



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, October 23, 2025



PENDING APPROVAL

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

STAFF: Danny Davis, Town Manager
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
Will Moore, Deputy Town Manager
Shaun Jones, Chief of Police

ABSENT: Councilmember Morris E. “Bud” Jacobs

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, October 23, 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

Punkin Lee, 1459 The Plains Road, noted the Community Walk with the Chief event held the evening before and opined that it was very nice and well attended. She advised that Chief Jones encouraged people who did not know each other to walk together and noted that it was not silent during the entire forty-minute walk. Ms. Lee encouraged others to participate in the November Walk.

In response to an inquiry from the Council, Chief Jones advised that the next Walk would be held on November 1st. He further advised that they would then be paused during the winter months and would resume in the spring.

John McCauliff, a candidate for the Virginia House of Delegates, advised that he wanted to introduce himself and thank the Council for their service. He noted that he attended many events in Middleburg this year, all of which were a lot of fun. Mr. McCauliff announced that he had two offices located in Middleburg – one in the co-working space and a field office. He thanked the town for being great hosts.

Public Presentations

Annual Report - Economic Development Advisory Committee (EDAC)

Vicki Bendure, Chair of EDAC, reviewed the members of the committee and the categories they represented. She reported that one of their main focuses this year was on data insights. Ms. Bendure advised that while they did not have enough data at the moment, they have started to measure the economic activity and visitor behavior in Middleburg, which should give EDAC some great insights. Ms. Bendure reported that the committee was working on the sidewalk signage program and noted that some of the committee’s members were severely impacted by the signage. She opined that it was important to understand traffic patterns and for pedestrians to have the ability to walk the streets. Ms. Bendure reported that a lot of businesses agreed the mid-week marketing campaign was targeting the period when people were needed the most and noted that they were doing a lot of social media campaigns during the weekdays to drive more traffic. She reiterated that AI Placer

had been implemented; although, there was not much data available yet. Ms. Bendure reminded Council that this would provide visitor demographics, which would allow them to analyze foot traffic and event impacts. She displayed a chart that compared visitor traffic for special events in 2024 versus 2025. Ms. Bendure noted that this data provided good information as to which months were slower, which allowed the committee to discuss when the Town should hold events to draw more traffic. She reiterated that they were working on the sidewalk signage program and noted that the challenge was to create enough signage to draw attention but not impede pedestrian traffic. Ms. Bendure reported that they have already drafted some guidelines and were near completion of the marketing and visuals, which they would present to the Council for their review and approval. She noted that they have held discussions about who would be responsible for the signage and have collaborated with the Town's marketing team to make sure the visuals were standard, cohesive, and aligned with the Town's brand. Ms. Bendure reported that they planned to expand digital engagement in order to draw in more visitors and were working with regional tourism partners. She advised that they planned to continue to reach out to local businesses and entrepreneurs and were doing more celebrations during the opening of new businesses. Ms. Bendure suggested a quarterly press release be sent out identifying new businesses and advised that the Washington Business Journal would run them, which would give Middleburg more visibility for people who were looking to move their businesses to this area. She reported that EDAC's goals for 2026 were to continue leveraging Placer with regard to the Town's targets, marketing and planning; finalize and launch the sidewalk signage program; and enhance the Town's business retention and attraction strategies.

Vice Mayor Bernard noted that EDAC had some ideas that would be low impact to traffic and the residents, while driving midweek traffic to businesses. He advised that they were also looking at whether there were ways to improve special events, such as improving Wi-Fi/broadband access. Mr. Bernard noted that they would try to include the business community in their conversations, which could be challenging. He advised that they had good representation from the retail and hospitality industries; however, they needed more restaurant participation in the discussions.

Ms. Bendure noted that Wi-Fi was a problem during the events when there were a large number of people in town. She advised that there were companies that could boost the signal during special events.

Vice Mayor Bernard noted the need to make sure people had a good experience when they came to Middleburg so they would return and tell their friends about it.

Councilmember Leonard-Morgan thanked Ms. Bendure for her presentation. He noted their focus on sidewalk signage and acknowledged the complaints from businesses on Federal Street about the need to get more people on the street.

Annual Report – Christmas in Middleburg

Michelle and Doug Myers, organizers of Christmas in Middleburg, presented their annual report to the Council. Mrs. Myers reported that they planned to hold two new activities this year. She advised that they would hold a Kid's Zone in the parking lot of the Middleburg Community Center and noted that it would be done in partnership with the Foxcroft Academy and the Community Center. Mrs. Myers advised that they would do this as a quiet event this year and, if successful, would advertise it more widely in future years. She reported that they would also have the Pickwick Singers, a local holiday singing group who sang during the Dickens of a Christmas events in the past, on the porch of the Emmanuel Episcopal Church in order to pull more people into the east end of town.

Mrs. Myers noted that in the past, the Council had questions about their budget and advised that they provided a more detailed report for the 2024 event, as well as a detailed 2025 budget.

In response to inquiries from the Council regarding leftover funding for future events, Mrs. Myers advised that in the past, the organizer emptied the bank account at the end of each year and noted that he had always hoped an endowment could be established. She advised that they were working to keep the costs down and increase sponsorships; however, the sponsorships were low given the changes to the economy. Mrs. Myers reminded Council that it cost 5-7% more each year to put on the event and noted that the goal was to get it done safely. She reiterated that their budget was far more detailed than in the past so it would be clearer.

Councilmember Leonard-Morgan noted the issues that occurred last year in front of the Grandstand in that people could not get into the area.

Mrs. Myers reported that they would have stanchions in that area for the entire day. She reminded Council that the sound truck broke down last year, which created a pinch point in this area. Mrs. Myers advised that the sound company confirmed they would move their truck after they set up their system so the stanchions could remain in place. In response to a comment regarding the Grandstand, she noted that it had a new floor.

Councilmember Kirk noted that she liked Christmas in Middleburg's new logo and questioned whether they planned to sell merchandise that contained it.

Mrs. Myers noted that they were apoplectic about selling swag. She advised that they were very concise with their marketing and messaging, as this was a community event. Mrs. Myers noted that they tried to be careful with things like this in order to avoid negative feedback; therefore, they did not roll out much with their brand. She opined that their Christmas ornaments were, however, a step in the right direction.

Mayor Littleton noted that Christmas in Middleburg was a non-profit and advised that their goal was not to make a bunch of money. He acknowledged that the event was geared toward visitors and citizens, as best it could be. Mr. Littleton noted the Christmas ornaments, which memorialized Em Sharp's work and were unique. He opined that putting the logo on sweatshirts, etc. would cheapen the event.

Mrs. Myers agreed they needed to be careful about commercializing the event. In response to inquiries from the Council, she advised that it was a secret as to which Christmas sign would be depicted on their Christmas ornament this year. Mrs. Myers advised that they had several partners who would assist in the distribution of the ornament, including the Middleburg Museum and The Hill School. She noted that it would also be sold online and on the day of the parade. Mrs. Myers explained that they were making sure their partnerships were strategic. She noted that the money raised from this activity was kept separately and was used to fund their giving.

In response to an inquiry from the Council, Mrs. Myers advised that she was working with the Foxcroft Academy to determine the number of students they would provide to operate the Kids' Zone.

Staff Reports

September Utilities Report & Drought/Water Levels Report

Vince Gugliotta, of Inboden Environmental Services, reported that the water treatment plant had an average daily production of 123,000 gallons of water, for a total monthly finished volume of 3.7 million gallons. He advised that Well 4 experienced some issues early in September and noted that it was overdrawn; however, he was able to mitigate this during the second half of the month through some setpoint changes and utilizing the Stonewall Water Treatment Plant. Mr. Gugliotta reported that recent data showed the well was maintaining steady water levels. He noted, however, that he had to manually enter some of the data points because the water level was dipping below the transducer, which meant it could not record data.

