MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, April 9, 2026

PENDING APPROVAL

PRESENT: Mayor Trowbridge M. Littleton
Councilmember Pamela Curran
Councilmember J. Kevin Daly
Councilmember Deborah Scott Gallagher
Councilmember Chris Hersh
Councilmember C. Darlene Kirk
Councilmember Cindy C. Pearson

STAFF: Danny Davis, Town Manager (participated remotely)
Martin Crim, Town Attorney (participated remotely in closed session only)
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Manager
Shaun Jones, Chief of Police

ABSENT: Vice Mayor Chris W. Bernard

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, April 9, 2026 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

Megan Gallagher, 214 W. Marshall Street, noted that the Historic District Review Committee held a pre-application discussion with Glave & Holmes, the architect, on the Asbury Church Restoration Project. She reported that the HDRC really liked the plans and opined that they were beautiful. Ms. Gallagher commended Town Clerk North on her handling of this project. She noted the two agenda items related to infrastructure grants and expressed support for both. Ms. Gallagher noted that the requests were for more money than was allocated for grants in the budget and opined that they could be fully funded by taking money from other areas.

Staff Reports

March 2026

Town Clerk North noted that the Virginia Public Records Act would be fifty years old next week. She advised that she recently attended a Library of Virginia webinar on it, during which they reviewed its history and future. Ms. North reported that the officials from the Library believe the next step would be to address records related to technology, including social media. She reminded Council that the Town contracted for a social media archiving solution for about six years; however, after experiencing some issues, the contract was terminated and the staff began to look for alternative solutions. Ms. North reported that one had been found and advised that it would be presented to the Council during their next meeting.

Town Manager Davis reviewed the upcoming events, which included Trivia Night, Wellness Day, Art in the Burg and Middleburg Day. He reported that the Town's events team was prepared for them, as was Stephanie Burget, the Chair of the Arts & Cultural Events Committee. Mr. Davis advised that she was doing a fantastic job.

Town Manager Davis noted that the Finance Director was out for a family emergency. He advised that all the cash disbursements were captured in the expenditures, so the financial report was as close as possible to the final bank reconciliation. Mr. Davis noted the revenues that were coming in and reported that the Town continued to see strength in its revenue cycle.

In response to inquiries from the Council, Police Chief Jones reported that the Loudoun County Sheriff's Department was following up on some leads related to the Truist Bank robbery. He confirmed the perpetrator had not been caught. Chief Jones further confirmed that the rumor was that $300 had been stolen and noted that it began circulating before the bank had the opportunity to count their money to determine how much was taken.

Councilmember Kirk noted that Middleburg Atlantic Union Bank was now keeping their cash in their vault and had very little out front.

Mayor Littleton noted that they now used disperser machines and did not have money sitting out front.

Chief Jones reported that the Police Department increased its foot patrols at all the banks. He noted that the Sheriff's Department had someone at the Truist Bank; however, that had now ended. Chief Jones reiterated that the Police Department was stepping up its foot patrols and noted that the officers were going into the businesses and banks in an attempt to make people feel more comfortable.

In response to an inquiry from the Council, Chief Jones reported that the new "We Care" program was being advertised so people could sign up for it. He noted that the Police Department would have a table at Wellness Day and would introduce this new initiative and encourage people who lived in the Town limits to sign up for it.

Deputy Town Manager Moore reported that the Streetscape Committee met earlier in the day. He advised that there would be activity at the western entrance sign as a planting area was created. Mr. Moore reported that the Committee reluctantly approved a request from the property owner to remove a large oak tree in front of 107 East Washington Street, as its roots were starting to impact the very old stone wall in front of the property. He reminded Council that the Town planned to do a sidewalk restoration in this area using Flexi-Pave; however, that would not resolve the issue the tree was causing. Mr. Moore reported that the Town would proceed with the sidewalk restoration once the tree was removed. In response to inquiries from the Council, he confirmed the Town would still use the Flexi-Pave material even if the tree was removed, as it would not be able to remove the stump without damaging the wall further. He confirmed the stump would remain; however, it would be cut back as much as possible to increase the sidewalk width.

Councilmember Pearson reported that the stump would disintegrate over time.

Mayor Littleton agreed it would; however, he noted that it would deform the wall when it did. He opined that the wall would be deformed either way – now or later.

Deputy Town Manager Moore agreed to revisit that question; however, he noted that the plan was to leave it in place.

Deputy Town Manager Moore noted that the Town Attorney would join the Council during the closed session.

<u>Asbury Church Project Report</u>

Town Clerk North acknowledged Ms. Gallagher's comments regarding the pre-application discussion by the Historic District Review Committee (HDRC) of the exterior changes to the church. She noted that the design was well received by the members and advised that they stated that the presentation was noteworthy. Ms. North reminded Council that the deadline for proposals for the Request For Proposals for fundraising services for the project was April 20th. She noted that although the deadline for submitting questions had passed, she continued to get inquiries. Ms. North expressed hope of getting a few proposals. She reminded Council of the discussion during the last meeting of the Virginia Department of Historic Resources' Black, Indigenous and Peoples of Color Grant and reported that the Town would be advised on May 11th as to whether it would be invited to submit a full application. Ms. North advised that if it was, the application would be due by July 2nd, with decisions on the grant awards being announced in late September. She reminded Council that she had been staying in contact with the National Trust for Historic Preservation about their Saving Black Churches grants in order to find out when the next grant opportunity would occur. Ms. North reported that she received an email from them earlier in the day advising that the President had proposed to cut their funding by 95% and noted that if this occurred, the grants the Town was interested in pursuing for this project would not be available.

Mayor Littleton noted that Congress wrote that budget and opined that the reduction in funding would not occur.

Consent Agenda

A. Council Approval – March 12, 2026 Regular Meeting Minutes; March 26, 2026 Regular Meeting Minutes

Councilmember Daly moved, seconded by Councilmember Hersh, that Council approve the consent agenda as written.

Vote: Yes – Councilmembers Curran, Daly, Gallagher, Hersh, Kirk, and Pearson
No – N/A
Abstain: N/A
Absent: Vice Mayor Bernard
(Mayor Littleton only votes in the case of a tie.)

Action Items

Council Approval – Request for Infrastructure Grant – Middleburg Museum Foundation

Town Manager Davis reported that the Middleburg Museum Foundation requested an infrastructure grant to support their project to replace the fence around their property. He noted that the replacement had already been approved by the HDRC. Mr. Davis reported that the cost would be $13,000 and advised that the Foundation requested a $10,000 grant, which was the full amount they could under the Town's Infrastructure Grant Policy. He reported that they submitted all the required materials and he believed the request met the intent of the Town's policy. Mr. Davis reminded Council that they reduced the grants line item in the budget, as the Town had not received a request for a few years, with the idea that if multiple requests were received, they could be funded through the contingency reserve or other funds that were not going to be fully utilized. He reported that the special events grant funding had not been utilized this year and suggested it be used to fulfill this and the next request.

Sabine Bibb, a member of the Board of Directors for the Middleburg Museum Foundation, noted that they had been working on the fence and landscaping in order to spruce it up. She reported that the fence was in dire need of replacement. In response to inquiries from the Council, Ms. Bibb expressed an understanding that the twelve-foot-wide gate that was included in the contractor's price quote was not approved by the HDRC. She advised that it would not be installed and should not have been included in the quote.

Councilmember Hersh moved, seconded by Councilmember Daly, that Council approve the recommendation to provide an infrastructure grant to the Middleburg Museum Foundation in the amount of $10,000 in support of their fence replacement project to enhance the safety and appearance of the Museum and Visitor's Center for the Middleburg community.

Vote: Yes – Councilmembers Curran, Daly, Gallagher, Hersh, Kirk, and Pearson
No – N/A
Abstain: N/A
Absent: Vice Mayor Bernard
(Mayor Littleton only votes in the case of a tie.) (by roll call vote)

Council Approval – Request for Infrastructure Grant – Middleburg Community Center

Town Manager Davis reported that the request was for an infrastructure grant to replace the barbecue pit in the Middleburg Community Center's picnic area. He noted that it was used by members of the community and for various events and was a great asset to Middleburg. Mr. Davis reported that the total cost was $12,500 and noted that the Community Center was seeking a $10,000 infrastructure grant from the Town. He opined that they met the criteria for receiving it.

