



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, October 10, 2024 6:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Reports
 - a. Town Administrator
 - b. Treasurer
 - c. Personnel Committee
6. Public Comment
7. Council Comment
8. Old Business
 - a. Sidewalk Repair
 - b. Street Sign Replacement
 - c. Delinquent Water Account Collections
9. New Business
 - a. Accept resignation of Clerk
10. Public Comment
11. Closed Meeting
 - a. *Pursuant to Section §2.2-3711(A)(1), Code of Virginia for the following purpose:
Discussion related to the appointment of a Town Clerk*
 - b. *Pursuant to Virginia State Code 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body- Town Hall Facility; and
2.2-3711(A)(8) consultation with legal counsel employed regarding specific legal matters requiring the provision of legal advice by such counsel – Town Hall facility; documents pertaining to proposed purchase of 390 Virginia Street.*
12. Announcements
13. Adjourn



Agenda Item Summary
October 10, 2024

Agenda Item: 4-Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion: Motion to approve agenda as presented.



**Agenda Item Summary
October 10, 2024**

Agenda Item: 5-Reports

Town Administrator-Ted Costin

Treasurer Report-Michele Hutton

Personnel Committee-Merri Hanson



TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175
PHONE: 804-758-2613, FAX: 804-758-0389

To: The Honorable Mayor and Members of the Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: October 7, 2024
Subject: September Monthly Report given October 2024

Since my last report I met with citizens, council members, and professionals in various combinations regarding the street signs and sidewalks (items in your packet), the well project, Oyster Festival (safety meeting), and other topics.

Financing for well projects is progressing with USDA advising of a rate drop. Documents for closing are being updated by Bond Counsel accordingly. We have also received an extension from the Virginia Department of Health to address related compliance issues.

Following a Finance Committee meeting, I delivered to county staff a proposal to partner and re-establish the Department of Motor Vehicles (DMV) Select. A meeting with elected officials exploring this partnership was held following which options devised were sent to the Commissioner of the Department. We await a reply.

As to July 4th/6th events, a post event assessment is still desirable. I have submitted a request for performance by a military band for July 6 and await a response.

No progress on "No Wake" for Urbanna Creek, signage at the end of Virginia Street, or the Friends of Urbanna MOU. Although, the mayor and I met with a representative of Docks of the Bay (the company doing the Marina stabilization) and they have submitted a proposal stabilizing the end of Virginia Street. As a follow-up to a meeting with one member of the FoU concerning work at the museum and grant/funding status, a letter of support for grant funding has gone forward to the Virginia Department of Historic Resources.

Progress continues to be made by Dominion Power with several poles removed or further prepared to be removed.

As always, if you have any questions or concerns, please bring them forward.

Thank you.



Treasurer's Report

The Balances Below, Reflect Bank Statements as Of Month's End.

Account Balance thru 8/31/2024	Prior Year	Prior Month	Statement Date
	8/31/23	7/31/24	8/31/24
Primis Bank General Operating Bank Account	844,802.28	996,082.41	975,753.66
Renter Water Deposits	-16,876.66	-17,101.66	-17,101.66
Net Operating General Bank Account	846,151.62	996,748.31	950,232.84
C&F Bank Historic Trust (new 3/1/2023)	38,033.041	52,553.97	58,514.07
C&F Bank - Water Fund Reserve (11 mo CD) 1/17/24	115,085.42	118,277.37	Next Interest 10/15
C&F Bank - General Fund Reserve (11 mo CD) 1/17/24	95,320.58	97,853.34	Next Interest 10/15
C&F Bank -Operating Reserve (11 mo CD) 1/17/24	N/A	409,853.04	Next Interest 10/15
Taber Trust – Account Value	877,052.37	972,184.46	1,039,486.45
Taxes listed below are collected for prior month(s)	8/31/23	7/31/24	8/31/24
Meals Tax collected in August	18,916.41	14,797.23	16,604.09
Lodging Tax collected in August	3,970.51	2,610.92	5,686.36
Cigarette Tax collected in August	759.70	1,158.17	469.23

- EXPENDITURES:**
- 8/01/24 Re-paid Primis the remaining \$51,351.50 of the overpayment of bank franchise tax. Now settled in full.
 - 8/29/24 Huntington Bank loan for well was paid off at \$1,081,14.61
 -

REVENUE:

8/26/24 Received \$955,340.60 from USDA loan to refi the Huntington Bank loan

Note: SNAP funds of \$125,774.01 were used to make up the difference of the payoff.

