

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Work Session
July 8, 2016
1:30 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; David Tollett; Erecka Gibson

Absent- Donna Marie McDonald

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Finance; Neal White, Chief of Police; Ann Phillips, Town Clerk

Press: Jim McConville, Winchester Star

1. Call to Order

Mayor Dickinson called the meeting to order at 1:30 p.m.

2. Introductions

Mayor Dickinson said her desire is that the Council work as a team and have a good exchange of ideas and opinions. She noted that Council member McDonald was unable to attend the meeting.

3. Discussion – Policy Regarding Electronic Participation in Meetings from Remote Locations

Mr. Dalton explained the major elements of the State Code governing the proposed policy and the scenarios for when such meetings may occur both with and without a quorum present in one location. He noted that the proposed policy had been reviewed earlier in the day by the Town Attorney. Mayor Dickinson asked if the Town has the capability for an emergency electronic meeting when a quorum is not present and Mr. Dalton said that phones could be used. **Council member Gibson moved that the Council of the Town of Berryville adopt the attached Policy Regarding Electronic Participation in Meetings from Remote Locations and that it become effective immediately. Council Member Tollett seconded the motion.** Council member Kitselman said he was satisfied if the Town Attorney has reviewed and approved the Policy. The motion carried as follows:

Aye - Patricia Dickinson
Harry Lee Arnold, Jr.
Allen Kitselman
Erecka Gibson
David Tollett

Nay - None
Absent – Donna Marie McDonald

TOWN OF BERRYVILLE
POLICY REGARDING ELECTRONIC PARTICIPATION
IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, Town Public Bodies do not conduct meetings wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A member of a Town public body may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. if, on or before the day of a meeting, the member notifies the Mayor or Chairman that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the public body
 - a. approves the member's participation by a majority vote of the members present at a meeting and
 - b. records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

In deciding whether or not to approve a member's request to participate from a remote location, the public body shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

If a member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.

Such participation by a member shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer; or

2. if a member notifies the Mayor or Chairman that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes.

A member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the public body is physically assembled at the primary or central meeting location; and
- the public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

II. Quorum Not Physically Assembled

The public body may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the public body shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the public body;
- make arrangements for public access to the meeting;
- make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the public body and that have been made available to the public body's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- record minutes of the meeting; and
- record in the minutes votes taken by name in roll-call fashion.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting. In addition, at such meetings the public body will make available to the public a public comment form prepared by the Virginia Freedom of Information Advisory Council.

III. Reporting

If the public body meets by electronic means, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

- the total number of electronic communication meetings held that year
- the dates and purposes of the meetings
- a copy of the agenda for each meeting
- the number of sites for each meeting
- the types of electronic communication means by which the meetings were held
- the number of participants, including members of the public, at each meeting location
- the identity of the members of the public body recorded as absent and those recorded as present at each meeting location

- a summary of any public comment received about the electronic communication meetings
- a summary of the public body’s experience using electronic communication meetings, including its logistical and technical experience

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4. Discussion – Code of Conduct

Mayor Dickinson introduced the subject and noted the draft document in the agenda packet. Mr. Kitselman said that he assumed the inclusion of a code of conduct was directed at him. He apologized to Mayor Dickinson and Council member Gibson for the way his frustration had been expressed. He added that the proposed code of conduct tramples his right to express his opinions and oversteps his First Amendment rights. Recorder Arnold offered a revised draft that he said pared down the original version making it more concise. The Council discussed the versions. Council member Gibson asked whether the document would be signed by each member. Recorder Arnold said that because the Council would be adopting the policy, there was no need for signatures.

5. Discussion - Meeting Procedures

Mayor Dickinson referred to the Meeting Procedures in the agenda packet and asked Mr. Dalton to highlight the changes, and to discuss the proposal to audio record the meetings with audio files being made available on the website. Mr. Kitselman inquired about the necessary equipment. Mr. Dalton said that staff has started the research and with authorization from Council will continue to do so. He said the Town Council will have to adopt a written policy on the matter. The Council discussed the proposal. Mayor Dickinson suggested that a year’s worth of files be stored on the website with the older ones coming down, and that file use be monitored to track whether the service is desired. Mr. Dalton asked whether the plan could be to start with only Town Council meetings, and the Council agreed. Mayor Dickinson said the Meeting Procedures document should be edited to add the comment that “Town Council meetings may be recorded” to alert meeting attendees to that possibility. Council member Tollett inquired about adding microphones for staff members to facilitate recording the meetings, and Mr. Dalton said he would check on the matter.

6. Discussion – Additional Agenda Items for July 12, 2016 Meeting

Mayor Dickinson noted there were additional items on next week’s agenda that were not for discussion today. Council member Gibson referenced the motion to withhold expenditures from the 2017 Budget saying the new Council members want to understand how decisions are made and want to see a business case for the expenditures in question. She further explained that before the budgeted and appropriated salary increases are given, her wish is to review the salaries of exempt employees and study the job descriptions and the market for these positions to determine minimum, middle, and maximum amounts for salaries. Council member Gibson said there are other ways to compensate employees that would not look so bad to the citizens, adding that the public’s perception of the Town is very poor. Mr. Kitselman said that may be the perception of some people, but not all. Council member Gibson said she would not be looking at individuals but at positions, saying there should not be a position where the salary is more than the market will bear. Recorder Arnold asked if a consultant would be hired. Mayor Dickinson said she was not sure, but that there may be information to conduct a salary survey on the internet that would provide what is necessary. Council member Gibson said that once the study has been done, her intention would be that the pay increases be retroactive for those whose increases were withheld but later found to be warranted. She added that market information may mean an increase in salary for some.

Mayor Dickinson referenced the motion to withhold funding for EMS and Parks and Recreation funding from Clarke County saying that her intention is to give the County notice that these payments may not come through in January so that they have time to adjust their budget. There was discussion of the two expenditures. Mr. Dalton explained the \$5000.00 contribution to Parks and Recreation saying that the Town had always given water for the swimming pool at no charge until the new water plant was built in the mid-1980s and the Town was no longer permitted to "give away" water. He said the solution had been this modest donation intended to offset the water charges to the County. Recorder Arnold explained that the Town has been reducing the contribution toward an EMS position gradually (this year by \$18,000.00) but that he does not think it should be eliminated all at one time. Council member Kitselman said that an assisted care facility is now being planned, and that this type of facility has the highest usage of EMS services. Council member Gibson asked the size of the County budget. A member of the audience offered the figure of \$45,000,000. Mayor Dickinson said the motion is intended to force the conversation about the extra \$50,000 donation to the County.

Council member Gibson referenced the motion to contract with a qualified accounting firm to map town accounting systems and internal controls for a cost not to exceed \$25,000. She said the Town has a small staff with no segregation of duties, and that it needs to show internal controls. She added that it is priceless to be able to say we are doing the right thing. She further stated that we have a policy for two signatures on checks and there is a lack of internal control because that policy is not being followed. Mr. Dalton noted that the type of review being requested is done annually as part of the audit. Council member Gibson asked if the information is available. Mr. Dalton referred the Council member to the management letter included with each audit. Council member Kitselman said the Town has always gotten a clean bill of health. Council member Gibson said the auditors may not offer additions to practices or controls. Mr. Dalton and Ms. Moreland both replied that the auditors have suggested additional practices and controls which have been implemented. Council member Kitselman said that we have a qualified auditing firm in place. Mr. Dalton reviewed Robinson Farmer Cox and said they specialize in auditing municipalities. He suggested the Council could meet with Robinson Farmer Cox in order to have some questions answered. Council member Kitselman said the firm could be requested to add to the scope of their services. Mayor Dickinson said that mapping is different from auditing. Recorder Arnold said the audits do mention internal controls.

7. Discussion – Approach to Strategic Planning

Mayor Dickinson gave an overview of a strategic planning process. Council member Kitselman asked for an example of the type of initiative being described. Mayor Dickinson offered the water hydrant replacement project. Recorder Arnold said that this type of planning is being done. Mayor Dickinson said she wished to pull in those planning efforts and look at things as a whole. Council member Kitselman said that staff does this type of planning work routinely. Mayor Dickinson said there is no timeline, but that the process starts with discussion and will involve identifying mission, vision, and core values. Council member Kitselman said that the summit process has already been done, noting the program facilitated by Milt Herd within the last few years. Ms. Dunkle noted that the Community Summit document had been provided to the Mayor.

8. Discussion – Committees

Mayor Dickinson highlighted new committees she wishes to form, saying the Town Administration Policy Committee will assist staff with developing town-wide policies. Recorder Arnold said that two rather than three Council members is a better option for standing committees.

Next, Mayor Dickinson said the FOIA Advisory Committee will act as an intermediary between the Town staff and Council and the citizen requester. Council member Kitselman said that no such committee is necessary since those who are not satisfied have an avenue to seek resolution, and that if there were a dispute he would want the Town Attorney involved rather than a citizen committee. He added that the Town has never been found to have done anything wrong in the area of FOIA. Recorder Arnold agreed that such a committee is unnecessary, and noted concern about possible litigation involving Council when the members who would make up such a committee are citizens rather than elected officials.

Mayor Dickinson explained the Economic Advisory Committee by saying it will be separate and apart from the County committee of the same name. She said she wants the committee to look at parts of the Town and make recommendations for economic development in those areas, and said she wants the perspective of business people who are not necessarily Town residents. Recorder Arnold said it is not necessary to duplicate the efforts of the County Economic Development Advisory Committee nor Berryville Main Street.

Mayor Dickinson explained the Community Improvement Committee will focus on the quality of life and will pull civic and religious groups together. She said she envisions residents coming on and going off the committee as projects dictate. Council member Kitselman said this group also overlaps the duties of the Berryville Main Street organization. Recorder Arnold noted the committee description and asked how the committee could maintain and increase property values. Mayor Dickinson replied that beautification projects would be planned. Council member Kitselman asked about the committee description of recommending ordinance amendments to Town Council and said that sounded like the duties of the Planning Commission. Mayor Dickinson said this committee would focus on HOAs. Recorder Arnold asked why the Town Council would want to get involved in HOAs. Mayor Dickinson referred to picking up trash cans and grass mowing, and Recorder Arnold said those issues are already enforced. Council member Gibson asked for the membership on the committee. Mayor Dickinson said the members are Council member Kitselman and Council member McDonald. She said the committee will review the description of duties.

8. Other

Recorder Arnold noted that the National Night Out sponsored by the Berryville Police Department is being held on August 2. He suggested this is a project the Community Improvement Committee could assist with, and Mayor Dickinson agreed.

Recorder Arnold asked Mr. Dalton about the discussion on electronic signatures. Mr. Dalton said he would deliver the information at the July 12 meeting if that met with approval.

9. Adjourn

Upon motion of Council member Kitselman, seconded by Council member Tollett, and passed unanimously, the meeting was adjourned at 3:05 p.m.



Harry Lee Arnold, Jr.



Ann W. Phillips, Town Clerk

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
July 12, 2016
7:30 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Allen Kitselman; Erecka Gibson; David Tollett

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Finance; Neal White, Chief of Police; Ann Phillips, Town Clerk

Press: Jim McConville, Winchester Star

1. Call to Order

Mayor Dickinson called the meeting to order at 7:30 p.m.

Upon motion of Council member Tollett, seconded by Council member Gibson, the agenda was unanimously approved.

2. Pledge of Allegiance

3. Public Hearings

The Berryville Planning Commission sponsors an amendment to Article II, Section 201.1(b) R-1 Residential Uses Permitted by Right of the Berryville Zoning Ordinance in order to allow offices for Clarke County Public Schools and related non-profit organizations. TA 03-16

Ms. Dunkle reviewed the public hearing notice. The speakers were as follows:

George Archibald, 27 West Main Street, Berryville, who said he was concerned about the Town or County being affected financially if the school building were allowed to be used by non-profit organizations. He requested that, when making a motion, a Council member include a statement saying there would be no financial impact and that the costs be the responsibility of the school board.

There were no others wishing to speak. Mayor Dickinson closed the public hearing.

4. Approval of Minutes

Upon motion of Recorder Arnold, seconded by Council Member Kitselman, the minutes of the June 14, 2016 regular meeting were approved as follows:

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None

Absent – None

Upon motion of Recorder Arnold, seconded by Council Member Gibson, the minutes of the June 29, 2016 continued meeting – joint meeting with the Clarke County Board of Supervisors were approved as follows:

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Erecka Gibson
David Tollett

Nay – None

Absent – None

Abstain - Allen Kitselman

Upon motion of Council Member Kitselman, seconded by Council Member Gibson, the minutes of the July 8, 2016 work session were approved as follows:

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None

Absent – None

5. Citizens' Forum

The speakers were as follows:

Wayne Webb, 510 Ewell Court, Berryville, who gave a PowerPoint presentation regarding E coli levels in the Town Run. He asked the Council to support additional testing conducted by the Friends of the Shenandoah River over the remaining summer months.

George Archibald, 27 West Main Street, Berryville, who commended the Mayor and Council members for their exemplary beginning. He said that as a career newspaper professional who has used the Freedom of Information Act for years, he wished to offer assistance to the Council. He provided a written copy of his remarks to the Clerk.

Diane Harrison, 325 South Church Street, Berryville, who thanked the Council for being stewards of the Town. She said her family had moved to Berryville 12 years ago to be a part of the community. Ms. Harrison noted Berryville Main Street, the Barns, Opus Oaks, and the Artisan Trail as being of particular interest, and encouraged the Council to continue to be good stewards of the community before making changes.

Susi Bailey, 2386 Springsbury Road, Berryville, who represents Berryville Main Street and said the organization will celebrate 25 years in existence next year. She said Berryville Main Street, which has received their 2016 accreditation, promotes preservation based development. She highlighted some of

the planned activities for the summer and fall, and welcomed the newly elected members of the Council.

Christina Kraybill, 317 First Street, Berryville, who said that she has been asked to take the place of president of Berryville Main Street following Jerry Johnson's resignation. She noted the recently completed business mapping project and said she has learned that there is a large number of service businesses in town, which she hopes can be creatively partnered with retail providers. Ms. Kraybill asked that moving forward, the new Council members appreciate the quality of what we have in downtown.

Alton Echols, 400 Custer Court, Berryville, who said he was not sure his item was on the agenda and distributed a packet of information and noted projections of income for a proposed senior housing project. He requested that the Council address the motion included in his packet saying it would allow him to qualify for a 4% tax credit arrangement.

Bryant Condrey, 203 West Main Street, Berryville, who said that he had video-recorded last month's Council meeting and posted the video on the internet. He said the camera cost about \$200, the editing software was free, and the Council could consider an inexpensive option for recording and posting public meetings.

Letty Mallery, 220 Tyson Drive, Berryville, who thanked the Council for serving and said that local governments have the most impact on citizens' lives. She said she read the newspaper article about the proposed changes to the Town budget and is very concerned. She asked if public hearings would be held and questioned whether the Council had the ability to make the budget changes after the fact. She said she loves small town Berryville and Main Street, and encouraged the new members to get to know the Town staff. Ms. Mallery concluded by reminding the Council that the previous Council had also been elected to represent the residents.

6. Report of Patricia Dickinson, Mayor

The Mayor said there were some issues she hoped to address. She noted the proposed Code of Conduct. **Recorder Arnold moved that the Council of the Town of Berryville, in accordance with Section 3.14 of the Berryville Charter adopt the attached Code of Conduct. Council member Kitselman seconded the motion which carried as follows:**

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

Town of Berryville Code of Conduct

The Mayor, Town Recorder, and Councilors representing the four wards, hereinafter recognized as "The Council," acknowledge the following Code of Conduct. This Code of Conduct shall apply to The Council during all meetings, committees, or sub-committees while representing the Town of Berryville in any way, and while in contact with town staff.

