MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, April 23, 2026

PENDING APPROVAL

PRESENT: Mayor Trowbridge M. Littleton
Vice Mayor Chris W. Bernard
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
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Manager
Shaun Jones, Chief of Police
Angela Fletcher, Finance Director

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

Special Recognition by Mayor & Council

Resolution of Appreciation – Ali MacIntyre

Mayor Littleton noted that Ali MacIntyre, who formerly served as the Town's Director of Business Development & Community Partnerships, had taken a position with another employer. He told the story of Ms. MacIntyre's interview with the Town. Mr. Littleton noted that she was a joy to work with and was nothing but kind, courteous and thoughtful to the citizens and businesses. He thanked Ms. MacIntyre for all she did and noted that she always went above and beyond, working late at night and on weekends. Mr. Littleton advised that she gave the Town her heart and soul and would be deeply missed.

Councilmember Curran noted that Ms. MacIntyre exhibited grace under pressure and was always fun. She wished her much luck.

Vice Mayor Bernard noted that he worked closely with Ms. MacIntyre on EDAC, Middleburg Day and the Mille Miglia. He expressed hope that her replacement would bring as much fun to the position. Mr. Bernard noted that Ms. MacIntyre was a part of the Middleburg family and thanked her for all she had done.

Councilmember Pearson expressed hope that Ms. MacIntyre would return to Middleburg as a visitor. She thanked her for all she had done for the community.

Ali MacIntyre thanked everyone and noted that Middleburg was a magical place.

Mayor Littleton read the resolution of appreciation aloud and, following its adoption, presented a signed copy to Ms. MacIntyre, along with a Middleburg paperweight as a token of appreciation for her service to the Town.

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council adopt a Resolution of Appreciation for Alexandra "Ali" MacIntyre for her service to the Town of Middleburg from September 5, 2021 through April 7, 2026 as Middleburg's Director of Business Development & Community Partnerships.

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

Public Presentations

Middleburg Police Department's Annual Awards

Chief Jones reminded Council that the police officers put in a tremendous amount of hard work and dedication and were committed to serving the community. He opined that it was important to recognize and thank them for a job well done; and, explained that, to this end, he developed an annual awards program to reflect the value of the work and services they provided to the town. Chief Jones noted that in the future, he intended to hold a separate event; however, for the first year, he would present them during the Council meeting.

Chief Jones presented Officer First Class Francis Barlan with two certificates of professional achievement – one for becoming Middleburg's in-house firearms instructor and one for completing the IPMBA law enforcement bicycle training course. He noted that the former accomplishment allowed the Town's police officers to be trained and certified in-house on their firearms and the latter allowed the Town to have two officers for its bicycle patrol program.

Chief Jones presented Officer First Class Daniel Hinegardner with a certificate of professional achievement for also completing the IPMBA law enforcement bicycle training course. He noted that the bicycle units were valuable for community outreach, special events and increasing visibility throughout the town. Chief Jones advised that they also allowed the officers to engage with the public and to access areas that were difficult to access by vehicle. He noted that the IPMBA course was both physically enduring and challenging and advised that Officer Hinegardner did so without utilizing the e-bike's capabilities. Chief Jones advised Council that e-bikes were significantly heavier than a traditional mountain bike, which made handling them more challenging in certain conditions.

Chief Jones presented the Squad of the Year Award to Officer First Class Daniel Hinegardner and Officer First Class Melvin McCord for their exceptional teamwork, cohesion and commitment to one another and the community. He noted that the officers operated as a team and helped each other become better officers. Chief Jones noted their support of the students at the Middleburg Community Charter School, as well as their support of the Stroll with the Patrol Program. He opined that they represented what small town community policing should look like in terms of teamwork, professionalism, mentorship, and a strong commitment to the people they served.

Chief Jones presented the Community Police Officer of the Year Award to Officer First Class Melvin McCord and opined that he embodied what community policing was all about. He noted that the businesses missed him when he was off duty, which spoke to the kind of presence he had built in the community and the impact he had made. Chief Jones advised that Officer McCord participated in events, even on his day off. He recognized him for taking a major role in the Middleburg Community Charter School's Safety Patrol Program, as well as for his ability to deal with individuals who were experiencing a mental health crisis. Chief Jones noted that Officer McCord brought wisdom, experience and practical skills that made the Police Department better.

Chief Jones presented the Chief's Achievement Award to Officer First Class Daniel Hinegardner for his exceptional dedication, growth and commitment to the Middleburg Police Department and the community. He noted that the work necessary for this award was not always seen and happened quietly behind the scenes. Chief Jones advised that Officer Hinegardner had shown tremendous growth during his tenure with the Town and continued to step up in ways that

strengthened the department. He noted that he was patient, dependable and could be counted on when important work needed to be done. Chief Jones advised that Officer Hinegardner had been involved in several mental health-related calls over the past year in which compassion and patience were critical. He noted that he recently received the Crossing Award Certification following the completion of the Center for Police Leadership and Ethics Program.

Chief Jones presented the Officer of the Year Award to Lieutenant Mark Putnam and noted that the recipient of this award was selected by a vote of the officers. He advised that the officers who nominated Lieutenant Putnam noted that he emphasized servant leadership; constantly stepped in to cover patrol shifts when officers were on leave or attending training, while still fulfilling his responsibilities as a lieutenant; was a true example of leadership, inspiring the team through leadership and teamwork; oversaw special events to ensure they ran smoothly; and, played a key role in strengthening community relationships. Chief Jones noted that his leadership, professionalism, and approachability earned him the respect of his officers and the members of the community. He opined that Lieutenant Putnam represented the very best of what it meant to serve.

Staff Reports

March Utilities Report

Vince Gugliotta, of IES, reported that the wastewater treatment plant had an average discharge of 96,000 gallons per day, for a total of almost 3 million gallons of waste treated for the month of March. He further reported that the water system produced a daily average of 112,000 gallons of water, for a total production of a little under 3.5 million gallons for the month. Mr. Gugliotta reviewed the major highlights for the sewer system, which included the replacement of the RA flow meter; and the making of the EQ basin pump operable. He reviewed the major highlights for the water system, which included the replacement of the controller at the Stonewall Water Treatment Plant; the flushing of Well 3 to gain a better understanding of its water chemistry; the identification of leaks by a team from the Virginia Rural Water Association; and, the repair of a fire hydrant after a gasket was sucked through the main and became hung in the hydrant. Mr. Gugliotta reviewed the well levels for the month of March. He advised Council that the Commonwealth of Virginia was experiencing a significant drought and noted that this was something he was keeping a close eye on. Mr. Gugliotta reported that the water levels for Well 4 were down by ten feet when compared to their levels last month; there were no changes to the levels at Well 3, as it had not been run since March; Well L continued to show a slight decline even under normal pumping; and, Well P continued to demonstrate that it was a reliable source. He advised that Well P was only down 12 feet when compared to the levels for last month, despite the fact that it was being run more often since Well L was turned off.

In response to inquiries from the Council, Mr. Gugliotta confirmed the fire hydrants did not have any type of lock on them to prevent the theft of water. He noted that they contained a warning message that it was considered water theft if the person did not have permission to collect water from it. Mr. Gugliotta reminded Council that if someone wanted to purchase water from a hydrant, they were supposed to contact the Town Hall to open an account and arrange to have their truck and pumping system inspected to ensure they contained adequate backflow prevention so they did not inadvertently contaminate the Town's water supply. He noted that he could not keep an eye on every hydrant and depended on the citizens to alert the Town if they saw something. Mr. Gugliotta advised that it had been more than a year and a half since someone last tried to steal water from the system and noted that they were stopped.

Town Manager Davis explained that they were caught when someone observed them or when the water was stirred up and the Town tracked down the source. He opined that someone may get away with this for a day or two. Mr. Davis advised that the staff explored options a few years ago when the Town experienced a few issues of water theft; however, it found there was no great cost-effective option for alerting the staff. He opined that there may be an IOT device that would allow the Town to put a sensor on a hydrant for when it was opened and advised that the staff would look to see if this was an option.

Mr. Gugliotta reported that the newer model hydrants contained Wi-fi connectivity to monitor pressure and suggested a cost analysis be done to determine whether this would be a good option.

In response to an inquiry from the Council as to whether there was any value in looking at water conservation at this time, Town Manager Davis advised that this was up to the Council. He reminded the members that the Town could enact conservation measures pretty quickly when it started to see something. Mr. Davis reported that the staff was not seeing a significant increase in demand and was hesitant to recommend any kind of conservation measure at this time. He noted that barring any rain in the next two to four weeks, this was something that should be on the Council's agenda for review.

In response to an inquiry from the Council regarding the drops in well levels compared to the same months last year, Mr. Gugliotta reminded Council of the addition of a transducer to Well 4. He reported that at that time, the highest level experienced was 217 feet below grade; however, the highest-level increase since the winter was 160 feet below grade, which was the most he had seen since coming to work in Middleburg. Mr. Gugliotta advised that he was not sure why it was gaining level since the area was in a drought. He reported that the water levels in Wells L and P seemed to be consistent for the past year to year and a half. Mr. Gugliotta noted that Well 3 was not used a lot and was a backup in case one of the others went down. He advised that when it was pumped, it demonstrated a strong aquifer quality and recovered nicely. Mr. Gugliotta noted that it had a consistent flow rate of 60 gallons a minute.

Special Projects Report

Town Manager Davis reported that the Town staff were meeting with the party who Council agreed to hand the old, large stones on South Madison Street off to in order to talk about the project and timeline. He noted the need to ensure this did not negatively impact any events. Mr. Davis reported that Loudoun County suggested the Town add the South Madison Street Improvement Project to the NVTA's transaction plan as a placeholder for the potential of obtaining regional funding. He noted that Town Clerk North continued to keep the Council updated on the Asbury Church Restoration Project. Mr. Davis reported that three bids were received in response to the fundraising consultant RFP and noted that Ms. North was putting together a fundraising committee to help make a recommendation for the Council's consideration. He reminded Council that they would discuss the award of a contract for repairing three sections of sewer mains. Mr. Davis noted that there were three or four sections in need of repair that were off the streets and advised that some of the lines contained sags, which would require an excavation pump before the repairs could be completed. He reported that the staff and Utility Committee would continue to prioritize this work and bring future projects to the Council as the budget permitted. Mr. Davis reported that the sidewalk repair work on East Washington Street was complete. He noted that this addressed the key areas where tree roots had heaved the sidewalk so much that it made them challenging to walk around. Mr. Davis advised that the staff was continuing to address those issues and would work on other projects as they became available.

Consent Agenda

A. Council Approval – April 9, 2026 Regular Meeting Minutes
B. Council Approval – Agreement Establishing Northern Virginia Criminal Justice Training Academy

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

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

Action Items

Council Approval – Acquisition of SND Archive

Town Clerk North reminded Council of the Town's social media accounts and noted that the posts on them were considered to be public records, including any comments people made. She advised that if the Town ever received a FOIA request, it would need to be able to produce the social media posts, including the comments even if someone deleted their comment.

Ms. North opined that in that case, it would be difficult for the Town to respond unless it had software to capture and archive the posts and comments. She reminded Council that the Town had a contract for such services for six years; however, it let the contract expire after the Town started to experience issues with that system, including that it stopped capturing deleted comments. Ms. North noted that the staff had been looking for an alternative since that time and recently identified SND Archive as a good solution that would meet the Town's needs. She recommended the Town procure this system. In response to an inquiry from the Council, she confirmed the cost would be $3,000 a year and noted that this would be very reasonable if the Town were to receive a large FOIA request.

Councilmember Pearson moved, seconded by Councilmember Hersh, that Council authorize the Town staff to enter into a contract with SND Archive for their social media archiving solution, subject to the Town Attorney's review and approval of the contract.

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

Council Approval – Award of Bid – Sewer Repair Project

Town Manager Davis reported that the Town issued an Invitation for Bids for three sewer repairs – two of which were on West Washington Street. He noted that the hope was to complete this work before VDOT repaved all of Washington Street, which would save the Town money and keep it from tearing up new asphalt. Mr. Davis advised that two bids were received and recommended the award to the low bidder, with whom the Town had worked with before and was confident in their abilities. He noted the bid alternate to gain an understanding of the quality of the water main under West Washington Street while it was excavated, which would give the Town an idea of how much it may need to put into the water line in the future.

Councilmember Hersh moved, seconded by Councilmember Daly, that Council award IFB# 003361-02-005 – Sanitary Sewer Repair Project, including Bid Alternate #1, to Utilities Unlimited, LLC in the total amount of $151,589.56 and authorize the Town Manager to enter into a contract with them.

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

Council Approval – Purchase of UV Light System for Wastewater Treatment Plant

Town Manager Davis reported that this was a core component of the wastewater treatment plant and noted that it was part of the final disinfection process. He advised that while IES had been patching it, it was now on its last legs and needed to be replaced. Mr. Davis advised that a vendor was found that could provide a product in a standardized way so it would fit into the trough and noted that the Town's engineers have confirmed it fit the Town's needs and met the permit requirements from the Department of Environmental Quality (DEQ). In response to inquiries from the Council, he reported that the current system was fifteen years old. He advised that the bulbs would burn out and have to be replaced; however, in the case of the current system, the manufacturer was no longer in business, and the Town could no longer get replacement parts. Mr. Davis noted that the Town could no longer prove to DEQ that the system was actually disinfecting to the level it needed to reach. He advised that the proposed replacement system would be provided by one of the foremost and original UV light providers in the world.

