MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, June 11, 2026

PENDING APPROVAL

PRESENT: Mayor Trowbridge M. Littleton
Vice Mayor Chris W. Bernard
Councilmember Pamela Curran
Councilmember Deborah Scott Gallagher
Councilmember Chris Hersh
Councilmember Cindy C. Pearson

STAFF: William M. Moore, Acting Town Manager
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
Shaun Jones, Chief of Police
Angela Fletcher, Finance Director

ABSENT: Councilmember J. Kevin Daly
Councilmember C. Darlene Kirk

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, June 11, 2026 in the Town Hall Council Chambers, located at 10 West Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. The roll was called at 6:00 p.m.

Public Comments

Deborah Collins advised the Council that she lived one mile east of Middleburg, near the proposed development at Middleburg Manor. She expressed concern about the scale of what was being proposed and what it would mean for the future of Middleburg. Ms. Collins reported that this project would include a forty-room inn, a ninety-nine-seat restaurant, a seventeen thousand square foot banquet facility, and three hundred twenty parking spaces. She advised that at full build-out, the development would exceed 53,000 square feet. Ms. Collins opined that this represented something far different than rural hospitality that traditionally characterized the community. She noted that Middleburg's appeal came from its unique balance and because it was a vibrant town with a distinct character that was surrounded by open land and equestrian heritage. Ms. Collins opined that the character was why residents chose to live here and why visitors came to visit. She suggested that the question was not whether growth should occur but whether growth of this scale was consistent with the vision residents had for Middleburg. Ms. Collins suggested that decisions like this created precedent and questioned what it would mean for future proposals if a development of this size and intensity was appropriate here. She asked the Council to help represent the residents' interests, as this was a decision about the future character of the area around Middleburg, not an expansion of an existing venue.

Dean Fjelstul, 23532 Chase Hollow Lane, advised that he understood that development would happen and noted that he was not opposed to it. He expressed concern about the extent of these large projects and how they would impact the environment and community. Mr. Fjelstul noted the smaller infrastructure that was available in Western Loudoun and expressed concern about the water. He reminded Council of the continuous warnings about the water table. Mr. Fjelstul advised that he had drought-stricken trees on his property and has had his well go dry when he tried to keep them alive. He noted that the Middleburg Manor was a large development that would impact the water table significantly. Mr. Fjelstul also noted the impacts of the wastewater it would produce on the neighbors. He advised that they were very concerned about this. Mr. Fjelstul also expressed concern about traffic safety and noted the issues associated with Route 50. He reminded Council of the ongoing traffic study that was underway, which had already identified areas of risk. Mr. Fjulstul opined that adding

new development with a lot of ingress/egress for large events would be a challenge at this location given its narrow nature. He acknowledged that the Council did not have a vote on this project because it was outside of the Town's corporate limits; however, he noted that it was interested in the environment and maintaining Middleburg's lifestyle. Mr. Fjelstul encouraged the Council to work with Loudoun County, and to represent the residents, to make them understand the impacts these large projects have and to advocate for what was appropriate from an infrastructure standpoint, including what it could support.

Staff Reports

May 2026

Town Clerk North reminded Council of its approval of the Social News Desk social media archiving solution and reported that it had been implemented. She advised that the Police Department's social media was now connected and was archiving. Ms. North noted the need to determine the new owner of the Town's social media so it could be connected as well. She reminded Council of its approval of the DocAccess program to address digital accessibility of the Town's website. Ms. North reported that the account was set up; however, because the Town's representative with CivicPlus left unexpectedly, there would be a delay in implementation until a new account rep was assigned to Middleburg. She advised that she had received a second request from Betsy Davis to include biographical information on the members of Council on the "Meet the Mayor & Council" webpage and asked that those members who had not already done so provide her with their information.

Finance Director Fletcher noted that the bank franchise tax receipts looked low, as the Town only received two payments in May. She reported that two more were received in June and advised that the totality of those receipts would be provided in her June report. Ms. Fletcher reminded Council that the occupancy tax receipts were split equally at $193,000 for the months of May and June and advised that those have now been adjusted to reflect the accuracy of May and June. She reminded Council that the June report contained two months of data because the July receipts were booked back to June.

Chief Jones reported that the Police Department was preparing for the Fourth of July Celebration. He opined that it would be larger than it had been in the past. In response to an inquiry from the Council regarding the unauthorized use of a vehicle complaint, Chief Jones reported that the person who took the vehicle was known. He explained that the police officer responded to the report of the vehicle being taken and reported that the individual elected not to pursue any charges. Chief Jones advised that their vehicle was returned to them.

Acting Town Manager Moore reported that the Town had received inquiries regarding a large tree that was removed on East Washington Street. He reminded Council that the Town had arranged for its sidewalk contractor to do work in that area; however, the work was delayed until a decision was made about the removal of the tree. Mr. Moore reported that the tree was removed and he was working with the contractor to get this sidewalk work back on their schedule. He expressed hope that the work would be completed in the next two weeks.

