



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, May 8, 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 Peter A. Leonard-Morgan
Councilmember Cindy C. Pearson

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

ABSENT: Councilmember C. Darlene Kirk

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, May 8, 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.

Staff Reports

April 2025

Town Clerk North reported on the status of the contractors' work to complete the items on the Town Hall Project deficiency and punch lists. She opined that progress was being made to close out the project.

Business Development & Community Partnerships Director MacIntyre announced that the Middleburg Business & Professional Association's monthly Bizz Buzz would be held on May 13th at the Bank of Charles Town. She reported that the majority of her time was being devoted to organizing the Middleburg Farmers' Market; Art in the Burg, which would occur on May 10th; and, Middleburg Day, which would occur on May 30th. Ms. MacIntyre further reported that everything looked good for all three events. She advised that she received a lot of good feedback about the first Farmers' Market, including from one of the veteran vendors. Ms. MacIntyre reported that they had twenty-four vendors present and noted that she had since received an application from another one.

Councilmember Curran advised that many people complimented her on the transformation of the Farmers' Market. She noted the need to get more people to attend.

Vice Mayor Bernard advised that the setup went smoothly in the new location, and noted that he heard the breakdown also went very well. He opined that driving traffic to the market was the biggest thing now and asked that the members tell everyone how great it is. Mr. Bernard advised that he got some really good photos that showed the massive improvement in the amount and variety of the vendors compared to last year's market. He recognized Business Development & Community Partnerships Director MacIntyre and former intern, Jessica Manley, for their hard work.

In response to inquiries from the Council, Ms. MacIntyre reported that she had received one hundred thirty-three RSVPs for Middleburg Day thus far. She advised that she was expecting four hundred fifty to five hundred people would attend. Ms. MacIntyre reported that she planned to contact the American Legion to see if she could set up a bus stop at their location again this year. She advised that she planned to use the same bus route as last year; however, there would be one less bus.

In response to a comment from the Council about the trend of actual versus projected revenues, Finance Director Fletcher advised that these revenues were through March and noted that she had not yet looked at those for all of April.

Town Manager Davis opined that the chart was indicative of what the Town had been seeing, specifically a slow down of meals tax revenues. He reported that different businesses have seen the same drop, which indicated a decline for the first quarter of 2025 when compared to the same quarter for 2024. Mr. Davis opined that the town seemed to be busy in April; however, it was difficult to know how it would compare to last year. He noted that the Town would have the revenue figures for April in two weeks. Mr. Davis advised that the President and Managing Director of the Salamander Resort would appear before Council during their next meeting to offer information on what they were seeing in terms of demand and activity. He opined that this would help give the Council some clarity with regard to the Town's budget.

Chief Jones announced that the Juneteenth Celebration would be held on Saturday, June 21st at the Middleburg Community Center from 1:00-5:00 p.m. He announced that he was in the process of recruiting a new Police Administrative Specialist. In response to an inquiry of the Council, he advised that the Juneteenth celebration was being organized by himself, Ms. MacIntyre, and the staff of the Community Center. He noted that he was receiving input from Brad and Darlene Coleman.

Councilmember Leonard-Morgan recognized Officer Barlan, who responded to an alarm at his house while he was out of town. He noted that a fallen tree branch jogged the motion sensor, which triggered the alarm. He advised that it was great to have that kind of response in town.

Deputy Town Manager Moore reported that Facilities & Maintenance Supervisor Cole had returned to work and was catching up on some overdue maintenance items. He announced the promotion of Sue Foote from Police Administrative Specialist to Planning & Project Associate. In response to an inquiry from the Council, Mr. Moore reported that the Planning Commission reviewed Chapters 2 and 3 of the Comprehensive Plan this month and were scheduled to review the Population & Housing Chapter during their next meeting, which would involve a lot of demographic information.

In response to an inquiry from the Council regarding the status of State legislation, Town Attorney Crim advised that there was a surprising number of vetoes of budget items and reported that people were still trying to sort out the impact of them. He opined that everyone expected the Governor to veto the cannabis bill.

