



**MIDDLEBURG TOWN COUNCIL
REGULAR WORK SESSION**

Thursday, April 27, 2017



PRESENT: Mayor Betsy A. Davis
Councilmember J. Kevin Daly
Councilmember Kevin Hazard
Councilmember Peter Leonard-Morgan
Councilmember Trowbridge "Bridge" Littleton (arrived late)
Councilmember Philip Miller (arrived late)
Councilmember Mark T. Snyder

STAFF: Martha Mason Semmes, Town Administrator
Rhonda S. North, MMC, Town Clerk
William M. Moore, Town Planner
Ashley M. Bott, Town Treasurer
Cindy C. Pearson, Economic Development Coordinator

ABSENT: Vice Mayor Darlene Kirk

The Town Council of the Town of Middleburg, Virginia held their regular monthly work session on Thursday, April 27, 2017 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 6:00 p.m.

Addition of Item to the Agenda

Councilmember Snyder moved, seconded by Councilmember Leonard-Morgan, that Council add item 7B (Council Discussion – Leasing of Middleburg Methodist Church Parking Lot) to the agenda.

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

Council Discussion – FY '18 Utility Rate & Utility Fund Budget

Town Administrator Semmes introduced Eric Callocchia, Senior Manager of Municipal & Financial Services Group (MFSG), who worked with the Town on its water and sewer rate model, including the annual update. (Councilmember Miller arrived at the meeting at 6:02 p.m.)

Mr. Callocchia reminded Council that the original rate model was developed in 2012, using data from FY '11. He noted that the rate model was dynamic in that it had the ability to change assumptions. Mr. Callocchia reported that it had been updated every year since its development by filling in the projections with actual numbers. He reminded Council that the Salamander Resort was a huge assumption as it was not on line when the rate model was developed. Mr. Callocchia reported that the model now included their actual numbers and noted that they were

higher than the assumed ones. He reminded Council that the Town wanted to reasonably project the cost of owning and operating the utility system so it could develop rates that generated sufficient revenue to operate and maintain it and provide guidance on things like availability fees and debt issuance.

Mr. Callocchia reviewed the handout that was distributed to the Council at the beginning of the meeting.

Page 3 – Mr. Callocchia advised that the first step in the rate setting process was to identify the utilities revenue requirements, including operations, debt, capital and reserves. He reported that the second step was to allocate the costs among the customers and the third was to develop a rate structure. Mr. Callocchia reminded Council that the Town currently had a minimum charge for bimonthly billing that included two thousand gallons of usage, with anything above that incurring a per 1,000 gallon unit rate. He advised that the average customer, excluding the Salamander Resort, used 3,500 gallons/month – meaning they would incur the minimum charge plus five extra units. Mr. Callocchia reported that one-third of the Town’s utility customers fell into the minimum charge only category. He advised that communication was the fourth step in the rate setting process and noted the need to communicate what went into the rates, why the Town funded what it did and why it needed to adopt the rates. Mr. Callocchia reported that the fifth step was the implementation. He noted that the Town would then circle back the next year and identify any changes.

Page 4 – Mr. Callocchia reviewed the basic outline of the rate setting process. He noted that there were four basic blocks, which included: contributions to reserves, planned capital improvement projects, existing debt service and operating & maintenance expenses, which included things such as salaries, benefits, contracts, electricity and chemicals. Mr. Callocchia reminded Council that the Town currently had outstanding principal debt in the amount of \$3.5 million, which equated to \$4.5 million with interest, and noted the need to account for those costs. He advised that capital operations were things that went above and beyond the day-to-day operations, such as replacing a water tower or lines and upgrading the pump station.

Mr. Callocchia suggested the Town should have a minimum fund reserve target of one year’s worth of annual operating expenses, which overall for the combined water and sewer systems would be about \$1 million. He noted that this was important as Middleburg was a small system, unlike larger ones that could get away with smaller reserves. Mr. Callocchia reiterated that smaller systems wanted a higher minimum level of reserves as a main break could easily cost \$1 million.

Mr. Callocchia noted that the Town’s miscellaneous revenues, such as its cell tower lease revenues, generated a significant amount (\$100,000) each year. He advised that this also included late fees and connection fees. Mr. Callocchia noted that those items were removed, leaving the Town with what was needed or how much it needed to raise from the rates in order to account for the expenses. He reminded Council that the idea was for the operations to cover the expenses - not to generate a profit or return money to the General Fund. Mr. Callocchia noted that the Town had very few out of town customers, who were charged a higher rate, and explained that the higher charge took into account that there was more risk on the utilities’ assets. Councilmember Snyder noted that the Town only had six out-of-town customers.

Page 5 – Mr. Callocchia reviewed the current rate model assumptions and explained that this was what the Town was looking at in terms of the funding necessary for the FY ‘18 budget. He advised that it was based on the FY ’17 adopted budget, with an ongoing increase of 2.1% per year. Mr. Callocchia noted that this was conservative and reported that, typically, this was in the 2-3% range.

Mr. Callocchia reported that the rate model included funding for 100% of the Utility Fund's debt. He noted the need to include the capital projects that the Town needed to do in the next five fiscal years, based upon the reasonable project costs. Mr. Callocchia reminded Council that there were three major ones in the rate model for the coming year, including replacing the two- and four-inch lines in Ridgeview at a cost of \$675,000 and replacing the West End Pump Station at a cost of \$432,000. He advised that in FY '20, the rate model projected the need to replace the membranes at the sewer treatment plant, at a cost of \$525,000. Mr. Callocchia noted that on top of that, the rate model included \$125,000 in fiscal years '19-'23 for emergency capital projects. He advised that the operations budget also included a couple hundred thousand per year for equipment purchases that while capital in nature, were considered an operating expense.

Mr. Callocchia noted that the funding assumptions assumed half of the \$675,000 for the Ridgeview line replacements would be funded with debt. He acknowledged that the Town was not going to market and reported that the assumption was that the money would be borrowed from the General Fund, with the Utility Fund repaying it over twenty years at 2% interest. Mr. Callocchia advised that the assumption was also made that the sewer membrane replacement cost would be debt funded; therefore, those payments could be seen in the FY '21 budget.

Page 6 (Water User Rates Only) – Mr. Callocchia reported that \$337,000 in cash capital (for Ridgeview lines) was included in the rate model as this needed to be supported by the rates. He reiterated that the remainder would be borrowed from the General Fund. Mr. Callocchia advised that, after that, the Utility Fund debt would increase by \$25,000 so the debt related to that borrowing would be accounted for in the rate projection.

Mr. Callocchia advised Council that while FY '17 was balanced, the water revenues would not support the level of spending that was projected in the Water Fund; therefore, a projected increase was shown in the utility rates. He reminded them that there was no increase in the water rates in FY '17 and noted that they had not increased in five years, mostly due to the water use of the Salamander Resort. Mr. Callocchia reported, however, that the Town had seen a decrease in water consumption from its non-Salamander customers. He advised that the rate model assumed no additional customer or consumption growth and noted that any increase in consumption would result in increased revenues that were not shown in the rate model.

Mr. Callocchia advised that in order to balance the budget in FY '18, an eight percent (8%) increase was proposed for the per unit (per 1,000 gallon) rate and a two percent (2%) increase was proposed for the minimum rate charge. He explained that this would bring the per unit rate and the minimum charge rate in line. Mr. Callocchia reiterated that two thousand gallons of water was included in the minimum rate charge that would equal the per unit rate for two units. He reported that the same was true on the sewer side. Mr. Callocchia advised that the revenues would balance at the projected rates and would generate a certain amount of reserves. He explained that the impact for a customer who used seven thousand gallons during a bi-month billing period was an increase of less than four dollars per billing period.

Page 7 (Sewer User Rates Only) - Mr. Callocchia reported that the same assumptions were proposed for the operating sewer expenses and the debt payments. He further reported that the cash capital expenses were shown, with the cash spending increasing in FY '18. Mr. Callocchia noted that there would be no reserve contributions as the Town was still working on an ongoing basis to bring the sewer rates to a break-even point. He opined that the revenues were not sustainable and advised that there were deficits in most future fiscal years. Mr. Callocchia reported that the sewer rates were proposed to increase five percent (5%) this year and would continue to increase by three percent (3%) per year going forward. He noted that the proposal was to bring the per unit rate up to match the minimum charge.

Councilmember Miller questioned why the debt service payment was projected to jump in FY '21. Mr. Callocchia explained that this was the result of funding for the sewer membrane replacement. He noted that the Town's debt payments would increase by fifty thousand dollars for twenty years.

Councilmember Snyder suggested the Town would try to fund the membrane replacements with cash reserves; however, since it was not known whether this would be possible, it was shown as debt.

Councilmember Miller questioned the life of a membrane. Councilmember Snyder reported that it was ten to twelve years.

Mr. Callocchia noted that \$100,000 of debt would drop off in FY '23; therefore, the debt payment would go back down. He advised that this would give the Town the ability to fund more replacements with cash or issue an equal amount of debt for another major project. Mr. Callocchia reported that the rate model was working toward a sustainable, moderate three percent (3%) rate increase per year to fund ongoing capital projects at a reasonable pace. He noted that the fund's indebtedness would not increase above its current level. Mr. Callocchia reminded Council that their financial policy called for no more than twenty-five percent of annual revenues to be used for debt payments and advised that this was aggressive. He explained that utilities were heavy on infrastructure and were expensive. Mr. Callocchia opined that this was a fantastic policy to have in place if it could be kept below twenty-five percent. He noted that some localities' policy was fifty percent because they could not afford to fund a build-up of their cash reserves.

Councilmember Snyder advised that his goal was to reduce the Town's debt below that amount. Mr. Callocchia noted that once the Town's debt dropped, it would be in the fifteen to twenty percent range.

