



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Minutes**  
**Thursday, October 11, 2018**



**PENDING APPROVAL**

**PRESENT:** Mayor Trowbridge M. Littleton  
Vice Mayor Darlene Kirk  
Councilmember J. Kevin Daly (left early)  
Councilmember Peter Leonard-Morgan  
Councilmember Philip Miller  
Councilmember Catherine “Bundles” Murdock  
Councilmember Cindy C. Pearson

**STAFF:** Martha Mason Semmes, Town Administrator  
Martin Crim, Town Attorney  
Rhonda S. North, MMC, Town Clerk  
Tina Staples, Acting Town Treasurer  
A. J. Panebianco, Chief of Police  
William M. Moore, Town Planner  
Jamie Gaucher, Business & Economic Development Director

**ABSENT:** Councilmember Kevin Hazard

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, October 11, 2018 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag.

**Public Comment**

Chris Bernard, 204 E. Marshall Street, expressed concern about the safety of the Pendleton and Marshall Street intersection. He noted that motorists often ran the stop sign. Mr. Bernard suggested the Town consider the illumination of or the installation of flashing lights on the stop sign on the Salamander side of the intersection. He noted that he was also a candidate for the vacant Town Council seat.

**Public Presentations**

**Oath of Office**

Chief Panebianco administered the Oath of Office to Corporal Mark Putnam.

Councilmember Daly reminded Corporal Putnam that he was now a leader for the officers and part of the backbone of the organization.

**Staff Reports**

**Stuart Will, of IES**, reported that the valves were received for the Well 4 plant; however, WesTech was being slow in making the repairs.

**Town Administrator Semmes** reported that East Coast Utilities was the apparent low bidder for the West End Pump Station Project. She reminded them that they constructed the Stonewall Water Treatment Plant. Ms. Semmes noted that the bids ranged from a low of \$778,136 to a high of almost \$2 million. She reported that the Town’s Utility Engineer was in the process of reviewing them. Ms. Semmes reminded Council that the Town would have to borrow approximately \$350,000-400,000 from the General Fund’s fund balance to complete this project.

**Town Clerk North** reported that the website review committee interviewed two vendors and would interview a third later this week. She opined that both were capable of doing a good job. The Council held some discussion regarding desired features, the design and who would be assigned operational responsibility for the new website.

**Business & Economic Development Director Gaucher** noted that one of the things the committee discussed was the need for there to be a similar voice throughout the website. He reported that the four vacant buildings that were adjacent to each other on Washington Street had been sold. Mr. Gaucher reminded Council that the branding contractor was in the process of testing the four draft concepts and reported that, while they were only one-third of the way through, the modern fox and modern horse were tied.

The Council held some discussion regarding the proposed concepts. Some members expressed concern that they were too modern. They requested demographic information regarding the individuals who were polled within the Town during the branding exercise. It was noted that it would be up to the Council to approve the ultimate brand. It was further noted that even if the members did not like it, the brand would be for the visitors.

Mr. Gaucher reported that he was actively working with three restaurants that were interested in locating in Middleburg, some of which had very specific requirements.

**Town Planner Moore** reported that the Marshall Street Sidewalk Improvement Project contract was currently in A&M Concrete's hands for their signature. He further reported that they have begun to apply for the necessary permits. Mr. Moore noted that once the contract was signed, they would develop a construction schedule.

In response to an inquiry regarding the lateness of garbage collections, Town Planner Moore reminded Council that under the existing contract, the vendor had until 5:00 p.m. to collect the trash. He explained that the reason they were coming later was because the company made a decision to send only drivers who were familiar with Middleburg in order to resolve issues that occurred when unfamiliar drivers were sent. Mr. Moore advised that while he would like them to arrive earlier, the contract allowed them to make collections between 6:30 a.m. and 5:00 p.m. He noted that there were times when the Facilities & Maintenance Supervisor collected the trash from the main street so it would not be sitting there throughout the day.

Town Planner Moore reported that VDOT was continuing its town-wide paving project. He noted that it caused inconvenience for some of the equestrian related businesses on the south side of town, particularly since this was their busy time of the year.

Town Planner Moore reported that despite passing inspection in the spring, the mechanism that opened the door for the Health Center's elevator needed repair.

Mayor Littleton thanked the Town Planner and Planning Commission Chairman Combs for attending the County Planning Commission's meeting to discuss their Envision Loudoun plan. He expressed shock at some of the County Commissioner's comments regarding the transition policy area. Mr. Littleton noted that The Berkley Group was preparing a plan, on behalf of the towns, for redevelopment in the County that would still meet affordable needs. He asked the Town Planner to forward that draft plan to the Council for the members' review and comment.

**Acting Town Treasurer Staples** reported that some restaurants had not paid their monthly meals taxes; however, she was working to address this.

**Chief Panebianco** reported that he assigned each officer the task of reading the Constitution as a refresher. He further reported that he agreed to serve on the Middleburg Charter School's mission team.

In response to an inquiry from Vice Mayor Kirk, Chief Panebianco explained that the reason the Town closed off South Madison Street for events instead of North Madison was that it was unsafe to close North Madison Street. He noted that South Madison was recently closed for a car show, which brought a lot of foot traffic to that area.

Councilmember Leonard-Morgan congratulated Chief Panebianco on his election as Third Vice President of the Virginia Chief's Association.

**Town Attorney Crim** reported that the execution copies of the Health Center contract have been distributed and that he had not received any comments from the purchasers. He noted that the deed was the last piece to be done and advised that he also forwarded that to the purchaser's attorney for review and comment. Mr. Crim explained that while the deed tracked with the sales contract, he had to make some drafting decisions.

Mr. Crim reported that he developed a contract for the closure of private wells and forwarded it to the staff for their review and comment.

Mayor Littleton questioned whether the Council would like the staff to continue to provide an oral report during the meetings as they have done in the past or whether they would prefer that they simply answer any questions the members may have submitted to them in advance of the meeting. The members expressed a preference that the staff continue to offer oral reports as they believed there was value in the exchanges that occurred. It was noted that they also allowed for transparency.

Mayor Littleton requested, in fairness to the staff, that the members send them an email with their questions in advance so the staff could be prepared to answer them during the meeting.

### **Reports of Town Committees/Council Liaisons**

Vice Mayor Kirk noted that she was looking forward to the Town-wide Clean-up Event on October 27<sup>th</sup>.

### **Consent Agenda**

(1) Approval of Minutes – September 13, 2018 Regular Meeting & September 27, 2018 Work Session

At Mayor Littleton's request, Town Clerk North reviewed the procedures associated with the consent agenda since this was the first time the Council had used that process.

*Councilmember Miller moved, seconded by Vice Mayor Kirk, that the Council approve the consent agenda as proposed.*

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

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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### **Action Items** (Non Public Hearing Related)

Council Approval – Ordinance pertaining to the Acceptance of Gifts & Donations

Town Administrator Semmes reminded Council that the draft ordinance was amended to clarify that the members of Council did not need the Town Administrator's approval to attend a social gathering or event. She further reminded them that the ordinance set a one hundred dollar (\$100) limit on the acceptance of gifts during any calendar year unless an exception applied.

*Councilmember Miller moved, seconded by Councilmember Leonard-Morgan, that Council adopt an ordinance to add Article 5 of Chapter 3 to the Middleburg Town Code pertaining to the acceptance of gifts and donations.*

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

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

(Mayor Littleton only votes in the case of a tie.) (by roll call vote)

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## **Discussion Items**

### Draft Handbook for Boards, Commissions & Advisory Committees

Town Clerk North reminded Council that as a part of their strategic initiative related to good governance, they expressed a desire for the development of a handbook for the Town's boards, commissions and committees. She advised that she drafted one, using the Town of Leesburg's handbook as an example. Ms. North explained that the draft handbook identified how members were appointed; how they should communicate; and, explained FOIA, COIA and the Virginia Records Act, as well as the Town's newly adopted Code Ethics/Standards of Conduct policy and gift ordinance. Ms. North explained that the idea was to present the handbook to new members when they were appointed, with a request that they review and sign a statement indicating they understood it. She noted that refresher training would also be offered to the committees at the beginning of each calendar year.

Mayor Littleton asked that the acknowledgement page be amended to include a statement that they have received, read, understood and agreed to abide by the Code of Ethics/Standards of Conduct.

The Council agreed it liked the handbook as amended. Town Clerk North advised that she would begin its distribution to the Town's appointed committee members.

### Identification of Priorities for Middleburg Strategic Finance Committee

Mayor Littleton proposed a list of priorities for the newly established Middleburg Strategic Finance Committee. He noted that they could not do everything at once and asked that the Council prioritize the items on the list. Mr. Littleton advised that he compiled a chart which identified the Town's revenues and expenditures by category for fiscal years 2016 through 2019 and noted that sixty-five percent (65%) of the revenues were tied to tourism to some degree. He explained that he wanted to understand the Town's exposure in the event of an economic downturn in the tourism industry and reported that if it experienced a ten percent (10%) decline, the Town would be underwater. Mr. Littleton reminded Council that the Town would experience another downturn in the future and questioned how it could build in the proper protections to weather that storm.

After some discussion, the Committee agreed the first priorities should be to understand the Town's revenues, including its sources and risks to economic change, and to identify the Town's budgeting policy and process.

### Compensation Plan

Mayor Littleton advised Council that he believed there were two issues they needed to determine – how the Town looked at salaries over the long run and how it wanted to handle performance bonuses. He reminded the members that when they previously discussed this, they agreed they liked the idea of a COLA, with the ability to go up or down based upon performance. Mr. Littleton noted that the Town Administrator recommended something different.

Town Administrator Semmes reminded Council of the new policies that were just put in place with the adoption of the Employee Handbook and reported that the staff was recommending they be given a chance to work. She reminded Council that COLAs were simply cost-of-living adjustments that were based on inflation and other factors, such as the increase in health insurance costs, and were not guaranteed. Ms. Semmes advised that performance bonuses, which would be in addition to COLAs, were something that were just added. She explained that under the Employee Handbook provisions, they would be based on a pool of money, as identified by the Council, and would be available to employees who were rated as a 4 and up on their annual review. Ms. Semmes noted that the performance bonuses would be based on a sliding scale. She reiterated that the staff was recommending giving the new process a try.

After some discussion, the Council agreed the Town would offer COLAS, as approved by them based on inflation; however, it would not use COLA reductions for employees who were under performing as the workforce was not large enough to carry an underperformer. They further agreed that bonuses should be offered to employees who were performing above expectations; however, the amounts would be constrained by the budget.

Mayor Littleton noted that the second issue was related to salary ranges and the use of compa-ratios, which were based upon what a position was paid in the current market. He opined that the current salaries for the Town's employees were appropriate; however, he questioned whether they would be if they received annual raises that were compounded.

The Council discussed the value of having tenured employees in a small town from the perspective of continuity of service. They noted that not all industries were equal and that the Town provided a governmental function. It was suggested that the Council hold a special work session in the future just to discuss this matter.

### **INFORMATION ITEMS**

Mayor Littleton and Councilmember Leonard-Morgan reported on the 2018 Virginia Municipal League Conference. Councilmember Leonard-Morgan noted that he was elected as Vice Chair of the VML Environmental Quality Policy Committee. Mayor Littleton noted that he also attended the Mayor's Institute held just prior to the conference. He encouraged the entire Council and staff to attend next year's VML Conference.

#### **Intersection of Pendleton & Marshall Streets**

The Council held some discussion regarding the safety issues at this intersection. They noted that VDOT has stated that the intersection did not meet the standards for a four-way stop.

Town Planner Moore advised Council that he had a long-standing request in to VDOT to raise the stop sign headed north on Pendleton Street to the proper height, which would allow for the installation of a supplemental warning sign beneath it. He noted that with the completion of the paving, the Town would repaint the stop bars on the pavement. Mr. Moore advised that he would look into the possibility of putting down some type of rumble strip.

It was noted that the Salamander Resort needed to be reminded that their commercial delivery traffic was supposed to use their Foxcroft Road entrance.

## Branding Project

Business & Economic Development Director Gaucher reported that he should have the results of the branding concepts tests in the DC and Richmond markets by next week.

Mayor Littleton asked that during the next work session, the staff to provide the Council with a date for when they would be ready to present a report on the results of the test, as opposed to simply providing raw data.

