

**MINUTES**

**BERRYVILLE TOWN COUNCIL  
Regular Meeting  
February 10, 2026  
7:00 p.m.**

A meeting of the Berryville Town Council was held on Tuesday, February 10, 2026, 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:** None

**Staff**

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

**Press** Mickey Powell, Winchester Star

**1. Call to Order**

Mayor Harry Lee Arnold, Jr. 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**

**Vice Mayor Erecka Gibson moved to approve the agenda as presented. The motion passed by voice vote.**

**4. Presentations, Awards, and Recognitions**

Josh Roller of Robinson Farmer Cox Associates appeared via TEAMS to review the Town's FY25 Audit Report. Mayor Arnold introduced Mr. Roller, who provided a summary of the audit findings highlighting that the audit did not identify any material weaknesses or items of concern in Town financial record keeping. He stated that his firm issued an unqualified opinion as a part of the review of the FY25 books. There were no questions from Council or staff.

Keith Dalton thanked Treasurer Cindy Poulin for all her hard work in preparing for the audit.

**5. Public Hearings**

None.

**6. Discussion of Public Hearing Items**

None.

**7. Citizens' Forum**

No comment was received.

**8. Consent Agenda**

**William 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 reported that he attended the Clarke County VA 250 Kickoff event at Chilly Hollow Brewing Company, which was well attended.

Mr. Steinmetz expressed appreciation to the Public Works Department for maintaining clear roads.

Ryan Tibbens echoed Mr. Steinmetz's appreciation and thanked Public Works as well. He also reported attending his first Clarke County Economic Development Advisory Committee meeting and encouraged anyone with concerns to share them with him so he may present them at the next meeting.

Mr. Dalton stated Public Works did an excellent job clearing the snow and commended Berryville residents for their efforts as well.

**12. Staff Reports**

*Community Development Director Report*

Community Development Director Terry Russell provided an update on the West Fairfax Street Sidewalk Project. The Town was approaching the four-year limit established by VDOT for the sidewalk project. An extension request was submitted prior to the end of January, and VDOT approved an extension of the construction phase deadline to June 30, 2027.

Mr. Dalton noted that he and Mrs. Poulin continue budget preparation for FY27.

*Deputy Town Manager Report*

Deputy Town Manager Jean Petti provided an update on the Wayfinding Sign project. She stated there were no changes since the previous Council meeting. The bid meeting is scheduled for Thursday, February 12<sup>th</sup> at 10:00 a.m. The Town anticipates entering into a contract with the successful bidder no later than March 20, 2026, with project completion required by August 28, 2026.

**13. Committee Updates**

Mayor Arnold recognized the chairs of the standing committees of the Town Council for updates.

**Budget and Finance Committee**

Vice Mayor Gibson said there will be a Town Council Budget Work Session will be held on March 2, 2026 and a Budget & Finance Committee meeting about the budget is scheduled for February 23, 2026.

**Community Development Committee & Streets and Utilities Committee**

Mr. Tibbens reported no updates. The next Community Development & Streets and Utilities committee meeting will be held on February 24, 2026.

**Personnel, Appointments, and Policy**

Mayor Arnold stated there is currently a vacancy on the Planning Commission, with a preference for an applicant from Ward 4. There is also an opening on the Tree Board.

**Public Safety**

Grant Mazzarino said the committee met with Chief Jason Winner who provided a presentation on less-lethal weapons and presented a draft budget proposal related to those items.

**14. Closed Session**

*Discussion about renewal of a lease at 201 Tom Whitacre Circle*

**Motion to enter Closed Session**

**Mr. Mazzarino moved that the Council of the Town of Berryville enter closed session in accordance with code of Virginia §2.2-3711.3, to discuss the renewal of a lease on and around the elevated water tower at 201 Tom Whitacre Circle. Motion passed by voice vote.**

**The Council returned to open session at 8:02 p.m.**

**Certification Motion and Resolution**

**Vice Mayor 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:**

**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:**

<b>Mr. Steinmetz</b>	<b>Aye</b>
<b>Mr. Perez</b>	<b>Aye</b>
<b>Mr. Mazzarino</b>	<b>Aye</b>
<b>Mr. Tibbens</b>	<b>Aye</b>
<b>Ms. Gibson</b>	<b>Aye</b>
<b>Mr. Arnold</b>	<b>Aye</b>

**15. Adjourn**

**The Council adjourned at 8:03 p.m. on a motion by Mr. Tibbens.**

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Erecka L. Gibson, Vice Mayor

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Brandel Kelsey, Town Clerk