Agenda Item Summary
October 10, 2024

Agenda Item: 8a-Sidewalk Repair.

Background: At your regular meeting last month, you acted to move forward with sidewalk repair by Jackcrete of Virginia along Cross Street. Weather delayed that sidewalk repair until the first week of October. However, I walked Virginia Street with a company representative as originally scheduled to estimate Virginia Street. The contractor is suggesting doing both phases; Cross Street and Virginia Street, at the same time. So that council can consider this option of adding Virginia Street to the Cross Street repair, Cross Street has been delayed. The additional work, along with the original, can still be completed prior to Oyster Festival. The Virginia Street portion would be an additional \$5998. As noted previously, sidewalk repair was budgeted for several years, but not executed so monies are available.

Fiscal Impact: An additional \$5998 which is available from reserve carryover funds. The expenditure may also be considered a liability cost avoidance measure.

Staff Recommendation: Authorize the Town Administrator to accept the Jackcrete of Virginia proposal and proceed with sidewalk repair of both Virginia Street and Cross Street.

Council Action Requested: Yes, in accord with the Staff Recommendation.

Sample Motions: I move to authorize the Town Administrator to accept the Jackcrete of Virginia proposal for sidewalk repair along Virginia Street at a cost of \$5998 in coordination with the previously approved sidewalk repair along Cross Street.



September 26, 2024

Dear Mr. Costin,

Thanks for giving me an opportunity to look at the sidewalk settling that has occurred on your property. Included in this mailing is the proposal and contract for your consideration.

I truly believe that our product can meet your needs. Please review the following documents, and when you are ready, return an initialed & signed copy of the contract pages so we can get you added to our schedule.

In the meantime, please don't hesitate to contact me with any additional questions or concerns that you may have.

Respectfully,

Josh Heldreth

Joshua Heldreth
Solution Specialist
757-827-7822



"JACKCRETE sets the example of how all service companies should perform: responsive, professional, quality work and real value for the end results. We had a timely consult, quote and schedule within a few days. They arrived on time and we are happy to have removed the tripping hazards around our pool and a nice job on the driveway and sidewalks too!!"

- Joanne Pilcher on 3/26/21



705 Industry Drive
Hampton, VA 23661

Office: 757-827-7822
Fax: 757-827-5069

www.JackcreteVA.com
info@JackcreteVA.com



Town of Urbanna
390 Virginia Street
Urbanna, VA 23175

September 26, 2024

Re: Concrete Lifting

Mr. Costin,

JACKCRETE of Virginia is pleased to submit for your review the following proposal for the repairs to settled concrete slabs at the above-mentioned address to include all materials, labor, and supervision.

Scope of Work:

Area #1: Concrete Lifting: Sidewalk Settlement Issues

We propose to inject JACKCRETE 220-D high-density polyurethane foam beneath the arrow-indicated sections of concrete (1905 s.f.) to lift them back up to level, remove the trip hazards, and stabilize the underlying soil.
*For further details on the included scope of work, please see the attached map and detailed photos.



LUMP SUM QUOTATION \$ 5,998.00

*Includes 344.3 pounds of material. See below for additional material rates.

*For projects with multiple locations, please see below for additional project details.

WARRANTY:

Upon completion of the work, JACKCRETE of Virginia shall provide a 2 Year, Full-System Warranty from RPC Industries, Inc. stipulating that if the repaired areas drop more than 1/4 inch from its repaired height during the warranty period, JACKCRETE of Virginia will make repairs at no cost to you.

USE OF FACILITY:

While on the property, JACKCRETE of Virginia will supply their own water and power as needed for project completion. Parking might be restricted during our operations depending on conditions. Any items that may impede work must be moved prior to crew arrival.

COMMENCEMENT AND COMPLETION OF WORK:

Once the required prerequisites have been received, JACKCRETE of Virginia will schedule your project to commence using group-based scheduling that is contingent on the availability of nearby projects. Material will be ordered and the manufacturer will be on notice to release the order upon project commencement. Job longevity fluctuates based on the scope of the work, and is also contingent on the weather.

PAYMENT AND CHANGE ORDERS:

If applicable, pricing assumes all identified areas are selected for repair. If only portions of the project are completed, pricing will be increased 10% for those sections.

0% deposit of total proposed costs is required prior to project scheduling.

JACKCRETE of Virginia, based on past experience, is providing this proposal with the expected material expenses required based on known/visual conditions. During the project total material usage will be recorded. In cases of unforeseen issues in the subsoil, additional materials may be required and will be billed at the cost of \$14.75 per pound in excess of budgeted materials.