1. The Council will treat fellow councilors, citizens, staff, employees, and committee members with respect, and will not make accusatory or disparaging remarks at official council or committee meetings.
2. Members of The Council, as individuals, have no legal authority outside the meetings of The Council.
3. Members of The Council will not give direction to any Town Staff. Any request for action will be submitted to the Town Manager for consideration by The Council if necessary.
4. The Council will forward any citizens' complaints to the Town Manager. If any issue cannot be resolved by the Town Manager, he or she may forward it to The Council for a resolution.
5. The Council will forward any concerns about employees or staff to the Town Manager. Concerns about the Town Manager will be forwarded to the Mayor, Town Recorder, and Chairman of the Personnel Committee.
6. The Council will forward any concerns about a fellow councilor to the Mayor. Complaints involving the Mayor will be directed to the Town Recorder. The Mayor and/or Town Recorder will work to resolve any concerns.
7. The Council will not discuss any matter with the public that has been presented to the council in closed session.
8. The Council recognizes that documents related to Town Business, including all electronic transmittals sent or received in the performance of their duties as a Town Councilor, are subject to the requirements of the Freedom of Information Act.
9. To ensure the highest standards of respect and integrity during public meetings, The Council should:
 - A. Use formal titles. The Council should address the Council members such as, Mayor, (Town) Recorder, or Mr., Mrs., or Ms., followed by the individual's last name.
 - B. Be respectful of others and their opinions, and allow for the debate of issues.
 - C. Honor the role of the presiding officer in maintaining order and equity. Respect the efforts to focus discussion on current agenda items.
 - D. Refrain from engaging the citizens in dialogue during public comments or hearings. For clarification purposes, The Council may ask the person speaking for additional information when they make a presentation.

If by affirmative vote of the majority of The Council, a Councilor is deemed to be in violation of the Code of Conduct, the Councilor shall receive a warning from the Mayor or Town Recorder.

If a Councilor is found to be repeatedly in violation of The Code of Conduct, The Council may, by an affirmative vote of a majority of The Council, officially censure that Councilor.

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Mayor Dickinson said that additional committees would allow citizens more opportunities to participate in local government. She said a Town Administration Policy Committee would work with both the Town Code and procedures. **Council member McDonald moved that the Council of the Town of Berryville create a Town Administration Policy Committee and staff if according to the attached description. Council member Tollett seconded the motion.** Recorder Arnold asked if the committee would replace any committee. Mayor Dickinson said the committee would be supplemental. **The motion carried as follows:**

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

Town Administration Policy Committee

The Town Administration Policy Committee is a standing committee with no fewer than two members of Town Council works in partnership with town administration managers to develop town-wide policies. A policy is a guide for discretionary action. Although sources for the formation of policy appear on many levels in the town, only the town council can adopt policies. Through its policies the council establishes purposes and directions for the town and directs the kinds of action the administration and staff may take. Where appropriate and possible, policies offer administrators sufficient freedom to use their professional knowledge and judgment.

The Town Manager, Town Attorney and Town Treasurer are ex-officio members of the Policy Committee. The Policy Committee meets as needed to formulate, review and recommend to Town Council policy recommendations.

Purpose:

The Town Administration Policy Committee is responsible for the creation of a Town Administration Policy Manual. The policies, and their associated procedures (as prepared by Town Staff), formalizes town council expectations and provides guidance to town administrators. Carefully considered and correctly implemented policies and procedures increases the likelihood of an organization achieving stated goals and objectives. Each policy statement must provide a rationale for the policy, including underlying philosophy of the policy and what the policy hopes to accomplish.

Major Committee Functions Include:

The committee shall create a Berryville Policy Manual that is published on the town website. The primary functions include:

- Develop a process and governance framework through which town policies are formulated, vetted, approved, reviewed, maintained, communicated and enforced.
- At the direction of Town Council, the Town Administration Policy Committee will respond to the need for policy review and will write new policies that might arise from administrative recommendations, citizen's requests, and/or statutory requirements or specific Council member concerns.
- Assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures.

- Review procedure statements which accompany policies to ascertain conformance with town policy.

All decisions shall be reached by consensus or vote of a simple majority of the total membership of the committee. The group consensus and/or voting of the Town Administration Policy Committee will be summarized and presented to the Council for action.

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Council member Donna McDonald moved that the Council of the Town of Berryville create an Economic Development Advisory Committee and staff it according to the attached description. Council member Gibson seconded the motion. Council member Kitselman asked where the new committee would fit citing the County committee of the same name and the Berryville Main Street organization which does many of the same functions. He said that instead of re-creating, the Town could strengthen what it already has. Recorder Arnold said it is more productive to work with the County and also noted the duplicate committee name would need to be changed. Mayor Dickinson said the new committee would have a different purpose than the County committee and that she did not object to the name being changed. **Council member Kitselman moved that the previous motion be amended to state that at least one Berryville Main Street board member be on the proposed committee. Council member Gibson seconded the motion for the amendment which carried unanimously. Council member McDonald’s main motion, now amended, creating a Town Economic Development Advisory Committee passed as follows:**

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

Economic Development Advisory Committee

The Economic Development Advisory Committee (EDAC) is an advisory committee authorized by the Town Council to provide advice on matters relating to the promotion of a sound economy for the Town. The Committee makes recommendations on new policies and programs to strengthen the Town’s commercial tax base by supporting the existing business community and encouraging new businesses to locate within the Town. The Committee supports its recommendations with research on the economic health of the Town and the business needs of the community.

Purpose

The EDAC is responsible to create a strategic vision of economic development in Berryville, develop long range strategic plans as well as tactical plans to realize the vision. The EDAC deliverables will be used to inform the Berryville Strategic Plan as well as annual tactical plans.

Goals

The strategic vision should address how to market Berryville as a business friendly community and recommend actions that will allow the town to compete and succeed in a regional economy. Advise Council and Town Administration on methods that will create an environment in which town government is viewed as a business ally and resource.

Some of the matters that the committee will address are town regulations, town procedures, economic development visions for target areas in the town, and the feasibility of various economic development tools such as Tourism Zones.

Committee Members

The Economic Development Advisory Committee is comprised of no fewer than five (5) members and no more than nine (9) members appointed, a non-voting Town Council Member liaison, and a non-voting secretary (Town Planner). Members of this committee must be residents of Berryville or have business interests in the town of Berryville, Clarke County or the immediate surrounding area. With the exception of the council liaison and secretary, each committee member is appointed to a two-year term. Once a year the Committee members elect a Chair and Vice Chair to oversee meetings and report to Council. The Chair and Vice Chair must be voting members.

The terms of the Council Member Liaison and of the town Planner shall be coextensive with the term of office to which he/she has been elected or appointed. The remaining members of the committee first appointed shall serve respectively for terms of one (1) year and two (2) years, divided equally, or as nearly equal as possible, between the members. Subsequent appointments shall be for terms of two (2) years each.

Any vacancy in the membership of the Economic Development Advisory Committee shall be filled by appointment by the council and such appointment shall be for the unexpired term.

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Mayor Dickinson said the FOIA Advisory Committee would provide an independent intermediary between citizens and Town Council and staff. Council member McDonald moved that the Council of the Town of Berryville create a FOIA Advisory Committee. Council member Gibson seconded the motion, and said she was on the fence about whether this committee would be necessary or effective. She said she would want the option to remove it later if necessary. Recorder Arnold said that he did not wish to have private citizens involved in legal matters. He said the committee is not necessary and he is not in favor of citizen mediation on legal matters. Mayor Dickinson noted that mediation had been removed from the committee's duties. Council member Kitselman said he still does not like the motion, and noted that staff is trained in FOIA procedures and has never been found to have done anything wrong in the area of FOIA. Council member Tollett said he is also on the fence about the committee. Council member McDonald moved that the Council of the Town of Berryville table the issue of the FOIA Advisory Committee, and Council member Gibson seconded the motion. Following further discussion of the Committee creation, Recorder Arnold suggested that the motion be withdrawn rather than tabled. Council member McDonald withdrew her previous motion.

7. Report of Christy Dunkle, Asst. Town Manager for Community Development

A. Ms. Dunkle noted the action item following the public hearing. In reference to earlier comments, Council member Kitselman said that the modification would be of no financial cost to the Town. **Council member Kitselman moved that the Council of the Town of Berryville adopt the attached ordinance modifying Article II District Regulations, Section 201.1 (b) of the Berryville Zoning**

Ordinance in order to allow offices for Clarke County Public Schools and related non-profits. Council member Gibson seconded the motion which carried as follows:

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

AN ORDINANCE AMENDING
ARTICLE II, SECTION 201.1(b) OF THE
TOWN OF BERRYVILLE ZONING ORDINANCE

BE IT ORDAINED, by the Council of the Town of Berryville, that Article II, District Regulations, R-1 Residential Zoning District, Section 201.1(b), of the Town of Berryville Zoning Ordinance shall be amended as follows:

ARTICLE II – DISTRICT REGULATIONS

SECTION 201 - R-1 RESIDENTIAL DISTRICT

201.1 USES PERMITTED BY RIGHT

Only one use and its accessory buildings and/or uses may be erected on any lot or parcel of land in the R-1 Residential District.

(b) Schools **and offices for Clarke County Public Schools and related non-profit organizations (07/16).**

SIGNED: 
Patricia Dickinson, Mayor

ATTEST: 
Harry Lee Arnold, Jr., Recorder

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B. Ms. Dunkle requested the Council to set a public hearing for Text Amendments to Section 609 L-1 Industrial zoning district in order to allow uses consistent with eligible land uses proposed in Tourism Zone Incentives. Mayor Dickinson said Tourism Zones and the possibility of reducing fees affects financing. A discussion of Tourism Zone Scenarios followed. By consensus, a public hearing was set for the August 9 meeting.

C. Ms. Dunkle noted the requests by Mr. Alton Echols for Text Amendments to Sections 610 and 614 of the Berryville Zoning Ordinance. She said Mr. Echols had requested at this meeting that the

amendments for the Section 610 be withdrawn. Council member Kitselman referenced the proposed change to Section 614 and asked what happens when the cap on multi-family units is removed. He said this area already has the highest density in town, and the Planning Commission has already said they prefer a mix of housing types.

Council member Kitselman asked if this change meant losing the ability to put conditions on proposed developments. Mr. Dalton said that if the use becomes a by-right use, then no conditions can be placed on it.

Council member Tollett moved that the Council of the Town of Berryville sponsor a text amendment as found in the attached document to Sections 614.2, 614.3, and 614.5 of the Berryville Zoning Ordinance as attached, and further moved that it be sent to the Planning Commission with a request to address the issue in an expedited manner with the Planning Commission public hearing being held no later than September 2016 allowing the Town Council public hearing and action no later than the October 2016 meeting. Council member Gibson seconded the motion. Recorder Arnold asked if the matter would go to the Berryville Area Development Authority, and Ms. Dunkle replied that it would not. Recorder Arnold asked if the amendment would affect the Berryville Area Plan, and Mr. Dalton replied that the change to Section 614.5 certainly deals with issues covered by the Berryville Area Plan. The motion carried as follows:

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

SECTION 614 - OLDER PERSON RESIDENTIAL (OPR)

614.1 PURPOSE AND INTENT

The Older Person Residential (OPR) District is created to provide for residential, office, and service uses for people over 55 years old at locations compatible with the Comprehensive Plan's goals for residential development in the Town of Berryville and within the precincts of the Berryville Area Plan. Maximum densities are established in this district to allow the various types of uses at a scale compatible with the general character of the Town and the nature of the uses. This district may be applied to development with the intent of preserving natural features and vegetation, promoting excellence in site planning and landscape design, and encouraging development with compatible scale, materials and architectural character. Development in the OPR District shall be sensitive to land physiography, provision of adequate public infrastructure, and development of high-quality transportation improvements while achieving optimal siting of dwellings, services, recreation areas, community facilities, and open space.

614.2 PERMITTED USES

(a) Accessory structures less than one hundred fifty (150) square feet in size

- (b) Community buildings and association facilities, public and private, including recreation areas and other common area improvements associated with residential developments
- (c) Housing for Older Persons **Residential: Single Family Detached; Single Family Attached – Duplexes, Tri-plexes, Quad plexes, Townhouses, and Multi-family Apartments (including personal service uses of less than 500 square feet).**, ~~Low Density: Single Family Detached, Two-Family Detached (Duplex), Single Family Attached (Triples and Quadplex—3 to 4 attached residential units)~~
- (d) Public utilities
- (e) Recreation facilities (indoor or outdoor), including parks, playgrounds, golf courses, swimming pools, tennis courts, etc.

614.3 SPECIAL PERMIT USES

- (a) Day care centers
- (b) Government and other public buildings (including police, fire, library, museum, and postal facilities)
- ~~(c) Housing for Older Persons, Medium Density: Single Family Attached (Townhouses—5 to 8 attached residential uses), Multi-family (including personal service uses of less than 500 square feet)~~
- (d) (Deleted 2010)
- (e) Medical care facilities, licensed
- (f) Places of worship
- (g) Schools, public and private, including nurseries, playgrounds, and related uses

614.4 AGE REQUIREMENT

An age restriction enforcement plan shall be submitted with each subdivision or site plan application so as to ensure that all occupants of dwelling units conform to the age restrictions established for Housing for Older Persons. Such enforcement plans shall include:

- (a) the covenants, management regulations, or other similar legal instruments with enforcement by the property owner, homeowners association, or other private entity;
- (b) the identity of the private entity which shall be held responsible for any violation of the age restrictions for Housing for Older Persons;
- (c) a provision for an annual report to the Town of Berryville as to age status of the occupants of each unit; and
- (d) a provision which states that no person under nineteen (19) years of age shall reside in any unit for more than ninety (90) days in any calendar year.

614.5 MAXIMUM DENSITY

A Master Plan shall be submitted with a request for OPR zoning showing a general arrangement of uses and density for the subject property and all adjacent areas intended for OPR uses. The Master Plan shall show that the public service needs are no greater for the OPR uses than the public service needs for the uses planned for that sub-area. The number of average daily vehicle trips generated, the amount of sewage generated, the amount of water used, and demand on emergency services will be no greater with the proposed number of older person residential units and service uses than that generated by the maximum density of uses allowed by a property's land use designation. ~~However, not more than three hundred (300) Older Person Residential units (including not more than one hundred twenty (120) multifamily units) shall be allowed in Annexation Area B as shown on approved subdivision plats or site plans.~~

+ + + + + + + + + +

D. Ms. Dunkle said staff has been working with Wayne Webb on a project to use gray water (rain water) from his roof. Ms. Dunkle said staff has concerns about cross connections in the water system and concerns about metering. Mr. Dalton suggested that the Streets and Utilities Committee could study the issue. Mr. Webb said he wants to use rain water to water his yard, but that billing for the sewer usage would have to be worked out.

E. Ms. Dunkle concluded her report noting the Berryville Main Street Cruise-In event planned for August 27.

8. Report of Keith Dalton, Town Manager

Mr. Dalton said he had nothing to report.

9. Report of H. Allen Kitselman, III – Berryville Area Development Authority Liaison

Council member Kitselman said no meeting had been held.

10. Report of Erecka Gibson - Chair, Budget and Finance Committee

Mrs. Moreland said that each July, the Council passes a resolution charging off uncollectable property taxes, and authorizes the publication of names of those delinquent for personal property and real estate taxes.

Council member Gibson moved that the Council of the Town of Berryville adopt the attached resolution to charge off delinquent personal property taxes for Tax Year 2010. Council member McDonald seconded the motion which carried as follows:

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None

Absent – None

TOWN OF BERRYVILLE
TOWN COUNCIL

RESOLUTION

WHEREAS, Section 58.1-3940 of the Code of Virginia, 1950, as amended, provides the collection of local personal property taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed, and

WHEREAS, the attached personal property taxes assessed by the Town of Berryville, Virginia for tax year 2010, have remained delinquent for the year for which such taxes were assessed and are therefore rendered unenforceable,

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Berryville, Virginia, in meeting duly assembled this twelfth day of July, 2016, that the attached list of delinquent personal property taxes for tax year 2010 shall be charged off the tax records of the Town of Berryville as uncollectible.

Patricia Dickinson, Mayor

I hereby certify that the foregoing Resolution was duly adopted by the Council of the Town of Berryville in meeting assembled July 12, 2016.

