

Urbanna Town Council Monthly Meeting AGENDA Town Council Chambers 390 Virginia Street, Suite B Thursday, February 24, 2022 7:00 PM

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. Approval of Agenda
- 5. Minutes
 - a. January 27, 2022*
- 6. Presentation
 - a. Regional All Hazards Mitigation Plan Update-Jackie Rickard, MPPDC Senior Planning Manager*
- 7. Reports
 - a. Town Administrator
 - b. DMV Select
 - c. Treasurer's Report*
 - d. Finance Committee
 - e. Pool Committee
 - f. Water Committee
 - g. Planning Commission
- 8. Public Comment
- 9. Public Comment Response Period
- 10. Old Business
 - a. Blue Water Trail Update
- 11. New Business
 - a. Sock Burning Event
- 12. Announcements
- 13. Adjourn

*Document included in meeting packet

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Approval of Minutes Agenda Item: 4a Council Action Requested: Yes Requested by: Martha Rodenburg-Town Clerk

A motion is requested to approve the attached minutes: January 27, 2022-Monthly meeting of Town Council

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Town of Urbanna Town Council Monthly Meeting Council Chambers-45 Cross St January 27, 2022

200

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-electronic participation Steve Hollberg Bill Smith Garth Wheeler-Town Administrator Roy Kime-Zoning Administrator Michele Hutton-Town Treasurer Martha Rodenburg-Town Clerk Andrea Erard-Town Attorney-via Zoom Members of the public

Councilmember Hanson requested to participate electronically from San Diego, CA while she is with family during her infant grandson's cancer treatment.

Councilmember Austin moved to allow Councilmember Hanson to participate electronically

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes Motion passed 6-0

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Hollberg moved to approve the agenda Councilmember Austin seconded Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes Motion passed 7-0

APPROVAL OF MINUTES

Councilmember Austin made a motion to amend the January 13, 2022 meeting minutes to reflect Mr. Hollberg was absent due to medical reasons

Councilmember Smith requested a correction to the January 13, 2022 meeting minutes under the Public Hearing that the well requirement is from Department of Environmental Quality (DEQ), not the Department of Health.

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments Motion passed 7-0 Councilmember Austin made a motion to accept the January 13, 2022 minutes as amended Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments Motion passed 7-0

REPORTS

Town Administrator

- New Office
 - Last Town Council meeting at 45 Cross St
 - Move to begin January 28th with planned opening of office on February 1st
- DMV Select
 - Maribel Kimble began position as DMV Select Clerk on January 24th
 - $\circ \quad \text{DMV Select will open February 14}^{\text{th}}$
 - o Appointments will open a week prior
- Boat Ramp
 - o Docks of the Bay has brought in equipment
 - Waiting for additional supplies
- Town Marina
 - o Recommendations drafted for remodeling of some slips, including floating finger piers
 - Should be covered by BIG Grant
 - Will be presented to Finance Committee before coming to full Council
- July 4th Celebration
 - American Fireworks providing fireworks display
 - Will take place Friday, July 1st, with a rain date of July 5th
 - o Kevin Gentry to provide music and sound system
 - Urbanna Fire Department to provide food

Treasurer's Report

Michele Hutton presented the Treasurer's report-attached

- Councilmember Chowning asked how much in real estate taxes remained outstanding
 - Mrs. Hutton responded the total was a few thousand, with the most delinquent account being 3 years in arrears
 - Councilmember Hollberg asked if the increase in assessments had an effect on payments
 - Mrs. Hutton responded the increase in personal property taxes had "hurt a lot of folks"

Finance Committee

Councilmember Goldsmith reported the following

Committee has begun discussions on the 2022-2023 fiscal year budget

Pool Committee

Councilmember Goldsmith reported the following

- A plan is being developed for a fee structure for pool membership/usage to offset the cost of pool management and maintenance, and Councilmember Goldsmith asked for community feedback. Some of these ideas include yearly membership fees (individual and family), day passes, and charter memberships. Taxes alone cannot support this.
- Various construction finance options are being looked into, including CARES Act funding, Taber Fund, and Middlesex County funding.

• Establishing a separate tax-deductible account to accept pool donations was discussed. Mayor Hartley stated Friends of Urbanna, which is a 501(c)(3), has agreed to accept funds earmarked for pool. Donations made directly to Town are not tax deductible, but they would be if made to a 501(c)(3).

