



**Urbanna Town Council
REGULAR MEETING
Thursday, April 10, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St. Suite B
Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
 - a. March 13, 2025 Regular Meeting Minutes
 - b. March 27, 2025 Work Session Minutes
7. Public Hearing – None Scheduled
8. Reports
 - a. Staff Reports
 1. Town Administrator
 2. Treasurer
 3. Town Clerk
 - b. Committee Reports
 1. Finance
 2. Water
 3. Personnel
 4. Events
9. Public Comment 1
10. Council Response to Public Comment 1
11. Unfinished Business
 - a. Virginia Street Terminus
 - i. Taylor Ovide, Coastal Resilience Planner with the MPPDC
12. New Business
 - a. Draft Administrative Policies
 - ii. Vehicle Use
 - iii. Information Technology
13. Public Comment 2
14. Council Response to Public Comment 2
15. Council Announcements & Requests
16. Closed Meeting (if necessary)
 - a. Motion to Convene Closed Meeting
 - b. Motion to Reconvene in Open Session
 - c. Certification of Closed Meeting
 - d. Action on Closed Meeting (if necessary)
17. Appointments to Boards, Committees, and Commissions (not necessary)
18. Adjourn or Recess



TOWN COUNCIL

Agenda Item Summaries – Opening the Meeting FOR ALL REGULAR MEETINGS & WORK SESSIONS

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote*

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor calls roll (or directs clerk to call roll) for attendance purposes then determines a quorum.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote



**TOWN
COUNCIL**

Agenda Item Summary

APRIL 10, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

- a. **March 13, 2025 Draft Minutes**
- b. **March 27, 2025 Draft Minutes**

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed. This can be done one set at a time or together.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of _____ as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF MARCH 13, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 13th day of March, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Arrived at 6:03pm
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. February 13, 2025 Draft Minutes

6b. February 27, 2025 Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 6-0 with 1 absent.

AGENDA ITEM 7. PUBLIC HEARING

There was no public hearing scheduled.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

(Councilmember Chowning arrived.)

Mayor Goldsmith presented the Town Administrator's report in his absence. He explained the legislative item regarding the relaxation of notice via certified mail to first class mail and how it will benefit permit applicants and the Town. This and the Town Charter change were both passed and are awaiting Governor Youngkin's signature.

The mayor also explained that water delinquencies were prohibited during COVID and then were never addressed after that. As of March 3, 2025, \$15,757.73 remained delinquent out of a balance of \$63,578.65. Council thanked Maribel Kimble, Water Operations Manager, and Michele Hutton, Treasurer, for their collection efforts.

8a.2. Treasurer

Ms. Hutton presented the January 2025 Treasurer's report (Attachment A). She noted that the wrong report had been placed in the original agenda packet.

Ms. Hutton reported that Real Estate Delinquent Bills were mailed in January. She has since:

- Collected tax and released a lien on one property
- Collected on four other properties
- 13 accounts remain past due
- Prepared certified mail advising that, if not paid by April 1, 2025, a lien would be placed on the property. If not paid:
 - o 2 accounts now 4 years past due (A two-year lien is in place, and I will add two more years with a second lien)
 - o 2 accounts now 2 years past due (first lien)
- Total outstanding with P/I and collection fee = \$12,240.65

Regarding personal property, Ms. Hutton said she has written off a total of \$1,300.55 for accounts five years past due and older. She has made a note in each file in case the person shows back up in the future, the Town might be able to collect some of the debt.

Ms. Hutton said the 2023/2024 audit is still underway. She spoke with the auditor today and two more files were requested and sent.

Golf cart applications and all supporting documents were mailed Friday, February 28, 2025. As of today, 8 completed registrations were received.

Ms. Hutton noted that Hometown Heroes Banners are underway. This will be the last year for military specific banners and the deadline to participate is April 11th. She currently has 15 banners and asked council to spread the word to collect more submission.

Ms. Hutton received the \$30,000 that was requested from Davenport from the Taber Fund and she's prepared the donations to Middlesex Vol Fire Dept, Middlesex County Library, and the Middlesex Vol Rescue Squad.

Other projects she's been working on and/or completed:

- Contacted 7 short-term rental owners to renew their permits.
- Updated The Marshall Community Pool Applications; advertising is in place on the website and Facebook. Steve Hutton and the mayor placed yard signs throughout the community and Saluda area and Mr. & Ms. Hutton placed the large banners at the pool. She received the first membership today.
- Prepared the 2025 Business License applications. Forms have been updated and printed. Envelopes need to be prepared for mailing in May.
- Purchased bricks for the pool that were purchased during fundraising efforts. The mayor is working on the manpower to install once received. Bricks are still available for order. A minimum of two is required by the engraver.

Ms. Hutton said she will be attending a delinquent collections course offered by the Weldon Cooper Center for Public Service on Monday, March 17 & Tuesday, March 18th at the Chesterfield Library.

Councilmember Hanson asked what is contributing to the big drop off in meals and lodging taxes compared to previous years. Ms. Hutton explained that revenues are posted when received, not when incurred, so that contributes to some months being higher than others. Also, some short-term rentals no longer exist. The mayor noted that the current amount is more typical and the weather also contributed.

Councilmember Courtney asked about the \$23,000 to MPPDC. The mayor explained the MPPDC's fee structure and said he is asking them to reduce the amount due to the size of the Town. He noted the MPPDC works hard to develop business in the region and to keep the area vibrant.

Councilmember Courtney asked about the return of license fees to the Oyster Festival Foundation. Ms. Hutton explained that the Town acts as a pass-through. The Foundation uses the revenue from business license fees to pay for officers. By law, they cannot collect a business license fee or issue licenses. Councilmember Courtney asked if the Town keeps any of the license revenue. Ms. Hutton said no, the Town benefits from the increased meal taxes. Councilmember Courtney asked if this process places undue burden on Ms. Hutton. Ms. Hutton said no, she received them in bulk from the foundation and is able to easily process them. She said this process also helps here in collecting taxes because she knows who has received licenses.

8a.3. Town Clerk

Ms. Branch presented her report and made a correction to her February report regarding the Municode project. The project was initiated in 2017 and the proofs were received in January of 2019.

She said she completed the initial review of the draft Municode proofs on March 7th and forwarded them to the Town Administrator and Town Attorney for approval. She has gotten back to 2005 in her review of minutes. The review of minutes has revealed some additional ordinances that don't seem to have been included in the Code and she is noting all discrepancies.

8b. COMMITTEE REPORTS

8b.1. Personnel Committee

Councilmember Hanson said the Personnel Committee has the final draft of the Town Administrator's review. She noted they started from scratch as this has never been done before.

8b.2. Finance Committee

Councilmember Wilson said the committee met on February 27 to discuss the Taber Fund Use Policy and pool operations. He is also trying to find a barge for Independence Day at Councilmember Justice's request.

The committee met on March 10 and amended the Use Policy. He said they also looked at the feasibility of installing a slide at the pool and the issue has been tabled for the moment due to lack of funding. Councilmember Austin asked if they considered asking for donations towards the slide purchase. Councilmember Wilson said yes, but they need to get a handle on funds overall before they can return to this issue. Mayor Goldsmith said the cost of the slide is approximately \$29,000 and installation requires extensive work.

The committee will next meet on March 24 at 10am in the Town Hall conference room. Councilmember Wilson said all members of council and the public are welcome to attend.

8c. Friends of Urbanna Quarterly Report (Attachment B)

Mr. Aubrey Hall, President of the Friends of Urbanna (FOU) highlighted some points in the report. He invited council to take time to read it and contact him with any questions.

Peni Roberts with FOU told Council that 6th graders were at the Museum today and it was wonderful to see them listening and engaged. They will write essays for the essay contest which will be judged by FOU.

AGENDA ITEM 9. PUBLIC COMMENT 1

There were no members of the public signed up to speak.

