

**Town of Urbanna
Town Council Working Session Minutes
February 11, 2021
Meeting Held via Zoom**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 6:30pm

Present

Mayor Hartley
Council Members
 Merri Hanson
 Bill Goldsmith
 Marjorie Austin
 Bill Smith
 Steve Hollberg
 Larry Chowning
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andy Bury-Town Attorney
Unnamed visitors

INTRODUCTIONS

Roy Kime was introduced as the new interim Zoning Administrator. Roy's previous experience includes having been an attorney with the federal government, as well as Manager of the Town of Irvington.

Garth Wheeler was introduced as the new interim Town Administrator. Garth is looking forward to working with the Mayor and Town Council in moving the town forward and getting things accomplished. He thanked the mayor for providing him and Roy with a day-long orientation on their positions. Council members have stopped by to share insights that were helpful.

REPORTS

Town Administrator

Roy Kime & Garth Wheeler attended meeting 2/10/21 re improvements to Montague property on Urbanna Creek. Attending meeting were Council Member Bill Smith, a dozen residents, including staff members from the town marina. Jay Woodward, environmental engineer for the Virginia Marine Resource Commission (VRMC) discussed the application.

Mr. Woodward advised the stakes placed in water marking extension were not accurate. VRMC currently has 3 open complaints on file. Town marina staff members are concerned the additional 15' will cause a choke point for boats using ramp, oyster boats, and larger vessels maneuvering into the town's dinghy dock & ramp. The VRMC hearing is set for end of March.

Garth & Roy meeting with staff for introductions and learning their duties & responsibilities. Michele Hutton (Town Treasurer) has briefed them on her job. One concern is cost & service of IT services. This issue requires further review and a solution to rectify concerns.

Garth has begun drafting job descriptions for staff, and would like feedback and assistance from staff and the Mayor.

Moving forward agenda items to include:

- Upcoming budget
- Meeting with staff & volunteer organizations
- Visiting local business, with possible “meet & greet” to increase town office visibility

Councilmember Smith commented regarding Montague proposal to build a new marina. Concerns were the possibility of the project being extended beyond original proposal, interfering with the Town boat ramp. This is not the case based on feedback from the VRMC.

Finance Committee

Councilmember Goldsmith reported he has been working with Garth. Thanks to Dave Arthur, a budget has been “fleshed out” for a preliminary budget to be ready by end of March.

- Would like more current members of council
- Garth is “on board and ready to go”

Treasurer’s Report

Treasurer’s report not presented, normally given at full meeting

Councilmember Hollberg would find it helpful to have a working document available for work sessions

Water Committee

Councilmember Smith reported the Water Committee met for the first time on Monday [February 8, 2021]

- Priority list “cleaned up and completed items were taken off”
- Well RFP work assignment
 - Job released to Kimley-Horn
 - Working on finalization of professional engineering services agreement, once signed by Kimley-Horn. & Garth, then notarized copies will be delivered and all 3 engineering firms
- Bill will work on getting an estimate on funding from Bowman
- Email received from Virginia Rural Water Association (VRWA) regarding a free webinar for small water systems. Mr. Smith has registered, and will forward to Roy Kime
- Site/construction permit for well to be handled by Kimley-Horn.
- New Median Household Income (MHI) in hand
 - Under amount we are eligible for, so more funding should be available
- Fire hydrant flow testing & flushing being coordinated with volunteer fire department
 - Will occur once weather is clear to avoid icy conditions
- Tank fencing & drainage to be included in wells
- HRSD elimination of sewage treatment plant & pumping station
 - HRSD & Oyster Festival Foundation communicating of placement of pumping station

- Joe Heyman with the Oyster Festival Committee wrote to HRSD outlining Virginia Open Spaces requirements
- Asset management plan draft received
 - Mr. Smith will deliver to Roy Kime
 - Mr. Goldsmith has received a copy
- GPS equipment for identifying lines
 - Researching less expensive options to meet needs
 - Working with VRWA
- Water system maintenance-Cartograph
 - Committee members still in training
 - Roy will be brought up to date and added to training
- Water Code
 - Dave Lipscomb has volunteered to revamp Water Code
 - Will research other municipalities for reference
 - Urbanna Water Code has not changed since 1974
- Backflow prevention
 - Prevents contamination of water system
 - Researching Kamstrup meters to see if check valves are included

There was further discussion regarding the number of wells to be dug, the status of current wells, and future well needs in concert with State regulations. At present, there will be one, but estimate for a second to be done at same time has been requested. Dependent on MHI, there may be funding for second well.

