

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
March 10, 2020
7:30 p.m.

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

Staff: Present--Keith Dalton, Town Manager; Greg Jacobs, Assistant Town Manager/Treasurer; Christy Dunkle, Assistant Town Manager/Planner; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

Press: Mickey Powell, *The 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

Ms. Harrison moved to approve the agenda, seconded by Ms. Gibson. The motion passed by unanimous voice vote.

4. Presentations, Awards, and Recognitions

None.

5. Public Hearings

No public hearings were scheduled.

6. Discussion of Public Hearing Items

There being no public hearing, no discussion occurred.

7. Citizens' Forum

Peter Lawrence summarized Dunlap Drive residents' opposition to a proposed change of the name of that street. He thanked Mr. Dalton for a recent meeting with concerned residents, and distributed to Council a drawing depicting arrangements he said seemed most sensible. He asked staff and Council to consider the financial and logistical challenges residents would face if required to change their addresses.

8. Consent Agenda

The consent agenda comprised the minutes of the February 11 regular session of the Town Council and the minutes of the February 26 special meeting of the Town Council.

Ms. Gibson moved that the Council of the Town of Berryville approve the consent agenda as presented. Ms. Harrison seconded the motion.

Roll call vote as follows:

**McDonald: Aye
Harrison: Aye
Gibson: Aye
Rodríguez: Aye
Arnold: Aye
Dickinson: Aye**

The motion passed.

9. Unfinished Business

There was no unfinished business.

10. New Business

There was no new business.

11. Council Member Reports

Ward 1:

Ms. McDonald said residents had shared concerns about inconveniences associated with new economic development, primarily runoff; lighting in the eastern areas of town; and the need for more police officers.

Ward 2

Ms. Harrison had nothing to report.

Ward 3

Ms. Gibson had nothing to report.

Ward 4

Ms. Rodriguez had nothing to report.

Recorder

Recorder Arnold had nothing to report.

Mayor

Mayor Dickinson noted the recent outbreak of the coronavirus and urged citizens to take precautions. She also noted the upcoming census, which she said will proceed via new methods.

Mr. Dalton said the mayor had requested that he provide a coronavirus update, and she asked that he proceed. He said he receives updates from the Virginia Municipal League and the Virginia Department of Emergency Management, and that the Health Department will lead local efforts. He said risk-management discussions were occurring with Town employees, especially utilities and police personnel, and that the Town would make every effort not to suspend any services. He noted that state law provides for remote participation in meetings by Council members and for remote observation of meetings by members of the public, and said the Town had begun discussing technological capabilities with the County. He urged everyone to heed actual experts rather than pseudo-experts in the media, and said the Town website would carry updates as needed.

12. Staff Reports

Public Works

Mr. Dalton said that the mildness of the winter meant that more funds would be available for street work in the spring. He said he and public works director Rick Boor were establishing paving priorities, that the Streets and Utilities Committee would be considering the matter, and that a request for proposal would be ready for Council's deliberation in April.

Public Utilities

Nothing was added to the written report submitted to Council.

Police Department

Chief White had nothing to add to his written report.

Community Development

Ms. Dunkle said utilities and planning staff had been working with Richmond American Homes on an easement for the sanitary sewer pump station in the Berryville Glen subdivision and that staff recommended release of the bond.

Ms. Gibson moved that the Council of the Town of Berryville approve the release of the remaining bond totaling \$76,452.00 for the Berryville Glen subdivision. Ms. Rodriguez seconded.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

The motion passed.

Ms. Dunkle said the Berryville Area Development Authority had met on February 26 and approved a site plan amendment for Cochran's Lumber. She said the Tree Board would next meet on April 1 and would receive its Tree Cities USA designation on May 2, and that the Board of Zoning Appeals had not met since the last Council meeting.

Ms. Dunkle advised Council of the status of progress on Robert Regan Village, Shenandoah Crossing subdivision, and Fellowship Square subdivision.

Mr. Dalton said the Town had received citizen complaints about mud on West Fairfax Street during the early phase of Shenandoah Crossing and Fellowship Square construction, and that Ms. Dunkle and the Public Works Department and the developer had worked quickly to provide corrective measures.