AGENDA ITEM 10. COUNCIL COMMENT 1

There were no council comments made at this time.

AGENDA ITEM 11. UNFINISHED BUSINESS

There was no unfinished business on the agenda.

AGENDA ITEM 12. NEW BUSINESS

12a. Draft Taber Fund Use Policy (Attachment C)

Councilmember Wilson went over the draft policy and noted that this is a living document which will need to be updated in the future as times change. Councilmember Austin asked for clarification on when the Town would not reimburse the fund. Councilmember Wilson said only if the fund balance falls below \$1,000,000 due solely to market conditions. That will be added as point 3.3 in the policy. Once adopted, the policy cannot be changed without a unanimous council vote.

**Councilmember Austin made a motion to adopt the Taber Fund Use Policy with the addition of point 3.3. Councilmember Wilson seconded. The Mayor called for any discussion. Aye – Austin, Chowning, Goldsmith, Hanson, Justice, Wilson; Abstain – Courtney
The motion passed 6-0 with 1 abstaining.**

AGENDA ITEM 13. PUBLIC COMMENT 2

There were no members of the public signed up to speak.

AGENDA ITEM 14. COUNCIL RESPONSE TO PUBLIC COMMENT 2

There were no council comments made at this time.

AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Chowning thanked Ms. Anzivino for letting him know about a grant for recreational trails. He said the Urbanna Water Trail project qualifies. There is a minimum project cost of \$25,000. Councilmember Hanson said perhaps something educational could be done similar to the Dragon Run paddles for school children. Councilmember Chowning will continue looking into the grant.

Councilmember Chowning said he spoke with both Mr. Mullins and Mr. Bury and all spoke of the urgency of a resolution to the Town Hall purchase.

Councilmember Austin asked to keep Dale Taylor and Bill Thrift in people's prayers.

Councilmember Austin said Second Saturdays will begin in April with a block party. They are hoping to have another block party in October.

17a. Appointment to the Middle Peninsula All-Hazard Mitigation Planning Team

Mayor Goldsmith said no closed discussion was needed for this appointment so he was moving it up. He explained that the appointment defaulted to the Town Administrator and this was just to make it formal for the MPPDC's records because it is required by FEMA.

**Councilmember Chowning made a motion to approve the Town Administrator as the main administrative appointment, and the Mayor as the alternate appointment to serve on the required MPPDC AHMP Planning Team for the duration of the mandated update project. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposing.
The motion passed 7-0.**

AGENDA ITEM 16. CLOSED MEETING

11a. Motion to Convene Closed Meeting

**Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) to discuss appointments to the Planning Commission and to discuss personnel matters relating to the annual review of the Town Administrator. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.
The motion passed 7-0.**

11b. Motion to Reconvene in Open Session

The Mayor reconvened the meeting in open session.

11c. Certification of Closed Meeting

Councilmember Hanson made a motion to approve Standing Resolution – 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act. Councilmember Justice seconded. The Mayor called the vote:

Marjorie Austin	Certify
Larry Chowning	Certify
Alana Courney	Certify
Bill Goldsmith (Mayor)	Certify
Merri Hanson	Certify
Beth Justice	Certify
Robbie Wilson	Certify

STANDING RESOLUTION – 1 (SR-1)

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna hereby certifies that on this 13th day of March, 2025, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

DONE this 13th day of March, 2025.

11d. Action on Closed Meeting

No action was taken as a result of the Closed Meeting.

AGENDA ITEM 17. APPOINTMENTS

17b. Resolution 2025-005 Appointment to Planning Commission

Councilmember Austin made a motion appoint Susan Caskie to the Town of Urbanna Planning Commission for a one-year term expiring December 31, 2025. Councilmember Courtney seconded. The Mayor call for any discussion. All were in favor with none opposing.

The motion passed 7-0.

**RESOLUTION 2025-005
CITIZEN APPOINTMENTS TO THE PLANNING COMMISSION**

WHEREAS there is currently one vacant seat on the Town of Urbanna Planning Commission with an expiration date of December 31, 2025; and

WHEREAS there is currently one citizen who has expressed interest in serving on the Planning Commission – Susan Caskie; and

WHEREAS the Town Council now desires to make an appointment to this vacant position;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that Susan Caskie is appointed to the Town of Urbanna Planning Commission for a one-year term expiring December 31, 2025.

DONE this 13th day of March, 2025.

AGENDA ITEM 18. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:46pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

ATTACHMENT A



Treasurer's Report

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

Account Balance thru 1/31/2025	Prior Year 1/31/24	Prior Month 12/31/24	Statement Date 1/31/25
Primis Bank General Operating Bank Account	921,502.25	1,132,775.73	1,099,850.35
Renter Water Deposits	-16,326.66	-18,276.66	-18,276.66
Net Operating General Bank Account (Adjusted Bal)	922,993.92	1,108,722.48	1,085,710.37
Primis – USDA Well Replacement reopened (8/2/24)	2,509.81	64,847.26	61,811.38
C&F Bank Historic Trust (new 3/1/2023)	47,295.41	62,120.19	62,645.28
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	115,433.93	120,723.73	121,127.71
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	95,500.91	99,877.26	100,211.48
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	400,000.00	418,330.12	419,729.98
Taber Trust – Account Value	932,715.71	1,034,480.76	1,067,754.87
Taxes listed below are collected for prior month(s)	1/31/24	12/31/2024	1/31/25
Meals Tax collected in January	21,041.61	15,974.11	9,951.33
Lodging Tax collected in January	4,112.77	2,737.22	965.24
Cigarette Tax collected in January	577.22	580.95	525.09

- EXPENDITURES:**
- \$22,820.33 Middle Peninsula Planning Dist.
 - \$20,750.00 Bus License fee returned to Oyster Festival

- REVENUE:**
- 1/15/2025 Interest three CDs \$2,138.06 at C&F Bank

Meals Tax

March 6, 2025
01:48 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 20
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
100-12110-0001	Meals Tax - Local							
111360.12		14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33
Fund Total								
111360.12		14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33
Grand Total	Count: 1							
111360.12		14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33

Lodging Tax

March 6, 2025
01:47 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 20
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
100-12100-0001	Lodging Tax							
22545.94		2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24
Fund Total								
22545.94		2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24
Grand Total	Count: 1							
22545.94		2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24

Water Sales

March 6, 2025
01:44 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 0
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
500-17010-0001	Water Sales Charges							
251708.95		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62
Fund Total								
251708.95		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62
Grand Total	Count: 1							
251708.95		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62

DRAFT

ATTACHMENT B

Friends of Urbanna Quarterly Report

March 13, 2025

The Friends of Urbanna Museum is a 501c3 organization that exists to work with the Town of Urbanna to assist in the enhancement and preservation of the Urbanna Scottish Factor Store Museum and Visitors Center properties, grounds and contents owned or on loan. The goal of the organization is to attract residents and visitors to learn about the history of Urbanna and the surrounding area; the Scottish Factor Store Museum (a unique structure and the last one remaining) and the Mitchell Map housed in the Museum. All of the activities of the Friends of Urbanna are intended to foster continued use and enjoyment of these one-of-a-kind town assets.

Background information:

The Friends of Urbanna has been presenting reports in 2024 to the Council to inform and update on activities related to the Scottish Factor Store and Visitor Center. The earlier appointment of our organization as advisors to the Town on the Scottish Factor Store was reaffirmed this year in January by the Town Council. As required by this latest memorandum of understanding, we will continue quarterly reports on the activities and projects we are working on to preserve, enhance and promote the Museum and its valuable assets. In addition, we will include the monthly activity reports from the Museum that state visitor activity and other quantifiable information such as visitors, products sold, donations on site, etc.

