

Personnel, Appointments, and Policy Committee

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

A/B Meeting Room

Regular Meeting

September 24, 2019

9:00 a.m.

1. Call to Order
2. Approval of Agenda
3. Unfinished Business
 - Council Policies
 - Employee Handbook Updates
 - Town Manager Performance Assessment
4. New Business
 - Appointments
 - Administration Intern Program
5. Other
6. Closed Session
7. Adjourn

Call to Order

Approval of Agenda

**Personnel, Appointments, and Policy Committee Agenda Item Report Summary
September 24, 2019**

Item Title

Council Policies

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

Voting Policy

In the early part of this year the Council discussed a proposed voting policy. The Council decided to remand the matter to the Committee because of concerns expressed by Mayor Dickinson regarding the use of voice votes. That proposed policy should be discussed and a determination made as to whether it will be presented to the Council again in its current form, amended in some manner and presented to the Council again, or tabled indefinitely.

Recognition by the Council

Mayor Dickinson has asked that the Council provide guidance regarding official recognition of people, events, etc.

Findings / Current Activity

Voting Policy

Staff has attached the same policy that was reviewed by the Council for additional review by the Committee. Staff suggests that a way of addressing the concerns expressed by Mayor Dickinson would be to eliminate the layer of voice vote and the utilization of voting by a show of hands for most business. The option to use a roll call vote would remain in place if the show of hands was inconclusive or problematic for some reason.

Recognition Policy

Staff has developed a draft recognition policy for the Committee's review and comment. The draft policy provides for several means of recognition by the Council.

Financial Considerations

None

Schedule/Deadlines

No deadline has been established for completion of these tasks.

Other Considerations

None identified

Attachments

- Draft Voting Policy
- Draft Policy for Reviewing Public Requests for Recognition by the Town Council

Recommendation

Forward proposals to the full Council for consideration.

Sample Motion

I move that the Personnel, Appointments, and Policy Committee forward the attached policies to the Town Council for consideration.

DRAFT

Berryville Town Council
Policies

Voting

#2019-2-1

The Mayor, Town-Recorder, and Councilors representing the four wards, hereinafter recognized as "The Council," acknowledge the following voting procedures.

Members of the Council shall vote on all motions before the Council, unless that member has been duly recused from the matter. Unless duly recused from a matter, members shall vote on motions by either voting "Yes" if supporting the motion; "No" if opposing the motion; or "Abstain" is choosing not to support or oppose the motion.

When initiating a voice vote on a matter, the presiding officer shall:

- state "All in favor of the motion say Yes"
- state "All opposed say No"
- state " All abstaining say Abstain" and
- announce the vote count and outcome

If the outcome of a voice vote cannot be determined or is in doubt, then any member may request that the presiding officer call for a show of hands. When conducting a vote by show of hands the presiding officer shall:

- state "All in favor of the motion raise your hand", members in favor of the motion shall raise their hand and keep it raised until the presiding officer has announced the yes vote count, then
- state "All opposed to the motion raise your hand", members opposed to the motion shall raise their hand and keep it raised until the presiding officer has announced the no vote count, then
- state "All abstaining from the vote raise your hand: members abstaining from the vote shall raise their hand and keep it raised until the presiding officer has announced the abstention vote, then
- announce the vote count and outcome

Any member of Council may call for a roll call vote as provided by Roberts Rules of Order.

At no time will a vote be changed in the minutes by the Clerk once it has been recorded, without action taken by The Council at a regular meeting.

Adopted by Berryville Town Council on _____.

Unfinished Business

Council Policies

**Berryville Town Council Policy
for Reviewing Public Requests for Recognition by the Town Council**

Purpose:

To establish policies, guidelines, and procedures for responding to public requests for official recognition of people, causes, or events. Official recognitions issued by the Council are comprised of congratulatory letters, proclamations, and resolutions.

Requests for recognition provide an opportunity for the Town to recognize people, causes, events should be given serious review and should only be granted when a personal milestone, cause, or event is of such a special nature that it deserves official recognition.

Resolutions should be reserved for instances of high honor and importance.

Policy:

Congratulatory Letters

It is the policy of the Council to consider requests for certain milestones such as 100th birthdays, Eagle Scout designation award, and significant organizational anniversaries.

The following guidelines and requirements shall apply to requests for consideration of congratulatory letters.

1. The person making the request should be a Berryville resident. If a group is making the request, then the group's membership should include Berryville residents or serve the Berryville/Clarke County community.
2. The request must be made at least four weeks in advance of the desired date of issuance.
3. The Mayor retains the right to amend the proposed letter to meet its requirements, needs, or policy determinations.
4. The Mayor retains the right to decide if a letter will be issued. Copies of letters issued by the Mayor and notice of letters the Mayor determined should not be issued will be provided to the Council. The Council may formally review a determination if a member so requests.