In response to an inquiry from the Council, Acting Town Manager Moore reported that the Planning Commission would meet in June and would discuss rooftop dining. He confirmed the meeting date was June 22nd.

Asbury Church Project Report

Town Clerk North reported that she met with the Town's information technology (IT) contractor to tour the church. She advised that they would provide the plans for the IT and audio-visual systems later in the week, which she would share with the architect. Ms. North reported that Glave & Holmes expected to provide the Town with the 95% construction plans on June 19th. She advised that they were on schedule to be presented to the Council in July for their approval. Ms. North reported that the next steps would be to present the plans to the Loudoun County Building Department, Historic District Review Committee and Planning Commission for their review and approval. She reported that she submitted a nomination of the Oral Histories Project videos to the Virginia Municipal League for an innovation award and opined that it was a strong application. Ms. North advised that the BIPOC grant application was approximately 95% complete and advised that she was only waiting for one more letter of recommendation and the 95% construction plans to finalize it. She noted that her goal was to submit the grant application by June 26th. Ms. North reminded Council that the deadline was July 2nd. She

reported that the Fundraising Committee had identified its number one ranked firm to provide capital campaign/fundraising services and advised that she was negotiating a contract with them, which she hoped to present to the Council during their June 25th meeting. In response to an inquiry from the Council, Ms. North reported that the Town had received a little under $20,000 in cash donations and pledges in the amount of $135,000 for the project.

Mayor Littleton opined that the number one ranked firm would be a great one and noted that they were very optimistic about the project. He advised that Tom Northrup, a member of the Fundraising Committee, was optimistic that the Town would be able to raise the money.

In response to an inquiry from the Council, Town Clerk North explained that the amount that needed to be raised would depend on whether the Town received the BIPOC grant. She advised that it would be between $1-2 million for the construction project and another $2 million for an endowment fund to cover future operating and maintenance costs. Ms. North reported that the amount sought would be between $3-4 million, depending on whether the grant was received.

Consent Agenda

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

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

Action Items

Council Approval – Resolution to Appoint Deputy Zoning Administrator

Acting Town Manager Moore reminded Council that Amy Rogers had been with the Town for six months and had a wealth of experience as an appointed zoning administrator with a neighboring locality. He recommended she be appointed as Deputy Zoning Administrator, which would give her full authority to act as the Zoning Administrator. Mr. Moore advised that this would give the Town two appointed zoning administrators, which would help speed up permit turnaround times. He noted that she would be able to sign off on both routine and complex permits if he happened to be out of the office. Mr. Moore advised that she would also be able to issue zoning determinations. He requested Council appoint her as the Deputy Zoning Administrator.

Councilmember Hersh moved, seconded by Councilmember Pearson, that the Council adopt a resolution appointing Amy Rogers as Deputy Zoning Administrator.

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

Council Approval – Implementation of Voluntary Water Conservation Measures

Acting Town Manager Moore noted that Interim Town Manager Foster provided Council with background on what some neighboring localities have been doing in response to the drought situation. He reported that some were going into voluntary water conservation and the Fauquier Water & Sanitation Authority had gone into mandatory water conservation. Mr. Moore displayed the drought map for Virginia and noted that the entire state, with the exception of one small corner in the southeast,

was at the warning level. He advised that the Northern Virginia region was at an emergency drought level. Mr. Moore reviewed the ground monitoring wells in the Northern Virginia region and advised that some that were east of the region were in emergency status. He advised that the ground monitoring wells in this area ranged from normal to a watch status. Mr. Moore noted that this highlighted the importance of having direct data for the Town's individual wells, which he displayed for the Council. He reported that this data was shared with the Utility Committee during their last meeting. Mr. Moore advised that Well 4, which was the Town's primary well for the low-pressure side of town, showed a gradual ongoing decline when it was being pumped, which was a bit of a concern. He noted the graph for Wells L and P, the latter of which was the primary source of water for the high-pressure side of town, was also showing similar gradual ongoing decline in their levels. Mr. Moore reported that Well 3 did not provide water into the system during the month of May and continued to recover well. He reiterated that three of the Town's wells were showing gradual decline from the beginning of the month to the end and noted that the town was just getting into the watering season. Mr. Moore reported that the Utility Committee recommended the Council implement voluntary water conservation measures. He noted that there would be no enforcement at this level and that nothing was mandated; however, it would push out the message to the citizens about the Town's concerns and set the stage in the event the Town needed to go into mandatory conservation in the future.

Vice Mayor Bernard, a member of the Utility Committee, reported that the Town may use Well 3 to supplement ongoing operations. He noted the need to monitor the situation on a bi-weekly basis and to be prepared to move to the next level if necessary.

