



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, April 24, 2025



PENDING APPROVAL

PRESENT: Mayor Trowbridge M. Littleton
Vice Mayor Chris W. Bernard
Councilmember Pamela Curran
Councilmember J. Kevin Daly
Councilmember Morris E. “Bud” Jacobs
Councilmember C. Darlene Kirk
Councilmember Peter A. Leonard-Morgan
Councilmember Cindy C. Pearson

STAFF: Danny Davis, Town Manager
Rhonda S. North, MMC, Town Clerk
Shaun Jones, Chief of Police
Angela Fletcher, Town Treasurer/Finance Director
Ali MacIntyre, Business Development & Community Partnerships Director

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, April 24, 2025 in the Town Hall Council Chambers, located at 10 West Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. The roll was called at 6:00 p.m.

Public Comment

John Ross requested that Council add signage to the speed limit signs that would impose an additional two hundred dollar fine for speeding. He also requested the removal of the truck route signs on Route 50.

Martha Cotter requested the Council change the three parking spaces in front of the Middleburg Post Office to fifteen-minute parking, as opposed to three-hour parking. She opined that this would be more convenient for the residents. Ms. Cotter noted that people also created a “fourth parking space”, which was not legal.

Staff Reports

March Utilities Report

Vince Gugliotta, of Inboden Environmental Services (IES), reported that the water treatment facilities and distribution system were in compliance with all required samplings. He further reported an average daily water production of 137,000 gallons and a total monthly finished volume of a little over 4.2 million gallons. Mr. Gugliotta reminded Council of the large water leak and opined that this was why the usage was higher over the past month. He advised that a couple of water leaks were repaired last month, and a few water meters were replaced as maintenance was performed. Mr. Gugliotta reported that the water levels in the Town’s wells were looking good currently; however, he noted that the DEQ Drought Task Force showed the Northern Virginia area to be in an emergency status. He noted the need to keep an eye on this.

Mayor Littleton noted that the Town experienced a drought last summer. He further noted that the rain fall this past winter was below average. Mr. Littleton inquired as to the number of days of rain that would be needed in order to put the rainfall level back to normal. He questioned whether there was a way to estimate that volume. Mr. Littleton acknowledged that the area had gone for weeks with little to no rain.

Mr. Gugliotta agreed this would be something to look into. He reminded Council that the Town installed transducers in its wells in August, which allowed it to keep an eye on the water levels. Mr. Gugliotta advised that since installed, he had not noticed a relation between the levels and rainfall, nor had he witnessed any trending data with regard to rainfall. He noted, however, that it had been pretty dry since the transducers were installed.

Town Manager Davis reminded Council that DEQ primarily looked backward; however, it also looked forward with regard to precipitation outlooks. He reported that thus far, none had been seen. Mr. Davis opined that while it would be good to get six inches of rain, it would not necessarily bring the area out of its current drought category.

Mr. Gugliotta expressed concern that Well L had not returned to the level it was prior to the large water leak on President's Day. He noted that it was time to flush the fire hydrants; however, he was reluctant to release a large volume of water, which could take the well level down even further. Mr. Gugliotta reported that Well P's level had come up a little bit, which was a good sign; however, it did not take as much of a hit as Well L did during the leak. In response to an inquiry from the Council, he confirmed Well 4 continued to act up a bit; however, its level remained pretty steady. He reviewed the graph charts for the water levels from the transducer data.

Mayor Littleton noted that the water level was getting close to the level of the transducer for Well 4.

Town Manager Davis reported that the staff had a plan in place with regard to Well 4. He explained that it was simply waiting for parts from Valley Drilling so the standpipe and pump could be replaced. Mr. Davis advised that this would also allow the Town to drop the pump from 350 feet to 500 feet, which would provide additional wellhead. He noted that as the old pipe was removed, a video inspection would be done to make sure there was no fouling of the well casing or anything that needed to be cleared before the new pump was installed. Mr. Davis advised that once this was done, the Town would have the ability to adjust the pump speed, which would allow the Town to adjust how much water was being drawn so too much would not be removed. He noted that the staff was not sure the pump had ever been replaced and advised that it was time to do so.

Mr. Gugliotta reported that the wastewater facility maintained compliance with all permit required sampling and monitoring. He further reported that the plant met the Town's average daily discharge of a little over 100,000 gallons per day, for a total monthly discharge of 3.1 million gallons. Mr. Gugliotta advised Council that a couple of manholes were replaced in town and numerous maintenance items were completed. He noted the sewer line television work that Five Star Septic was performing throughout the town, which was reaching the end stage of the project. Mr. Gugliotta advised that he was just waiting on their report to learn of the condition of the sewer mains.

In response to an inquiry from the Council about water discoloration at Windy Hill, Mr. Gugliotta advised that it had not been resolved. He advised that he would perform some localized flushing to try to get some of the sediment out of the lines.

Town Manager Davis advised Council that the Town did reach out to Windy Hill to check on the status. He noted that they had not experienced significant issues recently; however, the staff thought there may still be some residual sediment in the lines and intended to do a very concentrated flushing during the Town-wide flushing program. Mr. Davis noted that the staff wanted to make sure Well 4 was online and operational before using the amount of water required for the flushing. He confirmed this was still in the plan. Mr. Davis advised that Mr. Gugliotta could perform a localized flushing around the fire station to make sure the lines were not holding a lot of sediment.

Councilmember Leonard-Morgan noted that IES was working to repair a water circulation pump, which used 9,000 gallons of treated water a day. He questioned whether it was possible to use untreated rainwater for this purpose.

Town Manager Davis confirmed it was and noted that the Town used to use treated effluent water from the wastewater plant, which was a great recycled use of water. He advised, however, that one of the components of that system was leaking. Mr. Davis further advised that Mr. Gugliotta was going to see what valves had been changed so he could get that back online and save the use of the treated water. He confirmed this was something he wanted to get done before the Town got into any type of water rationing season.

Special Projects Report

Town Manager Davis reported that he was waiting for information from the party who was interested in the large stones on South Madison Street. He further reported that the staff was working with the Town's landscape contractor to reduce the unevenness in front of Middleburg Books and Raymers Candies by filling in the gaps between the stones with fine gravel. Mr. Davis advised that the staff met with Dominion Power about getting streetlights installed in this area and noted that currently there was only one. He advised that he was awaiting their proposal and hoped to have this work completed in a month. Mr. Davis reported that he and Deputy Town Manager Moore would develop alternatives for the Council's consideration as to potential next steps.

Town Manager Davis reported that Town Clerk North continued to work very hard on the Asbury Church Project and advised that it was the staff's intention to bring contracts to the Council in May for architectural/engineering and construction management services for the restoration portion of the project. He noted, however, that additional conversations may need to be held regarding pricing. Mr. Davis advised that Ms. North was working to schedule interviews with individuals for the Oral Histories Project. He opined that she and the Asbury Church Project Committee were doing a great job moving the project forward to the next steps.

Town Manager Davis noted Mr. Gugliotta's report regarding the inspection of the sewer mains, which was completed. He advised that the Washington Street main that he was most concerned about was in pretty good shape according to the contractor; however, their inspection revealed challenges in the lines in East Washington Street, Federal Street, Liberty Street and Jay Street. Mr. Davis reported that they were putting together plans for the hot spots that would allow those to be addressed without having to dig up the streets and that would address the most concerning areas. He noted that VDOT was scheduled to repave the streets this summer as a part of their normal maintenance; however, he asked them to defer that work for a year so the Town would not dig up new streets if it had to do work in Route 50. In response to an inquiry from the Council, he advised that he assumed VDOT planned to mill and repave the street, as opposed to doing a full depth overhaul. He noted that the road was completely overhauled as a part of the Route 50 Traffic Calming Project.

Reports of Town Committees/Council Liaisons

Councilmember Leonard-Morgan announced that the Middleburg Sustainability Committee would host its annual Spring Clean-Up event on Saturday, April 25th and the Police Department would host their annual Drug Take-Back event that same day. He noted that the Salvation Army would also collect bags of clothes and shoes that day, which they would use to raise funds for their programs.

Mayor Littleton noted that the Arbor Day Celebration would also be held that morning beginning at 9:00 a.m.

Councilmember Pearson noted that a tree would be planted at the Community Center in memory of Thelma Swain during the Arbor Day celebration.

Consent Agenda

- A. Council Approval – March 27, 2025 Regular Meeting Minutes; April 10, 2025 Regular Meeting Minutes
- B. Council Approval – Resolution – Source Water Protection Grant

Vice Mayor Bernard moved, seconded by Councilmember Pearson, that Council adopt the consent agenda as proposed.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Jacobs, Kirk, Leonard-Morgan, and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie.)

Action Items

Council Approval – Ordinance to Amend Town Code Chapter 89 – Parking In Spaces Marked for Electric Vehicle Charging

Town Manager Davis reminded Council that the Town added four spaces for electric vehicle charging in the Liberty Street Parking Lot. He reported that there was a general reference in the parking ordinance to restricted parking in a general manner; however, it was felt that the Police Department would have more clarity if there was specific language related to electric vehicle charging stations. Mr. Davis noted that only electric vehicles were allowed to park in those spaces and only when charging. He advised that the proposed language would allow the Police Department to enforce that as they would any other parking restriction. Mr. Davis reminded Council that there were four such parking spaces in the Liberty Street Parking Lot and two in the Town Hall Parking Lot. In response to inquiries from the Council, he explained that the chargers were located adjacent to the parking spaces and sat outside of the parking stall. Mr. Davis advised that there were twenty-six parking spaces in the Liberty Street Parking Lot, including two disabled spaces and the four EV spaces.

Councilmember Leonard-Morgan moved, seconded by Councilmember Daly, that Council adopt an Ordinance to Amend Town Code Chapter 89 Pertaining to Parking in Spaces Marked for Electric Vehicle Charging.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Jacobs, Kirk, Leonard-Morgan and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie.) (by roll call vote)

Council Approval – MOU – Christmas in Middleburg

Vice Mayor Bernard reported that the proposed MOU was not terribly dissimilar to the existing one. He advised that he and Punkin Lee, Chair of the Middleburg Business & Professional Association (MBPA), had met with the organizers of Christmas in Middleburg several times. Mr. Bernard reminded Council that Christmas in Middleburg was a 501(C)(3) organization that was operated by a Board of Directors and noted that their main activity was to promote the annual Christmas parades. He advised that they also did some charitable activities. Mr. Bernard reported that they have established a parade planning committee, which he and Ms. Lee were involved in. He advised that the proposed MOU identified the responsibilities of the Board of Directors, the parade planning committee, the Town, and the MBPA. Mr. Bernard suggested the Council discuss what it wished to accomplish by having an MOU and the level of involvement the Town needed to have in the actual planning of the event. He reminded Council that it currently controlled the scope of attendance by restricting parking. Mr. Bernard suggested the Council have a discussion about how it wanted the MOU to look. He noted that as an alternative, the Council could say it had provided parameters with regard to parking. Mr. Bernard noted that Christmas in Middleburg had solicited public input from the residents and local businesses; however, it was their decision as to whether they would accept the comments. He questioned whether having a parade planning committee added any value or whether it was a productive use of the Town's time. In response to an inquiry from the Council, Mr. Bernard advised that the Town gave Christmas in Middleburg an annual donation of \$10,000 and provided police support for the event. It was noted that the Town covered the overtime cost for the officers and paid for extra officers who provided public safety services within the Town limits. It was estimated that the public safety costs for the Town were an additional \$12,000-15,000 annually. In response to inquiries from the Council, Mr. Bernard advised that Christmas in Middleburg covered the cost of the buses and the rental of barricades through the use of their parking fee revenues. He reported that other than the Town's donation and provision of public safety, Christmas in Middleburg was self-sufficient. Mr. Bernard reminded Council that they provided their financial report the last time they appeared before the Council and opined that they were financially viable on their own. He suggested the Town could continue to provide them with a \$10,000 donation or it could divert that money to the MBPA for the rest of the Christmas activities in town. In response to an inquiry from the Council, Mr. Benard advised that the Town asked Christmas in Middleburg for an MOU that identified the responsibilities of the three groups that were involved. He opined that the parade committee was a way to satisfy that requirement.

