

The Town Council of the Town of Urbanna held a work session on May 9, 2019 at 6:30 pm in Town Hall. Mayor Diane Gravatt welcomed everyone to the meeting. Council Members present were: Diane Gravatt, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. George Devries was absent. Also present were Holly Gailey – Town Administrator, John Gill – Town Treasurer, Traci Wright – Town Treasurer, four guests and one member of the press.

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

The first item of business was a discussion with Lewie Lawrence, Middle Peninsula Planning District Commission (MPPDC) Executive Director, in reference to the town's Comprehensive Plan, specifically the omission of the Chesapeake Bay Act. The town has been working with the MPPDC to update the Comprehensive Plan so that all components are compliant with regulatory agencies. The current deficiency is directly related to the Chesapeake Bay Act. Mr. Lawrence discussed the process moving forward having the MPPDC review the most recent approved Comprehensive Plan that was compliant. It was determined during the initial review of the Comprehensive Plan that the Planning Commission completed was lacking the Chesapeake Bay Act, making the document non-compliant with state law. The recommended course of action was to take the last known compliant submission to Department of Environmental Quality (DEQ) that was compliant and use this document as a starting point for a revised plan that would include a compliant Chesapeake Bay Act. Mr. Lawrence stated that the Planning Commission has the statutory responsibility and the governing body is the actionable body. He also stated that it is important the Planning Commission be reminded about the statutory requirements, which is directly the job of its members, to keep the plan in compliance, review the plan at least every 5 years, to guide the process that allows the public to express their desires for the community, and then present to the Town Council for consideration. Mr. Lawrence stated that it is the governing body's responsibility to charge the Planning Commission to do a complete review of the process whether to simply review the current document with no changes or to engage the public for comment for changes in the plan and update the statutory portions. It was recommended that the governing body set the parameters for the Planning Commission and then let them do the work being sure to include any specifics the governing body wants in the document.

Also in attendance was Drew Williams representing the Berkley Group. He stated that the Comprehensive Plan must be reviewed every 5 years by the locality. He stated that the plan is a vision for the community. It is an economic development tool, to successfully gain grants and would help feed the Capital Improvement Projects. Mr. Williams stated that a full rewrite of a comprehensive plan is currently just under \$100,000.00, making it more feasible for a review as opposed to a complete rewrite.

There were many questions that were addressed about how the town should move forward on a review and the cost to have a review done specific to the Chesapeake Bay Act by the MPPDC. Mr. Lawrence stated that it would take a couple weeks to put together Mr. Lawrence explained that the comprehensive plan is so much more than a regulatory document and should be used as a plan for the future of Urbanna.

The following motion was made by Barbara Hartley: to engage the MPPDC to redevelop the town's comprehensive plan. Bill Smith to engage the MPPDC to bring the comprehensive plan into compliance and give the town a starting point for reviewing the plan over the next several years. Ms. Gailey called the roll to which the following answered aye: Barbara Hartley, Bill Smith, Larry Chowning, Boyd Wiley, and Bill Goldsmith.

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](http://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