Asbury Church Project

Town Clerk North reported that Caandor Ventures was in Middleburg and completed the filming of three interviews associated with the Oral Histories Project earlier in the day. She further reported that they were currently at the Asbury Church doing b-roll filming. Ms. North advised that when she thanked Jim Roberts for participating in the project, he thanked her and noted that it allowed him to recall memories he had forgotten.

Town Clerk North reported that the revised proposal received from the number one ranked architect/engineering firm was under review. She advised that the committee would meet next week to discuss it.

Reports of Town Committees/Council Liaisons

Councilmember Leonard-Morgan reported that the Middleburg Sustainability Committee held a strategic planning retreat earlier in the day to discuss the initiatives they planned to present to the Council during their annual report.

Consent Agenda

- A. Council Approval – April 24, 2025 Regular Meeting Minutes
- B. Council Approval – Update to Financial Policies

Councilmember Leonard-Morgan moved, seconded by Councilmember Daly, that Council adopt the consent agenda as proposed.

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

No – N/A

Abstain: N/A

Absent: Councilmember Kirk

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

Action Items

Council Approval – Well 4 Maintenance & Repairs

Town Manager Davis reminded Council that the Town had experienced a decrease in the production from Well 4 and advised that the staff would like to pull the downpipe and pump so it could visually inspect the well and, if necessary, clean it to clear out any potential organic growth. He reminded Council that the next step would then be to replace the down pipe and pump, as both were quite old. Mr. Davis reported that while doing so, the Town would increase the depth of the pump, from three hundred fifty feet to five hundred feet, to provide an extra buffer and take advantage of the depth of the well. He noted that this was an expensive proposition; however, it was a maintenance item that was much needed. Mr. Davis reminded Council that Well 4 was the primary water source for the low-pressure side of town and fed the Well 4 treatment plant. He noted that if the cleaning was not needed, those funds would not be expended. Mr. Davis advised that the goal was for Well 4 to continue to produce at a level that met the Town's capacity needs. He reminded Council that when the Town replaced downpipes at two other wells, it used stainless steel; however, due to rising costs, the Town would use a galvanized domestic pipe for Well 4, which should have up to a twenty-five-year lifespan. Mr. Davis explained that due to the value of the contract, the Council was being asked to approve the project. In response to an inquiry, he advised that the cost was to pull and replace the pipe and pump and to do cleaning if necessary.

Councilmember Jacobs moved, seconded by Councilmember Daly, that Council waive the procurement requirements as allowed under Town Code Section 20.1-6 due to the unique capabilities of the contractor and authorize the Town Manager to enter into a contract with Valley Drilling in an amount of \$70,671.80 for inspection and cleaning of Well 4 and replacement of the drop pipe and pump.

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

No – N/A

Abstain: N/A

Absent: Councilmember Kirk

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

DISCUSSION ITEMS

Proposed FY '26 Budget

Town Manager Davis advised that he had nothing new to report. He reminded Council that the public hearings on the proposed FY '26 Budget and the increases to the water and sewer user rates were scheduled for their May 22nd meeting. Mr. Davis noted that, as requested by the Mayor, a chart was provided that showed the grant funds received by the Town, including whether they were from federal, state, local or other sources. He advised that the good news was the Town received very minimal grant funds from federal sources. Mr. Davis noted that the largest recurring grant for operational costs was the Police 599 funds, which were provided by the State. He noted that the Council already discussed revenues and advised that the April meals and lodging tax revenues would be available at their next meeting. Mr. Davis reminded Council that in terms of expenditures, he proposed an Option 2 budget that was included in the agenda packet. He reminded Council that they could not vote on the budget at their next meeting and had to wait to vote until at least seven days after the public hearing. Mr. Davis noted that this would allow the Council some time to look at other inputs or ask questions.

Mayor Littleton thanked the Town staff for creating an Option 2 budget, which found savings. He noted that the revenues were trending in the wrong direction and suggested the Council needed to be prudent due to their uncertainty. Mr. Littleton opined that the staff had done a great job again this year in preparing the budget.

