



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Minutes**  
**Thursday, March 9, 2023**



**PENDING APPROVAL**

**PRESENT:** Mayor Trowbridge M. Littleton  
Vice Mayor Peter A. Leonard-Morgan  
Councilmember Chris W. Bernard  
Councilmember J. Kevin Daly  
Councilmember Morris E. "Bud" Jacobs  
Councilmember C. Darlene Kirk  
Councilmember Philip M. Miller  
Councilmember Cindy C. Pearson

**STAFF:** Danny Davis, Town Manager  
Martin Crim, Town Attorney  
Rhonda S. North, MMC, Town Clerk  
William M. Moore, Deputy Town Manager  
A.J. Panebianco, Chief of Police  
Tina Staples, Town Treasurer/Director of Finance  
Ali MacIntyre, Business Development & Community Partnerships Director

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, March 9, 2023 in the Town Hall Council Chambers, located at 10 West Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. The roll was called at 6:00 p.m.

**Special Recognition by Mayor & Council**

**Council Approval** – Resolution of Appreciation – *Middleburg Eccentric* & Jay Hubbard

Mayor Littleton noted that the last edition of the *Middleburg Eccentric* was published in December and advised that this community focused information source was a key cornerstone of the community for twenty years. He recognized Jay Hubbard not only for this role in co-operating the *Middleburg Eccentric*, but also for his many contributions to the community, including serving as Scout Master of Boy Scout Troop 2950. Mr. Littleton read the resolution aloud and, following the vote of the Council, presented a signed copy to Mr. Hubbard. He thanked him for his many contributions to Middleburg.

Councilmember Kirk noted that it was the best newspaper in this area and advised that it was missed.

Councilmember Pearson thanked Jay and DeeDee Hubbard. She commended them on their reporting.

Councilmember Benard advised that when he first moved to Middleburg, he read the *Middleburg Eccentric* from cover-to-cover and noted that it was the best way to assimilate into the community.

Town Manager Davis noted that Mr. Hubbard set up the first high-speed internet service in Middleburg, which allowed for the sharing of information with the community.

Vice Mayor Leonard-Morgan expressed appreciation for the support Mr. Hubbard provided to the community and advised that he had always looked forward to reading the *Middleburg Eccentric*.

*Councilmember Kirk moved, seconded by Councilmember Daly, that Council adopt a resolution expressing its appreciation to Middleburg Eccentric and Jay Hubbard for his service to the Middleburg community.*

Vote: Yes – Councilmembers Leonard-Morgan, Bernard, Daly, Jacobs, Kirk, Miller, and Pearson  
No – N/A  
Abstain: N/A  
Absent: N/A  
(Mayor Littleton only votes in the case of a tie.)

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Jay Hubbard noted that he first moved to Middleburg in 1982 when he was twelve years old. He advised that Middleburg was important to him and he wanted to be a part of it. Mr. Hubbard further advised that he wanted to help the community and make it better. He noted that he had worked with many councils over the years and opined that the current one was the best. Mr. Hubbard advised that it was an honor to help the community and noted that there were more things to do. He further advised that he would be an advocate for the Town and opined that it did things right.

**Public Comment**

Bundles Murdock, 609 Blue Ridge Avenue, advised that she recently had the opportunity to view the new Town Hall as she was leaving the Salamander Resort. She noted that it was smaller than she had imagined and opined that it was a beautiful, charming building.

**Public Hearing & Action Item**

**Ordinance to Vacate a Portion of South Pickering Street & Convey It to The Fun Shop**

Deputy Town Manager Moore reported that this request was to vacate the remainder of the South Pickering Street right-of-way. He reminded Council that it originally ran from Washington to Federal Street; however, a portion of the right-of-way was vacated years ago, meaning it was not possible to extend the street. Mr. Moore noted that the right-of-way was unimproved. He reiterated that The Fun Shop had requested that it be conveyed to them and noted that they owned the property on both sides of the right-of-way. Mr. Moore advised that the Ad-Hoc Property Committee reviewed the request and recommended approval, as there was no need to maintain the right-of-way for public purposes.

No one spoke and the public hearing was closed.

*Councilmember Kirk moved, seconded by Councilmember Daly, that Council adopt the draft ordinance as presented in the agenda packet to vacate a portion of South Pickering Street right-of-way and convey it to The Fun Shop, Inc.*

Vice Mayor Leonard-Morgan reported that the Property Committee looked at the request carefully. He advised that based on the square footage of the right-of-way at the offered purchase price of \$20,000, this calculated to a cost of \$138,000 per acre. Mr. Leonard-Morgan reminded Council that The Fun Shop and its owners had been a big part of Middleburg for many years and contributed to the community. He opined that vacating the right-of-way would provide the opportunity to pass the property onto someone who would create a new business; otherwise, it would simply be another vacant storefront.

Vote: Yes – Councilmembers Leonard-Morgan, Bernard, Daly, Jacobs, Kirk, Miller, 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)

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## **Staff Reports**

### **February 2023**

Business Development & Community Partnerships Director MacIntyre reported that applications were being received from vendors for the Farmers' Market and noted that they were excited to see it return. She thanked those who participated in the Read Across America program. Ms. MacIntyre announced that a CTA class would be held on March 31<sup>st</sup>. In response to an inquiry from the Council, she advised that she needed to advertise for a lead market manager for the Farmers' Market and opined that some local residents were interested in the position. She noted that there would also be volunteer positions available.

Town Treasurer Staples reported that approximately 95% of the businesses had paid their business license tax. In response to an inquiry from the Council, she reported that approximately half of them did their filings online.

Deputy Town Manager Moore reported that the Planning Commission would hold a public hearing on March 27<sup>th</sup> on a request for a two-lot subdivision on Foxcroft Road.

Chief Panebianco reported that Officer Hinegardner recently received a report from a lady that she had lost an expensive ring. He reported that Officer Hinegardner retraced her steps and found the ring sitting on a wall where someone had placed it. Chief Panebianco noted that having someone place the ring where it could be found was typical behavior in Middleburg. He commended Officer Hinegardner for his efforts, which allowed the ring to be returned to its owner.

### **Town Hall Project Report**

Town Clerk North reported that the architect developed a design solution to address the windows issue and advised the solution was being implemented by the contractor. She reported that this had allowed the installation of the EIFS to resume and opined that the exterior of the building would look more finished in approximately two weeks. Ms. North reported that the permeable pavers were installed in the North Parking Lot and in the parking areas adjacent to the building; therefore, the parking portion of the project was nearly complete. She further reported that the doors and trim were in the process of being installed. Ms. North advised that the equipment pads were poured earlier in the day, which would allow the electrical equipment to be installed next week. She noted that at that point, Dominion Power would be able to connect the building to permanent power. Ms. North reported that the sidewalks had been formed and were being poured. She advised that the retaining walls were complete, and the decorative metal railing was being installed on them. In response to an inquiry from the Council, Ms. North explained that the location of the cupola base did not appear to be as far off as the Town was originally told; therefore, it may be possible that the cupola size would be as originally designed. She advised that the surveyor was on site earlier in the day to take additional measurements, which would be used to create a 3D model of the conditions on the roof.