Councilmember Daly moved, seconded by Councilmember Hersh, that the Council authorize the purchase of a UV system for the wastewater treatment plant under a sole source contract, as authorized under Town Code 20.1-13, from TrojanUV, in the amount of $74,535, pursuant to Quote Number V25224R1, dated April 13, 2026.

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

Discussion Items

Review of Public Safety Emergency Response & Communications to the Public

Chief Jones reminded Council that during their last meeting, he announced Operation Get Informed, which they would implement during the upcoming Wellness Day event by assisting residents with signing up for the alerts. He reported that he and Town Manager Davis met with the Loudoun County Sheriff's Office's Public Information team and Lieutenant Colonel Sawyer to discuss ways to inform the community in a collaborative way in order to provide accurate and consistent information. Chief Jones advised that moving forward, the Town would continue to work with the PIO team to make sure they were getting the same consistent message out. He noted that they also discussed how Middleburg's officers could send a message to the Sheriff's Office to get an alert started while they were in-route to a call or once they found out what was happening. Chief Jones reminded Council of the importance of understanding that depending on the situation, they may not be able to put a lot of information out or its release may be limited or delayed due to the nature of the call or the need to protect the integrity of the case. He noted that due to the need to investigate, it may not be possible to put out a rapid alert; however, he assured the Council that the Town was working hard and remained committed to making sure the community was informed and that best practices were being used. In response to an inquiry from the Council, Chief Jones advised that they were trying to identify the best practices to get more information out, while protecting the integrity of the investigation. He expressed a desire to put as much information out immediately; however, he reiterated that sometimes there may need to be a delay. Chief Jones reported that they discussed what they could and could not release.

Mayor Littleton opined that the question was not about what was being put out but when it was getting out. He cited the recent bank robbery as an example and advised that there was a concern that there was a long time between when the incident occurred and when the public communication went out. Mr. Littleton inquired as to the goal for getting the alerts out. He noted the need for a number.

Town Manager Davis noted that a discussion occurred with the Sheriff's Office about that incident. He reported that the alert went out at 4:00 or 4:30; however, nothing else went out until 10:00 p.m. Mr. Davis opined that people reasonably assumed this was an active situation for six hours. He advised that they expressed to the Sheriff's Office that it would be helpful to communicate that there was no active threat to the community, even though the Sheriff's Office had a presence and was still working the case. Mr. Davis noted that this was not currently in the Sheriff's Office's playbook for how they addressed such incidents. He opined that they now understood that Middleburg was a tight knit, unique community that was different than a bank robbery in Ashburn. Mr. Davis reported that the staff asked that they look at alternatives for providing interim updates as soon as practicable. He advised that he could not give a time frame for when it would be released; however, they would say there was no threat to the community when they felt they could accurately say this. Mr. Davis reminded Council that in the case of the Middleburg bank robbery, the Sheriff's Office never said there was a threat to the community and only said there was heavy law enforcement presence and to avoid the area. He advised that if there had been a threat, they would have added additional language to the community about how to address that. Mr. Davis stressed that the Sheriff's Office felt their communication met their standards and noted that the Town had asked for an additional enhanced level of communication. He advised that those conversations were continuing.

Mayor Littleton questioned whether the Town needed the Sheriff's Office's permission to release information.

Chief Jones noted the need to make sure the two agencies were on the same page and were consistent in issuing the same information so no one would receive inaccurate information. He noted that Middleburg was unique and advised that it has asked for ways to get more information out quicker. Chief Jones advised that he now had the contact information for the on-duty PIO officer so he could get information out quicker. He noted that if the Sheriff's Office felt something should not be released, they would let the Town know. Chief Jones advised that they were trying to figure out how to work together better.

Town Manager Davis explained that when there was a critical community incident, the dispatchers and other staff at the Sheriff's Office had preset communications that went to all their subscribers who subscribed to that particular information. He advised that Loudoun County's alerts had the broadest reach, with the Town's being very minimal by comparison. Mr. Davis explained that communications went out through the Sheriff's Office, with the Town copying their language to avoid cross-communication. He reported that the Sheriff's Office had the capacity to get the alerts out within minutes; however, the Town did not necessarily, as it may not always have a staff member present depending on the day/time of the incident. Mr. Davis confirmed the Town could send additional information; however, it was a different system, with the Town reaching a different audience. He reported that the Town would be sending its messages to 300 people, whereas the Sheriff's Office was sending theirs to 25,000-45,000. Mr. Davis advised that the conversation underway was whether the Sheriff's Office would allow the Town to craft language or develop language in partnership with them that they could send from their system that was specific to a situation happening in Middleburg. He explained that this was a systems and process issue, as the Town did not want to be solely responsible for communications related to community critical incidents in the town since the Sheriff's Office was best positioned to do that. In response to a comment from the Council, he confirmed the Town did something unless it was overnight or during a period when he or the Town Clerk was not around to issue an alert.

Mayor Littleton opined that the Town was not worried about getting information out for an incident that occurred when no one was awake. He acknowledged that the Sheriff's Office had a process that was not Middleburg's process for releasing information and that Middleburg would do it in a different way. Mr. Littleton further acknowledged that the Sheriff's Office had a larger distribution list. He opined that the Town was ceding responsibility for communications to the Sheriff's Office.

Chief Jones reiterated that each department had their own system. He explained that they were trying to ensure the same messages were sent, which was why it took a lot of communication.

Town Manager Davis confirmed the Mayor was correct in the steps he identified. He reiterated that the Town had made progress in that Lieutenant Colonel Sawyer and his team were willing to consider additional levels of communication specific to an incident, such as the bank robbery, to inform the community that an active situation was no longer active. Mr. Davis noted that this was going to take some massaging to find the right verbiage that could be sent to the community. He opined that the Town had not ceded to the Sheriff's Office; however, it did rely upon them for support and resources because they had a broader reach. Mr. Davis reiterated that they were willing to have the conversation and noted that they would continue to work on it. He advised that the staff would bring this back to the Council to let them know the outcome of those discussions.

In response to an inquiry from the Council, Chief Jones opined that individuals had the ability to sign up for which areas they want to get information about through the County's alert system.

Councilmember Kirk noted that she received a lot of information about Leesburg road closures, which she didn't ask for. She advised that the robo-call system the Town used to use told people when an incident was clear, which was helpful.

Town Manager Davis advised Council that the robo-call system was difficult and clunky to use. He further advised that the Town could get text messages out quicker and more effectively. Mr. Davis noted that when the Town used the robo-call alerts, people called back because they missed the calls and opined that they were not effective in reaching people. He acknowledged the need to address the issue of the actual message and how it was developed. Mr. Davis reiterated that the staff were working with the Sheriff's Office to help them understand that Middleburg had unique circumstances and opined that they were willing to find a way to better communicate the updates.

Chief Jones reiterated that one of the items that was discussed was having Middleburg's officers send a message to dispatch so they could put out an alert notifying people of a critical incident as soon as they started to respond. He noted the need to discuss how that could be worked out so their supervisors were aware of it. Chief Jones explained that they were trying to put the plans in place to better serve everyone involved.

Mayor Littleton suggested the need for the Council to see the new plan. He noted the need for it to be in writing and agreed to by both the Sheriff's Department and the Town, so it would continue in perpetuity. Mr. Littleton advised that to Town Manager Davis's point, the biggest piece of information that was missing had nothing to do with the investigation but rather was that there was nothing active at the moment and that it was safe. He opined that when there was joint accountability, there was no accountability. Mr. Littleton suggested that if the Town was going to rely on the Sheriff's Department, the agreement needed to be clear and in writing. He further suggested that if they would not do so, the Town needed to own responsibility, as it owed it to the citizens and community to have lines of communication. Mr. Littleton acknowledged the staff's desire to work with the Sheriff's Department; however, he noted the need for a Plan B if this did not occur. He further noted that the Town had its own alert notification system and was going to encourage people to sign up for it so they could get notifications. Mr. Littleton opined that once the Town had built the list up, it would have a tool that would only require some effort on its part. He advised that he was in favor of allowing the Sheriff's Department to handle the communications; however, if they did not, the Town needed to own it.

Report – Police Vehicle Take-Home Program

Chief Jones reported that he was continuing to watch the amount of fuel that was being utilized as a result of this program. He noted that there were months when the officers put more mileage on their vehicles due to training or the need to work extra shifts. Chief Jones advised that the maintenance costs were very low and only involved routine maintenance, such as oil changes and replacing tires. He reported that monthly inspections were done of each vehicle. Chief Jones opined that the vehicle take home program was working well. He cited as an example that Officer Barlan was coming in for a departmental meeting when the bank robbery occurred and was able to work the incident. Chief Jones opined that the program was also improving officer morale and noted that they were taking better care of their vehicles. He reiterated that he was continuing to monitor fuel usage and advised that the agenda included information on the average cost per month.

In response to inquiries from the Council, Town Manager Davis advised that if they approved the FY '27 Budget as proposed, a vehicle would be purchased for the new police officer position after July 1st. He explained that because of the recent purchases, the Town was extending the refresh of the vehicles and would no longer replace them every five years. He expressed hope of extending this to six to eight years. Mr. Davis confirmed a replacement vehicle was not currently included in the budget.

Proposed FY '27 Budget - General Fund; General Fund CIP; Utility Fund, Utility Fund CIP

General Fund - Town Manager Davis noted that the President of the Middleburg Business & Professional Association (MBPA) requested $5,000 for the expansion of their marketing and social media programs. He reminded Council that he had already included that amount in the revised budget and reiterated that Ms. Lee confirmed they could use the funds for this purpose. Mr. Davis reported that he, the Mayor, and the Police Chief met with the County Sheriff and Lieutenant Colonel Sawyer about supporting the Town's operations, including the Police Department's need for back-up when it must take someone to Leesburg. He advised that while they could not officially agree to anything in writing, they said "we will always have someone there." Mr. Davis further advised that they agreed to continue working with the Chief and developing this out better. He advised that as best possible, they would work with the deputy who was assigned to the Middleburg sector to have them as close as possible, as they understood that Middleburg was a hub of activity, had a lot of traffic coming through it, and was much different than the other areas of western Loudoun. Mr. Davis opined that they have committed to understanding Middleburg's needs and working with the Town on them. He noted that the staff would continue to work on communications with their team to support the Town in that situation, as well as when it needed backup or assistance during a special event. Mr. Davis opined that the conversation was a productive one. In response to inquiries from the Council, he confirmed the deputy who covered Middleburg also covered South Riding, which could take them away when Middleburg needed them. Mr. Davis explained that currently, the sector Middleburg was in was the Dulles South Station, which consisted of between seven to ten deputies. He advised that while they would try to have someone closer to

Middleburg, if something happened in South Riding, Stone Ridge or further east, the deputies would be pulled in that direction. Mr. Davis noted that the size of the sectors in western Loudoun were massive and were between fifty to seventy square miles. He advised that a deputy could be working a call and receive another one that was twenty minutes away. Mr. Davis noted that the Town had a great relationship with the Sheriff and continued its good partnership. He advised that there were no other changes to the proposed General Fund budget to date.

General Fund CIP – Town Manager Davis reported that he moved the South Madison Street Improvement Project out of the current fiscal year and into FY '28 since the Town had not received funding from Loudoun County. He noted that there had been hints that it would be included in the County's FY '28 budget and advised that if that moved forward, the Town would be able to continue that project.

In response to inquiries from the Council as to what would occur if funding was not approved by Loudoun County for the Windy Hill Affordable Housing Project, Vice Mayor Bernard noted that the line item would come out of the Town's budget.

Town Manager Davis reported that the Windy Hill Foundation heard from the County, who suggested they take advantage of another County grant program to more clearly refine the details of their project. He explained that this would help them be more successful in their long-term grant application and loan application. Mr. Davis opined that their project was still progressing; however, they were going to add a step before they went through the full review of their loan and grant applications. He suggested the request for Town funding may come later than FY '27. Mr. Davis further suggested it be left in the FY '27 Budget as a placeholder. He opined that the timeline may be slower than initially thought; however, the goal was to make the applications more successful.

Town Manager Davis reported that no other changes were proposed to the General Fund CIP.

Utility Fund – Town Manager Davis displayed a worksheet of the proposed rates and fees for water and sewer services that demonstrated the proposed tiered rate structure. He explained that there would be tiers as follows: in-town commercial and residential units (single-family); in-town multi-family residential units, which would have a different cut-off level; and out-of-town rates. Mr. Davis reminded Council that the water and sewer operations were combined into one utility fund. He noted that some localities split them into separate funds; however, Middleburg kept them combined. Mr. Davis suggested that as to the rates, one alternative was to split them evenly between water and sewer; however, because it was more expensive to process sewer, he suggested breaking them down, so they were 45% water and 55% sewer. He noted that this would still provide the same total revenues for the Utility Fund.

The Council held some discussion about the alternate option of splitting the rates 45% for water and 55% for sewer. They agreed to leave the rates evenly split between water and sewer since the system was operated under one fund.

In response to inquiries from the Council, Town Manager Davis confirmed that under the proposed tiered system, even keeping the split equal, the minimum bill would be reduced for the customer; the Town would receive a 3% increase in revenues; and, the majority of the Town's utility customers, who used 7,000 gallons of water or less per billing cycle, would see an overall decrease in their utility bills.

