

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
February 13, 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 7:33 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

Mr. Dalton noted the amendments to the agenda to include the addition of the Personnel Committee Meeting Minutes of 02/12/2018 to the consent agenda and an addition to the Personnel Committee Report agenda item of recommendations to reappoint and appoint members to the Board of Zoning Appeals, Planning Commission and Architectural Review Board.

On motion of Council member Tollett, seconded by Recorder Arnold, the agenda was unanimously approved as amended.

4. Public Hearings/Input Session

Mia Jackson, Town Clerk, read the notice of public hearing as follows:

LEASE OF PUBLIC PROPERTY TO DOWNTOWN BERRYVILLE, INC., dba BERRYVILLE MAIN STREET. The Town of Berryville proposes to lease to Downtown Berryville, Inc. for a term of 6 years, a portion of the first and second floor together with a 70' by 25.33' parking area, a property owned by the Town and addressed as 23 East Main Street, Berryville, Virginia.

The public hearing speakers were as follows:

Elizabeth Ryan, Executive Director of Berryville Main Street, addressed Council regarding Berryville Main Street and the terms of the lease renewal. Ms. Ryan said that Berryville Main Street would like to see the renewal terms of the lease be \$500 a month with a 3 year term and at the end of that three year term an option to renew.

Diane Harrison, Town resident, addressed Council regarding Berryville Main Street and in support of the \$500 a month rent. Ms. Harrison said that the Town and Berryville Main Street have begun to have a better relationship over the last few years and asked that the rent remain low because of the importance of Berryville Main Street and its relationship with the Town.

Pam Hummel, owner of Needles and Pins, addressed Council in support of Berryville Main Street. Ms. Hummel noted the multiple ways that Berryville Main Street has supported her and her new business.

Brandon Belland, owner of Cordial Coffee, addressed Council in support of Berryville Main Street and its importance to the Town of Berryville. Mr. Belland noted the overall support that he has received from Berryville Main Street both before and after the opening of his business.

Christina Kraybill, owner of My Neighbor and Me, addressed Council in support of Berryville Main Street and keeping their rent at \$500.00 a month. Ms. Kraybill noted the importance of profitability and sustainability of local retailers and she strongly advocates keeping the rent for Berryville Main Street at \$500.00 a month.

Nathan Stalvey, on behalf of Berryville Main Street Board of Directors, addressed Council in support of keeping the rent at \$500.00 a month. Mr. Stalvey noted the importance of Berryville Main Street in helping businesses to thrive and grow and in helping to keep the business community together. Mr. Stalvey said that increasing the rent may prevent Berryville Main Street and its programs from continuing to grow and provide assistance to area businesses.

The public hearing was closed.

Mia Jackson, Town Clerk, read the notice of public hearing as follows:

LEASE OF PUBLIC PROPERTY TO THE BARNS OF ROSE HILL, INC. The Town of Berryville proposes to lease to The Barns of Rose Hill, Inc. for a term of 6 years, a property owned by the Town and addressed as 36 Smithy Lane, Berryville, Virginia, together with an area surrounding the building and also together with non-exclusive access from Smithy Lane.

The public hearing speakers were as follows:

Diana Kincannon, Board chairman of The Barns of Rose Hill, on the subject of the renewal of the lease for 36 Smithy Lane. Ms. Kincannon thanked Council and the Town Manager for the care that was taken in preparing the lease. Ms. Kincannon said that they would like to propose 2% escalation instead of 3% in the leasing agreement.

Michael Hobert, a representative from the Board for The Barns of Rose Hill, addressed Council expressing his gratitude to Council for their support of the Barns.

The public hearing was closed.

Mia Jackson, Town Clerk, read the notice of public hearing as follows:

AGREEMENT TO USE PUBLIC PROPERTY - CLARKE COUNTY FARMERS MARKET ASSOCIATION, a non-profit 501-(c)-6 organization. The Town of Berryville proposes to allow the Clarke County Farmers Market Association to utilize a property addressed as 100 South Church Street, owned by the Town, and also identified as Clarke County Tax Map Parcel 14A5-((A))-73.