## Closed Session – Advice by Legal Counsel; Property Acquisition; Disposition of Public Property; Personnel

*Councilmember Miller moved, seconded by Vice Mayor Kirk, that Council go into closed session as allowed under the Virginia Freedom of Information Act Sections 2.2-3711(A)(8), (3) and (1) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; for the discussion or consideration of the acquisition of real property, or the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and, for the discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees and employees of the public body. Councilmember Miller further moved, seconded by Vice Mayor Kirk, that these matters be limited to (1) legal advice regarding state law related to revitalization; (2) legal advice regarding state zoning law; (3) the acquisition of property in the town limits; (4) the acquisition of property for a new Town Administration Office; (5) the disposition of the Health Center property; (6) the disposition of the Asbury Church; and (7) the hiring of a Town Administrator. Councilmember Miller further moved, seconded by Vice Mayor Kirk, that in addition to the Council, the following individuals be present during the closed session: Martha Mason Semmes, Martin Crim, Will Moore, Jamie Gaucher and Rhonda North for the first part; Martha Mason Semmes, Martin Crim, Will Moore and Rhonda North for the second part; Martha Mason Semmes, Martin Crim, Will Moore and Jamie Gaucher for the third part; Martha Mason Semmes, Martin Crim, Will Moore and Rhonda North for the fourth part; Martha Mason Semmes, Martin Crim, Will Moore and Jamie Gaucher for the fifth part; and, Martha Mason Semmes, Martin Crim, Jamie Gaucher and Will Moore for the sixth part. Councilmember Miller further moved, seconded by Vice Mayor Kirk, that the Council thereafter reconvene in open session for action as appropriate.*

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

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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Councilmember Daly left the meeting prior to the conclusion of the closed session.

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 9:52 p.m.

APPROVED:

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Trowbridge M. Littleton, MAYOR

ATTEST:

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Rhonda S. North, MMC, Town Clerk

## October 11, 2018 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:** Call the meeting to order. First item on the agenda is Pledge of Allegiance please stand.

**All:** [Pledge of Allegiance]

**Bridge Littleton:** Ok. Next item is the roll call.

**Bundles Murdock: Bundles Murdock.**

**Philip Miller:** Philip Miller.

**Darlene Kirk:** Darlene Kirk.

**Bridge Littleton:** Bridge Littleton.

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

**Cindy Pearson:** Cindy Pearson.

**Kevin Daly:** John Kevin Daly.

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

**Martin Crim:** Martin Crim, Town Attorney.

**Martha Mason Semmes:** Martha Mason Semmes, Town Administrator.

**Bridge Littleton:** Great thank you. Next item is public comment. Do we have anybody from the public who would like to speak? Please come forward and state your name and address into the microphone and. You can sit and provide your public comment.

**Chris Bernard:** All right. I am Chris Bernard. I live 204 East Marshall and I wanted to I guess address the issue of the intersection of Pendleton and Marshall Street. I know we have a stop sign there. But oftentimes as I'm driving down the road people blow through that stop sign coming from usually coming from the direction of Salamander. And I went out and drove it last night actually looped around and went through. I was trying to put my child to sleep in his car seat. And I mean look they have a little sign on the right. And I mean the stop sign itself is reflective. So I'm kind of brainstorming on different ways that that could be kind of emphasized. I know there was a I guess a stop bar painted on the road and maybe with all the construction it's gone and I don't know if they're planning on repainting that. But I think it's a it's a safety issue and sometimes it's delivery trucks that just cruise on through there in the in the other you know going the other direction are going perpendicular to that there's no stop. So people are driving through minding



their own business but maybe the idea of illuminating the Salamander sign so they have like a little thing that says stop ahead you're entering Middleburg could be an option put a little spotlight on it or I don't know if we could put one of the little flashers underneath the stop sign but was hoping to kind of bring the issue up and see if the safety people have any suggestions.

**Bridge Littleton:** Thank you very much. You know it's public comment so we can't speak back. But we will probably bring it up in discussion items. Appreciate it. And I'm sure our leader for police and public safety and our chief of police [Off mic]

**Chris Bernard:** I'm sure this is not the first time it has come up. I just wanted to kind of put it on.

**Bridge Littleton:** No, but we really do appreciate you bringing it to the council.

**Chris Bernard:** Thank y'all.

**Bridge Littleton:** Thanks.

**Darlene Kirk:** Chris. Did you want to say anything else about running or anything?

**Chris Bernard:** I'm running for town council. [Laughter]. If you'd like to vote please vote for me.

**Martha Mason Semmes:** You have to turn around and look at the camera.

**Bridge Littleton:** 210 people just saw you. [Off mic]. That's who you'll remember. All right. Thank you. Any other public comments at this time? No. OK we will close the public comment session and go with the public hearing and related action items. I don't think there is anything. Nope. All right. Next is special recognition by mayor and council I don't think we have anything for that. Public presentation. Next item number seven oath of office for Corporal Mark Putnam. [Off mic]

**Chief AJ Panebianco:** Just to refresh everybody as to why we do this when they're sworn in when they become a law enforcement officer they take an oath that gives them authority this oath holds them accountable. And that's what we want to make sure that our counsel and our citizens understand that it's a it's a it's a recognition of accountability. So I'm going to ask Mark to repeat after me and it's called the oath of honor that the ICP which the international police chiefs and the VACP both endorse and kind of hold as a standard for integrity. I do have to put my glasses on. Raise your hand. On my honor, I will never betray my badge, my integrity, my character my character or the public trust. I will always have the courage to hold myself and others for myself and others accountable for our actions. I will always uphold the Constitution, the community and the agency I serve. So help me God. All right thank you. Congratulations. [Applause]. [Multiple speakers].

**Kevin Daly:** And Mark before you sit down. I'll keep it short. You're a corporal now. That's like an NCO non-commissioned officer. You are the backbone of the organization. You're the one that makes things happen. Not not AJ but you and you're responsible for the training of all the junior members. Although we got some outstanding officers and you're standing among them. You're the leader. Congratulations on your promotion and corporal is a great rank to have some of the greatest names in history. Napoleon started off as a corporal. There you are. Just hang in there.

**Bridge Littleton:** Ok. Next we have staff reports. Stuart, you're first.

**Stuart Will:** Good evening Mayor. Good evening Council. Are there any questions for October's report.

**Bridge Littleton:** I look to my left, I look to my right. Anyway questions? Peter?

**Peter Leonard-Morgan:** Just the usual really.

**Peter Leonard-Morgan:** How much longer and is it difficult to [inaudible].

**Stuart Will:** I don't know how much longer on the well four valves. WesTech has been notoriously horrible for responsiveness and even after you order the stuff they've been notoriously horrible for their lag time so I can call them and try and get some kind of idea. But right now I don't know.

**Peter Leonard-Morgan:** Do you need any help from us at all.

**Stuart Will:** No.

**Bridge Littleton:** Any other questions for Stuart? Stuart, thank you very much.

**Stuart Will:** Thank you. Have a good evening.

**Bridge Littleton:** Martha.

**Martha Mason Semmes:** Hi. I just have one update for my report and that is on the West End pump station invitation to bid. We did open the bids yesterday and the low bidder was East Coast utility company. You might remember they're the ones who built the Stonewall didn't work for us, worked for Salamander, but built our Stonewall water treatment plant and did a good job. And their bid was \$788,136. Seems like a lot of money but the high bid was almost two million dollars. There was a widespread concern about how much rock was under that hill they'll be putting it. Yeah. So our engineers are looking carefully at this bid to make sure it's responsible and responsive. We believe it may be the next bid up is about \$200,000 over that but we hope to have that bid certified soon. And then we'll have the contract before you to authorize and we'll give you an idea of how we're going to finance this. Just quickly we did not take out the general fund loan last year as we had planned to for the Ridgeview project because we took the money that was planned for part of the money for this project and used it for Ridgeview. So really you know we're just paying it forward in a way now so we can consider taking that General Fund loan to help cover whatever we can't get from the utility fund for this but we'll be making a recommendation on that when we bring forward that that contract.

**Bridge Littleton:** What kind of dollar value are you thinking the loans going to have to be, rough estimate.

**Martha Mason Semmes:** 350-400 which is what we had thought about. For the prior bid or the prior line was going to be \$350,000 so.

**Bridge Littleton:** Any other questions for Martha? OK Martha, thank you. Next is I believe Rhonda.

**Rhonda North:** Yes thank you Mr. Mayor. So the website review committee has now interviewed two of the vendors. We received 33. We're going to meet with the third vendor tomorrow and we're going to hang around after the meeting and hopefully do a little ranking and come up with a recommendation for a vendor that we can bring forth to you. So we're moving forward with that.

**Darlene Kirk:** Do you feel confident with any of these so far?

**Rhonda North:** I feel confident with the two that we have interviewed so far that we can get contract with at least one of those two.

**Peter Leonard-Morgan:** So I'm one of the website committee members and it was quite a long job to go through 33 submissions and do them all justice. You know not just flip through them say and we did come up with three but really we all felt were the finalists and they're all very good but I think we're very close. Obviously tomorrow is the final finalist. We're quite close to a decision subject to tomorrow. And also Chris Bernard has been very helpful because he's helped with some of the technical side of it. Cindy.

**Cindy Pearson:** Ask Peter or Rhonda, either one. So in doing this is it clear who on staff will be able to take care of this website or is there as we know that has been a problem before. [Laughter]

**Peter Leonard-Morgan:** That has been one of the critical issues and the finalists, the two that we've seen so far made it very clear that and I don't know whether it's just because technology has come a long way or whether they just have much better systems but it is simplicity to update and that's been one of the critical key components that we looked at.

**Philip Miller:** And they have both given extensive training sessions and 24/7 support and tutorial videos that are available but I believe they both had two training sessions for staff and anyone else who would be updating anything on the website.

**Rhonda North:** And more to your point: the thought is that each of the departments would be able and each of the committees would be able to update their own site and that there would be at least one probably two administrators that would have the ability to update the entire site and would have the responsibility to periodically check and make sure things were updated. But the good thing about the system that we are pursuing is that it would have a scheduling component which means you would tell it when to take it off say you know the bid opening yesterday if if we had had that then at 3 o'clock that notice would have automatically come off the website which is going to make it much easier to keep it up to date because you're not manually having to go in and you know remember to go in and try and take something off. So I think the scheduling component is going to be much easier for us to to maintain and keep the website up to date.

**Cindy Pearson:** Just one other thing with that is the communication to get to them also is that easy because that was one of the problems with the prior when we had you could never reach them. You had to go through portals and communication was not good to reach them.

**Philip Miller:** Pick up the phone or direct through the through the the website actually has help features built into it in these. So yes should be much much easier having. Remember how it was the last time.

**Darlene Kirk:** You said two people would be charged with keeping it up doing it?

**Rhonda North:** Probably myself and Tina.

**Cindy Pearson:** Because I'm concerned with two of you that you have to have one person.

**Rhonda North:** You have one person but you have to have a backup too.

**Cindy Pearson:** I understand that I just don't want two people thinking well I think she did it and she thought I did it.

**Rhonda North:** No, one would be primarily responsible but then there would be a backup too you know so that we wouldn't have a gap if someone was on vacation or.

**Philip Miller:** Also what I think you really mean is we have two people who have access to update anything across the entire website.

**Rhonda North:** Anything across the board, yes.

**Philip Miller:** Whereas other people only have limited access to the places their department or their committee needs to update.

**Rhonda North:** Correct.

**Philip Miller:** They are the ones with the keys to the whole thing. Yeah exactly.

**Bundles Murdock:** My question you said something about the committees can go in and post their own. I mean is there any oversight over that?

**Rhonda North:** Some of it will be sort of permission based where they they submit it and then myself or Tina whoever the administrator is would then approve it actually going live onto the website. So yes there would continue to be for you know committee chairs folks like that.

**Bundles Murdock:** There's no trust. [Laughter] If I'm head of the dog walking committee I could write pages on the poop in Middleburg and why we aren't picking it up you know then you lose people because I'd go on too much. Just giving you my opinion. You're going to miss me when I'm gone.

**Bridge Littleton:** Oh goodness. Anyone else? So I will simply say that the two people you all chose as finalists actually went out and looked at some of the websites have done for other municipalities and all three of them. I mean the websites look great. They really do. They're easy to use. They really represent their localities very very well and user friendly. And so I think you know I'm sure you guys have narrowed it down to three very qualified folks so I appreciate that. Anything else for Rhonda? OK. Jamie.

