



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Minutes**  
**Thursday, January 10, 2019**



**PENDING APPROVAL**

**PRESENT:** Mayor Trowbridge M. Littleton  
Vice Mayor Darlene Kirk  
Councilmember Chris W. Bernard  
Councilmember J. Kevin Daly  
Councilmember Kevin Hazard  
Councilmember Peter Leonard-Morgan  
Councilmember Philip Miller  
Councilmember Cindy C. Pearson

**STAFF:** Danny Davis, Town Administrator  
Martin Crim, Town Attorney  
Rhonda S. North, MMC, Town Clerk  
A. J. Panebianco, Chief of Police  
William M. Moore, Town Planner  
Jamie Gaucher, Business & Economic Development Director

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, January 10, 2019 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**

Albert Bland, of St. Louis, advised Council that he supported Jennifer Wexton in her bid for the 10<sup>th</sup> District seat on the U.S. House of Representatives. He congratulated her on a successful campaign.

**Public Hearing**

**Zoning Text Amendment 18-01:** Repeal Section 245a of Middleburg Zoning Ordinance – Maintenance of Historic Structures

Town Planner Moore reminded Council that they adopted building maintenance provisions in the Town Code that applied on a town-wide basis, which made the language in the zoning ordinance duplicative. He noted that the zoning ordinance provision also only applied to a subset of properties in the Historic District. Mr. Moore recommended it be repealed so all maintenance enforcement could occur under the new Town Code section.

No one spoke and the public hearing was closed.

*Councilmember Daly moved, seconded by Vice Mayor Kirk, that Council adopt an ordinance to repeal Article XVII, Part 1, Section 245(a) of the Middleburg Zoning Ordinance pertaining to the maintenance of historic structures.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

## **Staff Reports**

**Stuart Will, of IES**, reported that he was hoping to get to Well 4 this month and noted that he had been extraordinarily busy.

Town Administrator Davis explained that the Well 3 pump went out and had to be repaired. He advised that this also included the replacement of some galvanized pipe.

Mr. Will reported that bacteriological samples were taken earlier in the day. He advised that once the results were received, assuming they were negative, the well would be placed back on line. Mr. Will noted that the pump that was replaced was the original.

Mr. Will acknowledged the need to add risers to some of the sewer manholes and noted that the work would be easier to do once the weather was warm, as it would involve the removal of asphalt.

**Town Administrator Davis** reported that the transition of duties from Ms. Semmes went well. He advised that he was meeting with members of the community and noted that he had a lot on his plate.

**Town Clerk North** reminded Council of the need to change their passwords for Granicus by January 16th.

**Business & Economic Development Director Gaucher** reported that two prospective projects came in within the past week – one of which was for a maker space. He explained that this would involve offering machinery and tools for entrepreneurs who wanted to make things.

Business & Economic Development Director Gaucher reported that a start-up work shop was held at the Middleburg Library earlier in the week, with twelve potential entrepreneurs participating. He further reported that the Town, Visit Loudoun and 26Digital would host a digital literacy work shop on January 23rd. Mr. Gaucher noted that to date, approximately eight companies had signed up to attend.

Mayor Littleton encouraged the staff to market such workshops as much as possible, particularly for local residents who may be thinking of starting a business.

The members of Council offered some suggestions for how this expanded marketing could be done, such as as a Facebook Event, on other entities' Facebook pages, on the Loudoun County website and in the print media.

Business & Economic Development Director Gaucher reported that of the twelve entrepreneurs who attended the start-up workshop, he anticipated three or four would make a decision within the next six months. He opined that they were legitimate leads and reported that they had done some research and were putting resources together. Mr. Gaucher advised Council that the staff was pursuing a CRM system that would allow such leads to be tracked and a report generated for their review.

Councilmember Bernard asked that Mr. Gaucher's monthly report be changed to include a projected project completion date.

Business & Economic Development Director Gaucher confirmed he would do so. He reminded Council that some projects took time to complete and noted that he had been working on one for a year and a half. Mr. Gaucher advised that other projects occurred quickly.

Business & Economic Development Director Gaucher reported that there were two strong possible businesses who were interested in the former Southern States building. He advised that he was meeting with one next week who was interested in opening a restaurant in that location. Mr. Gaucher noted that he was also meeting with an individual who was interested in the former Middleburg's Finest Chocolates space for a gourmet market.

Business & Economic Development Director Gaucher reported that during his eighteen month tenure, fifteen to sixteen businesses had come to Middleburg, ten or eleven of which he had had a hand in. He opined that he should communicate these successes more.

Business & Economic Development Director Gaucher reported that the Old Ox Brewery was presenting their plans for the former Health Center building to the HDRC.

Council expressed an interest in mapping the Town, flagging the empty storefronts and identifying potential suitors that would be eligible to go into those spaces. They questioned whether the staff promoted the opening of new businesses.

Business & Economic Development Director Gaucher confirmed that he spoke with new business owners about holding a ribbon cutting ceremony and communicating with the media. He advised that it was also posted on the Town's Facebook Page. Mr. Gaucher noted that lately, the businesses have wanted to do soft openings first. He confirmed that he approached new businesses even if he did not have a hand in their locating in Middleburg.

Town Administrator Davis reported that he and Mr. Gaucher met with the Town's social media consultant to make sure new businesses were being promoted on the Town's Facebook Page. He advised that they would also be promoted on the Town's new website.

Council suggested the new website include the Town's Shopping & Dining Guide. They further suggested it be in the form of an interactive map.

Town Administrator Davis confirmed he had already discussed this with the Middleburg Business & Professional Association. He suggested individuals could print the map from the website as needed.

Mayor Littleton noted that the Council discussed the need for a new Business Welcome Packet. He asked that the staff have a near finished product for their review during the January 24<sup>th</sup> work session.

It was noted that **Town Treasurer Bott** celebrated her third anniversary with the Town this month.

Town Administrator Davis reported that the Town's revenues were doing well and that there had been no unexpected expenditures. He reminded Council that the Town invested \$3 million of its reserve funds in the Virginia Investment Pool, where it was earning 2.6% interest. Mr. Davis noted that this was a stable investment, which was also liquid if needed. He advised that the annual return would be an additional \$95,000; however, he suggested the Town only budget for \$75,000 in the event interest rates dipped.

Mayor Littleton noted that the Strategic Finance Committee was looking at the Town's investment strategy and opined that, in the meantime, this was a great move.

Town Administrator Davis reported that water/sewer revenues were up by 13%. He reminded Council that they were consumption based. Mr. Davis suggested the increased revenues be used for one-time capital expenditures or for building up the Utility Fund's reserve.

**Town Planner Moore** reported that he, the Chair of the Planning Commission, the Town Administrator and Town Attorney met with the applicant for an assisted living facility. He advised that he had not given up and was now proposing an independent living facility. Mr. Moore reported that he was also proposing an amendment to the Comprehensive Plan. He opined that while their meeting was productive, the submission was not responsive to the Planning Commission's concerns. Mr. Moore advised that the applicant had been asked to make a presentation before the Council so he could get their feedback. He suggested this may occur during the next work session.

Town Planner Moore reported that the Northwest Federal Credit Union received approvals for changes to the exterior of their building from the HDRC. He further reported that the Old Ox Brewery discussed their proposed changes with the HDRC, which were well received.

Town Planner Moore reported that Bates Trucking did well with the trash collection this week; although, they did miss some stops. He noted that recycling items that were not in a typical recycling bin were also missed.

Vice Mayor Kirk commended Facilities & Maintenance Supervisor Cole for going behind the collectors to pick up what they missed.

Town Planner Moore reported that Vivian Warren met with VDOT regarding her concerns about storm water run-off at the cemetery. He advised that she reported the meeting to be productive, with VDOT agreeing to do additional work. Mr. Moore noted that he would continue to monitor this issue.

Town Planner Moore reported that he would be able to give the Council a firm revised schedule for the adoption of the Comprehensive Plan in February.

Town Planner Moore reported that during the HDRC meeting, the Old Ox Brewery revised their projected opening date to Memorial Day. He advised that if they had their construction drawings done before the next meeting, he could issue them a zoning permit; however, their schedule was more dependent on construction than permitting. Mr. Moore noted that the representatives did a lot of behind the scenes work before they finalized their purchase of the building.

**Chief Panebianco** expressed pride in his staff. He explained that they had a difficult month in December due to holidays, illnesses and vacation and advised that he was able to get creative with the scheduling of officers. Chief Panebianco noted the pending snow event and advised that they would be well staffed during it.

Chief Panebianco reported that they recently made two felony arrests for Fentanyl possession. He further reported that the officers now had access to Narcan, a lifesaving drug that could be used in the case of an overdose. Chief Panebianco noted that officers could also be affected by Fentanyl simply by touching it. He advised that the officers would be trained on Narcan's use, as well as how to recognize an overdose. Chief Panebianco noted that there was no harm in the event it was used when it was not needed.

Chief Panebianco noted that he would be speaking during the State of Law Enforcement Address in Loudoun County.

Mayor Littleton advised Chief Panebianco that Mayor Frazer conveyed his thanks to Middleburg's officers for their assistance with their parade.

**Town Attorney Crim** reported that three days ago, the Federal Circuit Court of Appeals in Richmond issued an opinion involving a member of the Loudoun County Board of Supervisors regarding their Facebook page. He noted that as a result, the County was drafting a revised social media policy. Mr. Crim advised that Chair Randall deleted something or banned someone from her Facebook Page and then, after rethinking it, restored it. He explained that the Appeals Court determined that to be a First Amendment violation. Mr. Crim recommended that members not ban anyone.

Mayor Littleton explained that the case involved a Facebook page that Chair Randall set up for the purpose of her work as an elected official that was separate from her personal profile.

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

Mayor Littleton reported that the Strategic Finance Committee met earlier in the week, during which time, they held a good discussion. He noted that they wanted to meet more often than once a month as they had a big learning curve ahead of them. Mr. Littleton opined that the members were bringing good knowledge to the Town.

Councilmember Leonard-Morgan reported that Go Green lost two members and were looking for interested individuals to serve. He advised that they were planning for the HEAL Expo, which was scheduled for March 30<sup>th</sup>. Mr. Leonard-Morgan further advised that the Spring Clean-Up was scheduled for April 13<sup>th</sup>. He noted that they would hold a battery take-back in conjunction with the drug take-back event in April.

## **Consent Agenda**

- (1) Approval of Minutes – December 13, 2018 Regular Meeting
- (2) Resolution of Appreciation – Christmas in Middleburg

*Councilmember Miller moved, seconded by Councilmember Leonard-Morgan, that the Council approve the consent agenda as presented.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

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## **Discussion Items**

### **Request for Amendments to Ordinance Establishing Wellhead Protection Advisory Committee (WPAC)**

Bud Morris, Chair of the Wellhead Protection Advisory Committee, opined that during their last meeting, two items caught the Council's attention regarding the changes proposed by the Committee, the first of which was to codify their advisory role with respect to property development and its impact on water. He noted that while they would be good at identifying threats, development was something that also involved the Town Engineer and the Utility Committee from the standpoint of availability. Mr. Morris explained that WPAC was interested in this due to concerns about the fate of the County's transition policy area.

Chair Morris advised that the other change being requested was to codify that WPAC was responsible for tracking the implementation of the plan, which it already did. He noted that while they have been meeting quarterly, they were discussing meeting monthly. Mr. Morris summarized that they were requesting a codification of their on-going advisory role.

The Council held some discussion as to how serving in an advisory role would occur. They agreed that by-right development was just that, by-right. The Council noted that it was important to consider and comment upon the impact of development in the County that occurred adjacent to the town, as Loudoun Water did not do that. It was suggested that guidelines be developed as to when WPAC would play an advisory role, such as anything within a five mile radius of the town.

Chair Morris noted that the Committee was also asking that the ordinance be amended to allow for a minimum of five members, as opposed to a maximum number.

Chair Morris suggested the following language “With the Utilities Committee, advise Town Council on the potential impact of proposed development on our water resources“, to which the Council agreed. He advised that the Committee would re-write the language and forward it to Councilmember Hazard for his review before returning it to the full Council for approval.

#### Assignment of Trash Collection Contract to Bates Trucking

Town Administrator Davis advised Council that the Town was approached by Waste Management asking that it assign their contract to Bates Trucking. He noted that only the Council could assign it. Mr. Davis reported that the staff had, however, approved a sub-contract with them for the time being. He advised that Bates Trucking had experience in residential waste collection. Mr. Davis noted that Waste Management’s focus was on larger customers, which was why they wanted to sell their residential ones. He advised that the Council was not expected to make a decision at this time and explained that if they wished to assign the contract, there needed to be more discussion.

Ylrico Alexander, General Manager of Bates Trucking, appeared before the Council. He advised that they started their business in 1964, had three hundred twenty trucks and six hundred employees. Mr. Alexander explained that they had a desire to grow into the western part of the Northern Virginia area. He noted that they had a base station in Manassas. Mr. Alexander advised Council that they would not have taken on Middleburg if they did not believe they could enhance the experience for the community. He stressed that they were not interested in selling the contract and advised that they would represent stability. Mr. Alexander reported that they already serviced thirty-four municipalities in this area. He advised that they were a local company with national resources and opined that they could give Middleburg the service it wanted. Mr. Alexander reminded Council that there were fewer companies in the waste collection business than there used to be.

After some discussion, the Council agreed to a trial period of three or four months with Bates Trucking to see how they performed. They requested that, in the meantime, the staff check on their rates.

#### Options for Administering Health Center Funds

Town Administrator Davis advised Council that the proceeds from the sale of the Health Center building were being held in a separate account. He noted that the question was how to deal with their charitable distribution. Mr. Davis suggested the Town could continue to administer them as it has or it could establish a 501(C)(3) organization to do so. He noted that the only downside to the latter was that the Town would have less control and there would be small fees for the filings. Mr. Davis questioned how the Council wished to administer the funds.

The Council held some discussion of the benefits and drawbacks of each option. It was noted that a 501(C)(3) organization would have the ability to fund raise and would have more flexibility with regard to investments. The Council agreed it liked the idea of developing a 501(C)(3) organization to administer the funds. They asked the staff to identify what it would take to set one up and to develop a framework that the organization would be required to work within.

### Implementation of Merit Increase System

Town Administrator Davis reviewed the history of the merit increase discussions. He reminded Council that they agreed to include a reasonable and appropriate cost-of-living-allowance (COLA) in the annual budgets that would be for a set amount. Mr. Davis further reminded them that they also agreed to provide an opportunity for a merit increase that would be on top of the COLA, which would be based on an employee's performance review. He noted that this increase could be in the form of a salary increase or a cash bonus.

Town Administrator Davis advised Council that there was funding for merit increases in the FY '19 Budget that had not been distributed. Since the Town was more than half way through the fiscal year, he recommended it offer cash bonuses based upon the budget and the employees' performance reviews. Mr. Davis suggested that in FY '20, the Town bring in a human resource professional to discuss how merit increases could be implemented or the staff could conduct additional research. He reminded Council that performance reviews occurred in mid-April; therefore, they would be in place to institute merit increases at the start of the fiscal year in July.

The Council held some discussion about the need to ensure that employees were not given merit increases simply for doing their jobs, but rather were given them for going above and beyond. They agreed with the Town Administrator's recommendation.

### INFORMATION ITEMS

Mayor Littleton advised that during the recent Coalition of Loudoun Towns (COLT) meeting, the members received information regarding the County's Comp Plan update. He reported that the County Planning Commission was struggling with it and opined that the next version would not be released until mid to late February. Mr. Littleton further reported that the County was conducting a fiscal impact analysis on the draft plan's recommendations, which was scheduled to be returned by January 22<sup>nd</sup>. He advised that the Loudoun Preservation & Conservation Coalition was offering information sessions on the draft plan and asked COLT to endorse and attend the information sessions. Mr. Littleton explained that they were offering to do two a week for the next eight to ten weeks, including one in Middleburg. He noted that the organization would do all of the work.

The Council agreed to host a session and suggested it be held in late February to early March.

Town Administrator Davis advised Council that Amy Marasco was available to facilitate their branding work session on January 16<sup>th</sup> or a Saturday. The Council agreed to hold the session on January 16<sup>th</sup>. It was noted that this would require the rescheduling or relocation of the Middleburg Arts Council meeting, which was scheduled for that same evening.

