

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Work Session
January 8, 2018
2 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; 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 2:00 p.m.

2. Approval of Agenda

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

3. Update – Town Council Goals and Objectives for Fiscal Year 2018

Mr. Dalton reviewed the goals and objectives for FY2018 that were established during the June 5, 2017 work session and gave an update on the status of each goal and objective. Mr. Dalton noted that Goal 4 regarding improving Berryville’s commercial climate by enhancing the appeal of the Business District with the objective of attracting a hotel to the Town remains a goal that staff believes is of significant importance.

4. Discussion – Town Council Goals and Objectives for Fiscal Year 2019

Mr. Dalton reviewed the recommended goals and objectives for FY2019 with Council.

Mr. Dalton said that an updated hospitality analysis needs to be performed specific to Goal 1, improving economic development. Ms. Dunkle noted that staff has been in contact with the consultants that conducted the first study to get pricing. Mayor Dickinson asked if the study includes not only the Town but the entire County. Ms. Dunkle said that the study does include the entire county. Mr. Dalton noted that the reason for this was to get a better understanding of the larger picture.

Council agreed that transportation is a main priority particularly when discussing amending the annexation agreement. Council and staff also discussed updating the national and local historic districts within the Town.

Council discussed the options surrounding Goal 2 and improving and updating facilities in Rose Hill Park including updating John Rixey Moore Playground. Council member McDonald noted that the Community Improvements Committee will be looking at this goal in more detail and staff encouraged looking at the park as a whole.

As related to Goal 3, looking at the fee structure for the Town's water and sewer fees, council confirmed that it would move forward with Pennoni as its consultant.

Council discussed Goal 5 related to having the police department accredited by the Virginia Law Enforcement Professional Standards Commission and discussed what that would entail for the department both fiscally and administratively.

5. Other

Mayor Dickinson opened the discussion up to Council to discuss additional goals and objectives that they would like to see added for consideration.

Council member Gibson noted that Council should limit the goals, allowing an opportunity for goals to be completed successfully.

Mayor Dickinson stated that a goal that she would like to see added for consideration is First Street and doing something about the distressed properties and commercial development on that street. She stated that it is a big concern for her under the umbrella of economic development. Mr. Dalton suggested that Council consider how they would like to see economic development progress and establish goals for that development. Mr. Dalton noted that it would be important to formalize a relationship with the County as it relates to development. Council member Arnold noted that funding would need to be included in the FY19 budget. Mayor Dickinson stated that she would like to get an estimate to determine costs to see if it can be included in the FY19 budget.

Mayor Dickinson stated that she would also like to see traffic calming on 340 and pedestrian and bicycle safety on East Main Street added to list of goals.

Council member Gibson said her priorities for FY19 are:

- Water and Sewer
- Playground equipment and walking path
- Economic Development

Council member Gibson noted that the Council should limit itself to three (3) goals but there could be any number of objectives under those goals.

Council member Tollett said that he prefers not to cut any of the goals but rank them.

Council member Tollett said that his priorities are:

- Economic Development
- Water and sewer
- Playground equipment and walking path

Council member Tollett noted the remaining goals would be last on his list in any order.

Council member McDonald said her priorities are:

- Economic Development
- Playground equipment and walking path
- Water and sewer

Council member McDonald stated that her biggest concern would be adding any new objectives. She said that she felt that the current list of goals and objectives was sufficient for staff.

Council member Kitselman stated his priorities are:

- Economic Development
- Salary Structure

Council member Kitselman also stated that he doesn't want to cut any of the goals and Goal 2 for him is towards the bottom of his priority list.

Council member Arnold stated his priorities are:

- Economic Development
- Water and sewer
- Playground equipment and walking path

Mayor Dickinson stated that she does not see any goal that is overwhelming and that she would like pedestrian and bicycle safety on East Main Street and traffic calming on 340 added to the goals and objectives for FY19.

Mayor Dickinson asked staff to update the list with the suggested additional goals and distribute the list to Council for review stating that Council will vote on the goals at the February meeting. Mayor Dickinson noted that comments should go back to Mr. Dalton.

6. Adjourn

There being no other business, upon motion of Council member McDonald, seconded by Council member Kitselman, the meeting was adjourned.

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
January 9, 2018
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; Desiree Moreland, Assistant Town Manager/Treasurer; 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 Tollett, seconded by Council member Kitselman, the agenda was unanimously approved as presented.