Mayor Littleton asked that this be on every Council meeting agenda for a review going forward. He opined that this data was concerning, as May was not that hot and people did not do a lot of watering. Mr. Littleton noted that the water level trends were going in the wrong direction.

Acting Town Manager Moore noted that Middleburg had experienced a couple of rain events; however, they were not huge ones. He advised that it was not seeing a high level of recharge. In response to inquiries from the Council, he confirmed there were links to the drought map on the Town's website. He reported that the Town website contained a water protection and drought monitoring page and advised that information would also be posted on the homepage. Mr. Moore noted that an alert would be issued if the Council declared the voluntary water conservation measures to be in effect. He confirmed that people could be pointed to those pages with the next utility bill.

Councilmember Curran noted that Town Manager Davis was looking into procuring rainwater barrels that could be provided to residents at a discounted price. She suggested this was something that should be pursued.

Mayor Littleton noted the discussion of acquiring them last summer when the Town was in a drought. He opined that the plan was for the Town to subsidize the cost, with the Town selling them to the residents at a discount. Mr. Littleton questioned whether this was something the Council wanted to explore.

Councilmember Pearson noted that the problem was that last year, the Town did not experience any rain to fill the barrels.

Mayor Littleton suggested the need to have them in place before the rain. He asked Acting Town Manager Moore to return with information on this at the next meeting.

Vice Mayor Bernard moved, seconded by Councilmember Hersh, that Council declare Voluntary Water Conservation measures to be in effect for users of the Town of Middleburg municipal water supply effective Friday, June 12, 2026 and request that all users to take best efforts to reduce the use of water throughout the town.

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

Discussion Items

Middleburg Manor

Mayor Littleton reminded Council that the Middleburg Manor was basically what is known as the Middleburg Barn. He advised that it was sold and the new owners were looking to do a large-scale resort that would consist of 53,000 square feet of development, including a one hundred seat restaurant and forty rooms. Mr. Littleton opined that it did not mix with the character of the community, especially given its location on Route 50. He also cited traffic safety concerns and opined that Route 50 was a dangerous route. Mr. Littleton expressed concern about how that would be managed. He advised that the third concern was water and noted that wells were already going down under normal water usage conditions. Mr. Littleton opined that the last thing the aquifer needed was a development like this that would have to be fed through multiple wells. He expressed concern about a development of this size and scale and what it would mean to this area. Mr. Littleton recommended the Town draft a letter raising these concerns and send it to the members of the Board of Supervisors. He further recommended the Council attend one of the Supervisors public meetings and a County Transportation Land Use Committee (TLUC) meeting to raise these concern. Mr. Littleton volunteered to go to the meetings. He suggested the Town reach out to Supervisor TeKrony to gain her support to ensure the development was properly scaled. Mr. Littleton opined that as currently proposed, it was overdone. He advised that if everyone was comfortable, a letter could be sent to the Board of Supervisors and a meeting identified, during which public comment was being accepted, so the members could attend. Mr. Littleton noted that he would also ask COLT (Coalition of Loudoun Towns) to weigh in on this.

Councilmember Pearson suggested that noise level concerns also be raised.

Mayor Littleton suggested there were a host of concerns that could be raised.

Vice Mayor Bernard suggested the focus be on the important ones.

In response to a comment from the Council, Mayor Littleton agreed that the amount of noise that came from places like this was amazing, especially when there was a wide-open space where there was nothing to buffer the sound. He noted that whenever the Red Fox Inn had an outdoor event, he received a call from a resident who lived two miles outside of town who could hear the sound.

Chief Jones/Southern New Hampshire University Video

Councilmember Curran complimented Chief Jones on the nice letter the Town received regarding his tutoring/mentoring program. She noted that they also complimented the town in general. Ms. Curran advised that it was great that they recognized his program.

Closed Session

Vice Mayor Bernard moved, seconded by Councilmember Pearson, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for (1) consultation with legal counsel pertaining to actual litigation involving Cooper Building Services vs. the Town of Middleburg, as allowed under Subsection (A)(7); and, (2) an appointment to the Middleburg Arts & Cultural Events Committee, as allowed under Subsection (A)(1). Vice Mayor Bernard further moved, seconded by Councilmember Pearson, that Council thereafter reconvene in open session for action as appropriate.

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

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

Council Appointment – Middleburg Arts & Cultural Events Committee

Vice Mayor Bernard moved, seconded by Councilmember Pearson, that Council appoint Jessica Davis to the Middleburg Arts & Cultural Events Committee to fill an unexpired term, said term to expire December 31, 2028.

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

There being no further business, Mayor Littleton declared the meeting adjourned at 6:59 p.m.

