

ROUND HILL TOWN COUNCIL

AGENDA

June 01, 2017

7:00 PM

- I. Pledge of Allegiance**
- II. Public Hearing:**
 1. FY 2018 Budget
- III. Reconvene to Town Council Work Session**
- IV. Adoption of Work Session Agenda (Amendments & Deletions)**
- V. Updates & Items for Discussion**
 - a. *Utility*
 - i. Update Water Tower Painting
 - ii. Yatton Road Loop
 - iii. Well 22A
 - iv. Cell Tower
 - b. *Administrative, Communication & Technology*
 - i. Update on Fleet Maintenance
 - ii. Update on Salary Study
 - iii. Update on SOP's
 - iv. Status of Upstairs Rental at Town Office
 - v. Update of Inventory at Waste Water Plant
 - c. *Land Use*
 - i. Boundary Line Adjustment
 - ii. Town Park at Brentwood Springs
 - d. *Other*
 - i. County/Town Tax Collection
- VI. Mayor & Council Comments**
- VII. Announcements**
- VIII. Meeting Adjournment**



MEMORANDUM

DATE: June 01, 2017

TO: ACT Committee Chair

FROM: Buster Nicholson

SUBJECT: Update on Fleet Maintenance

From the last inquiry regarding fleet maintenance on town vehicles, Utility Supervisor Alan Wolverton began searching for a program that would address maintenance tracking.

Alan has found a free online maintenance program and has started using this program since March of this year. The program features the ability to set up maintenance schedule, and it will send email reminders.

In regard to replacement of town vehicles, the Town of Purcellville & the Town of Leesburg have been contacted to get an idea of their replacement policy since they both have a Fleet Supervisor. The result was that they consider basically two factors, diminishing returns, and resale value.









Staff feels the vehicle replacement policy is a discussion the Council needs to have at some point in the future.

Welcome, rhadmin@roundhillva.org

[Exit MyAMSOILGarage](#)

MyAMSOILGarage - All Vehicles

[Add Equipment](#)

	Name	Type	Year	Make	Model		
	Service Truck	Car/Light Truck	2004	FORD	F350 XL Super Duty	View	Delete
	Dump Truck	Car/Light Truck	2004	FORD TRUCKS	F550 Dump bed XL Super Duty	View	Delete
	F350	Car/Light Truck	2005	FORD TRUCKS	F350 PICKUP	View	Delete
	F150	Car/Light Truck	2006	FORD TRUCKS	F150 PICKUP	View	Delete
	Colorado	Car/Light Truck	2012	CHEVROLET TRUCKS	COLORADO	View	Delete
	John Deere 4520	Farming	2016	John Deere	4520	View	Delete
	Backhoe	Industrial	1900	Case	580L	View	Delete
	John Deere Mower	Lawn & Garden	1900	John Deere	410	View	Delete

[Show Instructions](#)



MyAMSOILGarage

My Vehicles

F350

F150

Colorado

Backhoe

Dump Truck

John Deere 4520

John Deere Mower

Service Truck

[Add New Equipment](#)

[Add Folder](#)

[Next Equipment Service](#)

[MyAMSOILGarage home](#)

Vehicle Name / Type

?

[Need Help?](#)

Welcome, rhadmin@roundhillva.org

[Back to Garage](#)

F150

[Details](#) [Products](#) [Email Reminders](#) [Mileage Reminders](#) [Add Equipment](#) [Add Service](#)

	Send Reminder	Send Reminder to Secondary	Next Reminder Date	Recurrence
Air Filter Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Automatic Transmission Fluid Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Coolant Flush & Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Fuel Filter Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Oil & Filter Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Oil Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Spark Plug & Wireset Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Spark Plugs Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼
Tire Rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	then every 3 months ▼



Welcome, rhadmin@roundhillva.org

[Back to Garage](#)

F150

[Details](#) [Products](#) [Email Reminders](#) [Mileage Reminders](#) [Add Equipment](#) [Add Service](#)

2006 FORD TRUCKS F150 PICKUP 4.2L 6-cyl Engine Code [2]

[Print Results](#) [Report Error](#) [Send to a Friend](#) [Go to MyGarage](#)

Recommended Products

[LUBRICANTS & FLUIDS:](#)