4. Citizens' Forum

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

Town resident, Charles Coon, addressed Council regarding water billing. Mr. Coon stated that he is being penalized for having low water usage under the current billing system. Mr. Coon would like for the Town to consider new rate structures.

Town resident, Janice Coon, spoke to council about future budget issues regarding John H. Enders Fire Company. Mrs. Coon stated that she feels that the funds for the fire company should come from the County budget and paid for by all County taxpayers.

Diana Kincannon, Board chairman of the Barns of Rose Hill, presented a report that was distributed to Council regarding continued funding support from the Town and to request that the Town not increase the rent for the use of 36 Smithy Lane. Mrs. Kincannon thanked the Council for their continued support, specifically Council member McDonald who is the Town Liason on the Board of Directors.

Dennis Couture, town resident, addressed Council regarding his continued concerns about traffic speed on South Buckmarsh Street particularly semi-trucks and trailers. Mr. Couture stated that his concerns are not about volume but about speed. He noted that he remains concerned about safety issues associated with the conditions along with the diminished quality of life for adjacent residents.

Patty Maples, Board president of Berryville Main Street, provided an update regarding the latest activities of Berryville Main Street. Ms. Maples noted that they have submitted their fiscal year 2018/2019 work plan to the Town Manager as well as a proposal for changes to the lease agreement that is due to be

renewed. She brought to Council's attention that they will need a full time Executive Director once the population exceeds 5,000 residents in order to maintain their accreditation.

Mayor Dickinson asked Chief White to review the proposed revisions to the Berryville Town Code, Chapter 4, Animals and Fowl. Chief White stated that among other things, the revision would be for the inclusion of laying hens to be maintained within the town limits.

Diane Harrison, town resident, addressed Council regarding section 4-26 of Chapter 4 of the Town Code regarding barking dogs. Ms. Harrison stated that she would like to see the code changed to 24 hour enforcement in regards to dogs barking longer than thirty minutes.

Bob Nunn, town resident, voiced his support for laying hens. Mr. Nunn said that he hopes that there will be a ban on roosters. Mr. Nunn noted that January 9th is Police Appreciation Day and would like to thank Chief White for his work.

Bryant Condrey, town resident, addressed Council regarding his support for laying hens. Mr. Condrey thanked Council for the work that has been done on this code modification and encouraged Council to pass the proposed changes to chapter 4.

Mayor Dickinson asked Chief White to review the proposed changes to Chapter 10 of the Berryville Town Code, Motor Vehicles and Traffic. Chief White reviewed the proposed changes to Chapter 10, specifically Article II dealing with vehicle tax license decal. Chief White noted that the proposed change is to eliminate the need for the decal but not the tax.

Dennis Couture, town resident, addressed Council and suggested when proposing code changes to identify those changes in one document in order for the changes to be seen immediately.

Recorder Arnold asked staff to review the emails that staff had received in both support and/or opposition to the code changes. Mr. Dalton reviewed emails that staff received from citizens regarding the proposed code modifications.

Charles Coon, town resident, addressed council regarding his support of keeping the Town decal.

5. Consent Agenda

The Consent Agenda was approved on motion of Council member Tollett, seconded by Council member Gibson. The items on the Consent Agenda were:

Minutes of Regular Meeting – 12/12/17

Minutes of Community Improvements Committee Meeting – 12/14/17

6. Report of Patricia Dickinson, Mayor

Mayor Dickinson provided a brief update on World War I and World War II event committee. Mayor Dickinson stated that the next meeting will be held on January 10, 2018.

Mayor Dickinson reported that this year is the 100th anniversary of the armistice that ended World War I. She stated that a local committee is working to plan and manage events and remembrances throughout the year as well establishing permanent remembrances in honor of Veterans. Mayor Dickinson proposed the attached resolution that would begin Berryville's observance of this historic year by proclaiming 2018 the "Year of the Veteran".

On motion of Mayor Dickinson, the Council of the Town of Berryville, adopted the resolution proclaiming 2018 as the “Year of the Veteran”. Council member Tollett seconded the motion which carried as follows:

**Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson
Nay: None
Abstain: None**

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Mayor Dickinson noted that a work session was held on January 8th to discuss the Town Council goals and objectives for FY19. She referenced the current handout that was provided in the work session packet that reviewed the current goals and objectives. Mayor Dickinson said that staff is going to update the goals and objectives and re-distribute to Council. She said after review Council will have another work session to edit and resolve any discrepancies and have them ready for approval at the February Council meeting. Mayor Dickinson noted that additional goals were suggested to be added to the list including traffic calming on Route 340, pedestrian and bicycle safety on East Main Street and setting a strategy for economic development with a primary focus on First Street.

