

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
July 14, 2015
7:30 p.m.

Present:

Town Council: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; David Tollett; Doug Shaffer; Mary Daniel

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Ann Phillips, Town Clerk

Press: Val Van Meter, Winchester Star

1. Call to Order

Mayor Kirby called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Public Hearing - *Safe Routes to School Infrastructure Grant*

The Council of the Town of Berryville wishes to receive public input on a Safe Routes to School (SRTS) infrastructure sidewalk project (Project Number SRTS-168-007, P101, C501) at Johnson-Williams Middle School along Swan Avenue identified as Tax Map Parcel number 14A4-((A))-31, located at 200 Swan Avenue, in the Town of Berryville. Project financing totals \$87,357.

At the Mayor's request, Christy Dunkle reviewed the project saying the Berryville Police, the Planning Department, and the Clarke County Schools have worked with the Virginia Safe Routes to School program on a number of projects over the years. She said this is a federal grant and is the last cycle in which no matching funds are required. Ms. Dunkle noted that Mike Artz of Pennoni and Associates and Chuck Bishop, Superintendent of Clarke County Public Schools, were present to answer questions. She explained the project will involve relocating the sidewalk on Swan Avenue farther into the site away from the right of way.

Dr. Bishop said the Clarke County Public Schools support the project. Mr. Dalton asked Ms. Dunkle to review the schedule. Ms. Dunkle anticipates that bids will go out in the next month and the completion date is scheduled for the end of August. Mr. Dalton added that Randy Trenary of Clarke County Public Schools has also been involved in the planning process and has been of great assistance.

After noting that no one signed up to speak at the hearing, the Mayor asked if anyone wished to speak. The Mayor recognized Kenneth Liggins of 206 Josephine Street. Mr. Liggins suggested that since the sidewalk was being moved into the site, that an area adjacent to the street be designated as parking since it will now be away from the sidewalk. Ms. Dunkle responded that was the intention.

The Mayor recognized Norma Slattery of 211 Swan Avenue. Ms. Slattery asked how much disruption residents of the area would experience. Ms. Dunkle said there would be no blasting on the site. Mr. Artz said traffic may be impeded briefly during the removal of the old sidewalk.

Upon motion by Council member Kitselman, seconded by Council member Daniel, the public hearing was closed. The motion carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

4. Approval of Minutes of the June 9, 2015 Regular Meeting

Upon motion by Council member Daniel, and seconded by Council member Kitselman, the minutes of the June 9, 2015 meeting were approved with one spelling correction by the following vote:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

5. Citizens' Forum

Mayor Kirby recognized Kenneth Liggins of 206 Josephine Street who asked to defer his remarks until the agenda item referencing the CDBG Planning Grant for the Josephine City Neighborhood. The Mayor granted the request.

6. Report of Wilson Kirby, Mayor

The Mayor noted that a group of young adults from AmeriCorps had been in the area working and asked Ms. Dunkle to give more information. Ms. Dunkle said the Northern Shenandoah Valley Regional Commission had arranged for the group to work in the region. She said they had completed several projects around Town, and were busy helping many organizations. The AmeriCorps volunteers' activities included work at Clermont, cleaning up the Town Run, projects at the Barns, and assisting with trees at the Waste Water Treatment Plant.

The Mayor said the Designation Ceremony for Berryville and Clarke County becoming an Appalachian Trail Certified Community will be held Monday, July 20, at 5:30 p.m. at the Gazebo in Rose Hill Park. Mr. Dalton added there will be a number of legislative guest speakers. The Mayor said he hopes there will be a large turnout for the event.

7. Report of Christy Dunkle, Asst. Town Manager for Community Development

Ms. Dunkle reported that the Safe Routes to School sidewalk project will be underway with bids being sought soon.

