

Elkton Town Council  
Elkton Area Community Center  
20593 Blue and Gold Drive - Elkton, VA 22827  
February 5, 2024 – 5:30 p.m.

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*Unless otherwise indicated or unless relocated by the Council, agenda items will be taken in order. The Council reserves the right to remove, add, and/or relocate agenda items as necessary. Public Hearings will begin promptly at the advertised time.*

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1. CALL TO ORDER – ROLL CALL
2. ADOPTION OF AGENDA
3. PRESENTATION
  - a. Financial advisors Davenport & Company, LLC
4. TOWN MANAGER’S REPORT
  - a. Update on infrastructure projects (Town Manager and Public Works Director)
5. UNFINISHED BUSINESS
  - a. Engineering services fee proposal – water storage tank design phase services
  - b. Fee proposal for new well development
  - c. Rules for Elkton Downtown Marketplace Pavilion
6. NEW BUSINESS
  - a. Bear Lithia water hauler operations
7. ADJOURNMENT



**TOWN OF ELKTON**



**VIRGINIA**

**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 5, 2024

**SUBJECT/TOPIC:** Adoption of Agenda

**BACKGROUND:** Council may add items to the agenda.

**ACTION REQUESTED:**

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

**FINANCIAL IMPACT:**

Budgeted: YES  NO  No Financial Impact   
 Amount: N/A  
 Budget Line Item: N/A

*If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."*

**STAFF RECOMMENDATION:** That Council adopt the Agenda as presented.

**APPROVAL:**   
 \_\_\_\_\_  
 Greg Lunsford, Town Manager

**ATTACHMENTS:** None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 5, 2024

**SUBJECT/TOPIC:** Town Manager's Report

**BACKGROUND:** Update on Town's infrastructure projects to be given by Mr. Lunsford and Mr. Hurt.

**ACTION REQUESTED:**


- Information Only
- Discussion
- Reports
- Action Item
- Public Hearing
- Closed Session

**FINANCIAL IMPACT:**

- Budgeted: YES
- NO
- No Financial Impact
- Amount: N/A
- Budget Line Item: N/A

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**STAFF RECOMMENDATION:** N/A

**APPROVAL:**   
Greg Lunsford, Town Manager

**ATTACHMENTS:** None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 5, 2024

**SUBJECT/TOPIC:** Engineering Services Fee Proposal – Water Storage Tank Design Phase Services

**BACKGROUND:** On January 15, 2024, WW Associates submitted an engineering fee proposal for the design of a 1.0 million gallon ground water storage tank to replace the existing tank in accordance with the Preliminary Engineering Report (PER) prepared for the Town’s water improvement project. An engineering fee of \$165,000 is proposed for the project.

**ACTION REQUESTED:**

- Information Only
- Discussion
- Reports
- Action Item
- Public Hearing
- Closed Session

**FINANCIAL IMPACT:**

- Budgeted: YES  NO  No Financial Impact
- Amount: \$165,000
- Budget Line Item: ARPA Funding

*If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state “There is no financial impact to the Town.”*

**STAFF RECOMMENDATION:** That Council approve the proposal as presented.

**APPROVAL:**   
Greg Lunsford, Town Manager

**ATTACHMENTS:** Engineering Services Fee Proposal – Water Tank Design Phase Services

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



January 15, 2024

Mr. Greg Lunsford  
Town Manager  
Town of Elkton  
173 West Spotswood Avenue  
Elkton VA 22827

Ref: Engineering Services Fee Proposal – Water Storage Tank Design Phase Services

Dear Mr. Lunsford:

We are pleased to submit this engineering fee proposal for the design of a 1.0 million gallon ground water storage tank to replace the existing tank in accordance with the Preliminary Engineering Report prepared for the Town's water improvement project. Estimated construction cost for this facility is \$ 2,000,000.

We propose to provide field survey and design phase services for this water tank project. The design will be submitted for review and approval by the Town. Our proposal also includes progress meetings with the Town and other stakeholders as needed. The design drawings will include the following:

- Vicinity Map
- Existing Conditions
- Site Plan including fencing and parking modifications
- Grading plan
- Utility Plan
- Tank plan, section, and details
- Erosion and Sediment Control
- Stormwater Management Plan
- Electrical Power Plan and Details
- Instrumentation Plan and Details for Tank Level Control
- Demolition Plan for the Existing Tank
- Scheduling plan to allow for continuous water service during construction
- Details and Notes

We also propose to provide construction specifications and bidding documents suitable for public bidding. In addition, we will provide a final construction cost estimate for the project. We will submit the design of the tank project to the Virginia Department of Health for review and approval. We will also submit a site development plan and a

P.O. Box 4119 ▪ Lynchburg, VA 24502 ▪ (434) 316-6080  
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stormwater management plan to the Town and Rockingham County for review and approval.

We propose to provide design engineering services for a lump sum fee of \$ 165,000. We anticipate a design phase schedule of 180 days for this project, which will allow for bidding this project in 2024.

This proposal is based on the following considerations:

1. Tank design location will be on existing Town property.
2. Wetland and stream delineations, archaeological resources, and other onsite environmental studies are not included in this proposal.
3. Roadway improvements are not included in this proposal.
4. This proposal does not include construction phase services. We will offer construction phase services following the design of this project upon the request of the Town.

Invoicing for this project will be monthly based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the invoice is issued by WW Associates, Inc.

We are available to proceed upon execution of this proposal. Should this proposal be deemed acceptable, please sign below and forward an executed copy to this office. Your signature will be considered our Notice to Proceed.

Sincerely,

WW Associates, Inc.



Herbert F. White, III, P.E.  
President

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Greg Lunsford  
Town Manager  
Town of Elkton

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Date

WW Associates, Inc.

Lynchburg ■ Charlottesville

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**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 5, 2024

**SUBJECT/TOPIC:** Fee proposal for new well development

**BACKGROUND:** Based on the Preliminary Engineering Report from WW Associates for the water project, it has been recommended that at least one rotary drilled water well be developed as an additional water supply for the Town. An engineering fee of \$75,000 is proposed for the project.

**ACTION REQUESTED:**

- |                  |                                     |                |                          |                |                          |
|------------------|-------------------------------------|----------------|--------------------------|----------------|--------------------------|
| Information Only | <input type="checkbox"/>            | Discussion     | <input type="checkbox"/> | Reports        | <input type="checkbox"/> |
| Action Item      | <input checked="" type="checkbox"/> | Public Hearing | <input type="checkbox"/> | Closed Session | <input type="checkbox"/> |

**FINANCIAL IMPACT:**

- Budgeted: YES  NO  No Financial Impact   
 Amount: \$75,000  
 Budget Line Item: ARPA Funding

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**STAFF RECOMMENDATION:** That Council approve the proposal as presented.

**APPROVAL:**   
Greg Lunsford, Town Manager

**ATTACHMENTS:** Fee proposal for new well development

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.





January 30, 2024

Mr. Greg Lunsford  
Town Manager  
Town of Elkton  
173 West Spotswood Avenue  
Elkton VA 22827

Ref: Engineering Services Fee Proposal – Well Development – Engineering Services

Dear Mr. Lunsford:

Based on the Preliminary Engineering Report for the water project, it has been recommended that at least one rotary drilled water well be developed as an additional water supply for the Town. We are pleased to submit this engineering fee proposal for well development engineering services as follows:

- Identify up to 3 potential new sites for well development.
- Select up to 3 targets for drilling sites.
- Coordinate and obtain approval of selected sites and well locations with the Virginia Department of Health.
- Prepare a well drilling bid document for procurement of well drilling services.
- Manage the bid process for well drilling services.
- Provide recommendations for selected well driller.
- Prepare contract between well driller and the Town.
- Coordinate and assist in well drilling activities.
- Coordinate water quality testing.
- Prepare a Preliminary Engineering Report for selected wells to be incorporated into the Town's water system.
- Submit the PER to the Virginia Department of Health for review and approval.

We propose to provide these engineering services for a lump sum fee of \$ 75,000. We are available to engage these services immediately upon authorization. We anticipate well drilling to commence in May, 2024.

This proposal is based on the following considerations:

1. Water quality laboratory testing is not part of this proposal. We will coordinate to have these services performed.
2. Wetland and stream delineations, archaeological resources, and other onsite environmental studies are not included in this proposal.

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Invoicing for this project will be monthly based on our estimate of percentage completion. Payment for these services will be within 30 calendar days from the time the invoice is issued by WW Associates, Inc.

We are available to proceed upon execution of this proposal. Should this proposal be deemed acceptable, please sign below and forward an executed copy to this office. Your signature will be considered our Notice to Proceed.

Sincerely,

WW Associates, Inc.



Herbert F. White, III, P.E.  
President

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Greg Lunsford  
Town Manager  
Town of Elkton

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Date

WW Associates, Inc.

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Lynchburg ■ Charlottesville  
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**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 5, 2024

**SUBJECT/TOPIC:** Rules for Elkton Downtown Marketplace Pavilion

**BACKGROUND:** N/A

**ACTION REQUESTED:**

- Information Only
- Discussion
- Reports
- Action Item
- Public Hearing
- Closed Session

**FINANCIAL IMPACT:**

- Budgeted: YES
- NO
- No Financial Impact
- Amount: N/A
- Budget Line Item: N/A

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**STAFF RECOMMENDATION:** N/A

**APPROVAL:**   
Greg Lunsford, Town Manager

**ATTACHMENTS:** None

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**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 5, 2024

**SUBJECT/TOPIC:** Bear Lithia water hauler operations

**BACKGROUND:** Mr. Lunsford to discuss matter with Council.

**ACTION REQUESTED:**

Information Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

**FINANCIAL IMPACT:**

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**STAFF RECOMMENDATION:** N/A

**APPROVAL:**   
Greg Lunsford, Town Manager

**ATTACHMENTS:** None

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