ATTEST:

Harry L. Arnold, Jr., Recorder

**PERSONAL PROPERTY TO BE CHARGED
OFF**

7/12/2016

2010 DELINQUENT PERSONAL PROPERTY

| | | |
|------|-------------------------------|----------|
| 2010 | ALMENDAREZ VARGAS ADRIAN A | \$27.72 |
| 2010 | BANKS CHAMEIKA D | \$90.96 |
| 2010 | BESSER TIMOTHY W | \$12.68 |
| 2010 | BEUCHERT PATRICIA N | \$425.84 |
| 2010 | BROWN LARRY WILLIAM JR | \$78.91 |
| 2010 | CHRISTAKOS DANIEL JOHN | \$69.70 |
| 2010 | CLARK AMBER DAWN | \$49.87 |
| 2010 | CORBIN JESSICA D | \$23.96 |
| 2010 | CROMER JEANE MARIE | \$55.31 |
| 2010 | DIETHRICH JOHN WILLIAM | \$78.85 |
| 2010 | FISHER-ARRINGTON LISA DIANE | \$135.84 |
| 2010 | FRYE WILLIAM T & MEGHAN MARIE | \$203.69 |
| 2010 | GONZALEZ-FLORES NANCY J | \$46.29 |
| 2010 | GRIMM DEBORAH SUE | \$52.83 |
| 2010 | JARQUIN SOTO AXEL RAMON | \$37.00 |
| 2010 | JONES SALLIE RENEE | \$37.00 |
| 2010 | MAIORANA CURTIS | \$38.52 |
| 2010 | MILBOURNE ALICIA DAWN | \$52.50 |
| 2010 | MILBOURNE DALTON T II | \$325.61 |
| 2010 | MILLER PAUL GERHARD | \$62.53 |
| 2010 | MONTGOMERY CLIFFORD G III | \$95.14 |
| 2010 | MOVIE GALLERY US INC #1506 | \$167.16 |

| | | |
|------|----------------------------|-------------------|
| 2010 | MOYA DORIAN N | \$39.70 |
| 2010 | OLSON KENDRA C | \$14.70 |
| 2010 | PARKER KURT | \$30.10 |
| 2010 | PAYNE DEBORAH ANN | \$39.07 |
| 2010 | PAYNE JAMES MARSHALL SR | \$74.30 |
| 2010 | POOLE JAMES E III | \$109.89 |
| 2010 | RAMEY CHARLES E | \$38.42 |
| 2010 | ROBERTS CHESTER DENEIL | \$45.23 |
| 2010 | RYDER BRIAN N | \$50.96 |
| 2010 | SALGUERO OSCAR A | \$46.63 |
| 2010 | SANDERS JR ROBERT D | \$66.46 |
| 2010 | SCOTT JAMES | \$158.24 |
| 2010 | SIPE RACHEL V NEWLIN | \$52.22 |
| 2010 | SWARTZ MICHAEL A | \$30.31 |
| 2010 | TAYLOR TREVOR M | \$89.52 |
| 2010 | THORPE ROXANNE MARIE | \$126.73 |
| 2010 | THORPE THOMAS SCOTT | \$64.36 |
| 2010 | UNDERWOOD LAQUINTA DONETTE | \$12.82 |
| 2010 | VANWART JENNIFER LYNN | \$36.91 |
| 2010 | VIRGINIA SIDING INC | \$67.89 |
| 2010 | WARNER JAMES ARNEZ | \$79.70 |
| 2010 | WHITLOCK THERESA L | \$36.14 |
| 2010 | WRIGHT CYNTHIA | \$123.23 |
| 2010 | ZULLINGER DEBORAH BOWERS | \$61.18 |
| | | \$3,662.62 |

| | | |
|----------------------|------------|-------------------|
| DMV FEE | \$400.00 | |
| PERSONAL ADVERTISING | \$367.20 | |
| PERSONAL INTEREST | \$639.16 | |
| PERSONAL PENALTY | \$214.49 | |
| PERSONAL PRINCIPLE | \$929.19 | |
| VEHICLE LICENSE FEE | \$1,102.58 | |
| VLF LATE FEE | \$10.00 | |
| | | \$3,662.62 |

+ + + + + + + + + +

Council member Tollett moved that the Council of the Town of Berryville authorize the publication of the names of those delinquent for personal property and real estate taxes pursuant to Section 58.1-

3924 of the Code of Virginia, As Amended. Council member Gibson seconded the motion which carried as follows:

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

Mayor Dickinson asked if anyone had ever paid taxes after seeing his or her name posted on the Town Office counter. Ms. Moreland responded affirmatively.

DELINQUENT TAXES

(TO BE PUBLISHED IN THE WINCHESTER STAR AUGUST 12, 2016)

Pursuant to Section 58.1-3924 of the Code of Virginia, 1950 (as Amended), I Desiree’ A. Moreland, Treasurer of the Town of Berryville, in Clarke County Virginia, do swear that the forgoing list is, I verily believe, correct and just, that I have not received full payment of the taxes for which the real estate property therein mentioned is returned delinquent, although I have used diligence to collect such taxes.

Furthermore, following second publication as noted herein, I shall institute such legal rights and remedies as are available to the Town of Berryville for collection of delinquent taxes including judicial sale of real property for payment of delinquent taxes plus all accumulated penalties, interest and cost there on.

“Delinquent taxes on this list conform to the facts as they existed on June 30, 2016 pursuant to Code of Virginia 58.1-3922.”

Desiree’ A. Moreland/Treasurer/Asst. Town Manager
Published by order of the Town Council

Date: August 12, 2016

DELINQUENT TAX LIST TO COUNCIL - JULY 12, 2016

No real estate improperly placed on the land book, or which is not ascertainable, with the amount of taxes charged to such property.

DELINQUENT REAL ESTATE-JULY 1, 2016

1995-2004 DELINQUENT REAL ESTATE

| | | |
|------|------------------------|-------------------|
| 2004 | GEORGE WILLIAMS ESTATE | \$4,366.46 |
| | | \$4,366.46 |

2005 DELIQUENT REAL ESTATE

| | | |
|------|------------------------|-----------------|
| 2005 | GEORGE WILLIAMS ESTATE | \$207.42 |
| 2005 | HARRIS-PROCTOR LINDA | \$82.23 |
| | | \$289.65 |

2006 DELIQUENT REAL ESTATE

| | | |
|------|------------------------|-----------------|
| 2006 | GEORGE WILLIAMS ESTATE | \$429.88 |
| 2006 | HARRIS-PROCTOR LINDA | \$176.42 |
| | | \$606.30 |

2007 DELIQUENT REAL ESTATE

| | | |
|------|------------------------|-------------------|
| 2007 | GEORGE WILLIAMS ESTATE | \$1,099.32 |
| 2007 | HARRIS-PROCTOR LINDA | \$171.76 |
| | | \$1,271.08 |

2008 DELIQUENT REAL ESTATE

| | | |
|------|------------------------|-----------------|
| 2008 | GEORGE WILLIAMS ESTATE | \$781.30 |
| 2008 | HARRIS-PROCTOR LINDA | \$150.02 |
| | | \$931.32 |

2009 DELIQUENT REAL ESTATE

| | | |
|------|------------------------------|-------------------|
| 2009 | GEORGE WILLIAMS ESTATE | \$2,122.05 |
| 2009 | HARRIS-PROCTOR LINDA | \$146.83 |
| 2009 | MOTEN CONSTANCE | \$191.18 |
| 2009 | TRI COUNTY FARM SERVICES LLC | \$211.15 |
| | | \$2,671.21 |

2010 DELIQUENT REAL ESTATE

| | | |
|------|------------------------------|-------------------|
| 2010 | GEORGE WILLIAMS ESTATE | \$395.28 |
| 2010 | HARRIS-PROCTOR LINDA | \$84.22 |
| 2010 | MOTEN CONSTANCE | \$171.68 |
| 2010 | PAIGE WILLIAM H | \$3,773.54 |
| 2010 | TRI COUNTY FARM SERVICES LLC | \$370.40 |
| | | \$4,795.12 |

2011 DELIQUENT REAL ESTATE

| | | |
|------|------------------------------|-------------------|
| 2011 | GEORGE WILLIAMS ESTATE | \$1,091.22 |
| 2011 | HARRIS-PROCTOR LINDA | \$80.76 |
| 2011 | LABADIE RICKY | \$143.87 |
| 2011 | MOTEN CONSTANCE | \$164.30 |
| 2011 | RATCLIFFE RAYMOND EST | \$26.84 |
| 2011 | TRI COUNTY FARM SERVICES LLC | \$353.00 |
| | | \$1,859.99 |

2012 DELIQUENT REAL ESTATE

| | | |
|------|------------------------------|--------------------|
| 2012 | GEORGE WILLIAMS ESTATE | \$800.20 |
| 2012 | HARRIS-PROCTOR LINDA | \$80.38 |
| 2012 | LABADIE RICKY | \$215.74 |
| 2012 | MOTEN CONSTANCE | \$159.04 |
| 2012 | RATCLIFFE RAYMOND EST | \$30.22 |
| 2012 | TRI COUNTY FARM SERVICES LLC | \$333.26 |
| 2012 | WOODRUFF WILLIAM | \$9,983.60 |
| | | \$11,602.44 |

2013 DELIQUENT REAL ESTATE

| | | |
|------|------------------------------|-------------------|
| 2013 | BROWN THOMAS H & ROSA C | \$36.88 |
| 2013 | HARRIS-PROCTOR LINDA | \$77.88 |
| 2013 | LABADIE RICKY | \$204.32 |
| 2013 | MOTEN CONSTANCE | \$151.46 |
| 2013 | RATCLIFFE RAYMOND EST | \$31.28 |
| 2013 | TRI COUNTY FARM SERVICES LLC | \$313.92 |
| 2013 | WILLIAMS GEORGE ESTATE | \$660.40 |
| | | \$1,476.14 |

2014 DELIQUENT REAL ESTATE

| | | |
|------|--------------------------------|----------|
| 2014 | ALLEN FENTON ESTATE | \$90.09 |
| 2014 | ALLIANTEC LTD | \$214.58 |
| 2014 | BROWN THOMAS H & ROSA C | \$102.40 |
| 2014 | FRANKMANN HARRY C LIVING TRUST | \$167.91 |
| 2014 | GILLISON MARY L& ROBERT JR& | \$243.12 |
| 2014 | HARRIS-PROCTOR LINDA | \$77.18 |
| 2014 | LABADIE RICKY | \$213.68 |
| 2014 | MCCOOL PHYLLIS N | \$250.27 |
| 2014 | MCGEE HOLDINGS LLC | \$581.24 |
| 2014 | MOTEN CONSTANCE | \$156.10 |
| 2014 | PEFFER SCOTT B | \$148.62 |

| | | |
|------|--------------------------------|----------|
| 2014 | RATCLIFFE RAYMOND EST | \$25.42 |
| 2014 | REAVIS MICHAEL | \$104.04 |
| 2014 | RITTER ELIZABETH A | \$90.09 |
| 2014 | SOUERS JOSEPH & BRITTANY BRYAN | \$106.69 |
| 2014 | TRI COUNTY FARM SERVICES LLC | \$332.82 |
| 2014 | WILLIAMS GEORGE ESTATE | \$655.75 |

\$3,560.00

2015 DELIQUENT REAL ESTATE

| | | |
|------|------------------------------------|------------|
| 2015 | ALLEN FENTON ESTATE | \$333.98 |
| 2015 | ALLIANTEC LTD | \$260.86 |
| 2015 | BROWN THOMAS H & ROSA C | \$119.92 |
| 2015 | BUCK CHARLES U | \$493.10 |
| 2015 | DUNNING THOMAS H B | \$810.72 |
| 2015 | ELMORE NOBLE N JR | \$121.48 |
| 2015 | FRANKMANN HARRY C LIVING TRUST | \$259.44 |
| 2015 | GILLISON MARY L& ROBERT JR& | \$342.76 |
| 2015 | GILLISON WILLIAM T & JOHN W | \$90.89 |
| 2015 | HARRIS-PROCTOR LINDA | \$88.04 |
| 2015 | HART BRENT L III | \$321.02 |
| 2015 | JACKSON EFFIE H & WALTER H | \$282.62 |
| 2015 | JOHNSON GEORGE F JR | \$247.98 |
| 2015 | LABADIE RICKY | \$259.44 |
| 2015 | LEWIS AND BURKE REAL ESTATE LLC | \$101.32 |
| 2015 | MASON JEANNIE C | \$240.30 |
| 2015 | MCCOOL PHYLLIS N | \$382.58 |
| 2015 | MCGEE HOLDINGS LLC | \$2,985.90 |
| 2015 | MOTEN CONSTANCE | \$187.12 |
| 2015 | PAIGE CHAZ D | \$554.75 |
| 2015 | PAYNE CHARLES M | \$259.62 |
| 2015 | PEFFER SCOTT B | \$193.24 |
| 2015 | POTTS ROY E III & PATRICIA R | \$346.66 |
| 2015 | RATCLIFFE RAYMOND EST | \$22.06 |
| 2015 | REAVIS MICHAEL | \$257.78 |
| 2015 | RITTER ELIZABETH A | \$247.98 |
| 2015 | SHAKE MICHAEL H & DEBRA G | \$408.74 |
| 2015 | SOUERS JOSEPH & BRITTANY BRYAN | \$334.77 |
| 2015 | TRI COUNTY FARM SERVICES LLC | \$409.78 |
| 2015 | TURNER MICHAEL M | \$122.78 |
| 2015 | WILLIAMS GEORGE ESTATE | \$404.49 |
| 2015 | WINDISCH SUSAN & EDWARD F | \$198.14 |
| 2015 | WRYE PAUL STEPHEN & TESA BRODY-WRY | \$474.40 |

\$12,164.66

2016 DELIQUENT REAL ESTATE

| | | |
|------|---------------------------------|----------|
| 2016 | 3425 TUCKAHOE LLC | \$72.44 |
| 2016 | ALLEN FENTON ESTATE | \$115.51 |
| 2016 | ALLIANTEC LTD | \$99.40 |
| 2016 | ARCADIA-BERRYVILLE GLEN LLC | \$440.01 |
| 2016 | BROWN THOMAS H & ROSA C | \$26.85 |
| 2016 | BUCK CHARLES U | \$212.27 |
| 2016 | BUCKMARSH ENTERPRISES LLC | \$262.59 |
| 2016 | BUCKMARSH ENTERPRISES LLC | \$254.70 |
| 2016 | BUKOSKI MICHAEL | \$398.21 |
| 2016 | CHAUDHRY ZAHID | \$582.16 |
| 2016 | DUNNING THOMAS H B | \$227.85 |
| 2016 | DUNNING THOMAS H B | \$442.44 |
| 2016 | ELMORE NOBLE N JR | \$93.81 |
| 2016 | FANNING JENNIFER D | \$150.57 |
| 2016 | FRANKMANN HARRY C LIVING TRUST | \$99.19 |
| 2016 | FRONTIER ENTERPRISES LLC | \$299.45 |
| 2016 | FRONTIER ENTERPRISES LLC | \$84.23 |
| 2016 | GILLISON MARY L& ROBERT JR& | \$117.83 |
| 2016 | GILLISON WILLIAM T & JOHN W | \$53.18 |
| 2016 | GUITIERREZ ANTONIO V & MARIA B | \$94.66 |
| 2016 | HARRIS-PROCTOR LINDA | \$31.59 |
| 2016 | HART BRENT L III | \$208.52 |
| 2016 | HINKLE MILTON P | \$161.73 |
| 2016 | HOLMES CHARLES A JR | \$6.32 |
| 2016 | HOLMES CHARLES H ET AL | \$122.25 |
| 2016 | JACKSON EFFIE H & WALTER H | \$124.99 |
| 2016 | JOHNSON GEORGE F JR | \$93.71 |
| 2016 | KAISERWEBB LC | \$507.29 |
| 2016 | KEEFE NEIL J & BOBBIE J TRUSTS | \$525.61 |
| 2016 | LABADIE RICKY | \$99.19 |
| 2016 | LEWIS AND BURKE REAL ESTATE LLC | \$27.38 |
| 2016 | LIBBY DANA S & MARK K | \$243.83 |
| 2016 | LINGELBACH ZACHARIAH | \$103.84 |
| 2016 | LUKU EDMOND & LILJANA | \$93.71 |
| 2016 | MASON JEANNIE C | \$98.55 |
| 2016 | MCCOOL PHYLLIS N | \$137.51 |
| 2016 | MOTEN CONSTANCE | \$31.59 |
| 2016 | NELSON JACOB ESTATE | \$5.11 |

| | | |
|------|------------------------------------|----------|
| 2016 | OHIGGINS STEELE T | \$13.00 |
| 2016 | OHIGGINS STEELE T | \$4.32 |
| 2016 | OLIVER THOMAS HUNTON | \$139.83 |
| 2016 | PAIGE ALBERT ESTATE | \$26.85 |
| 2016 | PAIGE CHAZ D | \$80.55 |
| 2016 | PAYNE CHARLES M | \$102.86 |
| 2016 | PEFFER SCOTT B | \$98.66 |
| 2016 | POE GLEN R | \$278.50 |
| 2016 | POE GLEN R | \$52.65 |
| 2016 | POE GLEN R | \$52.65 |
| 2016 | POTTS ROY E III & PATRICIA R | \$106.35 |
| 2016 | RATCLIFFE RAYMOND EST | \$31.59 |
| 2016 | REAVIS MICHAEL | \$281.42 |
| 2016 | RICHMOND AMERICAN HOMES | \$435.48 |
| 2016 | RIESGRAF DONALD R | \$300.71 |
| 2016 | RILEY MEADOWS STABLES LLC | \$567.46 |
| 2016 | RILEY MEADOWS STABLES LLC | \$63.17 |
| 2016 | RILEY MEADOWS STABLES LLC | \$63.17 |
| 2016 | RITTER ELIZABETH A | \$93.71 |
| 2016 | RODGERS SEAN D | \$399.00 |
| 2016 | ROSENBERG KAREN SHEILA & KEN | \$540.66 |
| 2016 | ROSENBROOK TERENCE J & KATHRYN S | \$334.30 |
| 2016 | SARDILIS PATRICIA A | \$158.46 |
| 2016 | SAUNDERS TODD R & LAURIE M | \$91.07 |
| 2016 | SHAKE MICHAEL H & DEBRA G | \$150.05 |
| 2016 | SHEPPARD LISA T & FRANK TRUMBOWER | \$13.69 |
| 2016 | SHIPLEY JAMES R | \$405.36 |
| 2016 | SOUERS JOSEPH & BRITTANY BRYAN | \$115.92 |
| 2016 | STARSHIP 14221 LLC | \$156.38 |
| 2016 | STARSHIP 14221 LLC | \$148.56 |
| 2016 | TIGNEY PRESTON W | \$145.51 |
| 2016 | TOWNSEND DONALD P II & JOANNA SUE | \$158.57 |
| 2016 | TRI COUNTY FARM SERVICES LLC | \$190.16 |
| 2016 | TURNER MICHAEL M | \$214.47 |
| 2016 | WALLACE WILLIAM E & LORIE M | \$161.88 |
| 2016 | WILLIAMS GEORGE ESTATE | \$225.83 |
| 2016 | WINDISCH SUSAN & EDWARD F | \$84.23 |
| 2016 | WOLDORF PAUL & CLARE | \$39.60 |
| 2016 | WOODRUFF WILLIAM | \$26.33 |
| 2016 | WRYE PAUL STEPHEN & TESA BRODY-WRY | \$517.72 |