Town Manager Davis advised that the dips below the transducer occurred in September and advised that this changed in October due to some operational changes, which kept the water levels above the transducer.

Mayor Littleton noted that the Town was drawing less water from Well 4 and opined that the water level felt artificial. He acknowledged that the Town needed to draw approximately 120,000 gallons of water per day. Mr. Littleton questioned whether the stress on the wells was across all of them. He suggested that if the Town was drawing less from one well, it was not hovering at the same level, as it was actually experiencing a 20% drop in flow. He questioned whether the Town was seeing a reduction in water across all its wells.

Mr. Gugliotta opined that the Town was starting to see improvements across the entire system. He reported that Well L was showing a slight incline in the water level; Well P was holding steady; and Well 4 was maintaining a stable level after they reduced some of the burden on it.

Town Manager Davis reminded Council that the Town was still early in its data collections; therefore, it did not have a great baseline for comparison purposes. He noted that there were two components that needed to be considered – how the Town balanced the system operationally and the trends. Mr. Davis advised that the Town was supplementing the system with water from Well 3 so it did not overdraw Well 4. He noted that, at the same time, it was gathering data to look at the trends and reiterated that it did not have enough information at this time. Mr. Davis reminded Council that the transducer for Well 4 was being dropped further so it could track the usage.

Mayor Littleton expressed an understanding; however, he noted that under normal operations for the past five years, there was no stress on Well 4 that required a reduction in its use. He noted that it was now showing signs of stress. Mr. Littleton acknowledged that the Town currently had enough water; however, he suggested that at some point, if the stress continued or got worse, this could be an issue.

Town Manager Davis advised that while the staff could make some guesses for the future based on the data it had available, he could not guarantee the veracity of the information.

Mayor Littleton acknowledged the desire to let the data drive the decisions. He explained that he wanted to note his concern that the Town reduced its draw from Well 4 because it could not keep up with the normal demand. Mr. Littleton acknowledged the Town was not running out of water; however, he noted that this was the first time the Town had witnessed stress in its wells.

Town Manager Davis noted that a lot had occurred since Well 4 was drilled twenty-five years ago. He acknowledged that the well level had gone from a high one to a new normal and advised that the cause could be a variety of functions. Mr. Davis agreed the Mayor's concerns about Well 4 were well founded.

Councilmember Pearson questioned whether it was better to use all the wells.

Mayor Littleton agreed it was. He explained that his concern was that the Town's production level overall could be decreasing over time and noted that Well 4 may be the start of a trend. Mr. Littleton questioned whether there was a systemic issue.

Councilmember Pearson agreed and suggested using all the wells would make it easier for each to produce.

Mayor Littleton agreed and noted that it may take years before there was an issue; however, he did not like that it was happening.

Town Manager Davis displayed a graph showing Well 3's production.

Mr. Gugliotta reiterated that they reduced the burden on Well 4 by utilizing Well 3. He reminded Council that a variable frequency drive (VFD) was installed on Well 3, which allowed him to adjust the pump speed. Mr. Gugliotta explained that this allowed for the reduction in the turbidity issues through a slow flow rate. He advised that now that the well had a transducer and a VFD, the Town could study what the aquifer was doing. Mr. Gugliotta noted that based on the data, Well 3 appeared to recover almost immediately when it was turned off.

Town Manager Davis advised that prior to the installation of the VFD, the concern was that it could run dry by running it at full capacity. He explained that the installation of the VFD alleviated this stress. Mr. Davis opined that the Town could rely upon Well 3 as a good source of water.

Mr. Gugliotta reviewed the graphs with the Council. He noted the point at which the Town started to utilize water from the Stonewall Water Treatment Plant for the other side of town. Mr. Gugliotta advised that this resulted in more pull from Wells L and P and noted the steeper downward trend that could be seen on the graph for them. He reported that once the valve was closed, the wells stabilized. Mr. Gugliotta advised that during the latter part of the month, they turned off Well L to force it to recover more. He noted that during this period, Well P also showed a downward trend; however, it recovered once the valve was turned off.

Town Manager Davis explained that the goal of using Well 3 was to not overtax Wells L or P and to allow Wells 3 and 4 to serve the low-pressure side of the system.

Mr. Gugliotta reported that some SCADA (Supervisory Control & Data Acquisition) components were upgraded, which initially created some issues at Well 4; however, those were resolved. He advised that otherwise; they performed standard maintenance for the water system and replaced some water meters. Mr. Gugliotta reported that the wastewater treatment plant met the Town's daily demand of 76,000 gallons, for a total monthly discharge of 2.3 million gallons of waste. He advised that a blower and some gas-powered equipment were repaired and one of the grit separators was replaced. Mr. Gugliotta reported that they continued to address items identified in the Fire Marshall's inspection report.

Town Manager Davis noted that many of the Town's utility customers were on fixed incomes and advised that anytime their water bills were higher than expected, it had an impact on them. He thanked Mr. Gugliotta for assisting a homeowner who could not understand why his usage doubled. Mr. Davis noted that in addition to dealing with the treatment plants and wells, Mr. Gugliotta helped the customers understand their needs.

In response to an inquiry from the Council, Mr. Gugliotta confirmed the system that allowed for the use of recycled water at the wastewater treatment plant was working fine.

Special Projects Report

Town Manager Davis reported that he attended the County's Finance Committee meeting on October 14th and noted that while there were some high-level conversations about the Town's CIP funding requests, there was no indication as to whether they would be approved. He expressed hope that the funding request for the South Madison Street Improvements Project touched on the right topics this year.

Town Manager Davis reported that the Committee and Town Clerk North continued to review the draft Oral Histories Project videos. He advised that the Town staff met with Glave & Holmes' design team for interviews regarding the goals and initial findings of the investigations for the Asbury Church Restoration Project. Mr. Davis opined that Glave & Holmes had an amazing design team, including architectural historians. He noted that they were focused on timelines and the budget. Mr. Davis opined that the Town would be happy with the design. He advised that the goal was to get to a place where the Town could move forward to construction.

Town Manager Davis reported that he had no update on the sewer line video inspections. He further reported that the staff were in early conversations regarding a potential Town maintenance building at the wastewater treatment plant. Mr. Davis noted that they were trying to combine the demolition of some existing structures with the construction of a storage area that could be utilized by the Police Department and maintenance staff.

Reports of Town Committees/Council Liaisons

Councilmember Leonard- Morgan reminded Council and the audience of the annual Fall Clean-Up event scheduled for Saturday, October 25th. He noted that breakfast, provided by the Salamander Resort, would be served at 8:00 a.m. before the clean-up activities began. Mr. Leonard-Morgan encouraged people to participate in the event.

Consent Agenda

A. Council Approval – October 9, 2025 Regular Meeting Minutes

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

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

No – N/A

Abstain: N/A

Absent: Councilmember Jacobs

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

Action Items

Council Approval – Acceptance of Donation – PLAYroom

Town Manager Davis reported that the PLAYroom offered to donate the six kids ride-on toy vehicles they created for the kids race associated with the Rallye Middleburg event. He opined that these were something the Town could use during other special events. Mr. Davis reminded Council that under the Town Code, in order for the Town to accept any donation, the Council must first approve it. In response to an inquiry from the Council, he advised that they were currently stored in the future office space and would be stored in the new maintenance storage building once it was built.

Councilmember Daly moved, seconded by Councilmember Kirk, that Council accept the donation of six (6) ride-on toy vehicles from the PLAYroom.

