

The Town Council of the Town of Urbanna held a work session on December 6, 2018 at 6:30 pm in Town Hall. Mayor Steve Hollberg welcomed everyone to the meeting. Council Members present were: George DeVries, Barbara Hartley Diane Gravatt, Steve Hollberg, Larry Chowning, Marjorie Austin and Boyd Wiley. Also present were Holly Gailey – Town Administrator, Bob Henkel – Town Treasurer, Andrew Bury – Town Attorney, Traci Wright – Town Clerk, four guests and one member of the press.

Ms. Gailey called the roll to which the following answered present: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

First on the agenda was the Mayor's report. Mayor Hollberg apologized for missing the last scheduled meeting due to medical issues. Mayor Hollberg reported he spoke with VML about employee job descriptions and was not successful in setting up a meeting before December 31, 2018. Mayor Hollberg asked that the new town council carry this through after the first of the year.

Next on the agenda was the Town Treasurer's report given by Bob Henkel. Mr. Henkel announced he will be resigning as Town Treasurer as of the end of December 2018.

Item A on the agenda was discussion about the well replacement RFP. This was tabled for later discussion.

Item B on the agenda was discussion on the dredge RFP. This is still in the hands of Bay Design and in the final stages of preparation.

Item C on the agenda was discussion of possible gutter installation on Town Hall. At this time there is no plan in place due to the fact this requires rerouting water from the building to a storm drain so the water does not flood any neighbors. This was tabled for later discussion.

Item D on the agenda was discussion of Air B&B regulation and this was tabled to discuss in executive session.

Item E on the agenda was review of the upcoming budget amendments to be presented at the December 17, 2018 regular Town Council Meeting. Ms. Gailey briefly discussed the amendments at this time.

Item F on the agenda was discussion of the use of Town assets. Council Member Marjorie Austin made a motion to protect the town assets, as attached, seconded by Council Member George DeVries with the following amended language of item number 5 by Mayor Hollberg; 5. No person, whether an individual, officer, director, staff or member of any organization and entity shall occupy or use any town asset without the prior written approval of the Town Administrator or Council of the Master Plan or other appropriate documentation. Ms. Gailey called the roll to which the following answered

aye: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Item G on the agenda was discussion in reference to the current advisory curator of the Town Museum and Visitor Center, Cloyde Wiley. Council Member made a motion to include a letter of resignation from current Advisory Curator, Cloyde Wiley in the public record, seconded by Council Member Boyd Wiley. Ms. Gailey called the roll to which the following answered aye: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

At this time, Mayor Steve Hollberg made a motion to accept the letter of resignation from Cloyde Wiley as Advisory Curator of the Town Museum and Visitor Center, seconded by Council Member George DeVries. Ms. Gailey called the roll to which the following answered aye: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries. Mayor Hollberg thanked Cloyde Wiley and Barbara Hartley for the hard work over the last four to five years.

Council Member Boyd Wiley asked that town staff take care of the phone line hanging down on Kent Street. Mr. William Goldsmith stated he will make the call and have this problem taken care of.

Item H on the agenda was discussion on MITS Q-Code Project that Mr. Larry Chowning and Ray Rose have been working on. This has been placed on the December 17, 2018 agenda.

With there being no further business, Council Member George DeVries moved to go into executive session pursuant to Section 2.2-3711(A)(8). Council Member Marjorie Austin seconded the motion. Ms. Gailey called the roll to which the following answered aye: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Council Member Barbara Hartley made a motion to re-enter open session to which Council Member Boyd Wiley seconded. Ms. Gailey called the roll to which the following answered aye: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Upon returning to open session, Council Member George DeVries moved to approve the following Certificate of Executive Meeting to which Council Member Marjorie Austin seconded:

Whereas, the Urbanna Town Council has convened an Executive Session 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 2.1-344.1 of the Code of Virginia requires a certification by the Urbanna Town Council that such executive meeting was conducted in conformity with Virginia law;

Now, Therefore Be It Resolved that the Urbanna Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (i) only such public business matters as were identified in the motion convening the executive session were heard, discussed or considered by the Urbanna Town Council.

VOTE:

Ayes: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

At this time, Council Member Mayor Steve Hollberg made a motion to adjourn at 9:32 pm to which Council Member George DeVries seconded. Ms. Gailey called the roll to which the following answered aye: Marjorie Austin, Boyd Wiley, Diane Gravatt, Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

---

Clerk