Mayor Littleton noted that the header of the MOU stated that the year was 2024, not 2025. He opined that Christmas in Middleburg was still more of a human-driven item than a process-driven one. Mr. Littleton reminded Council of the history of the organization of the Christmas in Middleburg activities. He opined that the community looked to the Town Council as the focal point of ensuring it was “done right”. Mr. Littleton noted that the Town saw what happened when the event was uncontrolled and when the vision of the organizers was larger than the vision of the community. He opined that the Council had an inherent responsibility over the event from a public safety perspective, not just in terms of policing, but also in terms of public drinking, insurance and whether the event was set up properly. Mr. Littleton reiterated that the public looked to the Council to ensure everything was addressed even though the Town had no legal responsibility for the event. He suggested the Town had a moral responsibility. Mr. Littleton advised that he did not know whether the answer was a committee, an MOU or the current structure; however, it felt like things were being identified in the MOU in a grab bag fashion. He questioned whether what was in the draft MOU was what occurred in practice and opined that it was not.

Vice Mayor Bernard advised that he suggested to Christmas in Middleburg’s Board of Directors that their make-up should consist of a member of the Town Council, a member of the MBPA and some members at large; however, they decided they did not wish to move forward in that direction. He suggested the best way for the Town to control this was in regard to its duty to ensure the public’s safety and by making sure the scope of the event did not get too out of control. Mr. Bernard reiterated that the Town already controlled the parking to ensure only so many people could attend. He suggested the Town review the permit process to make sure it included everything that needed to be considered from the standpoint of not only public safety but also size and scope. Mr. Bernard noted that Christmas in Middleburg appeared before Council in February for their annual event review and suggested there were opportunities for them to appear more frequently to present their plans.

Mayor Littleton suggested the entertainment festival permit ordinance be amended so that an event with more than 5,000 attendees would have to address more complex requirements and so the organizers would be required to make a public presentation. He noted that the world was getting more complex. Mr. Littleton suggested that if someone wanted to host an event that would bring in 10,000 people and require the closure of streets, there should be a more rigorous review. He acknowledged that Christmas in Middleburg was an independent organization, with its own board; however, he noted that the Council ran the Town. Mr. Littleton suggested that if someone wanted to hold an event over a certain number of people, there needed to be a robust review. He opined that in such a case, an MOU would not be necessary. Mr. Littleton suggested the applicant should have to show they have taken care of all the required action items and provide proof of insurance or they would not get a permit. He further suggested they should have to apply for the permit six months in advance.

Vice Mayor Bernard suggested that if the organization had to appear before the Council more often, the event would be discussed in public.

Mayor Littleton noted that the public would also be able to make comment.

Councilmember Pearson agreed the permit was a good place to address these issues and to change things.

Mayor Littleton questioned whether this was something the Council wished to pursue.

Councilmember Leonard-Morgan agreed it was a good idea. He noted that Christmas in Middleburg was the Town’s biggest event each year and suggested the MOU needed to be flushed out in greater detail. Mr. Leonard-Morgan acknowledged that it showed who was responsible for what.

Mayor Littleton noted that a new group of people could be running the event in the future, and they could say “I’m not doing an MOU anymore”. He reiterated that Christmas in Middleburg was a separate organization from the Town. Mr. Littleton questioned whether the Council wished to require festival permits for events of a larger size. In response to a comment about Oktoberfest being a Town run event, he suggested the Town should also have to comply with the regulations.

Town Manager Davis opined that the Town could require more detail and stringent adherence to certain aspects in the case of larger events. He noted that one of the things addressed in the MOU, which could be incorporated into the permit ordinance amendment, was the ability of the Chief of Police, in consultation with the Town Manager, to cancel an event in the case of inclement weather or an emergency situation, even if there were already 5,000 people in town.

Mayor Littleton noted that, in that case, it would be a statutory requirement, not something in a non-binding MOU.

Councilmember Jacobs advised that he was agnostic about the proposed MOU and noted that for him, the issue was primarily one of public safety. He suggested the Chief of Police should be the main player in resolving such issues. Mr. Jacobs opined that the emergency preparedness procedures identified in the draft MOU were really good and should be kept. He advised that he would defer to the Chief on safety and potential legal liability issues.

In response to an inquiry from the Council, Town Manager Davis advised that most of the retailers had an incredible day during Christmas in Middleburg. He noted that there were some who closed because the parade was not conducive to their business; however, other retailers said this was their biggest day of the year.

Vice Mayor Bernard opined that this varied, depending on one's definition of a "good day". He noted, however, that the first Saturday in December was already going to be a record day for retailers regardless of the parade.

Vice Mayor Bernard advised that in talking with residents, businesses and stakeholders, most people were comfortable with the attendance level of Christmas in Middleburg over the past couple of years, which was in the range of 9,000-10,000 people. He noted that people were able to move around; stores and restaurants did well but were not overloaded; and, parking was not overloaded. Mr. Bernard opined that the MOU was intended to figure out an answer to the problem and suggested the Town had already done so. He noted that the remainder of the items were what elements should be in the parade, and whether there was handicapped and VIP areas, all of which should be up to the parade organizers. Mr. Bernard suggested the Council should worry about the permit.

Mayor Littleton asked the staff to look at revisions to the entertainment festival permit ordinance that would focus on safety.

In response to an inquiry from the Council, Mr. Bernard confirmed action was not needed on the draft MOU and advised that he was only looking for the Council to have a conversation about how to proceed going forward.

DISCUSSION ITEMS

Review of Police Vehicle Take-Home Program

Chief Jones reported that following the approval of the police vehicle take home program, it took a while to obtain the two new police vehicles and the equipment necessary to equip all of the vehicles for take home purposes; therefore, the officers were not assigned a take-home vehicle until mid-March. He reported that all of the officers, with the exception of the most recently hired one, had a take home vehicle. Chief Jones advised that those officers who lived more than forty miles away had secured a safe location to park their vehicles. He noted that the Council expressed a desire for a six-month report and suggested it be delayed another six months so he could present a full analysis of the program. Chief Jones opined that it was working well and had made a positive impact on the morale of the officers. In response to inquiries from the Council, he explained that the officers who lived more than forty miles away completed an application that identified where they were parking their vehicle. Chief Jones reported that one was parking it at another police department, and another was parking it at a fire department. He advised that they provided contact information for the location, including who gave them permission to park there, which he could verify. Chief Jones opined that having the program in place resulted in more people applying for employment. He noted the need to monitor the mileage that was being put on the vehicles, the amount of fuel being used, and the cost of repairs, all of which needed to be taken into consideration. Chief Jones reported that the cost of the two new vehicles, including modifications, was between \$120,000 and \$130,000. It was noted that a lot of the equipment that was needed was provided by the Sheriff's Department at no cost, with the Town only having to cover the installation costs. Chief Jones reported that some of the vehicles had older docking stations for older computers and advised that they were updated.

Quarterly Revenue Review

Finance Director Fletcher reported that due to a couple of late filings, the numbers increased slightly; however, it was not enough to “move the needle”. She noted that the Mayor previously requested that the transient occupancy tax (TOT) revenues be divided between lodging facilities and short-term rentals and advised that she did so with this report. Ms. Fletcher advised that the lodging facilities provided 99% of the revenues, with short-term rentals providing only 1% of the TOT revenues.

Town Manager Davis reviewed the charts provided in the quarterly report. He noted that during the first six months of the year, actual revenues were coming in higher than budgeted; however, the revenues for January, February and March took a decent sized hit and were currently on target. Mr. Davis noted that it was unknown as to how long this could continue at the current pace. He advised that the Town was at one time seeing an 11% increase in TOT revenues; however, that was down to only a 5% increase the past two months. Mr. Davis noted that it was still positive; however, it was half of what the Town saw during the first part of the year. He advised that this was only a snapshot and suggested the need to be cautious about making a judgment call; however, he noted the need to watch this. Mr. Davis reported similar results for the meals tax revenues and advised that they were averaging an 8-9% increase year-over-year; however, receipts were down 14% for February and 6% for March in a year-over-year comparison. He advised that during the fall, they were up 8-10% month-over-month; however, they were now down between 14-6%. Mr. Davis suggested this could be due to the weather or the economy and noted the need to look at this on a macro level. He confirmed the staff were seeing some trends occurring, which they would continue to watch.

In response to an inquiry from the Council, Town Manager Davis advised that the Salamander Resort shared general assumptions that they built into their budget. He further advised that he had spoken with them a few times this year; however, he had not done so within the last six weeks. Mr. Davis reported that they were still comfortable with their projections for calendar year 2025 and reported that things were looking positive from a year-over-year perspective. He advised that he would be happy to follow up with them.

Councilmember Jacobs advised that he would be curious to know whether they thought they would suffer a reduction in corporate and/or government conferences.

Mayor Littleton noted the need to be careful about what was shared publicly, as Salamander would not want their competitors to know things like that. He opined that the Town was headed for a significant decrease in TOT revenues. Mr. Littleton noted that there was a lot of anxiety in the country and that people were concerned about inflation, which had ticked back up to 3%. He opined that people were holding their cash in reserve due to the uncertainty. Mr. Littleton advised that when he worked for a big corporation, the first thing to be cut during times of economic trouble was travel and conferences, followed by office supplies. He expressed nervousness about where the economy was headed and advised that JP Morgan’s latest assessment was that there was a 60% likelihood that the country would be in a recession in 2025.

Councilmember Jacobs noted that he just read in Forbes magazine that a number of big federal contractors had offered a slate of cuts worth \$50 billion.

Mayor Littleton noted that while that would make the taxpayers happy, it would not make the shareholders happy.

Proposed FY '26 General Fund & Utilities Fund Budgets

Town Manager Davis noted the economic uncertainty the Town faced and the impact on its revenues. He reminded Council of the two additional police officer positions that were proposed in the budget and that the proposed contingency was only \$123,000. Mr. Davis advised that after considering the current economic situation, the very thin margin of contingency reserve and that revenues were so heavily dependent on the meals and occupancy taxes, he proposed an Option 2 budget. He explained that under the Option 2 budget, the meals and TOT revenues were reduced to the current fiscal year levels, which resulted in a decrease of \$240,000 in revenues; there were small reductions in expenditures related to grants, sponsorships and other items; and, the two additional police officer positions were removed, resulting in a savings of

\$264,000. Mr. Davis reported that the revenues and expenditures related to the Millie Miglia were removed, which resulted in a \$75,000 budget savings. He reported that taking all of this into consideration, there would be a net savings of \$150,000, which would put the contingency reserve at \$275,000. Mr. Davis noted that this would provide more wiggle room in the event there was a worsening of revenues or other issues. He reminded Council that it was their decision as to their comfort level related to revenues and expenditures. Mr. Davis expressed appreciation for the Council's willingness to hear the staff's proposal related to the Police Department and noted that he had heard hesitation from the members about moving forward with the proposed enhancements given the current revenue situation. He advised that he would return with this proposal in a future fiscal year. Mr. Davis reported that he also provided revised departmental budget sheets for the General Fund and highlighted the changes.

Mayor Littleton thanked the Town staff for taking a hard look at the budget to find efficiencies that were thoughtful going into 2026.

Councilmember Daly advised that given the uncertainty of the economy and the constant changes, he preferred to err on the side of caution. He further advised that he liked the Option 2 budget. Mr. Daly noted that this did not mean the Town could not increase the number of police officers at a later time.

