

Town of Urbanna
Town Council Monthly Meeting Minutes
June 24, 2021
Meeting Held via Zoom

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:01pm

Present

- Mayor Barbara Hartley
- Council Members
 - Larry Chewning
 - Bill Smith
 - Steve Hollberg
 - Bill Goldsmith
 - Merri Hanson
 - Marjorie Austin (joined meeting at 7:12pm)
- Garth Wheeler-Town Administrator
- Roy Kime-Zoning Administrator
- Martha Rodenburg-Town Clerk
- Andy Bury-Town Attorney
- Multiple members of the public

All present said the Pledge of Allegiance

MINUTES

Councilmember Hollberg made a motion to approve the minutes of the June 10, 2021 Budget Public Hearing and Work Session.

Councilmember Smith seconded

Vote was taken to accept the motion:

Chewning, Smith, Hollberg, Goldsmith voted yes

Hanson was unable to vote

Motion passed 4-0

FY 2021-2022 BUDGET-VOTE

Councilmember Goldsmith recommended changing verbiage under Section 12 of budget resolution from “with the several departments” to “within the several departments”

- Discussion took place to clarify the intent of the change is to allow Town Administrator to transfer funds from within departments, but does not permit the transfer of funds from water fund to general fund with out approval of Town Council.

Councilmember Goldsmith read the resolution. (Attached)

Councilmember Hollberg commented that, under Section 6, the work “property” should be “properly”. Councilmember Smith inquired as to whether or not the term Town Manager and Town Administrator was to be used interchangeably.

- Garth Wheeler said that they were not, and all references of “Town Manager” would be corrected to read “Town Administrator”

Councilmember Goldsmith’s reading of the resolution, to include stated corrections, was determined to be a motion to approve the Town of Urbanna FY 2021-2022 budget

Councilmember Hollberg seconded

Vote was taken to approve the resolution:

Chewning voted no

Smith, Hollberg, Goldsmith, Hanson, Austin voted yes

Motion passed; resolution was approved 5-1

Councilmember Hollberg asked Councilmember Chowning’s why he did not vote to approve budget

- Councilmember Chowning explained his objections to the verbiage of Section 12
- After discussion between members, Mayor Hartley closed discussion on the matter

REPORTS

Town Administrator

Independence Day Celebration

- Scheduled for Friday, July 2nd
- Rain date-Monday July 5th.
- Fire Department providing food
- Boat parade at 7:30 PM
- Fireworks at app. 9:00 PM.

VDOT

- Roy Kime & Garth Wheeler met with VDOT representatives, Ron Peaks and Joyce McGowen 6/24/21
 - Discussed “Urbanna Rehabilitation Project” regarding repairing sidewalks within the town
 - Scheduled for repair
 - Sidewalk area in front of the Urbanna Market
 - Sidewalk in front of Urbanna Baptist church on Watling Street and around and up Cross Street past the Church Parsonage property
 - Sidewalk on Cross Street and Virginia Street on Mason Realty side of the street
 - Discussed possible funding assistance for various sidewalk/road improvement projects
 - Staff plans to pursue this information to plan for project improvements

Town Attorney Search

- Interviews have been scheduled for the Personnel Committee to meet with three candidates on June 30th and July 1st.
- Top candidate(s) will be forwarded to Town Council for further consideration

Trash Pick-up

- Reviewing trash pick-up for the town
- Church View is current provider

- The Town currently does not have an official contract and Church View Septic
- Church View has asked for a contract and a price increase
- Town has requested bids from multiple waste management providers
 - Town has received two bids

Treasurers Report

Garth Wheeler reported the following balances

SonaBank General Operating Bank Account	\$597,409.35
Renter Water Deposits	-\$ 14,511.66
Net Operating General Bank Account	\$577,977.60
BB&T Historic Trust	\$ 17,680.22
BB&T Pool Replacement Account	\$ 36,760.65
SonaBank Water Fund Reserve	\$113,678.62
SonaBank General Fund Reserve	\$ 94,567.27

Meals Tax Collected (May 2021) \$ 8,955.84

Lodging Tax Collected (May 2021) \$ 290.56

Expenditures

Fire Department	\$ 15,000.00
Water Study Services	\$ 14,829.00

Revenue

Bank Franchise Tax	\$ 49,209.00
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Councilmember Hollberg requested the current value of the Taber Fund

- Councilmember Goldsmith responded the fund continues to do well
- Discussion was had regarding past performance of fund
- Garth Wheeler responded a report on Taber Fund will be given at future meeting

Councilmember Hollberg questioned whether or not the marina was making money

- Discussion took place regarding past marina debt
- Roy Kime responded at present, marina revenue was up \$9,000 over expenses

Finance Committee

No additional report given to add to budget resolution

Water Committee

Councilmember Smith reported the income surveys were received
Currently analyzing responses

- 337 surveys were sent out or hand delivered
- 203 surveys were received
 - 60% response rate
 - 170 useable-completed properly and signed (50%)
 - 33 were not useable
 - Incomplete information provided or not signed

- Returned as undeliverable
- Community “sparkplugs” and “stakeholders” will receive summary

Pool Committee

Councilmember Goldsmith reported he researched pools in the greater area as to their fee structures and different membership plans/fees

- Has shared findings with Council and staff via email

Discussion took place regarding past staffing issues and maintenance, benefits of hiring a pool management company to handle operations, financing options

Additional Comment by Mayor (not on agenda)

Friends of Urbanna Museum awarded grant in the amount of \$9,700, for purpose of funding study by architect about the history of the Museum/Scottish Factor

Planning Commission

Councilmember Hanson reported Planning Commission held an organizational meeting, Tuesday, June 22, 2021

- Well attended and enthusiastic meeting
- Developing priorities for short-, mid-, and long-term plans to recommend to Town Council in the future
- Recurring meetings to be held the second Tuesday of each month
- Would like to explore economic development/revitalization
- Possible partnership with County

PUBLIC COMMENT

Tom Chillemi asked for clarification as to what the building study at the museum, what aspect of the building did it refer to? Repairs?