Information Items

Public Information Meeting – Water Conservation Ordinance

Mayor Littleton announced that the Town would hold a public information meeting on May 20th to discuss proposed ordinance amendments related to water conservation. He noted the need to have tools available in case the Town needed to move quickly.

State of the County Address

Mayor Littleton announced that Phyllis Randall, Chair of the Loudoun County Board of Supervisors, would present the State of the County Address on May 15th.

Water Conservation Measures

Councilmember Curran reported that she received a concern from someone that the way the Town was calculating the average daily water use for a family of four was too low. She noted that she shared this with Town Manager Davis. Ms. Curran opined that if people were asked to reduce their usage, it would be helpful if they had a way to read their meter.

Town Manager Davis confirmed these items would be addressed during the public information meeting. He noted that there was a national average for water usage; however, the customers in Middleburg used much less water than the average U.S. household. Mr. Davis opined that this could be for a number of reasons. He reported that the data the Town presented in its memo was based on the average usage of Middleburg customers, not the averages across the country.

In response to an inquiry from the Council about how the Town would handle instances of multiple units on one meter, Town Manager Davis advised that from the standpoint of water rationing, the best solution was for the Town to use an average usage in order to avoid requiring property owners to expend money for sub-meters. He opined that the bigger issue in this regard was related to billing, which the Council discussed during its last meeting. Mr. Davis reminded Council that it would take three to six months to identify a different rate structure. He reported that he had some conversations with the Town Attorney, who confirmed the Town could create a different category that would not have the same effect on multi-family properties. Mr. Davis noted that the staff would talk through the ways to create a rate structure that was both practical and defensible.

There being no further business, Mayor Littleton declared the meeting adjourned at 6:30 p.m.

APPROVED:

ATTEST:

Trowbridge M. Littleton, MAYOR

Rhonda S. North, MMC, Town Clerk

May 8 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'll move on to the, [off mic] Bud's going to miss it. Alright, we will call the meeting to order. First item is notation of the delinquency of Council Member Bud Jacobs. [laughter] We'll wait for Bud. All right. Pledge of allegiance.

All: I pledge of 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.

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.

Martin Crim: Martin Crim, Town Attorney.

Bridge Littleton: All right. Next item is public comment. If anybody would like to address the Town Council on any matter, they may do so. And we will close the public comment and move on to staff reports. Miss North.

Rhonda North: Thank you, Mr. Mayor. So right now, a great deal of my time is being taken up with the Asbury Church project. I'll give that project here shortly. Also continuing to work on the closeout of the town hall project. So with the exception of two lights that had to be reordered. The correction of the electrical deficiencies is completed, the replacement of the dead and missing landscaping has been completed. And the landscaper will correct the bench installation tomorrow. So that will complete that work. Boland Trane is scheduled to be on site next week to connect the V8 controllers, assuming they receive the materials that are scheduled to be sent out May the 12th. ACME will be here the week of May the 19th to correct the HVAC deficiencies as well as the plumbing deficiencies. Once they do that and have certified in writing that all the things on the list are completed, then Annandale Balancing will reschedule to come in and complete the testing and balancing of the HVAC system. That pretty much just leaves a list of miscellaneous work, millwork, painting, stone water tables, door hardware. The contractor that we've selected, his attorney is reviewing the changes proposed by our Town Attorney. We hope to have that done sometime next week. And can move forward on that. But a lot of things starting to get closed out finally.

Bridge Littleton: Any questions for Miss North? All right. Next up is Ms. MacIntyre.

Bud Jacobs: Mr. Mayor, [off mic] I'd like to know. For the record, we have it authoritatively. Rhonda is a seasoned [off mic].

Bridge Littleton: I'm not touching that one.

