

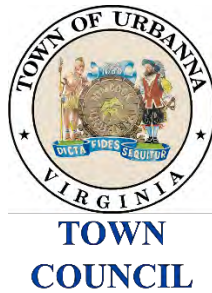


**Urbanna Town Council  
REGULAR MEETING  
Thursday, July 10, 2025 - 6:00pm  
Town Council Chambers - 390 Virginia St. Suite B  
Urbanna, Virginia**

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## 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. June 12, 2025 Regular Meeting Draft Minutes
  - b. June 26, 2025 Work Session Draft Minutes
7. Reports
  - a. Staff Reports
    1. Town Administrator
    2. Treasurer
    3. Town Clerk
  - b. Committee Reports
    1. Finance
    2. Water
    3. Events
    4. Personnel
8. Public Comment 1
9. Council Response to Public Comment 1
10. New Business
  - a. **Resolution 2025-012:** Recognition of the 250<sup>th</sup> Anniversary of the Urbanna Post Office
  - b. **Resolution 2025-013:** Authorization to Sign Service Agreement Between the Middle Peninsula Planning District Commission and the Town of Urbanna for the Regional Water Supply Plan and Appropriation of Funds to Pay for Same
11. Public Comment 2
12. Council Response to Public Comment 2
13. Council Announcements & Requests
14. Closed Meeting
  - 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)
15. Adjourn or Recess



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

**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**

**JULY 10, 2025**

**Agenda Item: 6 – APPROVAL OF MINUTES**

- a. June 12, 2025 Regular Meeting Draft Minutes
- b. June 26, 2025 Work Session 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.

**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 JUNE 12, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 12th day of June, 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	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Absent

**Others Present:**

Ted Costin, Town Administrator  
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. 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. SPECIAL PRESENTATION TO THE WINNER OF THE 2025 JOHN MITCHELL ESSAY CONTEST – CADEN SPURLOCK**

Peni Roberts of the Friends of Urbanna introduced the winner of the 2025 John Mitchell Essay Contest, Caden Spurlock. She said the essays were judged on the facts, conceptualization of those facts, structure, and grammar. Fifteen essays were received. Council congratulated Mr. Spurlock for his exceptional essay.

## **AGENDA ITEM 7. APPROVAL OF MINUTES**

### **6a. May 8, 2025 Draft Minutes**

### **6b. May 22, 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 8. REPORTS**

### **8a. STAFF REPORTS**

#### **8a.1. Town Administrator**

Mr. Costin presented his report. He said he heard from VDH regarding closing out the BIG grant and has asked for an extension.

He said the old street signs are being removed and collected. Once they are all in, they will be itemized and put up for blind bid to the public. He noted some signs had already been removed by the public and said they could return them to Town Hall with no questions asked.

Councilmember Chowning asked about the status of Well 6. Mr. Costin said the drop pipe must be pulled and resealed, then the system will go through testing again.

Councilmember Hanson asked if citizens could be notified the next time there is a hydrant flushing as it caused a great drop in water pressure. Mr. Costin said he will contact the VFD to make sure they notify the Town in advance next time so that the public can be alerted.

#### **8a.2. Treasurer**

Ms. Hutton was not present. Council had no questions regarding the report.

#### **8a.3. Town Clerk**

Ms. Branch presented her report. She said she had attended the VML Small Towns Conference and provided a synopsis to Council earlier in the week.

### **8b. COMMITTEE REPORTS**

#### **8b.1. Finance Committee**

Mayor Goldsmith said the Finance Committee met to discuss changes to the FY25-26 budget including the request from Urbanna Main Street. Councilmember Courtney asked if the Taber Fund could be used. Mayor Goldsmith said no; it did not fit the parameters. Councilmember Courtney asked if they couldn't find more in the budget to give to Main Street. Mayor Goldsmith said no; it was very tight. Councilmember Hanson said she didn't understand why Main Street was considered not to be within the Taber Fund parameters but appreciated the funds that were given. Councilmember Chowning said Main Street was not for the benefit of all citizens of Urbanna but agreed that it is an important program that the Town should support. Councilmember Austin asked why money couldn't be used from Meals Tax. Mayor Goldsmith said those funds were spread out over other things and there was just nothing there to take. Councilmember Chowning said any amounts collected over the budgeted Meals Tax revenue projections should go to Main Street. Councilmember Austin said it is important to support Main Street and give them a chance to operate. The Mayor noted the decrease in real estate tax from previous years made the budget

very tight. Councilmember Courtney said the economic development Main Street could bring would raise everything.

### **8b.2. Water Committee**

The Water Committee did not meet.

### **8b.3. Personnel Committee**

The Personnel Committee did not meet.

### **8b.4. Events Committee**

Councilmember Justice said the Second Saturday event will be held June 14, 2025 featuring Ray Pittman and Small Town Burger. She said the decision on canceling the event due to the potential adverse weather will be made and announced Saturday morning. The Independence Day events are scheduled for July 5<sup>th</sup> at Upton's Point Marina and will include a boat parade beginning at 6pm, US Fleet Forces Band from 7:30-9pm, drone show from 9-9:15pm (launched from Rosegill), and concessions beginning at 4pm including Strawberry Street Concessions and Wild Bill's Soda.

## **AGENDA ITEMS 9 & 10. PUBLIC COMMENT 1 AND COUNCIL RESPONSE 1**

Mayor Goldsmith opened the public comment period and said comments regarding the FY25-26 Budget and Special Use Permit 2025-01 could not be taken because those public hearings have been closed.

Megan Hall, Amy Denney, and Sarah Jane Wyatt of Urbanna Main Street spoke of their support for the Northern Neck Native Plant proposal for Payne's Landing. Ms. Hall said Main Street will help prepare and maintain the site and another group has offered to help. Main Street also offered to pay for the necessary signage.

Amy Denney of Virginia Street thanked Council for the budgeted amount to Main Street. She said the portable toilets next to the playground are very stinky and asked if they could be removed or moved. Councilmember Austin said one of them would be removed soon. Councilmember Justice said they used to be located near the woods and should be moved there.

Lisa Wiggins of Colorado Avenue said she had no comment at this time.

Bill Mayo of Rappahannock Street said the Payne's Landing land should not be sold or given away. He said it's been talked about for 25 years and needs to be done. He also said the boat ramps were for the town folks and not the public.

Vicki Satterwhite said she was disappointed to hear that Sweet Justice was not invited back to the Oyster Festival. She said they bring in hundreds of people from all over. Councilmember Courtney said to contact the Oyster Festival Foundation as they are the organizers of the festival.

## **AGENDA ITEM 11. UNFINISHED BUSINESS**

### **11a. Ordinance 001-2025: SUP 2025-01, Hallinski Properties LLC**

Mr. Costin said Council was given two written comments concerning the SUP which were received by neighbors. He noted that Council has one year from the date of the application to act.

**Councilmember Hanson made a motion to defer the vote on Ordinance 001-2025 to the July 25, 2025 Council meeting. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

Counsllor Erard said there would need to be another public hearing and advertisement.

**11b. Resolution 2025-008: FY25-26 Budget Approvals and Appropriations**

Mr. Costin said Council would need to first approve an amendment if they wished to create a new line item for Urbanna Main Street. Mayor Goldsmith said the Finance Committee recommends the new line item.

**Councilmember Hanson made a motion to amend the Fiscal Year 2025-2026 Budget by moving \$1,000 from line item 100-8100-5510, Promotional Requests to a new General Fund line item, 100-81100-5550, Urbanna Main Street. Councilmember Austin seconded. The Mayor called for any discussion. The members were polled:**

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

**The motion passed 6-0 with 1 absent.**

**Councilmember Austin made a motion to approve Resolution 2025-008 as amended, approving and appropriating the Town of Urbanna Operating Budgets and Capital Improvement Program for Fiscal Year 2025-2026. Councilmember Justice seconded. The Mayor called for any discussion. The members were polled:**

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

**The motion passed 6-0 with 1 absent.**

## **RESOLUTION 2025-008**

### **FY2025-2026 BUDGET APPROVALS & APPROPRIATIONS FOR THE TOWN OF URBANNA OPERATING BUDGETS AND CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS** the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes; and

**WHEREAS** a Public Hearing, advertised in accordance with Code of Virginia §15.2-2506, was held on May 22, 2025 to accept comment from the general public; and

**WHEREAS** it is necessary to approve the FY2025-2026 budget and appropriate sufficient funds for the contemplated expenditures as contained in the FY2025-2026 budget;

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

#### **SECTION 1**

The following amounts aggregating \$1,238,193.80 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

#### **SECTION 2**

It is the intent of the Urbanna Town Council that all taxes levied during FY2025-2026 be appropriated for FY2025-2026.

