

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
July 10, 2018
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: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; Neal White, Chief of Police; Dave Tyrrell, Director of Public Utilities; Mia L. Jackson, Town Clerk; Karen Johnson, Front Desk Clerk

Press: Mickey Powell, Journalist, 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

On motion of Council member Rodriguez, seconded by Council member McDonald, the agenda was approved unanimously.

4. Public Hearing

No hearings scheduled

5. Citizens' Forum

Mayor Dickinson recognized Mary Ivie, Berryville resident. Ms. Ivie said she is a resident of Dorsey Street and would like to make the Town aware of a flooding issue near her home on Dorsey Street.

Mayor Dickinson recognized Elizabeth Ryan, from Berryville Main Street. Ms. Ryan welcomed the new Council members and reviewed the most recent activities from Berryville Main Street.

6. Consent Agenda

The Consent Agenda was approved on motion of Recorder Arnold, seconded by Council member Harrison. The items on the Consent Agenda were:

Minutes of Regular Meeting – 06/12/18

Minutes of Continued Meeting – 06/22/2018

Minutes of Town Council Work Session Meeting – 07/02/18

Aye: McDonald, Harrison, Gibson, Rodriguez, Arnold

Nay: None

Abstain: Dickinson

7. Report of Patricia Dickinson, Mayor

Council member Harrison moved that the Council of the Town of Berryville approve the attached resolution honoring the service of former Council member, H. Allen Kitselman, III. Council member McDonald seconded the motion.

Aye: McDonald, Harrison, Gibson, Rodriguez, Arnold

Nay: None

Abstain: Dickinson

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Council member Rodriguez moved that the Council of the Town of Berryville approve the attached resolution honoring the service of former Council member David Tollet. Council member Harrison seconded the motion.

Aye: McDonald, Harrison, Gibson, Rodriguez, Arnold

Nay: None

Abstain: Dickinson

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Mayor Dickinson noted that the resolutions will be presented at the next Council meeting in August.

Mayor Dickinson reminded everyone about Lloyd Williams Day on July 14th.

8. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold said the draft brochures of the Welcome to Berryville and Town of Berryville Water and Sewer are good first drafts. He asked that any recommended changes from Council to staff for the brochures be sent by July 26. Mr. Dalton said the updated brochures will be brought to the August Council meeting. Mr. Dalton said that the brochures would need to be paired down if they are to be included in the water and sewer bills. Mayor Dickinson asked if the intention is for the brochures to be printed in color. Recorder Arnold said that he would like to see a cost estimate for the brochures before pairing them down. He said he would like to get the information to the community in one complete version.

9. Report of Christy Dunkle, Assistant Town Manager/Planner

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

Ms. Dunkle reviewed the text amendment for the Zoning Ordinance that would allow Town Council to appoint members of the Tree Board. Ms. Dunkle noted that it was recommended the text amendment be available for consideration at a future public hearing that would be advertised simultaneously with other items in order to save money. Council agreed to advertise this text amendment with a public hearing notice slated for August.

10. Report of Keith Dalton, Town Manager

Mr. Dalton said Mia Jackson will be leaving her position as Town Clerk. He said that Karen Johnson the current Front Desk Clerk for the Town will be moving into the position as Town Clerk. He wished Mia well and welcomed Karen.

Mr. Dalton announced that McDonalds Corporation has notified staff they plan to begin construction of their new store on McNeil Drive in October with an expected opening date in January 2019.

Mr. Dalton said staff is requesting authorization to advertise a public hearing for the August Council meeting if an acceptable amendment is received by July 25 from AT&T regarding the ATT Lease for the Northwest elevated water tank. Mr. Dalton noted in the past Council has said they did not want to include term extensions in the lease. Mr. Dalton said he would like authorization to allow term extensions to be addressed within the draft amended lease and he would address it within the lease. Town Council agreed to allow term extensions to be addressed in the draft lease amendments.

Mr. Dalton reviewed the reasons to archive the audio of the continued meeting held on June 22, 2018. **Council member Gibson moved that the Council of the Town of Berryville archive permanently the audio recording of the continued meeting on June 22, 2018 because of its enduring historical nature pursuant to the Virginia Public Records Act. Council member McDonald seconded the motion.**

Aye: McDonald, Harrison, Gibson, Rodriguez, Arnold

Nay: None

Abstain: Dickinson

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Mr. Dalton confirmed the Committee meeting schedule as follows:

Budget and Finance: No meeting scheduled at this time

Community Development: July 23, 2018 @ 4:30 p.m.

Public Safety: July 18, 2018 @ 4:00 p.m.