Ali MacIntyre: And with that, thanks. [laughter] You guys have my report. I did want to make just an edit. I had the incorrect information for the Biz Buzz. It's actually at BCT next Tuesday at 5:30, so I just wanted to correct that and apologize for it. Other than that, the majority of my time has been spent towards the Middleburg Farmer's Market, which was. Thank you, Council Member Curran. There is the poster right there. Kim was delivering them around town today. We have Art in the Burg this Saturday from 11 to 6. Farmer's Market from 9 to 1. And Middleburg Day is coming up quickly, Friday, May 30th. So everything is looking good for all three of those events. Obviously Farmer's Market is going till October 25th. Though I was not at the Farmer's Market kickoff, I did receive a lot of good feedback. I believe you received an email as well from one of the vendors. Just sharing some praises, pros, cons, definitely some areas of improvement. But overall really positive feedback from our veteran vendors and then some of our vendors as well. I believe we had about 20 looking at [inaudible] if she's here, about 24 vendors. And we had an application immediately following it. So the word is getting out, which is great. Any questions?

Bridge Littleton: Any questions for Ali?

Cindy Pearson: When will we get some information on? It just went out of my brain. The you sent us out an invitation this week.

Ali MacIntyre: Juneteenth?

Cindy Pearson: Yes. Thank you.

Ali MacIntyre: I believe Chief Jones will be sharing a little bit about Juneteenth, perhaps maybe occasionally. Do you want me to say anything about the date? Okay. Yes. You're going to find out tonight. [laughter]

Cindy Pearson: Thank you.

Ali MacIntyre: You're welcome.

Bridge Littleton: Pam.

Pam Curran: I did want to comment on the Farmer's Market. I couldn't get out of the parking lot. So many people were complimenting the transformation from the past. And so, I mean, you saw the email that I sent just between the quality of the food, the vendors, the experience. It was nonstop applause. So great job.

Ali MacIntyre: Thank you. And thank you too.

Pam Curran: Now we have to get more people there.

Ali MacIntyre: Exactly. Yes.

Pam Curran: It was steady.

Bridge Littleton: I love the little portable dog bowls.

Ali MacIntyre: Yes.

Bridge Littleton: Those are neat. Yeah. Kevin was even drinking out of it. [laughter]

Ali MacIntyre: I mean, there we go.

J. Kevin Daly: The bowl was small [off mic].

Bridge Littleton: Yeah. Yeah.

Chris Bernard: Yeah. Just to echo on all of that. I was there for the beginning of it. The setup went really smoothly in the new location. I heard the breakdown went very well. All the vendors were generally, you know, obviously they were cranky about being in whatever spot, but they were okay with it. Yeah. I think driving traffic is just the biggest thing right now. So everyone just please tell everyone how great it is. We got a bunch of really good photos that show just the amount and variety of vendors, which is a massive improvement from last year. So kudos to Ali and Jessica, I believe.

Ali MacIntyre: Yes.

Chris Bernard: Intern Jessica for making some cold calls. Everyone's favorite. So thanks.

Ali MacIntyre: Thank you.

Bridge Littleton: All right. Anybody else? Okay. Oh, how are the RSVP's? I know it's early. RSVP is going so far for Middleburg Day.

Ali MacIntyre: They're good last I checked, was right before this meeting, and we're at 133, so I'm still expecting the 450, 500. But so far, so good.

Bridge Littleton: Cool. All right. Oh, that was the other question. [off mic] The bus. How are we routing that this year? And here is the specific request. Some of the older folks on Lincoln Road.

Ali MacIntyre: Yes.

Bridge Littleton: So it'll drive by there.

Ali MacIntyre: They contacted Town Hall. I was actually I need to talk to the American Legion to see if we can use that as a location again, because it's right next to that particular family's place, so.

Bridge Littleton: Okay.

Ali MacIntyre: Yes. Same route, but one less vehicle.

Bridge Littleton: Okay. But it'll just be on a route. On a loop. Okay. That's great. All right. Thanks. Okay. Next up. All things money.

Angela Fletcher: Thank you, Mayor and Council. You have my report before you. I have no edits, nothing to add or take away. I'm happy to answer any questions.

Bridge Littleton: Any questions so far? Peter.

Peter Leonard-Morgan: Angela, the graph on revenues versus actual.

Angela Fletcher: Yes.