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

No – N/A

Abstain: Vice Mayor Bernard

Absent: Councilmember Jacobs

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

Discussion Items

1st Quarter Revenue & Expenditures Review

Town Manager Davis reported that the meals and transient occupancy tax (TOT) revenues for the first quarter of FY '26 were both higher than budgeted and when compared to the same quarter last year. He noted that the Council would receive the full revenues report during their next meeting. Mr. Davis advised that while the Town experienced two very strong months, based on the advice of the Virginia Municipal League, the staff continued to exercise caution and would continue to watch these revenues for the remainder of the year.

MOA with Loudoun County – Adoption of Virginia Erosion & Stormwater Management Program

Town Manager Davis reported that as a result of State changes to the Virginia Erosion and Stormwater Management Program, the County adopted new ordinances related to erosion and stormwater management. He further reported that the County was allowed to enter into memorandums of agreement (MOA) with the towns to manage these items within the towns' corporate limits. Mr. Davis noted that no action was needed at this time and advised that the Town staff was working with the County staff to develop an MOA. He noted that this would memorialize how they have been operating all along and advised that there were no concerns about the impact on the Town. Mr. Davis explained that it would actually be helpful in that it would allow the experts and County staff to manage these activities, without placing an onerous burden on the Town. He advised that it would simply involve communication between Deputy Town Manager Moore and the County Building & Development Department, specifically their E&S staff. Mr Davis advised that this item would return to the Council for their consideration for adoption early next year.

Holiday Meeting Schedule, 2025 Employee Luncheon and Gift Certificates

Town Clerk North reminded Council that this was an item that was brought to them on an annual basis. She further reminded them that they traditionally cancelled the Council meetings held on the fourth Thursday in November and December due to the holidays, with the understanding that should something arise that required Council action, a meeting could be scheduled for the third Thursday of the month. Ms. North advised that the staff was seeking Council's guidance on whether they wished to do this again this year, as she needed to get the November meeting calendar out. She reminded Council that they have also traditionally hosted a luncheon for the employees on either the 2nd or 3rd Friday in December and asked whether they wished to do so again this year. Ms. North noted that if they did, the Council needed to select a member to organize the luncheon. Finally, she reminded Council that they have traditionally offered a \$100 gift certificate good at participating in-town businesses to the employees and a gift in the form of a usable item, valued at \$50, to the members of the Town's regulatory committees. Ms. North questioned whether the Council wished to do so again this year and, if so, suggested the usable gift be an auto-open golf umbrella with the Town's logo imprinted on it.

After some discussion, the Council agreed to cancel the meetings on the fourth Thursdays in November and December. They further agreed to host an employee luncheon on Friday, December 19th. Councilmember Leonard-Morgan agreed to organize the luncheon. The Council suggested that Councilmember Jacobs also be asked to assist in organizing the luncheon. Some members of Council suggested that alternative locations be considered. Council further agreed to give the staff \$100 gift certificates good at participating in-town businesses and to give the members of the Town's regulatory committees a golf umbrella.

Information Items

Mayor Littleton noted the passing of Reverend Swann and advised that his funeral would be held on October 25th at the Faith Christian Church and International Outreach Center.

There being no further business, Mayor Littleton declared the meeting adjourned at 6:56 p.m.

APPROVED:

ATTEST:

Trowbridge M. Littleton, MAYOR

Rhonda S. North, MMC, Town Clerk

October 23, 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'll call the meeting to order. The 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: All right. Next item is roll call.

Peter Leonard-Morgan: Peter Leonard-Morgan.

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 item is public comment. Anybody from the public would wish to address Town Council. You may do so. Rhonda, we have no one signed up, right? Okay. You have three minutes. Just give us your name, address, and the time is yours. Madam. Who are you?

Punkin Lee: I'm Punkin Lee, 1459 Plains Road. A few years, probably more than anybody else here. I just want to make a simple comment that I did the community walk last night. And for those of you who missed it Chris was there. Danny was there. It was great. It was very nice. I saw people that I had no idea lived in town. It was very nice. And Chief encouraged people to walk with and talk to people they didn't know. And it was about 40 minutes and there wasn't a moment of silence. People were visiting the whole time. So, I think it's a really nice addition, and I encourage the rest of you to do the one in November. Thank you.

Bridge Littleton: How many per month?

Shaun Jones: The November 1st will be the last for 2025, and then we will pick it up again this spring 2026.

Bridge Littleton: Gotcha. All right. Anybody else wish to address Council?

John McCauliff: Hey, everyone, I'm John McCauliff. I live at 5106 [inaudible] Farm Road, which is not in Middleburg. But I wanted to come say hello. Members of the Council and to the Mayor, as I am one of your candidates for the Virginia House of Delegates in a district that starts up in Lovettsville and goes all the way down to Warrenton. So, I came mostly to introduce myself. Say hello. Thank you all for your service. I've been to many, many events in Middleburg this year,

and it has been a lot of fun. But the main thing I want to do is say thank you for being such great hosts. Whether you knew it or not, our offices have been in town the entire year. We didn't do a lot of advertising of office locations this year, for obvious reasons, but we have one at 1787 at the coworking space down the street and then one as our field office, which is right above the tavern in that building. The three level building there, we're at the very top. So, I just wanted to say thank you for being such great hosts for my team. We have about a dozen of us now, and for me as well. When I get to go to the office, which is not a lot since we're knocking doors most days, which includes today, and I had the pleasure of knocking on Councilman Daly's door, as well as many other Middleburgers. So, everybody was kind and gorgeous and I really appreciate it. So, thank you so much for all you do.

Bridge Littleton: Thanks, Kevin. You didn't yell at them, did you? [off mic] All right. Anybody else? Going once. Going twice. Okay, we will close the public comment and move on to public presentations. First up, we have EDAC. All right. Strap in. Here we go. [laughter]

Vicki Bendure: Take your drink, or caffeine. You can go to the to the first. There we go. These are the EDAC members. For any of you that don't know who all is on the committee and it represents hospitality industry with Salamander local business owners. Middleburg Books and Federal and Black education and agriculture with Foxcroft and Woodbox Farm and the MBPA is on there with Punkin who's on every committee, I think.

Bridge Littleton: Hey, it wouldn't be a committee without Punkin. [laughter]