**Jamie Gaucher:** Thank you Mr. Mayor. Bundles, to dovetail on one of your concerns, the other thing that the committee touched on today was maintaining a thorough and similar voice. So we don't want 74 different people you know providing content to the website and filtering that through a process or through one person. Should keep it uniform and help us. So in addition to the report that I submitted this month I also want you to know if you're not already aware that a local businessman has submitted an offer that has been accepted to purchase the four buildings on East Washington street that had been for sale for quite some time. You might know them as the former Olio space enough and the space that Tully Rector formerly occupied. So that is that's good news. [Off mic] Correct. We're not sure. It just happened recently. We're not sure. I don't have details about what the future is going to be but it's important to know. And additionally I sent out two weeks ago I think I sent out the four branding marks that are being evaluated right now and I guess I got an update today. The modern fox and the modern horse are tied and we are about a third of the way through the testing at this point in time. Outside of that, I'd be happy to answer any questions that you all have.

**Darlene Kirk:** Branding. I still have a real problem with what they've done because I know they said that they talked to people in town. Nobody came up with a fox but if you look on every sign down that we post on Come to Middleburg every one of have a fox on it and we've got things right now. I just think they, I just don't like the way it's going the way they are too and I think it's almost too modern. I mean we do our historical town. I just I'm really concerned about that. I don't want us to change the face of Middleburg.

**Bundles Murdock:** I agree with you 100% Darlene. I mean I'm not there on any of it but that's my opinion but I agree our face is very important. And the fox is very important and we don't have to be quite so modern. And as I said before, that that the group that did it they're young they're fun. That's what we're trying to trying to track. But we still are Middleburg. And I just feel so strongly that we need to keep our image.

**Darlene Kirk:** I also when they get around to the final whatever I want to see a list of who they talked to. You know like who they ask and what sort of questions they're asking them because I do have some concerns about that.

**Bridge Littleton:** So real quickly I can tell you that you're never going to get that. Because when they survey people they tell them it's anonymous so that they have exactly that people not calling them back and questioning them. [Off mic]. Well but that's but that's why you tell them it's anonymous. So they never had that fear.

**Darlene Kirk:** But they're talking to businesses in our town.

**Bridge Littleton:** They're talking to people within a 20 to 25 mile radius of Middleburg as well.

**Cindy Pearson:** But no, what she said was she talked to people in Middleburg and none of them mentioned the fox. She said that exactly.

**Jamie Gaucher:** Mr. Mayor I have the list of everybody that they interviewed here in Middleburg and I'd be happy to share that with the council.

**Bridge Littleton:** But are they also taking this and surveying.

**Jamie Gaucher:** They are. That's exactly right. That's exactly right.

**Bridge Littleton:** That's what I thought you meant. [Off mic] Okay, okay. Gotcha. She said I think she said one of the 22 interviews focused on the fox.

**Jamie Gaucher:** We have that list and much of that data was incorporated into the audit report that they provided but I'm happy to share the list any time.

**Philip Miller:** Names were redacted from the audit.

**Jamie Gaucher:** Correct.

**Bundles Murdock:** And I would keep them private. But still if Darlene and anybody else could see them and just keep it private.

**Bridge Littleton:** I want to say I want to mention one thing.

**Bridge Littleton:** What? We can't see them?

**Philip Miller:** No, I wouldn't say that we should give out the exact quotes with the people's names.

**Bundles Murdock:** That's what I just said. We should not give out the names of the people or what they said. Right. But you don't think Council is allowed to see that?

**Bridge Littleton:** I think-- let me opine for a second. So we spoke to these folks and did very very personal interviews with them asking them their honest unfettered opinion. And I don't think we want to get into a position where council members know who they are and what they said and then go back and start questioning them, "why did you pick the horse instead of fox?" But that's where it could go. And that's what we need to be very very careful of and when we tell people things are going to be held in confidence, we need to respect that and hold it in confidence.

**Bundles Murdock:** I agree. I agree. I agree with that reasoning. But is it possible to ask of the people interviewed in town what percentage were business, what percentage were Ridgeview, what percentage was where you live just to get a feeling of the age group.

**Bridge Littleton:** I think residents versus businesses and age groups is fine Absolutely.

**Bundles Murdock:** Because I'm trying to get to longevity of their time in Middleburg which I'm not sure how that could play into it. I guess that's not fair. But I would love to know the age groups and the areas. That's it.

**Kevin Daly:** Were visitors to Middleburg surveyed?

**Jamie Gaucher:** Potential visitors are being surveyed now to get to the Mayor's point around and anonymously right without us knowing who they are in the metropolitan Washington D.C. area and in the Richmond area. Those are the two places where we are doing the surveys.

**Kevin Daly:** And as you say you can provide the demographics: age, level of education because I would certainly hate to see us have to change our seal and put a horse on there. [Off mic] I know I'm being facetious or we could just put a saddle on the fox. [Laughter]

**Bridge Littleton:** And a bridle. Exactly. Darlene.

**Darlene Kirk:** Can we treat the names whoever the list that you have as a closed session. That way, you know.

**Bridge Littleton:** So let me just. Here's what I think we need to do. We're spending a lot of money.

**Darlene Kirk:** And I'm concerned about that.

**Bridge Littleton:** So let's just finish, let me finish. We're spending a lot of money. I think we need to let these people who are experts in their field finish their job and then come to us and present what they have found out after doing all the work. It's in my personal opinion, it's a big mistake to get halfway through baking the cake and then start jumping in and saying. [Off mic] Hold on. And then saying well what flour did you use and how much sugar do you have in icing. No, let them bake the cake. And then let's look at it

and decide if we like it or we don't like it. Right. And then we can talk to these kind of things you're talking about because the other thing is if we start doing that it's only going to slow this down and make it take longer.

**Kevin Daly:** I was just going to say I believe the individual names are irrelevant. But the demographics or what you should be looking at is are the youth coming to Middleburg because of this brand or that brand. What is that range? But coming up with individual names and that's what maybe I was mistaken or it might misperception but it sounded like you were more concerned with who are the individuals by name. So we're talking demographics not personnel names. All right.

**Darlene Kirk:** My concern. I want to know and I'm not going to rest easy on this. Two things. One of the businesses are because I'm concerned that maybe they, I want to know if they're all old businesses or they're all new businesses that have come into town. I think that's very important. And secondly I think and I'll let this thing play out I think that we have to let this play out. We should we put the money into it. But I think it's like a freight train. It seems like it's going to go through come heck or high water.

**Bridge Littleton:** So let me say this. Nothing is going to they're going to give us a package of what they think the branch should look like. It will then be up to us to decide what is actually adopted and not adopted. To your first concern. To your second concern, I think we all have to recognize that a brand may come out of this that some of us personally don't like but that a vast majority of the residents and the vast majority of the visitors do like and if that's what comes out of this then we just have to accept the fact that it's not our cup of tea but embrace it. So if we can't there there's no way that this will make everybody happy. It's not possible. So anyway, yeah.

**Darlene Kirk:** I just want to make sure our residents I don't want to say more control. Their concerns are more important to me than visitors. Visitors come in once maybe a couple of times I want it to be something that our businesses and our residents like.

**Bridge Littleton:** And so you know what I'm going to I'm going to hold this conversation for right now because we're really going on a lot of tangents about this. We can clean this up at the end of the meeting in the discussion items so that way a lot of folks will have to end up waiting but just hold on to your thoughts. Good ideas, good discussion and we'll pick it up at the end of the meeting. Anybody has anything else for Jamie. Nope, okay. Jamie. Oh, Darlene.

**Darlene Kirk:** I was just going to ask. [Laughter].

**Bridge Littleton:** Okay, sorry. Just keeping you straight. Your cup's always hiding it.

**Darlene Kirk:** I know. I did that on purpose. You had on there a couple restaurants that were interested in coming to Main Street. Has there been any movement on any of those? I mean they've been on there a while and I just wonder if there's any movement. Are people coming and looking and talking?

**Jamie Gaucher:** I have three active right off the top of my head and I'm showing property again to one of them tomorrow and we're going to focus on one of the properties on S Madison street specifically. So some of them have specific requirements some of them have a preference for an existing kitchen some of them have square foot requirements 3000 to 4000 square feet. You know that sort of thing. Now that these buildings on East Washington street have been purchased and are either you know I don't know exactly what the future is going to be the options for commercial space on Washington Street are limited. They're

not exhausted. There are still some options but it's finding the right tenant with the right property owner at the right price that you know makes everybody happy. So that's where I am.

**Darlene Kirk:** Thank you.

**Jamie Gaucher:** You're welcome.

**Bridge Littleton:** Anybody else, anything for Jamie? Thanks, Jamie. Next is Will.

**Will Moore:** Good evening Mr. Mayor, members of Council. I don't have anything to highlight. It's been a very busy month though. Happy to answer any questions you have on any of these items.

**Bridge Littleton:** Any questions for Will. Wait, let me guess Phil.

**Philip Miller:** Sidewalk.

**Will Moore:** Sidewalk. A&M is in receipt of the contract. So we're waiting on them to return the contract signed. But in the meantime over the last two days I've had discussions with folks in their construction division coordinating the submission of their land use permit. So they are they're rolling forward.

**Philip Miller:** But that can still take a couple of weeks to get the permit.

**Will Moore:** It can take a couple of weeks. But they've jumped on it already so we will see.

**Bridge Littleton:** So do we have an anticipated start date.

**Will Moore:** We do not at this point. Once I have the contract signed in hand then that discussion happens. But the fact that they are proactively moving forward with seeking the land use permit is a good sign.

**Bridge Littleton:** Okay. Any other questions for Will? Bundles.

**Bundles Murdock:** Probably not for you but you mentioned garbage collection in here so I just I don't know who to ask. They are so late on picking up recycling just somehow at the end of the day in my area instead of. I just, it never used to be like this.

**Will Moore:** It did not. So a couple of things and we touched on this previously. You know we're operating under a contract that lays out when they have to collect when they must collect and that gives them pretty much the entire day up to about 5:00. That's not ideal for us it's not ideal for them either. But this is a company that's gone through a lot of growing pains and they have. I've had a couple of very frank discussions with their route manager over the last few weeks and he has been making the decision to send drivers that are familiar with this area and on a couple of instances rather than sending one driver of one truck who's familiar, one driver who's not. He's had one driver do the entire town. So come through collect all trash come back later after he's done collect all the recycling which is pushed off later. But so while that's created some issues with folks not having the items collected at the times they are used to all of the items have been collected which had been an issue when we had drivers who were unfamiliar with some of the routes. So again we're still working with them on that. We would we would like to get. We would like to see the collections earlier, obviously Especially along Main Street we would like to get that cleaned up earlier.



**Bundles Murdock:** What time because I noticed last night. The oyster bar had a huge amount of trash last evening I think or a couple of evenings ago. The night before collection. So what time is that being picked up, is it not interfering with commuter traffic? What are we trying to get for the commercial?

**Will Moore:** We're trying to get as soon as possible. And that essentially has been they've had trucks in here as early as 6:00 a.m. over the last couple of months.

**Bridge Littleton:** Well in the contract, what's their window?

**Will Moore:** The start time varies depending on the month. It allows them to start earlier as early as 6:00 in hotter months. But it's essentially 6:30 to about 5:00 p.m. 6:30 in the morning to 5:00 p.m.

**Bridge Littleton:** And under our contract outside that window as long as they're anywhere in it we have no ability to say anything.

**Will Moore:** Correct.

**Bridge Littleton:** To Bundles's point right like so when the restaurants put their trash out a lot. If they come at noon, they come at noon and it is what it is.

**Will Moore:** It is. They have prioritized themselves they without us having to prod them getting Route 50 done. Even to the detriment one time of putting Recyclables in with regular trash which is a no-no. And we had to get on about that but they were so they're very attuned to our concerns here. They're just trying to get the right collection of personnel here. They want the same thing that we do. I think it's just it's just getting there it's getting the personnel the new driver trained so that he can have two drivers who are familiar with the town.

**Philip Miller:** And to that point the last two weeks recycling has been after that window.

**Will Moore:** Right.

**Darlene Kirk:** If the other thing we can if we have concerns like like they aren't picking it up for the oyster bar or whatever. I know that one week my area was picked up and Timmy went right up there and did it so we can if we see something out there we can alert you and you could tell Timmy and he could just pull it to get it off the main street and to clean it up.

**Will Moore:** And he's actually done that proactively a couple of times especially with the oyster bars recyclables because it's so voluminous, which is good. They're recycling a lot but rather than leave I mean that was the big pile out there rather than leave that out. We've pulled it just to get it off the streets. Absolutely.