Peter Leonard-Morgan: That green line looks like it's about to hit the blue line. Yeah. So I just wondered any ideas on whether it's going to flip the other way or how that's looking?

Angela Fletcher: We would hope that it will, yes. [laughter]

Peter Leonard-Morgan: Well, what I mean is the actual is sort of heading towards.

Bud Jacobs: Trending the wrong way.

Peter Leonard-Morgan: The wrong way, yeah. It looks like it's going to hit it and then go underneath it. So, I see the expenditures are good.

Angela Fletcher: Yeah. We're not quite there yet.

Bridge Littleton: Yeah. Danny's spending a lot of money. They are good. [laughter]

Peter Leonard-Morgan: So I was just curious whether this was done and how long ago this was?

Angela Fletcher: This was for the month of March.

Peter Leonard-Morgan: Yeah. So I just wondered if you had any feel for whether we're now, you know, our revenues are not on track with the budgeted revenue.

Angela Fletcher: I haven't looked at all of April yet, but, yeah, I can let you know. I don't know off of the top of my head.

Peter Leonard-Morgan: I'm just curious. Thank you.

Danny Davis: I think it's indicative of what we've been seeing with some slowdown specifically in the meals tax. Speaking to different businesses, they've seen the same drop that we identified in our revenue update, which is definitely a decline for the first quarter of 2025 compared to the first quarter of 2024. April seemed to be busy around town, but it's hard to know how that compares to what we saw last year. So we'll have that information in about two weeks. Also for the Council's benefit, the President of Salamander and the managing director of the resort are going to come to the next Council meeting. That was a question that you had during the budget discussion at the last meeting, and they'll give you their kind of perspective on what they're seeing in terms of demand and business and activity, which I think will help give additional clarity and information related to the budget.

Angela Fletcher: And just to clarify, it's April data, not March.

Peter Leonard-Morgan: Thank you.

Angela Fletcher: You're welcome.

Bridge Littleton: Any other questions? Okay.

Angela Fletcher: Thank you.

Bridge Littleton: Thank you Angela. Next up is Chief Jones.

Shaun Jones: Good evening everyone. A couple of quick updates. Juneteenth is going to be held at the Community Center this year. It's going to be held on Saturday, June the 21st from 1 p.m. to 5 p.m.. We're working hopefully we'll have the flier out to advertise the event early next week as our goal is to do that. Still working on a few final logistics, but the event's going to be planned. I mean, the event will be taking place at the Community Center. In the process of recruiting a new Police Administrative Specialist. So we went full blast with that this weekend, I mean, this week. So hopefully we'll get some applicants. Any other questions?

Bridge Littleton: Cindy you had a question about Juneteenth? You're good. All right. Pam.

Pam Curran: For Juneteenth, are you putting together a group of people, a committee to help you Shaun, or is it just you?

Shaun Jones: No Ms. MacIntyre has helped me. Olivia and Porcha Dodson from the Community Center is helping. And also the Colemans have provided input as well. Brad and Darlene Coleman.

Bridge Littleton: Any other questions? Yeah. Peter.

Peter Leonard-Morgan: Just a little shout out. Thank you to Officer Barlan. I was out of town, and the alarm went off at the house, and I called the [inaudible]. He was there in, like, a minute. As it happens, it was during that storm, and I guess a branch fell on the house and jogged the motion sensor. But it's really great to have that kind of response in town. We really appreciate it.

Shaun Jones: Thank you, Sir.

Peter Leonard-Morgan: Thank you.

Bridge Littleton: Going once, going twice. All right.

Shaun Jones: Thank you, Sir.

Bridge Littleton: All right. Next one is Mr. Moore.

Will Moore: Thank you, Mr. Mayor. You have my report. Just a couple of staff highlights. Tim has returned to duty. So we're glad to have him back. He's already been doing a great job this week, catching up on some slightly overdue maintenance items. [off mic] Right? Yeah. And then, of course, following on Chief's announcement I know Danny sent an email, but just to publicly announce that Sue Foote our current Police Administrative Specialist has been promoted. She will be assuming the role of the Planning and Project Assistant beginning the middle of next week. While it is obviously a loss for the Chief we're excited to extend this opportunity for her personal growth and professional growth and looking forward to bringing her on board.

