

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**June 12, 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; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; Neal White, Chief of Police; Dave Tyrell, Director of Public Utilities; Mia L. Jackson, Town Clerk

**Press:** None

1. Call to Order  
Mayor Dickinson called the meeting to order at 7:31 p.m.
2. Pledge of Allegiance
3. Approval of Agenda  
**On motion of Council member McDonald, seconded by Council member Kitselman, the amended agenda was approved unanimously.**
4. Public Hearing  
No hearings scheduled
5. Citizens' Forum  
Mayor Dickinson recognized Liz Couture, Berryville resident. Ms. Couture asked for participation in VDOT's Neighborhood Traffic Calming Program for South Buckmarsh Street. Ms. Couture submitted a letter from her neighbors who are in support of the program.  
  
Mayor Dickinson recognized Dennis Couture, Berryville resident. Mr. Couture said that he is in support of traffic calming efforts on South Buckmarsh.  
  
Mayor Dickinson recognized Cindy Hoffmann, healthcare executive. Ms. Hoffmann would like to work with the town regarding traffic safety in downtown Berryville. Ms. Hoffman said she witnessed an accident on Main Street and would like to work with the Town to enhance the safety of Main Street. Mayor Dickinson said that either Streets & Utilities or Police & Security will be discussing the recent accident that occurred in downtown Berryville.
6. Consent Agenda  
**The Consent Agenda was approved on motion of Council member Tollett, seconded by Council member Kitselman. The items on the Consent Agenda were:**  
**Minutes of Regular Meeting – 05/08/18**  
**Minutes of Called Meeting – 05/25/2018**

**Minutes of Streets & Utilities Committee Meeting – 05/22/18**

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

**Nay: None**

**Abstain: Dickinson**

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson thanked the participants and patrons of the Memorial Day celebration held in the park. Mayor Dickinson thanked staff for all of their hard work in the park. Mayor Dickinson stated that she would like to give special recognition to the World War I Centennial committee members who led the planning efforts for the Memorial Day celebration. Mayor Dickinson reminded everyone about the 4<sup>th</sup> of July celebration. Mayor Dickinson reminded everyone that July 14<sup>th</sup> is Lloyd Williams Day and is a part of the World War I Centennial commemoration beginning at 10 AM with a procession at 11:30 AM.

Mayor Dickinson thanked everyone who came to the reception held prior to the Council meeting and thanked the outgoing Council members for their service and welcomed the new and re-elected Council members that will begin their term July 1, 2018.

Mayor Dickinson reviewed the World War I Centennial committee's request to Town Council asking if Town Council would agree to sponsor the event by providing insurance. Council member McDonald asked if there would be any additional costs to the Town for this event. Mr. Dalton said that staff has been in touch with the insurance provider and there would not be any additional cost for the Town to sponsor the event. Mr. Dalton noted that the food vendors would be required to name the Town of Berryville as an also insured on a certificate of insurance. **Council member Kitselman moved that the Council of the Town of Berryville agree to sponsor the World War I Commemorative event to include the Lloyd Williams Day Parade and continued celebration in Rose Hill Park on July 14, 2018. Recorder Arnold seconded the motion.**

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

**Nay: None**

**Abstain: Dickinson**

8. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold asked for an update regarding the Town's informational brochure. Mr. Dalton said that staff will provide a draft in July.

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

Ms. Dunkle reviewed her staff report included in the agenda packet.

**Council member Gibson moved that the Council of the Town of Berryville approve the attached resolution establishing an Urban Development Area for the Town of Berryville in accordance with Code of Virginia requirements. Council member Kitselman seconded the motion.**

