

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
April 10, 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 Gibson, the agenda was unanimously approved as presented.

4. Public Hearings

Mayor Dickinson opened the public hearing as follows:

Listed below are the proposed tax rates for the tax year beginning January 1, 2018, on all real property, including real property and tangible personal property of public service corporations, and on all other tangible personal property, including machinery and tools.

There were no speakers, Mayor Dickinson closed the public hearing.

Mayor Dickinson opened the second public hearing as follows:

Genda Land Holding, LLC (John Lewis, Painter Lewis, PLC, Agent) is requesting Site Plan approval for an event venue to include two structures located at Rosemont Manor, identified as Tax Map Parcel number 14-A-10 zoned Open Space Residential (OSR) and DR-2 Detached Residential 2, in the Town of Berryville. SP 01-18

Mayor Dickinson recognized William Genda, Berryville resident and owner of Rosemont Manor. Mr. Genda reviewed the site plan and the proposed additions to the property. Mr. Genda said that in order for Rosemont to stay competitive in the wedding event industry he must make some changes to the venue and what it offers.

Mayor Dickinson recognized Allan McWilliams, Berryville resident. Mr. McWilliams spoke in support of Rosemont and its request for site plan approval.

Mayor Dickinson recognized Don Gray, Berryville resident. Mr. Gray offered his support of Rosemont and the addition of the barn.

Mayor Dickinson recognized Renee' Konopa, Berryville resident. Ms. Konopa offered her support of Rosemont and stated that she feels it is important to support local businesses.

Mayor Dickinson recognized Barbara Genda, owner of Rosemont Manor. Ms. Genda spoke in support of Rosemont and reviewed points she feels are important to note when talking about Rosemont and the benefits to the Town including job creation.

Mayor Dickinson recognized Leslie Williams, Berryville resident. Ms. Williams spoke in support of approval of the site plan and shared that as a business owner herself she sees the benefits that Rosemont provides to the Town.

There being no other speakers Mayor Dickinson closed the public hearing.

Mayor Dickinson opened the third public hearing as follows:

Genda Land Holding, LLC (John Lewis Painter, Painter Lewis, PLC, Agent) is requesting an expansion of an approved Special Use Permit (SUP 02-09) for Rosemont Manor, identified as Tax Map Parcel number 14-A-10 zoned Open Space Residential (OSR), in order to expand the Country Inn use. SUP 01-18

There were no speakers Mayor Dickinson closed the public hearing.

5. Citizens' Forum

Mayor Dickinson recognized Elizabeth Ryan, representing Berryville Main Street. Ms. Ryan shared a report regarding previous and upcoming events at Berryville Main Street. Ms. Ryan said that Board members will be participating in a strategic planning session and the Board is currently looking for new committee and Board members.

Mayor Dickinson recognized William H. Watson, representing the American Legion and the VFW and chairman of WWI centennial committee. Mr. Watson said that he is here tonight to answer any questions that the Council may have related to the WWI committee.

Mayor Dickinson recognized Dale Coumes, president of Battletown Homeowners Association. Ms. Coumes provided an update regarding the trash proposal. Ms. Coumes said that they recently held a special meeting with property owners to vote on the proposal. She said the proposal was voted down. Ms. Coumes thanked Council for their support.

Mayor Dickinson recognized Dan Garrett, Berryville resident. Mr. Garrett said that he has a question and concern as to why there is not a Town attorney present at Council meetings. Mr. Garrett said that he would like to see a Town attorney named that does not also work for the County and feels it would provide safeguards, expedite Council's work and be a good addition to how Council functions.