APPROVED:

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Rhonda S. North, MMC, Town Clerk

June 11, 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. Okay, next is the roll call.

Deborah Gallagher: Deborah Gallagher.

Chris Hersh: Chris Hersh.

Bridge Littleton: Bridge Littleton.

Chris Bernard: Chris Bernard.

Cindy Pearson: Cindy Pearson.

Pam Curran: Pam Curran.

Rhonda North: Rhonda North, Town Clerk.

Will Moore: Will Moore, Deputy Town Manager.

Martin Crim: Martin Crim, Town Attorney.

Bridge Littleton: Okay, next item is public comment. If any member of the public would like to address Town Council on any item, they may do so for three minutes. Rhonda, do we have anybody signed up?

Rhonda North: We do, Mr. Mayor. Deborah Collins.

Bridge Littleton: All right.

Deborah Collins: Good evening, Mayor and Members of Council. My name is Deborah Collins, and I live near the proposed development at Middleburg Manor, one mile east of Middleburg. We're not opposed to local business success, tourism or responsible growth. What concerns us is the scale of what is being proposed and what it means for the future of Middleburg. The project includes a 40 room Inn accommodating approximately 100 guests, a 99-seat restaurant, a 17,000 zero square foot banquet facility and more than 320 parking spaces. At full build out the development would exceed 53,000ft². Those numbers matter because they represent something far different from the rural hospitality that have traditionally characterized our community. Middleburg's appeal comes from its unique balance, a vibrant town surrounded by open land, equestrian heritage and a distinctly rural character. That character is not only why residents choose to live here; it's also why visitors come to visit. The question before Council is not whether growth should occur. The question is whether growth of this scale is consistent with the vision residents have long had for Middleburg. Decisions like

this create precedent. If a development of this size and intensity is appropriate here, what does that mean for future proposals elsewhere in town? We respectfully ask Council to help represent our interests, as this is a decision about the future character of the area around Middleburg, not simply an expansion of an existing venue. Thank you.

Bridge Littleton: Thank you. Would anybody else wish or Rhonda was there anybody else signed up? Okay, so now it's open. If anybody would like to? Please.

Dean Fjelstul: Good evening. My name is Dean Fjelstul. I live at 23532 Chase Hollow Lane. Neighboring the Middleburg Manor out east of town. I understand the development will happen. I'm not opposed to development. My concerns are the extent of these large projects and how they impact our environment, our community, and the limited or I would say limited, but the smaller infrastructure we have out here in Western Loudoun County. My first concern is water. We continue to hear the warnings about the water table. The Piedmont Environmental Council, the updates that you guys, you all get every other week in your meetings. We have drought-stricken trees on my property, and I try to water those trees to keep them alive and my well goes dry. It's a challenge to keep just simple things like your trees alive. The Middleburg Manor, as Deborah Collins mentioned, is a big, big development that's going to happen. And the impacts on the water table could be significant with a restaurant. And the hotel being huge consumers of water and how the water table reacts to more wells, the processing of the wastewater the impacts on the neighbors. We're concerned about it. Secondly, we have traffic safety. We all know Highway 50 is I wouldn't say dangerous, but there's issues with it. There's an ongoing study. I haven't seen the final report yet, but we know that there's many different locations where there's risks and adding a new development on Highway 50 with lots of ingress and egress of large parties of people, lots of cars turning lanes are going to be a challenge to even put in there. It's very narrow. We worry about the traffic and the impacts that that will have. So, I recognize that the Town Council that you don't have, you know, a vote necessarily on this project because it's outside of the city limits. But we do know that you are interested in kind of the environment and maintaining the kind of the life we have out here. So, I do encourage you to work with Loudoun County and to represent us and to help them make sure that they understand the impacts that these large projects are having and helping to advocate for what is appropriate from an infrastructure standpoint and what developments we can support. Thank you very much.

Bridge Littleton: Thank you. Anybody else? Going once. Going twice. Okay. We will close the public comment and move on to the first item, which is staff reports. Miss North.

Rhonda North: Thank you, Mr. Mayor. During the last Council meeting, you all approved the acquisition of Social News Desk, which is an archiving solution for our social media. I'm happy to report we now have that account set up. The police department's social media is connected to it, [inaudible] is now archiving the ownership of the remainder of our town social media accounts has been transferred to Will. And he is attempting to. No, not to you. No. Okay.

Will Moore: I do not own any of our accounts.

Rhonda North: You do not have the ownership yet. Okay, then we're going to need to figure out who the ownership is for those so that we can get the remainder of those connected to that account. We've also signed the contract for DocAccess which is going to help us with our digital accessibility of our website. That account has also been set up. Unfortunately, our customer service representative with CivicPlus left unexpectedly. So, we're trying to get a new one assigned so that we can get that implemented and moving forward. And then finally I have received a second request from Betsy Davis to add bios to the Council for the Councilmembers on the Meet the Council page. Some of you have provided me with bios and we've added those. But I appreciate if the remainder could please send me a bio so I can get that added and that's all I have, Mr. Mayor.