Page 8 – Mr. Callocchia reviewed the Utility Fund's cash balance projections. He reported that at the end of the fiscal year, the Town would be in a net position of \$1.6 million, meaning it would have money available that was not encumbered by assets. Mr. Callocchia noted that this was due to the prepayment of Salamander's availability fees, operational surpluses and bond money. He reminded Council that in FY '18, the Town would draw down the cash balance to \$1 million when it paid for half of the Ridgeview line replacements. Mr. Callocchia reported that the rate model proposed to then maintain it at that level. He advised that if the Council wanted to fully fund projects and keep the rates the same, that would deplete the reserves and the Fund would be out of money in FY '23. Mr. Callocchia noted that if the Council wanted to keep the rates the same and have cash, it would not be able to do the capital projects.

Page 9 – Mr. Callocchia reviewed the projected (inside town) rates that were based on the assumptions that he previously talked about. He advised that in terms of the impact on the average utility bill, the increase would equate to seven dollars per bimonthly period per year. Mr. Callocchia summarized that an individual whose bill now averaged \$100 would see an increase of \$3.50/year going forward.

Page 10 – Mr. Callocchia reported that part of the scope of work for this year was to look at the Town's availability fees. He reminded Council that these were capacity related fees. Mr. Callocchia explained that these were the fees charged to new customers when they bought into the system's reserve capacity. He reiterated that the fees were based on size as a five-inch meter pulled more water than a two-inch one. Mr. Callocchia noted that the updated fee structure did not call for a 5/8-inch one bedroom fee as it was atypical to distinguish between the number of

bedrooms. He reiterated that all utilities cared about was size and noted that the Town had 5/8-inch up to 2-inch meter fees. Mr. Callocchia reported that the availability fees were based on the depreciated value of the assets. He reiterated that new customers connecting to the Town's utility system would buy into the capacity. Councilmember Snyder noted that they were buying into the costs the Town had already incurred to produce the capacity.

Mr. Callocchia noted that localities had a lot of flexibility in Virginia in that they could allow someone to install a two-inch meter and not pay for it. He explained, however, that the question then became who would the Town charge for the extra revenue and advised that it would be the existing customers.

Mr. Callocchia advised that his fees were based upon the AWWA standards, which were well defined standards as far as what costs were included and how the fees were calculated. He noted that when someone bought into the system, the Town must decide how much it would be to buy into it. Mr. Callocchia noted that this should not just consider water use, but should consider other things such as fire protection and stored water capacities. He explained that if the water was used by everyone at once, the Town must have the stored water capacity to handle it. Mr. Callocchia advised that the rates would buy into all of the capacity needed to pull and treat the water.

Councilmember Leonard-Morgan opined that the numbers looked high to the uneducated for a small amount of the pie. He questioned whether they were based on years of data. Mr. Callocchia advised that the costs for water from a one-inch meter were not double that of a one-half inch meter and noted that it was more like quadruple. He further advised that going from a one-inch to a two-inch meter involved a multiple of more than two. Mr. Callocchia reminded Council that the availability fee was paid once, at the time of the building permit.

Councilmember Snyder noted that some states allowed localities to charge availability fees every year; however, Virginia did not.

Mr. Callocchia noted that localities could allow an individual to finance them over five years, with a lien being placed on the property. (Councilmember Littleton arrived at the meeting at 6:28 p.m.) He advised Council that Middleburg's fees were high compared to those nationwide; however, they were lower than Purcellville's. Mr. Callocchia reminded Council that Middleburg's system was small; therefore, it was expensive on a per account basis. He noted that Loudoun County could get away with a small availability fee as it was adding to its system each year. Mr. Callocchia advised that due to economies of scale, their fees were much lower. He reported that Middleburg's system was the right size for Middleburg's size and what it took to run it.

Mr. Callocchia reminded Council that the rate model was very detailed. He advised that the projections for the capital that needed to be done over the next five years came from the Town's engineer. Mr. Callocchia explained that rates have been developed that would get the system to the point where it had sustained projections to fund the costs. He noted that the rates would put the Town in the ballpark of a fifty year replacement cycle, which would replace all of the Utility Fund assets with a combination of cash and debt funding every fifty to sixty years. Mr. Callocchia advised that this was extremely impressive as he had clients who were fighting to raise rates that would put them on a one hundred year replacement cycle.

Councilmember Snyder noted that the asset model contained the expected life cycle of the major assets, some of which were one hundred years. He opined that it may be reasonable to expect one hundred percent cash financing for some longer term items.

Mr. Callocchia noted that concrete buildings had a useful life of eighty to one hundred years; whereas, the pumps inside of them had a life of twenty to thirty years. He advised that the rates were a blend of everything from eight years on the small chemical feed equipment up to one hundred years on the concrete structures. Mr. Callocchia reported that overall, in terms of replacement assets, the replacement cost was \$16 million. He reiterated that the Town's total indebtedness was \$3 million. Mr. Callocchia opined that the plan to replace the assets in terms of twenty-five percent indebtedness was very impressive.

Council Discussion – Economic & Cultural Benefits of the Arts

Councilmember Hazard opined that there were reasons to support the arts. He advised that in researching the matter, he found volumes of pros and cons, as well as information on how to fund it. Mr. Hazard noted that the arts did have an economic value. He advised that there were multiple ways to support it including monetary support and time. Mr. Hazard noted that a lot of people volunteered for things. He suggested the Town needed to look at this in different ways. Mr. Hazard opined that the first thing to look at was whether this was for the community. He advised that he attended the Concert on the Steps last week and reported that there were approximately one hundred people in attendance, mostly local residents. Mr. Hazard acknowledged that it was not a great economic event; however, he noted that it did not cost the Town anything. He opined that there was an intrinsic value of arts for the community that had not been there in the past. Mr. Hazard cited some of the local community arts events that had occurred and reiterated that the arts had intrinsic value.

Councilmember Hazard opined that the Town needed to support the arts. He suggested that when the Town looked at where it gave money, it should look at it in two ways, including what the town was getting out of it. Mr. Hazard acknowledged that Christmas in Middleburg brought an incredible amount of people and energy to the town and had carry over value as people returned. He suggested that was quantifiable. Mr. Hazard cited the Film Festival, which would just get bigger. Mr. Hazard noted that these things were important economically as they brought people into town.

Councilmember Hazard suggested, however, that the Council could not look past Bluemont. He acknowledged that it did not bring people into town; however, he suggested it was important. Mr. Hazard noted Shakespeare in the Burg, which brought in one hundred plus people and was amazing and suggested the Town needed to keep it. He opined that some things were not quantifiable and noted that they were a part of what made a community.

Councilmember Hazard suggested there were things the Town could do for the arts. He cited the Middleburg Futures' Group which had an economic focus. Mr. Hazard suggested the same be done for some of the arts events that were not as economically viable. He noted that the Town had an Arts Council. Mr. Hazard suggested the need for Bluemont to do outreach in the community and noted that he had heard that they were not doing as much around Middleburg. He opined that this was something that could be fixed. Mr. Hazard noted that Shakespeare in the Burg offered workshops for the schools and reminded Council of the long-term effect of that type of thing.

Councilmember Snyder noted that he had always looked at Middleburg as having an arts component, which he supported. He opined that this was a way to give back to the community. Mr. Snyder expressed concern that if the Town did not support it, it would lose it. He reiterated that it was an important part of the community.

Councilmember Leonard-Morgan noted that Middleburg was known as a destination for people who wanted to see different things and suggested it was important to build on that. He opined that it was wonderful that Middleburg was the center of hunt country. Mr. Leonard-Morgan cited the Foxes on the Fence project and reminded Council that people would drive past it to see the wonderful works of arts for a month. He suggested it was critical to keep this going and improve upon it.

Councilmember Hazard opined that the Council had a different focus. He further opined that it was important to not look past something. Mr. Hazard agreed the Council needed to look at the economic benefit of things; however, he suggested there needed to be two “bags” of money – one for events that gave a return to the community and one for events that were important for themselves.

Mayor Davis agreed there should be two sets of things for consideration – events that brought money to the community and others that were for the good of the community and offered things for people to enjoy. She noted that the Community Center was doing more and sometimes donated space for local groups to use. Ms. Davis opined that the Council was here to support the community, including the arts.

Councilmember Miller agreed that funding the arts was appropriate and important to the community. He reminded Council that this issue arose due to EDAC’s budget changes. Mr. Miller further reminded them that the idea was to have a line item (community development) to provide funds for special and community events that did not have to provide an economic driven impact. He noted that this idea came up because of the talk of moving money from the economic development budget for special events.

Councilmember Miller reminded Council why the previous Council created the Economic Development Advisory Committee (EDAC) and what they were charged with doing. He noted that under the ordinance that established them, EDAC was to provide advice to the Council on funding requests for special events throughout the town. Mr. Miller advised that he was all for supporting the arts and providing funding for any special event if a determination was made through advice from EDAC and the Council decided it was the right thing to do. He noted that he was confused on what the Council was trying to figure out. Mr. Miller questioned whether they were still talking of moving funds from the economic development budget. He further questioned whether they needed to amend the ordinance establishing the committee and its charter.

Councilmember Snyder opined that there were two issues. He suggested the first was what was important for economic development and noted that events were one of the things that were. Mr. Snyder suggested the second was what was important to the community in terms of the arts. He questioned the funding that was available outside of the funding for just building up businesses. Mr. Snyder further questioned what the Town was giving back to the community.

