

MINUTES
BERRYVILLE TOWN COUNCIL
Tuesday, June 14, 2011
Berryville-Clarke County Government Center
Regular Meeting
7:30 p.m.

Roll:

Town Council:

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Mary Daniel; Allen Kitzelman; David Tollett; Lawrence Russell, III

Staff: Keith Dalton, Town Manager; Neal White, Chief of Police; Christy Dunkle, Assistant Town Manager/Planner; Celeste Heath, Town Clerk

Press: Rebecca Layne, Winchester Star; Mike Dowling, ClarkeDailyNews.com

1. Call to Order: Wilson Kirby, Mayor

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

2. Approval of Minutes

May 10, 2011

Upon motion by Council member Russell, seconded by Council member Daniel, the minutes of the May 10, 2011 meeting were approved.

3. Citizen's Forum

Frances Brock, 114 Rice Street, spoke about problems with dogs in her neighborhood. She also expressed concern about the level of repair and attention that people pay to the way their properties look. She said that citizens need to make sure that their properties are kept up. She asked if the Town Council could make sure that people are responsible for their dogs and their property.

Mr. Dalton asked to address Ms. Brock. The Mayor agreed. Mr. Dalton explained that there are ordinances in place regarding dogs and maintenance of properties. He said that staff spends a good deal of time enforcing the maintenance of lawns and that he met with the Mayor and the Recorder about several blighted properties he has been working to mitigate.

Stan Kerns, Barns of Rose Hill, updated the Council on the barns project. He reported that most of the work on the project is done but there are a lot of small items left to complete. He said that the project will be about \$25,000 over budget because of changes instituted by the Barns board that have added value to the property.

4. Report of the Mayor

Mayor Kirby reported that the Town continues to prosper. He congratulated the town crews for doing a tremendous job keeping the park and the downtown looking good. He said that he has been hearing from people from all over the country about the Wendy's commercials. He also reported that the sewing store downtown has closed.

5. Planning and Zoning Matters: Christy Dunkle

Ms. Dunkle presented an action item regarding a bond release for D.R. Horton at Southgate. She said that the public improvement bond for the project was reduced to \$133,470.00 in May of 2010 and that Public Works staff has inspected the public improvements and that everything was found to be in order.

Upon motion by Recorder Arnold, seconded by Council member Russell the Council of the Town of Berryville approved the release of the public improvement bond for the Southgate subdivision in the amount of \$133,470.00

Recorded Vote:

Ayes:	Wilson Kirby, Mayor Harry Lee Arnold, Jr., Recorder Mary Daniel Allen Kitselman David Tollett Lawrence Russell, III
Nays:	None
Absent:	None
Abstain:	None
Absent During Vote:	None

Clarke County High School Update

Ms. Dunkle reported that a progress meeting was held today and that the path has been covered with asphalt. She said she toured the site today and that it looks good. She said that she is waiting for the final drawings and landscape design for the greenhouse.

Ms. Dunkle said that there will be a site plan amendment for BADA and Town Council review in order to allow the relocation of the stormwater cut on West Main Street.

Mr. Dalton said that there were some complaints about the condition of the property after the work on Jackson was done. He asked if the area had been cleaned up. Ms. Dunkle said it had been cleaned up and that the contractor has been in touch with the residents to keep them updated on the project.

Ms. Dunkle reported that VDOT has begun work on the right-of way acquisitions for Mosby Boulevard.

Barns of Rose Hill Update

Council member Daniel asked Mr. Kerns how much the fundraiser raised for the Barns. Mr. Kerns said that he was not sure but could check with the board.

6. Report of Town Manager

Hydrant Use Policy

Mr. Dalton said that staff will have a revised Hydrant Use Policy for review by the Streets and Utilities Committee at their meeting on June 22. He said the committee

wanted to make a few changes to the policy before they brought it to the full Town Council.

Drought Response Plan and Ordinance

Mr. Dalton explained that the Virginia State Water Control Board requires all counties, cities and towns to submit a water supply plan to DEQ. He said that a regional plan has been developed through the Northern Shenandoah Valley Regional Commission and that the town needs to adopt the plan and amend its ordinance.

Mr. Dalton explained that the plan will go to the Streets and Utilities committee at their June 22 meeting. He said that since this needs to be in place by November he would propose that the plan is introduced to the full Town Council at their July meeting and that a Public Hearing is held at the August Town Council meeting.

Booster Building Upgrade

Mr. Dalton said that this should be the last update that he will give about this project. He said that the generator and new pumps are in place and functional. He said that the automatic controls and flow metering now need to be completed.

Other

Mr. Dalton said that the Ward Boundary submission to the Department of Justice will go out tomorrow.

Mr. Dalton said that the Town Council will hold a work session on June 28 at 1 p.m. Council member Kitselman said that he will be unable to attend. Mr. Dalton said that Council member Daniel asked staff to get public input on the street inventory they are working on for the VDOT transition. He reported that an e-newsletter went out today to ask for input and the request was also posted on the Town's website.

Mr. Dalton said that although the Town has not been served, he has received a copy of a request by Kenneth Liggins that a federal grand jury be convened on several matters related to annexation. He said that the town's attorneys and insurers have been notified of the matter and that the Town doesn't need to take further action at this time.

7. Standing Committee Reports

a) BADA Liaison – Allen Kitselman
Nothing to add to Planner's report.

b) Budget Finance / CIP – Jay Arnold

Upon motion by Recorder Arnold, seconded by Council member Daniel the Council of the Town of Berryville adopted the proposed Budget for Fiscal Year 2011-2012, an approved copy of which shall be incorporated into and become part of the Official Minutes of this meeting (ATTACHMENT 1), and further, that all funds as set forth in the approved budget shall hereby be appropriated for Fiscal Year 2011-2012.

VOTE:

Recorded Vote:

Ayes: Wilson Kirby, Mayor
Harry Lee Arnold, Jr., Recorder
Mary Daniel
Allen Kitselman
David Tollett
Lawrence Russell, III
Nays: None
Absent: None
Abstain: None
Absent During Vote: None

c) Community Improvements – Allen Kitselman

Council member Kitselman said the sign effort is still moving forward. He said that there is a possibility of working with Clarke County and the Clarke County Historical Association to capitalize on the visibility that the Wendy's commercial has created. He asked the Council for any feedback they may have on the idea.

Mr. Dalton reported that the bike rack that the Community Improvement Committee and the Town Council directed staff to purchase and install has been installed at the Rixey Moore Parking Lot.

d) Planning Commission – Lawrence Russell - Nothing to add to Planner's report.

e) Police and Security – Mary Daniel – Nothing to add to Police report.

f) Streets and Utilities – Wilson Kirby

Mayor Kirby reported that the Committee met on May 25 and discussed the matters that the Town Manager spoke about in his report.