The Council took a brief recess beginning at 8:07 p.m. Mayor Littleton called the meeting back to order at 8:16 p.m.

### Strategic Initiative Item Review – Completion of Website Program

Town Clerk North advised Council that CivicPlus was scheduled to deliver a proposed project timeline no later than January 16<sup>th</sup>. She reported that the Town submitted the required forms associated with the first round of submissions, which would allow CivicPlus to prepare for the design discovery meeting. Ms. North advised that the only submission item that remained were the photos, which the staff was in the process of gathering.

It was noted that a suggestion had been made to reach out to the public to get photos for the website. The staff suggested this be done in the form of a contest that could be initiated with the launch of the new website in order to drive traffic to it, with the public then submitting photos that would be used on it in the future.

The Council held some discussion about the fact that the branding project would not be complete prior to the design of the new website. Councilmember Miller reported that the idea was to focus on the wireframe and layout of the site. He noted that the Town may have to spend some money to re-skin it once the new logo was available. Mr. Miller opined that adjusting the color palette to the logo should not be a problem.

Councilmember Miller reminded Council of the shortcomings of the current website. He advised that the plan was to tackle the content needs for each department's site and/or sub-sites and establish a process for everyone to review what was needed. Mr. Miller noted the need to ensure that information was displayed consistently across the website.

Town Clerk North reported that the members of the staff were working to identify the content they would like on their individual pages by the end of the month. She advised that they would then be provided to the Council Review Committee to ensure the staff had not missed something.

The Council held some discussion about the process for ensuring the site was developed as desired, on time and within budget. It was suggested that there be public outreach to determine what they would like out of the Town's website.

#### FY '20 Budget Overview

Town Administrator Davis reminded Council that the budget was the Town's strategic plan. He noted that he would present the draft FY '20 budget to them on January 31<sup>st</sup>. Mr. Davis advised that while the revenues looked good, he wanted to approach the budget using a cautious balance between what was realistic and being conservative. He reported that it appeared the Town would receive \$250,000 more in revenues than was budgeted for in the current fiscal year.

Town Administrator Davis reminded Council that the staff was forecasting the FY '20 revenues twenty months in advance. He advised that the State's outlook was for 3% growth. Mr. Davis reiterated that he planned to be conservative in his projections. He reminded Council that the Town would experience an additional half year of real estate tax collections this year due to the consolidated billing with the County and noted that those revenues would return to normal in FY '20. Mr. Davis reported that he was projecting growth in the meals, TOT and BPOL tax revenues. He advised that he also anticipated earning an additional \$75,000 in interest. Mr. Davis projected a \$230,000 increase in revenues in FY '20 and advised that the Town would have the opportunity to use it for a capital project(s).

Town Administrator Davis reminded Council that the budget was in draft form and could be adjusted up to the point of adoption. He reported that the Town was also seeing an increase in its utility revenues. Mr. Davis recommended they go toward a capital project and noted that he was proposing the Town do an I&I (inflow & infiltration) project.

Town Administrator Davis reported that he was proposing a 3% COLA, based on inflation, and \$25,000 for merit increases, which came to an average of 2%. He advised that while the Town did not yet have its new rates, he included a 5% increase for health insurance costs. Mr. Davis reported that he was also proposing an additional



employee benefit in the form of a deferred compensation match in the amount of \$20/pay period, which came to a total of \$7,800 per year if all of the employees took advantage of it. He noted that the Town already had the deferred comp program in place – it simply did not provide a match. Mr. Davis reported that he was also proposing a new position to assist with the projects that needed to be done. He expressed confidence that the budget was in good shape.

**Closed Session** – Legal Advice by Counsel & Briefings by Staff Members; Appointments to Cultural & Community Events Committee; Property Acquisition; and, Personnel Matter

*Councilmember Miller moved, seconded by Councilmember Daly, that Council go into closed session as allowed under the Virginia Freedom of Information Act Sections 2.2-3711(A)(8), (1) and (3) for consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel; 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; and, for the discussion or consideration of the acquisition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Miller further moved, seconded by Councilmember Daly, that these matters be limited to (1) legal advice regarding a recent appeals court ruling and its impact on the Town; (2) appointments to the Cultural & Community Events Committee; (3) the acquisition of property for a new town administration office; (4) the acquisition of property related to a parking lot; and, (5) a personnel matter related to positions and salaries for certain Town employees. Councilmember Miller further moved, seconded by Councilmember Daly, that in addition to the Council, the following individuals be present during the closed session: Danny Davis for all of the items; Martin Crim and Rhonda North for the first four items; Jamie Gaucher for the second, third and fourth item; and, Will Moore for the third and fourth item. Councilmember Miller further moved, seconded by Councilmember Daly, that the Council there after reconvene in open session for action as appropriate.*

*Mayor Littleton amended the motion to include Martin Crim in the fifth item.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

(on motion as amended)

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Mayor Littleton asked that Council certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, which each member so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

**Appointments to Community & Cultural Events Committee**

*Councilmember Miller moved, seconded by Councilmember Daly, that Council appoint the following individuals for two year terms, expiring December 31, 2020, to the Cultural & Community Events Committee: Beth Erickson, Chris Burns and Suzi Molak. Councilmember Miller further moved, seconded by Councilmember Daly, that Council appoint the following individuals for one year terms, expiring December 31, 2019, to the Cultural & Community Events Committee: Reggie Cooper, Emily Miller and Jim Herbert.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Hazard, Leonard-Morgan, Miller and Pearson  
No – N/A  
Abstain: N/A  
Absent: N/A  
(Mayor Littleton only votes in the case of a tie.)  
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There being no further business, Mayor Littleton declared the meeting adjourned at 10:14 p.m.

APPROVED:

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Trowbridge M. Littleton, MAYOR

ATTEST:

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Rhonda S. North, MMC, Town Clerk

## January 10, 2019 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:** All right. We will call the January 2019 meeting to order. First, Pledge of Allegiance.

**Everyone:** I pledge allegiance to the flag of the United States of America and to the republic for which it stands one nation under God indivisible with liberty and justice for all.

**Bridge Littleton:** Okay. Next we will do roll call.

**Chris Bernard:** Chris Bernard.

**Kevin Hazard:** Kevin Hazard.

**Philip Miller:** Philip Miller.

**Darlene Kirk:** Darlene Kirk.

**Bridge Littleton:** Bridge Littleton.

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

**Cindy Pearson:** Cindy Pearson.

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

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

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

**Danny Davis:** Danny Davis, Administrator.

**Bridge Littleton:** OK and now we'll go into public comment. Is there any member of the public who would wish to address the council tonight?

**Albert Bland:** Good evening. My name is Albert Bland.

**Bridge Littleton:** Mr. Bland if you wouldn't mind just come up to the table and if you would just speak into the microphone that'd be great. Thank you sir.

**Albert Bland:** Do I need use this? From village of St. Louis. We've been knowing Jennifer Wexton for a long long time personally, and we supported her from day one when she began to run. I use the term we, not me personally because I speak for a lot of people out there the 'we's that came into the meeting, and I wanted to congratulate her and her staff how she ran her thing and ran it for us, for the county. And also the lady that run [inaudible] we support her too. The 10th District in Loudoun County will never go through what we had went through these last ten years or so. It will go back to the people that run it, no special interest groups at all. And we do support them. We don't have any special people to say [inaudible]. We represent ourselves and most of the time when I go to the meeting. It's we,

not me. It's always the we in the village and this is the richest county in the United States. It was [inaudible] for years. It will never happen again with these young people that one will have a say over these, in here or whatever it is. And we are so proud of the ones there that gonna be a big big changes. And we want to thank them so much for these young people that's coming in to do it and do the job. I don't use names unless I tell you I'm gonna use your name if I go to the meeting. But now that we are on a good track because now the young people we got here now [inaudible] We need them. That old group has got to go. That good old buddy thing has got to go. But what this county did now is one of the greatest in this state too. We've got good people in Richmond from this area. They're doing their job and we support them 100%. Now, we expect them to do the job. I talked to them in the county. We work got a good working relationship with Loudoun County. All we've got to do is get on the phone, not to come to a meeting and a whooping and a hollering and all this stuff. Now we look over to politics. Mayor, you were very vocal in some of the things you did and we thought you went overboard a little bit. I'm telling you upfront. We support you as Mayor of Middleburg and we appreciate it. But we had people out there now to do the things we do and we wish you luck taking care of Middleburg. Thank you so much.

**Bridge Littleton:** Thank you. Was there anybody else who'd like to see me speak during the public comment section? OK. Thank you. We will close the public comment session and now go to the public hearing related to action items. And this one is Will wouldn't mind just giving a little background.

**Will Moore:** Certainly. So for the benefit of the public in July of this past year the town council passed a new amendment a new chapter to the town code that applies certain maintenance provisions to structures on a town wide basis in our ordinance were some maintenance provisions to the same extent but they were limited to properties within our historic district and only a subset of the properties within. So with the passing of the legislation in July that now applies maintenance provisions to all structures town wide. The remaining provisions that exist in the zoning ordinance are now duplicative. So this amendment is simply to remove those provisions from the zoning ordinance and all enforcement of property maintenance whether within the historic district or outside of it will be under the chapter from the town code now.

**Bridge Littleton:** Perfect. Thank you. So I'll open the public comment session for the zoning amendment. Is there anybody who wishes from the public to speak on this amendment? OK. We will close public comment session on the amendment. And do we have any motions or recommendations?

**John Kevin Daly:** I move Council adopt an ordinance to repeal Article 17 Part 1 Section 2 alpha of the Middleburg zoning ordinance pertaining to maintenance of historic structures.

**Darlene Kirk:** It is now. Second.

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

**Everyone:** Aye.

**Bridge Littleton:** All opposed? Abstentions? Resolution passes. OK. Next item is I believe it's staff reports right? And whoops, hang on one sec First up is Stuart.

**Stuart Will:** Mayor, Council good evening.

**Bridge Littleton:** Happy New Year.

**Stuart Will:** Happy new year indeed. Any questions?

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

**Bridge Littleton:** Yeah.

**Peter Leonard-Morgan:** Just one. Well four, still idle.

**Stuart Will:** We are looking to get on net this month. Been extraordinarily busy with a number of other things so hopefully we'll be able to make some headroom and learn something definitive at least. This month.

**Danny Davis:** Can I provided a brief update on something else as well even though this happened in January this past last week. Well 3 the pump went out as well. And so for a few days, Stuart, along with other things was focused on getting some emergency services to replace the pump as well as the galvanized pipe for Well 3. So we have that. Stuart do you want to provide a status of that?

**Stuart Will:** Yeah. That's actually repaired.

**Danny Davis:** OK.

**Stuart Will:** And we've collected bacteriological samples today and the day prior. So yesterday, and waiting on the results of those samples to come back negative and then we can put the well back on line. Though existing well pump that was originally installed in 2000-, I want to say 2. So we're talking like 17 years old and I don't know what we paid for it back then, but the town certainly got its money out of it. A major expense with that the well pump itself was like \$11,000. They're not cheap for the big size equipment. But you also have to look at the condition of your well pipe. Knowing that that was all installed new back in 2002 and also knowing that the service life of a pipe going down into the ground. We typically look at 30 years lifespan so it was better than half of its useful lifespan span gone. So we went ahead and done that and the metal costs have gotten extremely high due to the tariffs now. What would have been maybe 500 bucks worth of three inch pipe just a few years ago was like twelve grand. So yeah. [Off mic]. Yeah. [Off mic]. Well, no I'm sorry. It would've been more like a thousand dollars' worth the pipe. But yeah it's gone way up. We're talking like 65 bucks per foot. Yeah, but I had to do it. So got it repaired and hopefully back on line tomorrow.

**Bridge Littleton:** Okay. Anybody have any other questions? Cindy.

**Cindy Pearson:** The holes that are still in the road for some of the smaller maybe like up at the community center.

**Stuart Will:** Yeah.

**Cindy Pearson:** The different spots through, will that be taken care of? Will something we put so you don't...?

**Stuart Will:** Eventually yes. Yeah that's a lot easier to work on when that asphalt warm. So yeah.

**Bridge Littleton:** You don't want to chip it out right now?

**Stuart Will:** I'm not wild about the notion. No.

**Bridge Littleton:** [Laughter].

**Stuart Will:** Especially on days like today. Today was brutal. Yeah.

**Philip Miller:** And we don't have any concerns with those areas with plows going over top?

**Stuart Will:** At this point no because they're just they're too deep. Absolutely not at this point. You know typically you have trouble with the plows when it's sticking up slightly from the pavement and the plow gets into it and you find a hole in the pavement somewhere.

**Bridge Littleton:** Any other questions for Stuart? No? Stuart thank you.

**Stuart Will:** Awesome thank you. Have a good evening.

**Bridge Littleton:** Mr. Town Administrator.

**Danny Davis:** Thank you. We completed our transition during December which went very well. Took some opportunity during some of the holiday weeks to meet with folks throughout the community and that was good to get to continue to know different people, their projects, and what they're looking for here in town and looking forward to January we have a lot on our plate and we're doing good things. So I'm here to answer any questions you have on this topic specifically.

**Bridge Littleton:** Any questions for Danny? Boy you got off light this month. Thank you. Rhonda.

**Rhonda North:** Yes, Mr. Mayor. Just a reminder if you have not already done so please change your password on Granicus by January the 16th. Spending a lot of time on the website project, but since Philip and Peter are going to give a report on that later on I'll just hold off on that one.

**Bridge Littleton:** Any questions for Rhonda? Rhonda when let me look just check. OK. No, I'm good. OK. Jamie.

**Jamie Gaucher:** Mr. Mayor thank you very much. In addition to the report that you guys have in front of you right now I want to let you know two more projects have popped up in the last week. A maker space who's interested in coming here to Middleburg commonly referred to if you don't know what a maker space is it's a company that offers machines and tools and sometimes welding for entrepreneurs who want to construct something or develop a prototype, a beefed up version if you will of the facility that they have at Foxcroft school. That's exciting. And specific to the report, we had a startup workshop at the library on Tuesday and we had 12 potential entrepreneurs show up who are interested in starting a company. I thought that was pretty good. It exceeded my expectations. And on the 23rd I wanted to bring to your attention we're going to have a digital literacy workshop in partnership with Visit Loudoun and a firm called 26 Digital. It's an event that's going to be at 6 o'clock in the evening at the Mt. Defiance cider barn. And we're excited about that as well. The announcement went out yesterday and we already have seven or eight companies that have signed up to participate on the night of the 23rd. Outside of that I'd be happy to answer any other questions that you have.

**Bridge Littleton:** Anybody have questions for Jamie? I have a couple of quick questions. So the event that you had at the library I actually found out about it the day it was going on. Did we do, other than Tina's e-mail the Friday before, did we do any marketing of that event?

**Jamie Gaucher:** We did. And the Virginia SPDC did. And I sent it personally to over 20 individual entrepreneurs that I've been in contact with over the last six months. So I was really focused on people who have not quite big business yet. They're still formulating an idea or they're drafting a plan or they're trying to figure out what the difference between you know an S corporation is an LLC. So it really wasn't broadcasted widely. It was really a focus group for early stage people.

**Bridge Littleton:** I think, and I'm you know curious on anybody else's input on this, I think when we have events like that in town I mean it's a lot of resource for folks and organizations and small business groups to come and set up and put it on. We should as loud as we can project and broadcast that this thing is available. I mean there you know there could have been two or three you know 10 people that you don't know who actually live in town considering starting a business who would have loved to have gone. You know this could fit right for them.

**Jamie Gaucher:** Yeah.

**Bridge Littleton:** And to me because it wasn't on our website wasn't it on our Facebook and all that kind stuff. I just think if we're going to have programs we want to you know we want them to those programs to grow out of the library have to go to the community center because there's so many people want to come.

**Jamie Gaucher:** Yeah.

**Jamie Gaucher:** And I think it's also good because it's taken the hard work you're doing in the town staff is doing and making sure the rest of the business community knows that we are trying to reach out and help. So I would say that also Let's amp that up on the thing coming up in two weeks because you know we have a lot of business in town that could have used a lot of help in getting their digital literacy out. And if we're only contacting them two weeks in advance I mean I know if it was me if I found there's no way I could go because I've already got stuff planned on it. It's hard for them to find temp help.

