

MINUTES

**BERRYVILLE TOWN COUNCIL
Regular Meeting
November 12, 2025
7:00 p.m.**

A meeting of the Berryville Town Council was held on Wednesday, November 12, 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; Paul Perez; Grant Mazzarino; Ryan Tibbens.

Absent:

Staff

Present: Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Brandel Kelsey, Town Clerk; Terry Russell, Community Development Director; Chief Tim Bristol, Berryville Police Department

Press Mickey Powell, Winchester Star

1. Call to Order

Mayor Arnold called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

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

3. Approval of Agenda

Ms. Gibson moved to approve the agenda as presented. The motion passed by voice vote.

4. Presentations, Awards, and Recognitions

The town clerk, Mrs. Kelsey, read the **attached** resolution for former Councilmember Diane Harrison.

Mr. Tibbens moved that Council of the Town of Berryville approve the attached resolution honoring Diane Harrison's service to the community. Motion passed by voice vote.

Mayor Arnold presented the resolution to Mrs. Harrison and thanked her for her service.

Mayor Arnold recognized the town manager who asked to address the Council and those assembled. Mr. Dalton stated that he appreciated many things about Mrs. Harrison's service to the Town, but wanted to highlight one area in particular. He stated that Mrs. Harrison understood the Berryville Area Plan and protected it in uncompromising fashion. He explained that Mrs. Harrison understands that the growth previously planned and that which will be planned in the future in the Berryville Area serves as the linchpin of Clarke County Planning. Mr. Dalton thanks Mrs. Harrison for her dedication to her community and for the assistance and support she provided to Town staff.

Mayor Arnold introduced Allen Kitselman, Chairman of the Berryville Area Development Authority, who presented a resolution of the Authority honoring Mrs. Harrison's service on the board. Mr. Kitselman presented it to Mrs. Harrison.

5. Public Hearings

Construction Standards and Specifications

Mrs. Petti brought to the attention of the Council the changes that could be made to the Construction Standards and Specifications. Primary changes include relaxed asphalt restoration standards during fiber optic cable installation, provision of an option for submersible grinder pumps in some lift stations, and revisions to Erosion and Sediment Control because of changes in State law that are new this year.

Mayor Arnold opened the public hearing on Construction Standards and Specifications.

No citizens signed up to speak.

Mr. Dalton stated the review metastasized and there is no rush to approve the changes tonight, it can be moved to the next meeting.

Bryan Byrd from Glo Fiber made himself available to answer any questions the Council might have.

Mr. Perez asked if the standards are reduced would it allow Glo Fiber to serve the 700 residents that are not able to be served now. Mr. Byrd said no it would not. Mr. Steinmetz asked if the relaxing of the standards would clarify things in the future for future companies and Mr. Dalton said yes. Mr. Mazzarino asked which one of the standards is the most challenging for Glo Fiber. Mr. Byrd responded it would be the "no relaxation of asphalt restoration standards will be granted on streets that have been paved less than 60 months prior to the request."

Mayor Arnold asked if Josephine Street was getting Glo Fiber and Mr. Byrd said yes. He also asked if Berryville Glen was getting it and Mr. Byrd said no, not at this time.

Mayor Arnold said it seems like the efforts from the staff did not change the decision of Glo Fiber. Mr. Byrd said that the proposed amendments to the Construction Standards and Specifications will not change things much. Mrs. Petti asked if Glo Fiber modified their standards for other Counties, such as Frederick. Mr. Byrd said they did modify them for Frederick. Mrs. Petti said she does not think they are being candid about not

having to make different modifications with other Counties/Towns. Mr. Byrd said in all the places they have been, the one-foot repair is all they have had to do. Mayor Arnold asked if Glo Fiber has spoken to other Counties about test pits and Mr. Byrd replied in the affirmative.

Mr. Tibbens asked if Glo Fiber would allow the five-year warranty if they were to move forward with the changes. Mr. Byrd said yes, they would. Mr. Tibbens also asked if there could be a ten-year warranty on patchwork. Mr. Byrd responded that he could not make that decision.

Mr. Dalton recommended that the public hearing be continued to December 9, 2025 at 7:00 p.m.

Mr. Tibbens moved that the Council of the Town of Berryville extend the public hearing for the Construction Standards and Specifications to the next Council meeting on December 9, 2025. Motion passed with voice vote.

Lease on 36 Smithy Lane

Mr. Dalton spoke about the history of the property at 36 Smithy Lane and outlined the elements of the proposed lease.

Mayor Arnold opened the public hearing on 36 Smithy Lane.

Mrs. Martha Reynolds, the Executive Director of the Barns of Rose Hill introduced herself. She stated that the Smithy Cottage is very important to the work they do at the Barns. It enables the Barns to bring in better talent that is farther away. It allows the Barns to operate and without Smithy Lane they would not be able to. Mr. Mazzarino asked what they use it for, Mrs. Reynolds said they use the first floor as an office for the Barns and the second floor is where performers can stay. Mr. Tibbens wanted to know if there are any changes to the cottage that they are wanting to address in the next year. Mrs. Reynolds said they had some electrical things taken care of already and she thinks it would just be some painting that was already planned. Mr. Dalton explained that the HVAC has been upgraded. He stated that he hopes to have the front and rear porches renovated and the house painted by mid-2026. Mr. Dalton noted that there is a typo on page 13 of the draft lease' where it says "rebuilt" and should say "rebuild".