The public hearing speakers were as follows:

Lilian Ledford, Clarke County Farmers Market representative, addressed Council in support of the Farmers Market. Ms. Ledford thanked the Town Council and the community for their support and helping to make the Farmers Market viable over the last 22 years.

Brandon Belland, owner of Cordial Coffee, addressed Council in support of the Farmers Market.

The public hearing was closed.

Mia Jackson, Town Clerk, read the notice of public hearing as follows:

PUBLIC INPUT SESSION ON PROPOSAL OF BATTLETOWN HOMEOWNERS ASSOCIATION, requesting approval to construct six (6) refuse and recycling collection sites within the development and eliminate curbside collection.

Council member McDonald recused herself from the discussion of this matter as she has previously.

The public hearing speakers were as follows:

Dale Coumes, Battletown HOA representative, addressed Council in favor of the trash container proposal. Ms. Coumes stated that the HOA feels that the proposal will help clean up the neighborhood and make parking lots safer for residents and vehicles. She reviewed with Council some of the challenges that are currently happening within the community regarding trash. Ms. Coumes stated that the proposal is to have the dumpsters serviced twice a week by the Town on Monday and Friday's.

Allen Grim, property manager for Battletown subdivision with Coventry Group, addressed Council in support of the HOA's proposal for dumpsters.

Therese Chahtahy, resident of Battletown subdivision, addressed Council against the trash proposal. Ms. Charity stated that her concerns are rodents and safety. Ms. Charity also stated that she is concerned about residents not being able to get to the dumpsters during inclement weather.

Terry Stuart, resident of Battletown subdivision, addressed Council regarding the proposal of dumpsters within the Battletown subdivision. Mr. Stuart said that he is against the trash proposal. Mr. Stuart noted

his concerns regarding rodents and wear and tear on the parking lot. Mr. Stuart would like for owners to see the cost of the proposal and for the owners to have the ability to vote on the proposal.

Helen Robinson, resident of Battletown subdivision, addressed Council against the trash proposal. Ms. Robinson stated her concerns are in regards to rodents and trash being outside of the dumpsters.

Ainea Kutai, resident of Battletown subdivision, addressed Council against the trash proposal. Mr. Kutai stated his concerns are in regards to rodents, overall safety of the residents around the dumpster site specifically at night, and residents who are not able to get to the dumpsters.

The public input session was closed.

Council member McDonald rejoined the meeting.

5. Citizens' Forum

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

Dennis Couture, town resident, addressed Council regarding the speeding and traffic issues on South Buckmarsh. Mr. Couture expressed appreciation to VDOT for replacement of the traffic monitor and stated that it does have an impact on traffic. Mr. Couture thanked Chief White and the police department for placing equipment to register volume and speed of vehicles. He stated that overall the speed limit is still not being obeyed.

Mary Gillison, Town resident, addressed Council concerning truck traffic on Josephine Street. Ms. Gillison is requesting that traffic be restricted to residential, residential delivery, and utility trucks on Josephine Street. Ms. Gillison presented Council with a petition signed by some of the residents that live on Josephine Street.

Stan Kerns, Town resident, addressed Council concerning safety issues that exist on East Main Street from the railroad tracks to Battletown Drive. Mr. Kerns said he would like Council to immediately address this issue by installation of signage alerting motorists they are exceeding 25mph speed limit and by assigning a high priority to finding a solution that will eliminate or reduce the danger to pedestrians.

Alton Echols, Town resident, addressed Council concerning traffic issues within the Town.

Marcella Roberts, Town resident, addressed Council regarding truck traffic on Josephine Street. Ms. Roberts stated that the trucks use her lawn at times to turn around.

6. Consent Agenda

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

Minutes of Work Session – 01/08/2018

Minutes of Regular Meeting – 01/09/2018

Minutes of Community Improvements Committee Meeting – 01/22/2018

Minutes of Budget & Finance Committee Meeting – 01/23/2018

Minutes of Police & Security Committee Meeting – 01/25/2018

Minutes of Streets & Utilities Committee Meeting – 01/23/2018

Minutes of Personnel Committee Meeting – 02/12/2018

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson noted the current version of the Council's goals and objectives are in this month's agenda packet. Mayor Dickinson stated that there are updated cost estimates however there are some goals and objectives with no cost estimates. She asked Council if there are any goals or objectives that they would like removed.