Approval of Minutes - May 25, 2011

Upon motion by Council member Tollett, seconded by Mayor Kirby, the minutes of the May 25, 2011 Streets and Utilities Committee meeting were approved by the Committee.

g) Personnel / Appointments – Jay Arnold

Nothing to add.

8. Adjourn

Upon motion by Council member Russell, seconded by Council member Daniel and passed, the Council meeting was adjourned at 7:55 p.m.


Wilson Kirby, Mayor


Harry Lee Arnold, Jr., Recorder

TOWN OF BERRYVILLE

APPROVED
6/14/2011

BUDGET 2011-2012

Town Council
Wilson L. Kirby - Mayor
Harry L. Arnold, Jr. - Recorder
Lawrence Ruisell, III - Ward One
Allen Kitzelman - Ward Two
May Daniel - Ward Three
David L. Tolson - Ward Four

Town Staff
Keith Dalton - Town Manager
Debra Moreland - Asst. Mgr./ Town Treasurer
Christina Dinkle - Asst. Mgr./ Town Planner
Celeste Heath - Town Clerk
W. Neal White - Chief of Police
David Hyrell - Utility Director
Rick Boor - Director of Public Works



BERRYVILLE



Account Number	Account Description	Adopted 10-11 Budget	Proposed 11-12 Budget	Approved 6/14/2011
GENERAL FUND REVENUES				
100-3000000-0000	FUND BALANCE FORWARD	\$ 470,548.15	\$ 753,485.32	
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 607,000.00	\$ 560,000.00	
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 2,500.00	\$ 2,500.00	
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 8,300.00	\$ 9,000.00	
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 100,000.00	\$ 145,000.00	
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,000.00	\$ 3,000.00	
100-3110401-0000	MACHINERY & TOOLS	\$ 155,000.00	\$ 155,000.00	
100-3110601-0000	TAX PENALTIES	\$ 1,000.00	\$ 3,000.00	
100-3110602-0000	TAX INTEREST	\$ 2,500.00	\$ 2,500.00	
100-3120101-0000	LOCAL SALES TAX	\$ 140,000.00	\$ 140,000.00	
100-3120201-0000	CONSUMER UTILITY TAX	\$ 190,000.00	\$ 190,000.00	
100-3120300-0000	BUSINESS LICENSE	\$ 130,000.00	\$ 130,000.00	
100-3120402-0000	PEPCO FRANCHISE FEES	\$ 24,500.00	\$ 24,500.00	
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00	
100-3120601-0000	BANK FRANCHISE TAXES	\$ 90,000.00	\$ 90,000.00	
100-3121101-0000	MEALS TAX	\$ 80,000.00	\$ 80,000.00	
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00	
100-3140101-0000	COURT FINES	\$ 27,500.00	\$ 30,000.00	
100-3140102-0000	PARKING METER FINES	\$ 2,725.00	\$ 2,725.00	
100-3150101-0000	INTEREST ON DEPOSITS	\$ 35,000.00	\$ 35,000.00	
100-3150201-0000	RENTAL OF PROPERTY	\$ 15,600.00	\$ 6,000.00	
100-3150205-0000	WATER TANK SITE LEASE	\$ 26,750.00	\$ 27,500.00	
100-3160703-0000	PARKING METERS	\$ 8,000.00	\$ 7,000.00	
100-3161502-0000	SALE OF PUBLICATIONS	\$ 100.00	\$ 100.00	
100-3189905-0000	SALE OF SURPLUS	\$ 1,000.00	\$ 1,000.00	
100-3189999-0000	PPTRA	\$ 209,917.00	\$ 209,917.00	
100-3190102-0000	RECOVERED COSTS - CLARKE CO FOR JG CTR	\$ 32,000.00	\$ 6,000.00	
100-3190203-0000	REIMBURSABLE FEES	\$ 5,000.00	\$ 5,000.00	
100-3220107-0000	ROLLING STOCK TAX	\$ 1,632.00	\$ 1,806.00	
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$ 77,650.00	\$ 68,725.00	
100-3240102-0000	FIRE FUND PROGRAM	\$ 8,000.00	\$ 8,000.00	
100-3240301-0000	VDOT ROAD MAINTENANCE	\$ 25,000.00	\$ 25,000.00	
100-3240302-0000	LITTER CONTROL GRANT	\$ 1,500.00	\$ 1,500.00	
100-3410201.0000	BARNES OF ROSE HILL	\$ -	\$ -	
100-3410201-0000	MISCELLANEOUS REVENUES	\$ 1,000.00	\$ 1,000.00	
	TOTAL GENERAL FUND REVENUES	\$ 2,582,722.15	\$ 2,824,258.32	
WATER FUND REVENUES				
501-3000000-0000	FUND BALANCE	\$ 447,083.35	\$ 422,568.50	
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 14,000.00	\$ 9,000.00	
501-3160110-0000	TREATMENT FEES	\$ 645,000.00	\$ 660,000.00	
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 25,000.00	\$ 25,000.00	
501-3160112-0000	SECURITY DEPOSITS	\$ 100.00	\$ 100.00	
501-3160113-0000	AVAILABILITY CHARGES		\$ 55,125.00	
501-3160114-0000	CONNECTION CHARGES			
501-3160115-0000	METER FEES		\$ -	
501-3160120-0000	INCOME CCSB	\$ 240,000.00		
	TOTAL WATER FUND REVENUES	\$ 1,371,183.35	\$ 1,171,793.50	

SEWER FUND REVENUE			
502-3000000-0000	FUND BALANCE FORWARD		
502-3150101-0000	INTEREST INCOME		\$ 20,000.00
502-3160110-0000	TREATMENT FEES	\$ 1,045,000.00	\$ 1,380,000.00
502-3160112-0000	SECURITY DEPOSITS	\$ 100.00	\$ 100.00
502-3160113-0000	AVAILABILITY CHARGES		\$ 238,875.00
502-3410402-0000	WQIF GRANT FUNDS	\$ 5,000,000.00	\$ 5,117,200.00
502-3410401-0000	SEWER CIP LOAN	\$ 6,200,000.00	\$ 5,882,800.00
	TOTAL SEWER FUND REVENUES	\$ 12,245,100.00	\$ 12,638,975.00
	TOTAL REVENUES ALL FUNDS	\$ 16,199,005.50	\$ 16,635,026.82
GENERAL FUND EXPENSES			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-5540	TRAINING	\$ 1,900.00	\$ 1,900.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$	\$
100-4011100-5700****	BARN'S DONATION (TRANS TO W/S AVB FEES)		\$ 70,000.00
100-4011100-5800	MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00
100-4011100-5810	DUES	\$ 2,250.00	\$ 2,250.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 3,000.00	\$ 3,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ 250.00	\$ 250.00
		\$ 27,300.00	\$ 97,300.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 37,580.00	\$ 37,580.00
100-4011200-5540	EDUCATION/TRAINING	\$ 1,000.00	\$ 1,000.00
100-4011200-5810	DUES	\$ 180.00	\$ 250.00
		\$ 38,760.00	\$ 38,830.00
TOWN MANAGER			
100-4012110-1112	COMPENSATION	\$ 115,000.00	\$ 115,000.00
100-4012110-5510	MILEAGE	\$ 100.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4012110-5810	DUES	\$ 500.00	\$ 500.00
		\$ 116,600.00	\$ 116,650.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 40,000.00	\$ 40,000.00
		\$ 40,000.00	\$ 40,000.00
PERSONNEL			
100-4012220-2100	SOCIAL SECURITY	\$ 71,605.00	\$ 71,170.00
100-4012220-2210	RETIREMENT	\$ 85,645.00	\$ 116,015.00
100-4012220-2250	LINE OF DUTY ACT		\$ 2,110.00
100-4012220-2300	HEALTH INSURANCE	\$ 132,710.00	\$ 133,740.00
100-4012220-2400	LIFE INSURANCE	\$ 7,675.00	\$ 2,805.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 740.00	\$ 740.00
100-4012220-2700	WORKER'S COMPENSATION	\$ 15,625.00	\$ 17,700.00
		\$ 314,000.00	\$ 344,080.00
INDEPENDENT AUDITOR			
100-4012240-3120	CONTRACTUAL SERVICES	\$ 14,000.00	\$ 16,500.00
		\$ 14,000.00	\$ 16,500.00