Vicki Bendure: That's true. So, one of our focused areas this year were this place are data insights that we're working on right now. And we don't have enough data at the moment and an analysis of it yet, but we've just started working with them to sort of measure the economic activity and the visitor behavior in Middleburg, which should give us some great insights. We've worked really closely on the sidewalk signage program. We've got some members that are severely impacted by what the signage is and where it is, and that understand the traffic patterns and ability to walk the streets and also have good signage to get people down the side. So that's where that's coming together nicely. And then midweek marketing campaign. A lot of the businesses agreed that the middle of the week is the best time and when we need people the most. So, we've got some ideas on ways. We've focused on doing a lot of social heavy social media during the weekdays, but then we've also got some ideas in the coming year on things we might do on the weekdays to drive more traffic. So, we've implemented this as I said, we've implemented the place where we don't have enough data yet to really determine but this is going to give us visitor demographics, the foot traffic, the event impact. It's going to look at year over year like events like Oktoberfest and let us know, like where people are coming from and how many are coming. This is showing you this difficult to see map is showing you the little area where the events are typically held on South Madison and on the back street. This is again so Placer looks at year over year and this is 2024 versus 2025. It's going to start and it's starting now to benchmark what those numbers are. And it will begin to give us data as we move ahead. And it will look at. So that's the actual the whole town outline as to what Placer will track the visitors to and the property overview, the size and the demographics. And then wait back up. One. And this, you know, this which we all know. Michelle, you see the spike on when the traffic is coming. But it shows us it gives us a good indication of when which months are heavier, which months are smaller or slower. And one of the things we've talked also with EDAC is about months when we should also hold events that, you know, will draw more traffic. We've looked at ideas like book events and different things that we could have the authors in town or whatever. And then the sidewalk signage program, as I mentioned, it's again, the challenge was creating enough signage to draw attention but not impede traffic. And so, the next step, we've already had some guidelines, and we're nearing completion with the marketing and the visuals. And then the next step will be to Council to review and adopt, and then we'll roll out a plan on where and when to use that and who owns it. We've talked now about who puts the signs out, who brings them in and all that sort of thing. So, we've also collaborated with the marketing team to make sure that all the visuals are standard and everything looks cohesive, and the updated materials align with Middleburg brand and the looks that we've established a lot with current logos and things that we want to make sure we use. And then we're going to expand digital engagement so that we've had we've got more, We're drawing more visitors and more engagers to our social media platforms, and then also working with regional tourism partnerships. The ongoing, what we're going to continue to reach out to local businesses and entrepreneurs. We've started doing more celebrations for new business openings and ribbon cuttings, and I've talked before about once we get the data on who's coming into town and what businesses are opening and if we can get, you know, sort of maybe quarterly send out press releases to on who's opening how many square feet outlets like the Washington Business Journal will run those. And it

just gives us extra visibility for brokers and people looking to move businesses out to this area. So, we're going to provide resources and communication channels for business support, and that's also helping them to be able to hashtag onto our social media and have social media posts on those businesses that are opening. So, our goals in 2026 are to continue leveraging Placer and figuring out exactly how that's working with our targets and our marketing and our planning. We want to finalize and launch that signage program across the town, because that's really important to get that out sooner than later. And we're going to enhance come up with some ideas on business retention and attraction strategies. Again, some of that will be doing some releases to the Business Journal and outreach to other outlets about the business opportunities in Middleburg and then invest in initiatives that improve the visitor and resident experience in the business district. So, we're going to have discussions on how to do that. And I think that's it. We have any questions?

Bridge Littleton: Any questions?

Vicki Bendure: Any questions going, going gone. Thank you.

Bridge Littleton: Chris is the representative.

Vicki Bendure: Yeah. Chris, anything to add?

Chris Bernard: No. I mean, I think that that covers most of what we've talked about. I know we have some ideas on you know, how we can do things that are low impact to traffic and to the residents that can enhance, you know, what our businesses are able to do such as driving midweek traffic. Looking at, you know, for special events, are there ways that we can improve like Wi-Fi or broadband access and stuff like that? So, we just are going to continue to have those conversations and try to include as much of the business community as possible, which can be challenging. You know, we have a good retail representation. We have some good hospitality. I'd like to see maybe a little more restaurant participation, but schedules are tough.

Vicki Bendure: Chris and I did talk before, so Wi-Fi is a problem with a lot of the events we do. So, you start out with really great Wi-Fi, and then you add 5000 people, and it just drops off a cliff. So, there are outlets and companies that will come in and bring a booster during special events or your IT people may be able to do something. So that's something.

Chris Bernard: Much like anything else. We do a great job getting people here for all sorts of different things. It's making sure that when they come here, they have a good experience and they go back, and it's much easier to get them to come back or have them tell their friends and neighbors than to spend money on marketing.

Vicki Bendure: Well, and think about while they're here and they want to go eat lunch. A lot of people will turn to their cell phone to look at where they should go, and if it's dead, they can't figure out where the restaurants are. It just inhibits some of that movement around town. So. Thank you.

Bridge Littleton: Thanks, Vicki.

Peter Leonard-Morgan: Vicki, can I just say so I was going to make a comment. First of all, thanks for a great presentation. I did also want to say I'm so glad the signage is a, you know, focus. We were just at a ribbon cutting down on Federal Street today, and, you know, it's a lovely little shop. And we really hope we get lots of people there. And we speak. We all speak to people on Federal Street who have shops there. And the big complaint is, you know, get more people down there. So, anything you can do for that is really imperative. Thank you.

Vicki Bendure: Yeah. Thank you.

Bridge Littleton: All right. Next up is Christmas in Middleburg. Unless you want to go last, we should be done by 10:30 or 11.

Doug Myers: Is that it?

Bridge Littleton: We can go longer if you want. [off mic]. No, no, I give that to Danny.

Michelle Myers: Well, the request was to come in and just do a check-in and let you know if we had anything new on the books. Yes. So, I wanted to announce the kids zone that we are doing in partnership with the Middleburg Community Center with Foxcroft. Middleburg Community Center is hosting, and Foxcroft is staffing a kids zone on the parking lot area next to the Middleburg Community Center. We're very excited about that. We're kind of coming in quietly this year and seeing how it plays out. We want to make sure to get a sign off sheet for parents and a sort of a release form, as it were. We're not doing a bouncy house or anything that we throw, so it should be very safe, a lot of coloring, possibly a puppeteer. We're working on that right now. And so, it should be pretty quiet this year. And then if it works well, then we'll beef up the announcements and such for next year. The only other thing that we've added is we've added the Pickwick Singers. They're a local holiday festive singing group. And I think actually they worked with you for Dickens of Christmas. Yeah. So Punkin knows them, and we're going to place them down at Emmanuel Church. And so, they'll be on the porch or the yard somewhere there on that side of town. We want to have something that kind of keeps people down on that East end. Okay. So those two things and then I think there was some budget questions from last year. And so, I did submit my statement of activity that is corrected. When we saw you in February, our bookkeeping was not quite done yet, so there were some issues there. It looked like we had all kinds of money in the bank, but we didn't. People had not gotten paid yet and people hadn't cash checks yet. So that's all been rectified and fixed. And then the budget has been in front of you as well. So, questions there? Happy to take them, please.

Cindy Pearson: I'm sorry Cindy you go ahead. I'll just ask a quick one.

Michelle Myers: Yes.

Cindy Pearson: I don't see a lot left over to run things on for the next year.

Michelle Myers: Yes.

Cindy Pearson: Any ideas on?

Michelle Myers: On that?

Cindy Pearson: Yep.

Michelle Myers: Even when Jim was in charge, it was like that. He would empty the bank account at the end of every year. His hope was that we had some type of an endowment. And so, we're working diligently to keep our costs low and to work on sponsorships. This year was a little light on sponsorships. And so, I think we're feeling that economy change, But I think that that's the leanness of this event. It costs more every year. It goes up 5 to 7% every year, year over year. And it's just all about can we get it done? Can we get it done safely, and can we get it done with this group of awesome people?

Cindy Pearson: So yes, I understand that. Okay. Thank you. Yep.

Michelle Myers: No problem. You'll notice in the budget that it's far more detailed this time. And that was just a request from our bookkeeper and from you all so that it was much clearer. Yeah, it is good.

Cindy Pearson: To see it like that. Thank you.

Michelle Myers: Perfect. And what will happen is our budget. I'm sorry. Our statement of activities at the end of this year will reflect that budget articulation. So, everything will be really clear.

Bridge Littleton: That's great. Thank you.

Michelle Myers: Yeah. No problem.

Bridge Littleton: Any other questions? Peter.

Peter Leonard-Morgan: Thank you very much for this. Just remembering from last year and the year before with the VIP area in front of the, what do you call it? Not the Grandstand, but the.

Michelle Myers: Yes, Grandstand.

Peter Leonard-Morgan: Grandstand. There was a little bit of trouble sometimes with people.