\$13,820.75

DELINQUENT REAL ESTATE TAXES

| | |
|-----------|----------|
| 1995-2004 | 4366.46 |
| 2005 | 289.65 |
| 2006 | 606.3 |
| 2007 | 1271.08 |
| 2008 | 931.32 |
| 2009 | 2671.21 |
| 2010 | 4795.12 |
| 2011 | 1859.99 |
| 2012 | 11602.44 |
| 2013 | 1476.14 |
| 2014 | 3560 |
| 2015 | 12164.66 |
| 2016 | 13820.75 |

TOTAL 59415.12

DELINQUENT PERSONAL PROPERTY TAXES

Delinquent Tax Report-July 1, 2016

**2010 DELINQUENT PERSONAL
PROPERTY**

| | | |
|------|-------------------------------|----------|
| 2010 | ALMENDAREZ VARGAS ADRIAN A | \$27.72 |
| 2010 | BANKS CHAMEIKA D | \$90.96 |
| 2010 | BESSER TIMOTHY W | \$12.68 |
| 2010 | BEUCHERT PATRICIA N | \$425.84 |
| 2010 | BROWN LARRY WILLIAM JR | \$78.91 |
| 2010 | CHRISTAKOS DANIEL JOHN | \$69.70 |
| 2010 | CLARK AMBER DAWN | \$49.87 |
| 2010 | CORBIN JESSICA D | \$23.96 |
| 2010 | CROMER JEANE MARIE | \$55.31 |
| 2010 | DIETHRICH JOHN WILLIAM | \$78.85 |
| 2010 | FISHER-ARRINGTON LISA DIANE | \$135.84 |
| 2010 | FRYE WILLIAM T & MEGHAN MARIE | \$203.69 |
| 2010 | GONZALEZ-FLORES NANCY J | \$46.29 |
| 2010 | GRIMM DEBORAH SUE | \$52.83 |
| 2010 | JARQUIN SOTO AXEL RAMON | \$37.00 |
| 2010 | JONES SALLIE RENEE | \$37.00 |
| 2010 | MAIORANA CURTIS | \$38.52 |
| 2010 | MILBOURNE ALICIA DAWN | \$52.50 |
| 2010 | MILBOURNE DALTON T II | \$325.61 |

| | | |
|------|----------------------------|----------|
| 2010 | MILLER PAUL GERHARD | \$62.53 |
| 2010 | MONTGOMERY CLIFFORD G III | \$95.14 |
| 2010 | MOVIE GALLERY US INC #1506 | \$167.16 |
| 2010 | MOYA DORIAN N | \$39.70 |
| 2010 | OLSON KENDRA C | \$14.70 |
| 2010 | PARKER KURT | \$30.10 |
| 2010 | PAYNE DEBORAH ANN | \$39.07 |
| 2010 | PAYNE JAMES MARSHALL SR | \$74.30 |
| 2010 | POOLE JAMES E III | \$109.89 |
| 2010 | RAMEY CHARLES E | \$38.42 |
| 2010 | ROBERTS CHESTER DENEIL | \$45.23 |
| 2010 | RYDER BRIAN N | \$50.96 |
| 2010 | SALGUERO OSCAR A | \$46.63 |
| 2010 | SANDERS JR ROBERT D | \$66.46 |
| 2010 | SCOTT JAMES | \$158.24 |
| 2010 | SIPE RACHEL V NEWLIN | \$52.22 |
| 2010 | SWARTZ MICHAEL A | \$30.31 |
| 2010 | TAYLOR TREVOR M | \$89.52 |
| 2010 | THORPE ROXANNE MARIE | \$126.73 |
| 2010 | THORPE THOMAS SCOTT | \$64.36 |
| 2010 | UNDERWOOD LAQUINTA DONETTE | \$12.82 |
| 2010 | VANWART JENNIFER LYNN | \$36.91 |
| 2010 | VIRGINIA SIDING INC | \$67.89 |
| 2010 | WARNER JAMES ARNEZ | \$79.70 |
| 2010 | WHITLOCK THERESA L | \$36.14 |
| 2010 | WRIGHT CYNTHIA | \$123.23 |
| 2010 | ZULLINGER DEBORAH BOWERS | \$61.18 |

\$3,662.62

**2011 DELINQUENT PERSONAL
PROPERTY**

| | | |
|------|----------------------------|----------|
| 2011 | ALMENDAREZ VARGAS ADRIAN A | \$10.89 |
| 2011 | ANDERSON JEROME D | \$157.02 |
| 2011 | ANDREJKO DAVID ALAN | \$47.93 |
| 2011 | BANKS CHAMEIKA D | \$36.56 |
| 2011 | BECKWITH TRACY A | \$82.21 |
| 2011 | BEUCHERT PATRICIA N | \$206.97 |
| 2011 | BROWN LARRY WILLIAM JR | \$92.25 |
| 2011 | CHRISTAKOS DANIEL JOHN | \$85.90 |
| 2011 | CLARK AMBER DAWN | \$87.91 |
| 2011 | CORBIN JESSICA D | \$49.45 |
| 2011 | CROMER JEANE MARIE | \$7.45 |

| | | |
|------|-------------------------------|----------|
| 2011 | DIETRICH JOHN WILLIAM | \$13.39 |
| 2011 | FISHER-ARRINGTON LISA DIANE | \$54.64 |
| 2011 | FRYE WILLIAM T & MEGHAN MARIE | \$298.09 |
| 2011 | GRIMM DEBORAH SUE | \$54.73 |
| 2011 | JONES JAMES DALLAS | \$89.36 |
| 2011 | JONES SALLIE RENEE | \$44.50 |
| 2011 | KIRBY CATHERINE LESLEY | \$126.37 |
| 2011 | MAIORANA CURTIS | \$86.21 |
| 2011 | MANUEL CHRISTINA ANN | \$85.10 |
| 2011 | MCMANAMAY AIMEE MICHELLE | \$95.16 |
| 2011 | MILBOURNE DALTON T II | \$311.95 |
| 2011 | MILLER PAUL GERHARD | \$60.42 |
| 2011 | MONTGOMERY CLIFFORD G III | \$102.97 |
| 2011 | MOYA DORIAN N | \$46.28 |
| 2011 | PARKER KURT | \$40.10 |
| 2011 | PAYNE DEBORAH ANN | \$40.10 |
| 2011 | PAYNE JAMES MARSHALL SR | \$25.92 |
| 2011 | PIERCE BRANDON MICHAEL | \$90.03 |
| 2011 | POOLE JAMES E III | \$111.83 |
| 2011 | RAMEY CHARLES E | \$46.04 |
| 2011 | ROBERTS CHESTER DENEIL | \$8.51 |
| 2011 | SALGUERO OSCAR A | \$34.35 |
| 2011 | SCHEMERING SUSAN CAROLE | \$70.99 |
| 2011 | SCOTT JAMES | \$143.10 |
| 2011 | SIPE RACHEL V NEWLIN | \$56.36 |
| 2011 | SMITH KATRINA DIANE | \$50.64 |
| 2011 | SURFACE TAMMY L | \$123.02 |
| 2011 | SWANK DEBRA L | \$117.07 |
| 2011 | SWARTZ MICHAEL A | \$49.50 |
| 2011 | TAYLOR TREVOR M | \$6.27 |
| 2011 | THOMPSON AMY M | \$4.32 |
| 2011 | THORPE ROXANNE MARIE | \$23.80 |
| 2011 | THORPE THOMAS SCOTT | \$77.83 |
| 2011 | UNDERWOOD LAQUINTA DONETTE | \$10.22 |
| 2011 | VIRGINIA SIDING INC | \$66.55 |
| 2011 | WARD KAREN DENISE | \$80.10 |
| 2011 | WARNER JAMES ARNEZ | \$6.46 |
| 2011 | WHITLOCK THERESA L | \$40.10 |
| 2011 | WOOD-FLEMING CYNTHIA BROWNING | \$81.94 |
| 2011 | WRIGHT CYNTHIA | \$94.83 |

\$3,833.69

**2012 DELINQUENT PERSONAL
PROPERTY**

| | | |
|------|----------------------------------|----------|
| 2012 | ALMENDAREZ VARGAS ADRIAN A | \$14.68 |
| 2012 | ANDERSON JEROME D | \$115.45 |
| 2012 | ANDREJKO DAVID ALAN | \$41.96 |
| 2012 | BANKS CHAMEIKA D | \$33.84 |
| 2012 | BELCHER BRENT BRANDON | \$54.85 |
| 2012 | BROWN LARRY WILLIAM JR | \$92.45 |
| 2012 | BROWN STEVEN M & LINDA M | \$198.37 |
| 2012 | CHRISTAKOS DANIEL JOHN | \$86.95 |
| 2012 | CLEMENTS CHRISTOPHER LEE | \$50.01 |
| 2012 | CLOVERLEAF ENVIRONMENTAL CONSULT | \$22.88 |
| 2012 | COCONIS DAVID H | \$115.77 |
| 2012 | CORBIN JESSICA D | \$6.40 |
| 2012 | CRIM TRACEY L | \$177.70 |
| 2012 | DAVIS TINA M | \$233.30 |
| 2012 | DESHEROW MICHAEL P | \$139.34 |
| 2012 | DMUCHOWSKY ERIC | \$86.18 |
| 2012 | FISHER-ARRINGTON LISA DIANE | \$40.93 |
| 2012 | FRYE WILLIAM T | \$167.23 |
| 2012 | FRYE WILLIAM T & MEGHAN MARIE | \$77.51 |
| 2012 | GRIMM DEBORAH SUE | \$49.84 |
| 2012 | HALL CHIPPORA-KARRENA E | \$193.37 |
| 2012 | HUNTER MARK WILLIAM | \$32.51 |
| 2012 | HUSTED DEBORAH RUTH | \$50.01 |
| 2012 | HUSTED MICHAEL DAVID | \$57.77 |
| 2012 | IN & OUT AUTO SERVICE | \$52.50 |
| 2012 | JONES JAMES DALLAS | \$11.13 |
| 2012 | KIRBY CATHERINE LESLEY | \$4.72 |
| 2012 | KIZER RICHARD | \$103.85 |
| 2012 | MACBETH JONELL SCOTT | \$100.60 |
| 2012 | MAIORANA CURTIS | \$46.51 |
| 2012 | MANUEL CHRISTINA ANN | \$11.75 |
| 2012 | MCCLEMENS FREDERICK W | \$104.34 |
| 2012 | MCMANAMAY AIMEE MICHELLE | \$92.20 |
| 2012 | MILBOURNE DALTON T II | \$268.31 |
| 2012 | MILLER PAUL GERHARD | \$59.94 |
| 2012 | MONTGOMERY CLIFFORD G III | \$99.69 |
| 2012 | MOYA DORIAN N | \$46.10 |
| 2012 | PARKER KURT | \$80.93 |
| 2012 | PAYNE DEBORAH ANN | \$40.93 |
| 2012 | PIERCE BRANDON MICHAEL | \$14.35 |

| | | |
|------|--------------------------|----------|
| 2012 | POOLE JAMES E III | \$110.03 |
| 2012 | PRUITT RICHARD EUGENE JR | \$50.94 |
| 2012 | RAMEY CHARLES E | \$9.91 |
| 2012 | SALGUERO OSCAR A | \$32.78 |
| 2012 | SCOTT JAMES | \$143.17 |
| 2012 | SHAIN BOBBI D | \$13.26 |
| 2012 | SIPE RACHEL V NEWLIN | \$54.84 |
| 2012 | SMITH ANGELA F | \$95.01 |
| 2012 | SMITH KATRINA DIANE | \$8.31 |
| 2012 | STANTON JONATHAN P | \$128.09 |
| 2012 | STRADY MARY L | \$94.40 |
| 2012 | SURFACE TAMMY L | \$107.95 |
| 2012 | SWANK DEBRA L | \$71.25 |
| 2012 | SWARTZ MICHAEL A | \$50.92 |
| 2012 | THOMAS LOGAN D | \$70.29 |
| 2012 | THOMPSON AMY MARIE | \$52.93 |
| 2012 | THORPE THOMAS SCOTT | \$0.74 |
| 2012 | TILLERY DEBBIE MARIE | \$86.51 |
| 2012 | VIRGINIA SIDING INC | \$61.99 |
| 2012 | WARD KAREN DENISE | \$40.93 |
| 2012 | WHITLOCK THERESA L | \$40.93 |
| 2012 | WOLDORF JUSTIN DAVID | \$80.93 |
| 2012 | WRIGHT CYNTHIA | \$52.69 |