Payment in full is due within 30 days of project completion. Acceptable payments are cash, check, money order or credit card. Outstanding invoices older than 30 days are subject to additional charges up to 10% of the project price.

ABOUT JACKCRETE:

JACKCRETE of Virginia is a division of RPC Industries, Inc. which has over forty-one years of experience in the application of polyurethane foam systems for many uses including concrete lifting, roofing, insulation, and specialty applications. Our local polyurethane clients include the Norfolk Scope Arena, the U.S. Navy, NASA Langley Research Center, Jefferson National Laboratory, Dominion Virginia Power, Newport News Shipbuilding, Virginia Port Authority, the school systems of Norfolk and Hampton, general contractors SB Ballard, Whiting Turner, and WM Jordan, as well as many other industrial and commercial businesses, contractors, agencies plus thousands of homeowners.

Thank you for allowing us to present this proposal. Should you have any other questions or need additional information, please feel free to contact me at my numbers below. Additional information about our qualifications and our lifting technology is available for your review at www.JackcreteVA.com.

Sincerely,

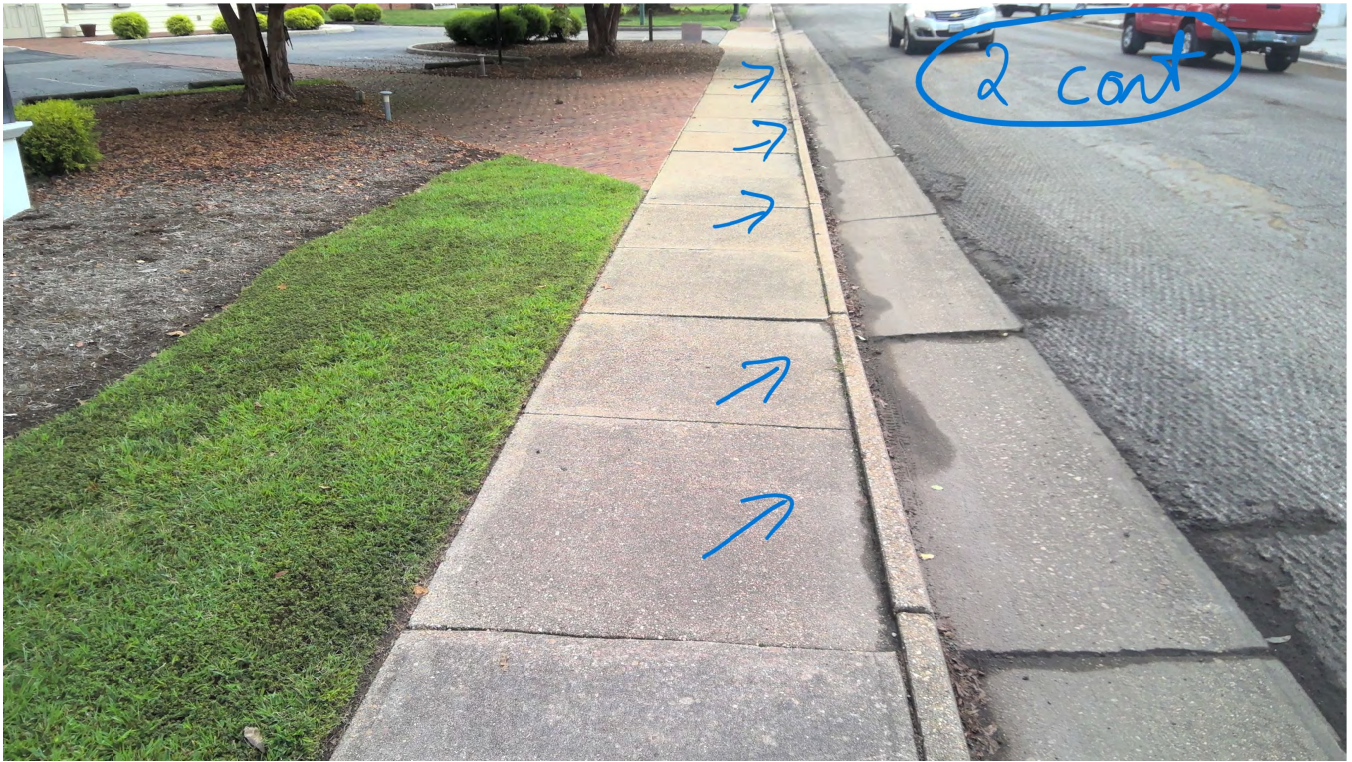


Joshua Heldreth
Solution Specialist
757-827-7822

Scope of Work Continued:







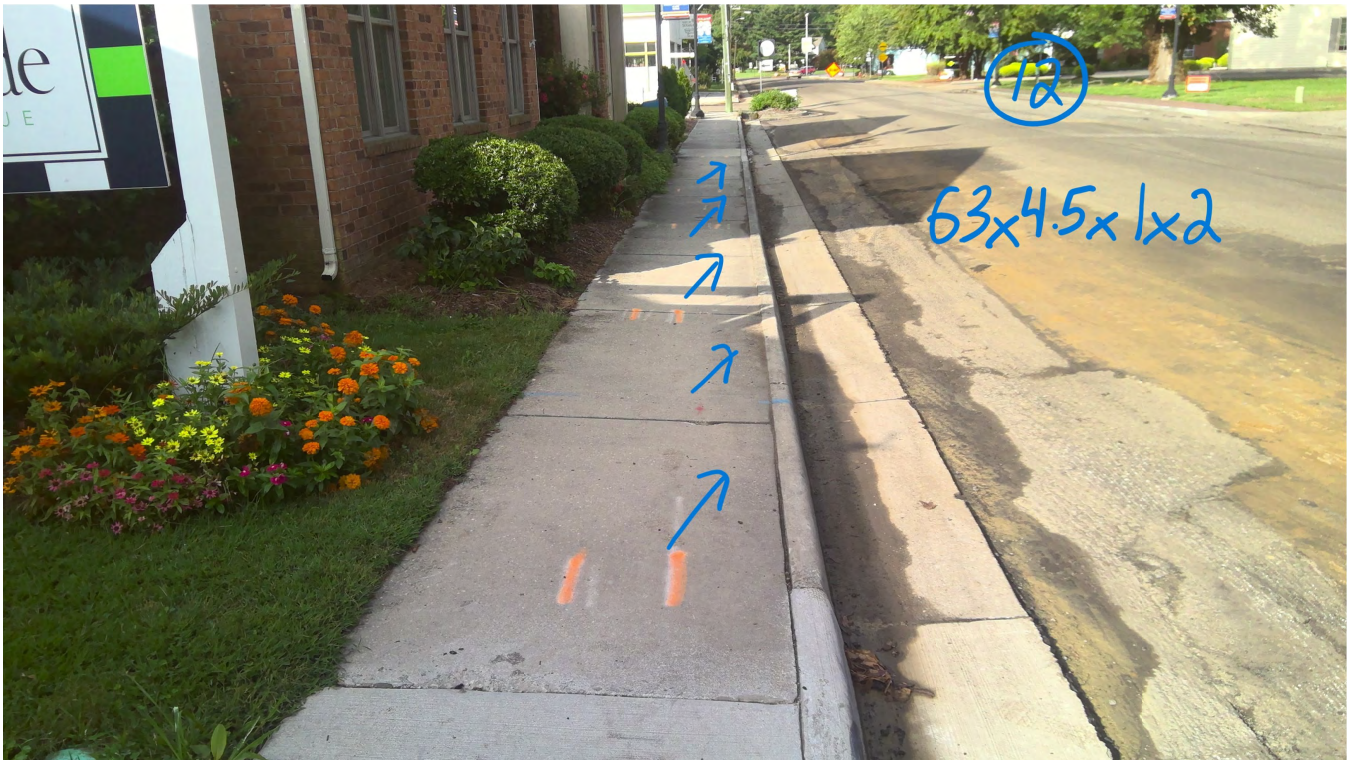
















B

4x4.5x1x2 (2)



THIS AGREEMENT is made September 26, 2024, by and between **JACKCRETE of Virginia, a Division of RPC Industries, Inc.** (hereinafter referred to as the Contractor), a Virginia corporation having its principal office at 705 Industry Drive in Hampton, Virginia; and **Town of Urbanna** (hereinafter referred to as the Owners), located at 390 Virginia Street, Urbanna, VA 23175

WITNESSETH, that the Contractor in consideration of the sums to be paid to it by the Owners covenants and agrees to perform all work required by this Contract on the terms and conditions set forth herein:

1. **WORK TO BE PERFORMED:** The Contractor agrees to furnish all labor, materials, equipment and supervision for the scope of work described below for work at the address referenced above:

a. See attached proposal dated September 26, 2024

2. **PROJECT SCHEDULE:** The work is to be scheduled for completion depending on proximity of other projects. The Contractor shall coordinate his schedule with the Owners and notify the Owners as soon as possible of the intended start date and construction time expectations.