Current Activities at the Scottish Factor Store Museum:

- Inside: Friends of Urbanna have been working to restore the front room of the Museum to its original use and look. The cabinets mentioned in the May 2024 quarterly report were completed and the next phase of work which to install wall shelving has also been completed.
- Outside: Friends of Urbanna raised funds to engage the Historic Architectural Firm of Messick Cohen Baker to assess and report on the condition of the porch of the Factor Store in 2022. The report concluded that the porch is pulling away due to water infiltration from the floor of the porch due to improper work that was done on this porch some years ago. A cost estimate for this repair work has been received from a company well known in this area for their work on historic properties. That cost estimate is approximately \$250,000. Copies of the Messick Cohen Baker report have been received by the Town.
- Additionally, as mentioned in our August 2024 report, we are concerned in cracks in the brick work on the back corners on both sides of the building. Following additional consultation with the Architects, we will be addressing the cracks in the brick work before the porch work. We have met with Kevin Nieto, considered the foremost expert in colonial masonry and he has committed to do the work this year. Concern for this condition was also discussed with the representative of DHR during her site visit in November.
- In the fall of 2024, Friends of Urbanna and the Town Administrator met with the Department of Historic Resources for the Commonwealth of Virginia (DHR) for their periodic review of the easement on the Scottish Factor Store property. This easement on the deed of the property requires notification and approval of any work on this property (grounds or building) prior to execution of any work. This information was new to Friends of Urbanna and we now have a contact and will work with her on all projects effected by this easement. This easement includes any work or excavation of any type on this property.

Future Activities:

- Inside: Continue the restoration of the 18th century factor store appearance and function to include obtaining artifacts for display and period retail items for sale in the store.
- Outside: Repair the brick work and porch.

Fundraising / awareness:

- We are working on large grants to fund the porch work as identified by the Architectural Firm and estimated to be \$250,000. Friends of Urbanna currently has \$50,000; the \$50,000 plus tobacco tax fund accumulated by the Town and additional funds from an annual disbursement from Middlesex County through MOM.
- We have secured a matching grant for \$25,000 from the Cabell Foundation to help address the structural concerns of the building. We met that matching requirement in November 2024 with another grant and numerous personal donations.
- We have received three grants from The River Counties Foundation one has funded the architectural study mentioned above and another has provided funds for the cabinet/shelving work in the store. Friends of Urbanna have spent over \$17,000 for this study and cabinet work.
- We held a fundraiser at the historic property in Urbanna, The Tavern, in conjunction with Founders Day 2024 and had a very good turn out in interest and support and we are pursuing the possibility of a similar function this summer in conjunction with Founders Day 2025.
- In the fall of 2024, we applied for a grant (\$150,000) from The Department of Historic Resources for the Commonwealth of Virginia – the VA 250 project and were notified in December that we were not awarded this grant.

Support for Scottish Factor Store Museum activities:

- Annually since 2019, Friends of Urbanna has sponsored and coordinated an essay contest in conjunction with the St. Clare Walker Middle School for the 6th graders. Each year we give recognition to the top 10 contestants and financial recognition to the top 5 contestants. Last year, once again, the awards were announced and presented at the Middle School in front of all the 6th grade students and as many parents as could attend. As you know, we have presented the first-place winner to the Council for formal recognition. This program is not only well received by the school and students but is a vital part of our grant writing and fundraising efforts.
- Friends of Urbanna provide support as needed and requested for special events or holidays in Urbanna. Founders Day, Wine / Oyster Stroll, Oysterfest, Arts in the Middle booth support, map presentations, etc.
- Friends of Urbanna donate many hours and resources to raise funds and coordinate projects for the support of this important building and its contents. Time and resources that save the Town money.

Future Fundraising efforts on behalf of the Scottish Factor Store Museum.

- We have submitted 5 grant requests and received funds from 4 of those requests.
- We have identified additional grant possibilities that we are pursuing.
- Community cooperation is important to us as an organization. We have received donations and volunteer support from many in our community and from the Town.
- Our members also serve on other community related organizations such as MOM (Museums of Middlesex), Middlesex VA250 Committee, Urbanna Main Street and UBA. We support each other to support the Town.

January 2025 Museum Monthly Report

Visitors: 13 total (Open Fridays- Sundays 8 days total; closed one day due to weather)

Total Gift Donations: \$20.00

Credit Card- 0

Cash- \$20.00

Donations in Box: \$4.00

Staffing:

2 paid docents worked 40 total hours

1 volunteer worked 8 hours total (does not include FOU volunteer hours)

Upcoming Events:

Mitchell Map essay contest: 6th graders from St Claire Walker will be visiting March 5th for a presentation on the Mitchell Map, on which they will base their essays.

Past Events:

Nothing to report at this time.

Current Museum Needs:

None at this time- restocking the gift area with appropriate items is underway. Looking to include personalized items with Urbanna/Museum name.

February 2025 Museum Monthly Report

Visitors: 22 total (Open Fridays- Sundays 8 days total)

Total Gift Donations: \$32.00

Credit Card- 0

Cash- \$32.00

Donations in Box: \$3.00

Staffing:

2 paid docents worked 40 total hours

1 volunteer worked 15 hours total (does not include FOU volunteer hours)

Upcoming Events:

Mitchell Map essay contest: 6th graders from St Claire Walker will be visiting March 5th for a presentation on the Mitchell Map, on which they will base their essays.

Past Events:

Nothing to report at this time.

Current Museum Needs:

None at this time- restocking the gift area with appropriate items is underway.

We now carry locally made soaps with customized label (James Mills Scottish Factor Store Urbanna, VA).



ATTACHMENT C

Use of Taber Fund by Urbana Town Council

Dr. Charles Taber bequeathed a sum of \$256,695 to the Town of Urbana upon his death on July 17, 1966. The original sum, which has grown to over \$1,000,000 as of the date of this policy, was to be used for the benefit of Urbana and its citizens. Dr. Taber did not want to dramatically limit the types of things that the Taber Fund could be used for or how the fund would be administered out of a recognition that society and its needs change with time.

The Town Council agrees to formally enact the following policy to further drive clarity into the administration of the Taber Fund as well as the distribution of its assets.

Taber Fund Use Policy

1. The Town of Urbana has been entrusted with substantial assets, now exceeding \$1,000,000, derived from the bequeath of Dr. Taber in 1966. It is the Town of Urbana's duty to ensure that these funds are appropriately maintained in accordance with sound financial practices and that the funds are used for appropriate purposes consistent with this policy. For the purpose of enabling the Town to achieve these objectives, including enabling the Taber Fund to grow in value and provide many years of benefit to the citizens of the Town of Urbana, the below administrative principles shall apply.
2. The funds shall be actively managed by a reputable third party and invested in a manner consistent with available moderate risk investments (e.g. not a savings account).
 - 2.1. An accounting of the status of the funds shall be provided to Council, on no less than a quarterly basis, by the Mayor or his/her appropriate designee.
 - 2.2. Official financial statements shall be provided to Council as requested.
3. The Taber Fund shall maintain a minimum balance of \$1,000,000 for the purpose of enabling material compound growth.
 - 3.1. If the Town desires to use funds reducing the balance below \$1,000,000, the Town will come up with a reasonable pay back plan, not to exceed 5 years.
 - 3.2. The Town may use funds in excess of \$1,000,000 without a payback plan.
 - 3.3. If the Taber Fund balance should fall below \$1,000,000 due solely to market conditions, the Town will not have to pay the deficit back.
4. The funds may be used consistent with the original intent outlined by Dr. Taber in his Will - see Exhibit A for applicable provisions (examples: 1. building pickleball courts - acceptable

usage; 2. maintaining pickleball court - acceptable usage; 3. building public facilities outside of Urbanna available to the general public - not acceptable; 4. transferred to the general fund - not acceptable).

5. Any use of the funds must be voted on and approved by the Urbanna Town Council.
6. Changes to this policy shall only be made through the unanimous vote of council.

