MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, July 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: Bryan D. Foster, Interim Town Manager
Tracy Gallehr, Deputy Town Attorney
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Manager
Shaun Jones, Chief of Police

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

Public Comments

Scott Little, Managing Director of Salamander, noted that he received advanced notice last week of the pending mandatory water conservation restrictions from Interim Town Manager Foster and advised that this was very helpful. He acknowledged that the decision to enter into these restrictions was based on a complicated analysis. Mr. Little advised that he looked forward to building a cooperative relationship with the Town. He noted the disagreement between the two entities on legal issues and suggested the lawyers work through those. Mr. Little advised that Mr. Devadas, Mrs. Johnson and himself were committed to building the relationship and working together on items such as water restrictions. He requested the Council take up the pending Salamander Farms short-term rental application SUP 24-01 at the earliest opportunity, in light of the June 9th court ruling that remanded the case back to the Council. He expressed his opinion that action could be taken in September.

Liz White, 708 Stonewall Avenue, complimented the Town on the recent Juneteenth and Fourth of July celebrations. She reminded Council of the Primary Elections that would be held in the Council Chambers on August 4th and thanked them for the use of the room. Ms. White also thanked Town Clerk North and Chief Jones for their support. She acknowledged the elections would occur on the same day as National Night Out and noted that she did not expect a great crowd. Ms. White requested the Council construct a school bus stop shelter at the intersection of Stonewall Drive and Chestnut Street for the children and their caregivers who must wait for the buses in the weather and during winter hours.

Donna Strama, 10 Orange Drive, expressed concern about two incidents in which she, as a pedestrian, was almost hit by cars driven by the Secret Service in residential neighborhoods. She reported that they barely stopped at the stop signs. Ms. Strama advised that she did report this to the Secret Service, who advised that they would pass the message along. She suggested the need for signage in the crosswalks. Ms. Strama noted the digital signs at the entrances to town and suggested the need to remind motorists that pedestrians had the right-of-way in the crosswalks. She expressed concern about pedestrian safety.

Sue Foote, Director of Operations for the Middleburg Community Center, read a letter thanking the Council for the grant to construct their new outdoor barbeque grill. She invited the members and community to attend their Kickin' Back at MCC end-of-summer community celebration on August 15th so they could enjoy the new grill. Ms. Foote expressed appreciation for the Council's support of the Community Center.

Councilmember Gallagher thanked everyone for the lovely job they did in organizing the Founders Birthday Party that was held recently. She noted that it was moved to the Community Center at the last minute and opined that they did a great job.

Public Presentation & Action Item

Council Approval – Asbury Church Restoration Project 95% Construction Plans

Town Clerk North reported that Glave & Holmes prepared the 95% construction plans for the Asbury Church Restoration Project and explained that the goal was to present them to the Council in order to get their approval to continue to move forward with the project. She advised that the next steps would involve a quality control review and submission of the plans to the reviewing agencies. Ms. North further advised that once the reviewing agencies' comments were received, they would be incorporated into the construction plans, which would be finalized. She noted that the project would then be ready to be put out to bid, assuming the Town had the funding in place. Ms. North introduced Nickolas Coile, of Glave & Holmes, and Kevin Fallin, of Downey & Scott, who would present the construction plans and cost estimate respectively. She expressed hope that following their presentation, the Council would approve the plans.

Nickolas Coile, Project Manager with Glave & Holmes, advised Council that the majority of the general design had remained the same as was presented through the schematic design. He noted that some minor additions and refinements had occurred, which he would denote as he went through the document.

Mr. Coile reviewed the architectural site plan and noted that the site lighting had been refined. He advised that the proposed lighting complied with the Town's outdoor lighting ordinance in that the lamp was shielded and the light cast downward. Mr. Coile noted that the handrail had also been detailed. He reported that everything else remained the same.

Mr. Coile reviewed the demolition plans and reminded Council of the proposal to remove the additive items at the Apse and Chancel, the modern restrooms and vestibule wall, and the modern stair, none of which were within the period of significance for the project. He reported that the only change since the schematic plans were presented was the mechanical louvers were relocated to the back elevations and would be as obscure as possible. Mr. Coile noted the addition of minor elements such as mechanical grills and floor boxes, which would be along the outer walls. He advised that they tried to be respectful of where they were placed. Mr. Coile noted the plans identified the areas where the wood flooring would be repaired. He advised that as to the basement, there would be an acoustically separated mechanical space and access paneling so the ductwork in the crawl spaces could be maintained. Mr. Coile reported that casters would be added to the pews so they could be moved with ease within the sanctuary level.

Mr. Coile reviewed the reflective ceiling detail and reported that the details had not changed. He reminded Council that the two remaining original chandeliers would be restored and reinstalled and that four antique fixtures would be purchased for the sanctuary. Mr. Coile advised that track lighting would also be installed in anticipation of lighting the exhibits. He reviewed the remaining lighting, occupancy sensors and smoke detectors that would be installed from a code complaint/safety perspective. Mr. Coile noted the relocation of the ceiling viewing panel so people could observe the construction of the building.

Mr. Coile reviewed the exterior plans and noted that the details were the same as were presented in January during the schematic plan review. He noted that the south elevation now showed the basement door detail, as well as the low retaining wall and concrete pad that would be installed at this location. Mr. Coile advised that the remaining elevations showed limited stucco and window repairs. He noted the replacement of the siding with period appropriate siding on the back elevation.

Mr. Coile reviewed the building section and detail plans. He explained that they provided a cross section and longitudinal section of how the Apse and Chancel would work within the space, as well as the restroom. Mr. Coile noted the location of a wall viewing panel that would allow visitors to see the stone wall and lintel construction behind the plaster. He reviewed the details related to the louvres, railing, acoustical, transition and ADA restroom/closet insert and noted that they were now more refined. Mr. Coile advised that period appropriate beadboard would be used and noted that everything in the restroom would be wipeable. He reviewed the details of the front door design and advised that they would be two-panel period appropriate doors that would be based on evidence from the front door side panels. Mr. Coile reviewed the proposed locations for items such as the dedication plaque, light switches, emergency lighting, exit signs and fire extinguishers.

Mr. Coile reviewed the scheduling detail plans and explained that this told the story of the construction. He noted the need for acoustical separation. Mr. Coile reported that the proposed colors were the same as were originally proposed during the schematic plan review.

Town Clerk North reminded Council that in January, the schematic design plans were presented to the Council and noted that they provided the idea of what the restoration would look like. She explained that the construction plans were very detailed. Ms. North advised that there were very few design changes from the schematic plans. In response to inquiries from the Council, she reported that value engineering had been done throughout the entire design. She reported that the Committee identified project phases that could be implemented in the event there was not enough funding to complete the entire project. Ms. North noted that the goal was to complete the project as one; however, if the funding would not support it, the project would begin with the structural and more important elements and would leave the "pretty" pieces for the future when more funding was available. She advised that in terms of materials, the design included basic items, such as a basic HVAC system. Ms. North explained that there was very little to value engineer.

Kevin Fallin, of Downey & Scott, reported that there had been very little to update since the cost estimate was provided based on the 50% plans. He advised that the main change was the sewer lateral connection that would run from the building to the manhole located at the intersection of Marshall and Jay Streets. Mr. Fallin noted that this would include some pavement repair work. He reported that the construction cost estimate based on the 95% construction plans was $1,785,846.

In response to an inquiry from the Council, Mr. Fallin advised that the sewer connection for the apartments on North Jay Street angled from the driveway to the west side of the sewer manhole. He explained that the plan was to connect the Asbury Church on the east side, with the lateral following the curb line. Mr. Fallin noted that the Town was not aware of any other utility connections in this area; therefore, the connection should not have an impact on anyone else.

Councilmember Pearson moved, seconded by Councilmember Daly, that Council approve the 95% construction drawings for the Asbury Church Restoration Project.

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.)

Staff Reports

June Utilities Report & Imposition of Mandatory Water Conservation Measures

Mark Inboden, of Inboden Environmental Services, reported that the wastewater treatment plant discharged an average of 102,000 gallons per day during the month of June. He further reported that there was an average daily water production of 152,000 gallons. Mr. Inboden reviewed the operational items that were of note, including the replacement of a spool on the pumps at the wastewater equalization basin; and two spot repairs on Route 50 West. He reported that the Virginia Department of Health (VDH) conducted an inspection of the water system and advised that it went well, with the inspector having great things to say about the Town's system. Mr. Inboden noted that there were a few things that needed to be

followed up on from the inspection and advised that his compliance team was taking care of those items. He reported that a hydrant flow test was performed on June 23rd that went well. Mr. Inboden advised that a transducer failed at the Stonewall Water Tower and was replaced. He reported that some issues were diagnosed at the Stonewall Water Treatment Plant, including one of the backwash sump basin pumps, which was offline, and advised that they were working to get it back online.