Mayor Hartley responded the study was going to be performed by an expert on Scottish Factor stores. He will be studying the history, construction, materials used, and importance of building

OLD BUSINESS

Cigarette Tax Update

Garth Wheeler reported

- Two public hearings to be held July 8, 2021
 - Public comment to be received regarding the Town of Urbanna joining the Chesapeake Bay Cigarette Tax Board
 - Public comment to be received regarding the Town of Urbanna ordinance to impose a tax on the sale of cigarettes
- Vote on both items can be held by Council immediately following the public hearings
- Mr. Wheeler met with Becky at Urbanna Market to inform them

Town Council-Live Meetings

Garth Wheeler reported AV upgrades have begun

- New microphones installed

- Installation will begin upon receipt of remaining equipment
- Goal is to have ability to conduct meetings in-person, via Zoom, and broadcast live via YouTube or Facebook

Additional Comment by Councilmember Chowing (not on agenda)

Regarding study of Museum/Scottish Factor, Councilmember Chowing commented there is a 1958 study was done of museum

- Resource for upcoming study
- Information located at Urbanna branch of Middlesex Library

NEW BUSINESS

There was no new business reported

ANNOUNCEMENTS

Garth Wheeler announced he and Councilmember Hollberg had been working on information regarding Town’s property located between Montague property and condominiums.

- Permit to build at site will be expiring
- Unable to locate paperwork at office
- Jay Woodward will be sending paperwork to Mr. Wheeler

ADJOURN

Councilmember Austin made a motion to adjourn
Councilmember Smith seconded
Smith, Chewing, Hollberg, Hanson, Austin voted yes
Goldsmith voted no
Motion passed 5-1

Meeting adjourned at 8:14pm

Submitted by:



Martha J. Rodenburg
Town Clerk

Approved July 8, 2021

FY2021-22 BUDGET APPROVAL & APPROPRIATIONS RESOLUTION

A RESOLUTION TO APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTIMATED REVENUES FOR FY2021-22 FOR THE OPERATING BUDGETS AND THE CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF URBANNA, VIRGINIA

WHEREAS the Urbanna Town Council has prepared and duly advertised a FY2021-22 budget for informative and fiscal planning purposes; and

WHEREAS it is necessary to approve the FY2021-22 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2021-22 budget.

NOW THEREFORE BE IT RESOLVED by the Urbanna Town Council that:

SECTION 1

The following amounts aggregating \$765,000 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 2

It is the intent of the Urbanna Town Council that all taxes levied during FY2021-2022 be appropriated for FY2021-2022.

SECTION 3

The Town Administrator may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

SECTION 4

The Town Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

SECTION 5

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2021 shall be an amendment to the adopted budget and shall be reappropriated to the 2021-2022 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

SECTION 6

Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Administrator may approve transfers between funds to enable the capital projects to be accounted for properly. Upon completion of a capital project, the Town Administrator is authorized to close out the project and transfer any remaining balances to the original funding source.

SECTION 7

The Town Administrator is authorized to approve transfers among capital projects as long as funding sources are consistent and total net appropriation is not increased. If the actual contract amount for a project is less than the appropriation, the Town Administrator may approve the transfer of excess funds back to the original funding source upon completion of the project.

SECTION 8

Upon completion of a grant program, the Town Administrator is authorized to close the grant and transfer balances back to the funding source.

SECTION 9

The Town Administrator is authorized to approve transfers among funds and as long as the total net appropriation is not increased.

SECTION 10

All appropriations are declared to be maximum, conditional and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2022, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2022.

SECTION 11

No department, agency or individual receiving appropriations under the provisions of this Resolution shall exceed the amount of its or his appropriation except with the prior consent and approval of the Town Council.

SECTION 12

The Town Administrator is authorized to make such rearrangements of positions and appropriations within the several departments under the control of the Town Council that may best meet the needs and interests of the Town of Urbanna, Virginia.

SECTION 13

This Resolution shall be effective on and after July 1, 2021

Adopted this day, Thursday, June 24, 2021

Upon a motion by Councilmember Goldsmith, seconded by Councilmember Hollberg this Resolution was duly and legally passed by the Urbanna Town Council.

Chowning	<u> </u> Aye	<u>X</u> <u> </u> Nay
Smith	<u>X</u> <u> </u> Aye	<u> </u> Nay
Hollberg	<u>X</u> <u> </u> Aye	<u> </u> Nay
Goldsmith	<u>X</u> <u> </u> Aye	<u> </u> Nay
Hanson	<u>X</u> <u> </u> Aye	<u> </u> Nay
Austin	<u>X</u> <u> </u> Aye	<u> </u> Nay

AYES: 5

NAYS: 1

ABSTAIN: 0

ABSENT: 0

A TRUE COPY:

TESTE: _____

TOWN CLERK

*Matthew
Rodenburg*