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

**Nay: None**

**Abstain: Dickinson**

**RESOLUTION**

**URBAN DEVELOPMENT AREAS (UDAs)**

- WHEREAS, §15.2-2223.1 of the Code of Virginia, referred to herein as the Urban Development Areas (UDA) law, states that any locality may amend its comprehensive plan to incorporate one or more UDA; and
- WHEREAS, “urban development areas” are defined as areas that are appropriate for higher density development as defined in the statute and incorporate principles of traditional neighborhood development (TND), which may include, but are not limited to, mixed-use neighborhoods, mixed housing types, pedestrian-friendly road design, street connectivity, reduction of subdivision street widths and turning radii at subdivision street intersections, reduction of front and side yard building setbacks, and preservation of natural areas; and
- WHEREAS, in order to fulfill this requirement, localities that meet the criteria must either amend their comprehensive plans to incorporate urban development areas or adopt a resolution certifying that the comprehensive plan accommodates growth in a manner consistent with the UDA law; and
- WHEREAS, the proposed UDA designated boundary for the Town of Berryville, as illustrated in Exhibit 1, is consistent with the intent of Virginia Code §15.2-2223.1; and
- WHEREAS, the Town of Berryville’s approved 2005 Comprehensive Plan is also consistent with the intent of Virginia Code §15.2-2223.1, by promoting the concepts and ideas of traditional neighborhood development (TND) and design principles set forth in the UDA law and referenced above; and
- WHEREAS, the approved 2005 Comprehensive Plan specifically references in its goals and objectives under land use, transportation, environment, economic

development, and urban design, as included in Exhibit 2, illustrate that the Town currently meets the intent of Virginia Code §15.2-2223.1; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Berryville, Virginia, hereby certifies that the approved 2005 Comprehensive Plan, accommodates growth in a manner consistent with the provisions set forth in Section 15.2-2223.1 of the Code of Virginia and meets the requirements of traditional neighborhood development (TND) through the proposed UDA boundary.

Exhibit 1: Proposed Town of Berryville UDA Boundary

Exhibit 2: Examples of 2005 Comprehensive Plan Consistency with the Intent of UDAs

By Order of the Council of the Town of Berryville on this the twelfth day of June, 2018.

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Patricia Dickinson, Mayor

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Harry Lee Arnold, Jr., Recorder

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**Council member Gibson moved that the Council of the Town of Berryville approve the reduction of public improvement bonds for the Berryville Glen Subdivision to \$76,452.00. Council member Kitselman seconded the motion.**

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

**Nay: None**

**Abstain: Dickinson**

10. Report of Keith Dalton, Town Manager

Mr. Dalton explained the reason for the closed session to discuss how to proceed with lease negotiations specific to the Northwest elevated water tank. He said that AT&T is interested in amending the current lease.

Mr. Dalton reviewed the contract terms between the Town and Republic Services for refuse and recycling services. Mr. Dalton said that Republic Services and the Town have a good working relationship and they often go above and beyond expectations. Mr. Dalton said staff is looking to exercise the second of its permissible one year extensions for a 2.21 increase from Republic Services. He said the contract would be rebid in the spring of 2020. **Recorder Arnold moved that the Council of the Town of Berryville approve a one-year extension to the Garbage and Refuse Collection/Disposal and Curbside Recycling Collection Services Contract with Republic Services which would extend the contract in question from July 1, 2018 to June 31, 2019 and further**

**move that the Council authorize the Town Manager to execute any and all instruments required for this one-year contract extension. Council member Kitselman seconded the motion.** Mayor Dickinson asked if the code revisions will affect the current contract. Mr. Dalton said staff is not in a position to make changes to the contract as the code changes are being reviewed.

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

**Nay: None**

**Abstain: Dickinson**

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

**Council member Gibson moved that the Council of the Town of Berryville adopt the proposed Budget for Fiscal Year 2018-2019, an approved copy of which shall be incorporated into and become part of the Official Minutes of this meeting, and further, that all funds as set forth in the approved budget shall hereby be appropriated for Fiscal Year 2018-2019. Council member McDonald seconded the motion.**

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

**Nay: None**

**Abstain: Dickinson**

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Council member Gibson said there will not be a Budget & Finance Committee meeting in June.

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

Council member McDonald said there will not be a committee meeting in June.

13. Report of David Tollett – Police and Security Committee

Council member Tollett said there will not be a committee meeting in June.

Chief White said that an informational meeting is being held regarding the EMS billing system tomorrow night at 6pm at John H. Enders Fire Company.

