
SANITATION						
43200-003 WASTE COLLECTION	11436.84	80162.38	134000.00	59.82	10739.60	74865.92
43200-004 MISC (FUEL SURCHARGE)	0.00	.00	1000.00	.00	.00	.00
43200-005 LANDFILL FEES	2792.46	14274.47	43660.00	32.69	2116.72	17153.92
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TOTAL SANITATION	14229.30	94436.85	178660.00	52.86	12856.32	92019.84
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CULTURE/RECREATION						

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT MONTH	***** YEAR TO DATE ***** ACTUAL	ANNUAL BUDGET	% OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
45100-001 COMMUNITY SUPT: DONATIONS	1026.87	10195.96	15000.00	67.97	1055.29	14606.64
45100-002 COMMUNITY SUPT: PUBLIC SAFE	1382.76	1382.76	15000.00	9.22	1443.24	10594.26
45100-003 ECONOMIC DEVELOPMENT	0.00	.00	5000.00	.00	.00	5000.00
45100-004 TOWN WIDE ENHANCEMENT PROJE	214.29	1386.75	.00	.00	.00	11661.45
45100-006 MARKETING & EVENTS	567.28	15607.90	45380.00	34.39	765.89	14254.94
45100-007 CROSSROADS FEST MUSIC SERIE	0.00	10160.84	10540.00	96.40	.00	15880.09
45100-008 FAIRWAY 5K	0.00	.00	.00	.00	.00	951.00
45100-009 FIREWORKS	0.00	.00	803.00	.00	.00	6580.00
<b>TOTAL CULTURE/RECREATION</b>	<b>3191.20</b>	<b>38734.21</b>	<b>91723.00</b>	<b>42.23</b>	<b>3264.42</b>	<b>79528.38</b>
PARKS & RECREATION						
46100-001 POOL SALARIES	0.00	25398.38	33100.00	76.73	.00	20803.53
46100-002 FRINGE BENEFITS	0.00	1942.95	2550.00	76.19	.00	1647.39
46100-003 PARK UTILITIES	363.91	1260.72	3500.00	36.02	319.50	1535.24
46100-004 POOL EXPENSES: UTILITIES	699.72	6463.07	8000.00	80.79	503.88	4889.82
46100-005 POOL EXPENSES: CONCESSIONS	0.00	3093.01	5200.00	59.48	.00	1839.68
46100-006 POOL EXPENSES: REPAIRS & SU	22.65	4925.58	8000.00	61.57	.00	3633.04
46100-007 POOL EXPENSES: POOL CHEMICA	0.00	4130.09	12000.00	34.42	.00	1226.02
46100-008 PARK SUPPLIES & MAINTENANCE	241.00	6082.24	20000.00	30.41	65.80	12603.63
46100-010 FUEL	0.00	.00	.00	.00	285.23	1513.47
46100-011 MISCELLANEOUS	0.00	1864.88	500.00	372.98	.00	.00
46100-014 NMCC UTILITIES	1160.15	3791.77	10000.00	37.92	1803.11	4998.96
46100-015 NMCC SUPPLIES/MAINTENANCE	1553.21	3051.04	6000.00	50.85	.00	3047.57
46100-016 NMCC MISCELLANEOUS	0.00	.00	500.00	.00	.00	.00
<b>TOTAL PARKS &amp; REC</b>	<b>4040.64</b>	<b>62003.73</b>	<b>109350.00</b>	<b>56.70</b>	<b>2977.52</b>	<b>57738.35</b>
CARES ACT EXPENSES						
<b>TOTAL CARES ACT EXPENSES</b>	<b>0.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
AMERICAN RESCUE PLAN (ARPA)						
48100-001 AMERICAN RESCUE PLAN (ARPA)	9515.00	42672.24	1364813.00	3.13	529.57	171949.92
48100-002 ARPA LAW ENFORCE EQ GRANT	0.00	24061.11	.00	.00	.00	.00
<b>TOTAL ARPA EXPENSES</b>	<b>9515.00</b>	<b>66733.35</b>	<b>1364813.00</b>	<b>4.89</b>	<b>529.57</b>	<b>171949.92</b>
DEBT SERVICE						

UNAUDITED



INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT	* * * * * Y E A R T O - D A T E * * * * *			THIS MTH-	Y-T-D
	MONTH	ACTUAL	ANNUAL BUDGET	% OF BUDGET	LAST YEAR	LAST YEAR
49500-002 GEN OBLIG BOND SERIES 2023	0.00	17396.17	30000.00	57.99	.00	.00
49500-003 LOAN PAYMENT - PW EQUIP	0.00	.00	24200.00	.00	.00	.00
495000000 LOSS ON SALE OF PROPERTY	0.00	.00	.00	.00	.00	52274.22
TOTAL DEBT SERVICE	0.00	17396.17	54200.00	32.10	.00	52274.22