Sue Foote, Director of Operations for the Middleburg Community Center, presented a sketch of the proposed barbecue. She requested support for the replacement of their grill, which was originally built in the 1950's and had been a part of the Community Center for generations. Ms. Foote advised that it had reached the end of its useful life and was no longer safe or functional. She explained that their goal was to restore and revamp the space by constructing a new permanent masonry stone grill that would be durable, safe, and designed to serve the public for decades to come. Ms. Foote advised that it would be a free, publicly accessible amenity. She advised that they had raised $1,500 in donations and were requesting a $10,000 grant from the Town, with the Community Center covering any remaining costs. Ms. Foote noted that they would like to have the project completed in time for their Fourth of July celebration, at which time, they planned to offer free hot dogs, open the pool to the public at no cost, and host games and family activities. She advised that the grill would be the centerpiece of the event and many others in the future. Ms. Foote opined that replacing the grill was more than replacing infrastructure and advised that it was about honoring a long-standing community feature and ensuring it continued to serve Middleburg for the next seventy years. She reported that they had a clear path for construction oversight and long-term maintenance and were ready to move forward with the project as soon as funding was available. Ms. Foote thanked the Council for their consideration of the grant request. In response to inquiries from the Council, she confirmed the grill would be available for the Fourth of July and possibly Memorial Day, if the weather cooperated. Ms. Foote advised that the current grill was built by Edward Dade. She noted that it was made of stone that was quarried in Middleburg and advised that the stonemason would save as much of it as possible for use in the new grill and would be able to secure more in order to keep the historic look of the grill. Ms. Foote confirmed they planned to install a dedication sign.

Councilmember Daly moved, seconded by Councilmember Hersh, that Council approve the recommendation to provide an infrastructure grant to the Middleburg Community Center in the amount of $10,000 in support of the Community Barbeque Restoration and Improvement Project.

Vote: Yes – Councilmembers Curran, Daly, Gallagher, Hersh, Kirk, and Pearson
No – N/A
Abstain: N/A
Absent: Vice Mayor Bernard
(Mayor Littleton only votes in the case of a tie.) (by roll call vote)

Council Appointments – 2026 Virginia Municipal League Policy Committees

Town Clerk North reminded Council that each year, they nominated members of the Council to serve on the VML's policy committees. She noted that traditionally, once appointed, the members continued their appointments from year to year. Ms. North reminded Council that with the departure of Councilmembers Jacobs and Leonard-Morgan, there were two committees that would need new appointees. She advised that Councilmembers Gallagher and Hersh had graciously agreed to serve on the General Laws Committee and the Infrastructure Committee, respectively.

Councilmember Daly moved, seconded by Councilmember Hersh, to approve the following appointments to the 2026 VML Policy Committees: Vice Mayor Bernard to the Community & Economic Development Policy Committee; Mayor Littleton to the Finance Policy Committee; Councilmember Gallagher to the General Laws Policy Committee; Councilmembers Daly and Curran to the Human Development & Education Policy Committee; and, Councilmember Hersh to the Infrastructure Policy Committee.

Vote: Yes – Councilmembers Curran, Daly, Gallagher, Hersh, Kirk, and Pearson
No – N/A
Abstain: N/A
Absent: Vice Mayor Bernard
(Mayor Littleton only votes in the case of a tie.)

Discussion Items

Review of Public Safety Emergency Response & Communications to the Public

Chief Jones reminded Council of the Town's alert system and opined that the issue was that not a lot of people were signed up for it. He advised that he developed some ideas to get residents to sign up and developed Operation Get Informed, with the goal of getting residents informed of what's going on in the community. Chief Jones reiterated that the Department would have a table at the Wellness Day event and would have information on how to sign up for the alert system. He advised that the Police Administrative Specialist would be on hand to assist people who wanted to sign up on their phones. Chief Jones noted that he was also going to work with the Middleburg Business & Professional Association (MBPA). He advised that he would add information on the back of the on-duty officer contact cards on how people could sign up for the Town and County's alerts. Chief Jones noted that the officers would have the cards to distribute to residents. He suggested the need to have a coordinated effort with the Sheriff's Department and reported that he and the Town Manager were scheduled to meet with the Sheriff on April 13th to discuss how they could work together, how they could share consistent information, and how to improve communications throughout the town. Chief Jones advised that he planned to review proper communication protocols and establish best practices for public notifications. He suggested the need for the two agencies to work together and reiterated that he was looking for ways to improve communications with the residents. Chief Jones reiterated the need for the residents to sign up for both the Town and the Loudoun County alerts. In response to inquiries from the Council, he confirmed that residents could receive alerts either via text or email. Chief Jones explained that the alert contained a brief synopsis.

Deputy Town Manager Moore explained that it was more like a headline that contained a link to get more information.

Mayor Littleton opined that people were inundated by things to sign up for. He noted that the Town and Police Department had a responsibility to the citizens of Middleburg. Mr. Littleton suggested that trying to get people to sign up for the County's alerts was their job and opined that most of them had no relevance to Middleburg. He advised that all he cared about was getting residents to sign up for the alerts that were relevant to Middleburg. Mr. Littleton suggested the Police Department focus on getting them to sign up for the Town of Middleburg alerts.

Proposed FY '27 General Fund Budget Updates & Responses to Additional Questions

Town Manager Davis reminded Council that during their last meeting, they discussed the General Fund revenues and expenditures. He noted that two additional questions were received subsequent to that meeting – the first of which was related to the conversation about providing support to the MBPA for their social media and web traffic generation efforts. Mr. Davis reported that the MBPA was working on information and potential costs to support those efforts and advised that he would plug those numbers into the budget when they were received. He noted that $5,000 was included as a placeholder for now. Mr. Davis reported that the other question was in regard to how much money would be raised by increasing the meals or TOT (transient occupancy tax) tax rates by a quarter of a percent, how that compared to the cost for the new patrol officer, and whether this was something that should be considered. He further reported that the Strategic Finance Committee suggested the tax rates not be increased for either of those taxes because there was still a $200,000 contingency/unallocated revenues in the budget even with the costs for the additional police officer. Mr. Davis advised that revenues were still sufficient to cover the overall General Fund budget, including the costs for the proposed officer.

FY '27 Utility Fund; Utility Rate Structure & Availability Fees

Town Manager Davis noted the need to review the Utility Fund's proposed revenues and expenditures. He reminded Council that the Town worked with its utility rate consultant to take a long-term look at both the operating and capital expenditures and potential future debt needs. Mr. Davis further reminded Council that the rate consultant recommended regular increases in the Town's water and sewer rates and advised that he was recommending the Town continue its general 3% revenue increase to fund core operations and capital needs. He noted that the question was how the Town achieved the 3% increase – either through increasing the rates based on the current rate structure, which was a flat one, or by implementing a tiered rate structure, which had been under consideration for the past fifteen months. Mr. Davis reminded Council that under that proposal, the minimum bill for 2,000 gallons of water in a two-month period would be reduced by 25%, with

three tiers being created – 0 to 2,000 gallons; 2,000 to 10,000 gallons; and over 10,000 gallons. He advised that the rates for less than 10,000 gallons would be reduced compared to the current rates and anything above 10,000 gallons would be at a higher rate than today's rates. Mr. Davis opined that this would apply equally and would be equitable for all users of the system regardless of whether the customer was a residential or commercial customer. He reported that the Strategic Finance Committee recommended, although not unanimously, that the Council consider implementing the proposed tier rate structure. Mr. Davis reminded Council that the Town had some of the highest utility rates in Loudoun County and also had one of the highest percentages of affordable and subsidized housing of any town in Loudoun. He noted that the populace was generally older and more of the residents were on fixed incomes or were low income. Mr. Davis reminded Council that Middleburg had a much lower median household income than the remainder of the county. He reiterated that the proposed rate structure was based on level of usage, with the customers who used more water paying a higher rate. Mr. Davis noted that the more water consumed, the more it cost the Town to treat it and the wastewater. He suggested this was the big discussion point for the utilities side of the budget and recommended the Council discuss it first.

Mayor Littleton noted that the Council had discussed the tiered rate system multiple times for a long time. He opined that it was important to note that Middleburg had the highest water rates in the county and the highest percentage of subsidized and low-income housing. Mr. Littleton noted that the residents at Windy Hill were getting crushed by the increased cost of everything and suggested it was a moral imperative to help alleviate the burden on them. He opined that this was something the Council needed to consider.

Town Manager Davis noted that he included a rate comparison to other towns in the agenda, which included both Middleburg's current rates and the rates under the proposed tiered rate structure. He advised that under the proposed tiered rates, Middleburg would fall more in the middle of the other towns. Mr. Davis recognized that the towns of Round Hill and Hamilton's customers were mostly outside of their corporate limits and had rates that more closely aligned with Middleburg's current rates for users who used 6,000+ gallons of water. He advised that those towns reduced the burden on their in-town customers by charging higher rates to the out-of-town ones. Mr. Davis reminded Council that they made a conscious choice to not expand Middleburg's service area so there was no way to make up the revenues through out-of-town users.