Engine Oil

Grade 1.....SEO15

[Maximum Performance Signature Series 5W-20 Synthetic Motor Oil \(ALMOT\)](#)

[Signature Series 5W-20 Synthetic Motor Oil \(ALMOT\)](#)

[Drain Interval Information](#)

[Performance Plus XL 5W-20 Synthetic Motor Oil \(XLMOT\)](#) [XL 5W-20 Synthetic Motor Oil \(XLMOT\)](#)

[Drain Interval Information](#)

[Performance OE 5W-20 Synthetic Motor Oil \(OEMOT\)](#) [OE 5W-20 Synthetic Motor Oil \(OEMOT\)](#)

[Drain Interval Information](#)

All TEMPS.....5W-20

Manual Transmission,M5OD-R2.....MA

All TEMPS.....

[Signature Series Multi-Vehicle Synthetic Automatic Transmission Fluid \(ATF\) \(ATFOT\)](#)

[OE Multi-Vehicle Synthetic Automatic Transmission Fluid \(OTFOT\)](#)

[Torque-Drive Synthetic Transmission Fluid \(ATD1G\)](#)

Manual Transmission,Mazda (5-SPD).....MA

All TEMPS.....

[Signature Series Multi-Vehicle Synthetic Automatic Transmission Fluid \(ATF\) \(ATFOT\)](#)

[OE Multi-Vehicle Synthetic Automatic Transmission Fluid \(OTFOT\)](#)

[Torque-Drive Synthetic Transmission Fluid \(ATD1G\)](#)

Automatic Transmission,4R70W.....MA5

[Signature Series Multi-Vehicle Synthetic Automatic Transmission Fluid \(ATF\)](#)

(ATFOT)OE Multi-Vehicle Synthetic Automatic Transmission Fluid (OTFOT)

Automatic Transmission,4R75W.....MA5

Signature Series Multi-Vehicle Synthetic Automatic Transmission Fluid (ATF)(ATFOT)OE Multi-Vehicle Synthetic Automatic Transmission Fluid (OTFOT)

Limited Slip Differential, Rear Ford 10.25 RG.....GL-5*

All TEMPS.....75W-140 [1] [2]

Severe Gear® 75W-140 (SVOOT)80W-140 Synthetic Long Life Gear Lube (FGO05)

Differential, Front.....GL-5

All TEMPS.....80W-90

SAE 80W-90 Synthetic Gear Lube (AGLOT)Severe Gear® 75W-90 (SVGOT)75W-90 Long Life Synthetic Gear Lube (FGROT)Severe Gear® 75W-110 (SVTOT)

Limited Slip Differential, Rear Ford 8.8 or 9 RG.....GL-5*

All TEMPS.....75W-140 [1] [2]

Severe Gear® 75W-140 (SVOOT)80W-140 Synthetic Long Life Gear Lube (FGO05)

Standard Differential, Rear Ford 8.8 or 9 RG.....GL-5

All TEMPS.....75W-140 [1] [3]

Severe Gear® 75W-140 (SVOOT)80W-140 Synthetic Long Life Gear Lube (FGO05)

Standard Differential, Rear Ford 10.25 RG.....GL-5

All TEMPS.....75W-140 [1] [3]

Severe Gear® 75W-140 (SVOOT)80W-140 Synthetic Long Life Gear Lube (FGO05)

Standard Differential, Rear Ford 9.75 RG.....GL-5

All TEMPS.....75W-140 [1] [3]

Severe Gear® 75W-140 (SVOOT)80W-140 Synthetic Long Life Gear Lube (FGO05)

Limited Slip Differential, Rear Ford 9.75 RG.....GL-5*

All TEMPS.....75W-140 [1] [2]

Severe Gear® 75W-140 (SVOOT)80W-140 Synthetic Long Life Gear Lube (FGO05)

Transfer Case,U/K TRC.....SL028 [4]

Signature Series Multi-Vehicle Synthetic Automatic Transmission Fluid (ATF)(ATFOT)OE Multi-Vehicle Synthetic Automatic Transmission Fluid (OTFOT)

Fluids

Power Steering Fluid.....MA

Signature Series Multi-Vehicle Synthetic Automatic Transmission Fluid (ATF)(ATFOT)

Power Steering Fluid.....MA

OE Multi-Vehicle Synthetic Automatic Transmission Fluid (OTFOT) [5]