#### **SECTION 3**

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

#### **SECTION 4**

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

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

#### **SECTION 5**

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2025 shall be an amendment to the adopted budget and shall be reappropriated to the 2025-2026 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

#### **SECTION 6**

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



**SECTION 7**

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

**SECTION 8**

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

**SECTION 9**

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

**SECTION 10**

All appropriations are declared to be maximum, conditional, and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2026, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2026.

**SECTION 11**

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

**SECTION 12**

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

**SECTION 13**

This Resolution shall be effective on and after July 1, 2025.

**DONE** this 12th day of June, 2025.

GENERAL FUND - REVENUE		FY2025-2026
100-11010-0001	Current Real Estate Taxes	260,000.00
100-11020-0001	Public Service Corp Taxes	3,100.00
100-11030-0001	Current Year Personal Property	9,000.00
100-11060-0001	Penalties	200.00
100-11060-0002	Interest Taxes	500.00
	<b>Subtotal Taxes</b>	<b>272,800.00</b>
100-12010-0001	State Sales Tax	30,000.00
100-12020-0001	Consumer Utility Tax	2,500.00
100-12030-0001	Business License Tax	7,500.00
100-12050-0001	Motor Vehicle License Tax	9,500.00
100-12060-0001	Bank Franchise Tax	45,000.00

100-12100-0001	Lodging Tax	25,000.00
100-12110-0001	Meals Tax - Local	180,000.00
100-12110-0003	Oyster Festival Meals Tax	18,000.00
100-12110-0006	Oyster Festival Business License	21,000.00
100-12160-0001	Communication Sales & Use Tax	2,000.00
	<b>Subtotal Other Local Taxes</b>	<b>340,500.00</b>
100-13030-0006	Zoning Advertising Fees	500.00
100-13030-0007	Zoning & Subdivision Permits	1,800.00
100-13030-0033	Golf Cart Registration	3,000.00
100-15010-0001	Interest Operating Account	15,000.00
100-15020-0001	Rental of Property	45,000.00
	<b>Subtotal Permits &amp; Fees</b>	<b>65,300.00</b>
100-16120-0001	Annual Pool Memberships	15,000.00
100-16120-0002	Daily Pool Fees	2,000.00
100-16120-0003	Pool Parties	500.00
	<b>Subtotal Marshall Community Pool</b>	<b>17,500.00</b>
100-18990-0001	Donation Visitor's Center	600.00
100-18990-0013	Visitor's Center Merchandise Donations	1,000.00
100-18990-0021	Misc Revenue	500.00
100-18990-0040	Cat's Meow	200.00
110-15010-0001	Interest on Bank Dep -Historic Trust	1,500.00
110-18990-0001	Donations (MOM Grant)	5,000.00
	<b>Subtotal Museum &amp; Visitor's Center</b>	<b>8,800.00</b>
100-22010-0009	PPTRA	6,000.00
100-41500-0100	Transfer In (From Marina)	16,443.80
100-24040-0012	Fire Program Funds	15,000.00
130-18990-0055	Banners & Flags	2,000.00
132-02020-2200	Second Saturdays - Merchandise Donation	200.00
132-02020-2222	Second Saturdays - Sponsors	5,000.00
	<b>Subtotal Other</b>	<b>44,643.80</b>
	<b>GENERAL FUND TOTAL REVENUE</b>	<b>749,543.80</b>
The real estate property tax rate will remain at \$0.21 per \$100 assessed value.		
The personal property tax rate will remain at \$0.37 per \$100 assessed value.		
<b>GENERAL FUND - EXPENSES</b>		<b>FY2025-2026</b>
100-11100-5510	Mileage	100.00
100-11100-5540	Convention & Education	1,000.00
100-11100-5810	Dues & Memberships	20,105.00
	<b>Subtotal Town Council</b>	<b>21,205.00</b>
100-11200-1100	Salaries & Wages - Regular	35,226.00
100-11200-2100	FICA	3,205.56
100-11200-2210	VRS	1,341.12
100-11200-2300	Hospital/Medical	14,000.00
100-11200-2400	Group Insurance Life	690.00
	<b>Subtotal Town Treasurer</b>	<b>54,462.68</b>
100-11300-1100	Salaries & Wages - Regular	56,650.00
100-11300-2100	FICA	5,172.00
100-11300-2210	VRS	550.08
100-11300-2300	Hospital/Medical	14,000.00
100-11300-2400	Group Insurance Life	1,089.00
	<b>Subtotal Town Clerk</b>	<b>77,461.08</b>
100-12110-1100	Salaries & Wages - Regular	87,550.00

100-12110-2100	FICA	7,967.00
100-12110-5510	Mileage	8,400.00
	<b>Subtotal Town Administrator</b>	<b>103,917.00</b>
100-12210-3150	Legal Services	27,000.00
100-12240-3160	Audit	5,000.00
100-12500-3000	Computer/Tech Support	15,000.00
100-12500-3001	Web Hosting and Maintenance	2,500.00
100-12500-9050	Edmunds Annual Fees/Support	10,000.00
	<b>Subtotal Professional Services</b>	<b>59,500.00</b>
100-12600-1300	Part-Time Assistant	2,358.00
100-12600-2100	FICA	228.00
100-12600-2600	Unemployment Insurance	800.00
100-12600-3310	Repairs & Maintenance	2,000.00
100-12600-3600	Procedural Advertising	7,500.00
100-12600-5110	Electrical Service	5,500.00
100-12600-5210	Postal Services	3,000.00
100-12600-5230	Telecommunications & Cell Phones	9,000.00
100-12600-5300	Insurance VML	19,000.00
100-12600-5510	Mileage	300.00
100-12600-5530	Meals & Lodging	1,000.00
100-12600-5540	Convention & Education	1,500.00
100-12600-5801	Miscellaneous	1,500.00
100-12600-5810	Dues & Association Memberships	1,500.00
100-12600-6001	Office Supplies	4,000.00
100-12600-6002	Food Supplies & Food Service	300.00
100-12600-6005	Housekeeping/Janitorial Supplies	500.00
100-12600-6012	Books & Subscriptions	1,000.00
100-12600-8102	Furniture & Fixtures	200.00
100-12600-8106	Sewer Charges	500.00
100-12600-8107	EDP Equipment	10,000.00
100-12600-9310	Hazardous Mitigation Plan	400.00
100-12600-9300	General Admin Expense Other	1,000.00
100-12600-9400	Rent	40,032.00
	<b>Subtotal Other Admin Services &amp; Expenses</b>	<b>113,118.00</b>
100-32200-5612	Fire Department Grant	15,000.00
100-33300-3000	Reverse 911 Services	500.00
	<b>Subtotal Public Safety</b>	<b>15,500.00</b>
100-42300-1900	Refuse Contract	90,600.00
100-42300-3310	Repairs & Maintenance	5,000.00
100-42300-5110	Electrical Service - Street/Bridge/Event	11,000.00
100-42300-6030	Garbage Supplies	100.00
	<b>Subtotal Public Works</b>	<b>106,700.00</b>
100-71100-3310	Repairs & Maintenance	3,000.00
100-71100-5110	Electrical Service - Playground/Pavilion	500.00
100-71100-6002	Bristow Pavilion	100.00
100-71100-6003	Landscape & Gravel	5,000.00
100-71100-6006	Landscape Contract Services	19,000.00
100-71100-6007	Repairs & Maintenance Supplies	1,800.00
100-71100-6008	Vehicle & Powered Equipment Fuels	1,200.00
100-71100-6009	Vehicle & Powered Equipment Supp	500.00
100-81100-5841	Taber Park Potty	3,000.00

