

The Regular Meeting of the Urbanna Town Council was held on February 28, 2019 in the Council Chambers at Town Hall at 7:00 pm. Mayor Gravatt opened the meeting with the Pledge of Allegiance. Ms. Gailey called the roll to which the following answered present: Diane Gravatt, George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning. Also present were Holly Gailey – Town Administrator, Traci Wright – Town Clerk, John Gill – Treasurer, one member of the press and 10 guests.

The first item of business Mayor Gravatt presented Cloyde Wiley with a plaque in recognition of his years of volunteer service to the Town of Urbanna.

Next, Mayor Gravatt shared news of a 1910-1912 painting being donated to the Town of Urbanna by Gayle Mandell whom has family members that have "roots" in Urbanna. The painting will be displayed in the chambers.

Item IV, public comment, was the first on the agenda. Former resident Bob Calves discussed water rates.

Item V, guest speaker, Board of Supervisor, Pete Mansfield discussed concern of pollution of the Historic Urbanna Creek from waste water discharge.

There were no changes to the agenda under item VI.

Item VII on the agenda, Council Member Boyd Wiley made a motion to adopt the consent agenda. Council Member George DeVries seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

Item VII on the agenda was committee, administer and treasurer reports were given. Bill Goldsmith gave a brief finance committee report about the draft 19/20 budget. Mr. Goldsmith requested town staff provide the finance committee with an hourly rate/cost associated when town staff helps prepare for special events in order to share this information when organizations request extra funding. Mr. Goldsmith discussed his findings on paying council members.

Bill Smith gave a brief water meeting report stating the well site permit and production meter testing has been completed. Town staff has finalized the water audit and will submit to DEQ after the well on Knapp Street is abandoned by Sydnor Hydro.

Mayor Gravatt gave a brief economic development report stating the group met and discussed what they would like to happen in Urbanna.

Mayor Gravatt discussed the museum committee meeting stating the goal at this time is to develop a mission statement and continue working on the upgrades to the building.

Mayor Gravatt announced the marina committee will meet on Monday, March 4, 2019 at 6:30 pm.

Town Administrator, Holly Gailey reported meter reads were completed on February 20, 2019 and will be submitted for billing. Ms. Gailey stated during the meter read staff was able to identify a few minor water leaks and advise residents of such. Ms. Gailey also reported no delinquent accounts at this time.

Ms. Gailey gave a brief update on the dredge project stating the RFP is completed at this time and will appear in the Daily Press and Southside Sentinel in the next few days as an invitation to bid. Town staff was directed to place this bid on the EVA website.

Ms. Gailey advised council the 2019/2020 draft budget has been completed at this time and will be sent out to council members in order to meet the required deadline of March 1.

Council Member Larry Chowning asked Ms. Gailey if the Town is going to have an audit done for the 2017/2018 year end. Ms. Gailey stated the town will continue with the services of Audrey Davis and Associates as in the past and staff is currently awaiting a date.

Ms. Gailey advised council that there are three lights on Virginia Street are currently not working. Ms. Gailey stated these lights are on order. Town staff is to contact Falcon Electric for payment for the replacement lights.

Ms. Gailey discussed the Knapp Street well abandonment is scheduled for next week, weather permitting.

Ms. Gailey discussed the upcoming Chili Cook Off scheduled for March 2, 2019 and also advised the Polar Plunge has been cancelled at this time.

Mayor Gravatt asked Ms. Gailey to extend thanks to town staff for identifying meter leaks during the extreme cold weather.

At this time, Town Treasurer John Gill gave a Treasurers report. There was brief discussion about town staff partnering with DMV to be able to interrupt services for nonpayment of personal property taxes.

Council Member Larry Chowning asked staff to contact the Urbanna Oyster Festival Foundation and ask them to speak at the next meeting about the 2018 Oyster Festival.

Item IX, old business, Mayor Gravatt announced the town will continue participating in the Artisan and Oyster Trail as in the past.

Mayor Gravatt gave a brief update on possibly placing a covered trolley stop at Urbanna Market on the Grace Street side of the store. This is only a discussion at this time no action was taken.

Mayor Gravatt reminded everyone of the upcoming "Coffee with council" meeting tomorrow morning, March 1, 2019 at 9:30 am.

Mayor Gravatt gave a brief update on the proposed welcome sign to be installed on West side of Town. Currently a surveyor is scheduled to survey and after the lot line is established the sign can be installed.

Next, item (a) under new business was discussion about establishing an inclement weather policy. Mayor Gravatt suggested following the Middlesex County policy and if determined to close after a two hour delay, town staff will remote in the telephone system and send out a reverse 911 call to residents. Council Member Larry Chowning made a motion to which Council Member George

DeVries seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

Item (b), Mayor Gravatt announced the approval of the Cocktail Boat Races to be held May 17-19, 2019 under the new policy of short forms being approved by the town administrator.

Item (c), Council Member Barbara Hartley made a motion to establish a March 28, 2019 public hearing for a joint meeting with the planning commission to review the capital improvement plan. Council Member William "Bill" Smith seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

Item (d), Mayor Gravatt reported the town has engaged a vendor to reconstruct the Town website www.urbannava.gov and hopes to be up and running within the next month.

Item (e), Mayor Gravatt and Larry Chowning will team up and sell Trolley advertising this year. Council Member Larry Chowning asked Ms. Gailey to find out how much money other jurisdictions pay for trolley services. It was also established that there will be no charge to ride the trolley this year. The 2019 route needs to be established by town council, this will be discussed at the upcoming work session.

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

Council Member George DeVries also moved to go into executive session pursuant to Section 2.2-3711(A)(4). Council Member Boyd Wiley seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

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: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

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

At this time Council Member William "Bill" Goldsmith made a motion to name Traci Wright as Treasurer, John Gill as Assistant Treasurer and Holly Gailey as Town Clerk and further moved that all checks must be signed by either the Treasurer or Assistant Treasurer also know as a town employee and, either the Mayor or chair of finance committee. Council Member George DeVries seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

Next, Council Member William "Bill" Goldsmith made a motion to name the Zoning Administrator as a quasi full time employee which will allow contribution to VRS. Council Member Barbara Hartley seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

Next, Council Member William "Bill" Goldsmith made a motion to approve the current maintenance employee hourly pay rate at \$11.00, seconded by Council Member William "Bill" Smith. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley and Boyd Wiley. Abstain: Larry Chowning

Next, Council Member William "Bill" Goldsmith made a motion to approve hiring a receptionist for 20 hours per week at an hourly pay rate of \$10.00 to help relieve current staff of reception like duties. Council Member Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

Last, Council Member Barbara Hartley made a motion to name Dr. Paul Malone as Ambassador of the Town of Urbanna. Council Member Boyd Wiley seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

With there being no further business, Council Member Barbara Hartley made a motion to adjourn at 9:15 pm seconded by Council Member George DeVries. Ms. Gailey called the roll to which the following answered aye: George DeVries, William "Bill" Goldsmith, William "Bill" Smith, Barbara Hartley, Boyd Wiley and Larry Chowning.

Clerk