

MINUTES
BERRYVILLE TOWN COUNCIL
Tuesday, October 14, 2014
Berryville-Clarke County Government Center
Regular Meeting
7:30 p.m.

Town Council:

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; Mary Daniel; David Tollett; Douglas Shaffer

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Neal White, Chief of Police; Desiree Moreland, Assistant Town Manager/Treasurer; Ann Phillips, Town Clerk

Press: Val Van Meter, Winchester Star

Other: Ed Carter, VDOT; Cliff Balderson, VDOT

1. Call to Order: Wilson Kirby, Mayor

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

2. Pledge of Allegiance

3. Approval of Minutes

September 9, 2014

Upon motion by Council member Kitselman, seconded by Council member Tollet, the minutes of the September 9, 2014, meeting were unanimously approved.

October 1, 2014

Upon motion by Council member Tollet, seconded by Council member Kitselman, the minutes of the October 1, 2014, work session were unanimously approved. Council member Daniel abstained because of her absence from the work session.

4. Citizens Forum

Mayor Kirby recognized Luanne Carey. Ms. Carey represents Berryville Main Street, 23 East Main Street, Berryville, and wished to inform the Council of recent happenings. She noted that she recently attended a Virginia Main Street meeting in Winchester, and that there are now 25 designated Main Street communities, with 75 affiliate communities working on becoming designated. She said Berryville will have had a Main Street designation for 23 years in 2015, and has been supporting an incubator space for businesses. She added that the space was rented to My Neighbor and Me which has now been able to move out into its own ground floor space. Ms. Carey added that Berryville Main Street has also been helping the new owners of the Battletown Hotel with planned façade improvements and that Berryville Main Street feels that tourism is important and helps drive economic development. She said that they have been getting ideas from the Virginia Tourism Corporation which will be publishing a Main Street Tour Guide available at highway rest areas among other places.

5. Report of the Mayor

Mayor Kirby said that he had invited Ed Carter from VDOT to speak on a few issues. Mr. Carter addressed the storm pipe replacement on West Main Street. He said that VDOT tried to flush the pipe after the flooding caused by the 3" of rain in one hour recently. He said old terra cotta pipe was under the building at 23 West Main Street and the pipe has collapsed. He added that VDOT will replace the portion of pipe under West Main Street, and will cap off the pipe leading to the old terra cotta pipe. Mr. Carter said that the storm water will be re-directed to the existing pipe in the town alley.

Mr. Carter said the re-stripping of Buckmarsh Street is being studied by engineers now, and paving is currently scheduled to begin in June 2015 with completion by November 2015. He said this date may be pushed back due to revenue issues.

Regarding Snow Emergency Routes and parking, Mr. Carter said that the Town has the right to enforce parking restrictions. He said that VDOT requires that the Town have an ordinance to have a Snow Emergency Plan. He said the signage and markings would be the responsibility of the Town except on primary routes, and all routes must be approved. Mr. Carter noted that the route designation and ordinance, as they pertain to primary routes still maintained by VDOT, must be approved by the Commissioner of Highways.

Recorder Arnold inquired about the option of emergency equipment activating traffic signals and Mr. Carter said that it was his understanding that neither traffic signal in Berryville had that in place at this time. He noted that it required a \$25,000 to \$30,000 receiver in the lights and another device in the vehicles (which would not be paid for by VDOT) and approval would be needed from VDOT to add this technology to existing traffic signals.

Mr. Dalton noted that in the spring, Council wants to repave Mosby Blvd. from Ashby Ct. to Buckmarsh St., and asked Mr. Carter for guidelines for striping. Mr. Carter said guidelines would be available.

The Town Council thanked Mr. Carter and Mr. Balderson for attending.

Mayor Kirby noted the Memorandum of Understanding between the Town of Berryville and Clarke County Regarding Economic Development and Tourism. He said that he had appointed Recorder Arnold and Ms. Dunkle to serve on the Economic Development and Tourism Committee.