The next agenda item was the CDBG Planning Grant for the Josephine City Neighborhood. Mr. Dalton gave background information saying the application had been due in March 2015, and Council had asked for an extension. He said two meetings were held to discuss the grant application, and at the July 9, 2015 meeting, there was no interest from the community residents in pursuing the grant application. Mr. Dalton said that he feels it is a missed opportunity for homeowners and landowners, but that without community support, it cannot go forward. He said if he is given the authority to notify the Virginia Department of Housing and Community Development (VDHCD), he will ensure that the Town

has met all obligations. Council member Daniel asked Mr. Dalton to request written verification from the VDHCD that the Town has met all obligations. Council member Kitselman said he is disappointed, but recommends stopping the effort. **Council member Kitselman moved that the Council of the Town of Berryville authorize the Town Manager to contact VDHCD to notify them that the Town will not be submitting a CDBG implementation grant application due to lack of community support. Council member Daniel seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

The Mayor recognized Kenneth Liggins, 206 Josephine Street, who had deferred his remarks earlier. Mr. Liggins said he thought that when the grant process began, information had been withheld, and that he doesn't care about the missed opportunity.

8. Report of Keith Dalton, Town Manager

Mr. Dalton reported on the VRS Enhanced Hazardous Duty Benefits program saying that to formally join the program the Town Council must adopt a resolution that has been provided by VRS. He explained that during the FY 16 budgeting process, the cost of participating in the program was estimated by the Treasurer using the best numbers at the time, at 11.28% of payroll (\$40,000 for FY 16), and the cost study required by VRS has placed the cost of the program at 12.23% (\$53,707.55 for FY16). He added that a program start date of October 1 would leave an annual cost for FY 16 of \$40,280.67, but noted that the costs in FY17 will be much higher than might have been expected.

Council member Tollett asked whether there was anyone currently in the organization who would be able to use the enhanced hazardous duty benefits if the resolution were adopted now. Mr. Dalton responded that there is one individual who could use it this year. **Recorder Arnold moved that the Council of the Town of Berryville adopt the following VRS Enhanced Hazardous Duty Benefits Resolution. Council member Daniel seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

TOWN OF BERRYVILLE
RESOLUTION

Be it hereby resolved that the Town of Berryville, Virginia, a political subdivision currently participating in the Virginia Retirement System under Title 51.1, Chapter 1, Article 5 of the Code of Virginia, as amended, acting by and through its Town Council does hereby elect to have such employees of the Town who are employed in positions as full time salaried Law Enforcement Officers and whose tenure is not restricted as to temporary or provisional appointment, to become eligible, effective October 1, 2015, to be provided benefits in the Virginia Retirement System equivalent to those provided for State police officers of the Department of State Police, as set out in Section 51.1-138 of the Code of Virginia including the retirement multiplier of 1.85%, in lieu of the benefits that would otherwise be provided as such code has

been or may be amended from time to time, and the Town agrees to pay the employer cost for providing such employees such benefits.

Be it further resolved that Town Manager, and Town Clerk, are hereby authorized and directed in the name of the Town to execute any required contract in order that the above described employees of the Town may become entitled to retirement benefits equivalent to those provided for State police officers of the Department of State Police. In execution of any contract which may be required the seal of the Town shall be affixed and attested by the Clerk and, said officers of the Town are hereby authorized and directed to do any other thing, or things, incident and necessary in the lawful conclusion of this matter. The Treasurer of the Town be and is hereby authorized and directed and pay over to the Treasurer of Virginia from time to time such sums as are to be paid by the Town and its employees for this purpose.

CERTIFICATE

I, Ann W. Phillips, Clerk of the Town of Berryville, Virginia, certify that the foregoing is a true and correct copy of the resolution passed at a lawfully organized meeting of the Town Council held at Berryville, Virginia, at 7:30 o'clock p.m. on July 14, 2015. Given under my hand and seal of the Clerk of the Town this 14th day of July, 2015.

Clerk

Mr. Dalton reviewed a proposed amendment to Section 512, dealing with travel expenses, of the Town of Berryville Employee Handbook. He said Staff has examined Section 512 and proposes the amendments as follows:

- Establishing that, should an employee be temporarily assigned to another duty station within 50 miles of the normal work location, the town will not reimburse for travel expenses (including mileage and meals). He said this change would specifically address the period of time that new police officers are assigned to the academy in Middletown.

- Eliminating language that was intended to provide that meals will not be reimbursed unless the travel exceeded 24 hours. He said the existing language is not clear, and this change would provide for meal reimbursement, within established guidelines, for any travel.