Adopted: March 13, 2025

Certified By: _____

Mayor William Goldsmith

COPY TESTE: _____

Town Clerk

DRAFT

NINTH: I give to my Trustee of the Charles Wellington Taber Fund the following powers, in addition to and not in limitation of his common-law and statutory powers:

To employ such brokers, banks, custodians, investment counsel, attorneys and other agent including clerical assistance, and to delegate to them such of the duties, rights and powers conferred upon him by law as the Circuit Court of Middlesex County may authorize.

It is my hope, in view of the assistance hereinabove authorized, that my said Trustee will be willing to serve without compensation, but I authorize the payment to my said Trustee of such compensation for his services as such as the Circuit Court of Middlesex County may allow him.

IN WITNESS WHEREOF, I, the said Charles Wellington Taber, herewith set my hand to this last will, typewritten on twelve (12) sheets of paper (including the attestation clause and signatures of witnesses), at Urbanna, Virginia, this 6th day of August, 1958.

C. WELLINGTON TABER

SEVENTH: Upon the death of my wife I direct my said Trustees to transfer the trust estate to be known thereafter as the Charles Wellington Taber Fund, to the Mayor of the Town of Urbanna, Virginia, as Trustee ex officio, to hold, manage and administer the same for the benefit of the residents of the Town of Urbanna forever, subject to the provisions of Paragraph (6) of Clause Third of this will, upon the following trust;

To expend the income therefrom, through such agencies as the Circuit Court of Middlesex County, Virginia, may direct to be created or appointed, for the acquisition and operation in Middlesex County, Virginia, of such facilities for the benefit of the residents of the Town of Urbanna as the members of the Council of said Town, acting ex officio as a committee for the purpose, may, with the approval of the Circuit Court of Middlesex County, from time to time determine to establish and maintain, for the relief of poverty, the advancement of education, the promotion of health, and any other purposes the accomplishment of which will be beneficial to the community that are exempt from inheritance or transfer taxes under the laws of the State of Virginia and the United States, and are not in conflict with existing laws.

Because conditions so change with time, I make no specific designation of the types of community improvement for which this trust is established, or of the administrative machinery through which its purposes shall be accomplished. It is not my desire or intention to limit my gift to the establishment and maintenance of those community facilities and services believed today to tend to the benefit or amelioration of the condition of ordered society, such as parks, recreation centers, hospitals or literary and educational institutions, but through it to provide the means for establishing and maintaining any such facilities for the residents of the Town of Urbanna which may appear to future generations to be promotive of the same purposes.

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF MARCH 27, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 27th day of March, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Andrea Erard, Town Attorney
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

Councilmember Austin made a motion to amend the agenda to add a Closed Meeting. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

Councilmember Austin made a motion to approve the agenda as amended. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

AGENDA ITEM 6. PUBLIC COMMENT

Ricky Longest of Bonner Street said that the sewer at the end of Bonner St. overflows every time there is heavy rainfall. Water flows out which contains raw sewage and this needs to be addressed. He said it has been going on for four years.

Jim Hays of Colorado Avenue said the proposed wax myrtle plantings at the Virginia Street terminus would grow too large (25-30 ft.) and obscure the view of the water. He also asked about the kayak launch and if the terminus plantings went through, would that area not be able to be used as a launch in the future.

Michael Binns of Oyster Harbor Condominiums said they are about to commence construction of a new bulkhead and requested the town address their portion so that it doesn't ruin their bulkhead.

AGENDA ITEM 7. COUNCIL RESPONSE TO PUBLIC COMMENT

Council discussed the sewer issue. Mr. Costin will invite HRSD to come before council to discuss the matter. Councilmember Justice said to speak with Delegate Hodges if HRSD is not cooperative.

Mr. Costin said the proposal of options for the Virginia Street terminus would be discussed later in the meeting. Regarding the kayak launch, Councilmember Chowning said never say never. Councilmember Austin said there is an eagle scout project happening there as well. Mayor Goldsmith said to let him know if Mr. Hays had recommendations for different plantings.

Mr. Costin said Bay Design is working with both the town and the condo association and they will help coordinate a solution that protects both bulkheads.

AGENDA ITEM 8. WORK SESSION MATTERS

8a. Virginia Street Terminus

Mr. Costin went over the historical discussions with Docks of the Bay regarding a proposal to install a living shoreline at town-owned land at the Virginia Street terminus. The original quote was \$15,000. A lower cost can be obtained by reducing the number of plantings.



Councilmember Hanson said to get rid of the wax myrtles. Councilmember Chowning said a combination of stabilization and view must be considered.

Mr. Costin showed a recent photo (left) of the work that was done at the marina and said the proposed plan for the terminus was similar.

Councilmember Hanson asked if the beach has been lost. Mr. Costin said there is a very small area remaining but it would soon be gone as well.

Councilmember Hanson said she would like to see the cost with the wax myrtles eliminated. Councilmember Austin said she would like a detailed cost breakdown.

Councilmember Courtney asked if there was any room for movement on the price due to the damage caused to the area when Docks of the Bay had their heavy equipment on the land. Mr. Costin said no.

Councilmember Wilson asked the estimated lifetime on the parcel. Mr. Costin said he will ask. Councilmember Wilson asked what the land would be worth and if consideration had been given to selling the land. He said it seemed like a lot of money to spend for such a small park which may not exist very long. He also said people will be dragging kayaks through since there is no kayak launch and that will cause damage to the plantings.

Councilmember Austin spoke of the historical significance of the site and said it was important for the town to keep it. Councilmember Hanson said it is the only piece of waterfront land the town still owns. Councilmember Hanson said consideration has to be given as to whether or not there is a public benefit that citizens want. If not, it's not worth the investment. Councilmember Austin agreed and said she felt it was important to the citizens of the town. Councilmembers Austin and Hanson said they do not think selling it is a good idea.

Mayor Goldsmith said the land would have the most value to the condo association and spoke of the easement to allow access to emergency vehicles. Mr. Costin said they will be working together to ensure both are protected.

Mr. Costin reviewed potential signage and spoke of the history of Payne's Crab House which once stood on the site. Councilmember Austin said it should be called Payne's Landing, not Payne's Park. Councilmember Courtney asked Mr. Costin to speak with Docks of the Bay about the potential effect the living shoreline would have on the condo association's bulkhead.

Councilmember Hanson said there should be something on the sign about overflow parking being available behind the Scottish Factor Store. Mr. Costin said it's difficult to get to. Councilmember Chowing said there is a lot of parking there.

The consensus of council was that more information was needed before they can make a decision. Mr. Costin will get a cost breakdown, an estimate without the wax myrtles, discuss other plantings that may be more appropriate, get an estimate on the longevity of the property, and work with the condo association on the bulkhead issue.

8b. Freedom of Information Act (FOIA) Training

Counselor Erard went over key points of VFOIA for council to be aware of including what constitutes a meeting, what is considered a public record, and the transition that occurs from private citizen to public official when one is elected.

AGENDA ITEM 9. ACTION ITEMS (if any)

There were no action items necessary.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Chowing asked about the status of the town hall purchase. Counselor Erard said it has been handed off to Mr. Mawr. She said she has asked him for updates but has not received a response which could be because he is still in conversation and has nothing to report, or he may not have started discussions yet. Councilmember Austin asked Ms. Erard to reach out to Mr. Mawr again. Council stressed again the urgency of the matter. Ms. Erard implored patience.

Councilmember Austin said to continue to keep Bill Thrift and Dale Taylor in people's thoughts and prayers.

AGENDA ITEM 11. CLOSED MEETING

11a. Motion to Convene Closed Meeting

Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) to discuss personnel matters relating to the future performance of the Town Administrator. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

11b. Motion to Reconvene in Open Session

11c. Certification of Closed Meeting

Councilmember Austin made a motion to reconvene in open session and certify that, to the best of each member’s knowledge only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by council in the Closed Meeting and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered. Councilmember Justice seconded.

