

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**December 12, 2023**  
**7:00 p.m.**

**Town Council:** Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Vice Mayor, Grant Mazzarino, Ryan Tibbens. Absent—William Steinmetz and Diane Harrison

**Staff:** Present--Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Paul Culp, Town Clerk; Christy Dunkle, Community Development Director; Chief Neal White, Berryville Police Department

**Press:** Mickey Powell, *The Winchester Star*

**1. Call to Order**

Mayor Arnold called the meeting to order at 7:00 p.m. and noted the absence of Mr. Steinmetz and Ms. Harrison.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

Vice Mayor Gibson moved to approve the agenda. The motion passed by unanimous voice vote.

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

None.

**5. Public Hearings**

**The Berryville Planning Commission recommends approval of the rezoning of land transferred from the Clarke County Public Schools to the Town of Berryville (4,565 square feet from DR-4 Detached Residential to ITL Institutional) and land transferred from the Town of Berryville to the Clarke County Public Schools (12,572 square feet from ITL Institutional to DR-4 Detached Residential) in order to accommodate boundary line adjustments between the properties identified as Tax Map Parcel numbers 14-A-5, 14-A-6, 14-A-7, and 14-A-7A. RZ 02-23**

Ms. Dunkle read the public hearing notice and Mr. Dalton displayed maps and briefly summarized the proposed rezoning as discussed in prior meetings.

Mayor Arnold opened the hearing at 7:05 and closed it immediately after ascertaining that no member of the public wished to speak.

## **6. Discussion of Public Hearing Items**

No discussion occurred.

**Mr. Tibbens moved that the Council of the Town of Berryville approve the rezoning of 4,565 square feet of land that is to be transferred from the Clarke County School Board's property (Tax Map Parcel 14-((A))-7) to the Town of Berryville's property (Tax Map Parcel 14-((A))-6) from Detached Residential-4 (DR-4) to Institutional (ITL), and the rezoning of 12,572 square feet of land that is to be transferred from the Town of Berryville's property (Tax Map Parcel 14-((A))-6) to the Clarke County School Board's property (Tax Map Parcel 14-((A))-7) from Institutional (ITL) to Detached Residential-4 (DR-4), contingent upon the following:**

- a. approval of the proposed boundary line adjustments by the Clarke County School Board, Berryville Town Council, and Paul R. Howell and the Berryville Area Development Authority and**
- b. the recordation of the boundary line adjustment and associated deeds completing this boundary line adjustments and transfer of property ownership in the land records of the Circuit Court of Clarke County.**

**The motion passed by unanimous voice vote.**

## **7. Citizens' Forum**

No one addressed the meeting.

## **8. Consent Agenda**

The consent agenda comprised the minutes of the November 14 Town Council regular meeting.

**Mr. Mazzarino moved to adopt the consent agenda as presented. The motion passed by unanimous voice vote.**

## **9. Unfinished Business**

Mr. Dalton said the invitation for bids for tree and brush removal services as approved by the Council in its November meeting had been issued shortly thereafter, with pre-bid conference occurring on November 30 and addenda being issued a few hours before the present meeting. He said bid-opening would occur on December 18, and asked the Council to meet on the 21<sup>st</sup> to review the matter and possibly approve a notice of intent to award.

**Vice Mayor Gibson moved that the Council of the Town of Berryville set a special meeting to be held on December 21, 2023 at 3:00 p.m. The motion passed by unanimous voice vote.**

## **10. New Business**

None.

## **11. Council Member Reports**

Mayor Arnold said he had attended the Horseshoe Curve Benevolent Association fundraiser. He also commended Officer Joe Shoremount of the police department on his recent completion of forensic investigation training and thanked Berryville Main Street and all the volunteers who had made the Christmas parade and tree-lighting successful.

Mayor Arnold said the drought watch declaration of September 2 was still in effect and that staff remained in regular contact with the Department of Environmental Quality. He recommended that residents check the Town website regularly for updates.

At Mayor Arnold's request, the clerk read the **attached** resolution honoring Sheriff Tony Roper on the occasion of his retirement.

**Mr. Mazzarino moved that the Council of the Town of Berryville approve the attached resolution honoring Sheriff Tony Roper on the occasion of this retirement. The motion passed by unanimous voice vote.**

There was a brief discussion of committee assignments and Board of Supervisors meeting attendance for the coming year.

## **12. Staff Reports**

Nothing was added to the written reports for Public Works, Utilities, Administration and Finance, or Deputy Town Manager.

### **Police**

Chief White said a newly hired officer would join the department on January 8.

### **Community Development**

Ms. Dunkle and Vice Mayor Gibson briefly discussed the recent completion of paving in Hermitage Phase V.

## **Town Manager**

Mr. Dalton asked the Council to set a public hearing for its January meeting:

**Vice Mayor Gibson moved that the Council of the Town of Berryville set a public hearing on January 9, 2024 to receive comment on the transfer of .105 acres from Tax Map Parcel 14-((A))-7 (owned by the Clarke County School Board) to Tax Map Parcel 14-((A))-6 (owned by the Town of Berryville), .287 acres from Tax Map Parcel 14-((A))-6 (owned by the Town of Berryville) to Tax Map Parcel 14-((A))-7 (owned by the Clarke County School Board), and .426 acres from 14-((A))-5 (owned by Paul Howell) to Tax Map Parcel 14-((A))-6 (owned by the Town of Berryville), and the establishment of easements on Tax Map Parcels 14-((A))-5 (owned by Paul Howell) and 14-((A))-6 (owned by the Town of Berryville). The motion passed by unanimous voice vote.**

Mr. Dalton briefly updated the Council on the progress of blight abatement work at 12 First Street, 225 Josephine Street, and 114 Josephine Street.

Mr. Dalton said the process of securing funding for the approved upgrade of the water treatment plant was continuing.

### **13. Committee Updates**

Vice Mayor Gibson said the Budget and Finance Committee would not meet in December. Mr. Mazzarino said the same of Public Safety and Mr. Tibbens said the same of Community Development.

Mayor Arnold said the Personnel Committee would meet on December 18 at 2:00 p.m. to interview multiple candidates for appointment to the Planning Commission.

A discussion established that the Streets and Utilities Committee would meet on December 19 at 3:00 p.m.

### **14. Other**

No other business was discussed.

### **15. Closed Session**

Not applicable.

### **16. Adjourn**

The Council adjourned at 7:27 p.m. on a motion by Vice Mayor Gibson.

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Erecka L. Gibson, Vice Mayor

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Paul Culp, Town Clerk