

**Town of Urbanna  
Town Council Monthly Meeting Minutes  
April 22, 2021  
Meeting Held via Zoom**

**CALL TO ORDER & ROLL CALL**

Mayor Hartley called the meeting to order at 7:03pm

**Present**

Mayor Barbara Hartley  
Council Members  
    Merri Hanson  
    Bill Goldsmith  
    Marjorie Austin  
    Bill Smith  
    Larry Chowning (joined meeting at 7:34pm)  
Garth Wheeler-Town Administrator  
Roy Kime-Zoning Administrator  
Andy Bury-Town Attorney (joined meeting at 7:12pm)  
Multiple participants

All present said the Pledge of Allegiance

Mayor Hartley thanked Roy Kime, Zoning Administrator for his discovery and continued correction of water liens placed on past due accounts. Mr. Kime will report on this later in meeting.

Councilmember Goldsmith made a motion to amend the agenda to add voting for new IT services under Old Business, and to add Town Hall repairs under New Business.

Councilmember Austin seconded.

Vote was taken to accept the motion:

Smith, Austin, Goldsmith, Hanson voted yes

The motion passed 4-0

**MINUTES**

Reading of the minutes has been tabled until the next meeting to allow Mr. Wheeler and the new Town Clerk, Martha Rodenburg time to catch up on past minutes.

**REPORTS**

**Town Administrator**

Welcomed Martha Rodenburg as new Town Clerk

Finance Committee completed work on the 2020-2021 budget proposal. Further discussion will take place later in meeting

### Memorial Day Celebration

- Partnered with Urbanna Oyster Festival to host events scheduled for Saturday, May 29<sup>th</sup> from 10:00am-8:00pm to take place in and around Taber Park
  - Golf cart parade
  - Arts & crafts show (located at Women's Club)
  - Potential food vendors
  - Classic car show
  - Entertainment-Eddie South
  - Advertising for event (to include program/schedule of events published in the newspaper the Thursday prior to Memorial Day weekend)
  - Contacted Christchurch Boy Scout Troop in hopes of having a Memorial Day ceremony to take place on Memorial Day, Monday, May 31<sup>st</sup>

Town will work with Oyster Festival committee throughout summer on at least one event a month; pending Commonwealth of Virginia mandated COVID-19 restrictions.

### Independence Day Celebration

- Friday, July 2<sup>nd</sup> (rain date Monday, July 5<sup>th</sup>)
- Boat Parade-6:00pm
- Fireworks-9:00pm (approximate start time)
- Fire Department to provide food services at Town Marina
- DJ-Wayne Jesse & Kevin Gentry (not confirmed)

Committee Board appointments provided, to be voted on during Old Business

Met with Shannon Wilkins of Docks on the Bay. Waiting on estimates for cost of boat ramp

Pool Committee met Tuesday, April 20<sup>th</sup>. Full report will be given during Old Business

- Plans in progress for events in Taber Park

### Town Trolley

- Bay Aging planning on July 1<sup>st</sup> start date
- Not asking for a cash match this year
- Scheduled for Fridays, 12:00pm-9:00pm; Saturdays, 10:00am-9:00pm

### CARES Act Funding

- Opportunity for residents financially impacted by COVID-19 to get assistance with water and sewage bills. Full report will be given during new business.

### Town Museum

- Meeting to be held at Scottish Factor, Friday, April 23<sup>rd</sup> to include a staff member of Colonial Williamsburg who specializes in Scottish Factor stores. They are planning to provide ideas for improvements and advertising.