TOWN TREASURER			
100-4012410-1113	COMPENSATION	\$ 76,400.00	\$ 76,400.00
100-4012410-5306	SURETY BONDS	\$ 300.00	\$ 300.00
100-4012410-5540	TRAINING	\$ 2,500.00	\$ 2,500.00
100-4012410-5810	DUES	\$ 225.00	\$ 250.00
100-4012410-6015	AUTO DECALS	\$ -	\$ -
		\$ 79,425.00	\$ 79,450.00
FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$ 38,720.00	\$ 39,220.00
100-4012430-5540	TRAINING	\$ 450.00	\$ 450.00
		\$ 39,170.00	\$ 39,670.00
CENTRAL ADM/PURCHASING			
100-4012530-3320	MAINTENANCE CONTRACTS	\$ 32,600.00	\$ 33,875.00
100-4012530-3400	WEB SITE		\$ 2,200.00
100-4012530-3501	NEWSLETTER	\$ 6,000.00	\$ 3,000.00
100-4012530-3600	ADVERTISING	\$ 5,000.00	\$ 5,000.00
100-4012530-5210	POSTAGE	\$ 10,000.00	\$ 10,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$ 8,000.00	\$ 1,200.00
100-4012530-5540	TRAINING	\$ 1,000.00	\$ 500.00
100-4012530-5810	DUES	\$ 1,000.00	\$ 1,000.00
100-4012530-6001	OFFICE SUPPLIES & EQUIPMENT	\$ 16,500.00	\$ 12,500.00
		\$ 80,100.00	\$ 69,275.00
RISK MANAGEMENT			
100-4012550-5304	BLANKET EXCESS LIABILITY	\$ 12,670.00	\$ 11,800.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$ 8,890.00	\$ 9,717.40
100-4012550-5307	VARISK-2	\$ 3,445.00	\$ 3,445.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$ 18,538.00	\$ 18,015.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$ 3,000.00	\$ 3,000.00
		\$ 46,543.00	\$ 46,977.40
ENGINEERING SERVICES			
100-4012600-3140	ENGINEERING SERVICES	\$ 7,500.00	\$ 5,000.00
		\$ 7,500.00	\$ 5,000.00
ELECTIONS			
100-4013100-1125	ELECTION OFFICIALS	\$ 500.00	\$ 500.00
100-4013100-6001	ELECTION SUPPLIES	\$ 1,000.00	\$ 1,000.00
		\$ 1,500.00	\$ 1,500.00
PUBLIC DEFENDER			
100-4021500-3150	PUBLIC DEFENDER FEES	\$ 400.00	\$ 2,400.00
		\$ 400.00	\$ 2,400.00

	POLICE DEPARTMENT		
100-4031100-1139	COMPENSATION	\$ 449,780.00	\$ 451,725.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$ 500.00	\$ 500.00
100-4031100-3190	PROFESSIONAL SERVICES	\$ 400.00	\$ 400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$ 10,000.00	\$ 10,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$ 5,400.00	\$ 5,500.00
100-4031100-5230	COMMUNICATION EQUIP/SER	\$ 3,515.00	\$ 1,000.00
100-4031100-5540	TRAINING	\$ 15,000.00	\$ 15,000.00
100-4031100-5810	DUES	\$ 1,000.00	\$ 1,000.00
100-4031100-5815	COMMUNITY RELATIONS	\$ 950.00	\$ 950.00
100-4031100-6001	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,000.00
100-4031100-6008	GASOLINE & OIL	\$ 19,380.00	\$ 19,380.00
100-4031100-6010	POLICE SUPPLIES	\$ 10,400.00	\$ 13,000.00
100-4031100-6011	UNIFORMS	\$ 2,850.00	\$ 3,000.00
		\$ 521,175.00	\$ 523,455.00
	TRAFFIC CONTROL		
100-4031300-5699	COUNTY CONT/CROSSING GD	\$ 5,000.00	\$ 5,000.00
		\$ 5,000.00	\$ 5,000.00
	EMERGENCY SERVICES		
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$ 2,000.00	\$ 2,000.00
		\$ 2,000.00	\$ 2,000.00
	VOLUNTEER FIRE DEPARTMENT		
100-4032200-5699	CONTRIBUTION/JHEVFD	\$ 25,000.00	\$ 25,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$ 8,000.00	\$ 8,000.00
		\$ 33,000.00	\$ 33,000.00
	RESCUE SERVICES		
100-4032300-5699	PROFESSIONAL SER EMT'''	\$ 62,300.00	\$ 54,281.00
		\$ 62,300.00	\$ 54,281.00
	CORRECTION & DETENTION		
100-4033200-5550	CONFINEMENT OF PRISONERS	\$ 250.00	\$ 250.00
		\$ 250.00	\$ 250.00
	PUBLIC WORKS ADMINISTRATION		
100-4041100-1140	COMPENSATION	\$ 32,870.00	\$ 32,870.00
100-4041100-3110	MEDICAL EXAMS	\$ 400.00	\$ 400.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$ 4,750.00	\$ 4,750.00
100-4041100-5110	ELECTRICITY	\$ 3,000.00	\$ 3,000.00
100-4041100-5120	FUEL OIL/HEAT	\$ 3,800.00	\$ 2,800.00
100-4041100-5230	TELEPHONES	\$ 3,000.00	\$ 3,500.00
100-4041100-5540	TRAINING	\$ 700.00	\$ 700.00
100-4041100-6001	OFFICE SUPPLIES	\$ 100.00	\$ 100.00
		\$ 48,620.00	\$ 48,120.00
	HWYS, STS BRIDGES & SDWLKS		
100-4041200-1183	COMPENSATION	\$ 98,875.00	\$ 98,500.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$ 12,000.00	\$ 12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$ 7,600.00	\$ 7,600.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$ 1,425.00	\$ 1,425.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$ 240.00	\$ 240.00
100-4041200-6007	MATERIALS & SUPPLIES	\$ 4,750.00	\$ 4,750.00
100-4041200-6008	GASOLINE & OIL	\$ 19,000.00	\$ 19,000.00
100-4041200-6011	UNIFORMS	\$ 2,375.00	\$ 2,375.00
		\$ 146,265.00	\$ 145,890.00