Mayor Littleton noted that the cost of subsidizing the in-town rates for those towns was to build a couple thousand homes all around them. He acknowledged that this was a choice and advised that it was not something that Middleburg ever wanted. Mr. Littleton noted that Middleburg never wanted to extend its utilities outside the town limits to promote sprawl and always wanted to keep its hard edge.

Town Manager Davis reviewed the FY '27 Utility Fund expenditures that were proposed to increase. He noted the engineering line item and explained that the Town used engineers, primarily Bowman Engineering, to do task order contracts, and relied upon them to provide the Town with good information upon which to make decisions about capital projects or bid proposals. Mr. Davis reminded Council that the wastewater treatment plant was fifteen years old and noted that the same parts may no longer be available; therefore, the Town needed to make sure the replacement parts were appropriate. He advised that the engineers were very helpful in that regard. Mr. Davis advised that this line item was proposed to increase. He reminded Council of the proposal to hire a part-time utility billing specialist, which would free up a lot of his and the Finance Director's time in dealing with utility billing issues, setting up new accounts, analyzing the weekly meter data to identify leaks, and following up with the customers when a leak was detected. Mr. Davis noted that the staff was here to serve the public and opined that this activity could use a dedicated person who was able to support these efforts. He suggested that if they had any additional time, they could provide general accounting support for the Finance Director. Mr. Davis reminded Council that he was shifting some of the utility responsibilities to Deputy Town Manager Moore; therefore, he was removing a portion of his salary that was placed in the Utility Fund and adding part of the Deputy Town Manager's.

Town Manager Davis reminded Council that the Town had updated both its financial billing system and its meter reading system. He reported that he was proposing to include funding in the budget for an ArcGIS license, which would allow the Town to better map its utility assets, identify when each asset was last repaired or maintenance was performed, and tag any videos to the specific line segment. Mr. Davis opined that this would provide the Town with better insight into its asset management system so it could prepare for future projects. He noted that this was one of the increases proposed in the

software line item. Mr. Davis reported that the SCADA (supervisory control and data acquisition) system continued to be a challenge, in particular the programming that went into equipment repairs/replacements to ensure the overall communications system was up to date. He reminded Council that given the current conflict in the Middle East, Iran was targeting the computer systems of public utilities throughout the country and noted that the federal government was issuing releases encouraging utilities to protect their systems. Mr. Davis advised that SCADA support was critical from both a security standpoint and an operational one. He opined that most of the remaining line items were pretty straightforward. Mr. Davis noted that he built in a $5,000 increase in electric costs, as Dominion was passing them on to consumers; however, the increase could be more. He noted the continued uncertainty regarding chemical costs and advised that the staff were watching those. Mr. Davis advised that the sludge removal was an interesting item. He reminded Council that this used to be a significant line item; however, the costs had begun to be minimal with a change in vendors. He reported that those costs were beginning to increase again, so he was increasing this line item.

Town Manager Davis noted the transfer from the Utility Fund to the Capital Improvement Fund to fund various capital projects. He advised that those could range from a $5,000-$30,000 piece of equipment, as well as large projects such as sewer line repairs. Mr. Davis reminded Council of the three repair projects for which bids were currently being accepted. He noted that the Town was seeking a $2 million appropriation in the federal budget to support two of its key water resource projects, which included the treatment of water at Well 3 for PFAS, iron, manganese, and radionuclides, and for water main replacements in the Ridgeview area. Mr. Davis reminded Council of the history of line breaks in this area. He advised that if the Town did not receive the grant, it would have to work with its financial advisor to determine whether the projects could be paid for through taking on debt or some other means.

Town Manager Davis reported that the Strategic Finance Committee reviewed the budget. He reminded Council of the General Fund loan of $1.1 million to the Utility Fund to pay off the line of credit that was due last year and advised that the Finance Committee suggested it would be appropriate for this loan to be forgiven in order to limit future utility rate increases and future stress points for the Utility Fund. Mr. Davis advised that a decision was not needed immediately; however, this was something to consider.

In response to an inquiry from the Council as to what would happen if the federal appropriation was not approved, Town Manager Davis reminded the members that the project costs were estimated at $2.7 million and advised that it would be difficult for the Town to fund, even potentially through debt. He reiterated the Town would work with its financial advisors to see if there was a creative way to do so; however, his recommendation would likely be to proceed with the Well 3 Project, which was about $1 million. Mr. Davis opined that it could be covered through CIP cash, as well as future debt, and would still allow the Town to stay within its financial policies. He advised, however, that the Ridgeview water main replacements would need to be put on hold until there was enough money to pay for them or it would have to be divided into multiple smaller projects that could be done as money allowed. Mr. Davis confirmed it would be a challenge to do both projects if a funding source was not found.

2026 General Assembly Legislative Session

Town Manager Davis noted that the Council had the Town Attorney's updated legislative summary. He advised that the Town was still waiting for the Governor to sign certain bills or propose edits to them.

Information Items

Well Meeting

Town Manager Davis noted that a community organization recently sent out mailers regarding a meeting that would be held on April 20th at the Middleburg American Legion to discuss groundwater supplies and wells. He advised that this was not a Town engaged project; however, it was something the Town was interested in. Mr. Davis noted that this was the group that did a groundwater resources study and raised attention to it to encourage the County to put dedicated resources and effort into groundwater monitoring. He reiterated that the Town was not involved; however, it would likely attend the meeting to hear the conversation, as it was one of the Town's concerns since it relied upon groundwater for its drinking water.

Mayor Littleton noted that this organization presented their study results to the Coalition of Loudoun Towns (COLT) and advised that they were very impressive. He opined that the meeting was worth attending.

Closed Session

Councilmember Daly moved, seconded by Councilmember Pearson, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for (1) consultation with legal counsel employed by the public body regarding specific legal matters requiring the provision of legal advice by such counsel, related to an Amended and Restated Water Supply Facilities & Wastewater Treatment Plant Agreement between the Town and Salamander Development, LLC, as allowed under Subsection (A)(8); and, (2) the discussion of an appointment to the Strategic Finance Committee, as allowed under Subsection (A)(1). Councilmember Daly further moved, seconded by Councilmember Pearson, that Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Curran, Daly, Gallagher, Hersh, Kirk, and Pearson
No – N/A
Abstain: N/A
Absent: Vice Mayor Bernard
(Mayor Littleton only votes in the case of a tie.)

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

Council Appointment – Middleburg Strategic Finance Committee

Councilmember Hersh moved, seconded by Councilmember Daly, that Council re-appoint Sid Abrams to the Middleburg Strategic Finance Committee.

Vote: Yes – Councilmembers Curran, Daly, Gallagher, Hersh, Kirk, and Pearson
No – N/A
Abstain: N/A
Absent: Vice Mayor Bernard
(Mayor Littleton only votes in the case of a tie.)

There being no further business, Mayor Littleton declared the meeting adjourned at 7:14 p.m.

APPROVED:

_____
ATTEST: Trowbridge M. Littleton, MAYOR

_____
Rhonda S. North, MMC, Town Clerk

April 9, 2026 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. First item is Pledge of Allegiance.

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

Bridge Littleton: Okay. The next item is roll call.

Deborah Gallagher: Deborah Gallagher.

Chris Hersh: Chris Hersh.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Cindy Pearson: Cindy Pearson.

J. Kevin Daly: John Kevin Daly.

Pam Curran: Pam Curran.

Rhonda North: Rhonda North, Town Clerk.

Will Moore: Will Moore, Deputy Town Manager.

Danny Davis: Danny Davis, Town Manager.

Bridge Littleton: Okay, next item is public comment. Anybody who wishes to address Council on any matter may do so. Let me guess, Rhonda, do we have a sign up?

Rhonda North: Yes, Mr. Mayor, we do. Megan Gallagher.

Bridge Littleton: Okay, we'll go with the sign up first. [laughter] Now, why do you assume it's you? There's other people here.

Megan Gallagher: [multiple speakers] two hours ago.

Bridge Littleton: Okay.