**Jamie Gaucher:** Sure.

**Bridge Littleton:** Cover and stuff like that. So let's as we have these events and programs and stuff I think they're great. but we got to get them out more fiercely, more broadly, louder you know, and all that. So I don't know how to do that I just think that's one thing we should do.

**Jamie Gaucher:** I'll work on that.

**Bridge Littleton:** Yeah.

**Peter Leonard-Morgan:** If I can add to that. You mentioned Facebook earlier and you know while Facebook isn't the be all and end all of it you know they do have that wonderful event section. I'm sure you know about that and soon as you put on one person clicks interested and then along all their network sees it and they go I'm interested I'm going and then all that post and so I find that quite useful.

**Bridge Littleton:** And I think the other thing a good thing I'll do too is I mean you know there's a lot of those pages out there like the Western Loudoun community connection and uncensored and all that stuff and there's, what's that? [Off mic]. Loudoun Now.

**Bridge Littleton:** Exactly. I mean there's you know plenty of things out there about you know what's Middleburg doing to help businesses. And you know we're only hurting ourselves if we don't you know proudly talk about the things that we're... If we don't say it they're not going to know it.

**Jamie Gaucher:** Sure.

**Bridge Littleton:** So let's really drive that aggressively.

**Jamie Gaucher:** OK. Thank you.

**Philip Miller:** And let's talk to the county see if we can get it on their website or what's going on in Loudoun. Don't forget about our friends in you know traditional print news over here if we've got enough time to get something out there I'm sure DeeDee would love to have some content about that.

**Jamie Gaucher:** Absolutely.

**Philip Miller:** God knows it's a talking point here. But I absolutely think that we need to get that out earlier and far more widespread.

**Jamie Gaucher:** OK.

**Philip Miller:** And Dan would love to come and do an article.

**Bridge Littleton:** [Laughter] No I mean I saw the details about the digital literacy thing. It's actually really cool what this company does.

**Jamie Gaucher:** Yeah.

**Bridge Littleton:** If you give them enough advance notice they'll go look at your website and tell you what you're doing right and doing wrong. But if nobody signs up you know.

**Jamie Gaucher:** Right.

**Bridge Littleton:** Yeah. And it's free.

**Jamie Gaucher:** It's free. Yeah.

**Bridge Littleton:** Chris.

**Chris Bernard:** So you said there were twelve potential entrepreneurs in town. Are any of them realistically coming up in the next year that are possibly going to do something and is there any sort of follow up like we now have their information. Are we kind of following through like how many of them are going to the digital literacy program?

**Jamie Gaucher:** Yeah exactly.

**Chris Bernard:** Like follow are we doing on that.

**Jamie Gaucher:** So there were 20 people that signed up for that event. 12 actually showed up. From those twelve off the top of my head there were probably three or four that probably make a decision within the next six months. So it's hard to predict 12 months out, but given the conversations I had and the questions they were asking and what they shared with the rest of us that were in the group I'd probably say six months.

**Bridge Littleton:** Those are legitimate leads?

**Jamie Gaucher:** Legitimate leads, right. Yes. So basically people that aren't quite there but are more well-formed than somebody that just has an idea or read an article. Right? So they've done some research. They've put some resources together. And like I said I wasn't expecting 12. I was surprised they weren't all from Middleburg. Some of these people were traveling from other parts of the state or of the region. Along those lines about basically tracking and data, Danny and I are in the process of securing a CRM system so we can keep track of all of those leads and produce reports for you guys as needed. So yeah.

**Darlene Kirk:** Are the people from the first group there aware of the second meeting that you're having are any of them coming?

**Jamie Gaucher:** Yes.

**Darlene Kirk:** OK good.

**Jamie Gaucher:** Yes.

**Bridge Littleton:** Kevin do you have a question? Okay. Anybody else? Okay.

**Chris Bernard:** One last one.

**Bridge Littleton:** Oh yeah. Chris go ahead.

**Chris Bernard:** Different topic. So with the report that we're looking at with the project initiation and start date is there any way we could get a projected completion or kind of like this is what we're looking at because some of



these projects maybe a year out. Some of them may be six weeks. I think it'd be interesting to see kind if things are following a track.

**Jamie Gaucher:** Sure yeah. And along those lines some of these projects are takeover here from you know from the first time that it comes across my desk or I meet up with somebody first example it comes to mind. I've been working with somebody since almost a year and a half on I've been here just over a year and a half. And we've been connected for over almost a year and a half and he's going to be doing a farm brewery right outside of town. And it just took him a long time it took him to find an appropriate piece of property it's going to be on Foxcroft Road between here and Foxcroft School. But we went through we probably looked at four at least four different properties in town and then he started to explore options outside of town. Sometimes the projects happen really quickly. Something doesn't come across my desk until the financing is in place and the team is together and they just need real estate. Much like Gail and that person that you originally brought to me a couple of months back.

**Chris Bernard:** I was thinking he has to look at this and maybe sorted by what's the closest thing to coming to fruition.

**Jamie Gaucher:** Yeah.

**Chris Bernard:** Okay well this might be in the next two weeks. And these ones might be next year.

**Jamie Gaucher:** I'll work on that.

**Darlene Kirk:** Do you have any real possibles. I mean strong possibles for any of the empty buildings we have on Main Street.

**Jamie Gaucher:** I've got two strong possibles for the Southern states building. I talked to the realtor that's gonna be taking over that building. We're gonna have a meeting either on Monday or Tuesday with somebody who's very interested in moving a restaurant into that space and then I've been going back and forth probably for four months maybe five months with somebody that's looking at Jock Reuter's space where Middleburg Chocolates used to be. They are interested in doing a gourmet food store in that space. And I'm also aware of at least four different companies one of them is on the list. A psychic who has approached the new owner of the real estate on East Washington Street where Olio's used to be in there. So yeah in the 18 months that I've been here I went back I talked to Ashley before when she was here last week and I think over the last 18 months, we've had something like 15 or 16 companies come to Middleburg and I've probably had a hand in roughly 10 or 11 of those 15, 16 companies so. And to your point Mr. Mayor that has not been broadcast right. I know I probably should do a better job of communicating some of the successes that we've had here including ribbon cuttings and other events. Right.

**Bridge Littleton:** Yeah I mean yeah it's easy to see empty store fronts because they stick out. It's hard to see the work going on behind the scenes to you know when a business open it's not like that came the week before. Right you know they were working on it for months.

**Jamie Gaucher:** Sometimes months. Sometimes, right.

**Bridge Littleton:** Or a year. Right. So okay.

**Philip Miller:** Speaking of working on things for months. How are we doing with the folks from the brewery?

**Jamie Gaucher:** Doing very fine. I think Chris was. Chris Burns was here I think it was last week to talk to the HDRC about his plans. His initial plans and I think he's moving. I think he's moving along just fine.

**Bridge Littleton:** I mean he's aiming like April, May.

**Jamie Gaucher:** Something like that correct. Yeah. I don't think they've actually done any work or initiated any construction yet but the plans are coming together.

**Chris Bernard:** So along lines of the you know seeing the empty storefronts. It might be interesting and I don't know if it's for public consumption or what. It's almost think a map of the three main streets in town and visually just flag which ones are empty and then maybe have a list of potential suitors that fill in to them, rather than looking at it in a list of possible things. And then where they may go.

**Jamie Gaucher:** So I'd be happy to provide that to you. I've a...

**Chris Bernard:** You walk down the street and you kind of see maybe [inaudible] but this would be like a great visual representation.

**Jamie Gaucher:** And some buildings lend themselves more easily to different types of companies right. So the brick buildings where Olio used to be over the last year or the last 15 months I think I've shown one of those three buildings at least nine times to different people who decide to go other places and people that have never you know come into fruition. So.

**Chris Bernard:** It might be interesting to look at that map and say okay like you know there's 20 things on your list like these four could fit into this building.

**Jamie Gaucher:** Yes.

**Chris Bernard:** These three and but we have nothing that will fit into this building.

**Jamie Gaucher:** Yes.

**Chris Bernard:** Maybe we need to go recruit a specific.

**Jamie Gaucher:** There's a new children's clothing store or clothing operation that's going to be coming in Middleburg. So you know that's not on my list either but you know as an example. Yeah.

**Bridge Littleton:** Chris, I think that's an awesome idea. Let's just do it.

**Jamie Gaucher:** OK.

**Bridge Littleton:** Overhead map of town, commercial district. Where are the empty spots. We should get an idea of what it looks like.

**Chris Bernard:** And then when someone comes to you. You can just be like, here's the map. Here's what's open.

**Jamie Gaucher:** That's basically how it works right. Here's the list.

**Chris Bernard:** And here's the feet. Here's the square footage of each of these spaces. You get all the information right there.

**Jamie Gaucher:** Yeah.

**Chris Bernard:** And then I guess last thing is we saw the e-mail today about the new business opening up in town. Do we do anything to promote that on our end?

**Jamie Gaucher:** I usually reach out to them to talk to them about doing a ribbon cutting or doing press whether it's a reference or a referral rather to Dee Dee or a referral to Len Schapiro or we put it on Facebook or even Loudoun County. And of late most of them have been focused on I want to do a soft opening.

**Chris Bernard:** Right.

**Jamie Gaucher:** You know and let me get my sea legs. Let me get my feet and then we'll do something. But yeah I approach every single one of them whether or not they worked with me for months or not at all. Right. So there's a new there's a new one that's gonna be on Federal Street. And they came to Middleburg without any interaction from me whatsoever. And we're going to get together next week to get up to speed and plan that media and plan that ribbon cutting. And all of that.

**Danny Davis:** We also just had a conversation with our social media consultant about when we do ribbon cuttings making sure that they're on Facebook, Instagram, all of our platforms so that we actually get the word out as best we can. And then a goal is on the new website as well under our business site to find ways to spotlight businesses. And it's not just new businesses. Let's do a business of the month or highlight you know we're gonna do a business directory that includes everybody regardless of you know you don't need to be a member of, you pay taxes here in town so let's support you and do what we can to promote you. So yeah. And we'll take any ideas you have as well to boost those you know ideas of helping businesses you know get their name out or helping patrons find the businesses here in town.

**Jamie Gaucher:** And to Danny's point coordinating with the MBPA. Right. So we had that conversation with the MBPA on Tuesday evening as well. All right we don't want to duplicate efforts. We want to leverage what each other does.

**Bridge Littleton:** Sure. Peter.

**Peter Leonard-Morgan:** I think that segues also into we're used to. I think we still have it. The map of Middleburg stores and businesses and it'll be great to see that on the website as well. Talking about the overhead. And residents can look at it and see maybe it's interactive you know with links to their websites as well.

**Danny Davis:** We had the same conversation with the MBPA as well on Tuesday night. You know what does this look like. Right now it's a static document which is fine. I mean it's good for printing and handing out. But if we can make it interactive if we can make it dynamic. So when people do change and then we can print off 10 copies for here and 20 for the pink box and then if we need to print 20 more next month. We haven't just printed 500 of them. We kind of do it on an as needed basis.

**Jamie Gaucher:** And it's available for folks that are using a mobile device.

**Danny Davis:** To download, mobile device. [Inaudible]. Well that's so.

**Bridge Littleton:** So real quick. We're not going. Let's not solution. Let's just you know there's work to be done. The one thing I would say again it's not solutioning. We have talked about it over a year now. New business. Welcome packet.

**Jamie Gaucher:** Yes.

**Bridge Littleton:** OK let's look to see a near finished product at our January 24th meeting.

**Jamie Gaucher:** Sure.

**Bridge Littleton:** Thank you. Well real quick anybody else have anything for Jamie? Great. Thank you. Next is Ashley. She is out tonight. So I guess Danny you'll field any questions if need be. But I do think there is one thing

we want to mention for everybody here it is Ashley's third anniversary as. And Cindy will now stand and sing. [Laughter] It is Ashley's third anniversary as the town treasurer. So if Ashley is watching, Congratulations.

**Chris Bernard:** Happy anniversary. [Inaudible]

**Bridge Littleton:** Yeah.

**Danny Davis:** She said she was going to. She did feel bad about not being able to be here tonight but a family matter came up so totally totally understand that. Well we'll talk more about the kind of revenues and all that as we get into the budget discussion a little bit later in the agenda. But just to say as you can see on on the report revenues continue to do very well and we don't have any unexpected expenditures so we continue to do well in our budgeting for current fiscal year which then of course leads into our projections for the next fiscal year. So if there any questions I can answer those.

**Kevin Hazard:** Just if we could just do a quick review on the transfer to the Virginia investment pool.

**Danny Davis:** Yes absolutely.

**Kevin Hazard:** You know we are in a volatile kind of a financial you know what is it and how is it.

**Danny Davis:** Yep, definitely. So back in I don't remember the exact date but a number of years ago local treasurers from across the commonwealth came together. A partnership really of the VML, Virginia Municipal League and VACO, Virginia Association of Counties and created this investment pool together that would be a little bit higher return but still in investments that meet the requirements of state code for protecting the investments and for meeting all the requirements and also liquidity for the local governments. And so it's been going on for a number of years and is members of the board are treasurers from counties and towns and cities. So I think it was within the last year I think Middleburg signed the agreement to join the program initially and started rolling over CDs that matured into this program. But we still had over 6 million dollars in our checking account that was getting you know a tenth of a percent or some some kind of minimal interest and so.

**Bridge Littleton:** It was losing money.

**Danny Davis:** So in discussions and hearing the council's interest in continuing to do a better job investing our funds. I authorized the Treasurer to go ahead move not even half of what we had in the checking account, the three million dollars to this account which is again all things are at risk but this is you know it's continued to grow in their returns right now about 2.6 percent of pretty stable and secure investments that again many many other jurisdictions use. So we anticipate this being very successful for us into the future fiscal years as we have large cash balances. And then if necessary there is liquidity there that we can pull it out. So if you need more info on that program specifically we can get it for you. But we're very confident in it.

**Bridge Littleton:** So real quickly to Kevin's point. For one year the estimated return on this would be an additional. What was the number?

**Danny Davis:** Well you know if you calculate it out it at 2.6 percent it's around \$95,000. I'm suggesting we budget maybe \$75,000 so we don't, you know in case the market can dips a little more there's anything else we don't overestimate but that that's a significant amount of money in just investing it in the right way.

**Bridge Littleton:** And that's just like going from one checking account putting into a basically like a higher yield savings account. We're going to get an extra ninety thousand in a year and then the finance committee as we work through you know what investment strategies look like know we'll see what we can do better. But at a minimum you know I think this was a great move. While we're figuring all that out. So.

**Danny Davis:** No. Absolutely. No. Oh I will mention and this will come up a little later. Water and sewer fees are also tracking more more than just the 3 percent higher of the increase but significantly I mean 13 percent higher year over year. But remember water is similar in a way to TOT and meals tax is very consumption based and consumer based. So it kind of has the same fluctuations as some of our other revenue sources. So that's a positive sign I think is good for the utility fund as well but we want to make sure that we continue to use those resources in our capital projects and in building up the right reserve.

**Bridge Littleton:** Any the other questions for Danny on the finances? Okay. Perfect. And next is Will for a second time and not the last time.

**Will Moore:** Thank you Mr. Mayor. Just a couple of items to highlight. The Planning Commission did not meet last month. Lack of agenda items and we just weren't quite ready on the latest draft chapters of our comprehensive plan. But we did have a meeting I had reported previously that the applicant for who's interested in doing an assisted living facility which has now morphed into an independent living facility. He had back in November withdrawn two applications that he had filed for rezoning and a special use permit. But he's not quite giving up yet so he has kind of rethought his direction and is now proposing amendments to our comprehensive plan. So with kind of lack of progress that we have made over the last year we had a sit down myself, Danny, Planning Commission Chair Eric Combs and Town Attorney Martin Crim. It was I think somewhat productive but still not responding to some of the major concerns of the Planning Commission. So in speaking with the mayor subsequent to this I think we're going to ask the applicant to come to council to give a presentation because we're really spinning our wheels at the Planning Commission level and I think he just needs some an initial read from you some feedback from you and maybe that can put him on a stronger path one way or the other. So we'll be proposing that possibly as soon as your work session. But we'll talk that over with the mayor depending on scheduling. And then under the HDRC a couple of things happening there with the discussion was going on with Jamie I just point out that the name was previously not out there but it's Northwest Federal Credit Union that is looking at the Old Union Bank space and they came in for approvals for extra changes and received those approvals at HDRC. So looking forward to that addition and the discussion with Chris Burns from Old Ox Brewery went was very well received. The proposed changes to the courtyard. He is going to maintain the large shade tree there which was really good to hear but most of it is in fact all of his changes that he was proposing at an initial stage were very well received. Those are the only items I have to highlight but I'll be happy to answer any questions you might have.