Bridge Littleton: Any questions for Mr. Moore? How's the Comp Plan going?

Will Moore: It's going well. So the Commission met at the end of last month, reviewed in detail two chapters. They'll be tackling just one chapter this upcoming month, it's the chapter on population and housing. So there's a lot more granular data that needs updated in there due to the census and things, but it's going well so far.

Bridge Littleton: Awesome. All right. If there's no other questions for Mr. Moore, next up is the Town Attorney.

Martin Crim: Thank you, Mayor. You have my report. I'm happy to answer any questions that you or the council might have.

Bridge Littleton: Any questions for Martin? Martin, how did everything end in the legislature? Any surprising vetoes or?

Martin Crim: Oh, goodness. Well, there was a surprising amount of vetoing of budget items. I don't think I was expecting to see quite so many budget vetoes, line-item vetoes. And people are still sorting through that and trying to figure out what the impact will be, that one surprised me. But most of it, yeah was, you know, the Las Vegas odds were odds on for most of the things. I mean, we knew the Governor was going to veto the cannabis bill that sort of thing.

Bridge Littleton: Okay. Any other questions for Martin? All right, Martin, thank you.

Martin Crim: Yes, sir.

Bridge Littleton: Miss North, back to you.

Rhonda North: Thank you, Mr. Mayor. So with regard to our oral histories project Candor Ventures was in town today and did the recording of the first three interviews. And they are actually currently at the Asbury Church and in the downtown area doing some what they call B-roll filming. Jim Roberts was the first person to be interviewed this morning. I happened to arrive as he was finishing up his interview, and I thanked him for participating in our project and for doing the interview, and he thanked me and said that this allowed him to recall memories that he had long since forgotten. So that made me feel so good to hear him say that. As far as the design work for the restoration project, we did receive a revised proposal from our number one ranked AE firm today. We are taking a look at that now. And the committee will be meeting next week to discuss it further. So that's where we are.

Bridge Littleton: Any questions for Miss North? All right. Thanks, Rhonda. Next up is any reports of Town Committees.

Peter Leonard-Morgan: We just, I just came back, actually, from an off-site of the Sustainability Committee which took place today between 3 p.m. and 5 p.m. at the Slater Run Vineyards. No wine was consumed and just sparkling water. And we have come up with a number of initiatives which we plan to propose to the Town Council to keep Middleburg sustainable. Thank you.

Bridge Littleton: Was this fermented sparkling water?

Peter Leonard-Morgan: Actually, I put it in my water bottle. It's kind of normal.

Bridge Littleton: All right. Anybody else? All right, next up is consent agenda. Would anyone like anything removed from the consent agenda? If not, is there a motion?

Peter Leonard-Morgan: I move that we accept the consent agenda as proposed.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Next item is Council approval of Well 4 Maintenance and Repairs.

Danny Davis: Thank you, Mr. Mayor. As noted in the memo here, we have seen some decreased production from, Well 4. And so we would like to pull the downpipe as well as the pump and inspect it visually and so two things. One, if we identify that there's a need to clean it there is a process that well drillers use called an acid wash. And that helps clear out any potential organic growth or things that may have blocked the water bearing zones. They just did this in Lovettsville and had a good bit of success in getting additional water coming through their well. So step one would be to identify whether we need to perhaps use that cleaning process. And then step two, while we're pulling it out, the drop pipe is quite old and the pump is also old, and we have an interest in dropping it further down into the well also. And so the request here would be to replace the drop pipe from and increase the depth from 350ft down to 500ft increase the pump that allows us to be further down into the water. In cases like now where we're seeing the water levels drop close to the pump level this gives us extra buffer. Ideally, we're not going to be drawing anywhere close to where the pump is. And so being able to take advantage of the depth of the well. It is an expensive proposition, but also a maintenance item that we think is due and also much needed. Well 4 is our primary water source for the low-pressure side of town and it is the one that feeds the Well 4 treatment plant. Additionally if we don't need to do the cleaning process, then those funds would not be expended. So we'll know after the video inspection whether we actually need to do the acid wash or not. And then ultimately our goal is that Well 4 continues to produce at a level that helps meet the capacity needs of the town. I would note, as stated in the memo here, the prior two downpipes drop pipes that we had replaced, we used stainless steel that was

