

The town council of the Town of Urbanna held a scheduled meeting on May 14, 2020 at 10:00a.m. by virtual means using Go To Meeting online services. Those appearing virtually and responding to the roll call were: Mayor Gravatt, Bill Smith, Larry Chowning, Bill Goldsmith, Boyd Wiley, Barbara Hartley and George DeVries. Also attending the meeting virtually was Town Administrator- Holly Gailey, Town Attorney- Andrew Bury and Zoning Administrator-John Gill. This meeting was available via phone and 2 callers were present.

Mayor Gravatt called the meeting to order. The first item on the agenda was the public comment period. Ms. Gailey read a public comment emailed in by town resident Kristi Anzivino regarding the council decision to have staff work from home, meeting time changes, the town phone messenger center and frustrations of not getting through to anyone. Mayor Gravatt stated that the town staff had been in the office most everyday since the beginning of the COVID-19 Pandemic. Ms. Gailey explained the phone system to address the public comment. Kristi also asked about the replacement box for their damaged meter box. Ms. Gailey explained that when the order was placed, they were on back order and no one could have predicted the onset of COVID-19. She added that the box would be replaced as soon as the parts were received. Ms. Gailey stated that the staff was doing everything possible to maintain continuity of the town government. She continued by saying, we are doing the best we can and the fact that the staff was coming in everyday, even after being told to work from home, speaks volumes of the commitment we have to the town and it's function. Mayor Gravatt added that she was aware that the staff had ordered the meter boxes and that the contractor had already been alerted to the repair as soon as the boxes were received. Ms. Gailey added that usually they keep several on hand for this reason and noted the town had 3 new water taps within a 3 week period and the reserves were used for those new homes.

At this time, Mayor Gravatt asked if there were any other council responses to the public comment. Dr. Goldsmith asked if Line 1 is in use, does Line 2 give an option to leave a message. Ms. Gailey confirmed that it does. There was a general discussion about the phone system in the town hall.

Moving on to Committee Reports, Bill Smith updated council on the work of the water committee. He stated they met virtually on May 11, 2020. He noted the Water Conservation Plan was complete and John Gill submitted the plan to DEQ checking off another item on the list. Smith stated that he, John Gill, Scott Funk and John Mullins had met on May 1, 2020 on the piece of land below the treatment plant to discuss future plans for HRSD. He noted there was an either/or situation with 2 options: land below treatment plant on Laurel Hill or Taber Park. He stated they need a 100'x100' footprint for the proposed pumping station. John Gill, Bill Smith and Scott Funk visited the park and looked at the area in the far back corner behind the current location of the town pool. Smith said you may wonder why we would even consider this option. He explained that during their conference call they mentioned that HRSD may be willing to cost participate in the renovation of Taber Park project, meaning HRSD would put money towards the project in exchange for the 100'x 100' plot for the proposed pumping station. Bill Smith asked council members to mull this over. He also noted that by this time (estimated to be Fall of 2021), Well #3 will be abandoned and the pickleball courts could be moved forward. He added that there is no noise and no odor associated with the proposed system as the entire system is underground. Smith stated that the current owner option 1 was amenable to the project and that he felt it was important for the council to consider option 2 if there was a significant financial impact for the town. At this time, Larry Chowning asked that council members be able to meet at these locations to see the impact areas noting that he will not support a vote until he can fully understand what is involved. There was a

general conversation about meeting under the current rules of the executive orders of the governor. Mr. Bury noted that if all were planning to meet at the location the meeting would need to be publicized, open to the public and this would be difficult with the current COVID-19 restrictions. It was determined that each member will meet one at a time with Bill Smith or John Gill.