	<b>Subtotal Parks &amp; Rec</b>	<b>34,100.00</b>
100-71320-3315	Chemicals	1,000.00
100-71320-3320	Maintenance Service Contracts	62,700.00
100-71320-3600	Advertising	150.00
100-71320-5110	Electrical Service Pool	2,000.00
100-71320-6014	Other Operating Supplies	50.00
100-71320-8102	Furniture & Fixtures	500.00
100-71320-8106	Sewerage Charges	500.00
	<b>Subtotal Marshall Community Pool</b>	<b>66,900.00</b>
100-81100-3600	Advertising (Rivers Realm)	5,000.00
100-81100-3607	Procedural Advertising	500.00
100-81100-5510	Promotional Requests	500.00
100-81100-5550	Urbanna Main Street	1,000.00
100-81100-5840	Founders Day	2,500.00
100-81100-5842	July 4th Celebration	15,000.00
100-81100-5870	MITS / Blue Water Trail	1,500.00
100-81100-9600	Christmas Decorations	1,000.00
100-81600-3800	Trolley Purchase of Services	8,600.00
	<b>Subtotal Community Development</b>	<b>35,600.00</b>
100-81110-1400	OF Bus Lic Reimburse Police Servi Agrmnt	21,000.00
100-81110-3600	Advertising	150.00
100-81110-3800	Permits	100.00
	<b>Subtotal Oyster Festival</b>	<b>21,250.00</b>
100-81700-1300	Salaries & Wages - Part Time	10,529.78
100-81700-2100	FICA	800.26
100-81700-3310	Repairs & Maintenance	5,000.00
100-81700-3320	Security Contracts	4,000.00
100-81700-5110	Electrical Service Museum	1,900.00
100-81700-5230	Telecommunications	1,000.00
100-81700-6007	Repairs & Maintenance Supplies	500.00
100-81700-6015	Merchandise for Resale	1,000.00
100-81700-8102	Furniture & Fixtures	100.00
100-81700-8105	Sewerage Charges	300.00
100-81700-8106	Supplies - Special Events & Other	1,000.00
<b>110-43100-5410</b>	<b>Museum Expense</b>	<b>6,500.00</b>
	<b>Subtotal Museum &amp; Visitor's Center</b>	<b>32,630.04</b>
130-81100-5850	Banners & Flags Lamp posts	2,000.00
132-13200-1000	Second Saturdays - Advertising	200.00
132-13200-3000	Second Saturdays - Entertainment	3,000.00
132-13200-4000	Second Saturdays - Security	2,000.00
	<b>Subtotal Self-Funding Events</b>	<b>7,200.00</b>
	<b>GENERAL FUND TOTAL EXPENSE</b>	<b>749,543.80</b>
<b>UPTON'S POINT MARINA</b>		<b>FY2025-2026</b>
140-15020-0003	Marina and Transient Fees	70,000.00
140-15020-0005	Oyster Festival Boat Slip Fees	5,000.00
140-15020-0006	Laundry	1,000.00
140-15020-0008	Ice Sales	750.00
140-15020-0009	Facilities Pumpout-User-Oyster Boat	400.00
140-15020-0010	Ramp Fees	1,500.00
	<b>UPTON'S POINT MARINA TOTAL REVENUE</b>	<b>78,650.00</b>

140-43100-1300	Part-time Salaries & Wages	27,593.49
140-43100-2100	FICA	2,097.11
140-43100-3310	Repairs & Maintenance	10,215.60
140-43100-5110	Electrical Service - Marina	12,000.00
140-43100-5230	Telecommunications	2,300.00
140-43100-5300	Insurance	1,700.00
140-43100-6001	Office Supplies	300.00
140-43100-6007	Repairs & Maintenance Supplies	1,000.00
140-43100-6009	Dues and Subscriptions	200.00
140-43100-6100	Other Operating Supplies	17,443.80
140-43100-6200	Ice	300.00
140-43100-8103	Sewerage Charges	3,000.00
140-43100-8104	Propane (Hot Water)	500.00
<b>UPTON'S POINT MARINA TOTAL EXPENSE</b>		<b>78,650.00</b>

**WATER FUND****FY2025-2026**

500-15010-0001	Interest Earned Fund 500	3,000.00
500-15010-0002	Water Fund Reserve	0.00
500-17010-0001	Water Sales Charges	375,000.00
500-17010-0005	Water Connections	0.00
500-17010-0015	Other	0.00
500-17010-0016	Water Shut Off Fee	2,000.00
<b>WATER FUND TOTAL REVENUE</b>		<b>380,000.00</b>

**The in-town bi-monthly water rate schedule for FY2025-2026 is as follows:**

Minimum Usage 6,000 Gallons     \$ 54.71  
Over 6,000 Gallons                 \$ 5.08 per thousand gallons

**The out-of-town bi-monthly water rate schedule for FY2025- 2026 is as follows:**

Minimum Usage 6,000 Gallons     \$ 87.23  
Over 6,000 Gallons                 \$ 8.40 per thousand gallons

500-46100-1300	Salaries & Wages - Reg	99,852.00
500-46100-2100	FICA	8,176.00
500-46100-2210	VRS Retirement	2,142.00
500-46100-2300	Hospital/Medical	14,000.00
500-46100-2400	Group Insurance Life	1,267.00
500-46100-3000	Contractual Operator Services	16,000.00
500-46100-3100	Operating License (State)	2,250.00
500-46100-3150	Legal Services	2,700.00
500-46100-3310	Repairs & Maintenance	30,000.00
500-46100-3320	Water Tower Service Contract	16,000.00
500-46100-4320	Generator Service Contract	1,200.00
500-46100-4500	VA811 Tickets	400.00
500-46100-5110	Electrical Service - Water	10,000.00
500-46100-5120	Chemicals and Supplies	5,000.00
500-46100-5140	Rent of Space in Town Hall	12,000.00
500-46100-5150	Computer/IT Support	3,000.00
500-46100-5230	Telecommunications	700.00
500-46100-5510	Mileage	100.00
500-46100-6007	Repair & Maintenance Supplies	4,000.00
500-46100-6008	SCADA Service/Monitor	2,600.00
500-46100-6009	KAMSTRUP Annual Support	500.00

500-46100-6010	Cartagraph	3,250.00
500-46100-6030	DEQ State Permit	35,000.00
500-46100-9500	Distribution System Upgrade	49,863.00
500-95000-0100	Debt Service (Loan Interest)	60,000.00
	<b>WATER FUND TOTAL EXPENSE</b>	<b>380,000.00</b>
<b>TABER FUND</b>		<b>FY2025-2026</b>
710-15010-0002	Revenue - Taber Fund	30,000.00
	<b>TABER FUND TOTAL REVENUE</b>	<b>30,000.00</b>
710-32100-5610	Contribution to Library	10,000.00
710-32200-5610	Vol Fire Dept Contribution	10,000.00
710-32300-5610	Rescue Squad Contribution	10,000.00
	<b>TABER FUND TOTAL EXPENSE</b>	<b>30,000.00</b>
	<b>GRAND TOTAL FY2025-2026 REVENUES</b>	<b>1,238,193.80</b>
	<b>GRAND TOTAL FY2025-2026 EXPENSES</b>	<b>1,238,193.80</b>

### **11c. Payne's Landing at VA Street Terminus Native Plant Proposal – Don Georgette**

Mr. Costin presented an offer from Don Georgette from Northern Neck Native Plant Company to plant and restore Payne's Landing and to monitor and replace the plants as needed for one year.

Mr. Georgette said he focuses on plants native to the area, mainly grasses and pollinators. He said his niche is small projects and he has a passion for rural financial stability and retaining public access to and public ownership of land. He said revenue could be generated through plant sales with 15% of the gross sales given to Urbanna Main Street for signage and their continued maintenance of the plantings. He said with the current popularity of planting natives, the sales also draw people to town. He said the timing is perfect to begin planting now.

Mr. Georgette proposed to plant along the left side of the swale now, which would allow for Docks of the Bay to continue their work on the Oyster Bay Condominium Association's bulkhead installation. He would need 3-4 days to get the tidal grasses but has the other needed plants in stock. He proposed planting pollinators along the fence line since there are already some native pollinators there. He said there would need to be markings to protect the plantings from people wishing to launch kayaks from the site. He also said there would be an opportunity to replace the town planters and bump-outs with natives if desired.

Councilmember Austin asked if the plantings would stop the erosion into the creek. Mr. Georgette said the tidal grasses will help and they could also possibly add some terracing. Councilmember Austin asked if they would build a dune. Mr. Georgette said that is not in his skill set. Councilmember Austin asked how the plantings would impact the view of the water. Mr. Georgette said the grasses would grow 2-6 feet depending on the nutrition they derived from the soil/sand. He said the view would be enhanced, not inhibited.

Councilmember Hanson said Main Street has applied for a grant to pay for the wayfinding signs.