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT MONTH	* * * * * ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
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	CAPITAL OUTLAY					
49600-001	PUBLIC WORKS	47769.14	222774.37	1006800.00	22.13	825.00 48863.45
49600-005	COMMUNITY PARK IMPROVEMENTS	0.00	.00	55000.00	.00	7945.00 7995.00
49600-006	CONTINGENCY	0.00	6037.50	15000.00	40.25	.00 .00
49600-011	PARK IMPROVEMENTS CARRYOVER	0.00	12280.00	40000.00	30.70	.00 .00
496000000	ADMINISTRATIVE	0.00	.00	.00	.00	4468.75 50310.89
	TOTAL CAPITAL OUTLAY	47769.14	241091.87	1116800.00	21.59	13238.75 107169.34
	TOTAL EXPENSES	190774.40	1397446.74	4517940.00	30.93	151370.21 1454805.81
	PROFIT OR LOSS	61451.90-	931492.70	.00	.00	28091.85- 138389.44-

UNAUDITED

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF JAN 31, 2024

Account Number

A S S E T S

CASH

141000000	CASH ON HAND	300.00
14200-002	CASH - PRIMIS	208018.30
14200-003	CASH - PRIMIS MONEY MARKET	35236.77
14200-004	CASH - TRUIST MONEY MARKET	121386.21
14200-005	CASH - TRUIST	149185.30
14200-006	LOAN ESCROW ACCOUNT	151363.92
		-----
	TOTAL CASH	665490.50

OTHER ASSETS

14700-001	ALLOWANCE FOR UNCOLLECT A/R	(74372.39)
147000000	WATER & SEWER RENTS RECEIVABLE	334430.02
155000000	ACCOUNTS RECEIVABLE	11696.52
158000000	PREPAID EXPENSES	34001.69
15900-001	BROADWAY WWTP PROJECT	2250000.00
15900-002	LAND	632375.55
159000000	PIPELINE AND PUMPSTATION	5203155.19
160000000	OFFICE EQUIPMENT	53885.14
16100-001	WATER & SEWER LINE EQUIPMENT	204205.64
16100-002	WATER & SEWER LINE EQUIP A/D	(138742.63)
161000000	WATER AND SEWER LINES	5311169.72
16200-001	WELL EQUIPMENT	68137.40
16200-002	WELL EQUIPMENT A/D	(66713.48)
162000000	WELLS AND EQUIPMENT	539137.79
163000000	WATER STORAGE TANK	141727.25
164000000	FILTRATION PLANT	3033524.47
16500-001	CONSTRUCTION IN PROGRESS	630756.60
165000000	SEWAGE DISPOSAL PLANT	3273868.27
166000000	TRUCKS	138829.43
16700-001	ACCUM DEP - WATER & SEWER LINE	(2682921.16)
16700-002	ACCUM DEP - WELL & EQUIP	(343828.06)
16700-003	ACCUM DEP - WATER TANK	(141727.27)
16700-004	ACCUM DEP - FILTER PLANT	(1562765.50)
16700-005	ACCUM DEP - SEWER DISPOSAL PLT	(2586905.54)
16700-006	ACCUM DEP - EQUIPMENT, TRUCKS	(114227.64)
16700-007	ACCUM DEP - OFFICE EQUIP	(49766.29)
16700-008	ACCUM DEP - PIPELINE & PUMPSTA	(1245993.47)
16700-009	ACCUMULATED AMORTIZATION	(771429.97)
169000000	DEFERRED OUTFLOW OF RESOURCES	128776.00
170000000	DEFERRED OUTFLOWS - GLI	6861.00

UNAUDITED

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF JAN 31, 2024

Account Number

	TOTAL OTHER ASSETS	12217144.28
	TOTAL ASSETS	12882634.78
	LIABILITIES & SURPLUS/DEFICIT	
	LIABILITIES	
24100-003	A/P COMP ABSENCES	25790.62
24200-001	WATER & SEWER OVERPAYS	(186.41)
242000000	WATER & SEWER DEPOSITS PAYABLE	35857.50
248000000	ACCRUED INTEREST PAYABLE	11146.88
249000000	DUE TO GENERAL FUND	177508.00
25000-003	2019 VRA LOAN PAYABLE	870000.00
25000-004	BOND PREMIUM (2019 VRA LOAN)	166337.29
25000-005	DEFERRED AMOUNT ON REFUNDING	46725.59
25100-002	2009 REVOLVING LOAN PAYABLE	942574.64
253000000	OPEB LIABILITY - GLI	20332.00
255000000	VRS NET PENSION LIABILITY	325768.00
256000000	DEFERRED INFLOW OF RESOURCES	54988.00
257000000	DEFERRED INFLOWS - GLI	4129.00
	TOTAL LIABILITIES	2680971.11
	SURPLUS/DEFICIT	
28100-001	RESERVE FOR FUTURE CAP PROJECT	125000.00
281000000	WATER AND SEWER FUND BALANCE	9783340.13
	CURRENT SURPLUS/DEFICIT	293323.54
	TOTAL SURPLUS/DEFICIT	10201663.67
	TOTAL LIABILITIES AND SURPLUS	12882634.78