**Darlene Kirk:** How did it go yesterday with the new trash group overall.

**Will Moore:** It went pretty well. Had a couple of missed stops. I think Tim is still connecting with the their route manager. Things that are understandable but just if you're taking a little more time wouldn't have been missed. But recycling that was in containers other than typical recycling bins that were just missed a couple of yard waste stops but pretty well overall. We're pretty happy.

**Darlene Kirk:** I saw Tim out and I wanted to commend him because he was going around yesterday after they left him picking up the trash that was left behind. Good job for him.

**Will Moore:** And we did get those cans from Southern States.

**Darlene Kirk:** I didn't understand why the brewery.

**Will Moore:** No, no, those actually I think were Southern States. [Off mic]. Yeah I think he was mistaken on that [Inaudible] there but we did get those. Yes.

**Bridge Littleton:** Any other questions for Will? Peter.

**Peter Leonard-Morgan:** Will, I see Ms. Warren's name in connection with the Emmanuel Episcopal here. And it reminds me of when she came to see us a few months ago about the issue with the cemetery. I was wondering whether you know any developments on that?

**Will Moore:** Correct. So she had scheduled a meeting with the VDOT maintenance supervisor for the Loudoun area. And I had intended to attend that meeting and certainly went. But the the the representative from VDOT had it down as another day. So that meeting was rescheduled and I was not extended an invitation and it was just by mistake. Viviane forgot to forward the email to me so but she did report back that it was a productive meeting. It sounds like they are agreeing to do some additional work on site on the cemetery which they previously had said their end of maintenance responsibility was over. So it sounds like they're going to do a little more for. But I think we'll continue to follow up on that. Thank you.

**Bridge Littleton:** Any other questions for Will? I just had two. I think the last time we talked about the comp plan you guys were targeting middle of the year, does that still feel right?

**Will Moore:** It does. I think this month will be a good temperature check with the Planning Commission. I think I should be able to give you a pretty firm revised schedule at your February meeting.

**Bridge Littleton:** Okay. And then the second question and this is just you know I'm just curious in your experience with what you've seen on the Old Ox and what they've got to do for all the county wide approvals and the town approvals did it seem like they'll be on target for spring-ish open?

**Will Moore:** So during the HRC meeting Chris revised that and stated he's aiming for hopefully by Memorial Day now.

**Bridge Littleton:** Okay.

**Will Moore:** So we took some steps during that meeting that assuming he has his construction drawings done before the next meeting I could still clear zoning permits to get building permits. So we're doing some steps to expedite ourselves and I think it's probably more dependent on construction timing rather than permitting.

**Bridge Littleton:** OK. All right. I just remember when the King Street Oyster Bar right. I mean there was a million things there they had to have a gas line and all but it was like two more months and then two more months then two more months and it finally got there. But I'd love to see it open as early in the year as possible.

**Will Moore:** It appears he's made a lot of progress during the time that we were dealing with the sales contract and up to closing. There was a lot of behind the scenes work going on so I think I'm hopeful for that Memorial Day.

**Bridge Littleton:** Okay, perfect. Any other questions for Will? Thank you. Okay. Reports on Town Committees. [Off mic]. Well you know it's A.J. A.J., sorry about that. I didn't scroll down to the bottom. A.J. is going why did I stay? [Laughter].

**A.J. Panebianco:** So now a couple of things first I want to start off by reiterating one thing that's already on there under the notable events very proud of staff because December was a very rough month for us between holidays vacations and illnesses. They really stepped up to the plate and through some creative scheduling were able to staff the department very well during December. We don't have a lot of backup plans. So when people start dropping off it gets a little bit... we have to become creative. But I'm very proud of the way they reacted to that and stepped up to the plate which is expected by the way. Snow's pending this weekend. We will be staffed even if it's just me. But somebody will be here. I was asked on the way in by Kevin Hazard about our two felony arrest. I won't go into a lot of details but it is important to note that they were fentanyl arrests which we're not happy with being here. But it's in Loudoun. We are taking some steps and we actually started that Philip actually jump started that for me. We had planned to look at getting Narcan into operations probably around spring. It's a lifesaving drug that we can give to anybody who takes an overdose. But just as important officers can be affected by fentanyl just by touch. So it will have that lifesaving capability for our officers as well and they'll be carrying them with them. They'll be trained. Working with Leesburg Police Department who will be doing our first training to get everybody up to speed on how to use. It's a very simple drug and good thing is if we give it to you and you don't need it, it doesn't hurt you. And

they'll be trained to recognize an overdose or what potentially would be an overdose and how to administer the drug. The drug is just simply nasal spray, you pump two in each nose and you're done. But the officers will have it, carry it on them and the expense was a lot less than I anticipated. So we didn't have to come and try and find a creative way to budget it. We just purchased it out of police equipment. You don't have to have a prescription for it either in Virginia so that helps. So that's kind of the big thing. I won't go into details about the arrest but that that was the arrest. And I guess last but not least tomorrow I'll be speaking at the Belmont country club for the State of Law Enforcement address that we do every year to talk about what's happening in Loudoun County. It'll be myself Greg Brown and Cindy McAlister and Sheriff Chapman.

**Bridge Littleton:** Any questions for A.J.? Mayor Fraser I saw him last night he just wanted to say thank you guys very much for all the help during the parade.

**A.J. Panebianco:** We offered. We offered.

**Bridge Littleton:** Yeah, yeah. No, he appreciated it. He really did. Any other questions? Great. Thank you A.J.

**A.J. Panebianco:** Thank you.

**Bridge Littleton:** Martin.

**Martin Crim:** Thank you Mayor. You have my report. The only thing I would add to that is that three days ago the Federal Circuit Court of Appeals for the 4th Circuit in Richmond issued an opinion in the case involving one of the Loudoun County Board of Supervisors members and their Facebook page. I've been in touch with Leo Rogers the county attorney. He indicates that the county will be revising or drafting a revised social media policy. So when we have that we'll let you know. I'm tracking this case and still analyzing it. It's only been three days in short what happened was Supervisor Randall deleted a post from her Facebook page that was set up to gather input from residents and then thought better of it and restored it. Or banned him and then unbanned him, rather. But that turned out to be according to the Federal Court of Appeals a First Amendment violation. And so we now have some case law and it's very detailed. Goes into a lot of analysis of whether they're standing whether there a since it's a private site or you know all that sort of thing and public forum analysis. So it's an interesting case. Had a chance discuss it with Town Manager or Town Administrator and so we're going to keep that in mind. And if anybody has any questions about their own Facebook pages or other social media pages we can address those on an ad hoc basis. But right now I guess the solution that simple advice is just don't ban anybody or on Twitter the equivalent is you know is muting or you can actually I'm not sure you can mute or not but there's also a ban process there.

**Bridge Littleton:** So is it... so I think if I understand this right that was a page she had, it wasn't a personal page it's a page she has for her role as the or let me make it, it's not about her right. So if somebody has a personal if a politically appointed person has a or not appointed but you know what I'm saying in the public domain has a personal page that's not what they're talking about it's if you have a page that talks about that is for the purpose of expressing what you do as an elected official.

**Martin Crim:** That's the key distinction one of the key distinctions that the court of appeals made was between your profile which is just your average anybody can have one that's what you get when you sign up for Facebook and a page that's set up for a campaign or an elected official. That is then a separate page from your personal profile.

**Bridge Littleton:** OK. OK. So the first one if it's your personal one, none of this applies.

**Martin Crim:** Well, we don't have that case law, you know.

**Bridge Littleton:** Oh, OK.

**Martin Crim:** It is going to depend on all the facts of the case because here they went into a lot of analysis about what made that page a government forum because it was asking for comments from the public and that sort of thing.

And so there was a good bit of analysis and it's not clear which of those factors pushed it over the edge and any future cases are going to be based on particular facts of those cases.

**Bridge Littleton:** Got it. OK. Anybody have any questions for Martin? Thank you very much. OK. Next we have town reports of committees from anyone. Looking around the room. OK. I will simply say the Finance Committee met on what day was it?

**Philip Miller:** Tuesday.

**Bridge Littleton:** Feels like a year ago. It was I thought it was a very very good discussion. Got into a lot of detail on revenues and stuff. And you know we originally started out thinking you know we'll meet once a quarter. They all want to meet more frequently than once a month because.

**Darlene Kirk:** More frequently than once a month?

**Bridge Littleton:** Yeah.

**Darlene Kirk:** Oh good.

**Bridge Littleton:** Because they're sort of grabbing in and going wow we got a lot to get through. Yeah there's a big learning curve. Yeah. [Off mic]. Yeah, Chris was there and it was a it was a great risk. I mean Childs was there Joe Boling was there Bob Dale and Sid Abrams who I'd never met but a lot of good experience and knowledge on that and they were like I said they really want to get their hands dirty. So that was very nice to watch. Anything else? Any other questions? Yeah.

**Peter Leonard-Morgan:** The Go Green Committee lost two members. When I say lost, they're not members of the committee any longer. [Laughter]. So clarify that. So we're sort of looking for interested parties if anyone knows anyone who is interested in the Go Green Committee, conservation, sustainability, health and wellness. We're pushing ahead.

**Bridge Littleton:** You don't have to be a town resident.

**Peter Leonard-Morgan:** You do not. We're pushing ahead with planning for the HEAL FAIR and 5 K on March the 30th from the community center. So that's going to be a lot of fun. The spring clean-up we've decided on a date which is April the 13th, Saturday April the 13th between 8:00 and 10:30. [Off mic]. We haven't got a rain day. No, we thought about that but apparently it's Palm Sunday. [Off mic]. So a lot of one of our members. Indeed. The battery take back or I think [inaudible] the date is April mid-April is the drug take back here at the town office. And we always do the battery, used battery take back on the same day. So planning ahead with that as well. And really that's all I have to say. Thank you.

**Bridge Littleton:** Anybody have questions for Peter? OK. And I know I'm going to get this wrong, I do every time. We're now going to go to the consent agenda and Rhonda do we have a memo for? Or just move?

**Rhonda North:** So Mr. Mayor the first thing you want to do is ask if there's any items on the consent agenda that anyone would like to remove.

**Bridge Littleton:** As Rhonda stated, is there any items on the consent agenda that anyone would like to have removed? We basically just have the minutes and the resolution of appreciation.

**Chris Bernard:** Did we skip something on the schedule before we get to that?

**Bridge Littleton:** No.



**Chris Bernard:** Was there no special recognition by Mayor and Council?

**Bridge Littleton:** No. No I mean the Resolution of Appreciation Christmas in Middleburg is actually part of a consent agenda. Yeah it's you know this is the standard thing. And so there's nothing under then it's empty but it's always there. Anyone have anything to be removed from the consent agenda? Nope? OK. Do we have a motion to prove the consent agenda?

**Darlene Kirk:** So moved.

**Philip Miller:** I move that we approve the consent agenda as presented.

**Peter Leonard-Morgan:** Second.

**John Kevin Daly:** Second.

**Bridge Littleton:** All those in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** Opposed? Abstention? And it passes. Thank you. All right. Next action item. We have got discussion items. Request for amendments to ordinance establishing Wellhead Protection Advisory Committee. Mr. Jacobs.

**Bud Jacobs:** Sir.

**Bridge Littleton:** Please join us. [Off mic]. And I believe so would it be fair to say that you and Mr. Daly are pinch hitting this together. [Off mic].

**Bud Jacobs:** It would be safe to say that. I believe that our last meeting when you approved our plan and set aside a place marker for some funding for our activities you decided to deliberate about the proposed changes that we wanted to make or want to make to our enabling legislation. If I can use that term if you recall there were. It's it's pretty standard but there were two elements that I think might have caught your attention. The first of those was an attempt on our part to codify our potential advisory role to the Council with respect to proposed development and impact that such development might have down the road on water. We thought about this after a discussion with the town engineer in I think the first utility committee meeting that I attended when he reminded us that it's all well and good for a body such as ours to concern itself with the potential contamination or damage threats to our groundwater. But there may be another piece that utilities also has a piece of obviously and that is overall just the question of the availability of water. So what we came up with was an a bullet item that we would like to see in our ordinance that instructs us with the utilities committee because I don't believe we alone have the necessary expertise but together with utilities we do to comment to you on proposed development and its impact on groundwater protection writ large not just potential sources of contamination but heavy draws on our aquifer for example. I don't think this is something that would come up very frequently and in all honesty my own interest springs from the ongoing discussion of the fate of the transition policy areas in Loudoun County's plan. And we thought if it ever came to pass that the town or the group of mayors were to take a position on a specific development somewhere in one of our jurisdictions that it might be helpful to have a formal advisory committee role to comment on the potential impact on water resources of such development. So that's a long way of describing what that what that particular bullet is all about. The other one that I think might have caused some interest was a suggestion that we ask you to codify an activity that we already do which is to track implementation of the plan that we laid out before you in our draft that you approved last year. We review action items at our meetings. Generally we've been meeting quarterly but I think our operations tempo is going to pick up a little bit and we'll be meeting more frequently. One of the activities we do in those meetings is go through implementation try to identify problems, obstacles, challenges and where necessary bring those to the attention of the town administrator or to the Town Clerk and in some

instances I suppose to you directly. So this tracking implementation bullet merely codifies that activity. But I think it's useful to have it in the ordinance to explicitly recognize the ongoing advisory role of our of our committee.

**Bridge Littleton:** Anybody have any questions?

**Kevin Hazard:** On that one bullet point about to ensure proper to ensure proposed development takes groundwater protection into account. That is kind of if we have zoning regulations that take care of that and you have a by-right development, how would that?

**Bud Jacobs:** Well I'm not sure it would come into play at all on a by right development, frankly. What I think it might be more relevant for them and it's hard to come up with concrete examples but. Blue sky. Erik Prince sells his farm and we're faced with a proposal from a developer who wants to put I don't know 20 houses on on his acreage. Of course the planning process, zoning all of that moves forward. But we could offer additional information and expertise with utilities on the advisability or not of moving ahead with approving a project like that. Now that's probably a flawed example because I'm not really an expert in our planning but I think it potentially could be useful to have that in our tool bag as we come to grips with the questions of encroaching development.

**Kevin Hazard:** That particular... isn't most of that outside of town anyway? If not all?

**Bud Jacobs:** Not all of it. No.

**Bridge Littleton:** And in fairness to its actually believe it or not we had a COLT meeting last night and we talked about this, talked about the riparian rights and the issues and stuff like that. So it it doesn't have to be in town. I mean these kind of construction things that go on that affect your sources of water you have you know it is not only is it appropriate it's applicable that those impacts that a planned use or redevelopment or rezoning could have on the adjacent jurisdiction should be considered. And we actually had a long discussion about you know Loudoun Water and the things they do well and the things they don't do well this being one of them. Assisting localities to understanding what a one development and they were saying that it could be as much as five or ten miles down the road somebody goes and does something and it will impact your sources of water and that those things need to be raised and put in front of the Planning Commission and the Board of Supervisors when they when they approve or disapprove the application because it's a completely legitimate issue to deny an application but if they don't know about it you know they're dead they don't know how to decide on it and from what I understand there's no county function at Loudoun Water that actually requires that kind of analysis to happen. So it's really it it was a really interesting discussion.

**Kevin Hazard:** So could we change this then. I mean it sounds like what if we develop guidelines for it as part of your mission.

**Bud Jacobs:** We're strictly in an advisory position. Now you're talking about setting up ordinances?

**Kevin Hazard:** No, not set up ordinances. When it would be applicable.

**Bridge Littleton:** I guess what you could do which you could do Kevin is you could draw a circle. Right? Any rezoning I mean it's by right it's by right. But if there's a rezoning application within a say five mile radius around town. You know I mean and maybe this is where you're going. The request is: Wellhead, please take a look at what this plan rezoning request is, what the impact is going to be and if you feel it's going to have an impact on our sources of water. And if so we need to understand what that is and then raise it with the county and raise it with Loudoun Water and if it's not then we say hey we looked and it's okay.