Bridge Littleton: Thank you. Any questions for Rhonda on her report? Okay. Next up is finance. Angela.

Angela Fletcher: Thank you, Mayor and Council. I just have two additions to my staff report. I just wanted to point out that bank franchise tax may look a little bit low only because two payments came in May. Two payments came in June. So, when we have the June report, you'll see the totality of those. And then one little tweak to occupancy tax in the budget line. Previously Danny and I had that kind of split equally at 193 K for the month of May and the month of June, and we tweaked it to be more reflective of the accuracy of May and June, because June contains two months' worth of data. So, it's the July that gets booked back to June. So just those additions. Happy to answer any questions.

Bridge Littleton: Any questions for Angela?

Cindy Pearson: I was going to ask about the bank franchise. Thanks for saying that.

Angela Fletcher: Yeah.

Bridge Littleton: Cindy, you didn't send your check in?

Cindy Pearson: I didn't.

Bridge Littleton: Yeah. Angela, thanks.

Angela Fletcher: Thank you.

Bridge Littleton: All right, next up is Chief Jones.

Shaun Jones: Good evening, everyone. You have my report before you just to let you guys know that we are preparing for 4th of July, getting everything together for that. So, we've meeting with our partners and just making sure we have everything set up for this event. I have a feeling it's going to be larger than it has been before in the past. Any questions?

Bridge Littleton: Pray for great weather.

Shaun Jones: Yes, sir.

Bridge Littleton: Any questions for Chief? Yes.

Pam Curran: I had a question about the unauthorized use of vehicle that you have listed on.

Shaun Jones: Yes, ma'am.

Pam Curran: Yeah. So, I mean, it looks as though at the end of the day it's resolved, but the way they were able to access the vehicle and take it, have we taken care of that too?

Shaun Jones: The person who in reference to this vehicle right there? It was a known individual who took the vehicle. We responded in reference to the vehicle being taken. At the time of the event, the individual did not want to pursue any charges and then they were able to get the vehicle back.

Bridge Littleton: So, Pam stop joyriding.

Pam Curran: And then we had a couple of problems with a blue Tesla. I was like, what is going on with the blue Tesla's in the community? There's no question or answer.

Bridge Littleton: That's Howard's car.

Pam Curran: That's Howard's car. [laughter]

Bridge Littleton: I'm going to tell him you're asking about him.

Pam Curran: If it were a white Tesla, I'd know, but.

Bridge Littleton: Yeah. Any other questions for Chief? Nope. All right, Shaun, thank you.

Shaun Jones: Thank you.

Bridge Littleton: Next up is Mr. Moore.

Will Moore: Thank you, Mr. Mayor. You have my report. Nothing in particular to highlight. The Mayor did ask earlier today, and I've also received a couple of inquiries where we took a large tree down on East Washington Street. We had previously arranged for our sidewalk contractor to do work in that area. We had to ask that sidewalk contractor to delay their work when the decision to take the tree down was made. So, we're working. The tree has been down for a few weeks now, and we're working hard to get back on the schedule with our sidewalk contractor. Had some communication with them today. Hopefully within the next two weeks we'll be able to get that work taken care of. But if you hear any feedback, that's what's going on. That's why there's that hole in the ground right now. So, I'm happy to answer any questions on my report.

Bridge Littleton: Any questions for Will? Will, I had one. I saw that the Planning Commission is not meeting in June.

Will Moore: No, they are.

Bridge Littleton: They are meeting in June.

Will Moore: Streetscape is not meeting.

Bridge Littleton: Oh, I'm sorry. All right.

Will Moore: They did not meet. Correct.

Bridge Littleton: And for that agenda, will you guys be talking about rooftop dining?

Will Moore: We will. Yes.

Bridge Littleton: Great. Awesome. Okay. Any other questions for Will?

Cindy Pearson: The Commission meeting is on the 22nd, right?

Will Moore: Correct.

Cindy Pearson: 29th. Right.

Bridge Littleton: All right. Next up is Mr. Crim.

Martin Crim: Thank you. Mayor. I have nothing to add to my report. I am ready to answer any questions.

Bridge Littleton: Anybody have any questions for Martin? Okay, well, that saved us a bunch of money. Next up is an update on Asbury Church. Miss North.