Taylor Ovide, Coastal Resilience Planner with the Middle Peninsula Planning District Commission (MPPDC) said the previously discussed Flexamat option would likely no longer be viable if the

planting occurs now. He said he received the grant agreement from DEQ this morning saying funding is available, but it has not been fully executed yet.

Councilmember Hanson asked if rocks would no longer be necessary if grasses are planted. Mr. Ovide said not necessarily; a sill could be installed in front of the plantings.

Councilmember Chowning asked how long it will take to have the grant agreement finalized. Mr. Ovide said it's not a very fast process. It depends on the MPPDC vote.

Mr. Costin said he discovered that the land was being used by Docks of the Bay again as a staging area and construction parking for the project they are doing for the condos. He spoke with the construction manager and told them to remove their equipment. He reached out to Docks of the Bay to remediate the damage but hasn't heard back from them but did notice they had smoothed the land.

Councilmember Austin said they used the land before, tore it up, and refused to fix it. Councilmember Hanson asked if they could use a barge to do their work. Mr. Costin said he didn't know.

Councilmember Courtney said she was discussing the issue with Susan Armentrout, who happened to know of Northern Neck Native Plant Company because of a project they are working on for her. Ms. Armentrout reached out to them and was instrumental in Mr. Georgette's proposal to the Town.

Councilmember Austin said the land should be surveyed again just to be sure everything is marked correctly since the fence was moved and the previous survey markers had been removed.

**Councilmember Austin made a motion to authorize the Town Administrator to engage Bay Design to perform a survey on the land. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

**Councilmember Austin made a motion to accept the no cost offer of Northern Neck Native Plant Company to initially plant and restore the land owned by the town and known as Virginia Street Terminus or Payne's Landing off Oyster Road situated between the Oyster Harbor Condominiums and the Montague Marina with plants identified in their proposal with the following conditions attached:**

- **Before planting submit a design sketch to the Town Administrator that allows for pedestrian access and emergency vehicle access to the Condominium property,**
- **Allow for plant sales to finance an informational placard to be posted on the site subject to council's review, and**
- **No requirement for the town to actively engage as a member of any group.**

**The Mayor called for any discussion. Councilmember Courtney said the Town needs a written agreement from Docks of the Bay that they will fix what they've done to the land and not cause further damage. All were in favor with none opposed.**

**The motion passed 6-0 with 1 absent.**

**AGENDA ITEM 12. NEW BUSINESS**

**12a. Use of Taber Fund for Playground Equipment Repair**

Mr. Costin said exposure to weather and normal use has degraded some of the playground equipment at Taber Park. Local repairs are no longer feasible and the original supplier has given options for replacement or repair.

Councilmember Hanson asked if repair will remedy the situation. Mr. Costin said yes.

Councilmember Austin asked if Taber Funds could also be used to install the sliding board at the pool. Mayor Goldsmith said he'd refer it to the Finance Committee for discussion.

**Councilmember Hanson made a motion to authorize the Mayor of Urbanna to direct \$8,425 be taken from Taber Fund and put to repair of existing playground equipment at Taber Park employing Playground Specialists, Inc. of Thurmont, Maryland. 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 ITEMS 13 & 14. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2**

Kristi Anzivino of Howard Street said her questions had already been answered.

**AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS**

There were no announcements or requests.

**AGENDA ITEM 16. CLOSED MEETING**

**16.a. Motion to Convene Closed Meeting**

**Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(8) of the Code of Virginia for consultation with the Town Attorney regarding a specific legal matter – SUP-01/181 West Avenue. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

**16.b. Motion to Reconvene in Open Session**

**16.c. Certification of Closed Meeting**

**Councilmember Austin made a motion to reconvene in open session and certify that only those matters identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council. Councilmember Hanson seconded. The members were polled:**

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



## **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 12th day of June, 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 12th day of June, 2025.

#### **16.d. Action on Closed Meeting**

There was no action taken as a result of the Closed Meeting.

#### **AGENDA ITEM 17. ADJOURN OR RECESS**

**Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 8:04pm.**

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

**Approved by Council:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Christine H. Branch, Town Clerk

**DRAFT MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF JUNE 26, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 26th day of June, 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 6:01pm.

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

Not necessary.

**AGENDA ITEM 3. ROLL CALL OF MEMBERS**

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

**Others Present:**

Ted Costin, Town Administrator  
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 5-0 w/2 absent.**

**AGENDA ITEM 6. PUBLIC HEARING & ACTION - ORDINANCE 002-2025: ESTABLISH FY25/26 BI-MONTHLY RESIDENTIAL & COMMERCIAL WATER RATES**

Mr. Costin presented the proposed water rates which the FY25-26 budget was based upon. He said the fiscal impact of the rate increases is an in-town increase of \$13,216 and an out-of-town increase of approximately \$4,000 in revenue.

Mayor Goldsmith opened the public hearing.

Ginny Sawkins of Chandler Avenue asked if there was any updated information on the state of the aquafer. Mayor Goldsmith said he didn't have the information with him but that the quantity is ok. Councilmember Chowning said public health has been improved.

There being no further public comment, Mayor Goldsmith closed the public hearing.

Councilmember Austin made a motion to adopt Ordinance No. 002-2025 raising the Town of Urbanna bi-monthly Residential & Commercial Water Rates for in-town customers to \$54.71 for minimum usage up to 6000 gallons, and \$5.08 per 1000 gallons over 6000; and for out-of-town customers to \$87.23 for minimum usage up to 6000 gallons, and \$8.40 per 1000 gallons over 6000; both effective July 1, 2025. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

**ORDINANCE 02-2025 (Uncodified)**  
**ESTABLISH FY25/26 TOWN OF URBANNA**  
**BI-MONTHLY RESIDENTIAL & COMMERCIAL WATER RATES**

**WHEREAS** the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes which includes the Bi-Monthly Residential and Commercial Water Rates; and

**WHEREAS** the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on June 26, 2025 to accept comment from the general public; and

**WHEREAS** it is necessary to approve the FY2025-2026 Bi-Monthly Residential and Commercial Water Rates;

**NOW THEREFORE BE IT ORDAINED** by the Urbanna Town Council that the FY25/26 Bi-Monthly Residential and Commercial Water Rates are as follows:

**In-Town Bi-Monthly Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$49.74 Minimum	\$54.71 Minimum
6,001 & Up	\$4.62/1,000 gal over 6,000	\$5.08/1,000 gal over 6,000

**Out-of-Town Bi-Monthly Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$83.08 Minimum	\$87.23 Minimum
6,001 & Up	\$8.00/1,000 gal over 6,000	\$8.40/1,000 gal over 6,000

This Ordinance shall take effect on and after July 1, 2025.

**ADOPTED** this 26th day of June, 2024.

**AGENDA ITEM 7. PUBLIC COMMENT**

Ian Frost of Chandler Avenue said the contractor building a house at the corner of Cross and Chandler is using private property as storage for their equipment. He said they have disturbed the land, tracked dirt all over the road, and created a hardship for neighbors. They also downed some of his trees while clearing the lot and cut through the internet lines. He said the neighbors pay for the maintenance and upkeep of the gravel portion of Chandler Avenue. The town's water line installation contractor also came and tore up the road without giving notice to residents that their driveways would be blocked and their water would be shut off. He said he also asked the

contractor about pressure and capacity and has received no reply. No agent for the town has come out to inspect the work being done by either contractor. Mr. Frost said the gravel portion of Chandler is a platted road with no recorded owner. He asked who is supposed to be responsible for maintaining the road and asked Council to require the contractors to return the road to its original condition and spread #57 stone. He also asked Council to take over the maintenance of the road.

Ginny Sawkins of Chandler Avenue spoke of the same issues with the road and asked Council to require the contractors to clean up the mess and repair the damage they've done. She said the town's water line contractor did not give her notice that her drive would be blocked and her water shut off. She said the contractors have also disturbed the root system of an 80 ft. pine tree on her property and she is concerned this will kill the tree and put it at risk of falling on her home and/or garage. She said the neighbors should not have to pay to repair the damage done to the road and asked Council to assume maintenance of the gravel portion of the road.

Helen DeVries of Chandler Avenue said the road is a mess and the contractors are not following any policies. She wants Council to have the road returned to its original condition. She said the town needs a policy to oversee contractors which includes notifying neighbors. She was also concerned about the water being turned off and has questions about the pressure with the addition of the new home.