Water Committee

Councilmember Smith reported

- USDA loan package making progress
- Received infrastructure water system upgrade estimates in a 5-phase plan from AH Environmental
 - o Committee has reviewed and will finalize for distribution and approval of Council (
 - o Upgrades to system will bring water and fire suppression up to adequate standards
 - o Includes 10 additional fire hydrants and relocation of 2 others and appropriately sized piping
 - Approximate total for all 5 phases-\$7million

Planning Commission

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Councilmember Hanson reported on the Planning Commission meeting held January 18, 2022

- Ongoing review and update of Comprehensive Plan
 - Updating demographics and maps
 - o Liaison from Chesapeake Bay Act to provide needed information
 - Goal to have draft by April 1, 2022
- Virginia Street Dock and Pier
 - Planning Commission developing a proposal to present to Town Council
- Town Street Sign Replacement
 - Don Drayer, Sue Warner, and John & Kristi Anzivino mapping and identifying locations of street signs for possible replacement
 - Current street signs are not easily visible to first responders
- Economic Development Workshop
 - \circ Planned for May 2022
 - o Include area stakeholders in hopes of developing a 3-5 year ED plan for Town

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Billy Mayo asked about status of getting a 4-way stop at Cross & Virginia Streets

• Councilmember Hanson and Garth Wheeler responded it is a VDOT issue and there is no indication one will be put in place due to VDOT regulations

OLD BUSINESS

USDA Loan Resolution

Councilmember Austin made a motion to approve the resolution as presented, authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its public water system by construction of a new well and associated pumping and security equipment.

Councilmember Smith seconded

Councilmember Hollberg asked if a study had been done to determine if the Town could afford payments from water fund

Councilmembers Goldsmith and Smith responded water rates had been established to budget for loan service amount (approximately \$3,000 per month), as well as maintenance of water system.

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments Motion passed 7-0

USDA Loan-Legal Services Agreement

Councilmember Austin made a motion to approve the legal services agreement, as presented, between The Town of Urbanna and Andrea G. Erard, Esq.

Councilmember Hollberg seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments Motion passed 7-0

Councilmember Hollberg asked about the status of the audit. Mr. Wheeler informed Council 2 of the 3 drafts were complete and the last one should be received in next week or two.

NEW BUSINESS

There was no new business

ANNOUNCEMENTS

In noting the meeting would be the last Town Council meeting held at 45 Cross Street, Councilmember Chowning requested staff ensure the portrait of Dr. Taber was hung in the new council chambers. He reminded all in attendance the building was originally a silent film movie theater. Part of the building's rich history included the first electric system in Town, and it was also a print shop at one time.

ADJOURN

Councilmember Austin made a motion to adjourn Councilmember Smith seconded Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments Motion passed 7-0

Meeting adjourned at 8:00pm

Submitted by:

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



Treasurer's Report

D: 14		
Prior Year	Prior Month	Statement Date
12/31/20	11/31/21	12/31/21
605,472.10	649,418.40	835,159.96
-14,511.66	14,401.66	14,401.66
573,232.79	620,983.88	820,530.42
16,936.04	21,796.28	21,796.47
36,759.14	36,762.48	36,762.79
113,517.43	113,881.51	113,910.53
94,471.48	94,687.81	94,703.89
n/a	237,631.68	237,641.77
	1,443,527.19	
12/31/20	11/31/2 1	12/31/21
8,767.62	12,199.80	9,318.41
0.00	653.34	1,215.60
	605,472.10 -14,511.66 573,232.79 16,936.04 36,759.14 113,517.43 94,471.48 n/a 12/31/20 8,767.62	Month 12/31/20 Month 605,472.10 649,418.40 -14,511.66 14,401.66 573,232.79 620,983.88 16,936.04 21,796.28 36,759.14 36,762.48 113,517.43 113,881.51 94,471.48 94,687.81 n/a 237,631.68 1,443,527.19 1443,527.19 12/31/20 11/31/21 8,767.62 12,199.80

EXPENDITURES:

Business as usual

REVENUE as of 12/31/2021

- Received Tabor Trust distribution \$30,200.00
- Real Estate \$ 149,606.91 (Total Year \$240,019.66)
- Real Estate Delinquent \$115.06
- Personal Property \$4,094.57 (Total Year \$8,488.38)
- Oyster Fest Meals Tax for Nov/Dec \$9,802.25 7 vendors unpaid

January 7, 2022 11:53 AM

Town of Urbanna 2022 Revenue Summary by Month

Page No: 1

Total Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr 100-11010-0001 240019.66 Current Real Estate Taxes 0.00 1908.08 86912.74 149606.91 1230.14 0.00 0.00 0.00					S.	2021 01/07/22	Start Year: r To Date As Of:	h: July y: N Yea	Start Mont th Zero Activit	2 es Accounts wit	to 100-11010-000 Includ	1 1 ity	100-11010-000 Revenue Activ al CAFR: No	ange of Accounts Type Subto
Z40019.66 0.00 0.00 361.79 1908.08 86912.74 149606.91 1230.14 0.00 0.00 0.00 0.00 100-11010-0002 115.06 2 Real Estate Tax - Delinquent 0.00 0.00 0.00 0.00 88.09 26.97 0.00 0.00 0.00 Fund Total 240134.72 0.00 0.00 361.79 1908.08 86912.74 149695.00 1257.11 0.00 0.00 0.00 Grand Total 240134.72 0.00 0.00 361.79 1908.08 86912.74 149695.00 1257.11 0.00 0.00 0.00	Мау	lay Jur	Мау	Apr	Mar	Feb	Jan	Dec	Nov	0ct	Sep			Account No Total
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240134.72 0.00 0.00 361.79 1908.08 86912.74 149695.00 1257.11 0.00 0.00 0.00 Grand Total 240134.72 0.00 0.00 361.79 1908.08 86912.74 149695.00 1257.11 0.00 0.00 0.00	0.00	00 0.00	0.00	0.00	0.00	0.00	26.97	88.09	0.00	0.00	linquent 0.00	<mark>state Tax - De</mark> l 0.00	λ . Real Es	
240134.72 0.00 0.00 361.79 1908.08 86912.74 149695.00 1257.11 0.00 0.00 0.00	0.00	00 0.00	0.00	0.00	0.00	0.00	1257.11	149695.00	86912.74	1908.08	361.79	0.00	0.00	Fund Total 240134.72
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2. Delinqu 0.00	u <mark>ent Personal Pr</mark> 115.35	operty 0.00	0.74	40.69	28.84	0.00	0.00	0.00	0.00	0.00	0.00
0.00	115.35	14.85	8.44	4252.42	4094.57	2.75	0.00	0.00	0.00	0.00	0.00
count: 2 0.00	115.35	14.85	8.44	4252.42	4094.57	2.75	0.00	0.00	0.00	0.00	0.00
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January 7, 2022 11:55 AM

Town of Urbanna 2022 Revenue Summary by Month

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100-12100-0001 14148.34	Lodging 3166.70	Tax 1625.18	2123.60	2358.88	653.34	1215.60	3005.04	0.00	0.00	0.00	0.00	0.00
00-12110-0001 82638.51	2. Meals т 14800.26	ax - Local 16638.47	13800.94	15596.12	12199.80	9318.41	284.51	0.00	0.00	0.00	0.00	0.00
Fund Total 96786.85	17966.96	18263.65	15924.54	17955.00	12853.14	10534.01	3289.55	0.00	0.00	0.00	0.00	0.00
Grand Total 96786.85	Count: 2 17966.96	18263.65	15924.54	17955.00	12853.14	10534.01	3289.55	0.00	0.00	0.00	0.00	0.00
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100-12110-0003 9802.25 Oyster Festival Meals Tax 0.00 0.00 0.00 3527.45 6274.80 0.00	2	Apr May 0.00 0.00	Jun
9802.25 0.00 0.00 0.00 0.00 3527.45 6274.80 0.00 0.0 Fund Total 9802.25 0.00 0.00 0.00 0.00 3527.45 6274.80 0.00 0.0 Grand Total Count: 1 0.00	2	0.00 0.00	0.00
9802.25 0.00 0.00 0.00 0.00 3527.45 6274.80 0.00 0. Grand Total Count: 1			0.00
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Ty	ts: 500-17010-000 pe: Revenue Activ total CAFR: No	1 ity	to 500-17010-00 Inclu	001 Ides Accounts wi	Start Mont th Zero Activit		Start Year: To Date As Of:	2021 01/07/22				
Account No Total	Descri Jul	ption Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun
00-17010-0001 184336.22	Water 16617.35	Sales Charges 54615.16	15450.08	45620.23	14608.38	37425.02	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total 184336.22	16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total 184336.22	Count: 1 16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	0.00	0.00	0.00	0.00	0.00	0.00
							2.					