Brake Fluid.....HB

DOT 3 and 4 Brake Fluid (BFLVCN) [6]

Clutch Fluid.....HB

DOT 3 and 4 Brake Fluid (BFLVCN) [6]*[1] Synthetic oil is required.**[2] Add 4 oz of friction modifier part no XL-3 P/N C8AZ-19B546A meeting Ford specification (EST-M2C118-A)**[3] Service is recommended during extending trailer towing above*

[3] Service is recommended during extended trailer towing above

70 F (21 C) and extended open throttle above 45 MPH. Waive interval where synthetic 75W-140 GL-5 gear oil is used.

[4] This specification has been updated from Mercon to XL-12 Specification Number ESP-M2C166-H or equivalent

[5] Per TSB 07-1-7 Mercon V can now be used to service power steering systems in which the original recommendation was Mercon

[6] Hydraulic Brake Fluid, DOT 3

⊗ FILTERS:

Oil Filter	25,000-Mile Ea Oil Filter (EAO34)	
Oil Filter	WIX 51516 Oil Filter	
Air Filter	WIX 46418 Air Filter	
Fuel Filter	WIX 33243 Fuel Filter	[1]
Transmission Filter	WIX 58955 Auto Tran Filter	

[1] Mfg. After 12/05

⊗ CHASSIS LUBRICATION:

2-4 Fittings, 0 Plugs.....LM

[1] Rear driveshaft may have fittings.

⊗ CAPACITIES:

Engine, with filter.....6 quarts [1]

Cooling System, Initial Fill.....17.6 quarts

Passenger Car & Light Truck Antifreeze & Coolant

AMSOIL Antifreeze and Engine Coolant

Automatic Transmission, 4R75W Initial Fill.....5 quarts

Automatic Transmission, 4R70W Initial Fill.....5 quarts

Automatic Transmission, Total Fill

4 speed 4R75W.....13.9 quarts

4 speed 4R70W.....13.9 quarts

Manual Transmission, M5OD-R2.....7.6 pints

Manual Transmission, Mazda (5-SPD).....7.6 pints

Differential, Front.....3.6 pints

Differential, Ford 10.25 RingGear Rear.....7 pints

Differential, Ford 8.8 or 9 RingGear Rear.....5.5 pints

Differential, Ford 9.75 RingGear Rear.....5.5 pints

Transfer Case, U/K TRC.....4 pints

[1] When refilling, remove dipstick to provide adequate venting and allow oil to flow into crankcase. After refill, check oil level. Top off to proper level as needed.

⊗ TORQUES:

Oil Drain Plug.....17 ft/lbs

Manual Transmission Mazda R2 5-SPD

Fill Plug 35 ft/lbs

Drain Plug 35 ft/lbs

Transfer Case

Fill Plug 18 ft/lbs

Drain Plug 18 ft/lbs



MEMORANDUM

DATE: June 01, 2017

TO: ACT Committee Chair

FROM: Buster Nicholson

SUBJECT: Round Hill Employee Salary Study

At the March 2nd Utility Budget Work Session, the question was asked if the staff had begun a comparison study on the Town of Round Hill's employee salaries to other municipalities.

Utility Supervisor Alan Wolverton stated that he would work with the Town Clerk to reach out to different towns to gather information, but now was not a good time since it was budget season. He stated that he would reach out to the other towns after budget season was over.



MEMORANDUM

DATE: June 01, 2017

TO: ACT Committee Chair

FROM: Buster Nicholson

SUBJECT: Update on SOP's for Town Office

SOP development has and will be an ongoing process with the Town Staff.

These internal documents will be written on an "as needed" basis. When the staff identifies a current procedure as inadequate, then upon changing that procedure, the process will be documented.

A few examples of staff generated SOPs are included with this memo. The SOP binder is viewed as an organic document whose completion will never be realized.

