

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**May 6, 2020**

---

A meeting of the Berryville Town Council Community Development Committee was held on Wednesday, May 6, 2020 at 1:30 p.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia. All participation was by telephone because of the COVID-19 pandemic, with the meeting being livestreamed on the Town's YouTube channel.

**Attendance:**

Members of the committee: Chair Kara Rodriguez, Diane Harrison, Donna McDonald

Staff participating: Christy Dunkle, Assistant Town Manager/Planner

Staff present in meeting room for technical support during open session: Paul Culp, Town Clerk

**1. Call to Order**

Chair Rodriguez called the meeting to order at 1:30 p.m.

Ms. Dunkle explained that the committee, in approving the resolution certifying the closed session in its April 27 meeting, had erroneously employed a voice vote rather than a roll-call vote and that it must now rectify the matter with a roll-call vote.

Ms. Harrison made the attached motion, seconded by Ms. McDonald. The motion passed by unanimous roll-call vote.

**2. Approval of Agenda**

Ms. Harrison moved for approval of the agenda as submitted, seconded by Ms. McDonald. The motion passed by consensus.

**3. Unfinished Business:**

Chair Rodriguez invited a motion to enter closed session as provided by the agenda. Ms. Harrison made the attached motion, seconded by Ms. McDonald. The motion passed by unanimous roll-call vote, and the committee entered closed session at 1:33 p.m.

The committee reentered open session at 3:18 p.m. Ms. Harrison made the attached motion, seconded by Ms. McDonald, with the motion passing by unanimous roll-call vote.

#### **4. New Business**

There was no new business.

#### **5. Other**

No other business came before the committee.

#### **6. Adjourn**

Chair Rodriguez invited a motion to adjourn. Ms. Harrison so moved, seconded by Ms. McDonald, with the meeting adjourning by consensus at 3:23 p.m.

**BERRYVILLE TOWN COUNCIL**  
**COMMUNITY DEVELOPMENT COMMITTEE**

**MOTION**

**CLOSED SESSION RESOLUTION**

DATE: April 27, 2020

MOTION BY: Harrison

SECOND BY: McDonald

I move that the Community Development Committee of the Town of Berryville adopt the following resolution certifying it 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:

**Resolution**

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

NOW, THEREFORE, BE IT RESOLVED that the Committee 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 Committee.

VOTE:

Aye: McDonald, Harrison Rodriguez

Nay: None

Absent/Abstain: None

ATTEST: \_\_\_\_\_

Christy Dunkle, Community Development Director

**Town of Berryville**

Community Development Committee

**MOTION TO ENTER CLOSED SESSION**

DATE: May 6, 2020

MOTION BY: Harrison

SECOND BY: McDonald

I move that the Community Development Committee of the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-29 Code of Virginia, to interview firms responding to the Request for Proposals for Graphic Design Branding Services.

VOTE:

Aye: McDonald, Harrison, Rodriguez

Nay: None

Absent/Abstain: None

ATTEST: \_\_\_\_\_

Christy Dunkle, Community Development Director

**BERRYVILLE TOWN COUNCIL**  
**COMMUNITY DEVELOPMENT COMMITTEE**

**MOTION**

**CLOSED SESSION RESOLUTION**

DATE: May 6, 2020

MOTION BY: Harrison

SECOND BY: McDonald

I move that the Community Development Committee of the Council of the Town of Berryville adopt the following resolution certifying it 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:

**Resolution**

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

NOW, THEREFORE, BE IT RESOLVED that the Committee 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 Committee.

VOTE:

Aye: McDonald, Harrison, Rodriguez

Nay: None

Absent/Abstain: None

ATTEST: \_\_\_\_\_

Christy Dunkle, Community Development Director

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**May 12, 2020**  
**7:30 p.m.**

The COVID-19 pandemic emergency having prompted multiple changes to the customary meeting procedure, the Council conducted this meeting according to emergency procedures approved in the April meeting. No more than ten people, including Council members, staff, media, and the public, were allowed in the meeting area at any time. Three members of the Council participated by telephone. No citizens' forum was held. Public comment during the public hearing on the proposed Fiscal Year 2021 budget was accommodated by allowing the public to submit remarks to a dedicated email address in advance or during a specified portion of the meeting. As was the case in April, the meeting was livestreamed on YouTube.