Proclamations and Resolutions

It is the policy of the Council to consider requests to recognize certain events or causes, when such proclamations or resolutions positively affect the community and convey an affirmative message to Berryville residents. Proclamations and resolutions that are political in nature, controversial, or likely not to enjoy a high level of community interest and support, are discouraged.

The following guidelines and requirements shall apply to requests for consideration of proclamations and resolutions:

1. The person making the request should be a Berryville resident. If a group is making the request, then the group's membership should include Berryville residents or serve the Berryville/Clarke County community.
2. The request must be made at least four weeks in advance of the regularly scheduled Council meeting at which it is to be reviewed.
3. The Council retains the right to amend the proposed proclamation or resolution to meet its requirements, needs, or policy determinations.
4. The Council retains the right to decide if a proclamation or proclamation will be issued.

Procedure:

Congratulatory Letters

1. The person or group making the request must submit a completed Application Requesting a Town Congratulatory Letter and attach the proposed letter.
2. The Mayor will determine whether the proposed letter meets the intent of this policy. If the Mayor determines that the proposed letter does not meet the intent of this policy, then the Mayor will inform the requestor of the determination and the reason(s) for denial. The Council will be provided with a copy of the Mayor's determination. The Council may formally review the determinations of the Mayor and, by a vote of the majority of members present at a duly constituted meeting, determine that a letter will be issued by the Council.
3. Proposed letters that the Mayor determines meet the intent of the policy will be placed in proper form, signed, and forwarded to the Town Clerk. The Town Clerk will mail or otherwise make the letter available to the requestor and send a copy of the letter to the Council.

Proclamations and Resolutions

1. The person or group making the request must submit a completed Application Requesting a Town Proclamation or Resolution and attach the proposed proclamation or resolution.
2. The Mayor will determine whether the proposed proclamation or resolution meets the intent of this policy. If the Mayor determines that the proposed proclamation or resolution does not meet the intent of this policy, then the Mayor will inform the requestor of the determination and the reason(s) for denial. The Council will be provided with a copy of the Mayor's determination and may formally review the determination if a member so requests.
3. Proposed proclamations or resolutions that the Mayor determines meet the intent of the policy will be forwarded to the Town Clerk for inclusion on the appropriate Council agenda.
4. Upon approval or denial of the proposed proclamation or resolution by the Council the Town Clerk will inform the requestor of the Council's decision and provide the requestor with a signed copy of the proclamation (if approved).

Unfinished Business

Employee Handbook Updates

**Personnel, Appointments, and Policy Committee Agenda Item Report Summary
September 24, 2019**

Item Title

Employee Handbook Updates

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

In the early part of this year the Committee discussed amending several sections of the Employee Handbook. At that time, the committee discussed amendments to the following sections:

- 103 Equal Employment Opportunity
- 88 Drivers Policy
- 205 Introductory Period
- 210 Job Descriptions
- 303 Annual Leave
- 305 Holidays
- 306 Workers' Compensation Insurance
- 309 Bereavement Leave
- 603 Personal Leave
- 605 Military Leave

Most of the changes were described as house keeping matters.

The Committee reviewed the proposed changes and provided comment. The attached sections reflect changes made by the Committee.

Findings / Current Activity

The most significant unresolved issue how the Committee and Council wishes to address pay out of Holiday Leave.

Staff has also included Section 510 for the Committee's review because of concerns that have been expressed about the use of Liberal Leave for the Friday of Apple Blossom.

Financial Considerations

In general, the proposed changes have no fiscal component beyond exposure to suit if policies are not accurate and clear.

The financial aspects of the implementation of the change to Section 305 regarding the use/banking/payout of holiday time should be discussed.

Schedule/Deadlines

No deadline has been established for completion of this task.

Other Considerations

None identified

Attachments

- Proposed Employee Handbook sections
- Section 510 of the Employee Handbook

Recommendation

Forward a proposal to the full Council for consideration.

Sample Motion

I move that the Personnel, Appointments, and Policy Committee forward the attached amendments to the Employee Handbook to the Town Council for consideration.



Town of Berryville

Employee Handbook

205 Introductory Period

Effective Date: 10/23/2018

Revision Date: 10/23/2018

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town of Berryville uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Berryville may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. There is no appeal provided an employee who is released during the introductory period except where discrimination based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The following applies to all departments except the Police Department (see Police Department Policies below):

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the Town of Berryville determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a period not to exceed 42 calendar days.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

Introductory employees are not eligible to use **leave-Paid Time Off** or merit pay increases during the introductory period. Under certain circumstances, the Town Manager may grant **leave-PTO** during this period. Any such **leave-PTO** will be applied against **leave-PTO** earned or will be deemed leave without pay.

