

## Water and Sewer *(see Water and Sewer brochure)*

## Refuse and Recycling

Weekly residential curbside refuse and recyclables collection occurs on the following schedule:

East of Buckmarsh Street (Route 340) - Thursday

West of Buckmarsh Street (Route 340) - Friday

The Town has contracted with a private hauler to provide this service. One trash cart and one recycling container are provided at no charge. The cart and recycling container are the property of the hauler and must remain with the residence. Trash and recycling containers should be placed on the curb by 7:00 a.m. on collection day. To minimize litter, all trash must be disposed of in plastic bags and placed in the provided cart with the lid securely in place. In the unusual event your trash was placed at the curb by 7:00 a.m. but is missed for some reason, please contact the Town Business Office by 1:00 p.m. on collection day (540-955-1099). On certain holidays curbside collection will be delayed by one day. The Town's website will have News Flash updates to identify the specific holiday(s) that will affect the collection schedule.

## Bulk and Appliance Collection

Bulk item and appliance collection service, which is provided each Wednesday, must be scheduled in advance with the Town Business Office. With regard to appliance collection, the following fees apply: \$25.00 for appliances such as stoves, washers, dryers, or water heaters and \$40.00 for items such as refrigerators, air conditioners, televisions, and computer screens. Prior to appliance collection an appliance collection sticker must be purchased from the Town Business Office and affixed to the appliance to be collected. All hazardous waste (e.g. paints, pesticides, anti-freeze, used oil, tires, and the like) must be disposed of in a certified waste acceptance facility. Most of these materials can be disposed of at the Frederick County Landfill. The Frederick County Landfill can be reached at 540-665-5658 or through [www.fcva.us](http://www.fcva.us).

## Yard Waste Collection

The Town collects yard waste each Monday, weather permitting. Loose yard waste must be contained in paper yard waste bags and may not exceed fifty pounds in weight. Brush must be tied into compact bundles that can be handled by one collector. No such bundle shall

exceed four (4) feet in length, twelve (12) inches in diameter and fifty (50) pounds in weight. No single collection may exceed one hundred pounds of waste. Do not block sidewalks or storm drains. Neither the Town nor its contractors will collect grass clippings or ashes. Yard waste must be placed out for collection no earlier than the Saturday prior to the collection day and no later than 7:00 a.m. on collection day.

## Fire and Rescue Services

The Town is served by several local volunteer fire and rescue companies. The company with primary responsibility for the Town is the John H. Enders Volunteer Fire Company and Rescue Squad. Volunteer efforts are supplemented by professional fire and EMS personnel who are funded and managed by the County of Clarke. If you would like to volunteer to assist John H. Enders Volunteer Fire Company and Rescue Squad, then please call 540-955-1110.

## Schools

Area schools are funded by the County of Clarke and are administered by the Clarke County School Board, 317 W. Main St, 540-955-6100, [www.clarke.k12.va.us](http://www.clarke.k12.va.us).

## Parks and Recreation

Berryville owns and maintains the beautiful three-acre Rose Hill Park in the heart of downtown. Rose Hill Park provides a great place for families to relax and enjoy a peaceful outing. Park facilities include a playground designed for our younger citizens, a basketball court, and a gazebo. Throughout the course of the year, Rose Hill Park hosts numerous concerts, festivals, and other events.

A variety of youth and adult recreational services and programs are provided through the Clarke County Parks and Recreation Department located at the Chet Hobert Park (225 Al Smith Circle, Berryville, VA). Facilities include a community building with an indoor gymnasium, exercise room, and several meeting rooms; the community swimming pool; picnic shelters; outdoor playing fields for soccer, baseball and football; outdoor tennis courts, and playground equipment. For more information about County facilities and programs, please call 540-955-5140 or visit [www.clarkecounty.gov](http://www.clarkecounty.gov).

## Town Staff

**Keith R. Dalton**

*Town Manager*

**Cynthia Poulin**

*Director of Finance/Treasurer*

**Christina N. Dunkle**

*Director of Community Development*

**W. Neal White**

*Chief of Police*

**David Tyrrell**

*Director of Utilities*

**Richard Boor**

*Director of Public Works*

## Contact Information

### Town of Berryville

*Town Business Office* 540-955-1099

*Website* [www.berryvilleva.gov](http://www.berryvilleva.gov)

*fax* 540-955-4524

*Community Development* 540-955-4081

*Police (non-emergency)* 540-955-3863

*Water and Sewer* 540-955-1099

*Refuse and Recycling* 540-955-1099

### County of Clarke

*website* [www.clarkecounty.gov](http://www.clarkecounty.gov)

*Administration* 540-955-5100

*Building Department* 540-955-5112

*Voter Registration* 540-955-5168

**Frederick County Landfill** 540-665-5658

**Rappahannock Electric** 800-552-3904

**Washington Gas** 540-869-1111

**Comcast/Xfinity** 800-266-2278

**Post Office** 540-955-2667

**Clarke County Library** 540-955-5144

### Disclaimer

This brochure contains general information on various laws and regulations and should only be used as a guide. As this document is general in nature it cannot fully explain how laws and regulations are applied to specific situations and invariably such guides contain some errors. Further, laws and regulations are added or changed periodically and may not be immediately amended in this brochure. Please contact the appropriate agency to obtain specific information on a given law or regulation.