Mr. Inboden presented the updated Department of Environmental Quality (DEQ) drought map. He reported that the central south portion of Virginia was now in an emergency state for all four sectors – precipitation, flow, reservoir, and groundwater. Mr. Inboden further reported that Loudoun County continued to be in an emergency state for groundwater. He displayed a graph showing the water levels in the Town's wells and noted that the reason Well 4's production level started to increase was because IES brought Well 3 online. Mr. Inboden opined that using Well 3 to supplement the water supply was the right move and noted the need to not overstress the Well 4 aquifer. In response to inquiries from the Council, he advised that Well 3 recovered almost instantly when the pump was shut off. He opined that it had another twenty feet of static water level when the pump was not running. Mr. Inboden advised that the water was only about fifty feet below ground and came back up pretty high when the pump was turned off. He opined that Well 3 was constructed in the 1970s or 1980s.

Mr. Inboden reviewed a graph showing the levels for Well 3 and noted that it was not online during the month of May. He reviewed a graph showing the levels for Wells L and P. Mr. Inboden advised that Well L drew down quickly when it was in operation and did not recover unless the pump was shut off completely and it was allowed to recharge for quite some time. He reported that typically, the operations team was only turning it on during the weekends to bolster the water production because of weekend activity. Mr. Inboden advised that it was turned off during the week so it could recover. He reported a negative two-foot average in the water level for Well L and a negative twenty-six feet for Well P. Mr. Inboden noted the continuing downward trend. He further noted the inverse decrease/increase when the pumps were turned on/off for each well and advised that they were proportional. Mr. Inboden reported that the Town was losing ground in Well P. He reviewed a running twelve-month chart and noted that the drinking water usage average climbed steadily over the past four months. Mr. Inboden opined that this was likely due to being in warmer months when people used water for irrigation. He advised that it was not just the well data that was telling the Town it was in a critical state, but the water production level as well. Mr. Inboden opined that if this could be leveled off, the Town's water resources would be better off.

In response to inquiries from the Council, Interim Town Manager Foster reported that during the recent Utility Committee meeting, one of the topics of discussion was bringing Well 2, located on Landmark School Road, back online. He explained that they were working to identify the level of work needed to do so.

Mr. Inboden noted that IES monitored Well 2 and advised that it contained a transducer. He reported that it was running parallel to the nearby stream in that when the stream was up, the well level was up. Mr. Inboden opined that there were hydraulics that were affecting the well.

Vice Mayor Bernard noted that the Utility Committee was looking at the water main to make sure it could handle the use. He advised that they were also talking about what was needed to put the well back into production.

Mayor Littleton compared water consumption for June 2025 to June 2026 and noted that substantially more water was being used this year. He inquired as to what was driving the consumption.

Mr. Inboden advised that they were making sure all the factors were being attributed to the data so it would be accurate. He noted that IES did a flushing event/hydro test in June; however, it involved a low flow purge of the distribution line. Mr. Inboden suggested it involved only 100,000 gallons of water, which equated to one day of water production. He advised that this one event did not create the trend that was being seen.

Interim Town Manager Foster noted the new homes that were being constructed at the Salamander Residences and opined that they were heavily irrigating their new lawns and plantings. He noted that this was being seen in the individual water bills. Mr. Foster opined that this was a contributing factor to the higher water consumption.

In response to an inquiry from the Council, Mr. Inboden advised that there was no indication of a substantial water main leak.

Vice Mayor Bernard noted that this June was hotter than usual and suggested it may have caused the difference in use.

Mr. Inboden noted that the Town historically performed water loss audits as a part of the annual audit. He advised that IES provided their operational data to the Town staff so it could compare the production data to the billing data to determine if there was a delta. Mr. Inboden volunteered to do this again.

Mayor Littleton suggested this be done and noted that if the Town was billing 96% of what was being pumped, it would know it was just higher usage.

Interim Town Manager Foster reminded Council that during their last meeting, the team from IES provided a report, which showed a downward trend in the Town's well levels. He noted that Mr. Inboden's report that was just presented continued to show that downward trend. Mr. Foster reminded Council that voluntary water conservation measures had been in place since their first meeting in June and reported that the Town was continuing to see a lot of usage. He advised that the Utility Committee discussed this and voted unanimously to recommend the Council take the next step. Mr. Foster noted that the Office of Drinking Water sent out correspondence encouraging restrictions on water use. He advised that while they did not state that everyone should impose mandatory restrictions, they did say the drought was significant and that Virginians needed to restrict their water usage. He reiterated that the Town had been doing so voluntarily; however, it was still seeing issues. Mr. Foster reported that Fauquier County had been under mandatory water restrictions for a month. He reminded Council that localities were a complete groundwater system. Mr. Foster recommended it was prudent to impose mandatory water conservation measures even though it was not the preference. He opined this was the prudent thing to do and noted the need to relieve some of the stress on the Town's wells so they would have more recovery time. Mr. Foster expressed hope the Town would experience more rain so the aquifer could recharge.

Vice Mayor Bernard opined that it was obvious the Council needed to take this step, as the charts showed that when the wells had a chance to recover, they made up a little ground. He noted that if doing so would relieve the pressure from increased usage, it would make a difference. Mr. Bernard opined that consumption was only half the problem and advised that the Utility Committee had spent a significant amount of time talking about things that needed to be done in the long term to alleviate some of the problems. He suggested that in the short-term, there was unanimous agreement that mandatory water conservation measures needed to be implemented.

In response to inquiries from the Council, Interim Town Manager Foster advised that voluntary water conservation went into effect June 11th. He reported that usage was still up. Mr. Foster explained that in order to go from mandatory to voluntary water conservation, the Council would need to take action. He noted that the staff would continue to monitor this and provide the Council with data. Mr. Foster advised that the reality was that mandatory water conservation would probably be in place for a while.

Mayor Littleton advised that there was a finite amount of water in the aquifer and noted that if the area did not receive rain, the water level would only continue to go lower. He questioned whether the Town would get sufficient rain over the next couple of months so the water levels could be sustained into the fall when people would use less water. Mr. Littleton reminded Council that the summer was a heavy usage period. He noted that 100,000 gallons of water was being used daily; however, there was no more water going into the aquifer. Mr. Littleton advised that there was only so much the Town could do to restrict water usage; however, he noted that people needed water to drink and to bathe. He noted that the resolution was to have rain.

Mr. Inboden confirmed it was about having rain. He noted the study that was done a few years ago and advised that it was found that the water from the aquifer that supplied Middleburg was coming from over one hundred miles away. Mr. Inboden advised that this was where the recharge and the Town's water was coming from. He confirmed that if the confined aquifer did not get recharged from the recharge areas, there was a finite amount of water that would be available. Mr. Inboden suggested the Town continue to do a month-by-month evaluation of the data. He advised that if something changed (for the positive), he would feel comfortable recommending to the Utility Committee that the restrictions be lifted; however, he

suggested the need for three months' worth of positive trending. Mr. Inboden advised that it was all about the trends and data. He suggested that once the well levels were headed in the right direction, the Town could look at dialing back the restrictions from mandatory to voluntary. Mr. Inboden reiterated that it was all about the data and trending, which were a circle of unknowns at the moment.

Vice Mayor Bernard advised that there was no metric for when the Council could lift the mandatory water restrictions. He opined that no one on the Council wanted to do this and suggested that all it could do was to commit to reviewing it every month. Mr. Bernard advised that when things started going in the right direction, the Town could take action.

Councilmember Pearson noted that the area had not been getting water during the winter months, which was when the aquifers usually recharged. She opined that this was why the areas were having this problem.

Mr. Inboden confirmed this was correct. He noted that when it rained, because it was so dry, most of the water was running off and going into the streams. Mr. Inboden explained that it would take a long, wet season of soaking rain or snowfalls that allowed water to seep into the ground to reverse the drought. In response to an inquiry from the Council, he confirmed he would provide the Town Manager with a copy of the recharge study he referenced.

Councilmember Hersh expressed hope that as the Council looked at the budget in the future, it would have information on ways to increase the potential water supply by bringing Well 2 online. He questioned the sense of recovery in relation to the pumping data.

Mr. Inboden explained that the Town could only measure the water level in an instant at discreet locations. In response to an inquiry from the Council, he confirmed the Utility Committee was also looking at other solutions, such as drilling a new well.

Vice Mayor Bernard suggested the Utility Committee identify a list of options, including cost estimates, that could be brought to the Council. He opined that this would not occur until September.

Interim Town Manager Foster noted that the Utility Committee had discussed this and was doing some investigative work. He advised that they also wanted to revisit some of the test wells (Salamander) that were drilled to determine if they could be converted to a Town well. Mr. Foster noted that the Town also had the option of lowering the pump in one of its wells to gain additional volume. He confirmed the Committee was looking at different things.