In response to an inquiry from the Council, Town Manager Davis advised that there were multiple ways to address the two new police officer positions. He noted that Middleburg was very efficient in its operations and opined that if the revenues appeared to be trending upward and the staff felt it was appropriate to bring the proposed enhancements back to the Council, they could always look at a mid-year adjustment. He noted that an alternative was to authorize the positions but freeze them until the revenues looked appropriate. Mr. Davis advised that given the uncertainties before the Town, it would be cleaner to look at this again in six months and, if the revenues were tracking the right way, to have the bigger policy discussion again at that time. He noted that it would take up to four months to fill the positions; therefore, they would probably not be filled until the following fiscal year.

Councilmember Leonard-Morgan concurred with Councilmember Daly. He advised that Middleburg had a magnificent Police Department.

Town Manager Davis reminded Council that they discussed the Utilities Fund revenues during the last meeting and noted that the Council gave the staff direction to increase the utility rates by 3%, which was the Town's standard practice. He noted that there would be continued conversation about a potential rate structure change throughout the year. Mr. Davis reminded Council that there was still a risk related to the consumption patterns, which the staff was keeping an eye on. He reviewed the revenues. Mr. Davis also reviewed the proposed expenditures, which contained relatively minor changes across the board from the current fiscal year. He noted that the Town needed to call in for other contract services when a water main break or other need occurred and advised that he was proposing to increase that line item slightly. Mr. Davis noted the uncertainty of some costs related to electricity and equipment and advised that he built money into the budget for possible increases. He reported that it was anticipated that the cost of sludge removal would increase and advised that IES was looking for ways to reduce the sludge. In response to an inquiry from the Council, Mr. Davis explained that sludge was produced during the process of treating wastewater and noted that it eventually had to be hauled off. He advised that at one time, the Town was creating very little sludge and opined that this was due to a chemical it was using that had since been banned by the EPA. Mr. Davis reiterated that IES was going to see if there was a way to limit the amount of sludge produced. He reported that the biggest change in the Utilities Fund was the transfers into the CIP (Capital Improvement Plan) and noted that they amounted to just over \$500,000. Mr. Davis explained that these funds were for line maintenance projects and for the replacement of equipment, such as pumps and blowers. He reminded Council of the plan to repaint the Stonewall Court Water Tower and advised that this project could potentially be moved to a future fiscal year. Mr. Davis noted that this was a contractual cost with the Town's water tank maintenance contractor. He reported that no blasting would be needed when repainting this tower and advised that it simply involved a recoating and repainting. Mr. Davis noted that the consent agenda contained a resolution of support for a VDH (Virginia Department of Health) grant application, which would be used to offset those costs if it was received.

In response to an inquiry from the Council, Mr. Gugliotta explained that water towers were typically recoated every five to eight years. He noted that this was one of those things that municipalities wanted to stay ahead of, as they did not want the inside of the tank to start corroding heavily, as this would result a greater expense in the future. Mr. Gugliotta advised that this tank was on a schedule for repainting and noted that it was up to the contractor to determine whether they felt it should be based on their experience.

Town Manager Davis reported that this water tower had not had a good recoating in a number of years. He expressed a desire that this not get ahead of the Town. Mr. Davis noted that by contrast, the Well 3 water tower had not been restored in fifty to sixty years and had a build up of old paint. He advised that the new coating was designed to last up to fifty years, which would require less maintenance in the future.

Mr. Gugliotta reminded Council that the water towers were inspected annually and noted that this inspection occurred in December.

Mayor Littleton noted that the Town would hold a public information meeting on water conservation on May 20th. He further noted that some people have asked about the Town's water rates. Mr. Littleton opined that most people understood that Middleburg had a fixed cost system. He suggested the Town did not want to mix the two conversations. Mr. Littleton further suggested that when the Council did its final budget review, it would be good to give the public a better understanding of the utilities operating costs and the practical nature of how utilities worked. He noted that the Town had choices to make and explained that it could be like other towns and expand its utilities outside its corporate limits. Mr. Littleton opined that the residents would prefer to pay more for water and sewer because of the benefits they received.

Town Manager Davis reminded Council that a public hearing was scheduled on the utility rate increases during the May 22nd meeting. He suggested this could be an opportunity to provide information. He further suggested the May 20th public information meeting focus on water conservation and recommended that if people asked about the rates, they be encouraged to attend the May 22nd Council meeting.

In response to inquiries from the Council, Town Manager Davis confirmed that Well 2 was located on Landmark School Road and noted that it had not been used for quite some time. He opined that it had limited capacity. Mr. Davis noted that he was not aware of its full production potential; although he understood it was capable of producing up to fifty gallons, possibly even seventy-five gallons, of water per minute. He reminded Council that the downside of Well 2 was that it did not go through a treatment plant and that the water had discoloration issues. Mr. Davis noted that it had to push uphill and involved an older line; therefore, there could be issues with the main. He opined that the main was holding a lot of sediment currently and advised that before the Town did anything with that well, it would need to flush the line extremely well.

Councilmember Pearson opined that it may be helpful to have the well in production in the case of a drought.

In response to an inquiry from the Council, Town Manager Davis advised that the Town had received up to \$50,000 per year from the VDH in grants.

Mayor Littleton questioned how much of the State money actually came from federal grants. He suggested the staff not plan on getting any grant money, as it could be eliminated. Mr. Littleton further suggested that it would be good for the staff to get an understanding of how much of the grants the Town received came from funding from the federal government and, therefore, could be in jeopardy.

Town Manager Davis noted that the Town received a minimal number of grants. He noted that it received \$25,000 for the Police Department; however, that was all State funded.

Mayor Littleton asked that the staff report during the next meeting on the amount of grant monies that were received. He expressed a desire to know whether the Town had exposure anywhere.

Information Items

Intern

Town Manager Davis announced that this was Jessica Manley's last day as an intern for the Town of Middleburg. He thanked her for her hard work and noted that she was a wizard with Excel. Mr. Davis advised that she took the Town's weekly meter reads and turned them into actionable information.

Mayor Littleton thanked Ms. Manley for her hard work.

Middleburg Community Farmers' Market

Vice Mayor Bernard reminded the audience that the Farmers' Market was scheduled to begin for the season on May 3rd. He reported that twenty-five vendors were signed up and noted that the layout would be different this year.

Wellness Day

Vice Mayor Bernard congratulated all who were involved in Wellness Day and noted that, despite the challenging weather, it was a great day. He thanked the Middleburg Arts Council and Cultural & Community Events Committee for putting it on.

Councilmember Curran noted that there was a lot of positive feedback about the new police bikes.

Art in the Burg

Councilmember Curran announced that Art in the Burg would be held on May 10th and noted that thirty-five artists would participate. She reported that volunteers were needed for the event.

Closed Session

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for consultation with legal counsel pertaining to actual litigation involving Salamander Farms, LLC vs. Town of Middleburg, as allowed under Subsection (A)(7). Vice Mayor Bernard further moved, seconded by Councilmember Daly, that Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Jacobs, Kirk, Leonard-Morgan, and Pearson

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Littleton only votes in the case of a tie.)

Mayor Littleton asked that Council certify that, in the closed session just concluded, to the best of each member's knowledge nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in the motion, which each member so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

There being no further business, Mayor Littleton declared the meeting adjourned at 7:55 p.m.

APPROVED:

ATTEST:

Trowbridge M. Littleton, MAYOR

Rhonda S. North, MMC, Town Clerk

April 24, 2025 Middleburg Town Council Meeting

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video of the meeting that is on the Town's website – www.middleburgva.gov)

Bridge Littleton: All right, we are ready. We'll call the meeting to order. First item is Pledge of Allegiance.

All: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

Bridge Littleton: Okay. Roll call.

Peter Leonard-Morgan: Peter Leonard-Morgan.

Bud Jacobs: Bud Jacobs.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Chris Bernard: Chris Bernard.

Cindy Pearson: Cindy Pearson.

J. Kevin Daly: John Kevin Daly.

Pam Curran: Pam Curran.

Rhonda North: Rhonda North, Town Clerk.

Danny Davis: Danny Davis, Town Manager.

Bridge Littleton: Okay. Next up is public comment. If any member of the public would wish to would like to address Town Council, they may do so now. You can approach the podium. Give us your name and address and you have three minutes. Mr. Ross.

John Ross: Although I have to admit that I have a lead foot, and every time I drive into Aldie or Upperville, and I see one of those signs that says speeding an additional fine 200 bucks, I look at my speedometer and I slow down. I wonder if it might be possible for us to put up that kind of sign on the entrances to Middleburg. Why not? And the second thing is that as a veteran of the Route 50 Coalition back in the dark ages, that was in the Pleistocene, we got rid of all of the things that would be barriers to trucks coming through Route 50, except for the sign that is on the west entrance into Middleburg on Route 50. I wonder if we might remove the truck route sign from there. Thank you very much.

Bridge Littleton: Thank you, John. Anybody else wish to address? Madam?

Martha Cotter: Good evening everyone. I'm Martha Cotter and a frequent user of the Middleburg Post Office. I would like to recommend that the Council consider changing the parking time for those three slots in front of the post office to 15 minutes instead of three hours. I think it would make it much more convenient for Middleburg residents who want to just dash in, get their mail or mail a letter and come out. It really makes it very inconvenient to park. And also, it encourages people to make a fourth slot, which is not exactly legal. So anyway, if you would consider that, I think that would be a good idea. Thank you.

Bridge Littleton: Thank you. Anybody else? Going once. Going twice. Okay. We'll close the public comment. And as we have no public presentations or special recognition, we'll move on to staff reports. Vince you're up.

Vince Gugliotta: Good evening. I'm going to start off with the water side. Our treatment facilities and distribution system maintain compliance with all the required sampling you'll see in the report. We had an average daily production of about 137,000 gallons a day, for a total monthly finished volume of a little over 4.2 million. If you remember back on President's Day, February the. We had that big water main break. I think it's why we have a higher usage this past month. You know, we were recovering from that leak early in the month. A couple things I'd like to note for the water system. There was a couple of water leaks repaired. A few water meters replaced various maintenance items performed. Our water levels are looking good right now. I wouldn't classify them as great, though. If you take a look at the DEQ drought monitoring task force, we're not in good shape for Northern Virginia. A couple of warnings, and groundwater is under an emergency status that got bumped back up since the previous month. So that's something to definitely keep in mind. Keep an eye on.

Bridge Littleton: Answer a quick question.

Vince Gugliotta: Yes.

Bridge Littleton: And it's probably. I don't know. I'm trying to think of how to figure this. So, you know, we had a drought last year. We had, I guess, an average fall, kind of a, you know, bad winter for water. How many is there a way to I don't I'm not trying to catch you off guard. Is there a way to sort of guesstimate right now? You know, we need about X number of days or X number of hours or X amount of rainfall to sort of put us back into not even good, just normal. I mean, is there an estimate? I mean, there may not be a way to understand that, but I'm just, you know, we've gone weeks with no rain. And I'm thinking to myself, like, do we need three days of rain? We need five days of rain or maybe it's inches because all rain is not the same.

Vince Gugliotta: That's a really good question. Something to definitely look into. I will point out now that we got our transducers in the wells, and we're keeping an eye on those. One thing that's interesting is we haven't seen any relation with rainfall. One thing you would, you know, keep an eye out for is as you get rainfall, your, well levels increase you know, a few days after the rain, immediately after the rain, or during rainfall. We haven't seen any trending data with rainfall. So far, I mean, it has been dry out, too. So, you know.

Bridge Littleton: I can't remember the last time we had rain. I mean, like, really had rain. I don't mean, like, you know, half a day.

Vince Gugliotta: And the transducers have only been in since August also. Again, it's been pretty dry since then. So.