	STREET LIGHTS		
100-4041320-5110	ELECTRICITY	\$ 80,000.00	\$ 90,000.00
		\$ 80,000.00	\$ 90,000.00
	SNOW REMOVAL		
100-4041330-6007	MATERIALS & SUPPLIES	\$ 20,000.00	\$ 20,000.00
		\$ 20,000.00	\$ 20,000.00
	PARKING METERS & LOTS		
100-4041340-6007	MATERIALS & SUPPLIES	\$ 1,425.00	\$ 1,425.00
		\$ 1,425.00	\$ 1,425.00
	STREET & ROAD CLEANING		
100-4042200-6007	MATERIALS & SUPPLIES	\$ 4,750.00	\$ 4,750.00
		\$ 4,750.00	\$ 4,750.00
	REFUSE COLLECTION		
100-4042300-3220	CONTRACTUAL SERVICES	\$ 179,805.00	\$ 190,000.00
100-4042300-6225	RECYCLING SERVICES	\$ 74,350.00	\$ 72,000.00
		\$ 254,155.00	\$ 262,000.00
	REFUSE DISPOSAL		
100-4042400-3800	FCO LANDFILL CHARGES	\$ 20,000.00	\$ 22,000.00
		\$ 20,000.00	\$ 22,000.00
	GENERAL PROPERTIES		
100-4043200-3310	REPAIR & MAINTENANCE	\$ 6,175.00	\$ 6,175.00
100-4043200-5110	ELECTRICITY	\$ 6,000.00	\$ 6,000.00
100-4043200-5120	FUEL OIL/HEAT	\$ 4,950.00	\$ 4,950.00
100-4043200-6007	MATERIALS & SUPPLIES	\$ 1,425.00	\$ 1,425.00
100-4043200-6017	CHRISTMAS LIGHTS	\$ 1,425.00	\$ 1,425.00
		\$ 19,975.00	\$ 19,975.00
	BUILDING SERVICES		
100-4064200-3200	CONTRACTUAL SERVICES/CLEANING		\$ 6,000.00
100-4064200-5110	ELECTRICITY	\$ 48,000.00	\$ 16,000.00
100-4064200-5120	NATURAL GAS/HEAT	\$ 12,000.00	\$ 3,000.00
100-4064200-5130	WATER/SEWER	\$ 2,000.00	\$ 500.00
100-4064200-7113	JGC-COMPENSATION	\$ 10,000.00	\$ 10,000.00
100-4064200-7115	SHARED MAINTENANCE EXPENSES	\$ 8,500.00	\$ 10,500.00
100-4064200-5230	TELECOMMUNICATIONS		\$ 16,000.00
		\$ 80,500.00	\$ 82,000.00
	PARKS & RECREATION		
100-4071310-3160	CONTRACTUAL SER/JN BLUE	\$ 1,500.00	\$ 1,500.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$ 5,000.00	\$ 5,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$ 450.00	\$ 450.00
100-4071310-6018	ROSE HILL IMPROVEMENTS	\$ 2,500.00	\$ 2,500.00
		\$ 9,450.00	\$ 9,450.00
	PLANNING		
100-4081100-1155	COMPENSATION	\$ 99,075.00	\$ 99,075.00
100-4081100-3190	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 20,000.00
100-4081100-3500	PRINTING	\$ 1,500.00	\$ 1,000.00
100-4081100-5510	MILEAGE	\$ 500.00	\$ 500.00
100-4081100-5540	TRAINING	\$ 1,000.00	\$ 500.00
100-4081100-5810	DUES	\$ 500.00	\$ 3,000.00
100-4081100-6001	OFFICE SUPPLIES	\$ 400.00	\$ 250.00
100-4081100-6012	PUBLICATIONS	\$ 400.00	\$ 400.00
		\$ 123,375.00	\$ 124,725.00
	BOARD OF ZONING APPEALS		
100-4081400-1110	EXPENSE COMPENSATION	\$ 500.00	\$ 500.00
100-4081400-5540	TRAINING	\$ 500.00	\$ 500.00
		\$ 1,000.00	\$ 1,000.00

ECONOMIC DEVELOPMENT			
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$ 25,000.00	\$ 20,000.00
100-4081500-5698****	GRANT MATCH/DBI/ECO DEV		\$ 5,000.00
100-4081500-5410****	TOD SIGNS		\$ 2,000.00
100-4081500-5411****	WAYFINDING SIGNS		\$ 10,000.00
		\$ 25,000.00	\$ 37,000.00
PLANNING COMMISSION			
100-4081600-1111	EXPENSE COMPENSATION	\$ 6,000.00	\$ 6,000.00
100-4081600-5540	TRAINING	\$ 750.00	\$ 750.00
100-4081600-5810	DUES	\$ 250.00	\$ 250.00
		\$ 7,000.00	\$ 7,000.00
B'VILLE AREA DEV AUTHORITY			
100-4081700-1111	EXPENSE COMPENSATION	\$ 2,500.00	\$ 2,500.00
100-4081700-5540	TRAINING	\$ 250.00	\$ 250.00
100-4081700-5810	DUES	\$ 125.00	\$ 125.00
		\$ 2,875.00	\$ 2,875.00
ARCHITECTURAL REVIEW BOARD			
100-4081800-5540	TRAINING	\$ 250.00	\$ 250.00
		\$ 250.00	\$ 250.00
REVENUE REFUNDS			
100-4092000-5800	MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00
		\$ 1,000.00	\$ 1,000.00
CAPITAL PROJECT			
100-4094100-8000	GOVERNMENT CENTER		\$ -
		\$ -	\$ -
CAPITAL OUTLAY			
100-4094200-8200	PUBLIC WORKS SITE EXPANSION-RESERVE		\$ 70,000.00
100-4094200-8231	POLICE CRUISERS	\$ 56,000.00	\$ 25,000.00
100-4094200-8225	POLICE WORKSTATION		\$ 2,000.00
100-4094200-8208	POLICE PORTABLE RADIO REPLACEMENTS	\$ 8,850.00	\$ 16,000.00
100-4094200-8339	SALT BOX /SNOW PLOW		
100-4094200-8353	F350 PICK-UP		
100-4094200-8362	SERVICE WEAPONS	\$ 8,000.00	
100-4094200-8366****	TOWN OFFICE SERVER		\$ 7,000.00
		\$ 72,850.00	\$ 120,000.00
CONTINGENCY			
100-4094300-5800	CONTINGENCY	\$ 113,733.15	\$ 118,703.92
		\$ 113,733.15	\$ 118,703.92
DEBT SERVICE			
100-4095000-9110	CIP PRINCIPAL		\$ 28,097.89
100-4095000-9110	PRINCIPAL PRE PAYMENT		\$ 90,000.00
100-4095000-9120	CIP INTEREST	\$ 121,476.00	\$ 93,378.11
		\$ 121,476.00	\$ 211,476.00
	General Fund Operational	\$ 2,274,663.00	\$ 2,374,078.40
	General Fund Debt Service	\$ 121,476.00	\$ 211,476.00
	General Fund Cap Proj & Outlay	\$ 72,850.00	\$ 120,000.00
	General Fund Contingency	\$ 113,733.15	\$ 118,703.92
	TOTAL GENERAL FUND EXPENSES	\$ 2,582,722.15	\$ 2,824,258.32