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

Mayor Dickinson directed attention to the VDOT Neighborhood Traffic Calming Program concerning South Buckmarsh and the need for approval by Town Council to be able to move to step two of the program. Mayor Dickinson said that she spoke to Ed Carter at VDOT and he suggested that the Town move forward with the request. Council member Gibson asked who is on the task force. Mayor Dickinson asked Ms. Couture to please come to the podium as a representative of the task force. Ms. Couture said that she believes that twenty five families have signed a petition and they have ten or eleven representatives on the task force. Council member Kitselman suggested including planning department staff in the discussions. Mayor Dickinson said it is not a requirement of the program to have planning staff included in the discussion but it is a best practice. Council member Gibson asked if the ten members of the task force could be identified. Council member Gibson also asked what the ultimate goal of the task force is. Mr. Couture said they would like to see installation of speed signs, a plan developed for entry monumentation, and installation of a speed monitor.

Council member Gibson asked staff for their thoughts on the traffic calming guide. Ms. Dunkle referenced staff's report that outlined some of the considerations from staff when looking at the program. Council member Gibson noted that some of the options in the guide could possibly increase noise. She said she also had a concern regarding the additional costs to the Town. Mr. Dalton said the goal of staff is to continue to work with VDOT and to address all areas of concern throughout Town. Recorder Arnold asked if all streets in Town qualify to participate in the program. Mayor Dickinson said that only VDOT maintained streets qualify. Council member McDonald asked about the number of speeding tickets issued on South Buckmarsh. Chief White said approximately forty speeding tickets are issued in a six month period by rough calculation. Council member McDonald inquired about the cost of the program to the Town, including staff time. Mayor Dickinson said that may be a question for after the design is proposed. Ms. Couture said that funding is 80 / 20, 80% would be absorbed by VDOT and 20% would be the Town. Ms. Dunkle noted that communication and information sharing with Town staff regarding the program is extremely helpful to all involved. Council member McDonald said that her concern is what the cost will ultimately be for the Town and that Council is focusing on one section of Town. Council member Kitselman said that East Main is as important as South Buckmarsh and in his view this should be a parallel path. **Council member Kitselman moved that the Council of the Town of Berryville approve moving to step two of the traffic calming neighborhood guide which consists of a traffic study paid for by VDOT. Recorder Arnold seconded the motion.** Recorder Arnold asked that any documents that are available be forwarded to Council so that Council can make an informed decision. Council member McDonald and Recorder Arnold said that this discussion needs to happen at Council level as opposed to committee level.

**Aye: Kitselman, Gibson, Tollett, Arnold**

**Nay: McDonald**

**Abstain: Dickinson**

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Chief White presented the radar feedback signs document that was reviewed at the May meeting of the Streets & Utilities Committee. He said that the parameters for the proposed signs are as follows: affixed to an existing pole with an option to be moved; display size between 11 and 13 inches in height (federal highway systems compliant); ability to collect traffic data; and solar powered. Chief White's recommendation is the Traffic Logix sign based on price and comparable features. Mayor Dickinson said that Streets & Utilities committee recommends putting a sign in both directions on South Buckmarsh and one headed into Town on East Main off of the Route 7 bypass. Recorder Arnold said that he thought it would be more useful to install a sign coming in to Town as opposed to going out of Town on South Buckmarsh. Mr. Dalton said the signs are a budgeted item and that the location of the signs could be decided after confirmation of how many signs could be purchased and confirmation of the parameters for the signs.

Mr. Tyrell, Public Utilities Director, reviewed the Ground Reservoir project report. Mr. Tyrell noted that there have been a few issues discovered before returning the tank to service, mainly corrosion. Suez representative, Brad Brown, said a scope of work would be able to be provided by Tuesday, June 19, 2018. Mr. Dalton said there is a need for discussion regarding all three tanks and the cost of repair. Mr. Dalton said Penonni could be brought in if Council would like to

have a second look at cost of the project. Mr. Dalton suggested that Council adjourn to a specific date to continue this discussion, specifically June 22, 2018 at 10 a.m. in the Main meeting room. Council agreed to this date and time.

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

Recorder Arnold said there are spots available on the Berryville Area Development Authority, Berryville Zoning Appeals, and Tree Board. Recorder Arnold said the next Personnel committee meeting will be held July 11, 2018 at 9:00 AM.

Recorder Arnold noted the Social Media Policy would be discussed at the Personnel Committee. Mr. Dalton asked that staff be given direction regarding the archiving of any official social media sites. Mr. Dalton noted that the cost to the Town to contract with a company to provide archiving services would be roughly \$2,500.00 annually. Mr. Dalton said currently there are no official social media sites for the Town of Berryville with a Town employee as administrator. He said Mayor Dickinson operates a Facebook page that discusses Town business and uses her Town email as her contact. He said the town attorney has given the opinion that if a Council member is discussing Town business on his or her social media site it becomes the responsibility of the Town to archive the posts.