Utility Fund CIP – Town Manager Davis reminded Council that in addition to looking at the user rates, the Town's rate consultant also looked at the availability fees for new connections to the system. He noted the need to take the future capital needs of the system into account and suggested this deserved continued review by the Finance Committee and the Utility Committee. Mr. Davis advised that the recommendation was for a 13% increase in the water availability fee and a 17% increase in the sewer availability fee. He reminded Council of the Town's request for capital funding in the federal budget and noted that, based on his website, he was assuming the request was on the Congressman's community project funding list. In response to inquiries from the Council, Mr. Davis advised that the staff would hope for the best and keep the Council updated on the funding request as it heard from the Congressman and others about its progress.

Town Manager Davis advised that he would advertise the May 14th public hearing for the water and sewer rate changes based on this discussion. He noted that the goal was to adopt the rates on May 28th.

2026 General Assembly Legislative Session

Town Attorney Crim reported that there had been a flurry of activity as a result of the Governor vetoing or amending dozens of bills. He advised that within the last couple of days, the General Assembly rejected a number of her changes; therefore, the bills were returned to her for either a veto, a signature, or to let them become law without a signature. In response to an inquiry from the Council, Mr. Crim reported that the Governor signed the bill related to accessory dwelling units. He advised that he and Deputy Town Manager Moore discussed that one and noted that the Planning Commission would discuss it during their next meeting. Mr. Crim reminded Council of the long lead time before something needed to be done, as the bill was not effective until July 1, 2027. He advised that it would be interesting to determine the impacts of this bill.

2026-2027 Strategic Initiatives Action Plans

Town Manager Davis reported that the Town staff took the Council's goals for the next two years and developed action plans for most of them, as it had done in the past. He reminded them that the action plans included a general timeline, resource needs, budget needs, risk factors, and other implications in the event they could impact other projects.

Town Manager Davis advised that the first project was the Asbury Church Restoration Project, which was the most complex project. He noted that it had four components – design, fundraising, construction and move-in & landscaping. Mr. Davis advised that a general timeline was provided for each component; however, it assumed a lot and explained that the timeline was based upon the assumption that the Town would have the funding available to go to construction. He noted that if the funding was not available, the timeline would be paused until it was in place.

Town Manager Davis advised that the action plans included the key action steps, who would be involved, and when the Council would have to make decision points. He reminded Council that the reason for this was to ensure the Town did not overload the staff or Council with five major projects at the same time. Mr. Davis noted the need to ensure there was capacity to understand, address and decide issues. He advised that he would not go through the action plan for each strategic initiative; however, he was happy to discuss them if desired. Mr. Davis advised that the staff would meet with the Council liaisons for each initiative to ensure the timelines were meeting expectations and that the staff was accomplishing the goals the Council intended. He noted that the staff would update the Council quarterly on the action plans.

In response to an inquiry from the Council as to whether an action plan would be developed for all nine strategic initiatives, Town Manager Davis advised that one was not prepared for the Madison Street Project because the funding was still in limbo. He advised that as to the utility infrastructure, it was an ongoing effort. Mr. Davis noted the personnel and staffing initiative and advised that it was part of the budget process. He suggested that if an action plan was needed for any of them, it could be added at a future date.

Information Items

Resignation as Town Manager

Town Manager Davis announced that after seven and a half years of serving the Middleburg community, he informed the Council that he accepted a position with Loudoun County that fulfilled a long-term career goal. He further announced that his last day in the office would be June 9th. Mr. Davis advised that it had been a great privilege to serve alongside the Town Council, the amazing staff, and the tireless volunteers in the community. He noted that he truly enjoyed every minute of his time in Middleburg. Mr. Davis thanked the Council for its vision and commitment to protecting Middleburg and its quality of life. He advised that he intended to visit regularly and looked forward to maintaining his many longstanding friendships and community relationships.

Community Water Meeting

Councilmember Hersh advised that he attended a meeting at the American Legion that was organized by a committee to discuss water conservation and water. He noted that what struck him the most was related to the aquifer near Poquoson and advised that the collection of water was located at 20-30% in its bedrock; whereas, in this area, it was shallow enough that

.5-2% contained water. Mr. Hersh explained that not only was the area's water near the top, it could be depleted very quickly. He advised that the collection of water was also very dependent on the facture the property was near, which was very variable. Mr. Hersh noted that the area had been in a drought and advised that this was very serious. He opined that the committee who organized the meeting had some helpful information for homeowners related to water conservation.

Mayor Littleton suggested the staff get a copy of the brochure so it could be shared electronically on the Town's website.

Closed Session

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for (1) consultation with legal counsel pertaining to actual litigation involving Salamander Farms, LLC vs. the Town of Middleburg, as allowed under Subsection (A)(7); (2) the lease of real property for public parking, as allowed under Subsection (A)(3); and (3) for the discussion of the employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of appointees or employees of the public body as allowed under Subsection (A)(1). Vice Mayor Bernard further moved, seconded by Councilmember Daly, that Council thereafter reconvene in open session for action as appropriate.

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

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

Council Approval – Executive Recruitment Services

Councilmember Hersh moved, seconded by Councilmember Daly, that Council approve a proposal from Raftelis, dated April 17, 2026, in the amount of $39,000, through Cooperative Procurement in accordance Town Code 20.1-11 through the County of Loudoun Contract #RFQ 618791B-C, including Amendment #2, for the purposes of Executive Search Services for Town Manager.

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

There being no further business, Mayor Littleton declared the meeting adjourned at 8:24 p.m.

APPROVED:

_____
Trowbridge M. Littleton, MAYOR

ATTEST:

_____
Rhonda S. North, MMC, Town Clerk

April 23, 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 will 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: Next item is roll call.

Deborah Gallagher: Deborah Gallagher.

Chris Hersh: Chris Hersh.

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.

Martin Crim: Martin Crim, Town Attorney.

Bridge Littleton: Okay, next item is public comment. If anybody would wish, would like to address the Town Council on any matter they may approach the podium and do so. All right. We will close public comment and move on to special recognition. Front and center. Where's your laptop?

Ali MacIntyre: Actually, it'll be here on Friday, I promise. [laughter]

Bridge Littleton: Oh. Okay.

Danny Davis: [off mic]

Bridge Littleton: All right. Yeah, exactly.

Ali MacIntyre: That is happening. That is actually, [inaudible].

Bridge Littleton: Well, I'm sure most everybody knows. If you don't know, you do now. Ali MacIntyre has ditched the Town of Middleburg and moved on to what she considers to be greener pastures. A little laughter. You know, within 3 or 4 months, you'll realize how it's not green and she'll be begging to come back. But until such time, we thought it would be appropriate to recognize Ali for all she's done in her nearly five years in the Town of Middleburg. [off mic] What's that? Yeah. I'm going to tell a quick story. I was in the interview group when Ali interviewed.

Ali MacIntyre: I need to excuse myself. [laughter]

Bridge Littleton: And it was a panel interview. [off mic] Yeah, exactly. And Ali came in and was full of energy and full of spirit. But also, I've never seen someone so nervous and anxious. I don't know why. It was only me and Danny and a couple other. And Punkin was there and a couple other people. None of us are, you know, scary or hostile or, you know, overbearing at all?

Ali MacIntyre: No.

Bridge Littleton: So, I remember, so with the interview, you know, she was very, very nervous and shaking the entire time, and you could tell she was perspiring because she kept wiping her brow over and over again. [multiple speakers] And then she left the interview, and I remember turning to Danny and saying what was wrong with her. [laughter]To which Danny said, I know her really well. She's great. She'll be awesome. She does. She did such a good job at the chamber. You know, everybody loves her. Trust me. Just trust me. And I was like, I mean, it's your choice, but I'm just telling you, you know, I'm a little nervous. I was very happy to be proven wrong. Ali, you have been an absolute joy, a wonder to work with. You've been nothing but kind and courteous and thoughtful to all the citizens and the businesses in Town, which is exactly what we needed. And it all comes from the core of your character. So, you know, we thank you very much for everything you did, always above and beyond. No late night or weekend activity was too many for Ali. She was always happy to get away from her own house and come and support the Town. [laughter] But no, you gave us your heart and your soul, and we're going to deeply, deeply miss you. Thank you. So, would anybody else like to share any thoughts?

Darlene Kirk: Just that you're always welcome to come back anytime. We'll take you back.

Bridge Littleton: We have an open-door policy.

Bridge Littleton: Pam.

Pam Curran: I just want the record to show that. [multiple speakers] That we haven't spoken in a year. So, it really wasn't my fault, but I did see her in action on quite a few of the committees, and she was just grace under pressure and always made it fun. So, I don't know where you're going, but I wish you all the luck in the world.

Bridge Littleton: Pam, should we discuss where she's going? Probably not.

Chris Bernard: Having been on EDAC and worked with you closely on that, and then Middleburg Day, and then all the events, like from the Mille Miglia to everything else. Hopefully the next person will bring as much fun to all that stuff because it's going to be a little different. But we'll get through it. But it's almost five years, right? So, it feels like it's been much, much longer. [laughter] The way you've become part of like the Middleburg family and community. So, thank you for all of that and hopefully we will see you around.

Cindy Pearson: And I hope you come back and just walk up and down the street every now and then, occasionally, so we remember how much life you bring to this Town. And thanks for all you've done.

J. Kevin Daly: There is an event coming up next month. What do you mean? She can take the day off. It's in the evening. Middleburg day be there. I've already put your name down as attending.

Bridge Littleton: This time not as a staff, but as a guest. No, I you know, I guess I mean, Chris just touched on something too. I mean, one of the things I think is often underappreciated is your creativity. You know, just creative ways of thinking of how to solve problems and helping people in Town. I think the funny thing will be now as you walk through Middleburg and someone says, hey, Ali, can you help me with this? You can say the number is 687-5152. [laughter] But Ali, if you'd like to say anything, you're more than welcome.

Ali MacIntyre: Well, I don't want to cry because clearly, you know, I have a knack for that. Just really thank you. Thank you to everybody, Town Council, Town staff. I saw the team and almost burst into tears. And of course, Angie over here. And other little [off mic]. Yeah. It's been. Oh, sorry. Just a really magical place to be. So. Thank you. [applause]

Bridge Littleton: You will be missed. But, you know, we hope we see you often, so it won't be that hard.

Ali MacIntyre: Thank you.

Bridge Littleton: All right, so we have a resolution of appreciation for Ali which I'm going to read. And then we can make a motion. So, whereas Alexandra, Ali MacIntyre, was hired as the Director of Business Development and Community Partnerships for the Town of Middleburg, effective September 6, 2021. And whereas, from the first day of her employment, Miss MacIntyre built positive and lasting relationships with the businesses of Middleburg, ensuring that the Town was responsive to excuse me, ensuring the Town was responsive to their needs, supporting the overall business climate in the Town and fostering engagement in Town events and activities. And whereas, during her tenure, Miss MacIntyre was instrumental in establishment of an expansion and organization of numerous Town sponsored special events, including Burns Day, Wellness Day, Art in the Burg, Middleburg Day, The Independence of Celebration, Oktoberfest, and the Middleburg Community Farmer's Market, fostering a vibrant community atmosphere enjoyed by residents and visitors alike. And Whereas, Miss MacIntyre was also responsible for managing the Town's social media and marketing program as part of its economic development efforts, increasing the Town's followers by more than 500% and oversaw the partnership with Visit Loudoun, the Middleburg Business and Professional Association (MBPA) and Red Thinking, all of which increased visitation, supported local business prosperity and directly contributed to the success of the Middleburg community. And whereas Miss MacIntyre demonstrated an extraordinary commitment to the Town of Middleburg through her extensive support of the MBPA, assisting in its execution of some of their key events, including the monthly Biz Buzz socials, seasonal sidewalk sales, Independence Day Kids Parade, Jingle in the Burg, and created lasting Holiday Magic as the key organizer of the wildly popular carriage rides offered during the weekends in December. She showcased her community spirit by going above and beyond to volunteer during the Community Christmas Brunch with her family. By the way, that's on Christmas Day. And Miss MacIntyre bolstered Town and economic vitality by working closely with the organizers of the Middleburg Film Festival and Christmas in Middleburg, managing the latter's food truck vendors. And whereas Miss MacIntyre left the Town's employ effective April 7, 2026, to accept a position in the private sector. And whereas, which I still question. Whereas Miss MacIntyre demonstrated extraordinary professional and personal dedication to the Town of Middleburg during her tenure, and will be greatly missed by the residents, Committee Members, staff and Council. And whereas the Middleburg Town Council deems it appropriate to express its earnest and heartfelt gratitude to Miss MacIntyre for her exceptional service to the

Town over the past four and a half years. Now, therefore, be it resolved, the Mayor and Members of the Town Council hereby recognize and express our sincere appreciation to Miss MacIntyre to Ali MacIntyre for her exemplary service to the Town of Middleburg from September 6, 2021, through April 7, 2026. As Middleburg's Director of Business Development and Community Partnerships and express our profound thanks to her and hope for her continued success in life. [applause]

Ali MacIntyre: Thank you.

Bridge Littleton: Yes.

Chris Bernard: I move that Council adopt a resolution of appreciation for Alexandra Ali MacIntyre for her service to the Town of Middleburg from September 6, 2021, through April 7, 2026, as Middleburg's Director of Business Development and Community Partnerships.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Ali Congratulations.

Ali MacIntyre: Thank you.

Bridge Littleton: Thank you.

Ali MacIntyre: It's a selfie.

Bridge Littleton: And it wouldn't be a farewell without [off mic].