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

**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:** No members of the media attended.

**1. Call to Order**

Mayor Dickinson called the meeting to order at 7:30 p.m.

**2. Pledge of Allegiance**

Following the Pledge, Mayor Dickinson explained that the emergency measures approved in April would permit members to participate remotely without the approval of those physically present. She noted the new email address for public comment and asked that comments be submitted no later than 7:45.

**3. Approval of Agenda**

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

#### **4. Public Hearing on the Proposed Fiscal Year 2021 Budget**

Mayor Dickinson opened the public hearing and explained that Council would be open to public comments submitted via email until 7:45, with the meeting continuing in the interim.

#### **5. Announcement Concerning Conduct of Electronic Meeting**

Mayor Dickinson provided guidance to other Council members regarding procedures desirable for a smooth-running meeting under the unusual conditions. She explained the omission of a citizens' forum and urged members of the public to contact Council members directly with any concerns or comments they might have.

#### **6. Approval of Consent Agenda**

**Ms. Gibson moved to adopt the consent agenda as presented, seconded by Ms. Rodriguez.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**The motion passed.**

#### **7. Unfinished Business**

##### **Downtown Street Light Pilot**

Mayor Dickinson noted that the Town had been actively considering changes in its downtown street lighting and that proposals had been made and a survey conducted, and asked Ms. Dunkle for an update.

Ms. Dunkle said the Town had identified 20 street lights on Main, Buckmarsh, and Crow Streets for modification entailing the installation of 10-foot arms and 70-watt LED lighting. She said staff needed Council's permission to request cost information from Rappahannock Electric Cooperative. Mr. Dalton directed Council's attention to a lighting map included in the agenda packet.

Ms. Harrison, as chair of the Streets and Utilities Committee, said residents had expressed concerns about the brightness of some street lights, and noted that the lights currently under discussion were

3,000-kilowatt and therefore of lower wattage than those causing concern. She said response to the new lights had been positive and that she wished for staff to proceed.

Ms. Rodriguez said some survey respondents had expressed concerns about other areas of town being too dark, and asked about the protocol for addressing this. Ms. Dunkle said the downtown area was the only area staff had been asked to address thus far. Mr. Dalton said people with concerns should contact the planning office, which would forward those concerns to the Streets and Utilities Committee. He concurred with Ms. Rodriguez that residents could also contact their ward representatives.

Mr. Dalton described constraints on large-scale changes to lighting, including the expense, and noted that lighting is a matter of taste. He advised Council to exercise caution in pursuing changes that would be unlikely to please everyone.

**Ms. Harrison moved that the Council of the Town of Berryville ask staff to contact REC for pricing of the proposed street light modifications based on survey input. Ms. Rodriguez seconded.**

Mayor Dickinson asked Mr. Dalton whether the necessary funding was in the current budget for the year to come, and he said it was not. She asked whether an amendment to the budget would be necessary, and he said the funding could be provided in that way or under the contingency fund, and that the scale of the project would determine which. He said further consultation with REC would be necessary for arrival at precise price figures.

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**The motion passed.**

**8. Discussion of Public Hearing Items**

Mr. Jacobs said the development of the budget had proceeded from discussions in Council work sessions and that adjustments might be necessary once the economic effects of the pandemic were better understood. He said the Town was delaying, until January 1, cost-of-living increases in staff salaries and the hiring of a public works laborer and utilities treatment plant operator. He said staff had also targeted certain large expenditures for delay or outright elimination.

Mr. Jacobs said payroll had been reduced by \$140,000, capital projects by \$10,000, general fund by \$85,000, water fund by \$29,000, and sewer fund by \$35,000. He said the Town could determine its exact course once more data on economic conditions becomes available.

Mr. Jacobs said a decrease in revenue had not yet occurred when he performed the analysis on which the proposed budget was based, and that he would conduct further analyses as more information becomes available, but that revenue collection continues to be at an encouraging level. He said the online bill payment system has seen increasing use. Mr. Jacobs and Mayor Dickinson briefly discussed the decline in revenues from the meals tax, which he said does not account for a significant proportion of the general fund.