Megan Gallagher: Hi, this is Megan Gallagher. I live at 214 East Marshall Street here in Middleburg. I'm here to talk in favor of your infrastructure improvement grants. But first, I wanted to report back the Historic Review

Committee really, really liked the excellent plan that our town clerk and the consultants prepared them for the outside of Asbury Church and the issues likely to come before them even though your months and months away from having those plans finalized just to get the lay of the land. And it was beautiful. It was many more details than we've even seen of color and things like that. And it's got to be great. And they really liked it. So thank you again, Rhonda North. So I just wanted to speak about two things I hadn't seen before in the budgeting process, because you haven't had the request in a couple of years, which are infrastructure grants to improve things in non-profits in the town. And you've got the one from Middleburg Museum and one from the community center. And both were really important when I first moved to town, and even now today, when I had to keep coming in to see the contractors because my house was a wreck I would get something to eat at Common Grounds and a coffee and go up into the pocket park at the community center where they're going. They're asking for money to restore the old grill. Now, I was like grilling out or anything, but that shaded, wonderful natural area is just a little respite here in town. And it does deserve to have a functional grill. And it sounds like with your help, they will by the 4th of July, which is great. And then it was tree lighting, menorah lighting, 4th of July, all of the things that occurred in and around the Pink Box. And as we all know, it's desperately in need of a new fence. And I had the joy of the Historic Review Board meeting two years ago when they were talking about it. But it's hard for them to raise that kind of capital money. And I really think it'd be great if you could do this. I understand they're asking for more than may have been allocated. But in the memos from, I think our new zoning administrator they found other pockets, other buckets you could pull from. So full amount for both. I really strongly support and I hope you do too. Thanks.

Bridge Littleton: Thank you. Anybody else on the list? No, sir. Oh, Okay. Would anybody else like to address Town Council on any matter? Speak now or forever hold your peace. Okay. We will close public comment and go to staff reports. First one is Miss North the Town Clerk Report.

Rhonda North: Thank you, Mr. Mayor. So next week will be the 50th anniversary of the Virginia Public Records Act, and I recently took a webinar offered by the Library of Virginia on this very topic. They talked about [beeping] Talked about. Stop. [laughter] So they talked about the

Bridge Littleton: Rhonda, your time has expired. [laughter]

Rhonda North: Yes. Talked about, you know, the act as it was adopted, the changes over the years, which remarkably, there have been actually very few significant changes in the last 50 years to the Public Records Act. And then they also talked about what the folks at the Library of Virginia see as the next step. And to no surprise, that is to address the change in technology that has occurred in the last 50 years. So we have things now like body camera footage that's automatically recorded and then automatically gets usually written over in 14 days or whatever. Same thing with phone messages, you know, they automatically are deleted after 14 days, but no one ever follows the retention schedule for those and fills out the proper papers and things like that. Nor do I think at least the impression I got was do they want to see that? So they're going to hopefully start addressing those things. But the other piece is social media. And so to that end, at your next meeting, you will be seeing a contract for social media archiving that the staff is going to recommend the Council approve. We did have archiving solution for about six years. We started to have issues with that solution. And we didn't renew the last contract. We've been searching for a new alternative since and we finally found one. So that will be coming to you all on April 23rd. So that's all I have to report, Mr. Mayor.

Bridge Littleton: Any questions for Rhonda? Okay. Next up is economic and business development. Danny, is that you or Will?

Danny Davis: Yes, sir. I'll take that. Just not to go over any of the details, but the listing of upcoming events is in your agenda memo. So just a reminder there Trivia Night, Wellness Day are in two weeks, and then in May,

we have Art in the Burg Middleburg Day. And then we're preparing already for other events throughout the year. So we're happy to answer any questions. We have our events team prepared and working on most of the logistics on those, as well as the Chair of the Arts and Community Events Committee, Stephanie Burget. She's doing a fantastic job. So between the two of them and a little bit of my time, we're making sure that these events go off without a hitch. So I'm happy to answer any questions you might have.

Bridge Littleton: Any questions for Danny on events? Okay. Next up is Finance. And Angela is not here, so who's taking that one?

Danny Davis: Oh, apologies, Mr. Mayor, I forgot she had a family medical issue arise today. So we have the report here. And just as a reminder for the last month as well, and this month, we ensured that all of the cash disbursements, primarily many of those are ACH payments are captured in the expenditures, so they're as close as we can get at this time before we get to final bank reconciliation, but they are much closer than they had been a couple of months ago when there was a gap. And then you'll see revenues coming in as well and continuing to see strength in our revenue cycle that we'll talk about a little bit as well in the budget process. So, any questions on the revenue or finance report I can also answer for you.

Bridge Littleton: Does anybody have any questions for Danny on the Finance Utility Report? Okay. Next up is Chief.

Shaun Jones: Good evening everyone. You have my report before you. Is there any questions I can answer for you at this time?

Bridge Littleton: Any questions? So what's the latest on the bank robbery? Because I get asked nine times a day.

Shaun Jones: I do too. It's still is for what I can say, it's Loudoun County Sheriff's Office detectives are following up on some leads, and that's all I can say at this time.

Bridge Littleton: Gotcha. Okay, but the guy hadn't been caught.

Shaun Jones: No, he has not.

Bridge Littleton: Okay. And is the rumor that it was $300 correct?

Shaun Jones: That's a rumor.

Bridge Littleton: Okay or whatever. [laughter]

Shaun Jones: That that rumor was out before I even made it out to the bank. While I was inside the bank, that was the rumor that was going around town.

Bridge Littleton: Okay. Right. Because I've heard that. I've heard $330. I've heard $300. I've heard $350. I've heard a bunch.

Shaun Jones: But that rumor was circulated before they even had the opportunity to count.

Bridge Littleton: Oh, okay. It's a good rumor. I mean.

Shaun Jones: Yeah.

Darlene Kirk: I was going to say Middleburg Atlantic Union is keeping their cash back in the vault. They have very little out front, they say.

Bridge Littleton: Well, they now have these new dispense machines. They don't always have it sitting out there. You go in and you want cash, a machine.

Shaun Jones: Yeah.

Darlene Kirk: Yeah.

Bridge Littleton: Has to spit it out. Will, do you have something you want to say? Okay. [laughter] You look poised. Okay.

Shaun Jones: Now, in reference to that we've stepped up our foot patrols in the area of all the banks to make them feel comfortable. The sheriff's office had someone at Truist Bank for the last couple of days that has ended. But Melvin's been on duty the last couple of days. We've been stepping up the foot patrols, and he's actually been going into the businesses, the banks and the businesses as well, just to make people feel a little bit more comfortable.

Bridge Littleton: Gotcha. All right. If there's no other questions, for Chief. Thank you.

Shaun Jones: Thank you.

Bridge Littleton: Oh what's that? Yeah.

Pam Curran: How's the new program? We Care.

Shaun Jones: The new program. This new program that we've started. I think just like anything with the town, new programs, we need to get out and advertise it more and give people the opportunity to sign up for it. We do have a elderly resident in town that we've been working with actually met this individual's daughter this afternoon and explained to her the program and encouraged her to come by to sign her mother up for the program. We will have a table at the wellness day. And that's one of the initiatives that we will be introducing to hopefully get some folks signed up for the program for those that live inside the town limits.

Bridge Littleton: Thanks.

Shaun Jones: Thank you.

Bridge Littleton: All right. Mr. Moore.

Will Moore: Thank you, Mr. Mayor. You have my report. Just a couple of quick updates from Streetscape Committee. They always meet the morning of this Council meeting, so we don't generally have a lot of detailed information in the report for you. The Western gateway sign, the entrance sign we will see some activity possibly as soon as next week digging around that to do a planting area around that. So, you may see some activity in that area. And also this morning the committee reluctantly approved a request to remove a large oak tree in front of 107 East Washington Street. That's it's Paul McMahon's property now. It used to be his brother's before he passed away, an office building there. It's one of these unfortunate situations where it's a healthy tree

just in the wrong place and it's really starting to impact this very old stone wall in front of this property. And it's also in an area where we plan to do a sidewalk restoration with Flexi-Pave. But it would not solve the issue with this tree. So we're going to be proceeding as soon as we possibly can with removal of that tree. So just wanted to make you aware that that will be happening and that will probably catch the attention of some community residents.

Bridge Littleton: And if we remove the tree and the stump and all that stuff, then we won't do Flexi-Pave, right?

Will Moore: So we're probably still going to use Flexi-Pave. We're probably not going to be able to remove the stump. It's interfacing with the wall so much at this point, the stone wall that trying to remove the stump completely would probably further impact the wall and cause damage to it. So the stump will essentially remain in place. We're going to try to cut it back as much as possible to see if we can get the sidewalk width to be consistent with the sidewalk width on both the east and west side of it. Currently it jogs in a little bit, so we're going to try to widen as much as we can the walkway, but we're not going to attempt to remove the stump and potentially damage the wall further.