6. Consent Agenda

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

Minutes of Budget Work Session – 03/13/18

Minutes of Regular Meeting – 03/13/18

Minutes of Community Improvements Committee Meeting – 03/26/18

Minutes of Police and Security Committee Meeting – 03/22/18

Minutes of Streets & Utilities Committee Meeting – 03/27/18

Re-appointment Chief White to CCJB and ASAP Boards

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson presented the report of the mayor in a written statement. Mayor Dickinson said that she recently took time to revisit the budget for next year and came to the realization that Berryville's financial future is uncertain. She said next year's projected revenues from water and sewer availability are minimal and without changes she expects it will be the same the following year. She stated that the Town Manager has requested \$2 million worth of improvements to the water plant and water distribution system and without new construction and associated availability fees that are collected when there's a new connection to the Town's water and sewer system, water and sewer usage fees might need to be increased. She said that she believes that everyone on Council has stated that economic development is the best approach to reducing the pressure and preventing or minimizing water and sewer rate increases. Mayor Dickinson stated that the last serious conversation that Council had on economic development was November 2016. She stated she is concerned that Council's current focus is not where it needs to be based on tonight's agenda and previous agendas of regular council and committee meetings.

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

Recorder Arnold asked about the WWI committee's proposal of erecting a statue in the Park. Recorder Arnold said Council should be involved in discussions involving Rose Hill Park. Mayor Dickinson presented a written statement of an overview of the centennial committee and what they have been working on including events and possible remembrances. Mayor Dickinson said that the committee has looked at several options for permanent remembrances. She said the committee has looked at the placement of a statue honoring Berryville resident Lloyd Williams, a WWI Marine Captain, in Rose Hill Park, close to the town and county government center. Mayor Dickinson said that this project is going to take a significant amount of funds and the committee is in the preliminary stages of planning.

Recorder Arnold stated that he would like to bring Tree Board appointments inline with other committee appointments and follow the same procedures. Recorder Arnold said that currently Tree Board members are selected and appointed by the Mayor without coming in front of the Personnel Committee for recommendation to Town Council.

Council member Kitselman and Council member McDonald agreed that it seemed reasonable to bring the procedures for Tree Board appointments in line with other committee appointments so there would be consistency across the board.

Mayor Dickinson asked Ms. Dunkle to prepare a draft of the change to the zoning ordinance adding the Tree Board to the list of all council appointed committees. She said because this will require a text amendment, that Council wait until there are additional text amendments, in order to reduce costs. Recorder Arnold asked that the draft come before Council at the next meeting and then go to Planning Commission. Council agreed to this process.

Recorder Arnold discussed how voting is handled during Council meetings. Recorder Arnold said that he would like for any abstentions to be stated to make it clear where everyone stands when a vote is taken.

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

Ms. Dunkle referenced action on the public hearings concerning site plan approval for Genda Land Holding. Ms. Dunkle said the storm water management comments have been satisfied. **Council member Kitselman moved that the Council of the Town of Berryville approve the attached site plan for Rosemont Manor, seconded by Recorder Arnold.**

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None
Abstain: Dickinson

Ms. Dunkle referenced action on the public hearing concerning special use permit expansion for Genda Land Holding. **Recorder Arnold moved that the Council of the Town of Berryville approve the expansion of an existing Special Use Permit (SUP 02-09) in order to allow additional structures and increase the event space for the Country Inn use at Rosemont Manor identified as Tax Map Parcel number 14-A-10 on that portion of the property located in the Open Space Residential zoning district. The motion was seconded by Council member Kitselman.**

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

Ms. Dunkle reviewed the staff report for planning and community development.

Mr. Dalton reviewed annexation items noting several property owners have been in touch with the Town to discuss annexation.

10. Report of Keith Dalton, Town Manager

Mr. Dalton gave an update on the proposal from Battletown Subdivision regarding the proposal for dumpster sites. He said that the homeowners voted to enforce their covenants and not move forward with the proposal. He thanked Ms. Coumes for her time and work regarding the proposal.

Mr. Dalton said that Council had directed him to have the Town attorney review the work product motion provided by Council member Kitselman. He said after comments from staff and Council the motion was forwarded to legal counsel for review. **Council member Kitselman moved that the Council of the Town of Berryville approve the following:**

Any request of an individual Council member to Town staff for information, research, reports, data, projects, etc. (excluding FOIA requests by individual Council members) shall be presented to the Town Manager. If the Town Manager determines that responding to the request would have a significant adverse effect on the work flow of Staff, the Town Manager shall refer the request to Council for Council to determine if the requested work product should be provided, and, if so, a schedule for responding to the request. Council member McDonald seconded the motion.

