

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**December 12, 2017**  
**7:30 p.m.**

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

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Chief Neal White, Berryville Police Department; Mia L. Jackson, Town Clerk

**Press:** Cathy Kuehner, Winchester Star

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of Agenda

**On motion of Council member Kitselman, seconded by Council member Tollett, the agenda was unanimously approved as presented.**

4. Citizens' Forum

Mayor Dickinson acknowledged the following speakers during the Citizens' Forum:

Town Residents Diane Harrison, Susan Godfrey and Marilyn Pierce spoke to Council recognizing Town Manager Keith Dalton for twenty years of service and shared their appreciation for Mr. Dalton's support of the Town.

Nathan Stalvey representing Berryville Main Street, gave a report on the recent events conducted by the organization. Mr. Stalvey reviewed past events during the holiday season including the Christmas tree lighting, the Town parade, the holiday homes tour, and a local artist at the Fire House Gallery as part of the Top of Virginia Artisan Trail Initiative. Mr. Stalvey mentioned that Berryville Main Street met with the new ambassador of the Appalachian Trail. Mr. Stalvey said he is excited about this new collaboration and that they are hoping it will generate more business for the Town of Berryville. Mr. Stalvey noted Berryville Main Street is in the process of preparing their business plan and budget request due to the Town by January 1, 2018. In conclusion Mr. Stalvey thanked the Mayor for putting together the World War I event committee.

Town Resident, Dennis Couture addressed Council regarding his concerns of traffic along South Buckmarsh Street and the response from the Town regarding his concerns. Mr. Couture would like it clarified in the minutes that the words he used to describe the traffic situation were "dangerous, unnerving, disquieting and unhealthy". Mr. Couture said he has noticed that since VDOT has put up a speed monitor passenger cars have been attentive to the sign however the large trucks are still speeding. He would like the Town to contact VDOT and the Inland Port to discuss potential solutions.

5. Minutes

The minutes of the regular Town Council meeting held on 11/14/17, the minutes of Police and Security Committee held on 11/30/17 and the minutes of the Personnel Committee meeting on 12/7/17 were removed from the consent agenda and voted on individually.

**On motion of Council member McDonald, the Council of the Town of Berryville approved as amended the minutes of the Town Council meeting of 11/14/2017. Council member Gibson seconded the motion which carried as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett**

**Nay: None**

**Abstain: Dickinson**

**Absent: Arnold**

**On motion of Council member Tollett, the Council of the Town of Berryville approved as amended the minutes of the Police and Security Committee meeting held on 11/30/2017. Council member Gibson seconded the motion which carried as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett**

**Nay: None**

**Abstain: Dickinson**

**Absent: Arnold**

**On motion of Council member Gibson, the Council of the Town of Berryville approved the minutes of the Personnel committee meeting held on 12/07/2017. Mayor Dickinson seconded the motion which carried as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett, Dickinson**

**Nay: None**

**Abstain: None**

**Absent: Arnold**

6. Report of Patricia Dickinson, Mayor

Mayor Dickinson discussed the newly formed World War I committee. She stated that the committee has a good cross representation of citizens from both the Town and County. She said the next meeting will be held on January 10 where they will be deciding on the mission and some primary goals and objectives for the committee.

Mayor Dickinson thanked the first responders, Officer Shoremont and Enders Volunteer Fire and Rescue Company for their swift response and help with the recent fire on Battletown Drive. Mayor Dickinson noted that fire hydrant work that was recently completed last summer on Battletown Drive proved helpful during this time.

7. Report of Harry Lee Arnold, Jr., Recorder

Recorder Arnold, Absent, no report.

8. Report of Christy Dunkle, Assistant Town Manager for Community Development

Ms. Dunkle had two action items. The first action item to be considered is the bond release for Section 4B, Delany and Beauregard courts.

**On motion of Council Member McDonald, the Council of the Town of Berryville, approved by resolution the release of the following Public Improvements and Erosion and Sediment Control bonds as follows; Section 4B (Delany and Beauregard courts) Public Improvements, \$15,269.10 and Erosion and Sediment Control, \$1,680.00. Council member Kitselman seconded the motion which carried as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett**

**Nay: None**

**Abstain: Dickinson**

**Absent: Arnold**

Attest: \_\_\_\_\_  
Harry Lee Arnold, Jr.