3. **PRICE AND PAYMENT:** The Owners shall pay the Contractor for the materials to be supplied and the labor to be performed in accordance with this Agreement, the sum of

Five Thousand Nine Hundred Ninety Eight Dollars and No Cents \$ **5,998.00**

The Contractor shall be paid in accordance with the following schedule:

- a. 0% will be due at contract signing
- b. The final balance, together with any approved contract additions or deductions, shall be due in full upon project completion.

No payment made under the terms of this Agreement (except the final payment) shall be evidence of performance of this Agreement in whole or in part, or constitute acceptance of defective or improper materials or workmanship by the Owners.

All payments shall be made by the Owners to the Contractor within thirty (30) days of the due date in accordance with the above payment schedule. Late payments are subject to late fees which the Contractor shall promptly invoice. The Contractor reserves the right to employ all legal remedies to collect past due unpaid invoices together with reasonable legal fees.

4. **CHANGES IN THE WORK:** The Owners may make changes in the scope of work. The Contractor shall be reimbursed for changes in the work as agreed to in advance by both parties. The Contractor shall not make changes in the work unless the Owners authorize said changes in advance. If the Contractor discovers differing conditions at the site that involve extra cost under this Agreement; it shall give the Owners prompt notice thereof and obtain authorization prior to the initiation of work with the exception of additional material usage. (See Section 6)

5. USE OF SITE: The Owners agree to provide access to normal utilities such as electricity and water as may be required by the Contractor in connection with the Contractor's timely performance of the Work under this Agreement if access is requested by the Contractor before project commencement. Contractor will supply its own power for larger equipment. Parking might be restricted during our operations depending on conditions.

6. ADDITIONAL MATERIAL USAGE: The Contractor, based on past experience, entered into this contract with the expected material expenses required based on known/visual conditions. During the project we monitor and record total material usage. In cases of any unforeseen issues in the subsoil (large voids, water channels, or other underlying soil conditions) additional materials may be required and will be billed at the cost of \$14.75 per pound of material. Additional material usage does not constitute a change in work and by entering into this agreement, you agree to pay for additional material at the above mentioned rate.

INITIALS: _____

7. EXPECTATIONS: Projects are deemed successful if the change in elevation along the joint or crack is reduced to within a nominal +/- 1/4" variance. If the Contractor is unsuccessful in completing a portion of the job, the final invoice will be calculated on a percent completed basis with a maximum deduction of 40%. The Contractor is not responsible for damages such as cracks in concrete being repaired, damage to adjacent plumbing or electrical, cracks in floors or walls or any damage which has occurred or might occur as a result of settlement, void filling, raising, or associated tasks such as drilling holes or sawing joints. The Contractor will leave work areas broom and/or blower clean. Any further cleaning is the responsibility of the owner. No caulking (including where saw cuts are completed) or expansion joint replacement is included unless specifically quoted on the proposal document. Proposal does not include any repairs to landscaping (grading of soil, adding seed or straw, etc.) deemed necessary as a result of the Contractor performing this contract or transportation of equipment to areas to be repaired.

INITIALS: _____

8. WARRANTY: JACKCRETE, a Division of RPC Industries, Inc., warrants that the repaired areas will not resettle more than 1/4" during the warranty period stated on the proposal document. If they do, repairs will be made at no cost to you for the first occurrence, at which time any remaining warranty would elapse. THIS WARRANTY covers only materials supplied and installed by JACKCRETE under this contract, and does not cover any subsequent personal injury or damage to the property or contents thereof, or any other direct or consequential damage from any cause whatsoever. This warranty does not include any areas of concrete patching and is void if settling occurs as a result of tree root upheaval, animal burrowing, flooding to include utility breaches or any other acts of nature or if customer fails to maintain backfill along repaired areas or payments are not received as per contract terms.

THIS WARRANTY IS IN LIEU OF ALL OTHER WRITTEN OR ORAL, EXPRESS OR IMPLIED WARRANTIES AND RPC INDUSTRIES AND JACKCRETE EXPRESSLY DISCLAIM ANY WARRANTY OF MERCHANT OR FITNESS FOR PURPOSE.

INITIALS: _____

9. NO LIENS: When any payment is to be made under this Agreement, the Owners may, at their discretion, require evidence that payment, or satisfactory arrangements for payment, have been made with any party who could, through services or materials supplied to the Contractor, make a claim or demand against the work.