George DeVries of Chandler Avenue said it's unbelievable to him that no one takes responsibility for a piece of property. He said he believed the same was true of Cemetery Lane. He said there needs to be someone other than neighbors policing the area to make sure contractors follow the rules. He asked Council to ensure the road is restored to its original state with #57 gravel. He noted that no other neighbors in the town have to maintain their roads.

#### **AGENDA ITEM 8. COUNCIL RESPONSE TO PUBLIC COMMENT**

Mr. Costin said he performed some deed research and found that the road is part of the subdivision which started being built in 1956. He has asked Lee McKnight with VDOT to find out why it wasn't taken into their system when the other town roads were. He said it may not have qualified at the time due to the number of houses on it, which has since increased. He said the property owners have rights to the road.

Mr. Costin said he called the contractor over two issues after calls from neighbors regarding a dumpster in the road and the location of port-o-potties. He said there has been some monitoring and noted that the town is only equipped to act on a complaint basis due to inadequate staffing. He said the town's standard practice for new water lines is to put gravel down once the road has settled. This is paid for by the hookup fee.

Councilmember Justice asked how long it takes for the road to settle. Mr. Costin said it depends on weather and the amount of traffic on the road.

Mr. Costin noted that he is aware of the condition of the Taber Park parking lot and is holding off on gravel until the well has been removed so as not to have to pay for it twice.

Mr. Costin said he will call the contractor and ask him to move his equipment and do a better job of cleaning up the road.

## **AGENDA ITEM 9. WORK SESSION MATTERS**

### **9a. Friends of Urbanna Quarterly Report – Peni Roberts (Attachment A)**

Mr. Costin said council had been provided a copy of the report and extra copies were available for the public. He said Ms. Roberts was unable to attend.

## **AGENDA ITEM 10. ACTION ITEMS**

Mr. Costin presented three resolutions for exemptions from water usage fees for the VFD, VRS, and Library. He said these organizations have historically been exempt from paying water usage fees and this is just to solidify and create a historical record for the future. He said that this will help to show where some of the gap is as we renew our water withdrawal permit with the state. Collectively, the annual water usage costs for these three organizations are about \$985.

Mayor Goldsmith said each organization has a meter so their usage is known. Councilmember Austin said a meter is needed on the side of the VFD where they fill their trucks. Mr. Costin said the Chief said they fill the trucks out of town. Councilmember Austin said a meter is still needed. Mr. Costin said he will get alarms about unusual water usage when they practice hydrant opening and that sometimes causes a brief loss of pressure. Councilmember Wilson asked if there are enough exempt meters to explain the gap. Mr. Costin said yes. Councilmember Chowning reiterated that this is something the town has always done; it just needs to be formalized.

### **10a. Resolution 2025-009: Exemption from Town of Urbanna Water Usage Fees for the Middlesex Volunteer Fire Department**

Councilmember Austin made a motion to adopt Resolution 2025-009 approving the exemption from Town of Urbanna water fees for the Middlesex Volunteer Fire Department until such time as the Town Council may desire to rescind it via Resolution. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

## **RESOLUTION 2025-009**

### **EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE MIDDLESEX VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, historically, the Middlesex Volunteer Fire Department located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

**WHEREAS**, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Volunteer Fire Department located within the Town; and

**WHEREAS** the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Middlesex Volunteer Fire Department located within the Town of Urbanna shall be exempted from paying water usage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

**BE IT FINALLY RESOLVED** that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

**DONE** this 26th day of June, 2025.

**10b. Resolution 2025-010: Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Volunteer Rescue Squad**

Councilmember Austin made a motion to adopt Resolution 2025-010 approving the exemption from Town of Urbanna water fees for the Middlesex County Volunteer Rescue Squad until such time as the Town Council may desire to rescind it via Resolution.

Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

**RESOLUTION 2025-010**

**EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE  
MIDDLESEX COUNTY VOLUNTEER RESCUE SQUAD**

**WHEREAS**, historically, the Middlesex County Volunteer Rescue Squad located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

**WHEREAS**, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Volunteer Rescue Squad located within the Town; and

**WHEREAS** the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Middlesex County Volunteer Rescue Squad located within the Town of Urbanna shall be exempted from paying water usage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

**BE IT FINALLY RESOLVED** that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

**DONE** this 26th day of June, 2025.

**10c. Resolution 2025-011: Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Public Library Branch Located in the Town of Urbanna**

Councilmember Austin made a motion to adopt Resolution 2025-011 approving the exemption from Town of Urbanna water fees for the Middlesex County Public Library branch located in the Town of Urbanna until such time as the Town Council may desire to rescind it via Resolution. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

**RESOLUTION 2025-011**

**EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE  
MIDDLESEX COUNTY PUBLIC LIBRARY BRANCH LOCATED IN THE TOWN OF URBANNA**

**WHEREAS**, historically, the Middlesex County Public Library branch located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

**WHEREAS**, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Public Library branch located within the Town; and

**WHEREAS** the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Middlesex County Public Library branch located within the Town of Urbanna shall be exempted from paying water usage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

**BE IT FINALLY RESOLVED** that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

**DONE** this 26th day of June, 2025.

**AGENDA ITEM 11. COUNCIL ANNOUNCEMENTS & REQUESTS**

Councilmember Chowning said Latane Montague held sailboat races in Urbanna Creek and it was an outstanding event. He thanked the many people in the community who bring these types of events to town.

Mayor Goldsmith asked Mr. Costin to have the VFD use the 10" line to put water in the pool to drop its temperature when they fill their trucks.

Councilmember Austin said the June Second Saturday was cancelled due to weather. She also said she would not be at the July 13, 2025 Council meeting.

Councilmember Justice said the Ray Pittman Rockin’ Blues Band has been rescheduled to August 2<sup>nd</sup>. The July Second Saturday is on the 12<sup>th</sup> and will feature Muddy Gutt Road.

**AGENDA ITEM 12. CLOSED MEETING**

A closed meeting did not occur.

**AGENDA ITEM 13. ADJOURN OR RECESS**

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:43pm.

Respectfully submitted,  
Christine H. Branch, Town Clerk

Approved by Council: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Christine H. Branch, Town Clerk



## **ATTACHMENT A**

### Friends of Urbanna Quarterly Report

June 26, 2025

#### 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.

#### Past Activities at the Scottish Factor Store Museum: March report to the Council

- 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.



## 2<sup>nd</sup> Quarter Activities

- Inside: Continue the restoration of the 18<sup>th</sup> 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 wall cracks on the west side.
  - This was accomplished in March 31 – April 3
- Discovery of additional lentil work needed on all openings of the building, found by Kevin Nieto while doing the brick repair work.
  - Discussed findings with DHR as required by the easement on the Building Deed
  - Approval to pursue repair work with Kevin Nieto (approved contractor by DHR)
  - Obtained quotes and work to be scheduled
- Discovery of water issue on the back wall of the museum during the brick work in March.
  - Discussed the issue with DHR and got their approval to dig to find whether or not there is a drain along the back side of the building
  - Small hole has been dug and there is something approximately 18” down along the back of the building.
    - Checking with DHR for a qualified resource to pursue this further
    - Will report findings to DHR and Town Administrator
    - This is potentially a first priority item for estimate and repair as it is causing dampness on the inside back wall of the building.
- FOU conducted the annual 6<sup>th</sup> grade essay contest
  - Awards presentation at the school with Mayor in attendance and making remarks to the class
  - Recognition of the 1<sup>st</sup> place winner of the contest winner at the 1<sup>st</sup> Town Council meeting in June.
  - This activity was written up in the SSS in two articles bringing recognition to the Scottish Factor Store and the Mitchell Map. We plan to continue this annual event.

## 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.
- 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.
- We have submitted a grant request to The River Counties Foundation – award notification this summer.

#### 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 6<sup>th</sup> 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 6<sup>th</sup> 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.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JULY 10, 2025**

**Agenda Item: 7 – STAFF & COMMITTEE REPORTS**

**a. Staff Reports**

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

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

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



## TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175

PHONE: 804-758-2613, FAX: 804-758-0389

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To: The Honorable Mayor and Members of the Urbanna Town Council

From: P. S. T. (Ted) Costin, Administrator

Date: July 3, 2025

Subject: June 2025 Report given July 2025

I attended two virtual meetings of the All (Natural) Hazards Mitigation Plan Workgroup and met with the County Administrator on several topics including the status of the street sign replacement effort. I also attended the Banner Dedication Event.

Learned from Del. Hodges that the study of DMV Selects is in the state budget.