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT MONTH	***** Y E A R T O - DATE ***** ACTUAL	ANNUAL BUDGET	% OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
<b>INCOME</b>						
39100-001 SEWER SERVICE BILLING	82067.88	671233.08	1107700.00	60.60	81929.14	631971.01
391000000 WATER SERVICE BILLING	67592.95	589942.98	954000.00	61.84	75628.25	553130.26
39200-001 SEWER CONNECTION FEES	0.00	6000.00	3000.00	200.00	3000.00	6000.00
39200-002 WATER METER INCOME	0.00	515.04	513.00	100.40	1030.08	2060.16
392000000 WATER CONNECTION FEES	0.00	4000.00	2000.00	200.00	2000.00	10000.00
393000000 CONNECTION FEES & RECONNECT	1805.00	5864.56	6000.00	97.74	475.00	4656.88
39400-004 AMERICAN RESCUE PLAN ACT (AR	0.00	.00	.00	.00	.00	86778.89
394000000 INTEREST EARNED ON SAVINGS	671.73	4762.29	3000.00	158.74	284.56	1023.54
39500-002 CAPITAL RESERVE FUNDS	0.00	.00	18707.00	.00	.00	.00
395000000 MISCELLANEOUS	0.00	3.46	.00	.00	.00	.00
39600-001 LOAN PROCEEDS - WATER TANK	0.00	.00	4030000.00	.00	.00	.00
39600-002 LOAN PROCEEDS - EQUIPMENT	0.00	315000.00	290000.00	108.62	.00	.00
397000000 WATER/SEWER PENALTIES	1696.72	16427.72	15000.00	109.52	1496.99	12741.11
399000000 TRASH COLLECTION FEES	0.00	.00	.00	.00	.00	72.00
<b>TOTAL INCOME</b>	<b>153834.28</b>	<b>1613749.13</b>	<b>6429920.00</b>	<b>25.10</b>	<b>165844.02</b>	<b>1308433.85</b>
<b>EXPENSES</b>						
<b>WATER DEPARTMENT</b>						
71000-001 SALARIES	14344.34	101406.01	174650.00	58.06	7873.82	60929.22
71000-002 FRINGE BENEFITS	3951.88	45694.22	85050.00	53.73	2423.77	28230.25
71000-003 WELL SYSTEM - UTILITIES	3160.38	27044.87	44300.00	61.05	4707.49	25370.48
71000-004 WELL SYSTEM - REPAIRS	9.90	1430.92	5000.00	28.62	11.55	5241.00
71000-005 WELL SYSTEM - CHEMICALS	0.00	15745.84	27000.00	58.32	1036.80	1036.80
71000-006 WATER TREATMENT PLANT UTILI	5537.65	29505.17	42000.00	70.25	5124.14	27269.04
71000-007 WATER METERS	0.00	11171.50	12000.00	93.10	377.72	5831.19
71000-008 TREATMENT PLANT SUP & MATLS	15.79	3570.51	16000.00	22.32	1361.92	12253.38
71000-009 DISTRIBUTION SYSTEM SUPP &	1368.99	14674.64	22000.00	66.70	334.33	20833.52
71000-010 VEHICLE REPAIRS & MAINTENAN	0.00	2845.93	3000.00	94.86	211.17	2010.93
71000-011 FUEL	540.46	4081.35	6500.00	62.79	539.52	3922.64
71000-012 WATER TREATMENT REPAIRS & M	249.94	2047.86	12000.00	17.07	5737.85	12136.79
71000-013 WATER TESTING (LAB)	597.47	1521.04	6000.00	25.35	121.50	561.99
71000-014 ROAD CUTS AND REPAIRS	0.00	9993.86	30000.00	33.31	120.00	14930.17
71000-015 UNIFORMS	204.43	1381.69	1200.00	115.14	217.90	1406.79
71000-016 OUTSIDE CONTRACTED LABOR	0.00	900.00	9000.00	10.00	3510.00	7812.00
71000-017 MISCELLANEOUS	66.43	822.28	1000.00	82.23	88.60	720.47
71000-018 PERMITS & DUES	40.00	3793.00	4000.00	94.83	.00	3623.00
<b>TOTAL WATER DEPARTMENT</b>	<b>30087.66</b>	<b>277630.69</b>	<b>500700.00</b>	<b>55.45</b>	<b>33798.08</b>	<b>234119.66</b>