16. Other

Mr. Dalton confirmed the Committee meeting schedule as follows:

Personnel: July 11, 2018 @ 09:00 a.m.

17. Closed Session

**On motion of Council Member Gibson, the Berryville Town Council entered closed session in accordance with §2.2-3711-A-3, Code of Virginia, for discussion or consideration of the disposition of publicly held real property. Council member Kitselman seconded the motion.**

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

**Nay: None**

**Abstain: None**

Reconvene

At 10:05 p.m., the members of the Town Council being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened. **On motion of Recorder McDonald, the Council of the Town of Berryville adopted the following resolution certifying it convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provision of The Virginia Freedom of Information Act. Council Member Kitselman seconded the motion with a roll call vote as follows:**

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

**Nay: None**

**Abstain: None**

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Council of the Town of Berryville, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Council that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

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Harry Lee Arnold, Jr., Recorder

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18. Adjourn  
**There being no other business, upon motion of Council member Kitselman, the meeting was temporarily adjourned at 10:10 p.m. until June 22, 2018 at 10:00 a.m.**

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Harry Lee Arnold, Jr., Recorder

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Mia L. Jackson, Town Clerk

**MINUTES  
BERRYVILLE TOWN COUNCIL  
Berryville-Clarke County Government Center  
Continued Meeting  
June 22, 2018  
10:00 a.m.**

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

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; Dave Tyrell, Director of Public Utilities; Mia L. Jackson, Town Clerk

**Press:** None

1. Call to Order  
Mayor Dickinson called the meeting to order at 10:03 a.m.
  
2. Approval of Remote Participation  
**Council member McDonald moved that the Council of the Town of Berryville approve remote participation via telephone by Council member Erecka Gibson at this meeting because of her travel requirements. Council member Kitselman seconded the motion.**  
**Aye: Kitselman, McDonald, Tollett, Arnold**  
**Nay: None**  
**Abstain: Dickinson**
  
3. Discussion – Resolution of Support – East Main Street SMARTSCALE Project  
Ms. Dunkle reviewed the additional requirement for the SMART Scale application submission of a resolution of support by the governing body. **Recorder Arnold moved that the Council of the Town of Berryville approve the attached resolution of support for two SMART Scale applications for pedestrian and infrastructure improvements on East Main Street.**  
**Aye: Kitselman, McDonald, Gibson, Tollett, Arnold**  
**Nay: None**  
**Abstain: Dickinson**

RESOLUTION OF SUPPORT  
SMART Scale Applications

WHEREAS, The Council of the Town of Berryville adopted a Resolution establishing an Urban Development Area (UDA) at their June 12, 2018 meeting; and

WHEREAS, The Town of Berryville is submitting two SMART Scale applications for funding consideration for pedestrian and infrastructure upgrades for two sections of East Main Street from the Norfolk Southern Railroad tracks to Battletown Drive; and

NOW, THEREFORE, BE IT RESOLVED The Council of the Town of Berryville supports and endorses the SMART Scale applications.

By Order of the Council of the Town of Berryville on this the twenty-second day of June, 2018.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder

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4. Discussion – Ground Reservoir Project

Dave Tyrell reviewed the report received from Suez, contractor for the water tank restoration regarding suggested repair options. Suez representative, Brad Brown, reviewed the options for returning the tank to service. Mr. Brown highlighted two options. He said that option one is to build a new floor on top of the existing floor and coat the entire tank with an epoxy. Mr. Brown said option two, which represents the fastest return to service and the lowest cost, would include a more substantial high solid epoxy coating to the inside of the tank and patching holes with large steel plates instead of replacing the entire floor. Mr. Brown said after speaking with their engineer they are recommending the lower cost and fastest return to service option. He said that this solution would represent a 25 to 50 year fix. Mr. Brown noted that both options are permanent solutions and both options would have a one year warranty.

Mr. Dalton inquired about the schedule of the project and noted that the project is currently behind schedule.

Council member Kitselman said from a fire protection standpoint the tank would need to be filled as soon as possible. Mr. Dalton said that the Town is doing well managing events however there have not been any significant fire events where additional storage was needed.