MIDDLE PENINSULA

Regional All Hazards Mitigation Plan Update

Jackie Rickards, MPPDC Senior Planning Project Manager **February 24, 2022**









Regional AHMP Update



- Federal mandate to comply with the Federal Disaster Mitigation Act of 2000
- With an adopted a Hazards Mitigation Plans:
 - Localities and citizens are eligible to receive pre- and post-disaster hazard mitigation funding (i.e. BRIC, HMGP, FMA) from FEMA funding;
 - Local floodplain management programs are in compliance.
 - Citizens have access to Federal Flood Insurance Policies; and
 - Citizens have access to federally backed mortgages
- Updated **every 5 years**, but maintained annually
- Worked with a Local Planning Team since January 2021 to update the AHMP

Plan Snapshot





Jackie Rickards Senior Planning Project Manager jrickards@mppdc.com

Project Page: https://www.mppdc.com/index.php/service-centers/mandates/hazards



Treasurer's Report

Account Balance thru 1/31/2022	Prior Year	Prior Month	Statement Date
	1/31/21	12/31/21	1/31/22
Primis Bank General Operating Bank Account	580,233.32	835,159.96	781,159.96
Renter Water Deposits	-14,736.66	14,401.66	14,401.66
Net Operating General Bank Account	543,279.72	820,530.42	776,520.72
TRUIST Historic Trust	17,419.41	21,796.47	23,046.66
TRUIST Pool Replacement Account	36,759.45	36,762.79	36,763.10
Primis Bank Water Fund Reserve	113,549.00	113,910.53	113,939.55
Primis Bank General Fund Reserve	94,490.24	94,703.89	94,719.98
Primis Bank Cares Local Recovery	n/a	237,641.77	237,651.86
Primis Bank DMV	n/a	n/a	\$100.00
Taber Trust – Account Value as of 12/31/2021		1,443,527.19	1,502,728.75
	1/31/21	12/31/2 1	11/31/22
Meals Tax collected in January	5,638.75	9,318.41	7,724.74
Lodging Tax collected in January	0.00	1,215.60	3,032.54

EXPENDITURES:

Business as usual

REVENUE as of 1/31/202

- Real Estate \$3,161.13 (Grand Total Year \$242,065.71)
- Real Estate Delinquent \$26.97
 Delinquent RE Bills Mailed 2/4/22 25 Accounts Past Due totaling \$25,599.92
- Personal Property \$50.26 (Grand Total Year \$8,535.89)

Oyster Fest Meals Tax for Nov/Dec/Jan \$10,418.00 - 4 vendors unpaid

Ту	ts: 100-11010-0001 pe: Revenue Activity total CAFR: No		o 100-11010-000 Includ		Start Mont th Zero Activit		Start Year: r To Date As Of:		Real &	state		
Account No Total	Descripti Jul	ion Aug	Sep	0ct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun
100-11010-0001 241950.65	Current F 0.00	Real Estate Ta 0.00	axes 361.79	1908.08	86912.74	149606.91	3161.13	0.00	0.00	0.00	0.00	0.00
100-11010-0002 115.06	- Real Esta	ate Tax - Deli 0.00	inquent 0.00	0.00	0.00	88.09	26.97	0.00	0.00	0.00	0.00	0.00
Fund Total 242065.71	0.00	0.00	361.79	1908.08	86912.74	149695.00	3188.10	0.00	0.00	0.00	0.00	0.00
Grand Total 242065.71	Count: 2 0.00	0.00	361.79	1908.08	86912.74	149695.00	3188.10	0.00	0.00	0.00	0.00	0.00
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February 17, 2022 11:49 AM