**Bridge Littleton:** I really appreciate that I mean that's that's what I've seen it when it goes out at night. That's a lot.

**Will Moore:** It is.

**Bridge Littleton:** That's above and beyond. So you know thank you and him for that. Anybody have any other questions for Will? Peter.

**Peter Leonard-Morgan:** Will, everything okay with all the VDOT paving, it is looking good? Any comments any thoughts?

**Will Moore:** Many comments. [Laughter] Many comments. I think it's going well. Honestly, I think we were concerned for a while with the lack of activity on the south side of Route 50. We were afraid they were going to pack up after getting the north side done and disappear on us. But it's moving along pretty well. There are a few issues that come up that always do with these kind of projects. We've had a couple of businesses on the south side of town unhappy with just the fact that the projects going on timing wise. You know there are a couple of equestrian related businesses on that side who feel inconvenienced because the fall races are coming up and it's a busy time for them. So you know things like that things that our hands are tied on. But we've been working through those.

**Cindy Pearson:** The elevator at the health center get repaired? Or is it working?

**Will Moore:** It's interesting. It passed inspection back in the spring but there were a number of things most of them were minor things to do with the equipment room which were getting taken care of. There is a mechanical issue with the elevator in particular with the mechanism which opens the door. It's a known issue. It's had problems in the past and it's had to be repaired. So we're working on getting the repairs scheduled. Our technician has been out with the flu all week so the guy whose services this area but that will be taken care of.

**Bridge Littleton:** Thanks, Will. Oh actually real quickly. I wanted to say thank you again you and Eric for going to the meeting with Planning Commission. I watched the whole thing on my way down to VML. And to say I was shocked at some of the comments from some of the commissioners is an understatement.

**Will Moore:** Agreed.

**Bridge Littleton:** Especially the comment that I would I would call it the judicious rewriting of history that the transition policy area was always just a holding bay for more development in the future and that was clearly the intent. When then you actually read the policy document says it's to be a permanent transition area. So you know I think the Planning Commission is pretty hostile. You know it speaks well three in particular.

**Will Moore:** There was a hostile vocal element.

**Bridge Littleton:** And I don't mean hostile as in rude but I mean you know they completely disagree with you know the way in which we need to do these things to protect the west. So I appreciate you guys and everyone in council appreciate your authorization to get Berkeley Group to come up with an actual plan of how they could do redevelopment and still meet affordable needs. Will's got the initial draft back from them. I guess you got it yesterday.

**Will Moore:** Today.

**Bridge Littleton:** Today. I'm going to take a look at it if you wouldn't mind forwarding it to everybody that way you can have a look at it. And I think the goal would be to get it in front of the planning commission at their next meeting as quick as possible and then they can't say they didn't have options in front of them. So anyway thanks again.

**Will Moore:** Thank you.

**Bridge Littleton:** Tina.

**Tina Staples:** Can I stand? The chairs and my back don't get along.

**Cindy Pearson:** I understand.

**Tina Staples:** [Laughter] We have a similar issue. Does anyone have any questions?

**Bundles Murdock:** Are you looking forward to Ashley's return?

**Tina Staples:** Yeah well I think everybody misses her.

**Bundles Murdock:** Work-wise.

**Tina Staples:** Yeah it's been a lot. I always knew she did a lot. So it wasn't a surprise but yeah it's a lot.

**Bundles Murdock:** Well we appreciate, I appreciate what you've done for us. And the baby is adorable.

**Tina Staples:** Thank you.

**Darlene Kirk:** And the baby is adorable.

**Bridge Littleton:** Peter, you have a question.

**Peter Leonard-Morgan:** Just one question. Without naming names, any concerns about missing payments on some of these meals taxes.

**Tina Staples:** I'm taking steps to collect those. So hopefully I will be able to get them for the 20th this month and we're going over 30 days late but we'll see.

**Bridge Littleton:** Thanks Tina. A.J.

**Chief AJ Panebianco:** I'll just highlight a couple of things real quick. One that I think is important to say to the council is that we have assigned each officer to read the Constitution as part of their required reading. I think it's an important thing that they refresh themselves with that. And we received our Constitution booklets from the ACLU. Figured if we were going to get some just see what they think about it as well because in the back they have some recommendations for people if they get stopped in different things and they're actually in line with what we teach at the academy. So it's pretty good. Just think that's an important thing to note especially since we just had Mark talk about upholding the Constitution. We want you to know that they know what that is and that they've read it. School mission team for the charter school has asked me to serve on their school mission team. I accepted that for a couple reasons one I think it's important to keep up with what's going on there for safety but also with the continuous movement of whether or not Loudoun wants to support it or not as a school system. It's good to have an insight on that and catch it early. If that happens and I can bring everybody up to speed on that. So aside from that trash occasionally when you start before 7:00 we get calls. For some reason they think they can't start before 7:00 but so other than that if there's any questions I'd be certainly happy to answer them.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** One question I had a business South Madison ask why didn't we close off North Madison some times and put things like the car show and stuff over there because.

**Chief AJ Panebianco:** It's unsafe. The why it makes North Madison unsafe.

**Chief AJ Panebianco:** I know it is but I mean it was a business person. And they were concerned because their people didn't get where they needed to go.

**Chief AJ Panebianco:** I wasn't here for the car show when I did get a lot of feedback. And my officer told me that there were more people on Madison South Madison than there probably had been in the last six months. So it drew a lot of people it was a good a good opportunity for the town to get some exposure and it was also a good opportunity to get some people down there. It really did put some foot traffic on South Madison. How many shopped, I don't know.

**Bridge Littleton:** Well it's one of those things where you know those types of things you want to take maximum advantage of. I mean I know it was kind of an on the fly last minute thing but yeah it was.

**Cindy Pearson:** Did I miss something because I didn't know it was how it was happening.

**Bridge Littleton:** It was McLaren.

**Chief AJ Panebianco:** I think I found out the day before.

**Bridge Littleton:** Yeah. Like a McLaren group. The car McLaren. Yeah owners club, that's what it was. Asked AJ to close off South Madison and they had a line of cars down there on a Saturday morning and apparently awesome.

**Chief AJ Panebianco:** It was really nice and the people were really happy. And they spent money in town the McLaren drivers group. I know that Heather had said that she saw them going in restaurants and different things like that. So it was it was helpful.

**Bundles Murdock:** In the past we've had trouble with VDoT closing down. So I guess we didn't this time.

**Chief AJ Panebianco:** No, we didn't have any trouble with VDoT. [Laughter] So if there if there are no questions. [Laughter] Sometimes it's better to ask forgiveness.

**Bridge Littleton:** Peter.

**Peter Leonard-Morgan:** One comment. Congratulations on being elected as 3rd vice president of the Virginia Chief's Association.

**Chief AJ Panebianco:** Thank you. Appreciate that.

**Bridge Littleton:** You know I want to mention what's great about that is in order to actually become the president you still have to be an active chief and it takes five years to get there so.

**Chief AJ Panebianco:** So I'm on their route. I'm on their route.

**Bridge Littleton:** Just saying. [Laughter] Exactly. The only thing I want to mention AJ is thank you guys for responding so quickly to the [inaudible] with that lady who got ill.

**Chief AJ Panebianco:** Absolutely.

**Bridge Littleton:** I mean you know you guys were they I mean Jay was there in 30 seconds and the rescue squad was there in a minute.

**Chief AJ Panebianco:** Right.

**Bridge Littleton:** So it was that was great.

**Chief AJ Panebianco:** We're served well by our rescue squad and the officers all take that very very seriously to help provide any any assistance that we can.

**Bridge Littleton:** Awesome, thanks. And last questions for AJ? Thank you sir. Mr. Crim.

**Martin Crim:** Thank you, Mayor. I have a couple updates on the report that I provided to you. We have now put together the execution copies originals of the health center contract and that's been sent around. I haven't gotten any e-mails back from the purchasers so I no news is good news I hope. And then on the last item with the well closure contracts I did develop that and sent that yesterday to Town Hall so that's ready to go forward if there are no comments from staff and we're ready to have people start to sign those things. Stand really to answer any questions.

**Bridge Littleton:** Any questions for Martin? Okay. I have one. So the execution copy for the health center contract. I'm going to make the assumption that means that since it's at that phase everything was agreed to there's no issues.

**Martin Crim:** Right.

**Bridge Littleton:** Okay.

**Martin Crim:** So that said the deed was something it was the last piece that got done. And so I sent that as part of the execution copy to Neil Richman their attorney and like I said he hasn't gotten back to me but you know he had not seen that deed or even a draft of it prior to me sending the execution copy. So there's still the possibility that he's not some objection to the wording of that deed although it tracks you know in terms of the covenant against flipping, right to repurchase and all the rest of it, it tracks what's in the contract. You know I had to make some drafting decisions about how to draft that.

**Bridge Littleton:** Okay. All right thank you. Any other questions Martin? Okay. So I want to ask the council a quick question on staff reports so we went through them like normal this time because we hadn't discussed this in advance. But here's the question do does everybody want to handle what or what is everyone's feeling about handling staff reports like we handle like we're going to handle consent agenda meaning that every one of us has to obviously read them in advance if we have questions. We submit them to staff in advance. You know not here on the fly which means also that we've done our homework in advance and that we handle each council report on an exception basis so that you know Will doesn't have to come up and say hi let me walk through everything you've already read only unless we actually have questions for the staff. How does everybody feel about?

**Philip Miller:** I'm all for moving forward in that way with the consent agenda style.

**Bridge Littleton:** Okay. Bundles, you have an objection.

**Bundles Murdock:** I do but I'm not going to be here you don't care. [Laughter]

**Bridge Littleton:** No, every opinion is a good opinion.

**Bundles Murdock:** I just I think there's such value in exchange with with the staff person and council because if we do we get an answer back that's just my opinion to wail about something whereas you may jump in and say you know and it's it's yes we can. I mean I just think they're so important. This is why we're here.

**Bridge Littleton:** So let me say one thing and I didn't make it clear and you just help clear it up. The question that would go to staff, they would bring that answer to the full council. So he wouldn't email you back and say oh Bundles here's the answer to your question because if you've got it likely somebody else has it.

**Bundles Murdock:** But this stuff this last thing we just did went very quickly. Didn't it?

**Bridge Littleton:** Oh I'm not. And again I'm just I'm asking the question and see how everybody feels about it.

**Bundles Murdock:** I would hate to ask Will sit in the room and not have him even come to the table.

**Darlene Kirk:** He would love it. [Laughter]

**Bridge Littleton:** Peter.

**Peter Leonard-Morgan:** So my feeling is that you know we have an obligation also to the public you know to bring issues out into the open and chat them transparently. I do favor also moving on as quick as we can and there are going to be sometimes we are going to have issues that will take a bit longer. So that's my only concern really is more about you know if we've got genuine issues that we're not discussing them not behind closed doors but not discussing them prior to the fact that they're going to come and answer the questions that we as long as that can be handled correctly and properly. Maybe that would work. But I also do feel the banter is important. You know the actual back and forth comes up with answers and other thought processes.

**Kevin Daly:** To follow up on Peter it's the banter we may provide written questions and they come and answer that written question. But then comes follow up questions. I think that's where the importance is oh well now that you've answered that, it clarifies this but I have a follow up question because that's the importance of having the give and take.

**Bridge Littleton:** Ok so then that's fine. I think the general consensus is we keep doing it the way we're doing it. The one thing I would ask of all of us on council myself included though is I do think it's unfair that we hit staff with questions during the meeting. And I know sometimes I'll shoot an e-mail and ask questions but sometimes I won't. As we go through these things we write our questions down in our little book. Let's send them to Will and send them to whoever the staff member is so when they give their report they are prepared. You know I mean I hate that you know Will coming up and sitting here and we go oh by

the way I was thinking of something else and it's not even on your report but what's the deal with this. You know because sometimes they might know off the top of their head but sometimes they might have to go well I actually don't know. Let me go check and I'll come back next meeting. Now some things you just won't think of until you're on the fly and that's fine. But as we know questions in advance as we read the reports let's give them the courtesy of giving it to them in advance so when they report on it they can answer it and they can be prepared. You know I just I want to give them the opportunity to be you know to get whatever it is we need to know. If that makes sense.

**Darlene Kirk:** I was just going to say I have no problem with any staff member telling us look I have to go look at my notes or I have to double check on that before I answer here in open session and that's fine. And feel free to just tell us that anytime.

