

The Town Council of the Town of Urbanna held a work session on February 14, 2019 at 6:30 pm in Town Hall. Mayor Diane Gravatt welcomed everyone to the meeting. Council Members present were: Diane Gravatt, George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. Also present were Holly Gailey – Town Administrator, John Gill – Town Treasurer, Traci Wright – Town Clerk, one guest and one member of the press.

Ms. Gailey called the roll to which the following answered present: Diane Gravatt, George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Mayor Gravatt opened the meeting asking for a motion to amend the agenda to include discussion about the Cocktail Boat Races master plan and discussion about purchasing a quilt rack, (items h&i). Council Member Barbara Hartley made the motion to which Council Member George DeVries seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Town Treasurer, John Gill gave the treasurers report at this time. Mr. Gill requested town staff provide the cost to become part of DMV database that can possibly help with collecting personal property tax. Mr. Gill will email the financial forms to all council members.

Mayor Gravatt thanked Town Administrator, Holly Gailey for a job well done on collecting meter read data after the freezing weather and letting town residents know about specific leaks.

Next on the agenda were committee reports. Bill Goldsmith gave a brief financial committee report, followed by Ms. Gailey discussing progress on the draft FY19-20 budget. Mayor Gravatt announced the museum committee has not met but are scheduled to meet this coming Tuesday, February 19, 2019 at 9am in the conference room. Tyler Burgess announced the first EDC meeting will be held this coming Thursday, February 21, 2019 at 7pm in the conference room.

Bill Smith gave a water committee report at this time.

Council Member Barbara Hartley made a motion to have Holly Gailey obtain and verify renter and home owner income data seconded by Council Member George DeVries. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Council Member Larry Chowning made a motion to have Town Attorney, Andy Bury record a deed at the Middlesex County Courthouse for land ownership around well number 5 seconded by Council Member Bill Goldsmith. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

At this time, Water Committee Chairman, Bill Smith made a recommendation to Town Council to have the Town Administrator send a letter to Sydnor asking for a date of completion for abandoning the well on Knapp Street and let council members know as soon as the

information is available. John Gill said it would be done within the next couple of weeks and will send out an email to council with the date once received.

Town Council member Larry Chowning made a motion to have the Town Administrator contact the Thrasher Group immediately and find out if they are going to map our water system and if not start the process in finding someone that will, seconded by Council Member Bill Smith. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

The Marina Committee is scheduled to meet next Monday.

Item a on the agenda Larry Chowning discussed the proposed Rappahannock Bridge Clearance and asked that town staff research and write a letter of concern.

Item b was discussion about Real Estate taxes being billed twice a year instead of once a year. This was assigned to the Finance Committee for investigating.

Item c on the agenda, Larry Chowning suggested considering compensation for 2020-2021 for Town Council members. This was assigned to the Finance Committee for further review.

Item d on the agenda was discussion about the Chesapeake Bay Act update. Mayor Gravatt delivered all required documents to the MPPDC and will update as necessary.

Item e, Council Member Bill Goldsmith made a motion instructing Town Administrator, Holly Gailey to establish a schedule for town staff that includes a 30 minute lunch break as well as a couple of 10 minute breaks and also schedule blocked days where each member of staff will be unavailable to public in order to work without interruptions. Council Member Barbara Hartley seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Item f, Council Member Bill Smith made a motion to pass Resolution 2019-02 to appoint Mayor Diane Gravatt to represent the Town of Urbanna at the Middle Peninsula Planning District Commission, seconded by Council Member Bill Goldsmith. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. This has been attached as part of the minutes.

Item g, Council Member George DeVries made a motion to appoint Boyd Wiley as the representative to serve the Middle Peninsula Chesapeake Bay Public Access Authority and to appoint Council Member Larry Chowning as alternate representative, seconded by Council Member Smith. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Bill Smith and Bill Goldsmith. Abstain: Larry Chowning and Boyd Wiley. This has been attached as part of the minutes.

Item h Council Member Boyd Wiley made a motion to purchase a case to cover the quilt donated from the Middlesex County Woman's Club, seconded by Council Member Bill Goldsmith. Ms. Gailey called the roll to which the following answered aye: George DeVries,

Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. Council Member Barbara Hartley stated there is a plaque at the Town Museum for the quilt that she made.

Item i was brief discussion about the Urbanna Cup Regatta master plan. This was tabled for later discussion.

At this time, Ms. Gailey explained that the UBA submitted a short form for the March 2, 2019 Polar Plunge and Chili Cook-off and has been approved at this time.

With there being no further business, Council Member George DeVries moved to go into executive session pursuant to Sections 2.2-3711(A)(1), 2.2-3711(A)(4) and 2.2-3711(A)(29). Council Member Bill Goldsmith seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Council Member George DeVries made a motion to re-enter open session to which Council Member Bill Goldsmith seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Upon returning to open session, Council Member Bill Smith moved to approve the following Certificate of Executive Meeting to which Council Member Larry Chowning 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: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Council Member Barbara Hartley made a motion in support of moving forward with Edmonds & Associates accounting software after reviewing and finalizing the contract to which Council Member Bill Smith seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley

Council Member George DeVries made a motion in support to move forward with L! Marketing to redesign the Town of Urbanna www.urbannava.gov website. Council Member Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Council Member Bill Goldsmith made a motion to adopt, at a minimum, the Social Security Administration cost of living adjustment "COLA" from this point forward for all office staff, including a 2.8% increase for the FY2019-2020. Council Member Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

At this time, Council Member Barbara Hartley made a motion to adjourn at 9:30 pm to which Council Member George DeVries seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Clerk