



**Urbanna Town Council
Work Session
AGENDA
Town Council Chambers
45 Cross Street
Thursday, October 14, 2021 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Presentation- Dr. Richard S. Williams, MD, MPH
District Director, Three Rivers Health District, Virginia Department of Health-
via Zoom
5. Minutes
 - a. September 23, 2021*
6. Reports
 - a. Town Administrator
 - b. Treasurer's Report
 - c. Finance Committee
 - d. Water Committee
 - e. Planning Commission
7. Public Comment
8. Public Comment Response Period
9. Old Business
10. New Business
 - a. November Meeting schedule*
 - b. Meeting agenda-standardized templates*
 - c. Christmas Parade*
11. Announcements
 - a. Millford Station update
12. Closed Meeting**

Pursuant to Virginia Code section 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose, and the disposition of publicly held real property.
13. Open Meeting
14. Adjourn

*Document included in meeting packet

**Confidential document(s) to be sent under separate cover to Town Council

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**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-45 Cross St
September 23, 2021**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:00pm

Present

Mayor Barbara Hartley
Council Members
 Marjorie Austin
 Larry Chowning
 Bill Goldsmith
 Merri Hanson-via Zoom
 Steve Hollberg
 Bill Smith
Garth Wheeler-Town Administrator-via Zoom
Roy Kime-Zoning Administrator
Martha Rodenburg-Town Clerk
Andrea Erard-Town Attorney
Members of the public

Councilmember Hanson participated via Zoom due to travel for family health matter
Councilmember Austin moved to allow Councilmember Hanson to participate remotely
Councilmember Goldsmith seconded
Austin, Chowning, Goldsmith, Hollberg, and Hartley voted yes
Motion passed 6-0

All present said the Pledge of Allegiance

Mayor Hartley made an announcement asking that masks be removed when speaking

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

The following members of the public spoke

- William Mayo spoke regarding broken water meter cover at Methodist church and golf carts that have not registered with town

Councilmember Smith requested Roy Kime have staff make repairs to meter cover as referenced by Mr. Mayo

Councilmember Hollberg requested staff inspect meter covers

Councilmember Austin inquired as to golf cart registration enforcement

MINUTES

Councilmember Smith made a motion to approve the minutes of the August 26, 2021 meeting and the September 9, 2021 work session

Councilmember Austin seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.

Motion passed 7-0

REPORTS

Town Administrator

Garth Wheeler reported on the following

- Oyster Festival
- DMV Select
- Pool
- Audit
- HVAC in Council Chambers

Councilmember Chowning requested that Mr. Wheeler arrange for Dr. Williams, Director of Three Rivers Health District to give a presentation at the next meeting of Council regarding Covid-19 updates.

Treasurers Report

No change in Treasurer's report since September 9, 2021 meeting

Finance Committee

Councilmember Goldsmith reported on potential HVAC replacement costs at Town Hall and upcoming meeting with contractor regarding the pool.

Water Committee

No report given

Planning Commission

Councilmember Hanson reported an update on Virginia St Dock/Pier project to be given at October 14th work session

Pool Committee

Covered in Town Administrator's report

Chesapeake Bay Region Cigarette Tax Board

Councilmember Chowning reported the following on Cigarette Tax Board meeting

- Meetings to be held quarterly
- Currently 7 members
- Tax collection process
- Payment procedures

OLD BUSINESS

Marina culvert

No action taken by Council

Charter changes

Council Member Hollberg made a motion to approve the proposed charter language that mirrors the Town of Herndon as to the ability of the mayor to vote, and to approve the language regarding the staggered terms and the four-year terms as presented, with the addition of the language about the mayor inserted into Section 5. (attached)

Council Member Austin seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, and Hartley voted yes

Councilmember Smith voted no

Motion passed 6-1

DMV Select

Barry Browning of the Virginia Department of Motor Vehicles gave a presentation on the proposed DMV Select office. The Town of Urbanna has been selected as a future location of a DMV Select office.

