



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

March 10, 2020

7:30 PM

Item

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3. Approval of Agenda

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5. Public Hearings

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14. Closed Session

15. Adjourn

Berryville Town Council Item Report Summary
March 10, 2020

Item Title

Consent Agenda - Approval of Minutes

Minutes of the 02.11.20 Regular Meeting of the Town Council
Minutes of the 02.26.20 Special Meeting of the Town Council

Prepared By

Background/History/General Information

A consent agenda is a tool utilized by the Town Council for grouping routine business and reports into one agenda item.

Any Council member may, as a matter of privilege, remove an item from the consent agenda and have it replaced with another agenda item.

Findings/Current Activity

The consent agenda contains two items to be considered for approval:

Minutes of the 02.11.20 Regular Meeting of the Town Council
Minutes of the 02.26.20 Special Meeting of the Town Council

Financial Considerations

None

Schedule/Deadlines

Timely approval of minutes is preferable, but no deadline for such approval exists.

Other Considerations

None.

Attachments

1. Town Council Minutes for 3.10.20 Consent Agenda

Recommendation

None.

Sample Motion

I move that the Council of the Town of Berryville approve the consent agenda.

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
February 11, 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; Heather DeHaven, Finance Clerk

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

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

4. Presentations, Awards, and Recognitions

Recorder Arnold presented a resolution (attached) honoring Elmodyne Grim Childs on her 100th birthday. Mr. Culp read the resolution aloud.

Council member McDonald moving for approval and Recorder Arnold seconding. The motion passed by unanimous voice vote.

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

The following Berryville residents spoke against the proposed change of Dunlap Drive to Tyson Drive in Phase V of the Hermitage subdivision: Herb Jordan, John Zambanini, Ed Windisch, John Mason, Jim Decker, Samantha Walraven, Peter Lawrence, and Sheriff Kaiser.

Brian McClemens obtained an apology from Mayor Dickinson for a controversy of mid-2019 concerning her Facebook posts and his comments thereon.

Mary Ivie said Berryville noted recent heavy rainfall and also complained that documents used by Recorder Arnold for his report in the January regular session had not been in the agenda packet and ought to have been.

Nathan Stalvey of Berryville Main Street briefly described BMS's 2019 activities and its plans for 2020.

George Archibald said a motion by Council member Harrison during the December discussion of a controversy had defamed the mayor. He said Mr. Arnold is engaging in corrupt practices, and named particular individuals associated with the judicial system who he alleged had engaged in irregularities and conflicts of interest that he said played a role in Mr. Arnold being cleared of all malfeasance charges against him. He suggested that Recorder Arnold might be attempting to intimidate Mayor Dickinson into not pursuing a second term.

8. Consent Agenda

The consent agenda comprised the minutes of the January 14 regular session of the Town Council, the minutes of the February 3 Council work session, the minutes of the January 27 Public Safety and Community Development Committee meetings, and the minutes of the January 28 Personnel Committee and Streets and Utilities Committee meetings.

Mayor Dickinson directed Council's attention to a minor revision of the minutes of the Personnel, Appointments, and Policy Committee.

Recorder Arnold requested that the minutes of the January 14 regular session of Council be removed from the consent agenda and discussed elsewhere in the meeting.

Council member Rodriguez moved that the Council of the Town of Berryville approve the consent agenda as revised. Council member Harrison seconded the motion, which passed by unanimous voice vote.

9. Unfinished Business

Solid Waste Management: Ordinances, Policies, and Request for Proposals (RFP)

Amendment of Chapter 8 of Town Code

Mr. Dalton explained that the Public Safety Committee had been discussing matters related to Chapter 8 for a long time. He explained that the language of the Code has been made obsolete by technological changes, and enumerated various other points of concern the Council was considering in this matter. He said staff wished to have a new contract for waste removal services in place as soon as possible.

Request for Proposal

There was a discussion of whether the new contract should allow trash removal as early as 6:30 a.m. instead of 7:00 a.m. in the downtown area as now specified.

Council member Rodriguez asked whether the RFP would include pricing for lidded recycling containers. Mr. Dalton said it would.

Mayor Dickinson and Mr. Dalton discussed verbiage related to recycling services.

Mayor Dickinson said the RFP should assert that materials designated as recyclable will in fact be recycled. Mr. Dalton described verbiage that could be added to assure this.

There was a discussion of verbiage specifying whether the Town or residents would be responsible for the replacement cost for damaged containers.

Council member Harrison and Mr. Dalton discussed commercial and residential collection schedules downtown, and how to achieve a ready differentiation between recycling containers and trash containers.

There was a discussion of commercial entities now receiving service but possibly no longer to receive service if Council so decides.

A discussion established that Council was at present being asked to act only on those aspects of Chapter 8 that were necessary for proceeding with the RFP.

Recorder Arnold made a motion that the Council of the Town of Berryville adopt the attached ordinance amending Chapter 8—"Garbage and Refuse"—of the Berryville Code. Council member Gibson seconded.

Roll call vote as follows:

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

The motion passed.

Council member Rodriguez made a motion that the Council of the Town of Berryville authorize the issuance of a request for proposals for refuse and recyclables collection and allow staff to make the necessary changes to the RFP prior to issuance. Council member Gibson seconded.

Roll call vote as follows:

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

The motion passed.

Discussion of Minutes of January 14 Regular Session of Town Council

Council now took up discussion of the minutes that had been removed from the consent agenda for discussion elsewhere. Recorder Arnold said that Mayor Dickinson's report in the January 14 regular session, which had been attached to the minutes after having been delivered orally in the meeting, had erroneously stated that he had been indicted, when in fact he had been charged with malfeasance, with the charges eventually being dropped.

Mayor Dickinson asked how the suggested correction was to be accomplished. Mr. Dalton said removal of the erroneous remarks was not possible because they constituted part of the record of what had actually occurred. He said Council could clarify that the remarks were in error, and Recorder Arnold said this would suffice.

Council member Rodriguez made a motion that the Council of the Town of Berryville adopt the minutes of the January 14, 2020 regular session of the Town Council with clarification that in the mayor's report it was stated that Mr. Arnold had been indicted when in fact he had been issued a summons by state police to appear before the court to answer charges of malfeasance. Council member Harrison seconded.

Council member McDonald said that if the January 14 minutes had been removed from the consent agenda, Council could strike any contents it wished to remove, inasmuch as the minutes had not yet been approved.

Roll call vote as follows:

McDonald: Nay
Harrison: Aye
Gibson: Aye
Rodriguez: Aye
Arnold: Abstain
Dickinson: Aye

The motion passed.

Council member McDonald said she still wanted a motion to strike the mayor's report and related comments from the record.

10. New Business

There was no new business.

11. Council Member Reports

Ward 1:

Council member McDonald said a resident had complained about an excessively bright light on Church Street. She said some parts of town need a greater police presence. She said residents are concerned about the possibility of being charged for trash collection.

Ward 2

Discussion: Concerns Regarding Posts on Town Council Member Facebook Pages

Council member Harrison said approximately a year had elapsed since Council had approved a social media policy but that problems with posts by members had nonetheless occurred. She said some of the posts were not accurate, and that corrections were not occurring when citizens made inaccurate statements in comments on posts. She said she had discontinued the personal page associated with her Council role and that all such pages should be discontinued and that any Town social media presence be for the Town as a whole.

Recorder Arnold said he had no objection to the pages being discontinued. Mayor Dickinson said there were problems associated with the fact that the social media policy applies to staff as well as elected officials. Mr. Dalton said staff should review the matter and return it to the full Council.

Council member Gibson recommended maintaining a presence for the Town as a whole, possibly in coordination with the County.

Council member Rodriguez said she did not favor a shutdown of individual pages, which she said are valuable as a source of public feedback and as a means of reaching members of the public who do not attend meetings or who do not have her contact information.

Council member McDonald recommended retaining a social media presence but monitoring it with care.

Council member Harrison said that anything members say on social media is taken seriously by the public as the truth, and that there is danger in this.

Discussion: Proposed Town Council Policy Addressing How Citizen Complaints or Concerns Received by Town Council Members Will Be Processed.

Council member Harrison said that Council was overburdening staff in trying to solve everyone's problems, and that a standard process is needed in order to prevent anyone from being blindsided or the Town from incurring unnecessary expense. Council member McDonald concurred. Council member Rodriguez complimented the policy brought to Council by Council member Harrison.

Council member Gibson said the policy was good but warned that sometimes citizens merely want to be heard without their concerns being escalated into formal complaints.

Council member Harrison made a motion that the Council of the Town of Berryville adopt the attached policy concerning requests for service or receipt of concerns. Council member Rodriguez seconded.

There was a discussion of whether the policy was flexible enough and whether it was redundant to the Town Code.

Council member McDonald said Council members must be careful not to speak too freely to citizens concerning matters in which members lack sufficient expertise.

Roll call vote as follows:

McDonald: Abstain

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

The motion passed.

Ward 3

Council member Gibson said citizens want action on debris from loose recyclables. She suggested lidded containers as a solution.

Ward 4

Council member Rodriguez thanked the residents of her ward for locating her dogs before she knew they were missing.

Recorder

Recorder Arnold said that in January and early February Mayor Dickinson had requested from staff extensive documentation of the Town's transactions with his business, Berryville Auto Parts, including detailed P-card information and two years' worth of invoices. He said her actions appeared to constitute an independent investigation of a matter in which he had been cleared of all charges, and said the mayor had violated the Code of Conduct by stating in an email her belief that Mr. Jacobs possibly had edited the records before providing them to her. He said she had impugned the integrity of staff and demoralized them, and that was wasting staff time amid pressing business.

Mayor Dickinson said all members of Council have a right to inspect the treasurer's records. Council member McDonald said no one has the right to impugn Mr. Jacobs' character and expressed dismay that the mayor had accused Mr. Jacobs, a CPA, of editing records.

Mayor Dickinson her remarks had been misread. She said she had been disappointed and surprised that Mr. Jacobs had taken the time to assemble the requested records with greater care and urgency than she had requested.

Mr. Jacobs said he had handled the matter as he did to protect the integrity of the files, because his department had been repeatedly examined for years and that many people had had their hands in the files, killing staff morale in the process.

Recorder Arnold said a request for two years' worth of invoices was not an inspection, as the mayor indicated, but an investigation, noting that the mayor had made copies of the documents.

Mayor Dickinson said she was accustomed to making copies for herself but Mr. Jacobs had insisted on doing it this time. She said she had not looked at the copies yet.

Recorder Arnold explained the role of department heads in the review of P-card purchases and said the mayor's actions constituted a slap in the face to the department heads.

Council member Harrison objected to the mayor's focus on one specific person and business, and suggested that the mayor find better means of resolving any problem she might have with Recorder Arnold.

Mayor Dickinson said she did not have a problem with Recorder Arnold.

Mr. Jacobs said Council should trust the department heads it had hired, and expressed concern about Council's attempt to be involved in day-to-day management of the Town. He noted the extremely large increase in FOIA requests during the current administration and said there are morale problems in his department because of repeated examinations. Mr. Jacobs said this must stop right now. He said time and taxpayers' money are being wasted and told Council to stop bickering.

Council member McDonald said a Council member, though not using her name, had referred to her in a defamatory way in recent a Facebook post. She recommended not defaming people and not accusing, embarrassing, and coercing Town staff. She said large sums of money had been wasted on the activities under discussion.

Mayor

Mayor Dickinson had nothing to report.

12. Staff Reports

Public Works

Mr. Dalton described the progress of the work being done on the John Rixey Moore Playground.

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 the Tree Board had met on Wednesday, January 8 and had discussed upcoming events for 2020. She said staff had informed the Board that its portion of the Tree City USA application obtained approval by the Virginia Department of Forestry and that the Arbor Day Foundation would be following up soon for the official notification of designation.