Councilmember Miller agreed; however, he opined that they were more intertwined than the Council had time to discuss. He suggested that people bought into Middleburg with more than their wallet and opined that they bought into it with their hearts. Mr. Miller advised that he had no problem evaluating all requests for special event funding through EDAC as it currently did. He suggested that in the worst case scenario, the Council would know how events impacted the town and/or how many people they brought in. Mr. Miller noted that EDAC’s review gave the Council information, even if it was just to say there was consistent growth in attendance.

Councilmember Snyder noted that he was looking for things for the community as well. He questioned what was being done locally to nurture the arts, not just from an economic perspective. Mr. Snyder opined that economic development was important. He suggested there were other things that helped and nurtured the community that would always be important in Middleburg. He asked that the Council not lose sight of that.

Councilmember Miller agreed and noted that this was the reason “community development” was listed as its own line item so there would not have to be an economic impact related to an event’s funding. He advised that he did not understand why the Council was talking about this and suggested that everyone was talking about the same thing.

Councilmember Littleton agreed with Councilmember Hazard in that there was value in the arts. He noted that the richness of the country came from the arts and the support of literature and reminded Council that one of the country’s biggest exports was entertainment. Mr. Littleton agreed with Councilmember Snyder that an event did not have to have an economic benefit to the town. He suggested the need to focus on the common results of both and opined that this was how the Council should decide what was “in or out of the bucket”. Mr. Littleton opined that in terms of economic development events, the Council wanted attendance and for the event to be advertised so it drove people here. He suggested the same was true for arts events. Mr. Littleton advised that he did not care whether people spent money when they came for arts events, whether the stores were open or whether the restaurants sold food. He suggested that if no one attended an art event, it had no meaning. Mr. Littleton reminded Council that the purpose of an art event was exposure. He suggested that if the Town hosted a cultural event at a cost of \$10,000 but only two people came, this was not a good use of the Town’s money. Mr. Littleton opined that for events that were just cultural, the Council must make sure there was cultural value and that the organizer made sure they were engaging with the community in advance to get the word out and drive valued attendance. He reiterated that he did not care whether people spent money and suggested the event could be offered for free. Mr. Littleton advised that if the Town gave a group \$5,000, it must make sure there was engagement, otherwise there was no cultural benefit. He suggested that the question to ask for cultural events may be “how they were going to make sure that people came to it”. Mr. Littleton acknowledged that the event may just be for local residents.

Councilmember Hazard suggested the need to work with the Middleburg Arts Council and EDAC to develop a plan. He advised that he did not want EDAC to look at all of the events strictly on a monetary basis. Mr. Hazard agreed that while this was important, it should not be the whole consideration. He opined that this was the direction this was headed in. He suggested there be two “buckets” – one that focused on economic development and one just for events. Mr. Hazard suggested that EDAC look at all of the requests so it could identify any synergy and possibly help with the economic development component.

Councilmember Miller explained that this was why, when they revised the proposed budget, they set aside money specifically for things that did not have to prove an economic impact. He suggested the application form may need to be changed to elicit more anecdotal information. Mr. Miller reiterated that the idea behind the community development line item was that it would go to community development events that would not have to prove an economic impact in order to receive funding.

Councilmember Littleton agreed that some events had value. He questioned, however, whether the Town should fund a great event if only one person attended. Mr. Littleton further questioned what other event could be funded in its place that would be more beneficial. He noted the need to also look at how to make an event more valuable so it would benefit the community.

Legislative Report

Delegate Randy Minchew distributed a copy of his annual summary of the forty-five day General Assembly session, a review of his bills and highlights of the three thousand bills that were submitted. He suggested that he touch on the key items that he worked on, particularly those that were important to Middleburg. Mr. Minchew advised that he carefully monitored the land conservation tax credit bills. He noted that while there were not a lot of these in Middleburg, there was a lot of land that was protected by land tax credits in the greater Middleburg environment. Mr. Minchew reported that the Assembly went into session with a \$1.2 billion budget shortfall. He advised that decreased tax revenues were predicted and noted that the Assembly must balance the budget. Mr. Minchew advised that he was worried that the tax credit would be deleted in the budget in order to balance it and noted that the Chairman of the House Finance Committee proposed a radical reduction in the amount of money allocated for the tax credit program. He reported that people got together and made an economic argument for why the tax credit made sense; therefore, the bill died in the Chairman's own subcommittee. Mr. Minchew opined that every year, the General Assembly would have to be convinced of the importance of land conservation.

Delegate Minchew noted that he was also worried about the Airbnb legislation and opined that this type of technology was a part of the "disrupter technology". He noted that people were coming up with good ideas for harnessing technology; however, some believed the rules should not apply to them, as did Airbnb who thought the traditional zoning and occupancy laws and covenants should not apply to them. Mr. Minchew agreed it was great to be hip and cool; however, he suggested that technologies should not be exempt from the laws. He reported that two bills were filled – one by Senator Tommy Norwood of Williamsburg, which would not allow Airbnb to do what they wanted. Mr. Minchew reported that the other bill was supported by Airbnb; however, it was not approved. He advised that Senator Norwood's bill was approved and reiterated that these types of rentals would not be exempt from zoning, occupancy taxes or covenants.

Delegate Minchew reported that the Assembly was able to balance the budget without cutting a lot of things that were of concern. He noted that the pay increase for state employees and teachers came off the table when the numbers were not robust; however, they were restored. Mr. Minchew advised that he was also very concerned about pay raises for state troopers as they had not received one in twelve years. He noted that there was also a salary compression issue. Mr. Minchew explained that as the troopers advanced in seniority, their pay was not keeping up; therefore, some were choosing to go elsewhere. He reported that they provided troopers with a salary increase and noted that he had heard from a number of them that they appreciated it.

Delegate Minchew advised Council that he served on four committees, including the Courts & Justice Committee, which received forty-five percent of all the bills that were filed. He noted that he also served on the Transportation Committee and advised that he was working with the Washington Metro Area Transit Association to bring the silver line to Loudoun County in July of 2020. Mr. Minchew advised that this project suffered challenges, including cost overruns, safety issues and a lack of reserves for capital improvements, which have led to shut downs and delays. He suggested the need to focus on the Metro. Mr. Minchew reminded Council that the Loudoun County Board of Supervisors voted to join the Ramada Compact and advised that, while that decision was still being discussed, it was irretrievable. He advised that in 2019, Loudoun County would have to pay annual dues to help cover the operational cost of the entire Metro system. Mr. Minchew reported that they agreed to pay 4.6% of the capital costs for the silver line and 4.8% of the operating cost for the entire system; however, the capital costs were higher than the Board thought when they agreed to join in 2012. He noted that what happened in the County affected Middleburg, even though the Council had no decision making ability. He suggested that if the

Board knew then what it now knew, it would not have voted to join. Mr. Minchew advised that part of his job was to get Metro fixed as much as possible before Loudoun County made their first dues payment in 2019.

Delegate Minchew reported that he also served on the Northern Virginia Transportation Authority (NVTA). He noted that due to House Bill 2313 in 2013, they received the first increase in funding since 1986 and opined that over the summer, there would be opportunities for both the County and Town to say where the NVTA should make contributions toward new road investments. Mr. Minchew encouraged the Town to work with Supervisor Buffington to get a list of the roads the Town would like to see included in the County report. He advised that over the past three years, \$1 billion of NVTA money had been invested in local roads, in addition to the money from the Commonwealth Transportation Board. Mr. Minchew reiterated the need to know where the localities would like to see road improvements and encouraged the Council to let the Board of Supervisors know of their preferences.

Delegate Minchew reminded Council that he had been working for years to make sure the rustic roads maintained their ambiance. He noted that there were unpaved roads, some of which saw two hundred vehicle trips a day and which must be paved. Mr. Minchew advised that a lot of people did not want paved roads and noted the need to balance between protecting the roads and having money to support them. He expressed pleasure with VDOT for their desire to protect rural roads. Mr. Minchew reminded Council that they have developed a rural road technique that was perfected in Loudoun County, which was a mixed cement and aggregate, with a crushed stone overlay. Mr. Minchew advised that it looked like a gravel road; however, it was solid at four inches. He noted that this allowed for greater traffic volume, while keeping the road in good condition. Mr. Minchew opined that this was working.

Delegate Minchew reviewed some of the bills on which he worked. He advised that one was at the request of Leesburg and was related to trespass by drone. Mr. Minchew explained that drones with cameras were invading the privacy of homes by flying by the second floor windows. He reiterated that he proposed a bill to address this through spying and trespass and reported that it was signed by the Governor. Mr. Minchew noted that the bill was complicated in that he wanted to allow for good and safe uses of drones. He advised, however, that people cared about their privacy in Virginia and noted that he had to strike a balance. Mr. Minchew explained that this bill amended the peeping statute to create a peeping/trespass/spying by drone clause. He noted that there was an argument as to whether a resident violated federal law by taking down an unmanned aerial device and reported that the FAA had taken the position that federal air space went to the ground level. Mr. Minchew opined that everything was now regulated with the drones. He acknowledged the conflict of laws as to how the FAA would address drones and noted that some drone operators were licensed like a pilot. Mr. Minchew opined that there would be more developments; however, he expressed hope that his bill would prevent the inappropriate use of drones.

Delegate Minchew advised Council that the Greenway had given him heartburn for years. He noted that a lot of citizens used it and the tolls kept going up. Mr. Minchew explained that the owners were entitled to a toll increase under the way the statute was written as they were guaranteed a profit. Mr. Minchew further explained that as long as they could relate expenses to the Greenway, they could raise revenues to guarantee a profit. He reported that he filed a bill to empower the State Corporation Commission (SCC) to look at the numbers to determine what was appropriate for the toll increases based on traditional practices. He reported that the bill was opposed by lobbyists; therefore, he was unable to get it past the committee. Mr. Minchew noted that the current bill had a December 31, 2019 sunset clause, after which the SCC would have purview over the Greenway tolls. He opined that he would probably have to wait that out and noted the need to make sure a bill was not filed that would allow that legislation to continue.