As to Marina (Big Grant) we have been granted a short extension to close out the grant financially. Staff has been pulling invoices, documenting work via photographs and descriptions, and compiling for an on-site meeting mid-July.

As to the end of Virginia Street, we have received a revised plat, and northern neck plants has indicated on it where the plantings will be done by type. The approval to proceed has been given.

I developed a Bid Solicitation Document for the Museum entrance and sent to three contractors. While I did meet with one contractor on-site, I have received no proposals. A fourth may be in play.

Zoning to include on-going Special Use Permit, the July 5<sup>th</sup> event, pool use for the Library's Summer Reading Program, and Chandler Road have all been worked as well. I will report on the July 5<sup>th</sup> event post event. As to the latter, water pressure was tested at the end of the line near the house under construction. The water pressure measurement at that point was 69 psi which means anything before that point is equal or higher. This measurement is very much on the high end of readings anywhere around town. There is no reason to anticipate pressure issues for existing customers in the area after the house is occupied. I did pass along the concerns about keeping Chandler clear to the contractor.

The "No Wake" concern for Urbanna Creek has progressed to the point I was able, with Councilmember Wilson's assistance, to get out and document location of existing signs. This information has been sent to VMRC with no response to date.

Well 6 is now in full operation after reinstallation of the draw pipe and the USDA loan has been closed. The contractor is having to resolicit for a fencing sub-contractor. Demolition of the well house for well 3 and closure of that well has been initiated with Dominion terminating electrical service. Also, related to water, VDH found an error in what Sydnor reported to us in the annual Water Quality Report which was published in the paper in May. The error is they used the wrong "last year" to compare to "this year". A revised report was to be advertised the last week of June. Unfortunately, the Sentinel did not run the revised report and they have taken the responsibility for it. I reached out to VDH and advised them of the situation. VDH advises the delay will cause a reporting violation notice to be issued against the town as the ad was to have been run before July 1. In addition, next year's water quality report will have to note the town had a reporting violation. The correct ad ran July 3 at no financial cost to the town and documentation was conveyed to VDH. Please know, staff here did everything required in a timely manner given the situation and there is no aspect of water quality at issue.

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 5/31/2025	Prior Year	Prior Month	Statement Date
	5/31/24	4/30/25	5/31/25
Primis Bank General Operating Bank Account	1,001,375.91	998,996.98	1,042,528.13
Renter Water Deposits	-17,101.66	-19,226.66	-19,501.66
Net Operating General Bank Account (Adjusted Bal)	997,525.32	997,545.74	1,034,190.85
Primis – USDA Well Replacement reopened (8/2/24)	CLOSED 4/22	52,699.04	49,657.32
C&F Bank Historic Trust (new 3/1/2023)	50,639.82	65,164.32	66,218.51
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	114,853.67	122,304.47	Next int 07/15/25
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	96,669.97	101,185.04	Next int 07/15/25
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	404,896.55	423,807.69	Next int 07/15/25
Taber Trust – Account Value	\$965,792.34	1,038,306.34	1,072,687.08
Taxes listed below are collected for prior month(s)	5/31/24	4/30/2025	5/31/25
Meals Tax collected in May	14,384.57	12,606.26	12,73.04
Lodging Tax collected in May	2,429.85	2,299.97	4,870.43
Cigarette Tax collected in May	782.04	808.11	573.50

### REVENUE:

#### May Totals:

- Delinquent real estate collected \$1,268.82
- Delinquent personal property collected \$270.65
- Golf Carts \$425.00
- Pool Annual Memberships \$3,400.00

### EXPENDITURES:

- Business as usual

Meals Tax

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: 06/03/25  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12110-0001	Meals Tax - Local											
151197.70	14797.23 16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	9958.28	12606.26	17273.04		
Fund Total	14797.23 16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	9958.28	12606.26	17273.04		
Grand Total	Count: 1											
151197.70	14797.23 16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	9958.28	12606.26	17273.04		

Lodging Tax

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: 06/03/25  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12100-0001	Lodging Tax											
31172.37	2610.92 5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	1455.98	2299.97	4870.48		
Fund Total	2610.92 5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	1455.98	2299.97	4870.48		
Grand Total	Count: 1											
31172.37	2610.92 5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	1455.98	2299.97	4870.48		



## Water Sales

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: 06/03/25  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
500-17010-0001	Water Sales Charges											
353544.52	58031.08	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	46770.92
Fund Total												
353544.52	58031.08	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	46770.92
Grand Total	Count: 1											
353544.52	58031.08	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	46770.92





## **MEMORANDUM**

**Date:** July 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

### **NOTES FOR COUNCIL**

**Council Books** – You will find an updated FOIA/COIA Guide for 2025-2026 and an updated copy of the current Town Charter. There were two changes to FOIA, neither of which pertain to Council, and no changes to COIA.

**New Laws** – Many new laws took effect on July 1, 2025. The Division of Legislative Services produces a document called "In Due Course" which summarizes some of the laws that are likely to affect citizens of the Commonwealth. It can be downloaded from [dls.virginia.gov](https://dls.virginia.gov).

During my review of past minutes, I found a Proclamation made by Town Council on July 16, 2001:

**July 17th shall hereinafter be observed as Beryl R. Newman Day in the Town of Urbanna** in recognition of the acts of courage, bravery, and heroism during World War II by First Lt. Beryl R. Newman; and that the naming of The Urbanna Creek Bridge to the Beryl R. Newman Bridge is a lasting memorial to the memory of Beryl R. Newman, Medal of Honor recipient, and to the highest tradition of courage and bravery.

### **COMPLETED PROJECTS**

- Awaiting receipt of final Municode product – books expected to be shipped in September
- Developed draft bylaws for BZA for their review and approval
- Obtained quotes and information for online code hosting and website and presented to Finance Committee
- Prepared public notices, meeting agendas, minutes, Resolutions, and Ordinances as needed

### **CURRENT PROJECTS**

- Working on records management policy and procedure, naming conventions, and standardized filing system
- Updates to Town Code
- Continue scanning documents for electronic retention
- Conversion of paper records to electronic to ensure compliance with Virginia Public Records Act and best practices
- Continue updating website with current information and links
- Continue disposition process for expired records in accordance with Library of Virginia retention and disposal schedules

### **FUTURE PROJECTS**

- Scan and send all minutes to Library of Virginia for microfilm storage
- New website

### **PROFESSIONAL DEVELOPMENT**

June 18 – LVA webinar on Social Media as Public Records  
July 17-31 – Parliamentary Fundamentals 101



## **TOWN COUNCIL**

### **Agenda Item Summary FOR ALL REGULAR MEETINGS**

#### **Agenda Item: 8 – 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: 9 – 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.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JULY 10, 2025**

**Agenda Item: 10 – NEW BUSINESS**

**10a Resolution 2025-012: Commemorating the Longevity and Rich History of the Urbanna Post Office - 250th Anniversary**

**Background:** According to Postal history, the Urbanna Post Office is one of only 60 operating Post Offices in the United States that was in operation on July 26, 1775. Although the origins of the Urbanna office date even farther back, this year marks the 250<sup>th</sup> Anniversary of the Urbanna Post Office as part of the United States postal system.

**Fiscal Impact:** None

**Staff Recommendation:** Adopt Resolution 2025-012.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to adopt Resolution 2025-012 commemorating the 250<sup>th</sup> Anniversary of the Urbanna Post Office and urging citizens to express their appreciation to its dedicated staff.

***Motion, Second, Discussion, Voice Vote***

*Proposed for Adoption by the Urbanna Town Council  
July 10, 2025 Regular Meeting*

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**RESOLUTION 2025-012**

**COMMEMORATING THE LONGEVITY AND RICH HISTORY OF THE URBANNA POST OFFICE  
250th Anniversary of the Urbanna Post Office**

**WHEREAS** the Urbanna Post Office was one of the dozens of post offices operated in colonial America prior to 1775 under the Crown Post; and

**WHEREAS** the Urbanna Post Office is one of only sixty-nine currently-operating post offices in the United States that was in operation on July 26, 1775 when the Second Continental Congress appointed Benjamin Franklin as the first Postmaster General of the United Colonies; and

**WHEREAS** the Urbanna Post Office was once located in the Bristow Store with John P. Bristow acting as Postmaster in 1799, Robert S. Bristow acting as Postmaster in 1889, and Cuthbert Bristow acting as Postmaster in 1921; and

**WHEREAS** the Urbanna Post Office continues to this day to provide a vital service to the community and residents of the Town of Urbanna;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the week of July 20-26, 2025 be celebrated as a time of appreciation to the dedicated staff of the Urbanna Post Office and encourages citizens to take time to express their gratitude, encouragement, and support to the staff of the Urbanna Post Office as they mark their official 250<sup>th</sup> Anniversary; and

**BE IT FURTHER RESOLVED** that, as the town's tribute to the dedicated past and present staff, the 2025 golf cart registration decal shall showcase the Urbanna Post Office; and

**BE IT FINALLY RESOLVED** that a copy of this Resolution be presented to the Urbanna Post Office via the current Urbanna Postmaster, Dana V. Longest, who has served since 2016, and her staff, as a small token of appreciation from the Town Council of the Town of Urbanna.