Ms. Dunkle explained that a reconfiguration of Hermitage V occasioned by revised DEQ water-quality regulations had resulted in the street layout being changed from the original T-intersection of Tyson and Dunlap to a continuous road from Tyson to Dunlap, provoking discussion of the possibility of address changes for current residents in the affected area. She noted that Mayor Dickinson had spoken with those residents, and said staff had collected information on the procedure and cost of re-addressing for residents.

Council member Harrison asked when a final decision would be necessary. Mr. Dalton said the Town needs to have further discussions with providers of emergency services and that the final plat might not be ready for several months. He said VDOT was not favorably disposed toward the scenario involving a three-way stop.

There was a discussion of whether the Town could ask the developer to reconfigure the development.

There was a discussion of traffic-control matters and of how the transition from one street name to another could be indicated.

Mr. Dalton asked Council to give staff fully specific direction if Council wishes for staff to ask the developer for reconfiguration. He said the developer had already met all requirements and was not obligated to undertake further adjustments. He noted that the approval by the Planning Commission and BADA would be a ministerial act, i.e. mandated by law if the developer had met all requirements and did not wish to fulfil a request for further reconfiguration.

Administration/Finance

Council member Gibson and Mr. Jacobs briefly discussed the new budget software.

Mr. Dalton noted adjustments to several P-card purchasing limits that he had made at the request of the treasurer, as discussed by the Budget and Finance Committee.

Town Manager

Mr. Dalton had nothing further to report.

13. Committee Updates

Community Development

Committee chair Rodriguez endorsed the RPF for branding as submitted by Ms. Dunkle.

Council member Rodriguez made a motion that the Council of the Town of Berryville approve the proposed RFP and posting of the solicitation. Council member Harrison seconded the motion.

Mayor Dickinson asked the meaning of the expression "leading place to live." There was a discussion of alternative wording.

There was a discussion of the relationship between marketing and branding and about the need not to steer the consultant excessively.

Roll call vote as follows:

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

The motion passed.

Personnel, Appointments, and Policy

Discussion: Deputy Town Manager Position

Mr. Dalton described the intended organizational structure and the new position's focus on human resources.

There was a discussion of structure, roles, and physical demands.

There was a discussion of how responsibilities would be apportioned when managerial personnel are absent, specifically when the treasurer is away.

Recorder Arnold moved that the Council of the Town of Berryville approve the attached ordinance amending "Chapter 2: Administration" of the Berryville Town Code in order to establish the position of Deputy Town Manager and amend provisions governing the Community Development and Administration and Finance Departments. Council member Gibson seconded.

Roll call vote as follows:

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

The motion passed.

Recorder Arnold moved that the Council of the Town of Berryville approve the attached organizational chart to serve as a graphical representation of the Town's organizational structure, provided, however, that such graphical representation in no supplants provisions of the Charter of the Town of Berryville or the Berryville Code. Council member Gibson seconded.

Roll call vote as follows:

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

The motion passed.

Discussion: Town Manager Review

Council member Rodriguez prompted a discussion of the suggested timetable for an annual evaluation of the town manager's performance.

There was a discussion of the verbiage pertaining to organizational goals.

There was a discussion of how evaluations should be summarized or compiled and by whom.

There was a discussion of how Council would evaluate the manager's performance as a supervisor of other staff.

Council agreed that the survey should be returned to the Personnel Committee for further revision.

Mayor Dickinson revisited a suggestion she had made in the January 14 meeting that the compensation survey desired by Council be conducted as a project by students from the University of

Virginia or Shenandoah University. A discussion resulted in agreement to revisit the topic in September.

Public Safety

Committee chair McDonald briefly reviewed the committee's activities and recommended budgeting for two additional officers to serve in whatever capacities deemed fitting by Chief White and Mr. Dalton.

Streets and Utilities

Committee chair Harrison noted that the committee had approved a survey for collecting public input on the Town's street light pilot and that the survey now appeared on the Town website.

Discussion: Scopes of Work for Stormwater Management Preliminary Engineering Reports (PER)

Mr. Dalton explained proposed studies on Town Run and Virginia Avenue.

Council member Harrison moved that the Council of the Town of Berryville approve the attached scopes of work and direct the Town Manager to proceed with the projects. Further, the Council authorizes the Town Manager to amend the scopes of work as he deems necessary, provided that no such amendment increases project costs above that which the Council has budgeted. Council member Rodriguez seconded.

Roll call vote as follows:

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

The motion passed.

Budget and Finance

Committee chair Gibson said the committee would meet in two weeks to discuss the budget and the Town's procurement policy.

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 Rodriguez moved to adjourn, seconded by Council member Gibson. The motion passed by consensus at 10:51 p.m.

Harry Lee Arnold, Jr., Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, February 11, 2020

7:30 p.m.

Name:	Town of Berryville Resident?
✓ MERR JORDAN	<input checked="" type="radio"/> Yes No
✓ Ed Zamboni	<input checked="" type="radio"/> Yes No
✓ Brian McClemens	<input checked="" type="radio"/> Yes No
✓ Ed WINDISCH	<input checked="" type="radio"/> Yes No
✓ John MASON	<input checked="" type="radio"/> Yes No
✓ Jim + RONNA Decker	<input checked="" type="radio"/> Yes No
✓ MARY WIE	<input checked="" type="radio"/> Yes No
✓ Nathan Stalvey	<input checked="" type="radio"/> Yes No
✓ Samantha Walraven	<input checked="" type="radio"/> Yes No
✓ George Czumak ^{27 West} _{Main St}	<input checked="" type="radio"/> Yes No
✓ PETER LAWRENCE	<input checked="" type="radio"/> Yes No
Shreek Kaiser	Yes No
_____	Yes No
_____	Yes No

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE, VIRGINIA
HONORING ELMODYNE GRIM CHILDS**

WHEREAS, Mrs. Elmodyne Grim Childs celebrated her one hundredth birthday on February 5, 2020; and

WHEREAS, Mrs. Childs has resided in Clarke County most of her life and currently lives in the Town of Berryville; and

WHEREAS, Mrs. Childs married David Francis Childs May 19, 1945. Mr. Childs passed away in 1981; and

WHEREAS, Mrs. Childs has been blessed with two children, David C. Childs and Ann Tucker Keller; six grandchildren; 13 great-grandchildren; and four great-great-grandchildren; and

WHEREAS, Mrs. Childs worked as a telephone operator prior to her marriage, then was a homemaker and enjoyed sewing and arranging flowers; and

WHEREAS, Mrs. Childs is a life member of the Berryville Baptist Church and has served as a member of the flower committee; and

WHEREAS, Mrs. Childs is a member of the Town & Country Garden Club; and

WHEREAS, Mrs. Childs has volunteered for many years for the Clarke County Ruritan Club;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville congratulates Mrs. Childs on her one hundredth birthday.

By order of the Town Council this eleventh day of February 2020.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Special Meeting
February 26, 2020
1:00 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; Paul Culp, Town Clerk

1. Call to Order

Mayor Dickinson called the meeting to order at 1:01 p.m.

2. Approval of Agenda

Mayor Dickinson invited a motion to approve the agenda.

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

3. Unfinished Business

There was no unfinished business.

4. New Business

There was no new business.

5. Other

There was no other business.

6. Closed Session

Mayor Dickinson invited a motion to enter closed session.

Ms. Gibson moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-1 Code of Virginia, for discussion related to specific employees of the Town Council. Ms. Rodriguez seconded the motion.

VOTE:

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

Nay: None

Absent/Abstain: None

The Council entered closed session at 1:03 p.m. and reconvened in open session at 2:35 p.m.

Ms. Rodriguez moved, with Ms. Gibson seconding, 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: McDonald, Harrison, Gibson, Rodriguez, Arnold, Dickinson

Nay: None

Absent/Abstain: None

7. Adjourn

Mayor Dickinson requested a motion to adjourn.

Ms. Rodriguez moved to adjourn, seconded by Ms. Gibson. The motion passed by unanimous voice vote at 2:37 p.m.

Harry Lee Arnold, Jr., Recorder

Paul Culp, Town Clerk

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title

Council Member Reports - Ward 1

Ward 2

Ward 3

Ward 4

Recorder

Mayor

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title
Staff Reports - Public Works

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Report of the Department of Public Work March 2 2020

Recommendation

Sample Motion

Report of the Department of Public Works

March 2, 2020

We experienced one sewer related issue last month. A citizen called the Town Office and reported a possible water leak at the intersection of North Buckmarsh Street and Academy Street. Public Works responded and found the problem to be a sewer blockage at the intersection instead of a water leak.

Before we could clear the blockage we had to set up traffic control measures and have Berryville Police Department assist with traffic control at the intersection of West Main and North Buckmarsh. Once traffic control was established we were able to clear the blockage with the use of our sewer jet rodder.

Construction is now underway on Shenandoah Crossing and Fellowship Square Subdivisions. Clearing is completed on the Shenandoah Crossing site and clearing has begun on Fellowship Square. The sanitary connection has been made at the intersection of Page Street and Petal. The sewer main has been installed into the property and the contractor is in the process of installing the storm sewer from the intersection of Petal and Page Street to inside the subdivision.

The renovation and installation of the new playground equipment for Rose Hill Park is nearly complete. GameTime has completed the installation of the new equipment and Public Works has been busy adding the finishing touches and completing some maintenance task prior to reopening of the playground. As soon as the temperatures rise and stay above freezing we will be painting the existing equipment to match the new color of green. We plan on have all the painting completed the week of April 20th.

Berryville Town Council Item Report Summary
March 10, 2020

Item Title

Staff Reports - Public Utilities

Prepared By

Background/History/General Information

The Berryville Utility Plants have operated well in February 2020 per the data received to date despite many equipment issues. The Water Treatment Facility has delivered 7.974 MG of water to the distribution system with a daily average production of 0.380 MGD and a daily maximum production of 0.468 MG. The Wastewater Treatment Facility has treated a total of 9.28 MG with a monthly average flow of 0.33 MGD and a peak flow of 0.54 MG.

Attached to this report are the First page of the Water Treatment Facility MOR for VDH and the DMR Data for the Wastewater Treatment Facility monthly report with data received to date. Please note that these reports have not yet been double checked for accuracy and are not ready for state reporting.

Findings/Current Activity

Water Treatment Plant

The water treatment plant has performed well this month with some minor concerns over raw water quality due to rains at the beginning of the month but adjustments were able to compensate. We have been working to replace the weatherstripping on the exterior doors of the WTP now that painting has been completed. We were also able to drain, clean, and service both treatment trains this month, update chemical warning signage on the exterior entrances, and have torn down and serviced the sediment tank drain valve on train #2. We have completed 72 maintenance work orders.

Waste Water Treatment Plant

Things continue to be very busy at the wastewater plant with equipment failures. Rotating drum screen #2 has stopped collecting debris, we have contacted the manufacture for guidance but have had little affect on its effectiveness. A factory rep will be in later this month to assist with repairs.

We have completed hypo recovery cleans on membrane trains #1 thru #3 and an acid clean of train #1. Acid cleans of train #2 and #3 will be completed in March.

We have worked with Consolidated Electric on several repairs this month, they include flow pacing controls for the polymer pumps on the biosolids presses, Air scour blower #4 which kept blowing its control power fuse, the controls for permeate pump valve #1 which would not close, and water getting into the electrical conduits for one of the air control valves on aeration train #2 and blowing the circuits. New wiring was provided to repair the polymer feeds, a loose wire was found in a junction box for blower #4, and we found that the seals on the permeate valve had failed and allowed solids into the valve control solenoid so Plant staff replaced the entire valve and control system. A repair of the conduit from the air control valve is possible and Consolidated will stop back in to correct when they have some spare

time.