**Bridge Littleton:** No you're absolutely right. Kevin.

**Kevin Daly:** Well follow up to you it's called blindsiding I rather that they're prepared to at least answer the initial question and there may be follow up questions from other members who say oh I didn't see it that way but let's give them the least the the benefit of knowing here are our questions and substantive questions not bringing up a typo or misspelling.

**Bridge Littleton:** And again if you're thinking about it prior to the meeting God what is the status of X Y and Z. Go and shoot him an email let them know. That way they know to come with the answer to discuss it in front of everybody. OK. Any other thoughts before I move on from staff reports? Great. Okay. Next is as I scroll down. Committee reports go green. [Laughter] Any questions for Peter. Yes ma'am.

**Darlene Kirk:** I just want to say that the girls and I are very much looking forward to the clean up on the 20 whatever. Thank you.

**Peter Leonard-Morgan:** And that wasn't a setup because I was going to mention that. Thank you very much for that. That's our big event next month two which is the town clean up on the 27th. 8am to 11:30-12:00. Appreciate anyone coming and spreading the word.

**Bridge Littleton:** So everybody raise your hand who plans to attend the cleanup. So I'm looking I don't see AJ's hand up. OK Dan. Yeah. A.J. knows better. OK. So that's great. And appreciate you again taking and running with that. OK. Next item is the consent agenda. All right Rhonda. This is the first time we're doing this. What's the right way to do this? [Off mic] Perfect. Thank you very much. So would any members of council like to remove any items from the consent agenda? Basically the minute meetings for the regular and the work session. OK. Is there a motion to approve the content agenda?

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

**Darlene Kirk:** Second.

**Bridge Littleton:** Any discussion? All those in favor?

**All:** Aye.

**Bridge Littleton:** All those opposed? Abstentions? And the first one is a success. How about that. Thank you very much. All right next item let's see what we got here. Action items. Yes ordinance pertaining.

Yeah yeah. So this is the gift ordinance. And we've already at the public hearing on that. So this is just now going to the approval of the ordinance. So yeah. [Off mic]. Rhonda did you see this memo?

**Rhonda North:** Yes.

**Bridge Littleton:** OK. And so if you just or whichever you or Martha whichever one of you want to give us to sentence sentences real quickly just to remind us.

**Martha Mason Semmes:** I can give you two sentences. You've already seen this ordinance but you had requested a change from last time and that was to make sure that the town administrator did not have to give the mayor or the council members approval to go to a social gathering or an event that would be reserved for if there was a staff member. So we revised that. Otherwise it hasn't been changed. There's a \$100 limit on the value of gifts could be accepted during any calendar year unless one of those many exceptions apply. If you go through the all again I think you all did a good job of going through all that last month but we're happy to answer any questions that you might have.

**Bridge Littleton:** Does anybody have any questions for Martha or Rhonda on the gifts ordinates? Okay. Do I have a motion for it?

**Philip Miller:** I move the council adopt an ordinance to add Article 5 of Chapter 3 to the Middleburg town code pertaining to the acceptance of gifts and donations.

**Peter Leonard-Morgan:** Second.

**Bridge Littleton:** Any discussion? I just want to say thank you very much Rhonda and Martha and the whole staff and everyone on council for helping bring this together I think it's great and very very well put together. And with that any other comments? Discussion? All those in favor?

**Martin Crim:** Your Honor. Roll call vote.

**Bridge Littleton:** It is? Okay. Sorry I have to do a roll call vote. Oh because it's updating the. Gotcha.

**Bundles Murdock:** Bundles Murdoch. Aye.

**Philip Miller:** Philip Miller. Aye.

**Darlene Kirk:** Darlene Kirk. Aye.

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

**Cindy Pearson:** Cindy Pearson. Aye.

**Kevin Daly:** John Kevin Daly. Aye.

**Bridge Littleton:** And since there are no nays or abstention, it passes. Thank you guys very much. Okay. Next item as I navigate. Okay, so we've got three things on here. One is the handbook draft handbook for boards committees and advisory committees. We've got the compensation plan review both with the comments Sean's proposal and staff comments and then the identification of priorities for the Middleburg Strategic Finance Committee. So I do want to just change two things real quickly. We're going to do the



handbook review first then I'd like to actually go through the Finance Committee priorities and then cover the compensation information. So just changing the order real quick. OK. On the first item which is the draft handbook for boards commissions and committees. Was that? Yes. Kevin sorry. Oh we had a brown out. [Laughter]. So. And mine just went out too. Just as I was reading it. Careful it's a cascade. It's anybody's thing by whose name has a consonant. OK there we go. No, I'm just changing it not backwards but just changing the second and third around. All right handbook. Here we go. Pull up the memo. Rhonda. Do you want to give us a quick review?

**Rhonda North:** Yes sir.

**Bridge Littleton:** Thank you.

**Rhonda North:** So the council has a strategic initiative related to good governance and there were a number of items that fell under that one of which was to develop a handbook for the towns boards committees and commissions. So I don't believe in reinventing the wheel if we don't have to. The town of Leesburg had a very nice handbook so you know we sort of used that as the basis of the handbook talks about things like how members are appointed how committees operate how they should communicate talks about things like FOIA and COIA and the Virginia Records Act. We also included in our newly adopted standards of conduct as well as our now new ordinance pertaining to gifts. And talks about you know if you want to make expenditures that type of thing. So essentially it's a guide to new members as well as existing members with the thought process being when someone was appointed to a committee they would be given the guidebook asked to review it and sign that they've received it and they've read it and understand it. And then once a year probably at the beginning of the calendar year. Do a quick training and just a refresher course for everyone and again get them to sign and just make sure that we're all on the same page when it comes to how committees operate.

**Bridge Littleton:** Any other questions or discussion for Rhonda or Martha on the handbook? Yes sir.

**Peter Leonard-Morgan:** Just a quick question. Maybe it was covered in there. Obviously it says that the handbook will be given to new members but obviously as a first instance everyone's going to get one.

**Rhonda North:** Correct. Yes.

**Bridge Littleton:** Anything else. Kevin.

**Kevin Daly:** I was going to commend the use of sources that are already in existence so you don't reinvent the wheel and that the handbook was kept to a manageable length six pages are more than enough for a volunteer to have to sit through and read through. And it was very clear and concise so kudos to the staff.

**Bridge Littleton:** Anybody else? So the only thing I was going to add was number one again echo Kevin thank you guys very much we're working on that. I think it's really it's great. The only thing I would add is on the last page where they certify that they've read it and then they will live by its governance and tenants. If we could add in a bullet that they've also read the ethics and code of conduct I mean it says it in the manual that you are to read the ethics and code and code of conduct but adding a bullet that they've also read the ethics and code of conduct and that they agree as part of the things that they acknowledge they've read and that they agree to live by. I think that was just the one thing I thought would be you know so everybody's living by our gifts are code book and our ethics standards and other than that I thought it was great. And I think we're ready to implement it.

**Rhonda North:** Exactly if if the council is fine with it then we'll start rolling it out.

**Bridge Littleton:** Perfect. That'd be great.

**Martha Mason Semmes:** As amended.

**Bridge Littleton:** What's that? As amended, as amended. Ok. So the next item and I'm going to go jump up at the front desk here as we talk about it. It is the discussion around the priorities for the finance committee. So real quickly I will say spoken to a number of individuals who could provide a lot of good expertise on the Finance Committee and most if not all of agreed to participate so we actually might have more than more folks than we need but we'll see once all the letters come in. But like I said a lot of good expertise but to get them to hit the ground running in the right direction. What I'd like to do is put up for everybody on the screen over there just some of the priorities or some of the items we want to tackle. But I want to I'd like the council's input as to what you all would like us to prioritize. So this group is going to meet quarterly with some work in between. But we can't do everything at once. So really want to get a sense from you all what that should look like and just have your buy in. And that's how we'll prioritize what they work on. So give me one second as I to the front.

**Peter Leonard-Morgan:** I thought I saw somewhere there was only one applicant or one interested party in the commission.

**Rhonda North:** So as of this writing we now have two that have submitted

**Bridge Littleton:** And the four other people who I have talked to will all be submitting their letters of what do you call it letter of interest? Yeah.

**Rhonda North:** Yeah. The deadline is Monday. So we've gotten a little bit of time. [Off mic].

**Bridge Littleton:** So can everybody see this? Oh my God. There is no presentation mode. So. OK. Just for everybody to get an understanding of what this is what I did was I took all of our revenues and all of our expenditures historical going back and then also from what we have planned for 2019. And this is just an example of one of the things I think we should be cognizant of and looking at. So on the on the left what you see is fiscal year 16 17 18 and then 19. Green is revenue. Red is expenditures. Okay so it's pretty straightforward. On the right is a summary at the top is a summary of our revenues. So you know what comes in in terms of basically all our tax sources and on the bottom is all of our expenses. No now we have a lot more individual expense lines. So a lot of these are just collapsed into sort of the big buckets but really it's the main drivers. So when you take a look at our local taxes right now about 65% of all of our revenues are tied to the tourism industry in some fashion or degree whether it's meals taxes, tenant occupancy tax or whatnot. So what I did what I wanted to understand try to understand with this was what is our exposure to an economic downturn in the tourism industry. All right. So what you're going to see up here at the top. OK. This is a slider. So what I can do is with this button here I can and if I can lower or raise what our revenues just from tourism look like by a percentage. Okay. So if you if you watch if I go and I decrease this by 5% or 6%. Okay see how local taxes under 2019 say 2.3 to 3 million and how utilities says 1.99. If I move that the local taxes changes but the utility does not. So this is only meant to show what happens if tourism goes down. All right and now there's many other economic factors that could that could hit this town. But this is just a example of how susceptible are we to the tourism industry you know and the way it works. So what really concerned me was this. So if you look back to 2008 to the 2009 recession that tourism you know the hotel and high end tourism industry in those four years from 2007-2008 were down 50%. Okay? 50%. So I know we're running surpluses every year and we have been

since the opening of Salamander and that's been a great thing and Salamander's been a great asset for the town. But if we take this mark right here how far does the tourism industry have to go down before we start to be underwater. So it's not 5. So here's the. This is 2019. This is how much we have left in the budget. If the revenues go down by that percentage so at 5% we're still above water at 10% we're now \$22,000 underwater. So at only 10%, we are now in a spending more money than we have situation. So you know it's kind of hard to believe right. And again that's on fiscal '19 right. So that's the year we're currently living in. If you look at actuals for '18 we were still above water. All right. Anyway if anything remotely like what happened in '9 or '10 happens to let's just say half of that happens let's go down to 25%. We're in the hole \$315,000. That's 10% of our entire annual budget. So while things are doing well in a good economy one of the things we have to be thoughtful of with his finance committee is for them to look at what the future may entail because we will have another recession it's just a question of when. It's always cyclical. Have we built in the right protections to make sure we can weather those storms? So with that what I have here is the what we enumerated as the six to five things we wanted that finance committee to focus on. I want to make sure number one that these items are still the right items. And number two are we missing anything. And number three which do you think should be prioritized first. So that was that was the goal of this exercise. And with that. So the goal here is not to go into these details. Which ones do you think we should be addressing first. Because this group is going to be like I said four or five people who are going to meet quarterly and do a lot of really hard work but you know I need to prioritize what the first action items are for them.

**Peter Leonard-Morgan:** I would think I do see it that basically what our expenses are you know we have a good finance committee. Ok budgeting. That looks at what overall expenses are and are there any areas that really were just being I wouldn't call it frivolous. But just because we've got good income right now that we're not focusing on those big areas where perhaps we need to pay attention and do something now rather than two years or three years or whenever this downturn happens then it's too late really to do it because it's going to take time to change any of that.

**Bridge Littleton:** Kevin.

**Kevin Daly:** First off here I only thought you were a good lawyer but this great project manager video there. PowerPoint Ranger. One of the things I think you might want to put up there is priority of what do we absolutely positively have to spend money wise. What are our priorities in order to keep not solvency but to keep the town running and functioning properly. Do we, if the last thing we have money for is to make sure we have running water out of our taps and faucets and that's where we make sure we cover that. We have to give up trash collection and tell people they're going to have to take their own trash out to the dump sites. Those sorts of things need to be prioritized.

**Bridge Littleton:** And they are tough choices. Philip.

**Philip Miller:** And capital improvements as well in that long term planning. The way I see it I think the revenues and taxes understanding the sources and our risk needs to inform any kind of budgeting policy and process. And then along in that in that bullet point I actually see all those other policies underneath within that.