Ms. Dunkle said redesign efforts for Hermitage V were underway. Mr. Dalton directed Council's attention to documents depicting various scenarios. He said staff could proceed after being advised

of what Council needs in order to have a public input session and make a determination of what approach to take.

Ms. Dunkle directed Council's attention to the portion of the agenda packet providing results of the Town's street light pilot program survey. She noted that the Streets and Utilities Committee would be following up on it.

Ms. Dunkle said she understood Council to have determined that the Barns of Rose Hill should be the recipient of this year's Virginia Commission for the Arts Creative Communities Partnership Grant, which is for \$4,500 and requires a match from the respective locality. Mr. Dalton and Mayor Dickinson noted that the Barns of Rose Hill had been the only entity expressing interest.

Ms. Harrison moved that the Council of the Town of Berryville authorize the Town Manager to sign and submit the application for the Virginia Commission for the Arts Creative Communities Partnership Grant identifying the Barns of Rose Hill as the recipient of the grant funds. Ms. Rodriguez seconded.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

The motion passed.

Administration/Finance

Mr. Jacobs said the Town would be conducting a tax auction on March 26 for a property that was in arrears on taxes. He informed Council that the requests for proposal for refuse/recycling and branding/marketing were in progress and that RFPs for auditing and paving would soon be needed. He said his department is progressing with online bill payment procedures and business licenses and that the public response to the option of ACH payments had been encouraging.

Mr. Dalton said Council should set funds aside for the livery stable and that he recommended expenditures on engineering.

Town Manager

Mr. Dalton informed Council of the desirability of an April public input session on options for addressing the Dunlap Drive matter. Ms. Dunkle explained that the findings of a public input session would be forwarded to the Berryville Area Development Authority and that she needed the recommendation of Council to take to the administrative bodies involved. Mr. Dalton noted that the developer and the Department of Environmental Quality would determine the ultimate outcome. After brief discussion, the consensus of Council was for a public input session in its April 14 regular meeting. Mayor Dickinson said the Town should be mindful of the need to communicate conscientiously with residents affected by the matter.

Mr. Dalton informed Council of complications that had arisen with regard to the RFP for refuse and recycling that had recently been placed before prospective contractors and discussed in a pre-bid meeting. He said its lack of specificity about the number of toters permissible at any given stop could prompt prospective contractors to submit high bids as a defense against the possibility of high operating costs resulting from an unregulated number of toters, with the result that all citizens would face heavy costs regardless of the number of toters they use. He said the timetable is also unfavorable, as the span of time from the awarding of the contract to commencement of service under that contract would not be sufficient for the contractor to make necessary preparations.

Mr. Dalton recommended withdrawing the RFP and reissuing it after Council makes the decisions necessary to establish the desirable specificity about who receives service and how many toters are permitted. He said the current contractor is amenable to a six-month extension through the end of calendar year 2020. He said it would be desirable to reissue the RFP by May 1 and award the contract by July 31.

There was a discussion of potential complications arising from the current contract, if extended, expiring during the holiday season.

There was a discussion of the process Council would need to follow in addressing the matter. Ms. Rodriguez suggested another work session, with Mayor Dickinson and Mr. Dalton concurring. Mr. Dalton said citizen input is essential. There was a discussion of the timetable, with Mr. Dalton urging Council to act promptly.

Ms. McDonald said the issue is not what Council wants but what information the contractor needs. She recommended arriving at the necessary figures in the present meeting and proceeding without any further expenditure of time on the matter.

Ms. Gibson asked Mr. Dalton for clarification of some of the terminology in the documents he had submitted, and they discussed provisions for businesses and multi-family residences.

There was a discussion of how many toters to allow a business.

There was a discussion of recycling container limits and types.

Mayor Dickinson and Mr. Dalton enumerated the items needed for a motion.

Ms. McDonald asked for clarification about how the Town pays for refuse and recycling collection. Mr. Dalton enumerated the various taxes that serve as tributaries to the general fund, from which waste disposal services are funded.

Ms. McDonald moved that the Council of the Town of Berryville extend the current refuse contract by six months, to expire on December 31, 2020. Ms. Harrison seconded.