Bridge Littleton: I mean, that seems like one of those things where, you know, the whole idea is to get rid of it so it can stop damaging the wall. Then let's get rid of the whole thing. I get it, it's grown into the wall.

Will Moore: Yeah.

Bridge Littleton: But you know.

Cindy Pearson: And apparently it will over, I forget how many years, 10 years, 15 years it'll start to disintegrate or whatever they the right word is. Sorry, I'm not the tree person.

Bridge Littleton: I think the word is rot.

Cindy Pearson: There you go, rot [laughter] and it will eventually die. And it can be something done with it then.

Bridge Littleton: No. I mean, yeah, exactly. I mean, eventually it will rot and it will deform the wall regardless. So it's either now or later.

Will Moore: Yeah. I can revisit that. But again, the plan right now is that was discussed this morning was to leave it in place for now.

Bridge Littleton: Okay. Well, then we'll see what it looks like. Yeah. All right. Thanks. Any questions? Anything else Will? Any questions for Will? All right. Thanks. And the Town Attorney who is not here. Will you want to cover that one?

Will Moore: Quickly familiarize myself with. I don't think he had.

Bridge Littleton: If he had anything on there.

Will Moore: No, this is just his standard update. He didn't provide any updates for us on legislation to provide. He will be joining in the closed session, though this evening.

Bridge Littleton: Okay. All right. Next item is Asbury Church update from Miss North.

Rhonda North: Thank you, Mr. Mayor. As Miss Gallagher indicated, there was a pre-application discussion by the HDRC of the Asbury Church, the exterior changes, and that was very well received by the committee. They spoke very highly of Glavé & Holmes presentation. They said it was well done. It contained everything that they needed to know and they made note of that and they very much appreciated it. The deadline for receiving proposals for the RFP for fundraising services is April the 20th. And despite the fact that the question and answer period has ended, I still continue to get questions on that. So I'm hopeful that we're going to get some proposals. As was mentioned during the last meeting, we have submitted a pre-application for the Department of Historic Resources BIPOC grant for that project. We will be notified around May the 11th as to whether we've been approved to submit a complete application. If so, that will be due on July the 2nd, and then decisions would be made by late September. So I'm very hopeful that we can submit for that grant because I received an email today from the National Trust for Historic Preservation. I've been looking at their saving Black churches grants and I've been in contact with them to see when that next grant opportunity was going to open. Apparently the president has proposed a 95% cut to the Department of Historic preservation, which will eliminate all of those grants. So hopefully fingers crossed VDHR comes through for us.

Bridge Littleton: Well, I know that they never approve the President's budget. So, Congress gets to be the ones who write the budget. Okay. Any questions for Rhonda? All right. Next up is consent agenda. Would anybody like to make a motion or would anyone like anything from the consent agenda? Would someone like to make a motion?

J. Kevin Daly: I move that we accept the consent agenda as written.

Chris Hersh: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Next up is Council approval of request for an infrastructure grant from the Middleburg Museum.

Danny Davis: Thank you, Mr. Mayor and Councilmembers. I'll be covering this for Ali now that she's no longer with us on staff. You have two infrastructure grants before you. The first one is for the Middleburg Museum. They have a request in to support their project to replace the fence around their property. This fence has already been through the HDRC review process and was approved. The total cost of the fence is just under $13,000, and they've requested the full amount that is allowed under our grant policy, which is $10,000. In review of their application, they've submitted all the appropriate material. And we do believe that this meets the intent of the infrastructure grant policy. To note the comment made by in the staff report, but also made by the member of the public speaking in recent years, we have reduced this line item in the budget because we had not fully received the entire or had not received any applications for infrastructure grants in a few years. But we reduced that with the idea that if we did get multiple requests in a year, that we could either cover that through contingency funds or through other funds that are not fully utilized. In this particular case, there are other grant funds specifically for special events, nonprofit run events that have not been utilized in this year, so that we could fulfill both grant requests, if that's the desire of Council. So I just want to make sure you're aware that the funding would be available for both of the grants if the Council is interested. But for the first one before you, this is for the Middleburg Museum Foundation, and I'm happy to answer any questions you might have.

Bridge Littleton: Let me check. Is there anybody from the museum? Oh, okay. Anything you guys would like to say? If you so step up to the podium and.

Sabine Bibb: Hi, my name is Sabine Bibb and I'm on the Board at Middleburg Museum. Yes, we've been working on the fence and the other plantings and that sort of thing to spruce all that up. And I think they were very thorough in getting the fence approved, which it obviously is in dire need of. And we are ready to move forward, so I'm happy to answer any questions.

Bridge Littleton: Does anybody have any questions for? Yeah, Cindy.

Cindy Pearson: On the invoice or the proposal from the contractor, it has includes one double gate to be 12 foot wide to match the fence. We did not see that on the HDRC. What was presented to HDRC. You do understand you have to go by HDRC.

Sabine Bibb: We understand that. Yeah.

Cindy Pearson: Okay.

Sabine Bibb: Absolutely. So I think that was done to before the final approval of everything, because we needed to have an idea of what it was going to cost.

Cindy Pearson: So that shouldn't be on there, the 12 foot fence?

Sabine Bibb: That's correct.

Cindy Pearson: Yeah, gate sorry.

Sabine Bibb: That's correct, yes.

Cindy Pearson: Okay. Okay. All right.

Bridge Littleton: About to say 12 foot? Wow.

Cindy Pearson: Yeah.

Bridge Littleton: Well, where would that where would that entrance be?

Sabine Bibb: I don't know. [laughter]

Bridge Littleton: Okay. Any other questions or questions for Danny? Does anybody have any concerns? Or would someone like to make a motion?

Chris Hersh: I move that the Town Council approve the recommendations to provide an infrastructure grant to the Middleburg Museum Foundation in the amount of $10,000 in support of their fence replacement project to enhance the safety and appearance of the museum and visitor center for the Middleburg community.

J. Kevin Daly: Second.

Bridge Littleton: Any discussions? All right Rhonda, would you call the roll?

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member Gallagher.

Deborah Gallagher: Aye.

Rhonda North: Council Member Hersh.

Chris Hersh: Aye.

Rhonda North: Council Member Kirk.

Darlene Kirk: Aye.

Rhonda North: Council Member Pearson.

Cindy Pearson: Aye.

Bridge Littleton: Okay, great. Thank you guys very much. Thank you. Next up is a grant request for the Middleburg Community Center. [multiple speakers] I mean there's so much they don't need it.

Danny Davis: Thank you, Mr. Mayor. Just a quick, quick briefing of what's in your memo here before you this is to repair or essentially to replace full replacement of the barbecue pit that is in their picnic area behind the community center and is used by members of the community, used by them for various events throughout the year to serve the community and is a great asset overall to Middleburg. So this is a request. The total project cost is approximately $12,500. And again they're requesting the full $10,000 infrastructure grant from the town. We also reviewed this. We've provided information from their application. They do meet the criteria of our infrastructure grant and we do believe it fits within the intention of the grant as well. Happy to answer any questions you might have.

Bridge Littleton: Okay. Before that, would any of you like to speak or Sue the floor is yours.

Sue Foote: Oh, thank you so much. And I do have.

J. Kevin Daly: [off mic]

Sue Foote: I'm so sorry.

J. Kevin Daly: He said the floor is yours but I'm saying you can have the podium as well.

Sue Foote: Oh. Thank you Kevin, I appreciate that. Cindy had asked me to kind of do a little bit more of a blueprint type drawing for the grill, so I did do that. I could pass this out if anybody would like to see it.

Bridge Littleton: Sure. There you go.

Sue Foote: There we go. Thank you. [off mic] So my name is Sue Foote, and I serve as the Director of Operations at the Middleburg Community Center. And I wanted to thank you for the opportunity to present this project. On behalf of the Middleburg Community Center I'm here to request support for the replacement of our outdoor barbecue grill in the picnic area. The grill was originally built in the 1950s and has been a part of the community center for generations. It has served countless families, events and gatherings over the years. Unfortunately, we've now reached the end of its useful life and it's no longer safe or functional. Our goal is to restore and revamp the space by constructing a new permanent masonry stone grill that is durable, safe and designed to serve the public for decades to come. This will remain a free, publicly accessible amenity continuing the tradition of community use. We have already begun building support for this project within the community and have raised $1,500 to date. We are requesting funding of up to $10,000 through this grant, and the community center will cover any remaining costs. We would love to have this project completed in time for the 4th of July celebration, where we plan to offer free hot dogs, open the pool to the public at no cost, and host games and activities for families. The grill will be at the centerpiece of that event and many others moving forward. This project is more than replacing infrastructure. It's about honoring a long standing community feature and ensuring it continues to serve Middleburg for the next 70 years. We have a clear plan for construction oversight and long term maintenance, and we are ready to move forward as soon as funding is secured. Thank you for your time and consideration, and I'm happy to answer any questions you might have.