**Bud Jacobs:** I don't know that that.

**Bridge Littleton:** It's all advisory.

**Bud Jacobs:** Yeah it's absolutely advisory I don't know what that number is I don't know if it's five miles 10 miles I would I would defer frankly in the first instance to the town engineer and get his thoughts on what might make sense and be manageable 10 miles to my mind seems a bit of an overreach. We do have delineated source water protection areas for a different purpose obviously those are one mile circles around each of our wells. Maybe three to five miles. I don't know Kevin but it's a good idea, I think. Some sort of guidelines. It seems to me that if the development in question is within town jurisdiction or within one of our source water protection areas then presumably we would want to look at development ideas and make sure that there's no harm being done or potential harm or risk of harm.

**Bridge Littleton:** I mean I'm thinking of the one that was just going to be a mile down the road. Right? I don't know where the status is two years ago right it was one hundred and fifty eight homes and one hundred and twenty room resort and they were going to be on you know groundwater. They weren't tying in to Loudoun Water. You know that I got to imagine that's going to have an you know an impact on our source water even though it's not in town. So I mean Kevin does that answer your is that sort of get there?

**Kevin Hazard:** You know that's problematic and it needs work. I think it's problematic, just the wording of it.

**Bud Jacobs:** Yeah. Perhaps a more general formulation of the language wouldn't would meet your concerns. Is that what I'm hearing. Yeah. yeah. OK, we can do that. I don't know how you wish to proceed.

**Bridge Littleton:** Let me ask this question. In concept you know does everybody feel comfortable with the direction that Bud and the committee are going and it's these are appropriate changes we just got to figure out how to word the right way and make sure it's clear for you guys. And I mean I'd say it's not even so much as clear for you because you guys are. But the next people 10 years from now that they understand what they're picking up so maybe Kevin if you want to give you know shoot Will or whoever the staff support is for you guys some thoughts it can help them clarify where they need to go.

**Kevin Hazard:** Well I mean. I mean first thing I would say there is with the utility committee, town engineer of course he's on the. But just to make it clear all the people are going to be involved in any changes or any advice.

**Bud Jacobs:** Kevin, I'll also extend you an invitation to our next meeting. Come down and attend we'll be discussing these things.

**Kevin Hazard:** Just send me the invitation.

**Bud Jacobs:** Will do. Thank you. One other point that could be missed. We did say the number of members changed from the number of members to a minimum of five as opposed to a maximum of five.

**Bridge Littleton:** Any concern with that?

**Peter Leonard-Morgan:** Should there be a maximum then? Like nine? Or does it matter?

**Bud Jacobs:** I'd be delighted if we got to five frankly. [Laughter].

**John Kevin Daly:** It's strictly advisory and volunteers. Yeah but there may come a time. Who knows we may actually have a geomorphologist move in to the Middleburg area and wants to discuss the stratification of our aquifer.

**Bridge Littleton:** Can you spell any of those words? [Laughter].

**John Kevin Daly:** Yeah. I took geology.

**Bridge Littleton:** I would say this. If you guys are. This is a recommendation of the committee you guys are asking for a minimum of five. If it gets to a point where there's just far too many and you'd like to come back and put a cap on it, that's great.

**Bud Jacobs:** Okay.

**Bridge Littleton:** We can't talk about it then. Any other questions for Bud or Bud any other input?

**Bud Jacobs:** Well, I've been sitting here sort of redrafting this bullet, Kevin. [Laughter]. How about something along the lines of the following with the utilities committee advise Town Council on the potential impact of proposed development.

**Bridge Littleton:** Perfect.

**Bud Jacobs:** Something like that.

**Bridge Littleton:** On our water sources.

**Bud Jacobs:** On water resources. Yeah. Would that do it for you? Okay. What I'll do is if you agree as I'll shoot you Kevin a rewrite of that and then if you don't mind you can carry it through the hideous bureaucratic obfuscation that characterizes this council on every delivery.

**Bridge Littleton:** I think we all just resigned. [Laughter]. Or better yet, right.

**John Kevin Daly:** We'll present at the next working meeting.

**Bridge Littleton:** Rhonda, quick question for this amendment to change, can we handle that at our next meeting? Okay. Any other questions for Bud? Thank you very much.

**Bud Jacobs:** Thank you very much. Thank you.

**Bridge Littleton:** Okay. Next item is assignment of trash collection contract to Bates Trucking. Danny.

**Danny Davis:** Thank you Mr. Mayor. I'm going to warn you right now my computer decided to restart on its own so I'm going to share with Council Member Bernard. So we were approached by Waste Management at the end of December I think you're all aware of this asking us to assign the contract that we currently have with them to a new company. And Mr. Moore took the request and we conferred with council and the contract language actually does not allow staff to assign a contract. That's reserved for Town Council because you do adopt and approve the contracts. So then they followed up with a request to then subcontract with another company at which time that's a decision that I have the authority to make and approve and we did approve the company and we have representatives from Bates Trucking with us this evening and they're going to if it's okay with you I'd like to give them a chance to introduce themselves and talk a little bit about their their company and their services. We feel at this point appreciate the fact that there is a company that has an interest in serving Middleburg and in that it has experience in residential service and one of the challenges with waste management even though they are a large company, they focus often on larger activities. And so part of the conversation I know is they were looking to sell their some of their operations and assets were to be able to bring in someone who has more experience in the residential side. And so we have met a few times with the Bates Trucking representatives. They began service on the 2nd and again as we talked about yesterday as well. So at this point, council is not compelled to make a decision about assigning the contract. And that could be a decision you make down the road in a couple of months. That could be a decision you don't have to actually make it all but if that's the point where you get to I think we need to have further discussions about that. So if you don't mind I'd like to introduce Ylrico Alexander who's the general manager with Bates Trucking. We've met with him a few times and he can talk about their company.

**Ylrico Alexander:** Good evening Mr. Mayor and council members, thank you for having me. It's really cold out. How are you guys doing? [Laughter]. As Danny stated, I'm Ylrico Alexander. I'm the general manager of Bates Trucking. I run the entire company. The president and owner is Mr. Bruce Bates who received the company from his father who started the company back in 1964. Bruce Bates took the company over with five trucks and about twenty two employees we currently have 320 trucks and over 600 employees. We run 250 trucks a day. We service 267,000 residents each day. We operate in Maryland, Eastern Shore, Montgomery County, Prince George's County, Howard County and Arundel County, the District of Columbia and Virginia. We were really focused more on the Southern Northern Virginia section. Springfield, Woodbridge, City of Alexandria, Arlington. We had a desire to grow. We wanted to come to the western part of the Northern Virginia area. This kind of fell out of the sky. We didn't pursue it. We were actually just kind of moving along and looking at how to organically grow. We had acquired a few companies. We got a station and now we have a base station in Manassas Virginia and that really gave us the kind of okay now it's time so we have started to set up shop and kind of attack Loudoun County and look at you know different areas and then the phone rang and they said listen we're not good at this you guys are great at it. We've been partners with Waste Management for about 20 years. They've always just worked we're their minority partner and so you know we were able to kind of do what we felt was best with the residents. Transparently speaking and I mentioned this in our meetings that we wouldn't take in the business if we didn't think it would enhance the experience for the residents. Mr. Bates is very very concerned about how he operates in communities. We become a part of the community, participate in community activities. We don't just come in do business, take our money and send it back to some corporate office in another state. We're a local, family owned company and that means a lot to Mr. Bates. It's our culture. It's kind of what we believe in. And so we felt like this was a perfect fit. We felt like that this would be an upgrade by accident. All right it didn't always happen. The utopia of trash if there is such a thing. We felt like we were able to achieve that and we feel like as time goes on we'll just continue to get better. We started out the first week and you know I was here, Mr. Bates will see you. We were all here first day of collection just kind of wanting to make sure things were going. Mr. Edgar Gallo is my area manager. He runs the entire Virginia division. He doesn't like talk a lot but he does a great job. Mr. Gallo has over 30 years of experience in residential collection. He is an expert in this. He's been doing this for basically his entire life and he's one of the best at it. My other manager who's an operations manager is Tracy Ashton who couldn't be here this evening but he is also 20 plus year experience in residential collection. I think the best thing I can tell you tonight is we're not selling anybody because I know that's a concern. So we're not interested in selling anybody. It's very important to Mr. Bates to stay in this business, he has sons that he's grooming to kind of come in. So he wants to make sure that this is a very viable company that's flourishing. So we're not selling. We're not going anywhere. I believe we represent stability something that you can get comfortable with as a town. We service over 34 municipalities in the area. So municipalities is actually one of our strong suits. And so what I like what I told Danny what I like to tell people is we are a local company with national resources. We have a plethora of trucks. We don't have issues with truck breakdowns and things like that. We just move resources where we need to so we can give you all of the support you need from a resource standpoint but we're not a cookie cutter because we're not corporate. So if you have a special services or specific things you wanted we can give it to you because it's specific to Middleburg. And we're very excited about that. We love giving our customers something that quite frankly no one else can offer. And so we think that we fit you. We think that people in this line of business that the numbers continue to shrink and so I would I would tell you transparently there's more changes coming. American disposal just sold to Waste Connections which is a Canadian owned national company. So you just have everybody kind of getting away from kind of what we do. This business is. Yes ma'am. Oh I thought you were. OK. Yeah, this business is very you have to either have two feet all the way in residential collections or you just can't do it. It's not something you can do halfway because it takes a lot of manpower it takes a lot of labor and it takes a lot of resources and if you do it if that's all you do then you can build your business around it and make it work. But if you're just trying to dabble in it or add it as an a la carte service it typically doesn't work. And that's what national big corporate companies want because it's not really what they do. I think that I think I'm done.

**Kevin Hazard:** How many people or houses did they give you in their.

**Ylrico Alexander:** Total count? Over 30,000. We were the only company that could absorb it.

**Kevin Hazard:** How many new trucks did you buy?

**Ylrico Alexander:** 20. [Laughter]. 20. No, we had we had trucks but you know we wanted to get newer trucks and we want you know first impressions you get one shot. And so we wanted to make the right one.

**Philip Miller:** All of a sudden in the last two weeks I see your trucks between here and South Riding a whole lot.

**Ylrico Alexander:** Notice that. We're pretty busy right now. So it's been it's been a tough Edgar and I leave the office around midnight every night. We're back at 5:00. But things are settling down. So that was last week was that first week. Things have gotten much better this week. We feel like they'll just continue to improve as we just continue to tweak and make adjustments.

**Bridge Littleton:** Cindy.

**Cindy Pearson:** I'd like to thank you or whoever, not you personally. They put the trash can back where it was sitting not down the road a half a mile.

**Ylrico Alexander:** Thank Edgar because he screams them when they don't when they don't do it right.

**Cindy Pearson:** Did they pick up the trash in the exact spot? That's not happened before.

**Bridge Littleton:** Any other questions? Darlene. Yes ma'am.

**Darlene Kirk:** I know that I have a couple people in my area who are always complaining to me and they didn't complain to me this week.

**Ylrico Alexander:** Well, great.

**Darlene Kirk:** I wanted to say that I thought you did a great job too and I had to go check my can and to see if you'd emptied it because it was in the same spot. So great job.

**Ylrico Alexander:** We focus on that kind of little stuff container placement, not crossing double yellow lines, picking up spillage to the point that you know they're really regimented about what they can say to residents. We're cognizant of the whole process. So we understand that you know that whole experience needs to be good for your residents because I want everybody in this community to feel safe when we're here. That's important to us.

**Bridge Littleton:** Any other questions.

**Peter Leonard-Morgan:** Well I'd like to add my thanks for you coming here tonight talking to us about this important issue. Thank you. We have one or two other businesses that sometimes need a bit more trash pickup. And do you have that sort of capability to discuss it direct with them?

**Ylrico Alexander:** Absolutely.

**Peter Leonard-Morgan:** We just do one a week.

**Ylrico Alexander:** But if they wanted to pay for additional services we could we could talk to them directly.

**Peter Leonard-Morgan:** And it sounds like you might be passing through as well.

**Ylrico Alexander:** Every day. Just look out on 15 every day you'll see the truck zooming by.

**Peter Leonard-Morgan:** That would be great. Thanks.

**Bridge Littleton:** So you're going to connect them? You'll connect them.

**Peter Leonard-Morgan:** Yes indeed.

**Bridge Littleton:** Perfect. Okay. Any other questions? Okay. Thank you.

**Peter Leonard-Morgan:** Yeah. Sorry, if I could get your card afterwards.

**Ylrico Alexander:** Yes, sir. I'll make sure, I'll actually give everyone a card.

**Danny Davis:** So I think moving forward we can discuss after the meeting you know what next steps you'd like to do in terms of assigning the contract. You know.

**Bridge Littleton:** Perfect. Yeah. Okay. [Multiple speakers]. Perfect that's great. Thank you. Appreciate it so much. Enjoy your evening. Thank you. [Inaudible]. [Laughter]. I haven't said anything yet. [Laughter].

**Peter Leonard-Morgan:** My recycling can was on it's side this morning. It was very windy.

**Bridge Littleton:** I was going to say, they came yesterday. That's because you didn't pick it up. Goodness. Okay. So Danny do we want to discuss this now? I mean as long as we're on the topic. About the assignment. So we don't have to assign the contract. They'd like us to assign it. I mean we've got Waste Management under the gun for how much longer it is.

**Danny Davis:** 18 months.

**Bridge Littleton:** Yeah 18 more months. They'd like to assign you know exact same terms conditions just over to them to get Waste Management out of the process. So Martin do you have any input.

**Martin Crim:** Mr. Mayor the idea I guess we had was they didn't, since Waste Management didn't get on the ball in terms of getting our prior approval that we weren't in much of a hurry as clearly a good first impression but I would just suggest that let's give them the whole month of January and come back and make a decision at the February regular meeting about the assignment that would be my proposal. [Off mic]

**Cindy Pearson:** Oh sorry. Same thing. Give him a little trial to make sure things do continue to go well which hopefully they will they seem like they will.

**Darlene Kirk:** I was just going to say basically the same thing but I don't think it needs to be six months. You know a month or two I think it's fine and then just assign it to them because they I mean they I was pleased.

**Kevin Hazard:** First impression, breath of fresh air but I like to check the see and I guess it doesn't really matter. They're under contract but to see what their rates are in other municipalities and to see if if we're gonna get something a huge increase at the next time. And they're already entrenched here.

**Danny Davis:** Yeah. Not to speak for them I talked with Leesburg who recently did an RFP on their waste collection and Bates had submitted for that and were not one of the finalists. I think it was higher than than their final choice. However, the whole industry is changing on a rapid basis as it relates to recycling costs as it relates to tipping fees. And I do believe one of the reasons they're excited about this change or the ability to get into this area is that it may give them an ability to be more cost competitive because now they have actually more clients already through this transition and transaction with Waste Management. So I agree we will do what we can if we can find some information there. Currently the contract would just with the assignment would just be locked in for the next 18 months and actually it has an additional two year option at the end of that as well. There are some, Will I believe some built in potential escalation clauses?

**Will Moore:** Minor.

**Danny Davis:** Minor.

**Bridge Littleton:** Is that 100 percent unilateral choice on our side. Or is it mutual agreement?

**Will Moore:** Mutual agreement.

**Bridge Littleton:** Oh, mutual agreement okay.

**Danny Davis:** And they have expressed interest in serving us well enough that we would want to you know extend or exercise that additional two year renewal. So they have at least expressed that interest. What that may look like in 18 months remains to be seen.

**John Kevin Daly:** So if I understand this correctly. They are the subcontractor to the contractor that we currently have an 18 month contract with. So they're gonna be concluding or will work out through that 18 months at which time we have an option to pick up.

**Danny Davis:** Yes that is correct.

**John Kevin Daly:** Or recompetete.

**Danny Davis:** Or recompetete. That's correct. And then in that interim period of that 18 months you have the choice to just fully assign the contract said that Waste Management is no longer in the picture. So for now we'll be sending checks to Waste Management you know even though they're doing the hauling.

