

**BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**February 3, 2022**

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A meeting of the Berryville Town Council Personnel, Appointments, and Policy Committee occurred at 10:00 a.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:**

Members of the committee: Mayor Jay Arnold, Chair; Recorder Erecka Gibson

Staff participating: Christy Dunkle, Community Development Director; Paul Culp, Town Clerk

**1. Call to Order**

Mayor Arnold called the meeting to order at 10:00 a.m.

**2. Approval of Agenda**

Recorder Gibson moved to approve the agenda. The motion passed by consensus.

**3. Unfinished Business**

None.

**4. New Business**

None.

**5. Closed Session**

Recorder Gibson made the following motion to enter closed session:

**Recorder Gibson moved that the Personnel Committee of the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to interview individuals being considered for appointment to Town Boards. The motion passed unanimously.**

The committee returned to open session at 10:33 a.m. Recorder Gibson made the motion as follows:

Recorder Gibson moved that the Personnel 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 Council 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.

The motion passed by roll-call vote:

Mayor Arnold: Aye

Recorder Gibson: Aye

#### 6. Other

The committee recommended appointment of both candidates for vacancies on the Board of Zoning and Appeals.

The committee asked staff to contact Clarke County Public Information Officer Cathy Kuehner to advertise an opening on the Tree Board.

#### 7. Adjourn

The meeting was adjourned at 10:36 a.m.

**Town of Berryville**  
**Personnel, Appointments, and Policy Committee**  
**MOTION TO ENTER CLOSED SESSION**

Date: February 3, 2022

MOTION BY: *Gibson*

SECOND BY: *Arnold*

I move that the Personnel Committee of the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, for discussion, consideration, or interviews of prospective candidates for appointment.

VOTE:

Aye: *Unanimous roll-call vote*

Nay:

Attest: \_\_\_\_\_

*[Redacted Signature]*  
Erecka L. Gibson, Recorder

**BERRYVILLE TOWN COUNCIL**

**MOTION**

**CLOSED SESSION RESOLUTION**

DATE: February 3, 2022

MOTION BY:

SECOND BY:

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:

Aye: *Unanimous roll-call*

Nay:

Absent/Abstain:

ATTEST: 

Erecka L. Gibson, Recorder

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**February 28, 2022**

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A meeting of the Berryville Town Council Community Development Committee was held on Monday, February 28, 2022 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: Kara Rodriguez, chair; Diane Harrison

Staff participating: Christy Dunkle, Community Development Director; Paul Culp, Town Clerk

**1. Call to Order**

Ms. Rodriguez called the meeting to order at 9:00.

**2. Approval of Agenda**

The agenda was approved by consensus.

**3. Discussion: Review of Applications for the Virginia Commission for the Arts Creative Communities Partnership Grant**

The Town had received applications from Chambers Studio, the Main Street Chamber Orchestra, Social Graces Ballroom Dance Studio, Barns of Rose Hill, and Community Music School of the Piedmont, with a total of \$4,500 being available from the Town, to be matched by VCA. The committee and Ms. Dunkle discussed the applications with regard to the nature of the projects to be funded, their impact on the community, and whether applicants had submitted all required documents.

The consensus of the committee was that Barns of Rose Hill should receive \$3,000 from the Town, with the Main Street Chamber Orchestra, Community Music School of the Piedmont, and Chambers Studio receiving \$500 each. The committee determined that Social Graces Ballroom Dance Studio must be excluded because of failure to submit a budget as specified in the instructions for application.

#### **4. Blight Update**

The consensus of the committee was that no discussion was needed, as the process for dealing with blighted properties discussed in previous meetings is currently before the Planning Commission and is to be revisited by the Town Council at a later date.

#### **5. Town Website**

There was a brief discussion of the launch of the new Town website earlier in the month. The committee and staff agreed that no known problems had occurred and that the site is attractive and functioning well.

#### **6. Other**

Ms. Rodriguez said the committee appointed by the Town Council for planning the Town's 225<sup>th</sup> birthday celebration had met and conducted a helpful discussion.

#### **7. Adjournment**

The committee adjourned by consensus at 9:43 a.m. on a motion by Ms. Harrison.

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**February 8, 2022**  
**7:00 p.m.**

**Town Council:** Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Recorder; Donna McDonald; Diane Harrison; Grant Mazzarino; Kara Rodriguez.

**Staff:** Present--Keith Dalton, Town Manager; Christy Dunkle, Community Development Director; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

**Press:** Mickey Powell, *The Winchester Star*

**Also present:** Matt Bass, Clarke County Board of Supervisors.

**1. Call to Order**

Mayor Arnold called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

Recorder Gibson moved to approve the agenda as presented. The motion passed by unanimous voice vote.

