

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT / STREETS AND UTILITIES COMMITTEE
MINUTES**

**Berryville-Clarke County Government Center
101 Chalmers Court, Berryville, VA 22611**

**Tuesday
May 27, 2025
3:30 pm**

Members of the committee present: Diane Harrison, Chair; Ryan Tibbens

Staff present: Keith Dalton, Town Manager; Jay Arnold, Mayor; Jean Petti, Deputy Town Manager; Terry Russell, Community Development Director; Brandel Kelsey, Town Clerk; Neal White, Chief of Police; Frank Kelsey, Director of Utilities

1. Call to Order

Ms. Harrison called the meeting to order at 3:32 p.m.

2. Approval of Agenda

The agenda was approved by consensus on a motion by Mr. Tibbens.

3. New Business

Open Burning

Mrs. Harrison addressed the matter of open burning allowed in Town by permit in accordance with Section 6-1 of the Berryville Code. She stated that such permitted burning is unnecessary because the Town collects yard waste weekly. She also stated that certain portions of the applicable Code section were not necessary. She specifically addressed Sections D4, D5, and E3. Mr. Tibbens asked staff if the Town collected construction debris and waste. Mr. Dalton stated that neither the Town nor the Town's waste collection contractor collects such material. Mr. Tibbens then inquired about monitoring of open burning. Chief White explained that the applicant is to contact Clarke County Emergency Communications before they light the fire and that they must extinguish the fire if complaints are received by the BPD. Chief White noted that the Code section in question mirrors Virginia law and any changes in the ordinance would need to be vetted to make sure that the Town's ordinance conforms to enabling legislation.

4. Unfinished Business

Chapter 17 Water, Sewer, and Sewage Disposal

Mrs. Harrison addressed the concept of requiring property owners who still utilize on-site sewage treatment systems to connect to the public collection system. She stated some jurisdictions provide grants to assist these property owners connecting to the public sewer system. She also stated that any such requirement needed to provide sufficient time for the property owners in question to save

for the project. She discussed the need to control the price of the availability fee and assist lower income property owners with this expense.

Mr. Dalton discussed the idea of extending the sunset on on-site sewage treatment systems out as far as ten years with availability fees being frozen for a period of time. He noted that any discounts or off-sets should be paid by the general fund, not the sewer fund.

Mr. Arnold suggested finding a way to include septic system requirements on property plats to ensure that new purchasers are made aware of the need to connect to the public system by a certain date. Mr. Tibbens also suggested that notices be provided in the Town's water bill at some point each year.

The Committee discussed the portion of the drought response ordinance that permitted the "topping off" of pools and determined that the language should probably remain unchanged from Staff's draft.

It was determined that this matter should be discussed by the entire Council in a work session. Mr. Dalton also stated that once the Council had a good feel for the direction that they want to go in this matter, the proposed changes need to be crafted by an attorney.

5. Project Updates

See **attached** project updates document.

6. Other

None

7. Adjournment

The meeting adjourned by consensus at 5:06 p.m. on a motion by Mrs. Harrison.

Water Treatment Plant Upgrade

PER is still under review by VDH. All other review is on hold.

Staff has met with the design engineers so that work on temporary pumping of raw water plans and plans for intake and raw pump screen cleaning are proceeding.

Town and Casey Trees agreed to moving the initial construction period back one year.

Rose Hill Park Bridge

Bids are due on May 28, 2025.

Bar screen at Water Treatment Plant

Engineers are completing electrical plans.

Gantry Crane Repair at Water Treatment Plant

Engineers are evaluating the crane structure capacity. The Town wants to confirm structural capacity before proceeding with repair offering.

Bel Voi Drive Water Main

Water main is in place and if bacteriological testing goes well, later installation will begin this week. That aspect of the operation should take no more than 10 days. Base asphalt will be installed.

Crow Street Water Main

Expect contractor to me on site on or after June 16, 2025. Work is expected to take 30 days.

Dorsey Street Water Main

Expect contractor on site around mid-July. Work is expected to take 45 days.

NOTE: Intend to have all three streets paved this year.

Repairs and Painting at Smithy Cottage

Bids are due on May 28, 2025. Expect the work to be completed by the end of September.

Repairs and Painting at 23 East Main Street

Exterior painting expected to be completed by end of September.

No decision has been made regarding HVAC.

Parking lot will be repaired as a part of the Livery Stable project.

Livery Stable Adaptive Reuse

The engineer's proposal is being reviewed by staff.

Pubic Bathroom Rose Hill Park

It is expected that this improvement will be integrated into the livery stable.

Rixey Moore Parking Lot upgrades

The Public Works Director and Town Manager will meet with an electrical contractor during the week of May 25 to begin developing a plan for lighting upgrades. After the lighting is upgraded, then paving will be completed. Note: Lighting upgrades are intended to take into account needs for security camera(s).

2025 spring/summer paving offering

The IFB was approved by the Town Council in May and is expected to be issued no later than June 2, 2025.

Camera System Park/Government Center

Staff has to modify scope and finalize pricing before proceeding with installation of cameras.

Concrete work offering

Notice of Award will be issued on May 27, 2025. This contractor is expected to complete the Town's concrete installation and repair work for the next four years.

Demolition of structure at WWTP outfall

Demolition was completed in April.

Mosby Blvd. and East Fairfax Street sidewalk

The Town has completed all pre-bid tasks required by VDOT. Final review of the project is underway at VDOT. When the Town receives approval to issue the IFB, then the offering will be advertised.

West Fairfax Street improvement

The Town has authorized completion design and ROW acquisition.

Planning for projects that will have to be completed before Buckmarsh and Main Streets are paved

Under review.

Certainly, need to:

- Abandon a fire hydrant on Buckmarsh Street near Bundy.
- Extend 12" water main through intersection of Main and Church Streets