**Bridge Littleton:** The only thought I had was this. So I went and Danny already discussed it with them. I went on previously to you know Facebook and Google reviews and all that. They have a lot of bad reviews. It's a lot. I mean like one hundred and thirty eight ones to like three fives. So now you know ten times as many people always complain as run out to say how wonderful somebody is. But you know it's hundreds of reviews. Right. So but who knows right. I mean that could be chalked up to anything but it's it is something for a moment of OK let's let them perform, right? My concern would be not concern. I wouldn't want to let Waste Management off the hook if after three or four months you know they slip you know now we got two people to hammer not hammer but we have two people to address this issue with not just one and Waste Management is a massive company who you know has deep pockets and is resourced and stuff like that. So I would say we just go at least three months watch it and then you know if it's good and go maybe another month or two and then if we feel comfortable that those reviews are in the past, we can assign it.

**John Kevin Daly:** Well a question on those reviews was say a line a systemic line in which everyone was saying these this is the problem with them or.

**Bridge Littleton:** The overriding theme was customer service. So when there are problems or issues they wouldn't get resolved. They were treated rudely. Now, these guys are great. I mean I. What was the man that spoke. Yeah I saw him on the street and chatted with him for five minutes the other day and they're wonderful. But you know it's a big company right? 600 employees. So but if there is a lot of things but if there was the majority one it was customer service. It's very important. Right. So anyway that would be my recommendation but we you know we can take a month by month and see how it goes. Exactly. [Off mic]. Right. Yeah exactly. Any other questions on this? Danny was or anything else you all needed from us?

**Danny Davis:** I don't believe so at this time. I think that's all we need.

**Bridge Littleton:** Okay.



**Danny Davis:** Appreciate it.

**Bridge Littleton:** Next item is options for administering the health center funds. Mr. Davis you're up again.

**Danny Davis:** I'm gonna be up a lot tonight. So for as you know with the sale of the health center, those funds are currently just held in the town's account and those funds for distribution have been administered by the Health Center Advisory Board who would solicit requests for donations, would review those requests make recommendations to the council and then the council would disburse those or the town would disperse those funds after council approves. The question has been I know it's been discussed a little bit in theory of whether we should continue the same process in the same status quo as it were where the funds are held by the town. There's an advisory board could be called a different name maybe to make a little more clear about what the purpose of that that board and that group is who can try to raise money, solicit funds. We continue to invest it with our other investments and then distribute those funds on an annual basis similar to what we're doing right now or to take those funds again with the restrictions and the intent of the money. When the health center was given to the town and establish a 501c3 nonprofit that could use those funds could perhaps do other events and fundraising, maybe invest it differently or in a way that potentially could receive a higher rate of return if appropriate and then they would be able to control the distribution of those funds. The council could stay essentially involved by being by being responsible for appointing the board of that 501c3 by establishing the initial regulations and guidelines which obviously some of those must be kept in place. And then of course would have any other kind of direct oversight that you might establish when creating that 501c3. It's a minor detail the only real maybe perhaps downside. I mean there's there's less control for the council if it's a separate entity. There will be some some minor additional costs for their own attorney's fees or accounting fees or annual filings and things like that but but relatively de minimis when you're talking about this amount of money. So really this is a question for council of how you see the best way to administer these funds is it best just to get it off of our plate and out of our hands and allow another group to do this with the right guidance and you still appoint the members that board or whether we continue just to hold the funds. So that's really kind of at your discretion.

**Bridge Littleton:** Thank you. I guess this is really just open discussion but I'm going to put Darlene on the spot. Just you know your initial thoughts.

**Darlene Kirk:** [Off mic]. Thank you. I thought your memo was really good and it kind of made me feel both ways. I was hoping you'd make you know put one. [Off mic]. [Laughter]. I don't want I don't want the town to have to spend a lot of time on it or effort on it because we've spent we've done a number of years for that I like the town having some sort of oversight over it because I think it's important that we continue the town's you know sort of a charity. People that need it in this area. But I don't think we need the whole thing.

**Bridge Littleton:** Any other thoughts?

**Danny Davis:** Phil? You're on it with me.

**Philip Miller:** I agree I actually think that the potential upside of having a 501c3 that can go out and do fundraising has has a lot of potential for being able to do a lot more good at relatively low cost as long as we've put the right board together with the right vision with the right strategic objectives you know the right benchmarks that we want the fund to hit in certain you know short and long term periods. I do think that it is it takes a lot of staff time to put it together. I just my initial feeling on reading this and having thought about it for a couple of months is that getting it off of our books and giving it its own mission is just it has much more potential for growing into something that can be far more beneficial to the community I think.

**John Kevin Daly:** Yeah. I concur with that. I think the initial setup will be the the most work but once you get over that hump we still keep an oversight. But having first come on where we were landlords and finding that all our money was going in the maintenance of the building and then there was nothing left to provide for a charitable organization. Get this off our plate. We should be an oversight. We have select committee and have them come in and give us advice and options as to who's going to be given the money.

**Bridge Littleton:** Cindy.

**Cindy Pearson:** What is the ultimate goal for this these funds or this committee is it to keep the funds raised so there's always good money to give out? So would it be possible in a simpler way to put these funds in whatever you just put those other funds in at the end of the year you have X amount or have an amount every year that you still want to continue to give out and it's a very small process that we've used before you know for the people to apply for the funds. So it really isn't a huge amount. My only other concern is with another committee is once again we're trying to find volunteers throughout the town who you know we know you've got some great ones that came up on this and maybe that will be part of their charge is just to be the bottom line on this. So I think instead of jumping quick to form another committee is maybe think about other options but just a thought.

**Darlene Kirk:** Well we do have the Health Center Advisory Board which...

**Philip Miller:** I think most of them would be willing or would at least entertain the idea of serving on this other board.

**Bridge Littleton:** To be clear, it would be as serving as the leadership of a 501c3.

**Philip Miller:** Right.

**Bridge Littleton:** A foundation.

**Philip Miller:** Right.

**Darlene Kirk:** I think either way they would be willing to stay on a Howard Armfield has been on it since the beginning with my mom and Snooks seems to be doing fine. Eric's still on it and maybe we could find someone that we could add to it that would be a good fundraiser type person. And I don't know just I don't know which way to go be honest but I like the idea of what Cindy just said. Investing it in the same thing you did and getting back a nice chunk of change to be able to give it away.

**Bridge Littleton:** Kevin.

**Kevin Hazard:** At two and a half percent that's about seventeen thousand dollars a year. I mean.

**Philip Miller:** Which is less than we've been giving away. The objective when we first initially started having the conversation of disposing the property was that we would be able to have more money in the fund and potentially give up to 75 or 80 thousand dollars if we got it to a good spot. Just with you know different investments.

**Bridge Littleton:** Other thoughts?

**Kevin Hazard:** Looking for a 10 to 12 percent return.

**Philip Miller:** And also the potential is as has been stated that government is not always the best of fundraising. And so with the right people on a 501c3 who can you know events, programs, bake sales. I mean you know we're finding just the right people who want to give back with the right mission some of that 75,000 doesn't have to just be rate of return it can also be incoming you know incoming donations on an annual basis that allow to be able to contribute more.

**Kevin Hazard:** Just as a consideration for a third option, do we look for somebody who does this already?

**Bridge Littleton:** Well we've got the kind of restrictions of the Mellon you know of what Paul Mellon put on there right that it has to be used for certain purposes. So unless that organization fits within what his intent with the gift and the proceeds were. I mean it's possible. We should explore it.

**Kevin Hazard:** Yeah I mean I think it'd be worth trying to find an organization that has fundraising capabilities instead of reinventing something, there are people out here that do this kind of work.

**Bridge Littleton:** But that organization and Martin correct me if I'm wrong if they take the money they can never change their purpose. So if you have an organization whose purpose aligns now but then five years down the road they want to change their mission they got to give the money back because this money was for a specific purpose. So it's got its money that's got strings attached. So they just have to be very careful about that.

**Cindy Pearson:** So the other thought to is so you have a 5013c or the other way around. Other people are giving to these organizations in town so they're giving to FISH. They're giving to the whatever. So that's kind of a double giving you're asking them to do and if they give this 501 committee their funds, are they going to then stop giving as much to FISH directly or to others. You know it's a small town and you've only got so many pockets to pull out of. So they're going to have to be very creative in that and not taking the funds away from the community center or the charter school or whoever we give all this money to.

**Bridge Littleton:** It's that I will tell you as an experience my experience with trying to raise money for the museum right. It is donor fatigue in this area is big. You know but that being said there will always be more charitable causes that people be asked to give. So whether it's this one or the next one down the road you know the pot the hands are always are always increasing. So and you know what I mean you look at certain folks and you know when the right cause comes around they give. [Multiple speakers]. And they they they they do more. Right?

**Cindy Pearson:** But that does stop them from then giving.

**Bridge Littleton:** No no no I'm saying that they net give more. You know they give your 20,000 to you. And now I like this cause too so I'll also give you.

**Peter Leonard-Morgan:** Yeah. I think it's not just it's not just donating money it's also if you have the right organization that sets up events and I know you would say [inaudible] but it also this I do prefer the second option because I think it is not just putting money in the bank. I think if you look back in history as I understand it Darlene with a donation of the health center it would seem to be a better method to develop it where it's actually people are getting involved trying to extract more out of it and make it more beneficial to the community. And I think absolutely if it could be handed off to a 501 and we can find the right people but also I still think we'll have, control is the wrong word, involvement oversight, indeed.

**Bridge Littleton:** The one thing I would say why I the two reasons I really I prefer the 501c3 route is this. Number one that 501c3 could go apply for grants and gifts at the state and federal level that we as a town could not. So that that organizational element gives them the opportunity to go get more funds to build the kitty that we can't. So that's an enhancement of how to like Kevin said you know you get seventeen thousand but if we can get a grant from the state of Virginia they or they could get a grant from the state of Virginia for 50 grand you know three years in a row it's a 100. You know or federal grants or whatever. The second thing is from a practical standpoint at can't remember who it was that just said it but you know governments aren't good at fundraising. Right? And and dedicated groups who have the right kind of an organization the right mission goals and support they can. I mean I would hate to see if we did the management and these folks said you know we kept the health center revised but they said we want to do a function this year to go raise try to raise twenty five thousand dollars for X Y and Z. Guess who's going to come on to go do it. You're looking at all the people in the room. It's going to be town staff, it's gonna be us we're gonna be reviewing contracts you know not that we can't do it but you know again it's not what we're it's not what we're at and it'd be great to have a purpose or organization to focus on that again keeping the perspective they will follow the will of the Mellons that when they get when they gave it, right? The purpose is what the Mellons and I think Peter's point of us appointing the board so we make sure that those folks have the right vision to stay in alignment with

what that gift was is the way we make sure we sort of it's like setting them off to be successful. So anyway Chris you had a question.

**Chris Bernard:** Not a question I was gonna say it's not just reliant on donations. So I think with that sort of organization they're set up. They probably have some more flexibility with the type of investment vehicles they decide to use whereas you know the the fund that we just put three million dollars into is what 2.7 rate of return. I'm sure they can do much better than that if you get the right people on board. So I think the flexibility there and then you take someone like Windy Hill I mean you look at the the great gala that they put on how much money can they raise doing that. And you can start to get into those things. We're not putting that kind of stuff together. So and I think it's a great a great option.

**Bridge Littleton:** Wait a minute, we do national night out. Those hot dogs are great! [Laughter]

**Chris Bernard:** Where's the dunk tank?

**Bridge Littleton:** Yeah. [Off mic]. Yeah. You're right. And that was how it started. Yeah, yeah.

**Darlene Kirk:** I was just going to say I don't think it's the best use of the town's staff's time to be doing this it's sort of like when they were or we were the caretakers of the health center funding. It's just not the best.

**Bridge Littleton:** It is hard. It's hard stuff. So is there let me just ask is there general consensus that we like the idea of a 501c3. I think you know I don't think we've not details that we're there yet but do we want to ask Danny and Martin to go through and say OK here's what it takes to set it up and then recommend you know in the bylaws you know how the board of directors is appointed what authorities we're going to give them, what kind of reporting structure we want to have them coming back to the council on, whatever restrictions they you think are wise in terms of what they can't invest and what they can invest in, you know how much they can draw for you know the frame. I mean we don't want him to go Hey let's grab a big party for 500 grand. You know there's certain authorities that they can't go beyond but what's the framework they would work in. Is everybody here comfortable asking them to go put pen to paper as to what that should start to look like maybe look at the Community Foundation how they originally set themselves up as a framework.

**John Kevin Daly:** Yes.

**Bridge Littleton:** OK. [Off mic]. Yeah right. Yeah exactly. OK. So. Yes ma'am. [Off mic]. It's pretty it's pretty broad. But it says it has to be for the benefit and welfare of the Middleburg community. [Off mic]. Yeah. But you couldn't do something like you couldn't give somebody a grant to or I'm assuming Martin correct me if I'm wrong but you know if somebody came along and said hey I'd like a new roof. No you can't do that right or something that's in Aldie. You know maybe you could maybe you couldn't. How much connections would it have to Middleburg but it's supposed to be for charitable and good purpose you know good purposes for the community at large. Yeah. In and around the town of Middleburg. [Off mic]. Yeah. I mean it's it's a lot of options. It's a lot of good options. Yeah. OK. Danny does that give you guys enough direction?

**Danny Davis:** Yes absolutely.

**Bridge Littleton:** Martin, is there any initial concerns you have or you feel comfortable?

**Martin Crim:** Well so one of the major differences we haven't talked about between having it done as 501c3 and having it done as town contributions is there's a long list of restrictions on town contributions that wouldn't necessarily apply once it goes to a 501c3. So I'm guessing that's fine that we don't need to say look even though you're now a 501c3 you still have to follow the same restrictions as the town. This is one of the flexibilities that we were talking about that they may have the ability if they want to give money to the church they can give money to the church.

**Bridge Littleton:** And that's not something that would violate the Mellon gift.

**Martin Crim:** That's correct. As long as the church is using it for their purposes because you know it could be a perfectly fine secular use but because you're giving money to a sectarian organization you can't do that as a town but you could once the gift has been given to the 501c3.

**Bridge Littleton:** It's like the Episcopal church when it came in and we couldn't because of the. Right. OK.

**Kevin Hazard:** If we set up a 501c3 could the town if it wanted to give money to it?

**Martin Crim:** Yeah. Just like you are now.

**Bridge Littleton:** OK. Great. Any other questions or comments? Perfect. All right. Next is. Well look at that Danny again. Merit increase.

**Danny Davis:** Excuse me. So. One of the topics I'm jumping into in trying to not recreate history but learn the history behind has to do with some of the discussions that the town council had over the summer and into the fall about compensation, compensation philosophy, merit increases, cost of living increases and all of that was able to go back listen to the council meetings where you had those good discussions and generally I think understand where where consensus kind of came to. But I know there were still some pieces that were not you know finally wrapped up very neatly at the end. So as I laid out in the little report that I put together I believe what I've heard Council say is that in looking at preparing future budgets that you're interested in us developing a reasonable and appropriate cost of living increase for employees recognizing inflation costs health care costs other things that affect cost of living and that be set, right? If you're an employee then you're here at the time you would qualify for that. On top of that then have the opportunity for merit increases and how that is allocated would depend on performance, performance reviews, performance assessments in many cases that may be a salary increase but depending on where the person falls on the market ratio in the scales could if they're at the top of essentially the scale of some sort may be a one-time bonus and not not a salary increase. That was kind of the piece that was left. Still we need to kind of flesh out a little bit more. Part of the reason I want to bring this forward now is with the employee handbook changes that were approved about a year ago with the budget that was adopted for current fiscal year and with these discussions, there is funding in the budget for merit increases for our staff. And since there's been a little bit of ambiguity or uncertainty those have not been distributed for this fiscal year. I believe it would be important to recognize our employees for the hard work they did over this past year. Since we're already more than halfway now through the fiscal year I would recommend that I have the authority or leeway to distribute those as one time bonuses instead of a percentage increase based on a you know again the dollar amount that we have and the performance reviews that have been done of all of our staff. And then looking to 2020 building into that budget additional merit increases and then we can talk more specifically about how that gets allocated maybe at a future work session. Bring in some H.R. professionals. Shawn could come back we could bring back. I'd be I'd be encourage or encourage you to that I would bring in H.R. professionals maybe from the county from larger towns just to kind of get a general perspective on how they handle you know merit increases and things like this or we could we could do research and bring back you know how how to jurisdictions around us manage that. So I don't want to rehash the whole conversation you've had over a number of months but I just wanna make sure I'm generally on the right track and if there are any issues or that you identified and said Oh you're you're totally going on down the wrong pathway at least wanted to get kind of a heads up on that before I take the next step with with our staff.