Council member Gibson stated that she is disheartened that we have gotten to this point. She said that she does understand having this motion in place as a safeguard to avoid future burdensome requests. Council member Kitselman agreed that the motion is a safeguard so that the Town Manager may determine when a request would disrupt staff work flow or keep other tasks from being completed on time. Mayor Dickinson stated that she was confused by the language within the motion and how it pertains to FOIA requests done by Council members.

Council member McDonald said that she feels that staff is overworked and burdening them with additional requests is unnecessary. Council member Tollett said that he noticed the additional requests during budget time and that coupled with other things has caused this issue. Council member Gibson said there are varying ideas about what is important however when staff is overwhelmed that needs to be recognized.

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

Mr. Dalton said that recently a concern was expressed regarding a seemingly official social media account. He said that staff has been in touch with legal counsel and the Freedom of Information Act Council regarding this matter. Mr. Dalton said that currently the Town is not responsible for archiving the information on social media relative to any social media accounts maintained by Council members.

Mr. Kitselman said that his concern is with the Mayor's Facebook page and the potential of Council or the Town having a legal responsibility to archive the contents. Recorder Arnold said that he feels that it is the responsibility of the Town to archive the posts. Council member McDonald said that there may not be a right or wrong way to handle this issue however it is an issue that is being identified in other places of business as well.

Mr. Dalton said with the issues being raised, it may be prudent to consider the adoption of a social media policy. The members of Council agreed and asked that staff provide a report at its June meeting regarding social media.

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

Ms. Moreland reviewed her staff report. Ms. Moreland said that within the report is a motion to add language to the Procurement Policy regarding negotiations with the lowest responsible bidder based on §2.2 4318 of the VPPA. She asked if Council would like to address this tonight or move it to the next Budget & Finance Committee meeting. Members of the Budget & Finance Committee decided to include this item at their next committee meeting.

Council member Gibson moved that the Council of the Town of Berryville adopt the attached Ordinance setting the tax levies for tax year 2018 amending the Code of the Town of Berryville, Chapter 16 – Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of property. Council member Kitselman seconded the motion.

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

TOWN OF BERRYVILLE
TOWN COUNCIL
AN ORDINANCE SETTING TAX LEVIES FOR TAX YEAR 2018

BE IT ORDAINED, by the Council of the Town of Berryville, Virginia, that for the tax year 2018 there is hereby levied:

- (1) A tax of \$.19 per \$100 assessed valuation on all real estate located within the Town of Berryville, such levy being also applicable to the real estate and tangible personal property of public service corporations;
- (2) A tax rate of \$1.25 per \$100 assessed valuation on all taxable, tangible personal property, except machinery and tools, located in the Town of Berryville;

(3) A tax rate of \$1.30 per \$100 assessed valuation on tangible machinery and tools located in the Town of Berryville.

All tax levies shall be due and payable pursuant to the Code of the Town of Berryville, Chapter 16, Article I, Section 16-3.

SIGNED: _____ Date: April 10, 2018
Patricia Dickinson, Mayor

ATTEST: _____ Date: April 10, 2018
Harry Lee Arnold, Jr., Recorder

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Council member Gibson made the motion that the Council of the Town of Berryville adopt the attached Resolution providing for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for the tax year 2018.

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

Town of Berryville
Resolution
To Provide for the Implementation of the 2004-2005
Changes to the Personal Property Tax Relief Act of 1998
For the Tax Year 2018

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code § 58.1-3523 *et seq.* (“PPTRA”), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 505) and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly, being the 2005 revisions to the 2004-2006 Appropriations Act (“the 2005 Appropriations Act”); and

WHEREAS, the legislative enactments require the Town to take affirmative steps to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

WHEREAS, these legislative enactments provide for the Town of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to local personal property tax on such vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Berryville in accordance with the requirements set forth in Va. Code § 58.1-3524(C) (2) and § 58.1-3912(E), as amended by Chapter 1 of the 2005 Acts of Assembly (2004 Special Session 1) and as set forth in Item 503 of the 2005 Appropriations Act, that any qualifying vehicle having situs within the Town during the tax year which begins on January 1, 2018, shall receive personal property tax relief in the following manner:

1. Personal use vehicles valued at less than \$1,000 will be eligible of 100 percentage of tax relief set by the Town Council during its annual budget deliberations.
2. Personal use vehicles valued between \$1,001 and \$20,000 will be eligible for 70 percentage of tax relief set by the Town Council during its annual budget deliberations.
3. Personal use vehicles valued at \$20,001 or more will be eligible for 70 percentage of tax relief on the first \$20,000 of assessed value set by the Town Council during its annual budget deliberations.
4. All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for personal property tax relief under PPTRA.