**4. Presentations/Awards/Recognitions**

None.

**5. Public Hearings**

None.

**6. Discussion of Public Hearing Items**

None.

**7. Citizens' Forum**

No one addressed the meeting.

## 8. Consent Agenda

The consent agenda comprised the minutes of the January 11 Town Council regular meeting and the January 24 meetings of the Community Development, Streets and Utilities, and Public Safety Committees.

**Recorder Gibson moved to adopt the consent agenda as presented. The motion passed by unanimous voice vote.**

## 9. Unfinished Business

None.

## 10. New Business

None.

## 11. Council Member Reports

### Mayor

Mayor Arnold said he had recently given a presentation to local Cub Scouts whose interest in the government of the Town was commendable. He also acknowledged a thank-you note to the Council from Cathy Kirby, widow of recently deceased former Mayor Wilson Kirby.

Mayor Arnold said the Council would appoint a committee to oversee celebration and commemoration in 2023 of the 225<sup>th</sup> anniversary of the Town's founding, the members being John Hudson as chair, Ms. Rodriguez, Mary Liz McCauley, Sharon Parrish, Sara Ames, Michelle Marino, Cathy Kuehner, and Ms. Dunkle.

Mayor Arnold asked that the Council provide \$1,500 from the contingency fund to cover any expenditures incurred before the inclusion of the matter in the Fiscal Year 2023 budget scheduled to take effect on July 1 of this year.

Ms. Rodriguez, chair of the Community Development Committee, said the committee and Mr. Dalton had discussed the matter and recommended budgeting of \$5,000 for the project and that the committee hoped to obtain the preponderance of funding from private sources, including local businesses.

**Ms. Rodriguez moved that the Council of the Town of Berryville authorize the Town Manager to expend up to \$1,500 from the FY2022 budget, line item—100-4094300-5800—general fund contingency, to support the efforts of Berryville's 225<sup>th</sup> birthday committee, provided that all**

**covered expenses have been authorized by the town manager in advance. The motion passed by unanimous voice vote.**

Mr. Dalton said \$5,000 would be included in the draft budget.

Mayor Arnold said that in the aftermath of the January 16 storm, multiple citizens had expressed concern about the failure of some residents and businesses to clear snow and ice from sidewalks. He reminded the public that the Town Code requires this, and cited the relevant ordinance. He said the Town would pursue more aggressive enforcement and that the residents and business owners contacted by the police had complied promptly.

Mayor Arnold stressed that failure to clear driveways and walks to homes creates difficulty for first-responders. He urged citizens to be careful when walking in icy conditions, to park in their driveways rather than on the street in order to provide operating space for snowplows, and to leave walks unshoveled until the Public Works Department clears the streets.

There was a discussion of suitable clearance methods at street corners and crossings. Mr. Dalton said the Town does try to provide extra attention to such areas but that the severity of the recent storm might have resulted in unaccustomed difficulties.

Mayor Arnold said some citizens had suggested that Public Works crews clear all sidewalks, but that this would be impractical because of the necessity for additional personnel and new equipment.

### **Recorder and Ward Representatives**

Recorder Gibson, Ms. Harrison, Mr. Mazzarino, and Ms. Rodriguez had nothing to add. Ms. McDonald of Ward 1 said a resident had expressed concern and confusion about a billing matter when water meter readings were estimated because of storm-induced impediments and that Utilities Clerk Jodi Kern had responded admirably.

Mr. Dalton said the decision to estimate is not made lightly, because confusion among customers sometimes ensues, and that tests conducted by staff indicate that radio-read meters perform well under snow cover. He said a four-year meter replacement procedure is well underway and that he hopes estimates will not be necessary after 2024 because of the installation of radio-read meters.

## **12. Staff Reports**

### **Public Works**

Mr. Dalton said the department had successfully addressed the challenges occasioned by the recent snow and was prepared for new weather-related problems that might arise.

## **Public Utilities**

Ms. Harrison recommended wider publicity and media attention for Berryville's reception of the first-ever Motivational Leadership Award from the Virginia Rural Water Association.

## **Police**

Nothing was added to the written report.

## **Community Development**

Nothing was added to the written report.

## **Administration and Finance**

Nothing was added to the written report.

## **Town Manager**

### **Update on American Rescue Plan Act of 2021**

Mr. Dalton said the utility projects previously discussed were still in the planning stage and that he hoped to provide full details to the Council in March and to convene a public meeting at some point for discussion of the plans.