September 2021

# WELCOME TO BERRYVILLE



Rose Hill Park

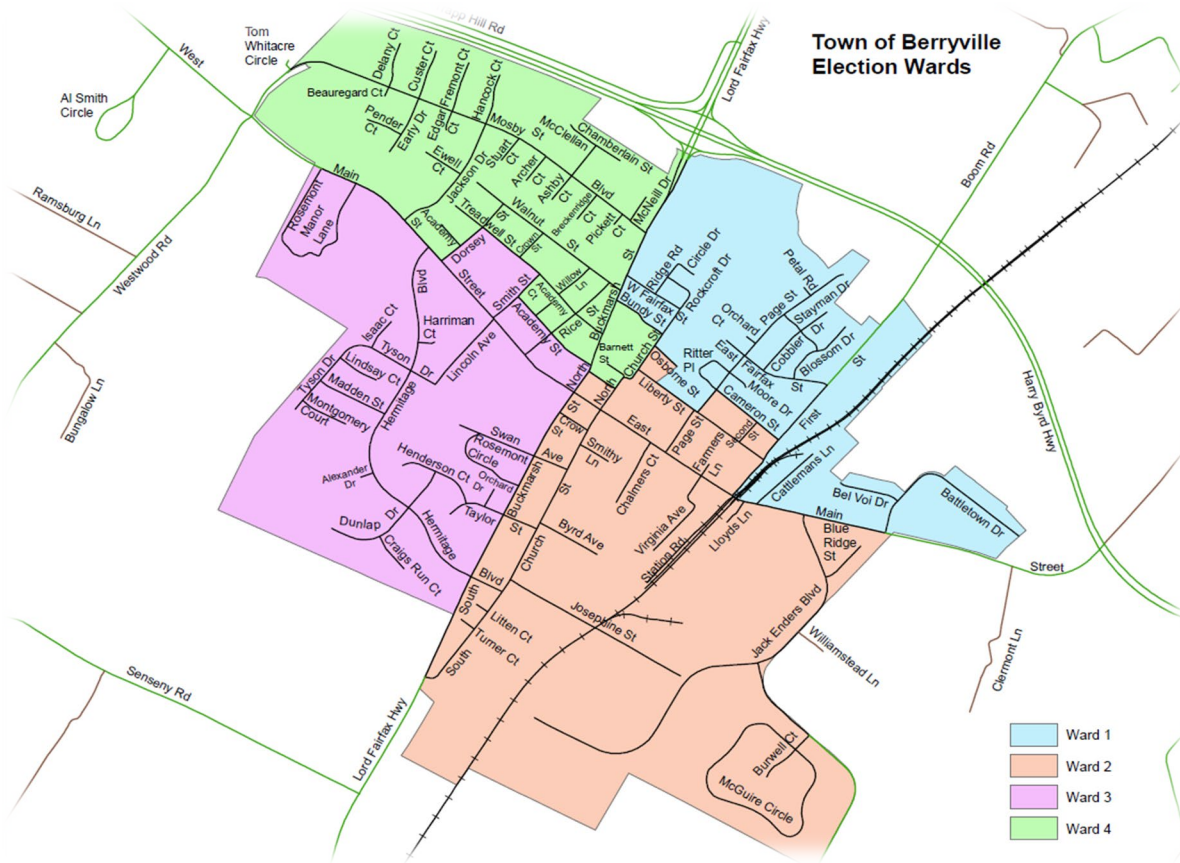
We hope this guide will be of help to you as you settle into your new home and community. Please do not hesitate to call or stop by the Town Office if you have any questions or need additional information, local street maps, or any other assistance we may be able to provide, or just to exchange a friendly "hello".

## Town Council Members

Mayor	Harry Lee Arnold, Jr.
Recorder	Erecka L. Gibson
Ward 1	Donna Marie McDonald
Ward 2	Diane Harrison
Ward 3	Grant Mazzarino
Ward 4	Kara C. Rodriguez

Additional information can be found at  
[www.berryvilleva.gov](http://www.berryvilleva.gov)

Berryville-Clarke County Government Center  
101 Chalmers Court, Suite A  
Berryville, VA 22611  
540-955-1099



**Town of Berryville  
Election Wards**

Berryville is a wonderful community. By long tradition, and as designated in the Berryville Area Plan, the Town serves as the center of commercial, residential, institutional, and industrial activity for Clarke County. Both the Town and County are committed to preserving and enhancing Berryville’s historic downtown and maintaining Clarke County’s exquisite countryside. Preservation of our community’s charming character and natural beauty has required extraordinary effort and a high level of cooperation between the Town and County. The Berryville Town Council encourages all citizens to join in these preservation efforts, which will ensure that our community remains a great place to live, work, and play.