Councilmember Snyder acknowledged that Delegate Minchew and his staff were very responsive when he sent them emails on on-going bills and expressed his appreciation.

Delegate Minchew noted that he liked hearing from elected officials as they were the first line of public service to the people.

Councilmember Leonard-Morgan noted that the Council recently heard a presentation about the licensing of dogs and how this affected fox hounds. He questioned whether Delegate Minchew had heard about that. Delegate Minchew confirmed he had and noted that two bills were introduced – one that dealt with licensing and one with dogs running at large. He noted that in the case of hunts, hounds may not follow property lines. Mr. Minchew reported that a bill was filed by the Speaker because he felt that fox and deer hunters with dogs should incur a penalty if their dog trespassed. He reminded Council that the owners could now retrieve their dogs if they trespassed. Mr. Minchew advised that once the fox hunters got involved in the proposed bill and said it would pose a problem to historical fox hunting in Hunt Country, he could not support the bill. He noted that as for the licensing, a bill was filed that dealt with the ability of counties to have licensing power over large kennels of dogs; however, it did not succeed. Mr. Minchew advised that it was carried over for another year. He noted that the vet, stable and kennel communities all opposed the bill.

Councilmember Snyder noted that the community hoped to deal with this by using a kennel license so the fees would not be overwhelming. Delegate Minchew opined that this bill may return next year in a different form.

Delegate Minchew noted that he and the Town Administrator spoke a number of times during the session about bills on the VML's list. He advised that she kept him posted on what was important to the community.

Town Administrator Semmes expressed appreciation for having someone serve this area that was so accessible. She opined that with the exception of the Airbnb bill, the General Assembly left zoning alone. Ms. Semmes noted the checkbook bill, which would have required the Town to put its accounting system on the web.

Delegate Minchew opined that the bill was well-intentioned; however, upon looking at it closely, one could see it was not a good idea. He noted that this occurred with a number of bills. Mr. Minchew reminded Council that it was a liberal process to get a bill through and noted that they must go through a committee as part of the vetting process. He reported that only about one in eight bills made their way to the Governor's desk.

Delegate Minchew reported that VACO and VML expressed concern regarding the proffer legislation from last year. He reminded Council of this bill, which was brought by home builders, that limited the way local governments could negotiate proffers. Mr. Minchew advised that he did not vote for it. He reported that it was a problem in Loudoun County because so much was done through proffers. Mr. Minchew advised that the bill was signed by the Governor and noted that there was a desire by local governments to bring it back for review. He opined that this would occur; however, he noted the need for "war stories" on how the bill hurt the process or shackled local governments. Mr. Minchew further opined that once that occurred, it would give rise to an amendment. He reported that this was a high priority for the Loudoun County Board of Supervisors, as they did not believe zoning requests were worthy of approval without the ability to ask for voluntary proffers to offset the impacts.

Town Administrator Semmes noted that there was a cigarette tax bill (HB 1913) to regulate trafficking. She reminded Council that the Town was a member of the Northern Virginia Cigarette Tax Board, which administered the cigarette tax for jurisdictions. Ms. Semmes noted that they were leaders in exposing cigarette trafficking, which was a huge problem in Virginia.

Delegate Minchew noted the organized crime element associated with cigarette trafficking. He advised that a pack of cigarettes that cost \$4.20 in Virginia cost twice as much in New York City. Mr. Minchew reported that people were buying cases of cigarettes in Virginia and selling them in New York and New Jersey, which was a violation of their laws, in order to fund criminal activities. He noted that the question was why should Virginia use its police resources to enforce New York's law and reiterated that this activity gave rise to the entry of criminal activity in the Commonwealth.

Delegate Minchew noted the growing opiate problem in Virginia and advised that legislation was introduced to empower the greater use of NarCan which, if administered quickly, could save a person's life. He reported that opiates were being combined with other things that increased the opportunity for an overdose. Mr. Minchew advised that people were finding ways to expand sales or give a quicker high; however, they were deadly. He noted that he was pushing for the creation of a drug court for Loudoun County for certain crimes; however, it would be very human resource intensive. Mr. Minchew advised that he had the judges on board to do it and there was enabling legislation on the books; however, after the funding was not provided for the replacement of Judge McCahill, the Chief Judge told him there was no way they could do a drug court this year. He expressed optimism that the numbers would be there in January to recreate that judgeship, which would place them at full strength in July of 2019. Mr. Minchew reiterated that they could not embark on this program unless the courts were at full strength. He advised that he was working on what he could do to address the opiate problem, including finding out where the drugs were coming from. Mr. Minchew opined that a lot were coming from the Baltimore area and Route 340. He advised that the state troopers and local police were working hard to combat this and noted the need to continue working on it. Mr. Minchew opined that there were a lot of petty and greater crimes related to addiction and drugs. He noted that opiates were also getting into the high schools and opined that while they were not as much of a problem locally, they were in the Shenandoah Valley. Mr. Minchew reminded Council that this was a national problem, not just one in challenged communities, and suggested the need to find solutions early in order to save money in the future.

Mayor Davis thanked Delegate Minchew for appearing before the Council and for all he did for Middleburg. She noted that she was proud to have him as Middleburg's delegate.

Delegate Minchew encouraged the members to contact him if needed. He noted that it was an honor to serve the town and advised that if re-elected, he looked forward to carrying the ball for Middleburg again in 2018.

Council Discussion – FY '18 General Fund Budget

Town Administrator Semmes advised Council that she wanted to go over some of their recent decisions to get confirmation on them and suggested they then continue to their review. She opined that to date, the Council had authorized the staff to advertise the current real estate tax rate of \$.165 per \$100 and reported that the staff was moving forward with advertising that rate. Ms. Semmes reminded Council that they could always reduce the rate if they wanted; however, they could not increase it without holding another public hearing.

Councilmember Snyder advised that one tenth of a cent equated to \$1 per \$100,000 of assessed value.

Town Administrator Semmes reminded Council that they have supported adding an administrative accounting assistant, with an estimated salary of up to \$45,000, which would come to \$77,000 including benefits. She noted that they also supported converting the Police Department's Administrative Assistant position to full-time. Ms. Semmes advised that this would ensure receptionist coverage during the work week and would allow the Administrative Assistant to take over the administrative side of the new parking enforcement software system. She noted that the total budget impact of that change would be \$35,181. Ms. Semmes reminded Council that they also supported adding another part-time officer to the substitute special events pool, with no increase in the number of hours. She advised that the only fiscal impact would be to add costs to the workers compensation coverage, which would be \$500/year.

Town Administrator Semmes noted that the proposed budget included a three percent (3%) salary adjustment for the employees, which was recommended to offset the increased cost of health insurance and keep the Town's salaries competitive. She advised that three percent was what was being seen in other jurisdictions.

Town Administrator Semmes reminded Council that Vice Mayor Kirk recommended including thirty thousand dollars (\$30,000) in the General Fund budget for charitable contributions. She further reminded them that these funds were normally available in the Health Center Fund; however, the Council wanted to adjust the timing of those donations to allow the funds to build up in the Health Center Fund.

Town Administrator Semmes advised Council that the staff was recommending the inclusion of an additional fifteen thousand dollars (\$15,000) for Town Attorney fees for the coming year. She noted that this would be spread between the General and Utility Funds to reflect the higher start-up costs with the new Town Attorney. Ms. Semmes reported that there would be another large bill coming this month as the Town Attorney was working with the staff to revise the Employee Handbook and was getting forms and contracts into the shape that they wanted them in. She opined that once that was done, the bills would drop.

Town Administrator Semmes opined that the only other thing the Council started to discuss was the alternative economic development budget. She reminded Council that she, Chairman Bataoel and Councilmember Miller worked on this and presented it at the last meeting.

Town Administrator Semmes reiterated that there were no funds for charitable contributions in the Health Center Fund and noted that it was hoped they would resume in 2019. She reported that the rental income was reduced further as the staff anticipated there would not be six months' worth of income for the three vacant units. Ms. Semmes reminded Council that there would be a couple months of lost revenue in the current fiscal year. She expressed hope that the spaces would be leased soon. Ms. Semmes noted that the Health Center Fund would require the use of \$7,500 from reserves to balance the budget.

Mayor Davis suggested the Council start with the economic development budget. She noted that the State reduced the arts grant amount; therefore, the Town's match should be reduced from \$5,000 to \$4,500, with the total grant/match becoming \$9,000. Ms. Davis reminded Council that during their last meeting, they talked about moving the events funding around and opined that this made sense. She further reminded Council that currently, there was a list of the various special events the Town had supported in the past, such as Christmas in Middleburg, the Middleburg Film Festival, fireworks and Shakespeare in the Burg. She explained that the reason those were listed was the Council, in the past, felt strongly that they had proven themselves. Ms. Davis reminded Council that there was no income to the Town from fireworks and noted that this was something the Town simply did. She opined that it was important to keep those line items in the

budget, regardless of whether the Council decided to review the requests. Ms. Davis explained that the previous Council wanted these listed in the budget so future Council's would know that they felt strongly about them.

Councilmember Leonard-Morgan expressed confusion and noted the previous discussion of whether these items were in the right place or whether there should be another budget category for events the Council supported that did not provide a return-on-investment.