Bridge Littleton: Any questions for Sue? Yeah.

Darlene Kirk: Is this going to be done before Memorial Day or no? It's July 4th.

Sue Foote: July 4th, I mean, possibly Memorial Day if the weather holds out. Yeah.

Darlene Kirk: And did you ever find out who the person who was the?

Sue Foote: The person who built it originally? I believe Edward Dade. So and I kind of a fun fact about the grill is that it is the stone it's made out of is Lewis Weitzel, the stonemason was looking at it. He was telling me that that is stone that was quarried here in Middleburg. So it is definitely it's local. He believes he can get more of that material. So we're going to use as much of that old stone as we can save. And then we're going to be able to kind of match it in kind to keep that historic look and very local materials, so.

Darlene Kirk: It'd be nice maybe to put a little sign in memory of the day.

Sue Foote: I would. Yes, we were definitely, we were talking about doing that.

Bridge Littleton: Cool. Thanks, Sue.

Sue Foote: Thank you so much.

Bridge Littleton: If nobody has any questions, is there a motion? Go ahead Kevin.

J. Kevin Daly: I move that the Town Council approve the recommendation to provide an infrastructure grant to the Middleburg Community Center in the amount of $10,000 in support of the Community barbecue restoration and improvement project.

Chris Hersh: Second.

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

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member Gallagher.

Deborah Gallagher: Aye.

Rhonda North: Council Member Hersh.

Chris Hersh: Aye.

Rhonda North: Council Member Kirk.

Darlene Kirk: Aye.

Rhonda North: Council Member Pearson.

Cindy Pearson: Aye.

Bridge Littleton: Okay. Sue thank you.

Sue Foote: Thank you very much.

J. Kevin Daly: One quick question.

Sue Foote: Yeah of course.

J. Kevin Daly: Is it really going to be pink stone?

Sue Foote: Yes. It's hot pink.

J. Kevin Daly: Hot pink. [laughter]

Bridge Littleton: Kevin just like your car. Okay, next up for discussion items is review of public safety, emergency response and communications to the public. Mr. Davis and Mr. Jones.

Rhonda North: Mr. Mayor.

Bridge Littleton: Yes.

Rhonda North: We have the VML policy committee appointees.

Bridge Littleton: Sorry, I forgot about that. Yep. Alright, who's taking that memo? Is that Rhonda? It's Rhonda.

Rhonda North: Yes. So, as a reminder every year, the Council nominates folks to serve on the VML Policy Committees. Normally folks who've been on a committee just continue on that committee. But we did have two committees we needed to fill with the departure of Council Members, Jacobs and Leonard-Morgan and Council Member Gallagher graciously agreed to do the General Laws Policy Committee, and Council Member Hersh graciously agreed to serve on the Infrastructure Policy Committee. So we just need Council's concurrence.

Bridge Littleton: Excellent. Anybody have any questions or concerns about the excitement that is VML? [laughter] Okay. Would someone mind reading the motion? Okay.

J. Kevin Daly: I move that Council approve the following appointments to the 2026 VML Policy Committees. Vice Mayor Bernard to the Community and Economic Development Policy Committee. Mayor Littleton to the Finance Policy Committee. Council Member Gallagher to the General Laws Policy Committee. Council Members Daly and Curran to the Human Development and Education Policy Committee and Council Member Hersh to the Infrastructure Policy Committee.

Chris Hersh: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Now we'll go to the Review of Public Safety and Emergency Response Communications.

Shaun Jones: Good evening once again. After the last Council meeting I went home and started thinking about how we can improve ways of communication. During the discussion at the last Council meeting, you know, we have the alert system set up. I think one of the issues that we have is not a lot of people are signed up for the alert system. So came up with some ideas to get people engaged or get our residents sign up for the alert system. So just like anything with police work, you come up with a crafty little name for our operations. So I just came up last night with Operation Get Informed. And our goal is to get our residents informed of what's going on. So we took a look at it and we came up with an approach. The first thing is getting out into the community and encouraging them to sign up. So we decided to go ahead and get a table at the Wellness Day Event and have a table there where we can have information for residents to sign up for the alert system. But also, Ari will be there to help folks sign up on their phones, and hopefully we can have a device there to sign them up as well. A second approach is working with the Middleburg Business Professional Association. In the past, we have these cards made with the contact information for the duty phone officer. So I've worked with started talking with Punkin. So we're going to get these cards reprinted again with the number to the duty phone. And on the reverse side is how do you sign up for the different alerts? After that I plan on having these cards available for officers to distribute to residents while on duty and so forth. Then we want to make sure that we have a coordinated efforts, coordinated approach with the sheriff's office as well. So next Monday on the 13th, Town Manager Davis and myself will be meeting with the sheriff's office, county, the sheriff's office PIO to discuss ways that we can work together, how we can share consistent information and everyone's on the same page and how we can get information out to our citizens to best improve communication throughout the town. So that's our goals right there. So we want to also discuss with them to review proper communication protocols. We also want to

establish our best practices for public notification. And like I said before, we want to make sure that both agencies are working together. So we are actively looking at ways for us to improve communication with our residents in town. But one of the things we need to do is encourage our residents to sign up for both alerts, the town alerts and the Loudoun County alerts as well. So once we have our meeting I plan to come back before Council to update at a future meeting. Any questions?

Bridge Littleton: Any questions? Pam.

Shaun Jones: Yes, ma'am.

Pam Curran: Thank you for all your work too on this since the last meeting. So I think some of the confusion was text versus email.

Shaun Jones: Yes.

Pam Curran: And it sounds like you can receive a text.

Shaun Jones: Yes you can.

Pam Curran: Right. So do you know or maybe you don't know. Chief, but when you get the text with the alert, do you have to hit a link to go to a website or does the alert say what we want it to say?

Shaun Jones: If I'm not mistaken, I believe it does give a brief synopsis of what's going on, so.

Will Moore: Yeah, that is a very, very brief. It's more like a headline, but it also contains a link that you really have to click on to get any meaningful information.

Bridge Littleton: Any other questions for Chief? Another question is.

Shaun Jones: Yes.

Bridge Littleton: You know, one of the things that people can get you know, you inundate them with things to sign up for and there can be frustration, so. Right. I mean, our responsibility is to the citizens of Middleburg and the police department and whatnot. You know, if you're going to have to choose, right? Trying to force them to not force, but trying to get them to sign up for the town and the county. That's the county's job. It's their job to get people to sign up for county alerts, you know? And I mean, I got to imagine that 99 out of 100 county alerts have no relevance to Middleburg. And people, I mean, I know if I was getting the county alerts, I'd be exhausted. You know, like I don't need them. All right? All I care about is the ones that are relevant to Middleburg. So I would think about that.

Shaun Jones: Okay.

Bridge Littleton: You know, not to say that to discourage people from signing it up, but our push should be sign up for the Middleburg Police Department, you know notifications.

Shaun Jones: Yes, sir.

Bridge Littleton: So that that was my first thought, so anyway. All right. Any other questions for Shaun? Okay. All right. Thanks Chief.

Shaun Jones: Thank you.

Bridge Littleton: All right. Next up is Mr. Davis general fund budget update responses to additional questions.

Danny Davis: Thank you. Mr. Yeah. This one's quick. Thank you, Mr. Mayor. And just as a brief overview, at the last meeting, we looked at the general fund revenues and expenditures. Subsequent to that meeting, there were just two quick questions that were submitted to me. So you see that on the first attachment here, that's response packet number two. I'll go over that in just one second. The one question or conversation about a potential change to the general fund budget was regarding funding to support MBPA and their social media and other, excuse me, web traffic generation efforts. They're working on some information and some potential costs of what they would be able to use to support those efforts. And so when we get that back we'll plug that into the proposed budget, but we'll also update you with the specific cost. For now, we've just temporarily placed a $5,000 placeholder into that budget line item, and then we'll see what they come back with. In terms of the two questions that were asked, they were about meals, tax and TOT revenue. In the prior packet, we had provided information. If you had increased each of those by 1%, what would the additional value of that be and the total revenue generated. The question after last meeting was, what if we just raised each one by a quarter of a percent? What would that generate? And then how does that compare to the cost of the new patrol officer? Would that offset those costs? And is that something that should be considered? I will say that that was a question that was asked for input from the Strategic Finance Committee, whether the town should consider increasing either the meals or the TOT Taxes or both to help offset some of these costs. And at this time, the Strategic Finance Committee suggested not increasing either of those taxes because even with the patrol officer in the proposed budget, there is still about a $200,000 unallocated revenue or contingency. So revenues are still both strong and also sufficient enough to cover the overall general fund, but also the new proposed officer. So that was the input from the Finance Committee on that. This is the general fund quick update. I'm happy to answer any other questions that might have arisen, but barring any questions, we'll jump into the utility fund.