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT MONTH	* * * * * ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
-----						
WATER TREATMENT						
TOTAL WATER TREATMENT	0.00	.00	.00	.00	.00	.00
SEWER DEPARTMENT						
73000-001 SALARIES	9483.81	67527.78	114300.00	59.08	6526.78	50785.22
73000-002 FRINGE BENEFITS	2106.91	26829.01	49750.00	53.93	2019.01	21377.67
73000-003 LIFT STATION UTILITIES	3820.33	12199.04	25000.00	48.80	3524.94	10435.28
73000-004 NF PUMP STATION UTILITIES	4250.90	10758.41	25000.00	43.03	3468.03	12182.57
73000-005 COLLECTION SYSTEM SUPP/MAT	1768.27	4317.52	12000.00	35.98	1622.31	6888.64
73000-007 LIFT STATION REPAIRS/SUPPLI	715.72	2037.37	5000.00	40.75	89.29	4997.80
73000-010 WATER TESTS (LAB)	0.00	.00	250.00	.00	.00	78.93
73000-012 UNIFORMS	0.00	.00	500.00	.00	.00	.00
73000-013 VEHICLE REPAIR AND MAINT	0.00	798.65	2000.00	39.93	.00	487.45
73000-014 FUEL	0.00	.00	500.00	.00	.00	.00
73000-015 MISCELLANEOUS	0.00	444.94	1000.00	44.49	.00	14.99
73000-016 PERMITS AND DUES	80.00	80.00	500.00	16.00	.00	.00
73000-017 BROADWAY TREATMENT COSTS	34552.84	168010.73	424000.00	39.63	39068.60	191132.09
73000-031 INSURANCE RECOVERY EXPENSES	0.00	1366.61	.00	.00	.00	.00
TOTAL SEWER DEPARTMENT	56778.78	294370.06	659800.00	44.62	56318.96	298380.64
SEWAGE TREATMENT						
TOTAL SEWAGE TREATMENT	0.00	.00	.00	.00	.00	.00
ADMINISTRATIVE AND GENERAL						
75000-001 SALARIES	14697.32	110152.81	179800.00	61.26	15009.71	112914.97
75000-002 FRINGE BENEFITS	2959.55	35706.12	81800.00	43.65	3805.12	43495.21
75000-003 ATTORNEY FEES	2841.28	18860.50	25000.00	75.44	182.97	11856.50
75000-004 AUDIT FEES	0.00	.00	13000.00	.00	.00	.00
75000-005 OFFICE SUPPLIES	555.73	2802.34	4000.00	70.06	57.41	2641.54
75000-006 POSTAGE	1287.23	3890.16	7500.00	51.87	1189.36	3749.08
75000-007 VRSA INSURANCE	0.00	21004.00	42500.00	49.42	8321.00	18927.50
75000-008 CONTINUING EDUCATION	0.00	675.00	2500.00	27.00	.00	100.00
75000-009 CONTRACTUAL SERVICES	389.50	22363.95	51000.00	43.85	966.38	12472.49
75000-010 MISCELLANEOUS	0.00	.00	700.00	.00	.00	.00
75000-014 BANK FEES	1388.83	9928.24	12000.00	82.74	1180.61	8389.01
750000000 PART TIME SALARIES	913.27	1397.85	11544.00	12.11	627.24	4549.60
755000000 AMERICAN RESCUE PLAN ACT(AR	0.00	.00	.00	.00	529.57	87308.46
TOTAL ADMIN AND GENERAL	25032.71	226780.97	431344.00	52.58	31869.37	306404.36

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING JAN 31, 2024

	CURRENT	* * * * * Y E A R T O - D A T E * * * * *			THIS MTH-	Y-T-D	
	MONTH	ACTUAL	ANNUAL BUDGET	% OF BUDGET	LAST YEAR	LAST YEAR	
-----							
DEBIT SERV - W & S BONDS							
76000-006	RLF FORCE MAIN/PUMP STATION	0.00	62838.30	126000.00	49.87	.00	62838.30
76000-011	VRA GEN OBLIGN SERIES 2019B	0.00	132293.75	151769.00	87.17	.00	124856.25
76000-013	LOAN - MISC EQUIPMENT	0.00	.00	36300.00	.00	.00	.00
TOTAL DEBIT SERV W & S		0.00	195132.05	314069.00	62.13	.00	187694.55
CAPITAL OUTLAY							
77100-001	SEWER DEPARTMENT	0.00	70295.00	185000.00	38.00	.00	.00
77100-006	CIVIL ENGINEERING	0.00	.00	25000.00	.00	.00	.00
77100-007	WATER CONTINGENCY	0.00	939.46	10000.00	9.39	.00	.00
77100-008	SEWER CONTINGENCY	0.00	.00	10000.00	.00	.00	.00
77100-015	SEWER DEPARTMENT CARRYOVER	0.00	.00	18707.00	.00	.00	15670.10
771000000	WATER DEPARTMENT	929.45	255277.36	4275300.00	5.97	110789.05	199820.89
TOTAL CAPITAL OUTLAY		929.45	326511.82	4524007.00	7.22	110789.05	215490.99
DEPRECIATION							
TOTAL DEPRECIATION		0.00	.00	.00	.00	.00	.00
=====							
TOTAL EXPENSES		112828.60	1320425.59	6429920.00	20.54	232775.46	1242090.20
PROFIT OR LOSS		41005.68	293323.54	.00	.00	66931.44-	66343.65