### **Ward Boundary Adjustments**

Referring to a map he had set up in the meeting room, Mr. Dalton briefed the Council on the proposed suggestions to ward boundaries necessitated by new census data indicating that the populations of wards must be re-balanced. He explained that two census blocks would move from Ward 2 to Ward 1, and four census blocks from Ward 2 to Ward 3, with Ward 4 remaining unchanged. He said Council approval of the proposed schedule would lead to the new boundaries taking effect on April 13, 2022 and that none of the current ward representatives would be affected.

Ms. Harrison asked whether the changes would remain in effect until the next census. Mr. Dalton said yes, unless annexation occurs.

Mr. Dalton directed the Council's attention to the attached schedule for publications, meetings, and public comment opportunities associated with the proposal, and the Council expressed approval of the schedule.

**Recorder Gibson moved that the Council of the Town of Berryville set a public hearing for March 8, 2022 at 7:00 p.m., or as soon thereafter as the matter can be heard, to receive comment on proposed revised election ward boundaries. The motion passed by unanimous voice vote.**

### **Blight Abatement**

Mr. Dalton updated the Council on developments related to the blighted properties discussed in previous meetings and the schedule for carrying out the abatement process. He recommended that the Council attend the Planning Commission’s public hearing on the matter on March 22. He explained for Ms. McDonald the process thus far, according to which he had notified the owners of the properties, requested abatement plans from them, and responded as necessary with more appropriate abatement plans containing suitably precise language.

## **13. Committee Updates**

### **Budget and Finance**

Recorder Gibson said the committee would meet for a budget work session on March 2 at 10:30 a.m. and that the full Council would have a budget work session on March 9 at 3:00 p.m.

### **Community Development**

Ms. Rodriguez said the committee had met in January and discussed the 225<sup>th</sup> anniversary commemoration and the status of the development of the new Town website, which she said would be launched preliminarily on February 15 and then fully publicized in water bills and the Town newsletter as launching on March 1.

Ms. Rodriguez said the committee had also discussed the possibility of the Town obtaining new Christmas decorations to provide a more vibrant appearance. She and Mr. Dalton established that the previous budget of \$10,000 would be insufficient and that \$15,000 to \$20,000 would be more realistic. Ms. Harrison said the committee had discussed the possibility of finding sponsors for the new decorations. Mayor Arnold suggested the acquisition of winter-themed décor that could remain in place longer than specifically Christmas items, and said the matter could be considered in budget deliberations.

### **Personnel**

Mayor Arnold said the Committee had met earlier in the month to discuss vacancies on the Board of Zoning Appeals and that it recommended two appointees for those vacancies.

Recorder Gibson moved that the Council of the Town of Berryville recommend that the Clarke County Circuit Court appoint Willie Jay Briggs to the Board of Zoning Appeals to fill the unexpired term of Margaret Barthel, which expires on May 9, 2022. The motion passed by unanimous voice vote.

Recorder Gibson moved that the Council of the Town of Berryville recommend that the Clarke County Circuit Court appoint Allen McWilliams to the Board of Zoning Appeals to fill the unexpired term of Wilson Kirby, which expires on June 12, 2022. The motion passed by unanimous voice vote.

Mayor Arnold said the Council also needed to fill a vacancy on the Tree Board.

#### **Public Safety**

Ms. McDonald said the committee had met in January and had discussed dangerous trees and also the overextension of police resources in addressing mental health crises occasioned by inadequate state funding.

#### **Streets and Utilities**

Ms. Harrison said the committee had met in January and discussed ARPA, traffic calming, and problems resulting from deployment of basketball goals in streets. She said the latter two matters had been referred to Chief White for further research and that the committee might be ready to meet again on March 28 at 10:00 a.m.

#### **14. Closed Session**

No closed session occurred.

#### **15. Other**

No other business came before the Council.

#### **16. Adjourn**

The Council adjourned by consensus on a motion by Recorder Gibson at 7:48 p.m.

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Erecka L. Gibson, Recorder

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Paul Culp, Town Clerk

# Ward Boundary Adjustment Review Schedule

Presented to the Town Council on February 8, 2022

Dates subject to change

Town Manger introduces the matter to the  
Town Council

February 8, 2022

Town Council sets a public hearing for March 8, 2022

Notice of public hearing and proposed changes published

Website  
Newspaper

February 9, 2022

February 22 & March 1, 2022

Town Council's public hearing

March 8, 2022

Last day that public comment will be accepted

March 11, 2022

Town Council holds a special meeting to approve  
finalized ward boundaries

March 14, 2022

Notice of approved ward boundaries published

March 17, 2022

New ward boundaries become effective

April 13, 2022