We have rebuilt nonpotable water pump #2 and started to work on nonpotable pump #1 which sounded like it was cavitating. We did find that a different model number of rotating assembly is in unit #1 and will not properly align between the impeller and wear plant. We also found that the impeller is in bad shape. Ernest is working with the Manufacturer to learn what the differences between the rotating units are that will not allow the pump #1 to properly adjust.

The booster pumps which supply pressure to the rotating drum screen spray nozzles and wash systems have failed and needed to be replaced. Two new pumps were ordered and installed. We also added inline water strainers prior to the pumps to protect them from debris that may get into the plant water system.

Control air compressor #2 has been blowing oil and a replacement air pump and dryer was ordered through Capital Compressor the local Quincy supplier. With everything else we had on our plates we had them come and install the new airpump and dryer. They found that the second air dryer had failed and are researching possible solutions. Currently both air compressors are fully functional along with one air dryer. Both compressors are running through the one dryer.

With the new discharge permit in place we have replaced the old non-working effluent chart recorder with a new one to meet the requirement of daily chart recording. There was some wiring issues that continued to plague the unit so we called in Consolidated to trace the problem and they replaced wiring between the recorder and the effluent building control panel. It is now calibrated and online. While here there was some unsafe conditions found in the existing conduits of the UV building which they also took time to correct while the system was apart.

Our HACK 2800 bench laboratory analysis instrument and one of the Nitrax probes were rebuilt under our contract from HACH. The repairs were totally covered under the maintenance contract. Just a side note - the replacement/rebuild cost of one of the Nitrax probes is generally about \$15,000 which is more than we pay for our yearly contract to service and maintain the online equipment. Both pieces of equipment are back in service.

The last issue we have had this month is that once again the generator was found idling with a failure to crank alarm showing. We are working with our service tech to figure out why this condition occasionally happens during exercise, it would be a mess for this to occur during a time we actually needed the unit for a power loss.

We have processed 230,871 gallons of biosolids and completed 117 maintenance work orders.

Financial Considerations

Schedule/Deadlines

Other Considerations

Water Treatment Plant Finish Pump Replacement Project

We are finally getting the finish pump replacement project into a position to move forward. We have found the manufacture of our existing pumps in their new form as Trillium Pumps and they can provide

us with pumps that will fit into our existing cans. We have made contact with the local representative and are working to provide them with the information needed to ensure that the pumps we order will fit into the existing location. This has been a major block in the progress of this project. We have also received electrical drawings which we are now reviewing to ensure all requirements are met and the new system will function as desired.

If all requirements are met we will seek an estimated price for the electrical install from Consolidated Electric and then decide if bidding the electrical portion of the project is necessary. As the pumps will be a sole source purchase we are working to ensure that we have all documentation in alignment with procurement procedures before presenting everything to the Town Manager and Purchasing for review. We are hoping to have this completed and ready to move forward with procurement in March.

Attachments

1. February 2020 Council Report Attachments

Recommendation

Sample Motion

February 2020

No. Connections Served: 1690
Population Served: 4185

Flows and Chemical Dosages

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals										Finished Water Chemicals							
					Alum lbs per Day	mg/L	Carbon lbs per Day	mg/L	Chlorine lbs per Day	mg/L	Fluoride lbs per Day	mg/L	Polymer lbs per Day	mg/L	KMnO4 lbs per Day	mg/L	Soda Ash lbs per Day	mg/L	Chlorine lbs per Day	mg/L	Corr Inhibitor lbs per Day	mg/L
1	0.172		0.149	5.0	15	10.6	2	1.1			0.2	0.12	0.022	0.015	1	0.4			5.4	3.7		
2	0.523		0.468	15.8	41	9.3	3	0.6			6.6	1.51	0.070	0.018	1.8	0.4			15.1	3.5		
3	0.515		0.460	15.5	41	9.4	3	0.7			3.5	0.82	0.066	0.015	3.5	0.8			15.1	3.5		
4	0.518		0.455	15.5	35	8.2	3	0.6			7.0	1.62	0.070	0.016	1.8	0.4			12.9	3.0		
5	0.410		0.363	12.0	30	8.9	3	0.8			3.1	0.92	0.057	0.017	1.4	0.4			10.8	3.1		
6	0.325		0.270	7.5	25	9.4	2	0.7			3.4	1.25	0.050	0.018	0.9	0.3			9.7	3.6		
7																						
8																						
9	0.421		0.381	13.0	36	10.1	2	0.7			12.0	3.42	0.060	0.017	1.5	0.4			13.9	4.0		
10	0.491		0.442	15.5	66	16.1	3	0.8			3.5	0.85	0.027	0.007	1.8	0.4			10.8	2.6		
11	0.480		0.410	13.5	46	11.4	3	0.8			3.5	0.88	0.040	0.010	1.5	0.4			16.0	4.0		
12	0.518		0.462	15.5	41	9.4	3	0.6			6.5	1.53	0.057	0.013	2.0	0.5			15.1	3.5		
13	0.511		0.439	16.0	30	7.1	4	0.8			3.5	0.83	0.035	0.008	2.1	0.5			15.1	3.5		
14																						
15	0.141		0.106	3.7	15	12.9	1	0.7			3.5	2.98	0.010	0.009	0.4	0.3			2.2	1.8		
16																						
17	0.494		0.425	14.5	30	7.4	2	0.4			3.2	0.76	0.058	0.014	1.7	0.4			13.0	3.2		
18	0.512		0.448	15.3	35	8.3	2	0.5			3.5	0.82	0.066	0.015	1.8	0.4			11.8	2.8		
19	0.236		0.204	6.8	15	7.6	1	0.5			3.2	1.63	0.030	0.015	0.8	0.4			5.4	2.7		
20	0.483		0.404	12.7	35	9.8	2	0.7			3.4	0.94	0.060	0.017	1.5	0.4			11.8	3.3		
21																						
22																						
23	0.514		0.445	15.5	30	7.1	3	0.7			3.5	0.83	0.064	0.015	1.8	0.4			12.9	3.0		
24	0.507		0.452	15.0	35	8.4	2	0.5			6.7	1.59	0.066	0.016	1.8	0.4			12.9	3.1		
25	0.510		0.447	15.5	35	8.4	3	0.7			4.7	1.11	0.066	0.016	1.8	0.4			11.8	2.8		
26	0.451		0.408	14.0	35	9.4	2	0.6			4.3	1.14	0.071	0.019	0.0	0.0			10.8	2.9		
27	0.376		0.341	11.5	30	9.7	3	0.9			3.5	1.13	0.044	0.014	1.3	0.4			10.8	3.4		
28																						
29																						
30																						
31																						
Total	9.058	0.000	7.974	269.1	705	199.0	52	14.6	0.0	0.00	92.6	26.7	1.09	0.302	32	8.7	0.0	0.00	243.0	66.91	0.0	0.00
Maximum	0.523	0.000	0.468	16.0	66	16.1	4	1.1	0.0	0.00	12.0	3.4	0.07	0.019	4	0.8	0.0	0.00	16.0	4.00	0.0	0.00
Minimum	0.141	0.000	0.106	3.7	15	7.1	1	0.4	0.0	0.00	0.2	0.1	0.01	0.007	0	0.0	0.0	0.00	2.2	1.83	0.0	0.00
Average	0.431	0.000	0.380	12.8	34	9.5	2	0.7	#DIV/0!	#DIV/0!	4.4	1.3	0.05	0.014	2	0.4	#DIV/0!	#DIV/0!	11.6	3.19	#DIV/0!	#DIV/0!

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

PRINTED NAME: David A Tyrell

Shenandoah River - Entire Month

TITLE OPERATOR CLASSIFICATION: Class 1

DPOR CERTIFICATION NO.: 1955002813

Berryville STP Monthly DMR Data

February 2020

Date	Effluent Flow MGD	Eff pH	Eff Temp Deg C	Eff CBOD mg/l	Eff CBOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2 / NOS mg/l	Eff TKN mg/l	Eff TKN KG/D	Eff Total N mg/l
2/1/2020	0.26	7.5	12.4						11.2				
2/2/2020	0.27	7.6	14.6						11.4				
2/3/2020	0.27	7.4	13.9	1.00	1.01				10.7	1.25	0.42	0.42	1.67
2/4/2020	0.32	7.4	15.6	3.00	3.62				10.8				
2/5/2020		7.3	15.5						10.6				
2/6/2020	0.46	7.1	14.8	1.00	1.75			9.3	10.1	0.36	0.91	1.59	1.27
2/7/2020	0.25	9.0	14.3						10.0				
2/8/2020	0.54	7.5	13.6						10.5				
2/9/2020	0.50	7.5	13.1						10.6				
2/10/2020	0.45	7.6	13.2	0.00	0.00				11.0	0.53	0.67	1.14	1.20
2/11/2020	0.38	7.6	14.1	2.00	2.90	0.00	0.00		9.9				
2/12/2020	0.40	7.5	14.1						10.6				
2/13/2020	0.39	7.5	14.3	3.00	4.45			10.4	10.0	0.05	0.66	0.98	0.71
2/14/2020	0.50	7.4	13.8						10.7				
2/15/2020	0.31	7.4	12.0						10.4				
2/16/2020	0.24	7.4	12.8						10.6				
2/17/2020	0.25	7.5	13.1	1.00	0.94				10.8	0.16	0.67	0.63	0.83
2/18/2020	0.33	7.5	13.5						10.5				
2/19/2020	0.35	8.0	13.8						10.2				
2/20/2020	0.34	7.7	14.3	2.00	2.54			10.9	10.2	2.27	0.93	1.18	3.20
2/21/2020	0.35	7.3	13.5						10.7				
2/22/2020	0.25	7.5	13.1						10.9				
2/23/2020	0.25	7.5	13.2						10.5				
2/24/2020	0.24	7.5	12.6						10.3				
2/25/2020	0.25	7.6	14.0						10.8				
2/26/2020	0.25	7.3	14.5						10.4				
2/27/2020	0.27	7.6	13.7					10.9	10.0				
2/28/2020	0.30	7.6	13.5						9.7				
2/29/2020	0.31	7.4	13.1						10.5				
Minimum	0.24	7.1	12.0	0.00	0.00	0.00	0.00	9.3	9.7	0.05	0.42	0.42	0.71
Maximum	0.54	9.0	15.6	3.00	4.45	0.00	0.00	10.9	11.4	2.27	0.93	1.59	3.20
Total	9.28	218.8	398.0	13.00	17.21	0.00	0.00	41.5	304.6	4.62	4.26	5.94	8.88
Average	0.33	7.5	13.7	1.63	2.15	0.00	0.00	10.4	10.5	0.77	0.71	0.99	1.48
Geo Mean	0.32	7.5	13.7	1.57	1.94	1.00	1.00	10.4	10.5	0.40	0.7	0.91	1.30

Berryville STP Monthly DMR Data
February 2020

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	Es Coli No/100ml
2/1/2020				
2/2/2020				
2/3/2020	1.68	0.01	0.01	1
2/4/2020				
2/5/2020				
2/6/2020	2.22	0.06	0.11	1
2/7/2020				
2/8/2020				
2/9/2020				
2/10/2020	2.04	0.01	0.02	1
2/11/2020				
2/12/2020				
2/13/2020	1.06	0.01	0.01	1
2/14/2020				
2/15/2020				
2/16/2020				
2/17/2020	0.78	0.04	0.04	1
2/18/2020				
2/19/2020				
2/20/2020	4.08	0.04	0.05	1
2/21/2020				
2/22/2020				
2/23/2020				
2/24/2020				
2/25/2020				
2/26/2020				
2/27/2020				
2/28/2020				
2/29/2020				
Minimum	0.78	0.01	0.01	1
Maximum	4.08	0.06	0.11	1
Total	11.86	0.17	0.24	8
Average	1.98	0.03	0.04	1
Geo. Mean	1.72	0.02	0.03	1

Berryville Town Council Item Report Summary
March 10, 2020

Item Title

Staff Reports - Police Department

Prepared By

Background/History/General Information

Monthly Activity Report

The activity report for the month of February 2020 is attached to this memo.