Council member McDonald stated that she would like to remove the last objective under goal 1 regarding economic development with the primary focus on First Street. She said that she feels that Town staff would be overburdened with the amount of fore sight and planning that objective would entail.

Recorder Arnold, stated that he would like for Council to consider and take note of any economic development opportunity that may present itself to the Town not only specific to First Street.

Council member Gibson said that she would like to see the Town commit to three goals for FY19 taking in to consideration staff time, funding and resources available to accomplish the goals identified.

Council member Tollett said that he would like to keep each goal and prioritize the list.

Mr. Dalton said that staff has been working on the goals and objectives list and that staff will continue to work on the list and update budget numbers where applicable. He said there are some projects on the list that the budget number will not be available because of the nature and scope of the goal. Mr. Dalton said that he will present the goals and objectives list with revisions to budget numbers at the next Town Council work session in March for further discussion.

Mayor Dickinson noted that based on the expressed thoughts and concerns from both staff and Council, there will not be any action at this time regarding the motion for approval of Town Council's goals and objectives.

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

No Report

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

Ms. Dunkle reviewed her staff report regarding two action items.

Ms. Dunkle asked that Council consider setting a Public Hearing associated with three text amendments related to craft beverage manufacturing. Council agreed to set a public hearing in March for the text amendments related to craft beverage manufacturing.

Ms. Dunkle reviewed with Council the Virginia Commission for the Arts Creative Communities Partnership Grant (formerly Local Government Challenge Grant). Ms. Dunkle noted that the grant offering is up to \$4500 and in the past 100% of these funds have been given to Berryville Main Street and the organization would like to again partner with the Town in 2018.

On motion of Recorder Arnold, the Council of the Town of Berryville, authorizes the Town Manager to sign and submit the application for the Virginia Commission for the Arts Creative Communities Partnership Grant identifying Berryville Main Street as the recipient. Matching grant funds shall be appropriated from the Town’s annual contribution to Berryville Main Street. Council member Kitselman seconded the motion which carried as follows:

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

10. Report of Keith Dalton, Town Manager

Mr. Dalton reviewed the terms of the lease for 23 East Main Street identifying possible updates after the public hearing.

On motion of Recorder Arnold, the Council of the Town of Berryville, approved the lease agreement for 23 East Main Street, Berryville, VA 22611 authorizing the Town Manager to finalize details of the lease and further authorizing the Town Manager to execute the lease on behalf of the Town Council based on a three (3) year term and 2% escalation clause. Council member Kitselman seconded the motion which carried as follows:

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

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Mr. Dalton reviewed the terms of the lease for 36 Smithy Lane identifying possible updates that were discussed during the Public Hearing on the matter.

On motion of Recorder Arnold, the Council of the Town of Berryville, approved the lease agreement for 36 Smithy Lane, Berryville, VA 22611 authorizing the Town Manager to finalize details of the lease and further authorizing the Town Manager to execute the lease on behalf of the Town Council based on a five (5) year term and 2% escalation clause. Council member Kitselman seconded the motion which carried as follows:

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

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Mr. Dalton reviewed the terms of the agreement between the Town of Berryville and the Clarke County Farmers Market.

On motion of Recorder Arnold, the Council of the Town of Berryville, approve the agreement between the Town of Berryville and the Clarke County Farmers Market authorizing the Town Manager to finalize the details of the agreement and further authorizing the Town Manager to execute the agreement on behalf of the Town Council. Council member McDonald seconded the motion which carried as follows:

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

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Council member McDonald recused herself from the discussion of this matter as she has previously.

