

Berryville-Clarke County Government Center
Joint Building Committee

January 10, 2024

Organizational Meeting

9:30 am

At a regular meeting of the Berryville-Clarke County Government Center Joint Building Committee held on Wednesday, January 10, 2024, at 9:30 am in the Meeting Room C, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, and Berryville, Virginia.

Members Present: Jay Arnold, Keith Dalton, Bev McKay

Members Absent: Chris Boies

Staff Present: Catherine Marsten, Barbara Bosserman, Berryville Police Chief Neal White

Others Present: None

1. Call to Order

At 9:31 am, Keith Dalton called the meeting to order.

2. Organizational Items

- Appoint 2024 Chair/Building Manager
- Appoint 2024 Vice Chair

Bev McKay made a motion, seconded by Jay Arnold, to nominate and elect Keith Dalton as 2024 Chair/Building Manager and to nominate and elect Chris Boies as 2024 Vice Chair. The motion carried by the following vote:

Jay Arnold	-	Aye
Chris Boies	-	Absent
Keith Dalton	-	Aye
Bev McKay	-	Aye

- Set Meeting Dates, Times and Locations

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 6, 2024	9:30 am	Meeting Room C
May 1, 2024	9:30 am	Meeting Room C
July 3, 2024	9:30 am	Meeting Room C
September 4, 2024	9:30 am	Meeting Room C

November 6, 2024	9:30 am	Meeting Room C
January 15, 2025	9:30 am	Meeting Room C

Keith Dalton

- Noted that quarterly billing reviews would occur as follows:
 - 1st Quarter - May 1
 - 2nd Quarter - September 4
 - 3rd Quarter - November 6
 - 4th Quarter - January 15
- Advised that he would remind town staff of these dates to make sure that everything is in place.

Jay Arnold made a motion, seconded by Bev McKay, to adopt the 2024 meeting schedule as presented. The motion carried by the following vote:

Jay Arnold	-	Aye
Chris Boies	-	Absent
Keith Dalton	-	Aye
Bev McKay	-	Aye

3. Adoption of Agenda

By consensus, the Committee adopted the agenda as presented.

4. Approval of Minutes

Jay Arnold made a motion, seconded by Bev McKay, to approve the minutes of November 1, 2023, as presented. The motion carried by the following vote:

Jay Arnold	-	Aye
Chris Boies	-	Absent
Keith Dalton	-	Aye
Bev McKay	-	Aye

5. Security Cameras Proposal

Voter Registrar Barbara Bosserman presented the following:

- The Voter Registrar’s office has received grant funds through the state homeland security program that can be used for security improvements.
- The office is required to have a ballot box and, if that ballot box is outside, it must be monitored by recorded surveillance camera and footage must be downloaded and kept for 75 days following an election.

- There is currently one camera installed to observe the ballot box, but it is outdated and prone to difficulty. Staff is proposing to use grant funds to replace the existing camera with a wide-angle, infrared camera that will view the ballot box.
- Staff also proposes adding a bullet camera to the end of the building for a different angle on the ballot box and another wide-angle camera to the front of the building to monitor the 40-foot prohibited zone during elections and early voting. Lastly, access control keypads would be installed on the doors to the Voter Registrar's office and the equipment room.
- Staff requests that the Joint Building Committee allow installation of the access controls and the exterior cameras as shown:



Bev McKay

- Questioned why infrared cameras were needed.
 - Barbara Bosserman answered that the cameras need to be able to record at after dark.
- Further inquired what network the cameras would be connected to.
 - Mrs. Bosserman advised that the cameras would be installed on the county's network and a separate network video recorder for the Voter Registrar's office would be set up as a closed system.

Keith Dalton

- Asked if the cameras are the same type and make that the Town is considering for their security cameras project.
 - Mrs. Bosserman replied that the Voter Registrar's office has put their project out to bid and four vendors have responded. These are difficult to compare, because they all use different manufacturers and equipment types. Innovative Access Technologies have quoted for Avigilon cameras and access control. Suite Office gave quotes on a Ubiquiti system. Next Generation Security are proposing Hanwah.
- Further asked if the Town would be able to access and/or view the Voter Registrar cameras if they need to.
 - Berryville Police Chief Neal White answered that it would depend on the vendors selected. Everything will likely be run on a CAT6 line and the cameras should have dual ports or be able to have a splitter installed so that single cameras could be on two different systems.

- Keith Dalton added it would be good to incorporate this functionality at the initial installation, even if there was additional cost that the Town and County would need to cover.

Keith Dalton

- Advised that the Town of Berryville procured a vendor (ESS) to install security cameras and access controls at the government center building and other town properties in the vicinity. The access controls would be operated by proximity cards, which would also serve as ID cards.
 - Barbara Bosserman stated that the grant was received through the county and so the Voter Registrar’s project must go through the county procurement process.
- Summarized that the Voter Registrar’s office is requesting to install three exterior cameras at this time. One installation replaces an existing camera, so there is already a faceplate there, but the other two cameras will require drilling through the brick.
 - Mrs. Bosserman confirmed and added that the vendor would drill through the brick, mount the cameras and run cables, but county IT staff would take care of the rest.

Jay Arnold

- Asked if a camera would be installed in the hallway as well.
 - Chief White responded no. The Town of Berryville’s camera project scope covers the exterior parking lot with license plate recognition, three cameras in the lower level atrium, and one camera in the hallway to monitor the ingress and egress by the Building Department.
 - Keith Dalton added that the Town’s project is still in planning stages and the scope may change in the future.

Bev McKay made a motion, seconded by Jay Arnold, to authorize the Voter Registrar’s office to install three access control keypads on their doors and to install three cameras on the exterior of the building as presented. The motion carried by the following vote:

Jay Arnold	-	Aye
Chris Boies	-	Absent
Keith Dalton	-	Aye
Bev McKay	-	Aye

6. Facility Review/Follow-up Items

Keith Dalton presented the following:

Sidewalk Repairs

- The Town suggests budgeting \$50,000 for repairs; estimate received was \$41,000.
- Most of the concrete has held up relatively well but there are some areas where settling has caused uneven sidewalk that could create trip hazards.

Jay Arnold

- Suggested creating a plan to seal and restripe the asphalt parking lot.

Keith Dalton continued:

- Each locality has a \$150,000 reserve fund for the building. The Town of Berryville increased their reserve last year; the county may need to do the same.

Access Keycards & Security Cameras

- Would like to put the Town Council on a parallel track to the Board of Supervisors to decide on funding this project. The Town Council has a reserve fund that they have built up for some of this work.
- The town has received a quote for security cameras only, the town's portion would be \$32,164 and the county \$32,264. A quote for access control keycards should be coming soon.
- Security cameras will not be a one-time cost, they will likely carry a five to seven year replacement cycle.

Signage

- The new signs have been delivered and need to be installed.
- Public works is in the middle of several big projects right now, but they should be installed by spring.
- Will work with the County Administrator to send employees a reminder that they need to park in the back of the building to allow citizens to use the front parking spaces.

7. Next Meeting

March 6, 2024, Regular Meeting

8. Adjournment

At 10:13 am, Keith Dalton adjourned the meeting.

Minutes Recorded and Transcribed by Catherine Marsten