Rhonda North: Thank you, Mr. Mayor. So, I met earlier this week with VTG, our IT. Managed Service Consultant. And they are going to have the IT and the AV plans for us tomorrow afternoon, so I can forward those to Glavé & Holmes for incorporation into our construction documents. We do expect to have the 95% construction documents next Friday, the 19th which we will be reviewing. And then hopefully we'll have them to the Council in July for your approval. I hope at which point then we can start sending them to the county building inspector. We can get them to the HDRC, the Planning Commission and everyone that needs to take action. We did nominate the Oral histories project for a VML achievement award. I think it's a strong application, so hopefully we will win that award. The BIPOC grant application is about 95% complete. I'm just waiting for one more letter of recommendation to attach to it. The 95% construction plans. My goal is to submit that by the 26th of this month, it's due July the 2nd. And then lastly, we are negotiating with the number one ranked firm for fundraising consulting services. And I do hope to have a contract to the Council at the next Council meeting for your consideration.

Bridge Littleton: Any questions for Rhonda? Thanks for. Go ahead, Pam.

Pam Curran: How much have we raised so far, Rhonda or pledged? Raised and pledged.

Rhonda North: So, we're just a little under $20,000 in cash that we've received to date in pledges, $135,000.

Bridge Littleton: And the firm that we looked at and interviewed; I think they're going to be great. And they were very optimistic about the project. Tom Northrop was very, you know, optimistic that we would be able to raise. What are we going for two and a half, two and a half to three something like that?

Rhonda North: So, it depends on the BIPOC grant.

Bridge Littleton: Right.

Rhonda North: So, it's going to be between 1 to 2 million depending on the receipt of that grant for the construction project. But then also we would like to raise $2 million to go into an endowment fund to cover the operating and maintenance expenses. So grand total, depending on the grant application between 3 and 4 million.

Bridge Littleton: Yeah. So, it'll be great once that's signed, we can get the fundraising underway or Chris, you can do it all right now. [laughter]

Chris Hersh: You're kind.

Bridge Littleton: No, no, no dedication. Okay. Next item is the consent agenda. Would anybody like the one item removed from the consent agenda? Is there a motion?

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

Chris Hersh: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Next item is Council approval for a resolution to appoint Amy Rogers as the Deputy Zoning Administrator. Mr. Moore.

Will Moore: Thank you, Mr. Mayor. It's my pleasure to present this recommendation to you. Amy has been with us for going on six months now. She's fitting in extremely well with the team. She has a wealth of experience as an appointed zoning administrator and a neighboring locality. This would give her full authority to act as the zoning administrator. You would have two appointed zoning administrators at that time with full authority to act. Would help our processes to speed up permit turnaround time. No need to wait for her to do all the work, processing a permit, which she is doing anyway, and then put it in a folder for me to sign. She can sign off on a routine permits like that, but also on more complex matters. If I happen to be out of the office or something, she can issue zoning determinations and the like. So, requesting your consideration for appointing her as Deputy Zoning Administrator.

Bridge Littleton: Any questions for Will? Okay. Would someone like to make a motion? Chris? I move.

Chris Hersh: That Council adopt a resolution to appoint Amy Rogers as Deputy Zoning Administrator.

Cindy Pearson: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay, Amy, Congratulations. And thank you for all the hard work. Okay. Next up is the last thing we have is drought status. Mr. Moore.

Will Moore: Thank you, Mr. Mayor. You have the memo in your packet. Mr. Foster gave you some background on what some neighboring localities in the region have been doing in response to the drought situation, including neighboring counties either going into mandatory conservation measures or in the case of Fauquier Water and Sanitation has gone into mandatory conservation measures. This is the typical map that you see on screen that we've included in our reports. You see kind of the Northern Virginia region here. As you see, all of the state except for one, one small corner down in the southeast is at a warning level in general for drought. But within each of those regions, you see this block and the upper right quadrant of that block pertains to groundwater status. So, in the Northern Virginia region, it is listed at an emergency level. However, if you look at this more granular level within the region, you see the round different colored indicators. Those are for groundwater monitoring wells. So, you do see a couple of those that are actually at emergency status further to the east in the Northern Virginia region. But when you get closer to our area. The closest is probably right here where Loudoun, Fauquier, and Prince William kind of converge. There's a monitoring well there and it's a