Roll call vote as follows:

**McDonald: Aye
Harrison: Aye
Gibson: Aye
Rodriguez: Aye
Arnold: Aye
Dickinson: Aye**

The motion passed.

Ms. Rodriguez moved that the Council of the Town of Berryville reconsider its action of February 11, 2020, and withdraw the issue of the RFP. Ms. McDonald seconded.

Roll call vote as follows:

**McDonald: Aye
Harrison: Aye
Gibson: Aye
Rodriguez: Aye
Arnold: Aye
Dickinson: Aye**

The motion passed.

The Council decided to have a work session on April 6 and a public input session in the April 14 Council meeting. Recorder Arnold suggested moving the start time up to 7:00 p.m., with Council concurring.

13. Committee Updates

Budget and Finance

Committee chair Gibson noted that the full Council would meet to discuss the budget in a work session the next day.

Community Development

Committee chair Rodriguez noted that the John Rixey Moore Playground would soon reopen, after being inspected, with a grand opening scheduled for May 2. The committee members agreed to meet on April 20 at 3:00 p.m.

Personnel, Appointments, and Policy

Recorder Arnold as committee chair had nothing to report.

Public Safety

Committee chair McDonald said the committee would next meet on March 23 at 1:00 p.m. Recorder Arnold complimented Chief White and the entire police department on the quality of the annual report submitted in the agenda packet. Ms. McDonald concurred.

Streets and Utilities

Committee chair Harrison said the committee would next meet on March 24 at 1:30 p.m.

Mr. Dalton said the Council would need to take action in April on an RFP for paving, and briefly described the type of work needed.

13. Other

No further business came before Council.

14. Closed Session

There was no closed session.

15. Adjourn

Mayor Dickinson requested a motion to adjourn.

Council member Harrison moved to adjourn, seconded by Council member Rodriguez. The motion passed by consensus at 9:03 p.m.

Harry Lee Arnold, Jr., Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, March 10, 2020

7:30 p.m.

Name: _____ **Town of Berryville Resident?**

TRISH LAURENCE Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Work Session
March 11, 2020
9:00 a.m.

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

Staff: Present--Keith Dalton, Town Manager; Greg Jacobs, Assistant Town Manager/Treasurer; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

Mayor Dickinson called the meeting to order at 9:03 a.m.

2. Approval of Agenda

Mayor Dickinson invited a motion to approve the agenda.

Ms. Rodriguez moved to approve the agenda, seconded by Ms. Harrison. The motion passed unanimously by consensus.

3. Unfinished Business

There was no unfinished business.

4. New Business

Discussion of Fiscal Year 2021 Budget

Mr. Dalton said the most important objectives for the work session were the determination of tax rates and the establishment of a date for a public hearing on them. He said Council should also discuss the livery stable and the anticipated water/sewer rate increases, Ms. Gibson having expressed concern about the latter in conversations with him. He said staff would also need to address budgetary complications that had arisen because of certain capital improvement projects (CIP) for utilities having been mislabeled.

There was a discussion of funds coming from the fund balance into the budget. Mr. Dalton said he had been working on a narrative for reserves reflecting activity and goals, with an eye to establishing a policy.

A. Page-by-Page Discussion of Draft Budget

Mayor Dickinson and Mr. Jacobs briefly discussed how a revenue-neutral real estate tax is calculated.

There was a discussion of the decrease in anticipated revenue from cigarette sales.

Chief White explained the decrease in the block grant for law enforcement.

Ms. Gibson asked about the increase in revenue from water/sewer availability fees. Mr. Dalton said the figure is based conservatively on developers' estimates of new closings.

There was a discussion of the large increase in the amount budgeted for workman's compensation. Mr. Jacobs explained that the Virginia Risk Sharing Association adjusts figures every three years and had told him that the Town's salary growth, in addition to a claim in 2017, accounted for the increase. He said he intended to discuss the matter further with VRSA.