Vice Mayor Bernard opined that it may be possible to bring the list to the Council during its second meeting in August.

Mayor Littleton opined that the longer the Town waited, the harder and more expensive the solution would be.

Mr. Inboden reminded Council that finding water was not easy. He advised that it would take six months just to conduct a geo-technical study to determine a location where there was potentially a fracture in the earth. Mr. Inboden advised that a potential well would then be dug to see if it was capable of producing the water quality and quantity needed. He noted that finding water was a tricky business. Mr. Inboden advised that there were known entities that worked in Loudoun County that knew the groundwater geology well and suggested the Town tap them for their knowledge.

Councilmember Pearson advised that she did not take this decision lightly and that it was hard to state that the Town was going into mandatory water conservation. She noted, however, that if things did not improve, it would have to go into water rationing and advised that the Council really did not want that to occur. Ms. Pearson explained that this step was being taken to avoid having to impose further restrictions in the future.

In response to an inquiry from the Council, Deputy Town Manager Moore advised that the staff was still looking into rain barrels; however, there was no convenient source. He noted that his contact at Loudoun Soil & Water Conservation was helping him identify one. Mr. Moore advised, however, that she had some input as to the actual efficacy of rain barrels in helping in a situation like this one.

Vice Mayor Bernard moved, seconded by Councilmember Daly, that in accordance with Town Code Section 113-8 and 113-9, the Council implement mandatory water conservation measures within the Town of Middleburg. Vice Mayor Bernard further moved, seconded by Councilmember Daly, that the Interim Town Manager inform the water customers of these mandatory conservation measures, including that they are effective July 24, 2026, until rescinded by the Town Council.

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.)

Special Projects Report

Interim Town Manager Foster noted that there had already been extensive discussion of the Asbury Church Project. He advised that as to the South Madison Street Improvement Project, the staff was waiting for future funding to see about moving forward with it. Mr. Foster reported that the staff was looking at doing some additional sewer line video inspections. He reminded Council that the inspections already performed have resulted in the repairs noted by Mr. Inboden during his report. Mr. Foster advised that additional sewer line repairs would be performed on a section of South Pendleton Street next month.

Deputy Town Manager Moore reminded Council of the recurring sidewalk issues at the bump out in front of the King Street Oyster Bar. He reported that those repairs were in progress and should be completed this week. Mr. Moore advised that other sidewalk repairs would be done next on Washington Street, between the King Street Oyster Bar and the Christmas Sleigh, followed by sidewalk repairs on Madison Street. He explained that a lot of work needed to be done because there was not a solid base under the sidewalk; therefore, concrete had to be poured to provide an actual base.

Consent Agenda

Vice Mayor Bernard moved, seconded by Councilmember Hersh, 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 – Purchase of Replacement Screen

Interim Town Manager Foster reported that this acquisition was part of the continuing CIP (Capital Improvement Plan) implementation. He reminded Council that the wastewater treatment plant contained dual screens that removed grit and insoluble materials. Mr. Foster advised that one screen was replaced in 2024 and this acquisition was for the replacement of the other. He explained that it was being presented to the Council because the cost exceeded $25,000. Mr. Foster advised that the proposed replacement was an exact match for the one that was already replaced and explained that, for this reason, the staff was asking to forego the usual procurement process. In response to an inquiry from the Council, he advised that the screens were stainless steel and should last longer. He further advised that he would have to get information as to exactly how long they should last.

Councilmember Hersh moved, seconded by Councilmember Daly, that Council authorize the purchase of a replacement influent screening system for the Wastewater Treatment Plant, as shown in Quote #73169, from JWC Environmental in the amount of $113,846. Councilmember Hersh further moved, seconded by Councilmember Daly, that in accordance with Town Code Sections 20.1-6 and 20.1-13, the Council authorize this purchase through means other than full competitive bidding due to the need to install an exact replacement system as soon as possible for operational and maintenance needs.

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 – Amendments to Employee Handbook

Interim Town Manager Foster explained that the proposed amendments were tied to the approval of the Utility Billing Specialist position in the budget. He reminded Council that this was a permanent part-time position that would consist of thirty hours per week. Mr. Foster advised that years ago, the Town provided benefits for part-time positions, which was an aid in terms of recruitment and retention; however, that was done away with. He explained that the proposed amendments would allow for prorated vacation and sick leave, as well as the addition of the position to the classification plan to specify the FLSA designation.

Councilmember Daly moved, seconded by Councilmember Hersh, that the Council adopt amendments to the Town of Middleburg Employee Handbook as presented, with an effective date of July 24, 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.)

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 the recruitment of a Town Manager, as allowed under Subsection (A)(1) and to discuss actual litigation with Salamander Farms, LLC vs. the Town of Middleburg, as allowed under Subsection (A)(7). 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.

Announcement – Interviews of Town Manager Candidates

Mayor Littleton announced that in accordance with Virginia Code Section 2.2-3712(B), notice was hereby given that the Council would hold closed sessions at an undisclosed location within the next fifteen days for the sole purpose of interviewing candidates for the position of Town Manager.

There being no further business, Mayor Littleton declared the meeting adjourned at 7:33 p.m.

APPROVED:

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Rhonda S. North, MMC, Town Clerk

Attachment: Transcript of the meeting.

July 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'll call the meeting to order. First item is Pledge of Allegiance.

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

Bridge Littleton: Okay. 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.

Bryan Foster: Bryan. Oh, sorry. Sorry. Bryan Foster, Town Manager.

Tracy Gellar: Tracy Gellar, Deputy Town Attorney.

Bridge Littleton: Okay, next item is public comment. If anybody would like to address the Town Council on any matter, they may do so. Hold on. We have somebody who signed up. Okay.

Scott Little: Fantastic. Good. Good evening. Good afternoon everyone. Nice to see you all. Bryan, I received your very kind heads up about water restrictions last week, and I wanted to acknowledge that that's helpful. We understand the Council has a complicated analysis that you always are organically working through, and look forward to paying attention to all that tonight. I want to say also that we look forward to keep building a cooperative relationship with the town. You know, we know that we have disagreements on legal issues that we'll let our attorneys our respective attorneys continue to work their way through. But Prem, Miss Johnson and I are committed to keep building this relationship and working together through things like water restrictions. In that spirit, I also want to share that Chip Dicks had a message into Mr. Crim to indicate that I would be reaching out to you all this evening. And I had sent the letter that's before you over to Bryan yesterday that we would ask

that since the court's ruling on the 9th of June remanded the case back to you all we are eager to move that forward, as I'm sure you are. And we would ask that that special use permit be put back on the work table and as soon as you realistically can we're hopeful for the September action on that. And you've got my email address. You've got my cell phone number (540) 429-7711. You know, I'm at the property all the time. Don't ever hesitate to be in touch. And yeah, so thank you very much. I appreciate you all.

Bridge Littleton: Thanks, Scott.

Scott Little: Indeed.

Bridge Littleton: Okay. Now it's open mic night. So if anybody else would like to address Council, you may do so.

Liz White: Hi, I'm Liz White. I live at 708 Stonewall Avenue. First of all, I want to offer you two wonderful compliments. The holidays of Juneteenth and also the 4th of July. Those historical moments were very powerful for myself and many others that attended. And I want to recognize that our tribute to you. Secondly, as you know, a primary is coming up on August 4th, which will be held again in this room, and I serve as one of the election officers. I want to thank you for the use of your room. I want to thank Rhonda personally for the support that she offers and Shaun that the support that the building is open. We will arrive at 4:30 in the morning. So and hopefully things will and we work till 8:30, 9:00 and then travel up to Leesburg. As you know, [inaudible] is a very secure. We all are very well trained. We are mandated to take training each time before an election. So we do not expect a great crowd, but we expect we want to thank you very much for your collaboration with us as we come and enter this space during that day. And I know that it's Police National Night Out Day. The other thing I'd like you to consider. I live at the corner of Chestnut and Stonewall, and as I've talked before, there are three busses that come to my driveway or that intersection in the morning and three in the afternoon. All three busses run into one into Saint Louis to that elementary school Banneker. Second one is a middle school bus that runs into Blue Ridge Middle School. The third is Loudoun County High School, which goes to Purcellville. So the hours of which that runs is basically about seven, 7:15 in the morning which elementary school student? We had a kindergarten girl last year. This year she will be first grade. She always has an escort and she always has a greeter when she comes back home. I would appreciate the Council seriously considering. And I've talked to Scott got about having some kind of bus stop seat. When I get sad for is when I see the adolescent or the older adult coming to pick up the kindergartner last year, sitting under the trees or sitting on the curbs. I don't think that is respectful and I'm asking you to think about that. I'm asking you to actually implement it. And if it's a financial issue, I know we can work cooperatively with Salamander about that. And I think that's really in respect to those students that are going to public schools. And then the last bus stop that comes in the evening is at 5:30. During the winter, it is dark, and obviously we have our street lights there, but we really want to provide proper support to those students. They're part of our community, and that's what I'm asking you to consider. Thank you very much.

