

The Town Council of the Town of Urbanna held a scheduled work session on February 13, 2020 at 6:30 p.m. in the Chambers of Town Hall. Mayor Diane Gravatt called the meeting to order. Members present and answering aye to a roll call vote were: Diane Gravatt, Barbara Hartley, Bill Smith, Bill Goldsmith, George DeVries, Larry Chowning and Boyd Wiley. Also present were Holly Gailey- Town Administrator and 1 guest.

Under public comment, town resident Kristi Anzivino expressed concerns about the condition of the town street signs as she has seen some that are not in good repair. She stated that some of the conditions are: peeling paint, street names missing, rust on the white painted part of the sign and the s-hooks are rusty.

Under committee reports, Water Committee Chairman Bill Smith offered an update from the water committee. He stated that there was a discussion on the separation from HRSD for billing purposes. He also stated that the site permit was in process. He noted that the Water Conservation Plan was complete and would be sent to DEQ. Ms. Gailey added that the new rate structure would be reflected on the upcoming bill cycle for water customers, which will be processed on February 19, 2020. Mr. Smith stated that the Vulnerability Assessment was complete. As this is a confidential document outlining the town's weaknesses pertaining to the water system, a copy has been placed with the town administrator. This is the first step of two and a Certification of Completion was sent to the USDA. Step 2 includes an Emergency Response Plan which is in process and once completed a Certification of Completion will be submitted to USDA. Once both components are completed, the town will be eligible for USDA funding. He also stated that the water system mapping was complete. He noted the next step will be the Asset Management Plan. He stated that the RFP for engineering services was in the hands of the town attorney for review.

Next, Bill Goldsmith offered an update on finance committee. He stated that he continues to research the Taber Fund and options that will improve the return to the town for the future. There was a discussion concerning the Taber Fund and the final decision was to discuss options with Davenport & Co and have Mr. Clay come and make a recommendation. There was also a discussion in reference to the recent budget requests from outside organizations. He noted that the finance committee will be reviewing the request and will make a recommendation based on the budget numbers. Larry Chowning voiced that he would like to see the organizations come and address the council and explain their requests. Barbara Hartley stated that the landscaping of the main street is important and a plan should be in place. She also noted that the decision would have to be made about whether this would be done in house with an hourly employee or out sourced to a landscape company. Mayor Gravatt addressed the concerns by stating that she has asked a town staff member to create a plan for review.

Mayor Gravatt noted that the Marina Committee had met and are continuing to work on the marina policies and procedures.



Planning Commission Chairman George DeVries gave a brief update on the commission stating that the Airbnb ordinance is in the review process and was set for a public hearing to hear the concerns of the public.

Moving on to agenda items, Ms. Gailey presented the Atlantic Broadband Franchise agreement. This has been discussed on multiple occasions. Ms. Gailey explained that the items that were in question were the amount of years in the agreement, which was 15, and the availability to have a public access channel if the town chose to have one. Both of the items have been addressed and have been changed in the agreement to include a 10 year agreement. Several members of council have asked for clarification on whether this agreement keeps any other company from being able to provide cable to residents. Ms. Gailey stated that she would research more about the limitations on other providers and will present the information at the upcoming scheduled town council meeting.

Mayor Gravatt announced that the agreement between the Town of Urbanna and the Marshall's for the leasing of the parking lot located between the ABC Store and Something Different was complete and all parties agreed to the terms. Also, it was noted that the town has recorded, with Middlesex County, a right of first refusal to purchase the property.

The next item was discussion on estimates for installing a dehumidifying system in the museum. Ms. Gailey stated that the current estimate the town had received was on the high side and recommended that other estimates be obtained before moving forward. The council agreed and Ms. Gailey will be seeking several more estimates.

At this time, there was a brief discussion about possibilities of a donation to the rescue squad for the purpose of renting space at the firehouse. Ms. Gailey noted that the Taber Fund withdrawal could be amended to include the amount that would cover the rent owed to the fire department. It was determined that the finance committee would review the request and whether a recommendation to expense would be specified.

Moving on, Ms. Gailey explained current budget amendments that would be included in the upcoming public hearing. This document has been attached to the minutes.

Ms. Gailey stated the public hearing will be held on February 27, 2020 at the regular scheduled meeting to hear public comments on the 2020 Urbanna Cup Regatta Master Plan.

Under announcement, Mayor Gravatt stated that Jack-Crete had been engaged to begin phase 1 on the sidewalk repairs. Ms. Gailey noted that they are scheduled the week of February 24<sup>th</sup>. At this time, Barbara Hartley asked if anyone was aware of the removal of the Bird Sanctuary signage at the entrance to town. Ms. Gailey stated that she will research the subject and report back to council. Larry Chowning stated that he had been asked by Matt Walker, Middlesex County Administrator, to post the Museum in the Streets on the county website. Town council members were happy to allow the use as it appeared to be free advertising. George Devries noted that the group that put together the video and write up for the HGTV special was

requesting \$400 to pay for the time spent to produce the video. This will be added to the agenda for the upcoming meeting for consideration.

At this time, George DeVries moved to go into executive session pursuant to Section 2.2-3711(A)(1) and Section 2.2-3711(A)(29). Barbara Hartley seconded the motion. Ms. Gailey called the roll to which the following answered aye: DeVries, Hartley, Goldsmith, Smith, Chowning and Wiley.

George DeVries made a motion to re-enter open session to which Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: DeVries, Hartley, Smith, Chowning, Wiley and Goldsmith.

Upon returning to open session, Council Member Dr. George DeVries moved to approve the following Certificate of Executive Meeting to which Council Member Barbara Hartley seconded:

Whereas, the Urbanna Town Council has convened an Executive Session meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

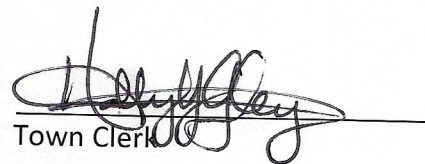
Whereas, Section 2.1-344.1 of the Code of Virginia requires a certification by the Urbanna Town Council that such executive meeting was conducted in conformity with Virginia law;

Now, Therefore Be It Resolved that the Urbanna Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (i) only such public business matters as were identified in the motion convening the executive session were heard, discussed or considered by the Urbanna Town Council.

VOTE:

Aye: Mayor Gravatt, Bill Smith, Larry Chowning, Boyd Wiley, Barbara Hartley, George DeVries and Bill Goldsmith.

With there being no further business, Boyd Wiley made a motion to adjourn at 8:47 pm to which Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: George Devries, Barbara Hartley, Bill Smith, Larry Chowning, Boyd Wiley, and Bill Goldsmith.

  
Town Clerk



## Budget Amendments for FY2019-2020

### Miscellaneous

	Revenue	Allocation Amount	
Insurance Reimbursement for Claims	\$27,952.60	\$27,952.60	Insurance reimbursement for claim on well motor and electrical fire in panel box
Allocation to Water Fund 500-46100-3310			
Donation from Dominion	\$5,000.00	\$5,000.00	Requested assistance with the removal of the damaged tree on the hillside of the museum/visitors center
Allocation to General Fund 100-81700-3320			
Boating Infrastructure Grant Reimbursement	\$68,218.13	\$68,218.13	Boating Infrastructure Grant used to complete the Marina Dredge Project. This is a 75% reimbursement for the total cost of the project
Allocation to Marina Fund 140-95140-0051			

### Transfer Request

Transfer of funds from the Historic Trust (Donation from MOM )	\$5,000.00	\$5,000.00	Deposited directly to the Historic Trust when received. Will be added to the Museum budget
Allocation to General Fund 100-81700-3320			
Transfer of funds from the Water Fund Reserve	\$112,295.00	\$112,295.00	Transfer from the Water Fund Reserve to offset the cost of mapping the water system. Invoices were paid out of the Water Fund Budget. These funds will be allocated to offset the cost of the expenditure.
Allocation to Water Fund 500-46100-9500			