MEMORANDUM

TO: Mayor and Town Council
SUBJECT: High Level Document SOP
DATE: 03/30/2017

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In order to streamline the Town's high level document revision/development process, the staff is recommending the following procedure:

1. Council will identify document for development or revision
2. Staff (or subcontractor) will develop a document management plan (schedule, scope, communication, processes, budget)
3. During the process of developing the plan, the following will be considered:
 - document will be contextually audited by staff or a subcontractor
 - comparison to at least three other similar documents from municipalities
 - a check for compliance with state code
 - development or revision of policy implementation procedures and forms
 - assess impact on town policy and operations
 - review implications to annual town action plan (work plan)
4. Staff will present the document management plan to Council
5. Council will adopt an "intent to amend" resolution
6. Document management plan will be periodically reviewed and modified as needed



Staff Report

TO: Town Council
FROM: Melissa Hynes, Town Planner & Zoning Administrator
DATE: May 24, 2017
SUBJECT: Planning & Zoning Procedures for Online Mapping System

Loudoun County GIS provides an Online Mapping System called Weblogis which allows users to look up properties and identify a variety of designations (zoning, topography, overlay districts, census tracts, property lines, etc.) You can also look properties up by address or PIN. It is helpful as a quick informal way to measure buildings or lots to determine building footprints or setbacks (you can measure distance or area). I will provide the steps for one of the ways Town Office Staff could use this system on a regular basis.

The following are the steps for using the Loudoun County Online Mapping System for looking up a property by address to find the PIN, viewing the property lines and how to find the property owner's information; as well as the age of the house and the total square footage of the house.

- 1) Go to <https://logis.loudoun.gov/weblogis/>
- 2) On the left side of the page, choose the tab marked "Search"
- 3) Under the tab marked "Search" choose the option "Find Address"
- 4) Enter the address you are searching for without the suffix or direction (no street, court, boulevard, etc. and no east, west, etc.) Example: enter 1 Loudoun but not 1 West Loudoun Street, choose 1 West Loudoun from the drop down)
- 5) The property you are looking for is now highlighted with a blue dot
- 6) On the left side of the page, choose the tab marked "Map"
- 7) Under the tab marked "Map" choose the map type "Land Records" and check the box for "Parcel Boundaries"
- 8) The property lines of the property you are looking at appear in red
 - a. This completes task one – **Where are the property lines?**

- 9) Next, on the upper right corner click on "Identify" and choose the option "Land Records" from the drop down and "Parcel" from the side drop down.
- 10) This will allow you to click on the property in question, which will highlight the entire property light blue.
- 11) A box will appear called "Parcel" and it will list the PIN, acreage and square footage. The PIN is a hyperlink.
 - a. This completes task two – **What is the PIN?**
- 12) Click on the PIN hyperlink. This will connect you with the Loudoun County Land Records where you can find the property owner's name and mailing address information.
 - a. This completes task three – **What is the property owner's name and mailing address?**
- 13) Click on the left side of the Land Records page, under "Residential" this will show you the age of the house and the square footage of the house.
 - a. This completes task four – **What is the age of the house and what is the square footage?**

TOWN WEBSITE – Placing Events on Town Calendar

Purpose: Instructions to place items on Town Website under the Events Calendar

Go to Internet

Type in browser box **roundhillva.org/admin**

Type in Username & password (need to get this information from Town Administrator)

Dashboard screen will come up

To the left of the screen under dashboard column hover over Events and click on “Add New Event”

- Type Title of Event
- If the event is “all day” click on all day
- If event is a specific date click start date/time – click on calendar and select date of event then click on time and select time of event
- Move down the page to the white empty box – this is where the event information is typed
- Make sure body of message is in black font. (The default color is green and will need to be changed).
- To change font color to black click on A at the top and change to black.
- **NOTHING ELSE NEEDS TO BE DONE ON THIS PAGE**
- To preview the typed event look up in the right hand corner and there is a preview button. Click on preview button this allows you to see what was typed for event title and event information.
- If event information looks correct close preview window.
- Click on publish button and then on update. This will update the information and publish the event.

*****See example on next page**

Town Council Agenda & Packets

Purpose: Assist in getting Town Council Agenda & Packet information out to Council Members

Town Council, Town Administrator & Town Zoning Administrator provide items for Council Agenda's.

Town Council Meetings are as follows: Work Sessions are held the first Thursday of the month & Regular Council meetings are held the 3rd Thursday of the month.

Town Council agenda & packets go out the Friday before the scheduled Work Session or Council Meeting.

Friday morning after the last Council Work Session or Council meeting the Town Clerk will send an email to Council asking if any Council member has an item(s) they would like on the agenda for the next scheduled Council meeting. Council members should have item(s) to Town Clerk by close of business Monday.