Michelle Myers: Yes.

Peter Leonard-Morgan: They couldn't get in and so I just wondered if there's a way to, you know, we're learning all the time, what was. [multiple speakers]. Yeah, exactly.

Michelle Myers: Absolutely. Well, we have the stanchions around that area and so they'll stay up the entire complement of the day. I think one of the issues was we wanted to let through traffic in, and we had a problem because our sound truck broke down. So, we had to pinch point. So, I had to kind of open it last year. So, our sound man confirms that he will have a truck that can be moved after he sets up at 8:30, and then those stanchions will remain the entire time, and then people will just walk behind the little cart, [off mic] the stage area that you guys are on. So that shouldn't be an issue this year.

Peter Leonard-Morgan: And the floor of the cart is one piece.

Michelle Myers: For a new floor.

Peter Leonard-Morgan: Oh, great.

Michelle Myers: You got your new floor last year. You don't remember?

Peter Leonard-Morgan: I do vaguely, yeah. [laughter]

Michelle Myers: The floor is there.

Peter Leonard-Morgan: I have PTSD from it. [multiple speakers]

Bridge Littleton: Peter only fell down twice.

Michelle Myers: We built him a new floor. It was great. And he was sober the entire time so.

Doug Myers: Yeah.

Michelle Myers: I mean, there was that.

Bridge Littleton: That's not always been the case.

Michelle Myers: That's true. That it was true. He's going to be up there again this year.

Peter Leonard-Morgan: Sorry it's old age forgetfulness I apologize.

Michelle Myers: Join the club. [laughter]

Bridge Littleton: So, Peter, can we define you as OAP?

Peter Leonard-Morgan: Okay. Even my wife doesn't know what that means. [laughter] I taught her.

Bridge Littleton: For those of you in the audience, it stands for Old Age Pensioner.

Michelle Myers: Oh. Thank you.

Bridge Littleton: Well that too. Okay. Any other questions for. Oh, yeah. Darlene. Sorry.

Darlene Kirk: I pushed the button. I don't have a question, but I like the little logo that you had at Christmas in Middleburg.

Michelle Myers: Thank you.

Darlene Kirk: That was really cute.

Michelle Myers: Thank you very much.

Darlene Kirk: [off mic] on, like, shirts or hats or something like that. I just thought I'd [inaudible].

Michelle Myers: We have been apoplectic about doing swag. It's a fine line that this event walks, right. We have to be very concise in our marketing and in our messaging that we are a community event, even though this is an event for visitors. And so, I have to be very careful with that, not to get any feedback that's negative. So, I carefully roll out things that may have a brand on them. And then I kind of don't roll out a lot. And so, I'm being very considerate about that and conservative. So, I think over time we can probably do that. I think the ornament is just a wonderful step in the right direction, but I have to be very careful about additional swag and all of that. Does that make sense?

Darlene Kirk: Yeah. Are you talking about the ornament?

Michelle Myers: The Christmas ornament?

Darlene Kirk: Okay. Not this Christmas.

Michelle Myers: Not this logo. No, no.

Bridge Littleton: You know, it's a really good point. I mean, as a nonprofit, the goal is to break even.

Michelle Myers: 100%.

Bridge Littleton: I mean, not break even. But you know.

Michelle Myers: Sure.

Bridge Littleton: You don't want to be in the red. You want to have something left over, but it's not. The goal is not to make a bunch of money. Right?

Michelle Myers: Yeah.

Bridge Littleton: And I will. The comment I'll add is I think the event is for visitors and citizens or community, right? As best you can. And I agree. I mean, I think I like I love the ornament, right? Because that is, it memorializes Em Sharp. It ties directly. It's unique. But and again, you know, this is just food for thought right. It's you guys are a 501C3. But I mean I think you know sweatshirts and hats and whatever. It just starts to cheapen it.

Michelle Myers: Commercializing it I think is necessary.

Bridge Littleton: Yeah.

Michelle Myers: And we just have to be careful.

Bridge Littleton: Yeah. And it's like, you know, it's funny because like, you know, when you and this is the tools of the trade, you start saying things like the brand and the merchandizing and the swag and, you know, marketing campaign, it feels like, you know, Ralph Lauren in New York City right? Now you have to think about those things because you want a well-run event. But it's like, it's great now, but it's you certainly don't want those types of corporatized sentiments 20 years from now to grab their own volition and go in a direction that's really, you know, agreed that whatever. So, and I know you guys totally get it. I'm not it's like the it's always that balance.

Michelle Myers: You are just being mindful.

Bridge Littleton: Yeah, exactly.

Michelle Myers: So, we have a board in place and they're very good at keeping me on the rails.

Bridge Littleton: Yeah.

Michelle Myers: And thanks to Carmen, please, for the ornament. She's fantastic. Carmen got the ornament out and launched so.

Bridge Littleton: Which one did you all choose for this year?

Michelle Myers: Well, it's a secret? We can't tell you.

Bridge Littleton: So, Danny will be holding that check?

Michelle Myers: Can't say a word.

Bridge Littleton: Actually, you know what? I have to sign it, so that's easy. Just as a matter of gavel.

Doug Myers: Gavel out and will tell you.

Bridge Littleton: Hang on, hang on. As a matter, I think it's in here. So, pull that one out.

Michelle Myers: No.

Bridge Littleton: Yeah. Sorry, Chris, go ahead.

Chris Bernard: On that topic. Just because I had someone ask earlier, what is the distribution plan for the ornament? Do you guys just sell directly to the website or how does that work?

Michelle Myers: We do, and we've had several partners. One of them is the museum, and so we've had partners approach us and say, hey, can we sell it at our location? So.

Chris Bernard: I think everyone wants to.

Michelle Myers: Everyone wants to. Yes. So, we put it at the Hill School for their event. So that's the first place that it arrives is at the Hill School. Then it gets sold online and then it gets sold the day of the parade in person. Carmen takes care of that for us. And then we're just making strategic partnerships with people that come forward based on what they need and what it takes to kind of cover our costs. You can see that in the budget, that number remains the same. That's a

separate bank account, and that's where we distribute any of our giving out of. So, the ornament actually perpetuates that cash flow.

Chris Bernard: How many volunteers are they giving you?

Michelle Myers: Pardon me?

Chris Bernard: For the kids zone.

Michelle Myers: We're working on that right now. I'm not sure how many Foxcroft girls will be there.

Bridge Littleton: Yeah. Extra credit.

Michelle Myers: Yes. Lots of extra credit.

Bridge Littleton: Cool. Any other questions? [inaudible] Okay. Thank you, guys.

Doug Myers: Thank you.

Michelle Myers: Thank you so much.

Bridge Littleton: Appreciate it.

Michelle Myers: Thank you.

Bridge Littleton: All right. Next up. Vince, where are you, man?

Vince Gugliotta: I'm right here. [off mic]

Bridge Littleton: It's not the water. It's the waste.

Vince Gugliotta: All right, let me get started with the water system. A couple key items. The water treatment plant, the town's water demand. With an average daily production rate of about 123,000 Thousand gallons a day. We had a total monthly finished volume of just under 3.7 million gallons. Some key notes I'd like to point out for the month of September was early in the month we had some, Well 4 issues kind of arise again, I believe we spoke about that at the last utility or Town Council meeting. Early in September, we had some overdraw down issues. Not 100% sure where those came from. About second half of the month, we seem to mitigate them pretty effectively through some set point changes and utilizing some flow from the Stonewall water treatment plant. Just recently looking at current data, we're actually doing pretty good. We're maintaining a steady water level. Yeah. Might as well switch over to that graph. There's our September graph, which is also in the report. You can see early in the month we actually had to manually enter a few data points because the water level was dipping below our transducer which means it wasn't able to record it. Here's current data. I believe that was like tail end of September up till today. [multiple speakers]

Bridge Littleton: So, you're saying it was going below the transducer?