10. TERMINATION: Should the Contractor at any time fail to proceed with promptness and diligence in the prosecution of the work, or fail in the performance of any of the covenants and agreements herein contained, the Owners shall be at liberty to terminate this Agreement. Should the Owners fail to pay sums due under this agreement, or fail in the performance of any of the covenants and agreements herein contained, or should other conditions arise which make it advisable for the parties to mutually agree to cease work under this Agreement; the Contractor may terminate this Agreement. If the termination clause is evoked by either party, the Contractor shall be entitled to payment for the portion of the contract already performed, in accordance with the terms of this agreement.

11. ASSIGNMENT: This Agreement shall not be assigned or sublet, in whole or in part, without the written consent of the Owners. No money due or to become due under this agreement may be assigned without the written consent of the Owners.

IN WITNESS WHEREOF, the parties have caused these presents to be executed by their respective officers on their behalf first duly authorized the day and year first above written. The signing of this agreement below by the Contractor and the Owners represents consideration and acceptance by both parties of all terms and conditions hitherto listed.



JACKCRETE
Joshua Heldreth
Solution Specialist

Ted Costin
Authorized Agent

Date



September 26, 2024

Mr. Ted Costin
390 Virginia Street
Urbanna, VA 23175

Re: Concrete Lifting...
at: 0
Urbanna, VA 23175

Job #: JC-2585-382-Town of Urbanna
Invoice #: JC-2585-382-Town of Urbanna -1
Terms: Due at contract signing


NO DEPOSIT

Original Contract Price: = \$5,998.00

Contract Deposit Required: 0% - \$0.00

AMOUNT CURRENTLY DUE: = \$0.00

Thank you for considering JACKCRETE of Virginia for your concrete leveling needs.

Need to make a payment?
www.JackcreteVA.com/pay




QUALIFICATIONS APPENDIX




About Us

JACKCRETE of Virginia, specializes in commercial, municipal and residential polyurethane foam concrete lifting, leveling and stabilization. Our parent company, RPC Industries, Inc., has been a pioneer in a wide-spectrum of applications of sprayed polyurethane foam since 1979 making us one of the oldest spray foam contracting companies in the country. We are expert industrial, commercial, and residential contractors who believe a client's positive experience with a project matters just as much as the end result. Our commitment to safety and quality has made us the chosen contractor for some of the most demanding corporate clients in America and at some of the most secure government facilities as well as thousands of homeowners too.

Qualifications


- ▲ Our Virginia Class-A Contractor's License # is 2701019530. ▲ Our VA Asbestos Contractor's License # is 3306000010.
- ▲ Our Virginia Lead Contractor's License # is 3358000031. ▲ Our Dunn and Bradstreet DUNS number is 11-297-9190.
- ▲ We are registered with the DOD Central Contractor Registration.
- ▲ We are registered with the Defense Logistics Information Service Joint Certification Program.
- ▲ We are SWAM certified as a Small Business within the SBA size standard.
- ▲ We provide all standard contractor insurance with total liability coverage of \$7 million.
- ▲ We can furnish performance and payment bonds written by a Treasury listed company.



PLEASE POST FOR PUBLIC VIEW

City of Hampton
 ROSS A. MUGLER
 Commissioner of the Revenue
 P.O. BOX 636, HAMPTON, VIRGINIA 23669
 (757) 727-6700

BUSINESS LICENSE



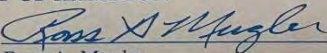
R P C INDUSTRIES INC
 R P C INDUSTRIES
 P O BOX 9328
 HAMPTON, VA 23670

(757) 827-9625
 (757) 827-9625
 705 INDUSTRY DR

PERIOD BEGINNING	PERIOD ENDING	DATE BUSINESS BEGAN	LICENSE NUMBER
1/1/2022	12/31/2022	01/30/1987	62816
CATEGORY		DESCRIPTION	
11600	CONTRACTORS, GENERALLY / \$ 0.16 PER \$ 100 ON ALL GROSS RECEIPTS		

PAID
 MAR 10 2022
 CITY OF HAMPTON

IMPORTANT: LICENSE NOT VALID UNTIL STAMPED PAID BY TREASURER OF THE CITY OF HAMPTON
 I do find the foregoing application in due form. Therefore, Licenses are this day severally granted the applicant named in the application to prosecute the businesses, employment's or professions covered by the application as indicated hereon, at the definite house or place in my city described in the application.


 Ross A. Mugler
 Commissioner of the Revenue

* We hold business licenses in over 25 municipalities.