**DONE** this 10th day of July, 2025.



## Agenda Item Summary

JULY 10, 2025

### Agenda Item: 10 – NEW BUSINESS

#### 10b Resolution 2025-013: Authorization to Sign Service Agreement Between the Middle Peninsula Planning District Commission and the Town of Urbanna for the Regional Water Supply Plan and Appropriation of Funds to Pay for Same

**Background:** Pursuant to 9VAC25-780, the Local and Regional Water Supply Planning Regulation, all local governments in the Commonwealth of Virginia shall participate in cross-jurisdictional, coordinated water resource planning and shall develop and submit, with the other local governments within a regional planning area, a single jointly produced regional water plan to the State Water Control Board.

The Middle Peninsula Regional Planning District Commission (MPPDC) is coordinating the development of the Northern Plains 2 Regional Planning Unit, to which the Town belongs. The MPPDC is utilizing a standard agreement to ensure that the plan development is conducted in an open manner involving community stakeholders; that it is consistent with each participating jurisdiction's policies, program, and authorities; and that it is an accurate reflection of the community's values.

The Water Committee met on July 1<sup>st</sup> and the Finance Committee met on July 2<sup>nd</sup> to discuss this matter. Both committees recommend participation with the MPPDC.

**Fiscal Impact:** \$6,852.09 from the Water Fund

**Staff Recommendation:** Adopt Resolution 2025-013 authorizing participation with the MPPDC to develop the plan, authorizing the Town Administrator to sign the agreement with the MPPDC, and appropriating the funds to pay the Town share amount of \$6,852.09 out of the Water Fund.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to adopt Resolution 2025-013 authorizing the Town Administrator to execute the service agreement with the Middle Peninsula Regional Planning District Commission for the development of a Regional Water Supply Plan and appropriating \$6,852.90 from the Water Fund to pay the town share amount.

**Motion, Second, Discussion, ROLL CALL VOTE**

*Proposed for Adoption by the Urbanna Town Council  
July 10, 2025 Regular Meeting*

**RESOLUTION 2025-013**

**AUTHORIZATION TO SIGN SERVICE AGREEMENT BETWEEN THE MIDDLE PENINSULA  
PLANNING DISTRICT COMMISSION AND THE TOWN OF URBANNA FOR THE REGIONAL  
WATER SUPPLY PLAN AND APPROPRIATION OF FUNDS TO PAY FOR SAME**

**WHEREAS** the Town of Urbanna (Town) is required to develop a Water Supply Plan pursuant to 9VAC25-780, the Local and Regional Water Supply Planning Regulation; and

**WHEREAS** the Town recognizes the benefits of utilizing a standard agreement to ensure that such plan development is conducted in an open manner involving community stakeholders; that it is consistent with each participating jurisdiction's policies, program, and authorities; and that it is an accurate reflection of the community's values; and

**WHEREAS** the Town wishes to participate with the Middle Peninsula Regional Planning District Commission (MPPDC) as part of the Northern Plains 2 Regional Planning Unit (RPU);

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Town hereby agrees to engage the MPPDC to provide the Town with services necessary to develop a Regional Water Supply Plan for the Northern Plains 2 RPU as described in the Project Scope of Work in accordance with Chapter 780, Local and Regional Water Supply Planning; and

**BE IT FURTHER RESOLVED** that the Town Council authorizes the Town Administrator to execute the Service Agreement as presented on July 10, 2025 between the MPPDC and the Town for the Regional Water Supply Plan for the town share amount of \$6,852.90; and

**BE IT FINALLY RESOLVED** that the Town Council does appropriate \$6,852.90 from the Water Fund to be used to pay the town share amount.

**DONE** this 10th day of July, 2025.

**Service Agreement**  
**between**  
**The Middle Peninsula Planning District Commission (MPPDC)**  
**and**  
**The Town of Urbanna, Virginia**  
**for the**  
**Regional Water Supply Plan**

**THIS SERVICE AGREEMENT**  
(the "Agreement")

June 26, 2025

**BETWEEN:**

Town of Urbanna  
PO Box 179  
Urbanna, VA 23175  
(The "Client")

AND

Middle Peninsula Planning District Commission  
4521 Lewis B. Puller Memorial Highway, Shacklefords, VA 23156  
(The "Contractor")

**BACKGROUND:**

- A. The Client believes the Contractor has the necessary qualifications, experience, and abilities to provide services to the Client.
- B. The Contractor agrees to provide such services to the Client on the terms and conditions set out in this Agreement.
- C. The Client recognizes the utility of a standard agreement to be used by the Northern Plains 2 regional planning unit (RPU) to ensure that mandate such as the Middle Peninsula Regional Water Supply Plan is developed in accordance with the Local and Regional Water Supply Planning Regulation ([9VAC25-780](#)) effective on October 9, 2024; that plan development is conducted in an open manner involving community stakeholders; that it is consistent with each participating jurisdiction's policies, program and authorities; and that it is an accurate reflection of the community's values.

*Sands Anderson updated the agreement on 4/9/2025*

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

### **Services Provided**

1. The Client hereby agrees to engage the Contractor to provide the Client with services necessary to develop a Regional Water Supply Plan for the Northern Plains 2 RPU as described in Appendix A Project Scope of Work (the “Services”) in accordance with Chapter 780. Local and Regional Water Supply Planning. In part:
  - 9VAC25-280-10: All local governments in the Commonwealth of Virginia shall participate in cross-jurisdictional, coordinated water resource planning and shall develop and submit, with the other local governments within a regional planning area, a single jointly produced regional water plan to the board.
  - 9VAC25-780-20: to establish a comprehensive water supply planning process for the collection of certain data by localities and the development of regional and state water supply plans. This process shall be designed to (i) ensure that adequate and safe drinking water is available to all citizens of the Commonwealth; (ii) encourage, promote, and protect all other beneficial uses of the Commonwealth's water resources; (iii) encourage, promote, and develop incentives for alternative water sources, including desalinization; and (iv) encourage the development of cross-jurisdictional water supply projects.
2. The Contractor recommends that the Client consult with legal counsel concerning questions related to the requirements of [Chapter 780. Local and Regional Water Supply Planning](#) and other related sections.

### **Term of Agreement**

3. The term of this Agreement (the “Term”) will begin on the date this Agreement is signed by both parties and will remain in full force and effect until either Virginia Department of Environmental Quality (DEQ) approves the Regional Water Supply Plan or October 9, 2029, the plan submission deadline. The term of this Agreement may be extended with the written consent of the Parties. The Agreement may be terminated by either Party with 30 days written notice given to the other party.
4. In the event that the Client breaches this Agreement, the Client shall remain liable to the Contractor for the costs of all services both rendered and agreed upon as set forth in paragraph 5 and 6 below. In the event that the Contractor breaches this Agreement, the Contractor will return to the Client any and all unspent monies received from the client as set forth in Paragraph 5 and 6 below. The Parties acknowledge that no other damages, fees, or penalties shall be due one from the other as the result of any act or omission of either Party.



### **Performance**

5. The Parties agree to fully cooperate and to do everything necessary to ensure that the terms of this Agreement take effect including the execution of additional documents should the need arise.

### **Compensation**

6. For the services rendered by the Contractor as required by this Agreement, the Client will provide the following compensation as described below (as specifically applicable to Client locality).