Upon successful completion of the introductory period, credit is allowed for leave earned during the first 180 days of employment.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Town of Berryville provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Police Department Policies

All new and rehired employees work on an introductory basis for the first 360 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence.



Town of Berryville

Employee Handbook

Upon satisfactory completion of the introductory period as evidenced by a satisfactory performance appraisal, employees enter the "regular" employment classification.

Introductory employees are not eligible for ~~leave-PTO~~ or merit pay increases during the first 180 days of the introductory period. Under certain circumstances, the Town Manager may grant ~~leave-PTO~~ during this period. Any such ~~leave-PTO~~ will be applied against ~~leave-PTO~~ earned or will be deemed ~~leave-PTO~~ without pay.

Upon successful completion of 180 days of the introductory period, credit is allowed for leave earned during the first 180 days of employment.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Town of Berryville provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.



Town of Berryville

Employee Handbook

210 Job Descriptions

Effective Date: 1/1/2014

Revision Date: 10/23/2018

The Town of Berryville makes every effort to create and maintain accurate job descriptions for all positions within the town. A job description for each position shall be maintained in the Office of Administration. The Town Manager shall make all assignments of positions based on the duties and responsibilities as described in that position's job description. Each potential employee shall be given a copy of the job description that corresponds to their desired position prior to acceptance of that position and employment with the Town of Berryville.

For the purpose of this section, a potential employee is an applicant that is seriously considered for a position with the Town. Positions and their related job descriptions may be added, deleted, and/or changed as determined necessary by the Town Manager.

The Town of Berryville maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Department Heads shall be responsible for bringing to the attention of the Town Manager any material change in the nature of duties, responsibilities, working conditions or other factors affecting any position and/or related job description. Following receipt of such information the Town Manager shall determine if the job description should be changed; any updates shall be signed by employee and placed in the employee file.

The Town Manager prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done; any updates shall be signed by employee and placed in the employee file.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Assistant Town Manager for Finance and Administration if you have any questions or concerns about your job description.



Town of Berryville

Employee Handbook

322 Compensatory Leave

Effective Date: 10/23/2018

Revision Date: 10/23/2018

As of January 1, 1986, compensatory leave may be granted to exempt employees on the basis of one and one-half hour for each hour worked in addition to the regular work period. Such time will be credited only if the work is requested and authorized by the Town Manager.

Compensatory leave records will be maintained by the Assistant Town Manager for Finance and Administration. In no case shall an employee keep his/her compensatory time record. Such record shall be maintained on the basis of first earned - first used.

Compensatory leave credits may at no time exceed 30 days (240 hours) and must be used within 12 months following the date on which the leave was earned. Employees will be compensated for compensatory time over 240 hours at their regular pay rate. Upon termination of employment compensatory time is paid at the regular pay rate.

Compensatory leave in excess of 240 hours will be paid out annually on December 1st.



Town of Berryville

Employee Handbook

305 Holidays

Effective Date: 10/23/2018

Revision Date: 10/23/2018

The Town of Berryville will grant holiday time off to all employees on the holidays listed below:

- New Year's Day* (January 1)
- Lee-Jackson Day (second Friday in January)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas* (December 25)

* Denotes a holiday in which the Police and Utilities Department employees, shall be paid 2 times their rate of pay when worked. Additionally, the same will apply to Public Works Department employees, in the event of an emergency.

In addition, any other day so declared by the President, Governor of Virginia, or the Town Council provided that, any declaration made by the President or Governor within 15 days of the holiday to be observed must be approved by either the Town Council or the Town Manager.

The Town of Berryville will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Introductory employees
- Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

If the nature of services of a department requires that department operate on a holiday, alternative plans for providing an equal number of holidays (i.e. holiday time) to employees of the department may be authorized by the Town Manager.

Eligible non-exempt employees who, due to a work schedule of a continuous operation, are unable to observe any of the above scheduled holidays and holiday time is not granted, are eligible for pay for overtime work at a rate of twice their regular hourly or equivalent hourly rate. This provision for holiday



Town of Berryville

Employee Handbook

overtime pay shall apply to employees who, due to the nature of services of the employee's department, are requested to work on a schedule holiday by the department head and holiday time is not granted; with approval of the Town Manager.

Exempt employees may accrue compensatory time for holidays worked at the direction of the Town Manager.