Annual Activity Report

The year end report for 2019 has been completed and is attached to this report. The report has also been posted on the Town website for viewing.

Public Safety Committee

The Public Safety Committee did not meet in February 2019. The next scheduled meeting for the Committee is March 23, 2020 at 13:00 pm in the A/B meeting room.

Findings/Current Activity

Nothing to add

Financial Considerations

Nothing to add

Schedule/Deadlines

Nothing to add

Other Considerations

Nothing to add

Attachments

1. Police and Security Report Feb 2020
2. 2019 Annual Report

Recommendation

Nothing to add

Sample Motion

Nothing to add



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Police and Security Report

Month/Year: February 2020	Year To Date 2020	February 2020	January 2020
<u>Complaints Answered</u>			
911 Hang Up:	17	3	14
Alarms:	20	11	9
Animal Complaint:	28	15	13
Assault:	6	3	3
Assist County:	7	5	2
Assist EMS and Fire:	93	40	53
Auto Larceny:	0	0	0
Burglary:	0	0	0
Civil Complaints:	19	10	9
Disturbance:	8	3	5
Domestic Disturbance:	2	0	2
Driving Under the Influence	2	1	1
Drunk In Public:	1	0	1
Fraud:	8	3	5
Larceny:	9	2	7
Harassment/Intimidation:	2	1	1
Homicide:	0	0	0
Identity Theft	1	0	1
Juvenile Related:	4	3	1
Mental Health Crisis:	12	5	7
Narcotics Related:	7	2	5
Noise:	5	0	5
Public Service:	0	0	0
Rape:	1	1	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	13	6	7
Trespassing:	2	0	2
Vandalism:	3	0	3
Welfare Check:	22	10	12
Miscellaneous Complaints:	69	30	39
Total Complaints Answered:	361	154	207



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	February 2020	January 2020
<u>Traffic</u>			
Accidents Investigated:	2	0	2
Assist Motorist:	0	0	0
Child Safety Seat Install:	1	1	0
Funeral Escort:	6	3	3
Hit & Run:	3	2	1
Parking Tickets:	62	23	39
Traffic Warnings:	38	25	13
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	1	0	1
Expired Inspection:	6	5	1
Expired Registration:	1	0	1
Fail to Obey Highway Sign:	4	2	2
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	0	0	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	1	0	1
No Seat Belt:	0	0	0
Reckless Driving:	1	0	1
Speeding:	12	5	7
Miscellaneous Summons:	3	2	1
Total Traffic Summons Issued:	29	14	15
<u>Found Open at Businesses in Town</u>			
Doors:	4	1	3
Windows:	0	0	0
Garage Doors:	0	0	0



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

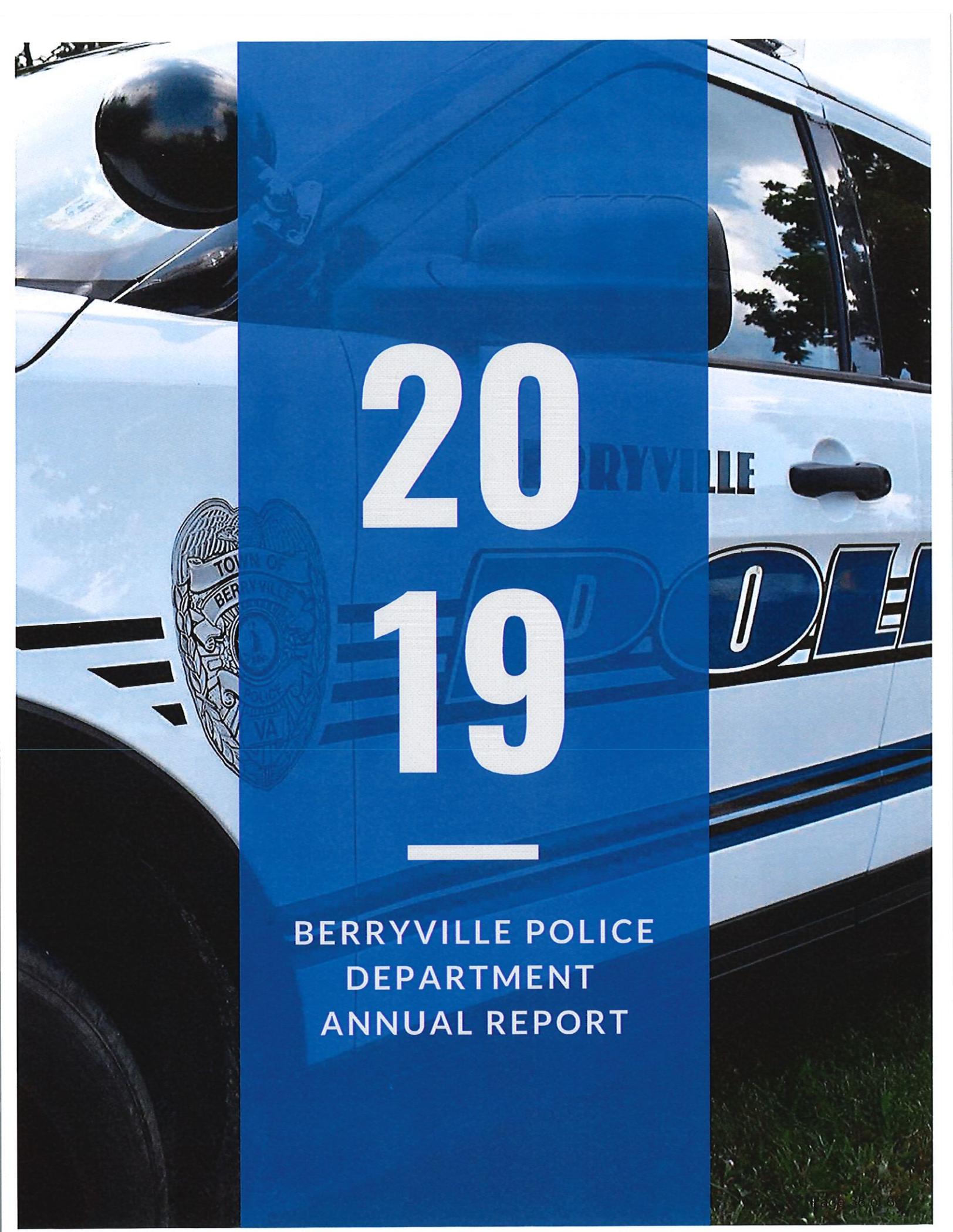
policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	February 2020	January 2020
<u>Criminal Arrests Made</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	0	0	0
Assault and Battery on Police Officer:	1	1	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	1	0	1
Disorderly Conduct:	0	0	0
Driving Under the Influence:	1	1	0
Drunk In Public:	1	0	1
Fail to Obey Police Officer:	2	1	1
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	19	6	13
Petty Larceny:	0	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	1	1	0
Rape:	0	0	0
Resisting Arrest:	1	0	1
Robbery:	0	0	0
Shoplifting:	0	0	0
Trespassing:	0	0	0
Vandalism:	0	0	0
Weapons Violation:	2	0	2
Miscellaneous Criminal Arrests:	3	0	3
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	32	10	22



20
19

BERRYVILLE POLICE
DEPARTMENT
ANNUAL REPORT

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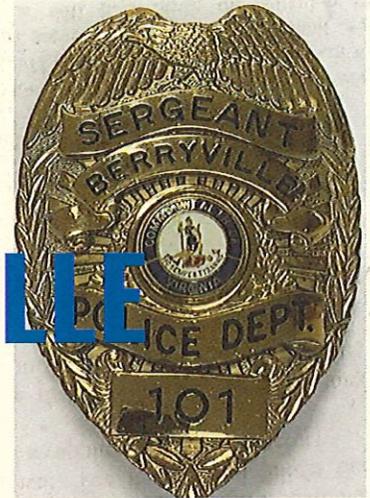
Mental Health Calls

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BERRYVILLE POLICE

WHO WE ARE

The Berryville Police Department provides 24 hour law enforcement services to the residents and visitors within the jurisdiction of the Town of Berryville. The department is staffed by a Chief of Police, Patrol Sergeant, seven Patrol Officers, and an Administrative Assistant.

MISSION

The mission of the Berryville Police Department is to enhance the quality of life for the citizens of Berryville through a true partnership with the community; provide quality law enforcement service to all without prejudice or bias, and increase public safety through visibility and vigilant enforcement of law thereby reducing the fear and incidence of crime.

CORE VALUES

Commitment - To providing the highest level of law enforcement services to the community.

Service - To a community that has entrusted matters of health, safety, and welfare to this department.

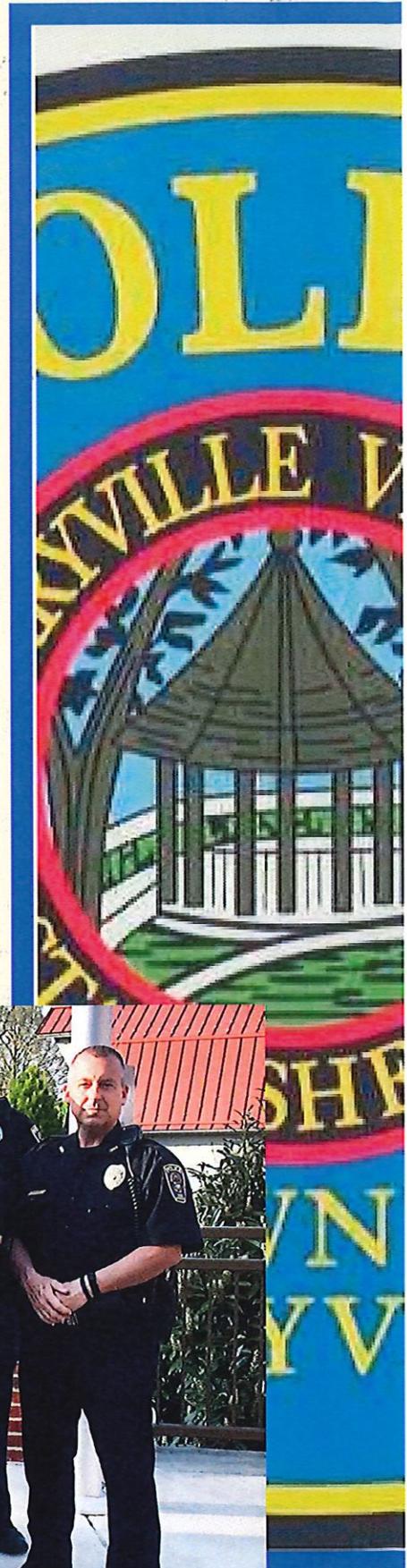
Integrity - Consistently doing the right things in the right way.

Excellence - Striving to be the best in all aspects of serving the citizens of Berryville.

DEPARTMENT ORGANIZATION

The Berryville Police Department is composed of nine full-time sworn law enforcement officers including a Sergeant and Chief. The department is also supported by a civilian Administrative Assistant. The department maintains a fleet of six emergency service vehicles that are equipped with mobile data terminals, speed enforcement equipment, and in-car video cameras. All officers have received certification from the Virginia Department of Criminal Justice Services and many are instructors who provide training to new recruits at the Skyline Regional Criminal Justice Academy.

The Chief of Police is the department head who reports to the Town Manager and provides updates to the Public Safety Committee of the Town Council. Funding for the department is derived through the general fund of the Town budget and a variety of grant sources.