Ali MacIntyre: Yes. I've been waiting. [off mic]

Bridge Littleton: You know how it works.

Ali MacIntyre: I've never been on the other side. Thank you.

Bridge Littleton: Thank you.

Pam Curran: Oh, that was a funny one.

Bridge Littleton: There you go.

Ali MacIntyre: Thank you very much. Onward.

Bridge Littleton: No one's taking your desk, yet when you come back.

Ali MacIntyre: Okay. I'm sitting over here. Oh yeah. [off mic]

Bridge Littleton: Yeah. That box actually [inaudible].

Bridge Littleton: Okay. Next item up is Middleburg Police Department Awards Chief Jones.

Shaun Jones: Good evening, Mr. Mayor and Town Council. Town Manager Davis and the community. This is something new for us, so please bear with me. But the officers of the Middleburg Police Department put in a tremendous amount of hard work and dedication and commitment every single day to serve the community. And as Chief, it's important to make sure that we take the time to recognize the men and women who go above and beyond in performance of duties, often in law enforcement, we say, thank you for a job well done. But sometimes it's important to pause and formally recognize the dedication, professionalism and teamwork that our officers demonstrate each day. These recommendations are a small token of our appreciation, but they reflect how much we value the work our officers do and services they provide to the Town of Middleburg. Originally, I had hope to hold a separate award ceremony, but coordinating schedules everyone's responsibilities, both professionally and personally it's kind of hard, it's challenging. Rather than delay these recognitions any longer, I thought it was important that we move forward tonight and recognize these officers for their hard work and dedication. At a later date, we'll take a look at things and see how we can make things better in the future. I just want to also acknowledge the fact that officer families came out to join them tonight and to celebrate their accomplishments with them as well. Tonight got a couple awards that I want to do. The first one we're going to do is this recognition of Officer First Class Francis Frank Barlan. Tonight I would like to recognize Officer Francis Frank, Officer First Class Francis Barlan, who most of us know simply as Frank for an outstanding professional accomplishment and dedication to the Middleburg Police Department. He's receiving two certificates of professional achievement this evening. And he took on a very heavy task. Since becoming Chief of Police here in Middleburg, one of the challenges we had facing the department is that we did not have an in-house firearms instructor since 2021. Because of that, when it came time for officers to qualify, I had to reach out to other law enforcement agencies. We relied on other instructors from other agencies and also asked for assistance from Loudoun County Sheriff's Office. I greatly appreciate the partnerships, but it's extremely important for law enforcement agencies to have its own certified in-house firearms instructor. Firearms proficiency is one of the most critical skills that we possess as police officers. And having an in-house instructor allows us to train more frequently, hold open range sessions, and ensure our officers remain prepared and proficient. So, recognizing that need, Officer Barlan stepped up. First certificate is receiving a notice for becoming a firearms department. I mean, Virginia Department of Criminal Justice Services certified general instructor. To receive this certification, he had to take a 40-hour class. Not only once he's taking that class, he has to do an apprenticeship with other instructors where he can show that he's proficient in teaching. Secondly, in order to be a firearms instructor, he had to complete another 40-hour class to become a certified firearms instructor with the Department of Criminal Justice. So not only that, he had to spend countless time at the range score a certain, score certain score each time. And then also he had to do an apprenticeship where he taught other officers on how to make sure, they're doing firearms correctly. Because of his hard work and commitment, the Middleburg Police Department now has its own certified instructor once again. Not only that, but Officer Barlan has already begun working to strengthen and modernize our firearms training program, including assisting with the development of updated general orders and training standards. Frank, your initiative, dedication of training, and commitment to the safety and preparedness of this department are truly commendable. And on behalf of the Town of Middleburg and the Middleburg Police Department, we congratulate you and thank you for stepping up to make our department stronger. Please join me in Congratulating Officer First Class Frank Barlan. [applause] Can you come up here? [off mic] Come on up. All right. All right. All right. You got to turn it around. Okay. There we go. All right. Good. All right. All right. Our next certificate of professional achievement. Next recognition I'd like to present is certificate of achievement to officer First Class, Daniel Hinegardner. Officer First Class Hinegardner recently completed the IPMBA law enforcement bicycle training course. Yes, we now have two bicycle officers in the town. As many of you know, the Middleburg Police Department has implemented a bicycle patrol program. These bicycle units have already proven to be extremely valuable for community outreach, special events, and increased visibility throughout

town. Bicycle patrol allows our officers to engage with the public in a more approachable way, while also allowing them to patrol areas that are sometimes difficult to access by vehicle. So, this weekend at our 5K race run 10K, we will have two bike units out with Officer Hinegardner completing his training we now have one bicycle certified officer assigned to each squad, which strengthens our ability to utilize these units effectively when needed. IPMBA course is not an easy program to complete. It's demanding, it has rigorous training that includes both classroom instruction and practical riding exercises. Officers must demonstrate proficiency riding in a variety of conditions, complete written tests, and participate in advanced skills training that includes obstacle navigation, nighttime riding, and endurance challenges. One of the final things he had to do for the course requirements was to do a 25-mile ride, testing both physical endurance and bike control. Now, according to Daniel, he pedaled the course. He didn't utilize the e-bike. Alright, he said he might have utilized it a little bit to get up the hill. But. [laughter] Now, after Office Hinegardner attended training on our department e-bikes, many of the other officers in the class jokingly told him he had an advantage. However, when I spoke with him afterwards, he shared that he completed the course without relying on, like I said, electric assistance, choosing instead to pedal the entire course just like everyone else. Well, he said he might have used it just a little bit when they were riding uphill. In fact, e-bikes are significantly heavier than traditional mountain bikes, which actually makes handling them even more challenging in certain conditions. This certification requires hard work, dedication to physical endurance, and Officer First Class Hinegardner successfully completed every requirement of the program. This course was recently hosted, as a matter of fact, last week by the Loudoun County Sheriff's Office, and we appreciate their continued partnership in help providing high quality training opportunities for our officers. Officer Hinegardner's commitment to professional development and to expand the capabilities of our department reflects the type of initiative and dedication we strive for here at the Middleburg Police Department. Officer Hinegardner, thank you for your hard work and commitment to serving our community. And it's my honor to present you with a certificate of professional achievement. [applause] All right. Our next award I would like to present this evening is squad of the year award. As everyone knows, our police department is small. Thank you. We operate with two squads. Both squads work hard every single day to serve our community. But this award recognizes a squad that has demonstrated exceptional teamwork, cohesion and commitment to one another and to this community. What truly stands out about this squad is how they operate as a team, in every sense of the word. When one officer needs to leave early for a family function or training, they work together to figure it out. They come in early together so they can attend community events. Don't ask them to do it. They come in on their own to do it and they tag team these events together. They support one another, they encourage one another. And most importantly, they help each other become better officers. Within the squad there's also a great deal of shared knowledge and mentorship. Officer, I mean, one officer brings years of experience, a lot and law enforcement. He openly shares the wisdom with his partner. At the same time, they both exchange ideas and information, consistently learning from one another and pushing each other to grow professionally. Sometimes it might seem like a father son duo accommodation. The teamwork doesn't just stay within the patrol-ship, it extends into the community as well. I have personally seen them come in early to work together at community outreach events, especially with our students at the Middleburg Community Charter School. They've also showed tremendous support for our community engagement initiatives. When we started programs like Walk with the Chief, now called Stroll with the Patrol, they didn't hesitate to volunteer their time and show up together as a team. When one officer's working the case other is right there helping with follow-up, sharing information and making sure nothing falls through the cracks, that is the level of communication and teamwork. This is exactly what we strive for at our department. Simply put, this squad represents what policing should look like in a small community like Middleburg; teamwork, professionalism, mentorship, and a strong commitment to the people we serve. So tonight, it is my honor to recognize Officer First Class Daniel Hinegardner. Officer. First Class Melvin McCourt as the Middleburg Police Department Squad of the year. Gentlemen, thank you for your hard work and dedication for representing the very best of the Middleburg Police Department. [applause] [off mic] All right, thanks a lot guys. Next one, please. I got three more. I'm going to try to respect the three-minute time limit and get through them. The next award I'm honored to present is Community Police Officer of the Year. As you know, in a

small-town police department like ours, community policing is not just a concept, it's a necessity. So, by getting out of your car and knowing our residents, knowing our business owners, knowing our children, and building trust through presence, consistency and genuine relationships. This year's recipient embodies exactly what community policing is all about. One of the things that I've learned here in Middleburg is that everyone knows this officer. In fact, when he's on Science Night Shift and I talked to some of the business owners, they're like, when is he coming back to work? Where is he? So, I hear that from the business owners because they miss seeing him during the day. That says a lot. It speaks to the kind of presence he has built in this community and the impact he has made, just showing up, engaging others and being visible. So, our officer is deeply involved in the community. He participates in the events, comes in on his days off and works beyond his scheduled hours to help ensure our town events run smoothly and successfully. He does not do this for recognition. He does it because he cares about the Town and the people in it. Sometimes I might have to run them off a little bit because he stays a little too long. But this year he also took on a major role in our school safety patrol program. He meets regularly with the children at the charter school, and they know him well, because he's not just an officer who occasionally stops by. He is a fixture there. He comes in early for school events, attends school functions, and takes the time to build relationships with the students and the staff. If a child is having a bad day, you may see him walking the child to class, talking with them and helping them open up. That kind of connection cannot be forced. That comes from trust, compassion, and consistency.

Shaun Jones: I found out earlier this afternoon that he hung out with a kid at the school that was having a bad day, and he also attended their graduation that we've never had anyone really attend before. The same is true with dealing with individuals experiencing a mental health crisis. This officer has a remarkable ability to calm people down, connect with them and speak to them in a way that helps reduce tension, and bring stability to the situation that takes patience, empathy, and skill. One parent said it best when they arrived at school in the morning Officer Melvin was there when they are involved in school activities. Officer Melvin is there. He is present. He is engaged. He's a part of the community. He spends more time on foot patrols than in his vehicles, and he's always proud to talk about how many steps he's done during the day. [laughter] But this is what community policing is all about being out there, being approachable, being involved, and building real relationships with the people we serve. He also leads by example. Not every officer has the same personality, and community engagement, it does not always come naturally to everyone, but Officer McCord helps mentor officers by showing them how to connect with the community, how to build relationships, and how to think differently about what it means to serve in a small town. He brings wisdom, experience, and practical skills that help make our entire department better. For all these reasons, it is my honor to recognize the 2025 Middleburg Police Department Community Policing Officer of the Year, Officer First Class Melvin McCord. [applause] Presented to Officer First Class Melvin McCord and recognition of exceptional commitment to community partnerships and engagement through dedicated outreach and trust building. This officer has strengthened the bond between the Middleburg Police Department and the community it serves. Awarded this 23rd day of April 2026. Don't forget we're One Town, One Team, and One Community. Congratulations. [applause] Thank you. All right. My next award I'd like to present this evening it's the Chief's Achievement Award, and this award recognizes an individual who has demonstrated exceptional dedication, growth, and commitment to both this department and the community we serve. Often, the work that earns this award is the work that happens quietly behind the scenes. The work that may not always be seen but is absolutely essential to the success of our agency. This officer has shown tremendous growth during his time here with the Town of Middleburg, particularly over the past several months. He has really come out of his shell and continues to step up in ways that strengthen our department every day. He's patient, dependable, and someone we can count on when important work needs to be done, when there's a background investigation needs to be completed, or potential candidates or new town employees he handles them with professionalism and attention to detail. When investigations require follow up work, calls that need to be made, calling 200 people on a party list, This officer gets it done. He steps in and makes sure those tasks are completed, even when others may be tied up with calls to service. Many times, he comes in early or uses his own time to follow up on cases and ensure that nothing

falls through the cracks. That level of dedication speaks volumes about his commitment to this department and to the people we serve. He has also been involved in several important incidents over the past year, including responding to mental health-related calls where compassion and patience were critical. In one case, he provided CPR to someone in need, and another he helped locate a missing person, track the individual outside of the town limits, and coordinated with the Loudoun County Sheriff's Office to ensure that this person was safe. He also assists behind the scenes in many ways many people may never realize. It used to be where we have our radars calibrated tuning forks. They would stop by, pick them up and mail them back. On his days off, since he's the closest person to him, he takes it there and makes sure that we get those done on an annual basis. In addition to this work in the field, he continues to invest in his professional development. This year, he completed the Center for Police Leadership and Ethics Program, where he received a crossing award certification.

Shaun Jones: In order to receive the crossing award, you must complete a suite of three classes. They are the three C's of leadership expanding our influence in crisis communication and decision making. But what stands out most about this office is his willingness to help others. He is someone people feel comfortable talking to. Whether it's someone in crisis, a community member who needs reassurance, or a fellow officer needs support, he provides a calm voice and a steady presence. We even have business owners that call at night to speak with our officers. He's also he's always looking for ways that he can improve as a whole. I'm also proud of him because he's taking the steps to actually start college as well. But this officer represents what services in a small-town department is all about quiet professionalism, dedication and a genuine desire to help others. For his continued growth, his commitment to our department and his dedication to serving the Town of Middleburg, it's my honor to present the Chief's Achievement Award to Officer First Class Daniel Hinegardner. This award is being presented. [applause] This award is being presented in recognition of exemplary service, initiative, and dedication that has significantly contributed to the mission and success of the Middleburg Police Department. And this award is presented by the Chief of Police to recognize outstanding performance and commitment beyond the call of duty. So, congratulations. [applause] It's my last one, and I can get out of your hair.