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

Recorder Arnold reviewed two resolutions for members of John H. Enders Fire Company and Rescue Squad recognizing them for their service to the community.

On motion of Recorder Arnold, the Council of the Town of Berryville, approved the resolution recognizing Chris Shipe’s service to the community as President of the John H. Enders Fire Company and Rescue Squad. Council member Gibson seconded the motion which carried as follows:

**Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson
Nay: None
Abstain: None**

Attest: _____
Harry Lee Arnold, Jr.

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On motion of Recorder Arnold, the Council of the Town of Berryville, approved the resolution recognizing Harold Rohde’s service to the community as Chief of the John H. Enders Fire Company and Rescue Squad. Council member McDonald seconded the motion which carried as follows:

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

Attest:

Harry Lee Arnold, Jr.

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

Ms. Dunkle reviewed her staff report updating Council on recent activities of Town Boards and Commissions.

9. Report of Keith Dalton, Town Manager

Mr. Dalton introduced Josh Roller of Robinson, Farmer & Cox who provided a presentation of FY2017 Audit. Mr. Roller presented the audit report for fiscal year 17. Mr. Roller referenced the report and noted to Council that the Town of Berryville received an unmodified opinion, the best opinion that can be received, from the audit conducted by Robinson, Farmer & Cox. Mr. Roller then reviewed with Council highlights of the report including budget and actual comparison and various schedules. Mr. Roller stated that the Town had a good year.

Mr. Dalton introduced Mike Damron, of Damron Engineering, who presented his findings regarding the Livery Stable. Mr. Damron stated that his report is a road map to the stabilization of the structure and future renovations.

Mr. Dalton reviewed with Council the leases for 23 East Main St and 36 Smithy Lane lease. Mr. Dalton noted that Berryville Main Street and the Fire House Gallery currently occupy 23 East Main Street and would like to expand their lease to include being able to offer a two year term for incubator space. He noted Smithy Lane is currently leased by the Barns of Rose Hill.

Mr. Dalton identified items to consider when reviewing the leases. He said the amount of rent, renewal terms, and tenant responsibility for maintenance should be reviewed for discussion. Mr. Dalton stated that the current rent is \$500 a month, with a 5 year term, and the tenant is responsible for some maintenance. Mr. Dalton proposed setting a public hearing next month in regards to the two leases.

Recorder Arnold stated that he was okay with continuing with the \$500 rent as it is a part of the economic development goal and placing a \$1000.00 cap per year on maintenance repairs.

Council member Kitselman agreed with Recorder Arnold. Mayor Dickinson asked what the fair market rate is on both properties. Mr. Dalton said that the fair market rate on 23 East Main Street is between \$1800 to \$2200 as assessed by a local realtor. He then stated that the fair market rent for commercial use at Smithy Lane is between \$800 to \$1000 a month. He said both tenants pay their own utilities and appliances are provided by tenant. Mayor Dickinson recommended that the full market rate be charged and then the Town provide a grant to offset the cost.

Recorder Arnold discussed the challenges with the Town charging full fair market rent and then providing a grant to offset the cost. He said that his concern would be that funding could be cut and the renter's budget would have already been set.

Council member Kitselman, Council member Tollett and Council member McDonald stated that the rent should remain at \$500.00.

Council member Gibson stated that there needed to be clarification within the lease regarding the proposed repairs maintenance cap and specifically address what repairs or maintenance would be covered under the cap.

Mr. Dalton reviewed the agreement between the Town and the Clarke County Farmers Market that is held in the John Rixy Moore parking lot annually. He said there is a desire from both sides to have a formalized agreement. Mr. Dalton noted that the agreement has been reviewed by staff and legal counsel. Council agreed to hold a public hearing regarding the lease for the Clarke County Farmers Market, 23 East Main Street and Smithy Lane.

Mr. Dalton reviewed with Council a proposal submitted by the Battletown Homeowners Association regarding refuse and recyclables collection. Mr. Dalton noted that Council member McDonald has personal interest and therefore recused herself from the discussion. Council member McDonald's signed disqualification statement was read to be included in the minutes and Council member McDonald left the meeting room.