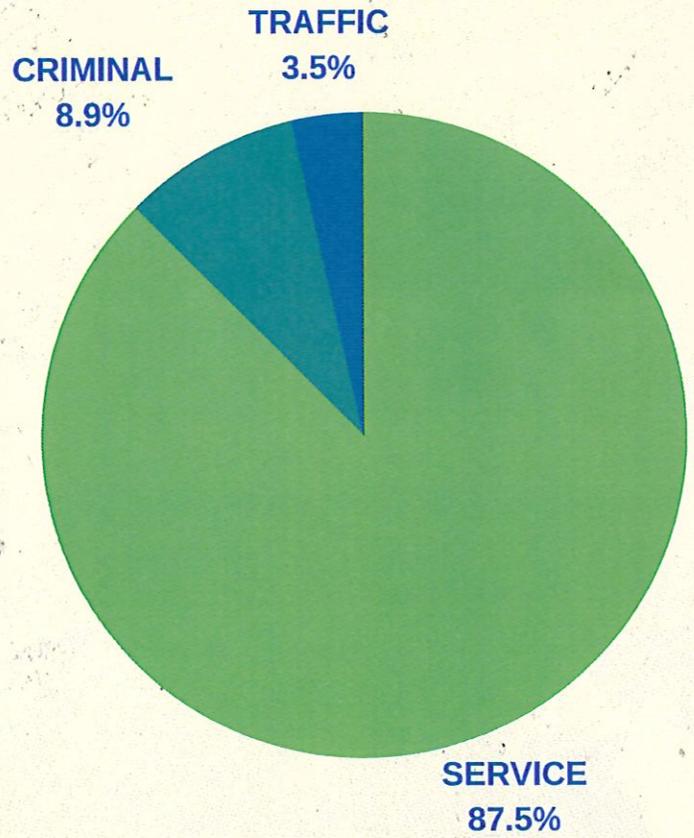




CALLS FOR SERVICE

The department responded to a total of **2,370** calls for service in calendar year 2019. The graph below represents how the calls received were classified by the department.

Calls for service are requests received from the public and initiate a response from the department. These calls do not represent traffic enforcement initiated by officers or any other self-initiated activities such as the enforcement of parking violations.



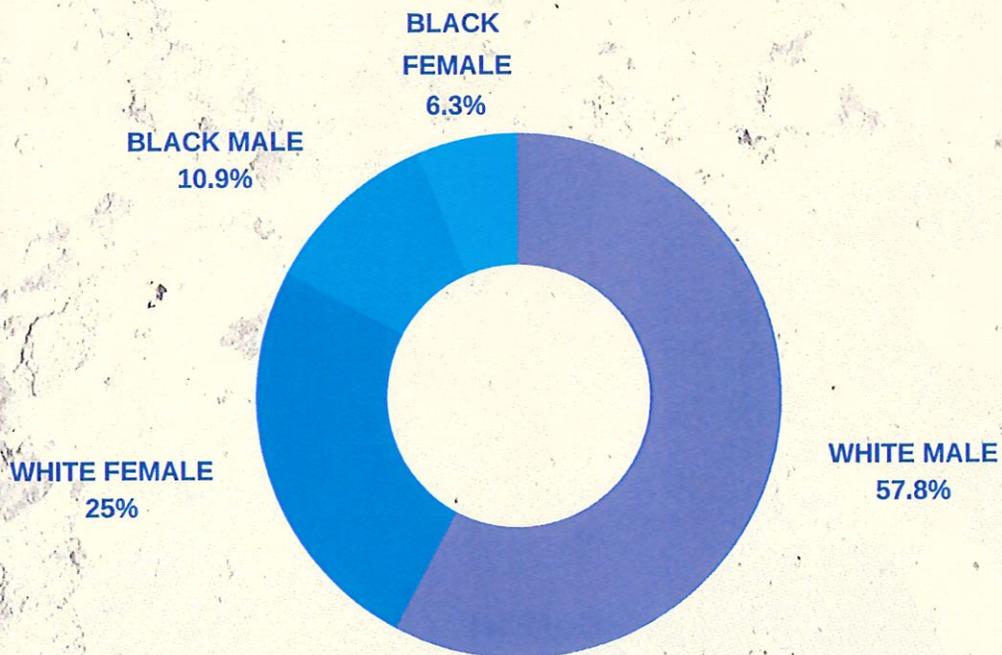
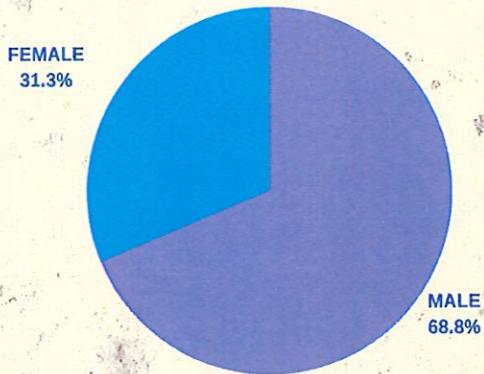


ARREST STATISTICS

The data contained in the graphs is representative of the 106 physical custody arrests made by the department in 2019.

Data concerning the race and sex of individuals arrested is required to be documented and reported to the FBI.

Race statistics do not depict ethnicity. For FBI reporting purposes, race categories include White, Black, Asian / Pacific Islander, American Indian / Alaskan Native, and unknown.

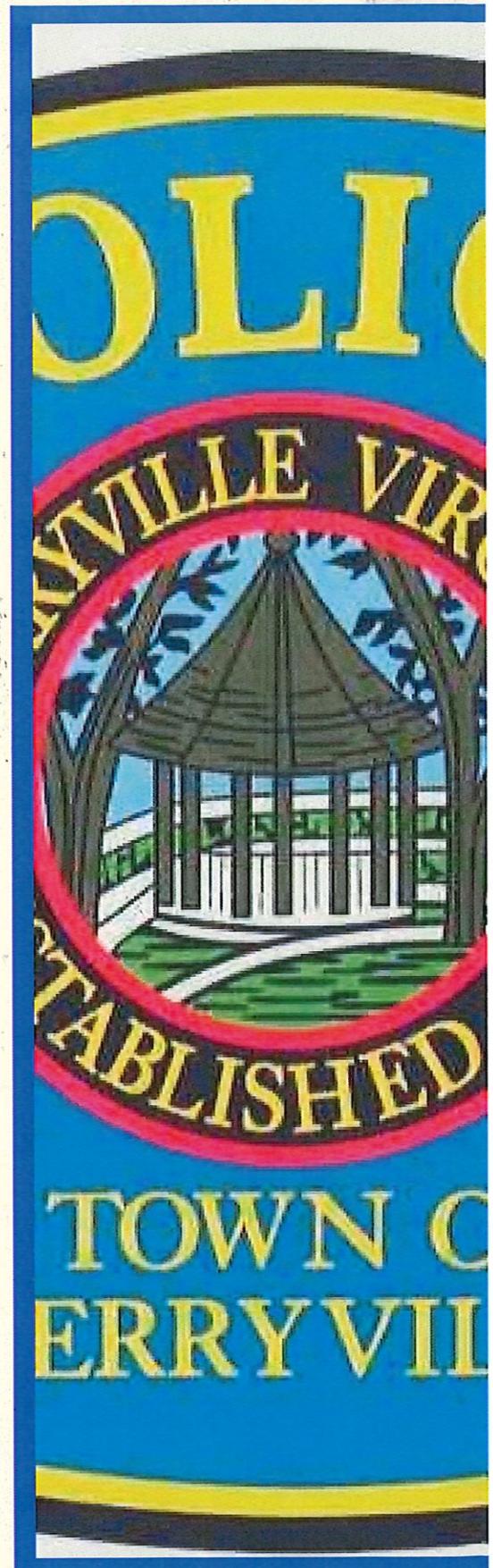
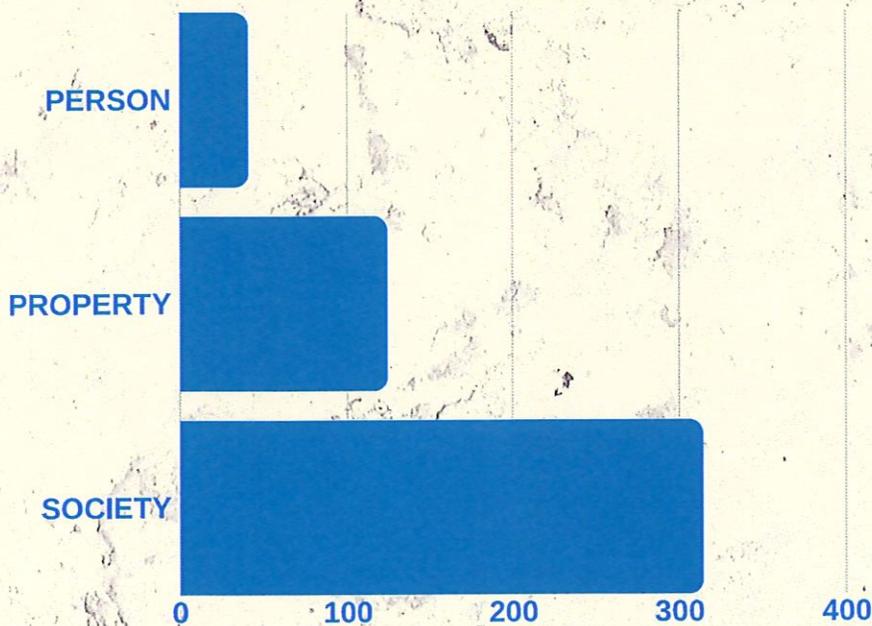


REPORTABLE INCIDENTS

The department responds to a wide variety of calls over the course of a year. Not all calls require the generation of a report or the initiation of an investigation by law enforcement. In 2019, the department filed reports concerning **478** incidents that took place in the Town of Berryville.

The chart below depicts how these reports are categorized using FBI criteria of Crimes Against Persons, Crimes Against Property, and Crimes Against Society.

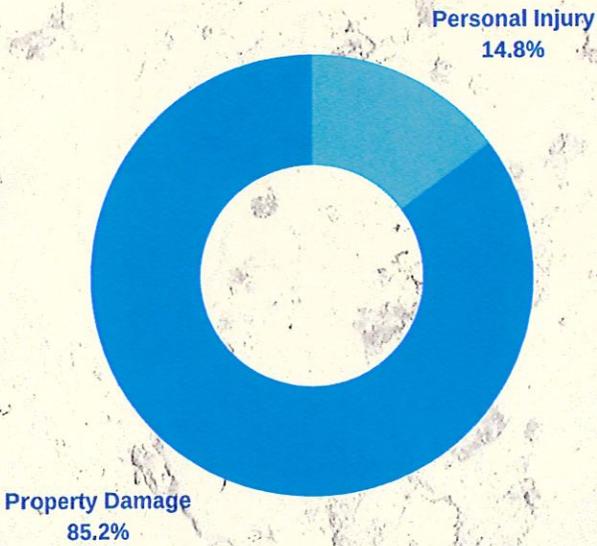
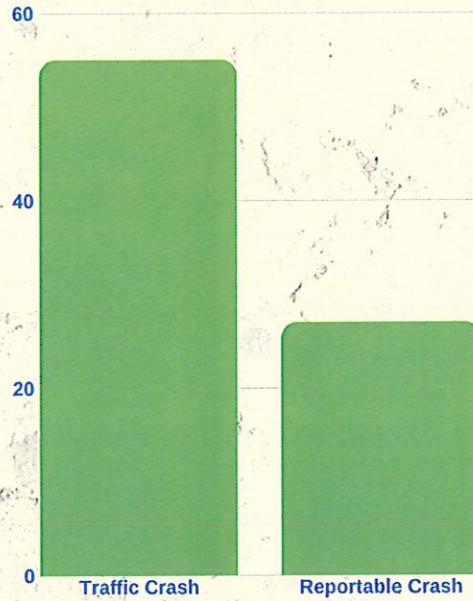
There was a 9% increase in reportable incidents from 2018 to 2019. (From 429 to 478)





TRAFFIC CRASHES

The department responded to a total of 55 motor vehicle crashes in 2019. A reportable crash involves total damages in excess of \$1,500 or personal injury. Of the 55 crashes, 27 were defined as reportable. In addition, 10 of the crashes were hit & runs.