PASSED THIS 10th DAY OF APRIL 2018.

Patricia Dickinson, Mayor

ATTEST:

Harry L. Arnold, Jr., Recorder

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By consensus, the Council set a public hearing on the budget for the May 10, 2018, meeting.

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

Council member McDonald said that Community Improvements Committee met on March 26, 2018. She reviewed the items the committee has been discussing including lighting at Rixey Moore Parking Lot, electric vehicle charging stations, Tree Board planting and a pollinator project.

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

Council member Tollett said the Police and Security Committee met on March 22, 2018.

Council member Tollett reviewed the repeal of section 13-30 from Chapter 13 of the Town Code. **Council member Tollett motioned that the Council of the Town of Berryville repeal Chapter 13, Section 13-30 of the Berryville Code regarding open storage of inoperative vehicles in certain zoning districts, seconded by Council member Gibson.**

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

Council member Tollett said that Chapter 8 – Garbage and Refuse is still under review.

Council member Tollett said that the Police & Security Committee had discussed the idea of revising the Town Charter specifically looking at Mayor Dickinson’s request to change section 3.13, revising the section to allow Council to take one month off a year if necessary. Mr. Dalton said there has also been discussion about the definition of Recorder. Mr. Dalton said the last time the charter was revised was in 1994. He reviewed a recommended schedule that would begin immediately with review by staff, then legal counsel with completion by Council in November 2018. Mayor Dickinson noted her reason for wanting to revise the charter to allow for Council to take a month off if needed. Mayor Dickinson asked if there were any

objections to staff moving forward with the schedule, there being none, she asked that members of Council review the Charter and forward any recommendations to staff as soon as possible.

Council member Tollett said the next meeting of the Police & Security Committee is April 26, 2018 at 9 AM.

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

Mayor Dickinson asked for members to please review the minutes of the most recent Street and Utilities Committee meeting. Mr. Dalton said that VDOT will be at the next committee meeting on April 24th to discuss Smart Scale projects. Mr. Dalton said that the Town is asking the public to voluntarily conserve water at this time due to the upcoming reservoir project. He said that project is scheduled to begin immediately.

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

No report

16. Other

Mr. Dalton confirmed the Committee meeting schedule as follows:

Community Improvements: April 23, 2018 @ 7:00 p.m.

Budget and Finance: April 24, 2018 @ 2:00 p.m.

Police and Security: April 26, 2018 @ 9:00 a.m.

Streets and Utilities: April 24, 2018 @ 12:00 p.m.

17. Adjourn

There being no other business, upon motion of Council member Kitselman, seconded by Council member Tollett, the meeting was adjourned at 9:28 p.m.

Harry Lee Arnold, Jr., Recorder

Mia L. Jackson, Town Clerk

Approved by Town Council May 8, 2018

MINUTES
BERRYVILLE TOWN COUNCIL
BUDGET & FINANCE COMMITTEE
Berryville-Clarke County Government Center
Tuesday, April 24, 2018
2:00 p.m.

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

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

Others: Donna McDonald, Diane Harrison

1. Call to Order
Chair Gibson called the meeting to order at 2:03 p.m.
2. Approval of Agenda
The agenda was approved as presented.
3. Discussion – Budget Contingency Policy
Chair Gibson reviewed the Budget Contingency Policy. She said the committee and staff will consider how to package this policy and future Council policies so they are accessible to Council, staff and the public.

The committee recommended that the Budget Contingency Policy be forwarded to Council for approval at the May 2018 Council meeting.
4. Discussion – Proposed amendment to Procurement Policy
Ms. Moreland reviewed the proposed amendment to the procurement policy related to negotiations with lowest responsible bidder.