Bridge Littleton: Thank you. Okay. Anybody else?

Donna Strama: Okay. All right. Hi. Thank you all very much for letting me make two comments. My name is Donna Strama. I live at 10 Orange Drive, right across the street from Bridge. This morning at. Damn it. This morning at 10:30 a.m., a motorcade came through our neighborhood, probably by mistake. It was a motorcade from you know who, four cars flying through Piedmont and Orange, barely stopping at the stop sign and continuing on to Pinckney that happened this morning. July 6th, 6 a.m. I'm at the corner of Madison, Marshall and Pinckney here comes three flying down the road and at [makes noise] Pinckney, I called the Secret Service today. I probably will be audited from now on. I talked to a very nice young man, and he said he would pass it on to the upper, whatever. So anyway, that's a problem. The second problem is really serious. We need signs in

our crosswalks. A librarian that's worked there for a million years said, I didn't know that was a crosswalk in front of the post office. Most of the crosswalks are pretty identifiable because they're streets coming into them. I'm telling you, we're waiting to have a death on our hands or a seriously injured person. We need something in the crosswalks. We have these great digital signs at the end of town. We don't have to have a sign in the crosswalk, but those digital signs could remind our commuters or our local people pedestrians have the right of way in the crosswalks. It's really ticking me off. I almost got hit one day and it just it's unnecessary. Thank you. Yeah.

Bridge Littleton: Thanks, Donna.

Sue Foote: Hello, everyone. My name is Sue Foote. I'm from the Middleburg Community Center 300 West Washington Street. And I just wanted to stop by today to read a thank you letter to you all for the grant for the barbecue. It is now complete. So, dear Mayor Littleton and the Members of the Town Council, thank you for supporting MCC's new community grill on behalf of the Middleburg Community Center. Thank you for the town's generous $10,000 grant toward the construction of our new outdoor barbecue grill. The project is now complete and we are so grateful to the town's support in making it possible. The new grill is a wonderful addition to the community center and will be enjoyed at the community gatherings for many years to come. It is exactly the kind of improvement that helps us continue bringing neighbors together and creating welcoming events for everyone in Middleburg. I am also pleased to share the enclosed flier for Kickin' Back at MCC, our end of Summer community celebration on Saturday, August 15th from 4 to 8 p.m. the afternoon will include community kickball, free swimming, a cookout and live music. We would love for you town staff and the entire Middleburg Community to join us and enjoy the new grill that the town helped make possible. Thank you again for your continued partnership and generous support of the Middleburg Community Center. We truly appreciate all you do for our town, and I hope to see you all on August 15th. With sincere appreciation, the Board of Directors and staff. So if. Can I give you the copy of the letter?

Bridge Littleton: Sure. Absolutely. Thanks, Sue. Appreciate it. [applause] Thanks.

Deborah Gallagher: If I can just interrupt for a moment. I wanted to say thank you to you all for the lovely job you did on our Founders Birthday Party, which I suspect was last minute. But you did swell. Thank you. Thank you all so much.

Bridge Littleton: All right. Anybody else? Megan. [off mic] Okay. Thank you. Okay. Mark this down. Okay. So we will close public comment and go to public presentation. And that's what we want to do, right, Rhonda?

Rhonda North: Yes, sir.

Bridge Littleton: Okay. Public presentation on the 95% construction plans Glavé & Holmes.

Rhonda North: Yes. So thank you, Mr. Mayor. We have the 95% construction plans for the church ready for presentation to the Council. So our goal tonight is to present those get Council's approval to continue to move forward. The next step will be to do a quality control review and then submit the plans to the reviewing agencies. And once we get their comments, then we'll turn them into the final construction plans and we will be ready to, to put them out to bid, assuming we have the funding in place. So I have Nickolas Coile with Glavé & Holmes. He's participating remotely. He'll do a brief presentation on the plans. And then I have Kevin Fallin of Downey and Scott online remotely as well. He'll do a quick update on the cost estimate. And then we'll turn it over to the Council for questions and hopefully for an approval. So with that, I'm going to turn it over to Nicholas.

Nickolas Coile: Thank you Rhonda. Thank you so much for having us back. As Rhonda mentioned, I'm the senior associate at Glavé & Holmes Architecture and also the Project Manager for the Asbury Church restoration. And you're going to see some very familiar designs in this construction document set. The majority of the general design has remained the same going through construction drawings. There have been some minor additions as well as some minor refinements that have happened. So I'll take, I'll denote those as we go along. So we'll start with the architectural site plan. So for those of you who joined us back in January, you're going to find that many things are very familiar. The extension of the sidewalk that you see.

Bridge Littleton: Can you hang on for one second?

Nickolas Coile: Sure.

Bridge Littleton: Sorry. What's coming through from your shared screen it's all messed up. Rhonda, is it possible for whoever is running it on our end to display it?

Rhonda North: So I was going to ask Nicholas, is there any way that you can kill your camera? And I think that might help.

Nickolas Coile: Yeah, definitely. Do you want me to unshare and then reshare? That might help.

Bridge Littleton: Yeah. Try that.

Rhonda North: Yeah try that.

Nickolas Coile: Okay.

Bridge Littleton: Focus on content.

Nickolas Coile: Sometimes you just need to disconnect and reconnect it.

Rhonda North: There you go.

Bridge Littleton: There it is. That works.

Nickolas Coile: Excellent. Thank you for stopping me because I'll just go forward. So as you can see, architectural site plan very familiar. For those of you who joined us back in January, the extension of the sidewalk, the serpentine path, the bill located in the middle of the serpentine path. The mechanical unit exterior.

Bridge Littleton: Hey Nickolas one second.

Nickolas Coile: Sure.

Cindy Pearson: Nicholas, can we get you to full screen that so we can see it? We're still not seeing it well.

Bridge Littleton: It's just small.

Cindy Pearson: And it's a little blurry also has some other stuff in it.

Nickolas Coile: How about I just focus on what I'm talking about at the time and then I'll move over as needed.

Bridge Littleton: Perfect. That's great.

Nickolas Coile: Is that okay? So Serpentine path, very familiar. The Bell location, familiar. The exterior mechanical equipment. Backside of the structure as before. Limited handrails at the steps as well as a very low retaining wall and concrete path, pad rather at the basement entry point. The only item that has really been refined over time would be the addition of the site lighting. So we've selected that, that complies with the town ordinance of a shielded lamp as well as pointing downward. And those have been positioned as well as the handrail has been detailed. So any questions about this sheet before I proceed? Is everyone seeing everything okay?

Cindy Pearson: Not really. I don't know what we can do Nicholas, you're flashing below us, but on this main screen, it's I don't know how to explain what that is. If somebody else would. Yeah. It's pixelated out.

Nickolas Coile: Pixelated out. Yeah. That's not necessarily coming in on my end.

Cindy Pearson: Is there a full screen that you can share?

Nickolas Coile: How about this. Let me stop sharing really quick. Let me get into another program and see if it helps.

Cindy Pearson: Thank you.

Nickolas Coile: You're welcome. Yeah. There's a button to view focused on content. And it will lose like the headers. Okay.

Cindy Pearson: So in teams, do you have a button that says view full content. [off mic] Do you focus content.

Nickolas Coile: I just one second. I'm still looking. I have content only presenter mode. How about we do that? Let me share but let me go back to the program I was in and let me do the content button and see if it helps at all. No, that's kind of what we selected before. Okay, let's see here. Let's do that. Okay. Let's see if this works a little bit better.

Cindy Pearson: Much better.

Nickolas Coile: Okay, cool. Yeah. Bluebeam is great for marking things up, but not necessarily for that, I guess. Okay. Is everyone good?

Bridge Littleton: Yeah. Go ahead.