A recognized holiday that falls on a Saturday will be observed the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

Holiday time must be used within the twelve-month period in which holiday time was earned, not to exceed the holiday leave cap of 96 hours.



Town of Berryville

Employee Handbook

605 Military Leave

Effective Date: 1/1/2014

Revision Date: 10/23/2018

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. An employee has the right to elect continued health insurance, for himself or herself and his or her dependents. For periods of up to 30 days, the employer will require the person to pay only the normal employee share, if any, of the cost of such coverage. For longer leave, the employer will charge the person up to 100 percent of the entire premium.

Annual leave and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Assistant Town Manager for Finance and Administration for more information or questions about military leave.

For policies related to National Guard Service, please refer to Section 311 Civil Leave.

Employee Handbook

510 Emergency Closings

Effective Date: 1/1/2014

Revision Date: 1/1/2014

Declared Office Closing

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. If in doubt about such closing, it is your responsibility to contact your supervisor.

When operations are officially closed at the direction of the Town Manager due to emergency conditions, the time off from scheduled work will be unpaid unless otherwise declared by the Town Manager. However, the Town Manager may permit employees to use available paid leave time, such as unused annual leave or compensatory leave.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused annual leave or compensatory leave. Such requests are reviewed by the Town Manager.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. If essential personnel do not report to work on a day when the Town is officially closed due to hazardous conditions, they shall be subject to loss of pay or be charged leave, depending on the reason they do not report. In addition, such employees may be subject to disciplinary action.

Declared Liberal Leave

"Liberal Leave" is defined as the leave taken by an employee from the start of the work day to the time the employee actually reports to work following an official announcement the the Town is open and liberal leave is in effect or the leave taken by an employee following an official announcement the offices may close in observance of an event or non-declared holiday if staff chooses to use annual or compensatory leave. An Employee is expected to report to work unless severe weather conditions prohibit safe travel or the emergency condition requires the employee's immediate attention to personal matters. If possible, the employee should contact his or her supervisor to advise of the expected report to work time. Any work time missed during a period of "liberal leave" will be deducted from an employee's annual or compensatory leave. If in doubt about liberal leave, it is your responsibility to contact your supervisor.

Unfinished Business

Town Manager Performance
Assessment

Keith Dalton

From: Patricia Dickinson (Mayor)
Sent: Thursday, September 12, 2019 10:29 AM
To: Keith Dalton
Subject: RE: September Standing Committee Meetings

Please add the following items to the Personnel Committee Agenda

1. Employee Handbook Updates - as I recall we made updates to the handbook but have not acted on them
2. Administration Intern Program
3. **Town Manager Performance Assessment**

Thank you, Pat

Patricia Dickinson
Mayor, Berryville Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611
Office: 540 955 1099
Mobile: 571 293 8875
www.berryvilleva.gov

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please be aware that all email communications with members of Town Council are subject to Freedom of Information Act.

From: Keith Dalton
Sent: Wednesday, September 11, 2019 9:08 PM
To: Keith Dalton
Cc: Desi Moreland; Christy Dunkle; Neal White; Rick Boor; Dave Tyrrell
Subject: September Standing Committee Meetings

TC:

September Standing Committee Meeting Schedule

Budget and Finance Committee

September 26, 2019 @ 10:30 a.m.

Meeting Room: A/B

Draft Agenda: 9/11/19
Final Agenda: 9/16/19
Packet out: 9/23/19

Community Development Committee

September 23, 2019 @ 2:00 p.m.

Meeting Room: A/B

Draft Agenda: 9/11/19
Final Agenda: 9/16/19
Packet out: 9/20/19

New Business

Appointments

**Personnel, Appointments, and Policy Committee Agenda Item Report Summary
September 24, 2019**

Item Title

Appointments

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

BADA

H. Allen Kitselman, III's term on the BADA will expire on 11/13/19.

ARB

Gene Williamson resigned from the ARB. This vacancy needs to be filled.

Tree Board

A vacancy exists on the Tree Board that needs to be filled.

Findings / Current Activity

BADA

Mr. Kitselman would like to be considered for reappointment.

ARB and Tree Board

The Planner would like to discuss both of these vacancies with the Committee.

The Town currently has one active talent bank form submission.

Financial Considerations

None

Schedule/Deadlines

No deadline has been established for completion of these tasks. With that said, the appointment to the BADA should be addressed in a timely manner because several development plans will be making their way through the review process which includes review by the BADA.

Other Considerations

None identified

Attachments

- Talent Bank form submitted by Derek Sprincis

Recommendation

Recommend reappointment of H. Allen Kitselman, III to a three-year term on the BADA.