## **Consent Agenda**

*Councilmember Miller moved, seconded by Councilmember Daly, that Council adopt the consent agenda as presented.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

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**Action Item**

**Council Approval – 2022/2023 Strategic Initiatives**

Town Manager Davis reminded Council that during their recent planning retreat, they discussed the addition of three strategic initiatives, in addition to those that already existed. He advised that if any member of Council would like to volunteer to be the point person on the new items, he would be happy to work with them.

*Councilmember Daly moved, seconded by Councilmember Miller, that Council approve the Strategic Plan for 2022-2023.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

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Mayor Littleton thanked Town Manager Davis and the staff for organizing the retreat, as well as The Hill School for providing the meeting space. He also thanked the members of Council for talking the time to participate. Mr. Littleton opined that good discussions were held and that the Council made some great progress.

**Discussion Item**

**Draft FY '24 Budget**

Town Manager Davis reported that the only update he had to the draft budget was that the health insurance costs were slightly lower than anticipated. He advised that the business license revenues that were just received showed the business activity in town was very solid. Mr. Davis reported that he left the proposed business license revenues the same in the proposed budget as was included in the FY '23 budget. He reminded Council that no decisions were needed on the budget at this time. In response to an inquiry from the Council, Mr. Davis reminded them of the public hearing on the real property tax rate that would be held on March 23<sup>rd</sup>. He noted that if the Council was not comfortable voting on a rate that night, they would need to hold a special meeting, as the rate must be sent to the County by April 1<sup>st</sup>. Mr. Davis advised that the budget would be discussed over the next few months during the Council meetings. He noted that the public hearing on the budget itself was proposed to be held during the first meeting in May, with adoption to be considered during the second meeting. Mr. Davis reminded Council that the budget must be adopted by June 30<sup>th</sup>.

*Administrative Budget:* Town Manager Davis reminded Council that the Other Wages line item was for merit increases for staff based on their performance evaluations and noted that the money was distributed to the line items in the appropriate departments once the merit increases were approved. He reported that the proposed budget included funds for salaries market adjustments based on a recent compensation study and advised that he would send the members the results of the study next week. Mr. Davis suggested he discuss the results with the members individually. He reported that the proposed budget included a \$68,000 increase for health insurance costs and noted that this was mostly related to retirees' health insurance. Mr. Davis explained that in the past, retirees' health insurance costs were not included in the budget, as the Town was reimbursed for them by the retiree; however, the revenues and expenditures would now be shown. He reported that the remainder of the health insurance premiums were increasing by 8.9%. Mr. Davis advised that funding was proposed in the budget for financial advisor services to help the Council identify how it wanted to use the excess unassigned fund balance once the Town Hall Project was complete. He reported that the funding in the technology line item had increased, as he was proposing to replace the existing Surface Pro devices that were used by the

Council and Town committees during their meetings. Mr. Davis advised that the staff would likely recommend changing to a different product. In response to an inquiry from the Council, he advised that the existing devices could be donated to an appropriate entity once they were scrubbed. He reminded Council of the non-department expenditures budget, also known as the debt schedule, and advised that the amount was in keeping with debt service schedule as approved by the Council. Mr. Davis noted that the amount of the debt service was increasing due to the Town Hall Project; however, it fit within the budget with no challenges.

*Building & Grounds:* Town Manager Davis advised that the proposed expenditures were based upon the staff's estimated cost to operate the new Town Hall. He noted that responses were received for the provision of janitorial services and opined that, based on the bids, the cost would be below the amount included in the proposed budget. Mr. Davis reminded Council that there would be other contract costs associated with the new Town Hall, as well as landscaping costs. He noted that Salamander would be responsible for maintenance of the Village Green, as they owned that property. Mr. Davis reported that because the telephone/Internet system would be a combined one for the entire building, those costs were now being shown in the Buildings & Grounds budget. He noted that the phone/Internet costs in the Police Department's budget were being reduced and advised that they would now only cover their cell phones.

*Police:* Town Manager Davis reported that changes were being proposed in the Salaries line item to account for holiday hours and noted that they were not fully accounted for in previous budgets. He advised that the Overtime & Other Wages line items were increased to account for Town special events; private special events, for which the Town received reimbursement; and, leave. Mr. Davis noted that the Police Department used part-time officers to cover leave time as much as possible. He reminded Council that officers were brought in from other localities to provide support for Christmas in Middleburg. Mr. Davis reported that a major change was proposed for the Equipment Supplies line item as the officer's vests had reached the end of their five-year life cycle and must be replaced. He further reported that funding was included in this line item to replace the defibrillators that were the police cars, as well as the ones in the Town Hall. Mr. Davis reported that the costs in the Liability Insurance line item increased in FY '23 and explained that this was due to a combination of rebalancing how the costs were allocated among the departments and an \$8,000 increase in costs.

*Maintenance:* Town Manager Davis reported that an increase was proposed in this budget in the event the refuse contractor requested a rate increase and because of the new homes that would be coming on line. Mr. Davis reminded Council that the Town paid approximately \$19/month/house for refuse/recycling collection services.

*Planning & Zoning:* Town Manager Davis advised that the only significant change was to the Engineering/Consultant line item. He reminded Council of their discussions to bring in outside support for some planning items, as well as for infrastructure planning and grant solicitation.

*Economic Development:* Town Manager Davis reported that marketing would continue as planned and noted that the staff would make sure the funding was used efficiently. He reported that funding was proposed for Visit Loudoun based on their current funding level and suggested the Council may wish to discuss their request for a funding increase in a future budget meeting. Mr. Davis advised that funding was also included for the Middleburg Business & Professional Association. He reported that the proposed economic development budget separated out the events budget. Mr. Davis explained that the events budget now included individual line items for each event the Town ran or supported. He reminded Council that the Town approved additional funding for Christmas in Middleburg in FY '23 and, because that funding was not used, it rolled over into FY '24. Mr. Davis reported that he anticipated the event management firm's fees would be \$75,000 in the coming year. He noted that while not all the funding was used this year, the firm would be supporting the Fourth of July Celebration in the coming year. Mr. Davis reported that the Town received a request from Salamander for funding of their Family Reunion. He reminded Council that the Town's grant policy limited

sponsorships to a maximum of \$2,000, and advised that anything over that amount was outside of the policy. Mr. Davis suggested this request be brought to the Council at their next meeting. In response to an inquiry from the Council, he explained that because the organizers of the Millie Miglia were an Italian company that could not incur certain costs, last year, the Council agreed to incur them, with the event organizers reimbursing the Town. Mr. Davis advised that the reimbursement was in the amount of \$40,000. He reminded Council that last year, the Town received a grant from Loudoun County to offset the costs of the dinner and noted that this was a one-time grant. Mr. Davis reported that the Millie Miglia budget for the Town's costs was \$105,000, of which \$40,000 was reimbursed. He advised that the FY '24 costs to the Town were proposed to be \$80,000; however, he hoped to get sponsors to offset the costs.

**Information Items**

Mayor Littleton reported that the Coalition of Loudoun Towns met last night to speak with representatives from the Commonwealth Attorney's Office about their proposed changes in prosecutions. He advised that while it was an engaged discussion, there was less clarity about what would occur. Mr. Littleton reported that the Commonwealth Attorney's Office would be releasing a new plan soon and advised that the mayors stressed how helpful it would be if the Commonwealth Attorney engaged with the elected stakeholders before making their new plan public, to which they responded that they would take the suggestion under advisement.