Bridge Littleton: Any questions on that update? Okay. All right. Danny onto the utility fund.

Danny Davis: Great. Thank you, Mr. Mayor. The utility fund we should review both revenues and expenditures here. So I'll give a brief overview and then we'll refer back to the budget document which is attached to the prior item. You can find that budget document. We'll go through that together if needed, I can share my screen or you can review it there. In short in the revenue side if you recall, when we worked with our utility rate consultant, they look long term at a multi-year, 5 to 10 year budgeting cycle for both operating expenditures and capital expenditures and potential future debt needs. And they recommend increases in our water and sewer fund on a regular basis. And so what they have recommended to us is to continue forward with our general 3% revenue increase. In that way, we continue to fund core operations and also those capital needs. So the question now that we've brought forward is, how do we achieve that 3% increase? Our current rate structure, as we've talked about, is a flat rate structure, which means the same rate is charged for users regardless of consumption level. And the consideration for the past 15 months or so has been to review whether we should consider a tiered rate structure. We reviewed this, if you recall, at the strategic planning retreat, and then we've reiterated much of that information here. The proposal on the table is to reduce the current minimum bill, if you will the lowest users, which is a minimum of 2,000 charged for 2,000 gallons in a two month period to reduce that by 25% and then create essentially three tiers, 0 to 2,000 gallons, 2,000 to 10,000 gallons. Each of those tears would be reduced and compared to current rates, and then any use over 10,000 gallons would be at a different tier, and that would be at a higher rate than today's rates. This would apply equally and equitably to all users of the system. Meaning if you use more than 10,000 gallons, then you'll hit that third tier regardless if you're residential or commercial. The Strategic Finance Committee reviewed this information again at their meeting earlier this week and had a number of conversations about a number of discussion. They did recommend not

unanimously. It was three one, but they did recommend for the Council to consider or to continue with the proposed tiered rate structure. The information provided in the memo here reminds Council and reminds the public of why this tiered structure is being considered. For a number of different reasons, one, we've had, we do have some of the highest rates in all of Loudoun County. At the same time, we also have one of the highest rates or highest percentages of affordable and subsidized housing in any town or any part of Loudoun County. We also have a populace that is generally demographically older. Also, on more fixed incomes or lower income, and also in general have a much lower median household income than the rest of the county. So the proposal before you, you see the impact on potential users in the chart in the memo here. And you'll see that the variation in percentage either decrease or increase depending on level of usage. Again, the more water that someone consumes, the higher the rate or excuse me, the higher they will pay on a bi monthly basis because that higher tier is higher than it is today. However, the more water you consume, the more it costs us to treat the water and provide the water and ensure that they have full access to water and treatment of that water at the wastewater plant. So that's the big discussion point on the utility revenue side. Might be appropriate for us to take a pause right now and see if there are other questions that might have arisen related to utility rates or to the tiered structure proposal.

Bridge Littleton: Does anybody I mean, I know we've talked about this a number of times, but does anybody have any questions or comments for Danny on the tiered rate system or what's been proposed? Anybody. You know, the only thing I'm going to say, I think, you know, Danny, you I know, we've been talking about this for a long time. And the, you know, the point you made, I think is important to make, you know to reiterate, we have the highest water utility rates in the county, at least right now for and we have the highest percentage of subsidized and low income housing as a percentage of the population. You know, it's almost 15 to 20%. And I speak to the people at Windy Hill all the time and with the rising prices, cost of gas and, and they're just, they're getting crushed. And so, you know, anything we do that can help alleviate the burden on them is, you know, it's you know, I think it's a moral imperative. So I appreciate Stantec coming up with this, that's who the consultant is, right?

Danny Davis: NewGen.

Bridge Littleton: NewGen. Yeah, NewGen. Yeah. And I appreciate this Finance Committee, you know, getting into the details and pouring through this, so it's not easy, But it's a you know, it's something we need to consider.

Danny Davis: And Mr. Mayor apologies for jumping in, but just to, for Council's purposes, I did attach the comparison to the other towns to this agenda item. And what we did is provided information on where our current rates fall compared to other towns. And then where the proposed rates if we did the 25% reduction for the minimum bill and you see that we fall much more in the middle aligned with the other towns. One item that we've also discussed and you've brought up multiple times is that Round Hill and Hamilton have a majority of their users that are outside of their town limits. And when you look at those rates, they are closer in line with our current rates for users who use 6,000 gallons every two months or 10,000 gallons. So what they have done is they have reduced the burden on their in-town residents by charging much higher rates on their out of town residents who, ironically, don't get to vote for those people on the Council. And so they've made that revenue up that way. We've made the conscious choice not to serve or expand our service area. So there's not a way to make up those revenues for through out-of-town users. So, and just a reminder that when you see some of those towns, they have other ways that they achieve some of those revenue streams.

Bridge Littleton: Yeah. And, those that come with a cost, right? 2,000 homes in Stoneleigh.

Danny Davis: That's right.

Bridge Littleton: You know, so and there's other developments that are outside of Round Hill. I mean, that was the cost of subsidizing the in-town rates was you had to build a couple thousand homes all around the town and have them feed off of the utility system. So I mean, I get it, right it's a choice. It's one that we've never been wanting. We've never wanted to extend water and sewer outside the town limits to promote that type of sprawl and keep our you know, the hard edge, which we always talked about firm and not have that sprawl outside of town. So, okay any and I know we'll, you know, discuss this for future meetings and all other kind of stuff, but any other questions for Danny on the proposal at the moment? Okay. Danny, thank you.

Danny Davis: Okay. And I'll go into expenditures real briefly, if that's okay.

Bridge Littleton: Yep go right ahead.

Danny Davis: All right. Great. So, you have the again, you have the proposed budget in a number of different locations, but one is in the prior item under proposed FY 27 budget. So just briefly for utility fund expenditures, I'll go through a few of the increases that we have. We have some just general increases that are either inflationary increases or built in contractual increases. We have a line called engineering. And that is something where we use different engineering firms predominantly Bowman Engineering to do task order contracts and requests. And we continue to rely on them to provide us good information that helps us make decisions about either future capital projects putting together cost estimates or proposals so we know how to bid those out properly. Or also just being involved in some detailed discussions with Inboden about how we do proper valve replacements. Our plant at the wastewater plant is 15 years old, and so you don't always have the same parts available. So we want to make sure that when we do replace them, that they are appropriate and going to serve our needs. And so they're very helpful in that effort. So you do see a little bit of an increase in that engineering line item cost. Moving into administration. If you recall, one of our proposals as well is to bring on a part time utility billing specialist that would offload a lot of my time and a lot of the time of the finance director dealing with regular billing requests. It might be new account setup for new accounts. Finding or analyzing our weekly meter data that we run every Thursday where we try to identify leaks ahead of time before they become a significant issue either for the customer or for us and following up with them when they're leak adjustments to their bills. Following up on delinquencies and then overall managing the entire billing process. It's quite timely, of hand-holding, which is good. We're here to serve the public, but it's an activity that really could use a dedicated person who would be able to support that effort. And then if they had any additional time, they could do general accounting support for the finance director. So between that proposal as well as shifting of some responsibilities, we've talked about Mr. Moore taking a little bit more of the utility activities away from me. And so I'll be reducing a little bit of my salary, but putting a little bit more of Mr. Moore's salary in there and just adjusting a few things. So there are some actually.

Danny Davis: Real quick let's write that down. You're going to be reducing your salary. [laughter]

Danny Davis: Reducing the amount of my salary that's being paid by the utility fund, that's what I intended to say.

Bridge Littleton: Oh okay.

Danny Davis: Thank you.