After Town Staff & Council have provided Town Clerk with items for agenda, Town Clerk will type agenda and provide a copy to Town Administrator for approval.

Town Administrator & Zoning Administrator will place documentation associated with agenda on the google drive under agenda.

To find agenda items placed in folder on goggle drive click on agenda, then click on year (ex. 2017), look for meeting date. Items will be in that folder.

By close of business the Friday before the next weeks scheduled meeting the agenda & packet information is emailed to Town Council, Town Administrator, Zoning Administrator, All Staff, Town Attorney, and Town Recorder. ******Hard copies are hand delivered to two Council members, Janet Heston & Mary Anne Graham.**

After agenda & packet information is compiled, print out hard copy of agenda & packet information to have on hand if needed.

A hard copy of the Council meeting agenda is posted outside of the Town Office in the Notification Box.

Agenda & packet information is posted on Town's website under Town Council Agendas & Minutes for residents to review.

After Council meeting make any necessary changes to prior meeting minutes that were approved by Council.

After all changes have been made, file complete agenda & packet in Town Council Minutes Binder for future reference.

Intake of Items by Town Clerk for Town Zoning Administrator

(Only for Residents Residing in Corporate Limits)

The Town Clerk will collect the below items for Town Zoning Administrator:

- Zoning Administrative Permit Forms (Land Development Application)
- Payment for Administrative Permits
- Home Occupancy Permits
- Sign Permits

Items received:

All Zoning Application Forms are assigned a Zoning Permit Number.

To assign a Zoning Permit Number for an application go to the P Drive (Public Shared Drive) Look for Zoning Permits MASTER File Folder in the P drive. Click on folder, will see Zoning Permits Database. Click on Zoning Permits Database spreadsheet. This is the master spreadsheet that is used to assign the application number that is recorded on the upper right hand corner of the application form.

Under the permit# column on the master spreadsheet underneath last line item, type in permit number (number starts with ZP-year-and next permit #) type in street address, type in type of permit (accessory, occupancy, etc.), type date application was received by Town Office, in the received column type yes or no if all documents have been received that are required for that application (will know type of permit from Land Development Application completed by resident/contractor). Write application number in the upper right hand corner of the Land Development Application Form.

After request has been logged type coversheet to go with documents received from customer/contractor. Coversheet & documents go to Zoning Administrator to review and approve (**coversheets that are used can be found in the Zoning Permit Master file for the different applications received**) – (See Examples after SOP)

Items Approved by Zoning Administrator:

Once application and documents are reviewed and approved by Zoning Administrator, make photo copy of coversheet, documents & payment provided by resident/contractor. Photo copies of all documents are given to Zoning Administrator to file.

Town Treasurer is to receive a photo copy of the approved coversheet and payment received for permit. Treasurer is responsible for processing payment for permit.

**Resident/contractor may come to Town Office to pick up signed paperwork. This depends on what type of permit is being approved. The original documents signed by Zoning Administrator are given to resident/contractor for their record or to process with Loudoun County.

****Town does not file any paperwork with Loudoun County for resident/contractor.

Utility Payment Processing (Checks Only)

Below are the steps for processing a check received either in the mail, in person or in the night deposit box.

- Login to Southern Software
- Select utility billing
- Select payment center
- Select payment processing
- Enter default date for payments (defaults to current date)
- Search for account or enter account number
- Account information will populate the screen
- Select tender type (check)
- Enter check amount (if check amount is greater than account balance select F8 to bring the difference down from change due to prepay amount)
- Enter payment description (check number)
- Put check into receipt printer face down
- Select check validation, validation code sent continue with print? Yes or No
- File sent to receipt printer – select ok
- Print receipt select either yes or no- select ok
- After check is validated
- Save - Utility billing payment transaction completed – select ok
- Upon saving cash drawer will open
- After all checks are entered
- Print 2 copies of payment central journal
- Select session
- Print payment journal grid report
- Select close session
- Enter dollar amount of checks
- Save – ready to post and close payment session – select yes
- Print GL posting entries
- Exit
- Print screen will show up and you can select to cancel or print a receipt to the receipt printer
- Write dollar amount of payment and number of checks on GL
- Attach 1 payment central journal to GL with the checks
- Put GL on top, payment central journal 2nd and checks
- Put in green colored folder and put in Treasurer's inbox

Last update: 5/18/17

Utility Payment Processing

(Cash Only)

Below are the steps for processing a cash received either in person or in the night deposit box.