Marjorie Austin	Certify
Larry Chowning	Certify
Alana Courney	Certify
Bill Goldsmith (Mayor)	Certify
Merri Hanson	Certify
Beth Justice	Certify
Robbie Wilson	Certify

STANDING RESOLUTION – 1 (SR-1)

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna hereby certifies that on this 27th day of March, 2025, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

DONE this 27th day of March, 2025.

11d. Action on Closed Meeting

No action was taken as a resolute of the Closed Meeting.

AGENDA ITEM 12. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:30pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

APRIL 10, 2025

Agenda Item: 8 – STAFF & COMMITTEE REPORTS

a. Staff Reports

1. Town Administrator
2. Treasurer – Michele Hutton
3. Town Clerk – Christine Branch

b. Committee Reports – each committee chair will present their report

1. Finance
2. Water
3. Personnel
4. Events



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 Urbanna Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: April 10, 2025
Subject: March 2025 Report given April 2025

- I am not in attendance due to medical reasons.
- I continued to experience a lot of unplanned time out of the office during March, but previously postponed meetings have been held. Thus, council is up to date on the status of Virginia Street terminus.
- While site improvements are in place to accommodate a slide at the pool, the type of slide desired needs further study as it will impact what construction is needed, how that construction will impact the deck, and cost. In short, no slide this year.
- I was able to attend - remotely – two committee meetings for Finance and – in person – one for Special Events and one for Water. Finance is meeting weekly at this point.
- One HARB case has been completed.
- Both legislative items we put forward passed and have been signed by Governor Youngkin.
- I conducted two site inspections on Short Term Rental Units prior to re-issuing permits. This will ideally become routine as part of zoning enforcement.
- I completed insurance renewal survey which relates to development of policies for council's consideration.
- I consulted with VDOT regarding HRSD manhole issue. HRSD will provide lifter rings and VDOT will install and adjust level of asphalt. As to timeline, project to be completed before Labor Day.
- I have reached out to VDOT and HRSD staff concerning the water runoff and overflow issue. VDOT is reviewing drainage obligations. HRSD has indicated they will attend the April 24 work session and report on the occurrence and the status of other projects.
- Dominion Energy completed its review of the Well 6 project and the project has seen much activity that required taking Well 5 offline for several days starting Monday, March 31. This has required the utilization of Well 3 to keep the tank volume at a level so as not to diminish service. Mr. Hutton and Mr. Kime have been engaged to assure water sufficiency and ongoing monitoring of progress.
- Work was started on masonry repair at the Museum/Scottish Factor Store.

If you have any questions or concerns, please bring them forward.



Treasurer's Report

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

Account Balance thru 2/28/2025	Prior Year 2/28/24	Prior Month 1/31/24	Statement Date 2/28/25
Primis Bank General Operating Bank Account	959,677.59	1,099,850.35	1,075,033.34
Renter Water Deposits	-17,226.66	-18,276.66	-18,276.66
Net Operating General Bank Account (Adjusted Bal)	956,238.66	1,085,710.37	1,071,935.89
Primis – USDA Well Replacement reopened (8/2/24)	2,510.41	61,811.38	58,771.88
C&F Bank Historic Trust (new 3/1/2023)	48,262.05	62,645.28	63,883.26
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	115,433.93	121,127.71	Next Int 4/15/25
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	95,500.91	100,211.48	Next Int 4/15/25
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	400,000.00	419,729.98	Next Int 4/15/25
Taber Trust – Account Value	962,972.60	1,067,754.87	1,034,480.76
Taxes listed below are collected for prior month(s)	2/28/24	1/31/2024	2/28/25
Meals Tax collected in February	10,765.55	9,951.33	12,644.22
Lodging Tax collected in February	681.66	965.24	1,427.07
Cigarette Tax collected in February	618.19	525.09	659.15

EXPENDITURES:

- Taber Fund withdrew for three donations of \$10,000 each to Fire Dept, Library & Rescue. Also, for Surety Bond and expenses. Total w/d \$31,420.00

REVENUE:

- Business as usual

Meals Tax

March 6, 2025
01:48 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2024
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/06/25
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
100-12110-0001	Meals Tax - Local									
111360.12	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	0.00	
Fund Total		14797.23	16604.09	15038.79	13071.47	15974.11	9951.33	12644.22	0.00	
Grand Total	Count: 1	14797.23	16604.09	15038.79	13071.47	15974.11	9951.33	12644.22	0.00	

Lodging Tax

March 6, 2025
01:47 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2024
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/06/25
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
100-12100-0001	Lodging Tax									
22545.94	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	0.00	
Fund Total		2610.92	5686.36	1869.72	1194.09	2737.22	965.24	1427.07	0.00	
Grand Total	Count: 1	2610.92	5686.36	1869.72	1194.09	2737.22	965.24	1427.07	0.00	

Water Sales

March 6, 2025
01:44 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001		Start Month: July		Start Year: 2024						
Type: Revenue Activity		Includes Accounts with Zero Activity: N		Year To Date As Of: 03/06/25						
Subtotal CAFR: No										
Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
500-17010-0001	Water Sales Charges									
251708.95	58031.08	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	0.00
Fund Total		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	0.00
Grand Total	Count: 1	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	0.00



MEMORANDUM

Date: April 10, 2025
To: The Honorable Mayor and Members of the Town Council
Town Administrator
From: Christine H. Branch, Town Clerk
Subject: Monthly Clerk's Report (No action required)

COMPLETED PROJECTS

- Logged all Council Resolutions, Ordinances, and Actions through 1998.
- Created a spreadsheet of all water service accounts with emergency numbers for use in the event of water outages and other public services messages via Reverse 911. Those who specifically said they did not want to be contacted were not included. I recommend that this be mandatory for all users of the water system due to the urgency of any water emergency situation.
- Wrote draft policies for Town Vehicle Usage, Code Enforcement, Grants Management, Information Technology, and Bridge Inspection and forwarded to Town Administrator and Town Attorney for review.
- Incorporated those polices which council has already adopted, material submission deadlines and public hearing order, into the new format.
- Attended a webinar hosted by DCR regarding the Recreational Trails Program 2025 Grant Round.
- Town Code – pieced together a full, current copy of the code

ONGOING PROJECTS

- Municode project - awaiting response from Town Attorney
- Continue researching and organizing all town files
- Continue updating website with current information and links
- Began the disposition process for expired records in accordance with Library of Virginia retention and disposal schedules
- Began writing a records management policy and procedure

FUTURE PROJECTS

- Scan and send all minutes to Library of Virginia for microfilm storage
- Develop draft bylaws for BZA and Planning Commission for their review and approval
- Conversion of paper records to electronic to ensure compliance with Virginia Public Records Act and best practices

NOTE

As allowed by Council Bylaws, Section 1-10, I made non-material corrections to the February 13, 2025 Council minutes prior to recordation. I added the full text of the passed resolutions to the body of the minutes, and I attached copies of the documents approved during the meeting which were alluded to as attachments. Since this was done before recordation and there is no material change, the minutes do not require re-adoption by council.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 9 – PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

Agenda Item: 10 – COUNCIL RESPONSE TO PUBLIC COMMENT 1

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



Agenda Item Summary

APRIL 10, 2025

Agenda Item: 11 – OLD BUSINESS

a. Virginia Street Terminus

i. Taylor Ovide, Coastal Resilience Planner with the MPPDC

Background: Significant background was provided for council's last work session. As a result, several questions arose. Those were presented to the contractor and a response was received. See email chain which follows.

Subsequently, a council member asked if the concept of employing riprap (similar to what is now at the Marina) was ever discussed. My reply to that is as follows:

Past discussions have talked about providing access; access being the ability to get into the water so riprap has not been considered. As with Waterman's Park where there is riprap there is also a prohibition about climbing on the rocks so one cannot get to the water.

In response, a quote for riprap has been asked for and passed to the contractor. The contractor has responded that riprap would provide more stabilization, but would require a permit. No other information was provided, but adding riprap would push back the start of any improvements and increase cost for the product and permitting.