Bridge Littleton: Yeah. Okay.

Danny Davis: Mr. Mayor, looking at the DEQ website, clearly they are primarily looking backwards, you know, in current status. They do look forward at precipitation outlooks, but so far have not seen any. Like if we get six inches then we'll be good. I mean it identifies how low below average we are in precipitation, but not necessarily what would bring us out of a particular category.

Bridge Littleton: Yeah, again I'm not. No one can tell the weather. Right. I mean, it's like might as well read the Farmer's Almanac, but I mean, like, how much do we need to get now whether we get it or not, that's an act of God. But Okay. All right. I'm sorry, Vince. Go ahead.

Vince Gugliotta: No. No problem. But, yeah, that's something to certainly keep an eye on that. I know we said at the last meeting that kind of coincides with our hydrant flushing plans. One thing I'm concerned about with that Presidents Day leaks we haven't seen. Well L came back up to where it was prior to that leak. Just we don't want to go dump a bunch more water and, you know, have the well go down even a little further. Something to keep an eye on.

Bridge Littleton: And that's two months ago.

Vince Gugliotta: Yes. Yeah. I mean, you can look back in the, I think it's the last page of the report at the transducer level, as Well L is the orange graph there. And you can see it's pretty steady right now. Well P's come up a little bit that's a good sign. But what's worth noting, too, that one didn't take as much of a hit as Well L did.

Darlene Kirk: How about Well 4?

Vince Gugliotta: Yes. With the leak.

Darlene Kirk: Oh. I'm sorry.

Bud Jacobs: Did you say. I did but go ahead. I'm sorry.

Darlene Kirk: I'm sorry. But is it back up or is it still acting up?

Vince Gugliotta: Oh, that one's still acting up a little bit, too. Actually, if you look at the lower graph, that's the green plotted line that's Well 4 transducer data that one's remaining pretty steady also.

Bridge Littleton: So that's how I read that.

Vince Gugliotta: You're looking at Well 4?

Bridge Littleton: Yeah.

Vince Gugliotta: The green that is to the level that the transducer is recording. It's actually graphed backwards. So, zero is at the top. We're measuring depth to the water level.

Bridge Littleton: Yeah.

Vince Gugliotta: The red line at 300ft. That's where the transducer is sitting, roughly. So, the green plotted points above that red line, that's the water level. So, you could read that from the top of the ground surface. It's 200.

Bridge Littleton: So, what it's saying is we're getting real close to the bottom of it. The water is getting real close. It goes up and down almost to the transducer, then back up and up and down. Up and down. All day long. Okay.

Vince Gugliotta: Yes, yeah, exactly.

Bridge Littleton: All right.

Danny Davis: We do have a plan in place for, Well 4. And we're just waiting on parts from Valley Drilling to replace the standpipe and the pump and drop it from 350ft down to approximately 500ft. And that will give us additional wellhead in the well itself, but also allow us to make sure that there's no as we pull the old pipe, we're going to do a video inspection to make sure there's no fouling of the well casing itself or the anything that needs to be cleared before we put the new pump down, and then we'll also have the ability to put a VFD or to manually adjust the pump speed so we can hit that right target amount of how much water we're pumping without drawing it down too much. So, a number of different factors there. We're not sure we've ever replaced Well 4's pipe or pump which is kind of surprising but also knowing that the plant had been offline for a number of years. So, it's time to do that and also will allow us to drop it and hopefully avoid some of the issues we've been seeing with the water level getting too close to the pump.

Bridge Littleton: Anything else?

Vince Gugliotta: Let me just touch base on the wastewater plant real quick. Wastewater facility, maintain compliance with all permit required sampling, monitoring. The plant met the town's demand, with an average daily discharge of a little over 100,000 gallons a day, with a total monthly discharge of 3.1 million, and a couple of things worth noting for the wastewater facilities. We had a couple manholes replaced out in town. Numerous maintenance items, services, stuff like that. And biggest of all is the CCTV work with Five Star and [inaudible] and cleaning that's in, I guess, kind of end stage. We're just waiting on reports and go over and see what kind of condition the pipes are in.

Bridge Littleton: Yeah. Pam.

Pam Curran: So, Vince, I remember I think it was January. We had talked about some concerns with discoloration and odor at Windy Hill that came up during our information session we held. I think we were going to wait until it got warmer. Do we know if that's been resolved for them?

Vince Gugliotta: No, I don't. I don't think it's been resolved. We can certainly make a visit over there and do some line or localized line flushing. Just try to, you know, freshen up the lines, get some of the sediment out.

Pam Curran: It was just too cold for us to do anything when we had the information session, so I'm not sure where we are.

Danny Davis: Yes, ma'am. We did reach out to Wendy Hill maybe three weeks ago. Just checked in on the status. I don't think they had any significant issues recently as much as what they had had before. But I do think there might still be some just residual items. We do have an intention to do a very concentrated, town wide flushing program, but we want to make sure Well 4 is fully online and operational before we use the amount of water that we have to do flushing. So that is still in the plan. I think that will help. But as Vince mentioned, they can do some localized flushing around the fire station and all that to make sure those lines particularly are not holding a lot of sediment.

Bridge Littleton: Any other questions? Yeah.

Peter Leonard-Morgan: Danny, I noticed in your memo that IES is working to repair a water circulation pump, and that's uses 9,000 gallons of treated water a day. So, I wonder if that's a sustainability committee project to try and find a new way around that. I don't know if there's any technology or whether we get big systems to get untreated rainwater. I don't know, we have to look at that.

Danny Davis: Sure. Yeah, absolutely. So, this essentially will use the treated effluent water from the wastewater plant and just send it back to the headworks of the wastewater plant. So, the goal and what had been in place until a number of months ago, is that we were using the effluent water, which is a great recycled use of water. Unfortunately, we were just chatting about this before the meeting. One of the components of that system was leaking or having some issues. So, Vince is going to work with his boss to see what valves had been valved off or changed. Make sure we can get that back online. That will save then the 9,000 gallons of the treatment water.

Peter Leonard-Morgan: Thank you for explaining that. I understand that.

Danny Davis: But definitely is something we want to get done before we get into any kind of water rationing season, because we want to be good stewards of the water as well.

Bridge Littleton: All right, Vince, thank you.

Vince Gugliotta: Thank you.

Bridge Littleton: Have a good one. All right. Next up is special products project status. Mr. Davis.

Danny Davis: Thank you, Mr. Mayor. Just a few updates here on South Madison Street. We are still waiting for info from the party interested in the large stones. We are going to be working with our contract landscaper to get some of the

unevenness in front of Middleburg Books and Raymers Candies filled in with fine gravel, because a lot of that's been washed away just over the wintertime. We did meet with Dominion about getting some streetlights in the areas. We only have one streetlight on South Madison. You can kind of tell now that those two trees are gone. We have the ability to replace that one streetlight and add two more at the intersection of Federal, which in the interim, barring, you know, long major changes will at least give us some more lighting in that area in the evening time. So, I'm waiting on their proposal, but that should hopefully be completed in about a month or so. And then Mr. Moore and I have had some initial conversations, but we need to sit down and develop some real alternatives for the Council's consideration about how to proceed with potential next steps for Madison Street. And we've had those conversations both partly as part of the budget, but as we've been going through this project as well. Asbury Church you have the update here. Miss North continues to work very hard on various aspects of this. We will have some conversations related to architectural services and the construction management services. The intention is to bring that back to you in May, but we might need to have some further conversations about those particular services specifically as we are looking at the pricing proposals and what the long-term impact of that might be. And then Miss North is also working really hard with the Oral histories project now, now trying to get interviews scheduled. Things have been going very well, and she and Mr. Jacobs and Miss Pearson with her team have been doing a great job preparing that and looking forward to the next steps there. So, any questions Miss North would be happy to answer those. As Vince mentioned we do believe most of the inspection of the sewer lines has been completed. Thankfully, the West Washington Street lines that I was most concerned about actually were in pretty good shape, according to the contractor. Thinking about it more, that carries a very limited amount of flow when you think through, it's pretty much anywhere from Reed Street West, pretty much all residential. Fairly limited amounts. The challenges we're seeing their initial inspections are East Washington, no surprise, Federal, East Federal and Jay Street. So that's where we're seeing because all the restaurants, all the commercial business is flowing down that way. So, we're going to work on putting together some programming for the hotspots, how we can tackle either certain of those in an if possible, without having to dig up streets or put together a plan for how we handle the most concerning areas. Related to this. Just slightly tangential. Route 50 through town was slated to be repaved this summer by VDOT just part of their normal maintenance. We asked them to defer that a year. Because if we have to do work in Route 50, we don't want to be digging up a brand-new road that's just been redone. So, because it was a little delayed in getting the results of this, and we don't know the extent of how much work we need to do on either the water side or the sewer side. We asked them to defer that a year. So, if we have time to get, you know, 12 to 15 months to get some work done. So.

Bridge Littleton: And that would just be milling and paving?

Danny Davis: I assume it's just milling and not a complete full depth overhaul, but there are definitely sections of Route 50 that are pretty rough.

Bridge Littleton: Yeah.

Danny Davis: Like Downtown, downtown maybe not, but as you go east, it is. And as you go west to the community center, there's some really rough sections.

Bridge Littleton: Yeah. Like, did we just redo all that?

Danny Davis: Well, six and a half years ago, because it was right before I came. And I'm not sure if 50 was part of that overhaul. It may have just been the side streets.

Bridge Littleton: Well, but we redid all the crosswalks and all that stuff at the same time, which was 18, I think. But.

Danny Davis: 16.

Bridge Littleton: 16. Oh, yeah. Okay.

Danny Davis: So, and it carries a ton of traffic. [multiple speakers]

Bridge Littleton: Been 10 years and all that. All right.

Danny Davis: Dump trucks and all that.

Bridge Littleton: Yeah.

Danny Davis: So that's a majority of our update. Thank you.

Bridge Littleton: Any questions for Danny? All right. Next item is reports of Town Committees and Liaisons. Peter.

Peter Leonard-Morgan: I don't think this is the normal place, but I will just do a report that we are having our Town Clean Up. And of course, because it's a Town Clean Up, that's when it's going to rain. In England we call it sod's law. But Saturday. Yeah, Saturday from eight until ten. And then of course the Chief will mention what's happening after that. And also, the Salvation Army will be there collecting bags of clothes and shoes, which they then use to raise funds for all of their different programs. So, if anyone's got any clothes at home, like I know I do because I don't fit in them anymore.

Bridge Littleton: They're too big.

Peter Leonard-Morgan: Thank you no. So please bring them along. And it's a really great cause. Thank you.

Bridge Littleton: And then just to add on to that, 9:00 is Arbor Day.

Cindy Pearson: Yes. I'm just going to add that.

Bridge Littleton: Yep.

Cindy Pearson: They're going to honor Thelma Swain at this Arbor Day and plant a Dogwood tree.

Bridge Littleton: At the Community Center.

Cindy Pearson: Community center.

Bridge Littleton: And like last year for Arbor Day when they honored Tim's mom, it snowed.

Peter Leonard-Morgan: That's right.

Cindy Pearson: Arbor Day will go on rain, sleet, or hail because it's a really quick. Very nice. Yeah.

Bridge Littleton: Okay. Consent agenda. Would anyone like anything removed from the consent agenda?

Chris Bernard: I move that we adopt the consent agenda as proposed.

Cindy Pearson: Second.

Bridge Littleton: Any discussion? All those in favor say aye.

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay, next up is action item Council. Approval of an ordinance to amend Town Code chapter 89 parking spaces.