- Login to Southern Software
- Select utility billing
- Select payment processing
- Enter default date for payments (defaults to current date)
- Search for account or enter account number
- Account information will populate the screen
- Select tender type (cash)
- Enter cash amount (if cash amount is greater than account balance select F8 to bring the difference down from change due to prepay amount)
- If customer doesn't give you exact cash and wants change – give change from cash drawer and write a receipt for the change and put receipt in the cash drawer with the cash.
- After cash is entered
- Save
- Print a receipt if customer requests a receipt
- Print receipt select either yes or no – select ok
- Print payment central journal
- Select pay list
- Print payment journal grid report
- Select close session
- Enter dollar amount of cash
- Save – ready to post and close payment session – select yes
- Print GL posting entries
- Exit
- Write dollar amount of cash payment GL posting entries
- Attach 1 payment central journal to GL posting entries
- Put cash in plain white envelope and tape close
- Put GL posting entries on top with envelope on back
- Put in green colored folder and put in Treasurer's inbox

Last update: 5/19/17

Creating a Utility Work Order

Below are the steps for creating a work order.

- Login to Southern Software
- Select utility Billing
- Select account maintenance
- Search for account
- Click on work order
- Add work order
- Select complete by date
- Select template
- Enter a description for work order if needed for specific task
- Select print
- Select print work order
- Save to desktop
- Exit out
- Send Email to work order account
- Wording for email – subject line WO#, for date, service address, subject
- Wording for body of email - WO#, for date, subject
- Attach work order from desktop to email and send
- Once work orders have been completed – update work order in Southern Software by going into account maintenance and searching for specific account
- Select work order
- Select edit and include the date completed
- Also, edit the monthly calendar on gmail with “completed”
- Update hardcopy of work order with completed by and date
- File hardcopy in monthly folder inside file folder in utility billing desk
- Delete desktop file of work order – can re-print or look up work orders if needed from Southern Software plus you have hardcopy file

Last update: 5/19/17

Town of Round Hill Assets

Utility Dept Vehicles				
Vehicle	Year	Make	Model	Mileage
1 Service Truck	2004	Ford	F-350, XL Super Duty	26,410
2 Dump Truck	2004	Ford	F-550, XL Super Duty	32,634
3 Pickup	2005	Ford	F-350, XL Super Duty	43,400
4 Pickup	2006	Ford	F-150 XL Triton	77,780
5 Pickup	2012	Chevrolet	Colorado	33,689
6 Pickup	2017	Chevrolet	Silverado	3,595
7 4520 Tractor	2013	John Deere	4520	450 Hrs
8 Backhoe (274449 Loader)	?	Case	580L, Series 2	2338 Hrs

Standby Generator Units				
Location	Make	Model	S/N	Size
1 Lakefield WWTP	Cummins	DRED5550947	C02034955	500kW
2 719 Lift Station	Generac	99a00496-S	2046382	30kW
3 Upper Lakes Lift Station	Kohler	50REOZJD	GM79613	45kW
4 West Lakes Lift Station	Kohler	80REOZJF	GM81567-GA1	77kW
5 Rt. 7 Lift Station	Cummins	DGEA5550948	B020335652	30kW
6 Evening Star WTP	Cummins	DGHDA4478181	C00078482	80kW
7 West Lake WTP	Kohler	230REOZJF	GM66100-GA4	230kW

*Service contract currently provided by Cummins Atlantic and renewed on an Annual basis

Lift Stations		
Location	Make	S/N
1 719 Lift Station	Smith Loveless	18-01015-N
2 Upper Lakes Lift Station	Smith Loveless	16-09031-J
3 West Lakes Lift Station	Smith Loveless	16-09012-J
4 Rt. 7 Lift Station	Smith Loveless	142110
5 Evening Star Lift Station	Smith Loveless	1607322

Date of Report

5/24/17

Town of Round Hill Assets (continued)

Location	Make	Type	Number	Year
Lakefield WWTP	Andritz	D4LC30CHP	132104173	2011