Councilmember Miller suggested the Council not confuse the two issues. He reminded them that the funding for individual events was spread throughout the budget and noted that the idea of removing them was to not show any favoritism. Mr. Miller advised that all of the funding for special events was included in the one line item; however, as shown, nothing was guaranteed. He noted that the Town may not have the money to fund all of the requests. Mr. Miller suggested that all of the parties must submit for special event funding. He reminded Council that the idea was to place them all into community development things. Mr. Miller noted that the farmers market and Virginia Commission for the Arts grants were their own entities. He opined that while the Town supported individual events, listing them in the budget did not seem like the right thing to do.

Councilmember Snyder suggested there were events that would clearly be in the economic development budget and others that had little to do with it. He advised that he would like to move those into their own category that was not under economic development. Mr. Snyder noted that he wanted the new Business & Economic Development Director to focus on economic development and others to focus on the rest, such as things that were purely the arts.

Councilmember Hazard advised that he did not mind if EDAC looked at each of the events; however, they should not have the final say on who received funding. He opined that they were simply a tool. Mr. Hazard noted that Christmas in Middleburg brought in fifteen thousand people and opined that EDAC could provide information on why it was really good for the town. He further noted that Shakespeare in the Burg only brought in one hundred fifty people and suggested the need to know why it was also good for the town. Mr. Hazard agreed the information was needed so the Council could make a decision on how the Town should spend its money; however, he questioned whether EDAC should have the final say. He opined that they were a valuable source of input. Councilmembers Miller and Littleton reminded Council that EDAC was only advisory and only did an analysis and made a recommendation.

Councilmember Hazard opined that EDAC should not recommend an amount of funding, but rather should only provide input.

Councilmember Snyder suggested that if there was a recommendation, it should be on events in the economic development budget, such as Christmas in Middleburg. He opined that events such as Shakespeare in the Burg and the Bluemont Concerts were not an economic development tool nor were they meant to bolster businesses. Mr. Snyder advised that they were meant to feed the spirit of the town and provide a cultural aspect.

Councilmember Littleton questioned whether an event, even if it was the arts, should be immune from having a requirement to show a benefit, even if it was not a monetary one. He suggested that if the Town was funding an arts exhibit for five years, with no one coming, it meant something else could not be done. Mr. Littleton opined that there would always be more requests than money.

Councilmember Snyder opined that there was no event in town where the Town offered assistance and no or almost no one attended over a multi-year period. He agreed it would behoove the Council to closely examine and discuss anything it wanted to fund, including the level of funding. Mr. Snyder advised, however, that he did not like comparing business development items to things that were clearly just related to the arts.

Councilmember Littleton noted that he was not comparing arts results to economic results and advised that he said “attendance”. He noted that this was participation. Mr. Littleton opined that whenever the Town funded something, there must be a guidepost as to whether it was value add, even if it was not a monetary one. He reiterated that the Town would always receive requests for funding that exceeded its ability to fund and noted that it must prioritize what generated the best value, even if it was only an artistic value for the local residents. Mr. Littleton opined that it was unfair to other events that were struggling when others that may only bring in one hundred people received special treatment because they were on the list. He noted that he was not saying the Town would not still provide funding; however, he suggested that in order to be fair, the Council needed to look at each request for what it actually did, not simply because it was “the arts”.

Councilmember Snyder opined that different things were being put into economic development and suggested this begged the question of whether it was fair to compare them on a like basis, such as numbers. He advised that he would like to have “different buckets” so the Council could compare things that were not economic development related in terms of what they brought to the community. Mr. Snyder noted that he was shocked when he returned in March, after missing the February work session, and saw that a numbers comparison was used. He opined that this was a messy way to evaluate things in the budget. Mr. Snyder suggested the Council should evaluate everything within the town, discuss every item in the budget and decide funding based on priorities and merits. He opined that this was not a matter of fairness and suggested that everything the Council evaluated was evaluated fairly. Mr. Snyder reiterated his request that special events not all be lumped into the economic development category.

Councilmember Littleton noted that he had no problem with that and explained that his point was that if the Council funded something, it should have the expectation of a result and advised that this may not be a monetary one. He noted that he was fine having a separate line item for the arts; however, just because it fell under that category, it did not mean it was immune from producing a result. Mr. Littleton reiterated that the Council needed to understand their expectation for an event and help it to be successful.

Councilmember Snyder agreed. He suggested it would behoove the Council to decide what category a request fell under and how it would evaluate it. Mr. Snyder opined that this would vary according to the request.

Councilmember Miller advised that he was in favor of having the same level of scrutiny regardless of the type of event and noted the need to level the playing field in order to make decisions. He reminded Council that the ordinance that created EDAC stated that its role was to evaluate and give advice on funding for special event requests to the Council. Mr. Miller opined that the Council already had a mechanism in place so each application would have the same level of scrutiny. He suggested the Council could hold its discussion based upon the recommendation from EDAC. Mr. Miller advised that he did not see where organizations would not be provided with the same level of scrutiny and suggested there was no benefit to having a different arts line item if EDAC reviewed the requests and provided a recommendation to the Council. He further suggested that if the budget contained different line items, this begged a change to EDAC’s ordinance. Mr. Miller suggested this led to a different discussion relative to the entire budget.

Councilmember Snyder agreed. He suggested the Council not change the FY '18 budget and noted that his intent was not to change it but rather to just have a conversation.

Mayor Davis reminded Council that they had two different versions of the economic development budget and questioned their preference.

Councilmember Littleton asked that EDAC's Chair be allowed to offer his input.

Vincent Bataoel, Chair of EDAC, advised Council that he would offer his personal input, as EDAC had not discussed this. He suggested there was no reason to have the budget one way or another. Mr. Bataoel further suggested that when a funding request was submitted that EDAC tag it as community development or economic development, gather the event's costs to get an idea of the subsidized cost per attendee and present the information to the Council so it could make an informed decision. Mr. Bataoel opined that the decision could be data driven and inform about the benefit of the event, while clearly identifying if it was an economic or community development activity.

Councilmember Miller reminded Council that the alternative budget removed specific events from the line items to show that the money was available to all events requesting funding, not just those listed.

Chair Bataoel opined that the Council was grappling with three issues: (1) should community development funding requests be included with economic development ones; (2) should community development funding requests be subject to EDAC review; and (3) should there be specific funds earmarked for special events without consideration of their impact on the town.

Councilmember Leonard-Morgan suggested there should be a line item for economic development events and another separate page for community events. He further suggested the latter be decided by the Council, with input from the staff, and noted that it could be different the following year. Mr. Leonard-Morgan opined that if the events were put in black and white, it looked like they would stay forever even though the Council knew they may not. He suggested there be a sheet that identified how the line items were distributed this year.

Councilmember Littleton noted that this would discourage new events.

Councilmember Hazard opined that Shakespeare in the Burg was only two years old. He further opined that the listing did not discourage new events. Mr. Hazard suggested that if something new came to the Town, it would have an opportunity to seek funding and noted that the Council had never said "you're new, so we're not doing it".

Councilmember Miller noted the need for event organizers to file their funding request before the development of the fiscal year budget if it was to be listed in the budget.

Mayor Betsy opined that most people came to the Town Office to ask what they needed to do, which then put them on the list.

Councilmember Miller noted that the National Sporting Library did not apply for funding for their concerts during the first year as they did not know about it. He further noted that they did apply their second year.

Councilmember Hazard noted that during the last meeting, what he heard was that the Council was going to get dry metrics, including the cost per participant. He opined that if this was going to be done under economic development, the Council needed to step up and say so. Mr. Hazard opined that Bluemont had been a good organization in the past and noted that it was only within the last couple years “where it tailed”. He suggested the Town needed to tell them what they needed to do. Mr. Hazard further suggested that part of what EDAC needed to do was to say “if you do this advertising, you may do better”. He advised that he did not want to see a recommendation with metrics and opined that it was not helpful. Mr. Hazard noted that Christmas in Middleburg, which brought in fifteen thousand people, was different than an event which brought in two hundred. He opined that Shakespeare in the Burg would benefit if someone suggested they do xx marketing. Mr. Hazard suggested that EDAC be used to help others.

Chairman Bataoel suggested the Town provide funding with the caveat that it should be for marketing for the event.

Councilmember Hazard suggested that the organizations should be invited to attend the EDAC meeting. Councilmember Littleton opined that every applicant should make a presentation to EDAC.

Councilmember Snyder advised that he had a problem with everyone who wished to do arts in Middleburg going to EDAC, having a discussion of metrics and then having EDAC tell them the Town would give them \$1,000 but it should be spent on one activity, such as advertising.

Councilmember Littleton reminded Council that this happened in the real world all the time and noted that the federal government directed how people spent taxpayers’ dollars. He advised that he did not think there was anything wrong with someone who wanted to put on an event sitting down with the volunteers from EDAC to say “this is the event we thought about and we have a good plan to do it”. Mr. Littleton suggested there was no need for rigid metrics and opined that the conversation could be about the big picture. He advised that, otherwise, people could ask for \$5,000 to finger paint because it was art. Mr. Littleton expressed appreciation for Chairman Bataoel’s summary of what the Council was grappling with and agreed there were three issues that were independent of each other but shared the same subject matter. He noted that there was nothing wrong with these discussions and opined that everyone wanted the events to be good. Mr. Littleton noted that he had attended events that were not well organized and only had three people in the room and advised that the presenter was embarrassed. He opined that this occurred because there was not a good plan. Mr. Littleton suggested the review could be as broad as that.

Mayor Davis suggested the Council identify these requests as two separate items – arts versus economic development. She noted that there was currently an application form and advised that it included questions such as income. Ms. Davis suggested the Town may need to have two separate forms and questioned why income would be on it if that was not a consideration. She further suggested the questions be related to items such as the number of people the event anticipated to bring and whether they were local residents or from the surrounding area.

Councilmember Littleton suggested the request may not be about money and may be about the need for help to get things worked out.