J. Kevin Daly: You're not giving us a report.

Shaun Jones: I got to come back for that. This final award I'd like to present is Officer of the Year. And this award is especially meaningful because it's something that the officers picked out for themselves. Send an email out to our officers and ask them to vote on somebody who they believe should be Officer of the Year. They had the opportunity to nominate themselves or they can nominate a fellow officer. So, this year the nomination spoke loudly about one individual. One officer wrote that they were proud to nominate this individual because he has emphasized servant leadership. They noted that he constantly steps in to cover patrol shifts when officers are on leave or attending training, often working nights and weekends, while still fulfilling his responsibilities as a lieutenant. His willingness to serve wherever needs ensure seamless operations and reflects a deep commitment to both the department and his fellow officers. Another officer wrote his commitment to the agency has been a true example of leadership. They highlighted how he willingly adjusted his own schedule from days to nights and back again, simply to make sure others are supported. They say he works at nearly every Town event, inspires the team through leadership and teamwork, and has helped build a strong reputation that our department enjoys in the community. This individual leads by example. He shows up early when I mean early, he shows up an hour early every shift. He gets things done without needing to be asked twice and works behind the scenes to make sure our officers receive the training they need and deserve. In a small department like ours, one of the biggest challenges is making sure our officers can take time off with their families or attend important training. And this individual has made that possible. In fact, there's been weeks. I don't even see him. Even sometimes maybe a month or more because he's covering somebody who's off. But that's the type of dedication this individual has. When we get training requests in and I'm like, alright, Mark, what do you think about it? Can we make this happen? Yeah, I'll make it happen. I can make it happen. And he

takes his own time to make sure that we make it happen. So, this level of dedication does not go unnoticed. He helps oversee special events to make sure they run smoothly. He plays a key role in strengthening community relationships. And since I've been here before, he has led the coordination of the National Night Out event for many years. His leadership, professionalism and approachability have earned him respect for both of his officers and the members of our community. Simply put, he represents the very best of what it means to serve. It is my honor and privilege to recognize Middleburg Police Department's 2025 officer of the year. Everyone, please help me congratulate Lieutenant Mark Putnam. [applause] This award is presented the Officer of the Year Award presented in recognition of outstanding dedication, professionalism and commitment to excellence in law enforcement. This officer exemplifies integrity, leadership and the highest standards of the Middleburg Police Department through faithful service to the community. This was, you were voted this by your officers, your peers. So, congratulations. Congratulations. [applause] Thank you for putting up with me. This is the first time, so we'll find ways to tweak it. But I just wanted to bring our officers before the Town Council so you can see the hard work they've done. I also want to thank their families once again for taking the time to come up and support our officers. But it's also a team effort because when these officers are here working, sometimes they miss family events, cookouts, children's events and so forth. Except for [inaudible] she's here at the PD every week as well on Franks' days off. But we appreciate that. So, I just want to say, I appreciate you guys' hard work and your dedication to our police department, and our goal is to continue to make our small agency the best small agency in the state of Virginia. Thank you. [applause]

Bridge Littleton: Chief, thank you very much.

Shaun Jones: Thank you.

Bridge Littleton: Congratulations, everybody. Well, earned. Yep. All right. Next up is staff reports. So first one is Vince.

Vince Gugliotta: I'm not that tall. Good evening. For the month of March. Sorry. Thanks. Utility Volumes for the month of March the wastewater plant had an average daily discharge of about 96,000 gallons per day, and a total of almost 3 million gallons of wastewater was treated. Water system, on average, produced about 112,000 gallons per day, and we totaled just a little under 3.5 million gallons for the month. Now to focus on the wastewater system for a minute. Listed here are some major highlights for March. I'd like to point out just a couple of the biggest achievements. By far, I'm most happy with the RA flow meter replacement. This was a major project. Actually, dates back to, I think July of last year. We started having issues with it and we finally got it resolved in March. Another key accomplishment was the EQ Basin Pump one was finally made operable. There's some pictures from our RAS flow meter replacement. This was about a 13 plus hour job and very excited that it's complete. A couple other pictures from around the plant. Any questions about the wastewater system? Change over to the water system now. Again, here's a list of some of our major accomplishments and repairs that were completed throughout the month. A couple points worth mentioning. By far, I think the biggest accomplishment was the Stonewall Water Treatment Plant Controller that was replaced. That also dates back to a couple months ago. We started having problems with it. We're happy it's finally replaced. A couple of other items worth noting we flushed Well 3 extensively in an effort to gain a better understanding of the water chemistry there. And we also had a team from Virginia Rural Water Association join us for about half a day to look for some water leaks. We focused on Madison Street and Federal Street. We found a couple possible areas and probably one definitely that we're beginning to see if we can pinpoint that a little better and explore repair options. A couple pictures from the water system. This I threw in there. I think most folks might actually want to see it. It's kind of interesting. We repaired a fire hydrant on a stallion barn place. That's actually a spare gasket wrapped up around the main valve of the fire hydrant. Not too sure how it got there. I guess the fire department was using the hydrant there, and that was actually sucked down through the water main and hung up the hydrant there. Fire department couldn't actually shut the water off. So, they called us out and we were able

to shut it down. We repaired it at a later date. Switch over to the groundwater and well levels. This map is from a couple days ago. It is still current. They haven't updated it yet. I mean, all across the state, unfortunately, we're in a pretty good drought right now. That's something we're keeping a close eye on. So far Well levels are doing fine. Well 4 is currently down about ten feet from this time last month. Not too much concern there as of yet. It could be just time of day I pulled that measurement, but that's the current today. Well 3 shouldn't be any change there. We haven't run the well I think since March. So, it's been sitting idle since then, but Well L we're still having some trouble with that Well we're having a slight decline in the level even under normal pumping. Actually, as of recently, we've been turning it off to try to force it to recover some, not that we necessarily have to, but just kind of trying to plan out for what if scenarios just trying to give us some more buffer room. I know it's still kind of early in the season. It's not a whole lot of grass watering, car washing at the moment. Just something to consider. Well P that well is, still demonstrating a pretty reliable source. I think it was only down maybe 12ft from this time last month. And that could be because we're running it a little more often since, Well L is being turned off. That's another combined systems graph. Yep. I'd like to. Any questions about the water system or Well Graphs?

Bridge Littleton: Go ahead.

Darlene Kirk: I was over in Leesburg, at Food Lion, and there was a hydrant behind Food Lion, and there was a pool water truck hooked up to it. We don't have that problem in Town. Are ours locked so that they can't come and just take water from our hydrants like that.

Vince Gugliotta: Actually, no, our hydrants don't have any sort of locks on them. There is a, I guess you could call it messaging on hydrants. It's more or less a warning saying, you know, water theft if you don't have permission to collect water from here. If a contractor wants to get water from one of our hydrants, they're supposed to call the Town Office, open up an account. We need to inspect their vehicle, their pumping system, make sure they have adequate, you know, backflow or air gap system. So, they don't inadvertently contaminate any of our equipment. As of recently, I haven't, you know, dealt with anyone collecting water from a hydrant a couple years now.

Darlene Kirk: Thank you.

Vince Gugliotta: Oh, one thing to definitely point out I can't keep eyes on every hydrant throughout town. I mean, it's up to your guys' citizens call it in. If you see something, say something that's it's your system. So, help us protect it for sure.

Bridge Littleton: Yeah. Chris.

Chris Bernard: I guess to that end, you know, the way that we have meters and everything, is there some way to have something on the hydrant so that we're alerted when one of them is opened up? Or is it just more costly than it's worth?

Bridge Littleton: And do we actually have any theft?

Vince Gugliotta: I haven't heard of any theft. Maybe a year and a half ago. I think someone was coming in. But we did stop them.

Danny Davis: It is.

Vince Gugliotta: Yeah.

Danny Davis: It is. It's a couple of factors. It's either someone observes it or we get some stirred up water in the mains because they crank it open, crank it closed, and it stirs up the water and then we track it down. But, you know, if it's middle of the night or just a time where no one's around, they could get away with it, at least for a day or two. We've looked at options probably three, four years ago when we had a few instances. And there's no great option cost effective to do that. To either give an alert or some other kind of alarm. Maybe there's a new way with IOT devices coming out that we could put a little sensor almost like your windows sensors at home or something. So, we can always look at options there.

Vince Gugliotta: There's just a little fun fact. There are some of the newest model hydrants. They actually have Wi-Fi hooked up in them and they can sit there and monitor pressure, I guess kind of sense if they're open or not. But that would definitely be a cost analysis to look at before we explore that.

Bridge Littleton: Any other questions for Vince? I just have a question. Should we is there any value in getting ahead of the fact that we're still in a drought by looking at water conservation?

Vince Gugliotta: I don't see why not. I mean, sure.

Danny Davis: That's yeah, definitely a question up to Council to consider. We generally have the ability to enact measures pretty quickly. You know, when we start seeing something come into play. At this point, just because we're in the early stages of spring, we haven't seen any increase significantly in demand of the water system. So, you know, hesitate maybe to recommend going into any kind of conservation measures, yet until we have at least a step towards seeing some concerns, but barring any rain in the next 2 to 4 weeks, I think it's something we should keep on Council's agenda.

Bridge Littleton: Yeah, Chris.

Chris Hersh: That brings to mind a question based on the 10 foot and 13 foot, I think drops that you said. How does that compare to like the months last year as we were going?

Vince Gugliotta: Sure. I guess going to Well 4 that's that Well, it's been pretty interesting since I've started about the time I started with the Town, we got a transducer installed there. At the time, I think we, at the highest level we saw it gained too was about 217ft below grade. Probably since about the wintertime, maybe November or so we've seen that level increase to about 160ft below grade, which is the most I've seen it since being here. Which is interesting because, I mean, we've pretty much been in a drought the past few years or so. I'm not sure why it's gaining level, even though we are in a drought. It's something I wish we could know. But at the moment it's, I mean, we're actually gaining level even though we are in a drought. Well L and P they seem to be pretty consistent from what I've seen in the past year or so, year and a half. Well, three, we really don't use it a whole lot. It's more or less like our backup system in case one of the other plants goes down. But the times we have been pumping it, it's demonstrating really, really strong aquifer qualities. It recovers very nice. It's got very consistent flow rate at about 60 gallons a minute. Yeah, that Well's really looks really good.

Bridge Littleton: Okay. Okay. Thanks Vince.

Vince Gugliotta: Sure.

Bridge Littleton: All right. Next up is project status update from Danny.

Danny Davis: Thank you, Mr. Mayor. Just a few updates for you on some of your major projects. You have the majority of the updates here. I'll cover just some highlights. We are meeting with the party who Council agreed to dispose of or hand off the old, large stones on South Madison Street. We're meeting with them next week to talk about that project and timeline. We want to make sure that we don't negatively impact any events coming up or major activity. So, we'll have that conversation next week. And as noted here the county, Loudoun County staff did reach out and suggest that we add this item to the NVTA transaction plan just for the potential of getting regional funding for South Madison Street. We have it on the list. And then in the future we can actually make formal applications. So, we'll have that there as a placeholder for potential funding in the future. Asbury Church, Miss North continues to keep you updated on the project. Just a couple updates from what we don't have here in the report, we did receive three bids for the fundraising RFP or three proposals, excuse me. And Miss North has been working with putting a review team together, which I think will be very successful, and allow us to find a firm and then bring that back to Council for consideration after that review. So that's making progress. We'll talk briefly on in a minute on a contract award for repairing three sections of our sewer lines. And so again, this is step one of many steps of doing point repairs at various sections of our sewer lines. A couple of the other sections are off of streets, but they're in areas or sewer lines themselves have sags in them. So, this is going to require actual excavation pump around and then complete repair. Mr. Hersh remembers when we had to do the line in his yard. So similar repairs will be needed in at least 3 or 4 places throughout town. A few of those in the Ridgeview area. So, we'll keep working on prioritizing that with Utility Committee and then bringing future projects to you as budget permits. East Washington Street, you'll see the work that they did the last couple of days around the large tree near Tremolo that work I think is fully complete now and did a great job again, trying to tackle those real key areas where the roots have heaved so much, it makes it challenging to walk around especially the width. So, we're continuing to work on that. And then we'll work on other projects as they become available. And that's pretty much our updates. Happy to answer any questions.

Bridge Littleton: Any questions for Danny on special projects? Okay, Danny. Thanks. Next up is the consent agenda. Would anyone like to make a motion?

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

J. Kevin Daly: Second.

Bridge Littleton: I guess I should have asked. Anybody wants anything removed? I guess not. Okay. All those in favor, say aye.

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Next up is action items. First one is acquisition of SND archive, Miss North.

Rhonda North: Thank you, Mr. Mayor. As you know the Town has social media accounts. And those are considered to be public records including any comments that people would make on our posts. In the event we would ever receive a FOIA request, we need to be able to provide those social media posts, including the comments, even if someone deletes their comment later on, which is going to be very difficult for us to do unless we have some type of software that captures all of those. We did have for about six years. We did use Archive Social. They started to experience some problems. They stopped capturing deleted comments. They proposed to more than double the price. We just felt it wasn't a good contract for us any longer. So, we let it expire. And ever since, we've been looking for a new software solution. Danny was able to find what we thought was a good option during the recent Virginia Local Government Managers Association Conference.

That is called SND Archive, and the staff would like to recommend that we procure that so that we can capture our social media posts should anyone ever make a FOIA request.