Mr. Dalton reviewed the details of the proposal. He said currently there are no dumpster locations on the site plan. He also said that at present the Town provides curbside refuse and recycling collection to each of the 144 townhouses weekly. Mr. Dalton noted that since the adoption of automated collection there has been some issues with collection. Mr. Dalton stated that the homeowners association came to the Town to propose that six dumpster collection sites be established within the subdivision and that the Town would eliminate all curbside collection within the neighborhood. Mr. Dalton said that the Town would see a slight savings with this plan. Mr. Dalton stated that the Town would need to look at this issue from two perspectives; one the location of the dumpster and two would the town have to modify how trash is collected. Staff is asking that a public input session be held at the next Council meeting in February.

Mr. Dalton noted that the homeowners association for Battletown subdivision would be responsible for all costs associated with the project as well as having responsibility for the maintenance and upkeep of the dumpster sites.

Mr. Kitselman suggested that if they are considering gates on the enclosures around the dumpsters that a three foot opening be left. He noted that such an opening allows residents to access the area without dealing with the gate each time.

Ms. Gibson asked if the residents are aware of the proposed changes. Mr. Dalton responded that he understands there have been informal discussions however there has not been a formal notice provided to the residents of the subdivision.

Recorder Arnold expressed interest in having the Town request that the homeowners association Board notify the owners and residents of the Battletown subdivision of the proposed changes.

Council agreed to have a public input session in February regarding the refuse and recycling in the Battletown subdivision.

Council member McDonald rejoined the meeting.

Mr. Dalton reviewed with Council the draft scope of work for the rehabilitation of McNeil Drive temporary Cul De Sac. Mr. Dalton stated that the intent is to give Council a full view of the project and he is asking for authorization to complete the offering and award the contract for the work as long as the bid complied with the agreement with McDonald's.

On motion of Council member Gibson, the Council of the Town of Berryville, authorizes the Town Manager to procure a contractor and contract within the bounds of the agreement with McDonald's and authorize him to execute any documents related to the rehabilitation of McNeil Drive temporary cul de sac. Council member Kitselman seconded the motion which carried as follows:

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

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

No Report.

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

No Report.

Council member McDonald said that the Community Improvements Committee will be meeting on January 22, 2018 at 7:00 p.m.

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

Council member Tollett said the Police and Security Committee will be meeting on January 25, 2018. He said no meeting was held in December.

Recorder Arnold stated his concerns regarding having chickens in Town. He stated that his concern is that the Town is setting up an ordinance that will create confusion within the Town and the Town's subdivisions.

Ms. Dunkle reviewed with Council the homeowner's association covenants for the subdivisions located within the Town whose covenants restrict chickens. Ms. Dunkle noted there is a total of about 667 homes that would not be able to have chickens because of their subdivisions covenants.

On motion of Council member Tollett, the Council of the Town of Berryville, approved the ordinance repealing and readopting Chapter 4 of the Berryville Code. Council member McDonald seconded the motion which carried as follows by a roll call vote:

Aye: McDonald, Kitselman, Gibson, Tollett, Dickinson

Nay: Arnold

Abstain: None

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On motion of Council member Tollett, the Council of the Town of Berryville, approved the ordinance repealing and readopting Chapter 10, motor vehicles and traffic of the Berryville Code.

Council member McDonald seconded the motion which carried as follows:

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

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

No Report.

Mr. Dalton reported the paint work on the South East water tank has been completed and is now moving towards the 3 million reservoir work in the spring.

Mr. Dalton said that the Public Works department kept personnel on site during the recent cold weather. Mr. Dalton said they were able to respond quickly to any water issues that residents had during the extreme cold weather.

Recorder Arnold commented on behalf of fire and rescue appreciation of having staff available to help respond to calls during the extreme cold weather.

Mr. Tollett acknowledged and commended Desi and her staff in the financial department for year after year receiving a clean audit.

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

Recorder Arnold reviewed current openings within the Planning Commission, Architectural Review Board and the Board of Zoning Appeals.

15. Other

Mr. Dalton confirmed the Committee meeting schedule as follows:

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

Budget and Finance: January 23, 2018 @ 10:30 a.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 McDonald, seconded by Council member Kitselman, the meeting was adjourned at 10:11 p.m.