**Bridge Littleton:** So what you're saying is understating our revenues and the sources that they come from will drive the budgeting decisions we make and then will drive when we have debt and do reserve.

**Philip Miller:** Right. And certainly will drive our our policies for how we do our budgeting and our projections because once we understand you know OK we have X risk from these different sources of revenue. We know that we can then plan for that. Assuming you know worst case scenario.

**Bridge Littleton:** Bundles.

**Bundles Murdock:** I agree with you. I thought I was going to say I thought the first two need to be one.

**Bridge Littleton:** OK.

**Bundles Murdock:** Because you can do one without doing the other.

**Bridge Littleton:** That's a good point. So and Bundles would you would you say that that's what the first focus should be? OK. [Off mic] I mean it's you know it's hard. I mean when you actually start getting into the weeds on it it's it's unbelievable how interconnected all these elements are. And it's like a it's like a I hate to say it's a cliché it's like a tapestry you pull one thread and the whole thing starts to unravel right quick. I mean it's pretty shocking actually.

**Bundles Murdock:** I would give them those two combined first and then give them those underneath and say having studied those combination platter, the first two, where do you think we should focus on next and let them advise what direction what should be done next step, second, third, fourth, fifth step.

**Bridge Littleton:** OK. All right. And that makes a lot of sense.

**Philip Miller:** I also think that that could inform any economic development long term decisions that we want to make in the town so that we can if we see gaps in our revenues we can certainly try to work programs and policies together to fill those gaps long term.

**Bridge Littleton:** That's a very good point. Our tourism is a great asset but let's also diversify the economy if we can. Things are less susceptible to.

**Philip Miller:** It's a double edged sword. The tourism.

**Bridge Littleton:** Okay. Darlene.

**Darlene Kirk:** [Off mic]

**Bridge Littleton:** A safe investment policy.

**Philip Miller:** I thought we were going to put that into a separate entity.

**Bridge Littleton:** We are that's a separate thing but it's it's the same thing it's public money. So we need to have the right view and the right. You know it needs to generate a return. But in a way in which it doesn't put the principle of risk.

**Philip Miller:** That's sustainable.

**Bridge Littleton:** Same thing for the town's money as the health center money. It's all the public's money. Any other thoughts? Anything missing? Okay, I appreciate it. I think that gives us a really good direction.

So in the first three or the first two combine those make that the drive and then that will then lead to how we look at the other things. Okay perfect. [Off mic] Yeah you're right exactly. And everything that they do right they don't implement anything. They're going to make recommendations that they bring to us and then you know we'll have that follow on discussion of what what policies we want to put into place. Okay perfect. Thank you. Will if you don't mind could you just you know slap my laptop closed? Thanks. Yeah whatever. I'll charge the town for a new one. If he breaks it. So slam it real hard. Okay. Next item is a compensation plan. So we were originally going to talk about this last meeting but Darlene wasn't here so we saved it for for this one. Has everybody here had a chance to read to reread I guess Sean's compensation study and then the memo from Martha. Ok. So what we have before us really is a sort of a choice on to me it's actually two issues that are in front of us. The one issue is how do we look at positions in the town as it relates to compa-ratios and salaries over the long run versus you know so it's two things right it's either following the compa-ratio format or just straight salary increases you know year after year irrespective of what the compa-ratio is. That's the one item we have to tack we have to discuss. The second item is how we want to handle performance bonuses on an annual basis. So I think we all liked the hybrid approach which was a COLA with the ability to go up or down based on performance. Martha's memo recommends something different. Her memo recommends and Martha correct me if I get it wrong but it essentially recommends a COLA with the ability to go up but no ability to go down you know up for good performance but no ability to go down for bad performance. And so those are the two independent issues we need to jump through. But Martha if I got it wrong correct me.

**Martha Mason Semmes:** Yes I think that it's a little bit different than what we have actually is what we're mentioning and outlining is what's in our current employee handbook which I mean the staff is recommending we give a good chance to work since we just put it in place after a long time and that includes the possibility of a COLA of course that's dependent on the cost of living there may be nothing depending on what inflation goes. It's dependent on a number of factors you look not only at the cost of living increase but you also look at things like health insurance increases and what other jurisdictions are doing to come up with that. So there's nothing guaranteed about that but that's something that's determined on an annual basis and council has been very generous in providing that COLA for a number of years since I've been here and I know the staff really appreciates that. The second part of it is actually something that was added that is performance based. So it's a part it's in addition to whatever may or may not get on the COLA and that would be based on a pool of money that we'd be allocated and approved by council every year and that that would be a performance increase on a sliding scale from 0 to whatever council would be comfortable with I think it's 4% is in our employee handbook right now. No that's right there's no exact amount. Excuse me if you have to get at least a 4 on your on your annual review but whatever that sliding scale would be that somebody could get nothing or somebody could get an additional amount but that would be in addition and separate from any COLA that would be given out. So that's what's in our our employee handbook now. That's something that other jurisdictions do in our area. And we thought that counsel was comfortable and giving that since we just adopted it and we would recommend that we give that a try.

**Bridge Littleton:** Just a couple items for context. And again I want to and I appreciate that thank you. I want to. You're up. He's the most popular man tonight. Exactly. [Inaudible] So just a couple of things for context. Number one when we adopted those updates to the manual remember we did not have the benefit of Sean's analysis or of his recommendations. So we kind of did those in the dark. Not in the dark. I mean we did them full and open but you know Sean is a HR professional. A lot of the stuff that he walked through with us is the philosophies and the reasons why a lot of organizations do the things were very helpful to me. So I appreciate that we've recently put them into our your comment that we recently put them into our employee handbook. But again we did that without the benefit of Sean's knowledge. So I think that's new information has come to light which will help us make a better informed decision.

Expertise, right. Second is that I think we're saying the same thing. But what the decision is is. [Off mic] The second issue though is overall how do we want to approach COLA and performance or I shouldn't say COLA. How do we want to approach performance, right? Regardless of how we actually get there. If we do an annual COLA let's say what was our COLA this year Martha? Was it 3%? 3%. So this year the COLA was 3%. Does the council want to look at that number and say for someone who is a very very bad performer we would reduce the percentage of the COLA. Call it COLA, call it merit, call it not, whatever. Again that's you know that's the question that we're struggling with. Yeah.

**Peter Leonard-Morgan:** I'm quite strong about this in my own view which is that we're too small a town staff to start reducing COLAs to people who are not performing. I think just limiting to COLA and no additional bonus would be the way to go because at that point you know there's two things that happen. One is that you really do cause a problem at the staff level. And secondly do we have the right staff at that point? You know we're too small to have someone who's not paying their way as a staff member. So that's my thought. I think the COLA is important. I think we've done it before. Bonuses where due are important. I think not getting a bonus is like a slap on the wrist if you like anyway in that sense perhaps.

**Kevin Daly:** COLA is based on the inflation. I think this year for social security and military retirement we are only going up 2.8%. That's the base COLA and that's just to keep pace with inflation. Above and beyond that would be where we would have this thing called a sliding scale. If someone is just doing their job and hasn't had any demerits but just doing their job not maybe doing anything extra then flat COLA, 2.8%. If someone is going above and beyond maybe attending more committee meetings going beyond and doing additional planning for the town then we come up with a scale above the 2.8% flat COLA and say now we can give this person an additional 1.5, 3.5 on top of the 2.8 COLA.

**Cindy Pearson:** I agree with that and I think it works better because it is a cost of living. You need that basically to keep being able to afford wherever you are. And I like what Kevin was just talking about the different percentages.

**Philip Miller:** So what you're saying though is somebody who is performing at the 100% level that's scenario 1 in this deck versus scenarios 3 and 4 which is someone who's performing at 75% and 50% that's when the reduction of COLA would happen.

**Bridge Littleton:** So in a broader term the way Sean framed out our options was you could go 100% performance based right. There is no COLA. Everybody gets an up or down based on the performance right. You do a great job you get 10% raise you do a terrible job you get nothing regardless of what the inflation is. So inflation could be 2% and that person did a terrible job will have a net value of their salary be less and that's the way a lot of businesses do it. The second option was just COLA nothing else. Right. So regardless of performance for the town staff every year if the town votes to have a COLA the best employee in the world and the worst employee in the world get the exact same. And the hybrid that Sean was talking about was you do the COLA right. So if a town says this year it's going to be 3%. Right. Everybody gets a 3% but then a stellar performer can get an additional whatever the council says hey we're going to give up to 1% more for the high performers and maybe one performer gets one high performer gets half a percent extra and maybe the superstar gets a whole person extra and what he also said you had the option was is also you know so let's say you set the COLA 3% for everybody irrespective of what the inflation actually is. But that's what you set COLA is but if you have a really terrible person you could say their COLA is only 2% so they do get more but it's reduced because they're a bad performer. So I think what we're saying is we have two options here. We have COLA with up only or COLA with the ability to go up or down based on performance because I think we're all in agreement that we want to do the COLA you know to Martha's point. If the council decides to do a COLA each year in a given year it's applied

across the board evenly. We're all saying we want the ability to add more. Okay. The question is do we want the ability to take away from some of that COLA for someone who is a very very bad performer. I think that's the only thing we're left with. Am I missing that? Okay.

**Bundles Murdock:** Well I agree with Peter. I agree with everything he said.

**Bridge Littleton:** Okay.

**Darlene Kirk:** No I don't think we do want to take away COLA. I think COLA is basically saying you work for the town everybody gets the cost of living and if someone is a bad employee every employee in town is going to know it. And more than likely Martha should be taking making steps to either correct it or you know one way or the other. So I don't think we want to lower it. I can see us raising giving an extra point or whatever but not to lower it.

**Philip Miller:** We're pretty small organization to have this actually this scenario where we'd want to reduce COLA actually happen. I would hope. Especially with our new performance review system that we're doing and we're doing check-ins and everything as long as we're keeping up on that I don't see I don't hopefully foresee that scenario coming into play. But if it did I actually I don't have a problem with reducing COLA because they're still going up. It's just less and I don't think that that would probably we'd ever let something get to that point. I would hope.

**Bridge Littleton:** Kevin.

**Kevin Daly:** My recommendation would establish the COLA rate based upon the CPI consumer price index and that goes up or down based on inflation. So one year there may be flat. This year it's 2.8. Four years ago it was zero. OK. You can never tell what the economy is going to do.

**Bridge Littleton:** Peter.

**Peter Leonard-Morgan:** My final comment really is I think the whole up and down COLA really could work in a company and in an environment where there are a thousand people and you really have to manage a large staff and a huge budget. And you can be sort of anonymous as well at that point. You can't really be anonymous here.

**Bridge Littleton:** Okay. Darlene.

**Darlene Kirk:** I just lost my thought when you said that.

**Bridge Littleton:** But you can turn your microphone on now.

**Darlene Kirk:** I guess I've been on council about 18 years and most of you some of you worked here at least that long and there's only been one employee ever. And even when my mom was on there was one employee then. But that's like 40 some years and we've only had two employees that we felt like we had to do something about. And I think that's pretty good.

**Bridge Littleton:** Ok. So is that consensus? Ok. No I think under the consensus I mean it's not unanimous but it's the majority consensus. I think the majority consensus is that we want to go with a COLA approach again determined each year by the town and if we can afford it and based on inflation all that kind of stuff but that's objective one number across the board for everybody. And then as we do an individual

performance review we have the ability to increase that individuals raise for that year again by whatever limit we set for the year. It's going to be budget constrained too. Yeah, Martha.

**Martha Mason Semmes:** And I would suggest that what it would be the town administrator's responsibility to work with especially the personnel folks to make a recommendation as to what that pot of money should be and also have the council decide what that range should be like what would be the the high end that you would feel. Is it the high end 3% or is it 5% percent is it. So I think that would be as a policy matter would be good for the council to sign off on it's something that we can come up with and recommend as part of the budget process.