to enhance the life of that. But as noted here, it's almost a five times increase now with costs for stainless steel and Valley Drilling. The contractor indicated that the galvanized domestic galvanized pipe that they used these days should have a fairly 20 to 25 year or more lifespan. So it's really worth it.

Bridge Littleton: You could buy it five times over.

Danny Davis: That's exactly the point. So anyway we're asking for Council's approval due to the value of this contract. And if so, we'll give them the green light to begin planning this out and get it underway.

Bridge Littleton: Any questions on the proposal? Peter.

Peter Leonard-Morgan: Danny, I was just a bit confused about the numbers, and I'm sure it's me not you. But there's two quotes or two proposals and all sorts of different numbers. [multiple speakers].

Danny Davis: They are a little bit different. Absolutely. So on the video inspection quote that's attached to it, that included the cost of pulling the pipe and replacing the existing pipe will avoid those costs by replacing the pipe. Essentially, the cost of pulling and putting the pipe back in was duplicated between the two quotes. Because we received the cleaning quote before we received the replacement quote. So if you took those two quotes and added them up, it actually is more than what we're requesting here.

Bridge Littleton: Any other questions? All right. Would someone like to read a motion?

Bud Jacobs: I move that the Town Council waive procurement requirements as allowed under Town Code Section 20.1-6, due to the unique capabilities of the contractor, and authorize the Town Manager to enter into a contract with Valley Drilling in an amount up to \$70,671.80 for inspection and cleaning of Well 4 and replacement of the drop pipe and pump.

J. Kevin Daly: Second.

Bridge Littleton: Any discussion? Rhonda, you call the roll.

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 Leonard-Morgan.

Peter Leonard-Morgan: Aye.

Rhonda North: Council Member Pearson.

Cindy Pearson: Aye.

Bridge Littleton: All right. Next item is Budget Review.

Danny Davis: Thank you, Mr. Mayor. This discussion can be as in-depth or as high level as you prefer. Don't really have any additional items to bring to your attention. We have advertised the public hearing on the budget, also advertised the 3% increase in water and sewer rates. Both of those will be heard at a public hearing or individual public hearings at your next meeting. And so we encourage the public to review that and consider providing input on that. As the Mayor had requested, I provided a brief chart here of the grant funding that we receive, and I broke that down for you by whether it's federal, state or county or other dollars. So I hope that's helpful. The good news is essentially a very minimal amount or actually, I should say none of our ongoing operational costs are funded through federal government grants or dollars. The biggest recurring operational costs we have are the Police 599 funds. And those are state directed funds, not federal funds.

Bridge Littleton: Do any of those get federal funds?

Danny Davis: Five ninety-nine?

Bridge Littleton: Yeah.

Danny Davis: No, it is allocated through the state budget. So with that, we just talked briefly about revenues. And we look forward to having April's meals tax and TOT numbers by your next meeting. In terms of expenditures, the budget has been amended, as discussed at your last meeting, that option two that I brought forward to you. And so the budget included in the attachments of this item is the full budget document, with the option two, as it were included in there. So that has the revised numbers and the revised departmental budgets there. So with that, Mr. Mayor, I'm happy to go through any final questions that Council may have. You cannot vote on the budget at your next meeting. You're by the Code of Virginia you have to hold the public hearing and then adopt the budget at a subsequent meeting at least seven days afterwards. So we have some time to either look at other inputs or questions that you might have, but that's really all I have for you.