**Bridge Littleton:** Any questions for Danny? Darlene.

**Darlene Kirk:** I thought it was really good the way you wrote it in that and I like the idea of you giving merit to merit pay to the employees because they have worked hard and we've got a really good team and we don't want to lose any of them. When do you plan to do the evaluations. Are you going to wait till the end of the year and then? I don't know if Martha did anything before she left. I doubt it.

**Danny Davis:** She had done some mid-year I'm not sure if she completed them all I can look through but she had done the full year evaluations last year and Chief had done.

**Bridge Littleton:** For the last fiscal year.

**Danny Davis:** For the last fiscal year which would be the ones that qualify for essentially the current funding based on what's in the handbook and in the schedule set out. I would look at I think it's mid-April timeframe. I'll go back and find the exact dates but essentially do it for this past fiscal year so that those are approved and in place so that when the budget goes into effect we can also institute those merit increases for beginning in July, 1st pay period in July.

**Bridge Littleton:** Any other questions?

**Kevin Hazard:** Just you know one of the things that I remember we kind of struggled with is merit increases are easier if you've got a 500 person organization and we have a what do we have 15 including the police and it sounds like this is going the way is everybody gets a merit increase and if everybody deserves that that's fine. But I think we have to be very careful as we do this because we also established those you know ranges and we start giving big you know not big. Fifty thousand, relatively large merit increases. We're gonna blow it out of the water in three years.

**Danny Davis:** Yeah. Agreed. And that is the. There are couple of pieces to answer your question there agreed number one that not everyone would necessarily receive a merit increase. It is based on performance review performance evaluation. Some people may receive you know relative the equivalent of half a percent and others might receive equivalent of one or two percent depending again kind of rating scales and where they fall. There's always a caution. This happens in any organization of for lack of a better term rating creep where you know you go from giving someone three every year because they they did their job. Congrats you did your job thank you for doing your job but you did your job. Well next year it's fours well I've given them four so next year I must give them a five. Well then you've had the top of the scale you know there has to be true evaluation of the performance. It's not easy for any organization in that way. How you create that you know takes you know just having to to make sure that you're now if we have all five top you know all of our employees our fives right. I want to recognize them for that but I venture to say not everyone is gonna get a five in every category every single year. So you know that's just where when you come down to the management you have to value how you're doing the evaluations.

**Bridge Littleton:** Kevin, yeah.

**John Kevin Daly:** Well it comes down. We used to call that management by objective. And it's up to the supervisor to sit with his people. She tells them this is what I expect from you. Do you agree with these expectations. And if you meet this level then you get this as your reward. If you hit this mark and we're not talking about sales where if you hit 80 percent of your market but you have to say what is it that you're doing. I don't know how many widgets do you put together in one day. How many customers come in that leave smiling as opposed to screaming your name. And that sort of thing. Also I don't want to get merit raises confused with impact awards. If someone does an outstanding job whatever it is during an emergency situation let's say that's an impact award and it's a one-time bonus that doesn't stay with them for the next umpteenth years. Cost of living allowance. So I hope you use the same one that they used for Social Security and then they'll all get 2.8 percent. But any of the management by objective that's very important that you let the folks know what is expected of them and what they need to do to meet those expectations to get that higher level.

**Danny Davis:** Yeah agreed and I think you know being able to review you know again being new in the organization work with the staff and review what their goals and objectives are for a given year. Not everyone's going to have you know we don't make widgets but some things can be very objective in how we can set out performance expectations. Others are going to be less specific but yet we can set the right expectations there so that success is defined. That's key is what does success look like. And trying to push them to say don't you know let's look at not just day to day job what's what's one of those really kind of out there goals that you really want to do and let's push towards maybe the exceptional you know to say how can how can we do something above and beyond.

**Darlene Kirk:** I have a real problem with one of the things that you two are saying. My attitude is if you do your job you get your paycheck. You don't get a merit raise just because you do your job. If you do something above and beyond then you do or if you volunteer to help somebody in your office something but just doing your job, you don't get a merit.

**Bridge Littleton:** Sure and let me let me add into that I think that's what that that's what they're both saying, right? [Off mic]. Well But that's what his memo says. I know I read because because it's you know if you have a four or better you are eligible for a merit increase and you know four is what exceeds expectations. Yeah right. So you you have your expectations of your day to day job and that's great. But when you're exceeding those that's what you know. And to Kevin's point it's not it's not the one day that there was a great hero effort it's sustained. And I think that's what Danny said.

**Danny Davis:** Yeah I've had in the past many employees come to me and say okay thanks I appreciate getting a three right. Next year how do I get a four. And so that's a fair conversation to say okay if you want to be a for this. These are the kind of things that I would see you accomplishing or how you do your work or the goals that you reach. And so while they could still easily be a three again and again you know here's what it takes to get you kind of to the next level.

**Darlene Kirk:** You kind of. Yeah that's what concerns me because I don't want them to think that just because they work here they're gonna get it.

**Danny Davis:** Absolutely. Right.

**Bridge Littleton:** So there's so I think what we're saying is we're locking in, the COLA has already been applied. Right. That's the cost of living adjustment and I think what Danny is asking for with our agreement is there was that how much was it?

**Danny Davis:** Fifteen thousand.

**Bridge Littleton:** Fifteen thousand set aside for a merit component and the request is to do that this year not as any salary increases because we're already way through the year. Do it as a onetime merit bonus. Based on these evaluations that were already done and you know he as the assessor of staff and town performance with Martha's prior input or whatever will distribute those and then as we go into the next fiscal year starting July 1st between now and then we'll set up a more in greater detail and maybe with Shawn's help that you know what are the parameters under which it would go as a salary increase versus a cash bonus increase on a merit basis year by year. Am I getting all of that right?

**Danny Davis:** Based on those scales that were done as part of our.

**Bridge Littleton:** Yeah, exactly. Exactly. And it's about it's about the position right. So yeah, exactly. So that is everybody good with Danny Danny pursuing that path. Do it.

**Danny Davis:** Thank you.

**Bridge Littleton:** Anybody, any other questions comments? Awesome. All right. Moving on. That was the last.

**Philip Miller:** Mr. Mayor.

**Bridge Littleton:** Hang on one sec. Yeah.

**Philip Miller:** Can we do a five minute break since we're gonna go then into the budgeting chat too?

**Bridge Littleton:** So we will go into a five minute break in a moment. Discussion items. Any other discussion items anybody would like to bring up? [Off mic]. Denied. So just a few things I wanted to bring everybody's attention. Like I said we had a COLT meeting last night. [Off mic]. What's that? [Off mic]. No. That's information items. Yeah. Well what I was going to mention this and then we'll take a break and then we'll come back. We had a COLT meeting last night was very good I got some information on the county's progress on the comp plan so the planning commission is still wrestling with it. There's another version probably going down their next version is not can be released until maybe mid late February. The reason is because they're November 30th submission actually got sent to have a fiscal impact analysis done and that is supposed to be back and published by January 22nd. And we are all actually very excited to see how much these numbers drive the county to bankruptcy. So the second thing. [Off mic]. Because the public outcry. Right. The whole point was we're not going to you know the the massive increase in density without a fiscal impact of what that was going to account for the public impact of everybody saying you know what is this going to do to the county. They said OK. You know what. Yeah we do have to do a fiscal impact study. So that was they sent that out December 1st and that Tischler somebody yeah they're going to come back. They're supposed to come back the 22nd of January. Loudoun. I always get it wrong. Preservation and Conservation Coalition, Al Van Huyck's group. They had been going around doing information sessions on the comp plan. Al Van Huyck and Maura what's her last name, Copeland? I always get it wrong. They've put together this great briefing that they do they did one in Bluemont they did one in Aldie. It's about 45 minutes. They have five or six people on a panel discussing stuff. They've expand a little bit. They came to COLT last night asked for all seven mayors to endorse what they're doing and actually have a mayor I actually helped the one in Aldie actually asking the mayors to make them at least one of us be available for every one of these information sessions they're gonna do they're gonna do two a week all throughout the county for the next like 8 to 10 weeks. I mean it is a they are really hitting the comp plan all over the place. So you know we're we're going to sort of divide and conquer and support each one of those meetings. They've also asked the town of Middleburg to host one so it would be an information session on the comp plan just like they're doing . I mean they're going to the they're going the east too. They're going to Sterling, they're going to Dulles. So I told them I would come back and ask number one were we interested in hosting one. They typically are getting 80 to 150 people showing up. So I think we'd have to get the community center. They would run the whole thing, they'll do all the logistics. They would ask our help in getting the word out and getting people to come and participate. And the only other thing we've figured out is a date that would work probably for them. They're already booked up through mid-February. So we're talking for us probably late February early March but I didn't want to speak for everybody here but would we want to host them at an event here somewhere in town. Like I said I think the community center is a perfect place to do it.

**Cindy Pearson:** Just make sure you don't hit the spring breaks for the locals.

**Bridge Littleton:** Oh good point. Good point. So Danny I'll give you the contact information the person who's doing all the scheduling is Jane Covington. I'll give you her contact. She's organizing all that. Was that... that was it?

**Danny Davis:** Can I bring up one item even though it doesn't fall necessarily I guess it's discussion. I reached out to Amy Marasco about our branding work session and suggested a few dates that were generally free at least from formal meetings of the council and she wasn't available on too many of them but she did indicate she's available next Wednesday the 16th or would y'all have an interest on doing a Saturday which I'm not sure anyone's really a big fan of but I you know. [Off mic] I would say an hour and a half. Two hours, let's say two hours.

**Rhonda North:** Are we talking nights?

**Danny Davis:** I'm sorry?

**Rhonda North:** Are we talking during the night?

**Danny Davis:** Evening, yeah. 6:00. [Off mic]. Until, do we know how long?

**Rhonda North:** Their meeting's start at 5:30. I'm scheduled to give them training.



**Danny Davis:** I thought that was an off day. [Off mic].

**Bridge Littleton:** Well let's first ask this question. Is the 16th good for everybody here?

**Kevin Hazard:** I think I'm out.

**Bridge Littleton:** You're out.

**Kevin Hazard:** I'm looking. [Off mic]. My Saturdays for the next month and a half are done. Actually 16th I am open. Sorry.

**Bridge Littleton:** Yeah. Let's ask the Arts Council if they could shift to a different day. I mean I hate putting them out.

**Danny Davis:** Different location?

**Bridge Littleton:** Or, yeah we could do different location.

**Danny Davis:** You give them the pink box or something.

**Bridge Littleton:** Right. We could do that. [Multiple speakers].

**Danny Davis:** Or we could go we could go sit somewhere else if you want.

**Rhonda North:** Yeah. I mean if you want it videotaped, you all will need to be here and we could ask the Arts Council to go somewhere else. I could do their training on another night or we could ask them to reschedule their meeting to a different night.

**Bridge Littleton:** Well you know what let's do this. I mean if if they don't mind going to another location we can help them find it. You know make it up to them or whatever. I mean I don't want to make them throw off their meeting but if they just got to go to, we can find them a space here in town that would be great. And then if they have to you know if it doesn't work. How many people are on the arts council?

**Rhonda North:** 8 or so.

**Bridge Littleton:** We can find something for them. A nice place. Yeah exactly. [Off mic]. Yeah exactly. [Off mic]. Is that what we're saying, 6 pm.? Kevin does that work for you?

**Kevin Hazard:** That works for me.

**Bridge Littleton:** Okay.

**Danny Davis:** I'll just do a we'll do a circle round tomorrow with a final confirmation and we'll get on the FOIA calendar. [Off mic]. Thank you very much I apologize for dropping that last minute but it helps having you all in one place. [Off mic]. [Inaudible].

**Bridge Littleton:** All right so let's take a five minute break. Okay. All right. And we're back. So information items, strategic initiative report, website program. Rhonda. Well, your name is listed. It says Town Clerk.

**Rhonda North:** It does not it says council members Leonard-Morgan and Miller.

**Bridge Littleton:** On part 3 it says department, town clerk. I mean if you want to you know.

**Rhonda North:** The agenda cover sheet identifies council member Leonard-Morgan and Miller.

**Bridge Littleton:** Okay. Details. All right. All right. So Philip. Philip and Peter.

**Peter Leonard-Morgan:** I defer to Philip.

**Bridge Littleton:** That was quick.

**Philip Miller:** Yeah. So we met last week to go over the status of the project with CivicPlus. I believe, I'm sorry. We were actually going to get an updated date on when we thought their next meeting was going to be?

**Rhonda North:** They are working to develop the schedule for our review and I'm supposed to have that by Wednesday at the latest.

**Philip Miller:** Okay. Perfect. They are ready to host of design discovery meeting and the wireframe meeting next from us. Right?

**Rhonda North:** So. So we have submitted. They have some forms that they have us fill out related to our design discovery and we have submitted everything that's required on that first submission with the exception of the photos. We're still in the process of acquiring photos that are of a high enough resolution that we can send to them and our social media consultant is helping us secure those. I hope to have those by the end of this week which is which is tomorrow.

**Philip Miller:** Peter had a great idea about reaching out publicly for people who have great photos.

**Peter Leonard-Morgan:** So many amateur photographers in town and around. [Off mic].

**Rhonda North:** And we we did actually Danny found a website where as opposed to photographs on the home page they did drone photography and we did inquire with CivicPlus as to whether that's a possibility. Unfortunately it does not meet the the ADA compatibility compliance requirements so we won't be able to do that. [Off mic].

**Philip Miller:** Just aerial photography.

**Rhonda North:** Oh yeah. Oh yes. Aerial photos. Okay. Yeah. Yes. Aerial photos. Yes. So. So those are sources. Danny and I did talk a little bit earlier today about that or yesterday about the idea of the contest and Danny had a good suggestion and that was that we announced that with the launch of the website and get folks to come to the website and look at it and then submit photos that we could place on it at a later time. So I thought that was fantastic idea.

**Philip Miller:** It would it would potentially drive additional traffic to the website once it's launched and then those background photos are always changeable you know at our discretion so we could then do a one month or two month contest right and then integrate those photos you know two months after we launch the website or something like that. So just an idea but I think it's a fantastic idea that Peter had to do a community engagement so that we can find some of those unique shots that we may not have seen before. So essentially yeah we're all the forms have been submitted for what they need from us except for photography. They've gone over a couple of different websites with you all as potential layouts and that and feedback has been given on that and obviously council was given those websites to give feedback on. So that's in the memo.

**Peter Leonard-Morgan:** And we as a committee looked at a number of websites and came out with I believe three that we liked as being the best of the of the finalists. Obviously one of the issues that we talked about was the fact that we haven't got the branding finished yet. And in an ideal world everything would start with the new website with the new branding etc. So we discussed that right here during the last meeting and felt that as long as it's really

kind of like a plug and play with the new branding and that we make sure that the wireframe is set up so that any new branding.

**Philip Miller:** We really yeah we really had an emphasis on focusing on the wireframe and the layout of the actual site so that if something needs to be shifted slightly to accommodate the logo whatever shape and size that ends up being that it's easily done and that may end up costing us a few dollars to have that re skinned on the front end. But in terms of color palette that's something that shouldn't be a problem.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** I was just going to second and I don't know who does this but the Facebook page for Middleburg. They have some interesting pictures that come up there like they had the front of the Red Fox when it was snowing that day. Yeah. And so you might be able to get some of those.

**Rhonda North:** Yeah. She's our social media consultant that we've reached out to.

**Bridge Littleton:** Any other questions for... Kevin.

**Kevin Hazard:** Just real quick. I see they asked about Adobe Photoshop. We don't have it but we can do it. It would be easy just to get it. Would it make it easier?

**Philip Miller:** They actually have their own editor built into their.

**Kevin Hazard:** Better than Adobe?

**Philip Miller:** Well no it's not as powerful as Adobe but we have we have sufficient tools to do enough minor photo editing that we can handle the the small things that come in. There's some there's some freeware out there that's really very capable and very good. Well there's there's also other ways and then if need be too we have the capability of reaching out to you know a graphic designer if we need to actually do some really high power editing. I doubt that's gonna be too often but at the end of the day the majority of the photos that we have we should be able to handle.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** I was just going to tell you I have a I have Photoshop at home so if you need it.