\$4,735.95

**2013 DELINQUENT PERSONAL
PROPERTY**

| | | |
|------|----------------------------------|----------|
| 2013 | ALMENDAREZ VARGAS ADRIAN A | \$13.48 |
| 2013 | ANDERSON JEROME D | \$110.16 |
| 2013 | ANDREJKO DAVID ALAN | \$6.60 |
| 2013 | BANKS CHAMEIKA D | \$27.58 |
| 2013 | BELCHER BRENT BRANDON | \$15.20 |
| 2013 | BERRYVILLE MILLWORK | \$117.69 |
| 2013 | BOWIE LARRY E | \$46.44 |
| 2013 | BROWN LARRY WILLIAM JR | \$89.14 |
| 2013 | BROWN STEVEN M | \$104.08 |
| 2013 | CHRISMAN JOSHUA JACOB | \$22.78 |
| 2013 | CHRISTAKOS DANIEL JOHN | \$128.40 |
| 2013 | CLEMENTS CHRISTOPHER LEE | \$49.95 |
| 2013 | CLOVERLEAF ENVIRONMENTAL CONSULT | \$22.99 |
| 2013 | COCONIS DAVID H | \$72.93 |
| 2013 | CRIM TRACEY L | \$132.73 |

| | | |
|------|--------------------------------|----------|
| 2013 | CROSSLEY NICHOLAS R | \$64.44 |
| 2013 | DAVIS TINA M | \$111.96 |
| 2013 | DENNIS BILLY M | \$58.10 |
| 2013 | DESJARDINS STEVEN P | \$123.92 |
| 2013 | DMUCHOWSKY ERIC | \$49.97 |
| 2013 | DMUCHOWSKY KATRINA | \$87.48 |
| 2013 | DRAKE NICOLE PAIGE | \$17.07 |
| 2013 | FRYE WILLIAM T | \$179.97 |
| 2013 | FRYE WILLIAM T & MEGHAN MARIE | \$73.26 |
| 2013 | GALLAGHER MICHAEL J | \$102.18 |
| 2013 | HALL CIIPPORA-KARRENA E | \$139.92 |
| 2013 | HARWELL STEPHEN R | \$87.20 |
| 2013 | HOLLINGSWORTH CHRISTOPHER JOHN | \$87.10 |
| 2013 | HUSTED MICHAEL DAVID | \$41.50 |
| 2013 | JOHNSON GEORGE F JR | \$45.61 |
| 2013 | KIZER RICHARD | \$61.36 |
| 2013 | MCALISTER GLENN ALLEN | \$105.20 |
| 2013 | MCCOY MICHEAL L | \$56.47 |
| 2013 | MCMANAMAY AIMEE MICHELLE | \$91.58 |
| 2013 | MILBOURNE DALTON T II | \$235.33 |
| 2013 | MILLER PAUL GERHARD | \$59.65 |
| 2013 | MONTGOMERY CLIFFORD G III | \$92.40 |
| 2013 | MOYA DORIAN N | \$86.52 |
| 2013 | MULLINS HOLLY NICOLE | \$142.10 |
| 2013 | PARKER KURT | \$83.92 |
| 2013 | PAYNE DEBORAH ANN | \$41.96 |
| 2013 | POOLE JAMES E III | \$108.41 |
| 2013 | POWELL JESSE P JR | \$129.56 |
| 2013 | SALGUERO OSCAR A | \$71.94 |
| 2013 | SCHEMERING SUSAN CAROLE | \$46.33 |
| 2013 | SCOTT JAMES | \$142.64 |
| 2013 | SIPE RACHEL V NEWLIN | \$92.40 |
| 2013 | SMITH ANGELA F | \$12.47 |
| 2013 | SOUTHERN AIR TEMP | \$983.20 |
| 2013 | STRADY MARY L | \$64.86 |
| 2013 | SURFACE TAMMY L | \$105.20 |
| 2013 | SWANK DEBRA L | \$67.55 |
| 2013 | SWARTZ MICHAEL A | \$52.74 |
| 2013 | THOMPSON PHILLIP CHRISTOPHER | \$136.22 |
| 2013 | VIRGINIA SIDING INC | \$52.23 |
| 2013 | WHITLOCK THERESA L | \$81.96 |
| 2013 | WOLDORF JUSTIN DAVID | \$41.96 |

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|------|----------------|-------------------|
| 2013 | WRIGHT CYNTHIA | \$50.20 |
| | | \$5,526.19 |

**2014 DELINQUENT PERSONAL
PROPERTY**

| | | |
|------|----------------------------------|----------|
| 2014 | ALMENDAREZ VARGAS ADRIAN A | \$8.09 |
| 2014 | ANDERSON JEROME D | \$99.20 |
| 2014 | ANDREJKO DANIELLE PENDLETON | \$107.72 |
| 2014 | ANDREJKO DAVID ALAN | \$84.24 |
| 2014 | BANKS CHAMEIKA D | \$18.91 |
| 2014 | BATTLETOWN INN | \$406.90 |
| 2014 | BOWIE LARRY E | \$38.61 |
| 2014 | BRANDT KIMBERLY MARIE | \$76.35 |
| 2014 | BROWN LARRY WILLIAM JR | \$81.45 |
| 2014 | BROWN STEVEN M | \$82.30 |
| 2014 | CHAPMAN ELIZABETH HERTY | \$27.58 |
| 2014 | CHRISMAN JOSHUA JACOB | \$57.45 |
| 2014 | CHRISTAKOS DANIEL JOHN | \$77.22 |
| 2014 | CLEMENTS CHRISTOPHER LEE | \$44.85 |
| 2014 | CLEMENTS HEATHER MARIE | \$23.82 |
| 2014 | CLOVERLEAF ENVIRONMENTAL CONSULT | \$19.08 |
| 2014 | COCONIS DAVID H | \$32.96 |
| 2014 | COX AUTUMN L | \$78.61 |
| 2014 | CRIM TRACEY L | \$78.52 |
| 2014 | CROSSLEY NICHOLAS R | \$38.61 |
| 2014 | DAVIS TINA M | \$84.85 |
| 2014 | DESJARDINS STEVEN P | \$38.61 |
| 2014 | DIETRICH JOHN WILLIAM | \$88.19 |
| 2014 | DURHAM BRENDA J | \$23.69 |
| 2014 | FORD TIMOTHY SPENCER | \$120.92 |
| 2014 | GALLAGHER MICHAEL J | \$58.47 |
| 2014 | GALLAHAN WANDA MAY | \$15.57 |
| 2014 | GALVEZ LADISLAO | \$139.97 |
| 2014 | GORDON LAVARN D | \$7.14 |
| 2014 | GROOMS JENNIFER RAE | \$13.28 |
| 2014 | HALL CIIPPORA-KARRENA E | \$122.40 |
| 2014 | HOLLINGSWORTH CHRISTOPHER JOHN | \$55.04 |
| 2014 | HUSTED MICHAEL DAVID | \$4.91 |
| 2014 | JENKINS LINDA S | \$82.92 |
| 2014 | JOHNSON GEORGE F JR | \$199.60 |
| 2014 | JONES JOHN A | \$50.13 |
| 2014 | KIZER RICHARD | \$57.07 |

| | | |
|------|------------------------------|----------|
| 2014 | MAGUIRE JUSTIN A | \$31.37 |
| 2014 | MALICK KENNETH R JR | \$88.72 |
| 2014 | MANAHAN BRETT A | \$80.09 |
| 2014 | MCMANAMAY AIMEE MICHELLE | \$82.85 |
| 2014 | MILBOURNE DALTON T II | \$193.06 |
| 2014 | MILLER PAUL GERHARD | \$54.07 |
| 2014 | MONTGOMERY CLIFFORD G III | \$83.38 |
| 2014 | MOYA DORIAN N | \$38.61 |
| 2014 | MULLINS HOLLY NICOLE | \$118.32 |
| 2014 | MUZAK LLC (07) | \$8.80 |
| 2014 | PARKER KURT | \$38.61 |
| 2014 | PAYNE DEBORAH ANN | \$38.61 |
| 2014 | PAYNE VIRGINIA ANN | \$87.05 |
| 2014 | POOLE JAMES E III | \$91.13 |
| 2014 | POWELL JESSE P JR | \$80.45 |
| 2014 | PRUITT JR RICHARD EUGENE | \$78.61 |
| 2014 | ROBERTS MARCELLA HARPER | \$78.61 |
| 2014 | SCHEMERING SUSAN CAROLE | \$6.49 |
| 2014 | SIPE RACHEL V NEWLIN | \$11.44 |
| 2014 | SMITH VIOLA B | \$84.67 |
| 2014 | SOUTHERN AIR TEMP | \$788.58 |
| 2014 | STRADY MARY L | \$22.32 |
| 2014 | SURFACE TAMMY L | \$86.28 |
| 2014 | SWANK DEBRA L | \$59.88 |
| 2014 | SWARTZ MICHAEL A | \$45.92 |
| 2014 | TABB LORETTA H | \$96.77 |
| 2014 | THOMPSON PHILLIP CHRISTOPHER | \$88.21 |
| 2014 | VICHARE SAPTARSHI VIVEK | \$49.07 |
| 2014 | VIRGINIA SIDING INC | \$85.44 |
| 2014 | WELTON ELTON VAN JR | \$78.61 |
| 2014 | WHITLOCK THERESA L | \$38.61 |
| 2014 | WOLDORF JUSTIN DAVID | \$81.62 |
| 2014 | WRIGHT CYNTHIA | \$44.58 |

\$5,586.06

**2015 DELINQUENT PERSONAL
PROPERTY**

| | | |
|------|-----------------------------|----------|
| 2015 | ANDERSON JEROME D | \$87.51 |
| 2015 | ANDREJKO DANIELLE PENDLETON | \$97.90 |
| 2015 | ANDREJKO DAVID ALAN | \$90.20 |
| 2015 | ANYTIME FITNESS | \$260.59 |
| 2015 | AVALOS CLARA P | \$201.44 |

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|------|------------------------------|----------|
| 2015 | BALDWIN PHILLIP A | \$49.50 |
| 2015 | BALLARD GEOFFREY WAYNE | \$216.56 |
| 2015 | BALLARD JAMIE A | \$76.44 |
| 2015 | BARNES ELIZABETH MARIE | \$214.69 |
| 2015 | BATTLETOWN INN | \$441.98 |
| 2015 | BAUSERMAN PEGGY A | \$3.23 |
| 2015 | BIERLEIN DAVID JON | \$271.40 |
| 2015 | BOLDEN CANDACE L | \$98.10 |
| 2015 | BON MATIN | \$74.94 |
| 2015 | BOSS MECHANICAL SERVICES LLC | \$99.17 |
| 2015 | BOWIE LARRY E | \$35.00 |
| 2015 | BRIAN DENNIS WAYNE | \$35.00 |
| 2015 | BRITTINGHAM MICHAEL R | \$316.04 |
| 2015 | BROWN CLYDE A | \$150.00 |
| 2015 | BROWN LARRY WILLIAM JR | \$70.00 |
| 2015 | BROWN STEVEN M | \$75.71 |
| 2015 | BRYAN ALLISON LEIGH | \$67.23 |
| 2015 | BUCK CHARLES U | \$40.18 |
| 2015 | CARNAHAN CHARLES D | \$174.57 |
| 2015 | CARR SHAWN H | \$78.04 |
| 2015 | CHAOS FAB SHOP | \$144.78 |
| 2015 | CHAPMAN ELIZABETH HERTY | \$81.33 |
| 2015 | CHAPMAN ELLIS LEROY | \$59.77 |
| 2015 | CHILDS BRADEN CLAY | \$75.00 |
| 2015 | CHILDS JANET MARIE | \$74.02 |
| 2015 | CHRISTAKOS DANIEL JOHN | \$70.00 |
| 2015 | CLARK MICHELLE L | \$35.00 |
| 2015 | CLARK MICHELLE L | \$83.49 |
| 2015 | CLARK PATSY J | \$140.78 |
| 2015 | CLARK PATSY J | \$88.03 |
| 2015 | CLAY DAVID KARLOS | \$110.23 |
| 2015 | CLEMENTS CHRISTOPHER LEE | \$40.85 |
| 2015 | CLOVERLEAF ENVIRONMENTAL | \$17.00 |
| 2015 | COCONIS DAVID H | \$65.42 |
| 2015 | COLLIER CHARLOTTE W | \$95.76 |
| 2015 | CONOPCO INC | \$2.89 |
| 2015 | COPPAGE RYAN P | \$136.83 |
| 2015 | CORBIN JESSICA D | \$39.34 |
| 2015 | CORUM JEANETTE M | \$126.52 |
| 2015 | CREAMER JAMICHAEL R | \$59.02 |
| 2015 | CRIM TRACEY L | \$69.33 |
| 2015 | CUELLAR STEVEN A | \$56.46 |

| | | |
|------|--------------------------------|----------|
| 2015 | CURTIS MATTHEW R | \$161.06 |
| 2015 | DAVIS LARRY V JR | \$80.70 |
| 2015 | DAVIS TINA M | \$119.48 |
| 2015 | DESJARDINS STEVEN P | \$70.00 |
| 2015 | DIETHRICH JOHN WILLIAM | \$45.39 |
| 2015 | DIETZEL MALISSA MARIE | \$123.01 |
| 2015 | ERWIN RACHEL A | \$76.17 |
| 2015 | ESPAROLINI MONA C | \$79.43 |
| 2015 | EVANS MARGARET E | \$80.64 |
| 2015 | FLICK SARA KATHERINE | \$80.44 |
| 2015 | FOCACCIA ITALIAN GRILL | \$478.86 |
| 2015 | FORD TIMOTHY SPENCER | \$110.54 |
| 2015 | FREEMAN WILLIAM E JR | \$85.14 |
| 2015 | GALLAGHER MICHAEL J | \$55.54 |
| 2015 | GALLAHAN WANDA MAY | \$35.00 |
| 2015 | GALVEZ LADISLAO | \$95.03 |
| 2015 | GILLISON CHANEL LY'NAE | \$20.49 |
| 2015 | GILLISON MARY L | \$55.00 |
| 2015 | GOODMAN BRENDA LEE | \$106.62 |
| 2015 | GREELEY JEANNETTE H | \$100.19 |
| 2015 | GRIMES LAWRENCE M | \$110.00 |
| 2015 | GUSTAFSON ERIC A | \$76.91 |
| 2015 | HALL CIIPPORA-KARRENA E | \$108.36 |
| 2015 | HALLEX MATTHEW LOGAN | \$79.09 |
| 2015 | HARE DEBBIE J | \$87.72 |
| 2015 | HART MELANIE S | \$3.44 |
| 2015 | HEFLIN BARBARA LEE | \$54.45 |
| 2015 | HEFLIN JEFFREY W | \$170.11 |
| 2015 | HEISHMAN JASON J | \$60.36 |
| 2015 | HELINSKI CARISA A | \$62.75 |
| 2015 | HICKOK SHANNIE KAY | \$81.02 |
| 2015 | HIGDON SEAN WILLIAM | \$118.15 |
| 2015 | HINKLE MILTON P | \$95.54 |
| 2015 | HOLLINGSWORTH CHRISTOPHER JOHN | \$50.00 |
| 2015 | HUNTER APRIL M | \$106.23 |
| 2015 | JACKSON JAIME N | \$12.97 |
| 2015 | JENKINS LINDA SUE | \$59.74 |
| 2015 | JOHNSON DAVID C | \$88.55 |
| 2015 | JOHNSON DWAYNE ANTHONY | \$94.96 |
| 2015 | JOHNSON GEORGE F JR | \$62.18 |
| 2015 | JONES JOHN A | \$45.98 |
| 2015 | JP MORGAN CHASE BANK NA | \$118.92 |

| | | |
|------|----------------------------|----------|
| 2015 | KEISTER KEITH T JR | \$90.00 |
| 2015 | KERNS ALEXANDER H | \$75.00 |
| 2015 | KERNS KEVIN M | \$83.08 |
| 2015 | KESSINGER BRIAN K II | \$75.00 |
| 2015 | KIRBY SOPHIA L | \$72.54 |
| 2015 | KITLER JOHN E | \$240.30 |
| 2015 | KIZER RICHARD | \$54.23 |
| 2015 | KUSHNIR DAVID W | \$75.00 |
| 2015 | LA ROCHE KATHRYN A | \$8.67 |
| 2015 | LANDER JONATHAN J | \$39.34 |
| 2015 | LEE BRIAN ANTHONY | \$81.14 |
| 2015 | LEE JOSEPH WAYNE | \$201.36 |
| 2015 | LEE TOUAZENG | \$133.42 |
| 2015 | LEVI EDWARD K | \$277.02 |
| 2015 | LYONS JESSICA E | \$43.43 |
| 2015 | MADDEN MARY K | \$75.00 |
| 2015 | MALICK KENNETH R JR | \$45.39 |
| 2015 | MANAHAN BRETT A | \$93.53 |
| 2015 | MASON MICHAEL TODD | \$50.58 |
| 2015 | MASQUITH MICHAEL JOSEPH | \$39.90 |
| 2015 | MAYNARD BRETT S | \$82.11 |
| 2015 | MCALISTER GLENN ALLEN | \$35.00 |
| 2015 | MCCARTY JASON T | \$118.11 |
| 2015 | MCCAULEY BARBARA J | \$201.20 |
| 2015 | MCFARLAND JOHN T | \$122.35 |
| 2015 | MCINTYRE MICHAEL PAUL | \$52.68 |
| 2015 | MCINTYRE MICHAEL PAUL | \$37.83 |
| 2015 | MCMANAMAY AIMEE MICHELLE | \$75.64 |
| 2015 | MCMURRER MICHAEL P | \$55.70 |
| 2015 | MCMURRER MICHAEL P | \$292.44 |
| 2015 | MILBOURNE DALTON T II | \$193.05 |
| 2015 | MILLER DAVID MONROE II | \$169.64 |
| 2015 | MILLER JESSE PAUL | \$48.90 |
| 2015 | MILLER PAUL GERHARD | \$49.52 |
| 2015 | MONTGOMERY CLIFFORD G III | \$76.33 |
| 2015 | MOORE DONALD J M | \$229.05 |
| 2015 | MORGAN HILTON NATHANIEL SR | \$80.54 |
| 2015 | MORGAN NANCY A | \$30.29 |
| 2015 | MOSER BRANDON S | \$111.57 |
| 2015 | MOYA DORIAN N | \$35.00 |
| 2015 | MOYER CHRISTINE M | \$82.20 |
| 2015 | MULLINS HOLLY NICOLE | \$49.36 |