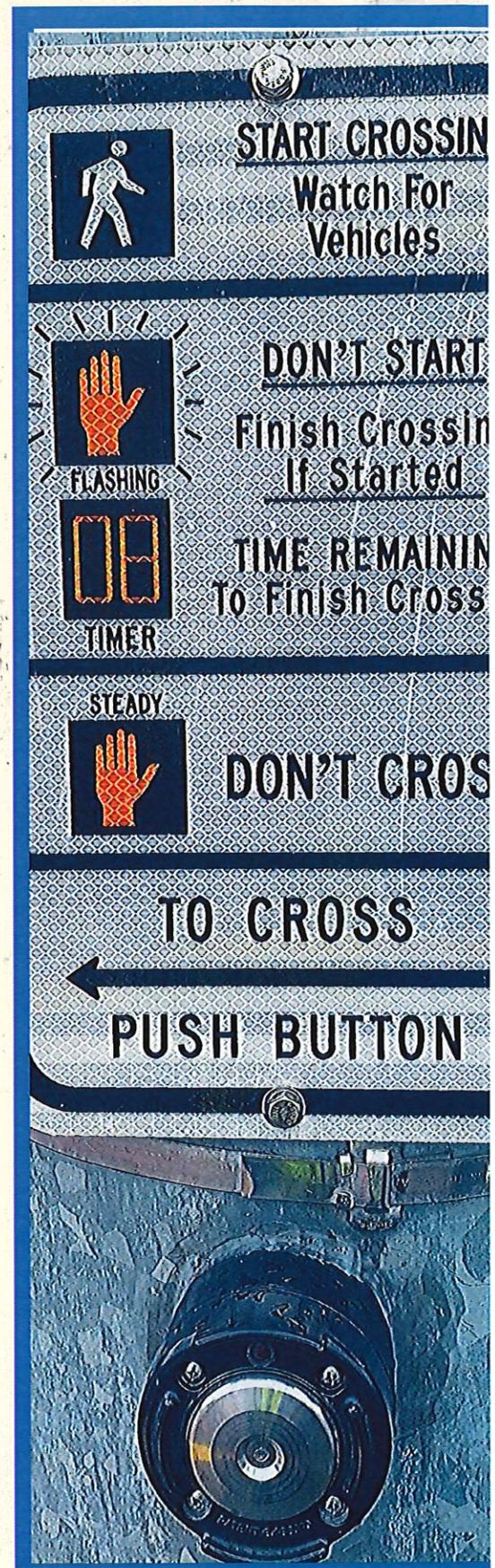


TRAFFIC SAFETY

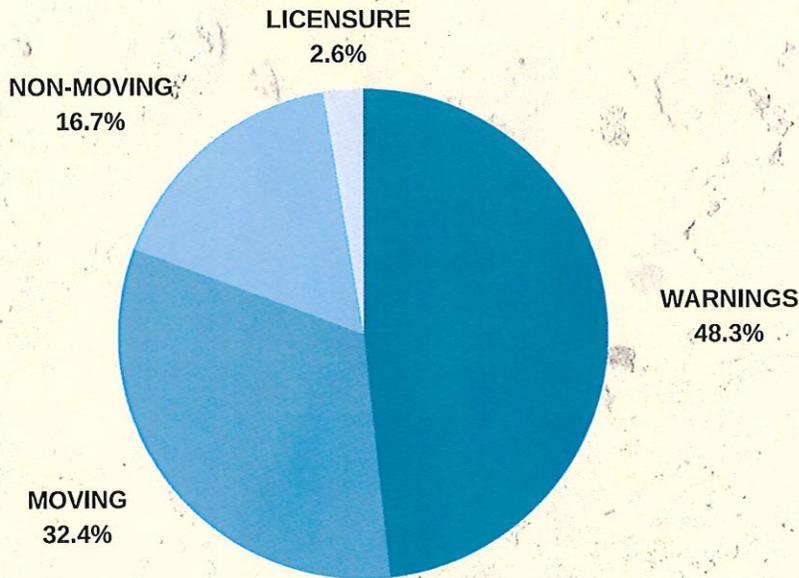
To help raise awareness of speeding around the entrances to Town, four signs supplied with radar equipment were installed in the fall of 2018. These signs advise motorists of their speed and send visual feedback if the motorist is exceeding the posted limit. The signs have proven to be an effective component of our overall strategy to maintain safe roadways in the Town.



Improvements to pedestrian crosswalks are another feature of the strategy that has been implemented by the Town to improve safety along the roadways. Many of the major crosswalks have been outfitted with flashing signals to alert motorists of the presence of pedestrians. This serves as a visual reminder that vehicles are to yield to pedestrians within a defined crosswalk.



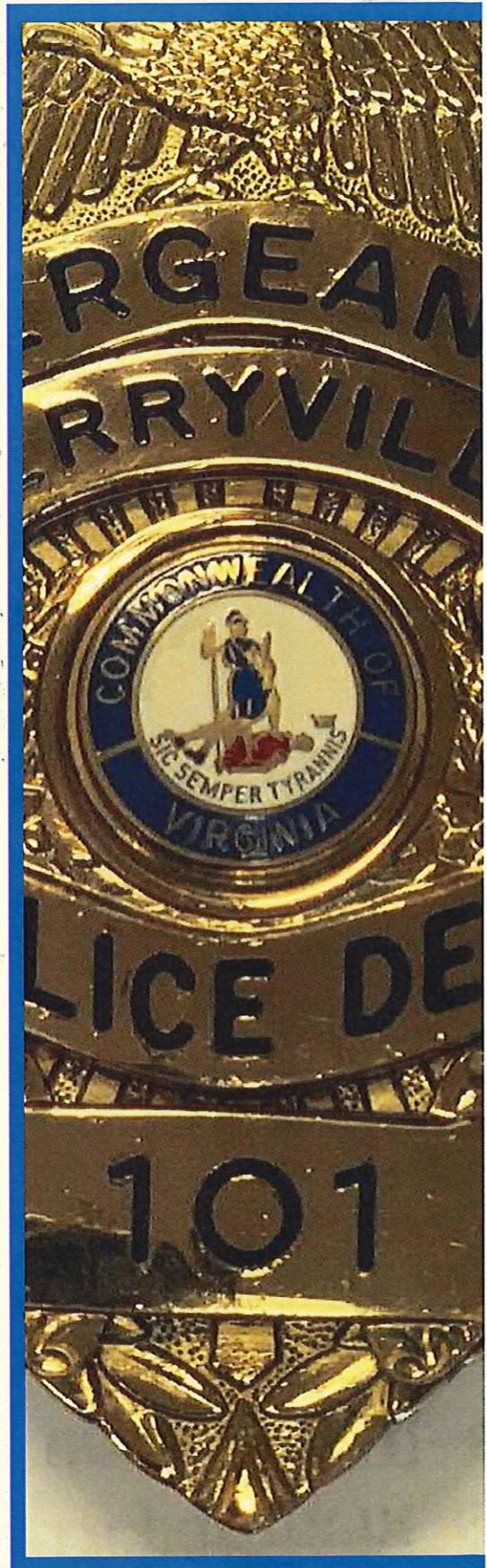
TRAFFIC ENFORCEMENT

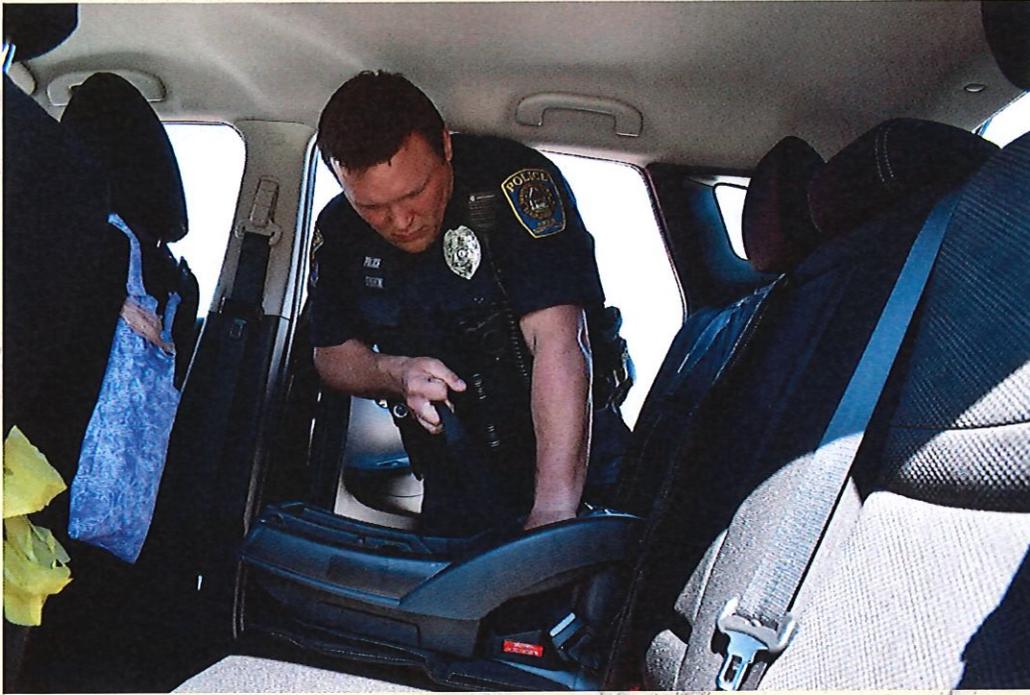


In 2019 members of the department performed 762 vehicle stops. The chart above depicts the outcomes of the stops.

- 247 Moving Violations
- 127 Non-Moving Violations
- 20 Licensure Related
- 132 Warnings (Moving Violations)
- 236 Warnings (Non-Moving Violations)

In addition to these efforts, members of the department also issued 696 citations related to parking enforcement matters such as overtime parking, expired registrations, and expired safety inspections.





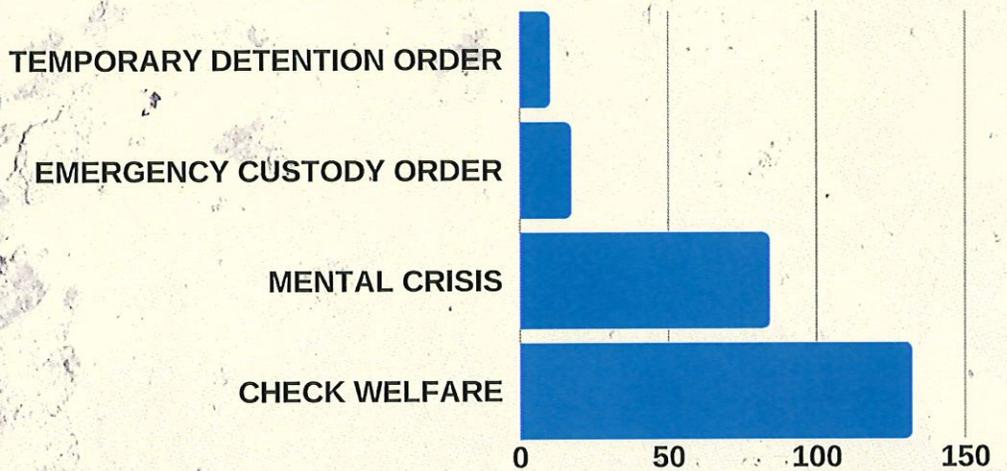


MENTAL HEALTH CALLS

Calls for service related to a mental health crisis continue to be a major deployment of department resources. The chart below depicts the 243 calls to which the department responded involving a mental health crisis component.