Nickolas Coile: Awesome. So moving on to the next sheet. First of all, any questions on the site plan as I showed it. So pretty much everything has remained the same. We've added site lighting as well as some detailing for the handrail. For the demolition plans, very similar to what we discussed with you before removing the additive items at the Apse as well as the Chancel that we're not within our period of significance. Removing the modern non ADA compliant toilets as well as the modern vestibule wall and the modern stair. The only item that has changed since the last time we spoke would be that all of the louvers mechanical louvers are the, that the mechanical louvers are all at the back low elevation locations. So there was one in this location, but we have now corralled them all to the back elevation. So that can be as obscure as possible. Okay. With the floor plan again, some very familiar things that you're seeing, not only the restored shape and location of the chancel and

apse, but also the restroom and closet insert location. But then you're also seeing some added minor items such as the mechanical grills and the floor box locations all along the outer wall, but centered on such elements as the wall or the window being very respectful where they get placed. And then also showing wood flooring repair locations, whether that be on the main level or on the mezzanine level down here. For the basement, you're just going to see the acoustically separated mechanical space as well as access panels so that you all can maintain that ductwork over time access panels into the various crawlspace locations. There's also a detail of the use caster for the pews so that those can be used moved with ease on the sanctuary level. Onto the reflected ceiling plan. Again, a lot of these items were talked about in generality at the time, but have not changed. Those would be the two locations of the original fixtures, which will be rewired and reinstalled. The four locations of antique fixtures which the town will purchase with our guidance and track lighting along the long walls for exhibits, anticipated exhibits and new lighting but period appropriate design appropriate lighting for the entry points as well as the restroom and the top of the stairs. So the only items that you would see from the reflected ceiling plans that have changed or would be emergency lighting locations, occupancy sensors, smoke detectors. Most of those are on the upper floors. There are some on the main floor, but all code compliant items that we are required to have. And then we also have the viewing panel, the ceiling viewing panel location, as well as the detailing for that, so that you can see those wonderful hewn beams. And people can understand the construction of the building. For the exterior, very similar things that I'm talking about. Again, whether it be the arched panels or the custom period appropriate doors. Those were mentioned in the last presentation back in January, but now we're showing you details of what those look like. So the arch panels, the very slender slats as per the original arch panel that is still actually in the church, as well as the front doors showing those three panel systems that were inspired by the side panels that are still there behind the flat paneling. Now also there's some general items that are mentioned on each elevation, whether it be the stucco repair, pretty limited stucco repair, but also the removal of the cement stucco on top of the lime stucco that's just not it's just incongruous. It's just kind of flaking off. So it tells that story the elevation is do as well as tags the various windows so that later on we can see in the schedule how each of the windows will be repaired. For the south elevation it shows now that the basement door detail, as well as the low retaining wall location and the concrete pad locations again with the generality of the other elevations shows the limited stucco repair as well as the denotation of the windows. At the back elevation or the east elevation showing what the period appropriate siding will look like, as well as a detail of that siding. Then the locations of the louvers. So on the back side, but still showing those locations and where those need to be placed. At the north elevation, very similar to the south elevation, really just telling the story of the stucco repair, limited stucco repair as well as the window locations for those details. The next sheet being the building section sheet and detail sheet. So just with the cross section and longitudinal section, just seeing how the reestablished and restored apse and chancel start to work within the space as well as the restroom insert is working within the space as well. And then you also have details, the location of the wall viewing panel as well the detail of the viewing panel just showing how the stone is directly behind the plaster and how that's been constructed and built, as well as how the lintels are working to that as well. Then louvre details, acoustical details, transition details, the railing detail for, which is just like the exterior railing detail and access panel details. So again, just giving more refinement. This sheet probably shows the most noticeable items that have been refined that many of you will probably be able to notice. So now we're seeing the interior elevations of the restrooms as well as the exterior side of the restroom / closet insert. So really using a period appropriate beadboard. It's wipeable in the restrooms. It's then capped off with a cap trim wood base as well as wood casing at the doors. We also start to see the design of the doors, which we don't want to emulate the period appropriate and the evidence based doors for the front doors. So going with a two panel door as opposed to a three panel door. So just wanting to be differentiate those two items from one another and then trim details. Also, you can see where certain things like the plaque will be placed as well as light switches and emergency lights and extinguishers and such exit signs. The next sheet is really a story about details and also scheduling. So now showing a little bit more detail about the doors. More details about the windows and very much especially speaking on the windows very much what we spoke about last time. Those general items of polishing the plaques, repairing the glass, reglazing the windows removing the sill extensions that are just not period

appropriate and repairing more concentrated wood repair on the east or the back side. So this schedule just tells that story in a more construction documents way. And lastly, just talking about the composition of the new partitions that will be added. The goal is acoustical separation as well as with the finished schedule, just reiterating those colors that we've already selected throughout the process that are in the renderings and such. And with that, that really summarizes the, document set, you know, the architectural plans are kind of the roadmap to the rest of the set. So most of those items we've mentioned throughout. So if you have any questions or I don't know if Kevin wants to if he wants to go ahead or what's next.

Rhonda North: So in January, we presented you the schematics that gave you an idea of what it's actually going to look like. And these obviously are the very detailed, nitty gritty pieces of how you get to what we presented to you in January. There's very few changes. It's just it's much more detailed. So does anybody have any questions about any of the construction documents?

Bridge Littleton: Anybody? Go ahead, Pam.

Pam Curran: So does this represent the value engineering we asked to have go back and prioritize.

Rhonda North: Yeah. So we've been value engineering throughout the entire process. Downey and Scott has been with us, you know, the entire time we've been value engineering all along. What we have done is we have identified phases that we can do the project in, in the event that we don't have the funding sufficient to do it 100%. So I mean, our goal is to do the whole project as one. But if we don't have the funding to support it, then we will start with the, you know, the structural elements and move into the more, you know, the more important things, with the last thing being what I call the pretty, pretty items.

Pam Curran: Yeah, I thought it was more about the materials.

Rhonda North: We started, I mean, we had already started with basic HVAC systems, things of that nature. There really was very little to value engineer, to be honest with you. So if you have no questions, I'll let Kevin talk about the cost estimate update. And then we'll be ready for Council to consider.

Bridge Littleton: Go ahead.

Chris Bernard: Thanks for walking us through that, Nick. It was a little hard to follow, I guess, with the connection and the size on the screen. Are we. Do we have a copy of this or are you guys gonna, or can you send us something that we can actually open and look at individually so we can zoom in on it?

Rhonda North: It's in your agenda packet.

Chris Bernard: The whole thing is in there?

Rhonda North: Yeah.

Chris Bernard: Thought I was just following the presentation. Thanks.

Bridge Littleton: Okay. Yeah. Go ahead.

Rhonda North: Kevin, do you want to?

Kevin Fallin: Sure. Good evening everybody. So I'll just be brief. We really haven't had very many updates to the cost estimate since the 50%. But the one main update was that the sewer lateral was not able to be located. And so we have chosen to extend the sewer lateral from the building all the way down to the intersection at Marshall Street and connect to that manhole there. So that's basically what the $128,000 increase is, is to run the new sewer line all the way down to the manhole. And of course, that includes you know, pavement repairs and things of that nature as well. So that's really the only change of significance.

Rhonda North: So what is the, Kevin now what is the total construction estimate?

Kevin Fallin: $1,785,846.

Bridge Littleton: Any questions for Kevin? Kevin.

J. Kevin Daly: The construction of the pipe to the sewer, how will that affect those folks living on North Jay Street?

Kevin Fallin: Yeah. So we do know that the apartments have a sewer connection down at the close to their driveway, and it basically angles at a 45 across the street and ties into the same manhole. We're planning to run down the east side of the street right at the curb line. So we're not aware of any other utility connections because everybody else is tied straight to Marshall Street between the church and the corner. So we don't think it will have an impact on anybody other than our project.

Bridge Littleton: Any other questions? Okay. Kevin, thank you very much.

Kevin Fallin: Thank you.

Bridge Littleton: Thanks, Rhonda.

Rhonda North: Sure. And you do have a motion to approve the 95% plans if you're so inclined.

Bridge Littleton: Okay.

Rhonda North: Under action items. [multiple speakers] We're asking to move that up. So.

Bridge Littleton: Yeah, yeah.

Rhonda North: So that Glavé & Holmes and Downey and Scott can depart the meeting.

Bridge Littleton: Somebody want to read it? Yeah. Might as well.

Cindy Pearson: I move that Council approve the 95% Construction drawings for the Asbury Church Restoration project.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Thank you guys very much.

Nickolas Coile: Thank you.

Rhonda North: Thank you.

Bridge Littleton: All right. Next up is utility report. And I think we're all good. Let's just do the utility report and water conservation all at the same time because they are related.

Chris Bernard: Just a little bit. Yeah.

Mark Inboden: All right. I am not Vince. Vince is on vacation. So you got the B team? I'm Mark.

Bridge Littleton: You sure about that?