UNAUDITED

**NOTICE OF PUBLIC HEARING  
TOWN OF NEW MARKET  
FISCAL YEAR 2023-2024 BUDGET  
AMENDMENT #1**

The Town of New Market will conduct a public hearing and meeting on the proposed Fiscal Year 2023-2024 Budget Amendment #1 on Tuesday, February 20, 2024 at 6:30 pm in the Council Chambers of the Arthur L. Hildreth, Jr. Municipal Building located at 9418 John Sevier Road, New Market, VA 22844. Members of the public are invited to attend and present comments on the proposed Budget Amendment #1. The Town Council intends to amend the budget as follows:

General Fund – Revenues: Increase of \$572,144, from \$4,477,940 to \$5,050,084.  
General Fund – Operating Expenses: Increase of \$82,529, from \$1,982,127 to \$2,064,656.  
General Fund – Debt Service: Decrease of \$25,001, from \$54,200 to \$29,199.  
General Fund – Capital Outlay: Increase of \$199,860 from \$1,076,800 to \$1,276,660.  
General Fund – American Rescue Plan Act (ARPA) Expenses: Increase of \$212,234, from \$1,364,813 to \$1,577,047.

Water/Sewer Fund – Revenues: Increase of \$42,773, from \$6,411,213 to \$6,453,986.  
Water/Sewer Fund – Operating Expenses: Decrease of \$8,974, from \$1,591,844 to \$1,582,870.  
Water/Sewer Fund – Debt Service: Decrease of \$16,732, from \$314,069 to \$297,337.  
Water/Sewer Fund – Capital Outlay: Increase of \$27,148, from \$4,505,300 to \$4,532,448.

Total Revenues – Increase of \$614,917, from \$10,889,153 to \$11,504,070.  
Total Expenditures – Increase of \$471,065, from \$10,889,153 to \$11,360,218.

A copy of the proposed budget amendment #1 document is on file at the Town of New Market Municipal Office and is available for review Monday-Friday, 7:30 am – 4:00 pm, and at [www.newmarketvirginia.com](http://www.newmarketvirginia.com). Any person requiring special accommodations in attending or participating in the public hearing should contact Nathan Garrison, Town Manager at (540)740-3432 at least five (5) days prior to the public hearing.



# FY23-24 AMENDMENT 1 SUMMARY

## General Fund

This FY23-24 budget amendment proposes an overall increase in the General Fund revenues in the amount of 572,144 and expenses in the amount of \$467,144. We are forecasting a \$105,000 surplus at the end of the fiscal year which will go back into our reserves. Below is a summary of the changes in this budget amendment.

### General Fund Revenues –

#### Other Local Taxes:

This budget amendment reflects a \$119,614 increase in **Meals Tax**. The original budget estimate was conservative due to the uncertainty of Subway and Jalisco. This revised estimate is based on revenues collected last fiscal year along with the revenues collected to date in this fiscal year. The closing of Subway was factored into this revised estimate. **Transient Occupancy Tax** is also slightly higher in this amendment based on revenues collected to date. A decrease of \$34,500 in **Cigarette Tax** revenue is projected in this amendment even though the tax rate increased \$0.05 beginning July 1, 2023. This revised estimate is based on the number of stamps sold last fiscal year, as well as the amount sold in this fiscal year to date.

#### Intergovernmental Revenue:

This budget amendment reflects a \$46,895 increase in **Intergovernmental Revenues**. This projected increase is based on actual revenues received to date along with projections for the remainder of the fiscal year.

#### Fines and Forfeitures:

This amendment reflects a decrease of \$1,590 in fines and forfeitures revenue based on last fiscal year's revenues and actuals collected to date.

#### Asset Revenue:

This amendment reflects an increase of \$13,070 in asset revenue primarily due to insurance recovery funds received due to damage to 2 public safety vehicles.

#### User Fees:

The NMCC rental revenues are projected to increase \$4,555 based on current rentals.

## **Marketing and Events:**

This amendment reflects an increase of \$4,309 in marketing and events revenue primarily due to the receipt of funds from the Independence Day Celebration Committee that was not originally budgeted.

## **American Rescue Plan Act (ARPA):**

This amendment shows an increase in ARPA funds due to a carryover from FY22-23. Fewer funds were used in the previous fiscal year than originally budgeted.

## **ARPA Law Enforcement Equipment Grant:**

The PD received notification of award of \$92,000 from an ARPA Law Enforcement Grant after the FY23-24 budget was approved.