All officers in the department have been trained and certified through the Northwestern Community Services Board as members of the Crisis Intervention Team (CIT). This training aids officers in their response to a mental health crisis and raises awareness about community resources available to those in crisis in order to divert them from a custodial scenario.

The Northwestern Community Services Board began operation of a Crisis Intervention Team Assessment Center (CITAC) housed within Winchester Medical Center in 2019. This joint venture allows officers to return to their patrol duties in situations where they would otherwise be legally responsible for maintaining custody of an individual during a mental health assessment. Members of this department have provided extra-duty, grant funded staffing to the CITAC in support of this important venture.

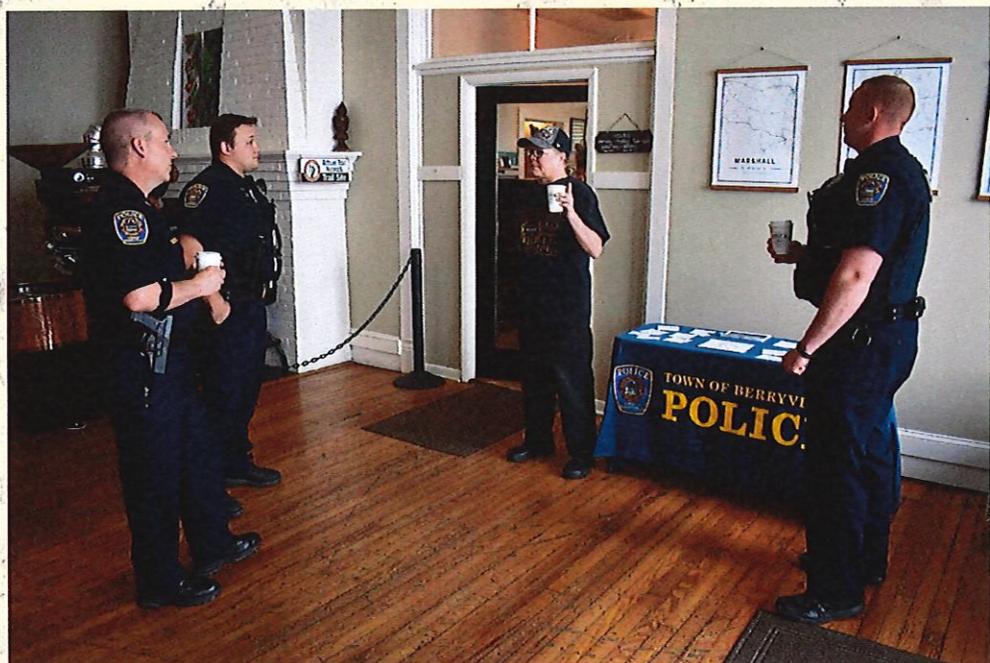


COMMUNITY EVENTS

Coffee With A Cop



Members of the department participated in *Coffee With a Cop*. The event featured the fine brews of Cordial Coffee. Officers were on hand to discuss public safety matters with citizens and relay information about initiatives undertaken by the department to promote the health, safety, and welfare of the community.



COMMUNITY EVENTS

National Night Out

National Night Out has become one of our largest annual community gatherings in Rose Hill Park. Every year members of the community and public safety disciplines converge on the park for food, fun and unity; sending a message that we are all partnering together to make Berryville and Clarke County a safe and welcoming community.

BERRYVILLE POLICE DEPARTMENT &
CLARKE COUNTY SHERIFF'S OFFICE



★ 6 to 8 p.m. ★
TUESDAY, AUG. 6
Rose Hill Park
Berryville



COMMUNITY EVENTS

Holiday Toy Drive



For the fourth consecutive year the department partnered with the community and the Clarke County Department of Social Services to provide toys to less fortunate children in the area. The overwhelming response from the community provided truck loads of gifts which were distributed during the holiday season.





RECOGNITION

Officer First Class Matthew Andrews

The Horseshoe Curve Benevolent Association annually recognizes law enforcement officers from the state and local jurisdictions. In 2019, Officer First Class Matthew Andrews was bestowed this honor for his commitment in providing professional law enforcement services to the community.



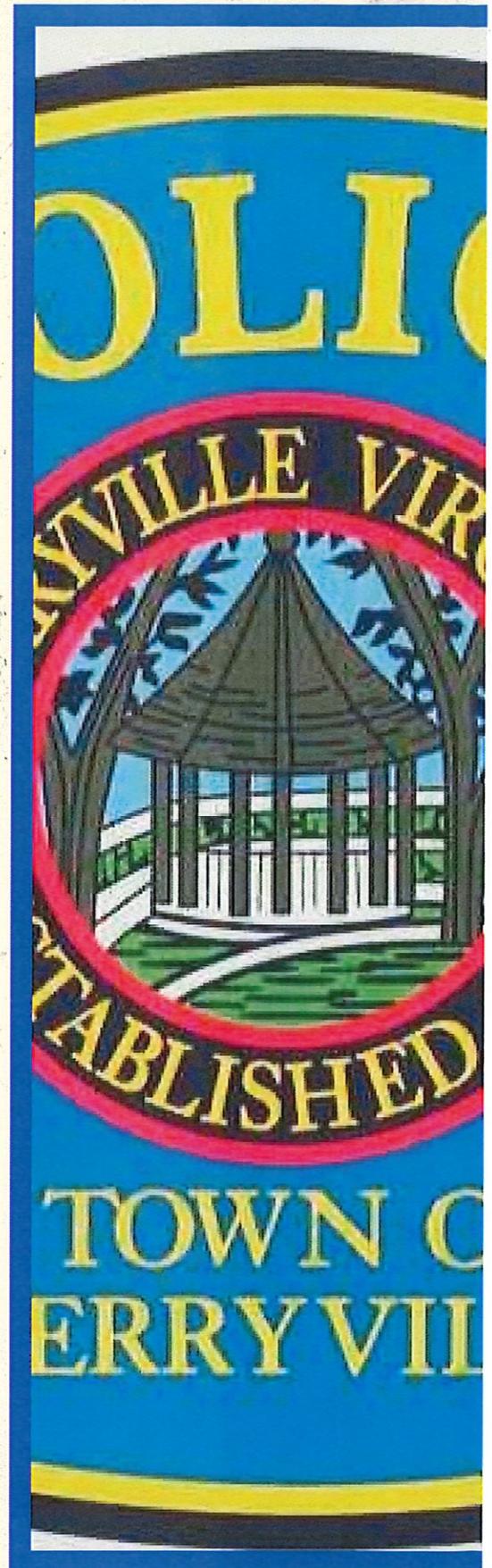
ADDITIONAL INFORMATION

The Berryville Police Department posts a weekly incident activity report on-line so that residents can stay informed about incidents taking place in their neighborhood. These reports can be accessed by visiting the Town of Berryville website at

www.berryvilleva.gov

In addition to the activity reports, you can find information about programs offered by the police department and Town at the official website. Some of the programs offered by the police department include:

House Checks
Child Car Seat Installations
Fingerprinting
Security Assessments
Community Presentations



**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title

Staff Reports - Community Development

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title

Community Development - Bond Release: Richmond American Homes

Community Development Update

Construction Update

Street Pilot Program Survey Results/Comments

Hermitage V Addressing Update

VCA Creative Communities Partnership Grant

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Community Development Attachments 03.10.2020

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

March 10, 2020

Item Title

Bond Release - Richmond American Homes

Prepared By

Christy Dunkle

Background/History/General Information

Richmond American Homes (RAH) completed the construction of the Berryville Glen subdivision in 2017. At the June 12, 2018 meeting, Town Council reduced the bonds being held, retaining 10% of these funds for a total of \$76,452. Article VII. of the Town of Berryville Subdivision Ordinance states that the developer shall furnish a bond in the amount of ten (10) percent of the total cost of construction of the subdivision improvements to guarantee against faulty materials and workmanship. The maintenance bond shall remain in force for a minimum of one year.

Burwell Court was accepted into the VDOT Highway System and Maintenance Inventory in 2016 and McGuire Circle was brought in July 1, 2018. The Town receives reimbursable funds for maintenance of these streets. The subdivision's Homeowners Association is responsible for maintenance of storm water management and open space facilities.

Findings/Current Activity

Town utility and planning staff have been working with the developer to obtain an easement for the sanitary sewer pump station located on the property. The recordation of this easement has been completed and staff is recommending release of the bond.

Financial Considerations

The bond to be released is in the amount of \$76,452.00.

Schedule/Deadlines

These funds have been held for approximately 15 months. The Subdivision Ordinance allows for the maintenance bond to be in place for at least one year.

Other Considerations

N/A

Recommendation

Release the remaining \$76,452.00 bond for the Berryville Glen subdivision.

Sample Motion

I move that the Council of the Town of Berryville approve the release of the remaining bond totaling \$76,452.00 for the Berryville Glen subdivision.

Town Council Agenda Item Report Summary

March 10, 2020

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

The Planning Commission did not meet in February. Their next meeting is scheduled for Tuesday, March 24 at 7:30pm.

Berryville Area Development Authority

The BADA met on Wednesday, February 26, 2020 at 7:00pm. They approved a Site Plan Amendment for Cochran's Lumber. Allen Kitselman and George Ohrstrom were appointed as Chair and Vice Chair, respectively.

Architectural Review Board

The ARB did not have a March meeting. Their next meeting is scheduled for Wednesday, April 1, 2020 at 12:00 noon.

Tree Board

The Tree Board met on Wednesday, February 12, 2020 at 7:30pm. They discussed budget a request; the upcoming Tree City USA designation; and community projects. Their next meeting is scheduled for Wednesday, April 1, 2020 at 7:30pm.

Board of Zoning Appeals

The BZA has not held a meeting since the last Council meeting.

Town Council Agenda Item Report Summary

March 10, 2020

Item Title

Construction Project Update

Prepared By

Christy Dunkle

Robert Regan Village

- 120 age- and income-restricted apartments
- Construction underway
- Staff attends monthly progress meetings
- Will be adding a leasing trailer to the site
- Anticipating substantial completion August, 2020

Shenandoah Crossing Subdivision

- 82 single-family homes
- Owned by D.R. Horton, Inc.
- To be developed by D.R. Horton, Inc.
- Zoned DR-2 Detached Residential
- Cluster layout
- HOA maintained facilities
- Review of construction plans has been completed
- Public hearing for final plat held September 25, 2019, BADA approved as presented
- Pre-construction meeting held on Thursday, December 19, 2019
- VSMP approval from DEQ received
- Construction plans and final plats have been executed and the latter recorded
- Land disturbance permit issued
- Clearing activity has been completed
- Utility work began on Petal and Page streets the week of January 28, 2020 after coordination with Berryville Public Works staff

Fellowship Square Subdivision

- 50 single-family homes
- Zoned DR-4 Detached Residential
- Cluster layout
- HOA maintained facilities
- Review of construction plans has been completed
- Planning Commission approved the final plat on December 18, 2019
- Pre-construction meeting held on Thursday, December 19, 2019
- VSMP approval from DEQ received
- Clearing work is underway

- Construction plans have been executed
- Modifications to final plat due to sale of property

Hermitage Phase V

- 71 single-family homes
- Owned by Silver Lake Development
- Final phase of Hermitage subdivision (started 2000)
- Zoned R-1 and DR-1
- Rezoning approved by Town Council at the September 10, 2019 meeting to align new layout with proposed parcel lines
- Phase V will have HOA oversight, other phases will not be affected
- Review of construction plans currently underway
- DEQ stormwater review currently underway
- Final plat will be reviewed jointly by the Berryville Area Development Authority and the Berryville Planning Commission as a portion of Phase V is located in Annexation Area B
- No anticipated start

Street Pilot Program Survey Results and Comments

March 10, 2020

Online survey conducted February 1 through 29, 2020

The Town of Berryville, with the assistance of Rappahannock Electric Cooperative, has modified three lighting standards and bulbs on Main Street. We are asking for your input on the lights in the following locations.