Mark Inboden: A little bit. Just a little bit. One second. So I'm Mark Inboden with Inboden Environmental Services. And good to be here with you tonight. And we'll go over the slides here for June. So we'll go ahead and go to the next slide. I can't read that small. I didn't have this. All right, so the wastewater treatment plant we averaged a discharge of 102,000 gallons per day. And the water, we had an average production of 152,000 gallons per day. Some operational things to note. We'll go ahead and go to the next slide. EQ Basin 2 there was a spool piece that was replaced this is on the pump that pumps the wastewater from the Equalization basin. Equalization basin essentially collects all of the and stores all of the water from the collection system, the sewage collection system, and conveys it into the meters, it into the wastewater treatment plant on an as needed basis. There was a piece of pipe there that needed to be repaired. And our technical team came out and did that. We also had two spot repairs on Route 50 west that were repaired. And then the next slide shows two of those things occurring. All right. We'll go to the June water. We had a VDH inspection Virginia Department of Health. Our water system is regulated by the Office of Drinking Water, and we had an inspection on the 25th that actually went very well. The inspector had some great things to say. There's a few follow up items from that inspection, but our compliance team is taking care of those items. We had a hydrant flow test on the 23rd that went well. Also the impacts to the customers and surrounding businesses was way less than what we had initially anticipated. So we were pleasantly surprised there. We had a transducer that failed on the Stonewall Water Tower. What is a transducer? Transducer tells how much water is in the tower. And it tells that based off of the pressure that's in the pipe at the bottom of the tower. And so we can correlate how full that tank is based off of pressure. And that's what that transducer does. It failed and we got it replaced. We also diagnosed some issues at the Stonewall Water Plant. We have a backwash sump basin that pumps the backwash water from both the greensand filters and the ion exchange media that conveys it to the wastewater treatment plant. We got one pump in operation right now, and there's a second pump that we're working on. We want to get that back to 100%. Continuing on with our presentation here here's the updated DEQ drought map. And as you can see the central south portion of the state is now in critical or emergency state for basically all four sectors precipitation, ground floor reservoir, reservoir, and groundwater. Up where we are in Loudon we are still in a critical or emergency state for groundwater. And as we continue through these slides, there's a few key things that I want to point out to you. And we'll probably go back near the end of my presentation. I'll go back to, I think, slide two but we'll continue on from now. I'll let you know. All right. So for Well 4 is there any way to make that bigger? It's big on your screen. It's big on yours. Okay.

Bridge Littleton: [off mic] Presenting for yourself, but that's the. There you go. That works.

Mark Inboden: That works just fine. All right. So here's Well 4 this is the secondary transducer that we call it. And you can kind of see a couple things to note that you'll see here is the intervals of the pumping are more

spaced out. And there's a reason for that. And the reason for that is we brought Well 3 online. You can also see by these well production data is that we're starting to creep back up and you have a positive one foot in Well 4. And we attribute that really probably due to some of the precipitation that we've had recently, but likely due to the use, the continual use of Well 3 so we do have some positive news. We have a positive foot of average water level in Well 4. All right, we'll go to the next slide. Here's the comparison between Well 3 and Well 4. You can see that when Well 4 is on when Well 3 is off and has a long rest period. Well 3 is that upper orange line. You can see that the bottom green line, there's more pump intervals because obviously Well 3 is off. Well when Well 3 is running when well that orange line drops back down and bottoms out Well 4 is online less, less pumping cycles. And so that's and you can see that the intrinsic value of the bottom pump rate of Well 4 continuing to climb. And we believe that supplementing Well 3 was the right move and making sure that we do not overstress the Well 4 aquifer. Any questions so far as I'm going through this information?

Cindy Pearson: How does that affect Well 3 though. Does it recover? Like it should.

Mark Inboden: It recovers great. Yeah that's a great question. It does recover great. It recovers almost instantly after the pump shut off. There's probably about another 20 foot at static water level when the pump isn't running and it's, been allowed to set for a little while. The water is only about 50 some feet below ground. And so it comes back up pretty high.

Cindy Pearson: Is that one of our older wells?

Mark Inboden: It is. I think it was constructed in the 70s or 80s, if I'm not mistaken. But I can confirm. All right. We'll go ahead and go to the next slide. Here's Well 3 graph again with some additional notes. We do not have the delta between month previous and this month simply because in May, Well 3 wasn't online. This data is just being presented for you for informational purposes. All right, we'll continue on to Wells L and P. All right. Here's Well L and you can see the pumping intervals and the resting intervals. Well L when it is in operation it draws down quickly and it does not recover when the pump shuts off. It only recovers when we turn that pump completely off and we let it run for, you know, or we let the groundwater recharge in that well for quite some time. Typically right now, our operations team is turning it on just on the weekends to kind of bolster the water production here in town because we have a lot of weekend activity here. And then during the week, we turn that well off. We allow it to recover until the next weekend hits, and we turn that back on and produce it through the weekend. We did see a negative two foot average water level in Well L and in Well P we had a -26. And so we're continuing a downward trend. And so if you go to the very last slide this is Well P and Well L as a comparative analysis. And you can see when generally in the first half of the month that when Well L is offline, Well P will decrease. But when we bring Well L back online, Well P will actually increase. And so they're in inversely proportional. But you can see Well P it is, has a downward trend to it that is that bottom blue line. So we are losing ground in Well P. So one thing that I would like to note if we want to go up to number two, you can see the last three months in the top bar graph that is plotting on a running 12 month view of the last four months. You can see our drinking water average has climbed steadily. We just have an upward trend of water usage. And that is our finished water that is our production values. And we're increasing in production. Why is that could be for a number of different things, but likely because we're getting into the warmer months, people are using the water more likely for irrigation. And so I wanted to bring that out as a piece of evidence, not just with the well data telling us that we're in a critical state, but also with that water production. If we can kind of level that off we're seeing a trend here that we can correct this trend the better our water resources will be. So happy to field any questions if you have any.

Cindy Pearson: Well 2, which is that on Landmark School Road, I know we don't have any plans for it yet. Are we in the progress of that getting anything going?

Bryan Foster: So we, so the utility committee met last week, two weeks ago. And that was one of the discussion points. And so we are working on determining what needs to happen or what level of work needs to occur in order to bring that back online so that, so we are working on it, but I don't have that information as of yet.

Cindy Pearson: Is there any history at all? I, I lived out on Landmark School Road a million years ago. Not really but and that is the water because I was out of town. But that was the water that we had. I didn't know if there was any records.

Mark Inboden: I will say that we are monitoring Well 2, we have a transducer in Well 2 and it is, it is parallel or it has effects from the water table, primarily the stream. And so as the stream comes up the water level and the well comes up, not saying that they're connected in any sort of way, but there are some hydraulic stuff that, you know, way above my head that yeah, it is affecting that well and, but we do have well level monitoring on that well and we're keeping track of it. Yeah.

Chris Bernard: Cindy what we're looking at is I guess from where the Virginia Tech property is and it goes out to where that well is, we're looking at the pipe to make sure that the pipe can handle it. And then what needs to happen with the actual well, but they spent like a half an hour talking about it.

Mark Inboden: Yep.

Bridge Littleton: Anybody else? Any other questions? I had one. And I forgot it. Oh I know what it was. So when we look at the 12 month average. Right. So does anybody remember last year, what month we put water conservation into effect, was it July or August? [off mic]. It was in July. Okay. So well no, I'm just so I'm looking at, you know, a year ago, right. It was so June was one number, right? July was a little higher. But I get it we didn't do it till the 20th so it was back end of the month. And that was a really hot month. And then it went down a little bit. I'm just I'm really curious, and we probably don't know. You look at June last year to June this year, the water pumped. I mean, it's not a little bit more. It's a lot more. I mean it is substantially more water. Have you guys got any, I mean, probably not but I mean, I just wonder if there's a what drove that?

Mark Inboden: The only thing that can. That is a great question. And it's all about the data and are we making sure that we attributing all factors to the data that we're seeing? In June, we did have a flushing event. We did have a hydro test and the, our operations team and to mitigate any water quality concerns, we had a couple downstream hydrants on a low flow purge of that distribution line. But you're, talking maybe 100,000 gallons. And so that's maybe one additional day of water production. That still does add but I don't think that one event created that trend. That's right.

Bryan Foster: I would. Another contributing factor. Again, I don't, I would not state that this is the cause, but with some of the new homes that have been built, there's been heavy irrigation for new lawns and things. And we've, because we've seen that in individual bills, when people have called and asked us about it. And that's what's driving that as well. So that's probably also a contributing factor.

Bridge Littleton: Okay. There's nothing we think that there's a leak.

Mark Inboden: Not that we have seen.

Bridge Littleton: Or one that, you know, I mean, there's always leaks.

Mark Inboden: Correct.

Bridge Littleton: But I mean, like substantial. Okay.

Mark Inboden: Substantial leak.

Chris Bernard: Obviously, the only, the other thing I was thinking about is, I mean, I feel like was it June where it was just crazy hot. I mean, it was just hotter than usual. And I wonder if maybe that caused the difference. I mean, if it was an average.

Bridge Littleton: Well, that was July, 4th of July that week.

Chris Bernard: But in general I feel like it was warm.

Bridge Littleton: Okay.

Chris Bernard: So if that was a 3% change, then the flushing was a [off mic] couple, you know.

Bridge Littleton: Yeah.