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Ms. Dunkle stated that the second action item to be considered is the release of the cash surety in the name of A.C. Echols, Jr., Trustee for the Battlefield Center Trust in the amount of \$10,875 for the completion of Jackson Pond.

**Council member McDonald moved to approve the release of the cash surety in the name A.C. Echols, Jr., Trustee for Battlefield Center Trust in the amount of \$10,875 for the completion of Jackson Pond.**

**Council member Gibson seconded the motion which carried as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett**

**Nay: None**

**Abstain: Dickinson**

**Absent: Arnold**

Attest: \_\_\_\_\_  
Harry Lee Arnold, Jr.

9. Report of Keith Dalton, Town Manager

Mr. Dalton introduced the new Town Clerk, Mia Jackson.

Mr. Dalton made Council aware of the upcoming work session scheduled for December 18, 2017 and called attention to the work session packet that was distributed to Council members at tonight’s meeting.

Mr. Dalton thanked the citizens of the Town for the kind gesture recognizing his twenty years of service as Town Manager. He noted it has been a pleasure serving the great citizens of the Town as well as working closely with a lot of good public servants.

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

No Report. Council member Gibson noted the next meeting has been scheduled for January 23, 2018 at 10:30 a.m.

11. Report of Donna McDonald – Chair, Community Improvements Committee

No Report.

12. Report of David Tollett – Chair, Police and Security Committee

Council member Tollett noted the Police and Security Committee meeting will be on January 25, 2018 at 9:00a.m.

Council member Tollett said that at the last committee meeting, the career development program for new officers was recommended for implementation. Mr. Tollett asked Chief White to summarize the career development program which was one of primary goals that was set by the committee for 2017. Chief White reviewed details of the program. Chief White stated that the committee has been looking for ways to stay competitive within its recruitment of new officers and is hopeful this program will help achieve that goal. Chief White said that along with continued education components the program does offer some financial incentives to new officers. He also said that the objective is stay competitive and to retain high caliber officers for the Town.

Mr. Tollett noted that chapters 4 (Animals and Fowl) and 10 (Motor Vehicles and Traffic) of the Code of Ordinances for the Town of Berryville were finalized by the committee and chapter 8 (Garbage and Refuse) will be reviewed next.

Mr. Dalton stated that the Town is looking into comments received from citizens. Council member Kitselman noted specifically a comment from a citizen regarding leaves being blown into the street and creating a hazard. Mr. Dalton stated that the issue would be addressed in next fall's newsletter. Mr. Dalton said residents may comment online or in writing prior to the next Council meeting on proposed modification to the Town code. He said Council may like to have a separate section during Citizens' Forum for comments and Council agreed.

Council member McDonald said on behalf of Clarke County Social Services that the Town does have a population of underserved and underprivileged citizens and that the recent toy drive sponsored by the Berryville Police Department was fantastic and would bring lots of joy to the families. She also noted as a lifelong resident she is proud to live in this community because of the continued cohesiveness within the community.

13. Report of Patricia Dickinson – Chair, Streets and Utilities Committee

A committee meeting was not held in December however there is a meeting scheduled January 23, 2018 at 12:00 p.m.

Mayor Dickinson noted that the traffic calming on 340 is a very high priority project that will be on the agenda in January.

14. Report of Harry Lee Arnold, Jr., Chair, Personnel Committee

In Council member Arnold's absence, Council Member Gibson reviewed the Personnel Committee report. She noted there were two items addressed in the report. She said the first item, was to conduct interviews for the Berryville Area Development Authority and the second item was a discussion regarding future vacancies and term expirations that will be addressed at the next meeting. Council member Gibson noted there are openings coming up on the Architectural Review Board.

**On motion of Council Member Gibson, the Council of the Town of Berryville, approved the appointment of Mary Jo Pellerito to complete the unexpired term of Warren Dilandro on the Berryville Area Development Authority for a term that will begin on December 13, 2017 and end on June 30, 2018.**

**Council member Kitselman seconded the motion which carried as follows:**

**Aye: McDonald, Kitselman, Gibson, Tollett**

**Nay: None**

**Abstain: Dickinson**

**Absent: Arnold**

15. Other

Mr. Dalton confirmed the Committee meeting schedule as follows:

Town Council Work Session: December 18, 2017 @ 2:00 p.m.