| | | |
|------|-----------------------------|----------|
| 2015 | MURPHY ANGELA C | \$14.75 |
| 2015 | MUZAK LLC (07) | \$1.79 |
| 2015 | NELSON DANIEL E | \$107.57 |
| 2015 | NELSON STEPHANIE A | \$75.09 |
| 2015 | NISSAN NORTH AMERICA INC 07 | \$139.94 |
| 2015 | NIX MALCOLM E | \$79.74 |
| 2015 | NORTON MARCUS REED | \$47.33 |
| 2015 | OLSEN EDWIN LEO JR | \$75.00 |
| 2015 | PAIGE HOPE JEANNE | \$120.04 |
| 2015 | PAIGE WESLEY A | \$61.95 |
| 2015 | PARKER KURT | \$35.00 |
| 2015 | PAYNE ANTWAIN TYREE | \$110.00 |
| 2015 | PAYNE DEBORAH ANN | \$35.00 |
| 2015 | PAYNE VIRGINIA ANN | \$43.25 |
| 2015 | PERKINS WILLIAM ELVIN III | \$33.60 |
| 2015 | PETERSON AFTON ENGELINA | \$42.29 |
| 2015 | PIERCE MOLLY CATHRYN | \$128.27 |
| 2015 | PLUMMER ALISON R | \$76.37 |
| 2015 | POOLE JAMES E III | \$83.34 |
| 2015 | POTTERS BARBER SHOP | \$23.88 |
| 2015 | POWELL JESSE P JR | \$79.72 |
| 2015 | PRUITT RICHARD EUGENE JR | \$90.06 |
| 2015 | QUEEN DAVID BRUCE | \$84.30 |
| 2015 | QUILLING ANDREW L | \$129.08 |
| 2015 | RAY WILBER G | \$83.98 |
| 2015 | RITTER DARRIN MICHAEL | \$242.35 |
| 2015 | ROBERTS ANTONIO FRANKLIN | \$77.30 |
| 2015 | ROBERTS MARCELLA HARPER | \$35.00 |
| 2015 | ROONEY KEVIN | \$59.45 |
| 2015 | RUSSELL DENISE L | \$87.80 |
| 2015 | SANTMYER RON E | \$87.18 |
| 2015 | SEE KIMBERLY D | \$76.17 |
| 2015 | SHAKE JOSEPH W | \$49.88 |
| 2015 | SHANAHAN GERALD EDWARD | \$44.86 |
| 2015 | SHIPLEY JAMES ROBERT | \$30.24 |
| 2015 | SIMMS MARVIN VERNELL JR | \$195.70 |
| 2015 | SMITH JUSTIN LEE | \$76.59 |
| 2015 | SMITH VIOLA B | \$40.13 |
| 2015 | SOUTHERN AIR TEMP | \$566.59 |
| 2015 | SPOONER MARK K | \$75.00 |
| 2015 | STAFFIERI JONATHAN P | \$8.59 |
| 2015 | STRADY MARY L | \$49.70 |

| | | |
|------|------------------------------|--------------------|
| 2015 | SURETTE JULIE A | \$63.90 |
| 2015 | SURFACE TAMMY L | \$84.11 |
| 2015 | SWARTZ MICHAEL A | \$38.90 |
| 2015 | TABB LORETTA H | \$6.85 |
| 2015 | TANKS CLARENCE LEROY JR | \$102.81 |
| 2015 | TANNER TRISHA DAWN | \$85.73 |
| 2015 | TAYLOR JOHN STEVENSON | \$278.99 |
| 2015 | THOMPSON PHILLIP CHRISTOPHER | \$41.44 |
| 2015 | TRAPNELL JESSICA MARSHALL | \$50.27 |
| 2015 | TRIBBY TYLER N | \$117.57 |
| 2015 | TURNER MARTIN G | \$75.93 |
| 2015 | TURNER MIMI LAURA | \$95.43 |
| 2015 | TURNER-DOUGLAS PAMELA | \$156.78 |
| 2015 | VICHARE SAPTARSHI VIVEK | \$52.93 |
| 2015 | VIRGINIA SIDING INC | \$42.64 |
| 2015 | WALKER ROBIN M | \$95.64 |
| 2015 | WALLACE BENJAMIN BRUCE | \$82.57 |
| 2015 | WATSON VIRGINIA T | \$200.25 |
| 2015 | WEBB JAMES SIMS | \$492.08 |
| 2015 | WEEKS WILHELMINA R | \$5.78 |
| 2015 | WHALEN ELIZABETH J | \$61.70 |
| 2015 | WHATLEY MARIA ALEXANDROVNA | \$318.59 |
| 2015 | WHIRLEY CHAD R | \$19.45 |
| 2015 | WHIRLEY CHARLES RICHARD | \$53.92 |
| 2015 | WHITE ANTHONY REINARD | \$160.45 |
| 2015 | WHITE MATTHEW D | \$215.15 |
| 2015 | WHITLOCK THERESA L | \$35.00 |
| 2015 | WOLDORF JUSTIN DAVID | \$146.95 |
| 2015 | WOMBLE JOHN CURTIS HUNTER | \$3.57 |
| 2015 | WOMBLE KATIE LYNN | \$3.86 |
| 2015 | WOODWARD ROGER W | \$174.91 |
| 2015 | WRIGHT CYNTHIA | \$40.23 |
| 2015 | ZALEWSKI ADAM H | \$179.09 |
| 2015 | ZOLLICOFFER DIONYA C | \$209.48 |
| | | \$20,282.69 |

**DELINQUENT PERSONAL PROPERTY
TAXES**

| | | |
|--|--------------------------|-----------------|
| | 2010 | 3662.62 |
| | 2010 (charge off) | -3662.62 |
| | 2011 | 3833.69 |

| | | |
|--------------|------|-----------------|
| | 2012 | 4735.95 |
| | 2013 | 5526.19 |
| | 2014 | 5586.06 |
| | 2015 | <u>20282.69</u> |
| TOTAL | | 39964.58 |

+ + + + + + + + + +

Council member Gibson introduced the added agenda items on the subject of the budget. Recorder Arnold suggested the action items be addressed separately and provided a handout with suggested separate motions for each line item topic.

Council member Gibson moved that the Council of the Town of Berryville withhold Compensation Increases for exempt employees for Fiscal Year 2017 budget pending review by the Budget and Finance Committee with a recommendation to the Town Council. Council member McDonald seconded the motion. There was a discussion of changing the budget and whether a public hearing would be necessary. Recorder Arnold said the staff members work hard. Council member McDonald said she was not disputing that staff works hard, but she wants them to know their goals. Mayor Dickinson said the proposed review would start the process of goal setting. Recorder Arnold questioned the possibility of offering a bonus or other compensation equal to a salary increase. Council member Gibson said that the idea of alternate compensation is suggested by the Best Practices of the GFOA. Council member Kitselman said that there is a difference between private sector employees who can excel and earn a bonus and local government employees who must do the job required. Following discussion regarding having the employees to wait for an increase that had already been budgeted and appropriated, Council member Tollett moved to amend the motion to include that a recommendation be made at or before the next Council meeting. The motion to amend passed unanimously. Council member Gibson said the Personnel Committee will meet on July 20, 2016, and will begin review of the Town staff job descriptions with the goal of setting minimum, middle, and maximum salaries for each position. She added that if an employee has maxed out the salary at his or her position, there is no reason to continue giving pay increases. Council member Kitselman suggested that the Council not withhold compensation already promised, but move forward with studying positions and pay scales in an appropriate time frame. Following further discussion, Council member Gibson withdrew her motion to withhold compensation.

Council member Gibson said Mr. Dalton had provided the Council with information about the planned Street Maintenance Equipment purchase. Recorder Arnold offered background information saying this purchase is made mainly with funds reimbursed to the Town by VDOT, and that if the purchase is not made, no savings are realized by the Town. He said that the Department of Public Works does a good job of taking care of equipment, but that the truck is needed for snow removal and other uses. Mayor Dickinson said the purpose of the motion is not to prohibit the purchase, but that a business case for the purchase is needed. Recorder Arnold cautioned that a delay may mean the truck is not here by snow removal season. Council member Kitselman said the new business case protocol could be used moving forward, but that Town staff knows what equipment is needed and this purchase should be made now. Mayor Dickinson said she is not comfortable taking the risk of purchasing the truck. Council member

Kitselman said there is no risk in taking the \$125,500 from VDOT. **Council member Gibson moved that the Council of the Town of Berryville withhold the VDOT Street Maintenance Equipment purchase of \$125,500 for Fiscal Year 2017 budget pending review by the Budget and Finance Committee with a recommendation to the Town Council. Council member McDonald seconded the motion which failed on a roll call vote:**

| | |
|-----------------------|----------|
| Donna Marie McDonald | -Nay |
| Allen Kitselman | -Nay |
| Harry Lee Arnold, Jr. | -Nay |
| Patricia Dickinson | -Abstain |
| Erecka Gibson | -Nay |
| David Tollett | -Nay |

Council member Gibson said she is still in favor of a business plan for purchases.

Council member Gibson said the next item for discussion was the Public Works Improvements. Recorder Arnold offered background saying the long range plan has been to house the expensive equipment under cover at the Public Works Department. He said the project in question will be paid 75% by VDOT funds of \$62,250 and 25% paid by Town funds. Mr. Dalton added that the project would be put out for bid, and would not have to move forward if it comes in over budget. Mayor Dickinson said it is risky if a plan is not in place. She said she does not want to lose the opportunity, but she thinks the project is high risk. Council member Kitselman said this is how things are done in local government. He asked why Council would want to micromanage and hamstringing this department. Mayor Dickinson said she is doing risk management and is asking how the Council will manage the project and set milestones. Council member Gibson asked Mr. Dalton how long it would take to get the requested information to Mayor Dickinson. Recorder Arnold asked Mr. Dalton to review the building project. Mr. Dalton said the shed at Public Works currently has five bays, and the plan is to add one bay, not enclosed on the east side. He said it is budgeted as a metal building open on one side. He added that the project had been delayed because a drain field, now relocated, was originally on the site. Mr. Dalton said that Mr. Boor, the Public Works Director, has studied the electrical component and has priced concrete. He added that up until the Town population reached 3500, the Town paid for all improvements at the Public Works Department, but that now VDOT will reimburse 75% of this project cost. Mayor Dickinson said the Council has to be responsible by setting milestones and budget run rates. Council member McDonald said that existing equipment needs to be protected. She said the Town already has an investment, and understands the need for a shed, but she hopes in the future a study can be done before building. Mayor Dickinson said she supports the project, but she wants to do smart projects, saying she had been elected to manage risk. She said the project had better not go over budget. Council member Kitselman said there is not a lot of risk with this project. **Council member Gibson moved that the Council of the Town of Berryville withhold Public Works Improvements of \$62,250 for Fiscal Year 2017 pending review by the Budget and Finance Committee with a recommendation to the Town Council. Council member McDonald seconded the motion which failed on a roll call vote:**

| | |
|-----------------------|------|
| Donna Marie McDonald | -Nay |
| Allen Kitselman | -Nay |
| Harry Lee Arnold, Jr. | -Nay |
| Patricia Dickinson | -Aye |
| Erecka Gibson | -Nay |
| David Tollett | -Nay |

There was discussion of withholding the purchase of a police cruiser which was identified in the approved budget. Recorder Arnold said that Chief White has reported that there is a definite need for the cruiser, and said the current fleet has only one all-wheel drive vehicle. Council member Gibson said Chief White's fleet status report was very well written and complete and compared it to the data that would be included in the business plan. She asked Council member Tollett his opinion. Council member Tollett said it is fine to come up with new ways to study things, but he is not in favor of holding up the purchase of a police car. Council member McDonald said she is not in favor of holding up the purchase of a police car. Council member Gibson said based on the discussion of the Council members she would not make a motion to withhold the purchase of a police cruiser.

Council member Gibson referred to the motion to withhold expenditures for Emergency Medical Services. She said that she and Mayor Dickinson will meet with Chair David Weiss and Supervisor Bev McKay of the Clarke County Board of Supervisors to determine if this gift should continue. She added that the payout to the County does not occur until January, so there is time to make this decision. Council member Kitselman said that he agrees there is time to make the decision, but that he does not want to pull the entire payment from the County at one time. He said the Town and County have very good relations and he does not want that jeopardized. He added that he will not vote against this expense since he voted for it when the budget was approved. **Council member Gibson moved that the Council of the Town of Berryville withhold expenditures for Emergency Medical Services \$50,000 for Fiscal Year 2017 pending review by the Budget and Finance Committee with a recommendation to the Town Council. Council member Tollett seconded the motion.** Recorder Arnold clarified that the Town Council will make the decision after receiving the Committee's recommendation. **The motion carried on the following roll call vote:**

| | |
|-----------------------|------|
| Donna Marie McDonald | -Aye |
| Allen Kitselman | -Nay |
| Harry Lee Arnold, Jr. | -Aye |
| Patricia Dickinson | -Aye |
| Erecka Gibson | -Aye |
| David Tollett | -Aye |

Recorder Arnold gave background for the budgeted \$5000 payment to the County. He said this long standing payment originated when the Town built a new water plant and was unable to give water away. He said the \$5000 was intended to offset the purchase of water for the swimming pool that benefits both Town and County residents. Council member Gibson said she and Mayor Dickinson will meet with Chair David Weiss and Supervisor Bev McKay of the Clarke County Board of Supervisors to ask why this gift should continue. She added that this cost does not reach even one percent of the County's budget, but she understands the County-Town relationship factor. **Council member Gibson moved that the Council of the Town of Berryville withhold expenditures for Clarke County Parks and Recreation \$5000 pending review by the Budget and Finance committee with a recommendation to the Town Council. Council member McDonald seconded the motion which carried on a roll call vote as follows:**

| | |
|-----------------------|------|
| Donna Marie McDonald | -Aye |
| Allen Kitselman | -Nay |
| Harry Lee Arnold, Jr. | -Aye |
| Patricia Dickinson | -Aye |
| Erecka Gibson | -Aye |
| David Tollett | -Aye |

Regarding the issue of mapping the Town's internal accounting controls, Recorder Arnold asked if Council member Gibson had reviewed past audits and she said that she had not done so, but that she planned to do so at the Budget and Finance Committee meeting when the auditors can attend. Mr. Dalton noted that the auditor is unavailable on the proposed meeting date but will offer other dates. Recorder Arnold said that he is not comfortable with spending \$25,000 on an additional auditing contract, and that if desired, a Request for Proposal would have to be issued prior to contracting for services. Council member Gibson asked if there were any concerns about issuing an RFP. Mr. Dalton asked if the intent of the Council is to authorize the Budget and Finance Committee to make an RFP or to task the Budget and Finance Committee with mapping the controls. He said there are two options: The committee could talk to the current auditors, Robinson Farmer Cox, and ask them to expand their scope of services, or if after talking with Robinson Farmer Cox, the Committee could return to Council with a recommendation for issuing an RFP. He said that perhaps an RFP is not necessary. Council member Gibson noted there are deficiencies including one signature checks when Town Code does not authorize them. There was discussion of tabling the issue. Recorder Arnold said he preferred not to see the issue tabled. **Council member Gibson moved that the Council of the Town of Berryville issue a Request for Proposal, if necessary, after receiving comment and recommendation from the Budget and Finance Committee following their meeting with the current auditors to explore the need for additional auditing services for mapping town accounting systems and internal controls. Council member Tollett seconded the motion which carried as follows:**

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.
Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

11. Report of Donna McDonald - Chair, Community Improvements Committee
Council member McDonald said the committee did not meet.

12. Report of David Tollett – Planning Commission Liaison
Council member Tollett said he did not realize he was the liaison.

13. Report of Dave Tollett – Police and Security Committee
Council member Tollett deferred to Chief White who reported on the newly formed Skyline Regional Criminal Justice Academy, and asked Council to adopt the resolution authorizing the Berryville Police Department to withdraw from the Rappahannock Regional Criminal Justice Academy and join the new criminal justice academy. **Council member Tollett moved that the Council of the Town of Berryville adopt the attached resolution authorizing the Chief of the Berryville Police Department to take all necessary steps to withdraw from membership in the Rappahannock Regional Criminal Justice Academy and to establish membership in the Skyline Regional Criminal Justice Academy. Council member Gibson seconded the motion which carried as follows:**

Aye – Patricia Dickinson
Harry Lee Arnold, Jr.