No public comments having arrived via email during the appointed period, Mayor Dickinson closed the public input portion of the hearing. Mr. Dalton noted one email that had arrived the previous day and had been shared with Council at that time.

Mr. Dalton said the budget included the purchase of a dump truck and a patrol vehicle. He said he and Mr. Jacobs must consider cash flow as well as overall revenue and determine how early in the year the Town could make a purchase. He said he anticipated supply-chain problems and consequent delays that would encourage taking action as soon as possible. He said the issue was especially relevant to the purchase of the patrol vehicle, as the older vehicle in need of replacement had become expensive to maintain. He noted that the Virginia Department of Transportation would reimburse the Town in full for the purchase of the dump truck but that the Town would need to be sure of having sufficient cash flow to carry it through the interim.

Mayor Dickinson closed the public hearing and asked Council members for comments on the budget, and each of them expressed satisfaction with staff's performance in producing the budget. Ms. Gibson, as chair of the Budget and Finance Committee, thanked Mr. Jacobs for a strong effort despite short-staffing and the challenges created by the pandemic. She and Mr. Jacobs established that the payroll and capital-projects reductions would account for approximately 2 percent of the budget, and she noted the comparability of this with County figures.

Mayor Dickinson and Mr. Dalton discussed the suggested elimination of planned market adjustments and career development increases for employees, along with the elimination of COLA increases.

Mayor Dickinson asked whether a one-year postponement of the planned \$165,000 meter replacement project would be prudent. Mr. Dalton said the amount of funding available would depend on water/sewer availability fee income. He said the development from which the needed income was to be realized is proceeding.

Mayor Dickinson said further clarification of the matter of market adjustments and career development was all the additional information that would be necessary for Council to reach a decision on the budget in its June meeting.

## **9. Unfinished Business**

There was no unfinished business.

## **10. Council Member Reports**

### **Ward 1**

Ms. McDonald said residents had complained about dynamiting in the Shenandoah Crossing subdivision. Mr. Dalton said Ms. McDonald had contacted Ms. Dunkle about this, that Ms. Dunkle had been working with the developer on the matter, and that people with concerns could contact her. Ms. Dunkle said there had been few complaints.

Ms. McDonald asked what would be done to beautify the graveyard. Mr. Dalton said screening was not required. Ms. Dunkle said berms would be installed for stormwater management but that the plan did not specify particular improvements beyond this. Ms. McDonald suggested further review in the future.

The mayor, recorder, and other ward representatives had nothing to report.

## **12. Staff Reports**

### **Public Works**

The usual written report was provided. No discussion occurred.

### **Public Utilities**

Mayor Dickinson referenced the Utilities report, which indicated the likelihood of new water-quality standards that the Town's treatment plant was not yet equipped to meet. She asked Mr. Dalton whether the proposed budget provisions for the treatment plant would be sufficient to fund the necessary changes. He said the Town had already discussed the matter with its engineer, and cited possible changes in equipment and processes. He said the proposed budget would be sufficient for carbon filtering but perhaps not for more aggressive methods. He said enhanced disinfection techniques might also add to costs.

### **Police**

Mayor Dickinson asked Mr. Dalton about police staffing, and he explained that two officers were temporarily out of service but not for COVID-related reasons.

## **Community Development**

Mayor Dickinson asked Ms. Dunkle about the status of intersection changes in Phase V of the Hermitage subdivision. Ms. Dunkle said the matter had been discussed in the previous meeting and that she had received the final plats that day but had not yet been able to review them. Mr. Dalton said Ms. Dunkle had submitted all the documents available at this point.

## **Administration and Finance**

Mayor Dickinson asked Mr. Jacobs whether the request for proposals for trash collection had been issued. He said it had and that a pre-bid meeting with prospective contractors would occur the next day.

Mr. Dalton noted that the bidding for paving had gone well, with a notice of award being issued earlier that day. He said paving priorities were under consideration and that staff would inform the public this week regarding the schedule, which he said could be altered by weather considerations.

Mayor Dickinson asked Mr. Jacobs about the status of the RFP for auditing services. He said he needed to speak with the auditors before proceeding.

Mayor Dickinson and Mr. Jacobs discussed changes that had occurred in the utilities billing cycle, with the mayor suggesting communication with the public concerning this, and also discussed current short-staffing in his department. Mr. Jacobs said his predecessor, Desiree Moreland, had come to his assistance. He said there had been some discussion with other treasurers of personnel being pooled among multiple jurisdictions and that he would like to pursue this.