Councilmember Hollberg made a motion to proceed with [the agreement with the DMV], subject to final review and approval by the Town Attorney

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes

Motion passed 7-0

Councilmember Hollberg made a motion to formally recognize Councilmember Austin's contribution in bringing the business opportunity to the Town of Urbanna to increase revenue and visitors to the Town.

Councilmember Smith seconded

Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes

Austin abstained

Motion passed 6-0 with 1 abstention

NEW BUSINESS

There was no new business

ANNOUNCEMENTS

There were no announcements

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes.

Motion passed 6-0

Meeting adjourned at 8:20pm

Submitted by:

**Martha J. Rodenburg
Town Clerk
Approved by Town Council xx/xx/xxxx**

DRAFT

Proposed Changes to Town of Urbanna Charter

Urbanna Charter:

§ 4. Mayor.

The mayor shall be elected for a term of ~~two~~ **four** years, on the November general election date, ~~2012 and every two years thereafter.~~ The mayor so elected shall enter upon the duties of his/her office on the first day of January succeeding his/her election, and remain in office until his/her successor has qualified. The mayor's compensation shall be fixed by the council.

The mayor shall be the chief executive officer of the town. He/she shall have and exercise all power and authority conferred by general law not inconsistent with this Charter. He/she shall preside over the meetings of the town council and shall have the same right to speak and vote as members of the town council. He/she shall be recognized as the head of the town government for all ceremonial and military purposes. He/she shall perform such other duties consistent with his/her office as may be imposed by the council. He/she shall see that the duties of the various town officers are faithfully performed. He/she, or the person acting as mayor, may sign and deliver such documents or instruments as the council, this charter, or the laws of the Commonwealth shall require or authorize.

§ 5. Election and term of office for Mayor and Council.

Six members of Council shall be elected in November of 2022 and shall take office January 1, 2023. The three members of Council receiving the highest number of votes *and the Mayor* shall serve four-year terms expiring on December 31, 2026; the other three Council members elected in November of 2022 shall serve a two-year term until December 31, 2024. At the election in November of 2024, three members of Council shall be elected for four-year terms.

Candidates for Town Council shall not be identified on the ballot by political affiliation.

Notwithstanding term expiration dates, all Council members shall remain in office until their successors have qualified.

~~Six electors of the tow of Urbanna shall be elected as Council members of the town on the November general election date, 2012 and every two years thereafter. The Council members so elected shall enter upon the duties of their offices on the first day January succeeding their election, and remain in office until their successors have qualified.~~

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Request to Change November 2021 Meeting Schedule

Due to the November Working Session and the Monthly Meeting falling on Veteran's Day and Thanksgiving respectively, staff is requesting Town Council forgoes the Working Session and reschedules the Monthly Meeting to Thursday, November 18, 2021.

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**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
45 Cross Street
Thursday, Month Day, Year 7:00 PM**

Call to Order

Roll Call

Pledge of Allegiance

Minutes

Reports

Town Administrator

Treasurer's Report

Finance Committee

Water Committee

Planning Commission

Pool Committee

Other reports as necessary

Public Comment

Public Comment Response Period

Presentations *(if necessary)*

Old Business

New Business

Announcements

Closed Meeting *(if necessary)*

Open Meeting *(if necessary)*

Adjourn

*Document included in meeting packet



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Pledge of Allegiance

Reports

Town Administrator

Finance Committee

Water Committee

Planning Commission

Pool Committee

Other reports as necessary

Matters of the Town Council-*items will be specifically noted on agenda*

Action Items-*if necessary/will be specifically noted on agenda*

Announcements

Closed Meeting (*if necessary*)

Open Meeting (*if necessary*)

Adjourn

*Document included in meeting packet

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Urbanna Christmas Parade

Staff is requesting approval for the Town Administrator to apply for an event/parade permit for the Urbanna Christmas Parade to be held Friday, December 3, 2021 at 7:00pm.