**Philip Miller:** Wonderful.

**Darlene Kirk:** Well, a computer that works.

**Rhonda North:** And part of their questions is just to assess our skills and in what we can and cannot do as Philip said you know their their program will also address this as well.

**Philip Miller:** More like resizing to actually fit appropriately in the the actual theater view of the website. Or if it's in a blog post around the other side and it's a square photo or three by four or whatever happens to be it's making sure that it fits appropriately in that.

**Bridge Littleton:** Any other questions?

**Philip Miller:** So the only other thing that was in my opinion the biggest lift of this whole website project is that and I think we've all admitted to the shortcomings of our current website how we are going to tackle what content needs to be on each department's relevant site or sub site and establishing a process now for Will and Jamie and everyone to take a look at what they what they need on it. What people could potentially use on it so its form submissions for

zoning applications or HDRC information or whatever it happens to be for that individual department that all of that information is pulled together in a consistent way across every department so that we have an idea exactly of what needs to be done in terms of content creation for each of those that will help us inform the wireframe. It will also help us to better manage I think any copywriting that needs to be done which is included in our contract so.

**Rhonda North:** So the staff met earlier this week. We've been meeting on a fairly regular basis going through this project and by the end of this month the staff are going to try to identify content that they would like on their pages. I'm working on some you know other pages that a specific staff member wouldn't be assigned to we're going to try to be careful not to get too far ahead of CivicPlus because they have a process in place that works. So we don't want to throw in you know something that that would break that process. But we are going to identify those by as I say by the end of the month so that the review committee can begin to look at them as well so that we make sure we don't miss anything or we can work out details of how things should flow in that type of thing.

**Bridge Littleton:** Any other questions? Quick question. Do you guys have a requirements document?

**Rhonda North:** We did in the RFP and so the contractor has that through the RFP.

**Bridge Littleton:** No I mean a like for you guys as town staff as the town website a user side requirements document meaning that the website down to even page level stuff, it must do this. It must do that. I would like it to do this, it would be great if it could do that right. Must have, should have, like to have.

**Rhonda North:** And we identified that as we wrote the RFP.

**Bridge Littleton:** But that's not a requirements document. No that's not a requirement document that that is. That's a capabilities assessment. I mean on the requirements document all zoning applications must be filed electronically through the website. That is a requirement that if the system doesn't do that it does not meet what we want. That's my question. Right. Do we have. Don't you guys have a requirements document down to that level. You have got to have that level of specificity. Because if not you're gonna get something delivered and it is someone's going to go but I thought it was gonna do this.

**Philip Miller:** I think it's a conversation we can have now if we want to have it now we can have it offline. I think a lot of that is up to us number one to define. But then up to us to implement so that example as you say the capability exists. The question is do we implement it. And so for zoning permits you know if we have zoning permit page you can download the document. Here's the information you need, here's everything else. If we want them in that case all electronically submitted. Then we build a form and we create it. But the form capability is built into the platform. It's just a matter of whether we're actually going to do it or not. That's part of the conversation we're having about as we structure each department. What do we want. How do we want it. What does it look like. It's not fleshed out now. And so the answer is no we don't. Are we working towards that? I think yes. I also don't want to delay the project six months by developing out all the requirements. So.

**Bridge Littleton:** So I'm just going to say as OK. Now that seriously concerns me because once you start to go to build and put it in to test and then beta and then go to production and then you realize oh god we really need to have this and you want to go back the trickle effect through the entire website can be massively disturbing because I mean the websites now, everything interconnects. And once you go to a production environment, if you don't have ninety nine percent baked then if you want to go make a change it can have a huge impact on your deployed system or and or cost a ton because of the rework. Now here's the only thing I'm saying and I don't want us to flesh us out. That's not what I'm saying. This is not for us to develop it's for you guys to develop. You've got to have a fully developed requirements document of what the system has to do before they start to go to design. You have got just like we did with the electronic agenda system. And if it's only a list of 20 things on only list of 20 things but you have got to have that requirements document and they have to live by it and you guys have to live by it because you know like I said you get half way into design and then you go you know what, we forgot about this. And then they will charge you to go restart if it has any impacts. Right? And I know it's not about their capability it's about what you want the

system to do right? I know they can do it they can do anything. It's what does it need to do for us. There's some things that does and there's gonna be something that our custom.

**Philip Miller:** I think part of the challenge with this is I believe and Rhonda can correct me if I'm wrong. Our contract with CivicPlus says they will merge over the information we have from our current website which we've all conceded is basically nil for lack of better term. So I don't believe they go and create additional content for us. They don't create forms for us. They don't create other. Maybe I'm wrong here, maybe they offered to do something. There is a form center which then any one of us can go create a form. There is a document center where we can they may load the documents for us because they're taking them from our website. Right. These are the kind of things that I think we will flesh out. We will make sure that what Will needs in Planning and Zoning and how that looks, what what Jamie needs in terms of his four or five pages in economic development, business directory. I agree totally that we need to know for ourselves what do we want to look like. I will just say I think 85 percent 90 percent that content we are also going to have to create ourselves. I'll look back through and we can talk through the RFP and the contract to see what is their obligation what's ours. So.

**Bridge Littleton:** I got it. Let me just say the last time, before they start to build one thing you all need to know 95 percent of what it needs to do, you guys already did know and have developed. Not they design and we start filling in that 95 percent because that's where this thing will never end. You want to talk about something that takes a year year and a half to deploy and cost three times as much. The second thing is I'm not and again I might ask you guys rewrite the rewrite the stick or rewrite the wheel but do we have an understanding from the community what they want out of our website? That just sort of hit me, right? I don't think we ever did a public outreach session of hey what do you want out of your town website. Or did we? I don't know. I mean I'm not you know what but like if 85 percent of people say I don't want to come into the town office anymore and fill out paper applications I want to be able to submit it online. Do we know that?

**Philip Miller:** I don't think we do. I think we could send that out as one as part of our weekly newsletter. Right. Constant contact let's do a let's do a survey and just get feedback. I will say from experience probably the number one thing is pay a bill. Yeah. Oh yeah. [Multiple speakers]. So pay a bill you know events calendar, you know find a restaurant. Right. I mean you know there's four and then obviously council stuff you know we it's still a government web page.

**Darlene Kirk:** And well you're going to find also that a lot of people in this town don't have internet a lot because we have an older based community so I mean like a lot.

**Bridge Littleton:** We're building for the next 20 years.

**Darlene Kirk:** I know I know but I'm just telling you we have to also keep in mind the people that aren't dead yet.

**Bridge Littleton:** Oh I'm not saying we get rid of anything. We just have to have the capability.

**Rhonda North:** And we did ask the staff as they take phone calls in the office discord to jot down you know sort of what they are about so we can identify whether that is something that we can address through the website where people could go look it up on their own as opposed to having to pick up the phone and call us.

**Bridge Littleton:** That's great.

**Rhonda North:** So. So yeah we were thinking along those lines as well.

**Bridge Littleton:** OK Anybody have any other questions or input. OK awesome. Thank you guys. And I guess the last item we have is. The fun exciting world of budgeting.

**Danny Davis:** It's actually great. It is. I love it. It's what we do. The budget is your strategic plan. I'll put it that way. You fund what you want to do. So that's why it's it's important and it's great. I really don't wanna take a lot of time

but also don't want to run so fast through it that I skip anything. This is intended just to be a brief overview. I intend to have the presentation next week and I should I mean in two weeks. Excuse me. And I need to get that done because we have a budget work sessions scheduled for January 31st. On the revenue side. We're in very good shape. Things continue to track very well it's it's the mayor mentioned this is a conversation that the strategic finance committee is going through and there's this very cautious balance of how do you budget for revenues that are realistic so you don't shortchange yourself but how do you also budget conservatively because we know that many of our revenues are visitor and consumer based. And any blip in the economy as someone in our committee meeting said the next recession could be anywhere between tomorrow and five years from now. Right. I mean we're really in that stage where we expect a recession of some sort. You know it'd be great if it never came. But we need to prepare for that because more than 50 percent of our revenues come from meals tax and TOT. That being said I don't want to be Debbie Downer about it. We're doing really well in terms of our revenues. I took Ashley's six month figures through December year to date and did a calculation for what annual an annualized amount of that would be. Now you can't just double it because we know that seasons and patterns change. So actually took last year and I took six months of fiscal year 18 in the final 12 months of fiscal year 18 and created a factor of how did we you know how do we do in the first six months compared to the second six months. Then I applied that to this year and we're still looking like our our revenues might be 250,000 more than budgeted which is great. It's always great news. You know it's not gonna be exact but we're hoping for that. Now looking to fiscal year 20, we're looking at revenues that will be coming in 18 months from now. So you know there's that. That's good and that's bad. We we continue to see the economy we think going strong the state in VML still have very positive outlooks. The state's outlook is 3 percent growth for fiscal year 20. National economy still continues to be generally fairly strong. So everyone sees positive growth. And so it's that balance of how do I how do we projector suggest meals tax revenues and TOT revenues for March of 2020. Literally 15 or getting into 18 months from now we do our best and again it's this balance of conservative and and yet reasonable projections something I pointed out in the memo and I hope it is clear but I'll verbalize it real quickly. Since the county has taken over collections of our billing, there is an additional half year collection in fiscal year 19 so that of residential real estate sorry of residential or real real property tax taxes. So that gave us an artificial bump of about 250,000 in the real property line. So when you see the budget in that line item drop and it says you know year to year it's dropped 33 percent. It's because we're back to that normal level for the current fiscal year. That extra amount is just going into it was budgeted as a contingency. So meals tax occupancy tax sales tax has some growth to it business license taxes are have growth.

**Peter Leonard-Morgan:** How does that affect homeowners at all or does it? In terms of schedules.

**Danny Davis:** So where normally you would pay your real estate property tax bill every December on an annual basis. So if it's for the town if it's a thousand dollar bill just due in December now it'll be 500 dollars on June 5th, 500 dollars on December 5th. And so. Yeah. So it'll be it'll be split like that. Most people escrow so their mortgage companies will handle it that way won't really be any difference to majority of folks. The tax itself is the same it just there's this early collection if you will. As we talked about previously the investments that we made in the VIP fund are an additional 75,000 or so in our budget line item as well. So putting all this together again normalizing for this blip and the real property tax collections we see revenues in 2020 increasing by around 230,000 dollars from fiscal year 19. That's a great place to be that's as a good number that gives us opportunity to do a lot of whether it's continue to save some of that money for capital projects because we cash fund capital projects whether it's looking at other potential enhancements as well. So that's revenues you may well I'll pause there real quick if there are any questions broadly on the revenue side as a whole. And again working with the Strategic Finance Committee and again this is just a draft and a proposal even when I bring it to you next in two weeks. So if we see trends or things that we need to adjust up or down. Absolutely that's within your discretion and a conversation we can have until the budget is adopted. And sorry I skipped utilities. As I mentioned before we're seeing increases in payments or in charges and user fees beyond just the rate increase that we introduced in the light in the current year budget. This is good. We build in the rate increases into our rate model and the additional revenues can go for again the capital projects that we're talking about needing. We have some additional capital projects that I intend to put in there for the wastewater system I&I we get a lot of rain flow storm water into our sewer system and we're spending a lot of money to treat rainwater we don't need to treat rainwater we need to treat sewage and so proactive and preventative efforts and maintenance in our sewer lines will really help the flows at the wastewater plant and will allow us to operate more efficiently and have greater capacity. So that's utilities. On the expenditure side. Looking across the

board ad expenditures generally year over year. They're they're flat. Again this takes into account the fact that because we cash fund capital projects. Anytime we have a year where we don't have any large funding then you know that's a drop in our general fund expenditures. That's good and bad because once when we do need to go spend it we we need to either find the revenue for it or we take it out of fund balance if it's there. I am proposing at this point three percent cost of living based on inflationary factors the things we've talked about and then budgeting 25,000 in for merit increases that's basically 2 percent across the board. So again that's an average. And as we talked about depending on evaluations and assessments. We don't know our health insurance rates right now. I've plugged in five percent. We have options and alternatives if it comes back extremely high. And those are discussions we'll have in the coming months once we get our information from the state there. I am proposing and suggesting that we have an additional benefit for employees which is a deferred compensation match up to 20 dollars per pay period. In effect if every single employee took advantage of it that's 7,800 dollars per year. So it's pretty pretty minor dollar amount to the town. The intent there is that encourages employees to put some money aside in deferred compensation and to save money for their future needs after they leave the town's employee. We already have a deferred comp plan and program. We just don't provide a match as the town for that to incentivize employees to use that. I also as we've talked about a little bit and I think we'll be talking about a little bit later proposing a new person. I know there's a lot more information that's needed about this and what this person might do and what their role might be. But as we've talked about all the projects that can be done need to be done. We've heard some of them today even from wellhead. I believe there's the potential for great value in having a project person who could assist in helping shepherd and get many of these projects pushed forward. But we'll have those more detailed conversations about that later but also in the coming weeks. I know it's there's no background information on here that's why it's just a brief overview. Other than that other than O & M line items are very you know a little bit up and down. But but nothing major. So all in all I feel very confident. The budget's in good shape. We are finalizing the capital improvement program working with our rate consultants there and integrating in a few additional plans beyond what or projects beyond what is currently in there. So wanted to give you a brief overview just so you kind of have an idea where we are so as we get into maybe the nitty gritty in the coming weeks at least we have a framework of where we're starting from.

**Darlene Kirk:** The budget meeting on the 31st we're going to talk about it the 24th, right?

**Danny Davis:** That's correct. [Off mic]. 31st. I think 6:00. Just our normal time so I'm happy to take any questions input or if we're good to go. [Off mic]. Okay.

**Bridge Littleton:** Any questions for Danny on this memo? Great. Thanks. Good starting point. And with that we will be moving into closed session. The Black Hat discussion. [Off mic]. Oh yeah. I'm sorry. Real quickly anybody else have any other information items. [Off mic]. Which 31st? No, we're gonna get you whistles. OK So someone's got to read a whatchamacallit. Closed session motion. There you go. Anyone?

**Philip Miller:** I move that council go into closed session as allowed under the Virginia Freedom of Information Act sections 2.2, 3711A, 8 1 and 3 for consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel 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. And for the discussion or consideration of the acquisition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. I further move that these matters be limited to one legal advice regarding recent appeals court ruling and its impact on the town two appointments to the cultural and community events committee. Three the acquisition of property for a new town administration office. Four the acquisition of property related to a parking lot and five a personnel matter related to positions and salaries for certain town employees. I further move that in addition to the council the following individuals be present touring the closed session. Danny Davis for all of the items. Martin Crim and Rhonda North for the first four items. Jamie Gaucher for the second, third and fourth item and Will Moore for the third and fourth item. I further move that the council there after reconvene in open session for action as appropriate.

**John Kevin Daly:** Second.

**Bridge Littleton:** Any friendly amendments? I'd like to make one that we add Martin Crim to the fifth item.

**Philip Miller:** Accepted.

**Bridge Littleton:** All those in. Wait. Yeah. All those in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** Opposed? Abstention? And we're in a closed session. You can turn it off. All right we're good to go. All right. I ask that council certified to the best of each member's knowledge one only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act and two only such public business managers were identified in the motion by which the closed meeting was convened were heard discussed or considered in the closed session. I would like to remind those present for the closed session that any discussion that occurred within it should be treated as confidential.

**Chris Bernard:** Yes.

**Kevin Hazard:** Yes.

**Philip Miller:** Yes.

**Darlene Kirk:** Yes.

**Bridge Littleton:** Yes.

**Peter Leonard-Morgan:** Yes.

**Cindy Pearson:** Yes.

**John Kevin Daly:** Yes.

**Bridge Littleton:** Do I have a motion?

**Philip Miller:** I move that council appoint the following individuals for two year terms expiring December 31st 2020 to the cultural and community events committee. Beth Erickson, Chris Burns and Suzi Molak. Additionally I move that council appoint the following individuals for one year terms expiring December 31st 2019 to the cultural and community events committee Reggie Cooper, Emily Miller and Jim Herbert.

**John Kevin Daly:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Motion passes. Meeting adjourned.