Public Comment

There was no public comment

Old Business

Councilmember Austin raised the past discussion regarding the Mayor of Urbanna's voting status. There was discussion between the Mayor, Town Council, and Andy Bury-Town Attorney regarding the best way to resolve the issue.

- Councilmember Hollberg raised the motion "to have [Garth Wheeler –Town Administrator],[Mayor Hartley], and [Andy Bury-Town Attorney] work on a strategy to proceed to understand whether or not there are changes required, or if it is required to draft such language as we need to change...And pursue that with [Delegate Keith Hodges] or with whatever contact he recommends."
- Councilmember Austin –seconded
- No vote was taken and further discussion was had.
- Councilmember Hanson requested to amend the motion to include proceeding for a charter change.
- Councilmember Austin seconded.
- No vote was taken and further discussion was had.
- Councilmember Hollberg withdrew his motion.
- There was further discussion.
- Councilmember Hanson made a motion "to pursue a change [in the Town of Urbanna Town Charter] and that pursuit of such change would not preclude the opportunity to take interim steps pending a final change by the [Virginia Legislature] or [appropriate]

- governing body...to do that would not preclude [Town Council's] ability to adopt some advised [intermediate] approach."
- Councilmember Hollberg seconded
- Town Attorney, Andy Bury notified Council before a vote could proceed; Councilmember Hanson would have to withdraw her motion amending Councilmember Hollberg's original motion.
- Councilmember Hanson withdrew her motion.
- Councilmember Hanson reintroduced her motion "...to pursue a change to [Town of Urbanna Town Charter] to resolve [the voting status of Mayor of Urbanna] and to pursue any interim steps that would also allow [Urbanna Town Council] to continue that practice during the pendency of a final charter change."
- Councilmember Hollberg seconded.
- There was further discussion.
- Councilmember Goldsmith moved to amend the motion to amend [Town of Urbanna Town Charter] to include the mayor as a full voting member of council.
- Councilmember Austin seconded.
- There was further discussion.
- Councilmember Goldsmith clarified that his amendment to Councilmember Hanson's motion was to give the Mayor of the Town of Urbanna full voting and ability to make motions.
- Vote was taken to accept the amendment:
Chowning, Hanson, Smith, Austin, Goldsmith, Hollberg voted yes
- The amendment passed 6-0
- Vote was taken to accept the motion as amended:
Chowning, Hanson, Smith, Austin, Goldsmith, Hollberg voted yes.
- The motion as amended passed 6-0

Councilmember Chowning brought up a citizen complaint regarding drainage on Colorado Ave

VDOT funding for sidewalks-Requested Garth Wheeler, with input from council, to compile a list of items for VDOT to look at and fix, to include streets, drainage, sidewalks, and curbs.

Re drainage pipe along perimeter of Tabor Park-there is another pipe that bisects drainage pipe, contributing to flooding on Rappahannock Ave and other areas. Garth Wheeler will look into issue to determine responsibilities and solutions.

ANNOUNCEMENTS

Councilmember Hollberg-Town Council expresses its sincere condolences to the family of Betsy Bristow. A long time business and civic leader in the community who made a tremendous contribution over her lifetime. Garth Wheeler was directed to send a letter to her family to recognizing her contributions.

EXECUTIVE SESSION

Mayor Hartley gave notice to go into executive session pursuant to Section 2.2-3711(A)(1), Code of Virginia for the following purpose: Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of Town of Urbanna

OPEN SESSION

Councilmember Austin made a motion to go back into open session
Councilmember Smith—seconded
Chowning, Hanson, Smith, Austin, Goldsmith, Hollberg voted yes
Motion passed 6-0

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.

Voting certification
Chowning, Hanson, Smith, Austin, Goldsmith, Hollberg voted yes.
Motion passed 6-0

Councilmember Hanson reported there were a total of 19 people on the open session.
Councilmember Hanson made a motion to authorize the Town Administrator to advertise for a Town Clerk. Twenty (20) to thirty (30) hours per week, \$15-20 per hour. No benefits. Pay based on experience.

Councilmember Austin seconded.
Chowning, Hanson, Smith, Austin, Goldsmith, Hollberg voted yes
Motion passed 6-0

ADJOURN

Councilmember Smith voted to adjourn
Councilmember Austin seconded.
Chowning, Hanson, Smith, Austin, Goldsmith, Hollberg voted yes
Motion passed 6-0
Meeting adjourned at 7:45pm

Submitted by:



**Martha J. Rodenburg
Town Clerk**

Approved by Urbanna Town Council May 13, 2021