Mr. Dalton reviewed the proposal from the Battletown Homeowners Association for the construction of six (6) dumpster sites within their subdivision at their cost. Mr. Dalton noted that the Council’s decision in front of them is the approval of the siting of the six (6) dumpsters and to suspend curbside collection for all of the units located within the subdivision after installation and servicing the dumpsters twice a week. He asked that the dumpster locations be reviewed by the Town Planner.

Recorder Arnold stated that his concern after hearing the public input regarding the proposal is that the residents are not understanding the proposal fully and that he would like to see more education and awareness provided by the homeowners’ association to the residents.

Council member Gibson stated that she has received some concerns both via email and in person, none of which have been in favor of the proposal. She noted that the concerns are elimination of parking spaces and the cleanliness of the dumpster site.

Mayor Dickinson noted that Council’s roll would be to give the approval to the home owners’ association to implement the proposal if they so choose. She noted that Council is not making a decision on whether they should or should not execute the proposal.

HOA representative, Dale Coumes provided some additional details to Council regarding the proposal and how the board feels it will affect the residents. Ms. Coumes noted that they currently have a new property manager, Coventry Group, and that the property manager has worked hard to make the residents aware of the coming potential changes.

On motion of Council member Tollett, the Council of the Town of Berryville, direct staff to further evaluate the details of the Battletown Homeowners’ Association’s refuse and recyclables collection proposal and develop a plan for its implementation and that said proposal will be submitted to the Council on 13 March 2018. Council member Arnold seconded the motion which carried as follows:

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

Council member McDonald rejoined the meeting.

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Mr. Dalton addressed truck traffic on Josephine Street and how the Town is addressing the concerns of the residents. He said that there is not a truck restriction on Josephine Street. He said that he and Chief White have spoken to Berryville Graphics' shipping department regarding the truck traffic on Josephine Street and Berryville Graphics has agreed to make changes to their signage redirecting trucks out of their place of business as well as providing a letter to their drivers regarding exiting the property differently. Mr. Dalton said that it is important to note that the trucks on Josephine Street would not be considered through trucks because their destination is Berryville Graphics. Mr. Dalton has also spoken with Rappahannock Electric Cooperative regarding service drops and they were able to confirm that since 2010, no service drops have been torn down by trucks. He said that Rappahannock Electric will be raising a few of the service drops to the highest extent that they allow.

Council member Tollett asked what the downside of restricting truck traffic on Josephine Street would be and if the Town would be able to get a count on the number of trucks that utilize Josephine Street to access Berryville Graphics.

Chief White stated that he will get those numbers for Council by the next Council meeting.

Mr. Dalton noted that Berryville Graphics is a business in the Town of Berryville that accesses Josephine Street.

Council member Kitselman stated that the answer to this problem is extending Jack Enders Boulevard.

Mr. Dalton concluded his report by noting that staff is continuing discussions with VDOT regarding SmartScale specifically in regards to traffic on Main Street and Buckmarsh Street.

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

Council member Gibson stated that the next meeting is a Budget work session for the committee on February 27, 2018.

Council member Gibson made a statement regarding the Procurement Policy that is on the agenda for approval. Council member Gibson noted that the Procurement Policy has been discussed since July of 2017 and it is time to move on from the discussion. She said that she is fine with the Procurement Policy including the small purchase thresholds as presented to Council. Council member Gibson stated that the focus of the next budget committee meeting should be budget and she noted that she didn't want to continue to hash out the points where the mayor and she are not in consensus.

Mayor Dickinson said that she would like to come to a consensus on the points where there is not agreement. Mayor Dickinson noted that she had additional questions regarding the policy. Mayor Dickinson noted several changes in the policy most importantly the change to thresholds for small purchases. She said that a \$10,000 threshold for small purchases is too high due to the amount of risk that accompanies the higher number. She said that purchases of \$5,000 or more should require competitive bids.

Council member McDonald said that she was fine with the policy as written and presented including the small purchase thresholds.

Council member Kitselman stated that he did not have any issues with the thresholds where they stand at \$10,000.

Mayor Dickinson noted that the number of purchases that would fall in to this category have been two over the last 18 months and she stated that it is not a large number and the risk is greater than the return to make sure the Town is getting the best price for the money.