WATER FUND EXPENSES			
PERSONNEL			
501-4012220-1140	COMPENSATION	\$ 32,870.00	\$ 32,870.00
501-4012220-2100	SOCIAL SECURITY	\$ 21,690.00	\$ 21,875.00
501-4012220-2210	RETIREMENT	\$ 25,945.00	\$ 35,650.00
501-4012220-2300	HEALTH INSURANCE	\$ 40,200.00	\$ 40,510.00
501-4012220-2400	LIFE INSURANCE	\$ 2,325.00	\$ 800.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 225.00	\$ 230.00
501-4012220-2700	WORKER'S COMPENSATION	\$ 8,015.00	\$ 9,100.00
501-4012220-3145	PROFESSIONAL SERVICES	\$ 4,500.00	\$ 2,500.00
501-4012220-3170	MISS UTILITY	\$ 400.00	\$ 750.00
501-4012220-3320	MAINT CONT/HANDHELD	\$ 1,092.00	\$ 1,500.00
501-4012220-5210	POSTAGE	\$ 3,000.00	\$ 4,000.00
501-4012220-6001	OFFICE SUPPLIES	\$ 500.00	\$ 500.00
		\$ 140,762.00	\$ 150,285.00
TREATMENT			
501-4012222-1147	COMPENSATION	\$ 150,450.00	\$ 158,285.00
501-4012222-2830	CERTIFICATION FEES	\$ 600.00	\$ 600.00
501-4012222-2840	STATE CONNECTION FEES	\$ 3,500.00	\$ 3,500.00
501-4012222-2850	LAB TESTING	\$ 13,000.00	\$ 10,000.00
501-4012222-3110	MEDICAL EXAMS	\$ 200.00	\$ 200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$ 25,000.00	\$ 20,000.00
501-4012222-3210	SLUDGE REMOVAL	\$ 21,000.00	\$ 21,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$ 33,000.00	\$ 35,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$ 1,100.00	\$ 1,200.00
501-4012222-5110	ELECTRICITY	\$ 44,000.00	\$ 50,000.00
501-4012222-5120	FUEL/OIL HEAT	\$ 7,500.00	\$ 7,500.00
501-4012222-5230	TELEPHONES	\$ 3,300.00	\$ 2,600.00
501-4012222-5540	TRAINING	\$ 3,000.00	\$ 3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ 1,200.00	\$ 1,500.00
501-4012222-5810	DUES	\$ 1,000.00	\$ 1,000.00
501-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
501-4012222-6004	LAB SUPPLIES	\$ 3,500.00	\$ 3,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$ 200.00	\$ 400.00
501-4012222-6008	GASOLINE & OIL	\$ 4,400.00	\$ 5,000.00
501-4012222-6011	UNIFORMS	\$ 300.00	\$ 500.00
501-4012222-6014	TOOLS	\$ 200.00	\$ 250.00
501-4012222-6019	SAFETY EQUIPMENT	\$ 500.00	\$ 2,500.00
501-4012222-6020	PERSONAL EQUIPMENT	\$ 250.00	\$ 250.00
501-4012222-6025	CHEMICALS	\$ 27,000.00	\$ 29,700.00
		\$ 345,200.00	\$ 358,985.00
DISTRIBUTION & MAINTENANCE			
501-4012224-1183	COMPENSATION	\$ 71,530.00	\$ 71,225.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$ 47,500.00	\$ 47,500.00
501-4012224-6007	MATERIALS & SUPPLIES	\$ 14,250.00	\$ 14,250.00
501-4012224-6019	SAFETY EQUIPMENT	\$ 475.00	\$ 475.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$ 4,750.00	\$ 4,750.00
		\$ 138,505.00	\$ 138,200.00

CAPITAL OUTLAY			
501-4094200-8360	HANDHELD METER READER REPLACEMENT	\$ 2,600.00	
501-4094200.8115	STORAGE TANK REPAIR & MAINTENANCE	\$ 50,000.00	\$ 280,000.00
501-4094200-8120	GENERATOR-RESERVE	\$ 45,000.00	
501-4094200-8167****	REPALCE WTP INSTRUMENTATION & SCADA		\$ 43,000.00
501-4094200-8361	WATER LINE UPGRADES		\$ 75,000.00
501-4094200-8365	UPGRADE WATER BOOSTER FACILITY	\$ 480,000.00	
501-4094200-8200	PUBLIC WORKS SITE EXPANSION- RESERVE		\$ 25,000.00
		\$ 577,600.00	\$ 423,000.00
CONTINGENCY			
501-4094300-5800	CONTINGENCY	\$ 31,223.35	\$ 32,373.50
		\$ 31,223.35	\$ 32,373.50
DEBT SERVICE			
501-4095000-9114	WACHOVIA/TAXABLE/PRINCIPL	\$ 25,137.00	\$ 12,570.00
501-4095000-9116	CIP PRINCIPAL	\$ 83,715.00	\$ 41,860.00
501-4095000-9124	WACHOVIA/TAXABLE/INTEREST	\$ 9,670.00	\$ 4,835.00
501-4095000-9126	WACHOVIA/NONTAX/INTEREST	\$ 19,371.00	\$ 9,685.00
501-4095000-9130	ADMINISTRATION	\$ -	
		\$ 137,893.00	\$ 68,950.00
	Water Fund Operational	\$ 624,467.00	\$ 647,470.00
	Water Fund Debt Service	\$ 137,893.00	\$ 68,950.00
	Water Fund Cap Proj & Outlay	\$ 677,600.00	\$ 423,000.00
	Water fund Contingency	\$ 31,223.35	\$ 32,373.50
	TOTAL WATER FUND EXPENSES	\$ 1,371,183.35	\$ 1,171,793.50
SEWER FUND EXPENSES			
PERSONNEL			
502-4012220-1114	COMPENSATION	\$ 32,870.00	\$ 37,370.00
502-4012220-2100	SOCIAL SECURITY	\$ 12,350.00	\$ 12,455.00
502-4012220-2210	RETIREMENT	\$ 14,775.00	\$ 20,300.00
502-4012220-2300	HEALTH INSURANCE	\$ 22,890.00	\$ 23,065.00
502-4012220-2400	LIFE INSURANCE	\$ 1,325.00	\$ 460.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 130.00	\$ 135.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 5,025.00	\$ 5,700.00
502-4012220-3145	PROFESSIONAL SERVICES	\$ 2,500.00	\$ 2,500.00
502-4012220-3320	MAINT CONT/HANDHELD	\$ 1,638.00	\$ 2,000.00
502-4012220-5210	POSTAGE	\$ 4,500.00	\$ 4,800.00
502-4012220.6001	OFFICE SUPPLIES	\$ 500.00	\$ 500.00
		\$ 98,503.00	\$ 109,286.00