Councilmember Hazard cited the HDRC as a body that reviewed plans and gently made suggestions. He opined that this could be something the Town could help with in this area. Mr. Hazard suggested the Council’s final decision during the last special funding request review was based solely on EDAC’s recommendation and opined that that was wrong. He suggested that EDAC be a tool that the Council could use to make their final determination.

Chairman Bataoel noted that EDAC existed to help the Council make an informed decision. He further noted that it wanted to help the Town get bang for its buck and spend the taxpayers' dollars well.

Town Administrator Semmes opined that the staff heard ideas for how the Council wanted the budget to be formed. She suggested that with EDAC's help, the Town could come up with forms to address the ideas that the Council would like to come across. Ms. Semmes noted that in terms of the budget, the alternative budget included two line items – one for economic development and one for arts/community development events. She reiterated that all of the special events funding was under the economic development budget, including the Virginia Commission for the Arts grant. Ms. Semmes questioned whether this was enough of a split or whether the Council wanted additional money for community development events to give them flexibility in the event they received an application for a new one.

Councilmember Miller noted that the fireworks also fell under community development.

Town Administrator Semmes suggested that if there was a new arts event that went to EDAC and the Council wanted to fund, there should be more flexibility in the budget. She further suggested that money could be shifted to the community development line item.

Councilmember Littleton noted that the Council was trying to do this the right way. He further noted that it had an idea of how much money was spent each year under economic development. Mr. Littleton advised that he liked the phrase “community development” as it could be more than the arts. He suggested the Council start with the amount included in the last budget and see how it went. Mr. Littleton noted that the Council could always make a budget adjustment. He opined that once it figured out what the right community development events were, it could then budget for them.

Councilmember Miller opined that Chairman Bataoel did great work with EDAC on this. He noted that while it may seem like the metrics were cold and just numbers, EDAC had a bigger discussion than numbers. Mr. Miller advised that sometimes the numbers didn't add up, such as with Christmas in Middleburg; however, EDAC knew what that event meant to Middleburg. He suggested it was important for the Council to know that it was not that the committee was not having those discussions. Mr. Miller invited the members to attend their meetings.

Town Administrator Semmes noted that she would change the alternative budget to reflect the adjusted Virginia Commission for the Arts grant.

Councilmember Snyder advised that he would like a separate budget for the economic development programs and the community development ones. He further advised that he would like to see the budget for each so the Council would have an idea of what it would spend in this fiscal year. Mr. Snyder acknowledged that this would change each year. He noted that the alternative budget did not include a list of organizations. Mr. Snyder suggested the Council would not be tied to a list; however, he opined that it would be helpful to know what each list contained. Town Administrator Semmes noted that this information was included in the note section. Councilmember Snyder advised that he would like it to be spelled out more clearly.

Town Administrator Semmes noted that the only organization that was not listed any more was Bluemont as they were included under the Virginia Commission for the Arts grant line item.

Councilmember Snyder noted that in order to get that grant, the Town must provide a match. He opined that this was not obvious in the alternative budget. Mr. Snyder asked that it be spelled out better. He reiterated that the numbers would shift from year-to-year and activity-to-activity.

Councilmember Miller suggested they change the title from “non-profit organization support” to “community development and non-profit events”. Chairman Bataoel noted that the VCA grant was already its own line item. Town Administrator Semmes advised that if the line item listed Bluemont Concerts, it would only be saying what had happened in the past. Economic Development Coordinator Pearson noted that the Town must show the grant line item in order to receive it regardless of who received the grant. Town Administrator Semmes reminded Council that they did not want to earmark that money for any particular organization and noted that the National Sporting Library was also not listed.

Councilmember Snyder noted that he heard that since only \$9,000 was coming from the VCA grant, this category would only get \$9,000. He advised that in the past, the Council did not limit Middleburg’s donation to the match amount. Mr. Snyder advised that the amount was whatever Middleburg wanted in that category.

Economic Development Coordinator Pearson explained that these were two different things. She further explained that organizations could get more money from the special events part of the economic development funding, as Bluemont had done in the past. Ms. Pearson reiterated that the Town must show a line item for the Virginia Commission for the Arts grant in order to receive it.

Councilmember Snyder advised that he wanted to show the things that may or may not be eligible for the VCA grant. He acknowledged that the grant was determined by the State and noted that they matched up to a certain amount as funded by the local government. Mr. Snyder noted, however, that this did not mean that if the State only provided \$1,000 the Town would say “forget it, there was no more money”. He expressed concern that the Town was only looking to fund items that qualified for the VCA grant up to the grant amount, which was why he was concerned that events that typically were listed were not. Mr. Snyder questioned what events qualified as economic development and as community development. He noted that there would always be a new item.

Councilmember Littleton opined that the Council must guesstimate the amount spent on economic development events. He noted that it would have no clue as to community development because it was changing the process. Mr. Littleton questioned whether the Council was comfortable starting at \$25,000 in order to see how the applications came in and noted that it could increase the amount if needed. He suggested that if at the end of the year, the Town only received one request, it could adjust this line item. Mr. Littleton noted that the challenge was to have a number in the budget and acknowledged that the Council had no historical data as it was changing the way it did this.

Councilmember Leonard-Morgan noted that some events, like Bluemont, were community events.

Councilmember Snyder noted that the original budget option had a \$90,000 line item for special events support that was not differentiated between economic and community development events. He advised that he would like to see \$90,000 included in the budget, with a list for both the economic and community development related events.

Councilmember Littleton noted that this approach worked for him. He suggested that EDAC start by identifying what were economic development and what were community development activities, applying the appropriate category to each request and then making a recommendation to the Council.

Councilmember Snyder advised Council that he would like to get input from the community that would feed into the totals. He noted that the charitable organizations were preparing their budgets at the same time the Council was doing its budget and suggested that if they were not done in tandem, the organizations would be clueless. Mr. Snyder suggested the Council tell them in May or June, what Middleburg was funding.

Councilmember Littleton suggested the need to reach out to everyone who applied last year and to give them a deadline for applying.

Councilmember Snyder suggested the Council's deadline for telling the organizations how much they would receive in the coming year be May or early June. He noted that if the organizations did not know how much they would receive, they could not prepare their budgets.

Councilmember Littleton noted that, under that scenario, this would occur before the Council adopted its budget. He reminded Council that they wanted people to have an idea of how they wanted to execute their event and to talk to EDAC; however, under what Councilmember Snyder suggested, they would be told how much money they would receive before they even did that.

Councilmember Snyder suggested this be subject to change; however, he noted that it would require a change to the Town's budget.

Councilmember Littleton advised that he did not want to create an expectation for organizations in May that they would get money and then reject them in October when they applied if they had a terrible plan.

Councilmember Hazard suggested that if people wanted funding included in the budget, they needed to get their information to the Town earlier.

Councilmember Miller reminded Council that the deadline for applications was March 15th. He noted that this gave EDAC time to review the requests and send a recommendation to the Council.

Councilmember Hazard suggested the date be changed to February so the Town would have two months to vet the request.

Mayor Davis suggested the Town reach out to the organizations that have received funding in the past to let them know of the change. She questioned how anyone new coming in would know about the process.

Councilmember Hazard opined that they would figure it out and cited the example of Shakespeare in the Burg. He asked that the Council not set the hurdle too high for an organization to receive funding.

Councilmember Snyder noted that it was not carved in stone and could be adjusted if needed.

Town Administrator Semmes advised Council that she would add a line item for community development event funding.

Councilmember Littleton noted that the Town was in the process of amending the Employee Handbook. He questioned whether any funding was included in the proposed budget for monetary merit payments for staff performance. Mr. Littleton advised that it drove him nuts that the Town did not have something monetary to benefit those employees who did an awesome job. He noted that even the federal government gave performance bonuses.

Councilmember Hazard noted that the Council already did that. He further noted that the Council could do a budget amendment at any time there was a situation where it felt it should do something for an employee.

Councilmember Snyder noted that the Council had given four or five bonuses in recent years.

Councilmember Littleton noted that during their last meeting, he asked what kind of merit based performance incentives were available for the staff and was told there were none.

Town Administrator Semmes noted that the Council did talk about bonuses. She reported that after talking with the Town Attorney, she realized the Town should formalize this by having an ordinance that enabled it to give bonuses. Ms. Semmes noted that there was also discussion of creating a longevity bonus and advised that a policy was included in the draft employee handbook.

Town Clerk North confirmed the draft employee handbook included items such as longevity bonuses. She noted that she was researching other forms of merit bonuses for discussion with the Town Administrator.

Councilmember Littleton opined that it would be a shame to see another budget cycle pass without setting aside money for this. He noted the need to figure out how to do merit based incentives so they were not done as happen stance. Mr. Littleton suggested the need to formalize a process and to set money aside for it. He further suggestion this was the right thing to do for the employees who worked really hard. Mr. Littleton opined that an employee should not get a bonus for just doing their job. He further opined that the employees cared and put a lot of extra effort into their jobs. Mr. Littleton suggested that if the Council made a conscious budget decision every year, it would focus on this and advised that he would love to focus on giving raises in this manner.

Councilmember Miller noted that he supported this idea and opined that it was important to reward the Town's employees.

Town Administrator Semmes advised Council that she would give them a recommendation for the budget.

Councilmember Daly noted that he was hearing that members of the Council wanted an institutionalized, formal process as opposed to the past ad-hoc one.

Councilmember Snyder opined that this was a great idea. He noted that it would give the Council a line item to pull from that would be limited unless changed. Mr. Snyder opined that it would still be ad-hoc as the Council must gather information. He advised that he was not sure how formal the process needed to be and noted that it was usually a unanimous vote of the Council when bonuses were given.