normal status. And then if you shoot way up to the north, kind of west of Lovettsville, there's one at a watch level. So, all this is to say that with different inputs, you can get all kinds of different information, which highlights the importance of us having the direct data for our individual wells. And it was that data which presented concern for the Utility Committee when they met this past Monday. This is the typical kind of graph that you see in Vince's reports. This is updated for the month of May. This indicates Well 4, which is our primary well, that serves the low-pressure side of town. And as you can see, there has been a gradual, but ongoing decline in both the high level of the well, when it has time to rest and recharge, as well as the low level of the well when it's pumping full volume. So, a bit of a concern that it has been on a slight decline. This graph includes both wells L and P. Well L is the dark blue line. Well P, which is really the primary source for providing water to the high-pressure side, was out of commission for nearly a week in the middle of May. But as you can see, both of these are on a similar gradual, but ongoing decline in their overall levels. Don't be too concerned with the bottom of the graph here because both wells go to additional depth. We've just cut it off so you can kind of zoom in to see the trend, if you will. And then this finally is kind of a, it's a bit of a mess, but it's a compilation that gives you all three of those wells plus, Well 3, which is the one that you see at the very top. It has not been providing water into the system during the month of May, but it continues to recover well when we do the major flushings, which are those two big dips that you see. But again, with all three of these, you see kind of that gradual decline from the beginning of the month to the end of the month. And we're just now getting into the season where watering would typically start to increase. So, the recommendation of the Utility Committee unanimous was to recommend that Council go ahead and implement the voluntary conservation declaration. So, there's no enforcement, there's nothing mandated. But what that would do would it would have us push out some additional information as to the level of concern to our citizens, as well as it would set the stage if we needed to go into an actual mandatory conservation measure in the future, whether it be within the next couple of weeks or next month or so. It would just set the stage that we're taking that gradual step. Mr. Bernard was part of that committee meeting as well. He may have some additional inputs, but that is our recommendation that you consider going ahead and declaring the voluntary conservation measures in effect.

Chris Bernard: Yeah, I think that was pretty much the gist of it. And we have some other things like, Well two and three we're going to look at using to supplement what we've got going on. But I think the big thing was that we monitor it on a biweekly situation and just keep our eyes open for the right moment to move to the next level if we have to.

Bridge Littleton: Yeah. Will, I would say let's have this review every Council meeting going forward.

Will Moore: Yes, sir. Yes, I think I think we've had it that way. And we will plan to continue to do that, yes sir.

Bridge Littleton: Okay, that's really concerning because I mean this is May data and. Right.

Will Moore: Correct.

Bridge Littleton: Or up until like the last couple of days. And May wasn't that hot. And I don't think people were doing a lot of watering yet. And we're going, the trend is in the wrong direction.

Will Moore: And we had a couple of rain events as well. Not huge, but a couple that and thank goodness we did. But we're not seeing a high level of recharge because of that at all.

Bridge Littleton: So yeah, I'm very worried. So okay. Anybody have any other questions for Will on the water conservation measures?

Chris Hersh: Chris, you're keeping it on the website as well, correct?

Will Moore: Correct. Correct. We have links to I think I have the website up. Yeah. We have a water protection and drought monitoring page on our website. But we will push things to the home page now, as well as an alert to go out to if you do declare the conservation measures in effect, we'll bring that forward on the website, so it has greater visibility.

Chris Bernard: And I guess, do we, can we point people to that in the utility bills? Do we already do that? We just put something in there that says for more information about water.

Will Moore: Right as we get closer, we certainly will do that to the next billing.

Bridge Littleton: Okay. Any discussion or. Yeah, Pam. Sorry.

Pam Curran: Danny was going to look into rain barrels for the town at a discount. I mean, not that it's raining a lot, but I have seen that really work, you know, with rain. So, he got out of town without getting the rain barrels. So, you know, I don't know if we want.

Cindy Pearson: We'll just have to bring him back.

Pam Curran: Yeah, we'll bring it back. I just thought that it might be good for us to keep that on the parking lot.

Bridge Littleton: And I know we had talked about them last summer when we were in the drought situation, having rain barrels. So, I and I, however, were going to subsidize them or something [off mic] and buy them and give them. Yeah. Yeah. Right.

Cindy Pearson: [off mic] Sorry.

Bridge Littleton: People buy them from us at a discount. Okay. Yeah. But we just haven't followed up on that. Okay. What? Yeah. No, I know. I mean, I know we talked about it. I mean, is that something Council wants to explore providing rain barrels to? You know, I mean, ask them to pay for it, but we'll help with the cost and stuff like that. [off mic] No, I know, but.

Cindy Pearson: Last year I think that was the problem.

Bridge Littleton: We had that one whole week of rain that would have filled up everybody's barrel.

Cindy Pearson: Last year, I think the problem was we didn't have the rain.

Bridge Littleton: Right.

Cindy Pearson: So, it kind of.

Bridge Littleton: Yeah. But I mean, to Pam's point, I'd rather have it and have it. And then [off mic] you got to have it already before the rain. Exactly. So yeah. Will, if we can talk about that the next meeting.

Will Moore: Absolutely.

Bridge Littleton: Okay. Thanks. Okay, any discussion or information items.

Cindy Pearson: Do we need to make a motion?

Bridge Littleton: On? Oh, hey, Deborah, I wouldn't leave. Yeah. Yeah, if there's a motion. Go ahead.

Chris Bernard: I move that the Council declare a voluntary water conservation measures to be in effect for the users of the Town of Middleburg Municipal Water Supply, effective Friday, June 12, 2026, and request all users to take best efforts to reduce the use of water throughout the town.