**Closed Session**

*Councilmember Miller moved, seconded by Councilmember Bernard, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for (1) consultation with legal counsel employed by the public body regarding specific legal matters requiring the legal advice of such counsel related to the Town Hall Project contract as allowed under Subsection (A)(8); and (2) for the discussion of the hiring of a Chief of Police, as allowed under Subsection (A)(1). Councilmember Miller further moved, seconded by Councilmember Bernard, that the Council thereafter reconvene in open session for action as appropriate.*

Vote: Yes – Councilmembers Leonard-Morgan, Bernard, Daly, Jacobs, Kirk, Miller, and Pearson  
No – N/A  
Abstain: N/A  
Absent: N/A  
(Mayor Littleton only votes in the case of a tie.)

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Mayor Littleton asked that Council certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, 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.

There being no further business, Mayor Littleton declared the meeting adjourned at 8:40 p.m.

APPROVED:

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Trowbridge M. Littleton, MAYOR

ATTEST:

\_\_\_\_\_  
Rhonda S. North, MMC, Town Clerk

## March 9, 2023 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](http://www.middleburgva.gov))**

**Bridge Littleton:** Here we go. 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:** Next item is Roll Call.

**Chris Bernard:** Chris Bernard.

**Bud Jacobs:** Bud Jacobs.

**Philip Miller:** Philip Miller.

**Darlene Kirk:** Darlene Kirk.

**Bridge Littleton:** Bridge Littleton.

**Peter Leonard-Morgan:** Peter Leonard-Morgan.

**Cindy Pearson:** Cindy Pearson.

**J. Kevin Daly:** John Kevin Daly.

**Rhonda North:** Rhonda North, Town Clerk.

**Danny Davis:** Danny Davis, Town Manager.

**Darlene Kirk:** Martin.

**Danny Davis:** Oh, you we're muted. [off mic].

**Bridge Littleton:** Martin we're waiting.

**Danny Davis:** That's my fault again. [off mic]

**Bridge Littleton:** Roll call Martin. [off mic]

**Rhonda North:** We can't hear you.

**Martin Crim:** [off mic] Turnabout is fair play.

**Bridge Littleton:** Okay, First item here is, well, I'm going to change things around a little bit. [off mic] We're going to do the public presentation for resolution of appreciation first. And this is let me pull it up here. That's the wrong one. Oh, there it is. It's on there. Okay, good. So this is a resolution of appreciation for Jay Hubbard, as everybody knows. Jay. Oh, I'm sorry. I thought we had the wrong motion on here. I thought it was the one from last week because it said DeeDee on

it. So anyway, sorry. As everyone knows, Jay and DeeDee had their last edition of the Middleburg Eccentric in December of last year. And it is a, you know, with deep regret that we see it no longer available. But it has been an absolute key cornerstone of this community for nearly 20 years. And the hard work that DeeDee, as we recognized last time, but Jay as well, and bringing such a community focused information source and center and publication was astounding. And I mean, what you guys were able to do between just the two of you and then getting community authors to provide input. The collaboration you guys had with Dan, you know, God rest his soul and just what the Eccentric has meant to everybody in Middleburg has been astounding. And we know you guys did it for the love of what you did. And it brought, you know, a great aspect of of community engagement and community outreach and supporting the businesses through advertising and stuff like that. And far beyond the Eccentric, everything else Jay has done for the community with the troops and the Boy Scouts and all the other volunteer work. We wanted to recognize, you know, all his contribution to the community over these last several decades. So with that, we have a resolution of appreciation we want to present to Jay. I will read the resolution. Excuse me. I will try not to cough as I go through it. And then if anybody would like to add anything afterward, by all means. But so resolution of appreciation, the Middleburg Eccentric and Jay Hubbard. Whereas in March of 2005, DeeDee Hubbard and her son Jay founded the Middleburg Eccentric, a locally owned and operated community, print and online news organization that covered news and important events in and around Middleburg. And Whereas, since that time, Jay Hubbard has served as the Director of Production Services for the Middleburg Eccentric. And Whereas, the Middleburg Eccentric, led by DeeDee and Jay, served not only as a news source, but also as an economic development asset for the community through their support of local businesses, nonprofits, events and activities, through news articles and advertising, much of which they provided at no or reduced charge. And Whereas, In addition to serving as the Director of Production services for the Middleburg Eccentric, Jay Hubbard has provided support and volunteered throughout the community, including serving as Scoutmaster for Boy Scout Troop 2950 for many years, coaching and providing direction, support and leadership training for Middleburg's Boy Scouts and serving on the Board of Directors for the Windy Hill Foundation. And Whereas, In December of 2022, the Middleburg Eccentric published its last edition. And Whereas, the Mayor and Members of the Town Council would like to recognize the Middleburg Eccentric's role in the Middleburg community's success and thank Jay Hubbard for his hard work over the years and operating the Middleburg Eccentric and serving the Middleburg community through his volunteer efforts. Now, therefore, be it resolved that the Mayor and Members of the Town Council of Middleburg, Virginia recognize the Middleburg Eccentric for its role in Middleburg success. Be it further resolved by the Mayor and Members of Town Council, recognize and express our sincere appreciation to Jay Hubbard for his support to the Town of Middleburg and for his service to the greater Middleburg community through his many volunteer efforts. Again, Jay, thank you so much. And I know this isn't the end of the volunteer activity, but as much as you've contributed, you know, it was appropriate to recognize you for that. Would anybody like to add anything? [off mic] Oh, go ahead.

**Darlene Kirk:** Go ahead. Or I'm just I think that was the best paper that's been out in this area in ages. And I'm really going to miss it. And now my family is, too. They have to take one over the mountain every time I go so different people over there. [off mic] And I even send some to out of state people who used to live here. But it's really going to be missed. [off mic]

**Bridge Littleton:** Yeah. The Allen's, when they were still around and then Claudia Young, before my mother passed, they would mail the eccentric every month to my mother down in the northern neck so I would get a call or something. I saw you on the cover of The Eccentric. How do you know it's not published in Hague, Virginia? And for those of you who knew my mother, she did not do the Internet. So anyway. Okay. [off mic] Okay.

**Cindy Pearson:** I want to thank you both, too. I don't like to talk to reporters. I really don't know anybody here that likes to be quoted by reporters because they turn it around. But you all never did that. There was one other person, Margaret Morton, over the years, that she was the best. But you all topped that with how you reported and that was appreciated. Thank you very much.

**Bridge Littleton:** Yeah. Chris.

**Chris Bernard:** Yeah. So I actually wasn't here last time when you guys recognized DeeDee. So I guess the both of you, you know, when I moved here, like every month I would read it cover to cover. And I think that was the best way to like, assimilate into the community other than just walking around and talking to people. It was of all the different



publications or websites or whatever around here, I think it was probably the truest encapsulation of Middleburg like the town community. So thank you both. Thank you.

**Danny Davis:** Yeah. Can I just very briefly say one additional thing for Jay was setting up the first, what I understand to be high speed wireless internet in Middleburg.

**Bridge Littleton:** Oh yeah. [laughter]

**Jay Hubbard:** And I didn't climb the water tower twice. Yeah, I.

**Danny Davis:** Yeah. I was going to say we won't talk about how he got the antennas up there. [laughter] But you know, in the nascent period of the Internet, you know, it was important for Middleburg to have that presence and that opportunity as well. And that that fed into sharing information with the community.