Bridge Littleton: Does anybody have any questions? Rhonda, if I get it right, the price is $3,000 a year. Correct. Okay.

Rhonda North: Which if we were to receive a large FOIA request, it would actually be very reasonable.

Bridge Littleton: Yeah. No, no, no. I don't think the price is bad at all. Okay. If there's no questions or concerns anybody would like to read a motion? Go ahead, Cindy.

Cindy Pearson: I move the Council to authorize the Town staff to enter into a contract with SND Archive for their social media archiving solutions, subject to the Town Attorney's review and approval of the contract.

Chris Hersh: Second.

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

Rhonda North: Vice Mayor Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member 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. Next up is the contract approval for the sewer repair project. Mr. Davis.

Danny Davis: Thank you, Mr. Mayor and Council Members, you have the memo before you. We put an invitation for bids out on the street for three sewer repairs. Two of them on West Washington Street. The timeliness of this is we are hoping to complete this work and should complete this work before VDOT repaves all of Washington Street. So that saves us money and also keeps us from tearing up brand new asphalt. So, it's a timely effort. We received two bids. You see here in the memo, we have worked with the low bidder on a prior project, and they're very accomplished at working in streets and in urban type areas, and we are confident in their abilities. So, they can keep to the schedule that we've laid out before you. And the one additional bid alternate is noted is we also would like to gain an understanding of the quality or lack thereof of the water main under West Washington Street. So, while they have it excavated, they'll take a sample. It's called a coupon. And it'll allow us to understand the quality of the piping as well as how much hardness has developed over the years. So sometimes six-inch pipes have constricted down to maybe a two-inch flow. And so that will give us an idea of how much we might need to put into those water lines into the future. So, the contract is ready for approval. And if you have any questions, I can answer it. Otherwise, we'd seek your approval tonight. Thank you.

Bridge Littleton: Any questions? I know it's come up for any questions on this project? I think the timing is great so that we don't have to pay for the asphalt.

Cindy Pearson: Yep.

Bridge Littleton: All right. If there's no questions, would someone like to make a motion? Chris.

Chris Hersh: I move the Town Council of Middleburg Award. IFB number 003361-02-005 Sanitary sewer repair project including bid alternative number one to Utilities Unlimited LLC in the total amount of $151,589.56 and authorize the Town manager to enter into a contract with them.

J. Kevin Daly: Second.

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

Rhonda North: Vice Mayor Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member 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. Next up is the purchase approval for a UV light system at the wastewater treatment plant.

Danny Davis: Thank you, Mr. Mayor and Council. Again, another core component of our wastewater treatment plant. Essentially, at the very end of the entire process, all of the treated water it's been through the cycles and the filters and everything. It goes through one final disinfection through a UV trough, if you will. And we've had problems with this, I recall, since I think I began. And we found ways to patch work it and get it to work. And now it's just on its last legs. So, we were able to find another vendor who provides these products in a very standardized way. And yet they can engineer them to fit into a specific trough size. So, our engineer and IES have reviewed this, and this fits our needs and meets our permit requirements from DEQ. So based on the cost, I'm bringing this to you for approval. But we would request your approval of this. Happy to answer any questions you might have.

Bridge Littleton: Any questions for Danny? I have a question. So, the current UV system we have, how old is it?

Danny Davis: 15 plus years and years.

Bridge Littleton: I mean, aren't these things designed to last longer than that?

Danny Davis: Not necessarily. I mean, their the bulbs themselves will go out.

Bridge Littleton: Not the bulb. [multiple speakers]

Danny Davis: But part of the challenge here is the manufacturers no longer in business. So, we can't even get replacement parts. So those minor parts that you would need to tweak or amend or adjust or replace from time to time, because just with water flowing through it constantly, you'll have regular life cycle. We can't even replace those, those core things. And so, we can't even part of the issue is we can't prove to DEQ or others that it's actually disinfecting at the level that we need it to disinfect at, so.

Bridge Littleton: So, at this system, are we buying it from somebody who's not going to go out of business?

Danny Davis: Correct. They're one of the most, my understanding from our engineer is they're one of the foremost and original UV light providers in the world, so.

Bridge Littleton: Okay. Thanks. Anybody have any questions? Okay. Is there a motion?

J. Kevin Daly: I'll take it. I move that the Town Council of Middleburg authorized the purchase of a UV system for the water wastewater treatment plant under a sole source contract, as authorized under Town Code 20.1-13 from Trojan UV in the amount of $74,535, pursuant to quote number Victor 25224 Romeo 1 dated April 13, 2026.

Chris Hersh: Second.

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

Rhonda North: Vice Mayor Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member 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. Next up is Community Communication Memo from Chief Jones. [multiple speakers]

Shaun Jones: I come before you to return the computer. Good evening, everyone once again. So, the purpose of this memo is to talk about enhancing our communications with the community. So, as I told you at the last Town Council meeting, we're going to go ahead and start Operation Get Informed this Saturday at the Wellness Day, and we have a table there where we're going to help assist residents with signing up with alerts. Another thing is Town Manager Davis, and I recently met with Loudoun County Sheriff's Office Public information Team and Lieutenant Colonel Sawyer, and we talked about best ways that we can work together to inform the community so as to make sure that we're collaborating together to provide accurate and consistent information. So, we talked about ways that we could work together to communicate better. Moving forward, we will continue to work with the sheriff's office PIO team to make sure that we're getting the same consistent message across. We've also talked about the ways that our officers can send a message to the sheriff's office to get an alert started while in route to the call, or once we find out what we have going on. It's important to understand that each situation, we can't put out a lot of information because depending on what the situation is or the incident sometimes the information that got released it might be limited or delayed. Due to the nature of the call and we're also trying to protect the integrity of the case. A lot of times they may have some investigative

concerns or issues. Therefore, they're not going to put out a rapid alert. But please be assured that we are working hard and we remain committed to making sure that we keep the community informed and we're always working to come up with best practices as well. Any questions?

Bridge Littleton: Questions? So, what are those best practices?

Shaun Jones: Well, that's what we're trying to figure out now is how we can get more information out to you guys. But like I said, we got to protect the integrity of the investigation. But we want to push as much information as we can immediately instead of having those delays. Like I said, sometimes there might be delayed information getting out, but we're trying to get it out quicker and get a little bit more in depth of what we can and cannot. We discussed what we can and cannot release as well.

Bridge Littleton: So, what. So, my question is not about what you're getting out. It's when you're getting it out.

Shaun Jones: Okay. Yes.

Bridge Littleton: You can get out what you can get out. It's the when.

Shaun Jones: Yes.

Bridge Littleton: Right. And I think with the recent bank robbery, the concern was there were just a long time between the incident happening and public communication getting out. Right. There's certain things you can talk about. There's certain things you can't talk about.

Shaun Jones: Right. Yes, sir.

Bridge Littleton: I get that. So, what are we shooting for?

Shaun Jones: So, we're shooting and getting the information out, what we can release, getting it out as soon as we can. And that's what we're trying.

Bridge Littleton: That is not a time. As soon as we can, could be five hours, it could be ten hours.

Shaun Jones: Okay.

Bridge Littleton: We need a number.

Danny Davis: So, Mr. Mayor, the discussion we had with the sheriff's office was this exact situation where the alert went out at 4:00 or 4:30, whatever it was, and nothing else came out till 10:00. So, barring any information, someone could reasonably assume there was still an active situation happening for six hours. And so, what we expressed to the sheriff's office was it would be helpful if there's a way to communicate that there is no active threat to the community. While understanding that there may be sheriff's office presence still working the case in that particular situation, that is not in their current and I'll use that word that is not in their current playbook for how they address situations such as these. But they understand that our community is a tight knit and unique community, and we might be different than if it happens at a, you know, a bank in Sterling or Ashburn or whatever. And so, we have asked them if they would look at alternatives for providing interim updates as soon as it's practicable and accurate. Right. So, when they come on and they're there for it could be 30 minutes, it could be two hours. I can't give you an hour's time frame of when that latest update will be. But when they determine that there's no threat to the community, if they feel that they can say that accurately. I want

to be clear, they never said there was a threat to the community at all. What they said is there was heavy law enforcement presence and to avoid the area. If there were a threat, they I mean, their playbook would add additional language to the community about however they needed to address that. So, I just want to be really clear that they feel that their communication met their standards. We asked for additional enhanced levels of communication. And that conversation is not complete. So, we're continuing in that.

Bridge Littleton: So, I guess my question is why do we need their permission to release the information that we might want to release?

Shaun Jones: We, go ahead sir.

Bridge Littleton: No. Shaun you?

Shaun Jones: Yeah. I mean, we want to make sure that we're staying on the same page and being consistent, and that's the whole idea of having that conversation to make sure that we're issuing the same information. So that way no one's getting inaccurate information. So that's why. So, we've asked for ways because like Town Manager Davis said, our Town is a little bit unique. So, we asked for ways on how we can get a little bit more information out quicker. We have the contact information. So, the same person is not on duty at all times. So, they actually gave us how we can reach out to the person that's on duty so that we can get information out quicker. If they think we shouldn't release something, they will let us know. But we're just trying to figure out a way that we can work better together.

Danny Davis: And part of this is part of this process and procedure. So, I'm getting in the weeds and if you want me to stop, I'll stop. But essentially, if there's a critical community incident, they're just their dispatch staff and their other staff, they know that when the officer either they receive this call or the officer marks into the call and says, yes, this is bank robbery or whatever, they have a preset communication that goes to all of their subscribers who subscribe to that particular information. They have the broadest reach. We have a very minimal reach compared to them. So, this is all through sheriff's office system going out. Anything that we send, we copy and paste because we don't want to. As Chief said, we don't want to go into cross communication saying something any different than the sheriff's office. So, they have the capability of getting those alerts out within minutes of either an incident being called in or showing up on site. For us, we don't always have that capability. It's either staffing is not around to send that information. We don't run our own dispatch and CAD system and all that. So that's step one. There's an opportunity where the town ourselves could send additional information in the midst of a situation happening. The challenge is it's a completely different system. So, I'm grabbing a different audience by sending a message because I don't have the capability of sending it to the sheriff's office distribution list. So, if I were to send it, I would be sending it to 300 people instead of 25,000 or 45,000 people. And so that's the conversation is would the sheriff's office allow us to craft language or in partnership with them, craft additional language that they can send from their system specific to our situation happening in place. But again, this is a systems and process thing that we don't want to solely be the ones responsible. In my opinion, I would not recommend us be the ones responsible for sending these community critical community incidents in the Town. Because the Sheriff's office is best positioned to do that.

Chris Bernard: We do something [off mic].

Danny Davis: That's correct, because the only if it's overnight or when basically, you know, Rhonda or I are not around it would take a long time to get one of those out.

Bridge Littleton: Yeah, but that's when nobody's awake and not worried about getting information until they wake up at 7:00 the next morning. So, what's that?

Chris Bernard: Yeah.

Bridge Littleton: Well, I mean, I guess that's, you know, I mean, what it sounds like is the sheriff's office has a process that wouldn't be our process for releasing information. We would do it in a different way. But the sheriff's office has a bigger list. So, we're going to let them be the ones who put it out. And we're going to see that responsibility to them.

Shaun Jones: But we, like we said, they have their system and we have ours. So, we're trying to make sure that we're putting, crafting the same message. And that's why it takes a lot of communication to get these messages out.

Danny Davis: But and Mr. Mayor, I think to just add a fine point to what you said, you're not incorrect in in the steps, but I think the progress we've made, at least to date, is that the Lieutenant Colonel Sawyer and his team were willing to consider additional levels of this communication specific to an incident like the bank robbery, where we can inform the community that the active situation is no longer active. And that's going to take massaging language, right? It's going to take finding a right verbiage and a right language that can be sent to the community so that they can be clear that, you know, yes, I can, I can go walk down Washington Street. It's just I might still see a bunch of officers because they're looking for evidence. So, it's not that we're if you want to say we've ceded it to them, sure. We rely on them for a lot of support and resources because they have a much broader reach, but they're also willing to have this conversation. So, I think if I can suggest we refine this and continue working on it and bring it back to you in two weeks or four weeks and let you know what the outcome of those discussions are.

Darlene Kirk: Do they have an ability to, with their list of 25,000? Because I know we had this when I was at state, we could select, say only Middleburg or only Leesburg and then release of a blast to just that person or the Town.

Shaun Jones: If I'm not mistaken, there's different groups you can sign up for, and it's up to the individual to sign up for that particular group of information in which they want to get the information from.

Darlene Kirk: Well, all I know is I'm getting a lot of information about Leesburg road closures, which I didn't ask for.

Shaun Jones: Okay.

Darlene Kirk: I didn't want that. And the other thing I was going to say, and I know we don't have that system anymore, but the telephone system that we did have would have called and told people, okay, it's clear, you know, there was an incident. Everything's clear and safe. That was very helpful. And it eased a lot of people's minds.

Shaun Jones: So, I believe that's the reverse 911 system.

Danny Davis: We had a different system in the procedures and the challenge to put that together, that it was a difficult and clunky system. And with the advent of text messaging specifically, we can get messages out so much more quickly and effectively. I will tell you that when we did those calls, we got more calls back than we actually were effective in reaching people because they would just see that they missed a call. And the time and effort to communicate that information was very challenging. It still doesn't Council Member Kirk still doesn't address the issue of the actual message itself. Right. There's the means of the message, and there's the actual

message and how that's developed. And again, we are yes, in the timing of it and we are trying to again, work with the sheriff's office who oversee a county of the public, the safety of 450,000 people in the county and help them see our Town as we have unique circumstances. Right. And so, they are willing to. And I think if we can keep working with them, we'll find a way that we can better communicate these updates.