Danny Davis: Thank you, Mr. Mayor. I'll cover this for Mr. Moore as we have added four spaces for electric vehicle charging in the Liberty Street lot. There are general guidance. There's general guidance in the ordinance related to restricting parking just in a general manner but felt that it would provide the Chief and the police department a little more

clarity and specificity if Town Council were willing to add in a section just related to electric vehicle charging as just another area that the Town Council is allowed to restrict parking. So essentially, it would say in those spaces, you can only park there if you are an electric vehicle and charging that then allows the Chief to enforce that as he would any other signage for parking. So, we have those four spaces there and then the two spaces here at the town hall. So happy to answer any questions.

Cindy Pearson: I have a clarity question that I need. What does it mean in the adjacent to that space? Using the charger adjacent to it that's on section [off mic].

Danny Davis: Oh, the charger is not in the space itself. I think the charger is sitting adjacent to the space, so the charger itself sits outside of the parking stall so.

Cindy Pearson: I gotcha yeah, I'm going like I'm thinking adjacent to the side and I'm going.

Bridge Littleton: Like a long way.

Cindy Pearson: Yeah.

Bridge Littleton: It's like a [off mic].

Cindy Pearson: Yeah. Yeah okay. Thank you.

Bridge Littleton: Darlene.

Darlene Kirk: How many spaces will that leave us in Liberty parking street.

Danny Davis: I believe we had 22 or 26 spaces.

Bridge Littleton: 26.

Danny Davis: And there are two disabled spaces and four EV.

Darlene Kirk: Okay.

Bridge Littleton: Anything else? All right. Would anybody like to make?

Peter Leonard-Morgan: I'll make a motion. I move that Council adopt an ordinance to amend Middleburg Town Code, chapter 89, pertaining to parking and spaces marked for electric vehicle charging.

J. Kevin Daly: Second.

Bridge Littleton: Any discussion? All's in favor say. Wait you have to do the roll call. Alright Rhonda.

Rhonda North: Vice Mayor Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member Jacobs.

Bud Jacobs: Aye.

Rhonda North: Council Member Kirk.

Darlene Kirk: Aye.

Rhonda North: Council Member Leonard-Morgan.

Peter Leonard-Morgan: Aye.

Rhonda North: Council Member Pearson.

Cindy Pearson: Aye.

Bridge Littleton: All right. Next item is Revenue Review. Angela.

Danny Davis: Mr..

Bridge Littleton: Yeah.

Danny Davis: Mayor, I think we have the Christmas in Middleburg MOU.

Bridge Littleton: Oh, I'm sorry I missed the MOU. That's right.

Danny Davis: I'm going to pass this along to the Vice Mayor, if that's okay with him.

Chris Bernard: Hopefully you all have had a chance to look at this. It's not terribly dissimilar from the one we looked at probably about a year ago. So I guess a little background on this. We've had several meetings that Punkin and I have attended. Punkin representing the MBPA. With the Christmas in Middleburg Parade organizers! And I guess the way that they've set it up is that they have a board a Christmas in Middleburg Board that oversees their 501 C3, I guess is what it is. And their main activity is promoting the parade. But they also, I guess, do some charitable stuff. And organizing the parade. Sorry. And then they've established a, like, a parade planning committee, which is, I guess, where Punkin and I are involved. And you can see that, you know, there's responsibilities for their board, there's responsibilities for this parade organizing committee and then the town and the MBPA all separately. I guess where we need to talk about it as a group is what we're hoping to accomplish by having this MOU and the level of involvement we want or need to have in the actual planning of the event as opposed to controlling the scope of attendance like we have by, you know, restricting the parking. And so I just wanted to bring it back to the group rather than voting on this document, per se, is to have a conversation about how we want that to look, because we could the alternative to having this is that we could go back to them and say, look, you guys, we've given you parameters about the parking and they have solicited a lot of public input from residents and local businesses. And I guess it's their kind of decision whether they're going to take that and run with it or not. I don't know that having this second parade committee really adds value to that, or whether it's a productive use of our time. So I don't know if anyone has any thoughts or comments or anything that would be a good discussion to have.

Bridge Littleton: Questions or thoughts from anybody?

Bud Jacobs: Refresh my mind. How much do we give them each year for the parade?

Chris Bernard: Traditionally, I think it's been \$10,000.

Bridge Littleton: And then add in the policing and the overtime.

Chris Bernard: I would say we donate policing and then they pay I think the extra officers that come in.

Danny Davis: We cover the costs of anybody in town. They do have 6 or 8 additional officers outside of town that manage the Mickie Gordon Park traffic. But anything in town, the outside officers, our officers overtime is.

Bridge Littleton: Just to spitball. All in we are about.

Danny Davis: I think.

Bridge Littleton: 30 k-ish.

Bud Jacobs: What about busses? Who pays for those?

Chris Bernard: They do.

Bud Jacobs: They do.

Chris Bernard: They take in the parking revenue. [multiple speakers]

Bud Jacobs: The Barriers.

Bridge Littleton: They pay for all that.

Bud Jacobs: They do. Okay.

Bridge Littleton: They we give we give them a donation, and we pay for the in-town cops.

Chris Bernard: Yeah. Other than that, they're kind of self-sufficient. And they provided their financial report last time they were here, and it looks like they had a decent amount that they cleared. So, I think they're financially viable on their own. So, we could choose to either continue to give them the financial resources that ten grand, or we could divert that to the MBPA for the rest of their Christmas activities, I don't know.

Cindy Pearson: They didn't take the \$10,000 last year, did they?

Chris Bernard: They did it, it was the year before.

Cindy Pearson: Oh, it was the year before. Okay.

Bud Jacobs: Do you think, Chris, there's an oversight role that this second committee might play or what's the point, I guess.

Chris Bernard: I think the point was that we asked them for an MOU for an actual on paper arrangement between the three groups. And I think this committee is really just to satisfy that requirement. Yeah.

Bridge Littleton: Danny.

Danny Davis: Apologize. I think in addition to the \$10,000 grant; it's about another 12 to \$15,000. So, you're 25 to 30.

Bridge Littleton: 25 plus or minus?

Danny Davis: Yeah.

Bridge Littleton: Okay. Okay. The just editorial on the MOU at the header, it's 2024, not [inaudible] 25, not 25. But anyway.

Cindy Pearson: Another one if I can. On section one. Where are we? Here? R it says attending the Town Council Work Session. You don't do work sessions anymore.

Bridge Littleton: So, here's I think I think what you guys are struggling with is it's the classic what do you want to be when you grow up. Right. And I don't mean grow up, but I mean, what I mean is. It feels like this it's still sort of human driven instead of process driven. Right. So, Jim ran it one way and it was sort of Jim's way, and he had his little mega book, and that was how it happened. And now the new organizers have their way. And it's very different from, you know, the way Jim did it. And, I'm not saying the difference is good or bad or it's just it's different, right? I think the community still looks at us as the focal point of ensuring that it is done right. And you can put big air quotes in what done right means. We've certainly seen what happens when it's uncontrolled and when there's a vision of the organizers versus the vision of the community right when it gets way too big, when it gets, you know I think we have an inherent responsibility that overarches the whole thing around safety. And I don't just mean Chief and the cops. Right. What's going on with alcohol? Drinking. Do they have appropriate insurance? Have they set things up the right way that make sense? Because they're not safety professionals. Shaun is or other outside folks are. And again, I think the community always looks to us to make sure all that stuff happens, even though we're not legally responsible for it. We're not. I think we're morally responsible. So, I don't I'm kind of where you are. I don't know if it's a committee. I don't know if it's the MOU. I don't know if it's the current structure. It feels like it's like. It feels like it's a grab bag. Right? It's like, oh, let's grab these things and just put it together. We'll write it down. It'll be fine. But what do we actually do in practice? Because I don't think what's written here is what actually happens in practice. And I think things that are written here don't happen. I think things that do happen aren't written here. And so, it almost feels like I hate to say this. It's like. It's almost like there's an outside whatever has to come together and, you know, independently get things organized the right way . Yeah.

Chris Bernard: So I would say my recommendation to them, I think several meetings ago was that similar to the way we did the Middleburg Charitable Foundation that the board make up of Christmas in Middleburg perhaps should include a Member of the Town Council, a member of the MBPA, the parade organizers, and maybe a couple at large. They took it back to their board and talked about it and decided not to do that or didn't want to move forward that way. So, I don't know why that was their choice. They have their own organization. Right? So, my thought is the best way to control this or to exercise, I think our duty to public safety and making sure that the scope of this doesn't get too out of control is one we've already leveraged the parking there can only get so many people in here. But I think we maybe need to review the permit and make sure that it includes all the things that we needed to make sure that it checks those, you know, the boxes of not only safety, but maybe the size and scope. And then you know, they come in and do the review in February, but perhaps there are more opportunities through the year for them to come in and present to us about what their plans are now they have their permit, then the next step is how things are going. And maybe it's 3 or 4 more touch points and it's as a group. And it's not just one of us in there kind of deciding for everybody.

Bridge Littleton: Well, and maybe the other way isn't Danny you know, I don't want to create it's not good to create one off processes and it's, you know, but maybe there is a more rigorous review of the permit.

Chris Bernard: Well, that's what I'm saying.

Bridge Littleton: Right? Like if we have somebody who's requesting a permit for an event that's over 5000 people, it's a much more lengthy form. There's a public there's a public presentation you have to give. You have to give all these elements that have been thought out. Because I think it also should be something that's done in the public view. [multiple speakers] So businesses can see. Yeah, exactly. And it's like the world's getting way more complex, right? And I don't know Danny if that's something that would be, you know, if someone wants to have Art in the Burg and it's 400 people, that's different, right? We're closing South Maddison, and that's very straightforward. If we're doing or whatever. Right. Yeah. I mean, you know, but if we're doing something that's going to bring 10,000 people in and we're closing streets all this stuff. Okay. No, there's a much more rigorous review. So, to your point, they have their own independent organization. It's up to them how they want to run their board. But we run the town. So, if you want permission to be able

to do things, you know, and again, it's any event that's over, whatever a certain number of people is because we don't want to single anybody out. But this one is getting to the point where it's [off mic]. It is. And it's you know, I don't I'm never a big fan of doing one offs on one thing. If it's going to be that, then anybody who comes along for something of 5000 people, 8000 people, whatever, we need to have a really robust and again, maybe that's and then we don't have to worry about the MOU.

Chris Bernard: Well, that's what I'm saying.

Bridge Littleton: We don't have to worry about their board meeting. Right. They're the ones who have. Whoever is bringing an event has to prepare, has to take care of all the action items, have to come with their insurance, has to come and show blah blah blah. And if they don't, they don't get the permit. You know, you got to come six months in advance. That way, if you miss something, there's plenty of time to go back and correct and come a month later.

Chris Bernard: Well, if they're here more often, you know, we have more meetings, then there'll be more opportunities. Look, if people are concerned with the scope or any of the other things that are going on with it, they can come here, and we can talk about it in public.

Bridge Littleton: Exactly. And the public can hear the businesses express their views at public comment or whatever. So yes.

Cindy Pearson: And the permits a good place to do that because we've had to change it over the years because, you know, it was a 500 people in the middle of town and what it's grown to today. So that is an actually a good spot to change things.

Bridge Littleton: You know, we're sort of doing this on the fly. Obviously we'd have to work out what it looks like. Question for all of Council. Is that something we want to think about that? If someone if an outside organization wants to do an event of over, you know, five thousand, you know, there's going to be a more rigorous review process and a couple steps. And they got to really come in and, you know, show the insurance, and show the whatever and fiscal viability and make sure they pay all their bills and whatever. Yeah.

Peter Leonard-Morgan: I think that's a really good idea. But I will say that obviously Christmas in Middleburg is our big event every year. And I think the idea of an MOU like this fleshed out a bit more with more detail. I mean, it's already pretty detailed, but things that maybe have missed been missed out. It's a really good idea. I mean, you know, it really certainly shows who's responsible for what. And obviously, Chris, you've been very involved in this, and I don't recognize the typeface. So, I don't think it's your typing, but I'm all for it. If it's going to be like a roadmap as to who does what.