The committee recommended the amendment be added to the procurement policy and go to full Council at the May 2018 Council meeting.
5. Discussion – Procurement Policy Implementation / Next Steps
Ms. Moreland said that several staff members had attended a procurement training in Arlington, VA regarding the Virginia Public Procurement Act. She said that since the training, staff has conducted an in-house training for department heads regarding the Town's procurement policy adopted by Council in February. She noted that the next step is for department heads to train their staff.
6. Closed Session – No Closed Session Scheduled
7. Other
Chair Gibson discussed the proposed software represented in the budget. Chair Gibson said that she feels that the software will be a useful tool for Council and staff. Ms. Moreland said that she will continue to have conversations with other localities that are currently using the software and proceed once the software is fully vetted.

Approved by Town Council May 8, 2018

Chair Gibson thanked Ms. Moreland and the finance staff for their hard work in putting together the draft fiscal year 2019 operating budget & capital improvement program FY 2019 – 2023. Chair Gibson and the committee recognized the tremendous amount of time and effort that was spent creating the document and they are pleased with how it turned out.

8. Adjourn

There being no further business, the meeting was adjourned at 2:38 p.m.

Approved by Town Council May 8, 2018

BERRYVILLE TOWN COUNCIL COMMUNITY IMPROVEMENTS
Berryville-Clarke County Government Center
MINUTES
April 24, 2018

A meeting of the Berryville Town Council Community Improvements Committee was held on Monday, April 24, 2018 at 7:00pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of the Committee present: Donna McDonald, Chair; Allen Kitselman

Staff present: Keith Dalton, Town Manager, Christy Dunkle, Assistant Town Manager/Planner

Chair McDonald called the meeting to order at 7:00pm.

Approval of Agenda

Mr. Kitselman made the motion to approve the agenda as presented.

Discussion – Lighting at Rixey Moore Parking Lot

Mr. Dalton updated Committee members on the installation of lighting and electricity. He noted that in order to have power available by opening day of the Clarke County Farmers’ Market, he will have a pedestal with a junction box installed at the east end of the parking lot. He added that after receiving three bids, he anticipates that the work will be completed by the end of the current week, weather permitting. He said this will allow staff time to research lighting standards for the parking lot with input from the Architectural Review Board and Community Improvement Committee members. Mr. Dalton said that current lighting in the parking lot provides safe access to the area. He said he would keep Committee members updated on proposed light fixtures and pole specifications as staff researches the project. There was a discussion about Kelvin temperature and how it relates to the color of the lighting and electric vehicle charging units at Rixey Moore Parking lot.

Discussion – Tesla/Clipper Creek Charging Stations

Ms. Dunkle said that a discussion occurred at the Government Center Building Committee meeting about the installation of charging stations at the Government Center. The question of costs was discussed and Mr. Tyrrell completed a load letter as requested by Rappahannock Electric Cooperative in order to determine operational costs. She said that she has forwarded that information to REC and will submit a work order by the end of the week to continue the process. She added that the County receives an energy rebate for power not used to its full capacity in the building and said that might be an option for paying for the power. Ms. McDonald recommended the installation of parking meters at the charging stations. Mr. Dalton said that staff would create a plan to move forward in a phased approach on both projects.

Approved by Town Council May 8, 2018

Other

Chair McDonald discussed the playground upgrades over the next few years. Mr. Dalton said that staff will begin the process for a park master plan in the next FY which will identify utilities, plantings, and other facilities. He said this will be used to plan future areas (e.g., playground expansion) in Rose Hill Park.

Mr. Dalton said that he was meeting with a company that does adaptive reuse projects at the Livery on Wednesday.

There being no further discussion, Chair McDonald adjourned the meeting at 7:30pm.

Approved by Town Council May 8, 2018

MINUTES
BERRYVILLE TOWN COUNCIL
POLICE AND SECURITY COMMITTEE
Berryville-Clarke County Government Center
April 26, 2018
9:00 a.m.

