

The Regular Meeting of the Urbanna Town Council was held on December 17, 2018 in the Council Chambers at Town Hall at 7:00 pm. There was a Holiday social from 6:00 to 7:00 pm. Mayor Steve Hollberg called the meeting to order and led the group in the Pledge of Allegiance. Ms. Gailey called the roll to which the following answered present: Diane Gravatt, Marjorie Austin, Larry Chowning, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg. Also attending was Holly Gailey – Town Administrator, Traci Wright – Town Clerk, Bob Henkel – Treasurer, Andy Bury – Town Attorney, one member of the press and fifteen guests.

The first item of business was consideration of the November 8, 2018 Town Council work session meeting minutes. Council Member George DeVries made a motion to approve as amended removing reference to George DeVries and Barbara Hartley arriving at 6:31pm, seconded by Council Member Marjorie Austin. Ms. Gailey called the roll to which the following answered aye: Diane Gravatt, Marjorie Austin, Larry Chowning, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg.

The second item on the agenda was consideration of the November 19, 2018 Town Council meeting minutes. Council Member George DeVries made a motion to approve as amended stating Mr. Malone's ongoing concerns were specific to civility. This motion was seconded by Council Member Marjorie Austin. Ms. Gailey called the roll to which the following answered aye: Diane Gravatt, Marjorie Austin, Larry Chowning, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg.

At this time, Mayor Hollberg presented Mr. Bob Henkel with plaque in recognition for his service as Town Treasurer for the past several years and wished him well with his move to Texas.

Next, Mayor Hollberg recognized Marjorie Austin for her service on Town Council for the past two years and presented her with a plaque as a token of appreciation.

Council Member Diane Gravatt presented Mayor Steve Hollberg with a plaque as a token of appreciation for serving as Town Mayor from 2015-2018.

Council Member Larry Chowning publically recognized Bob Henkel for his role in establishing and implementing of the towns meals tax ordinance.

Council Member Larry Chowning also presented former resident Mr. Bob Calves with a certificate of appreciation for making the Museum in the Streets project a success for the Town of Urbanna.

Next, during public comment, Ms. Geri Reyes addressed issues with an article reported in the Southside Sentinel in reference to the Town Museum and Visitor Center for clarification on removal of the quilt gifted to the Town museum from the Middlesex County Woman's Club and the sale of a photograph that did not belong to the Museum. Ms. Reyes stated she felt the issues were due to a lack of communication between the docents and advisory curator.

Town resident, Sue Warner discussed her concerns of the accessibility of Town Hall and suggested the meetings be moved to the Woman's Club. Ms. Warner also suggested to council that a representative from Town Council attend all County meetings.

Next, Town Administrator Holly Gailey reported staff is in the RFP stage of the dredge project. The target completion date is late March/April 2019.

Ms. Gailey reported the Virginia Department of Health, Office of Drinking Water visited and approved a site at the Bonner Street location for a new well.

Ms. Gailey announced the Town of Urbanna has engaged Davis and Associates to perform FY 2017/2018 financial audit and a site visit is expected in January 2019.

Ms. Gailey briefly discussed the possibility of changing computer software systems and staff continues to work on this matter.

Ms. Gailey stated the town was awarded \$1,034.00 litter grant available through the Department of Environmental Quality. These funds will be used to purchase recycle bins and trash receptacles throughout town.

Ms. Gailey stated town staff is working closely with the Thrasher Group mapping the current water system.

Ms. Gailey discussed setting up a meeting to include town residents and have a Taber Park planning discussion. The date will be determined at a later time.

Ms. Gailey stated water meter reads will take place this week for the billing period of October through December 2018. Delinquent notices have been sent out at this time.

Mayor Hollberg talked with Sheriff David Bushy about the recent break-ins in town and advised businesses to install security devices for extra protection.

Ms. Gailey reminded all current and upcoming council members that they must be sworn in by December 31, 2018 at the Middlesex County Court House.

Next, Town Treasurer Bob Henkel gave a treasurer's report.

Item A under new business was the public hearing on FY 2018/2019 budget amendments. This has been attached as part of the minutes. After discussion, Mayor Steve Hollberg made a motion to approve the budget amendments as presented, seconded by Council Member Barbara Hartley. Ms. Gailey called the roll to which the following answered aye: Diane Gravatt, Marjorie Austin, Larry Chowning, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg.

Item B under new business Council Member Marjorie Austin made a motion to accept and approve the Museum in the Streets "MITS" QR Code project as presented by Mr. Ray Rose and Mr. Larry Chowning. This has been attached as part of the minutes. Council Member George DeVries seconded the motion. Ms. Gailey called the roll to which the following answered aye: Diane Gravatt, Marjorie Austin, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg. Abstain: Larry Chowning.

Item C under new business was a motion made by Council Member Boyd Wiley to accept the resignation of current Town Treasurer, Bob Henkel, and effective December 31, 2018, seconded by Council Member Marjorie Austin. Ms. Gailey called the roll to which the following answered aye: Diane Gravatt, Marjorie Austin, Larry Chowning, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg.

Next, item C(1), Council Member Diane Gravatt made a motion to appoint John Gill as interim Town Treasurer until March 21, 2019. Council Member Boyd Wiley asked that Mr. Gill be sworn in at the County Courthouse and also bonded and this was confirmed by Town Attorney Andy Bury. It was decided at this time in order to meet the January 2, 2019 payroll that, John Gill, the interim Town Treasurer and Town Mayor will need to be the two signatures on the checks. Council Member George DeVries seconded the motion. Ms. Gailey called the roll to which the following answered aye: Diane Gravatt, Marjorie Austin, Larry Chowning, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg.

Item D, Mayor Hollberg asked council to consider a motion to not sell or dispose of the Town of Urbanna water system without a referendum to the MWA or other entity. Council Member Barbara Hartley made a motion of support. After discussion the motion failed for lack of second.

During announcements, Council Member Larry Chowning thanked the town staff for providing the food for the social and thanked all guests who came.

With there being no further business, Mayor Steve Hollberg moved to go into executive session pursuant to Section 2.2-3711(A)(1), Personnel Matters; and Section 2.2-3711(A)(8), Consultation with Legal Counsel. Council Member Boyd Wiley seconded the motion. Ms. Gailey called the roll to which the following answered aye: Diane Gravatt, Marjorie Austin, Larry Chowning, Barbara Hartley, Boyd Wiley, George DeVries and Mayor Steve Hollberg.

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

Upon returning to open session, Mayor Steve Hollberg 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:

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

Being there was no further business, Mayor Steve Hollberg made a motion to adjourn at 8:55pm. Council Member Marjorie Austin seconded. Ms. Gailey called the roll to which the following answered yes: Steve Hollberg, Marjorie Austin, George DeVries, Larry Chowning, Diane Gravatt, Barbara Hartley and Boyd Wiley.

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Clerk