Bridge Littleton: I thought you were making an offer. [laughter]

Danny Davis: Not yet. Oh my goodness. Let me hit the lottery first. So and then let's see, we just continuing to make sure that we have the right line items here for other expenditures. We have updated both our financial billing system as well as our meter reading system. But one additional item we've proposed in here, and we're working with our utility committee on, is an ArcGIS license. This is a GIS program that allows us to better map all of our utility assets. And in this system, we can then tag each individual segment of line or asset in the system with when is the last time it was repaired? When is the last time that maintenance or other activities were completed on that line? If we have the videos of the underground sewer pipe, we can actually tag it to that specific line segment and pull it up on a GIS map. So we believe that this will give us better insight into our system and also asset management and preparation for future projects. And it'll inform Vince and the other operators when they when we potentially have a leak, they might know, be able to say exactly which valves to turn off or on to adjust and cut off a certain segment of water line to support those leak repairs. So that's one of the increases in the software line item. SCADA support continues to be a challenge. It's not just the general SCADA programing, but it's all of the other pieces when we have a valve break a new piece of equipment that's inserted or needs to be repaired or replaced. A lot of programing goes into that so, we want to make sure that the overall communications network, the brains of the water and wastewater system is staying up to date as well as this is one of the most threat risk areas of our entire operation for cyber security risk. With the current conflict and war occurring in the Middle East right now, specifically with Iran they are targeting the computer systems and the brains and the equipment of public utilities throughout the country. And there are public releases from federal government entities regularly saying, make sure that you are protecting your system. So the SCADA support is critical for us both from a security standpoint and an operational standpoint. And then moving on, generally, the rest of our line items are pretty straightforward, not any other significant increases. We do know that our electrical costs are going to be going up. Dominion's costs that they are passing on to users continues to increase. So I've built in about a $5,000 increase, but it might end up being more than that. So we'll need to continue watching that in terms of their costs that they're passing along to users. Continued uncertainty related to chemical costs specifically as it relates to transportation of the chemicals. Sometimes we end up getting hit with fuel surcharges that are unexpected, but also just the chemicals themselves in general those costs might be increasing. So, we're going to again continue watching that. Our sludge removal that's an interesting line item in the sewer fund, where we had had a pretty significant budget for a while. And then we're having very minimal sludge costs for removing that and hauling it off to a different plant where they could then deal with it to its final form. We've now seen that increasing again, so we're having to bring that budget back up. And again, it's one of those where sometimes it changes with processing technique, with the weather, with what blowers or pumps may or may not be operating at the time. So it's a little bit of a hit or miss, but we're going to try to get that budget aligned as accurately as we can. And then finally, the transfer to the CIP is cash from the utility fund that's brought in through all of our different revenue sources that we put into the CIP to fund various capital projects for CIP. And those capital projects could be again, replacing minor and major equipment, anywhere from a $5,000 valve to a 25 or $30,000 pump. It could also be helping go into some of those larger projects, such as sewer line repairs that we currently have three projects on the street right now for repairing or one project, but repairing three different locations of sewer lines. So that cash goes into our CIP for either equipment or larger projects. And then long term we have applied for a $2 million. Actually, it's yeah, a $2 million community project funding grant from our congressman to support two of our key water resource projects. One is the well three treatment, both for PFAs but also for the iron and manganese and radionuclides, and then also for water main replacements in Ridgeview, where we've had a history of breaks over the past five years.

Danny Davis: So that is currently shown as grant funding, but we would if we don't get the grant funding, we can look with our financial advisor into the future about how we could pay for that through potential debt or other means. So I think that's primarily it. The Strategic Finance Committee did review all the budgets with us ran through, had to run through the utility fund pretty quickly. We were running out of time. I will say one comment. We don't need a decision on immediately or anytime soon, but I would take the Council's or ask for

your consideration, then we can discuss it at a future meeting. The general fund loaned the utility fund $1.1 million that last year that was to pay off the line of credit that we had taken out five years before. It was the general sense of the Finance Committee that they believe it would be appropriate for the general fund to forgive that loan and just make it a full grant from the general fund to the utility fund that's another way that the town as a general fund town can support the utility fund and limit future rate increases and future stress points on the utility fund. So something for consideration again. Happy to answer questions about that. No decisions needed tonight, but I wanted to pass that suggestion along from the Finance Committee.

Bridge Littleton: Thanks, Danny. Any questions for Danny on general fund expenditures? Or excuse me not general fund but utility.

Danny Davis: Utility.

Bridge Littleton: Go ahead.

Chris Hersh: What is the strategy that if from the congressman that grant doesn't come through? How do you see covering those costs of those projects?

Danny Davis: Just because of the extent of the cost. It's about combined it's about 2.7 million that would be hard to fund, even potentially through debt, because the amount of debt service required to cover that. We could work with our financial advisors and see if there's a creative way. My recommendation or the likely response, if we do not get that grant funding is that we proceed with the Well 3 project, which is about $1 million on its own. And that's something that we could cover through some cash funded capital projects as well as future debt that would be we could absorb, I think, within our current policies, but the Ridgeview water main replacements probably would be put on hold until we had another either another increase in our fund balance enough that we could start paying some of that by itself. We could chop it up into individual projects, so instead of tackling it all at one time, we could do, you know, a 2 or 500 foot section at a time as it fits within the budget. So, it's going to be a challenge to do both of those definitely together if we don't find funding from some source.

Chris Hersh: Thanks, Danny.

Bridge Littleton: Thanks. Any other questions? And again, I know we'll cover this again at the next budget meeting. So, all right, Danny, thank you. Let's see here. Next is legislative update for Mr. Crim who's not here.

Danny Davis: And as Mr. Moore mentioned, no real major updates. There is a briefly updated tracking sheet I believe in iLegislate for you. And but in general, we're still waiting on the Governor to sign certain bills or to make edits to certain bills. So I don't have any other significant updates for you at this time.

Bridge Littleton: Okay. And with that any information, items from anybody or to anybody?

Danny Davis: I do have one. Mr. Mayor.

Bridge Littleton: Oh, yeah.

Danny Davis: I do want to just remind the Council as well as the public you likely got a mailer about a community organization that is putting on meetings about groundwater resources throughout Western Loudoun County. This is not a town engaged project. But it is something that we're interested in. So likely someone from the town will attend. There is a meeting on April 20th at the American Legion for people in this general vicinity who might be interested in attending. This is the group that did the groundwater resources kind of study, if you

will, to look at what wells have done in the past you know, number couple of decades and longer and are raising attention to this primarily to try to encourage the county to put dedicated resources and effort into groundwater monitoring resources. So I just want to make sure that the community and the Council is aware of this meeting on April 20th. And again, we're not formally part of this, but we'll likely attend just so we can hear the conversation, because we know that you know, groundwater resources is one of your concerns as a Council. And it's one of our concerns because we rely on that for our drinking water.

Bridge Littleton: And COLT, this group came and briefed COLT about six months ago and they it was very impressive. They know what they're talking about. So it'd be definitely worthwhile attending the meeting at the community center or not the community center. The American Legion, American Legion where okay. Any other information items? All right. I guess we're going to go to closed session.

Darlene Kirk: [off mic]

Bridge Littleton: It's a state background. Would someone read the motion?

J. Kevin Daly: I move that Council go into closed session as authorized under section 2.2-3711 of the Code of Virginia for one consultation with legal counsel employed by the public body regarding specific legal matters requiring the provision of legal advice by such counsel related to an amended and restated water supply facilities and wastewater treatment plant agreement between the Town and Salamander Development LLC, as allowed under subsection A8 and 2. The discussion of an appointment to the Strategic Finance Committee as allowed under subsection A1. I further move that Council thereafter reconvene in open session for action as appropriate.

Darlene Kirk: Second.

Pam Curran: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. We are in closed session. [off mic] Shaun. All right, here we go. I ask that Council certify that in the closed session just concluded to the best of each member's knowledge, nothing was discussed except the matter or matters specific identified the motion to convene in closed session. And two lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act, as cited in the motion. I would like to remind those present for the closed session that any discussion that occurred within it should be treated as confidential.

Deborah Gallagher: Oh. Yes.

Chris Hersh: Yes.

Darlene Kirk: Yes.

Bridge Littleton: Yes.

Cindy Pearson: Yes.

J. Kevin Daly: Yes.

Pam Curran: Yes.

Bridge Littleton: Okay. Chris, would you like to make a motion?

Chris Hersh: Sure. I move that the Council accepts Sid Abrams as reappointment to the Municipal Finance Committee.

J. Kevin Daly: Second.

Bridge Littleton: Friendly amendment, Strategic Finance Committee.

Chris Hersh: Strategic.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? All right and with that meeting adjourned.