Chris Bernard: Yeah, I think perhaps it's much more simplified. Right. And it talks about the permit process and how we're going to work together to make sure that all the parts of the permit get taken care of well ahead of time. So, we're not all running around at the last second.

Bridge Littleton: And, Peter, to your point, I think it's great, you know, but I always try to think of 10 or 20 years from now. What if ten years from now or five years from now, there's a new group running who says, I'm not doing an MOU anymore? I don't do this. You don't do that. It's a waste of time or like your point, you guys raised some thoughtful, you know, input and they chose not to want to do it. So, which is fine. Right. Again, they're a separate organization. Totally their prerogative. So, I think having both is good. So, the question for Council is that something we want to ask Danny and staff to explore? You know, if it's over, whatever the number is right. It's 7500 people. It's 5000 people. I mean, I'm sure other towns have other things that we could probably leverage. I mean, I know Oktoberfest is getting there. Yeah, it's getting to the thousands.

Danny Davis: Though theoretically, we run Oktoberfest, so we're exempt from our own permits in that case.

Bridge Littleton: So, we should comply with the [multiple speakers].

Danny Davis: Of course, of course. Absolutely. I think the issue with this particularly is when you get to events that are large, there are just additional considerations in place, and we identify those currently in the special event permit. But I think there is a way that we can require a little bit more detail and stringent adherence to certain aspects of it. One of the key ones, as part of this MOU that I think we could incorporate into any kind of potential ordinance amendment, is the ability of the Chief of Police, in consultation with me, to cancel an event in case of inclement weather, emergency situation, whatever it may be, because it's that's one of the. And Miss North reminded me there's one of the key components of the MOU is the town's ability to say, sorry, it's unsafe, it's canceled. And even if there's 5000 people here. But now we make that just part of the permit, which is laying out those responsibilities that we have, but also the expectation that that is a coordinated conversation.

Bridge Littleton: And that becomes statutory, not a non-binding MOU.

Danny Davis: Sure. Right. Right.

Bridge Littleton: Yeah. Bud.

Bud Jacobs: I'm agnostic about the MOU or at least this MOU. For me the primary issue is safety. And I would be very happy to have our Chief be the main player in discussing and resolving those issues. I think the emergency preparedness procedures piece of this is really good, and I would certainly keep that. But as a general principle, I at least preferred to defer to the Chief on the issues that matter to me, which is safety, potentially legal liability and so on. I know people have a good time when they come, and that's great, but that's kind of not a concern for me at least.

Bridge Littleton: Come and we hope you have a terrible time. [laughter]

Bud Jacobs: That's actually my real view.

Bridge Littleton: Alright. So. Yeah, Pam.

Pam Curran: How do the retailers do in town the day of the parade?

Danny Davis: Most. I'm sorry. I shouldn't speak for you, but most have an incredible day. There are some who would close because their particular item that they sold just was not conducive to a parade day. There are other retailers who it's their biggest day of the year.

Chris Bernard: So, it varies across the board, starting with just what your definition of having a good day is. Right. Do you want to be busy or not? [multiple speakers]

Pam Curran: The same day?

Chris Bernard: Yeah, but then you factor in for a retailer that it's also a Saturday in December, which is already going to be a record day. So, it's great for some, it's horrible for others. And then everything is in between.

Bud Jacobs: In years past there have been pretty significant problems with things like shoplifting. And it's gotten a lot better. And then, of course, there are merchants like the playroom that take their own measures to deal with the crush of people and how they relate to their customers. So, I think it's I'm not prepared to say that it's a good day for our merchants. I think on balance; it may be a wash. Restaurants, of course, do very well.

Chris Bernard: I think most people in talking to, you know, the organizers, some of the different businesses and stakeholders and residents and, you know, other people that just go, I think everyone is pretty comfortable with the past few years the attendance level, which is, you know, between 9 and 10,000 people, give or take. People are able to move around. You know, the parking is not overloaded. The stores still do well, the restaurants do well, but they're not overloaded. And so, I think that's another part of this is when we started down this MOU process, we were really trying to figure out the answer to that problem. And that I think we have. So, the rest of it is just, you know, what elements are in

the parade and are there handicap areas or VIP areas that should be on the parade organizers. And the permit stuff should be what we worry about.

Bridge Littleton: Okay. So, if you guys could, you know, take a look at what something would look like. And again, I think Bud's exactly right. The real focus is about safety and making sure all that stuff is taken care of. Any other input on that at the moment? Okay. Chris, did you need action on this MOU?

Chris Bernard: No.

Bridge Littleton: Okay.

Chris Bernard: It was more of a conversation. We could have just approved it, but I think the real conversation is just how in general we want to proceed going forward. So, I'll work with Danny on this, and we'll figure it out.

Bridge Littleton: Okay. All right. Next up, Miss Fletcher. [off mic] Where is it? Oh. Review the police vehicle. Sorry.

J. Kevin Daly: Where are you? [off mic]

Bridge Littleton: I'm looking at the blue.

Shaun Jones: Good evening, Mr. Mayor. And Council members. Since the approval of the police take home vehicles, the vehicles were purchased and during the time frame we experienced some delays for the equipment. Some of the equipment that we needed for the vehicles were provided to us from the county. So, we had to wait for some of that equipment to get here. Once all the equipment was here, we got everything installed. But I wanted to make sure that everyone had the opportunity to take the vehicles home at the same time, as opposed to one person taking the vehicle home, then waiting for the stuff to come in for the second vehicle. So, everyone had the opportunity to take the vehicles home at the same time that process started Mid-March. Okay. So, all the officers right now, except with the exception of our new officer, Officer McCourt, does not have a take home vehicle. So, if they're on vacation, their vehicles need to be here because we might need to use them for a spare vehicle for part time, or to make sure that the shifts are covered. Those who live in the 40 mile outside of the 40 mile air zone they have found places to safely secure the vehicles. So right now, it's too early of a time to actually give you a status I would request a little bit more time so that we can come back at a later date. So, I can give you a full analysis of the program. But the program seems to be working well and has a positive impact on the morale of our officers as well.

Bridge Littleton: Any questions? Peter?

Peter Leonard-Morgan: Chief, who decides where the safe place is for them to be parked if it's beyond 40 miles?

Shaun Jones: I had all the officers follow the application for the take home vehicle. Once they have, the application is filled out where they're parking their vehicles. Like one officer is parked in his vehicle at another police department. The second officer is parking his vehicle at a fire department. So, they had to make sure that they had contact information, who gave them permission and so forth on the form. So that way we can verify that information as well.

Bridge Littleton: Pam.

Pam Curran: Chief, remind me, are we evaluating the success of the program based on more candidates applying and more officers being hired or extending the retention rate of the existing officers? How do we measure the success of the program?

Shaun Jones: Well, one of the things that I guess gave us more people applying saw the fact that we had take home car programs, but also we got to monitor the mileage that's putting on there the amount of fuel. So, we got to take all of that into consideration. Also, the cost of repairs on the vehicles as well. So, we're going to be taking a look at all of that stuff. Preparing something like, you know, amount of miles put on monthly amount of fuel that's used monthly as well.

Bridge Littleton: What's been the total cost so far, all in.

Shaun Jones: As far as the purchase of the vehicles?

Bridge Littleton: All in everything. What's the total cost of this program been to date? All the cars, all the modifications, all the equipment, all the upgrades, all that stuff.

Shaun Jones: Between 120 to 130, sir.

Bridge Littleton: So, everything.

Shaun Jones: That's purchasing the vehicles, getting the equipment installed, the decals.

Bridge Littleton: How many vehicles did we buy?

Danny Davis: Two?

Shaun Jones: We bought two. But we have some vehicles that needed additional stuff, like the vehicles that were some of the vehicles that were already unmarked we had to get markings on.

Bridge Littleton: Oh, I'm not worried about that. So, so. And how much was each car? \$45,000. \$50,000?

Shaun Jones: About 48 to \$50,000 apiece.

Bridge Littleton: So, all the retrofitting only cost 20 grand?

Shaun Jones: No, sir. I think it was about 130 between 120 and 130 altogether.

Danny Davis: Yeah. So, 20 to 30,000 just for the markings, the lights.

Shaun Jones: The lights to install of the computer docking stations.

Danny Davis: A lot of the items from the sheriff's office, I think they provide to us.

Shaun Jones: Yes.

Danny Davis: At their cost [multiple speakers].

Shaun Jones: They will provide to us. And then we just have to pay to get them installed on all the vehicles. So, some of our vehicles have older docking stations for older computers. We now have more up to date that we had to get installed the docking stations installed in the new vehicles as well.

Bridge Littleton: Okay. Yeah. So, my question is on this program to date, you spent \$130,000?

Shaun Jones: As far as initiating the program between one 120 to 130. Yes, sir.

Bridge Littleton: Okay. All right. Thanks. Any other questions? Okay. Now up to Miss Fletcher. Or did I miss something else? [laughter]

Chris Bernard: You probably did, but we'll let it slide.

Angela Fletcher: Thank you, Mayor and Council. I really don't. I have two updates to the report. One is a couple of late filers, so the numbers increased just slightly, not enough to really move the needle. But the second item is, I think maybe in a February or March meeting Bridge you had asked for us to provide a split of lodging properties versus short-term rentals. So, I did that by percentage year to date. And it looks like lodging properties are right around 99%. So short term rentals being at 1% of revenue income. And I'm happy to answer any questions on anything.

Bridge Littleton: For those people who aren't cheating. [laughter] Okay. Any questions for Angela?

Danny Davis: If you wouldn't mind, Mr. mayor, I think it's important for us to walk through these pages, because this will lead into a little bit of the budget conversation. So, if we start with, the first page and the chart that Miss Fletcher has provided at the bottom. What you'll see is, is where the first six months of the year, our actual revenues were coming in significantly or decently higher than the budget beginning in January. It tailed off a bit and then really February, March, April. And those are receipt dates. So that would be for sales in the months of January, February and March have actually taken a decent sized hit. And so, if you go to the chart, Mr. Leonard-Morgan's favorite chart on page two you will see that whereas we were tracking pretty high, our actual revenues above budget come to April, we are pretty much back to right on target. And so again, some of this is unknown of how long this could continue in this pace. Essentially in the TOT, we were seeing about 11% year over year increase. And for the last two months we've seen about 5% increase. So, you can look at that 1 or 2 ways. It's still positive and that we're growing over the last year. You can see that that is half of the increase that we saw for the first part of the year. So again, it's a snapshot, it's one month. We want to be careful not to make, you know, snap judgment calls based upon that information, but it definitely is something that we have to watch and be aware of. Meals tax is similar. Whereas we were averaging 8 to 9% year over year increases. The February and March receipts were down 14% for February, and I can't remember the number I put in here for March. It was 6% or something like 5%. So that's a year over year comparison. So, you know, back in the fall, we were up 8 to 10% month over month, you know, year over year for that particular month. And now we're down, you know, anywhere between 14 and 66%. So again, these are just it could be weather, it could be economy. It could be a number of different factors rolling into this. We want to be really careful that we're looking at this in a little bit more macro level and less on a super micro level. But we do see that there are some trends occurring. You also see this on the two charts provided. Whereas the far blue line for the first two quarters of the year fiscal year were significantly higher than before. You actually see in the meals taxed at the third quarter it is actually less than the third quarter of last year. And then similarly, TOT is slightly higher than the quarter from last year, but just barely. So, trends to definitely be continuing to watch as we go through the next month or so.

Bridge Littleton: Questions?

Bud Jacobs: I have one. Yeah. Does Prem or any of his people, do they share their revenue projections with us?