- Language regarding the expense reports and receipts was too permissive and needed to be amended to better explain required actions.

Council member Tollett moved that the Council of the Town of Berryville approve the attached amendments to Section 512 of the Town of Berryville Employee Handbook. Council member Shaffer seconded the motion which carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

512 Business Travel Expenses

Effective Date: 1/1/2014

Revision Date: 7/14/2015

The Town of Berryville will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location; **except, travel expenses are not reimbursed when employees are assigned to a temporary duty location within fifty (50) miles from the normal work location.** All business travel must be approved in advance by the Town Manager in the form of a completed Travel Request Form.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Town of Berryville as set out in the expense guidelines below:

Under no circumstances are alcoholic beverages to be charged to or reimbursed by the town. Employees shall be diligent in keeping all charges for meals and lodging at a reasonable minimum. With respect to meals, the following shall serve as general guidelines only. Per person expenditures (including tips) above the following guidelines, however will require justification by the employee: Breakfast - \$7.50; Lunch - \$12.00; Dinner - \$18.50; maximum daily reimbursement for \$38.00. ~~The maximum daily reimbursement applies only if the employee is out of town for work related travel/training for more than a 24-hour period.~~ If meals are included in the cost of registration for programs, no separate or additional reimbursement for those meals will be made.

Mileage is reimbursed at the official IRS mileage rate at the time of travel.

When using a private vehicle for travel, charges for gasoline/oil to a town purchasing card shall be deducted from the mileage reimbursement. In no case shall charges for any other vehicle maintenance items for a private vehicle be made to a town purchasing card.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Town of Berryville may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees ~~should~~ **will** submit completed travel expense reports within 15 days. Reports ~~should~~ **must** be accompanied by receipts for all individual expenses. Proper budget codes should be inserted in the proper place on the report.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

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9. Report of H. Allen Kitselman, III – Berryville Area Development Authority Liaison

Council member Kitselman said that the Authority did not meet in June, but the next meeting will be July 22 when the BADA will continue working on the Berryville Area Plan.

10. Report of Harry Lee Arnold, Jr., - Chair, Budget and Finance Committee

Recorder Arnold moved that the Council of the Town of Berryville authorize publication of the names of those delinquent for personal property and real estate taxes pursuant to Section 58.1-3924 of the Code of Virginia, As Amended. Council member Kitselman seconded the motion which carried as follows:

- Wilson Kirby - Aye
- Harry Lee Arnold, Jr. - Aye
- Mary Daniel - Aye
- Allen Kitselman - Aye
- Douglas Shaffer - Aye
- David Tollett - Aye

Recorder Arnold moved that the Council of the Town of Berryville adopt the following resolution to charge off delinquent personal property taxes for the Tax Year 2009. Council member Daniel seconded the motion which carried as follows:

- Wilson Kirby - Aye
- Harry Lee Arnold, Jr. - Aye
- Mary Daniel - Aye
- Allen Kitselman - Aye
- Douglas Shaffer - Aye
- David Tollett - Aye

TOWN OF BERRYVILLE
TOWN COUNCIL

RESOLUTION

WHEREAS, Section 58.1-3940 of the Code of Virginia, 1950, as amended, provides the collection of local personal property taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed, and

WHEREAS, the attached personal property taxes assessed by the Town of Berryville, Virginia for tax year 2009, have remained delinquent for the year for which such taxes were assessed and are therefore rendered unenforceable,

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Berryville, Virginia, in meeting duly assembled this fourteenth day of July, 2015, that the attached list of delinquent personal

property taxes for tax year 2009 shall be charged off the tax records of the Town of Berryville as uncollectible.