**Chris Bernard:** I didn't know that. We should give him a medal.

**Bridge Littleton:** The Internet or the climbing the tower?

**Darlene Kirk:** Well to encapsulate what makes Middleburg so special. You really, really do. You contribute to the community anytime and in every way you can, and it's just been real special. Now I'm going to cry.

**Peter Leonard-Morgan:** And I'd just like to add, Jay being on the Middleburg Sustainability Committee, you've always supported our events so well. We really appreciate it. Also, with handing out the reusable bags with the Boy Scouts, things like that, you just don't find everywhere. And like everyone said, reading the newspaper was something I really look forward to at the end of every month. And when it didn't arrive one month, What's going on? You know, it's very sad, but we understand. And thank you for everything you've done.

**Bridge Littleton:** Okay. Would anybody like to make a? [multiple speakers] Okay.

**Darlene Kirk:** I move that Council adopt a resolution expressing its appreciation to Middleburg Eccentric and Jay Hubbard for his service to the Middleburg community?

**J. Kevin Daly:** Second.

**Bridge Littleton:** Any discussion? All's in favor? Say aye?

**All of Council:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Jay, is there anything you'd like to say?

**Jay Hubbard:** Yeah, I guess I have a few things to say. When we moved here in 1982 or 3, it was, as you know, I was 12. And so I've lived here pretty much more than half of my life. And Middleburg is a pretty important place to me. And I really wanted to be a part of kind of how things went and how I could do it and the incubus behind it. I won't get into the whole story behind that. But inherently we wanted to help and we wanted to make things better. And I watched this Council change over the years, and this is the best Council we've had to date as far as I'm concerned. And so it's for me, it's an honor to have done this and been able to do it as long as we could. And there'll be more things that come along and do that. And I've definitely always been an advocate for the town and a cheerleader for the town because I think everything that you guys have done to this date has been spot on. And so as far as that goes, I'm very proud for this. So thank you.

**Bridge Littleton:** Thank you. [multiple speakers] Thank you, Jay. And I'm assuming you're not [inaudible].

**Jay Hubbard:** No, no, no.

**Bridge Littleton:** I know you don't have to go that far to get it up on the box. [multiple speakers] We appreciate it. All right. You got to turn around.

**Jay Hubbard:** Thank you. [applause]

**Bridge Littleton:** The next item we're going to go back to is public comment. So is there any member of the.

**Bundles Murdock:** Can I say something, Public comment?

**Bridge Littleton:** When I open it. Until then, you can wait. [laughter]

**Philip Miller:** Oh, how quickly she stopped.

**Bridge Littleton:** I know exactly. Momentarily we will open public comment. If any member of the public would like to address Town Council on any item, please do so. Step forward when called and provide your name. [laughter] [multiple speakers] Provide your name, address and then you have three minutes. Any member of the public?

**Chris Bernard:** Please let her speak.

**Bridge Littleton:** Anyone at all. Anyone at all? [off mic]

**Bundles Murdock:** No. You know what I'm going to say. Bundles Murdoch. Where do I live? 609 Blue Ridge Avenue, Middleburg. You're going to like this one. I went to Salamander this last weekend and I looked to see what the new town office building looked like. And I came out and was pleasantly thrilled at the building. It is so much smaller and more beautiful than I imagined. It really is charming and wonderful. You've done such a good job. It is so small, so wonderful, and people are going to be amazed. So congratulations. And I hope that everybody can stop by and see how beautifully done it is. And it's not the Taj Mahal that we were all worried about. It's really great. So congratulations.

**Bridge Littleton:** Thank you Bundles. Wow. Yeah. You know, Bundles, if you want to say that all again, you know, you're more than welcome. [laughter]

**Chris Bernard:** Two weeks?

**Bridge Littleton:** Yeah, right. Yeah, exactly. We'll see you back here in two Thursdays. [multiple speakers] Yeah, right.

**Cindy Pearson:** Can somebody quote that and get it in writing?

**Bridge Littleton:** Exactly. Okay. Anybody else wish to address the Town? Okay, we'll close the public comment and move on to the public hearing. Mr. Davis.

**Danny Davis:** Thank you, Mr. Mayor. I actually am going to turn this over.

**Bridge Littleton:** Oh, that's right. Mr. Moore, I read the wrong name.

**J. Kevin Daly:** They do look a lot a like. [multiple speakers]

**Bridge Littleton:** They both have hair. Oh, thank you. [multiple speakers]

**J. Kevin Daly:** One has a straight side, the other has a bow tie.

**Will Moore:** Yeah. Thank you, Mr. Mayor, Members of Council, you have the memo in the packet, along with the accompanying materials, just for the benefit of the public. The request is to vacate the remaining portion of South

Pickering Street right of way. So North Pickering Street exists in an improved form from Washington to Marshall. South Pickering was originally platted from Washington through to Federal Street, but was never improved. Many years ago, the northernmost portion of the South Pickering Street right of way was vacated and conveyed. And now the building that is now Brick & Mortar sits on that. So there's no possibility ever of actually extending Pickering Street through from Washington to Federal. Not that there was ever actually in the Comp Plan a proposal for that. But regardless, the possibility does not exist. So we have this remaining roughly 157 foot length piece of street right of way that remains unimproved. The Fun Shop Inc. has requested the vacation and conveyance of the right of way to them. You have that request letter in your packet. They own the properties that adjoin the right of way, both on the east and west sides. The Ad Hoc Property Committee reviewed the request at their February 15th meeting, forwarded it to you recommending approval with the purchase price to be determined by Council. But in the examination it was determined that there was no need to retain the right of way or retain any easements for public purposes, such as utility extensions or other types of easements. That is all I have unless you have any questions to move on to the hearing.

**Bridge Littleton:** Thank you. Any questions from staff or from Council for Will? Okay. At this point, we will.

**Will Moore:** If I may. I'm sorry. After the hearing and your deliberation, if you do choose to move forward with a motion to approve, I have provided a sheet at the dais. The Town Attorney suggested some revised language, but if you decided to proceed to disapprove or to table the request, please use the language that's within the staff report.

**Bridge Littleton:** Great. Thank you Will.

**Will Moore:** Thank you.

**Bridge Littleton:** Okay. So at this point, we will open the public hearing. If anybody would wish to address the Town Council on the vacation of the property to The Fun Shop, Inc.. Once, twice. [off mic] We're not doing it online.

**Rhonda North:** There's no one online.

**Bridge Littleton:** Okay. We will close the public hearing. Does anybody have any questions for Will or for Danny on the proposed vacation of property? I always have a tough. [inaudible] We're not going to the Alps. Okay. Would somebody like to make a motion?

**Darlene Kirk:** I will. I move that Council adopt the draft ordinance as presented in the agenda packet to vacate a portion of South Pickering Street right of way and convey it to the Fun Shop Inc.

**J. Kevin Daly:** Second.

**Bridge Littleton:** Is there any further? Yeah. Okay? Yeah. Is there any other discussion?

**Peter Leonard-Morgan:** I'd like to make just a comment. As part of the Ad Hoc Property Committee, we looked very carefully at this, of course, and I think it's interesting to note that it's the square footage is basically comes out at 0.145 of an acre. That equates to about at \$20,000 dollars but \$138,000 an acre. So we're not giving it away. It's very important to say that. I also wanted to say I think that the Fun Shop itself and the owners and parents have been a big part of Middleburg for well over half a century. They've contributed to Middleburg. And, you know, in doing this, I think it gives them an opportunity to, you know, pass on the baton to someone new that will create a new business for Middleburg and income, if you like, for Middleburg, for the taxes. If we didn't do this. What's the potential? It could remain a storefront that's vacant and no taxes and the complexion of Middleburg would be reflected there. So I'm fully in favor of this. And thank you very much.