Vince Gugliotta: Yes.

Bridge Littleton: That does not sound like it's good.

Vince Gugliotta: No.

Bridge Littleton: Okay.

Danny Davis: That was in September. But then as we move into October, okay. Right. We offset it with some other operational items. So, what you're now seeing here is staying above the transducer level for October.

Bridge Littleton: No, I get that. But we're drawing on it less.

Danny Davis: That's correct.

Bridge Littleton: Okay, so that feels artificial. Of course, it will likely go back up if you're not drawing as much water from it.

Chris Bernard: So [off mic] you have to go back to drawing something, right?

Bridge Littleton: Yeah. My overall question. Or maybe this is the easier way to think about it, right? We need to produce whatever it is per day. Right. 120 plus or minus thousand gallons. Right. Is the stress across all the wells? You know? You know, some may be hovering fine, but we're drawing 20% less from them than we were. Okay, that's not hovering. That's actually a 20% drop in flow. Right? And if we're going on another one that was always up and it's come down a little bit, even though it's way high, you get my point, right? So, across all of them as a total system, are we seeing a reduction in water to the wells and the transducers. Because our draw hasn't changed, right? So, in general, is everything the same or is it going down?

Vince Gugliotta: Gotcha. It's across all the wells; across the whole system I'd say we're actually starting to improve some. We're seeing a slight incline in Well L Well P is actually staying pretty steady. We have been utilizing, Well, 3 some which I think we'll get to in a little bit. And doing that, we've kind of reduced some of the burden on Well 4 and that's helping us maintain a healthy stable level in Well 4, I mean, we're not overdrawing it down.

Danny Davis: And part of that challenge, Mr. Mayor, is that we're still very early in our data gathering effort. So, we don't have a great baseline of which to compare what we're seeing here and the variation. So, there's two components as you noted. One is operationally how are we balancing the system. So, we don't overdraw say Well 4 and we can supplement it with some of our other wells so that we allow everything to run in a fairly standardized and appropriate manner, but also then at the same time, get enough data where we can start looking at those trends and we're building that. But it's not something where I can look at the last 12 months, 18 months, 24 months and say, we've dropped 5ft or 50ft, we just don't have that information. What we're doing it well for is dropping our transducer lower so that if we go below 295ft, we will be actually able to measure that and track that and record that. Currently the transducer sits at 295. That's why in September We were drawing below the transducer.

Bridge Littleton: Yeah. No, no, I get that. But my question is if in the last five years under our normal operations, we didn't have to reduce the stress on, Well 4, but we're now having to reduce the stress on Well 4 and go to other wells which produce better overall our water system is seeing some form of stress. Not that it's creating a problem, that we have enough water, but at some point, if the stress continues to perpetuate and get worse, we will get to, and it might be two years from now. You see my point?

Danny Davis: Yeah. So, I think we can make some guesses as to where we were two years, three years, four years ago based on some information we have. But we can't guarantee the veracity of that information. And so, all I can say is we didn't have insight into that data. So, I can't. [multiple speakers]

Bridge Littleton: No, I get it. I guess we're I guess my and I and I understand you want to let data drive your decisions. Where I am noting a concern is that we had to reduce the draw from Well 4 because it was not keeping up with the normal demand that we were always putting on it. That is concerning that fact alone. Take all the data points out is a concerning point. Right. So, and again, it's not that we're running out of water, but it's okay. This is the first time we've seen this stress like this. And so.

Danny Davis: And when drilled sorry real quick when drilled Well 4 if I recall right was 17ft or 25ft or something below the ground level, it's sitting at 210ft below ground level at static un pumped, you know, at rest. So even just looking at this where we are today, from where it was. No, it was it was drilled 30 years ago. Right. Or something like that.

Vince Gugliotta: Maybe 25 or so early 2000.

Danny Davis: Again, a lot lot's happened in 25 years. And so, if we just take those two data points you can say, yeah, the water has gone from very high level to now this new kind of new normal. Well, what's the cause of that? Could be a variety of functions. But your concern about Well 4 is well founded. [multiple speakers]

Bridge Littleton: Yeah. Okay. I'm sorry. Cindy.

Cindy Pearson: Just but in saying that the balance of using all of them. Isn't that better on all the wells?

Bridge Littleton: Oh, yeah. No, I'm not I'm not saying that we're there's a where I'm going with this is.

Cindy Pearson: I get what [off mic].

Bridge Littleton: You're right. We can produce a billion gallon. You know, five years ago we could produce a million. We only used 100,000. Now we're only producing Using 800,000. We're still only using 100,000, so we're not in trouble, but our production is decreasing. So, if.

Danny Davis: The potential production.

Bridge Littleton: And I'm not saying that's the case. Right. But I'm just saying the fact that we have to tamp back on Well 4 is a concern, that okay, is this the trend that we're starting to see? So, the point is, four years from now, it might be now we're only producing 500,000. We're five. But again, we're still not hitting a problem because we're only using 100. But it's like okay, there is a systemic issue.

Cindy Pearson: Seems like it yes. And the balance of using them all is easier on each well, that you don't have to pull so much from it all the time.

Bridge Littleton: Totally.

Cindy Pearson: Yeah.

Bridge Littleton: Totally. No, absolutely.

Cindy Pearson: Yeah. I get you.

Bridge Littleton: I'm not saying that. It's just like. It's like, I don't like the starting point of where it seems, you know, and this could be something that takes 15 years, right? I just don't like that it's happening. Okay. Sorry.

Danny Davis: And if I can jump in since we're here, I do think it would be helpful to show you the Well 3 graph. There's some text there that Vince can describe to you, but I think if you want to describe, I'll do my best. If you want to describe Vince, kind of the progression across this graph and the importance of that.

Vince Gugliotta: Sure. Oh. One key aspect about the Well 4 kind of stabling out. I said I believe we've kind of reduced the burden on it. We started utilizing Well 3 a little more. Reason why is early in October; we had a very Yeah variable frequency drive installed. What that does, we can actually slow down or speed up the pump speed at Well 3. What this does is we actually reduce a lot of the turbidity issues we were getting from there by slowing down the flow rate. Oh. Yeah. It's either on 0 to 100 or off. Exactly. With this, we can run it about. I mean, pretty much anything we want half speed, a third of the speed. That greatly improves the water quality at that site. And just trying to test it out. Now that we

have a transducer and the VFD, we can kind of study what that aquifer is going to do for us. I think it's October 6th. You can see that first dip down on the graph. We flushed the well without a VFD. About a week later, we had a VFD installed, and you can see running the pump much slower. You can see how much less drawdown we have in that aquifer. It seems to be staying pretty stable at that. We're pulling about 20,000 gallons a day from it. And it seems to be pretty robust. It recovers almost immediately once turned off. I think this is some really good news for us.

Danny Davis: Yeah. If you recall Well 3 is has always been that steady, Eddie Well, for us. I mean, when Well 4 was offline for 2 to 3 years, we relied solely on Well 3. The importance here, though, is when you look at that first dip, we were within seven feet of the pump. That was my concern. Now it has a history of always pulling really far down. We replaced the pump. I want to say a couple years ago.

Vince Gugliotta: 23.

Danny Davis: 23 and again, get a new pump that's operating at full capacity. And there were concerns that if we continued to run it without the VFD, we might, you know, during running operations, all of a sudden start getting air. So, the VFD has relieved a lot of stress on my part from the idea that as a backup well, and as a support to Well 4 we can continue to rely on Well 3 as a really good source of water.