Streets and Utilities: July 17, 2018 @ 10:30 a.m.

Personnel Appointment and Policy Committee: No meeting scheduled at this time

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

Council member Gibson noted upcoming agenda items for the Budget & Finance Committee are yearend expenses. Mayor Dickinson noted that budget goals and objectives would need to be on the agenda.

Council member Gibson moved that the Council of the Town of Berryville adopt the attached resolution to charge off delinquent personal property taxes for Tax Year 2012. Council member McDonald seconded the motion. Recorder Arnold asked that Ms. Moreland explain the reason for the charge offs. Ms. Moreland said that the Town is only allowed to enforce collection of personal property tax for five years.

Aye: McDonald, Harrison, Gibson, Rodriguez, Arnold

Nay: None

Abstain: Dickinson

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Council member Gibson moved that the Council of the Town of Berryville authorize publication of the names of those delinquent for personal property and real estate taxes pursuant to Section 58.1-3924 of the Code of Virginia, as amended. Council member McDonald seconded the motion. Council member Rodriguez inquired about the number of times citizens are notified prior to the publication as well as how they are contacted. Ms. Moreland said that citizens are receiving several notices in attempt to collect a debt.

Aye: McDonald, Harrison, Gibson, Rodriguez, Arnold

Nay: None

Abstain: Dickinson

12. Report of Kara Rodriguez - Chair, Community Improvement Committee

Council member Rodriguez discussed the expanded scope of the committee. She said the expanded scope will include the committee focusing on economic development within the Town. Council member Rodriguez said that a new name for the committee is being discussed. Recorder Arnold suggested Community Development Committee.

Council member Rodriguez noted the committee will meet on the fourth Monday of every month at 4:30 p.m. and encouraged the public to attend. Council member Rodriguez noted the members of the committee are herself as Chair, Donna McDonald and Diane Harrison.

13. Report of Donna McDonald – Public Safety

Council member McDonald said there will be a committee meeting on July 23rd at 4:00 p.m.

Chief White gave a reminder about National Night Out on August 7, 2018 in Rose Hill Park.

14. Report of Diane Harrison – Chair, Streets and Utilities Committee

Council member Harrison noted that the Streets and Utilities Committee will meet on the 4th Tuesday of every month at 10:30 a.m. and welcomed the public to attend. Council member Harrison noted the members of the committee as herself as Chair and Pat Dickinson.

Mr. Tyrrell provided an update on the repair of the 3M Water Tank. Mr. Tyrrell said the contractor is working on finalizing the amended contract and will provide the final version to staff by July 11, 2018. He noted once the contract is signed repair work will begin on the tank. Mr. Tyrrell said he has requested an updated schedule from the contractor. Mr. Tyrrell reviewed a citizen complaint that has been received regarding the work being done in and around the water tank.

Mr. Dalton reviewed the options related to the tanker task force and if the service would be continued or suspended. Recorder Arnold reviewed the purpose of the tanker task force. He said his recommendation is that the Town discontinue the staffed tanker driver assignment because Town crews have been able to keep the elevated tanks full and the Town has been able to keep up with water demands. **Recorder Arnold moved that the Council of the Town of Berryville discontinue the staffed tanker driver assignment as soon as practical but no later than July 27th and direct the Town Manager to send a letter of thanks to the Director of Fire, EMS, and Emergency Management for the County of Clarke, Brian Lichty. Council member Rodriguez seconded the motion.**

Aye: McDonald, Harrison, Gibson, Rodriguez, Arnold

Nay: None

Abstain: Dickinson

Mr. Dalton said that we put out the latest paving contract for bid and had a good response. He noted that as soon as things are finalized staff will be putting that information on the website.

Council member Harrison inquired regarding the pumps that were struck by lightning. Mr. Tyrrell said that it is currently being reviewed by insurance.

15. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointment and Policy Committee
Recorder Arnold reviewed the updated name for the committee's.

Recorder Arnold said that the committee will meet July 11th at 9 a.m. He said there are some openings and upcoming expirations on Town Boards that need to be addressed.

Recorder Arnold asked about the Building Representative for the Government Center. Mr. Dalton said that it is an annual assignment. Mayor Dickinson said the new Building Committee Representative is Recorder Arnold.

Mayor Dickinson thanked the Town Clerk and wished her well and welcomed the new Town Clerk.

16. Closed Session – No closed session scheduled

17. Adjourn

There being no other business, upon motion of Council member McDonald, seconded by Council member Gibson, the meeting was adjourned at 8:23 p.m.

Harry Lee Arnold, Jr., Recorder

Mia L. Jackson, Town Clerk