6. Report of the Town Manager

Mr. Dalton said that many of the Town's parking meters need to be replaced or removed. He said that at a recent work session, the Council discussed the matter and directed staff to develop a recommendation for meter replacement. Mr. Dalton said that the staff recommends the purchase of 55 digital meters, 17 double meter housings, and seven single meter housings. He also recommended increasing parking fees from 10 cents per hour to 25 cents per hour. He added that staff recommends placing stickers on each

meter noting enforcement hours, fees, and a contact phone number for the Town. Mr. Dalton also said that staff recommends increasing parking fines as listed in his staff report. He said Council has expressed a desire to receive public comment on this matter prior to acting, so it was recommended that such input be sought at the November meeting.

Council member Kitselman said it was a good proposal. Council member Daniel asked if parking fines could be paid online. Mr. Dalton responded that there was no online payment option, and that fines could be paid at payment boxes throughout Town or at the Town Office. Mr. Dalton said that the project would not affect this year's Berryville Main Street Parking Meter Decorating Contest. The Council agreed by consensus to set a public hearing for the November meeting.

7. Planner's Report

Ms. Dunkle presented the final draft of the Town of Berryville & Clarke County Bicycle & Pedestrian Bike Plan and recommended the adoption of the plan. Council member Kitselman moved that the Council adopt the plan. Council member Daniel seconded the motion.

VOTE:

Recorded Vote:

Ayes:

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

Nays:

None

Absent:

None

Ms. Dunkle presented a contract authorizing Draper Aden Associates to conduct consulting engineering services as part of the Josephine City Neighborhood Community Development Block Grant. She said that staff recommends that the Council authorize the Town Manager to sign the document. Council member Kiselman moved that the Council authorize the Town Manager to sign the document. Council member Daniel seconded the motion.

VOTE:

Recorded Vote:

Ayes:

Mary Daniel
Allen Kitselman
David Tollett
Wilson Kirby, Mayor
Harry Lee Arnold, Jr., Recorder

Nays: Douglas Shaffer
None
Absent: None

There was a discussion about the fee structure for Special Use Permits for Home Occupations. Staff has reported that advertising for the public hearing in the Winchester Star costs more than the fee for the permit. Further, Ms. Dunkle added that passing on the cost of two public hearings would most likely be cost prohibitive to many applicants.

Ms. Dunkle noted that the Appalachian Trail Community Certification is in progress and she will be traveling with Alison Teetor and Lee Scheaffer to make a presentation to the Regional Appalachian Trail Board in Pennsylvania.

8. Standing Committee Reports

a) BADA Liaison – Allen Kitselman

Council member Kitselman said the BADA is continuing to work on the Berryville Area Plan.

b) Budget Finance / CIP – Jay Arnold

Ms. Moreland presented a report on the Cigarette Tax Ordinance. The Council agreed to set a public hearing on this matter for the November meeting.

c) Community Improvements – Allen Kitselman

Council member Kitselman said the incubator is working since the business located there has been able to move out into its own street level location. He also said that he will be part of a startup executive committee to aid the Tourism Initiative and the efforts being made with the Memorandum of Understanding with the County on Tourism and Economic Development.

d) Planning Commission – Doug Shaffer

Council member Shaffer had nothing to report.

e) Police and Security – Mary Daniel

Council member Daniel noted that there have been four recent incidents of praise and awards for the Town Police Staff. She added that these are reminders of the positive and reliable nature of the Town Police force.

f) Streets and Utilities – Wilson Kirby

Mayor Kirby asked for approval of the minutes of the September 22, 2014, meeting of the Streets and Utilities Committee. Council member Shaffer moved for approval and Mayor Kirby seconded the motion, which passed unanimously.

g) Personnel / Appointments – Jay Arnold

Recorder Arnold said he had no report.

9. Other

Mayor Kirby asked if there was any other business.

10. Adjourn

There being no further business, upon motion by Council member Shaffer, seconded by Council member Kitselman and passed, the Council meeting was adjourned at 8:19 p.m.



Wilson Kirby, Mayor



Harry Lee Arnold, Jr., Recorder