Harry Lee Arnold, Jr., Recorder

Mia L. Jackson, Town Clerk

**MINUTES
BERRYVILLE TOWN COUNCIL
COMMUNITY IMPROVEMENTS COMMITTEE
Berryville-Clarke County Government Center
Called Meeting
January 22, 2018
7:00 p.m.**

Committee members: Donna Marie McDonald, Chair; Allen Kitselman

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager

Press: None

Others: Diane Harrison, Kara Rodriguez

1. Call to Order

Chair Gibson called the continued meeting to order at 7:00 p.m.

2. Approval of Agenda

The agenda was approved as presented.

3. Discussion – John Rixey Moore Playground

Mr. Dalton provided an overview of his preliminary findings regarding the John Rixey Moore Playground. He provided several options as to how the Council could proceed.

The Committee discussed the matter noting that the safety is of paramount importance. The Committee also discussed the need to include as many children in activities as possible. Lastly, the Committee discussed the importance of protecting the esthetics of Rose Hill Park.

Kara Rodriguez stated that she had received comment from many in the community and that the preliminary approach contained in Mr. Dalton's memorandum meet the community's needs very well. She noted that it was important to have swings for very young children, the diggers should remain, and that a shade structure in the vicinity of the playground would be desirable. Mrs. Rodriguez noted that a comprehensive plan for the park would be a great idea.

Diane Harrison noted that a pergola could be considered instead of a more modern shade structure. She noted that such a structure would be more in keeping with the park and its surroundings.

4. Discussion – Livery Stable-Next Steps

The Committee determined that it will recommend to the Town Council that it establish a reserve fund for the stabilization work on the Livery Stable. The reserve fund should fully fund the stabilization work within 3 years.

5. Closed Session – No Closed Session

6. Other

Ms. Dunkle discussed wayfinding signs with the Committee. She reported that VDOT now has its regulations in place and the Town will be able to pursue establishing wayfinding signs for the Town. Mr. Dalton noted that the FY18 budget contains funding for this effort. Ms. Dunkle noted that the FY18 funding was intended for planning and siting the signs. The Committee agreed that it remains supportive of this effort.

Mr. Dalton reminded the Committee that in the mid-2000's the Town Council agreed to dedicate improvements to the alley on the south side of West Main Street in memory of John R. Hogan. He noted that Berryville Main Street was working to make improvements to that space a reality and he recommended that the Town commit funds to the project. The Committee agreed that this was a worthy project and warranted consideration.

7. Adjourn

Mr. Kitselman closed the discussion at 7:49 p.m.

MINUTES
BERRYVILLE TOWN COUNCIL
BUDGET & FINANCE COMMITTEE
Berryville-Clarke County Government Center
Tuesday, January 23, 2018
10:30 a.m.

Town Council: Present: Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer; Mia L. Jackson, Town Clerk

Press: None

Others: Diane Harrison

1. Call to Order

Chair Gibson called the continued meeting to order at 10:35 a.m.

2. Approval of Agenda

The agenda was approved as presented.

3. Discussion – Procurement Policy

The Committee and staff discussed the Procurement Policy and the most recent updates to the policy submitted by Chair Gibson. Chair Gibson reviewed the updates in detail with the committee.

Ms. Dickinson presented reports that she compiled regarding procurement data specifically related to small purchases, unsealed bids, invitations to bid, and request for proposals. Chair Gibson noted that she is comfortable with forwarding the policy as it is currently to full council for approval.

Ms. Dickinson said that she would like to recommend to Council that PB Mares come back and update the mapping from the most recent audit that they conducted. Mr. Dalton noted that there would be a cost associated with that request and that staff would look into how much that would cost for PB Mares to return.

Mr. Dalton said that staff would get a clean copy of the Procurement Policy out to the committee as soon as possible after the meeting for additional review if necessary so that a final draft could be sent to Council for inclusion on the agenda at next month's Town Council meeting.

4. Other

6. Adjourn

There being no further business, the meeting was adjourned at 11:55 a.m.

MINUTES
BERRYVILLE TOWN COUNCIL
POLICE AND SECURITY COMMITTEE
Berryville-Clarke County Government Center
January 25, 2018
9:00 a.m.

Committee members: Present- Dave Tollett, Chair; Pat Dickinson

Staff: Keith Dalton, Town Manager; Neal White, Chief of Police

Press: None

Others: Diane Harrison

1. Call to Order

The meeting was called to order at 9:00 a.m. by Committee Chair Tollett.

2. Approval of Agenda

The agenda was approved as presented.