Danny Davis: They share general assumptions that they build into their budget for the year at the resort. And I've spoken with them a few times this year. I have not spoken with them in the last month or six weeks. They still felt comfortable with their revenue projections for the calendar year 2025. Things many things were still looking positive year over year. But I'm happy to have a follow up conversation and just get some additional insight and intel.

Bud Jacobs: I'd be curious to know whether they think they're going to suffer a reduction in corporate or government conferences, for example. I know that I don't think weddings necessarily would be impacted and perhaps individual bookings. I don't know how to read that necessarily, but I'd be grateful if you could talk to them, get a sense of what they think is happening.

Danny Davis: Absolutely.

Bridge Littleton: We do want to be careful about sharing that with the public? Yes, because they would be like, wait a minute, don't share my projections because I have competitors and things like that. So, Bud. My feeling and that's exactly what it is. We are headed for rocky roads. I mean, you know, that is a significant decrease. I think there's a lot of anxiety in the country. I think people are very concerned about inflation. I mean, it's already ticking back up right it's now at 3% or whatever it is, which is I mean, 3% is not bad, but it's going in the, you know, the needle is going in the wrong

direction. I think people are holding they're holding their cash in reserve. And just because of all the degree of uncertainty that's out there. So, I mean, but to your point, yeah, I mean, people are going to get married, right? That's a life event that you do those things anyway. I remember when I worked for a big corporation, when anything was shaky, the first thing they stopped was travel, conferences, retreats. I mean, that's the stuff that got killed. Then they stopped buying pens and paper and you had to go raid the cabinet. So, I am nervous for where we're heading, and I, you know, Danny, you and I talked about this earlier, right? Was it JP Morgan? Their assessment is there's a 6% likelihood that we're going to be in a recession in 2025. And they and even with they reaffirmed that today even with the we're going to stop the trade wars and, all that kind of stuff. So.

Bud Jacobs: I just read a piece, I think it was in Forbes magazine that indicated that Deloitte, Booz Allen and a number of the other Khaki, I think another of the big federal contractors have offered up a slate of \$50 billion worth of cuts that they can take to their current contract book and still be okay.

Bridge Littleton: Well.

Bud Jacobs: Don't say it. [multiple speakers]

Bridge Littleton: No, I was going to say they won't go out of business, but their shareholders won't be happy.

Bud Jacobs: Maybe it's also true that those contracts perhaps were a little overwritten, shall we say.

Bridge Littleton: Oh, yeah. But that dollar dropped to the bottom line. And that was the EPS. And that was the you know, dividends come from that, that pork. Good, bad or indifferent, right? As a taxpayer makes you happy. But as a shareholder I might be selling Booz Allen, but anyway. Okay. Angela, any other thoughts or inputs on your end? Okay. Any other questions for Danny or Angela? All right. Thank you.

Angela Fletcher: Thank you.

Bridge Littleton: Thank you. Next up is Town Manager, Danny Davis Budget Review. Strap in.

Danny Davis: Thank you, Mr. Mayor. We just covered the revenues and in my memo.

Bridge Littleton: Hang on one second. All right, Norm this is where it gets exciting. [laughter]

Danny Davis: It's my favorite part. I love. [off mic] I love numbers. In the memo, I provided a little bit more information of what we just talked about. So, if you want to look at the specifics there, that's under the on the first page under discussion. But essentially the information we just talked about with the revenues and the economic uncertainty clearly you all are aware, but just for your sake and for the public's sake, as you know, there was a significant enhancement in this proposed budget in the police department for two additional positions. But based on those expenditures and also the other expenditures in the budget, our overall kind of contingency built into the draft budget was only \$123,000. And looking at the economic situation where we're at currently, knowing that that is a very thin margin with our revenues being dependent on meals and occupancy tax. So, what I have done is I've taken an approach for what I'm calling an option two of the budget. So, this would be kind of the next iteration proposal for Council. The first step of that is to take our meals tax and TOT revenues and reduce that in the 26 budget to current fiscal year levels. So that assumes we finish off this year relatively flat, even if we see a 5% decrease over the next few months, we will hit our budgeted numbers for fiscal 25. That assumes we essentially stay flat in fiscal 26 from current year. I think that's reasonable. I don't think there's any, you know, need necessarily to assume it's going to drop significantly more than that. However, that's a decrease of almost \$240,000 of revenue. Council has looked at other changes, and I have it up on the screen. Previously some of the small changes related to grants and sponsorships, some small reductions here and there. Those are all the numbers in red. And then what I have shown in this latest iteration is if the Council were to remove the two additional positions in the police department, that's a savings in the draft budget of about \$264,000. Similarly, as discussed in the last meeting, we're pretty certain the Millie Miglia event will not occur this year. So, the expenditure line for that is \$120,000. But we had a related revenue line of \$45,000. So, the savings there is \$75,000 to the budget. So, all in taking all these pieces together, this

results in a net savings in the budget of about \$150,000. What that does is that puts the contingency or the kind of buffer, if you will, in the fiscal 26 budget, at about 270, \$275,000. That's more wiggle room for if we see a worse impact on our revenues or other potential issues. Also, gives us that little flexibility should there be any additional expenditures throughout the year that were unanticipated? But this does, in that scenario, take out the entire police department enhancement.

Danny Davis: Obviously that ends up being a Council decision on your comfort level of how finally to thread this line of revenues and news and expenditures. I appreciate the Council's willingness to hear our proposal on the police department have that conversation. But I think what we've heard from most Council, and I think it's not to speak for you, but I think I've heard across the board that a little bit hesitant to move forward with any or all of those enhancements with the revenue situation being kind of where it is today. What gives us the opportunity is to take additional time. And it could be three months, 6 months, 12 months. And then we come back to Council and see where we are in the future about whether that's a feasible option to pursue in a future fiscal year. So, with that, Mr. Mayor, that's kind of the option two proposal before you. I've also provided you a revised departmental budget sheets in the general fund. Anything highlighted in yellow is the same as what's reflected on the screen in front of you. We don't need to go through that step by step. But I think with that, maybe we will stop here before we go to the utility fund to see if there are any questions on this kind of option two proposal.

Bridge Littleton: So the first thing I wanted to say is thank you, Chief, Angela, everybody who worked on scrubbing the budget and really taking a really hard look at, you know, what was there where we could find efficiency to be really thoughtful about what if we do go into 2026 and, you know, the bad side if what's possible happens. So, I really appreciate the hard work. Any comments or questions for Danny on this update he has for this option two. Kevin.

J. Kevin Daly: Given the current uncertainty of the market and the economy and the constant change and withdrawals of ideas and tariffs. I'd rather err on the side of caution. I like option two. That's not throwing everything out. It's just saying we're going to wait and see what occurs. It doesn't mean we can't go back at a later date to increase the number of police officers. But for the time being, I think option two is the way to go.

Bridge Littleton: Any other. Yeah, Bud.

Bud Jacobs: Just a quick question. I think we discussed or maybe we just mentioned the possibility of authorizing the police department positions but not funding them. Is there anything to be gained from doing that? I mean, I kind of didn't get it at the time. I still don't.

Danny Davis: So yeah. So, there's multiple ways we could go through this process. What I will say is we are a very efficient operation here at the town of Middleburg. We're not a huge bureaucracy. And I think that if it comes to a point where it looks like revenues are actually trending, continuing to go forward 5 or 10%, and we're not seeing any reductions, and we feel that it's appropriate to bring that back to Council. And you're in the Council is open to that idea. We can always look at potential mid-year enhancements that's no different than bringing in just an item on the agenda. The alternative that we had brought forward was the consideration of going ahead and authorizing the positions and the budget, and then just freeze them until such time as revenues look appropriate. I think my feeling right now is it would just be a difficult conversation to have with just all the uncertainties before us. So, I think it probably cleaner way to do that would be maybe in six months we come back to Council. November December time frame. And if we feel that revenues are tracking the right way, then we have that bigger policy discussion again. And that could be, again, a potential mid-year approval if Council is up for that. It would still take us 3 or 4 months to fill those positions. So, you're talking about probably not filling them till the next fiscal year anyway?

J. Kevin Daly: Yeah. Although I have heard that Purcellville has lost a lot of officers out there.

Bridge Littleton: Nope. They just got reauthorized or funded, I should say. But that doesn't. Yeah. Yeah. Well, first of all, no, I get it. But their availability does not mean we need to obligate money.

J. Kevin Daly: No.

Bridge Littleton: Yeah. Peter.

Peter Leonard-Morgan: Yeah. I concur with Kevin. And first of all, I want to say we've got a magnificent police department. Just before I came out this evening, I saw an Instagram story from one of the shop owners. And I think there was a shoplifter in there and you guys were straight on it. And she was really appreciative. So, you know.

Bridge Littleton: I was borrowing it. I was borrowing it. [laughter]

Peter Leonard-Morgan: I didn't want to mention your names. No names here, Bridge. So yeah, I would concur with what Kevin says. I think it's and the plan is great. But let's put it on ice, that's my thought.

Bridge Littleton: Any other questions? All right, Danny, you want to head over to the utility fund?

Danny Davis: We'd love to.

Bridge Littleton: That's what bothers me.

Pam Curran: Look at that.

Danny Davis: All right. Last Council meeting, we had the opportunity to talk specifically about revenues. So I'm not going to spend too much time on the utility fund revenues except to say that we Council's direction was to increase utility rates by 3%, which was our kind of standard practice. And then we will continue the conversation about potential rate structure changes throughout the year. So that gives us more time to look at the alternatives there. I will say, as noted in that conversation, we are still a little bit at risk of the consumption patterns in keeping an eye on that. So, this is still based upon the higher consumption patterns, but we will watch that throughout the end of fiscal 25 and into fiscal 26 to make sure that things continue forward as expected. Other than that, on the revenue side, the primary revenue sources do come from our cell tower leases, which are relatively fixed with inflationary factors built into that. And then we do have interest earnings built into our funds as well. Again, using the funds that we have in hand and being able to take advantage of good interest rates. So that's the revenue side of utilities. On the expenditure sides, relatively minor changes, if you will, across the board. Regular expected increases. We do have to call in extra support under the other contract services if we have water main breaks or other particular needs. So, I have suggested increasing that slightly for this current year. But getting into the actual then water and sewer operations on the third page again, some uncertainties around costs related to electricity potential costs, additional costs on equipment, pumps, things like that. So, I've built in a little bit of that into the budget just to expect possible increases. We are seeing a little bit of an increase in our sludge removal. There was a period of time where there was very little sludge being generated, and it's kind of bumped back into higher gear as we've been through the last year or so. Just speaking with Vince, we're going to look at whether there are means or ways to reduce that by looking at some of their other operations across IES.

Bridge Littleton: What's driving the increase in sludge.

Danny Davis: That we're not quite sure. It's just it's just how much is produced by the process of treating the wastewater. And eventually you have to haul it off. Yeah. There was a period of time where we were creating very, very little sludge and it felt like a magician. I do think there was an extra chemical or polymer or something potentially that we were using that might have. Then back of my brain, but I think may have been banned by the EPA.

Bridge Littleton: You know, if you don't, you don't.

Danny Davis: There was a requirement that kept us from no longer being able to use that process. So, I'll just say that, but Vince is going to work with his team to see if there are ways we can, you know, limit the amount of sludge. But we haul that off to the OPEC and Wastewater facility near Winchester. The real big change, an increase in this budget is at the bottom of this page transfers to CIP. You'll see that number is five. Just over \$500,000. That's putting funds in for these line maintenance projects. As we find sewer lines that need maintenance, water lines that need maintenance, we find

continuing the replacement of pumps and blowers and other things like that. Those show up in the CIP page in the purple highlighted section, you'll see those. We also have intended for fiscal 26 to repaint the water tower at Stonewall Court. That does not require the same blasting and process as the one on Marshall Street. Thank goodness. But there are some considerations there. That project could potentially get bumped to a future fiscal year. But right now, we're putting the dollars in place, and that's a contractual cost with our tank maintenance contractor.