Shaun Jones: And one of the things that we discussed is, you know, our officers can send a message to dispatch and have them put out an alert to notify what's going on at this critical incident as soon as we start responding. And another thing that we discussed is how do we work that out? So, their supervisors know that we're going to be doing that too. So that's another one of the conversations that we had as well. So, we're just trying to figure out how we can put these plans in place to better serve everyone involved.

Bridge Littleton: Okay. I mean, I think we need to see whenever you come up with whatever this new plan is we need to see the actual plan. And it's something that's in writing that's agreed to by the sheriff's department and us not an understanding.

Shaun Jones: Okay.

Bridge Littleton: Right. I mean, you know, because the problem with that is Lieutenant Colonel so and so retires and he's gone and that understanding isn't passed on. And it's oh, we'll try if we can. You know, I think what we learned from the bank robbery was it created a great amount of anxiety in the local community because there was a lack of information. Right. And to Danny's point, the biggest piece of information was that was missing, which has nothing to do with investigation, is there's nothing active at the moment. It's safe. Right. That's where we fell down.

Shaun Jones: Okay.

Bridge Littleton: Yep. And what I, you know, when you have joint accountability, you have no accountability. So, you know, if we're going to rely on the sheriff's department, then it's something that's agreed to, it's in writing and it's clear. And it is not a we will do our best to try. It is a we will do. And if they won't, then we need to own that responsibility because, you know, again, we owe it to our citizens and the community to have those lines of communication. And we cannot sit here and say, well, the Sheriff's department can't help us out, so we can't do it. No, I get that you want to try and have the sheriff's department be the. If they can make it work, that's great. If it works out, awesome. If not, there needs to be plan B, and plan B is we're going to figure out how to do it. You know, we're going to have our own list and we're going to encourage people to sign up, so that they can get notifications and text messages. And that's going to be a building thing, right? It's like Ali with social media increasing the, you know, the subscriber base by 500%. You got to work at it. But once you build that list, it's a great thing to have to create the tool you now have. And it's just going to require some effort on our part. So, I'm all in for the sheriff and all that. But if they don't agree to do it, then we're going to have to own it. Make sense? Yep. Okay. Any other questions for Shaun? Okay. Next item up is take home vehicle program. You're still here?

Shaun Jones: Yeah. It's going to be a long night. I think this is the last one. I'm not sure. This is just to give you.

Bridge Littleton: I'll put one more thing on for you at the end. [laughter]

Shaun Jones: You want to go ahead and give it to me now. So, you're ready? No. Just want to give you an update on the take home vehicle program. We're continuing to watch the amount of fuel that is utilized. There's some months where we have officers that have more miles on their vehicles than others due to the fact that

they're in training or they're working extra shifts. The vehicle upkeep or maintenance in the vehicles has been very low. The only things, major incidents or issues we have for the vehicles, this basic routine maintenance like oil changes purchasing tires. But other than that, you know, we're continuing to make sure the vehicles are taken care of. We're doing monthly inspections of the vehicles you know, and it's working out because there's been times where officers were coming into work instead of coming to the office, they got to respond to a call. For example, was the bank robbery incident. Frank was coming to work for a departmental meeting which was canceled. But he got right into working the incident. He got involved. So that's another benefit right there. It's improving morale. Officers are taking better care of their vehicles. And like I said, we're continuing to monitor the fuel usage of the vehicles. Is there any other questions? I put a few attachments of the average amount of fuel we're spending monthly as well. So yes.

Bridge Littleton: Darlene.

Darlene Kirk: I thought the report looked good overall. Are we going to buy another car though this year and trade one out or?

Shaun Jones: No, we're waiting to.

Danny Davis: If Council approves it in the budget. Then after July 1st then we would purchase a vehicle for that new position.

Shaun Jones: The new position.

Darlene Kirk: Okay, I just thought it was an automatic thing. Remember what [inaudible] and all that?

Danny Davis: We with the take home program and with the recent purchases, we're extending out the refresh of those vehicles. So, we're not going to do it every five years. They'll, be, we believe, able to go extended in their time frame.

Shaun Jones: 6 to 7.

Danny Davis: Six to 8 time frame. So, we don't have any other replacements currently in the budget.

Darlene Kirk: Thank you.

Bridge Littleton: Any other questions for Shaun? Okay.

Shaun Jones: Waiting for your next one.

Bridge Littleton: What's that?

Shaun Jones: You said you have one more.

Bridge Littleton: Yeah. You got to wait till the end. I'll tell you then. [off mic]

Shaun Jones: Thank you. Appreciate it.

Bridge Littleton: Alright, next up is the budget discussion. Mr. Davis.

Danny Davis: Thank you, Mr. Mayor. In your memo, I've broken down the discussion by General Fund operating General Fund, CIP Utility Fund operating and utility fund CIP. So, I'll walk through it in this order and then we can take questions. Or I'll take questions at any time you'd like. On the general fund side, I did have a chance to talk to Ms. Lee with MBPA about the request for funding for marketing and social media generation, and she did request that $5,000 would be effective in their efforts to help drive additional traffic to their website and to promote various activities and events. So, I had already included that in the revised budget as of last meeting, and she confirmed that they would be able to utilize those funds for that purpose. So, if Council continues to support that effort, we'll leave that additional $5,000 in for the economic development partners line item. Earlier today, Mr. Mayor, you and I and Chief met with the Sheriff and Lieutenant Colonel Sawyer to talk about support of our operations. And during that meeting, we talked about the needs that the Town has when we have an officer that has to take someone into Leesburg, perhaps to the jail or emergency custody order. And while they aren't able to, you know officially agree to anything in writing or any set like. Yes. We will always have someone there. They did extend that they'll continue working with Chief and developing out better. As we communicate with them, then they will also, as best as they can work with their officer who's assigned to our particular beat area or our sector and have them as close to Town as possible understanding that we are unique as a hub of activity, a lot of traffic coming through town, much different than the beautiful rolling hills of Bluemont or other areas of Western Loudoun County. So, it's a commitment to understand that they understand our needs and are willing to work with us on that. And we'll work on their communication to their team as how they try to get support to us in both that situation as well as when we have a call where we need backup or if we have a special event going on as long as we're communicating well to the sheriff's office and informing their lieutenants that are over shifts and duty assignments during a particular time of the day or night if they know that there's a 1,000 person event going on at the resort they can maybe have officers just aware and maybe by default, being closer here to Middleburg than their other default locations. So, I think it was a productive conversation. Again, nothing, I think that they're going to be able to commit to yes, we'll have someone in town when you, when we have to take someone up to Leesburg, but at least we can continue working with them on that. Yes, ma'am.

Darlene Kirk: And you may not be able to answer this, but isn't the officer that covers Middleburg also the one that covers South Riding?

Danny Davis: So currently. Yes.

Darlene Kirk: And that might take them away from something that we might need them for.

Danny Davis: Correct. Correct. And so currently the sectors do cover we're in the Dulles South station. And so, they might have 7 or 8 or 10 officers assigned to that area. And while he might try to have someone closer to Middleburg, as soon as something happens in South Riding, Stone Ridge or further east, they're going to get pulled that direction. And that's the same as whether it's at Dulles sector or Western Loudoun Station. If you look at the size of their sectors in Western Loudoun, they're massive. They're you know, 50, 60, 70 mi². And so, you know, you could be working an incident in Harpers Ferry and have a call in Purcellville. Well, you're at least 20 minutes away and you're still finishing up the call. So, we have that challenge, whether it's geographically or the amount of calls that are pulling their deputies away. So that's our conversation so far with the sheriff. Again, we have a great relationship with them and continue our good partnership with them. With that, we have no other changes to date. I've not received any other questions on the operating budget for the general fund. I'll keep talking if you'd like me to, unless there are other questions you want me to stop for now.

Bridge Littleton: Any questions for Danny at this point?

Danny Davis: Okay. On the general fund CIP, as noted here, we did move the South Madison Street project out of the current fiscal 27 year of the CIP and moved it to fiscal 28, since we have not yet received or have not received recommended funding from Loudoun County. But there were some hints and suggestions that perhaps that would be included in fiscal year 28 from the county. So hopefully, if that does move forward, we can continue in that project. And then we talked about transactions. So that's the general fund CIP. We've already talked about Asbury. No changes to date on that. Yes, ma'am.

Cindy Pearson: On the Windy Hill affording a housing project. So, I can't give you the whole I don't remember each step of that, but that goes before the county. If for some reason it is not approved through the county.

Chris Bernard: [off mic] It comes out.

Cindy Pearson: It comes out.

Danny Davis: And we also just heard from Windy Hill earlier today that the county has suggested that they take advantage of another county grant program to refine the details of their project a little more clearly which would help them be more successful in their long-term grant and loan application. So, it sounds like their project is still progressing, but they're going to add a step 1A to it before they go through the actual full review of the loan and the grant program. [multiple speakers] So this request, it might end up being later in fiscal 27, perhaps in the spring instead of the summertime, or it could be at a different timeline. So, the suggestion I would have is we leave it there as a placeholder and we see what comes of that. And then that will also lead to further conversations with the county if it receives approval, just about the mechanisms of how this works. So, the timeline might be a little slower than we had initially thought, but hopefully the goal is to make it more successful.

Cindy Pearson: Thank you.

Danny Davis: And with that, there's again, no other changes proposed at this point in the general fund CIP. So, moving on to utility funds, we discussed this at the last meeting, and I don't know if it's going to be visible or not, but what I have done is proposed our typical worksheet of rates and fees for water and wastewater, water and sewer. And this is demonstrating the tiered structure for our rates. And if you recall, we also had a separate category for multi-family dwellings. So, we have in town commercial and residential in town multi-family. The rates are the same, but the cut-off of when the rates change is at a different level because they're multi-family housing units. And then we have our out-of-town rates. The one item I wanted to bring to your attention here is our water and sewer funds are combined into one utility fund. Sometimes they're split and towns have very distinct water funds and very distinct sewer funds, because pretty much all of our customers are on both water and sewer. We keep them combined. One alternative is that the rates for water and sewer can be just split evenly. But in looking at our expenditures, we spend more traditionally in the sewer side of the fund than we do on the water side, because the sewer process is more expensive from electricity and sludge removal and chemicals and equipment and all of that. And especially looking at our long-term CIP in the utility fund. So, there's no perfect number looking at an average over the last 3 to 5 years and including fiscal 27, I would suggest we do a breakdown of 45% water and 55% sewer of the rates. So, I'm using the same total revenues, but just splitting that up between water and sewer based on the fact that sewer takes more cost to operate from an operations standpoint. Again, there's no.

Bridge Littleton: What's the benefit of doing that? Why not just keep it into a flexible one pot?

Danny Davis: So, we have to have a separate water and sewer rate, because we do have some folks who are [multiple speakers].

Bridge Littleton: Not talking about the fund.

Danny Davis: The fund? It is one fund. I'm not splitting into two separate funds. I'm just I am suggesting that the split between water and sewer be separated out. So, for instance whereas in fiscal 26, water brought in $800,000 and sewer brought in $810,000. Right. It was very similar, but different by 3%, give or take. I'm suggesting that water bring in $730,000 and sewers bring in $930,000 because sewers cost more to operate.

Bridge Littleton: So, we pump more water than sewer, right?

Danny Davis: Generally, we pump more water than we treat, [multiple speakers] but not always. If there's heavy rains, we treat more water.

Bridge Littleton: But you see what I'm saying right. So, like.

Danny Davis: But when I look at our budget, if. And I can, you'll have to scroll for a minute. But when you look. Oh boy, it's not here. When we look at our budget in the operations of the utility fund, our sewer system requires 40 to $50,000 more. So, if you break, if you split that out percentage wise, it's a 45, 55 split.

Bridge Littleton: No, I get it, I get it, but they are completely disconnected from one another. So, what we spend versus what the revenue we generate, I just don't understand why would we want to make the change. I mean, we've never this has always been the fact we've never had a difference.

Danny Davis: It's been it has been different by about because there were some years and this is before my time, as Ms. North might remember, but where the Council would raise sewer rates by 5% and not raise water rates because there were needs specific to the sewer fund, and we could tie it to that. As we discussed with the public that, hey, we had to raise our sewer rates because we needed $150,000 for a pump or this or that. So, there is already a slight difference in our rates. They are not equal to each other. Now, if it's over complicating and too hard to explain to you, know, if it's better for us just to have the same rate for water and the same rate for sewer, we absolutely can do that. It's one fund, one system. We just split that rate.

Chris Bernard: And it sounds like what you're proposing is just kind of a more accurate accounting of the.

Danny Davis: The effort. [multiple speakers] That goes into each side of the system.

Bridge Littleton: The hard part I have with it is you have more water usage than sewer. So, are you going to affect your revenues? [multiple speakers]

Danny Davis: So let me actually so I didn't answer the question. I didn't answer the question. Well, my bad. In the treatment of water, we often produce more water than we might be treating wastewater, but we bill almost exactly the same amount of water that we bill sewer. Because remember, sewer is not billed, is not metered. So, we can't we don't. So, what comes into the sewer plant is disconnected from what's discharged from home. So essentially, we bill almost it's slightly different because we have 5 or 6 water only accounts on Landmark school, but we essentially bill the same amount of water that we bill sewer. They're essentially the same.