## **Town Manager**

Mr. Dalton commended the Town staff on its performance during the COVID emergency.

## **13. Committee Updates**

### **Budget and Finance**

Ms. Gibson said a May meeting would not be necessary. The other committee members concurred.

### **Community Development**

Ms. Rodriguez said the committee and Ms. Dunkle had met virtually on April 27 to discuss the sixty-plus proposals submitted for branding and marketing services and had shortlisted two firms, representatives of which the committee and Ms. Dunkle interviewed in another virtual meeting on May 6 with the intention of forwarding the matter to the full Council for a decision. She said the

majority of the proposals, including the two shortlisted, came in at or under budget. She said the committee hoped the project would promote a rebirth of sorts for the Town in the wake of difficult times.

Ms. Rodriguez said that she and Recorder Arnold, representing the Town on the joint economic review committee with the County, had attended that body's meeting on May 1, where an updated version of the memorandum of understanding had been discussed. She said it would be forwarded to the full Council along with a job description and information on funding for a full-time economic development director with jurisdiction over both Town and County economic development efforts. She said the Town and County representatives are collaborating well and that she expects this to continue. She said Council must vote on whether to endorse the MOU and must decide on an annual funding amount. She said \$17,500 has been set aside for Fiscal Year 2021, with small increases expected to occur over the two subsequent years.

Ms. Rodriguez said the MOU has been pared down to a more basic condition than before and that goals would be treated in a separate evolving document.

Mr. Dalton said the County hoped to receive a three-year commitment from the Town.

Ms. Rodriguez said the County had advertised the salary for the new position as being between \$65,000 and \$85,000, and that while the Town would contribute considerably less than half the needed amount, she believed the County would not be restrictive regarding the benefits the Town would receive from economic development efforts.

Ms. Harrison noted that the MOU does not specify whether the Town will participate in the hiring process for the new position. Ms. Rodriguez said the County will employ the economic development director but the MOU committee will have input. Recorder Arnold said the Town has participated in interviews with the County before and likely would be able to do so again.

### **Public Safety**

Ms. McDonald said no meeting would be necessary but that she remains in regular contact with Mr. Dalton and Chief White.

### **Streets and Utilities**

Ms. Harrison said a meeting had been tentatively scheduled for next week. Mayor Dickinson, as the other member of the committee, agreed to meet at 1:30 p.m. on May 19.

Mr. Dalton said one item for discussion would be culvert work at Academy Street Extended. He said paving would occur there, but flooding at the northwest corner of the intersection must be addressed first.

## **Personnel, Appointments, and Policy**

Recorder Arnold said the committee would meet on May 20 at 9:00 a.m. to discuss appointments.

### **14. Closed Session**

Mayor Dickinson invited a motion to enter closed session to discuss responses to the branding and marketing RFP.

**Recorder Arnold moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-29 Code of Virginia, to discuss the responses to a request for proposals for graphic design branding services. Ms. Rodriguez seconded.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

The Council entered closed session at 8:28 p.m.

The Council reconvened in open session at 8:39 p.m.

**Recorder Arnold moved that the Council of the Town of Berryville adopt the following resolution certifying it 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:**

### **Resolution**

**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.**

**Ms. Rodriguez seconded the motion.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**14. Discussion**

Mayor Dickinson ascertained that Council was ready to proceed with the matter discussed in closed session.

**Requests for Proposals for Graphic Design Branding Services**

**Ms. Rodriguez moved to authorize Town staff to negotiate with the top-ranked firm in the graphic design branding services RFP and execute any necessary documents. If negotiations are unsuccessful, Council authorizes staff to continue negotiations with the second-ranked firm and work within the established budget for this project. Ms. Harrison seconded.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Nay**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**15. Adjourn**

Mayor Dickinson thanked Mr. Dalton and the staff for their commitment and dedication in keeping the Town running during the COVID crisis. She thanked everyone in Berryville who provides service to others, specifically mentioning the Shenandoah Area Agency on Aging, FISH, the staff and volunteers in the school meals program, and Sweet Basil Thai. She congratulated the graduating seniors of Clarke County High School, acknowledging the disappointing circumstances but noting the uniqueness of the experience as something to recollect in future years. The mayor noted the difficulties local businesses have endured, but expressed hope for a new normal in the near future. She cautioned against causing a setback by proceeding too quickly with a resumption of normal activity, and urged residents to continue to stay at home as requested, practice social distancing, wear masks in public, and remember to wash their hands.