However, staff has learned in conversations with Middle Peninsula Planning District Commission staff concerning another project, there may be assistance available for this project. A site visit was conducted with PDC and the mayor. PDC staff will present at council's meeting on findings and options.

Fiscal Impact: \$13,400 (half the plantings proposed) or \$15,000 (all plantings proposed) with additional expenditures for signage and seating. For the project to commence now, staff recommends using Taber Fund assets. However, council may wish to consider the options to be presented by the PDC staff.

Staff Recommendation: Because of the proximity to planting season and work to commence on adjacent property – proceed with half the plantings proposed. However, council may wish to defer to consider implementation of an option presented by the PDC staff.

Council Action Requested: Authorize staff to proceed to have stabilization work as presented and amenities and signage installed. However, council may wish to defer to consider an implementation option presented by the PDC staff.

Sample Motion: I move to authorize the Town Administrator to accept the estimate from Docks of the Bay for \$13,400 for the work set out dated September 20, 2024 and revised by email dated October 1, 2024 offering a reduction in plantings and cost. In addition, I move the Town Administrator begin procurement of a sign identifying the area as Payne's Landing and establishing use rules as well as procuring amenities.

Alternative Motion: I move to table this matter until an option or options can be further developed and reviewed by council.

t.costin@urbannava.gov

From: Ted Costin
<444976c76da4655403447288f7e8560613209508518db6c735e1374428d17c41@shadow.outlook.com> on behalf of t.costin@urbannava.gov
Sent: Monday, March 31, 2025 1:43 PM
Subject: Fw: Terminus of Virginia Street

[Get Outlook for iOS](#)

From: Ted Costin <t.costin@urbannava.gov>
Sent: Monday, March 31, 2025 1:37:04 PM
To: Shannon Wilkins <shannon@docksofthebay.com>
Cc: Anthony Marchetti <anthony@docksofthebay.com>
Subject: Re: Terminus of Virginia Street

Thanks. I will circulate and get back to you.

[Get Outlook for iOS](#)

From: Shannon Wilkins <shannon@docksofthebay.com>
Sent: Monday, March 31, 2025 1:32:48 PM
To: Ted Costin <t.costin@urbannava.gov>
Cc: Anthony Marchetti <anthony@docksofthebay.com>
Subject: Re: Terminus of Virginia Street

Ted,

We had recommended wax myrtle because they are very hearty plants and should grow there. They can be planted off to the side no problem. As for other marsh shrubbery, we are open to suggestions or will plant what you like.

We have suggested this approach as a low- cost alternative to the erosion. Issues at hand. That being said, it will last as long as practical but will not suffer heavy traffic/ abuse or substantial boat wakes on higher than normal tides.

The quote is currently broken down about as far as it will be due to the relative low price. We will be happy to investigate alternatives but we are incredibly busy currently.

On Mon, Mar 31, 2025, 9:08 AM <t.costin@urbannava.gov> wrote:

Council made no decision last Thursday, but raised several questions/concerns:

The proposal lists the work and total price...can the price of each element be provided?

Is there a planting option that is lower in height than wax myrtles? In the alternative, can wax myrtles be planted off to the side(s) and some other plant be used. The concern is the wax myrtles once fully grown will block the view.

Can you estimate the longevity of the project? How long will it hold?

Thanks.

P. S. T. (Ted) Costin
Urbanna Town Administrator
POB 179
Urbanna, VA 23175
804.758.2613 ext. 202

[Town of Urbanna](#)



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**TOWN
COUNCIL**

Agenda Item Summary

APRIL 10, 2025

Agenda Item: 12 – NEW BUSINESS

12a Draft Administrative Policies: Vehicle Use and Information Technology

Background: As noted in the Town Administrator’s monthly report, the annual insurance renewal survey was completed which found the policies addressing IT and Vehicle Use to be lacking. The Clerk researched and found viable policy documents which we revised. Both have been shared with the Town Attorney. In addition, the IT policy was shared with our primary service provider and there was discussion with our insurance provider to clarify insurance coverages as some town business is conducted using personal vehicles. What is before you are the final product on both topics.

Fiscal Impact: None.

Staff Recommendation: Adopt both policies as presented.

Council Action Requested: Adopt both policies as presented.

Sample Motion: I move to adopt the Town of Urbanna Administrative Policies and Procedures for Vehicle Use and Information Technology as presented.

Motion, Second, Discussion, Voice Vote

TOWN OF URBANNA
ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Administration
Subject: Vehicle Use Policy

Policy Number: ADM-001
Date Issued: 04/10/2025

I. TOWN-OWNED VEHICLES

- A. Permitted use** – Town vehicles, including the town golf cart, are only to be used in the performance of town business.
- B. Authorized occupants**
1. **Drivers** – The driver of a town vehicle must be a town employee or an authorized volunteer who has been granted permission in writing by the Town Administrator. In an emergency situation where the driver of the vehicle is no longer capable of operating the vehicle, any passenger may operate that vehicle and shall be considered an authorized volunteer.
 2. **Passengers** - Only town employees, councilmembers, volunteers, or persons representing a private firm or other governmental unit conducting business with the town may be passengers in a town vehicle
- C. Insurance coverage** - All permitted vehicle users shall be covered by town insurance provided they are holders of a valid Virginia Driver’s License.
- D. Fuel, tolls, parking, and other fees** – When a town vehicle is being used by a town employee to conduct town business, the town will either provide the driver with a method of payment or reimburse the driver for fuel purchased, tolls paid, parking, and other fees.
- E. Moving violations** - All town employees are required to report any moving violations when charged.
- F. Tickets, fines, fees, etc.** – Any tickets, fines, fees, and the like which are incurred by permitted vehicle users shall be paid by the user when the fault lies solely with the driver. Tickets, fines, fees, etc. due to the negligent upkeep of town vehicles shall be paid by the town.
- G. Prohibited behavior** – Drivers shall comply with all rules of the road contained in the Code of Virginia [Chapter 8. Regulation of Traffic](#). No town employee shall engage in dangerous driving behaviors when operating any town-owned vehicle. Prohibited behaviors include, but are not limited to:
1. **Drunk and drugged driving.** Driving under the influence of any substance which may impair judgement, vision, or reaction time. This includes illegal, legal, and prescribed substances.
 2. **Distracted driving.** There are many distractions that may prevent drivers from focusing on driving: changing the music selection/podcast/GPS, talking to passengers, observing outside surroundings, eating, using a cell phone and more. When on the road, drivers should not use cell phones, computers or other distracting devices except to

report a crash or emergency. Before engaging in distracting behavior, pull over and stop the vehicle in a safe location. **Virginia law prohibits drivers from holding cell phones or any other wireless communication devices while driving except in a driver emergency or the vehicle is lawfully parked or stopped.** A mobile phone or other telecommunications device may be used for navigation, as long as the driver is not entering information or holding it while driving.

3. **Aggressive driving and rude behavior.** Drivers are representing the Town of Urbanna and shall conduct themselves in accordance with all Town policies and Code of Ethics.
4. **Drowsy driving.** Drivers shall ensure they are physically, mentally, and cognitively fit to drive. Constant yawning, head nodding, heavy eyelids, difficulty remembering the last few miles driven, missing road signs or exits, unplanned lane changes, driving off the road or hitting rumble strips are all signs of drowsy driving. Rolling down a window, chewing gum, turning up the radio, or consuming caffeine, energy drinks or other stimulants do not prevent drowsy driving and are not acceptable methods for staying awake. Drowsy driving is considered another type of impaired driving.
5. **Smoking in any town vehicle is prohibited.** This includes regular cigarettes, cigars, smokeless cigarettes, e-cigarettes, vaping, cigars, pipes, chewing, etc.
6. **Driving on a suspended, revoked, or otherwise limited license.** Town employees must maintain a valid Virginia driver's license at all times and alert the Town Administrator immediately if that status changes.