#### Town Marina

- Joyce and staff making needed repairs and preparing for summer

#### Town Office

- Staff cleaning and organizing in back office and conference room
- Possible improvements to Town Clerk office to make accessible for resident services
- Estimates received for needed power washing, repair, and painting of outside of office, requesting council's approval to move forward with project

#### Water Committee

- Planning grant for survey submitted on April 13<sup>th</sup> and is in process with DHCD
- Rob McMordie has taken a leave of absence from committee to avoid a conflict of interest during the well construction process

#### Volunteer Committee

- Councilmember Austin spoke with Jim & Sandy Hayes, the volunteer group that worked on Waterman's Park would like to landscape and maintain new welcome sign
  - Will need to sign liability form
  - Discussion was had regarding previously approved solar lights to be installed
  - Plans will need to be submitted prior to any work on site
  - Possible work with UBI
- Mayor Hartley made a point that the volunteers for town are not replacing existing volunteer organizations (i. e., UBI or UBA)
  - Persons who would like to volunteer, but don't want to join a larger group
  - Councilmember Austin is point person to coordinate projects and avoid overlapping with other organizations

#### Finance Committee

No report from Finance Committee

#### NEW BUSINESS

##### Pool Committee Council Approval

Councilmember Goldsmith reported that a group of volunteers has been meeting informally regarding the pool. Councilmember Goldsmith requested council approve this group as an official committee to explore funding for a new pool.

Discussion was had regarding various topics involving engineering, necessary studies, pool construction phases, potential grant funding, importance of pool to community, options for using other pools in area (Deltaville pool not available for swim meets), options for activities throughout summer in Taber Park to mitigate loss of pool this season

Discussion was had regarding in depth study that deemed the pool “basically condemned”. Mr. Wheeler consulted with 3 separate companies, resulting in none of companies able to do work based on the study

Proposed members to include

- Bill Goldsmith-Town Council
- Garth Wheeler-Staff
- Kristi Anzivino
- Sue Warner
- Tom Clark
- Sean Hackney
- Brendan Harris

Councilmember Goldsmith made a motion to accept the Pool Committee as a standing committee to do the investigative work for construction of a new pool.

Councilmember Austin seconded

Vote was taken to accept the amendment:

Smith, Austin, Goldsmith, Chowning, Hanson voted yes

The motion was passed 5-0

Councilmember Goldsmith made a motion to not open the Urbanna Town Pool for the 2021 season, fund alternative events at Tabor Park, and continue investigation to build a new pool at Tabor Park

Councilmember Austin seconded

Vote was taken to accept the amendment:

Smith, Austin, Goldsmith, Chowning, Hanson voted yes

The motion was passed 5-0

### **Past Due Water Bill Liens**

Roy Kime, Town Commissioner reported the former Town Administrator, at the direction of the Town Council seated at that time, filed liens against properties with past due water bills prior to March 2020, in order to protect the town’s position. This was in lieu of turning off water at property, since a moratorium had been placed on turning off water by the Commonwealth of Virginia due to the Covid-19 pandemic.

- This action was permitted under Chapter 12.1 and 15.1 of the Urbanna Town Code
- Twenty-five (25) liens filed totaling \$28,637
  - 10 filed against owner occupants-approximately \$16,000 in arrears
  - 15 filed against landlords of tenant occupied properties were in arrears-approximately \$12,000 in arrears
  - In comparison, water bills annually total approximately \$200,000
  - Arrearages ranged from \$180 to \$4,600
- Notice of liens were not sent to neither owner occupants nor landlords
- Liens against owner occupants were filed adequately
- Liens against landlords were not done with proper notification to landlords, therefore not enforceable
- Mr. Kime has taken steps to remove the liens from tenant occupied properties, but will pursue collection of monies owed, up to and including refiling liens

- Liens against property owners remain in effect
- None of the property owners had been notified of liens when they were filed
- Mr. Kime sent a letter to all property owners in mid-April
- Mr. Kime will continue to communicate with all parties involved to collect
- Some of these accounts may be eligible for CARES Act funding, which is a separate issue

### **BUDGET PROPOSAL 2021-2022**

- Councilmember Goldsmith rough budget waiting for council feedback, but no hard copy presented
- Budget must be approved before June 30, 2021
- Timeline for presentation, publishing, and public hearing
- Vote cannot take place until 7 days past public hearing
- Public notices to be placed in Southside Sentinel