**Bridge Littleton:** [off mic] Yeah. Okay. I'm assuming we should do this as a roll call vote. Yep. Rhonda, do you want to call the roll?

**Rhonda North:** Vice Mayor Leonard-Morgan.

**Peter Leonard-Morgan:** Yes.

**Rhonda North:** Council Member Bernard.

**Chris Bernard:** Aye.

**Rhonda North:** Council Member Daly.

**J. Kevin Daly:** Aye.

**Rhonda North:** Council Member Jacobs.

**J. Kevin Daly:** Aye.

**Rhonda North:** Council Member Kirk.

**Darlene Kirk:** Aye.

**Rhonda North:** Council Member Miller.

**Philip Miller:** Aye.

**Rhonda North:** Council Member Pearson.

**Cindy Pearson:** Aye.

**Bridge Littleton:** Okay. Motion is approved or ordinances adopted.

**Darlene Kirk:** Yay!

**Bridge Littleton:** All right, on to the next business, which is staff reports. [off mic] We're not doing that till seven. Yeah. Ms. North.

**Rhonda North:** Mr. Mayor, I have nothing to add to the report that you already have in your packet.

**Bridge Littleton:** Anyone have any questions for Ms. North? Okay. Next one is Ali.

**Ali McIntyre:** All right. Hello.

**Cindy Pearson:** Hello.

**Ali McIntyre:** Sorry. Just trying not to break the chair. [laughter]

**Bridge Littleton:** We reinforced it before you got there.

**Ali McIntyre:** I can feel the duct tape. [laughter] Yeah. No. So you guys have my report? The only thing that I wanted to mention was we had Farmers Market Applications have started coming in. I did make it live today, and I've emailed those that have called me over the past year and a half, excited for the market to come back. So. And I just wanted to say thank you for everybody that participated in Read Across America Day. The feedback that we've gotten from the Hill School and the charter school was just so great and all the kids really loved it. So you guys can all sign up next year. And then the CTA class, we already have 7 or 8 individuals signed up. I know a few Council Members have already taken the class, but it is March 31st at Lost Barrel from 1:00 to 4:30. If anybody would like to participate, that's it.

**Bridge Littleton:** Any questions for Ali? Yeah.

**Chris Bernard:** Where are we on staffing the Farmers Market?

**Ali McIntyre:** As of right now, I need to put out the Lead Market Manager application, but I have had a few folks express interest, so that should be up by tomorrow. I just need to post it.

**Chris Bernard:** Okay.

**Ali McIntyre:** And then I talked to our PR company today. They are sending out the press release, so that'll be out by the time that's out, the application will already be out. But there's several locals in town that are interested in managing the Market, which is great. And in addition to them, we're hoping to have 4 to 5 volunteers just to supplement in the event vacation sick. Anything else?

**Bridge Littleton:** Any other questions for Ali?

**Bud Jacobs:** [inaudible].

**Bridge Littleton:** Yes Sir.

**Bud Jacobs:** They didn't have beer when Philip and I took the [off mic]. [laughter]

**Ali McIntyre:** That was not a location that provided that we will not be providing it either should the individuals wish to purchase it, that's on their own. We will not be providing the beer.

**Cindy Pearson:** I'm sure they'd enjoy you coming back and sitting through it all over again. [laughter]

**Philip Miller:** [off mic] pressure. [inaudible]

**Ali McIntyre:** I've gotten that comment a lot since it's gone public.

**Bridge Littleton:** Any other questions for Ali? Ali. Thank you. Okay. Treasurer, Tina.

**Tina Staples:** Now if the chair breaks under me, I'm going to be really upset. [laughter]

**Bridge Littleton:** She weakened it.

**Tina Staples:** You have my report. I just we've collected at this point most of the business license income. I think as of the end of February, we had maybe about half. So I think at this point we're around 95%. So there's still a few outstanding. But it's really impressive that we've gotten so many of them in so fast without having to go find them.

**Cindy Pearson:** How many did it online? Was it available?

**Tina Staples:** It was probably about half and half. And since it was a new system, there were some quirks that kind of had to be worked through. But I believe that everybody was real comfortable with it now, so hopefully they'll continue to use it. Do you have any questions for me?

**Bridge Littleton:** Questions for Tina? Okay. Tina. Thank you. Mr. Moore.

**Will Moore:** Thank you again. So I have nothing necessarily to highlight within the report, but we'd be happy to answer questions. I will add to the report that the Planning Commission will be holding a public hearing at their meeting on March 27th regarding the two Lot subdivision on Foxcroft Road. That's the one that came to you for consideration of a

waiver to allow it to be processed as a minor subdivision that was denied. So they have to go through the public hearing process that will occur later this month. We've posted a sign at the property. We've mailed out letters to adjoining property owners and there will be an ad running in the paper. Just so for your awareness that will be out in the community that there's a hearing on that, if you would, to receive any questions on that just for awareness, but otherwise happy to answer any questions you have on my report.

**Bridge Littleton:** Any questions for Will? Okay, Thanks Will.

**Will Moore:** Thank you.

**Bridge Littleton:** All right. Next up is AJ.

**AJ Panebianco:** I'll let Shaun tag in, in a second if he's got anything to add, but didn't break with me either. [laughter] So this is.

**Bridge Littleton:** You haven't gotten up yet.

**AJ Panebianco:** This is kind of a testament of Middleburg and also a testament of the veracity of our officers and how they want to make things happen and do well and do extra. Daniel Hinegardner got a call a little while ago, a couple of weeks ago, for a lady who lost a very, very expensive ring custom made for her. He got her path that she had been walking and he started to sleuthing, went around, went around, and somebody from Middleburg picked that ring up and set it on the window seal right beside the jewelry store so it could be found. So as opposed to putting it in their pocket. That's typical of Middleburg. When we find people find wallets, they often return them and bring them to us. And sometimes they have, you know, thousands of dollars on at least one occasion. So it's a testament to the people of Middleburg. But Daniel did such a great job of searching for that ring on the night shift and following the path that she said she was on and he found the ring. So I just wanted to bring that to the Council's attention. I'm going to probably send a memo to Danny about that to see if we can't do one of our little bonuses for him. But just wanted to point that out about the people of Middleburg along with Daniel's actions that he did. So.

**Bridge Littleton:** You need anything?

**AJ Panebianco:** Okay. Any questions? Yes, sir.

**J. Kevin Daly:** Just a comment. Again, it's with sadness that we see the end of the Eccentric, because this type of story is what Middleburg is all about.

**AJ Panebianco:** Yeah.

**Bridge Littleton:** Any other questions for AJ? Thanks, AJ.

**AJ Panebianco:** Thank you.

**Bridge Littleton:** Martin.

**Martin Crim:** Thank you, Mayor. You have my report. I am ready to answer any questions you may have.

**Bridge Littleton:** Any questions for Martin?

**Darlene Kirk:** No, thank you.

**Bridge Littleton:** Anybody, speak now or forever hold your peace? [inaudible]. Yeah. [off mic] Say I do. Okay. Next item up is the consent agenda. Does anybody have anything they would like to have removed from the consent agenda?