Chris Hersh: Second.

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

All of Council: Aye.

Bridge Littleton: Okay. Any discussion information items from folks? Cindy.

Cindy Pearson: I'd like to hear a little bit more about the Middleburg Manor, if that's.

Bridge Littleton: That's what I was going to. Yeah.

Cindy Pearson: Thank you. Because I'm like, what have I missed? Okay. Go.

Bridge Littleton: All right, so Middleburg Manor is basically the Middleburg Barn. If you guys, you know where that is, right? It's right before Paper Chase. It's for sale. I believe it's. It did sell. It sold. Okay. So and so the new owners are looking to do this, you know, this large-scale hotel. Yeah, exactly. Yeah. Resort I mean, [inaudible] to call it that. So, I mean, 53,000ft², 100 seating restaurant 40 rooms. A couple things. Number one, I just don't feel it mixes with the character of the community, especially right there on Route 50. [off mic] Yeah, exactly. So, you know that's one issue. The second issue is traffic safety. You know, Route 50 is a dangerous route. How that would be managed, I would be really concerned about and then the third thing is water, you know, I mean, here we are in, in not you know, and I, what I would consider normal kind of water usage and our wells are going down and the last thing the aquifer needs is, you know, because it's going to have to be done by well, I mean, that's going to have to be fed by a well or a multiple wells. So, I'm really concerned about what something that scale or that size could mean. So, what I would like to recommend is that we draft a letter for the county on behalf of the Council and send it to all the Members of the Board of Supervisors raising our concerns. And then at one of their next public meetings, I'll be happy to go and, you know, raise the concern directly at that meeting and maybe also go to the TLUC meeting, which is the Transportation Land Use Committee. But and also reach out to Laura TeKrony, who's our Supervisor. And make sure, you know, we have her support too, for the county to properly scale this, you know because that's just, I mean, that's overdone. I mean, that's just way too much, way too much. I mean, I think you all remember when Mark, what's his name, wanted to do the one behind the [off mic] Cider Barn. I think he wanted 30 rooms or 26 or something like that. [off mic] And they wanted to be on town water. I mean, you know, that was and this is double that. So, with a restaurant and an event space. So, if everybody is comfortable with that, we'll all work with you, and we can draft a letter that we can send to the supervisors. And then I'll figure out whenever one of their next, you know, not the business meeting, but the public meeting is where they'll have public comment. And if anybody wants to go and speak as well you know, we can do that. I'll also ask COLT if they're willing to weigh in as well. So, Cindy. Yeah.

Cindy Pearson: Do you want to add noise level to that too? Because it is.

Bridge Littleton: Sure. Oh, yeah. Yeah. I mean, there's a host of things. Those are the big ones.

Chris Bernard: Important ones are obvious. Right.

Bridge Littleton: Yeah.

Chris Bernard: You know, [off mic] we don't want to send them.

Bridge Littleton: A laundry list. Yeah.

Cindy Pearson: It is amazing. They are. Yeah. But it is amazing how much noise comes from as we know.

Bridge Littleton: Event space. Yeah. And especially places like that which is wide open, there's nothing that really buffers the sound. So, what's his name? Whenever Red Fox has an event. Scott, I get a call from Scott Kasperowicz. [off mic] Oh, he's like, you know who's getting married? And he's like, you know, two miles outside of town. So okay, I will, Will I'll work with you on that? Any other information or discussion items? Yeah. Pam.

Shaun Jones: I had wanted to compliment the Chief on the nice letter we had gotten from, I think, Southern New Hampshire University. They come here and they had noticed your tutoring and mentoring program. And then they complimented the town in general, but it was really great for them to really recognize his program. So, I had meant to say that before.

Bridge Littleton: Thank you. All right. If there's nothing else, we've got a closed session memo, that's the last item on the Council agenda. So, if anybody would like to read the memo or 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 Cooper Building Services versus the Town of Middleburg, as allowed under subsection A7 and two, an appointment to the Middleburg Arts and Cultural Events Committee as allowed under subsection A1. I further move that Council thereafter reconvene in open session for action as appropriate.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? All right. We're in closed session. Okay. I 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 specifically identified in the motion to convene in closed session, and two lawfully permitted to be discussed in 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 Collins: Aye.

Chris Hersh: Yes.

Bridge Littleton: Yes.

Chris Bernard: Yes.

Cindy Pearson: Yes.

Pam Curran: Yes.

Bridge Littleton: I think we have a motion for appointment to a committee.

Chris Bernard: I move that Council appoint Jessica Davis to the Middleburg Arts and Cultural Events Committee to fill an unexpired term. Said term to expire December 31, 2028.

Cindy Pearson: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. And with that, meeting adjourned.

Chris Bernard: [off mic]

Bridge Littleton: You made it.