

TOWN COUNCIL WORK SESSION
MINUTES
Berryville-Clarke County Government Center
101 Chalmers Court, Berryville, VA 22611
Monday
March 3, 2025
3:30 pm

Present: Mayor Jay Arnold, Vice Mayor Erecka Gibson, William Steinmetz, Diane Harrison, Ryan Tibbens, Grant Mazzarino (3:45), Keith Dalton, Cynthia Poulin, Terry Russell, Jean Petti

1. Call to Order

Mr. Arnold called the meeting to order at 3:30 p.m.

2. Approval of Agenda

Ms. Gibson moved to approve the agenda as presented.

3. Old Business

Budget:

Mrs. Poulin reviewed the Budget Calendar and the Budget Preparation Highlights, then invited questions from Town Council. There were none.

Mr. Dalton discussed the CIP narrative, noting which items are new and which are carried over from FY25.

Ms. Gibson noted that the Wayfinding item was not included in the narrative, but the Town Council had no associated questions.

Next, Mr. Dalton presented the Fund Reserve Specifics, explaining an increase in the TAP line item and discussing particulars of the Water Fund Reserve and the expected impact of the water treatment plant upgrade.

Mr. Dalton introduced a brief description of targeted and market adjustments for salaries. Mr. Tibbens asked if this could be accomplished without rate revision, and Mr. Dalton assured Town Council that it could. Ms. Gibson asked for clarification, and Mr. Dalton noted it would reduce the total amount contributed to reserves. In the enterprise funds and an adjustment in the general fund where less funding from 2026 General Fund Reserves would be contributed to the Downtown Property Improvement.

BADA:

Mr. Dalton reviewed the basics of the structure and function of the Berryville **Area** Plan, and the value of Town Council input in the current Berryville **Area** Plan review and update. He suggested Town Council prepare a resolution for presentation to Berryville Area Development Authority.

Mr. Russell requested Town Council share priorities and guiding principles that should be incorporated into such a resolution and invited Mrs. Harrison to reflect on the status of the Berryville **Area** Plan review to-date. A collaborative review of the current plan and discussion of opportunities followed, with attention to proper uses of Potential Growth Areas, annexation, promoting business growth-particularly business park expansion, and support for the proposed Southeast Collector Road.

Mr. Dalton proposed staff prepare a resolution reflecting Town Council comments for review at the April Town Council meeting. The Council agreed with this approach.

5. Closed Session

Mrs. Harrison moved that the Town Council enter Closed Session and it was approved by unanimous consent. Town Council convened in closed session at 5:00 p.m.

Town Council re-entered public session at 5:39 p.m. upon a motion by Mr. Tibbens, Mr. Dalton took a roll call, which resulted in unanimous Aye. Mayor Jay Arnold, Vice Mayor Erecka Gibson, Diane Harrison, Grant Mazzarino, Ryan Tibbens, William Steinmetz.

7. Adjournment

No additional business items were presented and the meeting was adjourned upon a motion by Ms. Gibson at 5:40 p.m.