

**MINUTES**

**BERRYVILLE TOWN COUNCIL**

**Work Session**

**March 02, 2026**

**3:30 p.m.**

**Town Council**

**Present:** Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Vice Mayor; William Steinmetz; Grant Mazzarino; Ryan Tibbens.

**Absent:** Paul Perez

**Staff**

**Present:** Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Brandel Kelsey, Town Clerk; Terry Russell, Community Development Director; Cindy Poulin, Treasurer

**Press** Mickey Powell, Winchester Star

**1. Call to Order**

Mayor Harry Lee Arnold, Jr. called the meeting to order at 3:41 p.m.

**2. Approval of Agenda**

**Ryan Tibbens moved to approve the agenda as presented. The motion passed by voice vote.**

**3. Unfinished Business**

None.

**4. New Business**

**VCA Creative Communities Partnership Grants**

Community Development Director Terry Russell reported that the Town of Berryville has applied for and received funding annually from the Virginia Commission for the Arts (VCA) since 2012, with the exception of 2019. The purpose of the grant is to encourage local governments to support and promote the arts within their communities.

A total of \$4,500 has been included as a line item in the proposed budget to meet VCA match requirements.

This year's applicants are The Barns at Rose Hill, Tiny Toes Dance, LLC, and SRSM Productions, LLC for the Watermelon Pickers' Fest. Council discussed the proposed allocation amounts for each applicant.

Mr. Tibbens announced that his wife owns Tiny Toes Dance, LLC; therefore, is recusing himself from this discussion and vote.

**William Steinmetz moved that the Council of Town of Berryville award \$3,000 to The Barns at Rose Hill, \$1,000 to Tiny Toes Dance, LLC and \$500 to SRSM Productions, LLC for the Watermelon Picker's Fest. The awarded funds will be matched by the VCA. The motion passed by voice vote, with Ryan Tibbens abstaining.**

#### **Review of Town Manager's Proposed Draft Budget FY27**

Treasurer Cindy Poulin reviewed the highlights and recent changes to the Proposed Draft Budget FY27. Vice Mayor Erecka Gibson requested clarification regarding the "Car Rental Distribution" line item. Mrs. Poulin explained that ride-share drivers operating within Town limits are required to remit a fee to the Town. Mr. Steinmetz inquired whether those drivers are required to obtain a business license. Mr. Dalton stated that staff would research the matter and report back to Council.

Mr. Daton reviewed the Proposed FY27-FY31 Capital Improvement Program (CIP) with the Council. Mr. Dalton stated the Chief of Police Jason Winner would like to keep the old patrol car when it comes time to purchase a new one, instead of selling it. He said he will speak with the Chief and let the Council know his thoughts. Mr. Dalton also provided details regarding Town property improvements. He noted that crosswalk signage is proposed to be updated. The preliminary engineering report for the Water Treatment Plant upgrade has been approved. He stated that the Town's engineer will soon re-submit construction plans and specifications to VDH for review. Additionally, Staff proposes that the Town transition its SCADA system to a more reliable cellular-based system. Mr. Dalton stated that the Proposed Budget includes funds to continue work on Wastewater Treatment Plant screening improvements and sluice gates.

Mr. Dalton reviewed the Proposed Reserves Specifics document with Council and expressed appreciation to Mrs. Poulin for her work in preparing the proposed budget. Vice Mayor Gibson noted that Mr. Dalton will provide additional information at the next Council meeting regarding potential investment options through VACo/VML.

#### **5. Other**

None.

#### **6. Adjourn**

**The committee adjourned at 3:57 p.m. on a motion by Mr. Mazzarino.**

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Erecka L. Gibson, Vice Mayor

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Brandel Kelsey, Town Clerk