Mayor Dickinson inquired as to how the condition of the tank would be known at the one year mark. Mr. Brown said that currently the Town is on a three year schedule for tank maintenance. Mr. Brown said that Suez will modify the current maintenance schedule and do an eleven month wash out warranty inspection with no additional charge to the Town.

Mayor Dickinson noted that the report states that Suez has uncovered 25% of the tank floor and what will it mean for pricing once they uncover the other 75%. Mr. Brown said that the contractor is basing its price on the representative sample and he does not anticipate an increase in price after uncovering the other 75% of the floor.

Recorder Arnold asked if Suez would consider offering a two year warranty as opposed to a one year warranty.

Council member Kitselman said that he would go with the patch and epoxy solution.

Mr. Dalton reviewed funding options with the Town Council. He recommended that the additional work required in this change order be paid for from water fund reserves. Mr. Dalton recommended that funds from the following reserve line items be utilized to pay for this change order:

Clearwell Expansion	\$ 108,000.00
WPT Inst / SCADA	\$ 113,000.00
Capital Reserve	\$ 59,800.00
Equipment Repair Reserve	<u>\$ 1,324.00</u>
	\$ 282,124.00

Mr. Dalton said he wanted to reiterate his recommendation to address water rates. Mayor Dickinson said that she would like to see a more strategic view on how to deal with the water improvements that are needed. Mr. Dalton stated that the study slated for FY19 should provide a more strategic view of the matter.

Mr. Kitselman asked for staff's recommendation. Mr. Tyrell said that he is comfortable with the less expensive repair. Mr. Dalton said the less expensive repair option is an appropriate expenditure based on the conversations he has had with Town staff and the contractor and their staff. He said the less expensive option will extend the life of an already solid tank by fifty years making it a viable choice. Council member Kitselman reiterated that he is comfortable with the less expensive option especially given that Council will be looking at the possibility of increasing water rates. **Council member Tollett moved that the Council of the Town of Berryville authorize contract modifications to allow for repairs provided by Suez in accordance with Cooperative Procurement City of Manassas RFP # 16P007, Item 11-Repairs, Page 13 and allowing the Town Manager to execute any documents thereto with Council choosing the less expensive option of repair and not the false bottom. Council member Kitselman seconded the motion.** Recorder Arnold would like to know if Suez could offer a two year warranty.

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

**Nay: None**

**Abstain: Dickinson**

5. Discussion – Work Session July 2, 2018

Mayor Dickinson said the organizational work session Town Council meeting is scheduled for July 2, 2018.

Mr. Dalton said he would like to add a discussion about the tanker taskforce to the July Council agenda.

Mr. Dalton asked that Council consider permanently archiving the audio recording of this meeting for historical purposes. He said staff will review the policy that addresses what is needed to have the recording archived and report back to Council at the July meeting.

6. Closed Session – No closed session scheduled

7. Adjourn

**There being no other business, upon motion of Council member Tollett, seconded by Council member Kitselman the meeting was adjourned 11:15 a.m.**

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Harry Lee Arnold, Jr., Recorder

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Mia L. Jackson, Town Clerk

**MINUTES  
BERRYVILLE TOWN COUNCIL  
Berryville-Clarke County Government Center  
Work Session  
July 2, 2018  
3:00 p.m.**

**Town Council:** Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Diane Harrison; Erecka Gibson; Kara C. Rodriguez

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

**Press:** None

1. Call to Order  
Mayor Dickinson called the meeting to order at 3:00 p.m.
  
2. Approval of Agenda  
**On motion of Council member McDonald, seconded by Council member Gibson, the amended agenda was approved unanimously.**  
**Aye: Harrison, McDonald, Gibson, Rodriguez, Arnold**  
**Nay: None**  
**Abstain: Dickinson**
  
3. Discussion – Budget Calendar  
Mayor Dickinson said she would like to come up with a schedule for Council where goals and objectives are ready for approval at December’s Council meeting. Council had a discussion on the feasibility of this request. Mayor Dickinson noted that it would not be an additional burden on staff however the Committees would need to begin working on their submissions earlier. Mayor Dickinson reviewed the following changes to the calendar: July through August committees would begin drafting their list of goals and objectives for review at September’s work session; in October Town staff would do the cost benefit and risk analysis; in November a consolidated list of goals and objectives would be presented; December, Council would finalize the goals and objectives for approval and submission to staff in January. Council agreed with this schedule.
  