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

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

Press: None

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 reviewed his departmental report. Chief White said that E-citation implementation is expected by end of May or beginning of June.
4. Discussion – Berryville Code Review – Chapter 11 - Noise
After review and input from other localities, Chief White recommended that Chapter 11 remain as is. Chief White said he is waiting to hear back from the Chief of Police of Christiansburg whose locality has conducted a comprehensive assessment to include information regarding decibel levels. He said he will bring that study and recommendations for Chapter 11 to the committee in July.
5. Discussion – Berryville Code Review – Chapter 20 – Demonstrations and Parades
Chief White discussed Berryville Code Chapter 20 – Assemblies, Demonstrations, and Parades. Chief White said one of the key components of Chapter 20 is the number of individuals that constitute an assembly or demonstration. Chief White said the current number is ten (10) which is the standard throughout the state. Chief White said that as the chapter relates to permitting there are several departments involved when a permit is issued and he would like to see the code updated and the process streamlined among departments.

The committee agreed to review the memo Chief White provided regarding Chapter 20 and provide feedback to help determine how to move forward.
6. Discussion – Berryville Code Review – Chapter 8 – Garbage and Refuse
Mr. Dalton reviewed version 2.0 of the code with updates as well as the draft Garbage and Refuse policy. Mr. Dalton noted Version 2.0 was developed with the goal of keeping the Berryville Code brief and the policy more specific. Mr. Dalton reviewed the attached appendices within the policy that would address how refuse is to be packaged, number of

toters per family or business, cost of toters, collection routes and schedules, and service area. Mr. Dalton noted the importance of the code and the policy being congruent.

Mr. Dalton said there is the option of issuing stickers for toters identifying whose toter belongs to whom that has been discussed with Republic Services. He said the stickers would be important for auditing purposes.

The committee discussed the schedule for the code and policy to be reviewed and presented to Council. Mayor Dickinson said that she would like to see the code and policy presented at the August Council meeting for possible approval and move forward from there. The committee discussed the price of the toters. Chair Tollett said the toter fee would be dependent on what the toter cost the Town. Mayor Dickinson said she would like for the applicable businesses who receive trash service from the Town to receive notice that in the future the Town will no longer be providing refuse and recyclable removal and they will need to begin to look at other options. Mr. Dalton said the treasurer would need to be a part of the discussions regarding the administrative details of the policy in regards to pricing and billing.

The committee recommended that staff draft the review schedule for the code and policy as well as the following recommendations; households will receive one toter capping toters at three (3) for both residential and business, additional toters issued would incur a fee (price to be determined by how much the toter cost the Town rounded to the nearest dollar), no limit on recyclable bins with the option of having a 65 gallon recyclable bin available to residents and businesses.

7. Closed Session

No Closed Session Scheduled

8. Other

The Committee set its next meeting on 24 May 2018 at 9:00 am.

9. Adjourn

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

Approved by Town Council May 8, 2018

MINUTES
BERRYVILLE TOWN COUNCIL
STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
Tuesday, April 24, 2018
12:00 p.m.

Committee Members: Present: Patricia Dickinson, Chair; David Tollett

Staff: Keith Dalton, Town Manager; Dave Tyrell, Director of Public Utilities; Christy Dunkle, Town Planner; Mia L. Jackson, Town Clerk

Press: None

Other: Harry Lee Arnold, Jr., Dennis & Elizabeth Couture, Diane Harrison, Stanley Kerns

1. Call to Order
Chair Dickinson called the meeting to order at 12:02 p.m.
2. Approval of Agenda
The agenda was approved as presented.
3. Discussion – Smart Scale Projects
Terry Short from VDOT presented information about the Smart Scale Program, East Main Improvement Project, and Route 340 concerns.

Mr. Short said there are five factors that determine the Smart Scale score. He noted the pre-application window is open until June and applications are due by August. Mr. Short said VDOT is currently coordinating with Town staff regarding the Smart Scale application submission.

Mr. Short reviewed the proposed East Main improvement project, sections 1 and 2, from railroad tracks to Jack Enders Blvd. Mr. Short noted that section 1 would construct curb and gutter, storm sewer and lane widening along both sides of East Main Street, constructing a 5' sidewalk along the north side of East Main Street. He said section 2 would include construction of curb and gutter, storm sewer and lane widening along both sides of East Main Street and construction of a 5' sidewalk with buffer strips along both sides of the road. The committee noted that elimination of sidewalk on one side of section 2 should be considered to reduce cost and improve the Town's chances of getting this project approved. Mr. Short stated that the Smart Scale program does not require matching funds.