Bridge Littleton: I just, I guess my thing is, you know, I don't see the need to do this because in five years, what happens when all of a sudden for 2 or 3 years, we're spending more on water infrastructure than we are on sewer infrastructure. Are we going to flip them back?

Danny Davis: You always have the opportunity to either.

Bridge Littleton: I mean but that's my point, right? You're changing the rate, making an assumption that that's going to be reality forever, that it needs to reflect what we spend when we don't know what the percentage breakdown spend between water and sewer is going to be in the future.

Danny Davis: Sure, it can vary year by year. And that's why I looked at average some years. Water only was accounting for 40% of our total expenditures. You know, for operations.

Bridge Littleton: Three years from now, it could account for 60%. It got some major thing. And are we going to rebalance the rates?

Danny Davis: Again, it was just a suggestion, but if it's easier just to make them the same and we since we're changing them up anyway, you know, since we're doing this whole new tiered structure or I'm, we're recommending that you do we could just have water and sewer as the same rate. And there's no.

Bridge Littleton: I mean, did the Utility Committee recommend doing this?

Danny Davis: It was not discussed.

Bridge Littleton: How about the Finance Committee?

Danny Davis: I don't think we. We talked overall revenues specifically; we didn't talk breakdown.

Bridge Littleton: My input would be I wouldn't want to change what we're doing without their input.

Danny Davis: That's fine.

Bridge Littleton: Personally, I just don't see what the benefit of I don't see what we get out of it. I mean it's just it's moving percentages on a spreadsheet. It's not actually changing anything. So that's me. Anybody else? I mean.

Pam Curran: I agree.

Bridge Littleton: Yeah. Anybody else? One person agrees.

Chris Hersh: I'm going to ask an obvious question. So, in terms of the water fee and the wastewater fees, even in this year they were different. Correct.

Danny Davis: They were slightly different by 3%. Right? That's and I think again, that goes back to some years ago where one rate was increased and the other wasn't or one was increased more than the other. Again, this was many, many years ago. Since then, we've just been increasing them 3% both each year at a time. And in this proposal the combined rate meets what you have seen in the prior discussions. It's just how we split it between water and sewer. And if it's better just to leave them equal so that it's easier to tell the public this is what we've done. You know, we've gone to a tiered structure. We've reduced the minimum bill by this amount. Your water rate and your sewer rate are going to be the same, you know, at this amount. And then we can calculate that real easily.

Cindy Pearson: But when you say.

Danny Davis: That's not what's shown here, but that's just some simple math.

Cindy Pearson: But when you say the water rate and the sewer rate is going to be the same, they're not. You're going to have I mean, it's still going to be that 3% difference that it's always been. Or are you saying [multiple speakers].

Danny Davis: I would say if we'd rather them be close together, we might as well just normalize them, bring them together.

Cindy Pearson: But then that will bring up the water rate eventually.

Danny Davis: It'll still be less than what is being paid today just because of because our rates are already over $20 per thousand gallons. So, this middle tier for water will still it'll be around $15 or $16. It'll still be a decrease. So overall, it's still the same 25 to 20 to 25% decrease for the majority of users, those who use 7,000 gallons or less.

Cindy Pearson: Just for the numbers part, I like it when it's separated, but I get what Bridge is saying, but this to me makes it much more clear.

Bridge Littleton: I think we keep it strictly separated. It's just changing which side versus the other is more expensive. So yeah, Chris.

Chris Hersh: So, was the model going in past years, the models that were run forward looking at the tiered rate structure, did those include the split that you're talking about or did it include kind of the 3% on last year's rates with both moving forward at 3%?

Danny Davis: Correct. The models run were specific just to the tiered structure system with a 3% increase year over year and then testing that against prior years. But again, the amount that we build water and sewer, it will vary slightly, but it's not a significant number of variation there. So, I don't believe it's going to test out that it changes the results significantly, but I didn't have a chance to talk to the rate consultant about that. But if and again, to your point and to the Mayor's point, if it's better to set it as it is right now, and then we tweak in the, keep things, you know, evenly split between the two funds. And then we can look at that into the future at another date.

Bridge Littleton: Yeah, I just think that we're this far along. I think just keeping it as we've been discussing it for the last six months or four months is better, especially, you know, I would want to see what the utility, the rate consultant, the Utility Committee and the Finance Committee had to say about it. Okay. All right. What's the next one?

Danny Davis: Okay. I go to jump back to where I was. Apologies. Utility fund CIP. Just two quick things. In addition to changing rates, we also did ask our rate consultant to look at our availability fees. This is for new connections to our system. This is just to take into account future capital needs in our system. And so, I think that deserves continued review by both Finance Committee and Utility Committee. But for now, their recommendation these have not been changed for eight years. So, the recommendation is 13% increase on the water side and 17% on the sewer side. And this accounts for, you know, increase in costs, increase in our ongoing capital needs, and was developed out again by our rate consultants. The final item I will note there is that our congressman's website related to community project funding lists, our project I haven't received specific communication that it's one of his, you know, top 20 or however many they're allowed to submit. But

I'm taking the assumption here that we at least are on his list. And then we'll see what the federal project and how that review goes. I don't trust any federal process right now. [laughter] So we will just simply say if it gets funded, that's great.

Bridge Littleton: But why?

Danny Davis: But we'll hope for the best. And, and we can continue to keep you updated as we hear from our congressman and others about that process. So that is it. With the guidance I've had today we have developed our advertisement for the budget. And advertisement for utility rates. I will adjust the utility rate advertisement based on this conversation tonight. We will advertise that beginning next week for two weeks. And then you'll have a public hearing on both of these matters on May 14th. The goal would be coming out of that any final recommended changes and adjustments and then adoption by the Council on May 28th.

Bridge Littleton: Everybody good with that schedule? Okay. All right. Mr. Crim.

Martin Crim: Thank you, Mayor. There's a, of course, a flurry of activity recently with the governor vetoing or amending dozens of bills. Apparently setting some kind of record. But the General Assembly just in the last couple of days has rejected a number of those changes. So, we're seeing bills come back to the governor's desk for either veto or a signature or just letting them become law without a signature. Happy to go into any details that you want to about the bills we've been tracking, or we can just wait until the dust has finally settled and whether they're vetoed or not.

Bridge Littleton: Accessory Dwelling Units.

Martin Crim: Accessory Dwelling Units.

Cindy Pearson: Signed.

Martin Crim: Signed. Yes. Thank you. Yep. So that one's going to be a big one. Before the meeting started Will and I were just discussing this, and we're there's a Planning Commission meeting on Monday that's going to discuss that issue and try to. Now, we do have a long lead time on that because it's not effective until July 1st of next year. But it's going to be an interesting thing to try to figure out exactly what the impacts are.

Bridge Littleton: Watch out for the land rush. Any other questions for Martin? All right. Next up is strategic initiatives.

Danny Davis: Thank you, Mr. Mayor. And thank you to staff who worked on their specific areas and.

Bridge Littleton: Except Ali.

Danny Davis: Yes. Gave me double duty on these. So, we did, as we've done in the past we took your nine goals for the next two years. We did not do all nine of them. And I can explain why, if need be, but for the particular ones who have actions related to them, we developed out a general timeline. And as noted on the bottom of each of these, our resource needs, budget needs, risk factors, and other implications in case they might impact other projects. The first one on your list here is Asbury, and to her credit, Miss North has the most complex one. Of course, there's four real components to this. So, there's design, fundraising, construction, and then the final move in and landscaping. So, you'll see kind of the general timeline for each of these. This assumes a lot just to make sure you understand. And we had a lot of conversation back and forth. And what our I believe our direction was from Council, but also just to remind you is we are building this timeline based on

the assumption that we will have funding available to go to construction. But understanding that should we not have that funding, we can pause this timeline. And then when the funding is in place, we just kick it off into high gear. So, you'll see the general idea of how this would fall into play. So, each one of these we've laid out what we see are key action steps, whether it's staff and advisory bodies such as Planning Commission or HDRC, or a review committee specific to Asbury Church in this case, or when Town Council has decisions that it might be on its plate. Part of this as well, is to make sure we don't load five major projects on staff at the same time, but also not loading five major decision points on Council at the same time. We want to make sure you have the capacity to understand and address and decide on those particular issues. So, I won't go through each of these individually, but we've laid out a general idea of what kind of a timeline can look like for these key issues and projects. Happy to discuss further. And we can continue to sit down with the Council liaisons for each of these and walk through the timelines to make sure that they meet your expectations, and also to make sure that we're accomplishing the goals that Council had intended. So, if there are any questions, we can answer them today. Otherwise, we'll continue moving forward with this. And then our intent is to update Council Quarterly on these action plans.

Bridge Littleton: Any questions for Danny on the strategic initiatives? Go ahead Pam.

Pam Curran: Danny, are you going to do this same process for all of them? I mean, I know you said you hadn't, but is that the plan to do all of them?

Danny Davis: So, the ones that we did not Madison Street, I left off just because we're in limbo with the funding on that. Utility infrastructure, we could try to, but that's, one where it's also it's, pretty much an ongoing effort. And then the one on personnel and staffing really is part of the budget process that was kind of the intent there. So that's why I didn't include those as specific ones. If it turns out that we need to develop one for specifically, I'd say for utility infrastructure, we could add that at a future date. Madison Street, if we end up getting funding for that, then we throw that schedule back on here.

Bridge Littleton: Any other questions? Okay. Information items.

Danny Davis: Mr. Mayor.

Bridge Littleton: Mr. Davis.

Danny Davis: If I may, I have an information item, a little point of personal privilege, but I shared this with you and with staff, and I want to have the opportunity to share with the public here, either here or perhaps watching at some point. But after seven and a half years of serving the Middleburg community. I have informed the Town Council that I've accepted a position with the Loudoun County Government. It fulfills a long-term career goal of mine. And my last day here in the office will be June 9th. It's been a great privilege to serve alongside the Town Council, the amazing staff, and the tireless volunteers in our community. I truly have enjoyed every minute of my time here, and I really do mean that. So, I want to say thank you to the Town Council for your vision and your commitment to protecting Middleburg and its quality of life. As you know, we don't live far away, so we intend to visit regularly. And I look forward to maintaining my many long-standing friendships and community relationships here in Middleburg. So, thank you for that, Mr. Mayor. [applause].

Bridge Littleton: So, I talked to Tim, and your offer has been rescinded. [laughter]

J. Kevin Daly: We're just grateful that Pam didn't steal you away to YMCA. [laughter]

Pam Curran: If the offer is rescinded, call me.

Bridge Littleton: Pam's hiring. Well, Danny, it's bittersweet. You know, you've been an absolute Godsend. And we wouldn't be where we are today without you. I know it's not your last day yet, so we'll have plenty of time to humiliate you then. But we are sad to see you go, but happy for your next endeavor. As much as you're going to hate it. Okay. Are there any other information items? Cindy?

Cindy Pearson: I don't have information items, but I was wondering, did anyone attend the meeting at the Legion Hall?

J. Kevin Daly: Strangely enough.

Cindy Pearson: Can we hear a little something about it? Is this time, can we do that?

Bridge Littleton: Sure.

Chris Hersh: So, I attended at the American Legion, and it was the committee organization on water conservation and water. The thing that struck me the most was the fact that if you look at like the aquifer in near Poquoson, it's 20 to 30% of the bedrock is water, where we're shallow enough that it's a half to 2% contained within the water. So not only are we kind of at the top, but very quickly it can deplete. And it's very dependent on the fracture, that line that you're near for the collection of the water. So very variable, increased demand. And then we've been in the drought. So, a pretty serious issue. And they had some helpful. There was a great booklet that was present that had information about for homeowners and conservation, and they had some suggestions of five-minute showers and when to water and those kind of things. So, I thought it was great.

Bridge Littleton: And they're going to do more of them around the county. Right? Yeah.

Danny Davis: This was the third. I'm not sure they have any more planned at this time, but great.

Chris Hersh: [off mic]

Bridge Littleton: Oh yeah. For the Town hall. Yeah. If we can get one or I'm sure they've got it electronically. We can actually put it on the Town Website. Yeah, yeah. Okay. Any other information items? All right. I know we have to go to closed session. Would someone like to read the motion?

Chris Bernard: 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 pertaining to actual litigation involving Salamander Farms, LLC versus the Town of Middleburg as allowed under subsection A7. Two the lease of real property for public parking as allowed under subsection A3. And three for the discussion of the employment assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of appointees or employees of the public body as allowed under subsection A1. I further move that Council thereafter reconvene in open session for action as appropriate.

Chris Hersh: Second.

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

All of Council: Aye.

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

Deborah Gallagher: Aye.

Chris Hersh: Yes.

Darlene Kirk: Yes.

Bridge Littleton: Yes.

Chris Bernard: Yes.

Cindy Pearson: Yes.

J. Kevin Daly: Yes.

J. Kevin Daly: Yes.

Bridge Littleton: You want to read the motion? Yes.

Chris Bernard: I move that the Town Council approve a proposal from Raftelis dated April 17, 2026, in the amount of $39,000 through cooperative procurement, in accordance with Town Code 20.1-11 through the County of Loudoun contract. RFQ 618791B-C including amendment number two for the purposes of Executive Search Services for Town Manager.

J. Kevin Daly: Second.

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

Rhonda North: Vice Mayor Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member 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: Any other information items? All right. Meeting is adjourned.