** Need a copy of one in particular? Request it from info@JackcreteVA.com

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

10-31-2023

NUMBER

2701019530

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS ASB CIC HIC LAC



RPC INDUSTRIES INC
705 INDUSTRY DR
HAMPTON, VA 23661-0000



Mary Broz-Vaughan
Mary Broz-Vaughan, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

03-31-2024

NUMBER

3358000031

BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS
LEAD ABATEMENT CONTRACTOR LICENSE



RPC INDUSTRIES INC
705 INDUSTRY DR
HAMPTON, VA 23661-0000



Demetrios J. Melis
Demetrios J. Melis, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

07-31-2023

NUMBER

3306000010

BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS
ASBESTOS CONTRACTOR LICENSE



RPC INDUSTRIES INC
705 INDUSTRY DR
HAMPTON, VA 23661-0000



Demetrios J. Melis
Demetrios J. Melis, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. RPC Industries, Inc.	
2 Business name/disregarded entity name, if different from above _____	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 705 Industry Drive	Requester's name and address (optional)
6 City, state, and ZIP code Hampton, VA 23661	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																					
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																					
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																					
Social security number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>											or Employer identification number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">8</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">9</td> </tr> </table>	5	4	-	1	1	2	6	2	8	9
5	4	-	1	1	2	6	2	8	9												

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶ <i>Bryan T. Heldreth</i>	Bryan T. Heldreth, President	Date ▶ 9/14/2021
------------------	---	------------------------------	------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Company Name: RPC Industries, Inc.
SWaM Certification Number: 660301
Certification Approved Date: Jul 12, 2017
Certification Expiration Date: Jul 12, 2022

Dear Applicant,

We are pleased to inform you that your request for certification has been approved. Your company has been approved for the following designations:

Small

Your certification is valid for a term of five years from the date of your approval; re-certification is required at the end of that term.

You may log into your account to download a copy of your company's SWaM certificate as well as the SWaM-certified logo to use on marketing materials.

You will see your company listed as a certified SWaM vendor in our directory at http://egov1.virginia.gov/swam_reports/all.html

It is very important that you keep your contact information up to date. Submit your changes electronically by logging into your account and updating the necessary information.

To do business with the Commonwealth of Virginia, you need to register your company with the eVA system, the state's online procurement system at <https://eva.virginia.gov/pages/eva-overview.htm> . All state solicitations are conducted on this site.

To check Procurement and Business Opportunities with state agencies, local governments, and others, please visit: <https://evafutureprocurements.dgs.virginia.gov/defaultpublic.aspx>

If you need assistance to operate your business, please visit this site: <http://www.bos.virginia.gov/running.shtml>



Agenda Item Summary

October 10, 2024

Agenda Item: 8b-Street Signs

Background: Council passed an ordinance to align street signage to the county's 911 standard and thus avoid cost to the town of maintaining street signs. There has been some concern expressed about the condition of poles and the manner in which the signs are attached to the poles. Following a discussion with concerned citizens, I met with the County Administrator who indicated the poles could be refreshed, placed, or replaced as the town desired and signs mounted as the town desired. Until direction is received, the project has been halted.

Following that meeting the mayor and I viewed several situations and photographs follow. Options depicted are:

Option A: Signs on pole. Not as high, but secure. Picture is of Old Virginia/Waverly. This is an area of town recently incorporated thus this picture shows the standard throughout the county.

Option B: Signs on top of poles. These put the signs higher and secure. This placement would be distinct from placement used throughout the county. Sample source provided by citizens.

Option C: Signs suspended. Lower and subject to movement, but distinct from standard placement throughout the county. Picture shows Marston and Rappahannock, but second picture of Cross at Watling shows old attachment method with new sign.

Some other option may be available for consideration.

Fiscal Impact: None. County absorbing costs.

Staff Recommendation: Direct staff to advise county on proceeding with some given option.

Council Action Requested: Yes. Direct staff to advise county on proceeding with some given option.

Sample Motion: I move the Town Administrator be directed to advise the county that Option ???, as presented this evening (*or some other option*) be employed in replacing Urbanna's street signs.

OPTION A



Signs on pole. Not as high, but secure. Picture is of Old Virginia/Waverly. This is an area of town recently incorporated thus this picture shows the standard throughout the county.

OPTION B



Source: SafetySign.com provided by citizens.

Signs on top of poles. These put the signs higher and more secure and would be distinct from placement used throughout the county.