Continuing the Water Committee report, Bill Smith stated that a meeting with AH Environmental had taken place to discuss the fire hydrant flushing sequence/procedure to eliminate any debris in the water system. AH was asked to recommend a sequence that would be the most efficient way to flush the system since they completed the mapping. He noted that there was a cost involved and the estimated cost had not yet been received by the staff. Smith updated council on the Asset Management Plan and Ms. Gailey confirmed that the proposal was received, signed and returned to AH. He added the Professional Engineering Services RFP is complete and ready to go out on April 24, 2020 with a deadline date of July 1, 2020. He stated that the estimate on the Water System GPS equipment was a Cadillac plan and we needed something a bit less if possible. A virtual meeting was held with Smith, Gill, Gailey and Rodney McClain with VRWA to discuss other options for GPS Equipment. Next, there was an update from John Gill on the sanitation of the water tower that was scheduled. He stated that Utility Services will be using a ROV to video the interior of the water tower tank for inspection purposes. He added that this service will allow the town another 2 years before the tank cleaning will have to occur and by that time, the new well should be operational and the current issues to drain the tank would be resolved. Smith noted there was a Water Maintenance Program available that will align perfectly with all the town has implemented by updating the GIS of the system and Asset Management Plan automatically when components are replaced such as valves. At this time, Larry Chowning thanked Bill Smith and the Water Committee members and staff for their work.

Moving on to Finance Committee, Bill Goldsmith noted that Covid-19 is going to tighten the budget and it will be bare bones in that lines that generally offer a buffer are the ones that will be greatly reduced. He also stated that none of the financial requests from outside sources would likely not be approved with the budget but that didn't necessarily mean that it would not be funded later.

At this time, Ms. Gailey offered an update to council on COVID-19 and the Governor's Executive Order 61. Ms. Gailey updated council on the Middlesex County "We Ask that You Mask?" campaign noting that signs would be placed throughout Urbanna.

The next item for discussion was plans for the marina re-opening and how to proceed concerning restroom facilities and being able to keep them sanitized 24 hours a day, 7 days a week and be able to provide enough space for social distancing. Ms. Gailey stated that she spoke with the Director of Three Rivers Health District, who recommended that Marinas follow the same guidelines as campgrounds. After a discussion among members of council, Larry Chowning made a motion to keep the marina bathrooms closed until at least June 10, 2020 when the Executive Order ends. This motion was seconded by George DeVries. Answering Aye to a roll call vote was Chowning, DeVries, Goldsmith, Wiley, Smith and Hartley. There was a discussion concerning the purchase of mask for marina employees as they are not readily available. Barbara Hartley stated as a matter of information that the Surgeon Generals opinion advised against masks saying they are more harmful than helpful.

At this time, Mayor Gravatt asked for a motion to include the laundry room at the marina. Barbara Hartley made a motion to close the laundry room except during the hours that the marina office is open and when/if the room is used, it will be disinfected at least once every 60 minutes. George DeVries

seconded the motion. Ms. Gailey called the roll call vote and following answered aye: Hartley, DeVries, Goldsmith, Wiley, Chowning and Smith.

Next, Larry Chowning made a motion to remove the port-o-john from the marina grounds temporarily, understanding that it would be discussed again closer to June 10, 2020, having it sanitized and delivered back to the marina. Boyd Wiley seconded the motion. Answering aye by a roll call vote was Chowning, Wiley, Smith, Goldsmith and DeVries. Barbara Hartley voted against the motion.

The next item for discussion was the July Fourth Celebration. Ms. Gailey stated that she couldn't recommend that the fireworks celebration go on as planned and that at this time, the town stood to lose the \$5000.00 deposit. She noted that if the show was cancelled that, the company would hold the town's deposit and put it towards the July 2021 Fireworks Show. George asked for clarification on the date and being able to keep the date and not lose our seniority so to speak with the company. Ms. Gailey explained that the "good" dates are extremely hard to get and that it is annually negotiated and generally there is a waiting list for popular dates other than July 4th itself. At this time, Barbara Hartley made a motion for Holly (Gailey) or John (Gill) to contact the fireworks company, ask if the deposit can be moved to 2021 and cancel the Fourth of July Celebration. Larry Chowning amended the motion to state that if the company will not retain the deposit for a next year, that the money be returned to the town. Goldsmith seconded the motion. Answering aye by a roll call vote was Hartley, Goldsmith, Chowning, DeVries, Smith, Chowning and Wiley.

