

TOWN OF IRVINGTON
RESOLUTION FORMALIZING THE DESIGNATION OF MILL CREEK
GEEK LLC AS AN AUTHORIZED TECHNOLOGY SERVICE PROVIDER
WITH ACCESS TO TOWN DATA SYSTEMS
2025-18.TC

WHEREAS, the Town of Irvington, Virginia, collects and administers local taxes, including meals taxes and transient occupancy taxes, through systems and websites that may contain confidential taxpayer information; and

WHEREAS, since contracting with **Mill Creek Geek LLC**, it has been the Town's intent and practice for Mill Creek Geek LLC to provide information technology support, website management, data hosting, and system maintenance services that may involve limited technical access to systems containing tax-related information; and

WHEREAS, the Town has always expected that Mill Creek Geek LLC would maintain the confidentiality of any data encountered in the course of providing those services; and

WHEREAS, the Town Council now wishes to formally confirm and record this designation to ensure continued compliance with the confidentiality requirements of § 58.1-3 of the Code of Virginia;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Irvington, Virginia, that:

1. **Designation.** Mill Creek Geek LLC is hereby formally designated as an **Authorized Technology Service Provider** for the Town of Irvington, for the limited purpose of maintaining and supporting the Town's website, online payment systems, and data management systems that may contain tax-related information.
2. **Confirmation of Prior Practice.** This Resolution confirms and formalizes the Town's existing intent and practice since the time of its initial contract with Mill Creek Geek LLC, that the firm serve in this capacity subject to applicable confidentiality and data security obligations.
3. **Confidentiality Obligation.** Mill Creek Geek LLC and its employees, subcontractors, and agents shall maintain the confidentiality of all information to which they have access in the course of performing their duties, consistent with § 58.1-3 of the Code of Virginia and any applicable federal or state data privacy laws.
4. **Limitation of Access.** Mill Creek Geek LLC shall access tax-related information only as necessary to perform system maintenance or technical support, and shall not use, disclose, or retain any taxpayer information for any other purpose.
5. **Compliance and Documentation.** The Town Administrator shall ensure that Mill Creek Geek LLC executes a confidentiality acknowledgment consistent with this Resolution and maintains it on file with the Town.
6. **Effective Date.** This Resolution shall take effect immediately upon adoption.

Adopted this 13th day of November, 2025.

Certification

I, Julie Harris, Mayor, do hereby certify that Resolution 2025-18 was adopted at the November 13, 2025 Meeting, at which a quorum was present and voting. Motion made by XX. Seconded by XX. The vote was:

	IN FAVOR	OPPOSED	ABSTAIN
M.C. Bradley			
M.W. Cline			
W. Nunnally			
P. Robinson			
S. Van Saun			
F. Westbrook			

Julie Harris, Mayor

Attest:

Charles Dyson, Town Clerk