Donna Marie McDonald
Allen Kitselman
Erecka Gibson
David Tollett

Nay – None
Absent – None

**Resolution authorizing the Chief of the Berryville Police Department
to take all necessary steps to withdraw from membership in the
Rappahannock Regional Criminal Justice Academy and to establish membership in
the Skyline Regional Criminal Justice Academy**

WHEREAS, the Town of Berryville has been a training member of the Rappahannock Regional Criminal Justice Academy since 1998 or thereafter; and

WHEREAS, the Town of Berryville has enjoyed an excellent relationship with the other localities participating in the Academy, and has received thorough and effective training for its law enforcement/communications officers at the Academy; and

WHEREAS, an analysis of the current training needs by the Berryville Police Department has revealed that participation in the Skyline Regional Criminal Justice Academy would provide a Department of Criminal Justice Services curriculum and result in cost savings; and

WHEREAS, the Chief of the Berryville Police Department has determined that it is in the best interest of the Berryville Police Department and the Town of Berryville to withdraw from membership in the Rappahannock Regional Criminal Justice Academy and establish membership in the Skyline Regional Criminal Justice Academy; and

WHEREAS, Section 15.2-1747(D) of the Code of Virginia, 1950, as amended, provides that a governmental unit may withdraw from an academy created under this section or § 15.2-1300 only by two-thirds vote of the board of directors of the academy. The governing body of the governmental unit seeking to withdraw from the academy shall signify its desire by resolution or ordinance. The board of directors shall consider requests to withdraw in October 2016, and in October of every fifth year thereafter. No requests to withdraw shall be considered at any other time, unless agreed to unanimously. Any withdrawal approved by the board of directors shall be effective on June 30 of the following year; and

WHEREAS, at the regular May 12, 2016 meeting of the Criminal Justice Service Board unanimous agreement was given to allow the withdrawal of the Berryville Police Department from Rappahannock Regional Criminal Justice Academy membership and allow membership in Skyline Regional Criminal Justice Academy, effective June 30, 2017; now, therefore, be it

RESOLVED by the Town of Berryville that it hereby expresses its desire for the Town to withdraw from the Rappahannock Regional Criminal Justice Academy and to establish membership in the Skyline Regional Criminal Justice Academy for criminal justice purposes; and

BE IT FURTHER RESOLVED the Chief of the Berryville Police Department be, and is hereby, directed to take all actions necessary to effect the withdrawal from the membership of the Rappahannock

Regional Criminal Justice Academy and to establish membership in the Skyline Regional Criminal Justice Academy for criminal justice purposes; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to the Director of the Rappahannock Regional Criminal Justice Academy and to the Director of the Virginia Department of Criminal Justice Services.

Adopted at the regular town council meeting of the Town of Berryville, Virginia held on July 12, 2016


Patricia Dickinson, Mayor


Harry Lee Arnold, Jr., Recorder

+ + + + + + + + + +

Chief White announced the Department will host National Night Out on August 2, 2016, in Rose Hill Park and invited everyone to stop by.

Chief White noted that the Department has recently received two letters of praise from citizens and noted they were included in the agenda packet.

14. Report of Patricia Dickinson – Chair, Streets and Utilities Committee
Mayor Dickinson said she had nothing to report.

15. Report of Erecka Gibson – Chair, Personnel Committee
Council member Gibson said the committee will meet on July 20, 2016, to begin reviewing job descriptions and salaries. Mayor Dickinson said the committee will be making several recommendations for appointments in the near future.

16. Adjourn
There being no other business, upon motion of Council member Tollett, seconded by Council member McDonald, the meeting was adjourned at 10:25 p.m.


Harry Lee Arnold, Jr., Recorder


Ann W. Phillips, Town Clerk

MINUTES
BERRYVILLE TOWN COUNCIL
BUDGET AND FINANCE COMMITTEE
Berryville-Clarke County Government Center
Called Meeting
July 20, 2016
10:00 a.m.

Committee members: Present- Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer/Assistant Town Manager-Finance and Administration; Ann Phillips, Town Clerk

Others: Harry Lee Arnold, Jr., Alton Echols

Press: Jim McConville, Winchester Star

1. Call to Order

Chair Gibson called the meeting to order at 10:06 a.m.

2. Discussion – Mapping of the Town’s accounting systems and internal controls

Ms. Gibson said the Town Council had passed a motion to issue an RFP for additional auditing services if necessary. She said the next step is meeting with the current auditors. Ms. Moreland offered several dates on which the auditors could visit. Ms. Dickinson requested to discuss agenda item 3 before continuing the discussion of item 2. Ms. Gibson said there was no further discussion on the item, but a date to meet the auditors needed to be set. By consensus, the committee chose August 18 at 9 a.m. to meet with representatives of Robinson Farmer Cox to discuss how they conducted the audit and internal controls.

3. Discussion – Section 2-6 of the Code of Berryville – Signing of checks on town funds

Ms. Gibson said Mr. Dalton had provided the section of Town Code which she read to the committee. She opened the floor to Ms. Dickinson who said there have been several memos on the subject. She cited Mr. Dalton’s July 5 memo in which he explained the use of a particular bank account and she said it sounds like a petty cash account. She said she does not understand why there are 14 separate bank accounts. Ms. Moreland said there are checks on only three accounts. Ms. Gibson asked which accounts have checks. Ms. Dickinson referenced various documents from the bank, some showing one signature required and some showing two signatures required. Ms. Gibson said that policy states that other than payroll, all checks must be signed by the Treasurer or Town Manager and the Mayor or the Recorder. She asked if that is how the accounts are currently set up saying one signature checks do not meet the requirement. Mr. Dalton deferred to Ms. Moreland who said the accounts in question are used to move funds in to an operating account. Ms. Dickinson said this does not sound like petty cash given the amount of money in the accounts. She said more electronic transfer of funds happens now than when the code was written. Ms. Dickinson said she could not get access to an account at BB&T bank because she is not a signer on the account. She said only one person has access and control of all accounts. Ms. Gibson said that at the least, the Town should satisfy the code the way it is written. Ms. Dickinson said that adequate controls need to be in

place. Mr. Dalton said there were two issues, the so-called petty cash account, and the accounts used for ACH and electronic fund transfer. Ms. Dickinson said that two signatures are required on all accounts. Ms. Moreland said the Town is audited every year. Ms. Dickinson said that the auditors should have known about the required two signatures and she found no reference to the one signature account in the auditor's management reports. Ms. Gibson and Ms. Moreland agreed that the procedures can be easily arranged to meet the code.

Ms. Dickinson asked about the money in the account at the BB&T bank. Ms. Moreland said the account holds parking meter revenue because at the time, they were the only bank that accepted and counted the change from the parking meters. She said this account is now dormant. Ms. Dickinson said that three accounts at the Bank of Clarke County are also dormant. Ms. Dickinson asked how we assure the people of Berryville after many years of lack of internal controls that the finances are in order. Ms. Gibson said an auditor needs to be asked for that assurance. Ms. Dickinson said that asking an auditor is the only way, and it can't be the same auditor currently used because of a conflict of interest. Ms. Gibson said that the committee could look at bringing in a different firm. Ms. Dickinson said a forensic audit is what is called for and moved that the committee ask the Town Council to move forward with a full forensic audit. Ms. Gibson said she did not wish to join that motion today, and that there may be an intermediate step before choosing that option. She said she will look for guidance from an auditor on the proper next step. Ms. Dickinson said the mapping is the first step, and she would want to make sure the same firm that does the mapping could also do the forensic audit. Ms. Gibson said the mapping could give an opinion on the internal controls before choosing the forensic audit. Ms. Gibson said she hoped the firm doing the mapping can do a forensic audit, if needed.

Ms. Gibson asked if the dormant accounts need action. Ms. Dickinson named three other accounts at Bank of Clarke County which she said were also dormant, and one with a 0 balance. There was discussion of these accounts, including the proffer reserve and performance bond accounts, and their disposition. Ms. Dickinson said the account at BB&T should be closed and the money moved to another account.

Ms. Gibson listed action items that had been agreed to:

- dual signatures for all accounts
- ensure the proffer reserve and performance bond accounts are not dormant
- ensure that the account with a zero balance is closed
- move the BB&T account funds to an operating account

Ms. Moreland asked about using electronic transfer of funds. Ms. Dickinson suggested a written proposal for requiring two signatures for electronic funds transfer. Ms. Moreland noted that she cannot write a check to the IRS as they require EFT. Ms. Gibson said a form requiring two signatures could be used to verify EFT. Ms. Moreland asked Ms. Gibson if she could supply a sample EFT form, and she agreed to send one.

Ms. Moreland clarified that the committee wished the BB&T account to have two signatures required before she transferred the funds to another account. Ms. Dickinson responded that the account should have two signatures required when the funds are removed.

Ms. Gibson addressed the action items and said the intent is to handle potential problems from the past. Ms. Dickinson said she is researching firms that can do a forensic audit.

4. Other

Ms. Gibson listed items for future discussion:

- Budget v. Actual report
- creation of a CIP status report to be completed quarterly
- a 5-year CIP plan which she observed on Purcellville's website that is concise and informative that she wishes to develop for Berryville

Ms. Dickinson discussed a quarterly budget report saying it could be done more often and be the same report as the one Ms. Gibson mentioned.

Ms. Gibson said her vision is this report be given to the Town Council, not just to the Budget and Finance Committee. Ms. Dickinson said her suggestion is to start simple, draft it and get feedback, and not to duplicate the data.

5. Adjourn

There being no further business, the meeting was adjourned at 10:57 a.m.

MINUTES
BERRYVILLE TOWN COUNCIL
PERSONNEL COMMITTEE
Berryville-Clarke County Government Center
Called Meeting
July 20, 2016
9:00 a.m.

Committee members: Present- Erecka Gibson, Chair; Patricia Dickinson; Harry Lee Arnold, Jr.
Staff: Keith Dalton, Town Manager; Christy Dunkle, Planner/Assistant Town Manager-Operations; Neal White, Chief of Police; Ann Phillips, Town Clerk
Press: None

1. Call to Order

Chair Gibson called the meeting to order at 9:00 a.m.

2. Discussion – Review of Job Descriptions and Employee Classifications

Chair Gibson noted the information items received by the Committee as follows:

- listing of the salary and raises for four exempt salaried employees
- job descriptions for those four exempt employees
- employee salary classifications for FY 2016
- task descriptions for the Planner and the Police Chief
- salary survey from the APA
- police department salary study
- Compensation Study for Clarke County from 2014

Chair Gibson inquired as to the goal of the review of job descriptions and classifications and what was to be accomplished. Ms. Dickinson said the goal was to set minimum, middle, and maximum salaries for each category or classification, not per person. Mr. Arnold said classifications has already been done, and Mr. Dalton noted those were included in the agenda packet. Ms. Gibson asked how the classifications had been developed. Mr. Dalton said the classifications were based on the salaries at the time and were updated annually. Ms. Dickinson asked what data was used in the development of the classifications. Mr. Dalton said the classifications were based on where the salaries were at the time, and have been updated with inflation and significant market increases. Ms. Dickinson asked when the salaries were originally set, what info was used. Mr. Dalton said that when the classifications were developed, the original salaries were the basis. Ms. Dickinson asked when the classifications had first been developed and what method was used. Mr. Dalton said the classifications were developed in the early 2000s and existing salaries were the basis, and that no formal study had been done. Ms. Dickinson asked what could be done if one of the newly increased salaries fell outside the existing range. Mr. Dalton said that no salaries are outside the range for FY 16. Ms. Gibson asked if the Town had ever done a compensation study like the one for Clarke County. Mr. Dalton replied that no Town study has been done, but that periodically the Town Manager and Treasurer are asked to participate in surveys with the understanding that the results will be shared. He said a good compensation study is expensive, comprehensive, and informative, but the art is finding the right comparables. He added that sometimes a locality will choose comparison localities and go through the process, but may not do the funding to adopt the study's recommendations. Ms. Dickinson said she is looking for a balance and for return on investment. She said she is not sure she wants to spend thousands.

Mr. Arnold suggested deciding whether salaries are out of alignment before deciding whether to do a compensation study. Mr. Dalton said VML may have helpful salary information. He noted there is employee market pressure in all job categories but is the greatest in the Police Department where a trained officer can go to Purcellville or Leesburg and make \$12,000 to \$20,000 more per year. Mr. Dalton said the Utilities Department will be under more pressure as every small town has to build a high-tech treatment facility and will need to keep them staffed with certified trained technicians. He added that the availability of a take-home vehicle for both the Police and Utilities Departments is also a factor in retaining employees. Mr. Arnold noted the LEOS program that had been long deliberated, very costly and was intended to help retain trained officers. Ms. Gibson said with no residency requirement, employees can go other places to work. Ms. Dunkle noted that our location in the Washington Metropolitan Statistical Area also affects our employment pool. Ms. Gibson noted that the next step is setting the minimum, middle, and maximum salaries for each job classification. She said the Police and Security Committee is reviewing police department salaries. Mr. Dalton inquired whether he should draft something asking Mr. Tollett as the Police and Security chair to report salary study results to the Budget and Finance Committee. Mr. Arnold asked whether the Streets and Utilities Committee will be reviewing the salaries in the Public Works Department. It was agreed the Committees will have input, but this Committee will take the lead. Ms. Gibson asked what the goal was in terms of pay philosophy. Mr. Arnold said if the Town has qualified employees and wants to keep them, retaining them is a cost. Ms. Gibson said she wanted the salary designations to be at least at the market rate. Ms. Dickinson said she has a different perspective in that aside from retaining employees, it is dangerous to set the salary for the person rather than the job. Ms. Gibson said the goal is to be competitive with the market. Ms. Dickinson said her approach is to begin with the end and ask what the final report will look like, what the approach should be, what data will be used, and who will be involved. Ms. Gibson suggested that Ms. Dickinson should be the project manager. Ms. Dunkle said that Chief White has a lot of information already gathered. Ms. Gibson said the committee will be looking at all the resources and add some resources also. She said the next step is a project plan.

Ms. Dickinson said the committee will begin with the salary classifications and see if these will be retained by pulling information from the other committees and assessing each position's unique and specific skills and the market for those skills. Mr. Arnold asked if the Town Council will raise salaries if it is learned that salaries are too low. Ms. Gibson said that if all salaries are found to be low, they may not all be raised at one time.

Ms. Dickinson said there are two separate things being worked on: getting a report in place, and determining a comparison of where the market is. Mr. Dalton said the Town has a job description software and is in the process of loading and updating employee job descriptions. He offered to provide updated job descriptions by the end of August. Ms. Gibson said that would be helpful and noted there needed to be updates citing the Planner's job description as having a supervisory role when she was not supervising anyone. Mr. Dalton said the descriptions need to remain flexible and that at some point planning department support staff may be re-established. Ms. Dickinson said she will do a project approach, and asked what the final deliverable will look like. Ms. Gibson said she would defer to an example, and it would have analysis and recommendation of minimum, middle, and maximum salaries. Ms. Dickinson and Ms. Gibson discussed what the report would contain. Ms. Dunkle inquired whether there is a difference between government and corporate job descriptions and classifications. Mr. Dalton said the legal aspect is the biggest difference and his aim is to reduce liability. Ms. Dunkle asked if the study of classifications meshes with the Employee Handbook. Mr. Dalton said that aspect would have to be reviewed.

3. Discussion – Appointments to fill vacancies

Mr. Dalton noted that there is currently a vacancy on the Planning Commission and explained previous methods for filling these positions. Ms. Gibson listed the current applicants. Ms. Gibson said she wished to interview those interested applicants. By consensus, August 2 from 9:00am to noon was chosen as the date to schedule interviews, with evening times offered to those unable to meet in the morning.

4. Other

Mr. Dalton noted that historically, the Town Council committee meeting minutes have consisted of very brief action only minutes taken by the staff member in attendance (usually the Town Manager), and that this was a personnel resource issue. He said he had asked the Town Clerk to take minutes for this meeting today, but it was up to the committee whether the action minutes or detailed minutes is preferred. Ms. Dickinson said detailed minutes are needed. Ms. Gibson said she would address the matter later.

5. Adjourn

There being no further business, the meeting was adjourned at 10:05 a.m.

BERRYVILLE TOWN COUNCIL
Streets and Utilities Committee
Thursday, July 28, 2016
Berryville-Clarke County Government Center
9:00 a.m.

MINUTES

Roll:

Town Council:

Present: Patricia Dickinson, Chair; David Tollett

Absent: Donna McDonald

Staff: Keith Dalton, Town Manager; Rick Boor, Director of Public Works; Christy Dunkle, Planner; Ann Phillips, Town Clerk

Press: None

Pubic: Stan Kerns, Chuyen Kochinsky, Gwen Malone

1. **Call to Order**

Chair Dickinson called the meeting to order at 9:00 a.m. It was agreed to rearrange the order of some items on the agenda to accommodate the members of the public attending the meeting.