Mr. Short answered the committee's questions regarding traffic calming on Route 340. Mr. Short said the first item would be to determine if there is a need for traffic calming. Mayor Dickinson shared information on the neighborhood traffic calming program. She said following the programs process the next step would be to conduct a traffic calming study and Mr. Short agreed. Mr. Short noted that if a speed issue is not identified based off of data then no adjustments would be made by VDOT.

The committee recommended that staff submit pre-applications for sections 1 and 2 by June , removing the sidewalk on the south side in section 2.

4. Discussion – Traffic Issues / Speed Limit Signage

Mr. Dalton reviewed Mr. & Mrs. Couture’s request for Town approval for the installation of a radar speed sign on the South Buckmarsh (US 340) right-of-way. Mrs. Couture said that VDOT will install and maintain the speed sign. Mayor Dickinson said that she would like to see a sign going each way on South Buckmarsh (US 340). Committee and staff discussed the options of signs (including expenses) at each ends of Town as well as the possibility and cost of adding a data collecting monitor on the back of each sign.

Staff will get clarification from VDOT on their position related to installation and maintenance of the speed signs and will bring a proposal to the committee at the meeting in May.

5. Discussion – Water service extensions outside of the Town’s corporate limits

Mr. Dalton reviewed the position the Town has previously taken in regards to water service extensions outside of the Town’s corporate limits. Mr. Dalton said that Council will not consider out of town connections unless first approved by the Clarke County Board of Supervisors. Mr. Dalton noted that it would be important to take a comprehensive approach when considering water service extensions.

6. Discussion – Water Projects

Mr. Dalton reviewed the attached memo dated February 15, 2018 concerning water fund projects for fiscal year 2022. Mr. Dalton noted that the memo was put together for Council to review and discuss looking forward to 2022.

Mr. Dalton reviewed the meter replacement project. Mr. Dalton said that the current meters are reaching the end of their service life and would be replaced with newer technology. He said this would allow for less man hours spent reading meters, a reduction in cost and the possibility of more available options in regards to meter reading. He said that the meter replacement project is currently under discussion as in-house project and would not be put out for bid.

Mr. Dalton reviewed future water treatment plant projects.

Mr. Dalton discussed if Council wanted to complete wholesale replacement of utilities on Main Street, Buckmarsh or both. He said that any work there would need to be done in conjunction with VDOT paving to save on pavement restoration.

7. Closed Session – No closed session scheduled

8. Other

Approved by Town Council May 8, 2018

9. Adjourn

There being no further business, the committee adjourned at 1:55 p.m.

Memorandum

Date: 15 February 2018
To: Town Council
From: Keith R. Dalton, Town Manager
Cc: Department Heads
Mia Jackson, Town Clerk

Subject: Water Fund Projects Fiscal Year 2022 / Borrowing

During the course of the last year, I have been giving thought to how the Town should approach water projects that need to be done. Last year's iteration of the CIP blocked several water treatment plant projects in FY22. As that was being developed, I began to consider funding for this work. My thinking at this point is that the Council should consider borrowing the funds to complete several water related projects (we have some reserves that can be brought bear but not enough). The annual debt service would have to be addressed in water rates.

This somewhat informal document (and the project list below) is a working document and does not represent any sort of final recommendation. This memo is intended to inform Council and continue an important conversation about utility improvements and utility rates.

PROJECTS

Water Distribution System Upgrades \$615,000

Public Works Department

These funds would be utilized to complete water distribution system upgrades during the subject fiscal year.

Projects under consideration are:

- 1) Water main and lateral replacement on Josephine Street \$330,000
Josephine Street is making its way up the list for streets that need to be paved. The Council will have to decide whether they want this project (proposed in engineering analysis in 1989) completed prior to paving. The planned project would replace the 4" main with a 12" main (this is already been extended some 400' into Josephine Street from Church Street). The project would eliminate two dead ends (by extending the main under the RR tracks) and would serve to connect the loop line to the main on South Church.