TREATMENT			
502-4012222-1147	COMPENSATION	\$ 143,130.00	\$ 148,500.00
502-4012222-2830	CERTIFICATION FEES	\$ 300.00	\$ 300.00
502-4012222-2850	LAB TESTING	\$ 25,000.00	\$ 25,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 15,000.00	\$ 10,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 30,000.00	\$ 33,000.00
502-4012222-5110	ELECTRICITY	\$ 75,000.00	\$ 82,000.00
502-4012222-5230	TELEPHONES	\$ 1,500.00	\$ 1,400.00
502-4012222-5540	TRAINING	\$ 3,500.00	\$ 3,500.00
502-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ 1,500.00	\$ 1,500.00
502-4012222-5810	DUES	\$ 500.00	\$ 500.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$ 3,500.00	\$ 3,500.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 200.00	\$ 300.00
502-4012222-6008	DIESEL FUEL	\$ 1,500.00	\$ 1,000.00
502-4012222-6011	UNIFORMS	\$ 300.00	\$ 300.00
502-4012222-6014	TOOLS	\$ 200.00	\$ 400.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 1,000.00	\$ 2,500.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 300.00	\$ 300.00
502-4012222-6025	CHEMICALS	\$ 100.00	\$ 100.00
		\$ 303,530.00	\$ 315,100.00
DISTRIBUTION & MAINTENANCE			
502-4012224-1183	COMPENSATION	\$ 69,530.00	\$ 69,225.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$ 950.00	\$ 1,900.00
502-4012224-3330	REPAIR & MAINTENANCE	\$ 9,500.00	\$ 9,500.00
502-4012224-6007	MATERIALS & SUPPLIES	\$ 4,750.00	\$ 4,750.00
502-4012224-6019	SAFETY EQUIPMENT	\$ 475.00	\$ 475.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$ 950.00	\$ -
		\$ 86,155.00	\$ 85,850.00
CAPITAL OUTLAY			
502-4094200-8360	HANDHELD METER READER REPLACEMENT	\$ 3,900.00	
502-4094200-8134	COLLECTION SYS REPAIR/UPGRADE/I&I	\$ 70,000.00	\$ 80,000.00
502-4094200-8200	PUBLIC WORKS SITE EXPANSION - RESERVE		\$ 25,000.00
502-4094200-8356	SEWER CHEWER REHAB		
502-4094200-8411	CAPITAL RESERVES	\$ 369,098.60	\$ 953,475.25
		\$ 442,998.60	\$ 1,058,475.25
CONTINGENCY			
502-4094300-5800	CONTINGENCY	\$ 24,409.40	\$ 25,511.75
			\$ -
		\$ 24,409.40	\$ 25,511.75
CAPITAL PROJECTS			
502-4095000-8001	OUTFALL LINE	\$ 1,200,000.00	
502-4095000-8002	WWTP UPGRADES		
502-4095000.8003	NEW WWTP	\$ 10,000,000.00	\$ 11,000,000.00
		\$ 11,200,000.00	\$ 11,000,000.00
DEBT SERVICE			
502-4095000-9112	CIP PRINCIPAL	\$ -	
502-4095000-9114	WACHOVIA/TAXABLE/PRINCIP	\$ 64,638.00	\$ 32,320.00
502-4095000-9122	CIP INTEREST	\$ -	
502-4095000-9124	WACHOVIA/TAXABLE/INTERES	\$ 24,866.00	\$ 12,433.00
		\$ 89,504.00	\$ 44,753.00
	Sewer Fund Operational	\$ 488,188.00	\$ 510,235.00
	Sewer Fund Debt Service	\$ 89,504.00	\$ 44,753.00
	Sewer Fund Cap Proj & Outlay	\$ 11,642,998.60	\$ 12,058,475.25
	Sewer Fund Contingency	\$ 24,409.40	\$ 25,511.75
	TOTAL SEWER FUND EXPENSES	\$ 12,245,100.00	\$ 12,638,975.00
	TOTAL EXPENSES ALL FUNDS	\$ 16,199,005.50	\$ 16,635,026.82

**BERRYVILLE TOWN COUNCIL
STREETS AND UTILITIES COMMITTEE
Wednesday, June 22, 2011
Berryville-Clarke County Government Center
Town Council Conference Room
Called Meeting
1:00 p.m.**

MINUTES

Roll:

Town Council:

Present: Mayor Wilson Kirby, Chair; David Tollett

Staff: Keith Dalton, Town Manager; Christy Dunkle, Asst. Town Manager/Planner;
Dave Tyrrell, Director Of Public Utilities

Press: None

1. Call to Order – Mayor Wilson Kirby, Chair
Mayor Kirby called the meeting to order at 1:00 p.m.

2. Hydrant Use Policy

The committee reviewed the draft Hydrant Use Policy. Upon motion by Council member Tollett, second by Mayor Kirby the Committee recommended that staff forward the draft Hydrant Use Policy to Town Council.

3. Projected Sanitary Sewer Flow Numbers

Ms. Dunkle and Mr. Tyrrell reviewed the numbers with the Committee. After a discussion, upon motion by Council member Tollett, second by Mayor Kirby the Committee determined that these numbers should be taken to a work session of the full Town Council in August.

4. Drought Response Plan and Ordinance

Staff reviewed regulations and the draft Drought Response Plan and Ordinance with the committee. Staff indicated that to in order move this quickly it was their desire to take this to the full Town Council in July to set a public hearing for August. There was no objection from the Committee.

5. Other

Mr. Tyrrell discussed the need for adoption of a new Sewer Use Ordinance. Staff indicated that they desired to introduce this to Town Council at their July meeting. There was no objection from the committee.

There was general discussion about assumption of maintenance of the Town streets from VDOT.

Staff discussed water tank maintenance needs with the committee.

The committee visited the booster building and the wastewater treatment plant.