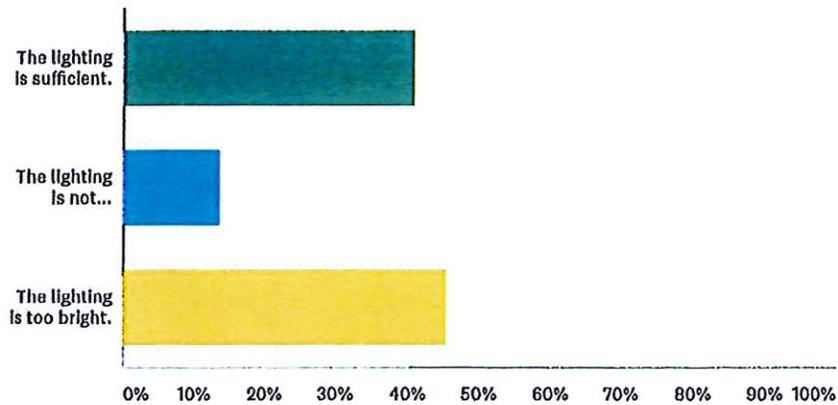
1. East Main Street, north side of the street by the Bank of Clarke County entrance which was changed from a 200-watt High Pressure Sodium bulb on a six foot arm to a 140-watt LED bulb on a 10-foot arm

Q1


Customize
Save as ▾

What is your opinion of light #1?

Answered: 22 Skipped: 2



ANSWER CHOICES	RESPONSES	
▼ The lighting is sufficient. (1)	40.91%	9
▼ The lighting is not sufficient. (2)	13.64%	3
▼ The lighting is too bright. (3)	45.45%	10
TOTAL		22

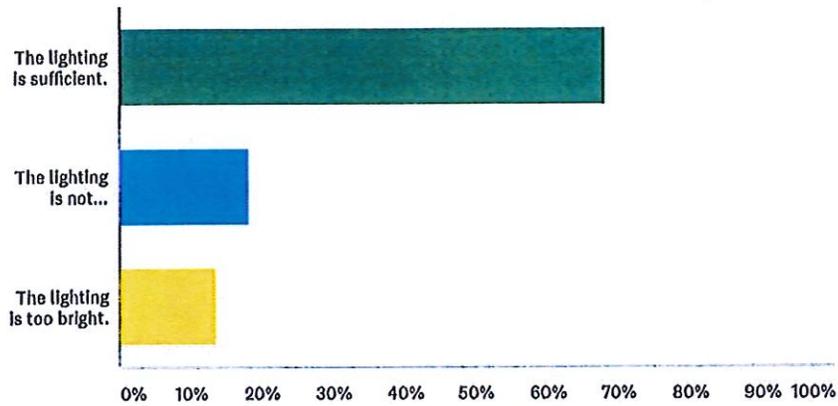
- East Main Street, north side of the street just east of the light referenced above, which was changed from a 200-watt high pressure sodium bulb on a six foot arm to a 70-watt LED bulb on a 10-foot arm

Q2


Customize
Save as ▾

What is your opinion of light #2?

Answered: 22 Skipped: 2



ANSWER CHOICES	RESPONSES	
▼ The lighting is sufficient.	68.18%	15
▼ The lighting is not sufficient.	18.18%	4
▼ The lighting is too bright.	13.64%	3
TOTAL		22

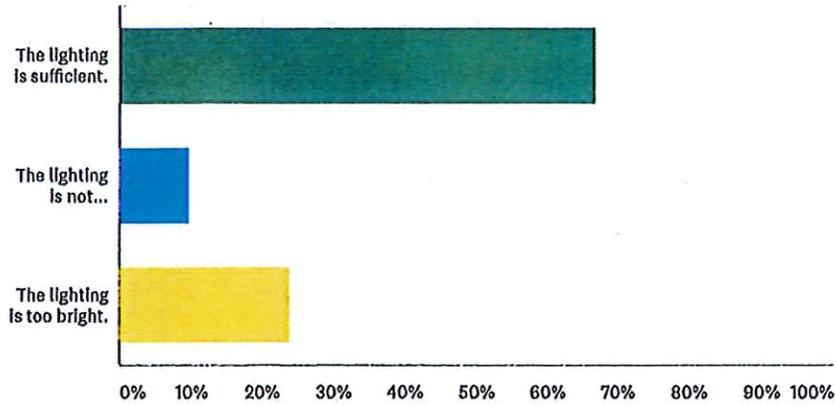
3. In the alley located between West Main and Crow streets changed to a 70-watt LED bulb on the existing arm

Q3

 [Customize](#) [Save as](#) 

What is your opinion of light #3?

Answered: 21 Skipped: 3



ANSWER CHOICES	RESPONSES	
▼ The lighting is sufficient.	66.67%	14
▼ The lighting is not sufficient.	9.52%	2
▼ The lighting is too bright.	23.81%	5
TOTAL		21

Street Pilot Program Comments – March 10, 2020

Comments were not edited.

Question: Are there areas of the downtown that are in need of lighting or modifications to the existing lighting? If so, where?

1. The survey questions are not in line with the stated intent from the email: "The Town needs your feedback to determine which streetlight is best". The questions only ask about the sufficiency of the lighting. Light #1 is too bright, and would be awful to have them all over town. However lights 2 and 3 are the same intensity - 70W LED. The light in the alley on the shorter arm is fine for where the light is located; however the lights on Main Street should be on the 10 foot arms since its a wider thoroughfare.
2. Park as well as Hermitage Blvd
3. Please add a light in the 400 block of Walnut Street-in between 401 and 403 Walnut. The street is way too dark and a street light is needed!
4. More lighting is needed on Hermitage Blvd. Too many unsafe dark areas.
5. Not specifically, but the residential areas that are receiving new LED lights are too bright and spill over too much on homes. Who is working on shielding or lessening the brightness?
6. Being mindful of the house & apartment windows along Main St, can just the intersection light be bright and the rest be 70w? They should be as close to the center of the roadway as possible so the long arms are good. Light should be directed down not out. Is LED the only option? I have read it's harmful and see law suits have been filed in other areas because of LED.
7. Most of the lighting needs to be toned down. Every inch of street doesn't need to be lit up, there is too much light pollution as is.
8. #3 is better but the color hue is way off. No blue lights! I realize LED is the viable but lots of citizens like me are actually allergic. I prefer a different bulb and natural amber color altogether. The goal is NOT to turn night into day. Shields need to be put on all street lights where they are not recessed into the head properly.

9. While LED lighting is energy efficient Yellow frequency (instead of the sleep interfering blue LED) is needed at the same amount of lighting
10. It would be nice to have hooded lights along Buckmarsh Street going south to Taylor Street and an occasional light as you walk south from Main Street down Church Street toward Josephine Street - just for safe walking in the evening. But not if the lights are going to shine in peoples windows and keep them awake at night.
11. The lights have a tremendous glare and make nighttime driving difficult. Let's be a town , not an airport. I would encourage all voting members to read the American Medical Association warning from June 2016 that LED streetlights disturb sleep rhythms and can lead to an increase in health conditions including cardiovascular disease.
12. There are areas all over town that are in need of better lighting. Maybe that would help deter some crime and thereby making people feel safer.
13. South Church street
14. Light 1 and Light 2 will be insufficient in fog. That's where sodium lights have an advantage
15. Keep up the good work!

Town Council Agenda Item Report Summary

March 10, 2020

Item Title

Hermitage V Addressing Update

Prepared By

Christy Dunkle

Background/History/General Information

Residents of Dunlap Drive met with developer Richie Wilkins in February. Mr. Wilkins has agreed to modify the location of the right-of-way to create a future public road and four-way intersection at the southern intersection with Norris.

Findings/Current Activity

Staff has discussed the proposed change with Mr. Wilkins' engineer. The submittal will be reviewed for ordinance and stormwater regulation compliance.

Financial Considerations

Update only.

Schedule/Deadlines

Update only.

Other Considerations

N/A

Recommendation

Update only.

Town Council Agenda Item Report Summary

March 10, 2020

Item Title

Virginia Commission for the Arts Creative Communities Partnership Grant

Prepared By

Christy Dunkle

Background/History/General Information

The Town has received funding for the arts from VCA since 2012. Activities eligible for this funding include arts programming and activities within the community. The grant is for \$4,500 and requires a match of \$4,500 from the respective locality. Town Council has identified the Barns of Rose Hill as the recipients of the funds.

Findings/Current Activity

Staff will be meeting with Barns' Executive Director Sarah Ames on Friday, March 6 to discuss the application.

Financial Considerations

\$4,500 match is identified in the draft budget for FY 2021 for arts funding.

Schedule/Deadlines

The grant submission deadline is April 1, 2020.

Other Considerations

N/A

Recommendation

Approve as presented.

Sample Motion

I move 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.

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title

Staff Reports - Administration and Finance

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Council Memo - 3-10-2020

Recommendation

Sample Motion

Memo

To: Town Council
From: Gregory C. Jacobs, Assistant Town Manager / Treasurer
Date: March 6, 2020
Re: February 2020 activity

Real Estate Tax Auction March 26, 2020

We met with Margaret Hardy and Dawn Stanley from the law firm of Sands Anderson to discuss the sale of property for past due real estate taxes. There will be a Delinquent Real Estate Tax Auction on Thursday March 26, 2020 at 1:00 pm in the Main Meeting Room of the Berryville / Clarke Government Center. Sands Anderson will be auctioning 25 properties for the County of Clarke and one property for the Town of Berryville.

Status of RFP's currently working

Refuse and Garbage collection RFP has been completed and issued. We held a pre-proposal meeting on Monday March 2, 2020. Addendum is being reviewed by the Town Manager.

Graphic Branding and Design Service RFP has been completed and issued. Addendum has been issued.

Financial Statement Audit RFP needs to be created and issued.

Budget

First draft of FY 2020-2021 Budget has been reviewed by Budget & Finance Committee.

Suggested changes are in the process of being made. The updated FY 2020-2021 will be out to Town Council by Friday March 6, 2020.

Council Budget Work Session is scheduled for Wednesday March 11, 2020 from 9:00 am to 12:00 pm. At that meeting, Council will need to set the date for a Tax Rate Public hearing.

On-line Payments

The implementation of the on-line payment process has been initiated. We will be working with PSN's marketing team in the next two weeks. Our goal is to have a "soft launch / testing" by mid-April.

Campaign to promote payments of Utility Bills by ACH

The campaign to promote the payment of Utility Bills by ACH has been met with favorable response. To date, we have had 20 accounts switched to payment by ACH.

Business Licenses

The staff continues to work on processing and issuing Business Licenses. We estimate that we are 70% complete. Follow up efforts will begin in the next couple of weeks on accounts we have not heard from.

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title
Staff Reports - Town Manager

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title

Committee Updates - Budget and Finance

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title

Committee Updates - Community Development

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

Berryville Town Council Item Report Summary
March 10, 2020

Item Title

Committee Updates - Personnel, Appointments, and Policy

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

**Berryville Town Council Item Report Summary
March 10, 2020**

Item Title

Committee Updates - Public Safety

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion

Berryville Town Council Item Report Summary
March 10, 2020

Item Title

Committee Updates - Streets and Utilities

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion