



**Urbanna Town Council
WORK SESSION**

Thursday, January 22, 2026 - 6:00pm

Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia

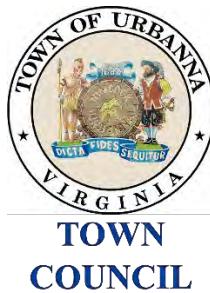
AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Comment 1 & Council Response to Public Comment 1
7. Work Session Matters
 - a. Council Priorities for 2026
8. Action Items
 - a. Approval of January 8, 2026 Regular Meeting Draft Minutes
 - b. Personnel Policy Review
 - c. Agreement – Middlesex Volunteer Fire Department
9. Public Comment 2 & Council Response to Public Comment 2
10. Council Announcements & Requests
11. Closed Meeting (if necessary)
12. Adjourn or Recess



The graphic features the Town of Urbanna seal on the left and a megaphone icon on the right. Text on the right side reads: "TOWN HALL IS MOVING", "NOTICE OF CLOSURES", "Town Offices will be closed beginning on Monday, January 26th at 8:30am until Wednesday, January 28th at 4:30pm", "We hope to open at our new location on Thursday, January 29th at 8:30am.", "Town office phones will not be operational during the course of the move.", "This includes Town Hall, the Marina, and the Visitor's Center & Museum.", "FOR EMERGENCIES ONLY", "Contact (804) 238-1051".

New Location
300 Virginia Street
Urbanna, VA



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 (all in favor, any opposed)***

*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 (all in favor, any opposed)



**TOWN
COUNCIL**

Agenda Item Summary

FOR ALL WORK SESSIONS

Agenda Item: 6 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

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. Speakers are called in the order they signed up.

COUNCIL 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 immediately preceding their response.



**TOWN
COUNCIL**

Agenda Item Summary

JANUARY 22, 2026 WORK SESSION

Agenda Item: 7 – WORK SESSION MATTERS

7.a. Council Priorities for 2026

Presentation by Ted Costin, Town Administrator

2026 COUNCIL PRIORITIES TOP FIVE

January 22, 2026 Town Council Work Session

Priority Submissions (8)

Topic	Priority Tally	Total Score	Total Mentions
Bridge to Marina	5+4+5+5+5	24	5
Water System Renovation	1+4+5	10	3
Complete Town Office Move	5+2	7	2
Find/Fund/Develop Council Chambers Space	2+1+2	5	3
Expansion of Town Boundary Lines	4	4	1
Address Shortfall of Pool Revenues	2+2	4	2
Public Safety/Fire Suppression	4	4	1
Funding for Marina Upgrades	4	4	1

Priority Submissions (cont'd)

Topic	Priority Tally	Total Score	Total Mentions
Well Pump House Repairs	3	3	1
Complete Personnel Policy & Code Update	3	3	1
Effort to Establish an Official Urbanna Museum	3	3	1
Develop a CMP (Capital Maintenance Program)	3	3	1
Payne's Crab House Property	3	3	1
Height of Buildings on Waterfront	3	3	1
Golf Cart Trail from Bethpage into Urbanna	2	2	1
Main Street Support	2	2	1
Town Files to ADA Compliance	2	2	1
Improvement to Old Tobacco Warehouse Building	1	1	1
Personnel Policy Finish/Application	1	1	1
Funding for 7/4 Event	1	1	1
Tap Oyster Festival Revenues	1	1	1

Priority Tally (8)

Topic	Priority Tally	Total Score
Bridge to Marina	5+4+5+5+5	<u>24</u>
ALL WATER		<u>17</u>
<i>Water System Renovation</i>	1+4+5	10
<i>Public Safety/Fire Suppression</i>	4	4
<i>Well Pump House Repairs</i>	3	3
ALL TOWN OFFICE		<u>12</u>
<i>Complete Town Office Move</i>	5+2	7
<i>Find/Fund/Develop Council Chambers Space</i>	2+1+2	5
Expansion of Town Boundary Lines	4	<u>4</u>
Address Shortfall of Pool Revenues	2+2	<u>4</u>
Funding for Marina Upgrades	4	<u>4</u>
ALL PERSONNEL POLICY		<u>4</u>
<i>Complete Personnel Policy & Code Update</i>	3	3
<i>Personnel Policy Finish/Application</i>	1	1

Priority Tally (cont'd)

Topic	Priority Tally	Total Score
Effort to Establish an Official Urbanna Museum	3	3
Develop a CMP (Capital Maintenance Program)	3	3
Payne's Crab House Property	3	3
Height of Buildings on Waterfront	3	3
Golf Cart Trail from Bethpage into Urbanna	2	2
Main Street Support	2	2
Town Files to ADA Compliance	2	2
Improvement to Old Tobacco Warehouse Building	1	1
Funding for 7/4 Event	1	1
Tap Oyster Festival Revenues	1	1

Proposed Top Five

Priority 1 – Marina Bridge Repair/Replacement

- a. Temporary Crossing
- b. Long-Term Solution
- c. Funding

Proposed Top Five

Priority 2 – Maintenance/Improvements on Water System

- a. Distribution Lines
- b. Well House
- c. Consideration of Fire Suppression Standards
- d. Funding

Proposed Top Five

Priority 3 – Town Office

- a. Complete Move
- b. Provide Council Chambers
- c. Funding

Proposed Top Five

Priority 4 – Personnel Policy

- a. Adopt Non-discretionary Portions
- b. Consider/Accept Discretionary Portions
- c. Share with and Brief Staff

Proposed Top Five

Priority 5 – Increase Pool Revenues

- * a. Add Amenities
- b. Seek Sponsorships

Other Priorities:

- Expansion of town boundary lines: 4
- Funding for Marina Upgrades: 4
- Effort to establish an official Urbanna Museum: 3
- Develop a CMP: 3
- Payne's Crab House property: 3
- Height of Buildings on Waterfront: 3



Other Priorities: (cont'd)



- Golf cart trail from Bethpage into Urbanna: 2
- Main Street Support: 2
- Town Files to ADA Compliance: 2
- Improvement to Old Tobacco Warehouse building: 1
- Funding for 7/4 event: 1
- Tap Oyster Festival revenues: 1



**TOWN
COUNCIL**

Agenda Item Summary

JANUARY 22, 2026

Agenda Item: 8 – ACTION ITEMS

8.a. Approval of January 8, 2026 Regular Meeting 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 January 8, 2026 minutes as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF JANUARY 8, 2026**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 8th day of January, 2026 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

The Mayor called the roll:

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

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk (via Zoom)
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 5-0 with 2 absent.

AGENDA ITEM 6. 2026 ORGANIZATIONAL MATTERS

6a. Adoption of 2026 Meeting Schedule

Mr. Costin said that the January meetings will be held at the current Town Hall located at 390 Virginia Street, Suite B. Future 2026 meetings will be held at the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna.

Councilmember Austin made a motion to adopt the 2026 Meeting Schedule as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.



Urbanna Town Council 2026 MEETING SCHEDULE

Unless otherwise indicated, all January meetings shown on this schedule will take place in the Town Hall Council Chambers located at 390 Virginia Street, Suite B, Urbanna, Virginia. After February 1, unless otherwise indicated, all 2026 meetings shown on this schedule will take place in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street, Urbanna, Virginia.

DATE	TIME	MEETING TYPE
Thursday, January 8	6:00pm	Organizational & Regular
Thursday, January 22	6:00pm	Work Session
Thursday, February 12	6:00pm	Regular
Thursday, February 26	6:00pm	Work Session
Thursday, March 12	6:00pm	Regular
Thursday, March 26	6:00pm	Work Session
Thursday, April 9	6:00pm	Regular
Thursday, April 23	6:00pm	Work Session
Thursday, May 14	6:00pm	Regular; Budget Presentation
Thursday, May 28	6:00pm	Work Session; Budget Public Hearing
Thursday, June 11	6:00pm	Regular; Budget Adoption
Thursday, June 25	6:00pm	Work Session
Thursday, July 9	6:00pm	Regular
Thursday, July 23	6:00pm	Work Session
Thursday, August 13	6:00pm	Regular
Thursday, August 27	6:00pm	Work Session
Thursday, September 10	6:00pm	Regular
Thursday, September 24	6:00pm	Work Session
Thursday, October 8	6:00pm	Regular
Thursday, October 22	6:00pm	Work Session
Thursday, November 12 Thanksgiving	6:00pm	Regular *No Work Session
Thursday, December 10 Christmas	6:00pm	Regular *No Work Session

***Adjustments to Regular Schedule:** No work sessions in November and December due to holidays.

If the Mayor, or the Mayor pro tempore if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for councilmembers to attend a scheduled meeting, the meeting shall be continued to the next occurring Monday at 6:00pm in the Council Chambers of the Town Hall. All hearing and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

Council may hold such special meetings as it deems necessary at such times and places as it may find convenient, and it may adjourn from time to time as it may find convenient and/or necessary. A special meeting of the Council shall be called pursuant to Section 1-4 of Council Bylaws in accordance with Section 15.2-1418 of the Code of Virginia.

Approved by Council at the January 8, 2026 Organizational Meeting

6b. Election of 2026 Mayor Pro Tempore

Mayor Goldsmith nominated Larry Chowning as 2026 Mayor Pro Tempore. Marjorie Austin nominated Robbie Wilson as 2026 Mayor Pro Tempore. Mayor Goldsmith withdrew his nomination of Larry Chowning.

Councilmember Austin made a motion to elect Robbie Wilson as 2026 Mayor Pro Tempore. Councilmember Wilson accepted. The Mayor called for any discussion. The Mayor called the roll:

Marjorie Austin.....	Aye
Larry Chowning.....	Absent
Alana Courtney.....	Aye
Bill Goldsmith, Mayor	Aye
Merri Hanson	Absent
Beth Justice.....	Aye
Robbie Wilson	Abstain

The motion passed 4-0 with 2 absent and 1 abstaining.

6c. Approval of 2026 Board, Committee, and Commission Appointments

Mr. Costin said Councilmember Courtney was being removed from the Water Committee and placed on the Personnel Committee. Councilmember Austin noted that she had requested to be on the Personnel Committee and was told no. Ms. Erard asked if Ms. Austin was requesting to be added to the Personnel Committee. Ms. Austin said not at this time.

Councilmember Austin made a motion to approve the 2026 Board, Committee, and Commission appointments. Councilmember Justice seconded. The Mayor called for any discussion. The Mayor called the roll:

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

The motion passed 5-0 with 2 absent.

Town of Urbanna
2026 Board, Committee, and Commission Appointments

Planning Commission		Expires
Name		
Merri Hanson (Council Member)		12/31/2026
Gari Lister (Citizen)		12/31/2026
Richard Longest (Citizen)		12/31/2028
Bill Powers (Citizen)		12/31/2029
Katie Wilson (Citizen)		12/31/2027
<i>Ted Costin (Town Administrator)</i>		
<i>Christine Branch (Clerk)</i>		
Board of Historic & Architectural Review (HARB)		Expires
Name		
Amy Denney (Citizen)		12/30/1930
Barbara Hartley (Citizen)		12/31/2029
Tammie Putney (Citizen)		12/31/2027
Peni Roberts (Citizen)		12/31/2026
Patricia Wheeler (Citizen)		12/31/2028
<i>Ted Costin (Town Administrator)</i>		
<i>Christine Branch (Clerk)</i>		
Board of Zoning Appeals (BZA)		Expires
Name		
John A. Anzivino (Citizen)		08/31/2029
Lewis Hall (Citizen)		08/31/2030
Martha J. Lowe (Citizen)		08/31/2026
John D. Magness (Citizen)		08/31/2027
Kelly D. Pollok (Citizen)		08/31/2028
<i>Ted Costin (Town Administrator)</i>		
<i>Christine Branch (Clerk)</i>		
Finance Committee		Personnel Committee
Name		
Larry Chowning (Council Member)		Larry Chowning (Council Member)
Bill Goldsmith (Mayor)		Alana Courtney (Council Member)
Marnie Harte (Citizen)		Bill Goldsmith (Mayor)
Roy Kime (Citizen)		Merri Hanson (Council Member), Chair
Robbie Wilson (Council Member), Chair		<i>Ted Costin (Town Administrator)</i>
<i>Michele Hutton (Staff, Treasurer)</i>		
<i>Ted Costin (Town Administrator)</i>		
<i>Christine Branch (Clerk)</i>		
Water Committee		Special Events Committee
Name		Name
Marjorie Austin (Council Member), Chair		Marjorie Austin (Council Member)
Bill Goldsmith (Mayor)		Beth Justice (Council Member)
Roy Kime (Citizen)		<i>Michele Hutton (Staff)</i>
David Overman (Citizen)		<i>Ted Costin (Town Administrator)</i>
<i>Maribel Kimble (Water Operations Mgr.)</i>		
<i>Steve Hutton (Water Operations)</i>		
<i>Ted Costin (Town Administrator)</i>		
<i>Christine Branch (Clerk)</i>		
Middle Peninsula Planning District Commission (MPPDC)		Middlesex County Economic Development Authority (EDA)
Name		Name
<i>Ted Costin (Town Administrator)</i>		
<i>Bill Goldsmith (Mayor)</i>		
Middle Peninsula Chesapeake Bay Public Access Authority (PAA)		Urbanna Main Street
Name		Name
<i>Ted Costin (Town Administrator)</i>		
Larry Chowning-Alternate		
MPPDC All Hazards Mitigation Plan (AHMP) Planning Committee		VA250 Committee
Name		Name
<i>Ted Costin (Town Administrator)</i>		
<i>Bill Goldsmith (Mayor)</i>		