Town of Urbanna 2022 Revenue Summary by Month

Page No: 1

Ту	ts: 100-11030-000 pe: Revenue Activ total CAFR: No		0 100-11030-0002 Include		Start Month th Zero Activity	: July : N Year	Start Year: r To Date As Of:		Persona	el Prop	extu	
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		, ag	566	occ	101	bee	Jui	165	Mai	Арт	May	240
100-11030-0001	- Curren	t Year Personal	Property									
8342.60	0.00	0.00	14.85	7.70	4211.73	4065.73	42.59	0.00	0.00	0.00	0.00	0.00
100-11030-0002	🗕 Delinqu	uent Personal Pr	operty									
193.29	0.00	115.35	0.00	0.74	40.69	28.84	7.67	0.00	0.00	0.00	0.00	0.00
Fund Total												
8535.89	0.00	115.35	14.85	8.44	4252.42	4094.57	50.26	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 2											
8535.89	0.00	115.35	14.85	8.44	4252.42	4094.57	50.26	0.00	0.00	0.00	0.00	0.00

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.00-12100-0001 14175.84	Lodging 3166.70	Tax 1625.18	2123.60	2358.88	653.34	1215.60	3032.54	0.00	0.00	0.00	0.00	0.00
Fund Total 14175.84	3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	0.00	0.00	0.00	0.00	0.00
Grand Total 14175.84	Count: 1 3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	0.00	0.00	0.00	0.00	0.00
February 17, 202 11:50 AM	22				2022 1	Town of Urban Revenue Summary						Page No: 1
11:50 AM Range of Account Typ	22 ts: 100-12110-000 pe: Revenue Activ total CAFR: No	1 ity	to 100-12110-00 Inclu		2022 n Start Montl th Zero Activity	Revenue Summary h: July			Me	Als Tr	74	Page No: 1
11:50 AM Range of Account Typ Subt	ts: 100-12110-000 pe: Revenue Activ	ity			Start Mont	Revenue Summary h: July	by Month Start Year:		Med	APS TR Apr	₹¥ May	Page No: 1
11:50 AM Range of Account Typ Subt Account No	ts: 100-12110-000 pe: Revenue Activ total CAFR: No Descri Jul	ity 	Inclu	des Accounts wit	Start Montl th Zero Activit	Revenue Summary h: July y: N Ye	by Month Start Year: ar To Date As Of:	01/31/22	Mar 0.00		1	
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Agenda Item: 9a-Old Business-Blue Water Trail Update Council Action Requested: No Requested by: Councilmember Larry Chowning

Councilmember Chewning will be giving an update on the Blue Water Trail project. No action by Council is being requested.

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Agenda Item: 10a-New Business-Consideration of Additional Town Event-Sock Burning Event at Town Marina Council Action Requested: Yes Requested by: Roy Kime, Zoning Administrator

We are slightly late in celebration this event. The City of Annapolis Maryland and the Town of Deltaville have been celebrating the coming of Spring and the beginning of the new boating season with similar events. This year's Deltaville event will be held on Saturday, March 26 and will be held at a sail loft on the main street of town. It runs from 3:30 to 6:00. Other local businesses supply oysters, beer and music. We do not have to be that elaborate. We also do not want to compete with Deltaville for attendees.

The first Urbanna Farmers Market will be held on May 14 from 9:00 to 1:00 at Tabor Park. We could hold the Sock Burning event at the Town Marina starting at 2:00 and going until everybody wants to leave. The purpose of the event is to commemorate the end of Winter and mark the official start of when boaters will not be wearing socks inside their docksiders! It could also mark the time when female town residence could begin wearing capri slacks.

I invited my two granddaughters down from Pittsburgh Pa and they had a wonder full time. Their Mother said they spent a great deal of time selecting the pair of socks they wanted to burn. If we wanted to get a little elaborate, we could have a contest with several categories - Pair of Socks: Most in need of burning

> Most Unusual Most Ugly Anything else?

This is just a silly little activity with little cost and is just another attempt to get town residents to interact. It can be advertised at Town Council meetings, the Town's website, and various local Facebook pages.

A way to benefit the community, would to have a local charity or civic group collect new socks to donate to area organizations who support at risk residents in Middlesex. This collection would be overseen and administered the organization, not the Town.

We end the Summer with the Oyster Festival – let's start it with a sock burning!

Requested motion:

Authorize Town Staff to develop and implement a plan for a Sock Burning event to celebrate the beginning of Spring/Boating Season

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