**Bridge Littleton:** Perfect. Okay. So I think we settled that issue. The second issue is job title or job salary ranges and stuff like that based on individual salary over time or a compa-ratio. Now this gets into the really tedious weeds of H.R. and all that kind of stuff. So basically and again Martha slap me if I'm getting this wrong. The major difference between or the major reason for using a compa-ratio is this. So a compa-ratio is someone's salary relative to what that position pays in the current market space. So if and I'll give you an example I actually did some calculations this afternoon. If a bookkeeper right an average bookkeeper in the marketplace makes. Well right now they make \$42000 dollars a year. So this is the typical regular old not a CPA but just a bookkeeper makes \$42,000 a year. That's what the position pays. So the way a compa-ratio typically works is let's just say it's 10% bounds on the top end and the bottom end. So the best bookkeepers are going to make \$46,000 a year. And the bottom end will either be the lower performers or new in the job are going to make around 36 to 37. OK. But then outside that. So let's say someone has been a bookkeeper for 20 years and there are at the top of their comp Horatio which means you know the average is 42. They're making 46. The following year, they don't get a raise regardless of how great a job they do. And I'm saying a raise on their salary now they can get a performance bonus a cash bonus but not on their salary. And the reason is this. It's because of the compounding nature of the salary and it's tying the job to what the market pays for that irrespective of the person and their years in the job. Right. So as a bookkeeper no matter how great they are is only just ever going to earn X amount in the marketplace. But if you have somebody in that job and that's all they do that's all they want to do for 25 years. Right. That's great but they should never be earning more than the higher end of the market because then you're actually paying more than for the services you're receiving. So again this is not about individuals or people I just want to be sure about that. That's and this is what I'm saying that is what a compa-ratio is. Right so I'll give the last example. You may have been in that job for 20 years. OK. And you're doing the best but you're only ever going to make the high end of that compa-ratio.

**Kevin Daly:** That's per that given year. 10 years from now the compa-ratio is going to be based on an inflation rate.

**Bridge Littleton:** No it's going to be based on the market value of the job.

**Kevin Daly:** Market value may change.

**Bridge Littleton:** And it may go down. Right.

**Kevin Daly:** Yeah. OK.

**Bridge Littleton:** It may go down. Typists are not in high demand anymore so 30 years ago types were making twice as much they make now. I mean that's not going to be the case for any of our town staff. But



but that's exactly it's not necessarily by inflation it's by what the industry it's by what the market is currently paying that kind of a position, typically.

**Cindy Pearson:** Yeah I might have missed something but why are we using this because the employees here are not just one person with their job. So why are we addressing this scenario.

**Bridge Littleton:** The reason it came up was because when Sean did his analysis he analyzed the positions that we have in the position descriptions the current salary of that employee against what the market salary is for that employee and some employees were at the very very high end of the compa-ratio.

**Cindy Pearson:** Wasn't that mostly for the police department?

**Bridge Littleton:** Well it doesn't matter about the person this is about the policy. This is about the overall policy. Right. Because we have to have one policy that objectively treats everybody the same. And so the point was is that they're fine right now but in 3 or 4 years after 3% raises each year that compounding nature they're going to be at the limit of what that job pays anywhere you know irrespective of the individual. And so what we have to struggle with is and also understanding our costs. I actually looked this up. Do we start to put ourselves in in a difficult situation where we have long tenured wonderful employees but 3% a year on top 3% on top 3% on top of 3% after 15 or 20 years. If we had a bookkeeper that bookkeeper is making twice what an actual bookkeeper is making and it's through no fault of their own. Again this is not this is nothing about their performance or what they're doing it's about what the job.

**Cindy Pearson:** But is it worth it to us to have that to have consistency within the town you have an employee that has been here long enough and knows what they're doing and be consistent instead of having to have. Because if that bookkeeper says well I'm only going to make 46 then I'm out of here I'm going to go find another job that pays more.

**Bridge Littleton:** Which they won't go because they're at the top of the market.

**Cindy Pearson:** They might go somewhere else. They might do something. Well whatever. There might not be another job for them to apply for here they go elsewhere and do that. Is it worth it to have this to have longevity I guess is the word I'm using.

**Bridge Littleton:** Gotcha.

**Darlene Kirk:** We first of all the town has always focused our employees because they are probably our most valuable asset. That's what everybody comes in sees our employees and we want to make sure we have good employees and they tend to stay a long time. And we have sort of always paid them you know we use a scale but it's not set in stone. And I guess that's what I don't like about what he's saying is everything set in stone. I think we have to go on their value to Middleburg because it's different from their value to Leesburg. Nobody cares. Nobody knows the people over there that work. People in Middleburg know they can come in and talk to Rhonda and get what they need or they can talk to Tina and get what they need and only other the thing I was going to say at one point Jerry [Inaudible] was here I believe we had that pay scales and we had like a 13 step increase in each person's grade each person's pay scale and they didn't always get that, you know? And you might be I don't know. They all. It was sort of like more like the government. They didn't always get the step increase. Sometimes you know they got the cost of living sometimes they got both but not always. So I mean we've done it before.

**Bridge Littleton:** Philip? Or Bundles? Or anybody? It's a lot at once and if we want to think more about this. I mean I did. So I did a I can hand this out but I did a calculation on using a bookkeeper right a standard job that everybody knows you know kind of what it is and what it does. And I did a Bureau of Labor Statistics look back. So here's an example. In 2008, an average bookkeeper you know middle of the road Bureau of Labor Statistics earned \$33,000 a year. And ten years later 2018 they earned \$42,000 a year. That's a 21% increase from over a 10 year period. If we applied an average COLA to that person on their salary and just did and again it's the compounding nature you're adding 2%. I did a 2.5% over 10 years starting at \$33,000 in 2018 they'd be at \$43,200. So they'd be at \$1,500 more than using a comparison. The difference every 10 years is 21% increase in salary versus 24% increase in salary. That doesn't seem like that big of a deal right. But you take that across 13 employees and it starts to add up. Here's where it really hits you. Look at it over the next 10 years. So and I can't believe the Bureau of Labor Statistics actually does this. They look out 10 years as to what they think that person should be earning by then. It's amazing. So they're thinking a bookkeeper. Average run-of-the-mill bookkeeper in 2028 should be earning \$50,820. But if we use the compound nature that person will be earning \$55,000 for \$55,426. [Off mic]. \$50,000. So that's a 10% difference over 20 years. So here's where I'm going with it. Right now, our current salary and employee benefits are 1.4 million dollars of our total annual budget. It's the single largest expense we have. It's over, it's 50% of our budget. That 5% difference on an annual basis is \$75,000. So I remember the stories back in '06, '07, '08 when you guys always talked about how the town had less than \$100,000 in the checking account and town staff were forced to take leave not forced but encouraged to take leave because we didn't have enough money to pay the salaries. So that's the question we have to be thoughtful of and it's again I know I'm droning on about this. It's a very very important decision. It's not going to be something that any of us have to face the next five, six, seven years but three, four, five cycles of council from now it will be something they have to deal with. And in the middle of a recession and you know it means it could mean I mean \$75,000 annually. That's one staff member. That's the difference of a staff members job and it's again this stuff builds over time. So it's a simple question as to and I think honestly this is too big for us to decide tonight.

**Peter Leonard-Morgan:** Make a comment on that and you're talking about the hypothetical bookkeeper. Great idea and I take your point. Absolutely take your point but here's the thing that bookkeeper who stays from you know five years, six years, seven years. The loyalty factor you got is has a value. Now maybe it's not as much as you know. Well well yeah but. [Off mic]. Right, right, right. \$5,000. But it has a value. It has a value for people walking in the door and recognizing Mr. Bookkeeper, Mrs. Bookkeeper. And that that's very important to a small town. You know better because you lived here all your life. And that's why people move to a small town like Middleburg. They move a the business into Middleburg or they come visit Middleburg and you're not just having a turnover of employees every year or two which would save that problem. But then you know who's that you know in the front desk and I think that is important. I'm not saying we mustn't think about it. We definitely think about it. We always you can't make a decision today or tomorrow. But I think there's a lot of considerations that we should.

**Cindy Pearson:** And also in that which I agree totally with that is I think the employees at that time because I lived through that part where we were didn't get raises didn't have anything here. You were actually glad to have a job at that point because the whole world was in a bad way. The whole United States anyway. And you know to ask to you know not get your extra pay for whatever was easier than losing a job. And I think that loyalty is important and it is something worth giving them an extra \$5,000 dollars because if you bring in a new bookkeeper you're going to pay that person at the higher end than wherever it's changed to and that's going to change that range again. So I think there's quite a few things we do I agree we can't make this decision tonight. It was a lot of things we need to just think about.

**Bridge Littleton:** It's really hard. It's really really hard.

**Philip Miller:** I certainly think that there's a value to the continuity of service argument and to the loyalty of the employee. So but that I think that takes in the assumption that this range on a compa-ratio plan or scenario becomes a disincentive for that employee to stay. And if that's if that's the assumption we're operating on we need to understand if that's true. So I would say we need to look into that before we dive into this much further because if it does become a disincentive for that person to stay that's a consideration.

**Darlene Kirk:** I was just going to say and this might be something we want to have a special work session for and bring in some people to talk to us as we sit down and really you know kind of sit around the table and really chew the fat and make some decisions about which way we want to go.

**Bridge Littleton:** Anybody else have input? Kevin. Oh. Anybody else have input? OK. So Martha let's do that let's figure out a time to have a special session on thinking about this. Because I mean the thing is you know it's a dollars and cents thing but it's also a town staff thing. And it's I don't know what the right answer is. You know.

**Martha Mason Semmes:** And let us know if we can provide any additional information to you [multiple speakers] it's an important subject for sure.

**Bridge Littleton:** I don't know if we ask Sean to come back you know and throw ideas at us as to you know other ways to skin the cat. I mean there might be compa-ratio is something that industry uses but for an organization like ours there might be a different approach he didn't even tell us. You know I get, when he laid it out. You know I started thinking about it and it's like it's like a savings account compounding interest. Right? 16 becomes you know whatever then 64 then 128 and I get it. But the points you guys are all raising are very important too and those are things you actually can't put a value on.

**Peter Leonard-Morgan:** Cindy mentioned something which is I think very valid and talking about industry as well is when you have to take on a new employee. And we've all seen it happen often. Everything goes out the window about what the average pay is. We need that person is really important. And suddenly you're giving them I mean to make up number \$10,000 more. So there's a lot of theory in Sean's work which is great. And obviously you know he knows what he's doing. Yeah but we do need to be very very careful about applying just theory to it.

**Bridge Littleton:** Ok. Kevin.

**Kevin Daly:** Not all industries are equal. We're talking not a money making organization here. We don't produce a product. We're a government function which doesn't produce incomes. We collect taxes and we spend those taxes for the benefit of the town and the people working, we are not going to see huge profits coming in so that we can make better compensation. It's finite that we grow. So that's also we've got to think in the compensation as this is not money. This is not a Starbucks. This is not a Ford. And this is not Sears which is dropping down. This is government work.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** [Off mic]

**Bridge Littleton:** There's no rush. I mean we can we can. I mean we can think about it. We do have to make a decision. I mean we don't have we don't have this laid out yet. We do need to make a decision.

**Darlene Kirk:** And the other thing I was called when I watched a number of meetings were adding on because I know one week I kind of said something to Martha it ends up having like meetings like three days in a row.

**Bridge Littleton:** You're the one to suggest a special session. You can't suggest a special session and say we have too many meetings. So Darlene will now chair this special meeting. Ok, let's move on. So that was actually the last two things we have here is the VML update which Peter and I attended the conference and then we'll circle back on the branding just to chat and then we'll be done. Peter, do you have any inputs?

**Peter Leonard-Morgan:** Little bit of input just a summary of the VML Conference the annual conference of the Virginia Municipal League was in Hampton. And it provided council and staff members from towns and cities in Virginia a chance to listen to two senatorial candidates and also Governor Northam and Senator Mark Warner. So it was very interesting for government officials and elected officials and staff to hear you know what's going on and what their thoughts are about the Commonwealth following those presentations. There were various meetings and workshops topics including matters like COIA, FOIA, how different municipalities approach various issues. Sustainability, energy, expanding broadband access was one of the one of the workshops various legal matters. Then there were heal and go green very close to my heart, award ceremonies for towns and cities which have raised their status as from one level to a higher level. We are planning to try and go to platinum level next year. We didn't quite make it this year because we didn't have the infrastructure to go for it but I'm working with Martha and staff and go green on that. During the event, there were business meetings and elections were held for various policy committees. I was voted onto the Environmental Quality Policy Committee. And well before that actually. And then they asked me to be the vice chair.

**Cindy Pearson:** And you said yes?

**Peter Leonard-Morgan:** I think I said yes. But one of the things that we heard from Middleburg was this issue that we'd like to bring to all to the General Assembly is the subject of single use plastics and that was actually added to the what do they call it? So many acronyms. To the it was brought to the policy agenda for the General Assembly so that it's a small step. There's a lot of hurdles but at least we're getting there. So I find it very interesting and I think anyone on council and staff you know could get there next year or the year after. It is incredibly useful.