Cindy Pearson: Not the same one that you used last time. Hopefully.

Danny Davis: No answer.

Cindy Pearson: No, not the same crew.

Danny Davis: Probably not the same crew. How about that?

Bridge Littleton: No, definitely not the same crew. Not probably. [off mic]

Bud Jacobs: So, are you planning to move over there?

Bridge Littleton: You know, she's got her eye on an apartment right next to the tank. [off mic]

Danny Davis: And but again, thankfully, we don't have to do any blasting. That was a lot of the concern there. This is mostly just a recoating and repainting. You will note here we as on the consent agenda tonight was a request for support of a resolution for grant funding. That's primarily or specifically targeted to go to getting Well 2 back up and running. There are a number of different components of that. Well, that are just have failed or need attention. So, our request from VDH would be to offset the costs, much of the cost of that with grant funding. So that's utility funds in a nutshell. If there are specific questions, I'm happy to answer them for you. Vince is here as well if you have any other questions about specifics related to chemicals or any other part of this.

Bridge Littleton: Any questions for Danny or Vince? So. Oh, Peter.

Peter Leonard-Morgan: Vince. The repainting of the tank. Is it in need of it, or is it just a time frame every 20 years or 30 years? Or is it 50 years?

Vince Gugliotta: I know just from my experience with the Town of Hamilton. Usually, they contract to Recoat interior of the tank. I think it's every five years or eight years or so. Most of that, it's kind of one of those things you want to stay ahead of. You don't really want the inside of the tank to start corroding heavily because it's going to cause more repairs, more work, and more expenditure in the future. So usually, it's on kind of like a just a time schedule. And then I guess that's up to the contractor what they decide or feel they, you know, have experienced in the past.

Danny Davis: And when we went through the contract for water tank maintenance and it's not coming back to me, but I know that we had looked at the last time we did a recoating, an actual we've pressure washed and we've touched up the outside of the Stonewall tank, but I don't think we've done a really good coating system on that in a number of years. So based on kind of standards from American Water Association as well as kind of what's typical for, as has been said, keeping on top of it both exterior and interior. Just want to make sure that we don't let that get ahead of us.

Peter Leonard-Morgan: That's great. Thanks very much. I think the well three one that was a completely different like 20-year, 30-year operation.

Danny Davis: It had been a while and it had all that old paint built up over 50, 60 years.

Bridge Littleton: The one right here.

Danny Davis: Right at the charter school. And the new coating systems are meant to be 40-to-50-year coating systems, so they actually have a much longer lifespan to them. So that's better for the structure itself as well as requiring less maintenance down the road. [off mic]

Vince Gugliotta: One thing to keep in mind, too there should be a yearly inspection schedule. I think they just did that back in December. We could look through that report. Just double check what kind of condition the inside of the tank is.

Bridge Littleton: Any other questions on utilities? So, I know Danny, we're planning on May 20th to have a public information about water conservation, which I think is really good. I know some folks have been asked about water utility. I mean, I think, you know, I know our rates are higher than in some places. Generally, I think, you know, most people understand you know, the reasons behind it. I mean, it's a fixed system, right? So, it's a fixed cost, and, you know, it is what it is. I don't know if we and you and I talked about this earlier today. Don't know if we want to mix those together, but I think when we do. And I'm curious what Council thinks on this when we do the final budget review, it might be good for the public to have a better understanding of, you know, what those costs. And I don't mean, you know, our cost versus some other system. Right? Like, but sort of a practical nature of the way utilities work. The choices that we make with those utilities. I mean, so as an example, we could be like one of the other towns and extend water and sewer outside the town and charge exorbitant rates. But we've chosen not to do that because we don't want to promote development. You know, like in Round Hill. Because I think what, 90% of their users are outside the town. So, you know, people understand the benefits of, you know, yes, we may pay a little bit more for water and sewer, but this is the benefit we get because of it. Yeah. I think it'd be good just to reshape that for folks when we go to the final utility numbers.

Danny Davis: I think that's helpful. And we do have planned for May 22nd the public hearing on the utility rate increase.

Bridge Littleton: And we could do it then.

Danny Davis: So that could be an opportunity for us to put that information together. So that's there for the public hearing as we have the community meeting. Definitely if we want to focus on water conservation. But if there are questions about rates and costs, we can reference and talk a little bit about that, as long as it doesn't sidetrack too much, but then encourage people also to come back on the 22nd and hear the conversation with Council and then provide input during the public hearing.

Bridge Littleton: Yeah, I think it's perfect. We'll have the rate discussion and just have a lot more detail to it so people can understand the ins and outs. So. Okay, cool. Yes, ma'am.

Cindy Pearson: Well two is that on Landmark School Road?

Danny Davis: It is.

Cindy Pearson: So that has not been in use for quite some time.

Danny Davis: Correct.

Cindy Pearson: Do you know how much water it provided us though when it was in operation? I know there was a problem because it has to come from out there.

Danny Davis: So there was we were using it in a limited capacity. I don't know ultimately what its full production potential is though my understanding from looking at past records and historical info from other folks is that it produced quite well. 40, 50 gallons a minute at least, I think maybe even up to 75. Now, again, not knowing where that stands today, having not run it for a while. But if we can the one downside to Well 2 similar to Well 3 is that it's not going through a treatment plan. But I think the water there had fewer issues with discoloration than, Well 3. So, it does have to push up the hill. And it is an older line. And I think we don't quite know if there are any issues on that old section of main, the six inch main going down Landmark School Road. We do know that there's a lot of because it's a dead-end downhill.

It's holding a lot of sediment currently. So, before we do too much of anything, we have to really flush that line out extremely well. So, a lot of components to that.

Cindy Pearson: Yeah. I just think it might be a help if we do get into the drought?

Danny Davis: Yes.

Cindy Pearson: I mean, I know it's not something we can do quickly, but you never know.

Danny Davis: Yeah, definitely. Definitely one. We want to get moving on as soon as possible. Balancing the kind of grant process. But assuming that we get that, I think we can move very quickly on getting a contractor working on that.

Cindy Pearson: Thank you.

Bridge Littleton: How much do? You just made me think of something. How much do we get per year in grants that support the utility system? I mean, I know it's different year to year, but is it, you know, tens of thousands, \$100,000.

Danny Davis: It's pretty much tens of thousands. It depends on typically what we ask VDH. But recently I've asked anywhere from, or the last three years been about \$50,000 per year.

Bridge Littleton: And we've gotten it.

Danny Davis: Yes.

Bridge Littleton: It would be good to understand. And again, I don't want to send you guys on wild goose chases. How much of that comes from federal grants? You know, federal grants go into the state. The state dispenses them, and they give them for things like water and sewer and schools and whatever. So, you know, and I'm happy to do some of the background research on.

Danny Davis: My guess is that Grant is federally funded because of the documents we have to sign that says we're not lobbying Congress and all this kind of stuff.

Bridge Littleton: Yeah.

Danny Davis: So, we're not aware of any cuts to that at this time. But.

Bridge Littleton: Well. So, here's what I would say, plan we don't get.

Danny Davis: Sure.

Bridge Littleton: It's going to be cut.

Danny Davis: Right.

Bridge Littleton: And if we get it, great. If not, you've planned for it.

Danny Davis: Right.

Bridge Littleton: And I guess, you know, for you and Rhonda, just across all the grant stuff that we do, it'd be good to understand what dollar value that might be tied to something in the federal government that uh oh you know, it's at jeopardy.

Danny Davis: Right? I think we can look at that. Our, our grants that we receive are minimal. It's a little bit of \$25,000 in the police department. That's all state funding. And then anything we ask for would be one time or kind of discretionary dollars.

Bridge Littleton: Okay. I tell you what a better way to probably think about it is. What if you got for the next meeting if you guys can? What's the total amount of grant money that we get from whoever?

Danny Davis: Sure.

Bridge Littleton: Right. Across all of our different things, if we get 180 grand. Right. Okay. Some percentage of that might get hit because. Because what I could see is, I mean, I totally get it, right. You have a grant for policing that's totally done by the state, but the state loses a billion and a half in grants on other things. So, they take away from the police budget that year because they need it on something else, which is it's gotten hit. So. And again, I'm not saying you guys need to go change your budget or anything, but it'd be good to understand what the exposure is.

Danny Davis: Sure, we can put that together. It's pretty clear. Pretty easy to put those numbers together for you.

Bridge Littleton: All right. Cool. Any other last-minute items on the budget? All right. Any info items? Yeah.

Danny Davis: I would like to just say this is the last day for our excellent intern, Jessica Manley, who got a little backpack and vest earlier today, but.

Bridge Littleton: Wait a minute. That's way better than a paperweight. [laughter] [off mic]

Danny Davis: Yeah. That's right. But we just want to thank her for her hard work. She was an Excel wizard. [applause] She's allowing us to take our weekly meter reads and turn them into actionable information. And then be able to put a lot of other pieces together. So, we really appreciate her hard work and just jumping into any project that Ali would give her and any and all. So anyway. Just wanted to.

Cindy Pearson: Do you have another one lined up yet?

Danny Davis: Not yet.

Cindy Pearson: Can you renew?

Danny Davis: We tried. She's. Anyway, she's going for higher places.

Bridge Littleton: Well, thank you very much for all your help. Any information items. Anybody? Oh, boy.

Chris Bernard: Just wanted to remind everyone that the first Farmers Market is not this coming weekend, but the weekend after. So, it's right around the corner. We got a bunch of big stuff planned, so come on out, I think 25 plus vendors. Kind of shuffled around the layout a little bit, so come check it out. And then, just wanted to congratulate everyone who was involved in Wellness Day. Another challenging weather day, but a lot of turnout for the run, which is great. And then a lot of folks walking around checking out all the vendors. So, thank you to I guess it was the Arts Council and Event Culture and Community Events Committee and Ali.

Bridge Littleton: Yeah.

Pam Curran: And there was a lot of feedback on the bikes, the new bikes that we have the police bikes. Yeah, a lot of positive feedback on that. And then the other thing I just wanted to say is Art in the Burg is May 10th and we have 35 approved artists and always good.

Bridge Littleton: Ali? Invite. Yes. Thank you.

Pam Curran: And we need volunteers. We need volunteers, we need volunteers. So that's it.

Bridge Littleton: Anybody else? All right. It's that fun time of the evening. Would anybody like to make a motion, Chris?

Chris Bernard: I move that Council go into closed session as authorized under section 2.2-3711 of the Code of Virginia, for consultation with legal counsel pertaining to actual litigation involving Salamander Farms, LLC versus the Town of Middleburg, as allowed under subsection A7. I further move that Council thereafter reconvene in open session for action as appropriate.

Bridge Littleton: Any discussion. All's in favor, say. Oh, wait. Someone's got.

J. Kevin Daly: Second.

Bridge Littleton: Yeah. All right. Any discussion? All those in favor say aye.

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Off we go. I ask that Council certify that in the closed session just concluded, to the best of each member's knowledge, nothing was discussed except the matter or matters. One specifically identified in the motion to convene in closed session, and two lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act, as cited in the motion, I would like to remind those present at the closed session that any discussion that occur within it should be treated as confidential.

Peter Leonard-Morgan: Yes.

Bud Jacobs: Yes.

Darlene Kirk: Yes.

Bridge Littleton: Yes.

Chris Bernard: Yes.

Cindy Pearson: Yes.

J. Kevin Daly: Yes.

Pam Curran: Yes.

Bridge Littleton: Any other items? All right. Meeting adjourned.