Budget and Finance: January 23, 2018 @ 10:30 a.m.

Community Improvements: December 14, 2017 @ 4:00 p.m.

Community Improvements: January 22, 2018 @ 7:00 p.m.

Police and Security: January 25, 2018 @ 9:00 a.m.

Streets and Utilities: January 23, 2018 @ 12:00 p.m.

Personnel: January 23, 2018 @ TBD

16. Adjourn

There being no other business, upon motion of Council member Kitselman, seconded by Council member Gibson, the meeting was adjourned at 8:05 p.m.

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Harry Lee Arnold, Jr., Recorder

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Mia L. Jackson, Town Clerk

**BERRYVILLE TOWN COUNCIL PERSONNEL COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**December 7, 2017**

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A meeting of the Berryville Town Council Personnel Committee was held on Wednesday, December 7, 2017 at 6:30pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of the Committee present: Jay Arnold, Chair, Erecka Gibson, Pat Dickinson

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Others present: Ann Phillips, Mary Jo Pelletier

Chairman Arnold called the meeting to order at 6:30pm.

**Approval of Agenda**

Chairman Arnold asked for a motion to approve the agenda, the motion was made to approve the agenda by Ms. Gibson.

**Discussion – Vacancies and term expirations in the first quarter of 2018**

Ms. Dunkle said that she received a letter from Rachael Worsley that she would be resigning from the Architectural Review Board at the end of the month. Ms. Dunkle said that Dr. Danny Allen’s term on the Board of Zoning Appeals expires on March 10, 2018 and Michelle Marino’s term on the Planning Commission expires April 8, 2018. Chairman Arnold requested that staff contact Dr. Allen and Ms. Marino to gauge their interest in continuing to serve on the respective board and commission. Chairman Arnold said that a January Personnel Committee meeting would be in order to discuss these vacancies at a time to be determined.

**Interviews – Berryville Area Development Authority**

Personnel Committee members interviewed two applicants to fill the unexpired term of Warren Dilandro.

**Discussion – Berryville Area Development Authority: Vacancy (fill unexpired term that will end on June 30, 2018)**

Chairman Arnold asked for comments and discussion about the applicants. Ms. Dickinson made the motion to recommend to Town Council that Mary Joe Pellerito be appointed to the Berryville Area Development Authority to fill an unexpired term, seconded by Ms. Gibson, the motion passed, Chairman Arnold abstaining.

**Closed Session**

There was no closed session.

**Other**

Chairman Arnold requested staff post the Architectural Review Board vacancy on the Town's web site.

**Adjourn**

There being no further business, Ms. Dickinson made a motion to adjourn the meeting, seconded by Ms. Gibson, the motion passed by voice vote at 7:38pm.

**MINUTES  
BERRYVILLE TOWN COUNCIL  
COMMUNITY IMPROVEMENTS COMMITTEE  
Berryville-Clarke County Government Center  
Called Meeting  
December 14, 2017**

**Committee members:** Present- Allen Kitselman Absent - Donna Marie McDonald, Chair

**Staff:** Keith Dalton, Town Manager

**Press:** Cathy Kuenher, *Winchester Star*

**Others:** Michael Damron, Damron Engineering and Consulting

1. Call to Order

Mr. Kitselman began the discussion at 4:00 p.m.

2. Discussion Structural Evaluation of Livery Stable at 23 East Main Street

Mr. Kitselman asked Mr. Damron to brief those assembled on the evaluation.

Mr. Damron reviewed his work to date. He noted that there were no glaring issues that had to be fixed immediately. He noted that his report provides for stabilization work which should be completed in the near term and as well as more extensive work that could be completed in the future.

Mr. Kitselman and Mr. Damron discussed specific details of Mr. Damron's findings and how the report would be packaged.

Mr. Kitselman noted that the final submission is due on January 4, 2018 and that Mr. Damron will make a presentation on that report at the January 9, 2018 Town Council meeting.

6. Adjourn

Mr. Kitselman closed the discussion at 5:22 p.m.