Wilson L. Kirby, Mayor

I hereby certify that the foregoing Resolution was duly adopted by the Council of the Town of Berryville in meeting assembled July 14, 2015

ATTEST:

Harry L. Arnold, Jr., Recorder

| 6/30/2015 | 2009 Personal Charge Offs | | | |
|-----------|-----------------------------|--------------|----------------|---------|
| Tax Year | Name 1 | Invoice Year | Invoice Number | Balance |
| 2009 | ALMENDAREZ VARGAS ADRIAN A | 2009 | 84127 | 27.15 |
| 2009 | BESSER TIMOTHY W | 2009 | 84137 | 11.33 |
| 2009 | BESSER TIMOTHY W | 2009 | 84138 | 75.39 |
| 2009 | BETTS JEANNE KIRBY | 2009 | 84139 | 44.22 |
| 2009 | BEUCHERT PATRICIA N | 2009 | 84140 | 81.09 |
| 2009 | BEUCHERT PATRICIA N | 2009 | 84141 | 328.08 |
| 2009 | BROWN LARRY WILLIAM JR | 2009 | 84148 | 41.05 |
| 2009 | BROWN LARRY WILLIAM JR | 2009 | 84149 | 41.05 |
| 2009 | BROWN ROSEMARY L | 2009 | 84150 | 13.73 |
| 2009 | CHRISTAKOS DANIEL JOHN | 2010 | 84153 | 29.86 |
| 2009 | CHRISTAKOS DANIEL JOHN | 2009 | 84152 | 81.68 |
| 2009 | CLARK AMBER DAWN | 2009 | 84154 | 75.97 |
| 2009 | CLARK AMBER DAWN | 2010 | 84289 | 8.1 |
| 2009 | CROMER JEANE MARIE | 2009 | 84159 | 28.36 |
| 2009 | DIETRICH JOHN WILLIAM | 2009 | 84161 | 27.47 |
| 2009 | DIETRICH JOHN WILLIAM | 2009 | 84162 | 52.68 |
| 2009 | FISHER-ARRINGTON LISA DIANE | 2010 | 84172 | 29.86 |
| 2009 | FISHER-ARRINGTON LISA DIANE | 2009 | 84174 | 43.59 |
| 2009 | FISHER-ARRINGTON LISA DIANE | 2009 | 84173 | 93.42 |
| 2009 | GILLISON JAMES ARTHUR | 2009 | 84176 | 50.7 |
| 2009 | GLENN PATRICIA DARLENE | 2009 | 84178 | 21.99 |
| 2009 | GLENN THORNTON ELWOOD | 2009 | 84179 | 84.23 |
| 2009 | GLENN THORNTON ELWOOD | 2009 | 84180 | 21.27 |
| 2009 | GONZALEZ-FLORES NANCY J | 2009 | 84181 | 71.63 |
| 2009 | GRIMM DEBORAH SUE | 2009 | 84182 | 75.39 |
| 2009 | JARQUIN SOTO AXEL RAMON | 2009 | 84192 | 12.68 |

| | | | | |
|------|----------------------------|------|-------|---------|
| 2009 | JARQUIN SOTO AXEL RAMON | 2009 | 84193 | 12.48 |
| 2009 | JONES SALLIE RENEE | 2009 | 84198 | 21.46 |
| 2009 | LAHMANN CRYSTALEE R | 2009 | 84206 | 57.22 |
| 2009 | MAIORANA CURTIS | 2009 | 84210 | 39.24 |
| 2009 | MESSICK ETTA H | 2009 | 84217 | 58.29 |
| 2009 | MILBOURNE ALICIA DAWN | 2009 | 84218 | 40.21 |
| 2009 | MILLER PAUL GERHARD | 2009 | 84219 | 75.58 |
| 2009 | MONTGOMERY CLIFFORD G III | 2009 | 84221 | 55.21 |
| 2009 | MONTGOMERY CLIFFORD G III | 2009 | 84220 | 46.03 |
| 2009 | MOYA DORIAN N | 2009 | 84223 | 55.76 |
| 2009 | PARKER KURT | 2010 | 84229 | 19.72 |
| 2009 | POOLE JAMES E III | 2009 | 84236 | 8.66 |
| 2009 | POOLE JAMES E III | 2009 | 84234 | 78.41 |
| 2009 | POOLE JAMES E III | 2009 | 84235 | 41.12 |
| 2009 | RYDER BRIAN N | 2009 | 84242 | 46.03 |
| 2009 | RYDER BRIAN N | 2009 | 84243 | 133.03 |
| 2009 | SALGUERO OSCAR A | 2009 | 84245 | 68.19 |
| 2009 | SALGUERO OSCAR A | 2009 | 84244 | 12.35 |
| 2009 | SANDERS ROBERT DAVID JR | 2009 | 84246 | 6.45 |
| 2009 | SIPE RACHEL V NEWLIN | 2009 | 84247 | 55.11 |
| 2009 | STERN LISA A | 2010 | 84255 | 29.86 |
| 2009 | STERN LISA A | 2010 | 84253 | 16.86 |
| 2009 | STERN LISA A | 2010 | 84254 | 29.86 |
| 2009 | SWARTZ MICHAEL A | 2009 | 84258 | 17.77 |
| 2009 | SWARTZ MICHAEL A | 2009 | 84259 | 14.64 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84265 | 121.3 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84269 | 144.86 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84271 | 102.53 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84272 | 484.86 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84263 | 41.3 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84264 | 518.66 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84267 | 138.42 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84268 | 454.86 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84262 | 6.64 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84266 | 84.31 |
| 2009 | TRI COUNTY FARM SVCS LLC | 2009 | 84270 | 80.75 |
| 2009 | UNDERWOOD LAQUINTA DONETTE | 2009 | 84273 | 13.94 |
| 2009 | VIRGINIA SIDING INC | 2009 | 84275 | 94.83 |
| 2009 | WHITLOCK THERESA L | 2009 | 84277 | 76.62 |
| 2009 | ZULLINGER DEBORAH BOWERS | 2009 | 84288 | 84.08 |
| | | | | 4959.47 |