Mayor Dickinson invited a motion to adjourn.

**Ms. Rodriguez moved to adjourn, seconded by Ms. Harrison. The motion passed by consensus at 8:43 p.m.**

---

Harry Lee Arnold, Jr., Recorder

---

Paul Culp, Town Clerk

## Paul Culp

---

**From:** Donna HILDEBRAND [mailto:donna.hildebrand@co.loudoun.va.us]  
**Sent:** Monday, May 11, 2020 3:00 PM  
**To:** PublicComment  
**Subject:** curbside garbage recycling for Berryville

It's too bad that Berryville has waited so long to make a decision about the cost of garbage. Berryville has pushed it's size to maximum trying to make our homey small town another part of Loudoun County with nursing homes, tourism, subdivisions, there's no place for the garbage truck to stop for pick up or turn around. Those decisions have to be made early, not when it's time to determine when it's time to take out the trash.

Town of Berryville  
Town Council

MOTION TO ENTER CLOSED SESSION

DATE: May 12, 2020

MOTION BY: Arnold

SECOND BY: Rodriguez

I move that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-29 Code of Virginia, to discuss the responses to a request for proposals for graphic design branding services.

VOTE:

Aye: Unanimous roll call

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_  
Harry Lee Arnold, Jr., Recorder

TOWN COUNCIL  
MOTION  
CLOSED SESSION RESOLUTION

DATE: May 12, 2020

MOTION BY: *Arnold*

SECOND BY: *Rodriguez*

I move that the Council of the Town of Berryville adopt the following resolution certifying it 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:

Resolution

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.

VOTE: *Unanimous roll call*

Aye:

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_  
Harry Lee Arnold, Jr., Recorder

**BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**May 20, 2020**

---

A meeting of the Berryville Town Council Personnel, Appointments, and Policy Committee was held on Wednesday, May 20 at 9:00 a.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

The COVID-19 pandemic emergency having prompted adjustments to the customary meeting procedure, the committee conducted this meeting according to emergency procedures approved in the April meeting of the full Town Council. No more than ten people, including committee members, staff, and the public, were allowed in the meeting area at any time. One member of the committee participated by telephone, and the meeting was livestreamed on YouTube.

**Attendance:**

Members of the Committee present: Recorder Jay Arnold, Chair; Erecka Gibson

Member participating by telephone: Kara Rodriguez

Staff present: Christy Dunkle, Assistant Town Manager/Planner; Paul Culp, Town Clerk

**1. Call to Order**

Recorder Arnold called the meeting to order at 9:00 a.m.

**2. Approval of Agenda**

Ms. Gibson made the motion to approve the agenda, seconded by Ms. Rodriguez. The motion passed by consensus.

**3. Unfinished Business**

There was no unfinished business.

**4. New Business**

Ms. Dunkle said Sheryl Reid and Krish Mathur had expressed willingness to be reappointed to the Planning Commission upon completion of their current terms in June, and that Robin McFillen had indicated interest in reappointment to the Architectural Review Board upon expiry of her current term on May 31. She said Jim Barb did not desire reappointment to the ARB. Ms. Dunkle said the

Committee should also discuss the appointment of liaisons with Barns of Rose Hill, the Northern Shenandoah Valley Regional Commission, and Berryville Main Street.

Ms. Gibson moved that the committee recommend to the Town Council that Robin McFillen be reappointed to the Architectural Review Board. Ms. Rodriguez seconded. The motion passed by consensus.

Recorder Arnold said the Town would advertise on its website the impending vacancy on the ARB created by Mr. Barb's not being reappointed.

Ms. Gibson moved that the committee recommend to the Town Council that Sheryl Reid and Krish Mathur be reappointed to the Planning Commission. Ms. Rodriguez seconded. The motion passed by consensus.