II. PERSONAL VEHICLE USE FOR TOWN BUSINESS

- A. **Vehicle use** - Town staff utilizing their personal vehicles for purposes solely related to the business of the town will be reimbursed at the current IRS mileage amount. Forms for reporting such usage shall be provided by the town and shall detail any other requirements. Mileage for normal commuting to and from town offices is not eligible for reimbursement.
- B. **Insurance coverage** - In accordance with Virginia law, all staff are required to have the appropriate personal coverage on their vehicle at all times.
 1. **At-Fault Incident** - In the case of an at-fault accident, Town staff utilizing their personal vehicles for purposes solely related to the business of the town shall be covered by their own insurance policy only.
 2. **No-Fault Incident** - In the case of a no-fault accident, Town staff utilizing their personal vehicles for purposes solely related to the business of the town shall be covered first by the policy of the person at fault, then by their personal insurance policy. If additional coverage is still necessary, the town policy shall cover only those liability expenses not covered by the person at fault's policy and the staff member's personal policy and only when the staff person was in the process of traveling to perform, performing, or returning from performing town business. An employee is not considered to be operating their vehicle for purposes related to the business of the town during normal commuting to and from town offices. Town insurance will not cover any incident in which staff has violated any part of this policy.

C. Moving violations - All full-time and part-time town employees are required to report any moving violations when charged, even when occurring while operating their own personal vehicle on their own time.

III. DISCIPLINARY ACTION FOR VIOLATION OF THIS ADMINISTRATIVE PROCEDURE

A. Policy violation - Any employee who violates any provision of this policy shall be disciplined in the following fashion:

1. In determining the appropriate disciplinary action to be taken against an employee under this policy, supervisors shall apply the standards set forth in the Personnel Policies of the town for appropriate situational discipline and shall ensure that the employee Code of Ethics is maintained. In addition, supervisors shall consider the nature of the employee's job responsibilities, and the legality or illegality of the violation in determining the appropriate disciplinary action, which may include any of the following:
 - a. Suspension of access to town vehicle use.
 - b. Restitution or reimbursement for damages caused to town vehicles due solely to the driver's negligence and violation of this policy.
 - d. Suspension or termination of employment.

TOWN OF URBANNA
ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Administration

Policy Number: ADM-002

Subject: Information Technology Policy

Date Issued: 04/10/2025

I. OWNERSHIP & MANAGEMENT OF TOWN INFORMATION

All town owned computer systems, hardware, software, and any related systems and devices are the property of the Town of Urbanna. These include, but are not limited to, network equipment, email, documents, spreadsheets, calendar entries, appointments, tasks and notes which reside in part or in whole on any town computer system or equipment. Accordingly, information stored on such systems or devices is also town property and subject to review at any time. There is no privacy when using town computer resources, and employees have no expectation of privacy in the use of such resources. Electronic mail records are accessible by external IT staff to support system performance measurement, tuning, and troubleshooting and by the Town Clerk to ensure compliance with the Virginia Freedom of Information Act ("VFOIA"), the Privacy Protection Act, the Records Retention Act, and judicial subpoena.

II. TOWN-ISSUED LAPTOPS, COMPUTERS, AND MOBILE DEVICES

The Town of Urbanna provides staff with town-issued laptops, computers, and/or mobile devices. It is the responsibility of all users to ensure town data is safeguarded appropriately and to ensure the appropriate use, handling, and physical protection of all town-issued equipment. Users will have non-administrative rights to the device unless permission is granted in writing by the Town Administrator. Failure to comply with this policy associated with the use of laptops and mobile storage devices may result in disciplinary action up to and including termination.

A. Portable computer equipment - Portable computer equipment includes laptops, mobile devices including phones and tablets, and all other computer devices which may leave the town offices. Mobile workers must always connect via the town VPN to manage work products.

III. INTERNET, INTRANET, AND EMAIL USE

The town network, which includes internet and intranet access and the electronic mail (email) system, is the property of the Town of Urbanna. Accordingly, the town reserves the right to review any materials transmitted across or stored in computers attached to the network. Any work-related posting to the internet or intranet or email system is a professional communication representing the Town of Urbanna, staff, and citizens. The tone must be professional and the content must be accurate. Every internet posting and email message must be considered the same as a signed letter written on town letterhead.

A. Personal use - Employees may use town computer resources to access the internet and to transmit non-confidential email for appropriate non-work-related purposes on personal time in accordance with the conditions governing access as long as there is no effect on public business or job performance and such use is infrequent. This includes the use of personally owned electronic devices while at the workplace, whether connected to the town network or

using a town publicly accessible Wi-Fi connection. Personal time includes breaks, lunchtime, and the time before and after work. In areas where employees must share equipment or resources for network access, employees using the resources to fulfill job responsibilities always have priority over those desiring access for personal use.

B. Prohibited use - The following activities are prohibited on town computer resources:

1. Intentionally accessing, viewing, downloading, uploading, posting, or transmitting information that is abusive, offensive, harassing, threatens violence, or that discriminates on the basis of race, color, religion, gender, national origin, age, or disability.
2. Intentionally accessing, viewing, downloading, uploading, posting, or transmitting sexually explicit material. Sexually explicit material includes any description of or any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting nudity, sexual excitement, or sexual conduct of any kind.
3. Operating a business, soliciting money, product advertising, or conducting transactions for profit or personal gain.
4. Using town email systems excessively for personal use. Use of town email is intended primarily for official town business and personal use, if necessary, should be limited to incidental use and is subject to review and enforcement for abuse and misuse.
5. Gambling.
6. Arranging for the sale or purchase of illegal drugs, alcohol, or firearms.
7. Communication with elected representatives or public or political organizations via Town email to express opinions regarding political issues outside of work-related communications.
8. Solicitation for non-town sponsored organizations or functions.
9. Reproduction or transmission of any material in violation of any local, state, U.S., or international law or requirement, including material that does not comply with federal copyright laws, and copying or reproducing any licensed software, except as expressly permitted by the software license.
10. Using email to transmit sensitive information outside of the town network to external sources which may include information related to confidential matters, including, but not limited to: protected patient health information, criminal/juvenile records, personnel records, or records relating to legal matters, unless such information is encrypted using IST approved encryption methods and secure file transfer methods. All exchange of sensitive information with external partners requires execution of a Non-Disclosure Agreement (NDA) with the external partner.
11. Intentionally creating a computer virus and/or placing a virus on the town's network or any other network. Intentionally drafting, forwarding, or transmitting chain letters.
12. Attempts, whether successful or not, to gain access to any other system or user's personal computer data without the express consent of the other system or user.

13. Using the network, internet, intranet, or Email system in any fraudulent manner.
14. Intentionally circumventing security and control features associated with town filtering policies or other Internet policies by using publicly accessible Internet wireless networks (such as, Citizen Wi-Fi or others) from town devices for purposes other than approved, official town government business.
15. Disregarding appropriate application of email or Internet records retention guidelines for the management of town public records as defined in the Records Management Policy.
16. Downloading or installing software without approval.
17. Auto-forwarding of town email which constitutes official town government correspondence to a personal email account (such as Yahoo, GMAIL, or other internet based email accounts), which reduces the ability to routinely manage the content.
18. Forwarding of inappropriate email (such as politically sensitive or otherwise offensive jokes, chain letters, or other harassing or spam-like communications) of a personal nature representing a town correspondence to external Internet email addresses which has the potential to adversely affect the town's image, reputation, or Internet-based email ethics reputation.
19. Any other use of the network that violates Town of Urbanna policies or Code of Ethics.

IV. TOWN WEBSITE POLICY

The town's website is primarily for the purpose of providing information and resources to town citizens and employees about town actions, resources, and events. The Town of Urbanna is not a commercial internet service provider and it is not the intent of the town that its site be a public forum.