5. Adjourn

The committee meeting was adjourned at 4:20 P.M.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Keith R. Dalton, Town Manager

MINUTES
BERRYVILLE TOWN COUNCIL
VIRGINIA DEPARTMENT OF TRANSPORTATION
WORK SESSION
Tuesday, June 28, 2011
Berryville-Clarke County Government Center
Regular Meeting
1:00 p.m.

Roll:

Town Council:

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

Absent: Allen Kitselman; David Tollett; Lawrence Russell, III

Staff: Keith Dalton, Town Manager; Neal White, Chief of Police; Christy Dunkle, Assistant Town Manager/Planner; Celeste Heath, Town Clerk

VDOT: Sharon McGhee; Todd Halacy

Press: None

1. Call to Order: Wilson Kirby, Mayor
Mayor Kirby called the meeting to order at 1:03 p.m.

2. Discussion

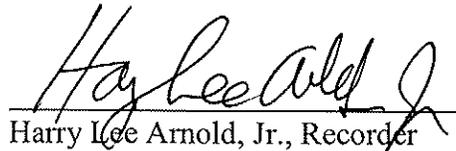
There was a general discussion of the transfer of the maintenance responsibility for streets and associated improvements. It was determined that a completed street inventory must be submitted to VDOT in the early autumn.

Town staff advised the Town Council that they and VDOT staff would tour the Town streets on June 29 and that staff will report back to the Town Council at their July meeting.

3. Adjourn

Upon motion by Recorder Arnold, seconded by Council member Daniel and passed, the Council meeting was adjourned at 2:05 p.m.


Wilson Kirby, Mayor


Harry Lee Arnold, Jr., Recorder

**MINUTES
BERRYVILLE TOWN COUNCIL
BERRYVILLE AREA DEVELOPMENT AUTHORITY
CALLED MEETING
Thursday, June 30, 2011
Berryville-Clarke County Government Center
Regular Meeting
3:00 p.m.**

Roll:

Town Council:

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; David Tollett; Lawrence Russell, III

Absent: Mary Daniel

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Celeste Heath, Town Clerk

1. Call to Order: Wilson Kirby, Mayor
Mayor Kirby called meeting to order at 3:00 p.m.

2. Approval of Agenda

May 10, 2011

Upon motion by Council member Russell, seconded by Council member Tollett, the agenda was approved.

3. Site Plan Amendment

Clarke County School Board, Owner (Jon K. Erickson, Agent), is requesting approval of a Site Plan Amendment in order to relocate the storm sewer crossing on West Main Street for the development of the Clarke County High School located on the property identified as Tax Map Parcel number 14-((A))-7 zoned DR-4 Detached Residential.

Ms. Dunkle explained that this is a request to shift the storm water pipe under Main Street approximately 200 feet to the east in order to reduce the depth of the road cut for the installation of the pipe.

Jon Erickson, representing the applicant, gave a brief overview of the request. He said that this change should also mean that West Main Street is closed for a shorter period of time when the road cut is made.

Council member Kitselman asked if traffic flow will be maintained when the road cut is made. Mr. Erickson said that only one lane at a time will be closed so traffic flow will be maintained. Council member Kitselman asked how long the work in the right-of-way would take. Mr. Erickson replied that it could be up to three days.

There was a general discussion by the BADA and the Town Council about the street closure and public notice of said closure. Mr. Erickson said that the details will be ironed out when the VDOT permit is issued. Ms. Dunkle said that staff and Town Council are concerned that area residents and Rosemont Manor get proper notification of the work. Bill Thomas, representing the contractor, said that moving the cut to the east will also allow Jackson Drive to remain open while the cut is being made so it will not impact area residents as much as it would have.

Ms. Dunkle asked about the start date of the project. Mr. Thomas said that he expects to start after VDOT permits are issued in a few weeks. Council member Kitselman asked if the dates of the Clarke County Fair are on the contractor's radar. Mr. Erickson said that they would have to work around the Fair. Recorder Arnold said that the Steam Show is the last weekend in July. Mr. Erickson said that the contractor will not be working on the weekend so it should not be a problem.

Ms. Dunkle told the Town Council that staff recommends approval of this Site Plan Amendment contingent on (1) VDOT approval and permitting, (2) an agreement regarding specific times that the work will not be performed (e.g. Fair Week) and (3) proper notification of Rosemont Manor. Mr. Erickson and Mr. Thomas agreed to get in touch with Rosemont Manor to let them know when the work will be performed.

Mayor Kirby said that the Town's engineer has issued their findings on this change and everything seems to be in order. He asked if the engineer's reports include the hydraulic computations. Ms. Dunkle said that the reports contain the hydraulic computations and that two inspectors will watch the work for E&S issues.

Council member Tollett asked for clarification of the location of the change on the site plan. Ms. Dunkle pointed out the change on the site plan. Council member Tollett asked if the right turn lane at Hermitage will be useable during the cut. Mr. Thomas said that the lane will be involved in the cut so it will not be in use for traffic flow.

Upon motion by Recorder Arnold, seconded by Council member Tollett the Council of the Town of Berryville approved a Site Plan Amendment in order to relocate the storm sewer crossing on West Main Street for the development of the Clarke County High School located on the property identified as Tax Map Parcel number 14-((A))-7 zoned DR-4 Detached Residential contingent upon the following:

- The work will not be done during the week of the Clarke County Fair, and
- The change is approved and permitted by the Virginia Department of Transportation.

Recorded Vote:

Ayes:

Wilson Kirby, Mayor
Harry Lee Arnold, Jr., Recorder
Allen Kitselman
David Tollett
Lawrence Russell, III

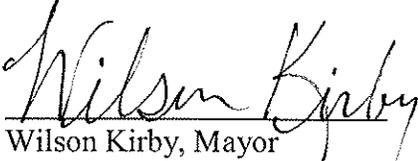
Nays: None
Absent: Mary Daniel
Abstain: None

Robina Bouffault, Clarke County School Board, reported that the high school is 61% complete.

Frank Lee, BADA member, thanked the Town Council for the bike rack that was installed near Rose Hill Park.

4. Adjourn

Upon motion by Council member Russell, seconded by Council member Tollett and passed, the Council meeting was adjourned at 3:19 p.m.


Wilson Kirby, Mayor


Harry Lee Arnold, Jr., Recorder

**MINUTES
BERRYVILLE TOWN COUNCIL
BERRYVILLE AREA DEVELOPMENT AUTHORITY
CALLED MEETING
Thursday, June 30, 2011
Berryville-Clarke County Government Center
Regular Meeting
3:00 p.m.**

Roll:

Town Council:

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Mary Daniel; Allen Kitselman; David Tollett; Lawrence Russell, III

Staff: Keith Dalton, Town Manager; Neal White, Chief of Police; Christy Dunkle, Assistant Town Manager/Planner; Celeste Heath, Town Clerk

Press: Rebecca Layne, Winchester Star; Mike Dowling, ClarkeDailyNews.com

1. Call to Order: Wilson Kirby, Mayor

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

2. Approval of Minutes

May 10, 2011

Upon motion by Council member Russell, seconded by Council member Daniel, the minutes of the May 10, 2011 meeting were approved.