The committee agreed to announce an opening on the Berryville Area Development Authority at the June meeting of the full Council, with an appointment being made in July. Recorder Arnold said the Council could consider whether to appoint one of its members to fill the vacancy.

The committee agreed that the full Council would discuss the Barns of Rose Hill, NSVRC, and Berryville Main Street appointments in its July meeting.

## **5. Other**

No other business came before the committee.

## **6. Closed Session**

There was no closed session.

## **7. Adjourn**

Recorder Arnold invited a motion to adjourn. Ms. Gibson so moved, with Ms. Rodriguez seconding and the committee adjourning by consensus at 9:08 a.m.

**BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**May 20, 2020**

---

A meeting of the Berryville Town Council Streets and Utilities Committee was held on Wednesday, May 20 at 10:30 a.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

The COVID-19 pandemic emergency having prompted adjustments to the customary meeting procedure, the committee conducted this meeting according to emergency procedures approved in the April meeting of the full Town Council. No more than ten people, including committee members, staff, and the public, were allowed in the meeting area at any time, and the meeting was livestreamed on YouTube.

**Attendance:** Members of the Committee present: Diane Harrison, Chair; Mayor Pat Dickinson

**Staff present:** Keith Dalton, Town Manager; Paul Culp, Town Clerk; Rick Boor, Director of Public Works

**Press present:** None

**1. Call to Order**

Chair Harrison called the meeting to order at 10:30 a.m.

**2. Approval of Agenda**

Mr. Dalton noted the desirability of modifying the order of agenda items in order to allow Mr. Boor to assume his other responsibilities as soon as possible. The agenda thus modified was approved by consensus.

**3. Unfinished Business**

Mr. Dalton said W.L. Construction had provided the low bid for spring paving and had begun work during the current week. He noted specific locations where paving was in progress or would soon occur, and where utility work was needed. Mr. Dalton said the Town had done well since taking over street maintenance in 2012.

Chair Harrison asked Mr. Dalton whether North Church Street would be extended north to Fairfax Street. Mr. Dalton said it would not. Chair Harrison said she was concerned about through traffic in that area. Mr. Dalton said staff would discuss the matter with the owner.

Mr. Dalton said he had nothing new to report on the street light pilot program.

Mr. Dalton said Police Chief White had discussed with Clark County emergency communications personnel the matter of access to 351 Station Road. He said Chief White had also spoken with Trowbridge Steel and they are confident they can keep Station Road passable during operations.

Mr. Dalton told the committee the Town engineer expected to be able to finish the stormwater preliminary engineering reports by September 1.

Mr. Dalton said the County Board of Supervisors would like to meet jointly with the Town Council in the Council's July meeting in order to discuss the southeast collector study.

#### **4. New Business**

Mr. Dalton said ponding was an intermittent problem on Academy Extended and Dorsey Street, and that the Town would address this before paving so as not to be required to dig up existing pavement. Mayor Dickinson noted that the engineering report was tardy and asked when it would be available. Mr. Dalton said the engineer expected to complete it during the present week.

Citizen Mary Ivie asked how paving would affect the flow of water. Mr. Dalton said the work on Academy Extended would not change anything until completion of a project to convey the water north to an existing culvert. Mr. Dalton, Mayor Dickinson, and Ms. Ivie briefly discussed the particulars of the plan.

Mr. Dalton said that work to address pavement deterioration on Virginia Avenue had damaged a storm pipe. He said the Town had been working to determine the best means of repairing the pipe, and that once the best approach had been chosen, the pipe and the street section in question would be repaired.

Mr. Dalton explained to the committee that a resident of the 400 block of Page Street had requested installation of a street light there because of excessive darkness. Mr. Dalton described the logistics of street light installation and said he had told the citizen that staff had already done all it could reasonably do in that vicinity. Chair Harrison said she had inspected the area and had noted that the houses there did not have external lighting. She suggested that installation of such lighting by the property owners would be more efficacious than a new street light. The committee concurred that installation of a new street light would be inadvisable.

Mr. Dalton said he is preparing a scope of work for the Town's engineer for preparation of plans for water and sewer improvements on Osborne Street.

#### **5. Other**

There was no other business.

## **6. Closed Session**

There was no closed session.

## **7. Adjourn**

The meeting adjourned by consensus at 11:14 a.m.