Councilmember Goldsmith made a motion to hold the public hearing for the 2021-2022 budget to be held at the Urbanna Town Council meeting scheduled for Thursday, May 27, 2021

Councilmember Austin seconded

Vote was taken to accept the amendment:

Smith, Goldsmith, Chowning, Hanson, Austin voted yes

Motion passed 5-0

### **PUBLIC COMMENT**

Tom Chillemi raised concern about the timing of the public hearing for the budget due to mandated timelines

### **PUBLIC COMMENT RESPONSE**

Mayor Hartley responded the date of the public hearing can be amended if necessary

### **OLD BUSINESS**

#### **IT Services Contract**

Discussion was had about search for new IT services for the town office and qualifications of Franktronics

Councilmember Goldsmith made a motion to move IT services from NetInterop to Franktronics

Councilmember Austin seconded

Vote was taken to accept the amendment:

Smith, Goldsmith, Chowning, Hanson, Austin voted yes

Motion passed 5-0

#### **CARES Act Grant**

Town of Urbanna has received a grant of \$10,000 specifically for water and sewer payment assistance for those that have had economic difficulties and been in arrears on their water and sewer bill Originally covering March 1, 2020 through December 31, 2020, it has been extended to December 31, 2021

Notification received on April 21, 2021 that program may be expanded with individuals may be eligible for a second wave of assistance

List of residents who meet the criteria has been compiled by Roy Kime, and a letter has been drafted to be sent to these residents, along with application to be submitted to staff to determine whether or not they qualify

Staff recommends maximum assistance to resident be capped at \$1,000

Town will pay HRSD directly

Priority for disbursement of funds will go to accounts 60 days or more in arrears, then 30 days or more in arrears

Roy Kime spoke with HRSD, who has been given a large sum of CARES Act funds. HRSD has decided to grant relief for water and sewer bill to any customer that requests it. HRSD has worked with other communities who have tried to decide whether they should take care of just water bill or both water and sewer. Roy doesn't think HRSD will come in and take the \$10,000 the town received. Town should first satisfy water bills, and use any remaining funds for sewer bills.

### **Audit**

Garth Wheeler has contacted accounting firm to let them know an audit is needed for 2020 and 2021 (after this session closed)

### **Additional Comment**

Roy Kime commented the owner of the green building (where Taste and Garden Club had been located) on Virginia St. had come to town office to talk about the condition of building. There has been major damage to roof (possibly caused by vultures) which has led to leaking and water damage. He wanted to discuss the possibility of either adding a pitch roof or demolishing the building.

### **Board/Committee Assignments**

Councilmember Goldsmith made a motion to accept committee appointments as presented

Councilmember Austin seconded

Vote was taken to accept the amendment:

Smith, Goldsmith, Chowning, Hanson, Austin voted yes

Motion passed 5-0

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Before vote was taken, Martha Rodenburg, Town Clerk reminded council that the Town Hall repairs had not been voted on

Councilmember Austin rescinded motion to adjourn

Councilmember Smith rescinded second

### **Town Hall Building Repairs (Old Business)**

Discussion about the disrepair of the building to include front façade of building pulling away and work needed to be done

Councilmember Austin made a motion to accept the contract Garth Wheeler set forth for the repairs and painting of the town hall

Councilmember Smith seconded

Smith, Goldsmith, Chowning, Hanson, Austin voted yes

Motion passed 5-0

**ADJOURN**

Councilmember Austin made a motion to adjourn  
Councilmember Smith seconded  
Smith, Goldsmith, Chowning, Hanson, Austin voted yes  
Motion passed 5-0

**Meeting adjourned at 8:32pm**

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**Submitted by:**



**Martha J. Rodenburg  
Town Clerk**

**Approved by Urbanna Town Council May 13, 2021**