3. Citizen's Forum

Frances Brock, 114 Rice Street, spoke about problems with dogs in her neighborhood. She also expressed concern about the level of repair and attention that people pay to the way their properties look. She said that citizens need to make sure that their properties are kept up. She asked if the Town council could make sure that people are responsible for their dogs and their property.

Mr. Dalton asked to address Ms. Brock. The Mayor agreed. Mr. Dalton explained that there are ordinances in place regarding dogs and maintenance of properties. He said that staff spends a good deal of time enforcing the maintenance of lawns and that he met with the Mayor and the Recorder about several blighted properties he has been working to mitigate.

Stan Kerns, Barns of Rose Hill, updated the Council on the barns project. He reported that most of the work on the project is done but there a lot of small items left to complete. He said that the project will be about \$25,000 over budget because of changes instituted by the barns board that have added value to the property.

4. Report of the Mayor

Mayor Kirby reported that the Town continues to prosper. He congratulated the town crews for doing a tremendous job keeping the park and the downtown looking good. He

said that he has been hearing from people from all over the country about the Wendy's commercials. He also reported that the sewing store downtown has closed.

5. Planning and Zoning Matters: Christy Dunkle

Ms. Dunkle presented an action item regarding a bond release for D.R. Horton at Southgate. She said that the public improvement bond for the project was reduced to \$133,470.00 in May of 2010 and that Public Works staff has inspected the public improvements and that everything was found to be in order.

Upon motion by Recorder Arnold, seconded by Council member Russell the Council of the Town of Berryville approved the release of the public improvement bond for the Southgate subdivision in the amount of \$133,470.00

Recorded Vote:

Ayes:	Wilson Kirby, Mayor Harry Lee Arnold, Jr., Recorder Mary Daniel Allen Kitselman David Tollett Lawrence Russell, III
Nays:	None
Abstain:	None
Absent During Vote:	None

Clarke County High School Update

Ms. Dunkle reported that a progress meeting was held today and that the path has been covered with asphalt. She said she toured the site today and that it looks good. She said that she is waiting for the final drawings and landscape design for the greenhouse.

Ms. Dunkle said that there will be a site plan amendment for BADA and Town Council review in order to allow the relocation of the stormwater cut on West Main Street. She said that adjacent property owners will be notified.

Mr. Dalton said that there were some complaints about the condition of the property after the work on Jackson was done. He asked if the area had been cleaned up. Ms. Dunkle said it had been cleaned up and that the contractor has been in touch with the residents to keep them updated on the project.

Ms. Dunkle reported that VDOT has begun work on the right-of ways for Mosby Boulevard.

Barns of Rose Hill Update

Council member Daniel asked Mr. Kerns how much the fundraiser raised for the Barns. Mr. Kerns said that he was not sure but could check with the board.

6. Report of Town Manager

Hydrant Use Policy

Mr. Dalton said that staff will have a revised Hydrant Use Policy for review by the Streets and Utilities Committee at their meeting on June 22. He said the committee wanted to make a few changes to the policy before they brought it to the full Town Council.

Drought Response Plan and Ordinance

Mr. Dalton explained that the Virginia State Water Control Board requires all counties, cities and towns to submit a water supply plan to DEQ. He said that a regional plan has been developed through the Shenandoah Valley Regional Commission and that the town needs to adopt the plan and amend its ordinance.

Mr. Dalton explained that the plan will go to the Streets and Utilities committee at their June 22 meeting. He said that since this need to be in place by November he would propose that the plan is introduced to the full Town Council at their July meeting and that a Public Hearing is held at the August Town Council meeting.

Booster Building Upgrade

Mr. Dalton said that this should be the last update that he will give about this project. He said that the generator and new pumps are in place and functional. He said that the automatic controls and flow metering now need to be completed.

Other

Mr. Dalton said that the Ward Boundary submission to the Department of Justice will go out tomorrow.

Mr. Dalton said that the Town Council will hold a work session on June 28 at 1 p.m. Council member Kitselman said that he will be unable to attend. Mr. Dalton said that Council member Daniel asked staff to get public input on the street inventory they are working on for the VDOT transition. He reported that an e-newsletter went out today to ask for input and the request was also posted on the Town's website.

Mr. Dalton said that although the Town has not been served, he has received a copy of a request by Kenneth Liggins that a federal grand jury be convened on several matters related to annexation. He said that the town's attorneys and insurers have been notified of the matter and that the Town need take no further action at this time.

7. Standing Committee Reports

a) BADA Liaison – Allen Kitselman
Nothing to add to Planner's report.

b) Budget Finance / CIP – Jay Arnold

Upon motion by Recorder Arnold, seconded by Council member Daniel the Council of the Town of Berryville adopted the proposed Budget for Fiscal Year 2011-2012, an approved copy of which shall be incorporated into and become part of the Official

Minutes of this meeting (ATTACHMENT 1), and further, that all funds as set forth in the approved budget shall hereby be appropriated for Fiscal Year 2011-2012.

VOTE:

Recorded Vote:

Ayes:	Wilson Kirby, Mayor Harry Lee Arnold, Jr., Recorder Mary Daniel Allen Kitselman David Tollett Lawrence Russell, III
Nays:	None
Abstain:	None
Absent During Vote:	None

c) Community Improvements – Allen Kitselman

Council member Kitselman said the sign effort is still moving forward. He said that there is a possibility of working with Clarke County and the Clarke County Historical Association to capitalize on the visibility that the Wendy's commercial has created. He asked the Council for any feedback they may have on the idea.

Mr. Dalton reported that the bike rack that the Community Improvement Committee and the Town Council directed staff to purchase and install has been installed at the Rixey Moore Parking Lot.

d) Planning Commission – Lawrence Russell - Nothing to add to Planner's report.

e) Police and Security – Mary Daniel – Nothing to add to Police report.

f) Streets and Utilities – Wilson Kirby

Mayor Kirby reported that the Committee met on May 25 and discussed the matters that the Town Manager spoke about in his report.

Approval of Minutes - May 25, 2011

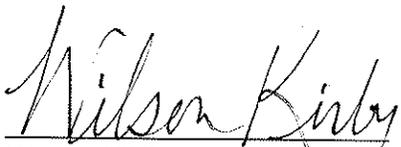
Upon motion by Council member Tollett, seconded by Mayor Kirby, the minutes of the May 25, 2011 Streets and Utilities Committee meeting were approved.

g) Personnel / Appointments – Jay Arnold

Nothing to add.

8. Adjourn

Upon motion by Council member Russell, seconded by Council member Daniel and passed, the Council meeting was adjourned at 7:55 p.m.


Wilson Kirby, Mayor


Harry Lee Arnold, Jr., Recorder