Signs suspended. Lower and subject to movement, but distinct from standard placement throughout the county. Picture shows Marston and Rappahannock.

OPTION C

Cross at Watling shows old attachment method with new signs.



Agenda Item Summary
October 10, 2024

Agenda Item: 8c- Delinquent Water Accounts.

Background: During and immediately subsequent to the COVID Pandemic, governmental financial assistance programs were available, but those have ended. Since the COVID Pandemic, accounts that have become delinquent have not been submitted to the customary notice of termination or actual termination. In addition to ongoing non-payment of account balances staff has learned some prior administration imposed liens without notice as service shutoffs were not allowed. A partial removal of liens was done where renters were involved, but more may be necessary. Also, given changes in state law, permission to notify the property owner notification must be obtained from the tenant before the property owner can be advised of a tenant's payment delinquency. Staff has revised the application documents as previously presented, but has distinguished property owner applications from renters making the latter a two-page to incorporate the property owner's consent. The use of these can be initiated immediately and updated as part of restoration of service for those disconnected.

As directed staff has developed a policy which is attached for council's consideration.

Fiscal Impact: Positive, although as some renters have moved away 100% collection is not likely. Certainly, the delinquency amount will be lowered and future occurrences more limited.

Staff Recommendation: Adopt the Disconnect Policy in accord with the following schedule:

Policy in place October 10, 2024 by council action and staff to begin using the revised account forms.

October through December Advertise (Website/Facebook/Public Notice Postings at Office/Marina/Museum) that On or About January 2, 2025 the Town will begin collection on past due water bills.

First week of January, first batch of letters go out. Top 15-20 account holders most delinquent. Once processed the next 15 – 20, and following.

Council Action Requested: Yes, adopt the Disconnect Policy and direct staff to begin public notification of collection efforts to begin in January 2025.

Sample Motions: I move that council adopt the Disconnect Policy presented and direct staff to begin public notice of collection efforts to begin in January 2025.

Town of Urbanna Water Utility Disconnect Policy

It is the intent of the Urbanna Town Council and Mayor to see that charges for water utility service are made consistently and equitably across its service categories (in town residential, out of town residential, and commercial) and that collections are also undertaken in a consistent and equitable manner. To this end, the staff is directed to:

Advise the customer of moneys owed past sixty (60) days by:

Notice mailed to the account holder at the address provided when account established
And
Notice posted in an envelope at the property in a conspicuous manner.

(Notice may also be mailed to the property owner when tenant is the account holder and has granted permission)

After a minimum of 10 days from the date of letter has past and full payment has not been made, staff will terminate service. However:

No disconnection from service for any residential customer shall be made when the forecasted temperature is at or above 92 degrees Fahrenheit within the 24 hours following the scheduled disconnection. To ascertain the projected temperature, staff shall refer to the forecasted local temperature provided by the National Weather Service for Urbanna.

No disconnection from service for any residential customer can occur on Fridays, weekends, state holidays, or the day immediately preceding a state holiday.

After disconnection, but upon payment receipt of amount owed, town staff will undertake all due diligence to restore service.

Nothing shall limit voluntarily suspending scheduled disconnections during other extreme weather events, emergency conditions, or circumstances in which the town staff determines such suspension is necessary to protect the health and safety of its customers or staff and the reliability of service. Further, nothing shall limit emergency disconnections for health and safety purposes.

Adopted: (DATE)

(Certification)



TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175
PHONE: 804-758-2613, FAX: 804-758-0389

Attention Town Residents

On or about January 2, 2025 the Town of Urbanna will begin collection on past due water bills exceeding sixty (60) days.

If you have an account that is more than sixty (60) days overdue, please settle the account to a zero (0) balance as soon as possible. Failure to do so by or about January 2, 2025 will subject the account holder to a collection process that can include termination of service.

Thank you for your cooperation.

Issued October 11, 2024 by P. S.T. (Ted) Costin, Town Administrator as directed by Urbanna Town Council action October 10, 2024.

October 7, 2024

Dear Mayor Goldsmith and Members of Council,

Please accept this letter as formal notice of my resignation from my position as Town Clerk for the Town of Urbanna, effective December 1, 2024.

Serving in this position has been a privilege, and I am grateful for the opportunity to work with and for the people of Urbanna.

I will do everything I can to ensure a smooth transition over the next two months, and I am happy to assist in any way necessary to make the handover process as seamless as possible.

Thank you for the opportunity to serve Urbanna. I look forward to continuing the friendships I've made here, and visiting often.

Sincerely,



Martha J. Rodenburg