Ms. Rodriguez asked how the decision not to hire a deputy town manager because of budget constraints would affect staff work load. Mr. Dalton said the load for the coming year would be acceptable but that the new position would be necessary in the future. He noted that the increase in workman's compensation accounted for much of the shortfall. The deputy town manager having been expected to concentrate heavily on human resources, Ms. Rodriguez asked whether it might be possible in future years to think in terms of hiring a human resources manager at lower cost. Mr. Dalton said this probably would not be feasible in the case of someone with the desired qualifications and that the administration would still need someone to tackle special projects and provide support to the town manager.

Mr. Jacobs explained the decrease in funds budgeted for the town manager's and treasurer's compensation, and the increase for postage. Ms. Rodriguez said she would like to see more paperless billing as an option when the Town's online payment system is better developed. Mr. Jacobs said ACH payment signups are progressing well. There was a discussion of how further development of online payment might proceed.

There was a discussion of the cost of social media archiving, which Council decided to retain. There was a discussion of the Town's social media activity in coordination with the County, and its relationship to joint economic development activity.

Mr. Dalton noted the increased estimate for auditing.

Ms. Rodríguez asked Chief White how his department would be affected by the Town's inability to budget for the hiring of a new officer as had been planned. Chief White said he had hoped to add a sergeant in order to foster continuity between shifts and reduce liability by having a supervisor on duty at all times. He said call volume had increased by 14 percent year-to-year and that new housing developments would bring an increase in traffic-related matters. In response to a question from the mayor, he clarified that the department did not need an additional vehicle.

There was a discussion of office supply expenditures for the police, which Chief White said would increase because of costs associated with video evidence.

Ms. Harrison asked why street light costs were expected to rise despite the use of new LED lights. Mr. Dalton explained that they use less electricity but otherwise provide little if any savings because of the per-unit purchase price. She asked what happens when a light winter leads to non-utilization of snow-removal funds. Mr. Dalton said the funds would go into the general fund reserve.

There was a discussion of materials and supplies associated with holiday decorations.

Ms. Harrison asked for a definition of annexation area professional services. Mr. Dalton said this item includes the transportation study for the southeast collector, which is part of a process involving other steps such as stormwater and water/sewer work. He said this is vital for expansion of the annexation area and business park, which is important for expansion of the tax base.

There was a discussion of the projected outlay for uniforms in the water and sewer fund.

B. Discussion of Capital Improvements Program Narrative

Mr. Dalton directed Council's attention to a report on capital improvements including computer replacement; stabilization of the livery stable; replacement of a dump truck, snow plow, and salt spreader; server replacement for the police department; holiday decorations; and upgrades to the water distribution system.

There was a discussion of the establishment of a reserve for improvements to Hogan's Alley.

There was a discussion of Virginia Avenue drainage, hammerhead, and pavement repairs.

There was a discussion of a new police patrol vehicle and police communications devices.

There was a discussion of the reserve for wayfinding signs, the purpose of such signs, and partnership with the County on capital projects.

There was a discussion of meter replacement and the purchase of a hand-held meter-reading device.

The Council recessed at 10:32 and reconvened at 10:46.

There was a discussion of storage tank repair for the utilities department and the relationship between the fund reserve and the budgeted amount.

Mr. Dalton noted the need for a new pickup truck for the Utilities Department; sewer collection system upgrades; membrane replacement and building repairs for the wastewater treatment plant; and purchase of a meter-reading device.

Mayor Dickinson inquired regarding the absence from the narrative of an item specific to stormwater management, as the Town had spent a considerable sum on engineering studies. Ms. Harrison said the studies would not be complete until after FY2021. Mr. Dalton said he had assumed that Council would amend the budget when that becomes possible. Ms. Rodriguez recommended setting funds aside once a definite cost figure is available, possibly with the aid of outside financing. The mayor said a definite commitment is needed in order to avoid replicating past failures to act after funding studies. Ms. McDonald recommended waiting and seeing whether new developments help alleviate problems, noting that a lean budget does not permit action.

There was a discussion of stormwater problems in particular areas.