Mr. Perez asked if he should abstain from the vote because he is on the Board for the Barns. Mr. Steinmetz asked the same question because he has performed at the Barns. Mr. Dalton said he did not think there was any conflict. Both members agreed and participated in the review and discussion.

Mayor Arnold closed the public hearings.

6. Discussion of Public Hearing Items

Lease on 36 Smithy Lane

Mr. Mazzarino moved that the Council of the Town of Berryville approve the amended lease agreement between the Town and the Barns of Rose Hill, Inc. for use of the property described as the Smithy Cottage,

which is located at 36 Smithy Lane and further moved that the town manager is authorized to execute said lease on behalf of the Town. Motion passed by voice vote.

7. Citizens' Forum

None

8. Consent Agenda

Mr. Steinmetz moved to approve the consent agenda as presented. The motion passed by voice vote.

9. Unfinished Business

None

10. New Business

None

11. Council Member Reports

Mayor Arnold said the Veterans Day Ceremony was held at the firehouse and had a great turnout. He stated that Allan McWilliams was honored as the Veteran of the Year for 2025.

Mr. Steinmetz said the next Planning Commission meeting is on November 20th at 6:00 p.m.

Mr. Tibbens stated the Fall Festival in the Park was a great success. He wanted staff to know that Mrs. Tibbens thanked them for all of their help.

Chief Bristol told Council the accreditation renewal evaluation will be going on next week.

12. Staff Reports

Community Development

Mr. Russell presented a power point on Mosby Boulevard/East Fairfax Street sidewalk project.

Mr. Steinmetz asked if the proposal includes crosswalks and Mr. Russell said yes. Mr. Steinmetz has concerns about freezing weather. Mr. Russell said the project will proceed weather permitting. Mr. Dalton said VDOT wants to finish things quickly. He also stated that Mrs. Petti mailed out letters to citizens about not salting the new concrete. The schools will be notified of construction activities, though disruption is not anticipated. Mr. Tibbens asked if the contractor will take care of any lawn damage, since it will be done in the winter time and you may not see yard damage right away. Mr. Russell will find out.

Wayfinding Sign Project

Mrs. Petti spoke about the Wayfinding Sign Project updates. VDOT plans are at 90% to reissue the bid, unless Council wants to change anything. Mr. Dalton said that the project must be finished by the end of 2026. Mrs. Petti stated it is set for a spring 2026 installation.

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

Ms. Gibson stated the next meeting will be held February 23, 2026 at 3:00 p.m., it will be a work session.

Community Development Committee & Streets and Utilities Committee

Mr. Tibbens said the next meeting will be on November 25, 2025 at 3:30 p.m., and project updates will be discussed.

Personnel, Appointments, and Policy

Mayor Arnold said there are two openings on the Planning Commission, he would prefer these vacancies be filled by citizens living in Wards 3 & 4, and one opening on the Tree Board.

Public Safety

None

14. Closed Session

The Council of the Town of Berryville will conduct a closed session in accordance with §2.2-3711.A.1 of the Code of Virginia to consult with the town manager regarding the appointment of a chief of police.

Motion to Enter Closed Session

Mr. Mazzarino moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia to consult with the town manager regarding the appointment of a chief of police. Motion passed by voice vote.

Certification Motion and Resolution

Mr. Steinmetz 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.

VOTE BY ROLL CALL:

Mr. Steinmetz	Aye
Mr. Perez	Aye
Mr. Mazzarino	Aye
Mr. Tibbens	Aye
Ms. Gibson	Aye
Mr. Arnold	Aye

15. Adjourn

The Council adjourned at 9:32 p.m. on a motion by Ms. Gibson.

Erecka L. Gibson, Vice Mayor

Brandel Kelsey, Town Clerk



A RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE HONORING

Diane Harrison

WHEREAS, Diane Harrison has lived and worked in Berryville for over twenty years, becoming a valued volunteer and organizer in local service groups and artistic circles. Diane was elected as the Ward 2 Representative to the Town Council of the Town of Berryville in July 2018 and reelected in November 2022; and

WHEREAS, she embraced her calling wholeheartedly, driven by a desire to make a difference in the lives of her neighbors. In pursuit of this, she served on the Community Development Committee, Berryville Area Development Authority, Joint Clarke County/Berryville Economic Development Committee, was co-chair of the Clarke County Fire and EMS Commission, and was chair of Streets and Utilities Committee; and

WHEREAS, Diane sought engagement with the residents of her Ward and the Town as a whole, building rapport and consensus with her constituents, always remembering that a journey of service is one of the most rewarding paths; and

WHEREAS, she fostered community feel, recognizing that a Town requires resilient infrastructure but also relies on open channels of communication and deep respect; and

WHEREAS, Diane promoted polices of economic resilience, led traffic calming efforts, brought her artistic talents to bear in the rebrand of the Town logo, and supported technological innovation and accessibility for the Town, particularly the Town website's design and functionality.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville honors Diane Harrison, and considers the time collaborating on Council a privilege. Her insight, trust, and teamwork are deeply appreciated.

By order of the Town Council this 12th day of November, 2025.

Harry Lee Arnold Jr., Mayor

Erecka L. Gibson, Vice Mayor