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11. Report of H. Allen Kitselman, III - Chair, Community Improvements Committee

Council member Kitselman reiterated the Mayor's remarks about the Appalachian Trail Certified Community designation ceremony on July 20. He also noted the large improvement project on several building facades downtown saying the paint choices were very attractive. Mr. Dalton added that after seeing the improvement on Main Street, he feels that the trim on Town-owned 23 E. Main Street should also be updated.

12. Report of Douglas A. Shaffer – Planning Commission Liaison

Council member Shaffer said no planning commission meeting was held last month.

13. Report of Mary L. C. Daniel – Chair Police and Security Committee

Council member Daniel said she had nothing to report.

14. Report of Wilson Kirby – Chair, Streets and Utilities Committee

Council member Shaffer moved that the Council of the Town of Berryville approve the minutes of the Streets and Utilities Committee meeting of June 24, 2015. Mayor Kirby seconded the motion which carried unanimously.

Mayor Kirby noted that reports from the Director of Public Utilities and the Director of Public Works are enclosed in the agenda packet.

Recorder Arnold noted that the new hydrant installed at Buckmarsh and Academy during recent upgrades was very helpful in a structure fire this past week.

Mr. Dalton said the Buckmarsh Street paving should be done near the end of the month. He said the next Streets and Utilities Committee meeting will be in the A-B meeting room on August 11, 2015, at 6:45 p.m. prior to the Town Council meeting.

15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee

Recorder Arnold said that Personnel Committee meetings had been held in June. **On the motion of Mayor Kirby, seconded by Recorder Arnold, the Personnel Committee minutes of June 15 and June 17, 2015, were approved unanimously.**

Recorder Arnold moved that the Council of the Town of Berryville appoint Rachael Worsley to the Berryville Architectural Review Board for a four year term to begin August 14, 2015 and end on August 14, 2019. Council member Kitselman seconded the motion which carried as follows:

| | |
|-----------------------|-------|
| Wilson Kirby | - Aye |
| Harry Lee Arnold, Jr. | - Aye |
| Mary Daniel | - Aye |
| Allen Kitselman | - Aye |
| Douglas Shaffer | - Aye |
| David Tollett | - Aye |

Reorder Arnold moved that the Council of the Town of Berryville appoint William M. Steinmetz to the Berryville Planning Commission to fill the unexpired term of Mike Brown that will end on January 15, 2018. Council member Shaffer seconded the motion which carried as follows:

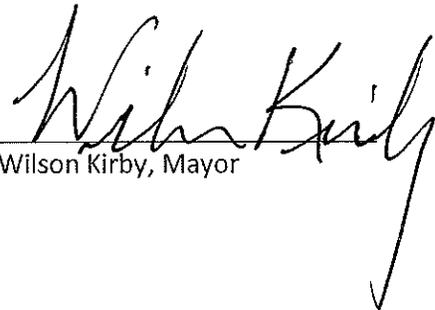
| | |
|-----------------------|-------|
| Wilson Kirby | - Aye |
| Harry Lee Arnold, Jr. | - Aye |
| Mary Daniel | - Aye |
| Allen Kitselman | - Aye |
| Douglas Shaffer | - Aye |
| David Tollett | - Aye |

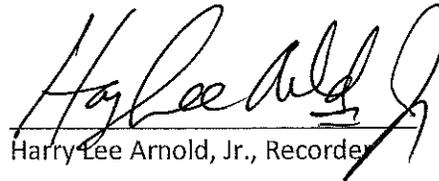
16. Other

Council member Shaffer asked about lighting on the new sidewalk project on Swan Avenue that had been discussed earlier. Ms. Dunkle responded that lighting had been discussed and the plan was not to encourage people to be on the property after dark by adding lighting.

17. Adjourn

There being no other business, upon motion of Council member Tollett, seconded by Council member Daniel, the meeting was adjourned at 8:20 p.m.


Wilson Kirby, Mayor


Harry Lee Arnold, Jr., Recorder

**BERRYVILLE TOWN COUNCIL
PERSONNEL COMMITTEE
Tuesday, July 14, 2015
Berryville-Clarke County Government Center
Called Meeting
6:45pm**

MINUTES

Roll:

Town Council:

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder

Staff: Christy Dunkle, Assistant Town Manager/Planner

Press: None

1. Call to Order: Jay Arnold, Chairman

Chairman Arnold called the regular meeting to order at 6:45pm.

2. Closed Session

Pursuant to Sections 2.2-3711-A-1 of the Code of Virginia, 1950, As Amended, for the purpose of interviewing candidates for appointment to the Architectural Review Board and Planning Commission.

- a. Motion to enter Closed Session

It was moved by Recorder Arnold, seconded by Mayor Kirby, that the Personnel Committee of the Council of the Town of Berryville enter Closed Session pursuant to Section 2.2-3711.A.1 of the Code of Virginia, 1950, As Amended, for the purpose of interviewing candidates for appointment to the Architectural Review Board and Planning Commission.

VOTE:

| | |
|------------------------|--|
| Ayes: | Wilson Kirby, Mayor
Harry Lee Arnold, Jr., Recorder |
| Nays: | None |
| Absent During Vote: | None |
| Absent During Meeting: | None |

- b. Enter Closed Session

The Personnel Committee of the Town Council entered closed session at 6:46pm.

- c. Reconvene Open Session

The Personnel Committee of the Town Council reconvened in open session at 6:50pm.

d. Certification of Closed Session

It was moved by Recorder Arnold, seconded by Mayor Kirby, that the Personnel Committee of the Council of the Town of Berryville adopt the following Resolution Concerning Certification of the Closed Session. The motion carried as follows:

VOTE:

| | |
|------------------------|--|
| Ayes: | Wilson Kirby, Mayor
Harry Lee Arnold, Jr., Recorder |
| Nays: | None |
| Absent During Vote: | None |
| Absent During Meeting: | None |

RESOLUTION CONCERNING CERTIFICATION OF CLOSED SESSION

WHEREAS, the Personnel Committee of the Council of the Town of Berryville, Virginia (Committee), 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; and

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 Committee 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 Committee.

3. Discussion – Amendment to Section 512, Business Travel Expenses, of the Berryville Employee Handbook

Mayor Kirby and Recorder Arnold discussed the proposed amendments to Section 512 of the Town of Berryville Employee Handbook concerning travel expenses. Committee members reviewed the proposed changes. Mayor Kirby indicated he was fine with the proposed modifications. Recorder Arnold indicated he was also fine with the proposed changes and agreed to recommend the changes to the full Council.

4. Adjourn

There being no further business, upon motion by Recorder Arnold, seconded by Mayor Kirby and passed, at 6:57pm, the Personnel Committee meeting was adjourned.