Mark Inboden: The town I know has historically performed water loss audits. We give our operational data to the town. And if that's something that the town would like us to pick back up you know, we can certainly do that for you. But we would just take your billing data and compare it to our production data and see what that delta is. And that's a low budget way of trying to figure out [multiple speakers].

Bridge Littleton: Yeah. I mean, if they correlate that, you know, we build 96% of water pumped. Okay. It's not a leak. It's, you know, it's just higher usage.

Mark Inboden: That's it.

Bridge Littleton: Okay. Anybody else for Mark. Okay.

Mark Inboden: Thank you.

Bridge Littleton: So the next. Oh, I think you need to stay right there.

Mark Inboden: I will not move.

Bridge Littleton: Next piece of the conversation is water conservation. And only because we have got questions for you. So let me go. Where is that? All right, hang on one second. Okay. Bryan and Will, if you guys want to cover that, that'd be great.

Bryan Foster: Yep. Hold on a second. I want to so we as we have been doing, we've sent, I sent out the drought information and presented that again to you. If you recall from our last meeting, Mark and his team, they, they showed that we showed a report which I had asked them to show trend data and show the downward trend. He's just presented for his monthly report, again, continuing to show that downward trend. So we put or Council approved and asked for or excuse me, for voluntary conservation at your June 1st June meeting. So that's been in effect for about a month. And, but yet we're still seeing you know lots of usage. So we did discuss it at the utility commission or utility committee meeting. I know the Vice Mayor is on that committee if he wants to add any other comments, but the committee was unanimous that, yes, we think we need to take this next step. Also I

included in the information I received as I think everybody across the Commonwealth did correspondence from the Office of Drinking Water encouraging restrictions of water use. They weren't, they, to be fair, they didn't specifically say everybody should do mandatory restrictions. But they were what they were saying is that the drought is significant and we need to restrict our water usage. And so we've been doing voluntary. We're still seeing issues. And I sent, I think a previous, last month our neighbors in Fauquier have been under mandatory restrictions since at least last month, if not a little bit before. And they are as we are a complete groundwater system. So we do believe that it's prudent to take this next step, even though I recognize that's not our preference. I mean, we'd like for to not have to do it. But as Mark indicated in his presentation, I think that that's the prudent thing to do. We need to relieve some of the stress that we're having on the wells and allow them more recovery time. So we can, and also hope that we can, you know, we'll get more rain and so the aquifer can recharge. So that's it in a nutshell. I'll be happy to answer any additional questions. And if the Vice Mayor wants to add anything would welcome that as well.

Chris Bernard: Yeah, it was, I mean, in the meeting, it was pretty obvious what needs to happen that we need to do this because, you know, you just saw the charts, when the wells do have a chance to recover, it does look like they make up a little bit of ground. So if this will relieve the pressure because the usage keeps going up, I think that will make a difference. I just will add that that's kind of half of the problem, the consumption. But we spent a significant amount of time talking about things like, Well 2 and some other things that will long term try to alleviate some of the problem. But I think in the short term, everyone was very unanimous in the room that we need to do this.

Bridge Littleton: Anybody have any questions for Bryan or Chris or Mark? Yeah Pam.

Pam Curran: So has the incentive gone into place for encouraging residents to use lesser water? Did that start in July? Voluntary.

Bryan Foster: Voluntary. Right. It was your June 1st. I think June 11th.

Pam Curran: Do we see any significant.

Bryan Foster: Usage is up.

Pam Curran: Okay. And then when would we go back from. What would need to happen to go back from mandatory to voluntary?

Bryan Foster: That would take. [multiple speakers]

Pam Curran: Right now.

Bryan Foster: Well, we're in voluntary. If Council were to take action, make it mandatory that would stay in effect until such time that Council took action in the future to and will to rescind that. And of course, we will continue to monitor and provide you all the data and information as we have been. But, you know, the reality is, is that if we, if we do this, it's going to be for a little while. You know, it's not going to be like, we'll do it for two weeks and then we'll be fine. It's, it'll probably be in place for a bit.

Pam Curran: Is there a data point? Any data point?

Bridge Littleton: Well, I think I mean, at the end of the day, there's a finite amount of water in the aquifer. If we don't get rain, the water just continues to go lower. So I mean, to me, the big mark is going to be, do we get

sufficient rain over the next couple months that those levels can be sustainable now as we get into the fall. Right. People use less water. They're not irrigating their grass. Well, if we do mandatory, they can't irrigate the grass anyway. But, you know, summer is the heavy usage time anyway. But I mean, we're using 100,000 gallons a day and there's no more water going into the cup. It's only getting, you know, less so. I mean, and Mark, you tell us. I mean, it's like, you know, there's only so much we can do to restrict water usage because I mean, people got to drink they got to bathe. You gotta do whatever. It's to me, it's really about having rain.

Mark Inboden: It's about having rain. And even if you have rain we did a recharge study with Tetra Tech probably 4 or 5 years ago. And what that study lightened us to is the recharge to our aquifer here is coming miles and miles and miles and miles away. Like we're talking over 100 miles away that's where our recharge, that's where our water is coming from. And so it's not specifically right here in Middleburg. It's in those outlying regions too. That's right. It's think of it as like an underwater basin that gets water collected and conveyed into that underwater basin. And its confined aquifer that were tapped into here. And so if this confined aquifer doesn't get recharged from the recharge sections. It's you're right, it has a finite amount of water in it. What I would suggest is just a month by month evaluation of the data and just go from there. And I would feel comfortable with giving a signal to the utility committee who would then bring it to Council that and my signal would be if we have three months of positive trending for me, it's all about the trends. It's about the data. And the data has to give us a trend. If we're going the right direction, then we can look at, okay, dialing it back from mandatory to voluntary. And if we have three more months or another 4 or 5 months of improved or sustained aquifer levels, then we can look at dialing that vacuum further. But it's really about the data, about trending. And it's just it's a circle of unknowns right now. It really is, unfortunately. Yep.

Chris Bernard: Yeah. Real quick, I think to answer Pam's question, because I think you're looking for like, what is, you know, is there a metric? Right? I don't know that there is, but I don't think any of us want to be in mandatory restrictions. So I think if we all just commit to, we're going to review it every month. And when we see it start going the right direction, then we'll take action.

Mark Inboden: Yep.

Cindy Pearson: And one of the things I read is that we haven't been getting the water meaning snow or whatever in the winter months.

Mark Inboden: So true.

Cindy Pearson: That usually replenishes this. So this is why we're having this problem.

Mark Inboden: Yes that's correct. Because that is you don't have much running. Right. So when it rains right now, especially because it's so dry, you're going to get a lot of runoff and it's just going to go to the streams. It's, we're going to have to have a long, wet season, dreary season of just a soaking rain or get the snowfalls that we need because that just seeps into the ground. That's exactly right.

Bridge Littleton: Yeah Chris.

Chris Hersh: Three things. One on the recharge study that was done is there a chance to get a copy of that?

Mark Inboden: Certainly I can provide that. I'll provide that to Bryan. And he can [off mic].

Bridge Littleton: Submit a FOIA request to him.

Chris Hersh: Right. Okay. Excellent. Thank you.

Mark Inboden: We can certainly get that for you.

Chris Hersh: Second, as we look at the budget for this upcoming year in terms of, Well 2, I would hope that we would have information contained in that budget to be able to move forward with that in order to increase potential water supply by bringing that well online. And then the last question, which I should have asked a little while ago in terms of the when you said it was up a foot based on the rate of pumping and the discharge, the recovery of the foot any sense of what the volume is based on the pumping data?

Mark Inboden: The volume in the basin itself?

Chris Hersh: Yes.

Mark Inboden: Unfortunately no. The data points that we're collecting is only measuring the water level in that instant discreet location right there. Yeah.

Chris Hersh: Thank you.

Mark Inboden: You're welcome.

Bridge Littleton: I know, I just thought of the other question I had. So as the and this is this is something totally for the utility committee, when you guys have been looking at like bringing Well 2 on and stuff like that do you guys also have conversations around, you know, do we need to drill a new well?

Mark Inboden: We have had conversations and I'm not sure how you want me to how in depth you want me to go?

Bridge Littleton: No, no, no, it's one of those things where it's like, you know, if the rehabilitation of Well 2 is a million and a half, but drilling a new well at a better spot is a million. Well, maybe it makes more sense to just drill a new well.

Chris Bernard: Would it be reasonable, maybe at the next utility committee meeting to come up with a list of things? We've talked about a lot of stuff is to maybe come up with a maybe we'll make a list and have even if it's ballpark kind of.

Bridge Littleton: Options.

Chris Bernard: Options, cost estimates that we can bring back at the next. Yeah, it'll be probably the September meeting maybe.

