

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

A meeting of the Berryville Town Council was held on Tuesday, March 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; William Steinmetz; Diane Harrison; Grant Mazzarino; Ryan Tibbens.

Absent: None

Staff

Present: Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Brandel Kelsey, Town Clerk; Terry Russell, Community Development Director; Officer Kevin Bayliss

Press Mickey Powell, Winchester Star

1. Call to Order

Mayor Arnold called the meeting to order at 7:02 p.m.

2. Pledge of Allegiance

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

3. Approval of Agenda

Mr. Steinmetz moved to approve the agenda as amended.

The motion passed by voice vote.

4. Presentations, Awards, and Recognitions

Michelle Ridings, Clarke County Economic Development Director presented the Economic Development and Tourism Efforts in Berryville. She showed a power point presentation and highlighted important elements of the new website. Mayor Arnold thanked Ms. Riding for her presentation.

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.

Mrs. Diana Kincannon, Director of Development at the Main Street Chamber Orchestra talked about Main Street Chamber Orchestra presents Beethoven's Magnificent Symphony #9. The performance is on April 26, 2025 at 4:00 p.m. at Johnson Williams Middle School, 200 Swan Ave, Berryville, VA 22611.

Mr. Craig Mattice of Berryville spoke about the budget and transparency. Mr. Mattice is upset that the work session minutes are not more detailed, he does not think the budget is transparent enough. He also reminded the Council that he has requested that it donate \$1,000.00 to Meals on Wheels.

8. Consent Agenda

Mrs. Kelsey stated the Town Council Meeting Minutes from February and the Work Session Minutes from March have been amended.

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

The motion passed by voice vote.

9. Unfinished Business

Water and Sewer Billing Adjustment Policy Review

Mr. Dalton explained the changes to the document.

Mrs. Harrison moved that the Council of the Town of Berryville adopt the **attached amended Water and Sewer Billing Adjustment Policy and that said amended policy become effective on March 12, 2025. The motion passed by voice vote.**

10. New Business

none

11. Council Member Reports

none

12. Staff Reports

Mayor Arnold recognized the department heads present at the meeting, to provide any additional information that they thought may be helpful to the Council.

Mr. Dalton explained levies, reduction and tax rate changes, see **attached**.

Mrs. Petti announced receipt of renewal of the Waste Water Treatment Plant Discharge Permit.

Mr. Dalton stated we have a new Director of Utilities, Frank Kelsey.

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

Request to set Public Hearings on Proposed Tax Levies for Tax Year 2025 and the Proposed Schedule of Water and Sewer Charges for FY26 (effective June 21, 2025).

Ms. Gibson moved that the Council of the Town of Berryville set public hearings for the Council's regular meeting on April 8, 2025 to receive public comment on the proposed tax levies for Tax Year 2025 and the proposed schedule of water and sewer changes for FY26.

Motion passed by voice vote.

Community Development Committee & Streets and Utilities Committee

Discussion- VCA Grant Report 2025

Mr. Tibbens stated that he would not participate in the decision of this matter because his wife was an applicant.

Mrs. Harrison moved that the Council of the Town of Berryville approve funding in the amount of:

Barns of Rose Hill \$2,000

The Main Street Chamber Orchestra \$1,500

Tiny Toes Dance \$500

Northern Shenandoah Valley Quilt Show \$500

Mrs. Harrison further moved that VCA grant funds for this cycle be distributed in the same amounts.

Motion passed by voice vote, with one abstention by Mr. Tibbens due to conflict of interest

Personnel, Appointments, and Policy

Mayor Arnold pointed out they have an empty seat on the Planning Commission Committee and need to fill it soon, preferably by someone living in Ward 2.

Public Safety

none

15. Closed Session

The Council of the Town of Berryville entered closed session at 8:00 p.m. in accordance with §2.2-3711-A-29 Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Motion to move into closed session:

Ms. Gibson moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-29 Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Motion passed by voice vote.

The Council returned to open session at 8:39 p.m.

Certification Motion and Resolution

Ms. Gibson 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:

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.

Mrs. Harrison moved that the Council of the Town of Berryville cancel and withdraw the Wayfinding IFB that it approved for issuance on February 11, 2025. She further moved that the town manager is directed to amend the offering to clarify areas of concern and after the offering has been so amended, the manager is authorized to reissue the offering.

16. Adjourn

The Council adjourned at 8:41 p.m. on a motion by Vice Mayor Gibson.

Erecka L. Gibson, Vice Mayor

Brandel Kelsey, Town Clerk