4. Discussion – Committee Assignments  
Mayor Dickinson reviewed the following committee assignments:  
  
Budget & Finance – Erecka Gibson, **Chair**; Pat Dickinson; Kara Rodriguez  
Community Improvements – Donna McDonald, **Chair**; Kara Rodriguez  
Personnel – Jay Arnold, **Chair**; Pat Dickinson, Erecka Gibson  
Police & Security – Diane Harrison, **Chair**, Donna McDonald, Pat Dickinson (Transition)  
Streets & Utilities – Pat Dickinson, **Chair**; Diane Harrison

Council member McDonald asked to change committees. She said she would like to change to Police and Security Committee.

Council member Rodriguez and Mayor Dickinson proposed the idea of expanding the scope the Community Improvement Committee to include economic development. Council member Rodriguez said her vision of what the committee would address is focusing on economic development. Council member Rodriguez said there are new opportunities within the Town for economic development and new stakeholders to work in collaboration with. Mayor Dickinson said that she would like to see the committee look at addressing the abandoned and vacant properties within the Town including those that are private properties. She said she would like the committee to focus on managing and maintaining the communities within the Town. Council member Harrison said that there may be an issue in addressing the private properties within the Town from a legal standpoint. Council member Rodriguez said that she would provide to the Town Manager ideas for a new name for the Community Improvement Committee.

Council member McDonald asked Mayor Dickinson if they could go back and establish committee assignments. After discussion the following Committee assignments were agreed upon:

Budget & Finance – Erecka Gibson, **Chair**; Pat Dickinson; Kara Rodriguez  
Community Improvements – Kara Rodriguez, **Chair**; Donna McDonald, Diane Harrison  
Personnel – Jay Arnold, **Chair**; Pat Dickinson, Erecka Gibson  
Police & Security – Donna McDonald, **Chair**; Diane Harrison, Pat Dickinson (transition)  
Streets & Utilities – Diane Harrison, **Chair**; Pat Dickinson

Recorder Arnold proposed to change the name of the Police & Security Committee to Public Safety Committee. He also proposed Personnel Committee's name be changed to Personnel, Appointments & Policy Committee. Council agreed with the proposed name changes for the two committees.

Council member Harrison suggested that Christy Dunkle return as the liaison for the Northern Shenandoah Valley Regional Commission. Mayor Dickinson said that she will have a conversation with the planner. It was determined that Recorder Arnold will remain the liaison for Berryville Main Street and Council member McDonald will remain the liaison for the Barns of Rose Hill.

The Council discussed the schedule for the committee meetings. After discussion the following schedule was established for committee meetings:

Budget & Finance – 4<sup>th</sup> Thursday, 10:30 am  
Community Improvements – 4<sup>th</sup> Monday, 4:30 pm  
Personnel – 4<sup>th</sup> Tuesday, 9 am  
Public Safety – 4<sup>th</sup> Wednesday, 4:30 pm  
Streets & Utilities – 4<sup>th</sup> Tuesday, 10:30 am

Mr. Dalton asked if Council member McDonald would be able to have the Public Safety Committee at 4:00 pm instead of 4:30 pm.

5. Discussion – Town Council Operating Rules

Mayor Dickinson said that she would like to see the operating procedures for Council be compiled into a central area and distributed to Council. She asked if the Personnel, Appointments & Policy Committee would compile all operating procedures into one document for distribution to the entire Council. Recorder Arnold said that the committee would take that task on.

Council member McDonald asked about the informational brochure. Mr. Dalton said that a draft of the brochure will be presented at the Council meeting. Council member Gibson stressed the importance of having a unified answer that comes from Council in regards to the questions that are asked. Council discussed some of the differences between the informational brochure and the quarterly newsletter and the information that is provided between the two outlets.

6. Closed Session – No closed session scheduled

7. Adjourn

**There being no other business, upon motion of Council member Rodriguez, seconded by Council member McDonald, the meeting was adjourned 3:52 p.m.**

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Harry Lee Arnold, Jr., Recorder

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Mia L. Jackson, Town Clerk