Discuss other vacancies.

Sample Motion

I move that the Personnel, Appointments, and Policy Committee recommend that the Town Council reappoint H. Allen Kitselman to the Berryville Area Development Authority for a term beginning on June 30, 2019 and expiring on June 29, 2022.



**Town of Berryville
Talent Bank Form**

Any citizen of the Town of Berryville who is interested in serving as a member of a board or commission in the Town of Berryville may complete and return this form to the Town Clerk at 101 Chalmers Ct., Suite A, Berryville, VA 22611 or townmanager@berryvilleva.gov.

Applicant name: Derek Sprincis Date: 8/19/2019

Boards or Commissions Applied For: Tree Board

Address: [Redacted] Tyson Drive Berryville, VA 22611

Home phone: [Redacted] Work Phone: N/A

Cell phone: [Redacted] E-mail address: [Redacted]

Time Availability: 1530-1800 day 1800-2200 evening

Estimated number of hours available per month: 8

Employment History

Employer: U.S. Army Corp of Engineers, MED Position held: High School Intern

Employer Address: 201 Prince Frederick Dr, Winchester, VA 22602

Length of Employment: Spring Semester 2019

Other Skills and Qualifications

Please indicate and special considerations that particularly qualify you for this appointment:

- Interest in public policy & the Berryville Community
- Completed school course work in environmental science and agriculture

Educational History

Please list schools attended and degrees earned:

- Clarke County High School - Graduate with Advanced Diploma, 2020
- Mt. Vista Governor's School - Graduate 2020

Civic and Professional Activities

Please list organizations, honors, offices held, etc.:

-
- Boy Scouts of America, Troop 34 - Eagle Scout & Junior Asst. Scoutmaster
 - Mt. Vista Local Policy Club - Chief
 - Clarke County HS Swim Team - Team Captain
-

Please attach a narrative explaining why you are interested in serving on a Town board or commission.

Pursuant to the Commonwealth of Virginia Conflict of Interest Act governing elected and appointed public officials, does the nature and status of your employment, business interests or ownership of property present a potential conflict of interest relative to the appointed position in which you are interested? Yes No

If required by applicable provision of the Conflict of Interest Act, would you be willing to file with the Clerk of the Circuit Court a Public Official Disclosure Form listing all assets, business and property interests? Yes No

Applicant signa



Date: 8/19/2019

To whom it may concern,

Hello, I'm Derek Sprincis, a senior at Clarke County High School and Mt. Vista Governor's School. I'm also a proud resident of Berryville. I am applying for a position on Berryville's Tree Board.

I first came to the attention of the Tree Board when I interviewed our mayor, Pat Dickinson for a school project. I learned quite a bit about Berryville's government and community. I was pretty interested with everything we talked about during our meeting and I was excited to learn that I could participate in my local government when she mentioned the Tree Board.

I will admit that I don't possess much more knowledge about municipal landscaping than most but I do enjoy our town and would be very excited if I could participate in its government. That being said, if I am appointed, I would definitely bring myself up to speed on relevant knowledge that concerns the board so I could serve as efficiently as possible.

Best Regards,

Derek Sprincis

If you have any further questions or concerns please contact me at: 

New Business

Administration Intern Program

Keith Dalton

From: Patricia Dickinson (Mayor)
Sent: Thursday, September 12, 2019 10:29 AM
To: Keith Dalton
Subject: RE: September Standing Committee Meetings

Please add the following items to the Personnel Committee Agenda

1. Employee Handbook Updates - as I recall we made updates to the handbook but have not acted on them
2. Administration Intern Program
3. Town Manager Performance Assessment

Thank you, Pat

Patricia Dickinson
Mayor, Berryville Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611
Office: 540 955 1099
Mobile: 571 293 8875
www.berryvilleva.gov

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please be aware that all email communications with members of Town Council are subject to Freedom of Information Act.

From: Keith Dalton
Sent: Wednesday, September 11, 2019 9:08 PM
To: Keith Dalton
Cc: Desi Moreland; Christy Dunkle; Neal White; Rick Boor; Dave Tyrrell
Subject: September Standing Committee Meetings

TC:

September Standing Committee Meeting Schedule

Budget and Finance Committee

September 26, 2019 @ 10:30 a.m.

Meeting Room: A/B

Draft Agenda: 9/11/19

Final Agenda: 9/16/19

Packet out: 9/23/19

Community Development Committee

September 23, 2019 @ 2:00 p.m.

Meeting Room: A/B

Draft Agenda: 9/11/19

Final Agenda: 9/16/19

Packet out: 9/20/19

Other

Closed Session

)
)

)
)

)
)

Adjourn