Discussion of capital improvements being concluded, Ms. Gibson initiated a discussion of the utility rate increase expected to occur in November. She said she had asked Mr. Jacobs to provide a schedule showing how rates would be affected by a \$10 yearly increase in the administrative fee, and what administrative fee amount would avert the need to raise rates. There was a discussion of various permutations involving different fee amounts. Mayor Dickinson said that persons using the least water would be most negatively affected by the structure proposed, while large users would benefit from a fixed administrative fee with no increase in the charge for usage. There was a discussion of multiple scenarios requiring clarification. Mr. Jacobs said he would perform new calculations.

Mr. Dalton noted the upcoming public hearing on tax rates, the proposed change being a reduction of the real estate tax rate from \$.20/100 of value to \$.1774/100 in order to remain revenue-neutral. Ms. Rodriguez said she was not optimistic about the economy and was comfortable with .1774 despite the leanness of the draft budget. Ms. Gibson said that the increase in utility rates and the likelihood of painful adjustments in refuse collection policy did not create a favorable climate for a tax increase. The consensus of Council was to remain revenue-neutral. Mayor Dickinson noted that the April 14 regular session of Council would include the public hearing and two public input sessions, and recommended an otherwise minimal agenda.

5. Other

No other business came before Council.

6. Closed Session

There was no closed session.

7. Adjourn

Mayor Dickinson requested a motion to adjourn.

Ms. McDonald moved to adjourn, seconded by Ms. Rodriguez. The motion passed by consensus at 11:27 a.m.

Harry Lee Arnold, Jr., Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
Berryville-Clarke County Government Center
MINUTES
March 5, 2020

A budget work session of the Berryville Town Council Budget and Finance Committee was held on Thursday, March 5 at 9:00 a.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of the Committee present: Erecka Gibson, Chair; Mayor Pat Dickinson; Kara Rodriguez

Staff present: Keith Dalton, Town Manager; Greg Jacobs, Treasurer/Assistant Town Manager; Paul Culp, Town Clerk; Neal White, Chief of Police

Press present: None

1. Call to Order

Chair Gibson called the meeting to order at 9:03 a.m.

2. Approval of Agenda

Mayor Dickinson moved to approve the agenda as presented, seconded by Ms. Rodriguez. The motion was approved by consensus.

3. Unfinished Business

There was no unfinished business.

4. New Business

Discussion: Fiscal Year 2020 Draft Budget

Mr. Jacobs directed the committee's attention to the draft budget he and Mr. Dalton had prepared. He explained that the real estate tax projection assumes a rate of 17.74%, reduced from 20% because of an increase in assessment by the County, the reduction being necessary to maintain a revenue-neutral position and avert a tax increase of more than 1%. He said the draft budget does not provide for the anticipated hiring of a deputy town manager and an additional police officer.

Mr. Dalton said the Town needs to add an employee in the public works department and another in the water treatment plant, and that he had tried to allocate funds for a new police sergeant but had been unable to do so. He said the hiring of a police officer should take precedence over the hiring of a

deputy town manager if funding can be found. He said a balanced budget with no advertised tax increase is important.

Mr. Jacobs explained revenue obtained via real estate taxes.

There was a discussion of the proposed 4% cost-of-living increase for employee salaries. Mr. Dalton said the Town's low turnover rate is a credit to its employees and that the Town should be realistic about the fact that the current job market is favorable for job-seekers.

There was a discussion of blight abatement.

Mr. Jacobs and Mr. Dalton explained the general fund and reserve.

Mayor Dickinson asked whether the two new water/sewer positions had been anticipated when the Council voted to increase rates last fall. Mr. Dalton said yes. Chair Gibson said the new salaries could be considered an administrative expense and as such had been factored in.

There was a discussion of projected revenue from local taxes, fines, interest on deposits, land use application fees, sale of surplus, and Commonwealth sources.

Mayor Dickinson suggested that the Town might in future years consider relying more on a consumer utility tax and less on a personal property tax.

There was a discussion of the water fund, particularly aspects related to the water/sewer rate increase.

There was a discussion of whether to retain "local contributions" in the Town Council general fund. The committee decided to include such contributions in the miscellaneous category.

There was a discussion of the reduction in funding allocated for the compensation for several particular staff positions. Messrs. Jacobs and Dalton said this was possible because less overtime was expected.

There was a discussion of increases in workman's compensation.