- A. Links to other websites** - All links to be added to the Town website must be requested in writing to the Town Clerk. Links will be authorized if the application relevant to the citizens of the town and the content is appropriate for all audiences.
- B. Disclaimer** - Information contained on websites that the Town of Urbanna website provides links to are maintained by other public and private organizations. Because the town cannot control or guarantee the accuracy, relevance, timeliness, or completeness of sites to which it links, the town cannot be responsible for their content. Further, the inclusion of pointers to particular items in hypertext is not intended to reflect their importance, nor is it intended to endorse any views expressed or products or services offered by the author of the reference or the organization operating the server on which the reference is maintained.

The town will remove a link if the link is no longer in service or access to the information has become difficult because of odd formatting, lengthy download times, or intrusive advertising. If a link has become inactive or if there is a question or concern, the user is to contact the Town Clerk so that removal of the link may be considered.

The town shall not enter into reciprocal link agreements without the consensus of the Urbanna Town Council.

V. POLICY FOR URL LINKS VISITED BY STAFF MEMBERS

URL links in emails pose a risk of linking to a malware site that could introduce security threats to the town's network. All staff members must be vigilant and ensure the sites they visit, especially those provided by an email or other link, is legitimate and safe. If you are in doubt, consult the Town Clerk. Some ways to spot false links:

- Slight misspelling of the organization's name. Examples: Urbana rather than Urbanna, Amzon rather than Amazon.
- Email comes from an unofficial source. Example: You receive an email from the Town Administrator, but the from line shows townadmin@urbana.com.

VI. SOCIAL MEDIA CREATION AND USAGE

The Town of Urbanna supports the controlled use of social media sites and tools to enhance communication about town resources and information to its residents and staff.

- A. Social media staff administrators** - Only authorized town representatives are permitted to post information on the town's social media sites. No one shall create a social media profile on behalf of the Town of Urbanna without written permission from the Town Administrator.

As of March, 2025, the only authorized Town of Urbanna social media presence is on Facebook - @Town of Urbanna, VA.

- B. Posts by members of the public** - Materials submitted by the public must be directly related to the topic of the site. Submission of materials by the public constitutes participation in a moderated discussion site and not a public forum.
- C. Materials covered by this policy** – Materials covered by this policy include not just comments, but also images and links to other sites. The town has the right, in its sole discretion, to post, remove, delete or choose not to post any materials on any social media sites created hereunder. The town reserves the right to remove any material that, in whole or in part, does not comply with this policy or applicable law. The town also reserves the right to remove material that (i) contains anything vulgar or sexually explicit; (ii) is spam; (iii) advocates or depicts illegal activity; (iv) targets or disparages any ethnic, racial, religious, gender or other type of group; (v) contains personal attacks of any kind; (vi) promotes private business ventures, services, or products; (vii) campaigns for public office or promotes a political organization; (viii) infringes on copyrights or trademarks; or (ix) is off topic.

In addition, the town reserves the right to remove material containing computer viruses or which otherwise may disrupt, damage or restrict the use of any computer software or hardware or telecommunications equipment.

Content that is designated as inappropriate by a social media staff administrator will be removed from public view, and a record of the content and the reason it was removed shall be retained pursuant to the appropriate records retention schedule.

- D. Social media for personal staff use:** Employees may use the town computer resources to access personal and private social media for appropriate non-work related purposes on

personal time in accordance with the conditions governing access as long as there is no effect on public business or job performance and such use is infrequent. This includes the use of personally owned electronic devices while at the workplace, whether connected to the town network or using a town publicly accessible Wi-Fi connection. Personal time includes breaks, lunchtime, and the time before and after work. In areas where employees must share equipment or resources, employees using resources to fulfill job responsibilities always have priority over those desiring access for personal use.

- 1. Inappropriate staff usage of personal social media or social media websites** - Such activities include, but are not limited to:
 - a. Posting proprietary, confidential, sensitive, or personally-identifiable information of the town, its staff, and its citizens.
 - b. Speaking on behalf of the Town of Urbanna, Urbanna Town Council, or any board, commission, or committee of the Town of Urbanna, or giving the impression of speaking for such when not authorized to do so by the Town Administrator or his designee(s).
 - c. Speaking on town-related issues in an unofficial capacity and failing to clarify one's unofficial role of not speaking on behalf of the town.

VII. CONFIDENTIAL INFORMATION

Confidential records are public records which are generally not made available for public inspection, due to reasons of federal, state, or town laws, ordinances, regulations, or court orders ensuring and requiring the privacy of information - usually of a personal nature- contained within them. If you are unsure if information is confidential, check with the FOIA Officer.

- A. Criteria for determining if a record should be maintained as confidential:** Criteria include, but are not limited to:
 - If the record could cause malicious harm to the physical well-being or reputation of the town government, staff, or citizens;
 - If the record could compromise public safety;
 - If the record would give an unfair advantage to one party in a commercial transaction;
 - If the record was created under an understanding of attorney-client privilege;
 - If the record has a bearing on an ongoing internal, civil, or criminal investigation or audit;
 - If the record is protected under one or more federal, state, or local laws, regulations, or ordinances;
 - If the record contains personal healthcare information;
 - If the record contains information of a personal nature that could be linked to or traced to a person.
- B. Examples of confidential records:** Confidential records include, but are not limited to, records containing the following information:

- Personal identifying information including social security numbers, street address, city, town, zip code, phone number, fax number, email address, IP address, etc.
- Dates (except year) related to an individual
- Certificate/license numbers
- Vehicle ID and serial numbers
- Device IDs and serial numbers
- Full face images
- Payment guarantor's information
- Individual financial information
- Attorney/client privileged records
- Information required to be protected by contract
- Tax returns

C. Examples of confidential employee records: Confidential employee records include, but are not limited to, records containing the following information:

- Social Security number
- Date of birth
- Financial account information including payroll information
- Home address or personal contact information
- Performance reviews
- Specific benefit selections
- Sexual harassment complaints/investigations/findings
- Employee Relations records
- Drug and Alcohol testing information
- Background investigations
- Grievance information
- Discrimination complaints/investigations/findings

IX. DISCIPLINARY ACTION FOR VIOLATION OF THIS ADMINISTRATIVE PROCEDURE

A. Sexually explicit material - Any employee who intentionally receives, accesses, views, transmits, or downloads sexually explicit material from the internet on town computer equipment will be disciplined up to and including termination. Persons subscribing to an email list will be viewed as having solicited any material delivered by the list, as long as that material is consistent with the purpose of the list. Likewise, persons conducting a search on the internet will be viewed as seeking any results generated by the search, as long as that material is consistent with the search.

- B. Computer crimes** - Any employee who commits or is convicted of a crime related to the use of town computer equipment shall be disciplined up to and including termination.
- C. Policy violation** - Any employee who violates any provision of this policy, unless required to do so as part of his or her assigned and authorized job responsibilities, shall be disciplined in the following fashion:
1. Any employee whose use of Urbanna Town's computer resources results in damage to those resources will be required to reimburse the town for the cost of repair and reconfiguration, as well as the hours required for the repair work, and costs associated with replacing necessary hardware or software. Where damage occurs as the result of inadvertent actions, without the intent to cause damage, the employee causing the damage will not be asked to reimburse for such damage.
 2. In determining the appropriate disciplinary action to be taken against an employee under this policy, supervisors shall apply the standards set forth in the Personnel Policies of the town for appropriate situational discipline and shall ensure that the employee Code of Ethics is maintained. In addition, supervisors shall consider the nature of the employee's job responsibilities, and the legality or illegality of the violation in determining the appropriate disciplinary action, which may include any:
 - a. Suspension of access to email or internet services.
 - b. Restitution or reimbursement for the hours used to conduct personal business on town computer resources in violation of this policy.
 - c. Termination of employment.



TOWN COUNCIL

Agenda Item Summary FOR ALL REGULAR MEETINGS

Agenda Item: 13 – PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

Agenda Item: 14 – COUNCIL RESPONSE TO PUBLIC COMMENT 2

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 15 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.