### Historic Downtown

The central business district in Berryville is an established historic district listed on both the Virginia and National Registers of Historic Landmarks. Please contact the Community Development Office for downtown event information at 540-955-4081.

### Town Government

The Town of Berryville operates under the council-manager form of local government. The Town is governed by a six-member Town Council. The Town Council is composed of a Mayor, Recorder, and four Council members. The Mayor and Recorder may live anywhere in Town, while each Council member must live in one of the Town’s four election wards. While four of the Council members have specific residency requirements, all members of the Town Council, including the Mayor and Recorder, are elected by the entire Town electorate. Town Council contact information is available at [www.berryvilleva.gov](http://www.berryvilleva.gov) or by calling the Town Business Office at 540-955-1099.

The Town Council employs a manager to oversee the delivery of Town services. The Town Manager, who serves at the pleasure of Town Council, manages the

day-to-day operation of the Town and serves as the chief advisor to the Town Council. The Town Manager can be reached at [townmanager@berryvilleva.gov](mailto:townmanager@berryvilleva.gov) or 540-955-1099.

### Voter Registration

The Clarke County Registrar’s Office is located at 101 Chalmers Court. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. Extended hours are offered prior to voter registration deadlines prior to elections. Please contact the Registrar’s Office for more information at 540-955-5168 or visit [www.clarkecounty.gov](http://www.clarkecounty.gov).

### Town Meetings

The Town Council meets in the Main Meeting Room, second floor, at 101 Chalmers Court, on the second Tuesday of each month, beginning at 7:00 p.m. The standing committees of Town Council (Budget and Finance; Community Development; Personnel, Appointments, and Policy; Public Safety, and Streets and Utilities), Planning Commission, Board of Zoning Appeals, Berryville Area Development Authority, Tree Board, and Architectural Review Board also meet at 101 Chalmers Court. All meetings are open to the public, and citizens are invited to attend. Visit [www.berryvilleva.gov](http://www.berryvilleva.gov) for meeting dates and times. We encourage all citizens of the Town to take an active part in local government. The Town maintains a “Talent Bank” of citizens who are interested in serving on these boards. Talent Bank forms may be obtained at the Town Business Office or at [www.berryvilleva.gov](http://www.berryvilleva.gov).

### Town Business Office

The Town Business Office, located at 101 Chalmers Court, is open from 8:30 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. The Town Business Office can be contacted by calling 540-955-1099. The Town drive-through is open from 9:00 a.m. until 4:30 p.m. A drop box is provided for after-hours payment of water and sewer bills, taxes, parking tickets and any other bills or payments due the Town. We discourage depositing cash in the drop box. Payments may also be made through the mail, by ACH debit, or online at [www.berryvilleva.gov](http://www.berryvilleva.gov) (click the “Pay Online icon”).

### Police Department Office

The Berryville Police Department Office, located at 101 Chalmers Court, is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. The office telephone number is 540-955-3863. For emergencies call 911.

### Community Development Office

The Berryville Community Development Office, located at 101 Chalmers Court, is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. Residents may obtain zoning permits, inquire about specific property information, and receive information about Town events. The office telephone number is 540-955-4081.

### Real Estate / Personal Property Taxes

In the Commonwealth of Virginia, citizens of Towns are also citizens of the surrounding County. Accordingly, Town residents pay real estate and personal property taxes to both the Town and the County. The Town calculates its real and personal property taxes by using assessments provided by the Clarke County Commissioner of the Revenue. Any questions about the assessed value of your property should be directed to that office, located at 101 Chalmers Court (540-955-5108). Real estate taxes for both the Town of Berryville and Clarke County are due and payable in semi-annual installments, on June 5<sup>th</sup> and December 5<sup>th</sup> of each year. Town of Berryville personal property taxes are due and payable once a year, on December 5<sup>th</sup> (Clarke County personal property taxes are billed semi-annually, due and payable on June 5<sup>th</sup> and December 5<sup>th</sup> of each year). In the event that you use a postal address that is different from your street address, it is your responsibility to verify that the Town has your proper mailing address. If your real estate tax bills are directed to a third-party payee in connection with your mortgage, in order to ensure timely receipt and payment of tax bills it is recommended that you confirm that the third party payee has requested your bill from the Town.

*(Continued)*