Bryan Foster: Yeah. We can yeah, we certainly we already talked about that and we're, we're doing some, like I said, some investigative work. And also I think we wanted to also, we talked about revisiting some of the wells that were I guess test wells that were studied and could we potentially go back to one of those and convert it? And I know one of the, we might have the option in one of our wells of being able to lower the pump to gain some more volume perhaps. So there's some different things we're looking at. And so yes, we can bring that and discuss that at the next utility committee meeting.

Bridge Littleton: You guys meet monthly? Okay.

Chris Bernard: Yeah. So I don't know when the next monthly meeting is, but I'm thinking.

Mark Inboden: The second Monday.

Chris Bernard: Yeah. So I think the August because we skipped the 2nd August meeting. So in September we'll have a list for Council.

Bridge Littleton: No, we're meeting the second meeting where we are. We're skipping the first meeting.

Chris Bernard: Well, then maybe we can bring it in August.

Bridge Littleton: Yeah. I mean, because the, you know, all this stuff will cost money, take time. You know, let's just assume the drought's not going anywhere. So the longer we wait, the harder it gets, the more expensive it gets.

Mark Inboden: And I will say, finding water is not easy. It's just it's not, it doesn't you're talking at least a year, about six months to do a geo technical study. And that's just a guy behind a computer. I don't know, maybe AI improved that process as well. Who knows? But a guy behind a computer looking at, you know, the strikes and tilts and fractures in the earth and just x marks the spot. And then it's drilling a, Prospective Well, to see if we can get the water at the quality and the quantity that we need. And so finding water, it's a tricky business. It really is. But there are some people, some known entities that work in Loudoun County area that know groundwater geology very well. And we would probably tap them for some of their knowledge.

Bridge Littleton: Cindy. Yeah.

Cindy Pearson: I just want to say that we don't take this lightly having to do this. It's really hard to say we're going to go into mandatory water conservation, but if it doesn't improve, we have to go into water rationing after that. And we really don't want to go there. So I just want the public to understand that, you know, this is not an easy decision at all. And we're not doing this. Well, we are doing this. [off mic] Yes. Thank you. We are doing this so we don't have to go to further restrictions later on.

Bridge Littleton: Well, it's all it's public health and safety is the biggest thing. So yeah. Pam.

Pam Curran: Well, now, what happened with the rain barrels?

Bridge Littleton: Yes. Well, that's number one. It's got to rain. Yeah. It was I mean, I asked Will you and I talked about that. Go ahead.

Will Moore: Yeah. We're still looking into it. There's just no convenient source like we thought there would be. But I'm still working with my contact at Loudoun Soil and Water Conservation district who's helping to track maybe source some of those. But at the same time, she had some inputs on the actual efficacy of rain barrels really helping in a situation like this. And it's a drop in the bucket if you would. So but we are continuing to look at it.

Bridge Littleton: Okay. Anybody else? All right. Does anybody have any concerns or reservations about implementing water conservation tonight. Okay. Then there needs to be a motion.

Chris Bernard: In accordance with town code, section 113-8 and 113-9 I move that Council implement mandatory water conservation measures within the Town of Middleburg. I further move that the interim town Manager informed the water customers of these mandatory conservation measures, including that they are effective July 24, 2026 until rescinded by the Town Council.

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

All of Council: Aye.

Bridge Littleton: Aye. Opposed? Abstentions? Okay, Mark, thanks a lot.

Mark Inboden: Thank you.

Bridge Littleton: Appreciate it. All right. Next up is project status. Mr. Foster.

Bryan Foster: Yes. Thank you Mayor. We gave the report, of course, is in your packet. And we've talked extensively about Asbury Church. You just had that on your meeting this evening. On South Madison Street we are awaiting for future funding for, to see about moving forward with that. The sewer line video inspection. We are looking to do some additional and part of that, part of this work is what is resulted in what Mr. Inboden was talking about on the West Washington street of those point repairs. And then later next month, we'll be doing the section of South Pendleton that's part of that as well. And then I will let, I don't know if Will wants to comment on the sidewalk repairs because I think the contractor is currently working.

Will Moore: Yes. So King Street Oyster Bar at that bump out where we've had a recurring issue of, I think we've got a plan so it won't continue to recur. So those repairs are in progress right now and should be wrapping up tomorrow. We're going to do some others in the vicinity of King Street between King Street and Christmas Sleigh early next week and then some next to Noble House early next week as well. But we'll have all those wrapped up before sidewalk sale weekend.

Bridge Littleton: Did they figure out why it started to sag again?

Will Moore: We found an old tree stump. Now Evidently this tree stump was not actually in the. It was kind of in the transition area between the bump out and where the sidewalk used to be. So I think it's been there for an awfully long time. Because before the project, there was no tree on that side of the corner. There was one on the Madison Street side, but we think that's had a lot to do with it because it's just decaying and had no solid base. Yeah. So we're pouring concrete underneath to have an actual base for it.

Bridge Littleton: Okay. Sorry. Bryan go ahead.

Bryan Foster: That's okay. If you have any questions.

Bridge Littleton: Any questions on projects. Okay. Next up is consent agenda. Does anybody want the one item removed from consent agenda? If not, 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 up is wastewater treatment plant screen replacement.

Bryan Foster: Yes. Thank you Mayor. This was part of continuing part of the CIP implementation. This is for those if you're familiar with wastewater plant, it's got a dual screen. The screening system is what this is one of the first things that removes grit and insoluble things of cigarette butts or whatever people happen to throw down the drain. We replaced one side in 2024. This is to replace the other side. It's before you because it exceeds $25,000. And so the motion is in front of you. It is an exact match for the one that we just replaced. So part of that we, you know, so it will, which is why it's asking to forego the normal procurement because we wanted to make sure we got the exact replacement. So they match for operation and maintenance purposes. Happy to answer any questions.

Bridge Littleton: Any questions?

Chris Bernard: Yes.

Bridge Littleton: Go ahead.

Chris Bernard: How long do they last?

Bryan Foster: Very good question. They are stainless steel. So those should last longer, but I'll have to get you an answer. I couldn't say. Yeah. It is a harsh environment that they operate in so. [laughter] Yeah, yeah. They're side by side the way they work. But yeah, yeah.

Bridge Littleton: Okay. Somebody like to make a motion.

Chris Hersh: I got it.

Bridge Littleton: Yeah.

Chris Hersh: I move that the Town Council of Middleburg authorizes the purchase of replacement of a replacement influent screening system of the wastewater treatment plant, as shown in, quote number 73169 from JWC environmental in the amount of $113,846, I further move in accordance with the Town Code section 20.1-6 and 20.1-13 that the Town Council authorize the purchase through means other than full competitive bidding due to the need to install an exact replacement system as soon as possible for operational and maintenance needs.

J. Kevin Daly: Second.

Bridge Littleton: Rhonda, you want to 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 Council approval of amendments to the employee handbook.

Bryan Foster: Yes. Again. Thank you. Mayor. These are just a few brief changes. My understanding is this was discussed maybe perhaps before I got here during the budget deliberations. But this is tied to the approval of the utility billing specialist position, which is a permanent part time position 30 hours a week. And so part of it the town, as I understand it, some years ago had part time benefits. And this is both, you know, this is a recruitment and retention aid they were done away with. And so what these changes are in essence is to allow for prorated leave for vacation and sick leave. And then there's a couple of other minor changes. We needed to add the positions to the classification plan. We needed to specify their FLSA designation and so forth. And so the memo summarized the changes. And then of course, in your package was the actual the whole document showing you exactly where the changes were. I can go through them one by one if you'd like, but I think they're fairly self-explanatory, but I'd be happy to answer any questions.

Bridge Littleton: Any questions for Bryan? Okay. Somebody needs to make a motion. Kevin.

J. Kevin Daly: I move that the Town Council adopt the amendments to the Town of Middleburg employee handbook, as presented with an effective date of July 24, 2026.

Chris Hersh: Second.

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

All of Council: Aye.

Bridge Littleton: Aye. All those opposed? Abstentions? Okay. Any discussion or information items? All right. With that I think, Chris, you're going to read the motion for the closed session.

Chris Bernard: Sure am. Okay. I move that Council go into closed session as authorized under subsection 2.2-371, one of the Code of Virginia for the recruitment of a Town Manager as allowed under subsection A1. I also. Oh, sorry. Oh, sorry. And to discuss the actual litigation with Salamander Farms versus the Town of Middleburg as allowed under subsection A7, and to consult with legal counsel regarding specific legal matters as allowed under subsection A8. I further move that Council thereafter reconvene in open session for action as appropriate.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. 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 the motion. I would like to remind those present in 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.

Pam Curran: Yes.

Bridge Littleton: All right. And in accordance with Virginia Code section 2.2-3712 B. Notice is hereby given that the Council will hold closed sessions at an undisclosed location within the next 15 days for the sole purpose of interviewing candidates for the position of Town Manager. Any other items from anybody? All right. Meeting is adjourned. See everyone in two weeks.