Vince Gugliotta: Sure. Yeah. Might as well. Sure. Here we can see the graph for, Well L. Early in the month, it was kind of staying stable, but then about the same time we had the issues with, Well 4. You can see we started utilizing what's called the main town valve from Stonewall. That's basically where we kind of augment some of the water flow from the town and kind of push it into the town system from the high-pressure zone. Doing that, that does create more work for Well L & P to provide more water for that. And that's you'll see where this slightly steeper downward trend. Once you turn that valve off, it kind of stabilized. We weren't asking more from it. In other words, towards the later part of the month, we actually started turning the Well L site off to try to force it to recover some more. Doing so, we noticed Well P is staying stable. So, we're going to keep continuing to do that just to try to give us some more buffer space. Have it recover. Well P same thing. You can see once the main town valves in use; there is a greater demand put upon it. And once it turns off, it does actually tend to gain real slightly upward, but it does gain.

Danny Davis: And the goal again, partly of using Well 3 is that we don't have to overtax Wells L or P from the Stonewall plant. Allow them to stay focused on providing water to the high-pressure side of the system and let Wells three and four serve the low-pressure side of the system.

Vince Gugliotta: Sure. I think that should be the last graph, I think. Right. Okay. Just a couple more points from the water system. Some of the SCADA components were upgraded. That actually kind of caused more issues for us as Well 4 unfortunately. But those have since been resolved and it's in good working order now. Other than that, just some kind of standard maintenance items around the water systems. Meter replacements. Now, switch over to the wastewater. I don't think there's a slide for that one. Yeah. Some key takeaways from the wastewater system. The plant met the town's sanitation demand had an average daily discharge of about 76,000 gallons with a total monthly discharge of just under 2.3 million. Some key notes from the month. There's a blower that was repaired. Me and a coworker, Gary we actually fixed a couple of gas-powered equipment we found in the Old Town garage kind of rusted out. Needed some love and care, but we got them working again to where we can use them. The one of the grit separators was replaced, and that's in started up. It's in good order. Lots of site maintenance around the wastewater plant. And other than that, we've been working diligently at resolving some of the fire marshal's inspections violations.

Danny Davis: Mr. Mayor, if I can add just one more thing, just to let you all know as you're aware many of our customers here in town are on fixed incomes or low income. And so anytime that their water bill is higher than expected there can be an impact on them. And I just want to say thanks to Vince, because there was a particular homeowner that was trying to figure out what was going on, couldn't understand why his usage had almost doubled over. You know, I don't know, 2- or 3-month period of time. So, Vince was working with getting data eventually replaced the meter, got some more data, sent it forward. Completely unexpected for the homeowner to get that additional data. And he just really, really was, was appreciative and gives them insight into how they can plan their budget. And again, when you're looking at a difference of even \$100 or \$200 every two months, you know, that's something when you're on a fixed income that makes a big

difference. So just want to thank Vince for his hard work because he's dealing with plants that are complex and well issues. And then he's also got the touch to be able to help customers and understand their needs. So, it means a lot to us as we're interacting with our residents as well.

Vince Gugliotta: Thanks.

Bridge Littleton: Any questions for Vince? Thank you.

Peter Leonard-Morgan: I just wanted to ask about the recycled water for cleaning the. It's all going well now, isn't it?

Vince Gugliotta: Yeah, that system's been working fine. I know there was talk about at the utility committee meeting, but we haven't made any progress towards that action item, but I don't see any issues with it. Yeah.

Bridge Littleton: Yep. Vince, thanks.

Vince Gugliotta: You're welcome. Thank you.

Bridge Littleton: All right. Next is special projects, Mr. Davis.

Danny Davis: Thank you, Mr. Mayor and Council Members. Just a couple quick updates. I did attend the county Finance Committee on October 14th. There were some high-level conversations at the finance committee about the town's various Capital Improvement Plan funding requests. No indication whether ours would be necessarily accepted or not. But I have a little bit of hope that maybe there's our application touched on the right topics this year that maybe will get some transportation funding for South Madison Street. So, we'll let you know as we continue to monitor the county's CIP process. As, of course, Miss North keeps you updated on Asbury Church, but we've had a lot of activities over the past few weeks. First of all, in the Oral histories project the team continues to review those draft videos, and Miss North is poring over them over and over and over and is really bringing them around to be a great finished product. So, I appreciate her hard work on that. And then we met with Glave & Holmes yesterday, the days mixed together whenever we met with them to talk about our goals and some of their initial findings on their Asbury Church investigations and just understanding kind of where our goals as a town are going to be. And we have an amazing team with Glave & Holmes. They're architectural historians. They're focus on timelines and understanding our budget. And I think we're going to be very happy with where we end up on the design. And the goal is that we can get it in a place where we can move forward to construction. No updates yet on the sewer line video inspections. And then we're beginning some very early conversations on a potential town maintenance building at the wastewater plant, looking at how we might be able to combine a couple projects specifically to demolish the existing structures that really do take up a lot of space and then allow us to get a rough but necessary area for storage of our items that can be utilized by both the police department and our maintenance staff. So those are our updates for now. Mr. Mayor.

Bridge Littleton: Any questions for Danny on the special projects? Peter. All right. Next up is any reports of town committees?

Peter Leonard-Morgan: Not really reports. Just like to remind the general public and everyone here that we have the Town Cleanup on Saturday. [off mic] This Saturday yeah starting at 8 a.m. with a nice breakfast thanks to Salamander at 7:45 ish. But Kevin, we will see you there at 5 a.m.

Peter Leonard-Morgan: Yes. Thank you. Sure, will be welcome. It's about cleaning up, not having to clean up after. And it's just a great community event. You know, it's so much fun. We struggle to find trash, but, you know, that's the goal.

Bridge Littleton: That's a good problem. Yeah. Thank you. All right. Great. Any other reports? Updates? All right. Would anyone like anything removed from the consent agenda? Is there a motion on the consent agenda?

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

J. Kevin Daly: Second.

Peter Leonard-Morgan: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Next item is acceptance of a donation from the Playroom. Where are you going? [off mic] Got that right. All right. Who is doing this one?

Danny Davis: That's me.

Bridge Littleton: Mr. Davis.

Danny Davis: Thank you, Mr. Mayor. Just very briefly the Playroom, a store here in town has graciously offered to donate six of the little ride-on Vespa vehicles for current and future events related to Italian scooter. I'm not allowed to use the brand name. Sorry. Italian scooters. That's right. Xerox, Band-Aid or wound cover? So, town code. Town code requires the Council to vote to accept any donations, whether cash or property. So, we believe there's opportunities to use it at future events. Great fun. And we're grateful for their consideration. So, if Council is supportive of this. There is a draft motion for your consideration.

Cindy Pearson: I have a question. Where are you going to store them?

Danny Davis: In that new maintenance shed we're going to build?

Cindy Pearson: So, we're not getting them until it's built. Is that what I'm hearing? [laughter]

Danny Davis: Yeah. They're this big. So, we have. [multiple speakers]

Bridge Littleton: We can put them in Will's office.

Danny Davis: They're currently in the future office that sits. It's also holding our 1923 chandelier from the Asbury Church so.

Bridge Littleton: All right. Any other questions or concerns? All right, Chris, you want to make a motion?

J. Kevin Daly: He can't.

Bridge Littleton: He can.

J. Kevin Daly: But I shall do it for him. I move that the Town Council accept the donation of six ride on toy vehicles from the Playroom.

Bridge Littleton: What? Say second.

Darlene Kirk: I said it.