3. Department Update

Chief White updated the Committee on 2017 crime statistics. He noted that the report revealed a significant increase in Group A crimes and that the increase was attributable to instances of fraud. Chief White also highlighted the fact that there was an increase in the cases in which PD personnel worked with individuals experiencing mental health issues. Lastly, the Chief revealed that the total number of calls for service increased significantly over the previous year.

Mr. Dalton and Chief White addressed the matter of the frozen Patrol Officer position. They noted that the position had been frozen for about three years and that the Committee and ultimately the Council may want to discuss funding that position in the future.

The Committee agreed to discuss the frozen position at its next meeting.

4. Discussion – Berryville Code Review – Chapter 8

Mr. Dalton reviewed the latest draft (version 1.1 dated 1/24/ 18) of the replacement language for Chapter 8 of the Berryville Code.

The Committee reviewed the code language and the concept of a special collection district.

The Committee agreed to discuss the Trash Collection Approach with the Town Council at its February regular meeting with a goal of discussing the matter in detail at a work session of the entire Town Council.

5. Discussion – Berryville Code Review - Process

Mr. Dalton initiated a discussion regarding the next area of the Berryville Code the Committee will review. He presented a listing prepared by Chief White that provided the dates on which the Committee last reviewed portions of the Code.

The Committee agreed to review Chapter 20 – Parades and Demonstrations at its April meeting.

6. Closed Session

No Closed Session Scheduled

7. Other

The Committee discussed several issues regarding Police Department outreach and education as well as challenges facing various businesses.

The Committee and staff discussed flashing speed limit signs. Staff noted that this matter has been researched and they are ready to have an initial discussion on the matter. The Committee agreed that the matter should be reviewed by the Streets and Utilities Committee.

8. Adjourn

There being no further business, the meeting was adjourned at 10:40 a.m.

MINUTES
BERRYVILLE TOWN COUNCIL
STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
Tuesday, January 23, 2018
12:00 p.m.

Town Council: Present: Patricia Dickinson, Chair; David Tollett

Staff: Keith Dalton, Town Manager; Neal White, Berryville Police Department; Mia L. Jackson, Town Clerk

Press: None

Others: Diane Harrison

1. Call to Order
Chair Dickinson called the meeting to order at 12:05 p.m.
2. Approval of Agenda
The agenda was approved as presented.
3. Project Updates
Staff provided updates on various projects including the water tank painting project; Treadwell Street Phase 2; completion of the Pole Barn; and the completion of the signal project at the crosswalks. Ms. Dickinson noted that she has noticed that people are not using the push button located on the sign post at Washington Square. Ms. Dickinson said that she would develop a notice that can be given to FISH to post inside their offices encouraging people to use the crosswalk as well as the push button.

Mr. Dalton reviewed with the committee the 24 hour staffing of public works recently in response to the extreme cold weather that the area experienced recently. Mr. Dalton noted that there were two water breaks that occurred during the inclement weather and staff was able to respond quickly in getting those breaks resolved.

Mr. Dalton discussed the Swan Avenue project that will remain on the list of upcoming projects.

Mr. Dalton reviewed the FY 2019 Street Work Priorities noting that it will be forwarded to Council to be included during budget discussion. Mr. Dalton noted that a replacement truck for public utilities will be proposed to be included in the budget as a replacement to an older vehicle that is currently in the fleet. Ms. Dickinson asked that an inventory of the current fleet, including mileage, be provided to Council prior to purchasing a replacement vehicle.

Mr. Dalton reviewed with the committee potential improvements on East Main Street and South Buckmarsh Streets. Mr. Dalton will be meeting with a VDOT representative regarding the improvements and hopes to have more information by the next Council meeting. The Committee discussed application for Smart Scale funding. It was noted that the Smart Scale application is due June 1.

Ms. Dickinson noted that she would like to see two more flashing speed signs installed on S. Buckmarsh Street and Church Street and another sign closer to Hermitage and Church Streets. As well as proposed reduction in speed to 25mph beginning at Church Street. Chief White noted that VDOT's criteria for considering a speed limit change included examining the number of traffic accidents that occur in the proposed area. Chief White said that there have not been a lot of accidents in that specific area.

4. Other

Ms. Dickinson noted that she would like to see continued discussion regarding Josephine Street as well as walking paths and sidewalk projects.

Mr. Dalton said that the Town will post a notice on the website to inform the residents of Rockcroft Subdivision that utilities staff will be located in the area as a part of project planning efforts.

5. Adjourn

There being no further business, the committee adjourned at 1:30 p.m.