Councilmember Littleton noted that this fell under the Town Administrator's responsibilities. He questioned whether she should be asking employees to tackle specific items that were above and beyond their job duties and whether the Town should give them a bonus when they did. He noted that he was not sure the Council should; however, he suggested it was worth thinking about.

Councilmember Snyder suggested it was late in the budget process to start thinking about this. He further suggested the staff include some funding in the budget so the Council could figure it out.

Chief Panebianco questioned whether the Council would get the supervisor's recommendation. Mayor Davis confirmed the supervisors should make a recommendation if they knew of something an employee had done. She suggested that all of the employees not be evaluated for a bonus. Ms. Davis noted that it could be harmful to a small organization to have people competing to win a prize.

Councilmember Littleton suggested this would not be a situation where everyone could not win.

Mayor Davis noted that the process that had been used has worked and advised that the Council knew when someone went above and beyond. She agreed that it would be good for the supervisors to bring something forward.

Town Administrator Semmes noted that she would do this, as well as make sure an ordinance was done.

Town Administrator Semmes questioned whether the Council was comfortable with the proposed utility rates.

Councilmember Daly advised that there was a perception that the water in Middleburg was more expensive than in Loudoun County; however, he noted the economies of scale. He advised that Middleburg's residents were paying less than Purcellville's. Mr. Daly noted that the Town only had seven hundred residents supporting the system.

Councilmember Snyder noted that Loudoun Water's total assets would have to be a trillion dollars in order to compare to Middleburg's on a per capita basis.

Mayor Davis reminded Council that the Town was still playing catch up. She opined that no one wanted their bill to increase; however, the Council must be responsible and do so. Ms. Davis noted that the Council did not want to raise rates for years and was now paying for it.

Councilmember Snyder noted that the Town was now taking social security out of the Council's pay, which meant the Town must also pay it. He asked that those costs be reflected in the budget.

Council Discussion – Military Banners

Economic Development Coordinator Pearson reported that Albert Patterson, of Middleburg Printers, produced American flag banners that could be used by the Town on the holidays. She advised that he suggested the Town consider flags promoting the different branches of military service. Ms. Pearson suggested that, if desired, the Council could install those banners on every other pole so they would be interspersed with the flag banners.

Councilmember Daly suggested they be used for both Memorial Day and Veteran's Day. He reported that since the American Revolution to the operations currently underway in the Middle East, the U.S. had lost 1,355,000 men and women in uniformed services. Mr. Daly opined that having flags to remember those who gave up their tomorrows for our today's was worth the price.

Councilmember Snyder suggested that since there were two days when the displays would be appropriate, one be used for the American flag banners and one be used for the military banners. He opined that it would be more visually appealing.

Economic Development Coordinator Pearson noted that the American flag banners would also be used for the Fourth of July holiday.

Town Planner Moore reported that the Town already had enough American flag banners to cover each pole.

Councilmember Snyder reiterated that he wanted enough military banners so that at least one day, particularly Veteran's Day, they would dominate the poles.

Economic Development Coordinator Pearson advised that this would cost another \$1,500 as there would need to be twenty-two banners.

Councilmember Snyder suggested this be divided into a two-year project. The remainder of Council agreed.

Councilmember Littleton questioned whether the Coast Guard should be included. Councilmember Daly confirmed they should. Economic Development Coordinator Pearson confirmed this could be done.

Councilmember Daly reported that it was Coast Guard bosons that were operating the landing ships on D-Day. He advised that they had the responsibility for the entire U.S. coastal facilities during World War II.

Council Discussion – Street lighting options

Town Planner Moore noted that some members of Council have expressed concerns about certain aspects of the Town's street lights. He advised that the staff's take away was that there were concerns about the coverage and the reflection of the LED array in the panels, which created a glare of light. Mr. Moore noted that the staff reached out to the lighting representative who coordinated with the Town's lighting engineer, the lighting designer and the civil engineer who prepared the electrical plans for the project. He reported that in terms of coverage, including the amount and manner of the light spread, the lighting representative and designer were in concurrence that the light being produced was what was designed for and the lights were performing as expected. Mr. Moore questioned whether the expectation was wrong and noted that the Town knew the coverage would not be complete in terms of overlap. He explained that this was due to a combination of factors, including cost prohibitions and space limitations. Mr. Moore reported that in terms of what was there, it was what was planned. He noted that the question was then what could the Town do if it wanted additional coverage. Mr. Moore advised that adding lights was the most likely answer. He further advised that another option was to replace them with a different type of fixture. Mr. Moore noted that he had not explored that in detail as the Town had just incurred a cost to install these. He advised that he put a lot of staff time into this and needed direction on whether he should continue to do so given the high price tag.

Councilmember Snyder opined that the concern was just glare. Town Planner Moore confirmed there were multiple concerns, including glare, reflection and total coverage.

Councilmember Snyder noted that the Town would not get total coverage and opined that there would always be dark spots. He advised that he was not convinced that an increased volume of light was always a good thing. Mr. Snyder expressed an understanding of the pain of being blinded and suggested that if it was possible to defuse some of the problem spots, that was something realistic the Council should try to address now.

Town Planner Moore noted that the Town had capacity in terms of power to provide for additional lighting should the Council desire it. He questioned the type of lighting they were looking thinking of. Mr. Moore further questioned whether they were looking at the same type of lights as existed, building mounted lights with the cooperation of the building owners or low bollard lighting that was closer to the ground and spread out. He advised that the drawback to the latter was the need to run conduit. Mr. Moore noted that it could be run under the sidewalk; however, this meant tearing them up again. He advised Council that he wanted to make sure they were aware that there were options if the desire was to get greater coverage.

Mayor Davis opined that there was plenty of light. She expressed an understanding that there were spots that did not have lights. Ms. Davis reminded Council that years ago, they told businesses that if they had lights in their windows, they should leave them on as this was a subtle way to light the streets without being obnoxious. She opined that it was nice that the lighting was not so glowing.

Councilmember Leonard-Morgan noted that his only concern was the glare for drivers. He advised that he had not experienced it; however, people have said that they have. Mr. Leonard-Morgan suggested the Town should try to fix that. He agreed that Chinn Lane was a nightmare at night.

Councilmember Daly expressed a preference for lights on the side streets rather than more on the main street.

Councilmember Littleton opined that there was a solution for coverage. He noted that people brought in light fixtures for approval (before the HDRC). Mr. Littleton reminded Council that there was an ordinance that at times made it a challenge to approve a light that the HDRC would like or that would cast light in a certain way. He explained that as written, while not mandatory in the Historic District, the preference was that the bulb must be inside the hood, which shielded the light. Mr. Littleton reminded Council that the purpose of a light fixture was to provide light. He advised that the HDRC has talked about looking at whether there was another way to address this that gave more options. Mr. Littleton cited the example of the former Middleburg Country Inn property that wanted to put different light fixtures on the building. He explained that with the current lamps, the bulb was below the globe, with the light projecting into the street. Mr. Littleton advised that with the new lamps, the bulb would be so far up that it would cut the light off from reaching the street. He suggested the Council let him work with the HDRC to see if something could be done with the lighting regulations so people who had lights could help address the issue of coverage. Mr. Littleton asked that the HDRC be allowed to take a stab at this.

Councilmember Snyder asked that they bear in mind that there were dark sky concerns and that the Town did not want light to splash up.

Councilmember Littleton agreed and noted that the Town wanted the light to go the right way. He advised Council that he counted the number of lamps on Washington Street, including the number of lights that were facing up and down. Mr. Littleton opined that there was a lot of room for improvement. He suggested the Town could work with the store owners so the lighting would be more effective and aesthetically pleasing. Mr. Littleton advised that he would bring back a recommendation in two months.

Councilmember Miller noted that finding historically accurate fixtures was not easy as most were for new construction. He advised that they put coach lamps on their shop because they wanted to light the sidewalk. Mr. Miller explained that they found some that they were not happy with and did not fit the building or the town; however, they were the only ones that were certified for what

they had to meet. He expressed a belief that the town was dark. Mr. Miller noted that he walked his dog every night through town and advised that the lighting on the side streets was very bad. He opined that even Route 50 contained some spots that were darker than they should be, especially in front of Julien's where there was no light and steps that protruded into the sidewalk. Mr. Miller noted that he heard complaints that as it got dark earlier, people felt it was very dark in town. He advised that he was in favor of looking into this further.

Councilmember Snyder opined that there were two different concerns – a commercial one and a residential one. He noted that the streetlight in front of his house threw so much light into his front yard that it was never dark, whereas in Councilmember Daly's neighborhood, they had almost no lights. Mr. Snyder agreed the Town had lighting issues. He advised that he wanted to get it right in the residential areas; however, he suggested that be saved until it was right in the commercial one.

Town Planner Moore noted that he had heard that people could see the reflection of the LEDs in the side of the panels and reminded Council that one should never stare at a light. He advised that the only workable solution, which he felt was a bad one, was a plastic insert that would give a frosted appearance. Mr. Moore noted that it would eliminate the reflection and would reduce the glare. He advised, however, that the problem was that the frosted, plastic insert that would eliminate it would also reduce the lighting coverage by twenty-five to fifty percent. Mr. Moore noted that it would not only affect coverage, but would also affect the distribution. He reminded Council that the lights in the middle of the block were designed to distribute light in more of an oblong pattern, whereas the ones at the corners were designed to create a glow into the street. Mr. Moore reiterated that it would reduce the glare and eliminate the reflection; however, he reminded Council that they were already talking about the lack of coverage. He reiterated that this could reduce coverage by as much as fifty percent; therefore, it was not a workable solution given the current light fixture. Mr. Moore suggested that an option for the future may be to eliminate the reflection through a sealed LED array that would be an open fixture with no glass. He noted that the lighting representative indicated they were working on such a fixture.