Moving on to the next item on the agenda, there was a discussion on the opening of the town pool with COVID-19 restrictions. Dr. Goldsmith noted that based on the current condition of the pool coupled with the restrictions that this might be a good time to take the funds that would be spent on the pool and instead put those funds towards a new pool construction. Boyd Wiley asked if the town could use this time positively to start the construction of the new pool, budgeting for it in hopes of opening maybe next year. John Gill noted that he had completed a draft RFP for engineering/architect services for the pool that was ready to go out. Dr. Goldsmith discussed taking the funds that would be spent on the pool season for 2020 and add that to the funding already proposed in the budget to go towards the engineering and architectural work. Barbara Hartley asked if this RFP included a plan to have an option to cover the pool in the future. John Gill explained that the pool concept that is being considered would be able to be covered if that was approved. There was a brief discussion on the pool planning. Ms. Gailey noted that funding was in the proposed budget. At this time, Larry Chowning made a motion to close the pool for this season (2020), take the money that we would normally use to fund it and put that in a pool fund...period. This motion was seconded by Barbara Hartley. Answering aye to a roll call vote: Chowning, Hartley, Smith, Wiley, DeVries and Goldsmith. Ms. Gailey noted that the funding that was in the current budget for the pool operations would be presented to council as an amendment and be moved into the Pool Replacement Fund that is already established.

The next item on the agenda was a discussion on the timing of the budget presentation and the public hearing. Ms. Gailey stated that her recommendation was to have a presentation of the budget at the regular scheduled meeting on May 28, 2020, followed by a public hearing on June 11, 2020, and then finally the adoption of the budget on June 25, 2020. At this time, Andy Bury asked for clarification on the advertising guidelines in the state code. Ms. Gailey noted that it only had to be advertised for 1 week, however, the town has run it for 2 consecutive weeks in the past. (There was a short period of pause to clarify advertising regulations) John Gill stated that the estimated engineering and permitting cost

associated with the pool was estimated at \$21,600. Ms. Gailey confirmed that the proposed budget is required to be advertised for 1 week in the newspaper. At this time, it was determined that a special called meeting was needed in order to comply with the guidelines for advertising. Mayor Gravatt asked Mr. Bury to clarify his findings on reducing or eliminating the meals tax for a period of time. Mr. Bury stated that he had an Attorney General opinion that we can not rebate it but that it could be suspended. Mr. Bury noted his concern about suspending the meals tax and the ability to collect again in the future. Ms. Gailey added that if the restaurant collected the meal tax from the purchaser, they must report the meals tax. She continued to say that it does not truly benefit the business because the law states it must be collected on certain sales. The restaurant can not collect the meals tax if the tax is suspended because the refund would go to the customer not the restaurant, which negates the premise of why suspend the tax. The meals tax is not in place to penalize the restaurant owner as they act as a pass through from the customer and the locality imposing the tax. Barbara Hartley stated that she felt it was best to leave the tax in place as it did not appear to be of any benefit to the restaurant. There was a general agreement that there will be no recommended changes to the meals tax. Larry Chowning stated that he agreed and that the only reason we were considering this was because we care about the businesses in the town and how we appreciate what they do for the town, not just financially but for what they add to our community. He also stated that we need to be looking at ways to help the town's businesses. Bill Smith stated that the reason we were even considering a rebate was for employee retention. John Gill mentioned that as the pandemic improves that a media campaign in conjunction with the businesses might be beneficial to get people coming back into town to shop and dine. Bill Smith asked that Mayor Gravatt contact Sarah Kimble and let her know that this was researched and discussed and that it is not something that would be beneficial to implement.

Mr. Bury stated that under the CARES Act, the State of Virginia is receiving \$3.1 billion in care relief funding and it is to be divided and distributed to cities and counties. Town's within a county would receive a portion from the county in which it is incorporated. Middlesex County is set to receive \$923,000 of this funding. The town will receive a portion of this and will be based on population. At this time, Ms. Gailey introduced the council to a potential program through the MPPDC that would include all 9 jurisdictions in the surrounding area coming together with the CARES funding to help businesses get back up and running. It was noted that there were scheduled meetings to discuss this program and more information would be made available to the council as it is gleaned.

Next on the agenda was a discussion about facemask coverings. It was determined that if the county imposed a restriction that the town would follow suit and also to encourage residents to wear face coverings and lead by example.

Mayor Gravatt asked for announcements. She thanked callers for joining the meeting and council, noting that she felt this meeting went smoother as far as connecting everyone virtually. Seeing there was no further business, Barbara Hartley made a motion to adjourn. Boyd Wiley seconded the motion. Answering aye to a roll call vote was Hartley, Wiley, Smith, Chowning, DeVries and Goldsmith. The meeting was adjourned at 12:18p.m.

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TOWN CLERK