There are alternatives to the full project that staff would be like to discuss with Council.

It is important to note that the updated hydraulic model of the water system will aid staff and the council in evaluating this project. In fact, I am considering seeking authorization to complete that project in the near future (we are in the process of updating our system map (I am meeting with Rick today) and with that in hand, our engineer should be able to do this pretty quickly). I will write to you on that matter soon.

- 2) Water main and lateral replacement on Bel Voi Drive \$135,000
Bel Voi Drive is making its way up the list for streets that need to be paved. Staff is of the opinion that this main should be replaced because it is undersized and is approaching the end of its useful/dependable life. The 4' main would be replaced with an 8" main. It is important to note that the biggest challenge of this project will be found where the main extends between two houses near the end of the cul de sac.

- 3) Yet to be determined water distribution projects \$150,000

Meter Replacement **\$400,000**

Public Works Department

The Public Works Department reports that majority of the Town's water meters are approaching 20 years in age. While industry standards regarding meter replacement intervals vary, Mr. Boor recommends that the replacement should occur near the 20 year mark. As the meters age, they tend to miss usage or fail completely and provide no reading.

The meters that would be replaced are "touch read meters". The new meters would be "radio read meters". With radio read meters in place, the Town will have reading options available currently not available. These meter reading options will allow the Town to greatly reduce the cost of meter reading and may open the door to a great deal more real time monitoring options.

Filter Maintenance and pump replacement **\$530,000**

Public Utilities Department

The Water Treatment Plant utilizes two mixed media filters to treat the Town's potable water. The filters were installed when the Water Treatment Plant was constructed in 1984. The media was replaced approximately 15 years ago. The flocculators were upgraded approximately 8 years ago. The air scour equipment, underdrains, and settling tubes are original.

This project would include the following work on the Water Treatment Plant Filters: media replacement, air scour and underdrain repair/replacement, settling tubes replacement, and coating of the interior of the filter tankage.

Then each of the two filters are taken out of service, the media will be removed and necessary part replacement and filter repair will be completed. After that work has been completed the media will be replaced and upgraded filter will be placed in service allowing the second filter to be upgraded in the same fashion.

Various pumps (original from 1984) would be replaced at this time.

Pre-sedimentation Basin Repair \$200,000

Public Utilities

The Water Treatment Plant utilizes two Pre-sedimentation basins to treat the Town's potable water. Water is pumped from the river into these basins where silt and the like settle from the water prior to being pumped into the next phase of the treatment process. These tanks were constructed with the WTP in 1984.

Both tanks have developed leaks are require repair and maintenance

The repair will be accomplished by that application of a coating on the interior of the tanks.

Water Treatment Plant Building Upgrades \$80,000

Public Utilities

This item would provide for roof replacement and replacement of insulation as needed.

Total cost of enumerated projects is \$1,825,000.

We also need to be discussing whether the Council wants to complete wholesale replacement of utilities in either Main Street or Buckmarsh Street or both. Any work there should be done in conjunction with VDOT paving to save on pavement restoration. Buckmarsh Street was last paved in October 2015 and will likely be on an 8-10 year paving cycle (next paving should be in 2023-2025). Main Street was last paved in June 2014 and will likely on a 10-12 year paving cycle (next paving should in 2024-2026). Staff does not have estimates for this work but will develop them if needed.

With all of this said, we need to determine what is to be done (and what will not be done), when it will be done, and how it will be funded.

As for borrowing, I think we would be looking at two options USDA/RDA or VML/VACO Financing. USDA/RDA generally provides a good rate and loans can be amortized out 40 years but there are a good many hoops to jump through. VML/VACO Financing would likely provide a better rate and less red tape. The downside of this option is that the loan would be amortized out 20 years. With all of that said, the life of the water lines will exceed 40 years but the life of the plant work will likely be less than 40 years. Further new water regulations will be heading down the pike and we will have to do additional work on the system. Accordingly, my sense of the matter is that 20 years would be where we would want to be.

I would like to discuss these issues in detail with Council. Let me know when you would like to do so.