**Cindy Pearson:** How about the Capital Project report?

**Bridge Littleton:** That's not on the consent agenda?

**Cindy Pearson:** No, but it was [off mic] under staff reports.

**Bridge Littleton:** Oh, I'm sorry. You know what? I totally missed it. Yep. I'm sorry. Rhonda, go ahead. Thank you, Mr. Mayor.

**Rhonda North:** So thanks to Glavé & Holmes, who came up with a solution to the window issue that's now been resolved. And Cooper is in the process of implementing it, which has now allowed the EIFS installation to continue on the rear of the building. So hopefully within the next two weeks the windows are fixed, the EIFS is on and it's starting to look more like a finished building. The permeable pavers have been installed in both the north parking lot and the parking adjacent to the building. So those are complete those parking areas. The contractor is installing the doors and the trim within the building. The equipment pads for the electrical equipment were poured today. So we anticipate the electrical equipment will be set next week and then shortly after that, Dominion will be connecting the building to permanent power, another big milestone. Sidewalks have been formed and they're in the process of pouring some of those. And finally the retaining walls have been complete and they're in the process of installing the decorative metal rails on top of those. So we are seeing some progress.

**Bridge Littleton:** Okay. Any questions for Rhonda?

**J. Kevin Daly:** Great report.

**Peter Leonard-Morgan:** Quick question about the Cupola. How is it that they might be able to keep it the same size? If that's a simple answer. If not, don't worry.

**Rhonda North:** Simple answer is it may not be quite as far off as they had originally anticipated.

**Peter Leonard-Morgan:** That's good news.

**Rhonda North:** Good news. They had the surveyors in today. They're essentially creating a 3D model of the conditions on the roof. So we hopefully will know have the report tomorrow or Monday on that just to confirm. And if so, then yes, we'll be able to continue with the same size cupola as it was originally designed.

**Peter Leonard-Morgan:** Great. Thank you very much.

**Bridge Littleton:** Any other questions for Rhonda? Okay. Now, would anybody like to have anything removed from the consent agenda? All right. Is there a motion?

**Philip Miller:** I move we adopt the consent agenda as proposed.

**J. Kevin Daly:** Second.

**Bridge Littleton:** Any discussion? All in favor? Say aye?

**All of Council:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Okay, that is approved. Next item here is the Council approval of the strategic or the 2023 2024 Strategic Initiatives. Is that correct? It's supposed to be 2022 2023?

**Danny Davis:** Yes, it should be.

**Bridge Littleton:** Mine says 23-24. Yeah.

**Rhonda North:** My mistake.

**Bridge Littleton:** Okay, Now I want to make sure that. Right. Okay. Yeah. No, in the agenda item and the heading of the item right there. Yeah. Okay.

**Danny Davis:** Danny Mr. Mayor, as you all are aware and actually was nicely covered in the Loudoun Out Paper you held your it was.

**Bridge Littleton:** [off mic] call yesterday.

**Danny Davis:** Yeah. Yeah. Okay.

**Danny Davis:** I felt like it was a good thing that your comments reflected what I put in the staff report. So either you were reading the staff report or we actually, of course reflected it very accurately. The same. Now, wait a minute.

**Bridge Littleton:** Will, why are you laughing? [laughter] Of course. Explain yourself.

**Cindy Pearson:** Doo doo doo. [laughter]

**Danny Davis:** But of note that Council discussed adding three particular strategic initiatives for 2023. In addition to the items that you've either completed or are still working on from 2022, those are listed at the bottom of the attachment. These are open to being word smithed if Council has reviewed and would prefer any edits to that language. In addition, if Council Members have a particular interest and would like to, for lack of a better term, volunteer to be the point person or persons for these initiatives, please let us know and we'll be happy to work directly with you. Of course, working with all of Council on them, but primarily, you know, funneling those conversations through the liaisons. So with that, happy to answer any questions about our update, but looking forward to Council endorsing and adopting these priorities and we'll continue moving forward in our work programs.

**Bridge Littleton:** Does anybody have any questions for Will? I mean, Danny. [laughter]

**Cindy Pearson:** Go home.

**Bridge Littleton:** You know, it's funny. So we totally side note, we had a two day technical interchange on our project and I had so much stuff when I got home, just running through my mind after we had the COLT meeting with the Commonwealth's attorney. It was just like I couldn't I was like 2:00. I still had stuff going through my mind. I couldn't fall asleep, so I'm a little tired. Anyway. Yes. Any questions for Daniel or Daniel Moore. [laughter] No. Okay.

**Danny Davis:** If not, it's a maybe a formality, but perhaps have a motion just to adopt the strategic initiatives.

**Bridge Littleton:** Sure.

**J. Kevin Daly:** I'll do it.

**Bridge Littleton:** Kevin.

**J. Kevin Daly:** I move that the Town Council approve the strategic plan for 2022 through 2023.

**Philip Miller:** Second.

**Bridge Littleton:** Any discussion? All in favor say aye?



**All of Council:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Okay. Actually, I do want to add one thing real quickly. I do really appreciate, number one, Danny, the staff, everybody who was there, who participated for all your hard work, number one, getting ready for it and, you know, making it a really well run meeting. Thank Hill School for allowing us to use the building, but then thank everybody on Council for participating. You know, it's an extra lift an extra duty. So I thought it was a really good solid discussion and we made some great progress. So thank you guys all for that. Okay. Next item here is the draft general fund for fiscal year 2024.

**Danny Davis:** Thank you, Mr. Mayor, and thank you for the opportunity to walk through this with you. So I've provided a couple of minor updates for your review. In the memo, the only one that has resulted in an actual change for the budget discussions relates to health insurance costs, and it's a fairly de minimis change in the budget. But it thankfully was a slight savings. As Tina noted, our business license taxes, in fact, since publication of this report, have continued to come in little by little. And we believe that that's reflective of very solid business activity in town. We have budgeted the same amount for fiscal 24, so we're not purposing any changes to the fiscal 24 proposed budget as it relates to business licenses. Just because you don't know how, or when that might those might change throughout the year. We've provided a little additional information for Council's consideration, but nothing that needs a direct decision at this point. But we're happy to answer questions about either the budgeting process or these other two items that we would suggest being considered as we go through the economic development budget. So with that, Mr. Mayor, our request or recommendation, if it's acceptable to Council, is that we would walk through each of the general fund departmental budgets on an overview level, highlight to you any of the significant changes that occurred. And then if Council wishes to go into deeper line by line items, we can discuss those with you or we can save questions for the next meeting if you'd like. But if you're open to it, I'll walk you through the administration budget and then we'll go department by department.

**Bridge Littleton:** Bud.

**Bud Jacobs:** A quick question. Would you walk us through the milestones for the budget?

**Danny Davis:** Yes, sir. Yes, sir. So the next most important milestone is your next meeting, which is where you will hold a public hearing on the real property tax rate. The Council must adopt a real property tax rate by April 1st to give that to the county. So the expectation is you'll hold the public hearing at the next meeting. And then also, after considering the public input, would vote on the tax rate. If you choose not to vote at that night, you'd need to call a special meeting to make that decision. Following that, we'll just have at this point, we're anticipating budget discussions over the next few months at each Council meeting. You will have a budget public hearing in likely the first meeting in May is our anticipation and then budget adoption at the second meeting in May, which still gives you a month of leeway. You're not required to adopt the budget until June 30th, so there's no requirement to to move any quicker. If Council wishes to we can always advertise the budget public hearing sooner, but this gives you a number of meetings to discuss general fund and then a number of meetings as well to discuss the utility fund.