**Bridge Littleton:** So I'll just add. I mean I thought it was a great event. I actually went for the Mayor's Institute for the two days before that so I was down in Hampton for five days. I was Hampton'd out. I got there I got there late Friday night. And I guess I left on Tuesday. I had to leave before the banquet. So the Mayor's Institute, I will tell you it was great. They did we had about four different sessions. The two I felt were the best. It was kind of funny. One was the social media and how your town can really drive participation drive outreach help shape you know the policies and the engagement from the community around having a very good smart sophisticated social media presence. The two people who they are, one was Sean Polster from Warrenton and the other one was a guy named Benny Zhang. I kid you not. And he is a 26 27 year old newly elected councilman for the City of Williamsburg and he's currently attending law school at William&Mary. So he ran for city council as a law student, won, and you know he's in his first term. He and Sean did a great walkthrough of really how easy it can be to utilize social media to really engage your community. So I've asked Sean if he wouldn't mind coming here during one of our meetings just take a half hour sort of a workshop for all of us to walk us through exactly what he does and how he does it. I was super impressed and I mean it's amazing how much of it is free. I mean it's incredible. So he actually now takes his cell phone and goes to the back and he live streams their council meetings on his

social media page. So they have their own thing going. He has his phone in the back. It's pretty it's pretty cool. So that was good. The second thing again expanding broadband. The Roanoke Valley. No, the Roanoke broadband authority did a really good talk about how they have deployed broadband across sort of the Roanoke Valley area over the last 15 years by creating their own authority. Four municipalities and counties got together and created this authority and they've put broadband everywhere and it's a really successful model. Verizon and Verizon's come in and tried to legislatively kill them three or four times they've lost every time and it was really interesting. The last thing I thought was the speaker shouldn't say this publicly the speaker was the most drone I've ever seen but his information was invaluable. It was the V.H.D.A. for Virginia Housing Development Authority. So the V.H.D.A. has earned has been making a lot of money over the last five, six, seven years in their mortgage loan program. And so with that they've taken those hundreds of millions and turned them around and created really interesting programs for municipalities to go and apply for grants for and I mean grants for types of things you wouldn't believe. You want to go do a Phase One environmental study of what it would cost to go put in a water treatment center. What that has to do with V.H.D.A. I have no idea but you can absolutely apply for it. You'll most likely get it. I mean you want to build a new town facility for anything and you want to get up to a \$5,000 grant to do all your architectural engineering.

**Cindy Pearson:** You got that information.

**Bridge Littleton:** Yes. Yeah. The great thing is a lot of these grants are rolling. So it's like there's no deadline. You just submitted it and they'll you know they've made a lot of money doing these loan programs and they're trying to give it back to the localities. So yeah. [Off mic]. I mean yeah I was it was he was 45 minutes long and you know thank God the content because otherwise I would have been asleep. It was. It was phenomenal. And I thought the conference was great. There was 575 attendees. So just about every municipality in the state was there. The Mayor's Institute had 124 mayors. No, wait. 74. It had 74 mayors and probably about 15 vice mayors. And then everybody else was from council. A lot of town managers were there to participating. So next year it is in Roanoke. At the Hotel Roanoke. Or the Roanoke Hotel or whatever it is. So you know it's a year away but please put on your calendar and anticipate to go because I thought it was phenomenal. So OK. And with that. Do we just want to save that discussion for branding? Or do we want to circle back on that? I know I asked to put it to the end so folks can leave. Oh yeah. So Chris's point about the stop signs. Let's let's cover that first. Well we've got the public. [Multiple speakers]. Yeah. What can we do about that? I mean I get it I've almost gotten hit twice.

**Bundles Murdock:** What about four-way stops? Did that come up in your discussion? A four way stop sign? Yeah I know but.

**Kevin Daly:** That's the issue. Dealing with VDoT. Calling them in. Like we've discovered in the past they'll sit there and say it meets our standard. This is the standard size. This is how it's done. But a four way stop in that area. I don't know if that's the solution.

**Bridge Littleton:** Well and VDoT they didn't say. It's kind of amazing. They said well our statistics show it's safe enough. And what that means is enough people haven't gotten hurt.

**Bundles Murdock:** So I think we should just get our cars hit. [Laughter].

**Bridge Littleton:** And I don't mean to be flippant like that but it's like they do look at how many accidents happen and yeah. Yeah, Chris. [Off mic]. Yeah. Could you speak to that. Yeah. Microphone.

**Chris Bernard:** So I had a chance to speak to AJ a little bit in between sessions here and I believe the four way stop has come up and that intersection does not meet the traffic requirements so I didn't know if you guys are already in on that. He did have a couple solutions on. So actually the most interesting one that I hadn't thought of was putting down some sort of temporary "rumble strip" before you get there and it because you're driving so slowly you wouldn't necessarily get the full effect like if you're on the highway and you get the boom, boom, boom if you go off the side. But there are some intersections that I've seen and I can't remember exactly where but they do they're very subtle and you kind of feel a little reminder.

**Bundles Murdock:** That's VDoT again. And we've been through this years ago trying to slow the traffic down in Ridgeview and we couldn't put rumbles things because the roads are owned by VDoT.

**Darlene Kirk:** But we're talking now if you're talking Salamander property. They can.

**Chris Bernard:** You could do it before you get to the correct part.

**Philip Miller:** Yeah. Going going north is just as bad if not worse because you're actually behind those that row of parked cars behind the Safeway people inch up and then they just go for it.

**Chris Bernard:** But if you can fix one side of it, that's something.

**Bridge Littleton:** So what do we need to do? Will, what would your recommendation be? Thanks Chris.

**Will Moore:** So I have several. One thing I have a longstanding request in that's still not been followed up on to adjust the stops sign when you're heading north on Pendleton. It is not at the proper height. So much so that we put a we took the initiative to put a cross traffic does not stop sign a supplemental sign on the stop sign coming southbound on Pendleton but we can't do it on the one going northbound because it's already sitting too low which is compounded by the fact that it's at the head of a row of parking which makes it less visible. So.

**Bundles Murdock:** How far too low is it?

**Will Moore:** Almost a foot. Almost a foot. Yeah. So I'm still working on that. We would have done it ourselves except it's a square post set fully in concrete. We just don't have the means to make the adjustment ourselves so I'll continue to follow up on that. Now that the paving project is wrapping up we're going to be working on getting a painting contractor in to do a number of things for us. We've held off a year on doing some yellow curb painting but this contractor will also put down stop bars for us and that will be helpful. There was one there previously northbound but it had become faded. So that's one. And I'm not sure if northbound but certainly southbound a stop sign a head sign could be.

**Bridge Littleton:** Oh that's a good idea.

**Will Moore:** We looked previously at the idea of the illuminated signs. They work. I mean they work there is a visible flash even during the daytime it's just. [Off mic]. Yeah. We discussed the just the character of what that does. Having flashing LEDs 24/7.

**Bridge Littleton:** I mean it. I know there's those paint strips that are thin. You know I guess it's a rumble strip but you know some of those are just thick that thick vinyl material that you go over. I mean if we can do that. You know, great.

**Will Moore:** It's something I can look into. OK. The four way stop is. That's been formally requested twice in the past. It's just we don't meet warrants anywhere near.

**Bridge Littleton:** Okay.

**Kevin Daly:** Regarding those rumble strips there's another expression better to beg forgiveness than ask permission and putting something down like that it's not going to be hazard to navigation unless VDOT comes back and says you shan't have it there and say oh we didn't know that.

**Bridge Littleton:** You just said it on camera. So one thing I think Chris said that I think Chris said was and I've noticed the amount of commercial traffic going in to the entrance which they should be going on Foxcroft road. So I think we need to I mean I've noticed it quite often. So I think we need to remind Salamander that that is not. I mean that's not what we've agreed to. My second thing now I can't remember. Oh yeah I have problems when I come from the Safeway's stopping sight. There is the it's hard. I have to go out into almost be hit to make sure nobody's flying very fast from the left or right. So I do stop. But if you stop where you're supposed to stop you can't see. Now there is no solution because that would mean eliminating a parking space and then I don't know what that, that does nothing to do with anything so forget it. I'm tired.

**Kevin Daly:** [Off mic]

**Philip Miller:** Increased enforcement?

**Kevin Daly:** It could be enforcement. [Off mic].

**Philip Miller:** I think AJ calls that education.

**Bridge Littleton:** Called selective enforcement. Ok. Yeah.

**Darlene Kirk:** [Off mic]

**Will Moore:** Ok. I knew that Tim had alerted VDOT to have him. [Off mic]

**Bridge Littleton:** We want to move on.

**Will Moore:** So that was it. I'm sorry Chestnut and Blue Ridge. OK.

**Bridge Littleton:** OK. Branding. I know. OK.

**Darlene Kirk:** I was just going to say [off mic].

**Jamie Gaucher:** We we should have the results of the tests in Metropolitan D.C. and Richmond by next week and then we'll have that data available.

**Bridge Littleton:** No no. This is the question. When are they ready and scheduled to come back and brief us. Not when their data is ready.

**Jamie Gaucher:** We haven't set a date for that yet. The next milestone is to acquire this data.

**Bridge Littleton:** Raw? Or condensed and synthesized from them as a result.

**Jamie Gaucher:** We will have the raw data next week.

**Bridge Littleton:** Ok. So here's what I'd like you guys to do at the next council meeting which is going to be in two weeks they will be scheduled whenever it is to come and brief us at a follow on council meeting whether it's the next one or the one after that I don't care what it is. They need to figure it out. They need to be ready to come here and provide you know their next phased results or whatever it is. If it's a month that's fine.

**Jamie Gaucher:** Sure.

**Bridge Littleton:** But we need to have it on the calendar. All right. Thanks.

**Philip Miller:** And at that point we should be reviewing updated taglines.

**Jamie Gaucher:** Correct. Right.

**Bridge Littleton:** Okay. We will then do it then. And now we're going to go to a closed session unless there's any other information items. [Off mic]. A motion? [Laughter]. [Off mic].

**Philip Miller:** I move that council go into closed session.

**Bridge Littleton:** Any other information items from anybody. Great. Okay. We're now going to move into closed session.

**Philip Miller:** If I move the council go into closed session as allowed under the Virginia Freedom of Information Act Section 2.2-3711A 8, 3 and 1 for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel for the discussion or consideration of the acquisition of real property or the disposition of publicly held property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and for the discussion consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers appointees and employees of the public body. I further move that these matters be limited to 1) legal advice regarding the state law related to revitalization 2) legal advice regarding state zoning law 3) The acquisition of property in the town limits 4) the acquisition of property for a new town administration office 5) the disposition of the health center property 6) the disposition of the Asbury church and 7) the hiring of a town administrator. I further move that in addition to council the following individuals to be present during the closed session. Martha Mason Semmes, Martin Crim, Will Moore, Jamie Gaucher and Rhonda North for the first part. Martha Mason Semmes, Martin Crim, Will Moore, Rhonda North for the second part. Martha Mason Semmes, Martin Crim, Will Moore and Jamie Gaucher for the third part. Martha Mason Semmes, Martin Crim, Will Moore and Rhonda North for the fourth part. Martha Mason Semmes, Martin Crim, Will Moore and Jamie Gaucher for the fifth part and Martha Mason Semmes, Martin Crim, Jamie Gaucher and Will Moore for the sixth part. I further move that the council thereafter reconvene an open session for action as appropriate. [Off mic]

**Darlene Kirk:** Second. [Off mic].



**Bridge Littleton:** And we're not going to use full names anymore. So do I have a second. Darlene's second. Everyone favors. Or discussion? Any amendments? Okay. All in favor say aye.

**All:** Aye.

**Bridge Littleton:** Opposed? Abstention? Great. We are now in closed session. I ask that council certify to the best of each member's knowledge one only public business matters lawfully exempted from open meeting requirements under review. Virginia Freedom of Information Act and to only such public business matters as were identified in the motion by which the closed meeting was covered were heard discussed or considered in the closed meeting. I would like to remind those present for the closed session that any discussion that occurred within it should be treated as confidential.

**Bundles Murdock:** Yes.

**Philip Miller:** Yes.

**Darlene Kirk:** Yes.

**Bridge Littleton:** Yes.

**Peter Leonard-Morgan:** Yes.

**Cindy Pearson:** Yes.

**Rhonda North:** I don't have to certify but I'll say yes.

**Bridge Littleton:** Meeting adjourned.