## **Loan Proceeds:**

Loan proceeds for the maintenance building and public works equipment were higher than originally anticipated. In the original budget, we only expected to receive financing for 80% of the maintenance shop and fencing project, however we received full financing.

## **General Fund Expenses –**

### **General Government:**

**General Government Salaries and Benefits:** This amendment reflects a decrease of \$20,984 in general government salaries and benefits due to the hiring of a new town manager and marketing and events director. In addition, the marketing and events director position was vacant for 3 months at the beginning of the fiscal year.

**Shenandoah County Tourism Council:** This budget amendment proposes increasing the Town's donation to the Shenandoah County Tourism Council back to 1% of the amount collected in Transient Occupancy tax revenues.

**VRSA Insurance:** This budget amendment reflects a decrease of \$1,460 based on actual costs to date.

**Council Elections:** This budget amendment removes the costs of council elections as there are no elections planned for this fiscal year.

**Annexation Expense:** This budget amendment adds \$10,000 to this budget line item due to expenses incurred to date.

**DRPT Demonstration Program Grant (Transit Project):** There is a slight decrease in this line item based on actual expenses to date. The Town was only charged for 9 months of services in this fiscal year.

**Financial Administration:**

**Financial Administration Salaries and Fringe Benefits:** The changes to salaries and benefits reflected in this amendment are due to one employee leaving and another taking her place. Also, our part-time employee worked at a full time level for the 1<sup>st</sup> half of the fiscal year, but is now back to part-time.

**Contractual Services:** This amendment is reflecting an increase of \$11,000 in contractual services due to increases in the fees charged by Vision Technology Group for added security, as well as higher costs on other maintenance contracts than originally anticipated.

**Other Financial Administration Expenses:** This amendment reflects increases in other expenses including Utilities, Newsletter, Office Supplies and Bank Fees. These increases are based on actual expenses incurred last fiscal year and expenses incurred to date in this fiscal year.

**Public Safety:**

**Public Safety Salaries and Fringe Benefits:** This budget amendment reflects an increase of \$16,000 in salaries and \$8,600 in benefits. This increase is due based on actuals expenses incurred to date on casual and regular overtime.

**Police Donations:** This amendment reflects an increase in donation expenditures of \$8,813. The PD received a \$9,000 donation from a local organization and is expected to use these funds in this fiscal year.

**Insurance Recovery Expenses:** This amendment reflects incurring expenses in the amount of \$14,385 due to damage to public safety vehicles in 2 separate incidences.

**Public Works:**

**Public Works Salaries and Fringe Benefits:** Increases in salaries and fringe benefits are reflected in this budget amendment due to anticipated personnel changes.

**Other Public Works Expenses:** Increases are anticipated in uniform expenses and housekeeping (Town Hall) based on actual expenses incurred to date.

**Cultural and Economic Development:**

**Community Support Donations:** This amendment reflects an increase of \$3,725 due to a carryover from last fiscal year. One Façade Enhancement Grant recipient was unable to finish their improvement project until this fiscal year.

**Town Wide Enhancement Projects:** This amendment reflects an increase of \$3,172 due to anticipated costs. Dumpster rental for Rebel Field and the costs of flowers and decorations for the Town come out of this line item.

**Parks and Recreation:**

**Miscellaneous:** This amendment reflects an increase of \$1,865 due to expenditures incurred to date.

**General Fund Debt Service:**

**Loan Payment – Maintenance Building and Public Works Equipment:** Adjustments have been made to these line items based on the actual payment schedule for these loans.

**American Rescue Plan Act (ARPA) Expenses:** This amendment reflects an increase in ARPA expenses. This is due to the carryover from the previous fiscal year. Fewer expenses were incurred last year than was originally budgeted. In addition, the original proposal reflected using ARPA funds for the portion of the costs of the maintenance building and fencing that were not financed.

**ARPA Law Enforce Equipment Grant:** As noted above, the PD received notification of award of \$92,000 from an ARPA Law Enforcement Grant after the FY23-24 budget was approved. The expenses related to this grant are reflected in this line item.

**General Fund Capital Expenditures:**

**Administrative:** This amendment reflects an upgrade to our current payroll system, as well as purchasing a human resource program & employee self-service portal. The costs for this fiscal year are \$5,000 which will be split between the General Fund and Enterprise Fund.

**Public Works:** This line item has increased by \$119,382. The original budget reflected 80% of the costs of the new maintenance building and fencing. The remaining 20% was going to be covered using ARPA funds.

**Community Park Improvements:** This amendment reflects an increase of \$9,500 due to the NMCC planning study coming in at a higher price.

**Community Park Improvements Carryover:** This amendment reflects an increase of \$40,000 which is a carryover from last fiscal year for pool improvements.