Locality Share to be split between all: \$123,351.85

Essex	\$ 20,558.63
King and Queen	\$ 20,558.63
King William	\$ 20,558.63
Mathews	\$ 20,558.63
Middlesex	\$ 20,558.63
Urbanna	\$ 6,852.90
Tappahannock	\$ 6,852.90
<u>West Point</u>	<u>\$ 6,852.90</u>
<b>Total</b>	<b>\$ 123,351.85</b>

<b>Wetland Solutions and Studies Estimate</b>	<b>MPPDC Project Management &amp; Public Process</b>	<b>DEQ Grant Funding</b>	<b>Local Share split between Localities</b>	<b>Per County Match/Share</b>	<b>Per Town Match/Share</b>
\$79,451.76	\$52,784	\$8,884	\$123,351.85	\$20,558.63	\$6,852.90

All such compensation shall be subject to appropriation by the Client.

7. The Contractor will invoice the Client for one payment.
8. Project updates will be provided in the Middle Peninsula Planning District Commission monthly meeting packets.
9. In the event that a change order is requested, beyond the scope of services outlined in this Agreement, the client will be charged on an hourly basis according to the approved Commission budget subject to the applicable provisions referenced in provision regarding dispute resolution below at section 20c. Appearing at local meetings, answering telephonic questions, and attending private meetings will be deemed change orders in the discretion of the Contractor provided such has been disclosed in writing, in advance, to the Client.

### **Reimbursement of Expenses**

10. The Contractor will not be reimbursed for any expenses incurred in connection with this Agreement.

### **Employment Discrimination by Contractor Prohibited**

11.
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by the state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
12. The Contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

### **Drug-Free Workplace**

13. The Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the action that will be taken against employees for violations for such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
14. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

### **Employment of Illegal Aliens**

15. The Contractor agrees that it does not and shall not during the performance of this Agreement knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

### **Ownership of Intellectual Property**

16. All information gathered during this project will remain public, unless prohibited from disclosure or exempted from required disclosure in accordance with state and federal law.

### **Capacity**

17. In providing the Services under this Agreement, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them.

### **Notice**

18. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:
  - a. Ted Costin, Town Administrator  
Town of Urbanna  
PO Box 179  
Urbanna, VA 23175
  - b. Middle Peninsula Planning District Commission  
4521 Lewis B. Puller Memorial Highway  
Shacklefords, VA 23156

Or to such other address as any Party may from time to time notify the other.

### **Additional Clauses**

19. This Agreement has been reviewed and approved via recorded vote of the Town of Urbanna Town Council.

### **Dispute Resolution**

20. In the event a dispute arises out of or in connection with this Agreement, the Parties will attempt to resolve the dispute through friendly consultation.
  - a. Once a final deliverable has been submitted by Contractor and approved by DEQ, the Contractor shall be deemed to have completed all services required under this Agreement.

- b. Once the scope of work has been completed and/or the product has received any necessary approvals, any changes made by the Client to the final product is “at its own risk”. The client assumes all responsibility for any modification, deviation, or change initiated outside of the agreed to scope of work.
- c. The Contractor has no contractual responsibility to advocate for, coordinate, or administer any local modifications beyond the services agreed to by the Contractor in accordance with the terms of this Agreement.
  - The Client may request an addendum to the contract for specific changes. The Contractor may consider the request from the Client and, if willing to perform the requested work, shall provide a response including a new cost estimate for consideration. Any addendum shall be reviewed and approved via recorded vote of the Town of Urbanna Town Council.

#### **Modification of Agreement**

- 21. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in a writing signed by each Party or an authorized representative of each Party.

#### **Time of the Essence**

- 22. Time is the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

#### **Assignment**

- 23. The Contractor shall not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

#### **Entire Agreement**

- 24. It is agreed that there is no representation, warranty, collateral agreement, or condition affecting this Agreement except as expressly provided in this agreement.

#### **Governing Law**

- 25. To ensure uniformity of the enforcement of the Contract Documents, and irrespective of the fact that either of the parties now is, or may become, a resident of a different state, this contract shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without regard to their principles of conflicts of law.
- 26. The parties hereby submit to the personal jurisdiction of, and venue in, the General District or Circuit Court of the Town of Urbanna, Virginia for resolution of any and all claims, causes of action or disputes between the Parties.

**Severability**

27. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of the Agreement.

**Waiver**

28. The waiver by either party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under land and seal on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Approved as to form:

Town of Urbanna, Virginia

\_\_\_\_\_  
Andrea Erard, Town Attorney

Per: \_\_\_\_\_(SEAL)  
Ted Costin, Town Administrator

Middle Peninsula Planning District  
Commission (Contractor)

*Rachael L Peabody*  
Per: Deputy Director

## Appendix A – Regional Water Supply Plan

### **Scope of Work**

The Middle Peninsula Planning District Commission (MPPDC) will contract with Wetlands Studies and Solutions, Inc. (WSSI) to develop a Regional Water Supply Plan for the Northern Plains 2 regional planning unit (RPU). The Northern Plains 2 RPU includes Essex, King William, King & Queen, Mathews and Middlesex Counties and the Towns of West Point, Urbanna, and Tappahannock. WSSI will follow Chapter 780. Local and Regional Water Supply Planning. In part WSSI will focus on:

D. Regional water supply plans shall contain the following elements:

1. A description of existing water sources in accordance with the requirements of [9VAC25-780-70](#);
2. A description of existing water use in accordance with the requirements of [9VAC25-780-80](#);
3. A description of existing water resource conditions in accordance with the requirements of [9VAC25-780-90](#);
4. An assessment of projected water demand in accordance with the requirements of [9VAC25-780-100](#);
5. A description of water management actions in accordance with the requirements of [9VAC25-780-110](#) and [9VAC25-780-120](#);
6. An identification of water supply risks and regional strategies to address identified risks in accordance with the requirements of [9VAC25-780-125](#);
7. A statement of need for the regional planning unit in accordance with the requirements of [9VAC25-780-100](#);
8. An alternatives analysis to address projected deficits in water supplies in accordance with the requirements of [9VAC25-780-100](#); and
9. A map identifying important elements discussed in the water supply plan that may include existing environmental resources, existing water sources, significant existing water uses, and proposed new sources.

MPPDC staff will manage the project and will lead the public engagement aspect of the project. The public notice shall include the following: (1.) Brief description of the purpose of the draft regional water supply plan, including a list of all localities included in the regional planning area; (2.) Identification of means for the public to obtain copies of the draft regional water supply plan in electronic and paper formats; (3.) Announcement of a comment period of at least 30 days following the date of publication for interested persons to submit written comments to their respective local government; (4.) Brief description of how to submit comments; and (5.) Either (i) notice of a public informational meeting or (ii) a statement informing persons of their right to request a public informational meeting. If 15 or more individual requests for a public informational meeting are received from commenters in any county, city, or incorporated town, the county, city, or incorporated town shall publish a second public notice of a public informational meeting to be held no sooner than 15 days from the date of the notice. Local governments may hold joint informational meetings.

WSSI's scope does not include addressing comments from DEQ and we assume DEQ will not review any sections or parts of the document until the entire plan is submitted by MPPDC to DEQ, at which time, WSSI can assist MPPDC with addressing DEQ comments under a new proposal or a change order to this existing scope and fee.

**Timeframe**

This agreement is effective by all parties on May 28, 2025 and will remain in effect through the duration of the project. Once a final deliverable has been submitted to the Client and the mandating entity for approval, the Contractor shall have completed performance under this Agreement. The Agreement may be terminated prior to the time by any Participating Jurisdiction by giving 30 days written notice.

See attached WSSI proposal.



## **TOWN COUNCIL**

### **Agenda Item Summary FOR ALL REGULAR MEETINGS**

#### **Agenda Item: 11 – 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: 12 – 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: 13 – 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.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JULY 10, 2025**

**Agenda Item: 14 – CLOSED MEETING**

**14a – Motion to Convene Closed Meeting**

**Motion:** I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with **Section 2.2-3711 (A)(1)** of the Code of Virginia to discuss the contractual agreement of appointment of a specific appointee.

***Motion, Second, Discussion, Roll Call***

**14b – Motion to Reconvene in Open Session**

**Motion:** I move that the Town of Urbanna Town Council reconvene in open session.

***Motion, Second, Discussion, Voice Vote***

**14c – Certification of Closed Meeting**

**Motion:** I move that the Town Council of the Town of Urbanna 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.

***Motion, Second***

***Discussion*** - If any councilmember disagrees, they must so state at this time.

***Roll Call by Clerk***

**14d – Action on Closed Meeting (if necessary)**

Action on matters discussed in Closed Session, if necessary.

## **CERTIFICATION OF CLOSED MEETING**

### **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 \_\_\_\_\_, 2025 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, 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 \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2025.