There was a discussion of blanket excess liability.

There was a discussion of expenses associated with social media and maintenance contracts for information technology.

There was a discussion of the increased allocation for police training. Chief White said much of this would be for tuition reimbursement for higher degrees.

There was a discussion of the contribution, with the County, to the central alarm.

There was a discussion of expenses associated with elections.

There was a discussion of the increased allocation for training for public works personnel. Mr. Dalton said this is largely due to the need for new training in traffic control.

There was a discussion of public works expenses associated with equipment, specifically rehabilitation of a dump truck.

There was a discussion of equipment purchases for VDOT street maintenance. Mr. Dalton said the funds would be reimbursed by VDOT.

There was a discussion of increased compensation associated with highways, streets, bridges, and sidewalks. Mr. Dalton said this reflected increased overtime.

There was a discussion of expenses related to maintenance of Rose Hill Park. Mr. Dalton noted that improvements to the basketball court and repairs to the gazebo are needed. Mr. Dalton and Chair Gibson discussed the condition of walkways and how to promote greater safety and surface uniformity.

Ms. Rodriguez asked for clarification about planning for refuse disposal services, with the request for proposal for a new contract still outstanding. Mr. Jacobs said precision had been somewhat compromised by uncertainty about certain specifics of the services desired. Mr. Dalton said the budget reflects the possibility of a rate increase from what the Town currently pays.

There was a discussion of the budgetary provisions for economic development and how they relate to the goals agreed upon by the Council. Mr. Dalton noted the Town's preference for continuing to expand the annexation area.

There was a discussion of allocations for assorted activities related to the development of the downtown area. Mayor Dickinson and Mr. Dalton discussed the relative merits of the Town's participation in such activities in the past. Mr. Dalton cited particular instances of the Town benefiting. Mayor Dickinson said that a well-defined project is more likely to benefit the Town than is the case when funds are allocated without being specific to any particular endeavor.

There was a discussion of the Town's economic development efforts in association with the County. Ms. Rodriguez noted the importance of spelling out carefully the responsibilities and activities of the new economic development director. She also said the County should assign a high priority to development in Berryville, as this would benefit the entire County.

There was a discussion of whether the Town's coordination with the County in economic development could be renewed annually. Mayor Dickinson and Mr. Dalton said a long-term commitment is necessary.

There was a discussion of the arts funding match.

There was a discussion of branding and marketing. Mr. Dalton said the draft budget allocates nothing for branding and marketing because the Town does not yet know enough about what will be involved in the activities Council has been discussing.

There was a discussion of costs associated with website redesign and wayfinding signs.

There was a discussion of increased allocations for training for the Berryville Area Development Authority and the Architectural Review Board.

There was a discussion of repairs to the Livery Stable.

There was a discussion of the need to replace the server in the police department.

There was a discussion of the preliminary engineering reports for the Town Run and Virginia Avenue. Mr. Dalton said the Council would determine funding for stormwater abatement projects as the situation becomes clearer. Mayor Dickinson said something must be done about Jackson Pond and Dorsey and Treadwell streets. She said \$50,000 should be made available for stormwater abatement. There was a discussion of setting funds aside annually for this. Mr. Dalton said a revenue source must be established. Chair Gibson said Council should increase reserves. Mayor Dickinson said the matter should be cited specifically under capital outlay.

There was a discussion of increased funding for sludge removal.

Mr. Dalton noted that the hand-held meter-reader must be replaced. Mayor Dickinson asked why the budget did not include meter replacement. Mr. Dalton said the Town would reduce the amount going into capital reserves.

Ms. Rodriguez asked how the decision not to hire a deputy town manager affected planning. Mr. Dalton said it would affect the manner in which the proposed compensation study is carried out. There was a discussion of how to carry out the study. Mayor Dickinson reiterated her suggestion from previous meetings that the study be conducted by a student or students from Shenandoah University or the University of Virginia.

5. Other

There was no other business.

6. Closed Session

There was no closed session.

7. Adjourn

Chair Gibson invited a motion to adjourn. Ms. Rodriguez so moved, seconded by Mayor Dickinson, with the meeting adjourning by consensus at 11:48 a.m.