6d. Review of Bylaws and Code of Ethics

Mr. Costin said the bylaws had last been updated in October of 2025. No new changes were proposed.

Councilmember Austin made a motion to approve the Bylaws and Code of Ethics as presented. Councilmember Wilson seconded. The Mayor called for any discussion. The Mayor called the roll:

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

The motion passed 5-0 with 2 absent.

(The Bylaws and Code of Ethics are available from the Town website.)

AGENDA ITEM 7. APPROVAL OF MINUTES

7a. December 11, 2025 Regular Meeting Draft Minutes

Councilmember Austin made a motion to approve the minutes as presented.

Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

Mr. Costin presented his report. There were no questions from Council.

8a.2. Treasurer

The November Treasurer's Report was presented. There were no questions from Council.

8a.3. Town Clerk

The Monthly Clerk's Report was presented. There were no questions from Council.

8b. COMMITTEE REPORTS

8b.1. Finance Committee

Councilmember Wilson said the Finance Committee met on December 29, 2025 and went through several quotes. The biggest item is the Marina Bridge. The money for the Water Tower Pump House repairs is available from the Water Budget.

The committee also discussed repairs needed at the museum, the Independence Day drone show, a pool slide, and playground equipment.

After receiving a quote of \$95,000 for a commercial grade compact pool slide, the committee decided to table the purchase for now. Councilmember Wilson said that, although the Taber Fund could be used for the purchase, the committee felt it was too expensive. He said that a straight slide would be less expensive but would take up a lot of deck space. He was also informed that a

slide would not help lower the temperature of the pool water as was hoped. Councilmember Austin said more than one quote was needed. Councilmember Wilson said he did a price comparison on the components and found the quote to be in line. He said he'd be willing to head up any fundraising efforts.

Councilmember Wilson said he explored playground grants but we did not qualify. The committee decided to table this purchase for now as well.

8b.2. Water Committee

The Water Committee did not meet since their last report.

8b.3. Special Events Committee

The Special Events Committee did not meet since their last report.

8b.4. Personnel Committee

The Personnel Committee did not meet since their last report.

AGENDA ITEM 9. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Kristi Anzivino of Howard Street said there was broken glass, batteries, and other trash on the streets which spilled from the trash truck during their last pickup. There was also something black dripping from the truck. She reminded people to keep their trash enclosed. Ms. Anzivino also thanked Councilmember Wilson for his work on the pool slide and said she would like to see it happen if possible.

Councilmember Austin said she swept up the debris in the street and notified Mr. Costin of the issue. Mr. Costin said he sent an email to the contractor with the locations he knew of on January 6, 2026, the same day the incident occurred.

AGENDA ITEM 10. UNFINISHED BUSINESS

10a. Assessment of 2025 Priorities

Mr. Costin reviewed the 2025 priorities set by Council during their January 23, 2025 strategic planning session and gave final updates on each.

Priority 1: Closing on the purchase of 390 Virginia St. or move to an alternative: Alternate location successfully pursued and move underway.

Priority 2: Water system infrastructure upgrades and revenue sources: As field changes are found, Cartograph continues to be updated. Well 3 was terminated and Well 6 is online and complete. Virginia Department of Health and other finance sources have been engaged.