Bridge Littleton: Your microphone wasn't on.

Darlene Kirk: Oh, second.

Bridge Littleton: All those in favor say aye.

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions?

Chris Bernard: Me?

Bridge Littleton: All right. We're good. Next up is discussion item first quarter revenue.

Danny Davis: Thank you, Mr. Mayor. Miss Fletcher is off for most of this week, so I told her I would cover this for her. What's that? Yes. Yes. But we wanted to give you the update for our major revenues. Of course, we focus this report on meals tax and occupancy tax. You'll see the full revenue report at your next meeting. Mr. Leonard-Morgan, with your favorite line chart. So that will come at the next meeting. But this is just to let you see where we stand. The good news is we are above budget on both. The chart on the first page of your report for occupancy tax shows actual revenue just shy of \$350,000. Literally within an hour of publishing this report, we received our final two TOT payments for the month, and that put us closer to \$375,000, which is just shy of where we were last year for the quarter, but higher than our budget. So that's good. You'll notice that our meals tax is extremely higher than budgeted. We in August we were 46% over last year, year to year and September, we were 24% over last year on a year-to-year basis. So, some very strong months here in the town for those two months and overall, the two revenue streams are looking very, very strong. We are still continuing to take the cautious and hesitant approach. That was the message at VML, not surprisingly about ten days ago to the membership of continued caution and uncertainty. So, while we take this as very good news for this quarter, we don't want to put all of our eggs in this basket or count our chickens before they hatch. So, we just want to continue to stay careful as we watch the revenues over the next few months and for the rest of the year. But happy to answer any questions if you'd like.

Bridge Littleton: Any questions? All right, Danny, thanks. Next is the MOU with Loudoun County adoption of Virginia Erosion and Stormwater Management Program. Chief, could that be?

Danny Davis: I could give it to Mr. Crim, but I'll take it for you. The as noted in the memo, the county adopted new ordinances related to erosion and stormwater management as a result of changes in the state code and as part of that specifically identified, allowing the county to enter into agreements with the towns for the county to manage erosion and stormwater within the town limits. But that would then require an MOU, excuse me, an MOA, as well as for the town to adopt an ordinance referring to the county's stormwater and erosion program. So, this is just a briefing for you. There's no action needed as of yet. Our I'll say staff has been working with county staff on this for probably 6 or 9 months, maybe a little longer. And then we realized we needed the attorneys to get in a room together, which can be a challenge. So, they've been working on it for 4 or 6 months as well. But I think the good news is we're at a pretty good spot. This essentially would memorialize how we've been operating anyway. So long story short, there's no negative concerns or impact to the town. In fact, it is helpful for us to allow us to use the experts and the staff at the county to manage these activities for us. And as shown in the draft MOA, there's no real onerous burden upon the town as part of this interaction. It's just really a continued communication between our staff, specifically Mr. Moore and the staff at the county under their both their building and development department as well as specifically their E&S and stormwater staff. So again, no action needed. If you decide to review the MOA and you have questions or want to discuss it, you're more than welcome to reach out to Mr. Moore or to myself. Otherwise, we'll probably return to you sometime either it's probably going to be early next year, is my guess for adoption of this. Happy to answer any questions if there are any at this time.

Bridge Littleton: Any questions? Okay. Last item is Miss North.

Rhonda North: Thank you, Mr. Mayor. This is the annual item that we bring before you. There are essentially three items included in it. The first is your meeting schedule for the remainder of the year. It has been the Council's practice to cancel the fourth Thursday meeting in November and December as they conflict with the holidays. With the understanding that should we need to hold a meeting for some reason, that it could be scheduled on the third Thursday of the month but do need to get the calendars out. So, if you are okay with that then we will continue that practice. The second item is the employee luncheon. Traditionally, the Council has hosted a luncheon for the employees on either the

second or third Friday in December. The last three years, that luncheon has been held at the Hunter's Head Tavern, and the staff is seeking Council's guidance on whether they wish to do that again this year. And if so, who on the Council is going to lead that particular event? And then the last item are the gift certificates. Traditionally, the Council has issued \$100 gift certificates that are good at participating in town businesses for the staff. Also, we gave \$50 gift certificates to the members of the town's regulatory committees up until last year because of the decline in the number of members who used those we gave them a usable item instead. Last year, it was a Yeti cup with the town's logo embossed on it. And if the Council is interested in continuing that, we would suggest this year be a large golf-size auto-open umbrella with the town's logo on it. So, we're presenting these three items for Council's consideration.

Bridge Littleton: Anybody have any issues with moving ahead as recommended? Cindy.

Cindy Pearson: I don't have an issue. I just wonder if we are interested as Council to bring the luncheon closer to town and maybe have it at Lost Barrel or Boxwood and use those facilities instead. I know the choice isn't as wouldn't be as wide for lunch. Just a thought. And if not this year, we'll do it another year.

Bridge Littleton: You said my only problem is they don't serve proper meals.

Cindy Pearson: Lost Barrel can they cater? Absolutely.

Danny Davis: Lost Barrel does and actually, Boxwood is serving lunch now.

Cindy Pearson: Boxwood does, Yes.

Chris Bernard: Should this be up to the two Council members that decided to take this on?

Cindy Pearson: I think it should be the two that are leaving this year that need to do that. [laughter] [multiple speakers] That was a slide in answer there, but yeah, but it would be nice to bring it closer to town. And Lost Barrel I did go up and ask if there was a spot we could be. They did say yes, we could be up in the room upstairs. But she wasn't there to discuss menus. And he came to the center one day and had different foods that are available. So, the caterer did. So, but, you know, yes, it should be a, you know.

Bridge Littleton: So, Bud are you I mean, Peter, are you good doing it with Bud? Okay. You guys can figure it out. Cool.

Cindy Pearson: Okay.

Bridge Littleton: Perfect. Up to you. Yeah, what?

Danny Davis: Do you all want to discuss dates for that at this time or have them reach out to Council about availability?

Bridge Littleton: Well, what dates do we say?

Rhonda North: Well, usually it's the second or third Friday in the month.

Bridge Littleton: Which is the 12th or 19th.

Danny Davis: The 12th might be a conflict for you, Mr. Mayor. So.

Bridge Littleton: Yes. I would say the 19th.

Rhonda North: 19th?

Bridge Littleton: Yep.

Rhonda North: Okay.

Bridge Littleton: All right. Yeah.

Chris Bernard: Can we rename this the Rhonda North On the Bus Holiday Bill? [laughter]

Bridge Littleton: The Rhonda On the Bus motion.

Danny Davis: Big, big, beautiful holiday bill.

Chris Bernard: That's Right. Exactly.

Bridge Littleton: God, please.

Rhonda North: Thank you, Mr. Mayor.

Bridge Littleton: All right. Thank you. Any discussion items? The only thing I want to note for. Yeah. Did you have something, Cindy? Okay. Only thing I wanted to note for everybody on Council is I'm sure many of you know Reverend Swann passed away about a week ago. His funeral is going to be on Saturday at in Warrenton, 11:00 at the Faith Christian Church and International Outreach Center. So, the viewings is 10 to 11 and the service starts at 11. I will be there if anybody wants to go, let me know. And if there's nothing else, we don't have a closed session, do we? No. You sure don't want to have one just for fun?

Cindy Pearson: No. [off mic]

Bridge Littleton: It's quick. Yeah. Well, he can't be here. We talk about what we want. Just don't let Rhonda in. Rhonda's, I mean, Martin's online. We're paying for this?

Chris Bernard: Martin say something.

Bridge Littleton: You know, when he doesn't have to drive here, we should get a discount. All right. With that? Meeting's adjourned.