Council member Gibson stated that she is fine with the policy moving forward that includes the small purchase threshold limits. Council member Gibson also stated that she is aware that there is not consent between her and Mayor Dickinson regarding items within the policy however it is time to move the policy to full Council as they are not able to agree. She said there are rules within the policy that allow the staff to make decisions regarding small purchases and how to approach those purchases if they feel a fee is questionable or unfair. She said that within the policy the rules allow staff to seek competitive bids for small purchases if they feel a fee is questionable or unfair. Council member Gibson said that she trusts staff to make those decisions.

Council member Kitselman, Arnold, McDonald, and Tollet said that they supported staff and said they trust staff to make appropriate decisions.

Council member Arnold stated that he is okay with the small purchase threshold being \$10,000.

Council member Tollett stated that he is okay with the small purchase threshold being \$10,000.

On motion of Council member Tollett, the Council of the Town of Berryville, moves to approve the attached Procurement Policy with the correction to page 5, 1A, Bullet 1 an invoice will constitute a quote. Council member Kitselman seconded the motion which carried as follows:

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

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

Council member McDonald noted that they met in January and continue to focus on improvements that can be made in Rose Hill playground and the stabilization of the Livery Stable.

Council member McDonald said that there will not be a meeting in February.

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

Council member Tollett said there will not be a Police and Security Committee in February.

Council member Tollett stated that they met January 25.

Council member Tollett reviewed with Council the monthly police report. He said that there has been an increase in Group A crimes over the past year. Council member Tollett said the committee is looking at revisiting the frozen staff position for a new officer and that would be discussed at the next committee meeting in March.

Council member Tollett stated that the next Town Code up for review is Chapter 11 Special Collection and Dumpsters and the committee will be finalizing Chapter 8 in March. Council member Tollett noted that they will be starting on Chapter 20 in April.

Chief White said there is a discussion regarding different times that are defined in the Town code and prohibiting certain types of noise. The committee is looking at this issue and will make a recommendation at the next Council meeting to have a uniform designation within the code.

Council member Gibson noted that she received an email regarding the noise ordinance and playing musical instruments. She said she will forward that email to staff.

Council member Tollett noted that they will review the email regarding musical instruments along with the noise ordinance at the committee meeting in March.

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

No report.

Council member Arnold asked about the speed limit sign discussion in relationship to safety and security that is being discussed during the Streets and Utilities Committee meeting and Police and Security Committee meeting. Recorder Arnold said he would like the entire council to discuss the safety issues and the speed limit signage prior to a proposal being brought before full Council from the Streets and Utilities committee.

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

Recorder Arnold stated that the Personnel Committee met on February 12 to meet with two re appointees and to interview three candidates that submitted talent bank forms to be considered for an open position on the Architectural Review Board.

On motion of Recorder Arnold, the Council of the Town of Berryville, recommends to the Clarke County Circuit Court the re-appointment of Dr. Dandridge B. Allen to the Town of Berryville Board of Zoning Appeals for a five year term ending March 9, 2023. Council member Gibson seconded the motion which carried as follows:

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

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On motion of Council member Arnold, the Council of the Town of Berryville, re-appoint Michelle Marino to the Town of Berryville Planning Commission for a four year term to begin April 9, 2018 and end on April 8, 2022. Council member Gibson seconded the motion which carried as follows:

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

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On motion of Council member Arnold, the Council of the Town of Berryville, appoint Satkuna Mathur to fill the unexpired term of Rachel Worsley on the Town of Berryville Architectural Review Board for a term to begin on February 13, 2018 and end on August 14, 2019. Council member Gibson seconded the motion which carried as follows:

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

16. Other

Mr. Dalton confirmed the Committee meeting schedule as follows:

Community Improvements: No Meeting

Budget and Finance: February 27, 2018 @ 10:30 a.m.

Police and Security: No Meeting

Streets and Utilities: February 27, 2018 @ 12:00 p.m.

Personnel: No Meeting

17. Adjourn

There being no other business, upon motion of Council member Kitselman, seconded by Council member Gibson, the meeting was adjourned at 10:40 p.m.