## Enterprise Fund

This FY23-24 budget amendment proposes an overall increase in the Water/Sewer Fund revenues in the amount of \$42,773 and an increase in expenses of \$1,553. We are forecasting a \$41,220 surplus at the end of the fiscal year which will go back into our reserves. Below is a summary of the changes in this budget amendment.

### Water/Sewer Fund Revenues –

**Water / Sewer Connection Fees:** This amendment reflects an increase in connection fees of \$5,000 based on actual revenues received to date.

**Penalties:** The FY23-24 budget amendment is reflecting an increase in penalties of \$8,000 based on last fiscal year's revenues and the revenues collected to date.

**Interest on Savings:** This budget amendment is reflecting an increase in interest earnings \$4,771 based on current revenues received to date.

**Loan Proceeds:** The FY23-24 budget amendment reflects an increase in loan proceeds of \$25,000 on the miscellaneous public works equipment and vehicles. Actual loan proceeds were higher than anticipated.

### Water/Sewer Fund Expenses –

**Water and Sewer Salaries and Fringe Benefits:** The changes to salaries and benefits reflected in this amendment are due to the replacement of one water plant operator and other personnel changes. In addition, the W/S Administration salaries and benefits reflect changes in personnel with one employee leaving and another taking her place. Also, our part-time employee worked at a full time level for the 1<sup>st</sup> half of the fiscal year, but is now back to part-time.

**Distribution System Supplies and Materials:** This amendment reflects a \$3,306 increase in distribution system supplies and materials based on last fiscal year's expenses and actual expenses incurred to date.

**Fuel:** This amendment reflects a \$1,041 increase in fuel costs based on last fiscal year's expenses and actual expenses incurred to date.

**Insurance Recovery Expenses:** This amendment reflects incurring expenses in the amount of \$1,367 due to damage to one of the well fences by an outside party.

### Water/Sewer Administration Expenses –

**Contractual Services:** This amendment is reflecting an increase in contractual services due to increases in the fees charged by Vision Technology Group for added security, as well as higher costs on other maintenance contracts than originally anticipated.

## **Water/Sewer Debt Service –**

**Loan Payment – Public Works Equipment:** The actual loan payment schedule reflects only one semi-annual payment in this fiscal year. The original budget anticipated making 2 payments.

## **Water/Sewer Capital Outlay –**

**Water/Sewer Departments:** This amendment reflects an increase in the water department capital outlay of \$9,332 and sewer department of \$720 based on actual expenses incurred to date.

**W/S Administration:** This amendment reflects an upgrade to our current payroll system, as well as purchasing a human resource program & employee self-service portal. The costs for this fiscal year are \$5,000 which will be split between the General Fund and Enterprise Fund.

**W/S Carryover:** This amendment reflects funds in the amount of \$18,707 which are being carried over from last fiscal year for collection system improvements.

Dear New Market Town Council,

We would like to continue to serve the citizens of New Market by offering local grown produce, homemade products and other goods. We have an average of 3-5 vendors that use tents to showcase their products. We had a very successful season in the location on Congress Street this year.

To continue this service, we would like to request the following;

\*Once again the use of the public parking lot located on South Congress Street. With the opening to be held on Friday April 12, 2024 through the end of December 2024. The hours of operation would be 10 a.m. until 2 p.m., with extended hours during the summer months not to extend 7 p.m. We would once again like to use the west side of the lot to not take up the prime parking for downtown businesses.

\*waiving of the itinerant merchants fee for those that participate in the New Market Farmers Market

\*the use of signage to advertise the farmers market at the entrance of the parking lot and other areas in town in accordance with the town and VDOT regulations. Signs to advertise the market to be set out the day before through the end of the event.

We thank you in advance for your consideration and look forward to continuing serving the New Market community.

Sharon Payne  
A New Market Farmers Market Vendor



# COMMONWEALTH of VIRGINIA

## Department of Historic Resources

Travis A. Voyles  
Secretary of Natural and  
Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Julie V. Langan  
Director  
Tel: (804) 482-6446  
Fax: (804) 367-2391  
[www.dhr.virginia.gov](http://www.dhr.virginia.gov)

February 1, 2024

VIA ELECTRONIC MAIL

Nathan Garrison, Town Planner  
New Market Town Office  
P.O. Box 58  
New Market, VA 22844

RE: Woodworth Cottage, Town of New Market

Dear Mr. Garrison:

The Shenandoah Valley Battlefields Foundation (SVBF) has submitted an application to the Virginia Department of Historic Resources (DHR) to donate an historic preservation and open-space easement over a ±0.267-acre property known as the Woodworth Cottage (the "Property"), located at 9401 South Congress Street in the Town of New Market (parcel no. 103A2-A-125). The easement will be held by the Virginia Board of Historic Resources and administered by staff at DHR.