Priority 3: Increase pool revenues: Three paid pool parties were held; one banner was purchased; and no business employee memberships were purchased. A Food Service Solicitation has been drafted. The Special Events Committee could consider fundraiser events.

Councilmember Wilson said he spoke with another locality which spent \$400,000-\$500,000 on a water park which has been a successful revenue source for them. He does not feel this is feasible for the Town. Mr. Costin said there is also a lack of space for a water park.

Councilmember Courtney asked for the pool financials for 2025. Mr. Costin said he will get them to her.

Councilmember Austin said there was an offer to completely handle the food services at no expense to the Town. Mr. Costin said he is finalizing the solicitation and has had to take other considerations into account such as appliances, the need for lifeguard space, and other criteria. He will forward a final draft to Council when ready.

Priority 4: Resolve VA Street Terminus issue: Council considered and rejected an option to sell the land. Council voted to engage Bay Design to perform a survey on the land which has been completed. Council voted to accept Northern Neck Native Plant Company's no-cost offer to initially plant and restore the land. Planting began July 3rd and was disturbed on July 5th. Subsequent plantings were also disturbed. Planting needs to be resumed in 2026. Mr. Costin said signage is in the works and a picnic table will be installed to partially block the entrance and hopefully deter trespassers.

Mayor Goldsmith said other properties are also being trespassed upon in the area. Mr. Costin said 20 feet must remain open for emergency vehicle access. Councilmember Courtney said something should be erected that would block trespassers but allow emergency vehicles to drive through.

Councilmember Austin asked about the Payne's Landing signage. Mr. Costin said it is in the works.

Priority 5: Independence Day fireworks: Drone show was held at a cost of \$18,000. The cost has now increased by 80% and has become prohibitive in consideration of infrastructure needs.

Priority 6: Oyster Festival participation/return: Council formed the Special Events Committee to promote increased communication between the Foundation, Town, volunteers, etc. The road access issue (using Oyster Road for emergency access) was investigated at the Foundation's request. The Town considered adding a logo to the Water Tank but it was deemed too costly given the site lines. We are awaiting the final financial report.

Mayor Goldsmith asked Councilmember Austin about her fundraising efforts for the tank logo. Councilmember Austin said she had about \$4,500 pledged but people backed out when the sight line concerns were raised. Councilmember Courtney said she is against having a logo on the tank.

Priority 7: Zoning enforcement: Mr. Costin said the total number of issues handled in 2024 was 26. In 2025, 31 issues were closed and three are still in progress.

Priority 8: Past due water collection: Staff worked diligently to collect past due accounts and shut-offs were instituted. Staff continues to keep abreast of current delinquencies to enact collection and shut-off procedures. Mr. Costin said Maribel Kimble, Water Operations Manager, told him no one lets their account get 60 days past due anymore because they know their water will be turned off. Councilmember Wilson said he initially didn't understand why a full-time water position was needed and this justifies that it is.

Priority 9: Personnel policy: Staff performance reviews were instituted. The draft policy and pay plan are with the Town Attorney and a draft is scheduled to be presented to Council at the January 22, 2026 work session.

Priority 10: Timely responsiveness of counsel: The Personnel Committee has discussed the concerns and reported to Town Council in closed meeting.

Staff suggests:

1. Continuing to focus on pool revenues, Oyster Festival support but expand that to UBA and Main Street primarily for event coordination,
2. Complete Personnel Policy, and
3. Add Code adoption, boundary line adjustment, and all infrastructure needs and improvements to the priority list for 2026.

AGENDA ITEM 11. NEW BUSINESS

11a. 2026-2027 Pool Management

Mr. Costin said the day to day management of the pool has been contracted out to Signature Pools since its reopening. The effort to recruit by town staff over two years has resulted in a total of four applications for Lifeguards and one for Pool Manager; not enough to operate the pool. Signature has been able to fill these roles primarily as they provide the same services to several pools in the area. Complaints have been few and quickly resolved. Signature has also been very accommodating in support of the Y's program, swim team operations, rentals, and summer reading kickoff sponsored by the library. They have submitted a contract in the amount of \$65,970.00 for the summer of 2026 and locked in the same price for the summer of 2027.

Councilmember Wilson said he supports keeping Signature because it would cost much more to try to do it ourselves.

Mayor Goldsmith said the cost of operating the pool was estimated at \$85,000 four years ago based on Essex County's costs; so \$65,000 is good.