Harry Lee Arnold, Jr., Recorder

Mia L. Jackson, Town Clerk

Approved March 13, 2018

**MINUTES
BERRYVILLE TOWN COUNCIL
BUDGET & FINANCE COMMITTEE
Berryville-Clarke County Government Center
Tuesday, February 27, 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: Cathy Kuehner

Others: Diane Harrison, Jay Arnold

1. Call to Order
Chair Gibson called the continued meeting to order at 10:30 a.m.
2. Approval of Agenda
The agenda was approved as presented.
3. Discussion – FY 2019 Budget
The committee and staff discussed the proposed budget with Ms. Moreland reviewing the changes.

Mr. Dalton reviewed the highlights of the proposed budget and reviewed the revised CIP structure. Mr. Dalton noted that John Rixey Moore Playground improvements and the purchase of a suite of budgeting software for the finance department were not included in the budget.

Mr. Dalton said the budget work session has been scheduled for March 13. He said that last year John H. Enders Volunteer Fire Company, Berryville Main Street, and Clarke County come to the meeting to present a proposal regarding funding from the Town. Mr. Dalton asked if the committee would like them to be present at the Budget Work Session or submit a proposal in writing for review.

Chair Gibson and Ms. Dickinson noted that these organizations could submit a written proposal for discussion during the budget work session.

Mr. Dalton noted that while not included in the budget at this point, the Town Council should consider funding a transportation study for Annexation Area C. He noted that the cost of the study would be shared with Clarke County.

Chair Gibson reviewed her questions pertaining to the budget worksheets.

Chair Gibson suggested that the parks and recreation contribution that the Town has funded in the past and is in this years proposed budget could possibly be redirected to

Approved March 13, 2018

Rose Hill Park. Chair Gibson noted that she would like this item discussed with full Council.

Ms. Dickinson reviewed her questions regarding the budget including the total value of Full Time Employee's; the necessity of unfreezing the police officer position; status of the job descriptions as it relates to determining total compensation of Town employees; new patrol vehicles for the police department; body camera replacement; and police AV equipment.

Ms. Dickinson said she would like for staff to provide Council with the total cost for adding an additional person to the police department and include any other ancillary cost specific to that position including health insurance benefits.

Ms. Dickinson said she would like an updated schematic to be presented regarding the current fleet of patrol vehicles including year of vehicle and mileage.

Ms. Dickinson said she would like a report on the body cameras that the police department is currently using and a justification.

Ms. Dickinson stated she had a question regarding the line item having to do with telecommunications under Town Manager. She stated that the Town provides the Town Manager with a cell phone and there is a line item to receive a stipend towards the cell phone bill as well.

Ms. Moreland stated that the Town does not provide the Town Manager with a cell phone. Ms. Moreland said the Town provides a stipend towards the Town Manager's bill.

Chair Gibson said that she would not recommend providing the Town Manager with a cell phone and that the stipend was reasonable.

Ms. Dickinson asked if the Town manager's phone subject to FOIA.

Ms. Dickinson said that she had questions regarding the mileage line item under Town Manager. She stated that the Town provides the Town Manager with a vehicle and it is unclear as to why he would then need to be reimbursed for mileage.

Ms. Moreland stated that the Town does not provide a vehicle for the Town Manager.

Mr. Dalton reviewed items concerning the new public works building and the budgeted improvements that include showers, locker rooms, and sleeping space/quarters. He said that this project would come close to depleting the Public Works site improvement reserve. He asked that he saw two other projects for the site in the future. He noted that additional salt storage may be needed and additional parking may be needed.

Chair Gibson asked about wayfinding signs being in the budget and the matching grant from Berryville Main Street.

Mr. Dalton said that currently there are no funds budgeted for way finding signs.

Approved March 13, 2018

Mr. Dalton discussed a master plan Rose Hill Park. Mr. Dalton noted that he would like to have staff do a utility locate within the park to get an idea of where utilities are located and have those areas marked. He said that once utilities are located they would be included on the base survey with that information in hand, the Community Improvements Committee and the Town Planner would work to develop a plan for future improvements to the park. He noted that the committee would need to engage the community regarding its vision for the park.

