



**Urbanna Town Council  
Work Session  
AGENDA  
Town Council Chambers  
390 Virginia Street Suite B  
Thursday, April 13, 2023 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment
6. Public Comment Response
7. Presentation
  - a. Bristow-Faulkner Funeral Home
8. Matters of the Town Council
  - a. Pool update
  - b. Kent Street drainage
  - c. Boundary Line Adjustment
9. Action Items
  - a. Minutes-February 23, 2023
10. Announcements
11. Adjourn

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**Agenda Item Summary  
April 13, 2023**

**Agenda Item:** 4-Approval of Agenda

**Background:** NA

**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 April 13, 2023**

### **Agenda Item: 7-Presentation by Bristow-Faulkner Funeral Home**

**Background:** Faulkner Funeral, the current owners and caretakers of Middlesex Cemetery, located on Red Hill Lane wants to turn over the cemetery to the Town of Urbana. This is to ensure the cemetery continues to operate in the future.

It is a 501c3 organization with a \$75,000.00 Trust, and an investment account of approximately \$67,000.00. It is approximately 5 acres of land and lots currently sell for \$1,000.00. Maintenance costs are estimated at approximately \$13,000.00 per year.

**Fiscal Impact: Unknown.**

**Staff Recommendation:** Refer to the Finance Committee for further review.

**Council Action Requested:** Refer to Finance Committee.

**Sample Motion(s):** Motion is made to refer this matter to the Finance Committee for further review and bring back a recommendation before Council at the next meeting.

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**Agenda Item Summary  
April 13, 2023**

**Agenda Item: 8a-Matters of the Town Council-Pool Update**

**Background:** Original pool bid was over the \$1.1 million dollar cap Council had set. A telephone conference meeting was held with the architect, Jim Irby and contractor, Jack Heisler to discuss options of reducing the cost to the set limit. Mr. Irby redrafted plans with the discussed changes. The Pool Committee reviewed the drawings. We are scheduled to have a meeting with Mr. Heisler and Mr. Irby next week to go over the revised bid.

DEQ has also completed its first review of the stormwater management plans and have responded to Bay Design with a list of comments to be addressed.

**Fiscal Impact:**

**Staff Recommendation: N/A**

**Council Action Requested: None**

**Sample Motion(s): N/A**

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## **Agenda Item Summary April 13, 2023**

### **Agenda Item: 8b-Matters of the Town Council-Kent Street drainage**

**Background:** Concerns have been expressed by residents of Kent Street and Colorado Avenue of poor drainage with constant standing water on the streets. VDOT has been contacted several times in the past regarding this issue and have indicated that it is a resident issue.

Several weeks ago, we met with paving contractors who do sub-contract work for VDOT in the Middle-Peninsula area. They looked over the sites and felt that at least part of the areas were VDOT issues. They met with VDOT and shared their thoughts. Next step is to schedule a meeting with VDOT representatives and try to get this issue resolved.

(Note: Delegate Keith Hodges has been made aware of this and is waiting to hear the results of the meeting.)

**Fiscal Impact:** Unknown

**Staff Recommendation:** None

**Council Action Requested:** N/A

**Sample Motion(s):** N/A

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**Agenda Item Summary**  
**April 13, 2023**

**Agenda Item: 8d-Matters of the Town Council-Boundary Line Adjustment (BLA)**

**Background:** Town Council is working with Middlesex County to include parcels of property into the Town limits. The BOS voted to support the initiative. Ms. Erard and Ms. Lewis, the attorneys are working on this matter. Town Administrator has scheduled a meeting with BOS member Jessie and Mr. Baylor, the neighbor to the Town office to make sure any concerns have been addressed. Next steps are for both the County and the Town to schedule a Public Hearing and then vote on the issue.

**Fiscal Impact:** Unknown.

**Staff Recommendation:** No action necessary at this time.

**Council Action Requested:** None.

**Sample Motion(s):** N/A

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**Agenda Item Summary  
April 13, 2023**

**Agenda Item: 9a-Minutes February 23, 2023**

**Background:** Draft minutes from the February 23, 2023 monthly meeting attached

**Fiscal Impact:** NA

**Staff Recommendation:** Approve

**Council Action Requested:** Yes

**Sample Motion(s):**

*Note: If changes are requested at the meeting, approval of the minutes will be postponed to the next meeting.*

Motion to approve the minutes from the February 23, 2023 monthly meeting as presented.

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**Town of Urbanna  
Town Council  
Monthly Meeting  
Council Chambers-390 Virginia St. Suite B  
February 23, 2023**

**CALL TO ORDER & ROLL CALL**

Mayor Goldsmith called the meeting to order at 7:00pm

**Present-Members of Council**

Mayor Bill Goldsmith  
Marjorie Austin  
Alana Courtney  
Merri Hanson  
Beth Justice  
Sandy Sturgill

**Absent-Members of Council**

Larry Chowning

**Other Attendees**

Garth Wheeler-Town Administrator  
Roy Kime-Zoning Administrator  
Andrea Erard-Town Attorney-via Zoom  
Michele Hutton-Town Treasurer  
Martha Rodenburg-Town Clerk  
Members of the public and press

All present said the Pledge of Allegiance

**APPROVAL OF AGENDA**

**Councilmember Austin made a motion to approve the agenda as presented**

**Councilmember Sturgill seconded**

**Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**

**Motion passed 6-0**

**REPORTS**

**Town Administrator/Pool Committee**

Garth Wheeler reported the pool site plans have been completed and are under review for possible revisions

Once reviewed, permitting process will begin.

Garth Wheeler requested for Council to approve for him to sign the documents submitted by Bay Design that will be submitted to DEQ and Middlesex County to begin the permitting process.

**Councilmember Austin made a motion to approve the request**

**Councilmember Hanson seconded**

**Austin, Hanson, Justice, Sturgill, and Goldsmith voted yes**

**Courtney voted no**

**Motion passed 5-1**

**Boundary Line Adjustment**-On February 7<sup>th</sup>, Town Attorney, Andrea Erard gave a presentation to the Middlesex County Board of Supervisors regarding our request for a Boundary Line Adjustment. The Board of Supervisors voted to move forward with the process. Next steps, public hearings, possible review by Attorney General's office, then vote by both Urbanna Town Council and Middlesex County Board of Supervisors

**Sale of Old Town Hall**-The Town has contracted with the engineering firm, the Structures Group to do an assessment of the building's foundation.

The building has been listed in the Commercial and Residential MLS.

**Marina/Big Grant**-VDH has extended BIG Grant funding. Due to expire end of February, Town requested an extension so funds could be used to make repairs on main dock at entrance and restore shoreline in front of marina. Work will be done by Docks of the Bay.

#### **Upcoming Events**

- UBA requested to take on Farmer's Market
- Second Saturday events being planned with vendors and bands. They are seeking sponsors
- Independence Day celebration will take place Friday, June 30, 2023

#### **Project Status Update & Accomplishments**

Roy Kime gave an overview of the status of major projects including:

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

A copy of the presentation was included in meeting packets and are available at Town Hall



**Treasurer's Report**



**Treasurer's Report**

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

Account Balance thru 01/31/2023	Prior Year 1/31/21	Prior Month 12/30/22	Statement Date 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	<b>1/31/21</b>	<b>12/30/22</b>	<b>1/31/23</b>
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	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	74.96
<b>Total</b>		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	74.96
<b>Fund Total</b>		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	74.96
<b>Grand Total</b>	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	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	0.00
<b>Total</b>		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	0.00
<b>Fund Total</b>		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	0.00
<b>Grand Total</b>	Count: 1	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	0.00

February 9, 2023  
09:28 AM

**Water Sales**

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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
500-17010-0001	Water Sales Charges	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	0.00
<b>Total</b>		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	0.00
<b>Fund Total</b>		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	0.00
<b>Grand Total</b>	Count: 1	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	0.00

Based on research, Ms. Hutton recommended making the following changes to deposit account relocation for higher interest rates:

- Close Urbanna Historic Trust housed at Truist, move to C&F Bank Investor Choice Account
- Close Pool Replacement Fund housed at Truist, move to C&F Bank Investor Choice Account
- Transfer \$237,711.90 (funds pledged to the pool fund) from Cares Local Recovery account housed at Truist, to the Pool Replacement Fund account when opened at C&F Bank.
- Change Cigarette Tax payment to C&F Bank to be deposited in the Historic Trust Account.

**Councilmember Austin made a motion to relocate the deposit accounts as presented in the Treasurer's report**

**Councilmember Sturgill seconded**

**Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**

**Motion passed 6-0**

### **Finance Committee**

Councilmember Sturgill presented the Finance Committee report

- Committee met Tuesday, February 21
- Began 2023-2024 budget discussion
- Discussed recommendations by the Town Treasurer regarding accounts and other options for Town funds

### **Water Committee**

Councilmember Justice presented the Water Committee report

- Met Tuesday, February 21<sup>st</sup> at 2pm for the scheduled opening of bids for well #6
  - Reviewed and discussed current priorities
  - Fire hydrant flow testing
  - Backflow prevention installed for large commercial water customers
  - System upgrades
- Budget planning and possible rate increases

Only one bid was received for the construction of well #6, from Toano Well & Pump Services, Inc., in the amount of \$623,000. This bid is below the \$700,000 engineering estimate.

The Engineer's Recommendation from Kimley-Horn was:

*Bid packages were reviewed and there were no arithmetic errors or omissions noted. Based on our review, the Bid documents from Toano Well and Pump Service, Inc. are in general conformance with the requirements stated in the Invitation for Bid. Toano Well and Pump Service, Inc. has completed several projects in this region similar in scope and complexity as this project and they possess the experience necessary for this project. The information herein supports the award of this construction contract to Toano Well and Pump Service, Inc. the apparent low responsive bidder with a total bid price of \$623,000.00.*

**Councilmember Justice made a motion to accept the bid as submitted by Toano Well & Pump Service, Inc. to the Town of Urbanna on February 21, 2023 in the amount of \$623,000 and direct the Town Administrator to sign and execute all required documents pertaining to the construction of Well #6**

**Councilmember Austin seconded**

Councilmember Courtney asked if three bids should have been received.

Mayor Goldsmith responded proper bid notices were published and sent out. Andrea Erard added, because of population, Urbanna is exempt from State procurement requirements.

Further bidding requirements were discussed.

It was clarified by Garth Wheeler, although the Town of Urbanna is exempt from procurement requirements, multiple bids for projects are always sought.

Additional discussion took place.

**Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**

**Motion passed 6-0**

**PUBLIC COMMENT & PUBLIC COMMENT RESPONSE**

Andy Anderson-spoke to Town dock replacement costs, Department of Health grants/loans town has applied for in the past. His also spoke to the cat problem at his marina, Urbanna Boat Yard (URBBY), and requested a forum to solve the problem

Mayor Goldsmith gave background regarding 2021 income survey put together by Water Committee when applying for a VDH grant.

Discussion took place between Council, staff, and members of the public regarding the feral cats in Urbanna. The volunteers of the Urbanna Cat Project is in need of volunteers to assist with trapping and spaying/neutering the cats.

**OLD BUSINESS**

There was no Old Business

**NEW BUSINESS**

**Trolley**

Garth Wheeler reported, in the past, the Town has paid a portion of the operating costs for the Town Trolley, with Bethpage paying these costs for 2021. Bay Aging is responsible for trolley operations. This year, Bethpage is not fully sponsoring the Trolley and an invoice from Bay Aging has been sent to for the Town's 2023 "local match" funding in the amount of \$8,615.00. In addition, the invoice for 2022 was not sent to us, and Bay Aging is requesting payment in the amount of \$8,315.00.

Discussion took place between Council and staff. The subject was tabled until discussion about sponsorships and assistance from the UBA could take place.

**ADJOURN**

**Councilmember Austin made a motion to adjourn**

**Councilmember Sturgill seconded**

**Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**

**Motion passed 6-0**

**Meeting adjourned at 8:08pm**

**Submitted by:**

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**Martha J. Rodenburg**

**Town Clerk**

**Approved by Town Council xx/xx/xxxx**