

MINUTES
BERRYVILLE TOWN COUNCIL
Regular Meeting
February 11, 2025
7:00 p.m.

A meeting of the Berryville Town Council was held on Tuesday, February 11, 2025 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Town Council

Present: Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Vice Mayor; Diane Harrison; Grant Mazzarino; Ryan Tibbens.

Absent: William Steinmetz

Staff

Present: Keith Dalton, Town Manager; Brandel Kelsey, Town Clerk; Chief Neal White, Berryville Police Department.

Press None

1. Call to Order

Mayor Arnold called the meeting to order at 7:03 p.m.

2. Pledge of Allegiance

Mayor Arnold invited all those assembled to stand for the Pledge of Allegiance.

3. Approval of Agenda

Vice Mayor Gibson moved to approve the agenda as presented.

The motion passed by voice vote.

4. Presentations, Awards, and Recognitions

Gerold Dodson presented an idea about a Peace Pole in Rose Hill Park, the Rotary Club would put in place and cover the cost.

Presentation of FY24 Financial Report

Mayor Arnold recognized Mr. Josh Roller from Robinson, Farmer, Cox Associates, who participated via phone call.

Mr. Roller presented an overview of the Fiscal year 2024 financial report. There were no questions from Council or Staff. Mayor Arnold thanked Mr. Roller for his participation.

5. Public Hearings

none

6. Discussion of Public Hearing Items

none

7. Citizens' Forum

Mayor Arnold called on citizens who have signed up to speak during the forum. There were none.

8. Consent Agenda

Mr. Tibbens moved to approve the consent agenda as presented.

The motion passed by voice vote.

9. Unfinished Business

Water and Sewer Billing Adjustment Policy Review.

Mayor Arnold recognized the town manager, Mr. Dalton, who explained the changes that were made to the policy. Council discussed what they liked and disliked about the changes. Mr. Dalton will revise the policy again and bring it back to Council in March to finalize.

Consideration of Virginia Department of Health funding for the Water Treatment Plant Upgrade

Mr. Dalton explained updates on the **Bipartisan Infrastructure Laws** initial offers that will provide loan funds for the Water Treatment Plant Upgrade Project. Mr. Dalton said the revised Preliminary Engineering Report should be ready by the end of February. Mr. Dalton stated that in accordance with the revised schedule, the project should be done by the end of 2027. Ms. Harrison asked if the BIL is canceled, what would we do from there? Mr. Dalton explained the different avenues they could go.

Ms. Harrison moved that the Council of the Town of Berryville authorize the Mayor to sign the attached draft letter to the Virginia Department of Health evidencing the Town's continued interest in securing a FY2024 Bipartisan Infrastructure Law loan for the completion of the project to upgrade the Town's Water Treatment Plant and related facilities. The motion passed by voice vote.

10. New Business

Proposed IFB #2025-01

Mayor Arnold recognized the town manager to provide an overview of the wayfinding signage plan. Mr. Dalton explained the wayfinding signage plan. Ms. Harrison explained the process as well. Ms. Gibson mentioned the ARPA money would need to be spent first because the funds have an expiration date of 2026. Mr. Dalton stated the project is expected to be finished by the end of 2025. Mr. Dalton said 2 of the signs will need to have easements established before contract award and he will speak with the property owners now.

Ms. Harrison moved that the Council of the Town of Berryville authorize the town manager to issue IFB #2025-01. She further moved that the Council hereby authorized the town manager to:

- make necessary edits to the IFB prior to issuance and
- to approve the bid and execute required contract documents in this matter, if the lowest responsible bidder's bid is less than or equal to the funds allocated for the project.

The motion passed by voice vote.

11. Council Member Reports

Ms. Harrison spoke about the BADA Comprehensive Plans and Southeast Collector. Ms. Harrison stated that Mr. Russell and Mrs. Poulin are preparing a report on the Berryville Plan update. A work session is set for March 3 to discuss the FY26 Budget and Berryville Area Plan Review.

Mr. Mazzarino spoke about the concrete problems on the sidewalks and driveways in Hermitage V. The company is aware of the problems and appears to be working with the property owners to schedule necessary repairs.

12. Staff Reports

none

13. Committee Updates

Mayor Arnold recognized the chairs of each standing committee of the Town Council to introduce action items, provide updates, and impart additional information that they think may be helpful to the Council.

Budget and Finance Committee

none

Community Development Committee & Streets and Utilities Committee

Mr. Tibbens discussed the possibility of fostering a program to connect volunteers willing to clear snow from sidewalks with residents who are unable to do so themselves. Mr. Tibbens discussed having groups like the cub scouts or highschoolers who need volunteer hours to do the work. Mayor Arnold suggested the Rotary club or other clubs take on the facilitating of the project. Mayor Arnold does not want to increase the workload for town Staff, particularly, Public Works.

Ms. Harrison discussed the Proposed Town Code and Zoning Ordinance amendments that will require dumpsters sited within the Town to be screened within a prescribed time period. Mayor Arnold asked that Council discuss it at a later date after the budget is approved. Mr. Dalton said discussions for the Amendments to the Code and Zoning Ordinance must be done at the same time.

Personnel, Appointments, and Policy

none

Public Safety

none

15. Closed Session

The Council of the Town of Berryville will enter closed session in accordance with §2.2-3711-A-3- Discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Motion to Enter Closed Session

Ms. Harrison moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-3- Discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

The Council returned to open session at 9:24 pm.

Certification Motion and Resolution

Mr. Tibbens moved that the Council of the Town of Berryville adopt the following resolution certifying it has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act:

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. Motion passed by roll call vote.

16. Adjourn

The Council adjourned at 9:25 p.m. on a motion by Vice Mayor Gibson.

Erecka L. Gibson, Vice Mayor

Brandel Kelsey, Town Clerk