Bridge Littleton: Yeah. No, the only comment I was going to make is I really, again, appreciate you guys creating the option two to find the savings. And I think to Peter's point earlier, looking at the numbers to the graph, you know, I mean, is it a one month or two month, but it's certainly trending in the wrong direction. So I think it's very, very important that we be prudent going into all this uncertainty. So, it's I again, I appreciate you guys doing that. So does anyone have any questions for Danny or any other staff members on the current budget information that we have? And everybody still feels comfortable having the public hearings at our next meeting? We'll be both on the budget and the utility, separate hearings, but at the same, in the same meeting. Going once, going twice. Okay. Those are scheduled. So yeah, you guys have done a great job with this year. So again, really appreciate it. All right, next item is any information items from anybody on anything. I think the only one I would throw out there, Danny, is at the 20th. We're having that public information session. I'll call it that. It's not a hearing on the proposals we have around water conservation. And again, it's just tools in the toolbox in case we get into a really bad situation, we can react quickly if we need to. But, you know, please let folks know we're going to do it.

Danny Davis: In here.

Bridge Littleton: In here? Yeah. It would be, you know, really good for anybody who's got questions or concerns about how it would work and how it would implement it and enforce it and stuff like that. State of the County Address is next Thursday night at 6:30, I believe, 6 or 6:30. Chair Randall is giving it at the County Boardroom. So if you'd like to go by all means, shuffle on over. Anybody else have any other information items? 6:00. County board room 6:00 next Thursday. Which would be the 15th. Pam.

Pam Curran: I did have one thing, and I shared it with Danny that there's some concern and I think probably we will address it on the 20th about the way we're calculating the average use per day for a family of four, that we may be too low on a 60 day period of figuring out how much [inaudible], how much usage there is. And I shared with Danny there's a letter that we've gotten. And so anyway, and also, how do they determine how much they're using on a, you know, regular

basis? If we're asking them to cut back in real time within the month, you know, they can go out, I guess, and read the meter. But I think that it would be helpful to know, you know, just how they monitor their own usage.

Danny Davis: Yeah, absolutely.

Pam Curran: I know Danny's on it. And then I think it's mostly do we have our calculation right on average.

Danny Davis: Yeah. It's definitely information that we'll talk to the community about the both aspects of that. What I would just note, and this has been good information for me, having started here, is that while that is an average that many people use for single family dwellings or individuals. Our customers here in Middleburg are use much less water than the average household does across the United States and that could be a number of reasons. It could be fewer people in the home, just their habits. But the data that we have represents what we stated in the memo, even though averages across the country would typically be, as you know, perhaps 100 gallons per person or 150 gallons per day. Sometimes it's 300 gallons per day is the average use for a single-family house. But we don't see that often among our customers here in town. So we'll talk through all those numbers and information with the public.

Bridge Littleton: Yeah. Bud.

Bud Jacobs: Danny, have you or the folks on the Utilities Committee, I guess it's the Utilities Committee started thinking about the problem we highlighted last meeting about multi-units on one meter and how we're going to build that?

Danny Davis: So from the standpoint of if we go into water rationing the best solution we have there is just to do it as an average because otherwise it will require them to expend dollars for plumbing, submetering. I think the bigger issue we were talking about at the last meeting was on the billing side, if we did surcharges and if we did additional fees and we haven't jumped into that conversation yet. We'll take the next 3 to 6 months to kind of to put some thoughts around that. I have had some conversations with Mr. Crim about how we can categorize different properties. And so it might be that if we go through the additional charges for higher consumption, that we create different categories that might not have the same effect on multifamily properties as it could be on, say, commercial properties or, or other single family. So we'll talk through that to make sure that we capture it in a way that, that we think is both practical but also defensible.

Bridge Littleton: Okay. Any other questions? Any other information items? And we have no closed session tonight. [off mic] So Rhonda really wanted to. She had a list of about 38 things, but I said no need.

J. Kevin Daly: [off mic] [laughter]

Bridge Littleton: Yeah. Well, Kevin, you and Rhonda have fun.

Bud Jacobs: [off mic]

Bridge Littleton: Well, with that, there's nothing else. Meeting is adjourned. [multiple speakers]