**Bud Jacobs:** Thank you.

**Danny Davis:** Yes, sir. [off mic]

**Darlene Kirk:** I know. It's crazy.

**Danny Davis:** So go ahead. Starting to walk through the budget. This is on page 13 of the budget. Or if you're looking in the packet, it's page 178 of the overall document. I know we all use different types of files here, but it's under operating expenditures for administration. I just wanted to highlight a few changes here that we had referenced in my presentation last week. One is the other wages compensation line. This dollar amount is what we've used in the past to include merit increases for staff. Those are based upon performance reviews at the end of the fiscal year. Once those performance reviews are completed and merit increases are approved, those funds actually get distributed to each department. So the amended budget is much lower than the adopted budget because we actually amend the budget to send those dollars to each department after performance reviews are completed just for your awareness. I have also added in there a

placeholder for consideration of market adjustments of salaries. After the compensation review that we have done I will be sending that to Council next week and we'll be having some recommendations as part of that. And then would suggest either I can meet with you individually to talk through that and then at the end of the day, we'll discuss best way of implementation for that. So that's why that amount change looks significant on other wages. The next line that looks like a significant change is health insurance. As noted also last week, of the \$68,000 increase, about two thirds of that is related to health insurance costs that we incur but are directly reimbursed by retirees. So we never accounted for that in our budget. So this accounts for the expenditure, but we also have budgeted for the exact amount of reimbursement in our revenues as well. So it looks bad from a percentage standpoint, but that's again a wash in terms of the budget itself. Overall again, a reminder that health insurance did go up 8.9% year over year in terms of premium cost. The other line item on this page that increased significant amount is in the technology. I'm sorry. There's that's on the next page. This line item is I put a placeholder for some financial advisor services when we complete the town hall. I know we've been discussing best ways to approach the Town Council, the town's unassigned fund balance and whether to pay down debt or to use that for cash for future projects. So I wanted to have some additional funds in there for financial advisory services. On the next page of administration. This is the one I was expecting to get to. We have increased our soft equipment purchase line item to look at replacements of our surface tablets which are used for Council, Planning Commission and some other Advisory Boards. We are likely going to look at a different product that's less clunky at times, but we will put that process together. But having some dollars in there to be able to purchase those and have a more streamlined technology for you using your packets. Yes, ma'am.

**Darlene Kirk:** What would you do with these? Will you be able to sell them back or?

**Danny Davis:** We'll work with our IT firm on there. There may be some very minimal residual value to them. These are pretty old and original. [off mic] Yeah. We can also find ways to do donations to other entities that are appropriate.

**Darlene Kirk:** I just don't want to throw it away.

**Danny Davis:** Sure. Yeah, absolutely. Well, we'll wipe them clean and be happy to do that. And then finally, in administration the very last item is technically we call it non-departmental expenditures, but this is debt service. And this is in keeping with the debt service schedule as approved by the Council. Previously, this was the recommendation from our financial advisors and from the Strategic Finance Committee. And this is a regular step up in the amount of debt service that we owe for the town hall project that will continue to increase over the next couple of years, but fits within our budget without any challenges. So that's a broad overview of administration, happy to answer any questions or we can jump into the next line item of buildings and grounds.

**Bridge Littleton:** Any questions? Okay.

**Danny Davis:** Building and grounds is one where we have had to make some, I will say, anticipated expenditure amounts. And this partly relates to operations as well as maintenance of the town hall building. We have issued an IFB, a request for bids essentially for cleaning contract at the new town hall. I'm actually pleased to say that it appears that we will be below the budgeted amount once we go through that process. A number of bids came in lower than anticipated. So we have to review those and then finally issue a contract. But that line item might actually be to decrease slightly. We'll have some other maintenance contracts, it's HVAC equipment and some other things that need regular attention. We will have some landscaping costs. But again, the Village Green, as a reminder, is fully maintained by Salamander because it is Salamander property. And then in this we also include that our telephone system is covered in this amount. This is a fully combined system, so it's now fully shown in the buildings and grounds instead of split between separate departments. So you'll see a reduction in the police department because they will not have phone or Internet costs except for their cell phones. So that's kind of a quick and dirty on buildings and grounds. Any questions? All right, I'll keep working. Next one is police department for Chief or Lieutenant if you'd like. But walking through this with you real quickly, a couple changes in the salary line items and a few that I'd like just to highlight. The salary line looks like a significant change. This is also one of those where we needed to account appropriately for holiday hours. We had a line item in the budget that was probably not or was not fully accounting for the actual amount that we pay out for holidays. So officers work 80 hours every two weeks, but if there's a holiday in there, they automatically get that eight hours at straight time. And so we have to account for that and for the 14 to 14.5 holidays per year. And then we worked with

Lieutenant Jones and with Chief on the overtime and other wages line items. This is primarily due to overtime that is covering either town events, covering special requests from the community that might be reimbursed by those private entities or it might be overtime due to use of leave. We're also trying to, as much as possible, use our part time officers for leave requirements. However, that's not always the case and so we want to make sure we don't burn out our current employees an officers, but also give them that opportunity for overtime. So that's a careful balance. But we're working and that's something that we just always have to keep an eye on. And then of course, Christmas in Middleburg now bringing in 14, 15 outside officers and making sure we're paying them appropriately for their time and also for the gas. Some of them coming from 3 to 4 hours away. Excuse me. The other major changes that have been included here in the police department are in the equipment supplies line item, and that is for two particular items. One is we're in the about every five year cycle of replacing their ballistic vests. Obviously, this is a requirement and something we need to do for safety and for their own sake. So this is, again, a kind of one time bump, and then we won't need that for another five years or so. And then the second item is to replace our defibrillators in the police vehicles, as well as being able to purchase two for the new town hall. The ones we have are approximately 15 years old. Not sure they would. Well, they're definitely not the latest technology. And it is it would be ideal to have updated AEDs in our vehicles. Often the police are the first on scene and while EMS may be coming, sometimes it's they may be on other calls and it's best for our police to have those available.

**Danny Davis:** So those are the two major requests for kind of small enhancements for this year. But again, they're really kind of one time equipment costs. So [off mic] the insurance. This is one where it did go up in fiscal 23. And part of this is also rebalancing out. I think in past years we kind of just took the number and randomly split it between administration and police and other departments. And this year we tried to more clearly actually take the direct invoice from VRSA and split it department by department. So some of our departments actually have seen a small decrease in our VRSA costs and police. It was just bringing it up to actually what our billed amount is for both the LODA the Line of Duty Act as well as law enforcement liability. But we did see our VRSA excuse me, our overall VRSA costs probably go up \$8,000 last year, I think more than anticipated. So it's just general insurance and liability going up. So that's all we have for police for now, unless there are questions for chief or lieutenant. All right. Great. Thank you. Maintenance. No real significant changes. We've built in a general kind of escalator for our refuse disposal. That's partly due to the potential of if American approaches us with a request for rate increases due to under their contract, but also that we do have some new homes and pickups coming online and we pay about \$19 or so per pickup per month. So this is accounting for additional homes, primarily residences of Salamander or any new homes in the town. And then the rest of the line item budget is generally all the same.