Mr. Dalton reviewed future sewer upgrades from Church Street to the railroad tracks on Main Street and using trenchless technology. He added that there may be areas where open cuts will be required.

Ms. Dickinson noted that such work could be disruptive to the downtown area.

4. Other

6. Adjourn

There being no further business, the meeting was adjourned at 11:53 a.m.

MINUTES
BERRYVILLE TOWN COUNCIL
STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
Tuesday, February 27, 2018
12:00 p.m.

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

Staff: Keith Dalton, Town Manager; Rick Boor, Director of Public Works; Neal White, Berryville Police Department; Mia L. Jackson, Town Clerk

Press: None

Others: Diane Harrison, Stan Kerns,

1. Call to Order

Chair Dickinson called the meeting to order at 12:00 p.m.

2. Approval of Agenda

The agenda was approved as presented.

3. Discussion – Truck Traffic

Mr. Dalton provided updates on truck traffic specific to three areas of Town; E. Main Street near Battletown Drive, South Buckmarsh Street, and Josephine Street. Mr. Dalton explained that each of these locations have varying reported items of concern including, speed, lighting, lack of pedestrian and bike facilities, truck traffic, safety, and utility drops.

Mr. Dalton discussed with the committee the inclusion of speed signs in the proposed budget with possible locations for the signs to be determined. Mr. Dalton noted the potential locations would be on East Main South bound and South Buckmarsh North bound.

Mr. Dalton said that Rappahannock Electric Cooperative began providing service in the area in 2010 and they have no record of any service drops on Josephine Street being torn down by trucks.

Chair Dickinson asked whether the building entrance on Josephine Street could be closed.

Chair Dickinson stated that she would like to see the committee develop an implementation strategy regarding the traffic issues that consists of three phases; an immediate phase, a middle phase, and a long term strategy.

Mr. Dalton stated that Berryville Graphics has an approved entrance on Josephine Street and that the elimination of that entrance would limit the facility to only one ingress/egress. He noted that they are actively working with the Town to address the concerns of the citizens in redirecting truck traffic by changing their internal signage and

sending letters to their drivers. Mr. Dalton said that another possible solution is that if Jack Enders Blvd. is extended Berryville Graphics may be willing to look in to using the Josephine Street entrance for emergency purposes.

Mr. Dalton stated that a key component of implementing any type of strategy would be to conduct a traffic study.

Chief White said he could potentially conduct a traffic study however he would need to know the parameters of the study.

Mr. Dalton noted that staff is continuing to work with VDOT to initiate projects for East Main Street and South Buckmarsh in order to address citizen concerns.

The committee discussed the potential use of rumble strips on East Main Street as well as what visual differences could be made to encourage drivers to reduce their speed.

Chair Dickinson stated that she would like for staff to develop a strategy document that explores recommendations and solutions. She said that she has spoken to Inland Port and they would be willing to help explore options. Chair Dickinson said that she would like to explore options from a budget perspective and be able to get something in to this year's budget. Chair Dickinson noted she would like to see funds allocated specifically for traffic projects on Buckmarsh and East Main Street.

4. Discussion – Project Updates

Mr. Dalton reviewed with the committee project updates including staffing of the public works and public utilities departments during planned work on the Ground Reservoir and on the Treadwell Street hydrant project that will be completed on February 28.

5. Discussion – Future Utility Projects

Mr. Dalton reviewed with the Committee future utility projects. Mr. Dalton noted the memo included in the packet concerning future water projects. Mr. Dalton said that the recommendation from staff is that Council consider borrowing funds to complete these water projects.

Mr. Tollett asked what the priority projects are at this time.

Mr. Dalton said the priority projects are, the Rockcroft Subdivision water project, replacement of the water main on Bel Voi Drive, and improving fire protection on Josephine Street.

6. Adjourn

There being no further business, the committee adjourned at 1:16 p.m.