The Property is improved with a ca. 1868 frame building (partially clad in stucco and brick), and a gravel parking lot. The Woodworth Cottage is a contributing resource to the New Market Historic District, a district found eligible for listing on the Virginia Landmarks Register and the National Register of Historic Places in 1972. As you may be aware, this property is the site of the Woodworth Cottage, a building that housed Mrs. Jessie Rupert's school for African American children for a brief period during Reconstruction.

Pursuant to §10.1-1701 of the Virginia Code, DHR would like to ensure that donation of a perpetual historic preservation and open-space easement on the Property conforms to the revised *Planning New Market 2030* Comprehensive Plan (the "Plan"), adopted by the Town Council in July 2012. The Town Council considered proposed updates to Chapters 1-4 of the Plan in 2017. DHR reviewed the Plan, as available on the Town's website, and identified the following policies and objectives in support of this proposed easement:

Western Region Office  
962 Kime Lane  
Salem, VA 24153  
Tel: (540) 387-5443  
Fax: (540) 387-5446

Northern Region Office  
5357 Main Street  
PO Box 519  
Stephens City, VA 22655  
Tel: (540) 868-7029  
Fax: (540) 868-7033

Eastern Region Office  
2801 Kensington Avenue  
Richmond, VA 23221  
Tel: (804) 367-2323  
Fax: (804) 367-2391



- The Property is zoned General Business District (B-1) (Town of New Market GIS).
- The Property’s current land use designation appears to be Commercial (please note this was difficult to discern on the .pdf version New Market Land Use map, p. 35).
- The Property is entirely within the Old Town Core (Future Growth Area Concept Plan Map, p. 39).
- The Property lies entirely within the Town of New Market’s Historic Overlay District (Historic Overlay District Map, p. 15 and Historic Overlay District summary, p. 49).
  - The primary purpose and objective of the Historic Overlay District is to “To implement the Town’s Comprehensive Plan goal of protecting and preserving the old and historic Main Street area and other historic landmarks and areas from adverse changes, not only for their own value as community resources, but also because of their contribution to the Town’s unique character.”
  - An additional objective is to “To protect, enhance and perpetuate such buildings, structures, places and areas which represent elements of the Town’s cultural, social, economic, political and architectural history.”
  - *DHR Comments: The preservation of the Property through the placement of a historic preservation and open-space easement will help preserve and protect historic Main Street from changes that would impact its historic character as well as protect a unique part of New Market’s cultural history, specifically the building that housed a former African American school during the Reconstruction Era.*
- Support for historic preservation generally can be found at:
  - Chapter 1, Overview (pp. 4-6)
    - Vision of New Market’s Future: The comprehensive plan is guided by a vision of a future New Market that includes: A historic district that is protected from adverse changes and with new construction throughout the town that is compatible with and sensitive to New Market’s historic character and that contributes to the aesthetic quality of the community.
    - Goal: To retain the present general form and character of New Market, which can be described as “a compact small town in rural setting, with a historic main street, attractive residential areas, and in which the majority of residents are employed locally”.
  - Chapter 2: History and Regional Setting (p. 16):
    - Goal: To preserve the historical buildings in New Market, and to mark and commemorate historic sites.
    - Policy: New Market will encourage the restoration of occupied as well as old, abandoned buildings by marketing the community as an attractive tourist and business location and also through possible historic tax credits.
  - Chapter 6: Appearance (p. 66):
    - Investing in an aesthetically pleasing appearance can lead directly to an increased quality of life for the entire community. Historic preservation and downtown revitalization projects tend to increase property values, create employment

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opportunities, and increase tourism. Most people tend to desire places that are well taken care of and that are appealing from an aesthetics point of view. These areas are also more likely to attract potential businesses and home buyers as most people consider the amenities of the community before making such investments.

- *DHR Comments: The placement of an easement on the Property will require its continued maintenance and preservation and contribute to the overall integrity and historic character of the New Market Historic District, especially its historic Main Street. Preservation of the town's historic character and setting will, in turn, help increase tourism, attract new businesses and employment, and provide an increased quality of life in the Town of New Market.*

DHR kindly asks that you respond to this letter in writing confirming that the proposed easement is consistent with the Town of New Market's current Plan as outlined above, and/or if any additional citations of the Plan are applicable to this Property.

Should you have any questions or wish to discuss this topic in more detail, or if you would like to review a copy of DHR's easement template, please do not hesitate to contact me.

Thank you in advance for your assistance with this request.

Sincerely,



Karri Richardson  
Easement Program Specialist  
Office of Preservation Incentives  
804.482.6094  
[karri.richardson@dhr.virginia.gov](mailto:karri.richardson@dhr.virginia.gov)

cc: Keven Walker, Chief Executive Officer, SVBF  
Dan Reinhart, Chief Operating Officer, SVBF  
Jack Owens, Park Ranger – Resource Preservation, SVBF  
Julie Langan, Director, DHR  
Megan Melinat, Director, Preservation Incentives, DHR  
Wendy Musumeci, Easement Program Coordinator, DHR

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