**Bridge Littleton:** Okay. Any questions?

**Danny Davis:** All right. Planning & Zoning, very straightforward. The only real change or it's not a change. Excuse me. The item to point out is under engineering consulting. This is where we have our dollars set aside for outside support, whether it's from the Berkley Group or similar type groups that would support our efforts related to zoning changes if necessary. And also we could use funds here that would support efforts related to infrastructure planning and design. There are also other funds in the Council's budget that can offset that. I'll come back to that at another meeting, but I've had some discussions about bringing on consultants to support us with not only doing infrastructure planning, but also being able they would be able to support us in going after grants to help us as it relates to various types of infrastructure, whether it's water, sewer or whether it's streetscape and street improvements such as we discussed at the Strategic Planning Retreat. And then the last administration budget or excuse me, general fund budget department is economic development. So a couple of quick items here on the first page. So we've split this into two pages. It used to be one page. And I'll walk you through why in a second. On the first page we have the marketing line item. Those we are holding steady year over year, anticipating continuing to use those as as planned, but also making sure that we're using them effectively as we're looking at additional content, specifically whether that's working through some videos or some other photography and content creation. We have included in here the current amount of contributions to Visit Loudoun as well as to MBPA. At some point the Council may wish to discuss whether it is appropriate to consider increasing the contribution to Visit Loudoun per their presentation to the Council a couple of meetings ago. And that's something we're happy to talk through with you at the appropriate time or today, if you'd like. The second page, what we decided to do is for transparency and clarity is go ahead and pull out and separate out all of the events into individual line items. It just provides again, instead of just having one event line item that's kind of nebulous and we could never remember is this a

town event or a town sponsored event? And it was always a bit confusing. Now we're just giving each one their own particular line item and so I can walk you through them individually if you'd like but we've talked about these a number of times, the various events that we have throughout the year that we run as the town or that we support, as called for and done for in prior years, particularly in that case, Christmas in Middleburg and the Middleburg Film Festival. I will note that Council provided an extra contribution to Christmas in Middleburg in the current fiscal year and they did not use that contribution. So at per Council's direction and also per their agreement and discussions with them, that will just roll over to this upcoming Christmas year. So there's actually a zero line item in the Christmas in Middleburg line for current year, but that's just because we gave them a essentially a double contribution in fiscal 23. So that would be anticipated to come back again next year in fiscal 25. We did we do anticipate the event management fees being approximately \$75,000. This is slight increase over our current budget. Even though it says 75, we hadn't actually planned to use all that. So this is anticipating their support of Independence Day as well. And the only other item is, as mentioned also just in the memo, we were we received a request again from Salamander regarding the Family Reunion event. And that's a topic of conversation that will need to be had with Council. As just a very, very quick reminder, under your current grant and sponsorship policy, we can sponsor an event up to \$2,000, and that's under my discretion. And we have a bucket of funds that that falls under, but anything over that is completely outside of policy. And so it.

**Bridge Littleton:** Sorry real quick, let's not go into the merits of that right now.

**Danny Davis:** And that's totally fine. [multiple speakers] [background noise]

**Bridge Littleton:** Well, it's not a specific event review with an Application that has yet to be reviewed on with a memo and all that. We'll cover that later.

**Danny Davis:** We'll bring that to your next meeting.

**Bridge Littleton:** Whenever, [off mic] Community Cultural Arts have done their thing and all that. Okay.

**Danny Davis:** So with that, happy to answer questions about economic development, budget or anything that we've covered to date.

**Bridge Littleton:** Anybody have let me see here? Yeah, that's it. So anybody have any questions on economic development items? Yeah.

**Peter Leonard-Morgan:** Danny, can you just explain the Mille Miglia don't quite understand that. Yeah, I know you've written here approx \$40,000 to be reimbursed. How does that work with FY 23? Year to date?

**Danny Davis:** Correct.

**Peter Leonard-Morgan:** [inaudible] For draft? Yes.

**Danny Davis:** So for this past year's Mille Miglia, we had two new factors kind of in play. One of those is that in working with the entity from Italy, they recognize there were certain costs that they could not directly incur as an Italian entity. So the Council agreed that we would incur those costs and then be reimbursed by the Mille Miglia as a partner organization. That was approximately \$40,000. The second item is that we were in receipt of a \$25,000 grant from Loudoun County TOT grant that offset some of our costs that we were able to then apply those current funds to support one of the dinners at the event. That's not a recurring cost. That was just a one-time grant. So our essentially our budget for this past year's event for the town side became \$105,000. We went over that just very slightly. And so taking away that \$25,000 for this upcoming year, that would put the event at \$80,000 in expenditures. We think about \$40,000 of that again, to be reimbursed by the Mille Miglia. And then hopefully we bring in additional sponsorships that will actually not increase the budget but completely offset or get to offsetting those costs.

**Peter Leonard-Morgan:** That's great. Thanks. Did we get our money back from Mille Miglia for last year?

**Danny Davis:** We did the \$40,000. Yes, absolutely.

**Bridge Littleton:** Any other questions? Okay. [off mic] What? [off mic] That's Randy. [off mic]

**Darlene Kirk:** I just wanted to mention it to you.

**Bridge Littleton:** Okay. Thank you. Great. All right, Moving on. I guess the only other next thing we have is two Closed Session items. So real quickly, the only thing I will mention is there's actually already an article about it. But COLT met last night and we had a conversation with the Commonwealth's Attorney's Office basically again, raising the same concerns that we had all raised. I thought it was a very engaged discussion. I would say we got less clarity, not more clarity. [off mic] But. What's that? Don't worry about it. Pay no attention to the man behind the curtain. But they did say that they are imminently releasing a draft or no releasing what their new plan and method and model or all that going to be and all of that. And I think all the Mayors stressed, well, I think it would be helpful and behoove you to, before you publish it and issue it as your policy, why don't you engage with the elected stakeholders so they can see it, help you, give you some suggestions and stuff like that? And there was a thank you. We will take that under advisement. But there was absolutely no commitment to. [off mic] Yeah, well I mean, you know, so whatever. But no, I think it was good too, you know, we had the benefit of them coming in two weeks ago, but it was good for the benefit of the other Mayors to be able to have a discussion and ask questions, too. So, okay, unless there is any other business, we're going to move to the Closed Session item where we have all these high priced attorneys. [laughter]

**Rhonda North:** And you can just combine those two motions into one.

**Bridge Littleton:** Okay?

**Rhonda North:** See you Bundles. Since we don't have anything else.

**Bridge Littleton:** Would anybody like to make a dual motion?

**Philip Miller:** I'll do it. I move that Council go into closed session as authorized under section 2.2-3711 of the Code of Virginia for consultation with legal counsel employed by the public body regarding specific legal matters requiring the legal advice of such counsel related to the town hall project contract as allowed under Subsection A 8. And for the discussion of the hiring of a police chief as allowed under subsection A 1. I further move that Council thereafter reconvene in open session for action as appropriate.

**Chris Bernard:** Second.

**Bridge Littleton:** Any discussion? All in favor say aye?

**All of Council:** Aye.

**Bridge Littleton:** Opposed? Abstentions? All right. We are in closed session.