2. **Discussion – Projects in Process: Swan Avenue Sidewalk (Safe Routes to School)**

Ms. Dunkle provided background on the project saying in 2012 a stakeholder team was assembled to create a School Travel Plan in order to apply for funding for a Safe Routes to School Infrastructure grant. She noted the existing sidewalk is in disrepair, has no curb and gutter and is too close to the travel lane per VDOT standards. She said the bid opening was in April 2016, and there was a funding shortfall. Ms. Dunkle said staff recommends re-scoping the project, and recommends there be two phases to complete the project. She said she will attend a VDOT meeting at the Regional Commission tomorrow to learn more about additional funding options.

Mr. Dalton said the re-scoping will involve removing the demolition portion from the first phase of the project and seeking additional funding for that task. Ms. Dickinson asked about the cost. Ms. Dunkle said she has current figures, and said that the engineering work has stopped until Council provides further direction. Ms. Dickinson asked whether the school board has approved the planned sidewalk drawing. Ms. Kochinsky, school board chair, said her board had approved only the easement. Mr. Dalton offered clarification saying he is not sure what the school board has received, but that school staff has been involved throughout the project. Ms. Dickinson said the drawing does not look like a sidewalk that kids will use. Mr. Dalton said factors including rock, mature trees, and the ADA requirements resulted in the design of the

sidewalk and that keeping it on the street would be much more expensive as that location would require curb and gutter.

Ms. Dunkle said the review process was long and with the estimates being done three years ago. She noted various funding deadlines and options. Mr. Dalton said revenue sharing, which is a match of funds, is a source of funding that the Town has used before. Ms. Dunkle added that the Regional Commission may be a source for creative funding options.

Ms. Dickinson questioned the design. Ms. Dunkle said it was intended for parents with strollers and for those with disabilities as well as for school children. Mr. Tollett said the only other alternative is to build on the street and construct curb and gutter. Ms. Dunkle said that option would bring its own problems at U.S. Route 340 with handling storm water. Mr. Dalton agreed the design of the sidewalk is unusual and not ideal, but said it is the best option and has been designed by engineers. When Ms. Dickinson offered an optional path, Mr. Dalton reiterated that the path is designed specifically to avoid other issues.

Ms. Dickinson asked for the total cost. Mr. Tollett said the means to find the total cost is included in the proposed motion. Ms. Dunkle said the engineers need to be re-engaged in order to generate new costs. Ms. Dickinson said a lot had been spent on engineering. Ms. Dunkle said the costs are driven by requirements by the federal government. Ms. Dickinson said this will be the most expensive sidewalk in Virginia and she struggles with that. Ms. Dunkle said she would like to re-engage the engineers. Ms. Dickinson said the engineering will cost more than the sidewalk. Mr. Tollett asked if the re-scope will include all the costs. Ms. Dickinson asked for the cost of the engineering to re-scope, and Ms. Dunkle said it was not available. Mr. Tollett asked if the engineers could provide an explanation of why the sidewalk is designed as it is shown, and Ms. Dunkle replied that it could be provided. Ms. Dickinson said she would feel more comfortable if the schools could approve the design. Mr. Dalton said the schools have the design plan. Ms. Dickinson asked about capping the engineering fee. Ms. Dunkle noted the original request had more money allocated to engineering than the re-scoping request, and that the project cannot move forward without engineers to establish costs. She added the funding cycle for VDOT grants begins August 1. Ms. Dickinson said completing this project may keep another project from being done since there is a limited amount of money. Ms. Dunkle said there was a verbal estimate of no more than \$10,000 for additional engineering.

Ms. Kochinsky said she found no documentation for the project on the school side. She said she had obtained some data from VDOT, and had spoken to the principal at Johnson-Williams Middle School who said there is less use of the sidewalk on Swan Avenue now than there had been. Ms. Dunkle said the purpose of the School Travel Plan and the SRTS program is also to encourage walking and educate children and parents about using bike and pedestrian facilities. Ms. Kochinsky said the schools

support the project. Ms. Dunkle added that the Town has done many programs and partnerships with the schools over the years to implement non-infrastructure programming identified in the School Travel Plan.

Ms. Dunkle said the project will only get more expensive with delay. Mr. Dalton added that while the SRTS grant will not die in the immediate future, VDOT standards may change, and delays may require further federal reviews, both of which would increase costs. He reiterated that for a federally funded project, the Town must follow the dictates of the federal government. He said the project either moves forward or it dies, and there are no guarantees that everything will be as planned.

Mr. Tollett moved that the Streets and Utilities Committee, with support of Clarke County Public Schools, re-scope, identify phasing, and re-bid the Johnson-Williams Middle School Safe Routes to School infrastructure project, and to seek additional funding to complete the task. Ms. Dickinson seconded the motion which carried unanimously. She added that she wants written school support for the project.

Discussion – Projects in Process: Battletown Drive Water Main

Mr. Dalton provided background on the project saying the Town has been long planned to improve fire protection and abandon a main which is not in an easement. He said two properties are affected that have been served off the back of their properties.

Mr. Dalton said following recent paving on the street, there are concerns from some homeowners about how the shoulder was re-established. He noted that one of the homeowners, Stan Kerns, was in attendance at the meeting. Mr. Dalton said that when a water line is installed, Town staff works to re-establish grass. He said when a rural street section (meaning one with a grass ditch line and no curb or gutter) is paved, typically a stone shoulder is added to get the shoulder re-established, to back up the pavement, allow for drainage, and to help with erosion control. Mr. Dalton said Mr. Kerns is concerned about the stone application. He added that staff has also met with another homeowner on this issue. He noted the photos in the agenda packet that show stone shoulders on several other recently paved Town streets. Mr. Dalton said the stone application is typical, that Town staff has consulted with VDOT, and this is normal procedure for paving operations on rural street sections. He added that he is asking whether staff is doing what Council wants them to do.

Ms. Dickinson asked Mr. Kerns to comment. Mr. Kerns said the street is ugly and that stone has been introduced into the residents' front yards. He said he wants the Town to remove the gravel, replace it with topsoil and seed it. He added that the dirt was not put back in his yard properly. He said he cannot imagine that if grass is re-seeded there will be an erosion problem. Mr. Kerns said he is requesting that in front of 6 Battletown Drive, the gravel be removed and replaced with grass.

Mr. Dalton said he realizes that grass has not taken root yet, and some of this restoration cannot take place until fall. He said the Town doesn't want the residents' yards being ugly.

Ms. Dickinson asked Mr. Tollett for his thoughts. Mr. Tollett said he knew that gravel had to be added when paving is done. Ms. Dickinson said she knows this is not the time to plant grass and said she would like to see a 60-90 day plan. Mr. Dalton asked whether staff should leave the gravel in place. Ms. Dickinson said she wants the Committee to come back with a plan. Mr. Dalton said that the Town is not trying to harm the property owner, and on any rural street section in town stone will be found under the grass along the shoulder. He added that doing the street work causes drastic change, but the grass does grow over in time. Mr. Dalton said he has talked to the other concerned homeowner who is content with the gravel, but wants some soil added in his yard. He noted this homeowner will be affected by further work to abandon the old water main, unlike Mr. Kerns.

Mr. Dalton said if the committee wants guidance from staff, he needs to know the committee's desired plan.

Mr. Kerns said the project had been convoluted and delayed. He said assurances had been given that lawns would be restored, and gravel had not been mentioned. He said it makes people angry when the Town does not do what it says it will do. Mr. Kerns said the street is ugly now with the gravel, and he wonders why it was not done right the first time.

Ms. Dickinson said she would like to see the homeowners' properties restored. She suggested doing a survey of the homeowners to see what each of them needs. Saying that their perception is the Town's reality, she suggested a punch list of homeowners' concerns. She said she will follow up with Mr. Kerns in the next two weeks.

Discussion – East Main Street Improvements

Mr. Dalton said there has been a long time discussion of improvements to East Main Street. He said in 1998, the idea had been that from Jack Enders Blvd west to the railroad, Main Street would be similar to Jackson Drive, and from Jack Enders Blvd. east to Route 7, Main Street would be similar to Mosby Blvd. Mr. Dalton noted that he and Mr. Kerns have talked about the issue and that VDOT has been in to review the matter. He said the big issue pedestrian safety, and other issues include drainage and uncontrolled access. He suggested with the new Council and committee, it is a good time to have VDOT in to talk about the issue. Ms. Dunkle noted that VDOT controls this road, and may provide funding. Mr. Tollett asked if VDOT does sidewalks, and Ms. Dunkle said they include sidewalks in their projects. She asked about addressing the timing of the extension of Jack Enders Blvd. through to U.S. Route 340. Mr. Dalton noted that discussions would need to include the Board of Supervisors and the state representatives, saying this is a \$6 million project.

Mr. Dalton said that in his opinion, East Main Street improvements need to be moved above West Main Street improvements on the county's priority list. He said the improvement of East Main Street was discussed approximately 18 years ago with a public hearing being held. He said that the public was split with some homeowners objecting to loss of property for the improvements. Ms. Dickinson asked if there was a priority list. Mr. Dalton said the Town has a maintenance priorities list passed by Council with this project being the first priority. He said that HB2 has changed how projects are funded from the 6-year plan process used in the past. He said full effort should be made to get HB2 funding for this project, and suggested having VDOT staff come speak on this subject. Ms. Dickinson said the Town has to move from intention to action items with strategies.

Ms. Dunkle said there are often inequalities in allocation of funds with the more urban areas in the state getting funding priority. She reiterated having VDOT staff speak on the issue.

Mr. Dalton discussed safety concerns on East Main Street. Mr. Kerns agreed, saying the street presents the greatest danger of any town street to pedestrians.

Discussion – School crosswalk at Main and Hermitage

Ms. Dickinson said she has noticed more kids walking and crossing at Main and Hermitage, and noted plans for the Primary school including an internet café will draw more foot traffic. Mr. Dalton said this matter has been discussed several times in recent years, and would also be an appropriate topic for a VDOT meeting. He said the issue is the width of a street that is not controlled by a signal, and sidewalk ramps. He referred to a drawing, initiated by former Council member Mary Daniel, with an area of refuge in the middle to aid in crossing. The committee discussed the drawing.

Mr. Dalton again suggested putting the topic on the agenda for a meeting with VDOT staff.

There was discussion of the walking trail located on the north side of West Main Street.

Ms. Dickinson asked if there were a strategic plan for crosswalks. Ms. Dunkle said that the Town had taken over the streets only four years ago. She said there are studies showing complacency if there are too many crosswalks. Mr. Dalton mentioned that the Planning Commission previously completed a study of sidewalk improvements.

Ms. Kochinsky said she is concerned for the safety of kids. She noted there is no yield sign at the Hermitage and Main crosswalk.

Mr. Tollett said the crosswalk at Hermitage and Main is not good for visibility.

Discussion – Crosswalk signal at Buckmarsh Street and Swan Avenue

Ms. Dunkle said the crosswalk was a priority selected in the School Travel Plan, the Town applied for revenue sharing funds, and VDOT officials have indicated that funding has been approved. Mr. Dalton said an engineer should be engaged to review the project and confirm the budget. He said the revenue sharing is a 50-50 match and the intent was to share the local cost with the schools. Mr. Dalton said moving forward, the numbers need to be firmed up, and funding commitment from the schools needs to be confirmed.

Mr. Dalton explained that this signal was planned as an activated signal, not one that flashes all the time which may lead to drivers disregarding it. He said the project planning includes solar power, easement dedication, legal work, purchase of the signal, and installation.

Mr. Dalton again said that to move forward, engineers need to firm up the numbers and funding commitment from the schools needs to be confirmed.

Ms. Dickinson said she wants to see the project plan and how the project is structured. Ms. Dunkle asked if Ms. Dickinson were referring to costs broken out by phase. Ms. Dickinson asked whether all costs were reflected in the application and Ms. Dunkle's response was yes. Mr. Dalton asked about the time frame for accepting or denying the grant and Ms. Dunkle said she would check. Ms. Dickinson asked if the project fits in with the strategic plan and Ms. Dunkle said the School Travel Plan did identify the project as the second priority after the Johnson-Williams Middle School / Swan Avenue sidewalk project.

Ms. Kochinsky said she has discussed the project with Dr. Bishop, the superintendent of schools, and they do plan to put it in the budget and help with funding.

Mr. Dalton said there were two critical crossings that he and Dr. Bishop had discussed. After this crossing, the next priority will be the crossing at West Main Street and Lincoln Avenue.

When Mr. Dalton inquired how long funding from the school board would take, Ms. Kochinsky said it would happen as soon as possible when requested because they are aware of the project.

Mr. Tollett moved that the Streets and Utilities Committee recommend that Council move forward with the crosswalk signal at the intersection of South Buckmarsh Street and Swan Avenue that has been awarded Revenue Sharing funds from the Virginia Department of Transportation and to determine the Clarke County School Board will be financially committed to assisting with the revenue sharing. Ms. Dickinson seconded the motion which carried unanimously.

Discussion – Capital Improvement Program Projects Quarterly Status Report

Mr. Dalton noted that there is a quote for the purchase of the police cruiser. He recommended that the committee take the matter to Council with a request to take the additional nearly \$3000 from General Fund contingency funds to cover the difference in cost. After discussion, the committee decided to send the matter to the Police and Security Committee which meets on August 4.

Discussion – WWTP Membrane Replacement Proposal

Mr. Dalton explained that this matter was on the agenda to start a discussion and that Mr. Tyrrell was not present to review the matter with the committee. Ms. Dickinson said she would like to see an annual cost for five and ten years. Mr. Dalton said the Mr. Tyrrell can discuss the issue at the next committee meeting. He said that now, funds are being set aside to purchase replacement membranes. The proposal before the committee would constitute purchasing the membranes now from GE. He added the advantage of this method of purchase is to be able to budget for a known cost.

Discussion – Amendments to Section 2 of the Construction Standards

Ms. Dunkle said the proposed amendments were prompted by the Town taking over public street maintenance and gleaned from the City of Winchester Public Services Standards Manual. Ms. Dickinson said she wanted more time to understand and review the document. Ms. Dunkle said the standards will be employed on a few projects. Mr. Boor said a one month delay would be alright with him.

Discussion – Rainwater Harvesting

Ms. Dickinson noted the citizen's request for use of rain water for toilets and said the issue should also be addressed by the Budget and Finance Committee. The committee discussed backflow concerns. Mr. Dalton noted that the Utilities Director has said the use gray water is not allowed under the code. Mr. Dalton said the code may have to be amended to permit this use. Ms. Dickinson asked if other towns have addressed the issue. Mr. Dalton said there is not much available from other towns, but he is not inclined to recommend gray water or rain water use without the review of the Department of Environmental Quality and the Department of Health. Ms. Dickinson said she sees several issue including finance and liability. She said she would like to see the strategies that other communities have used. Ms. Dickinson requested that Ms. Dunkle communicate with Mr. Webb, the citizen requesting to use rain water, saying that this was a complex project that needs some time to address and asking for Mr. Webb's patience while the Town responds.

Discussion – Academy Court Water Main

Mr. Dalton provided background on the project and plans for its completion. Ms. Dickinson asked how long the above ground temporary water line would be in place, and Mr. Boor replied between 30-45 days. She asked if there were any risk. Mr. Dalton

and Mr. Boor replied the only concern was the temperature of the water, and to address that, the line would be flushed regularly.

Mr. Dalton gave an overview of other issues pertinent to Academy Court. He said the sewer main needs to be replaced. He added that there is a sewer line under a house that will require the matter be addressed with trenchless technology. Mr. Boor stated that the estimated cost of the lining work is \$32,000. He added that there is a storm sewer under the corner of a house that will need attention.

Ms. Dunkle noted the water main issues in surrounding jurisdictions and said there may be ground shifting this time of year due to high temperatures that can cause problems.

Discussion –Parking meters and handicap parking permits

Ms. Dickinson said she is sensitive to this issue and suggests a sticker be placed on the meters telling handicapped drivers that they do not have to pay for parking. The committee discussed use of handicapped spaces and enforcement issues. The committee agreed to forward this matter to the Police and Security Committee for review.

Other

Mr. Dalton suggested inviting VDOT staff to meet on August 16 at 10:00am. The committee agreed.

There being no further business, the committee adjourned upon motion of Mr. Tollett at 11:18 am.