Councilmember Littleton questioned whether they had other customers with this same fixture that had raised concerns about reflection. Town Planner Moore advised that he did not know whether other people had complained.

Councilmember Hazard questioned whether the LED array could be changed so there were more lumens, with the glass being frosted. Councilmember Littleton reported that this fixture offered the highest lumen available. Town Planner Moore noted that it was also the warmest temperature available for a LED light.

Councilmember Littleton noted that the only thing that could be seen was the reflection off the glass. He suggested that if the glass could be removed, this would solve the problem. Mr. Littleton opined that it would be cheaper than more poles.

Council Discussion – Lease of Middleburg Methodist Church Parking Lot

Town Administrator Semmes advised Council that the Town had leased this lot from the church for many years at a price of \$5,000. She further advised that the Town received total use of it. Ms. Semmes noted that there seemed to be fewer spaces available when the church members wanted to park on Sundays and suggested that this may be related to Yount, Hyde & Barbour's use of it during the tax season. She advised that the church asked whether it would be possible to reserve the nine spaces closest to them on Sundays only. Ms. Semmes further advised that the other option they requested was for the church to have the entire lot on Sundays. She reminded Council that the lot contained twenty-seven parking spaces, including the pastor's space.

Councilmember Daly questioned what would be easier to enforce. Chief Panebianco advised that his recommendation would be to reserve the nine spaces closest to the church for them only on Sundays. He noted that he would not police this as the officers would not know who was shopping and who was at the church. Chief Panebianco reminded Council that church services started before the shoppers came and opined that when the church members left, the lot would then fill. He reiterated that giving the church the first nine spaces on Sundays would address this concern; however, he could not enforce this unless the church complained.

Councilmember Snyder noted that the church indicated they would provide the signage.

Councilmember Hazard questioned whether there would be stickers. Chief Panebianco reiterated that the police would respond to a call. Mayor Davis noted that this would only occur until 12:00 noon and advised that it would not matter once the church members were there. She noted that they could remain there until 4:00 p.m. once they parked; however, once they left, someone else could park there.

Councilmember Snyder opined that it was simpler to reserve the lot for church use only on Sundays.

Chief Panebianco opined that people would park there anyway. He advised that after 4:00 p.m., most of the stores were closed and this would be a non-issue. Chief Panebianco reiterated that the church's plan was for Sundays only and suggested the staff could negotiate the time. He noted that the key was that enforcement would be by complaint only.

Councilmember Daly noted that church started before the shops opened. He advised that once parked there, the motorists would be there for church.

Councilmember Snyder suggested the Town give the nine spaces to the church on Sundays only. He advised that he did not care how much the rent was reduced; however, he noted the need for an adjustment. Mr. Snyder advised that he was happy to accept the church's offer.

Councilmember Miller opined that this showed that the Town did not have a handle on its parking strategy. He further opined that there was no plan for dealing with parking, including long-term and employee parking. Mr. Miller reminded Council that they had a discussion during their visioning session about doing a parking study. He opined that this was another example that showed the Town did not have the parking it needed.

Councilmember Snyder noted that the church lot parking had existed for many years. He advised that in terms of parking studies, he could wallpaper a room with the studies that have been done just since he was on the Council. Mr. Snyder opined that they could do studies as often as needed; however, people should not say "the Town had not done them". He agreed it could do another one with the new members of Council being involved.

Councilmember Miller reminded Council that they agreed during the visioning session that they wanted to do a study. He noted that he did not know when the last one was done.

Town Administrator Semmes reported that it was done in 2005 and advised that she would get a copy to the Council. She noted that she would also put money in the budget for a study.

Councilmember Miller opined that the parking had drastically changed since the last study. He noted the removal of the meters and the addition of spots. Mr. Miller suggested the need to have a plan for growth to meet the Town's parking needs.

The Council agreed by consensus to go with the staff's recommendation to allow the church to sign the first row in the parking lot on Sundays as being for church parking only and to reduce the rent to \$4,200.

Council Discussion – Amendment to Council's Rules of Procedure

Town Clerk North reminded Council that during their last meeting, they asked the staff to prepare a policy for their consideration on excessive absences of board/commission members. She reported that the staff drafted a proposed amendment to the Council's Rules of Procedure that would provide that in the event that a member had three consecutive unexcused absences, with the committee chair to determine what was excused or unexcused, or the member missed more than half of the meetings within a twelve month period, his/her appointment would be automatically rescinded. Ms. North advised that under the draft policy, she would send the member a letter notifying them of this and they would have an opportunity to appeal to the Town Council if they so choose.

Councilmember Miller questioned how the staff arrived at its recommendation. Town Clerk North advised that she and the Town Administrator looked at some language the Town Attorney provided that was used by the City of Manassas and customized it to Middleburg. She noted that Manassas reviewed their board/committee members' attendance every two years and the staff did not believe the Council wanted to deal with this to that degree.

Councilmember Littleton agreed the Council's time would be better spent on other things.

Councilmember Snyder advised that it was the automatic trigger that concerned him and suggested this matter be taken straight to the Council when the chair identified when an individual had missed the allotted number of meetings.

Councilmember Littleton suggested the Council think about what that would mean. He advised that every time this occurred, it would require a closed session discussion for a personnel matter. Mr. Littleton opined that this was not a bad thing. He advised that the second thing was that if it was a subjective decision every time, the Council would review each case on its own merit. Mr. Littleton opined that as presented, the policy was objective and was not personal. He suggested that if they went with a system where the Council reviewed each instance, there could be a case in which a member missed four meetings and the Council agreed to allow him to stay because "he was a great guy", but rescinded the appointment of the next person who only missed three meetings. Mr. Littleton further suggested that person could question the fairness of the Council's decision.

Councilmember Snyder questioned the last time an individual missed so many meetings that the policy would have been used within the last ten years. Councilmember Littleton reported that this occurred on the Planning Commission two years ago, in which a member missed four or five meetings in a row. Town Clerk North noted that this also occurred with a member of the HDRC several years ago. She reminded Council that this issue was brought before them in closed session and they asked the chair talk to that individual. Ms. North advised that this occurred and the issue was resolved. She reminded Council of the system that was in place in which the members were supposed to let her know if they were going to be absent from a meeting.

Councilmember Snyder advised that his only question was related to the automatic trigger.

Councilmember Leonard-Morgan opined that the chair would have probably already talked to the individual before that time. He noted that the policy, as proposed, would allow the individual an opportunity for an appeal.

Councilmember Snyder reiterated his concern about having an automatic letter from the Town Clerk.

Councilmember Littleton agreed and advised that he was not saying the Council should not do as suggested by Councilmember Snyder. He reiterated that he was only saying the Council would open itself up to issues of favoritism.

Councilmember Leonard-Morgan advised that he was okay with the proposed policy.

Mayor Davis questioned whether the Council would be more comfortable if the language was amended to include a requirement that after the second absence, the chair would contact the member. The Council agreed they would and noted that this would put them on notice that their attendance was being challenged.

Councilmember Hazard noted the reference to “unexcused” absences. Councilmember Snyder noted that the chair would make the call as to whether an absence was excused or not, which was the purpose of the appeal. He advised that he had served on a lot of committees and had observed a lot of absences. Mr. Snyder questioned how long it would take to find a replacement in the event someone was removed. He opined that he did not think this was urgent; however, he would go along with it.

Mayor Davis asked that the language be amended to include a written warning once the individual missed two meeting.

Councilmember Snyder moved, seconded by Councilmember Miller, that Council amend Section 7 of the Council’s Rule of Procedures pertaining to excessive absences of committee members subject to the revisions requested by the Mayor.

Councilmember Miller questioned what would happen if the member who had excessive absences was the chair. Councilmember Snyder suggested the Vice Chair would take over. Councilmember Littleton suggested the Council representative for the committee notify the Council that the chair had missed meetings.

Vote: Yes – Councilmembers Daly, Hazard, Littleton, Leonard-Morgan, Miller and Snyder
No – N/A
Abstain: N/A
Absent: Vice Mayor Kirk
(Mayor Davis only votes in the case of a tie)

Town Council Reports

Councilmember Snyder displayed an award the Town received from the Virginia Rural Water Association as the Water System of the Year. He noted that only those systems with less than ten thousand people were eligible. Mr. Snyder advised that the Town had a lot of help in getting this award, including the Wellhead Protection Advisory Committee and the Utility Committee, which included the Town’s Utility Engineer and IES staff. He noted that it was a team effort and a long-term effort.

Councilmember Leonard-Morgan announced that Go Green would hold a battery take back on April 29.

Town Administrator Semmes noted that the Town's HEAL program was mentioned in the Virginia Town and City Magazine. She advised that the article highlighted the activities that have been done.

Councilmember Littleton reported that the Middleburg Futures' Group would hold a day and a half long session on May 8 & 9. He advised that he spent five hours online with the facilitator to prepare for this session and noted that he was very happy with where they were so far. Mr. Littleton opined that Dan Leger had done a great job and explained that he took responsibility for capturing everything in written format. He noted that the facilitator came up with a great agenda and advised that he would email it to the Council. Mr. Littleton opined that they would get a lot done and would come out with a plan. He noted that he would send Mr. Leger's notes to the Council.

Councilmember Snyder asked that Councilmember Littleton forward the information to the Town Clerk so she could distribute it to the Council. Councilmember Littleton agreed to send the Council the agenda and the final input.

Mayor Davis announced that the Arbor Day Celebration and Drug Take Back Day would be held on April 29th.

There being no further business, Mayor Davis declared the meeting adjourned at 9:27 p.m.

APPROVED:

Betsy A. Davis, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk