



**Urbanna Town Council
Public Hearing
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia Street, Suite B
Thursday, February 23, 2023 7:00PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Reports
 - a. Town Administrator
 - i. Project Status Update & Accomplishments
 - b. Treasurer's Report
 - i. Banking institution change of deposit accounts
 - c. Finance Committee
 - d. Water Committee
6. Public Comment
7. Public Comment Response Period
8. Old Business
9. New Business
 - a. Trolley
10. Adjourn

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**Agenda Item Summary
February 23, 2023**

Agenda Item: 4-Approval of Agenda

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented

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Agenda Item Summary February 23, 2023

Agenda Item: 5-Reports

Fiscal Impact: NA

Staff Recommendation: NA

Council Action Requested: No

The following reports are scheduled

- Town Administrator-Garth Wheeler
 - Project Status Update and Accomplishments-Roy Kime
 - *Documents attached*
- Treasurer's Report-Michele Hutton
 - *January 2023 report attached*
 - *Banking Institution Change of Deposit Accounts attached*
- Finance Committee-Bill Goldsmith
- Water Committee-Beth Justice

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Town of Urbanna

Status of Major Projects

February 23, 2023

Major Projects

- Well Replacement
- Pool
- Town Hall
- Marina
- Water Line Replacement - Fire Suppression
- Boundary Line Adjustment

Well # 6 - Estimated Cost \$1,056,000

- Mandated by Virginia Department of Health
- After survey that showed Town was not eligible for grants - Town applied to USDA for loan at 1 $\frac{3}{4}$ % for 40 years .
- USDA approved application but would not release funds until after construction complete - requiring interim financing.
- With help from Davenport, Town has secured an 18 month loan at 4.81% with Hunting Capital to close around March 1.
- Town is establishing SNAP account - money market to earn interest
- While funds not needed for contractor.
- Bids for first phase - Well construction received 2/21/2023.

Community Pool - Approved costs of \$1,100,00

- General Contractor - John Hiesler
- Pool Builder - Paddock Pools
- Architect - Jim Irby
- Site Plan - Bay Design
- Site plan must be approved by Department of Environmental Quality
- Financing -

- Tabor trust \$500,000
- Pool Reserve 94,767
- Cares Money 237,367

\$ 832,367
\$270, 000.

- Fund raising Approximately

Community Pool Fund Raising

- Were unsuccessful in getting contribution for the County.
- Looking at several institutional contributors for grants.
- Offering Charter Life-time Memberships that will attach to Real Property.
- Working with Friends of Urbanna to utilize their status as a 501c 3 to allow for tax deductible donations.
- Have developed a fee schedule that will help cover annual operational and maintenance costs.

Town Hall Building - Cost \$1, 100,000

- Currently leasing Suites B and C of 390 Old Virginia Street for 2 years starting January 1, 2022 for \$3,336.00 per month.
- Option to buy at end of lease.
- Method of Financing-
 - Cares Money - \$237,367
 - Old Building Sale - 150,000 minimum
 - Past rent applied - 80,064
 - 467,431
- Balance \$ 632,569 to be financed by seller at 5% for 15 years
- for a monthly cost of \$5,002.32 offset by tenant rent of \$3,674 tenant rent
- Net monthly cost of \$1328.32 per month vs current rent of \$3,336.00

Town Marina

- Existing Big Grant - 75 % - 25 % cost sharing with state
 - For repairs to shore line and eroding footings and previous work will total \$136,947 town share \$34, 236
- Proposed BIG Grant to be applied for - 75%-25% cost sharing with State .
Would need to be approved by Council once approved by State.
 - To replace fixed with floating docks on Northside of marina walk way total cost estimate \$160,000 . Town's share \$40,000.

Water Line Replacement and Fire Suppression Improvements - Estimated Cost \$7,600,000

- Town approved and has received an Asset Management Plan telling where piping is located and when it was installed.
- Had contractor do a cost estimate of required improvements broken down into 6 separate phases.
- Discussed with Virginia Department of Health Office of Water availability of grant funding.
- Told an engineering study would be helpful in support of application and that VDH would support such a study with a grant of up to \$45,000. Have applied for that grant to fund the engineering study

Boundary Line Adjustment

- Town has asked Middlesex County Board of Supervisors to enter into an agreement with the Town to adjust the boundary between the County and Town to include an additional 26+ acres in the Town.
- Would allow all Town property not currently in-town to be included - water tower, well and well sites, town hall.
- Allow additional privately owner properties to be included in Town which would allow Town to control future development. All private property owners have requested inclusion.
- County Supervisors have agreed to have draft agreement reviewed by Commonwealth Attorney General.
- If agreement approved by AG - both County and Town would need to hold public hearings to receive public hearings and then both Town Council and County Supervisors would have to approve .

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Water Committee Accomplishments for the 2019-2020 Term

Mayor: Diane Gravatt

Water Committee Members: Brendan Harris, Holly Gailey, John Gill, Bill Goldsmith, Bill Smith-Chair

Completed Items:

1. Analyze and adjust water rates – approved by council and implemented 1/1/20.
2. Policy and procedures for water shut-offs, delinquent accounts, and late payment fees – approved by council and implemented 1/1/20.
3. Professional Engineering Services RFP for wells and infrastructure – completed. Three engineering companies selected for their expertise in well construction & infrastructure upgrades. Currently working with Kimley-Horn (well) & AH Environmental (infrastructure).
4. Land ownership of well #5- confirmed and deed recorded.
5. Production meter testing – completed with no adjustment necessary
6. Water Audit – completed and submitted to DEQ
7. Knapp Street well abandonment – completed and paperwork submitted to DEQ.
8. Water Conservation Plan - completed and submitted to DEQ.
9. Thrasher Report and Contract – Initial report submitted by Thrasher not accepted by council and contract terminated. Thrasher contract was for mapping the water system initiated by former administration.
10. HRSD Sewage Treatment Plant (Town of Urbanna): HRSD to discontinue use of plant and build pumping stations for a new forced main to Mathews and finally to the York STP. Treated sewage no longer to be released into Urbanna Creek from Urbanna or Saluda.

11. SERCAP (Southeast Rural Community Assistance Program) – completed Vulnerability Assessment, Emergency Response Plan, and Emergency Management Plan as required to receive certification through SERCAP for USDA and VDH applications for funds.
12. Water System Mapping – Completed. Contracted through AH Environmental for a complete map of the town's water system.
13. Certification as a member of VAWARN (Virginia Water/Wastewater Agency Response Network) – Completed as recommended by VDH and USDA. It is a utility to utility response during an emergency. Resolution approved by council.
14. Water tower antennas – Dr. Goldsmith researched and found no additional revenue can be achieved from antenna placement on the tower.
15. VRWA (Virginia Rural Water Association) workshop – completed – assessed key management areas of small waterworks & self-assessment as per SERCAP guidelines.
16. Water Tower Sanitation – work completed, no issues found.
17. Water System unidirectional flushing plan – completed. Will coordinate with MVFD to flush the town water system to ensure sediment free water lines.

Water Committee Accomplishments for the 2021-2022 Term

Mayor: Barbara Hartley

Water Committee Members: Bill Goldsmith, Roy Kime, Martha Rodenburg, Dave Lipscombe, Bill Smith-Chair

Completed Items:

1. Formulated and sent out community survey to assess eligibility for grant and loan funds from the USDA and VDH.
2. Well Feasibility and Location study completed by Kimley-Horn.
3. Preliminary Engineering Report for well #6 completed by Kimley-Horn and submitted to USDA.
4. Applied to USDA for funding of well #6 (through Kimley-Horn).
5. Received USDA approval of loan for well #6.
6. RFP for well #6 finalized with Kimley-Horn. (RFP will go out in January 2023). Bids due 2/21/23.
7. Asset Management Plan finalized and received in March 2021 from AH Environmental.
8. Identified and formulated 5 phase water system infrastructure upgrades per above AMP and coordination with county emergency services coordinator and MVFD.

9. Requested and received quote for costs of all 5 phases of infrastructure upgrades from AH Environmental.
10. Applied for VDH funding for the five phase infrastructure upgrades (through AH Environmental). Application submitted and will be reviewed by VDH in May 2023.
11. Negotiated and finalized land exchange for location of additional well that will be required 2030-31. This land exchange was completed at no cost to the taxpayer.
12. Water System Maintenance Program – contracted with Cartegraph to initiate program to track water system maintenance and upgrades.

Water Committee Accomplishments and To-Do List for the 2022-2024 Term

Mayor: Bill Goldsmith

Water Committee Members: Bill Goldsmith, Roy Kime, Martha Rodenburg, Dave Overman, Alana Courtney, Rod McMordie, Beth Justice – Chair, Bill Smith-Consultant.

1. Completed interim funding per USDA for phase I well #6 construction.
2. Received bids for well #6 construction on 2/21/23. Selected contractor and costs to be submitted for council approval during 2/23/23 council meeting.
3. To-do list moving forward:
 - A. Schedule water system flushing with MVFD.
 - B. Research and purchase GPS equipment for efficient water line location. (Current water line map is GPS located.)
 - C. Monitor well #6 construction through Kimley-Horn.
 - D. Monitor VDH infrastructure upgrade application for funding through AH Environmental.
 - E. Research EPA regulations for lead/copper contamination and testing.
 - F. Research backflow prevention within current water system.
 - G. Update water conservation plan upon well #6 completion and submit to DEQ.
 - H. Analyze and discuss current water rates and recommendation to council if increase is warranted. (Utilize Draper-Aden report as basis)

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Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 01/31/2023	Prior Year	Prior Month	Statement Date
	1/31/21	12/30/22	1/31/23
Primis Bank General Operating Bank Account	781,159.96	883,066.45	836,894.95
Renter Water Deposits	14,401.66	17,776.66	19,451.66
Net Operating General Bank Account	776,520.72	864,119.96	826,192.28
TRUIST Historic Trust	23,046.66	31,201.57	31,868.44
TRUIST Pool Replacement Account	36,763.10	594,770.35	594,775.40
Primis Bank Water Fund Reserve	113,939.55	114,471.80	114,552.09
Primis Bank General Fund Reserve	94,719.98	95,002.58	95,044.22
Primis Bank Cares Local Recovery	237,651.86	475,403.06	475,423.90
Primis Bank DMV	\$100.00	4,273.35	5,296.52
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,501.61	2,502.27
Taber Trust – Account Value	1,502,728.75	841,834.25	871,833.31
Taxes listed below are collected for prior month	1/31/21	12/30/22	1/31/23
Meals Tax collected in January	7,724.74	14,659.22	6,727.91
Lodging Tax collected in January	3032.54	2,527.39	756.10
Cigarette Tax collected in January	491.57	554.88	666.60

JANUARY EXPENDITURES:

- Business as usual

REVENUE as of 1/31/2023

Oyster Fest Meals Tax \$16,577.71. Two outstanding accounts.

Notes:

- Delinquent tax notices for Personal Property and Real Estate were mailed **02.01.2023**

February 9, 2023
09:23 AM

Lodging Tax

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 02/09/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
100-12100-0001	Lodging Tax								
23174.55		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	74.96
Fund Total		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	74.96
Grand Total	Count: 1	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	74.96

February 9, 2023
09:25 AM

Meals Tax

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 02/09/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
100-12110-0001	Meals Tax - Local								
84262.65		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	0.00
Fund Total		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	0.00
Grand Total	Count: 1	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	0.00

Water Sales

February 9, 2023
09:28 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 02/09/23
 Subtotal CAFR: No

Account No	Description		Aug	Sep	Oct	Nov	Dec	Jan	Feb
Total	Jul								
500-17010-0001	Water Sales Charges								
189841.93	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	11922.27	0.00
Fund Total									
189841.93	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	11922.27	0.00
Grand Total	Count:	1							
189841.93			17448.96	37734.22	16187.37	37839.77	11922.27	11922.27	0.00

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**Agenda Item Summary
February 23, 2023**

Agenda Item: Treasurer's Report-Banking Institution Change of Deposit Accounts

Background: Michele Hutton, Town Treasurer has done extensive research to determine which financial institution(s) to best serve the financial needs of the Town of Urbanna. Her findings and suggestions are attached, and will be discussed during her report.

Fiscal Impact: Interest income earned

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to relocate the deposit accounts as presented in the Treasurer's report.

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Supplement to Treasurer's Report with findings and recommendations for deposit account relocation. Presented by Michele Hutton, Treasurer.

With interest rates on the rise, I contacted several local banks and I believe it is in the best interest of the Town to relocate some of our funds.

I am suggesting:

1. Close the Urbanna Historic Trust currently housed at Truist Bank. The account balance as of January 31, 2023 is \$31,868.44 earning 0.01% interest.
2. Close the Pool Replacement Fund currently housed at Truist Bank. The account balance as of January 31, 2023 is \$594,775.40 earning 0.01% interest.
3. Cares Local Recovery account housed at Primis. This account balance as of January 31, 2023 is \$475,423.90. Transfer \$237,711.90 which is the funds pledged to the pool fund. This account currently earns 0.05% interest.

I am seeking approval to relocate the above to C& F Bank and be placed into an Investor Choice account at 3% interest with a guaranteed rate for 12 months.

- I would open two accounts titled the same as they are currently named – Urbanna Historic Trust and Pool Replacement Fund.
- The Primis, Local Recovery Funds would be added to the Pool Replacement Fund making the opening deposit \$832,487.30
- Change the Cigarette Tax payment to the new bank, to remain deposited to the Historic Trust Account.

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Agenda Item Summary February 23, 2023

Agenda Item: 2023 Trolley Local Match

Background: The Town Trolley operates from Memorial Day through Labor Day Friday – Sunday, with various stops in the Town and out to Bethpage Campground. In the past, the Town has paid a portion of the operating costs. For the past 2 years, Bethpage paid the operating costs of the Trolley. Bay Aging is responsible for coordinating the Trolley operations. This year, Bethpage is not fully sponsoring the Trolley and we have received an invoice from Bay Aging for the Town’s “local match” for funding for \$8,615.00.

Fiscal Impact: \$8,615.00

Staff Recommendation: Town Council approve paying the funding.

Council Action Requested: Yes

Sample Motion(s): Motion is made to authorize funds to be approved to pay for the Town’s match for the operation of the Trolley.

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