Councilmember Wilson made a motion to authorize the Town Administrator to execute the agreement with Signature Pools for services in 2026 and 2027 as presented.

Councilmember Austin seconded. The Mayor called for any discussion. The Mayor called the roll:

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

The motion passed 4-0 with 2 absent and 1 abstaining.

11b. Marina Bridge

Mr. Costin said the Town was given notice as early as 2011 that the bridge was in bad condition. By the recommendation of an engineering firm and the Town Attorney, the marina bridge was

partially closed on December 16, 2025 and fully closed on December 19, 2025 with VDOT providing the closure blockade.

Work was done over the holidays to find financial assistance for the project including applying for a grant and getting a commitment from Delegate Keith Hodges to introduce a Special Appropriations Bill in the General Assembly to fund repair/replacement of the bridge.

Mayor Goldsmith said Delegate Hodges needs an estimated cost quickly in order to introduce the bill. He said the MPPDC was contacted regarding possible grant funding for transient boating since the bridge is needed to access the marina and maintain the BIG grant investment.

Mr. Costin said they are also looking into the possibility of a BIG grant. He said this is a municipal bridge owned by the town; it is not covered by VMRC or VDOT. Whitman, Requardt & Associates (WRA) and other engineering companies have been contacted for estimates.

Councilmember Austin asked about putting in a pedestrian bridge. Mr. Costin said no because this is not the town's property.

Ms. Erard said Delegate Hodges has some novel ideas for funding by saving on other areas of the state budget. She has begun drafting the budget amendment and had a conference call with WRA and Mr. Costin. WRA is to contact her with an estimated cost tomorrow. They are also preparing a scope of services estimate including a timeline and price. She said they are also looking into interim solutions and there are some options.

Councilmember Wilson asked legally, who determines the waterflow necessary. Ms. Erard said a state agency. Someone else owns the property with the pond on it.

Mr. Costin said he contacted the Army Corps of Engineers to see if a temporary bridge could just be dropped in. There would be a lot of permitting requirements from multiple agencies. Ms. Erard said the engineering firm has relationships with all those agencies.

Councilmember Austin asked about the Montague property. Ms. Erard said it ends at the bridge. Mr. Costin said the town owns from the boat ramp to the bridge.

Councilmember Justice asked if Rob Wittman was contacted. Ms. Erard said that was a good idea.

Councilmember Wilson said we couldn't do the drone show if we won't have access to the bridge.

Councilmember Wilson made a motion not to renew the 4th of July Airloom drone show contract. Councilmember Austin seconded. The Mayor called for any discussion. The Mayor called the roll:

Marjorie Austin.....	Aye
Larry Chowning.....	Absent
Alana Courtney.....	Aye
Bill Goldsmith, Mayor	Aye
Merri Hanson	Absent
Beth Justice.....	Aye

Robbie Wilson Aye
The motion passed 5-0 with 2 absent.

11c. Well Pump House

Mr. Costin said the town's well pump house had a pipe failure on October 8. The situation was stabilized and estimates were sought on a complete replacement of the pipes and supports in the well pump house. Mr. Costin showed photos of the current condition of the pipes and supports. The lowest bid received was from Sydnor at \$27,890. The Finance Committee reviewed both bids noting that Sydnor is familiar with the system.

Councilmember Wilson made a motion to authorize the Town Administrator to accept the quote from Sydnor at \$27,890 for the re-piping of the well pump house. Councilmember Austin seconded. The Mayor called for any discussion. The Mayor called the roll:

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

The motion passed 5-0 with 2 absent.

AGENDA ITEM 12. PUBLIC COMMENT 2 AND COUNCIL RESPONSE TO PUBLIC COMMENT 2

Dan Snead of Colorado Avenue said he's worked at the marina for 6-8 years. He said a project manager is needed to address all the issues. He said culverts are used now which would allow kayaks, etc. rather than a bridge.

Mayor Goldsmith said that is what the engineering firm will do.

William Mayo of Rappahannock Avenue said Council had voted in the 1980s to put money aside each year for bridge and water system maintenance. He said the County should help with the cost since town residents pay taxes.

Mr. Costin said he met with the County Administrator yesterday who offered him guidance.

Bruce Murray of Marston Avenue said the town will never have enough money if an engineering firm is used. He said to use an overlay which is permanent.

AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin said her treatments have been completed.

AGENDA ITEM 14. CLOSED MEETING (if needed)

None required.

AGENDA ITEM 15. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:25pm.

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

Approved by Council: _____, 2026

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



Agenda Item Summary

JANUARY 22, 2026

Agenda Item: 8 – ACTION ITEMS

8.b. Personnel Policy Review

Background: The town's present Personnel Policy is over thirty years old and has only undergone one amendment in that time. Former Administrator Galey drafted an update that was not acted upon. In-house staff changes delayed movement, but the most former Clerk and current Administrator moved the document with some revision to the town's attorney who will present a portion at this time and layout a plan for further revision.

Fiscal Impact: None anticipated.

Staff Recommendation: Adopt as presented as the material presented is current to state and/or federal law, rule, or regulation.

Council Action Requested: Adopt as presented as the material presented is current to state and/or federal law, rule, or regulation.

Sample Motion:

I move to adopt amendments to the Town of Urbanna Employee Personnel Policy Handbook as presented this evening.

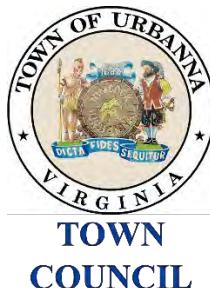
Or

I move to adopt amendments to the Town of Urbanna Employee Personnel Policy Handbook as presented this evening with the exception of the following portions (state portions).

Or

I move to adopt amendments to the Town of Urbanna Employee Personnel Policy Handbook as presented this evening with the exception of the following amendments (state amendments).

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)



**TOWN
COUNCIL**

Agenda Item Summary

January 22, 2026

Agenda Item: 8 – ACTION ITEMS

8.c. Agreement – Middlesex Volunteer Fire Department

Background: As the new town offices do not accommodate a space for council chambers at present, an alternative site needed to be identified. Such a site had to be accessible to all members of the public. The Middlesex Volunteer Fire Department Event Hall was quickly identified. The Chief indicated membership supported use of the facility by the town provided a contribution be made to offset associated costs (electricity, heating/air) by paying \$100 per meeting. The attached Agreement drafted by the town's attorney states the commitments use requirements.

As a verbal agreement had been reached, the council at its organizational meeting set this space as the meeting site.

Fiscal Impact: \$100 per meeting.

Staff Recommendation: Approve the Agreement which follows as presented.

Council Action Requested: Yes, approve the Agreement which follows as presented.

Sample Motions:

I move to adopt the Agreement with the Middlesex Volunteer Fire Department for the purpose of using their Event Hall as meeting space for the Urbanna Town Council and other entities of the town for public meetings until a more permanent facility is constructed.

Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote)

Agreement

THIS AGREEMENT is made and entered into this 1st day of February, 2026. By and between the MIDDLESEX VOLUNTEER FIRE DEPARTMENT (“MVFD”) and the TOWN OF URBANNA (“Town”), a municipal corporation.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants contained herein, the parties hereby agree as follows:

1. MVFD agrees to allow the Town to use the Event Room at the Middlesex Volunteer Fire Department as needed for the next six months in exchange for payment of \$100 per meeting.
2. The Town will provide notice to the MVFD on a weekly basis of upcoming dates and times when the Event Room shall be used by the Town.
3. The Town shall be permitted to store such equipment and supplies as needed to conduct public meetings.
4. MVFD shall keep the Event Room locked to ensure the safety and security of the Town’s equipment and supplies.

Note:

See [RSC Equipment Rental, Inc. v. The Cincinnati Insurance Company, 54 F. Supp. 3d 480 \(W.D. Va.](#)

MIDDLESEX VOLUNTEER FIRE DEPARTMENT

DATE: _____

NAME: _____

TITLE: _____

TED COSTIN
URBANNA TOWN ADMINISTRATOR

DATE: _____



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 9 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

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. Speakers are called in the order they signed up.

COUNCIL 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 immediately preceding their response.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 10 – 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.

Agenda Item: 11 – CLOSED MEETING (if necessary)

Agenda Item: 12 – ADJOURN OR RECESS

At a meeting of the council, a motion to adjourn shall be always in order, needs no second, and shall be decided without debate.

Motion, Voice Vote (all in favor, any opposed), Mayor declares meeting adjourned or recessed